



SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTOR & GROUNDWATER SUSTAINABILITY AGENCY

Raynette Gregory, Vice-President

Anthony Kalvans, Director

Owen Davis, Director

Rod Smiley, Director

REGULAR MEETING AGENDA Open Session 6:00 PM - then convene to Closed Session 601 12th Street San Miguel, CA Date: 06-22-2023

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting.

Public Comment: Sign in sheet at podium for public comment. Comments are **limited to three minutes**, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under item "Public Comment and Communications for items not on the agenda". Person(s) who wish to submit written correspondence, may do so at www.sanmiguelcsd.org. All correspondence is distributed to each Board Director and will become part of the record of that board meeting. Any member of the public may address the Board of Directors on items on the consent calendar.

Meeting Schedule: Regular Board of Director meetings are held on the fourth Thursday of each month at 6:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Posting Board/ San Miguel CSD office, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Regular Meeting Agenda**
4. **Pledge of Allegiance**

5. **Adjourn to Closed Session/Closed Session Agenda** *Public comment for items on closed session agenda.*
 1. Conference with Legal Counsel – Anticipated Litigation
 Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): One (1) matter
 Discussion with Legal Counsel
6. **Report out of Closed Session**
7. **Public Comment and Communications for items not on the agenda** *Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are **limited to three minutes**. Please sign in with name and address at podium.*
8. **Special Presentations/Public Hearings/Other**
 1. **PUBLIC HEARING:** Confirm the 2023 Weed Abatement Cost Report and authorizing collection of the charges on the County Tax Rolls.

 After holding a Public Hearing and making any appropriate modifications to the Cost Report approve RESOLUTION 2023-30 confirming the Cost Report and authorizing the collection of the charges on the County Tax Rolls.
9. **Non- District Reports**
 1. San Luis Obispo County Organizations
 Verbal/Report
 2. Community Service Organizations
 Verbal
 3. Camp Roberts—Army National Guard
 Verbal
10. **Staff & Committee Reports - Receive & File**
 1. General Manager
 Receive verbal report
 2. District Counsel
 Receive verbal report
 3. District Utilities
 Receive and File

4. Fire Chief Report

Receive and File

11. **Consent Calendar** *The items listed below are scheduled for consideration as a group and one vote. Any Director may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion. Public Comment*

1. 05-25-2023 Draft San Miguel CSD and Groundwater Sustainability Agency Meeting Minutes (Parent)

Receive and File

12. **Board Action Items**

1. Appointment to fill an existing Board vacancy (Dodds)

Interview and select a candidate to fill an existing Board of Directors vacancy for the remaining term that expires December 2024.

2. Elect Board Officers for remainder of 2023 (Dodds)

Nominate and Elect Board of Director Officers for remainder of 2023

3. 2023 SDRMA Board of Directors Election (Dodds)

Review and vote to elect no more than three (3) candidates by Resolution 2023-29.

4. Financial Reports - May 2023 (Hido)

Receive and file the enumeration of Financial Reports for May 2023.

5. Review and provide direction on proposed water rates. (Dodds)

Discuss proposed water rates and adopt RESOLUTION 2023-24 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider water user fees Pursuant to Proposition 218.

6. Adoption of District Retention Policy

Review and approve RESOLUTION 2023-32 adopting a Districtwide Retention Policy.

7. Discussion and possible direction to staff regarding options for increasing District revenue through assessment, possible expansion of District authority and jurisdiction to include parks oversight and maintenance, and tax revenue shortfalls associated with future development projects within the District boundaries (Kalvans)

Discussion options for increasing District revenue through assessment, possible expansion of District authority and jurisdiction to include parks oversight and maintenance, and tax revenue shortfalls associated with future development projects within the District boundaries. Provide direction to the General Manager and General Counsel.

8. Timeclocks and time tracking for employees (Dodds)

Discuss use of timeclocks and time tracking software for employees.

9. Update/ revise job descriptions for non-exempt positions

Approve RESOLUTION 2023-31 adopting revised job descriptions for non-exempt positions

10. Potential purchase of property on 'N' and 12th Streets (Dodds)

Authorize the General Manager to engage with the County to purchase the County owned parcels at 'N' and 12th.

11. Fire Department Code Enforcement Violation (Young)

Proceed with the correctional measures to resolve the Code Enforcement Notice of Violation for the existing conditions at the San Miguel Fire Station.

Adjourn To the San Miguel Community Service District Groundwater Sustainability Agency Board.

13. San Miguel Community Service District Groundwater Sustainability Agency (GSA)

Consent Calendar The San Miguel Community Service District Board of Directors will consider the following Consent Agenda items sitting as the San Miguel Community Service District Groundwater Sustainability Agency (GSA)The items listed below are scheduled for consideration as a group and one vote. Any Director may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion. Public Comment

1. Paso Basin GSP WY 2022 Annual Report invoices

Receive and File invoice from County of San Luis Obispo for the San Miguel Community Services District Groundwater Sustainability Agency cost share of Water Year 2022 Annual Report

Reconvene to the San Miguel Community Service District Board of Directors

14. Board Comment *This section is intended as an opportunity for Board members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.*

15. Adjournment to Next Regular Meeting July 27th 2023

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO) SS.
COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office.

Date:

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 5.1

SUBJECT:

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): One (1) matter

SUGGESTED ACTION: Discussion with Legal Counsel

DISCUSSION:

FISCAL IMPACT:

Unknown

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 8.1

SUBJECT: PUBLIC HEARING: Confirm the 2023 Weed Abatement Cost Report and authorizing collection of the charges on the County Tax Rolls.

SUGGESTED ACTION:

After holding a Public Hearing and making any appropriate modifications to the Cost Report approve RESOLUTION 2023-30 confirming the Cost Report and authorizing the collection of the charges on the County Tax Rolls.

DISCUSSION:

The San Miguel Community Services District Fire Department conducts a weed abatement program in accordance with the authority and procedures in Health and Safety Code §14875 et seq., as permitted by Government Code §61100(t). Staff is recommending that the costs incurred by the District to abate weeds from properties where the property owners have failed to do so be placed upon the tax rolls for collection.

When the District performs weed abatement work, Health and Safety Code §14905 provides that an account of the costs is to be kept and an itemized report prepared for the Board showing the cost of removing the weeds from each parcel. A copy of the itemized cost report will be posted at least three (3) days prior to its submission to the Board, with a notice of the time and place the report will be submitted to the District Board for confirmation.

The staff has complied with these requirements and the 2023 Weed Abatement Cost Report is now being submitted to the Board for confirmation.

At the hearing, the Board is to consider the Cost Report and hear any objections (Health and Safety Code §14910). The Board may modify the amounts, as it deems appropriate, and then it is recommended that the Board adopt Resolution 2023-30 confirming the costs and directing that the Resolution and Cost Report be submitted to the County Tax Assessor, so the charges can be collected on the property tax rolls.

FISCAL IMPACT:

It is anticipated that the District will recover most costs incurred abating weeds in 2023 by having the costs placed on the property owners' tax bills.

PREPARED BY: Scott Young

RESOLUTION NO. 2023-30

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
CONFIRMING THE 2023 WEED ABATEMENT COST REPORT AND
AUTHORIZING COLLECTION OF THE CHARGES ON THE TAX ROLL**

WHEREAS, in 2023, in accordance with the procedures required by law, the District Fire Chief was directed to abate a public nuisance on certain parcels of real property located within the San Miguel Community Services District consisting of obnoxious or dangerous weeds growing upon said parcels and which have been abated under the power granted to the District by Health and Safety Code §14875, et seq, and Government Code §61100(t); and

WHEREAS, parcels in which the nuisance fire hazard vegetation was not removed by the owners, have been cleared and abated by the San Miguel Community Services District Fire Hazard Fuel Reduction Contractor, as approved by the Board of Directors; and

WHEREAS, an itemized report has been prepared showing the cost of said weed abatement to be charged to each parcel, which report is attached hereto marked Exhibit “A” and incorporated herein by reference as though here fully set forth.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Miguel Community Services District does hereby resolve, declare, determine, and order as follows:

1. That the recitals set forth hereinabove are true, correct and valid.
2. That said itemized report entitled “2023 Weed Abatement Cost Report” a copy of which is on file in the office of the San Miguel Community Services District and is available there for public inspection and also attached hereto as Exhibit “A” be and hereby is ordered confirmed.
3. That the District Clerk shall transmit a copy of this Resolution to the County Auditor.
4. That the County Auditor and the County Tax Collector be and hereby are authorized and directed to do all acts necessary and proper to place on the 2023-2024 Tax Rolls the respective assessments as set forth in said confirmed itemized report plus such administrative fees as are allowed under the law.
5. That as a result of said confirmation and recording of said itemized report, the amounts of the weed abatement costs set forth in said itemized report are thereby made special assessments and liens against the respective parcels of real property in the San Miguel Community Services District, all as set forth in said itemized report.

On the motion by Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 22nd day of June 2023.

Scott Young, Fire Chief

TBD, President Board of Directors

ATTEST:

Tamara Parent, Board Clerk

APPROVED AS TO FORM:

Douglas L. White, District General Counsel

SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

APPROVING COSTS ASSOCIATED WITH WEED ABATEMENT CONDUCTED BY THE DISTRICT AS APPROVED BY RESOLUTION NO. 2023-30

NOTICE IS HEREBY GIVEN THAT THE San Miguel Community Services District Board of Directors will hold a public hearing on:

Thursday, June 22, 2023, at 6:00 P.M. at 601 12th Street, San Miguel, California 93451, to consider approving costs associated with weed abatement conducted by the District as approved by Resolution No. 2023-25. Approved costs will be liened against the affected parcels through the County tax roll for their respective assessment amount.

Pursuant to Health and Safety Code section 14905 the District accounted for the cost of abatement for each affected parcel of land. The itemized report will be presented to the District Board of Directors at the June 22, 2023 hearing. A copy of the itemized report will be posted at least three (3) days prior to its submission to the Board, with a notice of the time and place the report will be submitted to the District Board for confirmation.

BY ORDER OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Scott Young, San Miguel Community Services District Fire Chief



San Miguel Fire Department

2023 Weed Abatement Cost Report " Exhibit A "

	Assessor's Parcel Number	Property Address	Cost of Abatement	Admin Fee	Total Cost
1	021-051-022	BOE 87-40-10D PAR 19	\$ 1,455.00	\$100.00	\$ 1,555.00
2	021-231-005	590 14th Street	\$ 630.00	\$100.00	\$ 730.00
3	021-141-017	1401 N Street	\$ 720.00	\$100.00	\$ 820.00
4	021-302-008	1010 L Street	\$ 180.00	\$100.00	\$ 280.00
5	021-322-014	947 L Street	\$ 395.00	\$100.00	\$ 495.00
6	021-322-115	939 L Street	\$ 395.00	\$100.00	\$ 495.00
	Totals		3,775.00	\$600.00	4,375.00

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 9.1

SUBJECT: San Luis Obispo County Organizations

SUGGESTED ACTION: Verbal/Report

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 9.2

SUBJECT: Community Service Organizations

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report.

FISCAL IMPACT:
None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 9.3

SUBJECT: Camp Roberts—Army National Guard

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report

FISCAL IMPACT:
None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 10.1

SUBJECT: General Manager

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 10.2

SUBJECT: District Counsel

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 10.3

SUBJECT: District Utilities

SUGGESTED ACTION: Receive and File

DISCUSSION:

Well Status:

- Well 4 is fully operational – Well Level 71.3’ 5/1/23 (STATIC)
- Well 3 is fully operational – Well Level 90’ 5/1/23 (STATIC)
- SLT well is fully operational
- **Total combined average running hours per day (7.40)**

(Threshold for stage 1 resource severity level determination is 17 hours per day)

Water System status:

Water leaks this month: 0 This calendar year: 2

Water related calls through the alarm company after hours this month: 0 This Year: 4

- .

Sewer System status:

Sewer overflows this month: 0 this year: 1

Sewer related calls through the alarm company this month: 0 This Year: 1

- Video inspection of all sewer lines is in progress as time permits.

WWTF status:

- Notice of Intent (NOI) for new general order permit from the Waterboard is in progress.
 - NOI was submitted and we are awaiting a response from the Waterboard.

State Water Resources Control Board (SWRCB):

-

Division of Water Resources (DWR):

-

Regional Water Management Group (RWMG)/ Water Resources Advisory Committee (WRAC):

- The RWMG and WRAC approved sending a recommendation to the Board of Supervisors to approve funding for Prop 1 round two grant funding.
 - That proposal included \$300,000 for replacement of the water line in the Mission alley between San Luis Obispo and 10th street.

Billing related activity:

- **Total active accounts (at the time of this report)**
- 906 water accounts
- 807 wastewater accounts
- **Overdue accounts (at the time of this report)**
- 6 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement**
- 3 accounts have started an arrangement
- **Service orders (for this month at the time of this report)**
- 6 service orders issued and completed

Lighting/ Landscaping status:

- .

Solid Waste:

Mattress recycling

- Mattresses are accepted by appointment only, Monday, Wednesday, Friday between 8 am and 11 am.

E-Waste collection

- E-waste is accepted Monday, Wednesday, Friday between 8 am and 11 am.

SB-1383:

- .

Project status:

- **Replacement water tank and pump station on east side of river/ water line replacement.** (21007) started February 2022
 - **(POTENTIALLY GRANT FUNDED)**
 - Working on other funding opportunities for this project.
 - Working with the County to acquire the land for the tank site.
- **Study to determine condition and I&I of the existing sewer collection system** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - Application is in review by DFA awaiting award approval.
 - Were advised that we are in the final steps of approval and that we could have an agreement in June.
- **Cost of Service Rate Study** (22005) started June 2022

- Bartle Wells Associates (BWA) is scheduled to present proposed water rates and rate structure at this meeting.

Staffing

- Two vacant positions.
- WWTF Operator Lead and WWTF Operator, both are out for applications
- Investigating feasibility of hiring an additional person to fill a need for compliance and reporting in the utilities departments.

SLO County in San Miguel:

- .

Caltrans in San Miguel:

- .

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 10.4

SUBJECT: Fire Chief Report

SUGGESTED ACTION: Receive and File

DISCUSSION:

All SMFD engines are in currently service.

Code Adoption 2023:

1. Local Ordinance 01-2023 has been forwarded to County Fire for submission to the County Board of Supervisors for ratification as required. County Planning has taken issue with the photovoltaic plan submission requirement well beyond the required review period. The Fire Chief is currently working with Supervisor Prechong and Legal to resolve this item still have not received any update.
2. The HCD has confirmed the assumption of Fire Code Enforcement within State managed parks within the San Miguel District Boundaries on May 4th, 2023. notification was sent via certified mail to the 2 property owners. Return receipts for delivery confirmation were received on May 8th & 10th. The Department shall be contacting outside agencies regarding inspections. A potential inspection date of 26 July has been tentatively scheduled.

Grants:

1. The 2023 VFC Grant Application has been submitted and forwarded for approval on May 8, 2023. An approval should be announced in August 2023.

Equipment received relating to the RFD Grant:

1. All equipment has been issued to Department members.
2. All receipts required for reimbursement have been submitted and payment should arrive late August or early September 2023.
3. SAFER Grant notices should be available in late June.

Training:

1. RT130 training has been completed.
-

FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 6/14/2023 3:51:10 PM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 05/01/2023 | End Date: 05/31/2023

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
05/01/2023 08:30:00	05/02/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/01/2023 19:41:00	05/01/2023 20:02:00	INCIDENT	E8696	Incident 2023-099 - Emergency medical service, other: Apparatus E8696 responded to 1997 San Buenavenaventura WAY	0.35
05/02/2023 08:30:00	05/03/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/02/2023 18:00:00	05/02/2023 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
05/02/2023 21:28:00	05/02/2023 21:48:00	INCIDENT	E8696	Incident 2023-100 - Emergency medical service, other: Apparatus E8696 responded to 560 12th ST	0.33
05/03/2023 08:30:00	05/04/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/03/2023 09:00:00	05/03/2023 13:00:00	DAYBOOK	8600	County Fire Chiefs at Meeting Diablo Canyon Fire Department	4.00
05/04/2023 08:30:00	05/05/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/04/2023 16:46:00	05/04/2023 17:03:00	INCIDENT	E8696	Incident 2023-101 - Motor vehicle accident with injuries: Apparatus E8696 responded to 100 Wellsona RD	0.28
05/04/2023 23:01:00	05/04/2023 23:10:00	INCIDENT	8600	Incident 2023-102 - Dispatched & cancelled en route: Apparatus 8600 responded to 10th ST	0.15
05/04/2023 23:40:00	05/04/2023 23:53:00	INCIDENT	8600	Incident 2023-103 - Emergency medical service, other: Apparatus 8600 responded to 1141 Mission ST	0.22
05/05/2023 00:51:00	05/05/2023 01:26:00	INCIDENT	8600	Incident 2023-104 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 10150 Mission Almond WAY	0.58
05/05/2023 08:30:00	05/05/2023 10:00:00	DAYBOOK	SMF 1	Cal Paso Electric on site to finish electrical repairs.	1.50
05/05/2023 08:30:00	05/06/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/05/2023 10:06:00	05/05/2023 10:29:00	INCIDENT	E8696	Incident 2023-105 - Emergency medical service, other: Apparatus E8696 responded to 1601 L ST	0.38
05/05/2023 16:31:00	05/05/2023 16:57:00	INCIDENT	E8696	Incident 2023-106 - Emergency medical service, other: Apparatus E8696 responded to 700 N River RD	0.43
05/06/2023 08:30:00	05/07/2023 08:30:00	DAYBOOK	8600		24.00
05/06/2023 19:40:00	05/06/2023 20:04:00	INCIDENT	8600	Incident 2023-107 - Emergency medical service, other: Apparatus 8600 responded to 899 Mission ST	0.40
05/07/2023 00:49:00	05/07/2023 01:16:00	INCIDENT	E8696	Incident 2023-108 - Emergency medical service, other: Apparatus E8696 responded to 1470 Bonita PL	0.45
05/07/2023 12:20:00	05/07/2023 12:43:00	INCIDENT	8600	Incident 2023-109 - Emergency medical service, other: Apparatus 8600 responded to Cemetery RD	0.38
05/07/2023 18:28:00	05/07/2023 18:39:00	INCIDENT	8600	Incident 2023-110 - Smoke from barbecue, tar kettle: Apparatus 8600 responded to 1400 Verde PL	0.18
05/08/2023 14:01:00	05/08/2023 14:03:00	INCIDENT	E8696	Incident 2023-111 - False alarm or false call, other: Apparatus E8696 responded to 1601 L ST	0.03
05/08/2023 22:31:00	05/08/2023 23:06:00	INCIDENT	8600	Incident 2023-112 - Public service assistance, other: Apparatus 8600 responded to 1920 San Juan Bautista ST	0.58
05/09/2023 08:30:00	05/10/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/09/2023 18:00:00	05/09/2023 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
05/10/2023 08:30:00	05/11/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/10/2023 12:43:00	05/10/2023 13:35:00	INCIDENT	E8696	Incident 2023-113 - Emergency medical service, other: Apparatus E8696 responded to 1601 L ST	0.87
05/10/2023 20:14:00	05/10/2023 20:36:00	INCIDENT	8600	Incident 2023-114 - Public service assistance, other: Apparatus 8600 responded to 2000 Mission ST	0.37
05/11/2023 08:30:00	05/12/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/15/2023 02:51:00	05/15/2023 03:10:00	INCIDENT	E8696	Incident 2023-117 - False alarm or false call, other: Apparatus E8696 responded to 560 12th ST	0.32
05/16/2023 08:00:00	05/16/2023 17:00:00	DAYBOOK	E8668	Driver Operator 1E	9.00
05/16/2023 08:30:00	05/17/2023 08:30:00	DAYBOOK	E8668		24.00

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.



emergencyreporting.com

Doc Id: 1514

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
05/16/2023 18:00:00	05/16/2023 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
05/16/2023 20:19:00	05/16/2023 20:21:00	INCIDENT	8600	Incident 2023-120 - Dispatched & cancelled en route: Apparatus 8600 responded to 611 Poquita LN	0.03
05/17/2023 08:00:00	05/17/2023 17:00:00	DAYBOOK	E8668	Driver Operator 1E	9.00
05/17/2023 08:30:00	05/17/2023 08:30:00	DAYBOOK	E8668		0.00
05/17/2023 17:40:00	05/17/2023 18:30:00	INCIDENT	8600	Incident 2023-121 - Assist police or other governmental agency: Apparatus 8600 responded to 1800 Dallons DR	0.83
05/18/2023 08:00:00	05/18/2023 17:00:00	DAYBOOK	E8668	Driver Operator 1E	9.00
05/18/2023 08:30:00	05/19/2023 08:30:00	DAYBOOK	E8668		24.00
05/18/2023 16:11:00	05/18/2023 16:46:00	INCIDENT	E8696	Incident 2023-122 - Dispatched & cancelled en route: Apparatus E8696 responded to Satcom	0.58
05/19/2023 08:30:00	05/20/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/19/2023 11:47:00	05/19/2023 12:17:00	INCIDENT	E8696	Incident 2023-123 - Emergency medical service, other: Apparatus E8696 responded to 1920 San Juan Bautista ST	0.50
05/19/2023 14:05:00	05/19/2023 14:38:00	INCIDENT	E8696	Incident 2023-124 - Emergency medical service, other: Apparatus E8696 responded to 1601 L ST	0.55
05/19/2023 16:21:00	05/19/2023 17:19:00	INCIDENT	E8696	Incident 2023-125 - Grass fire: Apparatus E8696 responded to 1385 Mission ST	0.97
05/19/2023 17:57:00	05/19/2023 18:25:00	INCIDENT	E8696	Incident 2023-126 - Emergency medical service, other: Apparatus E8696 responded to 9898 N River RD	0.47
05/20/2023 08:30:00	05/21/2023 08:30:00	DAYBOOK	8600		24.00
05/21/2023 06:50:00	05/21/2023 08:15:00	INCIDENT	8600	Incident 2023-127 - Arcing, shorted electrical equipment: Apparatus 8600 responded to 16th ST	1.42
05/21/2023 08:30:00	05/22/2023 08:30:00	DAYBOOK	8600		24.00
05/22/2023 08:30:00	05/23/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/22/2023 09:30:00	05/22/2023 10:30:00	DAYBOOK	8600	8657 Mission Lane final fire inspection. Passed	1.00
05/22/2023 14:00:00	05/22/2023 19:00:00	DAYBOOK	SMF 1	Vitalant Bloodmobile at station for blood drive	5.00
05/23/2023 05:08:00	05/23/2023 05:36:00	INCIDENT	E8696	Incident 2023-128 - Emergency medical service, other: Apparatus E8696 responded to 1445 L ST	0.47
05/23/2023 08:30:00	05/24/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/23/2023 09:00:00	05/23/2023 14:30:00	DAYBOOK	8600	SLOFIST training at Camp Roberts	5.50
05/24/2023 08:30:00	05/25/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/24/2023 19:00:00	05/24/2023 20:00:00	DAYBOOK	8600	San Miguel Advisory Council Meeting	1.00
05/25/2023 08:30:00	05/26/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/25/2023 18:00:00	05/25/2023 21:00:00	DAYBOOK	8600	CSD BOD Meeting	3.00
05/25/2023 21:05:00	05/25/2023 21:24:00	INCIDENT	E8668	Incident 2023-129 - Emergency medical service, other: Apparatus E8668 responded to 700 N River RD	0.32
05/26/2023 08:30:00	05/27/2023 08:30:00	DAYBOOK	8600		24.00
05/26/2023 21:02:00	05/26/2023 21:31:00	INCIDENT	E8668	Incident 2023-130 - Natural vegetation fire, other: Apparatus E8668 responded to 1095 Indian Dunes RD	0.48
05/27/2023 08:30:00	05/28/2023 08:30:00	DAYBOOK	8600		24.00
05/27/2023 08:58:00	05/27/2023 10:12:00	INCIDENT	8600	Incident 2023-131 - Outside rubbish fire, other: Apparatus 8600 responded to 1355 Mission ST	1.23
05/28/2023 08:30:00	05/29/2023 08:30:00	DAYBOOK	8600		24.00
05/29/2023 08:30:00	05/30/2023 08:30:00	DAYBOOK	8600		24.00
05/30/2023 08:30:00	05/31/2023 08:30:00	DAYBOOK	SMF 1		24.00
05/31/2023 07:00:00	05/31/2023 15:00:00	DAYBOOK	E8668	WUI Drill at Camp Roberts	8.00
05/31/2023 08:30:00	06/01/2023 08:30:00	DAYBOOK	E8668		24.00
05/31/2023 12:50:00	05/31/2023 13:17:00	INCIDENT	E8668	Incident 2023-133 - Emergency medical service, other: Apparatus E8668 responded to 294 ST Francis WAY	0.45
05/31/2023 18:02:00	05/31/2023 18:11:00	INCIDENT	8600	Incident 2023-134 - Smoke scare, odor of smoke: Apparatus 8600 responded to 12th ST	0.15
Total Hours for: Young, Scott P					658.75
Total of all Personnel Hours					658.75

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.



San Miguel Fire Department

San Miguel, CA

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Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 05/01/2023 | End Date: 05/31/2023

Incident Date	Incident #	Losses - Property	Losses - Contents	Alarm Time	Total Personnel - Effective Response	First On Scene Apparatus	Last On Scene Apparatus	Earliest Turnout	Call Processing Time	First Unit Total Response Time	First Unit Travel Time	Total Travel Time Effective Response	Total Response Time Effective Response
05/01/2023	2023-099	0	0	19:41:00	4	E8696	E8696	03:00	00:00	00:07:00	00:04:00	00:04:00	00:07:00
05/02/2023	2023-100	0	0	21:28:00	6	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
05/04/2023	2023-101	0	0	16:46:00	2	E8696	E8696	05:00	00:00	00:10:00	00:05:00	00:05:00	00:10:00
05/04/2023	2023-103	0	0	23:40:00	4	E8696	E8696	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
05/05/2023	2023-104	0	0	00:51:00	4	8600	8600	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
05/05/2023	2023-105	0	0	10:06:00	2	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
05/05/2023	2023-106	0	0	16:31:00	3	E8696	E8696	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
05/06/2023	2023-107	0	0	19:40:00	3	8600	8600	03:00	00:00	00:21:00	00:18:00	00:18:00	00:21:00
05/07/2023	2023-108	0	0	00:49:00	2	E8696	E8696	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
05/07/2023	2023-109	0	0	12:20:00	3	8600	8600	03:00	00:00	00:05:00	00:02:00	00:02:00	00:05:00
05/07/2023	2023-110	0	0	18:28:00	2	8600	8600	01:00	00:00	00:06:00	00:05:00	00:05:00	00:06:00
05/08/2023	2023-112	0	0	22:31:00	4	8600	8600	05:00	00:00	00:09:00	00:04:00	00:04:00	00:09:00
05/10/2023	2023-113	0	0	12:43:00	2	E8696	E8696	03:00	00:00	00:05:00	00:02:00	00:02:00	00:05:00
05/10/2023	2023-114	0	0	20:14:00	6	8600	8600	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
05/12/2023	2023-115	0	0	19:25:00	3	E8696	E8696	04:00	00:00	00:05:00	00:01:00	00:01:00	00:05:00
05/13/2023	2023-116	0	0	12:32:00	2	E8696	E8696	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
05/15/2023	2023-117	0	0	02:51:00	4	E8696	E8696	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
05/15/2023	2023-118	0	0	13:42:00	3	E8696	E8696	03:00	00:00	00:07:00	00:04:00	00:04:00	00:07:00
05/15/2023	2023-119	0	0	21:03:00	2	8601	8601	07:00	00:00	00:16:00	00:09:00	00:09:00	00:16:00
05/17/2023	2023-121	0	0	17:40:00	1	8600	8600	00:00	00:00	00:18:00	00:18:00	00:18:00	00:18:00
05/19/2023	2023-123	0	0	11:47:00	2	E8696	E8696	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00
05/19/2023	2023-124	0	0	14:05:00	2	E8696	E8696	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
05/19/2023	2023-125	0	0	16:21:00	2	E8696	E8696	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00

This is a custom report. Only Reviewed Incidents are included. Cancelled Apparatus are excluded. Only apparatus and personnel from the earliest Dispatch Time are included in this report. Travel Time is Enroute Time to Arrive Time. Total Travel Time for the Effective Response Force (ERF) is the difference between the apparatus with the earliest Enroute Time and the apparatus with the last Arrived Time. Total Travel Time for the ERF is calculated from units that were part of the earliest Dispatch Time. Total Response Time for the ERF is earliest Alarm Time to the last Arrive Time.



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Incident Date	Incident #	Losses - Property	Losses - Contents	Alarm Time	Total Personnel - Effective Response	First On Scene Apparatus	Last On Scene Apparatus	Earliest Turnout	Call Processing Time	First Unit Total Response Time	First Unit Travel Time	Total Travel Time Effective Response	Total Response Time Effective Response
05/19/2023	2023-126	0	0	17:57:00	2	E8696	E8696	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
05/21/2023	2023-127	0	0	06:50:00	2	8600	8600	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
05/23/2023	2023-128	0	0	05:08:00	3	E8696	E8696	06:00	00:00	00:08:00	00:02:00	00:02:00	00:08:00
05/25/2023	2023-129	0	0	21:05:00	4	E8668	E8668	03:00	00:00	00:16:00	00:13:00	00:13:00	00:16:00
05/26/2023	2023-130	0	0	21:02:00	3	E8668	E8668	05:00	00:00	00:11:00	00:06:00	00:06:00	00:11:00
05/27/2023	2023-131	0	0	08:58:00	2	8600	8600	03:00	00:00	00:06:00	00:03:00	00:03:00	00:06:00
05/27/2023	2023-132	0	0	13:30:00	3	E8668	E8668	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
05/31/2023	2023-133	0	0	12:50:00	3	E8668	E8668	00:00	00:00	00:11:00	00:11:00	00:11:00	00:11:00
05/31/2023	2023-134	0	0	18:02:00	6	8600	8600	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00

This is a custom report. Only Reviewed Incidents are included. Cancelled Apparatus are excluded. Only apparatus and personnel from the earliest Dispatch Time are included in this report. Travel Time is Enroute Time to Arrive Time. Total Travel Time for the Effective Response Force (ERF) is the difference between the apparatus with the earliest Enroute Time and the apparatus with the last Arrived Time. Total Travel Time for the ERF is calculated from units that were part of the earliest Dispatch Time. Total Response Time for the ERF is earliest Alarm Time to the last Arrive Time.



San Miguel Fire Department

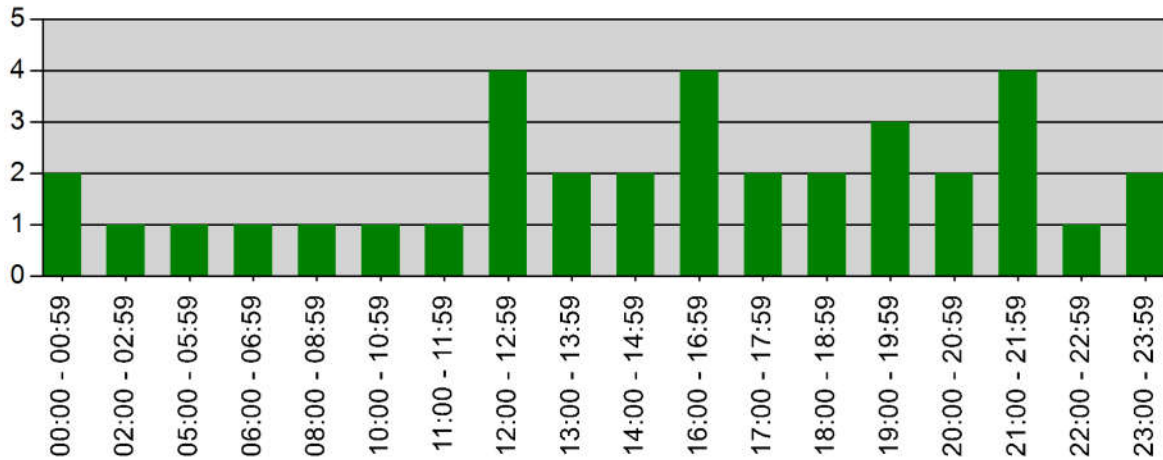
San Miguel, CA

This report was generated on 6/14/2023 3:57:52 PM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023



TIME	COUNT
00:00 - 00:59	2
02:00 - 02:59	1
05:00 - 05:59	1
06:00 - 06:59	1
08:00 - 08:59	1
10:00 - 10:59	1
11:00 - 11:59	1
12:00 - 12:59	4
13:00 - 13:59	2
14:00 - 14:59	2
16:00 - 16:59	4
17:00 - 17:59	2
18:00 - 18:59	2
19:00 - 19:59	3
20:00 - 20:59	2
21:00 - 21:59	4
22:00 - 22:59	1
23:00 - 23:59	2

Only REVIEWED incidents included



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San Miguel Fire Department

San Miguel, CA

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Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAS - Auto Aid South					
2023-121	551	05/17/2023	Reviewed	1800 Dallons DR	8600
AAS - Auto Aid South Incidents: 1					
Zone: AAW - Auto Aid West					
2023-130	140	05/26/2023	Reviewed	1095 Indian Dunes RD	E8668
2023-132	143	05/27/2023	Reviewed	9999 Woodmansee WAY	E8668, P8651
AAW - Auto Aid West Incidents: 2					
Zone: BOB - Camp Roberts					
2023-122	611	05/18/2023	Reviewed	Satcom	E8696
BOB - Camp Roberts Incidents: 1					
Zone: CBMHP - Casa Blanca Mobile Home Park					
2023-100	320	05/02/2023	Reviewed	560 12th ST	E8668, E8696
2023-117	700	05/15/2023	Reviewed	560 12th ST	E8696
CBMHP - Casa Blanca Mobile Home Park Incidents: 2					
Zone: CSD - CSD Limits					
2023-101	322	05/04/2023	Reviewed	100 Wellsona RD	E8696
2023-102	611	05/04/2023	Reviewed	10th ST	8600, E8696
2023-103	320	05/04/2023	Reviewed	1141 Mission ST	8600, E8696
2023-104	321	05/05/2023	Reviewed	10150 Mission Almond WAY	8600, E8696
2023-107	320	05/06/2023	Reviewed	899 Mission ST	8600, E8696
2023-109	320	05/07/2023	Reviewed	Cemetery RD	8600, E8696
2023-115	320	05/12/2023	Reviewed	1402 Mission ST	E8696
2023-116	700	05/13/2023	Reviewed	350 10th ST	E8696
2023-119	735	05/15/2023	Reviewed	1585 K ST	8601, P8651
2023-125	143	05/19/2023	Reviewed	1385 Mission ST	E8696
2023-127	445	05/21/2023	Reviewed	16th ST	8600, E8668
2023-128	320	05/23/2023	Reviewed	1445 L ST	E8696
2023-131	150	05/27/2023	Reviewed	1355 Mission ST	8600, E8668
2023-134	651	05/31/2023	Reviewed	12th ST	8600, E8668
CSD - CSD Limits Incidents: 14					
Zone: LLS - Lillian Larson School					
2023-105	320	05/05/2023	Reviewed	1601 L ST	E8696
2023-111	700	05/08/2023	Reviewed	1601 L ST	E8696
2023-113	320	05/10/2023	Reviewed	1601 L ST	E8696
2023-124	320	05/19/2023	Reviewed	1601 L ST	E8696
LLS - Lillian Larson School Incidents: 4					

Displays incidents for a given zone and incident status over a given date range. Grouped by Zone.



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Zone: MH - Mission Heights					
2023-099	320	05/01/2023	Reviewed	1997 San Buenavenaventura WAY	E8696
2023-112	550	05/08/2023	Reviewed	1920 San Juan Bautista ST	8600, E8696
2023-114	550	05/10/2023	Reviewed	2000 Mission ST	8600, E8696
2023-118	320	05/15/2023	Reviewed	1963 San Juan Bautista ST	E8696
2023-123	320	05/19/2023	Reviewed	1920 San Juan Bautista ST	E8696
2023-133	320	05/31/2023	Reviewed	294 ST Francis WAY	E8668
MH - Mission Heights Incidents: 6					
Zone: MM - Mission Meadows					
2023-108	320	05/07/2023	Reviewed	1470 Bonita PL	E8696
2023-110	653	05/07/2023	Reviewed	1400 Verde PL	8600, E8696
2023-120	611	05/16/2023	Reviewed	611 Poquita LN	8600, E8668, P8651
MM - Mission Meadows Incidents: 3					
Zone: Ter - San Lawerance Terrace					
2023-126	320	05/19/2023	Reviewed	9898 N River RD	E8696
Ter - San Lawerance Terrace Incidents: 1					
Zone: WOMHP - White Oaks Mobile Home Park					
2023-106	320	05/05/2023	Reviewed	700 N River RD	E8696
2023-129	320	05/25/2023	Reviewed	700 N River RD	E8668
WOMHP - White Oaks Mobile Home Park Incidents: 2					

Total Incidents: 36

Displays incidents for a given zone and incident status over a given date range. Grouped by Zone.



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San Miguel Fire Department

San Miguel, CA

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Average (Dispatch-Turnout-Response) Times per Zone per Major Incident Type

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAS - Auto Aid South					
Service Call					
	Lights and Sirens	18:00	0:00	0:00	18:00
Zone: AAW - Auto Aid West					
Fires					
	Lights and Sirens	5:00	0:00	4:30	9:30
Zone: CBMHP - Casa Blanca Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	1:00	3:00
False Alarm & False Call					
	Lights and Sirens	2:00	0:00	5:00	7:00
Zone: CSD - CSD Limits					
Fires					
	Lights and Sirens	1:30	0:00	1:30	3:00
Rescue & Emergency Medical Service					
	Lights and Sirens	4:43	0:00	3:51	8:34
Hazardous Condition (No Fire)					
	Lights and Sirens	4:00	0:00	2:00	6:00
Good Intent Call					
	Lights and Sirens	2:00	0:00	0:00	2:00
False Alarm & False Call					
	Lights and Sirens	5:30	0:00	5:30	11:00
Zone: LLS - Lillian Larson School					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	2:00	4:00
Zone: MH - Mission Heights					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:40	0:00	2:40	6:20
	No Lights or Sirens	11:00	0:00	0:00	11:00
Service Call					
	Initial Lights and Sirens, Downgraded to No Lights or Sirens	2:00	0:00	4:00	6:00
	No Lights or Sirens	4:00	0:00	5:00	9:00

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	4:00	7:00
Good Intent Call					
	Lights and Sirens	5:00	0:00	1:00	6:00
Zone: Ter - San Lawerance Terrace					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	1:00	4:00
Zone: WOMHP - White Oaks Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	8:00	0:00	2:00	10:00

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time

San Miguel Fire Department

San Miguel, CA

This report was generated on 6/14/2023 4:04:05 PM



Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 05/01/2023 | EndDate: 05/31/2023

INCIDENT TYPE	AVG. # PERSONNEL
140 - Natural vegetation fire, other	3
143 - Grass fire	3
150 - Outside rubbish fire, other	2
320 - Emergency medical service, other	3
321 - EMS call, excluding vehicle accident with injury	4
322 - Motor vehicle accident with injuries	2
445 - Arcing, shorted electrical equipment	2
550 - Public service assistance, other	5
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	5
653 - Smoke from barbecue, tar kettle	2
700 - False alarm or false call, other	3
735 - Alarm system sounded due to malfunction	3

Reviewed Incidents only.



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San Miguel Fire Department

San Miguel, CA

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Incident Count by Weekday and Hour for Zone for Shift for Date Range

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	1	0	0	0	0	1	0
01:00	0	0	0	0	0	0	0
02:00	0	1	0	0	0	0	0
03:00	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	0	1	0	0	0	0
06:00	1	0	0	0	0	0	0
07:00	0	0	0	0	0	0	0
08:00	0	0	0	0	0	0	1
09:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	1	0
11:00	0	0	0	0	0	1	0
12:00	1	0	0	2	0	0	1
13:00	0	1	0	0	0	0	1
14:00	0	1	0	0	0	1	0
15:00	0	0	0	0	0	0	0
16:00	0	0	0	0	2	2	0
17:00	0	0	0	1	0	1	0
18:00	1	0	0	1	0	0	0
19:00	0	1	0	0	0	1	1
20:00	0	0	1	1	0	0	0
21:00	0	1	1	0	1	1	0
22:00	0	1	0	0	0	0	0
23:00	0	0	0	0	2	0	0
Total Responses for Day	4	6	3	5	5	9	4
% of Responses for Day	25.00%	16.67%	33.33%	40.00%	40.00%	22.22%	25.00%
% of Responses for Week	11.11%	16.67%	8.33%	13.89%	13.89%	25.00%	11.11%

Hour	Total per Hour	Percent
00:00	2	5.56%
01:00	0	0.00%
02:00	1	2.78%
03:00	0	0.00%
04:00	0	0.00%
05:00	1	2.78%
06:00	1	2.78%
07:00	0	0.00%
08:00	1	2.78%
09:00	0	0.00%
10:00	1	2.78%
11:00	1	2.78%
12:00	4	11.11%
13:00	2	5.56%
14:00	2	5.56%
15:00	0	0.00%
16:00	4	11.11%
17:00	2	5.56%
18:00	2	5.56%
19:00	3	8.33%
20:00	2	5.56%
21:00	4	11.11%
22:00	1	2.78%
23:00	2	5.56%
Total	36	100.00%

Incident Count by Weekday and Hour for Zone, for Shift and Date Range. Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Maximum call volumes for each day are shown with a RED background, and maximum call volumes for each hour are shown with a BLUE background. "% of Responses for Day" indicates the maximum hourly call volume as percentage of total calls for the day of the week. "% of Responses for Week" indicates the total number of calls for the day of the week as a percentage of total calls.

San Miguel Fire Department

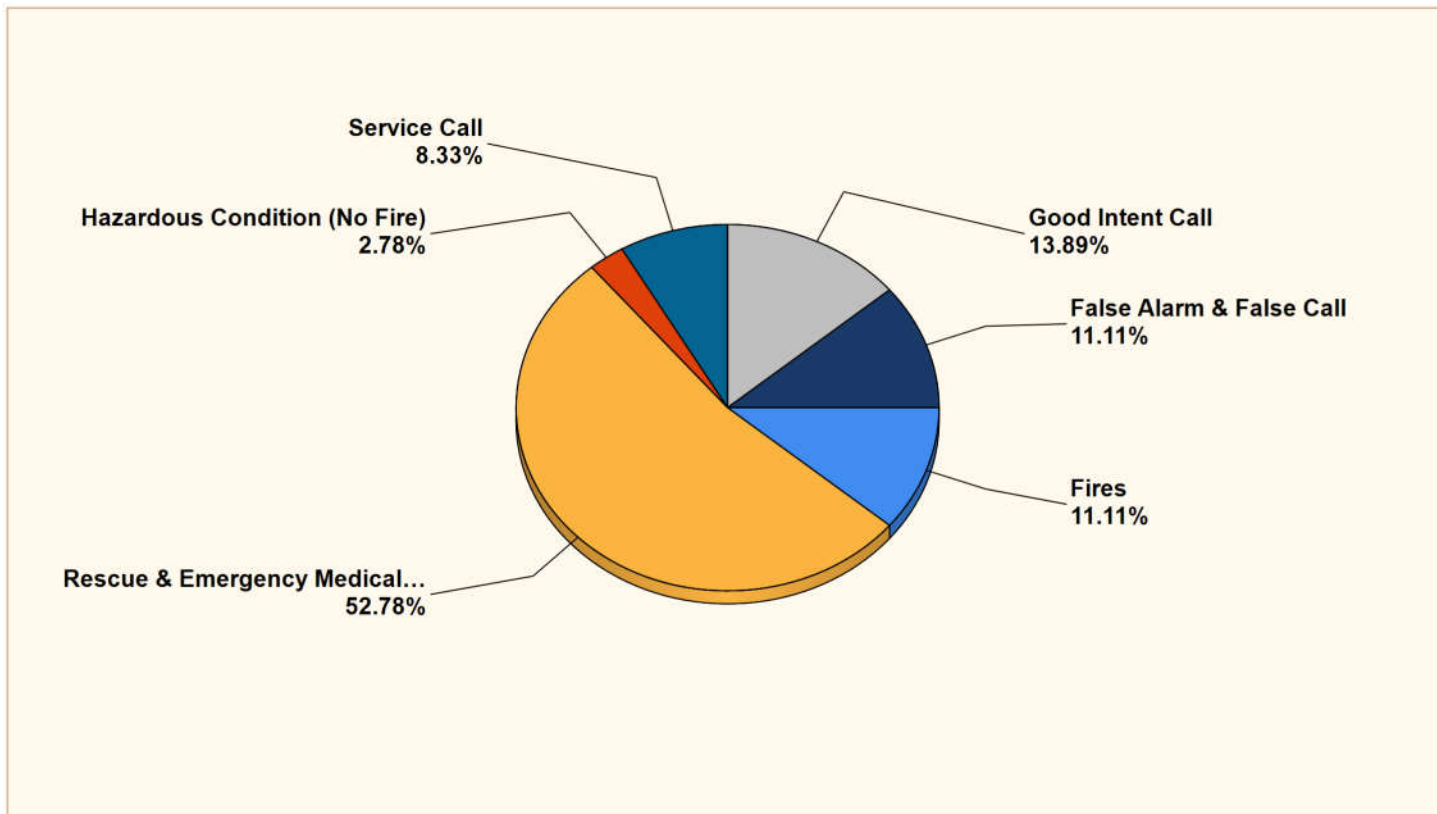
San Miguel, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	11.11%
Rescue & Emergency Medical Service	19	52.78%
Hazardous Condition (No Fire)	1	2.78%
Service Call	3	8.33%
Good Intent Call	5	13.89%
False Alarm & False Call	4	11.11%
TOTAL	36	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
140 - Natural vegetation fire, other	1	2.78%
143 - Grass fire	2	5.56%
150 - Outside rubbish fire, other	1	2.78%
320 - Emergency medical service, other	17	47.22%
321 - EMS call, excluding vehicle accident with injury	1	2.78%
322 - Motor vehicle accident with injuries	1	2.78%
445 - Arcing, shorted electrical equipment	1	2.78%
550 - Public service assistance, other	2	5.56%
551 - Assist police or other governmental agency	1	2.78%
611 - Dispatched & cancelled en route	3	8.33%
651 - Smoke scare, odor of smoke	1	2.78%
653 - Smoke from barbecue, tar kettle	1	2.78%
700 - False alarm or false call, other	3	8.33%
735 - Alarm system sounded due to malfunction	1	2.78%
TOTAL INCIDENTS:	36	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 11.1

SUBJECT: 05-25-2023 Draft San Miguel CSD and Groundwater Sustainability Agency Meeting Minutes (Parent)

SUGGESTED ACTION: Receive and File

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTOR & GROUNDWATER SUSTAINABILITY AGENCY

Raynette Gregory, Vice-President
Anthony Kalvans, Director Owen Davis, Director Rod Smiley, Director

**REGULAR MEETING MINUTES
6:00 P.M. Opened Session Closed Session to follow
SMCSD 601 12th Street 05-25-2023**

1. Call to Order:
At 6:00 P.M.

2. Roll Call: *Raynette Gregory, Anthony Kalvans, Owen Davis, Rod Smiley*
ABSENT: *Ward Roney*

3. Approval of Regular Meeting Agenda:
General Manager Kelly Dodds, explained that San Luis Obispo County Supervisor Gibson requested to speak on Groundwater Sustainability Agency Action Item and General Manager Kelly Dodds recommended moving Item 11 & 12 to Item 6.

Motion By: Anthony Kalvans

Second By: Rod Smiley

Motion: To Approve as Amended Move GSA items 11 & 12 forward to BOD item 6

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

4. Pledge of Allegiance:
Lead by Director Kalvans

5. Public Comment and Communications for items not on the agenda:
Public Comment: None

6. Special Presentations/Public Hearings/Other:

1. Public Hearing: Proposition 218—Public Hearing on Proposed Increase to Trash Collection and Disposal Service Charges by San Miguel Garbage Company

Hold a Public Hearing, in accordance with the requirements specified by Prop 218, for

public comment or opposition to the proposed rate increase. Discuss and consider Resolution 2023-23 regarding rate increase approving an 7.4% (CPI) rate increase to trash collection and disposal service charges by San Miguel Garbage Company

Director Gregory opened the Public Hearing relating to the District's proposed increase in solid waste, recycling and green waste services rates. Item was presented by General Manager Kelly Dodds and Aron Kardashian from San Miguel Garbage. The San Miguel Garbage has a franchise agreement with San Miguel CSD and is proposing increasing fees by the CPI of 7.4%

Board Question & Comments: Director Gregory asked if the proposed rate increase was because of the IWMA cost. General Manager Kelly Dodds explained that the increase was due to overall cost increases. Last year's increase had the IWMA cost in it and the total increase was 8.59% and 5.4% was IWMA.

Aron Kardashian voiced that the cost of recycling has gone way up, and costs more to get rid of recycling the garbage. Discussion on China's "National Sword Policy" and how it has caused a flood in the market ensued.

Director Kalvans spoke about the proposed rate scheduled and how it is broken down with cost and IWMA fee. Director Kalvans asked if the County of San Luis Obispo comes back to IWMA and the fee goes down, will the IWMA cost go down. Mr. Kardashian explained if the IWMA cost goes down, it will be passed on to the Customer.

Director Gregory asked about a recycling fee on wine bottles coming soon. Aron Kardashian, San Miguel Garbage explained that it will be like CRV. Discussion ensued.

Director Gregory opened Public Comment for the Public Hearing.

Public Comment: Board Clerk Tamara Parent voiced that the District received one written comment and that it was distributed to the Board of Directors. Written Public Comment was in approval of the rate increase.

Director Gregory asked for any other public comments: None.

Director Gregory Closed Public Hearing

Board Comment:

Director Gregory asked staff to present the final protest count.

Board Clerk, Tamara Parent voiced that the District has received zero (0) protests against the proposed San Miguel Garbage rate increase.

Director Kalvans thanked San Miguel Garbage for being present for questions.

Motion By: Rod Smiley

Second By: Owen Davis

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

2. **Public Hearing: Consider adoption of RESOLUTION 2023-22 adopting the San Miguel Community Service District Fiscal Year 2023-24 SMCSO Operation and Maintenance and Capital Improvement Project budgets.**

Hold Public Hearing regarding the DRAFT FINAL Fiscal Year 2023-24 annual Budget; after public hearing approve RESOLUTION 2023-22 adopting SMCSO Operation and Maintenance, and Capital Improvement Project Budgets for FY 2023-24

Director Gregory opened the Public Hearing relating to the District's proposed resolution 2023-22 adopting the San Miguel CSD fiscal year 2023-24 Operations and Maintenance, and Capital Improvement Projects Budget. The item was presented by Financial Officer Michelle Hido explained that there are no changes to the proposed Budget from the first reading and asked for any questions.

Board Question & Comments: Director Davis asked about the Budget and is concerned about purchase in Capital Improvement Projects, and as an example did not agree with purchasing an electric vehicle.

Financial Officer Michelle Hido explained that these are identified items that would have to be approved individually by the Board if they moved forward.

General Manager Kelly Dodds explained that those CIP items are projects that might be coming forward to the Board this fiscal year, these are identified as short or long-term needs and will have to come back to the Board for approval.

Director Davis voiced that he feels that there is overspending daily and wanted to give an example of overspending. Director Davis asked why did the District have to pay \$360.00 to weed abate district property, and asked why this was not done in house, and Director Davis gave another example that fire utility vehicle 8600, bought a battery, and asked why the odometer reading where off during gas fill-up. Fire Chief Scott Young explained that it was an error and entry at the pump, and as he could see the odometer reading numbers went back at the next fill up. Director Davis asked about a vehicle battery purchase and what vehicle it was purchased for. Fire Chief Scott Young explained that the battery systems failed, and that the battery was for 8601.

Director Davis voiced that he was not going to discuss it all night but feels that there is so much wasteful spending. General Manager Kelly Dodds again explained that if you have any specific questions to please talk to him. Discussion about not signing checks if any Director is uncomfortable with it, and never feel that you must sign the checks ensued.

Director Smiley explained that the budget was only a guide.

Director Gregory opened public comment

Public Comment: None

Director Gregory Closed Public Hearing

Board Comment: Director Gregory asked for any other comments or questions from the Board of Directors. Director Smiley spoke about electric vehicle and how it will be required to purchase electric vehicles, and that the District will have no options.

Director Gregory asked if the forklift was electric. General Manager Kelly Dodds explained that it was propane.

Discussion on the electric vehicle mandate ensued.

Director Kalvans asked about what kind of electric vehicle is being looked at, in regard to the CIP. General Manager Kelly Dodds explained that they are looking at electric golf cart.

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			

Rod Smiley	X			
Owen Davis		X		

7. Non- District Reports:

1. San Luis Obispo County Organizations

Verbal/Report
None

2. Community Service Organizations

Verbal

Scott Young, President of the San Miguel Firefighters Association (SMFA), explaining that they have been working on Sagebrush Day's and had a good time, need to get more attendance. Fireworks, the SMFA purchased both permits to sell, this helps with staffing cost. The SMFA has purchased gym equipment for the Firefighters. SMFA will be participating in the June 6th AIDS Ride at Bradley School, and Lillian Larsen Elementary school will be visiting the station. Firefighter Robert Rojas has been accepted to the Allen Hancock Fire Academy.

Board Comment: Director Davis asked if the SMFA would be putting up flags in honor of Memorial Day. Chief Young voiced that they would be.

Director Kalvans spoke about the Lion's Club and how they sold BBQ at Sagebrush Day's and did a hamburger feed at Lillian Larsen Open House event.

Director Smiley voiced that the of Paso Robles Masonic Lodge proposed a letter to the San Luis Obispo Board of Supervisor for highway signage for the local service organizations. Director Smiley gave information on the new Scholarships that the Masonic Lodge has approved for graduates of Lillian Larsen School, two scholarships for five-hundred dollars each.

Michelle Hido representing the San Miguel Library explained that they are opened and have programs for all of Spring Break and are bring events back to San Miguel. Mrs. Hido explained that the San Miguel Library needs San Miguel residents to get Library Cards, more cards mean more funding.

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal
None

Scott Young, San Miguel Fire Chief explained that there will be an Urban Interface Drill (controlled burn) at Camp Robert on May 31 and June 1st, 2023.

Board Comment: None

Public Comment: None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive verbal report

General Manager Kelly Dodds spoke about the first Countywide Solid Waste Orientation, sponsored by IWMA, haulers, and landfill operators. General Manager Kelly Dodds met with LAFCO regarding Street Lighting and Landscaping, and issues relating to the GSA. The Light Pole was replaced on Mission and 13th Street, which was damaged in a vehicle accident. The County of San Luis Obispo advised us that the State approved our

grant request for three-hundred thousand dollars for the water line replacement on Mission and L Street alley and hopes to start by July 2024. General Manager Kelly Dodds gave a follow up on the FEMA application from the January storm damages and cost. The Cal OES grant Notice of Interest for a long-term mitigation at Mission Gardens lift station was approved. The District Engineer is working on completing the application and explained that this grant might have a possibility of 25% cost match, but most likely that the District will qualify for that 25% to be paid by a separate Cal OES grant.

General Manager Kelly Dodds explained that after the May 9th Special Meeting, all of the ideas were discussed with the architect and engineers for incorporation into the plan for the Wastewater Treatment Facility.

Board Comment: Director Kalvans asked about the discussion with LAFCO and the recycled water issue. General Manager Kelly Dodds explained that where we are sending the water would be in the EPC area. Director Kalvans said that he would like an update on the information. Discussion ensued with Director Gregory on where this property is located.

Public Comment: None

2. District Counsel

Receive verbal report

Doug White, District General Counsel voiced that he had nothing to report.

Board Comment: None

Public Comment: None

3. District Utilities

Receive and File

General Manager Kelly Dodds Submitted report as written, and asked for any questions.

Board Comment: Director Gregory asked about the Sanitary Survey. General Manager Kelly Dodds explained that they did a survey of all the wells, water storage tanks, and above ground structures for the water system. Mr. Dodds explained that one of the key points reported was that the District maintains at least 20 PSI to all homes, and they recommend 40-80 PSI to all homes. Discussion on properties and the tank on the terrace ensued.

Director Davis voiced that the District has a fifty-thousand gallon tank and asked about what Mr. Dodds plan was, asking if he is going to re-do the project as proposed by Director Davis. General Manager Kelly Dodds explained that he is moving forward with a booster pump station, and tank (Two-hundred and fifty thousand gallons) on the east side of the bridge. General Manager Kelly Dodds explained that in the same state application for planning funds the District is also asking to build the six-hundred and fifty thousand gallon sister tank to the current tank on the West side. Part of the project is a feasibility study to decide what is the best option, and explained to the rest of the Board what Director Davis has proposed. Director Davis voiced that Mr. Dodds missed his point and voiced that he feels that the pressure issue can easily be fixed by using the SLT Well, and told Mr. Dodds that he could just put the booster pump on that fifty-thousand gallon tank and everyone will have pressure, and if you put a valve coming down for there to feed it then you can just open up the valve, and everyone should have pressure. Discussion ensued about timeframe, and the SLT well quality.

Public Comment: None

4. Fire Chief Report

Receive and File

Fire Chief Scott Young Submitted report as written and asked for any questions.

Board Comment: None

Public Comment: None

9. Consent Calendar:

Director Gregory asked if any Directors would like to pull any items, and asked for any public comment.

Board Comment: Director Kalvans asked to pull item #4 5-9-2023 special meeting minutes.

Public Comment: None

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Approve for items 1-3

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

Motion By: Raynette Gregory

Second By: Rod Smiley

Motion: To Approve for item 4 by majority of Board

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Rod Smiley	X			
Owen Davis		X		
Anthony Kalvans			X	

1. District Statement of Investment Policy for Fiscal Year 2023-24 (Annual Approval)

Approve RESOLUTION 2023-26 adopting the annual Statement of Investment Policy to ensure compliance with State Government Code 53646

2. Reauthorize banking powers for Current Board Members, and remove powers for former Director Ward Roney

Approve Resolution 2023-27 reauthorizing banking powers for current Board Members Raynette Gregory, Anthony Kalvans, Owen Davis, and Rod Smiley for all District bank accounts and removing banking powers for former Director Ward Roney.

3. 04-27-2023 Draft San Miguel CSD and Groundwater Sustainability Agency Meeting Minutes (Parent)

Receive and File

4. 05-09-2023 Draft Special Meeting Minutes (Parent)

Receive and File

10. Board Action Items:

1. Discuss Board Member resignation and provide staff direction on posting a "Notice of Vacancy" to fill the vacant Board position. (Dodds)

Direct Staff to prepare a Notice of Vacancy with deadlines for submission of letters of interest at least 15 days from the posting.

Item was presented by General Manager Kelly Dodds, explaining that Director Roney turned in his resignation on May 8th and will need to have an appointment within 60 days. Timeline and election cost discussed.

Board Comment: Director Gregory asked about the cost for the flyer that is being proposed to be sent out. General Manager Kelly Dodds explained that the estimated cost of seven-hundred dollars.

Director Gregory asked about social media, and how people don't look at the flyers. and is not in favor of the cost.

Director Smiley would like to spend less than seven hundred dollars, and discussed other media ideas.

Director Davis was in favor of a banner. Cost discussion ensued.

Public Comment: Diane Sangster, San Miguel resident voiced that a Banner might be a good idea.

Motion By: Rod Smiley

Second By: Owen Davis

Motion: To Approve to not to exceed amount of one-thousand dollars to promote the Board vacancy, and accept the board vacancy with timeline of 60 days.

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

2. Elect Board Officers for remainder of 2023 (Dodds)

Nominate and Elect Board of Director Officers for remainder of 2023

Item was presented by General Manager Kelly Dodds explained that Director Roney was president of the Board, and is asking of the board would like to elect new officers or just a board president. Discussion ensued about moving forward or waiting for a new director. District Counsel Doug White explained that if the Board elects to wait for a new member, then Director Gregory will be moved to President until new election of officers.

Director Smiley voiced that he would be in favor of waiting for a full board.

Public Comment: None

Consensus of the Board is to wait on electing new offices until there is a full Board.

3. Review and provide direction on proposed water rates. (Dodds)

Discuss proposed water rates and adopt RESOLUTION 2023-24 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider water user fees Pursuant to Proposition 218.

General Manager Kelly Dodds read aloud the District staff report and is asking to discuss proposed water rates and authorize staff to prepare and deliver a Notice of Public Hearing to consider water user fees Pursuant to Proposition 218.

PowerPoint presented by Erik Helgeson from Bartle Wells & Association.

See PowerPoint and staff report at www.sanmiguelcsd.org May 25th Board Meeting item #10.3

Board Comment: Director Davis asked about the sewer rates. Mr. Helgeson explained that the process for cost and grants are not finalized at this time, but the plan is to come back with recommended sewer rates. The General Manager explained that grants could have an impact and needs to be finalized. Once we have grants approved, we will have a clearer picture. General Manager Kelly Dodds reminded the Board the item up for discussion is water rates only at this time.

Director Davis voiced that he feels that there is not a need to increase rates but that there is a spending problem. Director Davis voiced that information that Mr. Helgeson presented previously was incorrect, Discussion ensued and agreed to disagree. Director Davis voiced that he is against any rate increase.

Director Gregory voiced that she did like seeing the base rate lower and that customers would only be paying for what was used and asked about meter size. Mr. Dodds explained that 5/8 and 1-inch meter are standard residential meters, and that the District has them as the same base cost.

Director Smiley voiced that the vote is to move forward, and not really on the rates. General Manager Kelly Dodds expressed that he wanted to make clear that he is asking for a vote to move forward with these rates, and explained that if this is voted on to move forward with the Prop 218, the District cannot go any higher than these rates that are being presented.

Erik Helgeson from Bartle Wells & Association explained that proportionality needs to be maintained, for the Prop 218 requirements.

Director Kalvans explained to Director Smiley that he has found that before they move forward with the Prop 218 process, the rate structure needs to be finalized, because it is much harder to change the structure after.

Director Kalvans asked about an insurance policy for leaks and breaks. District General Counsel Doug White explained that it would be homeowners' insurance, and he has never seen a global insurance policy that it is part of the rate structure, and it would need to be part of the Prop 218 process.

Director Kalvans asked how much of the fixed charges are part of the Capital Projects and would like a percentage. Mr. Helgeson explained that he would have to look, and that the Operations and Maintenance is a larger percentage.

Director Kalvans asked about standby charges, and feels that parcels that have access to water service are getting a benefit and asked if standby charges had been discussed with staff. Mr. Helgeson explained that "Standby Charges" have been discussed, and that in this instance it would need to be an assessment and would have to demonstrate the proportionality of what the assessments is designed to recover. Discussion on cost of assessment and connection fees ensued.

Director Kalvans asked if we did do Standby Charges, what percentage would that lower the prices. Mr. Helgeson explained that he did not calculate that information, but maybe it would be a couple percent the first year and overall, around twenty-four percent total over five years.

Director Davis spoke about the Districts leak policy and how he would like it to continue. General Manager explained that there was no intention of it stopping. Director Davis asked about real time meters and it was explained that our meters do not have that capability and the District would have to decide to change out the meters at a very high cost.

Public Comment:

Ashley Sangster San Miguel resident, spoke about the rate study being wrong because it is based in the budget and he feels that the budget is inflated. Mr. Sangster spoke about the energy cost and the solar project that was passed and discussed capital reserves. Mr. Sangster spoke of the last five years of increases, and made statements about inflation and low income residents in San Miguel.

Board Comment: Rod Smiley asked if he was correct that if the Board votes on this it is not setting the rates in stone, but moving forward to a public hearing. General Manager explained that the Boards options are to move forward with these rates, or the staff can bring it back if the Board feels that the proposed rates are not appropriate. If the Board would like to review other options, this is the time to express then so that staff can review those options, and bring them back to the Board. Mr. Dodds also explained that if you feel that these rates are fair, then we will move forward and have a public hearing. It was also made clear again that the dollar amount if voted on to move forward cannot be raised, but it could be less, and the proportionality is very important and must stay. Mr. Dodds explained that a vote to move forward would start a minimum 45-day window and the Public would be noticed and have an option to review the rates. This gives the Board the option to review them or make changes to them. If we get to the public hearing the Board could throw out the whole thing and start something new. General Manager Kelly Dodds voiced that in no way, did he want the Board to feel pressured to move forward.

Director Smiley voiced that he would like to have staff bring back different rates. General Manager Kelly Dodds asked for clarification, and Director Smiley explained that he would like to see them lower, and asked for counsel to weigh in on the process.

District General Counsel Doug White explained that if the Board decides to move forward, they need to remember that the rate cannot go any higher than proposed. Counsel White explained that if the Board feels that the rates are just too high, then what gets removed? because everything in the rates are calculated on a nexus basis. When moving forward with this, you're being asked two different things; one is this structure and is it better than the current structure and secondary is a not to exceed of the rate percentage increase.

Director Gregory discussed the two items that needed Board opinion, and wanted to make sure all Director understood the item before them.

Director Kalvans expressed that he would like to bring it back before starting the 45 days, and to have discussion on the Capital Projects and would like to look at not using meter sizing, but look at lots size. Discussion on vacant lots carrying some cost of the system ensued.

Director Davis asked why Prop 218 was even needed and proposed to freeze the rates. Director Davis voiced that San Miguel pays the highest water and sewer rates in the County.

General Manager explained that was an incorrect statement.

District General Counsel Doug White explained that if the Board chooses, they can freeze the rates, but you cannot freeze what things cost, and understand that you will start taking your fund balances down more and more. Counsel White explained that you can also choose to fund some of the capital improvement, and you will have to raise rates some. What is it that you want staff to bring back, and as an example Director Kalvans would like to discuss lots. Discussion on what Director Davis would like to see brought back ensued, with bringing back no capital projects.

General Manager Kelly Dodds gave the history of previous Boards not raising the rate incrementally for 5 to 6 years, and that makes it, so we tick away at our savings and that explains why the last increase was so high. Mr. Dodds explained that yes, the District tries to get as many grants as possible but the District is not exempt from inflation.

Director Gregory voiced that she wanted to bring up that the State increases regulations all

the time at an added expense to the operations and that there is not guarantee on the grants. General Manager explained why the District needs to maintain the 1.1% above our operational cost or the District does not qualify for grants or loans. Discussion ensued, and Mr. Dodds voiced that there are two options that have been requested and would recommend that staff bring back those options for review.

Director Smiley voiced that his family owns small businesses and all of the sudden they can't pay the bills, and inflation is hitting everywhere. Director Smiley made the statement that the discussion was around the customers and them not able to afford to pay more, then who will be going out of business if prices are not raised. Director Smiley voiced that the District cannot do things for free, so we have to keep up with inflation and raise our prices along with it and it is always better to do it incrementally.

Director Gregory asked for specific slide (page 111) increase incrementally and expressed that you cannot play catch up. Discussion on the way the District's Water Department was underfunded and in the red before the last rate study ensued.

Director Gregory voiced that she feels that customers can absorb small increases.

General Manager Kelly Dodds expressed that he would like to see the Board approve some sort of incremental increase, and doesn't want to go backwards even if we stopped right now, everything is going to be costing more. Mr. Dodds explained that the State doesn't care if we have any money or not, they still want to make sure we are complying with all State laws.

District General Counsel White explained that inflation was 4.75% last year, so really, you're only looking at a .25% increase for non-inflation factors.

Director Kalvans said that he would like to see a proposal on Seasonal Rates.

Discussion on bringing this item back ensued, with consensus of the Board to bring back with options discussed.

4. 2015 Loan repayment correction for 2022-23 District accounting. (Dodds)

Approve RESOLUTION 2023-28 authorizing a "write off" adjustment to the loan repayment recording for the interfund loan repaid in FY 2015-16.

General Manager Kelly Dodds presented item and explained that this item was originally presented to the Board back in March, and no action was taken at that time. Mr. Dodds explained that he would like to resolve the issue in this fiscal year, allowing the staff to correct the error prior to the next audit.

Board Comment: Director Smiley explained that he has reviewed the documentation, and there is not money missing but an accounting error. Director Smiley thanked staff for the time they spent on this issue, and voiced that he is confident that this needs to be written off.

Director Kalvans voiced that it is very unfortunate that the district got so beat up, and misrepresented on social media, for this nothing error.

Public Comment: None

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			

Rod Smiley	X			
Owen Davis		X		

5. Finalized Financial Reports July 2022 - March 2023 - returned post Audit (Hido)

Receive and file the enumeration of Financial Reports held for the adoption of the District Audit; July 2022 - March 2023.

Presented by Financial Officer Michelle Hido explaining that any changes are detailed out on staff report and is requesting that these financial be received and filed.

Board Comment: Director Kalvans thanked Mrs. Hido for compiling this all-in-one report.

Public Comment: None

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Receive and File

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

6. Financial Reports - April 2023 (Hido)

Receive and file the enumeration of Financial Reports for April 2023.

Item Presented by Financial Officer Michelle Hido explaining that the April financials are on page 311 to 345 of the Board Packet. Mrs. Hido updated the Board on a few items, the capital improvement project update was completed and spent 95% of the approved budget. Mrs. Hido also noted that the funds for the auctioned surplus property have been entered, and the grant funds for the purchase of the fork-lift has been received.

Board Comment: Director Davis asked where the funds for the surplus auctioned item went. Financial Officer Michelle Hido explained that on Page 329 of the Board Packet under Revenue Account 46175, you can see how it was received and divided between each fund.

Public Comment: None

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Receive and File

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

7. Authorize the abatement of weeds within the District boundaries. (Young)

Discuss and consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt Resolution 2023-25 authorizing Fire Chief to have weed abatement work performed from attached list (Exhibit A)

General Manager Kelly Dodds presented item, due to Fire Chief Scott young being called out to an emergency. General Manager Kelly Dodds read the staff report, and explained that the resolution will authorize the Fire Chief to abate weeds that have not been cut. These are only lots that are accessible, usually vacant lots.

Board Comment: Director Smiley voiced that he is in favor of the Fire Department removing weeds.

Director Kalvans expressed that he was glad the SMCSO was not on this list.

Director Davis voiced that this resolution is not just for weeds, but fire hazards. General Manager Kelly Dodds explained that the resolution does refer to abating rubbish and debris, but the focus is on weeds. Director Davis asked if it was not a vacant lot and people live there do you send them a notice to clean up? General Manager Kelly Dodds explained that generally the Fire Department would ask them to clean up any fire hazards and explain that if they did not and had a fire breaks out because of the debris then they could be held liable. Discussion on the solid waste ordinance ensued.

Public Comment: None

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

Recess

five- minute

Motion By: Anthony Kalvans

Second By: Rod Smiley

Motion: To Approve adjourn to recess at 7:47 PM for five minutes, and reconvene at 7:55 PM

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			

Adjourn To the San Miguel Community Service District Groundwater Sustainability Agency

Board: At 6:02 PM (*moved to beginning of agenda*)

11. San Miguel Community Service District Groundwater Sustainability Agency (GSA)

Consent Calendar: None

12. San Miguel Community Service District Groundwater Sustainability Agency (GSA) Board Action Items:

1. **Paso Basin Cooperative Committee (PBCC) Statement of Equity (Dodds)** Receive and File the Paso Basin Cooperative Committee Draft Proposed Statement of Equity and Authorize the General Manager, or designee, to Incorporate the Principles stated therein, in coordination with the other GSAs, into the next update of the Paso Basin Groundwater Sustainability Plan (GSP) to be presented for adoption by the GSA to the greatest extent practicable.

Item Presented by General Manager Kelly Dodds explaining that Supervisor Gibson was present to discuss the proposed PBCC Statement of Equity. This Statement of Equity would be included in the GSP during the required update to the plan at the 5-year mark. In the interim the PBCC would use the Statement of Equity as a tool to gauge whether the actions of the committee are in the best interest of the basin in general.

San Luis Obispo County Supervisor Gibson spoke about the proposed Statement of Equity and explained that it would be used as an amendment to the GSP. Supervisor Gibson explained that he would like to see the Paso Groundwater be managed in a way that is equitable to all potential users of the groundwater basin. The proposed statement gives anyone that overlies this basin a reasonable chance to access the water, and felt that individuals with limited financial means would be left out of the discussion on managing the basin sustainably if this statement of equity was not looked at. Discussion about residential wells going dry, and what principles should be upheld ensued.

Board Comment: Director Davis asked if Supervisor Gibson was worried about small farmers, and explained that they had a right to 25 acre feet of water and were denied that water for the last 10 years, and wanted an explanation. Supervisor Gibson explained that it was called the "Planting Ordinance", and at this point they are allowed to get 5-acre feet and need to use offsets. Director Davis explained that it was only taken away when Supervisor Gibson was elected. Discussion about Supervisor Gibson office hours, and his availability ensued. Director Kalvans asked if "reasonable access" had been defined by the PBCC for this Statement of Equity, and why this was being brought forward at this time. Supervisor Gibson explained that this is a policy, and the biggest reason he has brought this forward is because he has been hearing from landowners that have small wells that are going dry, and they deserve access to water and not attached to the amount of money they have. Discussion on sustainability and wells ensued.

Director Kalvans asked where this would be used in the future, how will you deliver on this. Supervisor Gibson explained that he is looking at amending the GSP to put actual sustainability action into it. Discussion on the difference between the Agricultural users and domestic users ensued.

Director Gregory asked about wells, and if wells will be metered. Supervisor Gibson voiced that Agricultural water can be assessed by satellite imagery to decide what the amount of water the plant is using. Director Gregory voiced that she doesn't like having government entities telling farmers how to farm, discussion ensued. Supervisor Gibson explained that they are not telling farmers how to farm but is addressing what is reasonable and fair to use. Discussion on who determines what is far and reasonable ensued.

Director Smiley discussed the history of water usage within the Paso Robles Basin. Director Smiley voiced that our forefathers there was no such thing as bring water from underground, it was all dry farming. Director Smiley discussed his family farms being sold out to vineyards because they could not afford to drill deeper, and just could not keep up. Supervisor Gibson explained, bringing it back to the statement of equity; that they should of had a reasonable and fair chance to continue, and stated that we need to increase supply and reduce usage.

Public Comment: Bert Baker, San Miguel resident spoke about being against the proposed Statement of Equity. He feels that Supervisor Gibson, is for big government and voiced the history on the State Bond Measure for additional water storage.

Board Comment: Director Kalvans voiced that he is worried about the long-term use of the statement. Asked if other Directors would like to propose other language or hear other ideas. Director Gregory asked for clarification of where the statement originated. General Manager Kelly Dodds explained that it was originally proposed by Supervisor Gibson and has been passed around to committee, staff, public, and various groups. Director Gregory voiced that she feels that it has not been discussed enough, and worries how it will be used in the future.

General Manager Kelly Dodds explained that this does not give any authority to anyone, but a guide saying that these things will be looked at before any action is taken.

Supervisor Gibson voiced that this statement is going to be the same language for each GSA. The statement has no specific action, but any action will be fair and equitable to all.

Public Comment: Scott Young spoke as a San Miguel Resident, voicing his concerns on satellite imaging, and questions the accuracy or even legality of it.

Supervisor Gibson voiced that SIGMA is the authority to set rules in place that will both increase supply and reduce usage, so this board has the authority and responsibility. Speaking about satellite imagery, it would not be used if it was not accurate. Sustainability is a new concept and now there is evidence of overuse. Procedures need to be in place, and this statement of equity is not a procedure but needs to be thought of when making procedures to sustain the basin.

Public Comment: None

Director Gregory asked what happens if the Board doesn't agree to receive and file this statement.

General Manager Kelly Dodds explained that this was brought to the Board to receive and file and at this time it needs more work or discussion.

Director Gregory voiced that there are some wordings that she would like to see revised and motioned to table the item.

Director Kalvans expressed that he would be in favor of tabling it but would also like to discuss the other project proposed by the PBCC.

District General Counsel Doug White voiced that on the legal side most of the Statement is part of the California State Water Code and wants to clarify what can be changed and what cannot. If the Board of Directors wants to reword things, then it is only helpful if it adds clarification to the wording in the Statement, most of it cannot be changed due to it being part of the California Water Code.

Director Davis asked to motion to drop the item, it was explained that there was already a

motion to table the item and if that motion did not pass then he could motion.

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Table

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Anthony Kalvans	X			
Rod Smiley	X			
Owen Davis		X		

Reconvene to the San Miguel Community Service District Board of Directors:

At 6:40 PM, (*Return to item 6.1 Public Hearing*)

13. Board Comment:

Director Smiley asked staff to investigate Time Clocks that will be checked daily. Would like a discussion on the cost and pros and cons.

Consensus of the Board is to discuss on next agenda.

Director Kalvans asked about his submitted comment on proposed ordinance and General Manager Kelly Dodds explained that it is scheduled for next meeting

14. Adjourn to Closed Session/Closed Session Agenda:

Director Gregory asked for any public comment on the closed session item.

Public Comment: None

Adjourn to closed session at 9:24 PM

1. Public Employee Performance Evaluation (Gov. Code, § 54957(b)(1))

Title: General Manager

Discussion

15. Report out of Closed Session:

Nothing to report.

16. Adjournment to Next Regular Meeting June 22nd 2023:

Adjourn at 9:55 PM

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.1

SUBJECT: Appointment to fill an existing Board vacancy (Dodds)

SUGGESTED ACTION: Interview and select a candidate to fill an existing Board of Directors vacancy for the remaining term that expires December 2024.

DISCUSSION:

The resignation of Ward Roney in April 2023 left a vacancy on the Board of Directors for the remaining term of office that expires in December 2024.

A Notice of Vacancy was posted in public locations within the community and posted on the District's website on May 30th 2023 . Notice of vacancy was also put on Facebook and a banner was put up downtown. Notices were also posted at the Fire Station and Post Office. Based on the feedback from the Board, notices were not mailed.

2 Letters of interest and qualifications are being submitted to the Board for their consideration.

1 additional letter of interest was received but we were unable to make contact with the applicant to verify their residency and where they are registered to vote.

It is appropriate to interview these candidates and seek information that will lead to a Board decision regarding the prospective candidates.

The Board has elected to interview these candidates regarding their qualifications the Board should consider the following format:

1. Interview each candidate separately.
2. Give each candidate 2 minutes to state reasons and qualifications for filling the Board vacancy.
3. Ask questions related to duties and responsibilities of Board Member.

After the interviews are completed, have public comment, hold Board discussions as needed, then proceed with a Board vote.

Following the Board's action, staff will advise the County Clerk's office of the appointment and provide appointee information as required.

FISCAL IMPACT:

Minor staff time to work with appointee to file necessary paperwork with the County of SLO.

PREPARED BY: Kelly Dodds

June 13, 2023

San Miguel Community Services District
1765 Bonita Place
San Miguel, CA 93451

Dear Esteemed Board Members,

First, I would like to thank you for taking the time to read my letter. I appreciate these times of busy schedules and heavy workloads.

With the announcement of the resignation of Director Roney, I would like to be given consideration for appointment to the CSD board of directors.

I have many years of experience in several industries covering both private and public sectors. My current profession is in the public sector, and given my role in public purchase, I have experience with State and County operations, and finances. I believe my experience and skills would be an asset to the community as a whole.

Beyond my professional experience, I would like to utilize my life and work experience to benefit the community. San Miguel is now my home, and I would like to be a part of making our community better and planting the seeds for future growth.

Thank you very much for your consideration. I welcome any questions regarding my background or experience, so please don't hesitate to contact me.

Respectfully,



Ashley Sangster

San Miguel, CA 93451

Berkley Baker

[REDACTED]
San Miguel, CA 93451
[REDACTED]

June 11, 2023

Kelly Dodds and Raynette Gregory

San Miguel Community Services District
1765 Bonita
San Miguel, CA 93451

Dear Mr. Dodds, Raynette Gregory, and Board of Directors,

The purpose of this letter is to apply for the vacancy on the board of directors.

My wife and I have been residents of San Miguel for over 40 years and have raised our four children here.

I am interested in serving on the San Miguel Community Services District because I believe in strong local control of community resources. The closer they are to home, the better they can be managed to serve the people of the community.

My employer is International Paper where I have worked for 40+ years as plant accountant, controller, and account manager. Our manufacturing plant produces products for the agriculture industry of the Salinas Valley. I have a strong background in finance, manufacturing, sales, and customer service. I believe this background would prove beneficial as a director of the SMCSO.

I have served on the Paso Robles Public Schools Board of Trustees, spent close to 20 years coaching youth sports, and I was president of the Paso Robles Girls Softball League for a number of years.

I have a BS degree in Business Administration/Accounting from Cal Poly SLO.

Sincerely,



Berkley Baker

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.2

SUBJECT: Elect Board Officers for remainder of 2023 (Dodds)

SUGGESTED ACTION: Nominate and Elect Board of Director Officers for remainder of 2023

DISCUSSION:

This item was tabled from the May 25th Board meeting.

The Board of Directors (“Board”) of San Miguel Community Services District (“District”) elected Ward Roney to serve as Board President in December of 2022. This term expires in December 2023.

The Board elected Raynette Gregory to serve as Board Vice-President in December 2022. This term expires in December 2023

District Board Rules & By laws provides for the annual election of Board officers, specifically President and Vice-President. Chapter 2.C of the District Board By-laws states that *The President and Vic-President of the Board shall be elected annually at the first regular meeting in December.* No Specific procedures for nomination and election of officers are delineated.

With the resignation of Director Roney a new president should be voted on.

The Board can either elect new President and Vice President or elect a new president only.

Current Officers:

President: Vacated by Ward Roney upon resignation.

Vice-President: Raynette Gregory

Nominations:

President: _____ S: _____

Vice-President: _____ S: _____

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.3

SUBJECT: 2023 SDRMA Board of Directors Election (Dodds)

SUGGESTED ACTION: Review and vote to elect no more than three (3) candidates by Resolution 2023-29.

DISCUSSION:

San Miguel Community Services District uses SDRMA (Special District Risk Management Authority) for District Property Liability, Workers Compensation, Dental and Vision Insurance. The Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election began in January, with the opening of nominations. On May 11, 2023, SDRMA’s Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA’s Policy No.2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate is attached for your review.

By Consensus of the Board, vote for three candidates listed, and direct staff to return the resolution to SDRMA.

FISCAL IMPACT:

Minor staff time to file resolution with SDRMA on behalf of the District.

PREPARED BY: Tamara Parent



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2023 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ATTACHED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (4)



SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2023.

On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate is posted to the SDRMA MemberPlus portal along with these instructions. Election instructions are as follows:

1. The Official Election Ballot must be used to ensure the integrity of the balloting process.
2. Print a copy of this ballot, then select up to three (3) candidates. Your agency's governing body must approve the Official Election Ballot at a public meeting. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023 to the address below. Faxes or electronic transmissions are NOT acceptable.
Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814
4. The four-year terms for newly elected Directors will begin on January 1, 2024, and terminate on December 31, 2027.
5. Important balloting and election dates are:
 - **August 8, 2023: Deadline for members to return the signed Official Election Ballot.**
 - **August 9-11, 2023:** Ballots are opened and counted.
 - **August 10-11, 2023:** Election results are announced, and candidates notified.
 - **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
 - **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790 if you have any questions regarding the election and balloting process.

OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)
Director, Groveland Community Services District

- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County

- JESSE CLAYPOOL** (INCUMBENT)
Board Chair, Honey Lake Valley Resource Conservation District

- SANDY SEIFERT-RAFFELSON** (INCUMBENT)
General Manager, Herlong Public Utility District

ADOPTED this ____ day of _____, 2023 by the:

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan
District/Agency Groveland Community Services District (GCSD)
Work Address P.O. Box 350, Groveland CA 95321
Work Phone (209) 962-7131 Cell Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have been a member of the SDRMA Board for two terms. I would like to be elected to a third term because:
1. As a board member of Groveland CSD, I am very aware of the great value that smaller districts get from their membership in SDRMA, and I'd like to continue to support the Authority's great member services.
2. While the organization continues to operate well, thanks to its experienced and motivated staff, we are once again going through a period of management change. I believe that Board continuity is particularly important at such a time.
3. The California re-insurance market continues to be challenging. I believe that my eight years of board experience will be helpful as we negotiate the potentially tricky economic future.
4. Personally, I feel that we have a very well-functioning and collegial Board, and I find it both challenging and enjoyable to be part of it.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board: Member since 2016, presently Vice President. I am our representative on the CSDA Legislative Committee (and a member in my own right), and on the Alliance Executive Council.
2. Groveland CSD Board: Member since appointment in June 2013. I was Board President 2014-2018.
3. Member of Board of Southside Community Connections, which is a 501(c)(3) nonprofit in Groveland that provides transportation, educational, social and recreational services to seniors and differently-abled folks in the Groveland area. I was on this Board from 2018 through 2022, mostly as Treasurer.
4. Board Member (Treasurer) of Pine Cone Performers, a local community choral and acting group, since 2010.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

Background: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry as engineer, engineering manager, business unit director.

Skills, etc.: Very familiar with financial reports and cost accounting. Working knowledge of computer and communications technology. In my work life, I managed geographically distributed organizations with up to 150 technical personnel and up to \$120 million in annual sales. I'm pretty good at helping groups work together to achieve consensus (or, failing that, acceptable compromise).

In recent years, most of my volunteer work has been in driving folks (who can't drive themselves) to medical appointments, shopping, and the like. This is one of the services of Southside Community Connections.

I'm also a pretty decent choral singer, but that's not relevant to this application.

What is your overall vision for SDRMA? (Response Required)

Our vision statement is "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". To achieve this vision, I believe we must focus on:

(1) maintaining long-term financial stability, by ensuring that there is a fair allocation of cost versus risk across the membership, continuously evaluating the appropriate level of risk retention, and using creative ideas like our "captive" reinsurance agency to enhance our cash position.

(2) continue to expand our risk management training and assistance services. We have made significant improvements in this area by bring it internal to the Authority.

(3) continue to emphasize services to our core membership: small to mid-sized districts with limited options for insurance.

(4) ensure that SDRMA remains a desirable workplace, and maintain our highly-qualified and responsive staff.

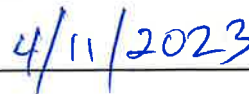
Above all, remember that this is an insurance pool, owned by its member agencies, and maintain an overarching focus on member service and support. Make certain that we will be here for our members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date



**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* **ACQUANETTA WARREN**
District/Agency **Local Agency Formation Commission (LAFCO) for San Bernardino County**
Work Address **1170 W. Third Street, Unit 150, San Bernardino, CA 92415-0490**
Work Phone **(909)388-0480** Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a City Mayor I have been fortunate to serve on regional boards that include special district representation: San Bernardino Countywide Oversight Board and Southern California Water Coalition's Board of Trustees. I realize that special districts, especially the smaller districts, are not included in the conversation for a variety of matters. Currently, I serve on San Bernardino LAFCO and the California Association of LAFCOs, which do have robust special district representation. I believe that my skills, experience, and understanding can contribute to SDRMA. Specifically, I want to contribute by developing programs that would help member agencies maximize their protection and minimize their risks.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve as mayor for the City of Fontana. This is my fourth term, and my focus has been bolstering economic development, creating educational opportunities, improving public safety, and advocating for a healthier community. As mayor, I have been fortunate to serve on:

- San Bernardino LAFCO since 2014, serving currently as Vice Chair of the Commission. I am also a Board Member of the statewide organization of LAFCOs, CALAFCO, serving as Treasurer
- San Bernardino County Transportation Authority: Board of Directors, General Policy Committee, and Transit Committee
- San Bernardino County Racial Equity Committee for the San Bernardino Council of Governments
- San Bernardino Countywide Oversight Board

In addition, I am the current Chair for the Southern California Water Coalition's Board of Trustees as well as Co-Chair of its Task Force for Water Equity, Access, and Affordability.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**


Aside from being Mayor for the City of Fontana, I am currently the District Director for the Second Supervisorial District for San Bernardino County and I coordinate district services and communications with constituents, I oversee community outreach efforts, as well as supervise district staff.

In addition to local-level involvement, I have served on the State Park Commission and as a trustee of the United States Conference of Mayors, an official non-partisan organization of cities in the United States with populations of 30,000 or more. I have also served in community organizations such as Water/Recycled Water Projects and Development Processing for New Communities, Casa Colina Rehabilitation Hospital Board of Directors, and the Upland YMCA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA is to ensure that it continues to be the best risk management agency, who will continue to listen and communicate with its member agencies. I would strive to make sure SDRMA continues to provide excellent service, provide educational and training programs that are beneficial to its member agencies, and offer more resources that add value to its members. Lastly, I want to make sure SDRMA operates in the highest ethical manner with complete transparency.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/25/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool
District/Agency Honey Lake Valley Resource Conservation District
Work Address USDA Service Center 170 Russell Avenue, Suite C, Susanville, CA 96130
Work Phone 530-257-7271 Cell Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district. In addition, I am eager to continue working with SDRMA staff and fellow Board members, providing relevant and affordable solutions, available to all special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

The vast amount of understanding and experience that I've gained as a current member of the SDRMA Board of Directors will undoubtedly aide as I continually strive to be an increasingly effective member of the SDRMA Board of Directors going forward.

In addition to being a current SDRMA Board member, I am currently Chairman of the Board for the Honey Lake Valley Resource Conversation District and a board member of a Regional Water Managment Group. Previously I have served on the following, Lassen County's Civil Grand Jury, two terms, CSDA Professional Development committee, two terms, Janesville Union School District trustee, Technical Advisory Committee for the prevention of violence against schools K-12, two terms, and CSDA Member Services committee, two terms.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**


What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have attended various board member trainings and completed leadership and governance classes, including the following; CSDA's Extraordinary Leadership Training and CSDA's Special District Leadership Academy. I have received CSDA's Recognition in Special District Governance certificate and successfully completed Executive Education in Public Policy at University of Southern California, Sol Price School of Public Policy.

What is your overall vision for SDRMA? (Response Required)

My continued vision for SDRMA is to be effective within the communities they serve. With focused attention to affordable solutions, administered by a team of highly dedicated professional staff, SDRMA will continue to be an industry leader providing affordable solutions to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/20/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson
District/Agency Herlong Public Utility District
Work Address P O Box 115, Herlong CA 96113
Work Phone (530)827-3150 Cell Phone (530)310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member of SDRMA and feel that I have added my financial and general manager background to make a better-informed decision for SDRMA members. As a Board member, I continue to Improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 35 plus years' experience in accounting and special districts.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limited revenue and staff. My experience in small districts give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise within.
I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board, Vice-President and currently President. I have served on CSDA's Audit and Financial committee's for several year; I have served on the SDFL Board and current President; Northeastern Rual Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 18 years; and UC Davis Equine Board. In the past 30 years, I have learn that there is no "I" in Board and it can be very rewarding to part of a team that makes a difference for others.

As part of my many duties working for Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first policies for HPUD. I have administered the financial portion of 2 large capital improvement projects with USDA as well as worked on the first ever successful water utility privatization project with the US Army and department of Defense. I am currently in the middle of a 14 million infrastructure project with SRF monies. I am also the primary administrator of two federal contract for utility services.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have my Bachelor's Degree in Business with a minor in Sociology. I have audit small districts and worked for a small district for almost 18 years. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

With HPUD and with SDRMA both boards and employees have worked hard to receive their District of Distinction and their District of Transparency.

I feel I am a good leader with people skills that can accomplish what is necessary to keep a District or JPA moving forward.

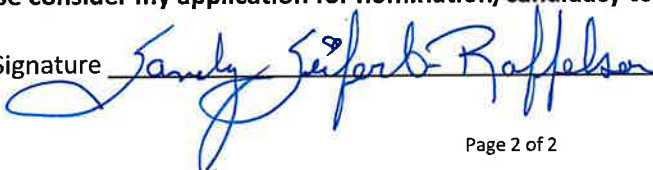
What is your overall vision for SDRMA? (Response Required)

SDRMA Staff and Board work together to bring Special Districts affordable insurance for the pool they serve. By

listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would continue advocating for these continued efforts and rewarding continue education for all Districts and employees.

I see SDRMA pool continuing for centuries and serving those needs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/17/2023

OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)
Director, Groveland Community Services District
- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County
- JESSE CLAYPOOL** (INCUMBENT)
Board Chair, Honey Lake Valley Resource Conservation District
- SANDY SEIFERT-RAFFELSON** (INCUMBENT)
General Manager, Herlong Public Utility District

ADOPTED this 22nd day of June, 2023 by the:

San Miguel Community Services District Board of Directors

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.4

SUBJECT: Financial Reports - May 2023 (Hido)

SUGGESTED ACTION: Receive and file the enumeration of Financial Reports for May 2023.

DISCUSSION:

Please see attachments

FISCAL IMPACT:

None

PREPARED BY: Michelle Hido



San Miguel Community Services District MAY 2023 Financial Report

June 14th, 2023

BOARD ACTION: Review the enumeration of Financial Reports for May 2023

MAY 2023 Revenue: \$366,487.19

Sales Revenue 53%, Property Taxes 46.2%, Franchise Fees 0.0%, other 0.8%

MAY 2023 Expenses: \$242,155.49

FIRE DEPT PROJECTS:

Resolution 2021-05: MDCs- Budget: \$20,000.00

MAY costs: \$0

Project costs to date: \$7,944.34 (40% spent)

Status: In Process

Fire Temporary Housing Unit

MAY costs: \$0

Resolution 2022-21, 22: Budget: \$274,378.95 Escrow amount used: \$116,130.00 (42.23% spent)

Costs not paid through Escrow to date: \$13,465.84

Status: In Process

Total THU Project costs to date: \$129,595.84

Fire Station Remodel- Budget: none

MAY costs: \$0

Project costs to date: \$3,545.34

Status: In Process

Resolution 2022-31 Fire Station Code Enforcement Violation- Budget: \$46,500.00

MAY costs: \$0

Project costs to date: \$40,496.08 (87.09% spent)

Status: In Process

Resolution 2022-48,52: RFC/VFF Equipment- Budget: \$36,307.18

MAY costs: Supply Cache – IRPG x20 \$240.69

Project costs to date: \$35,805.54 (99% spent)

Status: In Process

UTILITY DEPT PROJECTS:

WWTF Expansion Resolution 2021-20, 32, 34, 2022-43, 2023-21- by SWRCB Order June 2018

APRIL costs: Engineering \$29,488.63

Project costs to date: \$752,486.67

Status: In Process

**San Miguel Community Services District
MAY 2023 Financial Report**

WWTF Resolution 2021-33: MBR- Budget: \$206,835.37/\$6,894,512.30

MAY costs: \$0
Project costs to date: \$167,965.65 (81% spent)
Status: In Process

WWTF Resolution 2021-35: Headworks- Budget: \$250,231.00

MAY costs: \$0
Status: Started

WWTF Resolution 2022-04: WSC – NOI for Permit- Budget: \$50,000.00

MAY costs: \$0
Project costs to date: \$18,075.00 (36% spent)
Status: In Process

WWTF Resolution 2022-66: SLT Tank & Booster Pump- Budget: \$22,960.00

MAY costs: WSC Engineering & Surveys - \$5,483.75
Project costs to date: \$20,797.51 (91% spent)
Status: In Process

WWTF Resolution 2022-67: Recycled Water Pipeline- Budget: \$217,355.00

MAY costs: \$11,768.19 Engineering
Project costs to date: \$16,479.44 (8% spent)
Status: In Process

WWTF Resolution 2022-64: 0.64m Tank Inspection & Coating Repair- Budget: \$67,660.00

MAY costs: \$11,360.00 Tank Inspection
Project costs to date: \$11,360.00 (17% spent)
Status: Started

LEGAL SERVICES

2022/23 LEGAL EXPENSES TO DATE:

MAY Legal bills: April billing \$8,263.60

BOARD MEETINGS:	\$ 11,987.49
CSD BOARD REQUESTS:	\$ 1,160.92
FIRE:	\$ 3,499.60
GENERAL CSD/ADMIN:	\$ 29,862.60
GENERAL HR AND HR CONTRACTS:	\$ 36,069.92
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 794.58
RECALL:	\$ 1,310.39
SEWER:	\$ 8,882.00
SOLID WASTE:	\$ 2,152.80
WATER:	\$ 1,390.20

**San Miguel Community Services District
MAY 2023 Financial Report**

TOP 5 GENERAL OPERATING EXPENSES (at the time of this report):

- Bartle Wells Assoc \$6,487.50 – Rate Study Resolution 2022-37
- FGL \$5,709.00 – WWTF Monthly Monitoring and Analysis
- CIO Solutions \$3,580.20 – April IT Support
- Granicus \$3,531.00 – Board Meeting Agenda Program 2023-2024
- API \$4,400.00 – Office Trailer Rental April & May

MONTHLY RECURRING EXPENSES (at the time of this report):

CalPERS Employer costs only	\$11,416.00
PG&E (Facilities & Lighting)	\$12,107.63
US Bank SMCSD Credit Cards	\$2,496.30
WEX Bank SMCSD District Vehicle Fuel	\$968.98

The information provided is current as of the time of this report.

RECOMMENDATION:

Receive and file the May 2023 SMCSD Financial Reports.

PREPARED BY:

Michelle Hido
SMCSD Financial Officer

REVIEWED BY:

Kelly Dodds, SMCSD General Manager

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9240	20288S	650 13 STARS MEDIA	573.72						
1	2023CI-257	05/18/23 PH PROP 218 RATE INCREASE	573.72*			60 66000	393		10200
9241	20288S	650 13 STARS MEDIA	64.38						
1	2023-28664	05/09/23 PH CSD BUDGET	15.46			20 62000	393		10200
2	2023-28664	05/09/23 PH CSD BUDGET	1.61			30 63000	393		10200
3	2023-28664	05/09/23 PH CSD BUDGET	23.17			40 64000	393		10200
4	2023-28664	05/09/23 PH CSD BUDGET	22.85			50 65000	393		10200
5	2023-28664	05/09/23 PH CSD BUDGET	1.29*			60 66000	393		10200
9290	20302S	650 13 STARS MEDIA	66.83						
1	2023-29001	06/02/23 WEED ABATE TAX RATE	66.83			20 62000	503		10200
		Total for Vendor:	704.93						
9250	20289S	694 ADVANTAGE TECHNICAL SERVICES,	11,360.00						
1	10060	05/18/23 TANK INSPECTION RES2022-64	11,360.00			50 65000	962	22012	10200
		Total for Vendor:	11,360.00						
9195	-99186E	8 AIRGAS USA, LLC	270.65						
Oxygen									
1	9137279772	04/20/23 Oxygen USPDA	270.65			20 62000	450		10200
		Total for Vendor:	270.65						
9207	20262S	671 ALAMEDA ELECTRICAL DIST	1,845.24						
1	S5528203	04/25/23 HOLOPHANE STREET LIGHT	1,845.24			30 63000	353		10200
9288	20303S	671 ALAMEDA ELECTRICAL DIST	15.06						
1	S5582436	05/23/23 STREET LIGHT PHOTOCELL	15.06			30 63000	353		10200
		Total for Vendor:	1,860.30						
9214	20263S	689 AMAZON CAPITOL SERVICES	787.84						
1JNG-NWLM-LFGT									
1	1JNG-NWLM	05/01/23 TELE SAMPLER, GATE OPENR	870.24*			40 64000	305		10200
9900	CM: 133K-N	05/01/23 THERMOSTAT RETURN	-82.40			40 64000	352		10200
CI	23								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9215	20263S	689 AMAZON CAPITOL SERVICES	43.88						
1QKD-66W7-MHJ4									
1	1QKD-66W7	05/01/23 WWTF NOTICE SIGNS	43.88			50 65000	348		10200
9216	20263S	689 AMAZON CAPITOL SERVICES	28.94						
1PFD-KYJK-MWQH									
1	1PFD-KYJK	05/01/23 WELDING GLOVES	14.47			40 64000	348		10200
2	1PFD-KYJK	05/01/23 WELDING GLOVES	14.47			50 65000	348		10200
9217	20263S	689 AMAZON CAPITOL SERVICES	119.33						
17CX-TQCP-M9DX									
1	17CX-TQCP	05/01/23 WEBCAM, KEYBOARD, BOX	59.66*			40 64000	410		10200
2	17CX-TQCP	05/01/23 WEBCAM, KEYBOARD, BOX	59.67*			50 65000	410		10200
9218	20263S	689 AMAZON CAPITOL SERVICES	36.35						
1791-FW49-LG6R									
1	1791-FW49	05/01/23 WELDING HELMET	18.17			40 64000	348		10200
2	1791-FW49	05/01/23 WELDING HELMET	18.18			50 65000	348		10200
9258	20304S	689 AMAZON CAPITOL SERVICES	86.51						
1R7R-79XH-6YY7									
1	79XH-6YY7	06/01/23 PAPER, FILE FOLDERS	43.25*			50 65000	305		10200
2	79XH-6YY7	06/01/23 PAPER, FILE FOLDERS	43.26*			40 64000	305		10200
9259	20304S	689 AMAZON CAPITOL SERVICES	283.32						
1YKH-W9KD-769G									
1	W9KD-769G	06/01/23 TONER X3	141.66*			50 65000	410		10200
2	W9KD-769G	06/01/23 TONER X3	141.66*			40 64000	410		10200
9260	20304S	689 AMAZON CAPITOL SERVICES	19.86						
13WN-J11H-6DWW									
1	J11H-6DWW	06/01/23 GLASS LAB THERMOMETER	19.86*			50 65000	305		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9261	20304S	689 AMAZON CAPITOL SERVICES	245.46						
13G4-G7CH-6QQW									
1	G7CH-6QQW	06/01/23 DRILL BIT SHARPENER, RUN BO	245.46*			40 64000	354		10200
9262	20304S	689 AMAZON CAPITOL SERVICES	30.02						
11L7-3XPN-3JJC									
1	3XPN-3JJC	06/01/23 SOCKET ADP & REDUCER SET	15.01			40 64000	490		10200
2	3XPN-3JJC	06/01/23 SOCKET ADP & REDUCER SET	15.01			50 65000	490		10200
9263	20304S	689 AMAZON CAPITOL SERVICES	129.58						
1QM1-17RF-7RFD									
1	17RF-7RFD	06/01/23 PIC HANGING STRIP, TONER CA	31.10*			20 62000	410		10200
	17RF-7RFD	06/01/23 PIC HANGING STRIP, TONER CA	3.24			30 63000	410		10200
3	17RF-7RFD	06/01/23 PIC HANGING STRIP, TONER CA	46.65*			40 64000	410		10200
4	17RF-7RFD	06/01/23 PIC HANGING STRIP, TONER CA	46.00*			50 65000	410		10200
5	17RF-7RFD	06/01/23 PIC HANGING STRIP, TONER CA	2.59			60 66000	410		10200
		Total for Vendor:	1,811.09						
9208	20264S	743 API ATLAS PERFORMANCE	2,200.00						
1	RI140008	04/01/23 CSD OFFICE TRAILER RENTAL AP	110.00			30 63000	949		10200
2	RI140008	04/01/23 CSD OFFICE TRAILER RENTAL AP	990.00			40 64000	949		10200
3	RI140008	04/01/23 CSD OFFICE TRAILER RENTAL AP	990.00			50 65000	949		10200
4	RI140008	04/01/23 CSD OFFICE TRAILER RENTAL AP	110.00			60 66000	949		10200
9209	20264S	743 API ATLAS PERFORMANCE	2,200.00						
1	RI140566	05/01/23 CSD OFFICE TRAILER RENTAL MA	110.00			30 63000	949		10200
2	RI140566	05/01/23 CSD OFFICE TRAILER RENTAL MA	990.00			40 64000	949		10200
3	RI140566	05/01/23 CSD OFFICE TRAILER RENTAL MA	990.00			50 65000	949		10200
4	RI140566	05/01/23 CSD OFFICE TRAILER RENTAL MA	110.00			60 66000	949		10200
		Total for Vendor:	4,400.00						
9186	-99187E	714 AT&T MOBILITY	95.68						
FIRE CELL PHONES									
1	05102023	05/02/23 FIRE CELL PHONE - ROBERSON	50.35*			20 62000	465		10200
2	05102023	05/02/23 FIRE CELL PHONE - YOUNG	45.33*			20 62000	465		10200
		Total for Vendor:	95.68						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9236	20290S	548 BARTLE WELLS ASSOCIATES	6,487.50						
2022	Rate Study	RES 2022-37							
2	565B-1007	05/12/23 RATE STUDY 2022-37 MAR/APR	6,487.50			50 65000	432	22005	10200
		Total for Vendor:	6,487.50						
9179	20265S	34 BLAKE'S INC	15.91						
1	1550437	05/08/23 ALV CONNECTOR AND HWARE	15.91			40 64000	353		10200
9211	20265S	34 BLAKE'S INC	100.05						
1	1548953	04/28/23 GALV HWARE, HOSE	100.05*			40 64000	582		10200
9294	20305S	34 BLAKE'S INC	19.41						
1	1552478	05/19/23 WELL 4 TUBING	19.41			50 65000	351		10200
		Total for Vendor:	135.37						
9190	20266S	573 BURT INDUSTRIAL SUPPLY	217.67						
1	123389	05/05/23 MARKING PAINT BLUE, GREEN, WHI	108.83*			40 64000	305		10200
2	123389	05/05/23 MARKING PAINT BLUE, GREEN, WHI	108.84*			50 65000	305		10200
		Total for Vendor:	217.67						
9257	20301S	21 CALIFORNIA STATE CONTROLLER	41.46						
		HENRY JACKSON III Original payment sent 5/19/2019 never cashed. Water & Sewer Deposit Refund							
1510	Bonita Place								
1	20456-03	05/15/19 Water & Sewer deposit refund	41.46			50 20550			10200
		Total for Vendor:	41.46						
9238	-99184E	67 CHARTER COMMUNICATIONS	648.98						
		Acct# 212691601 Spectrum Enterprise Internet							
		Service 5/01/23 - 5/31/23							
1	05/01/23	INTERNET LIFT STATION MAY	119.98*			40 64000	375		10200
2	05/01/23	WWTF FIBER MAY	10.58*			30 63000	375		10200
3	05/01/23	WWTF FIBER MAY	253.92*			40 64000	375		10200
4	05/01/23	WWTF FIBER MAY	253.92*			50 65000	375		10200
5	05/01/23	WWTF FIBER MAY	10.58*			60 66000	375		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9249	-99180E	67 CHARTER COMMUNICATIONS	129.98						
Acct# 8245 10 105 0027311 Spectrum Business Internet/Voice									
Service 5/11/23 - 6/10/23									
1	7311051123	05/11/23 Internet/Voice FIRE MAY	129.98			20 62000	375		10200
Total for Vendor:			778.96						
9237	20291S	712 CIO SOLUTIONS	3,580.20						
1	102090-123	05/12/23 IT SUPPORT - APRIL	859.26*			20 62000	321		10200
2	102090-123	05/12/23 IT SUPPORT - APRIL	89.50*			30 63000	321		10200
3	102090-123	05/12/23 IT SUPPORT - APRIL	1,288.87*			40 64000	321		10200
4	102090-123	05/12/23 IT SUPPORT - APRIL	1,270.97*			50 65000	321		10200
5	102090-123	05/12/23 IT SUPPORT - APRIL	71.60*			60 66000	321		10200
Total for Vendor:			3,580.20						
9204	20267S	583 COBLENTZ, BIEHLE & CRAMER	1,980.00						
1	10824 04/30/23	FY 21/22 AUDIT WORK, AJES	475.20			20 62000	325		10200
2	10824 04/30/23	FY 21/22 AUDIT WORK, AJES	49.50			30 63000	325		10200
3	10824 04/30/23	FY 21/22 AUDIT WORK, AJES	712.80			40 64000	325		10200
4	10824 04/30/23	FY 21/22 AUDIT WORK, AJES	702.90			50 65000	325		10200
5	10824 04/30/23	FY 21/22 AUDIT WORK, AJES	39.60			60 66000	325		10200
Total for Vendor:			1,980.00						
9298	20307S	753 COUNTY OF SAN LUIS OBISPO	1,594.75						
1	2023-001-A	06/01/23 GSP WY 2022 ANNUAL RPT- GS	1,594.75			50 65000	324		10200
Total for Vendor:			1,594.75						
9221	20268S	429 COUNTY OF SAN LUIS OBISPO - EH	101.80						
1	IN0144117	04/20/23 CROSS CONNECTION- ADMIN COS	101.80			50 65000	362		10200
Total for Vendor:			101.80						
9220	20269S	252 COUNTY OF SLO PUBLIC WORKS	485.85						
COUNTY RIGHT OF WAY REVIEW									
1	2906 03/31/23	RIGHT OF WAY REVIEW	485.85			50 65000	961		10200
Total for Vendor:			485.85						

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9193	20270S	654 CULLIGAN WATER	114.07						
1	04/30/23	WATER DELIVERY APRIL	57.03*			40 64000	305		10200
2	04/30/23	WATER DELIVERY APRIL	57.04*			50 65000	305		10200
9264	20308S	654 CULLIGAN WATER	10.41						
1	05/31/23	WATER DELIVERY MAY	5.20*			40 64000	305		10200
2	05/31/23	WATER DELIVERY MAY	5.21*			50 65000	305		10200
		Total for Vendor:	124.48						
9299	20309S	107 FARM SUPPLY CO.	294.94						
Cust No. 61338									
1	426206 05/24/23	REMEDY HERBICIDE 2.5 GAL	294.94*			40 64000	582		10200
		Total for Vendor:	294.94						
9296	20310S	109 FERGUSON ENTERPRISES	1,605.55						
1	0601495 05/22/23	GATE VALVE REPLACEMENT	1,605.55*			40 64000	582		10200
		Total for Vendor:	1,605.55						
9196	20271S	112 FGL - ENVIRONMENTAL ANALYTICAL	210.00						
1	381092A 05/08/23	WET CHEMISTRY	210.00			50 65000	359		10200
9197	20271S	112 FGL - ENVIRONMENTAL ANALYTICAL	89.00						
1	381177A 05/04/23	WET CHEMISTRY	89.00*			40 64000	355		10200
9198	20271S	112 FGL - ENVIRONMENTAL ANALYTICAL	189.00						
1	381178A 05/01/23	WET CHEMISTRY	189.00*			40 64000	355		10200
9199	20271S	112 FGL - ENVIRONMENTAL ANALYTICAL	89.00						
1	381062A 05/01/23	WET CHEMISTRY	89.00*			40 64000	355		10200
9200	20271S	112 FGL - ENVIRONMENTAL ANALYTICAL	247.00						
1	381061A 04/28/23	METALS	247.00*			40 64000	355		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9201 1	20271S 381058A	112 FGL - ENVIRONMENTAL ANALYTICAL 04/28/23 WET CHEMISTRY	189.00 189.00*			40 64000	355		10200
9242 1	20292S 381215A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/09/23 WET CHEMISTRY	89.00 89.00*			40 64000	355		10200
9243 1	20292S 381216A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/09/23 WET CHEMISTRY	154.00 154.00*			40 64000	355		10200
9244 1	20292S 381217A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/09/23 METALS	123.00 123.00*			50 65000	358		10200
9268 1	20311S 381475A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 ARSENIC MONITORING METALS	123.00 123.00*			50 65000	358		10200
9269 1	20311S 381258A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 ARSENIC MONITORING METALS	123.00 123.00*			50 65000	358		10200
9270 1	20311S 381377A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 ARSENIC MONITORING METALS	123.00 123.00*			50 65000	358		10200
9271 1	20311S 381533A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/30/23 ARSENIC MONITORING METALS	123.00 123.00*			50 65000	358		10200
9272 1	20311S 381381A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 TERRACE WELL WATER QULTY META	730.00 730.00*			50 65000	358		10200
9273 1	20311S 381430A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WWTF LIFT STATION WET CHEM	89.00 89.00*			40 64000	355		10200
9274 1	20311S 381299A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WWTF LIFT STATION WET CHEM	89.00 89.00*			40 64000	355		10200

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9275 1	20311S 381429A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00*			40 64000	355		10200
9276 1	20311S 381298A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00*			40 64000	355		10200
9277 1	20311S 381382A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WELL3 IOC//VOC WET CHEM	300.00 300.00			50 65000	356		10200
9278 1	20311S 381432A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WELL3 IOC//VOC METALS	195.00 195.00			50 65000	356		10200
9279 1	20311S 381257A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 ROUTINE MONITORING	368.00 368.00			50 65000	359		10200
9280 1	20311S 381380A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WELL 3 WATER QUALITY SOCS	20.00 20.00			50 65000	356		10200
9281 1	20311S 380997A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WELL 3 PFAS MONITORING	663.00 663.00			50 65000	356		10200
9282 1	20311S 381379A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WELL 4 WATER QUALITY	20.00 20.00			50 65000	357		10200
9283 1	20311S 380996A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/31/23 WELL 4 PFAS MONITORING	663.00 663.00			50 65000	357		10200
9284 1 2 3	20311S 381423A 381423A 381423A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/26/23 SOURCE MONITORING 05/26/23 SOURCE MONITORING 05/26/23 SOURCE MONITORING	195.00 65.00 65.00 65.00*			50 65000 50 65000 50 65000	356 357 358		10200 10200 10200
9285 1	20311S 381378A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/26/23 GROUP A MONITORING	128.00 128.00			50 65000	359		10200
Total for Vendor:			5,709.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9286	20312S	401 FLUID RESOURCE MANAGEMENT	39,496.82						
1	C22913	05/31/23 2023-21 MBR CHANGE ORDER #2	39,496.82			40 64000	587		10200
9287	20312S	401 FLUID RESOURCE MANAGEMENT	1,014.00						
1	W22964	05/23/23 CLEAN OUT LIFT STATION	1,014.00			40 64000	349		10200
		Total for Vendor:	40,510.82						
9185	-99188E	308 FRONTIER COMMUNICATIONS (412-5)	59.47						
		Acct #8054672818010412-5 Service from 04/22/23-05/21/23							
		FS/CSD ALARM							
1	04/22/23	FIRE STATION Alarm MAY	59.47			20 62000	375		10200
9291	-99179E	308 FRONTIER COMMUNICATIONS (412-5)	60.25						
		Acct #8054672818010412-5 Service from 05/22/23-06/21/23							
		FS/CSD ALARM							
1	05/22/23	FIRE STATION Alarm JUNE	60.25			20 62000	375		10200
		Total for Vendor:	119.72						
9297	20313S	718 GRANICUS	3,531.00						
1	165938	07/01/23 AGENDA MGT PROGRAM 2023/24	847.44*			20 62000	385		10200
2	165938	07/01/23 AGENDA MGT PROGRAM 2023/24	88.27			30 63000	385		10200
3	165938	07/01/23 AGENDA MGT PROGRAM 2023/24	1,271.16*			40 64000	385		10200
4	165938	07/01/23 AGENDA MGT PROGRAM 2023/24	1,253.51*			50 65000	385		10200
5	165938	07/01/23 AGENDA MGT PROGRAM 2023/24	70.62			60 66000	385		10200
		Total for Vendor:	3,531.00						
9205	20272S	125 GREAT WESTERN ALARM	35.00						
		GW-661 Service Period: 5/2023							
1	230400545	05/01/23 Alarm Monitoring MAY	35.00			20 62000	380		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9206 A0702	20272S	125 GREAT WESTERN ALARM UTILITIES EMERGENCY	100.00						
Service Period: 4/2023									
1	230402242	04/01/23 Answering Service APRIL	50.00			40 64000	380		10200
2	230402242	04/01/23 Answering Service APRIL	50.00			50 65000	380		10200
9295 A0702	20314S	125 GREAT WESTERN ALARM UTILITIES EMERGENCY	100.00						
Service Period: 5/2023									
1	230502242	05/01/23 Answering Service MAY	50.00			40 64000	380		10200
2	230502242	05/01/23 Answering Service MAY	50.00			50 65000	380		10200
Total for Vendor:			235.00						
9309	20315S	720 HERC RENTALS INC	54.38						
1	06/01/23	GAS MONITOR CALIBRATION	27.19			40 64000	351		10200
33499897-001									
2	06/01/23	GAS MONITOR CALIBRATION	27.19			50 65000	351		10200
Total for Vendor:			54.38						
9210	20273S	719 MATT CARY TRUCKING	350.00						
1	21022	04/15/23 DISCING WWTF	350.00*			40 64000	582		10200
Total for Vendor:			350.00						
9223	20274S	553 MOSS, LEVY & HARTZHEIM LLP	2,500.00						
Audit 2021/22 \$11,000/11,000									
1	34685	02/23/23 Audit 21-2022 4/4 PAYMENT	600.00			20 62000	323		10200
2	34685	02/23/23 Audit 21-2022 4/4 PAYMENT	62.50			30 63000	323		10200
3	34685	02/23/23 Audit 21-2022 4/4 PAYMENT	900.00			40 64000	323		10200
4	34685	02/23/23 Audit 21-2022 4/4 PAYMENT	887.50			50 65000	323		10200
5	34685	02/23/23 Audit 21-2022 4/4 PAYMENT	50.00			60 66000	323		10200
Total for Vendor:			2,500.00						

* ... Over spent expenditure

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9194	20275S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	276.39						
Truck #U8636									
1	68180 05/05/23	U-8636 OIL & SERVICE	138.20*			40 64000	354		10200
2	68180 05/05/23	U-8636 OIL & SERVICE	138.19*			50 65000	354		10200
		Total for Vendor:	276.39						
9189	20276S	182 NAPA AUTO PARTS	169.70						
1	184372 05/04/23	JETTER BATTERY	187.70*			40 64000	354		10200
2	184810 05/08/23	BATTERY CORE DEPOSIT	-18.00*			40 64000	354		10200
9228	20293S	182 NAPA AUTO PARTS	11.94						
1	185692 05/12/23	JETTER FUEL FILTER	11.94			40 64000	351		10200
9229	20293S	182 NAPA AUTO PARTS	42.41						
1	185689 05/12/23	JETTER FUEL LINE HOSE	42.41			40 64000	351		10200
		Total for Vendor:	224.05						
9247	-99182E	208 PG&E #6480-8	1,133.67						
Acct #8565976480-8									
1	05/17/23	12th & K 8565976725	10.06			30 63000	381		10200
2	05/17/23	11TH STREET - 8562053214	49.16			30 63000	381		10200
3	05/17/23	RIO MESA CIR - 8564394360	24.36			30 63000	381		10200
4	05/17/23	VERDE/RIO MESA - 8560673934	60.90			30 63000	381		10200
5	05/17/23	Mission Heights - 8565976482	176.81			30 63000	381		10200
6	05/17/23	Tract 2605 - 8565976109	37.88			30 63000	381		10200
7	05/17/23	9898 River Rd. - 8565976002	365.95			30 63000	381		10200
8	05/17/23	9898 River Rd. - 8565976004	45.60			30 63000	381		10200
9	05/17/23	9898 River Rd. - 8565976008	214.24			30 63000	381		10200
10	05/17/23	9898 River Rd. - 8565976014	73.89			30 63000	381		10200
11	05/17/23	9898 River Rd. - 8565976481	53.72			30 63000	381		10200
12	05/17/23	9898 River Rd. - 8565976483	21.10			30 63000	381		10200
		Total for Vendor:	1,133.67						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9293	-99178E	209 PG&E #6851-8	10,973.96						
Acct #3675186851-8									
1	05/22/23	Old Fire Station/1297 L St	24.56			20 62000	381		10200
2	05/22/23	Fire Station/1150 Mission	9.53			20 62000	381		10200
3	05/22/23	Water Works #1/Well 3	2,388.32*			50 65000	381		10200
4	05/22/23	Bonita Pl & 16th/Well 4	1,510.89*			50 65000	381		10200
5	05/22/23	N St/WWTF	6,614.41			40 64000	381		10200
6	05/22/23	2HP Booster Station	9.53*			50 65000	381		10200
7	05/22/23	Mission Heights Booster	12.06*			50 65000	381		10200
8	05/22/23	14th St. & K St.	70.76*			50 65000	381		10200
9	05/22/23	942 Soka Way lift station	85.61			40 64000	379		10200
10	05/22/23	Missn&12th Landscape-St light	106.96			30 63000	381		10200
11	05/22/23	SLT Well	141.33*			50 65000	381		10200
Total for Vendor:			10,973.96						
9227	20294S	651 PITTMAN, DUSTIN	150.00						
1	05/17/23	DMV PHYSICAL	150.00*			50 65000	121		10200
Total for Vendor:			150.00						
9234	20295S	609 SAN LUIS POWERHOUSE	225.00						
MISSION GARDENS LIFT STATION GENERATOR SEMI-ANNUAL SERV									
1	49232	05/09/23 MG LIFT ST GENERATOR SERV SANN	225.00			40 64000	351		10200
9235	20295S	609 SAN LUIS POWERHOUSE	693.27						
WWTF GENERATOR SEMI-ANNUAL SERV									
1	49230	05/09/23 WWTF GENERATOR S.ANNUAL SERVIC	693.27			40 64000	351		10200
9256	20295S	609 SAN LUIS POWERHOUSE	225.00						
FIRE STATION GENERATOR SEMI-ANNUAL SERVICE AND TESTING									
1	49231	05/09/23 SMFD SEMI ANNUAL SERVICE/TEST	225.00*			20 62000	351		10200
Total for Vendor:			1,143.27						
9251	20296S	481 SAN MIGUEL COMMUNITY SERVICES	595.41						
20547-00									
1	05/15/23	1203 Mission Irrig Mtr 20547-0	595.41			30 63000	384		10200

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9252 1	20296S 05/15/23	481 SAN MIGUEL COMMUNITY SERVICES 942 Soka Way 20840-00	54.09 54.09			40 64000	384		10200
9253 Acct#27475-00 1	20296S 05/15/23	481 SAN MIGUEL COMMUNITY SERVICES 1765 Bonita 27475-00	138.64 138.64			40 64000	384		10200
9254 ACCT# 27476-00 1	20296S 05/15/23	481 SAN MIGUEL COMMUNITY SERVICES 1199 Mission Irrig Mtr 27476-0	89.34 89.34			30 63000	384		10200
9300 01004-00 3	20317S 05/15/23	481 SAN MIGUEL COMMUNITY SERVICES 1150 Mission Street 1004-00	147.51 147.51			20 62000	384		10200
9301 01004B-00 1	20317S 05/15/23	481 SAN MIGUEL COMMUNITY SERVICES 1150 Mission Street 1004B-00	2.00 2.00			20 62000	384		10200
Total for Vendor:			1,026.99						
9191 ACCT# 318691 1 2	20278S 050123 05/01/23 050123 05/01/23	238 SAN MIGUEL GARBAGE MAY 2023 MAY 2023	120.37 60.19* 60.18*			40 64000 50 65000	383 383		10200 10200
9311 ACCT# 318691 1 2	20318S 060123 06/01/23 060123 06/01/23	238 SAN MIGUEL GARBAGE JUNE 2023 JUNE 2023	125.31 62.65* 62.66*			40 64000 50 65000	383 383		10200 10200
Total for Vendor:			245.68						
9224 MAY BOARD MEETING 1 2 3	20279S 05-2023 05/09/23 05-2023 05/09/23 05-2023 05/09/23	731 SAN MIGUEL SENIORS CENTER MAY 25TH BOARD MEETING MAY 25TH BOARD MEETING MAY 25TH BOARD MEETING	150.00 30.75* 3.00 57.00*			20 62000 30 63000 40 64000	305 305 305		10200 10200 10200

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4	05-2023 05/09/23	MAY 25TH BOARD MEETING	56.25*			50 65000	305		10200
5	05-2023 05/09/23	MAY 25TH BOARD MEETING	3.00			60 66000	305		10200
9225	20287S 731	SAN MIGUEL SENIORS CENTER	150.00						
MAY SPECIAL BOARD MEETING									
1	05-2023 05/10/23	MAY 9TH SPECIAL BOARD MEETING	30.75*			20 62000	305		10200
2	05-2023 05/10/23	MAY 9TH SPECIAL BOARD MEETING	3.00			30 63000	305		10200
3	05-2023 05/10/23	MAY 9TH SPECIAL BOARD MEETING	57.00*			40 64000	305		10200
4	05-2023 05/10/23	MAY 9TH SPECIAL BOARD MEETING	56.25*			50 65000	305		10200
5	05-2023 05/10/23	MAY 9TH SPECIAL BOARD MEETING	3.00			60 66000	305		10200
Total for Vendor:			300.00						
9226	-99185E 247	SDRMA	220.58						
SCISSOR LIFT & STREET LIGHT ADDITION TO POLICY									
3	73263 04/17/23	SCISSOR LIFT&STRT LIGHT ADDON	220.58*			30 63000	328		10200
Total for Vendor:			220.58						
9245	20297S 999999	SHELLI MALDONADO	36.09						
Water & Sewer Deposit refund									
889 RIO MESA CIRCLE									
27534-02									
1	01677-03 05/15/23	W&S DEPOSIT REFUND 889 RIO M	36.09			50 20550			10200
Total for Vendor:			36.09						
9239	20298S 250	SLO CO CLERK-RECORDER	510.50						
1	2022elect 05/04/23	11/2022 Election	122.52*			20 62000	305		10200
2	2022elect 05/04/23	11/2022 Election	12.76			30 63000	305		10200
3	2022elect 05/04/23	11/2022 Election	183.78*			40 64000	305		10200
4	2022elect 05/04/23	11/2022 Election	181.23*			50 65000	305		10200
5	2022elect 05/04/23	11/2022 Election	10.21			60 66000	305		10200
Total for Vendor:			510.50						
9182	-99191E 657	SOCALGAS	15.95						
ACCT 19327007118									
942 SOKA WAY - LIFT STATION									
1	05/02/23	LIFT STATION 942 SOKA WAY	15.95			40 64000	396		10200

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9183	-99190E	657 SOCALGAS	15.95						
ACCT 06309852306 610 120TH ST - WELL 3									
1	05/02/23	WELL 3 NATURAL GAS 610 12th	15.95			50 65000	396		10200
9184	-99189E	657 SOCALGAS	15.95						
ACCT 06307077625 8687 MARTINEZ - SLT WELL									
1	05/02/23	SLT WELL PROPANE 8687 MARTINEZ	15.95			50 65000	396		10200
Total for Vendor:			47.85						
9192	20280S	281 TESCO CONTROLS INC	740.00						
Cust Number: SAN/MI Job Number: 45073R									
1	0079681-IN	05/02/23 SCADA SERVICE	370.00			40 64000	351		10200
2	0079681-IN	05/02/23 SCADA SERVICE	370.00			50 65000	351		10200
Total for Vendor:			740.00						
9187	20281S	282 THE BLUEPRINTER	199.43						
1	123-3214	05/04/23 WWTF plans	61.45			40 64000	320		10200
2	123-3214	05/04/23 WEEDING NOTICE	137.98			20 62000	503		10200
9188	20281S	282 THE BLUEPRINTER	119.63						
1	23-420	05/08/23 PATIENT CARE FORMS	119.63			20 62000	450		10200
Total for Vendor:			319.06						
9255	20299S	620 TRACE ANALYTICS	203.32						
1	23-08315	05/12/23 BA Testing Routine Analysis	203.32*			20 62000	359		10200
Total for Vendor:			203.32						
9302	-99177E	301 US BANK	125.00						
RR STATEMENT DATE 5/22/2023									
1	RR MAY 23	05/22/23 CPR INSTRUCTOR FEE ROBERSON	125.00*			20 62000	305		10200

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9303	-99176E	301 US BANK	893.24						
TP STATEMENT DATE 5/22/2023									
1	TP MAY 23 04/30/23	RINGCENTRAL MAY PHONE	78.57			20 62000	310		10200
2	TP MAY 23 04/30/23	RINGCENTRAL MAY PHONE	8.18*			30 63000	310		10200
3	TP MAY 23 04/30/23	RINGCENTRAL MAY PHONE	117.85*			40 64000	310		10200
4	TP MAY 23 04/30/23	RINGCENTRAL MAY PHONE	116.20*			50 65000	310		10200
5	TP MAY 23 04/30/23	RINGCENTRAL MAY PHONE	6.55*			60 66000	310		10200
6	TP MAY 23 05/04/23	ADOBE ACROBAT PRO	57.57*			20 62000	385		10200
7	TP MAY 23 05/04/23	ADOBE ACROBAT PRO	6.00			30 63000	385		10200
8	TP MAY 23 05/04/23	ADOBE ACROBAT PRO	86.36*			40 64000	385		10200
9	TP MAY 23 05/04/23	ADOBE ACROBAT PRO	85.16*			50 65000	385		10200
10	TP MAY 23 05/04/23	ADOBE ACROBAT PRO	4.80			60 66000	385		10200
11	TP MAY 23 05/12/23	USPS- STAMPS	30.24*			20 62000	315		10200
12	TP MAY 23 05/12/23	USPS- STAMPS	3.15			30 63000	315		10200
13	TP MAY 23 05/12/23	USPS- STAMPS	45.36			40 64000	315		10200
14	TP MAY 23 05/12/23	USPS- STAMPS	44.73			50 65000	315		10200
15	TP MAY 23 05/12/23	USPS- STAMPS	2.52			60 66000	315		10200
16	TP MAY 23 05/15/23	BROWN & CALDWELL	200.00			40 64000	393		10200
9304	-99175E	301 US BANK	644.10						
KD STATEMENT DATE 4/24/2023									
1	KD MAY 23 04/25/23	CROMER- LATCH	127.63			30 63000	351		10200
2	KD MAY 23 04/25/23	TSC- GLYPHOSATE, SOLAR PANE	451.27*			40 64000	305		10200
3	KD MAY 23 05/05/23	USPS	5.40			30 63000	351		10200
4	KD MAY 23 05/09/23	STAPLES	29.90*			40 64000	305		10200
5	KD MAY 23 05/09/23	STAPLES	29.90			50 65000	350		10200
9305	-99174E	301 US BANK	833.96						
SY STATEMENT DATE 5/22/23									
1	SY MAY 23 04/22/23	AMZ- TONER	38.60*			20 62000	410		10200
2	SY MAY 23 04/22/23	AMZ- LANCETS	40.62			20 62000	450		10200
6	SY MAY 23 05/22/23	SIGN HERE-FD WINDOW LOGO	482.62*			20 62000	305		10200
7	SY MAY 23 05/04/23	USPS	28.44*			20 62000	315		10200
9	SY MAY 23 05/19/23	SUPPLY CACHE- 2022 IRPG X20	240.69			20 62000	456		10200
11	SY MAY 23 05/12/23	APPLE ICLOUD STORAGE	2.99*			20 62000	465		10200
Total for Vendor:			2,496.30						

* ... Over spent expenditure

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9202	20282S	327 VALLI INFORMATION SYSTEMS	119.80						
APRIL BILLING									
1		Web Posting, Postage	0.00			40 64000	374		10200
2		Web Posting, Postage	0.00			50 65000	374		10200
3		Printing	0.00			40 64000	374		10200
4		Printing	0.00			50 65000	374		10200
5	88033 04/30/23	OTC/Online Monthly Maintenance	37.50			40 64000	334		10200
6	88033 04/30/23	OTC/Online Monthly Maintenance	37.50			50 65000	334		10200
7		Printed insert WEED ABATEMENT	0.00			20 62000	503		10200
10	88033 04/30/23	IVR SERVICE FEE	22.40			40 64000	374		10200
11	88033 04/30/23	IVR SERVICE FEE	22.40			50 65000	374		10200
9203	20282S	327 VALLI INFORMATION SYSTEMS	702.14						
APRIL BILLING									
1	87929 04/28/23	Web Posting, Postage	207.71			40 64000	374		10200
2	87929 04/28/23	Web Posting, Postage	207.71			50 65000	374		10200
3	87929 04/28/23	Printing	102.48			40 64000	374		10200
4	87929 04/28/23	Printing	102.48			50 65000	374		10200
5		OTC/Online Monthly Maintenance	0.00			40 64000	334		10200
6		OTC/Online Monthly Maintenance	0.00			50 65000	334		10200
7	87929 04/28/23	Printed insert WEED ABATEMENT	97.80			20 62000	503		10200
10		IVR SERVICE FEE	0.00			40 64000	374		10200
11		IVR SERVICE FEE	0.00			50 65000	374		10200
9900	CM87362 03/23/23	ENVELOPE CREDIT	-8.02			50 65000	315		10200
CI	22								
9901	CM87362 03/23/23	ENVELOPE CREDIT	-8.02			40 64000	315		10200
CI	22								
Total for Vendor:			821.94						
9246	-99183E	511 VERIZON	335.15						
TABLETS: UTILITIES x4									
CELL PHONE: TMP, MS, TP, KD, DP									
05/09/23 - 6/08/23									
1	9934386713 05/08/23	UTILITIES CELL PHONES X4 M	4.64			30 63000	465		10200
2	9934386713 05/08/23	UTILITIES CELL PHONES X4 M	121.41*			40 64000	465		10200
3	9934386713 05/08/23	UTILITIES CELL PHONES X4 M	121.41*			50 65000	465		10200

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4	9934386713	05/08/23 UTILITIES CELL PHONES X4 M	4.64*			60 66000	465		10200
5	9934386713	05/08/23 T PARENT CELL PHONE MAY	12.45*			20 62000	465		10200
6	9934386713	05/08/23 T PARENT CELL PHONE MAY	1.29			30 63000	465		10200
7	9934386713	05/08/23 T PARENT CELL PHONE MAY	18.68*			40 64000	465		10200
8	9934386713	05/08/23 T PARENT CELL PHONE MAY	18.42*			50 65000	465		10200
9	9934386713	05/08/23 T PARENT CELL PHONE MAY	1.04*			60 66000	465		10200
10	9934386713	05/08/23 4GB DATA PLAN MAY	0.60			30 63000	465		10200
11	9934386713	05/08/23 4GB DATA PLAN MAY	14.98*			40 64000	465		10200
12	9934386713	05/08/23 4GB DATA PLAN MAY	14.99*			50 65000	465		10200
13	9934386713	05/08/23 4GB DATA PLAN MAY	0.60*			60 66000	465		10200
9248	-99181E	511 VERIZON	50.04						
TABLETS: FIRE x2 4/09/23 - 5/08/23									
1	9934386714	05/08/23 RR DATA PLAN	25.02*			20 62000	465		10200
2	9934386714	05/08/23 SY DATA PLAN	25.02*			20 62000	465		10200
Total for Vendor:			385.19						
9222	20283S	732 WALLACE GROUP	27,236.13						
PROJ# 0406-0031-00									
1	59074	04/26/23 WWTF ENGINEERING 2022-43	27,236.13			40 64000	587	20001	10200
Total for Vendor:			27,236.13						
9219	20284S	717 WATER SYSTEMS CONSULTING, INC	9,490.24						
PROJECTS 2295-11332									
1	7865	03/31/23 RECYCLED WATER PIPELINE	9,490.24			40 64000	955	22010	10200
9230	20300S	717 WATER SYSTEMS CONSULTING, INC	2,252.50						
WWTF PROJECT PRJ 20001									
1	7909	04/30/23 WWTF PROJECT DESIGN	2,252.50			40 64000	587	20001	10200
9231	20300S	717 WATER SYSTEMS CONSULTING, INC	5,483.75						
SLT TANK/STATION 2022-66 PRJ 21007									
1	7907	04/30/23 SLT TANK/STATION 2022-66	5,483.75			50 65000	961	21007	10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9232	20300S	717 WATER SYSTEMS CONSULTING, INC	2,277.95						
PROJECTS 2295-11332									
1	7912 04/30/23	RECYCLED WATER PIPELINE	2,277.95			40 64000	955	22010	10200
9233	20300S	717 WATER SYSTEMS CONSULTING, INC	4,632.50						
1	7910 04/30/23	DISTRICT ENGINEERING 22-23	736.25			40 64000	326		10200
2	7910 04/30/23	DISTRICT ENGINEERING 22-23	736.25			50 65000	326		10200
3	7910 04/30/23	ALLEY WATERLINE REP 2022-14	2,030.00			50 65000	326		10200
4	7910 04/30/23	LIFT STATION FLOOD IMPR	1,130.00			40 64000	326		10200
Total for Vendor:			24,136.94						
9213	20285S	317 WESTERN JANITOR SUPPLY INC	104.03						
1	203780 04/28/23	HAND TOWELS & SIGN	52.02*			40 64000	305		10200
2	203780 04/28/23	HAND TOWELS & SIGN	52.01*			50 65000	305		10200
9292	20322S	317 WESTERN JANITOR SUPPLY INC	27.16						
1	204516 05/26/23	DAWN SOAP	13.58*			40 64000	305		10200
2	204516 05/26/23	DAWN SOAP	13.58*			50 65000	305		10200
Total for Vendor:			131.19						
9180	-99192E	612 WEX BANK	968.98						
FUEL BILL CLOSING DATE: 5/07/23									
1	89135478 05/07/23	Fuel 8600 MAY	161.98			20 62000	485		10200
2	89135478 05/07/23	Fuel 8601 MAY	0.00			20 62000	485		10200
3	89135478 05/07/23	Fuel 8630 MAY	72.13			20 62000	485		10200
4	89135478 05/07/23	FUEL OES	0.00			20 62000	307		10200
5	89135478 05/07/23	Fuel U8632 MAY	244.61			40 64000	485		10200
8	89135478 05/07/23	Fuel U8632 MAY	244.62			50 65000	485		10200
9	89135478 05/07/23	Fuel U8634 MAY	0.00			40 64000	485		10200
10	89135478 05/07/23	Fuel U8634 MAY	0.00			50 65000	485		10200
11	89135478 05/07/23	Fuel U8636 MAY	129.14			50 65000	485		10200
12	89135478 05/07/23	Fuel U8636 MAY	129.15			40 64000	485		10200
13	89135478 05/07/23	REBATE ADJUSTMENT	-3.02			20 62000	485		10200
14	89135478 05/07/23	REBATE ADJUSTMENT	-4.81			40 64000	485		10200
15	89135478 05/07/23	REBATE ADJUSTMENT	-4.82			50 65000	485		10200
Total for Vendor:			968.98						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9289	20323S	473 WHITE BRENNER LLP FOR LEGAL SERVICES APRIL 2023	8,263.60						
2	47797	MAY 05/31/23 SOLID WASTE LEGAL	1,345.50*			60 66000	327		10200
3		SOLID WASTE LEGAL SB1383	0.00*			60 66000	327		10200
4		WATER LEGAL	0.00			50 65000	327		10200
5	47799	MAY 05/31/23 FIRE LEGAL	36.00			20 62000	327		10200
6		SEWER LEGAL	0.00			40 64000	327		10200
7	47798	MAY 05/31/23 SMEA LEGAL	1,179.00*			40 64000	331		10200
8	47798	MAY 05/31/23 SMEA LEGAL	1,179.00*			50 65000	331		10200
9	47798	MAY 05/31/23 HR LEGAL	43.20*			20 62000	333		10200
10	47798	MAY 05/31/23 HR LEGAL	4.50*			30 63000	333		10200
11	47798	MAY 05/31/23 HR LEGAL	64.80*			40 64000	333		10200
12	47798	MAY 05/31/23 HR LEGAL	63.90*			50 65000	333		10200
13	47798	MAY 05/31/23 HR LEGAL	3.60*			60 66000	333		10200
14	47794	MAY 05/31/23 General Legal - ADMIN	651.50			20 62000	327		10200
15	47794	MAY 05/31/23 General Legal - ADMIN	67.87*			30 63000	327		10200
16	47794	MAY 05/31/23 General Legal - ADMIN	1,733.26			40 64000	327		10200
17	47794	MAY 05/31/23 General Legal - ADMIN	1,089.68			50 65000	327		10200
18	47794	MAY 05/31/23 General Legal - ADMIN	54.29*			60 66000	327		10200
		Total for Vendor:	8,263.60						
9212	20286S	318 WILDHORSE PROPANE	129.64						
1	U006F086	04/26/23 SMF PROPANE	129.64			20 62000	382		10200
		Total for Vendor:	129.64						
		# of Claims	125	Total:	173,062.42	# of Vendors	42		
		Total Electronic Claims			17,491.54				
		Total Non-Electronic Claims			155570.88				

06/12/23
15:21:46

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim from Another Period Cancelled in this Period
For the Accounting Period: 5/23

Page: 21 of 22
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date	Vendor #/Name/Description	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	4897	999999 HENRY III JACKSON		41.46				
	*** Cancelled in 5/23 **** *** Claim from another period (5/19) ****							
	HENRY JACKSON III Water & Sewer Deposit Refund							
	1510	Bonita Place						
	1	20456-03 05/15/19 Water & Sewer deposit refund	41.46			50 20550		10200
		# of Claims	1	Total:				41.46

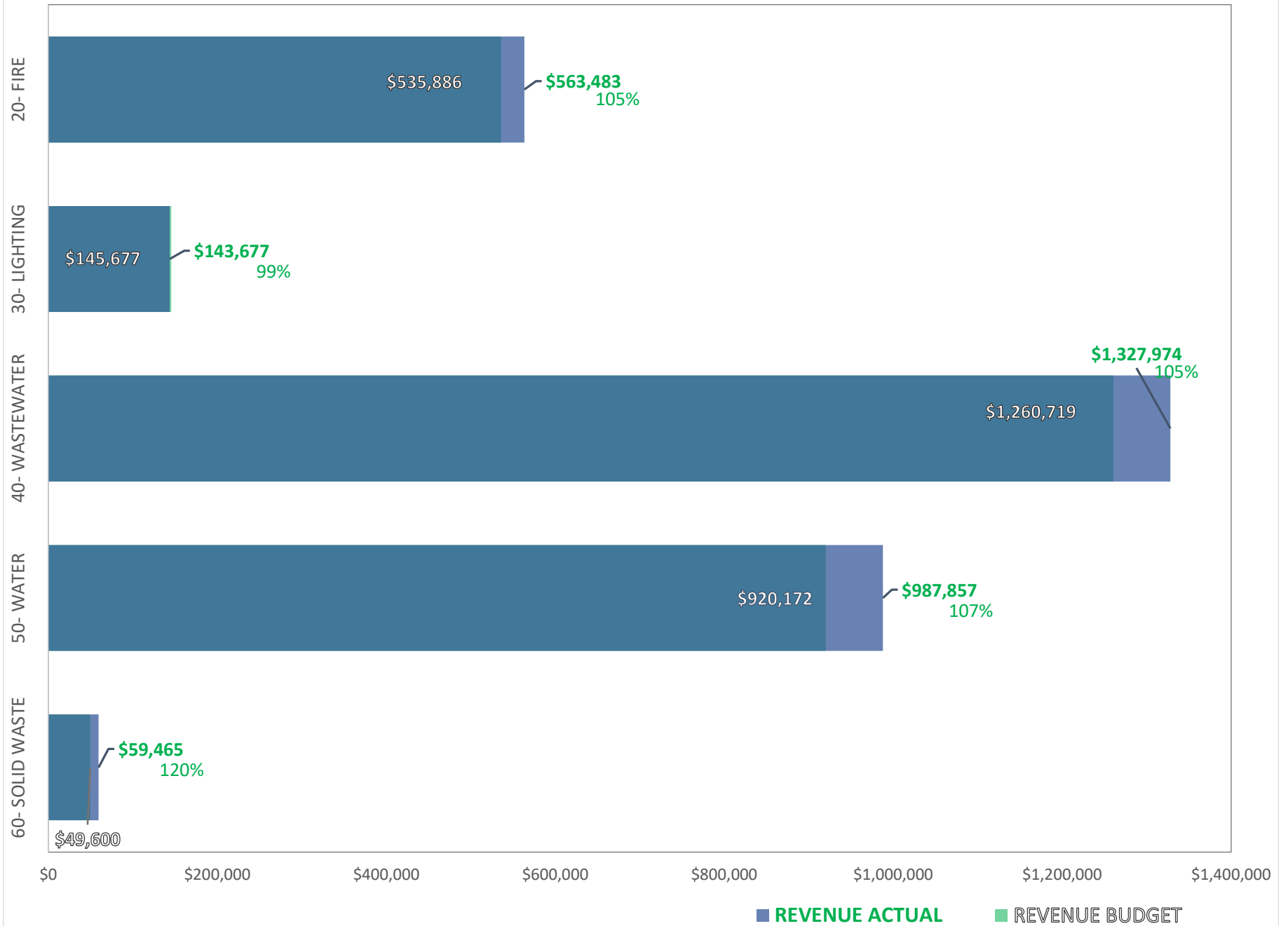
Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$6,976.93
30 STREET LIGHTING DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$4,779.48
40 WASTEWATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$109,723.45
50 WATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$49,061.35
60 SOLID WASTE DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$2,479.75
Total:	\$173,020.96

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	4,200.00	4,200.00	0.00	-4,200.00	** %
40320	Fire Impact Fees	2,232.00	5,017.31	0.00	-5,017.31	** %
40420	Ambulance Reimbursement	0.00	3,985.86	5,000.00	1,014.14	80 %
40500	VFA Assistance Grant	0.00	0.00	18,154.00	18,154.00	0 %
	Account Group Total:	6,432.00	13,203.17	23,154.00	9,950.83	57 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	115,530.24	471,763.67	466,232.00	-5,531.67	101 %
	Account Group Total:	115,530.24	471,763.67	466,232.00	-5,531.67	101 %
46000	Revenues & Interest					
46000	Revenues & Interest	150.03	47,812.68	46,500.00	-1,312.68	103 %
46009	Grants - Other	0.00	132.00	0.00	-132.00	** %
46150	Miscellaneous Income	0.00	465.66	0.00	-465.66	** %
46151	Refund/Adjustments	0.00	5,632.55	0.00	-5,632.55	** %
46153	Plan Check Fees and Inspections	0.00	2,100.00	0.00	-2,100.00	** %
46157	Donation	0.00	500.00	0.00	-500.00	** %
46175	Sale of Surplus Property	0.00	21,872.91	0.00	-21,872.91	** %
	Account Group Total:	150.03	78,515.80	46,500.00	-32,015.80	169 %
	Fund Total:	122,112.27	563,482.64	535,886.00	-27,596.64	105 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	35,640.60	145,790.24	145,677.00	-113.24	100 %
	Account Group Total:	35,640.60	145,790.24	145,677.00	-113.24	100 %
46000	Revenues & Interest					
46000	Revenues & Interest	1,762.53	4,199.29	0.00	-4,199.29	** %
46009	Grants - Other	0.00	13.75	0.00	-13.75	** %
46100	Realized Earnings	-2,687.46	-12,721.31	0.00	12,721.31	** %
46150	Miscellaneous Income	100.00	148.51	0.00	-148.51	** %
46151	Refund/Adjustments	0.00	119.29	0.00	-119.29	** %
46155	Will Serve Processing Fees	0.00	400.00	0.00	-400.00	** %
46175	Sale of Surplus Property	0.00	5,727.06	0.00	-5,727.06	** %
	Account Group Total:	-824.93	-2,113.41	0.00	2,113.41	** %
	Fund Total:	34,815.67	143,676.83	145,677.00	2,000.17	99 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	29,445.35	0.00	-29,445.35	** %
40900	Wastewater Sales	100,518.01	1,071,987.39	1,099,618.00	27,630.61	97 %
40901	Riverzone Surcharge	1,551.70	17,024.15	18,388.00	1,363.85	93 %
40910	Wastewater Late Charges	2,001.11	17,664.64	0.00	-17,664.64	** %
	Account Group Total:	104,070.82	1,136,121.53	1,118,006.00	-18,115.53	102 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	18,107.80	73,716.96	72,713.00	-1,003.96	101 %
	Account Group Total:	18,107.80	73,716.96	72,713.00	-1,003.96	101 %
46000	Revenues & Interest					
46000	Revenues & Interest	2,259.38	5,224.17	0.00	-5,224.17	** %
46008	DWR Grants	0.00	34,750.00	70,000.00	35,250.00	50 %
46009	Grants - Other	0.00	198.00	0.00	-198.00	** %
46100	Realized Earnings	-3,240.19	-3,203.69	0.00	3,203.69	** %
46150	Miscellaneous Income	4,464.00	22,059.89	0.00	-22,059.89	** %
46151	Refund/Adjustments	119.00	1,972.13	0.00	-1,972.13	** %
46155	Will Serve Processing Fees	150.00	3,150.00	0.00	-3,150.00	** %
46175	Sale of Surplus Property	0.00	53,984.80	0.00	-53,984.80	** %
	Account Group Total:	3,752.19	118,135.30	70,000.00	-48,135.30	169 %
	Fund Total:	125,930.81	1,327,973.79	1,260,719.00	-67,254.79	105 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	82,291.24	876,348.15	920,172.00	43,823.85	95 %
41001	Water Connection Fees	0.00	29,944.32	0.00	-29,944.32	** %
41003	Water Surcharge	44.00	491.00	0.00	-491.00	** %
41005	Water Late Charges	1,405.66	14,833.67	0.00	-14,833.67	** %
41010	Water Meter Fees	0.00	450.00	0.00	-450.00	** %
	Account Group Total:	83,740.90	922,067.14	920,172.00	-1,895.14	100 %
46000	Revenues & Interest					
46000	Revenues & Interest	563.79	1,131.10	0.00	-1,131.10	** %
46009	Grants - Other	0.00	195.25	0.00	-195.25	** %
46100	Realized Earnings	-810.05	-800.92	0.00	800.92	** %
46150	Miscellaneous Income	0.00	4,411.37	0.00	-4,411.37	** %
46151	Refund/Adjustments	119.00	4,597.57	0.00	-4,597.57	** %
46155	Will Serve Processing Fees	0.00	4,500.00	0.00	-4,500.00	** %
46175	Sale of Surplus Property	0.00	51,755.94	0.00	-51,755.94	** %
	Account Group Total:	-127.26	65,790.31	0.00	-65,790.31	** %
	Fund Total:	83,613.64	987,857.45	920,172.00	-67,685.45	107 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46000	Revenues & Interest	14.80	-2,184.89	0.00	2,184.89	** %
46005	Franchise Fees	0.00	40,243.74	39,600.00	-643.74	102 %
46009	Grants - Other	0.00	10,011.00	10,000.00	-11.00	100 %
46150	Miscellaneous Income	0.00	9,295.05	0.00	-9,295.05	** %
46151	Refund/Adjustments	0.00	98.11	0.00	-98.11	** %
46155	Will Serve Processing Fees	0.00	100.00	0.00	-100.00	** %
46175	Sale of Surplus Property	0.00	1,901.97	0.00	-1,901.97	** %
	Account Group Total:	14.80	59,464.98	49,600.00	-9,864.98	120 %
	Fund Total:	14.80	59,464.98	49,600.00	-9,864.98	120 %
	Grand Total:	366,487.19	3,082,455.69	2,912,054.00	-170,401.69	106 %

P5 2023 San Miguel CSD Revenue Actual vs Budget



Fund	Received			Revenue To Be Received	% Received
	Current Month	Received YTD	Estimated Revenue		
20 FIRE PROTECTION DEPARTMENT	122,112.27	563,482.64	535,886.00	-27,596.64	105 %
30 STREET LIGHTING DEPARTMENT	34,815.67	143,676.83	145,677.00	2,000.17	99 %
40 WASTEWATER DEPARTMENT	125,930.81	1,327,973.79	1,260,719.00	-67,254.79	105 %
50 WATER DEPARTMENT	83,613.64	987,857.45	920,172.00	-67,685.45	107 %
60 SOLID WASTE DEPARTMENT	14.80	59,464.98	49,600.00	-9,864.98	120 %
Grand Total:	366,487.19	3,082,455.69	2,912,054.00	-170,401.69	106 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	11,134.69	137,371.74	164,684.00	164,684.00	27,312.26	83 %
	111 BOD Stipend	154.00	990.00	2,880.00	2,880.00	1,890.00	34 %
	120 Workers' Compensation	0.00	30,752.74	11,312.00	11,312.00	-19,440.74	272 %
	121 Physicals	0.00	0.00	2,400.00	2,400.00	2,400.00	0 %
	125 Volunteer Firefighter Stipends	8,028.40	75,511.94	45,000.00	45,000.00	-30,511.94	168 %
	135 Payroll Tax - FICA/SS	482.30	4,481.05	2,790.00	2,790.00	-1,691.05	161 %
	140 Payroll Tax - Medicare	280.16	3,100.09	2,978.00	2,978.00	-122.09	104 %
	155 Payroll Tax - SUI	152.59	2,122.78	2,984.00	2,984.00	861.22	71 %
	160 Payroll Tax - ETT	3.26	39.63	0.00	0.00	-39.63	*** %
	205 Insurance - Health	1,113.85	9,479.64	14,592.00	14,592.00	5,112.36	65 %
	210 Insurance - Dental	62.69	651.34	697.00	697.00	45.66	93 %
	215 Insurance - Vision	10.06	104.59	112.00	112.00	7.41	93 %
	225 Retirement - PERS Expense	1,314.42	14,702.09	8,503.00	8,503.00	-6,199.09	173 %
	305 Operations & Maintenance	791.64	4,301.34	0.00	0.00	-4,301.34	*** %
	310 Phone & Fax Expense	78.57	1,064.69	1,500.00	1,500.00	435.31	71 %
	315 Postage, Shipping & Freight	58.68	563.25	200.00	200.00	-363.25	282 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	406.80	360.00	360.00	-46.80	113 %
	320 Printing & Reproduction	0.00	364.34	0.00	0.00	-364.34	*** %
	321 IT Services - Professional Svcs	859.26	9,161.29	7,140.00	7,140.00	-2,021.29	128 %
	323 Auditor - Professional Svcs	600.00	2,465.00	4,200.00	4,200.00	1,735.00	59 %
	325 Accounting - Professional Svcs	475.20	1,236.20	7,200.00	7,200.00	5,963.80	17 %
	326 Engineering - Professional Svcs	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	327 Legal: General - Professional Svcs	687.50	15,304.33	18,000.00	18,000.00	2,695.67	85 %
	328 Insurance - Prop & Liability	0.00	16,554.61	15,687.00	15,687.00	-867.61	106 %
	333 Legal: HR - Professional Svcs	43.20	9,648.40	0.00	0.00	-9,648.40	*** %
	334 Maintenance Agreements	0.00	2,341.62	5,000.00	5,000.00	2,658.38	47 %
	335 Meals	0.00	324.57	0.00	0.00	-324.57	*** %
	340 Meetings and Conferences	0.00	3.00	500.00	500.00	497.00	1 %
	345 Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0 %
	348 Safety Equipment and Supplies	0.00	365.01	0.00	0.00	-365.01	*** %
	350 Repairs & Maint - Computers	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	351 Repairs & Maint - Equip	225.00	9,939.09	5,000.00	5,000.00	-4,939.09	199 %
	352 Repairs & Maint - Structures	0.00	37,132.40	6,000.00	52,500.00	15,367.60	71 %
	354 Repairs & Maint - Vehicles	0.00	4,981.75	10,000.00	10,000.00	5,018.25	50 %
	359 Testing & Supplies - Other	203.32	396.46	0.00	0.00	-396.46	*** %
	370 Dispatch Services (Fire)	0.00	15,374.80	16,000.00	16,000.00	625.20	96 %
	375 Internet Expenses	249.70	509.66	2,000.00	2,000.00	1,490.34	25 %
	376 Web Page - Upgrade/Maint	0.00	768.00	1,000.00	1,000.00	232.00	77 %
	380 Utilities - Alarm Service	35.00	70.00	288.00	288.00	218.00	24 %
	381 Utilities - Electric	34.09	3,889.42	6,000.00	6,000.00	2,110.58	65 %
	382 Utilities - Propane	129.64	963.53	1,000.00	1,000.00	36.47	96 %
	384 Utilities - Water/Sewer	149.51	571.77	622.00	622.00	50.23	92 %
	385 Dues and Subscriptions	905.01	13,879.52	5,234.00	5,234.00	-8,645.52	265 %
	386 Education and Training	0.00	4,353.64	10,000.00	10,000.00	5,646.36	44 %
	393 Advertising and Public Notices	15.46	338.09	1,000.00	1,000.00	661.91	34 %
	394 LAFCO Allocations	0.00	1,482.74	1,600.00	1,600.00	117.26	93 %
	395 Community Outreach	0.00	59.13	1,000.00	1,000.00	940.87	6 %
	405 Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
410	Office Supplies	69.70	2,025.64	1,000.00	1,000.00	-1,025.64	203 %
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0 %
450	EMS Supplies	430.90	2,194.06	5,000.00	5,000.00	2,805.94	44 %
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
456	VFF Assistance Grant	240.69	35,805.54	36,307.00	36,307.00	501.46	99 %
465	Cell phones, Radios and Pagers	161.16	2,262.81	1,500.00	1,500.00	-762.81	151 %
470	Communication Equipment	0.00	3,952.04	7,500.00	7,500.00	3,547.96	53 %
475	Computer Supplies & Upgrades	0.00	6,283.48	0.00	1,772.82	-4,510.66	354 %
485	Fuel Expense	231.09	6,740.27	9,000.00	9,000.00	2,259.73	75 %
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
495	Uniform Expense	0.00	400.31	5,000.00	5,000.00	4,599.69	8 %
500	Capital Outlay	0.00	0.00	0.00	394.80	394.80	0 %
503	Weed Abatement Costs	302.61	365.61	3,000.00	3,000.00	2,634.39	12 %
505	Fire Training Grounds	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
510	Fire Station Addition	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
511	Fire- Temp Housing Unit	0.00	17,953.71	6,800.00	6,800.00	-11,153.71	264 %
710	County Hazmat Dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
900	District Strategic Plan	0.00	324.00	0.00	0.00	-324.00	*** %
949	Lease agreements	0.00	5,228.27	0.00	1,921.50	-3,306.77	272 %
960	Property Tax Expense	0.00	298.90	0.00	0.00	-298.90	*** %
981	Debt Svcs Equipt - Principle	0.00	34,208.17	0.00	0.00	-34,208.17	*** %
982	Debt Svcs Equipt - Interest	0.00	12,874.52	0.00	0.00	-12,874.52	*** %
983	Debt Svcs Structure- Principle	0.00	23,012.72	0.00	0.00	-23,012.72	*** %
984	Debt Svcs Structure - Interest	0.00	10,563.59	0.00	0.00	-10,563.59	*** %
	Account Total:	29,713.35	604,615.72	486,320.00	536,909.12	-67,706.60	113 %
	Account Group Total:	29,713.35	604,615.72	486,320.00	536,909.12	-67,706.60	113 %
	Fund Total:	29,713.35	604,615.72	486,320.00	536,909.12	-67,706.60	113 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	901.80	11,479.61	20,667.00	20,667.00	9,187.39	56 %
111	BOD Stipend	14.00	90.00	300.00	300.00	210.00	30 %
115	Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
120	Workers' Compensation	0.00	18.13	52.00	52.00	33.87	35 %
121	Physicals	0.00	0.00	50.00	50.00	50.00	0 %
135	Payroll Tax - FICA/SS	0.87	19.61	100.00	100.00	80.39	20 %
140	Payroll Tax - Medicare	14.05	169.70	300.00	300.00	130.30	57 %
155	Payroll Tax - SUI	0.66	54.85	971.00	971.00	916.15	6 %
160	Payroll Tax - ETT	0.00	1.11	0.00	0.00	-1.11	*** %
205	Insurance - Health	144.82	2,084.36	2,241.00	2,241.00	156.64	93 %
210	Insurance - Dental	5.53	60.43	115.00	115.00	54.57	53 %
215	Insurance - Vision	0.93	10.36	19.00	19.00	8.64	55 %
225	Retirement - PERS Expense	97.54	1,337.61	1,575.00	1,575.00	237.39	85 %
305	Operations & Maintenance	18.76	436.07	1,500.00	1,500.00	1,063.93	29 %
310	Phone & Fax Expense	8.18	96.50	90.00	90.00	-6.50	107 %
315	Postage, Shipping & Freight	3.15	9.23	100.00	100.00	90.77	9 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
319	Legal: P.R.A.s - Professional Svcs	0.00	42.38	45.00	45.00	2.62	94 %
320	Printing & Reproduction	0.00	1.68	150.00	150.00	148.32	1 %
321	IT Services - Professional Svcs	89.50	1,200.79	685.00	685.00	-515.79	175 %
323	Auditor - Professional Svcs	62.50	250.00	420.00	420.00	170.00	60 %
325	Accounting - Professional Svcs	49.50	126.00	720.00	720.00	594.00	18 %
326	Engineering - Professional Svcs	0.00	169.87	5,000.00	5,000.00	4,830.13	3 %
327	Legal: General - Professional Svcs	67.87	2,249.58	1,875.00	1,875.00	-374.58	120 %
328	Insurance - Prop & Liability	220.58	3,312.55	3,091.00	3,091.00	-221.55	107 %
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
333	Legal: HR - Professional Svcs	4.50	515.91	400.00	400.00	-115.91	129 %
334	Maintenance Agreements	0.00	239.45	400.00	400.00	160.55	60 %
335	Meals	0.00	0.00	150.00	150.00	150.00	0 %
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0 %
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
351	Repairs & Maint - Equip	133.03	133.03	10,000.00	10,000.00	9,866.97	1 %
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0 %
353	Repairs & Maint - Infrastructure	1,860.30	7,689.15	10,000.00	10,000.00	2,310.85	77 %
354	Repairs & Maint - Vehicles	0.00	26.05	1,000.00	1,000.00	973.95	3 %
375	Internet Expenses	10.58	31.74	27.00	27.00	-4.74	118 %
376	Web Page - Upgrade/Maint	0.00	48.00	48.00	48.00	0.00	100 %
380	Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
381	Utilities - Electric	1,240.63	13,463.75	20,000.00	20,000.00	6,536.25	67 %
382	Utilities - Propane	0.00	46.41	50.00	50.00	3.59	93 %
383	Utilities - Trash	0.00	0.00	63.00	63.00	63.00	0 %
384	Utilities - Water/Sewer	684.75	9,872.73	15,100.00	15,100.00	5,227.27	65 %
385	Dues and Subscriptions	94.27	311.85	1,348.00	1,348.00	1,036.15	23 %
386	Education and Training	0.00	95.02	2,000.00	2,000.00	1,904.98	5 %
393	Advertising and Public Notices	1.61	1.61	500.00	500.00	498.39	0 %
394	LAFCO Allocations	0.00	1,491.92	1,492.00	1,492.00	0.08	100 %
395	Community Outreach	0.00	3.02	150.00	150.00	146.98	2 %
410	Office Supplies	3.24	38.99	500.00	500.00	461.01	8 %
432	Utility Rate Design Study	0.00	0.00	30,000.00	47,452.50	47,452.50	0 %
465	Cell phones, Radios and Pagers	6.53	108.83	118.00	118.00	9.17	92 %
475	Computer Supplies & Upgrades	0.00	575.77	1,000.00	1,770.00	1,194.23	33 %
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
495	Uniform Expense	0.00	129.24	160.00	160.00	30.76	81 %
500	Capital Outlay	0.00	11,016.92	0.00	13,541.12	2,524.20	81 %
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	0.00	33.75	0.00	0.00	-33.75	*** %
940	Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
949	Lease agreements	220.00	374.61	455.00	888.12	513.51	42 %
	Account Total:	5,959.68	69,468.17	148,078.00	180,274.74	110,806.57	39 %
	Account Group Total:	5,959.68	69,468.17	148,078.00	180,274.74	110,806.57	39 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Fund Total:		5,959.68	69,468.17	148,078.00	180,274.74	110,806.57	39 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	12,706.28	180,522.00	307,977.00	307,977.00	127,455.00	59 %
	109 Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
	111 BOD Stipend	252.00	1,620.00	4,320.00	4,320.00	2,700.00	38 %
	115 Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	120 Workers' Compensation	0.00	9,451.82	9,452.00	9,452.00	0.18	100 %
	121 Physicals	0.00	75.00	150.00	150.00	75.00	50 %
	135 Payroll Tax - FICA/SS	15.61	438.54	2,000.00	2,000.00	1,561.46	22 %
	140 Payroll Tax - Medicare	187.65	2,618.97	4,466.00	4,466.00	1,847.03	59 %
	155 Payroll Tax - SUI	11.83	1,218.00	14,475.00	14,475.00	13,257.00	8 %
	160 Payroll Tax - ETT	0.25	26.01	20.00	20.00	-6.01	130 %
	205 Insurance - Health	2,243.05	24,105.73	38,641.00	38,641.00	14,535.27	62 %
	206 Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
	210 Insurance - Dental	97.67	1,203.66	2,261.00	2,261.00	1,057.34	53 %
	215 Insurance - Vision	15.69	192.90	321.00	321.00	128.10	60 %
	225 Retirement - PERS Expense	1,226.95	23,989.84	32,000.00	32,000.00	8,010.16	75 %
	305 Operations & Maintenance	1,929.11	8,927.62	8,000.00	8,000.00	-927.62	112 %
	310 Phone & Fax Expense	117.85	2,035.56	2,000.00	2,000.00	-35.56	102 %
	315 Postage, Shipping & Freight	37.34	149.04	1,000.00	1,000.00	850.96	15 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	610.19	540.00	540.00	-70.19	113 %
	320 Printing & Reproduction	61.45	85.64	1,000.00	1,000.00	914.36	9 %
	321 IT Services - Professional Svcs	1,288.87	11,521.57	9,895.00	9,895.00	-1,626.57	116 %
	323 Auditor - Professional Svcs	900.00	4,060.00	4,480.00	4,480.00	420.00	91 %
	325 Accounting - Professional Svcs	712.80	1,857.80	7,680.00	7,680.00	5,822.20	24 %
	326 Engineering - Professional Svcs	1,866.25	14,143.23	25,000.00	25,000.00	10,856.77	57 %
	327 Legal: General - Professional Svcs	1,733.26	26,645.94	27,000.00	27,000.00	354.06	99 %
	328 Insurance - Prop & Liability	0.00	17,979.81	17,963.00	17,963.00	-16.81	100 %
	329 New Hire Screening	0.00	45.00	100.00	100.00	55.00	45 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	1,179.00	5,225.05	3,500.00	3,500.00	-1,725.05	149 %
	333 Legal: HR - Professional Svcs	64.80	6,561.27	6,000.00	6,000.00	-561.27	109 %
	334 Maintenance Agreements	37.50	5,671.14	8,000.00	8,000.00	2,328.86	71 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	348 Safety Equipment and Supplies	32.64	1,620.97	2,000.00	2,000.00	379.03	81 %
	349 Repairs & Maint - Mission Gardens	1,014.00	5,347.72	7,500.00	7,500.00	2,152.28	71 %
	350 Repairs & Maint - Computers	0.00	16.26	1,600.00	1,600.00	1,583.74	1 %
	351 Repairs & Maint - Equip	1,369.81	5,471.91	8,000.00	8,000.00	2,528.09	68 %
	352 Repairs & Maint - Structures	-82.40	248.21	1,500.00	1,500.00	1,251.79	17 %
	353 Repairs & Maint - Infrastructure	15.91	335.33	15,000.00	15,000.00	14,664.67	2 %
	354 Repairs & Maint - Vehicles	553.36	4,377.90	3,000.00	3,000.00	-1,377.90	146 %
	355 Testing & Supplies (WWTP)	1,602.00	15,160.88	14,000.00	14,000.00	-1,160.88	108 %
	374 CSD Utilities - Billing Services	332.59	3,268.77	3,500.00	3,500.00	231.23	93 %
	375 Internet Expenses	373.90	4,635.70	3,500.00	3,500.00	-1,135.70	132 %
	376 Web Page - Upgrade/Maint	0.00	768.00	768.00	768.00	0.00	100 %
	379 Utilities - Electric Mission Gardens	85.61	950.10	2,000.00	2,000.00	1,049.90	48 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
380	Utilities - Alarm Service	100.00	646.48	1,320.00	1,320.00	673.52	49 %
381	Utilities - Electric	6,614.41	76,232.43	80,000.00	80,000.00	3,767.57	95 %
382	Utilities - Propane	0.00	731.49	510.00	510.00	-221.49	143 %
383	Utilities - Trash	122.84	706.24	701.00	701.00	-5.24	101 %
384	Utilities - Water/Sewer	192.73	2,059.45	2,470.00	2,470.00	410.55	83 %
385	Dues and Subscriptions	1,357.52	5,011.84	3,984.00	3,984.00	-1,027.84	126 %
386	Education and Training	0.00	1,121.30	2,500.00	2,500.00	1,378.70	45 %
393	Advertising and Public Notices	223.17	282.41	1,000.00	1,000.00	717.59	28 %
394	LAFCO Allocations	0.00	1,615.16	1,615.00	1,615.00	-0.16	100 %
395	Community Outreach	0.00	222.78	1,200.00	1,200.00	977.22	19 %
396	Utilities - SoCal Gas	15.95	154.90	1,000.00	1,000.00	845.10	15 %
410	Office Supplies	247.97	3,037.43	2,000.00	2,000.00	-1,037.43	152 %
432	Utility Rate Design Study	0.00	9,491.90	0.00	28,507.50	19,015.60	33 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	155.07	1,431.73	1,394.00	1,394.00	-37.73	103 %
475	Computer Supplies & Upgrades	0.00	15,043.64	2,000.00	10,535.00	-4,508.64	143 %
485	Fuel Expense	368.95	4,973.83	6,000.00	6,000.00	1,026.17	83 %
490	Small Tools & Equipment	15.01	108.78	5,500.00	5,500.00	5,391.22	2 %
495	Uniform Expense	0.00	2,164.66	2,500.00	2,500.00	335.34	87 %
500	Capital Outlay	0.00	37,214.69	0.00	14,092.20	-23,122.49	264 %
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
546	Master Plans	0.00	5,841.88	6,140.00	6,140.00	298.12	95 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. & Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
580	Mission Gardens Lift Station Projects	0.00	6,254.19	10,000.00	10,000.00	3,745.81	63 %
582	WWTP Plant Maintenance	2,350.54	47,817.62	40,000.00	40,000.00	-7,817.62	120 %
583	WWTP Drying Pond Maintenance	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
587	WWTF Final Design/Construction	68,985.45	297,881.90	0.00	798,128.00	500,246.10	37 %
705	Waste Discharge Fees/Permits	0.00	28,140.00	28,140.00	28,140.00	0.00	100 %
715	Licenses, Permits and Fees	0.00	3,895.71	4,000.00	4,000.00	104.29	97 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	0.00	486.00	486.00	486.00	0.00	100 %
908	Cash Over/Cash Short	-0.90	-124.66	0.00	0.00	124.66	*** %
940	Bank Service Charges	30.00	157.00	100.00	100.00	-57.00	157 %
949	Lease agreements	1,980.00	3,612.40	8,400.00	19,645.50	16,033.10	18 %
955	3W Water Line SGMA	11,768.19	16,479.44	217,355.00	217,355.00	200,875.56	8 %
960	Property Tax Expense	0.00	127.82	128.00	128.00	0.18	100 %
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
	Account Total:	126,509.53	966,003.52	1,511,952.00	2,372,460.20	1,406,456.68	41 %
	Account Group Total:	126,509.53	966,003.52	1,511,952.00	2,372,460.20	1,406,456.68	41 %
	Fund Total:	126,509.53	966,003.52	1,511,952.00	2,372,460.20	1,406,456.68	41 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	20,897.37	242,333.90	303,673.00	303,673.00	61,339.10	80 %
	109 Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
	111 BOD Stipend	266.00	1,710.00	4,260.00	4,260.00	2,550.00	40 %
	115 Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	120 Workers' Compensation	0.00	13,323.34	13,323.00	13,323.00	-0.34	100 %
	121 Physicals	150.00	225.00	150.00	150.00	-75.00	150 %
	135 Payroll Tax - FICA/SS	16.49	444.29	2,000.00	2,000.00	1,555.71	22 %
	140 Payroll Tax - Medicare	305.55	3,511.89	4,403.00	4,403.00	891.11	80 %
	155 Payroll Tax - SUI	12.50	1,427.18	4,273.00	4,273.00	2,845.82	33 %
	160 Payroll Tax - ETT	0.28	30.46	20.00	20.00	-10.46	152 %
	205 Insurance - Health	3,595.68	31,678.04	28,444.00	28,444.00	-3,234.04	111 %
	206 Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
	210 Insurance - Dental	136.36	1,523.14	1,987.00	1,987.00	463.86	77 %
	215 Insurance - Vision	21.93	244.43	326.00	326.00	81.57	75 %
	225 Retirement - PERS Expense	2,078.17	31,154.74	32,000.00	32,000.00	845.26	97 %
	305 Operations & Maintenance	593.52	10,408.34	8,000.00	8,000.00	-2,408.34	130 %
	310 Phone & Fax Expense	116.20	2,014.73	2,000.00	2,000.00	-14.73	101 %
	315 Postage, Shipping & Freight	36.71	154.84	1,000.00	1,000.00	845.16	15 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	601.72	532.00	532.00	-69.72	113 %
	320 Printing & Reproduction	0.00	1,234.75	1,000.00	1,000.00	-234.75	123 %
	321 IT Services - Professional Svcs	1,270.97	11,532.13	9,895.00	9,895.00	-1,637.13	117 %
	323 Auditor - Professional Svcs	887.50	4,005.00	4,480.00	4,480.00	475.00	89 %
	324 GSA-GSP - Professional Svcs	1,594.75	3,121.07	15,000.00	15,000.00	11,878.93	21 %
	325 Accounting - Professional Svcs	702.90	1,856.40	7,680.00	7,680.00	5,823.60	24 %
	326 Engineering - Professional Svcs	2,766.25	16,419.52	27,500.00	27,500.00	11,080.48	60 %
	327 Legal: General - Professional Svcs	1,089.68	20,891.01	26,625.00	26,625.00	5,733.99	78 %
	328 Insurance - Prop & Liability	0.00	29,760.59	29,375.00	29,375.00	-385.59	101 %
	329 New Hire Screening	0.00	45.00	100.00	100.00	55.00	45 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	1,179.00	5,225.05	3,500.00	3,500.00	-1,725.05	149 %
	333 Legal: HR - Professional Svcs	63.90	6,501.42	6,000.00	6,000.00	-501.42	108 %
	334 Maintenance Agreements	37.50	5,507.99	9,260.00	9,260.00	3,752.01	59 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	348 Safety Equipment and Supplies	76.53	1,259.57	2,000.00	2,000.00	740.43	63 %
	350 Repairs & Maint - Computers	29.90	297.90	1,500.00	1,500.00	1,202.10	20 %
	351 Repairs & Maint - Equip	416.60	4,933.04	5,000.00	5,000.00	66.96	99 %
	352 Repairs & Maint - Structures	0.00	454.21	2,000.00	2,000.00	1,545.79	23 %
	353 Repairs & Maint - Infrastructure	0.00	28,018.15	50,000.00	50,000.00	21,981.85	56 %
	354 Repairs & Maint - Vehicles	138.19	3,774.95	3,000.00	3,000.00	-774.95	126 %
	356 Testing & Supplies - Well #3 (Water)	1,243.00	3,459.08	3,500.00	3,500.00	40.92	99 %
	357 Testing & Supplies - Well #4 (Water)	748.00	2,964.07	3,500.00	3,500.00	535.93	85 %
	358 Testing & Supplies - SLT Well (Water)	1,410.00	7,876.10	6,000.00	6,000.00	-1,876.10	131 %
	359 Testing & Supplies - Other	706.00	5,814.00	6,000.00	6,000.00	186.00	97 %
	362 Cross-Connection Control Svcs.	101.80	994.10	1,200.00	1,200.00	205.90	83 %
	374 CSD Utilities - Billing Services	332.59	3,294.07	3,500.00	3,500.00	205.93	94 %

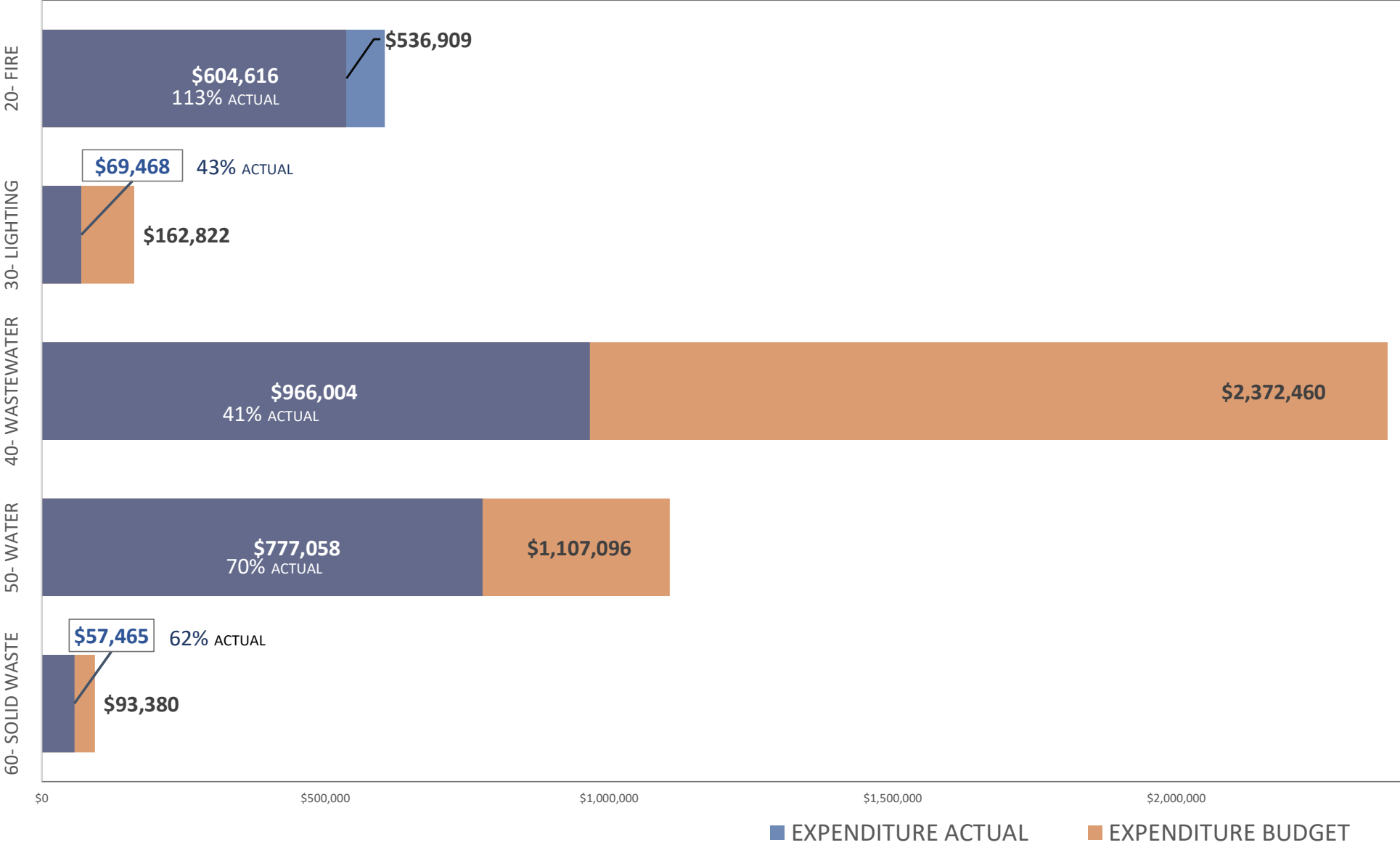
Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
375	Internet Expenses	253.92	1,726.08	1,187.00	1,187.00	-539.08	145 %
376	Web Page - Upgrade/Maint	0.00	768.00	768.00	768.00	0.00	100 %
380	Utilities - Alarm Service	100.00	646.48	1,320.00	1,320.00	673.52	49 %
381	Utilities - Electric	4,132.89	47,230.35	46,000.00	46,000.00	-1,230.35	103 %
382	Utilities - Propane	0.00	739.17	2,010.00	2,010.00	1,270.83	37 %
383	Utilities - Trash	122.84	706.24	504.00	504.00	-202.24	140 %
384	Utilities - Water/Sewer	0.00	757.97	1,200.00	1,200.00	442.03	63 %
385	Dues and Subscriptions	1,338.67	6,465.32	4,500.00	4,500.00	-1,965.32	144 %
386	Education and Training	0.00	1,361.75	5,000.00	5,000.00	3,638.25	27 %
393	Advertising and Public Notices	22.85	1,188.57	1,500.00	1,500.00	311.43	79 %
394	LAFCO Allocations	0.00	1,613.31	1,613.00	1,613.00	-0.31	100 %
395	Community Outreach	0.00	912.64	1,200.00	1,200.00	287.36	76 %
396	Utilities - SoCal Gas	31.90	1,799.85	2,000.00	2,000.00	200.15	90 %
410	Office Supplies	247.33	3,030.88	2,000.00	2,000.00	-1,030.88	152 %
432	Utility Rate Design Study	6,487.50	15,979.41	0.00	28,807.50	12,828.09	55 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	154.82	1,431.40	1,398.00	1,398.00	-33.40	102 %
475	Computer Supplies & Upgrades	0.00	14,966.60	2,500.00	11,115.68	-3,850.92	135 %
481	Chemicals- Well #3	0.00	2,158.40	4,000.00	4,000.00	1,841.60	54 %
482	Chemicals- Well #4	0.00	2,185.74	4,000.00	4,000.00	1,814.26	55 %
483	Chemicals- SLT Well	0.00	1,505.52	3,000.00	3,000.00	1,494.48	50 %
485	Fuel Expense	368.94	4,971.68	6,000.00	6,000.00	1,028.32	83 %
490	Small Tools & Equipment	15.01	89.51	6,000.00	6,000.00	5,910.49	1 %
495	Uniform Expense	0.00	2,164.79	1,600.00	1,600.00	-564.79	135 %
500	Capital Outlay	0.00	25,015.78	0.00	3,583.97	-21,431.81	698 %
520	Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
525	Water Meter Replacement	0.00	10,268.44	0.00	0.00	-10,268.44	*** %
535	Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
546	Master Plans	0.00	5,841.87	6,140.00	6,140.00	298.13	95 %
577	PROPOSITION 1 GRANT	0.00	6,270.00	0.00	0.00	-6,270.00	*** %
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, Permits and Fees	0.00	7,432.34	7,000.00	7,000.00	-432.34	106 %
805	Refundable Water/Sewer/Hydrant	0.00	-16.09	100.00	100.00	116.09	-16 %
900	District Strategic Plan	0.00	479.25	479.00	479.00	-0.25	100 %
908	Cash Over/Cash Short	0.00	-100.00	0.00	0.00	100.00	*** %
930	Interest Fees	0.00	25,178.11	60,000.00	60,000.00	34,821.89	42 %
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0 %
949	Lease agreements	1,980.00	3,603.48	8,362.00	19,583.88	15,980.40	18 %
961	SLT Tank and Booster Pump Project	5,969.60	21,283.35	22,960.00	45,920.00	24,636.65	46 %
962	0.65 MG Tank	11,360.00	11,360.00	67,660.00	67,660.00	56,300.00	17 %
	Account Total:	76,355.59	777,057.69	1,031,907.00	1,107,096.03	330,038.34	70 %
	Account Group Total:	76,355.59	777,057.69	1,031,907.00	1,107,096.03	330,038.34	70 %
	Fund Total:	76,355.59	777,057.69	1,031,907.00	1,107,096.03	330,038.34	70 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	875.50	11,214.82	19,370.00	19,370.00	8,155.18	58 %
	111 BOD Stipend	14.00	90.00	240.00	240.00	150.00	38 %
	115 Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
	120 Workers' Compensation	0.00	18.15	37.00	37.00	18.85	49 %
	121 Physicals	0.00	0.00	50.00	50.00	50.00	0 %
	135 Payroll Tax - FICA/SS	0.87	19.58	150.00	150.00	130.42	13 %
	140 Payroll Tax - Medicare	12.82	161.81	281.00	281.00	119.19	58 %
	155 Payroll Tax - SUI	0.66	51.33	910.00	910.00	858.67	6 %
	160 Payroll Tax - ETT	0.00	0.97	20.00	20.00	19.03	5 %
	205 Insurance - Health	133.93	1,327.20	2,132.00	2,132.00	804.80	62 %
	210 Insurance - Dental	5.14	60.48	105.00	105.00	44.52	58 %
	215 Insurance - Vision	0.81	9.61	17.00	17.00	7.39	57 %
	225 Retirement - PERS Expense	93.86	1,304.54	1,475.00	1,475.00	170.46	88 %
	305 Operations & Maintenance	16.21	2,111.11	3,000.00	3,000.00	888.89	70 %
	310 Phone & Fax Expense	6.55	81.33	50.00	50.00	-31.33	163 %
	315 Postage, Shipping & Freight	2.52	8.34	100.00	100.00	91.66	8 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	33.89	30.00	30.00	-3.89	113 %
	320 Printing & Reproduction	0.00	1.34	150.00	150.00	148.66	1 %
	321 IT Services - Professional Svcs	71.60	1,071.93	500.00	500.00	-571.93	214 %
	323 Auditor - Professional Svcs	50.00	220.00	420.00	420.00	200.00	52 %
	325 Accounting - Professional Svcs	39.60	103.60	720.00	720.00	616.40	14 %
	326 Engineering - Professional Svcs	0.00	169.88	0.00	0.00	-169.88	*** %
	327 Legal: General - Professional Svcs	1,399.79	3,648.92	1,500.00	1,500.00	-2,148.92	243 %
	328 Insurance - Prop & Liability	0.00	1,441.58	1,441.00	1,441.00	-0.58	100 %
	329 New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
	330 Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
	333 Legal: HR - Professional Svcs	3.60	456.06	400.00	400.00	-56.06	114 %
	334 Maintenance Agreements	0.00	204.76	350.00	350.00	145.24	59 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	100.00	100.00	100.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
	348 Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
	351 Repairs & Maint - Equip	0.00	409.00	500.00	500.00	91.00	82 %
	352 Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0 %
	353 Repairs & Maint - Infrastructure	0.00	2,767.41	2,000.00	2,000.00	-767.41	138 %
	354 Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0 %
	375 Internet Expenses	10.58	31.74	27.00	27.00	-4.74	118 %
	376 Web Page - Upgrade/Maint	0.00	48.00	48.00	48.00	0.00	100 %
	380 Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
	382 Utilities - Propane	0.00	99.55	150.00	150.00	50.45	66 %
	383 Utilities - Trash	0.00	0.00	189.00	189.00	189.00	0 %
	384 Utilities - Water/Sewer	0.00	0.00	39.00	39.00	39.00	0 %
	385 Dues and Subscriptions	75.42	251.75	1,321.00	1,321.00	1,069.25	19 %
	386 Education and Training	0.00	86.17	500.00	500.00	413.83	17 %
	393 Advertising and Public Notices	575.01	575.01	500.00	500.00	-75.01	115 %
	394 LAFCO Allocations	0.00	1,490.09	1,490.00	1,490.00	-0.09	100 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
395	Community Outreach	0.00	2.76	750.00	750.00	747.24	0 %
410	Office Supplies	2.59	32.83	150.00	150.00	117.17	22 %
432	Utility Rate Design Study	0.00	0.00	0.00	16,472.50	16,472.50	0 %
465	Cell phones, Radios and Pagers	6.28	106.63	100.00	100.00	-6.63	107 %
475	Computer Supplies & Upgrades	0.00	582.46	500.00	1,270.00	687.54	46 %
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
490	Small Tools & Equipment	0.00	0.00	500.00	500.00	500.00	0 %
495	Uniform Expense	0.00	129.27	150.00	150.00	20.73	86 %
500	Capital Outlay	0.00	25,785.61	0.00	25,032.90	-752.71	103 %
650	SB1383 Compliance	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
715	Licenses, Permits and Fees	0.00	862.76	0.00	0.00	-862.76	*** %
900	District Strategic Plan	0.00	27.00	27.00	27.00	0.00	100 %
940	Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
949	Lease agreements	220.00	365.69	387.00	765.00	399.31	48 %
	Account Total:	3,617.34	57,464.96	50,727.00	93,380.40	35,915.44	62 %
	Account Group Total:	3,617.34	57,464.96	50,727.00	93,380.40	35,915.44	62 %
	Fund Total:	3,617.34	57,464.96	50,727.00	93,380.40	35,915.44	62 %
	Grand Total:	242,155.49	2,474,610.06	3,228,984.00	4,290,120.49	1,815,510.43	58 %

P5 2023 San Miguel CSD Operating Expenditures Actual vs Budget



SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 5/23

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 OPERATING CASH - PREMIER	59,101.08	4,200.00	3.02	0.00	35,388.47	27,915.63
10250 PAC PREMIER - PAYROLL	1,001.51	0.00	29,714.10	0.00	22,736.42	7,979.19
10340 PAC PREMIER OPERATIONAL RESERVE	522,758.86	115,635.14	0.00	0.00	0.00	638,394.00
10350 PAC PREMIER - CAPITAL RESERVE	354,488.39	2,277.13	0.00	0.00	0.00	356,765.52
10461 COMMUNITY BANK OF SANTA MARIA	158,248.95	0.00	0.00	0.00	0.00	158,248.95
Total Fund	1,095,598.79	122,112.27	29,717.12		58,124.89	1,189,303.29
30 STREET LIGHTING DEPARTMENT						
10200 OPERATING CASH - PREMIER	160,941.26	35,740.60	0.00	0.00	6,345.97	190,335.89
10250 PAC PREMIER - PAYROLL	81.96	0.00	1,745.43	0.00	1,180.20	647.19
10340 PAC PREMIER OPERATIONAL RESERVE	60,555.52	9.95	0.00	0.00	0.00	60,565.47
10350 PAC PREMIER - CAPITAL RESERVE	45,405.56	5.75	0.00	0.00	0.00	45,411.31
10460 Cambridge Investment/King	497,756.81	1,746.83	0.00	2,687.46	0.00	496,816.18
Total Fund	764,741.11	37,503.13	1,745.43	2,687.46	7,526.17	793,776.04
40 WASTEWATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10200 OPERATING CASH - PREMIER	1,494,960.68	126,191.26	10,989.14	999.16	86,352.41	1,544,789.51
10250 PAC PREMIER - PAYROLL	1,999.04	0.00	24,381.92	30.00	16,756.98	9,593.98
10260 PAC WESTERN BANK - LONG TERM	201,469.93	51.33	0.00	0.00	0.00	201,521.26
10340 PAC PREMIER OPERATIONAL RESERVE	330,867.52	54.37	0.00	0.00	0.00	330,921.89
10350 PAC PREMIER - CAPITAL RESERVE	375,857.34	197.57	0.00	0.00	5,841.87	370,213.04
10460 Cambridge Investment/King	600,131.98	2,106.11	0.00	3,240.19	0.00	598,997.90
Total Fund	3,005,436.49	128,600.64	35,371.06	4,269.35	108,951.26	3,056,187.58
50 WATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10150 Cash in SLO County	77,836.10	0.00	0.00	0.00	0.00	77,836.10
10200 OPERATING CASH - PREMIER	303,736.43	81,133.10	5,896.18	776.62	84,615.92	305,373.17
10250 PAC PREMIER - PAYROLL	1,980.48	0.00	40,612.40	0.00	27,330.33	15,262.55
10340 PAC PREMIER OPERATIONAL RESERVE	155,545.86	25.56	0.00	0.00	0.00	155,571.42
10350 PAC PREMIER - CAPITAL RESERVE	87,767.94	11.11	0.00	0.00	5,841.88	81,937.17
10400 HOB - USDA RESERVE	70,008.00	0.59	0.00	0.00	0.00	70,008.59
10460 Cambridge Investment/King	150,033.00	526.53	0.00	810.05	0.00	149,749.48
Total Fund	847,057.81	81,696.89	46,508.58	1,586.67	117,788.13	855,888.48
60 SOLID WASTE DEPARTMENT						
10200 OPERATING CASH - PREMIER	48,089.17	0.00	0.00	0.00	2,682.22	45,406.95
10250 PAC PREMIER - PAYROLL	0.00	0.00	1,679.07	0.00	1,137.59	541.48
10340 PAC PREMIER OPERATIONAL RESERVE	72,385.91	11.90	0.00	0.00	0.00	72,397.81
10350 PAC PREMIER - CAPITAL RESERVE	22,900.52	2.90	0.00	0.00	0.00	22,903.42
Total Fund	143,375.60	14.80	1,679.07		3,819.81	141,249.66
71 PAYROLL CLEARING FUND						
10250 PAC PREMIER - PAYROLL	-23.92	0.00	69,141.52	70,921.82	0.00	-1,804.22
73 CLAIMS CLEARING FUND						
10200 OPERATING CASH - PREMIER	61,931.75	0.00	112,088.94	116,366.51	0.00	57,654.18
Totals	5,918,117.63	369,927.73	296,251.72	195,831.81	296,210.26	6,092,255.01

*** Transfers In and Transfers Out columns should match, with the following exceptions:

1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.

2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

5/31/2023

	SECURITY	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO % BY INVESTMENT
	Fidelity Govt MMKT	\$ 1.00	4.23%	\$ 18,022.66	4.23%	\$ 762.36				\$ 18,022.66	1%
Lighting - Capital	Morgan Stanley Bank NA	\$ 100.00	3.05%	\$ 75,000.00	3.05%	\$ 2,287.50	2/14/2024	32992	2/14/2019	\$ 73,838.25	6%
SMCSD BMS Accounts: 30 46000, 30-46100	Comenity Cap. Bank	\$ 100.00	2.75%	\$ 65,000.00	2.75%	\$ 1,787.50	4/15/2024	57570	4/15/2019	\$ 63,557.65	5%
	BMW Bank NA	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 195,786.00	16%
Lighting- Reserve	Morgan Stanley Bank NA	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	32992	3/10/2028	\$ 148,942.50	12%
Wastewater- LT Mnt	Freddie Mac	\$ 99.78	5.00%	\$ 300,000.00	5.05%	\$ 15,000.00	2/7/2028	N/A	3/8/2023	\$ 294,990.00	24%
Wastewater - Capital	BMO HARRIS BANK NA	\$ 100.000	5.00%	\$ 200,000.00	5.00%	\$ 10,000.00	5/18/2028	16571	5/18/2023	\$ 199,208.00	16%
	MEDALLION BANK	\$ 100.000	5.00%	\$ 103,000.00	5.00%	\$ 5,150.00	5/24/2028	57449	3/8/2023	\$ 102,588.00	8%
Water - Capital	Morgan Stanley Private Bk	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	34221	3/10/2023	\$ 148,630.50	12%
Total & Average:				\$ 1,261,022.66	4.72%	\$ 59,337.36				\$ 1,245,563.56	100%

Disclosure

Registered Representative Securities offered through Cambridge Investment Research, Inc., a broker-dealer, member FINRA/SIPC. Investment Advisor Representative Cambridge Investment Research Advisors, Inc., a Registered Investment



SMCSD STATEMENTS OF INFORMATION:

As of this report date the District is in compliance with the SMCSD Investment Policy.

As of this report date the District has the ability to meet it's expenditure requirements through: November 28, 2023

Kelly Dodds, General Manager SMCSD

Michelle Hido

Michelle Hido, Financial Officer SMCSD

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.5

SUBJECT: Review and provide direction on proposed water rates. (Dodds)

SUGGESTED ACTION: Discuss proposed water rates and adopt RESOLUTION 2023-24 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider water user fees Pursuant to Proposition 218.

DISCUSSION:

The Board of Directors, at the May 26th meeting, requested that staff provide additional information about the proposed water rates. The key options that the Board requested related to lowering the increase, lowering capital included in the rates, looking at seasonal rates, and associating rates with lot size instead of meter size, are listed below.

The scenario presented at the May meeting (Scenario 1) and the scenarios presented at this meeting (Scenarios 2 and 3) are all based on a Flat base rate by meter size, with a single volumetric tier.

All the scenarios also assume that the rate of inflation is 5%. This is a conservative estimate as this year the CPI was 7.4%. *(As noted in the San Miguel Garbage increase.)*

NOTE THAT THE INFORMATION IN THE ATTACHED REPORTS IS PRELIMINARY AND SUBJECT TO CHANGE BY BOARD DIRECTION.

Scenario 1 - proposed 4.5% increase in the first year with 5% each year after.

\$32.30 fixed base for meters 1” and lower with \$5.75 volumetric rate for year 1.

Of the \$32.30 fixed base in this scenario, \$5.23 is for capital.

To maintain minimum debt to revenue ratios and prudent reserves, a 5.5% increase is projected for years 6 thru 10.

Scenario 2 - proposed 4.0% increase year 1, 4.5% increase year 2 with 5% each year after.

\$32.15 fixed base for meters 1” and lower with \$5.72 volumetric rate for year 1.

To maintain minimum debt to revenue ratios and prudent reserves, a 6.5% increase is projected for years 6 thru 10.

This option lowers the proposed base and volumetric rates slightly. It also increases the need to catch up in future years.

Scenario 3 - proposed 2.5% increase each year.

\$28.98 fixed base for meters 1” and lower with \$5.92 volumetric rate for year 1.

To maintain minimum debt to revenue ratios and prudent reserves, a 4.5% increase is projected for years 6 thru 10.

This scenario does not include any capital. This option is highly discouraged as it does not build reserves for capital projects and assumes grants or loans will cover capital project costs.

*This scenario is only possible if there is another mechanism to collect funds for capital funding. If Capital funds are not collected through rates then they need to be collected as an assessment on the property tax.

*Eventually the rates will have to go up at a minimum with inflation and will likely have to increase above inflation to make up for lost revenue from operating under the cost of inflation.

*With the Scenario 3 rate increases for the first nine years, if the District wanted to perform all the capital projects in year 10, FY 32-33 (to make the same total improvements to the District as the first two scenarios), a 40% rate increase would be needed in FY 32-33 in addition to the five years of 2.5% and four years of 4.5% increases.

Parcel size vs meter size. The Board asked to look at using parcel size instead of using meter size to establish the base rate. Historically, the District has used meter size in determining the base rate for purposes of customer billing.

Using the meter size provides clear delineation of what the base rate is, for example in the current rates water meters from 5/8” to 1” all have a base rate of \$53.09. Meter size is also directly related to the amount of water a customer can use.

However, a sample of 20 residential lots of varying size (.05 to 16.15 acres) with 5/8” or 1” meters, indicates that if a base rate of \$53.09 were applied as per acre cost the .05 acre lot would pay \$2.65 while the 16.15 acre lot would pay \$857.40. Of the sampled lots the average was 1.783 acres (\$94.68)

Of these lots the smallest used 3 HCF and the largest lot with usage used 15 HCF last month.

The average lot size is 1.783 acres and the average usage was 10.26 HCF.

With this example, a single family home on 2 acres, using 5 HCF of water per month, will have its bill double.

The County of SLO maintains estimated acreage on parcels, unless a parcel was surveyed then they maintain the actual or verified acreage. Without the actual acreage of all parcels it could open the District up to a challenge of the rates if the base is on a per acre basis and someone feels the rate is being applied unfairly.

Since the smaller lots have equal access to water service as the larger lots, charging them significantly less than large lots will penalize the large lots. We cannot charge different prices for the same product. Additionally, since there isn’t a clear nexus between the cost of service water service and parcel size, parcel size charges would be highly susceptible to a legal challenge.

A flat, per parcel fee, in lieu of a meter based fee, will likely be higher for small meters in order to balance out the lost revenue of the larger meters paying the same fee. Proportionally, this will benefit

the large meters and penalize the small meters, regardless of usage.

Seasonal rates. The Board asked to look at the possibility of seasonal rates. In order to develop Prop 218 compliant seasonal rates, the District would need to show that there is an operational and cost difference between summer and winter months. Although there is a difference in usage between summer and winter months, the District doesn't have an operational difference. Since there isn't an operational and cost difference to produce the water and maintain the system between summer and winter it would be very difficult to make that case to establish 218 compliant rates. Additionally, since there isn't a clear nexus between the cost of service and a seasonal, seasonal rates would be highly susceptible to a legal challenge.

The information below was provided at the May 26th Board Meeting

The District has engaged Bartle Wells Associates to develop a new rate structure for the District's water user fees that will provide long-term fiscal sustainability for the District's ongoing capital and maintenance needs, and operating reserves.

Earlier this year Bartle Wells Associates provided a brief review of the 218 process and general requirements and process for setting rates.

The last rate study provided five rate increases, with the last one being implemented July 16th, 2023. The initial rate increase in this five-year period was higher in order to be able to meet our legal requirements, pull the water department out of the deficit that it was in and to start building a reserve.

The current rate structure was largely maintained the same as it had been historically, this was to be able to address the deficiencies listed above.

For the proposed rates, the District is in a significantly better financial position and staff is proposing a significant change which will help address the concerns voiced by the Board (and public) and to help keep the rates within the requirements of Proposition 218.

Existing rate structure

- The existing residential rate structure is a Fixed base that provides 5 units of water and a two-tiered volumetric rate after 5 units.
- The existing commercial rate structure is a Fixed base that provides 5 units of water and a single tier volumetric rate after 5 units.

Proposed rate structure

- A Fixed rate (based on meter size) with no included units or water and a single tier volumetric rate for all water used. This provides a stable base revenue to the District while also Enabling the customer to be more in control of their usage cost. This is especially true for users who typically use less than 5 units of water in a month.

The benefits of this rate structure are

- Easier to manage.
- Easier for customers to understand.
- Allows more customer control over their bill, especially low use customers. (those that use less than 5 units)
- Standardizes residential and commercial customers, this puts all rate payers on the same rate paying the same for each unit of water.

The proposed base and volumetric rate for each year is shown in the attached presentation by type and

meter size.

The first year is an overall 4.5% increase with 5% increases in the following 4 years.

NOTE: Some customers will see an overall reduction in their water bill the first year while some will see over a 4.5% increase. This is shown in the presentation provided and for various use scenarios.

The Board should discuss this proposed rate structure and rates and do one of the following:

- Approve the resolution directing staff to prepare and send notices starting the 218 protest period
- Direct staff to make changes to the proposed rates and or rate structure to be reviewed at a future meeting.

Proposition 218 Process

Proposition 218 established substantive and procedural requirements for a public agency increasing property related fees and charges. “Fee” under Proposition 218 means “any levy other than an ad valorem tax, a special tax, or an assessment, imposed by an agency upon a parcel or upon a person as an incident of property ownership, including a user fee or charge for a property related service.”^[1] Water and Wastewater rates are deemed fees under the above definition.^[2] Proposition 218’s requirements apply to fees charged by a local government to provide Water and Wastewater services.

Proposition 218 Substantive Requirements

Property related fees must comply with the following substantive provisions of Proposition 218:

1. Revenues derived from the fee must not exceed the funds required to provide the property-related service;
2. Revenues derived from the fee must not be used for any purpose other than that for which the fee is imposed;
3. The amount of a fee imposed upon any parcel or person as an incident of property ownership must not exceed the proportional cost of the service attributable to the parcel;
4. The fee may not be imposed for a service unless the service is actually used by, or immediately available to, the owner of the property subject to the fee;
5. No fee or charge may be imposed for general governmental services, such as police, fire, ambulance, or libraries, where the service is available to the public in substantially the same manner as it is to property owners.

Procedural Requirements

To begin the Proposition 218 process, the District must first provide notice of the proposed increase, by mail, to all customers affected by the proposed rate increase. The notice must be sent to the record owners of each property receiving District services subject to the rate increase. The notice must state the date of a future public hearing. The public hearing allows District customers to provide comments and to protest the proposed rate increase.

^[1] Cal. Const., art. 13D, § 2.

^[2] Cal. Const., art. 13D, § 6(c).

FISCAL IMPACT:

Approval of Resolution 2023-24 will result in official notices being sent to all water customers of the

District as well as posted in the paper as required. This is estimated to cost between \$900 and \$1,400.

The cost if this resolution being tabled or delayed, is lost revenue after the projected start date of the proposed rates.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING STAFF TO PREPARE AND DELIVER NOTICE OF A PUBLIC HEARING TO INCREASE WATER USER RATES, PURSUANT TO PROPOSITION 218

WHEREAS, the San Miguel Community Services District (“District”) provides potable water and wastewater services throughout the District; and

WHEREAS, the user fees for potable water services are insufficient to cover the costs of providing those services; and

WHEREAS, the District must ensure adequate revenue to meet future financial obligations; and

WHEREAS, the District must comply with the substantive and procedural requirements of Proposition 218 when increasing water user fees; and

WHEREAS, the District must deliver notice of the proposed fee increase to customers of record; and

WHEREAS, customers receiving the notice will be provided an opportunity to protest the increase, and, if a majority protest, the District may not implement the rate increase; and

NOW THEREFORE, BE IT RESOLVED, the District Board of Directors does, hereby, authorize District staff to prepare and send notice of a public hearing to be conducted no sooner than 45 days from the date of notice, pursuant to Proposition 218, to consider increasing water user rates.

NOW THEREFORE, BE IT FURTHER RESOLVED, the District Board of Directors authorizes District staff to proceed with an update to the District’s connection fees for water and wastewater, pursuant to the fee analysis report prepared under the direction of District staff.

On the motion of Director _____, seconded by Director and on the _____ following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 22nd day of June 2023.

Kelly Dodds General Manager

Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

San Miguel CSD

DRAFT Water Rate Study 2023

Scenario 1: Baseline Recommendation



June 12, 2023



BARTLE WELLS ASSOCIATES
Independent Public Finance Advisors

Table A
San Miguel CSD - Water
Recommended Water Rates
Scenario 1: Baseline Recommendation

Volumetric Rates	Current Rates	Proposed August 16, 2023	Proposed July 16, 2024	Proposed July 16 2025	Proposed July 16, 2026	Proposed July 16, 2027
Single-Family Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(6-12 CCF)	\$4.77					
(>12 CCF)	\$7.97					
Non-Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(>5 CCF)	\$5.55					
Monthly Fixed Rates						
All Customers	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>Meter Size</i>	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
5/8"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
3/4"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1 1/2"	\$88.34	\$64.60	\$67.83	\$71.23	\$74.80	\$78.54
2"	\$130.64	\$103.36	\$108.53	\$113.96	\$119.66	\$125.65
6"	\$722.87	\$646.00	\$678.30	\$712.22	\$747.84	\$785.24

Table 1
San Miguel CSD - Water
Customer Data*
Scenario 1: Baseline Recommendation

All Customers		Capacity	Equivalent Demand
Meter Size	Customers	Factor**	Units
1" or below***	889	1.0	889.0
1 1/2"	4	2.0	8.0
2"	10	3.2	32.0
6"	2	20.0	40.0
Total	905.0		969.0

* Customer data as of June 2022 provided by City staff

** Capacity factors based on AWWA operating capacity standards by meter size

*** Meters 1" or below reflect the varying meter sizes in single family homes

Residential

1" or below***	847	1.0	847.0
1 1/2"	1	2.0	2.0
2"	1	3.2	3.2
6"		20.0	0.0
Total	849.0		852.2

Non-Residential	Customers	Capacity	Equivalent Demand
		Factor**	Units
1" or below***	42	1.0	42.0
1 1/2"	3	2.0	6.0
2"	9	3.2	28.8
6"	2	20.0	40.0
Total	56.0		116.8

Table 2
San Miguel CSD - Water
Growth Calculations
Scenario 1: Baseline Recommendation

Draft

Metered Water Demand	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Demand (CCF)	107,816	106,810	123,180	117,347	114,030	114,030	117,810	121,590	126,630	126,630	126,630	126,630	126,630	126,630	126,630
Customers	862	891	913	905	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005
Additional Customers ¹							30	30	40						
Total Customers	862	891	925	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005	1,005
Consumption per Customer	125	120	133	129	126	126	126	126	126	126	126	126	126	126	126
Growth²						0.00%	3.31%	3.21%	4.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

¹Assumption based on District's estimate

²Escalation factor used to escalate revenue (demand growth with no inflation)

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
General Inflation Factor				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Salaries and Wages	All Volume	\$268,240	\$303,673	\$318,856	\$334,799	\$351,539	\$369,116	\$387,571	\$406,950	\$427,298	\$448,662	\$471,096	\$494,650
Stand-by Hours	Administration	\$3,015	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOD Stipend	Administration	\$3,458	\$4,260	\$1,896	\$1,991	\$2,090	\$2,195	\$2,305	\$2,420	\$2,541	\$2,668	\$2,801	\$2,941
Payroll Expenses	Administration	\$1,634	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	All Volume	\$8,131	\$13,323	\$18,000	\$18,900	\$19,845	\$20,837	\$21,879	\$22,973	\$24,122	\$25,328	\$26,594	\$27,924
Physicals	Administration	\$139	\$150	\$150	\$158	\$165	\$174	\$182	\$191	\$201	\$211	\$222	\$233
Payroll Tax - FICA/SS	All Volume	\$1,025	\$2,000	\$1,169	\$1,227	\$1,289	\$1,353	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
Payroll Tax	All Volume	\$3,889	\$4,403	\$4,932	\$5,179	\$5,438	\$5,709	\$5,995	\$6,295	\$6,609	\$6,940	\$7,287	\$7,651
Payroll Tax	All Volume	\$1,710	\$4,273	\$1,710	\$1,796	\$1,885	\$1,980	\$2,079	\$2,182	\$2,292	\$2,406	\$2,526	\$2,653
Payroll Tax	All Volume	\$3	\$20	\$30	\$32	\$33	\$35	\$36	\$38	\$40	\$42	\$44	\$47
Insurance -	Administration	\$33,959	\$28,444	\$46,122	\$48,428	\$50,850	\$53,392	\$56,062	\$58,865	\$61,808	\$64,898	\$68,143	\$71,550
Insurance -	Administration	\$19,984	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance -	Administration	\$2,474	\$1,987	\$1,854	\$1,947	\$2,044	\$2,146	\$2,254	\$2,366	\$2,485	\$2,609	\$2,739	\$2,876
Insurance -	Administration	\$447	\$326	\$310	\$326	\$342	\$359	\$377	\$396	\$415	\$436	\$458	\$481
Retirement - PERS Expense	Administration	\$32,421	\$32,000	\$30,869	\$32,412	\$34,033	\$35,735	\$37,521	\$39,398	\$41,367	\$43,436	\$45,608	\$47,888
Operations & Maintenance	All Volume	\$5,459	\$8,000	\$8,000	\$8,400	\$8,820	\$9,261	\$9,724	\$10,210	\$10,721	\$11,257	\$11,820	\$12,411
Phone & Fax Expense	Administration	\$3,158	\$2,000	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Postage, Shipping & Freight	Administration	\$594	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Legal: P.R.A.s - Professional	Administration	\$1,232	\$532	\$600	\$630	\$662	\$695	\$729	\$766	\$804	\$844	\$886	\$931
Printing & Reproduction	Administration	\$1,083	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
IT Services - Professional	Administration	\$6,818	\$9,895	\$12,800	\$13,440	\$14,112	\$14,818	\$15,558	\$16,336	\$17,153	\$18,011	\$18,911	\$19,857
Auditor - Professional Sv	Administration	\$4,283	\$4,480	\$3,600	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585
GSA-GSP - Professional Sv	All Volume	\$8,842	\$15,000	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270
Accounting - Professional	Administration	\$3,700	\$7,680	\$4,500	\$4,725	\$4,961	\$5,209	\$5,473	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Engineering - Professional	Maintenance	\$2,960	\$27,500	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936	\$38,783
Legal: General - Professional	Administration	\$37,599	\$26,625	\$27,000	\$28,350	\$29,768	\$31,256	\$32,819	\$34,460	\$36,183	\$37,992	\$39,891	\$41,886
Insurance - Prop & Liabil	Administration	\$21,032	\$29,375	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$40,841	\$42,883	\$45,027	\$47,279	\$49,643
New Hire Screening	Administration	\$23	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Contract Labor	Administration		\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Legal: SMEA - Professional	Administration		\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Legal: Steinbeck & Water	Administration	\$48,060	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Legal: HR - Professional	Administration	\$11,407	\$6,000	\$7,500	\$7,875	\$8,269	\$8,682	\$9,116	\$9,572	\$10,051	\$10,553	\$11,081	\$11,635
Maintenance Agreements	All Volume	\$6,414	\$9,260	\$9,000	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962
Meals	Administration		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Meetings and Conferences	Administration	\$920	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Mileage Expense Reimburse	Administration	\$283	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Safety Equipment and Supp	Administration	\$358	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Compute	All Volume	\$101	\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Repairs & Maint - Equip	All Volume	\$12,528	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Repairs & Maint - Structu	All Volume	\$109	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Infrast	All Volume	\$37,089	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Repairs & Maint - Vehicle	All Volume	\$1,809	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Testing & Supplies (WWTP)	All Volume	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Supplies - Well	All Volume	\$2,662	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - Well	All Volume	\$2,460	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - SLT	All Volume	\$6,448	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Testing & Supplies - Othe	All Volume	\$3,692	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Cross-Connection Control	All Volume	\$884	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
CSD Utilities - Billing S	Administration	\$3,655	\$3,500	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Internet Expenses	Administration	\$1,688	\$1,187	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Web Page - Upgrade/Maint	Administration	\$900	\$768	\$800	\$840	\$882	\$926	\$972	\$1,021	\$1,072	\$1,126	\$1,182	\$1,241
Utilities - Alarm Service	Administration	\$727	\$1,320	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utilities - Electric	All Volume	\$45,418	\$46,000	\$46,000	\$48,300	\$50,715	\$53,251	\$55,913	\$58,709	\$61,644	\$64,727	\$67,963	\$71,361
Utilities - Propane	All Volume	\$1,147	\$2,010	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Utilities - Trash	Administration	\$626	\$504	\$700	\$735	\$772	\$810	\$851	\$893	\$938	\$985	\$1,034	\$1,086
Utilities - Water/Sewer	Administration	\$389	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Dues and Subscriptions	Administration	\$4,295	\$4,500	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Education and Training	Administration	\$591	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Advertising and Public No	Administration	\$298	\$1,500	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
LAFCO Allocations	Administration	\$1,211	\$1,613	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Community Outreach	Administration	\$554	\$1,200	\$1,200	\$1,260	\$1,323	\$1,389	\$1,459	\$1,532	\$1,608	\$1,689	\$1,773	\$1,862
Utilities - SoCal Gas	All Volume		\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Office Supplies	Administration	\$1,166	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utility Rate Design Study	Administration		\$28,808	\$20,000					\$30,000		\$0	\$0	\$0
SCADA - Maintenance Fees	Administration		\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Cell phones, Radios and P	Administration	\$1,653	\$1,398	\$1,920	\$2,016	\$2,117	\$2,223	\$2,334	\$2,450	\$2,573	\$2,702	\$2,837	\$2,979
Computer Supplies & Upgra	Capital	\$4,589	\$11,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #3	All Volume	\$2,377	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #4	All Volume	\$2,496	\$4,000	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Chemicals- SLT Well	All Volume	\$1,039	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Fuel Expense	All Volume	\$6,541	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Small Tools & Equipment	All Volume	\$3,642	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Uniform Expense	Administration	\$2,779	\$1,600	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694	\$3,878
Capital Outlay	Capital	\$23,853	\$3,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Main Valves Replace	Capital		\$10,000	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775	\$15,513
Water Meter Replacement	Capital	\$27,215	\$0	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Development Meters	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Lines Repairs	Capital	\$105	\$20,000	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Master Plans	Capital		\$6,140	\$6,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPOSITION 1 GRANT	Capital	\$9,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Expansion	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Plant Maintenance	Capital	\$554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTF Final Design/Constru	Capital	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CALOES Resiliency Grant	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, Permits and Fee	All Volume	\$6,590	\$7,000	\$7,000	\$7,350	\$7,718	\$8,103	\$8,509	\$8,934	\$9,381	\$9,850	\$10,342	\$10,859
Refundable Water/Sewer/Hy	Capital		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
District Strategic Plan	Capital	\$12,422	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bank Service Charges	Capital	\$31	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Lease agreements	Capital		\$19,584	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719
Total Operating Expenses		\$780,717	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209

¹ Based on San Miguel FY 23-24 budget

Table 4
San Miguel CSD - Water
Projected Operating Revenues
Scenario 1: Baseline Recommendation

Revenue		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Actual</i>	<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Rate Revenue	Demand	\$951,263	\$963,815	\$986,799	\$986,799	\$1,031,205	\$1,118,658	\$1,212,279	\$1,325,655	\$1,391,938	\$1,468,494	\$1,549,262	\$1,634,471	\$1,724,367
Additional Rate Revenue^{1,2}					\$44,406	\$51,560	\$55,933	\$60,614	\$66,283	\$76,557	\$80,767	\$85,209	\$89,896	\$94,840
Other Revenue														
Johnson Restitution - Unrealized	None		\$7,886	\$0										
CDBG Grant	None	164,388		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Surcharge	None		91	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Late Charges	None		\$9,661	\$0										
Water Meter Fees	None	12,150	450	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Taxes Collected	None	48,991	48,971	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues & Interest	None	945	219	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
State/Federal Grants	None		4,290	-										
Grants - Other	None		228	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
CALOES Resiliency Grant	None	230,000		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	None	14,351	2,716	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refund/Adjustments	None	987	340	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycling	None	1,977		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Will Serve Processing Fees	None	2,700	500	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Revenue		\$809,341	\$88,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenue		\$1,760,604	\$1,052,422	\$986,799	\$1,031,205	\$1,082,766	\$1,174,591	\$1,272,893	\$1,391,938	\$1,468,494	\$1,549,262	\$1,634,471	\$1,724,367	\$1,819,207

¹Additional revenue based on recommended increase

²Additional adjusted if adopted mid-fiscal year

Table 5
San Miguel CSD - Water
Capital Improvement Costs - Draft
Scenario 1: Baseline Recommendation

Project Description	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
CIP (Current Dollars)										
4 inch C.I. and 3 inch A.C. Waterline Replacement Project (Alley Between "L" & New SLT Tank and Booster Pump Station	\$19,000									
4 inch C.I. Waterline Replacement Project (Alley Between "L" & "K" Streets)					\$1,525,000					
0.65 MG Tank Access Road Reconstruction / Rehabilitation				\$756,000						
New 0.65 MG Steel Tank										
Groundwater Quality Study and Well Head Treatment Evaluation										
Water Meter Replacement (Annual Cost to be Expended Each Year)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
4 inch C.I. Waterline Replacement Project(Alley East of "N" Street)						\$302,000				
New Water Supply Well on West Side of River										
New Water Supply Well on East Side of River										
Paso Groundwater Sustainability Plan Implementation								\$150,000		
Replace SLT Water Distribution Pipeline System										\$2,138,000
Total CIP (Current Dollars)	\$39,000	\$20,000	\$20,000	\$776,000	\$1,545,000	\$322,000	\$20,000	\$170,000	\$20,000	\$2,158,000
CIP (Inflated Dollars)										
Total CIP (Inflated Dollars)	\$39,000	\$21,000	\$22,050	\$898,317	\$1,877,957	\$410,963	\$26,802	\$239,207	\$29,549	\$3,347,766
<i>Projected Annual Inflation Rate</i>		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

Table 6
San Miguel CSD - Water
Existing and Proposed Debt
Scenario 1: Baseline Recommendation

Description	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Existing Debt											
USDA Loan Payment	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Total Current Debt Service	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Proposed Borrowing											
Net Proceeds Needed					\$2,200,000						\$2,900,000
Repayment Term (yrs)					30						30
Coupon Rate					5.0%						5.0%
Month of Issue					6						6
Issuance Cost					\$200,000						\$200,000
Debt Service Reserve											
Total Debt Issue Size					\$2,400,000						\$3,100,000
Prorated Debt Service Payment - Current Yr. Only					\$78,000						\$101,000
Annual Debt Service Payment (rounded)					\$156,000						\$202,000
Total Proposed Annual Water Debt Service	\$0	\$0	\$0	\$0	\$78,000	\$156,000	\$156,000	\$156,000	\$156,000	\$156,000	\$257,000

Table 7
San Miguel CSD - Water
Cash Flow Projections
Scenario 1: Baseline Recommendation

Water Fund	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Beginning Reserves	\$681,310	\$689,295	\$693,306	\$752,241	\$855,221	\$838,682	\$747,124	\$826,532	\$932,095	\$1,090,105	\$1,245,436
Revenues											
Rate Revenue Increase		4.5%	5.0%	5.0%	5.0%	5.0%	5.5%	5.5%	5.5%	5.5%	5.5%
Rate Revenue	\$986,799	\$986,799	\$1,031,205	\$1,118,658	\$1,212,279	\$1,325,655	\$1,391,938	\$1,468,494	\$1,549,262	\$1,634,471	\$1,724,367
Additional Rate Revenue	0	44,406	51,560	55,933	60,614	66,283	76,557	80,767	85,209	89,896	94,840
Other Revenue	0	0	0	0	0	0	0	0	0	0	0
Interest on Reserves	\$1,703	\$1,723	\$1,733	\$1,881	\$2,850	\$2,808	\$3,529	\$2,700	\$2,964	\$2,761	\$3,149
Total Revenue	\$988,503	\$1,032,929	\$1,084,499	\$1,176,472	\$1,275,742	\$1,394,746	\$1,472,023	\$1,551,961	\$1,637,434	\$1,727,127	\$1,822,356
Expenses											
Operating Expenses	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209
Existing Debt Service	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
New Debt Service	\$0	\$0	\$0	\$0	\$78,000	\$156,000	\$156,000	\$156,000	\$156,000	\$156,000	\$257,000
Rate Funded Capital	\$0	\$39,000	\$21,000	\$22,050	\$113,617	\$177,957	\$0	\$26,802	\$0	\$29,549	\$433,636
Total Expenses	\$980,517	\$1,028,918	\$1,025,564	\$1,073,492	\$1,292,281	\$1,486,304	\$1,392,615	\$1,446,398	\$1,479,425	\$1,571,796	\$2,142,845
Net Revenues	\$7,986	\$4,011	\$58,935	\$102,980	-\$16,539	-\$91,558	\$79,408	\$105,563	\$158,009	\$155,331	-\$320,489
Ending Reserves	\$689,295	\$693,306	\$752,241	\$855,221	\$838,682	\$747,124	\$826,532	\$932,095	\$1,090,105	\$1,245,436	\$924,947
Debt Coverage (Target 1.3)	1.12	1.64	2.19	7.12	3.63	3.09	1.36	1.59	1.71	1.83	1.35

Table 8
San Miguel CSD - Water
Cost Allocation
Scenario 1: Baseline Recommendation

Functional Allocation

Allocation Category	Amount	Capacity	All Volume	Total
Maintenance	\$26,250		100%	100%
Administration	\$283,522	90%	10%	100%
All Volume	\$560,382		100%	100%
Debt	\$113,800	75%	25%	100%
Capital	\$131,665	50%	50%	100%
Functional Allocation \$	\$406,352		\$709,266	\$1,115,619
Functional Allocation %	36.42%		63.58%	100%
Revenue Requirement	\$375,565		\$655,640	\$1,031,205

Table 9
San Miguel CSD - Water
2023 Water Rates
Scenario 1: Baseline Recommendation

Allocation Units	Capacity	All Volume
	<i>EDU</i>	<i>CCF</i>
Allocation Units	969	114,030
Revenue Requirement	<u>\$375,565</u>	<u>\$655,640</u>
Charge	\$387.60	\$5.75

Fixed Charge Calculation	Capacity Factor	Meter Charge	Annual Charge	Monthly Charge
Meter Size				
1"	1.0	\$387.60	\$387.60	\$32.30
1 1/2"	2.0	\$775.20	\$775.20	\$64.60
2"	3.2	\$1,240.32	\$1,240.32	\$103.36
3"	6.4	\$2,480.64	\$2,480.64	\$206.72
4"	10.0	\$3,876.00	\$3,876.00	\$323.00
6"	20.0	\$7,752.00	\$7,752.00	\$646.00

San Miguel CSD
DRAFT Water Rate Study 2023
Scenario 2: Phase in Rate Increases



June 12, 2023



BARTLE WELLS ASSOCIATES
Independent Public Finance Advisors

Table A
San Miguel CSD - Water
Recommended Water Rates
Scenario 2: Phase in Rate Increases

Volumetric Rates	Current Rates	Proposed August 16, 2023	Proposed July 16, 2024	Proposed July 16 2025	Proposed July 16, 2026	Proposed July 16, 2027
Single-Family Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.72	\$5.98	\$6.28	\$6.60	\$6.93
(6-12 CCF)	\$4.77					
(>12 CCF)	\$7.97					
Non-Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.72	\$5.98	\$6.28	\$6.60	\$6.93
(>5 CCF)	\$5.55					
Monthly Fixed Rates						
All Customers	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>Meter Size</i>	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
5/8"	\$53.09	\$32.15	\$33.60	\$35.28	\$37.05	\$38.91
3/4"	\$53.09	\$32.15	\$33.60	\$35.28	\$37.05	\$38.91
1"	\$53.09	\$32.15	\$33.60	\$35.28	\$37.05	\$38.91
1 1/2"	\$88.34	\$64.30	\$67.20	\$70.56	\$74.09	\$77.80
2"	\$130.64	\$102.88	\$107.51	\$112.89	\$118.54	\$124.47
6"	\$722.87	\$643.00	\$671.94	\$705.54	\$740.82	\$777.87

Table 1
San Miguel CSD - Water
Customer Data*
Scenario 2: Phase in Rate Increases

All Customers		Capacity	Equivalent Demand
Meter Size	Customers	Factor**	Units
1" or below***	889	1.0	889.0
1 1/2"	4	2.0	8.0
2"	10	3.2	32.0
6"	2	20.0	40.0
Total	905.0		969.0

* Customer data as of June 2022 provided by City staff

** Capacity factors based on AWWA operating capacity standards by meter size

*** Meters 1" or below reflect the varying meter sizes in single family homes

Residential

1" or below***	847	1.0	847.0
1 1/2"	1	2.0	2.0
2"	1	3.2	3.2
6"		20.0	0.0
Total	849.0		852.2

Non-Residential	Customers	Capacity	Equivalent Demand
		Factor**	Units
1" or below***	42	1.0	42.0
1 1/2"	3	2.0	6.0
2"	9	3.2	28.8
6"	2	20.0	40.0
Total	56.0		116.8

Table 2
San Miguel CSD - Water
Growth Calculations
Scenario 2: Phase in Rate Increases

Draft

Metered Water Demand	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Demand (CCF)	107,816	106,810	123,180	117,347	114,030	114,030	117,810	121,590	126,630	126,630	126,630	126,630	126,630	126,630	126,630
Customers	862	891	913	905	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005
Additional Customers ¹							30	30	40						
Total Customers	862	891	925	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005	1,005
Consumption per Customer	125	120	133	129	126	126	126	126	126	126	126	126	126	126	126
Growth²						0.00%	3.31%	3.21%	4.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

¹Assumption based on District's estimate

²Escalation factor used to escalate revenue (demand growth with no inflation)

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<i>General Inflation Factor</i>				<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>	<i>5.0%</i>
Salaries and Wages	All Volume	\$268,240	\$303,673	\$318,856	\$334,799	\$351,539	\$369,116	\$387,571	\$406,950	\$427,298	\$448,662	\$471,096	\$494,650
Stand-by Hours	Administration	\$3,015	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOD Stipend	Administration	\$3,458	\$4,260	\$1,896	\$1,991	\$2,090	\$2,195	\$2,305	\$2,420	\$2,541	\$2,668	\$2,801	\$2,941
Payroll Expenses	Administration	\$1,634	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	All Volume	\$8,131	\$13,323	\$18,000	\$18,900	\$19,845	\$20,837	\$21,879	\$22,973	\$24,122	\$25,328	\$26,594	\$27,924
Physicals	Administration	\$139	\$150	\$150	\$158	\$165	\$174	\$182	\$191	\$201	\$211	\$222	\$233
Payroll Tax - FICA/SS	All Volume	\$1,025	\$2,000	\$1,169	\$1,227	\$1,289	\$1,353	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
Payroll Tax	All Volume	\$3,889	\$4,403	\$4,932	\$5,179	\$5,438	\$5,709	\$5,995	\$6,295	\$6,609	\$6,940	\$7,287	\$7,651
Payroll Tax	All Volume	\$1,710	\$4,273	\$1,710	\$1,796	\$1,885	\$1,980	\$2,079	\$2,182	\$2,292	\$2,406	\$2,526	\$2,653
Payroll Tax	All Volume	\$3	\$20	\$30	\$32	\$33	\$35	\$36	\$38	\$40	\$42	\$44	\$47
Insurance -	Administration	\$33,959	\$28,444	\$46,122	\$48,428	\$50,850	\$53,392	\$56,062	\$58,865	\$61,808	\$64,898	\$68,143	\$71,550
Insurance -	Administration	\$19,984	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance -	Administration	\$2,474	\$1,987	\$1,854	\$1,947	\$2,044	\$2,146	\$2,254	\$2,366	\$2,485	\$2,609	\$2,739	\$2,876
Insurance -	Administration	\$447	\$326	\$310	\$326	\$342	\$359	\$377	\$396	\$415	\$436	\$458	\$481
Retirement - PERS Expense	Administration	\$32,421	\$32,000	\$30,869	\$32,412	\$34,033	\$35,735	\$37,521	\$39,398	\$41,367	\$43,436	\$45,608	\$47,888
Operations & Maintenance	All Volume	\$5,459	\$8,000	\$8,000	\$8,400	\$8,820	\$9,261	\$9,724	\$10,210	\$10,721	\$11,257	\$11,820	\$12,411
Phone & Fax Expense	Administration	\$3,158	\$2,000	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Postage, Shipping & Freight	Administration	\$594	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Legal: P.R.A.s - Professi	Administration	\$1,232	\$532	\$600	\$630	\$662	\$695	\$729	\$766	\$804	\$844	\$886	\$931
Printing & Reproduction	Administration	\$1,083	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
IT Services - Professiona	Administration	\$6,818	\$9,895	\$12,800	\$13,440	\$14,112	\$14,818	\$15,558	\$16,336	\$17,153	\$18,011	\$18,911	\$19,857
Auditor - Professional Sv	Administration	\$4,283	\$4,480	\$3,600	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585
GSA-GSP - Professional Sv	All Volume	\$8,842	\$15,000	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270
Accounting - Professional	Administration	\$3,700	\$7,680	\$4,500	\$4,725	\$4,961	\$5,209	\$5,473	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Engineering - Professiona	Maintenance	\$2,960	\$27,500	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936	\$38,783
Legal: General - Professi	Administration	\$37,599	\$26,625	\$27,000	\$28,350	\$29,768	\$31,256	\$32,819	\$34,460	\$36,183	\$37,992	\$39,891	\$41,886
Insurance - Prop & Liabil	Administration	\$21,032	\$29,375	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$40,841	\$42,883	\$45,027	\$47,279	\$49,643
New Hire Screening	Administration	\$23	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Contract Labor	Administration		\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Legal: SMEA - Professiona	Administration		\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Legal: Steinbeck & Water	Administration	\$48,060	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Legal: HR - Professional	Administration	\$11,407	\$6,000	\$7,500	\$7,875	\$8,269	\$8,682	\$9,116	\$9,572	\$10,051	\$10,553	\$11,081	\$11,635
Maintenance Agreements	All Volume	\$6,414	\$9,260	\$9,000	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962
Meals	Administration		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Meetings and Conferences	Administration	\$920	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Mileage Expense Reimburse	Administration	\$283	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Safety Equipment and Supp	Administration	\$358	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Compute	All Volume	\$101	\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Repairs & Maint - Equip	All Volume	\$12,528	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Repairs & Maint - Structu	All Volume	\$109	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Infrac	All Volume	\$37,089	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Repairs & Maint - Vehicle	All Volume	\$1,809	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Testing & Supplies (WWTP)	All Volume	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Supplies - Well	All Volume	\$2,662	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - Well	All Volume	\$2,460	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - SLT	All Volume	\$6,448	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Testing & Supplies - Othe	All Volume	\$3,692	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		Estimated	Budgeted	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Cross-Connection Control	All Volume	\$884	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
CSD Utilities - Billing S	Administration	\$3,655	\$3,500	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Internet Expenses	Administration	\$1,688	\$1,187	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Web Page - Upgrade/Maint	Administration	\$900	\$768	\$800	\$840	\$882	\$926	\$972	\$1,021	\$1,072	\$1,126	\$1,182	\$1,241
Utilities - Alarm Service	Administration	\$727	\$1,320	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utilities - Electric	All Volume	\$45,418	\$46,000	\$46,000	\$48,300	\$50,715	\$53,251	\$55,913	\$58,709	\$61,644	\$64,727	\$67,963	\$71,361
Utilities - Propane	All Volume	\$1,147	\$2,010	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Utilities - Trash	Administration	\$626	\$504	\$700	\$735	\$772	\$810	\$851	\$893	\$938	\$985	\$1,034	\$1,086
Utilities - Water/Sewer	Administration	\$389	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Dues and Subscriptions	Administration	\$4,295	\$4,500	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Education and Training	Administration	\$591	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Advertising and Public No	Administration	\$298	\$1,500	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
LAFCO Allocations	Administration	\$1,211	\$1,613	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Community Outreach	Administration	\$554	\$1,200	\$1,200	\$1,260	\$1,323	\$1,389	\$1,459	\$1,532	\$1,608	\$1,689	\$1,773	\$1,862
Utilities - SoCal Gas	All Volume		\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Office Supplies	Administration	\$1,166	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utility Rate Design Study	Administration		\$28,808	\$20,000					\$30,000		\$0	\$0	\$0
SCADA - Maintenance Fees	Administration		\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Cell phones, Radios and P	Administration	\$1,653	\$1,398	\$1,920	\$2,016	\$2,117	\$2,223	\$2,334	\$2,450	\$2,573	\$2,702	\$2,837	\$2,979
Computer Supplies & Upgra	Capital	\$4,589	\$11,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #3	All Volume	\$2,377	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #4	All Volume	\$2,496	\$4,000	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Chemicals- SLT Well	All Volume	\$1,039	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Fuel Expense	All Volume	\$6,541	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Small Tools & Equipment	All Volume	\$3,642	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Uniform Expense	Administration	\$2,779	\$1,600	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694	\$3,878
Capital Outlay	Capital	\$23,853	\$3,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Main Valves Replace	Capital		\$10,000	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775	\$15,513
Water Meter Replacement	Capital	\$27,215	\$0	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Development Meters	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Lines Repairs	Capital	\$105	\$20,000	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Master Plans	Capital		\$6,140	\$6,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPOSITION 1 GRANT	Capital	\$9,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Expansion	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Plant Maintenance	Capital	\$554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTF Final Design/Constru	Capital	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CALOES Resiliency Grant	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, Permits and Fee	All Volume	\$6,590	\$7,000	\$7,000	\$7,350	\$7,718	\$8,103	\$8,509	\$8,934	\$9,381	\$9,850	\$10,342	\$10,859
Refundable Water/Sewer/Hy	Capital		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
District Strategic Plan	Capital	\$12,422	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bank Service Charges	Capital	\$31	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Lease agreements	Capital		\$19,584	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719
Total Operating Expenses		\$780,717	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209

¹ Based on San Miguel FY 23-24 budget

Table 4
San Miguel CSD - Water
Projected Operating Revenues
Scenario 2: Phase in Rate Increases

Revenue		FY 20/21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Actual</i>	<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Rate Revenue	Demand	\$951,263	\$963,815	\$986,799	\$986,799	\$1,026,271	\$1,108,004	\$1,200,733	\$1,313,030	\$1,378,681	\$1,468,295	\$1,563,735	\$1,665,377	\$1,773,627
Additional Rate Revenue ^{1,2}					\$39,472	\$46,182	\$55,400	\$60,037	\$65,651	\$89,614	\$95,439	\$101,643	\$108,250	\$115,286
Other Revenue														
Johnson Restitution - Unrealized	None		\$7,886	\$0										
CDBG Grant	None	164,388		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Surcharge	None		91	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Late Charges	None		\$9,661	\$0										
Water Meter Fees	None	12,150	450	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Taxes Collected	None	48,991	48,971	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues & Interest	None	945	219	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
State/Federal Grants	None		4,290	-										
Grants - Other	None		228	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
CALOES Resiliency Grant	None	230,000		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	None	14,351	2,716	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refund/Adjustments	None	987	340	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycling	None	1,977		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Will Serve Processing Fees	None	2,700	500	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Revenue		\$809,341	\$88,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenue		\$1,760,604	\$1,052,422	\$986,799	\$1,026,271	\$1,072,454	\$1,163,405	\$1,260,770	\$1,378,681	\$1,468,295	\$1,563,735	\$1,665,377	\$1,773,627	\$1,888,913

¹Additional revenue based on recommended increase

²Additional adjusted if adopted mid-fiscal year

Table 5
San Miguel CSD - Water
Capital Improvement Costs - Draft
Scenario 2: Phase in Rate Increases

Project Description	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
CIP (Current Dollars)										
4 inch C.I. and 3 inch A.C. Waterline Replacement Project (Alley Between "L" & New SLT Tank and Booster Pump Station	\$19,000									
4 inch C.I. Waterline Replacement Project (Alley Between "L" & "K" Streets)					\$1,525,000					
0.65 MG Tank Access Road Reconstruction / Rehabilitation				\$756,000						
New 0.65 MG Steel Tank										
Groundwater Quality Study and Well Head Treatment Evaluation										
Water Meter Replacement (Annual Cost to be Expended Each Year)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
4 inch C.I. Waterline Replacement Project(Alley East of "N" Street)						\$302,000				
New Water Supply Well on West Side of River										
New Water Supply Well on East Side of River										
Paso Groundwater Sustainability Plan Implementation								\$150,000		
Replace SLT Water Distribution Pipeline System										\$2,138,000
Total CIP (Current Dollars)	\$39,000	\$20,000	\$20,000	\$776,000	\$1,545,000	\$322,000	\$20,000	\$170,000	\$20,000	\$2,158,000
CIP (Inflated Dollars)										
Total CIP (Inflated Dollars)	\$39,000	\$21,000	\$22,050	\$898,317	\$1,877,957	\$410,963	\$26,802	\$239,207	\$29,549	\$3,347,766
<i>Projected Annual Inflation Rate</i>		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

Table 6
San Miguel CSD - Water
Existing and Proposed Debt
Scenario 2: Phase in Rate Increases

Description	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Existing Debt											
USDA Loan Payment	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Total Current Debt Service	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Proposed Borrowing											
Net Proceeds Needed					\$2,200,000						\$2,900,000
Repayment Term (yrs)					30						30
Coupon Rate					5.0%						5.0%
Month of Issue					6						6
Issuance Cost					\$200,000						\$200,000
Debt Service Reserve											
Total Debt Issue Size					\$2,400,000						\$3,100,000
Prorated Debt Service Payment - Current Yr. Only					\$78,000						\$101,000
Annual Debt Service Payment (rounded)					\$156,000						\$202,000
Total Proposed Annual Water Debt Service	\$0	\$0	\$0	\$0	\$78,000	\$156,000	\$156,000	\$156,000	\$156,000	\$156,000	\$257,000

Table 7
San Miguel CSD - Water
Cash Flow Projections
Scenario 2: Phase in Rate Increases

Water Fund	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Beginning Reserves	\$681,310	\$689,295	\$688,372	\$736,982	\$828,738	\$800,010	\$695,099	\$774,178	\$894,083	\$1,082,904	\$1,287,478
Revenues											
Rate Revenue Increase		4.0%	4.5%	5.0%	5.0%	5.0%	6.5%	6.5%	6.5%	6.5%	6.5%
Rate Revenue	\$986,799	\$986,799	\$1,026,271	\$1,108,004	\$1,200,733	\$1,313,030	\$1,378,681	\$1,468,295	\$1,563,735	\$1,665,377	\$1,773,627
Additional Rate Revenue	0	39,472	46,182	55,400	60,037	65,651	89,614	95,439	101,643	108,250	115,286
Other Revenue	0	0	0	0	0	0	0	0	0	0	0
Interest on Reserves	\$1,703	\$1,723	\$1,721	\$1,842	\$2,784	\$2,712	\$3,398	\$2,569	\$2,869	\$2,743	\$3,254
Total Revenue	\$988,503	\$1,027,995	\$1,074,174	\$1,165,247	\$1,263,553	\$1,381,393	\$1,471,694	\$1,566,303	\$1,668,246	\$1,776,370	\$1,892,167
Expenses											
Operating Expenses	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209
Existing Debt Service	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
New Debt Service	\$0	\$0	\$0	\$0	\$78,000	\$156,000	\$156,000	\$156,000	\$156,000	\$156,000	\$257,000
Rate Funded Capital	\$0	\$39,000	\$21,000	\$22,050	\$113,617	\$177,957	\$0	\$26,802	\$0	\$29,549	\$433,636
Total Expenses	\$980,517	\$1,028,918	\$1,025,564	\$1,073,492	\$1,292,281	\$1,486,304	\$1,392,615	\$1,446,398	\$1,479,425	\$1,571,796	\$2,142,845
Net Revenues	\$7,986	-\$923	\$48,610	\$91,755	-\$28,728	-\$104,911	\$79,079	\$119,906	\$188,821	\$204,573	-\$250,678
Ending Reserves	\$689,295	\$688,372	\$736,982	\$828,738	\$800,010	\$695,099	\$774,178	\$894,083	\$1,082,904	\$1,287,478	\$1,036,799
Debt Coverage (Target 1.3)	1.12	1.57	2.04	6.95	3.55	3.03	1.35	1.66	1.85	2.05	1.56

Table 8
San Miguel CSD - Water
Cost Allocation
Scenario 2: Phase in Rate Increases

Functional Allocation

Allocation Category	Amount	Capacity	All Volume	Total
Maintenance	\$26,250		100%	100%
Administration	\$283,522	90%	10%	100%
All Volume	\$560,382		100%	100%
Debt	\$113,800	75%	25%	100%
Capital	\$131,665	50%	50%	100%
Functional Allocation \$	\$406,352		\$709,266	\$1,115,619
Functional Allocation %	36.42%		63.58%	100%
Revenue Requirement	\$373,768		\$652,503	\$1,026,271

Table 9
San Miguel CSD - Water
2023 Water Rates
Scenario 2: Phase in Rate Increases

Allocation Units	Capacity	All Volume
	<i>EDU</i>	<i>CCF</i>
Allocation Units	969	114,030
Revenue Requirement	<u>\$373,768</u>	<u>\$652,503</u>
Charge	\$385.80	\$5.72

Fixed Charge Calculation	Capacity Factor	Meter Charge	Annual Charge	Monthly Charge
Meter Size				
1"	1.0	\$385.80	\$385.80	\$32.15
1 1/2"	2.0	\$771.60	\$771.60	\$64.30
2"	3.2	\$1,234.56	\$1,234.56	\$102.88
3"	6.4	\$2,469.12	\$2,469.12	\$205.76
4"	10.0	\$3,858.00	\$3,858.00	\$321.50
6"	20.0	\$7,716.00	\$7,716.00	\$643.00

San Miguel CSD
DRAFT Water Rate Study 2023
Scenario 3: No Capital



June 12, 2023



BARTLE WELLS ASSOCIATES
Independent Public Finance Advisors

Table A
San Miguel CSD - Water
Recommended Water Rates
Scenario 3: No Capital

Volumetric Rates	Current Rates	Proposed August 16, 2023	Proposed July 16, 2024	Proposed July 16 2025	Proposed July 16, 2026	Proposed July 16, 2027
Single-Family Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.92	\$6.07	\$6.23	\$6.39	\$6.55
(6-12 CCF)	\$4.77					
(>12 CCF)	\$7.97					
Non-Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.92	\$6.07	\$6.23	\$6.39	\$6.55
(>5 CCF)	\$5.55					
Monthly Fixed Rates						
All Customers	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>Meter Size</i>	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
5/8"	\$53.09	\$28.98	\$29.71	\$30.46	\$31.23	\$32.02
3/4"	\$53.09	\$28.98	\$29.71	\$30.46	\$31.23	\$32.02
1"	\$53.09	\$28.98	\$29.71	\$30.46	\$31.23	\$32.02
1 1/2"	\$88.34	\$57.95	\$59.40	\$60.89	\$62.42	\$63.99
2"	\$130.64	\$92.72	\$95.04	\$97.42	\$99.86	\$102.36
6"	\$722.87	\$579.50	\$593.99	\$608.84	\$624.07	\$639.68

Table 1
San Miguel CSD - Water
Customer Data*
Scenario 3: No Capital

All Customers		Capacity	Equivalent Demand
Meter Size	Customers	Factor**	Units
1" or below***	889	1.0	889.0
1 1/2"	4	2.0	8.0
2"	10	3.2	32.0
6"	2	20.0	40.0
Total	905.0		969.0

* Customer data as of June 2022 provided by City staff

** Capacity factors based on AWWA operating capacity standards by meter size

*** Meters 1" or below reflect the varying meter sizes in single family homes

Residential

1" or below***	847	1.0	847.0
1 1/2"	1	2.0	2.0
2"	1	3.2	3.2
6"		20.0	0.0
Total	849.0		852.2

Non-Residential	Customers	Capacity	Equivalent Demand
		Factor**	Units
1" or below***	42	1.0	42.0
1 1/2"	3	2.0	6.0
2"	9	3.2	28.8
6"	2	20.0	40.0
Total	56.0		116.8

Table 2
San Miguel CSD - Water
Growth Calculations
Scenario 3: No Capital

Draft

Metered Water Demand	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Demand (CCF)	107,816	106,810	123,180	117,347	114,030	114,030	117,810	121,590	126,630	126,630	126,630	126,630	126,630	126,630	126,630
Customers	862	891	913	905	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005
Additional Customers ¹							30	30	40						
Total Customers	862	891	925	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005	1,005
Consumption per Customer	125	120	133	129	126	126	126	126	126	126	126	126	126	126	126
Growth²						0.00%	3.31%	3.21%	4.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

¹Assumption based on District's estimate

²Escalation factor used to escalate revenue (demand growth with no inflation)

Table 3
San Miguel CSD - Water
Projected Operating Expenses
Scenario 3: No Capital

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Salaries and Wages	All Volume	\$268,240	\$303,673	\$318,856	\$334,799	\$351,539	\$369,116	\$387,571	\$406,950	\$427,298	\$448,662	\$471,096	\$494,650
Stand-by Hours	Administration	\$3,015	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOD Stipend	Administration	\$3,458	\$4,260	\$1,896	\$1,991	\$2,090	\$2,195	\$2,305	\$2,420	\$2,541	\$2,668	\$2,801	\$2,941
Payroll Expenses	Administration	\$1,634	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	All Volume	\$8,131	\$13,323	\$18,000	\$18,900	\$19,845	\$20,837	\$21,879	\$22,973	\$24,122	\$25,328	\$26,594	\$27,924
Physicals	Administration	\$139	\$150	\$150	\$158	\$165	\$174	\$182	\$191	\$201	\$211	\$222	\$233
Payroll Tax - FICA/SS	All Volume	\$1,025	\$2,000	\$1,169	\$1,227	\$1,289	\$1,353	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
Payroll Tax	All Volume	\$3,889	\$4,403	\$4,932	\$5,179	\$5,438	\$5,709	\$5,995	\$6,295	\$6,609	\$6,940	\$7,287	\$7,651
Payroll Tax	All Volume	\$1,710	\$4,273	\$1,710	\$1,796	\$1,885	\$1,980	\$2,079	\$2,182	\$2,292	\$2,406	\$2,526	\$2,653
Payroll Tax	All Volume	\$3	\$20	\$30	\$32	\$33	\$35	\$36	\$38	\$40	\$42	\$44	\$47
Insurance -	Administration	\$33,959	\$28,444	\$46,122	\$48,428	\$50,850	\$53,392	\$56,062	\$58,865	\$61,808	\$64,898	\$68,143	\$71,550
Insurance -	Administration	\$19,984	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance -	Administration	\$2,474	\$1,987	\$1,854	\$1,947	\$2,044	\$2,146	\$2,254	\$2,366	\$2,485	\$2,609	\$2,739	\$2,876
Insurance -	Administration	\$447	\$326	\$310	\$326	\$342	\$359	\$377	\$396	\$415	\$436	\$458	\$481
Retirement - PERS Expense	Administration	\$32,421	\$32,000	\$30,869	\$32,412	\$34,033	\$35,735	\$37,521	\$39,398	\$41,367	\$43,436	\$45,608	\$47,888
Operations & Maintenance	All Volume	\$5,459	\$8,000	\$8,000	\$8,400	\$8,820	\$9,261	\$9,724	\$10,210	\$10,721	\$11,257	\$11,820	\$12,411
Phone & Fax Expense	Administration	\$3,158	\$2,000	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Postage, Shipping & Freight	Administration	\$594	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Legal: P.R.A.s - Professi	Administration	\$1,232	\$532	\$600	\$630	\$662	\$695	\$729	\$766	\$804	\$844	\$886	\$931
Printing & Reproduction	Administration	\$1,083	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
IT Services - Professiona	Administration	\$6,818	\$9,895	\$12,800	\$13,440	\$14,112	\$14,818	\$15,558	\$16,336	\$17,153	\$18,011	\$18,911	\$19,857
Auditor - Professional Sv	Administration	\$4,283	\$4,480	\$3,600	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585
GSA-GSP - Professional Sv	All Volume	\$8,842	\$15,000	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270
Accounting - Professional	Administration	\$3,700	\$7,680	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Engineering - Professiona	Maintenance	\$2,960	\$27,500	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936	\$38,783
Legal: General - Professi	Administration	\$37,599	\$26,625	\$27,000	\$28,350	\$29,768	\$31,256	\$32,819	\$34,460	\$36,183	\$37,992	\$39,891	\$41,886
Insurance - Prop & Liabil	Administration	\$21,032	\$29,375	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$40,841	\$42,883	\$45,027	\$47,279	\$49,643
New Hire Screening	Administration	\$23	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Contract Labor	Administration		\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Legal: SMEA - Professiona	Administration		\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Legal: Steinbeck & Water	Administration	\$48,060	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Legal: HR - Professional	Administration	\$11,407	\$6,000	\$7,500	\$7,875	\$8,269	\$8,682	\$9,116	\$9,572	\$10,051	\$10,553	\$11,081	\$11,635
Maintenance Agreements	All Volume	\$6,414	\$9,260	\$9,000	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962
Meals	Administration		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Meetings and Conferences	Administration	\$920	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Mileage Expense Reimburse	Administration	\$283	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Safety Equipment and Supp	Administration	\$358	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Compute	All Volume	\$101	\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Repairs & Maint - Equip	All Volume	\$12,528	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Repairs & Maint - Structu	All Volume	\$109	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Infrac	All Volume	\$37,089	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Repairs & Maint - Vehicle	All Volume	\$1,809	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Testing & Supplies (WWTP)	All Volume	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Supplies - Well	All Volume	\$2,662	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - Well	All Volume	\$2,460	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - SLT	All Volume	\$6,448	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308

Table 3
San Miguel CSD - Water
Projected Operating Expenses
Scenario 3: No Capital

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		Estimated	Budgeted	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Testing & Supplies - Othe	All Volume	\$3,692	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Cross-Connection Control	All Volume	\$884	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
CSD Utilities - Billing S	Administration	\$3,655	\$3,500	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Internet Expenses	Administration	\$1,688	\$1,187	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Web Page - Upgrade/Maint	Administration	\$900	\$768	\$800	\$840	\$882	\$926	\$972	\$1,021	\$1,072	\$1,126	\$1,182	\$1,241
Utilities - Alarm Service	Administration	\$727	\$1,320	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utilities - Electric	All Volume	\$45,418	\$46,000	\$46,000	\$48,300	\$50,715	\$53,251	\$55,913	\$58,709	\$61,644	\$64,727	\$67,963	\$71,361
Utilities - Propane	All Volume	\$1,147	\$2,010	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Utilities - Trash	Administration	\$626	\$504	\$700	\$735	\$772	\$810	\$851	\$893	\$938	\$985	\$1,034	\$1,086
Utilities - Water/Sewer	Administration	\$389	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Dues and Subscriptions	Administration	\$4,295	\$4,500	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Education and Training	Administration	\$591	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Advertising and Public No	Administration	\$298	\$1,500	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
LAFCO Allocations	Administration	\$1,211	\$1,613	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Community Outreach	Administration	\$554	\$1,200	\$1,200	\$1,260	\$1,323	\$1,389	\$1,459	\$1,532	\$1,608	\$1,689	\$1,773	\$1,862
Utilities - SoCal Gas	All Volume		\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Office Supplies	Administration	\$1,166	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utility Rate Design Study	Administration		\$28,808	\$20,000					\$30,000		\$0	\$0	\$0
SCADA - Maintenance Fees	Administration		\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Cell phones, Radios and P	Administration	\$1,653	\$1,398	\$1,920	\$2,016	\$2,117	\$2,223	\$2,334	\$2,450	\$2,573	\$2,702	\$2,837	\$2,979
Computer Supplies & Upgra	Capital	\$4,589	\$11,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #3	All Volume	\$2,377	\$4,000	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Chemicals- Well #4	All Volume	\$2,496	\$4,000	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Chemicals- SLT Well	All Volume	\$1,039	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Fuel Expense	All Volume	\$6,541	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Small Tools & Equipment	All Volume	\$3,642	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Uniform Expense	Administration	\$2,779	\$1,600	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694	\$3,878
Capital Outlay	Capital	\$23,853	\$3,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Main Valves Replace	Capital		\$10,000	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775	\$15,513
Water Meter Replacement	Capital	\$27,215	\$0	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Development Meters	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Lines Repairs	Capital	\$105	\$20,000	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Master Plans	Capital		\$6,140	\$6,000			\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPOSITION 1 GRANT	Capital	\$9,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Expansion	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Plant Maintenance	Capital	\$554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTF Final Design/Constru	Capital	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CALOES Resiliency Grant	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, Permits and Fee	All Volume	\$6,590	\$7,000	\$7,000	\$7,350	\$7,718	\$8,103	\$8,509	\$8,934	\$9,381	\$9,850	\$10,342	\$10,859
Refundable Water/Sewer/Hy	Capital		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
District Strategic Plan	Capital	\$12,422	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bank Service Charges	Capital	\$31	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Lease agreements	Capital		\$19,584	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719
Total Operating Expenses		\$780,717	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209

¹ Based on San Miguel FY 23-24 budget

Table 4
San Miguel CSD - Water
Projected Operating Revenues
Scenario 3: No Capital

Revenue		FY 20/21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Actual</i>	<i>Estimated</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Rate Revenue	Demand	\$951,263	\$963,815	\$986,799	\$986,799	\$1,011,469	\$1,071,124	\$1,133,129	\$1,209,600	\$1,239,840	\$1,295,633	\$1,353,936	\$1,414,863	\$1,478,532
Additional Rate Revenue^{1,2}					\$24,670	\$25,287	\$26,778	\$28,328	\$30,240	\$55,793	\$58,303	\$60,927	\$63,669	\$66,534
Other Revenue														
Johnson Restitution - Unrealized	None		\$7,886	\$0										
CDBG Grant	None	164,388		0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Surcharge	None		91	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Late Charges	None		\$9,661	\$0										
Water Meter Fees	None	12,150	450	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Taxes Collected	None	48,991	48,971	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues & Interest	None	945	219	-	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
State/Federal Grants	None		4,290	-										
Grants - Other	None		228	-	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0
CALOES Resiliency Grant	None	230,000		-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	None	14,351	2,716	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refund/Adjustments	None	987	340	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycling	None	1,977		-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Will Serve Processing Fees	None	2,700	500	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Revenue		\$809,341	\$88,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenue		\$1,760,604	\$1,052,422	\$986,799	\$1,011,469	\$1,036,756	\$1,097,902	\$1,161,457	\$1,239,840	\$1,295,633	\$1,353,936	\$1,414,863	\$1,478,532	\$1,545,066

¹Additional revenue based on recommended increase

²Additional adjusted if adopted mid-fiscal year

Table 5
San Miguel CSD - Water
Capital Improvement Costs - Draft
Scenario 3: No Capital

Project Description	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
CIP (Current Dollars)										
4 inch C.I. and 3 inch A.C. Waterline Replacement Project (Alley Between "L" & New SLT Tank and Booster Pump Station	\$19,000									
4 inch C.I. Waterline Replacement Project (Alley Between "L" & "K" Streets)										
0.65 MG Tank Access Road Reconstruction / Rehabilitation										
New 0.65 MG Steel Tank										
Groundwater Quality Study and Well Head Treatment Evaluation										
Water Meter Replacement (Annual Cost to be Expended Each Year)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
4 inch C.I. Waterline Replacement Project(Alley East of "N" Street)										
New Water Supply Well on West Side of River										
New Water Supply Well on East Side of River										
Paso Groundwater Sustainability Plan Implementation										
Replace SLT Water Distribution Pipeline System										
Water Line Replacement		\$70,000								
Total CIP (Current Dollars)	\$39,000	\$90,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CIP (Inflated Dollars)										
Total CIP (Inflated Dollars)	\$39,000	\$94,500	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
<i>Projected Annual Inflation Rate</i>		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

Table 6
San Miguel CSD - Water
Existing and Proposed Debt
Scenario 3: No Capital

Description	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Existing Debt											
USDA Loan Payment	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Total Current Debt Service	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000

Table 7
San Miguel CSD - Water
Cash Flow Projections
Scenario 3: No Capital

Water Fund	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Beginning Reserves	\$681,310	\$689,295	\$673,570	\$612,946	\$638,888	\$678,837	\$745,141	\$782,868	\$850,736	\$945,725	\$1,012,179
Revenues											
Rate Revenue Increase		2.5%	2.5%	2.5%	2.5%	2.5%	4.5%	4.5%	4.5%	4.5%	4.5%
Rate Revenue	\$986,799	\$986,799	\$1,011,469	\$1,071,124	\$1,133,129	\$1,209,600	\$1,239,840	\$1,295,633	\$1,353,936	\$1,414,863	\$1,478,532
Additional Rate Revenue	0	24,670	25,287	26,778	28,328	30,240	55,793	58,303	60,927	63,669	66,534
Other Revenue	0	0	0	0	0	0	0	0	0	0	0
Interest on Reserves	\$1,703	\$1,723	\$1,684	\$1,532	\$2,309	\$3,121	\$4,235	\$4,330	\$3,550	\$3,717	\$3,884
Total Revenue	\$988,503	\$1,013,193	\$1,038,440	\$1,099,434	\$1,163,766	\$1,242,961	\$1,299,868	\$1,358,266	\$1,418,414	\$1,482,250	\$1,548,950
Expenses											
Operating Expenses	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209
Existing Debt Service	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
New Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rate Funded Capital	\$0	\$39,000	\$94,500	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$0	\$29,549	\$31,027
Total Expenses	\$980,517	\$1,028,918	\$1,099,064	\$1,073,492	\$1,123,817	\$1,176,657	\$1,262,141	\$1,290,398	\$1,323,425	\$1,415,796	\$1,483,236
Net Revenues	\$7,986	-\$15,725	-\$60,624	\$25,942	\$39,949	\$66,303	\$37,728	\$67,868	\$94,989	\$66,454	\$65,714
Ending Reserves	\$689,295	\$673,570	\$612,946	\$638,888	\$678,837	\$745,141	\$782,868	\$850,736	\$945,725	\$1,012,179	\$1,077,893
Debt Coverage (Target 1.3)	1.12	1.35	1.51	1.72	1.94	2.35	1.94	2.41	2.42	2.43	2.44

Table 8
San Miguel CSD - Water
Cost Allocation
Scenario 3: No Capital

Functional Allocation

Allocation Category	Amount	Capacity	All Volume	Total
Maintenance	\$26,250		100%	100%
Administration	\$283,522	90%	10%	100%
All Volume	\$560,382		100%	100%
Debt	\$67,000	75%	25%	100%
Capital	\$40,603	50%	50%	100%
Functional Allocation \$	\$325,721		\$652,035	\$977,756
Functional Allocation %	33.31%		66.69%	100%
Revenue Requirement	\$336,920		\$674,549	\$1,011,469

Table 9
San Miguel CSD - Water
2023 Water Rates
Scenario 3: No Capital

Allocation Units	Capacity	All Volume
	<i>EDU</i>	<i>CCF</i>
Allocation Units	969	114,030
Revenue Requirement	<u>\$336,920</u>	<u>\$674,549</u>
Charge	\$347.70	\$5.92

Fixed Charge Calculation	Capacity Factor	Meter Charge	Annual Charge	Monthly Charge
Meter Size				
1"	1.0	\$347.70	\$347.70	\$28.98
1 1/2"	2.0	\$695.40	\$695.40	\$57.95
2"	3.2	\$1,112.64	\$1,112.64	\$92.72
3"	6.4	\$2,225.28	\$2,225.28	\$185.44
4"	10.0	\$3,477.00	\$3,477.00	\$289.75
6"	20.0	\$6,954.00	\$6,954.00	\$579.50

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.6

SUBJECT: Adoption of District Retention Policy

SUGGESTED ACTION: Review and approve RESOLUTION 2023-32 adopting a Districtwide Retention Policy.

DISCUSSION:

The District Staff has been working with Legal Counsel to develop a Retention Policy to comply with state and local laws to outline required retention times for the Districts records. The Retention Policy outlines: types of records, required retention periods, who is responsible for the records, and the process for determining if records can be disposed of.

The purpose of this policy is to align the District with a mechanism to regulate the documents that is has and continues to accumulate. Over the 22 years since the Districts formation, the District has amassed tens of thousands of documents. Some of these documents have legal disposal dates, and some which date back to the County Water District #1 and San Miguel Sanitary District have no usefulness or relevance. As the District moves forward it continues to accumulate physical and electronic files.

Approving a retention policy allows the District to limit the number of files. Initially all final copies of files are kept and after the prescribed time frame they are destroyed and/or deleted. Some files are kept in forever, or a longer than prescribed time at the direction of legal counsel. This can be for a variety of reasons including litigation, historical preservation or relevance to a pending or ongoing issue.

Though a retention policy was adopted in 2011, all files have been kept. With the adoption of this policy, staff, in consultation with legal counsel, will be able to organize files for either permanent storage or future disposal. Although there will be an increased cost in the first year of this Retention Policy, in order to review and label files, subsequent years will be less expensive as files are created and archived with appropriate labeling to facilitate future action.

Approval of this resolution will repeal the 2011 Record Retention Policy (Resolution 2011-06) in its entirety and adopt the proposed Records Retention Policy as presented.

The proposed retention schedule will be effective immediately upon adoption.

FISCAL IMPACT:

Legal and Staff time to implement the Retention Policy. There will be staff and legal time to review and identify record types and mark them for retention.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-32

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT REPEALING THE CURRENT
RECORDS RETENTION POLICY AND ADOPTING A RECORDS RETENTION
MANUAL**

WHEREAS, San Miguel Community Services District (“District”) is a community services district formed under California Government Code section 61000 et. seq. to provide community services within the District’s service area, including water, sewer, lighting, solid waste, and fire protection services; and

WHEREAS, California Government Code section 60200 et seq. provides that the District may destroy any record, document, instrument, book, or paper under the District’s charge without making a copy thereof after the same is no longer required, provided that certain records are exempt from such destruction; and

WHEREAS, the District Board of Directors (“Board”) originally adopted an official Records Retention Policy on April 28, 2011; and

WHEREAS, the Board desires to supersede the District’s current Records Retention Policy and replace it with the Records Retention Manual attached hereto and incorporated herein by reference, pursuant to Government Code section 60201, subdivision (b)(2), which incorporates and builds upon the Secretary of State Local Government Records Management Guidelines dated February 2006; and

WHEREAS, the District General Manager, Department Heads, and District staff have reviewed the proposed Records Retention Manual and recommend its adoption; and

WHEREAS, the District’s General Counsel has reviewed and approved the Records Retention Manual, including all policies and retention schedules set forth therein, in accordance with the provisions pursuant to Government Code section 60200 et seq.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, find and declare that:

1. The Board hereby replaces the April 28, 2011, Record Retention Policy with the attached Records Retention Manual.
2. The General Manager, in consultation with the General Counsel, without further approval from the Board, shall authorize the destruction of District records in accordance with the retention periods set forth in the Records Retention Manual.
3. This Resolution shall take effect immediately upon its adoption.

On the motion of Director _____ seconded by Director _____ and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 22nd day of June 2023.

Kelly Dodds, General Manager

_____, Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent
Board Clerk

Douglas L. White,
District General Counsel

RECORDS RETENTION MANUAL



Approved: _____

Resolution No. _____

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INTRODUCTION

STATEWIDE RETENTION SCHEDULES

Through the adoption of Senate Bill 742 on September 7, 1999, the California Legislature added Section 12236 to the Government Code. Government Code section 12236, subdivision (a) states “[t]he Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state. The Secretary of State shall establish, publish, update, and maintain on a permanent basis, guidelines for local government records retention.” In a collaborative effort, the California Secretary of State’s Office and the City Clerks Association of California developed the Local Government Records Retention Guidelines, endorsed by the General Assembly of the League of California Cities, for use by local agencies throughout the State of California. The guidelines provide recommended periods of retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction.

The recommendation from the Records Management - Archives and Museum Division of the California Secretary of State’s Office, and the City Clerks Association of California to local agencies, was to adopt and incorporate the statewide guidelines into the local agency’s own retention policies and procedures. The recommendation is well-founded, as the statewide guidelines on their own are difficult to maneuver through and the minimum retention periods are often too short to satisfy the district’s need for administrative, operational, financial, or historical information presumed to be valuable for future reference material.

In developing this Records Retention Policy (“Manual”) for the San Miguel Community Services District (“District”), the District’s General Counsel utilized the following resources: (1) the Secretary of State’s Local Government Records Retention Guidelines, February 2006 (Appendix A); (2) the District’s current records retention policy and retention schedule; and (3) relevant statutory and regulatory sources including the California Government Code, California Code of Regulations, the United States Code, and the Code of Federal Regulations.

OVERVIEW OF RECORDS MANAGEMENT

One of the purposes for records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.

In today's litigious society, records management is more important than ever. In court, an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. In addition, an agency's failure to maintain records for the requisite statutory or regulatory period can subject the agency to evidentiary sanctions at trial. The agency's legal position in litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program does not cost—it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, email, bar code, and other related technologies cannot be adequately evaluated and cost-justified without a good records management program. Other benefits include:

- Space saving
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

To better understand the importance of a good records management program, this Manual establishes policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of District records, based on federal and state statutes governing public records; and, further, to ensure that a responsible program for records management is practiced within the District organization, serving the best interest of the District and its residents.

DISCLAIMER STATEMENT

This document was developed with as much forethought as possible to include every District record and document. A thorough review of this Manual was completed and approved by the Board of Directors, General Manager, General Counsel, Board Clerk, and in relation to specific departmental schedules, the appropriate Department Head. As with any document of this complexity, it is anticipated that there may be errors and omissions within its covers. It is presumed that this Manual, with its retention schedules contained therein, will need review or revision from time to time to include additional records or to keep current with changes in the laws governing retention periods and local policy changes.

Neither this document, nor the record descriptions, nor the retention periods provided herein, shall constitute acknowledgment of the existence or non-existence of any record. Neither this document, nor the record descriptions, nor the retention periods provided herein, shall constitute

the public's right to view, inspect, copy, or otherwise access the records listed herein. Rather, such access is governed by the California Public Records Act, the federal Freedom of Information Act, and other pertinent statutes and regulations governing public access to governmental records.

This document is intended only to assist the District in managing its records in a manner consistent with federal and state law. This document does not constitute District policy with regard to public access of the records listed herein.

The District makes no warranty of any kind regarding material and information identified in this document. The District shall not be responsible or liable for any inaccurate information, changes in document categorization or naming, or any errors or omissions which may arise from use of this document. The District shall not be liable for any actions taken or omissions made from reliance on any information contained herein from whatever source, nor shall the District be liable for any other consequences from any such reliance. While every effort is made to keep such information accurate and up to date, the District does not certify the authenticity of information that originates from third parties.

In the event that a record's retention is inconsistent with the Secretary of State's Local Government Records Retention Guidelines, retention provided by the Secretary of State shall govern.

GUIDELINES FOR USING THIS MANUAL

The Board of Directors, General Manager, General Counsel, and Board Clerk created, developed, and agreed upon the principles, guidelines, and procedures presented below and throughout this Manual. These are to be consistently applied throughout the organization to ensure the integrity of the District's records management system. Understanding the following principles and guidelines will enable the reader to handle documents and record-keeping procedures as the Manual was intended and, in doing so, will ensure compliance with state and federal laws.

What is a Record?

Records are discussed in this section of the Manual, governmental definitions are provided in full under Key References and followed by informal definitions (Key Terms), which are helpful in categorizing documents and understanding why various retention schedules were applied.

Original Record

For the purposes of this Manual, an "original record" includes the following: (1) original hardcopies; and (2) electronic reproductions that are fully legible in a medium that is a trusted system, and that does not permit modifications to the original hardcopy. (Gov. Code, § 12168.7, subd. (c).)

In the event that the original record is kept as an electronic reproduction, the following requirements must be met:

1. The device used to reproduce the record is one which accurately and legibly reproduces the original hardcopy thereof in all details and does not permit modifications to the original document images;
2. The electronic reproduction is made accessible to the public as the original hardcopies were; and
3. A true copy of archival quality is kept in a safe and separate place for security purposes.

Copies of Original Records

Copies of original records that are maintained by Department Heads, other than the Board Clerk:

1. May not be kept longer than the District's retention period set forth herein, unless instructed by the General Manager, in consultation with the General Counsel.
2. May not be destroyed at any time on or prior to the end of the retention period unless consented to by the General Manager, in consultation with the General Counsel.

Notwithstanding the provisions herein and in accordance with California law, the District is not authorized to destroy any records of any kind, for whatever reason, without written approval from the General Manager, in consultation with the General Counsel.

Non-Record

Materials not addressed in this Manual's retention schedule, nor in Secretary of State's Local Government Records Retention Guidelines, should be identified as non-records. If a non-record is retained as an integral part of a file or in conjunction with original records, it shall be retained in accordance with the appropriate retention schedule. As non-records are not retained in the normal course of business, they may be disposed of at any time. However, retention for these files should be at least two (2) years unless specific laws, decisions, or opinions would apply to the record series.

Non-records, such as transitory correspondence files consisting of correspondence, routine transactions, memoranda, or emails of short-term interest, which all hold no administrative, legislative, historical, legal, significant or lasting value, should not be kept in working files. Examples of transitory documents may be, but are not limited to, transmittal letters, forms or emails, requests for routine information or publications, announcements, acknowledgments, drafts, rough notes or calculations created and used in the preparation or analysis of other documents, and all other documents not requiring action by the receiving office. If the District has a document that is not transitory in nature, and is not addressed in this Manual's retention schedule, and the District believes that there are legal requirements, or that the record is essential

either for legal, historical, fiscal, or administrative value, then that series can be added in this Manual as part of the retention schedule by and through a resolution of the Board of Directors.

Electronic Mail (Email)

The definition of writings that constitute public records now expressly includes “transmitting by electronic mail.” Thus, the District and its employees are required by law to retain all electronic mail that is an official public record. Any electronic mail that: (1) relates or pertains to the formation or implementation of official public business, policies, and decisions; or (2) initiates, authorizes, or completes a transaction of official public business constitutes an official public record and should be retained in accordance with the appropriate retention schedule in conjunction with the original record it references. Otherwise, retention for electronic mail should be at least two (2) years unless specific laws, decisions, or opinions would apply to the record series.

In order to retain these records, the District must preserve the electronic mail message sent or received under the appropriate District file created for electronic purposes.

It is the District’s policy that District email and email systems are intended to be used as a medium of internal and external communication. District email systems are not intended to be, and may not be, used for the electronic storage or maintenance of District records. The email system, to function as intended, requires that employees regularly delete non-record communications from the system, and does not utilize the system as a record repository.

Email messages and attachments comparable to hard copy documents that would be retained pursuant to this Manual should be retained as follows: The document must be categorized in the appropriate record series and converted to the appropriate electronic format or printed in hard copy and retained for the required time period as outlined in this Manual’s records retention schedule. No matter what form in which the record is retained, proper procedures as outlined in this Manual must be followed prior to the destruction of any record. Routine email messages, comparable to telephonic communications, are deemed non-records. As such, they are not intended to be retained in the ordinary course of District business, and the informational content of such communications is neither necessary nor intended to be preserved for future District use or reference. This includes items in “received” and “sent” folders as well as any folders set up by individual users. Upon removal from the District’s email system, the non-records will be disposed of in the District’s ordinary course of business. An email is considered destroyed as soon as it has been deleted from a user’s mailbox, even though it is temporarily stored in the trash folder before being purged from the email system. Backup copies are for system restoration, disaster recovery, and are not designed to facilitate retrieval of deleted messages. Each email user will be trained in the application and implementation of this procedure. This procedure does not prohibit employees from maintaining temporary working files or folders to allow for quick reference to recent emails.

Record Keeping Responsibilities

The Board of Directors, General Manager, General Counsel, and Board Clerk shall each be responsible for future records management policy development and procedural implementation as follows:

Board of Directors – The Board shall approve, by resolution, all records management policies, changes to retention schedules, and any amendments thereto.

General Manager – The General Manager shall:

1. Periodically confirm that all departments comply with the records management policy;
2. Present to the Board of Directors recommendations for policy amendments; and
3. Perform the responsibilities of department heads listed below.

General Counsel – The General Counsel shall:

1. Review recommendations to the Board of Directors regarding amendments to records management policies, document retention schedules, or destruction of records;
2. Review and approve the Department Head's requests to dispose of records in accordance with this Manual's retention schedule;
3. Provide legal guidance to the Board Clerk in any review of, and amendment to, the retention schedule, in accordance with federal, state, and local regulations;
4. Notify the Board Clerk immediately of all document discovery requests or any other situations which may arise that would require the District to refrain from destroying records; and
5. Provide written approval or denial of each request for destruction of records related to original agreements, ongoing litigation, or litigation holds.

Board Clerk – The Board Clerk, or his/her designee, shall be responsible for the following:

1. In consultation with General Counsel, present recommendations to the General Manager for amendments to records management policies or records retention schedules;
2. Create, maintain, and distribute forms necessary to implement the records management program;
3. Supervise the destruction of records, ensuring that confidential records are destroyed by shredding;
4. Certify the destruction of records; and
5. Perform the responsibilities of department heads listed below.

Department Heads – The designated heads of each District department shall:

1. Create and maintain reliable and accurate filing systems to ensure the efficient maintenance, retrieval, and disposition of records under their control;
2. On an ongoing basis, identify records for destruction;
3. Ensure that no District records are destroyed prior the expiration of their required retention period or approval from the General Counsel; and
4. Submit requests to the Board Clerk for records management policy or retention schedule amendments.

Following receipt of written approval from the General Counsel, District records are authorized to be destroyed. Said destruction shall be witnessed by the Board Clerk or a designated representative. The Board Clerk shall maintain a file of approved destruction requests.

Records Pertaining to Litigation

District documents which qualify as “records,” but which pertain to pending, ongoing, or recently concluded litigation, are exempt from the retention periods provided in this Manual. All such records are maintained by the General Counsel, or his/her designee, or by the legal counsel retained by the District for such litigation.

Upon conclusion of the litigation, and following the General Counsel’s direction, such records may be returned to the District’s designated record-keeping department, at which time they shall be retained for such period as may be directed by the General Counsel. However, in no event shall such records be retained for a period less than the District’s retention requirement in this Manual’s retention schedule. If the records are not identified in this Manual’s retention schedule nor in Secretary of State’s Local Government Records Retention Guidelines, such records shall be maintained by the General Counsel, or his/her designee, for no less than two (2) years following the litigation’s conclusion.

In addition, should the General Counsel determine that it is legally necessary or prudent for records pertaining to concluded litigation to be maintained separately from other District records, the General Counsel may, at his/her discretion, authorize the following: (1) that such records be retained for a period longer than otherwise required; (2) that such records be retained by a person or department other than the designated Department Head; or (3) that such records be maintained confidential or subject to protective measures.

Destruction of District Documents

At least annually, each Department Head is responsible for reviewing all records in its custody. Records that have reached the end of their retention period are to be destroyed pursuant to this Manual’s retention schedule. Electronic versions of those records must also be deleted at the same time.

The Board of Directors, by adopting this Manual's retention schedule, authorizes Department Heads to destroy duplicate records less than two (2) years old, if the records are no longer required in accordance with adopted retention schedules.

All original records to be destroyed must be listed. Requests for the destruction of original records must be approved by the responsible Department Head and the General Counsel prior to destruction. A Request for Records Destruction/Certificate of Destruction (Appendix B, sample 1 at p. i) and listing of documents to be destroyed (Appendix B, sample 1 at p. ii), and copy of the appropriate page(s) from the records retention schedule shall be filed with the Board Clerk.

Note: Once authority has been received to destroy records, all forms of that record must be destroyed (or deleted): paper, microfilm/fiche, electronic format.

This section does not authorize the destruction of the following original records:

- A. Records affecting the title to real property or liens thereon;
- B. Records required to be kept by statute;
- C. Records less than two years old; or
- D. Minutes, ordinances, or resolutions of the Board of Directors.

The District has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Department Head, it shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites.

Updating Records Management Manual

To ensure that the list of records and retention periods are current and comply with the latest legal requirements, the General Counsel shall review and update the Manual every two (2) years. When revisions are necessary, the Board Clerk shall present a resolution to the Board of Directors authorizing the amendment(s) to this Manual.

Converting Hard Copy to Electronic Formats

Government Code section 60203 authorizes the conversion of hard copy materials and records onto other electronic mediums (i.e., burning CDs or DVDs or other format reasonably accepted within the industry, as may be determined by the Board Clerk from time to time) as long as the following conditions are met:

- (a) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in electronic data processing system, recorded on optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;

- (b) The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images; and
- (c) The reproductions are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

If the above conditions are met, the public official having custody of the records (Department Head) may convert the hard copy to a permissible electronic format and destroy the hard copy without the approval of the Board of Directors or the General Counsel, with the exception of those documents that are required to be kept permanently in their original format as outlined in this Manual's retention schedule.

After converting the hard copy materials into the approved electronic format, the department converting the hard copy to electronic format shall save the "original" electronic record in the designated location on the District's system and in the manner established by the Board Clerk, with prior approval from the Board of Directors.

INTRODUCTION TO RETENTION SCHEDULES

The following retention schedules are presented departmentally and in some cases by subject matter that may apply in several departments, in alphabetical order, and have been developed to ensure that legal, regulatory, fiscal, historical, and administrative retention requirements are met.

A. LEGEND

Immediately following this page is a legend of the initials, abbreviations, and symbols used throughout the retention schedules, as well as a listing of the various state and federal codes addressing records retention.

B. COMMON DISTRICT DOCUMENTS

The list of Common District Documents contains items found in almost every department. They are listed here as a convenience and to avoid the redundancy of listing them under every department.

C. DISTRICT'S RETENTION REQUIREMENT

Records listed in this Manual's retention schedule may have a recommended retention period that either mirrors or exceeds the state recommended retention period. Where the District's retention period is indicated, such staff recommendation shall control and all employees shall maintain responsive records accordingly. Where there is no District retention period indicated, the state recommended retention shall control. Where there is a statutorily required minimum retention period, the statute is listed for reference. **Remember, records cannot be retained less than the statutory minimum retention period.**

D. STATUTORY REQUIREMENT

The fifth column is helpful to the reader in understanding the legal basis for the specific lengths of retention, if applicable. While general government code sections can be found in this Manual under “References,” other statutes or regulations are record/document specific and the reader may wish to look those up.

E. RECORDS CAN BE ADDED TO THE SCHEDULES

From time to time, departments may create or find records in their departments that are not listed on the following pages. These can be added to the schedules, as this is not a “permanent” document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

Departments desiring to add or delete documents from retention schedules applicable to their respective departments shall prepare a memorandum signed by the Department Head, General Counsel, and Board Clerk identifying the (i) records series title; (ii) state minimum retention period; (iii) District’s retention period (if greater than state minimum); (iv) statute or regulation (if applicable); and (v) description of the record or records series. The Board Clerk will present revisions to this Manual’s retention schedule to the General Manager, as needed. Upon the approval of the General Manager, the Board Clerk, in consultation with the General Counsel, shall present a resolution to the Board of Directors authorizing the addition or deletion of documents from their respective retention schedules.

LEGEND & CODE ABBREVIATIONS

LEGEND

Active (AC)	=	The period of time that a record has yet to fulfill its administrative, fiscal, and/or legal function/purpose.
Adoption (AD)	=	That point in time which a record, document, proposal, plan, or amendment is approved and given operative effect.
Affordability Period (AP)	=	The period of time during which assisted property is encumbered by rent and occupancy restrictions/covenants
Audit (AU)	=	The effective date of the annual audit (i.e., June 30). This term will generally be used in connection with financial documents.
Closed/Completed (CL)	=	The point in time which there is no further work to be done in connection with the task, project, or subject matter of the record.
Current (CU)	=	A record is current throughout the calendar year in which it was created.
Date of Birth (DOB)	=	Date of Birth
Election (E)	=	Election shall mean the election for which the materials were created.
Life (L)	=	The period of time during which a record or document has administrative, fiscal or legal significance or effect.
Permanent (P)	=	Records that are required to be kept in perpetuity, usually identified by statute or other written guidance.
Repayment (R)	=	The full repayment of funds previously borrowed or owed to the District.
Supersede (S)	=	The point in time in which a record is replaced or made obsolete, useless in favor of a new record.
Termination (T)	=	The point in time constituting the end, conclusion, resolution, or decision not to continue a policy, condition or relationship.
Original may be stored electronically (☼)	=	A document which may be reproduced and stored electronically as the original record in compliance with Government Code section 60203. Following electronic conversion, the original hardcopy may be destroyed upon approval of General Manager or General Counsel.

CODE ABBREVIATIONS

B&P	=	California Business & Professional Code
CAC	=	California Administrative Code
CCP	=	Code of Civil Procedure
CCR	=	Code of California Regulations
CEQA	=	California Environmental Quality Act
B&P	=	Code of Federal Regulations
EC	=	California Elections Code
GC	=	California Government Code
H&S	=	California Health & Safety Code
HUD	=	Housing and Urban Development
OSHA	=	Occupational Safety & Health Agency
PC	=	California Penal Code
POST	=	Police Officers Standards Training
CFC	=	California Fire Code
USC	=	United States Code
WIC	=	Welfare & Institutions Code

COMMON DISTRICT DOCUMENTS

Items listed below can be found in almost every District department. The assigned retention period for any particular item is the same, regardless of the department in which it resides. Retention periods are calculated in years, unless otherwise noted. By listing the frequently occurring documents here, they need not be listed individually under each department. Further, most of the listed items refer to copies. However, a reader interested in learning the retention period for an original is encouraged to check the retention schedule of the Primary Record-Keeping Department. If no department is indicated under the Primary Record-Keeping Department column, there is no department for that item.

Subject/Item	Retention Period	Primary Record-Keeping Department
Accounts Payable	AU+4	Finance
Admin. Policies	S+2	General Manager's Office
Agreements/Contracts (includes leases, service, equip., & supplies)	P	Board Clerk's Office
Audio and Video Recordings – Board & Committee Meetings	90 days	Board Clerk's Office.
Awards/Certificates (departmental)	CU+3	General Manager's Office
Bids, RFPs, RFQs - Successful	AU+5	Finance/Board Clerk
Bids, RFPs, RFQs - Unsuccessful	CU+2	Finance/Board Clerk
Brochures, publications, newsletters	S+2	Board Clerk
Budget Files (Departmental Work Files)	AU+2	Finance/Board Clerk
CEQA Documentation	P	General Manager's Office
Chronological/Miscellaneous Correspondence files (departmental)	CL+2	Board Clerk
Legislative Body Agendas	CU+5	Initiating Department (Board of Directors, Committees, etc.)
Legislative Body minutes	P	Board Clerk's Office
Legislative Body staff reports	CU+5	Initiating Department (Board of Directors, Committees, etc.)
Board communication	CU+3	
Board staff reports (copies)	CU+2	Board Clerk's Office
Closed Session confidential memos	AC+2	General Manager's Office
Conflict of Interest Statements (includes FPPC Annual Filing)	CU+7	Board Clerk
Departmental personnel files of employees transferred to another dept.	Transfer Date +2	General Manager's Office
Departmental personnel files of terminated employees (copies)	T+2	General Manager's Office
Fee Schedules	CU+2	
Grant Files (subject to grant requirements)	CL+4	
Grants – CDBG	P	
Litigation Hold Notices	CL+2	
Material Requisition Forms (copies)	AU+4	Finance

Common District Documents Continued...

Subject/Item	Retention Period	Department/Division (or Comments)
Cash Receipts (MCRs) (copies)	AU+4	Finance
Miscellaneous correspondence, if not attached to a working file (non-record)	CU+2	Non-records retained as an integral part of a file or in conjunction with original records shall be retained in accordance with the appropriate retention schedule
Resolutions/Ordinances	P	Board Clerk's Office
Operating Budget document (copies)	S+2	Finance (Department Reference)
Operating Budget working files	AC+2	Finance (Department Reference)
Payroll Printouts (copies)	AU+4	Finance
Payroll Timesheets (copies)	AU+6	Finance
Payroll Adjustment Forms (copies)	AU+4	Finance
Policies & procedures (departmental)	S+5	
Purchase Orders (copies)	AU+2	Finance
Reimbursement Forms & Receipts (copies)	AU+4	Finance
Safety Committee files (copies)	CL+2	Risk Management
Telephone message pads/logs	CU+5	
Travel reimbursement (copies)	AU+2	Finance

DEPARTMENT SCHEDULES

General Counsel's Office

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement (if applicable)	Description
Case Records	T+2				Logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, and litigated investigation files
Confidential Incident Reports	CL+2				
Fair Campaign Political Practices Commission Opinions and correspondence	CU+5	CL+5	☼		
Formal Written Correspondence	CL+2		☼		If not attached to agreement or project file.
Foreclosures	P				(i.e. •Home improvement loan defaults, trustee sales, notice of liens)
General Research Project Files	CL+2		☼		May include request forms, background materials, staff reports, final project reports and supporting data
Labor Grievances	CL+2				Grievance filed by employees, supporting documentation; labor arbitration, all other cases related to MOUs
Legal Advertising	CU+4	CL+4	☼		Includes public notices, legal publications
Non-Litigated Investigation Files	CL+2				Potential claim files, civil claims files not resulting in litigation, any other investigation records not resulting in litigation
Personnel Action Files	T+2				Disciplines, grievances, terminations
Public Records Requests for Information	CL+2		☼		
Settlement Agreements	P		☼		Final settlement agreement managed as a separate record. Closure occurs at fulfillment of terms

Board Clerk's Office

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
ADMINISTRATIVE					
Annexation case files	P		☼	GC 60201(d)	Reports, agreements, public notices, correspondence
Applications for commissions, committees	CL+2				Candidates not selected
Applications for commissions, committees	T+5				Candidates selected
Assessment Districts	P		☼		Includes Engineer's Report, staff report, roll, etc.
Bylaws	P		☼		District's birth certificate
Certifications/Declarations (copies)		CU+2	☼		Copies used as samples; originals are presented or mailed
Board Clerk's budget binder (copies)	S	S+2			Copies of invoices, requisitions-by various accounts for departmental reference only
Contracts and Agreements Excl. Capital Improvements	T+5		☼	CCP 337.2	Leases, equipment, services, supplies
Contracts and Agreements Including Capital Improve	CL+10		☼	CCP 337.15	Construction, reconstruction, modifications, upgrades; particularly CIP projects
DMV Correspondence	CU+2		☼		If not attached to agreement or project file
Litigated cases		CL+2	☼	GC 60201(d)	Court documents/agreement re: final actions/settlements (received from legal counsel after disposition)
Maintenance Districts	P		☼	GC 60201(d)	Original documentation
Chronological/miscellaneous Correspondence	CU+2		☼		Originating department & not a part of an agreement or project file
Proclamations copies	CU+2		☼		Originals are presented in person or mailed
Proofs of Publication (Notifications and Publications)	E+2				Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Public Records Act requests	CL+2		☼	GC 60201(d)	
Subject files, generally	CU+2	CU+10	☼		May have research value
Subpoenas		CL+2	☼	GC 60201(d)	
Summons		CL+2		GC 60201(d)	

Board Clerk's Office Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Recorded Documents	P		☼	GC 60201(d)	Original documents with Stanislaus County's recorded information, & our unique tracking number
Recorded Documents Correspondence files with Stanislaus County Recorder	P		☼	GC 60201(d)	District's evidence of documents submitted and those never returned
BOARD OF DIRECTORS					
Affidavits of Posting Ordinances	P		☼		
Ordinances (Active)	P		☼	GC 60201(d)	Supplements included
Ordinances (Repealed/invalid/unenforceable)		T+5	☼	GC 60201(d)	May be destroyed five years after repeal or date the ordinance became invalid or unenforceable.
Resolutions	P		☼	GC 60201(d)	Original legislative actions for the Board and all Committees
Tapes – audio/video		CU+30 days	☼	GC 54953.5(b)	Tapes, discs, or other media recordings of Board meetings.
Studies and Reports (adopted)	CL+2				
ELECTIONS					
Ballots - Prop 218 (Assessment Districts)	CL+2			GC 53753	
Canceled affidavits of registration		E+5	☼	EC 17000	Original may be digitized and destroyed following the first general election after the date of cancellation
Code of Fair Campaign Practices	30 days	T+4		EC 20442	Form is kept with office holder's campaign files
Election Work Files	CU+2	CU+5			Except papers with historical value; remove and retain
History	P		☼		Historical value: resolutions, canvass, sample ballot, precinct map, staff reports, costing memo
Materials used in conducting elections	E+6 mos.			EC 17302, 17304, 17306, 17503, 17505	Voted ballots, vote by mail and provisional ballot voter identification envelopes, spoiled ballots, canceled ballots, unused vote by mail ballots surrendered by the voter, ballot receipts, tally sheets (two), roster, challenge lists, assisted voters' list, ballot cards, precinct officer & polling place appointment records
Nomination papers	T+4			EC 17100	
Notices & Publications	E+2	CU+5			Proofs of publication & posting, notices, etc.

Board Clerk's Office Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Petitions: Initiative, Referendum, Recall	8 mos.			EC 17200, 17400	After certification of election or if no election is held 8 months after the clerk's final examination of the petition
Roster and Voter Lists	E+5			EC 17300	
FPPC FILINGS					**May be digitized and destroyed after 2 years
Statements of Economic Interest	T+7		☼	GC 81009(e)	Form 700 (and outdated 721)
Director campaign statements (Elected Officials)	P		☼	GC 81009(b)	Including committees supporting the officeholder or candidate
Director campaign statements (not elected)	CU+5		☼	GC 81009(b)	Including committees supporting the officeholder or candidate
Campaign statements for all other officials	CU+7		☼	GC 81009(c)	Council filing as candidates for higher office
Misc. reports or statements received by the Board Clerk	CU+4		☼	GC 81009(f)	
FPPC Forms 801 & 802	T+7		☼	GC 81009(e)	Forms published online to remain on District website for 4 years
MISCELLANEOUS					
Certificates of Insurance (General)	AC+4		☼	CCP 339	General certificates of insurance in connection with goods and services
Certificates of Insurance (construction related)	CL+10		☼	CCP 337.15	Certificates of insurance related to capital improvement projects or other district construction projects
Board Member Biographies/ Photographs	CU+2	P	☼		Board members, present and past; Photos of past board members (historical value)
Performance, Surety Bond Documents	CL+10			CCP 337.15	Original documents to be retained for 10 years after completion of improvement(s)
Newspaper Articles - copies	5	CU+5	☼		Community news articles submitted to Board and filed
OPTICAL PROGRAM - Laserfiche					
Records destruction document	P		☼		When the final disposition of records is done by Board resolution
Retention Schedules	S+4		☼	CCP 343	Contained in the Records Management Manual
Records Mgt. Manual	S	S+4	☼	CCP 343	
Transmittals regarding materials for storage	CU+2	Life of box	☼		Transmittal forms submitted by department indicating materials currently stored

General Manager's Office

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
ADMINISTRATIVE					
Administrative Policies originals	S+2	S+5	✻		All Board administrative, departmental policies & procedures
Calendars - District	CU+2		✻		Board, General Manager's, building -scheduling of meetings, appointments, events, room reservations
Complaints	CL+2		✻		Residents' complaints to the General Manager or Board Clerk's Office
Conference/Travel arrangements	CU+2		✻		Registration for hotel, conferences, travel arrangements, reimbursement travel reports, etc.
Correspondence	CU+2	CU+6	✻		Departmental incoming mail
Documents Distribution Log	CU+2		✻		Tracking system for incoming documents from Board Clerk and other departments for Board, GM, and General Counsel signatures.
Project Files	CL+2		✻		Current projects, i.e., Historical Districts, Non-Profit Foundations, etc.
Public Records Act Requests	CL+2		✻		Copies or requests for public records received from Board Clerk's office.
Reports - departmental	CU+2	CU+6	✻		Special, routine, or status reports created within the General Manager's office, including supporting documentation (non-agenda related)
Subject Files –general and miscellaneous	CU+2	CL+3	✻		General Manager's internal working regular files/project files on going for future references, including correspondence.
Transmittal for materials for Destruction & Storage	5	P	✻		Originals to Board Clerk to accompany boxes of materials for storage and/or destruction.
Work Order Requests	CU+2		✻		Requested work to be done by the various District departments
BOARD OF DIRECTORS					
Closed Session reports	P		✻		Confidential reports prepared by various departments for Board closed session meetings
Community Meetings, Event Documents	CU+2		✻		
Framed - Awards, certificates, Resolutions		CU+6	✻		Awards presented by sponsors, community, legislators, etc.

General Manager's Office Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Cellular Telephone Invoices (originals)	AU+2	AU+4	☼		
Petty Cash Receipt Book and Demands	AU+2	AU+4	☼		
Proclamations, Certificates, awards	S+2		☼		Those presented by the Board to the public
Resolutions of Commendation	P		☼	GC 60201(d)	Originals presented and submitted at Board meetings, events, picked up, or mailed
Reports to the Board	CU+2	CU+6	☼		General Manager's reports to the Board on projects, updates, etc.
<i>FINANCIAL</i>					
Budget adjustments, journal entries	AU+2				Account fund transfers. Originals sent to Finance for processing
<i>LEGAL LEGISLATIVE</i>					
Legal Opinions	AC+1	CL+7	☼		Confidential correspondence from attorneys.
Legislation	CU+2	CU+6	☼		Bills passed affecting the District
<i>MISCELLANEOUS</i>					
History File	CU+2	P	☼		Historical value: books, booklets, photos, etc.
District Newsletters & Past Times	S+2	P	☼		Historical purposes
Media Relations	CU+2		☼		Includes cable, newspaper, radio message boards, and presentations

Engineering

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Adoption of Building & Fire Code	CU+2	CU+10			Working file re adoption of building/fire codes: includes staff reports, memos, publications, etc.
Agreements/Contracts 1. Executed 2. Unsuccessful bidders	T+5 CU+2			CCP 337.2, 343	
Annexation File - General	P		☼	GC 60201(d)	General correspondence; request for annexation; approved notices/correspondence from County of San Luis Obispo
Assessment Districts	CU+2	CU+10			
Base Maps	P		☼		Cross-section of roads, streets, rights-of-way, tract #, addresses
Benchmark Data	CU+2	P	☼		Elevation points different locations throughout the District; horizontal and vertical control
Bridges - General Inspections/Seismic retrofit inventory form	L	P	☼	GC 60201(d)	Life of structure. Includes intersection, sidewalks, bridges and overpasses
Building Activity Report	CU+2	CU+10	☼		Staff reports of projects and building status
Caltrans - General/Annual streets & roads mileage data report/ Freeway HOV		P			Dept. of Transportation. General correspondence between District & Caltrans; proposed truck routes
Lane/Nation Freight Corridor Study/Sound Wall/ Freeway ramps		P			Street system; data; staff reports; notices
Caltrans - Freeway maintenance		P			Dept. of Transportation - District's maintenance of Caltrans's facility
Certificates of Compliance	L				Certificate of Compliance which affect real property
CIP & Building Activity Report	CU+2	CU+10			Staff reports of CIP projects and building status
CIP Plans		P	☼		Drawings of construction including CIP (i.e., streets, sidewalk, curbs, gutters, storm drains, etc.)
Construction Tracking Daily	CU+2	CL+5	☼	CCR 337.15	Daily tracking of field construction
Fee & Charge (revenue)	CU+2	CU+10	☼	GC 60201(d)	Engineering fees/schedules
Grant of Easement - Miscellaneous	P		☼		Approval of various grants of easements
Plan Reviews - Maps, Plans, Drawings, Exhibits, Photos	L		☼	GC 60201(d) H&S 19850	Life of structure; Zoning, tentative map, parcel map, aerial photos, specific plan, utilities

Engineering Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Soil Reports	P		✿		Final report
Street Vacations, Easements, Dedications	P		✿	GC 60201(d)	Relinquishment of right-of-way
Surveys	P		✿	GC 60201(d)	Recording data & maps; corner records; locate property corners/monuments; centerline ties

Finance

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
1099s	AU+4	AU+5			
NP (Warrants) Registers	AU+2	AU+4		GC 60201(d)	Register of Warrants/Demands
NP Backup	AU+2	AU+3			Invoice and check copy
Accounts Payable (Voided Checks)	AU+5				
Accounts Receivable (Billing and Backup)	AU+2	AU+4			
Accrued Leave Reports, Payroll Records	AU+4				
Accounting Documentation/Journal Entries/Posting Reports	AU+2				
Adopted Budget	CU+10				
Annual Street Report	CL+2	AU+10			Annual financial report, generally
Armored Transport Receipts	AU+4				
Assessment Delinquency Files		CU+4			
Assessment District Records		P	☼		
Assessment Payoffs		AU+2			
Audit Proposals		AU+3			3 years past end of contract
Audit Work papers		AU+2			
Audit Information (internal & external reports)	AU+2				Internal/External reports
Bank Statements	AU+2	AU+4			Statements & summaries for receipts
Bank Reconciliations	AU+2	AU+5			Disbursements & reconciliations
Banking Agreements	P	L+4	☼		
Bond Authorizations & related Public Hearing Records	P	L+4	☼		
Bond Indentures/ Official Statements	CL+10			CCP 337.5	
Budget Transfer Requests	AU+2	AU+3			
Budget Work Files	CU+2	CU+3			
Business License Application/License	P	T+4	☼		
Business License Related – Miscellaneous	T+4	AU+3			
Business License Renewals	T+3	T+4			

Finance Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Checking accounts/ Reimbursements	AU+5	AU+2	☼	26 CFR 16001-1	Copies of checks and reimbursement of General Liability and Workers' Compensation. Checking account originals and bank reconciliation in Treasurer's Office
Comprehensive Annual Financial Report - all agencies	AU+7	AU+15	☼	GC 60201(d)	
Contracts	AC+4			CCP 337	After completion/termination of contract
County Paid/Unpaid Reports	P		☼		
Deductions Authorizations	T+3				Salary record
Deferred Compensation Statements	T+5				Records of employee contributions and District payments
Demand Checks	AU+2	CU+5		CCP 337	Copies of checks issued (payment of services/goods)
Deposit Slips/Receipts/ Correction Notices		AU+2			
Disposition of Surplus Personal Property/ Authorization		AU+2			Surplus property disposal
Disposition of Surplus Real Property/ Authorizations		P	☼		
Employee Payroll Records	T+3	AU+4		29 CFR 516.5 29 USC 436	
Facsimile Signature/ Signature Cards	S				
Federal& State Employment Tax Records	AU+5			26 CFR 31.6001-1	
Fee Studies	S	S	☼		
Fiscal Agent Reports - Monthly Reports	CL+6				6 years past life of the debt
Fiscal Agent Reports - Summary of Year	CL+6				
Fixed Asset Records	AU+4	AU+4			Inventory
GANN Limit Calculations and Resolutions	P		☼		
Grant Files	AC+2	L+4			Destroy 4 years after life of grant ends
Insurance Reports	CL+7				Accident reports and related records (Risk Management)
Investment Purchase/Trade Details	L+2				2 years after expiration of investment

Finance Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Labor Distribution	AU+3				
Lease/Purchase Agreements	T+5			CCP 337	
Miscellaneous Budget Correspondence	CU+2				
Miscellaneous/Various Spreadsheets & Work Files	CU+2	CU+5			
Pass Through Agreements/ Related Records	T+4				
Payroll Check & Direct Deposit Registers	T+3			29 CFR 516.5	
PERS Employee Deduction Reports	T+4			CAC 22-1085-2	
PERS Retirement Reports	T+4	P	☼		
Printing Charges		AU+2			
Printing Requests		CU+2			
Proof Lists		CU+2			
Proposed Budget	CU+2				
Purchase Orders	AU+3	AU+5			Journals AP/AR
Quotations	CU+2				
Records of Appropriation Increases/Decreases		CU+2			
Remittance Data (UUT, Tow, Transfer Tax, Parking, Etc.)		CU+2			
Requests for Proposals/Bids/Notices	AU+5				After life of asset or end of service contract (successful RFPs only)
Unaccepted Bid Proposals		CL+2		GC 60201(d)	
Requisitions (Stores)	CU+2	AU+5			Completed forms for ordering
Retirement Plan Agreements, Amendments	P		☼		
Revenue Receipts including Daily Revenue Packets	AU+4				
Sales Tax Agreements/Related Records	P		☼		
Sales Tax BOE data-review program	CU+2	CU+5			
Sales Tax Franchise Tax Board (FTB) data for review program	CU+2	CU+5			

Finance Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
State and Federal Grant Materials	CL+5	L+5			Destroy 5 years after life of grant ends
State Controller's - Report of Financial Transactions	P		☼		
Stop Payment Notices	CU+2	CU+5			
Time Transaction Reports- Payroll Copy	CU+2	AU+6			Employee timesheets
Timesheets- Department's Copy	CU+2	AU+6			Employee timesheets
Treasurer's Quarterly Investment Report	P		☼		Investment transactions
Utility Billing Pre-authorized Payments (PAP) Records	CU+2				
Utility Tax Exemption Related Records	CU+3	AU+3			Taxes receivable
Voluntary Deduction Reports	T+6	T+3			Salary records
W-2s	AU+4			GC 60201(d) 29 CFR 6001.1(e)(1)	4 years after tax is due or 4 years after tax is paid, whichever is later
W-9's	CU+6				

Fire Department

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Apparatus/Vehicle	CU+2	T+2			Repair and Maintenance
Arson Investigations - Evidence	P	P		PC 799	Homicide
Arson Investigations - Evidence	CL+6	CL+6		PC 800	Great bodily harm/injury; inhabited structure or property
Captain's Log	CU+2	P	☼		Fire Station Journals: activities, personnel, engine company--historical
Disaster - Major Event Log	2	P	☼		
Emergency Operations Guidelines	AC	S+2			Active until revised.
Employee Records	T+1	T		29 CFR 1602.14 29 CFR 1627.3 CCR 1174	Then transferred to Human Resources
EMS/Liability Reports	CU+2	CU+4			
Equipment & Supplies Inventory	CU+2	CU+3			
Exposure - Personnel	T+1	T+2		29 CFR 1910.1020	Laboratory reports and worksheets, sampling results, collection, methodology, background
Fire Code Books	S+3	S+5			Include OPS manuals
Fire Dept. Staff Reports	CU+2	P	☼		Includes supporting documentation
Fire Equipment/Gear Logs	CU+2	CU+3			
Fire Station Construction and Acquisition	P	P	☼		Construction and acquisition, generally
Fumigations	CU+2	CU+2			Pest control, generally (pesticide applications, inspections & sampling, documents)
General Information	S+2	S+2			Brochures, publications, newsletter, bulletins
General Operations Guidelines	CU+2	S+2			Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Hazardous Materials-Storage Permits	CU+2	CL+2		CAL OSHA; 40 CFR 122.21	Departments consistently recommend permanent retention of environmentally sensitive materials
Hazardous Materials-Underground Storage Tank (Compliance Maintenance & Operation)	CU+2	P	☼		Location, installation, removal, remediation, storage
Incident Reports	CL+7	CL+7		12 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)

Fire Department Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Inspections - Fire Prevention	CL+3	CL+3			Alarm/sprinkler systems, prevention efforts
Mutual Aid Strategic Plans	S+2	S+3			
OES Strike Team Reimbursement		CU+2			
Patient Care Reports		C+7			
Personnel Training Records	T+2	T+5			Paperwork documenting officers internal and external training
Staff Logs	CL+3	CL+55	☼	CCP 338, 340.5	Dispatch and daily logs
<i>EMERGENCY MANAGEMENT</i>					
State Homeland Security/Federal Grants (successful & unsuccessful)	CU+3				Grants, such as; SHSGP 01, SHSGP 02, SHSGP 03 Part 1, SHSGP 03 Part 2, SHSGP 04, SHSGP 05, SHSGP 06, SHSGP 07, and SHSGP 08
State Grants & Awards (successful & unsuccessful)	CU+2				Applications, approvals documents, financial records, supporting documents, and other pertinent records

Fleet

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Air Pressure Tank Permits	AC+2	AC+3			Retain 3 years after expiration of permit
Diesel Fuel Return	P		☼		Quarterly Return, original Government Entity Diesel Fuel Tax Returns and underground storage tank fees
DMV - Certificates of Title	L+2			VC 9900	Titles transfer when vehicles are sold – kept in Finance Vault
Fuel Customers	CU+2	CU+5		CCP 337	Computer print-outs with attachments
Fuel Delivery Receipts	CU+2	CU+5		CCP 337	Fuel receipts
Fuel Information	CU+2	CU+5			Correspondence, information on diesel, natural gas & propane
Fuel Inventories	AU+3				
Fuel Miscellaneous	AU+3	CU+5			Information on fuel controller and site preparation
Fuel Ordering	CU+2	CU+5			Information, forms, Proof of Insurance
Fuel Records & Logs	AU+3				
Identifications (Pink Slips)	L				Retain for life of the equipment or at least 2 years, whichever is later
Inventories	CU+2	S			Destroy when no longer relevant plus 2 years
Maintenance/Repair Records	L				Keep records for life of equipment or at least 3 years, whichever is later
Operating Instruction Manuals	L				Keep for life of equipment or at least 2 years, whichever is later
Other Agency Rate Information	CU+2	S	☼		Destroy after 2 years or when superseded, whichever is later
Smog Certificates	CU+2	S			Destroy when superseded or after 2 years, whichever is later
Tire Records	CU+2	S			Destroy when superseded or after 2 years, whichever is later
Vehicle Information	L+2	CU+5			District fuel reports
Vehicle Inspection Records	CU+2	L			Destroy after life of vehicle or after 2 years, whichever is later

Human Resources and Risk Management

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
<i>ADMINISTRATION</i>					
General Subject Files	CU+2	CU+5	☼		Internal working files including correspondence
Department Reports	CU+2	CU+5	☼		Non-Agenda related, includes supporting documentation
Human Resources Dept. Correspondence	5	AC+5	☼		If not attached to agreement or project file
Human Resources Project Files	CU+2	CU+3	☼		May include reclassification studies, salary surveys
Travel Records	AC+2	P	☼	GC 60201(d)	
<i>LIABILITY CLAIMS</i>					
Claims Against the District	CL+5	CL+2		GC 60201(d)	Paid/denied (damage claims only)
Loss Runs	CU+2	AU+10	☼		General Liability and Workers' Compensation loss history. Monthly reports
General Liability Claims	CL+5	CL+2	☼	GC 60201(d)	Personal injury, property damage, paid and denied.
General Liability Lawsuits	CL+5	CL+2	☼	GC 60201(d)	Personal injury, property damage
Self-Insurance annual reports		P	☼		State mandated annual reports relating to workers' compensation claims
<i>WORKERS' COMPENSATION</i>					
Workers' Compensation Claim files	CL+5		☼	8 CCR 15400.2 LC 6410	Work-related injuries. Claim file including medical reports, payments and WCAB Awards
Workers' Compensation Claim Log	CL+5		☼	8 CCR 14300.33, 15400.2	Injury claim log including employee name, date of injury, etc. (Form 300)
Workers' Compensation Employee Calendars	CL+5		☼	8 CCR 15400.2	Individual employee calendars for tracking time off work and modified duty assignments due to a work-related injury
Workers' Compensation accident appeals	CL+5		☼	29 CFR 1904.2; 29 CFR 1904.6	Injury investigations to determine preventability
<i>EMPLOYEE RECORDS</i>					
FMLA/CFRA Records	CL+30		☼	FMLA 1993 US OSHA; 29 CFR*	May include family leave; certifications; tests; *1910.20; 29 CFR 1602.30.32; 49 CFR 193-9
Permanent Employment Records for current and terminated employees: full-time and hourly/part-time	T+2	T+5	☼	29 CFR 516.6(2); 29 CFR 1602.4	Includes employment history; Personnel Action Forms; application; evaluations; benefit enrollment and change forms; classifications; disciplinary actions; terminations

Human Resources and Risk Management Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Non-Permanent Employment Records for current and terminated employees: full-time and hourly/part-time	T+2	T+3	☼	29 CFR 1627.3, 1602.30.32, 1607.4, 655 et seq., 516.6 et seq.; LC 1174; 45 CFR 10686(a)	May include: Release Authorizations; reassignments; outside employment; commendations; Oaths of Office; fingerprints; ID cards, arbitration, complaints, union requests, civil rights, sexual harassment, reclassification studies, departmental transfer files *
Disciplinary matters re: sworn employees	T+5		☼	PC 832.5(b)	These matters kept separate from regular personnel files. If discipline is upheld, then placed in personnel file
Background Files - Applicants Not Hired	AC+2				Background information on applicants (includes poly/psych results)
Background Files - Terminated Employees	T+2	T+3	☼		Background investigation - PD keeps their own background files, HR only keeps reference check materials.
INSURANCE					
Benefit plan claims	P		☼		State disability, life, long term disability (paid and denied)
Bonds, Insurance	P		☼	CCP 337.2, 343	Bond and insurance policies insuring District property and other assets
Liability Insurance	AC+2	P	☼		Includes policies, applications
Property Insurance	AC+2	P	☼		Includes policies, applications, property schedules, etc.
Joint Powers Agreements	AC+ 2	P	☼		JPA Agreements
Contracts	AC+2	P	☼	29 CFR 1627.3(b)(2)	Life, LTD, Liability, Excess Workers' Compensation, Property, Data Processing
LEGAL LEGISLATIVE					
Case Records, including grievances	CL	CL+10	☼	42 USC 1983	*Closed+10 and after termination of both parties. Includes hearing transcripts; Final Determinations
Legal Opinions (Risk Management or contracted counsel)	S+2		☼		Confidential
PERSONNEL					
EEOC Reports	CU+3		☼	29 CFR 516.5, 1627.3(2)	EEOC 2-year reports based on affirmative action forms
Employee Benefit Plans	S+2		☼		General Employee Information regarding benefit plans, includes open enrollment notices

Human Resources and Risk Management Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
I-9 Forms/Employment Verification forms	T+1	T+3	☼	8 CFR 274a.2 (b)(2)(i)(A)	INS Regulations
MOU Negotiation	P	Life of Union Relationship	☼		Contracts and Memoranda of Understanding
Recruitment	CL+3			29 CFR 1602, 1607; USC 2000(e)-8, 2000c-12	Applications, resumes, alternate lists/logs, indices; examination materials; examination answer sheets; job bulletins; eligibility; electronic database, reference checks, affirmative action forms
Tapes (audio) Meet and Confer	CU+2	Life of Union Relationship	☼		
<i>SAFETY AND LOSS PREVENTION</i>					
Departmental Reports	CL+5		☼	OMBS 1220-0029:29 CFR 1904; 8 CCR §14300.33	Federal OSHA, CAL OSHA, Loss Analysis Reports, Safety reports, Actuarial reports
Recognition Programs	CL+2		☼		Criteria, awardees, sponsors
Vehicle Accident Review	CL+5			PC 832.5	Investigation of employee-involved vehicle accidents and actions
Safety Training Records	CU+2		☼		Class training materials, sign-in sheets, handouts, etc.
Safety Committee	CU+2		☼	29 CFR 1904.2, 29 CFR 1904.6	Member lists, minutes, agenda, information materials, reports
Uninsured Loss claim files	CL+2	CL+5	☼		District property damage and recovery

Information Technology

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
<i>ACCOUNTS PAYABLE</i>					
AP backup with original telephone invoices	AU+4				Demand copy and original telephone invoice details
Electronic copies of Invoices (file on server or CD from vendor)	CU+2	CU+5			
<i>ADMINISTRATIVE</i>					
Contracts (copies)	CU+2	T+5			After completion and termination of contract for IT services
<i>PURCHASING</i>					
Purchase Orders (copies)	CU+2	AU+5			Departmental copies of purchase orders with backup detail
<i>DATABASE/ELECTRONIC FILES</i>					
Fiscal year archives of cellular records	AU+2				Monthly supporting documentation in Access Database, archived at the end of each fiscal year
Data Tapes backups	90 days				Tapes of daily backups

Public Utilities

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
ADMINISTRATIVE					
Applications	CU+2				
Reports & Studies	CU+2				
Correspondence, memos, letters	CU+2				
Equipment Manuals	AC+2				Keep as long as manual is current and pertinent to equipment
Grants	L+2				Maintain for life of the grant plus 2 years
Legal Issues/Claims/Lawsuits	CL+2				Dept. may destroy 2 years after close of litigation or claim
Logs	CU+2				
Photographs, Department/District Related	CU+2				
Work Orders/Service Orders	CU+2				
FINANCIAL					
Billing Documents & Receipts	CU+2				
Capital Project Records	L	P	☼	GC 60201(d)	Retain for life of structure
Invoices, Demands, Requisitions, Purchase Orders (copies)	CU+2				
Reports, Financial	CU+2				
Requests (CC&Rs)	CU+2				
COMMUNICATIONS					
Contract Administration	AC+2	T+3			Until contract termination; 3 years after termination
Reference Information, Other Agency	CU+2	S	☼		Destroy after 2 years or when superseded, whichever is longer
Regulations & Policies	CU+2	S+2	☼		Destroy after 2 years after being superseded
Special District Reports & Studies		P	☼		Permanent for research and historical value
Cal OSHA	AC+5			8 CCR 14300.33	Citations - Permits to operate liquefied petroleum gas tanks and air pressure tank
DMV Pull Program Department of Motor Vehicles	CL+7			CA 91009; 8 USC 1324(a)	Employee's driver license Information
Health & Welfare	CU+12		☼	40 CFR 141.91	Annual water quality reports
Lead and Copper Testing	CU+12		☼	40 CFR 141.91	Water testing chemical analysis
Storm Water Permits	P		☼	40 CFR 122.28	Annual storm water reports and lab results
Vehicle Reports	S	CU+10	☼		Smog and yearly inspections

Public Utilities Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
<i>SOLID WASTE MANAGEMENT</i>					
District Master Plans		P	☼		Permanent for research and historical value
Program Reference Information	T+2	T+3			
Recycling Program Documents	S+2	S+3			
Receipts & Contractor Logs; Daily Reports and Logs	CU+2	CU+5			
Reference Information, Other Agency	CU+2				Destroy after 2 years or after no longer relevant, whichever is later
<i>UNDERGROUND UTILITIES</i>					
Conversion District Records		P	☼		
Deferments & Waivers		P	☼		
General Correspondence	CU+2	CU+3			
Reference Information, General	CU+2	CU+3			
Regulations & Policies	2	P	☼		Permanent for research and historical value

Water/Wastewater Operations

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
ADMINISTRATIVE					
Applications	CU+2				
Reports & Studies, Special	CU+2	CU+10			
CIP Projects List		P	☼		Approved CIP projects for each fiscal year
CIP Projects Status		CU+2	☼		Monthly Status report of Capital Improvement Program
CIP Project Files		CL+10	☼		Includes: original contract, specs, bid documents; correspondence between contractor and the District, change orders, progress payments, performance bonds, staff reports, notice of completion, proof of publication
Correspondence, memos, letters	CU+2	CU+10			
Equipment Manuals	S	AC+2			Keep as long as manual is current and pertinent to equipment
Grants	AC+2				Maintain for life of the grant plus 2 years
Logs	CU+2	CU+10	☼		
Photographs (Department/District Related)	CU+2	CU+5			
Work Orders/Service Orders	CU+2	CU+5			
FINANCIAL					
Capital Project Records		P	☼	GC 60201(d)	Retain for life of structure
Invoices, Demands, Requisitions, Purchase Orders (Copies)	CU+2	CU+5			
Reports, Financial	CU+2	CU+5			
Requests (CC&Rs)	CU+2	CU+5			
COMMUNICATIONS					
Contract Administration	AC+2	T+3			Until contract termination; 3 years after termination
Reference Information, Other Agency	CU+2	S	☼		Destroy after 2 years or when superseded, whichever is longer
Regulations & Policies	CU+2	S+2	☼		Destroy after 2 years after being superseded
WATER MANAGEMENT					
Bacteriological Reports	CU+2	CU+5			
Complaints & Investigations	CL+2	CL+3			3 years after settled/closed
District Master Plans	P	P	☼		Permanent for research and historical value

Water/Wastewater Operations Continued...

Records Series Title	SOS Retention	District Retention Policy	Optical	Statutory Requirement	Description
Daily Logs & Reports	CU+2	CU+3			
Equipment Records	CU+2	CU+3			
Fire Hydrant Flow Tests	CU+2	CU+3			
Other Agency Master Plans		S			May destroy after 2 years or after superseded, whichever is later
Other Agency Reference Information	CU+2				Destroy if when no longer relevant if older than 2 years old
Other Agency Rates, Water		S	☼		
Other Contaminant Reports		CU+40	☼		* May be transferred to Federal Environmental Pro Agency after 10 years
Production Records, Plans & Blue Prints		P	☼		
RWQCB Permits		P	☼		Permanent for research and historical value
Sanitary Surveys	CU+10			40 CFR 141.91	
Service Requests, Service/Work Orders	CU+2	CU+3			
Service Records	CU+2	CU+3			
State Approvals of System	CU+2	CU+10			
Water Line Construction	P	P	☼		
WASTEWATER MANAGEMENT					
Complaints & Investigation	CL+2	CL+3			3 years after settlement or close
Correspondence & Memoranda	CU+2	CU+10	☼		
Daily Logs & Reports	CU+2	CU+10	☼		
Maintenance Records	CU+2	CU+10	☼		Retain for minimum of 5 years
Master Plans		P	☼		Permanent for research and historical value
Other Agency Reference Information	CU+2				Destroy when no longer relevant if older than 2 yrs.
Sewer Audits	CU+2	CU+3			Minimum of 3 years
Sewer Availability Reports	CU+2	S			Minimum of 2 years
Sewer Connection Rights	P	P	☼	GC 60201(d)	
Sewer Monitoring Records	CU+2	CU+10			Minimum of 3 years
Sewer Service Variances & Exemptions	L+2	L+3			3 years after life/expiration of variance or exemption

KEY REFERENCES

Government Code Excerpts

Gov. Code, § 60201. Destruction of Records of Special Districts

Unless otherwise provided by law, with the approval of the legislative body by resolution, a special district may destroy or dispose of any district record, document, instrument, book or paper, without making a copy thereof, after the same is no longer required.

This section does not authorize the destruction of any record that is any of the following:

- (a) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
- (b) Minutes of any meeting of the legislative body of the district.
- (c) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- (d) Is the subject of any pending request made pursuant to the California Public Records Act, whether or not the district maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.
- (e) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.
- (f) Relates to any nondischarged debt of the district.
- (g) Relates to the title to real property in which the district has an interest.
- (h) Relates to any nondischarged contract to which the district is a party.
- (i) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
- (j) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- (k) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a

record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

Gov. Code, § 60203. Destruction of district records; conditions

Notwithstanding the provisions of Section 60201, the district official having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the general counsel, cause to be destroyed any or all of the records, documents, instruments, books, and papers, if all of the following conditions are complied with:

- (a) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
- (b) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
- (c) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

Gov. Code, § 7920.530.

(a) “Public records” includes any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. “Public records” in the custody of, or maintained by, the Governor’s office means any writing prepared on or after January 6, 1975.

Gov. Code, § 7920.545.

(g) “Writing” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Gov. Code, § 12168.7. Standards for recording permanent and nonpermanent documents in electronic media; trusted system

(a) The California Legislature hereby recognizes the need to adopt uniform statewide standards for the purpose of storing and recording permanent and nonpermanent documents in electronic media.

(b) In order to ensure that uniform statewide standards remain current and relevant, the Secretary of State shall approve and adopt appropriate standards established by the American National Standards Institute or the Association for Information and Image Management.

(c) The standards specified in subdivision (b) shall include a requirement that a trusted system be utilized. For this purpose and for purposes of Sections 25105, 26205, 26205.1, 26205.5, 26907, 27001, 27322.2, 34090.5, and 60203, Section 102235 of the Health and Safety Code, and Section 10851 of the Welfare and Institutions Code, "trusted system" means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.

(d) In order to develop statewide standards as expeditiously as possible, and until the time that statewide standards are adopted pursuant to subdivision (b), state officials shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or nonpermanent records.

California Attorney General

The Attorney General's definition of a record is "[a]ny writing or recording of an event or information which was made or retained for the purpose of preserving its information content for future reference." (64 Cal.Ops.Atty.Gen. 317,326 (1981)).

KEY TERMS

To more accurately calculate retention periods for the documents listed in this manual, several of these definitions were developed by the Secretary of State's Office and extracted from the Local Government Records Management Guidelines.

Active Records

In reference to retention periods for a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)

Administrative Records

Records created to help accomplish the functions for which the agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete, and from that point on they lose value rapidly.

Archival Historical Records

Records with enduring value because they reflect significant historical events, document the history and development of an agency, or contain accumulated data that can be useful for research purposes.

Audit

As used in the District's retention schedules, audit refers to the annual auditing process conducted by the District's auditors following the close of the fiscal year, usually arranged through the Finance Department.

Discovery

The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists-even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.

Fiscal Records

Fiscal records pertain to the financial transactions of the agency, such as the budget document, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Inactive Record

Any public record that is transferred to storage until it has met its specific retention requirement and may be destroyed. "Inactive record" does not include any public record which is permanent or historic in nature and which must be protected and preserved from destruction.

Inventory

The process of examining records on hand to determine their function, content, and dates in order to assign retention/disposition information.

Legal Value

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action. Such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Non-Record

Materials not usually included within the definition of records, such as unofficial copies of documents kept only for convenience, working papers, appointment logs, stocks of publications and processed documents, transmittal letters, and acknowledgements. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also Discovery)

Original Records

The original or originally signed record. The original record may be a copy that acts as the original for the District if there is no other original on file.

Permanent Records

Records that are required in perpetuity, usually identified by statute (such as Gov. Code, § 60201) or other written guidance. Examples include Council/Commission minutes, documents effecting real property (such as easement, grant deeds, assessment districts), general ledger, etc.

Perpetual Records

Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

Program Records

These are records that relate to the primary function of the agency in response to its daily mission. They represent the reason the office exists, and their retention is usually specified in some statute or regulation that established the program.

Records Series

A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budgets, personnel, etc.), result from the same activity (assessment districts, code enforcement complaints, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be made via the record series name. This is the first left-hand column on the retention schedule pages.

Public Records

Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristic.

Records Coordinator

Each department has a records coordinator who is responsible for ensuring his/her department's records are labeled, filed, boxed, identified, tracked, and logged. The Records Coordinator works with the Board Clerk's Office personnel in having those records transferred, maintained, and destroyed in compliance with the retention schedules and the procedures found in this manual. The Records Coordinator is the first person the Board Clerk contacts in connection with records management and the first person his/her department personnel will contact concerning records for transferring for storage or destruction.

Retention Period

The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. The period of time usually begins at the close of a file or project, or from the date of the last entry in the file. There are other files that are created on a calendar or fiscal year basis, and in those cases the retention period begins at the end of that particular calendar or fiscal year. After the holding time (retention period) specified in the retention schedule has passed, the record should then be disposed of as soon as practicable, following the proper destruction procedures.

APPENDIX A

SECRETARY OF STATE LOCAL GOVERNMENT RECORDS MANAGEMENT GUIDELINES

FEBRUARY 2006

APPENDIX B

SAMPLE MEMORANDUMS

MEMORANDUM

DATE: XX/XX/XX

TO: General Manager
General Counsel
Board Clerk

FROM: Department Head, General Counsel, or Board Clerk

SUBJECT: REQUEST FOR RECORDS DESTRUCTION

On _____, 20__, the District Board of Directors adopted Resolution No. _____ establishing San Miguel Community Services District’s Records Retention Policy. In accordance with that policy and schedule, certain records have been identified as eligible for destruction. A listing of those records and relevant sections from the records retention schedule are attached.

Provide general information about the request: *(Example: 15 boxes of records exceeding the retention requirements and, as such, are being prepared for destruction. The method of destruction will be via recycling.)*

Please sign below indicating your approval for the destruction of the attached listing of records.

Department Head

General Counsel

CERTIFICATE OF DESTRUCTION

I, (employee name), do hereby certify that the records listed on the attached were properly disposed of on (date).

Original: Board Clerk’s Office
Copy: Department

- Attachments:
1. List of records to be destroyed
 2. Relevant sections of the records retention schedule

{CW129789.1}

**RECORD FOR DESTRUCTION
TO BE DESTROYED MARCH 2024**

DEPT/DIV	CREATION YEAR	DESTROY YEAR	DESCRIPTION
Accounting	2000	2005	Receipt Journals, Budget Amendments
Accounting	2001	2006	Receipt Journals, Budget Amendments
Accounting	2002	2007	Receipt Journals, Budget Amendments
Accounting	2003	2008	Receipt Journals, Budget Amendments
Accounting	2004	2009	Receipt Journals, Budget Amendments
Accounting	2000	2010	Receipt Journals, Budget Amendments
Admin	2000	2010	Department Policies
Admin	2000	2010	General Manager Reports
Admin	2000	2010	Staff Meeting Notes
Admin	2000	2010	In House Committees
AP	2003	2006	General Correspondence
AP	2004	2007	General Correspondence
AP	2005	2008	General Correspondence
AP	2006	2009	General Correspondence

MEMORANDUM

DATE XX/XX/XX

TO: General Manager
 Board Clerk
 General Counsel

FROM: Department Head, Board Clerk, or General Counsel

SUBJECT: CONVERSION OF HARD COPY TO ELECTRONIC RECORDS

In accordance with San Miguel Community Services District’s Records Retention Policy, certain records have been identified as being eligible for conversion from hard copy to electronic copy and will be maintained with a trusted system as described in the Secretary of State Guidelines for Trustworthy Electronic Document or Records Preservation Standards.

Record Titles to be eligible for electronic retention:

Example:

Payroll

- Payroll Charges
- Payroll Reports
- Time Sheets

Please sign below indicating that the record titles are appropriate for electronic retention and the retention system meets the requirements of the records retention policy.

Department Head

General Counsel

Board Clerk

Original: Board Clerk’s Office

Copy: Department

MEMORANDUM

DATE XX/XX/XX

TO: General Manager
General Counsel
Department Head

FROM: Board Clerk

SUBJECT: ADDITION TO RETENTION SCHEDULE

In accordance with federal, state, and local regulations the following records titles should be incorporated into San Miguel Community Services District’s Records Retention Policy.

Record Series	Record Title	Retention Period	Dept. Responsible	Code Section / Remarks
100	Action Update	2	Administration	GC60201 et seq.

Please sign below indicating your approval for the addition of the above listed records titles.

General Manager

General Counsel

Department Head

Original: Board Clerk’s Office
Copy: Department



SECRETARY OF STATE

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE DEBRA BOWEN

ARCHIVES DIVISION
RECORDS MANAGEMENT

(916) 653-4398

FEBRUARY 2006

**LOCAL GOVERNMENT
RECORDS MANAGEMENT GUIDELINES**

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LOCAL GOVERNMENT RECORDS MANAGEMENT

GUIDELINES

California Government Records Management Program

2-1000

Background

2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) ([Government Code, Section 6250 et seq.](#)) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) ([California Civil Code, Section 1798 et seq.](#)) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act ([Government Code, Section 14740-14774](#)) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "... to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program through the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program **do not** apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added [Section 12236](#) to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association’s 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

Authority

2-1020

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

Definitions

2-1030

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, [Section 54952](#).”

- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Records Management

2-2000

Principles

2-2010

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

Inventory

2-2020

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- Record Series - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- Media – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).
- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

Appraisal and Scheduling

2-2030

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them.

The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long “just in case” and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. “Permanent” retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes “permanent” to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's “normal course of doing business”.

Retention Schedules**2-2040**

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, [STD Form 72 \(pdf\)](#); and the Records Retention Schedule, [STD Form 73 \(pdf\)](#). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

Disposition of Records

2-2050

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

Summary

2-2060

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

Acknowledgement

2-2070

The California State Archives would like to acknowledge the League of California Cities and the City Clerks Association of California for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D – County Records Retention Guidelines has been permanently removed.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

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Administrative Records - Typical Retention Periods

Type of Record	Years	Remarks
<u>Correspondence</u>		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
<u>Financial</u>		
		>4/7 = 4 yrs for state funds/7 for federal funds<
Expense Reports	4/7	Or until audited, whichever is first
Budgets	4/7	Or until audited, whichever is first
Billing/Accounting Reports	4/7	Or until audited, whichever is first
Budget Change Proposals	4/7	Or until audited, whichever is first
Budget Change Concepts	4/7	Or until audited, whichever is first
Audits	4/7	
Invoices	4/7	Or until audited, whichever is first
Fees/Receipts	4/7	Or until audited, whichever is first
Checks/Ledgers/Registers	4/7	Or until audited, whichever is first
Cal Stars Reports	Active+1	Active until new budget approved*
Cost Recovery - Federal	Active+7	Active until claim paid then 7 or until audited, whichever is first*
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first*
Grants	Active+2	Active until end of grant year*
<u>Equipment/Supplies/Space</u>		
Inventory	Active	Active until revised*
Purchase Request/Order	Active+4/7	Active until items received(4/7 if subject to audit)*
Service Orders/Authorizations	Active	Active until service performed*
Vendor Information	Active	Active until revised*
Building Maintenance/Leases	Active	Active until lease terminates*
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/rescinded/superseded*
Vehicle Files	2	
<u>Personnel</u>		
Duty Statements	Active	Active until revised*

Employee Records	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)*
Attendance	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.*
Travel	Active+1	Active until travel complete. PRA 6254, IPA 1798.40, CD.*
Training	3	PRA 6254, IPA 1798.40, CD.
Applications	2	PRA 6254, IPA 1798.40, GC 12946, CD.
Interview Documents	2	PRA 6254, IPA 1798.40, CD.
Affirmative Action	Active	Active until revised*
Merit Awards	3	PRA 6254, IPA 1798.40, CD.
Superior Accomplishments	3	PRA 6254, IPA 1798.40, CD.
Labor Relations	2	
Production/Assignment Logs	2	
Overtime Logs	2	PRA 6254, IPA 1798.40, CD.
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD.
Toxic Exposure Reports	Active	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.*
<u>Policy/Procedure/Organization</u>		
Policies (All)	Active	Active until revised*
Procedures (All)	Active	Active until revised*
Compliance Requirements	Active	Active until revised*
Organization Charts	Active	Active until revised*
Mission Statements	Active	Active until revised*
Associations	Active	Active while membership is current*
Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/Revoked*
Conferences/Committees	3	
Contracts	Active+4/7	Active until contract terminates/+4/7 if subject to audit*
Emergency Preparedness	Active	Active until revised*
Public Hearings	5	
Health/Safety	3	
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete*
<u>Records Management</u>		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

Forms File	Active+1	Active until revised/rescinded/superseded*
Legislation/Regulations/Legal		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Proposed Legislation/Regulations	4	PRA 6254
Legal Opinions	Active+1	Active until issues resolved*
Law Suits/Small Claims	Active+1	Active until litigation complete*
Enrolled Bill Report	4	PRA 6254
PRA/IPA Files	2	
Public Relations		
Clippings	2	
Press Releases	2	
Speeches	2	

* “Active” retention is for Perpetual Records that remain “active” until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The “Remarks” section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an “Active” period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

Records Management and Archives Resources

Many resources exist to assist you in your records management program. This list is not all-inclusive but will provide you with several contacts where you can ask questions and receive professional answers to many records management issues. All of these resources provide information free of charge and some also offer membership in the organization, which entitles you to additional benefits.

AIIM - Association for Information and Image Management, International.

AIIM is a global industry association connecting users and suppliers of enterprise content management (ECM) technologies - tools and methods that help capture, manage, store, preserve and deliver content in support of business processes. AIIM is a neutral and unbiased source of information. They produce educational events and conferences, provide up-to-the-minute industry information, and are ANSI/ISO-accredited for standards development. Local chapters provide networking and educational opportunities throughout the country.

World Headquarters
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910
1-800-477-2446
<http://www.aiim.org/>

ARMA International – Association of Records Managers and Administrators.

The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success. ARMA has a network of local chapters that provide educational opportunities for members and non-members alike.

ARMA International
4200 Somerset Dr., #215
Prairie Village, KS 66208
1-800-422-2762
<http://www.arma.org/>

NAGARA – National Association of Government Archives and Records Administrators.

NAGARA is an association dedicated to the improvement of federal, state, and local government records and information management. Their goal is to promote the availability of our documentary legacy by improving the quality of records and information management at all levels of government

NAGARA

48 Howard Street

Albany, NY 12207

1-518-463-8644

<http://www.nagara.org/>

NARA – National Archives and Records Administration

Major source for national archives and records management issues and policies.

Develops standard Record Retention Schedules for federal agencies.

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, D.C. 20408

1-800-234-8861

<http://www.archives.gov/index.html>

COSHRC

Council of State Historical Records Coordinators

Provides internet links to all State Archives and Records Management Offices.

<http://www.coshrc.org/arc/states.htm>

InterPARES

International Research on Permanent Authentic Records in Electronic Systems

Source for international research papers seeking to recommend standards in the electronic records industry.

<http://interpares.org/>

CA Secretary of State

Provides records management guidelines for local government agencies through the California State Archives web site.

California State Archives

1020 O Street

Sacramento, CA 95814

(916) 653-4398

rfinch@ss.ca.gov

CA Department of General Services – California Records and Information Management (CalRIM)

CalRIM establishes guidelines for state agencies to manage their records programs, including the management of electronic records and using technology such as imaging.

CalRIM provides training, Master Service Agreements to streamline the contracting process for records and imaging technologies and consultation, and other services to

help customers establish and maintain effective records programs. CalRIM also reviews and maintains all state agency records retention schedules.

Department of General Services
Procurement Division
California Records and Information Management Program
1500 5th Street, Suite 101
Sacramento, California 95814
(916) 324-4809
<http://www.osp.dgs.ca.gov/calrim/default.htm>

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

**August 1999
City Clerks' Association of California
California State Archives 2002 Version**

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

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Disclaimer

Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT**August 1999****ADMINISTRATION**

Audit
 Community Services
 Elections
 General Subject
 Grants
 Human Resources
 Information Services
 Legal/Legislative
 Municipal Clerk
 Policies & Procedures
 Public Information
 Public Financing Authority
 Risk Management

DEVELOPMENT

Administration
 Building
 Code Enforcement
 Engineering
 Environmental Quality
 Housing
 Municipal Facilities
 Planning
 Property
 Redevelopment

FINANCE

Accounting
 Administrative Services
 Fixed Assets
 License
 Payroll
 Purchasing
 Reports
 Treasurer

PUBLIC SAFETY

Animal Control*
 Emergency Management
 Fire Safety
 Administration
 Personnel
 Property
 Reports
 Hazardous Materials
 Health & Welfare
 Law Enforcement
 Administration
 Investigations
 Patrol
 Services

PUBLIC WORKS

Parks
 Sanitation/Solid Waste/
 Wastewater
 Streets/Alleys
 Utilities
 Water

TRANSPORTATION

Administration
 Airport
 Ground Transportation
 Harbor

*Anticipate will be addressed by County Officials

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LEGEND

Records Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P – Business and Professions

H&S – Health & Safety

CAC – California Administrative Code

**HUD – Housing and Urban
Development**

CCP – Code of Civil Procedure

**OSHA – Occupational Safety & Health
Act**

CCR – Code of California Regulations

PC – Penal Code

**CEQA – California Environmental
Quality Act**

**POST – Police Officers Standards
Training**

CFR – Code of Federal Regulations

UFC – Uniform Fire Code

EC – Election Code

USC – United States Code

**FMLA – Family & Medical Leave Act,
1993**

WIC – Welfare & Institutions Code

GC – Government Code

ADMINISTRATION

Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
LEGAL/ LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC 34090	

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29,*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A- 110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

FINANCE

Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
PAYROLL			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (<i>PERS Public Employee Retirement System</i>) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	S + 2	GC34090	
FIRE SAFETY ADMINISTRATION			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
HAZARDOUS MATERIALS			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT ADMINISTRATION			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions Survey	CU + 2	GC34090	
Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
INVESTIGATIONS			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture	CL + 2	GC34090	
Investigations/ Proceedings Case File			
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Logs Auto Theft	S		
Case Assignment	CU + 1		
Daily Activity Officer	CU + 2	GC34090	
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room
Rap Sheet	CL + 2	GC34090	Requests for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 20		By Prisoner number

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within juris- diction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Man- datory destruc- tion from date of convic-tion or date of arrest with no convic- tion)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man-datory Destruc- tion (Upon notice from Depart- ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felonv Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felonv Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu- ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se curity Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Excep-tion: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Agendas, Board	CU + 2	GC34090	
Grants (<i>refer to Admin.</i>)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
STREETS/ALLEYS			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (see <i>Admin.</i>)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants (see <i>Admin.</i>)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variations, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
AIRPORT			
Airport Certification	P	14 CFR 139.207b & 171.13- 171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4

TRANSPORTATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Reports			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies.
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc
HARBOR			
Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces
Slip Rental Waiting List	CU + 2		

LOCAL GOVERNMENT
RECORDS RETENTION
GUIDELINES

County Records
June 2002
California State Archives

The document entitled “Local Government Records Retention Guidelines, County Records” at one time appeared on this website as Attachment D to [Local Government Records Management Guidelines](#). Upon learning that Gladwell Governmental Services, Inc. asserts a copyright to the document’s content, the Secretary of State has permanently removed the document from this website. If you received from our office, or utilized, downloaded or reproduced from this website any portion of Attachment D, we ask that you contact the business that asserts a copyright to this material, Gladwell Governmental Services, Inc. Gladwell Governmental Services, Inc. can be contacted through its attorney, Kevin D. Hughes, Esq., Tisdale & Nicholson, LLP, 2029 Century Park East, Suite 900, Los Angeles, CA, 90067; telephone (310) 286-1260; fax (310) 286-2351; e-mail: KHughes@T-NLaw.com.

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.7

SUBJECT: Discussion and possible direction to staff regarding options for increasing District revenue through assessment, possible expansion of District authority and jurisdiction to include parks oversight and maintenance, and tax revenue shortfalls associated with future development projects within the District boundaries (Kalvans)

SUGGESTED ACTION: Discussion options for increasing District revenue through assessment, possible expansion of District authority and jurisdiction to include parks oversight and maintenance, and tax revenue shortfalls associated with future development projects within the District boundaries. Provide direction to the General Manager and General Counsel.

DISCUSSION:

This discussion was originally requested to be agendized at the April Board meeting by Director Kalvans and seconded by Director Smiley. The discussion is meant to serve as a starting point for the Board to discuss what it would like to achieve in relation to ensuring revenue covers District efforts to maintain community services and potentially increase those services to include parklands oversight and maintenance.

The community of San Miguel is growing. In the last 20 years the community’s population has grown, however community access to parkland has not kept pace. For several years, the county has identified that San Miguel suffers from a severe shortage of parkland and needs an additional 11 acres of parkland. Historical efforts to increase parkland have not materialized due to competing political interests at the county level, and a lack of funding by County Parks. While new subdivisions have had pocket parks built and maintained by an HOA, those parks are not counted by the County because they are considered private parks.

Recently, the San Miguel Advisory Council had been in discussions with the County regarding expanding parkland. Minute records from the Advisor Council May 24th meeting, suggest that the County owns lots in the community, but that Parks did not express interest in developing them. Instead, the County has either tried to sell the lots or develop the lots for either a County public works utility yard or County center for the unhoused. Despite the fact that County Parks has collected Quimby fees from developments in the community, a large portion of those fees were spent on modifications to the park on K Street, or other parks throughout the county. In addition, land in the community that is zoned for parks is currently in planning to be developed into apartments.

Director Kalvans is proposing that the San Miguel CSD help expand parkland in the community by establishing an assessment district.

Staff suggests that the Board discuss the information provided and the direction that the Board would like to go forward. The General Manager has met with LAFCo to discuss options for the District to take on additional landscaping or parks.

The Board should use caution when working on assessments as there is a cost to complete the prework for the assessment and if they fail to pass at an election then that cost has to be absorbed somewhere else. It is recommended that the Board work with LAFCo to keep new tasks within the Street Lighting and Landscaping department scope initially and then work on assessments as things progress past the financial ability of that department or require the District to activate another power.

It is the General Managers opinion that working with private developers and the County to develop more parkland will benefit the community and be a positive use of funds. The Board should discuss the direction it would like to see the District take with parks and Streetlighting and Landscaping. Additional meetings can be scheduled to further discuss the topic, once the General Manager gets the additional information that has been previously requested from LAFCo the Board will likely have a clearer picture of how to achieve their preferred direction.

Director Kalvans wishes to further address new development projects slated to be constructed within the District's jurisdiction, which are being approved by the County without consideration for tax revenues to be allocated to the District from those properties.

FISCAL IMPACT:

Unknown

PREPARED BY: Christina Pritchard

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.8

SUBJECT: Timeclocks and time tracking for employees (Dodds)

SUGGESTED ACTION: Discuss use of timeclocks and time tracking software for employees.

DISCUSSION:

CURRENT

Staff is currently looking into wall mounted biometric timeclocks that meet the following basic criteria:

- Allow for multiple timeclocks to interface from multiple locations. (for the future)
- Allow for biometric, keypad and card recognition for clocking in at out.
- Allow users to select time types for use of accrued time.
- Integration with online support for management review / verification of times and entry of requested accrued time usage.
- Ability to export time data in a format accepted by Black Mountain Software to be uploaded into our Payroll module.

Staff has located several time clock providers which can meet the above criteria. The devices range from \$90 to over \$1000. With subscription services ranging from \$25 per month to hundreds of dollars per month.

There are several timeclocks that meet all the requirements listed above in the \$150 to \$250 range with subscription services from \$25 to \$50 per month. Many of the lower cost timeclocks do not provide all the functions that are necessary to make implementation successful.

Moving forward with a timeclock in this cost range is recommended.

Current District policies allow for implementation of a timeclock without a policy change.

BACKGROUND

Currently the District uses Excel based timecards which are filled out by the employee, reviewed by the General Manager and input into our Black Mountain Systems Payroll and Accounting software.

The Payroll software calculates wages, taxes and other employment related costs by employee. The Payroll software prepares direct deposit files, and pay stubs, which are reviewed again for accuracy and then sent to the bank and paystubs sent to the employees.

The Payroll software separates the employee cost by department and vendor (IE; CalPERS, IRS, EDD etc.) and sends an entry to the Accounting software to issue payment to those vendors. The Financial Officer then pays each vendor based on the costs provided by the Payroll module. The percentages are

updated annually for all taxes and other fees, as well as the breakdown for personnel by department.

Black Mountain Software was specifically chosen to be able to incorporate the functions of Accounting, Payroll, Cash Receipting, Budgeting and Permitting within one platform. This was to reduce the possibility of entry errors between systems and to prevent theft.

Previously, for a very short time, we had one wall mounted biometric time clock. This was not thought out very well by a prior General Manager and didn't work with our existing payroll system or any other systems that the District was using at the time. It also was an issue because staff were split between the office at the Fire Station and the Wastewater Treatment Facility (WWTF). This required that staff that reported to the WWTF either clock in at the Fire Station and drive back to the WWTF or go to the WWTF and then to the fire station. Either way this created an issue with time tracking as staff wasn't at their workplace when they clocked in and out. The lunch time clocking in and out also was an issue because staff had to leave their worksite to go to the fire station and clock out and in on district time. Use of this time clock wasted, through inefficiency, approximately 30-40 minutes per day per person reporting to the WWTF.

After the biometric time clock, we used Paychex (the payroll service), this was a phone application, it was better than the biometric clock but still had issues. Paychex should have been able to track work hours, vacation, sick, and comp time. Their system was touted to be simple, in actuality it was very difficult to manage. The Bookkeeper had difficulty managing changes to the system, annual corrections, and the multitude of the corrections for errors in paid time. Because it was a separate program from Black Mountain Software, in order to accurately account for employee costs in our accounting software, this proved to be quite onerous, requiring the Bookkeeper to work with a CPA on each payroll to convert the costs into a format to be hand entered into Black Mountain from Paychex. All the savings from using the Paychex application were lost in the conversion alone, in fact it took over 6 months to fully correct the errors in conversions from Paychex to Black Mountain, and only this year are we able to have accurate personnel budget. Because this was a phone application it was also supposed to track (geolocate) where individuals were when they clocked in/out, that function was plagued with problems oftentimes indicating employees were in other towns when they were actually at the WWTF or Fire Station.

CONCLUSION

Although we have had issues in the past with time clocks, they do provide more accurate timekeeping than the current timecards that employees use.

FISCAL IMPACT:

Varies depending on actual timeclock and software used.

Potentially \$250 in initial cost and \$50 per month (\$600 annually) in ongoing costs.

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.9

SUBJECT: Update/ revise job descriptions for non-exempt positions

SUGGESTED ACTION: Approve RESOLUTION 2023-31 adopting revised job descriptions for non-exempt positions

DISCUSSION:

General Counsel has recommended that the Districts job descriptions be updated to provide clarification of the legal requirements related to employment practices.

In the course of regular business, incomplete or incorrect references were found to exist in the current job descriptions and the District General Counsel has further advised that these references should be updated to align with District policies, procedures, and objectives.

In addition to updating the job descriptions to comply with general employment law, the job descriptions were revised into a uniform format and some language was changed to better reflect the functions of the individual positions.

The positions being reviewed are only non-exempt (hourly) positions. No exempt (contract) positions are being reviewed with this item.

FISCAL IMPACT:

There is minor cost associated with legal and staff cost with revision of these job descriptions.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-31

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING REVISED JOB
DESCRIPTIONS FOR ALL NON-EXEMPT POSITIONS.**

WHEREAS, the San Miguel Community Services District’s (“District”) General Counsel has recommended the District’s job descriptions be updated to provide clarification of legal requirements related to employment practices; and

WHEREAS, in the course of regular business, incomplete or incorrect references were found to exist in the current job descriptions and the District’s General Counsel has further advised that these references should be updated to align with District policies, procedures, and objectives; and

WHEREAS, the District desires to have up-to-date, legally sound, and accurate job descriptions for the Field Operator Lead, Field Operator, WWTF Operator Lead, WWTF Operator Utility Worker, Account Clerk 1, Financial Officer; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, approve the revised job descriptions, attached hereto as **Exhibit A**.

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 22nd day of June 2023.

Kelly Dodds, General Manager

President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel



DEPARTMENT: **Operations**

TITLE: **ACCOUNT CLERK 1**

REPORTS TO: Board Clerk/Account Clerk Manager

FLSA: Non-Exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager.

EDUCATION:

High School diploma or greater.

Standard First Aid and CPR certification is required and will be provided by the District.

Must have a valid California Driver's License and be insurable through the District's insurance carrier.

EXPERIENCE:

Minimum of two (2) years' experience working in an office setting performing a variety of tasks including processing payments, working with customers, managing files, drafting and filing documents, providing administrative support, working with computer applications and databases. Ability to effectively utilize a computer and various computer applications; and ability to organize and manage competing tasks and priorities. Intermediate knowledge in software programs such as Microsoft Word, Excel, Outlook, and Adobe.

Must have excellent skills in mathematics and communication. Must be able to maintain proper and professional communication with the public and with other staff. Must have knowledge of office procedures, etiquette, practices, and equipment.

Desirable qualifications include: Training in government accounting principles and accounting, bilingual in Spanish, training and knowledge on hosting and updating websites, experience in utility and general accounting terminology and software.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Board Clerk/Account Clerk Manager, Director of Utilities and General Manager to receive specific work assignments, general direction, and have results reviewed. Interaction with other District staff to provide/receive information.

EXTERNAL: Interaction with Public, Board Directors, consultants, contractors, customers, vendors, and other agencies.

PHYSICAL REQUIREMENTS

Excellent ability to communicate and exchange information in a manner that others will understand; ability to operate and utilize a personal computer and software such as Word, Excel, Outlook and Share Point; ability to use other office equipment such as calculators, copy machines and printers; ability to remain in a stationary position for extended periods, ability to move about inside the office environment to access files, cabinets and office equipment; may on an infrequent basis lift up to 35 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under the direction of the Board Clerk/Account Clerk Manager or the General Manager, the Account Clerk 1 is responsible for preparing and submitting monthly utility bills per District procedures and policies, receiving and processing utility bill payments, answering telephones, responding to inquiries made by the public, greeting the public and making appropriate referrals, coordinating incoming/outgoing mail, and assisting with the preparation for District Board meetings. The incumbent must have the ability to independently perform job duties and establish task priorities with minimum supervision and maintain confidentiality on issues consistent with the District's rules, regulations, and applicable law.

Billing 85%

- Prepares bank deposit for monies received from various sources
- Processes applications for new utility customers;
- Produces and sends water and sewer bills to residents based on meter reads for water and sewer usage;
- Processes utility bill payments over the phone or at the office daily through credit card system or by cash or check payment;
- Drafts water and sewer rental deposit agreements and reports;
- Maintains adjustment journals for water accounts;
- Maintains and processes journal vouchers through Black Mountain Software Utility Billing and Permitting Applications;
- Drafts cash receipts and billing summaries;
- Maintains records for monthly water and sewer usage totals, and billing totals;
- Maintains accounts receivables;

- Contacts customers regarding delinquent water or sewer billing
- Complies with legal requirements to terminate utility services.

General Administrative Support 15%

- Assists with the hosting, maintenance and regular updating of the District website;
- Provides administrative and project support for District projects;
- Answers inquiries involving department procedures, activities, and functions;
- Assists in scheduling and coordinating meetings, appointments, and events, including the completion of event registration and travel arrangements;
- Edits and proofreads department memos, reports, policies, and Board-related correspondence;
- Performs copying, faxing, filing, scanning and other administrative tasks;
- Assists District personnel with meeting preparation, set-up, and clean-up;
- Organizes outgoing mail;
- Provides support for the District utility personnel.

PERIPHERAL FUNCTIONS:

Performs all related duties, as assigned by the Board Clerk/Account Clerk Manager, Director of Utilities and General Manager.

The Account Clerk may not regularly perform all the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the General Manager. Account Clerk must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the General Manager.



Community Services District
1150 Mission Street
San Miguel, CA 93451
805-467-3388

DEPARTMENT: Operations

TITLE: ACCOUNT CLERK 1

REPORTS TO: Board Clerk/Account Clerk Manager

FLSA: Non-Exempt

CONFIDENTIAL: No

SALARY: ~~Depends on experience, Scale per San Miguel Employee Association~~
MOU

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager.

EDUCATION:

High School diploma or greater.

Standard First Aid and CPR certification is required and will be provided by the District.

Must have a valid California Driver's License and be insurable through the District's insurance carrier.

EXPERIENCE:

Minimum of two (2) years' experience working in an office setting performing a variety of tasks including processing payments, working with customers, managing files, drafting and filing documents, providing administrative support, working with computer applications and databases. Ability to effectively utilize a computer and various computer applications; and ability to organize and manage competing tasks and priorities. Intermediate knowledge in software programs such as Microsoft Word, Excel, Outlook, and Adobe.

Must have excellent skills in mathematics and communication. Must be able to maintain proper and professional communication with the public and with other staff. Must have knowledge of office procedures, etiquette, practices, and equipment.

Desirable qualifications include: Training in government accounting principles and accounting, bilingual in Spanish, training and knowledge on hosting and updating websites, experience in utility and general accounting terminology and software.

~~Minimum of two (2) years' experience working in an office setting performing a variety of tasks; including processing payments, working with customers, managing files, drafting and filing documents, providing administrative support, working with computer applications and databases. Training in government accounting principles and accounting software is desirable but not required. Ability to effectively utilize a computer and various computer applications; and proven ability to organize and manage competing tasks and priorities. Bilingual Spanish highly desirable. Intermediate knowledge in software products such as Microsoft Word, Excel, Outlook, and Adobe is preferred. Training and knowledge on hosting and updating websites is desirable but not required.~~

~~Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee.~~

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Board Clerk/Account Clerk Manager, Director of Utilities and General Manager to receive specific work assignments, general direction, and have results reviewed. Interaction with other District staff to provide/receive information.

EXTERNAL: Interaction with Public, Board Directors, consultants, contractors, customers, vendors, and other agencies.

PHYSICAL REQUIREMENTS

Excellent ability to communicate and exchange information in a manner that others will understand; ability to operate and utilize a personal computer and software such as Word, Excel, Outlook and Share Point; ability to use other office equipment such as calculators, copy machines and printers; ability to remain in a stationary position for extended periods, ability to move about inside the office environment to access files, cabinets and office equipment; may on an infrequent basis lift up to -35 pounds. Good hearing, eyesight, and speech; able to tolerate long periods of continuous sitting may, on an infrequent basis, lift up to thirty five (35) pounds.

ENVIRONMENTAL CONDITIONS

~~Work is primarily performed within an enclosed office setting, with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with typical background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen.~~

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

~~Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.~~

~~When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.~~

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

~~Under the direction of the Board Clerk/Account Clerk Manager or the General Manager, the Account Clerk 1 is responsible for preparing and submitting monthly utility bills per District procedures and policies, receiving and processing utility bill payments, answering telephones, responding to inquiries made by the public, greeting the public and making appropriate referrals, coordinating incoming/outgoing mail, and assisting with the preparation for District Board meetings. The incumbent must have the ability to independently perform job duties and establish task priorities with minimum supervision and maintain confidentiality on issues consistent with the District's rules, regulations, and applicable law. Under the direction of the Board Clerk/Account Clerk Manager, Director of Utilities or General Manager, prepare and submit monthly utility bills per current procedures and policies, receive and process utility bill payments, answer telephones, respond to inquiries made by the public, greet the public and make appropriate referrals, coordinate incoming/outgoing mail, assist with the preparation for District Board meetings.~~

~~Must have excellent skills in mathematics. Must have excellent communication skills and be able to communicate clearly both verbally and in writing. Must be able to maintain proper and professional etiquette when communicating with the public and with other staff.~~

~~Must have knowledge of office procedures, etiquette, practices, and equipment. Must be able to draft correspondence and assist in proofreading reports and other official documents and communications. Must perform necessary duties on computers with, including frequent use of Microsoft Office software and utility billing software; experience in both software and a working knowledge of utility and general accounting terminology is desirable.~~

~~Must have the ability to independently perform job duties and establish task priorities with minimum supervision; perform clerical bookkeeping for utility service accounts, secretarial duties, and independently complete routine administrative tasks; compose correspondence; interact with the public, co-workers, and vendors tactfully and courteously; maintain confidentiality on issues consistent with the District's rules, regulations, and applicable law; and operate automated office and communication equipment, including computers, printers, scanners, fax machines, copy machines, telephones, and other office equipment.~~

Billing **85%**

- Prepares bank deposit for monies received from various sources
- Processes applications for new utility customers;
- Produces and sends water and sewer bills to residents based on meter reads for water and sewer usage;

- Processes –utility bill payments over the phone or at the office daily through credit card system or by cash or check payment;
- Drafts water and sewer rental deposit agreements and reports;
- Maintains adjustment journals for water accounts;
- Maintains and processes journal vouchers through Black Mountain Software Utility Billing and Permitting Applications;
- Drafts cash receipts and billing summaries;
- Maintains records for monthly water and sewer usage totals, and billing totals;
- Maintains accounts receivables;
- Contacts customers regarding delinquent water or sewer billing
- Complies with legal requirements to terminate utility services.

General Administrative Support 15%

- Assists with the hosting, maintenance and regular updating of the District website;
- Provides administrative and project support for District projects;
- Answers inquiries involving department procedures, activities, and functions;
- Assists in scheduling and coordinating meetings, appointments, and events, including the completion of event registration and travel arrangements;
- Edits and proofreads department memos, reports, policies, and Board-related correspondence;
- Performs copying, faxing, filing, scanning and other administrative tasks;
- Assists District personnel with meeting preparation, set-up, and clean-up;
- Organizes outgoing mail;
- Provides support for the District utility personnel.

PERIPHERAL FUNCTIONS:

Performs all related duties, as assigned by the Board Clerk/Account Clerk Manager, Director of Utilities and General Manager.

The Account Clerk may not regularly perform all the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the General Manager. Account Clerk must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the General Manager.

DETAILED DUTIES AND RESPONSIBILITIES – NON-ESSENTIAL FUNCTIONS

Performs all related duties, as assigned by the Board Clerk/Account Clerk Manager, Director of Utilities and General Manager.



DEPARTMENT: Administration

TITLE: Financial Officer

REPORTS TO: General Manager

FLSA: Non-management

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES:

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the General manager.

Minimum licensing requirement at time of hire:

- A valid California Class "C" driver's license and proof of insurability

Additional requirements post-hire:

- Must pass Standard First Aid and CPR, Sexual Harassment training, and Ethics training within 3 months of hire. Training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

EDUCATION:

High School Diploma and accounting or financial management classes at a college level, or equivalent experience.

Desirable Education includes: BS or AA/AS degree; knowledge of general governmentally accepted accounting principles and their application to the recording of accounting transactions, CalPERS or other retirement systems, Black Mountain Systems, and fund accounting.

EXPERIENCE:

Minimum of five years of payroll and accounting experience (with demonstrated increased responsibility) for a corporation or public agency with twenty or more employees, which includes: recording transactions, reconciliation and monitoring of various general ledger accounts, and budget development, demonstrated ability to utilize a personal computer, word

processing and spreadsheet programs and organize and manage conflicting priorities. Ability to communicate and work effectively and cooperatively in a team environment.

CONTACT RESPONSIBILITY:

INTERNAL: Interaction with General Manager to receive specific work assignments and review results; with department heads to develop budgets and manage District funds; with other District employees to discuss and resolve accounting and customer service issues; and all other District employees as required.

EXTERNAL: Interaction with contracted consultants, various departments within the County of SLO, State of California, District customers, various vendors and others as needed to perform job duties.

PHYSICAL REQUIREMENTS:

Excellent ability to communicate and exchange information in a manner that others will understand; ability to operate and utilize a personal computer and software such as Word, Excel, Outlook and Share Point; ability to use other office equipment such as calculators, copy machines and printers; ability to remain in a stationary position for extended periods, ability to move about inside the office environment to access files, cabinets and office equipment; may on an infrequent basis assist with moving up to 35 pounds.

ENVIRONMENTAL CONDITIONS:

Work is primarily performed within an enclosed office setting.

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES:

Under the General Manager's direction, the Financial Officer's role is to maintain the District's finances in accordance with best management practices and District policy. The Financial Officer is responsible for creating, reviewing and maintaining accounting records and transactions in the District's financial management software, reconciling financial transactions, developing financial reports, properly recording and filing taxes and other liabilities. Within the scope of this position assists in the implementation of the District Strategic Plan, District Master Plan(s) and Mission Statement.

89% General accounting tasks

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Complete various reports and analyses as assigned, utilizing District software and knowledge of word processing and/or spreadsheet programs.

- Prepare, process, and maintain account receivables and account payables.
- Accurately record transactions in the District's financial management software.
- Reconcile all District bank and ledger accounts on a monthly basis.
- Maintain proper accounting of restricted and un-restricted revenues by department.
- Prepare, process, and present payroll for all District Personnel to the General Manager.
- Prepare, process, reconcile and record payroll taxes, retirement, withholdings, liabilities, and ensure proper payments of taxes and liabilities on time.
- Receive, request and process employee forms for new employees and changes to existing employees.
- Ensure that the District is receiving and maintaining required forms as necessary to accurately maintain employee payroll records.
- Work with vendors and department heads to ensure the District is receiving and maintaining all required information to maintain accurate system information and to process all reporting accurately and on a timely basis.
- Prepare and present the monthly financial statements at board meetings.
- Prepare, maintain records of proper cost accounting for general expenses, projects, grants, and loans. Review records with General Manager and department heads as necessary.
- Ensure that budget adjustments approved by the Board through resolution are entered appropriately and that any corresponding fund transfers are completed accurately.
- Prepare, present, maintain District annual and project budgets with department heads and General Manager.
- Prepare and present the District's annual budget and semiannual budget adjustments at board meetings.
- Review, reconcile and close out Purchase Orders.
- Review contracts as requested by the General Manager for compliance with District policies.
- Maintain awareness of state and federal standards of accounting, as they impact the District. Review emerging accounting standards with the General Manager for potential implementation or impact to the District.
- Make and present recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets. Assist in review of District policies relating to District finances.
- Review financial procedures, practices and policies as necessary and work with the General Manager on approving and/ or implementing changes.

10% Annual audit preparation/ review

- Work with Districts contract Certified Public Accountant to perform regular financial reviews of District's finances quarterly or as needed with contracted CPA.
- Prepare required information for Districts contracted auditor to complete annual audits
- Review and respond to auditor's requests/ inquires during audits.
- Review annual audits with General Manager and department heads as necessary.
- Prepare and present annual audit for review at board meetings
- Maintain the fixed asset and depreciation subsidiary ledgers.

1% Provide support services:

- Organize, maintain, and assist with retention requirements for District files and data.
- Provide assistance with internal and external departmental billing and invoicing.
- Provide assistance to front desk. (Receiving payments, answering customer inquiries)

- Provide education to the Board of Directors on District financial documentation and practices under the direction of the General Manager.

PERIPHERAL FUNCTIONS:

Performs all related duties as assigned by the General Manager.

The Financial Officer may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the General Manager. The Financial Officer must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the General Manager.



DEPARTMENT: Administration

TITLE: ~~Financial Officer~~

REPORTS TO: ~~General Manager~~

FLSA: ~~Non-management~~

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES:

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the General manager.

Minimum licensing requirement at time of hire:

- A valid California Class "C" driver's license and proof of insurability

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Valid California driver's license and proof of insurability are required.

Additional requirements post-hire:

- Must pass Standard First Aid and CPR, Sexual Harassment training, and Ethics training within 3 months of hire. Training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

Must take and pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

EDUCATION:

High School Diploma and accounting or financial management classes at a college level, or equivalent experience.

Desirable Education includes: BS or AA/AS degree; knowledge of general governmentally accepted accounting principles and their application to the recording of accounting transactions, CalPERS or other retirement systems, Black Mountain Systems, and fund accounting.

EXPERIENCE:

Minimum of five years of payroll and accounting experience (with demonstrated increased responsibility) for a corporation or public agency with twenty or more employees, which includes: recording transactions, reconciliation and monitoring of various general ledger accounts, and budget development, demonstrated ability to utilize a personal computer, word processing and spreadsheet programs and organize and manage conflicting priorities. Ability to communicate and work effectively and cooperatively in a team environment.

Desirable Qualifications include: BS or AA/AS degree; knowledge of general governmentally accepted accounting principles and their application to the recording of accounting transactions; CalPERS or other retirement systems, Black Mountain systems, and fund accounting.

CONTACT RESPONSIBILITY:

INTERNAL: Interaction with General Manager to receive specific work assignments and review results; with dDepartment heads to develop budgets and manage District funds; with oOther District employees to discuss and resolve accounting and customer service issues; and all other District employees as required.

EXTERNAL: Interaction with auditors to complete the annual financial statement audit; with contracted outside-consultants, various departments within the and San Luis Obispo Auditor-Controller, and IRS, CalPERS, County of SLO, and various State departmentsState of California, District customers, various vendors and others as needed State of California to address issues related to accounting and personnel perform job duties; with District customers to address issues related to the payment of amounts owed to the District; with vendors to address issues related to the payment of amounts owed by the District or to the District; with other outside parties as necessary.

PHYSICAL REQUIREMENTS:

Excellent ability to communicate and exchange information in a manner that others will understand; ability to operate and utilize a personal computer and software such as Word, Excel, Outlook and Share Point; ability to use other office equipment such as calculators, copy machines and printers; ability to remain in a stationary position for extended periods, ability to move about inside the office environment to access files, cabinets and office equipment; may on an infrequent basis assist with moving up to 5035 pounds.
Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

Work is primarily performed within an enclosed office setting.

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with

animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and eExposure to a computer screen. When performing work outside the facility, iIncumbent may be subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES:

~~-ESSENTIAL FUNCTIONS~~

Under the General Manager's direction, the Financial Officer's role is to execute and implement Board actions and the General Manager's day-to-day directives. maintain the District's finances in accordance with best management practices and District policy. The position exists to administer the finance related decisions and policies of the Board and the General Manager in the manner directed. At the general direction of the General Manager, tThe Financial Officer is responsible for creating, reviewing and maintaining accounting records and transactions in the District's automated financial management system software, reconciling financial transactions, developing financial reports, properly recording and filing taxes and other liabilities for the General Manager and preparing taxes. Within the scope of tThis position supports assists in the implementation of the District Strategic Plan/, District Master Plan(s) and Mission Statement. This at will position responsibilities include the recording of all accounting transactions (for example: accounts receivable, accounts payable, budget adjustments, payroll, job cost, cash receipts, purchase orders, capital reserves) in the District's automated financial management system, Black Mountain Systems software; to determine that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds; to determine that cash received is properly coded as to type; to reconcile various general ledger accounts and funds. Monthly preparation and presentation of the District's financial statements to the Board of Directors; and provides administrative support to all District Departments.

Adds Employees to healthcare and retirement thru the CalPERS system, 1099, W-2, Payroll deductions (457, Roth, health insurance, dental, vision payments)

Process new hires, including obtaining new employee documentation such as proof of eligibility to work in the United States and completed INS Employment Verification form.

Performs a variety of administrative duties in such areas as budgeting, contract administration, accounting, personnel, customer service, operational research, other internal support activities, and staff support to the General Manager and the Board of Directors. Must have knowledge and ability to utilize Black Mountain Systems for accounting, budgeting, capital reserves. Process payroll and timekeeping functions through Paychex and/or other District-approved payroll system. Analyzes alternatives and makes recommendations regarding such matters as budget development, administrative policies, and customer service processes to the General Manager. Oversees the District's accounting functions and prepares financial reports, statements, works with outside consultants for such things as the annual audit and other fiscal matters. Complies with external reporting requirements such as audits, State LGFA, payroll benefits, taxes, workman's compensation, and quarterly payroll reports.

~~The ability to work successfully within a team environment, as well as support of the District Strategic Plan/District Master Plan and Mission Statement is essential. A working knowledge and understanding of District policies and regulations, as well as active participation in the District's safety programs is necessary.~~

~~The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager. Financial Officer must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the General Manager.~~

% TIME TASKS

6589% Utilizes knowledge of generally governmental accepted accounting principles to: General accounting tasks

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Complete various reports and analyses as assigned, utilizing District software and knowledge of word processing and/or spreadsheet programs.
- Prepare, process, and maintain account receivables and account payables.
- ~~• Properly~~Accurately r-record accounting transactions in the District's ~~automated~~ financial management system~~software~~.
- ~~• Post daily cash received and general ledger accounts.~~
- ~~• Reconcile all District bank~~ and ledger accounts on a monthly basis.
- ~~• Reconcile various general ledger accounts on a monthly basis. Maintain proper~~ accounting of restricted and un-restricted revenues by department.
- Prepare, process, and present payroll for all District Personnel to the General Manager.
- Prepare, process, reconcile and record payroll taxes, retirement, withholdings, liabilities, and ensure proper payments of taxes and liabilities on time.
- Receive, request and process employee forms for new employees and changes to existing employees.
- Ensure that the District is receiving and maintaining required forms as necessary to accurately maintain employee payroll records.
- Work with vendors and department heads to ensure the District is receiving and maintaining all required information to maintain accurate system information and to process all reporting accurately and on a timely basis.
- Prepare and present the monthly financial statements at board meetings.
- Prepare, maintain records of proper cost accounting for general expenses, projects, grants, and loans. Review records with General Manager and department heads as necessary.
- Ensure that budget adjustments approved by the Board through resolution are entered appropriately and that any corresponding fund transfers are completed accurately.
- Prepare, present, maintain District annual and project budgets with department heads and General Manager.
- ~~• Maintain the fixed asset and depreciation subsidiary ledgers.~~
- ~~• Properly p~~Prepare and present the monthly financial statements to be used at the Board of Directors meetings and the District's annual budget and semiannual budget adjustments at board meetings.
- Review, reconcile and close out Purchase Orders.

- Review contracts as requested by the General Manager for compliance with District policies.
- Maintain awareness of state and federal standards of accounting, as they impact the District. Review emerging accounting standards with the General Manager for potential implementation or impact to the District.
- Make and present recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets. Assist in review of District policies relating to District finances.
- Review financial procedures, practices and policies as necessary and work with the General Manager on approving and/ or implementing changes.
- ~~• Complete various reports and analyses as assigned, utilizing District software and knowledge of word processing and/or spreadsheet programs.~~
- ~~• Make and present recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets.~~
- ~~• Organize, maintain, and assist with retention requirements for District files and data.~~
- ~~• Initiate, reconcile, and close out Purchase Orders.~~
- ~~• Maintain proper accounting of restricted and un-restricted revenues for each fund.~~
- ~~• Prepare, process, and present payroll for all District Personnel to the General Manager.~~
- ~~• Prepare, process, reconcile and record payroll taxes, retirement, withholdings, liabilities, and ensure proper payments of taxes in a timely manner.~~
- ~~• Prepare, process, and maintain account receivables.~~
- ~~• Prepare, process, and maintain account payables in a timely manner.~~
- ~~• Prepare, present, maintain District Annual and project Budgets with Department heads and General Manager.~~
- ~~• Prepare, maintain cost and financial backup for grant processing and reporting.~~
- ~~• Work with District Certified Public Accountant to perform regular financial reviews of District's finances quarterly with contracted CPA.~~

10% Annual audit preparation/ review

- Work with Districts contract Certified Public Accountant to perform regular financial reviews of District's finances quarterly or as needed with contracted CPA.
- Prepare required information for Districts contracted auditor to complete annual audits
- Review and respond to auditor's requests/ inquires during audits.
- Review annual audits with General Manager and department heads as necessary.
- Prepare and present annual audit for review at board meetings
- Maintain the fixed asset and depreciation subsidiary ledgers.

151% Provide support services as needed to:~~Provide support services to:~~

- Organize, maintain, and assist with retention requirements for District files and data.
- ~~• District Departments regarding~~Provide assistance with internal and external departmental, billing and invoicing with invoicing.
- ~~• Customer Service, by helping prepare and complete the billing process if needed~~preparing and completing the billing process.
- ~~• The front desk, by providing relief for front desk personnel~~Front desk reliefProvide assistance to front desk. (Receiving payments, answering customer inquiries)
- Provide education to the Board of Directors on District financial documentation and practices under the direction of the General Manager.
- ~~• Purchasing, such as processing purchasing orders.~~

10% Audit assistance

- ~~— Participate in the compilation and preparation of all required information to complete the District's annual financial statement audit.~~
- ~~• Respond to auditor's requests for additional information and perform such research as required to answer auditor's inquiries.~~

~~10% Participate in the compilation and preparation of all required information to complete the District's annual financial statement audit. Respond to auditors' requests for additional information and perform such research as required to answer auditors' inquiries.~~

PERIPHERAL FUNCTIONS:

~~Performs all related duties as assigned by the General Manager. Incumbent should gain working knowledge and understanding of District policies and regulations and actively participate in the District's safety program. Performs all related duties as assigned.~~

~~*The Incumbent Financial Officer may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the General Manager. The Financial Officer Incumbent must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the General Manager.*~~

DETAILED DUTIES AND RESPONSIBILITIES – NON-ESSENTIAL FUNCTIONS

~~10% Performs all related duties as assigned.~~



DEPARTMENT: Operations

TITLE: Wastewater Treatment Facility (“WWTF”) Operator Lead

REPORTS TO: Director of Utilities

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None

INDIRECT: WWTF Operator Lead serves as a shift operator and provides on-site work direction and technical guidance to WWTF Operator, Field Operator, Utility Worker, and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at hire:

- A valid California Class “C” driver’s license and proof of insurability
- SWRCB Water Distribution Grade 2
- SWRCB Wastewater Treatment Grade 3

Additional requirements post-hire:

- This position requires Collections Systems Maintenance within 1 year of hire, unless otherwise determined by the District.
- Must pass Standard First Aid, CPR, Sexual Harassment, and Ethics training within 3 months of hire.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be “on-call” as part of a predefined schedule, to work a predefined alternative work schedule, and overtime as necessary. While on-call, the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

EDUCATION:

High School diploma or equivalent.

EXPERIENCE:

A minimum of four years of experience (with demonstrated increased responsibility) working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; knowledge of District rules, procedures and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and software such as Word, Excel, Outlook, Share Point; completion of a course in lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities.

Desirable qualifications include a class "A" driver's license; bachelor's or associate's degree or additional training in Water, Wastewater, or a related Science field; and experience in and knowledge of recycled water systems and training in/knowledge of well, tank, and infrastructure maintenance.

CONTACT RESPONSIBILITY:

INTERNAL: Interacts with Director of Utilities and WWTF Operator to receive specific work assignments and review results; and with all other District personnel as required.

EXTERNAL: Interacts with the general public to answer basic questions during the course of carrying out the work assignment; with vendors to obtain parts and supplies; and with emergency service personnel as required.

PHYSICAL REQUIREMENTS:

Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs., infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs.; good communication and detection skills; must be able to wear appropriate safety equipment.

ENVIRONMENTAL CONDITIONS:

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director of Utilities, the WWTF Operator Lead serves as a shift operator & provides on-site work direction and technical guidance to WWTF Operator(s), utility workers, and seasonal laborers in the performance of construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations and active participation in the District safety programs is required. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work

independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent communication skills and regular and reliable attendance is required.

ESSENTIAL FUNCTIONS

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Serve as Shift operator at the WWTF providing work direction and technical instruction to other utility personnel.
- Inspects work results performed by other utility personnel.
- Delegates labor resources effectively
- Operate and maintain the wastewater treatment facilities.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction operates and maintains the Potable water system
- Cleans and maintains the District Sewer Collection System.
- Performs administrative work as required:
- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility and recycled water facilities.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the Lighting/landscaping Department as assigned. Perform all other duties as assigned.

The WWTF Operator Lead may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The WWTF Operator Lead must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.



DEPARTMENT: Operations

TITLE: Wastewater Treatment Facility ("WWTF") Operator Lead

REPORTS TO: Director of Utilities

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None*

INDIRECT: None

*-WWTF Operator Lead serves as a shift operator and provides on-site work direction and technical guidance to WWTF Operator, Field Operator, Utility Worker, and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at hire:

- A valid California Class "C" driver's license and proof of insurability
- SWRCB Water Distribution Grade 2
- SWRCB Wastewater Treatment Grade 3

Additional requirements post-hire:

- This position requires Collections Systems Maintenance within 1 year of hire, unless otherwise determined by the District.
- Must pass Standard First Aid, CPR, Sexual Harassment, and Ethics training within 3 months of hire.

Operator must have a

valid California Class "C" driver's license and proof of insurability, SWRCB Wastewater Treatment Grade 3, SWRCB Water Distribution Grade 2, and must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, to work a predefined alternative work schedule, and overtime as necessary. While on-call, the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

WWTF Operator Lead minimum licensing at time of hire:

- A valid California Class "C" driver's license and proof of insurability;
- SWRCB Wastewater Treatment Grade 3
- SWRCB Water Distribution Grade 2

A class "A" driver's license is desirable.

As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

~~Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.~~

~~This position requires the ability to be "on-call" as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator lead to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period.~~

EDUCATION:

High School diploma or equivalent.

High School diploma or equivalent is required, a BS degree or AA/ AS degree or additional training in Water, Wastewater or a related Science field is desirable.

EXPERIENCE:

A minimum of four years of experience (with demonstrated increased responsibility) working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; working knowledge of District rules, procedures and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and software such as Word, Excel, Outlook, Share Point; completion of a course in lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities.

Desirable qualifications include a class "A" driver's license; bachelor's or associate's degree or additional training in Water, Wastewater, or a related Science field; and experience in and knowledge of recycled water systems and training in/knowledge of well, tank, and infrastructure maintenance.

Desirable qualifications include a class "A" driver's license, BS or AA/AS degree or additional training in Water, Wastewater or a related Science field, experience in and knowledge of recycled water systems.

~~A minimum of four years of experience (with demonstrated increased responsibility) working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; demonstrated comprehension of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer, peripherals and software such as Word, excel, outlook, share point; a thorough knowledge of departmental procedures; the successful completion of a course of instruction on lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities; skilled in personal computer and~~

~~peripherals operations and use. Experience in and knowledge of recycled water systems is desirable.~~

CONTACT RESPONSIBILITY:

INTERNAL: ~~Interact~~sion with Director of Utilities ~~and~~; WWTF Operator ~~to~~; ~~receiv~~s specific work assignments and review results; ~~and with~~ all other District personnel as required.

EXTERNAL: ~~Interact~~sion with ~~the~~ general public to answer basic questions during the course of carrying out the work assignment; ~~with~~ vendors to obtain parts and supplies; and ~~with~~ emergency service personnel as required.

PHYSICAL REQUIREMENTS:

~~Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs., infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs.; good communication and detection skills; must be able to wear appropriate safety equipment.~~

~~Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, treated or untreated potable water, raw or treated sewage, recycled wastewater, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory and other safety equipment.~~

ENVIRONMENTAL CONDITIONS:

Outside-~~Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.~~

Indoors- ~~Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.~~

~~When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.~~

~~When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.~~

DETAILED DUTIES AND RESPONSIBILITIES:

~~– ESSENTIAL FUNCTIONS~~

~~Under the general direction of the Director of Utilities, the WWTF Operator Lead serves as a shift operator & provides on-site work direction and technical guidance to WWTF Operator(s), utility workers, and seasonal laborers in the performance of construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations and active participation in the District safety programs is required. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent communication skills and regular and reliable attendance is required.~~

~~This position's responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.~~

~~This position participates in the operation and maintenance of the water distribution system as directed by the Director of Utilities.~~

~~The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.~~

~~Following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties set forth below to address business or staffing needs and changing business practices as defined by the Director of Utilities. The WWTF Operator Lead must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.~~

ESSENTIAL FUNCTIONS

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Serve as Shift operator at the WWTF providing work direction and technical instruction to other WWTF-utility personnel.
- Inspects work results performed by other WWTF-utility personnel.
- Delegates labor resources effectively
- Operate and maintain the wastewater treatment facilities.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction operates and maintains the Potable water system
- Cleans and maintains the District Sewer Collection System.
- Performs administrative work as required:

- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility and recycled water facilities.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.
- ~~General housekeeping of District offices, and facilities as needed or assigned.~~
- ~~General housekeeping of District Wastewater Treatment Facility as needed or assigned.~~

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the Lighting/landscaping Department as assigned. Perform all other duties as assigned.

The WWTF Operator Lead may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The WWTF Operator Lead must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- ~~Assist in the operation of the Solid Waste Department~~
- ~~Assist in the operation of the Lighting/landscaping Department~~Department.
- ~~Performs all other duties as assigned.~~

~~(End of Description for WWTF Operator Lead)~~



DEPARTMENT: Operations

TITLE: Wastewater Treatment Facility (“WWTF”) Operator

REPORTS TO: Director of Utilities, WWTF Operator Lead

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: *WWTF Operator may provide on-site work direction and technical guidance to Utility Worker and Seasonal Labor.*

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at hire:

- A valid California Class “C” driver’s license and proof of insurability;
- SWRCB Wastewater Treatment Grade 2
- SWRCB Water Distribution Grade 1

Additional requirements post-hire:

- This position requires Collections Systems Maintenance within 1 year of hire, unless otherwise determined by the District.
- Must pass Standard First Aid, CPR, Sexual Harassment, and Ethics training within 3 months of hire.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be “on-call” as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period.

EDUCATION:

High School diploma

EXPERIENCE:

A minimum of two years of experience working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; working knowledge of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all

construction related vehicles and equipment; ability to effectively utilize a personal computer and peripherals, a thorough knowledge of departmental procedures; skilled in personal computer, peripherals and software such as Word, excel, outlook, share point; operations and use. Experience in and knowledge of recycled water systems is desirable.

Desirable qualifications include a class "A" driver's license; bachelor's or associate's degree or additional training in Water, Wastewater, or a related Science field; and experience in and knowledge of recycled water systems and training in/knowledge of well, tank, and infrastructure maintenance.

CONTACT RESPONSIBILITY:

INTERNAL: Interaction with Director of Utilities and WWTF Operator Lead to receive specific work assignments and review results; all other District personnel as required.

EXTERNAL: Interacts with the general public to answer basic questions during the course of carrying out the work assignment; with vendors to obtain parts and supplies; and with emergency service personnel as required..

PHYSICAL REQUIREMENTS

Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs., infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs.; good communication and detection skills; must be able to wear appropriate safety equipment.

ENVIRONMENTAL CONDITIONS

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under the general direction of the Director of Utilities, the WWTF Operator serves as a shift operator & provides on-site work direction and technical guidance to utility workers, and seasonal laborers in the performance of construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations and active participation in the District safety programs is required. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent communication skills and regular and reliable attendance is required.

ESSENTIAL FUNCTIONS

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Serve as Shift operator at the WWTF providing work direction and technical instruction to other utility personnel.
- Inspects work results performed by other utility personnel.
- Delegates labor resources effectively
- Operate and maintain the wastewater treatment facilities.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction operates and maintains the Potable water system
- Cleans and maintains the District Sewer Collection System.
- Performs administrative work as required:
- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the Lighting/landscaping Department as assigned. Perform all other duties as assigned.

The WWTF Operator may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The WWTF Operator must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.



DEPARTMENT: Operations

TITLE: Wastewater Treatment Facility (“WWTF”) Operator

REPORTS TO: Director of Utilities, WWTF Operator Lead

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

WWTF Operator may provide on-site work direction and technical guidance to Utility Worker and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at hire:

~~WWTF Operator Lead minimum licensing at time of hire:~~

- A valid California Class “C” driver’s license and proof of insurability;
- SWRCB Wastewater Treatment Grade 2
- SWRCB Water Distribution Grade 1

Additional requirements post-hire:

- This position requires Collections Systems Maintenance within 1 year of hire, unless otherwise determined by the District.
- Must pass Standard First Aid, CPR, Sexual Harassment, and Ethics training within 3 months of hire.

~~As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.~~

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be “on-call” as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period.

EDUCATION:

High School diploma ~~or equivalent is required, a BS degree or AA/AS degree or additional training in Water, Wastewater or a related Science field is desirable.~~

EXPERIENCE:

A minimum of two years of experience working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; working knowledge of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and peripherals, a thorough knowledge of departmental procedures; skilled in personal computer, peripherals and software such as Word, excel, outlook, share point; operations and use. Experience in and knowledge of recycled water systems is desirable.

Desirable qualifications include a class "A" driver's license; bachelor's or associate's degree or additional training in Water, Wastewater, or a related Science field; and experience in and knowledge of recycled water systems and training in/knowledge of well, tank, and infrastructure maintenance.

CONTACT RESPONSIBILITY:

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Director of Utilities and WWTF Operator Lead to receive specific work assignments and review results; all other District personnel as required.

EXTERNAL: Interacts with the general public to answer basic questions during the course of carrying out the work assignment; with vendors to obtain parts and supplies; and with emergency service personnel as required. ~~Interaction with general public to answer basic questions during the course of carrying out the work assignment; and emergency service personnel as required.~~

PHYSICAL REQUIREMENTS

Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs., infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs.; good communication and detection skills; must be able to wear appropriate safety equipment. ~~Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory safety equipment.~~

ENVIRONMENTAL CONDITIONS

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with

animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.

When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under the general direction of the Director of Utilities, the WWTF Operator serves as a shift operator & provides on-site work direction and technical guidance to utility workers, and seasonal laborers in the performance of construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations and active participation in the District safety programs is required. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent communication skills and regular and reliable attendance is required.

This, at will, position responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

This position participates in the operation and maintenance of the water distribution system as directed by the Director of Utilities.

The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

Following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties set forth below to address business or staffing needs and changing business practices as defined by the Director of Utilities.

ESSENTIAL FUNCTIONS

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.

- Serve as Shift operator at the WWTF providing work direction and technical instruction to other utility personnel.
- Inspects work results performed by other utility personnel.
- Delegates labor resources effectively
- Operate and maintain the wastewater treatment facilities.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction operates and maintains the Potable water system
- Cleans and maintains the District Sewer Collection System.
- Performs administrative work as required:
- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.
- ~~Professionally represents the District~~
- ~~Performs administrative work as required~~
- ~~Prepares or assists in the preparation of required paperwork to document work performed at the job site.~~
- ~~Responds to emergency situations using sound judgment.~~
- ~~Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.~~
- ~~Under direction operates and maintains the Potable water system~~
- ~~Cleans and maintains the District Sewer Collection System.~~
- ~~Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility and recycled water facilities.~~
- ~~Performs routine maintenance on District equipment and facilities.~~
- ~~Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.~~
- ~~General housekeeping of District offices, and facilities as needed or assigned.~~
- ~~General housekeeping of District Wastewater Treatment Facility as needed or assigned.~~

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the Lighting/landscaping Department as assigned. Perform all other duties as assigned.

The WWTF Operator may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The WWTF Operator must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.

~~DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS~~

- ~~• Assist in the operation of the Solid Waste Department~~
- ~~• Assist in the operation of the Lighting/ landscaping Department~~
- ~~• Performs all other duties as assigned.~~

(End of Description for WWTF Operator)



DEPARTMENT: Operations

TITLE: Field Operator Lead

REPORTS TO: Director of Utilities

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None

INDIRECT: Serves as a crew leader and provides on-site work direction and technical guidance to Field Operator, WWTF Operator, Utility Worker, and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at hire:

- A valid California Class "C" driver's license and proof of insurability
- SWRCB Water Distribution Grade 2
- SWRCB Water Treatment Grade 2
- SWRCB Wastewater Treatment Grade 1

Additional requirements post-hire:

- This position requires Backflow tester certification and Collections Systems Maintenance within 1 year of hire, unless otherwise determined by the District.
- Must pass Standard First Aid, CPR, Sexual Harassment, and Ethics training within 3 months of hire.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, to work a predefined alternative work schedule, and work overtime as necessary. While on-call the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

EDUCATION:

High School diploma or equivalent.

EXPERIENCE:

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A minimum of four years of experience (with demonstrated increased responsibility) working in water and/or wastewater operations and maintenance; knowledge of District rules, procedures and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and software such as Word, Excel, Outlook, Share Point; thorough knowledge of District procedures, completion of a course in lead or supervisory duties at a journey level; ability to organize and manage competing priorities, and other related training in well maintenance.

Desirable qualifications include a class "A" driver's license; bachelor's or associate's degree or additional training in Water, Wastewater, or a related Science field; and experience in and knowledge of recycled water systems and training in/knowledge of well, tank, and infrastructure maintenance.

CONTACT RESPONSIBILITY:

INTERNAL: Interacts with Director of Utilities and Field Operator to receive specific work assignments and review results; with District personnel to discuss and resolve technical issues; with front desk and customer service personnel to coordinate assignments; and all other District personnel as required.

EXTERNAL: Interacts with general public to answer basic questions during the course of carrying out the work assignment; with vendors to obtain parts and supplies; and with emergency service personnel as required.

PHYSICAL REQUIREMENTS:

Active physical work with and without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs., infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs.; good communication and detection skills; must be able to wear appropriate safety equipment.

ENVIRONMENTAL CONDITIONS:

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director of Utilities, the Field Operator Lead serves as a crew leader and provides on-site work direction and technical guidance to Field Operators, Utility Workers and Seasonal Laborers. Typical duties include construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. The Field Operations Lead must have a working knowledge and understanding of District safety rules and regulations and actively

participate in the District's safety program. The Field Operations Lead will respond to emergency situations and act as a backup to the Wastewater Treatment Facility ("WWTF") operators and participate in the operation and maintenance of the WWTF as directed by the Director of Utilities. The ability to interact successfully in a team environment, support the District Strategic Plan and Mission statement; and work independently using sound judgment, with a clear understanding of goals, objectives, procedures, and guidelines is essential. Excellent communication skills and stable, reliable attendance are required.

ESSENTIAL FUNCTIONS:

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Serve as crew leader at the site providing work direction and technical instruction to other Utility personnel.
- Inspect work results performed by Utility personnel.
- Prepare/inspect equipment and obtain required permits.
- Delegate labor resources effectively.
- Perform administrative work as required.
- Prepare or assist in the preparation of required paperwork to document work performed at the job site.
- Respond to emergency situations using sound judgement.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction, operate and maintain the District Water, Wastewater treatment facilities.
- Clean and maintain the District sewer collection system.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Perform routine maintenance on District equipment and facilities.
- Operate equipment including (but not limited to): backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Administer, test, and maintain District's backflow system.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the Lighting/ landscaping Department as assigned. Perform all other duties as assigned.

The Field Operations Lead may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The Field Operations Lead must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.



DEPARTMENT: Operations

TITLE: Field Operator Lead

REPORTS TO: Director of Utilities

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None*

INDIRECT: * ~~Field Operator Lead serves as a crew leader and provides on-site work direction and technical guidance to Field Operator, WWTF Operator, Utility Worker, and Seasonal Labor.~~

None

~~* Field Operator Lead serves as a crew leader & provides on-site work direction and technical guidance to Field Operator, Utility Worker and Seasonal Labor.~~

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at hire:

- A valid California Class "C" driver's license and proof of insurability
- SWRCB Water Distribution Grade 2
- SWRCB Water Treatment Grade 2
- SWRCB Wastewater Treatment Grade 1

Additional requirements post-hire:

- This position requires Backflow tester certification and Collections Systems Maintenance within 1 year of hire, unless otherwise determined by the District.
- Must pass Standard First Aid, CPR, Sexual Harassment, and Ethics training within 3 months of hire.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, to work a predefined alternative work schedule, and work overtime as necessary. While on-call the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

Field Operator Lead minimum licensing at time of hire:

- ~~• A valid California Class “C” driver’s license and proof of insurability;~~
- ~~• SWRCB Water Distribution Grade 2~~
- ~~• SWRCB Water Treatment Grade 2~~
- ~~• SWRCB Wastewater Treatment Grade 1~~

~~Backflow tester certification and Collections Systems Maintenance are required for the Field Operator Lead within 1 year of hire, unless otherwise determined by the District.~~

~~A class “A” driver’s license is desirable.~~

~~As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.~~

~~**Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.**~~

~~***This position requires the ability to be “on-call” as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator lead to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period of time.***~~

EDUCATION:

~~High School diploma or equivalent. High School diploma or equivalent is required, a BS degree or AA/ AS degree or additional training in Water, Wastewater or a related Science field is desirable.~~

EXPERIENCE:

~~A minimum of four years of experience (with demonstrated increased responsibility) working in water and/or wastewater operations and maintenance; knowledge of District rules, procedures and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and software such as Word, Excel, Outlook, Share Point; thorough knowledge of District procedures, completion of a course in lead or supervisory duties at a journey level; ability to organize and manage competing priorities, and other related training in well maintenance.~~

~~Desirable qualifications include a class “A” driver’s license; bachelor’s or associate’s degree or additional training in Water, Wastewater, or a related Science field; and experience in and knowledge of recycled water systems and training in/knowledge of well, tank, and infrastructure maintenance.~~

~~A minimum of four years of experience (with demonstrated increased responsibility) working in water and / or wastewater operations and maintenance; demonstrated comprehension of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer, peripherals and software such as Word, excel, outlook, share point; a thorough knowledge of the District’s procedures; the successful completion of a course of instruction on lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities; skilled in personal computer and peripherals operations and use, other related training in well maintenance, tank maintenance and infrastructure maintenance is desirable. Experience in and knowledge of recycled water systems is desirable.~~

CONTACT RESPONSIBILITY:

INTERNAL: Interaction with Director of Utilities and Field Operator to; receives specific work assignments and review results; with District personnel to discuss and resolve technical issues; with front desk and customer service personnel to coordinate assignments; and all other District personnel as required.

EXTERNAL: Interaction with general public to answer basic questions during the course of carrying out the work assignment; with vendors to obtain parts and supplies; and with emergency service personnel as required.

PHYSICAL REQUIREMENTS:

Active physical work with and without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs., infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs.; good communication and detection skills; must be able to wear appropriate safety equipment.

~~Active physical work with and without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, treated and untreated potable water, raw or treated sewage, recycled wastewater, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory and other safety equipment.~~

ENVIRONMENTAL CONDITIONS:

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

~~When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.~~

~~When working indoors, work may be performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.~~

DETAILED DUTIES AND RESPONSIBILITIES: ~~ESSENTIAL FUNCTIONS~~

~~Under the general direction of the Director of Utilities, the Field Operator Lead serves as a crew leader and provides on-site work direction and technical guidance to Field Operators, Utility Workers and Seasonal Laborers. Typical duties include construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. The Field Operations Lead must have a working knowledge and understanding of District safety rules and regulations and actively participate in the District's safety program. The Field Operations Lead will respond to emergency situations and act as a backup to the Wastewater Treatment Facility ("WWTF") operators and participate in the operation and maintenance of the WWTF as directed by the Director of Utilities. The ability to interact successfully in a team environment, support the District Strategic Plan and Mission statement; and work independently using sound judgment, with a clear understanding of goals, objectives, procedures, and guidelines is essential. Excellent communication skills and stable, reliable attendance are required.~~

~~This position's responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.~~

~~This position acts as a backup to the Wastewater Treatment Facility ("WWTF") operators and participates in the operation and maintenance of the WWTF as directed by the Director of Utilities.~~

~~The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.~~

~~Following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties set forth below to address business or staffing needs and changing business practices as defined by the Director of Utilities. The Field Operator Lead must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.~~

ESSENTIAL FUNCTIONS:

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Serve as crew leader at the site providing work direction and technical instruction to other Utility personnel.
- Inspect work results performed by Utility personnel.
- Prepare/inspect equipment and obtain required permits.
- Delegate labor resources effectively.
- Perform administrative work as required.
- Prepare or assist in the preparation of required paperwork to document work performed at the job site.
- Respond to emergency situations using sound judgement.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.

- Under direction, operate and maintain the District ~~w~~Water, Wastewater treatment ~~plant and recycled water~~ facilities.
- Clean and maintain the District sewer collection system.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Perform routine maintenance on District equipment and facilities.
- Operate equipment including (but not limited to): backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Administer, test, and maintain District's backflow system.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.
 - ~~Professionally represents the District.~~
 - ~~Serve as Crew Leader at the site providing work direction and technical instruction to other Utility personnel.~~
 - ~~Inspects work results performed by Utility personnel.~~
 - ~~Prepares/inspects equipment and obtains required permits.~~
 - ~~Delegates labor resources effectively.~~
 - ~~Performs administrative work as required.~~
 - ~~Prepares or assists in the preparation of required paperwork to document work performed at the job site.~~
 - ~~Responds to emergency situations using sound judgment.~~
 - ~~Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.~~
 - ~~Under direction, operates and maintains the District wastewater treatment plant and recycled water facilities.~~
 - ~~Cleans and maintains the District sewer collection system~~
 - ~~Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, performs the following:~~
 - ~~Laying and joining pipe.~~
 - ~~Breaking out pavement for installations.~~
 - ~~Maintenance/repair of mains and services.~~
 - ~~Repairing land areas for planting.~~
 - ~~Installation and maintenance of customer meters.~~
 - ~~Performs routine maintenance on District equipment and facilities.~~
 - ~~Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.~~
 - ~~Administers, tests, and maintains District's backflow system.~~
 - ~~General housekeeping of District offices, and facilities as needed or assigned.~~
~~General housekeeping of district Wastewater Treatment Facility as needed or assigned.~~

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the Lighting/ landscaping Department as assigned. Perform all other duties as assigned.

The Field Operations Lead may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and

changing business practices at the discretion of the Director of Utilities. The Field Operations Lead must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.

~~DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS~~

- ~~• Assist in the operation of the Solid Waste Department as assigned~~
- ~~• Assist in the operation of the Lighting/landscaping Department as assigned~~
- ~~• Performs all other duties as assigned.~~

{End of Description for Field Operator Lead}



DEPARTMENT: **Operations**

TITLE: **Field Operator**

REPORTS TO: **Director of Utilities & Field Operator Lead**

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None*

INDIRECT: None

*Field Operator may provide on-site work direction and technical guidance to Utility Worker and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at time of hire:

- A valid California Class "C" driver's license and proof of insurability
- SWRCB Water Distribution Grade 1
- SWRCB Water Treatment Grade 1
- ~~SWRCB Wastewater Treatment Grade 1~~

Additional requirements post-hire:

Must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. Training will be provided by the District.

- SWRCB Wastewater Treatment OIT within 30 days of hire and Grade 1 within 2 years of hire.
- Must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. Training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, to work a predefined alternative work schedule, and overtime as necessary. While on-call the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

Field Operator minimum licensing at time of hire:

- ~~A valid California Class "C" driver's license and proof of insurability;~~
- ~~SWRCB Water Distribution Grade 1~~

- ~~• SWRCB Water Treatment Grade 1~~
- ~~• SWRCB Wastewater Treatment Grade 1 (Required within 1 year of hire)~~

~~As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.~~

~~**Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.**~~

~~***This position requires the ability to be “on-call” as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period.***~~

EDUCATION:

~~High School diploma or equivalent.~~

~~High School diploma or equivalent is required, additional training in Water, Wastewater or a related Science field is desirable.~~

EXPERIENCE:

~~Minimum of two years of experience laying pipe and related materials. Knowledge of recycled water systems; water and wastewater operations and maintenance; District rules and regulations; and California and Federal OSHA requirements and their application, understanding of and ability to operate construction related vehicles and equipment, ability to effectively use a personal computer, peripherals and software such as Word, Excel, Outlook, Sharepoint.~~

~~Desirable qualification include training in Water, Wastewater, or a related Science field and experience in and knowledge of recycled water systems. Minimum of two years' experience laying pipe and related materials. Working knowledge of water and wastewater operations and maintenance; demonstrated comprehension of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer, peripherals and software such as Word, excel, outlook, share point; Experience in and knowledge of recycled water systems is desirable.~~

CONTACT RESPONSIBILITY:

~~**INTERNAL:** Interact~~sion~~ with Director of Utilities and Field Operator Lead to receive specific work assignments and review results; with District personnel to discuss and resolve technical issues; with front desk and customer service personnel to coordinate assignments; and all other District personnel as required.~~

~~**EXTERNAL:** Interact~~sion~~ with general public to answer basic questions during the course of carrying out the work assignment; and with emergency service personnel as required.~~

PHYSICAL REQUIREMENTS:

~~Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs, infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs; good communication and detection skills; must skills; must be able to wear appropriate safety equipment.~~

~~Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, treated and untreated potable water, raw or treated sewage, recycled wastewater, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory and other safety equipment.~~

ENVIRONMENTAL CONDITIONS:

~~**Outside-**Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.~~

~~**Indoors-** Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.~~

~~When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.~~

~~When working indoors, work may be performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.~~

DETAILED DUTIES AND RESPONSIBILITIES:--ESSENTIAL FUNCTIONS

~~Under the general direction of the Director of Utilities, the Operator will perform duties related to construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. This position also performs operation and maintenance activities at the Wastewater Treatment Facility ("WWTF"). Working knowledge and understanding of District safety rules and regulations and active participation in the District safety program are required. The ability to interact successfully in a team environment; support the District Strategic Plan and Mission statement; and work independently using sound judgment, with a clear understanding of goals, objectives, procedures, and guidelines is essential. Excellent communication skills and stable, reliable attendance is required.~~

~~This position's responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry,~~

cathodic protection and related equipment. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

ESSENTIAL FUNCTIONS

This position performs operation and maintenance activities at the WWTF as directed by the Director of Utilities.

The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

Following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties set forth below to address business or staffing needs and changing business practices as defined by the Director of Utilities. The Field Operator must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Perform administrative work as required.
- Prepare or assist in the preparation of required paperwork to document work performed at the job site.
- Respond to emergency situations using sound judgement.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction, operate and maintain the District **Water, Wastewater Treatment plant and Recycled Water** facilities.
- Clean and maintain the District sewer collection system.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Perform routine maintenance on District equipment and facilities.
- Operate equipment including (but not limited to): backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Administer, test, and maintain District's backflow system.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.
- ~~Demonstrate excellent communication skills and reliable attendance.~~
 - ~~Professionally represents the District~~
 - ~~Performs administrative work as required~~
 - ~~Prepares or assists in the preparation of required paperwork to document work performed at the job site.~~
 - ~~Responds to emergency situations using sound judgement.~~
 - ~~Under direction assists in the operation and maintenance of the District wastewater treatment plant and recycled water facilities.~~
 - ~~Cleans and maintains the District sewer collection system~~

- ~~Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.~~
- ~~Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, performs the following:~~
- ~~Laying and joining pipe.~~
- ~~Breaking out pavement for installations.~~
- ~~Maintaining/repairing mains and services.~~
- ~~Repairing land areas for planting.~~
- ~~Installing and maintaining customer meters.~~
- ~~Performing routine maintenance on District equipment and facilities.~~
- ~~Operating a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.~~
- ~~General housekeeping of District offices, and facilities as needed or assigned.~~
~~General housekeeping of district Wastewater Treatment Facility as needed or assigned.~~

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the lighting/landscaping Department as assigned. Perform all other duties as assigned.

The Field Operator may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The Field Operator must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- ~~Assist in the operation of the Solid Waste Department as assigned~~
- ~~Assist in the operation of the Lighting/ landscaping Department as assigned~~
- ~~Performs all other duties as assigned.~~

~~{End of Description for Field Operator}~~



DEPARTMENT: Operations

TITLE: Field Operator

REPORTS TO: Director of Utilities & Field Operator Lead

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None

INDIRECT: Field Operator may provide on-site work direction and technical guidance to Utility Worker and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at time of hire:

- A valid California Class "C" driver's license and proof of insurability
- SWRCB Water Distribution Grade 1
- SWRCB Water Treatment Grade 1

Additional requirements post-hire:

- SWRCB Wastewater Treatment OIT within 30 days of hire and Grade 1 within 2 years of hire.
- Must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. Training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, to work a predefined alternative work schedule, and overtime as necessary. While on-call the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

EDUCATION:

High School diploma or equivalent.

EXPERIENCE:

Minimum of two years of experience laying pipe and related materials. Knowledge of water and wastewater operations and maintenance; District rules and regulations; and California and Federal OSHA requirements and their application, understanding of and ability to operate

construction related vehicles and equipment, ability to effectively use a personal computer, peripherals and software such as Word, Excel, Outlook, Sharepoint.

Desirable qualification include training in Water, Wastewater, or a related Science field and experience in and knowledge of recycled water systems.

CONTACT RESPONSIBILITY:

INTERNAL: Interacts with Director of Utilities and Field Operator Lead to receive specific work assignments and review results; with District personnel to discuss and resolve technical issues; with front desk and customer service personnel to coordinate assignments; and all other District personnel as required.

EXTERNAL: Interacts with general public to answer basic questions during the course of carrying out the work assignment; and with emergency service personnel as required.

PHYSICAL REQUIREMENTS:

Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs, infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs; good communication and detection skills; must be able to wear appropriate safety equipment.

ENVIRONMENTAL CONDITIONS:

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director of Utilities, the Operator will perform duties related to construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. This position also performs operation and maintenance activities at the Wastewater Treatment Facility ("WWTF"). Working knowledge and understanding of District safety rules and regulations and active participation in the District safety program are required. The ability to interact successfully in a team environment; support the District Strategic Plan and Mission statement; and work independently using sound judgment, with a clear understanding of goals, objectives, procedures, and guidelines is essential. Excellent communication skills and stable, reliable attendance is required.

ESSENTIAL FUNCTIONS

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Perform administrative work as required.

- Prepare or assist in the preparation of required paperwork to document work performed at the job site.
- Respond to emergency situations using sound judgement.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction, operate and maintain the District Water, Wastewater treatment facilities.
- Clean and maintain the District sewer collection system.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Perform routine maintenance on District equipment and facilities.
- Operate equipment including (but not limited to): backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Administer, test, and maintain District's backflow system.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the lighting/landscaping Department as assigned. Perform all other duties as assigned.

The Field Operator may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The Field Operator must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.



DEPARTMENT: **Operations**

TITLE: **UTILITY WORKER**

REPORTS TO: **Director of Utilities, Field Operator Lead, WWTF Operator Lead**

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at time of hire:

- A valid California Class "C" driver's license and proof of insurability

Additional requirements post-hire:

- Must pass Standard First Aid and CPR, Sexual Harassment training, and Ethics training within 3 months of hire. Training will be provided by the District.
- Must be able to obtain a SWRCB WW Grade 1 OIT within 30 days of hire. Wastewater license must be maintained throughout employment.
- SWRCB Water Distribution Grade 1 within one (1) year of hire.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

EDUCATION:

High School diploma or equivalent required.

EXPERIENCE:

One-year work experience in maintenance and or construction of underground utilities, preferably in water and wastewater

KNOWLEDGE OF:

Routine maintenance of vehicles, equipment, and tools; use of various hand and power tools, and mechanized equipment; water and sewer maintenance/operations; general construction work; safe working practices in a maintenance environment.

ABILITY TO:

Stay productively busy; take direction from leads and superiors; maintain a safe work environment; interact positively with the public; work varying shifts and overtime as required; utilize safety power tools; exercise good judgment in the operation of all equipment.

PHYSICAL REQUIREMENTS:

Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs, infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs; good communication and detection skills; must be able to wear appropriate safety equipment.

ENVIRONMENTAL CONDITIONS

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES:

Under the general direction of the Field Operator Lead and/ or WWTF Operator Lead, the Worker will perform duties related to construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. This position works as assigned in all District Departments, and at all District Facilities as assigned. Understanding of District safety rules and regulations and active participation in the District safety program are required. The ability to interact successfully in a team environment; support the District Strategic Plan and Mission statement; and work independently using sound judgment, with a clear understanding of goals, objectives, procedures, and guidelines is essential. Excellent communication skills and stable, reliable attendance is required.

ESSENTIAL FUNCTIONS:

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District
- Responds to emergency situations using sound judgment.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction, operate and maintain the District Water and Wastewater treatment facilities.
- Clean and maintain the District sewer collection system.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.

- Perform routine maintenance on District equipment and facilities.
- Operate equipment including (but not limited to): backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.
- Under supervision, assists in the operation and maintenance of the potable water systems, wastewater collection and treatment systems

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the street lighting/landscaping Department as assigned. Perform all other duties as assigned.

The Utility Worker may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The Utility Worker must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.



DEPARTMENT: Operations

TITLE: UTILITY WORKER

REPORTS TO: Director of Utilities, Field Operator Lead, WWTF Operator Lead

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

TYPE OF WORK

Under supervision of the Director of Utilities, Field Operator Lead or Field Operator WWTF Operator Lead, works independently, or as part of a crew performing a full range of maintenance duties in a variety of tasks relative to District functions in Water Distribution, Water Treatment, Wastewater Treatment, Street Lighting/ Landscaping, Fire, and Solid Waste.

TYPICAL DUTIES PERFORMED

Under supervision, performs a variety of unskilled and semiskilled tasks in the maintenance and operation of District facilities; cleaning and repairing water well systems and structures, repairing water leaks, exercising valves, cleaning out meter boxes and valve boxes, cleaning and repair of wastewater collection and treatment systems including wet wells, sewer mains and man holes, painting, hand digging using pick and shovel, landscape maintenance, running errands, pest and weed control, cleaning and maintenance of all types, road repairs, reading water meters, hazardous material handling, performs maintenance and repairs of rolling stock; assists others as directed, performs general housekeeping of district offices, fire station and utility buildings, and performs other duties as required. (Examples listed may not cover all duties that may be performed.)

Minimum licensing requirement at time of hire:

- A valid California Class "C" driver's license and proof of insurability

Additional requirements post-hire:

- Must pass Standard First Aid and CPR, Sexual Harassment training, and Ethics training within 3 months of hire. Training will be provided by the District.
- Must be able to obtain a SWRCB WW Grade 1 OIT within 30 days of hire. Wastewater license must be maintained throughout employment.

- SWRCB Water Distribution Grade 1 within one (1) year of hire.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

EDUCATION:

High School diploma or equivalent required.

EXPERIENCE: Desirable Experience:

One-year work experience in maintenance and or construction of underground utilities, preferably in water and wastewater

Knowledge of: KNOWLEDGE OF:

Routine maintenance of vehicles, equipment, and tools; use of various hand and power tools, and mechanized equipment; water and sewer maintenance/operations; general construction work; safe working practices in a maintenance environment.

Ability to: ABILITY TO:

Stay productively busy; take direction from leads and superiors; maintain a safe work environment; interact positively with the public; work varying shifts and overtime as required; utilize safety power tools; exercise good judgement in the operation of all equipment.

Knowledge of:

Routine maintenance of vehicles, equipment, and tools; use of various hand and power tools, and mechanized equipment. Water and sewer maintenance/ operations, general construction work; safe working practices in a construction/ maintenance environment.

Ability to:

Stay productively busy, work under the direction of others and work well with others, maintain a safe work environment, have a cooperative and helpful attitude with the public, be willing to be trained and to learn new skills. Work outside in a variety of weather conditions. Perform heavy physical activity. Work varied shifts and overtime as required for planned repairs and or emergency work. Follow directions with reading and writing skills to accomplish desired tasks; do manual labor; utilize hand and power tools in building and facility maintenance; exercise good judgment in the operation of equipment and in completing jobs independently; and operate various motorized equipment.

(continued on next page)

Desirable Experience:

One year work experience in maintenance and or construction of underground utilities, preferably in water and wastewater

~~One-year work experience in maintenance and or construction of underground utilities, preferably in water and wastewater.~~

~~Minimum licensing requirement at time of hire:~~

~~**Special Requirements:**~~

~~Possession of a valid California Class "C" Driver's License. Licensee Class C is required at time of hire.~~

~~As a condition of employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.~~

~~Utility Worker required licensing:~~

~~A valid California Class "C" driver's license and proof of insurability (at time of hire);~~

~~Additional requirements post-hire:~~

~~Must pass Standard First Aid and CPR, Sexual Harassment training, and Ethics training within 3 months of hire. Training will be provided by the District.~~

~~Must be able to obtain a SWRCB WW Grade 1 OIT within 30 days of hire. Wastewater license must be maintained throughout employment.~~

~~SWRCB Water Distribution Grade 1 within one (1) year of hire.~~

~~**Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.**~~

~~**PHYSICAL REQUIREMENTS:**~~

~~**Physical Demands and Working Conditions:**~~

~~Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs, infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs; good communication and detection skills; must be able to wear appropriate safety equipment.~~

~~Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities.~~

~~**ENVIRONMENTAL CONDITIONS**~~

~~**Outside-**Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.~~

~~**Indoors-** Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.~~

~~When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.~~

~~When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.~~

~~DETAILED DUTIES AND RESPONSIBILITIES:--ESSENTIAL FUNCTIONS~~

~~Under the general direction of the Field Operator Lead and/ or WWTF Operator Lead, the Worker will perform duties related to construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. This position works as assigned in all District Departments, and at all District Facilities as assigned. Understanding of District safety rules and regulations and active participation in the District safety program are required. The ability to interact successfully in a team environment; support the District Strategic Plan and Mission statement; and work independently using sound judgment, with a clear understanding of goals, objectives, procedures, and guidelines is essential. Excellent communication skills and stable, reliable attendance is required.~~

~~This position's responsibilities include performing construction, installation and maintenance work on pipelines and rights of way, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.~~

~~The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.~~

~~Following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties set forth below to address business or staffing needs and changing business practices as defined by the Director of Utilities.~~

~~ESSENTIAL FUNCTIONS:~~

- ~~• Demonstrate excellent communication skills and reliable attendance.~~
- ~~• Professionally represents the District~~
- ~~• Responds to emergency situations using sound judgment.~~
- ~~• Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.~~
- ~~• Under direction, operate and maintain the District Water and Wastewater treatment facilities.~~
- ~~• Clean and maintain the District sewer collection system.~~
- ~~• Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.~~

- ~~Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, performs the following:~~
- ~~Laying and joining pipe.~~
- ~~Breaking out pavement for installations.~~
- ~~Maintaining/repairing mains and services.~~
- ~~Repairing land areas for planting.~~
- ~~Installing and maintaining customer meters.~~
- Perform routine maintenance on District equipment and facilities.
- Operate equipment including (but not limited to): backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- ~~Performing routine maintenance on District equipment and facilities.~~
- ~~Operating a variety of equipment in the course of the above including (but not limited to) _trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.~~
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned. General housekeeping of District offices, and facilities as needed or assigned.
- ~~_____~~
- ~~General housekeeping of District Wastewater Treatment Facility as needed or assigned.~~
- Under supervision, assists in the operation and maintenance of the potable water systems, Wastewater wastewater collection and treatment systems and recycled water facility
~~Under supervision, assists in the cleaning and maintenance of the Sewer collection system~~
- ~~Under supervision assists in the operation and maintenance of the Potable water system~~

PERIPHERAL FUNCTIONS:

Assist in the operation of the Solid Waste Department and the street lighting/landscaping Department as assigned. Perform all other duties as assigned.

The Utility Worker may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The Utility Worker must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.

DETAILED DUTIES AND RESPONSIBILITIES – NON-ESSENTIAL FUNCTIONS

- ~~Assist in the operation of the Solid Waste Department~~
- ~~Assist in the operation of the Lighting/ landscaping Department~~
- ~~Performs all other duties as assigned.~~

~~(End of Description for Utility Worker)~~

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.10

SUBJECT: Potential purchase of property on 'N' and 12th Streets (Dodds)

SUGGESTED ACTION: Authorize the General Manager to engage with the County to purchase the County owned parcels at 'N' and 12th.

DISCUSSION:

The subject parcels consist of three parcels totaling 1.09 acres, with frontage on N street as well as 12th street. When these parcels came up through tax sale (several years ago) the General Manager at the time did not bring the option to the Board or respond to the County. This resulted in the County moving on with their process and passing up the District for purchase of the parcels. A subsequent effort to purchase the property was unable to move forward as the County had valued the collective parcels at \$648 thousand dollars. Over the years several County departments had laid claim to the property, none of which currently want to pursue using the property.

A renewed effort to acquire the parcels began as an attempt to find a location that was located close to the existing wells 3 and 4 in order to locate a future water well and potential site for a water treatment facility.

At this time the Board is being asked to authorize the General Manager to work with County staff to determine a purchase price for further review by the Board.

FISCAL IMPACT:

Unknown land costs. Staff and Legal time.

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 12.11

SUBJECT: Fire Department Code Enforcement Violation (Young)

SUGGESTED ACTION: Proceed with the correctional measures to resolve the Code Enforcement Notice of Violation for the existing conditions at the San Miguel Fire Station.

DISCUSSION:

Permit was finialed on June 13,2023.

FISCAL IMPACT:

All cost shall be tabulated and a final project cost shall be presented for project closeout.

PREPARED BY: Scott Young

Inspection Schedule	
Day(s) of the Week	Area Inspected
Monday, Wednesday, Friday	Oak Shores/Interlake Road
Tuesday, Thursday	Running Deer/Chimney Rock
Wednesday	California Valley/Cuyama
Monday through Friday	All areas other than the exceptions listed above

Building Inspection Staff

Building Division Supervisor
George Schriefer 805-461-6202

South County
Todd Adams 805-781-5476
Temo Flores 805-781-5626
John Robles 805-781-4974

North County
Juan Wade 805-461-6260
Keith Ybaben 805-461-6200

Building Division Manager
Michael Stoker 805-781-1543

Chief Building Official
Cheryl Journey 805-781-1314

Other Agency Numbers – Call Prior to Building Final
Development Review 805-788-2009
County Fire 805-543-4244
Public Works 805-781-5252
Recycling 805-781-1537

We have three ways to schedule a building inspection, and all are available 24 hours per day, 7 days a week!

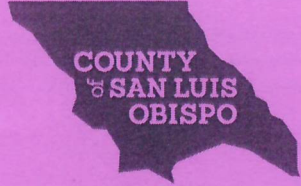
- Schedule by voicemail:
805-788-6602
- Schedule by email:
pl_inspections@co.slo.ca.us
- Schedule on our website. Login required:
https://energov.sloplanning.org/

When possible, your inspector will try to accommodate your request for a morning or afternoon inspection.

If the road or driveway to your building site is gated, be sure to leave the gate unlocked on the day of inspection or provide a gate code or lock combination.

To schedule an inspection, you will need:

- Permit number.
- Site address.
- Type of inspection you are requesting.
- Inspection date you are requesting.
- Contact information (name and phone number).
- Any additional information if applicable (gate code, etc.).



HOW TO SCHEDULE A BUILDING INSPECTION

805-788-6602

pl_inspections@co.slo.ca.us

<https://energov.sloplanning.org/>

ASB-CDEMO2022-00001
 SAN MIGUEL FIRE DISTRICT (923) / 021-221-012
 Essential Services
 1150 MISSION ST, SAN MIGUEL 93451
 DEMOLITION OF UNPERMITTED FIRST (799 SF)
 AND SECOND FLOOR (815 SF) ADDITION
 (CODE2022-00043)

County of San Luis Obispo
Department of Planning and Building
 976 OSOS STREET, ROOM 300
 SAN LUIS OBISPO, CA 93408
 805-781-5600 | TTY/TRS 7-1-1
www.sloplanning.org
planning@co.slo.ca.us

Inspection Record Card – Commercial

COUNTY OF SAN LUIS OBISPO
 PLANNING & BUILDING DEPT.
 976 OSOS ST., ROOM 200
 SAN LUIS OBISPO, CA 93408
 805-781-5600
www.sloplanning.org

Please call 805-788-6602 or email pl_inspections@co.slo.ca.us one business day before an inspection. The approved plans and inspection card MUST be in an obvious place on site the day of inspection.

SITE ID OR ADDRESS MUST BE POSTED IN CONSPICUOUS PLACE.

You may call your inspector between 7:00 – 8:00 a.m. any business day with questions.

PLACE LABEL HERE

ASB-CDEMO2022-00001

SAN MIGUEL FIRE DISTRICT (923) / 021-221-012
 Essential Services
 1150 MISSION ST, SAN MIGUEL 93451
 DEMOLITION OF UNPERMITTED FIRST (799 SF)
 AND SECOND FLOOR (815 SF) ADDITION
 (CODE2022-00043)

PLEASE COMPLETE ANY SPECIAL REQUIREMENTS LISTED ON THE PERMIT PRIOR TO REQUESTING INSPECTIONS. PARTIAL APPROVALS RECORDED ON REVERSE SIDE.

EROSION CONTROL MEASURES MUST BE IN PLACE FOR THE DURATION OF PROJECT

FOUNDATIONS: THESE MUST BE APPROVED BEFORE CONCRETE IS PLACED			
Footings	1500	PregROUT/Shotcrete	1900
Setbacks	1500	Footing (Fence/Ret. Wall)	2100
Ufer Ground	1500	Waterproofing	2100
Concrete Slab	1500	Gravity Wall Tieback	2100
Pier Footings	1500	Wall Drains	2100
Stem Walls	1500	Electrical Tag/Temporary Power	2600
SUB-FLOOR AND UNDER SLAB INSPECTIONS:			
Under-floor Mechanical	2550	Under-slab Electrical	2700
Under-floor Plumbing	2550	Under-slab Mechanical	2700
Joist and Girders	2550	Under-slab Plumbing	2700
Hold-down Anchors	2550	Radiant Floor Heating	2050
Cripple Wall Shear	2550		
*** OSHA APPROVED LADDER MUST BE PROVIDED***			
FRAMING INSPECTIONS: SEE SPECIAL INSPECTION REQUIREMENTS		SUB TRADE INSPECTIONS: THESE MUST BE APPROVED BEFORE INSULATING	
Lateral Shear	2150	Rough Framing	2350
Roof Framing	2150	Rough Electrical	2350
Roof Nailing	2150	Rough Plumbing	2350
Epoxy Bolts (max 6)	2150	Rough Mechanical	2350
Metal Building Frame	1750	Fire Damper/Stopping	2350
Concrete Tilt Up Panels	1100	Roof Drains	2350
LATH / INSULATION / DRYWALL INSPECTIONS: THESE MUST BE APPROVED BEFORE COVERED			
Stucco Lath	2500	Drywall	1250
Insulation – Wall	1550	Fire Caulking	1250
Insulation – Ceiling	1550	Interior Gas Test	1600
Insulation – Roof Deck	1550	Suspended Ceiling Grid (T-Bar)	2350
Insulation – Floor	1550		
OUTDOOR UTILITY INSPECTIONS: THESE MUST BE APPROVED PRIOR TO BACKFILL			
Sewer Line	2800	U/G Gas Line	2450

PARTIAL APPROVAL STATEMENT

Inspections recorded on this side are supplemental inspection to those listed on the front of the card.
APPROVAL of each category will be recorded on the front side only.

SITE ID OR ADDRESS MUST BE POSTED IN A CONSPICUOUS PLACE.

You may call your inspector between 7:00 – 8:00 a.m. any business day with questions.

**COUNTY OF SAN LUIS OBISPO
PLANNING & BUILDING DEPT.
976 OSOS ST., ROOM 200
SAN LUIS OBISPO, CA 93408
805-781-5600
www.sloplanning.org**



FOUNDATIONS: (Date, Initial, Description)	
SUB-FLOOR AND UNDER SLAB INSPECTIONS: (Date, Initial, Description)	
FRAMING INSPECTIONS: (Date, Initial, Description)	SUB TRADE INSPECTIONS: (Date, Initial, Description)
Concrete Tilt Up Panels By Panel # (1100):	
LATH / INSULATION / DRYWALL INSPECTIONS: (Date, Initial, Description)	
	Type I/II Hood (2650):
OUTDOOR UTILITY INSPECTIONS: (Date, Initial, Description)	

IMPORTANT NOTICE:

SITE I.D.

Please stake out the corners of your proposed structure/structures with bright colored stakes to assist the building inspector in identifying placement.

Failure to do so may cause future delays in your project.

NAME _____

APPLICATION NO. _____

ASB-CDEMO2022-00001

SAN MIGUEL FIRE DISTRICT (923) / 021-221-012
Essential Services
1150 MISSION ST, SAN MIGUEL 93451
DEMOLITION OF UNPERMITTED FIRST (799 SF)
AND SECOND FLOOR (815 SF) ADDITION
(CODE2022-00043)

BUILDING DIVISION
COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

June 22, 2023

AGENDA ITEM: 13.1

SUBJECT: Paso Basin GSP WY 2022 Annual Report invoices

SUGGESTED ACTION: Receive and File invoice from County of San Luis Obispo for the San Miguel Community Services District Groundwater Sustainability Agency cost share of Water Year 2022 Annual Report

DISCUSSION:

The attached invoice is for the Districts 3% cost share of the development of the Paso Basin GSP WY 2022 annual report as prepared by GSI Water Solutions.

The Board is asked to receive and file this invoice as a formality, it has already be paid as a regularly budgeted item.

FISCAL IMPACT:

The invoice is in an amount of \$1,594.75 paid from the water fund. (50-324)

PREPARED BY: Kelly Dodds



650 NE Holladay St., Suite 900
 Portland, OR 97232
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

Blaine Reely
 County of San Luis Obispo
 Groundwater Sustainability Department
 1055 Monterey Street STE D430
 San Luis Obispo, CA 93408

February 16, 2023
 Invoice No: 00667.025 - 1

Project 00667.025 Paso Basin Water Year 2022 and 2023 Annual Reports

Blanket Purchase Order

Activities this Billing Period Include:

- Perform water usage analyses for WY22.
- Perform groundwater elevation analyses for WY22.
- Work on admin draft of the Annual Report.
- Meetings with GW Sustainability Director.

Professional Services from January 1, 2023 to January 31, 2023

Task .001 Data Compilation

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist Page, Nathan	25.00	185.00	4,625.00	
Managing Hydrogeologist Page, Nathan	32.00	185.00	5,920.00	
Project Hydrogeologist Knutson, Lee	25.00	130.00	3,250.00	
GIS/Graphics/Database Barry, Andrea	.25	126.00	31.50	
Totals	82.25		13,826.50	
Total Labor				13,826.50
		Total this Task		\$13,826.50

Task .002 Data Analysis and Representation

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist Page, Nathan	30.00	185.00	5,550.00	
Staff Hydrogeologist Harrison, Michael	102.00	120.00	12,240.00	
GIS/Graphics/Database Barry, Andrea	3.00	126.00	378.00	
Totals	135.00		18,168.00	
Total Labor				18,168.00
		Total this Task		\$18,168.00

Task .004 Meetings and Workshops

Labor

	Hours	Rate	Amount	
Principal Hydrogeologist				
O'Rourke, David	2.50	255.00	637.50	
Totals	2.50		637.50	
Total Labor				637.50
				Total this Task
				\$637.50

Task .005 Project Management and Administration

Labor

	Hours	Rate	Amount	
Administration				
Blagg, Paige	.50	110.00	55.00	
Totals	.50		55.00	
Total Labor				55.00
				Total this Task
				\$55.00

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	32,687.00	0.00	32,687.00
Authorized Budget			90,257.00
Budget Remaining			57,570.00
			Total this Invoice
			<u><u>\$32,687.00</u></u>



650 NE Holladay St., Suite 900
 Portland, OR 97232
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

Blaine Reely
 County of San Luis Obispo
 Groundwater Sustainability Department
 1055 Monterey Street STE D430
 San Luis Obispo, CA 93408

March 14, 2023
 Invoice No: 00667.025 - 2

Project 00667.025 Paso Basin Water Year 2022 and 2023 Annual Reports

Blanket Purchase Order

Activities this Billing Period Include:

- Work on admin draft of the Annual Report.
- Submit admin draft of the Annual Report to GSA's.
- Live edit session with GSA's.

Professional Services from February 1, 2023 to February 28, 2023

Task .002 Data Analysis and Representation

Labor

	Hours	Rate	Amount	
Staff Hydrogeologist				
Harrison, Michael	16.50	120.00	1,980.00	
GIS/Graphics/Database				
Barry, Andrea	1.50	126.00	189.00	
Totals	18.00		2,169.00	
Total Labor				2,169.00

Subconsultants

Will Carrara				
2/15/2023	Will Carrara	Professional Services	500.00	
	Total Subconsultants	1.1 times	500.00	550.00
		Total this Task		\$2,719.00

Task .003 Report Preparation

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist				
Page, Nathan	32.00	185.00	5,920.00	
GIS/Graphics/Database				
Barry, Andrea	6.00	126.00	756.00	
Technical Editing				
Hoffman, Hilary	4.50	120.00	540.00	
Totals	42.50		7,216.00	
Total Labor				7,216.00
		Total this Task		\$7,216.00

Task .004 Meetings and Workshops

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist				
Page, Nathan	1.00	185.00	185.00	
Totals	1.00		185.00	
Total Labor				185.00
				Total this Task
				\$185.00

Task .005 Project Management and Administration

Labor

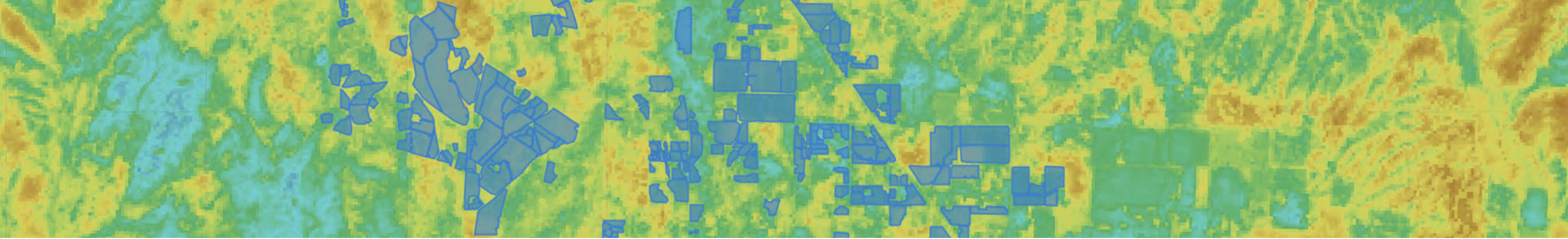
	Hours	Rate	Amount	
Administration				
Blagg, Paige	.50	110.00	55.00	
Totals	.50		55.00	
Total Labor				55.00
				Total this Task
				\$55.00

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	10,175.00	32,687.00	42,862.00
Authorized Budget			90,257.00
Budget Remaining			47,395.00
			Total this Invoice
			<u><u>\$10,175.00</u></u>

Outstanding Invoices

Number	Date	Balance
1	2/16/2023	32,687.00
Total		32,687.00



Invoice

667.025.002



February 10, 2023

Extraction Details

Region

Paso Robles

Total Shapefiles

1

Time Range

2022, 2021 Water Years

Variables

ET, Pr

Models

Ensemble, geeSEBAL, SSEBop,
SIMS, DisALEXI, PTJPL,
eeMETRIC

Date Provided

01-09-2023

Deliverables

> [Timeseries](#)

Billing Address

Will Carrara
517 W Broad Street
Nevada City, CA 95959

Contact

c: (916) 708-6499
e: will.c.carrara@nasa.gov
w: willcarrara.dev

Total Amount: \$500



650 NE Holladay St., Suite 900
 Portland, OR 97232
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

Blaine Reely
 County of San Luis Obispo
 Groundwater Sustainability Department
 1055 Monterey Street STE D430
 San Luis Obispo, CA 93408

April 14, 2023
 Invoice No: 00667.025 - 3

Project 00667.025 Paso Basin Water Year 2022 and 2023 Annual Reports

Blanket Purchase Order

Activities this Billing Period Include:

- Produce Final Annual Report
- Upload Annual Report and supporting documents to SGMA Portal
- Prepare and deliver PBCC presentation

Professional Services from March 1, 2023 to March 31, 2023

Task .003 Report Preparation

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist Page, Nathan	33.25	185.00	6,151.25	
Staff Hydrogeologist Robertson, Sydney	13.25	120.00	1,590.00	
GIS/Graphics/Database Barry, Andrea	6.25	126.00	787.50	
Totals	52.75		8,528.75	
Total Labor				8,528.75
				Total this Task
				\$8,528.75

Task .004 Meetings and Workshops

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist Page, Nathan	8.00	185.00	1,480.00	
GIS/Graphics/Database Palmer, Nicole	1.25	142.00	177.50	
Totals	9.25		1,657.50	
Total Labor				1,657.50
				Total this Task
				\$1,657.50

Task .005 Project Management and Administration

Labor

	Hours	Rate	Amount	
Administration				
Blagg, Paige	1.00	110.00	110.00	
Totals	1.00		110.00	
Total Labor				110.00
				Total this Task
				\$110.00

Project Summary

	Current Period	Prior Periods	Invoiced to Date	
Total Billings	10,296.25	42,862.00	53,158.25	
Authorized Budget			90,257.00	
Budget Remaining			37,098.75	
				Total this Invoice
				<u>\$10,296.25</u>

Outstanding Invoices

Number	Date	Balance
2	3/14/2023	10,175.00
Total		10,175.00