



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President  
Anthony Kalvans, Director

Gib Buckman, Director

Joseph Parent, Vice President  
Ashley Sangster, Director

**THURSDAY, JULY 26, 2018**

**6:30 P.M. closed session 7:00 P.M. opened session**

### **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**SMCSD Boardroom  
1150 Mission St.  
San Miguel, CA 93451**

**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. Assisted listening devices are available for the hearing impaired.

**Public Comment:** Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. 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 "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

**Meeting Schedule:** Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**Agendas:** Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, 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 at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. Call to Order: 6:30 PM**
- II. Pledge of Allegiance:**
- III. Roll Call: Green\_\_\_ Parent\_\_\_ Buckman\_\_\_ Kalvans\_\_\_ Sangster\_\_\_**
- IV. Approval of Special Meeting Agenda:**

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

**V. ADJOURN TO CLOSED SESSION: Time:\_\_\_\_\_**

**A. CLOSED SESSION AGENDA:**

**1. LIABILITY CLAIMS**

Claimant: (EDD pursuant to Section 54961)  
 Agency claimed against: (San Miguel CSD) (e)

**2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Pursuant to Government Code §54957)  
 Title: Bookkeeper

**3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Pursuant to Government Code §54957)  
 Title: Fire Chief

**4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Pursuant to Government Code §54957)  
 Title: Assistant Fire Chief

**VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM  
 Time:\_\_\_\_\_**

- 1. Report out of closed session by District General Counsel

**VII. 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 complete a "Request to Speak" form and place in basket provided.

**VIII. Special Presentations/Public Hearings/Other: None**

**IX. Staff & Committee Reports – Receive & File:**

**Non-District Reports:**

- |    |   |           |
|----|---|-----------|
| 1. | San Luis Obispo County Sheriff (Commander K.Scott)  | No Report |
| 2. | San Luis Obispo County Board of Supervisors         | No Report |
| 3. | San Luis Obispo County Planning and/or Public Works | No Report |
| 4. | San Miguel Area Advisory Council                    | No Report |

- 5. Camp Roberts—Army National Guard (LTC Kevin Bender) No Report

**District Staff & Committee Reports:**

- 6. Interim General Manager (Mr. Roberson) Verbal
- 7. District General Counsel (Mr. White) Verbal
- 8. District Engineer (Dr. Reely) Report Attached
- 9. Director of Utilities (Mr. Dodds) Report Attached
- 10. Fire Chief (Chief Roberson) Report Attached

**X. CONSENT CALENDAR:**

The items listed below are scheduled for consideration as a group and one vote. Any Director or a member of the public 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.

- 1. Review and Approve Board Meeting Minutes
  - a) 6-23-2018 Budget Workshop

**XI. BOARD ACTION ITEMS:**

- 1. **Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project** (Dodds)

**Recommendation:** Discuss the status and next steps of the Machado Wastewater Treatment Facility expansion and aeration upgrade projects.

**Public Comments:** (Hear public comments)

- 2. **Review, Discuss, Receive and File the Enumeration of Financial Report for June 2018**
  - a) Claims Detail Report 6-2018
  - b) Statement of Revenue Budget vs Actuals 6-2018
  - c) Statement of Expenditures Budget vs Actual 6-2018
  - d) Cash Report for Payrolls 6-2018

**Public Comments:** (Hear public comments prior to Board Action)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

- 3. **Review and approve Director of Utilities Recommendation for Utility Worker 1.** (Dodds)

**Recommendation:** Review and approve Director of Utilities recommendation to Hire the candidate for Utility Worker 1 at Step One.

**Public Comments:** (Hear public comments)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**4. Review and Adopt Resolution 2018- 23 Revised District Purchasing Policy and Procedure Manual.**

**Recommendation:** Review and Adopt Resolution 2018- 23 Revised District purchasing policy and procedure manual and provide direction to staff

**Public Comments:** (Hear public comments)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**5. Review and Discuss and Adopt Resolution 2018-24 Amending the District’s Conflict of Interest Code. (Annually)**

**Public Comments:** (Hear public comments prior to Board Action)

**Recommendation:** Review and Discuss Resolution and list of designated positions that are required to file disclosure statements, should be discussed and approved annually by the Board, and sent to the County Clerk office.

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**XII. 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.

**XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 8-23-2018**

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on July 19 ,2018

Date: July 19, 2018

Tamara Parent  
Tamara Parent, Board Clerk/ Accounts Manager

Rob Roberson 7-17-2018  
-----  
Rob Roberson, Fire Chief/Interim General Manager

7-13-2018 over phone approval-tp  
-----  
President Green



MONSOON CONSULTANTS

P.O. Box 151 San Luis Obispo, CA 93406  
(805) 476-6168 [www.monsoonconsultants.com](http://www.monsoonconsultants.com)

**SAN MIGUEL COMMUNITY SERVICES DISTRICT**

Rob Roberson, Interim General Manager  
Post Office Box 180  
San Miguel, CA 93451  
(805) 467-3300

**BOARD OF DIRECTORS**

John Green, President  
Joseph Parent, Vice President  
Gib Buckman  
Anthony Kalvans  
Ashley Sangster

**Re: DISTRICT ENGINEER REPORT - JULY 2018**

Gentlemen:

The following is a summary of the activities performed and the status of relevant issues which pertain to the duties and responsibilities of this position:

**OVERVIEW**

The District produced approximately 9.39 MGAL (12,555 CCF) of water during the month of June 2018. This represents a increase of approximately 26% from the prior month. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

**MEETING PARTICIPATION**

A brief summary of relevant issues that were discussed during meetings attended by the DE during the previous month are summarized below. (Note that routine meetings with SMCSO staff are not included):

1. June 21, 2018: The DE met with Tony Navarro with SLO County to review and process the project CDBG close-out paperwork .SLT AS Blending Line Project.
2. June 23, 2018: The DE attended the SMCSO Budget Workshop and Public Meeting.
3. June 27, 2018: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members and the GSP

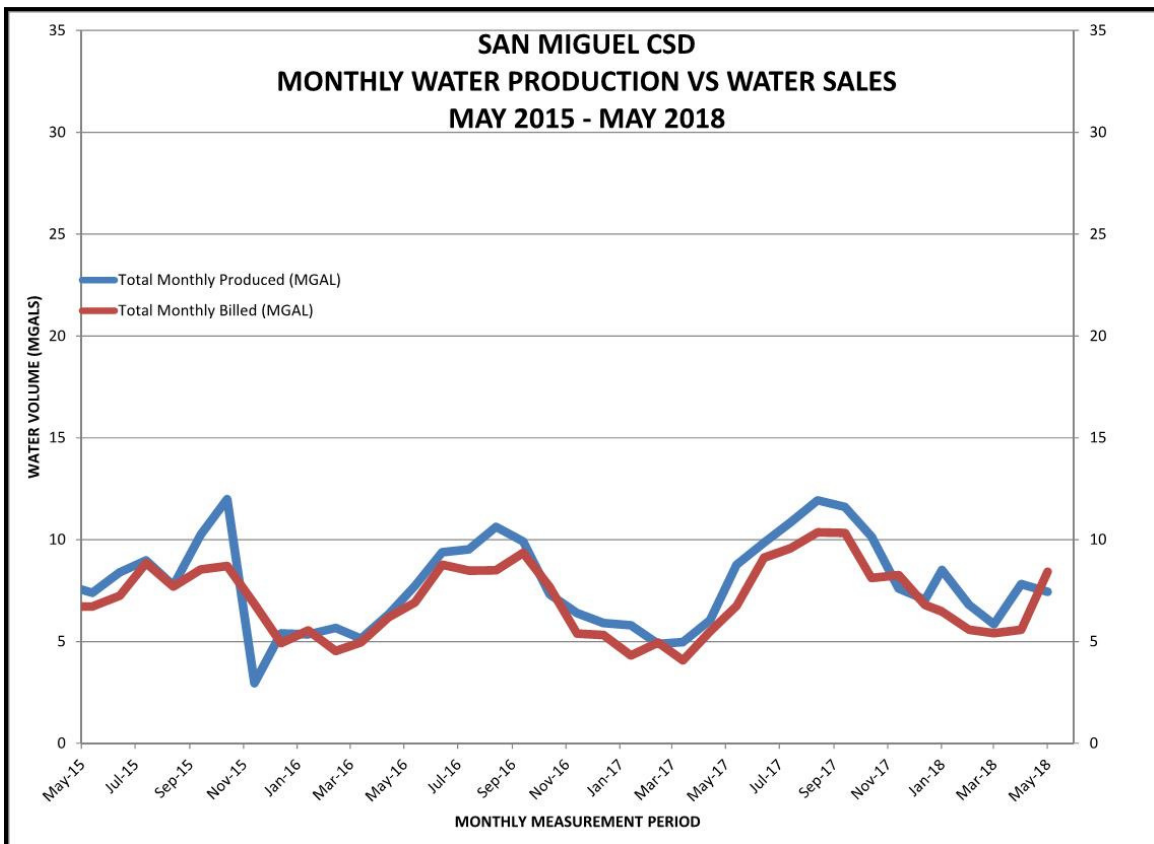
**CIVIL ENGINEERING / HYDROLOGY**

Consultant team to discuss GSP status, scheduling and content for the individual GSP chapters.

4. June 18, 2018: The DE and Director of Utilities attended a meeting with the County, PG&E and the consultant team to review the final draft and the proposed WWTP improvements for the WWTP Aeration System Upgrade Project.
5. June 27, 2018: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members and the GSP Consultant team to discuss GSP status, groundwater model update status, and the content for the individual DRAFT GSP chapters.
6. June 12, 2018: The DE attended a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members and the GSP Consultant team to discuss the preliminary groundwater basin water balance results.

### **WATER PRODUCTION HISTORY**

The following graph depicts the water production and sales for the proceeding 36-months.



### **CAPITAL IMPROVEMENT PROGRAM**

The following is a summary of the principal activities that were related to the Capital Improvements Program during the previous month:

1. San Lawrence Terrace Arsenic Blending Pipeline & Tank Improvements: The contractor (Whitaker Construction Group, Inc.) has completed all work on the

project. The met with the county on June 21st to review and process the CDBG paperwork as required to close-out the project.

2. **WWTP Aeration System Upgrade:** Under the terms of an agreement between the District and the County, their consultant has completed a study to evaluate design alternatives for improvements to the WWTP aeration system. As part of the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational costs, and compatibility with the existing WWTP. In addition, the consultant evaluated various headworks alternatives for the facility. The District has received the final draft report and the DE and Director of Utilities met with the County, PG&E and the consultant to review the final draft and the proposed WWTP improvements described therein. The engineering phase of this project has been completed at no cost to the District. If the District elects to move forward with the recommendations, the cost of the improvements will be paid for through future energy cost savings.

**Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Engineering Study:** We have been notified that the District is the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Upgrade and Recharge Basin Study. The DE has initiated work on this project. Because of the DAC status, no matching funds are required. The following milestones are anticipated for completion during the 3rd Quarter of 2018:

- Complete Data Collection / Document Review
  - Identify and Assess WWTP upgrade / expansion alternatives
  - Prepare Preliminary Draft of WWTP Upgrade / Expansion Engineering Report
  - Initiate hydro-geologic analysis of potential recharge basin locations
3. **Wastewater Treatment Plant Renovation / Upgrade:** We have submitted a grant application to the DWR for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. We have been assigned a project manager at the DWR and the DWR has reviewed our submittal and found it to be complete with the exception of the 2016 – 2017 audited financials. These will be submitted as soon as they are available.
  4. **SLT 6-inch A.C. Waterline Replacement:** A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. The DE has prepared Engineering Plans & Specifications to allow the District to solicit bids from qualified contractors to replace the existing waterline between Oak Drive and the SLT Water Tank. The DE and Director of Utilities have attended two meetings with the property owners to discuss the acquisition of a utility easement. The property owners have asked their engineers to evaluate a phased approach for the development to determine how, when and if they want to proceed with development. The DE sent correspondence in on July 9<sup>th</sup> requesting a status update on their phased development proposal.

## **DEVELOPMENT**

The following is a summary of private development projects that are either in-progress or planned that staff is currently reviewing or inspecting during construction:

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The contractor continues the installation of the underground utilities. The the sanitary sewer collection system and the water distribution system have been installed. The

sewage lift station is operational. Dry utilities installation, final grading, paving and drainage operations are nearing completion. Home construction has begun with several new homes currently underway.

- b) People's Self Help (Tract 2710). – Completed 6/2018- This is a 24 Lot residential subdivision. Construction of water and sewer lines have been completed, tested and passed inspection. Homes are now under construction and the District is providing lateral inspections as needed. To date, all of the planned homes have been framed and construction continues to progress.
- c) Tract 2779 (Nino - 34 lots) –Site work on for this development was initiated in October 2017 and the contractor is currently installing water and sanitary sewer infrastructure and site grading / dry utility installation is underway.

### **GROUNDWATER SUSTAINABILITY AGENCY**

The HydroMetrics GSP Consultant Team has been working on the development of the Paso Robles Groundwater Basin GSP. The DE has participated in periodic meetings of the GSA cooperative committee staff and the consultant team and has contributed information / data as requested by the consultant team for incorporation into the GSP. Draft copies of the first three (3) chapters of the GSP will be distributed to the GSA Cooperative Committee members in advance of their July 25<sup>th</sup> meeting.

I would like to take this opportunity to thank each of you and District staff that will review the information contained in this report. If there are any questions or you wish to discuss, please do not hesitate to contact me.

Respectfully Submitted,  
**MONSOON CONSULTANTS**

*Blaine T. Reely*

Blaine T. Reely, Ph.D., P.E.  
President, Monsoon Consultants

July 18, 2018  
Date



# SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# IX.9

## UTILITY REPORT 6-23-18 Thru 7-20-2018

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### Well Status:

- Well 4 is fully operational
- Well 3 is fully operational
- SLT well is in service

### State Water Resources Control Board (SWRCB):

- 

### Water System status:

Water leaks this month:0 This year: 10

Water related calls through the alarm company after hours this month: 0 this Year: 2

### Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- Sewer Lift station at Tract 2527 is on line and operating

### WWTP status:

- An issue was raised on 1/8/18 that the WWTP lights need to be adjusted as they are visible from Homes on Mission street. We will be adjusting them to minimize the impact on the homes on Mission street and still maintain necessary light at the plant once a lift is available to reach them.

### Lighting status:

- A list of 8 locations was provided to PGE for feasibility and cost estimate, due to change in staffing in PGE this will probably take some time for them to get turned around. (7/10/18)

### Project status:

- Annual Valve turning in progress
- Continuing raising valves and manholes around town.
- SLT Blending line is Complete Staff is working on finalizing the required paperwork to submit for reimbursement from the County and HUD

### WWTP Aerator Upgrade

- On 6/28/18 Blaine and I met SLOCO Energy Watch, WSC, PG&E and Representatives for an update on the status of the analysis, viable options, and future steps. Will be a continuous report in the regular agenda going forward

**SCADA:**

- Nothing to Report

**“N” St Property Acquisition:**

- Requested an update from SLO Co Real Property Management on the status of the transfer.

**Solid Waste:**

- Nothing to report

**SLO County in San Miguel:**

- Nothing to report

**Caltrans in San Miguel:**

- Caltrans is underway on improvements to the HWY 101 corridor, for what will be a 2-year project. We have received notice of road closures; notices are available in the office. South Mission street onramp is closed and will remain closed for the next few months until the new bridge is built. (1-2018)

**Rain in San Miguel:**

1-8/9-18	2”
2/28-3/4	1.5”
3/21	3.5

PREPARED BY:

*Kelly Dodds*

Kelly Dodds

Director of Utilities

Date: July 20<sup>th</sup>, 2018

# San Miguel Community Services District Board of Directors Meeting



## Staff Report

July 27th, 2018

AGENDA ITEM: IX 10

**SUBJECT: Fire Chief Report for June 2018**

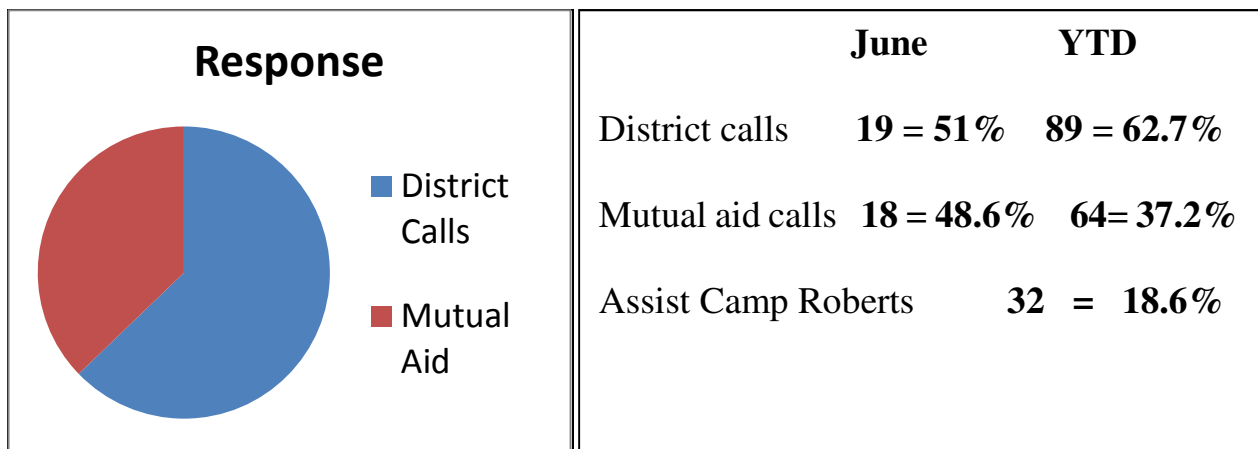
**STAFF RECOMMENDATION:** Receive and File Monthly Reports for the Fire Department

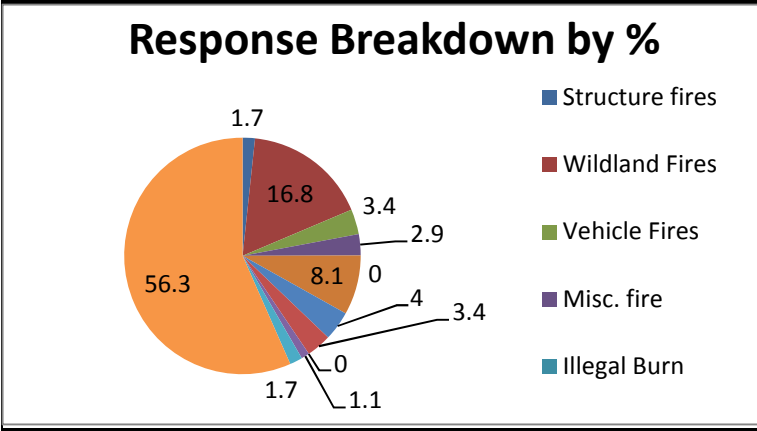
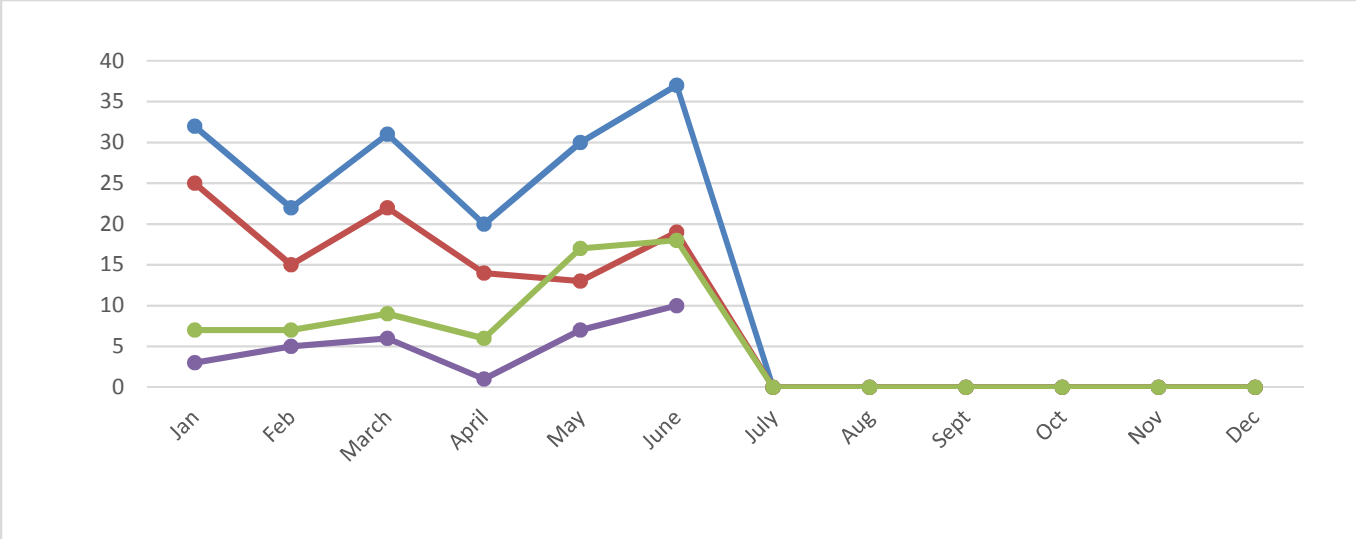
**INCIDENT RESPONSE:**

- Total Incidents for June 2018 **37**
- Average Calls for per Month in 2018 **28.6**
- Total calls for the year to date **172**

Emergency Response Man Hours in June = <b>148</b>	total	608
Stand-By Man Hours for June = 52		<u>197</u>
	<b>Total hr.</b>	<b>805</b>

Emergency Response Man Hours = <b>4 hr.</b> Per call for June	<b>4.6 hr.</b> Per call for the year
Stand-By Average per Call = 1.4 hr. Per call for, June	<b>1.1 hr.</b> Per call for the year





For 172 calls for 6 Months in 2018

Category	Count	Percentage
District Calls	62.7%	
Mutual Aid	37.2 %	
XX		
Structure fires	3	1.7%
Wildland Fires	29	16.8%
Vehicle Fires	6	3.4%
Misc. fire	5	2.9%
Illegal Burn	0	0%
Vehicle Accidents	14	8.1%
False Alarms	7	4.0%
Haz Condition	6	3.4%
Haz Mat	0	0%
Stand by	2	1.1%
PSA	3	1.7%
Medical Aids	97	56.3%

**Personnel:**

- We currently have 18 active members.
- 1 Chief
- 1 Asst. Chief
- 1 Fire Prevention
- 2 Fire Captains
- 2 Engineer
- 11 Firefighters

**Finances:**

**Equipment:**

## Activities:

### June

<u>Date</u>	<u>Subject matter</u>
5	Wildland Progressive Hose Lays
12	Vehicle Extrication
19	Engine Company Operations / Mission Response
26	Association Meeting

### July

<u>Date</u>	<u>Subject matter</u>
3	4th of July Coverage
10	Medical Heat Related Injuries, Patient Assessment
17	ICS Operations / Fire Response
24	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
	Cleanup	0800-1200
	July 4 <sup>th</sup> coverage	

## Information:

Prepared By:

*Rob Roberson*

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Rob Roberson, Fire Chief

# FIRE EQUIPMENT

## 2018 MILEAGE / FUEL REPORT

IX-10

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	463	29	18	0	134	28.5	164	43.9	393	38.6	65	38.6	1237	178.6	6.9
E-8687	33	0	2	0	0	7	46	11.9	72	26.7	324	42.2	477	87.8	5.4
E-8668	239	50	31	0	513	33.4	175	13.7	218	37.6	243	61	1419	195.7	7.3
<b>6 Month Total</b>												<b>3133</b>	<b>462.1</b>	<b>6.8</b>	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	492	18	468	42	605	31	1336	90	1749	137.8	763	68.5	5413	387.3	14.0
C-8601	329	12	805	52	776	57	893	86	991	73.8	0	0	3794	280.8	13.5
C-8600	530	36	499	34	301	15	745	46	582.2	53.3	552	54.6	3209	238.9	13.4
<b>6 Month Total</b>												<b>12416</b>	<b>668.1</b>	<b>18.6</b>	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696													1237	178.6	6.9
E-8687													477	87.8	5.4
E-8668													1419	195.7	7.3
<b>6 Month Total</b>												<b>3133</b>	<b>462.1</b>	<b>6.8</b>	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630													5413	387.3	14.0
C-8601													3794	280.8	13.5
C-8600													3209	238.9	13.4
<b>6 Month Total</b>												<b>9207</b>	<b>668.1</b>	<b>13.8</b>	

YTD 2016 Total	mi.	gal.	Avg. MPG
<b>Diesel</b>	<b>6266</b>	<b>924.2</b>	<b>6.8</b>
<b>Gas</b>	<b>21623</b>	<b>1336</b>	<b>16.2</b>

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
 BOARD OF DIRECTORS  
 June 23, 2018 SPECIAL MEETING MINUTES  
 MEETING HELD AT DISTRICT OFFICES  
 1150 MISSION STREET  
 SAN MIGUEL, CA 93451

**I.** Meeting Called to Order by President Green – 9:01 A.M.

**II.** Pledge of Allegiance: Director Green

**III.** Roll Call: Directors Present: Buckman, Green, Parent, Sangster

Director Kalvans arrived at 9:15 A.M.

District Staff in attendance: Rob Roberson, Kelly Dodds, Tamara Parent, And Paola Freeman

**IV.** Adoption of Special Meeting Agenda:  
 Motion by Director Buckman to adopt Special Meeting Agenda as presented.  
 Seconded by Director Green Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT

**V.** **ADJOURN TO CLOSED SESSION:** None

**VI.** **Call to Order for Regular Board Meeting/Report out of Closed:** None

**VII. Public Comment and Communications:** Interim General Manager Rob Roberson informed the Board of Directors that the Fire Department had received a letter from Cal Fire about a county wide survey and would talk more about the survey on the June 28<sup>th</sup> regular board meeting.

**VIII. Special Presentations/Public Hearings/Other:**

**1. BOARD WORKSHOP - FY 2018-19 BUDGETS-** FF drug testing

**Recommendation:** Conduct a Board Workshop & Discussion about the FY 2018-19 operations and maintenance budget provide direction to staff.

Item presented by Interim General Manager/Fire Chief Rob Roberson, informing the Board that they will be going through the Budget for FY 2018-19 starting with the revenues then going on to expenditures. This is a Board Workshop and will be taking any

comments at any time. General Manager Rob Roberson explained what objects are and the board was given an object description index and why the district decided to remove the Administration fund. Discussion ensued.

Interim General Manager/Fire Chief Rob Roberson, explained that they based this fiscal year's Revenue on last fiscal year and invoices already received.

**Board Comment:** Director Green asked about Administration fund 10 and if it was being funded at the time of invoice, Director of Utilities explained that the administration fund is gone, and everything is being paid throughout the funds account by percentage.

Mr. Dodds Explained how to read the reports. Discussion ensued. Board asked about the revenue for the Fire- VFF Grant, it was explained that the District has received that grant every year and has been approved for this next year already. It was explained about OES and county tax monies for each revenue account.

Director Sangster asked about the Fireworks fund and it was discussed that the clean-up fee needs to be put in the correct fund.

Director Kalvans asked about a map of influence for the Lighting Department, staff will contact SLO County Tax Assessor and try and get a map.

Discussion ensued about proposed tax revenues.

President Green called a lunch recess from 12:00 P.M. to 12:45 P.M.

Expenditures Water & Sewer:

Director Green asked about radios for Fire Department and grant funding. Fire Chief explained that the dispatch is always changing and that the district must invest in the right equipment for the future and we try and use grant funding.

Board asked about standby pay for water and sewer department, Interim General Manager/Fire Chief Rob Roberson explained and Discussion ensued.

Health and all Insurances through SDRMA was discussed and explained that they have sent projected cost to the district.

Discussion about Utilities worker pants and shirts and Fire Department and Pre-employment Drug testing. Director's discussed Sewer Jetter purchase and adding expense to budget, would like to remove from budget and bring back to board for public discussion. Board asked for bids for Jetter to be brought back to the Board. Discussion ensued about the WW Aeration project and PG&E.

Board would like to see the General Engineering agreement. Discussion ensued about having staff to use agenda order to have the least amount of time spent with Engineer and Attorneys.

Solid Waste: Board would like to see more trash cans but would need to check with the San Miguel Garbage Co.

Board Consensuses to raise legal to \$5,750.00 in Solid Waste for a review of the SMCSO Garbage Ordinance.

Lighting: Board would like to keep working on getting more lighting within the District, and all lights changed to LED. The District staff has a list and is in the process of working with PG&E. Director Green would like more lighting at the Park N' Ride.

Director Kalvans would like to see lighting at the 16<sup>th</sup> street RR crossing.

Fire: Budget 72k for stipend and adding firefighter staffing during targeted dates. This is to meet our obligations within the District.



Board would like to have Legal separated for General legal services and Steinbeck.

\*Direction given to staff regarding changes to the Budget FY 2018-19 requested by BOD was changed at meeting and printed to give time for review before the next regular Board Meeting on June 28<sup>th</sup>, 2018

**Public Comment:** None

**2. Review and Discuss the existing District purchasing policy and procedure manual.**

**Recommendation:** Review and Discuss the existing District purchasing policy and procedure manual and provide direction to staff

Item presented by Interim General Manager/Fire Chief Rob Roberson, informing the Board that this item was asked to be reviewed by the Board and would like to open discussion and get direction from the board.

**Board Comment:** Director Green voiced his concern about the amounts that can be spent without board approval, Discussion ensued. Director Sangster asked about the bidding process. Consensus of the board is to lower the amount to \$5,000, direction was given to staff to revise Sections 3,4,5 and remove Section 2 of the Districts Purchasing Policy. These changes will be made unless it is a public health and safety issue. Director Sangster doesn't see any issue with document as written, with all cost going through General Manager. Definitive version will be presented to The Board on July 23, 2018 Board Meeting.

**Public Comment:** Terry Gore, San Miguel Resident sent in an email and her email was read aloud. Her concerns where the Purchasing amounts being approved without board action and would like to have three estimates when purchasing larger items. (email on file at District Office)

**IX. Staff & Committee Reports – Receive & File:** None

**X. CONSENT ITEMS:** None

**XI. BOARD ACTION ITEMS:** None

**XII. BOARD COMMENT:** None

**XIII. ADJOURNMENT:** @ Approximately 4:12 P.M



## San Miguel Community Services District

### Board of Directors Staff Report

July 26<sup>th</sup>, 2018

AGENDA ITEM: XI-1

**SUBJECT:** Discuss status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

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**RECOMMENDATION:** Discuss status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

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#### **CURRENT STATUS:**

##### *WWTF*

The existing plant upgrade was completed in 2001, at that time it was upgraded to a maximum capacity of 200,000 gallons per day.

**COMPLIANCE** – Based on the 1<sup>st</sup> quarter 2018 testing the plant is within the limits of our WDR.

**FLOW** - Over the last quarter (April- June) the plant averaged 154,462 gallons per day (77% of design capacity) with a max day of 195,051 gallons (97% of design capacity)

On 6/18/18 the District received a letter from SWRCB outlining the status of the plant and setting a timeline of approximately 2.9 years before the plant reaches capacity. This is the window to complete the expansion to prevent potential overflows and potential violations.

Monsoon Consulting is currently working on design requirements and options to meet current/future and proposed regulatory requirements.

##### *AERATOR PROJECT*

5/17/18 WSC has issued a Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. Part of the recommendation is to install a headworks to prevent fouling the diffusers.

The Energy Watch and PG&E are working on preliminary paperwork for On Bill Financing for this project once it is ready.

### *GRANT FUNDING*

We have applied for SRF grant funding for \$250,000 toward design and engineering. It is currently being held pending the completion and release of our FY2016-17 financial audit.

### **NEXT STEPS:**

#### *WWTF*

After the design criteria are determined then a schedule/ timeline will be presented and more defined costs associated with that schedule will be provided.

One of the first things that will be needed will be a headworks and larger lift station. Once a capacity is determined that will be brought to the board for approval.

#### *AERATOR PROJECT*

Once design criteria are determined for the WWTF and it is determined that the aeration upgrade will be maintained with the plant expansion then staff will bring additional items to the board to facilitate the approval and construction of the aeration upgrade.

### **FISCAL IMPACT**

No impact at this time.

### **RECOMMENDATION**

This item is for information and discussion only.

Due to the limited time frame this item will be updated monthly and the Board will likely have additional items for approval in conjunction with this report.

### **PREPARED BY:**

*Kelly Dodds* \_\_\_\_\_

Kelly Dodds, Director of Utilities

Attachment:

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4087	17289S	434 76 FLEET CARD	1,262.55					
Account Number : 0201-00-108861-6								
1	54484855	05/31/18 Fuel - Truck #8600	203.00*			20 62000	485	10200
2	54484855	05/31/18 Fuel - Truck #8601	93.37*			20 62000	485	10200
7	54484855	05/31/18 Fuel - Truck #U8632	101.04*			40 64000	485	10200
8	54484855	05/31/18 Fuel - Truck #U8632	101.03			50 65000	485	10200
9	54484855	05/31/18 Fuel - Truck #8630	577.37*			20 62000	485	10200
10	54484855	05/31/18 Fuel - Truck #8601	93.37*			40 64000	485	10200
11	54484855	05/31/18 Fuel - Truck #8601	93.37			50 65000	485	10200
<b>Total for Vendor:</b>			<b>1,262.55</b>					
4031	17256S	608 AMERICAN BACKFLOW PREVENTION	500.00					
Backflow Prevention Class July 16-20 2018 Kelly Dodds								
2	06/01/18	Backflow Testing	300.00*			50 65000	386	10200
3	06/01/18	Backflow Recertification	200.00*			50 65000	715	10200
<b>Total for Vendor:</b>			<b>500.00</b>					
4042	17268S	524 APPLIED TELECOM TECHNOLOGY	24.00					
Update Daylight savings Table								
1	1015558	05/25/18 repair multi-line phone syste	3.96*			20 62000	310	10200
2	1015558	05/25/18 repair multi-line phone syste	0.72*			30 63000	310	10200
3	1015558	05/25/18 repair multi-line phone syste	9.60			40 64000	310	10200
4	1015558	05/25/18 repair multi-line phone syste	9.60			50 65000	310	10200
5	1015558	05/25/18 repair multi-line phone syste	0.12*			60 66000	310	10200
<b>Total for Vendor:</b>			<b>24.00</b>					
4037	17257S	593 ASHLEY SANGSTER	100.00					
Board Member Stipend May 24, 2018 meeting								
1	May 2018	06/01/18 May 2018 Board Mtg	100.00			10 61000	111	10200
<b>Total for Vendor:</b>			<b>100.00</b>					
4043	17269S	548 BARTLE WELLS ASSOCIATES	6,676.45					
Rate Study								
1	1009A	05/23/18 Rate Study	3,338.22			40 64000	432	10200
2	1009A	05/23/18 Rate Study	3,338.23			50 65000	432	10200
<b>Total for Vendor:</b>			<b>6,676.45</b>					

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4072	17270S	535 BRENDLER JANITORIAL SERVICE	275.00					
		Janitorial Service						
1	1798C	06/03/18 May 2018	45.37*			20 62000	305	10200
2	1798C	06/03/18 May 2018	8.25			30 63000	305	10200
3	1798C	06/03/18 May 2018	110.00			40 64000	305	10200
4	1798C	06/03/18 May 2018	110.00*			50 65000	305	10200
5	1798C	06/03/18 May 2018	1.38*			60 66000	305	10200
		<b>Total for Vendor:</b>	<b>275.00</b>					
4030	17258S	39 BUCKMAN, GIB	100.00					
		Board Member Stipend May 24, 2018 meeting						
1	May 2018	06/01/18 May 2018 Board Mtg	100.00			10 61000	111	10200
		<b>Total for Vendor:</b>	<b>100.00</b>					
4044	17271S	573 BURT INDUSTRIAL SUPPLY	51.64					
1	52626	05/21/18 THRD elbow	6.84*			20 62000	354	10200
2	52626	05/21/18 SCH40 Nipple	5.18*			20 62000	354	10200
3	52626	05/21/18 THRD elbow - 90	5.42*			20 62000	354	10200
4	52626	05/21/18 Combination Nipple	14.58*			20 62000	354	10200
5	52626	05/21/18 Ball Valve	19.62*			20 62000	354	10200
		<b>Total for Vendor:</b>	<b>51.64</b>					
4097	E	416 CALPERS	714.61					
		Annual Unfunded Accrued Liability Actuarial Valuation						
1	15313084	06/01/18 Annual Unfunded Accrued Liab	357.31			40 64000	225	10200
2	15313084	06/01/18 Annual Unfunded Accrued Liab	357.30*			50 65000	225	10200
4098	E	416 CALPERS	3.89					
		Annual Unfunded Accrued Liability Actuarial Valuation						
1	15313095	06/01/18 Annual Unfunded Accrued Liab	1.94			40 64000	225	10200
2	15313095	06/01/18 Annual Unfunded Accrued Liab	1.95*			50 65000	225	10200
		<b>Total for Vendor:</b>	<b>718.50</b>					

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4075	17272S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	71.74					
Acct No. 013014 Contract #6913-02								
1	425672	06/04/41 Maint Contract 6/4-7/3/18	35.87*			40 64000	320	10200
2	425672	06/04/18 Maint Contract 6/4-7/3/18	35.87*			50 65000	320	10200
<b>Total for Vendor:</b>			<b>71.74</b>					
4071	17273S	67 CHARTER COMMUNICATIONS Acct# 8245 10 105 0027311 Spectrum Buiness - Monthly	309.94					
Internet/Voice								
1	7311060118	06/01/18 Internet/Voice	103.31*			20 62000	375	10200
2	7311060118	06/01/18 Internet/Voice	103.31*			40 64000	375	10200
3	7311060118	06/01/18 Internet/Voice	103.32*			50 65000	375	10200
<b>Total for Vendor:</b>			<b>309.94</b>					
4032	17259S	473 CHURCHWELL WHITE LLP Professional Services Rendered through April 2018	10,603.88					
1	29392	05/23/18 General Counsel	487.94*			20 62000	327	10200
2	29392	05/23/18 General Counsel	88.72			30 63000	327	10200
3	29921	05/23/18 General Counsel	1,182.88*			40 64000	327	10200
4	29921	05/23/18 General Counsel	1,182.88*			50 65000	327	10200
5	29921	05/23/18 General Counsel	14.78*			60 66000	327	10200
6	29922	05/23/18 Steinbeck v SLO	3,171.10*			50 65000	332	10200
9	29926	05/23/18 HR	26.52*			40 64000	327	10200
10	29926	05/23/18 HR	26.52*			50 65000	327	10200
12	29927	05/23/18 HR Investigation	159.60*			40 64000	327	10200
13	29927	05/23/18 HR Investigation	159.60*			50 65000	327	10200
14	29923	05/23/18 Water	2,527.00*			50 65000	327	10200
15	29924	05/23/18 Solid Waste	931.00*			60 66000	327	10200
16	29925	05/23/18 White Oaks	116.67*			50 65000	327	10200
17	29928	05/23/18 Fire	16.67*			20 62000	327	10200
18	29929	05/23/18 SEIU	256.00*			40 64000	331	10200
19	29929	05/23/18 SEIU	256.00*			50 65000	331	10200
<b>Total for Vendor:</b>			<b>10,603.88</b>					

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4096	17290S	583 COBLENTZ BIEHLE & CRAMER	19,035.00					
		IRS & EDD Taxes, Bank Reconciliation project						
1	4653 06/15/18	2017 IRS & EDD Taxes,	3,140.76*			20 62000	325	10200
2	4653 06/15/18	2017 IRS & EDD Taxes,	571.05*			30 63000	325	10200
3	4653 06/15/18	2017 IRS & EDD Taxes,	7,614.01*			40 64000	325	10200
4	4653 06/15/18	2017 IRS & EDD Taxes,	7,614.01*			50 65000	325	10200
5	4653 06/15/18	2017 IRS & EDD Taxes,	95.17*			60 66000	325	10200
		<b>Total for Vendor:</b>	<b>19,035.00</b>					
4045	17274S	584 CORE & MAIN LP	1,250.13					
		Acct#210091						
1	I883408 05/16/18	5/8x3/4 MTR	1,250.13*			50 65000	525	10200
4093	17291S	584 CORE & MAIN LP	208.36					
		Acct#210091						
		Duplicate Credit I083057						
1	I476287-1 05/16/18	5/8x3/4 MTR	208.36*			50 65000	525	10200
		<b>Total for Vendor:</b>	<b>1,458.49</b>					
4046	17275S	429 COUNTY OF SAN LUIS OBISPO - EH	380.70					
		ACCT# AR0011381						
1	IN0114826 05/17/18	Cross Connection -Admin Fee	380.70*			50 65000	362	10200
		<b>Total for Vendor:</b>	<b>380.70</b>					
4040	17260S	605 DOUBLE J REPAIR	900.00					
1	1115 06/04/18	Truck #8668 Service	350.00			20 62000	351	10200
2	1115 06/04/18	Truck #8687 Service	400.00			20 62000	351	10200
3	1115 06/04/18	Truck #8696 Service	150.00			20 62000	351	10200
		<b>Total for Vendor:</b>	<b>900.00</b>					
4055	17276S	109 FERGUSON ENTERPRISES	201.59					
		Acct #725334						
1	6080861 05/17/18	4X12 REP CLMP	201.59			50 65000	535	10200

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4056	17276S	109 FERGUSON ENTERPRISES	139.43					
	Acct #725334							
1	6148424	05/30/18 3/4x3 REDI-Clamp	139.43			50 65000	535	10200
4079	17292S	109 FERGUSON ENTERPRISES	182.75					
	Acct #725334							
1	6165129	06/04/18 Valve box & Lid	182.75*			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>523.77</b>					
4049	17277S	112 FGL - ENVIRONMENTAL ANALYTICAL	70.00					
	Acct #8000654							
1	881036A	06/17/18 Metals	70.00*			40 64000	355	10200
4050	17277S	112 FGL - ENVIRONMENTAL ANALYTICAL	205.00					
	Acct #8000654							
1	881037A	05/17/18 Metals~Wet Chem	205.00*			40 64000	355	10200
4051	17277S	112 FGL - ENVIRONMENTAL ANALYTICAL	162.00					
	Acct #8000653							
1	881224A	05/21/18 Metals~Chlorine Residual	162.00*			50 65000	358	10200
4052	17277S	112 FGL - ENVIRONMENTAL ANALYTICAL	111.00					
	Acct #8000653							
1	881168A	05/21/18 Metals	111.00*			50 65000	358	10200
0								
4053	17277S	112 FGL - ENVIRONMENTAL ANALYTICAL	105.00					
	Acct #8000653							
1	881335A	05/22/18 Coliform~Colilert	105.00			50 65000	359	10200
4054	17277S	112 FGL - ENVIRONMENTAL ANALYTICAL	223.00					
	Acct #8000653							
1	881253A	05/29/18 Coliform~Heterotrophic	74.33			50 65000	356	10200
2	884253A	05/29/18 Coliform~Heterotrophic	74.33*			50 65000	357	10200
3	884253A	05/29/18 Coliform~Heterotrophic	74.34*			50 65000	358	10200



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4060	17277S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	881408A	04/27/18 Metals	67.00*			50 65000	358	10200
4080	17293S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
1	881169A	06/30/18 Coliform	45.00			50 65000	356	10200
2	881169A	06/30/18 Wet Chemistry	45.00*			50 65000	357	10200
3	881169A	06/30/18 Wet Chemistry	135.00			50 65000	359	10200
4081	17293S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	881336A	06/08/18 Metals	67.00*			50 65000	358	10200
		<b>Total for Vendor:</b>	<b>1,235.00</b>					
4057	17278S	308 FRONTIER COMMUNICATIONS	53.91					
	Acct #805-467-2818-010412-5							
		Service from 5-22-18 to 6-21-18						
1	05/22/18	SCADA	26.95			40 64000	310	10200
2	05/22/18	SCADA	26.96			50 65000	310	10200
4082	17294S	308 FRONTIER COMMUNICATIONS	72.53					
	Acct #805-467-2015-051216-5							
		Backup for Alarm						
		Service 6-1-18~6-30-18						
1	June 2018	06/01/18 Acct #805-467-2015-051216-5	36.26			40 64000	310	10200
2	June 2018	06/01/18 Acct #805-467-2015-051216-5	36.27			50 65000	310	10200
		<b>Total for Vendor:</b>	<b>126.44</b>					
4033	17261S	126 GREEN, JOHN	100.00					
		Board Member Stipend May 24, 2018 meeting						
1	May 2018	06/01/18 May 2018 Board Mtg	100.00			10 61000	111	10200
		<b>Total for Vendor:</b>	<b>100.00</b>					
4083	17295S	129 HACH	378.21					
	Acct #292463							
1	10984574	06/01/18 Kit, Tubing ~ Test Kit	126.07			50 65000	356	10200
2	10984574	06/01/18 Kit, Tubing ~ Test Kit	126.07*			50 65000	357	10200

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3	10984574	06/01/18 Kit, Tubing ~ Test Kit	126.07*			50 65000	358	10200
		<b>Total for Vendor:</b>	<b>378.21</b>					
4094	17296S	147 JB DEWAR	1,210.34					
		Account #80468						
1	186248	04/05/18 Diesel #2 300 gal	605.17*			20 62000	485	10200
2	186248	04/05/18 Diesel #2 300 gal	302.58*			40 64000	485	10200
3	186248	04/05/18 Diesel #2 300 gal	302.59			50 65000	485	10200
		<b>Total for Vendor:</b>	<b>1,210.34</b>					
4088	17297S	439 JK LANDSCAPE MAINTENANCE	8,550.00					
		2018 Weed Abatement						
1	2018 Weed	06/13/18 Parcel #021-141-017	600.00*			20 62000	503	10200
2	2018 Weed	06/13/18 Parcel #021-231-005	1,000.00*			20 62000	503	10200
3	2018 Weed	06/13/18 Parcel #021-302-010	600.00*			20 62000	503	10200
4	2018 Weed	06/13/18 Parcel #021-112-002	400.00*			20 62000	503	10200
5	2018 Weed	06/13/18 Parcel #021-141-024	400.00*			20 62000	503	10200
6	2018 Weed	06/13/18 Parcel #021-261-016	200.00*			20 62000	503	10200
7	2018 Weed	06/13/18 Parcel #021-331-034	300.00*			20 62000	503	10200
8	2018 Weed	06/13/18 Parcel #021-323-004	600.00*			20 62000	503	10200
9	2018 Weed	06/13/18 Parcel #021-322-015	600.00*			20 62000	503	10200
10	2018 Weed	06/13/18 Parcel #027-272-001	350.00*			20 62000	503	10200
11	2018 Weed	06/13/18 Parcel #027-272-002	350.00*			20 62000	503	10200
12	2018 Weed	06/13/18 Parcel #027-272-003	350.00*			20 62000	503	10200
13	2018 Weed	06/13/18 Parcel #027-272-004	350.00*			20 62000	503	10200
14	2018 Weed	06/13/18 Parcel #027-272-005	350.00*			20 62000	503	10200
15	2018 Weed	06/13/18 Parcel #027-272-006	350.00*			20 62000	503	10200
16	2018 Weed	06/13/18 Parcel #027-272-007	350.00*			20 62000	503	10200
17	2018 Weed	06/13/18 Parcel #027-272-008	350.00*			20 62000	503	10200
18	2018 Weed	06/13/18 Parcel #027-272-009	350.00*			20 62000	503	10200
19	2018 Weed	06/13/18 Parcel #027-272-010	350.00*			20 62000	503	10200
20	2018 Weed	06/13/18 Parcel#027-272-011	350.00*			20 62000	503	10200
4092	17297S	439 JK LANDSCAPE MAINTENANCE	1,000.00					
		2018 Weed Abatement						
		Clear road from 10th Street to the San Miguel reservoir						
1	180632	06/13/18 Weed Abatement	1,000.00*			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>9,550.00</b>					

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4034	17262S	406 KALVANS, ANTHONY	100.00					
		Board Member Stipen June 26, 2018 meeting						
1	May 18 06/01/18	May 2018 Board Mtg	100.00			10 61000	111	10200
		<b>Total for Vendor:</b>	<b>100.00</b>					
4047	17279S	474 L.N. CURTIS & SONS	466.28					
		2018 VFA						
2	INV184324 05/15/18	Yellow Nomex Forestry Pants	466.28			20 62000	456	10200
4048	17279S	474 L.N. CURTIS & SONS	777.93					
		2018 VFA						
2	INV0187612 05/25/18	2 Ply Hood Carbon Shield	777.93			20 62000	456	10200
4078	17298S	474 L.N. CURTIS & SONS	2,242.75					
		2018 VFA Grant						
1	INV189938 06/05/18	Googles, Yellow Momex Pants	2,242.75			20 62000	456	10200
4091	17298S	474 L.N. CURTIS & SONS	8,251.40					
		2018 VFA Grant						
1	INV 06/15/18	Forestry~Pants, Coats, Hood	8,251.40			20 62000	456	10200
		<b>Total for Vendor:</b>	<b>11,738.36</b>					
4062	17288S	510 LOCAL IT EXPERTS	600.00					
		1 121 05/30/18 Managed IT Service	99.00*			20 62000	350	10200
0		2 121 05/30/18 Managed IT Service	18.00*			30 63000	350	10200
		3 121 05/30/18 Managed IT Service	240.00*			40 64000	350	10200
		4 121 05/30/18 Managed IT Service	240.00*			50 65000	350	10200
		5 121 05/30/18 Managed IT Service	3.00*			60 66000	350	10200
		<b>Total for Vendor:</b>	<b>600.00</b>					
4058	17280S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	48.44					
		1 73952 05/11/18 Truck #8630 Service	48.44*			20 62000	354	10200

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4059	17280S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	231.17					
1	73950	05/11/18 Truck #8601 Inspection/Sensor	231.17*			20 62000	354	10200
		<b>Total for Vendor:</b>	<b>279.61</b>					
4095	17299S	17 N REX AWALT CORPORATION	2.83					
1	18268	06/21/18 1-1/4 PVC	2.83*			40 64000	582	10200
		<b>Total for Vendor:</b>	<b>2.83</b>					
4063	17281S	182 NAPA	345.55					
1	848626	05/07/18 Truck #8668 Battery	345.55*			20 62000	354	10200
4064	17281S	182 NAPA	5.37					
1	848758	05/07/18 Truck #8668 Core deposit	-19.40*			20 62000	354	10200
2	849729	05/11/18 Truck #8630 Battery Accessor	24.77*			20 62000	354	10200
4065	17281S	182 NAPA	4.85					
1	849900	05/13/18 Truck #8630 Shock	90.33*			20 62000	354	10200
2	849900	05/11/18 Truck #8630 Shock returned	-85.48*			20 62000	354	10200
4066	17281S	182 NAPA	19.70					
1	850351	05/15/18 Truck #8696 Cap/Antifreeze	19.70*			20 62000	354	10200
4067	17281S	182 NAPA	179.07					
1	852308	05/25/18 Truck #8632 Service/oil/filter	15.66			40 64000	354	10200
2	852308	05/25/18 Truck #8632 Service/oil/filter	15.66			50 65000	354	10200
3	852308	05/25/18 Truck #8687 Service/oil/filter	374.75*			20 62000	354	10200
4	852480	05/25/18 returned items credit	-227.00*			20 62000	354	10200
4068	17281S	182 NAPA	372.10					
1	853253	05/25/18 Truck #8668 Oil Filter	150.80*			20 62000	354	10200
3	852353	05/25/18 Truck #8687 Oil Filter	221.30*			20 62000	354	10200
		<b>Total for Vendor:</b>	<b>926.64</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 6/18

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Pacific Premier Bank - General Account  
\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4036	17263S	547 PARENT, JOSEPH	100.00					
		Board Member Stipend May 24, 2018 meeting						
1	May 2018	06/01/18 May 2018 Board Mtg	100.00			10 61000	111	10200
		<b>Total for Vendor:</b>	<b>100.00</b>					
4084	17300S	202 PASO ROBLES NEWSPAPERS	495.00					
1	87504	05/31/18 Notice of Public Hearing	247.50*			40 64000	393	10200
2	87504	05/31/18 Notice of Public Hearing	247.50			50 65000	393	10200
		<b>Total for Vendor:</b>	<b>495.00</b>					
4028	17264S	209 PG&E	9,068.37					
		Acct #3675186851-8						
1	05/18/18	Old Fire Station / 1297 L St	19.32*			20 62000	381	10200
2	05/18/18	New Fire Station 1150 Mission	9.80*			20 62000	381	10200
3	05/18/18	Water Works #1 / Well 3	1,947.28			50 65000	381	10200
4	05/18/18	Bonita Pl & 16th / Well 4	1,373.42			50 65000	381	10200
5	05/18/18	N St / WWTP	5,386.91			40 64000	381	10200
6	05/18/18	2HP Booster Station	9.53			50 65000	381	10200
7	05/18/18	Mission Heights Booster	9.53			50 65000	381	10200
8	05/18/18	14th St. & K St.	40.56			50 65000	381	10200
9	05/18/18	Missn & 12th Lanscape~St light	202.93			30 63000	381	10200
10	05/18/18	SLT Well Drink Water	69.09			50 65000	381	10200
		<b>Total for Vendor:</b>	<b>9,068.37</b>					
4041	17282S	5 SAN LUIS OBISPO COUNTY AIR	2,307.40					
		Slo County APCD Account#4103						
1	19064	05/25/18 Renewal of Equip permit 1133-1	406.70*			50 65000	715	10200
2	19064	05/25/18 Renewal of Equip Permit 1134-1	1,494.00			40 64000	715	10200
3	19064	05/25/18 Renewal of Equip Permit 1856-1	406.70*			50 65000	715	10200
		<b>Total for Vendor:</b>	<b>2,307.40</b>					
4061	17283S	609 San Luis PowerHouse	185.00					
		Perform quartley testing and inspection of Kohler emergency generator						
1	39641	05/31/18 Labor~Service	185.00			20 62000	351	10200
		<b>Total for Vendor:</b>	<b>185.00</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 6/18

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Pacific Premier Bank - General Account  
\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4070	17284S	238 SAN MIGUEL GARBAGE	103.98					
		Monthly Service June 2018 Acct#318691						
		Service 6-1-18 to 6-30-18						
1	06/01/18	WWTP Monthly Trash Disposal	51.99*			40 64000	383	10200
2	06/01/18	WWTP Monthly Trash Disposal	51.99*			50 65000	383	10200
		<b>Total for Vendor:</b>	<b>103.98</b>					
4077	17285S	252 SLO CO PUBLIC WORKS	1,692.00					
1	06/01/18	Encroachment Permit Fee	846.00			40 64000	715	10200
2	06/01/18	Encroachment Permit Fee	846.00*			50 65000	715	10200
		<b>Total for Vendor:</b>	<b>1,692.00</b>					
4076	17286S	534 STREAMLINE	200.00					
		Web Page Hosting						
1	97574 05/10/18	Web Page Monthly Fee May	33.00*			20 62000	376	10200
2	97574 05/10/18	Web Page Monthly Fee May	6.00*			30 63000	376	10200
3	97574 05/10/18	Web Page Monthly Fee May	80.00*			40 64000	376	10200
4	97574 05/10/18	Web Page Monthly Fee May	80.00*			50 65000	376	10200
5	97574 05/10/18	Web Page Monthly Fee May	1.00*			60 66000	376	10200
		<b>Total for Vendor:</b>	<b>200.00</b>					
4089	17301S	289 TOTALFUNDS BY HASLER	500.00					
		Acct#7900 0110 0130 2978						
1	051518 06/10/18	Postage	250.00*			40 64000	315	10200
2	051518 06/10/18	Postage	250.00*			50 65000	315	10200
		<b>Total for Vendor:</b>	<b>500.00</b>					
4073	17287S	303 USA BLUEBOOK	229.92					
		Customer No. 931858						
1	586879 05/31/18	Stenner Duck bill	76.64			50 65000	356	10200
2	586879 05/31/17	Stenner Pump	76.64*			50 65000	357	10200
3	586879 05/31/17	#7 pump tube	76.64*			50 65000	358	10200
		<b>Total for Vendor:</b>	<b>229.92</b>					



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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 6/18

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<b>Fund/Account</b>	<b>Amount</b>
10 ADMINISTRATION DEPARTMENT	
10200 Operating Cash - Premier	\$500.00
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$28,037.97
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$895.67
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$22,702.89
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$33,552.86
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$1,046.45
<b>Total:</b>	<b>\$86,735.84</b>



Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
10 ADMINISTRATION DEPARTMENT						
46000	Revenues & Interest					
46020	Transfer In -Fire (16.5%)	0.00	0.00	37,499.00	37,499.00	0 %
46030	Transfer In -Lighting (3%)	0.00	0.00	6,818.00	6,818.00	0 %
46040	Transfer In -Sewer (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46060	Transfer In- Solid Waste (0.5%)	0.00	0.00	1,136.00	1,136.00	0 %
46150	Miscellaneous Income	0.00	15.00	0.00	-15.00	** %
46151	Refund/Adjustments	0.00	486.20	0.00	-486.20	** %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>501.20</b>	<b>227,267.00</b>	<b>226,765.80</b>	<b>0 %</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>501.20</b>	<b>227,267.00</b>	<b>226,765.80</b>	<b>0 %</b>
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	0.00	1,100.00	1,100.00	0 %
40300	Fireworks Permit Fees	0.00	2,200.00	800.00	-1,400.00	275 %
40320	Fire Impact Fees	0.00	25,466.84	0.00	-25,466.84	** %
40410	Mutual Aid Fires	93,026.87	149,087.18	0.00	-149,087.18	** %
40420	Ambulance Reimbursement	1,153.08	4,584.19	4,400.00	-184.19	104 %
40500	VFA Assistance Grant	0.00	0.00	18,000.00	18,000.00	0 %
	<b>Account Group Total:</b>	<b>94,179.95</b>	<b>181,338.21</b>	<b>24,300.00</b>	<b>-157,038.21</b>	<b>746 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	2,629.87	341,496.76	337,351.00	-4,145.76	101 %
	<b>Account Group Total:</b>	<b>2,629.87</b>	<b>341,496.76</b>	<b>337,351.00</b>	<b>-4,145.76</b>	<b>101 %</b>
44000	Forestry & Fire Protection Reimbursement					
44000	Forestry & Fire Protection Reimbursement	0.00	4,396.92	10,000.00	5,603.08	44 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>4,396.92</b>	<b>10,000.00</b>	<b>5,603.08</b>	<b>44 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	248.68	300.00	51.32	83 %
46010	Transfer In	0.00	0.00	233,021.00	233,021.00	0 %
46150	Miscellaneous Income	0.00	730.00	0.00	-730.00	** %
46151	Refund/Adjustments	0.00	1,027.19	1,000.00	-27.19	103 %
46155	Will Serve Processing Fees	0.00	150.00	100.00	-50.00	150 %
46175	Sale of Surplus Property	0.00	229.37	0.00	-229.37	** %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>2,385.24</b>	<b>234,421.00</b>	<b>232,035.76</b>	<b>1 %</b>
	<b>Fund Total:</b>	<b>96,809.82</b>	<b>529,617.13</b>	<b>606,072.00</b>	<b>76,454.87</b>	<b>87 %</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	748.55	97,247.78	93,488.00	-3,759.78	104 %
	<b>Account Group Total:</b>	<b>748.55</b>	<b>97,247.78</b>	<b>93,488.00</b>	<b>-3,759.78</b>	<b>104 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	52.00	50.00	-2.00	104 %
46010	Transfer In	0.00	0.00	8,525.00	8,525.00	0 %
46150	Miscellaneous Income	0.00	400.00	0.00	-400.00	** %
46151	Refund/Adjustments	0.00	1,095.84	200.00	-895.84	548 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>1,547.84</b>	<b>8,775.00</b>	<b>7,227.16</b>	<b>18 %</b>
	<b>Fund Total:</b>	<b>748.55</b>	<b>98,795.62</b>	<b>102,263.00</b>	<b>3,467.38</b>	<b>97 %</b>
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	191,636.00	0.00	-191,636.00	** %
40900	Wastewater Sales	30,507.22	361,265.74	356,000.00	-5,265.74	101 %
40910	Wastewater Late Charges	536.42	6,779.10	5,500.00	-1,279.10	123 %
	<b>Account Group Total:</b>	<b>31,043.64</b>	<b>559,680.84</b>	<b>361,500.00</b>	<b>-198,180.84</b>	<b>155 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	400.57	52,614.65	51,302.00	-1,312.65	103 %
	<b>Account Group Total:</b>	<b>400.57</b>	<b>52,614.65</b>	<b>51,302.00</b>	<b>-1,312.65</b>	<b>103 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	594.37	700.00	105.63	85 %
46010	Transfer In	0.00	0.00	101,116.00	101,116.00	0 %
46100	Realized Earnings	0.00	814.67	0.00	-814.67	** %
46150	Miscellaneous Income	0.00	0.00	45,000.00	45,000.00	0 %
46151	Refund/Adjustments	0.00	2,608.28	1,000.00	-1,608.28	261 %
46155	Will Serve Processing Fees	0.00	500.00	0.00	-500.00	** %
46180	Public Records Requests	0.00	0.00	10.00	10.00	0 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>4,517.32</b>	<b>147,826.00</b>	<b>143,308.68</b>	<b>3 %</b>
	<b>Fund Total:</b>	<b>31,444.21</b>	<b>616,812.81</b>	<b>560,628.00</b>	<b>-56,184.81</b>	<b>110 %</b>
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	135,679.00	150,000.00	14,321.00	90 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>135,679.00</b>	<b>150,000.00</b>	<b>14,321.00</b>	<b>90 %</b>
41000	Water Sales					
41000	Water Sales	37,269.22	403,126.81	352,000.00	-51,126.81	115 %
41001	Water Connection Fees	109,340.00	185,260.00	0.00	-185,260.00	** %
41005	Water Late Charges	9,788.82	76,252.78	18,000.00	-58,252.78	424 %
41010	Water Meter Fees	0.00	2,198.86	12,250.00	10,051.14	18 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
50 WATER DEPARTMENT						
	<b>Account Group Total:</b>	<b>156,398.04</b>	<b>666,838.45</b>	<b>382,250.00</b>	<b>-284,588.45</b>	<b>174 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	630.38	700.00	69.62	90 %
46010	Transfer In	0.00	0.00	159,701.00	159,701.00	0 %
46150	Miscellaneous Income	0.00	102.13	0.00	-102.13	** %
46151	Refund/Adjustments	0.00	3,608.28	1,000.00	-2,608.28	361 %
46155	Will Serve Processing Fees	0.00	500.00	250.00	-250.00	200 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>4,840.79</b>	<b>161,651.00</b>	<b>156,810.21</b>	<b>3 %</b>
	<b>Fund Total:</b>	<b>156,398.04</b>	<b>807,358.24</b>	<b>693,901.00</b>	<b>-113,457.24</b>	<b>116 %</b>
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	2,860.29	34,736.28	32,323.00	-2,413.28	107 %
	<b>Account Group Total:</b>	<b>2,860.29</b>	<b>34,736.28</b>	<b>32,323.00</b>	<b>-2,413.28</b>	<b>107 %</b>
	<b>Fund Total:</b>	<b>2,860.29</b>	<b>34,736.28</b>	<b>32,323.00</b>	<b>-2,413.28</b>	<b>107 %</b>
	<b>Grand Total:</b>	<b>288,260.91</b>	<b>2,087,821.28</b>	<b>2,222,454.00</b>	<b>134,632.72</b>	<b>94 %</b>

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 ADMINISTRATION DEPARTMENT							
61000 Administration							
61000	Administration						
	111 BOD Stipend	500.00	5,300.00	6,000.00	6,000.00	700.00	88 %
	120 Workers' Compensation	0.00	1,123.28	0.00	0.00	-1,123.28	*** %
	130 Payroll Tax - Fed W/H	0.00	19,256.05	0.00	0.00	-19,256.05	*** %
	305 Operations and maintenance	0.00	1,794.47	3,300.00	3,300.00	1,505.53	54 %
	310 Phone and fax expense	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	315 Postage, shipping and freight	0.00	0.00	50.00	50.00	50.00	0 %
	320 Printing and reproduction	0.00	467.96	500.00	500.00	32.04	94 %
	325 Professional svcs - Accounting	0.00	8,522.50	21,000.00	21,000.00	12,477.50	41 %
	327 Professional svcs - Legal (General)	0.00	87,741.23	150,000.00	150,000.00	62,258.77	58 %
	328 Insurance - prop and liability	0.00	18,644.93	3,000.00	3,000.00	-15,644.93	621 %
	330 Contract labor	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	332 Professional Services - Legal	0.00	-51,501.62	0.00	0.00	51,501.62	*** %
	335 Meals - Reimbursement	0.00	139.38	500.00	500.00	360.62	28 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs and maint - computers	0.00	1,960.00	500.00	500.00	-1,460.00	392 %
	351 Repairs and maint - equip	0.00	0.00	500.00	500.00	500.00	0 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	375 Internet expenses	0.00	1,680.00	3,917.00	3,917.00	2,237.00	43 %
	376 Webpage- Upgrade/Maint	0.00	1,000.00	2,400.00	2,400.00	1,400.00	42 %
	385 Dues and subscriptions	0.00	320.00	500.00	500.00	180.00	64 %
	386 Education and training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	393 Advertising and public notices	0.00	197.80	500.00	500.00	302.20	40 %
	394 LAFCO Allocations	0.00	6,100.97	6,100.00	6,100.00	-0.97	100 %
	410 Office Supplies	0.00	553.28	4,000.00	4,000.00	3,446.72	14 %
	415 Office Equipment	0.00	145.67	0.00	0.00	-145.67	*** %
	465 Cell phones, radios and pagers	0.00	105.00	500.00	500.00	395.00	21 %
	475 Computer supplies and upgrades	0.00	6.21	0.00	0.00	-6.21	*** %
	<b>Account Total:</b>	<b>500.00</b>	<b>103,557.11</b>	<b>227,267.00</b>	<b>227,267.00</b>	<b>123,709.89</b>	<b>46 %</b>
	<b>Account Group Total:</b>	<b>500.00</b>	<b>103,557.11</b>	<b>227,267.00</b>	<b>227,267.00</b>	<b>123,709.89</b>	<b>46 %</b>
	<b>Fund Total:</b>	<b>500.00</b>	<b>103,557.11</b>	<b>227,267.00</b>	<b>227,267.00</b>	<b>123,709.89</b>	<b>46 %</b>
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000	Fire						
	105 Salaries and Wages	5,493.19	65,192.37	66,000.00	66,000.00	807.63	99 %
	120 Workers' Compensation	0.00	5,958.02	7,700.00	7,700.00	1,741.98	77 %
	121 Physicals	0.00	0.00	2,600.00	2,600.00	2,600.00	0 %
	125 Volunteer firefighter stipends	1,636.90	32,316.19	34,000.00	34,000.00	1,683.81	95 %
	126 Strike Team Pay - VFF	0.00	99,034.05	5,000.00	5,000.00	-94,034.05	*** %
	130 Payroll Tax - Fed W/H	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	135 Payroll Tax - FICA	101.49	8,143.70	3,910.00	3,910.00	-4,233.70	208 %
	140 Payroll Tax - Medicare	105.94	2,868.08	1,845.00	1,845.00	-1,023.08	155 %
	155 Payroll Tax - SUI	32.50	3,917.50	3,500.00	3,500.00	-417.50	112 %
	160 Payroll Tax - ETT	0.81	175.60	200.00	200.00	24.40	88 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
165	Payroll Tax - FUTA	21.94	6,020.52	5,000.00	5,000.00	-1,020.52	120 %
205	Insurance - Health	81.89	759.44	0.00	0.00	-759.44	*** %
210	Insurance - Dental	22.09	368.67	0.00	0.00	-368.67	*** %
215	Insurance - Vision	3.55	58.02	0.00	0.00	-58.02	*** %
225	Retirement - PERS expense	111.26	1,383.40	0.00	0.00	-1,383.40	*** %
305	Operations and maintenance	45.37	5,094.18	4,000.00	4,000.00	-1,094.18	127 %
310	Phone and fax expense	3.96	3.96	0.00	0.00	-3.96	*** %
315	Postage, shipping and freight	0.00	48.38	500.00	500.00	451.62	10 %
320	Printing and reproduction	0.00	28.81	350.00	350.00	321.19	8 %
325	Professional svcs - Accounting	3,140.76	6,693.22	0.00	0.00	-6,693.22	*** %
327	Professional svcs - Legal (General)	504.61	12,402.26	0.00	0.00	-12,402.26	*** %
328	Insurance - prop and liability	0.00	5,938.56	8,000.00	8,000.00	2,061.44	74 %
331	Professional Services - Legal	0.00	527.10	0.00	0.00	-527.10	*** %
335	Meals - Reimbursement	0.00	119.41	525.00	525.00	405.59	23 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	51.94	670.00	670.00	618.06	8 %
350	Repairs and maint - computers	99.00	1,994.44	0.00	0.00	-1,994.44	*** %
351	Repairs and maint - equip	1,085.00	3,107.47	7,000.00	7,000.00	3,892.53	44 %
352	Repairs and maint - structures	0.00	1,344.05	1,000.00	1,000.00	-344.05	134 %
354	Repairs and maint - vehicles	1,226.57	13,554.20	9,500.00	9,500.00	-4,054.20	143 %
370	Dispatch services (Fire)	0.00	7,543.80	7,543.00	7,543.00	-0.80	100 %
375	Internet expenses	103.31	712.64	0.00	0.00	-712.64	*** %
376	Webpage- Upgrade/Maint	33.00	231.00	0.00	0.00	-231.00	*** %
380	Utilities - alarm service	0.00	0.00	180.00	180.00	180.00	0 %
381	Utilities - electric	29.12	3,495.43	950.00	950.00	-2,545.43	368 %
382	Utilities - propane	0.00	532.09	300.00	300.00	-232.09	177 %
385	Dues and subscriptions	0.00	4,223.55	2,500.00	2,500.00	-1,723.55	169 %
386	Education and training	0.00	1,379.93	6,500.00	6,500.00	5,120.07	21 %
387	Education and training: Training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
393	Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
395	Community Outreach	0.00	836.15	3,000.00	3,000.00	2,163.85	28 %
405	Software	0.00	1,444.86	1,000.00	1,000.00	-444.86	144 %
410	Office Supplies	0.00	183.49	0.00	0.00	-183.49	*** %
420	Equipt. & Supplies	0.00	1,465.38	1,500.00	1,500.00	34.62	98 %
450	EMS supplies	0.00	3,616.28	3,000.00	3,000.00	-616.28	121 %
455	Fire Safety Gear & Equipment	0.00	7,835.39	10,000.00	10,000.00	2,164.61	78 %
456	VFF Assistance Grant	11,738.36	32,049.39	36,000.00	36,000.00	3,950.61	89 %
460	Fire equipment	0.00	10,698.19	0.00	0.00	-10,698.19	*** %
465	Cell phones, radios and pagers	0.00	0.00	500.00	500.00	500.00	0 %
470	Communication equipment	0.00	5,651.41	4,500.00	4,500.00	-1,151.41	126 %
475	Computer supplies and upgrades	0.00	2,715.13	4,000.00	4,000.00	1,284.87	68 %
485	Fuel expense	1,478.91	7,744.65	6,765.00	6,765.00	-979.65	114 %
490	Small tools and equipment	0.00	1,663.43	2,000.00	2,000.00	336.57	83 %
495	Uniform expense	0.00	1,700.17	3,450.00	3,450.00	1,749.83	49 %
500	Capital Outlay	0.00	211,903.51	224,988.00	224,988.00	13,084.49	94 %
503	Weed Abatement Costs	8,550.00	8,747.80	3,200.00	3,200.00	-5,547.80	273 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	0.00	15,360.84	19,766.00	19,766.00	4,405.16	78 %
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	0.00	320.25	700.00	700.00	379.75	46 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
905	Admin Allocation Transfer	0.00	0.00	37,499.00	37,499.00	37,499.00	0 %
960	Property tax expense	0.00	399.72	250.00	250.00	-149.72	160 %
	<b>Account Total:</b>	<b>35,649.53</b>	<b>611,558.02</b>	<b>555,341.00</b>	<b>555,341.00</b>	<b>-56,217.02</b>	<b>110 %</b>
	<b>Account Group Total:</b>	<b>35,649.53</b>	<b>611,558.02</b>	<b>555,341.00</b>	<b>555,341.00</b>	<b>-56,217.02</b>	<b>110 %</b>
	<b>Fund Total:</b>	<b>35,649.53</b>	<b>611,558.02</b>	<b>555,341.00</b>	<b>555,341.00</b>	<b>-56,217.02</b>	<b>110 %</b>
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	893.67	7,230.88	15,000.00	15,000.00	7,769.12	48 %
120	Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
130	Payroll Tax - Fed W/H	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
135	Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
140	Payroll Tax - Medicare	13.24	106.33	100.00	100.00	-6.33	106 %
155	Payroll Tax - SUI	0.00	67.87	100.00	100.00	32.13	68 %
160	Payroll Tax - ETT	0.00	4.39	100.00	100.00	95.61	4 %
165	Payroll Tax - FUTA	0.00	46.11	150.00	150.00	103.89	31 %
205	Insurance - Health	75.84	370.22	720.00	720.00	349.78	51 %
210	Insurance - Dental	6.21	55.22	36.00	36.00	-19.22	153 %
215	Insurance - Vision	0.98	8.52	15.00	15.00	6.48	57 %
225	Retirement - PERS expense	69.87	442.00	793.00	793.00	351.00	56 %
305	Operations and maintenance	8.25	84.74	3,900.00	3,900.00	3,815.26	2 %
310	Phone and fax expense	0.72	0.72	0.00	0.00	-0.72	*** %
320	Printing and reproduction	0.00	0.00	100.00	100.00	100.00	0 %
325	Professional svcs - Accounting	571.05	1,254.46	750.00	750.00	-504.46	167 %
327	Professional svcs - Legal (General)	88.72	1,457.24	6,000.00	6,000.00	4,542.76	24 %
328	Insurance - prop and liability	0.00	0.00	500.00	500.00	500.00	0 %
331	Professional Services - Legal	0.00	108.62	1,000.00	1,000.00	891.38	11 %
335	Meals - Reimbursement	0.00	1.35	0.00	0.00	-1.35	*** %
340	Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage expense reimbursement	0.00	9.43	150.00	150.00	140.57	6 %
350	Repairs and maint - computers	18.00	153.50	0.00	0.00	-153.50	*** %
351	Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
352	Repairs and maint - structures	0.00	95.97	0.00	0.00	-95.97	*** %
353	Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
376	Webpage- Upgrade/Maint	6.00	42.00	0.00	0.00	-42.00	*** %
381	Utilities - electric	202.93	16,699.47	20,000.00	20,000.00	3,300.53	83 %
382	Utilities - propane	0.00	70.68	0.00	0.00	-70.68	*** %
385	Dues and subscriptions	0.00	298.15	0.00	0.00	-298.15	*** %
386	Education and training	0.00	31.11	0.00	0.00	-31.11	*** %
405	Software	0.00	292.14	500.00	500.00	207.86	58 %
485	Fuel expense	0.00	0.00	50.00	50.00	50.00	0 %
490	Small tools and equipment	0.00	0.00	500.00	500.00	500.00	0 %
500	Capital Outlay	0.00	1,025.16	8,525.00	8,525.00	7,499.84	12 %
715	Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
905	Admin Allocation Transfer	0.00	0.00	6,818.00	6,818.00	6,818.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	<b>Account Total:</b>	<b>1,955.48</b>	<b>29,958.03</b>	<b>93,122.00</b>	<b>93,122.00</b>	<b>63,163.97</b>	<b>32 %</b>
	<b>Account Group Total:</b>	<b>1,955.48</b>	<b>29,958.03</b>	<b>93,122.00</b>	<b>93,122.00</b>	<b>63,163.97</b>	<b>32 %</b>
	<b>Fund Total:</b>	<b>1,955.48</b>	<b>29,958.03</b>	<b>93,122.00</b>	<b>93,122.00</b>	<b>63,163.97</b>	<b>32 %</b>
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000	Sanitary						
	105 Salaries and Wages	10,932.37	133,608.09	163,320.00	163,320.00	29,711.91	82 %
	109 Stand-by Hours	662.50	8,158.24	7,500.00	7,500.00	-658.24	109 %
	120 Workers' Compensation	0.00	3,104.86	12,000.00	12,000.00	8,895.14	26 %
	130 Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	3,800.00	3,800.00	3,800.00	0 %
	140 Payroll Tax - Medicare	163.17	2,062.10	2,000.00	2,000.00	-62.10	103 %
	155 Payroll Tax - SUI	0.00	1,201.45	1,000.00	1,000.00	-201.45	120 %
	160 Payroll Tax - ETT	0.00	89.99	200.00	200.00	110.01	45 %
	165 Payroll Tax - FUTA	0.00	1,184.92	2,000.00	2,000.00	815.08	59 %
	205 Insurance - Health	1,307.56	22,490.87	11,280.00	11,280.00	-11,210.87	199 %
	210 Insurance - Dental	86.74	1,075.74	564.00	564.00	-511.74	191 %
	215 Insurance - Vision	13.98	168.49	235.00	235.00	66.51	72 %
	225 Retirement - PERS expense	1,173.66	12,408.70	12,422.00	12,422.00	13.30	100 %
	305 Operations and maintenance	147.50	5,384.54	6,000.00	6,000.00	615.46	90 %
	310 Phone and fax expense	92.85	1,006.55	1,450.00	1,450.00	443.45	69 %
	315 Postage, shipping and freight	250.00	3,233.40	3,000.00	3,000.00	-233.40	108 %
	320 Printing and reproduction	35.87	964.62	600.00	600.00	-364.62	161 %
	325 Professional svcs - Accounting	7,614.01	16,226.01	0.00	0.00	-16,226.01	*** %
	326 Professional svcs - Engineering	0.00	29,278.75	24,000.00	24,000.00	-5,278.75	122 %
	327 Professional svcs - Legal (General)	1,369.00	24,019.44	0.00	0.00	-24,019.44	*** %
	328 Insurance - prop and liability	0.00	1,811.45	6,000.00	6,000.00	4,188.55	30 %
	329 New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
	330 Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
	331 Professional Services - Legal	256.00	12,640.29	9,400.00	9,400.00	-3,240.29	134 %
	332 Professional Services - Legal	0.00	53.20	0.00	0.00	-53.20	*** %
	335 Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	181.63	500.00	500.00	318.37	36 %
	350 Repairs and maint - computers	240.00	3,374.87	0.00	0.00	-3,374.87	*** %
	351 Repairs and maint - equip	0.00	5,064.92	21,000.00	21,000.00	15,935.08	24 %
	352 Repairs and maint - structures	0.00	188.46	3,000.00	3,000.00	2,811.54	6 %
	353 Repairs & Maint- Infrastructure	0.00	442.73	8,000.00	8,000.00	7,557.27	6 %
	354 Repairs and maint - vehicles	15.66	975.90	2,000.00	2,000.00	1,024.10	49 %
	355 Testing & Supplies (WWTP)	275.00	11,600.72	10,500.00	10,500.00	-1,100.72	110 %
	375 Internet expenses	103.31	712.64	0.00	0.00	-712.64	*** %
	376 Webpage- Upgrade/Maint	80.00	560.00	0.00	0.00	-560.00	*** %
	380 Utilities - alarm service	0.00	610.51	1,000.00	1,000.00	389.49	61 %
	381 Utilities - electric	5,386.91	58,840.89	75,000.00	75,000.00	16,159.11	78 %
	382 Utilities - propane	0.00	978.40	450.00	450.00	-528.40	217 %
	383 Utilities - trash	51.99	611.11	600.00	600.00	-11.11	102 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	385 Dues and subscriptions	0.00	4,448.03	2,500.00	2,500.00	-1,948.03	178 %
	386 Education and training	0.00	593.57	500.00	500.00	-93.57	119 %
	393 Advertising and public notices	247.50	247.50	200.00	200.00	-47.50	124 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
	410 Office Supplies	0.00	350.44	150.00	150.00	-200.44	234 %
	415 Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	420 Equipt. & Supplies	0.00	0.00	4,900.00	4,900.00	4,900.00	0 %
	432 Utility Rate Design Study	3,338.22	29,112.87	31,915.00	31,915.00	2,802.13	91 %
	459 Scada - Maintenance Fees	756.00	828.64	1,000.00	1,000.00	171.36	83 %
	465 Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	475 Computer supplies and upgrades	0.00	83.00	0.00	0.00	-83.00	*** %
	485 Fuel expense	496.99	5,007.09	5,000.00	5,000.00	-7.09	100 %
	490 Small tools and equipment	0.00	1,132.70	3,000.00	3,000.00	1,867.30	38 %
	495 Uniform expense	0.00	804.38	1,575.00	1,575.00	770.62	51 %
	500 Capital Outlay	0.00	42,427.09	45,201.00	45,201.00	2,773.91	94 %
	545 Sewer System Mngmt Plan (SSMP)	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
	570 Repairs, Maint. and Video Sewer Lines	0.00	3,526.25	12,000.00	12,000.00	8,473.75	29 %
	581 WWTP Expansion	-211.82	243,333.18	45,000.00	45,000.00	-198,333.18	541 %
	582 WWTP Plant Maintenance	2.83	13,042.08	12,000.00	12,000.00	-1,042.08	109 %
	585 Sludge Removal Project	0.00	2,969.62	3,000.00	3,000.00	30.38	99 %
	705 Waste Discharge Fees/Permits	0.00	17,017.00	25,000.00	25,000.00	7,983.00	68 %
	715 Licenses, permits and fees	2,340.00	2,745.00	5,500.00	5,500.00	2,755.00	50 %
	805 Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
	905 Admin Allocation Transfer	0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
	910 Tax Penalties & Late Fees	0.00	1,672.08	0.00	0.00	-1,672.08	*** %
	960 Property tax expense	0.00	29.34	0.00	0.00	-29.34	*** %
	<b>Account Total:</b>	<b>37,227.80</b>	<b>740,220.12</b>	<b>734,769.00</b>	<b>734,769.00</b>	<b>-5,451.12</b>	<b>101 %</b>
	<b>Account Group Total:</b>	<b>37,227.80</b>	<b>740,220.12</b>	<b>734,769.00</b>	<b>734,769.00</b>	<b>-5,451.12</b>	<b>101 %</b>
	<b>Fund Total:</b>	<b>37,227.80</b>	<b>740,220.12</b>	<b>734,769.00</b>	<b>734,769.00</b>	<b>-5,451.12</b>	<b>101 %</b>
50 WATER DEPARTMENT							
61000 Administration							
	61000 Administration						
	940 Bank service charges	0.00	0.79	0.00	0.00	-0.79	*** %
	<b>Account Total:</b>	<b>0.00</b>	<b>0.79</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.79</b>	<b>*** %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.79</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.79</b>	<b>*** %</b>
65000 Water							
	65000 Water						
	105 Salaries and Wages	11,008.24	147,569.78	163,320.00	163,320.00	15,750.22	90 %
	109 Stand-by Hours	662.50	8,158.26	7,500.00	7,500.00	-658.26	109 %
	120 Workers' Compensation	0.00	2,445.88	12,000.00	12,000.00	9,554.12	20 %
	130 Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
	140 Payroll Tax - Medicare	163.76	2,250.77	2,500.00	2,500.00	249.23	90 %
	155 Payroll Tax - SUI	0.00	1,235.21	1,500.00	1,500.00	264.79	82 %



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
160	Payroll Tax - ETT	0.00	96.73	150.00	150.00	53.27	64 %
165	Payroll Tax - FUTA	0.00	1,233.66	1,800.00	1,800.00	566.34	69 %
205	Insurance - Health	1,210.94	20,685.72	12,000.00	12,000.00	-8,685.72	172 %
210	Insurance - Dental	87.61	1,170.14	600.00	600.00	-570.14	195 %
215	Insurance - Vision	14.10	182.91	250.00	250.00	67.09	73 %
225	Retirement - PERS expense	1,180.73	13,920.87	12,400.00	12,400.00	-1,520.87	112 %
305	Operations and maintenance	147.50	8,545.50	8,500.00	8,500.00	-45.50	101 %
310	Phone and fax expense	92.87	1,006.47	1,450.00	1,450.00	443.53	69 %
315	Postage, shipping and freight	250.00	3,432.67	3,000.00	3,000.00	-432.67	114 %
320	Printing and reproduction	35.87	1,231.40	600.00	600.00	-631.40	205 %
324	Professional Svcs- GSA-GSP	0.00	7,590.00	0.00	0.00	-7,590.00	*** %
325	Professional svcs - Accounting	7,614.01	16,226.01	0.00	0.00	-16,226.01	*** %
326	Professional svcs - Engineering	0.00	56,411.66	25,000.00	25,000.00	-31,411.66	226 %
327	Professional svcs - Legal (General)	4,012.67	42,196.21	0.00	0.00	-42,196.21	*** %
328	Insurance - prop and liability	0.00	628.54	8,000.00	8,000.00	7,371.46	8 %
329	New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
330	Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
331	Professional Services - Legal	256.00	12,693.49	9,400.00	9,400.00	-3,293.49	135 %
332	Professional Services - Legal	3,171.10	156,225.60	100,000.00	100,000.00	-56,225.60	156 %
335	Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	181.62	500.00	500.00	318.38	36 %
350	Repairs and maint - computers	240.00	3,374.85	0.00	0.00	-3,374.85	*** %
351	Repairs and maint - equip	0.00	3,853.82	4,000.00	4,000.00	146.18	96 %
352	Repairs and maint - structures	0.00	1,346.80	1,500.00	1,500.00	153.20	90 %
353	Repairs & Maint- Infrastructure	3,682.75	59,053.51	15,000.00	15,000.00	-44,053.51	394 %
354	Repairs and maint - vehicles	15.66	1,063.08	3,500.00	3,500.00	2,436.92	30 %
356	Testing & Supplies - Well #3 (Water)	322.04	2,451.81	2,500.00	2,500.00	48.19	98 %
357	Testing & Supplies - Well #4 (Water)	322.04	2,539.98	2,500.00	2,500.00	-39.98	102 %
358	Testing & Supplies- SLT Well (Water)	684.05	5,630.07	5,000.00	5,000.00	-630.07	113 %
359	Testing & Supplies-Other	240.00	4,803.13	5,000.00	5,000.00	196.87	96 %
362	Cross-Connection Control Svcs.	380.70	1,357.90	1,000.00	1,000.00	-357.90	136 %
375	Internet expenses	103.32	712.68	0.00	0.00	-712.68	*** %
376	Webpage- Upgrade/Maint	80.00	560.00	0.00	0.00	-560.00	*** %
380	Utilities - alarm service	0.00	610.52	1,000.00	1,000.00	389.48	61 %
381	Utilities - electric	3,449.41	36,493.75	37,000.00	37,000.00	506.25	99 %
382	Utilities - propane	0.00	978.40	450.00	450.00	-528.40	217 %
383	Utilities - trash	51.99	611.12	600.00	600.00	-11.12	102 %
385	Dues and subscriptions	0.00	6,053.02	4,000.00	4,000.00	-2,053.02	151 %
386	Education and training	300.00	1,105.07	1,000.00	1,000.00	-105.07	111 %
393	Advertising and public notices	247.50	247.50	250.00	250.00	2.50	99 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
410	Office Supplies	0.00	349.43	150.00	150.00	-199.43	233 %
415	Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
420	Equipt. & Supplies	0.00	528.12	4,900.00	4,900.00	4,371.88	11 %
425	Well #3 Rehab - Capital Project	0.00	7,700.00	0.00	0.00	-7,700.00	*** %
431	SLT Blending Line - CDBG Project	0.00	156,773.92	157,000.00	157,000.00	226.08	100 %
432	Utility Rate Design Study	3,338.23	29,112.87	31,915.00	31,915.00	2,802.13	91 %
433	K Street Waterline Replacement	0.00	7,328.60	7,500.00	7,500.00	171.40	98 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
459	Scada - Maintenance Fees	756.00	828.65	1,000.00	1,000.00	171.35	83 %
465	Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
475	Computer supplies and upgrades	0.00	1,583.00	1,500.00	1,500.00	-83.00	106 %
481	Chemicals- Well #3	0.00	2,026.12	2,500.00	2,500.00	473.88	81 %
482	Chemicals-Well #4	0.00	2,435.42	3,000.00	3,000.00	564.58	81 %
483	Chemicals-SLT Well	0.00	941.47	1,500.00	1,500.00	558.53	63 %
485	Fuel expense	496.99	3,654.56	4,000.00	4,000.00	345.44	91 %
490	Small tools and equipment	0.00	1,891.73	3,000.00	3,000.00	1,108.27	63 %
495	Uniform expense	0.00	766.65	1,575.00	1,575.00	808.35	49 %
500	Capital Outlay	0.00	43,070.47	45,201.00	45,201.00	2,130.53	95 %
520	Water Main Valves Replacement	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
525	Water meter replacement	1,458.49	15,659.28	14,500.00	14,500.00	-1,159.28	108 %
535	Water Lines Repairs	341.02	4,849.53	27,000.00	27,000.00	22,150.47	18 %
605	USDA Loan Payment	0.00	24,514.74	67,000.00	67,000.00	42,485.26	37 %
715	Licenses, permits and fees	1,859.40	8,371.40	6,700.00	6,700.00	-1,671.40	125 %
805	Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
905	Admin Allocation Transfer	0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
910	Tax Penalties & Late Fees	0.00	1,672.08	0.00	0.00	-1,672.08	*** %
930	Interest Fees	0.00	24,885.53	0.00	0.00	-24,885.53	*** %
	<b>Account Total:</b>	<b>48,277.49</b>	<b>983,645.46</b>	<b>962,718.00</b>	<b>962,718.00</b>	<b>-20,927.46</b>	<b>102 %</b>
	<b>Account Group Total:</b>	<b>48,277.49</b>	<b>983,645.46</b>	<b>962,718.00</b>	<b>962,718.00</b>	<b>-20,927.46</b>	<b>102 %</b>
	<b>Fund Total:</b>	<b>48,277.49</b>	<b>983,646.25</b>	<b>962,718.00</b>	<b>962,718.00</b>	<b>-20,928.25</b>	<b>102 %</b>
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
105	Salaries and Wages	76.62	387.00	1,800.00	1,800.00	1,413.00	22 %
120	Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
140	Payroll Tax - Medicare	1.08	5.46	0.00	0.00	-5.46	*** %
155	Payroll Tax - SUI	0.00	0.36	0.00	0.00	-0.36	*** %
160	Payroll Tax - ETT	0.00	0.09	0.00	0.00	-0.09	*** %
165	Payroll Tax - FUTA	0.00	0.54	0.00	0.00	-0.54	*** %
205	Insurance - Health	10.49	49.94	720.00	720.00	670.06	7 %
210	Insurance - Dental	0.35	1.77	0.00	0.00	-1.77	*** %
215	Insurance - Vision	0.06	0.27	0.00	0.00	-0.27	*** %
225	Retirement - PERS expense	9.15	45.85	1,275.00	1,275.00	1,229.15	4 %
305	Operations and maintenance	1.38	325.36	0.00	0.00	-325.36	*** %
310	Phone and fax expense	0.12	0.12	0.00	0.00	-0.12	*** %
325	Professional svcs - Accounting	95.17	165.30	0.00	0.00	-165.30	*** %
327	Professional svcs - Legal (General)	945.78	5,728.48	200.00	200.00	-5,528.48	*** %
331	Professional Services - Legal	0.00	3.20	0.00	0.00	-3.20	*** %
335	Meals - Reimbursement	0.00	0.25	0.00	0.00	-0.25	*** %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	0.00	1.60	0.00	0.00	-1.60	*** %
350	Repairs and maint - computers	3.00	25.59	0.00	0.00	-25.59	*** %
376	Webpage- Upgrade/Maint	1.00	7.00	0.00	0.00	-7.00	*** %
382	Utilities - propane	0.00	9.51	0.00	0.00	-9.51	*** %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 6 / 18

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	385 Dues and subscriptions	0.00	49.71	0.00	0.00	-49.71	*** %
	386 Education and training	0.00	3.53	150.00	150.00	146.47	2 %
	393 Advertising and public notices	0.00	495.00	250.00	250.00	-245.00	198 %
	405 Software	0.00	14.35	0.00	0.00	-14.35	*** %
	905 Admin Allocation Transfer	0.00	0.00	1,136.00	1,136.00	1,136.00	0 %
	<b>Account Total:</b>	<b>1,144.20</b>	<b>7,320.28</b>	<b>6,196.00</b>	<b>6,196.00</b>	<b>-1,124.28</b>	<b>118 %</b>
	<b>Account Group Total:</b>	<b>1,144.20</b>	<b>7,320.28</b>	<b>6,196.00</b>	<b>6,196.00</b>	<b>-1,124.28</b>	<b>118 %</b>
	<b>Fund Total:</b>	<b>1,144.20</b>	<b>7,320.28</b>	<b>6,196.00</b>	<b>6,196.00</b>	<b>-1,124.28</b>	<b>118 %</b>
	<b>Grand Total:</b>	<b>124,754.50</b>	<b>2,476,259.81</b>	<b>2,579,413.00</b>	<b>2,579,413.00</b>	<b>103,153.19</b>	<b>96 %</b>

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<b>Fund</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	7,611.56
30 STREET LIGHTING DEPARTMENT	1,059.81
40 WASTEWATER DEPARTMENT	14,097.03
50 WATER DEPARTMENT	13,968.63
60 SOLID WASTE DEPARTMENT	97.75
<b>Total for all Funds</b>	<b>36,834.78</b>

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\*\*\*NOTE: Before sending the Payroll Summary Journal voucher to the Finance Application, please verify that the total of each of these three reports match: Cash Report, Payroll Summary (Gross pay + employer contributions), Payroll Expenditure Detail. There are a few exceptions to this: 1. Advances that Cross Periods; 2. WC Discount; 3. Prior Period Checks Cancelled in this Period; 4. Local Deductions with Receipt Accounting set up.



## San Miguel Community Services District Special Board Meeting Staff Report

July 26, 2018

AGENDA ITEM: XI – 3

**SUBJECT:** Discuss and confirm the Director of Utilities recommendation to hire the selected candidate to fill the open Utility Worker position.

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**RECOMMENDATION:**

Confirm the Director of Utilities recommendation to hire the selected candidate to fill the open Utility Worker 1 Position.

---

**BACKGROUND:**

As the Board is aware when the former Utility Worker left the district in February, that left the Water and Wastewater departments understaffed.

Since February there have been numerous recruitment attempts to fill this position. These attempts only yielded 2 applicants. One of which is no longer interested, the other was interviewed by myself and the Utility Operator. We feel that the candidate will fit well within the current staff and be able to work up to an operator within the District.

Do to the candidate's previous experience and current licensing I am recommending that he be started as a utility worker 1 step - one.

**Fiscal Impact:**

The Utility Worker position has already been calculated into the approved Operations & Management budget for FY 2018-19.

The recommended compensation level (based on experience and certification) is Worker 1 step one \$12.75 full time with benefits outlined in the District Personnel Policy.

**Recommendation**

Confirm the Director of Utilities candidate selection for the Utility Worker position.

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**PREPARED BY:**

Kelly Dodds  
Director of Utilities



# San Miguel Community Services District

## Board of Directors Staff Report

July 26, 2018

AGENDA ITEM: XI – 4

### SUBJECT:

Review and adopted **Resolution 2018-23** Revising the District Purchasing Policies, Procedures, and Regulations, Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual.

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### RECOMMENDATION:

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Review and Adopted Resolution 2018-23 revising the District Purchasing Policies, Procedures, and Regulations, Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual.

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### DISCUSSION:

The San Miguel Community Services District (“District”) adopted the District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual (“Manual”) in January of 2015.

Amendment to Purchasing Policy was done in June 2017, with changes giving the General Manager to enter into agreements for goods and services with an annual fiscal impact of up to Twenty-Five Thousand Dollars (\$25,000) without concurrence from the Board or the Finance and Budgeting Committee.

At the June 23<sup>rd</sup> Special Meeting the Board gave direction to staff to change Sections 1,2,3 lowering and allowing the General Manager to enter into agreements for goods and services with an annual fiscal impact of up to Five Thousand Dollars (\$5,000) without concurrence from the Board. Staff was directed to bring back to the Board with changes made to approve by resolution at the next regular Board Meeting.

### FISCAL IMPACT:

Review of the Purchasing policies has no impact.

### PREPARED BY:

Tamara Parent

Board Clerk/Accounts Manager



**Approved January 22, 2015**

**(Revised June 9, 2017)**

**(Revised July 26, 2018)**

**SAN MIGUEL COMMUNITY SERVICE DISTRICT**

**DISTRICT PURCHASING POLICIES, PROCEDURES AND REGULATIONS  
GOVERNING CONTRACT AND PROFESSIONAL SERVICES BIDDING  
PROCEDURES, PURCHASES OF MATERIALS, SUPPLIES AND EQUIPMENT**

**PURPOSE:** To assure that the fiscal resources of San Miguel Community Services District (“District”) are utilized in the most effective and efficient manner, all purchases shall adhere to established procedures (attached herewith) and shall conform to State of California laws and regulations pertaining to local agency purchasing policies, procedures and practices. The District purchasing procedures and practices shall conform to these provisions, and also to any adopted District Fiscal Policy and regulations, existing or amended.

To implement and carry out these Purchasing Policies, Procedures and Regulations, the District shall give special consideration in the following circumstances:

**Local Vendor Preference**

It shall be the policy of the District to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal. In matters of price, the local vendor shall be given full credit for local sales taxes, shipping/freight fees and any other fees or charges that might be applicable had the purchase been made from a non-local vendor.

**Cooperative Purchasing**

It shall be the policy of the District to encourage and participate, whenever possible, in cooperative purchasing endeavors with other public agencies to receive benefits of lower pricing due to the quantities of materials, supplies, equipment or services which would not otherwise be available to the District as a sole purchaser.

### **Limited Availability**

Occasionally, required materials, supplies, equipment or services are of a proprietary nature, or are otherwise of such specific design or construction, as to be only available from one source. After receiving evidence that reasonable efforts have been made to find alternative vendors, the Manager may waive the minimum requirement for quotes, bids or proposals.

### **Emergency Conditions**

An emergency is hereby defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or a distinct threat to public health, safety or welfare. In such cases, the Manager may waive formal purchasing requirements, but reasonable efforts shall still be made to locate the lowest cost giving due consideration to quality, prior performance, availability of service and parts and delivery schedule.

### **Other Agency Procurement Contracts**

Minimum purchasing requirements are waived when the District elects to participate in a purchase contract of another public agency wherein they undertook a competitive bidding or purchasing process that is similar to the District's. The other public agency purchasing process must have occurred within the last twelve months in order to qualify the District's participation, unless their purchasing contract was clearly multi-year in nature.

### **Internal Controls**

An integral component of any policy that endeavors to maximize the use of limited fiscal resources is internal controls. Accordingly, purchasing procedures shall also contain provisions relating to access and use of District gasoline credit cards, merchant cards and travel & educational expenditures.

(continued on next page)



# PURCHASING POLICIES, PROCEDURES AND PAYMENT PROCEDURES MANUAL

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# **PURCHASING POLICIES, PROCEDURES AND PAYMENT MANUAL**

In order to carry out the purchasing policy of the District, the purchase of supplies, services, equipment or public works projects shall adhere to the procedures as set forth in this manual. This purchasing and payment procedures manual has been drafted to provide consistency with adopted District Fiscal and Financial Policies.

The District's purchasing authority is the District General Manager or his/her designated representative. All references in this manual to the District's purchasing authority shall automatically mean the individual acting in the capacity of District General Manager ("Manager") and include "or his/her designee." The fiscal limitations and thresholds contained in this manual apply on a per fiscal year basis.

## **Section 1.0 PURCHASES LESS THAN \$5,000**

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or his/her designee may purchase supplies and services up to \$4,999.99 without approval from the Board of Directors or issuance of a purchase order except as follows:

### **Section 2.0 EXCEPTIONS TO SECTION 1.0**

- a) All computers must be purchased with prior approval of Manager. There must be a budget appropriation for both the computer and its annual replacement cost.
- b) All software regardless of cost must be approved by the Manager.

Preference to local vendors shall be encouraged given that quality, service and price are similar.

## **Section 3.0 PURCHASES GREATER THAN \$5,001**

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or Board of Directors, a Department Head or Supervisor may purchase supplies and services over \$5,001 subject to purchase order approval from the Manager. The purchase order must be prepared and approved prior to the purchase commitment. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

The Manager must solicit competitive bids prior to preparation and issuance of a purchase order. Bid results should be attached or noted on face of the purchase order. Preference to local vendors shall be encouraged given that quality, service and price are similar.

## **Section 4.0 PURCHASE ORDERS**

Purchase orders shall be issued for acquisitions of supplies, equipment, and services (including professional), wherein the estimated total purchase is expected to exceed \$5,000.

Purchase orders should be issued for the estimated total amount, even when individual, repeat acquisitions are less than \$5,000. Examples include the transport of sewer sludge wherein any individual transport is less than \$5,000 but the estimated total annual cost exceeds \$5,000.

Another example might be the purchase of chlorine.

Subject to the requirements and limits set forth in this manual, the Manager may approve a purchase order for up to \$5,000 without Board of Directors concurrence. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

Purchase orders may have multiple budgetary account numbers and may include multiple departments.

The issuance of purchase orders shall be made prior to any purchase commitment to the vendor pursuant to the following procedures:

1. The department shall complete a purchase order form providing all of the required data in the spaces provided. [For example: Each purchase order issued shall be numbered sequentially with three components, X-XX-XXX, wherein the first component consists of the second digit of the fiscal year (i.e. "3" being the current fiscal year 2014-15 or that fiscal year ending June 30<sup>th</sup> of the calendar year); the second component consists of two alpha digits representing the department; and third component consists of three numerical digits representing the sequence number (to be assigned)].
2. Upon completion of the purchase order, the purchase order shall be signed by the Manager. Upon approval or denial, the purchase order is sent to the initiating department. If approved, the purchase order shall be distributed as follows:

- a) Copy to Vendor

- b) Copy to District Bookkeeper (authorizing payment copy)
- c) Original to Issuing Department"

### **Section 5.0 QUOTATIONS AND BIDS (non-professional)**

Department Head or Manager may exercise their own discretion with regard to vendor choice for purchases of less than \$5,000. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

For purchases greater than \$5,000 Department Head or Manager shall endeavor to solicit quotations from three vendors. The purchase order or an attachment to the purchase order should note the vendors contacted and the amount of their quote.

For purchases greater than \$5,000, the Manager shall solicit competitive bids wherein a legal notice shall be published in an officially designated newspaper and/or in trade journals or association bidding websites that maintain or publish public agency competitive bids. The bid(s) shall be submitted directly to the Manager, who shall hold said bid(s) until the advertised date and time of opening.

For purchases greater than \$25,000.00, the lowest, responsive bid shall be awarded by the Board of Directors. After the bid is awarded, a purchase order shall be issued in accordance with Section 4.0 herein.

### **Local Vendor Preference**

The District endeavors to stimulate the local economy by using its purchasing power to support local businesses within boundaries of SMCSD, and promote creation and retention of local jobs. To that end, the District may grant a preference to local vendors when comparing bids or quotations for the purchase of discretionary goods and services, subject to the guidelines set forth in this section.

The preference shall only apply to the procurement of materials, supplies, equipment, and services as set forth herein. In addition, the preference shall not apply to procurement that is restricted by Federal or State laws or regulations that proscribe such a preference, or to public projects subject to the California Public Contracts Code.

The preference may be granted only if the Manager determines that the local vendor is able to provide comparable goods or services as the next lowest responsive bidder. In determining whether to grant the preference, the Manager may take into account other District fiscal policies and/or criteria.

The preference shall be five percent (5%) of the local vendor's bid or quotation; however, in no event shall the total preference exceed \$5,000 for any single purchase order or contract.

The 5% preference will be used solely to determine to whom the contract should be awarded and will not in any way alter the final contract amount. A 'local vendor' must meet all of the following criteria:

1. The vendor owns, leases, rents or otherwise occupies a fixed office or other commercial building or a portion thereof that has a street address within the District. A post office box shall not qualify as a local business address.
2. The vendor possesses a valid and verifiable business license issued that reflects the vendor's local address.
3. The vendor's business is staffed during business hours by an employee, or employees, employed by the vendor and conducting the vendor's local business.
4. Where State sales tax will be paid for the purchase, the vendor must possess a valid resale license from the State Department of Equalization reflecting the vendor's business address.

To qualify for the preference, a vendor must certify in writing, in its bid or quotation to the District, that it meets the criteria of a "local vendor". The Manager shall determine if a vendor qualifies as a "local vendor". Any vendor falsely claiming to qualify as a "local vendor" shall be ineligible to transact any business with the District for a period of up to 24 months as determined by the Manager. The Manager and/or Board of Directors may also terminate all or part of any contract entered into with such a vendor. The decision of the Manager may be appealed to the Board of Directors pursuant to the review process used for bid protests.

### **Section 6.0 PROFESSIONAL SERVICES**

The procurement of professional services shall be based on qualifications. Such professional services shall include, but not be limited to, those provided by:

engineers, management services for construction projects, architects, urban planners, geologists, hydrologists, land surveyors, landscape architects, rate consultants and assayers, real estate appraisers, licensed environmental assessors and ecologists, accountants and providers of financial services, actuaries, personnel and insurance consultants, psychologists, medical doctors, entertainers and performers, claims consultants, and attorneys at law.

If the cost of the work to be performed is of an estimated value in excess of \$25,000, the Manager shall obtain the approval of the Board of Directors prior to issuing a purchase order pursuant to Section 4.0.

If the cost of the work to be performed is estimated to not exceed \$25,000, the Manager may issue a purchase order pursuant to Section 4.0 without Board of Directors concurrence, unless the Manager determines that such services warrant a Board concurrence prior to award.

### **Section 7.0 SOLE SOURCE VENDORS**

In the case of sole source vendors, quotation and bid requirements may be waived by the Manager and/or the Board of Directors when in his/her/their judgment the District is best served by a particular vendor.

A purchase order and a written explanation for justification of sole sourcing shall be submitted to the Manager and/or the Board of Directors for approval. If approved, a copy of the written explanation shall be attached to the copy of the purchase order.

### **Section 8.0 PETTY CASH**

The Manager shall be responsible for the management and accounting of petty cash funds according to the internal control procedures established by this Manual. Petty cash funds may be used for any purpose including non-overnight travel and meetings or for residual final travel accounting amounts due an employee. Petty cash vouchers and/or petty cash reconciliation forms will be provided.

A \$100 limit shall be established for each separate use of petty cash funds except that said limit may be waived by either the Manager or his/her designee, up to a maximum of \$100.00.

In recognition that employees cannot be expected, nor required, to use personal funds to make petty cash purchases on behalf of the District, petty cash advances may be approved by the Manager.

In the case of petty cash advances, the employee receiving the advance will promptly upon making the purchase, return the receipt and any cash change to the petty cash fund and complete the petty cash voucher. Receipts are required for all petty cash expenditures. Travel per diems wherein receipts are not required is not an appropriate use of petty cash funds. However, amounts due employees less than \$100 as determined by completion of the final accounting section of a pre-authorized travel and meeting expense claim may be reimbursed from petty cash funds.

Requests for the replenishment of petty cash funds used shall be made to the Manager on petty cash reconciliation/reimbursement request forms. The request shall summarize the amount to be replenished by budgetary account number and have attached all expenditure receipts. The Manager shall process said requests in accordance with established payment processing procedures.

### **Section 9.0 WARRANT REQUESTS**

In recognition that needs arise for the issuance of a District warrant for purposes that may not be appropriate for the issuance of a purchase order, (i.e. deposit refunds, and receipt overpayments, payroll related needs, etc.), the Manager shall establish a warrant request procedure for issuing a warrant payment without a purchase order. Warrant requests shall be processed on a basis consistent with the payment processing schedule; exceptions may be made by the Manager when the best interests of the District might be best served by the accelerated issuance of a warrant payment.

### **Section 10.0 TRAVEL, MEETINGS AND EDUCATION AUTHORIZATIONS**

It shall be the practice of the District to reimburse expenses incurred by officials, officers and employees of the District when expenses are incurred while on authorized travel, meetings and educational events for District business. The allowances and amounts advanced to persons traveling or meeting on official business shall be established on the basis of specific guidelines set forth below. Administrative procedures are to be amended to conform to the guidelines of this policy.

Advances and/or reimbursements for authorized travel and meetings shall be made by the Manager upon receipt of a properly completed and approved travel and meeting authorization form, unless waived in writing by the Manager and/or the Board of Directors.

Travel and meeting authorization forms are available upon request. Department Heads or supervisors shall exercise reasonable effort to complete and submit authorized travel and meeting authorization forms for warrant issuance on a time line conducive to the payment processing schedule as established by the Manager.

Requests for advances and/or reimbursements for District travel, meetings and education shall be in accordance with the procedures and requirements as noted below:

#### 1. Travel, Meeting and Education Authorization/Expense Reconciliation

Travel on official business which exceeds a cost, actual or estimated, of \$200 or calls for an overnight stay requires the completion of the District's Travel and Meeting Authorization Form and approval by the employee's immediate supervisor and/or the General Manager. When a District vehicle is used, the cost of such use, using the current mileage rate, shall be included in determining the total cost. Travel which exceeds \$2,500 or provides for out of state travel must be submitted on a Travel and Meeting Authorization Form to the Manager for approval prior to incurring any expenses:

Payment may be advanced to the traveler based upon estimated costs as detailed on the Travel and Meeting Authorization Form. Within five (5) days of return, the Travel and Meeting Authorization Form shall be completed and submitted to the Manager wherein actual travel expenses, including amounts advanced, must be reconciled on the Travel and Meeting Authorization Form.

A Department Head and/or the Manager may exercise his/her own discretion, regardless of length of stay, as to whether an employee receives a per diem per subsection #4 below or receives an 'advance' for itemized expenses per subsection #5 below.

However, in all cases, if any amounts paid in advance for transportation, lodging and registration, etc. wherein overpayments occur and are refunded directly to the employee, the employee must turnover such amounts to the District.

#### 2. Transportation

##### a. Commercial Carrier

Air travel for District officials and employees shall be authorized and reimbursed at the lowest possible fare class with a major air carrier. Air travel other than the lowest possible fare class will be authorized ONLY when scheduling does not permit use of the lowest possible fare class of flight, or when the flight is four (4) hours duration or more.

District officials and employees shall endeavor to book air travel to take advantage of discounts offered for purchasing flight tickets in advance of departure; i.e. 14 or 21 days, and take advantage of non-refundable ticket fares where practical.

Transportation costs for commercial carrier shall be paid by the District directly and separately whenever practical. Round trip tickets shall normally be purchased whenever commercial carriers are used. Travel expenses of a family member of an official or an employee are not eligible for payment by the District. Travel arrangements and payment of costs for family members are to be handled directly by the employee.

#### b. Personal Vehicles

Use of personal vehicles, when approved as a mode of travel to and from destinations, will be reimbursed at the established mileage rate. When commercial carrier is used, a traveler will be reimbursed for personal vehicle mileage to and from the airport and the actual cost of airport parking regardless of airport location.

##### (1) Travel in San Luis Obispo County

Employees receiving monthly auto allowances shall not, except under special circumstances as authorized by the Manager, be eligible to use a District vehicle nor receive mileage reimbursement for use of personal vehicles when travel is within San Luis Obispo County.

##### (2) Travel Outside San Luis Obispo County

The use of personal vehicles on District authorized business outside San Luis Obispo County will be reimbursed at the authorized mileage rate for all District officials and employees. Payment of mileage will be based upon the most direct route from point of departure to point of destination. A District official or employee may leave from his/her home for a meeting, conference, seminar or training session. However, the mileage from home to the destination should not exceed the mileage from District offices to the destination.

### 3. Lodging

Hotel accommodations should be arranged directly by the District, not traveler. Receipts for lodging must be attached to the Travel and Meeting Authorization Form in order to obtain reimbursement. Hotel expenses for District officials and employees only will be reimbursed at the single occupancy rate. Room movies and other miscellaneous, such as alcoholic beverages are not eligible for reimbursement including room service meals, if a per diem has been provided.

### 4. Per Diem

Each person traveling on official District business, which includes an over-night stay, may (1) receive a per diem for meals, taxes, gratuities, and incidental expenses equal to the IRS allowance, or up to \$50. Allow \$75.00 if travel time is 4 hours or more per day provided that receipts are submitted to the District. If the amount shown on the receipts is less than \$75 the difference is considered taxable income;



or (2) receive a per diem equal to the IRS regional allowance, in which case no receipts are required and the full amount is non-taxable.

Meals and food charged to a motel/hotel room via room service shall be counted on the final reconciliation of the Travel and Meeting Authorization Form towards the per diem. Per diem shall be paid for travel days just prior and just after the event. One-half of the daily rate shall be paid if the distance to the event is less than 275 miles except that if the event ends later than 3:00 p.m. a full day per diem may be paid. A full day per diem shall be paid if the one-way distance is greater than 25 miles.

Expense reimbursement for amounts over the per diem amount must include receipts for all expenses.

#### 5. Itemizing Expenses

If travel encompasses not more than a single day, the traveler shall itemize the expenses incurred for reimbursement. Upon return, supporting documents such as receipts or paid invoices must be submitted on the Travel and Meeting Authorization Form. In the case of overnight travel, the traveler may claim actual expenses rather than per diem. However, all receipts or paid invoices must be submitted with the Travel and Meeting Authorization Form in order to be reimbursed.

#### 6. Registration Fee

Registration fees charged for any authorized convention, conference, seminar or meetings are reimbursable and should be paid in advance.

#### 7. Taxi, Car Rental, Shuttle Service and Parking

Expenses incurred for car rental and limousine service will not be reimbursed unless authorization is received from the Manager prior to the travel. Whenever possible, District officials and employees should utilize hotel courtesy buses or local shuttle services. Whenever possible, hotel accommodations should be within easy access to the functions for which the travel was authorized. Taxi service should be used only when no other convenient, less costly transportation is available. Expenses for parking shall be reimbursed in addition to any other allowances paid to the traveler.

#### 8. District Merchant Cards

Merchant card receipts for all charges on the credit cards shall be attached to the final reconciled Travel and Meeting Authorization Form submitted to the Manager.

Gas credit cards issued to the District may only be used to purchase fuel and oil in a District owned vehicles. Use of District gas credit cards in personal vehicles is strictly prohibited, regardless of whether or not the use of the personal vehicle was for authorized District business.

#### 9. Mileage Rate

The mileage rate for personal vehicle use shall be determined each January 1st by the Manager. The mileage rate shall be equal to the mileage rate allowance as set by the Internal Revenue Service for business use of a vehicle as confirmed by the Manager.

## 10. Miscellaneous Meetings

Miscellaneous meetings wherein food, beverages and related sundries are provided either on site or at a dining establishment may be paid and/or reimbursed by District when required for official business. Payment and/or reimbursement may be made via; petty cash, merchant card, vendor charge account, purchase order, warrant request or Travel and Meeting Authorization Form.

In all cases, the payment and/or reimbursement request shall be accompanied by a receipt or other documentation and in the case of the use of a merchant card, the customer copy of the merchant card charge slip. The receipt and/or payment request should clearly identify the purpose of the meeting, the general attendees (i.e. lunch with auditors) and the budgetary account number. A Travel and Meeting Authorization Form need only be utilized when the cost of an individual, miscellaneous meeting exceeds \$200.

## 11. Discretion

These procedures do not claim to have addressed all contingencies and conditions. Any necessary and reasonable expenses that may from time-to-time be justified due to circumstances or opportunities for the District will be honored upon approval by the Manager in the form of reimbursements to the traveler and upon adequate documentation and justification.

### **Section 11.0 PAYMENT REQUIREMENTS**

The issuance of warrants for petty cash, warrant requests and travel and meeting authorizations shall be made by the Manager upon receipt of the properly completed documentation and in accordance with the payment schedule as established by the Manager.

For purchase orders, preparation of the vendor payment shall be initiated by the Department Head, Supervisor and/or the Manager upon receipt of the signed "payment" copy of the purchase order. Partial payments are acceptable. Authorization for partial payment(s) may be initiated by the Manager by submitting the invoice with the "Approved for Payment" stamp fully completed and the purchase order number clearly indicated on the invoice.

For purchase orders issued for materials and/or services to be provided over time, the Manager shall initiate vendor payment solely upon receipt of the appropriate invoice(s) with the "Approved for Payment" stamp fully completed and the purchase order number clearly indicated on the invoice. In order to expedite vendor payment processing, the following vendor statement/invoice delivery arrangements should be made:

**Single Department** - In those cases where a Department Head or supervisor knows that his/her department is the only department doing business with a particular vendor: Upon receipt of statement/invoice (s), the Manager shall reconcile the amounts due and authorize payment by utilizing the "Approved for Payment" stamp and forward the original documents for payment. The amount due the vendor shall be summarized by budget account number.

**Multiple Departments** - In those cases where more than one department makes purchases from the same vendor, the statements should continue to be mailed directly to accounts payable; except that in those cases wherein the vendor sends invoices separately from their end-of-the-

month statements, arrangements should be made to have invoices sent directly to the department involved for reconciliation and approval before forwarding to accounts payable.

In all instances, vendor payments shall be processed in accordance with the payment schedule unless the Manager determines that the best interests of the District would be best served by accelerating the issuance of a particular vendor payment.

**The current payment schedule, as established by the Manager, is that payment requests received by noon on Wednesday will have a warrant(check) issued no later than the fourth following Friday except as otherwise established by the Manger.**

**DO NOT UNDER ANY CIRCUMSTANCES PROMISE OR OTHERWISE INDICATE TO A VENDOR THAT PAYMENT WILL BE RECEIVED ANY SOONER.**

**APPROVED FOR PAYMENT**

Budget Acct. # \_\_\_\_\_

Amount to

Pay \$ \_\_\_\_\_

\_\_\_\_\_  
Date Signature

Vendor # \_\_\_\_\_

**Section 12.0 MERCHANT CARDS**

Purchases made by merchant card shall be made in conformance with established Fiscal Policy, the purchasing rules and restrictions as identified in Section 1.0 through 9.0 and shall in no event exceed or circumvent the regulations set forth therein. A single purchase by credit card shall not exceed \$2,500 or the credit card account limit, whichever is less.

Purchases less than \$5.00 should not be made using the merchant card. These purchases should be made using petty cash. Merchant card account limits will be between **\$2,000 and \$10,000 per month**. Account limits apply to the account, not the card. For example, an account may have a limit of \$5,000, with two cards issued. Therefore, the aggregate spending total of both cards must not exceed \$5,000 per month.

Each Department Head or Supervisor will be informed of the limits placed on accounts issued to his/her department and or divisions.

Purchases will be denied by the card issuer for any account that is delinquent or has exceeded its account limit. Departments must track their monthly spending so that they do not exceed the merchant card account limit.

**1. Business Use Only**

The merchant card is to be used for District purchases ONLY.

**2. Conditions for Use**

The total of a single purchase to be paid using the merchant card may be comprised of multiple items and cannot exceed the authorized single invoice limit. Purchases will be denied if the authorized single purchase limit is exceeded. Payments for purchases are not to be split in order to stay within the single purchase limit.

All materials, supplies and services purchased over the counter and paid for by using the card must be immediately available. No back-ordering is allowed, unless authorized by the Manager.

All materials, supplies and services purchased by telephone order to be paid for by merchant card must be delivered by the merchant/vendor within the 30-day billing cycle. The order should not be placed without this assurance. (Please see "Telephone Purchase Procedures" below). Merchant card use for employee travel must comply with established District travel policy.

### **3. Telephone Purchase Procedures**

Telephone purchase procedure, as used in these instructions, means a procedure where an order is placed or a purchase is made by telephone. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing a telephone order to be paid using the merchant card, employee will:

- a. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- b. Instruct the merchant/vendor to fax or mail the charge slip to the card holder when the credit card is charged.
- c. A log should be used to record telephone merchant card orders (see Attachment 4). The documentation should be held until the monthly billing statement is received and then attached to the statement, along with the charge slips, when it is submitted for payment.

### **4. Internet Purchase Procedures**

Internet purchase procedure, as used in these instructions, means a procedure where an order is placed, or a purchase is made, by internet website access. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing an internet order to be paid using the merchant card, employee will:

- a. Confirm that the web site utilizes security protection software.
- b. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- c. Print out a hard copy of the order confirmation before exiting the site.

### **5. Documentation, Reconciliation and Payment Procedures**

- a. Documentation

Any time a purchase is made that will be paid using the merchant card, whether it is done

over the counter or by telephone or by internet, a document must be retained as proof of purchase. The documents will later be used to verify the purchases shown on the merchant card monthly statement. When a purchase is made over the counter, the employee is to obtain a customer copy of the charge slip, as well the separate invoice if any, which will become the accountable document (make sure all carbons are destroyed).

When making purchases by telephone, the employee is to immediately document the transaction on a log and attach the charge slip (and invoice, if any) when received from the vendor, along with any shipping documents associated with the order.

#### b. Missing Documentation

If for some reason the employee does not have documentation of the transaction to send with the statement, he/she must attach an explanation that includes a description of the item, date of purchase, merchant's/vendor's name and why there is not supporting documentation. If documentation is received after the statement has been sent for payment, the employee should send the documentation to accounts payable with a note referencing the date of the statement to which it should be attached.

### 6. Merchant Card Restrictions

The following list covers purchases for which merchant card use is **prohibited**:

- a. Gasoline and oil purchases. Gasoline and oil purchases for District vehicles only must be made using a **gas** credit card.
- b. Cash advances through bank tellers or automated teller machines.

### 7. Payment and Invoice Procedures

a. Purchases made by employees will be paid by accounts payable once the employee certification and the Manager verification has been completed, and account coding assigned for each transaction. Account coding shall be summarized by budget account.

b. Original statements and charge slips should be sent to the Manager. If the employee wishes to retain a copy of the statement, a copy should be made before the original statement is sent to Manager.

c. The "Statement of Account" requires the Department/Division to review the statement and to note any errors on the bill. The Department/Division should attach to the statement all receipts (sales drafts/charge slips) received at the time of purchase with the budget account number noted on each. Travel expense charges must include a copy of the final accounting of the travel authorization form, as well as receipts pertaining to travel purchases made by credit card. The Supervisor or General Manager he/she stamps the statement with an "Approved for Payment" stamp, assigns account codes for each item, writes the grand total of the amount to be paid in the "amount" area provided by the "Approved for Payment" stamp, attached the summary by budget account and secures the signature of the Manager certifying items purchased and received and forwards to the accounts payable within five (5) working days after it is received. Non compliance may mean denial of future use of card.

d. The Manager will be responsible for receiving completed statements from all divisions, reviewing them, resolving any questions on the purchases, reconciling and signing the statements, and forwarding completed account statements with all attachments to the accounts payable section within five (5) working days after receipt of the statement in the mail. Account statements will all close on the last day of each month and will be mailed by the issuer shortly thereafter. Statements will be mailed directly to each department and will generally be received on about the same date each month.

e. If an account has no purchase activity for a particular billing cycle and shows a "zero" balance, the statement should be filed in the merchant/vendor file. "*File Only -- Zero Balance*" should be clearly marked on the front of zero balance statements.

## **8. Approval**

Approval of the transactions that employees have made using the merchant cards will not be totally defined in these procedures. Department Heads or supervisors, because of their knowledge of the job responsibilities of employees, are required to look at each employee's purchases, and at the merchant, who made the sale in order to determine if these items were for Official Use and if they were items allowed to be purchased in accordance with the instructions provided.

If, for any reason, the Manager questions the purchases(s), it is his/her responsibility to resolve the issue with the employee. If he/she cannot be satisfied that the purchase was necessary and for Official Use, then the employee must provide a Credit Voucher proving item(s) have been returned for credit, or a personal check or cash for the full amount of that purchase. Resolution for improper use of the merchant card will be the responsibility of the Manager to resolve, and disciplinary action for misuse will also be his/her responsibility to process.

## **9. Disputes**

If items purchased with the merchant card are found defective or the repair of services faulty, the employee has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant/vendor refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE.

A disputed item must be noted on the statement of account. In addition, an "Employee Statement of Questioned Item" form (Attachment 1) must be completed by the employee with appropriate documentation attached, if necessary. The Manager shall notify the merchant card issuer in accordance with the instructions on the "Employee Statement of Questioned Item" for adjustment. The form should be attached to the statement of account, with a copy retained by the Department for follow-up the following month to be sure the proper credit is received on the statement of account.

It is essential that the time frames and documentation requirements established by the merchant card issuer be followed to protect the employee's rights in dispute. Dispute policies and procedures issued by the merchant card issuer will be provided at the time merchant cards are issued to employees.

### **10. Requests for Initial, Additional or Changes to Merchant Cards and/or Credit Cards**

All requests for new accounts, additional cards or changes in account names or limits will be done by submitting "Request for Merchant or Credit Card" form to the Manager. The form will be processed by the Manager and the requesting Department Head or Supervisor will be notified when the request is processed. A minimum of thirty days should be allowed for processing requests.

### **11. Periodic Inventory of Merchant and/or Credit Cards**

At least once annually, the Manager will provide a list of credit cards to be issued. A physical inventory of credit cards, photocopying each card, and provide a report to the Manager of the results of the inventory.

### **12. Lost or Stolen Merchant and/or Credit Cards**

Should any employee lose or have a District credit card stolen, it is the responsibility of the Manager to immediately notify the merchant card issuer of the loss. The telephone number of the merchant card issuer will be provided when the merchant card is issued.

In addition to notifying the merchant card issuer, the Manager must notify the Board of Directors of the lost or stolen credit card **WITHIN ONE WORKDAY** after discovery of the loss or theft of the card. The Manager will be required to make a written report to the Board of Directors **WITHIN FIVE (5) WORKDAYS** that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, the purchases that the employee had made prior to the loss, and any other information that may be considered necessary.

### **13. Terminating Employee**

The Manager shall be responsible to collect merchant and/or credit cards from terminating employees.

If the Manager is unable to collect the merchant card when an employee leaves, the Manager shall notify the Board of Directors immediately by telephone and follow-up with a memo to take action to insure the merchant card is voided.

The merchant card issuer shall be notified to void the merchant card to prevent any purchases after the employee leaves.

### **Section 13.0 CONTRACT CHANGE ORDERS**

To establish a uniform procedure for documenting, review and authorization of Change Orders affecting construction contracts, these procedures shall apply to changes in the work that result in alterations, amendments or deviation from an awarded contract; thereby modifying the scope of the contract, the cost, completion schedule, material and/or equipment furnished under the awarded contract.

A Change Order is the written authorization that changes the awarded contract as noted above. The Change Order shall be for similar kinds of work as that awarded in the original contract and

shall only arise in good faith from unforeseen items and/or events since the time of the bid award. Request for Change Order authorization to the Manager shall be accompanied by a purchase order. Change Order authorization limits are established as follows:

Contracts \$50,000 - \$75,000 25% of contract or \$ 17,500 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$75,001 - \$99999 25% of contract or \$25,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$100,000 10% of contract or \$125,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

The limits noted are for Change Order amounts in the “aggregate”. Change Orders for amounts in excess of these limits must be approved by the Board of Directors as a regular agenda item.

In all cases where a Change Order would increase the cost of the project beyond the existing budget, the Change Order shall be presented to Board of Directors along with an appropriation resolution for their consideration and approval.

#### **Section 14.0 CONTRACTS WITH OTHER PUBLIC AGENCIES**

It may be beneficial to contract with other public agencies for goods and services. In such cases, the Manager may waive normal bidding procedures if it can be shown, via the quotation procedures contained in Section 4.0, that contracting directly with another public agency is equal to or less than the cost of a private sector competitive bid contract.

#### **Section 15.0 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING**

The District shall, hereby, approve these Purchasing Policies and Procedures incorporating, by reference, the Uniform Public Construction Cost Accounting standards and practices. This provides the opportunity for the District to undertake public projects of \$25,000 or less by force account, negotiated contract or by purchase order.

For projects greater than \$25,000 but less than \$75,000, the District may undertake an “informal” bidding procedure as set forth by State regulations. In all such cases wherein the District opts to utilize the Uniform Public Construction Cost Accounting method, State procedures governing this procedure shall supersede the District’s purchasing procedures as identified herein.

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**Approved January 22, 2015**

**(Revised June 9, 2017**

**Revised July 26, 2018**)

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## **SAN MIGUEL COMMUNITY SERVICE DISTRICT**

### **DISTRICT PURCHASING POLICIES, PROCEDURES AND REGULATIONS GOVERNING CONTRACT AND PROFESSIONAL SERVICES BIDDING PROCEDURES, PURCHASES OF MATERIALS, SUPPLIES AND EQUIPMENT**

**PURPOSE:** To assure that the fiscal resources of San Miguel Community Services District ("District") are utilized in the most effective and efficient manner, all purchases shall adhere to established procedures (attached herewith) and shall conform to State of California laws and regulations pertaining to local agency purchasing policies, procedures and practices. The District purchasing procedures and practices shall conform to these provisions, and also to any adopted District Fiscal Policy and regulations, existing or amended.

To implement and carry out these Purchasing Policies, Procedures and Regulations, the District shall give special consideration in the following circumstances:

#### **Local Vendor Preference**

It shall be the policy of the District to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal. In matters of price, the local vendor shall be given full credit for local sales taxes, shipping/freight fees and any other fees or charges that might be applicable had the purchase been made from a non-local vendor.

#### **Cooperative Purchasing**

It shall be the policy of the District to encourage and participate, whenever possible, in cooperative purchasing endeavors with other public agencies to receive benefits of lower pricing due to the quantities of materials, supplies, equipment or services which would not otherwise be available to the District as a sole purchaser.

**Limited Availability**

Occasionally, required materials, supplies, equipment or services are of a proprietary nature, or are otherwise of such specific design or construction, as to be only available from one source. After receiving evidence that reasonable efforts have been made to find alternative vendors, the Manager may waive the minimum requirement for quotes, bids or proposals.

**Emergency Conditions**

An emergency is hereby defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or a distinct threat to public health, safety or welfare. In such cases, the Manager may waive formal purchasing requirements, but reasonable efforts shall still be made to locate the lowest cost giving due consideration to quality, prior performance, availability of service and parts and delivery schedule.

**Other Agency Procurement Contracts**

Minimum purchasing requirements are waived when the District elects to participate in a purchase contract of another public agency wherein they undertook a competitive bidding or purchasing process that is similar to the District's. The other public agency purchasing process must have occurred within the last twelve months in order to qualify the District's participation, unless their purchasing contract was clearly multi-year in nature.

**Internal Controls**

An integral component of any policy that endeavors to maximize the use of limited fiscal resources is internal controls. Accordingly, purchasing procedures shall also contain provisions relating to access and use of District gasoline credit cards, merchant cards and travel & educational expenditures.

(continued on next page)

# PURCHASING POLICIES, PROCEDURES AND PAYMENT PROCEDURES MANUAL

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## PURCHASING POLICIES, PROCEDURES AND PAYMENT MANUAL

In order to carry out the purchasing policy of the District, the purchase of supplies, services, equipment or public works projects shall adhere to the procedures as set forth in this manual. This purchasing and payment procedures manual has been drafted to provide consistency with adopted District Fiscal and Financial Policies.

The District's purchasing authority is the District General Manager or his/her designated representative. All references in this manual to the District's purchasing authority shall automatically mean the individual acting in the capacity of District General Manager ("Manager") and include "or his/her designee." The fiscal limitations and thresholds contained in this manual apply on a per fiscal year basis.

### Section 1.0 PURCHASES LESS THAN \$5,000

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or his/her designee may purchase supplies and services up to \$4,999.99 without approval from the Board of Directors or issuance of a purchase order except as follows:

#### Section 2.0 EXCEPTIONS TO SECTION 1.0

- a) All computers must be purchased with prior approval of Manager. There must be a budget appropriation for both the computer and its annual replacement cost.
- b) All software regardless of cost must be approved by the Manager.

Preference to local vendors shall be encouraged given that quality, service and price are similar.

#### ~~Section 2.0 — PURCHASES GREATER THAN \$5,000 BUT LESS THAN \$10,000~~

~~Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or Board of Directors, a department head or supervisor may purchase supplies and services over \$5,000 subject to purchase order approval from the Manager.~~

~~The purchase order must be prepared and approved prior to the purchase commitment.~~

~~The Manager must endeavor to solicit three quotations. Quotations should be attached or noted on the face of the purchase order. Preference to local vendors shall be encouraged given that quality, service and price are similar.~~

### Section 3.0 PURCHASES GREATER THAN \$105,001

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or Board of Directors, a Department Head or Supervisor may purchase supplies and services over \$105,001 subject to purchase order approval from the Manager. The purchase order must be prepared and approved prior to the purchase commitment. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

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The Manager must solicit competitive bids prior to preparation and issuance of a purchase order. Bid results should be attached or noted on face of the purchase order. Preference to local vendors shall be encouraged given that quality, service and price are similar.

#### **Section 4.0 PURCHASE ORDERS**

Purchase orders shall be issued for acquisitions of supplies, equipment, and services (including professional), wherein the estimated total purchase is expected to exceed \$5,000.

Purchase orders should be issued for the estimated total amount, even when individual, repeat acquisitions are less than \$5,000. Examples include the transport of sewer sludge wherein any individual transport is less than \$5,000 but the estimated total annual cost exceeds \$5,000. Another example might be the purchase of chlorine.

Subject to the requirements and limits set forth in this manual, the Manager may approve a purchase order for up to \$25,000 without Board of Directors concurrence. Any purchase orders greater than \$25,000 or more shall require Board of Director concurrence.

Purchase orders may have multiple budgetary account numbers and may include multiple departments.

The issuance of purchase orders shall be made prior to any purchase commitment to the vendor pursuant to the following procedures:

1. The department shall complete a purchase order form providing all of the required data in the spaces provided. [For example: Each purchase order issued shall be numbered sequentially with three components, X-XX-XXX, wherein the first component consists of the second digit of the fiscal year (i.e. "3" being the current fiscal year 2014-15 or that fiscal year ending June 30<sup>th</sup> of the calendar year); the second component consists of two alpha digits representing the department; and third component consists of three numerical digits representing the sequence number (to be assigned)].
2. Upon completion of the purchase order, the purchase order shall be signed by the Manager. Upon approval or denial, the purchase order is sent to the initiating department. If approved, the purchase order shall be distributed as follows:

- a) Copy to Vendor

- b) Copy to District Bookkeeper (authorizing payment copy)
- c) Original to Issuing Department"

**Section 5.0 QUOTATIONS AND BIDS (non-professional)**

Department Head or Manager may exercise their own discretion with regard to vendor choice for purchases of less than \$5,000. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

For purchases greater than \$5,000 ~~but less than \$10,000~~, Department Head or Manager shall endeavor to solicit quotations from three vendors. The purchase order or an attachment to the purchase order should note the vendors contacted and the amount of their quote.

For purchases greater than ~~\$10,000~~ \$5,000, the Manager shall solicit competitive bids wherein a legal notice shall be published in an officially designated newspaper and/or in trade journals or association bidding websites that maintain or publish public agency competitive bids. The bid(s) shall be submitted directly to the Manager, who shall hold said bid(s) until the advertised date and time of opening.

For purchases greater than \$25,000.00, the lowest, responsive bid shall be awarded by the Board of Directors. After the bid is awarded, a purchase order shall be issued in accordance with Section 4.0 herein.

**Local Vendor Preference**

The District endeavors to stimulate the local economy by using its purchasing power to support local businesses within boundaries of SMCS D, and promote creation and retention of local jobs. To that end, the District may grant a preference to local vendors when comparing bids or quotations for the purchase of discretionary goods and services, subject to the guidelines set forth in this section.

The preference shall only apply to the procurement of materials, supplies, equipment, and services as set forth herein. In addition, the preference shall not apply to procurement that is restricted by Federal or State laws or regulations that proscribe such a preference, or to public projects subject to the California Public Contracts Code.

The preference may be granted only if the Manager determines that the local vendor is able to provide comparable goods or services as the next lowest responsive bidder. In determining whether to grant the preference, the Manager may take into account other District fiscal policies and/or criteria.

The preference shall be five percent (5%) of the local vendor's bid or quotation; however, in no event shall the total preference exceed \$5,000 for any single purchase order or contract.

The 5% preference will be used solely to determine to whom the contract should be awarded and will not in any way alter the final contract amount. A 'local vendor' must meet all of the following criteria:

1. The vendor owns, leases, rents or otherwise occupies a fixed office or other commercial building or a portion thereof that has a street address within the District. A post office box shall not qualify as a local business address.
2. The vendor possesses a valid and verifiable business license issued that reflects the vendor's local address.
3. The vendor's business is staffed during business hours by an employee, or employees, employed by the vendor and conducting the vendor's local business.
4. Where State sales tax will be paid for the purchase, the vendor must possess a valid resale license from the State Department of Equalization reflecting the vendor's business address.

To qualify for the preference, a vendor must certify in writing, in its bid or quotation to the District, that it meets the criteria of a "local vendor". The Manager shall determine if a vendor qualifies as a "local vendor". Any vendor falsely claiming to qualify as a "local vendor" shall be ineligible to transact any business with the District for a period of up to 24 months as determined by the Manager. The Manager and/or Board of Directors may also terminate all or part of any contract entered into with such a vendor. The decision of the Manager may be appealed to the Board of Directors pursuant to the review process used for bid protests.

#### **Section 6.0 PROFESSIONAL SERVICES**

The procurement of professional services shall be based on qualifications. Such professional services shall include, but not be limited to, those provided by:

engineers, management services for construction projects, architects, urban planners, geologists, hydrologists, land surveyors, landscape architects, rate consultants and assayers, real estate appraisers, licensed environmental assessors and ecologists, accountants and providers of financial services, actuaries, personnel and insurance consultants, psychologists, medical doctors, entertainers and performers, claims consultants, and attorneys at law.

If the cost of the work to be performed is of an estimated value in excess of \$25,000, the Manager shall obtain the approval of the Board of Directors prior to issuing a purchase order pursuant to Section 4.0.

If the cost of the work to be performed is estimated to not exceed \$25,000, the Manager may issue a purchase order pursuant to Section 4.0 without Board of Directors concurrence, unless the Manager determines that such services warrant a Board concurrence prior to award.

#### **Section 7.0 SOLE SOURCE VENDORS**

In the case of sole source vendors, quotation and bid requirements may be waived by the Manager and/or the Board of Directors when in his/her/their judgment the District is best served by a particular vendor.

A purchase order and a written explanation for justification of sole sourcing shall be submitted to the Manager and/or the Board of Directors for approval. If approved, a copy of the written explanation shall be attached to the copy of the purchase order.

#### **Section 8.0 PETTY CASH**

The Manager shall be responsible for the management and accounting of petty cash funds according to the internal control procedures established by this Manual. Petty cash funds may be used for any purpose including non-overnight travel and meetings or for residual final travel accounting amounts due an employee. Petty cash vouchers and/or petty cash reconciliation forms will be provided.

A \$100 limit shall be established for each separate use of petty cash funds except that said limit may be waived by either the Manager or his/her designee, up to a maximum of \$100.00.

In recognition that employees cannot be expected, nor required, to use personal funds to make petty cash purchases on behalf of the District, petty cash advances may be approved by the Manager.

In the case of petty cash advances, the employee receiving the advance will promptly upon making the purchase, return the receipt and any cash change to the petty cash fund and complete the petty cash voucher. Receipts are required for all petty cash expenditures. Travel per diems wherein receipts are not required is not an appropriate use of petty cash funds. However, amounts due employees less than \$100 as determined by completion of the final accounting section of a pre-authorized travel and meeting expense claim may be reimbursed from petty cash funds.

Requests for the replenishment of petty cash funds used shall be made to the Manager on petty cash reconciliation/reimbursement request forms. The request shall summarize the amount to be replenished by budgetary account number and have attached all expenditure receipts. The Manager shall process said requests in accordance with established payment processing procedures.

#### **Section 9.0 WARRANT REQUESTS**

In recognition that needs arise for the issuance of a District warrant for purposes that may not be appropriate for the issuance of a purchase order, (i.e. deposit refunds, and receipt overpayments, payroll related needs, etc.), the Manager shall establish a warrant request procedure for issuing a warrant payment without a purchase order. Warrant requests shall be processed on a basis consistent with the payment processing schedule; exceptions may be made by the Manager when the best interests of the District might be best served by the accelerated issuance of a warrant payment.

#### **Section 10.0 TRAVEL, MEETINGS AND EDUCATION AUTHORIZATIONS**



It shall be the practice of the District to reimburse expenses incurred by officials, officers and employees of the District when expenses are incurred while on authorized travel, meetings and educational events for District business. The allowances and amounts advanced to persons traveling or meeting on official business shall be established on the basis of specific guidelines set forth below. Administrative procedures are to be amended to conform to the guidelines of this policy.

Advances and/or reimbursements for authorized travel and meetings shall be made by the Manager upon receipt of a properly completed and approved travel and meeting authorization form, unless waived in writing by the Manager and/or the Board of Directors.

Travel and meeting authorization forms are available upon request. Department Heads or supervisors shall exercise reasonable effort to complete and submit authorized travel and meeting authorization forms for warrant issuance on a time line conducive to the payment processing schedule as established by the Manager.

Requests for advances and/or reimbursements for District travel, meetings and education shall be in accordance with the procedures and requirements as noted below:

1. Travel, Meeting and Education Authorization/Expense Reconciliation

Travel on official business which exceeds a cost, actual or estimated, of \$200 or calls for an overnight stay requires the completion of the District's Travel and Meeting Authorization Form and approval by the employee's immediate supervisor and/or the General Manager. When a District vehicle is used, the cost of such use, using the current mileage rate, shall be included in determining the total cost. Travel which exceeds \$2,500 or provides for out of state travel must be submitted on a Travel and Meeting Authorization Form to the Manager for approval prior to incurring any expenses:

Payment may be advanced to the traveler based upon estimated costs as detailed on the Travel and Meeting Authorization Form. Within five (5) days of return, the Travel and Meeting Authorization Form shall be completed and submitted to the Manager wherein actual travel expenses, including amounts advanced, must be reconciled on the Travel and Meeting Authorization Form.

A Department Head and/or the Manager may exercise his/her own discretion, regardless of length of stay, as to whether an employee receives a per diem per subsection #4 below or receives an 'advance' for itemized expenses per subsection #5 below.

However, in all cases, if any amounts paid in advance for transportation, lodging and registration, etc. wherein overpayments occur and are refunded directly to the employee, the employee must turnover such amounts to the District.

2. Transportation

a. Commercial Carrier

Air travel for District officials and employees shall be authorized and reimbursed at the lowest possible fare class with a major air carrier. Air travel other than the lowest possible fare class will be authorized ONLY when scheduling does not permit use of the lowest possible fare class of flight, or when the flight is four (4) hours duration or more.

District officials and employees shall endeavor to book air travel to take advantage of discounts offered for purchasing flight tickets in advance of departure; i.e. 14 or 21 days, and take advantage of non-refundable ticket fares where practical.

Transportation costs for commercial carrier shall be paid by the District directly and separately whenever practical. Round trip tickets shall normally be purchased whenever commercial carriers are used. Travel expenses of a family member of an official or an employee are not eligible for payment by the District. Travel arrangements and payment of costs for family members are to be handled directly by the employee.

#### b. Personal Vehicles

Use of personal vehicles, when approved as a mode of travel to and from destinations, will be reimbursed at the established mileage rate. When commercial carrier is used, a traveler will be reimbursed for personal vehicle mileage to and from the airport and the actual cost of airport parking regardless of airport location.

##### (1) Travel in San Luis Obispo County

Employees receiving monthly auto allowances shall not, except under special circumstances as authorized by the Manager, be eligible to use a District vehicle nor receive mileage reimbursement for use of personal vehicles when travel is within San Luis Obispo County.

##### (2) Travel Outside San Luis Obispo County

The use of personal vehicles on District authorized business outside San Luis Obispo County will be reimbursed at the authorized mileage rate for all District officials and employees. Payment of mileage will be based upon the most direct route from point of departure to point of destination. A District official or employee may leave from his/her home for a meeting, conference, seminar or training session. However, the mileage from home to the destination should not exceed the mileage from District offices to the destination.

### 3. Lodging

Hotel accommodations should be arranged directly by the District, not traveler. Receipts for lodging must be attached to the Travel and Meeting Authorization Form in order to obtain reimbursement. Hotel expenses for District officials and employees only will be reimbursed at the single occupancy rate. Room movies and other miscellaneous, such as alcoholic beverages are not eligible for reimbursement including room service meals, if a per diem has been provided.

### 4. Per Diem

Each person traveling on official District business, which includes an over-night stay, may (1) receive a per diem for meals, taxes, gratuities, and incidental expenses equal to the IRS allowance, or up to \$50. Allow \$75.00 if travel time is 4 hours or more per day provided that receipts are submitted to the District. If the amount shown on the receipts is less than \$75 the difference is considered taxable income;

or (2) receive a per diem equal to the IRS regional allowance, in which case no receipts are required and the full amount is non-taxable.

Meals and food charged to a motel/hotel room via room service shall be counted on the final reconciliation of the Travel and Meeting Authorization Form towards the per diem. Per diem shall be paid for travel days just prior and just after the event. One-half of the daily rate shall be paid if the distance to the event is less than 275 miles except that if the event ends later than 3:00 p.m. a full day per diem may be paid. A full day per diem shall be paid if the one-way distance is greater than 25 miles.

Expense reimbursement for amounts over the per diem amount must include receipts for all expenses.

#### 5. Itemizing Expenses

If travel encompasses not more than a single day, the traveler shall itemize the expenses incurred for reimbursement. Upon return, supporting documents such as receipts or paid invoices must be submitted on the Travel and Meeting Authorization Form. In the case of overnight travel, the traveler may claim actual expenses rather than per diem. However, all receipts or paid invoices must be submitted with the Travel and Meeting Authorization Form in order to be reimbursed.

#### 6. Registration Fee

Registration fees charged for any authorized convention, conference, seminar or meetings are reimbursable and should be paid in advance.

#### 7. Taxi, Car Rental, Shuttle Service and Parking

Expenses incurred for car rental and limousine service will not be reimbursed unless authorization is received from the Manager prior to the travel. Whenever possible, District officials and employees should utilize hotel courtesy buses or local shuttle services. Whenever possible, hotel accommodations should be within easy access to the functions for which the travel was authorized. Taxi service should be used only when no other convenient, less costly transportation is available. Expenses for parking shall be reimbursed in addition to any other allowances paid to the traveler.

#### 8. District Merchant Cards

Merchant card receipts for all charges on the credit cards shall be attached to the final reconciled Travel and Meeting Authorization Form submitted to the Manager.

Gas credit cards issued to the District may only be used to purchase fuel and oil in a District owned vehicles. Use of District gas credit cards in personal vehicles is strictly prohibited, regardless of whether or not the use of the personal vehicle was for authorized District business.

#### 9. Mileage Rate

The mileage rate for personal vehicle use shall be determined each January 1st by the Manager. The mileage rate shall be equal to the mileage rate allowance as set by the Internal Revenue Service for business use of a vehicle as confirmed by the Manager.

#### 10. Miscellaneous Meetings

Miscellaneous meetings wherein food, beverages and related sundries are provided either on site or at a dining establishment may be paid and/or reimbursed by District when required for official business. Payment and/or reimbursement may be made via; petty cash, merchant card, vendor charge account, purchase order, warrant request or Travel and Meeting Authorization Form.

In all cases, the payment and/or reimbursement request shall be accompanied by a receipt or other documentation and in the case of the use of a merchant card, the customer copy of the merchant card charge slip. The receipt and/or payment request should clearly identify the purpose of the meeting, the general attendees (i.e. lunch with auditors) and the budgetary account number. A Travel and Meeting Authorization Form need only be utilized when the cost of an individual, miscellaneous meeting exceeds \$200.

#### 11. Discretion

These procedures do not claim to have addressed all contingencies and conditions. Any necessary and reasonable expenses that may from time-to-time be justified due to circumstances or opportunities for the District will be honored upon approval by the Manager in the form of reimbursements to the traveler and upon adequate documentation and justification.

#### **Section 11.0 PAYMENT REQUIREMENTS**

The issuance of warrants for petty cash, warrant requests and travel and meeting authorizations shall be made by the Manager upon receipt of the properly completed documentation and in accordance with the payment schedule as established by the Manager.

For purchase orders, preparation of the vendor payment shall be initiated by the Department Head, Supervisor and/or the Manager upon receipt of the signed "payment" copy of the purchase order. Partial payments are acceptable. Authorization for partial payment(s) may be initiated by the Manager by submitting the invoice with the "Approved for Payment" stamp fully completed and the purchase order number clearly indicated on the invoice.

For purchase orders issued for materials and/or services to be provided over time, the Manager shall initiate vendor payment solely upon receipt of the appropriate invoice(s) with the "Approved for Payment" stamp fully completed and the purchase order number clearly indicated on the invoice. In order to expedite vendor payment processing, the following vendor statement/invoice delivery arrangements should be made:

**Single Department** - In those cases where a Department Head or supervisor knows that his/her department is the only department doing business with a particular vendor: Upon receipt of statement/invoice (s), the Manager shall reconcile the amounts due and authorize payment by utilizing the "Approved for Payment" stamp and forward the original documents for payment. The amount due the vendor shall be summarized by budget account number.

**Multiple Departments** - In those cases where more than one department makes purchases from the same vendor, the statements should continue to be mailed directly to accounts payable; except that in those cases wherein the vendor sends invoices separately from their end-of-the-

month statements, arrangements should be made to have invoices sent directly to the department involved for reconciliation and approval before forwarding to accounts payable.

In all instances, vendor payments shall be processed in accordance with the payment schedule unless the Manager determines that the best interests of the District would be best served by accelerating the issuance of a particular vendor payment.

**The current payment schedule, as established by the Manager, is that payment requests received by noon on Wednesday will have a warrant(check) issued no later than the fourth following Friday except as otherwise established by the Manger.**

**DO NOT UNDER ANY CIRCUMSTANCES PROMISE OR OTHERWISE INDICATE TO A VENDOR THAT PAYMENT WILL BE RECEIVED ANY SOONER.**

**APPROVED FOR PAYMENT**

Budget Acct. # \_\_\_\_\_

Amount to

Pay \$ \_\_\_\_\_

\_\_\_\_\_  
Date Signature

Vendor # \_\_\_\_\_

**Section 12.0 MERCHANT CARDS**

Purchases made by merchant card shall be made in conformance with established Fiscal Policy, the purchasing rules and restrictions as identified in Section 1.0 through 9.0 and shall in no event exceed or circumvent the regulations set forth therein. A single purchase by credit card shall not exceed \$2,500 or the credit card account limit, whichever is less.

Purchases less than \$5.00 should not be made using the merchant card. These purchases should be made using petty cash. Merchant card account limits will be between **\$2,000 and \$10,000 per** month. Account limits apply to the account, not the card. For example, an account may have a limit of \$5,000, with two cards issued. Therefore, the aggregate spending total of both cards must not exceed \$5,000 per month.

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Each Department Head or Supervisor will be informed of the limits placed on accounts issued to his/her department and or divisions.

Purchases will be denied by the card issuer for any account that is delinquent or has exceeded its account limit. Departments must track their monthly spending so that they do not exceed the merchant card account limit.

**1. Business Use Only**

The merchant card is to be used for District purchases ONLY.

**2. Conditions for Use**

The total of a single purchase to be paid using the merchant card may be comprised of multiple items and cannot exceed the authorized single invoice limit. Purchases will be denied if the authorized single purchase limit is exceeded. Payments for purchases are not to be split in order to stay within the single purchase limit.

All materials, supplies and services purchased over the counter and paid for by using the card must be immediately available. No back-ordering is allowed, unless authorized by the Manager.

All materials, supplies and services purchased by telephone order to be paid for by merchant card must be delivered by the merchant/vendor within the 30-day billing cycle. The order should not be placed without this assurance. (Please see "Telephone Purchase Procedures" below). Merchant card use for employee travel must comply with established District travel policy.

### **3. Telephone Purchase Procedures**

Telephone purchase procedure, as used in these instructions, means a procedure where an order is placed or a purchase is made by telephone. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing a telephone order to be paid using the merchant card, employee will:

- a. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- b. Instruct the merchant/vendor to fax or mail the charge slip to the card holder when the credit card is charged.
- c. A log should be used to record telephone merchant card orders (see Attachment 4). The documentation should be held until the monthly billing statement is received and then attached to the statement, along with the charge slips, when it is submitted for payment.

### **4. Internet Purchase Procedures**

Internet purchase procedure, as used in these instructions, means a procedure where an order is placed, or a purchase is made, by internet website access. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing an internet order to be paid using the merchant card, employee will:

- a. Confirm that the web site utilizes security protection software.
- b. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- c. Print out a hard copy of the order confirmation before exiting the site.

### **5. Documentation, Reconciliation and Payment Procedures**

- a. Documentation

Any time a purchase is made that will be paid using the merchant card, whether it is done

over the counter or by telephone or by internet, a document must be retained as proof of purchase. The documents will later be used to verify the purchases shown on the merchant card monthly statement. When a purchase is made over the counter, the employee is to obtain a customer copy of the charge slip, as well the separate invoice if any, which will become the accountable document (make sure all carbons are destroyed).

When making purchases by telephone, the employee is to immediately document the transaction on a log and attach the charge slip (and invoice, if any) when received from the vendor, along with any shipping documents associated with the order.

b. **Missing Documentation**

If for some reason the employee does not have documentation of the transaction to send with the statement, he/she must attach an explanation that includes a description of the item, date of purchase, merchant's/vendor's name and why there is not supporting documentation. If documentation is received after the statement has been sent for payment, the employee should send the documentation to accounts payable with a note referencing the date of the statement to which it should be attached.

**6. Merchant Card Restrictions**

The following list covers purchases for which merchant card use is **prohibited**:

- a. Gasoline and oil purchases. Gasoline and oil purchases for District vehicles only must be made using a **gas** credit card.
- b. Cash advances through bank tellers or automated teller machines.

**7. Payment and Invoice Procedures**

- a. Purchases made by employees will be paid by accounts payable once the employee certification and the Manager verification has been completed, and account coding assigned for each transaction. Account coding shall be summarized by budget account.
- b. Original statements and charge slips should be sent to the Manager. If the employee wishes to retain a copy of the statement, a copy should be made before the original statement is sent to Manager.
- c. The "Statement of Account" requires the Department/Division to review the statement and to note any errors on the bill. The Department/Division should attach to the statement all receipts (sales drafts/charge slips) received at the time of purchase with the budget account number noted on each. Travel expense charges must include a copy of the final accounting of the travel authorization form, as well as receipts pertaining to travel purchases made by credit card. The Supervisor or General Manager he/she stamps the statement with an "Approved for Payment" stamp, assigns account codes for each item, writes the grand total of the amount to be paid in the "amount" area provided by the "Approved for Payment" stamp, attached the summary by budget account and secures the signature of the Manager certifying items purchased and received and forwards to the accounts payable within five (5) working days after it is received. Non compliance may mean denial of future use of card.

d. The Manager will be responsible for receiving completed statements from all divisions, reviewing them, resolving any questions on the purchases, reconciling and signing the statements, and forwarding completed account statements with all attachments to the accounts payable section within five (5) working days after receipt of the statement in the mail. Account statements will all close on the last day of each month and will be mailed by the issuer shortly thereafter. Statements will be mailed directly to each department and will generally be received on about the same date each month.

e. If an account has no purchase activity for a particular billing cycle and shows a "zero" balance, the statement should be filed in the merchant/vendor file. "*File Only -- Zero Balance*" should be clearly marked on the front of zero balance statements.

### **8. Approval**

Approval of the transactions that employees have made using the merchant cards will not be totally defined in these procedures. Department Heads or supervisors, because of their knowledge of the job responsibilities of employees, are required to look at each employee's purchases, and at the merchant, who made the sale in order to determine if these items were for Official Use and if they were items allowed to be purchased in accordance with the instructions provided.

If, for any reason, the Manager questions the purchases(s), it is his/her responsibility to resolve the issue with the employee. If he/she cannot be satisfied that the purchase was necessary and for Official Use, then the employee must provide a Credit Voucher proving item(s) have been returned for credit, or a personal check or cash for the full amount of that purchase. Resolution for improper use of the merchant card will be the responsibility of the Manager to resolve, and disciplinary action for misuse will also be his/her responsibility to process.

### **9. Disputes**

If items purchased with the merchant card are found defective or the repair of services faulty, the employee has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant/vendor refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE.

A disputed item must be noted on the statement of account. In addition, an "Employee Statement of Questioned Item" form (Attachment 1) must be completed by the employee with appropriate documentation attached, if necessary. The Manager shall notify the merchant card issuer in accordance with the instructions on the "Employee Statement of Questioned Item" for adjustment. The form should be attached to the statement of account, with a copy retained by the Department for follow-up the following month to be sure the proper credit is received on the statement of account.

It is essential that the time frames and documentation requirements established by the merchant card issuer be followed to protect the employee's rights in dispute. Dispute policies and procedures issued by the merchant card issuer will be provided at the time merchant cards are issued to employees.



**10. Requests for Initial, Additional or Changes to Merchant Cards and/or Credit Cards**

All requests for new accounts, additional cards or changes in account names or limits will be done by submitting "Request for Merchant or Credit Card" form to the Manager. The form will be processed by the Manager and the requesting Department Head or Supervisor will be notified when the request is processed. A minimum of thirty days should be allowed for processing requests.

**11. Periodic Inventory of Merchant and/or Credit Cards**

At least once annually, the Manager will provide a list of credit cards to be issued. A physical inventory of credit cards, photocopying each card, and provide a report to the Manager of the results of the inventory.

**12. Lost or Stolen Merchant and/or Credit Cards**

Should any employee lose or have a District credit card stolen, it is the responsibility of the Manager to immediately notify the merchant card issuer of the loss. The telephone number of the merchant card issuer will be provided when the merchant card is issued.

In addition to notifying the merchant card issuer, the Manager must notify the Board of Directors of the lost or stolen credit card WITHIN ONE WORKDAY after discovery of the loss or theft of the card. The Manager will be required to make a written report to the Board of Directors WITHIN FIVE (5) WORKDAYS that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, the purchases that the employee had made prior to the loss, and any other information that may be considered necessary.

**13. Terminating Employee**

The Manager shall be responsible to collect merchant and/or credit cards from terminating employees.

If the Manager is unable to collect the merchant card when an employee leaves, the Manager shall notify the Board of Directors immediately by telephone and follow-up with a memo to take action to insure the merchant card is voided.

The merchant card issuer shall be notified to void the merchant card to prevent any purchases after the employee leaves.

**Section 13.0 CONTRACT CHANGE ORDERS**

To establish a uniform procedure for documenting, review and authorization of Change Orders affecting construction contracts, these procedures shall apply to changes in the work that result in alterations, amendments or deviation from an awarded contract; thereby modifying the scope of the contract, the cost, completion schedule, material and/or equipment furnished under the awarded contract.

A Change Order is the written authorization that changes the awarded contract as noted above. The Change Order shall be for similar kinds of work as that awarded in the original contract and

shall only arise in good faith from unforeseen items and/or events since the time of the bid award. Request for Change Order authorization to the Manager shall be accompanied by a purchase order. Change Order authorization limits are established as follows:

Contracts \$50,000 - \$75,000 25% of contract or \$ 17,500 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$75,001 - \$99999 25% of contract or \$25,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$100,000 10% of contract or \$125,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

The limits noted are for Change Order amounts in the “aggregate”. Change Orders for amounts in excess of these limits must be approved by the Board of Directors as a regular agenda item.

In all cases where a Change Order would increase the cost of the project beyond the existing budget, the Change Order shall be presented to Board of Directors along with an appropriation resolution for their consideration and approval.

**Section 14.0 CONTRACTS WITH OTHER PUBLIC AGENCIES**

It may be beneficial to contract with other public agencies for goods and services. In such cases, the Manager may waive normal bidding procedures if it can be shown, via the quotation procedures contained in Section 4.0, that contracting directly with another public agency is equal to or less than the cost of a private sector competitive bid contract.

**Section 15.0 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING**

The District shall, hereby, approve these Purchasing Policies and Procedures incorporating, by reference, the Uniform Public Construction Cost Accounting standards and practices. This provides the opportunity for the District to undertake public projects of \$25,000 or less by force account, negotiated contract or by purchase order.

For projects greater than \$25,000 but less than \$75,000, the District may undertake an “informal” bidding procedure as set forth by State regulations. In all such cases wherein the District opts to utilize the Uniform Public Construction Cost Accounting method, State procedures governing this procedure shall supersede the District’s purchasing procedures as identified herein.

###

**RESOLUTION NO. 2018-23**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AMENDING DISTRICT PURCHASING POLICIES, PROCEDURES AND REGULATIONS GOVERNING CONTRACT AND PROFESSIONAL SERVICES BIDDING PROCEDURES, PURCHASES OF MATERIALS, SUPPLIES AND EQUIPMENT MANUAL.**

**WHEREAS**, the San Miguel Community Services District (“District”) District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual (“Manual”) authorizes the General Manager to enter agreements on behalf of the District for the purchase of goods and services up to Five Thousand Dollars (\$5,000), subject to the conditions established in the Manual; and

**WHEREAS**, the Board of Directors (“Board”) seeks to revise the Manual by decreasing the purchasing authority of the General Manager to Five Thousand Dollars (\$5,000) per agreement without concurrence from the Board; and

**WHEREAS**, the Board seeks to clarify that the Manual, as it is applicable to the General Manager, applies to an interim or acting General Manager; and

**WHEREAS**, the Board adopts the revised Manual making the aforementioned revisions and clarifications.

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt the revised District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual 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 26 day of July, 2018.

\_\_\_\_\_  
Douglas L. White, District General Counsel

\_\_\_\_\_  
John Green, Board President

ATTEST:

\_\_\_\_\_  
Tamara Parent, Board Clerk/Accounts Mgr.

\_\_\_\_\_  
Rob Roberson, Interim General Manager

**EXHIBIT A**  
**(Revised Purchasing Policy)**

**RESOLUTION NO. 2018-24**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
REGARDING THE BIENNIAL REVIEW OF ITS  
CONFLICT OF INTEREST CODE  
AND UPDATING EXHIBIT “A”  
THE LIST OF DESIGNATED POSITIONS SUBJECT TO  
THE CONFLICT OF INTEREST CODE**

**WHEREAS**, on April 10, 2000, the San Miguel Community Services District (“District”) approved Resolution 2000-08, adopting the Fair Political Practices Commission’s (FPPC) model Conflict of Interest Code; and

**WHEREAS**, pursuant to Government Code § 87306.5 the District is required to review its Conflict of Interest Code and, if a change is needed, submit an amended Conflict of Interest Code to the Board of Supervisors of the County of San Luis Obispo, which is the designated code reviewing body; and

**WHEREAS**, on August 28, 2014, pursuant to Government Code § 87306.5, the District Board of Directors adopted Resolution 2012-18 amending the “List of Positions Designated as Subject to the Provisions of the District’s Conflict of Interest Code and Applicable Disclosure Categories”;

**WHEREAS**, the Board of Directors does, hereby, reaffirm its prior decision to incorporate FPPC Regulation 18730 and the FPPC model Conflict of Interest Code by reference as the District’s Conflict of Interest Code, and

**WHEREAS**, the Board of Directors of the District has determined that the District’s “List of Positions Designated as Subject to the Provisions of the District’s Conflict of Interest Code and Applicable Disclosure Categories” (Government Code §87302(a)) should be amended to reflect organizational changes and to correct required Positions and Disclosure Categories subject to District Conflict of Interest Code regulation, and should be discussed and approved annually by the Board, and sent to the County Clerk office.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Community Services District as follows:

1. The prior “List of Positions Designated as Subject to the Provisions of the District’s Conflict of Interest Code and Applicable Disclosure Categories” is hereby deleted and replaced in its entirety with the new “List of Designated Positions and Disclosure Categories”, as set forth in Exhibit “A” attached hereto and to more closely conform to State regulations and the District’s current job titles.

2. Other than the amendments and corrections contained herein, the Board of Directors has determined that no other changes to the District's Conflict of Interest Code are required.
3. In accordance with Government Code § 87303 and § 87306.5, this Resolution amending the San Miguel Community Services District's Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Luis Obispo, as the designated code reviewing body, along with the executed "2018 Local Agency Biennial Notice".

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 26th day of July 2018.

**ATTEST:**

\_\_\_\_\_  
Robert Roberson, Interim General Manager

\_\_\_\_\_  
John Green, President Board of Directors

\_\_\_\_\_  
Tamara Parent, Board Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Douglas L. White, District General Counsel

**Exhibit A**

**SAN MIGUEL COMMUNITY SERVICES DISTRICT  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES**

Designated Positions. The employees and officers listed below are designated as persons who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Persons holding designated positions listed below shall disclose interests and investments in accordance with the corresponding disclosure categories as defined below:

<b>Designated Position</b>	<b>Disclosure Categories</b>
District Board Member	1,2,3
General Manager	1,2,3
Board Clerk	1,2,3
Director of Utilities	1,2,3
District Fire Chief	1,2,3
Assistant Fire Chief	1,2,3
District Counsel	1,2,3
District Engineer	1,2,3
Consultant	1,2,3

**Disclosure Categories.** The disclosure categories are defined as follows:

**Category 1:**

All persons in this disclosure category shall disclose all interests in real property located in the District or within two miles of the District's boundaries. This disclosure category is not applicable to the person's principle residence or real property interests with a fair market value of less than \$2,000.

**Category 2:**

All persons in this disclosure category shall disclose all investments in business entities and business positions in business entities that have an interest in real property in the District, or that have done business with the District during the year prior to the date of the person's disclosure statement, or that are likely to do business with the District during the year subsequent to the date of the person's disclosure statement. This disclosure category is not applicable to investments with a fair market value of less than \$2,000.

**Category 3:**

All persons in this disclosure category shall disclose all sources of personal income and business entity income from entities that provide services, materials, machinery, equipment, or supplies of the type utilized by the District or that are located within the District, including gifts, loans and travel payments. This disclosure category is not applicable to income received from the District.

**Consultants.** “Consultant” means an individual who, pursuant to a contract with the District, either:

(A) Makes a governmental decision whether to (1) approve a rate, rule, or regulation; (2) adopt or enforce a law; (3) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study, or similar item; or (7) adopt or grant District approval of policies, standards, or guidelines for the agency, or for any subdivision thereof;

(B) serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, §18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District’s Conflict of Interest Code. (California Code of Regulations, Title 2, §18701(a)(2).)

“Consultants” are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District’s Conflict of Interest Code, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “consultant” and “designated position,” nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to fully comply with the disclosure requirements described in this section.

The General Manager’s written determination shall include a description of the consultant’s duties, and, based on that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the same manner and location as the District’s Conflict of Interest Code.

**Officials Who Manage Public Investments:**

The District has determined that positions managing public investments within the meaning of Government Code §87200 and California Code of Regulations, Title 2, §18720, and that persons holding these positions must file statements of economic interest (FPPC Form 700) pursuant to the State Political Reform Act instead of the District’s Conflict of Interest Code.



# 2018 Local Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

## Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

*(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)*

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**RESOLUTION NO. 2014-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
REGARDING THE BIENNIAL REVIEW OF ITS  
CONFLICT OF INTEREST CODE  
AND CORRECTING THE AMENDED EXHIBIT "A"  
THE LIST OF DESIGNATED POSITIONS SUBJECT TO  
THE CONFLICT OF INTEREST CODE**

**WHEREAS**, on April 10, 2000, the San Miguel Community Services District ("District") approved Resolution 2000-08, adopting the Fair Political Practices Commission's (FPPC) model Conflict of Interest Code; and

**WHEREAS**, pursuant to Government Code §87306.5 the District is required to review its Conflict of Interest Code and, if a change is needed, submit an amended Conflict of Interest Code to the Board of Supervisors of the County of San Luis Obispo, which is the designated code reviewing body; and

**WHEREAS**, on September 27, 2012, pursuant to Government Code §87306.5, the District Board of Directors adopted Resolution 2012-18 amending the "List of Positions Designated as Subject to the Provisions of the District's Conflict of Interest Code and Applicable Disclosure Categories";

**WHEREAS**, the Board of Directors does, hereby, reaffirm its prior decision to incorporate FPPC Regulation #18730 and the FPPC model Conflict of Interest Code by reference as the District's Conflict of Interest Code, and

**WHEREAS**, the Board of Directors of the District has determined that the August 28, 2014 Board approved Resolution 2014-13 "List of Positions Designated as Subject to the Provisions of the District's Conflict of Interest Code and Applicable Disclosure Categories" (reference Government Code §87302(a)) should again be amended to reflect organizational changes and to correct required Positions and Disclosure Categories subject to District Conflict of Interest Code regulation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Community Services District as follows:

1. The prior "List of Positions Designated as Subject to the Provisions of the District's Conflict of Interest Code and Applicable Disclosure Categories" is hereby deleted and replaced in its entirety with the new "List of Designated Positions and Disclosure Categories", as set forth in Exhibit "A" attached hereto and to more closely conform to State regulations..

2. Other than the amendments and corrections contained herein, the Board of Directors has determined that no other changes to the District's Conflict of Interest Code are required.
3. In accordance with Government Code §87303 and §87306.5, this Resolution amending the San Miguel Community Services District's Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Luis Obispo, as the designated code reviewing body, along with the executed "2014 Local Agency Biennial Notice".

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

**AYES: Buckman, Green, Harrison, Kalvans, Reuck**

**NOES:**

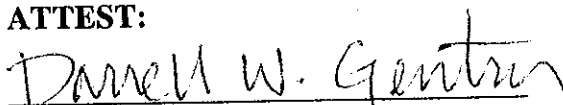
**ABSENT:**

**ABSTAINING:**


The foregoing Resolution is hereby passed and adopted this 18th day of December, 2014.

  
\_\_\_\_\_  
Larry Reuck, President  
SMCSD Board of Directors

**ATTEST:**

  
\_\_\_\_\_  
Darrell W. Gentry,  
Interim General Manager and Secretary to the Board

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Timothy J. Carmel, District Counsel

**Exhibit A**

**SAN MIGUEL COMMUNITY SERVICES DISTRICT  
CONFLICT OF INTEREST CODE**

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Utilities Supervisor	1,2,3
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2014 Local Agency Biennial Notice

Name of Agency: San Miguel Community Services District  
Mailing Address: P.O. Box 180, San Miguel CA 93451  
Contact Person: Darrell W. Gentry Phone No. (805) 467-3388  
E-Mail: darrell.gentry@sanmiguelosd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

An amendment is required. The following amendments are necessary:

(Mark all that apply.)

- Include new positions (including consultants) that must be designated
- Revise disclosure categories
- Revise the titles of existing positions
- Delete positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Darrell W. Gentry  
Signature of Chief Executive Officer

December 18, 2014  
Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 1, 2014, or by the date specified by your agency, if earlier, to:

County Clerk-Recorder  
1055 Monterey St. D120 San Luis Obispo CA 93408

PLEASE DO NOT RETURN THIS FORM TO THE FPPC