



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

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

REGULAR BOARD OF DIRECTORS & GROUNDWATER SUSTAINABILITY AGENCY AGENDA

Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 11-21-2024

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

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

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

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

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

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

4. **Pledge of Allegiance**
5. **Public Comment and Communications for items not on the agenda** *Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are **limited to three minutes**. Please sign in with name and address at podium.*
6. **Non- District Reports**
 1. San Luis Obispo County Organizations (Pg. 5)
 2. Community Service Organizations (Pg. 6)
 3. Camp Roberts—Army National Guard (Pg.7)
7. **Staff & Committee Reports - Receive & File**
 1. General Manager (Pg. 8)
 2. District Counsel (Pg. 9)
 3. District Utilities (Pg. 10-12)
 4. Fire Chief Report (Pg. 13-31)
8. **Consent Calendar** *The items listed below are scheduled for consideration as a group and one vote. Any Director may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion. Public Comment*
 1. 10-24-2024 Draft San Miguel CSD Board of Directors meeting minutes (Pg. 32-49)
 2. Approval of Easement agreement for existing water and wastewater infrastructure and emergency access across APN 021-091-016 (1803 Mission Street) by RESOLUTION 2024-57 (Pg. 50-65)
9. **Board Action Items**
 1. Monthly claim detail and investment reports for October 2024 (Recommend receive and file by Board consensus) *When ancillary reports area provided they are for reference only and are subject to change. (Pg. 66-102)*
 2. Annual Board assessment discussion (general discussion by Board members) (Pg. 103)
 3. San Miguel Fire Department Divestiture from San Miguel Community Services District (Pg. 104-188)
 4. CONTINUATION from September 24, 2024 Board Meeting
Contract award to Specialty Construction Inc. for \$1,226,965.00 for the San Miguel Recycled Water Pipeline Project and approve related budget adjustments by RESOLUTION 2024-51. (approve by 3/5 vote) (Pg. 189-206)
 5. CONTINUATION from September 24, 2024 Board Meeting
Recycled Water Pipeline Project, project management and environmental compliance

monitoring and related budget adjustments by RESOLUTION 2024-52. (approve by 3/5 Vote) (Pg. 207-239)

- 6. Amendment of existing contract between Forefront Power and San Miguel Community Service District (Pg. 240-244)
- 7. District participation in social media (Pg. 245)

Adjourn to the San Miguel Community Services District Groundwater Sustainability Agency (GSA)

10. GSA Board Action Items

- 1. Update from Paso Basin Cooperative Committee; November 20, 2024 Regular Meeting (Pg. 246)

Reconvene to the San Miguel Community Services District Board of Directors

11. 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.*

12. Adjourn to Closed Session/Closed Session Agenda *Public comment for items on closed session agenda.*

CLOSED SESSION ADMONISHMENT:

The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waiver of the privilege.

- 1. Conference with Real Property Negotiators (Gov. Code, § 54956.8)

Property: Assessor's Parcel Numbers 027-420-016
Agency Negotiator: Kelly Dodds
Negotiating Parties: Tannahill Ranch II LLC
Under Negotiation: Price and terms of payment for real property purchase
(Pg. 247)

13. Report out of Closed Session

14. Adjournment to Next Regular Meeting

ATTEST:

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

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

Date:

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

November 21, 2024

AGENDA ITEM: 6.1

SUBJECT: San Luis Obispo County Organizations (Pg. 5)

SUGGESTED ACTION: Verbal/Report

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

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

November 21, 2024

AGENDA ITEM: 6.2

SUBJECT: Community Service Organizations (Pg. 6)

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report.

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

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

November 21, 2024

AGENDA ITEM: 6.3

SUBJECT: Camp Roberts—Army National Guard (Pg.7)

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

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

November 21, 2024

AGENDA ITEM: 7.1

SUBJECT: General Manager (Pg. 8)

SUGGESTED ACTION: Receive report

DISCUSSION:

I encourage any Board member or member of the public with questions, comments, or complaints about the District operations to contact me at the District office or by email.

District Office phone: 805-467-3388 and My email: kelly.dodds@sanmiguelcsd.org

If an inquiry is outside of the Districts scope we will usually be able to direct individuals to the responsible organization or department.

General information about the District can also be found on the District website - www.sanmiguelcsd.org

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

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

November 21, 2024

AGENDA ITEM: 7.2

SUBJECT: District Counsel (Pg. 9)

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Christina Pritchard

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

November 21, 2024

AGENDA ITEM: 7.3

SUBJECT: District Utilities (Pg. 10-12)

SUGGESTED ACTION: Receive and file

DISCUSSION:

Well Status:

- Well 4 is operational – Well Level 95.56’ 10/2/24 (STATIC)
- Well 3 is operational – Well Level 64.68’ 10/2/24 (STATIC)
- SLT well is operational -Well Level 173’ 10/2/24 (STATIC)

Water System status:

Water leaks this month: 0 This calendar year: 10

Water related calls through the alarm company after hours this month: 0 This Year: 5

- .

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

-

California Regional Water Resources Control Board:

-

State Water Resources Control Board (SWRCB):

-

Division of Water Resources (DWR):

-

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

-

Billing related activity:

- **Total active accounts (as of 10/31/24)**
- 915 water accounts
- 816 wastewater accounts
- **Overdue accounts (as of 10/31/24)**
- 0 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement (as of 10/31/24)**
- 8 accounts have started an arrangement.
- **Service orders this month (as of 10/31/24)**
- 39 service orders issued and completed

Lighting/ Landscaping status:

- Removing dead plants, will be replaced in spring.

Solid Waste:

- Household Hazardous Waste HHW Facility
 - Moving forward on design and permitting. Costs being funded through IWMA.
- Mattress recycling
 - Mattresses are accepted by appointment only, Monday, Wednesday, Friday between 8 am and 11 am.
- E-Waste collection
 - E-waste is accepted Monday, Wednesday, Friday between 8 am and 11 am.

SB-1383 & SB-54 & SB-343:

- .

Project status:

- **WWTF status:**
 - Nearing 90% plan completion
 - Continuing to review additional grant and financing options.
 - Potential funding assignment in next quarter.
 - Potential funding agreement within 12 months of funding assignment.
- **Replacement water tank and pump station on east side of river/ water line replacement.**
(21007) started February 2022
 - **(POTENTIALLY GRANT FUNDED)**
 - Waiting for BOS to approve easement agreement with the District, county has projected an January approval by the BOS
 - RFP released 10/24/24 for pump station design
- **Recycled water line from WWTF to Vineyard/ Gallo**
 - Continuing to working on easements, agreements
 - Presented on this agenda for contract approval, CONTINUED to 11/21/24
- **Alley water line relocation 10th St to San Luis Obispo St**
 - Contract was approved 10/24/24.
 - Working with contractor on required paperwork and schedule.
- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - Report accepted by the Board 8/2024
 - WSC finalizing deliverables per the grant.

- Preparing a construction grant application to perform repairs.
- **Cost of Service Rate Study WASTEWATER (22005)** started June 2022
 - Staff reviewing options and preparing proposal for Board consideration
- **Septic to Sewer conversion grant application (#)** started September 2023
 - (100% GRANT FUNDED)
 - Moving toward funding agreement. Anticipate agreement execution in <12 months.
- **SLT well VFD installation**
 - Nearly completed install. Waiting on programming.
- **Well 4 Discharge relocation**
 - Install completed, waiting on paving.
- **Well monitoring and metering project**
 - Equipment ordered.
- **Chlorine analyzers and turbidimeter replacement**
 - Equipment ordered

Staffing

- Vacant position(s).
 - WWTF Operator Lead

SLO County in San Miguel:

-

Caltrans in San Miguel:

-

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

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

November 21, 2024

AGENDA ITEM: 7.4

SUBJECT: Fire Chief Report (Pg. 13-31)

SUGGESTED ACTION: Receive and File

DISCUSSION:

Equipment:

1. All SMFD engines are currently in service.
2. 8601 has been re-identified as U8630 prior to being decommissioned in the future as budget or funding opportunities allow.
3. E8696 has minor electrical issues with some auxiliary lights. We identified the issues and are exploring repair options.
4. Annual hose testing has been completed continuing.

Cost Recovery:

1. SMF is continuing to submit qualifying incidents for reimbursement. See financial report for the details.

Grants:

2023/2024 Grants

1. SMF applied for the 2024 OTS Grant on January 26, 2024, for replacement of necessary Auto Extrication Equipment and the grant was awarded. The process is moving forward funding has been approved, the products have been received and are in-service. SMF is working with OTS on the Press Releases, Community Outreach, and Education as required by the terms of the grant.
2. SMF applied for the 2024 AFG grant in February. SMF was not awarded funding in 2024. The 2025 AFG Grant opened 11/11/2024 and SMF will be applying for this grant again.
3. The SAFER was submitted on 4/12/2024. SMF was not awarded funding in 2024. The 2025 SAFER Grant will open in January 2025 and SMF will be applying for this grant again.
4. The 2024/2025 VFD / RFD grant has been submitted and approved for funding. The BOD voted to accept the grant funding at the 9/26/2024 meeting and approved grant funding 3-1-1. Final funding approval is expected soon.
5. SMF applied for FEMA grant funding to construct an EOC. \$1,027.00 in FEMA funding has been earmarked for this project and is at the Federal level waiting for release.

Training:

1. Regular weekly training is continuing to adhere to the annual training schedule.
2. Additional training has been occurring during the week as schedules allow.
3. SMF has scheduled training with SLA & Mercy Air. SLA training occurred on 9/17/2024, Merci Air training has been tentatively scheduled for November 12, 2024.
4. Additional outside training shall commence as courses become available.
5. 1- Recruit is attending the Allan Hancock Firefighter Academy.
6. Engineer Rojas has been selected to represent SMF for the County Training Officers Association.

7. Chief Young completed State Fire Marshal Certified training for Instructor 1 & 2.

San Luis Obispo County Fire Chiefs Association:

No update, Fire Chief Young was appointed as the County Fire Chiefs Association representative to SLOFIST. Regular monthly meetings are being attended.

San Miguel Advisory Council:

No update, a District Fire Chief Report is being provided for SMAC monthly meetings and Chief Young attends the monthly meetings as scheduling allows.

Temporary Housing Unit:

- Interfund loan was approved at the 10/24/2024 Meeting 3-1-1 Resolution 2024-44.
- MHS has been notified and an installation date is pending pad certification.
- Swift is working on the soils work.
- District utility staff is prepared to move forward with the water and sewer connections.
- Baldwin Electric has reviewed the plans and will begin the power the week of 11/18/2024.

FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 11/13/2024 9:20:18 AM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 10/01/2024 | End Date: 10/31/2024

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
10/01/2024 08:30:00	10/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/01/2024 18:00:00	10/01/2024 22:00:00	DAYBOOK		EMS : EMS / MCI Lead Instructor: Navarro, Wyatt P	4.00
10/02/2024 08:30:00	10/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/02/2024 09:00:00	10/02/2024 13:00:00	DAYBOOK	8600	,County Fire Chiefs Meeting 5 Cities	4.00
10/02/2024 14:00:00	10/02/2024 15:00:00	DAYBOOK	8600	1462 K Street Dwelling and ADU rough fire inspection. Passed garage pending	1.00
10/03/2024 07:57:00	10/03/2024 08:28:00	INCIDENT	E8668	Incident 2024-237 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 6715 Monterey Rd	0.52
10/03/2024 15:00:00	10/03/2024 16:30:00	DAYBOOK	8600	1077 L street Fire Final reinspection required	1.50
10/04/2024 08:30:00	10/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/04/2024 18:10:00	10/04/2024 18:47:00	INCIDENT	E8668	Incident 2024-238 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 7275 Cross Canyons RD	0.62
10/05/2024 08:30:00	10/06/2024 07:00:00	DAYBOOK	8600		22.50
10/06/2024 09:00:00	10/07/2024 08:30:00	DAYBOOK	8600		23.50
10/07/2024 08:30:00	10/08/2024 08:30:00	DAYBOOK	8600		24.00
10/08/2024 08:30:00	10/09/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/08/2024 18:00:00	10/08/2024 22:00:00	DAYBOOK		Active Shooter Lead Instructor: Navarro, Wyatt P	4.00
10/09/2024 08:30:00	10/10/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/10/2024 07:00:00	10/10/2024 10:00:00	DAYBOOK	E8696	North County Burn Relay	3.00
10/10/2024 08:30:00	10/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/11/2024 08:30:00	10/12/2024 07:00:00	DAYBOOK	SMF 1		22.50
10/11/2024 21:21:00	10/11/2024 21:35:00	INCIDENT	E8668	Incident 2024-239 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to S Hwy 101	0.23
10/12/2024 16:30:00	10/13/2024 08:30:00	DAYBOOK	8600		16.00
10/13/2024 08:30:00	10/14/2024 08:30:00	DAYBOOK	8600		24.00
10/14/2024 08:30:00	10/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/15/2024 08:30:00	10/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/15/2024 11:52:00	10/15/2024 12:02:00	INCIDENT	E8696	Incident 2024-241 - Gas leak (natural gas or LPG): Apparatus E8696 responded to 1062 K Street RD H	0.17
10/15/2024 14:01:00	10/15/2024 14:14:00	INCIDENT	E8696	Incident 2024-242 - Gas leak (natural gas or LPG): Apparatus E8696 responded to 1062 K Street H	0.22
10/15/2024 18:00:00	10/15/2024 22:00:00	DAYBOOK		Firefighter Training: RIC Lead Instructor: Young, Scott P	4.00
10/16/2024 08:30:00	10/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/17/2024 08:30:00	10/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/17/2024 10:00:00	10/17/2024 10:00:00	DAYBOOK	SMF 1	Completed Morosco Preliminary Subdivision Review	0.00
10/17/2024 19:14:00	10/17/2024 19:41:00	INCIDENT	E8668	Incident 2024-243 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1596 Rio Vista PL	0.45
10/17/2024 23:47:00	10/18/2024 00:01:00	INCIDENT	8600	Incident 2024-244 - Smoke detector activation due to malfunction: Apparatus 8600 responded to 248 13th ST	0.23
10/18/2024 07:51:00	10/18/2024 08:00:00	INCIDENT	8600	Incident 2024-245 - Smoke detector activation due to malfunction: Apparatus 8600 responded to 248 13th ST	0.15

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



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Doc Id: 1514

Page # 1 of 2

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
10/18/2024 08:30:00	10/19/2024 09:00:00	DAYBOOK	SMF 1		24.50
10/21/2024 07:30:00	10/21/2024 09:30:00	DAYBOOK	8600		2.00
10/22/2024 16:30:00	10/22/2024 18:30:00	DAYBOOK	8600		2.00
10/23/2024 07:00:00	10/23/2024 09:00:00	DAYBOOK	8600		2.00
10/25/2024 07:00:00	10/25/2024 09:00:00	DAYBOOK	8600		2.00
10/28/2024 14:00:00	10/29/2024 08:30:00	DAYBOOK	8600		18.50
10/29/2024 08:30:00	10/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/29/2024 18:00:00	10/29/2024 22:00:00	DAYBOOK		Special Operations Training: Auto Extracation Lead Instructor: Young, Scott P	4.00
10/30/2024 08:30:00	10/31/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/30/2024 10:00:00	10/30/2024 12:00:00	DAYBOOK	SMF 1	Hazard Mitigation Plan Zoom Meeting	2.00
10/30/2024 16:30:00	10/30/2024 18:30:00	DAYBOOK	E8668	Trunk or Treat at Lillian Larsen School	2.00
10/31/2024 08:30:00	11/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/31/2024 13:00:00	10/31/2024 13:30:00	DAYBOOK	8600	DeAlba Mission Lane	0.50
Total Hours for: Young, Scott P					528.09
Total of all Personnel Hours					528.09

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 11/13/2024 9:21:37 AM



Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 10/01/2024 | End Date: 10/31/2024

Incident Date	Incident #	Losses - Property	Losses - Contents	Alarm Time	Total Personnel - Effective Response	First On Scene Apparatus	Last On Scene Apparatus	Earliest Turnout	Call Processing Time	First Unit Total Response Time	First Unit Travel Time	Total Travel Time Effective Response	Total Response Time Effective Response
10/03/2024	2024-237	0	0	07:57:00	3	E8668	E8668	05:00	00:00	00:12:00	00:07:00	00:07:00	00:12:00
10/04/2024	2024-238	0	0	18:10:00	4	E8668	E8668	03:00	00:00	00:13:00	00:10:00	00:10:00	00:13:00
10/11/2024	2024-239	0	0	21:20:00	3	E8668	E8668	04:00	01:00	00:08:00	00:03:00	00:03:00	00:08:00
10/12/2024	2024-240	0	0	12:14:00	3	E8668	E8668	06:00	01:00	00:13:00	00:06:00	00:06:00	00:13:00
10/15/2024	2024-241	0	0	11:51:00	5	E8696	E8696	00:00	01:00	00:03:00	00:02:00	00:02:00	00:03:00
10/15/2024	2024-242	0	0	14:00:00	5	E8696	E8696	00:00	01:00	00:03:00	00:02:00	00:02:00	00:03:00
10/17/2024	2024-243	0	0	19:13:00	2	E8668	E8668	02:00	01:00	00:19:00	00:16:00	00:16:00	00:19:00
10/17/2024	2024-244	0	0	23:46:00	4	8600	8600	02:00	01:00	00:06:00	00:03:00	00:03:00	00:06:00
10/18/2024	2024-245	0	0	07:50:00	4	8600	8600	01:00	01:00	00:05:00	00:03:00	00:03:00	00:05:00
10/19/2024	2024-247	0	0	09:20:00	3	E8696	E8696	07:00	00:00	00:09:00	00:02:00	00:02:00	00:09:00
10/19/2024	2024-248	0	0	12:26:00	2	E8668	E8668	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
10/21/2024	2024-249	0	0	03:03:00	3	E8668	E8668	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
10/21/2024	2024-250	0	0	14:15:00	2	E8696	E8696	03:00	01:00	00:09:00	00:05:00	00:05:00	00:09:00
10/23/2024	2024-251	0	0	10:43:00	4	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
10/25/2024	2024-253	0	0	21:28:00	2	E8668	E8668	02:00	01:00	00:07:00	00:04:00	00:04:00	00:07:00
10/26/2024	2024-254	0	0	22:57:00	2	E8696	E8696	02:00	01:00	00:24:00	00:21:00	00:21:00	00:24:00
10/27/2024	2024-255	0	0	08:50:00	2	E8668	E8668	04:00	01:00	00:11:00	00:06:00	00:06:00	00:11:00

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 11/13/2024 9:22:38 AM



Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 10/01/2024 | End Date: 10/31/2024

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAE - Auto Aid East					
2024-238	321	10/04/2024	Reviewed	7275 Cross Canyons RD	E8668
AAE - Auto Aid East Incidents: 1					
Zone: AAS - Auto Aid South					
2024-237	321	10/03/2024	Reviewed	6715 Monterey Rd	E8668
2024-239	321	10/11/2024	Reviewed	S Hwy 101	E8668
2024-240	321	10/12/2024	Reviewed	9015 Cemetery RD	E8668
2024-250	322	10/21/2024	Reviewed	N Hwy 101	E8696
AAS - Auto Aid South Incidents: 4					
Zone: AAW - Auto Aid West					
2024-254	324	10/26/2024	Reviewed	6900 Mahoney RD	E8696
AAW - Auto Aid West Incidents: 1					
Zone: BOB - Camp Roberts					
2024-252	321	10/23/2024	Reviewed	Camp Roberts	E8668
BOB - Camp Roberts Incidents: 1					
Zone: CSD - CSD Limits					
2024-241	412	10/15/2024	Reviewed	1062 K Street RD	E8696
2024-242	412	10/15/2024	Reviewed	1062 K Street	E8696
2024-244	733	10/17/2024	Reviewed	248 13th ST	8600, E8696
2024-245	733	10/18/2024	Reviewed	248 13th ST	8600, E8696
2024-246	733	10/18/2024	Reviewed	248 13th ST	E8696
2024-248	321	10/19/2024	Reviewed	821 Mission ST	E8668
2024-249	321	10/21/2024	Reviewed	775 Mission ST	E8668
2024-255	150	10/27/2024	Reviewed	1198 N River RD	E8668
CSD - CSD Limits Incidents: 8					
Zone: LLS - Lillian Larson School					
2024-251	321	10/23/2024	Reviewed	1601 L	E8668
LLS - Lillian Larson School Incidents: 1					
Zone: MM - Mission Meadows					
2024-243	321	10/17/2024	Reviewed	1596 Rio Vista PL	E8668
2024-253	321	10/25/2024	Reviewed	670 Benedict ST	E8668
MM - Mission Meadows Incidents: 2					
Zone: PSHH - Peoples Self Help Housing					
2024-247	733	10/19/2024	Reviewed	928 Soka WAY	E8696
PSHH - Peoples Self Help Housing Incidents: 1					

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



San Miguel Fire Department

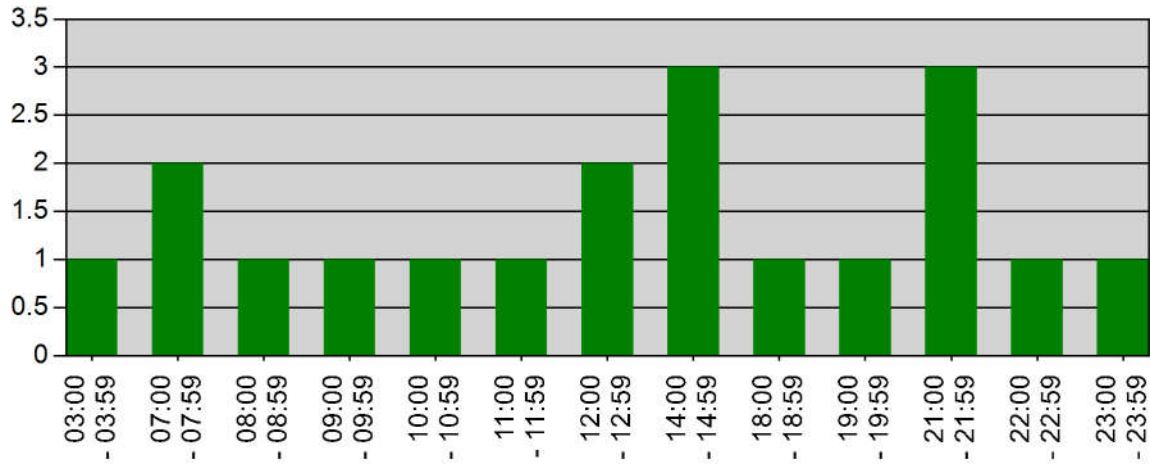
San Miguel, CA

This report was generated on 11/13/2024 9:23:32 AM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 10/01/2024 | End Date: 10/31/2024



TIME	COUNT
03:00 - 03:59	1
07:00 - 07:59	2
08:00 - 08:59	1
09:00 - 09:59	1
10:00 - 10:59	1
11:00 - 11:59	1
12:00 - 12:59	2
14:00 - 14:59	3
18:00 - 18:59	1
19:00 - 19:59	1
21:00 - 21:59	3
22:00 - 22:59	1
23:00 - 23:59	1

Only REVIEWED incidents included



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Doc Id: 9

Page # 1 of 1

San Miguel Fire Department

San Miguel, CA

This report was generated on 11/13/2024 9:24:33 AM



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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 10/01/2024 | End Date: 10/31/2024

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAE - Auto Aid East					
Rescue & Emergency Medical Service					
	Lights and Sirens	10:00	0:00	3:00	13:00
Zone: AAS - Auto Aid South					
Rescue & Emergency Medical Service					
	Initial Lights and Sirens, Downgraded to No Lights or Sirens	7:00	0:00	5:00	12:00
	Lights and Sirens	4:40	1:00	4:20	10:00
Zone: AAW - Auto Aid West					
Rescue & Emergency Medical Service					
	Lights and Sirens	21:00	1:00	2:00	24:00
Zone: CSD - CSD Limits					
Fires					
	Lights and Sirens	6:00	1:00	4:00	11:00
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	5:00	7:00
Hazardous Condition (No Fire)					
	Lights and Sirens	2:00	1:00	0:00	3:00
False Alarm & False Call					
	Lights and Sirens	3:00	1:00	1:30	5:30
Zone: LLS - Lillian Larson School					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	1:00	4:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	10:00	1:00	2:00	13:00
Zone: PSHH - Peoples Self Help Housing					
False Alarm & False Call					
	Lights and Sirens	2:00	0:00	7:00	9:00

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

San Miguel Fire Department

San Miguel, CA

This report was generated on 11/13/2024 9:25:56 AM



Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 10/01/2024 | EndDate: 10/31/2024

INCIDENT TYPE	AVG. # PERSONNEL
150 - Outside rubbish fire, other	2
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	2
412 - Gas leak (natural gas or LPG)	5
733 - Smoke detector activation due to malfunction	3

Reviewed Incidents only.



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Page # 1 of 1

San Miguel Fire Department

San Miguel, CA

This report was generated on 11/13/2024 9:27:28 AM



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

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 10/01/2024 | End Date: 10/31/2024

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0
03:00	0	1	0	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0
06:00	0	0	0	0	0	0	0
07:00	0	0	0	0	1	1	0
08:00	1	0	0	0	0	0	0
09:00	0	0	0	0	0	0	1
10:00	0	0	0	1	0	0	0
11:00	0	0	1	0	0	0	0
12:00	0	0	0	0	0	0	2
13:00	0	0	0	0	0	0	0
14:00	0	1	1	0	0	1	0
15:00	0	0	0	0	0	0	0
16:00	0	0	0	0	0	0	0
17:00	0	0	0	0	0	0	0
18:00	0	0	0	0	0	1	0
19:00	0	0	0	0	1	0	0
20:00	0	0	0	0	0	0	0
21:00	0	0	0	1	0	2	0
22:00	0	0	0	0	0	0	1
23:00	0	0	0	0	1	0	0
Total Responses for Day	1	2	2	2	3	5	4
% of Responses for Day	100.00%	50.00%	50.00%	50.00%	33.33%	40.00%	50.00%
% of Responses for Week	5.26%	10.53%	10.53%	10.53%	15.79%	26.32%	21.05%

Hour	Total per Hour	Percent
00:00	0	0.00%
01:00	0	0.00%
02:00	0	0.00%
03:00	1	5.26%
04:00	0	0.00%
05:00	0	0.00%
06:00	0	0.00%
07:00	2	10.53%
08:00	1	5.26%
09:00	1	5.26%
10:00	1	5.26%
11:00	1	5.26%
12:00	2	10.53%
13:00	0	0.00%
14:00	3	15.79%
15:00	0	0.00%
16:00	0	0.00%
17:00	0	0.00%
18:00	1	5.26%
19:00	1	5.26%
20:00	0	0.00%
21:00	3	15.79%
22:00	1	5.26%
23:00	1	5.26%
Total	19	100.00%

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

San Miguel Fire Department

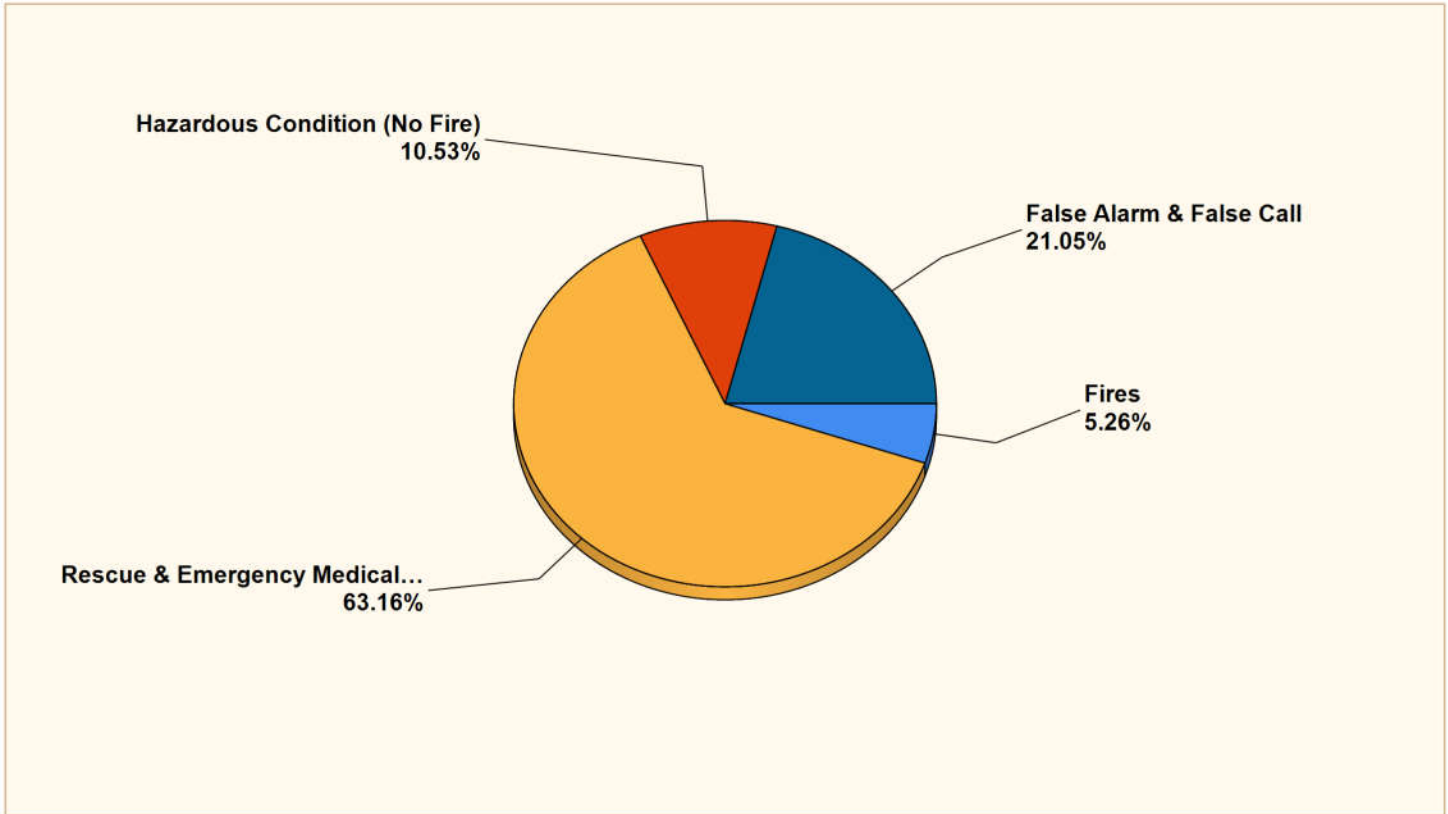
San Miguel, CA

This report was generated on 11/13/2024 9:28:37 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2024 | End Date: 10/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	5.26%
Rescue & Emergency Medical Service	12	63.16%
Hazardous Condition (No Fire)	2	10.53%
False Alarm & False Call	4	21.05%
TOTAL	19	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
150 - Outside rubbish fire, other	1	5.26%
321 - EMS call, excluding vehicle accident with injury	10	52.63%
322 - Motor vehicle accident with injuries	1	5.26%
324 - Motor vehicle accident with no injuries.	1	5.26%
412 - Gas leak (natural gas or LPG)	2	10.53%
733 - Smoke detector activation due to malfunction	4	21.05%
TOTAL INCIDENTS:	19	100%

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 11/13/2024 9:29:50 AM



Incident Count per Location Type per Zone per Address for Date Range

StartDate: 10/01/2024 | EndDate: 10/31/2024

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	AAS - Auto Aid South		
		6715 Monterey Rd San Miguel, CA	1
		9015 Cemetery RD San Miguel, CA	1
	CSD - CSD Limits		
		1062 K Street H San Miguel, CA	1
		1062 K Street RD H San Miguel, CA	1
		821 Mission ST San Miguel, CA	1
	MM - Mission Meadows		
		1596 Rio Vista PL San Miguel, CA	1
		670 Benedict ST San Miguel, CA	1
	PSHH - Peoples Self Help Housing		
		928 Soka WAY San Miguel, CA	1
Total for Location Type:			8
Lake, River, Ocean			
	CSD - CSD Limits		
		1198 N River RD / 14200 Power Road, San Miguel, CA (Intersection)	1
Total for Location Type:			1
Not Specified			
	AAE - Auto Aid East		
		7275 Cross Canyons RD San Miguel, CA	1
Total for Location Type:			1

Group by Incident Location Type, then Zone. Completed and Reviewed Incidents



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Page # 1 of 2

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Place of Recreation or Sport			
	CSD - CSD Limits		
		775 Mission ST San Miguel, CA	1
Total for Location Type:			1
Public Building (schools, gov. offices)			
	BOB - Camp Roberts		
		Camp Roberts / Building #6124, San Miguel, CA (Directions)	1
	CSD - CSD Limits		
		248 13th ST San Miguel, CA	3
	LLS - Lillian Larson School		
		1601 L San Miguel, CA	1
Total for Location Type:			5
Street or Highway			
	AAS - Auto Aid South		
		N Hwy 101 / Mission Street, San Miguel, CA (Intersection)	1
		S Hwy 101 / San Marcos Road, San Miguel, CA (Intersection)	1
	AAW - Auto Aid West		
		6900 Mahoney RD San Miguel, CA	1
Total for Location Type:			3

Group by Incident Location Type, then Zone. Completed and Reviewed Incidents





RESOLUTION NO. 2024-44

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
AUTHORIZING A EIGHTY THOUSAND DOLLAR INTERFUND LOAN BETWEEN THE
STREET LIGHTING AND FIRE DEPARTMENTS**

WHEREAS, the San Miguel Community Services District operates five different Departments (Funds); including Fire, Lighting, Wastewater, Water and Solid Waste, and;

WHEREAS, in 2022 the Board of Directors approved a \$335,763.10 loan with Holman Capital for the purchase and installation of a Temporary Housing Unit (THU). Due to time delays and unforeseen cost overruns the project is behind schedule and over budget. The funding with Holman Capital cannot be extended, requiring alternate funding to complete the THU, and;

WHEREAS, the Board of Directors desires to complete the THU for the benefit of community and an interfund loan between the Street Lighting fund and the Fire fund will allow the project to be completed without further outside funding obligation. The interfund loan will not affect the financial stability of the Street Lighting fund and will allow the Fire fund to retain reserves for regular and emergency operational funding, and;

WHEREAS, the Fire fund may, without penalty, make additional principal payments after which the annual principal and interest payments will be recalculated, and in the event that the THU is sold prior to the complete repayment of the interfund loan, the remaining balance will be repaid with the proceeds of the sale of the THU, and;

WHEREAS, The loan term will be for a maximum of ten (10) years, with annual payments due in July annually for principal and interest, and;

WHEREAS, The interest rate will be adjusted annually based on the interest rate of the Capital Reserve money market account held at Five Star Bank as of June 30th. The adjusted rate will be applied to the payment due in July annually. The maximum interest rate will be 4.579%, and;

WHEREAS, The actual initial loan principal amount will be adjusted to the actual amount spent to complete the THU up to the maximum amount of \$80,000 and;

WHEREAS, Utilizing cash reserves to make interfund loans in no way increases utility rates and assessments or encumbers funds that could otherwise be used for operations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Miguel Community Services District ("District") hereby approves an Interfund loan in the amount of \$80,000 from Lighting (Fund 30) to Fire (Fund 20) at a 4.579% interest for the term of ten (10) years with annual payments as outlined in Exhibit 'A'. Payments shall be budgeted in the Fire fund annual budget and paid in July each year beginning July 2025.

BE IT FURTHER RESOLVED, the Board of Directors of the San Miguel Community Services District ("District") hereby approves:

- Budget increase Fund 20 - 511 (Fire-Temp Housing Unit) by \$80,000
- Budget increase Fund 20 - 46010 (Transfers in) by \$80,000
- Budget increase Fund 30 - 989 (interfund loan out) by \$80,000
- The final Fund transfer from Fund 30 Capital Reserve to Fund 20 Operating Cash will be for actual amount spent up to \$80,000 at completion of the project.

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

AYES: Kalvans, Gregory, Smiley

NOES: Davis

ABSENT: Baker

ABSTAINING: 0


the foregoing Resolution is hereby passed and adopted this 24th day of October 2024



Kelly Dodds, General Manager




Rod Smiley, President Board of Directors



Scott Young, Fire Chief

ATTEST:



Tamara Parent, Board Clerk

APPROVED AS TO FORM:



Douglas White (Oct 28, 2024 22:39 PDT)
Douglas L. White, District General Counsel

EXHIBIT A RESOLUTION 2024-44
 San Miguel Community Services District Interfund Loan
 Principal and Interest repayment schedule due to Fund 30 from Fund 20

		10 Year loan duration			Initial loan principal		\$ 80,000.00	
Year	Date	Beginning balance	Payment	Interest	Principal	End balance	Interest rate	Additional principal payment
1	7/1/2025	\$ 80,000.00	\$10,149.61	\$ 3,663.20	\$6,486.41	\$ 73,513.59	4.579%	\$ -
2	7/1/2026	\$ 73,513.59	\$10,149.61	\$ 3,366.19	\$6,783.43	\$ 66,730.16	4.579%	\$ -
3	7/1/2027	\$ 66,730.16	\$10,149.61	\$ 3,055.57	\$7,094.04	\$ 59,636.12	4.579%	\$ -
4	7/1/2028	\$ 59,636.12	\$10,149.61	\$ 2,730.74	\$7,418.88	\$ 52,217.24	4.579%	\$ -
5	7/1/2029	\$ 52,217.24	\$10,149.61	\$ 2,391.03	\$7,758.59	\$ 44,458.65	4.579%	\$ -
6	7/1/2030	\$ 44,458.65	\$10,149.61	\$ 2,035.76	\$8,113.85	\$ 36,344.80	4.579%	\$ -
7	7/1/2031	\$ 36,344.80	\$10,149.61	\$ 1,664.23	\$8,485.39	\$ 27,859.41	4.579%	\$ -
8	7/1/2032	\$ 27,859.41	\$10,149.61	\$ 1,275.68	\$8,873.93	\$ 18,985.48	4.579%	\$ -
9	7/1/2033	\$ 18,985.48	\$10,149.61	\$ 869.35	\$9,280.27	\$ 9,705.21	4.579%	\$ -
10	7/1/2034	\$ 9,705.21	\$10,149.61	\$ 444.40	\$9,705.21	\$ (0.00)	4.579%	\$ -

Total:	Payments	Interest	Principal	20-983 Debt Service Principal
	\$ 101,496.15	\$ 21,496.15	\$80,000.00	20-984 Debt Service Interest

**Board of Directors
Staff Report**

October 24, 2024

AGENDA ITEM: 10.12

SUBJECT: 10 year Interfund loan between the Street Lighting fund and Fire fund in an amount of \$80,000 by RESOLUTION 2024-44 (approve by 3/5 vote) (Pg.450-454)

SUGGESTED ACTION: Review and approve Resolution 2024-44 authorizing an Interfund loan between Street Lighting and Fire for \$80,000 in order to complete the Temporary Housing Unit.

DISCUSSION:

This item was discussed at the September 26th Board Meeting. Directors Davis and Baker requested to table it to December 19th, and Directors Smiley and Gregory requested to table it until the October 24th meeting. This item is on this agenda in compliance with the current Board Handbook since this meeting occurs before the December meeting.

Previously provided information:

The Fire department started the Temporary Housing Unit (THU) project in 2022 with a loan from Holman Capital in the amount of \$335,763.10 (including interest). The permitting process for the THU led to additional requirements and significant time delays which escalated project costs beyond the original loan amount.

The Fire Chief, General Manager, and Financial Officer have met and discussed the remaining costs and after reviewing the expended and projected project costs there is a projected deficit of \$80,000 through completion of the project. The projected deficit includes all existing overages for Road fees, Design, and Bonding as well as projected costs for site-work, utilities, and furnishings.

The proposed Interfund loan will have the following terms;

- 10 year repayment with annual payments
- Maximum principal amount \$80,000 - The final loan amount and payment will be based on the actual amount spent, up to the maximum.
- 4.579% maximum annual interest, interest percentage to adjust annually with the actual interest percentage in the Capital Reserve Money Market account as of June 30th annually.
- Principal and interest payment will be evaluated annually to incorporate any additional principal payments and changes in interest.
- Annual payments will be made in July of each year.
- There will be no penalty for early payoff or for additional principal payments.
- Upon the sale of the Temporary Housing Unit this loan will be paid off, if any balance remained at the time of sale.

Based on the terms above the Fire Fund will be committing to an annual Payment of \$10,118.26. Assuming 10 years of payments at the maximum loan amount and interest rate, the Fire fund will pay a total of \$80,000 in principle and \$21,182.61 in interest for a total debt repayment of \$101,182.61.

Fiscal year 2024-25 revenue and expense budgets will be adjusted as follows;

- Increase of \$80,000 to 20-511 Fire- Temp Housing Unit
- Increase of \$80,000 to 20-46010 Transfers in
- Increase of \$80,000 to 30-989 Interfund loan out
- A transfer from fund 30 Capital Reserve to fund 20 Operational Cash will be made in the actual

amount spent, up to \$80,000, at the completion of the project.

Starting with the fiscal year 2025-26 operation and maintenance budget, the Fire Department will budget the principal and interest payments of the loan as indicated in Exhibit A part of their annual budget with the annual payment being processed in July of each year.

Staff recommends that the Board approve the inter-fund loan and proposed terms to complete the THU.

Related resolutions/Board approvals;

- Resolution 2022-21 Approval of loan agreement with Holman Capital Group
- Resolution 2022-22 Approval of modular home purchase

FISCAL IMPACT:

Approval of the proposed Interfund loan will provide funding to the Fire fund to complete the Temporary Housing Unit (THU). This will create a principal and interest payment obligation from Fire to Lighting to pay the loan, reducing available Fire operating fund.

Utilizing Cash Reserves to make Interfund loans in no way increases utility rates and assessments or encumbers funds that could otherwise be used for operations.

PREPARED BY: Scott Young

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

November 21, 2024

AGENDA ITEM: 8.1

SUBJECT: 10-24-2024 Draft San Miguel CSD Board of Directors meeting minutes (Pg. 32-49)

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds



BOARD OF DIRECTORS

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

REGULAR MEETING MINUTES

6:00 P.M. Opened Session
SMCSD Boardroom 10-24-2024

1. Call to Order:

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

3. Approval of Regular Meeting Agenda:

Motion By: Rod Smiley

Second By: Raynette Gregory

Motion: To Approve

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

4. Pledge of Allegiance:
 Lead by Director Smiley

5. Public Comment and Communications for items not on the agenda:
 Greg Grewal a Creston resident spoke about his time as a Firefighter in LA. and people's hurt feelings.

6. Special Presentations/Public Hearings/Other:
 None

7. Non- District Reports:

- 1. San Luis Obispo County Organizations (Pg. 5)**
 Verbal/Report
 Sheriff Mcfarlin, North Station, gave a report on Calls For Service for September 2024.

Board Comment: Director Kalvans spoke about cars speeding on 12th street.

Public Comment: None

2. Community Service Organizations (Pg. 6)

Verbal

None

3. Camp Roberts—Army National Guard (Pg.7)

Verbal

None

8. Staff & Committee Reports - Receive & File:

1. General Manager (Pg. 8)

Receive report

General Manager Kelly Dodds updated the Board of Directors on the power outage that occurred to the District's new payment processor. The outage resulted in around four duplicate payments and explained that staff is working with the four customers to get the funds and any fees from their bank returned. General Manager Kelly Dodds explained that there are steps being taken to correct the issue for the future.

Board Comment: Director Smiley asked about the time it would take to get it resolved. General Manger Kelly Dodds explained that all the duplicate payments have been returned at this time, but that staff is still working on getting any bank fees returned.

Director Kalvans asked about training in the new system.

Public Comment: Greg Grewal a Creston resident spoke about Creston residents having to travel to vote in the election.

2. District Counsel (Pg. 9)

Receive verbal report

Nothing to report

Board Comment: None

Public Comment: None

3. District Utilities (Pg. 10-12)

Receive and file

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

Board Comment: Director Gregory asked where the Septic to Sewer conversion project was at. General Manager Kelly Dodds stated that the grant application was submitted and was waiting on a funding award.

Director Davis asked about getting a map of the area that would be converted.

Director Gregory asked the General Manager to update the Board on the conversion philosophy. General Manager provided comments.

Public Comment: Greg Grewal a Creston resident spoke about the septic systems recharging the groundwater.

Ashley Sangster a San Miguel Resident spoke about the Septic to Sewer conversion, and wanted to know how the District could justify removing resident septic systems.

Board Comment: Director Kalvans spoke about the nitrate issues on the Terrace, and spoke about the connection costs for residence being paid through the grant. Director Kalvans asked the General Manager if the State of California was funding these projects due to nitrate issues. General Manager Kelly Dodds explained that the State Waterboard is

prioritizing funding from the Clean Water State Revolving Fund (CWSRF) to help Disadvantaged Communities (DAC) to plan for and construct sewer collection system improvements to enable removal of septic systems and connect properties to community sewer systems. Discussion on nitrates and state regulations ensued.

Public asked to speak again on the subject, Director Smiley allowed further public comment.

Public Comment: John Green a San Miguel Resident asked if nitrates could be removed at the treatment facility.

Director Smiley asked if the General Manager could respond to public comment.

General Manager Kelly Dodds explained that with the current treatment facility no; but that nitrates can be converted in the planned upgrade to the treatment facility, but that the District would need to proceed with the proposed treatment facility.

Greg Grewal a Creston resident spoke about following the state, septic systems and the District just wanting grant funds.

Tammy Tackett a San Miguel Resident asked if the Wastewater Treatment Facility upgrade was the same as the Septic to Sewer project.

Director Smiley asked if the General Manager could respond to public comment.

General Manager Kelly Dodds explained that the Wastewater Treatment Facility Upgrade and Septic to Sewer projects are two different projects.

4. Fire Chief Report (Pg. 13-27)

Receive and File

General Manager Kelly Dodds submitted the Fire Chief's report as written and explained that he would relay any questions to the Fire Chief when he returned.

Board Comment: Director Gregory asked about the abbreviation S.L.A. (San Luis Ambulance)

Director Davis asked about the Temporary Housing land lease agreement. General Manager Kelly Dodds explained that it will be discussed later in the agenda, under Temporary Housing Unit (THU) update.

Public Comment: None

9. Consent Calendar:

Public Comment: Greg Grewal a Creston resident informed that Board of Directors that the Paso Basin Cooperative Committee (PBCC) meeting had been canceled.

Board Comment: Director Davis asked to pull items 9.2, 9.4, and 9.5 for discussion.

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve Item 9.1 and 9.3

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

1. 9-26-2024 Draft San Miguel CSD/GSA Board of Directors meeting minutes. (Pg. 28-

40)

Receive and file

2. REQUEST FOR RFP - Request for proposal for Independent Auditing Services for three fiscal years. (Pg. 41-49)

Authorize the General Manager to release a Request for Proposals (RFP) for Auditing Services for Fiscal Years 2024-25, 2025-26, 2026-27.

Board Comment: None

Public Comment: None

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve

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

3. RFQ for Certified Public Accountant consultation services. (Pg. 50-62)

Authorize the General Manager to circulate an RFQ for Certified Public Accountant consultation services

4. Contract renewal with CIO Solutions as Managed Service Provider (MSP) for the District’s Information Technology systems.(RESOLUTION 2024-48) (Pg. 63-64)

Approve Resolution 2024-48 authorizing the General Manager to execute a contract renewal with CIO Solutions to serve as Managed Service Provider (MSP) for the District’s Information Technology systems.

Board Comment: Director Davis asked for clarification on who CIO solutions was and gave example of who he thought it was, asking the General Manager to explain who they are. General Manager provided comments and explained that CIO Solutions was the District's Managed Service Provider (MSP) for District Information Technology systems (IT). This item is to extend the contract with CIO Solution for 3 years for the same terms and rates.

Director Davis asked what the cost was per month? General Manager Kelly Dodds explained that regular monthly cost is around \$2,600 and is based on the number of people, and they do pay our subscription services.

Public Comment: None

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Rod Smiley	X			

Anthony Kalvans	X			
Owen Davis		X		
Berkley Baker				X

5. King Capital Advisors investment agreement five (5) year extension. (RESOLUTION 2024-54) (Pg. 65-66)

Approve Resolution 2024-54 authorizing the General Manager to continue investment services with King Capital Advisors.

Board Comment: None

Public Comment: None

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve

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

10. Board Action Items:

1. Monthly claim detail and investment reports for September 2024 (Recommend receive and file by Board consensus)

When ancillary reports area provided they are for reference only and are subject to change. (Pg.67-86)

Please *Review, Receive and File* the September 2024 claim detail and investment reports.

When ancillary reports area provided they are for reference only and are subject to change.

Item was presented by Financial Officer Michelle Hido, September partial financials are on pages 67-86. The District is still in the process of finalizing the audit and once the audit is final the financials will be brought back to be filed.

Board Comment: None

Public Comment: None

2. Review and approve changes to the Board Handbook by RESOLUTION 2024-45. (approve by 3/5 Vote) (Pg. 87-214)

Review and approve RESOLUTION 2024-45 adopting changes to the Board Handbook.

Item presented by District Legal Counsel Pritchard, explaining that this item was continued from September due to a need for a redline version attachment. The redline version is attached and explained that a new subsection was added that outlines an Official's disciplinary procedure, as well as adding page numbers to the Agenda.

Board Comment: Director Davis was opposed to adding a Official's disciplinary

procedure item to the Board Handbook and spoke about Director Kalvans. Director Kalvans voiced that he did not ask for this item, but does want to make sure that District Board Member's do their required training in ethics and sexual harassment. Director Davis motioned to table item to the December Board Meeting; failed. Director Davis voiced his opposition to the item again. Discussion ensued. General Manager asked that the Directors return to the topic of the changes to the Board Handbook.

Public Comment: John Green a San Miguel resident spoke about the changes to the Board Handbook and asked that this not be a retaliatory issue.

Motion By: Owen Davis

Second By:

Motion: To Table to December Board Meeting

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker				X

Motion By: Rod Smiley

Second By: Raynette Gregory

Motion: To Approve Resolution 2024-45

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

3. 2024 California Special Districts Association (CSDA) Bylaw revision vote. (by Board consensus) (Pg. 215-243)

Review proposed CSDA Bylaw changes and, by Board consensus, authorize the Board Clerk to vote electronically "yes" or "no" on behalf of the District.

Item was presented by General Manager Kelly Dodds, explaining that California Special Districts Association (CSDA) are updating their Bylaws as stated in staff report.

Board Comment: Director Gregory asked about the electronic voting.

Director Davis asked about the changes and what they specifically where. General Manager commented on the changes that are being requested, reading each aloud.

Public Comment: None

Board consensus is to authorize the Board Clerk to vote electronically, "yes", on behalf of the District.

4. Mission Gardens Lift Station Flood Mitigation contract award by RESOLUTION 2024-47 (approve by 3/5 vote) (Pg. 244-293)

Review and approve resolution 2024-47 authorizing the General Manager to execute a contract with Wallace Group in an amount not to exceed \$99,755.

Item was presented by General Manager Kelly Dodds explaining that this is a design

project to identify alternatives for flood-proofing for lift station at Mission Gardens. A Request for Proposals (RFP) was circulated on August 23, 2024; to retain a consultant to analyze different flood-proofing alternatives for the lift station and perform hydraulic modeling of the Salinas River and environs to estimate key flood parameters, such as scour velocity and depth. The Wallace Group provided the only proposal, with a total cost of \$99,755.00.

Board Comment: Director Gregory asked for clarification on the cost and if that was for the planning and design, expressing that it was expensive. General Manager provided comments for clarification.

Director Davis provided comments on the flooding in January 2023 and agreed that it was costly to proceed. Discussion on engineering and environmental ensued.

General Manager projects that this project will not be completed unless it gets some grant funding, and having shovel ready projects helps with funding. Mission Garden residents are the only ones that use the lift station.

Director Davis asked about using a different company, expressing his opposition to the Wallace Group.

General Manager Kelly Dodds explained that the project did go out to bid and clarified that the Board could elect to reject all bids for this project, or that the Board could change the proposal or resend the request for proposal.

Director Davis motioned to table item to the December Board Meeting; failed.

The Board of Directors agreed that the project needs to be engineered.

Public Comment: John Green a San Miguel resident spoke about the County okaying a development in a known flood area.

Greg Grewal a Creston resident expressed that whoever allowed the development in the flood area would need to pay for the flood-proofing measures.

Ashley Sangster a San Miguel resident spoke in opposition of using the Wallace Group.

John Green a San Miguel resident spoke in opposition of using the Wallace Group.

Board Comment: Director Kalvans spoke about the County Planning Department, the Wallace Group and asked for clarification on where the Request for Proposal (RFP) was distributed.

Director Gregory asked about the flooding history in San Miguel and re-sending the project out for other bids.

General Manager Kelly Dodds provided comments and clarification on rejecting the current bid and re-sending the RFP out for the Mission Gardens lift station flood mitigation project.

Motion By: Owen Davis

Second By:

Motion: To Table to December or January

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker				X

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve reject all bids and recirculate RFP

Board Members	Ayes	Noes	Abstain	Absent

Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis		X		
Berkley Baker				X

5. Purchase of replacement well chlorine and turbidity monitoring equipment and budget adjustment by RESOLUTION 2024-55 (approve by 3/5 vote) (Pg. 294-296)

Review and approve RESOLUTION 2024-55 authorizing the General Manager to negotiate and purchase replacement well chlorine and turbidity monitoring equipment and authorizing associated budget adjustment.

Item was presented by General Manger Kelly Dodds updating the Board of Directors that each well is currently equipped with a chlorine analyzer, turbidimeter, and chlorine pump. The analyzers are all more than 15 years old. All three water wells will need new equipment and the total equipment cost for this project is projected to be \$52,500 which does not include District or outside labor. Most of the labor necessary to perform the installations will be done by District staff.

Board Comment: Director Gregory commented on the status of the water wells. General Manager Kelly Dodds explained the process for the wells and the requirements for the proposed equipment.

Director Davis asked for clarification on cost per well.

Public Comment: Ashley Sangster a San Miguel resident spoke about surplusing the outdated equipment.

John Green a San Miguel Resident spoke about the replacement equipment and requirements.

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve resolution 2024-55

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

6. Contract award to Specialty Construction Inc. for \$389,820.00 for the San Miguel Alley (#6020) Waterline Relocation Project and approve related budget adjustments and transfers by RESOLUTION 2024-49. (approve by 3/5 vote) (Pg. 297-312)

Authorize the General Manager to issue a notice of contract award and execute a contract in an amount of \$389,820.00 with Specialty Construction Inc. for the San Miguel Alley (#6020) Waterline relocation project and approve related budget adjustments and transfers by RESOLUTION 2024-49.

Item was presented by General Manager Kelly Dodds explaining that a Request for Bids was circulated from August 23rd thru October 4th, 2024 for the San Miguel Alley (#6020)

Waterline Relocation Project. The project received two bid proposals, Specialty Construction and RCH Construction with Specialty Construction being the lowest bid. The projected total cost of the construction of this project will include the bid amount as well as: construction phase engineering, management support and the required archeological and Native American monitors. It was explained that this project has three separate sections, and that the District was awarded a \$300,000 grant from Integrated Regional Water Management (IRWM) for the San Miguel Alley (#6020) Waterline Relocation project and that any construction cost in excess of the grant award will be from rate revenue.

Board Comment: Director Gregory asked for clarification for the size of the three sections of the waterline. General Manager provided clarification that section one is a full block, section two is a full block, and that section three is a small piece on San Luis Obispo Road. Director Davis voiced his concerns about using Specialty Construction and spoke about their work on the Nacimiento pipeline.

Public Comment: Greg Grewal a Creston resident spoke about Specialty Construction, the Nacimiento Pipeline, and that he feels that cheaper is not always better.

Ashley Sangster asked if the contract cost would be a "not to exceed" and if change orders are expected.

Director Smiley asked if General Manager Kelly Dodds could answer questions from public comment.

General Manager Kelly Dodds explained that it is a not to exceed based on the plans and specifications and that any changes that come up in the field would have to come back to the Board for approval.

Board Comment: Director Gregory asked if the District has ever worked with Specialty Construction, and wanted to know why their bid was considerably lower. General Manager Kelly Dodds explained that Specialty Construction did bid on both projects and they probably took that into consideration.

Director Kalvans asked how many people showed up for the mandatory pebid meeting?

General Manager Kelly Dodds explained that there where around 15 people that attended the meeting and that the District had not worked with Specialty Construction in the past, as far as he knows. These projects need to be looked at separately.

Director Davis motioned to table item to the January Board Meeting; failed.

Director Gregory asked about the urgency of the project. General Manager Kelly Dodds explained that this area is the most unconventional and incident prone areas within the District.

Motion By: Owen Davis

Second By:

Motion: To Table to January 2025

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker				X

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve resolution 2024-49

Board Members	Ayes	Noes	Abstain	Absent

Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis		X		
Berkley Baker				X

7. San Miguel Alley (#6020) Waterline relocation project environmental compliance monitoring and project management and related budget adjustment by RESOLUTION 2024-50. (approve by 3/5 vote) (Pg. 313-321)

Authorize the General Manager to negotiate and execute contracts for Project Management and Environmental Compliance Monitoring in an amount of \$65,000 for the San Miguel Alley (#6020) Waterline relocation project and approve related budget adjustment by RESOLUTION 2024-50.

Item presented by General Manager Kelly Dodds voicing that this item is related to the last item, and due to the location and scope of this project, Environmental Compliance Monitoring is required. An Archaeologist, Biologist and Native American Monitor is required to be contracted for preconstruction training, field monitoring and, in the event any artifacts are found, proper handling and treatment of those artifacts. Additionally, in order to ensure compliance with the grant and maintain contractor compliance for this project, a project manager should be retained. It was explained that the Environmental Compliance is expected to be less than \$4,000 for the entirety of the project, project management is much more time intensive and is expected to be between \$40,000 and \$60,384. The project management scope is divided into three basic sections with field inspection services being over 50% of the proposed cost.

Board Comment: Director Gregory was not in favor of spending \$40k to \$60k and would like to discuss cutting inspection cost by using District staff, and asked for clarification on if that could be done. General Manager Kelly Dodds provided comments and explained that in the project management there were essentially three different things that they were doing; contract management, reporting, and inspections. Mr. Dodds clarified that around fifty percent of the cost is inspections, and that the District staff could do more of those inspections to lower the cost. The contract management and reporting are the most time consuming for the District because they are grant projects. Discussion ensued on cost.

Director Davis asked who the District engineer was, and was in favor of doing the inspection portion of the project in house.

General Manager Kelly Dodds commented that a budget adjustment would still be needed, to cover the cost of the contract management and reporting. Water Systems Consulting (WSC) is the District's contracted Engineer.

Public Comment: Ashley Sangster a San Miguel resident voiced that the agenda did not have the name of the vendor?

Director Smiley asked if General Manager Kelly Dodds could answer the question from public comment.

General Manager Kelly Dodds explained that the Board Packet has the whole proposal from WSC.

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve resolution 2024-50 for a not to exceed amount of \$29,000

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

8. Contract award to Specialty Construction Inc. for \$1,226,965.00 for the San Miguel Recycled Water Pipeline Project and approve related budget adjustments by RESOLUTION 2024-51. (approve by 3/5 vote) (Pg. 322-336)

Authorize the General Manager to issue a notice of contract award and execute a contract in an amount of \$1,226,965 with Specialty Construction Inc for the San Miguel Recycled Water Pipeline Project and approve related budget adjustments and transfers by RESOLUTION 2024-51.

Item was presented by General Manager Kelly Dodds explaining that a Request for Bids was circulated from August 23rd thru October 4th, 2024 for the San Miguel Recycled Water Pipeline Project. The project received four bid proposals, Specialty Construction; Hartzell General Engineering Contractor Inc; R. Baker Inc; Whitaker Construction Group Inc; with Specialty Construction being the lowest bid. This project consists of construction of approximately 2,530 feet of new 8-inch pipeline from the Machado Wastewater Treatment Facility to E&J Gallo vineyards on the west side of Highway 101. The pipeline will begin at the treatment facility and continue north along District-owned property, route west crossing Union Pacific Railroad tracks and Mission Street, continue west along 20th Street and through a private property easement and cross beneath Highway 101 to terminate near the property boundary of E&J Gallo and Vino Farms. The crossings at the Union Pacific Railroad and Highway 101 will be completed using jack-and-bore methods. The District was awarded 1 Million grant from the State Groundwater Management Act (SGMA). Funds for plan development and permitting to this point have been through regularly budgeted funds. The Construction costs in excess of the grant award will be from the District's Capital Reserves, then when user fees are established they will reimburse the cost from Wastewater Capital Reserves. To date planning, permitting, other previously approved work has encumbered \$280,580 thru October 2024. These costs have, thus far, been reimbursed by the County from the initial grant funds.

Board Comment: Director Gregory asked about the engineering that has already been done and if there will be any more cost for planning or permits. General Manager Kelly Dodds explained that all the permits and engineering is complete, and all the fees imposed had been paid. There will be additional cost for RailPros, for railroad monitoring, and hopes it will be a minimal cost.

Director Gregory discussed cost benefit and provided comments on the timeline with the Wastewater Treatment Facility (WWTF).

General Manager Kelly Dodds talked about the timeline with the (WWTF) expansion, and that the Recycled Water Pipeline project can be in place before the WWTF, but that the WWTF will need to be built in order to supply water through the line. The urgency of this project is because the grant funds need to be used April 2025.

Director Davis voiced his opposition to the project, citing that the cost to the District, and feels that if Vino Farms wants the water, then they should pay for the pipeline.

General Manager stated that he has been moving forward with this project by Board direction, and that the cost of the recycled water would fund the replacement of the pipeline

in forty years. The initial thought process of the recycled water for the District was discussed.

Public Comment: Ashley Sangster a San Miguel resident spoke about not understanding why Gallo would not be paying for the overage, and it is a lot of money if the WWTF expansion is not built.

John Green a San Miguel resident spoke about having an agreement, and negotiations being an unknown.

Greg Grewal a Creston resident spoke about not having a contract, net zero recharge, grants and the wine industry.

Board Comment: Director Gregory voiced her concern that the recycled water was only available to one vineyard. General Manager Kelly Dodds explained that the recycled water line terminated at Vino Farms, but that it could service both Vino Farms and Gallo.

Director Gregory voiced her opposition to only having the recycled water available for two places, and is concerned with the WWTF expansion not being completed.

Discussion on the wastewater, and the SGMA grant ensued. It was generally felt that this item needed more information.

Motion By: Raynette Gregory

Second By: Rod Smiley

Motion: To Table to November

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

9. Recycled Water Pipeline Project, project management and environmental compliance monitoring and related budget adjustments by RESOLUTION 2024-52. (approve by 3/5 Vote) (Pg. 337-355)

Authorize the General Manager to negotiate and execute contracts for Project Management and Environmental Compliance Monitoring in an amount of \$187,309 for the Recycled water Pipeline project and approve related budget adjustments by RESOLUTION 2024-52. Item presented by General Manager Kelly Dodds voicing that this item is related to the last item and would advise that this item also be tabled to the November Meeting.

Public Comment: Greg Grewal a Creston resident spoke about recharge of the Paso Basin, was not meant to be reused.

John Green a San Miguel resident spoke about not understanding what new information could be produced in the next three weeks and voiced his opposition to the project entirely.

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Table to November

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			

Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis	X			
Berkley Baker				X

10. REQUEST FOR PROPOSAL- San Lawrence Terrace Booster Pump Station Design (by Board consensus) (Pg. 356-407)

Authorize the General Manager to release a Request for Proposals (RFP) for the San Lawrence Terrace Booster Pump Station Design

Item presented by General Manager Kelly Dodds explaining that this project is to construct a booster pump station and in the future a water tan, which will dramatically improve the domestic water pressure on the San Lawrence Terrace (SLT) as well as increase available fire flows to those comparable to industry standards. The Request for Proposal (RFP) would be released at the October 24th and Pre-bid meeting is scheduled for November 14th.

Board Comment: Director Kalvans voiced that he was in favor of the project, and that it was a long time coming, with many customers requests for improved pressure.

Director Gregory asked for clarification on the water pressure for the San Lawrence Terrace. General Manager Kelly Dodds explained that the low pressure is around 22 to 25 PSI, and the higher-pressure areas runs around 38 PSI, with the main part of town being around 65 to 75 PSI.

Director Smiley voiced that he has discussed the pressure issue with the Fire Chief, and was in favor of the project voicing that the pressure increase is needed.

Director Davis clarified that the District was planning on putting in a 250,000 gallon tank on Power Road and that feels that if there was just a booster pump at the existing SLT well then it would fix the pressure issue, and spoke about arsenic issues.

General Manager Kelly Dodds explained that he would like to refer the Board to the "Booster Pump Station Alternatives Analysis" that was approved by the Board in June. One of the options was to put a booster pump at the SLT well, but in the long term the 50,000 gallons would not be enough and would be basing the entire supply off of one well. Discussion ensued about the SLT well and proposed Booster Station.

Director Kalvans voiced his concerns with the pressure increase and that the older homes on the Terrace would not be able to manage that kind of pressure increase without sustaining damage and asked how that would be addressed. General Manager Kelly Dodds explained that this item is to request to release an RFP for design, and that part of the design could have a condition in the construction documents addressing that pressure regulators have to be installed on all the houses when the booster station is installed. Mr. Dodds provided comments on the primary design for the booster station, giving examples and agreed that this is a very valid issue.

Director Gregory asked for clarification on where the new tank would be located. General Manager Kelly Dodds clarified that per the "Booster Pump Station Alternatives Analysis" that was approved by the Board it would be on the Bluff adjacent to where the power station is.

Public Comment: John Green a San Miguel resident explained that he feels that there will be more problems for the District if the pressure is increased on the Terrace, and that the homes are not equipped to handle that pressure increase.

General Manager Kelly Dodds explained for clarification that the current California State Law currently says we have to provide a minimum of 20#, and new developments are

required to have 40#. Mr. Dodds explained that the District would be providing some sort of a pressure regulators to prevent over pressure for those homes.

Motion By: Raynette Gregory

Second By: Rod Smiley

Motion: To Authorize

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

11. Update on the San Miguel Fire Department Temporary Housing Unit (THU) (Pg. 408-449)

Review update on the Temporary Housing Unit by the Fire Chief

Item was presented by General Manager Kelly Dodds due to Chief Young being absent.

Mr. Dodds explained that Mr. Keller the property owner was contacted and Chief Young was able to get an extended lease agreement for 10 years, starting at the end of the current lease agreement. The terms for the amended agreement are .33 cents per square foot per year: Per District staff report.

Board Comment: Director Smiley explained that he spoke with the Fire Chief and that it was confirmed that the lease agreement would be extended.

Director Davis voiced that he thought that after two years the Temporary House would be sold, and asked why there was a need for a ten-year agreement. General Manager Kelly Dodds explained that due to the concerns that Director Davis voiced at the last few meetings, about securing the land Chief Young was able to get a longer lease agreement. It was clarified that the agreement can be terminated sooner if needed.

Discussion ensued.

Public Comment: John Green a San Miguel resident spoke about talking with the San Luis Obispo County Planning Department, and it being a Temporary Unit. Mr. Green was asked to contact the Fire Chief with specific questions.

Informational item only

12. 10 year Interfund loan between the Street Lighting fund and Fire fund in an amount of \$80,000 by RESOLUTION 2024-44 (approve by 3/5 vote) (Pg.450-454)

Review and approve Resolution 2024-44 authorizing an Interfund loan between Street Lighting and Fire for \$80,000 in order to complete the Temporary Housing Unit.

Item was presented by General Manager Kelly Dodds due to Chief Young being absent.

Mr. Dodds explained that this item was brought back to the Board from last month and is requesting a Interfund loan between Fire and Street Lighting/Landscaping. The proposed Interfund loan will have the following terms: 10 year repayment with annual payments Maximum principal amount \$80,000 - The final loan amount and payment will be based on the actual amount spent, up to the maximum. A 4.579% maximum annual interest, interest percentage to adjust annually with the actual interest percentage in the Capital Reserve Money Market account as of June 30th annually. Principal and interest payment will be evaluated annually to incorporate any additional principal payments and changes in

interest. Annual payments will be made in July of each year. There will be no penalty for early payoff or for additional principal payments. Upon the sale of the Temporary Housing Unit this loan will be paid off if any balance remained at the time of sale. Mr. Dodds explained the budget adjustment needed for this if approved.

Board Comment: Director Gregory and Director Smiley voiced their approval of the project and feel that the project is important for the community.

Director Davis voiced his opposition to the loan and feels that the Fire Department should use their funds to finish the project. Clarification on the funding was discussed.

Director Gregory voiced her frustration on how the San Luis County Planning Department handled this project and explained that the Fire Chief has worked hard to get the project to this point.

Director Smiley thanked the Fire Department staff for attendance.

Public Comment: John Green a San Miguel resident spoke about Directors knowing what happened last time there was an interfund loan.

Tammy Tackett a San Miguel Resident spoke in favor of the project, feels that the response time will be better.

Robert Rojas a San Miguel resident and San Miguel Firefighter spoke about liking the changes he sees in the Fire Department and voiced his approval of this project.

Board Comment: Director Kalvans thanked the Fire Department and agreed with the changes being made at the Fire Department.

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Approve resolution 2024-44

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

13. Authorization to open investment accounts with CalTRUST by RESOLUTION 2024-53 (approve by 3/5 vote) (Pg. 455-456)

Approve RESOLUTION 2024-53 authorizing the General Manager to open investment accounts with CalTRUST.

Item was presented by General Manager Kelly Dodds, who explained that this would authorize the General Manager to open and manage investment accounts with CalTRUST. Diversifying the District's investments with CalTRUST will provide for additional short, medium and long term investment opportunities while maintaining next day fund availability.

Board Comment: Director Davis asked what the interest would be. General Manager Kelly Dodds clarified that as of 9/30/2024 was around 4.14% to 5.24% and is a longer term then our current bank.

Public Comment: None

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Approve resolution 2024-53

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

11. Board Comment:

Director Gregory asked if there was chance that the District could use the SGMA grant funds for other recycled water projects, and if there could be some options brought back to the Board. General Manager Kelly Dodds clarified that the funds could theoretically be used for a different recycled project, but would have to be approved by the State and would have to go through the design process. Mr. Dodds expressed that it took over a year to get the other project approved and did not think that there would be enough time to facilitate that.

Director Gregory asked if there was anything else the District could do to satisfy the requirements for recharge for the water basin, and asked that ideas be brought to the Board. Discussion ensued. Seconded by Director Kalvans.

Director Kalvans would like to discuss social media, public outreach, and feels it is very important for that the District Board to discuss the issue. Seconded by Director Gregory

Director Davis voiced that we could not dictate what people say, speaking of first amendment rights and voiced that he is not on social media.

General Manager Kelly Dodds expressed that the intent is never going to be to censor what somebody has said, and voiced that he is in favor of free-speech. Mr. Dodds explained that the community needs to see more of what is going on, and feels that the community needs to get a factual response to things that are put on social media about the District.

Director Kalvans would like to have the Lighting and Landscaping Master Plan moved forward. General Manger explained that this item was going to be brought back at the November Meeting as an RFP, and is incorporating it into the Districts Water and Wastewater Master Plan.

Director Kalvans voiced that he will be submitting a "Plant & Tree" list that actually grows in the area that he has worked on, for review. General Manager Kelly Dodds asked Director Kalvans to send him the list.

Director Kalvans voiced that he would like to discuss separating the Fire Department from the CSD, explaining that this has been brought up by the Fire Chief. Director Kalvans clarified that it could be a discussion on what needs to happen next whether it's a study, cost or authorization and feels that this would support the Fire Department. Seconded by Director Gregory.

12. Adjourn to Closed Session/Closed Session Agenda:

Public Comment: None

Adjourn to close session at 9:33 PM

1.

Conference with Real Property Negotiators (Gov. Code, § 54956.8) (Pg.457)

Property: Assessor's Parcel Numbers 027-420-017

Agency Negotiator: Kelly Dodds
Negotiating Parties: Rivers Edge LLC
Under Negotiation: Acquisition of potable water well
Discussion

2.

Conference with Real Property Negotiators (Gov. Code, § 54956.8) (Pg.458)

Property: Assessor's Parcel Numbers 027-011-019 and 027-061-019
Agency Negotiator: Kelly Dodds
Negotiating Parties: E&J Gallo Winery
Under Negotiation: Price and terms of payment for a right of way easement
Discussion

13. **Report out of Closed Session:**

Direction was given to staff.

14. **Adjournment to Next Regular Meeting:**

10:04 P.M.

As per Chapter 10.9 of the SMCSD Board Member Handbook, meeting minutes reflect actions taken and are not a complete record. Please visit the SMCSD website: <https://www.sanmiguelcsd.org/> to view full recordings of meetings

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

November 21, 2024

AGENDA ITEM: 8.2

SUBJECT: Approval of Easement agreement for existing water and wastewater infrastructure and emergency access across APN 021-091-016 (1803 Mission Street) by RESOLUTION 2024-57 (Pg. 50-65)

SUGGESTED ACTION: Approve Resolution 2024-57 authorizing the General Manager and Legal Counsel to execute an easement agreement with the legal owners of APN 021-091-016 to record a previously unrecorded easement for existing water and wastewater infrastructure on the referenced parcel.

DISCUSSION:

The owner of APN 021-091-016 is currently working through an application to build a single family home on their parcel. Their parcel has existing water and wastewater infrastructure as well as emergency access which serves the owners parcel but also the adjacent parcels. In order to confirm recorded easement for District Utilities and emergency access the attached easement agreement and exhibits have been prepared.

Once approved these documents will be recorded, with the County and added to the assessor's maps. This will protect the Districts legal right to access and repair District infrastructure and legal access across the parcel for emergency purposes.

FISCAL IMPACT:

Minor costs associated with title report and easement agreement development have been incurred. Additional minor cost associated with notary services and recording may be incurred.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2024-57

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
ACCEPTING AN EASEMENT GRANT FROM THE PROPERTY OWNER OF
1803 MISSION STREET**

WHEREAS, the San Miguel Community Services District, a duly formed California community services district (“District”) provides water, sewer, fire protection, street lighting, and solid waste services within its service area; and

WHEREAS, the Jose and Lenis Banderas Revocable Trust 2022 (“Property Owner”) is the owner of the real property located at 1803 Mission Street, San Miguel, CA (APN 021-091-016) (the “Property”); and

WHEREAS, the Property is vacant and the Property Owner seeks to develop the Property; and

WHEREAS, development of the Property is conditioned on the District obtaining the necessary easements for water, sewer, and fire facilities located on the Property; and

WHEREAS, upon review of the District facilities located on and near the Property, the District and the Property Owner have agreed to terms for memorializing the easement interest of the District; and

WHEREAS, the purpose of this Resolution is to accept the grant of easement attached and incorporated hereto as **Exhibit A**, and authorize execution and recording of the easement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby approve and authorize the General Manager to execute the easement grant attached and incorporated hereto as **Exhibit A**, and perform all acts necessary and incidental to carry out the terms of the easement.

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 21st day of November 2024.

Kelly Dodds, General Manager

Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

EXHIBIT A

**Grant of Easement
1803 Mission Street, San Miguel, CA**

**RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:**

San Miguel Community Service District
1765 Bonita Place
San Miguel, CA 93451
Attn: General Manager

No recording fee per Gov. Code §§ 6103, 27383

APN: 021-091-016

**GRANT OF EASEMENT
for Public Utilities, Fire Hydrant, and Emergency Access**

RECITALS

This Grant of Easement ("Easement") is made by JOSE DE JESUS BANDERAS and LENIS BEATRIZ BANDERAS, as TRUSTEES of the JOSE AND LENIS BANDERAS REVOCABLE TRUST 2022 ("GRANTOR"), for the benefit of the SAN MIGUEL COMMUNITY SERVICES DISTRICT, a duly formed California community services district pursuant to Government Code § 61000 et seq. ("GRANTEE" or "DISTRICT"), with reference to the following recitals:

- A. The JOSE AND LENIS BANDERAS REVOCABLE TRUST 2022 ("GRANTOR") is the owner of the real property located at 1803 Mission Street, San Miguel, CA (APN 021-091-016) (the "Property").
- B. The SAN MIGUEL COMMUNITY SERVICES DISTRICT, a duly formed California community services district ("GRANTEE" or "DISTRICT"), provides water, sewer, fire protection, street lighting, and solid waste services within its service area.
- C. Water, sewer, and fire facilities owned and operated by GRANTEE are located on, under, and through the Property.
- D. The Property is vacant, and GRANTOR seeks to develop the Property.
- E. The Parties desire to memorialize and clarify GRANTOR's easement for the water, sewer, and fire facilities located on the Property.
- F. GRANTOR hereby grants an easement to GRANTEE, subject to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual agreements contained herein, GRANTOR and GRANTEE (each a "Party" or collectively the "Parties") hereby agree as follows:

AGREEMENT

- 1. GRANT OF EASEMENT.** For valuable consideration, the receipt of which is hereby acknowledged, GRANTOR does hereby grant to GRANTEE, an easement for water, sewer, and fire facilities, along with the right of ingress and egress to and from the same through the Property, more particularly described as follows:

See **Exhibits A, B, and C** attached and incorporated hereto
(referred to as the "Easement Area").

GRANTEE shall have the right to construct, reconstruct, replace, upgrade, repair, use, operate and maintain the water, sewer, and fire facilities, together with all appurtenances thereof, as more particularly described in **Exhibits A, B, and C**. This Easement includes the right of access for DISTRICT emergency vehicles and personnel over and through the areas indicated in **Exhibits A and B**, along with the right of ingress and egress to and from the same through the Property.

- 2. CONDITION OF EASEMENT AREA.** The Easement Area is to be kept open and free from any modifications or improvements or uses of GRANTOR that would interfere with the uses contemplated by this Easement. Improvements built by GRANTEE pursuant to this Easement shall be owned and maintained by GRANTEE. Any improvements within the Easement Area sought by GRANTOR shall be subject to approval by GRANTEE.
- 3. COVENANT RUNNING WITH THE LAND.** This Easement is intended to be perpetual in duration. This Easement is binding upon GRANTOR and its successors-in-interest. All terms, covenants, and conditions contained herein shall be binding on all parties having or acquiring any legal title or interest in the Property or any part thereof.
- 4. SUBSEQUENT EASEMENTS.** GRANTOR shall not grant any easements or licenses of any kind to others for use of the Easement Area without the prior written approval of GRANTEE, whose consent shall not be unreasonably withheld. The purpose of this Section is for GRANTEE to ensure protection of the public utilities and fire facilities and to preserve the exercise of rights contemplated herein.
- 5. ADMINISTRATION.** On behalf of the DISTRICT, the General Manager shall be the one responsible for the administration and interpretation of this Easement. In the event of any disagreement between the Parties, GRANTOR will have the right to request a hearing at a meeting of the DISTRICT'S Board of Directors.
- 6. NOTICES.** This Easement shall be administered by the primary representative of the Parties indicated below or his or her designee. Any notice or communication pertaining to this Agreement shall be sent to the addresses below and be deemed delivered when in writing and (i) delivered personally, or (ii) deposited with a courier service, or (iii) deposited in the United States mail. All notices and communications sent by personal delivery, courier service, or mail shall be accompanied by a copy sent by email to the addresses specified below. Either Party may update the contact information below at any time.

<p>DISTRICT:</p> <p>San Miguel Community Services District 1765 Bonita Place San Miguel, CA 93451 Attn: General Manager Email: Kelly.dodds@sanmiguelcsd.org</p>	<p>GRANTOR:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p>
--	--

- 7. **AMENDMENT.** This Easement may only be amended by the written mutual consent of GRANTOR and GRANTEE.
- 8. **AUTHORITY.** Each person executing this Agreement certifies that they are authorized to sign this Easement and bind the Parties to the terms contained herein.
- 9. **ENTIRE AGREEMENT.** This Easement, including all Exhibits, contains the entire agreement between the Parties, and supersedes all prior oral and written understandings with respect to the subject matter hereof.

EXECUTED by GRANTOR as of the date set forth below.

GRANTOR

By: _____

Print: _____

Title: _____

Date: _____

[NOTARIZATION REQUIRED]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____ before me, _____, a notary public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

[EXHIBIT PAGES]

CERTIFICATE OF ACCEPTANCE
(California Government Code § 27281)

This is to certify that the interest in real property conveyed by that certain Grant of Easement from _____ (“GRANTOR”) to the *SAN MIGUEL COMMUNITY SERVICES DISTRICT*, a California community services district (“GRANTEE”), is hereby accepted by the undersigned officer on behalf of GRANTEE, pursuant to the authority conferred by RESOLUTION NO. _____ adopted by the Board of Directors of the San Miguel Community Services District on _____. GRANTEE hereby consents to the recordation thereof by its duly authorized officer.

Let it be known that by execution of this Certificate of Acceptance, GRANTEE agrees to be bound to the terms and conditions contained in the Grant of Easement.

Dated: _____

SAN MIGUEL COMMUNITY SERVICE DISTRICT:

By: _____

Print: _____
General Manager

Exhibit "A"
PUBLIC UTILITIES EASEMENT

Being the following portion of Blocks 52 and 53, Town of San Miguel, in the unincorporated territory of the County of San Luis Obispo, as filed on April 4, 1889 in Book B of Maps at Page 53, in the Office of the County Recorder, County of San Luis Obispo, State of California, described as follows:

Beginning at the southeast corner of Lot 17 of said Block 53, said corner being at the intersection of the northerly line of 17th Street with the westerly line of the twenty foot wide alley within said Blocks 52 and 53, thence northerly along said westerly line of said alley, to the southeast corner of Lot 17 in Block 52 of said Town of San Miguel, said corner being at the intersection of the northerly line of 18th Street with the westerly line of the twenty foot wide alley within said Block 52;

thence easterly along the northerly line of said 18th Street to the southwest corner of Lot 16 of said Block 52, said corner being at the intersection of the northerly line of said 18th Street with the easterly line of the twenty foot wide alley within said Block 52;

thence southerly along said easterly line of said alley, to the southwest corner of Lot 16 in said Block 53, said corner being at the intersection of the northerly line of 17th Street with the easterly line of the twenty foot wide alley within said Block 53;

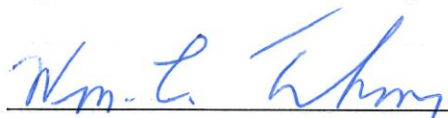
thence westerly along the northerly line of said 17th Street to the southeast corner of said Lot 17 of said Block 53, said corner being at the intersection of the northerly line of said 17th Street with the westerly line of the twenty foot wide alley within said Block 53, said corner being the **Point of Beginning**;

The above described portion of said Blocks 52 and 53 are graphically shown on Exhibit "A-1" attached hereto and made a part hereof.

END DESCRIPTION

SURVEYOR'S STATEMENT

This legal description was prepared by me or under my direction in conformance with the requirements of the Land Surveyor's Act.


Wm. E. Touchon L.S. 4845

October 23, 2024
Date




Exhibit "A-1"
20' WIDE P.U.E.

1" IRON PIPE WITH TAG
STAMPED "LS 4845"

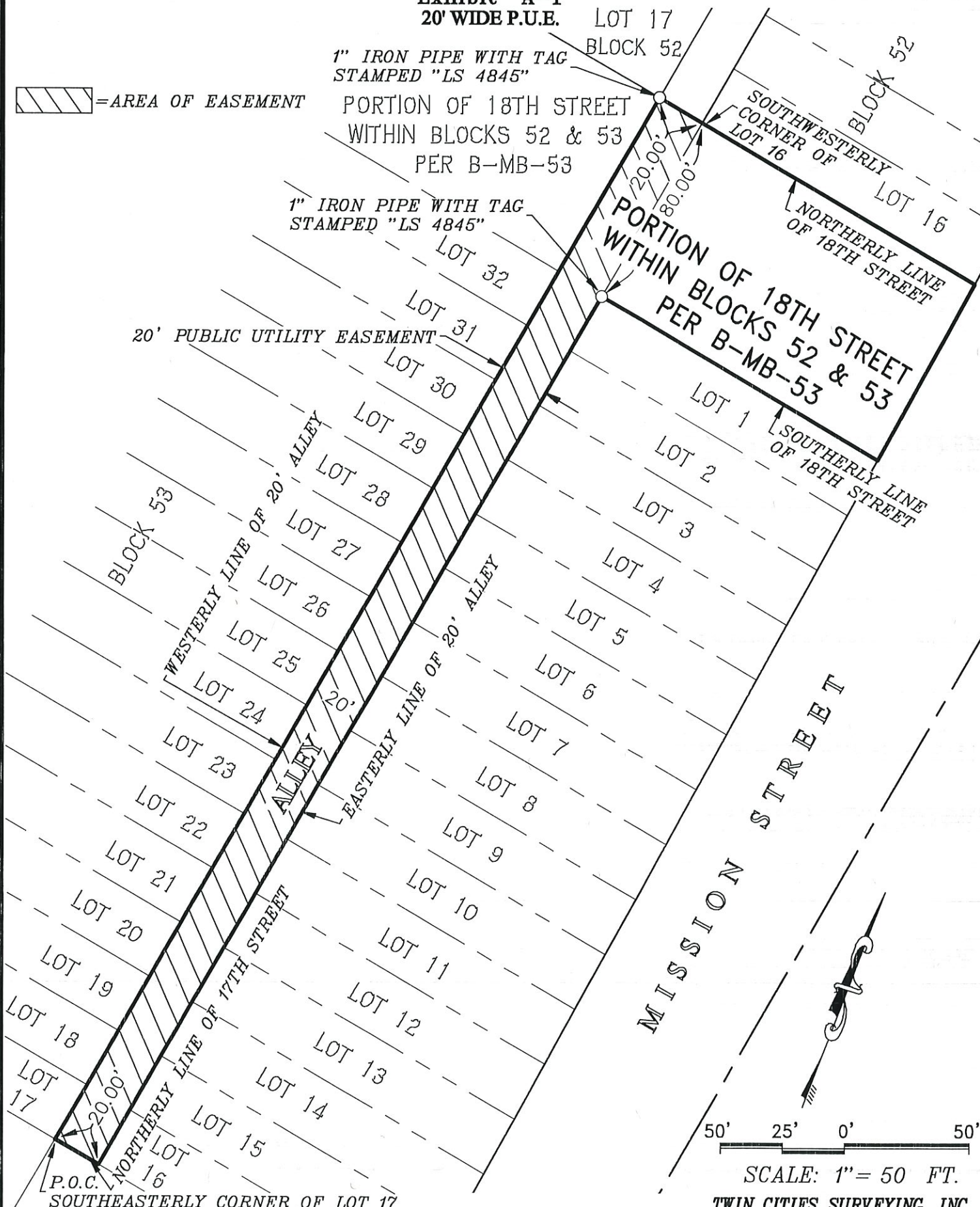
PORTION OF 18TH STREET
WITHIN BLOCKS 52 & 53
PER B-MB-53


1" IRON PIPE WITH TAG
STAMPED "LS 4845"

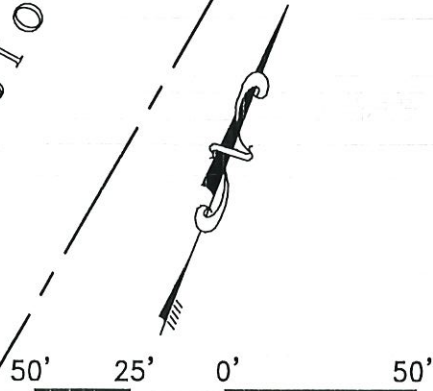
PORTION OF 18TH STREET
WITHIN BLOCKS 52 & 53
PER B-MB-53

 = AREA OF EASEMENT

20' PUBLIC UTILITY EASEMENT



P.O.C.  NORTHERLY LINE OF 17TH STREET
SOUTHEASTERLY CORNER OF LOT 17



SCALE: 1" = 50 FT.
TWIN CITIES SURVEYING, INC.
TEMPLETON, CALIFORNIA 93465-0777

Exhibit "B"
FIRE HYDRANT EASEMENT

Being the following portion of Blocks 52 and 53, Town of San Miguel, in the unincorporated territory of the County of San Luis Obispo, as filed on April 4, 1889 in Book B of Maps at Page 53, in the Office of the County Recorder, County of San Luis Obispo, State of California, described as follows:

Beginning at the northwest corner of Lot 1 of said Block 53, said corner being at the intersection of the southerly line of 18th Street with the easterly line of the twenty foot wide alley within said Block 53, thence northerly along said easterly line of said alley within said Blocks 53 and 52 a distance of 70.95 feet to a point, said point being the Point of Beginning;

thence continuing along said easterly line of said alley, 6.00 feet;

thence leaving said easterly line of said alley at right angle to a point lying parallel to and 6.00 feet easterly of said easterly line of said alley;

thence at right angle and parallel to said easterly line of said alley, southerly 6.00 feet to a point;

thence at right angle and perpendicular to said easterly line of said alley, westerly 6.00 feet to a point on the easterly line of said alley, said point being the **Point of Beginning**;

Containing 36 square feet of area.

The above described portion of said Blocks 52 and 53 are graphically shown on Exhibit "B-1" attached hereto and made a part hereof.

END DESCRIPTION

SURVEYOR'S STATEMENT

This legal description was prepared by me or under my direction in conformance with the requirements of the Land Surveyor's Act.

Wm. E. Touchon L.S. 4845 October 23, 2024
Wm. E. Touchon L.S. 4845 Date

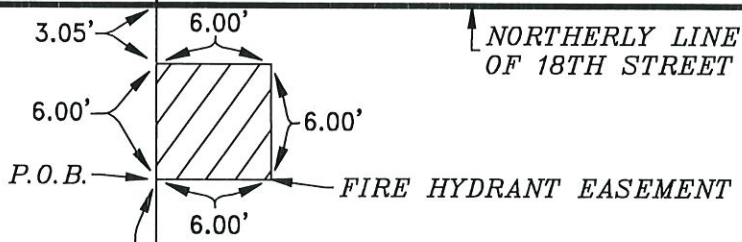


Exhibit "B-1"
Fire Hydrant Easement

LOT 17
BLOCK 52

LOT 16
BLOCK 52

1" IRON PIPE
WITH TAG
STAMPED
"LS 4845"



NORTHERLY LINE
OF 18TH STREET

= AREA OF EASEMENT

PORTION OF 18TH STREET
WITHIN BLOCKS 52 & 53
PER B-MB-53

PER B-MB-53

WESTERLY LINE OF 20' ALLEY

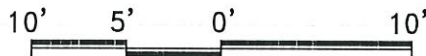
ALLEY
20'
PER B-MB-53

70.95'

EASTERLY LINE
OF 20' ALLEY

PORTION OF 18TH STREET
WITHIN BLOCKS 52 & 53
PER B-MB-53

80'



SCALE: 1" = 10 FT.

P.O.C.
NORTHWESTERLY
CORNER OF LOT 1
1" IRON PIPE WITH TAG
STAMPED "LS 4845"

LOT 32
BLOCK 53

LOT 1
BLOCK 53

SOUTHERLY LINE
OF 18TH STREET

TWIN CITIES SURVEYING, INC.

TEMPLETON, CALIFORNIA 93465-0777

Exhibit "C"
WATERLINE EASEMENT

Being the following portion of Blocks 52 and 53, Town of San Miguel, in the unincorporated territory of the County of San Luis Obispo, as filed on April 4, 1889 in Book B of Maps at Page 53, in the Office of the County Recorder, County of San Luis Obispo, State of California, described as follows:

Beginning at the northwest corner of Lot 1 of said Block 53, said corner being at the intersection of the southerly line of 18th Street with the easterly line of the twenty foot wide alley within said Blocks 52 and 53, thence easterly along said southerly line of said 18th Street to the northeast corner of said Lot 1, said corner lying on the westerly line of Mission Street per said map;

thence northerly along the northerly extension of said westerly line of said Mission Street, to a point lying parallel to and 20 feet northerly of said southerly line of said 18th Street;

thence leaving said westerly line of Mission Street, westerly along a line parallel to and 20 feet northerly of said southerly line of 18th Street to said easterly line of said 20 foot wide alley;

thence southerly along last said easterly line to the northwest corner of said Lot 1, said corner being the **Point of Beginning**;

The above described portion of said Blocks 52 and 53 are graphically shown on Exhibit "C-1" attached hereto and made a part hereof.

END DESCRIPTION

SURVEYOR'S STATEMENT

This legal description was prepared by me or under my direction in conformance with the requirements of the Land Surveyor's Act.

Wm. E. Touchon L.S. 4845 October 23, 2024
Wm. E. Touchon L.S. 4845 Date



Exhibit "C-1"
Water Easement

PORTION OF 18TH STREET
WITHIN BLOCKS 52 & 53
PER B-MB-53

LOT 17
BLOCK 52
WESTERLY LINE
OF 20' ALLEY

LOT 32
BLOCK 53

20'
ALLEY

P.O.B.
NORTHWESTERLY
CORNER OF LOT 1
1" IRON PIPE WITH TAG
STAMPED "LS 4845"

1" IRON PIPE WITH
TAG STAMPED
"LS 4845"

EASTERLY LINE
OF 20' ALLEY

20' WATER LINE
EASEMENT

LOT 1
BLOCK 53

LOT 16
BLOCK 52


SOUTHERLY LINE OF 18TH STREET

80'

NORTHERLY LINE OF 18TH STREET

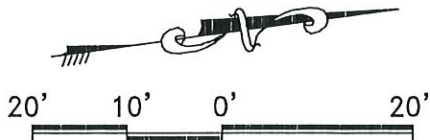
PORTION OF 18TH STREET
WITHIN BLOCKS 52 & 53
PER B-MB-53

NORTHEASTERLY
CORNER OF
LOT 1

 = AREA OF EASEMENT

WESTERLY LINE OF
MISSION STREET

MISSION STREET



SCALE: 1" = 20 FT.

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

November 21, 2024

AGENDA ITEM: 9.1

SUBJECT: Monthly claim detail and investment reports for October 2024 (Recommend receive and file by Board consensus) *When ancillary reports area provided they are for reference only and are subject to change. (Pg. 66-102)*

SUGGESTED ACTION:

Please *Review, Receive and File* the October 2024 claim detail and investment reports.

When ancillary reports area provided they are for reference only and are subject to change.

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Michelle Hido

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10821	50078S	689 AMAZON CAPITOL SERVICES	335.76						
1	10/01/24	TONER, FILE, SHEET PROT, STAPL	225.79			40 64000	410		10205
		1THV-DXKK-9FHX							
2	10/01/24	TONER, FILE, SHEET PROT, STAPL	225.79			50 65000	410		10205
		1THV-DXKK-9FHX							
9900	09/01/24	KEYBOARD HIDO	-28.96			20 62000	410		10205
		CI 28							
9901	09/01/24	KEYBOARD HIDO	-5.79			30 63000	410		10205
		CI 28							
9902	09/01/24	KEYBOARD HIDO	-38.22			40 64000	410		10205
		CI 28							
9903	09/01/24	KEYBOARD HIDO	-38.22			50 65000	410		10205
		CI 28							
9904	09/01/24	KEYBOARD HIDO	-4.63*			60 66000	410		10205
		CI 28							
10822	50078S	689 AMAZON CAPITOL SERVICES	402.09						
1	10/01/24	GLOVES X3, WARNING SIGN	201.05			40 64000	348		10205
		1MWV-T1G6-D6P9							
2	10/01/24	GLOVES X3, WARNING SIGN	201.04			50 65000	348		10205
		1MWV-T1G6-D6P9							
10823	50078S	689 AMAZON CAPITOL SERVICES	64.22						
1	10/01/24	PACKING TAPE	7.45			40 64000	305		10205
		11R6-TRNR-DH6P							
2	10/01/24	PACKING TAPE	7.44			50 65000	305		10205
		11R6-TRNR-DH6P							
3	10/01/24	PAPER	24.67			40 64000	410		10205
		11R6-TRNR-DH6P							
4	10/01/24	PAPER	24.66			50 65000	410		10205
		11R6-TRNR-DH6P							
Total for Vendor:			802.07						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10829	50079S	743 API ATLAS PERFORMANCE	2,200.00						
1	10/04/24	OCT CSD OFFICE TRAILER RENTAL	110.00			30 63000	949		10205
RI149610									
2	10/04/24	OCT CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10205
RI149610									
3	10/04/24	OCT CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10205
RI149610									
4	10/04/24	OCT CSD OFFICE TRAILER RENTAL	110.00			60 66000	949		10205
RI149610									
		Total for Vendor:	2,200.00						
10869	-98864E	714 AT&T MOBILITY	95.98						
		FIRE CELL PHONES							
1	10/02/24	AUG FIRE CELL PHONE - ROBERSO	45.47			20 62000	465		10205
10102024									
2	10/02/24	AUG FIRE CELL PHONE - YOUNG	50.51			20 62000	465		10205
10102024									
		Total for Vendor:	95.98						
10870	50092S	34 BLAKE'S INC	81.53						
1	10/11/24	GRIPNGRAB, PICK UP TOOL	81.53			60 66000	490		10205
1630511									
		Total for Vendor:	81.53						
10874	-98863E	67 CHARTER COMMUNICATIONS	129.98						
		Acct# 8245 10 105 0027311							
		Spectrum Business Internet/Voice							
		Service 10/11/24 - 11/10/24							
1	10/07/24	FIRE OCT INTERNET/VOICE	129.98			20 62000	375		10205
170616101100724									
10875	-98862E	67 CHARTER COMMUNICATIONS	648.98						
		Acct# 212691601							
		Spectrum Enterprise Internet							
		Service 10/01/24 - 11/30/24							
1	10/01/24	OCT LIFT STATION	119.98			40 64000	375		10205
212691601100124									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
2	10/01/24	OCT WWTF FIBER	26.45			30 63000	375		10205
212691601100124									
3	10/01/24	OCT WWTF FIBER	238.05			40 64000	375		10205
212691601100124									
4	10/01/24	OCT WWTF FIBER	238.05			50 65000	375		10205
212691601100124									
5	10/01/24	OCT WWTF FIBER	26.45			60 66000	375		10205
212691601100124									
Total for Vendor:			778.96						
10859 -98867E		712 CIO SOLUTIONS	3,128.92						
1	10/15/24	OCT IT SUPPORT	938.69			20 62000	321		10205
114821-124									
2	10/15/24	OCT IT SUPPORT	93.86			30 63000	321		10205
114821-124									
3	10/15/24	OCT IT SUPPORT	1,001.25			40 64000	321		10205
114821-124									
4	10/15/24	OCT IT SUPPORT	1,001.25			50 65000	321		10205
114821-124									
5	10/15/24	OCT IT SUPPORT	93.87			60 66000	321		10205
114821-124									
Total for Vendor:			3,128.92						
10878 50093S		15 CLEATH-HARRIS GEOLOGISTS, INC	6,787.50						
1	10/07/24	GROUNDWATER MONITORING EVEN	6,787.50*			40 64000	355		10205
20240917									
Total for Vendor:			6,787.50						
10866 50094S		252 COUNTY OF SLO PUBLIC WORKS	175.84						
COUNTY RIGHT OF WAY REVIEW									
1	09/30/24	RIGHT OF WAY REVIEW	175.84			50 65000	961		10205
3082									
Total for Vendor:			175.84						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10871	50110S	50 COUNTY SAN LUIS OBISPO DEPT OF	1,689.82						
1	10/11/24	PLNA CONF RPT TSF	1,689.82			50 65000	961	21007	10205
		2024-37034							
Total for Vendor:			1,689.82						
10808	-98874E	654 CULLIGAN WATER	49.26						
1	09/30/24	SEP WATER DELIVERY	24.63			40 64000	305		10205
		800386533							
2	09/30/24	SEP WATER DELIVERY	24.63			50 65000	305		10205
		800393328							
Total for Vendor:			49.26						
10807	-98875E	16 EIDE BAILLY LLP	1,177.05						
1	09/23/24	CPA SERVICES CONSULT/REVIEW	353.12*			20 62000	325		10205
		EI01744977							
2	09/23/24	CPA SERVICES CONSULT/REVIEW	35.31			30 63000	325		10205
		EI01744977							
3	09/23/24	CPA SERVICES CONSULT/REVIEW	376.66			40 64000	325		10205
		EI01744977							
4	09/23/24	CPA SERVICES CONSULT/REVIEW	376.65			50 65000	325		10205
		EI01744977							
5	09/23/24	CPA SERVICES CONSULT/REVIEW	35.31			60 66000	325		10205
		EI01744977							
Total for Vendor:			1,177.05						
10873	50095S	346 FENCE FACTORY ATASCADERO SALES	2,235.32						
1	10/09/24	TEMP FENCING	992.66			50 65000	353		10205
		566821							
2	10/09/24	TEMP FENCING	992.66			40 64000	353		10205
		566821							
3	10/09/24	TEMP FENCING	250.00			50 65000	517		10205
		566821							
Total for Vendor:			2,235.32						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10841	50080S	109 FERGUSON ENTERPRISES	437.05						
1	09/18/24	THU PVC, SWR	437.05			20 62000	511		10205
5422424									
		Total for Vendor:	437.05						
10812	50081S	112 FGL - ENVIRONMENTAL ANALYTICAL	426.00						
1	09/24/24	WWTF SEPTAGE MONITORING	426.00*			40 64000	355		10205
483305A									
10813	50081S	112 FGL - ENVIRONMENTAL ANALYTICAL	426.00						
1	09/24/24	WWTF SEPTAGE MONITORING	426.00*			40 64000	355		10205
483304A									
10814	50081S	112 FGL - ENVIRONMENTAL ANALYTICAL	144.00						
1	09/24/24	WASTEWATER MONITORING	144.00*			40 64000	355		10205
483400A									
10815	50081S	112 FGL - ENVIRONMENTAL ANALYTICAL	242.00						
1	09/26/24	WK1 WQ MONITORING	50.00			50 65000	359		10205
483402A									
2	09/26/24	WK1 WQ MONITORING	120.00			50 65000	358		10205
483402A									
3	09/26/24	WK1 WQ MONITORING	72.00			50 65000	359		10205
483402A									
10816	50081S	112 FGL - ENVIRONMENTAL ANALYTICAL	170.00						
1	09/27/24	WK2 WQ MONITORING	72.00			50 65000	359		10205
483490A									
2	09/27/24	WK2 WQ MONITORING	98.00			50 65000	358		10205
483490A									
10817	50081S	112 FGL - ENVIRONMENTAL ANALYTICAL	144.00						
1	09/29/24	WASTEWATER MONITORING	144.00*			40 64000	355		10205
483489A									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10818 1 483401A	50081S 09/30/24	112 FGL - ENVIRONMENTAL ANALYTICAL SM CSD DW	350.00 350.00			50 65000	359		10205
10819 1 483582A	50081S 10/03/24	112 FGL - ENVIRONMENTAL ANALYTICAL WK3 WQ MONITORING	170.00 72.00			50 65000	359		10205
2 483582A	10/03/24	WK3 WQ MONITORING	98.00			50 65000	358		10205
10820 1 483581A	50081S 10/03/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER MONITORING	144.00 144.00*			40 64000	355		10205
10856 1 483766A	50096S 10/18/24	112 FGL - ENVIRONMENTAL ANALYTICAL WK1 WQ MONITORING	350.00 180.00			50 65000	359		10205
2 483766A	10/18/24	WK1 WQ MONITORING	170.00			50 65000	358		10205
10857 1 483661A	50096S 10/18/24	112 FGL - ENVIRONMENTAL ANALYTICAL WK4 WQ MONITORING	170.00 72.00			50 65000	359		10205
2 483661A	10/18/24	WK4 WQ MONITORING	98.00			50 65000	358		10205
Total for Vendor:			2,736.00						
10838 1 TWW24079	50082S 09/26/24	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- WW 8/24	6,880.76 6,880.76			40 64000	361		10205
10839 1 TW24064	50082S 09/25/24	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- W 7/2024	7,294.20 6,799.20			50 65000	361		10205
2 TW24064	09/25/24	COMPIANCE W 7/2024	495.00			50 65000	361		10205
Total for Vendor:			14,174.96						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10809	-98873E	308 FRONTIER COMMUNICATIONS (412-5)	81.46						
		Acct #8054672818010412-5							
		Service from 9/22/24-10/21/24							
		FS/CSD ALARM							
1	09/22/24	SEP FIRE STATION ALARM	81.46			20 62000	375		10205
		Total for Vendor:	81.46						
10830	50083S	125 GREAT WESTERN ALARM	100.00						
		A0702 UTILITIES EMERGENCY							
		Service Period:10/2024							
1	10/01/24	OCT Answering Service	50.00			40 64000	380		10205
		240902242101							
2	10/01/24	OCT Answering Service	50.00			50 65000	380		10205
		240902242101							
10831	50083S	125 GREAT WESTERN ALARM	35.00						
		GW-661							
		Service Period:10/2024							
1	10/01/24	OCT Alarm Monitoring	35.00			20 62000	380		10205
		240900545101							
		Total for Vendor:	135.00						
10872	50097S	703 GSI WATER SOLUTIONS	1,416.24						
		5-YEAR PERIODIC EVALUTION							
1	10/11/24	5-YR PERIODIC EVALUTION	1,416.24*			50 65000	324		10205
		0667.031							
		Total for Vendor:	1,416.24						
10853	-98869E	720 HERC RENTALS INC	4,217.35						
1	09/06/24	SLUDGE PUMPING	4,217.35			40 64000	585		10205
		34914403-001							
		Total for Vendor:	4,217.35						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10832	50084S	147 JB DEWAR	807.41						
1	09/25/24	Clear Diesel- 175.3 GAL	807.41			20 62000	485		10205
357693									
		Total for Vendor:	807.41						
10827	50085S	44 JOHNBOYS TOWING	150.00						
1	10/04/24	8636 TOW TO DODGE REPAIR	7.50			30 63000	354		10205
24-10943									
2	10/04/24	8636 TOW TO DODGE REPAIR	67.50			40 64000	354		10205
24-10943									
3	10/04/24	8636 TOW TO DODGE REPAIR	67.50			50 65000	354		10205
24-10943									
4	10/04/24	8636 TOW TO DODGE REPAIR	7.50			60 66000	354		10205
24-10943									
		Total for Vendor:	150.00						
10863	50098S	474 L.N. CURTIS & SONS	44,904.07						
1	10/10/24	OTS GRANT	44,904.07*			20 62000	457 24002		10205
INV874903									
		Total for Vendor:	44,904.07						
10824	50086S	649 MBS LAND SURVEYS	2,160.00						
		Supplemental Topographic Survey							
1	09/30/24	24-235 MISSION LN EASEMENT	2,160.00			50 65000	326		10205
24-235									
		Total for Vendor:	2,160.00						
10811	-98871E	182 NAPA AUTO PARTS	113.34						
1	10/01/24	8601 BATTERY	113.34			20 62000	354		10205
266683									
		Total for Vendor:	113.34						
10851	50099S	45 OILFIELD ENVIRONMENTAL &	27.00						
1	10/05/24	SOLIDS, SETTLEABLE (SS)	27.00*			40 64000	355		10205
2409112									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10852 1 2409609	50099S 10/18/24	45 OILFIELD ENVIRONMENTAL & SOLIDS, SETTLEABLE (SS)	27.00 27.00*			40 64000	355		10205
10860 1 2407779	50099S 10/17/24	45 OILFIELD ENVIRONMENTAL & SOLIDS, SETTLEABLE (SS)	483.00 483.00*			40 64000	355		10205
Total for Vendor:			537.00						
10861 Acct #8565976480-8	-98866E 208 PG&E #6480-8		1,260.88						
1	10/15/24	12th & K 8565976725	10.92			30 63000	381		10205
2	10/15/24	11TH STREET - 8562053214	52.18			30 63000	381		10205
3	10/15/24	RIO MESA CIR - 8564394360	25.80			30 63000	381		10205
5	10/15/24	MISSION/14TH - 8569413449	31.17			30 63000	381		10205
6	10/15/24	VERDE/RIO MESA - 8560673934	64.50			30 63000	381		10205
7	10/15/24	Mission Heights - 8565976482	188.69			30 63000	381		10205
8	10/15/24	MISSION S. 14TH - 8561483265	15.58			30 63000	381		10205
9	10/15/24	Tract 2605 - 8565976109	40.43			30 63000	381		10205
10	10/15/24	9898 River Rd. - 8565976002	393.43			30 63000	381		10205
11	10/15/24	9898 River Rd. - 8565976004	49.20			30 63000	381		10205
12	10/15/24	9898 River Rd. - 8565976008	228.56			30 63000	381		10205
13	10/15/24	9898 River Rd. - 8565976014	78.93			30 63000	381		10205
14	10/15/24	9898 River Rd. - 8565976481	58.94			30 63000	381		10205
15	10/15/24	9898 River Rd. - 8565976483	22.55			30 63000	381		10205
Total for Vendor:			1,260.88						
10862 Acct #3675186851-8	-98865E 209 PG&E #6851-8		16,912.06						
1	10/16/24	Old Fire Station/1297 L St	-30.42			20 62000	381		10205
2	10/16/24	Fire Station/1150 Mission	-55.17			20 62000	381		10205
3	10/16/24	Water Works #1/Well 3	6,328.47			50 65000	381		10205
4	10/16/24	Bonita Pl & 16th/Well 4	267.95			50 65000	381		10205
5	10/16/24	N St/WWTF	10,185.10			40 64000	381		10205
6	10/16/24	2HP Booster Station	-45.64			50 65000	381		10205
7	10/16/24	Mission Heights Booster	-45.64			50 65000	381		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	10/16/24	14th St. & K St.	53.82			50 65000	381		10205
9	10/16/24	942 Soka Way lift station	35.80			40 64000	379		10205
10	10/16/24	Missn&12th Landscape-St light	115.21			30 63000	381		10205
11	10/16/24	SLT Well	102.58			50 65000	381		10205
Total for Vendor:			16,912.06						
10867	50100S	740 ROJAS, ROBERT	400.00						
1	10/14/24	EDUCATION REIMBURSEMENT CO OFFICER	400.00			20 62000	386		10205
Total for Vendor:			400.00						
10843	50101S	481 SAN MIGUEL COMMUNITY SERVICES	4.00						
Acct#27475-00									
1	10/15/24	1765 BONITA 27475A-00	4.00			40 64000	384		10205
10844	50101S	481 SAN MIGUEL COMMUNITY SERVICES	78.30						
Acct#27475-00									
1	10/15/24	1765 BONITA PL 27475-00	78.30			40 64000	384		10205
10845	50101S	481 SAN MIGUEL COMMUNITY SERVICES	340.11						
20547-00									
1	10/15/24	1203 MISSION IRRIG MTR 20547-0	340.11			30 63000	384		10205
10846	50101S	481 SAN MIGUEL COMMUNITY SERVICES	100.10						
ACCT# 27476-00									
1	10/15/24	1199 MISSION IRRIG MTR 27476-0	100.10			30 63000	384		10205
10847	50101S	481 SAN MIGUEL COMMUNITY SERVICES	39.05						
1	10/15/24	942 SOKA WAY 20840-00	39.05			40 64000	384		10205
10848	50101S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
01004-00									
1	10/15/24	1150 MISSION ST SMFD 1004B-00	2.00			20 62000	384		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10849 01004-00	50101S 1	481 SAN MIGUEL COMMUNITY SERVICES 10/15/24 1150 MISSION ST SMFD 1004-00	150.41 150.41			20 62000	384		10205
		Total for Vendor:	713.97						
10876 ACCT# 318691	50102S 1	238 SAN MIGUEL GARBAGE 10/01/24 SEP 2024	122.46 61.23			40 64000	383		10205
10090124	2	10/01/24 SEP 2024	61.23			50 65000	383		10205
10090124		Total for Vendor:	122.46						
10825 COMMUNITY CLEAN UP	50087S 1	541 SAN MIGUEL ROLL-OFF COMPANY, 09/23/24 ROLLOFF COMM CLEAN-UP DAY	1,780.71 1,780.71			60 66000	353		10205
49N00002									
10826 SLUDGE HAULING	50087S 1	541 SAN MIGUEL ROLL-OFF COMPANY, 10/03/24 SLUDGE HAULING	1,527.50 1,527.50			40 64000	583		10205
4A110076		Total for Vendor:	3,308.21						
10837 JUL, AUG MEETING @ SMSC	50088S 1	731 SAN MIGUEL SENIORS CENTER 09/26/24 JUL 25 BOD MEETING 4 HRS	400.00 60.00			20 62000	341		10205
	2	09/26/24 JUL 25 BOD MEETING 4 HRS	6.00			30 63000	341		10205
	3	09/26/24 JUL 25 BOD MEETING 4 HRS	64.00			40 64000	341		10205
	4	09/26/24 JUL 25 BOD MEETING 4 HRS	64.00			50 65000	341		10205
	5	09/26/24 JUL 25 BOD MEETING 4 HRS	6.00			60 66000	341		10205
	6	09/26/24 AUG 26 BOD MEETING 4 HRS	60.00			20 62000	341		10205
	7	09/26/24 AUG 26 BOD MEETING 4 HRS	6.00			30 63000	341		10205
	8	09/26/24 AUG 26 BOD MEETING 4 HRS	64.00			40 64000	341		10205
	9	09/26/24 AUG 26 BOD MEETING 4 HRS	64.00			50 65000	341		10205
	10	09/26/24 AUG 26 BOD MEETING 4 HRS	6.00			60 66000	341		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10877	50103S	731 SAN MIGUEL SENIORS CENTER	250.00						
		SEP 26TH MEETING @ SMSC							
1	10/08/24	SEP 26 BOD MEETING 4 HRS	75.00			20 62000	341		10205
2	10/08/24	SEP 26 BOD MEETING 4 HRS	7.50			30 63000	341		10205
3	10/08/24	SEP 26 BOD MEETING 4 HRS	80.00			40 64000	341		10205
4	10/08/24	SEP 26 BOD MEETING 4 HRS	80.00			50 65000	341		10205
5	10/08/24	SEP 26 BOD MEETING 4 HRS	7.50			60 66000	341		10205
		Total for Vendor:	650.00						
10810	-98872E	657 SOCALGAS	59.95						
1	09/29/24	OCT LIFT STATION 942 SOKA WAY	18.42			40 64000	396		10205
2	09/29/24	OCT SLT WELL 8687 MARTNZ	16.85			50 65000	396		10205
3	09/29/24	OCT WELL 3 NAT.GAS610 12TH	24.68			50 65000	396		10205
		Total for Vendor:	59.95						
10858	50104S	43 STERICYCLE, INC	170.17						
1	10/18/24	SHRED CONTAINER	8.51			30 63000	305		10205
		8008719047							
2	10/18/24	SHRED CONTAINER	76.58			40 64000	305		10205
		8008719047							
3	10/18/24	SHRED CONTAINER	76.58			50 65000	305		10205
		8008719047							
4	10/18/24	SHRED CONTAINER	8.50			60 66000	305		10205
		8008719047							
		Total for Vendor:	170.17						
10879	50105S	280 TEMPLETON UNIFORMS, LLC	8.30						
		ROJAS							
1	10/02/24	BUGLE - ROJAS	8.30			20 62000	495		10205
		9597							
		Total for Vendor:	8.30						
10828	50089S	391 TROPHY HUNTERS	33.51						
1	10/01/24	Board Name Plate- BB, JG	10.05			20 62000	305		10205
		31194							
2	10/01/24	Board Name Plate- BB, JG	1.00			30 63000	305		10205
		31194							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3 31194	10/01/24	Board Name Plate- BB, JG	10.73			40 64000	305		10205
4 31194	10/01/24	Board Name Plate- BB, JG	10.73			50 65000	305		10205
5 31194	10/01/24	Board Name Plate- BB, JG	1.00			60 66000	305		10205
Total for Vendor:			33.51						
10840	50090S	327 VALLI INFORMATION SYSTEMS	940.47						
SEPT BILLING									
1 96800	09/30/24	SEP Web Posting, Postage	228.22			40 64000	374		10205
2 96800	09/30/24	SEP Web Posting, Postage	228.22			50 65000	374		10205
3 96800	09/30/24	SEP Printing	106.44			40 64000	374		10205
4 96800	09/30/24	SEP Printing	106.45			50 65000	374		10205
5 96800	09/30/24	SEP OTC/Online Monthly Maint	37.50*			40 64000	334		10205
6 96800	09/30/24	SEP OTC/Online Monthly Maint	37.50*			50 65000	334		10205
7 96800	09/30/24	Printed insert PAYMENT PORTAL	40.00			40 64000	395		10205
8 96800	09/30/24	Printed insert PAYMENT PORTAL	40.00			50 65000	395		10205
9 96800	09/30/24	Printed insert COMM CLEAN UP	80.00			60 66000	395		10205
10 96800	09/30/24	SEP IVR SERVICE FEE/ALERT	18.07			40 64000	374		10205
11 96800	09/30/24	SEP IVR SERVICE FEE/ALERT	18.07			50 65000	374		10205
Total for Vendor:			940.47						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10855	-98868E	511 VERIZON	532.54						
		TABLETS: UTILITIES x4							
		CELL PHONE: TMP, MS, TP, KD, DP							
	9/09/24	-10/08/24							
1	10/08/24	SEP UTILITIES CELL PHONES X4	22.52			30 63000	465		10205
	9975794813								
2	10/08/24	SEP UTILITIES CELL PHONES X4	202.74			40 64000	465		10205
	9975794813								
3	10/08/24	SEP UTILITIES CELL PHONES X4	202.74			50 65000	465		10205
	9975794813								
4	10/08/24	SEP UTILITIES CELL PHONES X4	22.52			60 66000	465		10205
	9975794813								
6	10/08/24	SEP T PARENT CELL PHONE	2.60			30 63000	465		10205
	9975794813								
7	10/08/24	SEP T PARENT CELL PHONE	23.40			40 64000	465		10205
	9975794813								
8	10/08/24	SEP T PARENT CELL PHONE	23.42			50 65000	465		10205
	9975794813								
9	10/08/24	SEP T PARENT CELL PHONE	2.60			60 66000	465		10205
	9975794813								
10	10/08/24	SEP 4GB DATA PLAN	1.50			30 63000	465		10205
	9975794813								
11	10/08/24	SEP 4GB DATA PLAN	13.50			40 64000	465		10205
	9975794813								
12	10/08/24	SEP 4GB DATA PLAN	13.50			50 65000	465		10205
	9975794813								
13	10/08/24	SEP 4GB DATA PLAN	1.50			60 66000	465		10205
	9975794813								
		Total for Vendor:	532.54						
10864	50106S	310 VIBORG SAND & GRAVEL, INC.	683.74						
1	10/16/24	BASE CLASS II 23.11	683.74			50 65000	353		10205
	51253								
		Total for Vendor:	683.74						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10854	50107S	732 WALLACE GROUP	37,526.50						
PROJ#	0406-0031-00								
1	10/21/24	WWTF ENGINEERING 2022-43	37,526.50			40 64000	587	20001	10205
63361									
		Total for Vendor:	37,526.50						
10833	50091S	717 WATER SYSTEMS CONSULTING, INC	2,890.75						
WWTF PROJECT									
PRJ 20001									
1	08/31/24	WWTF PROJECT DESIGN	2,890.75			40 64000	587	20001	10205
9936	PRJ 2295-11951								
10834	50091S	717 WATER SYSTEMS CONSULTING, INC	6,812.75						
PROJECTS 2295-11366									
PRJ# 21008									
2023-44									
1	08/31/24	SEWER LINING & MANHOLE REHAB	6,812.75			40 64000	963	21008	10205
9937	PRJ 2295-11951								
10835	50091S	717 WATER SYSTEMS CONSULTING, INC	10,783.75						
PRJ 2295-11951									
1	08/31/24	DISTRICT ENGINEERING 22-23	761.25			40 64000	326		10205
9920	PRJ 2295-11951								
2	08/31/24	DISTRICT ENGINEERING 22-23	761.25			50 65000	326		10205
9920	PRJ 2295-11951								
3		TANK REHAB RES2022-64	0.00			50 65000	326		10205
4		SLT TANK/BOOSTER RES2022-66	0.00			50 65000	326	21007	10205
5		INDIAN VALLEY TRACT	0.00			40 64000	966		10205
6	08/31/24	INDIAN VALLEY TRACT	745.75*			50 65000	966		10205
9820	PRJ 2295-11951								
7	08/31/24	ALLEY WATERLINE REPLACEMENT	1,111.00			50 65000	326		10205
9820	PRJ 2295-11951								
8	08/31/24	PASO BASIN COOP COMMITTEE	2,194.50*			50 65000	324		10205
9820	PRJ 2295-11951								
9	08/31/24	3W COORDINATION	101.00			40 64000	326	22010	10205
9820	PRJ 2295-11951								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10		DWSRF GRANT COORD	0.00			50 65000	326		10205
11		MAGDELENA WILL SERVE	0.00			40 64000	326		10205
12		MAGDELENA WILL SERVE	0.00			50 65000	326		10205
13		TRACT 3131 PLAN REVIEW	0.00			40 64000	966		10205
14		TRACT 3131 PLAN REVIEW	0.00*			50 65000	966		10205
15		08/31/24 LIFT STATION FLOOD PROT	3,892.00			40 64000	349		10205
9820		PRJ 2295-11951							
16		08/31/24 BOOSTER PUMP STATION RFP	1,217.00			50 65000	326		10205
9820		PRJ 2295-11951							
10836	50091S	717 WATER SYSTEMS CONSULTING, INC	11,725.57						
		PROJECTS 2295-11332							
		PRJ# 22010							
2022-67									
1		08/31/24 RCYCL WATER PIPELNE ENG2022-67	11,725.57			40 64000	955	22010	10205
9921		PRJ 2295-11332							
10850	50108S	717 WATER SYSTEMS CONSULTING, INC	2,250.00						
		PROJECTS 2295-11682							
1		05/31/24 SEWER LIFT STATION	2,250.00			40 64000	326		10205
9623		PRJ 2295-11682							
10865	50108S	717 WATER SYSTEMS CONSULTING, INC	2,008.75						
		PROJECTS 2295-11332							
		PRJ# 22010							
2022-67									
1		09/30/24 RCYCL WATER PIPELNE ENG2022-67	2,008.75			40 64000	955	22010	10205
10000		PRJ 2295-11332							
Total for Vendor:			36,471.57						
10880	-98861E	612 WEX BANK	668.12						
		FUEL BILL CLOSING DATE: 10/07/24							
1		10/07/24 FUEL 8600 SEP	166.13			20 62000	485		10205
100237535									
2		10/07/24 FUEL 8601 SEP	0.00			20 62000	485		10205
100237535									
3		10/07/24 FUEL 8668 SEP	40.58			20 62000	485		10205
100237535									

* ... Over spent expenditure

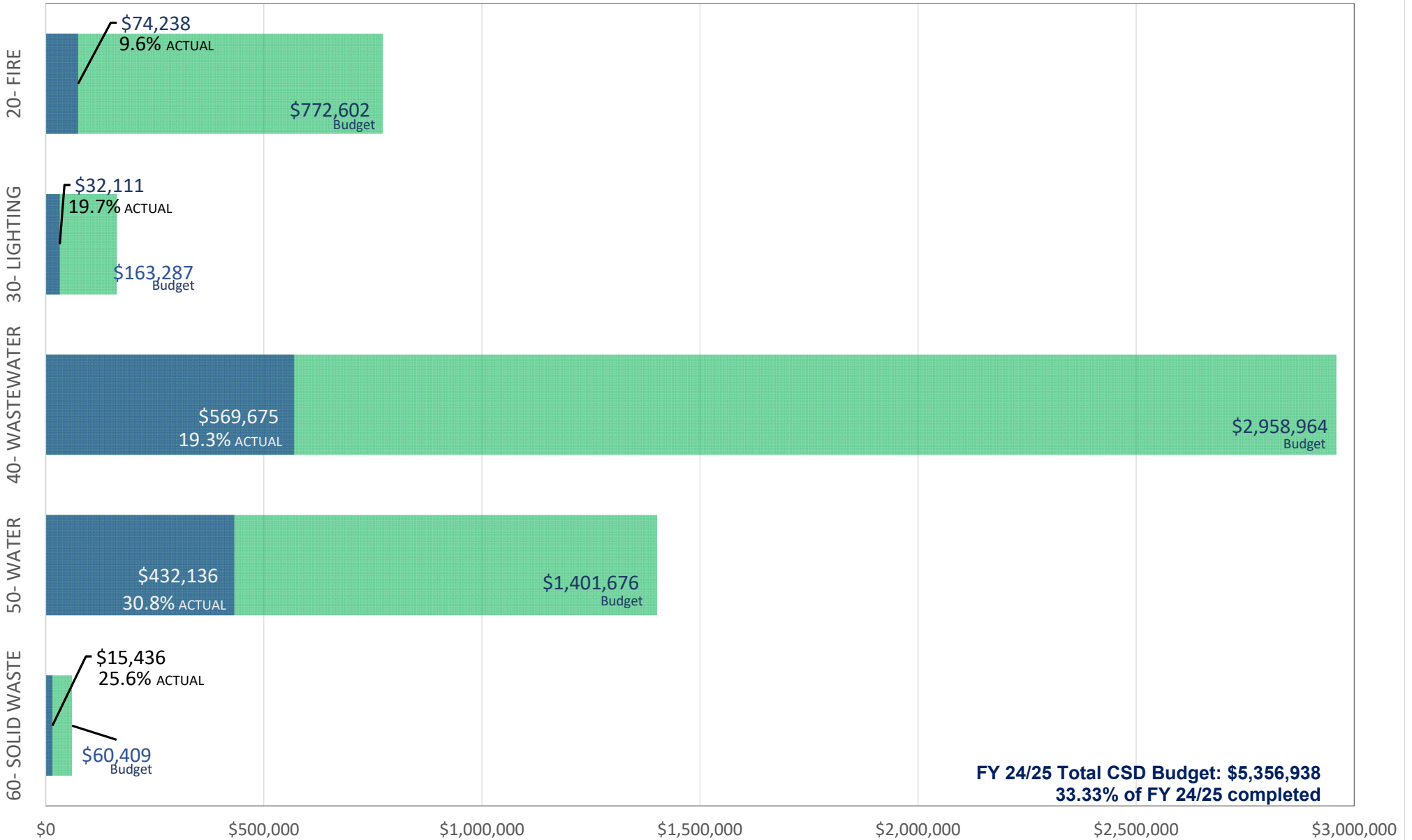
Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	10/07/24	FUEL OES	0.00*			20 62000	307		10205
100237535									
5	10/07/24	FUEL U8632 SEP	107.85			40 64000	485		10205
100237535									
8	10/07/24	FUEL U8632 SEP	107.86			50 65000	485		10205
100237535									
9	10/07/24	FUEL U8634 SEP	0.00			40 64000	485		10205
100237535									
10	10/07/24	FUEL U8634 SEP	0.00			50 65000	485		10205
100237535									
11	10/07/24	FUEL U8636 SEP	127.36			50 65000	485		10205
100237535									
12	10/07/24	FUEL U8636 SEP	127.36			40 64000	485		10205
100237535									
13	10/07/24	REBATE ADJUSTMENT	-2.75			20 62000	485		10205
100237535									
14	10/07/24	REBATE ADJUSTMENT	-3.13			40 64000	485		10205
100237535									
15	10/07/24	REBATE ADJUSTMENT	-3.14			50 65000	485		10205
100237535									
Total for Vendor:			668.12						
10868	50109S	473 WHITE BRENNER LLP FOR LEGAL SERVICES SEP 2024	3,463.95						
1	SEP	SOLID WASTE LEGAL	0.00			60 66000	327		10205
2	SEP	SOLID WASTE LEGAL SB1383	0.00			60 66000	327		10205
3	10/10/24	SEP WATER LEGAL	554.40			40 64000	327		10205
51051	OCT								
4	10/10/24	SEP WATER LEGAL	492.80			50 65000	327		10205
51051	OCT								
5	SEP	STEINBECK V SLO	0.00			50 65000	332		10205
6	10/10/24	SEP FIRE LEGAL	111.00			20 62000	327		10205
51053	OCT								
7	SEP	SEWER LEGAL	0.00			40 64000	327		10205
8	SEP	SMEA LEGAL	0.00			40 64000	331		10205
9	SEP	SMEA LEGAL	0.00			50 65000	331		10205
10	SEP	HR LEGAL	0.00			20 62000	333		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11	SEP HR LEGAL		0.00			30 63000	333		10205
12	SEP HR LEGAL		0.00			40 64000	333		10205
13	SEP HR LEGAL		0.00			50 65000	333		10205
14	SEP HR LEGAL		0.00			60 66000	333		10205
15	10/10/24 SEP GENERAL LEGAL - ADMIN		323.24			20 62000	327		10205
51050	OCT								
16	10/10/24 SEP GENERAL LEGAL - ADMIN		31.74			30 63000	327		10205
51050	OCT								
17	10/10/24 SEP GENERAL LEGAL - ADMIN		457.11			40 64000	327		10205
51050	OCT								
18	10/10/24 SEP GENERAL LEGAL - ADMIN		450.76			50 65000	327		10205
51050	OCT								
19	10/10/24 SEP GENERAL LEGAL - ADMIN		25.40			60 66000	327		10205
51050	OCT								
20	SEP PUBLIC RECORDS REQ		0.00			20 62000	327		10205
21	SEP PUBLIC RECORDS REQ		0.00			30 63000	327		10205
22	10/10/24 SEP PUBLIC RECORDS REQ		508.75			40 64000	327		10205
51052	OCT								
23	10/10/24 SEP PUBLIC RECORDS REQ		508.75			50 65000	327		10205
51052	OCT								
24	SEP PUBLIC RECORDS REQ		0.00			60 66000	327		10205
Total for Vendor:			3,463.95						
# of Claims			73	Total:	194,998.53	# of Vendors	30		
Total Electronic Claims					29,075.87				
Total Non-Electronic Claims					165922.66				

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10205 OPERATING CASH - 5 STAR	49,185.51
30 STREET LIGHTING DEPARTMENT	
10205 OPERATING CASH - 5 STAR	2,171.00
40 WASTEWATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	106,623.57
50 WATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	34,726.69
60 SOLID WASTE DEPARTMENT	
10205 OPERATING CASH - 5 STAR	2,291.76
Total:	194,998.53

P10 2024 San Miguel CSD Revenue Actual vs Budget



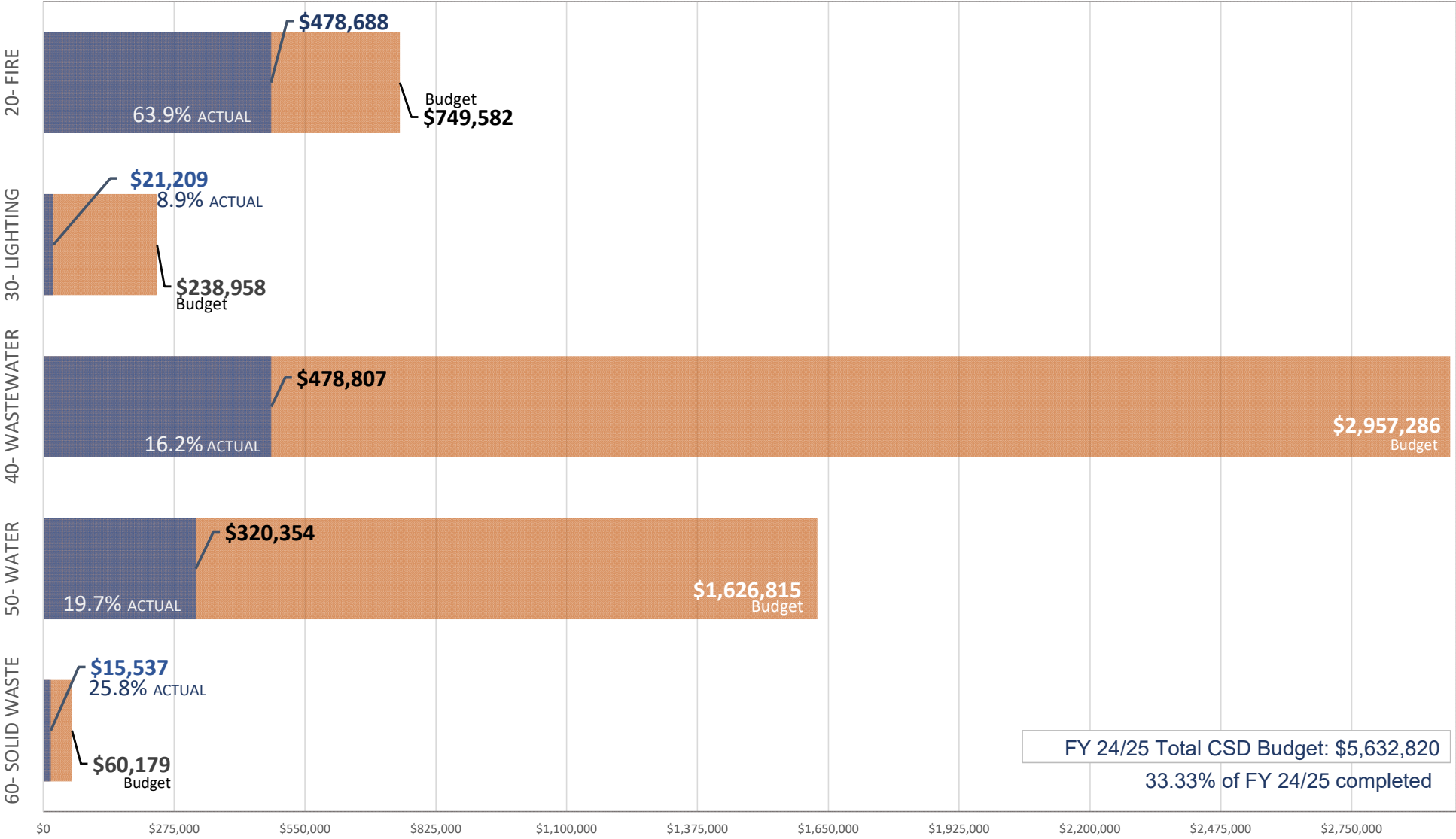
Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	0.00	0.00	3,450.00	3,450.00	0 %
40320	Fire Impact Fees	0.00	1,070.00	3,000.00	1,930.00	36 %
40410	Mutual Aid Fires ~ OES	0.00	12,116.19	0.00	-12,116.19	%
40420	Ambulance Reimbursement	0.00	2,773.00	3,000.00	227.00	92 %
40500	State Fire Grants	0.00	13,143.60	68,905.00	55,761.40	19 %
	Account Group Total:	0.00	29,102.79	78,355.00	49,252.21	37 %
42000						
42200	Fire Cost Recovery Program	0.00	1,392.00	0.00	-1,392.00	%
	Account Group Total:	0.00	1,392.00	0.00	-1,392.00	%
43000	Property Taxes Collected					
43000	Property Taxes Collected	19,017.37	34,645.39	526,859.00	492,213.61	7 %
	Account Group Total:	19,017.37	34,645.39	526,859.00	492,213.61	7 %
46000	Interest Revenue					
46000	Interest Revenue	2,195.16	7,087.24	0.00	-7,087.24	%
46010	Transfer In	0.00	0.00	80,000.00	80,000.00	0 %
46012	Fire Transfers from Cap Reserve	0.00	0.00	85,888.00	85,888.00	0 %
46100	Realized Earnings	-85.00	402.50	0.00	-402.50	%
46150	Miscellaneous Income	0.00	20.00	0.00	-20.00	%
46151	Refund/Adjustments	0.00	57.98	0.00	-57.98	%
46153	Plan Check Fees and Inspections	1,380.25	1,530.25	1,500.00	-30.25	102 %
	Account Group Total:	3,490.41	9,097.97	167,388.00	158,290.03	5 %
	Fund Total:	22,507.78	74,238.15	772,602.00	698,363.85	10 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,876.88	10,455.85	163,287.00	152,831.15	6 %
	Account Group Total:	5,876.88	10,455.85	163,287.00	152,831.15	6 %
46000	Interest Revenue					
46000	Interest Revenue	1,626.10	15,936.96	0.00	-15,936.96	%
46100	Realized Earnings	-2,192.78	5,410.68	0.00	-5,410.68	%
46150	Miscellaneous Income	0.00	1.50	0.00	-1.50	%
46151	Refund/Adjustments	0.00	5.80	0.00	-5.80	%
46155	Will Serve Processing Fees	250.00	300.00	0.00	-300.00	%
	Account Group Total:	-316.68	21,654.94	0.00	-21,654.94	%
	Fund Total:	5,560.20	32,110.79	163,287.00	131,176.21	20 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	7,160.40	12,512.04	0.00	-12,512.04	%
40900	Wastewater Sales	101,682.59	407,005.84	1,099,618.00	692,612.16	37 %
40901	Riverzone Surcharge	1,551.70	6,035.43	18,388.00	12,352.57	33 %
40910	Wastewater Late Charges	2,410.19	7,934.77	0.00	-7,934.77	%
	Account Group Total:	112,804.88	433,488.08	1,118,006.00	684,517.92	39 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	2,965.21	5,823.37	82,374.00	76,550.63	7 %
	Account Group Total:	2,965.21	5,823.37	82,374.00	76,550.63	7 %
46000	Interest Revenue					
46000	Interest Revenue	11,925.39	32,533.77	0.00	-32,533.77	%
46003	CWSRF Grants	0.00	0.00	924,553.00	924,553.00	0 %
46009	Grants - Other	0.00	36,079.14	752,765.00	716,685.86	5 %
46014	Wastewater Transfers from Cap Reserve	0.00	0.00	21,266.00	21,266.00	0 %
46100	Realized Earnings	-3,574.76	10,365.83	0.00	-10,365.83	%
46150	Miscellaneous Income	0.00	12,367.26	0.00	-12,367.26	%
46151	Refund/Adjustments	0.00	61.85	0.00	-61.85	%
46155	Will Serve Processing Fees	1,500.00	2,600.00	0.00	-2,600.00	%
46200	Wastewater Receiving	0.00	36,355.44	60,000.00	23,644.56	61 %
	Account Group Total:	9,850.63	130,363.29	1,758,584.00	1,628,220.71	7 %
	Fund Total:	125,620.72	569,674.74	2,958,964.00	2,389,289.26	19 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	101,256.30	406,426.76	984,276.00	577,849.24	41 %
41001	Water Connection Fees	0.00	5,259.87	0.00	-5,259.87	%
41003	Water Surcharge	45.00	168.03	400.00	231.97	42 %
41005	Water Late Charges	2,476.94	7,421.14	0.00	-7,421.14	%
41010	Water Meter Fees	966.00	966.00	0.00	-966.00	%
	Account Group Total:	104,744.24	420,241.80	984,676.00	564,434.20	43 %
46000	Interest Revenue					
46000	Interest Revenue	2,169.28	8,786.05	0.00	-8,786.05	%
46006	IRWM Grants	0.00	0.00	300,000.00	300,000.00	0 %
46010	Transfer In	0.00	0.00	117,000.00	117,000.00	0 %
46100	Realized Earnings	-291.00	375.50	0.00	-375.50	%
46150	Miscellaneous Income	0.00	96.00	0.00	-96.00	%
46151	Refund/Adjustments	0.00	136.85	0.00	-136.85	%
46155	Will Serve Processing Fees	1,500.00	2,500.00	0.00	-2,500.00	%
	Account Group Total:	3,378.28	11,894.40	417,000.00	405,105.60	3 %
	Fund Total:	108,122.52	432,136.20	1,401,676.00	969,539.80	31 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
60 SOLID WASTE DEPARTMENT						
46000	Interest Revenue					
46000	Interest Revenue	531.63	1,391.40	0.00	-1,391.40	%
46005	Franchise Fees	0.00	13,764.15	43,936.00	30,171.85	31 %
46010	Transfer In	0.00	0.00	16,473.00	16,473.00	0 %
46150	Miscellaneous Income	0.00	224.70	0.00	-224.70	%
46151	Refund/Adjustments	0.00	5.80	0.00	-5.80	%
46155	Will Serve Processing Fees	0.00	50.00	0.00	-50.00	%
	Account Group Total:	531.63	15,436.05	60,409.00	44,972.95	26 %
	Fund Total:	531.63	15,436.05	60,409.00	44,972.95	26 %
	Grand Total:	262,342.85	1,123,595.93	5,356,938.00	4,233,342.07	21 %

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	22,507.78	74,238.15	772,602.00	698,363.85	10 %
30 STREET LIGHTING DEPARTMENT	5,560.20	32,110.79	163,287.00	131,176.21	20 %
40 WASTEWATER DEPARTMENT	125,620.72	569,674.74	2,958,964.00	2,389,289.26	19 %
50 WATER DEPARTMENT	108,122.52	432,136.20	1,401,676.00	969,539.80	31 %
60 SOLID WASTE DEPARTMENT	531.63	15,436.05	60,409.00	44,972.95	26 %
Grand Total:	262,342.85	1,123,595.93	5,356,938.00	4,233,342.07	21 %

P10 2024 San Miguel CSD Operating Expenditures Actual vs Budget



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	10,615.94	46,065.51	137,022.00	137,022.00	90,956.49	34%
	111 BOD Stipend	96.00	528.00	2,100.00	2,100.00	1,572.00	25%
	120 Workers' Compensation	0.00	46,011.91	34,000.00	34,000.00	-12,011.91	135%
	121 Physicals	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	125 Volunteer Firefighter Stipends	9,570.30	44,067.40	72,500.00	72,500.00	28,432.60	61%
	126 OES Strike Team Payroll	0.00	13,372.86	0.00	0.00	-13,372.86	0%
	135 Payroll Tax - FICA/SS	555.44	3,396.95	2,300.00	2,300.00	-1,096.95	148%
	140 Payroll Tax - Medicare	294.13	1,461.83	2,008.00	2,008.00	546.17	73%
	155 Payroll Tax - SUI	20.69	636.67	512.00	512.00	-124.67	124%
	160 Payroll Tax - ETT	0.44	14.12	138.00	138.00	123.88	10%
	205 Insurance - Health	1,114.82	4,453.01	6,620.00	6,620.00	2,166.99	67%
	210 Insurance - Dental	57.05	228.16	342.00	342.00	113.84	67%
	215 Insurance - Vision	9.38	37.48	56.00	56.00	18.52	67%
	225 Retirement - PERS Expense	1,299.73	5,259.88	16,845.00	16,845.00	11,585.12	31%
	305 Operations & Maintenance	10.05	1,811.97	10,000.00	10,000.00	8,188.03	18%
	307 OES Strike Team Expenses	0.00	42.02	0.00	0.00	-42.02	0%
	310 Phone & Fax Expense	0.00	295.74	1,190.00	1,190.00	894.26	25%
	315 Postage, Shipping & Freight	0.00	122.38	317.00	317.00	194.62	39%
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	321 IT Services - Professional Svcs	938.69	3,736.97	15,600.00	15,600.00	11,863.03	24%
	323 Auditor - Professional Svcs	0.00	0.00	4,286.00	4,286.00	4,286.00	0%
	325 Accounting - Professional Svcs	353.12	1,751.89	2,000.00	2,000.00	248.11	88%
	326 Engineering - Professional Svcs	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
	327 Legal: General - Professional Svcs	434.24	2,228.34	18,000.00	18,000.00	15,771.66	12%
	328 Insurance - Prop & Liability	0.00	23,750.57	24,000.00	24,000.00	249.43	99%
	333 Legal: HR - Professional Svcs	0.00	45.88	8,000.00	8,000.00	7,954.12	1%
	334 Maintenance Agreements	0.00	1,402.24	3,000.00	3,000.00	1,597.76	47%
	335 Meals	0.00	0.00	500.00	500.00	500.00	0%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	195.00	195.00	840.00	840.00	645.00	23%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	347 OES Vehicle Repair & Maint	0.00	34.00	0.00	0.00	-34.00	0%
	348 Safety Equipment and Supplies	0.00	185.00	5,000.00	5,000.00	4,815.00	4%
	350 Repairs & Maint - Computers	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	351 Repairs & Maint - Equip	0.00	897.44	10,000.00	10,000.00	9,102.56	9%
	352 Repairs & Maint - Structures	0.00	2,605.17	4,000.00	4,000.00	1,394.83	65%
	354 Repairs & Maint - Vehicles	113.34	113.34	8,000.00	8,000.00	7,886.66	1%
	355 Testing & Supplies (WWTP)	0.00	45.24	0.00	0.00	-45.24	0%
	359 Testing & Supplies - Other	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	360 Testing & Supplies - FIRE	0.00	760.00	0.00	0.00	-760.00	0%
	370 Dispatch Services (Fire)	0.00	15,731.82	19,000.00	19,000.00	3,268.18	83%
	375 Internet Expenses	211.44	747.21	2,500.00	2,500.00	1,752.79	30%
	376 Web Page - Upgrade/Maint	0.00	907.25	1,000.00	1,000.00	92.75	91%
	380 Utilities - Alarm Service	35.00	140.00	1,000.00	1,000.00	860.00	14%
	381 Utilities - Electric	-85.59	43.27	6,500.00	6,500.00	6,456.73	1%
	382 Utilities - Propane	0.00	124.10	2,500.00	2,500.00	2,375.90	5%
	384 Utilities - Water/Sewer	152.41	650.54	2,000.00	2,000.00	1,349.46	33%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
385	Dues and Subscriptions	0.00	2,076.88	6,500.00	6,500.00	4,423.12	32%
386	Education and Training	400.00	1,356.31	10,000.00	10,000.00	8,643.69	14%
393	Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
394	LAFCO Allocations	0.00	0.00	1,932.00	1,932.00	1,932.00	0%
395	Community Outreach	0.00	309.74	1,000.00	1,000.00	690.26	31%
405	Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
410	Office Supplies	-28.96	188.70	2,000.00	2,000.00	1,811.30	9%
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0%
450	EMS Supplies	0.00	945.63	5,000.00	5,000.00	4,054.37	19%
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
456	Fire Grants	0.00	7,520.19	20,000.00	68,905.00	61,384.81	11%
457	CFF Grant - California Fire Grant	44,904.07	44,904.07	0.00	0.00	-44,904.07	0%
458	Grants- Professional Services	0.00	731.25	4,000.00	4,000.00	3,268.75	18%
465	Cell phones, Radios and Pagers	95.98	392.65	2,000.00	2,000.00	1,607.35	20%
470	Communication Equipment	0.00	535.66	1,500.00	1,500.00	964.34	36%
475	Computer Supplies & Upgrades	0.00	19.29	5,000.00	5,000.00	4,980.71	0%
485	Fuel Expense	1,011.37	2,680.00	8,000.00	8,000.00	5,320.00	34%
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
495	Uniform Expense	8.30	1,989.65	5,000.00	5,000.00	3,010.35	40%
503	Weed Abatement Costs	0.00	8,885.00	5,500.00	5,500.00	-3,385.00	162%
510	Fire Station Renovation	0.00	0.00	5,500.00	5,500.00	5,500.00	0%
511	Fire- Temp Housing Unit	437.05	7,073.05	80,000.00	80,000.00	72,926.95	9%
512	Fire- Escrow Temp Housing Unit	0.00	122,178.70	0.00	0.00	-122,178.70	0%
710	County Hazmat Dues	0.00	2,146.00	2,500.00	2,500.00	354.00	86%
820	Fireworks Clean Up	0.00	500.00	500.00	500.00	0.00	100%
940	Bank Service Charges	10.00	22.00	0.00	0.00	-22.00	0%
949	Lease agreements	0.00	0.00	5,800.00	5,800.00	5,800.00	0%
960	Property Tax Expense	0.00	0.00	200.00	200.00	200.00	0%
981	Debt Svcs Equipt - Principle	0.00	36,397.19	37,675.00	37,675.00	1,277.81	97%
982	Debt Svcs Equipt - Interest	0.00	10,685.50	9,517.00	9,517.00	-1,168.50	112%
983	Debt Svcs Structure- Principle	0.00	0.00	23,013.00	23,013.00	23,013.00	0%
984	Debt Svcs Structure - Interest	0.00	0.00	10,564.00	10,564.00	10,564.00	0%
990	Retirement/Health Ins Liability	0.00	3,249.60	3,300.00	3,300.00	50.40	98%
	Account Total:	72,829.43	478,688.22	700,677.00	749,582.00	270,893.78	64%
	Account Group Total:	72,829.43	478,688.22	700,677.00	749,582.00	270,893.78	64%
	Fund Total:	72,829.43	478,688.22	700,677.00	749,582.00	270,893.78	64%

30 STREET LIGHTING DEPARTMENT

63000 Lighting

63000 Lighting

101	EE Timekeeping Costs	0.00	0.00	300.00	300.00	300.00	0%
105	Salaries and Wages	1,255.10	5,032.99	20,957.00	20,957.00	15,924.01	24%
111	BOD Stipend	12.00	61.00	350.00	350.00	289.00	17%
120	Workers' Compensation	0.00	-183.12	350.00	350.00	533.12	-52%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.76	3.83	57.00	57.00	53.17	7%
140	Payroll Tax - Medicare	18.33	70.78	306.00	306.00	235.22	23%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
155	Payroll Tax - SUI	0.56	5.98	86.00	86.00	80.02	7%
160	Payroll Tax - ETT	0.00	0.13	16.00	16.00	15.87	1%
205	Insurance - Health	164.98	658.72	1,783.00	1,783.00	1,124.28	37%
210	Insurance - Dental	6.79	146.75	51.00	51.00	-95.75	288%
215	Insurance - Vision	1.15	24.14	10.00	10.00	-14.14	241%
225	Retirement - PERS Expense	136.93	537.60	1,907.00	1,907.00	1,369.40	28%
305	Operations & Maintenance	9.51	39.76	1,500.00	1,500.00	1,460.24	3%
310	Phone & Fax Expense	0.00	29.56	200.00	200.00	170.44	15%
315	Postage, Shipping & Freight	0.00	7.87	100.00	100.00	92.13	8%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	150.00	150.00	150.00	0%
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0%
321	IT Services - Professional Svcs	93.86	373.70	400.00	400.00	26.30	93%
323	Auditor - Professional Svcs	0.00	0.00	725.00	725.00	725.00	0%
325	Accounting - Professional Svcs	35.31	175.19	750.00	750.00	574.81	23%
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
327	Legal: General - Professional Svcs	31.74	137.69	3,000.00	3,000.00	2,862.31	5%
328	Insurance - Prop & Liability	0.00	2,375.06	3,000.00	3,000.00	624.94	79%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	300.00	300.00	300.00	0%
333	Legal: HR - Professional Svcs	0.00	0.93	2,000.00	2,000.00	1,999.07	0%
334	Maintenance Agreements	0.00	1,416.24	400.00	400.00	-1,016.24	354%
335	Meals	0.00	0.00	150.00	150.00	150.00	0%
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0%
341	Space Rental	19.50	19.50	150.00	150.00	130.50	13%
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0%
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0%
351	Repairs & Maint - Equip	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0%
353	Repairs & Maint - Infrastructure	0.00	152.50	18,000.00	18,000.00	17,847.50	1%
354	Repairs & Maint - Vehicles	7.50	7.50	500.00	500.00	492.50	2%
375	Internet Expenses	26.45	58.19	350.00	350.00	291.81	17%
376	Web Page - Upgrade/Maint	0.00	90.72	150.00	150.00	59.28	60%
381	Utilities - Electric	1,376.09	5,616.07	20,000.00	20,000.00	14,383.93	28%
383	Utilities - Trash	0.00	0.00	50.00	50.00	50.00	0%
384	Utilities - Water/Sewer	440.21	1,685.90	15,500.00	15,500.00	13,814.10	11%
385	Dues and Subscriptions	0.00	1,751.87	750.00	750.00	-1,001.87	234%
386	Education and Training	0.00	21.06	2,000.00	2,000.00	1,978.94	1%
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0%
394	LAFCO Allocations	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0%
410	Office Supplies	-5.79	27.65	500.00	500.00	472.35	6%
432	Utility Rate Design Study	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
465	Cell phones, Radios and Pagers	26.62	93.19	200.00	200.00	106.81	47%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
495	Uniform Expense	0.00	0.00	100.00	100.00	100.00	0%
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0%
925	Bank Fees	0.00	0.00	10.00	10.00	10.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
940	Bank Service Charges	0.00	5.20	50.00	50.00	44.80	10%
949	Lease agreements	110.00	440.00	1,400.00	1,400.00	960.00	31%
989	Interfund Loan Out	0.00	0.00	80,000.00	80,000.00	80,000.00	0%
990	Retirement/Health Ins Liability	0.00	324.96	0.00	0.00	-324.96	0%
	Account Total:	3,767.60	21,209.11	238,958.00	238,958.00	217,748.89	9%
	Account Group Total:	3,767.60	21,209.11	238,958.00	238,958.00	217,748.89	9%
	Fund Total:	3,767.60	21,209.11	238,958.00	238,958.00	217,748.89	9%
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
101	EE Timekeeping Costs	0.00	0.00	2,400.00	2,400.00	2,400.00	0%
105	Salaries and Wages	17,444.75	68,354.81	200,941.00	200,941.00	132,586.19	34%
110	Payroll Tax Expense	0.00	0.00	500.00	500.00	500.00	0%
111	BOD Stipend	144.00	792.00	2,100.00	2,100.00	1,308.00	38%
120	Workers' Compensation	0.00	10,791.98	11,115.00	11,115.00	323.02	97%
121	Physicals	0.00	0.00	150.00	150.00	150.00	0%
135	Payroll Tax - FICA/SS	8.92	49.06	1,281.00	1,281.00	1,231.94	4%
140	Payroll Tax - Medicare	255.04	971.71	3,525.00	3,525.00	2,553.29	28%
150	Payroll Tax - SDI	0.00	116.08	0.00	0.00	-116.08	0%
155	Payroll Tax - SUI	6.48	60.83	1,209.00	1,209.00	1,148.17	5%
160	Payroll Tax - ETT	0.16	1.39	140.00	140.00	138.61	1%
205	Insurance - Health	2,472.45	9,881.49	54,582.00	54,582.00	44,700.51	18%
210	Insurance - Dental	121.74	478.83	1,273.00	1,273.00	794.17	38%
215	Insurance - Vision	19.93	78.48	156.00	156.00	77.52	50%
225	Retirement - PERS Expense	1,697.85	6,592.36	16,705.00	16,705.00	10,112.64	39%
305	Operations & Maintenance	119.39	3,110.77	10,000.00	10,000.00	6,889.23	31%
310	Phone & Fax Expense	0.00	315.42	1,200.00	1,200.00	884.58	26%
315	Postage, Shipping & Freight	0.00	163.73	400.00	400.00	236.27	41%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
320	Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
321	IT Services - Professional Svcs	1,001.25	3,986.08	11,500.00	11,500.00	7,513.92	35%
323	Auditor - Professional Svcs	0.00	0.00	4,286.00	4,286.00	4,286.00	0%
325	Accounting - Professional Svcs	376.66	1,810.36	5,000.00	5,000.00	3,189.64	36%
326	Engineering - Professional Svcs	3,112.25	5,437.37	10,000.00	10,000.00	4,562.63	54%
327	Legal: General - Professional Svcs	1,520.26	7,495.25	30,000.00	30,000.00	22,504.75	25%
328	Insurance - Prop & Liability	0.00	25,333.93	20,650.00	20,650.00	-4,683.93	123%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	500.00	5,000.00	5,000.00	4,500.00	10%
331	Legal: SMEA - Professional Svcs	0.00	166.50	3,500.00	3,500.00	3,333.50	5%
333	Legal: HR - Professional Svcs	0.00	22.55	10,000.00	10,000.00	9,977.45	0%
334	Maintenance Agreements	37.50	5,655.14	4,500.00	4,500.00	-1,155.14	126%
335	Meals	0.00	0.00	100.00	100.00	100.00	0%
340	Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
341	Space Rental	208.00	208.00	1,000.00	1,000.00	792.00	21%
345	Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
348	Safety Equipment and Supplies	201.05	947.47	2,000.00	2,000.00	1,052.53	47%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
349	Repairs & Maint - Mission Gardens	3,892.00	5,922.74	6,935.00	6,935.00	1,012.26	85%
350	Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0%
351	Repairs & Maint - Equip	0.00	883.12	5,000.00	5,000.00	4,116.88	18%
352	Repairs & Maint - Structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
353	Repairs & Maint - Infrastructure	992.66	1,728.26	15,000.00	15,000.00	13,271.74	12%
354	Repairs & Maint - Vehicles	67.50	645.77	5,000.00	5,000.00	4,354.23	13%
355	Testing & Supplies (WWTP)	8,608.50	32,745.84	20,000.00	20,000.00	-12,745.84	164%
361	Contract Operations	6,880.76	13,048.04	40,000.00	40,000.00	26,951.96	33%
374	CSD Utilities - Billing Services	352.73	1,126.31	4,000.00	4,000.00	2,873.69	28%
375	Internet Expenses	358.03	1,479.73	4,300.00	4,300.00	2,820.27	34%
376	Web Page - Upgrade/Maint	0.00	967.73	900.00	900.00	-67.73	108%
379	Utilities - Electric Mission	35.80	335.08	1,453.00	1,453.00	1,117.92	23%
380	Utilities - Alarm Service	50.00	200.00	750.00	750.00	550.00	27%
381	Utilities - Electric	10,185.10	48,995.75	80,000.00	80,000.00	31,004.25	61%
382	Utilities - Propane	0.00	0.00	150.00	150.00	150.00	0%
383	Utilities - Trash	61.23	244.92	1,000.00	1,000.00	755.08	24%
384	Utilities - Water/Sewer	121.35	596.77	3,500.00	3,500.00	2,903.23	17%
385	Dues and Subscriptions	0.00	1,911.46	5,000.00	5,000.00	3,088.54	38%
386	Education and Training	0.00	828.70	2,500.00	2,500.00	1,671.30	33%
393	Advertising and Public Notices	0.00	254.38	750.00	750.00	495.62	34%
394	LAFCO Allocations	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
395	Community Outreach	40.00	198.00	1,000.00	1,000.00	802.00	20%
396	Utilities - SoCal Gas	18.42	62.99	500.00	500.00	437.01	13%
410	Office Supplies	212.24	473.99	2,000.00	2,000.00	1,526.01	24%
432	Utility Rate Design Study	0.00	1,375.00	10,000.00	10,000.00	8,625.00	14%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	239.64	838.79	2,000.00	2,000.00	1,161.21	42%
475	Computer Supplies & Upgrades	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
485	Fuel Expense	232.08	1,158.17	6,000.00	6,000.00	4,841.83	19%
490	Small Tools & Equipment	0.00	45.10	4,000.00	4,000.00	3,954.90	1%
495	Uniform Expense	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
570	Repairs, Maint. & Video Sewer	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
580	Mission Gardens Lift Station	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
582	WWTP Plant Maintenance	0.00	3,495.71	40,000.00	40,000.00	36,504.29	9%
583	WWTF Drying Pond Maintenance	1,527.50	1,527.50	25,000.00	25,000.00	23,472.50	6%
585	Sludge Removal Project	4,217.35	4,217.35	25,000.00	25,000.00	20,782.65	17%
587	WWTF Final Design/Construction	40,417.25	114,519.22	450,000.00	450,000.00	335,480.78	25%
705	Waste Discharge Fees/Permits	0.00	0.00	35,000.00	35,000.00	35,000.00	0%
715	Licenses, Permits and Fees	0.00	1,069.50	4,000.00	4,000.00	2,930.50	27%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	100.00	10.00	10.00	-90.00	1000%
925	Bank Fees	1.00	1.00	10.00	10.00	9.00	10%
940	Bank Service Charges	0.00	58.80	100.00	100.00	41.20	59%
949	Lease agreements	990.00	3,960.00	14,000.00	14,000.00	10,040.00	28%
950	WWTF Exp MBR	0.00	0.00	200,000.00	200,000.00	200,000.00	0%
955	3W Water Line SGMA	13,734.32	35,352.81	752,765.00	752,765.00	717,412.19	5%
960	Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
963	Collection System Projects	6,812.75	9,000.50	290,500.00	290,500.00	281,499.50	3%
964	Septic to Sewer Project	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
990	Retirement/Health Ins Liability	0.00	36,116.24	30,000.00	30,000.00	-6,116.24	120%
	Account Total:	128,795.89	478,806.86	2,957,286.00	2,957,286.00	2,478,479.14	16%
	Account Group Total:	128,795.89	478,806.86	2,957,286.00	2,957,286.00	2,478,479.14	16%
	Fund Total:	128,795.89	478,806.86	2,957,286.00	2,957,286.00	2,478,479.14	16%
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
101	EE Timekeeping Costs	0.00	0.00	2,400.00	2,400.00	2,400.00	0%
105	Salaries and Wages	19,568.66	72,950.42	295,497.00	295,497.00	222,546.58	25%
111	BOD Stipend	144.00	787.00	2,100.00	2,100.00	1,313.00	37%
120	Workers' Compensation	0.00	7,676.05	8,000.00	8,000.00	323.95	96%
121	Physicals	0.00	0.00	150.00	150.00	150.00	0%
135	Payroll Tax - FICA/SS	8.92	48.76	1,280.00	1,280.00	1,231.24	4%
140	Payroll Tax - Medicare	285.85	1,038.78	4,895.00	4,895.00	3,856.22	21%
150	Payroll Tax - SDI	0.00	122.99	0.00	0.00	-122.99	0%
155	Payroll Tax - SUI	6.48	318.94	1,508.00	1,508.00	1,189.06	21%
160	Payroll Tax - ETT	0.16	7.12	281.00	281.00	273.88	3%
205	Insurance - Health	2,199.60	8,790.10	46,122.00	46,122.00	37,331.90	19%
210	Insurance - Dental	129.36	427.06	913.00	913.00	485.94	47%
215	Insurance - Vision	21.19	69.92	161.00	161.00	91.08	43%
225	Retirement - PERS Expense	1,844.08	6,907.93	34,108.00	34,108.00	27,200.07	20%
305	Operations & Maintenance	119.38	3,414.31	8,000.00	8,000.00	4,585.69	43%
310	Phone & Fax Expense	0.00	315.41	1,200.00	1,200.00	884.59	26%
315	Postage, Shipping & Freight	0.00	163.74	425.00	425.00	261.26	39%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
320	Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
321	IT Services - Professional Svcs	1,001.25	3,986.07	11,350.00	11,350.00	7,363.93	35%
323	Auditor - Professional Svcs	0.00	0.00	4,300.00	4,300.00	4,300.00	0%
324	GSA-GSP - Professional Svcs	3,610.74	6,612.96	10,000.00	10,000.00	3,387.04	66%
325	Accounting - Professional Svcs	376.65	1,810.35	4,500.00	4,500.00	2,689.65	40%
326	Engineering - Professional Svcs	5,249.25	15,180.38	30,000.00	30,000.00	14,819.62	51%
327	Legal: General - Professional Svcs	1,452.31	7,819.32	30,000.00	30,000.00	22,180.68	26%
328	Insurance - Prop & Liability	0.00	25,333.92	38,000.00	38,000.00	12,666.08	67%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	500.00	5,000.00	5,000.00	4,500.00	10%
331	Legal: SMEA - Professional Svcs	0.00	166.50	3,500.00	3,500.00	3,333.50	5%
332	Legal: Steinbeck & Water -	0.00	61.60	25,000.00	25,000.00	24,938.40	0%
333	Legal: HR - Professional Svcs	0.00	22.39	10,000.00	10,000.00	9,977.61	0%
334	Maintenance Agreements	37.50	5,655.14	4,500.00	4,500.00	-1,155.14	126%
335	Meals	0.00	0.00	100.00	100.00	100.00	0%
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	341 Space Rental	208.00	208.00	1,000.00	1,000.00	792.00	21%
	345 Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0%
	348 Safety Equipment and Supplies	201.04	947.48	1,500.00	1,500.00	552.52	63%
	350 Repairs & Maint - Computers	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	351 Repairs & Maint - Equip	0.00	79.38	5,000.00	5,000.00	4,920.62	2%
	352 Repairs & Maint - Structures	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	353 Repairs & Maint - Infrastructure	1,676.40	6,080.67	50,000.00	50,000.00	43,919.33	12%
	354 Repairs & Maint - Vehicles	67.50	645.77	4,500.00	4,500.00	3,854.23	14%
	356 Testing & Supplies - Well #3	0.00	37.66	3,500.00	3,500.00	3,462.34	1%
	357 Testing & Supplies - Well #4	0.00	37.67	3,500.00	3,500.00	3,462.33	1%
	358 Testing & Supplies - SLT Well	584.00	2,214.67	5,000.00	5,000.00	2,785.33	44%
	359 Testing & Supplies - Other	868.00	2,514.63	6,000.00	6,000.00	3,485.37	42%
	361 Contract Operations	7,294.20	15,029.56	40,000.00	40,000.00	24,970.44	38%
	362 Cross-Connection Control Srvcs.	0.00	337.30	1,500.00	1,500.00	1,162.70	22%
	374 CSD Utilities - Billing Services	352.74	1,126.37	4,000.00	4,000.00	2,873.63	28%
	375 Internet Expenses	238.05	999.81	2,900.00	2,900.00	1,900.19	34%
	376 Web Page - Upgrade/Maint	0.00	967.73	896.00	896.00	-71.73	108%
	380 Utilities - Alarm Service	50.00	200.00	1,500.00	1,500.00	1,300.00	13%
	381 Utilities - Electric	6,661.54	29,789.36	50,000.00	50,000.00	20,210.64	60%
	382 Utilities - Propane	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	383 Utilities - Trash	61.23	244.92	450.00	450.00	205.08	54%
	385 Dues and Subscriptions	0.00	1,856.46	7,100.00	7,100.00	5,243.54	26%
	386 Education and Training	0.00	800.29	5,000.00	5,000.00	4,199.71	16%
	393 Advertising and Public Notices	0.00	170.39	1,000.00	1,000.00	829.61	17%
	394 LAFCO Allocations	0.00	0.00	1,932.00	1,932.00	1,932.00	0%
	395 Community Outreach	40.00	40.00	1,200.00	1,200.00	1,160.00	3%
	396 Utilities - SoCal Gas	41.53	107.33	1,000.00	1,000.00	892.67	11%
	410 Office Supplies	212.23	473.99	1,000.00	1,000.00	526.01	47%
	465 Cell phones, Radios and Pagers	239.66	838.83	2,000.00	2,000.00	1,161.17	42%
	475 Computer Supplies & Upgrades	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	481 Chemicals- Well #3	0.00	1,184.07	4,000.00	4,000.00	2,815.93	30%
	482 Chemicals- Well #4	0.00	979.44	4,000.00	4,000.00	3,020.56	24%
	483 Chemicals- SLT Well	0.00	1,055.86	3,000.00	3,000.00	1,944.14	35%
	485 Fuel Expense	232.08	1,158.13	6,000.00	6,000.00	4,841.87	19%
	490 Small Tools & Equipment	0.00	309.86	4,000.00	4,000.00	3,690.14	8%
	495 Uniform Expense	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	516 Water Projects Well 3	0.00	0.00	17,500.00	17,500.00	17,500.00	0%
	517 Water Projects Well 4	250.00	790.20	17,500.00	49,500.00	48,709.80	2%
	518 Water Projects SLT Well	0.00	0.00	27,500.00	49,667.00	49,667.00	0%
	520 Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
	525 Water Meter Replacement	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
	535 Water Lines Repairs	0.00	0.00	20,000.00	438,820.00	438,820.00	0%
	546 Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
	547 Paso Basin Management	0.00	0.00	18,000.00	18,000.00	18,000.00	0%
	605 USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
	715 Licenses, Permits and Fees	0.00	974.50	7,000.00	7,000.00	6,025.50	14%
	805 Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
	908 Cash Over/Cash Short	0.00	100.00	0.00	0.00	-100.00	0%
	925 Bank Fees	0.00	0.00	10.00	10.00	10.00	0%
	930 Interest Fees	0.00	21,923.41	60,000.00	60,000.00	38,076.59	37%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
940	Bank Service Charges	0.00	145.58	100.00	100.00	-45.58	146%
949	Lease agreements	990.00	3,960.00	12,000.00	12,000.00	8,040.00	33%
961	SLT Tank and Booster Pump Project	1,865.66	14,265.37	38,000.00	38,000.00	23,734.63	38%
962	0.65 MG Tank	0.00	0.00	35,000.00	35,000.00	35,000.00	0%
966	Reimbursable Engineering	745.75	1,455.75	0.00	0.00	-1,455.75	0%
990	Retirement/Health Ins Liability	0.00	36,116.24	30,000.00	30,000.00	-6,116.24	120%
	Account Total:	58,934.99	320,353.84	1,153,828.00	1,626,815.00	1,306,461.16	20%
	Account Group Total:	58,934.99	320,353.84	1,153,828.00	1,626,815.00	1,306,461.16	20%
	Fund Total:	58,934.99	320,353.84	1,153,828.00	1,626,815.00	1,306,461.16	20%
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
101	EE Timekeeping Costs	0.00	0.00	300.00	300.00	300.00	0%
105	Salaries and Wages	1,196.15	4,800.70	13,603.00	13,603.00	8,802.30	35%
111	BOD Stipend	4.00	32.00	350.00	350.00	318.00	9%
120	Workers' Compensation	0.00	-48.11	100.00	100.00	148.11	-48%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.24	1.97	55.00	55.00	53.03	4%
140	Payroll Tax - Medicare	17.41	67.22	273.00	273.00	205.78	25%
155	Payroll Tax - SUI	0.20	4.66	75.00	75.00	70.34	6%
160	Payroll Tax - ET	0.00	0.07	14.00	14.00	13.93	1%
205	Insurance - Health	152.45	608.83	1,000.00	1,000.00	391.17	61%
210	Insurance - Dental	6.42	24.73	43.00	43.00	18.27	58%
215	Insurance - Vision	1.07	4.08	8.00	8.00	3.92	51%
225	Retirement - PERS Expense	132.45	519.70	1,733.00	1,733.00	1,213.30	30%
305	Operations & Maintenance	9.50	39.75	2,000.00	2,000.00	1,960.25	2%
310	Phone & Fax Expense	0.00	29.57	200.00	200.00	170.43	15%
315	Postage, Shipping & Freight	0.00	6.41	81.00	81.00	74.59	8%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	50.00	50.00	50.00	0%
320	Printing & Reproduction	0.00	0.00	50.00	50.00	50.00	0%
321	IT Services - Professional Svcs	93.87	373.70	400.00	400.00	26.30	93%
323	Auditor - Professional Svcs	0.00	0.00	714.00	714.00	714.00	0%
325	Accounting - Professional Svcs	35.31	175.19	500.00	500.00	324.81	35%
327	Legal: General - Professional Svcs	25.40	325.76	9,500.00	9,500.00	9,174.24	3%
328	Insurance - Prop & Liability	0.00	2,375.06	1,925.00	1,925.00	-450.06	123%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0%
333	Legal: HR - Professional Svcs	0.00	0.74	600.00	600.00	599.26	0%
334	Maintenance Agreements	0.00	1,416.24	225.00	225.00	-1,191.24	629%
341	Space Rental	19.50	19.50	150.00	150.00	130.50	13%
345	Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0%
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0%
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0%
351	Repairs & Maint - Equip	0.00	0.00	250.00	250.00	250.00	0%
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0%
353	Repairs & Maint - Infrastructure	1,780.71	1,780.71	2,000.00	2,000.00	219.29	89%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
354	Repairs & Maint - Vehicles	7.50	7.50	150.00	150.00	142.50	5%
375	Internet Expenses	26.45	58.19	325.00	325.00	266.81	18%
376	Web Page - Upgrade/Maint	0.00	90.73	150.00	150.00	59.27	60%
383	Utilities - Trash	0.00	0.00	30.00	30.00	30.00	0%
385	Dues and Subscriptions	0.00	1,751.87	575.00	575.00	-1,176.87	305%
386	Education and Training	0.00	21.07	200.00	200.00	178.93	11%
393	Advertising and Public Notices	0.00	0.00	250.00	250.00	250.00	0%
394	LAFCO Allocations	0.00	0.00	1,932.00	1,932.00	1,932.00	0%
395	Community Outreach	80.00	80.00	500.00	500.00	420.00	16%
410	Office Supplies	-4.63	24.14	25.00	25.00	0.86	97%
432	Utility Rate Design Study	0.00	0.00	16,473.00	16,473.00	16,473.00	0%
465	Cell phones, Radios and Pagers	26.62	93.19	150.00	150.00	56.81	62%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	81.53	81.53	100.00	100.00	18.47	82%
495	Uniform Expense	0.00	0.00	150.00	150.00	150.00	0%
650	SB1383 Compliance	0.00	0.00	250.00	250.00	250.00	0%
940	Bank Service Charges	0.00	5.20	50.00	50.00	44.80	10%
949	Lease agreements	110.00	440.00	1,320.00	1,320.00	880.00	33%
990	Retirement/Health Ins Liability	0.00	324.96	0.00	0.00	-324.96	0%
	Account Total:	3,802.15	15,536.86	60,179.00	60,179.00	44,642.14	26%
	Account Group Total:	3,802.15	15,536.86	60,179.00	60,179.00	44,642.14	26%
	Fund Total:	3,802.15	15,536.86	60,179.00	60,179.00	44,642.14	26%
	Grand Total:	268,130.06	1,314,594.89	5,110,928.00	5,632,820.00	4,318,225.11	23%

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

10/31/2024



	SECURITY	TYPE	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO %
Fire - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.43%	\$ 2,524.32	4.51%	\$ 113.85				\$ 2,524.32	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	Fed. Home Loan Bank	AGCY	\$ 100.00	5.02%	\$ 100,000.00	5.02%	\$ 5,020.00	3/13/2026	N/A	4/12/2024	\$ 100,039.00	5.1%
											total: \$ 102,563.32	
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.47%	\$ 38,302.85	4.51%	\$ 1,727.46				\$ 38,302.85	2.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	JP Morgan Chase NA	CD	\$ 100.00	5.25%	\$ 138,000.00	5.25%	\$ 7,245.00	8/15/2028	628	8/15/2023	\$ 138,074.52	7.1%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 204,136.00	10.3%
											total: \$ 380,513.37	
Lighting - Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	5.01%	\$ 11,701.20	4.51%	\$ 527.72				\$ 11,701.20	0.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	Morgan Stanley Bank NA	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	32992	3/10/2028	\$ 150,522.00	7.7%
											total: \$ 162,223.20	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	4.63%	\$ 213.06	4.51%	\$ 9.61				\$ 213.06	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.00%	\$ 5,374.94	0.45%	\$ 24.19				\$ 5,374.94	0.3%
	People's Bank	cCD	\$ 100.00	4.55%	\$ 100,000.00	4.55%	\$ 4,550.00	9/20/2029		9/20/2024	\$ 100,085.00	5.1%
	FNMA	AGCY	\$ 99.55	4.375%	\$ 205,000.00	4.48%	\$ 8,968.75	8/6/2029	N/A	8/6/2024	\$ 204,848.30	10.5%
	Fannie Mae	AGCY	\$ 99.56	5.00%	\$ 200,000.00	5.10%	\$ 10,000.00	4/17/2029	N/A	4/17/2024	\$ 199,818.00	10.3%
	Fed. Home Loan Bank	AGCY	\$ 100.47	4.75%	\$ 310,000.00	4.64%	\$ 14,725.00	2/6/2029	N/A	2/9/2024	\$ 309,507.10	15.9%
											total: \$ 819,846.40	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.63%	\$ 22,804.82	4.51%	\$ 1,028.50				\$ 22,804.82	1.2%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ 1,527.58	0.45%	\$ 6.87				\$ 1,527.58	0.1%
	BMO HARRIS BANK NA	CD	\$ 100.00	5.00%	\$ 200,000.00	5.00%	\$ 10,000.00	5/18/2028	16571	5/18/2023	\$ 200,016.00	10.3%
	MEDALLION BANK	CD	\$ 100.00	5.00%	\$ 103,000.00	5.00%	\$ 5,150.00	5/24/2028	57449	3/8/2023	\$ 103,036.05	5.3%
											total: \$ 327,384.45	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	5.01%	\$ 11,701.20	4.51%	\$ 527.72				\$ 11,701.20	0.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	Morgan Stanley Private Bk	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	34221	3/10/2023	\$ 150,501.00	7.7%
											total: \$ 162,202.20	
Total & Average:					\$ 1,950,149.97	4.83%	\$ 93,974.67				\$ 1,954,732.94	100%

Disclosure

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

SMCSD STATEMENTS OF INFORMATION:

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

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

April 30, 2025

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

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

November 21, 2024

AGENDA ITEM: 9.2

SUBJECT: Annual Board assessment discussion (general discussion by Board members) (Pg. 103)

SUGGESTED ACTION: The Board should assess the functionality and performance of the Board.

DISCUSSION:

This item is to assess the functionality and performance of the Board. Although the discussion should focus on the performance and functionality of the whole Board, each Director should reflect on their contribution to the Board dynamic and whether there is anything that can improve the Board as a whole.

This is intended to be a discussion item only and is a stipulation in the Board Handbook for the Board to perform an assessment of the Board on an annual basis.

FISCAL IMPACT:

Expected to be minimal cost resulting from staff and legal time.

PREPARED BY: Kelly Dodds

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

November 21, 2024

AGENDA ITEM: 9.3

SUBJECT: San Miguel Fire Department Divestiture from San Miguel Community Services District
(Pg. 104-188)

SUGGESTED ACTION: Review and approve Resolution 2024-56

DISCUSSION:

The San Miguel Fire Department was established on December 24, 1888, it functioned as a Fire District for approximately 113 years utilizing a variety of locations throughout the Community as a Fire Station. In 1999, the San Miguel Fire Department / District began construction on a new Fire Station located at 1150 Mission Street using grant funding. The project was completed in 2000.

During the construction process of the Fire Station the San Miguel Community Services District (CSD) was formed. Upon formation of CSD the San Miguel Fire Department / District was annexed into the umbrella of services provided by the newly formed CSD. Upon completion of the new Fire Station the newly formed CSD and its staff moved into the new Fire Station utilizing a majority of the available office space originally planned for Fire Department use.

Formation of the CSD and annexation of the San Miguel Fire Department into the CSD limited the growth of the Department to the confines of the CSD boundaries due to the CSD's inability to provide water, wastewater, and lighting into the surrounding areas. However, the San Miguel Fire Department has and continues to provide emergency services to the surrounding areas without financial benefit.

Additionally, the San Miguel Community Services District Staff occupied space slated for Fire Department use and was beyond workspace capacity. This is due to limited office space, increased staff, and utilizing a floor plan that was not designed to support the functions currently performed within the space. The Fire Station as configured lacks the ability to provide housing accommodations for Department Members necessary to provide 24-hour Firefighter coverage beyond the provided Duty Officer Coverage, office space for Department Personnel, proper equipment storage, records storage, plan room, medical supply storage as necessary.

District Formation / Divestiture:

Currently the San Miguel Fire Department receives annual funding from Property Taxes, Public Facilities Fees, and Plan Check Fees. These funds are limited to properties within the existing CSD boundaries. This limited area restricts the amount of funding available due to the CSD's inability to expand its current LAFCO approved boundaries based on the inability to provide water, wastewater, and street lighting beyond the current CSD boundaries.

However, the San Miguel Fire Department has and continues to provide emergency services to the surrounding areas beyond the CSD boundaries without financial benefit.

The lack of ability to expand the Fire Department / Fire District boundaries limits funds available

limiting the possibility of enhancing services within the current District Boundaries and the surrounding areas it currently services.

Removing the San Miguel Fire Department from the CSD would allow the Department to expand its Boundaries beyond the CSD Boundaries into the adjacent underserved areas San Miguel Fire currently responds to.

Additional funds would be utilized to hire Fire Department personnel, expand, and improve facilities, maintain equipment, and provide funding for an Equipment Replacement Program to meet future equipment needs. All of which equates to a higher level of Public Safety provided to the current District's and reconfigured District's population.

The aforementioned summary and process has been included in the San Miguel Community Services District 2022 Strategic Plan, approved by Resolution 2022-56, adopted by LAFCO and included within the 2023 San Miguel Community Services District Municipal Services Review (MSR-SOI).

With the Board approval of Resolution 2024-56 will authorize the San Miguel Fire Department Fire Chief to proceed with the necessary steps to complete the divestiture process.

FISCAL IMPACT:

This item has no financial impact at this time.

Additional information shall be provided as the process progresses.

PREPARED BY: Scott Young

RESOLUTION NO. 2024-56
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT
FIRE CHIEF TO PROCEED WITH THE LAFCO DIVESTITURE PROCESS, APPLY
FOR AND REPRESENT SAN MIGUEL COMMUNITY SERVICES DISTRICT FIRE
DEPARTMENT IN ALL MATTERS RELATING TO THE LAFCO PROCESS

WHEREAS, San Miguel Community Services District Fire Department ("Department") has undertaken the responsibility of providing fire protection and emergency services within the San Miguel Community Services District ("District"), County of San Luis Obispo ("County"), and State of California ("State"); and

WHEREAS, the Department recognizes the need for divestiture in order to increase the level of fire safety, perform daily operations in addition to preventing and fighting wildland, rural, structure, vehicle, and other types of fires, in addition to providing emergency services within the District, County, and State; and

WHEREAS, the Board identified and agreed upon the need for divestiture as stated with the 2022 San Miguel Community Services Strategic Plan and updates.

WHEREAS, Scott Young, as the Chief of the Department, is the most appropriate person to represent the Department in all matters relating to divestiture of San Miguel CSD Fire and work with LAFCO process, application, implementation, and agreement.

NOW, THEREFORE, BE IT RESOLVED that the San Miguel Community Services Board of Directors ("Board") appoints Scott Young to represent the Department in all matters relating to the LAFCO divestiture process, application, implementation, and agreement.

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 21st day of November 2024.

Scott Young, Fire Chief

Rod Smiley, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Tamara Parent, Board Clerk

Douglas L. White, District General
Counsel

San Miguel CSD Strategic Plan 2022-2027

Passed by RESOLUTION 2022-56 on 10-27-2022

SMCSD Strategic Planning Team

Board of Directors

Raynette Gregory, President
Anthony Kalvans, Vice-President
Hector Palafox, Director
Ward Roney, Director
Vacancy, Director

District Management

Kelly Dodds, General Manager
Rob Roberson, Fire Chief
Tamara Parent, Board Clerk and Accounts Manager
Scott Young, Assistant Fire Chief

Consultant

Brent H. Ives, Principal, BHI Management Consulting

Table of Contents

Planning Team	Pg 3.
Message from President of the Board of Directors.....	Pg.5
Message from General Manager.....	Pg.6
Strategic Plan Development Process	Pg.7
Mission and Vision	Pg.8
Strategic Focus Areas	Pg.9
1.0 Water Resources	Pg.10
2.0 Wastewater Service	Pg.12
3.0 Fire Service	Pg.13
4.0 Governance and Administration	Pg.16
5.0 Finance	Pg.17
6.0 Community and Strategic Partners	Pg.19
Vision to Action Table	Pg.20

Message from the President of the Board of Directors

On behalf of the San Miguel Community Services District Board of Directors, it is my honor and privilege to present the Board's Strategic plan for Fiscal years 2022-2027. I want to thank everyone involved in the plan's development. The Strategic planning process has been a collaborative effort between Board Members, District Staff, and the Public, which has produced a useful tool for shaping the future of the San Miguel CSD.

Since November 18, 2021, San Miguel CSD and its Board of Directors have been engaged in a strategic planning process, that have provided us with a map of the next five years. We have learned a lot and have laid out clear directives.

This Plan advances the Board's goals of increasing the focused on six key strategies:

1. Water Resources
2. Wastewater services
3. Fire Services
4. Governance and Administration
5. Finance
6. Community and Strategic Partners

This is a time of constant environmental and regulatory change, at the local, state and federal levels. With that in mind, the strategic plan was written with the intention to regularly revisit and measure successes and to account for emerging opportunities.

As President of the Board, I welcome input from all interested parties to join in working with the Board over the next five years to achieve the goals as put forward in this plan. The Board publishes advance notices of all its Board meetings and encourages participation from the community.

Raynette Gregory

Message from the General Manager

As General Manager, I recognize the need for the District to establish a Strategic Plan that will focus the Board of Directors and Staff in the planning of the operational needs for the district. In this current economic state of society, it has become more prevalent to develop and implement a plan that can and will prepare the district to meet the challenges we will face now and into the future. The district needs to be in a position to respond and act on the challenges instead of reacting with unplanned actions and limited resource. As we develop and achieve benchmarks with the plan the District needs to stay focused on the overall goal.

The San Miguel CSD Directors and Staff have actively developed this Strategic Plan to outline the future operational needs of the District and to achieve the goals for the vision that of the District. The Plan also identifies the actions and tactics required to lay the foundation that will set the course for the district and the future development. This plan creates a roadmap designed to meet the operational, governance and financial needs of the community for the next five years and into the future.

Robert Roberson **General Manager from 2018-2022**

Strategic Plan Development Process

In FY 2021/22, the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the updating of the District's five-year Strategic Plan. BHI first gathered input directly from District staff and individual members of the Board of Directors. This was followed by two Board and staff planning workshops. At each meeting the District Mission and 5-year Vision and implementing actions were discussed. The Board supported this process to allow participation in the foundation of the Strategic Plan. The Board developed a new Mission statement a new Vision statement for the District. The Board also identified the six strategic focus areas around which to organize implementation of strategic actions over the next five years.

Following the Board workshops, key staff members, worked with BHI to develop the Strategic Element objective and strategy statements and Strategic goals, actions and tactics in support of each focus to make the Board's Vision reality within the 5-year timeframe. Using this process, this Strategic Plan provides a roadmap for the District and guided by the Board's Vision over the next five years. This Plan was then vetted with the Board a final time prior to approval.

The simple organization of the Plan is outlined first by Mission/Vision. Next come the six, five-year strategic focus areas, then the actions needed to fulfill the vision. Finally, Table 1 provides an overview of the plan with associated dates for actions and goals within the next five years.

Mission –

The San Miguel Community Services District was formed and remains committed to efficiently serving the community with fire protection, water, wastewater, street lighting/landscaping and solid waste services in San Miguel.

Vision –

In next 5 years we plan to:

- move our administration to the new WWTF and successfully opened our new wastewater treatment facility. (Facility, 2022-25)
- remodel the fire station adding an additional apparatus bay, accommodating increased fire staffing, and creating more space for community meetings. This will also allow for a Sheriff's Beat Station. (Facility, 2023-25)
- complete the Fire Department LAFCO redistricting process. (Fire, 2022-24)
- stabilize the water resources portfolio while maintaining fiscally responsible water rates. (Ops/Finance, 2024-25)
- continue with a strong and productive Board culture. (Admin/Governance, 2023-Ongoing)
- have successfully transitioned to a new General Manager. (Admin, 2022-23)
- gain increased influence in county and state regional decisions affecting the District. (Political, 2023-25)
- have deliberately improved staffing and equipment for all facilities. (2023-26)
- implement a proactive public relations program. (2022-ongoing)

STRATEGIC FOCUS AREAS – The board of directors has identified six areas of district operations where time, effort and resources must be focused within the next five years to protect and advance the mission. These are:

- 1.0 WATER RESOURCES
- 2.0 WASTEWATER SERVICE
- 3.0 FIRE SERVICES
- 4.0 GOVERNANCE AND ADMINISTRATION
- 5.0 FINANCE MANAGEMENT
- 6.0 COMMUNITY AND STRATEGIC PARTNER RELATIONS

1.0 WATER RESOURCES

Objective description and general approach: Our objective is to identify and deliver high-quality, reliable and affordable water for District residents.

1.1 PROVIDE WATER SUPPLY STABILIZATION AND DIVERSIFICATION

Objective description and general approach:

- Diversify the Districts water portfolio and reduce groundwater pumping by identifying opportunities to obtain and use recycled and or surface waters.

Objective Goals and Deliverables for the Goal:

- Identify consultant(s) to perform the analysis
- Identify and analyze available sources of recycled and surface waters.
- Identify and analyze potential users for the recycled and surface waters.

Objective estimated completion date:

- Ongoing, initial source identification should start by 2025
- Begin coordination with relevant stakeholders around 2025.

1.2 MAINTAIN A STRONG ROLE ON THE REGIONAL GROUNDWATER SUSTAINABILITY PLANNING

Objective description and general approach:

- Maintain a strong presence within the Paso Basin Cooperative Committee (PBCC) as a Groundwater Sustainability Agency (GSA) by being proactive and passing of forward-thinking policies.

Objective Goals and Deliverables for the Goal:

- Coordinate efforts with other GSAs and the PBCC.
- Consider and establish meaningful policy to protect the groundwater basin.
- Consider and implement projects to improve the groundwater basin.

Objective estimated completion date:

- Ongoing engagement with the PBCC and other GSAs
- Within 1 year engage in planning for projects that benefit the groundwater basin.

1.3 INCREASE OUR WATER STORAGE ON THE EAST SIDE OF THE RIVERObjective description and general approach:

- Design and build a new water storage tank farm and pump station for the San Lawrence Terrace.

Objective Goals and Deliverables for the Goal:

- Identify the scope of the project
- Identify and apply for funding for the project.
- Board approval of scope and funding
- Develop plans and specifications
- Build project.

Objective estimated completion date:

- Design and funding (FY 2022-23)
- Project completion (FY2023-25)

1.4 COMMENCED WITH A PROACTIVE STUDY FOR THE LONG-TERM (20 YEAR) WATER NEEDSObjective description and general approach:

- Our objective is to develop a long-term water needs outlook

Objective Goals and Deliverables for the Goal:

- Work with Board of Directors to develop scope of work
- Identify consultant(s) to perform study and analysis.
- Identify costs and funding mechanisms.

Objective estimated completion date:

- Started by 2025, will be a multiyear process.

2.0 WASTEWATER SERVICE

Objective description and general approach: Our objective in providing wastewater services for District residents is to meet all state regulations for the collection and treatment of wastewater.

2.1 OPEN AND OPERATE THE NEW WASTEWATER TREATMENT FACILITY

Objective description and general approach:

- Under order by the State Regional Water Board, upgrade and expand the Machado Wastewater Treatment Facility.

Objective Goals and Deliverables for the Goal:

- Determine overall wastewater needs and define the scope of the project.
- Secure funding for project.
- Design and construct the project.

Objective estimated completion date:

- Currently under design for this project. Completion of design is estimated to be early 2023.
- Funding approval anticipated in mid-2022 with additional funding applications to be completed in late 2022 to 2023.
- Construction to start in mid-2023 to be completed in early 2024

3.0 FIRE SERVICES

Objective description and general approach: We will continually prepare to meet the growing demands for high-quality Fire and Emergency Services for our District service area.

3.1 SUCCESSFULLY COMPLETE THE REDISTRICTING PROCESS WITH LAFCO AND SAN LUIS OBISPO COUNTY.

Objective description and general approach:

- The Fire Department Staff has worked through the process with LAFCO and the County Board of Supervisors to finalize the Fire Department District boundaries

Objective Goals and associated Dates for the Goal:

- SMCSD Board approval for redistricting.
- Complete formal application process for redistricting to LAFCO.
- Work with LAFCO to receive approval for redistricting.
- Receive County Board of Supervisors approval.

3.2 INSTALL AND USE OUR TEMPORARY HOUSING UNIT/SHERIFF'S BEATSTATION

Objective description and general approach:

- Have temporary housing unit (THU) installed to provide housing for a Duty Officer on-site and enhance response times.

Objective Goals and associated Dates for the Goal:

- Procure temporary housing unit (FY2022)
- Procure SLO County building permits (FY2022/23)
In process (May 2022)
- Proceed with site improvement's (FY2022/23)
Start improvements as SLO County permits are issued
- Install THU (FY2022/23)
- Fully operational (Fall 2022/23)

3.3 FIRE APPARATUS BAY HAS BEEN COMPLETED AND ALL EQUIPMENT SHALL BE MODERN AND WELL-MAINTAINED

Objective Goals and associated Dates for the Goal:

- Proceed with the planning process required for the construction of the proposed apparatus building.
- Complete design around future vehicle/equipment replacement as required per NFPA guidelines. (FY2022-23)
- Identify and acquire funding (FY2022-23)
- Complete new apparatus bay (FY2023-24)

3.4 REMODEL FIRE STATION

Objective Overview:

- Remodel the current station to contain and facilitate;
 - Fire Department Administration
 - Sheriff Beat Station
 - EOC (Emergency Operation Center) and or Meeting Room and or Training Room Public access Meeting Room
 - Fire Staff quarters to accommodate up to 4 staff members

Objective Goals and associated Dates for the Goal:

- Proceed with the planning process required for the construction of the proposed Fire Station remodel (FY2022-23)
- Explore funding sources for design and construction (FY2022-23)
- Complete design documents (FY2023-24)
- Identify and acquire funding (FY2023-24)
- Begin remodel activities (FY2024-25)
- Complete remodel (FY2025-26)

3.5 ENHANCE FIRE DEPARTMENT STAFFING

- Objective description and general approach:

- Maintain and provide duty officer coverage.

- Objective Goals and Deliverables for the Goal:

- Respond to new housing by adjusting fire staffing accordingly.
- Receive additional funding per redistricting (3.1) to enhance staffing, etc.

4.0 GOVERNANCE AND ADMINISTRATION

Objective description and general approach: Our objective is to conduct District business in a professional and productive manner at all levels.

4.1 WE WILL CONTINUE TO WORK ON A LONG-TERM PRODUCTIVE BOARD CULTURE AT SMCSO

- Objective descriptor:
 - The Board of Directors currently enjoys positive relationships with the public at-large, the District staff, other public agencies and each other. As such, it is the intention to maintain this type culture for each successive Board into the future. This requires a certain dedication to the entire San Miguel public to represent them in a civil and productive way.
 - We will develop, maintain, and adhere to a SMCSO Board training schedule
 - The Board of Directors will annually review Board Handbook/By-laws.
- Objective Goals and Deliverables for the Goal:
 - Each Board member will complete scheduled training as required.
 - We will track each Board member to assist in keeping them current with their training.

5.0 FINANCE

Objective description and general approach: We will adhere to the highest financial standards and processes for fiscal solvency and transparency.

5.1 WE WILL DILIGENTLY WORK TO MAINTAIN FISCALLY RESPONSIBLE WATER AND WASTEWATER RATES

• Objective description and general approach:

- Through good forward planning, utilizing best management practices, and optimizing operations we will strive to eliminate unplanned expenses and implement sustainable water and wastewater rates.
- Engage in a 5-year Cost-of-Service Rate Study to begin in July 2022-23 for FY2023-24 implementation
- Analyze the operations of the District and forecast staffing, equipment, and operational costs.
- Regularly update the water and wastewater masterplans with up-to-date priorities and costs.
- Where possible, complete prework for pending projects to position the District for shovel ready grant opportunities. (when financially possible)
- Work with other agencies to identify and secure funding opportunities. (Ongoing)

5.2 WE WILL PERFORM A STUDY TO OUTLINE POTENTIAL SOURCES OF REVENUES

Objective Description: Work with Board to develop the scope of this comprehensive study to identify and analyze existing and potential new mission-related revenue sources for District departments.

Objective Goals and associated Dates for the Goal:

- Determine entity(ies) to perform study.

- Determine funding mechanisms for study.
- Perform study and report to Board on findings.

5.3 WE WILL PERFORM A STAFFING ANALYSIS IN SUPPORT OF THE DISTRICT MISSION

- Perform an analysis of current and future staffing needs to ensure adequate ability to support the Districts Mission.

• Objective Goals and associated Dates for the Goal:

- Assess current staffing and staff duties in all departments.
- Determine future staffing needs for next 5 years for planned growth and expansions.
- Analysis the current and future staffing needs and provide a recommendation based on results.

5.4 WE WILL PERFORM A DISTRICT RATE STUDY THAT ALLOWS FOR MISSION APPROPRIATE COMMUNITY RELATED NEEDS

• Objective Goals and associated Dates for the Goal:

- Conduct a Board workshop to allow for broad discussion, clarity, potential and scope determination of this topic, providing direction to staff.

6.0 COMMUNITY AND STRATEGIC PARTNER RELATIONS

Objective description and general approach: We will be a leading public organization within the San Miguel community. We will facilitate mission related informational workshops, for the overall good of the community.

6.1 WE WILL ENHANCE THE CURRENT HIGH-LEVEL OF COMMUNITY ENGAGEMENT

- Objective Goals and associated Dates for the Goal:
 - Increased District interest and attendance at public meetings

6.2 WE WILL INCREASE OUR LEVEL OF PRESENCE AND INFLUENCE WITH COUNTY RELATED PLANNING AND DECISION MAKING

- Objective Goals and associated Dates for the Goal:
 - Establish and maintain relationships with our County Supervisor(s) and County staffers.

6.3 WE WILL ACHIEVE CERTIFICATION FOR TRANSPARENCY FROM CSDA

- Incoming Board of Directors will receive orientation including training expectations to support District Board culture and conduct goals
- Achieve CSDA District of Distinction Certificate
- Achieve CSDA District Transparency Certificate

6.4 WE WILL PARTICIPATE IN OPPORTUNITIES FOR OUR COMMUNITY TO COLLECTIVELY PLAN AND STRATEGIZE FOR A PROSPEROUS FUTURE

- Objective Overview:
 - We will consider ways to help in a bigger way as the community core.
 - We will allow use of our prime location for development of business partnerships and supporting of conditions and planning for growth and overall economic development, including groups like CSD, Chamber, Advisory Council, and other public groups formed for the overall good of San Miguel.
- Objective Goals and associated dates for the Goal:
 - Work with Board of Directors to develop scope of effort and define costs.

6.5 WE WILL TAKE DELIBERATE STEPS TO COMMUNICATE ABOUT DISTRICT ACHIEVEMENTS

- Objective Goals and associated Dates for the Goal: We will begin making more deliberate and formal press releases to a broad media set deliberately getting to word

out of beneficial actions of the District.

Vision to Action Table Strategic Focus	Strategic Goals	Proposed Objective Dates
1.0 Water Resources	1.1 Water Supply Stabilization and Diversification 1.2 Maintain Strong Role in Groundwater Planning 1.3 Extended Water Storage 1.4 Begun long-term (20 yr.) Water Study	1.1 2025-ongoing 1.2 2023-ongoing 1.3 2023-25 1.4 2025
2.0 Wastewater	2.1 Opened and Operating New Wastewater Treatment Plant	2.1 2022-24
3.0 Fire Service	3.1 Complete Redistricting process with LAFCO/County 3.2 Opened and are Staffing new Fire Temporary Housing Unit 3.3 Fire apparatus Bay/Equipment 3.4 Remodel Fire Station 3.5 Enhance Fire Staffing	3.1 2022-24 3.2 2022-23 3.3 2022-24 3.4 2022-26 3.5 2023-24
4.0 Governance/Administration	4.1 We continue to work on maintaining a strong Board culture <ul style="list-style-type: none"> • Review of Board Handbook/By-laws (2022) • Develop Board training plan (2023) • Track Board training progress (2023-ongoing) 	4.1 2022-ongoing
5.0 Finance	5.1 Fiscally responsible water and wastewater rates <ul style="list-style-type: none"> • Achieve GFOA Budget Transparency certificate (2023/24) 5.2 Revenue Sources Study 5.3 Staffing Analysis 5.4 Rate Study with community consideration	5.1 2022-25 -ongoing 5.2 2023-25 5.3 2022-23 5.4 2023-24
6.0 Community and Partner Relations	6.1 Enhanced Community engagement 6.2 Increased regional engagement, relations and influence 6.3 CSDA Transparency Certification 6.4 Participate in Community Planning 6.5 Proactively communicate the District news	6.1 2022-Ongoing 6.2 2022-Ongoing 6.3 2023/24 6.4 2022-Ongoing 6.5 2022- Ongoing



San Miguel Community Services District

Municipal Service Review and Sphere of Influence Study

Prepared by

the San Luis Obispo Local Agency Formation Commission

Adopted October 19, 2023

Acknowledgments

San Luis Obispo LAFCO gratefully acknowledges the time and effort of officials and staff with the San Miguel Community Services District in assisting in the preparation of this report and includes – but not limited to – the following:

Kelly Dodds, General Manager

Scott Young, Fire Chief

Tamara Parent, Board Clerk & Accounts Manager

TABLE OF CONTENTS

About LAFCO _____	5
Authority and Objectives _____	5
Regulatory Responsibilities _____	5
Planning Responsibilities _____	6
LAFCO Decision-Making _____	7
SLO LAFCO _____	8
District MSR & Sphere Study _____	10
Overview _____	10
At A Glance _____	11
Boundary Map _____	12
Sphere of Influence _____	13
Accountability _____	13
Population Profile _____	14
Present and Planned Land Use _____	16
Services & Capacity _____	19
Finance _____	33
Determinations _____	41
Service Review Determinations per Government Code Section 56430 _____	41
Sphere of Influence Determinations per Government Code Section 56425 _____	45
Appendix _____	47
Sources _____	47

LIST OF FIGURES

Figure 1: San Miguel Community Services District Boundary Map	12
Figure 2: San Miguel Community Services District Land Use Designations	18
Figure 3: Calls Outside SMCSD Boundary	32
Figure 4: Revenue Source	35
Figure 5: Revenue Split by Source	36

LIST OF TABLES

Table 1: District Profile	11
Table 2: San Miguel CSD Board of Directors.....	13
Table 3: San Miguel Community Services District Population.....	15
Table 4: San Miguel Urban Reserve Line Land Use Category Acreage.....	17
Table 5: SMCSD Average Historical Annual Production	21
Table 6: Operational Storage Requirements	22
Table 7: Emergency Storage Requirements	23
Table 8: Water Demand for Existing Conditions	24
Table 9: Future Water Demand	25
Table 10: Existing Wastewater Flow.....	27
Table 11: Projected Flow	27
Table 12: 2022 Average (Dispatch-Turnout-Response) Times per Zone.....	31
Table 13: Operating Expense	34
Table 14: Revenue	34
Table 15: Audited Assets	37
Table 16: Audited Liabilities.....	38
Table 17: Audited Net Position.....	39

ABOUT LAFCO

Authority and Objectives

Local Agency Formation Commissions (LAFCOs) were established in 1963 and are considered regional subdivisions of the State of California responsible for providing regional growth management services in all 58 counties. LAFCOs' authority is currently codified under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) with principal oversight provided by the Assembly Committee on Local Government. LAFCOs are comprised of locally elected and appointed officials with regulatory and planning powers delegated by the Legislature to coordinate and oversee the establishment, expansion, and organization of cities, towns, and special districts as well as their municipal service areas.

Regulatory Responsibilities

LAFCOs' principal regulatory responsibility involves approving or disapproving all jurisdictional changes involving the establishment, expansion, and reorganization of cities, towns, and most special districts in California. CKH defines "special district" to mean any agency of the State formed pursuant to general law or special act for the local performance of governmental or proprietary functions within limited boundaries. All special districts in California are subject to LAFCO oversight with the following exceptions: school districts; community college districts; assessment districts; improvement districts; community facilities districts; and air pollution control districts. LAFCOs are also tasked with overseeing the approval process for cities, towns, and special districts to provide new or extended services beyond their jurisdictional boundaries by contracts or agreements or annexation. LAFCOs also oversee special district actions to either activate new service functions and service classes or divest existing services. LAFCOs generally exercise their regulatory authority in response to applications submitted by affected agencies, landowners, or registered voters. Recent amendments to CKH also authorize and encourage LAFCOs to initiate jurisdictional changes to form, consolidate, and dissolve special districts consistent with community needs.

Planning Responsibilities

LAFCOs inform their regulatory actions, in part, through two central planning responsibilities: (a) making sphere of influence determinations and (b) preparing municipal service reviews. With these, and other relevant information in the record, LAFCO makes decisions on a variety of matters, including but not limited to annexations to cities and special districts, city incorporations, activation of powers for special districts, dissolutions of special districts, etc.

Sphere of Influence (SOI)

A SOI is defined by G.C. 56425 as "...a plan for the probable physical boundary and service area of a local agency or municipality...". A SOI is generally considered a 20-year, long-range planning tool. LAFCOs establish, amend, and update spheres for all applicable jurisdictions in California every five years, or as necessary. When updating the SOI, LAFCOs are required to consider and prepare a written statement of its determinations with respect to each of the following 5 factors:

- 1) The present and planned land uses in the area, including agricultural and open-space lands.
- 2) The present and probable need for public facilities and services in the area.
- 3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
- 4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
- 5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

SOI determinations have been a core planning function of LAFCOs since 1971. The intent in preparing the written statements is to orient LAFCOs in addressing the core principles underlying the sensible development of local agencies consistent with the anticipated needs of the affected communities.

Municipal Service Reviews (MSR)

MSRs in contrast, are intended to inform, among other activities, SOI determinations. LAFCOs also prepare MSRs regardless of making any specific sphere determinations in order to obtain and furnish information to contribute to the overall orderly development of local communities. When updating a MSR, LAFCOs are required to consider and prepare written statements of its determinations with respect to each of the following 7 factors:

- 1) Growth and population projections for the affected area.
- 2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
- 3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
- 4) Financial ability of agencies to provide services.
- 5) Status of, and opportunities for, shared facilities.
- 6) Accountability for community service needs, including governmental structure and operational efficiencies.
- 7) Any other matter related to effective or efficient service delivery, as required by commission policy.

LAFCO Decision-Making

LAFCO decisions are legislative in nature and therefore are not subject to an outside appeal process; only courts can overturn LAFCO decisions. LAFCOs also have broad powers with respect to conditioning

regulatory and planning approvals so long as not establishing any terms that directly effects land use density or intensity, property development, or subdivision requirements.

LAFCOs are generally governed by a board comprising of county supervisors, city councilmembers, independent special district members, and representatives of the general public and an alternate member for each category. SLO LAFCO is governed by a 7-member board comprising of two county supervisors, two city council members, two independent special district members, one representative of the general public and an alternate member for each category. All members serve four-year terms and must exercise their independent judgment on behalf of the interests of residents, landowners, and the public as a whole. LAFCO members are subject to standard disclosure requirements and must file annual statements of economic interests. All LAFCOs are independent of local government with their own staff. All LAFCOs, nevertheless, must appoint their own Executive Officers to manage agency activities and provide written recommendations on all regulatory and planning actions before the Commission. In addition, all LAFCOs must also appoint their own legal counsel.

SLO LAFCO

Regular Commissioners

Chair Debbie Arnold	County Member
Vice Chair Marshall Ochylski	Special District Member
Jimmy Paulding	County Member
Robert Enns	Special District Member
Steve Gregory	City Member
Ed Waage	City Member
Heather Jensen	Public Member

Alternate Commissioners

Charles Bourbeau	City Member
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Dawn Ortiz-Legg	County Member
Ed Eby	Special District Member
David Watson	Public Member

Staff

Rob Fitzroy	Executive Officer
Imelda Marquez-Vawter	Analyst
Morgan Bing	Clerk Analyst
Brian Pierik	Legal Counsel

Contact Information

San Luis Obispo LAFCO’s office is located at 1042 Pacific St Suite A in the City of San Luis Obispo. The LAFCO office is open by appointment to discuss proposals or other matters and can be scheduled by calling 805-781-5795. Additional information is also available online by visiting slo.lafco.ca.gov.

DISTRICT MSR & SPHERE STUDY

Overview

This report represents San Luis Obispo LAFCO’s scheduled municipal service review for the San Miguel Community Services District (SMCSD), located in northern San Luis Obispo County. The report has been prepared by staff consistent with the requirements of the Cortese, Knox, Hertzberg Act. The purpose of this report is to produce an independent assessment of municipal services in this area over the next five years relative to the Commission’s regional growth management duties and responsibilities as established by the State Legislature. This includes evaluating the current and future relationship between the availability, demand, and adequacy of municipal services within the service areas of the SMCSD directly subject to the Commission’s oversight. Information generated as part of the report will be used by the Commission in (a) guiding subsequent sphere of influence updates, (b) informing future boundary changes, and – if merited – (c) initiating government reorganizations, such as special district formations, consolidations, and/or dissolutions.

The period for collecting data to inform the Commission’s analysis and related projections on population growth and service demands has been set to cover any major updates and changes since the last time the MSR was updated, in 2013. The financial analysis has been set to cover the last five-year budgeted and last five-year audited fiscal year period. The timeframe for the report has been generally oriented to cover the next five to seven-year period with the former (ten years) serving as the analysis anchor as contemplated under State law.

The document outline serves to inform all the state mandated requirements outlined in government code sections 56430 and 56425. Written determinations and recommendations have been included as the concluding chapter of this document.

At A Glance

Table 1: District Profile

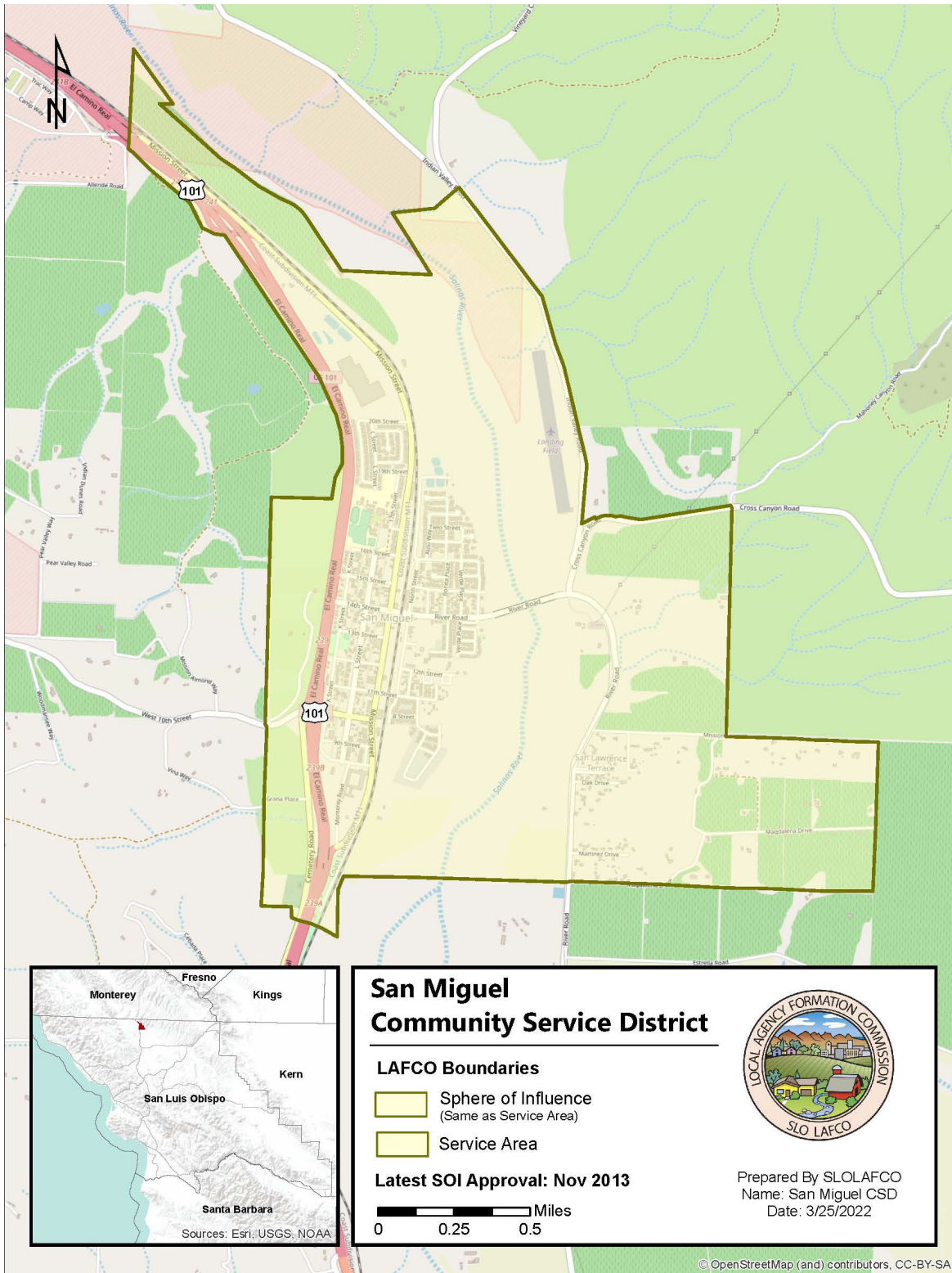
Agency Name	San Miguel Community Services District
Formation	February 1, 2000
Legal Authority	Government Code §61000- 61850
Office Location	1765 Bonita Place, San Miguel, CA 93451
Website	https://www.sanmiguelcsd.org/
General Manager	Kelly Dodds
Employees	8
Public Meetings	Meeting times shall begin at 6:00 PM, every 4 th Thursday of each month, unless otherwise noted.
Board of Directors	Five members elected to four-year terms
Active Powers	Water, Wastewater, Street Lighting, Fire Protection, Solid Waste
District Service Area (size)	5.8 square miles
Population Estimate	3,172 ¹
Revenues	\$2,837,400 ²

¹ US Census, 2020 Decennial Census, San Miguel CDP.

² San Miguel Community Services District Operating Budget FY 2022-2023

Boundary Map

Figure 1: San Miguel Community Services District Boundary Map



Sphere of Influence

Current & Proposed SOI

SMCSD’s existing sphere of influence is coterminous to the District’s service area boundary. The SMCSD does not wish to make any SOI adjustments at this time; therefore no areas specifically requested by the District are being studied for possible inclusion into the District.

Accountability

SMCSD is an independent special district governed by a five-member Board of Directors that are elected to four-year terms. Board members are authorized to receive up to \$100.00 per day of service, limited to six days per month. The Board holds meetings every 4th Thursday of each month at 6:00 PM at the San Miguel Senior Center at 601 12th Street, San Miguel, CA 93451. November and December meeting schedules are adjusted so as not to conflict with the Thanksgiving and Christmas holidays. Agendas are posted on the agenda board at the San Miguel Post Office and at the Fire Department, on the SMCSD website, and other social media outlets. Additionally, full agenda packages are sent via email to a maintained email list. Every agenda for a regular meeting provides an opportunity for members of the public to directly address the board.

Table 2: San Miguel CSD Board of Directors

Board Member	Title	Term Expiration
Rod Smiley	President	December 2022 – December 2026
Raynette Gregory	Vice President	December 2020 – December 2024
Anthony Kalvans	Director	December 2020 – December 2024
Owen Davis	Director	December 2022 – December 2026
Berkely Baker	Director	June 2023 – June 2024

The District currently employs 8 full-time staff and 12 paid call employees. SMCSD considers current staffing levels inadequate to provide services within the District’s service area, with anticipated need for additional wastewater treatment facility operators and firefighters within the District. The District

reports that all Form 700 financial disclosures are current and that the District maintains active memberships with several supportive associations including the California Special Districts Association (CSDA), Special Districts Risk Management Authority (SDRMA), National Fire Protection Association (NFPA), International Code Council (ICC), California State Firefighters' Association (CSFA), Fire Chiefs Association of San Luis Obispo County, CalWARN, Rural Community Assistance Corp (RCAC), American Water Works Association (AWWA), California Rural Water Association (CRWA), and American Backflow Prevention Association (ABPA).

SMCSD maintains an up-to-date website in compliance with Senate Bill 929 which contains contact information for the District, the current agenda, financial transaction reports, compensation reports, and an SB 272 Enterprise System catalog. Approved minutes and audio/visual recordings are available for public access.

Population Profile

According to 2020 US Census data, the San Miguel Census Designated Place (CDP), which largely represents SMCSD, had a population of 3,172³. Total housing units were estimated to be 967. The estimated build-out population within San Miguel is 6,829 with an approximate build-out year of 2080⁴. Following these projections, SMCSD is currently about 46 percent built-out.

Table 3 shows the historical, current, and projected populations for the District. Historical and current populations are calculated for the service area based on US Census data and data developed by the County, and projected populations are calculated from the San Luis Obispo Council of Governments (SLOCOG) data.

³ US Census, 2020 Decennial Census, San Miguel CDP.

⁴ San Luis Obispo Council of Governments, 2050 Regional Growth Forecast for San Luis Obispo County, Figure 11, Buildout Estimates for Communities and Villages in the Unincorporated Planning Area by Planning Area (2010).

Table 3: San Miguel Community Services District Population⁵

Year	Population	% Change
1990	1,123	-
2000	1,420	26%
2010	2,336	65%
2020	3,172	36%
2030	3,039	-4%
2040	3,420	13%
2050	3,476	2%

Disadvantaged Unincorporated Communities

In 2011, SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of SOI determination number five listed above in the Planning Responsibilities Section. Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income (MHI) is less than 80 percent of the statewide annual median household income.

CKH Act Section 56375(a)(8)(A) prohibits LAFCO from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCO. The legislative intent is to prohibit selective annexations by cities of tax-generating land uses while leaving out underserved, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services.

The estimated 2021 MHI for San Miguel CDP is \$66,496⁶. This is 78% of the estimated California MHI of \$84,907⁷, therefore the District is considered a DUC. While the community of San Miguel qualifies as a disadvantage community, San Miguel does not have a Sphere of Influence outside of its service

⁵ US Census Data, San Miguel Community Plan, and San Luis Obispo Council of Governments 2050 Regional Growth Forecast.

⁶ American Community Survey 5-Year Estimates, 2021.

⁷ American Community Survey, 1 Year Estimates, 2021.

area; therefore the necessity to evaluate the present and probable need for public facilities and services adjacent or contiguous to the sphere of influence is not called for. Should future annexations or service extensions be proposed for the SMCSO, special consideration will be given to any potential DUCs affected by the annexation consistent with GC §56375(8)(A).

Social or Economic Communities of Interest in the Area

There are no District relevant social or economic communities of interest in the area served.

Present and Planned Land Use

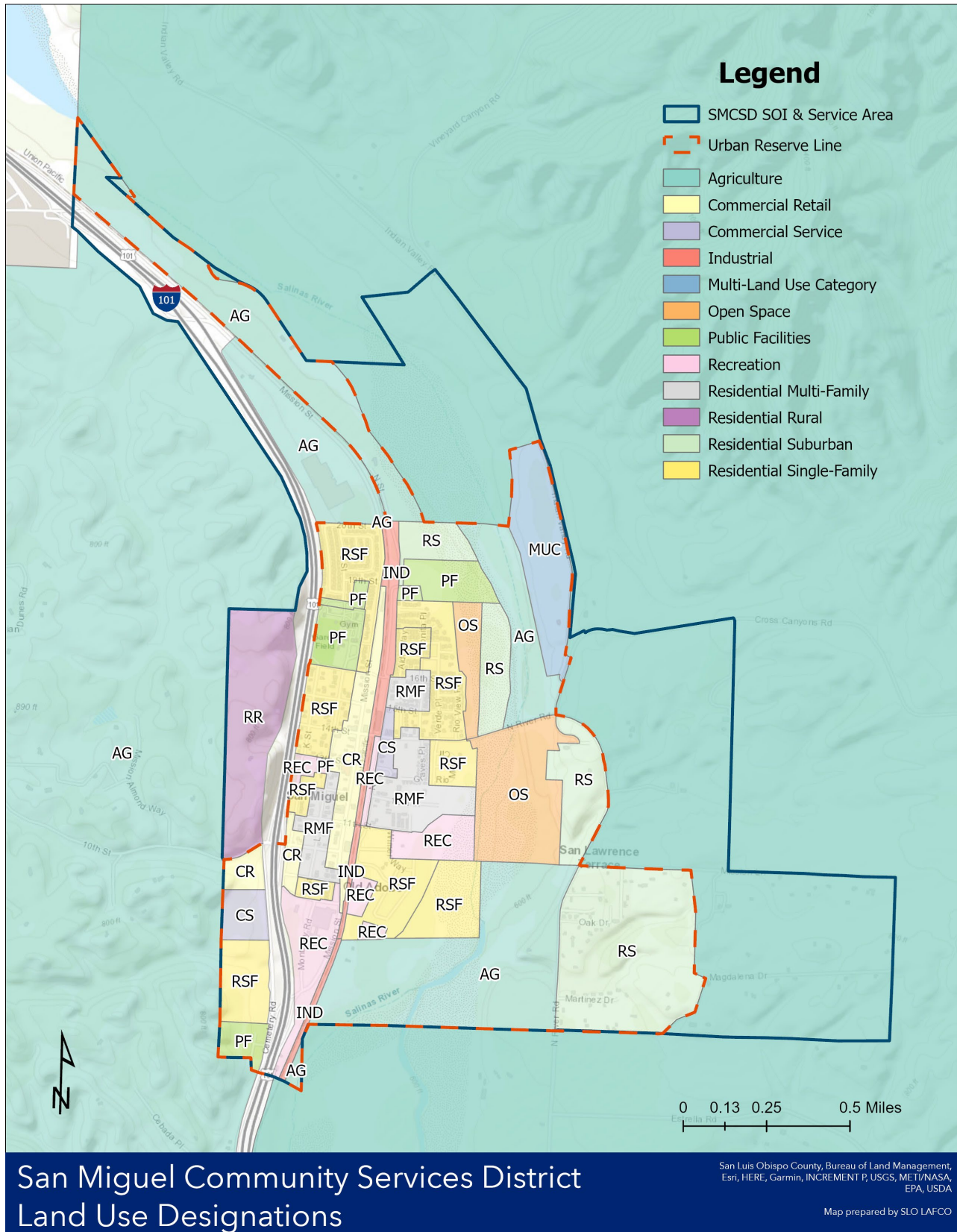
Land use within the District is subject to the San Miguel Community Plan which is part of and consistent with the County of San Luis Obispo's General Plan. Table 4 summarizes the different land use types within San Miguel Urban Reserve Line and the approximate acreage for each land use type. The County's Land Use Element establishes Urban Reserve Lines (URL), which are boundaries separating urban and non-urban areas, and defines the proper levels of service needed for each. Any change to a URL requires an amendment to the Land Use Element. In addition, any proposed expansion of an URL is required to be within the Sphere of Influence of the community and any separate service districts. URL amendment proposals are processed by the County.

Table 4: San Miguel Urban Reserve Line Land Use Category Acreage

Land Use Category	Acreage
Residential Multi Family	67.45
Residential Single Family	186.11
Residential Suburban	95.13
Commercial Retail	26.19
Commercial Service	34.17
Industrial	18.79
Agriculture	102.73
Open Space	81.49
Public Facilities	26.4
Recreation	32.78
Total	671.24

The map on the following page shows the Land Use Categories (zoning) for the community of San Miguel as established by the San Miguel Community Plan.

Figure 2: San Miguel Community Services District Land Use Designations



Services & Capacity

Authorized Services

In January of 2006, Senate Bill (SB) 135 took effect and revised state laws governing community services districts (CSD). SB 135 consolidated the provisions for CSDs into a list of 31 services and facilities and changed the definition of latent powers. The previous CSD Principal Act from 1955 required voter approval of latent powers and predated the statewide creation of LAFCO in 1963. With SB 135, all powers authorized for CSDs, but not being exercised, became latent powers, regardless of the initial formation petition. SB 135 redefined latent powers as those services and facilities authorized by the new CSD Principal Act that a CSD did not provide before January 1, 2006, as determined by LAFCO. Therefore, SB 135 effectively grandfathered in all services and facilities that CSDs provided before January 1, 2006.

Following such legislative changes, SLO LAFCO passed resolution No. 2006-03 to clearly document which powers were being exercised by Districts in SLO County and deemed all other powers, not mentioned in the resolution, as latent. According to LAFCO resolution no. 2006-03, SMCSO's active powers were determined to be as follows: 1) Water, 2) Sewer, 3) Street Lighting, 4) Fire Protection, and 5) Solid Waste.

Government Code § 56425 (i) provides that “[w]hen adopting, amending, or updating a sphere of influence for a special district, the commission shall establish the nature, location, and extent of any functions or classes of services provided by existing districts.” Government Code § 56050.5 defines a latent service or power as “those services, facilities, functions, or powers authorized by the principal act under which the district is formed, but that are not being exercised, as determined by the commission pursuant to subdivision (i) of Section 56425.” Therefore, once the Commission has established what services are being provided pursuant to § 56425 (i), all other services, functions, and powers become “latent services or powers” by operation of law.

The last time the Commission adopted a SOI and MSR Update for SMCSD was November 2013. In that update, the Commission determined that SMCSD was authorized to provide the following services:

1. Water
2. Wastewater
3. Street Lighting
4. Fire
5. Solid Waste

This “Services and Capacity” section analyzes present and long-term infrastructure demands and resource capabilities of the local agency. LAFCO reviews and evaluates 1) the resources and services that are currently available, and 2) the ability of the CSD to expand such resources and services in line with increasing demands. An adequate supply of services should be documented to support areas in the sphere, envisioned for eventual annexation and service by a jurisdiction. In this case, the SMCSD SOI is coterminous with the District’s service area boundary and no changes to the SOI are proposed.

Water

SMCSD is authorized to provide water service as it is described in government code section 61100 (a). In addition, pursuant to California Water Code section 10723.8 of the Sustainable Groundwater Management Act (SGMA) of 2014, SMCSD is considered a Groundwater Sustainability Agency (GSA) for a portion of the Paso Robles Groundwater Sub-basin (PR Basin). SMCSD’s role as a GSA allows the District to further continue their efforts in eliminating overdraft in the SMCSD’s portion of the PR Basin while protecting water quality and ensuring future water supply sustainability in the San Miguel area in cooperation with the County of San Luis Obispo and other water supply agencies in the PR Basin. For purposes of this MSR, LAFCO staff will only review SMCSD ability to provide water service as it is described in government code section 61100 (a). For more information on SMCSD’s role as a GSA, please visit the County of San Luis Obispo’s Groundwater Sustainability webpage.

Existing Water Supply

The SMCSD currently derives its water supply from three water supply wells. These wells are designated as follows:

- Well No. 3, which is located off 12th Street
- Well No. 4, which is located off Bonita Place
- San Lawrence Terrace (SLT) Well, which is located off Martinez Drive

Each of these wells produces groundwater from the Paso Robles Formation which is a significant water bearing unit within the PR Basin. There is evidence that the groundwater levels in the SMCSD area have been declining over recent years, although it is noted that a rise in groundwater levels occurred between 2015-2019, which corresponds to a period of increased rainfall.

An analysis was performed of the historic pumping records for each of the SMCSD water supply wells to estimate the current probable annual production yield. Utilizing the monthly pumping records for the period between January 2017 and December 2019, the average historical annual production for each of the wells was determined and summarized in the table below. The average combined annual production from the three wells is 303-acre feet per year (AFY). Based on well production capacities provided by District staff, the total combined pumping capacity is 1,270 gallons per minute (1.83 MGD). Under the assumption that all wells are pumping for 12 hours per day, 365 days per year, the maximum combined production capacity is 1,024 AFY.

Table 5: SMCSD Average Historical Annual Production⁸

Well	Capacity	Historical Production	Maximum Production
	GPM	AFY	AFY
Well No. 3	450	108	363
Well No. 4	500	192	403
SLT Well	350	3	258
TOTAL	1,270 (1.83 MGD)	303	1,024

⁸ San Miguel Community Services District, Water & Wastewater Masterplan Update, September 2020.

Water Treatment Facility

The only water treatment that the SMCSD performs is disinfection at each of the three well sites. The SMCSD injects liquid sodium hypochlorite solution into the supply prior to discharge into the water distribution system. The three water supply wells show water quality concerns, and the SMCSD continues to monitor the water quality in its supply wells, with specific attention paid to arsenic levels in the SLT Well and radioactive constituents in the ground water supplied by Well No. 3 and 4. The concentration of arsenic is elevated and periodically exceeds the existing EPA Safe Drinking Water Standard. The SMCSD Water and Wastewater Masterplan recommends installation of an arsenic treatment facility at the SLT Well and identifies estimated project costs and potential funding opportunities for this project.

Water Storage

There are two potable water storage facilities within the SMCSD water system, providing a total of 700,000 gallons of storage. The San Miguel tank is located on a hill on the west side of Highway 101. This welded steel tank was constructed in 2008 and has a storage capacity of 650,000 gallons. The SLT tank is located on a hill on the east side of the Salinas River; this welded steel tank has a storage capacity of 50,000 gallons. This volume is adequate to meet both existing and future development scenarios for operational storage, but it is not adequate to meet fire or emergency storage requirements.

Operational storage is the amount of water needed to equalize the daily supply and demand. Table 6 below summarizes the estimated operational storage requirements for the SMCSD water system.

Table 6: Operational Storage Requirements

Scenario	Existing Conditions	2035 Build-out	2050 Build-out
Average Daily Demand (GAL)	67,500	130,000	160,000
Summer Average Daily Demand (GAL)	95,000	180,000	222,500

Fire storage is the volume of water needed to control an anticipated fire in a building or group of buildings. Based on assessment of fire demand scenarios, there is insufficient storage to support a fire suppression scenario where the existing grain mill is involved in a significant event. The designated fire flow requirement for this facility is 4,500 GPM for four hours and the corresponding fire storage requirement is 1.08 million gallons. Assuming the system storage is at maximum capacity at the start of this event, then the water supply for fire suppression would be completely depleted in approximately 3 hours. Additionally, the current storage volume is not adequate for meeting the emergency storage requirement for either the 2035 or 2050 build-out scenarios.

Emergency storage is intended to provide for conditions such as extended power outages, pump failures, and similar problems. With the minimum water supply, an emergency storage volume of 50 gallons per capita per day (gpcd) for three days is accepted as a reasonable value. Table 7 summarizes the estimated emergency storage requirements for the SMCSO water system.

Table 7: Emergency Storage Requirements

Scenario	Existing Conditions	3-Year Build-out	Long Term Build-out
50 gpcd x 3 days	423,150	799,650	986,100

The SMCSO 2022-2027 Strategic Plan identifies plans to design and build a new SLT water storage tank and pump station to address evidence of age and localized corrosion and increase storage capacity. In addition, the site of the 650,000 gallon San Miguel tank has space reserved for an additional 650,000 gallon storage tank to be constructed. As the population of San Miguel increases, it is recommended that the SMCSO proceed with investigations and preliminary design study to increase operational, fire, and emergency storage capacity.

Existing Water Demand

Based on a review of data from the past several years, it was determined that the water demand conditions increased significantly in late 2016, due to completion of several new residential housing developments, then showed no significant changes through June 2020. In 2018, the SMCSO

implemented a rate increase. Water usage has flattened since that time, which is believed to be related to the higher cost of water to the customer.

In September 2023, SMCS D was providing service to 924 water connections. For the purposes of estimating existing demands on the water distribution system, daily flow data from the period of July 2017 through June 2020 was used. In 2020, the combined production capacity of all three wells was approximately 1270 GPM (1.83 MGD). The combined capacity exceeds average daily demand (ADD) by approximately 1.56 MGD, therefore under existing conditions, there is sufficient water production to meet water demands. The table below depicts water demand for existing conditions.

Table 8: Water Demand for Existing Conditions

Water Demand Scenario	Flow (MGAL/Day)
Average Daily Demand	0.27
Summer Average Daily Demand	0.38
Maximum Daily Demand	0.55
Peak Hour Demand	0.96
Production Capacity⁹	1.83
Estimated Population Served	2,821
Estimated Number of Water Meter Connections	924

Future Water Demand

An analysis was performed to estimate the future water demands on the SMCS D water system using two water demand scenarios including high growth probability conditions (2035) and medium growth probability conditions (through 2050)¹⁰. As previously stated, in 2020 the combined production capacity of all three wells was approximately 1.83 MGD. Under medium probability development (2050) ADD conditions, the combined capacity exceeds demand by approximately 1.2 MGD. Additional capacity may be necessary to meet peak hour demand for future demand. Furthermore, the disruption of service to any of these wells could result in the inability of the District to meet future customer water

⁹ San Miguel Community Services District, Water & Wastewater Masterplan Update, September 2020.

¹⁰ San Miguel Community Services District, Water & Wastewater Masterplan Update, September 2020.

requirements. District’s Water and Wastewater Master Plan identifies recommended water system capital improvements required to meet future conditions and anticipated growth within the CSD boundary. The SMCSD is currently proposing a water rate increase based off a recently updated water rate study. The proposed water rate increases would support operating and maintenance needs and provide adequate funding for capital improvements that will support safe and reliable service. The following table shows the projected water demand for each respective scenario.

Table 9: Future Water Demand

Water Demand Scenario	Flow (MGAL/Day)	
	2035	2050
Build-out Year		
Average Daily Demand	0.52	0.64
Summer Average Daily Demand	0.72	0.89
Maximum Daily Demand	1.04	1.28
Peak Hour Demand	1.82	2.24
Production Capacity	1.83 MGD	
Estimated Population Served	5,331	6,574
Estimated Number of Water Meter Connections	1,647	2,002

Wastewater

Wastewater Treatment Facility

SMCSD is authorized to provide wastewater service as it is described in government code section 61100 (b). Only the main area of the San Miguel community (i.e. the portion of the SMCSD service area that is located on the west side of the Salinas River) is currently served by sanitary sewer collection infrastructure. The parcels within the SMCSD service area, which are located on the east side of the Salinas River, are currently served by on-site wastewater treatment systems (OWTS). In the main zone (i.e. west side of the Salinas River), there are currently six OWTS and in the SLT area there are a total of 65 OWTS. There are provisions to accommodate a carrier pipe for a new sanitary sewer in the River Road bridge crossing of the Salinas River, should the need arise in the future. As for the six OWTS systems in the main zone, it is planned that these will be served by the existing sanitary sewer collection system in the future.

The existing wastewater treatment facility (WWTF) underwent a significant upgrade in the late 1990s, and again in 2000, bringing its current and permitted capacity to 200,000 GPD (0.2 MGD). The current WWTF comprises four partially mixed aerated lagoons in series (though the first two lagoons are piped to also operate in parallel) and three percolation ponds. The SMCSD is nearing the treatment capacity of the existing WWTF. The SMCSD currently treats an average of approximately 150,000 GPD (0.15 MGD), with occasional daily flow volumes which exceed the treatment capacity of the WWTF. The SMCSD acknowledges that the existing WWTF is reaching capacity and requires an expansion and upgrade.

In June 2018, the Central Coast Regional Water Quality Control Board (CCRWQCB) issued a letter to SMCSD in which they informed the District that they should immediately proceed with the planning and engineering of the expansion of the existing WWTF. In addition, the SMCSD Board of Directors understands the expansion of the WWTF must also be in compliance with the requirements of SGMA. The SMCSD is currently in the process of planning and designing the expansion and renovation of the District's WWTF with the goal of meeting all existing and anticipated regulatory requirements and the needs of the District's customers over the next 30-years. According to the 2022-2027 Strategic Plan funding applications are anticipated for completion by late 2023 with construction anticipated to be completed by early 2024.

Existing Wastewater Capacity

As of 2023, the District provided wastewater collection and disposal services to approximately 803 sewer connections¹¹. The existing average daily flow was estimated at 0.15 MGD. Table 10 below summarizes the existing wastewater flow design parameters for the existing conditions.

¹¹ San Miguel Community Services District, Water & Wastewater Masterplan Update, September 2020.

Table 10: Existing Wastewater Flow

Wastewater Flow Scenario	Flow (MGAL/Day)
Average Daily Flow (ADF)	0.150
Maximum Day Dry Weather Flow (MDDWF)	0.188
Maximum Day Wet Weather Flow (MDWWF)	0.225
Peak Hour Wet Weather Flow	0.525
Estimated Population Served	2,621
Estimated Number of Sewer Connections	803

Future Wastewater Capacity

The 2020 SMCSO Water and Wastewater Masterplan Update utilized data from various sources to estimate existing and future WWTF flow conditions for 2025, 2035, 2040, and 2050. A summary of the future WWTF flow projections is provided here.

Table 11: Projected Flow

Flow Condition	Peaking Factor	Existing Flow (MGD)	2025	2035	2040	2050
Average Daily Flow	--	0.150	0.258	0.346	0.372	0.427
Maximum Day Dry Weather Flow	1.25	0.188	0.323	0.433	0.465	0.534
Maximum Day Wet Weather Flow	1.5	0.225	0.387	0.520	0.558	0.641
Peak Hour Wet Weather Flow	3.5	0.525	0.903	1.213	1.301	1.495
Estimated Population Served	--	2,620	3,970	5,330	5,720	6,570
Estimated Number of Sewer Connections	--	803	1,170	1,480	1,600	1,840
Annual Discharge AC-FT	--	170	290	390	420	480
Annual Discharge AC-FT	--	210	330	430	460	520

Street Lighting

SMCSO is authorized to provide street lighting service as it is described in government code section 61100 (g). SMCSO provides street lighting service to the District through a contract with the Pacific Gas and Electric Company (PG&E). With the exception of decorative streetlights along Mission Street, PG&E

installs, maintains, and operates all streetlights in the District, all of which are funded through property tax. The District is interested in establishing a master plan for the lighting department and are currently working towards installation of additional streetlights in high traffic and high crime areas.

As part of their street lighting power, SMCSD is authorized to acquire, construct, maintain, and improve landscaping on public property, public rights-of-way, and public easements. Currently, the District manages landscaping on a three-block section of Mission Street in downtown San Miguel, and for the gateway signs on each end of Highway 101. The SMCSD Board has expressed interest in expanding landscaped areas in the future.

Fire Protection

SMCSD is authorized to provide fire service as it is described in government code section 61100 (d). The San Miguel Fire Department was established on December 24, 1888, and functioned as a Fire Protection District for approximately 113 years utilizing a variety of locations throughout the community as a fire station. In 2000, SMCSD was formed by a reorganization that combined the volunteer San Miguel Fire Protection District, San Miguel Sanitary District, County Waterworks District #1, and San Miguel Lighting District.

San Miguel Fire is an All-Risk Department servicing District residents in addition to providing Automatic Aid to the adjacent County's unrepresented areas, the County as a whole, Camp Roberts, Paso Robles, and other municipalities throughout the County of San Luis Obispo. The San Miguel Fire Department also participates in the Governor's Office of Emergency Services (OES) Master Mutual Aid Agreement throughout the State.

Staffing & Personnel

The fire department currently has a full-time Fire Chief and relies on Paid Call Firefighters (PCFs) for staffing. There are no firefighters currently on duty at the fire station on a regular basis. SMCSD is dependent on community members volunteering for PCF positions. Although the District has been effective at recruiting community members to date, this model may become unsustainable in the

future due to increases in response demand and changes in training requirements. According to SMCSD staff, it is believed that incident activity exceeding 500 calls per year may cause a negative impact on PCF response¹².

The Department is currently planning on enhancing its staffing patterns by utilizing PCFs to fill part-time Company Officer staffing positions and ultimately move to full-time staffing by adding up to 3 Captains, 3 Engineers, and 3 Firefighters into full-time positions. SMCSD's 2022-2027 Strategic Plan outlines plans to enhance fire department staffing in order to respond to new housing development and future demand.

Capital Facilities & Equipment

In 1999, the San Miguel Fire Department began construction on a new fire station located at 1150 Mission Street using grant funding. The project was completed in 2000 and upon completion of the new fire station, the newly formed CSD and its staff moved into the station utilizing most of the available office space originally planned for fire department use¹³. In 2023, CSD Administrative staff were relocated to a temporary office building at 1765 Bonita Place, which allowed for a reconfiguration of the station. The Fire Station as configured lacks the ability to provide housing accommodations for Department members necessary to provide onsite 24-hour Firefighter coverage beyond the provided Duty Officer coverage, as well as lacks proper equipment storage, records storage, plan room, and medical supply storage as necessary.

The San Miguel Fire Department currently maintains one Type 1, one Type 3, and one Type 6 engine, in addition to two command vehicles, and one utility vehicle. The 2019 Pierce Type 3 Fire Engine has a 10-year lease to own financial agreement. SMCSD's 2022-2027 Strategic Plan outlines several objectives to meet the growing demands of the department including installation and use of temporary housing unit/Sheriff's Beatstation, planning and completion of a new apparatus bay, and a remodel of

¹² Special Districts Fire Protection Study for County of San Luis Obispo, November 2018.

¹³ San Miguel Fire Department District Expansion Memo, March 31, 2022.

the fire station. Completion of these objectives would enhance response times and improve capacity to accommodate staff.

Service Delivery & Performance

In 2022, the Department responded to 339 calls, for an average of approximately 28 calls per month. Of the 339 calls, 89 of the calls were for service outside of the SMCSD boundary. The County Fire Strategic Plan Level of Service Analysis recommends a minimum of an “Urban Service Level” for San Miguel which equates to a 7-minute response time for 90% of the District. SMCSD can cover 95% of the District in 7-minute response time, and 100% of the District in less than 8-minutes¹⁴. SMCSD occasionally experiences long response delays or no response from PCFs. Table 12 below illustrates average travel, dispatch, turnout, and response times for areas within the SMCSD boundary in 2022. It is important to note that the District utilizes San Luis Obispo County Emergency Communication Council (ECC) for dispatch services and therefore SMCSD does not have access to data in regards to when the call was received to time of dispatch.

¹⁴ Special Districts Fire Protection Study for County of San Luis Obispo, November 2018

Table 12: 2022 Average (Dispatch-Turnout-Response) Times per Zone

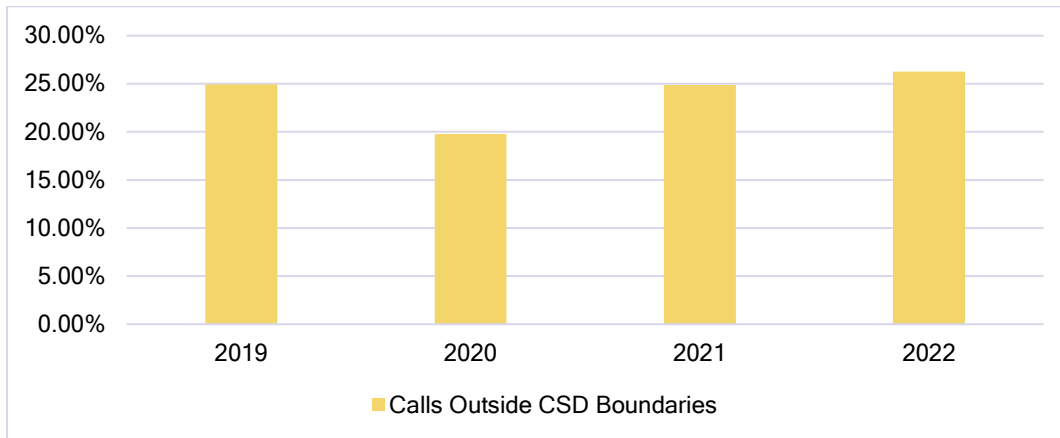
Zone	Average Travel	Average Dispatch	Average Turnout	Average Response
Casa Blanca Mobile Home Park	1:42	0:00	2:57	4:40
Camino Del Rio	2:25	1:50	2:47	7:02
CSD Limits	1:46	0:05	2:08	4:23
Jazzy Town	1:25	0:00	3:10	4:35
Lillian Larson School	2:00	0:00	1:07	3:07
Mission Heights	4:22	2:30	1:52	8:37
Mission Meadows	2:48	0:00	2:58	5:47
Peoples Self Help Housing	2:49	0:22	1:29	4:40
San Miguel Fire	1:00	0:03	0:53	1:56
San Lawrence Terrace	1:37	0:00	1:37	4:52
White Oaks Mobile Home Park	2:15	1:00	1:30	4:45
Overall Average	2:11	0:31	2:02	4:56

San Miguel is an isolated community with no close fire agency neighbors. Automatic aid is provided by Camp Roberts-CA National Guard Fire Department, 5 miles north with a response time of 13 minutes. The next closest mutual aid fire stations are City of Paso Robles, 10 miles south; County Fire Station 30, 12 miles south; and County Fire Station 52, 14 miles away. City of Paso Robles apparatus has a 15 minute response time; Station 30 has a response time of 16 minutes, and Station 52’s response time is 19 minutes.

The San Miguel Fire Department currently provides emergency services through automatic aid responses to residents in the surrounding areas outside of SMCSD boundaries. As described above, 89 or 26% of the calls responded to in 2022 were for service outside of the SMCSD boundary. During these responses, San Miguel Fire is typically the first on scene and cancels the Cal Fire incoming resources

prior to arrival. Figure 3 depicts the percentage of calls SMCSD responded to outside of the District’s boundaries for the past four years.

Figure 3: Calls Outside SMCSD Boundary



Due to SMCSD’s current service area boundaries, the San Miguel Fire Department is unable to collect funding through property tax from the areas they service outside of the District¹⁵. In response, as part of the 2022-2027 Strategic Plan the District has identified the objective of completion of the redistricting process which would involve divestiture of SMCSD’s fire protection services and formation of a new San Miguel Fire District, allowing the proposed Fire District to provide emergency services to SMCSD existing boundary and underserved communities outside of SMCSD boundaries while simultaneously collecting funding from those areas. Further analysis outside of the scope of this MSR would be required to determine the feasibility of this action. If the involved parties choose to proceed, application to LAFCO for both divestiture of fire protection service and formation of the San Miguel Fire District would be required.

Solid Waste

SMCSD is authorized to provide solid waste service as it is described in government code section 61100 (c). SMCSD is the solid waste authority and has a Franchise Agreement with San Miguel Garbage Company to provide solid waste services within the District. The current agreement expires February

¹⁵ San Miguel Fire Department District Expansion Memo, March 31, 2022.

1, 2036. The agreement allows the San Miguel Garbage Company to include the furnishing of all labor, supervision, equipment, materials, supplies, and all other items necessary to perform the services (refuse collection, disposal and recycling activities). Funding for solid waste collection and disposal activities comes primarily from fees charged to residents.

Shared Facilities

There are opportunities for continued shared relationships between agencies for services within the SMCSD boundary. At present, the distinction between District and County services in the area is clear.

Opportunities for increased coordination may include:

- Roadway connections and utilities
- Water Supply Projects
- Coordination of water and sewer issues regarding new development
- Additional Automatic Aid support from County Fire
- Cooperation with County Fire for use of a County water tender

Finance

District Budget

The District adopts a budget each year and it is used as the spending plan for the District. The budget provides a framework for the District to address the following issues: reserves, revenues, expenditures, transfer authority, fiscal management, investments, capital improvements, rates, and fees. The SMCSD Budget is divided into the following Fund categories:

1. **Water Fund:** This fund accounts for the operation and maintenance of the District's water distribution system. The water department is responsible for the operation and maintenance of three groundwater supply wells providing treatment, monitoring, and distribution services. All water related revenue and expense is presented in its own section of the budget.
2. **Wastewater Fund:** This fund accounts for the operation and maintenance of the District's wastewater systems. All wastewater related revenue and expense is presented in its own section of the budget.

3. **Fire Fund:** This fund accounts for activities of the Fire Station. All fire related revenue and expense is presented in its own section of the budget.
4. **Streetlights Fund:** This fund accounts for activities for the maintenance of the streetlights in SMCSD. All street lighting related revenue and expense is presented in its own section of the budget.
5. **Solid Waste Fund:** The solid waste department is only funded through franchise fees. All solid waste related revenue and expense is presented in its own section of the budget.

The table below represents the District’s operating total expense for the 5 most recent adopted budgets. Data was pulled from the annual District budgets for each corresponding FY.

Table 13: Operating Expense

Category	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Total Operating Expense	\$ 2,064,760	\$ 2,297,805	\$ 2,430,218	\$ 3,051,086	\$ 2,767,821

Revenues

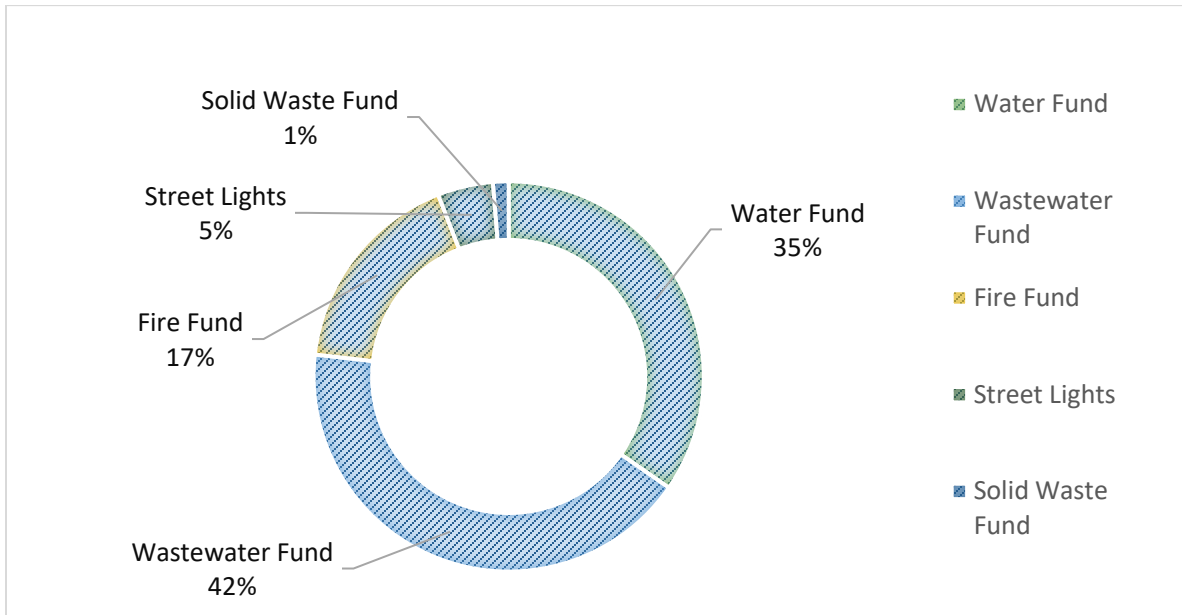
The District is funded by the five Fund categories listed above, each of those categories receives revenue from service fees, inspection fees, property taxes, interest, use of reserves etc. The total revenue amounts for the 5 most recent adopted budgets are documented in the table below:

Table 14: Revenue

Category	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Total Revenue	\$ 2,228,376	\$ 2,597,374	\$ 2,767,593	\$ 3,054,834	\$ 2,837,400

Overall, SMCSD’s operating expenses do not exceed their revenue. LAFCO used SMCSD’s most recent adopted budgets to determine the average primary source of revenue over the past 5-years. About 42% of the District’s revenue comes from the Wastewater Fund and about 35% from the Water Fund, which combined is 77% of the Districts total revenue source, as seen in the pie chart below.

Figure 4: Revenue Source



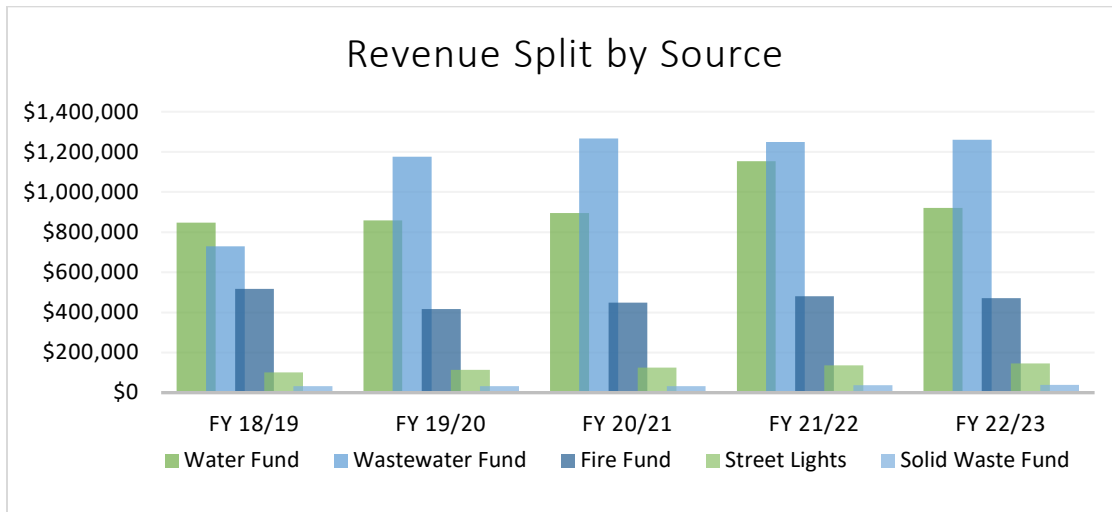
Revenue Trend Analysis

The bar graph below represents revenue sources by year. As depicted, the water fund was the primary source of revenue in FY 18-19 and thereafter the wastewater fund took the lead as primary source of revenue throughout the following 4 years, with a slight increase each year. Similarly, the wastewater fund was the second highest revenue source in FY 18-19 and thereafter the water fund took the lead as second highest revenue, with a slight decrease between FY 21-22 to FY 22-23. Water and wastewater are enterprise funds which receive mostly user fees; however, the wastewater department also receives property tax. The Street Lighting department is solely funded by property tax. The solid waste department is only funded through franchise fees. The Fire department receives most of its funding through property taxes. All of the departments receive funding through federal and state grants, mainly on a project basis.

Annual increases to the user fees are currently adequate to maintain existing services and to cover operating expenses for the water and wastewater departments. The property taxes collected are sufficient to fund current operations in street lighting, however they will not cover any additional services. The Fire Department requires additional funding, aside from the aforementioned property tax, in order to provide full time Firefighter staffing. Franchise fees, water, and wastewater rates were

last revised in 2022. SMCSD completed a new water rate study which is anticipated to be considered by the SMCSD Board mid-2023 and will be followed by Proposition 218 requirements.

Figure 5: Revenue Split by Source



Financial Statements / Audits

SMCSD hires an outside accounting firm to perform the annual audit in accordance with established governmental accounting standards. This includes auditing SMCSD’s statements with respect to verifying overall assets, liabilities, and net position. These audited statements provide quantitative measurements in assessing SMCSD’s short and long-term fiscal health with specific focus on delivering its active service functions. The five most recent audited budgets were used to conduct an evaluation of the District’s Financial Health; separated into three categories (Agency Assets, Agency Liabilities, and Agency Net Position). Financial Conclusions have also been included, based on the most recent audited Fiscal Year ending on June 30, 2021.

Agency Assets

Agency assets provide current, future, or potential economic benefit for the entity. An agency asset is therefore something that is owned by the agency, or something that is owed to the agency. In this section agency assets will be reviewed in two separate categories as defined below:

- 1) *Current Assets*: cash and other assets that are expected to be converted to cash within a year.

- 2) *Non-Current Assets*: are long-term investments that are not expected to become cash within an accounting year.

SMCSD’s audited assets at the end of FY 2020-2021 totaled \$11.961 million and are 22% higher than the average year-end amount of \$9.364 million documented during the previous five-year audited period. Assets classified as current, with the expectation they could be liquidated within a year, represented 41% of the total amount for that FY, or \$4.903 million, and primarily tied to cash and investments. Assets classified as non-current make up the remainder of the total, \$7.057 million, and are primarily attributed to property, plant, and equipment capital. Overall, all assets for SMCSD have increased by 39% over the corresponding 5-year audited period.

Table 15: Audited Assets

Category	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	5-yr % Change	5-yr Average
Current Assets	2,256,174	1,774,797	1,883,263	3,076,372	4,903,626	117%	2,778,846
Non-Current Assets	6,335,518	6,711,838	6,548,057	6,272,796	7,057,880	11%	6,585,218
Total Assets	8,591,692	8,486,635	8,431,320	9,349,168	11,961,506	39%	9,364,064

Agency Liabilities

An agency liability is something the agency owes, usually a sum of money. Liabilities are settled over time through the transfer of economic benefits including money, goods, or services. In this section agency liabilities will be reviewed in two separate categories as defined below:

- 1) Current Liabilities: are an agency's short-term financial obligations due to be paid within a year.
- 2) Other Non-Current Liabilities: are an agency’s long-term financial obligations that are due more than a year away.

SMCSD’s audited liabilities at the end of FY 2020-2021 totaled \$2.312 million and were 12% higher than the average year-end amount of \$2.032 million documented during the previous five-year audited period. Liabilities classified as current and representing obligations owed in the near-term account for

8%, or \$186 thousand, of the total liabilities in that FY and largely tied to accounts payable fees. Non-current liabilities represent the remaining total, or \$2.126 million, and are largely tied to payments on liabilities due in more than one year. Some Long-Term liabilities can be attributed to a Water Department loan through the US Department of Agriculture for a water storage tank that was built in 2009 and Fire Department loans for Fire Engines and Temporary Housing Unit Project loan with Holman Capital Corporation (once the Station Renovation Project is completed the Unit shall be sold providing additional funding for complete loan repayment). Overall, all liabilities have increased by 13% over the corresponding 5-year audited period.

Table 16: Audited Liabilities

Category	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	5-yr % Change	5-yr Average
Current liabilities	244,237	246,627	160,490	105,969	186,281	-24%	188,721
Non-Current Liabilities	1,811,189	1,852,346	1,725,320	1,705,868	2,126,318	17%	1,844,208
Total Liabilities	2,055,426	2,098,973	1,885,810	1,811,837	2,312,599	13%	2,032,929

Agency Net Position

The agency net position is the difference between (1) total assets, and (2) total liabilities. Net position should be displayed in three categories which focus on the accessibility of the underlying assets:

- Net investment in capital assets
- Restricted for Debt Service
- Unrestricted

SMCSD’s audited net position or equity at the end of FY 2020-2021 totaled \$9.778 million and represents the difference between the District’s total assets and total liabilities. The most recent year-end amount is 24% higher than the average year-end sum of \$7.416 million, documented during the previous 5-year audited period. More than half of the ending net investment, 55% or \$5.411 million, is tied to capital assets with the remainder categorized as restricted for debt service, at \$3.351 million, and \$1.014 million as unrestricted. Overall, the net position for SMCSD has increased by 48% through the corresponding 5-year audited period.

Table 17: Audited Net Position

Category	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	5-yr % Change	5-yr Average
Net Investment in Capital Assets	4,726,154	5,198,434	5,177,518	4,962,076	5,411,976	15%	5,095,232
Restricted for Debt Service	2,025,221	2,102,304	1,845,310	2,149,635	3,351,873	66%	2,294,869
Unrestricted	(153,848)	(843,339)	(398,483)	510,878	1,014,318	-759%	25,905
Total Net Position	6,597,527	6,457,399	6,624,345	7,622,589	9,778,167	48%	7,416,005

Financial Conclusions

Statements made in this section help explain financial trends that have been identified in the tables above. It is also important to note that the District’s audits do not express an opinion or provide any assurance on information because the limited analysis/procedures do not provide sufficient evidence. The District’s net position, the difference between assets and liabilities, is one way to measure the District’s financial health, or financial position. Over time, increases or decreases in the District’s net position is one indicator of whether its financial health is improving or deteriorating. SMCS D’s net position has increased over the last 5-year audited period ending at 9.778 million in FY 2020-2021 with a 5-year average of 7.416 million.

Other nonfinancial factors, such as changes in the District’s property tax base (described further in this paragraph) and the condition of the District’s assets (described in the “Agency Assets” portion of the Finance Section) should also be considered to assess the overall health of the District. The County levies, bills, and collects property taxes and special assessments for the District. Property taxes levied are recorded as revenue in the fiscal year of levy, due to the adoption of the "alternate method of property tax distribution," known as the Teeter Plan, by the District and the County. The Teeter Plan authorizes the Auditor/Controller of the County to allocate 100% of the secured property taxes billed, excluding unitary tax (whether paid or unpaid). The County remits tax monies to the District every month and twice a month in December and April. The final amount which is "teetered" is remitted in

August each year. The Wastewater, Lighting, and Fire Funds receive funding from District property taxes.

Overall, SMCSD's operating expenses do not exceed their revenue. SMCSD depends on property tax and rate revenue to fund most of its annual operational costs. Capital expenses, such as equipment purchases, facility construction, and infrastructure installation and replacement, are generally dependent on connection fees and grant funding to be completed. All assets have increased by 39%, liabilities have increased by 13%, and the net position for SMCSD has increased by 48% over the last 5-year audited period (FY 16-17 through FY 20-21).

DETERMINATIONS

Service Review Determinations per Government Code Section 56430

As set forth in Section 56430(a) of the CKH Act—In order to prepare and to update the SOI in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for a service review the county, the region, the sub-region, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

1. Growth and population projections for the affected area

- a. Currently, the estimated population of SMCSD is 3,172. With an estimated build-out population of 6,829, SMCSD is currently 46% built out and could reach full build out by 2080.

2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence

- a. The estimated 2021 Median Household Income for San Miguel CDP is \$66,496 which is 78% of the estimated MHI for California. Therefore, SMCSD qualifies as a DUC.
- b. The District may wish to consider conducting a community survey, that could, in part, more accurately determine the MHI and characteristics of the community. This information may be helpful with regard to eligibility for grant funding and other planning efforts.

3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

- a. **Water** | SMCSD is authorized to provide water service as it is described in government code section 61100 (a). The SMCSD derives its water supply from three water supply wells. The average combined annual production from the three wells is 303 AFY. The combined production capacity when all three existing wells are in service is adequate to meet the existing and future demands of SMCSD. The three water supply wells show water quality concerns, and the SMCSD continues to monitor the water quality in its

supply wells, with specific attention paid to arsenic levels in the SLT Well and radioactive constituents in the ground water supplied by Well No. 3 and 4. There are two potable water storage facilities within the SMCSD water system, providing a total of 700,000 gallons of storage. This volume is adequate to meet both existing and future development scenarios for operational storage, but it is not adequate to meet fire or emergency storage requirements. The District is currently proposing water rate increases which would support operating and maintenance needs and provide adequate funding for capital improvement projects that would support safe and reliable water service. LAFCO determines that SMCSD has capability and capacity to adequately meet existing water demand and some level of increased future water demand as capital improvement projects are completed.

- b. **Wastewater** | SMCSD is authorized to provide wastewater service as it is described in government code section 61100 (a). Only the main area of SMCSD is currently served by sanitary sewer collection infrastructure with parcels on the east side of the Salinas River currently served by on-site wastewater treatment systems. The existing Wastewater Treatment Facility is nearing treatment capacity, and the SMCSD is currently in the process of planning and designing the expansion and renovation of the District's WWTF with the goal of meeting all existing and anticipated regulatory requirements and the needs of the District's customers over the next 30-years. SMCSD's Water and Wastewater Master Plan identifies planned improvements for the WWTF as well as potential funding opportunities for the project. LAFCO determines that SMCSD is nearing the treatment capacity of the existing WWTF and that the existing WWTF requires an expansion and upgrade to meet existing and future wastewater demand.
- c. **Street Lighting** | SMCSD is authorized to provide street lighting service as it is described in government code section 61100 (a). SMCSD provides street lighting services to the District through a contract with the Pacific Gas and Electric Company. The District also provides landscaping service to a limited area of the District. LAFCO determines that SMCSD has capability and capacity to adequately provide street lighting service.

- d. **Fire Protection** | SMCSD is authorized to provide fire protection service as it is described in government code section 61100 (a). San Miguel Fire is an All-Risk Department servicing District residents in addition to providing Automatic Aid to the adjacent County's unrepresented areas. The Fire Department currently has a full-time Fire Chief and relies on Paid Call Firefighters (PCFs) for staffing. The Fire Department is currently beyond workspace capacity due to limited office space, increased staff, and utilizing a floor plan that was not designed to support the functions currently performed within the space. In 2022, the department responded to 339 calls, 89 of which were for service outside of SMCSD's boundaries. SMCSD can cover 95% of the District in 7-minute response time, and 100% of the District in less than 8-minutes, which is within the County's recommended "Urban Service Level". It is believed that incident activity exceeding 500 calls per year may cause a negative impact on PCF response. To better serve underserved communities outside of SMCSD while collecting funding for service, District staff have expressed interest in exploring the idea of a formation of a new San Miguel Fire District. Further analysis is necessary to determine feasibility. LAFCO determines that SMCSD has capability and capacity to adequately provide fire protection service, however as population grows and utilization rates increase, additional staffing and improvements to capital facilities and equipment may be necessary to improve the delivery of services to the District.
- e. **Solid Waste** | SMCSD is authorized to provide solid waste service as it is described in government code section 61100 (a). SMCSD is the solid waste authority and has a Franchise Agreement with San Miguel Garbage Company to provide solid waste services. LAFCO determines that SMCSD has capability and capacity to adequately provide solid waste services.

4. Financial ability of agencies to provide services

- a. SMCSD appears to have adequate annual revenue and fund balance to provide the services that it currently provides. At the end of fiscal year 2020-2021, the SMCSD had approximately \$11.961 million in cash and long-term investments.

- b. SMCSD's net position has increased over the last 5-year audited period ending at \$9.778 million in FY 2020-2021 with a 5-year average of \$7.416 million. SMCSD is financially stable despite increasing costs and limited revenues. Franchise fees, water, and wastewater rates were last revised in 2022. SMCSD completed a new water rate study and is proposing to gradually phase in water rate increases over the next 5 years to support operating and maintenance needs and to provide funding for capital improvements. LAFCO determines that SMCSD is financially stable.

5. Status of and, opportunities for, shared facilities

- a. The development of areas within the SMCSD service boundary may lead to shared infrastructure with the County; (i.e. roads and streets are a County function), Sheriff services, and parks and recreational facilities. The potential to create shared relationships for providing some services is suggested and may be appropriate when providing certain services.
- b. At present, the distinction between District and County services with the service boundary is clear. Opportunities for increased coordination may include additional automatic aid and use of a County water tender from County Fire.

6. Accountability for community service needs, including governmental structure and operational efficiencies

- a. SMCSD is governed by a five-member Board of Directors that are elected to four-year terms. Regularly scheduled monthly Board meetings are held and all meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting in accordance with the Brown Act.
- b. SMCSD maintains an up-to-date website which contains District information, documents, and updates.
- c. SMCSD considers current staffing levels inadequate to provide services within the District's service area, with anticipated need for additional wastewater treatment facility operators and firefighters within the District.

- d. The District has demonstrated accountability and transparency in its disclosure of information and cooperation during the process of this MSR. The District responded to the questionnaires and cooperated with document requests.
- e. LAFCO determines that SMCSD is accountable and transparent.

7. Any other matter related to effective or efficient service delivery

- a. There are no other matters related to the efficiency of services.

Sphere of Influence Determinations per Government Code Section 56425

In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development of local governmental agencies to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each city, as defined by G.C. Section 56036, and enact policies designed to promote the logical and orderly development of areas within the sphere. In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to the following:

- 1. Present and planned land uses in the area, including agricultural and open-space lands.**
 - The SMCSD SOI is coterminous with the District’s service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD.
 - Land uses within the District’s SOI are predominantly residential, agricultural, and open space. Other land uses include commercial, industrial, public facilities, and recreational.
 - SMCSD is currently 46% built-out, with a projected build out date of 2080. Therefore, the current District boundaries are sufficient to accommodate growth at this time.
- 2. Present and probable need for public facilities and services in the area.**
 - The SMCSD’s SOI is coterminous with the District’s service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD. The current District boundaries are sufficient to accommodate growth at this time.
- 3. Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.**

- There is a present need and anticipated continued need for the service being provided by the SMCSD in the area.
 - The SMCSD SOI is coterminous with the District’s service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD. The current District boundaries are sufficient to accommodate growth at this time.
- 4. Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.**
- The SMCSD SOI is coterminous with the District’s service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD. The current District boundaries are sufficient to accommodate growth at this time.
- 5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.**
- The SMCSD SOI is coterminous with the District’s service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD.
 - Unincorporated territory surrounding the District may qualify as disadvantaged. Should future annexations or services extensions be proposed, special consideration will be given to any DUCs affected by the annexation consistent with GC §56375(8)(A) and LAFCO policy

APPENDIX

Sources

General

1. Sphere of Influence Update and Municipal Service Review for Templeton CSD, San Miguel CSD and Heritage Ranch CSD, 2013
2. SMCSD Website

Accountability

1. SMCSD Website

Population Profile

1. 2020 Decennial US Census Data
2. San Luis Obispo Council of Governments 2050 Regional Growth Forecast

Present and Planned Land Use

1. San Miguel Community Plan

Water Section

1. Water and Wastewater Master Plan, 2020
2. 2022-2027 Strategic Plan

Wastewater

1. Water and Wastewater Master Plan, 2020
2. 2022-2027 Strategic Plan

Fire

1. Special Districts Fire Protection Study for County of San Luis Obispo, 2018
2. San Miguel Fire Department District Expansion Memo, March 2022
3. 2022-2027 Strategic Plan

Finance

1. SMCSD Approved Fiscal Year 18-19 Budget Report
2. SMCSD Approved Fiscal Year 19-20 Budget Report
3. SMCSD Approved Fiscal Year 20-21 Budget Report
4. SMCSD Approved Fiscal Year 21-22 Budget Report

5. SMCSD Approved Fiscal Year 22-23 Budget Report
6. SMCSD Financial Statements for Fiscal Year Ended June 30, 2021
7. SMCSD Financial Statements for Fiscal Year Ended June 30, 2020
8. SMCSD Financial Statements for Fiscal Year Ended June 30, 2019
9. SMCSD Financial Statements for Fiscal Year Ended June 30, 2018
10. SMCSD Financial Statements for Fiscal Year Ended June 30, 2017

IN THE LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

Thursday, October 19, 2023

RESOLUTION NO. 2023-05

**RESOLUTION APPROVING THE SAN MIGUEL COMMUNITY SERVICES DISTRICT MUNICIPAL
SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY**

The following resolution is now offered and read:

WHEREAS, the San Luis Obispo Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local government agencies whose jurisdictions are within San Luis Obispo County; and

WHEREAS, the Commission conducted a municipal service review to evaluate availability and performance of governmental services provided by San Miguel Community Services District, hereinafter referred to as the “District”, pursuant to California Government Code § 56430, hereby incorporated by reference as contained in LAFCO File No. 2-S-22 San Miguel Community Services District Municipal Service Review and Sphere of Influence Study included as Attachment B of the October 19, 2023, LAFCO Staff Report; and

WHEREAS, the Commission conducted a sphere of influence study for the District pursuant to California Government Code § 56425, hereby incorporated by reference as contained in LAFCO File No. 2-S-22 San Miguel Community Services District Municipal Service Review and Sphere of Influence Study included as Attachment B of the October 19, 2023, LAFCO Staff Report; and

WHEREAS, Government Code §56425(i) requires that when adopting, amending, or updating a sphere of influence for a special district, the Commission shall establish the nature, location, and extent of any functions or classes of services provided by those districts; and

WHEREAS, Government Code § 56050.5 provides that once the Commission establishes the functions or services being provided by a district pursuant to Government Code § 56425(i), all services, facilities, functions, or powers authorized by the principal act under which the district is formed, but that are not being exercised, are deemed to be latent services or powers; and

WHEREAS, no change in regulation, land use, or development will occur as a result of the adoption of a sphere of influence for the district; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, the staff report and recommendations on the municipal service review and sphere of influence study were presented to the Commission in the form and manner prescribed by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence study on October 19, 2023; and

WHEREAS, the Commission considered all of the municipal service review and sphere of influence factors required under California Government Code § 56430 (a) and 56425 (e) and adopts as its written statements of determinations therein, the determinations set in the Public Review Draft of the municipal service review and sphere study titled “Municipal Service Review and Sphere of Influence Study for San Miguel Community Services District”, with said determinations being included in Exhibit B of this resolution; and

WHEREAS, the Notice of Exemption, prepared pursuant to § 15062 is adequate as the documentation to comply with the California Environmental Quality Act (CEQA) under the General Rule Exemption § 15061(b)(3) and Categorical Exemption § 15306, for the municipal service review and sphere of influence study for the District; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Local Agency Formation Commission of the County of San Luis Obispo, State of California, as follows:

1. That the recitals set forth hereinabove are true, correct, and valid.
2. The municipal service review and sphere study titled “Municipal Service Review and Sphere of Influence Study for San Miguel Community Services District”, includes the related statements of determination, and is determined to be exempt from CEQA pursuant to § 15061(b)(3) and § 15306 of the CEQA Guidelines.
3. That the Notice of Exemption prepared for this proposal is complete and adequate, having been prepared in accordance with the provisions of the CEQA and is hereby determined to be sufficient for the Commission’s actions and is incorporated by reference as Exhibit A of this resolution.
4. That the Executive Officer of this Commission is authorized and directed to mail copies of this resolution in the manner provided by law.
5. Pursuant to Government Code § 56430(a), the Commission makes the written statement of determinations for municipal service reviews, included in Exhibit B of this resolution.
6. Pursuant to Government Code § 56425(e), the Commission makes the written statement of determinations for the sphere of influence, included in Exhibit B of this resolution.

7. That the Sphere of Influence for the district be adopted pursuant to the map in Exhibit C of this Resolution.
8. In adopting this sphere of influence for the district, pursuant to Government Code § 56425(i), the Commission establishes that the only function or service provided by the district within its jurisdictional boundaries is water, wastewater, street lighting, fire, and solid waste.
9. Water, wastewater, street lighting, fire, and solid waste are considered general terms used to identify the authorized powers of the district and that the powers are further described in Government Code § 61100.
10. Pursuant to Government Code § 56050.5, all other services, facilities, functions, or powers authorized by the Community Services District principal act that are not being exercised are, by operation of law, determined to be latent services or powers.

Upon a motion of Commissioner Bourbeau, seconded by Commissioner Gregory and on the following roll call vote:

AYES: COMMISSIONERS CHARLES BOURBEAU, STEVE GREGORY, ROBERT ENNS, HEATHER JENSEN, JIMMY PAULDING, VICE CHAIR MARSHALL OCHYLSKI, AND CHAIR DEBBIE ARNOLD

NAYS: NONE

ABSENT: COMMISSIONER ED WAAGE

ABSTAIN: NONE

The foregoing resolution is hereby adopted.




10/20/23

Debbie Arnold
LAFCO Chair


Date

ATTEST:

 10/20/2023

Rob Fitzroy Date
LAFCO Executive Officer

APPROVED AS TO FORM AND LEGAL EFFECT:

 October 20, 2023

Brian Pierik Date
LAFCO Legal Counsel

Notice of Exemption

To: Office of Planning and Research
PO Box 3044, 1400 Tenth Street, Room 222
Sacramento, CA 95812-3044

From: San Luis Obispo LAFCO
Rob Fitzroy, Executive Officer
1042 Pacific St. Suite A
San Luis Obispo, CA 93401
(805) 781 – 5795
rfitzroy@slo.lafco.ca.gov

County Clerk
County of San Luis Obispo
County Government Center
San Luis Obispo, CA 93408

Project Title: LAFCO File No. 2-S-22/S San Miguel Community Services District Municipal Service Review and Sphere of Influence Study

Project Location: San Miguel Community Services District (SMCSD) is located in northern San Luis Obispo County, north of the City of Paso Robles.


Description of Nature, Purpose, & Beneficiaries of Project: The Local Agency Formation Commission (LAFCO) has prepared a Sphere of Influence (SOI) Study and Municipal Service Review (MSR) for the San Miguel Community Services District pursuant to Government Code § 56425 and § 56430. The SOI is a 20-year growth boundary that includes areas that may be served by the District in the future. State law requires the MSR to be completed either prior to or concurrent with, the SOI study. The MSR evaluates the public services provided by the District and is used as the basis for any changes to the SOI. The Commission took action to reaffirm the district's SOI as depicted in Exhibit C of Attachment A of the LAFCO October 19, 2023, staff report found on the LAFCO website at <https://slo.lafco.ca.gov/>, and establishing that the active services provided by the district are water, wastewater, street lighting, fire, and solid waste, and deeming all remaining powers not already mentioned as latent pursuant to government code § 56425 (i).

Name of Public Agency Approving Project: The San Luis Obispo County LAFCO conducted a noticed public hearing on October 19, 2023, at 9:00 a.m. in the Board of Supervisors Chambers in San Luis Obispo at the County Government Center. Additional information is available on the LAFCO website at <https://slo.lafco.ca.gov/>.

Exemption Status: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Ministerial (Sec. 21080(b)(1); 15268); | <input checked="" type="checkbox"/> Categorical Exemption: State type and section number |
| <input type="checkbox"/> Declared Emergency (Sec. 21080(b)(3); 15269(a)); | <input type="checkbox"/> Statutory Exemptions: State code number |
| <input type="checkbox"/> Emergency Project (Sec. 21080(b)(4); 15269 (b)(c)); | <input type="checkbox"/> Other: The activity is not a project subject to CEQA. |

Reasons Why Project is Exempt: It has been determined with certainty that the MSR is categorically exempt under Class 6, Section 15306 and the MSR & SOI qualifies for a general rule exemption under Section 15061(b)(3). There is no possibility that this MSR and SOI update may have a significant effect on the environment because there are no land use changes associated with the documents; therefore, the SMCSD MSR & SOI Study is found to be exempt from CEQA pursuant to section 15061(b)(3) and section 15306 of the State Guidelines. LAFCO will file this Notice of Exemption upon approval of the MSR and SOI Study.



Rob Fitzroy, Executive Officer

10/23/23

Date

Service Review Determinations per Government Code Section 56430 for the San Miguel Community Services District

1. Growth and population projections for the affected area

- a. Currently, the estimated population of SMCS D is 3,172. With an estimated build-out population of 6,829, SMCS D is currently 46% built out and could reach full build out by 2080.

2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence

- a. The estimated 2021 Median Household Income for San Miguel CDP is \$66,496 which is 78% of the estimated MHI for California. Therefore, SMCS D qualifies as a DUC.
- b. The District may wish to consider conducting a community survey, that could, in part, more accurately determine the MHI and characteristics of the community. This information may be helpful with regard to eligibility for grant funding and other planning efforts.

3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

- a. **Water** | SMCS D is authorized to provide water service as it is described in government code section 61100 (a). The SMCS D derives its water supply from three water supply wells. The average combined annual production from the three wells is 303 AFY. The combined production capacity when all three existing wells are in service is adequate to meet the existing and future demands of SMCS D. The three water supply wells show water quality concerns, and the SMCS D continues to monitor the water quality in its supply wells, with specific attention paid to arsenic levels in the SLT Well and radioactive constituents in the ground water supplied by Well No. 3 and 4. There are two potable water storage facilities within the SMCS D water system, providing a total of 700,000

gallons of storage. This volume is adequate to meet both existing and future development scenarios for operational storage, but it is not adequate to meet fire or emergency storage requirements. SMCSD is currently proposing water rate increases which would support operating and maintenance needs and provide adequate funding for capital improvement projects that would support safe and reliable water service. LAFCO determines that SMCSD has capability and capacity to adequately meet existing water demand and some level of increased future water demand as capital improvement projects are completed.

- b. **Wastewater** | SMCSD is authorized to provide wastewater service as it is described in government code section 61100 (a). Only the main area of SMCSD is currently served by sanitary sewer collection infrastructure with parcels on the east side of the Salinas River currently served by on-site wastewater treatment systems. The existing Wastewater Treatment Facility is nearing treatment capacity, and the SMCSD is currently in the process of planning and designing the expansion and renovation of the District's WWTF with the goal of meeting all existing and anticipated regulatory requirements and the needs of the District's customers over the next 30-years. SMCSD's Water and Wastewater Master Plan identifies planned improvements for the WWTF as well as potential funding opportunities for the project. LAFCO determines that SMCSD is nearing the treatment capacity of the existing WWTF and that the existing WWTF requires an expansion and upgrade to meet existing and future wastewater demand.
- c. **Street Lighting** | SMCSD is authorized to provide street lighting service as it is described in government code section 61100 (a). SMCSD provides street lighting services to the SMCSD through a contract with the Pacific Gas and Electric Company. The SMCSD also provides landscaping service to a limited area of the District. LAFCO determines that SMCSD has capability and capacity to adequately provide street lighting service.

- a. **Fire Protection** | SMCSD is authorized to provide fire protection service as it is described in government code section 61100 (a). San Miguel Fire is an All-Risk Department servicing District residents in addition to providing Automatic Aid to the adjacent County’s unrepresented areas. The Fire Department currently has a full-time Fire Chief and relies on Paid Call Firefighters (PCFs) for staffing. The Fire Department is currently beyond workspace capacity due to limited office space, increased staff, and utilizing a floor plan that was not designed to support the functions currently performed within the space. In 2022, the department responded to 339 calls, 89 of which were for service outside of SMCSD's boundaries. SMCSD can cover 95% of the District in 7-minute response time, and 100% of the District in less than 8-minutes, which is within the County’s recommended “Urban Service Level”. It is believed that incident activity exceeding 500 calls per year may cause a negative impact on PCF response. To better serve underserved communities outside of SMCSD while collecting funding for service, District staff have expressed interest in exploring the idea of a formation of a new San Miguel Fire District. Further analysis is necessary to determine feasibility. LAFCO determines that SMCSD has capability and capacity to adequately provide fire protection service, however as population grows and utilization rates increase, additional staffing and improvements to capital facilities and equipment may be necessary to improve the delivery of services to the District.
 - b. **Solid Waste** | SMCSD is authorized to provide solid waste service as it is described in government code section 61100 (a). SMCSD is the solid waste authority and has a Franchise Agreement with San Miguel Garbage Company to provide solid waste services. LAFCO determines that SMCSD has capability and capacity to adequately provide solid waste services.
- 4. Financial ability of agencies to provide services**
- a. SMCSD appears to have adequate annual revenue and fund balance to provide the services that it currently provides. At the end of fiscal year 2020-2021, the SMCSD had approximately \$11.961 million in cash and long-term investments.

-
- b. SMCSD’s net position has increased over the last 5-year audited period ending at \$9.778 million in FY 2020-2021 with a 5-year average of \$7.416 million. SMCSD is financially stable despite increasing costs and limited revenues. Franchise fees, water, and wastewater rates were last revised in 2022. SMCSD completed a new water rate study and is proposing to gradually phase in water rate increases over the next 5 years to support operating and maintenance needs and to provide funding for capital improvements. LAFCO determines that SMCSD is financially stable.

5. Status of and, opportunities for, shared facilities

- a. The development of areas within the SMCSD service boundary may lead to shared infrastructure with the County; (i.e. roads and streets are a County function), Sheriff services, and parks and recreational facilities. The potential to create shared relationships for providing some services is suggested and may be appropriate when providing certain services.
- b. At present, the distinction between District and County services with the service boundary is clear. Opportunities for increased coordination may include additional automatic aid and use of a County water tender from County Fire.

6. Accountability for community service needs, including governmental structure and operational efficiencies

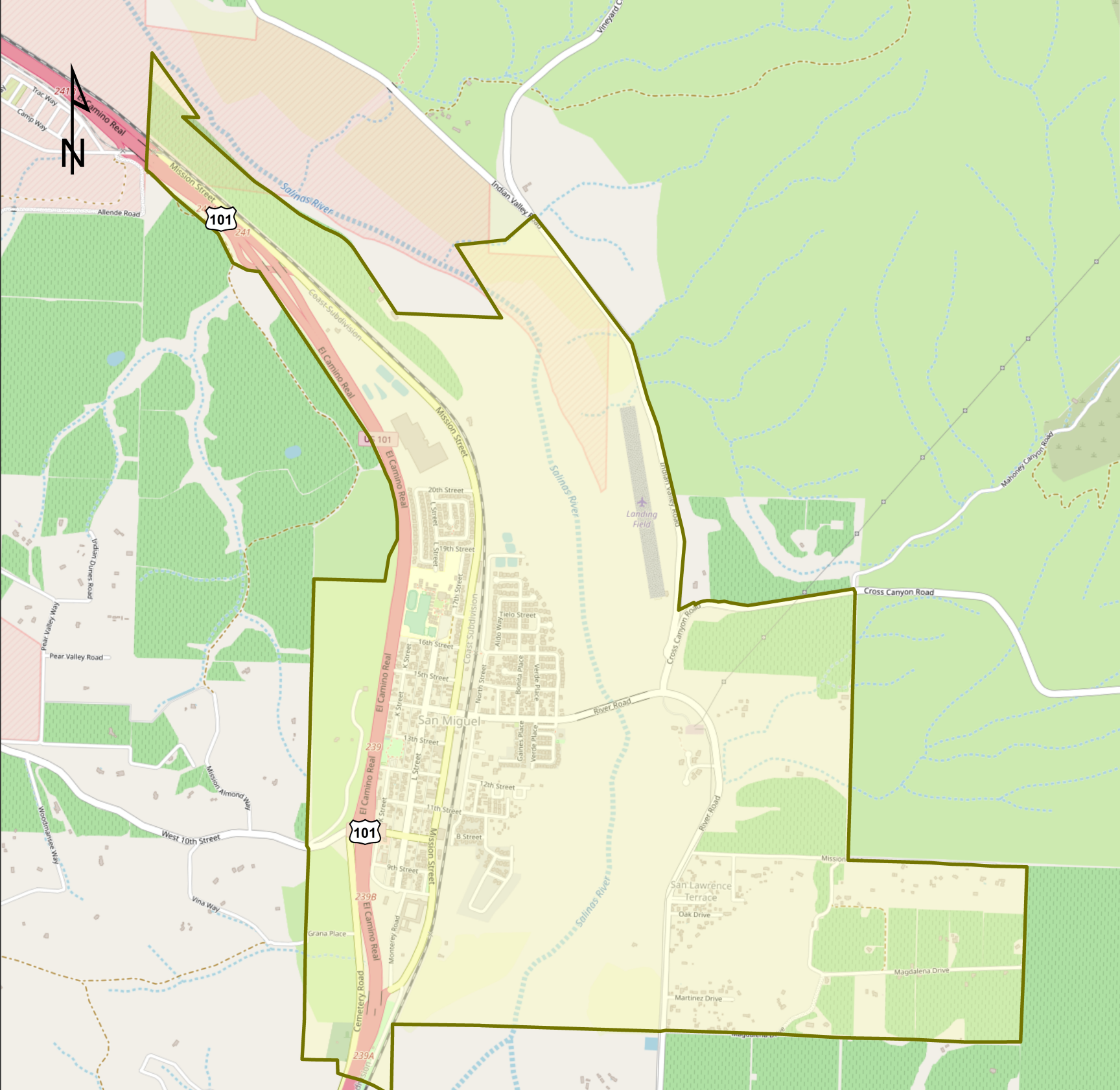
- a. SMCSD is governed by a five-member Board of Directors that are elected to four-year terms. Regularly scheduled monthly Board meetings are held and all meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting in accordance with the Brown Act.
- b. SMCSD maintains an up-to-date website which contains District information, documents, and updates.
- c. SMCSD considers current staffing levels inadequate to provide services within the District’s service area, with anticipated need for additional wastewater treatment facility operators and firefighters within the District.

-
- d. The District has demonstrated accountability and transparency in its disclosure of information and cooperation during the process of this MSR. The District responded to the questionnaires and cooperated with document requests.
 - e. LAFCO determines that SMCSD is accountable and transparent.
- 7. Any other matter related to effective or efficient service delivery**
- a. There are no other matters related to the efficiency of services.

Sphere of Influence Determinations per Government Code Section 56425 for the San Miguel Community Services District

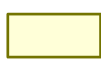
- 1. Present and planned land uses in the area, including agricultural and open-space lands.**
 - a. The SMCSD SOI is coterminous with the District’s service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD.
 - b. Land uses within the District’s SOI are predominantly residential, agricultural, and open space. Other land uses include commercial, industrial, public facilities, and recreational.
 - c. SMCSD is currently 46% built-out, with a projected build out date of 2080. Therefore, the current District boundaries are sufficient to accommodate growth at this time.
- 2. Present and probable need for public facilities and services in the area.**
 - a. The SMCSD’s SOI is coterminous with the District’s service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD. The current District boundaries are sufficient to accommodate growth at this time.
- 3. Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.**
 - a. There is a present need and anticipated continued need for the service being provided by the SMCSD in the area.

-
- b. The SMCSD SOI is coterminous with the District's service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD. The current District boundaries are sufficient to accommodate growth at this time.
- 4. Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.**
- a. The SMCSD SOI is coterminous with the District's service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD. The current District boundaries are sufficient to accommodate growth at this time.
- 5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.**
- a. The SMCSD SOI is coterminous with the District's service area boundary. The SOI is expected to remain unchanged, with no expansions or reductions for SMCSD.
- b. Unincorporated territory surrounding the District may qualify as disadvantaged. Should future annexations or services extensions be proposed, special consideration will be given to any DUCs affected by the annexation consistent with GC §56375(8)(A) and LAFCO policy



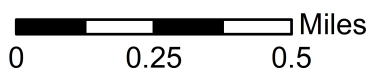
San Miguel Community Services District

LAFCO Boundaries

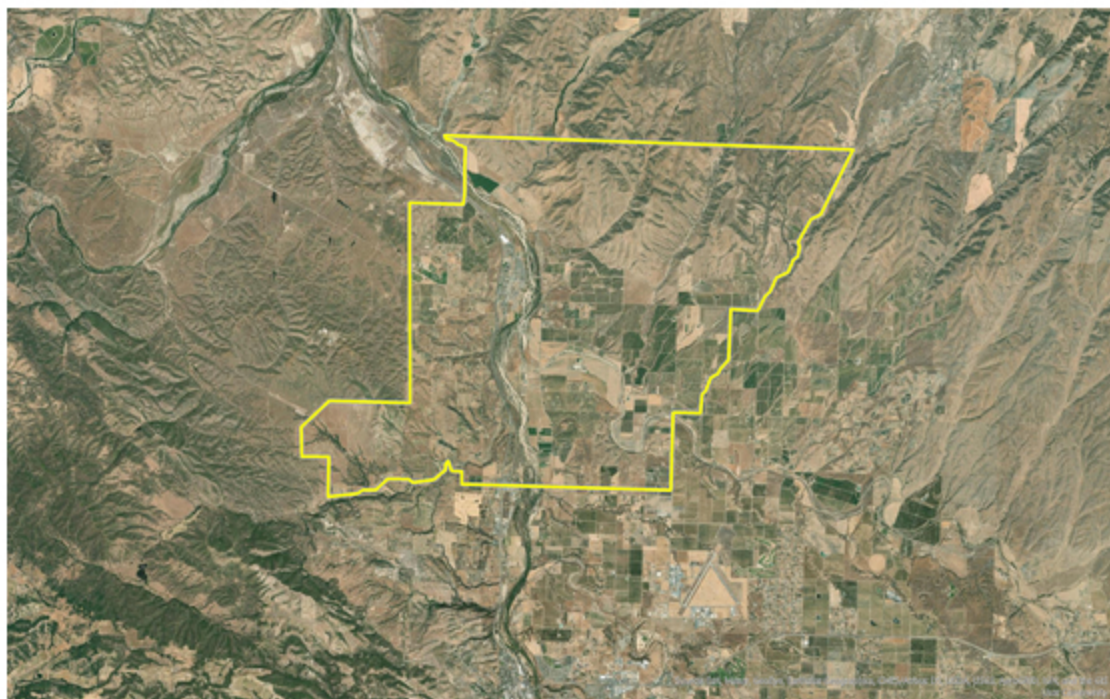
 Sphere of Influence
(Same as Service Area)

 Service Area

Latest SOI Approval: Oct 2023



Prepared By SLOLAFCO
Name: San Miguel CSD
Date: 9/7/2023



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

November 21, 2024

AGENDA ITEM: 9.4

SUBJECT: CONTINUATION from September 24, 2024 Board Meeting

Contract award to Specialty Construction Inc. for \$1,226,965.00 for the San Miguel Recycled Water Pipeline Project and approve related budget adjustments by RESOLUTION 2024-51. (approve by 3/5 vote) (Pg. 189-206)

SUGGESTED ACTION: Authorize the General Manager to issue a notice of contract award and execute a contract in an amount of \$1,226,965 with Specialty Construction Inc for the San Miguel Recycled Water Pipeline Project and approve related budget adjustments and transfers by RESOLUTION 2024-51.

DISCUSSION:

Additional Information:

This item was discussed at the October 24th 2024 Board meeting. It was tabled to this meeting after some board discussion and public comment.

- The recycled water pipeline is part of the Machado Wastewater Treatment Facility expansion plan. This pipeline is integral to the compliance of the WWTF in order to ensure compliance with the increased groundwater monitoring requirements, specifically relating to TDS.
- Although this project is proposed to be constructed before the WWTF, due to grant deadlines it is being proposed for construction now and will be connected to the future WWTF.
- After meeting with the Waterboard on 11/6 it appears that the WWTF construction grant funding will be moved to the fundable list and possibly be funded in the next budget cycle (FY 25/26), if the WWTF is funded in FY 25-26 Construction could be completed by 2028.
- See attached Technical Memo from WSC

Original Information:

A Request for Bids was circulated from August 23rd thru October 4th 2024 for the San Miguel Recycled Water Pipeline Project.

At Bid Opening, October 4th 2024 at 10am, four bids were received. All bids were received in person and on time, all bids contained all required information per the bid documentation and requirement.

The bids received were as follows:

- | | |
|---|-------------|
| 1. Specialty Construction Inc; | \$1,226,965 |
| 2. Hartzell General Engineering Contractor Inc; | \$1,327,620 |
| 3. R Baker Inc; | \$1,344,570 |
| 4. Whitaker Construction Group Inc; | \$1,518,245 |

Projected total cost of the construction of this project will include the bid amount as well as construction phase engineering support and the required archeological and Native American monitors.

Approval of the attached resolution will authorize the General Manager to issue a notice of award and to execute a contract with Specialty Construction Inc for this project. Once all contract documents are reviewed and approved by the District Engineer, General Manager, and Legal Counsel a notice to proceed will be issued and the contractor will be scheduled. All contract documents are EJCDC

templates which have been previewed and are deemed acceptable by the Federal, State, and County entities which the District receives grant money from.

Project Description:

This project consists of construction of approximately 2,530 feet of new 8-inch pipeline from the Machado Wastewater Treatment Facility to E&J Gallo vineyards on the west side of Highway 101. The pipeline will begin at the treatment facility and continue north along District-owned property, route west crossing Union Pacific Railroad tracks and Mission Street, continue west along 20th Street and through a private property easement and cross beneath Highway 101 to terminate near the property boundary of E&J Gallo and Vino Farms. The crossings at the Union Pacific Railroad and Highway 101 will be completed using jack-and-bore methods.

The initial Engineers Estimated cost for this project was \$1,400,000 as stated in the bid documents.

Funding:

The District was awarded a \$1,000,000 grant from State Groundwater Management Act (SGMA) for the San Miguel Recycled Water Pipeline project. Funds for plan development and permitting to this point have been through regularly budgeted funds. The Construction costs in excess of the grant award will be from capital reserves, when user fees are established they will reimburse the wastewater capital reserves for overages related to the .

To date planning, permitting, other previously approved work has encumbered \$280,580 thru October 2024. These costs have, thus far, been reimbursed by the County from the initial grant funds.

In order to adequately account for funds for this project the following adjustments will be made:

Increase expense object 40-955 by \$507,545

This project is expected to take 110 days to complete which must be completed by April 30 2025.

Related Passed Resolutions:

2022-67 Design and Engineering Contract with WSC

2022-70 Agreement with County of SLO for acceptance of SGMA grant

FISCAL IMPACT:

Proposed construction cost will be partially paid with a \$1,000,000 grant from SGMA. The remaining cost will be initially paid from Wastewater Capital Reserve. Pipeline costs in excess of the grant amount will be repaid through user fees once recycled water sales start.

PREPARED BY: Kelly Dodds

Technical Memorandum

Date: 11/12/2024
To: Kelly Dodds
Prepared By: Cason Roberts, Heather Freed, PE,
Reviewed By: Josh Reynolds, PE
Project: Recycled Water Pipeline
Subject: Deferred Cost Analysis

The San Miguel Community Services District (District) opened bids for the construction of the recycled water pipeline (RWP) project on October 4, 2024. The project will be used to deliver recycled water produced at the Machado Wastewater Treatment Facility (WWTF) after its upgrade and expansion. The District's Board of Directors is considering awarding the construction contract for the RWP but is concerned about the utilization of the project prior to the completion of the Machado WWTF upgrade.

This technical memorandum aims to provide information to the Board of Directors about the timing for the Machado WWTF upgrade project, how the projects are related, and the costs of awarding the project now compared to deferring the project until the WWTF upgrade construction is underway.

1.1 Need for the Recycled Water Pipeline Project

The purpose of the RWP is to deliver recycled water to nearby vineyards. Recycled water will be produced at the Machado WWTF after its upgrade and expansion. The Machado WWTF upgrade and expansion is needed to comply with the new Central Coast Regional Water Quality Control Board (Regional Board) WDR Order No. R3-2020-0020 (Permit) and expand the capacity of the existing WWTF. To meet the new permit limits, the District must reduce the amount of total dissolved solids (TDS) discharged to the groundwater basin through percolation. The current plan to reduce the TDS discharged to the groundwater basin through percolation is to upgrade treatment to produce tertiary recycled water for agricultural use.

The RWP will deliver recycled water to nearby vineyards in lieu of discharging the WWTF effluent to percolation ponds, reducing the overall discharge of TDS to the groundwater basin in order to meet the new Permit discharge limits.

Without agricultural reuse of recycled water, the Machado WWTF upgrade and expansion may need to include the addition of a reverse osmosis (RO) treatment process to meet the TDS limits. RO has high construction and operating costs and would require ongoing, expensive brine management. The cost of RO makes it an infeasible option.

1.2 Recycled Water Pipeline Grant

The District received a \$1M grant from the State for the design and construction of the RWP. The grant is contingent on project completion by April 30, 2025. If construction is not complete the grant funds will be forfeited, and the District will be required to pay back any funds which were spent before April 30, 2025 (approximately \$200,000). Therefore, to utilize the State grant, the RWP needs to be constructed by April 2025, which is before the Machado WWTF upgrade is expected to be complete.

1.3 District Project Cost if Awarding RWP Construction

The current total projected cost for the RWP project is approximately \$1,625,000, which includes construction costs, construction management and money that has already been spent on project planning and design. This assumes the construction contract is awarded and construction begins in late 2024/ early 2025.

The State grant of \$1M reduces the District's projected direct cost to about \$625,000. The District's cost for the RWP will be recuperated through the sale of recycled water once the Machado WWTF upgrade is complete, anticipated by 2028.

Additional grant funding from the State may also be made available for the RWP to offset the District's costs, but the amount may not be known until early 2025.

1.4 District Project Cost if Deferring RWP Construction

The Machado WWTF upgrade is currently in design. The project is expected to be funded through a combination of grants and loans through the Clean Water State Revolving Fund (CWSRF). The State has confirmed that the Machado WWTF Upgrade project will be on the fundable list and able to execute a funding agreement in the 2025-2026 fiscal year. Assuming a funding agreement is executed in early 2026 and the project's construction begins shortly after, the project will be completed and producing recycled water by 2028.

If the District chooses to defer construction of the RWP to 2028 when the Machado WWTF upgrade is complete, the project cost would be subject to inflation and loss of the already awarded \$1M grant. Assuming an annual inflation rate of 3.4%, the construction cost would increase approximately \$150,000, resulting in a total projected project cost of about \$1,775,000. The increase in project costs and the loss of the \$1M grant would significantly increase the recycled water rates. The high cost of recycled water could result in less sales to the nearby vineyards, and or loss of interest in purchasing the water. Finding additional locations for agricultural reuse could further increase project costs if additional pipelines are needed to meet water reuse obligations to meet the new Permit limits. Compliance with the new Permit limits without agricultural reuse of recycled water could add several million dollars or more to the project costs and significantly increase ongoing operational costs.

1.5 Summary

See Table 1 below for a high-level comparison of the two construction approaches.

Table 1. Summary

Option 1: Award Construction Contract	Option 2: Deferred Construction of the RWP until the WWTF Upgrade is Complete (Est. 2028)
Pros	
Lowest possible construction cost due to \$1M grant funding that must be used by April 2025.	RWP would be immediately used after construction to distribute recycled water.
Allows for recycled water to be distributed immediately when the Machado WWTF upgrade and expansion is complete.	
There are nearby vineyards ready to receive the recycled water once it is produced based on projected recycled water rates incorporating the cost savings from the \$1M grant.	
Cons	
RWP may not be used for up to 3 years after completion until the Machado WWTF upgrade is complete.	District would incur an additional \$1.2M in project cost due to inflation and loss of grant funding.
	The higher costs would be reflected in higher recycled water rates, which could result in difficulty selling recycled water to the nearby vineyard. If this were the case, the District may need additional recycled water infrastructure to increase deliveries and divert discharges to the percolation ponds to meet the Permit limits.
Total Project Cost to the District	
\$624,062	\$1,774,790



RE: Recycled Water Pipeline Bid Review

October 9, 2024

**San Miguel
Community Services
District**
Kelly Dodds
General Manager

Dear Kelly Dodds,

This letter recommends awarding construction of the Recycled Water Pipeline to Specialty Construction, Inc. (SCI). The project was advertised for bids on August 22, 2024 and a mandatory pre-bid meeting was held on September 11, 2024. On October 04, 2024, the San Miguel Community Services District received and publicly opened bids from the four bidders summarized below.

Summary of Bids Received	
BIDDER	BID TOTAL
Specialty Construction, Inc.	\$ 1,226,965
Hartzell General Engineering Contractor, Inc	\$ 1,327,620
R Baker Inc.	\$ 1,344,570
Whitaker Construction Group, Inc.	\$ 1,518,245

SCI was the apparent low bidder. The Engineer's Estimate and budget for the construction of this Project was \$1,400,000, and the bids received ranged from \$1,226,965 to \$1,518,245.

WSC has reviewed the three lowest bids from SCI, Hartzell General Engineering Contractor, Inc (Hartzell), and R Baker Inc. (R Baker) for compliance with the bidding instructions and overall bidding requirements. The table on the next page summarizes the bid analysis and results.

Bidder’s Responsibility

WSC received and reviewed the bidder’s project references and experience in accordance with the bidding requirements. WSC finds all bidders have project experience similar to this Work and meet the experience qualifications defined in the Contract Documents.

Bidder’s Responsiveness

WSC found that all bidders were responsive to the bid requirements as indicated in the table below. However, WSC found one minor irregularity that we do not believe warrant disqualification, listed below:

- SCI provided the required list of materials/ equipment suppliers, but left the form blank. Only major products or equipment whose costs exceeds 15% of the total bid price (\$184,044 for SCI’s bid price) would need to be listed.

Summary of Three Lowest Bidders Analysis and Results

BID ITEMS	BIDDER		
	SCI	Hartzell	R Baker
Proposal Form (signed)	✓	✓	✓
Bidder's Bond	✓	✓	✓
Addenda Receipt	✓	✓	✓
Experience Qualifications	✓	✓	✓
Contractor's Licensing Statement	✓	✓	✓
List of Subcontractors	All State Boring	All State Boring	All State Boring
	Ventura Directional Drilling		Ventura Directional Drilling
	Toste Grading & Paving		Tartaglia Engineering
List of Material / Equipment Suppliers	✓ (blank)	✓	✓
Bid Deemed Responsive	✓	✓	✓
Base Bid	\$ 1,226,965	\$ 1,327,620	\$ 1,344,570

Conclusion

WSC finds the bid of SCI both responsible and responsive based upon the explanations noted above. Based on our analysis, we believe that they have the requisite qualifications, experience, and financial capability to successfully complete the project. We recommend waiving the minor irregularities that might be present and awarding the construction of the Recycled Water Pipeline to Specialty Construction Inc. in the amount of \$1,226,965.

Sincerely,
Water Systems Consulting, Inc.



Heather Freed, PE
Project Manager

NOTICE OF AWARD

Date of Issuance: 10/24/2024
Owner: San Miguel Community Services District Owner’s Project
Engineer: Water Systems Consulting, Inc. Engineer’s Project
Project: Recycled Water Pipeline
Contract Name: Recycled Water Pipeline
Bidder: Specialty Construction, Inc.
Bidder’s Address: 645 Clarion Court, San Luis Obispo, CA 93401

You are notified that Owner has accepted your Bid dated October 04, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Construction of approximately 2,530 feet of new 8-inch pipeline from the Machado Wastewater Treatment Facility to E&J Gallo vineyards on the west side of Highway 101. The pipeline will begin at the treatment facility and continue north along District-owned property, route west crossing Union Pacific Railroad tracks and Mission Street, continue west along 20th Street and through a private property easement and cross beneath Highway 101 to terminate near the property boundary of E&J Gallo and Vino Farms. The crossings at the Union Pacific Railroad and Highway 101 will be completed using jack-and-bore methods.

The Contract Price of the awarded Contract is \$1,226,965. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

One unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

- 1. Deliver to Owner one counterparts of the Agreement, signed by Bidder (as Contractor).
- 2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: San Miguel Community Services District
By (signature): _____
Name (printed): Kelly Dodds
Title: General Manager
Copy: Engineer

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

This Agreement is by and between San Miguel Community Services District (“Owner”) and Specialty Construction, Inc. (“Contractor”).

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1—WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: Construction of approximately 2,530 feet of new 8-inch pipeline from the Machado Wastewater Treatment Facility to E&J Gallo vineyards on the west side of Highway 101. The pipeline will begin at the treatment facility and continue north along District-owned property, route west crossing Union Pacific Railroad tracks and Mission Street, continue west along 20th Street and through a private property easement and cross beneath Highway 101 to terminate near the property boundary of E&J Gallo and Vino Farms. The crossings at the Union Pacific Railroad and Highway 101 will be completed using jack-and-bore methods.

ARTICLE 2—THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: The San Miguel Community Service’s District Recycled Water Project will deliver between 200 to 450 acre-feet per year of recycled water from the Machado Wastewater Treatment Facility to various vineyards to be used for agricultural irrigation. The pipeline to be constructed in the Work under the Contract Documents will be connected in the future to the discharge pipeline of the future recycled water pump station.

ARTICLE 3—ENGINEER

3.01 The Owner has retained Water Systems Consulting, Inc. (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

3.02 The part of the Project that pertains to the Work has been designed by “Engineer”.

ARTICLE 4—CONTRACT TIMES

4.01 *Time is of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Not Used

4.03 *Contract Times: Days*

- A. The Work will be substantially complete within 110 calendar days after the date a Notice to Proceed is issued by the Owner and when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 140 days after the date when the Contract Times commence to run.

4.04 Not Used

4.05 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
1. *Substantial Completion:* Contractor shall pay Owner \$1,500.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
 2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$800.00 for each day that expires after such time until the Work is completed and ready for final payment.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

ARTICLE 5—CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:

- A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

Unit Price Work					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Price
1	General requirements. Includes mobilization, demobilization, construction survey, erosion & sediment control.	LS	1	\$47,200	\$47,200

Unit Price Work					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Price
2	Sheeting, shoring, and bracing	LS	1	\$39,300	\$39,300
3	Traffic Control	LS	1	\$47,200	\$47,200
4	Protection of Utilities	LS	1	\$15,400	\$15,400
5	8-Inch C900 PVC Recycled Water Piping for STA 10+00 to 10+55, STA 12+88 to 18+30, and STA 25+91 to 35+30.	LF	1,533	\$78	\$119,574
6	Trenchless Crossing of Caltrans Highway 101, Complete	LS	1	\$396,000	\$396,000
7	Trenchless Crossing of Union Pacific Railroad, Complete	LS	1	\$392,000	\$392,000
8	6-Inch Service Installation	EA	1	\$33,200	\$33,200
9	2-inch Service Installation	EA	1	\$6,900	\$6,900
10	8-inch Gate Valve	EA	8	\$2,985	\$23,880
11	2-inch Combination Air-Vacuum Release Valves	EA	2	\$8,200	\$16,400
12	2-inch Blow-off Assembly	EA	3	\$4,100	\$12,300
13	Temporary Pipeline Termination at WWTP	LS	1	\$4,500	\$4,500
14	Area Restoration	LS	1	\$9,100	\$9,100
15	Testing and Disinfection	LS	1	\$13,330	\$13,330
20	8-Inch Recycled Water Piping from STA 18+30 to STA 23+30	LF	500	\$75	\$37,500
21	Pavement Repair - Hot Mix Asphalt	TON	7	\$858	\$6,006
22	Pavement Repair - 2-inch Grind & Overlay	SY	155	\$40	\$6,200
23	Pavement Repair - Class 2 Aggregate Base	CY	3	\$325	\$975
Total of all Extended Prices for Unit Price Work (subject to final adjustment based on actual quantities)					\$1,226,965

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

- B. Total of Lump Sum Amount and Unit Price Work (subject to final Unit Price adjustment) \$1,226,965.
- D. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6—PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about 15-days after a progress payment is approved by the Owners Board of Directors for payment during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted by the 7th of each month and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

- 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.

- a. 95 percent of the value of the Work completed (with the balance being retainage).
- b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

- A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

6.05 *Interest*

- A. All amounts not paid when due will bear interest at the rate of zero percent per annum.

ARTICLE 7—CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of all of the following:

1. This Agreement.
2. Bonds:
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
3. General Conditions.
4. Supplementary Conditions.
5. Technical Specifications as listed in the table of contents of the project manual (copy of list attached).
6. Drawings (not attached but incorporated by reference) consisting of 16 sheets with each sheet bearing the following general title: Recycled Water Pipeline.
7. Addenda (numbers 1 to 3, inclusive).
8. Exhibits to this Agreement (enumerated as follows):
 - a. Submitted bid dated October 04, 2024
9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
 - e. Warranty Bond, if any.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.
- E. In the event of a conflict between the provisions of this Agreement and any other Contract Document, the provisions of this Agreement shall prevail.

ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 Contractor's Representations

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
 1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Standard General Conditions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

Owner:

San Miguel Community Services District

(typed or printed name of organization)

By:

(individual's signature)

Date:

(date signed)

Name: Kelly Dodds

(typed or printed)

Title:

General Manager

(typed or printed)

Attest:

(individual's signature)

Title:

Board Clerk

(typed or printed)

Address for giving notices:

1765 Bonita Place San Miguel CA 93451

Designated Representative:

Name: Kelly Dodds

(typed or printed)

Title:

General Manager

(typed or printed)

Address:

1765 Bonita Place San Miguel CA 93451

Phone:

805-467-3388

Email:

Kelly.dodds@sanmiguelcsd.org

Contractor:

(typed or printed name of organization)

By:

(individual's signature)

Date:

(date signed)

Name:

(typed or printed)

Title:

(typed or printed)

(If [Type of Entity] is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

(individual's signature)

Title:

(typed or printed)

Address for giving notices:

Designated Representative:

Name:

(typed or printed)

Title:

(typed or printed)

Address:

Phone:

Email:

License No.:

(where applicable)

State:

RESOLUTION NO. 2024-51

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICE DISTRICT AUTHORIZING THE GENERAL MANAGER TO ISSUE A NOTICE OF CONTRACT AWARD AND EXECUTE AN AGREEMENT WITH SPECIALTY CONSTRUCTION INC. TO CONSTRUCT SAN MIGUEL RECYCLED WATER PIPELINE PROJECT.

WHEREAS, the Board of Directors authorized the General Manager to apply for a regional SGMA grant through the County of San Luis Obispo and was awarded \$1,000,00 for a recycled water pipeline project from the Machado Wastewater Treatment Facility to vineyards located west of HWY 101 (Project); and

WHEREAS, the Board approved a contract for the Design and Engineering of the Project through resolution 2022-67; and

WHEREAS, on August 23rd 2024, the Board of Directors authorized the General Manager to advertise the Project for bids; and

WHEREAS, on October 4th 2024, four (4) bids were received with the lowest qualified bidder being Specialty Construction Inc. with a total bid of One Million Two Hundred Twenty-Six Thousand Nine Hundred Sixty-Five Dollars (\$1,226,965); and

WHEREAS, the District Engineer has reviewed and tabulated the bids and determined that Specialty Construction Inc. has met the requirements of the bidding documents and is qualified to perform the required work.

NOW, THEREFORE, BE IT RESOLVED, the Board does, hereby, authorize the General Manager to issue a Notice of Contract Award to Specialty Construction Inc. (Contractor) and to execute the Agreement for Construction of the San Miguel Recycled Water Pipeline Project, subject to receipt of approved contract, bonds, insurance certificate and other required contract documents from the Contractor.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board does, hereby, authorize budget adjustments to the water fund as follows for this project:

- Expenditure Increase to 40-955 by \$507,545.00

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 21st day of November 2024.

Kelly Dodds, General Manager

Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

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

November 21, 2024

AGENDA ITEM: 9.5

SUBJECT: CONTINUATION from September 24, 2024 Board Meeting
Recycled Water Pipeline Project, project management and environmental compliance monitoring and related budget adjustments by RESOLUTION 2024-52. (approve by 3/5 Vote) (Pg. 207-239)

SUGGESTED ACTION: Authorize the General Manager to negotiate and execute contracts for Project Management and Environmental Compliance Monitoring in an amount of \$187,309 for the Recycled water Pipeline project and approve related budget adjustments by RESOLUTION 2024-52.

DISCUSSION:

The San Miguel Recycled Water Pipeline project was circulated for bids on August 23rd and had a bid opening on October 4th 2024. At the Bid opening four bids were received, of which the Board was provided a recommendation of award under a separate Board action item.

Due to the location and scope of this project, Environmental Compliance Monitoring is required. An Archaeologist, Biologist and Native American Monitor are required to be contracted for preconstruction training, field monitoring and, in the event any artifacts are found, proper handling and treatment of those artifacts.

Additionally, in order to ensure compliance with the grant and maintain contractor compliance for this project, a project manager should be retained. Although, it is possible for the District to perform the project management, this would take a significant amount of time of which District staff does not currently have. Although District Staff will be performing some management and inspection tasks related to this project, staff does not have the time necessary to commit to the entirety of the project management role.

The environmental compliance and project management contracts will be on a time and material basis, so the cost can be minimized as much as possible.

The Resolution attached to this report is to authorize the General Manager to negotiate and contract for environmental compliance and project management in relation to this project. Environmental Compliance is expected to be between \$13,710 and \$71,595 for the entirety of the project, project management is even more time intensive and is expected to be between \$70,000 and \$115,714. The project management scope is divided into three basic sections with field inspection services being nearly 60% of the proposed cost. It is likely that the field inspection hours will be able to be reduced once actual construction begins but this is not guaranteed.

Resolution 2024-51 (separate Board approval) approved a contract with SCI for \$1,226,965 for the construction of this project.

If the attached resolution is approved the total project cost for prior design, pending construction, environmental compliance and project management would be approximately \$1,694,274

The grant award for this project is for \$1,000,000. The balance, \$694,274 in excess of the grant amount will be repaid through user fees once recycled water sales start. In the event that additional grant funds are available that will reduce the 'out of pocket' costs that need to be repaid through user fees.

The attached resolution will also approve the necessary budget adjustment as follows:

- Increase expense object 40-955 (3W Waterline SGMA) by \$187,309
- Increases approved by this resolution are in addition to any budget adjustments made by prior resolutions.

FISCAL IMPACT:

Proposed construction cost will be partially paid with a \$1,000,000 grant from SGMA. The remaining cost will be initially paid from Wastewater capital reserve. Pipeline costs in excess of the grant amount will be repaid through user fees once recycled water sales start.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2024-52

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICE DISTRICT AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS FOR PROJECT MANAGEMENT AND ENVIROMENTAL COMPLIANCE SERVICES RELATED TO THE SAN MIGUEL RECYCLED WATER PIPELINE PROJECT.

WHEREAS, the Board of Directors authorized the General Manager to apply for a regional SGMA grant through the County of San Luis Obispo and was awarded \$1,000,00 for a recycled water pipeline project from the Machado Wastewater Treatment Facility to vineyards located west of HWY 101 (Project); and

WHEREAS, the project includes Construction of approximately 2,530 feet of new 8-inch pipeline from the Machado Wastewater Treatment Facility to E&J Gallo vineyards on the west side of Highway 101. in San Miguel, CA (“Project”); and

WHEREAS, the Board of Directors, under separate resolution, approved a contract for the construction of the project; and

WHEREAS, it is necessary for the District to separately contract for environmental compliance monitoring and project management services to fulfill the requirements of this grant and construction project; and

NOW, THEREFORE, BE IT RESOLVED, the Board does, hereby, authorize the General Manager to negotiate and execute contracts for environmental compliance monitoring and project management services as well as authorize budget adjustments to the water fund as follows for this project:

- Expenditure Increase to 40-955 \$187,309.00

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 21st day of November 2024.

Kelly Dodds, General Manager

Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel



ENVIRONMENTAL CONSULTANTS

Sound Science. Creative Solutions.®

4111 Broad Street, Suite 210
San Luis Obispo, California 93401
Tel 805.543.7095
www.swca.com

October 10, 2024

Kelly Dodds, General Manager
San Miguel Community Services District
P.O. Box 180
San Miguel, California 93451

Submitted via email to Heather Freed, WSC, Inc.: hfreed@wsc-inc.com

Re: Environmental Compliance Support for the Recycled Water Pipeline Project in San Miguel, San Luis Obispo County, California

Dear Kelly Dodds:

SWCA Environmental Consultants (SWCA) appreciates the opportunity to continue supporting the San Miguel Community Services District (District) with the Recycled Water Pipeline Project (project) in San Miguel, San Luis Obispo County, California. This scope and cost estimate is to provide biological, archaeological, Native American, and paleontological resource support during the construction of the pipeline for the project, as per the projects Mitigation Monitoring and Reporting Program (MMRP).

The cost to complete these tasks, as described in the attached scope of work, is a **time-and-materials not-to-exceed cost of \$71,595.00** for biological, archaeological, Native American, and paleontological resource support. The cost estimate provided on page 5 provides an estimated range in costs to complete these tasks between **\$13,710.00 to \$71,595.00**, with the cost dependent on the required monitoring and protocol-level resource surveys needed for construction. This cost estimate is valid for 30 days, after which time we reserve the right to create a new cost estimate.

Thank you for providing us with the opportunity to continue working with the District and supporting this necessary infrastructure project. If the scope of work and cost estimate are acceptable to you, please sign the Services Agreement attached to the end of this proposal and email it back to our office. We will then return a fully executed agreement to you for your files. Should you have any questions regarding our scope of work or cost estimate, please contact me at (714) 362-6667 or patrick.scott@swca.com.

Sincerely,

A handwritten signature in black ink that reads 'Patrick Scott'.

Patrick Scott
Natural Resources Director

SCOPE OF WORK

SWCA Environmental Consultants (SWCA) is proposing to provide the San Miguel Community Services District (District) with biological, archaeological, Native American, and paleontological resource support during the installation of the pipeline for the Recycled Water Pipeline Project (project) in San Miguel, San Luis Obispo County, California. In compliance with the projects Mitigation Monitoring and Reporting Program (MMRP), SWCA will perform the following tasks.

PHASE 1. BIOLOGICAL RESOURCES

TASK 1.1. WORKER ENVIRONMENTAL AWARENESS PROGRAM

SWCA will prepare a project-specific Worker Environmental Awareness Program (WEAP) and an SWCA qualified biologist will deliver an initial training for construction personnel prior to the start of project activities (Mitigation Measures [MM] Bio-1). As part of the program, a tri-fold fact sheet will be prepared and include color photographs and a description of the ecology of all special-status species known or with potential to occur on site, as well as other sensitive resources requiring avoidance near the project site. The WEAP shall include a description of protection measures required by discretionary permits, an overview of the Federal and State Endangered Species Acts, and implications of noncompliance with these regulations. The biologist will provide an overview of the required avoidance, minimization, and mitigation measures. A sign-in sheet with the name and signature of the qualified biologist who presented the training, and the names and signatures of the environmental awareness trainees will be kept and submitted to the District upon completion.

TASK 1.2. BIOLOGICAL PRE-CONSTRUCTION SURVEYS

Under this task, SWCA qualified wildlife biologists will conduct pre-construction surveys for special-status species, including nesting birds, based on the requirements of the MMRP.

San Joaquin Kit Fox Survey

Within 30-days prior to initiation of construction activities, a qualified biologist shall conduct a survey for San Joaquin kit fox (*Vulpes macrotis mutica*) dens and sign in suitable habitats within 200 feet of the project area (MM Bio-6). The pedestrian survey shall include parallel transects that provide full visual coverage of the survey area, with transects spaced between 30 and 100 feet, depending on vegetation height and density. A report documenting the completion and results of the survey will be submitted to the District prior to the start of construction.

Least Bell's Vireo Protocol Surveys

Between April 10 and July 31, 2025, a qualified biologist will conduct eight (8) surveys, 10-days apart, for least Bell's vireo (*Vireo bellii pusillus*) prior to the initiation of project activities located within 800-feet of riparian vegetation associated with the Salinas River (MM Bio-4). A report documenting the completion and results of the protocol-level surveys will be submitted to the District prior to the start of construction activities within the 800 foot buffer area.

For the purposes of this proposal, SWCA has provided a total cost estimate to complete the tasks as described in the MMRP for the pipeline construction. SWCA assumes that the pipeline portion of the project will be completed outside of the nesting bird season. Although the outcome of the least Bell's vireo surveys can be utilized to support future construction activities proposed for the project consultation with resource agency's (i.e., U.S. Fish and Wildlife Service, California Department of Fish and Wildlife) may result in waiving the required protocol-level survey requirement for the pipeline construction portion of the project. As such, an estimated minimal cost for environmental compliance support has also been provided.

PHASE 2. CULTURAL RESOURCES

TASK 2.1. ARCHAEOLOGICAL MONITORING PLAN

SWCA will prepare an Archaeological Monitoring Plan (AMP) for the project. The AMP will include, but not be limited to:

- List of personnel involved in the observation and oversight activities;
- Description of how monitoring will occur;
- Description of frequency of monitoring (e.g., full-time, part time, spot checking);
- Description of what resources are expected to be encountered;
- Description of circumstances that would result in the halting of work at the project site (e.g., what are considered significant archaeological resources?);
- Description of procedures for halting work on the site and notification procedures;
- Description of reporting procedures; and
- Consultation with appropriate Chumash tribal representatives.

The intent of the AMP is to appropriately identify and address archaeological finds encountered during construction monitoring and to avoid or reduce potential impacts to California Register of Historical Resources (CRHR)-eligible resources.

TASK 2.2. ARCHAEOLOGICAL TRAINING AND MONITORING

Prior to construction SWCA will provide a brief cultural resources Worker Training Program (Training) to all construction crew members. The Training shall be provided by a qualified archaeologist. The Training shall include a brochure containing relevant information about the site and photographs of the types of resources present and types that can be expected to be encountered during project work. It should include detailed procedures for the identification and recovery of cultural resources. The archaeologist shall inform project personnel about the types of resources that could be encountered and procedures to follow in the event of an archaeological discovery, as well as the potential penalties for failing to adhere to applicable state regulations. The Training can be conducted the same day that project excavations begin to save time and cost.

SWCA will provide qualified archaeological and Native American monitors to observe initial project excavations. The monitors will observe equipment in progress and examine exposed sediments and sidewalls for evidence of intact archaeological features, artifact concentrations, human remains, or unique isolated finds. The monitor will have the authority to temporarily halt or divert excavation away from the discovery so that it may be examined further.

TASK 2.3. ARCHAEOLOGICAL MONITORING REPORT

Upon completion of the archaeological monitoring, SWCA will prepare a brief report, which will summarize the results of the fieldwork. The report will include figures and photographs as necessary. The report will be provided to the District, indicating that the recommended mitigation measures have been met.

For the purposes of this proposal, SWCA has provided a total cost estimate to complete the tasks as described in the MMRP for the pipeline construction and assumed that an archaeological and Native American monitor will be required for up to ten (10) 8-hour workdays. Although the AMP can be utilized to support future construction activities proposed for the project, depending on its outcome, archaeological and Native American cultural resource monitoring may not be required for the pipeline construction portion of the project. As such, an estimated minimal cost for environmental compliance support has also been provided.

PHASE 3. PALEONTOLOGICAL RESOURCES

TASK 3.1. PALEONTOLOGICAL MONITORING AND TREATMENT PLAN

Per MM GEO-1, a Society of Vertebrate Paleontology (SVP)-qualified, and District and County of San Luis Obispo-approved, paleontologist will prepare a Paleontological Monitoring and Treatment Plan (Plan). The Plan will include, but not be limited to:

- The professional qualification standards for paleontological staff;
- Communication protocols;
- A description and maps noting the locations where paleontological monitoring is required based on construction plans and published geologic maps;
- The process for modifying monitoring frequency (reducing or discontinuing);
- Protocols to follow in the event of a paleontological discovery, including work stoppage and notification procedures;
- An outline for significance evaluations of discovered resources; protocols for sampling, recovery, treatment, and analysis of resources; and
- Reporting and curation requirements.

TASK 3.2. PALEONTOLOGICAL MONITORING

Per GEO MM-2 and GEO MM-3, one paleontological monitor will be on site during all ground disturbance within previously undisturbed geologic units with high paleontological sensitivity, as defined by the Plan. Geologic units with low, marginal, undetermined sensitivity would be monitored on a part-time basis. Project work within previously disturbed geologic units would not require monitoring. The monitors will follow earthmoving equipment and will safely examine excavated sediments, trench sidewalls, and any other excavations for evidence of paleontological resources. The monitors will keep daily logs detailing the types of activities and soils observed and documenting any discoveries. And as a part of this task, SWCA is prepared to complete weekly monitoring logs that will provide descriptions of the week's activities. Paleontological monitoring will end when the project excavation activities are completed, or the qualified paleontologist, in consultation with the District, concludes that there is no continuing potential for encountering paleontological resources.

TASK 3.3. PALEONTOLOGICAL MONITORING REPORT

Upon completion of the above tasks, SWCA will prepare one paleontological resources report stating that the paleontological monitoring requirements have been fulfilled. The report will describe the monitoring methods, summarize and interpret findings and site conditions, and provide management recommendations for future work, if appropriate. The report will also include photographs and figures and a project/resource location map. SWCA will submit one electronic copy of the draft monitoring report to the District for review.

For the purposes of this proposal, SWCA has provided a total cost estimate to complete the tasks as described in the MMRP for the pipeline construction and assumed that a project site visit by the qualified project paleontologist would not be required and that paleontological monitoring will be needed for ten (10) 8-hour workdays during ground-disturbing construction work. Although the Paleontological Monitoring and Treatment Plan can be utilized to support future construction activities proposed for 2025, depending on its outcome, paleontological resource monitoring may not be required for the pipeline construction portion of the project. As such, an estimated minimal cost for environmental compliance support has also been provided.

COST ESTIMATE

Based on thoughtful consideration of the project requirements and a thorough estimate of the required labor and direct costs, SWCA proposes a time-and-materials, not to exceed budget of **\$71,595.00** to complete the scope of work provided above, as presented in Table 1. Additionally, an estimated minimum cost has been provided should monitoring and protocol-level resource surveys not be required. These costs are valid for 30 days from the date of the proposal. To accommodate project changes and scheduling, it is assumed that SWCA will be able to use the overall project funding and will not be held to task limits so long as the overall budget is not exceeded.

Table 1. Cost Estimate

PHASE/TASK	ESTIMATED MINIMUM TOTAL \$	T&M NTE TOTAL \$
Phase 1. Biological Resources		
Task 1.1. Worker Environmental Awareness Program (WEAP)	\$1,100.00	\$1,100.00
Task 1.2. Biological Pre-construction Surveys	\$3,000.00	\$17,775.00
Phase 1 Total	\$4,100.00	\$18,875.00
Phase 2. Cultural Resources		
Task 2.1. Archaeological Monitoring Plan (AMP)	\$1,500.00	\$1,500.00
Task 2.2. Archaeological Training and Monitoring *Archaeological Monitoring Daily Rate \$975 *Native American Monitoring Daily Rate \$1,350	\$1,300.00	\$23,250.00
Task 2.3. Archaeological Monitoring Report	\$0.00	\$875.00
Phase 2 Total	\$2,700.00	\$25,625.00
Phase 3. Paleontological Resources		
Task 3.1. Paleontological Monitoring and Treatment Plan	\$6,910.00	\$6,910.00
Task 3.2. Paleontological Monitoring *Paleontological Monitoring Daily Rate \$1,480	\$0.00	\$14,800.00
Task 3.3. Paleontological Monitoring Report	\$0.00	\$5,385.00
Phase 3 Total	\$6,910.00	\$27,095.00
PROJECT TOTAL	\$13,710.00	\$71,595.00

* Daily rates are provided for reference only. Services will be billed on a time and materials basis.

ASSUMPTIONS

For budgeting purposes, we are making the following assumptions because some of these items are beyond SWCA's control and because these factors could significantly affect project schedule and cost:

- SWCA staff will bill at their standard rate of service.
- Mileage for any in-person meetings, monitoring, and site visits will be billed at the current IRS rate at time of service.
- SWCA staff will have safe and timely access to the entire project area.
- Our costs for biological surveys and archaeological, Native American, and paleontological resource monitoring assume that significant resources will not be discovered on the project site. If significant resources are encountered, additional work may be necessary. The costs for these services will be performed under an expanded scope.

- No construction activities will take place between February 1, 2025, and April 10, 2025. Should construction occur during this time, pre-activity nesting bird surveys (MM Bio-3) may be required. The costs for these services can be performed under an expanded scope.
- No archaeological or paleontological artifacts requiring curation will be encountered; a change order would be required to curate any materials.
- If archaeological, Native American, and paleontological monitoring in excess of ten (10) 8-hour workdays is required, a change order would be necessary to perform the work.
- A minimum of 4 hours will be billed for each day an archaeological, Native American, or paleontological monitor is required to be on-site.
- Under Task 1.2, SWCA will assist the District with informal agency coordination to request waiving protocol-level least Bell's vireo surveys for the construction of the pipeline portion of the project. However, as it is unknown what level of effort may be required to respond to agency requests for information, a change order may be required to provide additional effort beyond the initial request.
- All reports will be submitted in electronic format (e.g., Microsoft Word, Adobe PDF, etc.) and no hard copies will be required. Additionally, this scope of work includes one round of revisions to address non-substantive comments for each reporting deliverable.

Services Agreement

This Services Agreement ("this Agreement") is entered into as the date set forth below by SWCA Incorporated, an AZ corporation dba SWCA Environmental Consultants ("SWCA" or "Consultant"), and the client identified below ("Client"). References to this "Agreement" mean the terms set forth below and the proposal to which this Agreement relates ("the Proposal") as further described below.

1. Services. Pursuant and subject to the terms of this Agreement, SWCA shall provide those services that SWCA agrees in writing to provide under this Agreement as described in the Proposal ("the Services"). Any reports and similar materials that SWCA is to deliver to Client as part of the Services are referred to as "Deliverables". References in this Agreement to the "Services" include any Deliverables related to those Services. SWCA may use subconsultants and other subcontractors as may be reasonably necessary or appropriate to perform the Services. The terms subconsultants and subcontractors are used interchangeably. Client agrees to cooperate with SWCA as reasonably requested or required for the performance of the Services, including promptly providing relevant information, directions and approvals needed to perform the Services. References to the "project" mean the project to which the Services relate.

2. Work Schedule. SWCA will use reasonable efforts to start work by any mutually agreeable proposed start date and will use reasonable efforts to complete the Services by any mutually agreeable proposed completion date. Any proposed start date or completion date is a good faith estimate. SWCA is not responsible for any delays caused by circumstances beyond SWCA's reasonable control.

3. Additional Services. Any services provided by SWCA outside the scope of the Services constitute "Additional Services" and such Additional Services shall constitute Services under this Agreement, unless such Additional Services are subject to a separate agreement. Any Additional Services provided by SWCA with Client's approval constitute "Approved Additional Services". Except as otherwise mutually agreed in writing, SWCA shall be compensated for Approved Additional Services on a time and materials basis at SWCA's then-current hourly rates, with expense reimbursement per SWCA's then-current expense reimbursement terms, and such additional compensation shall not count toward any fixed fee or not-to-exceed amount.

4. Standard of Service. SWCA shall perform the Services in accordance with the applicable level of care generally observed by similar companies providing the same services under similar circumstances ("Standard of Service"). SWCA agrees to perform in accordance with the Standard of Service but that obligation shall not be construed to imply any warranty or guarantee of any particular results. SWCA's obligations regarding the Services are subject to the terms of this Agreement and conditioned on SWCA's receipt of all amounts due with respect to the Services at issue. In no event will SWCA be responsible for any partially completed Services (e.g., Services which are partially completed due to Client's breach) or have any responsibility for any other circumstances beyond SWCA's reasonable control. SWCA will perform the services for the benefit of Client (and/or for the benefit of governing agencies where required by applicable laws) and no other party is entitled to rely on the Services, including any report, assessment or conclusions arising from the Services, nor may any obligations of SWCA be assigned or otherwise transferred without SWCA's express written consent.

5. Project Information; Confidentiality. Subject to the terms of this Agreement, SWCA is responsible for the accuracy of information prepared by SWCA as part of the Services as necessary for SWCA to conform to the Standard of Service set forth in Section 4 above. SWCA is not responsible for the accuracy of information not prepared by SWCA (e.g., information in materials provided by Client, government records, third-party reports and maps), whether such inaccuracy is due to incompleteness or otherwise, except to the extent SWCA expressly agrees in the Proposal to be responsible for verifying the accuracy of that information. Each party shall use reasonable efforts to maintain the confidentiality of any non-public information owned by or relating to the other party.

6. General Payment and Expense Terms. Except as may be agreed by SWCA in writing, payment to SWCA shall not be withheld by reason of Client not receiving funds from a third-party. Client's rights to use Deliverables are conditioned on Client's payment of all amounts due to SWCA. SWCA may condition delivery of Deliverables on payment for work relating to such Deliverables along with payment of any past due amounts owing to SWCA. Except where a fixed fee is mutually agreed on in writing, any fee quotes are non-binding estimates. Unless otherwise mutually agreed in writing, a not-to-exceed amount means that Client will not incur fees in excess of that amount without Client authorization but is not a guarantee that the Services will be completed for that amount. If SWCA agrees to a fixed fee or a not-to-exceed amount based on information which proves to be inaccurate and, as a result, the assumptions relied on by SWCA for the originally agreed on fee limit are materially affected, the parties shall negotiate diligently and in good faith to determine reasonable adjustments in pricing and related terms. Amounts billable for reimbursable expenses are separate from any estimated or quoted fees.

7. Taxes. Unless otherwise mutually agreed in writing, any sales taxes, gross receipts taxes or similar taxes imposed by governing authorities with respect to the Services provided to Client will be Client's responsibility and, unless paid directly by Client, will be invoiced to Client.

8. Late Payment. In the event Client fails to pay any amounts to SWCA when due, SWCA shall have the right to stop work subject to giving Client written notice of the non-payment and the intention to stop work. In the event Client fails to pay any amounts to SWCA when due and does not cure such failure within three (3) business days from SWCA giving written notice of non-payment, SWCA's remedies shall include the right to: (i) suspend performance of the Services and withhold Deliverables until SWCA receives all overdue amounts and reasonable assurances of future payment; (ii) terminate this Agreement by providing written notice of termination to Client; and/or (iii) exercise other rights and remedies available under this Agreement or applicable laws. Client shall reimburse SWCA for all reasonable attorneys' fees, court costs and other expenses incurred by SWCA (including any amounts payable to a collection agent) in connection with efforts to collect overdue amounts (including efforts to collect such attorneys' fees, court costs and other expenses). Overdue amounts bear interest at the rate of 1.5% per month until paid and are subject to a monthly late-payment service charge equal to the greater of \$200 or 1% of the overdue balance.

9. Term of Agreement. Unless terminated earlier per the terms of this Agreement, this Agreement will remain in effect until the Services are completed, at which time this Agreement will automatically terminate. Upon termination, all provisions of this Agreement that expressly or by their nature continue in effect shall survive termination (e.g., payment terms, confidentiality provisions, indemnification provisions, liability/remedies limitations, and general terms).

10. Termination. If a party breaches this Agreement and does not cure such breach within five (5) business days of receipt of a written notice from the other party describing the breach, the other party may terminate this Agreement for cause. Either party may terminate this Agreement without cause by giving 30 days advance written notice of termination. These provisions do not limit available rights in the event of late payment as described in Section 8 above.

11. Payment Upon Termination. If this Agreement terminates under any circumstances, SWCA's payment rights shall include the following: If the Services are priced on a fixed-fee basis, SWCA shall be entitled to payment of all amounts due and unpaid based on the percentage of work completed prior to the effective time of termination as reasonably estimated and invoiced by SWCA. If the Services are priced on a time and materials basis, SWCA shall be entitled to payment of all amounts due and unpaid based on the number of hours worked prior to the effective time of termination. SWCA shall also be entitled to reimbursement of expenses that are reimbursable under the terms of this Agreement.

12. Governing Law; Interpretation. This Agreement and any claims arising out of, or relating to the subject matter of, this Agreement shall be governed by the laws of the jurisdiction where the project is predominantly located. The terms of this Agreement constitute the written expression of the mutual agreement of the parties and shall be construed neutrally and not for or against either party.

13. Insurance. The parties will maintain reasonable insurance coverage and will provide appropriate information regarding its insurance coverage as may be requested by the other party.

14. Indemnification. Each party shall indemnify the other party against any losses, including reasonable attorneys fees, to the extent incurred as a result of the indemnifying party's breach of this Agreement or as a result of any negligent or otherwise wrongful acts or omissions attributable to the indemnifying party. These indemnification terms are intended to provide indemnification of actual out-of-pocket losses and do not obligate or entitle the indemnifying party to assume the defense of any claims against the other party. A party seeking indemnification under these terms shall be entitled to indemnification only to the extent the party exerted reasonable efforts to defend against the claims and limit the party's losses as a result of those claims. These indemnification rights and obligations do not preclude any indemnification rights and obligations otherwise available under applicable laws. However, in no event shall any indemnification rights and obligations be construed to impair any limitations of liability/remedies provided under this Agreement or otherwise impose any liability that a party is not intended to be responsible for under the terms of this Agreement.

15. Consequential Damages Waiver. Neither party shall be liable for any consequential damages relating to activities arising out of this Agreement. Consequential damages include damages resulting from the special circumstances of a party or that are indirect, remote or speculative, and damages resulting from delays, loss of use, financing charges and similar circumstances. In no event shall SWCA have any liability for any adverse consequences that result from following the directions of Client, relying on information provided by Client, or Client's failure to follow SWCA's recommendations.

16. Limitation of Liability. To the fullest extent permitted by law, the aggregate liability of SWCA and its agents and representatives for any alleged issues with the Services provided by SWCA (e.g., alleged deficient services, alleged negligence, or other claims related to the Services, regardless of the legal basis for the claim) shall not exceed the fees actually paid by Client to SWCA with respect to the Services at issue. It is acknowledged that these liability limitations are knowingly agreed to and are reasonable in light of the relative risks and benefits of the project. It is also acknowledged that the pricing provided to Client for the Services is based on these liability limitations and that SWCA is willing to negotiate increasing the foregoing monetary limitations in exchange for increased pricing. Any such increase must be mutually agreed on by the parties in writing to be effective. It is further acknowledged that this Agreement establishes a services relationship between SWCA and Client and that in no event shall individual employees have any personal liability for any issues with the Services.

17. Entire Agreement; Amendment. This Agreement, including the Proposal, reflects the entire agreement of the parties with respect to its subject matter. No amendment to this Agreement or any waiver may be enforced against a party unless the amendment or waiver is agreed to in writing by that party. As used in this Agreement, "including" and similar terms mean "including without limitation".

18. Compliance with Law. The parties agree to comply with all applicable laws and shall not have any liability for such compliance. Applicable laws include federal, state and local legal requirements, including permitting requirements, and directions from governmental agencies.

19. Relationship. The relationship of Client and SWCA constitutes an independent contractor relationship and does not constitute a principal-agent or fiduciary relationship or a relationship of partners, joint venturers or otherwise. As a provider of independent environmental consulting services, SWCA shall not be required to provide services inconsistently with requirements to remain in good standing with applicable government agencies and other entities.

If this Agreement is not returned to SWCA duly executed on behalf of Client within thirty (30) days from Client's receipt of this Agreement, SWCA may amend or rescind the Proposal.

The parties hereby agree to the foregoing terms, including terms establishing the relative rights, obligations, responsibilities and liabilities of the party, effective as of October 10 , 2024. The individual signatories below represent and warrant that they are authorized to bind the party on whose behalf they are signing.

SWCA, Incorporated	Client:
By:	By:
Name: Patrick Scott	Name:
Title: Natural Resources Director	Title:



Proposal for Recycled Water Pipeline Engineering Services During Construction

November 8, 2024

San Miguel CSD

Kelly Dodds
General Manager
PO BOX 180
San Miguel, CA 93451

Water Systems Consulting, Inc.

805 Aerovista Place, Suite 201
San Luis Obispo, CA 93401
P: (805) 457-8833

Joshua Reynolds

P: (805) 215-0764
E: jreynolds@wsc-inc.com

Dear Mr. Kelly Dodds,

We are pleased to provide this proposal to San Miguel Community Services District (District) to provide engineering services during construction for the Recycled Water Pipeline project. This project is needed to support the District's WWTF Upgrade to facilitate future delivery of recycled water to nearby vineyards.

We have prepared the attached scope of work and fee estimate for this work, which includes office engineering during construction, including schedule management and coordination between the contractor, Caltrans, and UPRR for the jack-and-bore section of the project, submittal and RFI review and responses, change order review and recommendations, and preparation of the construction as-builts. Services will be billed on a time-and-materials basis.

We welcome the opportunity to discuss our proposal with you in more detail, and to answer any questions you may have. Feel free to contact Josh at (805) 457-8833 ext. 107. You can also email at jreynolds@wsc-inc.com.

Thank you again for this opportunity, we look forward to your response.

Sincerely,

Water Systems Consulting, Inc.

**Joshua Reynolds, PE,
Vice President/Principal in Charge**

Scope of Work

Task 0.0 Project Management

0.1 Project Administration

- Prepare monthly invoices with detailed hours expended by task.
- Provide comprehensive QA/QC of deliverables.

Deliverable: Monthly invoice and progress report.
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Task 1.0 Office Engineering During Construction

1.1 Construction Schedule Reviews

- Review contractor's baseline schedule submittal and provide written review comments.
- Coordinate with San Miguel CSD, Caltrans, and UPRR/RailPros to schedule observation for boring activities.

1.2 Construction Progress Meetings

- Attend up to 12 weekly progress meetings

1.3 RFI / Submittal Management

- Review contractor RFIs and submittals for completeness and conformance with requirements detailed in contract documents.
- Respond to RFIs with detailed comments and instructions as needed.
- Respond to contractor submittals with appropriate action instructions.

1.4 Change Management

- Receive and file change order requests from contractor. Review each change order request for entitlement and recommend approval or rejection to San Miguel CSD.
- For owner-initiated changes, prepare potential change orders (PCOs) describing the scope of the change with supporting documentation and a request for contractor pricing.

1.5 Construction As-Built (Redline) Reviews

- At completion of construction, WSC will complete one (1) review of contractor's as-built drawings to verify the drawings reflect actual project conditions.

➤ WSC will prepare record drawings based on redlines.

Deliverable: RFI responses. Submittal comments and responses. PCOs.
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Assumptions:

- (1) Preconstruction phase duration of three (3) weeks (December 2024). Construction phase duration of three (3) months (January 2025 through March 2025).
- (2) Weekly construction meeting duration of one (1) hour.
- (3) Review and provide responses on up to four (4) RFIs.
- (4) Review and provide written comments on up to sixteen (16) contractor submittals.
- (5) Review contractor pricing and time impact analyses for up to two (2) change order requests and provide recommendations.

Fee Estimate

Task No.	Task Description	WSC						WSC Labor Hours	WSC Fee
		Principal in Charge	Project Manager	Drafter	Project Administrator	Project Engineer			
		Joshua Reynolds	Heather Freed	Paul D'Santi	Kay Merrill	Cameron Ripple			
	<i>Billing rates, \$/hr</i>	\$399	\$257	\$200	\$179	\$194			
0	Project Management								
0.1	Project Administration	2	8		8		18	\$ 4,286	
	SUBTOTAL	2	8	0	8	0	18	\$ 4,286	
1	Office Engineering During Construction								
1.1	Construction Schedule Reviews		12			4	16	\$ 3,860	
1.2	Construction Progress Meetings		12				12	\$ 3,084	
1.3	RFI/ Submittal Management	4	20			40	64	\$ 14,496	
1.4	Change Management	2	8			4	14	\$ 3,630	
1.5	As-Built (Redline) Reviews		2	16		8	26	\$ 5,266	
	SUBTOTAL	6	54	16	0	56	132	\$ 30,336	
	COLUMN TOTALS	8	62	16	8	56	150	\$ 34,622	

10% mark-up on direct expenses; 15% mark-up for sub-contracted services

Standard mileage rate \$0.67 per mile (or current Federal Mileage Reimbursement Rate)

Rates are subject to revision as of January 1 each year.



Proposal for Recycled Water Pipeline Construction CM&I

November 8, 2024

San Miguel CSD

Kelly Dodds
General Manager
PO BOX 180
San Miguel, CA 93451

Water Systems Consulting, Inc.

805 Aerovista Place, Suite 201
San Luis Obispo, CA 93401
P: (805) 457-8833

Joshua Reynolds

P: (805) 215-0764
E: jreynolds@wsc-inc.com

Dear Mr. Kelly Dodds,

We are pleased to provide this proposal to San Miguel Community Services District (District) to provide contract administration and inspection services for the Recycled Water Pipeline project. This project is needed to support the District’s WWTF Upgrade to facilitate future delivery of recycled water to nearby vineyards.

We have prepared the attached scope of work and fee estimate for this work, which includes construction administration and field inspection. The scope assumes full-time construction observation during the jack-n-bore portion of the project and part-time inspection during the remaining construction activities, which WSC recommends as a minimum to reduce construction risk and document project compliance. Services will be billed on a time-and-materials basis. There may be potential cost-saving opportunities with our team providing inspection services for this project and the Alley Waterline Project. However, the savings will depend on the contractor’s schedule and how the two programs will be pursued.

We welcome the opportunity to discuss our proposal with you in more detail, and to answer any questions you may have. Feel free to contact Josh at (805) 457-8833 ext. 107. You can also email at jreynolds@wsc-inc.com.

Thank you again for this opportunity, we look forward to your response.

Sincerely,

Water Systems Consulting, Inc.

**Joshua Reynolds, PE,
Vice President/Principal in Charge**

Scope of Work

Task 0 Project Management

0.1 Project Administration

- Prepare monthly invoices with detailed hours expended by task.
- Manage subconsultants and subconsultant invoicing process.
- Provide comprehensive QA/QC of deliverables.

0.2 Preconstruction Services

- Lead Preconstruction Conference including schedule coordination and agenda preparation.
- Prepare and distribute meeting minutes.

0.3 Monthly Project Reports

- Prepare and distribute a monthly progress report, which will include a schedule summary; budget status; key issues, risks, and recommendations; safety summary; and representative photographs of work accomplished during the reporting period.

0.4 Final Project Report

- Compile the Monthly Project Reports into a Final Project Report documenting project completion, final payment, change orders and reasons, final contract price, key issues and design revisions, and photographs.

Deliverables:

- (1) Monthly invoice.
- (2) Preconstruction Conference agenda and minutes.
- (3) Monthly progress reports.
- (4) Final project report.

Assumptions:

- (1) Preconstruction phase duration of three (3) weeks (December 2024).
- (2) Construction phase duration of three (3) months (January 2025 through March 2025).
- (3) Preconstruction Conference duration of one (1) hour.

Task 1 Contract Administration

1.1 Progress Payment Reviews

- Review contractor's monthly progress payment requests. Verify work completed in the field is consistent with the quantities requested for payment. Compile recommendations for contractor payment.

1.2 Construction Schedule Reviews

- Review contractor's baseline schedule submittal and provide written review comments.
- Review contractor's monthly baseline schedule updates for conformance with schedule specifications and provide written review comments.
- Coordinate with San Miguel CSD to discuss concerns with progress of work and contractor schedule submittals.

1.3 Construction Progress Meetings

- Lead weekly progress meetings including preparation and distribution of agendas and logs (submittals, RFIs, potential change orders).
- Prepare and distribute meeting minutes after each meeting.

1.4 RFI / Submittal Management

- Receive, log, and review contractor RFIs and submittals for completeness and conformance with requirements detailed in contract documents.
- Coordinate with Engineer to respond to RFIs with detailed comments and instructions as needed.
- Coordinate with Engineer to respond to contractor submittals with appropriate action instructions.
- Generate RFI and submittal logs for use in bi-weekly construction meetings.

1.5 Change Management

- Receive and file change order requests from contractor. Coordinate with Engineer to review each change order request for entitlement and recommend approval or rejection to San Miguel CSD.
- When entitlement is acknowledged, evaluate the contractor's change order requests for reasonableness and accuracy of quantities, rates and unit prices, and schedule impacts.
- Incorporate change order requests into contract change orders.
- For owner-initiated changes, coordinate with Engineer to prepare potential change orders (PCOs) describing the scope of the change with supporting documentation and a request for contractor pricing.

1.6 Construction As-Built (Redline) Reviews

- Review contractor as-built drawings documenting field changes, as-built conditions, and approved changes on a monthly basis.

1.7 Project Close-Out

- Receive final deliverables from the contractors.
- Review applicable reports, lien releases, documents, warranties, certificates, and other releases for completion.
- Coordinate one (1) site walk with San Miguel CSD to facilitate preparation of project punch list.
- Coordinate with contractor to address punch list items.
- Coordinate project close-out negotiations with San Miguel CSD and contractor. Provide recommendations addressing payment, lien releases, and final change orders.

Deliverables:

- (1) Weekly construction meeting agendas, logs (submittals, RFIs, action items, potential change orders), and minutes.
- (2) RFI responses.
- (3) Submittal comments and responses.
- (4) PCOs.

Assumptions:

- (1) Weekly construction meeting duration of one (1) hour.
- (2) Review of up to four (4) contractor progress payment requests.
- (3) Review and provide responses on up to four (4) RFIs.
- (4) Review contractor pricing and time impact analyses for up to two (2) change order requests and provide recommendations.

Task 2 Field Inspection Services

2.1 Inspection Services

- Provide construction observation of the work to determine conformance with the contract documents.
- Develop a photographic record of the work and work progress.
- Notify the contractor of unsatisfactory test results and observed non-conforming work and follow-up regarding corrective work and retesting.
- Issue non-compliance notices and follow up on corrective action reports. Track unsatisfactory work items until resolved.
- Prepare daily construction reports that describe the work performed, staffing, construction equipment used, major equipment deliveries, weather, delays and other

events. In the event of a time and materials (T&M) change order, the reports will identify work performed on a T&M basis and the resources employed in that work. Reports will include digital photographs as appropriate to document conditions and events at the site.

2.2 Materials Testing

- Provide compaction testing services, as required by the contract documents, with up to 18 site visits and/or 40 compaction tests.
- Coordinate with contractor to schedule compaction testing services.
- Collect and compile testing results and inform contractor, in a timely fashion, of any failed tests. Work to resolve failing test and help contractors to revise construction procedures to meet requirements.

Deliverables:

- (1) Daily inspection reports.
- (2) Non-compliance notices.
- (3) Digital photographs.
- (4) Materials testing reports.
- (5) Punch list.

Assumptions:

- (1) WSC will review the contractor's Health and Safety Plan for information only. Site safety is the sole responsibility of the contractor and WSC will not provide formal approval of the contractor's Health and Safety Plan.
- (2) Inspection services to be provided full-time at eight (8) hours per day during jack-n-bore operations, assumed to have a duration of fifteen working days.
- (3) Inspection services to be provided at six (6) hours per day during other construction activities, assumed to have a duration of thirty-five working days.
- (4) Compaction testing to be performed at every 200LF (linear foot) interval at bottom of trench and subgrade fill. Maximum of 40 tests and/or 18 site visits.
- (5) In the event of a failed result, all compaction re-testing shall be the responsibility of the contractor.

Fee Estimate

Task No.	Task Description	WSC							GeoSolutions	ALL FIRMS
		Principal in Charge	Construction Manager	Project Administrator	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Total Fee
		Joshua Reynolds	Blake Coffey	Kay Merrill						
	<i>Billing rates, \$/hr</i>	\$399	\$200	\$179						
0	Project Management									
0.1	Project Administration	1	6	8	15	\$ 3,031	\$ -	\$ 3,031		\$ 3,031
0.2	Preconstruction Services	1	4		5	\$ 1,199	\$ -	\$ 1,199		\$ 1,199
0.3	Monthly Project Reports		12		12	\$ 2,400	\$ -	\$ 2,400		\$ 2,400
0.4	Final Project Report	1	4		5	\$ 1,199	\$ -	\$ 1,199		\$ 1,199
	SUBTOTAL	3	26	8	37	\$ 7,829	\$ -	\$ 7,829	\$ -	\$ 7,829
1	Contract Administration									
1.1	Progress Payment Reviews		4		4	\$ 800	\$ -	\$ 800		\$ 800
1.2	Construction Schedule Reviews		6		6	\$ 1,200	\$ -	\$ 1,200		\$ 1,200
1.3	Construction Progress Meetings		24		24	\$ 4,800	\$ -	\$ 4,800		\$ 4,800
1.4	RFI / Submittal Management		15		15	\$ 3,000	\$ -	\$ 3,000		\$ 3,000
1.5	Change Management		4		4	\$ 800	\$ -	\$ 800		\$ 800
1.6	As-Built (Redline) Reviews		4		4	\$ 800	\$ -	\$ 800		\$ 800
1.7	Project Closeout	1	1		2	\$ 599	\$ -	\$ 599		\$ 599
	SUBTOTAL	1	58	0	59	\$ 11,999	\$ -	\$ 11,999	\$ -	\$ 11,999
2	Field Inspection Services									
2.1	Inspection Services		330		330	\$ 66,000	\$ -	\$ 66,000		\$ 66,000
2.2	Materials Testing				0	\$ -	\$ -	\$ -	\$ 7,188	\$ 7,188
	SUBTOTAL	0	330	0	330	\$ 66,000	\$ -	\$ 66,000	\$ 7,188	\$ 73,188
	COLUMN TOTALS	4	414	8	426	\$ 85,828	\$ -	\$ 85,828	\$ 7,188	\$ 93,016

10% mark-up on direct expenses; 15% mark-up for sub-contracted services
 Standard mileage rate \$0.67 per mile (or current Federal Mileage Reimbursement Rate)
 Rates are subject to revision as of January 1 each year.

November 8, 2024

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

via email: kelly.dodds@sanmiguelcsd.org

**SUBJECT: PROPOSAL FOR SERVICES | RECYCLED WATER PIPELINE CONSTRUCTION
MANAGEMENT – SAN MIGUEL, CALIFORNIA**

Dear Mr. Dodds:

We are pleased to provide you with this proposal for construction management services for the Recycled Water Pipeline project located in San Miguel, California. It is our understanding that construction of approximately 2,530 feet of new 8-inch pipeline from the Machado Wastewater Treatment Facility to E&J Gallo Vineyards on the west side of Highway 101 is proposed.

Diversified Project Services International, Inc. (DPSI) will provide the following services as described below.

SCOPE OF SERVICES

TASK 1 CONTRACT ADMINISTRATION

DPSI will provide the following contract administration services for the duration of the project:

- Submittal and RFI review and processing
- Meeting facilitation
- Cost, change, schedule, and risk management
- Document control utilizing CIPO
- Monthly progress reports
- As-built documentation and confirmation
- Project close-out

The following items are understood to be the responsibility of the client and not included in the scope of this task:

- Overall project budget, payment processing and approvals
- Bid analysis and award
- Resident engineer duties

- Supply and purchase of materials
- Quality Control
- Site safety

DELIVERABLES

- Monthly progress reports

TASK 2 CONSTRUCTION OBSERVATION

DPSI will provide construction observation as required for the project, including for the jack and bore pit construction, jack and bore, HDD, pipelines, testing, and punch list phases. Based on information provided from the San Miguel Community Services District, the scope of this task includes the following:

- Observation for 35 six-hour days (210 hours)
- Observation for 15 eight-hour days (120 hours)

A total of 50 working days (330 hours) are assumed for this task and included in the scope of this proposal. If required, an extension of these services can be provided under an Additional Services Agreement.

TASK 3 GEOTECHNICAL TESTING

DPSI will subcontract with GeoSolutions to provide compaction testing during construction. The services to be provided will include:

- Compaction testing to be performed at 200 linear foot intervals at bottom of trench and subgrade fill

A maximum of 40 tests and/or 18 site visits are assumed for this task and included in the scope of this proposal.

DELIVERABLES

- Compaction testing reports

CLARIFICATIONS AND ASSUMPTIONS

The following clarifications and assumptions apply to this proposal and are in addition to those stated in the above scope descriptions:

- The project has an anticipated contract period of 110 calendar days. If required, an extension of the services within the scope of this proposal can be provided under an Additional Services Agreement.
- The client is responsible for providing the current project plans and documents prior to start of construction and any updates or revisions during the course of construction.
- The Engineer of Record (WSC, Inc.) is responsible for approving field changes and providing final approved as-built documents based on the markups prepared throughout construction.
- Any project revisions that significantly alter the scope of work and result in increased services will be handled under an Additional Services Agreement.

- All required project permits and any associated fees are the responsibility of the client.
- Deliverables will be in electronic format unless otherwise requested.

ADDITIONAL SERVICES

The following services can be provided under an Additional Services Agreement:

- Land surveying
- Civil engineering
- Mechanical engineering or inspections

FEE SUMMARY

TASK	DESCRIPTION	ESTIMATED T&M FEE
Task 1	Construction Administration	\$52,900
Task 2	Construction Observation	\$73,700
Task 3	Geotechnical Testing	\$14,400
TOTAL		\$141,000

- The fees stated above are based on non-prevailing wage rates.
- Estimated time & materials fees may be more or less than the amount listed based on actual hours worked but will not exceed the amount listed without prior written authorization from client.
- Reimbursable expenses, including but not limited to reproduction costs, are in addition to the fees quoted above.

TERMS AND CONDITIONS

This agreement consists of the scope of services, the following terms, and any exhibits or applicable documents attached. This agreement supersedes any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

DPSI bills monthly for work in progress and payment is due no later than 30 days of receipt of the bill. Overdue amounts will be surcharged at 18 percent per annum or 1.5 percent monthly.

If the terms of this proposal are acceptable, please sign the following acceptance and return a copy, which will serve as our notice to proceed. The fees quoted in this proposal are valid for 60 days from this date.

If you have any questions or would like clarification on the scope of services or fees outlined above, please do not hesitate to contact us. We thank you for this opportunity to offer our services.

Respectfully submitted,
DIVERSIFIED PROJECT SERVICES INTERNATIONAL, INC.



Jesse Kaltenberg, PE, QSD/P
Civil Engineering Manager

Enclosures:
Attachment A | Terms for DPSI Services
Attachment B | 2024 Engineering and Construction Management Rates

ATTACHMENT A: TERMS FOR DPSI SERVICES

These Standard Terms and Conditions, together with our proposal and any exhibits or attachments noted in the proposal, make up the agreement between Diversified Project Services International (DPSI) and Client. Together these elements will constitute the entire agreement superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

1.0 Standard of Care

- 1.1 Data, interpretations, and recommendations by DPSI will be based solely on information provided to DPSI. DPSI is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.
- 1.2 Services performed by DPSI under this agreement are expected by the Client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of this profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, expressed or implied, is made.
- 1.3 The Client agrees that DPSI may use and publish the Client's name and a general description of DPSI services with respect to the project in describing DPSI experience and qualifications to other clients and prospective clients. The Client also agrees that any patentable or copyrightable concepts developed by DPSI as a consequence of service hereunder are the sole and exclusive property of DPSI.
- 1.4 The Client recognizes that it is neither practical nor customary for DPSI to include all construction details in plans and specifications, creating a need for interpretation by DPSI or an individual who is under DPSI supervision. The Client also recognizes that construction review permits require DPSI to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons construction review is generally considered an essential element of a complete design professional service. Accordingly, if the Client directs DPSI not to provide construction monitoring, DPSI shall not be responsible for the consequences of any of DPSI acts, errors or omissions, except for those consequences which it reasonably could be concluded that DPSI review services would not have prevented or mitigated.
- 1.5 Client acknowledges that DPSI is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

2.0 Billing and Payment

- 2.1 Invoices will be submitted to Client on a weekly basis (no longer than monthly) by DPSI and will be due and payable within 30 days of receipt of invoice. If Client objects to all or any portion of any invoice, Client will so notify DPSI in writing within fourteen (14) of the invoice date, identify the cause of the disagreement, and pay when due that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.
- 2.2 Invoices are delinquent if payment has not been received within forty-five (45) days from receipt of invoice. Client will pay an additional charge of 1-1/2 (1.5) percent per month or 18% per year of any delinquent amount, excepting any portion of the invoiced amount in dispute and resolved in favor of Client. All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by Client to DPSI per DPSI current fee schedule. In the event Client fails to pay DPSI within sixty (60) days after invoices are rendered, Client agrees that DPSI will have the right to consider the failure to pay DPSI invoice as a breach of this agreement.
- 2.3 Client agrees that if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work. DPSI will notify the Client prior to performance of services which are not specified in this agreement.
- 2.4 Client agrees that payment to DPSI is in no way contingent on the results of work by DPSI or on the outcome of any litigation.

2.5 Preparation and/or travel time will be charged at the hourly rate.

3.0 Additional Services

- 3.1 Additional services include making revisions in drawings, specifications or other documents when such revisions are: Inconsistent with approvals or instructions previously given by the Client, including revisions made necessary by adjustments in the Client's program or project budget; Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
- 3.2 Additional services include providing services required because of significant changes in the project including, but not limited to, size, quality, complexity, the Client's schedule, or the method of bidding or negotiating and contracting for construction.
- 3.3 Where unexpected developments increase the scope of work as defined herein and/or prove the assumptions of this proposal invalid, we will make a reasonable effort to contact you to discuss the effects and adjustment of cost.

4.0 Site Access and Site Conditions

- 4.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for DPSI to perform the work set forth in this agreement. Client will notify any and all possessors of the project site that Client has granted DPSI free access to the site. DPSI will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur and the correction of such damage is not part of this agreement unless so specified in the proposal.

5.0 Ownership of Documents

- 5.1 All reports, maps, plans, field data, field notes, estimates and other documents, whether in hard copy or machine readable form, which are prepared by DPSI as instruments of professional service, shall remain the property of DPSI. The Client may retain copies, including copies stored on magnetic tape or disk, for information and for reference in connection with the occupancy and use of the project.
- 5.2 Because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, DPSI reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of DPSI in their preparation. DPSI also reserves the right to retain hard copy originals of all project documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.
- 5.3 The Client recognizes that changes or modifications to DPSI instruments of professional service introduced by anyone other than DPSI may result in adverse consequences which DPSI can neither predict nor control. Therefore, and in consideration of DPSI ' agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify DPSI from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse or reuse by others of the machine readable information and data provided by DPSI under this Agreement. The foregoing indemnification applies, without limitation, to any use of the project documents on other projects, for additions to this project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by DPSI.
- 5.4 Client agrees that all reports and other work furnished to Client or his agents, which are not paid for, will be returned upon demand and will not be used by Client or others for any purpose whatsoever.

6.0 Client Responsibilities

- 6.1 The Client shall provide full information including a program setting forth the Client's design objectives, constraints, and construction budget criteria.

- 6.2 The Client shall furnish a legal description, a certified land survey, and the services of a soil, structural, mechanical, electrical or other engineer or consultant services, and laboratory tests, inspections, or reports as required by law or as requested by DPSI to perform the functions and services required of this agreement. The information shall be furnished at the Client's expense and DPSI shall be entitled to rely upon the accuracy and completeness thereof.
- 6.3 The Client shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the project, including auditing services the Client may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor uses the moneys paid by the Client. The information above shall be furnished at the Client's expense, and DPSI shall be entitled to rely upon the accuracy and completeness thereof.
- 6.4 If the Client observes or otherwise becomes aware of any fault or defect in the project or nonconformance with the Contract Documents, prompt written notice shall be given by the Client to DPSI.
- 6.5 The Client shall furnish information and shall review DPSI work and provide decisions as expeditiously as necessary for the orderly progress of the project and of DPSI services.

7.0 Insurance

- 7.1 DPSI represents and warrants that it and its agents, staff and consultants employed by it, is and are protected by workman's compensation insurance and that DPSI has such coverage under public liability and property damage insurance policies which DPSI deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, DPSI agrees to indemnify and save Client harmless from and against any loss, damage or liability arising from any negligent acts by DPSI, its agents, staff, and consultants employed by it. DPSI shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance. DPSI shall not be responsible for any loss, damage, or liability arising from any acts by client, its agents, staff, and other consultants employed by client.

8.0 Termination

- 8.1 This agreement may be terminated by either party seven (7) days after written notice in the event of any breach of any provision of this agreement or in the event of substantial failure of performance by the other party, or if Client suspends the work for more than three (3) months. In the event of termination, DPSI will be paid for services performed prior to the date of termination plus reasonable termination expenses including the cost of completing analyses, records and reports necessary to document job status at the time of termination.
- 8.2 Failure of the client to make payments to DPSI when due in accordance with this agreement shall be considered substantial nonperformance and cause for termination. If the Client fails to make payment when due to DPSI for services and expenses, DPSI may, upon seven (7) days written notice to the client, suspend performance of services under this agreement. Unless payment in full is received by DPSI within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, DPSI shall have no liability to the client for delay, damage, loss of agency approvals, loss of financing, interest expenses, etc. caused the Client because of such suspension of service.

9.0 Disputes Resolution

- 9.1 All claims, disputes, and other matters in controversy between DPSI and Client arising out of or related to this agreement will be submitted to "alternative dispute resolution" (ADR) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law. If and to the extent Client and DPSI have agreed on methods for resolving such disputes, then such methods will be set forth in the "alternative dispute resolution agreement" which, if attached, is incorporated and made a part of this agreement.

- 9.2 If a dispute at law related to the services provided under this agreement and that dispute requires litigation instead of ADR as provided upon, then:
- 9.2.1 The claim will be brought and tried in judicial jurisdiction of the court of the county where DPSI principal place of business is located and client waives the right to remove the action to any other county or judicial jurisdiction, and;
 - 9.2.2 The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim related expenses.

10.0 Assigns

- 10.1 DPSI shall not assign this agreement in whole or in part nor shall it subcontract any portion of the work to be performed hereunder; except that DPSI may use the services of persons or entities not in our employ when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants and testing laboratories. DPSI use of others for additional services shall not be unreasonably restricted by the client provided DPSI notifies the client in advance.

11.0 Governing Law and Survival

- 11.1 The law of the State of California will govern the validity of these terms, their interpretation and performance.
- 11.2 If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this agreement for any cause.

12.0 Indemnification

- 12.1 To the fullest extent permitted by law, both Parties shall release, protect, indemnify, and hold free and harmless each other from any and all liabilities, judgments, demands, claims, bodily injuries, damages, losses and expenses, including but not limited to reasonable attorneys' fees and costs arising out of or resulting from or attributable in any way to injury to or death of persons, and direct damages to or loss of real or personal property, to the extent caused directly and solely by their negligent acts or omissions or for any and all direct losses due to any infringement of any proprietary interest which in whole or in part, arise out of, relate to, result from, or are connected with any infringement or violation.

2024 Engineering & Construction Management

Classification	Rate/Hour
Chief Engineer	240.00
Senior Engineer	230.00
Engineer I, II, III	160.00 / 175.00 / 200.00
Associate Engineer	145.00
Senior Project Manager	220.00
Project Manager I, II, III.....	175.00 / 195.00 / 210.00
Construction Rep I, II, III.....	155.00 / 160.00 / 170.00
Designer I, II, III.	155.00 / 160.00 / 170.00
Qualified SWPPP Developer (QSD)	200.00
Qualified SWPPP Practitioner (QSP)	170.00
SWPPP Inspector	155.00
Project Coordinator, Permit Coordinator	155.00 / 155.00
CAD Technician I, II, III.....	120.00 / 130.00 / 155.00
Project Controls I, II, III.....	155.00 / 160.00 / 165.00
Safety Specialist	160.00
Safety Coordinator	145.00
Project Technician.....	135.00
Project Assistant I, II, III.....	120.00 / 125.00 / 130.00
Administrative Assistant	95.00
Expert Testimony	530.00
Expert Consultation	330.00

Offshore work will be billed at a premium rate of an additional \$10/hour to cover higher insurance costs. A premium multiplier of 1.5 for employees working over 8 hours per day and/or weekends, and 2.0 for employees working over 12 hours per day or over 8 on Sunday will be applied following California general overtime provisions.

Reimbursable Expenses

Plots	\$10.00 per sheet	Mileage.....	\$1.50/mile
Photocopies	\$0.20 per page	Truck/SUV	\$12/hour
Color Copies (8 ½ x 11).....	\$1.50 per page	Travel - Other Than Automobile	Cost + 15%
Color Copies (11 x 17)	\$3.00 per page	Per Diem	Cost + 15%
Other Reproduction	Cost + 15%	Permit Fees	Cost + 15%
Shipping (UPS, Fed Ex, etc.)	Cost + 15%	Sub-consultant Fees.....	Cost + 15%

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

November 21, 2024

AGENDA ITEM: 9.6

SUBJECT: Amendment of existing contract between Forefront Power and San Miguel Community Service District (Pg. 240-244)

SUGGESTED ACTION: Authorize the General Manager to execute an amendment to the existing contract with Forefront Power for the Power Purchase Agreement for the Machado Wastewater Treatment plant.

DISCUSSION:

In November 2022, the District entered into a Power Purchase Agreement with Forefront Power (FFP) to construct and manage a 799 KW photovoltaic solar array at the Machado WWTF to provide power to the WWTF. FFP is requesting an amendment to the initial agreement for minor change in scope and for construction extension.

Description of Change:

Scope Changes – Additional EPC & Interconnection Costs

Due to the delays by Purchaser advancing the design and construction of facilities necessary for Provider to proceed with solar design and construction, EPC costs for labor and materials have increased approximately \$625,000. Provider agrees to share 50% of this cost increase with Purchaser.

Whereas the Total Costs for these mitigations amount to \$312,000.

Due to the results of the utility interconnection study for the photovoltaic System, mitigations work is required, including a new transformer.

Whereas the Total Costs for these mitigations amount to \$162,803.

Extension for Good Cause - Updated Guaranteed Construction Start Date and Guaranteed Commercial Operation Date

Purchaser is building an expansion Project for their facility, with the Project not scheduled to start construction until 2025 (start date still to be determined). The installation of the photovoltaic System needs to be sequenced into the work for the expansion Project. Therefore, the Guaranteed Construction Start Date and Guaranteed Commercial Operation Date for the photovoltaic System need to be updated.

kWh Rate and Early Termination Fee

The kWh Rate and the Early Termination Values (due to the kWh Rate being updated) set forth in Schedule 2 of the Special Conditions shall be updated per Section 3 of the agreement.

The initial agreement did not include costs related to the upgrade of PG&E infrastructure to the WWTF, primarily because they were not known at the time. Additional, costs related to material cost increases are projected to be approximately \$625,000 of which \$312,000 would be included in the new rate and

\$313,000 would be assumed by FFP.

The attached agreement outlines the current rate (\$.1440 kWh) and new rate (\$.1743 kWh). The initial savings over 20 years, which were presented to the Board initially, on this investment were projected to be \$2,275,323. With the new rate, the savings are projected to be higher at \$3,336,647, this increase in savings is due to the increases in power cost between 2022 and today.

Although the District will be paying an increased cost it will not increase over the life of the agreement.

After discussion it is recommended that the Board direct the General Manager to execute the attached agreement with FFP.

FISCAL IMPACT:

Changes to the agreement will increase the rate per kWh from \$.1440 to \$.1743

PREPARED BY: Kelly Dodds

NON-DISTRICT:

Upgrades, Scope and/or Schedule Change Acknowledgment

This Acknowledgment is made in accordance with Section 11 of the Special Conditions, as defined in that Energy Service Agreement – Solar, between San Miguel Community Services District, a California Special District (“Purchaser”) and FFP BTM Solar, LLC (“Provider”), effective November 2, 2022 (the “Agreement”). Upon execution by both Purchaser and Provider, this Acknowledgment shall be effective as of _____ (the “Acknowledgment Effective Date”).

1. Type of Change:

- Scope Changes
- Day for Day Extension
- Extension for Good Cause

2. Description of Change

i. Scope Changes – Additional EPC & Interconnection Costs

Due to the delays by Purchaser advancing the design and construction of facilities necessary for Provider to proceed with solar design and construction, EPC costs for labor and materials have increased approximately \$625,000. Provider agrees to share 50% of this cost increase with Purchaser.

Whereas the Total Costs for these mitigations amount to \$312,000.

Due to the results of the utility interconnection study for the photovoltaic System, mitigations work is required, including a new transformer.

Whereas the Total Costs for these mitigations amount to \$162,803.

Description	Current kWh Rate	Total kWh Increase (\$/kWh)	New kWh Rate (\$/kWh)
Scope Changes – Additional EPC and Interconnection Costs	\$0.1440	\$0.0303	\$0.1743

ii. Extension for Good Cause - Updated Guaranteed Construction Start Date and Guaranteed Commercial Operation Date

Purchaser is building an expansion Project for their facility, with the Project not scheduled to start construction until 2025 (start date still to be determined). The installation of the photovoltaic System needs to be sequenced into the work for the expansion Project. Therefore, the Guaranteed Construction Start Date and Guaranteed Commercial Operation Date for the photovoltaic System need to be updated.

iii. kWh Rate and Early Termination Fee

The kWh Rate and the Early Termination Values (due to the kWh Rate being updated) set forth in Schedule 2 of the Special Conditions shall be updated per Section 3 below.

3. kWh Rate and Early Termination Fee.

PPA Rate Table

Term Year	kWh Rate (\$/kWh)	Term Year	kWh Rate (\$/kWh)
1	\$0.1743	11	\$0.1743
2	\$0.1743	12	\$0.1743
3	\$0.1743	13	\$0.1743
4	\$0.1743	14	\$0.1743
5	\$0.1743	15	\$0.1743
6	\$0.1743	16	\$0.1743
7	\$0.1743	17	\$0.1743
8	\$0.1743	18	\$0.1743
9	\$0.1743	19	\$0.1743
10	\$0.1743	20	\$0.1743

Early Termination Fee

Early Termination Occurs in Year:	Column 1 Early Termination Fee where Purchaser does <u>not</u> take Title to the System (\$/Wdc including costs of removal)	Purchase Date Occurs on the 91 st day following: (Each “Anniversary” below shall refer to the anniversary of the Commercial Operation Date)	Column 2 Early Termination Fee where Purchaser takes Title to the System (\$/Wdc, does <u>not</u> include costs of removal)
1*	\$6.27		--
2	\$5.81		--
3	\$5.28		--
4	\$4.84		--
5	\$4.45		--
6	\$4.07	5 th Anniversary	\$3.57
7	\$4.04	6 th Anniversary	\$3.54
8	\$4.05	7 th Anniversary	\$3.55
9	\$4.06	8 th Anniversary	\$3.56
10	\$4.08	9 th Anniversary	\$3.58
11	\$4.10	10 th Anniversary	\$3.60
12	\$4.13	11 th Anniversary	\$3.63
13	\$4.17	12 th Anniversary	\$3.67

14	\$4.21	13 th Anniversary	\$3.71
15	\$4.25	14 th Anniversary	\$3.75
16	\$4.30	15 th Anniversary	\$3.80
17	\$4.36	16 th Anniversary	\$3.86
18	\$4.42	17 th Anniversary	\$3.92
19	\$4.49	18 th Anniversary	\$3.99
20	\$4.58	19 th Anniversary	\$4.08

4. Updated Guaranteed Construction Start Date and Guaranteed Commercial Operation Date

The Parties hereby agree that the Guaranteed Construction Start Date and the Guaranteed Commercial Operation Date as defined in the Agreement are updated as follows:

Guaranteed Construction Start Date: September 30, 2025

Guaranteed Commercial Operation Date: (i) March 31, 2026 or (ii) 60 days from the date on which Local Electric Utility authorizes Provider the Permission to Operate, whichever of these two dates occurs later

5. For the avoidance of doubt, the change in kWh Rate referenced in this Acknowledgement shall not be included in the maximum total increase to the kWh Rate set forth in Schedule 2 of the Special Conditions.

The Parties hereby acknowledge and confirm the terms set forth herein as of the Acknowledgment Effective Date.

San Miguel Community Services District

FFP BTM Solar, LLC

By: _____
 Name: _____
 Title: _____

By: _____
 Name: _____
 Title: _____

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

November 21, 2024

AGENDA ITEM: 9.7

SUBJECT: District participation in social media (Pg. 245)

SUGGESTED ACTION: Discuss and provide direction to the General Manager as to whether or not to participate in social media, and to what extent.

DISCUSSION:

During Board Comment at the October 24th Board Meeting Director Kalvans, supported by Director Gregory, requested to discuss District involvement in Social Media.

Currently the District does not get involved in social media outside of posting notices of meetings on the District Facebook page.

The Board should consider pros and cons of participating in social media and provide direction to the General Manager as to what the Board would like to see brought back to the Board for further consideration.

FISCAL IMPACT:

Unknown, will depend on direction given by the Board of Directors.

PREPARED BY: Kelly Dodds

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

November 21, 2024

AGENDA ITEM: 10.1

SUBJECT: Update from Paso Basin Cooperative Committee; November 20, 2024 Regular Meeting
(Pg. 246)

SUGGESTED ACTION: Discuss action taken at recent PBCC meeting.
No action to be taken at this time. Direction may be given to the General Manager to agendaize items for a future meeting.

DISCUSSION:

FISCAL IMPACT:

There is no cost to review the actions taken at the PBCC meeting.
If the Board directs staff or Legal to take action then there will be a cost associated with that request.

PREPARED BY: Kelly Dodds

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

November 21, 2024

AGENDA ITEM: 12.1

SUBJECT:

Conference with Real Property Negotiators (Gov. Code, § 54956.8)

Property: Assessor's Parcel Numbers 027-420-016

Agency Negotiator: Kelly Dodds

Negotiating Parties: Tannahill Ranch II LLC

Under Negotiation: Price and terms of payment for real property purchase
(Pg. 247)

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

To be discussed in closed session.

PREPARED BY: Kelly Dodds
