



BOARD OF DIRECTORS

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

REGULAR MEETING AGENDA

Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 06-27-2024

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. Special Presentations/Public Hearings/Other

1. **Public Hearing:** Proposition 218—Public Hearing on Proposed Increase to Trash Collection and Disposal Service Charges by San Miguel Garbage Company
2. **Public Hearing:** Confirm the 2024 Weed Abatement Cost Report and authorizing collection of the charges on the County Tax Rolls.
3. **Public Hearing:** Authorize delinquent Water and Sewer service charges to be collected on the 2024-2025 County Tax Roll

7. Non- District Reports

1. San Luis Obispo County Organizations
2. Community Service Organizations
3. Camp Roberts—Army National Guard

8. Staff & Committee Reports - Receive & File

1. General Manager
2. District Counsel
3. District Utilities
4. Fire Chief Report

9. 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. 5-2-2024 Draft San Miguel CSD Board of Directors Special informal workshop meeting minutes
2. 5-23-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes
3. 6-6-2024 Draft San Miguel CSD Board of Directors Special meeting minutes
4. Adopt regulations for candidates running for the Board for the San Miguel Community Services District for elected office for the November 5th, 2024 presidential election. (RESOLUTION 2024-25)
5. Revise District Utility Fee Schedule (RESOLUTION 2024-13)

10. Board Action Items

- 1. Monthly Financial Reports for May 2024 (Recommend receive and file by Board consensus)
 - 2. Review and provide direction regarding additional water rate structures.
Alternative 1 - Existing rate structure with annual CPI increase.
Alternative 2 - Director Bakers concept with further analysis by the District Rate Consultant.
 - 3. **CONTINUATION OF DISCUSSION AND POTENTIAL ACTION REGARDING THE ADOPTION OF WATER RATES FROM SEPTEMBER 28TH 2023 BOARD MEETING**
Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is continuing the discussion regarding the protest ballots submitted and will consider taking action to update the rate structure and increase its rates for water services. (Resolution 2024-01)
 - 4. Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02 (Recommend review and approve by 3/5 vote)
 - 5. 2024 California Special Districts Association (CSDA) Board of Director Election.
 - 6. Authorize the General Manager to contract with Fluid Resource Management (FRM) for contract operator, compliance and maintenance/ management services. RESOLUTION 2024-29 (Approve by 3/5 vote)
 - 7. Contract Amendment #1 for Recycled Water Pipeline project CEQA and bid support services with Water System Consultant Inc (WSC). (Approve by 3/5 vote)
 - 8. San Lawrence Terrace (SLT) booster pump and tank alternatives analysis technical report
 - 9. Approve Option Agreement for Purchase of Utility Easement between the District and the County of San Luis Obispo for a San Lawrence Terrace Pump and Tank site between Power Road and North River Road in San Miguel. (Approve by 3/5 vote)
 - 10. Banking powers Five Star Bank - General Manager and Financial Officer (Approve by 3/5 vote)
 - 11. Banking powers Five Star Bank - Board of Directors (Approve by 3/5 Vote)
 - 12. Update on the San Miguel Fire Department Temporary Housing Unit (THU)
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. **Adjournment to Next Regular Meeting (July 25th 2024)**

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:

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 6.1

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

SUGGESTED ACTION:

Hold a Public Hearing, in accordance with the requirements specified by Prop 218, for public comment or opposition to the proposed rate increase. Discuss and consider Resolution 2024-24 regarding rate increase approving an 3.5% (CPI) rate increase to trash collection and disposal service charges by San Miguel Garbage Company

DISCUSSION:

San Miguel Garbage Company (“SM Garbage”) and the San Miguel Community Services District (“District”) entered into its most recent franchise agreement (“Agreement”) in 2020 for the provision of solid waste services to District residents. This year, SM Garbage is requesting an 3.5% increase across all solid waste collection rates. This increase is comprised of a 3.5% Consumer Price Index (“CPI”) increase as allowed in the current Agreement.

California law specifies a procedure for public agencies to increase fees for certain property-related public utility services, which was codified by the voters through Proposition 218 in 1996. The proposed rate increase for San Miguel Garbage must comply with the Proposition 218’s provisions since the rate charge is a property-related fee. Although the District has outsourced its solid waste and recycling collection to a franchisee, the District retains the obligation to set rates and assess late fees. Thus, the District remains an agency that must comply with the requirements of Proposition 218.

To that end, there are five steps or findings that must be determined by the Board in order to comply with Prop 218 requirements:

- Find that the revenues derived from the garbage rates do not exceed the cost of providing the property-related service;
- Find that the revenues to be derived from the fee are not used for any other purpose;
- Find that the rate increase does not exceed the proportional cost of this property-related service;
- Find that the charges are directly tied to the property-related service being used or immediately available to the property subject to the fee charge; and
- Find that the service is not available to the public in substantially the same manner as it is to property owners.

Because the proposed rate increase falls within most inflation indexes, such as the Consumer Price Index, a rate study is not required for rate justification purposes.

Public Hearing Notice Requirements:

Prop 218 specifies that a notice be sent out to all properties receiving garbage service at least 45 days

prior to implementation of the new rate. During the April 2024 Board meeting, the Board authorized and directed District staff to send notice to customers affected by the proposed rate increase, pursuant to Proposition 218, and notice was sent on May 1, 2024 to all customers within the District's jurisdictional boundaries. San Miguel Garbage provided a separate notice to service customers more than 45 days prior to this public hearing.

SMCSD also published a public hearing notice at the District Office and Post Office and in the Paso Robles Press on June 13th and June 20th, 2024.

These notices described the proposed rate increase, the purpose of tonight's public hearing, a statement of justification for the rate increase, when the public hearing would be conducted by the District Board and instructions for how to submit written protest(s) in opposition to the proposed rate increase.

Process of the Public Hearing:

The Board must introduce the proposed rate increase, and allow District residents to protest and state their opposition to the proposed rate increase at the hearing. The District cannot impose the new rates if a majority of District property owners protest the rate increase.

As of the date of this written report to the Board, no written protests have been received at the District office. Furthermore, no District resident has indicated, verbally, their intent to speak against the proposed rate increase. Thus, Staff is not anticipating that the threshold requirement of a majority of District property owners or residents will be received.

Proposed Rate Increase and Justification Statement:

Pursuant to the existing franchise agreement terms, the San Miguel Garbage Company is requesting a rate increase 3.5% for all residential and commercial solid waste rates.

The District and SM Garbage entered into the franchise agreement in 2020 for the provision of solid waste collection within the District. Under the Agreement, the District Board of Directors ("Board") must establish rates for the solid waste collection services provided by SM Garbage. The solid waste collection rate increases are subject to the procedural and substantive requirements of Proposition 218 because the District retains control of the rates.

Documentation provided by SM Garbage demonstrates an increase in the costs related to solid waste collection and disposal services. The proposed increase is necessary for SM Garbage to fund the cost of solid waste collection and disposal services.

The proposed rates reflect an 3.5% increase in residential and commercial rates. Under the Agreement, SM Garbage may collect a reasonable return for providing solid waste collection services. Allowable SM Garbage profit on expenses is calculated using targeted operating ratio of ninety-two percent (92%), with a range of ninety percent (90%) to ninety-four percent (94%).

The proposed increase is directly related to increased operating expenses. The proposed increase raises rates 3.5% to curtail a shortfall from increasing operating costs and potentially prevent future larger increases.

Representatives from San Miguel Garbage will be in attendance to answer questions of the Board, if needed.

FISCAL IMPACT:

If approved the rate increase will affect all customer types. It will result in an minor increase to franchise fees.

PREPARED BY: Kelly Dodds

		Current	Proposed	IWMA	Proposed	
RESIDENTIAL CAN SERVICE		Total Charges to Customer	Solid Waste Rate	Fee 4.4%	Total Charges to Customer	
35 GAL	monthly	\$34.13	\$33.83	\$1.49 =	\$35.32	
64 GAL	monthly	\$53.80	\$53.33	\$2.35 =	\$55.68	
96 GAL	monthly	\$72.88	\$72.25	\$3.18 =	\$75.43	

All can rates based on standard garbage cans 35 gallon or smaller with 50-pound weight limit.
Cans must be readily accessible.

CAN SERVICE MISCELLANEOUS						
Stickers	per sticker	\$3.25	\$3.22	\$0.14 =	\$3.36	
Re-Delivery Cans	per occurrence	\$34.68	\$34.38	\$1.51 =	\$35.89	
Go Back Residential	per occurrence	\$7.23	\$7.17	\$0.32 =	\$7.49	
						plus add additional mileage fee per mile
Walk-In Fee Service - Truck does not leave road & worker must walk in yard	per occurrence	\$3.46	\$3.43	\$0.15 =	\$3.58	
2nd Recycle or Greenwaste Cart per Month	per cart monthly	\$7.03	\$6.97	\$0.31 =	\$7.28	

Carts are the property of the garbage company & must be returned when service is stopped or cancelled.
If cart is not returned the company may impose the appropriate fee to the customer for each cart not returned.

Missing Cart - 35 GAL	per cart	\$54.61	\$54.14	\$2.38 =	\$56.52
Missing Cart - 64 GAL	per cart	\$71.85	\$71.23	\$3.13 =	\$74.36
Missing Cart - 96 GAL	per cart	\$97.72	\$96.88	\$4.26 =	\$101.14

COMMERCIAL CONTAINER SERVICE **For solid waste, recycle or greenwaste material (each charged separately)**

1 YARD	1X WK	monthly	NO CHANGE	\$96.53	\$4.25 =	\$100.78
	2X WK	monthly	NO CHANGE	\$149.62	\$6.58 =	\$156.20
	3X WK	monthly	NO CHANGE	\$209.47	\$9.22 =	\$218.69
1.5 YARD	1X WK	monthly	NO CHANGE	\$108.01	\$4.75 =	\$112.76
	2X WK	monthly	NO CHANGE	\$167.42	\$7.37 =	\$174.79
	3X WK	monthly	NO CHANGE	\$234.39	\$10.31 =	\$244.70
2 YARD	1X WK	monthly	NO CHANGE	\$118.89	\$5.23 =	\$124.12
	2X WK	monthly	NO CHANGE	\$184.28	\$8.11 =	\$192.39
	3X WK	monthly	NO CHANGE	\$258.00	\$11.35 =	\$269.35
3 YARD	1X WK	monthly	NO CHANGE	\$159.07	\$7.00 =	\$166.07
	2X WK	monthly	NO CHANGE	\$246.56	\$10.85 =	\$257.41
	3X WK	monthly	NO CHANGE	\$345.18	\$15.19 =	\$360.37
4 YARD	1X WK	monthly	NO CHANGE	\$212.08	\$9.33 =	\$221.41
	2X WK	monthly	NO CHANGE	\$328.73	\$14.46 =	\$343.19
	3X WK	monthly	NO CHANGE	\$460.22	\$20.25 =	\$480.47
6 YARD	1X WK	monthly	NO CHANGE	\$318.18	\$14.00 =	\$332.18
	2X WK	monthly	NO CHANGE	\$493.18	\$21.70 =	\$514.88
	3X WK	monthly	NO CHANGE	\$690.46	\$30.38 =	\$720.84

Every other week rate is the same as 1X WK rate.

Additional days per week are as follows: 4X WK multiply 3X WK rate by 1.3 5X WK multiply 4X WK rate by 1.25

COMMERCIAL EXTRA PICKUP + PER MILE TRIP CHARGE * **For solid waste, recycle or greenwaste (each charged separately)**

1 YARD	per occurrence	NO CHANGE	\$23.78	\$1.05 =	\$24.83
1.5 YARD	per occurrence	NO CHANGE	\$26.70	\$1.17 =	\$27.87
2 YARD	per occurrence	NO CHANGE	\$29.60	\$1.30 =	\$30.90
3 YARD	per occurrence	NO CHANGE	\$39.21	\$1.73 =	\$40.94
4 YARD	per occurrence	NO CHANGE	\$52.28	\$2.30 =	\$54.58
6 YARD	per occurrence	NO CHANGE	\$80.80	\$3.56 =	\$84.36

		Current	Proposed	IWMA	Proposed
		Total Charges to	Solid Waste	Fee	Total Charges to
		Customer	Rate	4.4%	Customer
COMMERCIAL SERVICE MISCELLANEOUS					
* Trip Charge per Mile	per occurrence	NO CHANGE	\$5.95	\$0.26 =	\$6.21
Delivery Fee & Re-Delivery Containers	per occurrence	NO CHANGE	\$36.17	\$1.59 =	\$37.76
Extra Material less than 1 yard	per occurrence	NO CHANGE	\$17.59	\$0.77 =	\$18.36
Extra Material per yard	per occurrence	NO CHANGE	\$23.78	\$1.05 =	\$24.83
Manual Labor per yard	per occurrence	NO CHANGE	\$23.81	\$1.05 =	\$24.86
Go Back Commercial	per occurrence	NO CHANGE	\$11.78	\$0.52 =	\$12.30
					plus add additional
					mileage fee per mile
Lock Bar Set Up	per occurrence	NO CHANGE	\$53.54	\$2.36 =	\$55.88
Lock Bar Set Up Plus Key & Lock	per occurrence	NO CHANGE	\$64.67	\$2.85 =	\$67.52
Unlocking Fee	per occurrence	NO CHANGE	\$2.86	\$0.13 =	\$2.99
Container Exchange Fee	per occurrence	NO CHANGE	\$54.13	\$2.38 =	\$56.51

DRIVE IN-YARD CHARGES

Charged to customers that require the waste collection truck to enter the customers property

In-Yard 100'	monthly	\$14.29	\$14.17	\$0.62 =	\$14.79
In-Yard 1/4 Mile	monthly	\$20.05	\$19.87	\$0.87 =	\$20.74
In-Yard 1 Mile	monthly	\$22.14	\$21.95	\$0.97 =	\$22.92
In-Yard Over 1 Mile	monthly	multiply "In-Yard 1 Mile" rate X total miles			

ADDITIONAL CHARGES

Can Pressure Wash Fee	per occurrence	\$34.68	\$34.38	\$1.51 =	\$35.89
Water Heater	each 2024 N/C White Goods	\$27.01	\$26.78	\$1.18 =	\$27.96
Fridge	each 2024 N/C White Goods	\$33.79	\$33.50	\$1.47 =	\$34.97
Washer/Dryer	each 2024 N/C White Goods	\$27.01	\$26.78	\$1.18 =	\$27.96
Toilet	each	\$10.95	\$10.86	\$0.48 =	\$11.34
Couch	each	\$33.18	\$32.89	\$1.45 =	\$34.34
Mattress or boxspring TWN	each	\$23.96	\$23.75	\$1.05 =	\$24.80
Mattress or boxspring Q-K	each	\$42.62	\$42.25	\$1.86 =	\$44.11
Truck Tires	each	\$23.96	\$23.75	\$1.05 =	\$24.80
Car Tire only	each	\$4.75	\$4.71	\$0.21 =	\$4.92
Car Tire with Rim	each	\$7.31	\$7.25	\$0.32 =	\$7.57
T.V.	CAN NOT TAKE				

All other items not listed call office for rate.

NSF FEES

1ST	\$20.00
2ND	\$30.00
3RD	\$35.00
4TH	\$40.00

RENT-A-BIN (all areas)

2 YARD - 1 PU 1 WEEK	60x43x38	NO CHANGE	\$93.95	\$4.13 =	\$98.08
3 YARD - 1 PU 1 WEEK	72x43x52	NO CHANGE	\$124.08	\$5.46 =	\$129.54
DAILY RENTAL after 1 wk	per day	NO CHANGE	\$3.24	\$0.14 =	\$3.38

For one month rental please call office for rates



San Miguel Community Services District

1765 Bonita Pl, P.O. Box 180, San Miguel, CA. 93451

805-467-3388 – Fax 805-467-9212

www.sanmiguelcsd.org

NOTICE OF PUBLIC HEARING REGARDING PROPOSED SOLID WASTE RATE INCREASES

Property Owner/Customer:

This notice is intended to inform you that the San Miguel Community Services District (SMCSD) will hold a Public Hearing regarding the proposed rate increase by San Miguel Garbage Company for customers receiving solid waste, recycling, and green waste services within the District. The proposed rate increases will be considered by the District Board of Directors at the Date, time and location specified below.

Consistent with the requirements of Proposition 218, this notice provides you with the following information:

1. Date, time and location of the public hearing;
2. The amount of proposed increases;
3. Reason for the basis upon which the amount of the proposed increases were calculated;
4. How to protest the proposed increases.

Notice of Public Hearing

The Public Hearing of the proposed rate increase will be held on:

Date: June 27th 2024

Time: 6:00 P.M.

Place: 601 12th St., San Miguel, California 93451

If adopted by the District Board of Directors, the proposed increase will become effective July 1, 2024.

The proposed rates are attached to this notice.

Reasons for the Proposed Rate Increases:

The proposed rate increases are necessary for the San Miguel Garbage Company to continue to provide safe, environmentally sound, and reliable solid waste, recycling, and green waste collection, transportation and disposal or processing services to the citizens within the San Miguel Community District. Several factors have contributed to these increased costs, including but not limited to: the continued rise in fuel, labor, insurance, recycling fees, disposal fees, and the majority of all other operating expenses.

Basis for the Proposed Rate Increases:

The proposed residential rate increase of 3.5% is based on the following:

A 3.5% change in Consumer Price Index (CPI). The Franchise Agreement between the San Miguel Community Services District (SMCSD) and San Miguel Garbage Company permits an annual increase for solid waste collection rates based on the change in Consumer Price Index (CPI).

How to Protest proposed rate increase?

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the District Board Clerk before the close of the Public Hearing referenced above:

- An owner(s) of property (parcel(s)) receiving Solid Waste service within the District's boundary. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving solid waste service; and
- A Tenant(s) whose name appears on the Garbage Company's records as the customer of record for the corresponding parcel receiving Solid Waste services, service within the District's boundary (tenant-customer)

A valid written protest must contain a statement that you protest the increase in Solid Waste rates, the address, and Assessor's Parcel Number (APN) of the parcel or parcels which receive Solid Waste services and must be signed by either the owner or tenant-customer of the said parcel or parcels. One (1) written protest per parcel shall be counted in calculating a majority protest to the proposed Solid Waste rate increase subject to the requirements pursuant to Section 6 of Article XIII D of the California Constitution. Written protest will not be accepted by e-mail or by facsimile. Verbal protest will not be counted in determining the existence of a majority protest. To be counted, a protest must be received in writing by the District Board Clerk before the close of the Public Hearing referenced above.

Written protests regarding the Solid Waste increases may be mailed to:

**San Miguel Community Services District
P.O. Box 180
San Miguel, CA. 93451**

Written protests may also be personally delivered to the District Board Clerk at the San Miguel Community Services District Office located at 1765 Bonita Pl, San Miguel CA. 93451. If valid written protests are presented by the majority of owners and/or tenant-customers of parcels receiving Solid Waste services within the District's boundary, then the District will not adjust/increase the Solid Waste rates. Only one protest per parcel will be counted in determining whether or not a majority protest exists.

Questions:

Please review at the District website www.sanmiguelcsd.org, or contact San Miguel Garbage Company at (805)467-9283, for more information.

Attachments:

Proposed rates effective July 1, 2024.

Ballot Form



Distrito de Servicios Comunitarios de San Miguel
1765 Bonita Pl, P.O. Box 180, San Miguel, CA. 93451
805-467-3388 – Fax 805-467-9212
www.sanmiguelcsd.org

AVISO DE AUDIENCIA PÚBLICA SOBRE LOS AUMENTOS PROPUESTOS DE LA TARIFA DE RESIDUOS SÓLIDOS

Propietario/Cliente:

Este aviso tiene la intención de informarle que el Distrito de Servicios Comunitarios de San Miguel (SMCSD) llevará a cabo una audiencia pública sobre el aumento de tarifas propuesto por San Miguel Garbage Company para los clientes que reciben servicios de desechos sólidos, reciclaje y desechos verdes dentro del Distrito. Los aumentos de tarifas propuestos serán considerados por la Junta Directiva del Distrito en la fecha, hora y lugar especificados a continuación.

De acuerdo con los requisitos de la Proposición 218, este aviso le proporciona la siguiente información:

1. Fecha, hora y lugar de la audiencia pública;
2. La cantidad de los aumentos propuestos;
3. Razón de la base sobre la que se calculó la cantidad de los aumentos propuestos;
4. Cómo protestar por los aumentos propuestos.

Aviso de audiencia pública

La audiencia pública del aumento de tarifa propuesto se llevará a cabo en:

Fecha: 27 de junio de 2024

Hora: 6:00 P.M.

Lugar: 601 12th St., San Miguel, California 93451

Si es adoptado por la Junta Directiva del Distrito, el aumento propuesto entrará en vigencia el 1 de julio de 2024. Las tarifas propuestas se adjuntan a este aviso.

Razones para los aumentos de tarifas propuestos:

Los aumentos de tarifas propuestos son necesarios para que la Compañía de Basura de San Miguel continúe brindando servicios seguros, ambientalmente racionales y confiables de recolección de desechos sólidos, reciclaje y recolección, transporte y eliminación o procesamiento de desechos verdes a los ciudadanos dentro del Distrito Comunitario de San Miguel. Varios factores han contribuido a estos mayores costos, que incluyen, entre otros: el aumento continuo de combustible, mano de obra, seguros, tarifas de reciclaje, tarifas de eliminación y la mayoría de todos los demás gastos operativos.

Base para los aumentos de tarifas propuestos:

El aumento propuesto de la tarifa residencial del 3.5% se basa en lo siguiente:

Un cambio del 3.5% en el Índice de Precios al Consumidor (IPC). El Acuerdo de Franquicia entre el Distrito de Servicios Comunitarios de San Miguel (SMCSD) y San Miguel Garbage Company permite un aumento anual para las tarifas de recolección de residuos sólidos basado en el cambio en el Índice de Precios al Consumidor (IPC).

¿Cómo protestar por el aumento de tarifas propuesto?

De conformidad con la Sección 6 del Artículo XIII D de la Constitución de California, las siguientes personas pueden presentar una protesta por escrito contra el Aumento de Tarifas Propuesto al Secretario de la Junta de Distrito antes del cierre de la Audiencia Pública mencionada anteriormente:

- Un propietario (s) de propiedad (parcela(s)) que recibe el servicio de Residuos Sólidos dentro de los límites del Distrito. Si la(s) persona(s) que firma(n) la protesta, como propietario, no figura en la última lista de evaluación igualada como propietaria de la(s) parcela(s), entonces la protesta debe contener o ir acompañada de evidencia escrita de que dicha persona que firma la protesta es la propietaria de la(s) parcela(s) que recibe(n) el servicio de agua; y
- Un inquilino (s) cual su nombre aparece en los registros de la Compañía de Basura como el cliente registrado para la parcela correspondiente que recibe servicios de desechos sólidos, servicio dentro de los límites del Distrito (inquilino-cliente)

Una protesta válida por escrito debe contener una declaración de que usted protesta por el aumento en las tarifas de Residuos Sólidos, la dirección y el Número de Parcela del Asesor (APN) de la parcela o parcelas que reciben servicios de Residuos Sólidos y debe estar firmada por el propietario o inquilino-cliente de dicha parcela o parcelas. Una (1) protesta escrita por paquete se contará en el cálculo de una protesta mayoritaria al aumento propuesto de la tarifa de residuos sólidos sujeto a los requisitos de conformidad con la Sección 6 del Artículo XIII D de la Constitución de California. No se aceptará una protesta por escrito por correo electrónico o fax. La protesta verbal no se contará para determinar la existencia de una protesta mayoritaria. Para ser contada, una protesta debe ser recibida por escrito por el secretario de la Junta de Distrito antes del cierre de la Audiencia Pública mencionada anteriormente.

**Las protestas por escrito con respecto a los aumentos
de residuos sólidos pueden enviarse por correo a:
Distrito de Servicios Comunitarios de San Miguel
Apartado de correos 180
San Miguel, CA 93451**

Las protestas por escrito también pueden ser entregadas personalmente al Secretario de la Junta de Distrito en la Oficina del Distrito de Servicios Comunitarios de San Miguel ubicada en 1765 Bonita Pl, San Miguel CA. 93451. Si la mayoría de los propietarios y/o inquilinos-clientes de parcelas que reciben servicios de Residuos Sólidos presentan protestas válidas por escrito dentro de los límites del Distrito, entonces el Distrito no ajustará/aumentará las tasas de Residuos Sólidos. Solo se contará una protesta por paquete para determinar si existe o no una protesta mayoritaria.

Preguntas:

Por favor revise en el sitio web del Distrito www.sanmiguelcsd.org, o comuníquese con San Miguel Garbage Company al (805) 467-9283, para obtener más información.

Accesorios:

Tarifas propuestas vigente a partir del 1 de julio de 2024.

Formulario de boleta

RESOLUTION NO. 2024-24

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A RATE
INCREASE OF 3.5% FOR TRASH COLLECTION AND DISPOSAL SERVICES
PURSUANT TO THE REQUIREMENTS OF PROPOSITION 218 AND MAKING
REQUIRED FINDINGS**

WHEREAS, the San Miguel Community Services District (“District”) provides specific property-related community services and is required by Ordinance 02-04 Waste Ordinance requiring mandatory trash collection services; and

WHEREAS, the District Board of Directors (“Board”) has determined that all residents within District boundaries must participate in the District’s franchise disposal service as provided by San Miguel Garbage; and

WHEREAS, San Miguel Garbage has proposed a rate increase of 3.5% for trash collection, disposal and recycling services as shown in Exhibit “A” hereto for residents within District boundaries; and

WHEREAS, San Miguel Garbage has demonstrated that said rate increase is caused by a increase in landfill disposal costs; and

WHEREAS, solid waste collection and disposal services are a property-related service required within the District; and

WHEREAS, at its April 25th 2024 regular meeting, the Board set a public hearing pursuant to Article XIII C & D with respect to the solid waste collection and disposal service rate increase; and

WHEREAS, on May 1,2024, notice of public hearing, including all information required by applicable law, was mailed to (i) the record owner of each parcel served by the District and (ii) any other person to whom the District customarily sends a bill for solid waste collection and disposal service at the address shown on District records; and

WHEREAS, on June 27th 2024, at the time and date set forth in the mailed notice, the Board held a public hearing at which all interested persons had an opportunity to present oral and written testimony regarding the proposed solid waste collection and disposal rate increase; and

WHEREAS, the District has verified and counted the protests and determined that there are _____ protests to the District’s proposed solid waste rates; and

WHEREAS, a majority vote of 385 or more protest votes received no later than the close of the public hearing on the matter are required to reject the proposed rate increase; and

WHEREAS, the District has verified and counted the protests, considered all testimony received, and determined that the District may proceed with the proposed solid waste collection and disposal rates; and

WHEREAS, Section 10.1.4 of the Board’s franchise agreement with San Miguel Garbage specifies that in the event of any legal challenge to the subject rate increase, San Miguel Garbage is obligated to indemnify the District for any legal challenge to the increase fees granted by the Board.

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

1. The Board of Directors does hereby accept and close the Proposition 218 proceedings in connection with the District’s proposed solid waste collection and disposal rates, with receipt of less than a majority protest vote, as declared by the Board Secretary.
2. The solid waste collection and disposal rate increase of 3.5% is hereby applicable. The charges applicable to District solid waste collection and disposal customers are hereby established and adopted as provided in the rate schedule attached hereto as “Exhibit A” and incorporated herein by reference.
3. The schedule set forth as “Exhibit A” shall be effective July 1, 2024, and be reflected in the billing cycle commencing on July 1, 2024, as administered by the District’s franchisee, San Miguel Garbage.

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director _____ by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 27th day of June 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

Attachment: Exhibit A: 2024 Rate Comparison for Solid Waste Services from San Miguel Garbage, Public Hearing Notice

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 6.2

SUBJECT: Public Hearing: Confirm the 2024 Weed Abatement Cost Report and authorizing collection of the charges on the County Tax Rolls.

SUGGESTED ACTION:

After holding a Public Hearing and making any appropriate modifications to the Cost Report approve RESOLUTION 2024-23 confirming the Cost Report and authorizing the collection of the charges on the County Tax Rolls.

DISCUSSION:

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

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

The staff has complied with these requirements and the 2024 Weed Abatement Cost Report is now being submitted to the Board for confirmation.

At the hearing, the Board is to consider the Cost Report and hear any objections (Health and Safety Code §14910). The Board may modify the amounts, as it deems appropriate, and then it is recommended that the Board adopt Resolution 2024-23 confirming the costs and directing that the Resolution and Cost Report be submitted to the County Tax Assessor, so the charges can be collected on the property tax rolls.

FISCAL IMPACT:

It is anticipated that the District will recover most costs incurred abating weeds in 2024 by having the costs placed on the property owners' tax bills.

Additionally, Union Pacific Railroad has agreed to accept direct billing from the District for UPRR properties abated by the District's weed abatement contractor. These properties shall appear on a separate report, Union Pacific Railroad 2024 Weed Abatement Cost Report, due to the inability to place cost onto the property tax roll for UPRR owned properties.

SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

APPROVING COSTS ASSOCIATED WITH WEED ABATEMENT CONDUCTED BY THE DISTRICT AS APPROVED BY RESOLUTION NO. 2024-23

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

Thursday, June 27, 2024, at 6:00 P.M. at 601 12th Street, San Miguel, California 93451, to consider approving costs associated with weed abatement conducted by the District as approved by Resolution No. 2024-21. Approved costs will be liened against the affected parcels through the County tax roll for their respective assessment amount.

Pursuant to Health and Safety Code section 14905 the District accounted for the cost of abatement for each affected parcel of land. The itemized report will be presented to the District Board of Directors at the June 27, 2024 hearing. A copy of the itemized report will be posted at least three (3) days prior to its submission to the Board, with a notice of the time and place the report will be submitted to the District Board for confirmation.

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

Scott Young, San Miguel Community Services District Fire Chief

					
San Miguel Fire Department					
2024 Weed Abatement Cost Report " Exhibit A "					
	Assessor's Parcel Number	Property Address	Cost of Abatement	Admin Fee	Total Cost
1	021-112-002	0 16th Street San Miguel, CA. 93451	\$ 360.00	\$100.00	\$ 460.00
2	021-171-012	1417 Mission Street San Miguel, CA. 93451	\$ 305.00	\$100.00	\$ 405.00
3	021-231-005	590 14th Street San Miguel, CA, 93451	\$ 620.00	\$100.00	\$ 720.00
4	021-302-010	None San Miguel, CA. 93451	\$ 460.00	\$100.00	\$ 560.00
5	021-322-015	939 L Street San Miguel, CA. 93451	\$ 680.00	\$100.00	\$ 780.00
6	021-331-001	0 L Street San Miguel. CA. 93451	\$ 305.00	\$100.00	\$ 405.00
7	021-331-019	0 Mission Street San Miguel, CA. 93451	\$ 785.00	\$100.00	\$ 885.00
8	021-331-034	966 L Street San Miguel, CA. 93451	\$ 305.00	\$100.00	\$ 405.00
	Totals		3,820.00	\$800.00	4,620.00

RESOLUTION NO. 2024-23

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
CONFIRMING THE 2024 WEED ABATEMENT COST REPORT AND
AUTHORIZING COLLECTION OF THE CHARGES ON THE TAX ROLL**

WHEREAS, in 2024, in accordance with the procedures required by law, the District Fire Chief was directed to abate a public nuisance on certain parcels of real property located within the San Miguel Community Services District consisting of obnoxious or dangerous weeds growing upon said parcels and which have been abated under the power granted to the District by Health and Safety Code §14875, et seq, and Government Code §61100(t); and

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

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

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

1. That the recitals set forth hereinabove are true, correct and valid.
2. That said itemized report entitled “2024 Weed Abatement Cost Report” a copy of which is on file in the office of the San Miguel Community Services District and is available there for public inspection and also attached hereto as Exhibit “A” be and hereby is ordered confirmed.
3. That the District Clerk shall transmit a copy of this Resolution to the County Auditor.
4. That the County Auditor and the County Tax Collector be and hereby are authorized and directed to do all acts necessary and proper to place on the 2024-2025 Tax Rolls the respective assessments as set forth in said confirmed itemized report plus such administrative fees as are allowed under the law.
5. That as a result of said confirmation and recording of said itemized report, the amounts of the weed abatement costs set forth in said itemized report are thereby made special assessments and liens against the respective parcels of real property in the San Miguel Community Services District, all as set forth in said itemized report.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 27th day of June 2024.

Scott Young, Fire Chief

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

NOTICE OF PUBLIC HEARING

**APPROVING COSTS ASSOCIATED WITH WEED ABATEMENT
CONDUCTED BY THE DISTRICT AS APPROVED BY**

RESOLUTION NO. 2024-23

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

Thursday, June 27, 2024, at 6:00 P.M. at 601 12th Street, San Miguel, California 93451, to consider approving costs associated with weed abatement conducted by the District as approved by Resolution No. 2024-21. Approved costs will be liened against the affected parcels through the County tax roll for their respective assessment amount.

Pursuant to Health and Safety Code section 14905 the District accounted for the cost of abatement for each affected parcel of land. The itemized report will be presented to the District Board of Directors at the June 27, 2024 hearing. A copy of the itemized report will be posted at least three (3) days prior to its submission to the Board, with a notice of the time and place the report will be submitted to the District Board for confirmation.

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

Scott Young, San Miguel Community Services District Fire Chief

Final List - Tax Roll Weed Abatement 2024						
1	021-112-002	0	16TH	ST	TN SAN MIGUEL BL 67 & PTN ABD RD	0.19
3	021-171-012	1417	MISSION	ST	TN SAN MIG BL 56 LT 10	0.23
4	021-231-005	590	14TH	ST	TN SAN MIGUEL T25S R12E PTN SEC 16	2.66
5	021-302-010		NONE		TN SAN MIGUEL BL 31 LTS 10 TO 12	0.16
6	021-322-015	939	L	ST	TN SAN MIGUEL MCD ADD BL 30 LTS 12,13& N 1/2 LT 14	0.18
7	021-331-001	0	L	ST	TN SAN MIGUEL BL 61 LTS 30 TO 32	0.25
8	021-331-019	0	MISSION	ST	MCD ADD BL 61 LT 4,5,PTN LT 3 & PTN ABD RD	0.17
9	021-331-034	966	L	ST	TN SAN MIGUEL MC D ADD BL 61 LTS 23 THUR 24	0.11

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 6.3

SUBJECT: Public Hearing: Authorize delinquent Water and Sewer service charges to be collected on the 2024-2025 County Tax Roll

SUGGESTED ACTION: Hold Public Hearing regarding the 2024 report of delinquent Water and Sewer charges; after Public Hearing approve RESOLUTION 2024-26 authorizing the collection of delinquent charges on the County Tax Roll.

DISCUSSION:

The attached Exhibit A contains a list of delinquent customer account(s), and amounts, for which the District has been unable to collect. Placement of the delinquent amounts on the tax role will enable the District to receive the due amount through the County's tax collection efforts.

On April 4th, 2024 and May 20th, 2024 in accordance with Government Code section 61115(b), the District Account Clerk mailed letters to owners of real property notifying the of the District's intent to have delinquent Water and Sewer services charges placed on the 2024-2025 County Tax Roll for collections; by filing a written report with the San Luis Obispo County Auditor-Controller's office. The letter invited interested persons to be present at the June 27th, 2024, Public Hearing at which time all interested persons will be given the opportunity to present oral or written testimony for or against the 2024 report of delinquent Water and Sewer charges. Multiple attempts to contact each property owner has been made by phone, email, and mail. Additionally in compliance with legal noticing requirements, a public hearing notice was posted at the District Office, Post Office and in the Paso Robles Press on June 13th and June 20th, 2024.

FISCAL IMPACT:

The District has already incurred cost associated with prior attempts to collect the delinquent charges. There are minor costs related to staff and legal time related to preparing this report and in providing final notice to the County of San Luis Obispo for inclusion of the delinquent fees on the tax roles.

PREPARED BY: Tamara Parent

RESOLUTION NO. 2024-26

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL
COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE
2024 REPORT OF DELINQUENT SEWER AND WATER CHARGES AND
AUTHORIZING DELINQUENT WATER AND SEWER SERVICE CHARGES
TO BE COLLECTED ON TAX ROLL**

WHEREAS, the Board of Directors (“Board”) of the San Miguel Community Services District (“District”) makes the following findings of fact:

1. On April 22, 2010, the Board duly adopted Ordinance No. 01-10 pursuant to which the Board elected to have delinquent water and sewer service charges collected on the tax roll in the same manner, by the same persons, and at the same time as its general taxes, all pursuant to applicable Government Code section 61115(b); and

2. On April 4th & May 20th, 2024, in accordance with Government Code section 61115(b), the District Account Clerk mailed letters to owners of real property notifying them of the District’s intent to have delinquent water and sewer service charges placed on the 2024-2025 County tax roll for collection, pursuant to Government Code section 61115(b) by filing a written report with the Auditor-Controller’s office of the County of San Luis Obispo, containing a description of each parcel of real property with delinquent water and sewer service charges and the owner thereof; and

3. Furthermore, such notice informed the property owner of the time and place of the public hearing to be held before the Board scheduled for June 27, 2024, at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report or any portions thereof; and

4. On or before July 22nd, 2024, the final filing date established by the County Auditor-Controller’s Office, the District Account Clerk must submit all changes, additions and deletions to such list on a final filing basis; and

5. In accordance with San Luis Obispo County regulations, as of April 2024 a fee of \$36.00 will be charged for each assessment removed or revised from the assessment listing occurring on a tax bill after extension. Thus, any charge levied against the District for change(s) in an assessment amount of a property owner that is not the result of District error will be subsequently invoiced and collected by the District from the property owner of record.

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

Section 1. The above findings are true and correct; and are incorporated herein by this reference.

Section 2. The Board hereby approves and adopts the 2024 Report of Delinquent Sewer and Water Charges attached hereto as Exhibit “A” and hereby authorizes such charges to be collected on the County real property tax roll, pursuant to the procedures set forth in Government Code section 61115(b)

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 27th day of June, 2024.

Kelly Dodds, General Manager

Rod Smiley, Board President

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

Exhibit A

San Miguel Community Services District

2024 Report of Delinquent Water & Sewer Charges (0805)

a) 021-363-009 Meyers 955 Makewe \$1,100.77



SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

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

Thursday, June 27, 2024, 6:00 P.M., 601 12th Street, San Miguel California 93451, to consider adopting a resolution adopting the 2024 Report of Delinquent Water & Sewer Charges and authorize delinquent Water & Sewer service charges to be collected on the 2024-25 County Tax Roll pursuant to Government Code section 61115(b). You can view the 2024 Report of Delinquent Water & Sewer Charges, at the San Miguel Community Services District office located at 1765 Bonita Place, San Miguel CA 93451.

Interested persons are invited to be present at the public hearing at which time all interested persons will be given the opportunity to present oral or written testimony for or against said report. If you elect to attend the Public Hearing, please be advised that any written info to be given to the Board of Directors must be provided to the District on or before June 20th 2024. For additional information please contact Board Clerk Tamara Parent at tamara.parent@sanmiguelcsd.org

This notice is published pursuant to Government Code section 6066.

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

Information available at www.sanmiguelcsd.org

Kelly Dodds, District General Manager

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 7.1

SUBJECT: San Luis Obispo County Organizations

SUGGESTED ACTION: Verbal/Report

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 7.2

SUBJECT: Community Service Organizations

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report.

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 7.3

SUBJECT: Camp Roberts—Army National Guard

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 8.1

SUBJECT: General Manager

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 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: Kelly Dodds

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 8.2

SUBJECT: District Counsel

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Christina Pritchard

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 8.3

SUBJECT: District Utilities

SUGGESTED ACTION: Receive and file

DISCUSSION:

Well Status:

- Well 4 is fully operational – Well Level 86’ 5/1/24 (STATIC)
- Well 3 is fully operational – Well Level 80.8’ 5/1/24 (STATIC)
- SLT well if off line -Well Level 153’ 5/1/24 (STATIC)

Water System status:

Water leaks this month: 0 This calendar year: 7

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

- Repaired water main leak in Mission/ L alley
- Repaired water service leak on Kennedy
- Partially repaired water main on Mission lane/ San Pablo

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- .

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 6/19/24)**
- 916 water accounts
- 817 wastewater accounts
- **Overdue accounts (as of 6/19//24)**
- 19 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement (as of 6/19/24)**
- 4 accounts have started an arrangement.
- **Service orders (as of 5/30/24)**
- 25 service orders issued and completed

Lighting/ Landscaping status:

- .

Solid Waste:

Mattress recycling

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

E-Waste collection

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

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

- 5-9-2024 IWMA Solid Waste Summit (attended By Tamara)
- SB-54 "Plastic Pollution Prevention & Packaging Producer Responsibility Act" all covered material including single-use packaging and single-use food service ware "Covered Material" list being published by CalRecycle must be published by July 1, 2024. Goal is 65% plastic recycling by 2032 or will not be sold in California.
- SB-343 "Truth in Labeling" law; by Fall 2025 prohibitions against mislabeling of products.

Project status:

- **WWTF status:**
 - Nearing 90% plan completion
 - Reviewing additional grant and financing options.
 - Additional grant funds for planning have been approved and District has signed the revised agreement.
 - Met with Water Board on construction grant application. The construction grant has been accepted as complete, but due to limited funds the project is not being funded this fiscal year. Potentially the grant could be funded next fiscal year.
- **Replacement water tank and pump station on east side of river/ water line replacement.**
(21007) started February 2022
 - **(POTENTIALLY GRANT FUNDED)**
 - Application submitted
 - Site assessment underway
- **Recycled water line from WWTF to Vineyard/ Gallo**

- Working on easements, agreements
- Construction plans complete and approved
- Plan permitting approved.
- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
 - (100% GRANT FUNDED)
 - WSC provided a draft report for review by the General Manager
- **Cost of Service Rate Study WATER** (22005) started June 2022
 - Board Discussion has been continued
- **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
 - (POTENTIALLY 100% GRANT FUNDED)
 - Met with Water Board and the application is being processed.
 - Planning grant may be available as soon as January 2025 if approved

Staffing

- Two vacant positions.
 - WWTF Operator Lead and WWTF Operator Lead, both are out for applications.

SLO County in San Miguel:

- .

Caltrans in San Miguel:

- .

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 8.4

SUBJECT: Fire Chief Report

SUGGESTED ACTION: Receive and File

DISCUSSION:

Equipment:

1. All SMFD engines are currently in service.
2. SMF may receive up to 2- new BKR 5000's as part of a County wide Homeland Security. Five Cities Fire Authority is the point for this purchase.
3. 8601 will be re identified as U8630 prior to being decommissioned in the future as budget or funding opportunities allow.
4. Options for a new command vehicle are being placed on hold.
5. Annual hose testing is continuing. All large diameter hose (LDH) has been tested. The balance shall be tested upon staffing availability.
6. E8696 required an air leak to be traced down and a 3" ball valve rebuild.

Cost Recovery:

1. SMF currently has 5 incidents submitted for reimbursement. 2 Incidents have been reimbursed. 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.
2. SMF applied for the 2024 AFG grant in February. SMF applied for a replacement breathing air refill station and upgraded SCBA bottles. The current breathing air refill station is over 30 years old and requires replacement.
3. The SAFER was submitted on 4/12/2024.
4. The 2024/2025 RFD grant has been submitted.
5. SMF applied for FEMA grant funding to construct an EOC.
6. SMF was working on a DOD grant but did not receive a letter of support from Camp Roberts Command Staff and was unable to submit.
7. SMF will be submitting a CFF grant due August 16, 2024.

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. Additional outside training shall commence as courses become available.
4. 1- Recruit has been accepted to the upcoming Allan Hancock Firefighter Academy.

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:

1. A District Fire Chief Report is being provided for SMAC monthly meetings and Chief Young attends the monthly meetings as scheduling allows.
-

FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 6/19/2024 2:10:34 PM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 05/01/2024 | End Date: 05/31/2024

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
05/01/2024 07:30:00	05/01/2024 07:30:00	DAYBOOK	8600	FEMA Grant submission	0.00
05/01/2024 08:30:00	05/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/01/2024 09:00:00	05/01/2024 12:00:00	DAYBOOK	SMF 1	SLO County Chiefs Meeting at SMFD	3.00
05/01/2024 16:24:00	05/01/2024 16:53:00	INCIDENT	E8696	Incident 2024-085 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1387 L ST	0.48
05/02/2024 08:30:00	05/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/03/2024 08:30:00	05/04/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/03/2024 10:02:00	05/03/2024 10:29:00	INCIDENT	E8668	Incident 2024-086 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 775 Mission ST	0.45
05/03/2024 11:30:00	05/03/2024 17:30:00	DAYBOOK	8600	Prep Burn Plots for FI210 in Templeton	6.00
05/04/2024 08:30:00	05/04/2024 14:00:00	DAYBOOK	8600	FI210 Field training	5.50
05/04/2024 08:30:00	05/04/2024 16:30:00	DAYBOOK	SMF 1		8.00
05/04/2024 16:34:00	05/04/2024 17:05:00	INCIDENT	8600	Incident 2024-088 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 929 Soka WAY	0.52
05/05/2024 08:30:00	05/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/05/2024 12:00:00	05/05/2024 14:00:00	DAYBOOK	SMF 1	Fill SCBA bottles for Station 42	2.00
05/05/2024 17:30:00	05/05/2024 20:00:00	DAYBOOK	SMF 1	Meeting with FI210 instructional staff to prepare for the upcoming course	2.50
05/06/2024 08:30:00	05/07/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/07/2024 08:30:00	05/08/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/07/2024 11:30:00	05/07/2024 13:00:00	DAYBOOK	8600	Inspection 1077 L Street Roman	1.50
05/07/2024 14:00:00	05/07/2024 18:00:00	DAYBOOK	SMF 1	tract 3131 plan review	4.00
05/07/2024 18:00:00	05/07/2024 22:00:00	DAYBOOK		Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P	4.00
05/07/2024 23:11:00	05/07/2024 23:47:00	INCIDENT	E8696	Incident 2024-089 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 10150 Mission Almond WAY	0.60
05/08/2024 08:00:00	05/08/2024 08:30:00	DAYBOOK	SMF 1	Phone meeting with OES Scotty Jalbert regarding FEMA Grant	0.50
05/08/2024 08:30:00	05/09/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/08/2024 09:00:00	05/08/2024 13:30:00	DAYBOOK	8600	FI210 Field exercise	4.50
05/09/2024 08:00:00	05/09/2024 14:00:00	DAYBOOK	8600	FI210 Field exercises	6.00
05/09/2024 08:30:00	05/10/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/09/2024 14:30:00	05/09/2024 15:30:00	DAYBOOK	8600	Rough inspection Rio Vista Place. Passed	1.00
05/10/2024 08:30:00	05/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/10/2024 09:30:00	05/10/2024 10:30:00	DAYBOOK	8600	1077 L Street rough inspection	1.00
05/10/2024 11:00:00	05/10/2024 14:30:00	DAYBOOK	8600	FI210 final review	3.50
05/11/2024 14:00:00	05/12/2024 08:30:00	DAYBOOK	8600		18.50
05/12/2024 08:30:00	05/13/2024 08:30:00	DAYBOOK	8600		24.00
05/12/2024 23:10:00	05/12/2024 23:43:00	INCIDENT	E8668	Incident 2024-091 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1599 L ST	0.55
05/13/2024 08:30:00	05/14/2024 08:30:00	DAYBOOK	8600		24.00

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



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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
05/13/2024 20:09:00	05/13/2024 20:33:00	INCIDENT	E8696	Incident 2024-092 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1145 K ST	0.40
05/14/2024 01:59:00	05/14/2024 02:28:00	INCIDENT	E8696	Incident 2024-093 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 6845 Monterey RD	0.48
05/14/2024 08:30:00	05/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/14/2024 09:00:00	05/14/2024 11:00:00	DAYBOOK	SMF 1	FMAG Teams Meeting	2.00
05/14/2024 18:00:00	05/14/2024 22:00:00	DAYBOOK		Fire Investigation and Inspection Training: F1110/210 Introduction Lead Instructor: Young, Scott P	4.00
05/14/2024 18:09:00	05/14/2024 18:57:00	INCIDENT	E8668	Incident 2024-094 - Grass fire: Apparatus E8668 responded to 300 13th ST	0.80
05/15/2024 08:30:00	05/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/16/2024 08:30:00	05/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/17/2024 08:30:00	05/17/2024 18:00:00	DAYBOOK	SMF 1		9.50
05/19/2024 15:00:00	05/20/2024 08:30:00	DAYBOOK	8600		17.50
05/20/2024 03:10:00	05/20/2024 03:48:00	INCIDENT	E8668	Incident 2024-098 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1879 Wellsona RD	0.63
05/20/2024 04:32:00	05/20/2024 05:03:00	INCIDENT	E8668	Incident 2024-099 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1145 K ST	0.52
05/20/2024 08:30:00	05/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/20/2024 21:08:00	05/20/2024 21:54:00	INCIDENT	E8668	Incident 2024-100 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 6845 Monterey RD	0.77
05/20/2024 22:10:00	05/20/2024 22:46:00	INCIDENT	E8668	Incident 2024-101 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 6845 Monterey RD	0.60
05/21/2024 08:30:00	05/22/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/21/2024 18:00:00	05/21/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor: Young, Scott P	4.00
05/22/2024 08:30:00	05/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/22/2024 19:00:00	05/22/2024 21:30:00	DAYBOOK	8600	SMAC Meeting	2.50
05/23/2024 08:30:00	05/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/23/2024 18:00:00	05/23/2024 22:00:00	DAYBOOK	8600	BOD Meeting	4.00
05/24/2024 08:30:00	05/24/2024 11:00:00	DAYBOOK	SMF 1		2.50
05/24/2024 15:00:00	05/24/2024 20:00:00	DAYBOOK	8600		5.00
05/25/2024 14:18:00	05/25/2024 20:23:00	INCIDENT	8600	Incident 2024-103 - Building fire: Apparatus 8600 responded to 8810 Oak DR	6.08
05/25/2024 16:00:00	05/26/2024 07:00:00	DAYBOOK	8600	Response to Oak Drive	15.00
05/26/2024 16:00:00	05/27/2024 08:30:00	DAYBOOK	8600		16.50
05/26/2024 18:39:00	05/26/2024 18:59:00	INCIDENT	E8668	Incident 2024-104 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 8655 Mission Lane	0.33
05/26/2024 19:35:00	05/26/2024 19:57:00	INCIDENT	E8668	Incident 2024-105 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 340 14th ST	0.37
05/27/2024 08:30:00	05/28/2024 08:30:00	DAYBOOK	8600		24.00
05/28/2024 08:30:00	05/29/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/28/2024 10:47:00	05/28/2024 11:07:00	INCIDENT	8600	Incident 2024-106 - Lock-out: Apparatus 8600 responded to 301 13th ST	0.33
05/28/2024 13:00:00	05/28/2024 18:30:00	DAYBOOK	SMF 1	SMF Blood Drive	5.50
05/28/2024 16:32:00	05/28/2024 18:06:00	INCIDENT	E8668	Incident 2024-107 - Grass fire: Apparatus E8668 responded to 7765 Nonpariel CT	1.57
05/28/2024 23:40:00	05/29/2024 00:11:00	INCIDENT	E8668	Incident 2024-108 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 340 15th ST	0.52
05/29/2024 08:30:00	05/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/29/2024 10:00:00	05/29/2024 12:30:00	DAYBOOK	SMF 1	Lillian Larsen 1st grade class visit	2.50
05/29/2024 16:36:00	05/29/2024 16:57:00	INCIDENT	E8668	Incident 2024-109 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1145 K ST	0.35
05/30/2024 08:30:00	05/31/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/30/2024 20:31:00	05/30/2024 20:45:00	INCIDENT	E8668	Incident 2024-110 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 505 11th ST	0.23
05/31/2024 08:30:00	06/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
05/31/2024 17:32:00	05/31/2024 17:36:00	INCIDENT	8600	Incident 2024-111 - False alarm or false call, other: Apparatus 8600 responded to 300 11th ST	0.07

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS	
					Total Hours for: Young, Scott P	730.65
					Total of all Personnel Hours	730.65

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



San Miguel Fire Department

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Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 05/01/2024 | End Date: 05/31/2024

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
05/01/2024	2024-085	0	0	16:24:00	4	E8696	E8696	00:00	00:00	00:04:00	00:04:00	00:04:00	00:04:00
05/03/2024	2024-086	0	0	10:02:00	4	E8668	E8668	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
05/04/2024	2024-087	0	0	09:51:00	2	E8696	E8696	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
05/04/2024	2024-088	0	0	16:34:00	3	8600	8600	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
05/07/2024	2024-089	0	0	23:11:00	3	E8696	E8696	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
05/08/2024	2024-090	0	0	12:23:00	3	E8668	E8668	02:00	00:00	00:08:00	00:06:00	00:06:00	00:08:00
05/12/2024	2024-091	0	0	23:10:00	4	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
05/13/2024	2024-092	0	0	20:09:00	5	E8696	E8696	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
05/14/2024	2024-093	0	0	01:59:00	2	E8696	E8696	06:00	00:00	00:12:00	00:06:00	00:06:00	00:12:00
05/14/2024	2024-094	0	0	18:09:00	4	E8668	E8668	02:00	00:00	00:02:00	00:00:00	00:00:00	00:02:00
05/17/2024	2024-095	0	0	19:41:00	1	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
05/19/2024	2024-096	0	0	08:07:00	5	E8668	E8668	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
05/19/2024	2024-097	0	0	16:01:00	5	E8668	E8668	01:00	00:00	00:05:00	00:04:00	00:04:00	00:05:00
05/20/2024	2024-098	0	0	03:10:00	3	E8668	E8668	06:00	00:00	00:18:00	00:12:00	00:12:00	00:18:00
05/20/2024	2024-099	0	0	04:32:00	3	E8668	E8668	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
05/20/2024	2024-100	0	0	21:08:00	4	E8668	E8668	04:00	00:00	00:21:00	00:17:00	00:17:00	00:21:00
05/20/2024	2024-101	0	0	22:10:00	4	E8668	E8668	00:00	00:00	00:13:00	00:13:00	00:13:00	00:13:00
05/25/2024	2024-102	0	0	03:04:00	2	E8668	E8668	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
05/25/2024	2024-103	70167	35000	14:18:00	4	E8696	8600	05:00	00:00	00:11:00	00:06:00	02:24:00	02:29:00
05/26/2024	2024-104	0	0	18:39:00	2	E8668	E8668	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
05/26/2024	2024-105	0	0	19:35:00	2	E8668	E8668	03:00	00:00	00:04:00	00:01:00	00:01:00	00:04:00
05/28/2024	2024-106	0	0	10:47:00	5	E8668	E8668	00:00	00:00	00:01:00	00:01:00	00:01:00	00:01:00
05/28/2024	2024-107	0	0	16:32:00	6	E8668	E8668	02:00	00:00	00:18:00	00:16:00	00:16:00	00:18:00

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



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Incident Date	Incident #	Losses - Property	Losses - Contents	Alarm Time	Total Personnel - Effective Response	First On Scene Apparatus	Last On Scene Apparatus	Earliest Turnout	Call Processing Time	First Unit Total Response Time	First Unit Travel Time	Total Travel Time Effective Response	Total Response Time Effective Response
05/28/2024	2024-108	0	0	23:40:00	5	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
05/30/2024	2024-110	0	0	20:31:00	4	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
05/31/2024	2024-111	0	0	17:32:00	3	E8696	E8696	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00

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



San Miguel Fire Department

San Miguel, CA

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Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAE - Auto Aid East					
2024-098	321	05/20/2024	Reviewed	1879 Wellsona RD	E8668
AAE - Auto Aid East Incidents: 1					
Zone: AAS - Auto Aid South					
2024-093	321	05/14/2024	Reviewed	6845 Monterey RD	E8696
2024-100	321	05/20/2024	Reviewed	6845 Monterey RD	E8668
2024-101	321	05/20/2024	Reviewed	6845 Monterey RD	E8668
AAS - Auto Aid South Incidents: 3					
Zone: AAW - Auto Aid West					
2024-089	321	05/07/2024	Reviewed	10150 Mission Almond WAY	E8696
2024-102	321	05/25/2024	Reviewed	912 10th ST	E8668
2024-107	143	05/28/2024	Reviewed	7765 Nonpariel CT	E8668, SMF 1
AAW - Auto Aid West Incidents: 3					
Zone: CBMHP - Casa Blanca Mobile Home Park					
2024-090	321	05/08/2024	Reviewed	560 12th ST	E8668
CBMHP - Casa Blanca Mobile Home Park Incidents: 1					
Zone: CDR - Camino Del Rio					
2024-095	321	05/17/2024	Reviewed	1195 Cortez CIR	E8668
CDR - Camino Del Rio Incidents: 1					
Zone: CSD - CSD Limits					
2024-085	321	05/01/2024	Reviewed	1387 L ST	E8696
2024-086	321	05/03/2024	Reviewed	775 Mission ST	E8668
2024-091	321	05/12/2024	Reviewed	1599 L ST	E8668
2024-092	321	05/13/2024	Reviewed	1145 K ST	E8696
2024-094	143	05/14/2024	Reviewed	300 13th ST	E8668, P8651
2024-096	321	05/19/2024	Reviewed	1122 K ST	E8668
2024-099	321	05/20/2024	Reviewed	1145 K ST	E8668
2024-105	321	05/26/2024	Reviewed	340 14th ST	E8668
2024-106	511	05/28/2024	Reviewed	301 13th ST	8600, E8668
2024-108	321	05/28/2024	Reviewed	340 15th ST	E8668
2024-109	321	05/29/2024	Reviewed	1145 K ST	E8668
2024-110	321	05/30/2024	Reviewed	505 11th ST	E8668
2024-111	700	05/31/2024	Reviewed	300 11th ST	8600, E8696
CSD - CSD Limits Incidents: 13					

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



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Zone: PSHH - Peoples Self Help Housing					
2024-087	118	05/04/2024	Reviewed	934 Soka WAY	E8696
2024-088	321	05/04/2024	Reviewed	929 Soka WAY	8600, E8696
PSHH - Peoples Self Help Housing Incidents: 2					
Zone: Ter - San Lawerance Terrace					
2024-097	321	05/19/2024	Reviewed	9560 N River RDS	E8668, SMF 1
2024-103	111	05/25/2024	Reviewed	8810 Oak DR	8600, E8668, E8696
2024-104	321	05/26/2024	Reviewed	8655 Mission Lane	E8668
Ter - San Lawerance Terrace Incidents: 3					

Total Incidents: 27

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



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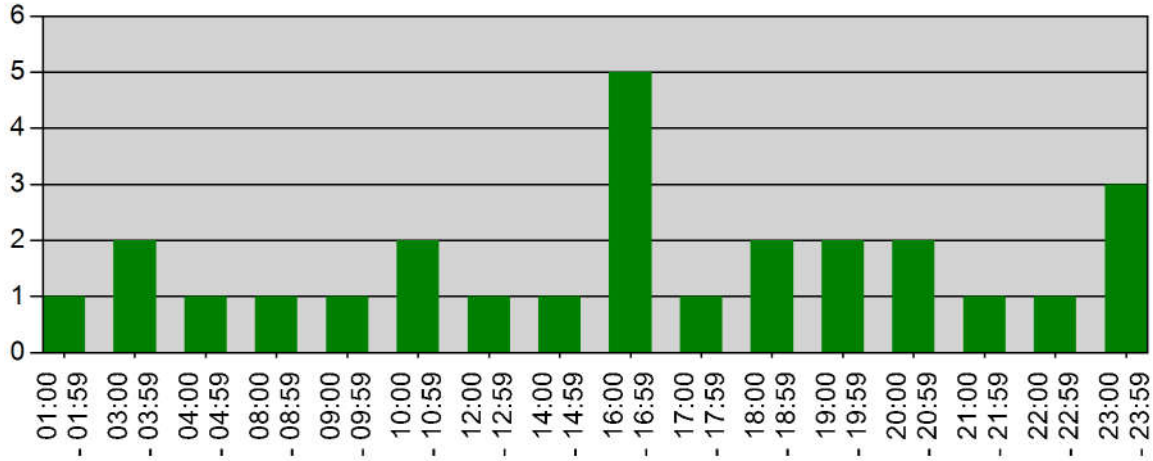
San Miguel, CA

This report was generated on 6/19/2024 2:14:30 PM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024



TIME	COUNT
01:00 - 01:59	1
03:00 - 03:59	2
04:00 - 04:59	1
08:00 - 08:59	1
09:00 - 09:59	1
10:00 - 10:59	2
12:00 - 12:59	1
14:00 - 14:59	1
16:00 - 16:59	5
17:00 - 17:59	1
18:00 - 18:59	2
19:00 - 19:59	2
20:00 - 20:59	2
21:00 - 21:59	1
22:00 - 22:59	1
23:00 - 23:59	3

Only REVIEWED incidents included



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San Miguel Fire Department

San Miguel, CA

This report was generated on 6/19/2024 2:16:25 PM



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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024

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	12:00	0:00	6:00	18:00
Zone: AAS - Auto Aid South					
Rescue & Emergency Medical Service					
	Lights and Sirens	12:00	0:00	3:20	15:20
Zone: AAW - Auto Aid West					
Fires					
	Lights and Sirens	16:00	0:00	2:00	18:00
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	4:30	7:30
Zone: CBMHP - Casa Blanca Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	6:00	0:00	2:00	8:00
Zone: CDR - Camino Del Rio					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	5:00	7:00
Zone: CSD - CSD Limits					
Fires					
	Lights and Sirens	0:00	0:00	2:00	2:00
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	3:13	5:13
Service Call					
	No Lights or Sirens	1:00	0:00	0:00	1:00
False Alarm & False Call					
	Lights and Sirens	0:00	0:00	0:00	0:00
Zone: PSHH - Peoples Self Help Housing					
Fires					
	Lights and Sirens	3:00	0:00	5:00	8:00
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	4:00	6:00
Zone: Ter - San Laverance Terrace					

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

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Fires					
	Lights and Sirens	6:00	0:00	5:00	11:00
Rescue & Emergency Medical Service					
	Lights and Sirens	4:00	0:00	2:30	6:30

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

San Miguel Fire Department

San Miguel, CA

This report was generated on 6/19/2024 2:17:34 PM



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

StartDate: 05/01/2024 | EndDate: 05/31/2024

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	AAE - Auto Aid East		
		1879 Wellsona RD Paso Robles (corporate name El Paso de Robles), CA	1
	AAS - Auto Aid South		
		6845 Monterey RD Paso Robles (corporate name El Paso de Robles), CA	2
		6845 Monterey RD Paso Robles (corporate name El Paso de Robles), CA	1
	AAW - Auto Aid West		
		10150 Mission Almond WAY San Miguel, CA	1
		7765 Nonpariel CT San Luis Obispo (County), CA	1
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST G San Miguel, CA	1
	CDR - Camino Del Rio		
		1195 Cortez CIR San Miguel, CA	1
	CSD - CSD Limits		
		1122 K ST San Miguel, CA	1
		1145 K ST San Miguel, CA	3
		1387 L ST San Miguel, CA	1
		1599 L ST San Miguel, CA	1
		340 15th ST San Miguel, CA	1
		505 11th ST San Miguel, CA	1
	PSHH - Peoples Self Help Housing		
		929 Soka WAY San Miguel, CA	1
		934 Soka WAY San Miguel, CA	1

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



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LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	Ter - San Laverance Terrace		
		8655 Mission Lane San Miguel, CA	1
		8810 Oak DR San Miguel, CA	1
		9560 N River RDS San Miguel, CA	1
Total for Location Type:			21
Place of Recreation or Sport			
	CSD - CSD Limits		
		301 13th ST San Miguel, CA	1
		775 Mission ST San Miguel, CA	1
Total for Location Type:			2
Street or Highway			
	AAW - Auto Aid West		
		912 10th ST / 10100 Mission Almond Way, San Miguel, CA (Directions)	1
	CSD - CSD Limits		
		300 11th ST / 1100 L Street, San Miguel, CA (Intersection)	1
		300 13th ST / L Street, San Miguel, CA (Intersection)	1
Total for Location Type:			3
Trade or service (business, bars, restaurants, etc)			
	CSD - CSD Limits		
		340 14th ST San Miguel, CA	1
Total for Location Type:			1

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



San Miguel Fire Department

San Miguel, CA

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

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	0	0
01:00	0	0	1	0	0	0	0
02:00	0	0	0	0	0	0	0
03:00	0	1	0	0	0	0	1
04:00	0	1	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	0	0	0
08:00	1	0	0	0	0	0	0
09:00	0	0	0	0	0	0	1
10:00	0	0	1	0	0	1	0
11:00	0	0	0	0	0	0	0
12:00	0	0	0	1	0	0	0
13:00	0	0	0	0	0	0	0
14:00	0	0	0	0	0	0	1
15:00	0	0	0	0	0	0	0
16:00	1	0	1	2	0	0	1
17:00	0	0	0	0	0	1	0
18:00	1	0	1	0	0	0	0
19:00	1	0	0	0	0	1	0
20:00	0	1	0	0	1	0	0
21:00	0	1	0	0	0	0	0
22:00	0	1	0	0	0	0	0
23:00	1	0	2	0	0	0	0
Total Responses for Day	5	5	6	3	1	3	4
% of Responses for Day	20.00%	20.00%	33.33%	66.67%	100.00%	33.33%	25.00%
% of Responses for Week	18.52%	18.52%	22.22%	11.11%	3.70%	11.11%	14.81%

Hour	Total per Hour	Percent
00:00	0	0.00%
01:00	1	3.70%
02:00	0	0.00%
03:00	2	7.41%
04:00	1	3.70%
05:00	0	0.00%
06:00	0	0.00%
07:00	0	0.00%
08:00	1	3.70%
09:00	1	3.70%
10:00	2	7.41%
11:00	0	0.00%
12:00	1	3.70%
13:00	0	0.00%
14:00	1	3.70%
15:00	0	0.00%
16:00	5	18.52%
17:00	1	3.70%
18:00	2	7.41%
19:00	2	7.41%
20:00	2	7.41%
21:00	1	3.70%
22:00	1	3.70%
23:00	3	11.11%
Total	27	100.00%

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

San Miguel Fire Department

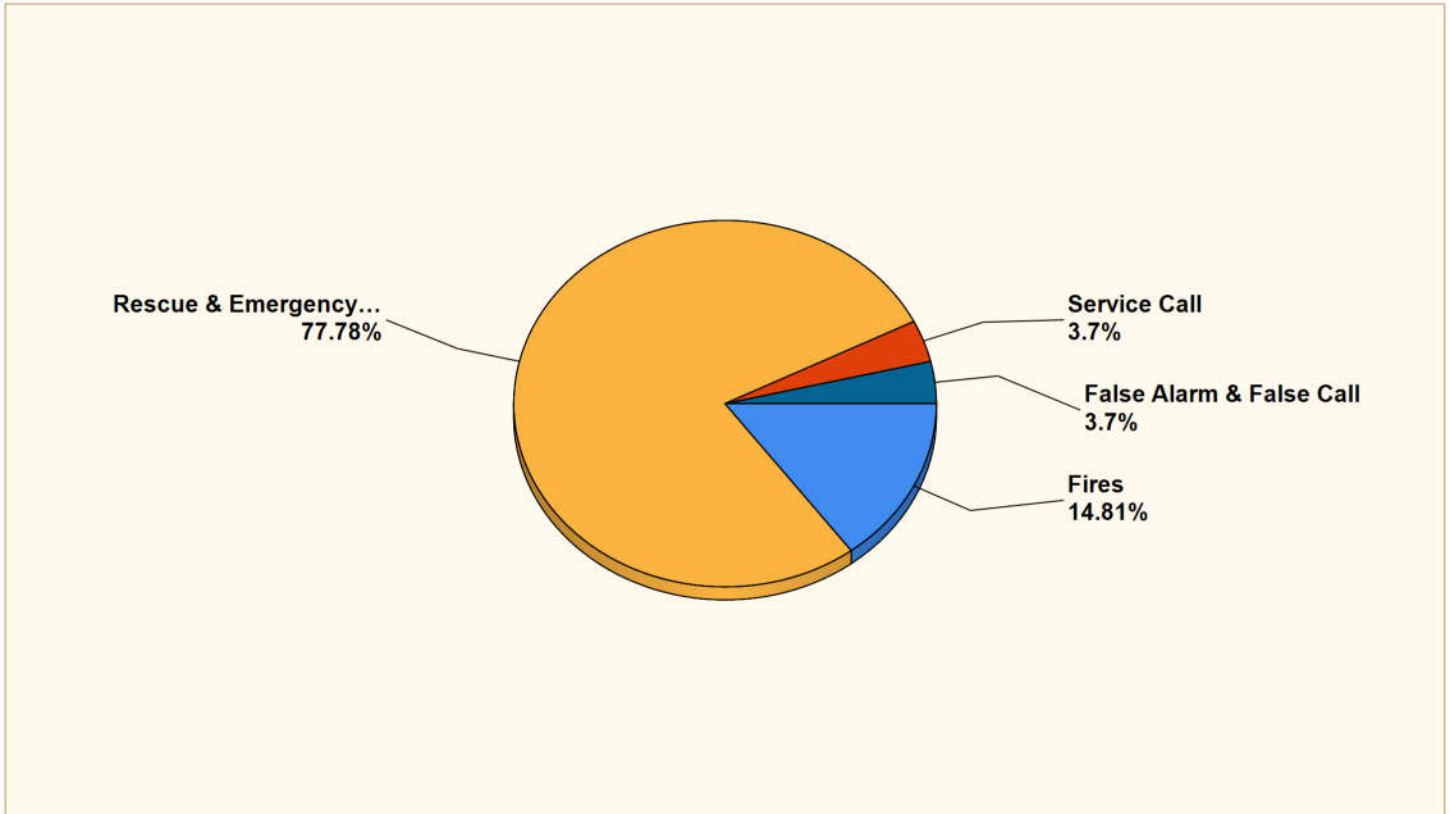
San Miguel, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	14.81%
Rescue & Emergency Medical Service	21	77.78%
Service Call	1	3.7%
False Alarm & False Call	1	3.7%
TOTAL	27	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
111 - Building fire	1	3.7%
118 - Trash or rubbish fire, contained	1	3.7%
143 - Grass fire	2	7.41%
321 - EMS call, excluding vehicle accident with injury	21	77.78%
511 - Lock-out	1	3.7%
700 - False alarm or false call, other	1	3.7%
TOTAL INCIDENTS:	27	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

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

StartDate: 05/01/2024 | EndDate: 05/31/2024

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	AAE - Auto Aid East		
		1879 Wellsona RD Paso Robles (corporate name El Paso de Robles), CA	1
	AAS - Auto Aid South		
		6845 Monterey RD Paso Robles (corporate name El Paso de Robles), CA	2
		6845 Monterey RD Paso Robles (corporate name El Paso de Robles), CA	1
	AAW - Auto Aid West		
		10150 Mission Almond WAY San Miguel, CA	1
		7765 Nonpariel CT San Luis Obispo (County), CA	1
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST G San Miguel, CA	1
	CDR - Camino Del Rio		
		1195 Cortez CIR San Miguel, CA	1
	CSD - CSD Limits		
		1122 K ST San Miguel, CA	1
		1145 K ST San Miguel, CA	3
		1387 L ST San Miguel, CA	1
		1599 L ST San Miguel, CA	1
		340 15th ST San Miguel, CA	1
		505 11th ST San Miguel, CA	1
	PSHH - Peoples Self Help Housing		
		929 Soka WAY San Miguel, CA	1
		934 Soka WAY San Miguel, CA	1

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



emergencyreporting.com

Doc Id: 1134

Page # 1 of 2

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	Ter - San Laverance Terrace		
		8655 Mission Lane San Miguel, CA	1
		8810 Oak DR San Miguel, CA	1
		9560 N River RDS San Miguel, CA	1
Total for Location Type:			21
Place of Recreation or Sport			
	CSD - CSD Limits		
		301 13th ST San Miguel, CA	1
		775 Mission ST San Miguel, CA	1
Total for Location Type:			2
Street or Highway			
	AAW - Auto Aid West		
		912 10th ST / 10100 Mission Almond Way, San Miguel, CA (Directions)	1
	CSD - CSD Limits		
		300 11th ST / 1100 L Street, San Miguel, CA (Intersection)	1
		300 13th ST / L Street, San Miguel, CA (Intersection)	1
Total for Location Type:			3
Trade or service (business, bars, restaurants, etc)			
	CSD - CSD Limits		
		340 14th ST San Miguel, CA	1
Total for Location Type:			1

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



**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 9.1

SUBJECT: 5-2-2024 Draft San Miguel CSD Board of Directors Special informal workshop meeting minutes

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



BOARD OF DIRECTORS

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

SPECIAL MEETING MINUTES

6:00 P.M. Opened Session

SMCSD Boardroom 05-02-2024

1. Call to Order:

At: 6:00 P.M

Director Kalvans arrived at 6:04 PM

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

ABSENT: Raynette Gregory

3. Approval of Special Meeting Agenda:

Motion By: Berkley Baker

Second By: Rod Smiley

Motion: To Approve

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

4. Pledge of Allegiance:

Lead by Director Smiley

5. Public Comment and Communications for items not on the agenda:

Michelle Hido spoke about the Senior Center Game night on May 7th, 2024.

6. Special Presentations/Public Hearings/Other:

- 1. Informal workshop of the Board of Directors to review the proposed water rate increase as proposed under the Noticed Proposition 218 hearing and the rate proposed by Director Baker during the March 28th 2024 Board Meeting.**

Purpose of the informal workshop is to provide a review of information previously provided and answer questions from the Board and Public

Item Presented by General Manager Kelly Dodds who gave a PowerPoint presentation regarding the noticed water rate increase proposal (Scenario 1) and Director Baker's Proposal. General Manager Kelly Dodds gave a small background on the Prop 218 regulations and explained that the water fund receives funding from several sources. Water rates, connection fees, and grants are all Water Department funding sources. Information was given on what kinds of expenses are restricted and unrestricted, and what they can be used on. Unrestricted Revenues are funds that can be used for a water Operational or Capital need. Restricted revenues are funds that can only be used for Capital projects, infrastructure, and facilities.

The Water Department pays for routine expenses like power, chemicals, insurance, maintenance and staffing. The Department also pays Capital expenses like replacement major repairs of infrastructure, equipment, property purchase, and facilities.

General Manager Kelly Dodds explained that the biggest expenses are repairs and infrastructure. Discussion on high inflation cost and significant increase in California state mandated requirements ensued. It was explained that one of the newest regulatory requirements/mandates is monitoring PFAS and is costing the District around three-thousand every three months, and if it turns out that there is a high level of PFAS then the District will be required to treat it per the State mandated compliance. Other information included that the San Miguel water lines are 60 to 80 years old and the District has been seen more breaks than before this year, and most of the services lines are at their end of life.

General Manager Kelly Dodds explained that tonight we are discussing two different proposals, a "Noticed Proposal" and "Director Baker's Proposal". Discussion ensued about Prop 218 requirement that these rates and the rate study are only good for 5 years. The "Noticed Proposal" that was noticed the first time in June 2023 has a Fixed Charge of \$32.30 and a volumetric rate of \$5.75 per unit for all units. "Director Baker's Proposal" has a Fixed Charge of \$48.50 and a volumetric rate of \$2.80 for 0-12 units, \$5.75 for 13-19 units and \$7.35 for 20+ units. It was explained that one proposal has a one volumetric rate and the other has three increasing volumetric rates. After the PowerPoint presentation the General Manager Kelly Dodds asked the public and the Board of Directors if they had any questions.

Discussion between the Public and the Board of Directors ensued.

Director Davis voiced that he wanted the public to know the cost of the Steinbeck litigation. General Manager Kelly Dodds explained that even if those cost were stated during a meeting by the public, the San Miguel Board cannot discuss the issue, due to it being a ongoing litigation item.

District Staff provided individual San Miguel water customers with projected cost under both proposals. Spanish translator was present at the meeting.

Public:

John Green, San Miguel resident spoke
Ashley Sangster, San Miguel resident spoke
Brandon Patterson, San Miguel resident spoke
Tammy Childers, San Miguel resident spoke
Robyn Johnson, San Miguel resident spoke
Paola Freeman, Monterey County resident spoke
Jose Lopez, San Miguel resident spoke

Board:

Director Smiley asked the Board of Director if they had anything else to add.

Director Kalvans thanked the public for attending, and if any of the public needed more time then staff would be glad to work with them.

Director Davis thanked everyone for showing up, and explained that it was good to have the public attend and that the public needed to stay informed. Director Davis stated that in his opinion KPRL radio station is good to listen to to stay informed.

Director Smiley voiced that he did not want the public to think that they were the only community members that were curious about the Water rates. The District did have around 100 community members call and come into the District office to ask about the usage and the costs proposed, and how that might effect them.

Director Baker asked if this item would be on the next Board Meeting Agenda. General Manager Kelly Dodds explained that this item was up for discussion on the May 23rd Board Meeting, and clarified that the item for May is for the proposed Scenario 1 rates.

Discussion ensued on Prop 218 requirements and the Groundwater (SMGSA).

Director Smiley asked for anymore questions.

Public:

John Green, San Miguel resident spoke about the 5 year study and that both proposals at the end will be the same cost.

Director Baker voiced that for his proposal after five years it would be seventy-nine dollars for five units and the Scenario 1 Proposal will be seventy-seven for five units.

Public voiced that they would like to see a projection if CPI was used for the increase.

San Miguel CSD Board of Directors thanked the public for attending and explained that if anyone had other questions to please contact the General Manager at the District Office.

Full Video is available on the District website at www.sanmiguelcsd.org

7. Board Comment:

Director Davis asked to have Steinbeck litigation cost discussed. General Manager Kelly Dodds explained to Director Davis that at the April 25th Board Meeting it was approved for the next closed session agenda.

8. Adjournment to Next Regular Meeting:

At: 7:49 PM

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 9.2

SUBJECT: 5-23-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



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 MINUTES

**6:00 P.M. Opened Session
 SMCS D Boardroom 05-23-2024**

1. **Call to Order:**
At 6:01 P.M.
2. **Roll Call:** *Rod Smiley, Raynette Gregory, Anthony Kalvans, Owen Davis, Berkley Baker*
3. **Approval of Regular Meeting Agenda:**

Motion By: Anthony Kalvans

Second By: Berkley Baker

Motion: To Approve

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

4. **Pledge of Allegiance:**
Lead by Director Kalvans
5. **Public Comment and Communications for items not on the agenda:**
Greg Grewal, Creston Resident spoke about the Steinbeck redaction in financial documents and records requested.
Murray Powell, Templeton Resident spoke about Steinbeck redaction in financial documents.
6. **Special Presentations/Public Hearings/Other:**
 1. **Public Hearing: Consider adoption of RESOLUTION 2024-18 adopting the San Miguel Community Service District Fiscal Year 2024-25 SMCS D Operation and Maintenance and Capital Improvement Project Budgets.**

Hold Public Hearing regarding the DRAFT FINAL Fiscal Year 2024-25 Annual Budget; after Public Hearing approve RESOLUTION 2024-18 adopting SMCSO Operation and Maintenance, and Capital Improvement Project Budgets for FY 2024-25.

Director Smiley opened the Public Hearing relating to the District's proposed Resolution 2024-18 adopting the San Miguel CSD fiscal year 2024-25 Operations and Maintenance, and Capital Improvement Projects Budget. The item was presented by Financial Officer Michelle Hido, there are no changes to the proposed Budget from the first reading on April 25th. Mrs. Hido explained the budget process and the different reports in the proposed Budget presented. Mrs. Hido explained that the Final Budget was being presented for Board approval, and asked for any questions.

Director Smiley opened Public Comment

Public Comment: None

Director Smiley closed the Public Hearing

Board Comment: Director Baker asked about the "Street Lighting Study" on Page 13, and the Thirty-Thousand dollars allocated in the Lighting/Landscaping fund. General Manger Kelly Dodds explained that last year when the District started the rates study for the other utilities the Board also authorized a rate study for Lighting and Solid Waste. This study would be looking at what is being assessed on property taxes to see if it is appropriate across the different Tax Rate Areas (TRA) within San Miguel. This project has not started. Discussion ensued on what areas pay Street Lighting on their property taxes.

Director Gregory voiced that the Steinbeck cost have been redacted but does not remember that being the case over the years and explained that it is hard to approve something that has a redaction. District General Counsel Pritchard explained that the Board Members can have a unredacted copy, and that the redaction is due to ongoing litigation.

Director Davis voiced that he thinks the cost and information should be available for the public.

Discussion ensued about having a closed session item being discussed tonight.

Director Kalvans thanked the Financial Officer for the transparent Budget. Director Kalvans voiced that he would like to see the Capital Projects for Street Lighting and Landscaping, and would like to work on that in the future.

Motion By: Rod Smiley

Second By: Berkley Baker

Motion: To Approve Resolution 2024-18

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

7. Non- District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

Commander Manuele from the San Luis Obispo County Sheriff North station introduced

Sergeant Lynn and gave a report on the calls for service for April 2024. April 2024 North Station down -15% San Miguel up +4%.

Board Comment: Director Gregory asked about the service area, that the "calls for service" report is based on. Commander Manuele explained that San Miguel is a large area and not just the District boundaries.

Public Comment: None

2. Community Service Organizations

Verbal

Director Kalvans voiced that the San Miguel Lion's had their annual "Hamburger Feed" for Lillian Larsen Elementary School's Open House.

Scott Young President of the San Miguel Firefighters Association explained that Sagebrush Days had lighter than normal attendance. The San Miguel Firefighter are putting on a Blood Drive on May 28th, and Flags will be up for Memorial Day.

Director Kalvans asked Ed Engler if he had anything from the San Miguel Advisory Council. Mr. Engler was attending as a San Miguel resident.

Board Comment: Director Baker asked for clarification on Blood Drive donations. Fire Chief Young explained the process.

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal

None

Public Comment: None

Board Comment: None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive report

General Manager Kelly Dodds voiced that if anyone has any questions, comments, or complaints about District Operations he is available at the District Office or to call 805-467-3388 or email kelly.dodds@sanmiguelcsd.org.

Camp Roberts is scheduled to have a prescribed burn last week in May, and the District is hosting an air monitor for the Air Pollution Control District (APCD) during the prescribed burn to monitor air quality.

Fort Hunter Liggett in mid-May to end of June will be having their annual large scale Combat Training Exercise, and will have potential traffic delays and elevated aircraft traffic and noise levels due to ongoing training activities.

Low Income Household Water Assistance Program (LIHWAP) administered through CAPSLO has found some extra funds, and the District was able to receive an additional \$198.00 in funding to apply the each of the 23 customers, that had already applied and received funds through the program.

IWMA had their annual Solid Waste Summit Mrs. Parent attended on behalf of the District and there is a lot of information regarding regulations coming to California in the next few years. The big news from the Summit is that the IWMA fee of 5.4%, was lowered to 4.4% temporarily through the end of this fiscal year and is now proposing a reduction to 3.0% temporarily through the end of next fiscal year or until a formal rate study is completed and a more stable rate structure is adopted.

The San Miguel CSD Board of Directors have three (3) seats up for election, please contact

the San Luis Obispo County Clerk Recorder to make an appointment; more information is available at the District website. www.sanmiguelcsd.org

Board Comment: None

Public Comment: None

2. District Counsel

Receive verbal report

District General Counsel Pritchard, updated the Board of Director that she had meet with attorneys representing other agencies that are part of the Paso Basin Cooperative Committee (PBCC) to discuss how a future Joint Powers Authority (JPA) might be structured as was requested by the PBCC. The San Miguel Groundwater Sustainability Agency (SMGSA) should be receiving some additional information on that from counsel in the future. This is just beginning and the legalities on how it would work are being discussed.

Board Comment: None

Public Comment: None

3. District Utilities

Receive and file

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

Board Comment: Director Gregory asked about the past due water and sewer accounts, and the Payment Arrangement Agreements (PAA). General Manager Kelly Dodds explained that if you get a 60-day shut office notice for non-payment, that starts a 48 hour window before shut off. Payment Arrangements are offered to customers that are past due and in threat of having their water shut off. This stops the shut off, but if they do not follow the PAA, then the shut off process starts over.

Director Gregory asked about SB-54 and SB-343. It was explained that SB-54 "Plastic Pollution Prevention & Packaging Producer Responsibility Act's" goal is to have 65% plastic recycling by 2032 or items can not be sold in California. SB-343 "Truth in Labeling" law prohibition against mislabeling of products by Fall 2025.

Director Kalvans gave examples of why certain thing can not be recycled in San Luis Obispo County.

Public Comment: None

4. Fire Chief Report

Receive and File

Item Presented by Fire Chief Scott Young, explaining that Camp Roberts was putting on multiple Fire Operations Classes and that one fire was not a class but started at Range 18 during a training exercise. May 30th starts the annual impact burn. Smoke should be light, and Fire Chief Young expressed that a low call volume is a good thing.

Public Comment: None

9. Consent Calendar:

Board Comment: None

Public Comment: None

Motion By: Rod Smiley

Second By: Raynette Gregory

Motion: To Approve

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

- 1. 4-25-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes**
Receive and file

- 2. Consideration of RESOLUTION 2024-19 requesting consolidation of the San Miguel Community Services District’s Biennial Election with County’s November 5th, 2024, Consolidated General Election.**

Approve RESOLUTION 2024-19 requesting consolidation of the San Miguel Community Services District’s Biennial Election with the County’s November 5th, 2024, Consolidated General Election.

- 3. District Statement of Investment Policy for Fiscal Year 2024-25 (Annual Approval)**
Approve RESOLUTION 2024-20 adopting the annual Statement of Investment Policy to ensure compliance with State Government Code 53646

- 4. Drug and Alcohol Policy routine review and update to comply with current law and regulation - RESOLUTION 2024-22**
Approve RESOLUTION 2024-22 adopting revisions to the District Drug and Alcohol Policy.

10. Board Action Items:

- 1. Monthly Financial Reports for April 2024 (Recommend receive and file by Board consensus)**

Please *Review, Receive and File* the April 2024 SMCSO Financial Reports.

Item was presented by Financial Officer Michelle Hido, March Financials are on pages 107 to 154 with reports submitted as written. and asked for any questions.

Board Comment: Director Baker asked about Page 120, and what \$25,000 for turn-outs was? Fire Chief Scott Young explained that those are Firefighter turn-outs that were purchased through a Cal-Fire matching fund grant.

Director Baker asked what "Turn-Outs"actually are? Fire Chief Young explained that turn-outs are expensive Fire resistant gear that Firefighter's wear for structure fires, and emergency calls for their safety.

Public Comment: Murrey Powell, Templeton resident spoke about the April 2024 financials and expressed that the financials are redacted and therefore inaccurate.

Consensus of the Board is to receive and file April 2024 financials.

- 2. CONTINUATION OF DISCUSSION AND POTENTIAL ACTION REGARDING THE ADOPTION OF WATER RATES FROM SEPTEMBER 28TH 2023 BOARD**

MEETING

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is continuing the discussion regarding the protest ballots submitted and will consider taking action to update the rate structure and increase its rates for water services. (Resolution 2024-01)

After Board and Public comment it is recommended that the Board approve RESOLUTION 2024-01 implementing the proposed rate schedule as outlined in Scenario 1 as proposed in the Proposition 218 process.

Item was presented by General Manager Kelly Dodds explaining that the District held a informal workshop on May 2nd, 2024 on the proposed Scenario 1 rates and Director Baker's rate proposal. The recommendation is to move forward with the proposed Scenario 1 rates with the following changes; start year one on July 16, 2024 and July 16th of each year after for four years not five.

Board Comment: Director Baker voiced that he is still opposed to the proposed Scenario 1 rates, and as explained previously does not feel the base price is high enough and is opposed to how the middle users will be seeing the largest increase. Director Baker voiced that he would like to either keep the current rates, and look at increasing by CPI, so that way everyone is getting the same percentage increase.

Director Gregory explained that they have taken a lot of time to consider and the Board needs to make a decision.

Director Kalvans asked about Director Baker's proposal and asked if he was still in favor of it.

Director Baker voiced that he liked it better than Scenario 1 and explained that it was an alternative.

Director Davis tried to make a motion to accept Director Baker's proposal. General Manager Kelly Dodds explained that public comment was still needed, and that the Board could give direction to start a Prop 218 process for Director Baker's proposal; but that Director Baker's rate proposal can not be adopted until it goes through the Prop 218 process.

District General Counsel Pritchard explained that at this point there is no actual nexus between Director Baker's rates and the actual services, and would likely not be defensible if challenged. If the Board wants to move forward with starting a new Prop 218 on those rates then we would need to agendaize that for another meeting, because this action item was continued from previous meetings.

Public Comment: Ashley Sangster San Miguel resident spoke about the Proposed Scenario 1 rates having no nexus, due to them being applied indiscriminately with some customers getting a decrease well other are getting a significant increase. Director Baker's Proposal is more fair, and likes the ideas about using CPI because it matches inflation.

Jaclyn Clements, San Miguel resident spoke that in her opinion Director Baker's Proposal need to be investigated. Mrs. Clements expressed that everyone is feeling inflation, and that the Board needs to look at the average citizen of San Miguel.

Board Comment: Director Kalvans voiced that if the Board does consider redoing the Prop 218 for Director Baker's Proposal, that he has a few other things he would like to look at. Director Kalvans would like to look at Capital Projects that have been discussed, fund the maintenance for water and sewer, water quality, and funding for long-term projects.

Director Gregory asked about the cost of a new Prop 218? General Manager Kelly Dodds explained that he would have to get the full cost. but the of a the Notice Requirement is around \$2,000.

Director Kalvans voiced that there are a lot of unknowns, he does not want to loose the

current Prop 218 and asked if it is passed could it be paused to go through the new Prop 218. Discussion ensued on Prop 218 requirements.

Director Smiley voiced that in his opinion the Board has talked through a lot of different scenarios, and had a workshop, and no one can say that it has not been considered.

Director Davis Motioned to stop the Proposed Scenario 1, and start a new Prop 218 with Director Baker's Proposal. Discussion ensued for clarification.

District General Counsel Pritchard explained after clarification of Director Davis's Motion that the way the Motion is can not be done. The motion needs to be restricted to the action item. It was explained that it has to be either moving forward with the Proposed Scenario 1 or rejecting the Proposed Scenario 1. Director Davis was asked if he would like to restate his motion.

Director Davis restated his motion to reject the Proposed Scenario 1 rate increase. Director Davis voiced that Director Kalvans should watch out with his vote, due to it being an election year.

Result: Failed/Tied

Responding to Director Davis Comment; Director Kalvans voiced that he has been continually harassed and that Director Davis has posted "Die Kalvans" on social media.

Director Smiley asked that public not speak, and to calm the discussion.

Director Kalvans voiced his frustrations about being repeatedly harassed by a fellow Director.

Director Smiley Motioned to adopt Proposed Scenario 1 rate increase.

Result: Failed/Tied

District General Counsel Pritchard voiced that the Board needs to provide direction to staff, and gave the Board options that would be appropriate.

General Manger explained that this item needs to be rejected, approved, or continued. Discussion on CPI ensued.

Director Baker asked what the cost would be to have the consultant to move forward with his proposal.

General Manager and District Counsel explained that the consultant would have to be asked, but a minimum of two-thousand dollars for noticing and printing the new Prop 218. Discussion on alternatives and cost ensued.

Director Baker voiced that he would like to get a price from consultant for his Proposal and to look at what CIP would be. Director Davis voicing that whatever Director Baker wants is what he wants.

General Manager Kelly Dodds stated for clarification; Director Baker and Director Davis are asking for the current rates with CPI increase, and for Director Baker's rates to come back to discuss the cost for moving forward with a Prop 218 for each.

District General Counsel Pritchard asked if the Board would like to bring back the current Proposed Scenario 1?

Director Kalvans motioned to continue to July 27th, 2024. Passed

Discussion ensued for clarification on what was coming back at the July 27th Board Meeting.

Motion By: Owen Davis

Second By: Berkley Baker

Motion: To Reject Proposed Scenario 1 rate increase

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker	X			

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

Motion By: Rod Smiley

Second By: Raynette Gregory

Motion: To Approve Proposed Scenario 1

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

Motion By: Anthony Kalvans

Second By: Owen Davis

Motion: To Continue to July 27th, 2024

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

3. Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02 (Recommend review and approve by 3/5 vote)

Review and approve RESOLUTION 2024-02 adopting revisions to the District water and wastewater billing policy.

Item presented by General Manager Kelly Dodds with recommendation to table to July 27th, 2024 after public comment by consensus.

Board Comment: None

Public Comment: Tammy (no last name given) San Miguel resident, asked if after the last meeting did the Board get together and discuss or not discussed from the last meeting? General Manager Kelly Dodds explained that the Board has not discussed since the workshop, because all Board discussions have to be done publicly.

4.

Approve RESOLUTION 2024-21 authorizing the abatement of weeds within the District boundaries. (Review and approve by 3/5 vote)

Discuss and consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt Resolution 2024-21 authorizing Fire Chief to have weed abatement work performed from attached list (Exhibit A)

Item presented by Fire Chief Scott Young authorizing the abatement of weeds within the District boundaries for parcels listed in exhibit A; by health and safety code section 14875, and appropriate notices were sent out to property owners on April 26th, 2024.

Board Comment: Director Gregory asked about a particular property that she was worried about. Discussion ensued about regulations for abatement.

Director Davis asked who was contacted this year. Fire Chief Young explained that property owners have been noticed.

Director Smiley asked the Public not to shout out.

Director Davis asked what contractor was doing the abatement this year.

Chief Young thanked Director Davis for clarification, and explained that the Fire Department put out notices for contractors to apply to perform the abatement, and applications will be received by May 24th, the lowest bidder will be the contract. Discussion on who applies ensued.

Public Comment: None

Motion By: Rod Smiley

Second By: Owen Davis

Motion: To Approve Resolution 2024-21

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

5. Discussion on Street Lighting and Landscaping powers within the District.

Landscaping discussion

Item was presented by District General Counsel Christina Pritchard, this item was requested by Director Davis and Director Baker to agendize having a discussion about the specific powers held by the District. This discussion is for Street Lighting and Landscaping and explained that there was some confusion on whether the District was allowed to make improvements and who owned the property that is currently being maintained by the CSD.

Board Comment: Director Baker asked for information on what authority the District has, and what can and can not be done within those powers. District Counsel explained that pursuant to Government Code and the District's approvals under LAFCo, Landscaping is something that can be done by the District. The District can acquire property for landscaping purposes, beautifying the area; but cannot acquire property for Parks or Recreation areas. The District can beautify it's landscaping area, and have agreements with the County to beautify their landscaping areas that are within the District boundaries. Discussion ensued on the ongoing issue of the County not willing to maintain landscaping due to funding.

Director Baker asked about the Eastside of Mission Street, and if the District had any rights-to-any of that property.

General Manager Kelly Dodds explained that from the Fire Station to 14th Street, there is a right of away section, and then it becomes private property. The District could do landscaping in the County right-of-way with easements from the County. Mr. Dodds explained that landscaping is not hard-scaping, like sidewalks, but the District could plant trees or other vegetation in County right-of-way.

Director Baker asked why the District could not put in sidewalks and additional parks. Fire Chief Scott Young explained that this was also discussed at the Advisory Council meeting the night before. Fire Chief Young explained that the County has no funding for Curb, Cutter, or Sidewalks improvements and it was expressed that the County will not fund those things and that it is up to the property owners. Discussion on project development and the requirement of the property owners to put in Curb, Cutter, or Sidewalks ensued.

Fire Chief Young caution the Board that if they decided to put any vegetation within that County right of way, they will have to be removed during future development of the property. Chief Young gave example of the trees south of the Fire Station.

General Manager Kelly Dodds explained that Curb, Cutter, or Sidewalks improvements are a function of the County Roads department and voiced that the San Miguel CSD does not have Road or Park and Recreation powers. Landscaping improvements need to be done in improved portions of parklets or medians. Discussion about the cost to improve the Eastside of Mission Street and San Luis County ensued.

General Manager Kelly Dodds explained that by previous resolution, the Board limited the scope of landscaping to the Westside of Mission Street between 11th and 14th Street, and the two gateway monuments. The Board can expand that scope but would need to be brought back to the Board.

Director Baker voiced that the Street Lighting and Landscaping Department has a Restricted Reserve of around Seven-Hundred Thousand and Seventy-Three dollars, and asked what that was restricted to.

General Manager Kelly Dodds explained that Restricted Funds are for Capital Projects. Capital Improvements like adding or replacing Street Lights, or Landscaping, buying equipment, etc.

Director Baker discussed the Operational Reserves and the Operational Cash for a estimated total of around 1.2 Million in Street Lighting and Landscaping fund.

General Manager Kelly Dodds explained that the Street Lighting and Landscaping fund has had many projects discussed over the past 10 years, but the previous Board had a lot of push-back on where lighting should and should not be, and expressed a need for a Street Lighting and Landscaping Master plan. Mr. Dodds explained that most of the street lights are owned and operated by PG&E, and the District pays a monthly fee for power and maintenance. Discussion about PG&E and the new requirement for everything to be underground was discussed.

Director Gregory asked about the new subdivision projects and if it was the developers responsibility to pay for the landscaping, sidewalks and lighting? General Manager Kelly Dodds explained that one of the reasons that the Landscaping scope is narrow was to prevent new development coming in and the District inadvertently taking over their landscaping. In most developments the developer put in all the landscaping and infrastructure, and then the HOA takes over all the maintenance of the Landscaping.

Director Kalvans explained that San Miguel is very hot in the summer months and voiced that he as always been in favor of more trees and landscaping; and that there are a lot of studies on how a canopy would help to cool the community. The District should be investing in the community to make sure that it is a welcoming place for residents. Director Kalvans discussed other areas within the District that could use landscaping, and thinks it would be good time to have a discussion on expanding the landscaping areas.

Director Davis voiced that no District funds should be spent on the Eastside of Mission Street, and that a developer will eventually come in and develop that area. Director Davis expressed that in his opinion residents would plant more trees if the cost of water was not so high.

Public Comment: Ashley Sangster, San Miguel resident spoke about the eucalyptus trees, curb, cutter, and sidewalk improvements on the property that is intended for the Temporary Housing Unit (THU), and asked for an update on how that will be handled since it is a requirement that was discussed.

Board Comment: Director Kalvans asked Chief Young about the cost for Curb, Cutter, or Sidewalks improvements at the THU. Fire Chief Scott Young explained that this was not part of the Landscaping Powers discussion but would give an update on the curb, cutter, and sidewalks. Improvements requirements were put on the project, and he expressed to the County that it was a temporary project and made no sense for the curb, cutter, and sidewalks from the Fire Station to the railroad tracks. The Fire Department has negotiated a waiver and the waiver is to forgo curb, cutter, and sidewalks improvements on the South side of the Fire Station for the temporary project in exchange for doing curb, cutter, and sidewalks improvements on the Northside of the Fire Station for our future project that is part of the the District's Master Plan. Discussion ensued on the cost of the curb, cutter, and sidewalk improvements.

Director Kalvans voiced that he would like to bring back a discussion to expand the District's Lighting & Landscaping plan.

General Manager Kelly Dodds clarified that Director Kalvans would like to bring back an item in the future to expand Lighting/Landscaping excluding Parks and Sidewalks. Seconded by Director Smiley.

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

At: 7:51 P.M.

11. GSA Board Action Items:

1. Update from May 22, 2024 Paso Basin Cooperative Committee meeting

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 for a future meeting.

Item was presented by General Manager Kelly Dodds explained that this item was added so that the entire Board could have a more formal update on the May 22nd, 2024, Paso Basin Cooperative Committee (PBCC) meeting. It was explained that all the Directors receive the agenda packet for each of the PBCC Meeting in their emails. Mr. Dodds explained that they had discussions on some of the ongoing projects, and for San Miguel GSA (SMGSA) it is the round one grant implementation, and the funds that the SMGSA would be getting. They did have an update on the State Water Project RFP, an update from Land IQ, status of the MOA amendment number two, approval of the 2024-25 Budget, and update on consultant procurement guidelines. General Manager Kelly Dodds explained that all that information is available in the PBCC Board packet, and encouraged the San Miguel Board to review that packet monthly, and discussion ensued on the strict requirements under amendment number two.

General Manager Kelly Dodds asked sitting GSA Board Member Director Baker if he would like to add anything.

Board Comment: Director Baker asked for a "Blended Water Irrigation" presentation, with Director Davis requesting also.

Director Baker voiced that he thought the presentation was interesting and that it would be coming back at the next PBCC meeting with it's costs. Director Baker spoke about the draft on the consultant procurement and how it will be funded. Director Baker explained that he

felt like the Budget, that was approved, is going to be pretty flexible as other things start coming up and that the District needs to be aware that it would add to the Districts costs.

Discussion on transparency for the PBCC funds ensued.

Director Baker asked when the grants were awarded, and when did they get the seven million dollars? General Manager Kelly Dodds answered that the grant funds are reimbursement based, and the final agreement was signed in January 2022.

Director Baker voiced that the grant is being eroded by inflation and would like the grantor to give the District the interest on those funds.

Director Kalvans voiced that he has read the minutes from the last PBCC meeting and appreciates Director Bakers comments and feedback during those meetings, and voiced that he is looking forward to the formation of the Joint Powers Authority (JPA). Director Kalvans explained that he would like Director Baker to advocate for a stronger position within the JPA for the District.

District General Counsel Pritchard explained that the purpose of a JPA is in order to create a mechanism for the extraction fees to be implemented so that the different agencies are no longer putting in their own funds for the cost of the Groundwater Sustainability Plan (GSP). Counsel explained that their understanding is that the goal is to formalize, because the PBCC was formed for a specific purpose. Formalizing a JPA will be a separate agency made up of members of all the agencies involved and then the JPA would be able to collect extraction fees and fund itself in order to implement the GSP.

Director Kalvans asked if the JPA was being discussed at the PBCC or is it still at the Staff level? General Manager Kelly Dodds explained that at this point it is at staff level, and the staff is trying to get a framework in place that can be brought to the Board for discussion. This kind of thing would first go to the PBCC Board then to the GSA Boards as an agreement. Discussion ensued.

Public Comment: Murray Powell, Templeton resident spoke about the PBCC "Staff" and amendment number two. Mr. Powell voiced that the San Miguel GSA needs to re-look at amendment number two.

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

AT: 8:11 P.M.

12. Board Comment:

Director Davis asked that an agenda item, for Director Bakers proposal be on the next meeting agenda for approval of a water rates increase with a new Prop 218. General Manager Kelly Dodds explained that during the action item it was requested that the CPI increase would be looked at and the costs to go through a new Prop 218 with Director Bakers rate increase proposal.

Director Gregory asked Fire Chief Young to bring back an update on the Temporary Housing Unit. Seconded by Director Kalvans.

General Manager Kelly Dodds explained that he would like to have a special meeting to discuss a change order for the Wastewater Treatment facility. Discussion ensued.

Board Consensus for a Special Meeting is June 6th at 6:00 P.M.

Director Kalvans voiced that he would like to address the public comment that he has been lying about the harassment that he has been enduring over the last year, and wanted to make sure that everyone understand that there are police reports and screens shot of the ongoing harassment. Director Kalvans voiced that he knows that other staff has also been harassed.

Director Smiley voiced that he too had been harassed and is still looking for somebody that is leaking closed session discussions.

13. Adjourn to Closed Session/Closed Session Agenda:

At 8:18 P.M.

1.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1)) Title: General Manager

Discussion

2. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

Discussion

14. Report out of Closed Session:

The San Miguel Community Services District Board of Directors acted to waive privilege, to date, for the cost associated with the Steinbeck v. City of Paso Robles and Eidemiller v. City of Paso Robles cases.

15. Adjournment to Next Regular Meeting:

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 9.3

SUBJECT: 6-6-2024 Draft San Miguel CSD Board of Directors Special meeting minutes

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



BOARD OF DIRECTORS

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

SPECIAL MEETING MINUTES

6:00 P.M. Opened Session
SMCSD Boardroom 06-06-2024

1. Call to Order:

At: 6:00 P.M.

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

3. Approval of Special Meeting Agenda:

Motion By: Anthony Kalvans

Second By: Berkley Baker

Motion: To Approve

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

4. Pledge of Allegiance:

Lead by Director Kalvans

5. Public Comment and Communications for items not on the agenda:

None

6. Board Action Items:

1. Amendment #2 for Machado Wastewater Treatment Facility Design contract with Wallace Group Inc. for the Machado Wastewater Treatment Facility Expansion and Upgrade.

Review and approve amendment #2 in an amount NTE of \$410,300.00 to 10/5/22 Contract with Wallace Group Inc for the design of the Machado Wastewater Treatment Facility expansion and Upgrade.

Item presented by General Manager Kelly Dodds explained in the staff reports that in

October 2022, the Board approved a contract with Wallace Group for the design and engineering for the Machado Wastewater Treatment Facility expansion. General Manager Kelly Dodds informed the Board that the District's design team was recently made aware of changes that could be made to the package plant to reduce the overall cost of the package plant, both in construction and operation, while still meeting all the requirements under the General Order Permits and necessary Water Board redundancy requirements.

The Amendment #2 from Wallace Group is attached and accounts for the additional design and engineering to; a) account for overages in design aspects above what was outlined in the initial RFP, b) changes necessary to complete engineering between the solar contractor, PGE and the District, c) changes to value engineer the package plant with Cloacina. Wallace Group Amendment #2 is in the amount of \$410,300.00. However it is currently estimated that the cost associated with the package plant will be reduced by close to \$1.2 million and approximately \$125,000 in annual operational savings, with this amendment.

The planning portion of this project was awarded a planning grant, and recently awarded an amendment to that initial grant to cover the additional planning and design costs. The additional design costs are within the amended grant award, however there will still likely be other costs that are unknown at this time, that may be paid 'out of pocket'.

Board Comment: Director Baker voiced that the Amendment #2 is a lot of money and asked what percentage are they at for design. General Manager Kelly Dodds explained that they are at 90% of the entire project, all the site improvements, and the building improvements.

Discussion ensued about how the project went from a two train system to a one train system and how other changes are incorporated into Amendment #2.

Director Baker spoke about the new technology that they got from the Cal Poly project. General Manager Kelly Dodds explained that Cloacina is constantly evolving, improving, and the methodology in treatment is what is newer. Principles behind the treatment process were discussed.

Director Baker wanted to know the timeline behind the Cal Poly project, and expressed that he feels like it is a short window for them to have this new technology. Director Baker voiced that they probably knew or had an inkling that there was this new technology, and might be milking the industry.

Director Baker voiced his dislike for consultants and other fees for public entities and is concerned. He voiced that they came up with an annual saving of \$125,000 and wanted to know what the initial projected operational cost was at the start. General Manager Kelly Dodds explained that changing to this newer technology there is a projected initial savings of \$1.2 Million over the originally Capital cost, and a projected \$125,000 per year savings on the Operational cost. Discussion ensued over the difference in Operational cost.

General Manager Kelly Dodds explained that the Wallace Group contract is for the design. Cloacina and Fluid Resource Management (FRM) contracts are for the package plant. Cloacina and FRM design the package plant, not Wallace Group. Timeline and cost of the new technology was discussed.

Director Baker voiced his concern and his dislike of consultants, and feels that because it is a grant it is being abused.

Director Kalvans spoke about his concerns with using The Wallace Group, and other consultants. Director Kalvans asked if there are going to be delays because of this change. General Manager Kelly Dodds explained that the delay is working in the Districts favor because we're trying to nail down grant funds for the construction. The District is on the list to be funded, but needs to get onto the State's timeline for funding, and that looks like it will be next year. Mr. Dodds explained that Public agencies use competitive bids, and updated the Board on the background of the bidding for this project.

Director Baker asked why this Special Meeting was necessary. General Manager Kelly Dodds explained that if these changes were going to be done then he needed to get them restarted since they have stopped working on the project. Mr. Dodds explained to the Board that he has been fighting through these changes, and only bring them forward because it is what is best for the District.

Director Baker asked where Cloacina was with the submittals. General Manager Kelly Dodds explained that they will be ready for the new one train system in a couple weeks, but are waiting on this approval from the CSD to move forward with changing to the one train system. He would like to have the final product ready to submit to the State to get a better ranking to receive grant funds for construction.

Director Baker explained that he still would like to know the timeline of Cloacina knowing about this new technology, because it is suspicious.

Discussion ensued on the responsibility of the consultant.

Director Gregory asked for clarification on the grants for the design work. General Manager Kelly Dodds explained that the planning portion of this project was awarded a planning grant, and recently awarded an amendment to the initial grant to cover the additional planning and design costs. The additional design costs are within the amended grant award, however there will still likely be other costs that are unknown at this time that may have to be paid 'out of pocket' by the District.

Director Gregory asked if the permit was through the County or the State of California? General Manager Kelly Dodds explained that there are lot's of permits that will be needed for this project. The main permit is for the site, a conditional use permit by the County. The treatment train itself and where it goes would be authorized through the Regional Water Control Board. It was explained that there are also permits from Air Pollution Control Board (APCB), and Building Permits from the County.

Director Gregory asked how many phases there are and what phase the CSD Building itself would be in the project? General Manager Kelly Dodds explained that at this point there are only two phases and the building would be built after the treatment processes are built, because it is going to be on top of one of the existing ponds.

Director Smiley asked for clarification, on if the grant funds would be capturing some of these amendment costs.

General Manager Kelly Dodds clarified that the amendment fits within the grant and the funds are spend and then are reimbursed to the District.

Director Smiley voiced that he has build five commercial buildings and 3 houses, every single one has had change orders, and does not see a way around them.

Director Kalvans asked if these changes in the processes would change things that have already been done with the County? General Manager Kelly Dodds explained that it will not have to go through the County again and does not change how the County is looking at it.

Discussion ensued on the design grant and how it could not be used for other things.

Director Davis voiced that he had a concern with the 500 year flood plain, and asked how many acres were in that flood plain. General Manager Kelly Dodds voiced that there is around 6 to 10 acres in the 500 year flood plain, and that 5 or 6 acres are not in the 500 year flood plain.

Director Davis voiced he feels that the building is too large and unnecessary. Director Davis was concerned that the County would not allow for public at that facility due to the treatment of wastewater and gave example that the Substaion is still not through the County process. General Manager Kelly Dodds explained that when this project was first proposed we went to the County and explained what was needed, what it would look like and where it was. There were conversations with the County about having the District Office there,

they only wanted to know about the traffic impact, and if there were had any issues with it being at the end of a residential area. The County had no issues with having public at the facility, they do have accessibility requirements and the District has self-imposed requirements for safety.

Director Davis explained that he doesn't know of any other place that has the public come to pay bills at their treatment facility. General Manager gave a list of places that he has been to that are doing that, and there is no issue with a public building being at a treatment facility, and that the District gives customers multiple ways of paying their bills.

Director Davis voiced that he does not think that there is enough room at the current location to have a public building, and would like to know how much less of a cost it would be if there was no building, and only an upgrade to the treatment process. General Manager Kelly Dodds explained that the design is 90% done, and once we are at construction; if the Board decides to change course from what they have previously approved and wants a different building then there would be additional cost to redesign the building. This item is not for changing anything on the building. Discussion ensued.

Director Baker asked if the grant for design was opened ended, or a fixed amount, and what was the initial amount of the grant? General Manager Kelly Dodds voiced that the initial amount of the grant was approximately \$300,000, but the District was awarded an additional amount of approximately \$1.3 Million, but would need to look for the exact amount, and get back to Director Baker.

Director Baker asked how much has been reimbursed back to the District. Mr. Dodds explained that he would have to look for the exact amount, but explained that the District bills quarterly and thinks the District has received the majority of those funds back already. The funds are paid out of operational cash and reimbursed back to operational cash.

Director Baker asked if he was correct that around 90% should be reimbursable. General Manager Kelly Dodds answered that depending on the total this all comes to, it should be 95% to 100% reimbursable. Mr. Dodds explained that this amendment originally came to him a few months ago, and has been discussing with the Wallace Group why there was a change order in the first place, and confirming that there will not be any more moving forward. Discussion ensued on the cost of the project in full, grants and the timeline for construction.

Director Davis voiced that a different total cost was discussed at the Advisory Council meeting. General Manager Kelly Dodds voiced that Director Davis must have misheard the final projected amount.

Director Davis discussed his concerns with the State and the County being broke and that communities will be hard pressed to receive the funds that were promised.

General Manager Kelly Dodds discussed the funding and the grant fund-able "list", and how that all plays into how the project is funded.

Public Comment: None

Motion By: Rod Smiley

Second By: Raynette Gregory

Motion: To Approve amendment #2

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

Berkley Baker		X		
Owen Davis		X		

7. Board Comment:

Director Kalvans voiced that at the last regular Board meeting, landscaping was discussed and feels that the District should talk about construction and then turning it over to the County for maintenance. Director Kalvans voiced that he is against any paving over of landscaping that the District has paid for or installed.

is set up for projects, voicing that he wants them to contribute to the success of the community. General Manager Kelly Dodds explained that they are a year or two out on that project. Director Baker asked when River Edge project was started. Mr. Dodds explained that it was started off and on from before his time at the District, and has been on and off over the years.

8. Adjournment to Next Regular Meeting:

At: 6:52 P.M next meeting will be on June 27th

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 9.4

SUBJECT: Adopt regulations for candidates running for the Board for the San Miguel Community Services District for elected office for the November 5th, 2024 presidential election. (RESOLUTION 2024-25)

SUGGESTED ACTION:

Approve RESOLUTION 2024-24 adopting regulations regarding candidates' statements of qualifications who are running for office as members of the governing Board for the San Miguel Community Services District.

DISCUSSION:

The County of San Luis Obispo Registrar of Voters (County) has revised its policy and procedure in relation to elections and candidates' statements. Part of this revision is to require a separate resolution of the Board of Directors clarifying the responsibility of the cost associated with printing, handling, and distributing the 'candidates' statements of qualifications' for an individual candidate.

Historically, the District has required that a candidate pay to have a statement of qualifications in the voter guide if they so choose.

The provided resolution reaffirms the District's choice to require the Candidate to pay cost associated with a statement of qualification, if they so choose (not required) to enter one into the voter guide.

A similar resolution will be required for each general or special election where candidates will be elected to the Board of Directors going forward.

Pursuant to California Elections Code §13077, it is now required by the State of California that the San Miguel Community Services District's Board of Directors adopt certain policies in regards to "Statements of Candidates" who are running for office as members of the governing Board of the District.

This policy gives parameters for the candidate's:

- 1. The San Miguel Community Services District to have the cost of printing, handling, and mailing candidates' statements of qualifications to be paid by the Candidates' running for office.*
- 2. The Candidates' statement of qualifications will not exceed 200 words and will be filed with the County of San Luis Obispo Registrar of Voters at the same time the candidate's nomination papers are filed.*
- 3. The Candidates' statement of qualifications can be withdrawn but not changed, during the period for filing nomination papers and until 5:00pm of the next working day after the close of the nomination paper.*
- 4. That the Candidates are not permitted to submit additional materials to be sent to the voter with the County Voter Information Guide*
- 5. That the County of San Luis Obispo Registrar of Voters will be directed to give a copy of these regulations to each candidate, or their representative, at the time that nomination documents are received.*

FISCAL IMPACT:

If adopted the Candidate will be responsible for all 'Statement of Candidate' costs, therefore there is minimal to no cost to the District for individual candidates.

There are incidental cost to the District in relation to elections in general, stemming from staff and legal time in reviewing and responding to requests from the County of San Luis Obispo Registrar of Voters.

PREPARED BY: Tamara Parent

RESOLUTION 2024-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN MIGUEL COMMUNITY SERVICE DISTRICT, COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO, AND COSTS OF, CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT THE NOVEMBER 5, 2024, PRESIDENTIAL GENERAL ELECTION

WHEREAS; Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district.

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

1. That the cost of printing, handling, and mailing candidates’ statements of qualifications shall be charged to the: **CANDIDATE.**
2. That the candidates’ statement of qualifications shall not exceed: **200 Words.**
The statement shall be filed with the County of San Luis Obispo Registrar of Voters at the time the candidate’s nomination papers are filed.
3. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00pm of the next working day after the close of the nomination paper.
4. That the candidates are not permitted to submit additional materials to be sent to the voter with the County Voter Information Guide.
5. That the County of San Luis Obispo Registrar of Voters be directed to give a copy of these regulations to each candidate, or their representative, at the time that nomination documents are received.

PASSED AND ADOPTED By the Board of Directors of the San Miguel Community Services District, County of San Luis Obispo, State of California, at a regular meeting thereof held on the 27th day of June 2024, by following vote: MOTION: Director _____SECONDED: Director _____

AYES:
NOES:
ABSENT:
ABSTAIN:

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

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 9.5

SUBJECT: Revise District Utility Fee Schedule (RESOLUTION 2024-13)

SUGGESTED ACTION:

Approve RESOLUTION 2024-13 adopting a revised fee schedule for water meters, notices and other services and or repair installation services provided by the District

DISCUSSION:

Through normal District operation, staff is requested to provide assistance to contractors, property owners and homeowners to shut down Water and Sewer services and/or mains in order to perform repairs, modifications, or additions as required by their construction plans. The proposed fees provide an avenue to recover the cost of providing these services to the contractor, property owner or homeowner. These costs are to recover the cost to the District. They are not meant to provide any additional revenue beyond cost recovery for personnel and equipment usage.

At the regular meeting of the San Miguel Community Services District Board of Directors (“Board”) in March 2023, the Board approved the previous revisions to the fee schedule for water and wastewater related cost recovery.

At this time, staff is requesting that the Board approve a revision to the schedule approved in 2023 in order to update the fees associated with hourly functions, add cost for hydraulic modeling (provided through the District Engineer), and add cost for inspections.

The remainder of the schedule fees shall remain the same.

All revised sections are highlighted.

FISCAL IMPACT:

There is no negative fiscal impact associated with approving and adopting the proposed fee schedule will provide cost recovery for these services being performed.

PREPARED BY: Kelly Dodds

San Miguel Community Service District

Water, Wastewater, Lighting Fee Schedule

Description	FEE	TYPE	Fund
<i>During normal business hours</i>			
Water or wastewater system tie in and repairs (staff/ hour/ min 1 hour) Staff x # hours	75	Hourly	Water/Sewer
Temporary water disconnection for contractors (door hangers)	20	Each	Water
Temporary water disconnection and standby for contractors (water shutoff and turn on) During normal hours only	75	Hourly	Water
<i>After hours, weekend or holidays</i>			
Water or wastewater system tie in and repairs (staff/ hourly) Number of People x hours	108	Hourly	Water/Sewer
Temporary water disconnection for contractors (door hangers)	25	Each	Water
Temporary water disconnection and standby for contractors (shutoff and turn on)	108	Hourly	Water
<i>Engineering and Rentals</i>			
Rental Equipment rates will be at actual rental cost plus 15%			Water/Sewer
District owned Equipment rates (not including Operators)	50	Hourly	Water/Sewer
District Engineer plan review (Billed at actual cost plus 15%)			Water/Sewer
<i>Water meter installation fees</i>			
1" water meter for new service (per meter including customer valve)	483	Each	Water
5/8" or 1" replacement water meter for existing service (per meter not including customer valve)	383	Each	Water
Meters 1 1/2" and larger must be quoted at the time meters are needed.		Each	Water
<i>Service interruption/ Door hangers</i>			
Tampering (intentional damage to District infrastrutre will be at actual cost of repairs)	60	Each	Water/Sewer
24 and 48 hour shutoff door hanger (for non-payment)	20	Each	Water/Sewer
Service Disconnect Door Hanger (for non-payment) - in addition to the reconnect fee	20	Each	Water/Sewer
Service Reconnect after lock off (account must be brought current)	75	Each	Water/Sewer
AFTER HOURS Reconnect after service has been locked off (account must be brought current proof of payment required)	150	Each	Water/Sewer
<i>Will serve/ Connection fees</i>			
See approved will serve application for a related fees			
100% of application, review and inspection fees due prior to will serve letter release			
See approved resolution for water and sewer connection fees			
100% of fees for water, sewer and lighting due prior to water meter set.			
<i>New Accounts/ application fees</i>			
Renter Deposit - will be refunded after deducting any outstanding balances upon leaving rental property.	150		Water/Sewer
24 hour turn-on application fee- to turn on service for a 24 hour inspection	65		Water/Sewer
<i>Past Due</i>			
Penalty on balances 30 days past due	10%	Monthly	Water/Sewer
Penalty on balances 60 days or more past due	1%	Monthly	Water/Sewer
<i>Special</i>			
Fire Flow request from a hydrant or main	350	Each	Water
Fire flow by Hydraulic Model (actual cost billed by District Engineer)		Each	Water
Backflow testing, certification and reporting (per device, bypass' are considered separate device)	50	Each	Water
Monthly Backflow fee per Water Ordinance 01-2019 section 6.1.4 (per device)	1	Monthly	Water
Water or wastewater inspection (staff/ hour/ min 1 hour)	75	Hourly	Water/Sewer
Wastewater Receiving (per gallon based on truck rated capacity)	0.11	Gallon	Sewer

San Miguel Community Service District Water, Wastewater, Lighting Fee Schedule

Descripción	TARIFA	TIPO	Fondo
Durante el horario comercial normal			
Conexión y reparaciones del sistema de agua o aguas residuales (personal/ hora/ min 1 hora) Personal x # horas	75	Cada hora	Alcantarillado
Desconexión temporal de agua para contratistas (colgadores de puertas)	20	Cada	Agua
Desconexión temporal de agua y espera para contratistas (cierre y encendido de agua) Solo durante el horario normal	75	Cada hora	Agua
Fuera de horario, fin de semana o festivos			
Conexión y reparaciones del sistema de agua o aguas residuales (personal/por hora) Número de personas x horas	108	Cada hora	Alcantarillado
Desconexión temporal de agua para contratistas (colgadores de puertas)	25	Cada	Agua
Desconexión temporal de agua y standby para contratistas (apagado y encendido)	108	Cada hora	Agua
Ingeniería y Alquileres			
Las tarifas de alquiler de equipos serán al costo de alquiler real más el 15 %.			Alcantarillado
Tarifas de equipos propiedad del distrito (sin incluir operadores)	50	Cada hora	Alcantarillado
Revisión del plan del ingeniero de distrito (facturado al costo real más 15%)			Alcantarillado
Tarifas de instalación de medidores de agua.			
Medidor de agua de 1" para servicio nuevo (por metro incluyendo válvula del cliente)	483	Cada	Agua
Medidor de agua de repuesto de 5/8" o 1" para servicio existente (por metro sin incluir la válvula del cliente)	383	Cada	Agua
Los metros de 1 1/2" y mayores deben cotizarse en el momento en que se necesiten los medidores.		Cada	Agua
Interrupción del servicio/colgaduras de puertas			
Manipulación (el daño intencional a la infraestructura del Distrito tendrá un costo real de las reparaciones)	60	Cada	Alcantarillado
Colgado de puerta con cierre de 24 y 48 horas (por falta de pago)	20	Cada	Alcantarillado
Suspensión de puerta de desconexión del servicio (por falta de pago): además de la tarifa de reconexión	20	Cada	Alcantarillado
Reconexión del servicio después del bloqueo (la cuenta debe estar actualizada)	75	Cada	Alcantarillado
FUERA DE HORARIO Vuelva a conectarse después de que se haya bloqueado el servicio(se debe presentar la cuenta con comprobante de pago actual requerido)	150	Cada	Alcantarillado
Servirá/tarifas de conexión			
Ver aprobado servirá para la solicitud de tarifas relacionadas			
El 100 % de las tarifas de solicitud, revisión e inspección adeudadas antes de la entrega de la carta			
Ver resolución aprobada para tarifas de conexión de agua y alcantarillado			
El 100% de las tarifas de agua, alcantarillado e iluminación se deben pagar antes de configurar el medidor de agua.			
Nuevas cuentas/tarifas de solicitud			
Depósito del inquilino: se reembolsará después de deducir cualquier saldo pendiente al abandonar la propiedad en alquiler.	150		Alcantarillado
Tarifa de solicitud de activación de 24 horas: para activar el servicio para una inspección de 24 horas	65		Alcantarillado
Vencido			
Penalización por saldos vencidos a 30 días	10%	Mensual	Alcantarillado
Penalización por saldos vencidos de 60 días o más	1%	Mensual	Alcantarillado
Especial			
Solicitud de flujo de incendio desde un hidrante o tubería principal	350	Cada	Agua
Flujo de incendio por modelo hidráulico (costo real facturado por el ingeniero de distrito)		Cada	Agua
Pruebas, certificación e informes de contraflujo (por dispositivo, los bypass se consideran dispositivos separados)	50	Cada	Agua
Cargo mensual por reflujo según Ordenanza de Agua 01-2019 sección 6.1.4 (por dispositivo)	1	Mensual	Agua
Inspección de agua o aguas residuales (personal/ hora/ min 1 hora)	75	Cada hora	Alcantarillado
Recepción de aguas residuales (por galón según la capacidad nominal del camión)	0.11	Galón	Alcantarillado



Board of Directors

President
Rod Smiley

Vice President
Raynette Gregory

Board Members
Anthony Kalvans
Owen Davis
Berkley Baker

General Manager
Kelly Dodds

Fire Chief
Scott Young

Mission Statement

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

P.O. Box 180
1765 Bonita Place
San Miguel, CA 93451

Tel. 805-467-3388
Fax 805-467-9212

Date: June 12th, 2024 (Presented at the SMCS D Board Meeting 6-27-2024)

Utility Fee schedule revision.

The San Miguel Community Service District maintains a 'Utility Fee Schedule' which outlines various fees for Water, Wastewater and Lighting service fees. These fees are intended for cost recovery and are not intended as a source of general revenue to the District.

Current fee schedule was adopted March 23rd 2023 by Board Resolution 2023-16.

The proposed changes to the existing fee schedule are outlined below:

Water meter installation fees. Water meter fees are based on the actual cost of the meter, and for new services include the cost of the customer valve and installation of the meter after the service is installed. For existing service, the cost of water meters does not include customer service valves.

- For 5/8" and 1" nominal size meters the cost for new installation increased from \$450.00 to \$483.00. These charges are cost recovery for the meter, customer valve and ½ hour District Labor.
- For 5/8" and 1" nominal size meters the cost for existing service replacement meters increased from \$375.00 to \$383.00. These charges are cost recovery for the meter and ½ hour District Labor.
- For meters above 1" in nominal size the fee schedule has been changed to note that these meters must be quoted. This is due to the variance in actual meter cost and valve cost (if required). To maintain cost recovery in these cases quoting at the time of installation is prudent.

Water meter fees for new installations are charged to all new services. Water meter fees for existing services are only charged to existing customers if the customer requests a meter replacement of an undamaged meter, or if the customer damages the meter requiring it to be replaced.

Special fees. Special fees are those fees which are situational and do not apply to most of the community.

- Fire flows are predominately required for developments and for commercial automatic fire sprinkler system design purposes. Changes to the fee for fire flow by hydraulic model has been changed to be the actual cost of billed by the District Engineer. Due to the variability of the charges by the engineer the previous fee did not cover the District cost to provide this service. Fire Flow fees are only charged to those companies or individuals who request the service for specific projects. These fees are accounted for within Fund 50, water fund, revenues.
- Wastewater Receiving fee is a fee for the acceptance and treatment of wastewater from approved septage hauling companies. The fee was increased from \$0.08 to \$0.11 per gallon of truck capacity to cover the cost associated with treating the incoming wastewater, disposing of the resultant sludge waste, and increased testing of the incoming wastewater. Wastewater Receiving fees are only applicable to companies who truck wastewater to the Machado Wastewater Treatment Facility. These fees are accounted for within Fund 40, wastewater Fund, revenues.

SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PROPOSED REVISION OF UTILITIES FEE SCHEDULE

NOTICE IS HEARBY GIVEN THAT THE San Miguel Community Services District Board of Directors will be considering a revision to the Utilities Fee Schedule for water meters, notices and other services and/or repair installation services provided by the San Miguel Community Services District on:

Thursday, June 27, 2024 at 6:00 P.M. at 601 12th Street, San Miguel, California 93451

You can view the proposed revisions to the Utility Fee Schedule at the San Miguel Community Services District offices located at Machado Wastewater Facility at 1765 Bonita Place or online at: www.sanmiguelcsd.org

RESOLUTION NO. 2024-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A FEE SCHEDULE FOR WATER
METERS, NOTICES AND OTHER SERVICES AND OR REPAIR INSTALLATION SERVICES PROVIDED
BY THE DISTRICT

WHEREAS, the San Miguel Community Services District (“District”) has established a fee schedule to recover costs for services, such as but not limited to: notices, standbys, temporary shutoffs, repairs, engineering, equipment usage; and

WHEREAS, the District Board of Directors (“Board”) has determined that these fees are representative of the actual cost to the District, and that the fees are intended to recover costs related to these services and that these fees shall be in effect as of July 1st, 2024; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby determines the need to adopt a fee schedule as set forth in the attached Exhibits.

BE IT FURTHER RESOLVED, this Resolution shall rescind resolution 2023-16 and shall remain in full force and effect until rescinded or replaced by the Board resolution or ordinance.

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director, _____ by the following roll call vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 27th day of June 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

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 10.1

SUBJECT: Monthly Financial Reports for May 2024 (Recommend receive and file by Board consensus)

SUGGESTED ACTION:

Please *Review, Receive and File* the May 2024 SMCSD Financial Reports.

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Michelle Hido



San Miguel Community Services District MAY 2024 Financial Report

June 17th, 2024

BOARD ACTION: Review the enumeration of Financial Reports for May 2024

MAY 2024 Revenue: \$459,596.06

Sales Revenue 39.6%, Property Taxes 41.0%, Franchise Fees 1.0%, Other 18.4%

MAY 2024 Expenses: \$345,333.68

FIRE DEPT PROJECTS:

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

MAY costs: \$0

Project costs to date: \$9,660.33 (48% spent)

Status: In Process

Fire Temporary Housing Unit

MAY costs: \$0

Resolution 2022-21, 22: Budget: \$274,378.95 Escrow amount used: \$149,826.08 (54.61% spent)

Costs not paid through Escrow to date: \$4,238.02

Status: In Process

Total THU Project costs to date: \$154,064.10

Fire Station Remodel- Budget: none

MAY costs: \$0

Project costs to date: \$5,771.56

Status: In Process

Resolution 2023-36: 23-24 Volunteer Fire Capacity Program Grant- Budget: \$34,246.76

MAY costs: \$0

Project costs to date: \$26,287.19 (76.8% spent)

Status: In Process

UTILITY DEPT PROJECTS:

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

MAY costs: Avila, Wallace, WSC, Quest – Permitting, Engineering \$32,969.28

Project costs to date: \$1,539,111.32

Status: In Process

WWTF Resolution 2021-33,34, 2023-21: MBR- Budget: \$287,590.58/Project budget: \$8,309,288.94

MAY costs: – \$0

Project costs to date: \$333,247.20

Status: In Process

**San Miguel Community Services District
MAY 2024 Financial Report**

WWTF Resolution 2022-04: WSC – NOI for Permit- Budget: \$70,078.00

MAY costs: \$0
 Project costs to date: \$21,118.75 (30% spent)
 Status: In Process

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

MAY costs: WSC – Engineering \$7,858.46
 Project costs to date: \$156,027.03 (72% spent)
 Project costs reimbursed by Grant to date: \$88,739.70
 Status: In Process

WWTF Resolution 2023-43: Septic to Sewer- Grant App Budget: \$15,700.00

MAY costs: \$0
 Project costs to date: \$15,263.75 (97.0% spent)
 Status: In Process

WWTF Resolution 2022-59,2023-44,48,50: Sewer Lining & Manhole- Budget: \$396,500.00

MAY costs: APS, WSC – Engineering \$108,034.86
 Project costs to date: \$137,420.95 (35% spent)
 Status: In Process

WWTF Resolution 2022-64: 0.65M Tank Inspection & Coating Repair- Budget: \$67,660.00

MAY costs: \$0
 Project costs to date: \$58,098.00 (86% spent)
 Status: In Process

LEGAL SERVICES

2023/24 LEGAL EXPENSES TO DATE:

Legal bills: Invoice for April Legal Services

BOARD MEETINGS:	\$ 14,807.00
CSD BOARD REQUESTS:	\$ 3,283.20
FIRE:	\$ 4,509.00
GENERAL CSD/ADMIN:	\$ 12,677.03
GENERAL HR AND HR CONTRACTS:	\$ 29,441.13
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 215.20
SEWER:	\$ 5,809.65
SOLID WASTE:	\$ 1,838.00
WATER:	\$ 11,619.65

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

- Advantage Technical Services \$13,864.00 – repairs on .65M tank
- SCI \$7,992.72 – Roof Repair on SLT Well
- Bartle Wells Associates \$4,830.00 – Rate Study Res 2023-37
- San Luis Powehouse \$3,781.47 – Testing and service District generators
- CIO \$3,172.32 – Monthly IT Support
- FGL \$2,383.00 – Monthly Water/Wastewater testing & analysis

**San Miguel Community Services District
MAY 2024 Financial Report**

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

CalPERS (Employer costs only)	\$11,655.77
PG&E (Facilities & Lighting)	\$14,305.55
US Bank SMCSO Credit Cards	\$2,400.23
WEX Bank SMCSO District Vehicle Fuel	\$1,016.49

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

RECOMMENDATION:

Please Review and File these May 2024 SMCSO Financial Reports.

PREPARED BY:

Michelle Hido, Financial Officer

REVIEWED BY:

Kelly Dodds, General Manager

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10360	20734S	650 13 STARS MEDIA	115.94						
1	05/03/24	PUB HRNG CSD BUDGET	34.78			20	62000	393	10200
		2024CI-5551							
2	05/03/24	PUB HRNG CSD BUDGET	3.48			30	63000	393	10200
		2024CI-5551							
3	05/03/24	PUB HRNG CSD BUDGET	37.10			40	64000	393	10200
		2024CI-5551							
4	05/03/24	PUB HRNG CSD BUDGET	37.10			50	65000	393	10200
		2024CI-5551							
5	05/03/24	PUB HRNG CSD BUDGET	3.48			60	66000	393	10200
		2024CI-5551							
		Total for Vendor:	115.94						
10403	20758S	639 ACCURATE MAILING SERVICE	1,169.45						
		CONSUMER CONFIDENCE RPT B/W							
1	05/08/24	2024 CCR PRINTG & REPRO & POST	1,169.45*			50	65000	320	10200
		15805							
		Total for Vendor:	1,169.45						
10355	20736S	694 ADVANTAGE TECHNICAL SERVICES,	13,864.00						
1	05/06/24	REPAIRS .65M TANK	13,864.00*			50	65000	353	10200
		10165							
		Total for Vendor:	13,864.00						
10369	20737S	999999 ALEJANDRO RODRIGUEZ, ONDREA	120.00						
		WATER OVERPAYMENT REFUND							
		20653-07							
1	04/15/24	WATER OVERPAYMENT REFUND	120.00			50	41000		10200
		20653-07							
		Total for Vendor:	120.00						
10365	20739S	689 AMAZON CAPITOL SERVICES	139.97						
1	05/01/24	SRN PRT, STRGE, CUTTER	69.99*			40	64000	305	10200
		1Y66-YKRM-G6JD							
2	05/01/24	SRN PRT, STRGE, CUTTER	69.98*			50	65000	305	10200
		1Y66-YKRM-G6JD							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10366	20739S	689 AMAZON CAPITOL SERVICES	172.84						
1	05/01/24	WATER DISPNSR, TRAY	86.42			40 64000	348		10200
16QQ-KJ39-KD7C									
2	05/01/24	WATER DISPNSR, TRAY	86.42			50 65000	348		10200
16QQ-KJ39-KD7C									
10367	20739S	689 AMAZON CAPITOL SERVICES	64.88						
1	05/01/24	PAPER, PENS, WHITE OUT	32.44			40 64000	410		10200
1PPD-G674-FQY3									
2	05/01/24	PAPER, PENS, WHITE OUT	32.44			50 65000	410		10200
1PPD-G674-FQY3									
Total for Vendor:			377.69						
10377	20740S	743 API ATLAS PERFORMANCE	2,200.00						
1	05/08/24	MAY CSD OFFICE TRAILER RENTAL	110.00*			30 63000	949		10200
RI147014									
2	05/08/24	MAY CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10200
RI147014									
3	05/08/24	MAY CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10200
RI147014									
4	05/08/24	MAY CSD OFFICE TRAILER RENTAL	110.00*			60 66000	949		10200
RI147014									
Total for Vendor:			2,200.00						
10357	20772S	24 APS ENVIRONMENTAL, INC	20,621.80						
1	02/29/24	SEWER/MANHL INSPECT RES2023-48	20,621.80			40 64000	963		10200
40001553A									
10358	20772S	24 APS ENVIRONMENTAL, INC	194.00						
1	05/01/24	SEWER/MANHL INSPECT RES2023-48	194.00			40 64000	963		10200
40001761A									
10359	20772S	24 APS ENVIRONMENTAL, INC	80,944.06						
1	01/31/24	SEWER/MANHL INSPECT RES2023-48	80,944.06			40 64000	963		10200
40001552A									
Total for Vendor:			101,759.86						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10394	-98965E	714 AT&T MOBILITY	95.85						
		FIRE CELL PHONES							
1	05/02/24	APR FIRE CELL PHONE - ROBERSO	45.41			20 62000	465		10200
05102024									
2	05/02/24	APR FIRE CELL PHONE - YOUNG	50.44			20 62000	465		10200
05102024									
		Total for Vendor:	95.85						
10420	20773S	548 BARTLE WELLS ASSOCIATES	4,830.00						
		2022 Rate Study RES 2022-37							
2	05/28/24	RATE STUDY 2022-37 APR HRS	4,830.00			40 64000	432	22005	10200
565B-1016									
		Total for Vendor:	4,830.00						
10413	20774S	10 CA LIHWAP	198.23						
		LIHWAP PAYMENT REIMBURSEMENT- CUSTOMER CLOSED ACCOUNT AND MOVED AWAY							
1	05/24/24	LIHWAP REIMBMNT-CUSTOMER MOVED	107.04			40 46151			10200
5001									
2	05/24/24	LIHWAP REIMBMNT-CUSTOMER MOVED	91.19			50 46151			10200
5001									
		Total for Vendor:	198.23						
10374	20742S	420 CALIFORNIA RURAL WATER ASSOC.	550.00						
		Water Certification Grade 1-2							
		MONTOYA & LANG							
1	05/06/24	Water Cert Review MONTOYA	275.00			50 65000	386		10200
2	05/06/24	Water Cert Review LANG	275.00			50 65000	386		10200
10391	20759S	420 CALIFORNIA RURAL WATER ASSOC.	744.00						
		2024-25 MEMBERSHIP RENEWAL							
2	05/13/24	2024-25 MEMBERSHIP RENEWAL	744.00*			50 65000	385		10200
202406									
10399	20759S	420 CALIFORNIA RURAL WATER ASSOC.	375.00						
		DODDS RECERT 6/20-21							
1	05/10/24	DODDS RECERT 6/20-21	375.00			50 65000	386		10200
		Total for Vendor:	1,669.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10410	20770S	21 CALIFORNIA STATE CONTROLLER	15.43						
TRIESHA MILLER Original payment sent 8/20/2015, Check never cashed. WW and Water deposit refund for account number 27448-01									
1	06/18/15	WASTEWATER 2015 DEPOSIT REFUND	-23.49			40 64000	800		10200
27448-01									
2	06/18/15	WATER 2015 DEPOSIT REFUND	38.92*			50 65000	800		10200
27448-01									
10411	20771S	21 CALIFORNIA STATE CONTROLLER	37.74						
JENNIE NEALEY Original payment sent 3/19/2020, Check 18267 never cashed. Water & Sewer Deposit Refund									
1927 L Street									
1	03/14/20	WATER 2020 DEPOSIT REFUND	4.10			50 20550			10200
27293-08									
2	03/14/20	WASTEWATER 2020 DEPOSIT REFUND	33.64			40 20550			10200
27293-08									
Total for Vendor:			53.17						
10392	-98967E	67 CHARTER COMMUNICATIONS	648.98						
Acct# 212691601 Spectrum Enterprise Internet									
Service 5/01/24 - 5/30/24									
1	05/01/24	MAY LIFT STATION	119.98			40 64000	375		10200
212691601050124									
2	05/01/24	MAY WWTF FIBER	10.58			30 63000	375		10200
212691601050124									
3	05/01/24	MAY WWTF FIBER	253.92			40 64000	375		10200
212691601050124									
4	05/01/24	MAY WWTF FIBER	253.92			50 65000	375		10200
212691601050124									
5	05/01/24	MAY WWTF FIBER	10.58			60 66000	375		10200
212691601050124									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10393	-98966E	67 CHARTER COMMUNICATIONS	129.98						
	Acct# 8245 10 105 0027311	Spectrum Business Internet/Voice							
	Service 5/11/24 - 6/10/24								
1	05/07/24	FIRE MAY Internet/Voice	129.98			20 62000	375		10200
	170616101050724								
		Total for Vendor:	778.96						
10408	-98961E	712 CIO SOLUTIONS	3,172.32						
1	05/15/24	APR IT SUPPORT	951.70*			20 62000	321		10200
	111174-124								
2	05/15/24	APR IT SUPPORT	95.17			30 63000	321		10200
	111174-124								
3	05/15/24	APR IT SUPPORT	1,015.14			40 64000	321		10200
	111174-124								
4	05/15/24	APR IT SUPPORT	1,015.14*			50 65000	321		10200
	111174-124								
5	05/15/24	APR IT SUPPORT	95.17			60 66000	321		10200
	111174-124								
		Total for Vendor:	3,172.32						
10356	20743S	429 COUNTY OF SAN LUIS OBISPO - EH	291.40						
1	04/26/24	REPORT WRITING	291.40			50 65000	362		10200
	IN0150289								
		Total for Vendor:	291.40						
10443	20775S	252 COUNTY OF SLO PUBLIC WORKS	641.00						
	COUNTY MAP CHECK & RIGHT OF WAY REVIEW								
1	04/30/24	MAP CK & RIGHT OF WAY REVIEW	641.00			50 65000	961		10200
	3033								
		Total for Vendor:	641.00						
10363	-98972E	654 CULLIGAN WATER	6.90						
1	04/30/24	MAY WATER DELIVERY	3.45*			40 64000	305		10200
	800318362								
2	04/30/24	MAY WATER DELIVERY	3.45*			50 65000	305		10200
	800318362								
		Total for Vendor:	6.90						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10364	-98971E	16 EIDE BAILLY LLP	1,645.45						
1	04/28/24	CPA SERVICES CONSULT/REVIEW	493.65*			20 62000	325		10200
10364	04/28/24	CPA SERVICES CONSULT/REVIEW	49.36			30 63000	325		10200
10364	04/28/24	CPA SERVICES CONSULT/REVIEW	526.54			40 64000	325		10200
10364	04/28/24	CPA SERVICES CONSULT/REVIEW	526.54			50 65000	325		10200
10364	04/28/24	CPA SERVICES CONSULT/REVIEW	49.36			60 66000	325		10200
Total for Vendor:			1,645.45						
10418	20776S	109 FERGUSON ENTERPRISES	385.46						
1	05/21/24	REDI-CLAMP	385.46*			50 65000	353		10200
10419	20776S	109 FERGUSON ENTERPRISES	633.85						
1	05/21/24	LEAK CLAMP	633.85*			50 65000	353		10200
Total for Vendor:			1,019.31						
10352	20745S	112 FGL - ENVIRONMENTAL ANALYTICAL	575.00						
1	04/29/24	PFAS MONITORING - WELL4	575.00*			50 65000	357		10200
10353	20745S	112 FGL - ENVIRONMENTAL ANALYTICAL	575.00						
1	04/29/24	PFAS MONITORING - WELL3	575.00*			50 65000	356		10200
10382	20760S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00						
1	05/02/24	ARSENIC MONITORING METALS	125.00*			50 65000	358		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10383 1 481516A	20760S 05/02/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING METALS	125.00 125.00*			50 65000	358		10200
10384 1 481569A	20760S 05/13/24	112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM, WET CHEM ROUTINE MONITORING	370.00 370.00*			50 65000	359		10200
10385 1 481568A	20760S 05/13/24	112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM, WET CHEM ROUTINE MONITORING	125.00 125.00*			50 65000	358		10200
10386 1 481493A	20760S 05/13/24	112 FGL - ENVIRONMENTAL ANALYTICAL GROUP A MONITORING	165.00 165.00*			50 65000	359		10200
10387 1 480988A	20760S 04/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL TSS & SS MONITORING	69.00 69.00*			40 64000	355		10200
10412 1 481638A 2 481638A 3 481638A	20777S 05/29/24 05/29/24 05/29/24	112 FGL - ENVIRONMENTAL ANALYTICAL SOURCE MONITORING SOURCE MONITORING SOURCE MONITORING	232.00 77.33* 77.34* 77.33*			50 65000 50 65000 50 65000	356 357 358		10200 10200 10200
10433 1 481636A	20777S 05/20/24	112 FGL - ENVIRONMENTAL ANALYTICAL TERRACE WELL- WATER QUALITY	22.00 22.00*			50 65000	358		10200
Total for Vendor:			2,383.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10430 1 T23814	20778S 05/22/24	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- WW 4/30	590.00 590.00*			40 64000	361		10200
10431 1 T23813	20778S 05/22/24	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- W 4/30	590.00 590.00*			50 65000	361		10200
Total for Vendor:			1,180.00						
10405 1 SMFD.01	-98962E 05/02/24	56 GABRIEL ARCHITECTS DESIGN SERVICES THU	3,700.00 3,700.00*			20 62000	512	21006	10461
Total for Vendor:			3,700.00						
10421 GW-661 Service Period: 6/2024	20779S	125 GREAT WESTERN ALARM	35.00						
1 240500545101	06/01/24	JUN Alarm Monitoring	35.00			20 62000	380		10200
10422 A0702 UTILITIES Service Period: 6/2024	20779S	125 GREAT WESTERN ALARM EMERGENCY	100.00						
1 240502242101	06/01/24	JUN Answering Service	50.00			40 64000	380		10200
2 240502242101	06/01/24	JUN Answering Service	50.00			50 65000	380		10200
Total for Vendor:			135.00						
10395 Acct #292463 REF 320922131-1	20761S	129 HACH COMPANY	370.97						
1 14035545	05/15/24	SULFURIC ACID PH TESTER	370.97*			40 64000	355		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10396	20761S	129 HACH COMPANY	2,240.84						
	Acct #292463								
	REF 320133710-1								
1	05/15/24	REGENT SET- CHLORINE	746.94*			50 65000	356		10200
14036746									
2	05/15/24	REGENT SET- CHLORINE	746.95*			50 65000	357		10200
14036746									
3	05/15/24	REGENT SET- CHLORINE	746.95*			50 65000	358		10200
14036746									
		Total for Vendor:	2,611.81						
10362	20749S	719 MATT CARY TRUCKING	350.00						
1	04/30/24	DISCING WWTF	350.00			40 64000	582		10200
21303									
		Total for Vendor:	350.00						
10451	-98955E	182 NAPA AUTO PARTS	36.59						
1	04/17/24	W. WIPERS, CLEANERS	18.30			40 64000	354		10200
239438									
2	04/17/24	W. WIPERS, CLEANERS	18.29			50 65000	354		10200
239438									
10452	-98954E	182 NAPA AUTO PARTS	19.05						
1	05/07/24	HEADLIGHT BULB	9.52			40 64000	354		10200
242592									
2	05/07/24	HEADLIGHT BULB	9.53			50 65000	354		10200
242592									
		Total for Vendor:	55.64						
10406	20762S	999999 PAPICH CONSTRUCTION	650.00						
	Water HYDRANT METER Deposit refund								
	METER 8215923								
27488-07									
1	04/29/24	WATER HY METER 8215923 REFUND	650.00			50 20550			10200
27488-07									
		Total for Vendor:	650.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10389	-98969E	208 PG&E #6480-8	1,288.34						
	Acct #	8565976480-8							
1	05/16/24	12th & K 8565976725	11.18			30 63000	381		10200
2	05/16/24	11TH STREET - 8562053214	53.14			30 63000	381		10200
3	05/16/24	RIO MESA CIR - 8564394360	26.25			30 63000	381		10200
5	05/16/24	MISSION/14TH - 8569413449	32.39			30 63000	381		10200
6	05/16/24	VERDE/RIO MESA - 8560673934	65.65			30 63000	381		10200
7	05/16/24	Mission Heights - 8565976482	192.49			30 63000	381		10200
8	05/16/24	MISSION S. 14TH - 8561483265	16.19			30 63000	381		10200
9	05/16/24	Tract 2605 - 8565976109	41.25			30 63000	381		10200
10	05/16/24	9898 River Rd. - 8565976002	402.19			30 63000	381		10200
11	05/16/24	9898 River Rd. - 8565976004	50.35			30 63000	381		10200
12	05/16/24	9898 River Rd. - 8565976008	233.12			30 63000	381		10200
13	05/16/24	9898 River Rd. - 8565976014	80.53			30 63000	381		10200
14	05/16/24	9898 River Rd. - 8565976481	60.61			30 63000	381		10200
15	05/16/24	9898 River Rd. - 8565976483	23.00			30 63000	381		10200
		Total for Vendor:	1,288.34						
10390	-98968E	209 PG&E #6851-8	13,017.21						
	Acct #	3675186851-8							
1	05/17/24	Old Fire Station/1297 L St	24.82			20 62000	381		10200
2	05/17/24	Fire Station/1150 Mission	9.53			20 62000	381		10200
3	05/17/24	Water Works #1/Well 3	298.89*			50 65000	381		10200
4	05/17/24	Bonita Pl & 16th/Well 4	4,424.97*			50 65000	381		10200
5	05/17/24	N St/WWTF	7,754.50*			40 64000	381		10200
6	05/17/24	2HP Booster Station	9.53*			50 65000	381		10200
7	05/17/24	Mission Heights Booster	9.56*			50 65000	381		10200
8	05/17/24	14th St. & K St.	91.19*			50 65000	381		10200
9	05/17/24	942 Soka Way lift station	96.29			40 64000	379		10200
10	05/17/24	Missn&12th Landscape-St light	154.16			30 63000	381		10200
11	05/17/24	SLT Well	143.77*			50 65000	381		10200
		Total for Vendor:	13,017.21						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10361 1 1737	20750S 04/30/24	25 QUEST PLANNING, INC WWTF PERMIT ASSISTANCE	1,633.77 1,633.77*			40 64000	587	20001	10200
Total for Vendor:			1,633.77						
10379 WELL 3 EMERGENCY GENERATOR QTRLY TESTING 610 12TH STREET	20763S	609 SAN LUIS POWERHOUSE	345.00						
1 51215	05/14/24	WELL3 QTRLY EMGNY GEN TESTNG	345.00*			50 65000	351		10200
10380 858 W 10TH TANK SITE EMERGENCY GENERATOR ANNUAL TESTING	20763S	609 SAN LUIS POWERHOUSE	625.33						
1 51197	05/08/24	10 ST TANK EMERG GEN ANN. SRV	625.33*			50 65000	353		10200
10381 FIRE STATION GENERATOR QRTLY SERVICE & TESTING	20763S	609 SAN LUIS POWERHOUSE	345.00						
1 51198	05/08/24	FIRE STATION QTRLY GEN TESTING	345.00			20 62000	352		10200
10440 SLT WELL GENERATOR ANNUAL SERV	20780S	609 SAN LUIS POWERHOUSE	950.14						
1 51238	05/20/24	SLT WELL GENERATOR ANNUAL SERV	950.14*			50 65000	351		10200
10441 MISSION GARDEN LIFT STATION GENERATOR SERVICE	20780S	609 SAN LUIS POWERHOUSE	345.00						
1 51239	05/20/24	MG LIFT ST GEN SERVICE	345.00*			40 64000	349		10200
10442 WWTF GENERATOR ANNUAL SERV	20780S	609 SAN LUIS POWERHOUSE	1,171.00						
1 51237	05/20/24	WWTF GENERATOR ANNUAL SERVICE	1,171.00			40 64000	351		10200
Total for Vendor:			3,781.47						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10423 01004-00	20781S	481 SAN MIGUEL COMMUNITY SERVICES	141.07						
1	05/15/24	1150 MISSION ST SMFD 1004-00	141.07			20 62000	384		10200
10424 01004-00	20781S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
1	05/15/24	1150 MISSION ST SMFD 1004B-00	2.00			20 62000	384		10200
10425 01004-00	20781S	481 SAN MIGUEL COMMUNITY SERVICES	4.77						
1	05/15/24	1144 Mission Street 1001-00	4.77			20 62000	384		10200
10426 20547-00	20781S	481 SAN MIGUEL COMMUNITY SERVICES	131.64						
1	05/15/24	1203 MISSION IRIG MTR 20547-0	131.64			30 63000	384		10200
10427	20781S	481 SAN MIGUEL COMMUNITY SERVICES	54.09						
1	05/15/24	942 SOKA WAY 20840-00	54.09			40 64000	384		10200
10428 Acct#27475-00	20781S	481 SAN MIGUEL COMMUNITY SERVICES	138.64						
1	05/15/24	1765 BONITA 27475-00	138.64			40 64000	384		10200
10429 ACCT# 27476-00	20781S	481 SAN MIGUEL COMMUNITY SERVICES	89.34						
1	05/15/24	1199 MISSION IRRIG MTR 27476-0	89.34			30 63000	384		10200
		Total for Vendor:	561.55						
10402 ACCT# 318691	20764S	238 SAN MIGUEL GARBAGE	124.12						
1	05/01/24	APR 2024	62.06			40 64000	383		10200
050124									
2	05/01/24	APR 2024	62.06			50 65000	383		10200
050124									
		Total for Vendor:	124.12						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10448	20782S	731 SAN MIGUEL SENIORS CENTER	200.00						
	APRIL 25	BOARD MEETING @ SMSC							
1	06/03/24	APR 25 BOARD MEETING 4 HRS	60.00			20 62000	341		10200
2	06/03/24	APR 25 BOARD MEETING 4 HRS	6.00			30 63000	341		10200
3	06/03/24	APR 25 BOARD MEETING 4 HRS	64.00*			40 64000	341		10200
4	06/03/24	APR 25 BOARD MEETING 4 HRS	64.00*			50 65000	341		10200
5	06/03/24	APR 25 BOARD MEETING 4 HRS	6.00			60 66000	341		10200
10449	20782S	731 SAN MIGUEL SENIORS CENTER	150.00						
	MAY 2	WORKSHOP MEETING @ SMSC							
1	06/03/24	MAY 2 WORKSHOP MEETING 3 HRS	45.00			20 62000	341		10200
2	06/03/24	MAY 2 WORKSHOP MEETING 3 HRS	4.50			30 63000	341		10200
3	06/03/24	MAY 2 WORKSHOP MEETING 3 HRS	48.00*			40 64000	341		10200
4	06/03/24	MAY 2 WORKSHOP MEETING 3 HRS	48.00*			50 65000	341		10200
5	06/03/24	MAY 2 WORKSHOP MEETING 3 HRS	4.50			60 66000	341		10200
10450	20782S	731 SAN MIGUEL SENIORS CENTER	200.00						
	MAY 23	BOARD MEETING @ SMSC							
1	05/30/24	MAY 23 BOARD MEETING 4 HRS	60.00			20 62000	341		10200
2	05/30/24	MAY 23 BOARD MEETING 4 HRS	6.00			30 63000	341		10200
3	05/30/24	MAY 23 BOARD MEETING 4 HRS	64.00*			40 64000	341		10200
4	05/30/24	MAY 23 BOARD MEETING 4 HRS	64.00*			50 65000	341		10200
5	05/30/24	MAY 23 BOARD MEETING 4 HRS	6.00			60 66000	341		10200
		Total for Vendor:	550.00						
10373	20751S	19 SCI	7,992.72						
1	05/06/24	SLT WELL ROOF REPAIR	7,992.72*			50 65000	353		10200
24-9783									
		Total for Vendor:	7,992.72						
10376	20752S	5 SLO COUNTY AIR POLLUTION CONTROL	3,367.56						
	SLO County APCD	ACCOUNT# 4103							
1	05/07/24	PERMIT 2356-1 942 SOKA LIFT S	291.33*			40 64000	715		10200
23636									
2	05/07/24	PERMIT 2228-2 1581 BONITA PL	291.33			50 65000	715		10200
23636									

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3 23636	05/07/24 PERMIT	1133-2 610 12TH ST	291.33			50 65000	715		10200
4 23636	05/07/24 PERMIT	1856-2 1765 BONITA PL	491.97*			60 66000	715		10200
5 23636	05/07/24 PERMIT	2229-2 8687 MARTINEZ	291.33			50 65000	715		10200
6 23636	05/07/24 PERMIT	1134-1 NORTH N ST	1,710.27*			40 64000	715		10200
Total for Vendor:			3,367.56						
10414	-98959E 657	SOCALGAS	57.89						
1	05/30/24 JUNE	LIFT STATION 942 SOKA WAY	17.29			40 64000	396		10200
2	05/30/24 JUNE	SLT WELL 8687 MARTNZ	18.80			50 65000	396		10200
3	05/30/24 JUNE	WELL 3 NAT.GAS610 12TH	21.80			50 65000	396		10200
Total for Vendor:			57.89						
10397	20765S 460	STATE WATER RESOURCES CONTROL	125.00						
LANG OIT I									
1	05/20/24 LANG	OIT I	125.00*			40 64000	715		10200
LANG									
10407	20769S 460	STATE WATER RESOURCES CONTROL	125.00						
MONTOYA OIT I									
1	05/21/24 MONTOYA	OIT I	125.00*			40 64000	715		10200
MONTOYA									
Total for Vendor:			250.00						
10354	20757S 282	THE BLUEPRINTER	30.99						
1	04/30/24 WATER	RATE MEETING PRINTNG	30.99			50 65000	393		10200
124-5186-B									
10375	20757S 282	THE BLUEPRINTER	222.50						
1	04/29/24 WEED	ABATEMENT NOTICE	222.50*			20 62000	503		10200
124-5186-A									
Total for Vendor:			253.49						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10445	-98958E	301 US BANK	264.92						
		KD STATEMENT DATE 5/22/2024							
1	04/29/24	JETTERS- HP VALVE HANDLE 3/8	33.57			40 64000	351		10200
		KD MAY 24							
2	04/29/24	BOOTBARN- RM	84.27			40 64000	348		10200
		KD MAY 24							
3	04/29/24	BOOTBARN- RM	84.28			50 65000	348		10200
		KD MAY 24							
4	05/06/24	JETTERS- HP VALVE HANDLE 3/4	49.65			40 64000	351		10200
		KD MAY 24							
5	05/16/24	USPS	13.15*			50 65000	351		10200
		KD MAY 24							
10446	-98957E	301 US BANK	1,217.48						
		TP STATEMENT DATE 4/22/2024							
1	05/01/24	RINGCENTRAL MAY PHONE	98.86			20 62000	310		10200
		TP MAY 24							
2	05/01/24	RINGCENTRAL MAY PHONE	9.88*			30 63000	310		10200
		TP MAY 24							
3	05/01/24	RINGCENTRAL MAY PHONE	105.45			40 64000	310		10200
		TP MAY 24							
4	05/01/24	RINGCENTRAL MAY PHONE	105.45			50 65000	310		10200
		TP MAY 24							
5	05/01/24	RINGCENTRAL MAY PHONE	9.89*			60 66000	310		10200
		TP MAY 24							
6	04/22/24	USPS- STAMPS	40.80			20 62000	315		10200
		TP MAY 24							
7	04/22/24	USPS- STAMPS	4.08			30 63000	315		10200
		TP MAY 24							
8	04/22/24	USPS- STAMPS	43.52			40 64000	315		10200
		TP MAY 24							
9	04/22/24	USPS- STAMPS	43.52			50 65000	315		10200
		TP MAY 24							
10	04/22/24	USPS- STAMPS	4.08			60 66000	315		10200
		TP MAY 24							
11	04/23/24	OFF WATER PRG CL OWTP	55.00			40 64000	385		10200
		TP MAY 24							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12 TP MAY 24	04/23/24	USPS- Q1 PR TAX FORMS	1.52			20 62000	315		10200
13 TP MAY 24	04/23/24	USPS- Q1 PR TAX FORMS	0.15			30 63000	315		10200
14 TP MAY 24	04/23/24	USPS- Q1 PR TAX FORMS	1.63			40 64000	315		10200
15 TP MAY 24	04/23/24	USPS- Q1 PR TAX FORMS	1.63			50 65000	315		10200
16 TP MAY 24	04/23/24	USPS- Q1 PR TAX FORMS	0.15			60 66000	315		10200
17 TP MAY 24	04/29/24	USPS- WEED ABATEMENT POSTAGE	272.00*			20 62000	503		10200
18 TP MAY 24	05/06/24	ADOBE 24-25	55.19*			20 62000	385		10200
19 TP MAY 24	05/06/24	ADOBE 24-25	4.79			30 63000	385		10200
20 TP MAY 24	05/06/24	ADOBE 24-25	83.97			40 64000	385		10200
21 TP MAY 24	05/06/24	ADOBE 24-25	91.15*			50 65000	385		10200
22 TP MAY 24	05/06/24	ADOBE 24-25	4.78			60 66000	385		10200
23 TP MAY 24	05/14/24	AMRCN WATER COLLEGE CL EXAM PR	179.99			50 65000	386		10200
10447 SY STATEMENT DATE 5/22/24	-98956E	301 US BANK	917.83						
1 SY MAY 24	05/13/24	APPLE ICLLOUD	2.99			20 62000	465		10200
2 SY MAY 24	04/23/24	BLUEPRINTER- PAT FORMS	143.55			20 62000	320		10200
3 SY MAY 24	04/30/24	DOS HERMANOS	186.12			20 62000	335		10200
4 SY MAY 24	05/30/24	PAYPAL- RADIO SERVICE APCO AFC	125.00*			20 62000	470		10200
5 SY MAY 24	05/06/24	PAYPAL- ELDOR. WATER DISTRICT	425.00			20 62000	386		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	05/13/24	FERGUSON 2 PRES 0-300#	11.17			20 62000	351		10200
	SY MAY 24								
7	05/15/24	NAPA- E8668 REARVIEW MIRROR	8.78			20 62000	351		10200
	SY MAY 24								
8	05/21/24	BLUEPRINTER- PLANS	15.22			20 62000	320		10200
	SY MAY 24								
		Total for Vendor:	2,400.23						
10398	20766S	327 VALLI INFORMATION SYSTEMS	839.94						
	MAY BILLING								
1	05/18/24	MAY Web Posting, Postage	207.42			40 64000	374		10200
	94607								
2	05/18/24	MAY Web Posting, Postage	207.42			50 65000	374		10200
	94607								
3	05/18/24	MAY Printing	97.80			40 64000	374		10200
	94607								
4	05/18/24	MAY Printing	97.80			50 65000	374		10200
	94607								
5	05/18/24	MAY OTC/Online Monthly Maint	0.00			40 64000	334		10200
	94607								
6	05/18/24	MAY OTC/Online Monthly Maint	0.00			50 65000	334		10200
	94607								
7	05/18/24	Printed insert	216.00*			20 62000	503		10200
	94607								
10	05/18/24	MAY IVR SERVICE FEE/ALERT	6.75			40 64000	374		10200
	94607								
11	05/18/24	MAY IVR SERVICE FEE/ALERT	6.75			50 65000	374		10200
	94607								
		Total for Vendor:	839.94						
10388	-98970E	511 VERIZON	320.11						
	TABLETS: UTILITIES x4								
	CELL PHONE: TMP, MS, TP, KD, DP								
	5/09/24 - 6/08/24								
1	05/08/24	MAY UTILITIES CELL PHONES X4	11.90			30 63000	465		10200
	9963616395								
2	05/08/24	MAY UTILITIES CELL PHONES X4	107.15			40 64000	465		10200
	9963616395								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	05/08/24	MAY UTILITIES CELL PHONES X4	107.15			50 65000	465		10200
9963616395									
4	05/08/24	MAY UTILITIES CELL PHONES X4	11.90*			60 66000	465		10200
9963616395									
6	05/08/24	MAY T PARENT CELL PHONE	2.60			30 63000	465		10200
9963616395									
7	05/08/24	MAY T PARENT CELL PHONE	23.40			40 64000	465		10200
9963616395									
8	05/08/24	MAY T PARENT CELL PHONE	23.41			50 65000	465		10200
9963616395									
9	05/08/24	MAY T PARENT CELL PHONE	2.60*			60 66000	465		10200
9963616395									
10	05/08/24	MAY 4GB DATA PLAN	1.50			30 63000	465		10200
9963616395									
11	05/08/24	MAY 4GB DATA PLAN	13.50			40 64000	465		10200
9963616395									
12	05/08/24	MAY 4GB DATA PLAN	13.50			50 65000	465		10200
9963616395									
13	05/08/24	MAY 4GB DATA PLAN	1.50*			60 66000	465		10200
9963616395									
Total for Vendor:			320.11						
10409	20767S	732 WALLACE GROUP	25,898.01						
PROJ#	0406-0031-00								
1	05/20/24	WWTF ENGINEERING 2022-43	25,898.01*			40 64000	587	20001	10200
62304									
Total for Vendor:			25,898.01						
10404	-98963E	717 WATER SYSTEMS CONSULTING, INC	3,457.50						
1	03/31/24	FIRE THU RES2022-21,22	3,457.50*			20 62000	512	21006	10461
9316	PRJ 2295-11366								
10416	-98960E	717 WATER SYSTEMS CONSULTING, INC	1,700.00						
1	04/30/24	FIRE THU RES2022-21,22	1,700.00*			20 62000	512	21006	10461
9420	PRJ 2295-11366								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10434	20783S	717 WATER SYSTEMS CONSULTING, INC PROJECTS 2295-11332 PRJ# 22010	7,858.46						
2022-67									
1	04/30/24	RCYCL WATER PIPELNE ENG2022-67	7,858.46			40 64000	955	22010	10200
9425	PRJ 2295-11332								
10435	20783S	717 WATER SYSTEMS CONSULTING, INC PROJECTS 2295-11366 PRJ# 21008	6,275.00						
2023-44									
1	04/30/24	SEWER LINING & MANHOLE REHAB	6,275.00			40 64000	963	21008	10200
9423	PRJ 2295-11366								
10436	20783S	717 WATER SYSTEMS CONSULTING, INC WWTF PROJECT PRJ 20001	5,437.50						
1	04/30/24	WWTF PROJECT DESIGN	5,437.50*			40 64000	587	20001	10200
9422	PRJ 2295-11366								
10437	20783S	717 WATER SYSTEMS CONSULTING, INC 1 04/30/24 BOOSTER PUMP ALT EVAL 2023-55	6,536.25						
9421	PRJ 2295-11662		6,536.25			50 65000	961		10200
10438	20783S	717 WATER SYSTEMS CONSULTING, INC PRJ 2295-11366	3,735.00						
1	04/30/24	DISTRICT ENGINEERING 22-23	662.50			40 64000	326		10200
9424	PRJ 2295-11366								
2	04/30/24	DISTRICT ENGINEERING 22-23	662.50*			50 65000	326		10200
9424	PRJ 2295-11366								
3		FIRE THU RES2022-21,22	0.00			20 62000	326	21006	10200
4		TANK REHAB RES2022-64	0.00*			50 65000	326		10200
5		SLT TANK/BOOSTER RES2022-66	0.00*			50 65000	326	21007	10200
7	04/30/24	INDIAN VALLEY TRACT	877.50*			40 64000	966		10200
9424	PRJ 2295-11366								
8	04/30/24	INDIAN VALLEY TRACT	877.50*			50 65000	966		10200
9424	PRJ 2295-11366								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9		ALLEY WATERLINE REPLACEMENT	0.00*			50 65000	326		10200
10	04/30/24	PASO BASIN COOP COMMITTEE	430.00			50 65000	324		10200
9424	PRJ 2295-11366								
11	04/30/24	3W COORDINATION	135.00			40 64000	326	22010	10200
9424	PRJ 2295-11366								
12		DWSRF GRANT COORD	0.00*			50 65000	326		10200
13		MAGDELENA WILL SERVE	0.00			40 64000	326		10200
14		MAGDELENA WILL SERVE	0.00*			50 65000	326		10200
15		TRACT 3131 PLAN REVIEW	0.00*			40 64000	966		10200
16		TRACT 3131 PLAN REVIEW	0.00*			50 65000	966		10200
17	04/30/24	777 MONTEREY RD DEV	45.00			40 64000	326		10200
9424	PRJ 2295-11366								
18	04/30/24	777 MONTEREY RD DEV	45.00*			50 65000	326		10200
9424	PRJ 2295-11366								
Total for Vendor:			34,999.71						
10432	20784S	317 WESTERN JANITOR SUPPLY INC	123.82						
1	05/23/24	CLEANING SUPPLIES, TIDE	61.91*			40 64000	305		10200
213545									
2	05/23/24	CLEANING SUPPLIES, TIDE	61.91*			50 65000	305		10200
213545									
Total for Vendor:			123.82						
10401	-98964E	612 WEX BANK	1,016.49						
FUEL BILL CLOSING DATE: 5/07/24									
1	05/07/24	FUEL 8600 APR	281.77			20 62000	485		10200
97010202									
2	05/07/24	FUEL 8601 APR	0.00			20 62000	485		10200
97010202									
3	05/07/24	FUEL 8630 APR	0.00			20 62000	485		10200
97010202									
4	05/07/24	FUEL OES	0.00*			20 62000	307		10200
97010202									
5	05/07/24	FUEL U8632 APR	137.11			40 64000	485		10200
97010202									
8	05/07/24	FUEL U8632 APR	137.12			50 65000	485		10200
97010202									

* ... Over spent expenditure

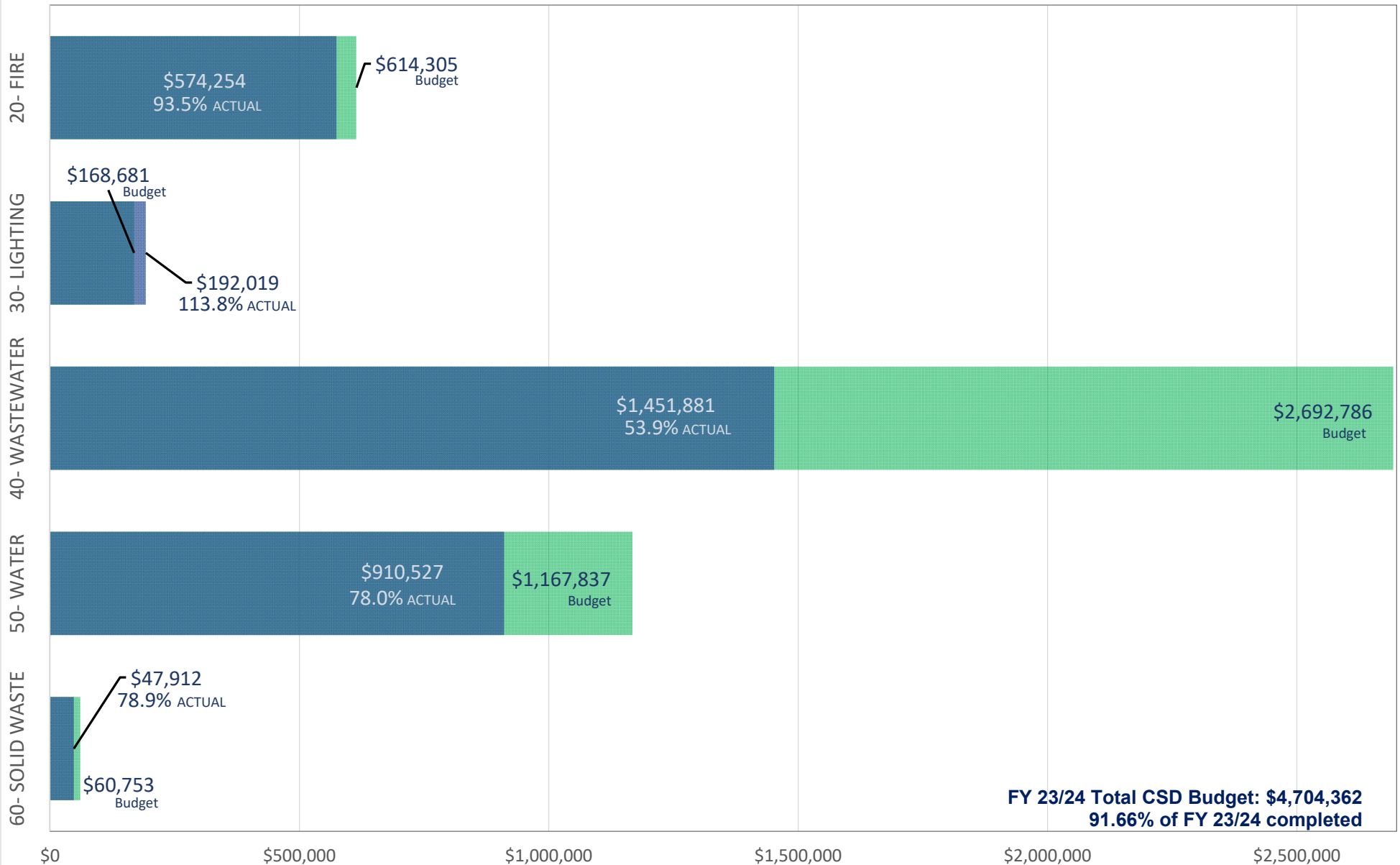
Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9	05/07/24	FUEL U8634 APR	0.00			40 64000	485		10200
97010202									
10	05/07/24	FUEL U8634 APR	0.00			50 65000	485		10200
97010202									
11	05/07/24	FUEL U8636 APR	235.79			50 65000	485		10200
97010202									
12	05/07/24	FUEL U8636 APR	235.79			40 64000	485		10200
97010202									
13	05/07/24	REBATE ADJUSTMENT	-3.04			20 62000	485		10200
97010202									
14	05/07/24	REBATE ADJUSTMENT	-2.96			40 64000	485		10200
97010202									
15	05/07/24	REBATE ADJUSTMENT	-5.09			50 65000	485		10200
97010202									
Total for Vendor:			1,016.49						
10400	20768S	473 WHITE BRENNER LLP	13,683.70						
FOR LEGAL SERVICES APR 2024									
1	05/13/24	APR SOLID WASTE LEGAL	0.00			60 66000	327		10200
2	05/13/24	SOLID WASTE LEGAL SB1383	400.40			60 66000	327		10200
50054	MAY								
3	05/13/24	APR WATER LEGAL	2,063.60			50 65000	327		10200
50053	MAY								
4	05/13/24	APR STEINBECK V SLO	1,509.20			50 65000	332		10200
50052	MAY								
5	05/13/24	APR FIRE LEGAL	333.00			20 62000	327		10200
50057	MAY								
6	05/13/24	APR SEWER LEGAL	154.00			40 64000	327		10200
50058	MAY								
7	05/13/24	APR SMEA LEGAL	83.25			40 64000	331		10200
50055	MAY								
8	05/13/24	APR SMEA LEGAL	83.25			50 65000	331		10200
50055	MAY								
9	05/13/24	APR HR LEGAL	1,694.28			20 62000	333		10200
50055	MAY								
10	05/13/24	APR HR LEGAL	176.49			30 63000	333		10200
50055	MAY								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11	05/13/24	APR HR LEGAL	2,541.42*			40 64000	333		10200
50055	MAY								
12	05/13/24	APR HR LEGAL	2,506.12*			50 65000	333		10200
50055	MAY								
13	05/13/24	APR HR LEGAL	141.19*			60 66000	333		10200
50055	MAY								
14	05/13/24	APR General Legal - ADMIN	968.57			20 62000	327		10200
50051	MAY								
15	05/13/24	APR General Legal - ADMIN	21.88			30 63000	327		10200
50051	MAY								
16	05/13/24	APR General Legal - ADMIN	398.36			40 64000	327		10200
50051	MAY								
17	05/13/24	APR General Legal - ADMIN	412.48			50 65000	327		10200
50051	MAY								
18	05/13/24	APR General Legal - ADMIN	17.51			60 66000	327		10200
50051	MAY								
19	05/13/24	APR PUBLIC RECORDS REQ	42.89			20 62000	327		10200
50056	MAY								
20	05/13/24	APR PUBLIC RECORDS REQ	4.47			30 63000	327		10200
50056	MAY								
21	05/13/24	APR PUBLIC RECORDS REQ	64.33			40 64000	327		10200
50056	MAY								
22	05/13/24	APR PUBLIC RECORDS REQ	63.44			50 65000	327		10200
50056	MAY								
23	05/13/24	APR PUBLIC RECORDS REQ	3.57			60 66000	327		10200
50056	MAY								
Total for Vendor:			13,683.70						
10444	20785S	318 WILDHORSE PROPANE	37.71						
1	05/20/24	FORKLIFT PROPANE	18.86			40 64000	382		10200
U006J041									
2	05/20/24	FORKLIFT PROPANE	18.85			50 65000	382		10200
U006J041									
Total for Vendor:			37.71						
# of Claims			93	Total:	257,271.82	# of Vendors	35		
Total Electronic Claims					32,712.89				
Total Non-Electronic Claims					224558.93				

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 OPERATING CASH - PREMIER	7,575.32
10461 COMMUNITY BANK OF SANTA MARIA	8,857.50
30 STREET LIGHTING DEPARTMENT	
10200 OPERATING CASH - PREMIER	2,186.31
40 WASTEWATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	176,794.18
50 WATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	60,483.88
60 SOLID WASTE DEPARTMENT	
10200 OPERATING CASH - PREMIER	1,374.63
Total:	257,271.82

P5 2024 San Miguel CSD Revenue Actual vs Budget



FY 23/24 Total CSD Budget: \$4,704,362
91.66% of FY 23/24 completed

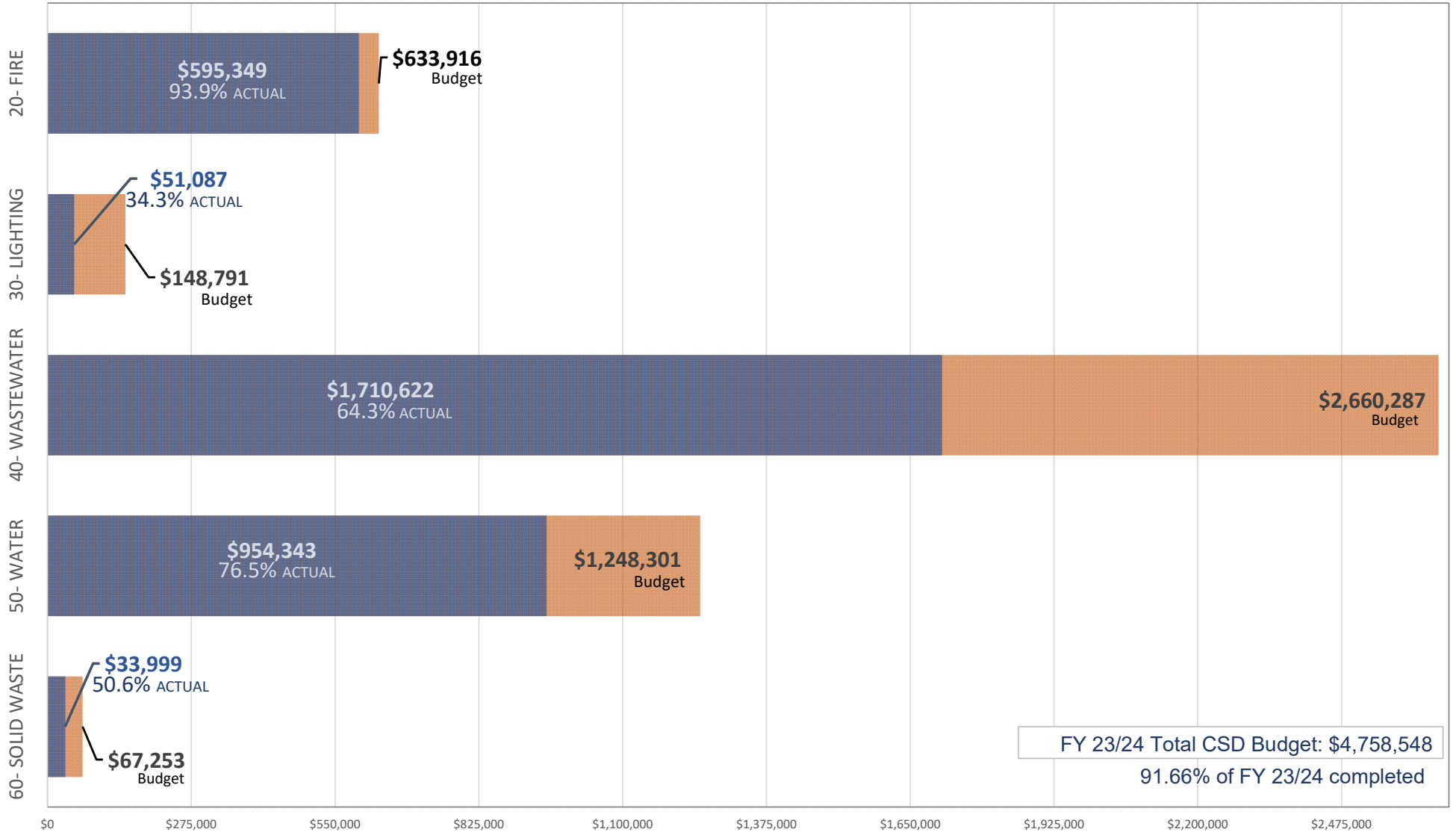
Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	4,750.00	4,750.00	3,450.00	-1,300.00	138 %
40320	Fire Impact Fees	0.00	16,727.77	3,000.00	-13,727.77	558 %
40410	Mutual Aid Fires ~ OES	0.00	27,510.16	0.00	-27,510.16	%
40420	Ambulance Reimbursement	0.00	4,123.05	3,000.00	-1,123.05	137 %
40500	State Fire Grants	0.00	0.00	20,000.00	20,000.00	0 %
40510	Sponsored Training Fees	0.00	232.50	0.00	-232.50	%
	Account Group Total:	4,750.00	53,343.48	29,450.00	-23,893.48	181 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	128,436.60	511,391.50	497,467.00	-13,924.50	103 %
	Account Group Total:	128,436.60	511,391.50	497,467.00	-13,924.50	103 %
46000	Interest Revenue					
46000	Interest Revenue	119.36	957.67	0.00	-957.67	%
46010	Transfer In	0.00	-1,953.36	0.00	1,953.36	%
46012	Fire Transfers from Cap Reserve	0.00	0.00	85,887.56	85,887.56	0 %
46100	Realized Earnings	128.00	-680.94	0.00	680.94	%
46150	Miscellaneous Income	30.00	785.94	0.00	-785.94	%
46151	Refund/Adjustments	0.00	2,681.82	0.00	-2,681.82	%
46153	Plan Check Fees and Inspections	200.00	2,102.50	1,500.00	-602.50	140 %
46175	Sale of Surplus Property	0.00	5,625.00	0.00	-5,625.00	%
	Account Group Total:	477.36	9,518.63	87,387.56	77,868.93	11 %
	Fund Total:	133,663.96	574,253.61	614,304.56	40,050.95	93 %
30 STREET LIGHTING DEPARTMENT						
40000						
40510	Sponsored Training Fees	0.00	23.25	0.00	-23.25	%
	Account Group Total:	0.00	23.25	0.00	-23.25	%
43000	Property Taxes Collected					
43000	Property Taxes Collected	39,753.80	157,158.11	154,663.00	-2,495.11	102 %
	Account Group Total:	39,753.80	157,158.11	154,663.00	-2,495.11	102 %
46000	Interest Revenue					
46000	Interest Revenue	154.05	23,223.58	10,419.00	-12,804.58	223 %
46100	Realized Earnings	-1,111.26	5,836.75	-1,839.00	-7,675.75	*** %
46150	Miscellaneous Income	3.00	480.46	150.00	-330.46	320 %
46151	Refund/Adjustments	0.00	5,296.61	5,288.00	-8.61	100 %
	Account Group Total:	-954.21	34,837.40	14,018.00	-20,819.40	249 %
	Fund Total:	38,799.59	192,018.76	168,681.00	-23,337.76	114 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40510	Sponsored Training Fees	0.00	248.00	0.00	-248.00	%
40900	Wastewater Sales	100,430.94	1,105,124.76	1,099,618.00	-5,506.76	101 %
40901	Riverzone Surcharge	1,524.55	17,016.12	18,388.00	1,371.88	93 %
40910	Wastewater Late Charges	1,448.96	19,400.31	9,070.00	-10,330.31	214 %
	Account Group Total:	103,404.45	1,141,789.19	1,127,076.00	-14,713.19	101 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	20,300.18	80,522.94	77,556.00	-2,966.94	104 %
	Account Group Total:	20,300.18	80,522.94	77,556.00	-2,966.94	104 %
46000	Interest Revenue					
46000	Interest Revenue	76.57	21,478.99	12,959.00	-8,519.99	166 %
46003	CWSRF Grants	0.00	1,671.00	1,026,500.00	1,024,829.00	0 %
46009	Grants - Other	58,859.36	88,739.70	217,355.00	128,615.30	41 %
46014	Wastewater Transfers from Cap Reserve	0.00	0.00	15,700.00	15,700.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	165,282.00	165,282.00	0 %
46100	Realized Earnings	7,373.67	11,959.40	6,405.00	-5,554.40	187 %
46150	Miscellaneous Income	13,045.00	13,867.07	39,654.00	25,786.93	35 %
46151	Refund/Adjustments	-107.04	2,409.84	2,499.00	89.16	96 %
46155	Will Serve Processing Fees	200.00	3,350.00	1,800.00	-1,550.00	186 %
46200	Wastewater Receiving	0.00	86,093.00	0.00	-86,093.00	%
	Account Group Total:	79,447.56	229,569.00	1,488,154.00	1,258,585.00	15 %
	Fund Total:	203,152.19	1,451,881.13	2,692,786.00	1,240,904.87	54 %
50 WATER DEPARTMENT						
40000						
40510	Sponsored Training Fees	0.00	248.00	0.00	-248.00	%
	Account Group Total:	0.00	248.00	0.00	-248.00	%
41000	Water Sales					
41000	Water Sales	77,709.26	878,122.47	984,276.00	106,153.53	89 %
41003	Water Surcharge	44.00	484.00	350.00	-134.00	138 %
41005	Water Late Charges	1,051.68	15,779.96	8,298.00	-7,481.96	190 %
	Account Group Total:	78,804.94	894,386.43	992,924.00	98,537.57	90 %
46000	Interest Revenue					
46000	Interest Revenue	49.94	7,237.78	3,202.00	-4,035.78	226 %
46002	DWSRF Grants	0.00	0.00	45,920.00	45,920.00	0 %
46010	Transfer In	0.00	0.00	87,660.00	87,660.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	35,390.00	35,390.00	0 %
46100	Realized Earnings	-172.50	2,000.33	-455.00	-2,455.33	*** %
46150	Miscellaneous Income	732.00	1,947.41	500.00	-1,447.41	389 %
46151	Refund/Adjustments	-27.19	1,039.75	1,030.00	-9.75	101 %
46152	Recycling	0.00	201.00	0.00	-201.00	%
46155	Will Serve Processing Fees	200.00	3,450.00	1,650.00	-1,800.00	209 %
46175	Sale of Surplus Property	0.00	16.25	16.00	-0.25	102 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
50 WATER DEPARTMENT						
	Account Group Total:	782.25	15,892.52	174,913.00	159,020.48	9 %
	Fund Total:	79,587.19	910,526.95	1,167,837.00	257,310.05	78 %
60 SOLID WASTE DEPARTMENT						
40000						
	40510 Sponsored Training Fees	0.00	23.25	0.00	-23.25	%
	Account Group Total:	0.00	23.25	0.00	-23.25	%
46000 Interest Revenue						
	46000 Interest Revenue	13.34	148.61	70.00	-78.61	212 %
	46005 Franchise Fees	4,376.79	47,428.56	43,936.00	-3,492.56	108 %
	46010 Transfer In	0.00	0.00	16,473.00	16,473.00	0 %
	46150 Miscellaneous Income	3.00	264.31	235.00	-29.31	112 %
	46151 Refund/Adjustments	0.00	47.53	39.00	-8.53	122 %
	Account Group Total:	4,393.13	47,889.01	60,753.00	12,863.99	79 %
	Fund Total:	4,393.13	47,912.26	60,753.00	12,840.74	79 %
	Grand Total:	459,596.06	3,176,592.71	4,704,361.56	1,527,768.85	68 %

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
20 FIRE PROTECTION DEPARTMENT	133,663.96	574,253.61	614,304.56	40,050.95	93 %
30 STREET LIGHTING DEPARTMENT	38,799.59	192,018.76	168,681.00	-23,337.76	114 %
40 WASTEWATER DEPARTMENT	203,152.19	1,451,881.13	2,692,786.00	1,240,904.87	54 %
50 WATER DEPARTMENT	79,587.19	910,526.95	1,167,837.00	257,310.05	78 %
60 SOLID WASTE DEPARTMENT	4,393.13	47,912.26	60,753.00	12,840.74	79 %
Grand Total:	459,596.06	3,176,592.71	4,704,361.56	1,527,768.85	68 %

P5 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	15,503.41	129,234.07	128,416.00	128,416.00	-818.07	101%
	111 BOD Stipend	336.00	1,608.00	1,704.00	1,704.00	96.00	94%
	115 Payroll Expenses	0.00	2.50	0.00	0.00	-2.50	0%
	120 Workers' Compensation	0.00	29,428.53	29,429.00	29,429.00	0.47	100%
	121 Physicals	0.00	16.20	1,000.00	1,000.00	983.80	2%
	125 Volunteer Firefighter Stipends	12,043.17	75,152.72	60,000.00	60,000.00	-15,152.72	125%
	126 OES Strike Team Payroll	0.00	20,746.68	14,748.00	14,748.00	-5,998.68	141%
	135 Payroll Tax - FICA/SS	756.30	5,362.53	2,278.00	2,278.00	-3,084.53	235%
	140 Payroll Tax - Medicare	404.51	3,246.92	2,087.00	2,087.00	-1,159.92	156%
	150 Payroll Tax - SDI	0.00	117.16	0.00	0.00	-117.16	0%
	155 Payroll Tax - SUI	57.33	2,408.67	6,115.00	6,115.00	3,706.33	39%
	160 Payroll Tax - ETT	1.26	45.28	130.00	130.00	84.72	35%
	205 Insurance - Health	1,103.32	11,616.27	11,342.00	11,342.00	-274.27	102%
	210 Insurance - Dental	57.05	633.93	674.00	674.00	40.07	94%
	215 Insurance - Vision	9.35	102.89	108.00	108.00	5.11	95%
	225 Retirement - PERS Expense	1,872.95	15,393.41	16,585.00	16,585.00	1,191.59	93%
	305 Operations & Maintenance	0.00	1,574.41	10,900.00	10,900.00	9,325.59	14%
	307 OES Strike Team Expenses	0.00	997.72	555.00	555.00	-442.72	180%
	310 Phone & Fax Expense	98.86	994.12	1,500.00	1,500.00	505.88	66%
	315 Postage, Shipping & Freight	42.32	188.91	300.00	300.00	111.09	63%
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
	320 Printing & Reproduction	158.77	158.77	1,000.00	1,000.00	841.23	16%
	321 IT Services - Professional Svcs	951.70	9,881.85	8,000.00	8,000.00	-1,881.85	124%
	323 Auditor - Professional Svcs	0.00	3,415.50	4,000.00	4,000.00	584.50	85%
	325 Accounting - Professional Svcs	493.65	2,923.61	2,500.00	2,500.00	-423.61	117%
	326 Engineering - Professional Svcs	0.00	1,840.00	3,000.00	3,000.00	1,160.00	61%
	327 Legal: General - Professional Svcs	1,344.46	12,044.02	18,000.00	18,000.00	5,955.98	67%
	328 Insurance - Prop & Liability	0.00	20,175.05	20,175.00	20,175.00	-0.05	100%
	333 Legal: HR - Professional Svcs	1,694.28	7,615.08	10,000.00	10,000.00	2,384.92	76%
	334 Maintenance Agreements	0.00	2,654.40	5,000.00	5,000.00	2,345.60	53%
	335 Meals	186.12	277.67	500.00	500.00	222.33	56%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	165.00	927.75	1,000.00	1,000.00	72.25	93%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	346 OES Equipt Repairs & Maint	0.00	41.75	42.00	42.00	0.25	99%
	348 Safety Equipment and Supplies	0.00	2,611.31	5,000.00	5,000.00	2,388.69	52%
	350 Repairs & Maint - Computers	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	351 Repairs & Maint - Equip	19.95	7,714.65	10,000.00	10,000.00	2,285.35	77%
	352 Repairs & Maint - Structures	345.00	1,361.32	4,000.00	4,000.00	2,638.68	34%
	354 Repairs & Maint - Vehicles	0.00	7,372.72	8,000.00	8,000.00	627.28	92%
	359 Testing & Supplies - Other	0.00	386.28	1,000.00	1,000.00	613.72	39%
	370 Dispatch Services (Fire)	0.00	14,936.04	17,000.00	17,000.00	2,063.96	88%
	375 Internet Expenses	129.98	1,948.72	2,000.00	2,000.00	51.28	97%
	376 Web Page - Upgrade/Maint	0.00	717.12	2,000.00	2,000.00	1,282.88	36%
	380 Utilities - Alarm Service	35.00	420.00	1,000.00	1,000.00	580.00	42%
	381 Utilities - Electric	34.35	258.80	6,000.00	6,000.00	5,741.20	4%
	382 Utilities - Propane	0.00	1,532.78	2,000.00	2,000.00	467.22	77%
	384 Utilities - Water/Sewer	147.84	1,665.36	1,700.00	1,700.00	34.64	98%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
385	Dues and Subscriptions	55.19	5,078.71	6,000.00	6,000.00	921.29	85%
386	Education and Training	425.00	7,493.75	8,000.00	8,000.00	506.25	94%
388	Education and training: CPR/FIRST	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
393	Advertising and Public Notices	34.78	34.78	1,000.00	1,000.00	965.22	3%
394	LAFCO Allocations	0.00	1,932.52	2,000.00	2,000.00	67.48	97%
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
405	Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
410	Office Supplies	0.00	734.17	2,000.00	2,000.00	1,265.83	37%
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0%
450	EMS Supplies	0.00	1,254.74	5,000.00	5,000.00	3,745.26	25%
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
456	State Fire Grants	0.00	28,003.18	34,247.00	34,247.00	6,243.82	82%
458	Grants- Professional Services	0.00	5,682.50	4,000.00	4,000.00	-1,682.50	142%
465	Cell phones, Radios and Pagers	98.84	1,337.11	2,000.00	2,000.00	662.89	67%
470	Communication Equipment	125.00	1,373.54	1,000.00	1,000.00	-373.54	137%
475	Computer Supplies & Upgrades	0.00	4,302.46	4,396.00	4,396.00	93.54	98%
485	Fuel Expense	278.73	5,822.93	9,000.00	9,000.00	3,177.07	65%
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
495	Uniform Expense	0.00	1,637.61	5,000.00	5,000.00	3,362.39	33%
502	Capital Outlay- Fire	0.00	10,910.80	10,911.00	10,911.00	0.20	100%
503	Weed Abatement Costs	710.50	6,020.50	5,150.00	5,150.00	-870.50	117%
505	Fire Training Grounds	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
510	Fire Station Renovation	0.00	2,226.22	2,500.00	2,500.00	273.78	89%
512	Fire- Escrow Temp Housing Unit	8,857.50	20,678.18	4,240.00	4,240.00	-16,438.18	488%
710	County Hazmat Dues	0.00	2,000.00	2,500.00	2,500.00	500.00	80%
820	Fireworks Clean Up	0.00	500.00	500.00	500.00	0.00	100%
925	Bank Fees	1.00	1.00	0.00	0.00	-1.00	0%
949	Lease agreements	0.00	5,760.00	5,760.00	5,760.00	0.00	100%
960	Property Tax Expense	0.00	153.68	154.00	154.00	0.32	100%
981	Debt Svcs Equipt - Principle	0.00	36,397.19	36,482.00	36,482.00	84.81	100%
982	Debt Svcs Equipt - Interest	0.00	10,685.50	10,711.00	10,711.00	25.50	100%
983	Debt Svcs Structure- Principle	0.00	23,012.72	23,899.00	23,899.00	886.28	96%
984	Debt Svcs Structure - Interest	0.00	10,563.59	9,678.00	9,678.00	-885.59	109%
	Account Total:	48,578.47	595,348.85	633,916.00	633,916.00	38,567.15	94%
	Account Group Total:	48,578.47	595,348.85	633,916.00	633,916.00	38,567.15	94%
	Fund Total:	48,578.47	595,348.85	633,916.00	633,916.00	38,567.15	94%

30 STREET LIGHTING DEPARTMENT

63000 Lighting

63000 Lighting

101	EE Timekeeping Costs	0.00	135.70	300.00	300.00	164.30	45%
105	Salaries and Wages	1,646.35	13,173.10	16,745.00	16,745.00	3,571.90	79%
111	BOD Stipend	38.00	187.00	264.00	264.00	77.00	71%
120	Workers' Compensation	0.00	-14.73	0.00	0.00	14.73	0%
121	Physicals	0.00	6.41	50.00	50.00	43.59	13%
135	Payroll Tax - FICA/SS	2.38	11.75	60.00	60.00	48.25	20%
140	Payroll Tax - Medicare	24.35	190.97	247.00	247.00	56.03	77%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
150	Payroll Tax - SDI	0.00	6.39	0.00	0.00	-6.39	0%
155	Payroll Tax - SUI	9.63	62.71	800.00	800.00	737.29	8%
160	Payroll Tax - ETT	0.19	1.33	12.00	12.00	10.67	11%
205	Insurance - Health	178.74	1,722.36	1,783.00	1,783.00	60.64	97%
210	Insurance - Dental	6.41	63.12	66.00	66.00	2.88	96%
215	Insurance - Vision	1.03	10.47	12.00	12.00	1.53	87%
225	Retirement - PERS Expense	183.74	1,531.80	1,389.00	1,389.00	-142.80	110%
305	Operations & Maintenance	0.00	32.01	1,500.00	1,500.00	1,467.99	2%
310	Phone & Fax Expense	9.88	101.03	100.00	100.00	-1.03	101%
315	Postage, Shipping & Freight	4.23	19.16	100.00	100.00	80.84	19%
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	95.17	1,041.43	3,300.00	3,300.00	2,258.57	32%
323	Auditor - Professional Svcs	0.00	341.55	600.00	600.00	258.45	57%
325	Accounting - Professional Svcs	49.36	288.79	750.00	750.00	461.21	39%
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
327	Legal: General - Professional Svcs	26.35	1,644.40	3,000.00	3,000.00	1,355.60	55%
328	Insurance - Prop & Liability	0.00	2,014.42	2,100.00	2,100.00	85.58	96%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	300.00	300.00	300.00	0%
333	Legal: HR - Professional Svcs	176.49	980.76	1,500.00	1,500.00	519.24	65%
334	Maintenance Agreements	0.00	251.47	600.00	600.00	348.53	42%
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	16.50	92.25	150.00	150.00	57.75	62%
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	481.27	10,000.00	10,000.00	9,518.73	5%
354	Repairs & Maint - Vehicles	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
375	Internet Expenses	10.58	116.38	150.00	150.00	33.62	78%
376	Web Page - Upgrade/Maint	0.00	74.70	425.00	425.00	350.30	18%
381	Utilities - Electric	1,442.50	15,059.69	20,000.00	20,000.00	4,940.31	75%
384	Utilities - Water/Sewer	220.98	7,941.86	15,500.00	15,500.00	7,558.14	51%
385	Dues and Subscriptions	4.79	220.57	1,500.00	1,500.00	1,279.43	15%
386	Education and Training	0.00	55.38	2,000.00	2,000.00	1,944.62	3%
393	Advertising and Public Notices	3.48	3.48	500.00	500.00	496.52	1%
394	LAFCO Allocations	0.00	1,932.52	1,933.00	1,933.00	0.48	100%
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0%
410	Office Supplies	0.00	12.18	500.00	500.00	487.82	2%
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	16.00	178.77	200.00	200.00	21.23	89%
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	3.81	100.00	100.00	96.19	4%
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	-0.02	0.00	0.00	0.02	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
925	Bank Fees	0.00	-1.20	5.00	5.00	6.20	-24%
940	Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0%
949	Lease agreements	110.00	1,210.00	1,200.00	1,200.00	-10.00	101%
	Account Total:	4,277.13	51,185.04	148,891.00	148,891.00	97,705.96	34%
	Account Group Total:	4,277.13	51,185.04	148,891.00	148,891.00	97,705.96	34%
70000 Transfers							
70000 Transfers							
352	Repairs & Maint - Structures	0.00	-97.67	-100.00	-100.00	-2.33	98%
	Account Total:	0.00	-97.67	-100.00	-100.00	-2.33	98%
	Account Group Total:	0.00	-97.67	-100.00	-100.00	-2.33	98%
	Fund Total:	4,277.13	51,087.37	148,791.00	148,791.00	97,703.63	34%
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
101	EE Timekeeping Costs	0.00	1,221.27	2,400.00	2,400.00	1,178.73	51%
105	Salaries and Wages	21,882.66	146,740.31	330,338.00	330,338.00	183,597.69	44%
110	Payroll Tax Expense	0.00	218.98	500.00	500.00	281.02	44%
111	BOD Stipend	504.00	2,412.00	1,872.00	1,872.00	-540.00	129%
120	Workers' Compensation	0.00	8,647.54	9,500.00	9,500.00	852.46	91%
121	Physicals	0.00	115.48	150.00	150.00	34.52	77%
135	Payroll Tax - FICA/SS	31.22	149.41	1,167.00	1,167.00	1,017.59	13%
140	Payroll Tax - Medicare	324.53	2,140.89	4,817.00	4,817.00	2,676.11	44%
150	Payroll Tax - SDI	0.00	69.34	0.00	0.00	-69.34	0%
155	Payroll Tax - SUI	275.09	988.81	15,614.00	15,614.00	14,625.19	6%
160	Payroll Tax - ETT	6.14	22.02	211.00	211.00	188.98	10%
205	Insurance - Health	3,099.81	19,274.81	54,582.00	54,582.00	35,307.19	35%
210	Insurance - Dental	118.52	868.10	2,234.00	2,234.00	1,365.90	39%
215	Insurance - Vision	19.47	141.19	309.00	309.00	167.81	46%
225	Retirement - PERS Expense	2,192.00	16,031.39	35,463.00	35,463.00	19,431.61	45%
305	Operations & Maintenance	135.35	8,669.18	8,000.00	8,000.00	-669.18	108%
310	Phone & Fax Expense	105.45	1,233.35	1,500.00	1,500.00	266.65	82%
315	Postage, Shipping & Freight	45.15	234.55	1,000.00	1,000.00	765.45	23%
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	1,000.00	1,000.00	1,000.00	0%
321	IT Services - Professional Svcs	1,015.14	12,963.49	14,800.00	14,800.00	1,836.51	88%
323	Auditor - Professional Svcs	0.00	3,643.20	3,644.00	3,644.00	0.80	100%
325	Accounting - Professional Svcs	526.54	3,153.75	4,500.00	4,500.00	1,346.25	70%
326	Engineering - Professional Svcs	842.50	14,069.36	20,000.00	20,000.00	5,930.64	70%
327	Legal: General - Professional Svcs	616.69	17,296.41	30,000.00	30,000.00	12,703.59	58%
328	Insurance - Prop & Liability	0.00	17,608.84	17,650.00	17,650.00	41.16	100%
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	15,000.00	15,000.00	0%
331	Legal: SMEA - Professional Svcs	83.25	1,555.35	3,500.00	3,500.00	1,944.65	44%
333	Legal: HR - Professional Svcs	2,541.42	12,800.86	9,500.00	9,500.00	-3,300.86	135%
334	Maintenance Agreements	0.00	4,264.25	8,000.00	8,000.00	3,735.75	53%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
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%
341	Space Rental	176.00	1,159.00	1,000.00	1,000.00	-159.00	116%
345	Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
348	Safety Equipment and Supplies	170.69	1,436.65	2,000.00	2,000.00	563.35	72%
349	Repairs & Maint - Mission Gardens	345.00	9,347.02	7,500.00	7,500.00	-1,847.02	125%
350	Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0%
351	Repairs & Maint - Equip	1,254.22	3,714.37	8,000.00	8,000.00	4,285.63	46%
352	Repairs & Maint - Structures	0.00	73.34	1,500.00	1,500.00	1,426.66	5%
353	Repairs & Maint - Infrastructure	0.00	10,649.85	15,000.00	15,000.00	4,350.15	71%
354	Repairs & Maint - Vehicles	27.82	4,457.09	5,000.00	5,000.00	542.91	89%
355	Testing & Supplies (WWTP)	439.97	19,986.97	17,000.00	17,000.00	-2,986.97	118%
361	Contract Operations	590.00	590.00	0.00	0.00	-590.00	0%
374	CSD Utilities - Billing Services	311.97	3,764.51	4,000.00	4,000.00	235.49	94%
375	Internet Expenses	373.90	4,112.90	4,500.00	4,500.00	387.10	91%
376	Web Page - Upgrade/Maint	0.00	1,075.68	1,076.00	1,076.00	0.32	100%
379	Utilities - Electric Mission	96.29	995.24	2,000.00	2,000.00	1,004.76	50%
380	Utilities - Alarm Service	50.00	550.00	2,000.00	2,000.00	1,450.00	28%
381	Utilities - Electric	7,754.50	89,708.47	80,000.00	80,000.00	-9,708.47	112%
382	Utilities - Propane	18.86	47.09	600.00	600.00	552.91	8%
383	Utilities - Trash	62.06	684.60	700.00	700.00	15.40	98%
384	Utilities - Water/Sewer	192.73	2,120.03	3,500.00	3,500.00	1,379.97	61%
385	Dues and Subscriptions	138.97	3,907.19	6,000.00	6,000.00	2,092.81	65%
386	Education and Training	0.00	1,090.19	2,500.00	2,500.00	1,409.81	44%
393	Advertising and Public Notices	37.10	915.58	1,000.00	1,000.00	84.42	92%
394	LAFCO Allocations	0.00	1,932.53	1,933.00	1,933.00	0.47	100%
395	Community Outreach	0.00	184.05	1,200.00	1,200.00	1,015.95	15%
396	Utilities - SoCal Gas	17.29	212.07	500.00	500.00	287.93	42%
410	Office Supplies	32.44	925.29	2,000.00	2,000.00	1,074.71	46%
432	Utility Rate Design Study	4,830.00	6,495.00	20,000.00	20,000.00	13,505.00	32%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	144.05	1,608.16	1,920.00	1,920.00	311.84	84%
475	Computer Supplies & Upgrades	0.00	875.50	1,000.00	1,000.00	124.50	88%
485	Fuel Expense	369.94	4,565.65	6,000.00	6,000.00	1,434.35	76%
490	Small Tools & Equipment	0.00	1,394.68	5,500.00	5,500.00	4,105.32	25%
495	Uniform Expense	0.00	1,338.88	2,500.00	2,500.00	1,161.12	54%
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	753.48	10,000.00	10,000.00	9,246.52	8%
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	350.00	18,424.01	40,000.00	40,000.00	21,575.99	46%
583	WWTF Drying Pond Maintenance	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
585	Sludge Removal Project	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
587	WWTF Final Design/Construction	32,969.28	701,260.97	450,000.00	478,756.00	-222,504.97	146%
705	Waste Discharge Fees/Permits	0.00	33,724.75	33,575.00	53,653.00	19,928.25	63%
715	Licenses, Permits and Fees	2,251.60	4,565.60	4,000.00	4,000.00	-565.60	114%
800	Deposit/ Liabilities	-23.49	-23.49	0.00	0.00	23.49	0%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	0.06	1.00	1.00	0.94	6%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
925	Bank Fees	0.00	-1.44	-2.00	-2.00	-0.56	72%
940	Bank Service Charges	0.00	-0.15	100.00	100.00	100.15	0%
949	Lease agreements	990.00	10,890.00	14,000.00	14,000.00	3,110.00	78%
950	WWTF Exp MBR	0.00	165,281.55	165,282.00	165,282.00	0.45	100%
955	3W Water Line SGMA	7,858.46	137,500.28	200,000.00	200,000.00	62,499.72	69%
960	Property Tax Expense	0.00	95.82	96.00	96.00	0.18	100%
963	Collection System Projects	108,034.86	137,420.95	396,500.00	396,500.00	259,079.05	35%
964	Septic to Sewer Project	0.00	15,263.75	15,700.00	15,700.00	436.25	97%
966	Reimbursable Engineering	877.50	1,115.00	0.00	0.00	-1,115.00	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	8,778.00	0.00	0.00	-8,778.00	0%
	Account Total:	205,106.94	1,711,500.85	2,602,332.00	2,661,166.00	949,665.15	64%
	Account Group Total:	205,106.94	1,711,500.85	2,602,332.00	2,661,166.00	949,665.15	64%
70000	Transfers						
70000	Transfers						
352	Repairs & Maint - Structures	0.00	-879.01	-879.00	-879.00	0.01	100%
	Account Total:	0.00	-879.01	-879.00	-879.00	0.01	100%
	Account Group Total:	0.00	-879.01	-879.00	-879.00	0.01	100%
	Fund Total:	205,106.94	1,710,621.84	2,601,453.00	2,660,287.00	949,665.16	64%
50 WATER DEPARTMENT							
65000	Water						
65000	Water						
101	EE Timekeeping Costs	0.00	1,221.28	2,400.00	2,400.00	1,178.72	51%
105	Salaries and Wages	19,190.81	257,759.95	338,264.00	338,264.00	80,504.05	76%
111	BOD Stipend	500.00	2,398.00	1,896.00	1,896.00	-502.00	126%
120	Workers' Compensation	0.00	6,099.60	8,000.00	8,000.00	1,900.40	76%
121	Physicals	0.00	225.84	150.00	150.00	-75.84	151%
135	Payroll Tax - FICA/SS	30.98	148.57	1,169.00	1,169.00	1,020.43	13%
140	Payroll Tax - Medicare	285.48	3,749.14	4,932.00	4,932.00	1,182.86	76%
150	Payroll Tax - SDI	0.00	136.94	0.00	0.00	-136.94	0%
155	Payroll Tax - SUI	149.83	1,382.95	15,988.00	15,988.00	14,605.05	9%
160	Payroll Tax - ETT	3.37	30.84	283.00	283.00	252.16	11%
205	Insurance - Health	2,313.52	38,533.52	46,122.00	46,122.00	7,588.48	84%
210	Insurance - Dental	-41.52	1,341.91	1,854.00	1,854.00	512.09	72%
215	Insurance - Vision	-7.55	217.22	310.00	310.00	92.78	70%
225	Retirement - PERS Expense	1,982.78	28,401.68	45,869.00	45,869.00	17,467.32	62%
305	Operations & Maintenance	135.34	8,656.11	8,000.00	8,000.00	-656.11	108%
310	Phone & Fax Expense	105.45	1,224.95	1,500.00	1,500.00	275.05	82%
315	Postage, Shipping & Freight	45.15	242.17	1,000.00	1,000.00	757.83	24%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	600.00	600.00	600.00	0%
320	Printing & Reproduction	1,169.45	1,340.70	1,000.00	1,000.00	-340.70	134%
321	IT Services - Professional Svcs	1,015.14	12,855.98	12,800.00	12,800.00	-55.98	100%
323	Auditor - Professional Svcs	0.00	3,643.20	3,644.00	3,644.00	0.80	100%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
324	GSA-GSP - Professional Svcs	430.00	12,596.39	15,000.00	15,000.00	2,403.61	84%
325	Accounting - Professional Svcs	526.54	3,280.50	4,500.00	4,500.00	1,219.50	73%
326	Engineering - Professional Svcs	707.50	61,945.64	25,000.00	52,310.00	-9,635.64	118%
327	Legal: General - Professional Svcs	2,539.52	23,681.27	27,000.00	27,000.00	3,318.73	88%
328	Insurance - Prop & Liability	0.00	32,485.00	32,485.00	32,485.00	0.00	100%
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	15,000.00	15,000.00	0%
331	Legal: SMEA - Professional Svcs	83.25	1,555.35	3,500.00	3,500.00	1,944.65	44%
332	Legal: Steinbeck & Water -	1,509.20	6,848.10	50,000.00	50,000.00	43,151.90	14%
333	Legal: HR - Professional Svcs	2,506.12	12,664.33	9,500.00	9,500.00	-3,164.33	133%
334	Maintenance Agreements	0.00	4,216.33	9,000.00	9,000.00	4,783.67	47%
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%
341	Space Rental	176.00	1,153.75	800.00	800.00	-353.75	144%
345	Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0%
348	Safety Equipment and Supplies	170.70	1,387.08	2,000.00	2,000.00	612.92	69%
350	Repairs & Maint - Computers	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
351	Repairs & Maint - Equip	1,308.29	5,284.61	5,000.00	5,000.00	-284.61	106%
352	Repairs & Maint - Structures	0.00	126.81	2,000.00	2,000.00	1,873.19	6%
353	Repairs & Maint - Infrastructure	23,501.36	69,855.28	50,000.00	59,163.00	-10,692.28	118%
354	Repairs & Maint - Vehicles	27.82	4,457.14	4,500.00	4,500.00	42.86	99%
356	Testing & Supplies - Well #3	1,399.27	4,360.94	3,500.00	3,500.00	-860.94	125%
357	Testing & Supplies - Well #4	1,399.29	4,360.99	3,500.00	3,500.00	-860.99	125%
358	Testing & Supplies - SLT Well	1,221.28	6,610.47	6,000.00	6,000.00	-610.47	110%
359	Testing & Supplies - Other	535.00	5,829.00	6,000.00	6,000.00	171.00	97%
361	Contract Operations	590.00	590.00	0.00	0.00	-590.00	0%
362	Cross-Connection Control Svcs.	291.40	1,352.00	1,500.00	1,500.00	148.00	90%
374	CSD Utilities - Billing Services	311.97	3,764.61	4,000.00	4,000.00	235.39	94%
375	Internet Expenses	253.92	2,793.12	3,500.00	3,500.00	706.88	80%
376	Web Page - Upgrade/Maint	0.00	1,060.74	1,061.00	1,061.00	0.26	100%
380	Utilities - Alarm Service	50.00	550.00	2,000.00	2,000.00	1,450.00	28%
381	Utilities - Electric	4,977.91	55,290.95	46,000.00	46,000.00	-9,290.95	120%
382	Utilities - Propane	18.85	720.51	1,000.00	1,000.00	279.49	72%
383	Utilities - Trash	62.06	684.60	700.00	700.00	15.40	98%
384	Utilities - Water/Sewer	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
385	Dues and Subscriptions	835.15	6,229.21	4,500.00	4,500.00	-1,729.21	138%
386	Education and Training	1,104.99	1,978.79	5,000.00	5,000.00	3,021.21	40%
393	Advertising and Public Notices	68.09	1,150.59	2,000.00	2,000.00	849.41	58%
394	LAFCO Allocations	0.00	1,932.53	1,933.00	1,933.00	0.47	100%
395	Community Outreach	0.00	992.05	1,200.00	1,200.00	207.95	83%
396	Utilities - SoCal Gas	40.60	415.59	2,000.00	2,000.00	1,584.41	21%
410	Office Supplies	32.44	925.06	2,000.00	2,000.00	1,074.94	46%
432	Utility Rate Design Study	0.00	32,088.79	20,000.00	20,000.00	-12,088.79	160%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	144.06	1,608.01	1,920.00	1,920.00	311.99	84%
475	Computer Supplies & Upgrades	0.00	875.50	1,000.00	1,000.00	124.50	88%
481	Chemicals- Well #3	0.00	2,390.86	4,000.00	4,000.00	1,609.14	60%
482	Chemicals- Well #4	0.00	3,527.66	4,000.00	4,000.00	472.34	88%
483	Chemicals- SLT Well	0.00	2,128.14	3,000.00	3,000.00	871.86	71%
485	Fuel Expense	367.82	4,566.18	6,000.00	6,000.00	1,433.82	76%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
490	Small Tools & Equipment	0.00	1,052.88	6,000.00	6,000.00	4,947.12	18%
495	Uniform Expense	0.00	1,460.68	2,500.00	2,500.00	1,039.32	58%
518	Water Projects SLT Well	0.00	37,293.16	0.00	35,390.00	-1,903.16	105%
520	Water Main Valves Replacement	0.00	9,578.97	10,000.00	10,000.00	421.03	96%
525	Water Meter Replacement	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
535	Water Lines Repairs	0.00	8,072.00	20,000.00	20,000.00	11,928.00	40%
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
715	Licenses, Permits and Fees	873.99	6,880.37	7,000.00	7,000.00	119.63	98%
800	Deposit/ Liabilities	38.92	38.92	0.00	0.00	-38.92	0%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
925	Bank Fees	0.00	-0.36	1.00	1.00	1.36	-36%
930	Interest Fees	0.00	44,326.21	60,000.00	60,000.00	15,673.79	74%
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
949	Lease agreements	990.00	10,890.00	14,000.00	14,000.00	3,110.00	78%
961	SLT Tank and Booster Pump Project	7,177.25	18,693.62	38,726.00	49,626.00	30,932.38	38%
962	0.65 MG Tank	0.00	46,738.00	67,660.00	67,660.00	20,922.00	69%
966	Reimbursable Engineering	877.50	1,495.00	0.00	0.00	-1,495.00	0%
990	Retirement/Health Ins Liability	0.00	8,778.00	0.00	0.00	-8,778.00	0%
	Account Total:	84,026.29	955,222.47	1,156,417.00	1,249,180.00	293,957.53	76%
	Account Group Total:	84,026.29	955,222.47	1,156,417.00	1,249,180.00	293,957.53	76%
70000 Transfers							
70000 Transfers							
352	Repairs & Maint - Structures	0.00	-879.01	-879.00	-879.00	0.01	100%
	Account Total:	0.00	-879.01	-879.00	-879.00	0.01	100%
	Account Group Total:	0.00	-879.01	-879.00	-879.00	0.01	100%
	Fund Total:	84,026.29	954,343.46	1,155,538.00	1,248,301.00	293,957.54	76%
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000	SOLID WASTE						
101	EE Timekeeping Costs	0.00	135.70	300.00	300.00	164.30	45%
105	Salaries and Wages	1,563.46	12,532.13	16,745.00	16,745.00	4,212.87	75%
111	BOD Stipend	22.00	95.00	264.00	264.00	169.00	36%
120	Workers' Compensation	0.00	13.82	100.00	100.00	86.18	14%
121	Physicals	0.00	6.08	50.00	50.00	43.92	12%
135	Payroll Tax - FICA/SS	1.36	5.84	60.00	60.00	54.16	10%
140	Payroll Tax - Medicare	22.97	180.72	246.00	246.00	65.28	73%
150	Payroll Tax - SDI	0.00	6.06	0.00	0.00	-6.06	0%
155	Payroll Tax - SUI	8.93	55.41	800.00	800.00	744.59	7%
160	Payroll Tax - ETT	0.17	1.09	12.00	12.00	10.91	9%
205	Insurance - Health	166.66	1,583.66	1,783.00	1,783.00	199.34	89%
210	Insurance - Dental	6.02	58.61	66.00	66.00	7.39	89%
215	Insurance - Vision	0.99	9.32	12.00	12.00	2.68	78%
225	Retirement - PERS Expense	177.66	1,482.90	1,389.00	1,389.00	-93.90	107%
305	Operations & Maintenance	0.00	29.39	2,000.00	2,000.00	1,970.61	1%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
310	Phone & Fax Expense	9.89	92.76	65.00	65.00	-27.76	143%
315	Postage, Shipping & Freight	4.23	17.78	50.00	50.00	32.22	36%
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	95.17	939.16	3,300.00	3,300.00	2,360.84	28%
323	Auditor - Professional Svcs	0.00	341.55	600.00	600.00	258.45	57%
325	Accounting - Professional Svcs	49.36	288.54	750.00	750.00	461.46	38%
327	Legal: General - Professional Svcs	421.48	8,708.80	9,500.00	9,500.00	791.20	92%
328	Insurance - Prop & Liability	0.00	1,646.35	1,646.00	1,646.00	-0.35	100%
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	141.19	844.23	600.00	600.00	-244.23	141%
334	Maintenance Agreements	0.00	203.55	600.00	600.00	396.45	34%
341	Space Rental	16.50	92.25	100.00	100.00	7.75	92%
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	182.31	500.00	500.00	317.69	36%
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0%
353	Repairs & Maint - Infrastructure	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
354	Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0%
375	Internet Expenses	10.58	116.38	150.00	150.00	33.62	78%
376	Web Page - Upgrade/Maint	0.00	59.76	132.00	132.00	72.24	45%
382	Utilities - Propane	0.00	0.00	150.00	150.00	150.00	0%
385	Dues and Subscriptions	4.78	177.41	1,000.00	1,000.00	822.59	18%
386	Education and Training	0.00	54.15	500.00	500.00	445.85	11%
393	Advertising and Public Notices	3.48	3.48	500.00	500.00	496.52	1%
394	LAFCO Allocations	0.00	1,932.52	1,933.00	1,933.00	0.48	100%
395	Community Outreach	0.00	303.50	500.00	500.00	196.50	61%
410	Office Supplies	0.00	11.91	25.00	25.00	13.09	48%
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	16.00	178.59	150.00	150.00	-28.59	119%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	0.00	100.00	100.00	100.00	0%
495	Uniform Expense	0.00	3.81	150.00	150.00	146.19	3%
650	SB1383 Compliance	0.00	0.00	250.00	250.00	250.00	0%
715	Licenses, Permits and Fees	491.97	491.97	0.00	0.00	-491.97	0%
940	Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0%
949	Lease agreements	110.00	1,210.00	1,200.00	1,200.00	-10.00	101%
	Account Total:	3,344.85	34,096.49	67,351.00	67,351.00	33,254.51	51%
	Account Group Total:	3,344.85	34,096.49	67,351.00	67,351.00	33,254.51	51%
70000	Transfers						
70000	Transfers						
352	Repairs & Maint - Structures	0.00	-97.67	-98.00	-98.00	-0.33	100%
	Account Total:	0.00	-97.67	-98.00	-98.00	-0.33	100%
	Account Group Total:	0.00	-97.67	-98.00	-98.00	-0.33	100%
	Fund Total:	3,344.85	33,998.82	67,253.00	67,253.00	33,254.18	51%

Grand Total: 345,333.68 3,345,400.34 4,606,951.00 4,758,548.00 1,413,147.66 70%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 5/24

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 OPERATING CASH - PREMIER	92,266.09	4,780.00	3.04	0.00	44,204.07	52,845.06
10250 PAC PREMIER - PAYROLL	5,561.39	0.00	32,144.65	0.00	32,144.65	5,561.39
10340 PAC PREMIER OPERATIONAL	431,298.97	128,717.16	0.00	0.00	0.00	560,016.13
10350 PAC PREMIER - CAPITAL	305,753.10	38.73	0.00	0.00	0.00	305,791.83
10461 COMMUNITY BANK OF SANTA	133,219.11	0.00	0.00	0.00	8,857.50	124,361.61
10462 CAMBRIDGE INV- FIRE	99,603.24	128.00	0.00	0.93	0.00	99,730.31
Total Fund	1,067,701.90	133,663.89	32,147.69	0.93	85,206.22	1,148,306.33
30 STREET LIGHTING DEPARTMENT						
10200 OPERATING CASH - PREMIER	265,687.50	39,756.80	0.00	0.00	4,277.13	301,167.17
10250 PAC PREMIER - PAYROLL	80.59	0.00	2,090.82	0.00	2,090.82	80.59
10340 PAC PREMIER OPERATIONAL	60,663.63	8.73	0.00	0.00	0.00	60,672.36
10350 PAC PREMIER - CAPITAL	45,475.67	5.76	0.00	0.00	0.00	45,481.43
10459 CAMBRIDGE INV- LIGHT RESV	157,976.60	28.99	0.00	177.00	0.00	157,828.59
10460 CAMBRIDGE INV- LIGHT CAP	366,761.05	110.57	0.00	934.26	0.00	365,937.36
Total Fund	896,645.04	39,910.85	2,090.82	1,111.26	6,367.95	931,167.50
40 WASTEWATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10200 OPERATING CASH - PREMIER	1,177,970.88	193,940.56	2,241.18	453.65	222,211.34	1,151,487.63
10250 PAC PREMIER - PAYROLL	2,242.94	0.00	28,453.44	0.00	28,453.44	2,242.94
10260 PAC WESTERN BANK - LONG	2,043.62	0.00	0.00	0.00	0.00	2,043.62
10340 PAC PREMIER OPERATIONAL	335,479.74	47.69	0.00	0.00	4,000.00	331,527.43
10350 PAC PREMIER - CAPITAL	205,368.03	26.52	4,000.00	0.00	0.00	209,394.55
10457 CAMBRIDGE INV- WW CAPITAL	319,389.45	2,954.53	0.00	14.66	0.00	322,329.32
10458 CAMBRIDGE INV- WW LT MAINT	697,878.36	4,436.16	0.00	0.00	0.00	702,314.52
Total Fund	2,740,523.02	201,405.46	34,694.62	468.31	254,664.78	2,721,490.01
50 WATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10150 Cash in SLO County	79,227.50	0.00	0.00	0.00	0.00	79,227.50
10200 OPERATING CASH - PREMIER	370,762.09	76,307.01	5.09	324.02	97,617.86	349,132.31
10250 PAC PREMIER - PAYROLL	1,860.16	0.00	24,565.29	0.00	24,407.70	2,017.75
10340 PAC PREMIER OPERATIONAL	89,084.10	12.82	0.00	0.00	0.00	89,096.92
10350 PAC PREMIER - CAPITAL	59,556.45	7.54	0.00	0.00	0.00	59,563.99
10400 HOB - USDA RESERVE	70,014.99	0.59	0.00	0.00	0.00	70,015.58
10456 CAMBRIDGE INV- W CAPITAL	158,268.16	28.99	0.00	172.50	0.00	158,124.65
Total Fund	828,923.45	76,356.95	24,570.38	496.52	122,025.56	807,328.70
60 SOLID WASTE DEPARTMENT						
10200 OPERATING CASH - PREMIER	61,284.90	4,379.79	0.00	0.00	3,344.85	62,319.84
10250 PAC PREMIER - PAYROLL	-0.42	0.00	1,970.22	0.00	1,970.22	-0.42
10340 PAC PREMIER OPERATIONAL	72,515.15	10.43	0.00	0.00	0.00	72,525.58
10350 PAC PREMIER - CAPITAL	22,935.86	2.91	0.00	0.00	0.00	22,938.77
Total Fund	156,735.49	4,393.13	1,970.22		5,315.07	157,783.77
71 PAYROLL CLEARING FUND						
10250 PAC PREMIER - PAYROLL	-446.96	90.27	89,224.42	89,210.67	157.59	-500.53
73 CLAIMS CLEARING FUND						
10200 OPERATING CASH - PREMIER	167,125.90	0.00	280,181.52	23,902.97	0.00	423,404.45

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10461 COMMUNITY BANK OF SANTA	0.00	0.00	8,857.50	8,857.50	0.00	0.00
Total Fund	167,125.90		289,039.02	32,760.47		423,404.45
Totals	5,857,207.84	455,820.55	473,737.17	124,048.16	473,737.17	6,188,980.23

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

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

5/31/2024



	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%	\$ 17.31	4.44%	\$ 0.77				\$ 17.31	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	\$ 99,730.31	5.5%
											total: \$ 99,747.62	
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.47%	\$ 29,484.49	4.43%	\$ 1,306.16				\$ 29,484.49	1.6%
	JP Morgan Chase NA	CD	\$ 100.00	5.25%	\$ 138,000.00	5.25%	\$ 7,245.00	8/15/2028	628	8/15/2023	\$ 138,085.56	7.6%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 198,534.00	11.0%
											total: \$ 366,104.05	
Lighting- Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	4.47%	\$ 7,731.09	4.43%	\$ 342.49				\$ 7,731.09	0.4%
	Morgan Stanley Bank NA	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	32992	3/10/2028	\$ 150,097.50	8.3%
											total: \$ 157,828.59	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	4.43%	\$ 630.29	4.44%	\$ 27.82				\$ 630.29	0.0%
	Freddie Mac	AGCY	\$ 99.20	4.25%	\$ 200,000.00	4.43%	\$ 8,500.00	1/30/2029	N/A	3/19/2024	\$ 196,990.00	11.0%
	Fannie Mae	AGCY	\$ 99.56	5.00%	\$ 200,000.00	5.10%	\$ 10,000.00	4/17/2029	N/A	4/17/2024	\$ 198,384.00	11.0%
	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	\$ 306,484.60	17.1%
											total: \$ 702,488.89	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.44%	\$ 19,288.29	4.44%	\$ 854.47				\$ 19,288.29	1.1%
	BMO HARRIS BANK NA	CD	\$ 100.00	5.00%	\$ 200,000.00	5.00%	\$ 10,000.00	5/18/2028	16571	5/18/2023	\$ 200,040.00	11.0%
	MEDALLION BANK	CD	\$ 100.00	5.00%	\$ 103,000.00	5.00%	\$ 5,150.00	5/24/2028	57449	3/8/2023	\$ 103,001.03	5.7%
											total: \$ 322,329.32	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.44%	\$ 7,731.09	4.44%	\$ 342.49				\$ 7,731.09	0.4%
	Morgan Stanley Private Bk	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	34221	3/10/2023	\$ 150,052.50	8.3%
											total: \$ 157,783.59	
Total & Average:					\$ 1,815,882.56	4.85%	\$ 87,864.20				\$ 1,806,282.06	100%

Disclosure

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

SMCSD STATEMENTS OF INFORMATION:

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

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

November 28, 2024

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 10.2

SUBJECT: Review and provide direction regarding additional water rate structures.

Alternative 1 - Existing rate structure with annual CPI increase.

Alternative 2 - Director Bakers concept with further analysis by the District Rate Consultant.

SUGGESTED ACTION: Discuss the 3 alternatives to the noticed Proposition 218 water rate increase and provide direction to the General Manager.

DISCUSSION:

On May 23rd 2024 the Board requested to have two alternatives brought to the Board for consideration. The two requested alternatives are (1) Maintaining the existing rate structure with an annual increase equal to the Consumer Price Index (CPI) and (2) The cost to further develop Director Bakers proposed rates and structure.

Alternative 1 - Maintaining the existing rate structure with an annual increase equal to the Consumer Price Index (CPI)

This alternative would maintain the existing structure of; a fixed base rate and three tiers. The first tier of 5 units will continue to be included in the base charge. In this alternative the base charge and tier rates would be increased annually (July 16th) by the CPI for the previous 12 months ending in April of that year.

Additional costs related to this alternative are; cost related to notice preparation by Bartle Wells Associates, approximately \$1,500 in printing/ mailing/ and noticing costs, and \$1,500 in legal and staff time.

As requested the proposed notice with CPI is attached for review.

Alternative 2 - Develop Director Bakers proposed rate and structure.

In this alternative there would be a fixed base charge, with three tiers. The first tier would no longer be included in the base charge. Users would be charged for each unit of water they use in addition to the base charge.

Additional cost related to this alternative are; approximately \$15,000 (T&M) in additional effort by Bartle Wells Associates, approximately \$1,500 in printing/ mailing/ and noticing costs, and \$1,500 in legal and staff time.

Both alternatives;

- Will require a new proposition 218 noticing, minimum 45 day protest period, and public hearing.
- Can be for a maximum of 5 years

Possible Board action;

- A. Approve Resolution 2024-XX authorizing the General Manager to issue notices and start the proposition 218 process for Alternative 1.
- B. Direct the General Manager to complete the analysis and prepare a notice for Director Bakers rate proposal to be brought back for approval to issue.
- C. Choose to not move forward with either alternative.

FISCAL IMPACT:

Impact will depend on Board action.

Alternative 1 will have a direct cost of approximately \$3,000.

Alternative 2 will have a direct cost of approximately \$18,000

The District has already forgone the proposed year one increase of approximately \$44,406 which was proposed in the Noticed 218 Scenario 1 rate increase.

For FY 24-25 if the Board approves moving forward with Alternative 1 (and it passes) then there will be a decrease of approximately \$11,841 in projected revenue over the projected revenue projection of Scenario 1 in the Noticed 218. Future years revenue changes will be uncertain as CPI changes from year to year.

PREPARED BY: Kelly Dodds



Notice of Public Hearing on Proposed Water Rate Increases



Date: August 22, 2024

Time: 6:00 pm



JOIN US IN PERSON

San Miguel Senior Center
601 12th Street San Miguel, CA

Dear Property Owner or Customer of Record,

The San Miguel Community Services District (the District) is proposing to gradually phase in water rate increases over the next five years to support operating and maintenance needs and provide adequate funding for capital improvements that will support safe and reliable service. The rates shown in this notice are the proposed maximum rates to be authorized. The District will periodically review its financial position to determine the necessary rate

increases. The District's utilities are self-supporting and rely on service charge revenues to meet annual funding needs. As such, water rates need to be set at levels adequate to fund the costs of providing service. The proposed rate increases are phased in over the next five years, with the first rate increases scheduled to become effective for service provided on and after September **DAY**, 2024. The proposed rates are based on a recently updated Water Rate Study, developed by an independent rate consultant, and reflects substantial input from District staff.



The District is working to rehabilitate and replace old pipelines and other aging facilities.

Proactively replacing aging pipelines to prevent breaks and reduce costly emergency repairs

A large portion of the District's infrastructure remains from when it was originally installed in the 1940's. When the pipes become weak, damaged or are simply old, they are in danger of breaking and resulting in water leaks that can cause property damage and are expensive to fix. Our staff is strategically identifying pipelines most in need of repair or replacement and performing scheduled shutdowns on the pipes that need it most. The rate increases approved in 2018 allowed the District to qualify and receive over \$400,000 in grants for the water system. This amounts to about \$445 received per water customer. The District is pursuing grants to offset some of the costs of upcoming projects.

Community Input & Written Protest Procedures

Customers, property owners, and community members are invited to attend the Public Hearing to provide input. Customers and property owners may also submit written protests against the proposed rate increases. Pursuant to California law, protests must be submitted in writing and must a) identify the affected property or properties, such as by service address or Assessor's Parcel Number, b) include the name and original signature of the customer or property owner submitting the protest, and c) indicate opposition to the proposed water rate increases. Protests or comments submitted by e-mail, fax or other electronic means are not counted as written protests. The proposed rates cannot be adopted if written protests are received from a majority (more than 50%) of affected parcels with one protest counted per parcel. Written protests can be mailed or hand delivered to the District's office at 1765 Bonita, San Miguel, CA 93451, or may be hand-delivered to the Board Clerk at the Public Hearing on August 22, 2024 at 601 12th Street, San Miguel, CA 93451. Written protests must be received by the Board Clerk before the close of the Public Hearing on August 23, 2024. Pursuant to California Government Code 53759, there is a 120-day statute of limitations for challenging any new, increased, or extended fees. This statute of limitations applies to the water and wastewater service charges proposed in the notice and future changes to water and wastewater rates and charges.



The District makes every effort to reduce costs before asking customers for additional rates

As a public utility, the District does not profit from charges for services. Pursuant to California law, all funds collected are used to pay for the costs of operating, maintaining our utilities, and investing in our infrastructure. We understand that rate increases place additional burden on our customers, particularly people on fixed incomes, and we plan to evaluate our finances and rates in an on-going manner to ensure rates continue to recover the costs of providing service without unnecessary increase.

Proposed Maximum Water Rates

The District is proposing annual water rate increases over the next five years tied to annual inflation. Water rate increases are needed to support water system operating expenses, provide adequate funding for maintenance of facilities and equipment, meet annual debt service funding requirements, keep up with cost inflation, continue compliance with regulatory requirements, and help support high-priority capital improvements to the District's aging water system infrastructure to support safe and reliable service. The District's water rates include a number of components including:

- Fixed Monthly Service Charges: These charges are levied independently of water use and are based on the size of each customer's water meter.
- Volumetric Charges: Volumetric charges are tiered by use and customer type and billed in units of 100 cubic feet.

Current and Proposed Rates	Current Rates	Proposed Sept. 1, 2024	Proposed* Sept. 1, 2025	Proposed* Sept. 1, 2026	Proposed* Sept. 1, 2027	Proposed* Sept. 1, 2028
Single-Family Residential Volumetric Rates						
(0-5 CCF)	\$0.00	\$0.00	*Change in volumetric rates tied to change in CPI			
(6-12 CCF)	\$4.77	\$4.95	*Change in volumetric rates tied to change in CPI			
(>12 CCF)	\$7.97	\$8.27	*Change in volumetric rates tied to change in CPI			
Non-Residential Volumetric Rates						
(0-5 CCF)	\$0.00	\$0.00	*Change in volumetric rates tied to change in CPI			
(>5 CCF)	\$5.55	\$5.76	*Change in volumetric rates tied to change in CPI			
All Customers Monthly Fixed Rates						
Meter Size						
1" and Below	\$53.09	\$55.11	*Change in volumetric rates tied to change in CPI			
1 1/2"	\$88.34	\$91.70	*Change in volumetric rates tied to change in CPI			
2"	\$130.64	\$135.60	*Change in volumetric rates tied to change in CPI			
6"	\$722.87	\$750.34	*Change in volumetric rates tied to change in CPI			

Proposed Annual Adjustments

Changes to water rates are needed to keep up with inflationary changes. Beginning September 1, 2024, and each September 1, thereafter, through and including September 1, 2027, the then current rates will be adjusted by the 12-month percentage change in the CPI-U (Series ID: CUURS49BSA0) for April of the current year compared to April of the prior year, as published by the U.S. Department of Labor, Bureau of Labor Statistics. The first year of proposed inflation-based rate increases of 3.8% reflects the change in general cost inflation for the preceding 12-month period from April 2023 to April 2024. The annual change in rates for water services will not exceed 10%.

The District is committed to operating as cost-effectively as possible while providing safe and reliable service! For questions or more information about the District or the proposed rates, please contact us at 805-467-3388 or kelly.dodds@sanmiguelcsd.org or visit our website at www.sanmiguelcsd.org.

RESOLUTION NO. 2024-XX

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

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

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

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

ABSTAINING:

VACANCY:

the foregoing Resolution is hereby passed and adopted this 27th day of June 2024.

Kelly Dodds General Manager

Rod Smiley, President Board Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 10.3

SUBJECT: CONTINUATION OF DISCUSSION AND POTENTIAL ACTION REGARDING THE ADOPTION OF WATER RATES FROM SEPTEMBER 28TH 2023 BOARD MEETING

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is continuing the discussion regarding the protest ballots submitted and will consider taking action to update the rate structure and increase its rates for water services. (Resolution 2024-01)

SUGGESTED ACTION: After Board and Public comment it is recommended that the Board approve RESOLUTION 2024-01 implementing the proposed rate schedule as outlined in Scenario 1 as proposed in the Proposition 218 process.

DISCUSSION:

At the Boards request a informal workshop was held on 5/2/2024 to discuss how the proposed water rate increase would affect customers. Those who attended were able to get additional information and to ask questions on how the water rate change will affect their household.

The Proposition 218 process started in June 2023 with Scenario 1 (Baseline Recommendation). Since the review and discussion of the rate increase has continued for over 8 months. It is recommended that the Board approve the rate increase as proposed in Scenario 1 with the following implementation schedule.

July 16th 2024 start year 1 rates, implementing successive increases on July 16th of each following year. Due to the delay in implementation, year 5 of the rate study will not be implemented. Increases will occur for FY 2024-25, FY2025-26, FY2026-27, FY2027-28. In fiscal year 2027-28 the Board should consider starting a new rate study to determine future rates of service.

Prior meeting information:

A Public Hearing was held on September 28th, 2023, at which public testimony was heard, protests were received, and at the conclusion of receiving all public comment, the public hearing was closed. After the close of the public hearing the General Manager, in front of the Board and Public, counted the protests received. 538 protests were counted at the Board meeting and, following established procedure, Board President Smiley requested that the item be continued to the October 26th Board meeting in order for the protests to be verified prior to moving forward. A motion and second were received and the item was continued to the October 26th Board meeting.

As stated in the September 28th meeting, pursuant to Government Code section 53755 the threshold for a successful protest is 50% plus one of the existing property owners/ customers. This number is established as 453 protests.

Following the September 28th Board meeting, under the direction of the General Manager, the protests received were logged, inspected for the required information, per the notice supplied to customers and owners, and the provided information was verified against information available from San Miguel Community Service District water billing records as well as the County of San Luis Obispo Assessor records.

Protests were logged and classified into one of five categories: (1) accepted, (2) unable to verify, (3)

incomplete, (4) duplicate, or (5) out of district.

Notifications mailed to customers and property owners required protests to contain the following information:

- a service address or Assessor Parcel Number (APN)
- customer or owner name
- statement that they oppose the water rate increase.
- signature of the customer or owner.

Category Descriptions:

Accepted –For a protest to be accepted, the required information must have been legible and able to be verified through District billing records or County of San Luis Obispo Assessor Records.

Unable to Verify – If a protest contained information that was not able to be verified through District or County records, or if the address or name were illegible, then it was marked as ‘*Unable to Verify.*’

Incomplete – If a protest was missing any of the required information, then the protest was marked as ‘*incomplete*’.

Duplicate – If multiple protests were received for the same service address or APN, then they were marked as ‘*duplicate*’. Only one protest was accepted for each verified service address or APN.

Out of District – If a protest was received with a service address or APN which was outside the District water service area, then it was marked as ‘*out of district*’.

After all the protests were logged and categorized, they were reviewed, and verified by the General Manager. Of the original 538 protests, all were reviewed and the totals for the classification are as follows:

334 were classified as accepted

92 were classified as unable to verify

15 were classified as incomplete

83 were classified as duplicate

14 were classified as out of district

Additional information relating to 'unable to verify'.

- 12 of the “unable to verify” protests were ultimately covered by a protest submitted by the actual owner/customer. Most appear to be members of the same household (by family name) protesting in addition to the family-member owner.

Additional information relating to 'duplicates'

- 23 protests were true duplicates, meaning the same owner/customer submitted multiple protests. These do not appear to be instances where individual tenants protested in addition to the primary property owner/customer.
- 10 of the duplicates share a family name with the owner/customer who also submitted a validated protest. This could be categorized as “true duplicates” as well, as these do not appear to be tenants.

At this time the Board should continue Board deliberation and determine whether the proposed rate

structure and rates are appropriate and take one of the following proposed actions;

- Approve the proposed structure and rates as presented in the presented financial plan, with initial implementation on November 16th or later.
- Approve the proposed structure with a lesser rate increase than is presented in the financial plan, with initial implementation on November 16th or later.
- Deny the proposed structure and rate increase.

Background information from prior meetings.

During the June Board meeting several options were presented in order to provide adequate revenue for current and future district expenses necessary to continue to provide quality water to the District community. At that meeting the Board approved proceeding with 'Scenario 1' and starting the mandatory public hearing period as prescribed by Proposition 218.

Due to a clerical error, new notices were mailed extending the public hearing period from August 24th to September 28th, 2023.

During the public hearing period staff spoke with numerous customers regarding the rates.

The proposed rate increase will increase revenues by 4.5% in the first year and increases of 5% are proposed for each of the other 4 years.

The proposed rate increase will also modify the rate structure, the existing structure includes five units of water in the fixed charge where, as the proposed rate structure does not include any units in the fixed charge. The proposed structure will reduce the overall cost for users using less than 4 units of water compared to the current fixed charge.

The proposed structure and rates are attached.

CEQA does not apply to this rate setting per section 15273(a)(1), (3), and (4)

FISCAL IMPACT:

Net increase in water revenue if the increase is passed.

Does not increase expenses without further Board action.

If the increase is not passed the District could experience budget shortfalls due to underfunded costs related to water service.

If the increase is not passed the District will not be able meet its obligation under current grants and loans. Potentially hindering the District's ability to secure additional grants and loans.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF
SAM MIGUEL COMMUNITY SERVICES DISTRICT
ADOPTING NEW PROPERTY-RELATED FEES
FOR WATER SERVICE

WHEREAS, San Miguel Community Services District (“District”) provides water services to residents and businesses of the District; and

WHEREAS, a Water Rate Study, dated June 13 2023, prepared by Bartle Wells Associates (“Water Rate Study”), establishes various rates proposed therein, which the District Board of Directors (“Board”) finds are reasonably related and proportional to the cost of providing water service to District customers; and

WHEREAS, in preparing the Water Rate Study , staff and Bartle Wells Associates recommended several alternatives that the District could adopt regarding the revised water rates, which the Board has reviewed; and

WHEREAS, at its June 22, 2023 regular meeting, the Board considered and approved the Water Rate Study and, at that same meeting, the Board instructed staff to set a public hearing pursuant to Article XIID, Section 6 of the California Constitution (a portion of “Proposition 218”) with respect to the water rate increase described in the Water Rate Study; and

WHEREAS, on July 10, 2023 and August 4, 2023, notice of public hearing, including all information required by applicable law, was mailed to (i) the record owner of each parcel served by the District and (ii) any other person to whom the District customarily sends a bill for water service at the address shown on District records; and

WHEREAS, the Board finds that the revenues derived from the proposed rates, as provided in the notice, are in reasonable proportion for each customer to the funds required to continue District operations and water services; and

WHEREAS, under Proposition 218, the District shall not impose the proposed water rates if written, valid protests against the proposed rates are presented to the District for a majority of the affected parcels prior to the close of the public hearing; and

WHEREAS, on September 28, 2023, at the time and date set forth in the mailed notice, the Board held a public hearing at which all interested persons had an opportunity

to present oral and written testimony, written materials, and written protests concerning the rate increase; and

WHEREAS, a majority protest requires receipt of protests from 50% plus one of the parcels within the District’s water service area, or 453 protests; and

WHEREAS, following the close of the public hearing and public protest process on September 28, 2023, the District counted the protests and determined that the total protests received did not meet the majority protest threshold of 453 protests.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT HEREBY RESOLVES AS FOLLOWS:

The Board does hereby approve and adopt the rate increase for water customers, in accordance with the rate schedule attached hereto as Exhibit A, which shall be effective on July 16th, 2024.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a regular meeting held on the 27th day of June 2024; motioned by _____, seconded by _____, and upon roll call was carried by the following vote of:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Kelly Dodds, General Manager

Rod Smiley, President Board of Directors

Tamara Parent, Board Clerk

APPROVED AS TO FORM:

Douglas L. White, District General Counsel

EXHIBIT A

Water Rate Schedule

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

San Miguel CSD

DRAFT Water Rate Study 2023

Scenario 1: Baseline Recommendation



June 12, 2023



BARTLE WELLS ASSOCIATES
Independent Public Finance Advisors

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

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

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

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

* Customer data as of June 2022 provided by City staff

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

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

Residential

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

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

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

Draft

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

¹Assumption based on District's estimate

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

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Salaries and Wages	All Volume	\$268,240	\$303,673	\$318,856	\$334,799	\$351,539	\$369,116	\$387,571	\$406,950	\$427,298	\$448,662	\$471,096	\$494,650
Stand-by Hours	Administration	\$3,015	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOD Stipend	Administration	\$3,458	\$4,260	\$1,896	\$1,991	\$2,090	\$2,195	\$2,305	\$2,420	\$2,541	\$2,668	\$2,801	\$2,941
Payroll Expenses	Administration	\$1,634	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	All Volume	\$8,131	\$13,323	\$18,000	\$18,900	\$19,845	\$20,837	\$21,879	\$22,973	\$24,122	\$25,328	\$26,594	\$27,924
Physicals	Administration	\$139	\$150	\$150	\$158	\$165	\$174	\$182	\$191	\$201	\$211	\$222	\$233
Payroll Tax - FICA/SS	All Volume	\$1,025	\$2,000	\$1,169	\$1,227	\$1,289	\$1,353	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
Payroll Tax	All Volume	\$3,889	\$4,403	\$4,932	\$5,179	\$5,438	\$5,709	\$5,995	\$6,295	\$6,609	\$6,940	\$7,287	\$7,651
Payroll Tax	All Volume	\$1,710	\$4,273	\$1,710	\$1,796	\$1,885	\$1,980	\$2,079	\$2,182	\$2,292	\$2,406	\$2,526	\$2,653
Payroll Tax	All Volume	\$3	\$20	\$30	\$32	\$33	\$35	\$36	\$38	\$40	\$42	\$44	\$47
Insurance -	Administration	\$33,959	\$28,444	\$46,122	\$48,428	\$50,850	\$53,392	\$56,062	\$58,865	\$61,808	\$64,898	\$68,143	\$71,550
Insurance -	Administration	\$19,984	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance -	Administration	\$2,474	\$1,987	\$1,854	\$1,947	\$2,044	\$2,146	\$2,254	\$2,366	\$2,485	\$2,609	\$2,739	\$2,876
Insurance -	Administration	\$447	\$326	\$310	\$326	\$342	\$359	\$377	\$396	\$415	\$436	\$458	\$481
Retirement - PERS Expense	Administration	\$32,421	\$32,000	\$30,869	\$32,412	\$34,033	\$35,735	\$37,521	\$39,398	\$41,367	\$43,436	\$45,608	\$47,888
Operations & Maintenance	All Volume	\$5,459	\$8,000	\$8,000	\$8,400	\$8,820	\$9,261	\$9,724	\$10,210	\$10,721	\$11,257	\$11,820	\$12,411
Phone & Fax Expense	Administration	\$3,158	\$2,000	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Postage, Shipping & Freight	Administration	\$594	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Legal: P.R.A.s - Professi	Administration	\$1,232	\$532	\$600	\$630	\$662	\$695	\$729	\$766	\$804	\$844	\$886	\$931
Printing & Reproduction	Administration	\$1,083	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
IT Services - Professiona	Administration	\$6,818	\$9,895	\$12,800	\$13,440	\$14,112	\$14,818	\$15,558	\$16,336	\$17,153	\$18,011	\$18,911	\$19,857
Auditor - Professional Sv	Administration	\$4,283	\$4,480	\$3,600	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585
GSA-GSP - Professional Sv	All Volume	\$8,842	\$15,000	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270
Accounting - Professional	Administration	\$3,700	\$7,680	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Engineering - Professiona	Maintenance	\$2,960	\$27,500	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936	\$38,783
Legal: General - Professi	Administration	\$37,599	\$26,625	\$27,000	\$28,350	\$29,768	\$31,256	\$32,819	\$34,460	\$36,183	\$37,992	\$39,891	\$41,886
Insurance - Prop & Liabil	Administration	\$21,032	\$29,375	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$40,841	\$42,883	\$45,027	\$47,279	\$49,643
New Hire Screening	Administration	\$23	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Contract Labor	Administration		\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Legal: SMEA - Professiona	Administration		\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Legal: Steinbeck & Water	Administration	\$48,060	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Legal: HR - Professional	Administration	\$11,407	\$6,000	\$7,500	\$7,875	\$8,269	\$8,682	\$9,116	\$9,572	\$10,051	\$10,553	\$11,081	\$11,635
Maintenance Agreements	All Volume	\$6,414	\$9,260	\$9,000	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962
Meals	Administration		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Meetings and Conferences	Administration	\$920	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Mileage Expense Reimburse	Administration	\$283	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Safety Equipment and Supp	Administration	\$358	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Compute	All Volume	\$101	\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Repairs & Maint - Equip	All Volume	\$12,528	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Repairs & Maint - Structu	All Volume	\$109	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Infrast	All Volume	\$37,089	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Repairs & Maint - Vehicle	All Volume	\$1,809	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Testing & Supplies (WWTP)	All Volume	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Supplies - Well	All Volume	\$2,662	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - Well	All Volume	\$2,460	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - SLT	All Volume	\$6,448	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Testing & Supplies - Othe	All Volume	\$3,692	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

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

¹ Based on San Miguel FY 23-24 budget

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

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

¹Additional revenue based on recommended increase

²Additional adjusted if adopted mid-fiscal year

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

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

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

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

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

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

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

Functional Allocation

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

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

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

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



Board of Directors

President
Rod Smiley

Vice President
Raynette Gregory

Board Members
Anthony Kalvans
Owen Davis
Berkley Baker

General Manager
Kelly Dodds

Fire Chief
Scott Young

Mission Statement

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

P.O. Box 180
1765 Bonita Place
San Miguel, CA 93451

Tel. 805-467-3388
Fax 805-467-9212

Date: 10/12/2023

San Miguel Board of Directors

On September 28th 2023, at a regularly scheduled meeting of the San Miguel Community Service District Board of Directors, the Board held a Public Hearing to consider a potential water rate increase.

At the conclusion of the public hearing period, all the protest ballots that were presented prior to the close of the public hearing were counted by the General Manager in full view of the Board and Public. At the conclusion of the initial count, there were 538 protests collected, of which nine were collected by mail or dropped off at the District Office, and 529 were presented by Mr. Ashley Sangster during the protest hearing, neatly stacked in boxes. Additionally, as stated at the September 28th meeting, the threshold to meet the necessary 50% plus one, pursuant to Government Code section 53755, is 453 protests.

Following the Board Meeting, District staff were instructed by the General Manager on the handling and processing of the protest verification. Protests were to be logged and classified into one of five categories: (1) accepted, (2) unable to verify, (3) incomplete, (4) duplicate, or (5) out of district.

Notifications mailed to customers and property owners required protests to contain the following information:

- a service address or Assessor Parcel Number (APN)
- customer or owner name
- statement that they oppose the water rate increase.
- signature of the customer or owner.

Category Descriptions:

Accepted – For a protest to be accepted, the required information must have been legible and able to be verified through District billing records or County of San Luis Obispo Assessor Records.

Unable to Verify – If a protest contained information that was not able to be verified through District or County records, or if the address or name were illegible, then it was marked as ‘*Unable to Verify.*’

Incomplete – If a protest was missing any of the required information, then the protest was marked as ‘*incomplete.*’

Duplicate – If multiple protests were received for the same service address or APN, then they were marked as ‘*duplicate.*’ Only one protest was accepted for each verified service address or APN.

Out of District – If a protest was received with a service address or APN which was outside the District water service area, then it was marked as ‘*out of district.*’

After all the protests were logged and initially categorized, every protest was reviewed and confirmed by the General Manager and Board Clerk.

Through the verification process, the 538 protests were classified as follows:

- Accepted - 334
- Unable to Verify - 92
- Incomplete - 15
- Duplicate - 83
- Out of District – 14

Based on the threshold of 453 protests required to meet the 50% plus one, and having 334 accepted protests, the protest effort is 119 accepted protests short of this threshold. The Board, at its discretion, may move forward with discussion and or approval of a rate structure change and increase.

Kelly Dodds, General Manager



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Fax 805-467-9212

Date: 5/10/24

Water Department Reserves

The Water Department maintains funds in several accounts.

- Operational Cash – funds for daily needs and expenses
- Operational Reserve – reserve funds to back up operational cash and act as an unrestricted reserve for planned and unplanned expenses for each fund.
- Capital Reserve – Restricted funds that are for purchase and replacement of equipment and facilities. Not to be used for operation and maintenance activities.
- Investments – the District maintains some Operational Reserve and Capital Reserve funds in investments. Each investment is designated by department and by Operational Reserve or Capital Reserve to maintain its status as restricted or Unrestricted.

As of 4/30/24 the Water Department has the following funds available.

Operating Cash	\$370,762
Operational Reserve	\$89,084
Capital Reserve	\$59,556
Capital Reserve Investment	\$158,268

As of 4/30/24 the Water Department has the following funds which are unavailable.

USDA reserve	\$70,015
Cash in County	\$79,228

The Water department is required to maintain, at a minimum, three months of operating expenses in reserve.

- Based on the current approved budget, the District has approximately eight (8) months of operating expenses in available funds.

The Water department is required to maintain, at a minimum, a ratio of 1.1 Revenue to Expenses.

- This ratio is dictated by the loan agreement with USDA.

The District reserve policy, approved February 21st 2023, outlines the following thresholds for reserves for the Water fund.

The goals for the Water Department are as follows:

- Operational Reserve
 - Operational reserve should be equal to or greater than 50 percent of the annual budgeted operating expenses for each fund (not including budgeted projects or other capital replacement)
 - This fund shall not be used to artificially suppress water and wastewater rates (i.e. to maintain or sustain rates at levels below the cost of service)
- Capital Reserve
 - Target criteria for capital reserve is \$1,000,000

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 10.4

SUBJECT: Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02 (Recommend review and approve by 3/5 vote)

SUGGESTED ACTION: Review and approve RESOLUTION 2024-02 adopting revisions to the District water and wastewater billing policy.

DISCUSSION:

Changes to the Billing Policy are contingent on the approval of the proposed rate structure. If the proposition 218 rate hearing and adoption fails, or is continued then this item should be tabled to a future meeting.

Approval of RESOLUTION 2024-02 will adopt and implement changes to the existing Billing Policy. The proposed revisions pertain to changes in the rate structure that are proposed in the proposition 218 hearing, predominantly removing language referring to the inclusion of water units within the flat rate fees.

No changes are proposed for specific wastewater sections at this time, those sections will be brought back as appropriate after the wastewater rate study is completed.

FISCAL IMPACT:

Staff time to review and revise customer accounts to comply with policy changes.

PREPARED BY: Kelly Dodds



RESOLUTION NO. 2024-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL
COMMUNITY SERVICES DISTRICT ADOPTING REVISIONS TO THE UTILITY
BILLING POLICY**

WHEREAS, the San Miguel Community Services District (“District”) established governing policies and procedures for water and wastewater utility billing through resolution 2018-35 (“Policies”); and

WHEREAS, the District Board of Directors (“Board”) has determined that these governing policies and procedures should be established with formal processes to appeal a utility billing statement, and to allow the District to recover appropriate late fee charges through a public hearing; and

WHEREAS, thru regular review of District Policies and procedures it was determined that revisions were needed to the Utility Billing Policy to maintain currency and applicability with current practice; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby approve and adopt the revised Utility Billing policy as shown as Exhibit “A” attached hereto.

BE IT FURTHER RESOLVED, this Resolution shall be in effect upon adoption of this resolution by the Board and remain in full force and effect until rescinded or replaced by a Board resolution or ordinance.

PASSED AND ADOPTED by the Board of Directors on a motion with amendments of Director _____, seconded by Director _____ by the following roll call vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 27th day of June 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 Utility Billing Policy
~~October 2020~~ September Effective as of
July 16th 2024

Section 1. Policy Purpose and Application

The Board of Directors adopts this policy to:

- a. Provide procedures for billing of varied occupancies based on the approved rate structure;
- b. Provide a fair and impartial procedure for customers to dispute fees assessed by the District;
- c. Establish a comprehensive policy for District billing practices and provide customers notice of their payment duties and obligations;
- d. Facilitate timely payment from District customers to meet the District's financial obligations;
- e. Ensure that customers that meet their obligation of timely payment do not bear the additional cost of those who do not;
- f. Establish enforcement mechanisms to obtain payment when a customer refuses to pay or cannot be found;
- g. Establish procedures for District customers to dispute the accuracy of any utility bill, late fee, or other enforcement mechanism used by the District for the collection of utility charges.

Section 2. Payment Due

Payment for services shall be due upon receipt and are deemed past due by the 14⁰th of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, ~~60-60~~ days after the billing date shown on the bill ("Discontinuation of Services Amount Due After Date").¹

¹ This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

Section 3: Late Fees

- a. Payments received after the due date (Penalty Date) will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115, subdivision (A)(3)(c). For every month a balance remains unpaid, the District will assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.
- b. The District will waive interest charges on a delinquent bills once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.²
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney's fees and costs should it become necessary to use such measures to collect the charges on the customer's account.

Section 4 application of monthly water and wastewater rates based on occupancy

a. Water Billing

i. Meters 1 1/2" and larger

All services with water meters 1 1/2" and larger in size, regardless of occupancy, will be considered commercial and charged according to the size of the meter in addition to the non-residential usage tier rates for actual usage. ~~Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 hundred cubic feet ("HCF"). Actual usage fees will apply after the initial 5 HCF.~~

ii. Meters 1" and smaller (single family)

All water meters 1" and smaller in size which serve single-family residences will be charged one (1) 1" meter fixed rate per separate residence and usage based on the Single-Family Residential Tier structure. ~~Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 HCF per separate residence. Actual usage fees will apply after the initial 5 HCF per separate residence.~~

~~-ADUs sharing a service with a single-familySingle-Family residence are not considered a separate residence and not billed a separate fixed rate.~~

~~-ADUs with separate services are considered Ssingle--Ffamily for the purposes of this policy.~~

iii. Meters 1" and smaller (multifamily)

All water meters 1" and smaller in size which serve properties with multi-family residential units will be charged one (1) 1" meter fixed rate per separate residential building and usage based on the Single-Family ~~-Tier~~Residential Tier structure.

² This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

~~Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 HCF per separate residential building within the fixed rate. Actual usage fees will apply after the initial 5 HCF per residential building.~~

iv. Meters 1" and smaller (commercial and mixed use)

All water meters 1" and smaller in size which serve properties with commercial or mixed-use occupancies will be classified as commercial and charged one (1) 1" meter fixed rate per separate building and usage based on the non-residential Tier structure. ~~The service will be granted 5 HCF per separate building within the fixed rate. Actual usage fees will apply the initial 5 units per building.~~

Wastewater Billing

i. Single Family Residential

All water meters 1" and smaller in size that serve single-family residence(s) will be charged one (1) single family fixed charge per residence.

ii. Multifamily residential

All water meters 1" and smaller in size that serve multifamily dwelling units will be charged one (1) multifamily fixed charge per dwelling unit.

iii. Multiple Unit residential

Properties with multiple single-family residential buildings which are each 500 square feet or less in size and served by a single meter will be considered commercial in nature and charged one (1) commercial fixed charge and usage rate based on their volumetric strength as determined by the strength listing.

Properties with multiple single-family residential buildings which are each in excess of 500 square feet in size and served by a single meter will be considered single-family residences and be charged one (1) single family fixed charge per separate residence.

iv. Commercial and Mixed use

Commercial and mixed-use services will be charged one (1) commercial fixed charge per separate building and a usage rate based on their volumetric strength, as determined by the current strength listing adopted by board resolution.

The volumetric rate will be based on the predominant building usage based on square footage within the building. If a building has two occupancies of equal square footage within the building, then the usage rate will be the higher of the two.

Section 5: Long term Suspension of service

- a. Upon written request to the District General Manager, a customer can request that their water and sewer service be suspended for a period of no less than six (6) months.

- b. A written request must be made at least 15 days prior to the requested suspension date indicating the reason for the suspension, date of shutoff, and date of restart. The written request must contain the name of a contact, and that person's contact information for the customer while they are out of the area or an alternate contact for someone able to make financial commitments on behalf of the current customer.
- c. If the customer is not the property owner, written authorization from the property owner must also be provided prior to approval of the suspension.
- d. In order to process the request for suspension the account must be paid in full at the time of suspension.
- e. Only one suspension will be allowed per year per account.
- f. On the day of the suspension the water meter will be turned off and locked.
- g. The District is not responsible for damage to piping or personal property past the water meter due to the long-term suspension of water and sewer service.
- h. If the service to be suspended also provide water to residential or commercial fire sprinklers, then the suspension of that service will cause the fire sprinklers to not work. The District is not responsible for damage to the building, fire sprinkler system, or any other property as a result of the water being turned off at the account holders request.

Section 6: Discontinuance of Service

Notice to Residential Owner

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges.
- b. The District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;

6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable); and
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment.
- c. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
 - d. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to the Discontinuation of Service Date.
 - e. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
 - f. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.
 - g. Services shall not be disconnected pending an appeal, as outlined in Section 9 of this Policy below, or pending a request for relief, until the Board of Directors rules on the appeal.
 - h. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Individual Meter

For residential occupants receiving services through an individual meter in a detached single-family dwelling, a multi-unit residential structure, mobile home park, or a permanent residential structure in a labor camp, and the owner, manager, or operator is listed as the customer of record, and the District will provide notice to the residential occupant(s) that account is delinquent.

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least ten (10) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;

2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services; and
 9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account.
- b. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
 - c. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to any termination of service.
 - d. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
 - e. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.
 - f. Services not disconnected prior to an appeal, as outlined in Section 9 of this Policy below, or request for relief shall not be disconnected until the Board of Directors rules on the appeal.
 - g. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Master Meter

For residential occupants receiving services through a master meter in a multi-unit residential structure, mobile home park, or permanent residential structures in a labor camp, and the owner, manager, or operator is listed as the customer of record, provide notice to each residential unit that account is delinquent.

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services;
 9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account; and
 10. Must specify, in plain language, what the residential occupants are required to do in order to prevent discontinuation of service, or to reestablish service; and
 11. The telephone number of a qualified legal services project, which has been recommended by the local county bar association.

Notice to Elderly or Dependent Adult

If a customer is 65 years of age or older, or a dependent adult, the following must apply:

- a. The District must provide an option to these customers for third-party notification services. For example, a qualified customer may designate his or her adult child as the designated third-party to be notified about a delinquent payment.

- b. The qualified customer shall make a request to designate a third-party to be notified on a form provided by the District and shall include the written consent of the designated third-party.
- c. The third-party notification does not obligate the third-party to pay the overdue charges, nor shall it prevent or delay the termination of services.
- d. If a qualified customer requests third-party notification, the District must attempt to notify the designated third-party to receive notification when the qualified customer's account is past due and subject to discontinuation of services.
- e. Notification shall include information on requirements to prevent discontinuation of services.

Exceptions to Discontinuation of Services

The District will not discontinue services in the following instances:

- a. On Saturday, Sunday, legal holiday, or hours during which business offices of the District's Utility Department are not open to the public;
- b. If the customer disputes the bill and during the pendency of an investigation into the customer's dispute or complaint, as outlined in Section 7 of this Policy;
- c. When the customer has been granted an extension of the period to pay the bill (however, termination may be applicable if the extension period expires);
- d. If the customer is compliant with an amortization agreement and the customer also keeps the account current as charges accrue in each subsequent billing period; and
- e. A licensed physician or surgeon has certified that termination of services will be life threatening to the customer, and the customer is financially unable to pay for service in the normal payment period, and the customer is willing to enter into an amortization agreement for all charges that the customer is unable to pay prior to delinquency.

Section 7: Request for Relief

- a. Any customer of the District may file a written request with the General Manager disputing any fee or charge assessed by the District or water service disconnection within five (5) days of the fee becoming due or water service becoming disconnected. Time limitations prescribed by this subsection shall not apply within the first ninety (90) days of this policy's adoption.
- b. Within thirteen (13) days of submitting the request in writing, the customer may make a request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment.
- c. The General Manager shall review all written requests for relief and either deny the request or grant the relief requested or a portion thereof. Factors for consideration shall include:
 - 1. Billing errors;

2. Faulty meter or a misread meter;
3. A water leak was present necessitating a leak adjustment;
4. Consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time; and
5. Any other factor deemed relevant by the General Manager.

Section 8: Request for Relief, leak adjustments

- a. Any customer of the District may file a written request for a leak adjustment.
 - i. The written request must include the following information: account number, name on the account, date leak was fixed, cause of the leak, supporting information of the leak repair (receipts, pictures, etc.).
- b. To apply for a leak adjustment, the following conditions must be met:
 - i. The customer's account must be current, the customer must have taken immediate action to repair the leak once the leak was identified, and the customer must not have had any other leak adjustment within 12 months of the current request.
- c. If approved by the General Manager, the amount of the credit will be determined by subtracting the average of the previous 12 months' bills from the bill for the period in which the leak occurred and dividing that amount by two.

Section 9: Appeals

- a. Any customer of the District who disputes the General Manager's final decision under section 7 and 8 of this policy, may appeal the decision by filing a "Notice of Appeal" no later than fifteen (15) days from the date of the General Manager's final decision. Appeals of the General Manager's decision shall be heard by the Board of Directors.
- b. No customer shall be entitled to a hearing before the Board of Directors without first requesting relief pursuant to Section 7 or Section 8.
- c. The Notice of Appeal shall set forth the basis for the appeal and all facts upon which the appeal is based.
- d. Within fifteen (15) days of receiving the Notice of Appeal, the General Manager shall notify the appellant of the time and place for the hearing. The General Manager shall provide notice of the hearing to the appellant no later than fourteen (14) days prior to the hearing.
- e. The customer may present evidence demonstrating that the utility bill is inaccurate, or the amount owed is improper. The General Manager may present evidence that demonstrates the accuracy of the utility bill and evidence that justifies the amount of the utility bill.
- f. The Board of Directors may affirm the amounts assessed by the General Manager, reduce any portion of the delinquent amount or penalties, or find that the imposition of the penalty is not warranted. When reducing the amount sought by the utility bill, the Board shall make a finding on the record that the reduction is in the public interest.

- g. The Board of Directors' decision shall be final, and outstanding balances shall be due immediately, unless otherwise extended by the Board of Directors.
- h. The Board of Directors, in its sole discretion, may refuse to hear an appeal and instead have the appeal heard by a neutral arbitrator. Costs of arbitration prescribed by this subsection shall be split evenly by the District and the customer.

Section 10. Collection Via Tax Roll

Any amount that remains outstanding thirty (30) days after the appeal hearing or any amount that becomes final and unappealable may be collected on the tax roll in the same manner as property taxes, pursuant to Government Code section 61115. The General Manager shall prepare and file a report with the Board of Directors that describes the affected property and the amount of charges and delinquencies for the year. The General Manager shall publish notice of the filing of the report and of the time and place for a public hearing in a newspaper of general circulation once a week for two weeks at least fourteen (14) days prior to the public hearing.

At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board of Directors may adopt or revise the charges and penalties prior to adopting the final report. The Board of Directors determination on each affected parcel and its determinations shall be final.

After the Board of Directors adopts the final report, the General Manager shall submit the final report to the County of San Luis Obispo Clerk Recorder on or before June 1st of each year, and the delinquent charges shall become an assessment against each affected parcel and collected in the same manner as property taxes.

Section 11. Severability

If any part of this policy, or the application thereof to any person or circumstance, is held invalid, the remainder of the policy, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, the sections of this policy are severable.



San Miguel Utility Billing Policy Effective as of July 16th 2024

Section 1. Policy Purpose and Application

The Board of Directors adopts this policy to:

- a. Provide procedures for billing of varied occupancies based on the approved rate structure;
- b. Provide a fair and impartial procedure for customers to dispute fees assessed by the District;
- c. Establish a comprehensive policy for District billing practices and provide customers notice of their payment duties and obligations;
- d. Facilitate timely payment from District customers to meet the District's financial obligations;
- e. Ensure that customers that meet their obligation of timely payment do not bear the additional cost of those who do not;
- f. Establish enforcement mechanisms to obtain payment when a customer refuses to pay or cannot be found;
- g. Establish procedures for District customers to dispute the accuracy of any utility bill, late fee, or other enforcement mechanism used by the District for the collection of utility charges.

Section 2. Payment Due

Payment for services shall be due upon receipt and are deemed past due by the 14th of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, 60 days after the billing date shown on the bill ("Amount Due After Date").¹

Section 3: Late Fees

- a. Payments received after the due date (Penalty Date) will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115, subdivision (A)(3)(c). For every month a balance remains unpaid, the District will

¹ This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.

- b. The District will waive interest charges on a delinquent bill once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.²
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney’s fees and costs should it become necessary to use such measures to collect the charges on the customer’s account.

Section 4 application of monthly water and wastewater rates based on occupancy

a. Water Billing

i. *Meters 1 ½” and larger*

All services with water meters 1 1/2” and larger in size, regardless of occupancy, will be considered commercial and charged according to the size of the meter in addition to the non-residential usage tier rates for actual usage.

ii. *Meters 1” and smaller (single family)*

All water meters 1” and smaller in size which serve single-family residences will be charged one (1) 1” meter fixed rate per separate residence and usage based on the Single-Family Residential Tier structure.

-ADUs sharing a service with a Single-Family residence are not considered a separate residence and not billed a separate fixed rate.

-ADUs with separate services are considered Single-Family for the purposes of this policy.

iii. *Meters 1” and smaller (multifamily)*

All water meters 1” and smaller in size which serve properties with multi-family residential units will be charged one (1) 1” meter fixed rate per separate residential building and usage based on the Single-Family Residential Tier structure.

iv. *Meters 1” and smaller (commercial and mixed use)*

All water meters 1” and smaller in size which serve properties with commercial or mixed-use occupancies will be classified as commercial and charged one (1) 1” meter fixed rate per separate building and usage based on the non-residential Tier structure.

Wastewater Billing

i. *Single Family Residential*

² This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

All water meters 1” and smaller in size that serve single-family residence(s) will be charged one (1) single family fixed charge per residence.

ii. *Multifamily residential*

All water meters 1” and smaller in size that serve multifamily dwelling units will be charged one (1) multifamily fixed charge per dwelling unit.

iii. *Multiple Unit residential*

Properties with multiple single-family residential buildings which are each 500 square feet or less in size and served by a single meter will be considered commercial in nature and charged one (1) commercial fixed charge and usage rate based on their volumetric strength as determined by the strength listing.

Properties with multiple single-family residential buildings which are each in excess of 500 square feet in size and served by a single meter will be considered single-family residences and be charged one (1) single family fixed charge per separate residence.

iv. *Commercial and Mixed use*

Commercial and mixed-use services will be charged one (1) commercial fixed charge per separate building and a usage rate based on their volumetric strength, as determined by the current strength listing adopted by board resolution.

The volumetric rate will be based on the predominant building usage based on square footage within the building. If a building has two occupancies of equal square footage within the building, then the usage rate will be the higher of the two.

Section 5: Long term Suspension of service

- a. Upon written request to the District General Manager, a customer can request that their water and sewer service be suspended for a period of no less than six (6) months.
- b. A written request must be made at least 15 days prior to the requested suspension date indicating the reason for the suspension, date of shutoff, and date of restart. The written request must contain the name of a contact, and that person’s contact information for the customer while they are out of the area or an alternate contact for someone able to make financial commitments on behalf of the current customer.
- c. If the customer is not the property owner, written authorization from the property owner must also be provided prior to approval of the suspension.
- d. In order to process the request for suspension the account must be paid in full at the time of suspension.
- e. Only one suspension will be allowed per year per account.
- f. On the day of the suspension the water meter will be turned off and locked.
- g. The District is not responsible for damage to piping or personal property past the water meter due to the long-term suspension of water and sewer service.

- h. If the service to be suspended also provide water to residential or commercial fire sprinklers, then the suspension of that service will cause the fire sprinklers to not work. The District is not responsible for damage to the building, fire sprinkler system, or any other property as a result of the water being turned off at the account holders request.

Section 6: Discontinuance of Service

Notice to Residential Owner

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges.
- b. The District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable); and
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment.
- c. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
- d. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to the Discontinuation of Service Date.

- e. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
- f. Should a customer's service be disconnected, at the time of disconnection a "Notice of Service Disconnection" will be posted via door hanger at that time.
- g. Services shall not be disconnected pending an appeal, as outlined in Section 9 of this Policy below, or pending a request for relief, until the Board of Directors rules on the appeal.
- h. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Individual Meter

For residential occupants receiving services through an individual meter in a detached single-family dwelling, a multi-unit residential structure, mobile home park, or a permanent residential structure in a labor camp, and the owner, manager, or operator is listed as the customer of record, and the District will provide notice to the residential occupant(s) that account is delinquent.

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least ten (10) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services; and

9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account.
 - b. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
 - c. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to any termination of service.
 - d. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
 - e. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.
 - f. Services not disconnected prior to an appeal, as outlined in Section 9 of this Policy below, or request for relief shall not be disconnected until the Board of Directors rules on the appeal.
 - g. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Master Meter

For residential occupants receiving services through a master meter in a multi-unit residential structure, mobile home park, or permanent residential structures in a labor camp, and the owner, manager, or operator is listed as the customer of record, provide notice to each residential unit that account is delinquent.

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;

3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
8. The date that the District will discontinue services;
9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account; and
10. Must specify, in plain language, what the residential occupants are required to do in order to prevent discontinuation of service, or to reestablish service; and
11. The telephone number of a qualified legal services project, which has been recommended by the local county bar association.

Notice to Elderly or Dependent Adult

If a customer is 65 years of age or older, or a dependent adult, the following must apply:

- a. The District must provide an option to these customers for third-party notification services. For example, a qualified customer may designate his or her adult child as the designated third-party to be notified about a delinquent payment.
- b. The qualified customer shall make a request to designate a third-party to be notified on a form provided by the District and shall include the written consent of the designated third-party.
- c. The third-party notification does not obligate the third-party to pay the overdue charges, nor shall it prevent or delay the termination of services.
- d. If a qualified customer requests third-party notification, the District must attempt to notify the designated third-party to receive notification when the qualified customer's account is past due and subject to discontinuation of services.
- e. Notification shall include information on requirements to prevent discontinuation of services.

Exceptions to Discontinuation of Services

The District will not discontinue services in the following instances:

- a. On Saturday, Sunday, legal holiday, or hours during which business offices of the District's Utility Department are not open to the public;
- b. If the customer disputes the bill and during the pendency of an investigation into the customer's dispute or complaint, as outlined in Section 7 of this Policy;
- c. When the customer has been granted an extension of the period to pay the bill (however, termination may be applicable if the extension period expires);
- d. If the customer is compliant with an amortization agreement and the customer also keeps the account current as charges accrue in each subsequent billing period; and
- e. A licensed physician or surgeon has certified that termination of services will be life threatening to the customer, and the customer is financially unable to pay for service in the normal payment period, and the customer is willing to enter into an amortization agreement for all charges that the customer is unable to pay prior to delinquency.

Section 7: Request for Relief

- a. Any customer of the District may file a written request with the General Manager disputing any fee or charge assessed by the District or water service disconnection within five (5) days of the fee becoming due or water service becoming disconnected. Time limitations prescribed by this subsection shall not apply within the first ninety (90) days of this policy's adoption.
- b. Within thirteen (13) days of submitting the request in writing, the customer may make a request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment.
- c. The General Manager shall review all written requests for relief and either deny the request or grant the relief requested or a portion thereof. Factors for consideration shall include:
 1. Billing errors;
 2. Faulty meter or a misread meter;
 3. A water leak was present necessitating a leak adjustment;
 4. Consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time; and
 5. Any other factor deemed relevant by the General Manager.

Section 8: Request for Relief, leak adjustments

- a. Any customer of the District may file a written request for a leak adjustment.
 - i. The written request must include the following information: account number, name on the account, date leak was fixed, cause of the leak, supporting information of the leak repair (receipts, pictures, etc.).
- b. To apply for a leak adjustment, the following conditions must be met:

- i. The customer's account must be current, the customer must have taken immediate action to repair the leak once the leak was identified, and the customer must not have had any other leak adjustment within 12 months of the current request.
- c. If approved by the General Manager, the amount of the credit will be determined by subtracting the average of the previous 12 months' bills from the bill for the period in which the leak occurred and dividing that amount by two.

Section 9: Appeals

- a. Any customer of the District who disputes the General Manager's final decision under section 7 and 8 of this policy, may appeal the decision by filing a "Notice of Appeal" no later than fifteen (15) days from the date of the General Manager's final decision. Appeals of the General Manager's decision shall be heard by the Board of Directors.
- b. No customer shall be entitled to a hearing before the Board of Directors without first requesting relief pursuant to Section 7 or Section 8.
- c. The Notice of Appeal shall set forth the basis for the appeal and all facts upon which the appeal is based.
- d. Within fifteen (15) days of receiving the Notice of Appeal, the General Manager shall notify the appellant of the time and place for the hearing. The General Manager shall provide notice of the hearing to the appellant no later than fourteen (14) days prior to the hearing.
- e. The customer may present evidence demonstrating that the utility bill is inaccurate, or the amount owed is improper. The General Manager may present evidence that demonstrates the accuracy of the utility bill and evidence that justifies the amount of the utility bill.
- f. The Board of Directors may affirm the amounts assessed by the General Manager, reduce any portion of the delinquent amount or penalties, or find that the imposition of the penalty is not warranted. When reducing the amount sought by the utility bill, the Board shall make a finding on the record that the reduction is in the public interest.
- g. The Board of Directors' decision shall be final, and outstanding balances shall be due immediately, unless otherwise extended by the Board of Directors.
- h. The Board of Directors, in its sole discretion, may refuse to hear an appeal and instead have the appeal heard by a neutral arbitrator. Costs of arbitration prescribed by this subsection shall be split evenly by the District and the customer.

Section 10. Collection Via Tax Roll

Any amount that remains outstanding thirty (30) days after the appeal hearing or any amount that becomes final and unappealable may be collected on the tax roll in the same manner as property taxes, pursuant to Government Code section 61115. The General Manager shall prepare and file a report with the Board of Directors that describes the affected property and the amount of charges and delinquencies for the year. The General Manager shall publish notice of the filing of

the report and of the time and place for a public hearing in a newspaper of general circulation once a week for two weeks at least fourteen (14) days prior to the public hearing.

At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board of Directors may adopt or revise the charges and penalties prior to adopting the final report. The Board of Directors determination on each affected parcel and its determinations shall be final.

After the Board of Directors adopts the final report, the General Manager shall submit the final report to the County of San Luis Obispo Clerk Recorder on or before June 1st of each year, and the delinquent charges shall become an assessment against each affected parcel and collected in the same manner as property taxes.

Section 11. Severability

If any part of this policy, or the application thereof to any person or circumstance, is held invalid, the remainder of the policy, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, the sections of this policy are severable.

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 10.5

SUBJECT: 2024 California Special Districts Association (CSDA) Board of Director Election.

SUGGESTED ACTION: Review candidates and vote to elect no more than one (1) candidate by Board consensus and authorize the Board Clerk to vote electronically on behalf of the District.

DISCUSSION:

San Miguel Community Services District is a member of the California Special Districts Association (CSDA) the District uses CSDA for training, certifications, and advocacy at the State level. On June 10, 2024 electronic ballots were emailed to designated contacts at each District in good standing. Seat A in the Coastal Network is up for election for a three-year term, with Seat C going to the runner up for the remaining two-year term. The following candidates are running for Seat A: Incumbent Elaine Magner (Director, Pleasant Valley Recreation & Parks District) and Scott Duffield (General Manager, Heritage Ranch CSD). The official candidate information and statements submitted by each candidate are attached for your review.

The Board, through consensus, should select a candidate and authorize the Board Clerk to cast an electronic vote for seat A on behalf of the District.

Alternatively, the Board through consensus, or if consensus can not be reached on a candidate, direct that the Board Clerk not cast a vote for either candidate.

If the Board elects to vote for a candidate then the vote needs to be entered no later than July 26th, 2024, through the CSDA portal.

FISCAL IMPACT:

There is no additional cost to the District to vote in this CSDA election.

PREPARED BY: Tamara Parent



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Scott Duffield

District/Company: Heritage Ranch Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: Seven years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am currently the Vice President of the San Luis Obispo County Chapter of the CSDA. I attend conferences and trainings regularly.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a registered civil engineer in California and was previously a member of the American Society of Engineers (ASCE). I am a current member of the American Water Works Association (AWWA).

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I previously served as staff for County government including the County of Riverside for sixteen years and the County of San Luis Obispo for twelve years. During the time as staff for the County of San Luis Obispo, I was involved in numerous advisory committees including the Nacimiento Water Project Commission, the Paso Basin Advisory Committee, and the Water Resources Advisory Committee to name a few (and still involved in the latter in my current role).

4. List civic organization involvement:

None.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Elaine Magner

District/Company: Pleasant Valley Recreation and Park District

Title: Board Director - Past Board Chairperson

Elected/Appointed/Staff: Elected

Length of Service with District: 16 Years (Feb 2008)

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I have been on the CSDA Board of Directors since 2018 and am currently serving as the President for the second year. In the past I have served as the Vice President and Treasurer on the Executive Committee, the Chairperson of the Membership, and the Fiscal Committee. Also, one of the three CSDA board directors on the Special Districts Leadership Foundation (SDLF) and the CSDA representative on the SDLF Scholarship Committee.

I attend CSDA Legislative Days and Conference and Showcase annually. Have completed the SDLF Governance Academy and provide input to many of the CSDA Expert Feedback Teams including the Human Resources and Personnel, Governance, and Revenue Teams.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Currently serving on the CARPD legislative committee.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Have served as the Pleasant Valley Recreation and Park District representative to the Ventura County Special Districts Association. Am one of the PVRPD Board members on the City of Camarillo/PVRPD Liaison Committee working on a joint needs assessment focusing on senior needs including facilities.

4. List civic organization involvement:

None.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



Fellow Coastal Network Members,

Having represented the Coastal Network as a CSDA Board member since 2016, I'm requesting your support for re-election.

I am currently the President of the CSDA Board of Directors. I have served as on the Executive Committee as the Vice President, Secretary and Treasurer. now an ex-officio on all CSDA committees. I am one of the CSDA representatives to the Special Districts Leadership Foundation and their Scholarship Committee. I've completed the SDLF Leadership Academy, and regularly attend the annual Legislative Days, Annual Conference and Exhibitor Showcases.

As a Director for the Pleasant Valley Recreation and Park District Board since 2008, I've served as Board Chair, on the Personnel and Liaison Committees, and as PVRPD's representative to the Ventura County Special Districts Association and CSDA. I have been honored by VCSDA as Director of the Year.

My career in Public Service for 31 years was in law enforcement Human Resources. Following my retirement, I worked as a contract investigator for the Department of Justice.

My experience on the PVRPD Board and my work as a public servant has provided me with a solid foundation of experience, enabling me to represent your District's interests on the CSDA Board.

As a board member, I represent all special districts in the Coastal Network, supporting CSDA's on-going efforts to offer educational classes and informative conferences and their pro-active legislative advocacy and policy proposals that impact all Special Districts.

If re-elected, I will continue to work with board members and staff to further advocacy efforts at the state and national level, increase membership, and further enhance services provided to member agencies.

I would appreciate your district's support in my re-election as the Coastal Network representative on the CSDA Board of Directors. I respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 10.6

SUBJECT: Authorize the General Manager to contract with Fluid Resource Management (FRM) for contract operator, compliance and maintenance/ management services. RESOLUTION 2024-29
(Approve by 3/5 vote)

SUGGESTED ACTION: Approve Resolution 2024-29 authorizing the General Manager to contract with FRM for contract operator, compliance and maintenance/ management services.

DISCUSSION:

The District is currently working with Fluid Resource Management (FRM) for contract operator, compliance and maintenance/ management services. The District has been successfully utilizing FRM for these services for the last several months. As it is unlikely that the District will be able to fill the vacant positions within the utilities in the foreseeable future, use of FRM will provide access to adequate staffing until the District is able to fill the positions. The District will continue to train the current worker and operator, in order to reduce the necessary time that FRM is on site. However the licensure process for wastewater requires 1800 hours of wastewater experience before an individual can get a grade 1 license and operate on their own.

The use of FRM to fill in the gaps ultimately saves on staffing cost for the District and ensures that there are qualified and experienced operators available at all times for water and wastewater.

FRM is also currently working on streamlining the ever increasing compliance requirements for the water and wastewater departments. Compliance is an area that the District struggled with in the past, primarily as a result of only having enough staff to keep up with the basic requirements. FRM has a compliance team dedicated to ensuring compliance for the agencies that they work with. The District is currently working with FRM's Compliance specialist to streamline the compliance process and ensure that all requirements are met while reducing cost to the community. A compliance specialist was a position being considered for the District over the last several years, however due to cost constraints it was not funded.

The T&M cost for services from FRM is estimated at \$80,000 for fiscal year 24-25. However, in fiscal year 24-25, assuming additional operators are not hired, there will be approximately \$150,000 in wage and benefit savings to the District. Costs will fluctuate throughout the year due needs during different time of the year. The services provided will be coordinated with the General Manager and regular meetings will occur to ensure that all objectives are being met.

FRM is providing three general areas of assistance.

1 – On site operator / maintenance

- They provide a licensed operator on a regular schedule to assist with general operations, maintenance, and compliance activities.
- Perform repairs, calibrations, well readings, water/ wastewater sampling.
- Provide on call licensed operator as requested to facilitate vacations and staffing relief.
- Provide additional operators or maintenance personnel as requested on an as needed basis.

- Convert daily record sheets to an online format for use by the District to streamline the data collection process and increase efficiency.

2- Consulting services

- Permit compliance.
 - Review and provide consultation and recommendations on compliance.
 - Complete and submit required reports on behalf of the District.
- Operational efficiency
 - Review current systems and provide recommendation on improvements for efficiency or regulation compliance.

3 – Projects

- Assist District with specified projects such as repair and replacement work, assistance gathering specifications and quotes, generating project material lists.

FISCAL IMPACT:

Actual contract cost will depend on scheduling and tasks completed, billing will be on a time and material basis.

Costs associated with this contract will be accounted for in Fund 40 and 50, object 361 - Contract Operations

Proposed costs are included in the FY 24-25 budget for Funds 40 and 50.

PREPARED BY: Kelly Dodds



FLUID RESOURCE MANAGEMENT

PROPOSAL

**OPERATIONS, MAINTENANCE AND CONSULTING SERVICES
FOR SAN MIGUEL COMMUNITY SERVICES DISTRICT**

PROPOSAL NO. C2443

May 22, 2024

SUBJECT: Proposal for Operations, Maintenance and Consulting Services

Dear Mr. Dodds,

Fluid Resource Management (FRM) is pleased to submit this proposal to provide San Miguel Community Services District (SMCSD) with our recommended Scope of Work for the above referenced project.

ON-SITE OPERATIONAL/MAINTENANCE VISITS

FRM will provide a licensed water and wastewater operator to assist SMCSD with routine operational tasks per the daily checksheets at the water, wastewater and lift stations along with any maintenance projects as needed. FRM staff will also assist with training SMCSD staff as needed on these projects. It is anticipated that FRM will provide two site visits per week and provide additional as necessary for vacation and staffing relief.

CONSULTING SERVICES

FRM will prepare all reports for the water, wastewater and collection system per the current permits. FRM will submit the reports to the SMCSD General Manager for review and approval, and once approved, submit the appropriate agency.

FRM will also assist with converting SMCSD checksheets to a digital online platform with a dashboard, notifications, and alerts for SMCSD Management to ensure all tasks are being performed.

TERMINATION

Either party may terminate this contract for any reason by providing 30 days prior written notification to the other party.

EMPLOYEE SOLICITATION

For a period of three (3) years from the date hereof, SMCSD shall not solicit, seek, attempt to entice away, or employ any employee or person who has been employed or subcontracted by FRM in the preceding twelve (12) months without the prior written consent of FRM. For purposes hereof, solicit to employ shall not be deemed to include general solicitations of employment not directed specifically towards employees of FRM. Should SMCSD violate this cause, relief shall include SMCSD paying FRM one (1) year of solicited employee’s wages at the last hourly or salaried rate they were paid by FRM immediately upon demand.

EMERGENCY RESPONSE

FRM will respond as quickly as practical to emergency conditions when notified by the client directly, and/or by electronic notification methods such as an auto-dialer or SCADA System. FRM maintains a 24-hour emergency number for this purpose as well as paid standby personnel who are ready to respond to any emergency. FRM’s response to emergency situations will be billed in accordance with the current Schedule of Fees (attached), with a two-hour minimum regardless of the time of day.



PROJECT FEES

FRM will perform the regular services denoted in the proposed Scope of Work on a time and material basis in accordance with the attached Schedule of Fees (Exhibit A). Additional work including emergency call outs for additional service will also be invoiced in accordance with the attached Schedule of Fees. FRM's services will be invoiced monthly beginning the following month of service and will include any additional expenses to the above fee on an accrued cost basis. Emergency callouts will be billed at the rate of time-and-one-half, with a 2-hour minimum.

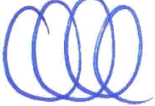
TERMS AND CONDITIONS

To ensure a clear understanding of all matters related to our mutual responsibilities regarding this proposal, the attached Standard Terms and Conditions (Exhibit B) are considered a part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return one original to our office which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal to provide professional services and trust that it adequately presents our approach to your project and exhibits our interest toward its success. Please call me if you have any questions.

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Ellison
Consulting Manager

ATTACHMENTS

Schedule of Fees
Terms and Conditions

TERMS AND CONDITIONS ACCEPTED

Signature

Printed Name

Date

THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE DATE OF THIS DOCUMENT



**OPERATIONS AND MAINTENANCE
SCHEDULE OF FEES
NON-PREVAILING WAGE**



**FLUID RESOURCE
MANAGEMENT**
CONTRACTORS LICENSE NO. 937346

HOURLY RATE	
Principal	\$260
Operations and Maintenance Manager	\$225
Interim Chief Plant Operator	\$200
Programmer / Consulting Manager	\$200
Qualified Industrial Stormwater Practitioner (QISP)	\$190
Project Manager / Compliance Supervisor / SCADA Specialist	\$180
Chief Plant Operator	\$185
Wastewater / Water Operator	\$175
Maintenance Mechanic / Compliance Specialist	\$160
Maintenance Technician / Operator in Training (OIT) / Qualified Technician	\$140
Office Manager	\$125
Vactor truck and operator (Includes mileage)	\$355
Vacuum truck and operator (Includes mileage)	\$295
Crane and operator (Includes mileage)	\$250
Mileage – light truck	\$2.05/mile
Mileage – service/gang/heavy truck	\$2.95/mile

EMERGENCY CALLOUTS (EITHER BY THE CLIENT, ALARM SYSTEM, SCADA SYSTEM, ETC.) MAY BE BILLED AT UP TO TWICE THE RATES SHOWN ABOVE WITH A TWO-HOUR MINIMUM.

DIRECT EXPENSES

Reimbursement of direct expenses incurred in connection with the project Scope of Work will be invoiced to the client including a handling charge. Direct expenses include, but are not limited to, the following:

- Sub-consultants/sub-contractors
- City/county/state fees
- Copies/outside reproduction
- Travel expenses
- Materials
- Equipment rental
- Postage/delivery service
- Data and communication charges

INVOICING AND LATE CHARGES

Invoices will be submitted monthly on an accrued cost basis in accordance with the current Schedule of Fees. Invoices are due and payable within 30 days of the invoice date. A finance charge of 1.5% per month (18% per annum) will be added to the unpaid past-due balance plus any costs to collect.

FEE REVISIONS

FRM reserves the right to revise this Schedule of Fees at any time.

Please note FRM will impose a 3% credit card surcharge fee for all credit/debit card transactions. Clients also have the option to pay by check or cash without an additional fee.



STANDARD TERMS AND CONDITIONS



FLUID RESOURCE MANAGEMENT

CONTRACTORS LICENSE NO. 937346

1. Certificates of insurance will be issued when requested of Contractor.
2. The contract, plans and specifications are intended to supplement each other. In case of conflict, however, the specifications shall control the plans, and the provisions of this contract shall control both.
3. The Contractor shall be excused for any delay in completion of the contract caused by acts of God, acts of the Owner or the Owner's agent, employee or independent Contractor, stormy weather, labor trouble, acts of public utilities, public bodies or inspectors, extra work, failure of the Owner to make progress payments promptly, or other contingencies unforeseeable by or beyond the reasonable control of the Contractor.
4. Should the Contractor fail to make any payments required under this paragraph, Owner may make such payments on behalf of Contractor, and Contractor shall on demand reimburse Owner for the amount actually paid, but Owner shall not by means of assignment or otherwise be entitled to collect any greater amount from Contractor than the amount actually paid for labor or material under this paragraph.
5. Taxes, assessments and permits are the Owner's responsibility.
6. Survey, staking and locations of existing utilities shall be provided by Owner.
7. Should the Owner, construction lender, architect or engineer, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly.
8. Modifications or additions to the work shall be executed only when a Contract Change Order has been signed by both the Owner and the Contractor. The change in the contract price caused by such Contract Change Order shall be as agreed in writing, or if the parties are not in agreement as to the change in contract price, then the Contractor's actual cost for all labor, equipment, subcontracts and materials, plus a Contractor's fee of 20% shall be the change in contract price.
9. Contractor shall promptly notify the Owner of (a) subsurface or latent physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as occurring in work of the character provided for in this contract. Any expense incurred due to such conditions shall be paid for by Owner as added work.
10. Owner agrees to sign and record a notice of completion within five days after the project is complete and ready for occupancy. If Owner fails to so record notice of completion, then Owner hereby appoints Contractor as Owner's agent to sign and record a notice of completion on behalf of Owner. This agency is irrevocable and is an agency coupled with an interest.
11. Owner will procure at his own expense and before the commencement of any work hereunder, fire insurance with course of construction, vandalism and malicious mischief clauses attached, such insurance to be in a sum at least equal to the contract price with loss, if any, payable to any beneficiary under any deed or trust covering the project, such insurance to name the Contractor and his subcontractors as additional insured, and to protect Owner, contractor may procure such insurance as agent for and at the expense of Owner, but is not required to do so. If the project is destroyed or damaged by an accident, disaster, or calamity, such as fire, storm, flood, landslide, subsidence, or earthquake, or by theft or vandalism, any work done by Contractor in rebuilding or restoring the project shall be paid for by Owner. Contractor shall carry Workmen's compensation Insurance for the protection of Contractor's employees during the progress of the work. Owner shall obtain and pay for insurance against injury to his own employees and persons under Owner's direction and persons on the job site at Owner's invitation.
12. Contractor shall have the right to stop work immediately if any payment shall not be made timely to Contractor under this agreement, Contractor may keep the job idle until all payments due are received. Furthermore, the Contractor may at his option terminate the contract and the Owner shall be liable to the Contractor for breach of contract.
13. Upon completion of the work, Contractor will remove debris and surplus material created by his operation from the Owner's property, and leave it in a neat and clean condition.
14. Neither party may assign this contract without written consent of the other party.
15. In the event the parties hereto become involved in litigation arising out of this contract, or the performance or breach thereof, the court in such litigation or in a separate suit, shall award reasonable costs, expenses and attorneys fees to the prevailing party. The courts shall not be bound by any court fee schedule, and may in the interest of justice, award the full amount of costs, expenses and attorneys fees incurred in good faith. The Contract shall be governed by the law of the State of California. All claims or disputes between the Contractor and the Owner, or with any other entity, arising out of, or relating to, the Contract Documents or the breach thereof shall be adjudicated in the Superior Court of the County of San Luis Obispo, California.
16. Contractor reserves right to engage subcontractors for any portion of the contracted work.
17. In the event the Owner occupies the project or any part thereof before the Contractor has received all payment due under this contract, such occupancy shall constitute full and unqualified acceptance of all of the Contractor's work by the Owner and the Owner agrees that such occupancy shall be a waiver of any and all claims against the Contractor.
18. The Contractor shall indemnify and save harmless Owner, including its officers, employees, affiliates, parent and subsidiaries, from and against any and all liability, claims, suits, losses, damages, costs, expenses, reasonable attorney's fees, or liability to the extent arising out of or resulting from any negligent acts, errors or omissions of Contractor, and its officers, employees, agents or sub consultants arising out of or in connection with Contractor operations to be performed under this agreement.
19. The Owner shall indemnify and save harmless Contractor, including its officers, employees, affiliates, parent and subsidiaries, from and against any and all liability, claims, suits, losses, damages, costs, expenses, reasonable attorney's fees, or liability to the extent arising out of or resulting from any negligent acts, errors or omissions of Owner, and its officers, employees, affiliates, parent and subsidiaries arising out of or in connection with operations to be performed under this agreement, including the failure to use equipment in a manner as recommended or advised by Contractor as such failure will void any and all warranties from Contractor to the Owner, as well as the preparation or dissemination of instruction manuals or standard operating procedures.
20. Invoices will be submitted monthly on accrued cost basis in accordance with the then current schedule of fees. Invoices are due and payable within 30 days of the invoice date. A finance charge of 1.5% per month (18% per annum) will be added to the unpaid past due balance.
21. Annual Cost Adjustment for payments for services as contained in this contract shall be subject to a Consumer Price Index (CPI) escalation with a minimum annual adjustment of 3%. Rates shall be escalated by utilizing the percentage change in the CPI of Los Angeles, California for each August 1 (available each September). The percentage increase shall be applied to the Contract Fixed Fee amount and CONTRACTOR rate sheet used for calculating any additional services commencing on January 1, and subsequently each year thereafter.
22. Projects that are subject to applicable prevailing wage rates are required to be reported to the DIR. A DIR number will be provided by the client and/or prime contractor prior to work starting. When a DIR number is provided after the project has started and labor reports have been generated not considering the projects completion status, and requires recertification to the originally filed labor reports, costs will be billed to compensate for the additional work at a rate of \$180.00 per hour.

Client's Signature _____

Date _____



RESOLUTION NO. 2024-29

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL
MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH FLUID RESOURCE
MANAGEMENT (FRM) FOR CONTRACT OPERATOR AND CONSULTING SERVICES.**

WHEREAS, The San Miguel Community Services District operates water and wastewater facilities within the District; and

WHEREAS, the District is required to utilize state licensed operators for operations and maintenance of the water and wastewater facilities it operates, and the District desires to contract with Fluid Resource Management (FRM) to provide licensed operators to perform operation and maintenance activities for the District; and

WHEREAS, the District also desires to contract with FRM to provide additional consultation and compliance assistance to ensure that the District meet its permit obligations; and

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

1. The Board authorizes the General Manager to negotiate and execute a contract in a form approved by District General Counsel, for contract operations and consulting services.

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 on this 27TH day of June 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

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 10.7

SUBJECT: Contract Amendment #1 for Recycled Water Pipeline project CEQA and bid support services with Water System Consultant Inc (WSC). (Approve by 3/5 vote)

SUGGESTED ACTION: Approve Amendment #1 for the Recycled Water Pipeline project and authorize the General Manager to execute amendment #1 with WSC.

DISCUSSION:

The District was awarded a grant by the State Water Board in the amount of \$1,000,000 to design and install a recycled water pipeline between the Machado WWTF and the neighboring vineyards. This pipeline will convey treated effluent from the WWTF to the vineyard for blending with groundwater to be used for irrigating the vineyard.

December 2022 the Board awarded a engineering contract with Water System Consultants (WSC) to prepare Construction plans, reports and environmental work necessary to complete the Recycled water pipeline.

As part of the initial contract with WSC, SWCA Environmental Consultant was awarded a subcontract to prepare an addendum to the Machado WWTF Mitigated Negative Declaration (MND). The addendum was prepared and circulated for public comment. The District received several comments from one member of the public and the County of SLO, nearly all of the comments were geared toward the Machado WWTF, not the Recycled Water Pipeline.

However, based on additional discussions with the County regarding the CEQA documentation, the County will need us to provide an additional seasonally timed biological survey, current San Joaquin Kit Fox Habitat Evaluation and other resource information in order to revise the Addendum into a stand-alone MND. This is in order for the County to be able to rely on the combination of the 2022 Machado WWTF MND and the 2024 Recycled Water Pipeline Addendum in lieu of the County performing their own CEQA analysis for the Conditional Use Permit (CUP) which is currently in process. Enabling the County to rely on our CEQA documentation will drastically speed up the Conditional Use Permit process for the WWTF and potentially have a significant cost savings to the District.

WSC has also provided a cost Bid Phase support (BPS). (Optional Task 2 in initial contract) Initially bid support was not included in the signed contract amount. Bid support was omitted to reduce initial cost, while it was also anticipated to come back as a change with a more defined scope and cost.

The combination of the additional environmental work and the bid support is an increase of \$37,764 to the initial contract. However, since there was a reduction in the initial contract cost (prior to signing the contract) from what was initially approved this additional cost is still within the amount originally approved by the Board as Resolution 2022-67.

FISCAL IMPACT:

Approval of Amendment #1 with WSC in an amount not to exceed \$37,764 will not result in expenses above those already approved by Resolution 2022-67.

All costs associated with this grant are eligible for reimbursement through the grant.

PREPARED BY: Kelly Dodds

This is **EXHIBIT E**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated January 25, 2023.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1**

The Effective Date of this Amendment is: June 27, 2024.

Background Data

Effective Date of Owner-Engineer Agreement: **January 25, 2023**

Owner: **San Miguel Community Services District**

Engineer: **Water Systems Consulting, Inc.**

Project: **Recycled Water Pipeline Design**

Nature of Amendment:

 X Additional Services to be performed by Engineer

 X Modifications to services of Engineer

Description of Modifications:

This Amendment Request includes changed assumptions for previous work and additional services by SWCA, WSC's Subconsultant, needed to finalize the CEQA document as well as additional services for bid support. See attached amendment request for additional details.

Agreement Summary:

Original agreement amount:	\$172,024
Net change for prior amendments:	\$ 0
This amendment amount:	\$ 37,764
Adjusted Agreement amount:	\$ 209,788

Change in time for services (days or date, as applicable): None

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

San Miguel Community Services District

By: _____

Print _____

name: Kelly Dodds

Title: General Manager

Date Signed: _____

ENGINEER:

Water Systems Consulting

By: _____

Print _____

name: Joshua Reynolds

Title: Vice President

Date Signed: _____



Amendment Request for Recycled Water Pipeline Design Project

June 13, 2024

San Miguel CSD

Kelly Dodds
General Manager
1765 Bonita Place
San Miguel, CA 93451

WSC San Luis Obispo

805 Aerovista Place, Suite 201
San Luis Obispo, CA 93401

Joshua Reynolds

P: 805-215-1764
E: jreynolds@wsc-inc.com

Dear Kelly,

Water System Consulting (WSC) has prepared this amendment request for the Recycled Water Pipeline Design project for additional work by SWCA, WSC's Subconsultant, needed to finalize the CEQA document and for WSC's to provide bid support services.

The County of San Luis Obispo provided substantial comments on the Public Draft Subsequent Wastewater Treatment Facility (WWTF) Upgrade and Recycled Water Pipeline Mitigated Negative Declaration (MND). The County intends to use the Final MND in the WWTF Upgrades Conditional Use Permit Amendment, and requested additional biological survey, San Joaquin Kit Fox Habitat Evaluation, and revisions to mitigation measures for the Final MND. To prevent delays of the Recycled Water Pipeline project or the permitting process for the WWTF Upgrade, the proposed scope described herein for SWCA includes preparing responses to the County's comments and incorporate the additional biological evaluation and document updates to the Final MND.

Additionally, the scope of the below includes WSC's time for bid phase support, included originally as optional tasks in the project's original proposal.

WSC appreciates the opportunity to provide services on this project and we look forward to working with SMCSO. If you have any questions regarding our scope of work or require additional information, please feel free to contact either Josh Reynolds or Heather Freed.

Sincerely,

Water Systems Consulting, Inc.

Joshua Reynolds, PE
Vice President/Project Manager

Scope of Work

The scope of work below includes additional work for existing Task 3: Permitting, and for new Task 6: Bid Phase Support which was included as an optional task in the original project proposal.

Task 3 Permitting

3.1 CEQA Documentation

This task encompasses work for SWCA, WSC's subconsultant, for CEQA compliance.

- CEQA Documentation changed assumptions:
 - The original project budget assumed the Recycled Water Pipeline CEQA coverage would be incorporated into an addendum to the 2022 adopted IS/MND. After initial discussions, it was determined that the RW pipeline project needed separate CEQA coverage through a subsequent IS/MND. The additional scope here was to prepare the subsequent IS/MND incorporating the Recycled Water Pipeline, proposed future sewer force main from E&J Gallo, and inclusion of potential future UPRR parcels the District is considering purchasing for CEQA coverage.
- Seasonally-Timed Botanical Survey New Task:
 - SWCA's qualified botanist will conduct a field survey covering the entirety of the project site. The survey will be timed to coincide with the typical peak blooming and/or fruiting period for a majority of the regionally occurring special-status botanical species identified during the background research and for which suitable habitat exists on site. An inventory of all botanical species observed on site will be recorded and if identified, special-status species will be mapped in the field. This task includes compiling the results of the botanical survey for the Final CEQA document and response to comments document.
- San Joaquin Kit Fox Habitat Evaluation New Task:
 - A qualified SWCA biologist will prepare a San Joaquin kit fox Habitat Evaluation using the County's standard form, which addresses guidelines established by the County and California Department of Fish and Wildlife (CDFW). The evaluation considers the value of the habitat on site and the vicinity of the project site to known core and satellite populations of kit fox, as well as movement corridors. We will evaluate the importance of the site for kit fox conservation and assess the risk of mortality as a result of the development. The evaluation will result in a habitat value score that will be used to determine the level of mitigation required for loss of kit fox habitat. It is anticipated that the County and/or CDFW will provide comments after reviewing the report. SWCA will promptly address the comments and resubmit, if required. For the purposes of this proposal, one round of comments and responses is assumed.

- SWCA will rely on the previously developed San Joaquin Kit Fox Habitat Evaluation report prepared by Dudek and expand on it to include new areas covered in the Subsequent MND.
- Final Initial Study/Mitigated Negative Declaration changed assumptions:
 - The original project budget assumed the Recycled Water Pipeline CEQA coverage would be incorporated into an addendum to the 2022 adopted IS/MND and did not include substantial comments requiring major revisions to the Public Draft IS/MND.
 - This scope includes attendance at coordination meetings with WSC, Inc., the District, and the County so that comments will be adequately addressed and responded to. SWCA will develop a matrix that summarizes our approach to addressing comments, as well as a request for information (RFI) needed to address comments and will provide the matrix/RFI to the District and the County for review. Following approval of the approach summarized in the matrix, SWCA will incorporate necessary revisions to the IS/MND using tracked changes and will compile responses to comments received in a separate response to comments matrix document. We assume the revised Administrative Final IS/MND and response to comments matrix will be provided to the District and the County for one round of review. Following receipt of comments, SWCA will prepare the Final IS/MND, response to comments matrix, Mitigation Monitoring and Reporting Program (MMRP), and Notice of Determination (NOD) for the District to take to a public Board meeting for adoption.

Task 6 Bid Phase Support

6.1 Bid Phase Services

- WSC will prepare the front end documents for the project, incorporating documentation requirements for grant reimbursement.
- WSC will attend one (1) pre-bid meeting along with the District and assist in providing an overview of the project and answering field questions from potential bidders. WSC anticipates attendance of the Project Manager and Engineer for a one-hour meeting in person plus travel.
- WSC will receive questions from the District and prepare responses in the form of addenda. WSC's scope includes the preparation of two (2) addenda as part of the scope of work. WSC assumes that addenda distribution will be provided by the District.
- WSC will review and analyze bids for responsiveness. WSC will prepare an award recommendation letter to be included in the staff report for District Council approval.
- WSC will prepare a set of conformed construction documents, incorporating the changes made during the addenda phase. The conformed construction documents will be submitted as one (1) set of stamped and signed full size plans, a hardcopy of the conformed specifications and digital copies of both plans and specifications (PDF via email). WSC will also provide a copy of the AutoCAD file.

Fee Estimate

Work will be billed on a time-and-materials basis in accordance with the estimate fee breakdown:

Task No.	Task Description	WSC							SWCA	ALL FIRMS	
		Project Manager / PIC	QA/QC	Project Engineer	CAD	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Total Fee
		Joshua Reynolds	Dylan Wade	Heather Freed	Paul D'Santi						
	<i>Billing rates, \$/hr</i>	\$320	\$320	\$195	\$180						
3	Permitting										
3.1	CEQA					0	\$ -	\$ -	\$ -	\$ 23,434	\$ 23,434
	SUBTOTAL	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 23,434	\$ 23,434
6	Bid Phase Support										
6.1	Bid Phase Services	10		50	6	66	\$ 14,030	\$ 300	\$ 14,330		\$ 14,330
	SUBTOTAL	10	0	50	6	66	\$ 14,030	\$ 300	\$ 14,330	\$ -	\$ 14,330
	COLUMN TOTALS	10	0	50	6	66	\$ 14,030	\$ 300	\$ 14,330	\$ 23,434	\$ 37,764

10% mark-up on direct expenses; 15% mark-up for sub-contracted services

Standard mileage rate \$0.56 per mile (or current Federal Mileage Reimbursement Rate)

Rates are subject to revision as of January 1 each year.

COST ESTIMATE

SWCA has prepared the following budget based on our approach to the project, identified key assumptions, consultation with our technical experts, and our experience with similar projects. The time-and-materials, not-to-exceed budget presented in Table 2 below includes the tasks identified above. A more detailed breakdown of costs per task can be provided upon request.

Table 2. Proposed Cost Estimate. We are always willing to negotiate our approach and costs to suit your needs and expectations.

TASK	TOTAL \$
Phase 1 Tasks	
Task 1.1: Project Management and QA/QC	\$2,972
Task 1.2: Project Kickoff and Early Coordination	\$3,615
Task 1.3: Project Description	\$2,972
Phase 2 Tasks	
Task 2.1: Cultural Resources Study	\$3,540
Phase 3 Tasks	
Task 3.1: CEQA Addendum	\$6,352
Task 3.2: Initial Study/Mitigated Negative Declaration	\$12,950
Phase 4 Tasks (Optional)	
Task 4.1: State Regulatory Permitting	\$10,105
Task 4.2: Environmental Package, Checklist, and Forms (Optional)	\$3,276
PROJECT TOTAL (Assuming Addendum, Not Including Optional Tasks)	\$19,451
PROJECT TOTAL (Assuming IS/MND, Not Including Optional Tasks)	\$26,049

Original SWCA budget assumed only an Addendum would be needed:
 $\$19,451 + 15\% = \$22,369$

Project assumption changed to include a revised IS/MND:
 $(\$26,049 - \$19,451) + 15\% = \$7,588$

Plus current SWCA proposal for additional work (see attached proposal on the next page):
 $\$13,779 + 15\% = \$15,846$

Total SWCA Change Order =
 $\$7,588 + \$15,846 = \$23,434$



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www.swca.com

SWCA Recycled Water Project
Contract Amendment Proposal
for New Tasks (May 2024)

May 30, 2024

Heather Freed, PE
WSC, Inc.

Submitted via email: hfreed@wsc-inc.com

Re: San Miguel Community Services District Water System Improvements Project Supplemental CEQA Support / SWCA No. 84565 Contract Amendment 2

Dear Ms. Freed:

SWCA Environmental Consultants (SWCA) appreciates the opportunity to submit our supplemental scope to support WSC, Inc. and the San Miguel Community Services District (District) with addressing comments received on the Draft Initial Study/Mitigated Negative Declaration (IS/MND). This supplemental scope includes a seasonally-timed botanical survey, a San Joaquin kit fox (*Vulpes macrotis mutica*) Habitat Evaluation Report, attendance at coordination meetings with the District and the County of San Luis Obispo, incorporation of revisions to the IS/MND, and preparation of responses to comments received from the County of San Luis Obispo and Murray Powell.

This contract amendment is needed because we previously accommodated out-of-scope revisions to the project description and approach to California Environmental Quality Act (CEQA) documentation (e.g., preparation of an Addendum and subsequent comprehensive revisions to the IS/MND) and the botanical survey and San Joaquin kit fox evaluation were not included in our original scope of work. The cost to complete the proposed tasks is described in the attached budget following the detailed scope of work. Thank you for providing us with the opportunity to submit this contract amendment. Should you have any questions regarding our scope of work or cost estimate, please feel free to contact me at (916) 234-5522 or jacqueline.markley@swca.com.

Sincerely,

A handwritten signature in blue ink that reads 'Jacqueline Markley'.

Jacqueline Markley, AICP
Principal Environmental Planner

WORK PROGRAM

SWCA Environmental Consultants (SWCA) has developed the following proposed approach and supplemental scope of work for the San Miguel Community Services District (District) Wastewater Treatment Plant Expansion Project (project), to support WSC, Inc. and the District with addressing comments received on the Draft Initial Study/Mitigated Negative Declaration (IS/MND). This supplemental scope includes a seasonally-timed botanical survey, a San Joaquin kit fox (*Vulpes macrotis mutica*) Habitat Evaluation Report, attendance at coordination meetings with the District and the County of San Luis Obispo, incorporation of revisions to the IS/MND, and preparation of responses to comments received from the County of San Luis Obispo and Murray Powell.

SCOPE OF WORK

PHASE 3: CEQA REVIEW

Task 3.3: Seasonally-Timed Botanical Survey

In response to a comment received from the County requesting a botanical survey, we have included the following task to satisfy that request.

SWCA's qualified botanist will conduct a field survey covering the entirety of the project site. The survey will be timed to coincide with the typical peak blooming and/or fruiting period for a majority of the regionally occurring special-status botanical species identified during the background research and for which suitable habitat exists on site. An inventory of all botanical species observed on site will be recorded and if identified, special-status species will be mapped in the field. This task includes compiling the results of the botanical survey for the Final CEQA document and response to comments document.

Assumptions

- The results will be compiled in the final CEQA document and response to comments document; a separate technical study will not be prepared.

Task 3.4: San Joaquin Kit Fox Habitat Evaluation

In response to a comment received from the County requiring a San Joaquin kit fox habitat evaluation, we have included the following task to satisfy that request.

A qualified SWCA biologist will prepare a San Joaquin kit fox Habitat Evaluation using the County's standard form, which addresses guidelines established by the County and California Department of Fish and Wildlife (CDFW). The evaluation considers the value of the habitat on site and the vicinity of the project site to known core and satellite populations of kit fox, as well as movement corridors. We will evaluate the importance of the site for kit fox conservation and assess the risk of mortality as a result of the development. The evaluation will result in a habitat value score that will be used to determine the level of mitigation required for loss of kit fox habitat. It is anticipated that the County and/or CDFW will provide comments after reviewing the report. SWCA will promptly address the comments and resubmit, if required. For the purposes of this proposal, one round of comments and responses is assumed.

Assumptions

- The deliverable will be provided in electronic format.
- Data gathered during the botanical survey under Task 3.3 will be used to support preparation of this documentation; a separate survey will not be required. This task assumes one round of review by the County.

Task 3.5: Final Initial Study/Mitigated Negative Declaration

This supplemental scope includes thorough review of the following two comment letters received by the District in response to the public Draft IS/MND prepared for the project:

- County of San Luis Obispo, May 6, 2024
- Murray Powell, May 6, 2024

This scope includes attendance at coordination meetings with WSC, Inc., the District, and the County to ensure comments are adequately addressed and responded to. SWCA will develop a matrix that summarizes our approach to addressing comments, as well as a request for information (RFI) needed to address comments, and will provide the matrix/RFI to the District and the County for review. Following approval of the approach summarized in the matrix, SWCA will incorporate any necessary revisions to the IS/MND using tracked changes, and will compile responses to comments received in a separate response to comments matrix document. We assume the revised Administrative Final IS/MND and response to comments matrix will be provided to the District and the County for one round of review. Following receipt of comments, SWCA will prepare the Final IS/MND, response to comments matrix, Mitigation Monitoring and Reporting Program (MMRP), and Notice of Determination (NOD) for the District to take to a public Board meeting for adoption.

Assumptions

- One round of review by the District and County for each deliverable.
- Includes attendance by up to three SWCA staff at up to five virtual coordination meetings lasting up to one hour in duration.
- All deliverables will be provided in electronic format.
- The District will be responsible for noticing, submitting the NOD to the County Clerk's office and State Clearinghouse, and paying the California Department of Fish and Wildlife (CDFW) filing fee.

ESTIMATED SCHEDULE

We estimate the tasks described will require approximately 6-8 weeks to complete.

COST ESTIMATE

The time-and-materials, not-to-exceed budget presented in Table 1 includes the tasks identified above.

Table 1. Time and Materials Not-to-Exceed Cost Estimate

PROJECT ROLE	NAME	RATE	HOURS/UNITS	ESTIMATED COST
TASK 3.3. SEASONALL-TIMED BOTANICAL SURVEY				
Project Manager / Senior Environmental Planner	Jacqueline Markley	\$230.00	1	\$230.00
Project Biologist	Galen Pelzmann	\$158.00	8	\$1,264.00
		Expenses (mileage)		\$69.35
		<i>Task 3.3 Subtotal</i>		9
				\$1,563.35
TASK 3.4. SAN JOAQUIN KIT FOX HABITAT EVALUTION				
Project Manager / Senior Environmental Planner	Jacqueline Markley	\$230.00	1	\$2303.00
Natural Resources Director	Patrick Scott	\$230.00	3	\$690.00
Project Biologist	Monica Hemenez	\$147.00	8	\$1,176.00
Assistant Project Geospatial Scientist	Sarah Halpern	\$137.00	6	\$822.00
Technical Editor	Jaimie Jones	\$147.00	1	\$147.00
		<i>Task 3.2 Subtotal</i>		19
				\$3,065.00
TASK 3.5. FINAL IS/MND				
Project Manager / Senior Environmental Planner	Jacqueline Markley	\$230.00	12	\$2,760.00
Principal Planning Team Lead	Emily Creel	\$242.00	6	\$1,452.00
Staff Environmental Planner	Annika Kiemm	\$137.00	24	\$3,288.00
Project Biologist	Galen Pelzmann	\$158.00	4	\$632.00
Assistant Project Geospatial Scientist	Sarah Halpern	\$137.00	1	\$137.00
Technical Editor	Jaimie Jones	\$147.00	6	\$882.00
		<i>Task 3.3 Subtotal</i>		53
				\$9,151.00
CONTRACT AMENDMENT TOTAL				\$13,779.35

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 10.8

SUBJECT: San Lawrence Terrace (SLT) booster pump and tank alternatives analysis technical report

SUGGESTED ACTION: Receive and discuss San Lawrence Terrace booster pump and tank alternatives analysis technical report.

DISCUSSION:

During the December 2022 Board of Directors meeting, the Board authorized the General Manager to work with the County of San Luis Obispo (County) to determine terms of acquiring a portion of the existing County Right Of Way (ROW) adjacent to the existing PG&E Power Substation for the purposes of construction of a booster pump station and tank site. For the next year District worked through the process with County to determine terms and feasibility. In December 2023, as part of the overall process to determine feasibility and determine potential alternatives, the Board approved a contract with Water Systems Consulting (WSC) to update the District water hydraulic model and prepare an alternatives analysis for a booster pump station and location for new water storage tank(s). Under contract, WSC updated the water hydraulic model and analyzed three alternatives for the proposed San Lawrence Terrace booster pump station and tank site.

The alternatives that were evaluated are:

- (1) New Booster pump station and storage tank located near the intersection of Power Road and River Road
- (2) New booster pump station located at the existing San Lawrence Terrace (SLT) tank site
- (3) New booster pump station located at the intersection of Power Road and River Road with a new gravity storage tank located to along Cross Canyon Road.

WSC, as part of their scope has provided a Technical Memorandum (TM) encompassing all the analyzed alternatives and summarizing the project: (1.0) Background, (2.0) Alternatives Analysis, (3.0) Cost Estimate, and (4.0) Recommendations.

All three of the proposed alternatives are designed to provide the same end result. However, there are significant cost and construction differences between the three, some of those differences are listed below.

- Alternative 1 and 2 allow for differed construction of the tank, separate from the pump station.
- Alternative 3 will require that the tank be built with the pump station.
- Alternative 2 will require a separate feed main to be installed from the River Road Bridge to the existing SLT tank site.
- Alternative 1 and 3 require some form of pump station at Power and River Roads
- Alternative 3 will require additional land purchases, or easement purchases, to facilitate the necessary water line installation
- Alternative 1 and 3 will require the purchase of an easement at the corner of Power and River Roads
- Alternative 2 will require purchase of additional property when the existing tank is replaced.

Without reference to cost or difficulty, and only considering long term benefit, alternative 3 would serve the community with the most operational flexibility and lowest operational cost.

Considering all factors, including cost and difficulty of construction then alternative 1 is the leading option.

When you compare operational costs of Alternatives' 1 and 3 the reduction in daily operational cost is not significant enough to offset the nearly \$1.4-million-dollar difference in construction cost (difference of 1.4 million assumes the tank is built initially with Alt 1, difference of 490,000 if the tank constructed later)

All factors considered, Alternative 1 is the most cost effective and most feasible. Alternatives 2 and 3 will require extensive easements and environmental review which may delay or stop the project.

The Board should review the report and provide feedback to the General Manager. The report is one step in a long list of reports and engineering work necessary to bring a booster pump station and replacement tank to fruition.

FISCAL IMPACT:

There is are no additional cost to the District to review the provided report. If the Board requests additional information or analysis then additional cost will be incurred.

Initial cost to the District are being funded through capital and operational funds as approved by Board Resolution. The District has applied for grant funds to assist in covering the cost of this project.

PREPARED BY: Kelly Dodds

Technical Memorandum

Date: 6/12/2024
To: Kelly Dodds
 General Manager
 San Miguel Community Services District
Prepared By: Heather Freed, PE, Cason Roberts
Reviewed By: Josh Reynolds, PE
Project: SMCSD Model Development, Calibration, and Hydraulic Analysis
Subject: Booster Pump Station Alternatives Analysis



Water Systems Consulting (WSC) was contracted by the San Miguel Community Services District (herein referred to as District or SMCSD) to create an updated potable distribution system hydraulic model and perform a booster pump station alternatives evaluation. This Technical Memorandum (TM) describes the alternatives evaluated, model analysis results, and key recommendations to the District regarding alternative selection.

1.0 Background

As identified in the District’s 2020 Water and Wastewater Masterplan (WMP), existing pressures within the water system located on the east side of the Salinas River have an operating service pressure between 20 to 40 pounds per square inch (psi). The low pressures in the area also limit the available fire flow, which is generally deficient east of the Salinas River. There are areas within the District’s service area which have potential for future development, including multiple planned new developments on the east side of the Salinas River that will rely on water and sanitary sewer service from the District. While 20 psi pressure is the minimum pressure requirements for existing services under the California Health and Safety Code, new services that expand the existing system must be designed to provide a minimum operating pressure of 40 psi excluding fire flow.

The District is planning to construct a new booster pump station to improve pressure and fire flow on the east side of the potable system and provide a minimum 40 psi service pressure for future developments. This alternatives analysis evaluates three potential alternatives and locations for a new booster pump station to improve the water system:

1. Alternative 1 – New booster pump station and storage tank located near the intersection of Power Road and River Road.
2. Alternative 2 – New booster pump station located at the existing San Lawrence Terrace (SLT) tank site.

3. Alternative 3 – New booster pump station located at the intersection of Power Road and River Road with a new gravity storage tank to serve the east side of the system.

The existing system currently includes a single pressure zone that all wells pump into and is served by the two existing gravity storage reservoirs, shown schematically in Figure 1-1. Each alternative includes splitting the distribution system into two pressure zones, with the Main Pressure Zone continued to be served by the San Miguel Tank and a new, higher pressure zone to serve the higher elevations on the east side of the water system. Figure 1-2 shows the approximate boundaries for the proposed pressure zones and the locations of two future developments on the east side of the service area.

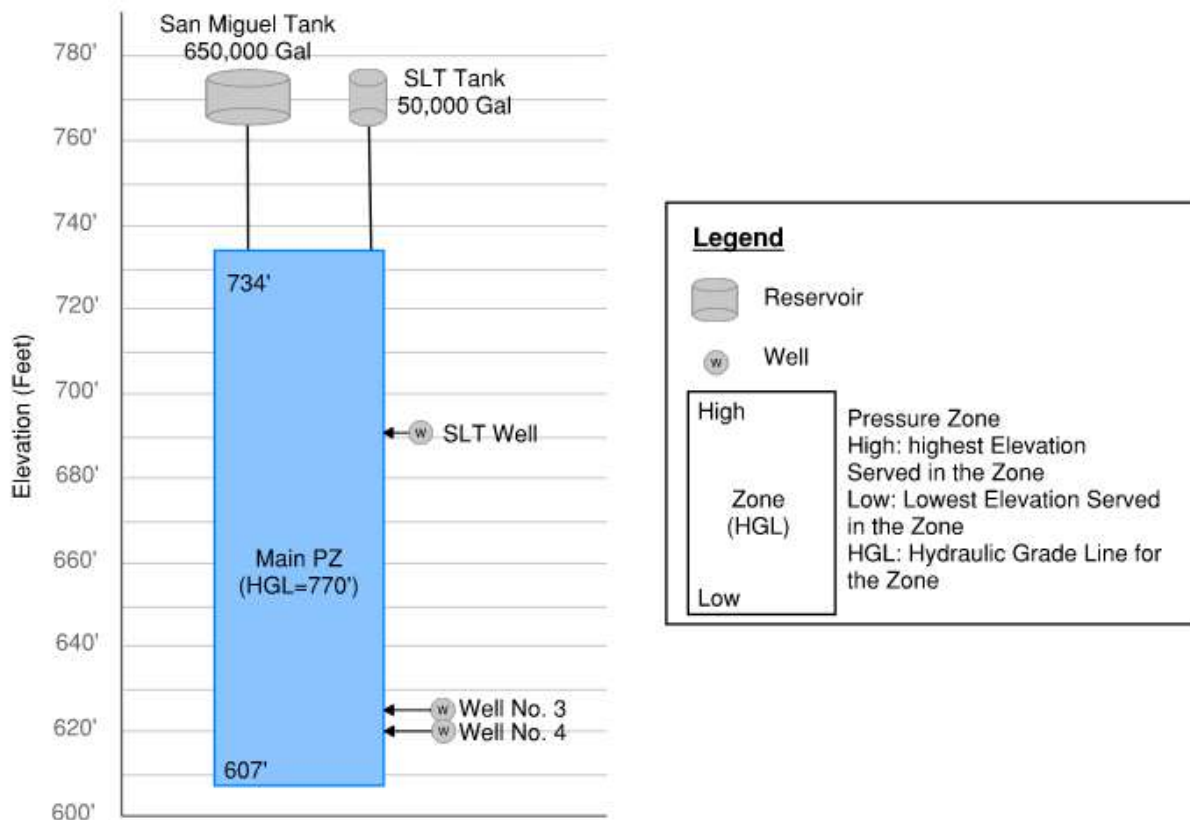


Figure 1-1. Existing System Schematic

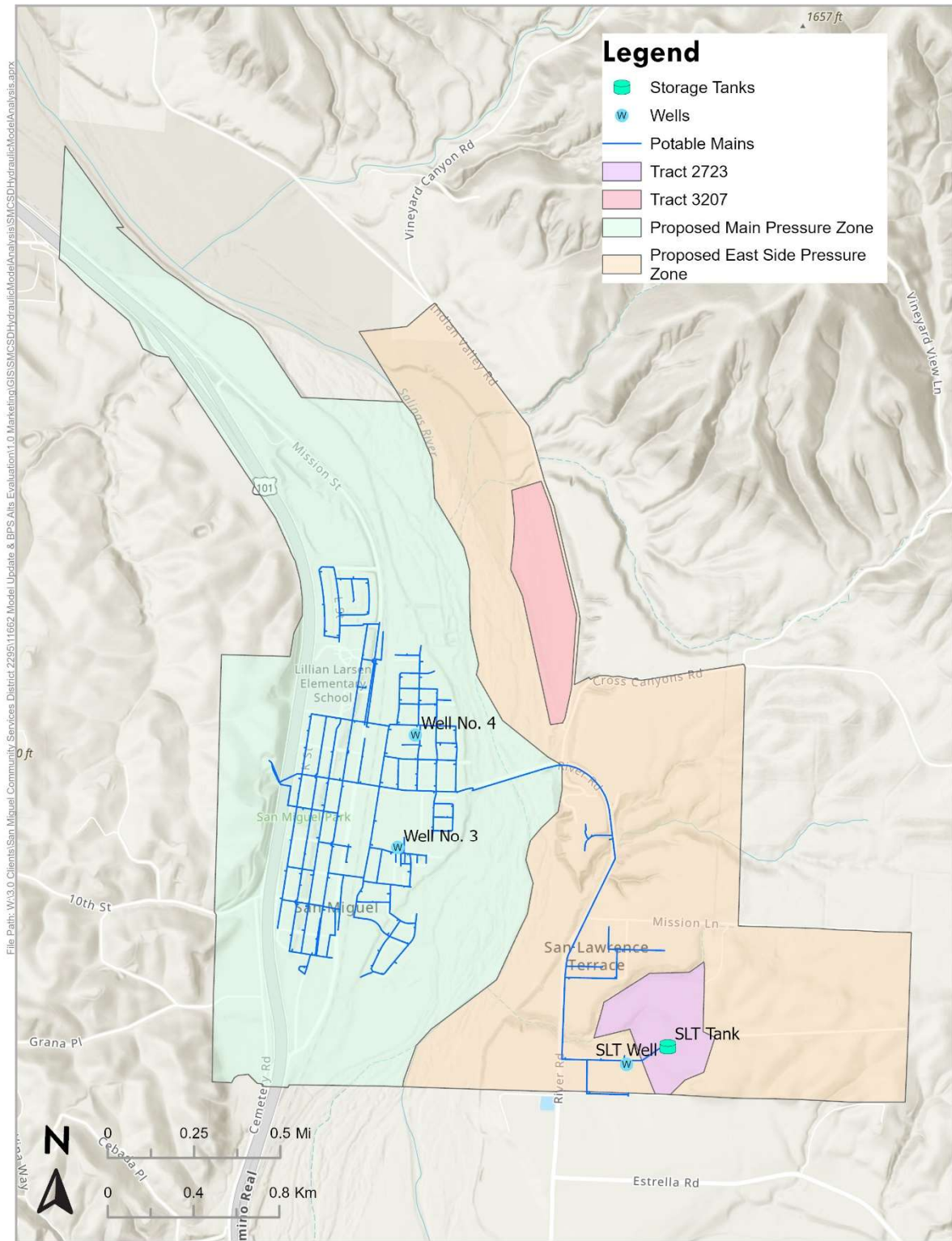


Figure 1-2. Existing System Infrastructure & Proposed Pressure Zones

1.1 Demand Scenarios

The alternatives analysis considers current, 2030, 2035, and buildout demand scenarios, described below:

1. **Current Demand** – The current average day demand (ADD) is about 172 gallons per minute (GPM). The current ADD within the proposed East Side Pressure Zone is only about 13 gpm.
2. **2030 Demand** – This demand scenario considers the existing water demand and the proposed Rivers Edge Tract 3207 development located off Indian Valley Road, shown in Figure 1-2. The proposed development is projected to have an ADD of 64 GPM once it is completed, estimated by 2030. With this proposed development, the ADD increases to 236 GPM within the entire system, and 77 gpm in the proposed East Side Pressure Zone.
3. **2035 Demand** – The 2035 demand scenario is based on the high growth probability conditions for 2035 in the District’s 2020 WMP. The model’s ADD were scaled to match the 2035 demand projected in the 2020 WMP minus the proposed Rivers Edge Tract 3207 development, which was added after scaling demands as a point load near the proposed location the development would connect to the existing system. The demand for future Tract 2723, shown in Figure 1-2, is also accounted for in the 2035 demand projections. The total 2035 ADD is about 360 gpm, and 94 gpm in the proposed East Side Pressure Zone.
4. **Buildout** – The Buildout demand scenario is based on the 2020 WMP high growth probability conditions through 2050 and includes projections for the long-term expansion planned in the District’s service area. Similar to the 2035 demand scenario, the total demands were scaled to match the WMP 2050 Buildout demand, and the Rivers Edge Tract 3207 development demand was included as a point loaded demand in the model.

Table 1-1 lists the demand on the proposed East Side Pressure Zone for each scenario. The range of future demands are considered in this analysis because the pump station equipment can have a useful life of 20-25 years.

Table 1-1. Proposed East Side Pressure Zone Demand

Scenario	Peaking Factor to ADD	East Side Pressure Zone Demands, gpm			
		Current	2030	2035	Buildout
Average Day Demand	N/A	13	77	94	101
Maximum Day Demand	2.2	29	157	189	203
Peak Hour Demand	3.9	50	243	297	321

1.2 Evaluation Criteria

The system evaluation criteria and fire flow requirements were identified in the 2020 WMP and are used in this analysis to evaluate the validity and effectiveness of each alternative. A summary of the evaluation criteria is presented in Table 1-2.

Table 1-2. Evaluation Criteria

System Pressure	<p>Maintain a minimum pressure of 20 psi at all user service connections including fire flow conditions.</p> <p>For new service connections, the water distribution system shall be designed to maintain normal operating pressures of no less than 40 psi at the service connections during PHD.</p>
Pipeline Velocities	<p>Maintain maximum velocities of:</p> <ul style="list-style-type: none"> • 5 fps during ADD • 10 fps during PHD • 10 fps at MDD+FF
Fire Flows	<p>Distribution systems shall be sized to provide fire flow during MDD with a minimum system residual pressure of 20 psi.</p> <p>Fire Flow requirements are based on Uniform Fire Code and input from the District Fire Chief for different land uses:</p> <ul style="list-style-type: none"> • Residential: 1,500 gpm for 1 hours • Commercial: 3,000 gpm for 3 hours, and may be reduced if the building has an automatic sprinkler system

1.3 Existing System Characteristics

WSC evaluated system operating pressure and available fire flow using the existing distribution system under current and future demand scenarios and found that the operating pressures and available fire flow are similar for each demand scenario. This indicates the distribution system (i.e. tanks, pumps, and pipe network) is limiting the system pressures and available fire flow, not changes in demand. The buildout demand scenario provides a conservative scenario for planning purposes and was used to establish baseline results. The baseline results will be used for comparison to each booster pump station alternative.

The initial conditions in the model for determining operating pressures and available fire flow are listed in Table 1-3 below. The performance of each alternative will be evaluated using the same

initial settings and compared to the existing distribution system baseline analysis to determine the alternative’s benefits.

Table 1-3. Initial settings for existing distribution system baseline analysis.

Boundary	Operating Pressure	Fire Flows
Scenario	Buildout PHD	Buildout MDD
Wells	Off	Off
Tanks	3/4 Full	1/2 Full
Boosters	Off	Off

Figure 1-3 and Figure 1-4, on the following pages, show the results of the existing distribution system baseline analysis. As shown, the pressures on the east side of the Salinas River generally range between 20 to 40 psi, with some areas just under 20 psi at buildout PHD conditions. The available fire flow on the east side of the Salinas River is deficient due to low system pressures and undersized mains that cannot provide the required 1,500 gpm fire flow while maintaining 20 psi in the system.

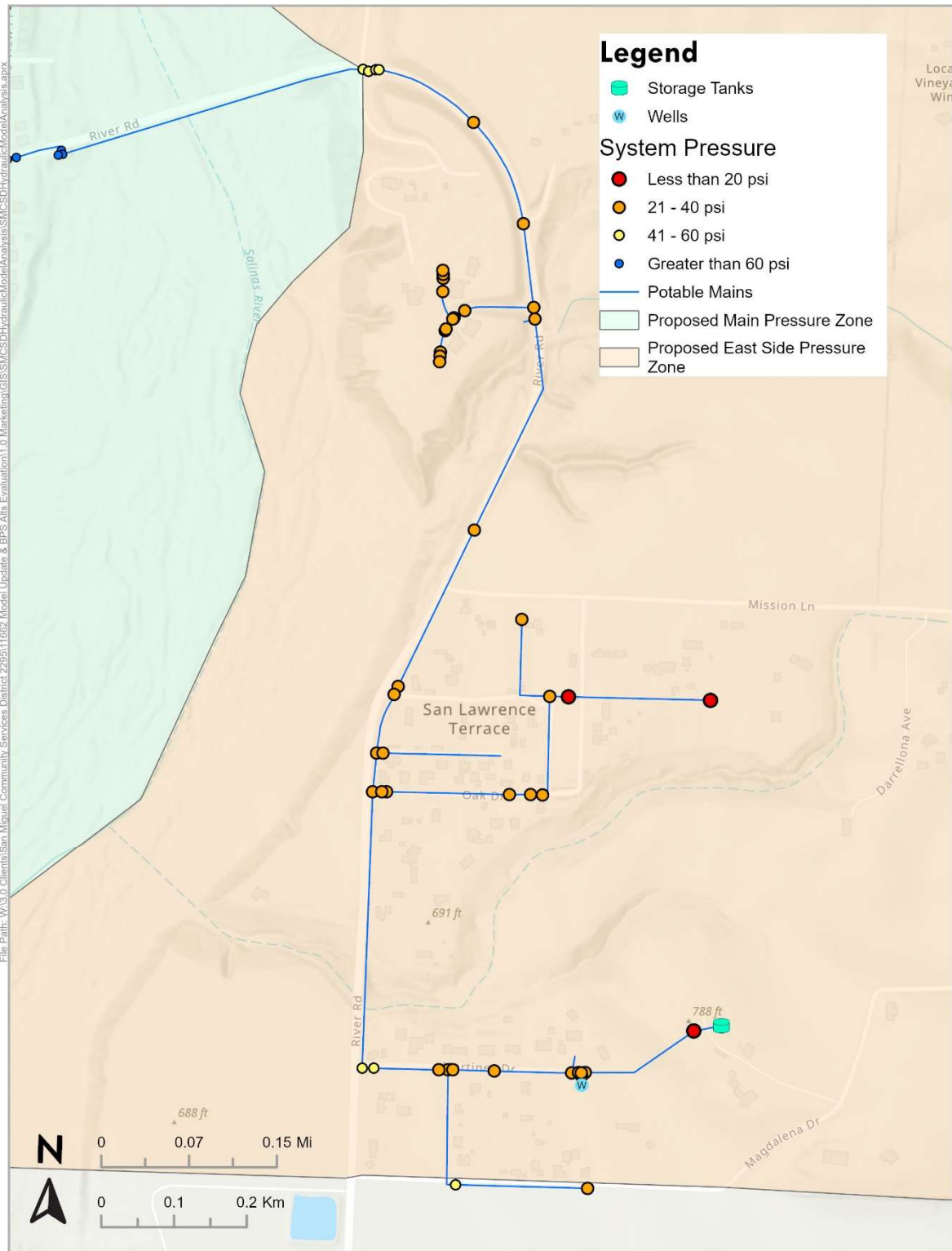


Figure 1-3. Baseline Operating Pressures in the Proposed East Side Pressure Zone at buildout PHD

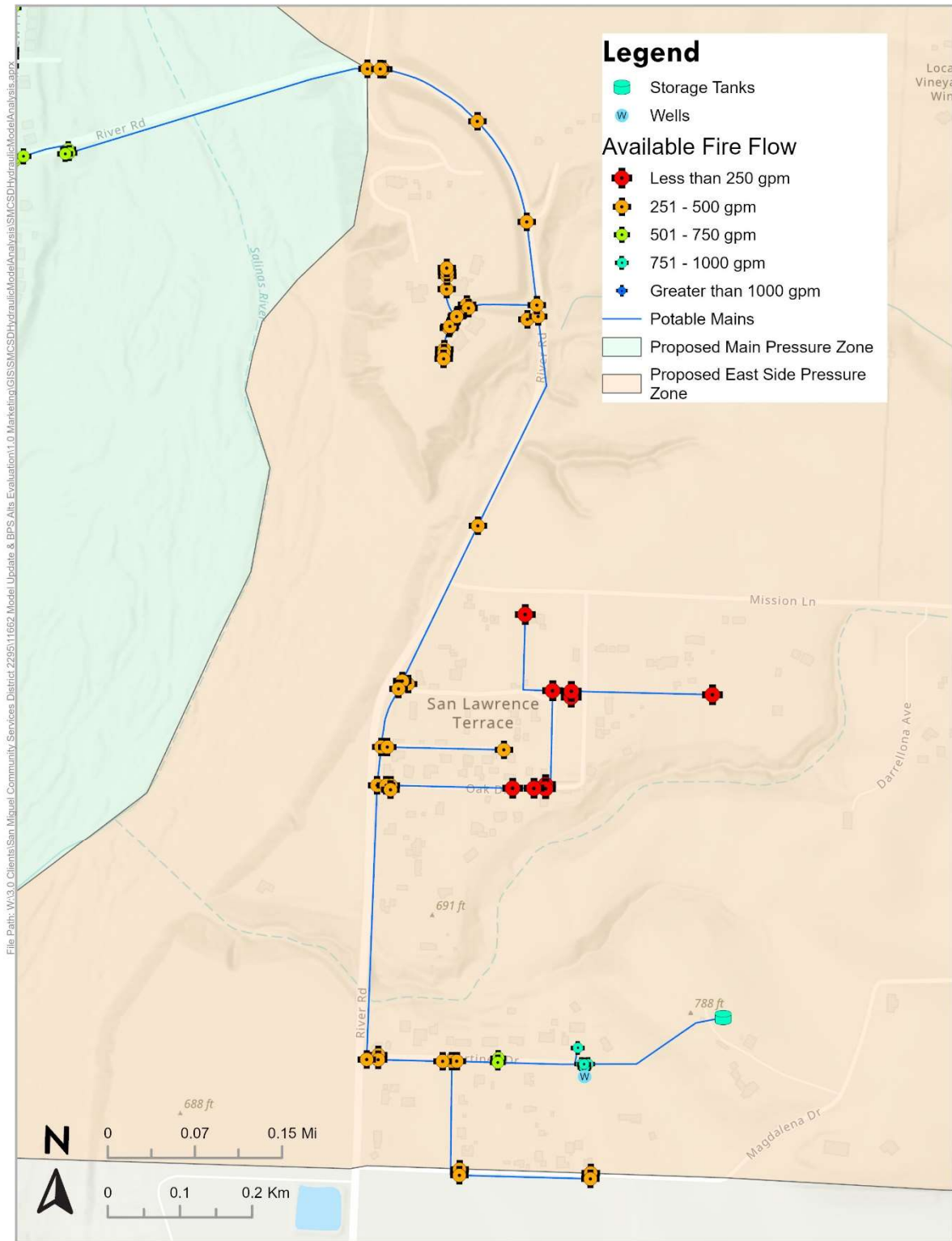


Figure 1-4. Baseline Available Fire Flow in the Proposed East Side Pressure Zone at buildout MDD

2.0 Alternatives Analysis

This section outlines:

1. The proposed booster pump station alternatives.
2. Recommended pump station design, sizing, and additional infrastructure for each alternative.
3. Impacts to system pressure and fire flow compared to the existing distribution system.

The alternatives analysis was conducted using the District's hydraulic model, run in Bentley's WaterGEMS software, which was updated and calibrated in early 2024. The alternatives analysis was conducted for planning purposes to determine the preliminary recommended location and configuration for a new booster pump station and new storage tank, if required.

Prior to evaluating each alternative, the preferred hydraulic grade line (HGL) was established for the proposed East Side Pressure Zone based on the range of elevations within the new pressure zone. A target HGL of 865 feet +/- 10 feet is required to maintain a pressure range between 40 and 80 psi in the proposed East Side Pressure Zone. For comparison, the current HGL within the system is about 770 feet, as shown in Figure 1-1.

2.1 Alternative 1 - Booster Pump Station and Tank at Power Road

2.1.1 Alternative 1 - Overview

The first alternative is a new booster pump station and storage tank located near the intersection of North River Road and Power Road. Because the target HGL for the East Side Pressure Zone (865 feet) is greater than the operating water level in the existing SLT Tank (770 to 780 feet), this alternative requires the SLT Tank to be taken out of service and new storage constructed to serve the distribution system.

As recommended in the 2020 WMP, the 50,000 gallon SLT tank should be replaced because it has reached the end of its useful lifetime, is in poor condition, and is deficient in storage. The 2020 WMP recommends 500,000 gallons of new storage for the East Side pressure zone at buildout. Because current and near-term demands are much lower than buildout demands, the storage in this alternative should be phased with an initial 250,000 gallon new tank to match current system needs, and allow space for the construction of a second 250,000 gallon tank in the future as demands increase. Water systems with too much storage could lead to several issues such as high water age, water quality deterioration, and operational challenges with turnover in storage tanks. During preliminary design of the recommended alternative, or as part of the next Master Plan Update, the storage tank sizing should be reevaluated.

The new storage tank will be located on the suction side of the booster pump station to store water supplied by the west side wells. The stored water is then pumped to the East Side Pressure Zone by the booster pump station to provide adequate system pressures and serve fire flows. Note this alternative could be phased by constructing the booster pump station first and constructing the 250,000 gallon storage tank at River Road at a later time. The cost estimate for Alternative 1, included in Appendix A, includes an option for just the booster pump station and an option that includes the booster pump station and a 250,000 gallon storage tank. The cost does not include the second 250,000 gallon tank because the timing for construction is dependent on future growth in the East Side Pressure Zone.

The Rivers Edge Tract 3207 development will include the equipping of multiple wells to serve demands for the new development and can provide some supply for the rest of the system. The future Rivers Edge wells, located within Tract 3207, will connect to the Main Pressure Zone on the suction side of the proposed booster pump station. The wells will supply both pressure zones in this alternative, and once the new 250,000 gallon storage tank is constructed, the Rivers Edge wells will fill the new tank.

The SLT well will pump into the East Side Pressure Zone and will need to operate based on discharge pressure in this alternative rather than its current operation based on water level in the SLT Tank. With the loss of the SLT tank in this alternative, the SLT well will be pumping against higher head, which will likely reduce the production flowrate of the well. WSC recommends evaluating how the future pump station may impact the SLT well operation during preliminary design.

The booster pump station will also be equipped with a pressure reducing valve (PRV) to allow water from the new East Side Pressure Zone to feed the Main Pressure Zone which will water to be transferred between the two zones.

Figure 2-1 includes a system schematic for Alternative 1. Figure 2-2 depicts the location for the booster pump station and storage tank within the proposed East Side Pressure Zone. The proposed location for the new booster pump station and tank is part of the County of San Luis Obispo (County) right of way, and the District has been in conversations with the County to purchase an easement on the site for future facilities.

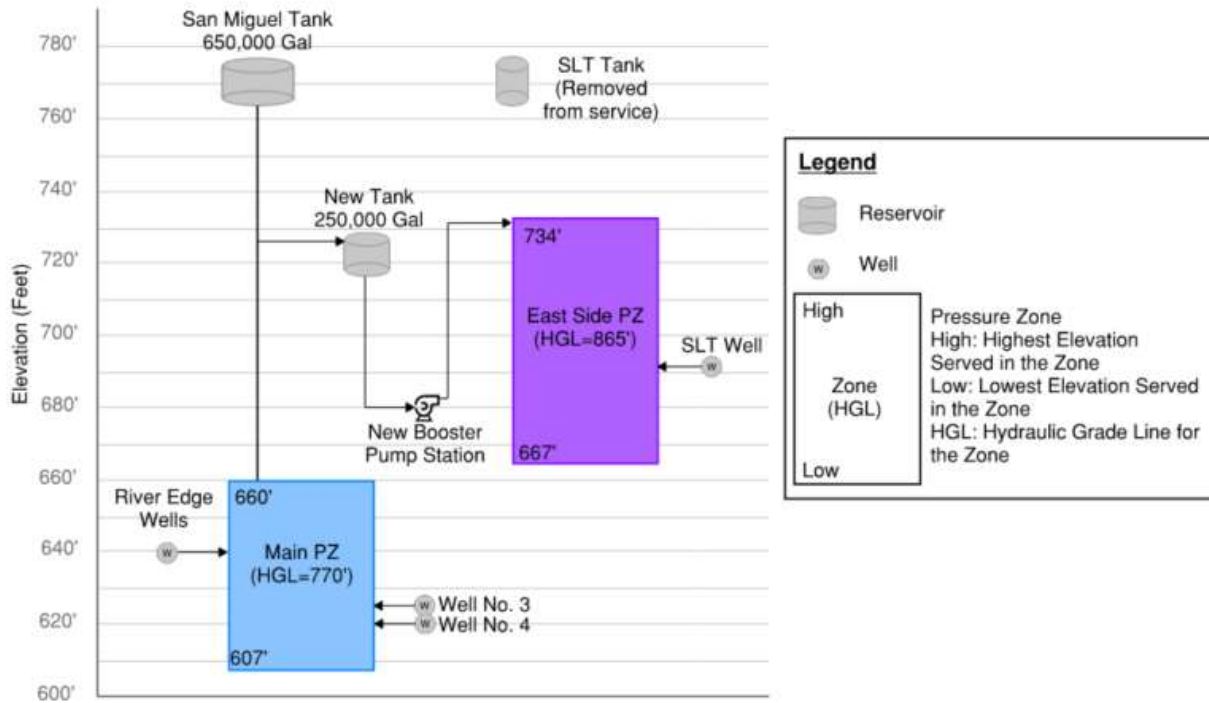


Figure 2-1. Alternative 1 System Schematic

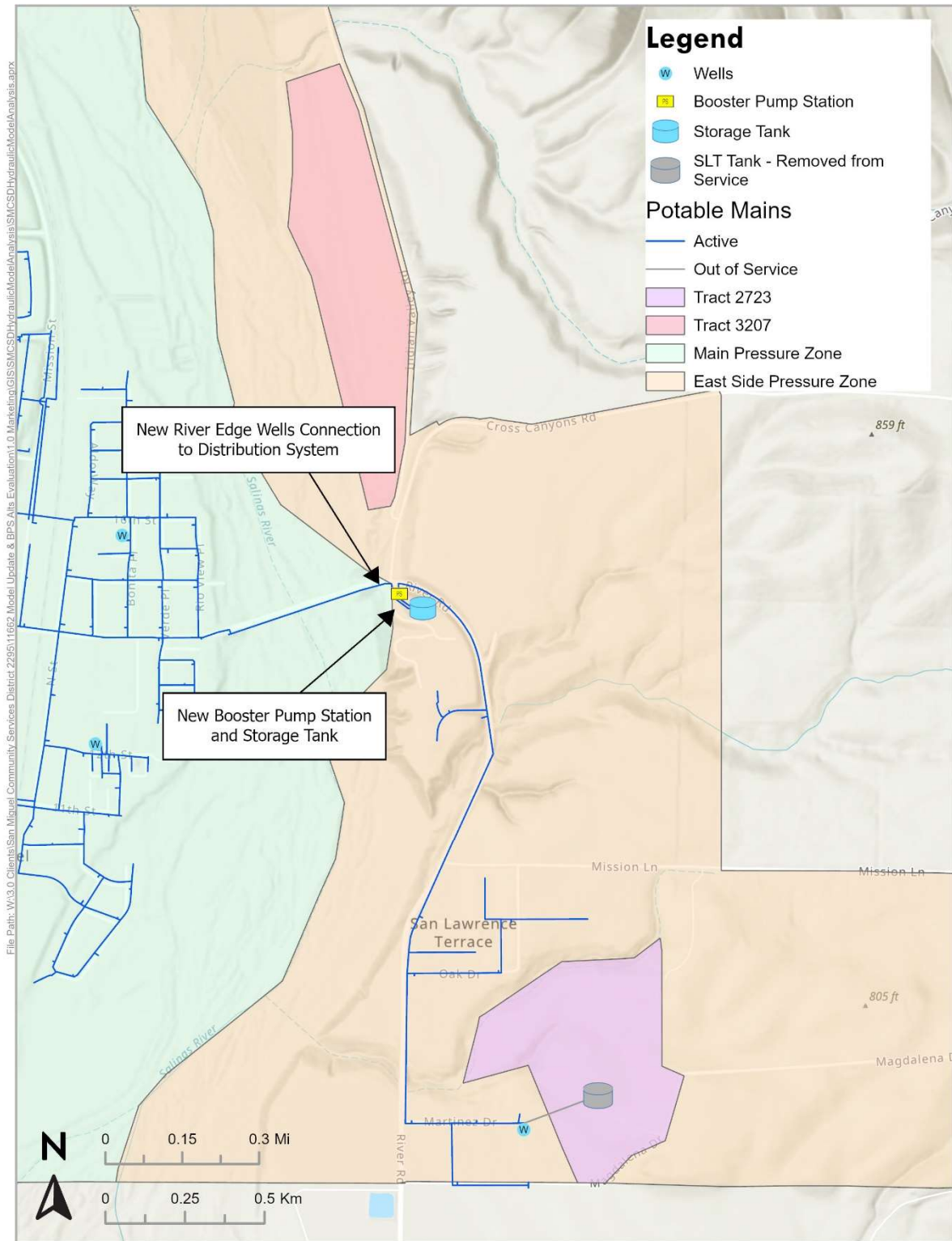


Figure 2-2. Proposed Alternative 1 Configuration

2.1.2 Alternative 1 - Pump Station Information

The first pump station alternative will require a minimum of two duty pumps to meet normal operating flows for redundancy. Additionally, because this alternative does not include gravity storage for the East Side Pressure Zone, the booster pump station will require a high flow pump to provide fire flow and a standby generator to provide continued water service in the new East Side Pressure Zone during a power outage.

2.1.2.1 Duty Pump Sizing

California Waterworks Standards and accepted engineering practices recommend booster pump stations pumping to zones without gravity storage are sized to meet MDD plus fire flow or PHD, whichever is larger, with the largest pump out of service. The alternative assumes two duty pumps sized to individually provide PHD for the East Side Pressure Zone, while the high flow pump should be sized to meet fire flow demand. However, during preliminary design the number of pumps and pump sizing should be further evaluated to consider different configurations, such as three duty pumps with two pumps operating together to meet PHD.

To size the duty pumps, the calibrated hydraulic model was used to evaluate the system head curve for the proposed pumps at the range of demands described in Table 1-1. Since the current demand range in the proposed East Side Pressure Zone is low (13 gpm ADD to 50 gpm PHD), the booster pump station should include a hydropneumatic tank to maintain on-demand pressurized water without the continuous use of a pump during low demand periods. Moreover, the hydropneumatic tank contributes to energy savings and pump longevity by reducing the frequency of pump starts and stops.

The initial HGL in the hydropneumatic tank, located just downstream of the booster pump station, was set to 865 feet to match the target HGL of the East Side Pressure Zone. The system head curve was calculated using the System Head Curve Tool in the District's updated hydraulic model. The system head curve did not vary significantly between current and buildout demands.

Figure 2-3 shows the system head curve for Alternative 1 with the range in projected demands in the East Side Pressure Zone plotted on the curve. As shown, the system head curve is relatively flat at normal system demands, which is typical for small pressure zones in distribution systems. While the duty pumps should be sized to provide PHD, they will also need to operate to provide ADD and MDD, which are also shown on the system curve.

Table 2-1 includes a range of pump operating points and sizing based on the system head curve at current and future demands. The required horsepower for the booster pump station increases with higher flows and head. Pumps typically have a lifespan of 15 to 20 years. Since the required pump station motor horsepower is similar for 2030 and 2035 conditions, this alternative's cost estimate assumes the pump station is sized based on 2035 conditions (300 gpm at 135 feet) and will require two 15 HP pumps. The hydropneumatic tank will buffer the oversized duty pumps to allow them to meet current demand since the hydropneumatic tank will

meet lower flow conditions and reduce low flow pump cycling. However, this analysis is preliminary and is intended for comparison between pumps station alternatives. Pump sizing should be reevaluated during preliminary design of the recommended alternative.

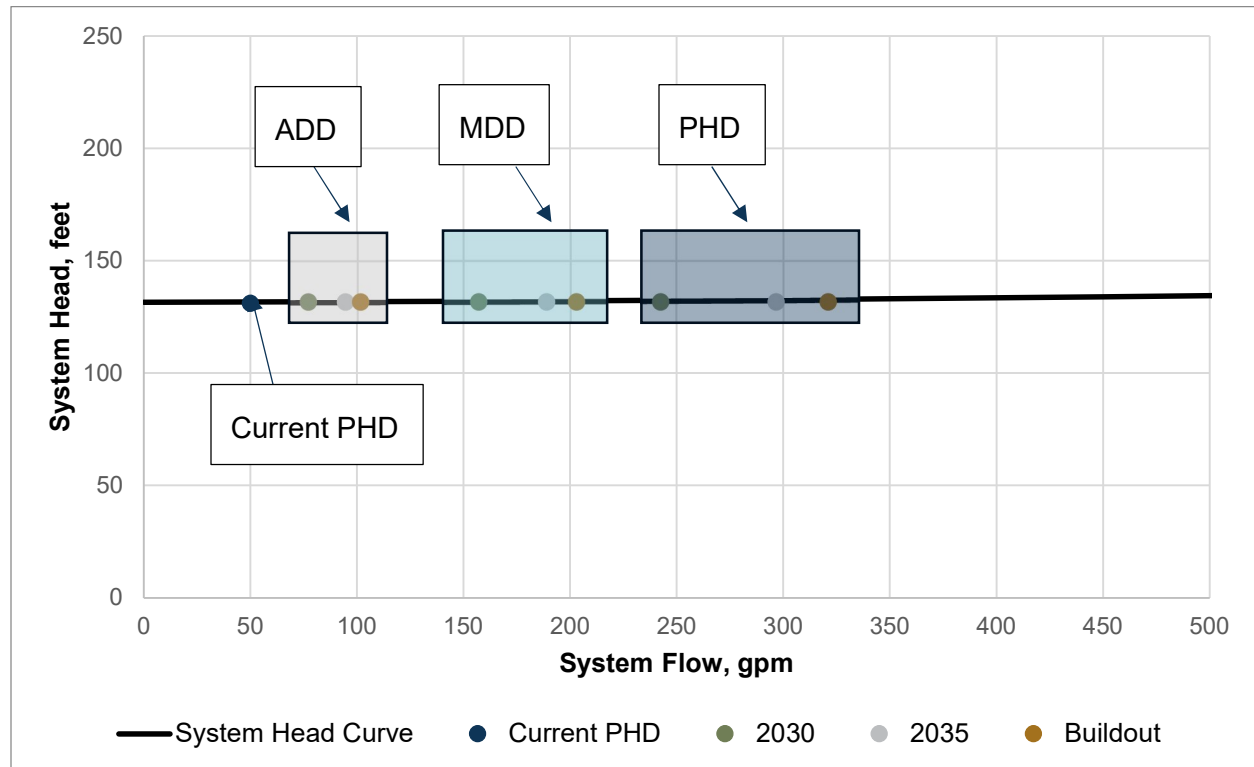


Figure 2-3. Alternative 1 Low Flow System Head Curve

Table 2-1. Alternative 1 Duty Pump Potential Operating Points

	Design Flowrate ¹ , gpm	Total Dynamic Head Required, feet	Power Required ^{2,3} , hp
Current PHD	50	131	3
2030 PHD	243	132	15
2035 PHD	297	132	15
Buildout PHD	321	132	15

Notes:

¹Duty pumps are sized to meet PHD.

²Power calculations assume 80% pump efficiency and 90% motor efficiency.

³Power requirements are rounded up to the next available motor size.

2.1.2.2 High Flow Pump Sizing

The booster pump station should also include high flow pumps sized to meet fire flow in the East Side Pressure Zone since there will be no gravity storage in the zone. The required fire

flow is listed in Table 1-2, and is currently 1,500 gpm based on the existing residential zoning. However, the proposed Rivers Edge Tract 3207 development includes some commercial buildings, which may require a fire flow of 3,000 gpm. If the commercial buildings were constructed with automatic fire sprinklers, the fire flow requirement could be reduced to 1,500 gpm or less. For planning purposes, the system curve for the proposed booster pump station was evaluated for a fire flow demand of 1,500 gpm and 3,000 gpm, shown in Figure 2-4.

lists the required size for a 1,500 gpm and 3,000 gpm high flow pump. As shown, 3,000 gpm flow will require over twice the horsepower of a 1,500 gpm pump. Building design, sprinklers, and materials selection should be prioritized to meet a required fire flow of <1,500 gpm for new commercial buildings. If 1,500 gpm fire flow requirement can't be met, then an additional high flow pump should be added as required to meet required fire flow.

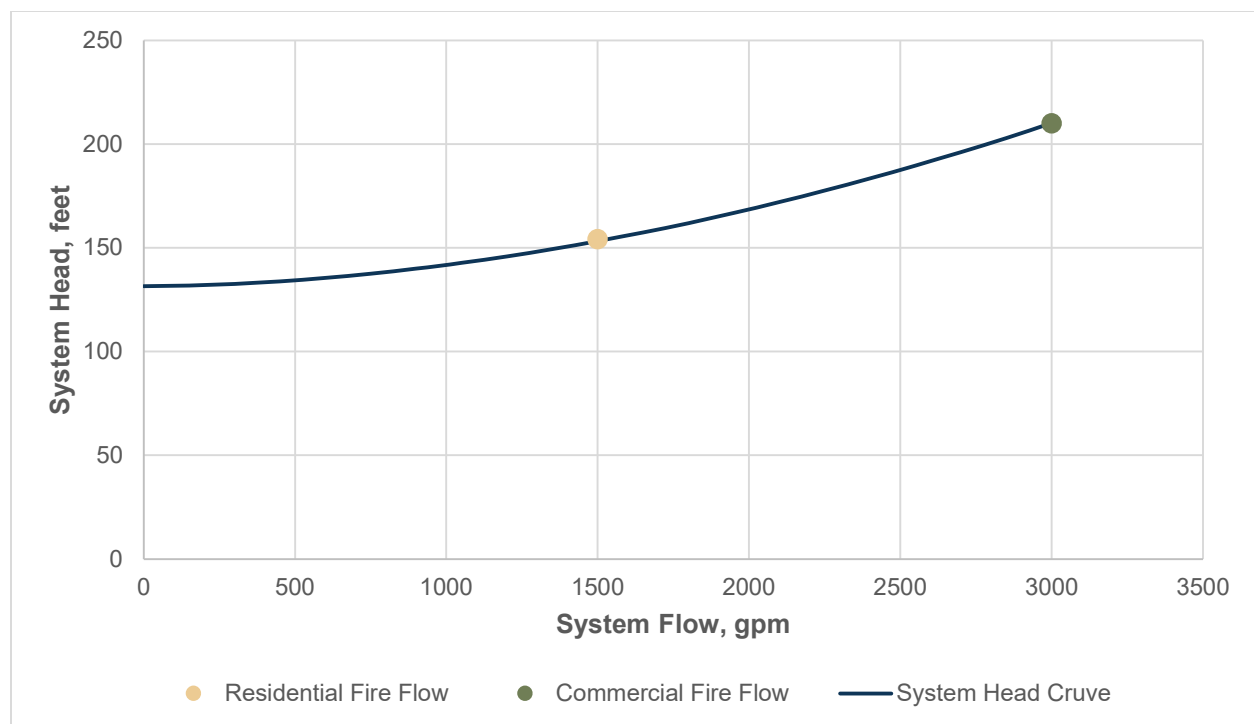


Figure 2-4. Alternative 1 Fire Flow System Curve for Fire Flow Requirements

Table 2-2. Alternative 1 Fire Pump Potential Operating Points

	Design Flowrate, gpm	Total Dynamic Head Required, feet	Power Required ^{1,2} , hp
Residential Fire Flow	1,500	160	100
Commercial Fire Flow	3,000	218	225

Notes:

¹Power calculations assume 80% pump efficiency and 90% motor efficiency.

²Power requirements are rounded up to the next available motor size.

2.1.3 Alternative 1 - Results

Figure 2-5 shows the operating pressures in the system at buildout PHD for comparison to the existing conditions with the proposed booster pump station sizing. As shown, the booster pump station significantly improves pressure on the east side of the service area. Pressures are generally maintained between 40 and 80 psi with a few locations with pressure slightly higher than 80 psi. Per the California Plumbing Code, all services receiving water with a main pressure greater than 80 psi should be equipped with a pressure regulator to protect the building plumbing¹.

Figure 2-6 shows the available fire flow with the proposed booster pump station including one 1,500 gpm fire flow pump. The available fire flow increases in most locations throughout the east side of the system, with the greatest benefits seen on the northern end of the East Side Pressure Zone. The available fire flow in areas at the eastern end of Martinez Drive, located just below the existing SLT tank, drop about 200 gpm because the SLT tank is no longer in service, but overall, the average available fire flow increases 840 gpm on the east side. The fire flow in the southern end of the pressure zone is limited by the existing undersized distribution pipe sizes. The 2020 WMP recommends replacing all 6-inch and under pipes east of the Salinas River with a minimum 8-inch main to improve system fire flow. For the high flow pumps to meet required fire flows with the existing pipe sizes, the pump station would need to provide a discharge pressure of over 230 psi, which would likely exceed the pressure class of the distribution system pipelines and is not recommended.

While operating pressures and fire flow availability are both improved with the addition of the booster pump station and storage tank at River Road, there could still be impacts to existing operations. Specifically, the existing SLT well pump may need to be adjusted to continue operating efficiently while pumping at a higher head into the East Side Pressure Zone.

¹ Pressure regulators are common, inexpensive, and maintained by the homeowner.

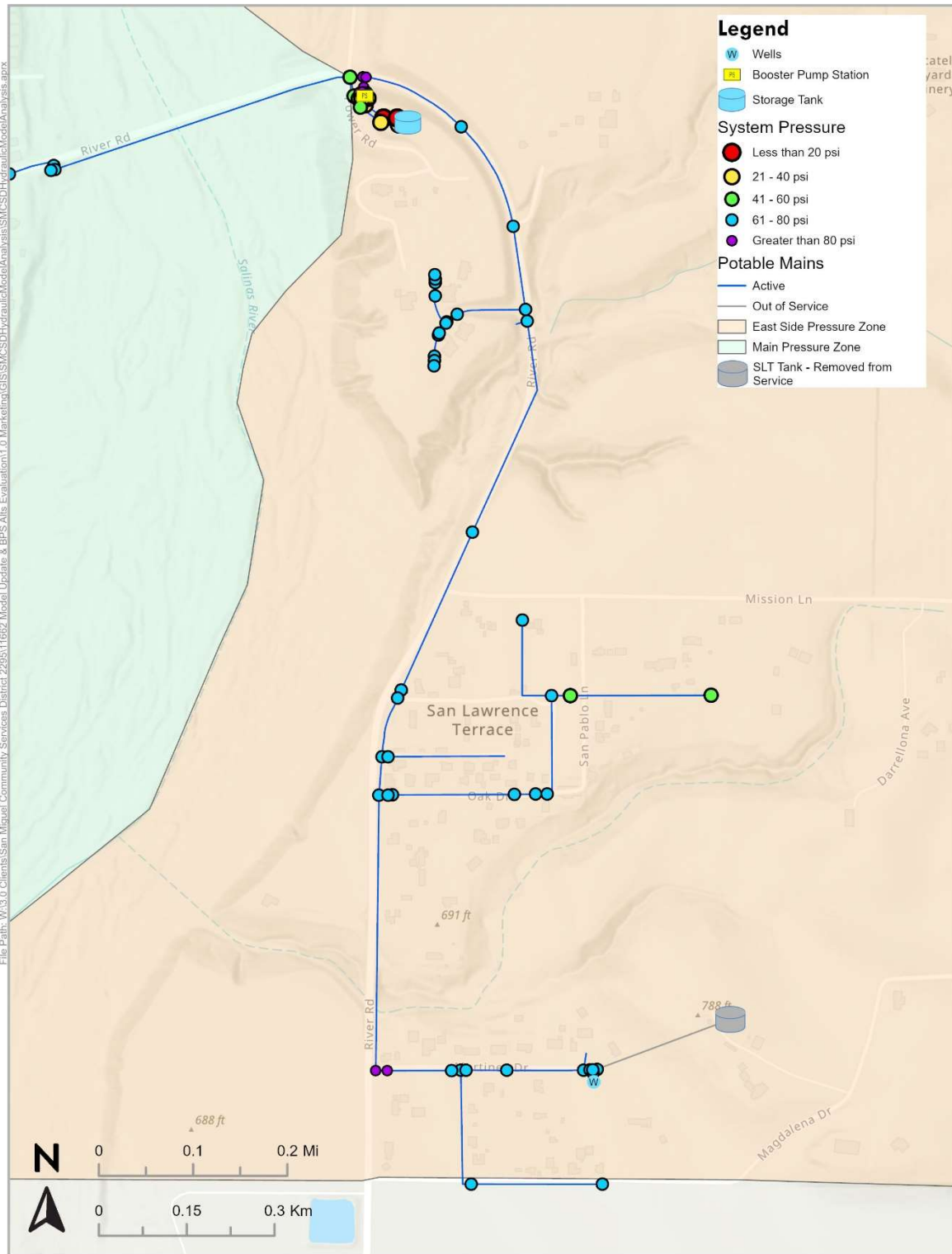


Figure 2-5. Alternative 1 Operating Pressures at buildout PHD

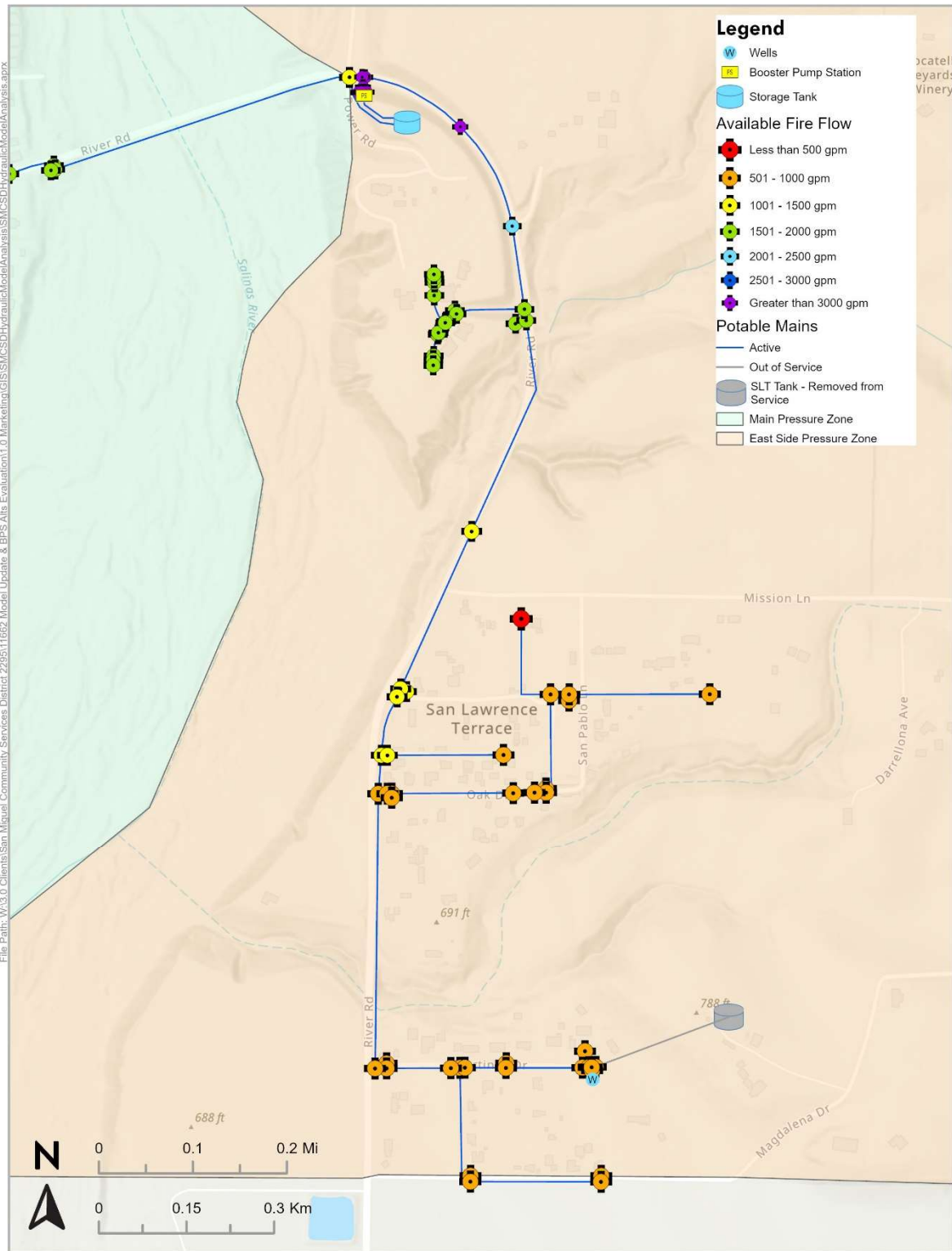


Figure 2-6. Alternative 1 Available Fire Flow at buildout MDD

2.2 Alternative 2 - Booster Pump Station at the Existing SLT Well

2.2.1 Alternative 2 - Overview

The second alternative considers a new booster pump station located at the existing SLT Well to boost water from the tank into the proposed East Side Pressure Zone. Figure 2-7 includes a system schematic for Alternative 2. As shown, the SLT Well will continue to pump directly into the SLT Tank, and the new booster pump station will provide higher pressures for the East Side Pressure Zone.

The alternative also includes a dedicated fill line from the Main Pressure Zone to the SLT Tank that allows all system wells to fill the SLT Tank and provides supply redundancy for the East Side Pressure Zone. Alternatively, a second booster pump station could be constructed at the intersection of Power Road and River Road (same location as Alternative 1) to pump from the Main Pressure Zone up to the SLT Tank, with a control valve located at the proposed SLT Booster Pump Station to allow water to bypass the pump station and fill the SLT Tank. However, the operation of the East Side Pressure Zone with two pump stations is complex and would require controls to operate the pump stations and regulate the control valve. Both pump stations serving the East Side Pressure Zone would also require backup to provide a similar level of reliability compared to just having a dedicated fill line. For these reasons, a new dedicated pipeline from the Main Pressure Zone to the SLT Tank is included in this alternative.

This alternative does not include a new storage tank initially because it can continue to utilize the SLT Tank, but due to the existing condition of the SLT tank, it will need to be replaced in the future with up to 500,000 gallons needed by buildout as recommended in the 2020 WMP. Similar to Alternative 1, this alternative assumes that a single 250,000 gallon tank is needed to meet near-term demands, with a second 250,000 gallon tank required in the future for buildout. The existing SLT tank is located on a small District-owned parcel, and the location for the future storage tanks will require land purchased from Tract 2723. The cost estimate for Alternative 2, included in Appendix A, includes an alternative without new storage and with a new 250,000 gallon storage tank for near-term needs, similar to Alternative 1.

The future Rivers Edge wells will tie into the Main Pressure Zone like Alternative 1 and will provide supply to the SLT Tank through the dedicated fill line. The Rivers Edge Tract 3207 development will be served by the East Side Pressure Zone to provide adequate pressure to the new development.

A PRV should also be installed at the pressure zone boundary, to provide operational flexibility and allow transfer of water between both zones.

Figure 2-8 depicts the location for the proposed booster pump station for Alternative 2. The proposed location for the new booster pump station is part of the District's property at the SLT

Well and therefore requires no land purchases. However, as mentioned above, the new SLT tanks will require an additional acre of land purchased as an easement when implemented.

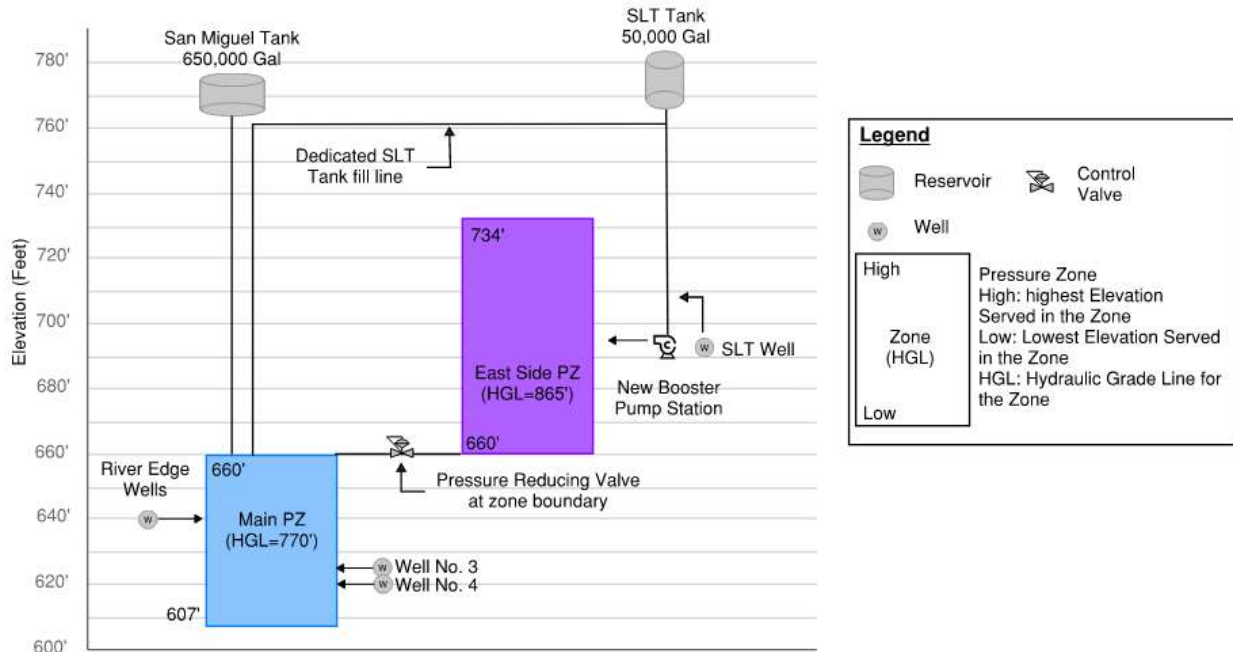


Figure 2-7. Alternative 2 System Schematic

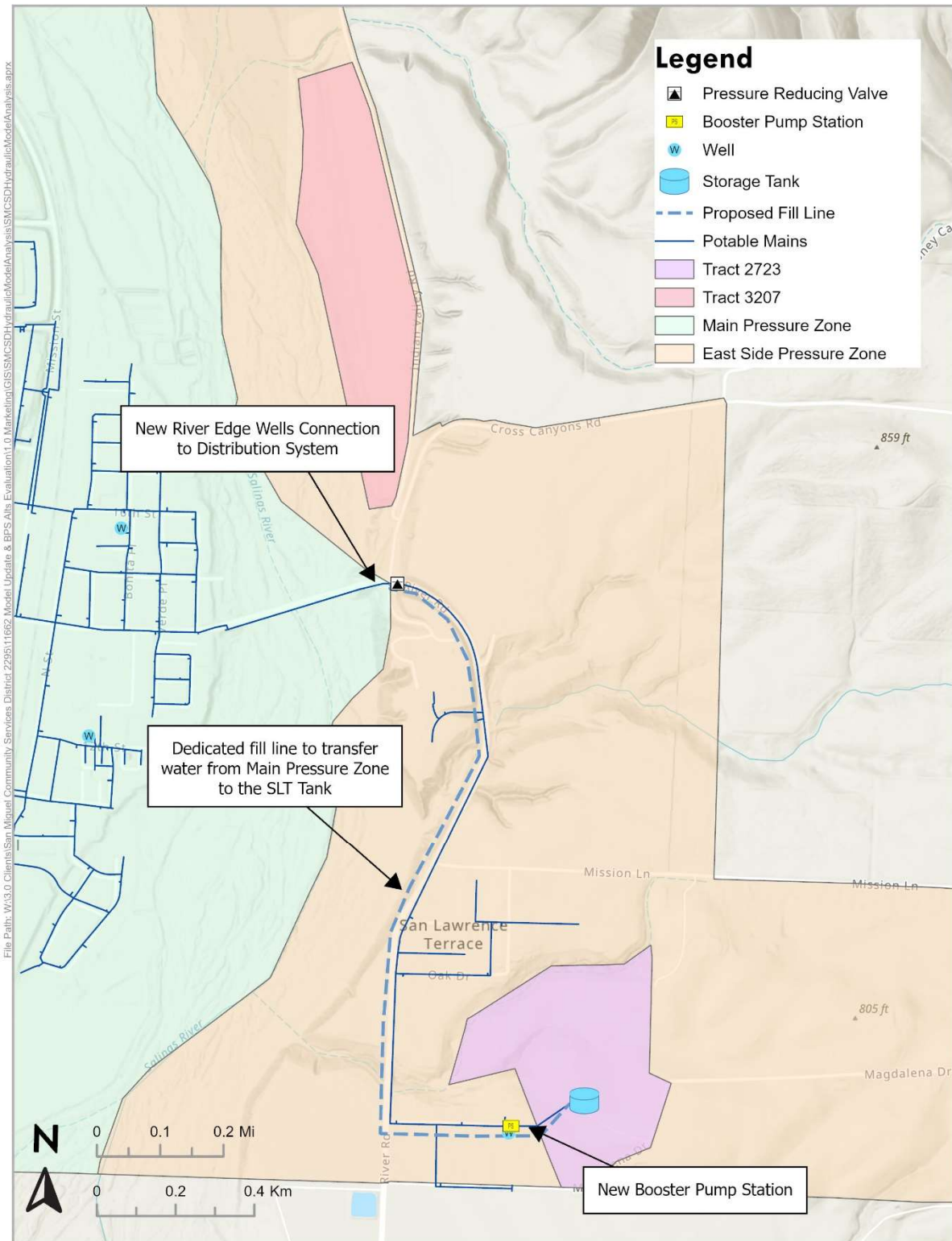


Figure 2-8. Proposed Alternative 2 Configuration

2.2.2 Alternative 2 – Pump Station Information

The second pump station alternative will require a minimum of two duty pumps to meet normal operating flows for redundancy. Additionally, this alternative does not include gravity storage for the East Side Pressure Zone and therefore the booster pump station will require a high flow pump and a standby generator to provide fire flows in the new pressure zone.

2.2.2.1 Duty Pump Sizing

Like Alternative 1, the duty pumps for this alternative should both be sized to provide PHD for the East Side Pressure Zone because there will be no gravity storage on the discharge side of the proposed pump station. The high flow pump will be sized to meet fire flow demands.

To size the duty pumps, the calibrated hydraulic model was used to evaluate the system head curve for the proposed pumps at the range of demands described in Table 1-1. Because the current demand range is low, the booster pump station should include a hydropneumatic tank to maintain on-demand pressurized water without the continuous use of the duty pumps during low demand periods.

The initial HGL in the hydropneumatic tank, located just downstream of the booster pump station, was set to 865 feet to match the target HGL of the East Side Pressure Zone and the other alternatives. The system head curve did not vary significantly across the range of demand scenarios for the proposed Alternative 2 configuration.

Figure 2-9 shows the system head curve for Alternative 2 with the range in projected demands in the East Side Pressure Zone plotted on the curve. Table 2-3 includes the range of potential pump operating points. The preliminary recommended size for the duty pump in this alternative is a 10 HP pump operating at 300 gpm and 90 feet of head, projected to meet the system needs through 2035.

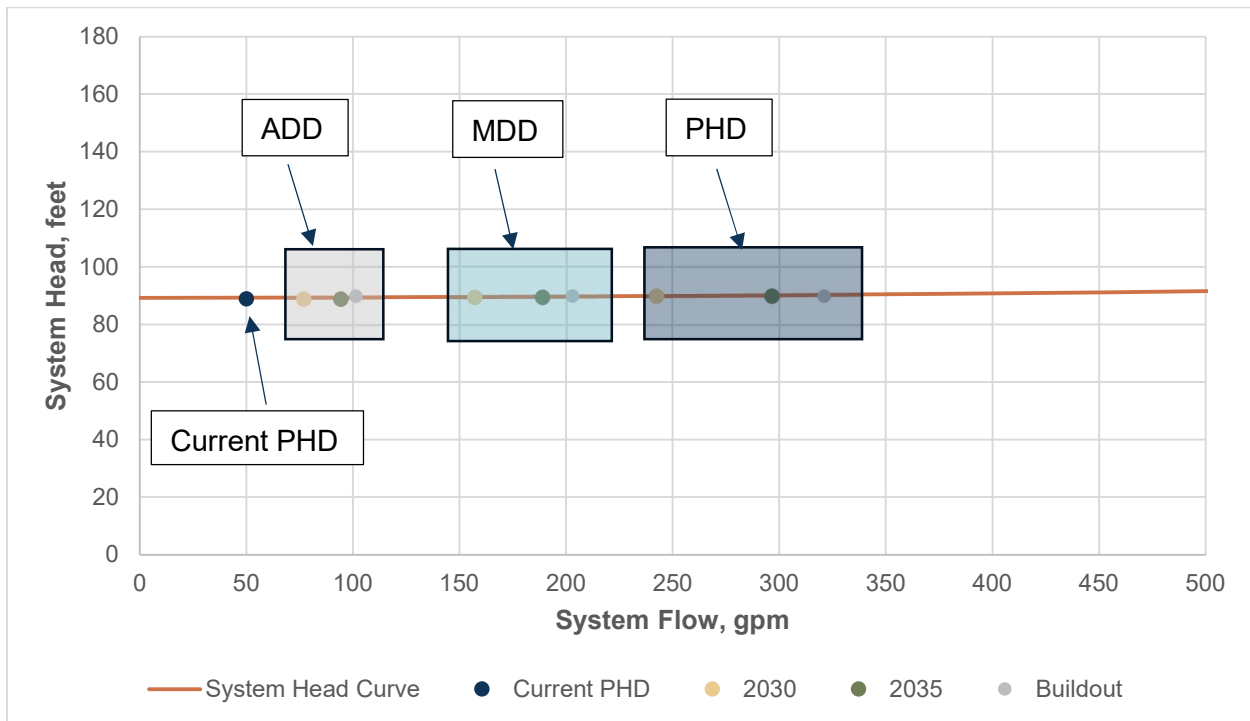


Figure 2-9. Alternative 2 Low Flow System Head Curve

Table 2-3. Alternative 2 Duty Pump Operating Points

	Design Flowrate ¹ , gpm	Total Dynamic Head Required, feet	Power Required ^{2,3} , hp
Current PHD	50	89	3
2030 PHD	243	90	10
2035 PHD	297	90	10
Buildout PHD	321	90	15

Notes:

¹Duty pumps are sized to meet PHD.

²Power calculations assume 80% pump efficiency and 90% motor efficiency.

³Power requirements are rounded up to the next available motor size.

2.2.2.2 High Flow Pump Sizing

The booster pump station should also include pumps sized to meet fire flow in the East Side Pressure Zone since there will be no gravity storage. The required fire flow is listed in Table 1-2, and is currently 1,500 gpm based on the existing residential zoning. However, the proposed Rivers Edge Tract 3207 development includes some commercial buildings, which may require a fire flow of up to 3,000 gpm. For planning purposes, the system curve for the proposed booster

pump station was evaluated for a fire flow demand of 1,500 gpm and 3,000 gpm, shown in Figure 2-10.

Table 2-4 lists the required size for a 1,500 gpm and 3,000 gpm high flow pump. As shown, 3,000 gpm flow will require over twice the horsepower of a 1,500 gpm pump. Building design, sprinklers, and materials selection should be prioritized to meet a required fire flow of <1,500 gpm for new commercial buildings. If 1,500 gpm fire flow requirement can't be met, then an additional high flow pump should be added as required to meet required fire flow.

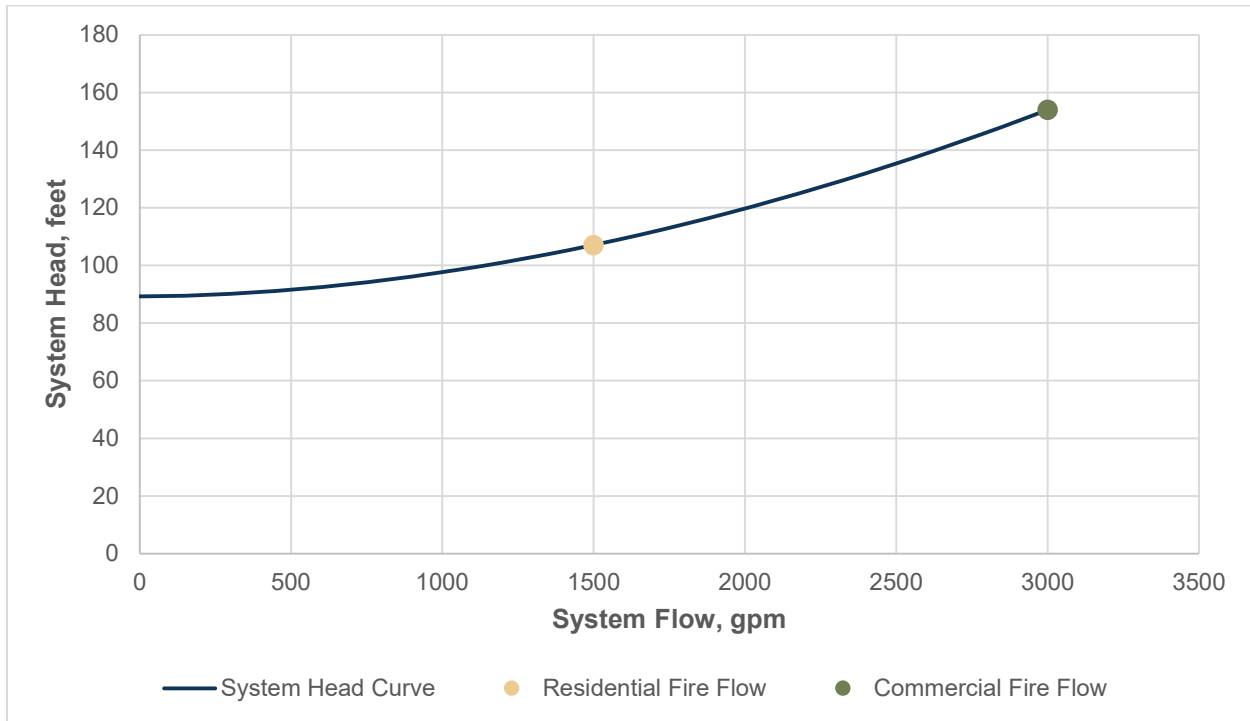


Figure 2-10. Alternative 2 Fire Flow System Curve for Fire Flow Requirements

Table 2-4. Alternative 2 Fire Pump Operating Points

	Design Flowrate, gpm	Total Dynamic Head Required, feet	Power Required^{1,2}, hp
Residential Fire Flow	1,500	107	100
Commercial Fire Flow	3,000	154	225

Notes:

¹Power calculations assume 80% pump efficiency and 90% motor efficiency.

²Power requirements are rounded up to the next available motor size.

2.2.3 Alternative 2 – Results

Figure 2-11 shows the operating pressures in the system at buildout PHD with the proposed booster pump station sizing. Like Alternative 1, this proposed alternative significantly improves pressure on the east side of the service area. Pressures are generally maintained between 40 and 80 psi. The minimum pressure served would be located at Tract 2723 because it is the highest elevation in the East Side Pressure Zone, with the lowest pressure served approximately 45 psi at 2050 PHD. A new pipeline that connects to the system downstream of the proposed pump station is needed to serve the future development.

Figure 2-12 shows the available fire flow with the proposed booster pump station including a 1,500 gpm fire flow pump. The available fire flow increases in most locations throughout the east side of the system, with the average available fire flow increasing by approximately 803 gpm. The available fire flow continues to be limited due to existing undersized distribution pipe sizes within the distribution system.

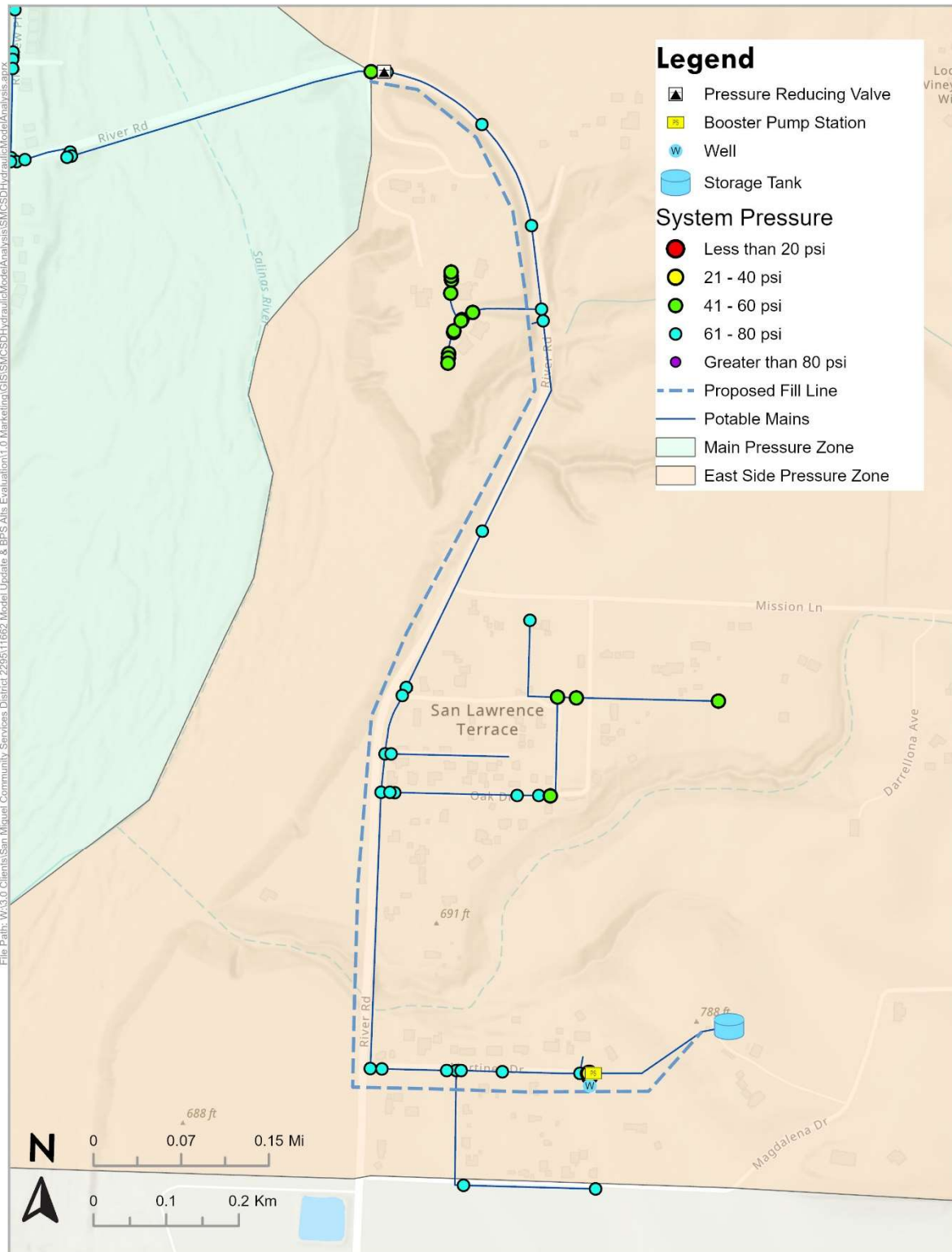


Figure 2-11. Alternative 2 Operating Pressures at buildout PHD

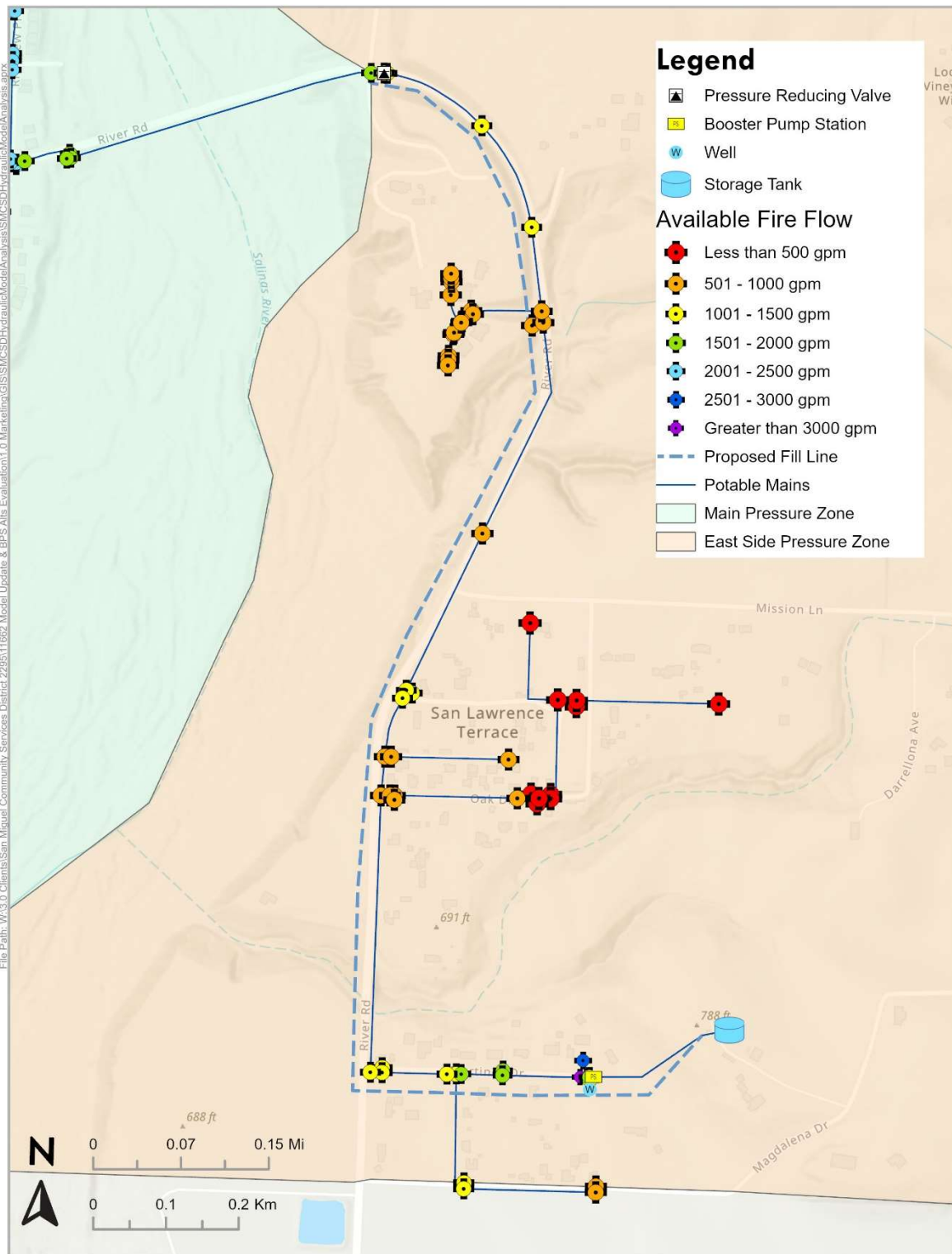


Figure 2-12. Alternative 2 Available Fire Flow at buildout MDD

Note: The available fire flow shown is with the SLT Tank half full. Due to its deficient storage volume, the SLT will fully empty within an hour when hydrants are open to provide fire flow. When the SLT Tank is empty the control valve will provide fire flows from the Main Pressure Zone, but the fire flow is limited to that of the baseline available fire flow shown in Figure 1-4.

2.3 Alternative 3

2.3.1 Alternative 3 - Overview

The third alternative is a new booster pump station located near the intersection of North River Road and Power Road, and a new storage tank near Cross Canyons Road to provide gravity storage for the proposed East Side Pressure Zone.

Because the goal HGL for the East Side Pressure Zone (865 feet) is greater than the operating water level in the existing SLT Tank (770 feet), this alternative requires the SLT Tank to be taken out of service and new storage constructed to serve the distribution system. The proposed new tank is 250,000 gallons, with space for a second 250,000 gallon tank to be constructed for buildout demand, and to be comparable to the previous alternatives. The cost estimate for Alternative 3 only includes the initial 250,000 gallon tank, similar to Alternative 1 and 2.

The new booster pump station will pump water from the Main Zone to fill the storage tank, which can then serve the proposed East Side Pressure Zone via gravity. The booster pump station will also be equipped with a PRV to allow water from the new East Side Pressure Zone to feed the Main Pressure Zone and allow water to transfer between the two zones. Figure 2-13 includes a system schematic for Alternative 3.

The elevation within and around the District's service area was evaluated to identify potential sites with a high enough elevation for a new storage tank. To provide an HGL of 865 feet to the proposed East Side Pressure Zone, the tank site would need an elevation ranging from about 845 to 855 feet. There are no locations within the District's service area east of the Salinas River with a high enough elevation. The closest location to the service area at the required elevation is located off Cross Canyons Road on private property and adjacent to existing vineyards, as shown in Figure 2-14. The proposed new storage tank location was selected because it has an elevation of approximately 853 feet and is the highest point in proximity to the District's service area. The proposed location for the new booster pump station is in the same location as Alternative 1, which is part of the County right of way. Note this alternative requires multiple land purchases including the tank site, pipeline easements, and the booster pump station site.

The SLT well and Rivers Edge wells will operate the same as Alternative 1. The SLT well will pump directly to the East Side Pressure Zone and operate based on discharge pressure. The Rivers Edge wells will pump into the Main Pressure Zone and pump to the East Side Pressure Zone and new tank through the proposed booster pump station.

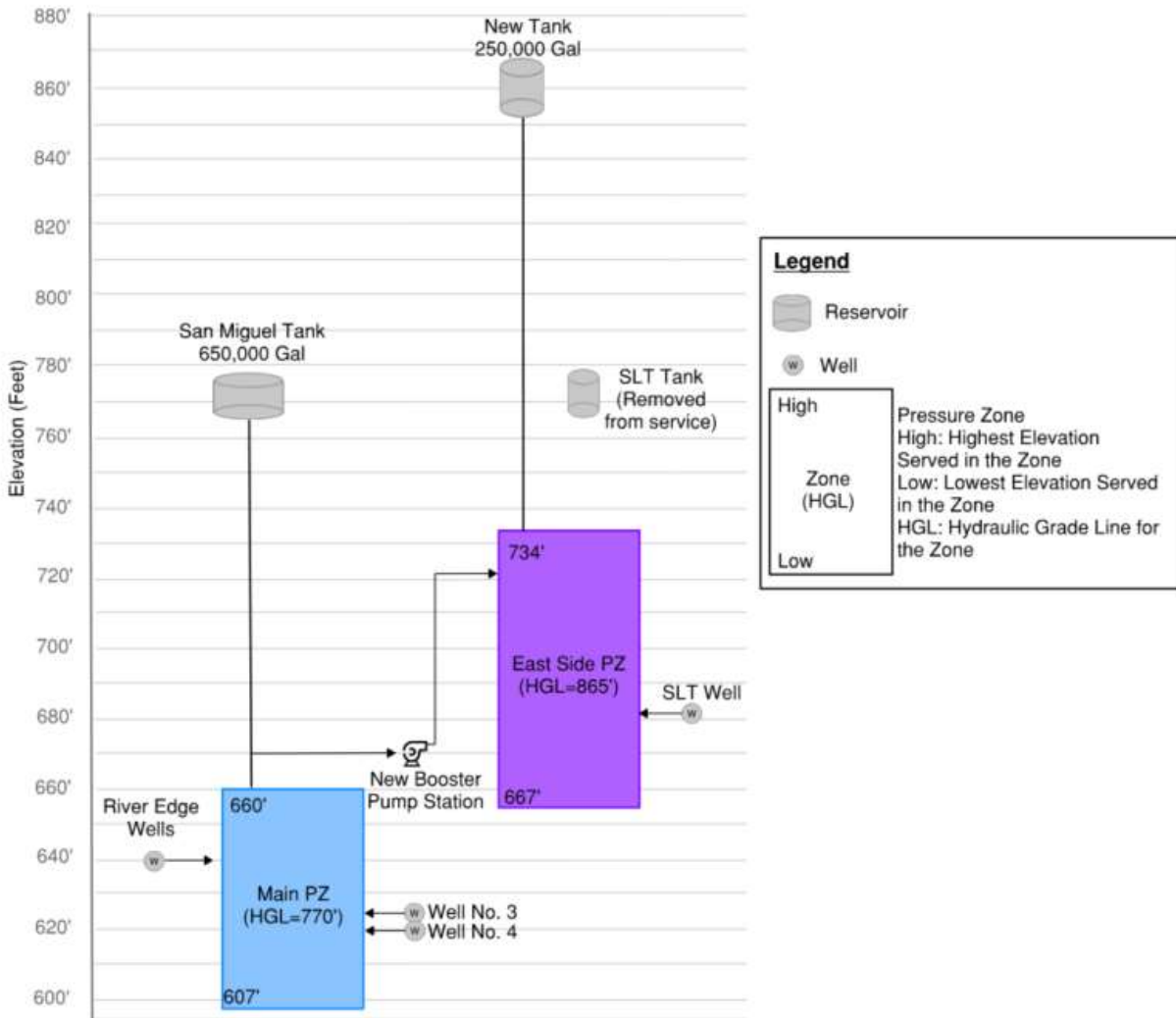


Figure 2-13. Alternative 3 System Schematic

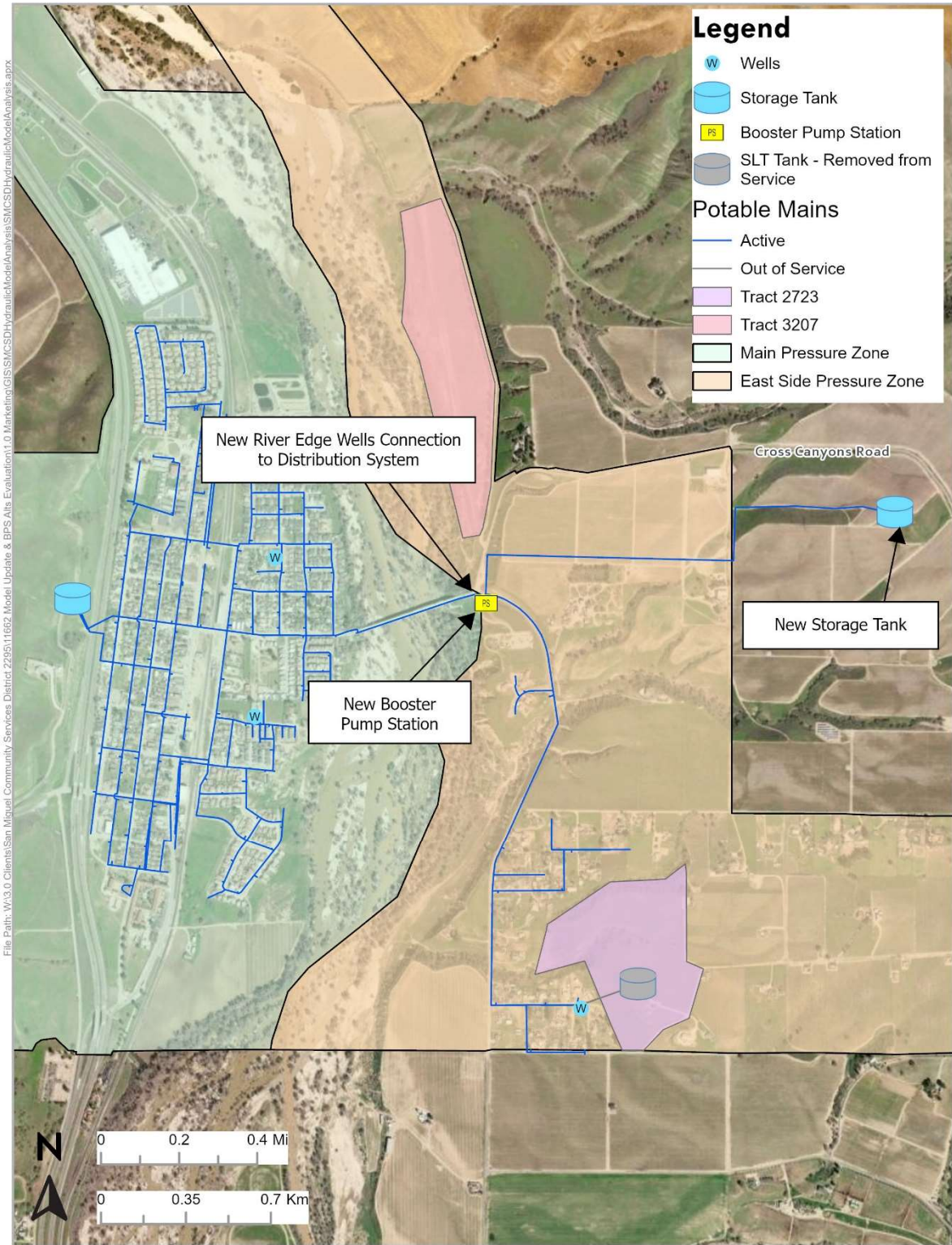


Figure 2-14. Alternative 3 Proposed Configuration

2.3.2 Alternative 3 – Pump Station Information

The third pump station alternative will require a minimum of two duty pumps for redundancy. Because this alternative includes a new storage tank to provide gravity storage for the proposed East Side Pressure Zone, the booster pump station will not require fire pumps or an onsite generator for backup power.

2.3.2.1 Duty Pump Sizing

California Waterworks Standards and accepted engineering practices recommend booster pump stations with gravity storage be sized to meet MDD with the largest pump out of service. It is recommended that the pump station includes two duty pumps each sized to provide MDD for the East Side Pressure Zone.

To size the duty pumps, the calibrated hydraulic model was used to evaluate the system head curve for the proposed pumps at the range of demands described in Table 1-1. Figure 2-15 shows the system head curve for Alternative 3 with the range in projected demands in the East Side Pressure Zone plotted on the curve. Table 2-5 shows the potential MDD operating points for the duty pumps and corresponding power requirements.

Since the pump sizing does not vary significantly from the 2030 to buildout demands, this alternatives pumps can be sized for buildout demands (200 gpm at 104 feet) with 7.5 HP pumps.

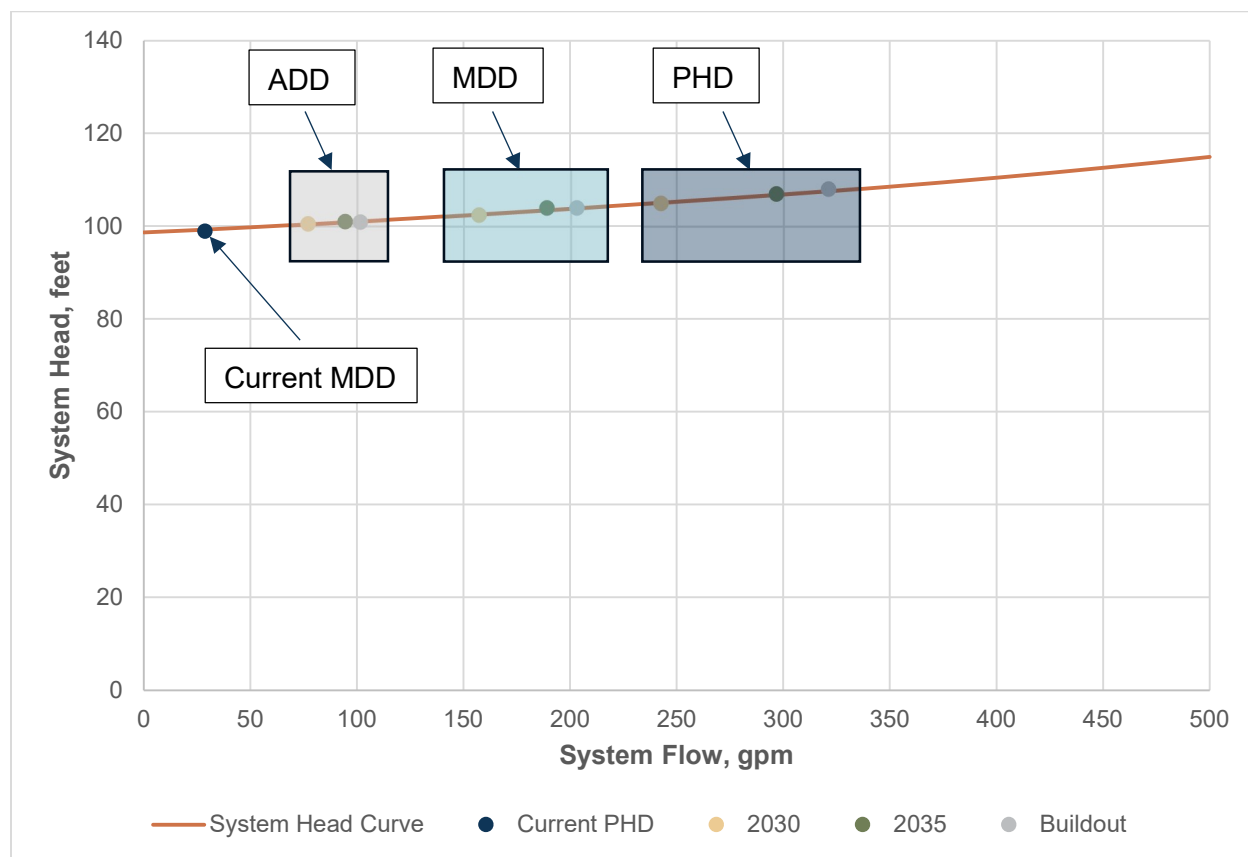


Figure 2-15. Alternative 3 Low Flow System Head Curve

Table 2-5. Alternative 3 Duty Pump Potential Operating Points

	Design Flowrate ¹ , gpm	Total Dynamic Head Required, feet	Power Required ^{2,3} , hp
Current MDD	29	99	3
2030 MDD	157	103	7.5
2035 MDD	189	104	7.5
Buildout MDD	203	104	7.5

Notes:

¹Duty pumps are sized to meet MDD.

²Power calculations assume 80% pump efficiency and 90% motor efficiency.

³Power requirements are rounded up to the next available motor size.

2.3.3 Alternative 3 - Results

Figure 2-16 shows the operating pressures in the system at buildout PHD with the proposed booster pump station and gravity storage tank. In this scenario, the new storage tank's initial

water surface elevation is set at 865' so that the alternatives could have comparable results to other alternatives based on the target HGL. As shown, this alternative improves pressure on the east side of the service area compared to the baseline analysis.

Figure 2-17 shows the available fire flow with the proposed gravity storage tank for the East Side Pressure Zone. The available fire flow increases in most locations throughout the east side of the system, with the greatest benefits seen on the northern end of the East Side Pressure Zone. On average, the available fire flow increases by 854 gpm on the east side. Note the fire flow in the southern end of the pressure zone is limited by the existing undersized distribution pipe sizes, similar to other alternatives.

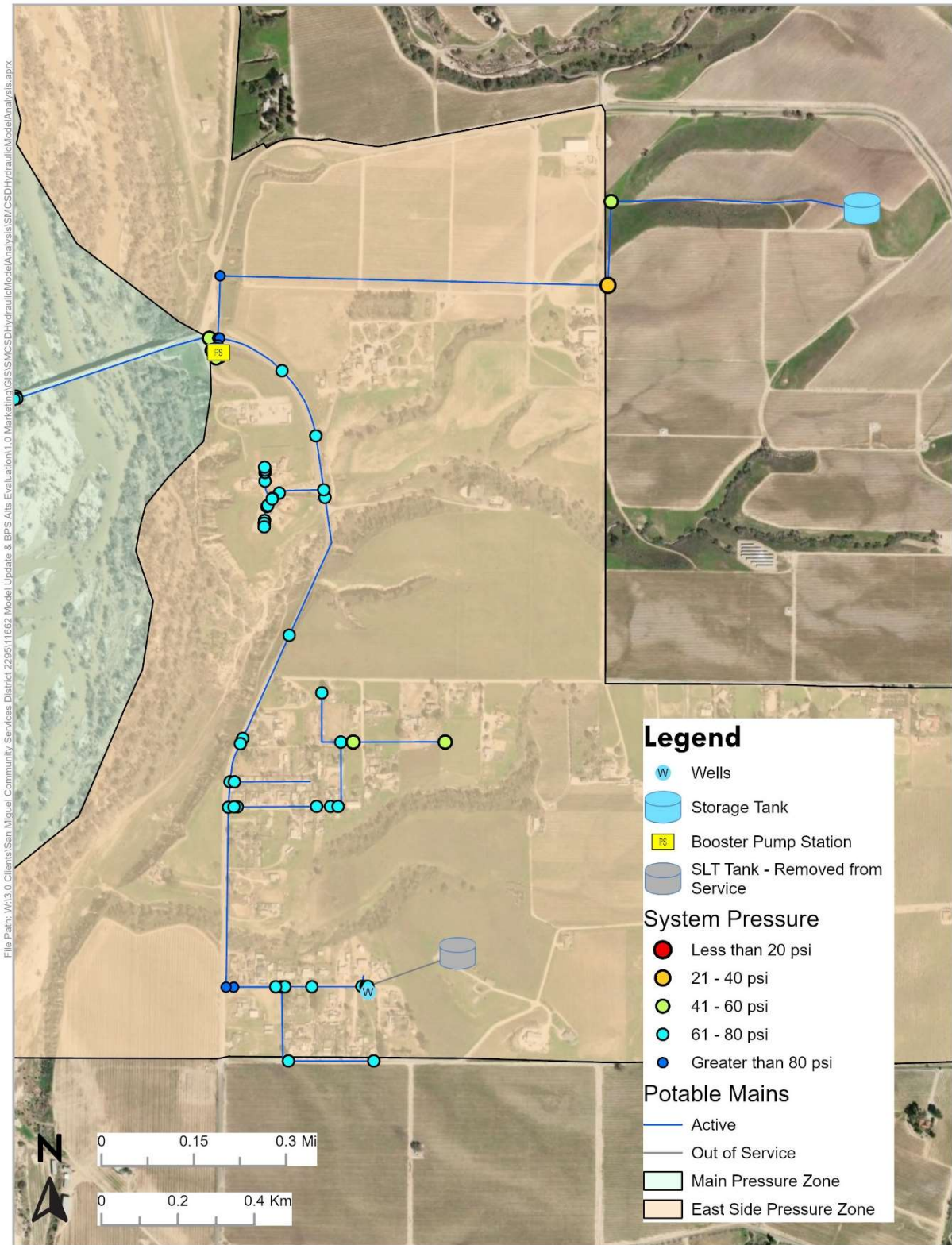


Figure 2-16. Alternative 3 Operating Pressures at buildout PHD

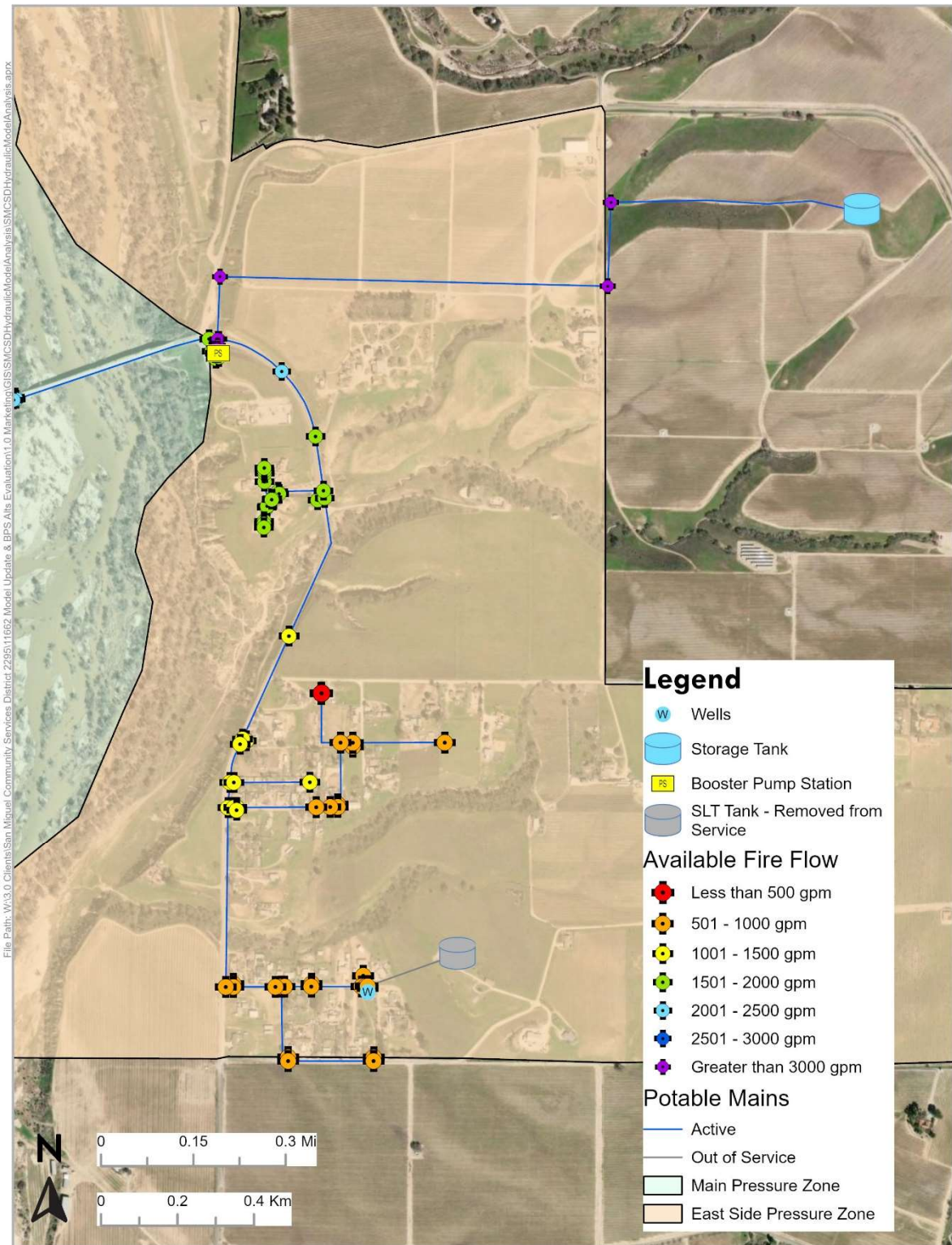


Figure 2-17. Alternative 3 Available Fire Flow at buildout MDD

3.0 Cost Estimate

Table 3-1 lists the estimated planning level costs for each alternative, including the booster pump station and storage tank. Appendix A includes detailed cost estimates for each alternative.

As shown, Alternative 1 and Alternative 2 both include options with and without a new 250,000 gallon storage tank and have similar costs. Both alternatives will require new storage because the existing system is storage deficient, but it can be deferred until after the pump station is constructed. The costs for Alternative 2 are much greater than Alternative 1 because it requires a new 6,000 feet pipeline to fill the SLT Tank from the Main Pressure Zone.

The booster pump station cost is the lowest for Alternative 3 because it does not require a high flow pump or a permanent backup generator, however the costs for a new storage tank and long pipeline to connect the tank to the system drive the total costs up.

Table 3-1. Alternatives Cost Estimates

Item	Alternative 1		Alternative 2		Alternative 3
	No New Storage Tank	With New Storage Tank	No New Storage Tank	With New Storage Tank	Requires New Storage Tank
General Construction and Land Purchase	\$291,000	\$486,000	\$543,000	\$480,000	\$571,000
Booster Pump Station Construction	\$1,594,000	\$1,594,000	\$4,120,000	\$4,120,000	\$956,000
Storage Tank Construction	N/A	\$1,853,000	N/A	\$1,853,000	\$3,544,000
Total Construction	\$1,890,000	\$3,933,000	\$4,663,000	\$6,453,000	\$5,071,000
Project Development & Construction Management	\$380,000	\$780,000	\$940,000	\$1,300,000	\$1,020,000
Total Capital Cost	\$2,270,000	\$4,713,000	\$5,603,000	\$7,753,000	\$6,091,000

Cost estimates are in 2024 dollars (ENR 20 City Average Construction Costs Index of 13532.44 for May 2024)

4.0 Recommendations

Table 4-1 provides a summary table of all alternatives, including impacts to pressure, fire flow, costs, and discusses the system reliability and feasibility considerations. As shown, all the alternatives result in improved operating pressures and enhanced fire flow availability in the proposed East Side Pressure Zone compared to the existing system. All alternatives are designed to maintain the existing system's reliability with redundant production facilities (at least two wells) to serve each pressure zone and the flexibility to transfer water between pressure zones. The system reliability is easily maintained in Alternative 1 and 3 because the proposed booster pump station is located at the pressure zone boundary, but Alternative 2 requires a new dedicated pipeline from the Main Pressure Zone to the SLT Tank to maintain the minimum system reliability, which greatly increases Alternative 2 costs.

Both Alternative 1 and Alternative 2 can defer the construction of a new storage tank and utilize existing storage for fire storage until the east side demand increases. Alternative 3 though will need storage constructed at the same time as the booster pump station. The East Side Pressure Zone storage needs are driven by demand, and the storage tank sizing should be reevaluated during preliminary design of the recommended alternative or the next Master Plan Update.

There are currently no known feasibility concerns with the construction of Alternative 1 and 2. Alternative 3 requires acquisition of private property and easements outside of the District's existing service area boundaries, which may be infeasible. Additionally, due to the proposed storage tank location to provide the required hydraulic conditions, the project requires extensive infrastructure which greatly increases this alternatives costs.

Ultimately, Alternative 1 is recommended to improve the east side system pressure and fire flow. All alternatives provide a similar level of improved pressure, fire flow, and reliability, but Alternative 1 has the overall lowest cost. Alternative 2 and 3 were not considered due to high costs and feasibility concerns.

Table 4-1. Alternatives Summary

	Alternative 1	Alternative 2	Alternative 3
Summary	Two 15 HP duty pumps 1,500 gpm fire pump with backup power New 250,000 gallon ¹ Tank, which can be constructed at a later time	Two 10 HP duty pumps 1,500 gpm fire pump with backup power Utilize existing SLT Tank, but replace with a new 250,000 gallon ¹ Tank in the future	Two 7.5 HP duty pumps New 250,000 gallon ¹ Tank required for gravity storage
Pressure	Improves pressure on the east side to 40-80 psi		
Fire Flow²	Improves system fire flow about 800-850 gpm compared to existing conditions		
System Reliability	Maintains existing system reliability with all zones having redundant production facilities.	Maintains existing system reliability with the dedicated STL Tank fill pipeline.	Maintains existing system reliability with all zones having redundant production facilities.
Operational Flexibility	Maintains existing operational flexibility with all supplies able to serve all zones.		
Construction Feasibility	No known construction feasibility concerns	No known construction feasibility concerns	Feasibility concerns with the construction of the new tank outside of the service area, and purchase of private property for tank location
Costs	\$2,270,00 without new storage \$4,713,000 with new storage	\$5,603,000 without new storage \$7,753,000 with new storage	\$6,091,000

Notes:

1. The East Side Pressure Zone will require up to 500,000 gallons storage by buildout based on the 2020 WMP, but only 250,000 gallons is recommended initially to better match existing and near-term demands and reduce the potential of water quality issues with excess storage.
2. Existing pipe network sizing limits fire flow capacity.

References

Monsoon Consultants. (2020). *Water and Wastewater Masterplan Update*. San Miguel: San Miguel Community Services District.

Appendix A Cost Estimates

The cost estimates have been prepared in conformance with industry practices as planning level cost opinions and are classified as Class 4 Conceptual Report Classification of Opinion of Probable Construction Costs as developed by AACE International. The purpose of a Class 4 Estimate is to provide a conceptual level of effort that is expected to range in accuracy from -30% to +50%. A Class 4 Estimate also includes an appropriate level of contingency so that it can be used in future planning and feasibility studies. The design concepts and associated costs presented in this capital improvement plan are conceptual in nature due to the limited design information that is available at this stage of project planning. These cost estimates have been developed using a combination of data from RS Means CostWorks® and recent bids, experience with similar projects, current and foreseeable regulatory requirements, and an understanding of necessary project components. As the projects progress, the designs and associated costs could vary significantly from the project components identified in this capital improvement plan.

These cost opinions are based on the following assumptions:

- Projects cost opinions are generally derived from bid prices from similar projects, vendor quotes, material prices, and labor estimates, with adjustments for inflation, size, complexity, and location.
- Cost opinions are in 2024 dollars (Engineering News Record Construction Cost Index of 13532.44 for May 2024). When budgeting for future years, appropriate escalation factors should be applied. The past 5-year average increase of the Engineering News Record Construction Cost Index 20 City Average is considered a reasonable factor to use for escalation.
- Cost opinions are “planning-level” and may not fully account for site-specific conditions that will affect actual costs, such as soil conditions and utility conflicts.
- Construction costs include the following mark-up items:
 - a. 20 percent construction contingency based on construction sub-total.
- Total project costs include the following allowances:
 - a. 10 percent of construction total for project development, including administration, alternatives analysis, planning, engineering, and surveying.
 - b. 10 percent of construction total for construction phase support services, including administration, inspection, materials testing, office engineering, construction administration, etc.

Opinion of Probable Construction Cost

Alternative 1a - Booster Pump Station (Deferred Tank) at Power Road

San Miguel Community Services District



6/12/2024

Item	Description	Quantity	Unit	Unit Cost	Cost
1	Mobilization (5%)	1	LS	\$66,000	\$66,000
2	Bonds, permitting, insurance (3%)	1	LS	\$40,000	\$40,000
3	Surveying (1%)	1	LS	\$13,000	\$13,000
4	Site Clearing (1%)	1	LS	\$13,000	\$13,000
5	SWPP (0.5%)	1	LS	\$7,000	\$7,000
6	Construction Staking	1	LS	\$9,000	\$9,000
<i>General Subtotal</i>					\$148,000
Booster Pump Station					
7	Site Work/Improvements	2500	SQFT	\$15	\$37,500
8	Duty Pumps (15 HP) and Installation	2	EA	\$48,000	\$96,000
9	1,500 GPM Fire Pump and Installation	1	EA	\$100,000	\$100,000
10	Pump Building	450	SQFT	\$500	\$225,000
11	Hydropneumatic Tank	1	LS	\$165,000	\$165,000
12	Civil/Mechanical Piping and Appurtenances	1	LS	\$118,000	\$118,000
13	Generator/Generator Pad	1	LS	\$124,000	\$124,000
14	Electrical and Instrumentation	1	LS	\$463,000	\$463,000
<i>BPS Subtotal</i>					\$1,328,500
Raw Construction Subtotal					\$1,477,000
	Construction Contingency	20%			\$300,000
	Easement Purchase	1.0	LS	\$113,000	\$113,000
Construction Total					\$1,890,000
	Project Development	10%			\$190,000
	Construction Phase	10%			\$190,000
Capital Total					\$2,270,000

Capital cost estimates are in 2024 dollars (ENR 20 City Average Construction Costs Index of 13532.44 for May, 2024)

Opinion of Probable Construction Cost

Alternative 1b - Booster Pump Station and New Storage Tank at Power Road

San Miguel Community Services District



6/12/2024

Item	Description	Quantity	Unit	Unit Cost	Cost
1	Mobilization (5%)	1	LS	\$144,000	\$144,000
2	Bonds, permitting, insurance (3%)	1	LS	\$86,000	\$86,000
3	Surveying (1%)	1	LS	\$29,000	\$29,000
4	Site Clearing (1%)	1	LS	\$29,000	\$29,000
5	SWPP (0.5%)	1	LS	\$14,000	\$14,000
6	Construction Staking	1	LS	\$9,000	\$9,000
<i>General Subtotal</i>					\$311,000
Booster Pump Station					
7	Site Work/Improvements	2500	SQFT	\$15	\$37,500
8	Duty Pumps (15 HP) and Installation	2	EA	\$48,000	\$96,000
9	1,500 GPM Fire Pump and Installation	1	EA	\$100,000	\$100,000
10	Pump Building	450	SQFT	\$500	\$225,000
11	Hydropneumatic Tank	1	LS	\$165,000	\$165,000
12	Civil/Mechanical Piping and Appurtenances	1	LS	\$118,000	\$118,000
13	Generator/Generator Pad	1	LS	\$124,000	\$124,000
14	Electrical and Instrumentation	1	LS	\$463,000	\$463,000
<i>BPS Subtotal</i>					\$1,328,500
New Storage Tank					
15	Site Work/Improvements	1	LS	\$409,000	\$409,000
16	250,000 gallon storage tank and appurtenances. Includes excavation and grading for tank.	1	LS	\$874,000	\$874,000
17	Conduit and tank testing/disinfection	1	LS	\$36,000	\$36,000
18	Site Piping and Connection to Distribution System	750	LF	\$300	\$225,000
<i>Storage Tank Subtotal</i>					\$ 1,544,000
Raw Construction Subtotal					\$3,184,000
	Construction Contingency	20%			\$640,000
	Easement Purchase	1.0	LS	\$113,000	\$113,000
Construction Total					\$3,937,000
	Project Development	10%			\$390,000
	Construction Phase	10%			\$390,000
Capital Total					\$4,717,000

Capital cost estimates are in 2024 dollars (ENR 20 City Average Construction Costs Index of 13532.44 for May, 2024)

Opinion of Probable Construction Cost
Alternative 2a - Booster Pump Station (Deferred Storage) at SLT Tank
San Miguel Community Services District



6/12/2024

Item	Description	Quantity	Unit	Unit Cost	Cost
1	Mobilization (5%)	1	LS	\$172,000	\$172,000
2	Bonds, permitting, insurance (3%)	1	LS	\$103,000	\$103,000
3	Surveying (1%)	1	LS	\$34,000	\$34,000
4	Site Clearing (1%)	1	LS	\$34,000	\$34,000
5	SWPP (0.5%)	1	LS	\$17,000	\$17,000
6	Construction Staking	1	LS	\$9,000	\$9,000
<i>General Subtotal</i>					\$369,000
Booster Pump Station					
7	Site Work/Improvements	2500	SQFT	\$15	\$37,500
8	Duty Pumps (10 HP) and Installation	2	EA	\$43,000	\$86,000
9	1,500 GPM Fire Pump and Installation	1	EA	\$100,000	\$100,000
10	Pump Building	450	SQFT	\$500	\$225,000
11	Hydropneumatic Tank	1	LS	\$165,000	\$165,000
12	Civil/Mechanical Piping and Appurtenances	1	LS	\$118,000	\$118,000
13	Generator/Generator Pad	1	LS	\$124,000	\$124,000
14	Electrical and Instrumentation	1	LS	\$463,000	\$463,000
15	PRV Station	1	LS	\$75,000	\$75,000
16	Dedicated Fill Line Piping	6800	LF	\$300	\$2,040,000
<i>BPS Subtotal</i>					\$3,433,500
Raw Construction Subtotal					\$3,803,000
	Construction Contingency	20%			\$760,000
	Private Property Purchase	1.0	acre	\$100,000	\$100,000
Construction Total					\$4,663,000
	Project Development	10%			\$470,000
	Construction Phase	10%			\$470,000
Capital Total					\$5,603,000

Capital cost estimates are in 2024 dollars (ENR 20 City Average Construction Costs Index of 13532.44 for May, 2024)

Opinion of Probable Construction Cost

Alternative 2b - Booster Pump Station and New Storage Tank at SLT Tank

San Miguel Community Services District



6/12/2024

Item	Description	Quantity	Unit	Unit Cost	Cost
1	Mobilization (5%)	1	LS	\$147,000	\$147,000
2	Bonds, permitting, insurance (3%)	1	LS	\$88,000	\$88,000
3	Surveying (1%)	1	LS	\$29,000	\$29,000
4	Site Clearing (1%)	1	LS	\$29,000	\$29,000
5	SWPP (0.5%)	1	LS	\$15,000	\$15,000
6	Construction Staking	1	LS	\$9,000	\$9,000
<i>General Subtotal</i>					\$317,000
Booster Pump Station					
7	Site Work/Improvements	2500	SQFT	\$15	\$37,500
8	Duty Pumps (10 HP) and Installation	2	EA	\$43,000	\$86,000
9	1,500 GPM Fire Pump and Installation	1	EA	\$100,000	\$100,000
10	Pump Building	450	SQFT	\$500	\$225,000
11	Hydropneumatic Tank	1	LS	\$165,000	\$165,000
12	Civil/Mechanical Piping and Appurtenances	1	LS	\$118,000	\$118,000
13	Generator/Generator Pad	1	LS	\$124,000	\$124,000
14	Electrical and Instrumentation	1	LS	\$463,000	\$463,000
15	PRV Station	1	LS	\$75,000	\$75,000
19	Dedicated Fill Line Piping	6800	LF	\$300	\$2,040,000
<i>BPS Subtotal</i>					\$3,433,500
New Storage Tank					
15	Site Work/Improvements	1	LS	\$409,000	\$409,000
16	250,000 gallon storage tank and appurtenances. Includes excavation and grading for tank.	1	LS	\$874,000	\$874,000
17	Conduit and tank testing/disinfection	1	LS	\$36,000	\$36,000
18	Site Piping and Connection to Distribution System	750	LF	\$300	\$225,000
<i>Storage Tank Subtotal</i>					\$ 1,544,000
Raw Construction Subtotal					\$5,295,000
	Construction Contingency	20%			\$1,060,000
	Private Property Purchase	1.0	acre	\$100,000	\$100,000
Construction Total					\$6,455,000
	Project Development	10%			\$650,000
	Construction Phase	10%			\$650,000
Capital Total					\$7,755,000

Capital cost estimates are in 2024 dollars (ENR 20 City Average Construction Costs Index of 13532.44 for May, 2024)

Opinion of Probable Construction Cost

Alternative 3 - New Gravity Storage Tank and Booster Pump Station

San Miguel Community Services District

CIP Update



6/12/2024

Item	Description	Quantity	Unit	Unit Cost	Cost
1	Mobilization (5%)	1	LS	\$112,000	\$112,000
2	Bonds, permitting, insurance (3%)	1	LS	\$67,000	\$67,000
3	Surveying (1%)	1	LS	\$22,000	\$22,000
4	Site Clearing (1%)	1	LS	\$22,000	\$22,000
5	SWPP (0.5%)	1	LS	\$11,000	\$11,000
6	Construction Staking	1	LS	\$9,000	\$9,000
<i>General Subtotal</i>					\$243,000
Booster Pump Station					
7	Site Work/Improvements	2500	SQFT	\$15	\$37,500
8	Duty Pumps (7.5 HP) and Installation	2	EA	\$38,000	\$76,000
9	Pump Building	450	SQFT	\$500	\$225,000
10	Civil/Mechanical Piping and Appurtenances	1	LS	\$88,200	\$88,000
11	Electrical and Instrumentation	1	LS	\$370,000	\$370,000
<i>BPS Subtotal</i>					\$796,500
New Storage Tank					
12	Site Work/Improvements	1	LS	\$447,000	\$447,000
13	250,000 gallon storage tank and appurtenances. Includes excavation and grading for tank.	1	LS	\$874,000	\$874,000
14	Conduit and tank testing/disinfection	1	LS	\$132,000	\$132,000
15	Site Piping (12-in) and Connection to Distribution System, No Pavement Repair Required	6000	LF	\$250	\$1,500,000
<i>Storage Tank Subtotal</i>					\$ 2,953,000
Raw Construction Subtotal					\$3,993,000
	Construction Contingency	20%			\$800,000
	Easement Purchase (Booster Pump Station)	1	LS	\$113,000	\$113,000
	Easement Purchase (Pipeline)	5500	LF	\$12	\$66,000
	Private Property Purchase	1.0	acre	\$100,000	\$100,000
Construction Total					\$5,072,000
	Project Development	10%			\$510,000
	Construction Phase	10%			\$510,000
Capital Total					\$6,092,000

Capital cost estimates are in 2024 dollars (ENR 20 City Average Construction Costs Index of 13532.44 for May, 2024)

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 10.9

SUBJECT: Approve Option Agreement for Purchase of Utility Easement between the District and the County of San Luis Obispo for a San Lawrence Terrace Pump and Tank site between Power Road and North River Road in San Miguel. (Approve by 3/5 vote)

SUGGESTED ACTION: Approve RESOLUTION 2024-30 authorizing the General Manager to execute an Option Agreement for purchase of Utility Easement, and related documents, between the District and the County of San Luis Obispo for a booster pump and tank site between Power Road and North River Road in San Miguel.

DISCUSSION:

During the Board of Directors meeting in December of 2022, the Board authorized the General Manager to work with the County of San Luis Obispo (County) to determine terms of acquiring a portion of the existing County Right Of Way (ROW) adjacent to the existing PG&E Power Substation for the purposes of construction of a booster pump station and tank site. For the next year District worked through the process with County to determine terms and feasibility. December 2023, as part of the overall process to determine feasibility and determine potential alternatives the Board approved a contract with Water Systems Consulting (WSC) to update the District water hydraulic model and prepare an alternatives analysis for a booster pump station and location for new water storage tank(s). May of this year the District received an Option Agreement for Purchase of Utility Easement (Agreement) for a 2.03 acre portion of the ROW between Power Road and North River Road adjacent to the PG&E Power Substation. For reference the District already owns a 'out of service' booster station at this corner. The cost of the agreement is the appraised fair market value of the property, \$113,000. In addition to the fair market value the District will be responsible for recording fees and any applicable transfer taxes.

Based on the alternatives analysis reviewed at this meeting two of the three alternatives reviewed will require that the District acquire at least part of the ROW at this site.

It is recommended that the Board approve the attached resolution authorizing the General Manager to negotiate and execute an agreement, and related documents, with the County for purchase of this site. The District has applied for a grant to construct this project for which land purchase is an acceptable reimbursable expense.

FISCAL IMPACT:

Approval of the attached resolution and purchase agreement will result in expenditure of \$113,000 plus recording fees and taxes from water capital reserves. In addition to the listed costs there will be additional staff and legal time incurred to facilitate review and approval of agreements other documents.

The resulting transfer and budget adjustment will transfer \$113,000 plus recording fees and taxes from water capital reserves to Operational Cash and increase the budget for SLT Tank and Booster Pump Project (50-961) in an equal amount.

PREPARED BY: Kelly Dodds



May 10, 2024

San Miguel Community Services District
Mr. Kelly Dodds, General Manager
1765 Bonita Place
San Miguel, CA 93451

Dear Mr. Dodds:

The County of San Luis Obispo Department of Public Works hereby offers to convey a Utility Easement to San Miguel Community Services District (District) in accordance with the provisions of the attached Option Agreement for Purchase of Utility Easement (Agreement) and as further described and depicted in a copy of the proposed Utility Easement Deed attached to the Agreement.

The following facts pertain to this land:

1. Size: 2.03 acres
2. Present Zoning: RS (Residential Suburban)
3. Highest and Best Use: Rural Residential
4. Topography: Various
5. Improvements (if any): None

The parcel is owned in fee simple by the County. It is currently unimproved and part of the County Road right of way for River Road. It is no longer required for this use.

The sale of these property rights is subject to all matters of public record and any easements, claims of easements, or reservations not of record. The Department of Public Works does not assume any liability for any possible encumbrances on this property. The right, title, and interest in this property shall not exceed that vested in the County of San Luis Obispo. The District should consult local title companies if more complete information regarding the title of the property is required. Any conveyance must be at the current appraised fair market value, which is \$113,000.00, plus recording fees and any applicable transfer taxes.

Please execute and return the enclosed Agreement with the required purchase deposit within sixty (60) days of your receipt of this notice if you intend to purchase this utility easement. If this offer is not accepted by July 10, 2024, this offer will expire.

The proposed transaction is subject to recommendation of approval by County Counsel and subject to the approval and acceptance of the County Board of Supervisors. Please contact me at (805) 781-5290 if you have any questions regarding this offer.

Sincerely,



VALERIE MOORE, SR/WA
Right of Way Agent
Department of Public Works

Enclosures: Option Agreement for Purchase of Utility Easement

File: ROW e-file

G:\RightOfWay\Common\San Miguel CSD River@Power Conveyance 405R970181\Offer Docs\San Miguel CSD Offer Letter.doc

Department of Public Works

County Govt Center, Room 206 | San Luis Obispo, CA 93408 | (P) 805-781-5252 | (F) 805-781-1229
pwd@co.slo.ca.us | slocounty.ca.gov

OPTION AGREEMENT FOR PURCHASE OF UTILITY EASEMENT

Utility Easement Deed No. 23-43.01

Page 1 of 3

We, the undersigned San Miguel Community Services District (District), hereby offer to purchase from the County of San Luis Obispo, a political subdivision of the state of California (hereinafter County), the easement described in Utility Easement Deed No. 23-43.01, a copy of which is attached hereto, for consideration in the amount of one hundred thirteen thousand dollars (\$113,000.00).

Enclosed herewith, in the form of a cashier's check, is a purchase deposit in the amount of eleven thousand three hundred dollars (\$11,300.00), equal to ten percent (10%) of the purchase price, made payable to the County of San Luis Obispo.

The balance of the purchase price exceeding the total deposit paid shall be paid to County no more than six (6) months from the date of this agreement. District and County agree that if DISTRICT fails to complete this purchase within six (6) months of the date of this agreement for any reason: (1) County shall be released from the obligation to sell the property to District; and (2) County shall retain the deposit actually paid, if any.

This transaction is subject to the approval of the County of San Luis Obispo Board of Supervisors (BOS). County reserves the right to cancel this offer at any time and for any reason prior to the approval of the sale by the BOS. In the event that the BOS rejects this sale or County otherwise cancels the sale, County will notify District immediately and there will be no costs incurred by the County for such cancellation and any or all funds deposited with County shall be refunded to District without interest.

It is understood that this offer to purchase vests no right, title, interest or equity, including the right to possession, in or to said real property until the sale has been approved by the BOS in the manner provided by law, and a Utility Easement Deed has been executed, recorded, and delivered to the District.

It is expressly understood by all parties that the right, title and interest in the property to be conveyed shall not exceed that vested in the County and that no Policy of Title Insurance will be furnished, or escrow fees paid by the County in this transaction.

District agrees to pay all recording fees, documentary transfer taxes or other real estate transaction taxes or fees by whatever name known, involved in this transaction.

This Agreement is not assignable in whole or in part, either by operation of law or otherwise, without the prior written consent of the County of San Luis Obispo.

All notices or payments herein provided to be given or which may be given, by either party to the other, shall be made in writing and addressed as follows:

DISTRICT

San Miguel Community Services District
1765 Bonita Place
San Miguel, CA 93451
(805) 467-3388

COUNTY

County of San Luis Obispo
Department of Public Works
County Government Center, Rm 206
San Luis Obispo, CA 93408
(805) 781-5290
vmoore@co.slo.ca.us

The undersigned District requests that the Utility Easement Deed vest as follows:

DISTRICT APPROVAL:

SAN MIGUEL COMMUNITY SERVICES DISTRICT, A PUBLIC CORPORATION

By: _____

(Vesting District Signature)

(Date)

(Print Name, Title)

By: _____

(Vesting District Signature)

(Date)

(Print Name, Title)

COUNTY APPROVAL:

COUNTY OF SAN LUIS OBISPO

Chairperson of the Board of Supervisors
County of San Luis Obispo

Dated: _____, 20__

ATTEST:

Ex-Officio Clerk of the Board of Supervisors

Deputy Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

RITA L. NEAL
County Counsel

By: _____
Deputy County Counsel

Dated: _____, 20__

RECOMMENDED FOR APPROVAL:

Department of Public Works
John Diodati
Public Works Director

By _____
Valerie Moore, SRWA
Right of Way Agent

RECORDING REQUESTED BY:

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

County PW Easement Deed No. 23-43.01
APN: N/A
(S.E. Cor Power Rd and River Rd,
San Miguel)

WHEN RECORDED RETURN TO:

San Miguel Community Services District

No recording fee per Government Code #6103
No Documentary Transfer Tax per Revenue and Taxation Code #11922

UTILITY EASEMENT DEED No. 23-43.01 ("Easement")

- A. Grant of Easement. For valuable consideration, receipt of which is hereby acknowledged, the County of San Luis Obispo ("Grantor") grants to the San Miguel Community Services District ("Grantee"), its successors and assigns, a permanent and perpetual easement in, over, upon, under and across the real property described in Exhibit A and depicted in Exhibit B attached hereto and incorporated herein ("Easement Area") for the construction, reconstruction, operation, repair and maintenance of a water tank, water pump, and related water distribution facilities, accessory parts and structures, including, without limitation, inlet and outlet structures, pipes, berm(s), slopes, and access roads.
- B. Repair and Maintenance. Grantee shall repair and maintain the Easement Area. Grantor shall have no repair or maintenance responsibility within the Easement Area.
- C. Indemnification. Grantee hereby agrees to defend, indemnify, and hold harmless Grantor, its officials, officers, agents, and employees from and against all claims, demands, damages, liabilities, loss, costs, and expenses (including attorney's fees And costs of litigation), of every nature arising out of any act or omission of the Grantee, its officials, agents, and employees related to the Easement Area, except where said claims, demands, damages, liabilities, loss, costs, and expenses are caused by the sole negligence or misconduct of the Grantor.
- D. Non-Use. If the Grantee does not use this Easement for the purposes described herein within ten (10) years of the recordation of this Easement, the Grantor may, in its sole discretion, terminate the Easement. In the event the Easement terminates, the Easement shall revert to the Grantor at no cost to the Grantor.
- E. Counterparts. The Easement may be executed in counterparts, each of which so executed shall irrespective of the date of its execution and delivery be deemed an original, and all such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, Grantor has hereunto set his hand this ____ day of _____, 2024.

GRANTOR: County of San Luis Obispo, a political subdivision of the State of California.

COUNTY OF SAN LUIS OBISPO

Chairperson of the Board of Supervisors
County of San Luis Obispo

Dated: _____, 20__

ATTEST:

Clerk of the Board of Supervisors

Deputy Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

RITA L. NEAL
County Counsel

By: _____ Dated: _____, 20__
Deputy County Counsel

NOTARY ACKNOWLEDGMENT

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 San Luis Obispo

On _____ before me, _____, Notary Public,
(insert name of the officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) 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)

CERTIFICATE OF ACCEPTANCE

This is to certify that the **SAN MIGUEL COMMUNITY SERVICES DISTRICT**, grantee herein, hereby accepts for public purposes the real property, or interest therein, described in the foregoing Utility Easement Deed No. 23-43.01 dated _____, 20____, from the County of San Luis Obispo, a political subdivision of the State of California, Grantor herein, and consents to the recordation thereof (if any).

In Witness Whereof, I have hereunto set my hand this ___ day of _____, 20__.

SAN MIGUEL COMMUNITY SERVICES DISTRICT

By: _____

Title: _____

APPROVED AS TO FORM AND LEGAL EFFECT:

By: _____ Dated: _____, 20__

Title: _____

NOTARY ACKNOWLEDGMENT

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 San Luis Obispo

On _____ before me, _____, Notary Public,
(insert name of the officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) 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 A
Legal Description
Tank and Booster Pump Easement

A portion of the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 16 in Township 25 South, Range 12 East, Mount Diablo Base Line and Meridian in San Luis Obispo County, State of California, as described in the San Luis Obispo County Board of Supervisors Resolution No. 70-652 recorded December 18, 1970 in Book 1598, Page 118 of Official Records of said county, said portion being more particularly described as follows:

Beginning at a point 50.00 feet right of approximate engineer's centerline station 38+90.11 on River Road as shown on "Right of Way Maps for Portion of 14th St. & River Rd." filed March, 1970 as Document Numbers 16249-16252 in the office of the Public Works Department of said County, said **Point of Beginning** being at the intersection with course 7 per this description, said point being the beginning of a non-tangent curve concave Southwesterly with a Radius of 800.00 feet and a Radial Bearing of South 55°15'34" West; thence along a curve that is concentric with and 50.00 feet distant Southwesterly from the centerline of River Road as shown on aforementioned Document Number 16249,

1. Northwesterly along said concentric curve to the Left through a Central Angle of 44°56'10" for an Arc Length of 627.43 feet to the beginning of a compound curve concave Southeasterly with a Radius of 40.00 feet; thence,
2. Southwesterly along said curve to the Left through a Central Angle of 106°38'17" for an Arc Length of 74.45 feet to a line that is parallel with and 30.00 feet distant Easterly from the centerline of Power Road as shown on aforementioned Document Number 16252; thence Southerly and Southeasterly along the following four courses and curves that are parallel and concentric with and 30.00 feet distant Northeasterly from said centerline of Power Road,
3. South 6°18'52" East a distance of 41.10 feet to the beginning of a tangent curve concave Northeasterly with a Radius of 170.00 feet; thence,
4. Southeasterly along said concentric curve to the Left through a Central Angle of 83°41'08" for an Arc Length of 248.30 feet; thence along said parallel line,
5. East a distance of 37.00 feet to the beginning of a tangent curve concave Southwesterly with a Radius of 180.00 feet; thence,

continued next page

continuation

6. Southeasterly along said concentric curve to the Right through a Central Angle of $64^{\circ}28'21''$ for an Arc Length of 202.55 feet to a line that is parallel with and 50.00 feet distant Northerly from the north Line of the parcel of land described in the deed from C.M. Lorigan and wife to Midland Counties Public Service Corporation dated November 7, 1913 and recorded in Book 98, Page 405 of Deeds, in the office of the County Recorder of said County, thence along said parallel line,
7. North $87^{\circ}49'00''$ East a distance of 188.17 feet to the intersection of said curve 50.00 feet Southwesterly from the centerline of River Road as described in Course 1 and to the **Point of Beginning** and containing 2.03 acres, more or less.

The above-described parcel is graphically shown on Exhibit B attached hereto and made a part hereof.

* * *



July 28, 2023

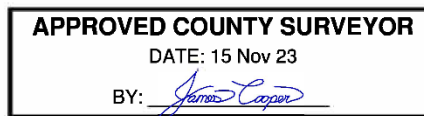


EXHIBIT "B"

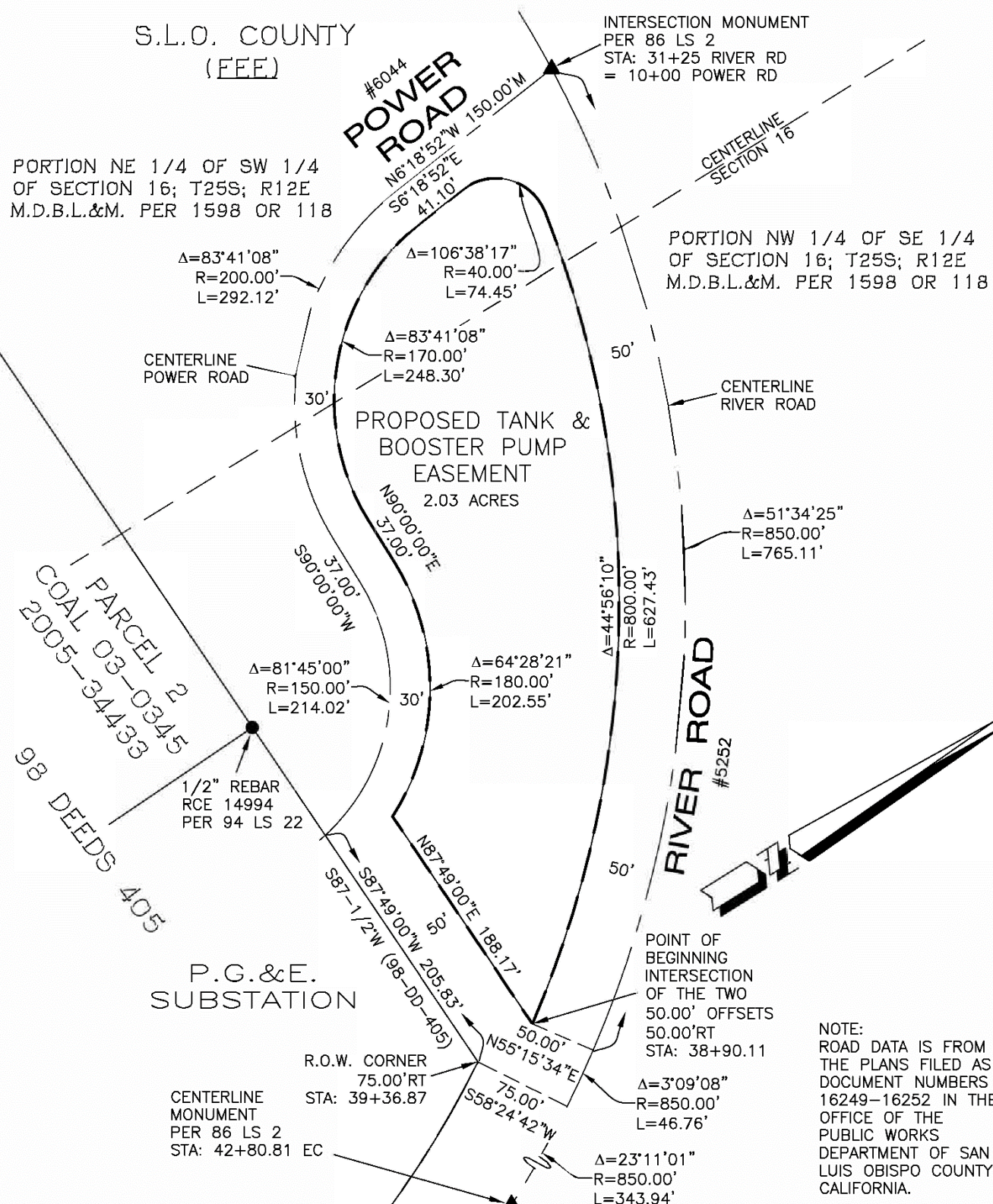
S.L.O. COUNTY
(FEE)

PORTION NE 1/4 OF SW 1/4
OF SECTION 16; T25S; R12E
M.D.B.L.&M. PER 1598 OR 118

INTERSECTION MONUMENT
PER 86 LS 2
STA: 31+25 RIVER RD
= 10+00 POWER RD

PORTION NW 1/4 OF SE 1/4
OF SECTION 16; T25S; R12E
M.D.B.L.&M. PER 1598 OR 118

N:\2018\18-284 San Miguel WWTP\C3D\San Miguel WWTP TANK and PUMP ESMT (18-284.1).dwg, 8.5X11 EXH, Jul 03, 2023 10:53am, rcaasera



PARCEL 2
COAL 03-0345
2005-34433

98 DEEDS 405

P.G.&E.
SUBSTATION

PROPOSED TANK &
BOOSTER PUMP
EASEMENT
2.03 ACRES

RIVER ROAD
#5252

NOTE:
ROAD DATA IS FROM
THE PLANS FILED AS
DOCUMENT NUMBERS
16249-16252 IN THE
OFFICE OF THE
PUBLIC WORKS
DEPARTMENT OF SAN
LUIS OBISPO COUNTY,
CALIFORNIA.

SCALE: 1"=100'



MICHAEL B. STANTON, PLS 5702
3559 SOUTH HIGUERA ST.
SAN LUIS OBISPO, CA 93401
805-594-1960

July 3, 2023 JOB #18-284.1

RESOLUTION NO. 2024-30

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL
MANAGER TO NEGOTIATE AND EXECUTE AN OPTION AGREEMENT FOR PURCHASE
OF UTILITY EASEMENT WITH THE COUNTY OF SAN LUIS OBISPO**

WHEREAS, The San Miguel Community Services District owns and operates water facilities within the District including the San Lawerance Terrace (SLT); and

WHEREAS, the Board of Directors recognizes that the purchase of a utility easement within the Right of Way (ROW) between North River Road and Power Road is necessary for the construction of a booster pump station and tank site to provide adequate water pressure and fire flows to the SLT area both now and for future planned and unplanned developments, enabling the District to meet its regulatory requirements; and

WHEREAS, purchase of this easement will provide certainty of land availability and increase the Districts position with potential awarding grant bodies to increase the likelihood of being awarded additional grant funds; and

WHEREAS, the Board of Directors has previously approved the 2020 Water and Wastewater Master plan, within which the SLT Booster Pump and Tank project is identified; and

WHEREAS, purchase of an easement for the purpose of building this project is and acceptable an appropriate use of capital funds; and

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

1. The Board authorizes the General Manager to negotiate and execute an agreement, including related documentation for the purchase of a utility easement agreement, in a form approved by District General Counsel, with the County of San Luis Obispo.
2. The Board authorizes a transfer in an amount equal to \$113,000 plus applicable recording fees and transfer taxes from Water Capital reserves to Water operational cash.
3. The Board authorizes a budget adjustment (increase) in an amount equal to \$113,000 plus applicable recording fees and transfer taxes to expenditure object 50-961 for Fiscal Year 2024-25

SIGNATURES ON FOLLOWING PAGE

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 on this 27TH day of June 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

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 10.10

SUBJECT: Banking powers Five Star Bank - General Manager and Financial Officer (Approve by 3/5 vote)

SUGGESTED ACTION: Approve RESOLUTION 2024-28 authorizing the General Manager and Financial Officer banking powers for District accounts at the Five Star Bank.

DISCUSSION:

Five Star Bank (FSB) is offering substantially better terms than our current banks provide. Enabling the District to earn interest on the money at the bank and to be able to increase overall functionality and security with the Districts funds.

Approval of the attached resolution authorizes banking powers with Five Star Bank for the General Manager and Financial Officer.

Once approved the General Manager will complete the necessary paperwork with FSB, transfer funds from the current banks and close the unused accounts once all necessary thresholds have been met.

FISCAL IMPACT:

Minor cost associated with the requested Board action, primarily related to staff and legal time.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2024-28

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE ASSIGNMENT OF BANKING POWERS FOR GENERAL MANAGER KELLY DODDS AND FINANCIAL OFFICER MICHELLE HIDO FOR DISTRICT BANK ACCOUNTS AT FIVE STAR BANK.

WHEREAS, the San Miguel Community Services District (“SMCSD”) has bank accounts at Five Star Bank (“FSB”) to pay operating expenses; and

WHEREAS, the Board desires to grant the General Manager Kelly Dodds and Financial Officer Michelle Hido banking powers authority with FSB, which are necessary for the operation of SMCSD; and

NOW THEREFORE, BE IT RESOLVED, by the Board of SMCSD that General Manager Kelly Dodds is hereby granted the following banking powers and authority necessary for the operation of SMCSD:

1. To open any deposit or share account(s) in the name of SMCSD; and
2. To endorse checks and orders for the payment of money; and
3. Withdraw or transfer funds on deposit with FSB.

NOW THEREFORE, BE IT FURTHER RESOLVED, by the Board of SMCSD that Financial Officer Michelle Hido is hereby granted the following banking powers and authority necessary for the operation of SMCSD:

1. To open any deposit or share account(s) in the name of SMCSD, with prior General Manager or SMCSD Board approval; and
2. Withdraw or transfer funds on deposit with FSB with prior General Manager or SMCSD Board approval.

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director _____ by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted on this 27th day of June 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

**Board of Directors
Staff Report**

June 27, 2024

AGENDA ITEM: 10.11

SUBJECT: Banking powers Five Star Bank - Board of Directors (Approve by 3/5 Vote)

SUGGESTED ACTION: Approve RESOLUTION 2024-27 authorizing the Board of Directors banking powers for District accounts at the Five Star Bank.

DISCUSSION:

Five Star Bank (FSB) is offering substantially better terms than our current banks provide. Enabling the District to earn interest on the money at the bank and to be able to increase overall functionality and security with the Districts funds.

Approval of the attached resolution authorizes banking powers with Five Star Bank for the current Board of Directors.

After approval the Board Clerk will circulate a signing card to each Director to be completed to keep on file with the bank.

FISCAL IMPACT:

Minor cost associated with the requested Board action, primarily related to staff and legal time.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2024-27

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE ASSIGNMENT OF BANKING POWERS FOR BOARD MEMBERS, ROD SMILEY, RAYNETTE GREGORY, ANTHONY KALVANS, OWEN DAVIS AND BERKLEY BAKER FOR DISTRICT BANK ACCOUNTS.

WHEREAS, the San Miguel Community Services District (“SMCSD”) has bank accounts at Five Star Bank (“FSB”) to pay operating expenses; and

WHEREAS, the Board desires to grant all current board members, Rod Smiley, Raynette Gregory, Anthony Kalvans, Owen Davis and Berkley Baker banking power authority with FSB, which is necessary for the operation of SMCSD; and

NOW THEREFORE, BE IT RESOLVED, by the Board of SMCSD that:

1. Board members Rod Smiley, Raynette Gregory, Anthony Kalvans, Owen Davis and Berkley Baker are hereby granted the following banking powers and authority necessary for the operation of SMCSD:
 - a. To open any deposit or share account(s) in the name of SMCSD;
 - b. To endorse checks and orders for the payment of money; and
 - c. To withdraw or transfer funds on deposit with FSB.

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____ seconded by Director _____ by the following roll call vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

The foregoing Resolution is hereby passed and adopted on this 27th day of June 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

Board of Directors Staff Report

June 27, 2024

AGENDA ITEM: 10.12

SUBJECT: Update on the San Miguel Fire Department Temporary Housing Unit (THU)

SUGGESTED ACTION: Receive update on the Temporary Housing Unit by the Fire Chief

DISCUSSION:

As requested at the May 23rd Board Meeting by Director Gregory seconded by Director Kalvans.

Update:

The Minor Use Permit has been approved with notes. However, the notes have not been received at this time.

Construction drawings were submitted to the County of San Luis Obispo on November 29, 2022, and in invoice for the fees was generated.

On November 30, 2022, Chief Young received a call from County of Planning and Building Supervisor Michael Stoker stating that the project as submitted would be reclassified and the previously submitted permit application and invoice for fees would be withdrawn and a new application with a modified fee invoice would be submitted by the County Staff.

On December 1, 2022, an email was received from the County of San Luis Obispo Planning and Building Department Staff with a new permit number of CBLD2022-00021 and invoice number of INV2022-20755 reflecting the current assessed fees.

Chief Young paid the invoice for the assessed fees via credit card upon receipt of the invoice. Later the same day a second email from the County of San Luis Obispo Planning and Building Department Staff was received containing an additional invoice numbered INV2022-20766 containing "some fees that were missed on the first installment invoice". Once again Chief Young paid the requested fees via credit card.

The project was presented to the San Miguel Advisory Council on Jan. 25, 2023, and approved.

The building permit submittal timeline is as follows:

- 5/25/2021 Preapplication meeting was held at SLOP&B.
- 11/29/2022 Original Submittal received. Zoning approved; application approved.
- 11/30/2024 SLOP&B reclassified and withdrew the submitted plan submittal requiring a revised application and plan submittal.
- 5/11/2023 resubmitted plans were returned with corrections.
- 7/5/2023 resubmitted plans were returned with additional corrections.
- 12/26/2024 resubmitted plans were returned with more additional corrections.
- 2/2024 Gabriel Architects (GA) were brought onboard to assist NRB with the plan check process.
- 4/9/2024 resubmitted plans were again returned with more additional corrections.
- 6/14/2024 a in person meeting was held at SLOP&B with County Staff, Chief Young and Johnathan Braddy from GA to review the resubmittal.

- 6/17/2024 SMF was notified by GA that the resubmittal has been approved pending a review of the soils report by Beacon Technologies.
- 6/17/2024 GA requested a review of the soils report. Review and approval letter is pending as of 6/19/2024.

The Minor Use Permit submittal timeline is as follows:

- 7/29/2022 MUP application and plans were submitted.
- Solicit referrals passed.
- Site visit passed.
- Appeal period passed.
- 11/4/2022 application reviewed not approved.
- 8/30/2023 Public Hearing Notice.
- 9/18/2023 Application review passed.
- 10/6/2023 Planning Department Hearing passed.

Curb, Gutter, & Sidewalk Waiver timeline:

- 6/7/2023 SLO PW required CG&SW for the project frontage.
- 6/16/2023 CG&SW Fee Waiver was submitted based on “Premature Development”.
- 7/12/2023 Resubmittal of CG&SW Fee Waiver previously submitted on 6/16/2023.
- 10/3/2023 Site improvement plans submitted to SLO PW.
- 10/16/2023 SLO PW required a Checking & Inspection Agreement for CG&SW.
- 10/18/2023 Teams meeting with SMF, WSC, & SLO PW.
- 11/27/2023 WSC began CG&WS conceptual plans.
- 12/5/2023 Conceptual plans for the future Fire Department were prepared for CG&SW deferral agreement.
- 12/7/2023 CG&SW Deferral Agreement was submitted.
- 1/25/2024 CG&SW frontage cost estimate was submitted to SLO PW.
- 2/22/2024 CG&SW frontage cost estimate was resubmitted to SLO PW and approved.
- 2/22/2024 CG&SW Deferral Agreement was resubmitted.
- 3/29/2024 CG&SW Deferral Agreement was resubmitted
- 4/9/2024 CG&SW fee waiver was sent by County Council.
- 5/10/2024 CG&SW Deferral Agreement was resubmitted.
- 6/7/2024 CG&SW Deferral Agreement was resubmitted.
- 6/18/2024 Storm Water Waiver was submitted by SMF.
- 6/18/2024 CG&SW Deferral Agreement was resubmitted.

Encroachment Permit timeline:

- 6/19/2024 WSC is preparing an Encroachment Permit

No additional updates have been received as of June 19, 2024.

FISCAL IMPACT:

There are no cost associated with this update.

A full review of all expenditures shall be completed upon final permit approval to determine the actual cost associated to the permitting, design process and potential impact to the installation.
