



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

Ashley Sangster, President

John Green, Vice-President

Brendin Beatty, Director

Rod Smiley, Director

Owen Davis, Director

REGULAR BOARD OF DIRECTORS & GROUNDWATER SUSTAINABILITY AGENCY AGENDA

Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 01-23-2025

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

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

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

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

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

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

4. **Pledge of Allegiance**
5. **Public Comment and Communications for items not on the agenda** *Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are **limited to three minutes**. Please sign in with name and address at podium.*
6. **Non- District Reports**
 1. San Luis Obispo County Organizations (Pg. 5)
 2. Community Service Organizations (Pg. 6)
 3. Camp Roberts—Army National Guard (Pg.7)
7. **Staff & Committee Reports - Receive & File**
 1. General Manager (Pg. 8)
 2. District Counsel (Pg. 9)
 3. District Utilities (Pg. 10-12)
 4. Fire Chief Report (Pg. 13-84)
8. **Board Action Items**
 1. Monthly claim detail and investment reports for December 2024 (**Recommend receive and file claim detail and investment report by Board consensus**) (Pg. 85-139)
When ancillary reports are provided they are for reference only and are subject to change.
 2. Adopt Mid-Year Operation and Maintenance (O&M) Budget adjustments by RESOLUTION 2025-02 (**Recommend approval by 3/5 vote**) (Pg. 140-163)
 3. Review proposal for Certified Public Accountant (CPA) services and authorize the General Manager to execute a professional services agreement with Rogers, Anderson, Malody and Scott LLP by RESOLUTION 2025-01 (**Recommend approve by 3/5 vote**) (Pg. 164-221)
 4. SAFER Grant Applicant Approval by RESOLUTION 2025-03 (**Recommend approve by 3/5 vote**) (Pg. 222-223)
 5. San Miguel Community Services District 2022-2027 Strategic plan one year review (**Review and provide direction to staff thru consensus**) (Pg. 224-335)
 6. Discuss Board Handbook Chapter 5 (C)(2) regarding printing Board Packets. (**Discuss and provide direction to the General Manager**) (Pg. 336-339)
 7. Process for appointing persons to vacant Board of Director seats. (**Discuss and provide direction to General Manager or Legal Counsel**) (Pg. 400-403)
 8. Integrated Waste Management Authority (IWMA) Special District Representative nomination - one candidate (**Provide nomination by Board 3/5 Vote**) (Pg. 404-407)

9. Mission Street Landscape irrigation replacement (**Discuss and provide direction to General Manager**) (Pg.408-409)

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

9. GSA Board Action Items

1. Update from January 22, 2024 Paso Basin Cooperative Committee (PBCC) meeting. (Pg. 410-412)
2. CONTINUATION from December 19th 2024 Board Meeting
Discuss and appoint San Miguel CSD GSA representation to the Paso Basin Cooperative Committee (PBCC) (**Discuss and appoint a member and/or alternate by 3/5 vote**) (Pg. 413)
3. Continuation from December 19th 2024
Review of DRAFT Joint Exercise of Powers Agreement (JPA) for administration of The Paso Robles Area Groundwater Sub Basin Groundwater Sustainability Plan. (**Provide recommended changes to the General Manager/ Legal Counsel and or approve the agreement by 3/5 vote and authorize the Board President to sign the agreement**) (Pg. 414-436)

Reconvene to the San Miguel Community Services District Board of Directors

10. **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.*
11. **Adjourn to Closed Session/Closed Session Agenda** *Public comment for items on closed session agenda.*
CLOSED SESSION ADMONISHMENT:
The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waiver of the privilege.
 1. **CONFERENCE WITH 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* (Pg. 437)
12. **Report out of Closed Session**
13. **Adjournment to Next Regular Meeting**

ATTEST:

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

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

Date:

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

January 23, 2025

AGENDA ITEM: 6.1

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

SUGGESTED ACTION: Verbal/Report

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

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

January 23, 2025

AGENDA ITEM: 6.2

SUBJECT: Community Service Organizations (Pg. 6)

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report.

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

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

January 23, 2025

AGENDA ITEM: 6.3

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

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

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

January 23, 2025

AGENDA ITEM: 7.1

SUBJECT: General Manager (Pg. 8)

SUGGESTED ACTION: Receive report

DISCUSSION:

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

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

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

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

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

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

January 23, 2025

AGENDA ITEM: 7.2

SUBJECT: District Counsel (Pg. 9)

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Christina Pritchard

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

January 23, 2025

AGENDA ITEM: 7.3

SUBJECT: District Utilities (Pg. 10-12)

SUGGESTED ACTION: Receive and file

DISCUSSION:

Well Status:

- Well 4 is operational – Well Level 93’ 1/8/25 (STATIC)
- Well 3 is operational – Well Level 91’ 1/8/25 (STATIC)
- SLT Well is operational -Well Level 118’ 1/8/25 (STATIC)

Water System status:

Water leaks this month: 1 Calendar year 2024: 11

Water related calls through the alarm company after hours this month: 0 2024: 5

- .

Sewer System status:

Sewer overflows this month: 0 Calendar year 2024: 0

Sewer related calls through the alarm company after hours this month: 1 2024: 1

-

California Regional Water Resources Control Board:

-

State Water Resources Control Board (SWRCB):

-

Division of Water Resources (DWR):

-

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

-

Billing related activity:(as of 1-14-24)

- **Total active accounts**
- 912 water accounts
- 810 wastewater accounts
- **Overdue accounts**
- 35 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement**
- 15 accounts have started an arrangement.
- **Service orders this month**
- 15 service orders issued and completed

Lighting/ Landscaping status:

- .

Solid Waste:

- Household Hazardous Waste Facility (HHWF)
 - Waiting on approvals from Integrated Waste Management Authority (IWMA)
- Mattress recycling
 - Mattresses are accepted by appointment only, Monday, Wednesday, Friday between 8 am and 11 am.
- E-Waste collection
 - E-waste is accepted Monday, Wednesday, Friday between 8 am and 11 am.

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

-

Project status:

- **WWTF status:**
 - Nearing 90% plan completion
 - Continuing to review additional grant and financing options.
 - Potential funding assignment in next quarter.
 - Potential funding agreement within 12 months of funding assignment.
- **Replacement water tank and pump station on east side of river/ water line replacement.** (21007) started February 2022
 - **(POTENTIALLY GRANT FUNDED)**
 - Waiting for BOS to approve easement agreement with the District, county has projected an January approval by the BOS
 - Delayed pending funding.
- **Alley water line relocation 10th St to San Luis Obispo St**
 - Contract was approved 10/24/24.
 - Working with contractor on required paperwork and schedule.
- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - Report accepted by the Board 8/2024
 - WSC finalizing deliverables per the grant.
 - Preparing a construction grant application to perform repairs.
- **Cost of Service Rate Study WASTEWATER** (22005) started June 2022
 - Staff reviewing options and preparing proposal for Board consideration

- **Well monitoring and metering project**
 - Equipment received and being installed.
- **Chlorine analyzers and turbidimeter replacement**
 - Equipment installed at Well 3 and SLT

Staffing

- Vacant position(s).
 - WWTF Operator Lead

SLO County in San Miguel:

-

Caltrans in San Miguel:

-

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

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

January 23, 2025

AGENDA ITEM: 7.4

SUBJECT: Fire Chief Report (Pg. 13-84)

SUGGESTED ACTION: Receive and File

DISCUSSION:

Equipment:

1. All SMFD engines are currently in service.
2. E8696 has minor electrical issues with some auxiliary lights. We identified the issues and are exploring repair options.

Cost Recovery:

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

Grants:

2023/2024/2025 Grants

1. SMF applied for the 2024 OTS Grant on January 26, 2024, for replacement of necessary Auto Extrication Equipment and the grant was awarded. The process is moving forward funding has been approved, the products have been received and are in-service. SMF is working with OTS on the Press Releases, Community Outreach, and Education as required by the terms of the grant. Reimbursement for the purchases has been approved and payment should be received shortly.
2. The 2025 OTS Grant opened in January 2025, SMF shall be applying for the 2025 OTS Grant for additional equipment.
3. The 2025 AFG Grant opened 11/11/2024 and SMF will be applying for this grant again.
4. The 2025 SAFER Grant will open in February 2025 and SMF will be applying for this grant again.
5. The 2024/2025 VFD / RFD grant has been submitted and approved for funding. The BOD voted to accept the grant funding at the 9/26/2024 meeting and approved grant funding 3-1-1. Final funding approval has been received and products are on order.
6. SMF applied for FEMA grant funding to construct an EOC. \$1,027.00 in FEMA funding has been earmarked for this project and is at the Federal level waiting for release.

Training:

1. Regular weekly training is continuing to adhere to the annual training schedule. Weekly training schedule has changed from Tuesday to Wednesday nights for company training.
2. Additional training has been occurring during the week as schedules allow.
3. SMF is working with Merci Air for onsite training in 2025.
4. Additional outside training shall commence as courses become available.
5. 1- Recruit is attending the Allan Hancock Firefighter Academy.
6. Engineer Rojas has been selected to represent SMF for the County Training Officers Association.
7. SMF Crew has been trained on the use of the new auto extrication tools.
8. Engineer Navarro is working on completing CPR training certification.

San Luis Obispo County Fire Chiefs Association:

Fire Chief Young was again appointed as the County Fire Chiefs Association representative to SLOFIST. Regular monthly meetings are being attended.

San Miguel Advisory Council:

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

Temporary Housing Unit:

- Interfund loan was approved at the 10/24/2024 Meeting 3-1-1 Resolution 2024-44.
- MHS has been notified and the installation contractor is moving forward at a good pace.
- Swift has completed the building pad soils work and most of the site work. All items should be completed by December 20, 2024.
- District utility staff has installed the water and sewer connections.
- Baldwin Electric has completed the electrical service.
- Wild Horse Propane has installed the new propane supply line to the structure.
- Lease amendment has been approved through May 2030.
- Final inspections should be completed by mid January 2025.
- The THU has been completed and final inspections have been completed.

Multi Jurisdiction Hazard Mitigation Plan (MJHMP)

- Kickoff meeting was attended via Teams on October 30, 2024.
- MJHMP update was provided on December 20, 2024.
- 2nd meeting was attended in person at 1055 Monterey Road San Luis Obispo on January 14, 2025.
- Next meeting is tentatively scheduled in February 2025 date, time, and location TBD.

FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:09:17 AM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 12/01/2024 | End Date: 12/31/2024

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
12/01/2024 08:30:00	12/02/2024 08:30:00	DAYBOOK	8600		24.00
12/01/2024 11:57:00	12/01/2024 12:08:00	INCIDENT	8600	Incident 2024-267 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 972 K ST	0.18
12/03/2024 08:30:00	12/04/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/03/2024 11:01:00	12/03/2024 11:07:00	INCIDENT	8600	Incident 2024-268 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1472 L ST	0.10
12/03/2024 19:24:00	12/03/2024 19:37:00	INCIDENT	8600	Incident 2024-269 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1099 K ST	0.22
12/04/2024 08:30:00	12/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/05/2024 08:30:00	12/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/06/2024 13:00:00	12/06/2024 18:00:00	DAYBOOK	SMF 1		5.00
12/06/2024 20:58:00	12/06/2024 21:02:00	INCIDENT	8600	Incident 2024-271 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 775 Mission ST	0.07
12/06/2024 21:00:00	12/07/2024 07:00:00	DAYBOOK	8600		10.00
12/07/2024 13:00:00	12/08/2024 07:00:00	DAYBOOK	8600		18.00
12/08/2024 13:30:00	12/09/2024 07:00:00	DAYBOOK	8600		17.50
12/08/2024 19:57:00	12/08/2024 20:28:00	INCIDENT	8600	Incident 2024-273 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 998 K ST	0.52
12/10/2024 08:30:00	12/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/11/2024 08:30:00	12/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/11/2024 09:00:00	12/11/2024 11:30:00	DAYBOOK	8600	SLOFIST Meeting San Luis Obispo	2.50
12/12/2024 08:30:00	12/12/2024 12:00:00	DAYBOOK	SMF 1		3.50
12/12/2024 18:30:00	12/13/2024 08:30:00	DAYBOOK	8600		14.00
12/13/2024 04:58:00	12/13/2024 05:29:00	INCIDENT	8600	Incident 2024-275 - Motor vehicle accident with injuries: Apparatus 8600 responded to San Miguel AVE	0.52
12/13/2024 08:30:00	12/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/14/2024 08:30:00	12/15/2024 08:30:00	DAYBOOK	8600		24.00
12/14/2024 16:50:00	12/14/2024 17:20:00	INCIDENT	8600	Incident 2024-276 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 8742 Magdalena DR	0.50
12/14/2024 20:09:00	12/14/2024 20:19:00	INCIDENT	8600	Incident 2024-277 - Dispatched & cancelled en route: Apparatus 8600 responded to 1625 Verde PL	0.17
12/14/2024 21:16:00	12/14/2024 22:02:00	INCIDENT	8600	Incident 2024-278 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 9200 N River RD	0.77
12/15/2024 08:30:00	12/16/2024 08:30:00	DAYBOOK	8600		24.00
12/15/2024 11:02:00	12/15/2024 11:07:00	INCIDENT	8600	Incident 2024-279 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1198 N River RD	0.08
12/15/2024 17:41:00	12/15/2024 17:59:00	INCIDENT	8600	Incident 2024-280 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 601 N River RD	0.30
12/16/2024 08:30:00	12/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/16/2024 22:57:00	12/16/2024 23:30:00	INCIDENT	8600	Incident 2024-281 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 8740 Oak DR	0.55
12/17/2024 08:30:00	12/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/17/2024 18:00:00	12/17/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor: Navarro, Wyatt P	4.00
12/18/2024 08:30:00	12/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/18/2024 16:50:00	12/18/2024 17:12:00	INCIDENT	8600	Incident 2024-282 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1173 Velarde CIR	0.37
12/19/2024 08:30:00	12/20/2024 08:30:00	DAYBOOK	SMF 1		24.00

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



emergencyreporting.com
Doc Id: 1514
Page # 1 of 2

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
12/20/2024 08:30:00	12/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/21/2024 04:52:00	12/21/2024 06:12:00	INCIDENT	8600	Incident 2024-283 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1540 N ST	1.33
12/21/2024 08:30:00	12/22/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/22/2024 08:30:00	12/23/2024 08:30:00	DAYBOOK	8600		24.00
12/23/2024 08:30:00	12/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/23/2024 13:32:00	12/23/2024 14:02:00	INCIDENT	E8696	Incident 2024-284 - Smoke detector activation due to malfunction: Apparatus E8696 responded to 1343 K ST	0.50
12/24/2024 08:30:00	12/25/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/24/2024 08:59:00	12/24/2024 09:29:00	INCIDENT	E8696	Incident 2024-285 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 670 Benidect ST	0.50
12/25/2024 08:30:00	12/26/2024 08:30:00	DAYBOOK	8600		24.00
12/26/2024 08:30:00	12/27/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/26/2024 13:24:00	12/26/2024 13:48:00	INCIDENT	E8696	Incident 2024-286 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1192 Velarde CIR	0.40
12/27/2024 00:49:00	12/27/2024 01:15:00	INCIDENT	8600	Incident 2024-287 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 630 Crispin AVE	0.43
12/27/2024 08:30:00	12/28/2024 07:00:00	DAYBOOK	SMF 1		22.50
12/28/2024 04:24:00	12/28/2024 04:37:00	INCIDENT	8600	Incident 2024-288 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1200 N ST	0.22
12/28/2024 14:00:00	12/29/2024 07:30:00	DAYBOOK	8600		17.50
12/29/2024 14:00:00	12/30/2024 08:30:00	DAYBOOK	8600		18.50
12/30/2024 08:30:00	12/31/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/30/2024 21:30:00	12/30/2024 21:58:00	INCIDENT	8600	Incident 2024-289 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 615 crispin AVE	0.47
12/31/2024 08:30:00	01/01/2025 08:30:00	DAYBOOK	SMF 1		24.00
12/31/2024 20:17:00	12/31/2024 20:34:00	INCIDENT	8600	Incident 2024-290 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 660 Catala WAY	0.28
Total Hours for: Young, Scott P					669.48
Total of all Personnel Hours					669.48

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:12:14 AM



Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 12/01/2024 | End Date: 12/31/2024

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
12/01/2024	2024-267	0	0	11:57:00	2	8600	8600	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
12/03/2024	2024-268	0	0	11:01:00	4	8600	8600	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
12/03/2024	2024-269	0	0	19:24:00	7	8600	8600	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
12/05/2024	2024-270	0	0	16:13:00	5	E8696	E8696	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00
12/08/2024	2024-273	0	0	19:57:00	3	8600	8600	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
12/12/2024	2024-274	0	0	16:14:00	3	E8668	E8668	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
12/13/2024	2024-275	0	0	04:58:00	2	8600	8600	04:00	00:00	00:10:00	00:06:00	00:06:00	00:10:00
12/14/2024	2024-276	0	0	16:49:00	3	E8696	E8696	02:00	01:00	00:11:00	00:08:00	00:08:00	00:11:00
12/14/2024	2024-278	0	0	21:15:00	3	E8696	E8696	08:00	01:00	00:19:00	00:10:00	00:10:00	00:19:00
12/15/2024	2024-279	0	0	11:02:00	4	8600	8600	01:00	00:00	00:02:00	00:01:00	00:01:00	00:02:00
12/15/2024	2024-280	0	0	17:41:00	3	8600	8600	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
12/16/2024	2024-281	0	0	22:57:00	5	8600	8600	02:00	00:00	00:08:00	00:06:00	00:06:00	00:08:00
12/18/2024	2024-282	0	0	16:50:00	2	E8696	8600	01:00	00:00	00:05:00	00:03:00	00:05:00	00:06:00
12/21/2024	2024-283	0	0	04:52:00	3	8600	8600	05:00	00:00	00:09:00	00:04:00	00:04:00	00:09:00
12/23/2024	2024-284	0	0	13:32:00	3	E8696	E8696	01:00	00:00	00:02:00	00:01:00	00:01:00	00:02:00
12/24/2024	2024-285	0	0	08:59:00	1	E8696	E8696	00:00	00:00	00:07:00	00:05:00	00:05:00	00:07:00
12/26/2024	2024-286	0	0	13:24:00	5	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
12/27/2024	2024-287	0	0	00:48:00	3	E8696	E8696	02:00	01:00	00:06:00	00:03:00	00:03:00	00:06:00
12/28/2024	2024-288	0	0	04:24:00	3	8600	8600	02:00	00:00	00:11:00	00:09:00	00:09:00	00:11:00
12/30/2024	2024-289	0	0	21:30:00	5	E8696	E8696	02:00	00:00	00:07:00	00:04:00	00:05:00	00:07:00
12/31/2024	2024-290	0	0	20:17:00	4	E8696	E8696	02:00	00:00	00:08:00	00:03:00	00:06:00	00:08:00

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:15:03 AM



Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAE - Auto Aid East					
2024-278	324	12/14/2024	Reviewed	9200 N River RD	8600, E8696
AAE - Auto Aid East Incidents: 1					
Zone: AAN - Auto Aid North					
2024-275	322	12/13/2024	Reviewed	San Miguel AVE	8600, E8696
AAN - Auto Aid North Incidents: 1					
Zone: CBMHP - Casa Blanca Mobile Home Park					
2024-288	651	12/28/2024	Reviewed	1200 N ST	8600, E8696
CBMHP - Casa Blanca Mobile Home Park Incidents: 1					
Zone: CDR - Camino Del Rio					
2024-282	321	12/18/2024	Reviewed	1173 Velarde CIR	8600, E8696
2024-286	321	12/26/2024	Reviewed	1192 Velarde CIR	E8696, SMF 1
CDR - Camino Del Rio Incidents: 2					
Zone: CSD - CSD Limits					
2024-267	321	12/01/2024	Reviewed	972 K ST	8600, P8651
2024-268	651	12/03/2024	Reviewed	1472 L ST	8600, E8696
2024-269	651	12/03/2024	Reviewed	1099 K ST	8600, E8696
2024-270	131	12/05/2024	Reviewed	S Highway 101 HWY	E8696
2024-271	321	12/06/2024	Reviewed	775 Mission ST	8600, E8696
2024-272	321	12/07/2024	Reviewed	300 San Luis Obispo RD	E8696
2024-273	321	12/08/2024	Reviewed	998 K ST	8600, E8696
2024-274	651	12/12/2024	Reviewed	12298 N River RD	E8668, SMF 1
2024-279	651	12/15/2024	Reviewed	1198 N River RD	8600, SMF 1
2024-284	733	12/23/2024	Reviewed	1343 K ST	E8696
2024-285	321	12/24/2024	Reviewed	670 Benidect ST	E8696, P8651
CSD - CSD Limits Incidents: 11					
Zone: MM - Mission Meadows					
2024-277	611	12/14/2024	Reviewed	1625 Verde PL	8600, E8696
2024-280	321	12/15/2024	Reviewed	601 N River RD	8600, E8696
2024-283	321	12/21/2024	Reviewed	1540 N ST	8600, E8696
2024-287	321	12/27/2024	Reviewed	630 Crispin AVE	8600, E8696, P8651
2024-289	321	12/30/2024	Reviewed	615 Crispin AVE	8600, E8696
MM - Mission Meadows Incidents: 5					

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					
2024-290	321	12/31/2024	Reviewed	660 Catala WAY	8600, E8696
PSHH - Peoples Self Help Housing Incidents: 1					
Zone: Ter - San Lawerance Terrace					
2024-276	321	12/14/2024	Reviewed	8742 Magdalena DR	8600, E8696
2024-281	321	12/16/2024	Reviewed	8740 Oak DR	8600, E8696
Ter - San Lawerance Terrace Incidents: 2					

Total Incidents: 24

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



San Miguel Fire Department

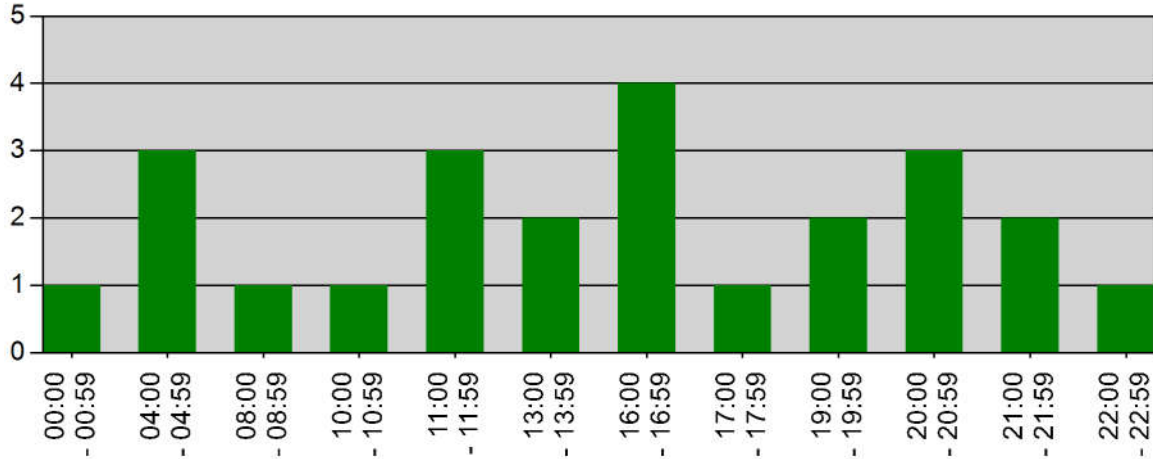
San Miguel, CA

This report was generated on 1/15/2025 10:17:39 AM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024



TIME	COUNT
00:00 - 00:59	1
04:00 - 04:59	3
08:00 - 08:59	1
10:00 - 10:59	1
11:00 - 11:59	3
13:00 - 13:59	2
16:00 - 16:59	4
17:00 - 17:59	1
19:00 - 19:59	2
20:00 - 20:59	3
21:00 - 21:59	2
22:00 - 22:59	1

Only REVIEWED incidents included



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San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:20:51 AM



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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAE - Auto Aid East					
Rescue & Emergency Medical Service					
	Lights and Sirens	10:00	1:00	8:00	19:00
Zone: AAN - Auto Aid North					
Rescue & Emergency Medical Service					
	Lights and Sirens	6:00	0:00	4:00	10:00
Zone: CBMHP - Casa Blanca Mobile Home Park					
Good Intent Call					
	Lights and Sirens	9:00	0:00	2:00	11:00
Zone: CDR - Camino Del Rio					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	1:00	3:00
	No Lights or Sirens	4:00	0:00	1:00	5:00
Zone: CSD - CSD Limits					
Fires					
	Lights and Sirens	3:00	0:00	2:00	5:00
Rescue & Emergency Medical Service					
	Lights and Sirens	4:00	0:00	3:00	7:00
	No Lights or Sirens	4:00	0:00	4:00	8:00
Good Intent Call					
	Lights and Sirens	1:30	0:00	1:30	3:00
	No Lights or Sirens	2:00	0:00	0:00	2:00
False Alarm & False Call					
	Lights and Sirens	1:00	0:00	1:00	2:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	4:00	0:20	3:00	7:20
	No Lights or Sirens	4:00	0:00	2:00	6:00
Zone: PSHH - Peoples Self Help Housing					
Rescue & Emergency Medical Service					
	Lights and Sirens	6:00	0:00	2:00	8:00
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
Rescue & Emergency Medical Service					
Lights and Sirens		7:00	0:30	2:00	9:30

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 1/15/2025 10:23:15 AM



Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 12/01/2024 | EndDate: 12/31/2024

INCIDENT TYPE	AVG. # PERSONNEL
131 - Passenger vehicle fire	5
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	3
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	4
733 - Smoke detector activation due to malfunction	3

Reviewed Incidents only.



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San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:29:09 AM



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

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	1	0
01:00	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0
04:00	0	0	0	0	0	1	2
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	0	0	1	0	0	0	0
09:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	0	1
11:00	2	0	1	0	0	0	0
12:00	0	0	0	0	0	0	0
13:00	0	1	0	0	1	0	0
14:00	0	0	0	0	0	0	0
15:00	0	0	0	0	0	0	0
16:00	0	0	0	1	2	0	1
17:00	1	0	0	0	0	0	0
18:00	0	0	0	0	0	0	0
19:00	1	0	1	0	0	0	0
20:00	0	0	1	0	0	1	1
21:00	0	1	0	0	0	0	1
22:00	0	1	0	0	0	0	0
23:00	0	0	0	0	0	0	0
Total Responses for Day	4	3	4	1	3	3	6
% of Responses for Day	50.00%	33.33%	25.00%	100.00%	66.67%	33.33%	33.33%
% of Responses for Week	16.67%	12.50%	16.67%	4.17%	12.50%	12.50%	25.00%

Hour	Total per Hour	Percent
00:00	1	4.17%
01:00	0	0.00%
02:00	0	0.00%
03:00	0	0.00%
04:00	3	12.50%
05:00	0	0.00%
06:00	0	0.00%
07:00	0	0.00%
08:00	1	4.17%
09:00	0	0.00%
10:00	1	4.17%
11:00	3	12.50%
12:00	0	0.00%
13:00	2	8.33%
14:00	0	0.00%
15:00	0	0.00%
16:00	4	16.67%
17:00	1	4.17%
18:00	0	0.00%
19:00	2	8.33%
20:00	3	12.50%
21:00	2	8.33%
22:00	1	4.17%
23:00	0	0.00%
Total	24	100.00%

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

San Miguel Fire Department

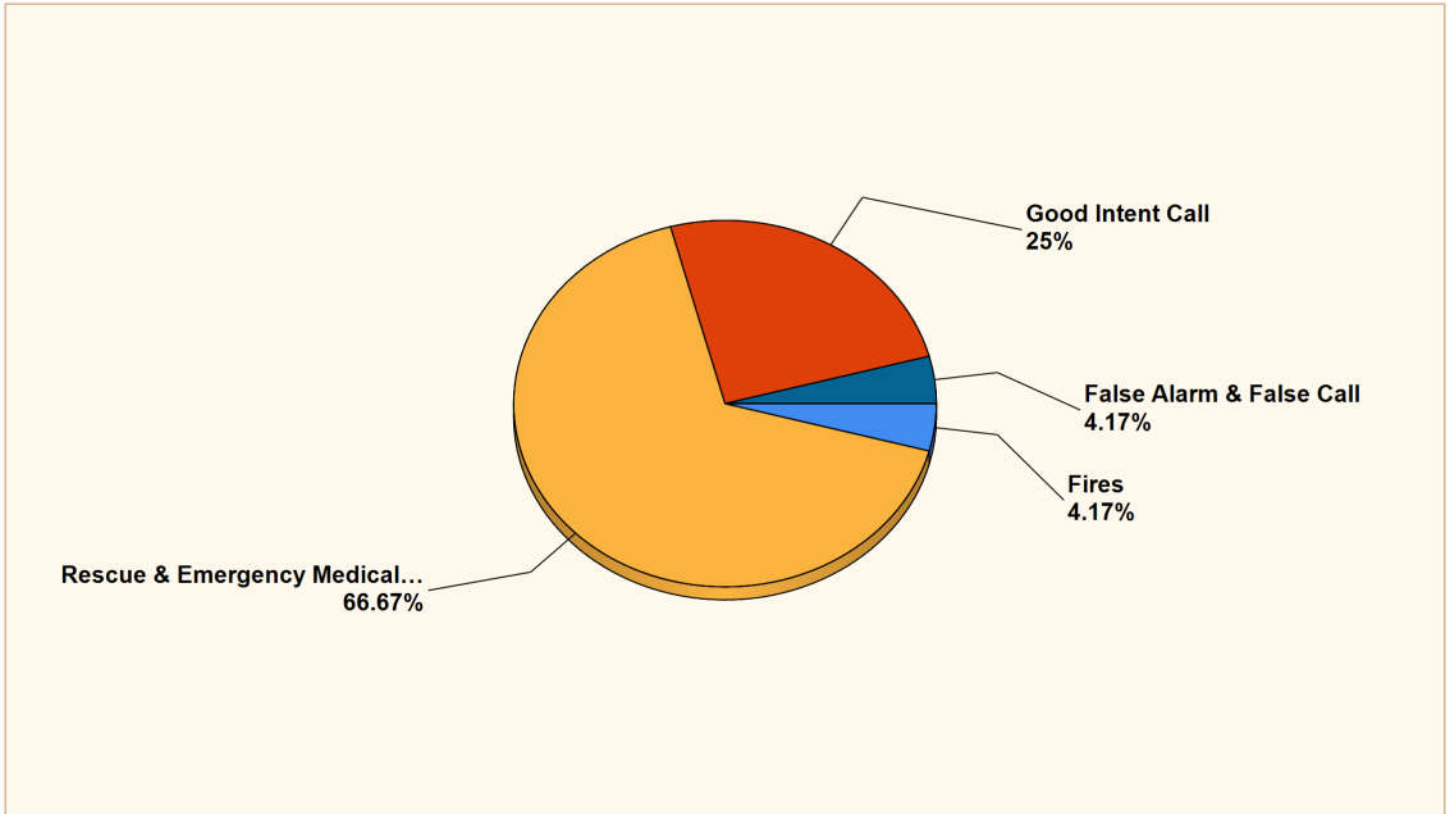
San Miguel, CA

This report was generated on 1/15/2025 10:35:02 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	4.17%
Rescue & Emergency Medical Service	16	66.67%
Good Intent Call	6	25%
False Alarm & False Call	1	4.17%
TOTAL	24	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
131 - Passenger vehicle fire	1	4.17%
321 - EMS call, excluding vehicle accident with injury	14	58.33%
322 - Motor vehicle accident with injuries	1	4.17%
324 - Motor vehicle accident with no injuries.	1	4.17%
611 - Dispatched & cancelled en route	1	4.17%
651 - Smoke scare, odor of smoke	5	20.83%
733 - Smoke detector activation due to malfunction	1	4.17%
TOTAL INCIDENTS:	24	100%

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:37:50 AM



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

StartDate: 12/01/2024 | EndDate: 12/31/2024

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	CDR - Camino Del Rio		
		1173 Velarde CIR San Miguel, CA	1
		1192 Velarde CIR San Miguel, CA	1
	CSD - CSD Limits		
		1343 K ST San Miguel, CA	1
		1472 L ST San Miguel, CA	1
		670 Benidect ST San Miguel, CA	1
		775 Mission ST San Miguel, CA	1
	MM - Mission Meadows		
		1625 Verde PL San Miguel, CA	1
		615 crispin AVE San Miguel, CA	1
		1540 N ST San Miguel, CA	1
		601 N River RD San Miguel, CA	1
		630 Crispin AVE San Miguel, CA	1
	PSHH - Peoples Self Help Housing		
		660 Catala WAY San Miguel, CA	1
	Ter - San Lawerance Terrace		
		8740 Oak DR San Miguel, CA	1
		8742 Magdalena DR San Miguel, CA	1
Total for Location Type:			14
Not Specified			
	AAE - Auto Aid East		
		9200 N River RD San Miguel, CA (Adjacent to)	1
Total for Location Type:			1

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



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LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Street or Highway			
	AAN - Auto Aid North		
		San Miguel AVE / South Bound Highway 101, San Miguel, CA (Directions)	1
	CBMHP - Casa Blanca Mobile Home Park		
		1200 N ST San Miguel, CA	1
	CSD - CSD Limits		
		S Highway 101 HWY / Mission Street On Ramp, San Miguel, CA (Directions)	1
		1198 N River RD San Miguel, CA (Adjacent to)	1
		12298 N River RD / 8698 Cross Canyon Rd, San Miguel, CA (Directions)	1
		300 San Luis Obispo RD / 800 L street, San Miguel, CA (Intersection)	1
		972 K ST San Miguel, CA	1
		998 K ST San Miguel, CA (In front of)	1
		Total for Location Type:	8
Trade or service (business, bars, restaurants, etc)			
	CSD - CSD Limits		
		1099 K 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

This report was generated on 1/15/2025 10:10:26 AM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 01/01/2024 | End Date: 12/31/2024

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
01/01/2024 16:00:00	01/02/2024 08:30:00	DAYBOOK	8600		16.50
01/02/2024 08:30:00	01/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/02/2024 18:00:00	01/02/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor:	4.00
01/03/2024 08:30:00	01/04/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/03/2024 09:00:00	01/03/2024 12:00:00	DAYBOOK	8600	San Luis Obispo County Fire Chiefs Association Meeting at Atascadero City Hall	3.00
01/03/2024 15:00:00	01/03/2024 16:00:00	DAYBOOK	SMF 1	Meet with Aroua Williams regarding AFG, SAFER, & OTS grants.	1.00
01/04/2024 08:30:00	01/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/04/2024 10:00:00	01/04/2024 12:00:00	DAYBOOK	SMF 1	OTS Grant webinar	2.00
01/04/2024 10:06:00	01/04/2024 10:21:00	INCIDENT	SMF 1	Incident 2024-002 - Smoke scare, odor of smoke: Apparatus SMF 1 responded to 8706 Oak DR	0.25
01/04/2024 17:20:00	01/04/2024 17:52:00	INCIDENT	E8668	Incident 2024-003 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1547 K Street ST	0.53
01/05/2024 08:30:00	01/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/05/2024 15:39:00	01/05/2024 15:44:00	INCIDENT	E8668	Incident 2024-004 - Trash or rubbish fire, contained: Apparatus E8668 responded to 8706 Oak DR	0.08
01/06/2024 08:30:00	01/07/2024 08:30:00	DAYBOOK	8600		24.00
01/07/2024 08:30:00	01/08/2024 08:30:00	DAYBOOK	8600		24.00
01/08/2024 08:30:00	01/09/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/08/2024 10:38:00	01/08/2024 10:42:00	INCIDENT	E8668	Incident 2024-006 - Dispatched & cancelled en route: Apparatus E8668 responded to 1196 Velarde CIR	0.07
01/09/2024 08:30:00	01/10/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/09/2024 18:00:00	01/10/2024 00:00:00	DAYBOOK		Firefighter Training: Dawning and Doffing Lead Instructor: Young, Scott P	6.00
01/09/2024 21:47:00	01/09/2024 22:09:00	INCIDENT	E8696	Incident 2024-007 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1567 L ST	0.37
01/10/2024 08:30:00	01/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/10/2024 22:43:00	01/10/2024 23:11:00	INCIDENT	E8696	Incident 2024-008 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 8810 Oak DR	0.47
01/11/2024 08:30:00	01/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/12/2024 08:30:00	01/12/2024 11:00:00	DAYBOOK	SMF 1		2.50
01/12/2024 11:14:00	01/12/2024 11:25:00	INCIDENT	E8696	Incident 2024-009 - CO detector activation due to malfunction: Apparatus E8696 responded to 770 Mission ST	0.18
01/12/2024 14:30:00	01/13/2024 07:00:00	DAYBOOK	8600		16.50
01/13/2024 14:30:00	01/14/2024 08:30:00	DAYBOOK	8600		18.00
01/14/2024 08:30:00	01/15/2024 08:30:00	DAYBOOK	8600		24.00
01/15/2024 08:30:00	01/16/2024 08:30:00	DAYBOOK	8600		24.00
01/15/2024 20:15:00	01/15/2024 21:22:00	INCIDENT	8600	Incident 2024-010 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1075 Mission ST	1.12
01/16/2024 08:30:00	01/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/16/2024 18:00:00	01/16/2024 22:00:00	DAYBOOK		Firefighter Training: Hose Loads and Pulls Lead Instructor:	4.00
01/17/2024 08:30:00	01/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/17/2024 08:30:00	01/17/2024 09:00:00	DAYBOOK	SMF 1	Meeting with Aroua Williams re OTS Grant	0.50

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
01/17/2024 12:30:00	01/17/2024 14:00:00	DAYBOOK	E8696	Blood Donation with Vitalant Blood Services at EJ Gallo	1.50
01/18/2024 07:32:00	01/18/2024 07:49:00	INCIDENT	8600	Incident 2024-011 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 700 Mission ST	0.28
01/18/2024 08:30:00	01/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/19/2024 08:30:00	01/20/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/19/2024 13:23:00	01/19/2024 13:54:00	INCIDENT	SMF 1	Incident 2024-012 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 1630 Bonita PL	0.52
01/20/2024 08:30:00	01/21/2024 08:30:00	DAYBOOK	8600		24.00
01/20/2024 15:30:00	01/20/2024 15:53:00	INCIDENT	E8668	Incident 2024-013 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 497 16th ST	0.38
01/21/2024 08:30:00	01/22/2024 08:30:00	DAYBOOK	8600		24.00
01/22/2024 06:41:00	01/22/2024 06:54:00	INCIDENT	E8696	Incident 2024-014 - Dispatched & cancelled en route: Apparatus E8696 responded to 4900 Indian Valley RD	0.22
01/22/2024 08:30:00	01/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/22/2024 15:39:00	01/22/2024 16:03:00	INCIDENT	E8696	Incident 2024-015 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to S Highway 101 HWY	0.40
01/22/2024 16:27:00	01/22/2024 16:39:00	INCIDENT	8600	Incident 2024-016 - Hazardous condition, other: Apparatus 8600 responded to 352 10th ST	0.20
01/23/2024 08:30:00	01/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/23/2024 19:34:00	01/23/2024 20:06:00	INCIDENT	E8696	Incident 2024-017 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 346 12th ST	0.53
01/23/2024 22:57:00	01/23/2024 23:25:00	INCIDENT	8600	Incident 2024-018 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1075 Mission ST	0.47
01/24/2024 08:30:00	01/25/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/24/2024 19:00:00	01/24/2024 22:00:00	DAYBOOK	8600	SMAC Meeting	3.00
01/25/2024 08:30:00	01/26/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/25/2024 09:05:00	01/25/2024 09:41:00	INCIDENT	E8668	Incident 2024-019 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to Bonita PL	0.60
01/25/2024 18:00:00	01/25/2024 22:00:00	DAYBOOK	8600		4.00
01/25/2024 18:49:00	01/25/2024 20:59:00	INCIDENT	E8696	Incident 2024-020 - Outside storage fire: Apparatus E8696 responded to 6169 Airport RD	2.17
01/26/2024 08:30:00	01/26/2024 11:00:00	DAYBOOK	SMF 1		2.50
01/26/2024 14:30:00	01/27/2024 08:30:00	DAYBOOK	8600		18.00
01/27/2024 14:30:00	01/28/2024 08:30:00	DAYBOOK	8600		18.00
01/27/2024 18:42:00	01/27/2024 19:15:00	INCIDENT	E8668	Incident 2024-022 - Motor vehicle accident with injuries: Apparatus E8668 responded to N River RD	0.55
01/28/2024 08:30:00	01/29/2024 08:30:00	DAYBOOK	8600		24.00
01/29/2024 08:30:00	01/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/29/2024 10:00:00	01/29/2024 11:30:00	DAYBOOK	SMF 1	Meeting with Aurora for OTS grant submission.	1.50
01/30/2024 08:30:00	01/31/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/30/2024 09:10:00	01/30/2024 09:27:00	INCIDENT	E8696	Incident 2024-023 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1765 Bonita PL	0.28
01/30/2024 14:09:00	01/30/2024 14:21:00	INCIDENT	E8696	Incident 2024-024 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1235 L ST	0.20
01/30/2024 18:00:00	01/30/2024 22:00:00	DAYBOOK		Firefighter Training: Live Fire Training Lead Instructor: Young, Scott P	4.00
01/31/2024 08:30:00	02/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
01/31/2024 10:00:00	01/31/2024 10:30:00	DAYBOOK	SMF 1	Phone meeting with Mike Stoker from County Building DPT re THU	0.50
02/01/2024 08:30:00	02/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/01/2024 10:58:00	02/01/2024 11:14:00	INCIDENT	8600	Incident 2024-025 - Hazardous condition, other: Apparatus 8600 responded to 254 13th ST	0.27
02/01/2024 15:00:00	02/01/2024 16:00:00	DAYBOOK	SMF 1	Ops area meeting re repositioning SLU units	1.00
02/02/2024 08:30:00	02/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/02/2024 10:00:00	02/02/2024 11:00:00	DAYBOOK	SMF 1	Ops area meeting re storm event	1.00
02/02/2024 16:02:00	02/02/2024 17:39:00	INCIDENT	E8696	Incident 2024-026 - Fire in mobile home used as fixed residence: Apparatus E8696 responded to 1122 K ST	1.62
02/03/2024 00:38:00	02/03/2024 01:10:00	INCIDENT	8600	Incident 2024-027 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1245 Mission ST	0.53
02/03/2024 09:40:00	02/03/2024 10:16:00	INCIDENT	E8668	Incident 2024-028 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1617 Mission ST	0.60
02/04/2024 08:00:00	02/06/2024 08:00:00	INCIDENT	E8668	Incident 2024-029 - Severe weather or natural disaster standby: Apparatus E8668 responded to 1150 1150 Mission Street ST	48.00

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
02/04/2024 08:00:00	02/06/2024 08:00:00	DAYBOOK	E8668	E8668 assigned to CA-SLC-001673 TF1474	48.00
02/04/2024 08:30:00	02/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/04/2024 10:42:00	02/04/2024 11:15:00	INCIDENT	E8668	Incident 2024-030 - Hazardous condition, other: Apparatus E8668 responded to 5000 Nacimiento Lake DR	0.55
02/04/2024 15:27:00	02/04/2024 15:57:00	INCIDENT	E8668	Incident 2024-033 - Alarm system sounded due to malfunction: Apparatus E8668 responded to Highway 1	0.50
02/04/2024 21:36:00	02/04/2024 21:53:00	INCIDENT	8600	Incident 2024-034 - Hazardous condition, other: Apparatus 8600 responded to N Highway 101 HWY	0.28
02/05/2024 08:30:00	02/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/06/2024 08:30:00	02/07/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/06/2024 18:00:00	02/06/2024 22:00:00	DAYBOOK		Firefighter Training: Live Fire Training Lead Instructor: Young, Scott P	4.00
02/06/2024 21:09:00	02/06/2024 21:14:00	INCIDENT	E8668	Incident 2024-035 - Smoke scare, odor of smoke: Apparatus E8668 responded to 780 Armand AVE	0.08
02/07/2024 06:25:00	02/07/2024 06:49:00	INCIDENT	E8668	Incident 2024-036 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.40
02/07/2024 08:30:00	02/08/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/07/2024 09:00:00	02/07/2024 12:00:00	DAYBOOK	8600	County Chiefs Meeting 5 Cities Fire Station 1	3.00
02/08/2024 08:30:00	02/09/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/08/2024 09:00:00	02/08/2024 10:00:00	DAYBOOK	8600	Meeting with Brian Matherly re Pablo Roman projects.	1.00
02/09/2024 08:30:00	02/09/2024 11:00:00	DAYBOOK	SMF 1		2.50
02/09/2024 09:00:00	02/09/2024 10:00:00	DAYBOOK	SMF 1	Meeting with Randy Harris regarding breathing support unit	1.00
02/09/2024 17:30:00	02/10/2024 08:30:00	DAYBOOK	8600		15.00
02/10/2024 14:30:00	02/11/2024 08:30:00	DAYBOOK	8600		18.00
02/11/2024 08:30:00	02/12/2024 08:30:00	DAYBOOK	8600		24.00
02/12/2024 08:30:00	02/13/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/12/2024 09:00:00	02/12/2024 10:00:00	DAYBOOK	8600	Care Facility at 1522 N street Passed	1.00
02/12/2024 15:00:00	02/12/2024 17:00:00	DAYBOOK	8600	Meeting with Chief Peterson re FI-210	2.00
02/13/2024 08:30:00	02/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/13/2024 13:49:00	02/13/2024 13:58:00	INCIDENT	E8696	Incident 2024-038 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to N Highway 101 HWY	0.15
02/13/2024 16:55:00	02/13/2024 17:48:00	INCIDENT	E8696	Incident 2024-039 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1675 Mission ST	0.88
02/13/2024 18:00:00	02/13/2024 22:00:00	DAYBOOK		Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P	4.00
02/14/2024 08:00:00	02/14/2024 12:30:00	DAYBOOK	E8668	Gary Nix looking at E8668 MDC & base radio	4.50
02/14/2024 08:30:00	02/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/14/2024 10:00:00	02/14/2024 11:00:00	DAYBOOK	SMF 1	Planning Meeting re THU Matt & Sylvia	1.00
02/14/2024 16:44:00	02/14/2024 17:09:00	INCIDENT	8600	Incident 2024-040 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1145 K ST	0.42
02/14/2024 21:29:00	02/14/2024 21:34:00	INCIDENT	E8696	Incident 2024-041 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 7575 Monterey RD	0.08
02/15/2024 08:30:00	02/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/16/2024 08:30:00	02/17/2024 07:30:00	DAYBOOK	SMF 1		23.00
02/16/2024 13:22:00	02/16/2024 13:45:00	INCIDENT	8600	Incident 2024-042 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1955 L ST	0.38
02/16/2024 15:00:00	02/16/2024 15:00:00	DAYBOOK	P8651	P8651 in for service	0.00
02/17/2024 02:15:00	02/17/2024 02:23:00	INCIDENT	E8668	Incident 2024-043 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to N ST	0.13
02/17/2024 08:30:00	02/18/2024 08:30:00	DAYBOOK	8600		24.00
02/18/2024 08:30:00	02/19/2024 08:30:00	DAYBOOK	8600		24.00
02/19/2024 02:07:00	02/19/2024 03:06:00	INCIDENT	8600	Incident 2024-045 - Extrication of victim(s) from vehicle: Apparatus 8600 responded to N Highway 101 HWY	0.98
02/19/2024 06:31:00	02/19/2024 07:25:00	INCIDENT	E8668	Incident 2024-046 - Swift water rescue: Apparatus E8668 responded to San Marcos RD	0.90
02/19/2024 08:30:00	02/20/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/20/2024 08:30:00	02/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/20/2024 10:00:00	02/20/2024 10:00:00	DAYBOOK	P8651	P8651 back in service	0.00

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
02/20/2024 18:00:00	02/20/2024 22:00:00	DAYBOOK		Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P	4.00
02/21/2024 08:30:00	02/22/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/21/2024 09:59:00	02/21/2024 10:28:00	INCIDENT	E8668	Incident 2024-047 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 4019 Arizona BLVD	0.48
02/22/2024 08:30:00	02/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
02/22/2024 17:30:00	02/22/2024 22:00:00	DAYBOOK	8600	BOD Meeting	4.50
02/23/2024 08:30:00	02/24/2024 08:30:00	DAYBOOK	8600		24.00
02/26/2024 11:30:00	02/26/2024 15:30:00	DAYBOOK	8600	Remote work	4.00
02/26/2024 14:00:00	02/26/2024 14:00:00	DAYBOOK	P8651	P8651 in for service. Turbo replacement	0.00
02/27/2024 08:00:00	02/27/2024 10:00:00	DAYBOOK	8600		2.00
03/03/2024 19:00:00	03/04/2024 08:30:00	DAYBOOK	SMF 1		13.50
03/04/2024 08:30:00	03/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/04/2024 14:06:00	03/04/2024 14:24:00	INCIDENT	8600	Incident 2024-053 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 2230 Mission ST	0.30
03/04/2024 15:09:00	03/04/2024 15:14:00	INCIDENT	8600	Incident 2024-054 - Smoke detector activation, no fire - unintentional: Apparatus 8600 responded to 1601 L ST	0.08
03/05/2024 08:30:00	03/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/05/2024 15:30:00	03/05/2024 15:30:00	DAYBOOK	P8651	P8651 back from Paso Ford for turbo replacement	0.00
03/05/2024 18:00:00	03/05/2024 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
03/06/2024 08:30:00	03/07/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/06/2024 09:00:00	03/06/2024 13:00:00	DAYBOOK	8600	County Chiefs Meeting Morro Bay Fire	4.00
03/07/2024 08:30:00	03/08/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/07/2024 18:00:00	03/07/2024 19:00:00	DAYBOOK	8600	BOD Meeting closed session	1.00
03/08/2024 08:30:00	03/08/2024 12:00:00	DAYBOOK	SMF 1		3.50
03/08/2024 20:30:00	03/09/2024 07:30:00	DAYBOOK	8600		11.00
03/10/2024 00:00:00	03/11/2024 08:30:00	DAYBOOK	8600		32.50
03/10/2024 12:41:00	03/10/2024 13:19:00	INCIDENT	E8668	Incident 2024-056 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1630 Bonita PL	0.63
03/11/2024 08:30:00	03/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/12/2024 08:30:00	03/13/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/12/2024 18:00:00	03/12/2024 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
03/13/2024 08:30:00	03/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/13/2024 11:00:00	03/13/2024 12:30:00	DAYBOOK	SMF 1	SAFER Meeting with Aurora	1.50
03/14/2024 08:30:00	03/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/14/2024 09:30:00	03/14/2024 10:30:00	DAYBOOK	8600	Inspection 1148 L Street and ADU	1.00
03/14/2024 17:15:00	03/14/2024 17:41:00	INCIDENT	8600	Incident 2024-057 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 398 13th ST	0.43
03/15/2024 08:30:00	03/16/2024 07:30:00	DAYBOOK	SMF 1		23.00
03/16/2024 17:00:00	03/17/2024 08:30:00	DAYBOOK	8600		15.50
03/17/2024 08:30:00	03/18/2024 08:30:00	DAYBOOK	8600		24.00
03/18/2024 08:30:00	03/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/18/2024 18:54:00	03/18/2024 19:24:00	INCIDENT	E8668	Incident 2024-059 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1299 Mission ST	0.50
03/18/2024 20:57:00	03/18/2024 21:21:00	INCIDENT	E8668	Incident 2024-060 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 669 Chick LN	0.40
03/19/2024 08:30:00	03/20/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/19/2024 09:52:00	03/19/2024 10:17:00	INCIDENT	E8668	Incident 2024-061 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1385 Mission ST	0.42
03/19/2024 18:00:00	03/19/2024 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
03/20/2024 08:30:00	03/21/2024 08:30:00	DAYBOOK	SMF 1		24.00

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
03/20/2024 23:46:00	03/21/2024 00:29:00	INCIDENT	E8668	Incident 2024-062 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.72
03/21/2024 00:48:00	03/21/2024 01:06:00	INCIDENT	E8668	Incident 2024-063 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.30
03/21/2024 08:30:00	03/22/2024 08:30:00	DAYBOOK	SMF 1		24.00
03/22/2024 13:30:00	03/23/2024 07:00:00	DAYBOOK	8600		17.50
03/23/2024 14:30:00	03/24/2024 08:30:00	DAYBOOK	8600		18.00
03/23/2024 19:08:00	03/23/2024 19:39:00	INCIDENT	E8668	Incident 2024-065 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 70 Laddy LN	0.52
03/24/2024 08:30:00	03/26/2024 08:30:00	DAYBOOK	8600		48.00
03/25/2024 08:30:00	03/25/2024 17:00:00	DAYBOOK	8600	Executive Chief Officer 4-A	8.50
03/25/2024 08:30:00	03/26/2024 08:30:00	DAYBOOK	8600		24.00
03/26/2024 03:59:00	03/26/2024 04:28:00	INCIDENT	E8696	Incident 2024-067 - Motor vehicle accident with injuries: Apparatus E8696 responded to N Highway 101 HWY	0.48
03/26/2024 08:30:00	03/26/2024 17:00:00	DAYBOOK	8600	Executive Chief Officer 4-A	8.50
03/26/2024 08:30:00	03/27/2024 08:30:00	DAYBOOK	8600		24.00
03/26/2024 21:11:00	03/26/2024 21:19:00	INCIDENT	E8668	Incident 2024-068 - Grass fire: Apparatus E8668 responded to S Highway 101 HWY	0.13
03/26/2024 21:28:00	03/26/2024 21:46:00	INCIDENT	E8668	Incident 2024-069 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 346 12th ST A	0.30
03/27/2024 08:30:00	03/28/2024 08:30:00	DAYBOOK	8600		24.00
03/27/2024 14:23:00	03/27/2024 15:11:00	INCIDENT	8600	Incident 2024-071 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1415 Verde PL	0.80
03/27/2024 19:00:00	03/27/2024 21:30:00	DAYBOOK	8600	SMAC Meeting	2.50
03/28/2024 08:30:00	03/28/2024 17:00:00	DAYBOOK	8600	Executive Chief Officer 4-B	8.50
03/28/2024 08:30:00	03/29/2024 08:30:00	DAYBOOK	8600		24.00
03/28/2024 19:05:00	03/28/2024 19:15:00	INCIDENT	8600	Incident 2024-072 - Cooking fire, confined to container: Apparatus 8600 responded to 1075 Mission ST	0.17
03/29/2024 08:00:00	03/29/2024 17:00:00	DAYBOOK	8600	Executive Chief Officer 4-B Paso Robles Fire	9.00
03/29/2024 08:30:00	03/30/2024 08:30:00	DAYBOOK	8600		24.00
03/30/2024 08:30:00	03/31/2024 08:30:00	DAYBOOK	8600		24.00
03/30/2024 10:25:00	03/30/2024 11:01:00	INCIDENT	E8668	Incident 2024-073 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 881 Rio Mesa CIR	0.60
03/31/2024 08:30:00	04/01/2024 08:30:00	DAYBOOK	8600		24.00
04/01/2024 05:34:00	04/01/2024 06:09:00	INCIDENT	E8696	Incident 2024-074 - Motor vehicle accident with injuries: Apparatus E8696 responded to Indian Valley RD	0.58
04/01/2024 08:00:00	04/01/2024 17:00:00	DAYBOOK		Executive Chief Officer 4-E	9.00
04/01/2024 08:30:00	04/02/2024 08:30:00	DAYBOOK	8600		24.00
04/02/2024 08:30:00	04/03/2024 08:30:00	DAYBOOK	8600		24.00
04/02/2024 18:00:00	04/02/2024 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
04/03/2024 08:30:00	04/04/2024 08:30:00	DAYBOOK	8600		24.00
04/04/2024 08:00:00	04/04/2024 17:00:00	DAYBOOK	8600		9.00
04/07/2024 14:00:00	04/08/2024 08:30:00	DAYBOOK	8600		18.50
04/08/2024 08:30:00	04/08/2024 08:30:00	DAYBOOK	SMF 1		0.00
04/08/2024 13:30:00	04/08/2024 13:30:00	DAYBOOK	SMF 1	County Library Plans Picked up	0.00
04/09/2024 03:54:00	04/09/2024 04:31:00	INCIDENT	8600	Incident 2024-077 - Smoke detector activation due to malfunction: Apparatus 8600 responded to 775 Mission ST	0.62
04/09/2024 08:30:00	04/10/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/09/2024 18:00:00	04/09/2024 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
04/10/2024 08:30:00	04/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/10/2024 09:00:00	04/10/2024 11:30:00	DAYBOOK	8600	SLOFIST meeting Templeton Fire	2.50
04/10/2024 11:00:00	04/10/2024 13:00:00	DAYBOOK	SMF 1	Fail Safe Ladder Testing	2.00
04/10/2024 19:13:00	04/10/2024 19:41:00	INCIDENT	8600	Incident 2024-078 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1235 Mission ST	0.47
04/11/2024 08:30:00	04/12/2024 08:30:00	DAYBOOK	SMF 1		24.00

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04/12/2024 08:30:00	04/12/2024 08:30:00	DAYBOOK	SMF 1		0.00
04/12/2024 08:30:00	04/12/2024 09:30:00	DAYBOOK	SMF 1	SAFER Grant meeting with Aurora William	1.00
04/13/2024 08:30:00	04/14/2024 08:30:00	DAYBOOK	8600		24.00
04/14/2024 08:30:00	04/15/2024 08:30:00	DAYBOOK	8600		24.00
04/15/2024 08:30:00	04/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/15/2024 13:38:00	04/15/2024 13:53:00	INCIDENT	E8668	Incident 2024-079 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 340 15th ST	0.25
04/16/2024 08:30:00	04/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/16/2024 18:00:00	04/16/2024 22:00:00	DAYBOOK		Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P	4.00
04/17/2024 08:30:00	04/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/21/2024 12:00:00	04/22/2024 08:30:00	DAYBOOK	8600		20.50
04/22/2024 08:30:00	04/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/23/2024 08:30:00	04/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/23/2024 10:57:00	04/23/2024 11:33:00	INCIDENT	E8668	Incident 2024-082 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.60
04/23/2024 17:09:00	04/23/2024 17:22:00	INCIDENT	8600	Incident 2024-083 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 7598 Monterey RD	0.22
04/24/2024 08:30:00	04/24/2024 13:30:00	DAYBOOK	SMF 1		5.00
04/28/2024 12:00:00	04/29/2024 08:30:00	DAYBOOK	8600		20.50
04/29/2024 08:30:00	04/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/29/2024 10:00:00	04/29/2024 11:00:00	DAYBOOK	8600	Preliminary Fire Life & Safety and Fire Sprinkler Inspection @1077 L Street	1.00
04/30/2024 08:30:00	05/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/30/2024 18:00:00	04/30/2024 22:00:00	DAYBOOK		Firefighter Training: Hose Loads and Pulls Lead Instructor: Young, Scott P	4.00
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

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
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
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	F MAG Teams Meeting	2.00
05/14/2024 18:00:00	05/14/2024 22:00:00	DAYBOOK		Fire Investigation and Inspection Training: FI110/210 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

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
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
06/01/2024 14:30:00	06/02/2024 08:30:00	DAYBOOK	8600		18.00
06/01/2024 17:00:00	06/01/2024 17:47:00	INCIDENT	8600	Incident 2024-112 - Trash or rubbish fire, contained: Apparatus 8600 responded to 560 12th ST K	0.78
06/01/2024 19:46:00	06/01/2024 20:19:00	INCIDENT	E8668	Incident 2024-113 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.55
06/02/2024 08:30:00	06/03/2024 08:30:00	DAYBOOK	8600		24.00
06/02/2024 15:28:00	06/02/2024 15:54:00	INCIDENT	E8668	Incident 2024-114 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 9960 N River RD	0.43
06/03/2024 08:30:00	06/04/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/03/2024 11:40:00	06/03/2024 19:07:00	INCIDENT	8600	Incident 2024-115 - Building fire: Apparatus 8600 responded to 1140 K ST	7.45
06/04/2024 08:30:00	06/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/04/2024 10:29:00	06/04/2024 10:59:00	INCIDENT	E8668	Incident 2024-116 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1601 L ST	0.50
06/04/2024 11:21:00	06/04/2024 11:46:00	INCIDENT	E8668	Incident 2024-117 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1601 L ST	0.42
06/04/2024 18:00:00	06/04/2024 22:00:00	DAYBOOK		Firefighter Training: RIC Lead Instructor: Young, Scott P	4.00
06/04/2024 18:00:00	06/04/2024 22:00:00	DAYBOOK		Firefighter Training: RIC Lead Instructor: Young, Scott P	4.00
06/04/2024 18:06:00	06/04/2024 18:18:00	INCIDENT	E8668	Incident 2024-118 - Gas leak (natural gas or LPG): Apparatus E8668 responded to 1951 La Purisma CT	0.20
06/05/2024 00:27:00	06/05/2024 00:48:00	INCIDENT	8600	Incident 2024-119 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1062 K ST	0.35
06/05/2024 08:30:00	06/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/05/2024 09:00:00	06/05/2024 12:00:00	DAYBOOK	8600	County Chiefs Meeting Paso Robles	3.00
06/05/2024 14:35:00	06/05/2024 15:06:00	INCIDENT	E8668	Incident 2024-121 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to Oregon AVE	0.52
06/05/2024 22:30:00	06/05/2024 23:02:00	INCIDENT	E8668	Incident 2024-122 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1485 Mission ST	0.53
06/06/2024 08:30:00	06/07/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/06/2024 09:00:00	06/06/2024 11:00:00	DAYBOOK	8600	Meeting with Chris Beebee from HCD at 560 12th Street	2.00
06/06/2024 18:00:00	06/06/2024 19:30:00	DAYBOOK	8600	Wastewater treatment plant change order meeting	1.50
06/07/2024 08:30:00	06/07/2024 12:00:00	DAYBOOK	SMF 1		3.50
06/07/2024 17:00:00	06/08/2024 07:00:00	DAYBOOK	8600		14.00
06/08/2024 16:30:00	06/09/2024 08:30:00	DAYBOOK	8600		16.00
06/09/2024 08:30:00	06/10/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/10/2024 07:50:00	06/10/2024 08:05:00	INCIDENT	E8668	Incident 2024-125 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.25
06/10/2024 08:30:00	06/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/10/2024 11:18:00	06/10/2024 11:30:00	INCIDENT	E8668	Incident 2024-126 - False alarm or false call, other: Apparatus E8668 responded to 560 12th ST	0.20
06/10/2024 17:53:00	06/10/2024 18:39:00	INCIDENT	8600	Incident 2024-127 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 901 Cemetery RD	0.77
06/11/2024 08:30:00	06/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/11/2024 16:02:00	06/11/2024 16:32:00	INCIDENT	E8668	Incident 2024-128 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1385 Mission ST	0.50
06/11/2024 18:00:00	06/11/2024 22:00:00	DAYBOOK		Special Operations Training: Auto Extracation Lead Instructor: Young, Scott P	4.00
06/12/2024 07:30:00	06/12/2024 14:30:00	INCIDENT	8600	Incident 2024-129 - Assist police or other governmental agency: Apparatus 8600 responded to 1034 Legacy LN	7.00

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
06/12/2024 07:30:00	06/12/2024 15:00:00	DAYBOOK	8600	SLOFIST investigation at the Legacy Fire	7.50
06/12/2024 08:30:00	06/13/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/13/2024 08:30:00	06/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/14/2024 07:24:00	06/14/2024 07:45:00	INCIDENT	8600	Incident 2024-130 - Animal rescue: Apparatus 8600 responded to 1141 Mission ST	0.35
06/14/2024 08:30:00	06/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/14/2024 09:00:00	06/14/2024 11:30:00	DAYBOOK	8600	LAFCO Meeting regarding redistricting SMF	2.50
06/14/2024 13:30:00	06/14/2024 14:30:00	DAYBOOK	8600	Meeting with SLO Building and Planning Matt Varvel	1.00
06/15/2024 08:30:00	06/16/2024 08:30:00	DAYBOOK	8600		24.00
06/15/2024 14:16:00	06/15/2024 14:54:00	INCIDENT	E8668	Incident 2024-131 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1455 L ST	0.63
06/16/2024 08:30:00	06/17/2024 08:30:00	DAYBOOK	8600		24.00
06/17/2024 08:30:00	06/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/17/2024 14:05:00	06/17/2024 14:36:00	INCIDENT	E8668	Incident 2024-132 - Hazardous condition, other: Apparatus E8668 responded to 1498 K ST	0.52
06/17/2024 17:48:00	06/17/2024 18:13:00	INCIDENT	8600	Incident 2024-133 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 254 13th ST	0.42
06/18/2024 08:30:00	06/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/18/2024 18:00:00	06/18/2024 22:00:00	DAYBOOK		Firefighter Training: Fire Extinguishers Lead Instructor: Young, Scott P	4.00
06/19/2024 08:30:00	06/20/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/20/2024 08:30:00	06/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/20/2024 12:25:00	06/20/2024 12:48:00	INCIDENT	8600	Incident 2024-134 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 700 River Road 9	0.38
06/20/2024 13:29:00	06/20/2024 13:36:00	INCIDENT	E8668	Incident 2024-135 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 4321 Arizona BLVD	0.12
06/21/2024 08:30:00	06/21/2024 13:00:00	DAYBOOK	SMF 1		4.50
06/21/2024 20:00:00	06/22/2024 08:30:00	DAYBOOK	8600		12.50
06/22/2024 08:30:00	06/23/2024 08:30:00	DAYBOOK	8600		24.00
06/22/2024 22:44:00	06/22/2024 23:21:00	INCIDENT	E8696	Incident 2024-136 - Motor vehicle accident with injuries: Apparatus E8696 responded to San Marcos	0.62
06/23/2024 00:30:00	06/23/2024 00:38:00	INCIDENT	8600	Incident 2024-137 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1263 Mission ST	0.13
06/23/2024 00:45:00	06/23/2024 01:06:00	INCIDENT	8600	Incident 2024-138 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1263 Mission ST	0.35
06/23/2024 08:30:00	06/24/2024 08:30:00	DAYBOOK	8600		24.00
06/24/2024 10:05:00	06/24/2024 10:27:00	INCIDENT	E8668	Incident 2024-139 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 11th ST	0.37
06/24/2024 13:27:00	06/24/2024 13:42:00	INCIDENT	8600	Incident 2024-140 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 10th ST	0.25
06/24/2024 16:08:00	06/24/2024 16:37:00	INCIDENT	8600	Incident 2024-141 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1145 K ST	0.48
06/24/2024 17:38:00	06/24/2024 17:58:00	INCIDENT	8600	Incident 2024-142 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 890 L ST	0.33
06/25/2024 08:30:00	06/26/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/25/2024 18:00:00	06/25/2024 22:00:00	DAYBOOK		Firefighter Training: Fire Extinguishers Lead Instructor: Young, Scott P	4.00
06/26/2024 08:30:00	06/27/2024 08:30:00	DAYBOOK	SMF 1		24.00
06/26/2024 19:00:00	06/26/2024 21:30:00	DAYBOOK	8600	SMAC Meeting	2.50
06/27/2024 02:19:00	06/27/2024 02:44:00	INCIDENT	E8668	Incident 2024-143 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 298 14th ST	0.42
06/28/2024 00:00:00	06/28/2024 10:00:00	DAYBOOK	SMF 1		10.00
06/30/2024 14:00:00	07/01/2024 08:30:00	DAYBOOK	SMF 1		18.50
06/30/2024 21:31:00	06/30/2024 23:37:00	INCIDENT	E8668	Incident 2024-145 - Brush or brush-and-grass mixture fire: Apparatus E8668 responded to Caballo PL	2.10
07/01/2024 08:30:00	07/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/02/2024 08:30:00	07/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/02/2024 15:45:00	07/02/2024 16:11:00	INCIDENT	8600	Incident 2024-146 - Overpressure rupture, explosion, overheat other: Apparatus 8600 responded to 700 Mission ST	0.43
07/03/2024 08:30:00	07/04/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/03/2024 09:00:00	07/03/2024 12:00:00	DAYBOOK	8600	County Fire Chiefs Meeting	3.00

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
07/04/2024 06:24:00	07/04/2024 06:36:00	INCIDENT	E8668	Incident 2024-148 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 340 15th ST	0.20
07/04/2024 08:30:00	07/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/04/2024 20:00:00	07/04/2024 20:22:00	INCIDENT	E8668	Incident 2024-149 - Emergency medical service, other: Apparatus E8668 responded to 1735 Bonita PL	0.37
07/04/2024 21:03:00	07/04/2024 21:13:00	INCIDENT	E8668	Incident 2024-150 - Brush or brush-and-grass mixture fire: Apparatus E8668 responded to 497 16th ST	0.17
07/04/2024 21:29:00	07/04/2024 21:55:00	INCIDENT	8600	Incident 2024-151 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 189 Tielo ST	0.43
07/04/2024 22:52:00	07/04/2024 22:58:00	INCIDENT	8600	Incident 2024-152 - Trash or rubbish fire, contained: Apparatus 8600 responded to 340 San Luis Obispo Rd	0.10
07/04/2024 23:14:00	07/04/2024 23:21:00	INCIDENT	SMF 1	Incident 2024-153 - Grass fire: Apparatus SMF 1 responded to 1150 Mission ST	0.12
07/04/2024 23:44:00	07/05/2024 01:46:00	INCIDENT	E8668	Incident 2024-154 - Brush or brush-and-grass mixture fire: Apparatus E8668 responded to 5450 Indian Valley RD	2.03
07/05/2024 04:03:00	07/05/2024 04:21:00	INCIDENT	E8668	Incident 2024-155 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 7790 Airport RD	0.30
07/05/2024 08:30:00	07/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/06/2024 08:30:00	07/07/2024 08:30:00	DAYBOOK	8600		24.00
07/06/2024 13:53:00	07/06/2024 14:18:00	INCIDENT	8600	Incident 2024-156 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1141 Mission ST	0.42
07/07/2024 08:30:00	07/08/2024 08:30:00	DAYBOOK	8600		24.00
07/07/2024 20:20:00	07/07/2024 20:38:00	INCIDENT	E8668	Incident 2024-157 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 7898 Airport RD	0.30
07/07/2024 21:43:00	07/07/2024 22:43:00	INCIDENT	SMF 1	Incident 2024-158 - Forest, woods or wildland fire: Apparatus SMF 1 responded to 4040 US-101 N	1.00
07/07/2024 23:16:00	07/07/2024 23:55:00	INCIDENT	E8696	Incident 2024-159 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1372 K ST	0.65
07/08/2024 08:00:00	07/09/2024 08:00:00	DAYBOOK	SMF 1		24.00
07/08/2024 17:15:00	07/08/2024 17:44:00	INCIDENT	E8696	Incident 2024-160 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1565 L ST	0.48
07/08/2024 20:51:00	07/08/2024 22:38:00	INCIDENT	E8696	Incident 2024-161 - Outside equipment fire: Apparatus E8696 responded to 9755 N River RIV	1.78
07/09/2024 12:51:00	07/09/2024 13:00:00	INCIDENT	8600	Incident 2024-163 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 25021 N ST	0.15
07/09/2024 18:00:00	07/09/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor:	4.00
07/10/2024 05:55:00	07/10/2024 06:40:00	INCIDENT	E8696	Incident 2024-164 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1300 Mission ST	0.75
07/10/2024 08:30:00	07/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/11/2024 06:51:00	07/11/2024 07:00:00	INCIDENT	8600	Incident 2024-165 - No incident found on arrival at dispatch address: Apparatus 8600 responded to 1000 BLK Mission St	0.15
07/11/2024 08:30:00	07/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/11/2024 09:27:00	07/11/2024 09:53:00	INCIDENT	E8696	Incident 2024-166 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 9590 Nacimiento Lake Drive	0.43
07/12/2024 08:30:00	07/12/2024 13:30:00	DAYBOOK	SMF 1		5.00
07/14/2024 16:00:00	07/15/2024 08:30:00	DAYBOOK	8600		16.50
07/14/2024 23:56:00	07/15/2024 00:29:00	INCIDENT	E8668	Incident 2024-168 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 700 N River Rd 1	0.55
07/15/2024 05:19:00	07/15/2024 05:43:00	INCIDENT	E8696	Incident 2024-169 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 292 Saint Francis WAY	0.40
07/15/2024 08:30:00	07/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/15/2024 21:09:00	07/15/2024 21:23:00	INCIDENT	E8696	Incident 2024-170 - Fire, other: Apparatus E8696 responded to 1145 K ST	0.23
07/16/2024 08:30:00	07/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/16/2024 18:00:00	07/16/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor: Young, Scott P	4.00
07/17/2024 08:30:00	07/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/17/2024 12:00:00	07/17/2024 13:30:00	DAYBOOK	8600	Meeting with Chief Tuggel SLO City Fire	1.50
07/18/2024 02:54:00	07/18/2024 02:58:00	INCIDENT	E8668	Incident 2024-173 - Dispatched & cancelled en route: Apparatus E8668 responded to 3000 Interlake RD	0.07
07/18/2024 08:30:00	07/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/18/2024 19:27:00	07/18/2024 23:01:00	INCIDENT	E8696	Incident 2024-174 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 4900 Indian Valley RD	3.57
07/18/2024 23:16:00	07/18/2024 23:28:00	INCIDENT	E8696	Incident 2024-175 - Alarm system sounded due to malfunction: Apparatus E8696 responded to 775 Mission ST	0.20
07/19/2024 01:46:00	07/19/2024 02:08:00	INCIDENT	E8668	Incident 2024-176 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 775 Mission ST	0.37
07/19/2024 08:30:00	07/20/2024 08:30:00	DAYBOOK	SMF 1		24.00

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
07/20/2024 13:30:00	07/20/2024 18:00:00	DAYBOOK	8600		4.50
07/20/2024 16:40:00	07/20/2024 17:12:00	INCIDENT	8600	Incident 2024-178 - Motor vehicle accident with injuries: Apparatus 8600 responded to 300 11th ST	0.53
07/20/2024 21:00:00	07/21/2024 08:30:00	DAYBOOK	8600		11.50
07/21/2024 08:30:00	07/22/2024 08:30:00	DAYBOOK	8600		24.00
07/22/2024 08:30:00	07/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/22/2024 11:28:00	07/22/2024 11:57:00	INCIDENT	E8668	Incident 2024-180 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 895 15th St	0.48
07/22/2024 14:41:05	07/22/2024 14:51:00	INCIDENT	SMF 1	Incident 2024-181 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 1150 Mission ST	0.17
07/22/2024 22:55:00	07/22/2024 23:23:00	INCIDENT	8600	Incident 2024-182 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 560 12th ST	0.47
07/23/2024 08:30:00	07/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/24/2024 05:42:00	07/24/2024 06:07:00	INCIDENT	8600	Incident 2024-183 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 101 Southbound	0.42
07/24/2024 08:30:00	07/25/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/24/2024 18:30:00	07/24/2024 21:00:00	DAYBOOK	8600	SMAC Meeting	2.50
07/25/2024 05:15:00	07/25/2024 05:33:00	INCIDENT	E8668	Incident 2024-184 - Dispatched & cancelled en route: Apparatus E8668 responded to 640 BLK Catara Way	0.30
07/25/2024 08:30:00	07/26/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/25/2024 17:30:00	07/25/2024 22:00:00	DAYBOOK	8600	SMCSD BOD Meeting	4.50
07/25/2024 21:40:00	07/25/2024 22:10:00	INCIDENT	E8668	Incident 2024-185 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 8525 Magdalena ST	0.50
07/26/2024 17:13:00	07/26/2024 17:34:00	INCIDENT	8600	Incident 2024-186 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 890 L ST	0.35
07/27/2024 14:00:00	07/28/2024 08:30:00	DAYBOOK	8600		18.50
07/28/2024 08:30:00	07/29/2024 08:30:00	DAYBOOK	8600		24.00
07/29/2024 08:30:00	07/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/30/2024 08:30:00	07/31/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/30/2024 13:39:00	07/30/2024 13:50:00	INCIDENT	E8668	Incident 2024-187 - Dispatched & cancelled en route: Apparatus E8668 responded to 2525 Bold Eagle WAY	0.18
07/31/2024 08:30:00	08/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
07/31/2024 08:30:00	07/31/2024 10:30:00	DAYBOOK	SMF 1	Meeting with Deputy Love re Mission & 11th	2.00
08/01/2024 08:30:00	08/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/01/2024 20:14:00	08/01/2024 20:39:00	INCIDENT	8600	Incident 2024-188 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1420 K ST	0.42
08/02/2024 06:52:00	08/02/2024 07:41:00	INCIDENT	E8668	Incident 2024-189 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 700 N River RD	0.82
08/02/2024 08:30:00	08/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/03/2024 21:06:00	08/03/2024 21:19:00	INCIDENT	8600	Incident 2024-190 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1263 Mission ST	0.22
08/05/2024 14:26:00	08/05/2024 14:37:00	INCIDENT	E8668	Incident 2024-192 - HazMat release investigation w/no HazMat: Apparatus E8668 responded to 1553 L ST	0.18
08/06/2024 08:30:00	08/06/2024 14:00:00	DAYBOOK	SMF 1		5.50
08/11/2024 14:00:00	08/12/2024 08:30:00	DAYBOOK	8600		18.50
08/11/2024 18:32:00	08/11/2024 19:00:00	INCIDENT	8600	Incident 2024-197 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 560 12th ST Unit 9	0.47
08/12/2024 07:16:00	08/12/2024 07:42:00	INCIDENT	E8668	Incident 2024-198 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1955 L ST	0.43
08/12/2024 08:30:00	08/13/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/13/2024 08:30:00	08/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/13/2024 08:52:00	08/13/2024 09:16:00	INCIDENT	8600	Incident 2024-199 - Passenger vehicle fire: Apparatus 8600 responded to N HWY 101	0.40
08/13/2024 18:00:00	08/14/2024 00:00:00	DAYBOOK		Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P	6.00
08/14/2024 08:30:00	08/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/14/2024 09:00:00	08/14/2024 13:00:00	DAYBOOK	8600	County Fire Chiefs Meeting at SLO Station 1	4.00
08/15/2024 08:30:00	08/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/15/2024 09:00:00	08/15/2024 10:00:00	DAYBOOK	8600	PSHH on site meeting	1.00
08/15/2024 17:40:00	08/15/2024 17:56:00	INCIDENT	8600	Incident 2024-200 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1635 Bonita PL	0.27

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
08/15/2024 19:31:00	08/15/2024 19:48:00	INCIDENT	8600	Incident 2024-201 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1221 K ST	0.28
08/16/2024 08:30:00	08/17/2024 05:00:00	DAYBOOK	SMF 1		20.50
08/17/2024 16:00:00	08/18/2024 08:30:00	DAYBOOK	8600		16.50
08/18/2024 08:30:00	08/19/2024 08:30:00	DAYBOOK	8600		24.00
08/18/2024 09:58:00	08/18/2024 11:09:00	INCIDENT	8600	Incident 2024-202 - Brush or brush-and-grass mixture fire: Apparatus 8600 responded to 3265 Cypress Mountain DR	1.18
08/18/2024 18:58:00	08/18/2024 19:33:00	INCIDENT	8600	Incident 2024-203 - Smoke detector activation, no fire - unintentional: Apparatus 8600 responded to 775 Mission ST	0.58
08/19/2024 08:30:00	08/20/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/20/2024 08:30:00	08/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/20/2024 12:52:00	08/20/2024 13:05:00	INCIDENT	E8668	Incident 2024-204 - Brush or brush-and-grass mixture fire: Apparatus E8668 responded to 1860 rancho lomas WAY	0.22
08/20/2024 18:00:00	08/21/2024 00:00:00	DAYBOOK		Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P	6.00
08/21/2024 01:49:00	08/21/2024 02:18:00	INCIDENT	E8668	Incident 2024-205 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 292 St Francis WAY	0.48
08/21/2024 08:30:00	08/22/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/22/2024 08:30:00	08/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/22/2024 09:00:00	08/22/2024 13:00:00	DAYBOOK	8600	San Luis Obispo Building & Planning for THU	4.00
08/22/2024 18:00:00	08/22/2024 22:00:00	DAYBOOK	8600	BOD	4.00
08/23/2024 08:30:00	08/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/23/2024 17:54:00	08/23/2024 18:17:00	INCIDENT	8600	Incident 2024-207 - Public service: Apparatus 8600 responded to 700 Mission ST	0.38
08/24/2024 16:00:00	08/25/2024 08:30:00	DAYBOOK	8600		16.50
08/24/2024 21:23:00	08/24/2024 21:24:00	INCIDENT	8600	Incident 2024-208 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 630 Crispan AVE	0.02
08/25/2024 08:30:00	08/26/2024 08:30:00	DAYBOOK	8600		24.00
08/26/2024 08:30:00	08/27/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/27/2024 08:30:00	08/28/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/27/2024 13:23:00	08/27/2024 13:45:00	INCIDENT	E8668	Incident 2024-209 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1601 L ST	0.37
08/28/2024 08:30:00	08/29/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/28/2024 19:00:00	08/28/2024 22:00:00	DAYBOOK	8600	SMAC Meeting	3.00
08/29/2024 08:30:00	08/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/30/2024 08:30:00	08/31/2024 06:00:00	DAYBOOK	SMF 1		21.50
08/31/2024 17:00:00	09/01/2024 08:00:00	DAYBOOK	8600		15.00
09/01/2024 10:00:00	09/02/2024 08:30:00	DAYBOOK	8600		22.50
09/02/2024 08:30:00	09/03/2024 08:30:00	DAYBOOK	8600		24.00
09/02/2024 09:45:00	09/02/2024 10:14:00	INCIDENT	E8668	Incident 2024-211 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 670 Benedict ST	0.48
09/02/2024 13:07:00	09/02/2024 13:36:00	INCIDENT	E8668	Incident 2024-212 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 670 Benidect ST	0.48
09/03/2024 08:30:00	09/04/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/03/2024 18:00:00	09/03/2024 22:00:00	DAYBOOK		Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P	4.00
09/04/2024 08:30:00	09/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/04/2024 09:00:00	09/04/2024 13:00:00	DAYBOOK	8600	County Fire Chiefs Meeting Cambria	4.00
09/04/2024 12:55:00	09/04/2024 13:20:00	INCIDENT	E8668	Incident 2024-214 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 8525 Magdalena DR	0.42
09/05/2024 05:14:00	09/05/2024 05:56:00	INCIDENT	8600	Incident 2024-215 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1940 San Marcos RD	0.70
09/05/2024 08:30:00	09/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/06/2024 08:30:00	09/07/2024 07:00:00	DAYBOOK	SMF 1		22.50
09/06/2024 18:36:00	09/06/2024 20:31:00	INCIDENT	E8696	Incident 2024-216 - Building fire: Apparatus E8696 responded to 6625 Benton RD	1.92
09/06/2024 19:33:00	09/06/2024 19:36:00	INCIDENT	E8696	Incident 2024-217 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 560 12th ST Unit 30	0.05
09/07/2024 16:00:00	09/08/2024 08:30:00	DAYBOOK	8600		16.50

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
09/08/2024 08:30:00	09/09/2024 08:30:00	DAYBOOK	8600		24.00
09/08/2024 10:12:00	09/08/2024 10:34:00	INCIDENT	E8668	Incident 2024-219 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 2884 San Pablo DR	0.37
09/09/2024 16:00:00	09/10/2024 08:30:00	DAYBOOK	8600		16.50
09/10/2024 08:30:00	09/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/10/2024 18:00:00	09/10/2024 22:00:00	DAYBOOK		Firefighter Training: Ropes & Knots Lead Instructor: Rojas, Robert	4.00
09/10/2024 21:23:00	09/10/2024 21:39:00	INCIDENT	8600	Incident 2024-220 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 345 9th ST	0.27
09/10/2024 22:03:00	09/10/2024 22:11:00	INCIDENT	8600	Incident 2024-221 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1440 K ST	0.13
09/11/2024 08:30:00	09/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/11/2024 14:00:00	09/11/2024 18:30:00	DAYBOOK	SMF 1	Blood Drive	4.50
09/11/2024 18:30:00	09/11/2024 20:00:00	DAYBOOK	SMF 1	Groundbreaking for THU	1.50
09/11/2024 22:12:00	09/11/2024 22:28:00	INCIDENT	8600	Incident 2024-222 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 540 16th ST	0.27
09/12/2024 08:30:00	09/13/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/13/2024 08:30:00	09/13/2024 12:00:00	DAYBOOK	SMF 1		3.50
09/15/2024 00:00:00	09/16/2024 08:30:00	DAYBOOK	8600		32.50
09/16/2024 08:30:00	09/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/16/2024 19:47:00	09/16/2024 20:13:00	INCIDENT	E8668	Incident 2024-224 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1940 San Buenaventura WAY	0.43
09/16/2024 22:28:00	09/16/2024 22:49:00	INCIDENT	8600	Incident 2024-225 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1400 Mission ST	0.35
09/17/2024 08:30:00	09/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/17/2024 18:00:00	09/17/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor: Navarro, Wyatt P	4.00
09/18/2024 08:30:00	09/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/18/2024 20:31:00	09/18/2024 21:00:00	INCIDENT	8600	Incident 2024-226 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1141 Mission ST	0.48
09/19/2024 08:30:00	09/20/2024 09:00:00	DAYBOOK	SMF 1		24.50
09/19/2024 09:00:00	09/19/2024 11:30:00	DAYBOOK	P8651	Chipping at the Mission	2.50
09/19/2024 15:11:00	09/19/2024 15:35:00	INCIDENT	E8668	Incident 2024-227 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1415 Verde PL	0.40
09/20/2024 08:30:00	09/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/20/2024 15:29:00	09/20/2024 15:37:00	INCIDENT	E8668	Incident 2024-228 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1100 BLK L ST	0.13
09/21/2024 14:00:00	09/22/2024 06:00:00	DAYBOOK	8600		16.00
09/22/2024 02:10:00	09/22/2024 03:07:00	INCIDENT	8600	Incident 2024-229 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 1148 Wimmer WAY	0.95
09/22/2024 14:30:00	09/23/2024 08:30:00	DAYBOOK	8600		18.00
09/23/2024 08:30:00	09/23/2024 17:00:00	DAYBOOK	8600	Instructor 1 Paso City Fire	8.50
09/23/2024 08:30:00	09/24/2024 08:30:00	DAYBOOK	8600		24.00
09/23/2024 15:13:00	09/23/2024 15:42:00	INCIDENT	E8668	Incident 2024-230 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 983 Makewe AVE	0.48
09/24/2024 07:13:00	09/24/2024 07:37:00	INCIDENT	8600	Incident 2024-231 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 254 13th ST	0.40
09/24/2024 08:30:00	09/24/2024 17:00:00	DAYBOOK	8600	Instructor 1	8.50
09/24/2024 08:30:00	09/25/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/25/2024 00:04:00	09/25/2024 00:54:00	INCIDENT	E8668	Incident 2024-232 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1887 Mission ST	0.83
09/25/2024 08:30:00	09/25/2024 17:00:00	DAYBOOK	8600	Instructor 1 Paso Fire	8.50
09/25/2024 08:30:00	09/26/2024 08:30:00	DAYBOOK	SMF 1		24.00
09/25/2024 19:00:00	09/25/2024 21:30:00	DAYBOOK	8600	SMAC Meeting	2.50
09/27/2024 02:06:00	09/27/2024 02:26:00	INCIDENT	E8668	Incident 2024-233 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1598 L ST	0.33
09/27/2024 08:28:00	09/27/2024 09:04:00	INCIDENT	8600	Incident 2024-234 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 670 Benedict ST	0.60
09/27/2024 08:30:00	09/28/2024 08:30:00	DAYBOOK	SMF 1		24.00

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
09/28/2024 17:00:00	09/29/2024 07:30:00	DAYBOOK	8600		14.50
09/28/2024 17:20:00	09/28/2024 17:28:00	INCIDENT	8600	Incident 2024-235 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1097 Mission ST	0.13
09/29/2024 00:23:00	09/29/2024 00:27:00	INCIDENT	E8668	Incident 2024-236 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1185 Mission ST	0.07
09/29/2024 13:30:00	09/30/2024 08:30:00	DAYBOOK	8600		19.00
09/30/2024 08:30:00	10/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/01/2024 08:30:00	10/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/01/2024 18:00:00	10/01/2024 22:00:00	DAYBOOK		EMS : EMS / MCI Lead Instructor: Navarro, Wyatt P	4.00
10/02/2024 08:30:00	10/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/02/2024 09:00:00	10/02/2024 13:00:00	DAYBOOK	8600	,County Fire Chiefs Meeting 5 Cities	4.00
10/02/2024 14:00:00	10/02/2024 15:00:00	DAYBOOK	8600	1462 K Street Dwelling and ADU rough fire inspection. Passed garage pending	1.00
10/03/2024 07:57:00	10/03/2024 08:28:00	INCIDENT	E8668	Incident 2024-237 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 6715 Monterey Rd	0.52
10/03/2024 15:00:00	10/03/2024 16:30:00	DAYBOOK	8600	1077 L street Fire Final reinspection required	1.50
10/04/2024 08:30:00	10/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/04/2024 18:10:00	10/04/2024 18:47:00	INCIDENT	E8668	Incident 2024-238 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 7275 Cross Canyons RD	0.62
10/05/2024 08:30:00	10/06/2024 07:00:00	DAYBOOK	8600		22.50
10/06/2024 09:00:00	10/07/2024 08:30:00	DAYBOOK	8600		23.50
10/07/2024 08:30:00	10/08/2024 08:30:00	DAYBOOK	8600		24.00
10/08/2024 08:30:00	10/09/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/08/2024 18:00:00	10/08/2024 22:00:00	DAYBOOK		Active Shooter Lead Instructor: Navarro, Wyatt P	4.00
10/09/2024 08:30:00	10/10/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/10/2024 07:00:00	10/10/2024 10:00:00	DAYBOOK	E8696	North County Burn Relay	3.00
10/10/2024 08:30:00	10/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/11/2024 08:30:00	10/12/2024 07:00:00	DAYBOOK	SMF 1		22.50
10/11/2024 21:21:00	10/11/2024 21:35:00	INCIDENT	E8668	Incident 2024-239 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to S Hwy 101	0.23
10/12/2024 16:30:00	10/13/2024 08:30:00	DAYBOOK	8600		16.00
10/13/2024 08:30:00	10/14/2024 08:30:00	DAYBOOK	8600		24.00
10/14/2024 08:30:00	10/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/15/2024 08:30:00	10/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/15/2024 11:52:00	10/15/2024 12:02:00	INCIDENT	E8696	Incident 2024-241 - Gas leak (natural gas or LPG): Apparatus E8696 responded to 1062 K Street RD H	0.17
10/15/2024 14:01:00	10/15/2024 14:14:00	INCIDENT	E8696	Incident 2024-242 - Gas leak (natural gas or LPG): Apparatus E8696 responded to 1062 K Street H	0.22
10/15/2024 18:00:00	10/15/2024 22:00:00	DAYBOOK		Firefighter Training: RIC Lead Instructor: Young, Scott P	4.00
10/16/2024 08:30:00	10/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/17/2024 08:30:00	10/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/17/2024 10:00:00	10/17/2024 10:00:00	DAYBOOK	SMF 1	Completed Morosco Preliminary Subdivision Review	0.00
10/17/2024 19:14:00	10/17/2024 19:41:00	INCIDENT	E8668	Incident 2024-243 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1596 Rio Vista PL	0.45
10/17/2024 23:47:00	10/18/2024 00:01:00	INCIDENT	8600	Incident 2024-244 - Smoke detector activation due to malfunction: Apparatus 8600 responded to 248 13th ST	0.23
10/18/2024 07:51:00	10/18/2024 08:00:00	INCIDENT	8600	Incident 2024-245 - Smoke detector activation due to malfunction: Apparatus 8600 responded to 248 13th ST	0.15
10/18/2024 08:30:00	10/19/2024 09:00:00	DAYBOOK	SMF 1		24.50
10/21/2024 07:30:00	10/21/2024 09:30:00	DAYBOOK	8600		2.00
10/22/2024 16:30:00	10/22/2024 18:30:00	DAYBOOK	8600		2.00
10/23/2024 07:00:00	10/23/2024 09:00:00	DAYBOOK	8600		2.00
10/25/2024 07:00:00	10/25/2024 09:00:00	DAYBOOK	8600		2.00

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
10/28/2024 14:00:00	10/29/2024 08:30:00	DAYBOOK	8600		18.50
10/29/2024 08:30:00	10/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/29/2024 18:00:00	10/29/2024 22:00:00	DAYBOOK		Special Operations Training: Auto Extracation Lead Instructor: Young, Scott P	4.00
10/30/2024 08:30:00	10/31/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/30/2024 10:00:00	10/30/2024 12:00:00	DAYBOOK	SMF 1	Hazard Mitigation Plan Zoom Meeting	2.00
10/30/2024 16:30:00	10/30/2024 18:30:00	DAYBOOK	E8668	Trunk or Treat at Lillian Larsen School	2.00
10/31/2024 08:30:00	11/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
10/31/2024 13:00:00	10/31/2024 13:30:00	DAYBOOK	8600	DeAlba Mission Lane	0.50
11/01/2024 08:30:00	11/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/02/2024 08:30:00	11/03/2024 08:30:00	DAYBOOK	8600		24.00
11/03/2024 08:00:00	11/03/2024 17:00:00	DAYBOOK	8600	Instructor 2 at Paso Robles Fire	9.00
11/03/2024 08:30:00	11/05/2024 08:30:00	DAYBOOK	8600		48.00
11/04/2024 16:22:00	11/04/2024 16:59:00	INCIDENT	SMF 1	Incident 2024-256 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 1356 1/2 L ST	0.62
11/05/2024 08:00:00	11/05/2024 17:00:00	DAYBOOK	8600	Instructor 2 Paso Fire	9.00
11/05/2024 08:30:00	11/06/2024 08:30:00	DAYBOOK	8600		24.00
11/05/2024 18:00:00	11/05/2024 22:00:00	DAYBOOK		Firefighter Training: Haz Mat Lead Instructor: Young, Scott P	4.00
11/06/2024 08:30:00	11/06/2024 17:00:00	DAYBOOK	8600	Instructor 2 Paso Fire	8.50
11/06/2024 08:30:00	11/07/2024 08:30:00	DAYBOOK	8600		24.00
11/07/2024 08:30:00	11/07/2024 17:00:00	DAYBOOK	8600	Instructor 2 Paso Fire	8.50
11/07/2024 08:30:00	11/08/2024 08:30:00	DAYBOOK	8600		24.00
11/08/2024 08:30:00	11/09/2024 07:00:00	DAYBOOK	SMF 1		22.50
11/09/2024 14:30:00	11/10/2024 08:30:00	DAYBOOK	8600		18.00
11/10/2024 08:30:00	11/11/2024 08:30:00	DAYBOOK	8600		24.00
11/11/2024 08:30:00	11/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/12/2024 08:30:00	11/13/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/12/2024 18:00:00	11/12/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor: Young, Scott P	4.00
11/13/2024 08:30:00	11/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/13/2024 15:27:00	11/13/2024 15:56:00	INCIDENT	E8668	Incident 2024-257 - Trash or rubbish fire, contained: Apparatus E8668 responded to 1598 L ST	0.48
11/14/2024 08:30:00	11/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/15/2024 08:30:00	11/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/16/2024 16:00:00	11/17/2024 07:00:00	DAYBOOK	8600		15.00
11/17/2024 03:43:00	11/17/2024 03:53:00	INCIDENT	8600	Incident 2024-258 - Smoke scare, odor of smoke: Apparatus 8600 responded to 560 12th ST	0.17
11/17/2024 15:30:00	11/18/2024 08:30:00	DAYBOOK	8600		17.00
11/17/2024 19:22:00	11/17/2024 19:58:00	INCIDENT	8600	Incident 2024-259 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 1402 Mission ST	0.60
11/18/2024 08:30:00	11/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/18/2024 10:00:00	11/18/2024 11:30:00	DAYBOOK	SMF 1	Meeting with David Crabtree re Magdlana project	1.50
11/18/2024 14:00:00	11/18/2024 15:30:00	DAYBOOK	SMF 1	Meeting with Paul re 1402 Mission solar project	1.50
11/19/2024 08:30:00	11/19/2024 16:30:00	DAYBOOK	SMF 1		8.00
11/20/2024 18:30:00	11/21/2024 08:30:00	DAYBOOK	8600		14.00
11/20/2024 19:00:00	11/20/2024 20:00:00	DAYBOOK	8600	SMAC Meeting	1.00
11/21/2024 08:29:00	11/21/2024 09:20:00	INCIDENT	E8696	Incident 2024-260 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to S Highway 101 HWY	0.85
11/21/2024 08:30:00	11/22/2024 08:30:00	DAYBOOK	SMF 1		24.00

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
11/21/2024 18:00:00	11/21/2024 21:30:00	DAYBOOK	8600	BOD Meeting	3.50
11/22/2024 08:30:00	11/23/2024 07:00:00	DAYBOOK	SMF 1		22.50
11/22/2024 09:30:00	11/22/2024 10:30:00	DAYBOOK	E8696	Fire Sprinkler Inspection 1465 K Street	1.00
11/22/2024 11:57:00	11/22/2024 12:04:00	INCIDENT	8600	Incident 2024-261 - Brush or brush-and-grass mixture fire: Apparatus 8600 responded to 910 Wellsona RD	0.12
11/23/2024 16:30:00	11/24/2024 08:30:00	DAYBOOK	8600		16.00
11/24/2024 08:30:00	11/25/2024 08:30:00	DAYBOOK	8600		24.00
11/25/2024 08:30:00	11/26/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/26/2024 08:30:00	11/27/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/27/2024 08:30:00	11/28/2024 08:30:00	DAYBOOK	SMF 1		24.00
11/27/2024 22:21:00	11/27/2024 22:59:00	INCIDENT	E8696	Incident 2024-264 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1584 K ST	0.63
11/27/2024 22:46:00	11/27/2024 22:59:00	INCIDENT	E8696	Incident 2024-265 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 398 16th ST	0.22
11/28/2024 08:30:00	11/29/2024 08:30:00	DAYBOOK	8600		24.00
11/29/2024 08:30:00	11/30/2024 08:30:00	DAYBOOK	8600		24.00
11/30/2024 08:30:00	12/01/2024 08:30:00	DAYBOOK	8600		24.00
11/30/2024 11:55:00	11/30/2024 13:27:00	INCIDENT	E8668	Incident 2024-266 - Brush or brush-and-grass mixture fire: Apparatus E8668 responded to 4875 Lowes Canyon RD	1.53
12/01/2024 08:30:00	12/02/2024 08:30:00	DAYBOOK	8600		24.00
12/01/2024 11:57:00	12/01/2024 12:08:00	INCIDENT	8600	Incident 2024-267 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 972 K ST	0.18
12/03/2024 08:30:00	12/04/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/03/2024 11:01:00	12/03/2024 11:07:00	INCIDENT	8600	Incident 2024-268 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1472 L ST	0.10
12/03/2024 19:24:00	12/03/2024 19:37:00	INCIDENT	8600	Incident 2024-269 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1099 K ST	0.22
12/04/2024 08:30:00	12/05/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/05/2024 08:30:00	12/06/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/06/2024 13:00:00	12/06/2024 18:00:00	DAYBOOK	SMF 1		5.00
12/06/2024 20:58:00	12/06/2024 21:02:00	INCIDENT	8600	Incident 2024-271 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 775 Mission ST	0.07
12/06/2024 21:00:00	12/07/2024 07:00:00	DAYBOOK	8600		10.00
12/07/2024 13:00:00	12/08/2024 07:00:00	DAYBOOK	8600		18.00
12/08/2024 13:30:00	12/09/2024 07:00:00	DAYBOOK	8600		17.50
12/08/2024 19:57:00	12/08/2024 20:28:00	INCIDENT	8600	Incident 2024-273 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 998 K ST	0.52
12/10/2024 08:30:00	12/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/11/2024 08:30:00	12/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/11/2024 09:00:00	12/11/2024 11:30:00	DAYBOOK	8600	SLOFIST Meeting San Luis Obispo	2.50
12/12/2024 08:30:00	12/12/2024 12:00:00	DAYBOOK	SMF 1		3.50
12/12/2024 18:30:00	12/13/2024 08:30:00	DAYBOOK	8600		14.00
12/13/2024 04:58:00	12/13/2024 05:29:00	INCIDENT	8600	Incident 2024-275 - Motor vehicle accident with injuries: Apparatus 8600 responded to San Miguel AVE	0.52
12/13/2024 08:30:00	12/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/14/2024 08:30:00	12/15/2024 08:30:00	DAYBOOK	8600		24.00
12/14/2024 16:50:00	12/14/2024 17:20:00	INCIDENT	8600	Incident 2024-276 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 8742 Magdalena DR	0.50
12/14/2024 20:09:00	12/14/2024 20:19:00	INCIDENT	8600	Incident 2024-277 - Dispatched & cancelled en route: Apparatus 8600 responded to 1625 Verde PL	0.17
12/14/2024 21:16:00	12/14/2024 22:02:00	INCIDENT	8600	Incident 2024-278 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 9200 N River RD	0.77
12/15/2024 08:30:00	12/16/2024 08:30:00	DAYBOOK	8600		24.00
12/15/2024 11:02:00	12/15/2024 11:07:00	INCIDENT	8600	Incident 2024-279 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1198 N River RD	0.08
12/15/2024 17:41:00	12/15/2024 17:59:00	INCIDENT	8600	Incident 2024-280 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 601 N River RD	0.30
12/16/2024 08:30:00	12/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/16/2024 22:57:00	12/16/2024 23:30:00	INCIDENT	8600	Incident 2024-281 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 8740 Oak DR	0.55

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
12/17/2024 08:30:00	12/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/17/2024 18:00:00	12/17/2024 22:00:00	DAYBOOK		EMS : EMS Lead Instructor: Navarro, Wyatt P	4.00
12/18/2024 08:30:00	12/19/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/18/2024 16:50:00	12/18/2024 17:12:00	INCIDENT	8600	Incident 2024-282 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1173 Velarde CIR	0.37
12/19/2024 08:30:00	12/20/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/20/2024 08:30:00	12/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/21/2024 04:52:00	12/21/2024 06:12:00	INCIDENT	8600	Incident 2024-283 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1540 N ST	1.33
12/21/2024 08:30:00	12/22/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/22/2024 08:30:00	12/23/2024 08:30:00	DAYBOOK	8600		24.00
12/23/2024 08:30:00	12/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/23/2024 13:32:00	12/23/2024 14:02:00	INCIDENT	E8696	Incident 2024-284 - Smoke detector activation due to malfunction: Apparatus E8696 responded to 1343 K ST	0.50
12/24/2024 08:30:00	12/25/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/24/2024 08:59:00	12/24/2024 09:29:00	INCIDENT	E8696	Incident 2024-285 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 670 Benidect ST	0.50
12/25/2024 08:30:00	12/26/2024 08:30:00	DAYBOOK	8600		24.00
12/26/2024 08:30:00	12/27/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/26/2024 13:24:00	12/26/2024 13:48:00	INCIDENT	E8696	Incident 2024-286 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1192 Velarde CIR	0.40
12/27/2024 00:49:00	12/27/2024 01:15:00	INCIDENT	8600	Incident 2024-287 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 630 Crispin AVE	0.43
12/27/2024 08:30:00	12/28/2024 07:00:00	DAYBOOK	SMF 1		22.50
12/28/2024 04:24:00	12/28/2024 04:37:00	INCIDENT	8600	Incident 2024-288 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1200 N ST	0.22
12/28/2024 14:00:00	12/29/2024 07:30:00	DAYBOOK	8600		17.50
12/29/2024 14:00:00	12/30/2024 08:30:00	DAYBOOK	8600		18.50
12/30/2024 08:30:00	12/31/2024 08:30:00	DAYBOOK	SMF 1		24.00
12/30/2024 21:30:00	12/30/2024 21:58:00	INCIDENT	8600	Incident 2024-289 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 615 crispin AVE	0.47
12/31/2024 08:30:00	01/01/2025 08:30:00	DAYBOOK	SMF 1		24.00
12/31/2024 20:17:00	12/31/2024 20:34:00	INCIDENT	8600	Incident 2024-290 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 660 Catala WAY	0.28
Total Hours for: Young, Scott P					7833.42
Total of all Personnel Hours					7833.42

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:13:22 AM



Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 01/01/2024 | End Date: 12/31/2024

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
01/01/2024	2024-001	0	0	01:47:00	3	E8696	E8696	07:00	00:00	00:11:00	00:04:00	00:04:00	00:11:00
01/04/2024	2024-002	0	0	10:06:00	5	E8668	E8668	00:00	00:00	00:06:00	00:06:00	00:06:00	00:06:00
01/04/2024	2024-003	0	0	17:20:00	5	E8668	E8668	02:00	00:00	00:20:00	00:18:00	00:18:00	00:20:00
01/05/2024	2024-004	0	0	15:39:00	5	E8668	E8668	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
01/06/2024	2024-005	0	0	15:47:00	2	E8668	E8668	00:00	04:00	00:09:00	00:05:00	00:05:00	00:09:00
01/09/2024	2024-007	0	0	21:47:00	6	E8696	E8696	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
01/10/2024	2024-008	0	0	22:43:00	4	E8696	E8696	05:00	00:00	00:18:00	00:13:00	00:13:00	00:18:00
01/12/2024	2024-009	0	0	11:14:00	4	E8696	E8696	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
01/15/2024	2024-010	0	0	20:15:00	6	8600	P8651	02:00	00:00	00:05:00	00:03:00	00:07:00	00:09:00
01/18/2024	2024-011	0	0	07:32:00	4	8600	E8696	02:00	00:00	00:06:00	00:04:00	00:07:00	00:09:00
01/19/2024	2024-012	0	0	13:23:00	5	E8696	E8696	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
01/20/2024	2024-013	0	0	15:30:00	3	E8668	E8668	03:00	00:00	00:06:00	00:03:00	00:03:00	00:06:00
01/22/2024	2024-015	0	0	15:39:00	5	E8696	E8696	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
01/22/2024	2024-016	0	0	16:27:00	5	8600	8600	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
01/23/2024	2024-017	0	0	19:34:00	7	E8696	E8696	01:00	00:00	00:02:00	00:01:00	00:01:00	00:02:00
01/23/2024	2024-018	0	0	22:57:00	4	E8696	E8696	02:00	00:00	00:05:00	00:01:00	00:03:00	00:05:00
01/25/2024	2024-019	0	0	09:05:00	3	E8668	E8668	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
01/25/2024	2024-020	0	0	18:49:00	6	E8696	E8696	03:00	00:00	00:15:00	00:12:00	00:12:00	00:15:00
01/26/2024	2024-021	0	0	12:19:00	2	E8668	E8668	01:00	00:00	00:06:00	00:05:00	00:05:00	00:06:00
01/27/2024	2024-022	0	0	18:42:00	2	E8668	E8668	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
01/30/2024	2024-023	0	0	09:10:00	5	E8696	E8696	00:00	00:00	00:04:00	00:04:00	00:04:00	00:04:00
01/30/2024	2024-024	0	0	14:09:00	5	E8696	E8696	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
02/01/2024	2024-025	0	0	10:58:00	4	E8696	E8696	00:00	00:00	00:14:00	00:14:00	00:14:00	00:14:00

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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
02/02/2024	2024-026	10000	3000	16:02:00	4	E8696	E8696	04:00	00:00	00:04:00	00:00:00	00:00:00	00:04:00
02/03/2024	2024-027	0	0	00:38:00	2	8600	8600	03:00	00:00	00:07:00	00:04:00	00:04:00	00:07:00
02/03/2024	2024-028	0	0	09:40:00	5	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
02/04/2024	2024-029	0	0	08:00:00	3	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
02/04/2024	2024-030	0	0	10:42:00	3	E8668	E8668	01:00	00:00	00:13:00	00:12:00	00:12:00	00:13:00
02/04/2024	2024-031	0	0	13:20:00	4	P8651	P8651	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
02/04/2024	2024-032	0	0	14:35:00	4	P8651	P8651	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
02/04/2024	2024-033	0	0	15:27:00	4	E8668	E8668	03:00	00:00	00:09:00	00:06:00	00:06:00	00:09:00
02/04/2024	2024-034	0	0	21:36:00	7	8600	8600	06:00	00:00	00:07:00	00:01:00	00:01:00	00:07:00
02/06/2024	2024-035	0	0	21:09:00	6	E8668	E8668	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
02/07/2024	2024-036	0	0	06:25:00	4	E8668	E8668	07:00	00:00	00:08:00	00:01:00	00:01:00	00:08:00
02/07/2024	2024-037	0	0	11:29:00	3	E8668	E8668	00:00	00:00	00:04:00	00:04:00	00:04:00	00:04:00
02/13/2024	2024-038	0	0	13:49:00	5	E8696	E8696	01:00	00:00	00:05:00	00:04:00	00:04:00	00:05:00
02/13/2024	2024-039	0	0	16:55:00	6	E8696	E8696	01:00	00:00	00:07:00	00:06:00	00:06:00	00:07:00
02/14/2024	2024-040	0	0	16:42:00	3	E8696	E8696	00:00	00:00	00:05:00	00:01:00	00:03:00	00:05:00
02/16/2024	2024-042	0	0	13:22:00	3	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
02/17/2024	2024-044	0	0	11:40:00	2	E8668	E8668	06:00	00:00	00:08:00	00:02:00	00:02:00	00:08:00
02/19/2024	2024-045	0	0	02:07:00	1	8600	8600	06:00	00:00	00:12:00	00:06:00	00:06:00	00:12:00
02/19/2024	2024-046	0	0	06:31:00	2	E8668	E8668	07:00	00:00	00:12:00	00:05:00	00:05:00	00:12:00
02/21/2024	2024-047	0	0	09:59:00	3	E8668	E8668	02:00	00:00	00:10:00	00:08:00	00:08:00	00:10:00
02/25/2024	2024-049	0	0	19:57:00	4	E8696	E8696	06:00	00:00	00:11:00	00:05:00	00:05:00	00:11:00
03/03/2024	2024-051	0	0	01:34:00	2	E8668	E8668	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
03/03/2024	2024-052	0	0	14:26:00	3	E8696	E8696	07:00	00:00	00:14:00	00:07:00	00:07:00	00:14:00
03/04/2024	2024-053	0	0	14:06:00	4	E8668	E8668	02:00	00:00	00:15:00	00:13:00	00:13:00	00:15:00
03/06/2024	2024-055	0	0	10:42:00	2	P8651	P8651	00:00	00:00	00:04:00	00:04:00	00:04:00	00:04:00
03/10/2024	2024-056	0	0	12:41:00	3	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
03/14/2024	2024-057	0	0	17:15:00	3	8600	P8651	01:00	00:00	00:03:00	00:02:00	00:03:00	00:04:00
03/16/2024	2024-058	0	0	10:40:00	2	E8668	E8668	08:00	00:00	00:09:00	00:01:00	00:01:00	00:09:00
03/18/2024	2024-059	0	0	18:54:00	3	E8668	E8668	04:00	00:00	00:19:00	00:15:00	00:15:00	00:19:00
03/18/2024	2024-060	0	0	20:57:00	4	E8668	E8668	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
03/19/2024	2024-061	0	0	09:52:00	4	E8668	E8668	01:00	00:00	00:01:00	00:00:00	00:00:00	00:01:00

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03/21/2024	2024-063	0	0	00:48:00	4	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
03/23/2024	2024-065	0	0	19:08:00	3	E8668	E8668	04:00	00:00	00:11:00	00:07:00	00:07:00	00:11:00
03/26/2024	2024-067	0	0	03:59:00	3	E8696	E8696	04:00	00:00	00:11:00	00:07:00	00:07:00	00:11:00
03/26/2024	2024-069	0	0	21:27:00	4	E8668	E8668	00:00	01:00	00:06:00	00:05:00	00:05:00	00:06:00
03/28/2024	2024-072	0	0	19:03:00	2	E8668	E8668	00:00	00:00	00:06:00	00:02:00	00:04:00	00:06:00
03/30/2024	2024-073	0	0	10:25:00	3	E8668	E8668	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
04/01/2024	2024-074	0	0	05:34:00	4	E8696	E8696	05:00	00:00	00:11:00	00:06:00	00:06:00	00:11:00
04/04/2024	2024-075	0	0	15:29:00	5	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
04/04/2024	2024-076	0	0	22:34:00	5	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
04/09/2024	2024-077	0	0	03:54:00	5	E8696	E8696	03:00	00:00	00:07:00	00:04:00	00:04:00	00:07:00
04/10/2024	2024-078	0	0	19:13:00	1	8600	8600	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
04/15/2024	2024-079	0	0	13:38:00	4	E8668	E8668	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
04/19/2024	2024-080	0	0	10:13:00	4	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
04/20/2024	2024-081	0	0	14:10:00	2	E8696	E8696	04:00	00:00	00:09:00	00:05:00	00:05:00	00:09:00
04/23/2024	2024-083	0	0	17:09:00	2	8600	8600	00:00	00:00	00:05:00	00:05:00	00:05:00	00:05:00
04/26/2024	2024-084	0	0	16:10:00	3	E8668	E8668	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00
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

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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
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
06/01/2024	2024-112	0	0	16:58:00	3	E8696	E8696	00:00	00:00	00:07:00	00:02:00	00:05:00	00:07:00
06/01/2024	2024-113	0	0	19:46:00	2	E8668	E8668	04:00	00:00	00:18:00	00:14:00	00:14:00	00:18:00
06/02/2024	2024-114	0	0	15:28:00	2	E8668	E8668	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
06/03/2024	2024-115	258000	30000	11:40:00	4	8600	E8696	01:00	00:00	00:03:00	00:02:00	00:04:00	00:05:00
06/04/2024	2024-116	0	0	10:29:00	1	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
06/04/2024	2024-117	0	0	11:21:00	3	E8668	P8651	01:00	00:00	00:05:00	00:04:00	00:13:00	00:14:00
06/04/2024	2024-118	0	0	18:06:00	6	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
06/05/2024	2024-119	0	0	00:27:00	4	E8668	E8668	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
06/05/2024	2024-120	0	0	09:54:00	3	E8668	E8668	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
06/05/2024	2024-121	0	0	14:35:00	4	E8668	E8668	01:00	00:00	00:07:00	00:06:00	00:06:00	00:07:00
06/05/2024	2024-122	0	0	22:30:00	3	E8668	E8668	03:00	00:00	00:06:00	00:03:00	00:03:00	00:06:00
06/08/2024	2024-123	0	0	15:39:00	3	E8668	E8668	07:00	00:00	00:20:00	00:13:00	00:13:00	00:20:00
06/09/2024	2024-124	0	0	20:00:00	2	E8668	E8668	03:00	00:00	00:05:00	00:02:00	00:02:00	00:05:00
06/10/2024	2024-125	0	0	07:50:00	3	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
06/10/2024	2024-126	0	0	11:18:00	3	E8668	E8668	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
06/10/2024	2024-127	0	0	17:53:00	5	8600	8600	01:00	00:00	00:04:00	00:02:00	00:03:00	00:04:00
06/11/2024	2024-128	0	0	16:02:00	4	E8668	E8668	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
06/12/2024	2024-129	0	0	07:30:00	1	8600	8600	00:00	00:00	00:30:00	00:30:00	00:30:00	00:30:00
06/14/2024	2024-130	0	0	07:24:00	3	8600	8600	09:00	00:00	00:09:00	00:00:00	00:00:00	00:09:00
06/15/2024	2024-131	0	0	14:16:00	2	E8668	E8668	04:00	00:00	00:17:00	00:13:00	00:13:00	00:17:00

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06/17/2024	2024-132	0	0	14:05:00	3	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
06/17/2024	2024-133	0	0	17:48:00	3	E8668	E8668	03:00	00:00	00:05:00	00:02:00	00:02:00	00:05:00
06/20/2024	2024-134	0	0	12:25:00	4	E8668	8600	01:00	00:00	00:04:00	00:03:00	00:05:00	00:06:00
06/22/2024	2024-136	0	0	22:44:00	3	E8696	E8696	04:00	00:00	00:09:00	00:05:00	00:05:00	00:09:00
06/23/2024	2024-138	0	0	00:45:00	3	E8668	E8668	03:00	00:00	00:04:00	00:01:00	00:01:00	00:04:00
06/24/2024	2024-139	0	0	10:05:00	3	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
06/24/2024	2024-140	0	0	13:27:00	3	8600	8600	01:00	00:00	00:06:00	00:05:00	00:05:00	00:06:00
06/24/2024	2024-141	0	0	16:08:00	3	8600	8600	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
06/24/2024	2024-142	0	0	17:38:00	3	8600	8600	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
06/27/2024	2024-143	0	0	02:19:00	3	E8668	E8668	06:00	00:00	00:08:00	00:02:00	00:02:00	00:08:00
06/29/2024	2024-144	0	0	02:10:00	3	E8696	E8696	07:00	00:00	00:14:00	00:07:00	00:07:00	00:14:00
06/30/2024	2024-145	0	0	21:31:00	3	E8668	E8668	04:00	00:00	00:12:00	00:08:00	00:08:00	00:12:00
07/02/2024	2024-146	0	0	15:45:00	6	E8696	E8696	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
07/03/2024	2024-147	0	0	11:39:00	3	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
07/04/2024	2024-148	0	0	06:24:00	2	E8668	E8668	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
07/04/2024	2024-149	0	0	20:00:00	3	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
07/04/2024	2024-150	0	0	21:03:00	4	E8668	E8668	01:00	00:00	00:06:00	00:05:00	00:05:00	00:06:00
07/04/2024	2024-151	0	0	21:29:00	4	8600	8600	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
07/04/2024	2024-152	0	0	22:52:00	5	8600	8600	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
07/04/2024	2024-153	0	0	23:14:00	9	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
07/04/2024	2024-154	0	0	23:44:00	4	E8668	E8668	01:00	00:00	00:13:00	00:12:00	00:12:00	00:13:00
07/06/2024	2024-156	0	0	13:53:00	2	8600	8600	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
07/07/2024	2024-157	0	0	20:20:00	3	E8668	E8668	05:00	00:00	00:11:00	00:06:00	00:06:00	00:11:00
07/07/2024	2024-158	0	0	21:43:00	6	SMF 1	E8668	00:00	00:00	01:00:00	00:00:00	03:10:00	04:10:00
07/07/2024	2024-159	0	0	23:16:00	3	E8696	E8696	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
07/08/2024	2024-160	0	0	17:15:00	3	E8696	E8696	03:00	00:00	00:05:00	00:02:00	00:02:00	00:05:00
07/08/2024	2024-161	0	0	20:51:00	2	E8696	E8696	03:00	00:00	00:07:00	00:04:00	00:04:00	00:07:00
07/08/2024	2024-162	0	0	21:48:00	2	P8651	P8651	03:00	00:00	00:07:00	00:04:00	00:04:00	00:07:00
07/10/2024	2024-164	0	0	05:55:00	3	E8696	E8696	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
07/11/2024	2024-165	0	0	06:51:00	3	8600	E8696	02:00	00:00	00:05:00	00:03:00	00:04:00	00:06:00
07/13/2024	2024-167	0	0	21:20:00	2	E8696	E8696	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00

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07/14/2024	2024-168	0	0	23:56:00	2	E8668	E8668	06:00	00:00	00:07:00	00:01:00	00:01:00	00:07:00
07/15/2024	2024-169	0	0	05:19:00	3	E8696	E8696	06:00	00:00	00:09:00	00:03:00	00:03:00	00:09:00
07/15/2024	2024-170	0	0	21:09:00	5	E8696	E8696	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
07/18/2024	2024-174	0	0	19:27:00	4	E8696	E8696	06:00	00:00	00:07:00	00:01:00	00:01:00	00:07:00
07/18/2024	2024-175	0	0	23:16:00	4	E8696	E8696	01:00	00:00	00:06:00	00:05:00	00:05:00	00:06:00
07/19/2024	2024-176	0	0	01:46:00	2	E8668	E8668	05:00	00:00	00:09:00	00:04:00	00:04:00	00:09:00
07/20/2024	2024-177	0	0	11:10:00	4	E8668	E8668	05:00	00:00	00:19:00	00:14:00	00:14:00	00:19:00
07/20/2024	2024-178	0	0	16:40:00	4	8600	E8696	04:00	00:00	00:06:00	00:02:00	00:03:00	00:07:00
07/22/2024	2024-180	0	0	11:28:00	3	E8668	E8668	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00
07/22/2024	2024-181	0	0	14:41:00	3	SMF 1	SMF 1	00:05	00:05	00:00:30	00:00:20	00:00:20	00:00:30
07/22/2024	2024-182	0	0	22:55:00	4	E8668	8600	01:00	00:00	00:15:00	00:12:00	00:16:00	00:17:00
07/24/2024	2024-183	0	0	05:42:00	2	8600	E8696	02:00	00:00	00:07:00	00:05:00	00:06:00	00:08:00
07/25/2024	2024-185	0	0	21:40:00	4	E8668	E8668	04:00	00:00	00:10:00	00:06:00	00:06:00	00:10:00
07/26/2024	2024-186	0	0	17:13:00	4	8600	E8668	01:00	00:00	00:04:00	00:03:00	00:04:00	00:05:00
08/01/2024	2024-188	0	0	20:14:00	4	8600	E8668	01:00	00:00	00:05:00	00:04:00	00:05:00	00:06:00
08/02/2024	2024-189	0	0	06:52:00	4	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
08/03/2024	2024-190	0	0	21:04:00	2	E8668	E8668	00:00	00:00	00:06:00	00:02:00	00:04:00	00:06:00
08/04/2024	2024-191	0	0	14:29:00	2	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
08/05/2024	2024-192	0	0	14:26:00	4	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
08/09/2024	2024-193	0	0	22:28:00	1	P8651	P8651	12:00	00:00	00:15:00	00:03:00	00:03:00	00:15:00
08/11/2024	2024-196	0	0	14:23:00	1	E8668	E8668	08:00	00:00	00:30:00	00:22:00	00:22:00	00:30:00
08/11/2024	2024-197	0	0	18:32:00	3	8600	E8668	01:00	00:00	00:05:00	00:04:00	00:05:00	00:06:00
08/12/2024	2024-198	0	0	07:16:00	3	E8668	E8668	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
08/13/2024	2024-199	0	0	08:52:00	3	8600	8600	03:00	00:00	00:13:00	00:10:00	00:10:00	00:13:00
08/15/2024	2024-200	0	0	17:40:00	2	8600	8600	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
08/15/2024	2024-201	0	0	19:31:00	2	8600	8600	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
08/17/2024	2024-202	0	0	09:58:00	1	8600	8600	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
08/18/2024	2024-203	0	0	18:58:00	2	E8696	E8696	02:00	00:00	00:05:00	00:00:00	00:03:00	00:05:00
08/21/2024	2024-205	0	0	01:49:00	1	E8668	E8668	06:00	00:00	00:09:00	00:03:00	00:03:00	00:09:00
08/22/2024	2024-206	0	0	12:43:00	3	E8668	E8668	04:00	00:00	00:12:00	00:08:00	00:08:00	00:12:00
08/23/2024	2024-207	0	0	17:54:00	4	8600	8600	09:00	00:00	00:11:00	00:02:00	00:02:00	00:11:00

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08/27/2024	2024-209	0	0	13:23:00	5	E8668	E8668	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
08/31/2024	2024-210	0	0	10:25:00	2	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
09/02/2024	2024-211	0	0	09:45:00	1	E8668	E8668	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
09/02/2024	2024-212	0	0	13:07:00	2	E8668	E8668	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
09/04/2024	2024-213	0	0	10:34:00	4	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
09/04/2024	2024-214	0	0	12:55:00	4	E8668	E8668	01:00	00:00	00:08:00	00:07:00	00:07:00	00:08:00
09/05/2024	2024-215	0	0	05:14:00	1	8600	8600	06:00	00:00	00:16:00	00:10:00	00:10:00	00:16:00
09/06/2024	2024-216	0	0	18:36:00	2	E8696	E8696	02:00	00:00	00:10:00	00:08:00	00:08:00	00:10:00
09/08/2024	2024-219	0	0	10:12:00	2	E8668	E8668	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
09/10/2024	2024-220	0	0	21:23:00	5	E8668	E8668	04:00	00:00	00:05:00	00:01:00	00:01:00	00:05:00
09/10/2024	2024-221	0	0	22:01:00	4	E8668	E8668	00:00	00:00	00:06:00	00:02:00	00:04:00	00:06:00
09/14/2024	2024-223	0	0	14:42:00	2	E8668	E8668	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
09/16/2024	2024-224	0	0	19:47:00	3	E8668	E8668	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
09/16/2024	2024-225	0	0	22:28:00	3	8600	8600	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
09/18/2024	2024-226	0	0	20:31:00	3	8600	8600	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00
09/19/2024	2024-227	0	0	15:11:00	3	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
09/20/2024	2024-228	0	0	15:29:00	1	E8668	E8668	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
09/22/2024	2024-229	0	0	02:10:00	1	8600	8600	03:00	00:00	00:09:00	00:06:00	00:06:00	00:09:00
09/23/2024	2024-230	0	0	15:13:00	4	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
09/24/2024	2024-231	0	0	07:13:00	3	E8668	E8668	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
09/25/2024	2024-232	0	0	00:04:00	2	E8668	E8668	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
09/27/2024	2024-233	0	0	02:06:00	3	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
09/27/2024	2024-234	0	0	08:28:00	4	8600	E8668	03:00	00:00	00:07:00	00:04:00	00:05:00	00:08:00
09/28/2024	2024-235	0	0	17:20:00	2	8600	8600	03:00	00:00	00:05:00	00:02:00	00:02:00	00:05:00
10/03/2024	2024-237	0	0	07:57:00	3	E8668	E8668	05:00	00:00	00:12:00	00:07:00	00:07:00	00:12:00
10/04/2024	2024-238	0	0	18:10:00	4	E8668	E8668	03:00	00:00	00:13:00	00:10:00	00:10:00	00:13:00
10/11/2024	2024-239	0	0	21:20:00	3	E8668	E8668	04:00	01:00	00:08:00	00:03:00	00:03:00	00:08:00
10/12/2024	2024-240	0	0	12:14:00	3	E8668	E8668	06:00	01:00	00:13:00	00:06:00	00:06:00	00:13:00
10/15/2024	2024-241	0	0	11:51:00	5	E8696	E8696	00:00	01:00	00:03:00	00:02:00	00:02:00	00:03:00
10/15/2024	2024-242	0	0	14:00:00	5	E8696	E8696	00:00	01:00	00:03:00	00:02:00	00:02:00	00:03:00
10/17/2024	2024-243	0	0	19:13:00	2	E8668	E8668	02:00	01:00	00:19:00	00:16:00	00:16:00	00:19:00

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10/17/2024	2024-244	0	0	23:46:00	4	8600	8600	02:00	01:00	00:06:00	00:03:00	00:03:00	00:06:00
10/18/2024	2024-245	0	0	07:50:00	4	8600	8600	01:00	01:00	00:05:00	00:03:00	00:03:00	00:05:00
10/19/2024	2024-247	0	0	09:20:00	3	E8696	E8696	07:00	00:00	00:09:00	00:02:00	00:02:00	00:09:00
10/19/2024	2024-248	0	0	12:26:00	2	E8668	E8668	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
10/21/2024	2024-249	0	0	03:03:00	3	E8668	E8668	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
10/21/2024	2024-250	0	0	14:15:00	2	E8696	E8696	03:00	01:00	00:09:00	00:05:00	00:05:00	00:09:00
10/23/2024	2024-251	0	0	10:43:00	4	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
10/25/2024	2024-253	0	0	21:28:00	2	E8668	E8668	02:00	01:00	00:07:00	00:04:00	00:04:00	00:07:00
10/26/2024	2024-254	0	0	22:57:00	2	E8696	E8696	02:00	01:00	00:24:00	00:21:00	00:21:00	00:24:00
10/27/2024	2024-255	0	0	08:50:00	2	E8668	E8668	04:00	01:00	00:11:00	00:06:00	00:06:00	00:11:00
11/04/2024	2024-256	0	0	16:22:00	4	E8668	E8668	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
11/13/2024	2024-257	0	0	15:27:00	3	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
11/17/2024	2024-258	0	0	03:41:00	2	8600	8600	00:00	02:00	00:06:00	00:04:00	00:04:00	00:06:00
11/17/2024	2024-259	0	0	19:22:00	4	E8696	E8696	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00
11/21/2024	2024-260	0	0	08:28:00	5	E8696	E8696	02:00	01:00	00:10:00	00:07:00	00:07:00	00:10:00
11/22/2024	2024-263	0	0	15:40:00	2	E8696	E8696	01:00	00:00	00:21:00	00:20:00	00:20:00	00:21:00
11/27/2024	2024-264	0	0	22:21:00	2	E8696	E8696	05:00	00:00	00:09:00	00:04:00	00:04:00	00:09:00
11/27/2024	2024-265	0	0	22:46:00	2	E8696	E8696	00:00	00:00	00:01:00	00:01:00	00:01:00	00:01:00
11/30/2024	2024-266	0	0	11:55:00	4	E8668	E8668	01:00	00:00	00:20:00	00:19:00	00:19:00	00:20:00
12/01/2024	2024-267	0	0	11:57:00	2	8600	8600	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
12/03/2024	2024-268	0	0	11:01:00	4	8600	8600	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
12/03/2024	2024-269	0	0	19:24:00	7	8600	8600	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
12/05/2024	2024-270	0	0	16:13:00	5	E8696	E8696	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00
12/08/2024	2024-273	0	0	19:57:00	3	8600	8600	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
12/12/2024	2024-274	0	0	16:14:00	3	E8668	E8668	00:00	00:00	00:02:00	00:02:00	00:02:00	00:02:00
12/13/2024	2024-275	0	0	04:58:00	2	8600	8600	04:00	00:00	00:10:00	00:06:00	00:06:00	00:10:00
12/14/2024	2024-276	0	0	16:49:00	3	E8696	E8696	02:00	01:00	00:11:00	00:08:00	00:08:00	00:11:00
12/14/2024	2024-278	0	0	21:15:00	3	E8696	E8696	08:00	01:00	00:19:00	00:10:00	00:10:00	00:19:00
12/15/2024	2024-279	0	0	11:02:00	4	8600	8600	01:00	00:00	00:02:00	00:01:00	00:01:00	00:02:00
12/15/2024	2024-280	0	0	17:41:00	3	8600	8600	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
12/16/2024	2024-281	0	0	22:57:00	5	8600	8600	02:00	00:00	00:08:00	00:06:00	00:06:00	00:08:00

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.



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
12/18/2024	2024-282	0	0	16:50:00	2	E8696	8600	01:00	00:00	00:05:00	00:03:00	00:05:00	00:06:00
12/21/2024	2024-283	0	0	04:52:00	3	8600	8600	05:00	00:00	00:09:00	00:04:00	00:04:00	00:09:00
12/23/2024	2024-284	0	0	13:32:00	3	E8696	E8696	01:00	00:00	00:02:00	00:01:00	00:01:00	00:02:00
12/24/2024	2024-285	0	0	08:59:00	1	E8696	E8696	00:00	00:00	00:07:00	00:05:00	00:05:00	00:07:00
12/26/2024	2024-286	0	0	13:24:00	5	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
12/27/2024	2024-287	0	0	00:48:00	3	E8696	E8696	02:00	01:00	00:06:00	00:03:00	00:03:00	00:06:00
12/28/2024	2024-288	0	0	04:24:00	3	8600	8600	02:00	00:00	00:11:00	00:09:00	00:09:00	00:11:00
12/30/2024	2024-289	0	0	21:30:00	5	E8696	E8696	02:00	00:00	00:07:00	00:04:00	00:05:00	00:07:00
12/31/2024	2024-290	0	0	20:17:00	4	E8696	E8696	02:00	00:00	00:08:00	00:03:00	00:06:00	00:08:00

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San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:15:42 AM



Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAE - Auto Aid East					
2024-020	161	01/25/2024	Reviewed	6169 Airport RD	E8696
2024-049	324	02/25/2024	Reviewed	8555 Estrella RD	8601, E8696
2024-052	324	03/03/2024	Reviewed	4980 Indian Valley RD	E8696
2024-081	321	04/20/2024	Reviewed	8715 N River RD	E8696
2024-098	321	05/20/2024	Reviewed	1879 Wellsona RD	E8668
2024-127	324	06/10/2024	Reviewed	901 Cemetery RD	8600, E8696
2024-155	321	07/05/2024	Reviewed	7790 Airport RD	E8668
2024-157	321	07/07/2024	Reviewed	7898 Airport RD	E8668
2024-185	321	07/25/2024	Reviewed	8525 Magdalena ST	E8668
2024-187	611	07/30/2024	Reviewed	2525 Bold Eagle WAY	E8668
2024-204	142	08/20/2024	Reviewed	1860 rancho lomas WAY	E8668
2024-238	321	10/04/2024	Reviewed	7275 Cross Canyons RD	E8668
2024-261	142	11/22/2024	Reviewed	910 Wellsona RD	8600, E8668
2024-266	142	11/30/2024	Reviewed	4875 Lowes Canyon RD	E8668
2024-278	324	12/14/2024	Reviewed	9200 N River RD	8600, E8696
AAE - Auto Aid East Incidents: 15					
Zone: AAN - Auto Aid North					
2024-014	611	01/22/2024	Reviewed	4900 Indian Valley RD	E8696
2024-067	322	03/26/2024	Reviewed	N Highway 101 HWY	E8696
2024-121	321	06/05/2024	Reviewed	Oregon AVE	E8668
2024-123	142	06/08/2024	Reviewed	Canyon RD	E8668
2024-154	142	07/04/2024	Reviewed	5450 Indian Valley RD	E8668, E8696
2024-174	324	07/18/2024	Reviewed	4900 Indian Valley RD	E8696
2024-199	131	08/13/2024	Reviewed	N HWY 101	8600, E8696
2024-260	321	11/21/2024	Reviewed	S Highway 101 HWY	E8696
2024-275	322	12/13/2024	Reviewed	San Miguel AVE	8600, E8696
AAN - Auto Aid North Incidents: 9					
Zone: AAS - Auto Aid South					
2024-038	321	02/13/2024	Reviewed	N Highway 101 HWY	E8696
2024-041	324	02/14/2024	Reviewed	7575 Monterey RD	E8696
2024-045	352	02/19/2024	Reviewed	N Highway 101 HWY	8600
2024-065	321	03/23/2024	Reviewed	70 Laddy LN	E8668
2024-083	324	04/23/2024	Reviewed	7598 Monterey RD	8600, SMF 1
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

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2024-129	551	06/12/2024	Reviewed	1034 Legacy LN	8600
2024-136	322	06/22/2024	Reviewed	San Marcos	E8696
2024-144	111	06/29/2024	Reviewed	5755 Monterey RD	E8696
2024-196	142	08/11/2024	Reviewed	815 El Camino Real DR	E8668
2024-216	111	09/06/2024	Reviewed	6625 Benton RD	E8696
2024-218	321	09/07/2024	Reviewed	6715 Monterey RD	E8668
2024-237	321	10/03/2024	Reviewed	6715 Monterey Rd	E8668
2024-239	321	10/11/2024	Reviewed	S Hwy 101	E8668
2024-240	321	10/12/2024	Reviewed	9015 Cemetery RD	E8668
2024-250	322	10/21/2024	Reviewed	N Hwy 101	E8696

AAS - Auto Aid South Incidents: 18

Zone: AAW - Auto Aid West

2024-046	363	02/19/2024	Reviewed	San Marcos RD	E8668
2024-066	324	03/25/2024	Reviewed	398 16th ST	E8668
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
2024-166	321	07/11/2024	Reviewed	9590 Nacimiento Lake Drive	E8696
2024-173	611	07/18/2024	Reviewed	3000 Interlake RD	E8668
2024-194	321	08/10/2024	Reviewed	1090 Indian Dunes RD	SMF 1
2024-202	142	08/17/2024	Reviewed	3265 Cypress Mountain DR	8600, E8668
2024-254	324	10/26/2024	Reviewed	6900 Mahoney RD	E8696

AAW - Auto Aid West Incidents: 10

Zone: BOB - Camp Roberts

2024-047	321	02/21/2024	Reviewed	4019 Arizona BLVD	E8668
2024-048	321	02/24/2024	Reviewed	E Perimeter RD	P8651
2024-064	321	03/23/2024	Reviewed	4214 Avenue 8	E8668
2024-068	143	03/26/2024	Reviewed	S Highway 101 HWY	E8668
2024-135	321	06/20/2024	Reviewed	4321 Arizona BLVD	E8668
2024-163	321	07/09/2024	Reviewed	25021 N ST	8600, E8696
2024-177	142	07/20/2024	Reviewed	Perimeter Rd/ Generals Rd	E8668
2024-252	321	10/23/2024	Reviewed	Camp Roberts	E8668

BOB - Camp Roberts Incidents: 8

Zone: CBMHP - Casa Blanca Mobile Home Park

2024-036	321	02/07/2024	Reviewed	560 12th ST	E8668
2024-062	321	03/20/2024	Reviewed	560 12th ST	E8668
2024-063	321	03/21/2024	Reviewed	560 12th ST	E8668
2024-082	321	04/23/2024	Reviewed	560 12th ST	E8668, P8651
2024-090	321	05/08/2024	Reviewed	560 12th ST	E8668
2024-112	118	06/01/2024	Reviewed	560 12th ST	8600, E8696
2024-113	321	06/01/2024	Reviewed	560 12th ST	E8668
2024-125	321	06/10/2024	Reviewed	560 12th ST	E8668
2024-126	700	06/10/2024	Reviewed	560 12th ST	E8668
2024-162	321	07/08/2024	Reviewed	560 12th ST	P8651
2024-182	321	07/22/2024	Reviewed	560 12th ST	8600, E8668

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2024-197	321	08/11/2024	Reviewed	560 12th ST	8600, E8668
2024-210	321	08/31/2024	Reviewed	560 12th ST	E8668
2024-217	321	09/06/2024	Reviewed	560 12th ST	E8696
2024-258	651	11/17/2024	Reviewed	560 12th ST	8600, SMF 1
2024-288	651	12/28/2024	Reviewed	1200 N ST	8600, E8696

CBMHP - Casa Blanca Mobile Home Park Incidents: 16

Zone: CDR - Camino Del Rio

2024-006	611	01/08/2024	Reviewed	1196 Velarde CIR	E8668
2024-095	321	05/17/2024	Reviewed	1195 Cortez CIR	E8668
2024-191	321	08/04/2024	Reviewed	1167 Cortez CIR	E8668
2024-282	321	12/18/2024	Reviewed	1173 Velarde CIR	8600, E8696
2024-286	321	12/26/2024	Reviewed	1192 Velarde CIR	E8696, SMF 1

CDR - Camino Del Rio Incidents: 5

Zone: CSD - CSD Limits

2024-001	322	01/01/2024	Reviewed	1198 N River RD	E8696
2024-003	321	01/04/2024	Reviewed	1547 K Street ST	E8668
2024-007	321	01/09/2024	Reviewed	1567 L ST	E8696
2024-009	736	01/12/2024	Reviewed	770 Mission ST	E8696
2024-010	321	01/15/2024	Reviewed	1075 Mission ST	8600, E8668, P8651
2024-011	321	01/18/2024	Reviewed	700 Mission ST	8600, E8696
2024-013	321	01/20/2024	Reviewed	497 16th ST	E8668
2024-015	324	01/22/2024	Reviewed	S Highway 101 HWY	E8696
2024-016	400	01/22/2024	Reviewed	352 10th ST	8600, SMF 1
2024-017	321	01/23/2024	Reviewed	346 12th ST	E8696, SMF 1
2024-018	321	01/23/2024	Reviewed	1075 Mission ST	8600, E8696
2024-022	322	01/27/2024	Reviewed	N River RD	E8668
2024-023	321	01/30/2024	Reviewed	1765 Bonita PL	E8696, SMF 1
2024-024	321	01/30/2024	Reviewed	1235 L ST	E8696
2024-025	400	02/01/2024	Reviewed	254 13th ST	8600, E8696
2024-026	121	02/02/2024	Reviewed	1122 K ST	E8696
2024-027	321	02/03/2024	Reviewed	1245 Mission ST	8600, P8651
2024-028	321	02/03/2024	Reviewed	1617 Mission ST	E8668
2024-031	400	02/04/2024	Reviewed	301 L ST	8601, P8651, SMF 1
2024-032	812	02/04/2024	Reviewed	1499 K ST	8601, P8651
2024-034	400	02/04/2024	Reviewed	N Highway 101 HWY	8600, 8601, E8668
2024-039	321	02/13/2024	Reviewed	1675 Mission ST	E8696, SMF 1
2024-040	321	02/14/2024	Reviewed	1145 K ST	8600, E8696
2024-042	321	02/16/2024	Reviewed	1955 L ST	8600, E8668
2024-043	321	02/17/2024	Reviewed	N ST	E8668
2024-050	324	03/01/2024	Reviewed	1520 N ST	E8668
2024-053	321	03/04/2024	Reviewed	2230 Mission ST	8600, E8668
2024-055	118	03/06/2024	Reviewed	1499 K ST	P8651
2024-057	321	03/14/2024	Reviewed	398 13th ST	8600, P8651
2024-058	321	03/16/2024	Reviewed	1220 L ST	E8668
2024-059	321	03/18/2024	Reviewed	1299 Mission ST	E8668

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2024-061	321	03/19/2024	Reviewed	1385 Mission ST	E8668
2024-069	321	03/26/2024	Reviewed	346 12th ST	E8668
2024-070	324	03/27/2024	Reviewed	1300 Mission ST	E8696
2024-071	321	03/27/2024	Reviewed	1415 Verde PL	8600, E8668
2024-072	113	03/28/2024	Reviewed	1075 Mission ST	8600, E8668
2024-074	322	04/01/2024	Reviewed	Indian Valley RD	E8696
2024-077	733	04/09/2024	Reviewed	775 Mission ST	8600, E8696
2024-078	321	04/10/2024	Reviewed	1235 Mission ST	8600
2024-079	321	04/15/2024	Reviewed	340 15th ST	E8668
2024-080	321	04/19/2024	Reviewed	340 15th ST	E8696
2024-084	400	04/26/2024	Reviewed	1000 K ST	E8668
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
2024-115	111	06/03/2024	Reviewed	1140 K ST	8600, E8696
2024-119	321	06/05/2024	Reviewed	1062 K ST	8600, E8668
2024-120	321	06/05/2024	Reviewed	909 Mission ST	E8668
2024-122	321	06/05/2024	Reviewed	1485 Mission ST	E8668
2024-124	321	06/09/2024	Reviewed	998 K ST	E8668
2024-128	321	06/11/2024	Reviewed	1385 Mission ST	E8668
2024-130	542	06/14/2024	Reviewed	1141 Mission ST	8600, E8668
2024-131	321	06/15/2024	Reviewed	1455 L ST	E8668
2024-132	400	06/17/2024	Reviewed	1498 K ST	E8668
2024-133	321	06/17/2024	Reviewed	254 13th ST	8600, E8668
2024-137	321	06/23/2024	Reviewed	1263 Mission ST	8600, E8668
2024-138	321	06/23/2024	Reviewed	1263 Mission ST	8600, E8668
2024-139	321	06/24/2024	Reviewed	11th ST	E8668
2024-140	324	06/24/2024	Reviewed	10th ST	8600, E8696
2024-141	321	06/24/2024	Reviewed	1145 K ST	8600, E8668
2024-142	321	06/24/2024	Reviewed	890 L ST	8600, E8668
2024-143	321	06/27/2024	Reviewed	298 14th ST	E8668
2024-146	200	07/02/2024	Reviewed	700 Mission ST	8600, E8696, SMF 1
2024-147	321	07/03/2024	Reviewed	998 K St	E8668
2024-148	321	07/04/2024	Reviewed	340 15th ST	E8668
2024-150	142	07/04/2024	Reviewed	497 16th ST	E8668
2024-152	118	07/04/2024	Reviewed	340 San Luis Obispo Rd	8600, E8668

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2024-153	143	07/04/2024	Reviewed	1150 Mission ST	E8668, SMF 1
2024-156	321	07/06/2024	Reviewed	1141 Mission ST	8600, E8668
2024-159	321	07/07/2024	Reviewed	1372 K ST	E8696
2024-160	321	07/08/2024	Reviewed	1565 L ST	E8696
2024-164	321	07/10/2024	Reviewed	1300 Mission ST	E8696
2024-165	622	07/11/2024	Reviewed	1000 BLK Mission St	8600, E8696
2024-170	100	07/15/2024	Reviewed	1145 K ST	E8696
2024-171	611	07/17/2024	Reviewed	888 L ST	E8668
2024-172	611	07/17/2024	Reviewed	S Highway 101 HWY	E8668
2024-175	735	07/18/2024	Reviewed	775 Mission ST	E8696
2024-176	321	07/19/2024	Reviewed	775 Mission ST	E8668
2024-178	322	07/20/2024	Reviewed	300 11th ST	8600, E8696
2024-180	321	07/22/2024	Reviewed	895 15th St	E8668
2024-181	321	07/22/2024	Reviewed	1150 Mission ST	SMF 1
2024-183	324	07/24/2024	Reviewed	101 Southbound	8600, E8696
2024-186	321	07/26/2024	Reviewed	890 L ST	8600, E8668
2024-188	321	08/01/2024	Reviewed	1420 K ST	8600, E8668
2024-190	321	08/03/2024	Reviewed	1263 Mission ST	8600, E8668
2024-192	671	08/05/2024	Reviewed	1553 L ST	E8668, SMF 1
2024-193	321	08/09/2024	Reviewed	1243 L ST	P8651
2024-198	321	08/12/2024	Reviewed	1955 L ST	E8668
2024-201	321	08/15/2024	Reviewed	1221 K ST	8600, E8668
2024-203	743	08/18/2024	Reviewed	775 Mission ST	8600, E8696
2024-206	142	08/22/2024	Reviewed	N Highway 101 HWY	E8668
2024-207	553	08/23/2024	Reviewed	700 Mission ST	8600, E8668
2024-220	321	09/10/2024	Reviewed	345 9th ST	8600, E8668
2024-221	321	09/10/2024	Reviewed	1440 K ST	8600, E8668
2024-223	321	09/14/2024	Reviewed	1100 L ST	E8668
2024-225	321	09/16/2024	Reviewed	1400 Mission ST	8600, E8668
2024-226	321	09/18/2024	Reviewed	1141 Mission ST	8600, E8668
2024-228	321	09/20/2024	Reviewed	1100 BLK L ST	E8668
2024-229	324	09/22/2024	Reviewed	1148 Wimmer WAY	8600
2024-231	321	09/24/2024	Reviewed	254 13th ST	8600, E8668
2024-232	321	09/25/2024	Reviewed	1887 Mission ST	E8668
2024-233	321	09/27/2024	Reviewed	1598 L ST	E8668
2024-235	651	09/28/2024	Reviewed	1097 Mission ST	8600, E8668
2024-236	321	09/29/2024	Reviewed	1185 Mission ST	E8668
2024-241	412	10/15/2024	Reviewed	1062 K Street RD	E8696
2024-242	412	10/15/2024	Reviewed	1062 K Street	E8696
2024-244	733	10/17/2024	Reviewed	248 13th ST	8600, E8696
2024-245	733	10/18/2024	Reviewed	248 13th ST	8600, E8696
2024-246	733	10/18/2024	Reviewed	248 13th ST	E8696
2024-248	321	10/19/2024	Reviewed	821 Mission ST	E8668
2024-249	321	10/21/2024	Reviewed	775 Mission ST	E8668
2024-255	150	10/27/2024	Reviewed	1198 N River RD	E8668
2024-256	321	11/04/2024	Reviewed	1356 1/2 L ST	E8668, SMF 1

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2024-257	118	11/13/2024	Reviewed	1598 L ST	E8668
2024-259	324	11/17/2024	Reviewed	1402 Mission ST	8600, E8696
2024-264	321	11/27/2024	Reviewed	1584 K ST	E8696
2024-265	324	11/27/2024	Reviewed	398 16th ST	E8696
2024-267	321	12/01/2024	Reviewed	972 K ST	8600, P8651
2024-268	651	12/03/2024	Reviewed	1472 L ST	8600, E8696
2024-269	651	12/03/2024	Reviewed	1099 K ST	8600, E8696
2024-270	131	12/05/2024	Reviewed	S Highway 101 HWY	E8696
2024-271	321	12/06/2024	Reviewed	775 Mission ST	8600, E8696
2024-272	321	12/07/2024	Reviewed	300 San Luis Obispo RD	E8696
2024-273	321	12/08/2024	Reviewed	998 K ST	8600, E8696
2024-274	651	12/12/2024	Reviewed	12298 N River RD	E8668, SMF 1
2024-279	651	12/15/2024	Reviewed	1198 N River RD	8600, SMF 1
2024-284	733	12/23/2024	Reviewed	1343 K ST	E8696
2024-285	321	12/24/2024	Reviewed	670 Benidect ST	E8696, P8651

CSD - CSD Limits Incidents: 138

Zone: JZT - Jazzy Town

2024-073	321	03/30/2024	Reviewed	881 Rio Mesa CIR	E8668
2024-179	611	07/20/2024	Reviewed	1353 Verde PL	E8668

JZT - Jazzy Town Incidents: 2

Zone: LLS - Lillian Larson School

2024-054	743	03/04/2024	Reviewed	1601 L ST	8600, E8696
2024-116	321	06/04/2024	Reviewed	1601 L ST	E8668
2024-117	321	06/04/2024	Reviewed	1601 L ST	E8668, P8651
2024-209	321	08/27/2024	Reviewed	1601 L ST	E8668
2024-251	321	10/23/2024	Reviewed	1601 L	E8668

LLS - Lillian Larson School Incidents: 5

Zone: MAS - Mutual Aide South

2024-029	815	02/04/2024	Reviewed	1150 1150 Mission Street ST	E8668
2024-145	142	06/30/2024	Reviewed	Caballo PL	E8668
2024-158	141	07/07/2024	Reviewed	4040 US-101 N	E8668, SMF 1
2024-215	321	09/05/2024	Reviewed	1940 San Marcos RD	8600
2024-262	321	11/22/2024	Reviewed	609 Turtle Creek RD	E8696
2024-263	131	11/22/2024	Reviewed	2522 Cattleman RD	E8696

MAS - Mutual Aide South Incidents: 6

Zone: MAW - Mutual Aid West

2024-030	400	02/04/2024	Reviewed	5000 Nacimiento Lake DR	E8668
2024-033	735	02/04/2024	Reviewed	Highway 1	E8668, SMF 1

MAW - Mutual Aid West Incidents: 2

Zone: MH - Mission Heights

2024-051	321	03/03/2024	Reviewed	292 St Francis WAY	E8668
2024-118	412	06/04/2024	Reviewed	1951 La Purisma CT	E8668, SMF 1
2024-169	321	07/15/2024	Reviewed	292 Saint Francis WAY	E8696
2024-195	553	08/11/2024	Reviewed	358 Ladrillos WAY	SMF 1

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



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2024-205	321	08/21/2024	Reviewed	292 St Francis WAY	E8668
2024-214	321	09/04/2024	Reviewed	8525 Magdalena DR	E8668
2024-224	321	09/16/2024	Reviewed	1940 San Buenavenaventura WAY	E8668

MH - Mission Heights Incidents: 7

Zone: MM - Mission Meadows

2024-012	321	01/19/2024	Reviewed	1630 Bonita PL	E8696, SMF 1
2024-019	321	01/25/2024	Reviewed	Bonita PL	E8668
2024-035	651	02/06/2024	Reviewed	780 Armand AVE	E8668, SMF 1
2024-037	531	02/07/2024	Reviewed	775 Tielo ST	E8668
2024-056	321	03/10/2024	Reviewed	1630 Bonita PL	E8668
2024-075	321	04/04/2024	Reviewed	1735 Bonita PL	E8668, SMF 1
2024-076	321	04/04/2024	Reviewed	677 Poquita LN	E8668, SMF 1
2024-149	320	07/04/2024	Reviewed	1735 Bonita PL	E8668
2024-151	321	07/04/2024	Reviewed	189 Tielo ST	8600, E8668, P8651
2024-200	321	08/15/2024	Reviewed	1635 Bonita PL	8600, E8668
2024-208	321	08/24/2024	Reviewed	630 Crispin AVE	8600, E8668
2024-211	321	09/02/2024	Reviewed	670 Benedict ST	E8668
2024-212	321	09/02/2024	Reviewed	670 Benidect ST	E8668
2024-222	321	09/11/2024	Reviewed	540 16th ST	8600, E8668
2024-227	321	09/19/2024	Reviewed	1415 Verde PL	E8668
2024-234	321	09/27/2024	Reviewed	670 Benedict ST	8600, E8668
2024-243	321	10/17/2024	Reviewed	1596 Rio Vista PL	E8668
2024-253	321	10/25/2024	Reviewed	670 Benedict ST	E8668
2024-277	611	12/14/2024	Reviewed	1625 Verde PL	8600, E8696
2024-280	321	12/15/2024	Reviewed	601 N River RD	8600, E8696
2024-283	321	12/21/2024	Reviewed	1540 N ST	8600, E8696
2024-287	321	12/27/2024	Reviewed	630 Crispin AVE	8600, E8696, P8651
2024-289	321	12/30/2024	Reviewed	615 crispin AVE	8600, E8696

MM - Mission Meadows Incidents: 23

Zone: PSHH - Peoples Self Help Housing

2024-060	321	03/18/2024	Reviewed	669 Chick LN	E8668
2024-087	118	05/04/2024	Reviewed	934 Soka WAY	E8696
2024-088	321	05/04/2024	Reviewed	929 Soka WAY	8600, E8696
2024-184	611	07/25/2024	Reviewed	640 BLK Catara Way	E8668
2024-230	321	09/23/2024	Reviewed	983 Makewe AVE	E8668
2024-247	733	10/19/2024	Reviewed	928 Soka WAY	E8696
2024-290	321	12/31/2024	Reviewed	660 Catala WAY	8600, E8696

PSHH - Peoples Self Help Housing Incidents: 7

Zone: SMF - San Miguel Fire

2024-213	321	09/04/2024	Reviewed	1150 Mission ST	E8668
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SMF - San Miguel Fire Incidents: 1

Zone: Ter - San Lawerance Terrace

2024-002	651	01/04/2024	Reviewed	8706 Oak DR	E8668, SMF 1
2024-004	118	01/05/2024	Reviewed	8706 Oak DR	E8668, SMF 1

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



2024-005	321	01/06/2024	Reviewed	9850 N River RD	E8668
2024-008	321	01/10/2024	Reviewed	8810 Oak DR	E8696
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
2024-114	321	06/02/2024	Reviewed	9960 N River RD	E8668
2024-161	162	07/08/2024	Reviewed	9755 N River RIV	E8696
2024-167	321	07/13/2024	Reviewed	13550 N River RD	E8696
2024-219	321	09/08/2024	Reviewed	2884 San Pablo DR	E8668
2024-276	321	12/14/2024	Reviewed	8742 Magdalena DR	8600, E8696
2024-281	321	12/16/2024	Reviewed	8740 Oak DR	8600, E8696

Ter - San Laverance Terrace Incidents: 13

Zone: WOMHP - White Oaks Mobile Home Park

2024-021	321	01/26/2024	Reviewed	700 N River RD	E8668
2024-044	400	02/17/2024	Reviewed	700 N River RD	E8668
2024-134	321	06/20/2024	Reviewed	700 River Road	8600, E8668
2024-168	321	07/14/2024	Reviewed	700 N River Rd	E8668
2024-189	321	08/02/2024	Reviewed	700 N River RD	E8668

WOMHP - White Oaks Mobile Home Park Incidents: 5

Total Incidents: 290

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



San Miguel Fire Department

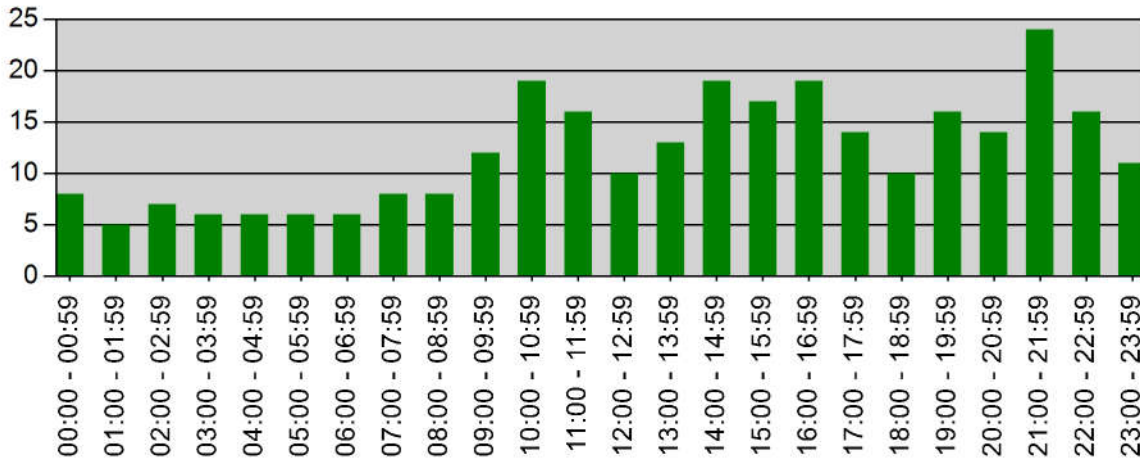
San Miguel, CA

This report was generated on 1/15/2025 10:18:51 AM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024



TIME	COUNT
00:00 - 00:59	8
01:00 - 01:59	5
02:00 - 02:59	7
03:00 - 03:59	6
04:00 - 04:59	6
05:00 - 05:59	6
06:00 - 06:59	6
07:00 - 07:59	8
08:00 - 08:59	8
09:00 - 09:59	12
10:00 - 10:59	19
11:00 - 11:59	16
12:00 - 12:59	10
13:00 - 13:59	13
14:00 - 14:59	19
15:00 - 15:59	17
16:00 - 16:59	19
17:00 - 17:59	14
18:00 - 18:59	10

Only REVIEWED incidents included



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TIME	COUNT
19:00 - 19:59	16
20:00 - 20:59	14
21:00 - 21:59	24
22:00 - 22:59	16
23:00 - 23:59	11

Only REVIEWED incidents included



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San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:29:59 AM



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

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	3	0	0	2	1	1	1
01:00	1	1	1	1	0	1	0
02:00	1	1	0	0	2	1	2
03:00	1	2	2	0	0	0	1
04:00	0	1	0	0	0	2	2
05:00	0	2	0	2	2	0	0
06:00	0	2	0	1	2	1	0
07:00	0	2	1	1	2	2	0
08:00	3	0	2	1	1	1	0
09:00	0	2	2	2	2	0	3
10:00	2	2	3	3	2	2	5
11:00	2	3	3	2	0	2	4
12:00	1	0	2	2	2	1	2
13:00	1	4	3	0	2	2	1
14:00	4	5	2	2	0	1	5
15:00	2	3	1	1	2	4	4
16:00	1	3	3	4	2	2	4
17:00	1	4	1	1	3	3	1
18:00	3	1	2	0	1	2	1
19:00	4	1	2	1	4	2	2
20:00	2	4	1	1	3	1	2
21:00	3	4	5	3	3	2	4
22:00	0	4	2	5	2	1	2
23:00	3	0	2	1	4	1	0
Total Responses for Day	38	51	40	36	42	35	46
% of Responses for Day	10.53%	9.80%	12.50%	13.89%	9.52%	11.43%	10.87%
% of Responses for Week	13.19%	17.71%	13.89%	12.50%	14.58%	12.15%	15.97%

Hour	Total per Hour	Percent
00:00	8	2.78%
01:00	5	1.74%
02:00	7	2.43%
03:00	6	2.08%
04:00	5	1.74%
05:00	6	2.08%
06:00	6	2.08%
07:00	8	2.78%
08:00	8	2.78%
09:00	11	3.82%
10:00	19	6.60%
11:00	16	5.56%
12:00	10	3.47%
13:00	13	4.51%
14:00	19	6.60%
15:00	17	5.90%
16:00	19	6.60%
17:00	14	4.86%
18:00	10	3.47%
19:00	16	5.56%
20:00	14	4.86%
21:00	24	8.33%
22:00	16	5.56%
23:00	11	3.82%
Total	288	100.00%

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

San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:21:58 AM



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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAE - Auto Aid East					
Fires					
Lights and Sirens		15:30	0:00	2:00	17:30
Rescue & Emergency Medical Service					
Lights and Sirens		7:07	0:07	4:53	12:07
Zone: AAN - Auto Aid North					
Fires					
Lights and Sirens		11:40	0:00	3:40	15:20
Rescue & Emergency Medical Service					
Lights and Sirens		5:24	0:12	3:24	9:00
Zone: AAS - Auto Aid South					
Fires					
Lights and Sirens		12:20	0:00	5:40	18:00
Rescue & Emergency Medical Service					
Initial Lights and Sirens, Downgraded to No Lights or Sirens		7:00	0:00	5:00	12:00
Lights and Sirens		7:00	0:16	3:27	10:44
Service Call					
No Lights or Sirens		30:00	0:00	0:00	30:00
Zone: AAW - Auto Aid West					
Fires					
Lights and Sirens		32:00	0:00	4:30	36:30
Rescue & Emergency Medical Service					
Lights and Sirens		8:00	0:15	4:30	12:45
Zone: BOB - Camp Roberts					
Fires					
Lights and Sirens		14:00	0:00	5:00	19:00
Rescue & Emergency Medical Service					
Lights and Sirens		8:00	0:00	2:00	10:00
Zone: CBMHP - Casa Blanca Mobile Home Park					
Fires					
Lights and Sirens		2:00	0:00	2:00	4:00

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

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Rescue & Emergency Medical Service					
Lights and Sirens		5:27	0:00	3:20	8:47
Good Intent Call					
Lights and Sirens		6:30	1:00	1:00	8:30
False Alarm & False Call					
Lights and Sirens		2:00	0:00	0:00	2:00
Zone: CDR - Camino Del Rio					
Rescue & Emergency Medical Service					
Lights and Sirens		2:00	0:00	3:20	5:20
No Lights or Sirens		4:00	0:00	1:00	5:00
Zone: CSD - CSD Limits					
Fires					
Initial Lights and Sirens, Downgraded to No Lights or Sirens		2:00	0:00	0:00	2:00
Lights and Sirens		2:55	0:05	2:00	5:00
No Lights or Sirens		0:00	0:00	0:00	0:00
Overpressure rupture, explosion, overheat - no fire					
Lights and Sirens		4:00	0:00	2:00	6:00
Rescue & Emergency Medical Service					
Lights and Sirens		3:17	0:01	2:56	6:14
No Lights or Sirens		2:54	0:01	1:35	4:30
Hazardous Condition (No Fire)					
Lights and Sirens		1:40	0:40	2:00	4:20
No Lights or Sirens		3:48	0:00	0:24	4:12
Service Call					
Initial No Lights or Sirens, Upgraded to Lights and Sirens		2:00	0:00	9:00	11:00
No Lights or Sirens		0:30	0:00	4:30	5:00
Good Intent Call					
Lights and Sirens		2:00	0:00	2:00	4:00
No Lights or Sirens		1:20	0:00	0:00	1:20
False Alarm & False Call					
Lights and Sirens		2:45	0:15	1:15	4:15
Severe Weather & Natural Disaster					
Lights and Sirens		3:00	0:00	0:00	3:00
Zone: JZT - Jazzy Town					
Rescue & Emergency Medical Service					
Lights and Sirens		3:00	0:00	5:00	8:00
Zone: LLS - Lillian Larson School					

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
Rescue & Emergency Medical Service					
Lights and Sirens		3:30	0:00	1:15	4:45
Zone: MAS - Mutual Aide South					
Fires					
Lights and Sirens		9:20	0:00	21:40	31:00
Rescue & Emergency Medical Service					
Lights and Sirens		10:00	0:00	6:00	16:00
Severe Weather & Natural Disaster					
Lights and Sirens		0:00	0:00	0:00	0:00
Zone: MAW - Mutual Aid West					
Hazardous Condition (No Fire)					
Lights and Sirens		12:00	0:00	1:00	13:00
False Alarm & False Call					
Lights and Sirens		6:00	0:00	3:00	9:00
Zone: MH - Mission Heights					
Rescue & Emergency Medical Service					
Initial No Lights or Sirens, Upgraded to Lights and Sirens		7:00	0:00	1:00	8:00
Lights and Sirens		3:15	0:00	5:00	8:15
Hazardous Condition (No Fire)					
No Lights or Sirens		3:00	0:00	1:00	4:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
Initial Lights and Sirens, Downgraded to No Lights or Sirens		3:00	0:00	4:00	7:00
Lights and Sirens		3:56	0:11	2:15	6:23
No Lights or Sirens		4:00	0:00	2:00	6:00
Service Call					
No Lights or Sirens		4:00	0:00	0:00	4:00
Good Intent Call					
Lights and Sirens		2:00	0:00	1:00	3:00
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		3:00	0:00	3:00	6:00
False Alarm & False Call					
Lights and Sirens		2:00	0:00	7:00	9:00
Zone: SMF - San Miguel Fire					

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
Rescue & Emergency Medical Service					
	Lights and Sirens	0:00	0:00	0:00	0:00
Zone: Ter - San Lawrence Terrace					
Fires					
	Lights and Sirens	5:00	0:00	4:00	9:00
	No Lights or Sirens	2:00	0:00	0:00	2:00
Rescue & Emergency Medical Service					
	Lights and Sirens	5:45	0:38	2:45	9:08
	No Lights or Sirens	4:00	0:00	4:00	8:00
Good Intent Call					
	No Lights or Sirens	6:00	0:00	0:00	6:00
Zone: WOMHP - White Oaks Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:45	0:00	3:15	6:00
Hazardous Condition (No Fire)					
	Lights and Sirens	2:00	0:00	6:00	8:00

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

San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:26:49 AM



Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 01/01/2024 | EndDate: 12/31/2024

INCIDENT TYPE	AVG. # PERSONNEL
100 - Fire, other	5
111 - Building fire	3
113 - Cooking fire, confined to container	3
118 - Trash or rubbish fire, contained	3
121 - Fire in mobile home used as fixed residence	4
131 - Passenger vehicle fire	3
141 - Forest, woods or wildland fire	6
142 - Brush or brush-and-grass mixture fire	4
143 - Grass fire	5
150 - Outside rubbish fire, other	2
161 - Outside storage fire	6
162 - Outside equipment fire	3
200 - Overpressure rupture, explosion, overheat other	6
320 - Emergency medical service, other	3
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	3
352 - Extrication of victim(s) from vehicle	1
363 - Swift water rescue	2
400 - Hazardous condition, other	3
412 - Gas leak (natural gas or LPG)	5
511 - Lock-out	5
531 - Smoke or odor removal	3
542 - Animal rescue	3
551 - Assist police or other governmental agency	1
553 - Public service	4
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	3
651 - Smoke scare, odor of smoke	4
671 - HazMat release investigation w/no HazMat	4
700 - False alarm or false call, other	3
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	4
736 - CO detector activation due to malfunction	4
743 - Smoke detector activation, no fire - unintentional	3
812 - Flood assessment	4
815 - Severe weather or natural disaster standby	3

Reviewed Incidents only.



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San Miguel Fire Department

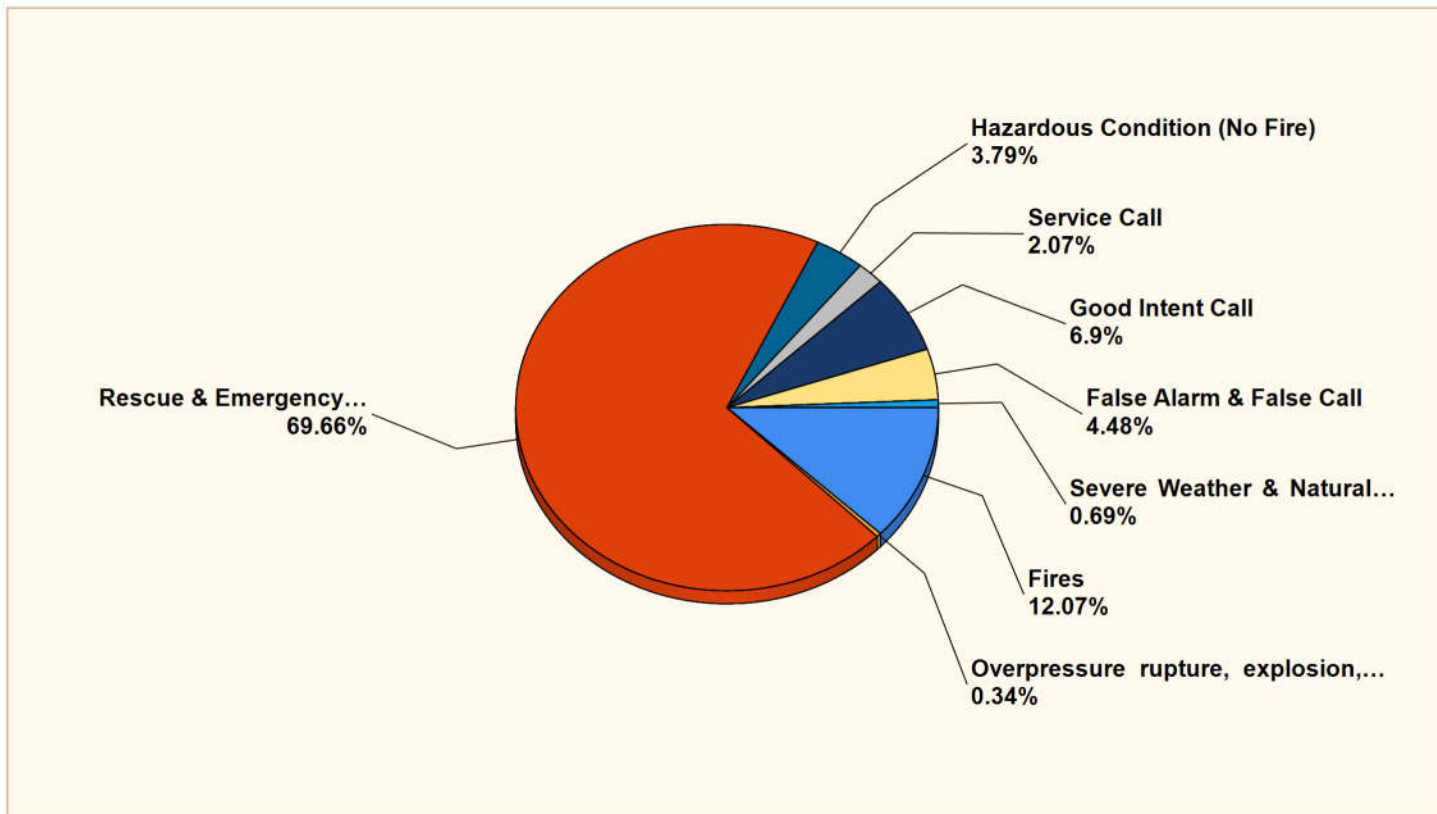
San Miguel, CA

This report was generated on 1/15/2025 10:36:16 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	35	12.07%
Overpressure rupture, explosion, overheating - no fire	1	0.34%
Rescue & Emergency Medical Service	202	69.66%
Hazardous Condition (No Fire)	11	3.79%
Service Call	6	2.07%
Good Intent Call	20	6.9%
False Alarm & False Call	13	4.48%
Severe Weather & Natural Disaster	2	0.69%
TOTAL	290	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
100 - Fire, other	1	0.34%
111 - Building fire	4	1.38%
113 - Cooking fire, confined to container	1	0.34%
118 - Trash or rubbish fire, contained	6	2.07%
121 - Fire in mobile home used as fixed residence	1	0.34%
131 - Passenger vehicle fire	3	1.03%
141 - Forest, woods or wildland fire	1	0.34%
142 - Brush or brush-and-grass mixture fire	11	3.79%
143 - Grass fire	4	1.38%
150 - Outside rubbish fire, other	1	0.34%
161 - Outside storage fire	1	0.34%
162 - Outside equipment fire	1	0.34%
200 - Overpressure rupture, explosion, overheat other	1	0.34%
320 - Emergency medical service, other	1	0.34%
321 - EMS call, excluding vehicle accident with injury	174	60%
322 - Motor vehicle accident with injuries	8	2.76%
324 - Motor vehicle accident with no injuries.	17	5.86%
352 - Extrication of victim(s) from vehicle	1	0.34%
363 - Swift water rescue	1	0.34%
400 - Hazardous condition, other	8	2.76%
412 - Gas leak (natural gas or LPG)	3	1.03%
511 - Lock-out	1	0.34%
531 - Smoke or odor removal	1	0.34%
542 - Animal rescue	1	0.34%
551 - Assist police or other governmental agency	1	0.34%
553 - Public service	2	0.69%
611 - Dispatched & cancelled en route	9	3.1%
622 - No incident found on arrival at dispatch address	1	0.34%
651 - Smoke scare, odor of smoke	9	3.1%
671 - HazMat release investigation w/no HazMat	1	0.34%
700 - False alarm or false call, other	2	0.69%
733 - Smoke detector activation due to malfunction	6	2.07%
735 - Alarm system sounded due to malfunction	2	0.69%
736 - CO detector activation due to malfunction	1	0.34%
743 - Smoke detector activation, no fire - unintentional	2	0.69%
812 - Flood assessment	1	0.34%
815 - Severe weather or natural disaster standby	1	0.34%
TOTAL INCIDENTS:	290	100%

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 1/15/2025 10:38:31 AM



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

StartDate: 01/01/2024 | EndDate: 12/31/2024

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Health Care Facility (clinic, hospital, nursing home)			
	CSD - CSD Limits		
		1385 Mission ST San Miguel, CA	1
		Total for Location Type:	1
Home/Residence			
	AAE - Auto Aid East		
		1860 rancho lomas WAY San Miguel, CA	1
		1879 Wellsona RD Paso Robles (corporate name El Paso de Robles), CA	1
		7790 Airport RD Paso Robles (corporate name El Paso de Robles), CA	1
		8525 Magdalena ST San Miguel, CA	1
	AAS - Auto Aid South		
		6715 Monterey RD Paso Robles (CCD), CA	1
		6715 Monterey Rd San Miguel, CA	1
		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
		70 Laddy LN Paso Robles (corporate name El Paso de Robles), CA	1
		9015 Cemetery RD San Miguel, CA	1
	AAW - Auto Aid West		
		10150 Mission Almond WAY San Miguel, CA	1
		1090 Indian Dunes RD San Miguel, CA	1
		7765 Nonpariel CT San Luis Obispo (County), CA	1
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST San Miguel, CA	8

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



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LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST G San Miguel, CA	1
		560 12th ST K San Miguel, CA	1
		560 12th ST Unit 30 San Miguel, CA	1
		560 12th ST Unit 9 San Miguel, CA	1
		560 12th ST Unit D San Miguel, CA	1
	CDR - Camino Del Rio		
		1173 Velarde CIR San Miguel, CA	1
		1167 Cortez CIR San Miguel, CA	1
		1192 Velarde CIR San Miguel, CA	1
		1195 Cortez CIR San Miguel, CA	1
		1196 Velarde CIR San Miguel, CA	1
	CSD - CSD Limits		
		1343 K ST San Miguel, CA	1
		1062 K ST San Miguel, CA	1
		1062 K Street H San Miguel, CA	1
		1062 K Street RD H San Miguel, CA	1
		1075 Mission ST San Miguel, CA	3
		1097 Mission ST San Miguel, CA	1
		1100 BLK L ST San Miguel, CA	1
		1122 K ST San Miguel, CA	2
		1140 K ST San Miguel, CA	1
		1141 Mission ST San Miguel, CA	1
		1145 K ST San Miguel, CA	6
		1220 L ST San Miguel, CA	1
		1235 L ST San Miguel, CA	1
		1356 1/2 L ST San Miguel, CA	1
		1372 K ST San Miguel, CA	1
		1387 L ST San Miguel, CA	1
		1415 Verde PL San Miguel, CA	1
		1420 K ST San Miguel, CA	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	CSD - CSD Limits		
		1455 L ST San Miguel, CA	1
		1472 L ST San Miguel, CA	1
		1485 Mission ST San Miguel, CA	1
		1499 K ST San Miguel, CA	2
		1547 K Street ST San Miguel, CA	1
		1553 L ST San Miguel, CA	1
		1565 L ST San Miguel, CA	1
		1567 L ST San Miguel, CA	1
		1584 K ST San Miguel, CA	1
		1598 L ST San Miguel, CA	2
		1599 L ST San Miguel, CA	1
		1617 Mission ST San Miguel, CA	1
		1675 Mission ST San Miguel, CA	1
		1887 Mission ST San Miguel, CA	1
		1955 L ST San Miguel, CA	2
		2230 Mission ST San Miguel, CA	1
		298 14th ST San Miguel, CA	1
		301 L ST San Miguel, CA	1
		340 15th ST San Miguel, CA	4
		340 San Luis Obispo Rd San Miguel, CA	1
		345 9th ST San Miguel, CA	1
		346 12th ST San Miguel, CA	1
		346 12th ST A San Miguel, CA	1
		352 10th ST San Miguel, CA	1
		497 16th ST San Miguel, CA	1
		505 11th ST San Miguel, CA	1
		670 Benidect ST San Miguel, CA	1
		770 Mission ST San Miguel, CA	1
		775 Mission ST San Miguel, CA	1
		821 Mission ST San Miguel, CA	1
		888 L ST San Miguel, CA	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	CSD - CSD Limits		
		890 L ST San Miguel, CA	2
		895 15th St San Miguel, CA	1
		909 Mission ST San Miguel, CA	1
	JZT - Jazzy Town		
		1353 Verde PL San Miguel, CA	1
		881 Rio Mesa CIR San Miguel, CA	1
	MAS - Mutual Aide South		
		1940 San Marcos RD Paso Robles (CCD), CA	1
		609 Turtle Creek RD Paso Robles (corporate name El Paso de Robles), CA	1
	MH - Mission Heights		
		1940 San Buenavenaventura WAY San Miguel, CA	1
		1951 La Purisma CT San Miguel, CA	1
		292 Saint Francis WAY San Miguel, CA	1
		292 St Francis WAY San Miguel, CA	2
		358 Ladrillos WAY San Miguel, CA	1
		8525 Magdalena DR San Miguel, CA	1
	MM - Mission Meadows		
		1625 Verde PL San Miguel, CA	1
		615 crispin AVE San Miguel, CA	1
		Bonita PL San Miguel, CA	1
		1415 Verde PL San Miguel, CA	1
		1540 N ST San Miguel, CA	1
		1596 Rio Vista PL San Miguel, CA	1
		1630 Bonita PL San Miguel, CA	2
		1635 Bonita PL San Miguel, CA	1
		1735 Bonita PL San Miguel, CA (In front of)	1
		189 Tielo ST San Miguel, CA	1
		540 16th ST San Miguel, CA	1
		601 N River RD San Miguel, CA	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	MM - Mission Meadows		
		630 Crispan AVE San Miguel, CA	1
		630 Crispin AVE San Miguel, CA	1
		670 Benedict ST San Miguel, CA	3
		670 Benidect ST San Miguel, CA	1
		677 Poquita LN San Miguel, CA	1
		775 Tielo ST San Miguel, CA	1
		780 Armand AVE San Miguel, CA	1
	PSHH - Peoples Self Help Housing		
		640 BLK Catara Way San Miguel, CA	1
		660 Catala WAY San Miguel, CA	1
		669 Chick LN San Miguel, CA	1
		928 Soka WAY San Miguel, CA	1
		929 Soka WAY San Miguel, CA	1
		934 Soka WAY San Miguel, CA	1
		983 Makewe AVE San Miguel, CA	1
	Ter - San Lawerance Terrace		
		8740 Oak DR San Miguel, CA	1
		2884 San Pablo DR San Miguel, CA	1
		8655 Mission Lane San Miguel, CA	1
		8706 Oak DR San Miguel, CA	2
		8742 Magdalena DR San Miguel, CA	1
		8810 Oak DR San Miguel, CA	2
		9560 N River RDS San Miguel, CA	1
		9755 N River RIV San Miguel, CA	1
		9850 N River RD San Miguel, CA	1
		9960 N River RD San Miguel, CA	1
	WOMHP - White Oaks Mobile Home Park		
		700 N River RD San Miguel, CA	1
		700 N River RD San Miguel, CA	1
		700 N River Rd 1 San Miguel, CA	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	WOMHP - White Oaks Mobile Home Park		
		700 N River RD 23 San Miguel, CA	1
		700 River Road 9 San Miguel, CA	1
		Total for Location Type:	156
Lake, River, Ocean			
	AAW - Auto Aid West		
		San Marcos RD / West Water Crossing, Paso Robles (corporate name El Paso de Robles), CA (Intersection)	1
	CSD - CSD Limits		
		1198 N River RD / 14200 Power Road, San Miguel, CA (Intersection)	1
		Total for Location Type:	2
Not Specified			
	AAE - Auto Aid East		
		2525 Bold Eagle WAY San Miguel, CA	1
		7275 Cross Canyons RD San Miguel, CA	1
		7898 Airport RD / 7400 Estrella Road, Paso Robles (corporate name El Paso de Robles), CA (Intersection)	1
		910 Wellsona RD Paso Robles, CA	1
		9200 N River RD San Miguel, CA (Adjacent to)	1
	AAN - Auto Aid North		
		N HWY 101 San Miguel, CA	1
		4900 Indian Valley RD San Miguel, CA	1
		5450 Indian Valley RD San Miguel, CA	1
	AAS - Auto Aid South		
		1034 Legacy LN San Luis Obispo, CA	1
		815 El Camino Real DR / River Bed, Atascadero, CA (Directions)	1
	AAW - Auto Aid West		
		9590 Nacimiento Lake Drive Paso Robles (corporate name El Paso de Robles), CA	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Not Specified			
	BOB - Camp Roberts		
		Perimeter Rd/ Generals Rd San Luis Obispo (County), CA	1
		4019 Arizona BLVD San Miguel, CA	1
		4214 Avenue 8 San Miguel, CA	1
	CSD - CSD Limits		
		1300 Mission ST San Miguel, CA	1
	MAW - Mutual Aid West		
		5000 Nacimiento Lake DR Paso Robles (corporate name El Paso de Robles), CA	1
Total for Location Type:			16
Other Location			
	AAE - Auto Aid East		
		4875 Lowes Canyon RD San Miguel, CA	1
		6169 Airport RD Paso Robles (corporate name El Paso de Robles), CA	1
	AAS - Auto Aid South		
		6625 Benton RD Paso Robles (CCD), CA	1
	AAW - Auto Aid West		
		3265 Cypress Mountain DR / Highway 46 West, Templeton, CA (US National Grid)	1
	BOB - Camp Roberts		
		E Perimeter RD San Miguel, CA	1
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST San Miguel, CA	2
	CSD - CSD Limits		
		1141 Mission ST San Miguel, CA	1
		1150 Mission ST San Miguel, CA	1
		1243 L ST San Miguel, CA	1
		398 13th ST / Mission St, San Miguel, CA (Intersection)	1
		497 16th ST San Miguel, CA	1
		700 Mission ST San Miguel, CA	2

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Other Location			
	MAS - Mutual Aide South		
		Caballo PL / Calle Chorro, El Paso de Robles (corporate name for Paso Robles), CA (Intersection)	1
		1150 1150 Mission Street ST San Miguel, CA	1
		2522 Cattleman RD Paso Robles (corporate name El Paso de Robles), CA	1
Total for Location Type:			17
Place of Recreation or Sport			
	AAE - Auto Aid East		
		8715 N River RD San Miguel, CA	1
	CSD - CSD Limits		
		1385 Mission ST San Miguel, CA	1
		254 13th ST San Miguel, CA	2
		301 13th ST San Miguel, CA	1
		775 Mission ST San Miguel, CA	6
	LLS - Lillian Larson School		
		1601 L ST San Miguel, CA	1
Total for Location Type:			12
Public Building (schools, gov. offices)			
	AAN - Auto Aid North		
		Canyon RD / Bee Rock Road, Bradley, CA (Intersection)	1
	BOB - Camp Roberts		
		Camp Roberts / Building #6124, San Miguel, CA (Directions)	1
		S Highway 101 HWY / East Garrison, San Miguel, CA (Directions)	1
		25021 N ST Bradley, CA	1
		4321 Arizona BLVD San Miguel, CA	1
	CSD - CSD Limits		
		1150 Mission ST San Miguel, CA	1
		248 13th ST San Miguel, CA	3

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Public Building (schools, gov. offices)			
	LLS - Lillian Larson School		
		1601 L San Miguel, CA	1
		1601 L ST San Miguel, CA	2
	MAW - Mutual Aid West		
		Highway 1 San Luis Obispo, CA	1
	SMF - San Miguel Fire		
		1150 Mission ST San Miguel, CA	1
Total for Location Type:			14
Street or Highway			
	AAE - Auto Aid East		
		4980 Indian Valley RD San Miguel, CA	1
		8555 Estrella RD San Miguel, CA	1
		901 Cemetery RD / 100 Nygren Road, San Miguel, CA (Intersection)	1
	AAN - Auto Aid North		
		N Highway 101 HWY / MO-CO Line, San Miguel, CA (Directions)	1
		Oregon AVE / A Street, San Miguel, CA (Intersection)	1
		S Highway 101 HWY San Miguel, CA	1
		San Miguel AVE / South Bound Highway 101, San Miguel, CA (Directions)	1
		4900 Indian Valley RD San Miguel, CA	1
	AAS - Auto Aid South		
		N Highway 101 HWY San Miguel, CA (Adjacent to)	1
		N Highway 101 HWY / North of Mission St On-Ramp, San Miguel, CA (Intersection)	1
		N Hwy 101 / Mission Street, San Miguel, CA (Intersection)	1
		S Hwy 101 / San Marcos Road, San Miguel, CA (Intersection)	1
		San Marcos / South HWY 101, Paso Robles (corporate name El Paso de Robles), CA (Intersection)	1
		7575 Monterey RD San Miguel, CA	1
		7598 Monterey RD / N HWY 101, Paso Robles (corporate name El Paso de Robles), CA (Intersection)	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Street or Highway			
	AAW - Auto Aid West		
		3000 Interlake RD / 11084 Nacimiento Lake Drive, Bradley, CA (Directions)	1
		398 16th ST / 1600 Mission St, San Miguel, CA (Directions)	1
		6900 Mahoney RD San Miguel, CA	1
		912 10th ST / 10100 Mission Almond Way, San Miguel, CA (Directions)	1
	CBMHP - Casa Blanca Mobile Home Park		
		1200 N ST San Miguel, CA	1
	CSD - CSD Limits		
		10th ST / N HWY 101, San Miguel, CA (Intersection)	1
		11th ST / Mission Street, San Miguel, CA (Intersection)	1
		Indian Valley RD / 4300 Vineyard CA, San Miguel, CA (Intersection)	1
		N Highway 101 HWY San Miguel, CA	1
		N Highway 101 HWY / Mission Street Off Ramp, San Miguel, CA (Directions)	1
		N River RD / N Street, San Miguel, CA (Intersection)	1
		N ST / River Road, San Miguel, CA (Intersection)	1
		S Highway 101 HWY / 10th Street- Off Ramp, San Miguel, CA (Directions)	1
		S Highway 101 HWY / Mission Street On Ramp, San Miguel, CA (Directions)	1
		S Highway 101 HWY / S Mission Street on ramp, San Miguel, CA (Directions)	1
		1000 BLK Mission St San Miguel, CA	1
		1000 K ST / 248 10th Street, San Miguel, CA (Directions)	1
		101 Southbound San Miguel, CA	1
		1100 L ST / 300 11th Street, San Miguel, CA (Intersection)	1
		1141 Mission ST San Miguel, CA	1
		1148 Wimmer WAY San Miguel, CA	1
		1198 N River RD San Miguel, CA	1
		1198 N River RD San Miguel, CA (Adjacent to)	1
		1221 K ST San Miguel, CA (In front of)	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Street or Highway			
	CSD - CSD Limits		
		12298 N River RD / 8698 Cross Canyon Rd, San Miguel, CA (Directions)	1
		1245 Mission ST / 12th Street, San Miguel, CA (Intersection)	1
		1300 Mission ST San Miguel, CA (Adjacent to)	1
		1400 Mission ST / 400 River Road, San Miguel, CA (Intersection)	1
		1440 K ST San Miguel, CA	1
		1498 K ST San Miguel, CA	1
		1520 N ST San Miguel, CA	1
		254 13th ST San Miguel, CA	1
		300 11th ST / 1100 L Street, San Miguel, CA (Directions)	1
		300 11th ST / 1100 L Street, San Miguel, CA (Intersection)	1
		300 13th ST / L Street, San Miguel, CA (Intersection)	1
		300 San Luis Obispo RD / 800 L street, San Miguel, CA (Intersection)	1
		398 16th ST San Miguel, CA	1
		700 Mission ST San Miguel, CA	1
		972 K ST San Miguel, CA	1
		998 K ST San Miguel, CA (In front of)	1
	MM - Mission Meadows		
		1735 Bonita PL San Miguel, CA	1
	Ter - San Lawerance Terrace		
		13550 N River RD San Miguel, CA	1
Total for Location Type:			57
Trade or service (business, bars, restaurants, etc)			
	AAS - Auto Aid South		
		5755 Monterey RD San Miguel, CA	1
	CSD - CSD Limits		
		1099 K ST San Miguel, CA	1
		1185 Mission ST San Luis Obispo, CA	1
		1235 Mission ST San Miguel, CA	1

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Trade or service (business, bars, restaurants, etc)			
	CSD - CSD Limits		
		1263 Mission ST San Miguel, CA	3
		1299 Mission ST San Miguel, CA	1
		1402 Mission ST San Miguel, CA	1
		1765 Bonita PL San Miguel, CA	1
		340 14th ST San Miguel, CA	1
		998 K ST San Miguel, CA	1
		998 K St San Miguel, CA	1
	LLS - Lillian Larson School		
		1601 L ST San Miguel, CA	1
	MAS - Mutual Aide South		
		4040 US-101 N / Morningside Drive, Santa Maria, CA (Directions)	1
Total for Location Type:			15

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



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

January 23, 2025

AGENDA ITEM: 8.1

SUBJECT: Monthly claim detail and investment reports for December 2024 (**Recommend receive and file claim detail and investment report by Board consensus**) (Pg. 85-139)
When ancillary reports are provided they are for reference only and are subject to change.

SUGGESTED ACTION:

Review, Receive and File the attached claim detail and investment reports.

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

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Michelle Hido



San Miguel Community Services District DECEMBER 2024 Financial Report

January 14, 2025

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

DECEMBER 2024 Revenue: \$334,404.61

Sales Revenue 53.6%, Property Taxes 30.3%, Franchise Fees 1.5%, Other 14.6%

DECEMBER 2024 Expenses: \$516,503.03

FIRE DEPT PROJECTS:

Resolution 2021-05: Mobile Data Computers- Budget: \$20,000.00

DECEMBER costs: \$0

Project costs to date: \$17,180.52 (86% spent)

Status: In Process

Fire Temporary Housing Unit

DECEMBER costs: Beacon Geotech, SMCSD, Baldwin Electrical, Alameda Electrical - \$15,408.16

Escrow amount used: \$277,144.78 (101.01% spent) Interfund Loan amount used: \$22,781.21 (28.48%)

Budget: \$274,378.95 (Res 2022-21,22) + \$80,000.00 (Res 2024-44) (85.83% spent)

Costs not paid through Escrow to date: \$27,019.23 Total THU Project costs to date: \$304,164.01

Status: In Process

Fire Station Remodel- Budget: none

DECEMBER costs: \$0

Project costs to date: \$5,771.56

Status: In Process

Resolution 2023-36: 23-24 Volunteer Fire Capacity Program Grant- Budget: \$39,382.08

DECEMBER costs: \$0

Project costs to date: \$37,197.99 (94.5% spent)

Status: In Process

Resolution 2024-32 Office of Traffic Safety Grant- Budget: \$48,905.00 (reimbursed by grant)

DECEMBER costs: \$0

Project costs to date: \$48,057.54 (98.3% spent)

Status: In Process

UTILITY DEPT PROJECTS:

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

DECEMBER costs: WSC, Wallace, Quest – Engineering \$191,800.50

Project costs to date: \$1,926,601.40

Status: In Process

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

DECEMBER costs: – \$0

Project costs to date: \$333,247.20

Status: In Process

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

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

DECEMBER costs: \$0
 Project costs to date: \$28,892.50 (41% spent)
 Status: Completed

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

DECEMBER costs: Water System Consulting – Engineering \$703.00
 Project costs to date: \$217,888.22 (100.2% spent)
 Project costs reimbursed by Grant to date: \$211,944.48 = 97.3%
 Status: Suspended

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

DECEMBER costs: \$0
 Project costs to date: \$15,263.75 (97.0% spent)
 Status: Completed

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

DECEMBER costs: WSC – Engineering \$5,496.25
 Project costs to date: \$162,091.70 (41% spent)
 Status: In Process

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

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

LEGAL SERVICES

2024/25 LEGAL EXPENSES TO DATE:

Invoicing through November’s Legal Services

BOARD MEETINGS:	\$ 5,054.50
CSD BOARD REQUESTS:	\$ 832.50
FIRE:	\$ 906.50
GENERAL CSD/ADMIN:	\$ 1,662.25
GENERAL HR AND HR CONTRACTS:	\$ 898.60
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 1,731.70
SEWER:	\$ 3,166.30
SOLID WASTE:	\$ 133.00
WATER:	\$ 9,505.89

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

- State Water Resources Control Board \$43,830.00 – Annual Permit WWTF 24/25
- Fluid Resource Management \$25,946.61 – Contract Operator WW & W
- N. Rex Awalt \$20,167.00 – SLT Well VFD install
- USA Bluebook \$19,786.66 – Chlorine Analyzers Turbidity Meters
- Cal West Rain \$18,346.49 – Flow Meters

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

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

CalPERS (Employer costs only)	\$10,434.63
PG&E (Facilities & Lighting)	\$15,604.53
US Bank SMCSD Credit Cards	\$1,109.41
WEX Bank SMCSD District Vehicle Fuel	\$929.41

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

RECOMMENDATION:

Please Review these December 2024 SMCSD 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
11095	50205S	650 13 STARS MEDIA	169.84						
1	12/23/24	RFQ MASTER PLAN TOLL W/WW	84.92			40 64000	393		10205
		2024CI-8545							
2	12/23/24	RFQ MASTER PLAN TOLL W/WW	84.92			50 65000	393		10205
		2024CI-8545							
		Total for Vendor:	169.84						
11075	50206S	9 A.WILLIAM CONSULTING	2,006.25						
1	12/30/24	GRANT WORK	2,006.25			20 62000	458		10205
		Total for Vendor:	2,006.25						
11011	50158S	671 ALAMEDA ELECTRICAL DIST	534.11						
1	11/20/24	THU WIRE	534.11			20 62000	511		10205
		S5933108.001							
11017	50158S	671 ALAMEDA ELECTRICAL DIST	253.05						
1	11/18/24	THU ITE, FUSE	253.05			20 62000	511		10205
		S5931343.001							
11018	50158S	671 ALAMEDA ELECTRICAL DIST	362.45						
1	11/15/24	THU CONDUIT,CONN,COUP	362.45			20 62000	511		10205
		S5930732.001							
11046	50187S	671 ALAMEDA ELECTRICAL DIST	424.26						
1	12/04/24	THU WIRE	424.26			20 62000	511		10205
		S5940656.001							
11047	50187S	671 ALAMEDA ELECTRICAL DIST	68.25						
1	12/04/24	THU WIRE	68.25			20 62000	511		10205
		S5940266.001							
11048	50187S	671 ALAMEDA ELECTRICAL DIST	133.37						
1	12/04/24	THU WIRE	133.37			20 62000	511		10205
		S5940801.001							

* ... Over spent expenditure

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11049 1 S5937482.001	50187S 11/26/24	671 ALAMEDA ELECTRICAL DIST WIRE	41.01 41.01			50 65000	353		10205
11050 1 S5936791.001	50187S 11/26/24	671 ALAMEDA ELECTRICAL DIST WIRE	286.72 286.72			50 65000	353		10205
11079 1 S5944038.001	50207S 12/10/24	671 ALAMEDA ELECTRICAL DIST CABLE, CONDUIT	210.07 70.02*			50 65000	516		10205
2 S5944038.001	12/10/24	CABLE, CONDUIT	70.03			50 65000	517		10205
3 S5944038.001	12/10/24	CABLE, CONDUIT	70.02			50 65000	518		10205
11080 1 S5949243.001	50207S 12/17/24	671 ALAMEDA ELECTRICAL DIST ELECTRICAL BOXES	263.03 263.03			50 65000	353		10205
11081 1 S5947635.001	50207S 12/16/24	671 ALAMEDA ELECTRICAL DIST ELECTRICAL WORK WELL 3,4,SLT	36.98 36.98			50 65000	352		10205
11082 1 S5941906.001	50207S 12/05/24	671 ALAMEDA ELECTRICAL DIST THU FUSE	50.11 50.11			20 62000	511		10205
11083 1 S5941591.001	50207S 12/05/24	671 ALAMEDA ELECTRICAL DIST THU CU BOND GRND	42.58 42.58			20 62000	511		10205
Total for Vendor:			2,705.99						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11008	50159S	689 AMAZON CAPITOL SERVICES	210.04						
1	12/01/24	DEP BAGS, TONER, DETERG	105.02			40 64000	410		10205
		1CK3-1HFF-7GQ4							
2	12/01/24	DEP BAGS, TONER, DETERG	105.02*			50 65000	410		10205
		1CK3-1HFF-7GQ4							
11009	50159S	689 AMAZON CAPITOL SERVICES	257.31						
1	12/01/24	PRACTICE EXAMS WWTOC	31.10			40 64000	386		10205
		111H-F9WT-9PK1							
2	12/01/24	PRACTICE EXAMS WTOC	69.65			50 65000	386		10205
		111H-F9WT-9PK1							
3	12/01/24	SS UTIL SINK	78.28*			50 65000	516		10205
		111H-F9WT-9PK1							
4	12/01/24	SS UTIL SINK	78.28			50 65000	517		10205
		111H-F9WT-9PK1							
11114	50208S	689 AMAZON CAPITOL SERVICES	934.01						
1	01/01/25	CHAIRS, CALENDAR, PAPER, MONITORS	46.70			30 63000	410		10205
		1JD9-JM11-H6YF							
2	01/01/25	CHAIRS, CALENDAR, PAPER, MONITORS	420.30			40 64000	410		10205
		1JD9-JM11-H6YF							
3	01/01/25	CHAIRS, CALENDAR, PAPER, MONITORS	420.31*			50 65000	410		10205
		1JD9-JM11-H6YF							
4	01/01/25	CHAIRS, CALENDAR, PAPER, MONITORS	46.70*			60 66000	410		10205
		1JD9-JM11-H6YF							
11115	50208S	689 AMAZON CAPITOL SERVICES	66.81						
1	01/01/25	SINK	66.81			50 65000	517		10205
		1C1N-HCTG-D473							
		Total for Vendor:	1,468.17						
11022	50160S	576 APEX FIRE CONTROL	155.00						
1	11/18/24	FIRE EXTG RECHARGE	155.00			20 62000	351		10205
		86072							
		Total for Vendor:	155.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10989	50161S	743 API ATLAS PERFORMANCE	2,200.00						
1	12/04/24	DEC CSD OFFICE TRAILER RENTAL	110.00			30 63000	949		10205
RI150607									
2	12/04/24	DEC CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10205
RI150607									
3	12/04/24	DEC CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10205
RI150607									
4	12/04/24	DEC CSD OFFICE TRAILER RENTAL	110.00			60 66000	949		10205
RI150607									
Total for Vendor:			2,200.00						
11059	-98812E	714 AT&T MOBILITY	95.98						
		FIRE CELL PHONES							
1	12/02/24	NOV FIRE CELL PHONE - ROBERSO	45.47			20 62000	465		10205
12102024									
2	12/02/24	NOV FIRE CELL PHONE - YOUNG	50.51			20 62000	465		10205
12102024									
Total for Vendor:			95.98						
10987	50162S	622 BALDWIN ELECTRIC SERVICE	270.00						
1	10/30/24	STREET LIGHT BREAKER FIX	270.00			30 63000	353		10205
727									
10988	50162S	622 BALDWIN ELECTRIC SERVICE	1,080.00						
1	10/30/24	POND #4 PUMP	1,080.00			40 64000	582		10205
726									
11044	50188S	622 BALDWIN ELECTRIC SERVICE	4,068.61						
1	12/13/24	TERRACE WELL- REPAIR & MATERIA	1,368.61			40 64000	582		10205
741									
2	12/13/24	TERRACE WELL- REPAIR & MATERIA	945.00			50 65000	518		10205
741									
3	12/13/24	TERRACE WELL- REPAIR & MATERIA	1,755.00			50 65000	517		10205
741									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11045	50188S	622 BALDWIN ELECTRIC SERVICE	3,440.00						
		THU POWER INSTALL							
1	12/05/24	THU POWER INSTALL	3,440.00			20 62000	511		10205
738									
		Total for Vendor:	8,858.61						
11073	50189S	688 BEACON GEOTECHNICAL	1,650.00						
		PROJECT F-102772							
		SMF THU							
1	12/18/24	GRADING OBSERV & TESTING	1,650.00			20 62000	511	21006	10205
10699									
		Total for Vendor:	1,650.00						
11074	50209S	34 BLAKE'S INC	24.99						
1	12/13/24	TWIST NOZZLE	24.99			40 64000	582		10205
1639288									
		Total for Vendor:	24.99						
11012	50163S	573 BURT INDUSTRIAL SUPPLY	374.28						
1	11/20/24	STRAW WATTLE 9"X25'	374.28			20 62000	511		10205
152714									
		Total for Vendor:	374.28						
11062	50190S	54 CAL WEST RAIN	18,346.49						
		FLOW METERS							
1	12/11/24	FLOW METERS - 4	6,568.82			50 65000	517		10205
0225058-IN									
2	12/11/24	FLOW METERS - 4	5,888.83*			50 65000	516		10205
0225058-IN									
3	12/11/24	FLOW METERS - 4	5,888.84			50 65000	518		10205
0225058-IN									
		Total for Vendor:	18,346.49						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11070	50191S 999999	CECILY DAVIS 655 ARMAND AVE ACCT 27217-05	20.53						
1	12/16/24	WW DEPOSIT REFUND 27217-05	9.12			40 20520			10205
2	12/16/24	W DEPOSIT REFUND 27217-05	11.41			50 20510			10205
Total for Vendor:			20.53						
11057	-98837E 67	CHARTER COMMUNICATIONS Acct# 8245 10 105 0027311 Spectrum Business Internet/Voice	129.98						
Service 12/11/24 - 1/10/25									
1	12/07/24	FIRE DEC INTERNET/VOICE 170616101120724	129.98			20 62000	375		10205
11058	-98836E 67	CHARTER COMMUNICATIONS Acct# 212691601 Spectrum Enterprise Internet	648.98						
Service 12/01/24 - 1/30/25									
1	12/01/24	DEC LIFT STATION 212691601120124	119.98			40 64000	375		10205
2	12/01/24	DEC WWTF FIBER 212691601120124	26.45			30 63000	375		10205
3	12/01/24	DEC WWTF FIBER 212691601120124	238.05			40 64000	375		10205
4	12/01/24	DEC WWTF FIBER 212691601120124	238.05			50 65000	375		10205
5	12/01/24	DEC WWTF FIBER 212691601120124	26.45			60 66000	375		10205
Total for Vendor:			778.96						
10994	-98845E 712	CIO SOLUTIONS 1 11/15/24 NOV IT SUPPORT 115580-124	3,158.92 948.69			20 62000	321		10205
2	11/15/24	NOV IT SUPPORT 115580-124	93.86*			30 63000	321		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	11/15/24	NOV IT SUPPORT	1,011.25			40 64000	321		10205
115580-124									
4	11/15/24	NOV IT SUPPORT	1,011.25			50 65000	321		10205
115580-124									
5	11/15/24	NOV IT SUPPORT	93.87*			60 66000	321		10205
115580-124									
11091	-98810E	712 CIO SOLUTIONS	3,176.35						
1	12/15/24	DEC IT SUPPORT	952.91			20 62000	321		10205
116311-124									
2	12/15/24	DEC IT SUPPORT	95.29*			30 63000	321		10205
116311-124									
3	12/15/24	DEC IT SUPPORT	1,016.43			40 64000	321		10205
116311-124									
4	12/15/24	DEC IT SUPPORT	1,016.43			50 65000	321		10205
116311-124									
5	12/15/24	DEC IT SUPPORT	95.29*			60 66000	321		10205
116311-124									
Total for Vendor:			6,335.27						
11068	50192S	15 CLEATH-HARRIS GEOLOGISTS, INC	3,637.50						
1	12/06/24	Q4 GROUNDWATER MONITORING EVEN	3,637.50*			40 64000	651		10205
20241120									
Total for Vendor:			3,637.50						
11005	-98843E	654 CULLIGAN WATER	33.72						
1	11/30/24	NOV WATER DELIVERY	16.86			40 64000	305		10205
800413591									
2	11/30/24	NOV WATER DELIVERY	16.86			50 65000	305		10205
800420274									
11112	-98828E	654 CULLIGAN WATER	33.72						
1	12/30/24	DEC WATER DELIVERY	16.86			40 64000	305		10205
800426926									
2	12/30/24	DEC WATER DELIVERY	16.86			50 65000	305		10205
800433595									
Total for Vendor:			67.44						

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10995	50164S	16 EIDE BAILLY LLP	2,028.08						
1	11/27/24	CPA SERVICES CONSULT/REVIEW	608.44*			20 62000	325		10205
10995	50164S	16 EIDE BAILLY LLP	2,028.08						
2	11/27/24	CPA SERVICES CONSULT/REVIEW	60.84			30 63000	325		10205
10995	50164S	16 EIDE BAILLY LLP	2,028.08						
3	11/27/24	CPA SERVICES CONSULT/REVIEW	648.98			40 64000	325		10205
10995	50164S	16 EIDE BAILLY LLP	2,028.08						
4	11/27/24	CPA SERVICES CONSULT/REVIEW	648.98			50 65000	325		10205
10995	50164S	16 EIDE BAILLY LLP	2,028.08						
5	11/27/24	CPA SERVICES CONSULT/REVIEW	60.84			60 66000	325		10205
Total for Vendor:			2,028.08						
10997	50165S	708 ESO SOLUTIONS INC	2,127.04						
1	12/02/24	2025 ER- FIRE & EMS PACKAGE	2,127.04			20 62000	385		10205
10997	50165S	708 ESO SOLUTIONS INC	2,127.04						
Total for Vendor:			2,127.04						
11064	50193S	109 FERGUSON ENTERPRISES	2,606.18						
1	11/26/24	PVC, METER VALVES	2,606.18			50 65000	353		10205
11064	50193S	109 FERGUSON ENTERPRISES	2,606.18						
1	12/19/24	REPAIR CLAMPS	193.05			50 65000	353		10205
11064	50193S	109 FERGUSON ENTERPRISES	2,606.18						
Total for Vendor:			2,799.23						
11053	50194S	401 FLUID RESOURCE MANAGEMENT	40.00						
1	12/13/24	COMPLIANCE SPECIALIST	40.00			50 65000	361		10205
11053	50194S	401 FLUID RESOURCE MANAGEMENT	40.00						
1	12/13/24	CONTRACT OPERATOR- WW 10/24	5,972.28			40 64000	361		10205
11054	50194S	401 FLUID RESOURCE MANAGEMENT	5,972.28						
1	12/13/24	CONTRACT OPERATOR- WW 10/24	5,972.28			40 64000	361		10205
11054	50194S	401 FLUID RESOURCE MANAGEMENT	5,972.28						
1	12/13/24	CONTRACT OPERATOR- WW 10/24	5,972.28			40 64000	361		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11055 1 TW241041	50194S 12/13/24	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- W 10/2024	5,477.50 5,477.50			50 65000	361		10205
11056 1 A092429	50194S 10/21/24	401 FLUID RESOURCE MANAGEMENT OP MNGR, 9/19 COORD MEETING	1,970.83 1,970.83			50 65000	361		10205
11085 1 A241194	50211S 12/20/24	401 FLUID RESOURCE MANAGEMENT PUMP	3,859.97 1,286.65*			50 65000	516		10205
2 A241194	12/20/24	PUMP	1,286.66			50 65000	517		10205
3 A241194	12/20/24	PUMP	1,286.66			50 65000	518		10205
11086 1 TWW241150	50211S 12/19/24	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- WW 11/24	4,946.61 4,946.61			40 64000	361		10205
11087 1 TW241151	50211S 12/19/24	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- W 11/2024	3,679.42 3,679.42			50 65000	361		10205
Total for Vendor:			25,946.61						
11111 Acct #8054672818010412-5 Service from 12/22/24-01/21/25	-98829E	308 FRONTIER COMMUNICATIONS (412-5)	81.63						
FS/CSD ALARM 1 12/22/24		DEC FIRE STATION ALARM	81.63			20 62000	375		10205
Total for Vendor:			81.63						
11014 GW-661 Service Period:11/2024	50166S	125 GREAT WESTERN ALARM	35.00						
1 241100545101	12/01/24	DEC Alarm Monitoring	35.00			20 62000	380		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11015	50166S	125 GREAT WESTERN ALARM A0702 UTILITIES EMERGENCY Service Period:12/2024	100.00						
1	12/01/24	DEC Answering Service	50.00			40 64000	380		10205
241102242101									
2	12/01/24	DEC Answering Service	50.00			50 65000	380		10205
241102242101									
11109	50212S	125 GREAT WESTERN ALARM A0702 UTILITIES EMERGENCY Service Period:1/2025	100.00						
1	01/01/25	JAN Answering Service	50.00			40 64000	380		10205
241202242101									
2	01/01/25	JAN Answering Service	50.00			50 65000	380		10205
241202242101									
11110	50212S	125 GREAT WESTERN ALARM GW-661 Service Period:1/2025	35.00						
1	01/01/25	JAN Alarm Monitoring	35.00			20 62000	380		10205
241200545101									
Total for Vendor:			270.00						
11061	50195S	703 GSI WATER SOLUTIONS 5-YEAR PERIODIC EVALUTION	1,303.99						
1	12/12/24	5-YR PERIODIC EVALUATION	1,303.99*			50 65000	324		10205
0667.031									
Total for Vendor:			1,303.99						
11040	50196S	134 HELPING HAND HEALTH EDUCATION	600.00						
1	12/17/24	INSTRUCTOR CLASS	600.00			20 62000	386		10205
4591									
Total for Vendor:			600.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11069	50197S 999999	JAVIER VELASQUEZ 675 12TH ST ACCT 15917-03	65.58						
1	12/17/24	WW DEPOSIT REFUND 15917-03 15917-03	65.58			40 20520			10205
Total for Vendor:			65.58						
11071	50198S 999999	JESSICA KAAKE 1516 L STREET ACCT 27365-08	29.25						
1	12/16/24	WW DEPOSIT REFUND 1516 L ST 27365-08	0.09			40 20520			10205
2	12/16/24	W DEPOSIT REFUND 1516 L ST 27217-05	29.16			50 20510			10205
Total for Vendor:			29.25						
11010	50167S 49	KNUDTSON CONSULTING, INC 1 12/01/24 WELL LEVEL MONITORING 180	3,920.06 3,920.06			50 65000	353		10205
Total for Vendor:			3,920.06						
11003	50169S 602	MULLAHEY CHRYSLER DODGE JEEP RAM Truck #U8634	741.64						
1	12/05/24	U-8634 OIL & SERVICE 80776	370.82			40 64000	354		10205
2	12/05/24	U-8634 OIL & SERVICE 80776	370.82			50 65000	354		10205
11013	50169S 602	MULLAHEY CHRYSLER DODGE JEEP RAM Truck #U8636	94.59						
1	12/05/24	U-8636 OIL & SERVICE 80783	47.30			40 64000	354		10205
2	12/05/24	U-8636 OIL & SERVICE 80783	47.29			50 65000	354		10205
Total for Vendor:			836.23						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11019 1 21677	50170S 11/20/24	17 N. REX AWALT CORPORATION COUPLERS, PVC	30.58 30.58			20 62000	511		10205
11020 1 21680	50170S 11/25/24	17 N. REX AWALT CORPORATION ELEC CONDUIT	63.55 63.55			50 65000	353		10205
11051 1 21716	50199S 12/05/24	17 N. REX AWALT CORPORATION PVC PIPE	163.65 163.65			20 62000	511		10205
11052 1 21720	50199S 12/10/24	17 N. REX AWALT CORPORATION INSTALL SLT WELL VFD	20,167.00 20,167.00			50 65000	518		10205
Total for Vendor:			20,424.78						
10990 1 2410960	50171S 12/03/24	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY)	77.00 77.00			40 64000	355		10205
10991 1 2410720	50171S 12/03/24	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY)	27.00 27.00			40 64000	355		10205
10992 1 2411119	50171S 12/04/24	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY)	27.00 27.00			40 64000	355		10205
10993 1 2410721	50171S 12/02/24	45 OILFIELD ENVIRONMENTAL & ROUTINE (HEX)	129.00 43.00			50 65000	356		10205
2410721	2	12/02/24 ROUTINE (HEX)	43.00			50 65000	357		10205
2410721	3	12/02/24 ROUTINE (HEX)	43.00			50 65000	358		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11041 1 2411391	50200S 12/13/24	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY)	27.00 27.00			40 64000	355		10205
11042 1 2411373	50200S 12/12/24	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY-2ND)	124.00 35.00			50 65000	358		10205
2 2411373	12/12/24	ROUTINE (WEEKLY-2ND)	44.50			50 65000	356		10205
3 2411373	12/12/24	ROUTINE (WEEKLY-2ND)	44.50			50 65000	357		10205
11043 1 2411121	50200S 12/05/24	45 OILFIELD ENVIRONMENTAL & ROUTINE MONTHLY/WEEKLY	165.00 165.00			50 65000	358		10205
11113 1 2411637	50213S 01/02/24	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY-3RD)	127.00 127.00			50 65000	359		10205
Total for Vendor:			703.00						
11089 Acct #8565976480-8	-98814E 208	PG&E #6480-8	1,267.43						
1	12/16/24	12th & K 8565976725	10.98			30 63000	381		10205
2	12/16/24	11TH STREET - 8562053214	52.40			30 63000	381		10205
3	12/16/24	RIO MESA CIR - 8564394360	25.91			30 63000	381		10205
5	12/16/24	MISSION/14TH - 8569413449	31.46			30 63000	381		10205
6	12/16/24	VERDE/RIO MESA - 8560673934	64.78			30 63000	381		10205
7	12/16/24	Mission Heights - 8565976482	189.60			30 63000	381		10205
8	12/16/24	MISSION S. 14TH - 8561483265	15.73			30 63000	381		10205
9	12/16/24	Tract 2605 - 8565976109	40.63			30 63000	381		10205
10	12/16/24	9898 River Rd. - 8565976002	395.52			30 63000	381		10205
11	12/16/24	9898 River Rd. - 8565976004	49.47			30 63000	381		10205
12	12/16/24	9898 River Rd. - 8565976008	229.63			30 63000	381		10205
13	12/16/24	9898 River Rd. - 8565976014	79.31			30 63000	381		10205
14	12/16/24	9898 River Rd. - 8565976481	59.35			30 63000	381		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
15	12/16/24	9898 River Rd. - 8565976483	22.66			30 63000	381		10205
		Total for Vendor:	1,267.43						
11090	-98813E	209 PG&E #6851-8	14,337.10						
		Acct #3675186851-8							
1	12/18/24	Old Fire Station/1297 L St	27.34			20 62000	381		10205
2	12/18/24	Fire Station/1150 Mission	10.51			20 62000	381		10205
3	12/18/24	Water Works #1/Well 3	174.25			50 65000	381		10205
4	12/18/24	Bonita Pl & 16th/Well 4	4,772.35			50 65000	381		10205
5	12/18/24	N St/WWTF	8,832.98			40 64000	381		10205
6	12/18/24	2HP Booster Station	10.52			50 65000	381		10205
7	12/18/24	Mission Heights Booster	10.51			50 65000	381		10205
8	12/18/24	14th St. & K St.	84.86			50 65000	381		10205
9	12/18/24	942 Soka Way lift station	117.64			40 64000	379		10205
10	12/18/24	Missn&12th Landscape-St light	216.43			30 63000	381		10205
11	12/18/24	SLT Well	79.71			50 65000	381		10205
		Total for Vendor:	14,337.10						
10996	50172S	25 QUEST PLANNING, INC	125.00						
1	11/30/24	WWTF PERMIT ASSISTANCE	125.00			40 64000	587	20001	10205
1915									
		Total for Vendor:	125.00						
11007	50173S	221 RENTAL DEPOT	121.71						
		Customer #6695							
1	11/27/24	CORE DRILL 5" BIT	121.71			50 65000	353		10205
370782-2									
		Total for Vendor:	121.71						
11006	50174S	609 SAN LUIS POWERHOUSE	995.00						
		MG EMERGENCY GENERATOR ANNUAL TESTING							
1	11/26/24	WWTP EMERG GENERTR TEST/SRV	995.00			40 64000	351		10205
52316									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11094	50214S	609 SAN LUIS POWERHOUSE	553.57						
		SLT WELL GENERATOR QTRLY SERV							
1	12/11/24	SLT WELL GENERATOR QTRLY SERV	553.57			50 65000	351		10205
52404									
		Total for Vendor:	1,548.57						
11004	50175S	481 SAN MIGUEL COMMUNITY SERVICES	5,900.00						
		THU DIRT HAUL, W/WW LATERAL INSTALL							
1	11/20/24	THU DIRT&LATERAL W/WW INSTALL	5,900.00			20 62000	511		10205
202450									
11116	50215S	481 SAN MIGUEL COMMUNITY SERVICES	46.00						
		Acct#01102-00							
1	12/15/24	610 12TH ST WELL 3 01102-00	46.00*			50 65000	384		10205
11117	50215S	481 SAN MIGUEL COMMUNITY SERVICES	276.00						
		1581 BONITA PL 15034-00							
1	12/15/24	WELL 4 15034-00	276.00*			50 65000	384		10205
11118	50215S	481 SAN MIGUEL COMMUNITY SERVICES	65.60						
		ACCT# 27476-00							
1	12/16/24	1199 MISSION IRRIG MTR 27476-0	65.60			30 63000	384		10205
11119	50215S	481 SAN MIGUEL COMMUNITY SERVICES	104.36						
		20547-00							
1	12/16/24	1203 MISSION IRIG MTR 20547-0	104.36			30 63000	384		10205
11120	50215S	481 SAN MIGUEL COMMUNITY SERVICES	49.55						
		Acct#27475-00							
1	12/16/24	1765 BONITA 27475-00	49.55			40 64000	384		10205
11121	50215S	481 SAN MIGUEL COMMUNITY SERVICES	44.80						
1	12/16/24	942 SOKA WAY 20840-00	44.80			40 64000	384		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11122 01004-00	50215S 481	SAN MIGUEL COMMUNITY SERVICES	174.79						
1	12/15/24 1150	MISSION ST SMFD 1004-00	174.79			20 62000	384		10205
11123 01004B-00	50215S 481	SAN MIGUEL COMMUNITY SERVICES	2.00						
1	12/15/24 1150	MISSION ST SMFD 1004B-00	2.00			20 62000	384		10205
11124 01004-00	50215S 481	SAN MIGUEL COMMUNITY SERVICES	34.50						
1	12/15/24 1140	Mission Street 1001-00	34.50			20 62000	384		10205
		Total for Vendor:	6,697.60						
11067 ACCT# 318691	50201S 238	SAN MIGUEL GARBAGE	122.46						
1	12/01/24	NOV 2024	61.23			40 64000	383		10205
120124									
2	12/01/24	NOV 2024	61.23			50 65000	383		10205
120124									
		Total for Vendor:	122.46						
11099 DEC 19TH MEETING @ SMSC	50216S 731	SAN MIGUEL SENIORS CENTER	300.00						
1	12/28/24	DEC 19 BOD MEETING 6 HRS	90.00			20 62000	341		10205
2	12/28/24	DEC 19 BOD MEETING 6 HRS	9.00			30 63000	341		10205
3	12/28/24	DEC 19 BOD MEETING 6 HRS	96.00			40 64000	341		10205
4	12/28/24	DEC 19 BOD MEETING 6 HRS	96.00			50 65000	341		10205
5	12/28/24	DEC 19 BOD MEETING 6 HRS	9.00			60 66000	341		10205
11101 NOV 23RD MEETING @ SMSC	50216S 731	SAN MIGUEL SENIORS CENTER	250.00						
1	01/02/25	NOV 23 BOD MEETING 6 HRS	75.00			20 62000	341		10205
2	01/02/25	NOV 23 BOD MEETING 6 HRS	7.50			30 63000	341		10205
3	01/02/25	NOV 23 BOD MEETING 6 HRS	80.00			40 64000	341		10205
4	01/02/25	NOV 23 BOD MEETING 6 HRS	80.00			50 65000	341		10205
5	01/02/25	NOV 23 BOD MEETING 6 HRS	7.50			60 66000	341		10205
		Total for Vendor:	550.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11093	50217S	735 SECRETARY OF STATE	6.00						
1	12/23/24	2024 UPDATED FILING PUB AGENCY	1.80			20 62000	305		10205
2	12/23/24	2024 UPDATED FILING PUB AGENCY	0.18			30 63000	305		10205
3	12/23/24	2024 UPDATED FILING PUB AGENCY	1.92			40 64000	305		10205
4	12/23/24	2024 UPDATED FILING PUB AGENCY	1.92			50 65000	305		10205
5	12/23/24	2024 UPDATED FILING PUB AGENCY	0.18			60 66000	305		10205
		Total for Vendor:	6.00						
10998	50176S	611 SLO FIRE INVESTIGATION STRIKE	25.00						
	2024	SLOFIST Membership Dues							
1	12/03/24	Membership Dues 2024	25.00			20 62000	385		10205
	2024								
		Total for Vendor:	25.00						
11002	-98844E	657 SOCALGAS	64.15						
1	12/03/24	NOV LIFT STATION 942 SOKA WAY	20.82			40 64000	396		10205
2	12/03/24	NOV SLT WELL 8687 MARTNZ	15.78			50 65000	396		10205
3	12/03/24	NOV WELL 3 NAT.GAS610 12TH	27.55			50 65000	396		10205
		Total for Vendor:	64.15						
11084	50219S	460 STATE WATER RESOURCES CONTROL	65.00						
		LANG D2							
1	12/30/24	LANG D2 EXAM	65.00*			40 64000	715		10205
		LANG							
		Total for Vendor:	65.00						
11088	50218S	382 STATE WATER RESOURCES CONTROL	3,710.65						
		COMMUNITY WATER SYSTEM 907 CONNECTIONS							
		Billing Period 07/01/24-06/30/25							
		System No. 4010010							
1	12/20/24	DISADVANTAGE COMM CONNECTIONS	3,710.65			50 65000	715		10205
		SM-1049968							
		Total for Vendor:	3,710.65						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10986	50178S	43 STERICYCLE, INC	75.40						
1	11/18/24	SHRED CONTAINER	3.77			30 63000	305		10205
8009025328									
2	11/18/24	SHRED CONTAINER	33.93			40 64000	305		10205
8009025328									
3	11/18/24	SHRED CONTAINER	33.93			50 65000	305		10205
8009025328									
4	11/18/24	SHRED CONTAINER	3.77			60 66000	305		10205
8009025328									
11097	50220S	43 STERICYCLE, INC	85.16						
1	12/18/24	SHRED CONTAINER	4.26			30 63000	305		10205
8009314064									
2	12/18/24	SHRED CONTAINER	38.32			40 64000	305		10205
8009314064									
3	12/18/24	SHRED CONTAINER	38.32			50 65000	305		10205
8009314064									
4	12/18/24	SHRED CONTAINER	4.26			60 66000	305		10205
8009314064									
11098	50220S	43 STERICYCLE, INC	1,078.41						
1	12/18/24	SHRED CONTAINER	53.92			30 63000	305		10205
8009314062									
2	12/18/24	SHRED CONTAINER	485.28			40 64000	305		10205
8009314062									
3	12/18/24	SHRED CONTAINER	485.28			50 65000	305		10205
8009314062									
4	12/18/24	SHRED CONTAINER	53.93			60 66000	305		10205
8009314062									
Total for Vendor:			1,238.97						
11065	50202S	275 SWRCB ACCOUNTING OFFICE	43,830.00						
Division of water quality Billing Period 07/01/24 - 06/30/25									
System No. 3400109001									
1	12/04/24	Annual Permit- WWTF 24/25	43,830.00*			40 64000	705		10205
WD-0279606									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11066	50202S	275 SWRCB ACCOUNTING OFFICE San Miguel Community Waste Water Collection System Period: 7/01/24- 6/30/25	3,945.00						
		FAC ID#3SSO1321							
1	12/04/24	ANNUAL COLLECT SYS PERMIT	3,945.00*			40 64000	715		10205
		WD-0279757							
		Total for Vendor:	47,775.00						
11016	50179S	280 TEMPLETON UNIFORMS, LLC YOUNG	161.01						
1	11/21/24	NOMEX - YOUNG	161.01			20 62000	495		10205
		10477							
		Total for Vendor:	161.01						
11078	50221S	433 TWIN CITIES SURVEYING, INC. Job #24106 THU	1,752.50						
1	12/24/24	THU SURVEY SERVICES	1,752.50			20 62000	511		10205
		2024-254							
		Total for Vendor:	1,752.50						
10999	50180S	298 UNIVAR USA INC	982.55						
1	11/25/24	SOD HYPO 12.5%Liquichlor	982.55			50 65000	481		10205
		52600456							
11000	50180S	298 UNIVAR USA INC	1,963.55						
1	11/25/24	SOD HYPO 12.5%Liquichlor	1,963.55			50 65000	482		10205
		52600457							
11001	50180S	298 UNIVAR USA INC	702.02						
1	11/25/24	SOD HYPO 12.5%Liquichlor	702.02			50 65000	483		10205
		52600459							
		Total for Vendor:	3,648.12						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11127	-98825E	301 US BANK	1,109.41						
		KD STATEMENT DATE 12/23/2024							
1	11/23/24	LOWES- PVC ETC	75.01*			50 65000	516		10205
		KD DEC 24							
2	11/23/24	LOWES- PVC ETC	75.01			50 65000	517		10205
		KD DEC 24							
3	11/23/24	LOWES- PVC ETC	75.01			50 65000	518		10205
		KD DEC 24							
4	11/25/24	LOWES- PVC TUBING	62.20*			50 65000	516		10205
		KD DEC 24							
5	11/25/24	LOWES- PVC TUBING	62.20			50 65000	517		10205
		KD DEC 24							
6	11/25/24	LOWES- PVC TUBING	62.20			50 65000	518		10205
		KD DEC 24							
7	11/27/24	LOWES- TOOLS, PVC, TIES	55.77			40 64000	582		10205
		KD DEC 24							
8	11/27/24	LOWES- BIT, PLUMB BOB	18.97			40 64000	490		10205
		KD DEC 24							
9	11/27/24	LOWES- BIT, PLUMB BOB	18.97			50 65000	490		10205
		KD DEC 24							
10	12/04/24	LOWES- CONDUIT, SCH 40	147.10			40 64000	582		10205
		KD DEC 24							
11	12/06/24	LOWES- WELL 4, SLT WELL	190.92			50 65000	352		10205
		KD DEC 24							
12	12/08/24	LOWES- BI-METAL LNX	85.48			50 65000	353		10205
		KD DEC 24							
13	12/09/24	LOWES- RISER, SCH 40	108.04			40 64000	582		10205
		KD DEC 24							
14	12/11/24	LOWES- CONDUIT BOOSTER	19.07			50 65000	353		10205
		KD DEC 24							
15	12/12/24	LOWES- FLEX PIP, GALV BRACE	53.46			50 65000	517		10205
		KD DEC 24							
Total for Vendor:			1,109.41						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11026	50181S	303 USA BLUEBOOK	19,786.66						
1	11/14/24	SYS CHK CONTROLLER	6,595.55*			50 65000	516		10205
		INV00541879							
2	11/14/24	SYS CHK CONTROLLER	6,595.56			50 65000	517		10205
		INV00541879							
3	11/14/24	SYS CHK CONTROLLER	6,595.55			50 65000	518		10205
		INV00541879							
11105	50222S	303 USA BLUEBOOK	285.26						
1	12/17/24	SKIMMING NETS	285.26			40 64000	582		10205
		INV00571384							
Total for Vendor:			20,071.92						
11032	50182S	327 VALLI INFORMATION SYSTEMS	806.78						
		NOV BILLING							
1	11/20/24	NOV Web Posting, Postage	219.16			40 64000	374		10205
		97684							
2	11/20/24	NOV Web Posting, Postage	219.16			50 65000	374		10205
		97684							
3	11/20/24	NOV Printing	103.23			40 64000	374		10205
		97684							
4	11/20/24	NOV Printing	103.23			50 65000	374		10205
		97684							
5	11/20/24	NOV OTC/Online Monthly Maint	0.00*			40 64000	334		10205
		97684							
6	11/20/24	NOV OTC/Online Monthly Maint	0.00*			50 65000	334		10205
		97684							
7	11/20/24	Printed insert HOLIDAY HOURS	40.50			40 64000	395		10205
		97684							
8	11/20/24	Printed insert HOLIDAY HOURS	40.50			50 65000	395		10205
		97684							
9	11/20/24	Printed insert RECYCLING GUIDE	81.00			60 66000	395		10205
		97684							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11076	50223S	327 VALLI INFORMATION SYSTEMS	792.91						
		DEC BILLING							
1	12/30/24	DEC Web Posting, Postage	222.94			40 64000	374		10205
98241						50 65000	374		10205
2	12/30/24	DEC Web Posting, Postage	222.94			40 64000	374		10205
98241						50 65000	374		10205
3	12/30/24	DEC Printing	96.51			40 64000	374		10205
98241						50 65000	374		10205
4	12/30/24	DEC Printing	96.52			40 64000	334		10205
98241						50 65000	334		10205
5	12/30/24	DEC OTC/Online Monthly Maint	0.00*			40 64000	334		10205
98241						50 65000	334		10205
6	12/30/24	DEC OTC/Online Monthly Maint	0.00*			40 64000	395		10205
98241						50 65000	395		10205
7	12/30/24	Printed insert RECYCLING	77.00			40 64000	395		10205
98241						50 65000	395		10205
8	12/30/24	Printed insert FREEZE WARNING	77.00						
98241									
		Total for Vendor:	1,599.69						
11063	-98811E	511 VERIZON	424.55						
		TABLETS: UTILITIES x4							
		CELL PHONE: TMP, MS, TP, KD, DP							
11/09/24	-12/08/24								
1	12/08/24	NOV UTILITIES CELL PHONES X4	17.12			30 63000	465		10205
6100642235						40 64000	465		10205
2	12/08/24	NOV UTILITIES CELL PHONES X4	154.11			50 65000	465		10205
6100642235						60 66000	465		10205
3	12/08/24	NOV UTILITIES CELL PHONES X4	154.12			40 64000	465		10205
6100642235						60 66000	465		10205
4	12/08/24	NOV UTILITIES CELL PHONES X4	17.12			30 63000	465		10205
6100642235						40 64000	465		10205
6	12/08/24	NOV T PARENT CELL PHONE	2.60						
6100642235									
7	12/08/24	NOV T PARENT CELL PHONE	23.42						
6100642235									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	12/08/24	NOV T PARENT CELL PHONE	23.42			50 65000	465		10205
6100642235									
9	12/08/24	NOV T PARENT CELL PHONE	2.60			60 66000	465		10205
6100642235									
10	12/08/24	NOV 4GB DATA PLAN	1.50			30 63000	465		10205
6100642235									
11	12/08/24	NOV 4GB DATA PLAN	13.52			40 64000	465		10205
6100642235									
12	12/08/24	NOV 4GB DATA PLAN	13.52			50 65000	465		10205
6100642235									
13	12/08/24	NOV 4GB DATA PLAN	1.50			60 66000	465		10205
6100642235									
Total for Vendor:			424.55						
11108	50224S	310 VIBORG SAND & GRAVEL, INC.	720.53						
1	01/02/25	SCREENED SAND & BASE	360.26			40 64000	353		10205
51721									
2	01/02/25	SCREENED SAND & BASE	360.27			50 65000	353		10205
51721									
Total for Vendor:			720.53						
11028	50183S	732 WALLACE GROUP	108,623.75						
PROJ#	0406-0031-00								
1	11/20/24	WWTF ENGINEERING 2022-43	108,623.75			40 64000	587 20001		10205
63604									
11107	50225S	732 WALLACE GROUP	72,873.25						
PROJ#	0406-0031-00								
1	12/27/24	WWTF ENGINEERING 2022-43	72,873.25			40 64000	587 20001		10205
63850									
Total for Vendor:			181,497.00						
11100	50226S	395 WATER ENVIRONMENTAL FEDERATION	383.00						
1	01/01/25	WEF MEMBERSHIP 2025	383.00			40 64000	385		10205
17649822									
Total for Vendor:			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
11023	50184S	717 WATER SYSTEMS CONSULTING, INC	1,908.75						
	PRJ 2295-11662								
1	10/31/24	BOOSTER PUMP STATION RFP	1,908.75			50 65000	326		10205
10188	PRJ 2295-11662								
11024	50184S	717 WATER SYSTEMS CONSULTING, INC	1,490.84						
	PROJECTS 2295-11332								
	PRJ# 22010								
2022-67									
1	10/31/24	RCYCL WATER PIPELNE ENG2022-67	1,490.84			40 64000	955	22010	10205
10187	PRJ 2295-11332								
11025	50184S	717 WATER SYSTEMS CONSULTING, INC	505.00						
	WASTE DISCHARGE REQUIREMENT NOI SUPPORT								
1	10/31/24	WASTE DISCHARGE REQ NOI	505.00			40 64000	587		10205
10186	PRJ 2295-11085								
11035	50203S	717 WATER SYSTEMS CONSULTING, INC	5,496.25						
	PROJECTS 2295-11951								
	PRJ# 21008								
2023-44									
1	11/30/24	SEWER LINING & MANHOLE REHAB	5,496.25			40 64000	963	21008	10205
10247	PRJ 2295-11951								
11036	50203S	717 WATER SYSTEMS CONSULTING, INC	9,673.50						
	WWTF PROJECT								
	PRJ 20001								
1	11/30/24	WWTF PROJECT DESIGN	9,673.50			40 64000	587	20001	10205
10246	PRJ 2295-11951								
11037	50203S	717 WATER SYSTEMS CONSULTING, INC	5,346.00						
	PRJ 2295-11951								
1	11/30/24	DISTRICT ENGINEERING 22-23	703.00			40 64000	326		10205
10248	PRJ 2295-11951								
2	11/30/24	DISTRICT ENGINEERING 22-23	703.00			50 65000	326		10205
10248	PRJ 2295-11951								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3		TANK REHAB RES2022-64	0.00			50 65000	326		10205
4		SLT TANK/BOOSTER RES2022-66	0.00			50 65000	326	21007	10205
5		INDIAN VALLEY TRACT	0.00			40 64000	966		10205
6	11/30/24	INDIAN VALLEY TRACT	771.50*			50 65000	966		10205
10248	PRJ 2295-11951								
7	11/30/24	ALLEY WATERLINE REPLACEMENT	151.50			50 65000	326		10205
10248	PRJ 2295-11951								
8	11/30/24	PASO BASIN COOP COMMITTEE	1,270.50*			50 65000	324		10205
10248	PRJ 2295-11951								
9		3W COORDINATION	0.00			40 64000	326	22010	10205
10075	PRJ 2295-11951								
10		DWSRF GRANT COORD	0.00			50 65000	326		10205
11		MAGDELENA WILL SERVE	0.00			40 64000	326		10205
12		MAGDELENA WILL SERVE	0.00			50 65000	326		10205
13		TRACT 3131 PLAN REVIEW	0.00			40 64000	966		10205
14		TRACT 3131 PLAN REVIEW	0.00*			50 65000	966		10205
15	11/30/24	LIFT STATION FLOOD PROT	721.75*			40 64000	349		10205
10248	PRJ 2295-11951								
16	11/30/24	BOOSTER PUMP STATION RFP	1,024.75			50 65000	326		10205
10248	PRJ 2295-11951								
11038	50203S	717 WATER SYSTEMS CONSULTING, INC	10,829.65						
		PROJECTS 2295-11332							
		PRJ# 22010							
2022-67									
1	11/30/24	RCYCL WATER PIPELNE ENG2022-67	10,829.65			40 64000	955	22010	10205
10239	PRJ 2295-11332								
11077	50227S	717 WATER SYSTEMS CONSULTING, INC	1,689.00						
		PRJ 2295-11682							
1	11/30/24	STANDARD SPEC DEV- SEWR LIFTST	1,689.00			40 64000	326		10205
10358	PRJ 2295-11682								
Total for Vendor:			36,938.99						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11092	50228S	317 WESTERN JANITOR SUPPLY INC	172.63						
1	12/20/24	CLEANING SUPPLIES	42.79			20 62000	305		10205
218908									
3	12/20/24	CLEANING SUPPLIES	64.92			40 64000	305		10205
218908									
4	12/20/24	CLEANING SUPPLIES	64.92			50 65000	305		10205
218908									
Total for Vendor:			172.63						
11039	-98815E	612 WEX BANK	929.41						
FUEL BILL CLOSING DATE: 12/07/24									
1	12/07/24	FUEL 8600 NOV	160.32			20 62000	485		10205
101524163									
2	12/07/24	FUEL 8601 NOV	359.94			20 62000	485		10205
101524163									
3	12/07/24	FUEL 8668 NOV	0.00			20 62000	485		10205
101524163									
4	12/07/24	FUEL OES	0.00*			20 62000	307		10205
101524163									
5	12/07/24	FUEL U8632 NOV	41.09			40 64000	485		10205
101524163									
8	12/07/24	FUEL U8632 NOV	41.10			50 65000	485		10205
101524163									
9	12/07/24	FUEL U8634 NOV	0.00			40 64000	485		10205
101524163									
10	12/07/24	FUEL U8634 NOV	0.00			50 65000	485		10205
101524163									
11	12/07/24	FUEL U8636 NOV	167.64			50 65000	485		10205
101524163									
12	12/07/24	FUEL U8636 NOV	167.64			40 64000	485		10205
101524163									
13	12/07/24	REBATE ADJUSTMENT	-4.62			20 62000	485		10205
101524163									
14	12/07/24	REBATE ADJUSTMENT	-1.85			40 64000	485		10205
101524163									
15	12/07/24	REBATE ADJUSTMENT	-1.85			50 65000	485		10205
101524163									
Total for Vendor:			929.41						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11021	50185S	473 WHITE BRENNER LLP FOR LEGAL SERVICES OCT 2024	4,336.15						
1		OCT SOLID WASTE LEGAL	0.00			60 66000	327		10205
2		SOLID WASTE LEGAL SB1383	0.00			60 66000	327		10205
3		11/20/24 OCT WATER LEGAL	252.80			40 64000	327		10205
51190	NOV								
4		11/20/24 OCT WATER LEGAL	880.85			50 65000	327		10205
51190	NOV								
5		OCT STEINBECK V SLO	0.00			50 65000	332		10205
6		OCT FIRE LEGAL	0.00			20 62000	327		10205
7		OCT SEWER LEGAL	0.00			40 64000	327		10205
8		11/20/24 OCT MOU LEGAL	85.33			40 64000	331		10205
51192	NOV								
9		11/20/24 OCT MOU LEGAL	85.33			50 65000	331		10205
51192	NOV								
10		11/20/24 OCT HR LEGAL	109.22			20 62000	333		10205
51191	NOV								
11		11/20/24 OCT HR LEGAL	11.38			30 63000	333		10205
51191	NOV								
12		11/20/24 OCT HR LEGAL	163.83			40 64000	333		10205
51191	NOV								
13		11/20/24 OCT HR LEGAL	161.56			50 65000	333		10205
51191	NOV								
14		11/20/24 OCT HR LEGAL	9.10			60 66000	333		10205
51191	NOV								
15		11/20/24 OCT GENERAL LEGAL - ADMIN	240.08			20 62000	327		10205
51189	NOV								
16		11/20/24 OCT GENERAL LEGAL - ADMIN	25.01			30 63000	327		10205
51189	NOV								
17		11/20/24 OCT GENERAL LEGAL - ADMIN	360.12			40 64000	327		10205
51189	NOV								
18		11/20/24 OCT GENERAL LEGAL - ADMIN	393.11			50 65000	327		10205
51189	NOV								
19		11/20/24 OCT GENERAL LEGAL - ADMIN	20.01			60 66000	327		10205
51189	NOV								
20		11/20/24 OCT CONTRACTS	35.46			20 62000	327		10205
51193	NOV								

* ... Over spent expenditure

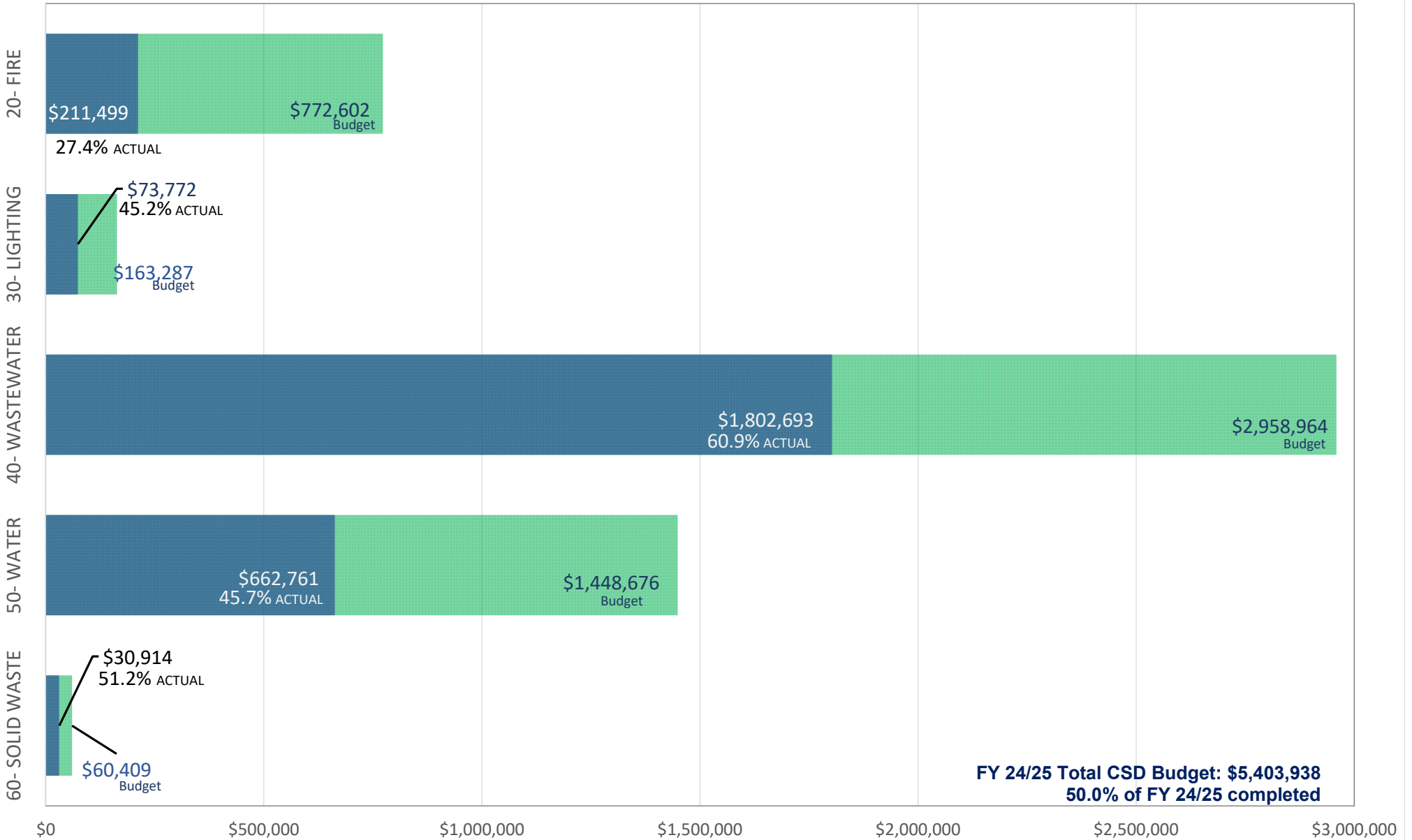
Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
21	11/20/24	OCT CONTRACTS	3.22			30 63000	327		10205
51193	NOV								
22	11/20/24	OCT CONTRACTS	690.02			40 64000	327		10205
51193	NOV								
23	11/20/24	OCT CONTRACTS	693.24			50 65000	327		10205
51193	NOV								
24	11/20/24	OCT CONTRACTS	3.22			60 66000	327		10205
51193	NOV								
25	11/20/24	OCT REAL ESTATE/LAND USE	56.63			40 64000	327		10205
51194	NOV								
26	11/20/24	OCT REAL ESTATE/LAND USE	56.63			50 65000	327		10205
51194	NOV								
11060	50204S	473 WHITE BRENNER LLP	3,938.16						
		FOR LEGAL SERVICES NOV 2024							
1	NOV	SOLID WASTE LEGAL	0.00			60 66000	327		10205
2		SOLID WASTE LEGAL SB1383	0.00			60 66000	327		10205
3	12/13/24	NOV WATER LEGAL	1,489.94			40 64000	327		10205
51386	OCT								
4	NOV	WATER LEGAL	0.00			50 65000	327		10205
5	12/13/24	NOV STEINBECK V SLO	456.64			50 65000	332		10205
51385	OCT								
6	NOV	FIRE LEGAL	0.00			20 62000	327		10205
7	NOV	SEWER LEGAL	0.00			40 64000	327		10205
8	NOV	MOU LEGAL	0.00			40 64000	331		10205
9	NOV	MOU LEGAL	0.00			50 65000	331		10205
10	NOV	HR LEGAL	0.00			20 62000	333		10205
11	NOV	HR LEGAL	0.00			30 63000	333		10205
12	NOV	HR LEGAL	0.00			40 64000	333		10205
13	NOV	HR LEGAL	0.00			50 65000	333		10205
14	NOV	HR LEGAL	0.00			60 66000	333		10205
15	12/13/24	NOV GENERAL LEGAL - ADMIN	263.23			20 62000	327		10205
51384	NOV								
16	12/13/24	NOV GENERAL LEGAL - ADMIN	27.42			30 63000	327		10205
51384	NOV								
17	12/13/24	NOV GENERAL LEGAL - ADMIN	451.83			40 64000	327		10205
51384	NOV								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
18 51384	12/13/24 NOV	GENERAL LEGAL - ADMIN	446.36			50 65000	327		10205
19 51384	12/13/24 NOV	GENERAL LEGAL - ADMIN	154.94			60 66000	327		10205
20	NOV	CONTRACTS	0.00			20 62000	327		10205
21	NOV	CONTRACTS	0.00			30 63000	327		10205
22 51193	12/13/24 NOV	CONTRACTS	129.56			40 64000	327		10205
23	NOV	CONTRACTS	0.00			50 65000	327		10205
24	NOV	CONTRACTS	0.00			60 66000	327		10205
25 51388	12/13/24 NOV	REAL ESTATE/LAND USE	259.12			40 64000	327		10205
26 51388	12/13/24 NOV	REAL ESTATE/LAND USE	259.12			50 65000	327		10205
Total for Vendor:			8,274.31						
11102 1 S0001906	50229S 12/11/24 THU	318 WILDHORSE PROPANE PROPANE	228.97 228.97			20 62000	511		10205
11103 858 1 016701	50229S I011498 12/28/24	318 WILDHORSE PROPANE 10TH ST- WATER TANK SITE PROPANE TANK RENT- WATER TANK	39.99 39.99			50 65000	353		10205
11104 1581 1	50229S I016702 12/28/24	318 WILDHORSE PROPANE BONITA PL WELL 4 PROPANE TANK RENT WELL 4	39.99 39.99			50 65000	353		10205
Total for Vendor:			308.95						
# of Claims			132	Total:	445,677.44	# of Vendors	50		
Total Electronic Claims			25,491.33						
Total Non-Electronic Claims			420186.11						

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10205 OPERATING CASH - 5 STAR	24,992.45
30 STREET LIGHTING DEPARTMENT	
10205 OPERATING CASH - 5 STAR	2,523.84
40 WASTEWATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	300,351.88
50 WATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	116,930.99
60 SOLID WASTE DEPARTMENT	
10205 OPERATING CASH - 5 STAR	878.28
Total:	445,677.44

P12 2024 San Miguel CSD Revenue Actual vs Budget



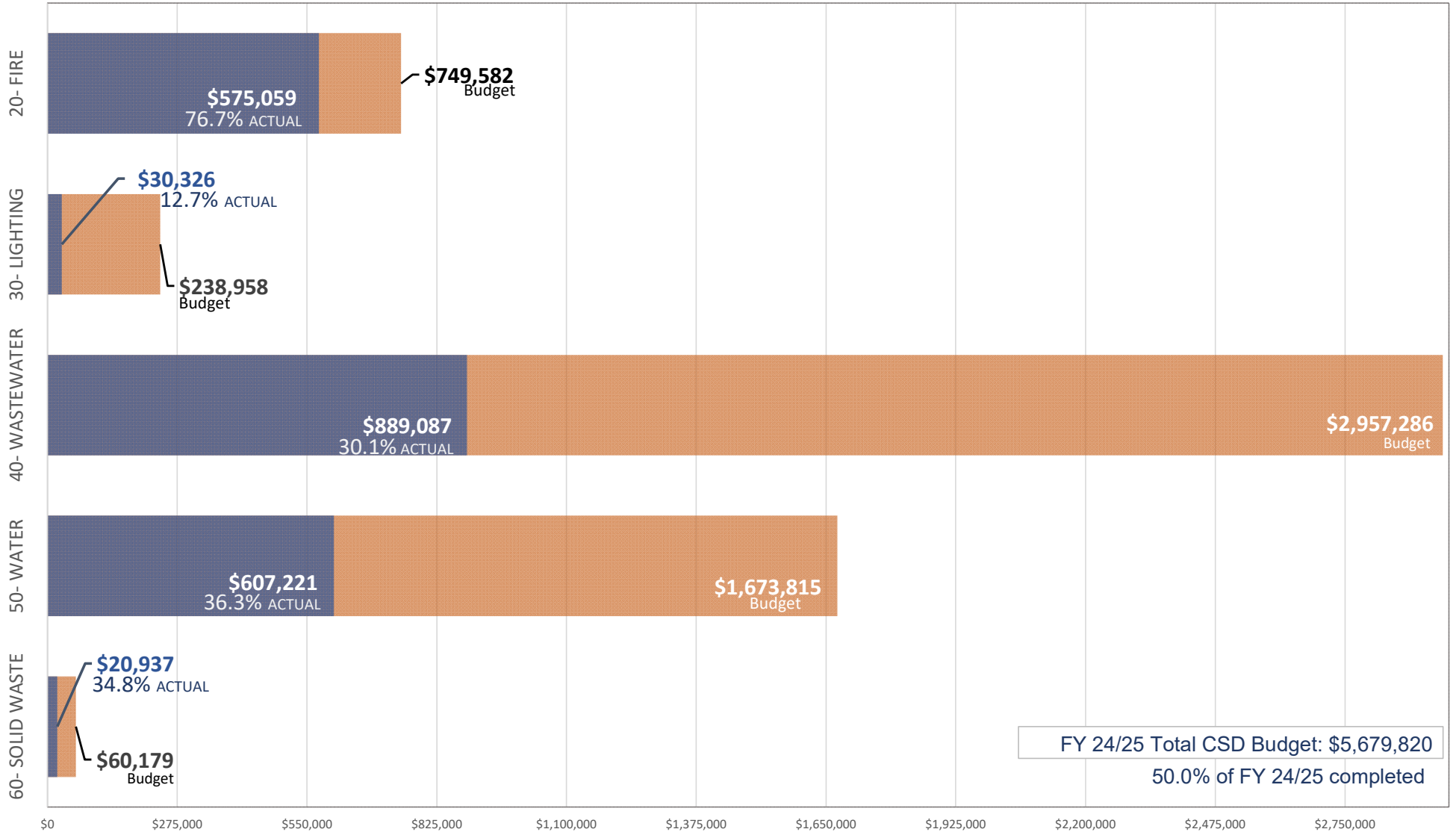
Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	0.00	0.00	3,450.00	3,450.00	0 %
40320	Fire Impact Fees	0.00	1,070.00	3,000.00	1,930.00	36 %
40410	Mutual Aid Fires ~ OES	0.00	12,116.19	0.00	-12,116.19	%
40420	Ambulance Reimbursement	1,425.33	2,811.83	3,000.00	188.17	94 %
40500	State Fire Grants	0.00	13,143.60	68,905.00	55,761.40	19 %
	Account Group Total:	1,425.33	29,141.62	78,355.00	49,213.38	37 %
42000						
42200	Fire Cost Recovery Program	334.08	3,766.08	0.00	-3,766.08	%
	Account Group Total:	334.08	3,766.08	0.00	-3,766.08	%
43000	Property Taxes Collected					
43000	Property Taxes Collected	69,080.33	163,994.06	526,859.00	362,864.94	31 %
	Account Group Total:	69,080.33	163,994.06	526,859.00	362,864.94	31 %
46000	Interest Revenue					
46000	Interest Revenue	2,756.30	12,168.39	0.00	-12,168.39	%
46010	Transfer In	0.00	0.00	80,000.00	80,000.00	0 %
46012	Fire Transfers from Cap Reserve	0.00	0.00	85,888.00	85,888.00	0 %
46100	Realized Earnings	34.00	374.50	0.00	-374.50	%
46150	Miscellaneous Income	228.91	248.91	0.00	-248.91	%
46151	Refund/Adjustments	67.48	125.46	0.00	-125.46	%
46153	Plan Check Fees and Inspections	0.00	1,680.25	1,500.00	-180.25	112 %
	Account Group Total:	3,086.69	14,597.51	167,388.00	152,790.49	9 %
	Fund Total:	73,926.43	211,499.27	772,602.00	561,102.73	27 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	21,086.89	50,038.66	163,287.00	113,248.34	31 %
	Account Group Total:	21,086.89	50,038.66	163,287.00	113,248.34	31 %
46000	Interest Revenue					
46000	Interest Revenue	816.40	18,305.90	0.00	-18,305.90	%
46100	Realized Earnings	219.04	4,575.62	0.00	-4,575.62	%
46150	Miscellaneous Income	0.00	151.50	0.00	-151.50	%
46151	Refund/Adjustments	6.75	400.35	0.00	-400.35	%
46155	Will Serve Processing Fees	0.00	300.00	0.00	-300.00	%
	Account Group Total:	1,042.19	23,733.37	0.00	-23,733.37	%
	Fund Total:	22,129.08	73,772.03	163,287.00	89,514.97	45 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	12,512.04	0.00	-12,512.04	%
40900	Wastewater Sales	99,450.42	607,455.57	1,099,618.00	492,162.43	55 %
40901	Riverzone Surcharge	1,551.70	9,138.83	18,388.00	9,249.17	50 %
40910	Wastewater Late Charges	2,061.98	12,066.43	0.00	-12,066.43	%
	Account Group Total:	103,064.10	641,172.87	1,118,006.00	476,833.13	57 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	11,188.82	26,413.41	82,374.00	55,960.59	32 %
	Account Group Total:	11,188.82	26,413.41	82,374.00	55,960.59	32 %
46000	Interest Revenue					
46000	Interest Revenue	9,943.78	51,259.24	0.00	-51,259.24	%
46003	CWSRF Grants	0.00	851,110.00	924,553.00	73,443.00	92 %
46009	Grants - Other	12,320.49	83,752.44	752,765.00	669,012.56	11 %
46014	Wastewater Transfers from Cap Reserve	0.00	0.00	21,266.00	21,266.00	0 %
46100	Realized Earnings	-1,311.29	12,011.09	0.00	-12,011.09	%
46150	Miscellaneous Income	0.00	14,050.26	0.00	-14,050.26	%
46151	Refund/Adjustments	71.98	3,609.11	0.00	-3,609.11	%
46155	Will Serve Processing Fees	0.00	2,600.00	0.00	-2,600.00	%
46200	Wastewater Receiving	18,890.81	116,714.34	60,000.00	-56,714.34	195 %
	Account Group Total:	39,915.77	1,135,106.48	1,758,584.00	623,477.52	65 %
	Fund Total:	154,168.69	1,802,692.76	2,958,964.00	1,156,271.24	61 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	74,472.02	568,126.82	984,276.00	416,149.18	58 %
41001	Water Connection Fees	0.00	5,259.87	0.00	-5,259.87	%
41003	Water Surcharge	41.00	250.03	400.00	149.97	63 %
41005	Water Late Charges	1,790.71	11,102.92	0.00	-11,102.92	%
41010	Water Meter Fees	0.00	1,449.00	0.00	-1,449.00	%
	Account Group Total:	76,303.73	586,188.64	984,676.00	398,487.36	60 %
46000	Interest Revenue					
46000	Interest Revenue	2,189.80	13,055.90	0.00	-13,055.90	%
46006	IRWM Grants	0.00	0.00	300,000.00	300,000.00	0 %
46009	Grants - Other	0.00	47,000.00	47,000.00	0.00	100 %
46010	Transfer In	0.00	0.00	117,000.00	117,000.00	0 %
46100	Realized Earnings	-85.50	107.00	0.00	-107.00	%
46150	Miscellaneous Income	0.00	8,288.47	0.00	-8,288.47	%
46151	Refund/Adjustments	71.98	3,654.11	0.00	-3,654.11	%
46152	Recycling	0.00	1,817.24	0.00	-1,817.24	%
46155	Will Serve Processing Fees	150.00	2,650.00	0.00	-2,650.00	%
	Account Group Total:	2,326.28	76,572.72	464,000.00	387,427.28	17 %
	Fund Total:	78,630.01	662,761.36	1,448,676.00	785,914.64	46 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
60 SOLID WASTE DEPARTMENT						
46000	Interest Revenue					
46000	Interest Revenue	538.39	2,437.37	0.00	-2,437.37	%
46005	Franchise Fees	5,005.26	27,474.33	43,936.00	16,461.67	63 %
46010	Transfer In	0.00	0.00	16,473.00	16,473.00	0 %
46150	Miscellaneous Income	0.00	552.06	0.00	-552.06	%
46151	Refund/Adjustments	6.75	400.36	0.00	-400.36	%
46155	Will Serve Processing Fees	0.00	50.00	0.00	-50.00	%
	Account Group Total:	5,550.40	30,914.12	60,409.00	29,494.88	51 %
	Fund Total:	5,550.40	30,914.12	60,409.00	29,494.88	51 %
	Grand Total:	334,404.61	2,781,639.54	5,403,938.00	2,622,298.46	51 %

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	73,926.43	211,499.27	772,602.00	561,102.73	27 %
30 STREET LIGHTING DEPARTMENT	22,129.08	73,772.03	163,287.00	89,514.97	45 %
40 WASTEWATER DEPARTMENT	154,168.69	1,802,692.76	2,958,964.00	1,156,271.24	61 %
50 WATER DEPARTMENT	78,630.01	662,761.36	1,448,676.00	785,914.64	46 %
60 SOLID WASTE DEPARTMENT	5,550.40	30,914.12	60,409.00	29,494.88	51 %
Grand Total:	334,404.61	2,781,639.54	5,403,938.00	2,622,298.46	51 %

P12 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	11,093.29	73,625.51	137,022.00	137,022.00	63,396.49	54%
	111 BOD Stipend	0.00	744.00	2,100.00	2,100.00	1,356.00	35%
	120 Workers' Compensation	0.00	46,011.91	34,000.00	34,000.00	-12,011.91	135%
	121 Physicals	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	125 Volunteer Firefighter Stipends	7,686.10	66,395.45	72,500.00	72,500.00	6,104.55	92%
	126 OES Strike Team Payroll	0.00	13,372.86	0.00	0.00	-13,372.86	0%
	135 Payroll Tax - FICA/SS	461.59	4,763.20	2,300.00	2,300.00	-2,463.20	207%
	140 Payroll Tax - Medicare	272.30	2,188.42	2,008.00	2,008.00	-180.42	109%
	155 Payroll Tax - SUI	16.95	688.88	512.00	512.00	-176.88	135%
	160 Payroll Tax - ETT	0.37	15.24	138.00	138.00	122.76	11%
	205 Insurance - Health	1,180.36	6,748.26	6,620.00	6,620.00	-128.26	102%
	210 Insurance - Dental	59.47	344.68	342.00	342.00	-2.68	101%
	215 Insurance - Vision	9.32	56.16	56.00	56.00	-0.16	100%
	225 Retirement - PERS Expense	1,369.88	8,657.57	16,845.00	16,845.00	8,187.43	51%
	305 Operations & Maintenance	44.59	1,980.05	10,000.00	10,000.00	8,019.95	20%
	307 OES Strike Team Expenses	0.00	42.02	0.00	0.00	-42.02	0%
	310 Phone & Fax Expense	0.00	493.16	1,190.00	1,190.00	696.84	41%
	315 Postage, Shipping & Freight	0.00	125.28	317.00	317.00	191.72	40%
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	321 IT Services - Professional Svcs	1,901.60	5,931.78	15,600.00	15,600.00	9,668.22	38%
	323 Auditor - Professional Svcs	0.00	0.00	4,286.00	4,286.00	4,286.00	0%
	325 Accounting - Professional Svcs	608.44	3,580.57	2,000.00	2,000.00	-1,580.57	179%
	326 Engineering - Professional Svcs	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
	327 Legal: General - Professional Svcs	538.77	2,767.11	18,000.00	18,000.00	15,232.89	15%
	328 Insurance - Prop & Liability	0.00	23,750.57	24,000.00	24,000.00	249.43	99%
	333 Legal: HR - Professional Svcs	109.22	155.10	8,000.00	8,000.00	7,844.90	2%
	334 Maintenance Agreements	0.00	1,402.24	3,000.00	3,000.00	1,597.76	47%
	335 Meals	0.00	0.00	500.00	500.00	500.00	0%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	165.00	435.00	840.00	840.00	405.00	52%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	347 OES Vehicle Repair & Maint	0.00	34.00	0.00	0.00	-34.00	0%
	348 Safety Equipment and Supplies	0.00	896.50	5,000.00	5,000.00	4,103.50	18%
	350 Repairs & Maint - Computers	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	351 Repairs & Maint - Equip	155.00	1,203.53	10,000.00	10,000.00	8,796.47	12%
	352 Repairs & Maint - Structures	0.00	3,279.84	4,000.00	4,000.00	720.16	82%
	354 Repairs & Maint - Vehicles	0.00	439.12	8,000.00	8,000.00	7,560.88	5%
	355 Testing & Supplies (WWTP)	0.00	45.24	0.00	0.00	-45.24	0%
	359 Testing & Supplies - Other	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	360 Testing & Supplies - FIRE	0.00	760.00	0.00	0.00	-760.00	0%
	370 Dispatch Services (Fire)	0.00	15,731.82	19,000.00	19,000.00	3,268.18	83%
	375 Internet Expenses	211.61	1,252.06	2,500.00	2,500.00	1,247.94	50%
	376 Web Page - Upgrade/Maint	0.00	907.25	1,000.00	1,000.00	92.75	91%
	380 Utilities - Alarm Service	70.00	245.00	1,000.00	1,000.00	755.00	25%
	381 Utilities - Electric	37.85	116.55	6,500.00	6,500.00	6,383.45	2%
	382 Utilities - Propane	0.00	382.60	2,500.00	2,500.00	2,117.40	15%
	384 Utilities - Water/Sewer	211.29	1,020.81	2,000.00	2,000.00	979.19	51%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
385	Dues and Subscriptions	2,152.04	5,268.14	6,500.00	6,500.00	1,231.86	81%
386	Education and Training	600.00	2,177.85	10,000.00	10,000.00	7,822.15	22%
393	Advertising and Public Notices	0.00	54.85	1,000.00	1,000.00	945.15	5%
394	LAFCO Allocations	0.00	1,751.88	1,932.00	1,932.00	180.12	91%
395	Community Outreach	0.00	309.74	1,000.00	1,000.00	690.26	31%
405	Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
410	Office Supplies	0.00	200.76	2,000.00	2,000.00	1,799.24	10%
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0%
450	EMS Supplies	0.00	1,424.16	5,000.00	5,000.00	3,575.84	28%
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
456	Fire Grants	0.00	55,577.73	20,000.00	68,905.00	13,327.27	81%
458	Grants- Professional Services	2,006.25	2,737.50	4,000.00	4,000.00	1,262.50	68%
465	Cell phones, Radios and Pagers	95.98	590.59	2,000.00	2,000.00	1,409.41	30%
470	Communication Equipment	0.00	535.66	1,500.00	1,500.00	964.34	36%
475	Computer Supplies & Upgrades	0.00	19.29	5,000.00	5,000.00	4,980.71	0%
485	Fuel Expense	515.64	3,752.83	8,000.00	8,000.00	4,247.17	47%
490	Small Tools & Equipment	0.00	144.50	2,000.00	2,000.00	1,855.50	7%
495	Uniform Expense	161.01	3,059.30	5,000.00	5,000.00	1,940.70	61%
503	Weed Abatement Costs	0.00	8,885.00	5,500.00	5,500.00	-3,385.00	162%
510	Fire Station Renovation	0.00	0.00	5,500.00	5,500.00	5,500.00	0%
511	Fire- Temp Housing Unit	15,408.16	22,781.21	80,000.00	80,000.00	57,218.79	28%
512	Fire- Escrow Temp Housing Unit	0.00	122,178.70	0.00	0.00	-122,178.70	0%
710	County Hazmat Dues	0.00	2,146.00	2,500.00	2,500.00	354.00	86%
820	Fireworks Clean Up	0.00	500.00	500.00	500.00	0.00	100%
940	Bank Service Charges	10.00	42.00	0.00	0.00	-42.00	0%
949	Lease agreements	0.00	0.00	5,800.00	5,800.00	5,800.00	0%
960	Property Tax Expense	0.00	0.00	200.00	200.00	200.00	0%
981	Debt Svcs Equipt - Principle	0.00	36,397.19	37,675.00	37,675.00	1,277.81	97%
982	Debt Svcs Equipt - Interest	0.00	10,685.50	9,517.00	9,517.00	-1,168.50	112%
983	Debt Svcs Structure- Principle	0.00	0.00	23,013.00	23,013.00	23,013.00	0%
984	Debt Svcs Structure - Interest	0.00	0.00	10,564.00	10,564.00	10,564.00	0%
990	Retirement/Health Ins Liability	0.00	3,249.60	3,300.00	3,300.00	50.40	98%
	Account Total:	47,152.08	575,059.32	700,677.00	749,582.00	174,522.68	77%
	Account Group Total:	47,152.08	575,059.32	700,677.00	749,582.00	174,522.68	77%
	Fund Total:	47,152.08	575,059.32	700,677.00	749,582.00	174,522.68	77%
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
101	EE Timekeeping Costs	0.00	0.00	300.00	300.00	300.00	0%
105	Salaries and Wages	1,236.67	8,112.80	20,957.00	20,957.00	12,844.20	39%
111	BOD Stipend	0.00	88.00	350.00	350.00	262.00	25%
120	Workers' Compensation	0.00	-183.12	350.00	350.00	533.12	-52%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.00	5.54	57.00	57.00	51.46	10%
140	Payroll Tax - Medicare	17.90	115.73	306.00	306.00	190.27	38%
155	Payroll Tax - SUI	0.00	7.24	86.00	86.00	78.76	8%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
160	Payroll Tax - ETT	0.00	0.13	16.00	16.00	15.87	1%
205	Insurance - Health	167.68	991.43	1,783.00	1,783.00	791.57	56%
210	Insurance - Dental	7.00	160.59	51.00	51.00	-109.59	315%
215	Insurance - Vision	1.16	26.43	10.00	10.00	-16.43	264%
225	Retirement - PERS Expense	136.92	879.08	1,907.00	1,907.00	1,027.92	46%
305	Operations & Maintenance	62.13	128.86	1,500.00	1,500.00	1,371.14	9%
310	Phone & Fax Expense	0.00	49.30	200.00	200.00	150.70	25%
315	Postage, Shipping & Freight	0.00	8.16	100.00	100.00	91.84	8%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	150.00	150.00	150.00	0%
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0%
321	IT Services - Professional Svcs	189.15	751.59	400.00	400.00	-351.59	188%
323	Auditor - Professional Svcs	0.00	0.00	725.00	725.00	725.00	0%
325	Accounting - Professional Svcs	60.84	358.05	750.00	750.00	391.95	48%
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
327	Legal: General - Professional Svcs	55.65	193.34	3,000.00	3,000.00	2,806.66	6%
328	Insurance - Prop & Liability	0.00	2,375.06	3,000.00	3,000.00	624.94	79%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	300.00	300.00	300.00	0%
333	Legal: HR - Professional Svcs	11.38	12.31	2,000.00	2,000.00	1,987.69	1%
334	Maintenance Agreements	0.00	1,416.24	400.00	400.00	-1,016.24	354%
335	Meals	0.00	0.00	150.00	150.00	150.00	0%
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0%
341	Space Rental	16.50	43.50	150.00	150.00	106.50	29%
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	270.00	424.56	18,000.00	18,000.00	17,575.44	2%
354	Repairs & Maint - Vehicles	0.00	7.50	500.00	500.00	492.50	2%
375	Internet Expenses	26.45	111.09	350.00	350.00	238.91	32%
376	Web Page - Upgrade/Maint	0.00	90.72	150.00	150.00	59.28	60%
381	Utilities - Electric	1,483.86	8,558.86	20,000.00	20,000.00	11,441.14	43%
383	Utilities - Trash	0.00	0.00	50.00	50.00	50.00	0%
384	Utilities - Water/Sewer	169.96	2,330.57	15,500.00	15,500.00	13,169.43	15%
385	Dues and Subscriptions	0.00	259.11	750.00	750.00	490.89	35%
386	Education and Training	0.00	43.21	2,000.00	2,000.00	1,956.79	2%
393	Advertising and Public Notices	0.00	5.48	500.00	500.00	494.52	1%
394	LAFCO Allocations	0.00	1,751.87	2,000.00	2,000.00	248.13	88%
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0%
410	Office Supplies	46.70	76.76	500.00	500.00	423.24	15%
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	21.22	135.63	200.00	200.00	64.37	68%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
495	Uniform Expense	0.00	0.00	100.00	100.00	100.00	0%
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0%
925	Bank Fees	0.00	0.00	10.00	10.00	10.00	0%
940	Bank Service Charges	0.00	5.20	50.00	50.00	44.80	10%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	949 Lease agreements	110.00	660.00	1,400.00	1,400.00	740.00	47%
	989 Interfund Loan Out	0.00	0.00	80,000.00	80,000.00	80,000.00	0%
	990 Retirement/Health Ins Liability	0.00	324.96	0.00	0.00	-324.96	0%
	Account Total:	4,091.17	30,325.78	238,958.00	238,958.00	208,632.22	13%
	Account Group Total:	4,091.17	30,325.78	238,958.00	238,958.00	208,632.22	13%
	Fund Total:	4,091.17	30,325.78	238,958.00	238,958.00	208,632.22	13%
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	101 EE Timekeeping Costs	0.00	0.00	2,400.00	2,400.00	2,400.00	0%
	105 Salaries and Wages	17,111.16	110,823.91	200,941.00	200,941.00	90,117.09	55%
	110 Payroll Tax Expense	0.00	0.00	500.00	500.00	500.00	0%
	111 BOD Stipend	0.00	1,116.00	2,100.00	2,100.00	984.00	53%
	120 Workers' Compensation	0.00	10,791.98	11,115.00	11,115.00	323.02	97%
	121 Physicals	0.00	0.00	150.00	150.00	150.00	0%
	135 Payroll Tax - FICA/SS	0.00	69.13	1,281.00	1,281.00	1,211.87	5%
	140 Payroll Tax - Medicare	248.14	1,592.56	3,525.00	3,525.00	1,932.44	45%
	150 Payroll Tax - SDI	0.00	116.08	0.00	0.00	-116.08	0%
	155 Payroll Tax - SUI	0.00	75.41	1,209.00	1,209.00	1,133.59	6%
	160 Payroll Tax - ETT	0.00	1.75	140.00	140.00	138.25	1%
	205 Insurance - Health	2,589.25	14,943.13	54,582.00	54,582.00	39,638.87	27%
	210 Insurance - Dental	126.58	727.11	1,273.00	1,273.00	545.89	57%
	215 Insurance - Vision	19.97	118.42	156.00	156.00	37.58	76%
	225 Retirement - PERS Expense	1,693.04	10,811.64	16,705.00	16,705.00	5,893.36	65%
	305 Operations & Maintenance	658.09	4,350.94	10,000.00	10,000.00	5,649.06	44%
	310 Phone & Fax Expense	0.00	525.38	1,200.00	1,200.00	674.62	44%
	315 Postage, Shipping & Freight	0.00	166.83	400.00	400.00	233.17	42%
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	320 Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
	321 IT Services - Professional Svcs	2,027.68	8,848.39	11,500.00	11,500.00	2,651.61	77%
	323 Auditor - Professional Svcs	0.00	0.00	4,286.00	4,286.00	4,286.00	0%
	325 Accounting - Professional Svcs	648.98	3,760.92	5,000.00	5,000.00	1,239.08	75%
	326 Engineering - Professional Svcs	2,392.00	8,582.87	10,000.00	10,000.00	1,417.13	86%
	327 Legal: General - Professional Svcs	3,690.02	11,185.27	30,000.00	30,000.00	18,814.73	37%
	328 Insurance - Prop & Liability	0.00	25,333.93	20,650.00	20,650.00	-4,683.93	123%
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
	330 Contract Labor	0.00	500.00	5,000.00	5,000.00	4,500.00	10%
	331 Legal: SMEA - Professional Svcs	85.33	251.83	3,500.00	3,500.00	3,248.17	7%
	333 Legal: HR - Professional Svcs	163.83	186.38	10,000.00	10,000.00	9,813.62	2%
	334 Maintenance Agreements	0.00	5,655.14	4,500.00	4,500.00	-1,155.14	126%
	335 Meals	0.00	0.00	100.00	100.00	100.00	0%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	176.00	464.00	1,000.00	1,000.00	536.00	46%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	348 Safety Equipment and Supplies	0.00	1,031.20	2,000.00	2,000.00	968.80	52%
	349 Repairs & Maint - Mission Gardens	721.75	7,481.49	6,935.00	6,935.00	-546.49	108%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
350	Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0%
351	Repairs & Maint - Equip	995.00	2,906.00	5,000.00	5,000.00	2,094.00	58%
352	Repairs & Maint - Structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
353	Repairs & Maint - Infrastructure	360.26	2,088.52	15,000.00	15,000.00	12,911.48	14%
354	Repairs & Maint - Vehicles	418.12	2,190.56	5,000.00	5,000.00	2,809.44	44%
355	Testing & Supplies (WWTP)	158.00	15,127.04	20,000.00	20,000.00	4,872.96	76%
361	Contract Operations	10,918.89	29,564.12	40,000.00	40,000.00	10,435.88	74%
374	CSD Utilities - Billing Services	641.84	2,095.18	4,000.00	4,000.00	1,904.82	52%
375	Internet Expenses	358.03	2,195.79	4,300.00	4,300.00	2,104.21	51%
376	Web Page - Upgrade/Maint	0.00	967.73	900.00	900.00	-67.73	108%
379	Utilities - Electric Mission	117.64	555.84	1,453.00	1,453.00	897.16	38%
380	Utilities - Alarm Service	100.00	350.00	750.00	750.00	400.00	47%
381	Utilities - Electric	8,832.98	66,791.44	80,000.00	80,000.00	13,208.56	83%
382	Utilities - Propane	0.00	64.74	150.00	150.00	85.26	43%
383	Utilities - Trash	61.23	367.38	1,000.00	1,000.00	632.62	37%
384	Utilities - Water/Sewer	94.35	791.22	3,500.00	3,500.00	2,708.78	23%
385	Dues and Subscriptions	383.00	3,306.42	5,000.00	5,000.00	1,693.58	66%
386	Education and Training	31.10	1,096.10	2,500.00	2,500.00	1,403.90	44%
393	Advertising and Public Notices	84.92	484.44	750.00	750.00	265.56	65%
394	LAFCO Allocations	0.00	1,751.88	2,000.00	2,000.00	248.12	88%
395	Community Outreach	40.50	279.00	1,000.00	1,000.00	721.00	28%
396	Utilities - SoCal Gas	20.82	101.21	500.00	500.00	398.79	20%
410	Office Supplies	525.32	1,044.18	2,000.00	2,000.00	955.82	52%
432	Utility Rate Design Study	0.00	1,375.00	10,000.00	10,000.00	8,625.00	14%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	191.05	1,220.89	2,000.00	2,000.00	779.11	61%
475	Computer Supplies & Upgrades	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
485	Fuel Expense	206.88	2,386.89	6,000.00	6,000.00	3,613.11	40%
490	Small Tools & Equipment	18.97	227.19	4,000.00	4,000.00	3,772.81	6%
495	Uniform Expense	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
570	Repairs, Maint. & Video Sewer	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
580	Mission Gardens Lift Station	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
582	WWTP Plant Maintenance	3,069.77	7,244.86	40,000.00	40,000.00	32,755.14	18%
583	WWTF Drying Pond Maintenance	0.00	9,300.35	25,000.00	25,000.00	15,699.65	37%
585	Sludge Removal Project	0.00	4,217.35	25,000.00	25,000.00	20,782.65	17%
587	WWTF Final Design/Construction	191,800.50	313,038.64	450,000.00	450,000.00	136,961.36	70%
651	Regulatory Compliance	3,637.50	24,252.08	0.00	0.00	-24,252.08	0%
705	Waste Discharge Fees/Permits	43,830.00	43,830.00	35,000.00	35,000.00	-8,830.00	125%
715	Licenses, Permits and Fees	4,010.00	5,679.50	4,000.00	4,000.00	-1,679.50	142%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	92.00	10.00	10.00	-82.00	920%
925	Bank Fees	0.00	91.00	10.00	10.00	-81.00	910%
940	Bank Service Charges	0.00	58.80	100.00	100.00	41.20	59%
949	Lease agreements	990.00	5,940.00	14,000.00	14,000.00	8,060.00	42%
950	WWTF Exp MBR	0.00	0.00	200,000.00	200,000.00	200,000.00	0%
955	3W Water Line SGMA	12,320.49	50,672.54	752,765.00	752,765.00	702,092.46	7%
960	Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
963	Collection System Projects	5,496.25	19,713.25	290,500.00	290,500.00	270,786.75	7%
964	Septic to Sewer Project	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
990	Retirement/Health Ins Liability	0.00	36,116.24	30,000.00	30,000.00	-6,116.24	120%
	Account Total:	322,065.23	889,087.06	2,957,286.00	2,957,286.00	2,068,198.94	30%
	Account Group Total:	322,065.23	889,087.06	2,957,286.00	2,957,286.00	2,068,198.94	30%
	Fund Total:	322,065.23	889,087.06	2,957,286.00	2,957,286.00	2,068,198.94	30%
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
101	EE Timekeeping Costs	0.00	0.00	2,400.00	2,400.00	2,400.00	0%
105	Salaries and Wages	19,224.26	120,509.90	295,497.00	295,497.00	174,987.10	41%
111	BOD Stipend	0.00	1,111.00	2,100.00	2,100.00	989.00	53%
120	Workers' Compensation	0.00	7,676.05	8,000.00	8,000.00	323.95	96%
121	Physicals	0.00	0.00	150.00	150.00	150.00	0%
135	Payroll Tax - FICA/SS	0.00	68.83	1,280.00	1,280.00	1,211.17	5%
140	Payroll Tax - Medicare	278.76	1,733.14	4,895.00	4,895.00	3,161.86	35%
150	Payroll Tax - SDI	0.00	122.99	0.00	0.00	-122.99	0%
155	Payroll Tax - SUI	0.00	333.52	1,508.00	1,508.00	1,174.48	22%
160	Payroll Tax - ETT	0.00	7.48	281.00	281.00	273.52	3%
205	Insurance - Health	2,345.21	13,334.85	46,122.00	46,122.00	32,787.15	29%
210	Insurance - Dental	134.62	691.03	913.00	913.00	221.97	76%
215	Insurance - Vision	21.23	112.37	161.00	161.00	48.63	70%
225	Retirement - PERS Expense	1,845.00	11,477.44	34,108.00	34,108.00	22,630.56	34%
305	Operations & Maintenance	658.09	4,654.48	8,000.00	8,000.00	3,345.52	58%
310	Phone & Fax Expense	0.00	525.37	1,200.00	1,200.00	674.63	44%
315	Postage, Shipping & Freight	0.00	166.84	425.00	425.00	258.16	39%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
320	Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
321	IT Services - Professional Svcs	2,027.68	8,849.40	11,350.00	11,350.00	2,500.60	78%
323	Auditor - Professional Svcs	0.00	0.00	4,300.00	4,300.00	4,300.00	0%
324	GSA-GSP - Professional Svcs	2,574.49	16,034.50	10,000.00	10,000.00	-6,034.50	160%
325	Accounting - Professional Svcs	648.98	3,760.91	4,500.00	4,500.00	739.09	84%
326	Engineering - Professional Svcs	3,788.00	24,113.63	30,000.00	30,000.00	5,886.37	80%
327	Legal: General - Professional Svcs	2,729.31	10,548.63	30,000.00	30,000.00	19,451.37	35%
328	Insurance - Prop & Liability	0.00	25,333.92	38,000.00	38,000.00	12,666.08	67%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	500.00	5,000.00	5,000.00	4,500.00	10%
331	Legal: SMEA - Professional Svcs	85.33	251.83	3,500.00	3,500.00	3,248.17	7%
332	Legal: Steinbeck & Water -	456.64	518.24	25,000.00	25,000.00	24,481.76	2%
333	Legal: HR - Professional Svcs	161.56	183.95	10,000.00	10,000.00	9,816.05	2%
334	Maintenance Agreements	0.00	5,655.14	4,500.00	4,500.00	-1,155.14	126%
335	Meals	0.00	0.00	100.00	100.00	100.00	0%
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
341	Space Rental	176.00	464.00	1,000.00	1,000.00	536.00	46%
345	Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0%
348	Safety Equipment and Supplies	0.00	1,031.22	1,500.00	1,500.00	468.78	69%
350	Repairs & Maint - Computers	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
351	Repairs & Maint - Equip	553.57	3,026.23	5,000.00	5,000.00	1,973.77	61%
352	Repairs & Maint - Structures	227.90	227.90	2,000.00	2,000.00	1,772.10	11%
353	Repairs & Maint - Infrastructure	8,040.11	15,355.37	50,000.00	50,000.00	34,644.63	31%
354	Repairs & Maint - Vehicles	418.11	2,190.55	4,500.00	4,500.00	2,309.45	49%
356	Testing & Supplies - Well #3	87.50	1,134.85	3,500.00	3,500.00	2,365.15	32%
357	Testing & Supplies - Well #4	87.50	1,134.87	3,500.00	3,500.00	2,365.13	32%
358	Testing & Supplies - SLT Well	243.00	2,555.67	5,000.00	5,000.00	2,444.33	51%
359	Testing & Supplies - Other	127.00	3,307.63	6,000.00	6,000.00	2,692.37	55%
361	Contract Operations	11,167.75	31,341.15	40,000.00	40,000.00	8,658.85	78%
362	Cross-Connection Control Srvcs.	0.00	833.30	1,500.00	1,500.00	666.70	56%
374	CSD Utilities - Billing Services	641.85	2,095.25	4,000.00	4,000.00	1,904.75	52%
375	Internet Expenses	238.05	1,475.91	2,900.00	2,900.00	1,424.09	51%
376	Web Page - Upgrade/Maint	0.00	967.73	896.00	896.00	-71.73	108%
380	Utilities - Alarm Service	100.00	350.00	1,500.00	1,500.00	1,150.00	23%
381	Utilities - Electric	5,132.20	40,748.96	50,000.00	50,000.00	9,251.04	81%
382	Utilities - Propane	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
383	Utilities - Trash	61.23	367.38	450.00	450.00	82.62	82%
384	Utilities - Water/Sewer	322.00	350.75	0.00	0.00	-350.75	0%
385	Dues and Subscriptions	0.00	2,868.42	7,100.00	7,100.00	4,231.58	40%
386	Education and Training	69.65	1,456.24	5,000.00	5,000.00	3,543.76	29%
393	Advertising and Public Notices	84.92	404.56	1,000.00	1,000.00	595.44	40%
394	LAFCO Allocations	0.00	1,751.88	1,932.00	1,932.00	180.12	91%
395	Community Outreach	117.50	198.00	1,200.00	1,200.00	1,002.00	17%
396	Utilities - SoCal Gas	43.33	190.35	1,000.00	1,000.00	809.65	19%
410	Office Supplies	525.33	1,044.19	1,000.00	1,000.00	-44.19	104%
465	Cell phones, Radios and Pagers	191.06	1,220.95	2,000.00	2,000.00	779.05	61%
475	Computer Supplies & Upgrades	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
481	Chemicals- Well #3	982.55	2,166.62	4,000.00	4,000.00	1,833.38	54%
482	Chemicals- Well #4	1,963.55	2,942.99	4,000.00	4,000.00	1,057.01	74%
483	Chemicals- SLT Well	702.02	1,757.88	3,000.00	3,000.00	1,242.12	59%
485	Fuel Expense	206.89	1,556.13	6,000.00	6,000.00	4,443.87	26%
490	Small Tools & Equipment	18.97	491.95	4,000.00	4,000.00	3,508.05	12%
495	Uniform Expense	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
516	Water Projects Well 3	14,056.54	21,354.31	17,500.00	17,500.00	-3,854.31	122%
517	Water Projects Well 4	16,611.83	26,472.01	17,500.00	49,500.00	23,027.99	53%
518	Water Projects SLT Well	35,090.28	41,414.44	27,500.00	49,667.00	8,252.56	83%
520	Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
525	Water Meter Replacement	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
526	Development Meters	0.00	8,923.14	0.00	0.00	-8,923.14	0%
535	Water Lines Repairs	0.00	0.00	20,000.00	438,820.00	438,820.00	0%
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
547	Paso Basin Management	0.00	0.00	18,000.00	18,000.00	18,000.00	0%
591	Rose Foundation Grant	0.00	27,534.85	0.00	47,000.00	19,465.15	59%
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
715	Licenses, Permits and Fees	3,710.65	6,485.15	7,000.00	7,000.00	514.85	93%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
908	Cash Over/Cash Short	0.00	92.00	0.00	0.00	-92.00	0%
925	Bank Fees	0.00	60.00	10.00	10.00	-50.00	600%
930	Interest Fees	0.00	21,923.41	60,000.00	60,000.00	38,076.59	37%
940	Bank Service Charges	85.17	230.75	100.00	100.00	-130.75	231%
949	Lease agreements	990.00	5,940.00	12,000.00	12,000.00	6,060.00	50%
961	SLT Tank and Booster Pump Project	0.00	20,144.57	38,000.00	38,000.00	17,855.43	53%
962	0.65 MG Tank	0.00	0.00	35,000.00	35,000.00	35,000.00	0%
966	Reimbursable Engineering	771.50	5,245.75	0.00	0.00	-5,245.75	0%
990	Retirement/Health Ins Liability	0.00	36,116.24	30,000.00	30,000.00	-6,116.24	120%
	Account Total:	140,824.67	607,220.94	1,153,828.00	1,673,815.00	1,066,594.06	36%
	Account Group Total:	140,824.67	607,220.94	1,153,828.00	1,673,815.00	1,066,594.06	36%
	Fund Total:	140,824.67	607,220.94	1,153,828.00	1,673,815.00	1,066,594.06	36%
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
101	EE Timekeeping Costs	0.00	0.00	300.00	300.00	300.00	0%
105	Salaries and Wages	1,179.31	7,735.92	13,603.00	13,603.00	5,867.08	57%
111	BOD Stipend	0.00	41.00	350.00	350.00	309.00	12%
120	Workers' Compensation	0.00	-48.11	100.00	100.00	148.11	-48%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.00	2.51	55.00	55.00	52.49	5%
140	Payroll Tax - Medicare	17.11	109.88	273.00	273.00	163.12	40%
155	Payroll Tax - SUI	0.00	5.11	75.00	75.00	69.89	7%
160	Payroll Tax - ETT	0.00	0.07	14.00	14.00	13.93	1%
205	Insurance - Health	155.11	916.39	1,000.00	1,000.00	83.61	92%
210	Insurance - Dental	6.65	37.80	43.00	43.00	5.20	88%
215	Insurance - Vision	1.04	6.16	8.00	8.00	1.84	77%
225	Retirement - PERS Expense	132.38	849.88	1,733.00	1,733.00	883.12	49%
305	Operations & Maintenance	62.14	128.86	2,000.00	2,000.00	1,871.14	6%
310	Phone & Fax Expense	0.00	49.32	200.00	200.00	150.68	25%
315	Postage, Shipping & Freight	0.00	6.70	81.00	81.00	74.30	8%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	50.00	50.00	50.00	0%
320	Printing & Reproduction	0.00	0.00	50.00	50.00	50.00	0%
321	IT Services - Professional Svcs	189.16	739.87	400.00	400.00	-339.87	185%
323	Auditor - Professional Svcs	0.00	0.00	714.00	714.00	714.00	0%
325	Accounting - Professional Svcs	60.84	358.05	500.00	500.00	141.95	72%
327	Legal: General - Professional Svcs	178.17	503.93	9,500.00	9,500.00	8,996.07	5%
328	Insurance - Prop & Liability	0.00	2,375.06	1,925.00	1,925.00	-450.06	123%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0%
333	Legal: HR - Professional Svcs	9.10	9.84	600.00	600.00	590.16	2%
334	Maintenance Agreements	0.00	1,416.24	225.00	225.00	-1,191.24	629%
341	Space Rental	16.50	43.50	150.00	150.00	106.50	29%
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%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
351	Repairs & Maint - Equip	0.00	0.00	250.00	250.00	250.00	0%
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0%
353	Repairs & Maint - Infrastructure	0.00	1,780.71	2,000.00	2,000.00	219.29	89%
354	Repairs & Maint - Vehicles	0.00	7.50	150.00	150.00	142.50	5%
375	Internet Expenses	26.45	111.09	325.00	325.00	213.91	34%
376	Web Page - Upgrade/Maint	0.00	90.73	150.00	150.00	59.27	60%
383	Utilities - Trash	0.00	0.00	30.00	30.00	30.00	0%
385	Dues and Subscriptions	0.00	259.11	575.00	575.00	315.89	45%
386	Education and Training	0.00	43.22	200.00	200.00	156.78	22%
393	Advertising and Public Notices	0.00	5.48	250.00	250.00	244.52	2%
394	LAFCO Allocations	0.00	1,751.87	1,932.00	1,932.00	180.13	91%
395	Community Outreach	158.00	319.00	500.00	500.00	181.00	64%
410	Office Supplies	46.70	72.77	25.00	25.00	-47.77	291%
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	21.22	135.63	150.00	150.00	14.37	90%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	81.53	100.00	100.00	18.47	82%
495	Uniform Expense	0.00	0.00	150.00	150.00	150.00	0%
650	SB1383 Compliance	0.00	0.00	250.00	250.00	250.00	0%
940	Bank Service Charges	0.00	5.20	50.00	50.00	44.80	10%
949	Lease agreements	110.00	660.00	1,320.00	1,320.00	660.00	50%
990	Retirement/Health Ins Liability	0.00	324.96	0.00	0.00	-324.96	0%
	Account Total:	2,369.88	20,936.78	60,179.00	60,179.00	39,242.22	35%
	Account Group Total:	2,369.88	20,936.78	60,179.00	60,179.00	39,242.22	35%
	Fund Total:	2,369.88	20,936.78	60,179.00	60,179.00	39,242.22	35%
	Grand Total:	516,503.03	2,122,629.88	5,110,928.00	5,679,820.00	3,557,190.12	37%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 12/24

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10205 OPERATING CASH - 5 STAR	984.97	67.48	4.62	0.00	42,398.80	-41,341.73
10215 OP CASH MMKT - 5 STAR	283,505.25	1,230.69	0.00	0.00	0.00	284,735.94
10255 PAYROLL - 5 STAR	5,549.39	0.00	22,149.63	0.00	22,149.63	5,549.39
10345 OPERATIONAL RESERVE - 5	94,790.78	71,455.90	0.00	0.00	0.00	166,246.68
10355 CAPITAL RESERVE - 5 STAR	235,991.75	900.32	0.00	0.00	0.00	236,892.07
10461 COMMUNITY BANK OF SANTA	238.91	0.00	0.00	10.00	0.00	228.91
10462 CAMBRIDGE INV- FIRE	102,510.36	43.13	0.00	0.00	0.00	102,553.49
Total Fund	723,571.41	73,697.52	22,154.25	10.00	64,548.43	754,864.75
30 STREET LIGHTING DEPARTMENT						
10205 OPERATING CASH - 5 STAR	51,011.05	21,093.64	200,000.00	0.00	3,773.20	268,331.49
10215 OP CASH MMKT - 5 STAR	253,129.70	230.64	0.00	0.00	200,000.00	53,360.34
10255 PAYROLL - 5 STAR	218.92	0.00	1,567.33	0.00	1,567.33	218.92
10345 OPERATIONAL RESERVE - 5	61,611.43	229.20	0.00	0.00	0.00	61,840.63
10355 CAPITAL RESERVE - 5 STAR	46,047.97	175.67	0.00	0.00	0.00	46,223.64
10459 CAMBRIDGE INV- LIGHT RESV	162,077.59	42.33	0.00	90.00	0.00	162,029.92
10460 CAMBRIDGE INV- LIGHT CAP	379,617.21	447.60	0.00	0.00	0.00	380,064.81
Total Fund	953,713.87	22,219.08	201,567.33	90.00	205,340.53	972,069.75
40 WASTEWATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10205 OPERATING CASH - 5 STAR	409,314.47	145,511.12	2,686.61	134.66	239,074.27	318,303.27
10215 OP CASH MMKT - 5 STAR	885,191.24	3,842.60	0.00	0.00	0.00	889,033.84
10255 PAYROLL - 5 STAR	1,464.61	0.00	21,788.14	0.00	21,788.14	1,464.61
10265 LONG TERM MAINT. - 5 STAR	10,385.38	39.62	0.00	0.00	0.00	10,425.00
10345 OPERATIONAL RESERVE - 5	336,644.28	1,252.36	0.00	0.00	0.00	337,896.64
10355 CAPITAL RESERVE - 5 STAR	430,526.84	1,642.47	0.00	0.00	0.00	432,169.31
10451 CALTRUST	700,494.90	2,773.61	0.00	0.00	0.00	703,268.51
10457 CAMBRIDGE INV- WW CAPITAL	330,557.95	520.09	0.00	82.83	0.00	330,995.21
10458 CAMBRIDGE INV- WW LT MAINT	819,844.31	393.12	0.00	1,748.55	0.00	818,488.88
Total Fund	3,924,573.98	155,974.99	24,474.75	1,966.04	260,862.41	3,842,195.27
50 WATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10150 Cash in SLO County	67,327.04	0.00	0.00	0.00	0.00	67,327.04
10205 OPERATING CASH - 5 STAR	311,670.42	96,014.92	1.85	85.17	127,866.56	279,735.46
10215 OP CASH MMKT - 5 STAR	141,730.77	615.25	0.00	0.00	0.00	142,346.02
10255 PAYROLL - 5 STAR	1,587.17	0.00	23,849.15	0.00	23,849.08	1,587.24
10345 OPERATIONAL RESERVE - 5	90,445.32	336.47	0.00	0.00	0.00	90,781.79
10355 CAPITAL RESERVE - 5 STAR	242,607.96	925.56	0.00	0.00	0.00	243,533.52
10405 USDA RESERVE - 5 STAR	70,820.60	270.19	0.00	0.00	0.00	71,090.79
10456 CAMBRIDGE INV- W CAPITAL	162,402.15	42.33	0.00	85.50	0.00	162,358.98
Total Fund	1,088,741.43	98,204.72	23,851.00	170.67	151,715.64	1,058,910.84
60 SOLID WASTE DEPARTMENT						
10205 OPERATING CASH - 5 STAR	28,954.36	5,339.37	0.00	0.00	2,144.86	32,148.87
10215 OP CASH MMKT - 5 STAR	40,500.77	175.81	0.00	0.00	0.00	40,676.58
10255 PAYROLL - 5 STAR	-19.68	0.00	1,491.60	0.00	1,491.60	-19.68
10345 OPERATIONAL RESERVE - 5	73,648.88	273.98	0.00	0.00	0.00	73,922.86

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10355 CAPITAL RESERVE - 5 STAR	23,224.50	88.60	0.00	0.00	0.00	23,313.10
Total Fund	166,308.83	5,877.76	1,491.60		3,636.46	170,041.73
71 PAYROLL CLEARING FUND						
10205 OPERATING CASH - 5 STAR	-579.26	0.00	0.00	0.00	0.00	-579.26
10255 PAYROLL - 5 STAR	579.30	0.00	70,845.78	70,836.53	0.00	588.55
Total Fund	0.04		70,845.78	70,836.53		9.29
73 CLAIMS CLEARING FUND						
10200 OPERATING CASH - PREMIER	53.17	0.00	0.00	0.00	0.00	53.17
10205 OPERATING CASH - 5 STAR	28,536.91	0.00	341,718.76	319,254.52	0.00	51,001.15
Total Fund	28,590.08		341,718.76	319,254.52		51,054.32
Totals	6,885,499.64	355,974.07	686,103.47	392,327.76	686,103.47	6,849,145.95

*** 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

12/31/2024



	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	4.19%	\$ 2,542.49	4.19%	\$ 106.53				\$ 2,542.49	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	Fed. Home Loan Bank	AGCY	\$ 100.00	5.02%	\$ 100,000.00	5.02%	\$ 5,020.00	3/13/2026	N/A	4/12/2024	\$ 100,011.00	5.1%
											total: \$ 102,553.49	
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 38,578.54	4.19%	\$ 1,616.44				\$ 38,578.54	2.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	JP Morgan Chase NA	CD	\$ 100.00	5.25%	\$ 138,000.00	5.25%	\$ 7,245.00	8/15/2028	628	8/15/2023	\$ 138,126.96	7.1%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 203,526.00	10.2%
											total: \$ 380,231.50	
Lighting - Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 11,785.42	4.19%	\$ 493.81				\$ 11,785.42	0.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	Morgan Stanley Bank NA	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	32992	3/10/2028	\$ 150,244.50	7.7%
											total: \$ 162,029.92	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 5,992.55	4.19%	\$ 251.09				\$ 5,992.55	0.3%
	Insured Bank MMKT	CASH	\$ 1.00	25.00%	\$ 374.30	25.00%	\$ 0.94				\$ 374.30	0.0%
	People's Bank	cCD	\$ 100.00	4.55%	\$ 100,000.00	4.55%	\$ 4,550.00	9/20/2029		9/20/2024	\$ 100,000.00	5.1%
	FNMA	AGCY	\$ 99.55	4.375%	\$ 205,000.00	4.48%	\$ 8,968.75	8/6/2029	N/A	8/6/2024	\$ 202,839.30	10.5%
	Fannie Mae	AGCY	\$ 99.56	5.00%	\$ 200,000.00	5.10%	\$ 10,000.00	4/17/2029	N/A	4/17/2024	\$ 199,578.00	10.2%
	Fed. Home Loan Bank	AGCY	\$ 100.47	4.75%	\$ 310,000.00	4.64%	\$ 14,725.00	2/6/2029	N/A	2/9/2024	\$ 309,879.10	15.9%
											total: \$ 818,663.25	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 27,466.03	4.19%	\$ 1,150.83				\$ 27,466.03	1.4%
	Insured Bank MMKT	CASH	\$ 1.00	25.00%	\$ 423.55	0.45%	\$ 1.06				\$ 423.55	0.0%
	BMO HARRIS BANK NA	CD	\$ 100.00	5.00%	\$ 200,000.00	5.00%	\$ 10,000.00	5/18/2028	16571	5/18/2023	\$ 200,084.00	10.2%
	MEDALLION BANK	CD	\$ 100.00	5.00%	\$ 103,000.00	5.00%	\$ 5,150.00	5/24/2028	57449	3/8/2023	\$ 103,021.63	5.3%
											total: \$ 330,995.21	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 11,785.42	4.19%	\$ 493.81				\$ 11,785.42	0.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	0.0%
	Morgan Stanley Private Bk	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	34221	3/10/2023	\$ 150,232.50	7.7%
											total: \$ 162,017.92	
Total & Average:					\$ 1,954,948.30	4.81%	\$ 94,123.26				\$ 1,956,491.29	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:

June 30, 2025

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

SAN MIGUEL CSD Investment Portfolio Report - QUARTERLY

QUARTER 4 2024



	SECURITY	TYPE	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	Q3 MARKET VALUE	MARKET VALUE AS OF REPORT	PORTFOLIO %
Fire - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 2,542.49	4.19%	\$ 106.53				\$ 2,514.58	\$ 2,542.49	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	\$ -	
	Fed. Home Loan Bank	AGCY	\$ 100.00	5.02%	\$ 100,000.00	5.02%	\$ 5,020.00	3/13/2026	N/A	4/12/2024	\$ 100,124.00	\$ 100,011.00	5.1%
	total:											\$ 102,638.58	\$ 102,553.49
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 38,578.54	4.19%	\$ 1,616.44				\$ 38,155.02	\$ 38,578.54	2.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	\$ -	
	JP Morgan Chase NA	CD	\$ 100.00	5.25%	\$ 138,000.00	5.25%	\$ 7,245.00	8/15/2028	628	8/15/2023	\$ 138,289.80	\$ 138,126.96	7.1%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 205,818.00	\$ 203,526.00	10.2%
total:											\$ 382,262.82	\$ 380,231.50	
Lighting- Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 11,785.42	4.19%	\$ 493.81				\$ 11,656.04	\$ 11,785.42	0.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	\$ -	
	Morgan Stanley Bank NA	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	32992	3/10/2028	\$ 150,817.50	\$ 150,244.50	7.7%
total:											\$ 162,473.54	\$ 162,029.92	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 5,992.55	4.19%	\$ 251.09				\$ 213.24	\$ 5,992.55	0.3%
	Insured Bank MMKT	CASH	\$ 1.00	25.00%	\$ 374.30	25.00%	\$ 0.94				\$ -	\$ 374.30	
	People's Bank	cCD	\$ 100.00	4.55%	\$ 100,000.00	4.55%	\$ 4,550.00	9/20/2029		9/20/2024	\$ 100,140.00	\$ 100,000.00	5.1%
	FNMA	AGCY	\$ 99.55	4.375%	\$ 205,000.00	4.48%	\$ 8,968.75	8/6/2029	N/A	8/6/2024	\$ 204,661.75	\$ 202,839.30	10.5%
	Fannie Mae	AGCY	\$ 99.56	5.00%	\$ 200,000.00	5.10%	\$ 10,000.00	4/17/2029	N/A	4/17/2024	\$ 200,698.00	\$ 199,578.00	10.2%
	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	\$ 312,495.50	\$ 309,879.10	15.9%
total:											\$ 818,208.49	\$ 818,663.25	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 27,466.03	4.19%	\$ 1,150.83				\$ 22,716.80	\$ 27,466.03	1.4%
	Insured Bank MMKT	CASH	\$ 1.00	25.00%	\$ 423.55	0.45%	\$ 1.06				\$ 1,103.83	\$ 423.55	
	BMO HARRIS BANK NA	CD	\$ 100.00	5.00%	\$ 200,000.00	5.00%	\$ 10,000.00	5/18/2028	16571	5/18/2023	\$ 200,308.00	\$ 200,084.00	10.2%
	MEDALLION BANK	CD	\$ 100.00	5.00%	\$ 103,000.00	5.00%	\$ 5,150.00	5/24/2028	57449	3/8/2023	\$ 103,093.73	\$ 103,021.63	5.3%
total:											\$ 327,222.36	\$ 330,995.21	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.19%	\$ 11,785.42	4.19%	\$ 493.81				\$ 11,656.04	\$ 11,785.42	0.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ -	0.45%	\$ -				\$ -	\$ -	
	Morgan Stanley Private Bk	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	34221	3/10/2023	\$ 150,792.00	\$ 150,232.50	7.7%
total:											\$ 162,448.04	\$ 162,017.92	
Total & Average:					\$ 1,954,948.30	4.85%	\$ 94,123.26				\$ 1,955,253.83	\$ 1,956,491.29	100%

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.

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

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

January 23, 2025

AGENDA ITEM: 8.2

SUBJECT: Adopt Mid-Year Operation and Maintenance (O&M) Budget adjustments by RESOLUTION 2025-02 (**Recommend approval by 3/5 vote**) (Pg. 140-163)

SUGGESTED ACTION: Review and approve Mid-Year Budget adjustments for Fiscal Year (FY) 2024/25

DISCUSSION:

Annually, the Board is asked to review a mid-year budget adjustment for the current fiscal year budget. This mid-year budget review is an essential element in maintaining an accurate Operation and Maintenance (O&M) budget. It provides the Board of Directors, other agencies, stakeholders and the public with an overview of the projections of revenues, expenditures, and total budget positions of each department for the remainder of Fiscal Year (FY) 2024-25.

Mid-year budget adjustments provide an opportunity to make adjustments to achieve a more accurate budget for the current fiscal year (resulting in greater budget transparency), and helps shape future budgets. The current budget was reviewed by the General Manager, Fire Chief and the Financial Officer. From that review a recommendation for these mid-year adjustments is being submitted to the Board of Directors for review and approval.

For this mid-year budget adjustment, revenues and expenses were reviewed based on 50% of the year being complete. Although the entire budget was reviewed, expenses that were near or exceeded 50% were specifically reviewed for adjustment.

Attached is a overview of the District's current Revenue and Expenditure position, a summary of adjustments for each Fund and the District as a whole, followed by a list of each Fund's specific adjustments.

Previous Board action

On May 23, 2024 through Resolution 2024-18, the Board adopted the FY2024-25 O&M Budget. This Budget was conservatively developed and included modest anticipation of expense and revenue changes, consistent with the economic conditions, at the time of budget development.

Since July, several budget adjustments have been approved by the Board for specific spending needs. Those adjustments were made at the time of the approval and are included in the "current budget" as outlined in the attached reports.

This action is exempt from CEQA, section 15309.

FISCAL IMPACT:

If approved the proposed adjustments will change the overall Revenue budget by -\$716,031 and change the overall Expense budget by -\$457,092 as outlined in the exhibits provided.

PREPARED BY: Kelly Dodds

San Miguel Community Services District
FISCAL YEAR 2024-25 MIDYEAR BUDGET ADJUSTMENT SUMMARY BY FUND

20 FIRE DEPARTMENT

Revenue:

- FY 24-25 Approved Revenue Budget: \$643,697 with approved Adjustments: \$772,602
- Revenue received at the time of this report: \$211,499.27 **(27%)**
- Proposed Revenue Budget Adjustment \$0
 - \$0 change from approved FY 24-25 Budget

Note: Current FY Fire Revenue is deposited into Fire's Operational Reserve, then used to fund Fire's Expenses in the following FY.

Expenses:

- FY 24-25 Approved Expense Budget: \$620,677 with approved Adjustments: \$749,582
- Expenses at time of this report: \$575,059.32 **(77%)**
- Proposed Expense Budget \$749,582

30 LIGHTING DEPARTMENT

Revenue:

- FY 24-25 Approved Revenue Budget: \$163,287
- Revenue received at the time of this report: \$73,772.0 **(45%)**
- Proposed Revenue Budget Adjustment \$0
 - \$0 change from approved FY 24-25 Budget

Expenses:

- FY 24-25 Approved Expense Budget: \$158,958 with approved Adjustments: \$238,958
- Expenses at time of this report: \$30,325.78 **(13%)**
- Proposed Expense Budget \$247,883
 - \$8,925 **(3.73%)** increase from approved FY 24-25 Budget

40 WASTEWATER DEPARTMENT

Revenue:

- FY 24-25 Approved Revenue Budget: \$2,958,964
- Revenue received at the time of this report: \$1,802,692 **(61%)**
- Proposed Revenue Budget \$2,344,027
 - **-\$653,259 (-20.78%)** decrease from approved FY 24-25 Budget

Expenses:

- FY 24-25 Approved Expense Budget: \$2,957,286
- Expenses at time of this report: \$889,087.06 **(30%)**
- Proposed Expense Budget \$2,344,027
 - **-\$653,259 (-20.73%)** decrease from approved FY 24-25 Budget

50 WATER DEPARTMENT

Revenue:

- FY 24-25 Approved Revenue Budget: \$1,107,676 with approved Adjustments: \$1,448,676
- Revenue received at the time of this report: \$662,761.36 **(46%)**
- Proposed Revenue Budget Adjustment \$0
 - \$0 change from approved FY 24-25 Budget

Expenses:

- FY 24-25 Approved Expense Budget: \$1,101,328 with approved Adjustments: \$1,673,815
- Expenses at time of this report: \$607,220.94 **(36%)**

- Proposed Expense Budget \$1,821,422
 - \$147,607 **(8.81%)** increase from approved FY 24-25 Budget

60 SOLID WASTE DEPARTMENT

Revenue:

- FY 24-25 Approved Revenue Budget: \$43,936 with approved Adjustments: \$60,409
- Revenue received at the time of this report: \$30,914.12 **(51%)**
- Proposed Revenue Budget Adjustment \$0
 - \$0 change from approved FY 24-25 Budget

Expenses:

- FY 24-25 Approved Expense Budget: \$60,179
- Expenses at time of this report: \$20,936.78 **(37%)**
- Proposed Expense Budget \$59,814
 - **-\$365.00 (0.60%)** decrease from approved FY 24-25 Budget

San Miguel Community Services District
FY 2024-25 MIDYEAR BUDGET ADJUSTMENT SUMMARY

TOTAL DISTRICT BUDGET

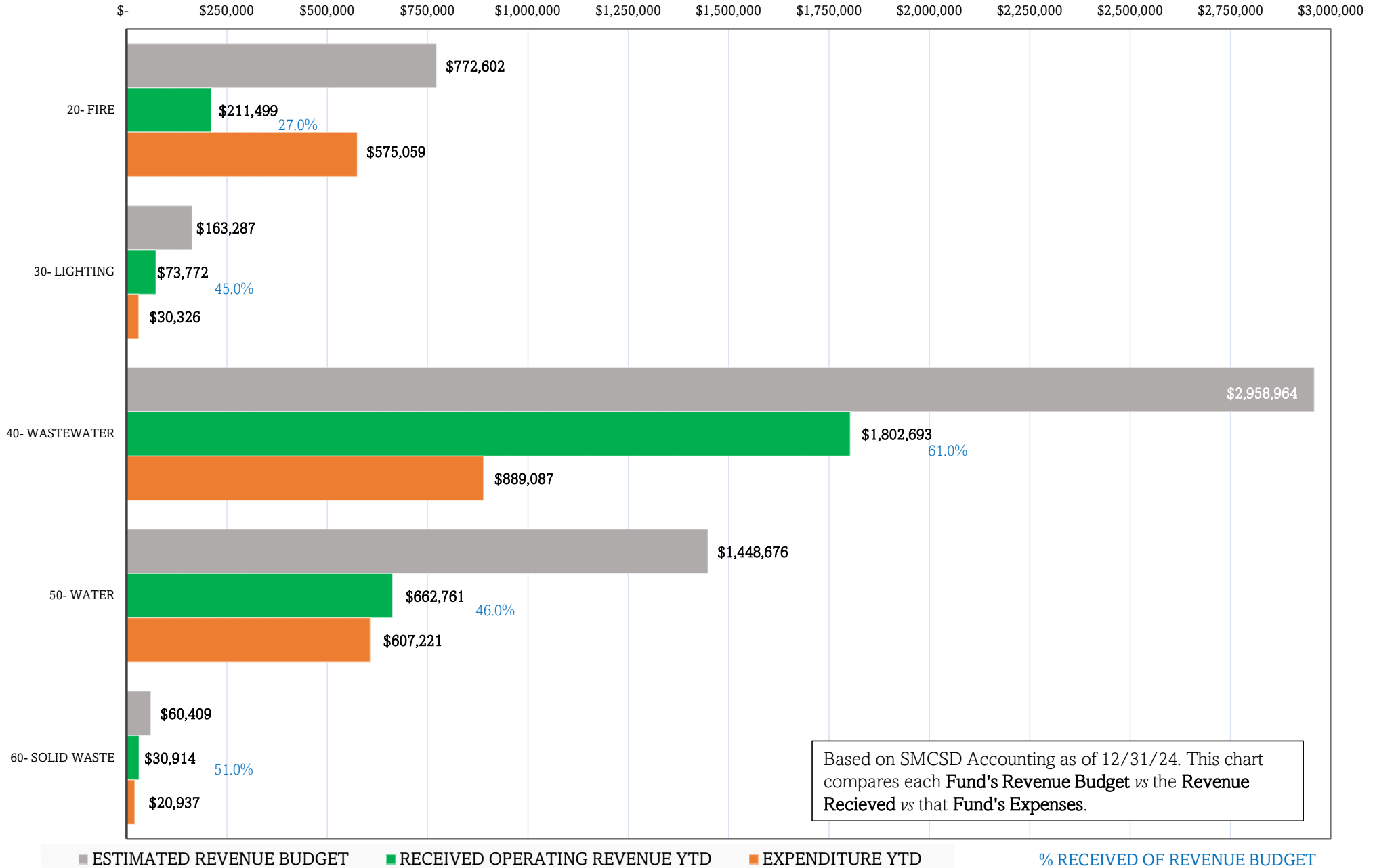
Revenue:

- FY 24-25 Revenue Budget \$4,917,560; with Adjustments through December 2024: \$5,403,938
- Revenue received at the time of this report: \$2,781,639 **(51.0%)**
- Proposed Revenue Budget \$4,684,907
 - **-\$719,031 (13.31%)** decrease from approved FY 24-25 Budget

Expenses:

- FY 24-25 Expense Budget \$4,898,428; with Adjustments through December 2024: \$5,679,820
- Expenses at the time of this report: \$2,122,629.88 **(37.0%)**
- Proposed Expense budget \$5,222,728
 - **-\$457,092 (8.04%)** decrease from approved FY 24-25 Budget

San Miguel CSD Operating Revenue, Expected Revenue and Expenditures 2024/25 Mid Fiscal Year



20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40220 Weed Abatement Fees				5,520	0	***%			0	0%
40300 Fireworks Permit Fees	3,120	3,360	4,200	4,750	3,450	138%	3,450		3,450	100%
40310 Fireworks Refundable C/Up		500			0	0%			0	0%
40320 Fire Impact Fees			5,017	16,728	3,000	558%	3,000		3,000	100%
40370 Johnson Restitution -		6,027			0	0%			0	0%
40410 Mutual Aid Fires ~ OES	184,384	167,452		27,510	0	***%			0	0%
40420 Ambulance Reimbursement	5,021	5,118	5,336	5,510	3,000	184%	3,000		3,000	100%
40500 State Fire Grants			18,115		20,000	0%	20,000	48,905	68,905	345%
RES 2024-32 OTS GRANT										
40505 CFF California Fire	15,000				0	0%			0	0%
40510 Sponsored Training Fees				233	0	***%			0	0%
42200 Fire Cost Recovery				2,592	0	***%			0	0%
Group:	207,525	182,457	32,668	62,843	29,450	213%	29,450	48,905	78,355	266%
43000 Property Taxes Collected										
43000 Property Taxes Collected	431,847	413,538	484,495	515,243	497,467	104%	526,859		526,859	106%
Group:	431,847	413,538	484,495	515,243	497,467	104%	526,859	0	526,859	106%
44000 Forestry & Fire Protection Reimbursement										
44000 Forestry & Fire	19,031				0	0%			0	0%
Group:	19,031				0	0%	0	0	0	0%
46000 Interest Revenue										
46000 Interest Revenue	958	281	1,465	1,090	0	***%			0	0%
46009 Grants - Other		138	132		0	0%			0	0%
46010 Transfer In			46,500	-1,953	0	***%		80,000	80,000	*****%
RES 2024-44 THU INTERFUND LOAN										
46012 Fire Transfers from Cap					85,888	0%	85,888		85,888	100%
46100 Realized Earnings				-761	0	***%			0	0%
46150 Miscellaneous Income	9,832	67	466	801	0	***%			0	0%
46151 Refund/Adjustments	1,816	295	5,740	2,734	0	***%			0	0%
46153 Plan Check Fees and	11,310	2,236	2,100	2,103	1,500	140%	1,500		1,500	100%
46157 Donation			500		0	0%			0	0%
46175 Sale of Surplus Property			21,873	5,625	0	***%			0	0%
46511 HOLMAN THU LOAN		274,379			0	0%			0	0%
Group:	23,916	277,396	78,776	9,639	87,388	11%	87,388	80,000	167,388	192%
Fund:	682,319	873,391	595,939	587,725	614,305	96%	643,697	128,905	772,602	126%

SAN MIGUEL CSD
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

30 STREET LIGHTING DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		-717			0	0%			0	0%
40510 Sponsored Training Fees				23	0	***%			0	0%
Group:		-717		23	0	***%	0	0	0	0%
43000 Property Taxes Collected										
43000 Property Taxes Collected	130,125	121,711	149,517	158,408	154,663	102%	163,287		163,287	106%
Group:	130,125	121,711	149,517	158,408	154,663	102%	163,287	0	163,287	106%
46000 Interest Revenue										
46000 Interest Revenue	4,724	4,150	12,473	24,976	10,419	240%			0	0%
46009 Grants - Other		12	14		0	0%			0	0%
46100 Realized Earnings	-2,919	-10,495	-14,931	6,424	-1,839	***%			0	0%
46150 Miscellaneous Income	11,734	6	149	482	150	321%			0	0%
46151 Refund/Adjustments	24	21	130	5,302	5,288	100%			0	0%
46155 Will Serve Processing		200	400		0	0%			0	0%
46175 Sale of Surplus Property			5,727		0	0%			0	0%
Group:	13,563	-6,106	3,962	37,184	14,018	265%	0	0	0	0%
Fund:	143,688	114,888	153,479	195,615	168,681	116%	163,287	0	163,287	97%

40 WASTEWATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		8,069			0	0%			0	0%
40440 CDBG Grant	185,736				0	0%			0	0%
40510 Sponsored Training Fees				248	0	***%			0	0%
40850 Wastewater Hook-up Fees	330,704	13,033	29,445	203,360	0	***%			0	0%
40900 Wastewater Sales	1,082,533	1,137,245	1,193,899	1,206,455	1,099,618	110%	1,099,618		1,099,618	100%
40901 Riverzone Surcharge		9,089	18,576	18,542	18,388	101%	18,388		18,388	100%
40910 Wastewater Late Charges		10,480	19,526	21,011	9,070	232%			0	0%
Group:	1,598,973	1,177,916	1,261,446	1,449,616	1,127,076	129%	1,118,006	0	1,118,006	99%
43000 Property Taxes Collected										
43000 Property Taxes Collected	65,474	177,785	75,721	81,068	77,556	105%	82,374		82,374	106%
Group:	65,474	177,785	75,721	81,068	77,556	105%	82,374	0	82,374	106%
46000 Interest Revenue										
46000 Interest Revenue	1,443	713	13,244	26,798	12,959	207%			0	0%
46003 CWSRF Grants				1,671	1,026,500	0%	924,553		924,553	90%
\$290,500 CWSRF Sanitary Sewer Inspection proj --- Object 963										
\$634,053 CWSRF Machado WWTF Exp --- Object 587										
46006 IRWM Grants		8,562			0	0%			0	0%
46008 DWR Grants	137,699	46,989	34,750		0	0%			0	0%
46009 Grants - Other		210	198	140,513	217,355	65%	752,765	-697,765	55,000	25%
\$752,765 SGMA Recycled water grant --- Object 955										
-697,765 PRJ SUSPENDED										
46010 Transfer In			-62,427		0	0%			0	0%
46014 Wastewater Transfers from Object 560, 964, 950					15,700	0%	21,266	-21,266	0	0%
46050 Transfer In -Water (40%)					165,282	0%			0	0%
46100 Realized Earnings			-5,867	14,971	6,405	234%			0	0%
46150 Miscellaneous Income	16,676	14,229	26,668	35,094	39,654	89%			0	0%
46151 Refund/Adjustments	3,270	346	2,133	7,203	2,499	288%			0	0%
46152 Recycling	100				0	0%			0	0%
46155 Will Serve Processing	750	1,200	3,300	3,350	1,800	186%			0	0%
46175 Sale of Surplus Property			53,985		0	0%			0	0%
46200 Wastewater Receiving				86,093	0	***%	60,000		60,000	***%*
Group:	168,500	63,687	65,984	315,693	1,488,154	21%	1,758,584	-719,031	1,039,553	70%
Fund:	1,832,947	1,419,388	1,403,151	1,846,377	2,692,786	69%	2,958,964	-719,031	2,239,933	83%

SAN MIGUEL CSD
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		7,886			0	0%			0	0%
40440 CDBG Grant	164,388				0	0%			0	0%
40510 Sponsored Training Fees				248	0	***%			0	0%
Group:	164,388	7,886		248	0	***%	0	0	0	0%
41000 Water Sales										
41000 Water Sales	951,263	963,936	983,811	966,198	984,276	98%	984,276		984,276	100%
41001 Water Connection Fees	332,852	13,255	29,944	212,341	0	***%			0	0%
41003 Water Surcharge		91	535	528	350	151%	400		400	114%
41005 Water Late Charges		9,661	16,270	16,955	8,298	204%			0	0%
41010 Water Meter Fees	12,150	450	450	6,300	0	***%			0	0%
Group:	1,296,265	987,393	1,031,010	1,202,322	992,924	121%	984,676	0	984,676	99%
43000 Property Taxes Collected										
43000 Property Taxes Collected	48,991	48,980	48,980	35,000	0	***%			0	0%
Group:	48,991	48,980	48,980	35,000	0	***%	0	0	0	0%
46000 Interest Revenue										
46000 Interest Revenue	945	639	4,386	9,845	3,202	307%			0	0%
46002 DWSRF Grants					45,920	0%			0	0%
46006 IRWM Grants					0	0%	300,000		300,000	*****%
RES 2024-49 WATERLINE RELOC										
46007 State/Federal Grants		4,290			0	0%			0	0%
46009 Grants - Other		228	195		0	0%		47,000	47,000	*****%
RES 2024-46 DROUGHT RELATED WATER RESILIENCY PRJ										
46010 Transfer In			26,913		87,660	0%	117,000		117,000	133%
46050 Transfer In -Water (40%)					35,390	0%			0	0%
46100 Realized Earnings			-1,467	2,066	-455	***%			0	0%
46115 CALOES Resiliency Grant	230,000				0	0%			0	0%
46150 Miscellaneous Income	14,351	2,819	4,551	1,963	500	393%			0	0%
46151 Refund/Adjustments	987	340	4,756	1,471	1,030	143%			0	0%
46152 Recycling	1,977			201	0	***%			0	0%
46155 Will Serve Processing	2,700	500	5,250	3,450	1,650	209%			0	0%
46175 Sale of Surplus Property			51,756	16	16	100%			0	0%
46176 GAIN/LOSS ON DISPOSAL OF		-32,495			0	0%			0	0%
Group:	250,960	-23,679	96,340	19,012	174,913	11%	417,000	47,000	464,000	265%
Fund:	1,760,604	1,020,580	1,176,330	1,256,582	1,167,837	108%	1,401,676	47,000	1,448,676	124%

SAN MIGUEL CSD
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

60 SOLID WASTE DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		729			0	0%				0 0%
40510 Sponsored Training Fees				23	0	***%				0 0%
Group:		729		23	0	***%	0	0		0 0%
46000 Interest Revenue										
46000 Interest Revenue	121	51	155	163	70	233%				0 0%
46005 Franchise Fees	44,194	38,464	48,080	51,727	43,936	118%	43,936		43,936	100%
46009 Grants - Other		12	10,011		0	0%				0 0%
46010 Transfer In					16,473	0%	16,473		16,473	100%
46150 Miscellaneous Income	200	296	9,295	266	235	113%				0 0%
46151 Refund/Adjustments	18	17	107	53	39	136%				0 0%
46155 Will Serve Processing		50	100		0	0%				0 0%
46175 Sale of Surplus Property			1,902		0	0%				0 0%
Group:	44,533	38,890	69,650	52,209	60,753	86%	60,409	0	60,409	99%
Fund:	44,533	39,619	69,650	52,232	60,753	86%	60,409	0	60,409	99%
Grand Total:	4,464,091	3,467,866	3,398,549	3,938,531	4,704,362		5,228,033	-543,126	4,684,907	

SAN MIGUEL CSD
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
62000	Fire										
105	Salaries and Wages	132,754	161,041	151,210	139,918	128,416	109%	137,022		137,022	107%
111	BOD Stipend	1,408	2,002	1,270	1,656	1,704	97%	2,100		2,100	123%
115	Payroll Expenses	4,856	2,827		3	0	***%			0	0%
116	OES Payroll Expense		431			0	0%			0	0%
117	OES Duty Coverage		4,616			0	0%			0	0%
118	OES Payroll Tax SUI		1,335			0	0%			0	0%
120	Workers' Compensation	10,044	8,735	30,753	29,429	29,429	100%	34,000		34,000	116%
121	Physicals	75	885		16	1,000	2%	1,000		1,000	100%
125	Volunteer Firefighter Sti	47,372	49,391	88,687	87,687	60,000	146%	72,500	44,300	116,800	195%
126	OES Strike Team Payroll	114,489	89,874		20,747	14,748	141%			0	0%
135	Payroll Tax - FICA/SS	9,027	3,458	5,426	6,083	2,278	267%	2,300		2,300	101%
140	Payroll Tax - Medicare	2,229	2,762	3,591	3,583	2,087	172%	2,008		2,008	96%
155	Payroll Tax - SUI	3,234	2,449	2,408	2,544	6,115	42%	512		512	8%
160	Payroll Tax - ETT		16	46	48	130	37%	138		138	106%
205	Insurance - Health	5,225	7,187	12,395	12,925	11,342	114%	6,620		6,620	58%
210	Insurance - Dental	530	774	714	691	674	103%	342		342	51%
215	Insurance - Vision	87	122	115	112	108	104%	56		56	52%
225	Retirement - PERS Expense	7,261	10,323	16,751	16,789	16,585	101%	16,845		16,845	102%
305	Operations & Maintenance	8,531	1,811	4,406	2,015	10,900	18%	10,000	-5,000	5,000	46%
307	OES Strike Team Expenses	331			998	555	180%			0	0%
310	Phone & Fax Expense	444	2,921	1,143	1,093	1,500	73%	1,190		1,190	79%
315	Postage, Shipping & Freig	533	218	593	255	300	85%	317		317	106%
319	Legal: P.R.A.s - Professi	2,209	687	407		500	0%	500		500	100%
320	Printing & Reproduction	478	142	364	159	1,000	16%	1,000		1,000	100%
321	IT Services - Professiona		4,074	9,977	10,826	8,000	135%	15,600	-7,800	7,800	98%
323	Auditor - Professional Sv		2,341	2,465	3,416	4,000	85%	4,286		4,286	107%
325	Accounting - Professional	4,451	2,038	1,236	2,924	2,500	117%	2,000		2,000	80%
326	Engineering - Professiona	1,330	1,235	1,158	1,840	3,000	61%	3,000		3,000	100%
327	Legal: General - Professi	15,147	16,636	15,304	13,299	18,000	74%	18,000	-9,000	9,000	50%
328	Insurance - Prop & Liabil	22,508	13,747	16,555	20,175	20,175	100%	24,000		24,000	119%
330	Contract Labor	867				0	0%			0	0%
333	Legal: HR - Professional	16,155	12,003	9,648	8,108	10,000	81%	8,000	-3,000	5,000	50%
334	Maintenance Agreements	6,623	2,517	2,342	2,654	5,000	53%	3,000		3,000	60%
335	Meals	429	37	325	661	500	132%	500		500	100%
340	Meetings and Conferences		482		3	500	0%	500		500	100%
341	Space Rental				1,033	1,000	103%	840		840	84%
345	Mileage Expense Reimburse	15	86			500	0%	500		500	100%
346	OES Equip Repairs & Main				42	42	100%			0	0%
348	Safety Equipment and Supp	821	226	365	4,741	5,000	95%	5,000	-2,500	2,500	50%
350	Repairs & Maint - Compute	1,301	236			2,000	0%	2,000		2,000	100%
351	Repairs & Maint - Equip	1,925	12,870	13,520	9,282	10,000	93%	10,000	-5,000	5,000	50%
352	Repairs & Maint - Structu	288	8,921	42,796	1,361	4,000	34%	4,000		4,000	100%
354	Repairs & Maint - Vehicle	14,066	8,793	5,010	7,437	8,000	93%	8,000	-4,000	4,000	50%
355	Testing & Supplies (WWTP)		70			0	0%			0	0%
359	Testing & Supplies - Othe			396	386	1,000	39%	1,000		1,000	100%
370	Dispatch Services (Fire)	8,797	10,874	15,375	14,936	17,000	88%	19,000	-3,000	16,000	94%
375	Internet Expenses	1,140	612	640	2,449	2,000	122%	2,500		2,500	125%

SAN MIGUEL CSD
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
376	Web Page - Upgrade/Maint	552	492	768	717	2,000	36%	1,000		1,000	50%
380	Utilities - Alarm Service			105	420	1,000	42%	1,000		1,000	100%
381	Utilities - Electric	2,531	3,419	3,924	352	6,000	6%	6,500		6,500	108%
382	Utilities - Propane	327	300	964	1,533	2,000	77%	2,500		2,500	125%
384	Utilities - Water/Sewer		4	753	1,820	1,700	107%	2,000		2,000	118%
385	Dues and Subscriptions	7,963	9,868	14,050	6,712	6,000	112%	6,500		6,500	108%
386	Education and Training	1,526	9,239	4,450	7,513	8,000	94%	10,000	-3,000	7,000	88%
388	Education and training: C					1,000	0%			0	0%
393	Advertising and Public No	150	132	338	35	1,000	4%	1,000		1,000	100%
394	LAFCO Allocations	1,483	1,211	1,483	1,933	2,000	97%	1,932		1,932	97%
395	Community Outreach	418	289	59	212	1,000	21%	1,000		1,000	100%
405	Software		2,127			3,000	0%	3,000		3,000	100%
410	Office Supplies	541	757	2,026	894	2,000	45%	2,000		2,000	100%
445	CPR/FIRST AID TRAINING MA					500	0%	500		500	100%
450	EMS Supplies	4,265	1,888	2,194	3,885	5,000	78%	5,000	-2,000	3,000	60%
455	Fire Safety Gear & Equipm	30,627	920			5,000	0%	5,000		5,000	100%
456	Fire Grants	4,967	1,741	19,165	28,003	34,247	82%	20,000	48,905	68,905	201%
	RES 2024-32 OTS GRANT										
457	CFF Grant - California Fi	5,282	7,332			0	0%			0	0%
458	Grants- Professional Serv				7,244	4,000	181%	4,000		4,000	100%
465	Cell phones, Radios and P	695	1,357	2,424	1,436	2,000	72%	2,000		2,000	100%
470	Communication Equipment	839	13,640	3,952	1,374	1,000	137%	1,500		1,500	150%
475	Computer Supplies & Upgra	965	1,365	5,047	4,302	4,396	98%	5,000		5,000	114%
485	Fuel Expense	6,082	10,953	7,935	6,237	9,000	69%	8,000		8,000	89%
490	Small Tools & Equipment	1,919	1,104		707	2,000	35%	2,000		2,000	100%
495	Uniform Expense	3,435	4,257	895	1,638	5,000	33%	5,000		5,000	100%
500	Capital Outlay	759	-53,000	18,542		0	0%			0	0%
502	Capital Outlay- Fire				10,911	10,911	100%			0	0%
503	Weed Abatement Costs	1,976	5,928	366	6,225	5,150	121%	5,500		5,500	107%
505	Fire Training Grounds	689	1,402			1,000	0%			0	0%
510	Fire Station Renovation	474	130		2,226	2,500	89%	5,500		5,500	220%
511	Fire- Temp Housing Unit	4,800	11,698	17,954		0	0%		80,000	80,000	*****
512	Fire- Escrow Temp Housing			1,175	25,818	4,240	609%			0	0%
710	County Hazmat Dues		2,000	2,000	2,000	2,500	80%	2,500		2,500	100%
715	Licenses, Permits and Fee	287				0	0%			0	0%
820	Fireworks Clean Up				500	500	100%	500		500	100%
900	District Strategic Plan		6,791	324		0	0%			0	0%
925	Bank Fees				1	0	***			0	0%
940	Bank Service Charges		7			0	0%			0	0%
949	Lease agreements			4,385	5,760	5,760	100%	5,800		5,800	101%
960	Property Tax Expense	211	211	299	154	154	100%	200		200	130%
981	Debt Svcs Equipt - Princi		34,208	36,088	36,397	36,482	100%	37,675		37,675	103%
982	Debt Svcs Equipt - Intere		12,875	11,838	10,686	10,711	100%	9,517		9,517	89%
983	Debt Svcs Structure- Prin			23,013	23,899	23,899	100%	23,013		23,013	96%
984	Debt Svcs Structure - Int			10,564	9,678	9,678	100%	10,564		10,564	109%
990	Retirement/Health Ins Lia					0	0%	3,300		3,300	*****
	UAL payment GILMORE GM										
	Account:	530,743	546,450	654,474	643,543	633,916	102%	620,677	128,905	749,582	118%
	Fund:	530,743	546,450	654,474	643,543	633,916	102%	620,677	128,905	749,582	118%

SAN MIGUEL CSD
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
63000	Lighting										
101	EE Timekeeping Costs				200	300	67%	300	-300	0	0%
105	Salaries and Wages	11,427	13,897	12,657	14,583	16,745	87%	20,957		20,957	125%
111	BOD Stipend	128	182	118	192	264	73%	350		350	133%
115	Payroll Expenses	121	87			0	0%			0	0%
120	Workers' Compensation	590	350	18	-15	0	***	350	-350	0	0%
121	Physicals		2		6	50	12%	50		50	100%
135	Payroll Tax - FICA/SS	27	47	20	12	60	20%	57		57	95%
140	Payroll Tax - Medicare	164	191	190	211	247	85%	306		306	124%
155	Payroll Tax - SUI	78	82	55	65	800	8%	86		86	11%
160	Payroll Tax - ETT			1	1	12	8%	16		16	133%
205	Insurance - Health	1,136	1,578	2,326	1,907	1,783	107%	1,783		1,783	100%
210	Insurance - Dental	54	122	66	-64	66	-97%	51	263	314	476%
215	Insurance - Vision	6	16	11	-11	12	-92%	10	42	52	433%
225	Retirement - PERS Expense	1,927	2,450	1,487	1,665	1,389	120%	1,907		1,907	137%
305	Operations & Maintenance	469	462	597	32	1,500	2%	1,500		1,500	100%
310	Phone & Fax Expense		186	105	111	100	111%	200		200	200%
315	Postage, Shipping & Freight	13	20	12	25	100	25%	100		100	100%
319	Legal: P.R.A.s - Professiona		65	42		150	0%	150		150	100%
320	Printing & Reproduction	8	16	2		150	0%	150		150	100%
321	IT Services - Professiona		346	1,286	1,136	3,300	34%	400	900	1,300	39%
323	Auditor - Professional Sv	242	228	250	342	600	57%	725		725	121%
325	Accounting - Professional	145	197	126	289	750	39%	750		750	100%
326	Engineering - Professiona			170		5,000	0%	5,000		5,000	100%
327	Legal: General - Professi	2,865	1,463	2,250	1,935	3,000	65%	3,000		3,000	100%
328	Insurance - Prop & Liabil	945	925	3,313	2,014	2,100	96%	3,000	-620	2,380	113%
329	New Hire Screening	23				50	0%	100		100	200%
330	Contract Labor	75				5,000	0%	5,000	-2,500	2,500	50%
331	Legal: SMEA - Professiona					300	0%	300	700	1,000	333%
333	Legal: HR - Professional	845	719	516	1,032	1,500	69%	2,000	-500	1,500	100%
334	Maintenance Agreements	381	227	239	251	600	42%	400	1,200	1,600	267%
335	Meals	5				150	0%	150		150	100%
340	Meetings and Conferences		49			350	0%	350		350	100%
341	Space Rental				103	150	69%	150		150	100%
345	Mileage Expense Reimburse	52	11			150	0%	150		150	100%
348	Safety Equipment and Supp	61				1,000	0%	1,000		1,000	100%
350	Repairs & Maint - Compute	122	5			150	0%	150		150	100%
351	Repairs & Maint - Equip		97	133	805	10,000	8%	10,000	-5,000	5,000	50%
352	Repairs & Maint - Structu	72	1			500	0%	500		500	100%
353	Repairs & Maint - Infrast	4,259	4,913	8,604	536	10,000	5%	18,000		18,000	180%
354	Repairs & Maint - Vehicle			26		1,000	0%	500		500	50%
375	Internet Expenses			42	127	150	85%	350		350	233%
376	Web Page - Upgrade/Maint	48	48	48	75	425	18%	150		150	35%
381	Utilities - Electric	14,269	14,592	14,708	16,500	20,000	83%	20,000		20,000	100%
382	Utilities - Propane	28	29	46		0	0%			0	0%
383	Utilities - Trash					0	0%	50		50	*****
384	Utilities - Water/Sewer	7,084	8,764	10,868	8,163	15,500	53%	15,500	-5,500	10,000	65%
385	Dues and Subscriptions	145	224	312	334	1,500	22%	750		750	50%

SAN MIGUEL CSD
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
386	Education and Training	24	220	141	57	2,000	3%	2,000		2,000	100%
393	Advertising and Public No	2	13	2	3	500	1%	500		500	100%
394	LAFCO Allocations	247	1,211	1,492	1,933	1,933	100%	2,000	-180	1,820	94%
395	Community Outreach		13	3		150	0%	150		150	100%
410	Office Supplies	184	58	39	15	500	3%	500		500	100%
432	Utility Rate Design Study					30,000	0%	30,000		30,000	100%
465	Cell phones, Radios and P	67	82	124	195	200	98%	200	70	270	135%
475	Computer Supplies & Upgra		268	576		0	0%			0	0%
485	Fuel Expense		3			200	0%	200		200	100%
490	Small Tools & Equipment	1,301	1,551			5,000	0%	5,000		5,000	100%
495	Uniform Expense	51	101	129	4	100	4%	100		100	100%
500	Capital Outlay	9,065		11,017		0	0%		20,000	20,000	*****
RES 2024-06 LANDSCAPING REPAIR											
581	WWTP Expansion	1,841				0	0%			0	0%
582	WWTP Plant Maintenance	33				0	0%			0	0%
715	Licenses, Permits and Fee					100	0%	100		100	100%
900	District Strategic Plan		663	34		0	0%			0	0%
925	Bank Fees			4	-1	5	-20%	10		10	200%
940	Bank Service Charges		1			50	0%	50		50	100%
949	Lease agreements			485	1,320	1,200	110%	1,400		1,400	117%
989	Interfund Loan Out					0	0%		80,000	80,000	*****
RES 2024-44 THU INTERFUND LOAN											
990	Retirement/Health Ins Lia					0	0%		700	700	*****
	Account:	60,629	56,775	74,690	56,088	148,891	38%	158,958	88,925	247,883	166%
70000	Transfers										
352	Repairs & Maint - Structu			2,325	-98	-100	98%			0	0%
	Account:			2,325	-98	-100	98%	0	0	0	0%
	Fund:	60,629	56,775	77,015	55,990	148,791	38%	158,958	88,925	247,883	167%

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Expenditure Budget Report -- MultiYear Actuals
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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
63000	Lighting										
205	Insurance - Health			908		0	0%			0	0%
	Account:			908		0	***	0	0	0	0%
64000	Sanitary										
101	EE Timekeeping Costs				1,799	2,400	75%	2,400	-2,400	0	0%
105	Salaries and Wages	199,536	202,212	197,183	165,159	330,338	50%	240,941	-40,000	200,941	61%
	Reduced for Contract labor										
109	Stand-by Hours	7,020	3,015			0	0%			0	0%
110	Payroll Tax Expense				219	500	44%	500	-500	0	0%
111	BOD Stipend			2,052	2,484	1,872	133%	2,100		2,100	112%
115	Payroll Expenses	2,117	1,655			0	0%			0	0%
120	Workers' Compensation	8,222	8,078	9,452	8,648	9,500	91%	11,115	-323	10,792	114%
121	Physicals	75	88	75	115	150	77%	150		150	100%
135	Payroll Tax - FICA/SS	461	847	447	149	1,167	13%	1,281		1,281	110%
140	Payroll Tax - Medicare	2,864	2,926	2,878	2,400	4,817	50%	3,525		3,525	73%
150	Payroll Tax - SDI					0	0%		235	235	*****
155	Payroll Tax - SUI	1,319	1,425	1,225	1,091	15,614	7%	1,209		1,209	8%
160	Payroll Tax - ETT		3	26	24	211	11%	140		140	66%
205	Insurance - Health	23,717	24,624	26,591	22,382	54,582	41%	54,582	-9,582	45,000	82%
206	Insurance - CalPers Healt	1,455	19,984	21,552		0	0%			0	0%
210	Insurance - Dental	1,098	2,221	1,166	1,051	2,234	47%	1,273		1,273	57%
215	Insurance - Vision	51	271	199	171	309	55%	156	158	314	102%
225	Retirement - PERS Expense	24,520	25,553	15,746	17,698	35,463	50%	16,705	1,295	18,000	51%
305	Operations & Maintenance	5,788	4,910	10,253	8,791	8,000	110%	10,000		10,000	125%
310	Phone & Fax Expense	1,107	3,184	2,153	1,339	1,500	89%	1,200		1,200	80%
315	Postage, Shipping & Freig	3,482	598	194	304	1,000	30%	400		400	40%
319	Legal: P.R.A.s - Professi		1,222	610		1,000	0%	1,000		1,000	100%
320	Printing & Reproduction	627	144	86		1,000	0%	500		500	50%
321	IT Services - Professiona		6,870	12,746	13,970	14,800	94%	11,500	2,500	14,000	95%
323	Auditor - Professional Sv	3,997	4,340	4,060	3,643	3,644	100%	4,286		4,286	118%
324	GSA-GSP - Professional Sv	218				0	0%			0	0%
325	Accounting - Professional	2,776	3,725	1,858	3,154	4,500	70%	5,000		5,000	111%
326	Engineering - Professiona	13,894	3,841	19,813	17,471	20,000	87%	10,000		10,000	50%
327	Legal: General - Professi	39,041	31,425	26,646	18,574	30,000	62%	30,000		30,000	100%
328	Insurance - Prop & Liabil	12,357	12,842	17,980	17,609	17,650	100%	20,650	4,700	25,350	144%
329	New Hire Screening	23	23	45		100	0%	100		100	100%
330	Contract Labor	1,319			21,970	15,000	146%	5,000		5,000	33%
331	Legal: SMEA - Professiona			5,225	1,676	3,500	48%	3,500		3,500	100%
333	Legal: HR - Professional	14,795	12,865	6,561	13,540	9,500	143%	10,000	-5,000	5,000	53%
334	Maintenance Agreements	8,809	4,971	5,709	4,480	8,000	56%	4,500	2,000	6,500	81%
335	Meals	5				100	0%	100		100	100%
340	Meetings and Conferences		932			1,000	0%	500		500	50%
341	Space Rental				1,271	1,000	127%	1,000		1,000	100%
345	Mileage Expense Reimburse	640	192			1,000	0%	500		500	50%
348	Safety Equipment and Supp	1,553	336	1,621	1,727	2,000	86%	2,000		2,000	100%
349	Repairs & Maint - Mission	2,043	4,705	5,348	9,617	7,500	128%	6,935	3,065	10,000	133%
	Object 349, 379, 580 Funded by 40901 Riverzone surcharge										

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For the Year: 2024 - 2025

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
350	Repairs & Maint - Compute	1,314	97	16		1,600	0%	1,600		1,600	100%
351	Repairs & Maint - Equip	1,220	5,946	5,472	3,844	8,000	48%	5,000		5,000	63%
352	Repairs & Maint - Structu	595	298	248	73	1,500	5%	1,500		1,500	100%
353	Repairs & Maint - Infrast	697	20,843	335	10,650	15,000	71%	15,000	-5,000	10,000	67%
354	Repairs & Maint - Vehicle	3,008	2,330	4,378	4,707	5,000	94%	5,000		5,000	100%
355	Testing & Supplies (WWTP)	1,376	8,558	17,052	23,818	17,000	140%	20,000	25,000	45,000	265%
361	Contract Operations				840	0	***%	40,000	10,000	50,000	*****%
374	CSD Utilities - Billing S		3,655	3,916	4,102	4,000	103%	4,000		4,000	100%
375	Internet Expenses	2,964	1,838	5,010	4,487	4,500	100%	4,300	5,500	9,800	218%
376	Web Page - Upgrade/Maint	840	912	768	1,076	1,076	100%	900	68	968	90%
379	Utilities - Electric Miss	1,335	1,453	1,039	1,094	2,000	55%	1,453		1,453	73%
Object 349, 379, 580 Funded by 40901 Riverzone surcharge											
380	Utilities - Alarm Service	648	727	696	550	2,000	28%	750		750	38%
381	Utilities - Electric	76,335	75,338	83,638	100,424	80,000	126%	80,000	36,000	116,000	145%
382	Utilities - Propane	498	555	731	47	600	8%	150		150	25%
383	Utilities - Trash	624	626	706	747	700	107%	1,000		1,000	143%
384	Utilities - Water/Sewer	690	1,231	2,252	2,313	3,500	66%	3,500		3,500	100%
385	Dues and Subscriptions	4,046	4,991	5,107	5,171	6,000	86%	5,000		5,000	83%
386	Education and Training	-475	679	1,591	1,166	2,500	47%	2,500		2,500	100%
393	Advertising and Public No	231	613	295	992	1,000	99%	750		750	75%
394	LAFCO Allocations	1,483	1,211	1,615	1,933	1,933	100%	2,000	-180	1,820	94%
395	Community Outreach		178	223	184	1,200	15%	1,000		1,000	83%
396	Utilities - SoCal Gas			174	229	500	46%	500		500	100%
410	Office Supplies	1,082	1,415	3,037	1,161	2,000	58%	2,000		2,000	100%
432	Utility Rate Design Study	1,755		9,492	6,495	20,000	32%	10,000		10,000	50%
459	SCADA - Maintenance Fees					1,500	0%	1,500		1,500	100%
465	Cell phones, Radios and P	1,314	1,497	1,575	1,752	1,920	91%	2,000	400	2,400	125%
475	Computer Supplies & Upgra		4,089	15,044	876	1,000	88%	1,000		1,000	100%
485	Fuel Expense	5,563	6,543	5,492	4,912	6,000	82%	6,000		6,000	100%
490	Small Tools & Equipment	4,039	6,386	450	1,395	5,500	25%	4,000		4,000	73%
495	Uniform Expense	1,559	2,713	2,165	1,339	2,500	54%	1,500		1,500	60%
500	Capital Outlay	10,154				0	0%			0	0%
545	Sewer System Mgmt Plan (S	2,500				5,000	0%	5,000		5,000	100%
546	Master Plans			5,842		6,000	0%	6,000		6,000	100%
560	Sewer Line Repairs				753	10,000	8%	10,000		10,000	100%
570	Repairs, Maint. & Video S					1,000	0%	1,000		1,000	100%
580	Mission Gardens Lift Stat			6,254		10,000	0%	10,000		10,000	100%
Object 349, 379, 580 Funded by 40901 Riverzone surcharge											
581	WWTP Expansion	3,842				0	0%			0	0%
582	WWTP Plant Maintenance	13,482	18,636	41,818	19,698	40,000	49%	40,000		40,000	100%
583	WWTF Drying Pond Maintena		14,821			25,000	0%	25,000		25,000	100%
585	Sludge Removal Project	2,419				25,000	0%	25,000		25,000	100%
587	WWTF Final Design/Constru	155,048				478,756	0%	450,000		450,000	94%
589	Proposition 68 Grant	4,500				0	0%			0	0%
705	Waste Discharge Fees/Perm	23,210	45,184	28,140	41,499	53,653	77%	35,000	8,830	43,830	82%
715	Licenses, Permits and Fee	2,713	6,201	6,766	4,566	4,000	114%	4,000	1,615	5,615	140%
800	Deposit/ Liabilities				-23	0	***%			0	0%
805	Refundable Water/Sewer/Hy		2			100	0%	100		100	100%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
900	District Strategic Plan		12,588	486		0	0%			0	0%
908	Cash Over/Cash Short			-125		1	0%	10		10	1000%
911	Finance Charges/Late Fees	7				0	0%			0	0%
925	Bank Fees			4	-1	-2	50%	10		10	-500%
935	Depreciation Expense	76,686	74,434			0	0%			0	0%
940	Bank Service Charges		13	157		100	0%	100		100	100%
949	Lease agreements			4,602	11,880	14,000	85%	14,000		14,000	100%
950	WWTF Exp MBR					165,282	0%	200,000		200,000	121%
955	3W Water Line SGMA					200,000	0%	752,765	-697,765	55,000	28%
960	Property Tax Expense	128	128	128	96	96	100%	150		150	156%
963	Collection System Project				-15,264	396,500	-4%	290,500		290,500	73%
964	Septic to Sewer Project				15,264	15,700	97%	10,000		10,000	64%
966	Reimbursable Engineering				1,138	0	***%			0	0%
970	WWTF Long Term Maintenanc					100,000	0%	100,000		100,000	100%
971	Loan Principal Payment					150,000	0%	150,000		150,000	100%
972	Loan Interest Payment					150,000	0%	150,000		150,000	100%
990	Retirement/Health Ins Lia				8,778	0	***%	30,000	6,125	36,125	****%
	Account:	794,663	720,032	666,089	637,287	2,661,166	24%	2,997,286	-653,259	2,344,027	88%
70000	Transfers										
352	Repairs & Maint - Structu			20,925	-879	-879	100%			0	0%
	Account:			20,925	-879	-879	100%	0	0	0	0%
	Fund:	794,663	720,032	687,922	636,408	2,660,287	24%	2,997,286	-653,259	2,344,027	88%

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Expenditure Budget Report -- MultiYear Actuals
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50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
65000	Water										
101	EE Timekeeping Costs				1,799	2,400	75%	2,400	-2,400	0	0%
105	Salaries and Wages	244,590	268,240	274,014	264,605	338,264	78%	335,497	-40,000	295,497	87%
	Reduced for contract labor										
109	Stand-by Hours	7,020	3,015			0	0%			0	0%
110	Payroll Tax Expense				-7	0	***%			0	0%
111	BOD Stipend			2,146	2,469	1,896	130%	2,100		2,100	111%
115	Payroll Expenses	2,298	1,634			0	0%			0	0%
120	Workers' Compensation	6,744	8,131	13,323	6,100	8,000	76%	8,000	-324	7,676	96%
121	Physicals	75	139	225	226	150	151%	150		150	100%
135	Payroll Tax - FICA/SS	579	1,025	454	149	1,169	13%	1,280		1,280	109%
140	Payroll Tax - Medicare	3,452	3,889	3,954	3,969	4,932	80%	4,895		4,895	99%
150	Payroll Tax - SDI					0	0%		246	246	*****
155	Payroll Tax - SUI	1,560	1,710	1,434	1,408	15,988	9%	1,508		1,508	9%
160	Payroll Tax - ETT		3	31	31	283	11%	281		281	99%
205	Insurance - Health	35,841	33,959	36,571	40,320	46,122	87%	46,122	-9,122	37,000	80%
206	Insurance - CalPers Healt	1,455	19,984	21,552		0	0%			0	0%
210	Insurance - Dental	1,207	2,474	1,656	1,583	1,854	85%	913	387	1,300	70%
215	Insurance - Vision	189	447	266	257	310	83%	161	44	205	66%
225	Retirement - PERS Expense	26,652	32,421	24,234	29,959	45,869	65%	34,108	-4,108	30,000	65%
305	Operations & Maintenance	5,659	5,459	11,731	8,778	8,000	110%	8,000		8,000	100%
310	Phone & Fax Expense	1,107	3,158	2,131	1,330	1,500	89%	1,200		1,200	80%
315	Postage, Shipping & Freig	3,595	594	200	311	1,000	31%	425		425	43%
319	Legal: P.R.A.s - Professi		1,232	602		600	0%	500		500	83%
320	Printing & Reproduction	1,697	1,083	1,235	1,341	1,000	134%	500		500	50%
321	IT Services - Professiona		6,818	12,739	13,863	12,800	108%	11,350	2,650	14,000	109%
323	Auditor - Professional Sv		4,283	4,005	3,643	3,644	100%	4,300		4,300	118%
324	GSA-GSP - Professional Sv	9,338	8,842	3,121	13,564	15,000	90%	10,000	15,000	25,000	167%
325	Accounting - Professional	7,353	3,700	1,856	3,281	4,500	73%	4,500		4,500	100%
326	Engineering - Professiona	43,518	2,960	22,858	76,559	52,310	146%	30,000		30,000	57%
327	Legal: General - Professi	55,415	37,599	20,891	32,181	27,000	119%	30,000	-5,000	25,000	93%
328	Insurance - Prop & Liabil	19,425	21,032	29,761	32,485	32,485	100%	38,000	-12,665	25,335	78%
329	New Hire Screening	23	23	45		100	0%	100		100	100%
330	Contract Labor	1,432			17,271	15,000	115%	5,000		5,000	33%
331	Legal: SMEA - Professiona			5,225	1,676	3,500	48%	3,500		3,500	100%
332	Legal: Steinbeck & Water	46,639	48,060	36,016	7,249	50,000	14%	25,000		25,000	50%
333	Legal: HR - Professional	16,063	11,407	6,501	13,393	9,500	141%	10,000	-2,000	8,000	84%
334	Maintenance Agreements	11,094	6,414	5,545	4,433	9,000	49%	4,500	2,000	6,500	72%
335	Meals	5				100	0%	100		100	100%
340	Meetings and Conferences		920			1,000	0%	1,000		1,000	100%
341	Space Rental				1,266	800	158%	1,000		1,000	125%
345	Mileage Expense Reimburse	725	283			250	0%	250		250	100%
348	Safety Equipment and Supp	1,688	358	1,260	1,677	2,000	84%	1,500		1,500	75%
350	Repairs & Maint - Compute	1,393	101	298		1,500	0%	1,500		1,500	100%
351	Repairs & Maint - Equip	5,149	12,528	5,975	7,436	5,000	149%	5,000		5,000	100%
352	Repairs & Maint - Structu	1,082	109	454	252	2,000	13%	2,000		2,000	100%
353	Repairs & Maint - Infrast	25,907	37,089	28,200	69,855	59,163	118%	50,000		50,000	85%
354	Repairs & Maint - Vehicle	2,480	1,809	3,775	4,707	4,500	105%	4,500		4,500	100%

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50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
355	Testing & Supplies (WWTP)		162			0	0%			0	0%
356	Testing & Supplies - Well	1,686	2,662	3,459	4,566	3,500	130%	3,500		3,500	100%
357	Testing & Supplies - Well	1,611	2,460	3,508	4,566	3,500	130%	3,500		3,500	100%
358	Testing & Supplies - SLT	4,414	6,448	8,368	7,680	6,000	128%	5,000		5,000	83%
359	Testing & Supplies - Othe	7,508	3,692	6,976	6,768	6,000	113%	6,000		6,000	100%
361	Contract Operations				840	0	***%	40,000	10,000	50,000	*****%
362	Cross-Connection Control	1,244	884	1,237	1,352	1,500	90%	1,500		1,500	100%
374	CSD Utilities - Billing S		3,655	3,941	4,103	4,000	103%	4,000		4,000	100%
375	Internet Expenses	1,330	1,688	1,980	5,511	3,500	157%	2,900	11,100	14,000	400%
376	Web Page - Upgrade/Maint	912	900	768	1,061	1,061	100%	896	72	968	91%
380	Utilities - Alarm Service	648	727	696	550	2,000	28%	1,500		1,500	75%
381	Utilities - Electric	43,917	45,418	51,937	61,521	46,000	134%	50,000	21,232	71,232	155%
382	Utilities - Propane	540	1,147	739	721	1,000	72%	1,000		1,000	100%
383	Utilities - Trash	624	626	706	747	700	107%	450		450	64%
384	Utilities - Water/Sewer	75	389	758		1,500	0%		150	150	10%
385	Dues and Subscriptions	3,358	4,295	7,174	7,438	4,500	165%	7,100		7,100	158%
386	Education and Training	481	591	1,829	2,180	5,000	44%	5,000		5,000	100%
393	Advertising and Public No	304	298	1,201	1,227	2,000	61%	1,000		1,000	50%
394	LAFCO Allocations	1,483	1,211	1,613	1,933	1,933	100%	1,932	-180	1,752	91%
395	Community Outreach		554	913	992	1,200	83%	1,200		1,200	100%
396	Utilities - SoCal Gas			1,835	455	2,000	23%	1,000		1,000	50%
410	Office Supplies	937	1,166	3,031	1,161	2,000	58%	1,000		1,000	50%
432	Utility Rate Design Study	1,755		15,979	32,089	20,000	160%			0	0%
459	SCADA - Maintenance Fees					1,500	0%			0	0%
465	Cell phones, Radios and P	1,510	1,653	1,575	1,752	1,920	91%	2,000	400	2,400	125%
475	Computer Supplies & Upgra	115	4,589	14,967	876	1,000	88%	1,000		1,000	100%
481	Chemicals- Well #3	691	2,377	2,158	2,391	4,000	60%	4,000		4,000	100%
482	Chemicals- Well #4	2,465	2,496	2,186	3,528	4,000	88%	4,000	1,000	5,000	125%
483	Chemicals- SLT Well	2,314	1,039	1,506	2,128	3,000	71%	3,000		3,000	100%
485	Fuel Expense	3,381	6,541	5,490	4,912	6,000	82%	6,000		6,000	100%
490	Small Tools & Equipment	3,176	3,642	90	1,053	6,000	18%	4,000		4,000	67%
495	Uniform Expense	1,560	2,779	2,165	1,461	2,500	58%	1,500		1,500	60%
500	Capital Outlay	514,047	23,853			0	0%			0	0%
516	Water Projects Well 3					0	0%		17,500	17,500	*****%
	RES 2024-55 \$17,500 MONITORING EQUIPT										
517	Water Projects Well 4					0	0%		49,500	49,500	*****%
	RES 2024-55 \$17,500 MONITORING EQUIPT										
	RES 2024-39 \$32,000 WELL4 WASTE DISCHARGE MOVE										
518	Water Projects SLT Well					35,390	0%	10,000	39,667	49,667	140%
	RES 2024-55 \$17,500 MONITORING EQUIPT										
	RES 2024-40 \$22,167 VFD + INSTALL										
520	Water Main Valves Replace	2,688				10,000	0%	10,000		10,000	100%
525	Water Meter Replacement	18,312	27,215	10,268		20,000	0%	20,000		20,000	100%
526	Development Meters	6,630				0	0%			0	0%
535	Water Lines Repairs		105		8,072	20,000	40%	20,000	418,820	438,820	2194%
	RES 2024-50 \$29,000 WATERLINE RELOCATION PRJ MGMT										
	RES 2024-49 \$389,820 WATERLINE RELOCATION SPECIALTY CONSTRUCTION										
546	Master Plans			5,842		6,000	0%	6,000		6,000	100%

SAN MIGUEL CSD
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
547	Paso Basin Management					0	0%	18,000		18,000	*****
577	Proposition 1 Grant		9,458	6,270		0	0%			0	0%
581	WWTP Expansion	2,369				0	0%			0	0%
582	WWTP Plant Maintenance	2,126	554			0	0%			0	0%
587	WWTF Final Design/Constru		10			0	0%			0	0%
590	CALOES Resiliency Grant	28,766				0	0%			0	0%
591	Rose Foundation Grant					0	0%		47,000	47,000	*****
RERS 2024-46 ROSE FOUNDATION GRANT											
605	USDA Loan Payment					20,000	0%	20,000		20,000	100%
715	Licenses, Permits and Fee	4,956	6,590	8,242	6,880	7,000	98%	7,000		7,000	100%
800	Deposit/ Liabilities				39	0	***%			0	0%
805	Refundable Water/Sewer/Hy			-16		100	0%	100		100	100%
900	District Strategic Plan		12,422	479		0	0%			0	0%
908	Cash Over/Cash Short			-100		0	0%			0	0%
925	Bank Fees			1		1	0%	10		10	1000%
930	Interest Fees	52,728	50,582	48,351	62,951	60,000	105%	60,000		60,000	100%
935	Depreciation Expense	190,788	198,541			0	0%			0	0%
940	Bank Service Charges	47	31			100	0%	100		100	100%
949	Lease agreements			4,593	11,880	14,000	85%	12,000		12,000	86%
961	SLT Tank and Booster Pump					49,626	0%	38,000	113,000	151,000	304%
RES 2024-30 UTILITY EASEMENT											
962	0.65 MG Tank					67,660	0%	35,000		35,000	52%
966	Reimbursable Engineering				4,293	0	***%			0	0%
990	Retirement/Health Ins Lia				8,778	0	***%	30,000	6,125	36,125	*****
	Account:	1,506,377	1,029,840	816,999	937,874	1,249,180	75%	1,141,328	680,094	1,821,422	146%
70000 Transfers											
352	Repairs & Maint - Structu			20,925	-879	-879	100%			0	0%
	Account:			20,925	-879	-879	100%	0	0	0	0%
	Fund:	1,506,377	1,029,840	837,924	936,995	1,248,301	75%	1,141,328	680,094	1,821,422	146%

SAN MIGUEL CSD
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
66000	SOLID WASTE										
101	EE Timekeeping Costs				200	300	67%	300	-300	0	0%
105	Salaries and Wages	12,272	13,494	12,663	13,625	16,745	81%	13,603		13,603	81%
111	BOD Stipend	128	182	114	99	264	38%	350		350	133%
115	Payroll Expenses	121	87			0	0%			0	0%
120	Workers' Compensation	590	350	18	14	100	14%	100	-100	0	0%
121	Physicals		2		6	50	12%	50		50	100%
135	Payroll Tax - FICA/SS	27	50	20	6	60	10%	55		55	92%
140	Payroll Tax - Medicare	166	190	180	200	246	81%	273		273	111%
155	Payroll Tax - SUI	79	74	52	58	800	7%	75		75	9%
160	Payroll Tax - ETT			1	1	12	8%	14		14	117%
205	Insurance - Health	1,219	1,566	1,550	1,756	1,783	98%	1,000	600	1,600	90%
210	Insurance - Dental	55	128	65	66	66	100%	43	32	75	114%
215	Insurance - Vision	6	17	10	11	12	92%	8	12	20	167%
225	Retirement - PERS Expense	1,962	2,488	1,448	1,611	1,389	116%	1,733		1,733	125%
305	Operations & Maintenance	469	1,543	2,271	29	2,000	1%	2,000		2,000	100%
310	Phone & Fax Expense		186	88	103	65	158%	200		200	308%
315	Postage, Shipping & Freig	13	31	11	23	50	46%	81		81	162%
319	Legal: P.R.A.s - Professi		65	34		50	0%	50		50	100%
320	Printing & Reproduction	264	29	1		50	0%	50		50	100%
321	IT Services - Professiona		346	1,140	1,034	3,300	31%	400	900	1,300	39%
323	Auditor - Professional Sv		471	220	342	600	57%	714		714	119%
325	Accounting - Professional	387	-45	104	289	750	39%	500		500	67%
326	Engineering - Professiona			170		0	0%			0	0%
327	Legal: General - Professi	2,925	7,512	3,649	8,749	9,500	92%	9,500	-4,000	5,500	58%
328	Insurance - Prop & Liabil	728	744	1,442	1,646	1,646	100%	1,925	451	2,376	144%
329	New Hire Screening	23				50	0%	50		50	100%
330	Contract Labor	75				0	0%			0	0%
331	Legal: SMEA - Professiona					250	0%	250		250	100%
333	Legal: HR - Professional	845	633	456	885	600	148%	600		600	100%
334	Maintenance Agreements	421	213	205	204	600	34%	225	1,375	1,600	267%
340	Meetings and Conferences		49			0	0%			0	0%
341	Space Rental				103	100	103%	150		150	150%
345	Mileage Expense Reimburse	55	12			50	0%	50		50	100%
348	Safety Equipment and Supp	61				500	0%	500		500	100%
350	Repairs & Maint - Compute	83	19			150	0%	150		150	100%
351	Repairs & Maint - Equip		54	409	182	500	36%	250		250	50%
352	Repairs & Maint - Structu	14	1			100	0%	100		100	100%
353	Repairs & Maint - Infrast	515	1,291	3,795		1,000	0%	2,000		2,000	200%
354	Repairs & Maint - Vehicle	92				150	0%	150		150	100%
375	Internet Expenses			42	127	150	85%	325		325	217%
376	Web Page - Upgrade/Maint	48	48	48	60	132	45%	150		150	114%
382	Utilities - Propane	28	29	100		150	0%			0	0%
383	Utilities - Trash					0	0%	30		30	*****
385	Dues and Subscriptions	145	203	252	291	1,000	29%	575		575	58%
386	Education and Training	24	265	130	56	500	11%	200		200	40%
393	Advertising and Public No	2	1,327	575	119	500	24%	250		250	50%
394	LAFCO Allocations	247	1,211	1,490	1,933	1,933	100%	1,932	-180	1,752	91%

SAN MIGUEL CSD
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024 - 2025

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
395	Community Outreach		317	347	304	500	61%	500		500	100%
410	Office Supplies	184	59	33	15	25	60%	25	25	50	200%
432	Utility Rate Design Study					16,473	0%	16,473		16,473	100%
465	Cell phones, Radios and P	70	85	122	195	150	130%	150	120	270	180%
475	Computer Supplies & Upgra		268	582		0	0%			0	0%
485	Fuel Expense		3			200	0%	200		200	100%
490	Small Tools & Equipment	33	354			100	0%	100		100	100%
495	Uniform Expense	52	101	129	4	150	3%	150		150	100%
500	Capital Outlay	9,065				0	0%			0	0%
581	WWTP Expansion	1,841				0	0%			0	0%
650	SB1383 Compliance					250	0%	250		250	100%
715	Licenses, Permits and Fee			1,328	492	0	***%			0	0%
900	District Strategic Plan		663	27		0	0%			0	0%
940	Bank Service Charges		1			50	0%	50		50	100%
949	Lease agreements			476	1,320	1,200	110%	1,320		1,320	110%
990	Retirement/Health Ins Lia					0	0%		700	700	*****%
	Account:	35,334	36,716	35,797	36,158	67,351	54%	60,179	-365	59,814	89%
70000	Transfers										
352	Repairs & Maint - Structu			2,325	-98	-98	100%			0	0%
	Account:			2,325	-98	-98	100%	0	0	0	0%
	Fund:	35,334	36,716	38,122	36,060	67,253	54%	60,179	-365	59,814	89%
											%
	Grand Total:	2,927,746	2,389,813	2,295,457	2,308,996	4,758,548		4,978,428	244,300	5,222,728	

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AND
AUTHORIZING MID-YEAR BUDGET ADJUSTMENTS TO FISCAL YEAR 2024-25
OPERATION AND MAINTENANCE BUDGET**

WHEREAS, the San Miguel Community Services District (“District”) has established an annual fiscal year Operation and Maintenance budget for FY 2024-25; and

WHEREAS, the Board of Directors (“Board”) has determined to meet the fiscal responsibility to the District, adjustments are warranted to the adopted FY 2024-25 Operation and Maintenance budget in order to maintain budgeting consistent with District’s financial policies and procedures; and;

WHEREAS, the Board has considered recommendations for adjustments to the FY 2024-25 Operation and Maintenance budget as shown in the attached Exhibit.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby authorizes a mid-year budget adjustment for FY 2024-25.

PASSED AND ADOPTED by the Board of Directors on a motion to approve Mid-Year budget adjustments by Director _____, seconded by Director _____, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 23rd day of January 2025.

Kelly Dodds, General Manager

Ashley Sangster, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

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

January 23, 2025

AGENDA ITEM: 8.3

SUBJECT: Review proposal for Certified Public Accountant (CPA) services and authorize the General Manager to execute a professional services agreement with Rogers, Anderson, Malody and Scott LLP by RESOLUTION 2025-01 (**Recommend approve by 3/5 vote**) (Pg. 164-221)

SUGGESTED ACTION: Authorize the General Manager to prepare and implement a professional services agreement with Rogers, Anderson, Malody and Scott LLP by Resolution 2025-01

DISCUSSION:

During the October Board meeting the Board authorized release of a Request for Qualifications (RFQ) for Certified Public Accountant (CPA) services with responses due December 6th at 12 noon. Several firms showed interest but ultimately did not provide proposals.

The RFP was circulated to the state clearing house, bid rooms, and any accounting firms that had been previously sent RFPs, had shown interest in these types of services, or had performed accounting services for other area agencies.

As of the due date/ time we received one response, from Rogers, Anderson, Malody and Scott LLP. A second proposal from Vasquez + Company LLP was received on December 9th.

Rogers, Anderson, Malody and Scott LLP has extensive experience with public agencies including small and medium size districts including some in SLO County . Based on the experience stated in the technical specifications provided they would be capable of rendering the requested services to the District. As the services they can provide extends well beyond the requested services the District may look at utilizing their other services in the future.

Although Vasquez + company LLP provided a late proposal, they were also reviewed and though they provide similar services, they perdominately provide services

Requested action at this time is to authorize the General Manager and Legal Counsel to prepare and implement a professional service agreement with Rogers, Anderson, Malody and Scott LLP and to terminate CPA services with Eide Bailly LLP.

The technical and cost proposals are attached for Board review.

FISCAL IMPACT:

CPA professional services are being offered on a 'Time and Material' (T&M) basis. As such, the proposed work to be performed (based on the RFQ) is estimated to cost \$21,450 annually. Actual cost will depend on actual work performed.

This cost is included in the FY 24-25 annual budget, therefore no budget adjustment is being requested.

PREPARED BY: Kelly Dodds

RESOLUTION 2025-01

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
APPROVING A CONTRACT AGREEMENT WITH
RODGERS, ANDERSON, MALODY AND SCOTT, LLP TO PROVIDE CERTIFIED
PUBLIC ACCOUNTING SERVICES FOR THE DISTRICT.**

WHEREAS, the San Miguel Community Services District (“the District”) desires to employ the professional services of Rodgers, Anderson, Malody and Scott, LLP (“Contractor”) to provide Certified Public Accounting (CPS) services for the District; and

WHEREAS, the Contractor desires to perform said accounting services for the District;
and

WHEREAS, the District has determined the Contractor to be the most qualified firm to be the lowest cost that fits the needs of the district; and

WHEREAS, the District and Contractor to provide these services on a “time and material” basis and terms as shown in the attached proposal.

THEREFORE, BE IT RESOLVED, by the Board of Directors of the District does hereby resolve the following:

The District’s General Manager is hereby authorized to execute a Professional Services Agreement on behalf of the San Miguel Community Services District with Rodgers, Anderson, Malody and Scott, LLP.

On a motion of Director _____, seconded by Director _____ and on the following Roll Call vote, to wit:

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

(continued on next page)

The foregoing Resolution is hereby passed and adopted this 23rd day of January 2025.

Kelly Dodds General Manager

Ashley Sangster, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

Price Estimate for Certified Public Accountant
Services

San Miguel Community Services District

Submitted by:

Roger Martinez
Partner, Audit Practice Leader
655 N. Central Avenue, Suite 1550
Glendale, CA 91203
Tel: (213) 873-1703
Fax: (213) 873-1777
Email: ram@vasquezcpa.com

December 6, 2024





Transmittal Letter

December 6, 2024

Kelly Dodd
Senior Buyer
San Miguel Community Services District
1765 Bonita Place
San Miguel CA 93451

Re: Request for Proposal for Certified Public Accountant Consulting Services

Vasquez + Company LLP (Vasquez) is pleased to submit our price estimate in response to the San Miguel Community Services District (District) Request for Certified Public Accountant Consultant Services.

Our fees for the services outlined in this proposal are based on our estimates of the time needed to complete the project at our standard hourly rates.

1. District staff are available to answer questions within the agreed timeframe.
2. No instances of fraud that will require additional procedures.
3. All information requested is provided within the agreed timeframe.
4. The information provided is complete and correct for the year under audit.

Other unforeseen events such as:

5. Changes in your business or business environment.
6. Contractual difficulties with suppliers, third-party service providers, or clients.

The cost proposal contains all pricing information relative to performing the audit engagement, as described in this Request for Proposal. The all-inclusive maximum price includes all direct and indirect costs, including out-of-pocket expenses. I, Roger Martinez, Partner with Vasquez, am authorized to negotiate and bind the firm to contract.

VASQUEZ & COMPANY LLP

A handwritten signature in black ink that reads 'Roger Martinez'.

Roger Martinez
Partner, Audit Practice Leader
655 N. Central Avenue, Suite 1550
Glendale, CA 91203
Tel: (213) 873-1703
Email: ram@vasquezcpa.com

Cost Proposal

Scope Item	Fee Amount
1 Review District policies and procedures to confirm that internal controls are in place and being followed by the District's personnel to proactively prevent any fraud or abuse with the District's finances. (10 hours)	\$ 2,073
2 Perform quarterly and annual reviews of the Districts accounting for accuracy and compliance. (40 hours)	\$ 8,290
3 Perform quarterly and annual reviews of the District payroll and payroll taxes to ensure accurate reporting to outside agencies. (20 hours)	\$ 4,145
4 Assist the District Finance Officer with review and preparation for the Annual Independent financial Audit. (July thru November annually) (20 hours)	\$ 4,145
5 Assist the District Finance Officer with other financial issues to maintain accuracy and compliance. (10 hours)	\$ 2,073
Total All-inclusive Not-to-exceed amount	<u>\$ 20,725</u>

Hourly Rate Schedule

For additional work not covered under this proposal, the following hourly billing rates will be utilized. These are the same rates used in formulating the budget above.

Personnel Category	Rate
Partner	\$375
Manager	225
Supervisor	200
Senior Auditor	175
Staff Auditor	140

Technical Proposal for Certified Public Accountant
Services

San Miguel Community Services District

Submitted by:

Roger Martinez
Partner, Audit Practice Leader
655 N. Central Avenue, Suite 1550
Glendale, CA 91203
Tel: (213) 873-1703
Fax: (213) 873-1777
Email: ram@vasquezcpa.com

December 6, 2024



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Cover Letter

December 6, 2024

Kelly Dodd
Senior Buyer
San Miguel Community Services District
1765 Bonita Place
San Miguel CA 93451

Re: Request for Proposal for Certified Public Accountant Consulting Services

Vasquez + Company LLP (Vasquez) is pleased to submit our technical proposal in response to the San Miguel Community Services District (District) Request for Certified Public Accountant Consultant Services, and act as a consultant to 1) assist the District in staying in compliance with Governmental Generally Accepted Accounting Principles, 2) provide general accounting assistance, audit preparation assistance, and advice to the District, and 3) perform regular reviews of the Districts accounting for selected areas.

Our proposal will show our ability and technical expertise in assessing the components of fiscal management functions, identifying barriers to optimal effectiveness, making recommendations for improvements for adherence to approved policies and procedures which have been consistently demonstrated on engagements of similar size and complexity. Vasquez has gone into some tough fiscal arenas and pursued the bottom line for the stakeholders. We bring over 50 years of experience in audit, attestation, accounting and consulting services to assist governmental entities in meeting a broad range of goals.

Our team members are government specialists and acknowledged experts on GAAP, GAAS, GAGAS and OMB regulations and reporting requirements and best practices. We blend our specialized functional expertise with services designed to add value and improve operations. Our professionals have the technical expertise and experience to analyze complex situations, assist with discovery, and point out areas requiring attention.

We will utilize senior-level personnel on this project, and our hands-on approach, coupled with our extensive knowledge and experience in serving governmental clients, will allow us to anticipate and address potential issues before they become a concern. Our accountants will provide the superior consulting services you need to assess the District's practices in complying with accounting policies, agreements and applicable laws, regulations and policies governing the services provided by the District.

We thank you for this opportunity to present our firm and its professional qualifications to the District. We trust you will find Vasquez uniquely qualified to provide the District with professional consulting services. Should you have any questions or desire further assistance my contact information is below.

VASQUEZ + COMPANY LLP

A handwritten signature in black ink that reads 'Roger Martinez'.

Roger A. Martinez
Partner, Audit Practice leader
E) ram@vasquezcpa.com

Experience

Vasquez currently serves as internal auditor for the City of Oxnard conducting performance and forensic audits, and other forms of assurance as directed by the Finance and Governance Committee or most of the City Council (or the City Manager or the City Attorney pursuant to their delegated powers).

Examples of our scope of services include:

1. Examine all relevant practices vis-a-vis City policies and procedures, State or federal guidelines, best management practices, staffing levels and proper internal controls for managing risk.
2. Given the overall program goals, examine program outcomes and the efficiency and cost effectiveness of the program.
3. Provide recommendations for potential cost savings.
4. Provide recommendations for improvement.
5. Share preliminary findings and recommendations with program management, the Chief Financial Officer and the City Manager; and
6. Prepare a final written report and present that report to the Finance and Governance Committee and ultimately to the full City Council.

Internal Control Reviews

An internal control system is an important driver of business performance, which manages risk and enables the creation and preservation of enterprise value. Internal controls are a crucial component of an enterprise's governance system and ability to manage risk, and it is fundamental to supporting the achievement of an enterprise's objectives and creating, enhancing, and protecting stakeholder value.

Our project methodology and approach incorporate the COSO internal control framework in assessing the specified areas of the internal control structure. Following are examples of our experience conducting internal control reviews:

Port of Long Beach

Vasquez was engaged by the Port of Long Beach to review the internal controls of the Port of Long Beach Finance Division's new project budget and control application system, Unifier. The review was focused on the accounts payable function, digital approval, and reporting processes to be provided by Unifier to the Port's Finance Division.

City of Moreno Valley

Vasquez was engaged by the City of Moreno Valley to perform a review of financial practices, identify areas of exposure to fraud, illegal acts, and other irregularities, review financial practices and internal accounting controls, and report identified system and control deficiencies.

City of El Monte

Vasquez was engaged by the City of El Monte to evaluate 1) whether administrative, operating, and maintenance expenditures were properly charged to the Sewer Enterprise Fund pursuant to generally accepted accounting principles and in compliance with the El Monte Municipal Code 3.01, and 2) evaluate and determine if administrative charges necessary for the efficient operation of the Sewer and Water Enterprise Funds, and 3) evaluate and determine whether appropriate administrative, operating and maintenance expenditures have been properly charged to the Water Enterprise Fund pursuant to generally accepted accounting principles for enterprise fund accounting.

Operational/Performance Audits

City of Long Beach

Our engagement with the City of Long Beach includes reviews of accounts payable and purchasing functions at both the operating department level and the centralized processing within the Financial Management Department. The other eight City departments include:

1. Public Works
2. Parks, Recreation, and Marine
3. Police
4. Fire
5. Airport
6. Gas and Oil
7. Harbor
8. Water

The purpose of this project is to identify and make recommendations for any specific internal control improvements that could be made immediately or can be or should be considered with the implementation of the new Financial/H.R. system.

Secondary tasks include making recommendations concerning efficiency improvements that are identified during the internal control and procedures review, identifying good controls and processing procedures that are in place and may be suitable for replication in other departments.

The City's Director of Finance recently requested Vasquez to expand its scope of services to include reviews of the City's accounts receivable and collections function and the automated time recording systems.

Our product is a study to assess the internal controls and the effectiveness and efficiency of processing procedures applicable to the City's Accounts Payable and Purchasing functions with a summary of key observations and recommendations.

Los Angeles World Airports (LAWA)

Vasquez was engaged by the City of Los Angeles to assess the fiscal operations of the Los Angeles World Airports (LAWA). The primary objective of this audit was to assess the effectiveness and efficiency of LAWA's fiscal operations and identify opportunities for improvements. The specific audit objectives included:

1. Financial Planning and Risk management
2. Long Term Debt Management and Bond Financing
3. Revenue Management and Development
4. Contract Monitoring and Procurement
5. Capital Asset Management and Inventory Controls
6. Budget Development and Control
7. Regulatory Compliance and Financial Reporting
8. Assessment of the Department's fiscal, organizational structure
9. Assessment of policies and procedures over core fiscal activities

Within these functional areas, our study included resolution of audit findings, assessment of District staff capabilities, information technology review, and analysis of accounting policies and procedures, and development of written accounting policy and procedures manual.

Contract Compliance Audits

The Metropolitan Water District of Southern California (MWD)

Vasquez was engaged by MWD to perform evaluations of the following member agencies compliance with the requirements of the Local Resources Program:

- Irvine Ranch Water District
- City of Oceanside
- City of Burbank
- San Diego County Water Authority
- West Basin Municipal Water District
- South Coast Water District
- Eastern Municipal Water District

City of Montebello

Vasquez was engaged by the City of Montebello to assist the City in evaluating compliance by the Quiet Cannon Golf Course (Quiet Cannon Montebello, or QCM), with the terms of the lease agreement between the City and QCM. The project included the following phases:

1. Study and evaluation of the accuracy of lease payments made to the City
2. Evaluation of the systems of internal control, particularly as it pertains to capturing and accounting for all revenues
3. To the extent that the internal control systems were found to be properly designed, testing internal controls to ensure they were functioning as designed
4. Agreeing amounts reported in support of lease payments to underlying accounting records, including general ledgers and journals and source documentation such as cash register tapes and cash receipts
5. Agree amounts underlying the lease payment calculations to other records such as special event reservation logs, sales reports, customer deposit transaction ledgers, and the like.
6. Issue an agreed-upon procedures report setting forth the procedures performed by Vasquez personnel and the related findings and observations.

Financial and Compliance Audits

Vasquez provides audit services to approximately 100 government agencies on an annual basis. Our audits are performed in accordance with auditing standards generally accepted in the United States, Government Auditing Standards, OMB Uniform Guidance, and the Office of the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special Districts (when applicable). These audits include risk assessments conducted pursuant to a structured approach based on the standards outlined in the COSO Principles.

Clients		
City of Agoura Hills	City of Hawthorne	City of South Gate
City of Alhambra	City of Hidden Hills	City of Torrance
City of Antelope Valley	City of Huntington Park	City of Vernon
City of Arcadia	City of Industry	City of Walnut
City of Avalon	City of Inglewood	City of West Hollywood
City of Artesia	City of Irwindale	Alameda Corridor-East Construction Authority
City of Azusa	City of La Puente	Encina Wastewater Authority



Clients		
City of Baldwin Park	City of Lawndale	Hidden Valley Municipal Water District
City of Bell	City of Long Beach	Los Angeles County Metropolitan Transportation Authority
City of Beverly Hills	City of Lynwood	Metropolitan Water District of Southern California
City of Bradbury	City of Malibu	Municipal Water District of Orange County
City of Burbank	City of Maywood	Needles Public Utility Authority
City of Calabasas	City of Montebello	Plumas County Transportation Commission
City of Carson	City of Monterey Park	Port of Long Beach
City of Claremont	City of Moreno Valley	San Gabriel Basin Water Quality Authority
City of Commerce	City of Norwalk	San Gabriel Valley Council of Governments
City of Compton	City of Palos Verdes Estates	San Joaquin Regional Transit District
City of Covina	City of Pico Rivera	Southern California Association of Governments
City of Cudahy	City of Pomona	Southern California Regional Rail Authority
City of Culver City	City of Rosemead	SunLine Transit Agency
City of Diamond Bar	City of San Fernando	United Water Conservation District
City of Downey	City of Santa Monica	Upper San Gabriel Valley Municipal Water District
City of El Monte	City of Simi Valley	Victor Valley Wastewater Reclamation Authority
City of Gardena	City of South El Monte	Water Replenishment District of Southern California

GFOA Client Awardees

Vasquez professionals are acknowledged experts on GAGAS regulations and GASB reporting requirements. In addition, we have substantial experience in preparing Comprehensive Annual Financial Reports that have assisted our clients in achieving the Government Finance Officers Association Award for Excellence in Financial Reporting.

Cristy Canieda, Vasquez Government Practice Leader, is a reviewer for the Government Finance Officers Association. The following is a representative list of government client engagements that have achieved their Certificate of Achievement for Excellence in Financial Reporting.

- City of Baldwin Park
- City of Carson
- City of Culver City
- City of El Monte
- City of West Hollywood
- City of Simi Valley
- City of Torrance
- City of Norwalk
- City of Modesto
- City of Moreno Valley
- Santa Clara Valley Water District
- United Water Conservation District
- San Joaquin Regional Transit Agency
- Water Replenishment District of Southern California
- Upper San Gabriel Valley Municipal Water District
- Victor Valley Wastewater Reclamation Authority
- Encina Wastewater Authority

Accounting Support

Vasquez experience providing accounting support services includes the following entities:



- Burbank, Glendale, Pasadena Regional Housing Trust
- City of Long Beach
- City of La Cañada-Flintridge
- Gateway Cities Affordable Housing Trust

References

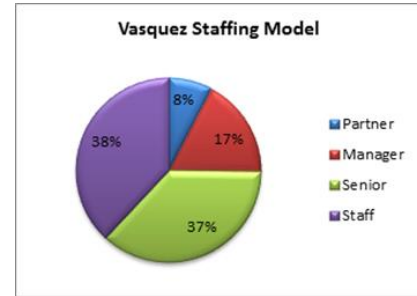
Client/Contact/Address	Project Description
City of Oxnard Shiri Klima Tel: 805-385-7430 Client from: 2020 to present	Vasquez currently serves as internal auditor for the District of Oxnard audit/assurance services as directed by the District. An example includes a review of purchases of the Public Works Department, Environmental Resources Division.
City of Long Beach Ruby Carrillo-Quincey Tel: 562-570-7172 Client from: 2015 to present.	Vasquez provides on-call accounting assistance to the District of Long Beach. One of our assignments was to perform a review of internal controls and processing procedures for accounts payable and purchasing functions, review of internal controls and processing procedures for accounts receivable and collections functions, and review of internal controls and processing procedures of employee timekeeping functions at both the centralized processing within the Financial Management Department and the operating level for the following departments: <ol style="list-style-type: none"> 1. Public Works 2. Parks, Recreation, and Marine 3. Police 4. Fire 5. Water 6. Airport 7. Harbor 8. Gas & Oil
City of La Canada-Flintridge Dr. Daniel Jordan Tel: 818-790-8880 Client from: 2020 to present	Vasquez provides hourly, on-call project assistance on accounting-related projects including, but not limited to, capital asset inventory, GASB 87 lease assistance.
City of Moreno Valley Mike Lee Tel: (951) 413-3020 Client from: 2015-2020	Vasque was engaged to assist the District in its efforts to review financial practices, identify areas of exposure to fraud, illegal acts and other irregularities, review financial practices and internal accounting controls, and report identified system and control deficiencies to the District Council.

Client Service Team

Our senior engagement team members are responsible for ensuring the delivery of quality work. They will engage in regularly scheduled meetings with you, answer questions, provide guidance, and help ensure issues are identified and resolved promptly.

Vasquez has built its reputation on close partner involvement and strong client relationships. However, the ultimate success of our client relationships is largely attributable to one key component – our people. Our engagement teams are structured with extensive partner involvement. As a result, our average partner-to-staff leverage ratio is higher than most other firms. As a result, our budgeted hours include higher partner involvement than what you may have experienced in the past.

Beyond partner leadership and support, an audit is only as good as the people doing the bulk of the work daily. Therefore, we are committed to providing a staff resource pool that embodies the attributes you expect of your auditor, including technical expertise in GASB, knowledge of government and utility industries, and soft skills such as respect, empathy, and timely response to questions.



Engagement Team Continuity

We understand how important it is for your audit team to possess experience, practice consistency, and maintain team member continuity. We are committed to maintaining and training a large staff resource pool that embodies the attributes you expect of your auditor including technical expertise in both GASB, knowledge of the government and transportation industries, and soft skills such as respect, empathy, and timely response to questions. In the event some of our staff leaves the firm for other career opportunities, you can be assured that through our industry training, we have the resource bench to provide you with an appropriate replacement.

Continuing Professional Education Program

To ensure that our professional staff remains up to date on the latest audit and accounting developments and meets the requirements for maintaining active licensure in good standing, we see that our professional staff receives the required number of CPE hours within the established period. Vasquez also conducts in-house seminars for the professional staff.

Our team is held to a high standard of quality; we offer the following CPE Programs for our staff:

- Continuing Education courses provided by the American Institute of Certified Public Accountants (AICPA), which the firm sponsors live and in-house for its staff and clients, conducted by highly qualified professionals from the AICPA and the California CPA Education Foundation.
- Attendance at conferences and seminars related to government accounting sponsored by:
 - Government Finance Officers Association
 - Association of Local Government Auditors and the
 - California Society of Municipal Finance Officers

Team Member	Role
Elisa Stilwell, CPA Lead Partner	Elisa Stilwell, Vasquez Partner and formerly with KPMG Public Sector and Financial Services practices with over twenty (20) years of public accounting experience, will be responsible for planning and directing our services to the District. She will develop our review strategy, provide direction to our team, work closely with District management and will be available throughout the year to ensure proactive issue identification and service delivery.

Team Member	Role
Roger A. Martinez, CPA Partner	Roger A. Martinez, Vasquez Audit Practice Leader formerly a KPMG national office partner with over twenty (20) years of public accounting experience, will serve as a technical resource partner and will also have the responsibility of technical reviewer for reports issued. He will work closely with the Lead Partner to review and evaluate the procedures performed and reports as applicable.
Isidro Conde, CPA Director	Isidro Conde, Vasquez Director with over fifteen (15) years of public accounting experience, will lead services, supervise the auditors in performing the audit engagement, and provide technical assistance as appropriate.
Emer Fabro, CPA Audit Manager	Emer Fabro, Vasquez Audit Manager with ten (10) years of public accounting experience, will work closely with the team to plan, coordinate, and review the fieldwork for District engagement. In addition, he will oversee the day-to-day activities and task accomplishments, monitor progress, and ensure schedule compliance.
Jason Tagasa IT Manager, CISA	Jason Tagasa, Vasquez IT Manager with ten (10) years of experience in IT consulting and auditing, will oversee audit procedures pertaining to financial systems and Information Technology.



ELISA STILWELL, CPA

Partner

Vasquez + Company LLP

Tel: (213) 873-1721

Email: estilwell@vasquezcpa.com

Areas of Expertise

Elisa's areas of expertise include overseeing all aspects of financial, performance, and compliance audits including internal control reviews and Single Audits performed in accordance with Office of Management and Budget Uniform Guidance, program-specific audits, special studies and forecasts, and projections to large complex governmental entities in California.

Representation of Experience

- City and County of Honolulu
- City of Anaheim
- City of Moorpark
- City of Oxnard
- City of Pasadena
- City of San Buenaventura
- City of San Diego
- City of Santa Barbara
- City of Santa Monica
- Plumas County Transportation Commission
- San Joaquin Regional Transit District
- California State Teachers' Retirement System
- California State Treasurer's Office
- California State University System
- County of San Bernardino
- County of San Diego
- County of Santa Barbara
- County of Ventura
- Judicial Council of California
- Los Angeles Community College District
- University of California System
- University of the Pacific

Professional Background and Affiliations

Elisa has been a participant in numerous seminars on governmental accounting and auditing. Elisa has been an instructor and speaker for clients and staff on a wide range of technical topics including public sector topics, GASB pronouncements, OMB requirements, insurance industry topics and NAIC statutory accounting principles, and Sarbanes-Oxley Act requirements.

- Certified public accountant in California
- KPMG Alumni and Current Professionals
- Member, American Institute of Certified Public Accountants
- Member and volunteer, Girl Scouts USA – Heart of Central California Council
- Actively involved in community service activities and youth sports programs

Educational Background

Elisa holds a Bachelor of Arts Degree in business economics and sociology from the University of California, Santa Barbara. She remains current on accounting matters by attending conferences and continuing education courses applicable to governmental accounting and financial reporting, as well as federal and state regulatory matters and auditing requirements. She maintains compliance with the continuing education requirements of the AICPA and the California Board of Accountancy.



ROGER A. MARTINEZ, CPA

Partner, Audit Practice Leader

Vasquez + Company LLP

Tel: 213-873-1703

Email: ram@vasquezcpa.com

Areas of Expertise

Roger's areas of expertise overseeing all aspects of internal audits and external financial and compliance audits including internal control reviews and Single Audits performed in accordance with Office of Management and Budget Uniform Guidance, program-specific audits, financial statement reviews, and forecasts to government agencies.

Representation of Experience

- City of Long Beach
- City of Vernon
- City of Adelanto
- City of Cudahy
- City of El Monte
- City of Huntington Park
- City of Norwalk
- City of La Puente
- University of California System
- Alameda Corridor – East Construction Authority
- Alameda Corridor Transportation Authority
- California State University System
- California State Teachers' Retirement System
- California State Treasurer's Office
- Los Angeles County Employees Retirement Association
- Los Angeles County Metropolitan Transportation Authority
- Los Angeles Unified School District
- Los Angeles Water and Power
- Los Angeles World Airports
- Los Angeles Community College District
- Metropolitan Water District of Southern California
- Port of Los Angeles
- San Gabriel Valley Council of Governments
- San Gabriel Basin Water Quality Authority
- San Joaquin Transit Agency
- Southern California Regional Rail Authority
- SunLine Transit Agency

Professional Background and Affiliations

Roger is a member of the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants, the Los Angeles Chamber of Commerce, and the Association of Latino Professionals in Finance and Accounting. He has held many board memberships with private companies and nonprofit organizations. He is currently on the Advisory Board for the Salvation Army and Los Angeles County Medical Association.

Educational Background

Roger received his Bachelor of Arts, Major in Economics and Minor in Accounting from the University of California, Los Angeles. He remains current on accounting matters by attending conferences and continuing education courses applicable to governmental accounting and financial reporting, as well as federal and state regulatory matters and auditing requirements. He maintains compliance with the continuing education requirements of the AICPA and the California Board of Accountancy.



ISIDRO CONDE, CPA

Audit Director

Areas of Expertise

Cid's practice is in managing all aspects of financial and compliance audits including internal control reviews, Single Audits performed in accordance with Office of Management and Budget Uniform Guidance, program specific audits, financial statement reviews, forecasts and projections to government agencies, preparation of comprehensive annual financial reports and State Controller's reports.

Representation of Experience

- City of Baldwin Park
- City of El Monte
- City of Huntington Park
- City of La Puente
- City of Montebello
- City of Norwalk
- City of Temple City
- City of Vernon
- City of Needles Public Utility Authority
- Los Angeles County Metropolitan Transportation Authority
- San Gabriel Valley Council of Governments
- SunLine Transit Agency
- Upper San Gabriel Metro Water District

Professional Background and Affiliations

Cid's professional background includes EY where his practice was focused on audit engagement planning, budgeting and preparing audit programs, draft financial statements, tax returns and management reports. Cid is a Certified Public Accountant licensed to practice in the State of California.

Educational Background

Cid received his Bachelors of Science in Commerce, major in Accounting, from the University of San Carlos. He remains current on accounting matters by attending conferences and continuing education courses on subjects applicable to governmental accounting and financial reporting, as well as federal and state regulatory matters and auditing requirements. He maintains compliance with the continuing education requirements of the AICPA and the California Board of Accountancy.



EMER FABRO, CPA

Audit Manager
Vasquez + Company LLP

Area of Expertise

Emer's practice is focused on managing financial and compliance audits, including internal control reviews and Single Audits performed in accordance with Office of Management and Budget Federal regulations entitled "*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200*" (the Uniform Guidance), program specific audits, financial statement reviews, forecasts and projections to government agencies and nonprofit organizations.

Representation of Experience

- California State Treasurer's Office
- City of Baldwin Park
- City of El Monte
- City of Simi Valley
- Desert Water Agency
- Municipal Water District of Orange County
- San Joaquin Regional Transit Agency
- Santa Clara Valley Water District
- Victor Valley Wastewater Reclamation Authority
- Water Replenishment District of Southern California

Professional Background

Emer's professional background includes senior auditor with EY where his practice focused on external audits, reviews, agreed-upon procedures, financial reporting, and business consolidation. His expertise also includes GAAP/IFRS Compliance. He is a Certified Public Accountant licensed to practice in the Philippines.

Educational Background

Emer received his Bachelor of Science in Accountancy from the University of Santo Tomas. He remains current on accounting matters by attending conferences and continuing education courses focused on subjects applicable to government accounting, including accounting and financial reporting, as well as federal and state regulatory matters and auditing requirements.



JASON TAGASA, CISA

I.T. Manager
Vasquez + Company LLP

Area of Expertise

Jason's practice is focused on participating in internal audit, compliance, IT risk assurance and financial auditing engagements. He is skilled at auditing various mobile, network and infrastructure systems, databases, ERP applications and data management systems.

- IT Risk Assessment
- Internal controls assessment and optimization
- Business Process and Operations Review
- SOC Reports
- Regulatory guidance and compliance (SOX)
- Project and Program Management
- Disaster recovery and business continuity
- IT Security and vulnerability assessments
- Internal Audit Support

Professional Background and Affiliations

Jason's professional background includes IT senior auditor with EY. He is a Certified Information Systems Auditor (CISA).

Educational Background

Jason received his Bachelor of Science in Accounting from the University of Santo Tomas. He remains current on accounting matters by attending conferences and continuing education courses which are focused on information systems and financial reporting, as well as federal and state regulatory matters and auditing requirements.

Qualifications

Vasquez has over 50 years of experience performing internal and external audits including financial, compliance, and performance audits, internal control reviews, fraud investigations, and risk assessments of government agencies.

As a regional firm with former partners and managers with international accounting firms, we offer a superior service characterized by timely, personalized attention. Our professionals deliver innovative yet practical solutions that help clients gain a competitive advantage. The following represents a partial list of benefits that would be available to the District as a client of the firm:

- Specialty and expertise in financial, compliance, internal, and performance audits,
- Knowledge of Government "best practices"
- Extensive partner involvement,
- Practical information about current trends,
- Routine consultation throughout the year,
- Cutting-edge technology utilized to minimize costs for you,
- Quality assurance is built into all aspects of the engagement, from staffing to planning, execution, and reporting.

Range of Services

Vasquez is a full-service firm serving government agencies and other tax-exempt organizations. Below is a graph of the different lines of business and service areas.

Audit

- Compliance Audits
- Financial statement audits
- Financial statement review
- Financial statement compilation
- Forensic audit
- Agreed-Upon Procedures
- Forecasts & projections
- Benefit Plans

Tax

- IRS Representation
- Return of Organization Exempt from Income Tax
- California Exempt Organization Annual Information Return
- Annual Registration Renewal Fee Report

Risk

- Corporate governance
- Enterprise risk management
- Sarbanes-Oxley consulting
- Regulatory Compliance
- IT risk & advisory
- Security & privacy
- Fraud



Advisory

- Internal Control review
- Strategic planning
- Organizational analysis
- Internal audit
- Political accounting & compliance
- Outsourced accounting
- Offshore accounting
- Outsourced CFO/Controller
- Systemized IT Risk projects
- Business process and strategic analysis
- Data analysis

Performance

- Business intelligence/corporate performance management
- Performance improvement & implementation
- Performance audit
- Expense reduction analysis

AICPA Government Audit Quality Center

Vasquez is an AICPA Governmental Audit Quality Center (GAQC) member. Membership in the AICPA GAQC demonstrates our commitment to quality in the performance of governmental audits. Leveraging the Center's benefits enables us to access resources designed to enhance audit quality and apply audit best practices.

Vasquez has an extensive quality control program to monitor compliance with the audit and accounting professional standards and firm policies. Our client service approach requires the active involvement of experienced partners and managers in the consulting and audit engagements to ensure that critical issues are identified and resolved on time.

Review Process

All engagements are required to have a secondary review by either a report review specialist or a concurring reviewer. Before the reports, the financial statements, and any letter communicating reportable conditions and other letters are released, they must be reviewed by a report review specialist not otherwise associated with the engagement. The report review specialist's role is supportive of the partner and, organizationally, they are responsible for one or more offices.

Before the commencement of fieldwork and as the engagement progresses toward completion, the report review specialist is expected to aid the partner and the engagement team in resolving difficult accounting, auditing, and reporting issues. Upon completion of the partner review and before the release of the report, the report review specialist must review the financial statements, our report thereon, and the letter communicating reportable control structure conditions and any other special reports or letters to be issued.

The audit plan is reviewed and concurred with by a concurring reviewer designated for the industry before the commencement of fieldwork if the industry is designated as "high risk" by firm policy or when engagement risk is otherwise assessed as high, and the engagement is a first-time audit for the firm. If a concurring review is performed during planning, this reviewer will also perform a review of all of the firm's reports, as well as discussing significant audit findings and issues with the engagement partner.

Performance Monitoring and Assessment

The objective of the engagement performance element of our quality control is to provide reasonable assurance that:

- Engagements are consistently performed in accordance with applicable professional standards and regulatory and legal requirements,
- Our firm or engagement partner issues reports that are appropriate in the circumstances.

Policies and procedures for engagement performance address all phases of the design and execution of the engagement, including engagement performance, supervision responsibilities, and review responsibilities. Policies and procedures require that consultation take place when appropriate. Also, our firm has established criteria against which all engagements are to be evaluated to determine whether an engagement quality control review should be performed.

Project Management and Resource Allocation

We utilize CaseWare, a multi-module management system designed for the accounting profession. Project Management in CaseWare Time helps us reduce and simplify the administrative tasks of preparing, processing, and assigning client-related work. CaseWare's project management includes Project Templates for managing complex projects where several simultaneous activities occur across workstreams, project teams, geographies, or organizational units.



With Project Templates, we can define tasks, staff assignments, roll forwards, and other properties for client projects. We can monitor and modify existing assigned tasks or create and assign new ones.

Vasquez also utilizes ProStaff resource planning software. ProStaff is an efficient way to organize staff schedules and assignment planning. The ProStaff Suite delivers a versatile and adaptable tool to handle the accounting industry's most complex organizations. The configurable modules allow us to unify scheduling, planning, and budgeting processes into a single solution.



Resource Planning Software

As part of an audit engagement, we utilize ProStaff project management methodology to help ensure that all tasks are planned effectively and ultimately completed on time and that any changes in the schedule will be properly documented and authorized. As part of the planning process, we will work with you to agree on a communications plan to set forth the protocols for periodic status updates and escalations throughout the project. We will provide regular status reporting consistent with the communications plan throughout the audit.

Resource Allocation

- ProStaff Resource Planning: Our resource allocation plan is seamlessly integrated into ProStaff, which enables us to efficiently allocate the right resources to each phase of the audit.
- Skill Match: ProStaff's skill-matching capabilities allow us to match team members with the precise skills and experience required for various aspects of the audit.
- ProStaff Prioritization: We use ProStaff's prioritization features to ensure that critical tasks receive the necessary resources.

Capacity Planning

- Workload Analysis: ProStaff enables real-time monitoring of team members' workloads, ensuring that overloading is avoided, and resources are available for any urgent or unexpected needs.
- Resource Tracking: ProStaff's tracking features provide a comprehensive overview of resource allocation and utilization, facilitating data-driven decisions.

Risk Management

- Contingency Planning: ProStaff assists in anticipating and mitigating resource-related risks by providing real-time data for resource allocation adjustments.
- Resource Redeployment: We leverage ProStaff to quickly redeploy resources when specific audit phases require more attention or when unforeseen issues arise.

Communication

- ProStaff Resource Meetings: We use ProStaff for conducting resource meetings, ensuring transparent and efficient communication regarding resource allocation and any resource-related issues.

Technology and Tools

- ProStaff is integrated with audit management software and technology tools, enhancing resource allocation optimization, and streamlining audit processes.

Performance Evaluation

- Resource Efficiency: With ProStaff, we continuously evaluate resource efficiency and effectiveness. ProStaff's reporting and analytics tools assist in making data-driven resource management decisions.
- Quality Assurance: Our use of ProStaff helps us maintain quality control measures to ensure effective resource usage and adherence to established standards.

Flexibility and Adaptability

- Resource Adjustments: ProStaff's flexibility allows us to adapt resource allocation and staffing as audit needs evolve and new information surfaces.
- Scaling Resources: We can efficiently scale resources up or down, depending on the audit's complexity and changing requirements, thanks to ProStaff.

Documentation

- ProStaff Resource Records: Detailed records of resource allocation and utilization are efficiently maintained within ProStaff, providing a valuable resource for reporting and future audits.

Continuous Improvement

- Post-Audit Review: Following the audit, we use ProStaff-generated data to assess resource allocation and management, identifying areas for improvement in future audits.

Incorporating ProStaff software into your resource management approach demonstrates a commitment to efficiency and data-driven decision-making, which can be a significant selling point in your proposal for government audits.

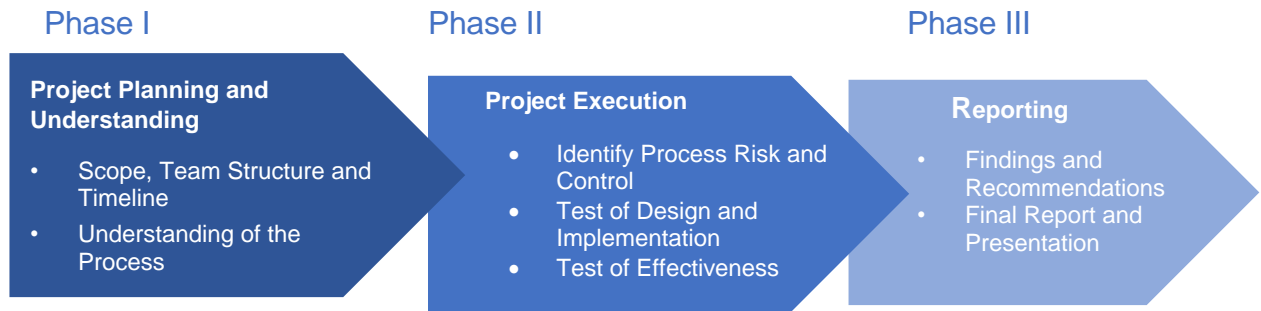
Outline of the Plan

We understand the District seeks to engage the services of a qualified, independent consulting firm to 1) assist the District in staying in compliance with Governmental Generally Accepted Accounting Principles, 2) provide general accounting assistance, audit preparation assistance, and advice to the District, and 3) perform regular reviews of the Districts accounting for selected areas.

Our methodology is based on the context of the project, the set specific requirements, objectives, issues to be considered and review guidelines. We selected an approach that is the most direct, practical and cost-effective route to meet the set requirements.

The scheduling of activities in our work plan will include sufficient allowance for review periods particularly at identified key milestones of the project. We feel this is important for this project as we seek to be thorough in our findings and recommendations. We also provided a sufficient degree of flexibility in our work plan to allow for consideration of unexpected issues that will surface during our review.

To meet the above overall objective, we will perform a top-to-bottom assessment of the District's current accounting processes, written and non-written policies and procedures, key internal control processes including management practices and other performance measurements as appropriate in the circumstance.



We know from our prior experience with other similar engagements, coupled with our thoroughly planned and organized approach, that our approach will result in a timely, efficient and cost-effective project for the District. Our procedures will be conducted with a minimum of disruption to ongoing day-to-day business.

Our general approach for this proposal is based on a complete understanding of pertinent systems and key areas. We will spend an appropriate amount of time understanding the nature of the financial operations, systems and transaction cycles to address those which are unique and are industry specific.

We strongly emphasize early planning, communication and coordination of our efforts with District personnel, which results in the efficiency and timeliness of our procedures. Our approach stresses early resolution of issues.

Our qualified personnel resources will be available to start each activity consistent with the work plan. They possess the required experience to carry out the engagement in accordance with the stated deliverables and timetable.

Our work plan consists of the following phases:

Phase I: Data Gathering and Planning

- Conduct entrance conferences with the appropriate District officials. We will be prepared to conduct entrance conference with an agenda that includes, but need not be limited to, the following:
 - Concerns of the District management
 - Reporting requirements, refinements and deadlines
 - Schedule of activities
 - Assistance by the District personnel
 - Establishment of principal contacts
 - Progress reporting
 - Scheduling inquiries of management and others (including non-accounting personnel)
- Gaining an understanding of the Accounting functions. We will accomplish this by familiarizing ourselves with applicable background information pertinent to the business, through our review of the following:
 - Current Organizational structure
 - Policies and procedures manuals, administrative codes, rules and regulations
 - Operational and capital budgets
 - Description of relevant information systems
 - Key operating statistics
 - Fraud Risk Assessment Process
 - Accounting systems and reports
 - Workload measurements
 - Qualifications of existing personnel

- Job description for selected positions
 - Existing internal control systems documentation
- Gaining an understanding of the District's fiscal processes and business environment, we will perform our preliminary identification of the significant/core fiscal activities. We understand that these may include:
 - Financial planning and risk management
 - Long-term debt management and bond financing
 - Revenue management and development
 - Contract monitoring and procurement
 - Capital asset management and inventory controls
 - Budget development and control
 - Regulatory compliance and financial reporting
- As part of the review of the above activities, we will consider the District's use of information technology (IT) to achieve efficiency and increase effectiveness while retaining critical internal control processes. Our technology review provides an approach to assessing the use of technology within an organization and its effectiveness in improving service delivery or productivity. Our review of technology considers the potential to automate labor-intensive activities, opportunities to enhance the interaction with customers for improved service, standardization of equipment to promote efficiency and cost savings, practices to identify, manage and mitigate risks and vulnerabilities, and training of staff to maximize the benefits of existing technological resources and applications.
- We will identify the District staff that are instrumental to the performance of the accounting processes. We will meet with these individuals, discussing their understanding of job requirements and reporting relationships. The review of job assignments will consider skills, efficient business practices, and segregation of duties to avoid internal control weaknesses. To the extent that information is available, we will review the individual's previous performance in relation to the expectations of the position. We will solicit their insights into strengths and weaknesses in the core fiscal activities. The results of our assessment will be documented. At the conclusion of this effort, the responsibilities of each position will be identified.
- Through the review of the District's systems documentation and our meetings with District personnel, we will further update our understanding of the organizational structure in the core fiscal areas. We will document this structure, evaluate it for impediments to communication and workflow, and consider opportunities to streamline the organizational structure to strengthen internal controls and maximize the effective and efficient delivery of services.
- We will identify pertinent policies, both formal and informal, key business practices and accounting procedures in the core fiscal areas. These processes will be reviewed and documented by Vasquez personnel using a combination of flowcharts and narrative summaries. To the extent that we identify internal control weaknesses and inefficiencies, we will document them for reference in developing corrective measures.
- We will request data maintained by Departments which may contribute to the identification of significant issues, such as:
 - Performance measures
 - Benchmarking statistics with peer agencies
 - Areas of noncompliance or high risk identified by other auditors of regulatory agencies

- Utilizing the knowledge gained and because of our fact-finding process, we will assess whether adequate and effective policies and procedures have been implemented over each of the core fiscal activities. Our assessment will include the adequacy of the District financial information systems to produce financial information that is accurate, reliable and timely.
- We will identify the strengths and weaknesses in each significant transaction cycle. This identification of internal control strengths and weaknesses will serve as a basis for the development of conclusions and recommendations regarding weaknesses in the systems of internal accounting control and opportunities for improving efficiency and effectiveness.
- We will review policies and systems in place to promote effective financial planning and resource management. Our areas of study will include consideration of public involvement, accuracy of actual information used as the basis for fiscal projections, techniques to ensure availability of all pertinent and essential information for use in the budgetary process, and clarity of communication of budgetary expectations and long-term planning results.
- Based on our assessment of the District policies, procedures and financial information systems, we will consider the results of our interviews with the District personnel and identify gaps in expertise, knowledge and experience which could hinder the accomplishment of the core fiscal activities.
- At the conclusion of Phase I, we will develop our Planning Summary Report setting forth areas of heightened risk or concern as well as our proposed overall approach to address these areas during Phase II. We will present the specifics of our findings and observations to the District Controller and others as appropriate.

Phase II: Investigation of High-Risk Matters

Phase II of the engagement will consist of further assessment of areas in which policy, structural or internal control weaknesses were identified. These high-risk areas will be subjected to additional review of management practices and policies to identify and recommend opportunities to alleviate ineffective processes and promote economies, efficiencies and improved service delivery. The steps in this phase may include

-

Phase III: Reporting

When the assessment is complete, we will prepare our draft report setting forth our procedures, assessment and findings, as may be requested by the District. We will establish a review protocol for the draft report which provides sufficient time for review by the District. We will then provide a draft of the report to the District for discussion during an exit conference. As issues are identified and the report is drafted, we will ensure continuous communication with the District, and that ample time is available for the evaluation of any findings noted and consideration of any mitigating circumstances by the stakeholders.

Throughout each phase of the work plan, we will provide weekly status updates to the District Controller with respect to our progress and to discuss areas that might have a significant impact on timing and completion of the project or that may be of special concern.

Our Tools



Vasquez utilizes CaseWare electronic audit workpapers for a more efficient and intelligent audit process. CaseWare is also useful for financial analysis and reporting, including financial statement preparation.



To help manage the data flow for our testing, we utilize the Vasquez Citrix ShareFile, a secure and regulatory-compliant tool, to manage the many requests for information necessary to conduct an engagement of this size more effectively and efficiently.



Office 365 provides access to Office applications, online productivity services, and business services such as web conferencing, hosted email, and online storage.



We use IDEA software to analyze data in unique ways and the audit sampling process.



DataSnippet allows us to conduct document matching, text recognition, and document management.



Our use of the Grammarly writing assistant helps us maintain superior grammar, spelling, punctuation, and style by using AI to suggest clearer, more effective wording and offering tone and readability insights to suit any audience.



Copilot provides us with relevant solutions based on context, streamlining the development process and reducing errors.

Accounting Services

Financial reporting plays a crucial role in maintaining the fiscal health and transparency of any organization. By providing regular updates on financial performance, businesses can ensure that they remain on track to meet their strategic goals and can make informed decisions to address any emerging issues. Below are some key reasons why quarterly reporting is essential:

Implementing a robust and comprehensive financial reporting checklist can significantly boost efficiency and ensure accuracy in financial reporting. The key components to be included in the financial reporting checklist to streamline the process and maintain compliance with industry standards are as follows.

- Pre-Reporting Preparation

Before diving into the preparation of financial statements, we will conduct a thorough pre-reporting preparation. This initial phase sets the foundation for accurate and reliable financial reporting.

- Gather Financial Data

We will compile all necessary financial data from various departments within the organization. This includes sales figures, expense reports, inventory counts, and other relevant information.

- Reconcile Accounts

We will ensure all accounts are reconciled to identify and rectify any discrepancies between the general ledger and subsidiary ledgers. This step is critical for maintaining the integrity of your financial data.

- Review Internal Controls

As discussed in this proposal, we will conduct a review of internal controls to ensure they are effective in preventing errors and fraud. This review should include an assessment of the controls over financial reporting and operational processes.

- Financial Statement Preparation

Once the pre-reporting preparation is complete, the next step involves the preparation of financial statements. These statements provide a comprehensive view of the organization's financial performance and position.

- Balance Sheet

We will prepare a balance sheet that details the organization's assets, liabilities, and equity at the end of the reporting period.

- Income Statement

We will create an income statement that summarizes the organization's revenues, expenses, and profits over the reporting period. This statement is crucial for assessing the company's profitability.

- Cash Flow Statement

We will develop a cash flow statement that outlines the cash inflows and outflows from operating, investing, and financing activities. The cash flow statement helps stakeholders understand the liquidity and solvency of the organization.

- Review and Approval Process

The final stage of the financial reporting process involves a thorough partner review and approval process to ensure the accuracy and completeness of the financial statements.

- Internal Review by Finance Team

We will conduct an internal review of the draft financial statements to identify and correct any errors or omissions. This internal review is a critical step in maintaining the integrity of the financial reports.

- Approval from Senior Management

We will obtain approval from senior management to ensure that the financial statements are accurate and complete. This step provides an additional layer of oversight and accountability.

Ensuring a Seamless Annual Audit

We understand the significance of a well-prepared annual audit for your organization. Properly preparing for an audit not only ensures a smooth process but also reflects your commitment to financial transparency and accountability. Vasquez will handle all essential procedures in undertaking for the preparation for your annual audit. In addition to the financial reporting checklist procedures discussed above, we will:

- Organize Financial Documentation - Compile all financial records, including bank statements, invoices, receipts, and expense reports. Organize them in a clear and accessible manner. This will expedite your external auditor's review and minimize the potential for misunderstandings.
- Reconcile Accounts - Thoroughly reconcile your bank and other financial accounts, ensuring that they match your financial records. Any discrepancies will be addressed and resolved prior to the audit. This practice demonstrates accuracy and sound financial management.
- Update Fixed Assets Records - Review and update your fixed assets records, including acquisitions, disposals, and depreciation calculations. Accurate fixed assets data ensures your financial statements reflect the true value of the District's assets.

Schedule

Date	Proposed Plan
December 6, 2024	Proposal Submission deadline
December 19, 2024	Award of contract by District Board
December 26, 2024	Execution of contract agreement in the week following the contract award.
February 3, 2025	Work begins tentatively 45 to 60 days following the submission deadline.
	Review District policies and procedures to confirm that internal controls are in place and being followed by the District’s personnel to proactively prevent any fraud or abuse with the District’s finances.
	Perform quarterly and annual reviews of the Districts accounting for accuracy and compliance.
	Perform quarterly and annual reviews of the District payroll and payroll taxes to ensure accurate reporting to outside agencies.
	Assist the District Finance Officer with other financial issues to maintain accuracy and compliance.
February 13, 2025	Status update with Management
February 27, 2025	Status update with Management
March 6, 2025	Board of Directors Regular and Special Special Board Meeting
March 27, 2025	Status update with Management
April 24, 2025	Status update with Management
May 15, 2025	Status update with Management
May 22, 2025	Board of Directors Regular and Special Special Board Meeting
July to November 2025	Assist the District Finance Officer with review and preparation for the Annual Independent financial Audit. (July thru November annually)
December 18, 2025	Board of Directors Regular and Special Special Board Meeting
Note:	This schedule is subject to change for any reason at the Board’s discretion.



www.vasquezcpa.com

Vasquez + Company LLP has over 50 years of experience in performing audit, accounting & consulting services for all types of nonprofit organizations, for-profit companies, governmental entities and publicly traded companies.

655 N Central Avenue, Suite 1550 • Glendale, California 91203-1437 • Ph. (213) 873-1700 • Fax (213) 873-1777

***SAN MIGUEL
COMMUNITY
SERVICE DISTRICT***

***Cost Proposal for Professional
Accounting Services***

PREPARED BY:

ROGERS, ANDERSON, MALODY AND SCOTT, LLP

CERTIFIED PUBLIC ACCOUNTANTS

CPA LICENSE NUMBER 2596

FEIN 95-2662063

735 E. CARNEGIE DRIVE, SUITE 100

SAN BERNARDINO, CA 92408

(909) 889-0871

Primary Contact: Gardenya Duran, Partner

gduran@ramscpa.net

Alternate Contact: Brad Welebir, Partner

bwelebir@ramscpa.net

December 5, 2024

SAN MIGUEL COMMUNITY SERVICE DISTRICT
PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

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Attachment A: Recent government clients served



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscca.net

December 5 2024

San Miguel Community Service District
Attn: Kelly Dodds, General Manager
PO Box 180
San Miguel, CA 93451

PARTNERS

Scott W. Manno, CPA, CGMA
Leena Shanhbag, CPA, MST, CGMA
Bradferd A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Brenda L. Odle, CPA, MST (Partner Emeritus)
Terry P. Shea, CPA (Partner Emeritus)

MANAGERS / STAFF

Seong-Hyea Lee, CPA, MBA
Evelyn Morentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA
Monica Wysocki, CPA
Jacob Weatherbie, CPA, MSA
Bolim Han, CPA, MAcc
Anny Gonzalez, CPA

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

California Society of
Certified Public Accountants

I am pleased to respond, on behalf of Rogers, Anderson, Malody & Scott, LLP, (RAMS) to your request for proposal regarding internal control procedure development and professional accounting services. As a recognized industry leader, our goal for the past 75 years has been to provide honest, accurate, objective results to all our clients, including governmental organizations such as yours. Our success in this effort is witnessed by both the growth of our firm and the list of long-term clients who trust us.

This proposal begins by providing some general information about our firm and its commitment to quality and value. Following the general firm information is a brief introduction to the team that will be providing the services, and then our understanding of the scope of work proposed. The attachment includes our cost proposal. We believe that our fee estimates, and arrangement provides a fair and reasonable cost, commensurate with the experience of the team members.

We would like to emphasize that our accounting consulting services are highly customizable to meet the specific needs of the District and may evolve over time. One of our measures of success is seeing District staff grow their accounting skills and confidence through our training and coaching. Some of our clients have projects that are on-going and renew annually, and others have specific projects with a defined term, such as covering for and employee on temporary leave. Whatever the District's short and long-term needs may be, we believe that we can add value and help you achieve your objectives.

Mrs. Duran, Partner is authorized to act on behalf of Rogers, Anderson, Malody and Scott, LLP. She can be reached at: 735 E. Carnegie Drive, Suite 100, San Bernardino, CA 92408, (909) 889-0871, gduran@ramscca.net.

Thank you for the opportunity to serve the San Miguel Community Service District. We look forward to having a long and mutually beneficial association.

Respectfully yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



Gardenya Duran, CPA, CGMA
Partner



SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Firm qualifications and experience

About our firm



RAMS was founded in 1948 and is located at 735 E. Carnegie Drive, Suite 100, San Bernardino, California and offers the full range of services expected of a full-service accounting firm. We are one of the oldest and most trusted and respected CPA firms in Southern California, with over 75 years of public practice experience, specializing in governmental agency and not-for-profit organization auditing, accounting, and management advisory services. Over *twenty thousand hours per year* are devoted to this area of our practice, which includes cities, redevelopment successor agencies, water districts, other special districts, not-for-

profit corporations and joint power authorities. We do not use our government accounting and auditing practice as “fill work” for the firm, it is a primary focus of it.

We understand that organizations desire that its CPA's have a thorough understanding of the complex accounting and compliance issues confronting Cities such as yours. Our firm has a long history of governmental accounting and auditing. Over the years, we have gained valuable experience, acquired in-depth knowledge, and obtained the technical expertise needed for governmental accounting and auditing. This expertise has enabled us to provide exceptional, high-quality service and to provide solutions at fees we feel represent our value to our clients. In addition, we use our participation in various industry associations to continuously update our knowledge with respect to issues relating to governmental accounting, auditing, and operations. Any insight we gain is immediately passed on to our clients if we feel they will benefit from it.

Our firm has a total staff of forty-four people, which includes sixteen certified public accountants. The staff consists of seven partners, five managers, ten supervisors/senior accountants, seventeen staff accountants and five support staff. The primary proposed team assigned to the District's engagement will consist of the following full-time staff: one partner, one manager, and staff as needed..

Range of services

Our firm provides a wide range of diverse accounting and related services in addition to auditing and attest services to governmental and not-for-profit entities, including but not limited to:

- Finance director and accounting support services
- Accounting system setup and related software implementation
- Study and evaluation of financial condition and fiscal policies
- Accounting policies and procedures
- Capital improvement program procedures and policies

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Firm qualifications and experience (continued)

External quality control review

As a member of the AICPA Private Companies Practice Section, our firm has participated in "Peer Review" since 1993 and has been examined every three years since that date. Participation in this program ensures that all of our engagements meet the standards of the AICPA, the Yellow Book and the California State Board of Accountancy. Throughout our participation in this program, the firm has received pass ratings from the peer reviewers. The latest review below included reviews of specific governmental entities.

During the current review, an independent firm reviewed our policies and procedures and then inspected a representative sample of engagement workpapers and reports, including governmental entities and engagements subject to single audit. For the year ended November 30, 2020, our firm received a rating of *pass* which indicates our auditing practice is suitably designed and complied with to provide reasonable assurance of performing and reporting in conformity with applicable standards. The results provide confirmation that the custom audit approach and procedures we use are technically sound and in compliance with applicable standards.

The firm is not aware of any federal or state desk reviews or field reviews of its audits during the last three years.

Disciplinary action

The firm ***has never*** had any disciplinary action taken or pending against it with state regulatory bodies or professional organizations, nor has it ever had any pending or settled litigation, civil or criminal investigations.

Our firm does not have a record of substandard work.

In addition to the external quality control review, our firm performs in-house peer reviews over our audit and attest engagements annually.

Equal Opportunity Employer

Our firm is an equal opportunity employer and is committed to providing employment opportunities to all qualified persons regardless of race, color, sex, religion, national origin or disability.

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

June 4, 2021

To the Partners of Rogers, Anderson, Malody & Scott, LLP, and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP (the firm) in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rogers, Anderson, Malody & Scott, LLP has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



10850 Gold Center Drive, Suite 260
Rancho Cordova, CA 95670
916/922-5109 FAX 916/641-5200

Princeville, HI 96722
888/769-7323

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Personnel and staffing

Assigned personnel

It is our goal to provide the District with capable, competent, and personable individuals who offer an extensive background, not only in governmental accounting but also in general business practices. We offer practical solutions, as well as provide technical support. This enables you to stay at the forefront of governmental accounting and provides you with the support you need in dealing with the complex issues confronting governments such as yours.

We have a variety of professionals with specialized skills who may be involved with various aspects of this engagement. However, the primary individuals proposed to be assigned to the engagement are as follows:

Gardenya Duran, CPA, CGMA – Partner

Gardenya is a municipal audit partner with the firm and will be the primary partner. She is licensed to practice as a certified public accountant in the State of California. She has been in public accounting for over 12 years specializing in serving local governments such as yours. As the primary partner, she will be responsible for oversight of the project.

Yolanda Acosta – Consulting Manager

Yolanda is a manager with the firm. Yolanda has over 20 years of experience in the governmental sector and public accounting experience and has provided accounting, auditing, and consulting services for municipalities, special districts, water agencies, and various not-for-profit organizations. She will work directly with Gardenya and Terry and be available to assist the District with all aspects of the project.

Succession planning

Continuity of staff is a principal concern with our firm. Therefore, we plan to provide staff continuity for the length of the term of the contract, which is in the best interest of the District and our firm, thus ensuring an orderly, efficient, and less disruptive experience by competent professionals. Since we cannot guarantee that our staff will remain with us, principal supervisory and management staff, including engagement partners, managers, other supervisory staff, and specialists, may be changed if those personnel leave the firm or are promoted.

Continuing professional education

All professionals at our firm participate in continuing professional education programs which are sponsored by various organizations including the Government Finance Officers Association, the American Institute of Certified Public Accountants, the California State Society of Certified Public Accountants, the California Society of Municipal Finance Officers, and the Association of Government Accountants. Participation in these classes helps us to ensure that our clients are receiving the best trained and proficient government accountants available.

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

References

1. **Entity:** **CITY OF CANYON LAKE**
Scope of Work: Finance Director and Monthly Accounting Services
Date: January 2000 to present
Contact Person: Ms. Nicole Dailey, City Manager, (951) 246-2025
ndailey@canyonlakeca.gov

2. **Entity:** **CITY OF ROLLING HILLS**
Scope of Work: Finance Director and Monthly Accounting Services
Date: January 2012 to September 2021
Contact Person: Ms. Karina Banales, City Manager, (310) 377-1521
kbanales@cityofrh.net

3. **Entity:** **CITY OF EASTVALE**
Scope of Work: Finance Director and Monthly Accounting Services
Date: October 2010 to December 2014
Contact Person: Ms. Amanda Wells, Finance Director, (951) 703-4430
finance@eastvaleca.gov

4. **Entity:** **CITY OF BARSTOW**
Scope of Work: Finance Director and Annual Accounting Services
Date: September 2023 to November 2023
Contact Person: Ms. Heidi Riley, Administrative Services Director, (760) 255-5151
hriley@barstowca.org

5. **Entity:** **MARCH, JOINT POWERS AUTHORITY**
Scope of Work: CFO and Monthly Accounting Services
Date: July 2023 to Present
Contact Person: Nina Schumacher, Administrative Services Manager, (951) 656-7000
schumacher@marchjpa.com

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Scope of services

We will provide accounting services and assist with the review of internal control procedures as needed for the District. Yolanda Acosta will be assigned the primary role of the engagement. In addition, we will provide additional accounting support to the District's Finance Department if needed from other employees of the firm.

Based on the RFQ released by the District about the services requested, we will perform the following services as needed:

- Provide assistance with internal controls, District policies and procedures.
- Provide guidance for best practices related to internal controls and review processes.
- Assist with developing standard operating procedure guides for routine tasks and year-end tasks.
- Review quarterly/annual financial reports.
- Review and/or provide accounting assistance in closing the District's books at year-end.
- Assist staff in the preparation or review of workpapers for all interim and annual audits.
- Be available to work with the auditors.
- Provide guidance and coaching within the Finance department as directed.
- Advise and assist regarding compliance with federal, state, and local financial reporting, including payroll and reimbursable grants.
- Be available to work remotely.

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Resumes of key engagement personnel



Gardenya Duran, CPA, CGMA
Primary Partner

Professional experience

Mrs. Duran joined Rogers, Anderson, Malody & Scott, LLP in June 2010. She works primarily on audits and consulting work of governmental agencies, and nonprofit organizations. Prior to joining our firm, she was an Information Systems Technician in the United States Navy for nine years.

Education/licenses

Bachelor of Science degree from California State University, San Bernardino
 Certified Public Accountant – State of California
 Chartered Global Management Accountant – American Institute of Certified Public Accountants

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

March, JPA	Mission Springs Water District	San Bernardino Valley Municipal Water District	Ventura Regional Sanitation District
Triunfo Water and Sanitation District	United Water Conservation District	Upper San Gabriel Valley Municipal Water District	West Basin Municipal Water District
West Valley Water District	City of San Marcos*	City of Redondo Beach*	City of West Covina
City of La Mesa	City of Claremont*	City of Hawthorne*	
City of Thousand Oaks*			

Continuing professional education

Mrs. Duran has completed 120 hours of continuing professional education courses in the past three years of which the following select courses are relevant to this engagement:

- ◆ Thomson Reuters, *Audits of State and Local Governments*
- ◆ American Institute of Certified Public Accountants, *Foundations in Governmental Accounting*
- ◆ California Society of CPAs Education Foundation, *Governmental Accounting and Auditing Update*
- ◆ American Institute of Certified Public Accountants, *Applying A-133 to Nonprofit and Governmental Organizations*

Professional affiliations

Mrs. Duran is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Resumes of key engagement personnel (continued)



Yolanda Acosta
Consulting Manager

Professional Experience

Mrs. Acosta is a Consulting Manager with the firm. She has over 20 years' experience in providing accounting and auditing services for municipalities, special districts, nonprofit organizations and for-profit organizations. As a consulting manager, she will work closely with the engagement partner and be responsible for routine accounting tasks and performing reviews of all work prepared for the engagement. In addition, she will also be responsible for the preparation of any required reports.

Education

Bachelor of Arts - California State University, San Bernardino

Related professional experience

Partial listing of relevant governmental agencies served:

City of San Bernardino
San Bernardino Municipal Water Department
Tri-Dam Project

California State University, San Bernardino
March Joint Powers Authority
Ventura River Water District

Continuing Professional Education

Mrs. Acosta has completed continuing professional education courses over the past two years of which the following select courses are relevant to this engagement:

- ◆ GFOA Accounting Series
- ◆ GASB Update

Professional affiliations

Mrs. Acosta is a member of the following professional organizations:

- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

SAN MIGUEL COMMUNITY SERVICE DISTRICT
PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Cost proposal for professional accounting services

The cost for the services provided is as listed below:

Our fee for these services will be based on actual time spent at our standard rates of \$220 - \$375 per hour, depending on staff level (excluding any special projects or services requested by the District). We will only bill for work completed by our firm. We will meet each month with the designated party at the District to review completed tasks, discuss deliverables, and revisit the outstanding list of priorities to ensure targets are being met as expected.

Billable Hourly Rates by Classification	
Description	Rates
Gardenya - Partner	375
Yolanda - Manager	300
Accountant	220

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If either party elects to terminate our services, our engagement will be deemed to be completed upon written notification of termination. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

GOVERNMENT CLIENTS SERVED

<u>Government Client</u>	<u>Years Served</u>	<u>CSMFO/ GFOA Awards</u>	<u>Successor Agency</u>	<u>Housing Authority</u>
City of El Cajon	06/30/07 to 06/30/22	Yes	Yes	Yes
City of Exeter	06/30/17 to 06/30/22			
City of Woodlake	06/30/17 to 06/30/22			
Town of Yucca Valley	06/30/08 to 06/30/22	Yes	Yes	Yes
City of La Verne	06/30/11 to 06/30/22	Yes	Yes	Yes
City of San Jacinto	06/30/11 to 06/30/22		Yes	Yes
City of Twentynine Palms	06/30/11 to 06/30/22	Yes	Yes	Yes
City of La Mesa	06/30/11 to 06/30/22		Yes	Yes
City of Menifee	06/30/14 to 06/30/22	Yes		
City of San Marcos	06/30/14 to 06/30/22	Yes	Yes	Yes
City of Loma Linda	06/30/13 to 06/30/22	Yes	Yes	Yes
City of Sierra Madre	06/30/12 to 06/30/22	Yes	Yes	Yes
City of Hawthorne	06/30/16 to 06/30/22	Yes	Yes	Yes
City of West Covina	06/30/16 to 06/30/21	Yes	Yes	Yes
City of Aliso Viejo	06/30/16 to 06/30/22	Yes	No	No
City of Claremont	06/30/16 to 06/30/22	Yes	Yes	Yes
City of Thousand Oaks	06/30/18 to 06/30/22	Yes	Yes	Yes
City of South Pasadena	06/30/18 to 06/30/22		Yes	Yes
City of Rolling Hills Estates	06/30/19 to 06/30/22	Yes		
City of Calabasas	06/30/20 to 06/30/22	Yes		
City of San Bernardino	06/30/20 to 06/30/22	Yes		
City of Ojai	06/30/20 to 06/30/22			
City of Beaumont	06/30/20 to 06/30/22	Yes		
City of Moreno Valley	06/30/20 to 06/30/22	Yes		
City of Lawndale	06/30/20 to 06/30/22			
Town of Windsor	06/30/19 to 06/30/22			
City of San Dimas	06/30/21 to 06/30/22			
City of Imperial Beach	06/30/21 to 06/30/22			
City of Brawley	06/30/22 to 06/30/23			
City of Live Oak	06/30/22 to 06/30/23			
City of Perris	06/30/22 to 06/30/23	Yes	Yes	Yes
City of Calimesa	06/30/23			
City of Carpinteria	06/30/23			
City of Signal Hill	06/30/23			
City of Industry	06/30/23			
City of Hanford	06/30/23			
City of Murrieta	06/30/23			
City of Coachella	Agreed upon procedures			
City of Canyon Lake	Accounting support			
City of Rolling Hills	Accounting support			
City of Yucaipa	Accounting support			
City of Angels Camp	Accounting support			
City of Grand Terrace	Accounting support			

GOVERNMENT CLIENTS SERVED (continued)

<u>Government Client</u>	<u>Years Served</u>		<u>CSMFO/ GFOA Awards</u>	<u>Successor Agency</u>	<u>Housing Authority</u>
Crestline Village Water District	04/30/96	to 04/30/22			
Crestline-Lake Arrowhead Water	06/30/98	to 06/30/22			
San Bernardino Valley Muni Water District	06/30/04	to 06/30/22			
Elsinore Valley Municipal Water District	06/30/15	to 06/30/22	Yes		
Pine Cove Water District	06/30/10	to 06/30/22			
Idyllwild Water District	06/30/11	to 06/30/22			
Big Bear Area Regional Wastewater	06/30/12	to 06/30/22	Yes		
Mojave Water Agency	06/30/19	to 06/30/22	Yes		
Beaumont Cherry Valley Water District	12/31/17	to 12/31/21	Yes		
Rosamond Community Services District	06/30/15	to 06/30/22			
Rossmoor Community Services District	06/30/05	to 06/30/22			
Rim of the World Park & Rec. District	06/30/06	to 06/30/22			
Heartlands Communications Fac Auth	06/30/07	to 06/30/22			
Heartlands Fire Training Authority	06/30/07	to 06/30/22			
Consolidated Fire Agencies	06/30/14	to 06/30/22			
Successor Agency to the County of SB	06/30/14	to 06/30/22			
Riverside County Habitat Con. Agency	06/30/15	to 06/30/22			
Santa Ana Watershed Association	12/31/09	to 12/31/20			
Capistrano Bay Community Services District	06/30/13	to 06/30/22			
Ventura County Public Fin Authority	06/30/12	to 06/30/22			
Nipomo Community Services District	06/30/16	to 06/30/22	Yes		
SBIAA	06/30/17	to 06/30/21			
WRCOG	06/30/17	to 06/30/21	Yes		
San Diego Workforce Partnership	06/30/16	to 06/30/22			
Rubidoux Community Services District	06/30/16	to 06/30/22			
Conejo Recreation and Park District	06/30/19	to 06/30/22			
Upper San Gabriel Valley MWD	06/30/19	to 06/30/22	Yes		
March Joint Powers Authority	06/30/19	to 06/30/22			
Chino Basin Desalter Authority	06/30/19	to 06/30/22	Yes		
Mountains Recreation and Conservation	06/30/19	to 06/30/22			
Palos Verdes Peninsula Transit Authority	06/30/19	to 06/30/22			
Yucca Valley Airport District	06/30/20	to 06/30/21			
West Basin Municipal Water District	06/30/20	to 06/30/22	Yes		
March Joint Powers Authority	Accounting Support				
Crestline Sanitation District	Accounting support				
Running Springs Water District	Accounting support				
Phelan Pinon Hills Community Services District	Accounting support				

***SAN MIGUEL
COMMUNITY
SERVICE DISTRICT***

***Technical Proposal for
Professional Accounting Services***

PREPARED BY:

ROGERS, ANDERSON, MALODY AND SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS
CPA LICENSE NUMBER 2596
FEIN 95-2662063

735 E. CARNEGIE DRIVE, SUITE 100
SAN BERNARDINO, CA 92408
(909) 889-0871

Primary Contact: Gardenya Duran, Partner
gduran@ramscpa.net

Alternate Contact: Brad Welebir, Partner
bwelebir@ramscpa.net

December 5, 2024

SAN MIGUEL COMMUNITY SERVICE DISTRICT
PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

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Attachment A: Recent government clients served



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscca.net

December 5 2024

San Miguel Community Service District
Attn: Kelly Dodds, General Manager
PO Box 180
San Miguel, CA 93451

PARTNERS

Scott W. Manno, CPA, CGMA
Leena Shanhbag, CPA, MST, CGMA
Bradferd A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Brenda L. Odle, CPA, MST (Partner Emeritus)
Terry P. Shea, CPA (Partner Emeritus)

MANAGERS / STAFF

Seong-Hyea Lee, CPA, MBA
Evelyn Morentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA
Monica Wysocki, CPA
Jacob Weatherbie, CPA, MSA
Bolim Han, CPA, MAcc
Anny Gonzalez, CPA

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

California Society of
Certified Public Accountants

I am pleased to respond, on behalf of Rogers, Anderson, Malody & Scott, LLP, (RAMS) to your request for proposal regarding internal control procedure development and professional accounting services. As a recognized industry leader, our goal for the past 75 years has been to provide honest, accurate, objective results to all our clients, including governmental organizations such as yours. Our success in this effort is witnessed by both the growth of our firm and the list of long-term clients who trust us.

This proposal begins by providing some general information about our firm and its commitment to quality and value. Following the general firm information is a brief introduction to the team that will be providing the services, and then our understanding of the scope of work proposed. The attachment includes our cost proposal. We believe that our fee estimates, and arrangement provides a fair and reasonable cost, commensurate with the experience of the team members.

We would like to emphasize that our accounting consulting services are highly customizable to meet the specific needs of the District and may evolve over time. One of our measures of success is seeing District staff grow their accounting skills and confidence through our training and coaching. Some of our clients have projects that are on-going and renew annually, and others have specific projects with a defined term, such as covering for and employee on temporary leave. Whatever the District's short and long-term needs may be, we believe that we can add value and help you achieve your objectives.

Mrs. Duran, Partner is authorized to act on behalf of Rogers, Anderson, Malody and Scott, LLP. She can be reached at: 735 E. Carnegie Drive, Suite 100, San Bernardino, CA 92408, (909) 889-0871, gduran@ramscca.net.

Thank you for the opportunity to serve the San Miguel Community Service District. We look forward to having a long and mutually beneficial association.

Respectfully yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP


Gardenya Duran, CPA, CGMA
Partner



SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Firm qualifications and experience

About our firm



RAMS was founded in 1948 and is located at 735 E. Carnegie Drive, Suite 100, San Bernardino, California and offers the full range of services expected of a full-service accounting firm. We are one of the oldest and most trusted and respected CPA firms in Southern California, with over 75 years of public practice experience, specializing in governmental agency and not-for-profit organization auditing, accounting, and management advisory services. Over *twenty thousand hours per year* are devoted to this area of our practice, which includes cities, redevelopment successor agencies, water districts, other special districts, not-for-

profit corporations and joint power authorities. We do not use our government accounting and auditing practice as “fill work” for the firm, it is a primary focus of it.

We understand that organizations desire that its CPA's have a thorough understanding of the complex accounting and compliance issues confronting Cities such as yours. Our firm has a long history of governmental accounting and auditing. Over the years, we have gained valuable experience, acquired in-depth knowledge, and obtained the technical expertise needed for governmental accounting and auditing. This expertise has enabled us to provide exceptional, high-quality service and to provide solutions at fees we feel represent our value to our clients. In addition, we use our participation in various industry associations to continuously update our knowledge with respect to issues relating to governmental accounting, auditing, and operations. Any insight we gain is immediately passed on to our clients if we feel they will benefit from it.

Our firm has a total staff of forty-four people, which includes sixteen certified public accountants. The staff consists of seven partners, five managers, ten supervisors/senior accountants, seventeen staff accountants and five support staff. The primary proposed team assigned to the District's engagement will consist of the following full-time staff: one partner, one manager, and staff as needed.

Range of services

Our firm provides a wide range of diverse accounting and related services in addition to auditing and attest services to governmental and not-for-profit entities, including but not limited to:

- Finance director and accounting support services
- Accounting system setup and related software implementation
- Study and evaluation of financial condition and fiscal policies
- Accounting policies and procedures
- Capital improvement program procedures and policies

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Firm qualifications and experience (continued)

External quality control review

As a member of the AICPA Private Companies Practice Section, our firm has participated in "Peer Review" since 1993 and has been examined every three years since that date. Participation in this program ensures that all of our engagements meet the standards of the AICPA, the Yellow Book and the California State Board of Accountancy. Throughout our participation in this program, the firm has received pass ratings from the peer reviewers. The latest review below included reviews of specific governmental entities.

During the current review, an independent firm reviewed our policies and procedures and then inspected a representative sample of engagement workpapers and reports, including governmental entities and engagements subject to single audit. For the year ended November 30, 2020, our firm received a rating of *pass* which indicates our auditing practice is suitably designed and complied with to provide reasonable assurance of performing and reporting in conformity with applicable standards. The results provide confirmation that the custom audit approach and procedures we use are technically sound and in compliance with applicable standards.

The firm is not aware of any federal or state desk reviews or field reviews of its audits during the last three years.

Disciplinary action

The firm **has never** had any disciplinary action taken or pending against it with state regulatory bodies or professional organizations, nor has it ever had any pending or settled litigation, civil or criminal investigations.

Our firm does not have a record of substandard work.

In addition to the external quality control review, our firm performs in-house peer reviews over our audit and attest engagements annually.

Equal Opportunity Employer

Our firm is an equal opportunity employer and is committed to providing employment opportunities to all qualified persons regardless of race, color, sex, religion, national origin or disability.

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

June 4, 2021

To the Partners of Rogers, Anderson, Malody & Scott, LLP, and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP (the firm) in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rogers, Anderson, Malody & Scott, LLP has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



10850 Gold Center Drive, Suite 260
Rancho Cordova, CA 95670
916/922-5109 FAX 916/641-5200

Princeville, HI 96722
888/769-7323

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Personnel and staffing

Assigned personnel

It is our goal to provide the District with capable, competent, and personable individuals who offer an extensive background, not only in governmental accounting but also in general business practices. We offer practical solutions, as well as provide technical support. This enables you to stay at the forefront of governmental accounting and provides you with the support you need in dealing with the complex issues confronting governments such as yours.

We have a variety of professionals with specialized skills who may be involved with various aspects of this engagement. However, the primary individuals proposed to be assigned to the engagement are as follows:

Gardenya Duran, CPA, CGMA – Partner

Gardenya is a municipal audit partner with the firm and will be the primary partner. She is licensed to practice as a certified public accountant in the State of California. She has been in public accounting for over 12 years specializing in serving local governments such as yours. As the primary partner, she will be responsible for oversight of the project.

Yolanda Acosta – Consulting Manager

Yolanda is a manager with the firm. Yolanda has over 20 years of experience in the governmental sector and public accounting experience and has provided accounting, auditing, and consulting services for municipalities, special districts, water agencies, and various not-for-profit organizations. She will work directly with Gardenya and Terry and be available to assist the District with all aspects of the project.

Succession planning

Continuity of staff is a principal concern with our firm. Therefore, we plan to provide staff continuity for the length of the term of the contract, which is in the best interest of the District and our firm, thus ensuring an orderly, efficient, and less disruptive experience by competent professionals. Since we cannot guarantee that our staff will remain with us, principal supervisory and management staff, including engagement partners, managers, other supervisory staff, and specialists, may be changed if those personnel leave the firm or are promoted.

Continuing professional education

All professionals at our firm participate in continuing professional education programs which are sponsored by various organizations including the Government Finance Officers Association, the American Institute of Certified Public Accountants, the California State Society of Certified Public Accountants, the California Society of Municipal Finance Officers, and the Association of Government Accountants. Participation in these classes helps us to ensure that our clients are receiving the best trained and proficient government accountants available.

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

References

1. **Entity:** **CITY OF CANYON LAKE**
Scope of Work: Finance Director and Monthly Accounting Services
Date: January 2000 to present
Contact Person: Ms. Nicole Dailey, City Manager, (951) 246-2025
ndailey@canyonlakeca.gov

2. **Entity:** **CITY OF ROLLING HILLS**
Scope of Work: Finance Director and Monthly Accounting Services
Date: January 2012 to September 2021
Contact Person: Ms. Karina Banales, City Manager, (310) 377-1521
kbanales@cityofrh.net

3. **Entity:** **CITY OF EASTVALE**
Scope of Work: Finance Director and Monthly Accounting Services
Date: October 2010 to December 2014
Contact Person: Ms. Amanda Wells, Finance Director, (951) 703-4430
finance@eastvaleca.gov

4. **Entity:** **CITY OF BARSTOW**
Scope of Work: Finance Director and Annual Accounting Services
Date: September 2023 to November 2023
Contact Person: Ms. Heidi Riley, Administrative Services Director, (760) 255-5151
hriley@barstowca.org

5. **Entity:** **MARCH, JOINT POWERS AUTHORITY**
Scope of Work: CFO and Monthly Accounting Services
Date: July 2023 to Present
Contact Person: Nina Schumacher, Administrative Services Manager, (951) 656-7000
schumacher@marchjpa.com

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Scope of services

We will provide accounting services and assist with the review of internal control procedures as needed for the District. Yolanda Acosta will be assigned the primary role of the engagement. In addition, we will provide additional accounting support to the District's Finance Department if needed from other employees of the firm.

Based on the RFQ released by the District about the services requested, we will perform the following services as needed:

- Provide assistance with internal controls, District policies and procedures.
- Provide guidance for best practices related to internal controls and review processes.
- Assist with developing standard operating procedure guides for routine tasks and year-end tasks.
- Review quarterly/annual financial reports.
- Review and/or provide accounting assistance in closing the District's books at year-end.
- Assist staff in the preparation or review of workpapers for all interim and annual audits.
- Be available to work with the auditors.
- Provide guidance and coaching within the Finance department as directed.
- Advise and assist regarding compliance with federal, state, and local financial reporting, including payroll and reimbursable grants.
- Be available to work remotely.

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Resumes of key engagement personnel



Gardenya Duran, CPA, CGMA
Primary Partner

Professional experience

Mrs. Duran joined Rogers, Anderson, Malody & Scott, LLP in June 2010. She works primarily on audits and consulting work of governmental agencies, and nonprofit organizations. Prior to joining our firm, she was an Information Systems Technician in the United States Navy for nine years.

Education/licenses

Bachelor of Science degree from California State University, San Bernardino
 Certified Public Accountant – State of California
 Chartered Global Management Accountant – American Institute of Certified Public Accountants

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

March, JPA	Mission Springs Water District	San Bernardino Valley Municipal Water District	Ventura Regional Sanitation District
Triunfo Water and Sanitation District	United Water Conservation District	Upper San Gabriel Valley Municipal Water District	West Basin Municipal Water District
West Valley Water District	City of San Marcos*	City of Redondo Beach*	City of West Covina
City of La Mesa	City of Claremont*	City of Hawthorne*	
City of Thousand Oaks*			

Continuing professional education

Mrs. Duran has completed 120 hours of continuing professional education courses in the past three years of which the following select courses are relevant to this engagement:

- ◆ Thomson Reuters, *Audits of State and Local Governments*
- ◆ American Institute of Certified Public Accountants, *Foundations in Governmental Accounting*
- ◆ California Society of CPAs Education Foundation, *Governmental Accounting and Auditing Update*
- ◆ American Institute of Certified Public Accountants, *Applying A-133 to Nonprofit and Governmental Organizations*

Professional affiliations

Mrs. Duran is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

SAN MIGUEL COMMUNITY SERVICE DISTRICT

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Resumes of key engagement personnel (continued)



Yolanda Acosta
Consulting Manager

Professional Experience

Mrs. Acosta is a Consulting Manager with the firm. She has over 20 years' experience in providing accounting and auditing services for municipalities, special districts, nonprofit organizations and for-profit organizations. As a consulting manager, she will work closely with the engagement partner and be responsible for routine accounting tasks and performing reviews of all work prepared for the engagement. In addition, she will also be responsible for the preparation of any required reports.

Education

Bachelor of Arts - California State University, San Bernardino

Related professional experience

Partial listing of relevant governmental agencies served:

City of San Bernardino
San Bernardino Municipal Water Department
Tri-Dam Project

California State University, San Bernardino
March Joint Powers Authority
Ventura River Water District

Continuing Professional Education

Mrs. Acosta has completed continuing professional education courses over the past two years of which the following select courses are relevant to this engagement:

- ◆ GFOA Accounting Series
- ◆ GASB Update

Professional affiliations

Mrs. Acosta is a member of the following professional organizations:

- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

GOVERNMENT CLIENTS SERVED

<u>Government Client</u>	<u>Years Served</u>	<u>CSMFO/ GFOA Awards</u>	<u>Successor Agency</u>	<u>Housing Authority</u>
City of El Cajon	06/30/07 to 06/30/22	Yes	Yes	Yes
City of Exeter	06/30/17 to 06/30/22			
City of Woodlake	06/30/17 to 06/30/22			
Town of Yucca Valley	06/30/08 to 06/30/22	Yes	Yes	Yes
City of La Verne	06/30/11 to 06/30/22	Yes	Yes	Yes
City of San Jacinto	06/30/11 to 06/30/22		Yes	Yes
City of Twentynine Palms	06/30/11 to 06/30/22	Yes	Yes	Yes
City of La Mesa	06/30/11 to 06/30/22		Yes	Yes
City of Menifee	06/30/14 to 06/30/22	Yes		
City of San Marcos	06/30/14 to 06/30/22	Yes	Yes	Yes
City of Loma Linda	06/30/13 to 06/30/22	Yes	Yes	Yes
City of Sierra Madre	06/30/12 to 06/30/22	Yes	Yes	Yes
City of Hawthorne	06/30/16 to 06/30/22	Yes	Yes	Yes
City of West Covina	06/30/16 to 06/30/21	Yes	Yes	Yes
City of Aliso Viejo	06/30/16 to 06/30/22	Yes	No	No
City of Claremont	06/30/16 to 06/30/22	Yes	Yes	Yes
City of Thousand Oaks	06/30/18 to 06/30/22	Yes	Yes	Yes
City of South Pasadena	06/30/18 to 06/30/22		Yes	Yes
City of Rolling Hills Estates	06/30/19 to 06/30/22	Yes		
City of Calabasas	06/30/20 to 06/30/22	Yes		
City of San Bernardino	06/30/20 to 06/30/22	Yes		
City of Ojai	06/30/20 to 06/30/22			
City of Beaumont	06/30/20 to 06/30/22	Yes		
City of Moreno Valley	06/30/20 to 06/30/22	Yes		
City of Lawndale	06/30/20 to 06/30/22			
Town of Windsor	06/30/19 to 06/30/22			
City of San Dimas	06/30/21 to 06/30/22			
City of Imperial Beach	06/30/21 to 06/30/22			
City of Brawley	06/30/22 to 06/30/23			
City of Live Oak	06/30/22 to 06/30/23			
City of Perris	06/30/22 to 06/30/23	Yes	Yes	Yes
City of Calimesa	06/30/23			
City of Carpinteria	06/30/23			
City of Signal Hill	06/30/23			
City of Industry	06/30/23			
City of Hanford	06/30/23			
City of Murrieta	06/30/23			
City of Coachella	Agreed upon procedures			
City of Canyon Lake	Accounting support			
City of Rolling Hills	Accounting support			
City of Yucaipa	Accounting support			
City of Angels Camp	Accounting support			
City of Grand Terrace	Accounting support			

GOVERNMENT CLIENTS SERVED (continued)

<u>Government Client</u>	<u>Years Served</u>		<u>CSMFO/ GFOA Awards</u>	<u>Successor Agency</u>	<u>Housing Authority</u>
Crestline Village Water District	04/30/96	to 04/30/22			
Crestline-Lake Arrowhead Water	06/30/98	to 06/30/22			
San Bernardino Valley Muni Water District	06/30/04	to 06/30/22			
Elsinore Valley Municipal Water District	06/30/15	to 06/30/22	Yes		
Pine Cove Water District	06/30/10	to 06/30/22			
Idyllwild Water District	06/30/11	to 06/30/22			
Big Bear Area Regional Wastewater	06/30/12	to 06/30/22	Yes		
Mojave Water Agency	06/30/19	to 06/30/22	Yes		
Beaumont Cherry Valley Water District	12/31/17	to 12/31/21	Yes		
Rosamond Community Services District	06/30/15	to 06/30/22			
Rossmoor Community Services District	06/30/05	to 06/30/22			
Rim of the World Park & Rec. District	06/30/06	to 06/30/22			
Heartlands Communications Fac Auth	06/30/07	to 06/30/22			
Heartlands Fire Training Authority	06/30/07	to 06/30/22			
Consolidated Fire Agencies	06/30/14	to 06/30/22			
Successor Agency to the County of SB	06/30/14	to 06/30/22			
Riverside County Habitat Con. Agency	06/30/15	to 06/30/22			
Santa Ana Watershed Association	12/31/09	to 12/31/20			
Capistrano Bay Community Services District	06/30/13	to 06/30/22			
Ventura County Public Fin Authority	06/30/12	to 06/30/22			
Nipomo Community Services District	06/30/16	to 06/30/22	Yes		
SBIAA	06/30/17	to 06/30/21			
WRCOG	06/30/17	to 06/30/21	Yes		
San Diego Workforce Partnership	06/30/16	to 06/30/22			
Rubidoux Community Services District	06/30/16	to 06/30/22			
Conejo Recreation and Park District	06/30/19	to 06/30/22			
Upper San Gabriel Valley MWD	06/30/19	to 06/30/22	Yes		
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Chino Basin Desalter Authority	06/30/19	to 06/30/22	Yes		
Mountains Recreation and Conservation	06/30/19	to 06/30/22			
Palos Verdes Peninsula Transit Authority	06/30/19	to 06/30/22			
Yucca Valley Airport District	06/30/20	to 06/30/21			
West Basin Municipal Water District	06/30/20	to 06/30/22	Yes		
March Joint Powers Authority	Accounting Support				
Crestline Sanitation District	Accounting support				
Running Springs Water District	Accounting support				
Phelan Pinon Hills Community Services District	Accounting support				

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

January 23, 2025

AGENDA ITEM: 8.4

SUBJECT: SAFER Grant Applicant Approval by RESOLUTION 2025-03 (**Recommend approve by 3/5 vote**) (Pg. 222-223)

SUGGESTED ACTION:

Review and approve Resolution 2025-03 appointing the District Fire Chief as the representative in all matters relating to the SAFER Grant process.

DISCUSSION:

The San Miguel Fire Department is responsible for providing emergency services throughout the San Miguel Community Services District, the County of San Luis Obispo, and the State of California and understands the need for adequate staffing to meet the level of service required to service this need.

In order to achieve this level of staffing the San Miguel Fire Department is in the process of applying for the 2025 SAFER Grant cycle.

FISCAL IMPACT:

San Miguel Fire has requested the assistance of Aroura William to assist with the grant writing process on an hourly basis.

PREPARED BY: Scott Young

RESOLUTION NO. 2025-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT
FIRE CHIEF TO APPLY FOR AND REPRESENT SAN MIGUEL COMMUNITY
SERVICES DISTRICT FIRE DEPARTMENT IN ALL MATTERS RELATING TO THE
STAFFING FOR ADEQUATE FIRE EMERGENCY RESPONSE (SAFER) GRANT**

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

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

WHEREAS, Scott Young, as the Chief of the Department, is the most appropriate person to represent the Department in all matters relating to the Staffing for Adequate Fire Emergency Response ("SAFER") Grant Program application, implementation, and agreement.

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

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

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

the foregoing Resolution is hereby passed and adopted this 23rd day of January 2025.

Scott Young, Fire Chief

Ashley Sangster, President Board of Directors

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

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

January 23, 2025

AGENDA ITEM: 8.5

SUBJECT: San Miguel Community Services District 2022-2027 Strategic plan one year review
(Review and provide direction to staff thru consensus) (Pg. 224-335)

SUGGESTED ACTION: Review and discuss the 2022-2027 Strategic Plan, provide direction to staff as appropriate for any revisions or updates by the Board. Revisions or updates will be agendaized for approval at a future meeting.

DISCUSSION:

In 2021 the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the updating of the District's five-year Strategic Plan. BHI first gathered input directly from District staff and individual members of the Board of Directors. This was followed by two Board and staff planning workshops. At each meeting the District Mission and 5-year Vision and implementing actions were discussed.

The Board supported this process to allow participation in the foundation of the Strategic Plan developing new Mission and Vision statements for the District. The Board also identified the six strategic focus areas around which to organize implementation of strategic actions over the next five years.

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

The Strategic plan should be reviewed by the Board on an annual basis to give the Board and public a chance to review the progress of the District and enable the Board to make adjustments to the direction of the District if they deem it necessary.

This item is for review and discussion, however if the Board would like to make changes to the Strategic Plan then the Board should discuss the changes and provide direction to Staff to provide a draft and agendaize the approval of changes for a future meeting.

Review and update of this plan is exempt from CEQA, section 15309.

FISCAL IMPACT:

Unknown, depends on Board direction

PREPARED BY: Kelly Dodds



SAN MIGUEL COMMUNITY SERVICES DISTRICT

Annual Strategic Plan Review 2025

Mission:

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

Board’s Strategic plan for Fiscal years 2022-2027.

Since 2021, San Miguel CSD and its Board of Directors engaged in a strategic planning process, that provided a map of the next five years.

WATER

(FUND 50)

Our objective is to identify and deliver high-quality, reliable and affordable water for District residents



1. PROVIDE WATER SUPPLY STABILIZATION & DIVERSIFICATION

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

- Goal:**
1. Identify consultant to perform the analysis
 2. Identify & analyze available sources of recycled and surface water
 3. Identify & analyze potential users for the recycled surface waters

Estimated Completion: Ongoing, initial source identification should start by 2025
Begin coordination with relevant stakeholders around 2025

Status: In Progress

Description of Progress:

Recycled water line for vineyard use suspended by the Board. Monitoring opportunities to participate in regional water projects involving recycled, surface and desalinated water. Researching Direct reuse and injection possibilities.

*2023 LAFCo SMCSO-MSR Page 21-25

2. MAINTAIN A STRONG ROLE ON THE REGIONAL GROUNDWATER SUSTAINABILITY PLANNING

Task: Maintain a strong presence within the Paso Basin Cooperative Committee (PBCC) as a Groundwater Sustainability Agency (GSA) by being proactive & passing forward thinking policies

Goal:

1. Coordinate efforts with other with GSA's and the PBCC
2. Consider and Establish meaningful policy to protect the groundwater basin
3. Consider and implement projects to improve the groundwater basin

Estimated Ongoing, engagement with the PBCC and other GSA's

Completion: FY23/24 Engage in planning for projects that benefit the groundwater basin

Status: In Progress

Description of Progress:

Continuing to work as an active member of the PBCC and that common sense/ beneficial projects are moved forward. Through the GSP and PBCC Working with PBCC Staff to bring additional monitoring to San Miguel.

*2023 LAFCo SMCSO-MSR Page 20

3. INCREASE OUR WATER STORAGE ON THE EAST SIDE OF THE RIVER

Task: Design and build a new water storage tank farm and pump station for the San Lawrence Terrace (SLT)

- Goal:**
1. Identify the scope of the project
 2. Identify & apply for funding for the project
 3. Board approval of scope & funding
 4. Develop plans & specifications
 5. Build Project

Estimated Completion: Design & Funding FY 22-23
Project Completion FY 24-25

Status: In Progress **Description of Progress:**

An infrastructure improvement grant has been applied for. An update to the water hydraulic model and analysis of the prime location of the necessary tank and pump station was completed and accepted by the Board. Board directed to suspend further work on the project until funding is secured.

*2023 LAFCo SMCSD-MSR Page 23

4. COMMENCED WITH A PROACTIVE STUDY FOR LONG-TERM (20yr) WATER NEEDED

Task: Develop a long-term water needs outlook

- Goal:**
1. Work with the SMCSD Board of Directors to develop scope of work
 2. Identify consultant to perform study and analysis
 3. Identify costs and funding mechanisms

Estimated

Completion: Start by 2025, will be a multiyear process

Status: Not Started

Description of Progress:

Initial step would be to review and update the Water/ Wastewater master plan. Master plan updated RFP was circulated in Dec 2024.

*2023 LAFCo SMCSD-MSR Page 24

WASTEWATER

(FUND 40)

Our objective in providing wastewater services for District residents, is to meet all state regulations for the collection and treatment of wastewater.



*2023 LAFCo SMCSD-MSR Page 25-27

1. Open and Operate the new Wastewater Treatment Facility

Task: Under Order by the State Regional Water Board, upgrade & expand the Machado Wastewater Treatment Facility

Goal:

1. Determine overall wastewater needs and define the scope of the project
2. Secure Funding for the project
3. Design and construct project

Estimated Completion:

1. Completion of Design, estimated to be early 2023
2. Funding approval anticipated in mid-2022 with additional funding applications completed late 2022-2023
3. Construction to start mid-2023 to be completed in early 2024

Status:

In progress/
Delayed

Description of Progress:

Design estimated to be completed early 2025. Permitting estimated to be mid 2025 with construction anticipate to start late 2026. Funding is driving factor in construction start time. Since the inception of this project in 2018 the costs have escalated, and contractor and material availability has dwindled.

*2023 LAFCo
SMCSD-MSR
Page 25-27

FIRE

FUND 20

*2023 LAFCo SMCSO-MSR Page 28-32

We will continually prepare to meet the growing demands for high-quality Fire and Emergency Services for our District service area



1. SUCCESSFULLY COMPLETE THE REDISTRICTING PROCESS WITH LAFCO & SAN LUIS OBISPO COUNTY

Task: The Fire Department has worked through the process with LAFCo & the County Board of Supervisors to finalize the Fire Department District Boundaries

- Goal:**
1. SMCSD Board approval for redistricting
 2. Complete formal application process for redistricting to LAFCo
 3. Work with LAFCo to receive approval for redistricting
 4. Receive County Board of Supervisors approval

Estimated Completion:

No time Specified -
Ongoing

Status:

In October 2023 LAFCO completed the Districts Municipal Services Review, stating the need for the redistricting of the Fire Department. Process shall begin in February 2024.

Description of progress:

Pam Jardini has been selected as a consultant for engagement with LAFCO. Resolution 2024-56 was approved at the November 21, 2024, Board meeting regarding the redistricting process outline and options necessary to move forward.

*2023 LAFCo SMCSD-MSR Page 32

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

Task: Have temporary housing unit (THU) installed to provide housing for Duty Officer on-site & enhance response times

Goal:

1. Procure
2. Procure SLO County Building Permits
3. Proceed with site improvement's
4. Install THU
5. Fully Operational

Estimated Completion:

FY2022
FY2022/2023
FY2022/2023
FY2022/23
FALL 2022/2023

Status:

Completed, but due to substantial delays prompted by a Code Violation related to the Fire Station and additional design requirements with the County Permitting Process has resulted in a delay in completion.

Description of progress:

THU has been installed, and inspections are completed. Land lease has been extended to 2030

*2023 LAFCo SMCSO-MSR Page 29

3. FIRE APPARATUS BAY HAS BEEN COMPLETED & ALL EQUIPMENT SHALL BE MODERN & WELL-MAINTAINED

Task: Purchase and Maintain equipment as needed to stay current

Goal: **Estimated Completion:**

- | | |
|---|--------------|
| 1. Proceed with the planning process required for construction of the proposed apparatus building | 1. FY22 |
| 2. Complete design around future vehicle/equipment replacement as required per NFPA guidelines | 2. FY2022/23 |
| 3. Identify and acquire funding | 3. FY2022/23 |
| 4. Complete new Apparatus Bay | 4. FY2022/23 |

Status:

Procurement of design funding
Research potential grant funding sources for design and construction

Description of progress:

A FEMA Grant was applied for in 2024 through Jimmy Panetta's office and \$1,000,024,000 was tentatively awarded for design and construction final award is pending

4. REMODEL FIRE STATION

Task: Remodel the current station to contain and facilitate

Goal:

1. Proceed with the planning process required for construction of the proposed apparatus building.
2. Explore funding sources for Design & Construction
3. Complete Design documents
4. Identify & Acquire funding
5. Begin Remodel activities
6. Complete Remodel

**Estimated
Completion:**

1. FY2022/23
2. FY2022/23
3. FY2023/24
4. FY2023/24
5. FY2024/25
6. FY2025/26

Status:

Pending completion of the Apparatus Bay project.

Description of progress:

Research potential grant funding sources for design and construction

*2023 LAFCo SMCSD-MSR Page 29-30

5. ENHANCE FIRE DEPARTMENT STAFFING

Task: Maintain and provide Duty Officer Coverage

Goal:

1. Respond to new housing by adjusting Fire staffing accordingly.
2. Receive additional funding per redistricting (3.1) to enhance staffing ect.

Estimated Completion:

1. Not stated/Ongoing
2. Not stated/Ongoing

Status:

Duty Officer Coverage is being maintained. Reapplying for grant funding and proceeded with redistricting as required to enhance staffing needs.

Description of progress:

Reapply for the SAFER, & AFG, grants for staffing needs and procure consulting services as required for the LAFCO process.

GOVERNANCE & ADMINISTRATION

Our objective is to conduct District business in a professional and productive manner at all levels.



*2023 LAFCo SMCSO-MSR Page 13-14



1. We will continue to work on long-term productive Board Culture at San Miguel CSD

- Task:**
- 1. The Board of Directors currently enjoys a positive relationships with the public at-large, the District staff, other public agencies and each other. As such, it is the intention to maintain this type of each successive Board in the future
 - 2. We will develop, maintain, and adhere to a SMCSD Board training schedule
 - 3. The Board of Directors will annually review Board Handbook/By-laws

Status: Ongoing

Description of progress:

The Board and Staff continue work with the public and outside agencies to foster a positive community.

*2023 LAFCo SMCSD-MSR Page 13 & 44

Staff is working with the Board to maintain require training and perform bylaw reviews on an annual basis.



2. Goal for Board of Directors & Deliverables for the Goal

- Task:**
- 1. Each Board member will complete scheduled training as required
 - 2. We will track each Board member to assist in keeping them current with their training

Status: Ongoing

Description of progress:

Staff continues to track the required training of Board members and ensure training is completed in a timely manner.

*2023 LAFCo SMCSD-MSR Page 13-14





SMCSD

FINANCE

We will adhere to the highest financial standards and processes for fiscal solvency and transparency.

*2023 LAFCo SMCSD-MSR Page 33-40



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

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

Status: Ongoing

Description of progress:

Board approved a water rate structure change and increase in 2024. Wastewater rate review will continue once the funding sources of the WWTF are confirmed. Staff continuously reviews and plans for operational changes to ensure adequate funding and continuity of service to the public.

*2023 LAFCo SMCSO-MSR Page 35-36

2. WE WILL PERFORM A STUDY TO OUTLINE POTENTIAL SOURCES OF REVENUES

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

1. Determine entity(ies) to perform study
2. Determine funding mechanisms for study.
3. Perform study and report to Board on findings.

Status: Delayed

Description of progress:

Although this item is shown as not started, staff is continually monitoring outside agencies funding activities and other grant availabilities for applicability to the Districts programs.

*2023 LAFCo SMCSD-MSR Page 39-40

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

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

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

Status: In progress **Description of progress:** Staffing needs, including positions, staffing levels, duties etc. are being evaluated on an immediate and future basis.

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

Task: 1. Conduct a Board workshop to allow for broad discussion, clarity, potential and scope determination of this topic, providing direction to staff.

Status: Delayed

Description of progress: Needs to be scheduled

*2023 LAFCo SMCSD-MSR Page 25



COMMUNITY AND STRATEGIC PARTNER RELATIONS

We will be a leading public organization within the San Miguel community. We will facilitate mission related informational workshops, for the overall good of the community.

WE WILL ENHANCE THE CURRENT HIGH-LEVEL OF COMMUNITY ENGAGEMENT

Task: 1. Increase District interest & attendance at public meetings

Status:

Ongoing as appropriate

Description of progress:

When mission related workshops are warranted, they will be scheduled.

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

Task: 1. Establish and maintain relationships with our County Supervisor(s) and County staffers

Status:

In progress

Description of progress:

Continue to work with County Staff to facilitate District projects and influence interest in the community.

We will achieve certification for Transparency from CSDA

- Task:**
1. Incoming Board of Directors will receive orientation including training expectations to support District Board culture and conduct goals
 2. Achieve CSDA District of Distinction Certificate
 3. Achieve CSDA District Transparency Certificate

Status:

Completed / in progress.

Description of progress:

-Continue to work with Board members to ensure they are familiar with District policy and expected behavior.
-Continuing to work with the Board to take training and attend conferences to achieve Distinction Certificate
-Achieve Transparency Certificate continue to maintain the documentation as needed.

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

Task:

1. We will consider ways to help in a bigger way as the community core.
2. We will allow use of our prime location for development of business partnerships and supporting of conditions and planning for growth and overall economic development, including groups like CSD, Chamber, Advisory Council, and other public groups formed for the overall good of San Miguel.

Status:

In progress

Description of progress:

Monitoring for opportunities to work toward this goal.

WE WILL TAKE DELIBERATE STEPS TO COMMUNICATE ABOUT DISTRICT ACHIEVEMENTS

Task: 1. We will begin making more deliberate and formal press releases to a broad media set deliberately getting to word out of beneficial actions of the District.

Status:

Assessing and taking
action as appropriate

Description of progress:

Reviewing and taking action to
publicize key actions of the District.



WHAT'S NEXT?

Annual Strategic Plan Review 2025

Focus Areas	Objective	Task	Goal	Per Plan Completion Time	Department	Status: 2024	Status: 2025	Description Of Progress & Objective/Goals (2025)
WATER	1.1 Provide Water Supply Stabilization & Diversification	Diversify the Districts water portfolio and reduce groundwater pumping by identifying opportunities to obtain and use recycled and or surface waters.	*Identify consultant to perform the analysis *Identify & analyze available sources of recycled and surface water *Identify & analyze potential users for the recycled surface waters	2025	Water Department	In Progress	In Progress/Delayed	Recycled water line for vineyard use suspended by the Board. Monitoring opportunities to participate in regional water projects involving recycled, surface and desalinated water. Researching Direct reuse and injection possibilities.
	1.2 Maintain a Strong role on the regional Groundwater Sustainability Planning	Maintain a strong presence within the Paso Basin Cooperative Committee (PBCC) as a Groundwater Sustainability Agency (GSA) by being proactive and passing of forward-thinking policies.	*Coordinate efforts with other with GSA's and the PBCC *Consider and Establish meaningful policy to protect the groundwater basin *Consider and implement projects to improve the groundwater basin	Ongoing	Water Department	In Progress	In Progress	Continuing to work as an active member of the PBCC and that common sense/ beneficial projects are moved forward. Through the GSP and PBCC Working with PBCC Staff to bring additional monitoring to San Miguel.
	1.3 Increase our water storage on the east side of the river	Design and build a new water storage tank farm and pump station for the San Lawrence Terrace.	*Identify the scope of the project *Identify & apply for funding for the project *Board approval of scope & funding *Develop plans & specifications *Build Project	*Design & Funding FY 22-23 *Project Completion FY 24-25	Water Department	In Progress	In Progress	An infrastructure improvement grant has been applied for. An update to the water hydraulic model and analysis of the prime location of the necessary tank and pump station was completed and accepted by the Board. Board directed to suspend further work on the project until funding is secured.
	1.4 Commenced with a proactive study for long-term (20 yr.) water needs	Develop a long-term water needs outlook	*Work with the SMCS Board of Directors to develop scope of work *Identify consultant to perform study and analysis *Identify costs and funding mechanisms	Start by 2025	Water Department	Not Started	Not Started	Initial step would be to review and update the Water/ Wastewater master plan. Master plan updated RFP was circulated in Dec 2024.
WASTEWATER	2.1 Open and Operate the new wastewater treatment facility	Under order by the State Regional Water Board, upgrade and expand the Machado Wastewater Treatment Facility.	* Determine overall wastewater needs and define the scope of the project *Secure Funding for the project *Design and construct project	*Completion of Design 2023 *Funding applications 2022-2023 *Construction completed 2024	Wastewater Department	In Progress	In Progress/Delayed	Design estimated to be completed early 2025. Permitting estimated to be mid 2025 with construction anticipate to start late 2026. Funding is driving factor in construction start time. Since the inception of this project in 2018 the costs have escalated, and contractor and material availability has dwindled.
FIRE	3.1 Successfully complete the redistricting process with LAFCO and San Luis Obispo County	The Fire Department Staff has worked through the process with LAFCO and the County Board of Supervisors to finalize the Fire Department District boundaries	*SMCS Board approval for redistricting *Complete formal application process for redistricting to LAFCO *Work with LAFCO to receive approval for redistricting *Receive County Board of Supervisors approval	Ongoing	Fire Department	Not Started	In Progress	Pam Jardini has been selected as a consultant for engagement with LAFCO. Resolution 2024-56 was approved at the November 21, 2024, Board meeting regarding the redistricting process outline and options necessary to move forward.
	3.2 Install and use our temporary housing units/sheriff's beat station	Have temporary housing unit (THU) installed to provide housing for a Duty Officer on-site and enhance response times.	*Procure *Procure SLO County Building Permits *Proceed with site improvement's *Install THU *Fully Operational	FY2022 FY2022/2023 FY2022/2023 FY2022/23 FALL 2022/2023	Fire Department	In Progress	Completed	THU has been installed, and inspections are completed. Land lease has been extended to 2030.
	3.3 Fire apparatus bay has been completed and all equipment shall be modern and well-maintained	Purchase & Maintain equipment as needed to stay current	*Proceed with the planning process required for construction of the proposed apparatus building *Complete design around future vehicle/equipment replacement as required per NFPA guidelines *Identify and acquire funding *Complete new Apparatus Bay	FY2022 FY2022/2023 FY2022/2023 FY2022/23	Fire Department	Delayed	In Progress	A FEMA Grant was applied for in 2024 through Jimmy Panetta's office and \$1,000,024,000 was tentatively awarded for design and construction final award is pending
	3.4 Remodel Fire Station	Remodel the current station to contain and facilitate; Fire Depat. Admin, Sheriff, Emergency Operation Center, Fire Staff Quarters	*Proceed with the planning process required for construction of the proposed apparatus building. *Explore funding sources for Design & Construction *Complete Design documents *Identify & Acquire funding *Begin Remodel activities *Complete Remodel	FY2022/23 FY2022/23 FY2023/24 FY2023/24 FY2024/25 FY2025/26	Fire Department	Delayed	Delayed	Research potential grant funding sources for design and construction
	3.5 Enhance Fire Department Staffing	Maintain & Provide Duty Officer Coverage	*Respond to new housing by adjusting Fire staffing accordingly. *Receive additional funding per redistricting (3.1) to enhance staffing etc...	Not Stated/Ongoing	Fire Department	In Progress	In Progress	Reapply for the SAFER, & AFG, grants for staffing needs and procure consulting services as required for the LAFCO process.
GOVERNANCE & ADMINISTRATION	4.1 We will continue to work on a long-term productive Board Culture at SMCS	*The Board of Directors currently enjoys a positive relationships with the public at-large, the District staff, other public agencies and each other. As such, it is the intention to maintain this type of each successive Board in the future *We will develop, maintain, and adhere to a SMCS Board training schedule *The Board of Directors will annually review Board Handbook/By-laws	*Director Attitude & Participation *Director will Completed Required Training *Scheduled agenda item	Ongoing	Admin/BOD	In Progress	In Progress	*The Board and Staff continue work with the public and outside agencies to foster a positive community *Staff is working with the Board to maintain require training and perform bylaw reviews on an annual basis. *Staff continues to track the required training of Board members and ensure training is completed in a timely manner.
FINANCE	5.1 We will diligently work to maintain fiscally responsible Water and Wastewater rates	*Through good forward planning, utilizing best management practices, and optimizing operations we will strive to eliminate unplanned expenses and implement sustainable water and wastewater rates. *Engage in a 5-year Cost-of-Service Rate Study to begin in July 2022-23 for FY2023-24 Implementation *Analyze the operations of the District and forecast staffing, equipment, and operational costs. *Regularly update the water and wastewater masterplans with up-to-date priorities and costs. *Where possible, complete prework for pending projects to position the District for shovel ready grant opportunities. *Work with other agencies to identify and secure funding opportunities.	Schedule	Ongoing	GM/FO/BOD	In Progress	In Progress	Board approved a water rate structure change and increase in 2024. Wastewater rate review will continue once the funding sources of the WWTF are confirmed. Staff continuously reviews and plans for operational changes to ensure adequate funding and continuity of service to the public.
	5.2 We will perform a study to outline potential sources of revenues	Work with Board to develop the scope of this comprehensive study to identify and analyze existing and potential new mission-related revenue sources for District departments.	Schedule	FY23/24	GM/FO/BOD	Delayed	Delayed	Although this item is shown as delayed, staff is continually monitoring outside agencies funding activities and other grant availabilities for applicability to the Districts programs.
	5.3 We will perform a staffing analysis in support of the District Mission	Perform an analysis of current and future staffing needs to ensure adequate ability to support the Districts Mission.	Schedule	FY23/24	GM/FO/BOD	Completed 4/24	In Progress	Staffing needs, including positions, staffing levels, duties etc. are being evaluated on a immediate and future basis.
	5.4 We will perform a District Rate Study that allows for Mission appropriate Community related needs	Conduct a Board workshop to allow for broad discussion, clarity, potential and scope determination of this topic, providing direction to staff.	Schedule	FY23/24	GM/FO/BOD	Delayed	Delayed	Needs to be scheduled
COMMUNITY & STRATEGIC PARTNER RELATIONS	6.1 We will enhance the current high-level of community engagement	Increased District interest and attendance at public meetings	Ongoing	Ongoing	All	In Progress	In Progress	When mission related workshops are warranted, they will be scheduled.
	6.2 We will increase our level of presence & influence with county related planning & Decision making	Establish and maintain relationships with our County Supervisor(s) and County staffers.	Ongoing	FY22/23	All	In Progress	In Progress	Continue to work with County Staff to facilitate District projects and influence interest in the community.
	6.3 We will achieve certification for transparency from CSDA	*Incoming Board of Directors will receive orientation including training expectations to support District Board culture and conduct goals *Achieve CSDA District of Distinction Certificate *Achieve CSDA District Transparency Certificate	Ongoing	*Ongoing *FY24/25 *FY23/24 received	All	In Progress	In Progress	Continue to work with Board members to ensure they are familiar with District policy and expected behavior. Continuing to work with the Board to take training and attend conferences to achieve Distinction Certificate Achieve Transparency Certificate continue to maintain the documentation as needed.
	6.4 We will participate in opportunities for our community to collectively plan and strategize for a prosperous future	*We will consider ways to help in a bigger way as the "community core". *We will allow use of our prime location for development of business partnerships and supporting of conditions and planning for growth and overall economic development, including groups like CSD, Chamber, Advisory Council, and other public groups formed for the overall good of San Miguel.	Ongoing	Ongoing	All Staff	In Progress/Unkn own	In Progress	Monitoring for opportunities to work toward this goal.
	6.5 We will take deliberate steps to communicate about achievements	We will begin making more deliberate and formal press releases to a broad media set deliberately getting to word out of beneficial actions of the District	Ongoing	Ongoing	All Staff	In Progress	In Progress	Reviewing and taking action to publicize key actions of the District

San Miguel CSD Strategic Plan 2022-2027

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

SMCSD Strategic Planning Team

Board of Directors

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

District Management

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

Consultant

Brent H. Ives, Principal, BHI Management Consulting

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Message from the President of the Board of Directors

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

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

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

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

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

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

Raynette Gregory

Message from the General Manager

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

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

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

Strategic Plan Development Process

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

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

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

Mission –

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

Vision –

In next 5 years we plan to:

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

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

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

1.0 WATER RESOURCES

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

1.1 PROVIDE WATER SUPPLY STABILIZATION AND DIVERSIFICATION

Objective description and general approach:

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

Objective Goals and Deliverables for the Goal:

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

Objective estimated completion date:

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

1.2 MAINTAIN A STRONG ROLE ON THE REGIONAL GROUNDWATER SUSTAINABILITY PLANNING

Objective description and general approach:

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

Objective Goals and Deliverables for the Goal:

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

Objective estimated completion date:

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

1.3 INCREASE OUR WATER STORAGE ON THE EAST SIDE OF THE RIVER

Objective description and general approach:

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

Objective Goals and Deliverables for the Goal:

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

Objective estimated completion date:

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

1.4 COMMENCED WITH A PROACTIVE STUDY FOR THE LONG-TERM (20 YEAR) WATER NEEDS

Objective description and general approach:

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

Objective Goals and Deliverables for the Goal:

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

Objective estimated completion date:

- Started by 2025, will be a multiyear process.

2.0 WASTEWATER SERVICE

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

2.1 OPEN AND OPERATE THE NEW WASTEWATER TREATMENT FACILITY

Objective description and general approach:

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

Objective Goals and Deliverables for the Goal:

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

Objective estimated completion date:

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

3.0 FIRE SERVICES

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

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

Objective description and general approach:

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

Objective Goals and associated Dates for the Goal:

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

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

Objective description and general approach:

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

Objective Goals and associated Dates for the Goal:

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

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

Objective Goals and associated Dates for the Goal:

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

3.4 REMODEL FIRE STATION

Objective Overview:

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

Objective Goals and associated Dates for the Goal:

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

3.5 ENHANCE FIRE DEPARTMENT STAFFING

- Objective description and general approach:

- Maintain and provide duty officer coverage.

- Objective Goals and Deliverables for the Goal:

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

4.0 GOVERNANCE AND ADMINISTRATION

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

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

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

5.0 FINANCE

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

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

• Objective description and general approach:

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

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

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

Objective Goals and associated Dates for the Goal:

- Determine entity(ies) to perform study.

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

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

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

• Objective Goals and associated Dates for the Goal:

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

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

• Objective Goals and associated Dates for the Goal:

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

6.0 COMMUNITY AND STRATEGIC PARTNER RELATIONS

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

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

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

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

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

6.3 WE WILL ACHIEVE CERTIFICATION FOR TRANSPARENCY FROM CSDA

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

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

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

6.5 WE WILL TAKE DELIBERATE STEPS TO COMMUNICATE ABOUT DISTRICT ACHIEVEMENTS

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

out of beneficial actions of the District.

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



San Miguel Community Services District

Municipal Service Review and Sphere of Influence Study

Prepared by

the San Luis Obispo Local Agency Formation Commission

Adopted October 19, 2023

Acknowledgments

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

Kelly Dodds, General Manager

Scott Young, Fire Chief

Tamara Parent, Board Clerk & Accounts Manager

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ABOUT LAFCO

Authority and Objectives

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

Regulatory Responsibilities

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

Planning Responsibilities

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

Sphere of Influence (SOI)

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

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

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

Municipal Service Reviews (MSR)

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

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

LAFCO Decision-Making

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

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

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

SLO LAFCO

Regular Commissioners

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

Alternate Commissioners

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

Staff

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

Contact Information

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

DISTRICT MSR & SPHERE STUDY

Overview

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

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

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

At A Glance

Table 1: District Profile

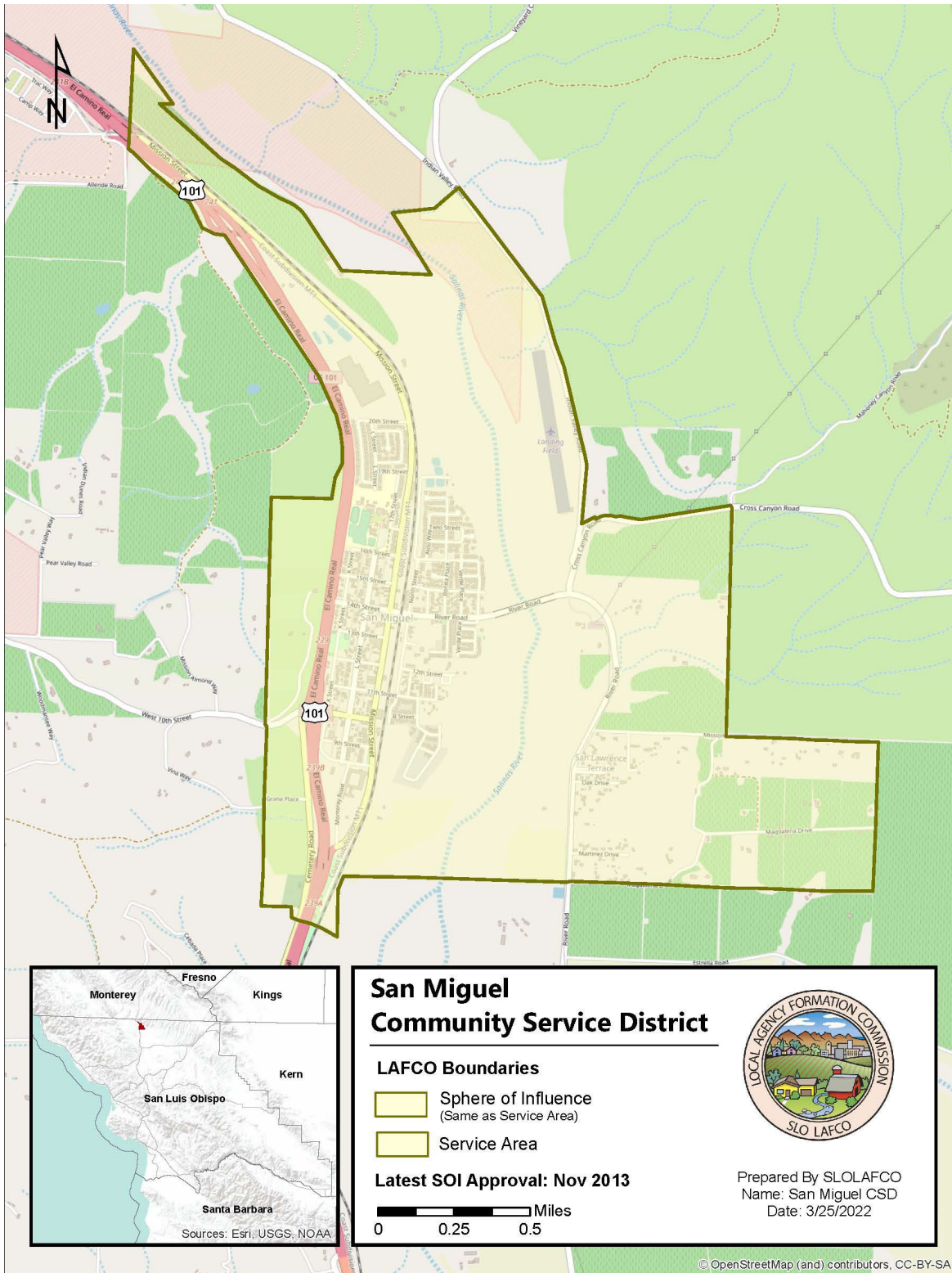
Agency Name	San Miguel Community Services District
Formation	February 1, 2000
Legal Authority	Government Code §61000- 61850
Office Location	1765 Bonita Place, San Miguel, CA 93451
Website	https://www.sanmiguelcsd.org/
General Manager	Kelly Dodds
Employees	8
Public Meetings	Meeting times shall begin at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

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

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

Boundary Map

Figure 1: San Miguel Community Services District Boundary Map



Sphere of Influence

Current & Proposed SOI

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

Accountability

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

Table 2: San Miguel CSD Board of Directors

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

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

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

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

Population Profile

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

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

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

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

Table 3: San Miguel Community Services District Population⁵

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

Disadvantaged Unincorporated Communities

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

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

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

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

⁶ American Community Survey 5-Year Estimates, 2021.

⁷ American Community Survey, 1 Year Estimates, 2021.

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

Social or Economic Communities of Interest in the Area

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

Present and Planned Land Use

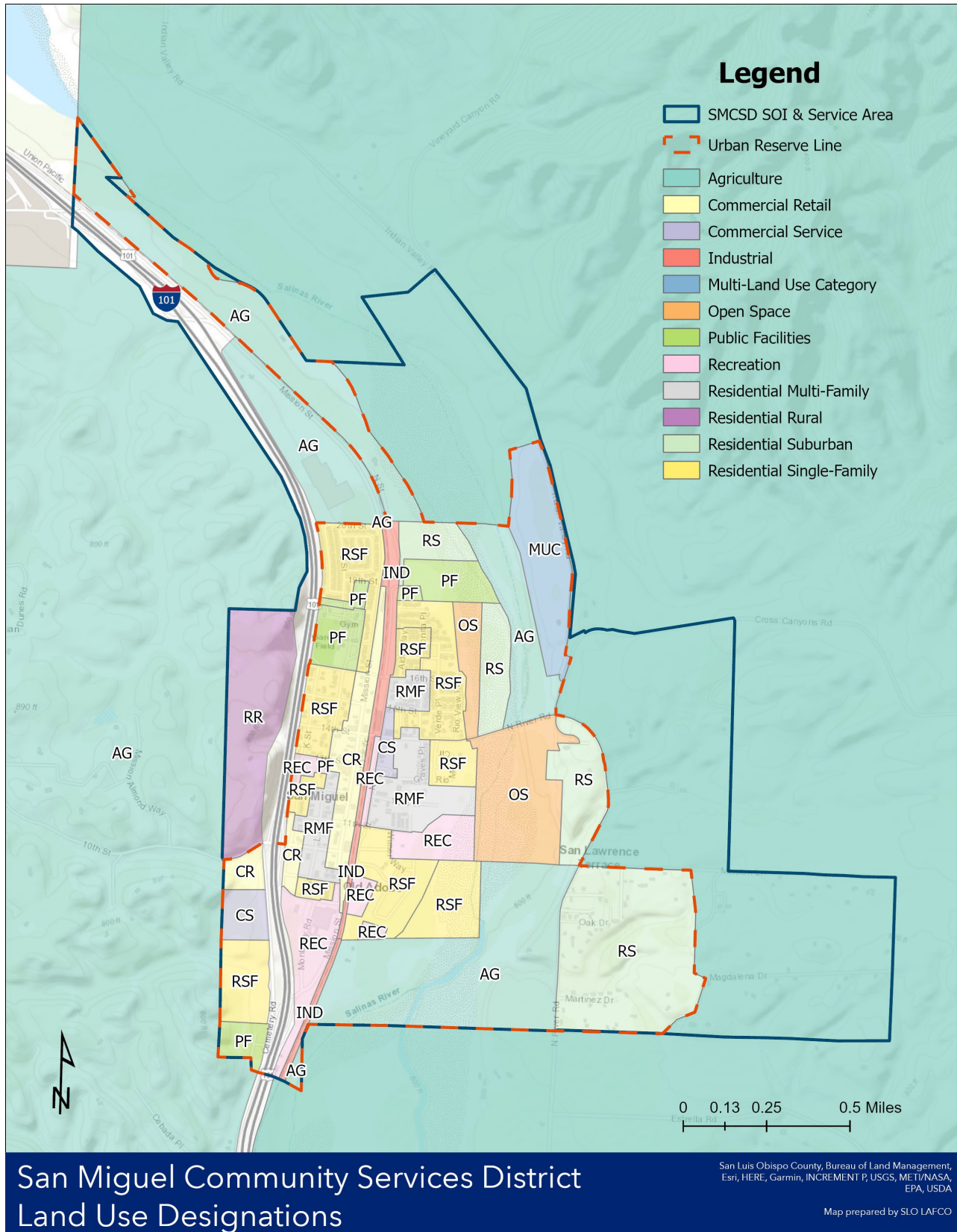
Land use within the District is subject to the San Miguel Community Plan which is part of and consistent with the County of San Luis Obispo's General Plan. Table 4 summarizes the different land use types within San Miguel Urban Reserve Line and the approximate acreage for each land use type. The County's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

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

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

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

Figure 2: San Miguel Community Services District Land Use Designations



Services & Capacity

Authorized Services

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

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

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

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

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

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

Water

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

Existing Water Supply

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

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

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

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

Table 5: SMCSD Average Historical Annual Production⁸

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

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

Water Treatment Facility

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

Water Storage

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

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

Table 6: Operational Storage Requirements

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

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

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

Table 7: Emergency Storage Requirements

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

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

Existing Water Demand

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

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

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

Table 8: Water Demand for Existing Conditions

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

Future Water Demand

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

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

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

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

Table 9: Future Water Demand

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

Wastewater

Wastewater Treatment Facility

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

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

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

Existing Wastewater Capacity

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

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

Table 10: Existing Wastewater Flow

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

Future Wastewater Capacity

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

Table 11: Projected Flow

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

Street Lighting

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

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

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

Fire Protection

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

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

Staffing & Personnel

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

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

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

Capital Facilities & Equipment

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

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

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

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

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

Service Delivery & Performance

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

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

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

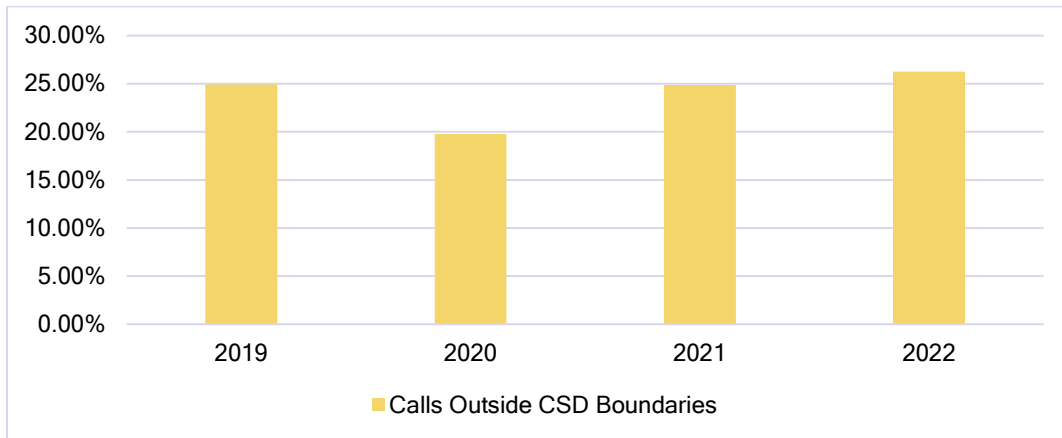
Zone	Average Travel	Average Dispatch	Average Turnout	Average Response
Casa Blanca Mobile Home Park	1:42	0:00	2:57	4:40
Camino Del Rio	2:25	1:50	2:47	7:02
CSD Limits	1:46	0:05	2:08	4:23
Jazzy Town	1:25	0:00	3:10	4:35
Lillian Larson School	2:00	0:00	1:07	3:07
Mission Heights	4:22	2:30	1:52	8:37
Mission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

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

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

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

Figure 3: Calls Outside SMCSD Boundary



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

Solid Waste

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

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

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

Shared Facilities

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

Opportunities for increased coordination may include:

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

Finance

District Budget

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

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

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

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

Table 13: Operating Expense

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

Revenues

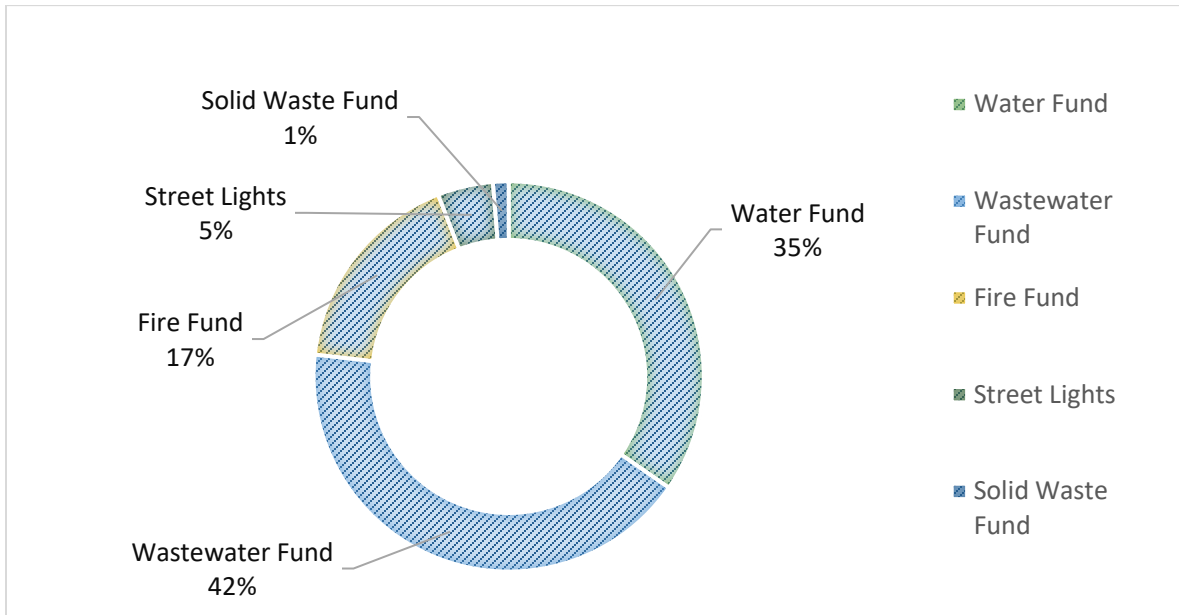
The District is funded by the five Fund categories listed above, each of those categories receives revenue from service fees, inspection fees, property taxes, interest, use of reserves etc. The total revenue amounts for the 5 most recent adopted budgets are documented in the table below:

Table 14: Revenue

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

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

Figure 4: Revenue Source



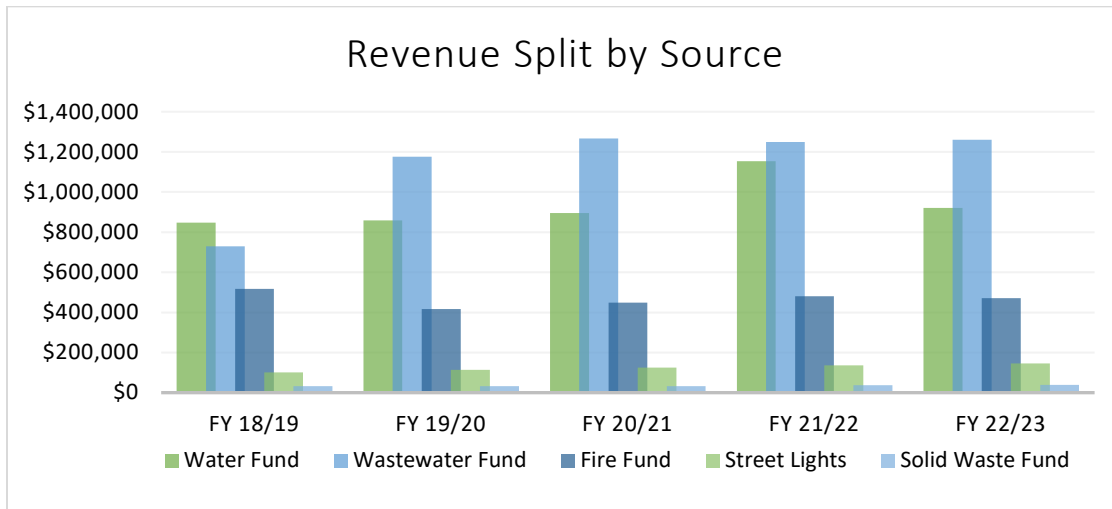
Revenue Trend Analysis

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

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

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

Figure 5: Revenue Split by Source



Financial Statements / Audits

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

Agency Assets

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

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

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

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

Table 15: Audited Assets

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

Agency Liabilities

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

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

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

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

Table 16: Audited Liabilities

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

Agency Net Position

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

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

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

Table 17: Audited Net Position

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

Financial Conclusions

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

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

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

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

DETERMINATIONS

Service Review Determinations per Government Code Section 56430

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

1. Growth and population projections for the affected area

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

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

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

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

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

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

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

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

4. Financial ability of agencies to provide services

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

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

5. Status of and, opportunities for, shared facilities

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

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

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

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

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

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

Sphere of Influence Determinations per Government Code Section 56425

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

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

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

APPENDIX

Sources

General

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

Accountability

1. SMCSD Website

Population Profile

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

Present and Planned Land Use

1. San Miguel Community Plan

Water Section

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

Wastewater

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

Fire

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

Finance

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

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

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

Thursday, October 19, 2023

RESOLUTION NO. 2023-05

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

The following resolution is now offered and read:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NAYS: NONE

ABSENT: COMMISSIONER ED WAAGE

ABSTAIN: NONE

The foregoing resolution is hereby adopted.



10/20/23

Debbie Arnold
LAFCO Chair

Date

ATTEST:

Rob Fitzroy 10/20/2023

Rob Fitzroy Date
LAFCO Executive Officer

APPROVED AS TO FORM AND LEGAL EFFECT:

Brian Pierik October 20, 2023

Brian Pierik Date
LAFCO Legal Counsel

Notice of Exemption

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

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

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

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

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


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

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

Exemption Status: (check one)

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

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



Rob Fitzroy, Executive Officer

10/23/23

Date

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

1. Growth and population projections for the affected area

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

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

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

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

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

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

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- c. **Street Lighting** | SMCSD is authorized to provide street lighting service as it is described in government code section 61100 (a). SMCSD provides street lighting services to the SMCSD through a contract with the Pacific Gas and Electric Company. The SMCSD also provides landscaping service to a limited area of the District. LAFCO determines that SMCSD has capability and capacity to adequately provide street lighting service.

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

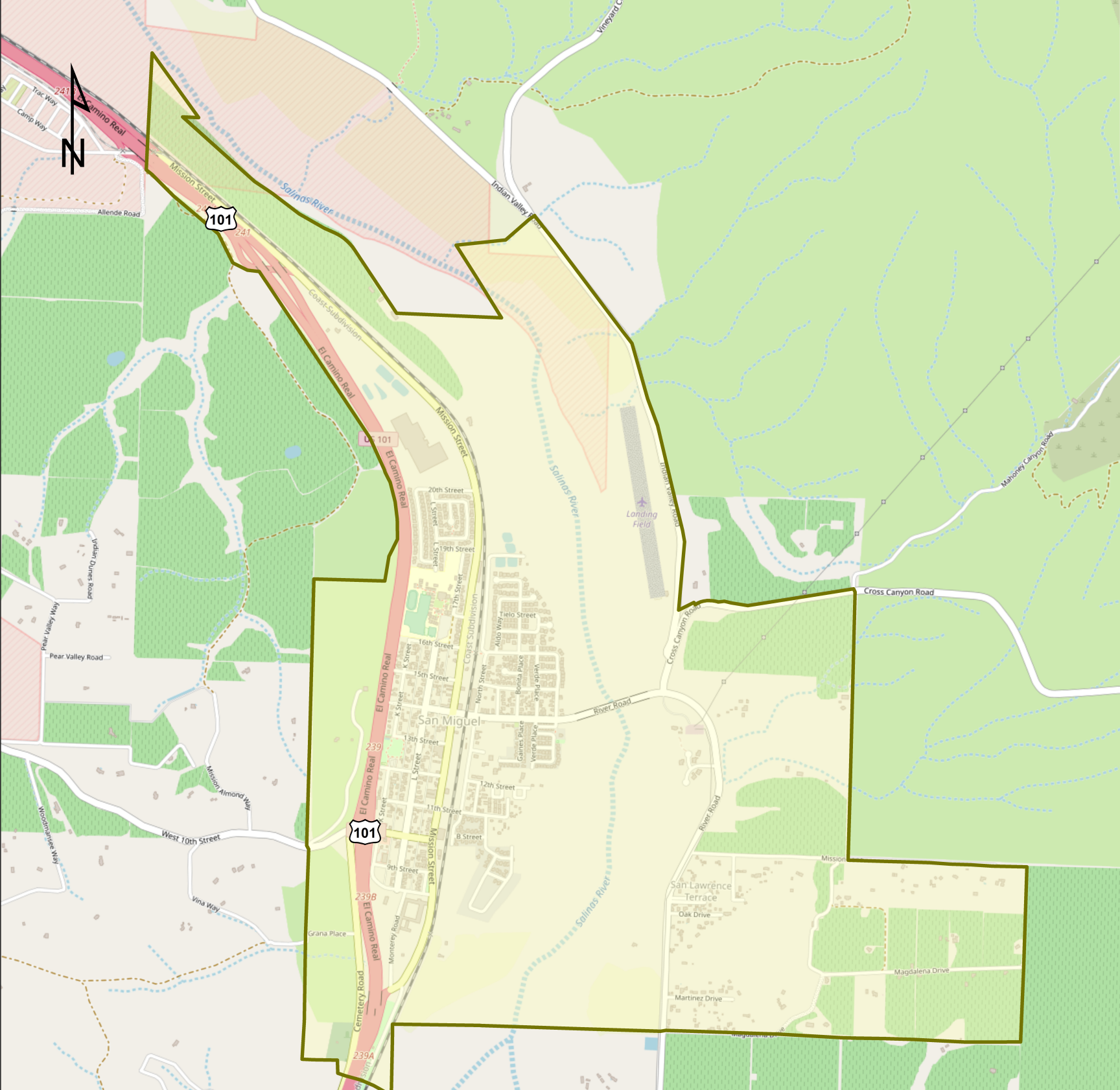
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- b. SMCSD’s net position has increased over the last 5-year audited period ending at \$9.778 million in FY 2020-2021 with a 5-year average of \$7.416 million. SMCSD is financially stable despite increasing costs and limited revenues. Franchise fees, water, and wastewater rates were last revised in 2022. SMCSD completed a new water rate study and is proposing to gradually phase in water rate increases over the next 5 years to support operating and maintenance needs and to provide funding for capital improvements. LAFCO determines that SMCSD is financially stable.
- 5. Status of and, opportunities for, shared facilities**
- a. The development of areas within the SMCSD service boundary may lead to shared infrastructure with the County; (i.e. roads and streets are a County function), Sheriff services, and parks and recreational facilities. The potential to create shared relationships for providing some services is suggested and may be appropriate when providing certain services.
 - b. At present, the distinction between District and County services with the service boundary is clear. Opportunities for increased coordination may include additional automatic aid and use of a County water tender from County Fire.
- 6. Accountability for community service needs, including governmental structure and operational efficiencies**
- a. SMCSD is governed by a five-member Board of Directors that are elected to four-year terms. Regularly scheduled monthly Board meetings are held and all meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting in accordance with the Brown Act.
 - b. SMCSD maintains an up-to-date website which contains District information, documents, and updates.
 - c. SMCSD considers current staffing levels inadequate to provide services within the District’s service area, with anticipated need for additional wastewater treatment facility operators and firefighters within the District.

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

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

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

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

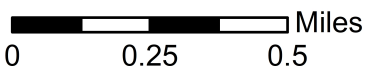


San Miguel Community Services District

LAFCO Boundaries

- Sphere of Influence
(Same as Service Area)
- Service Area

Latest SOI Approval: Oct 2023



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

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

January 23, 2025

AGENDA ITEM: 8.6

SUBJECT: Discuss Board Handbook Chapter 5 (C)(2) regarding printing Board Packets. **(Discuss and provide direction to the General Manager)** (Pg. 336-339)

SUGGESTED ACTION: Discuss Chapter 5 of the Board Handbook and options for the dissemination of Board Packets and other materials to Directors. Provide direction to the General Manager.

DISCUSSION:

At the December 2024 Board meeting, Directors Green and Sangster requested to discuss printed packets for Board members.

The Board Handbook, Chapter 5 (C)(2) Correspondence to Board Members, states *'Board packets will be provided to the Board through District email. Paper copies of Board Packets and other information will not be provided unless an exception is granted by the Board President or General Manager'*. This policy was implemented to reduce the cost of printing and preparing Board packets, as well as the waste that occurs when the packets are discarded.

The Board should discuss whether or not to; allow printing of packets for Board Members, authorize purchase of tablets for Board Members, or provide some other avenues to ensure that Board members have access to Board Packets and other requested information.

****Currently, most large files (reports, plans etc.) are included in the Board packet as links to the District website. However, the packets are consistently between 100 and 300 pages, December packet was 531 pages****

FISCAL IMPACT:

Financial Impact depends on Board direction.

If Board Handbook is amended - Staff and legal time to prepare and present changes for Board approval.

If printing is authorized - Estimated cost to print Board Packets is between \$20 and \$100 per month per Director (Potentially up to \$6,000 annually depending on the number of Directors requesting packets and overall packet size.)

If tablets are purchased - Cost will depend on type and quantity of tablets purchased. Potentially (for 5 tablets) as low as \$350 or as high as \$5,500.

PREPARED BY: Kelly Dodds

San Miguel
Community
Services District



Board Members'
Handbook

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Introduction & Overview

A. Purpose of San Miguel Community Services District Board Member's Handbook

The San Miguel Community Services District ("District") has prepared this Board Members' Handbook ("Handbook") to assist Board Members and other District Officials (collectively, "District Officials") by documenting accepted practices and clarifying expectations. This Handbook should serve as a reference on adopted practices and procedures pertaining to District Board of Directors ("Board") meetings, committee meetings or advisory groups, if any, provide an overview of District operations, Board powers and responsibilities, expected behavior and decorum from Board Members and other elected or appointed officials, and other related matters. The Handbook supersedes any other Handbooks which govern the Board, Committees, or Advisory Groups.

The Board of Directors (Board) is elected by the people of San Miguel and as such is the voice for the People who receive services from the District. The Board is committed to acting in the best interest of the people it serves.

B. Overview of Basic Documents

This Handbook is a summary of the important aspects of District Officials' activities. However, it cannot incorporate all materials and information necessary for understanding the business of District Officials. Many other laws, plans, and documents exist which bind the District Officials to certain courses of action and practices. A summary of some of the most notable documents which establish District Officials' direction is provided below.

1. California Government Code

The California Government Code is a compilation of legal codes enacted by the California State Legislature which collectively form the general statutory law of California. The Government Codes contain many requirements for the operation of local government and administration of public meetings throughout the state such as open meeting laws, also known as the Brown Act, which ensures public awareness of local body decisions which affect the community they live in. The District is a "Special District" which means it is organized in accordance with provisions of the California Government Code and it is bound by the state's general law.¹

2. Ordinances

An ordinance prescribes a permanent rule of conduct subject to the jurisdiction of the District and remains in effect until the ordinance is repealed. The Board

shall act by ordinance or resolution. All ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action is unanimous. All ordinances adopted by the Board shall be numbered consecutively, starting anew at the beginning of each fiscal year.

3. Annual Budget

The District's annual budget provides a description of District services and the resources used to provide services. The document contains a broad overview of the budget, as well as descriptions of programs offered within each division of the organization.

4. Emergency Operations Plan

The District maintains an emergency plan entitled "Emergency Operations Plan", which describes actions to be taken in periods of extreme emergency. The Emergency Operations Plan may be updated from time to time. The Board may be called upon during an emergency to establish policies related to the specific incident.

C. Orientation of New District Officials

It is important that new and incoming District Officials gain an understanding of the full range of services and programs provided by the District. As Board Members join the Board, or other District Officials join their respective committees, the General Manager is instructed to provide invitations for Members to tour facilities and meet with key Staff. At any time, if there are facilities or programs about which Board Members would like more information, arrangements will be made to increase awareness of these operations.

Basic Definitions:

1. Chair/Presiding Officer is the individual authorized by law or District Policy to oversee, direct and preside over the public meeting of the Board or any other District Committee.
2. District Official is any elected or appointed Member of the Board or District Committee established by resolution or Board policy.
3. Board of Directors is the legislative body of five (5) members who govern each district by establishing policies for the operation of the District. Each Board Member serves a term of four (4) years or until his or her successor qualifies and takes office.²

Chapter 2: Board—General Powers and Responsibilities

A. Board Authority

The Board is the unit of authority within the District. Board Members have no individual authority. As individuals, Board Members may not commit the District to any policy, act, or expenditure. Board Members do not represent any fractional segment of the community, but are part of the body, which represents and acts for the District as a whole. Routine matters concerning the operational aspects of the District are to be delegated to the professional District Staff Members.

B. Board Functions

Each Board Member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board Members shall take office at noon on the first Friday in December following their election.³ The Board approves the budget and determines the public services to be provided, as well as the taxes, fees, and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District.

Each Board Member shall not hold an incompatible office. Service on a municipal advisory council or area planning commission shall not be considered an incompatible office.⁴ Each Board Member shall hold office and discharge his or her duties with loyalty. Each Board Member shall attend all regular and special meetings of the Board, unless there is good cause.

No person shall be a candidate for the Board of Directors unless he or she is a voter of the District. All Members of the Board shall exercise their independent judgement on behalf of the interests of the entire District. A Member of the Board shall not be a compensated employee of the District.⁵

Board President and Vice-President Functions:

1. President

The President is to preside at all Meetings of the Board and perform such other duties consistent with the office as may be imposed by the Board. At Board Meetings, the President assists the Board in focusing on the agenda, discussions, and deliberations. The President does not possess any power of veto. As presiding officer of the Board, the President is to faithfully communicate the will of the Board majority in matters of policy. The President

is also recognized as the official head of the District for all ceremonial purposes. The Board shall select the President annually in December.

2. Vice-President

The Vice-President shall perform the duties of the President during the President's absence or disability. The Vice-President shall serve in this capacity at the pleasure of the Board.

C. Attendance Requirements

Each Board Member shall attend all Meetings of the Board unless he or she has an excused absence. For the purpose of this Chapter, an "Absence" includes failure to arrive during "Roll Call", leaving prior to "Adjournment", departure from a Board Meeting for more than thirty (30) minutes, or failure to attend an entire Board Meeting.

An excused absence may include:

- a. Illness of the Member, illness or death of a Member's spouse, domestic partner, parent, child, sibling, or dependent; or
- b. Board-related business; or
- c. Personal leave (limited to one per fiscal year); or
- d. Emergency; or
- e. Required military service; or
- f. Maternity or paternity leave; or
- g. Board consensus excusing such an absence.
- h. Employment scheduling conflict

A Board Member who has three (3) unexcused Absences for a period of three (3) consecutive months will result in a vacancy of his or her seat on the Board.⁶

1. Remote Attendance

Any Board Member who needs to remotely attend a public meeting must notify the Board at the earliest opportunity, up to and including the start of a regular meeting, of their need to participate remotely, including a general description of the circumstances necessitating remote attendance. The general description does not require the Board Member to disclose any medical diagnosis or disability, or any personal medical information.

Each member of the Board may only remotely attend a meeting for just cause twice in one calendar year. There is no restriction on the number of times remote attendance may be utilized for emergency circumstances; however, remote participation may not exceed more than three (3) consecutive months or twenty percent (20%) of the regular meetings for the District within a calendar year.

When remote attendance is requested pursuant to emergency circumstances, the Board must take action to approve the request at the earliest opportunity. If the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made, the Board may take such action at the beginning of the meeting. Additionally, the remotely attending Board Member must publicly disclose at the meeting, before any action is taken, whether any other individuals who are 18 years of age or older are present in the room at the remote location and the general nature of the member's relationship to such individuals.⁷

2. Required Sign-In Sheets

In order to receive his or her monthly stipend, Board Members will be required to sign in on two (2) separate occasions at each Board Meeting.

The sign-in sheet will be circulated at the "Call to Order" agenda item of the open session of the Board Meeting. The sign-in sheet will then be circulated during the "Board Comments" agenda item of the Board Meeting.

D. Appointment of General Manager and District Counsel

The Board appoints two (2) positions within the District organization: General Manager and District Counsel. Both positions serve at the will of the Board.

1. General Manager

The General Manager is an employee of the District and has an employment agreement which specifies terms of employment, including an annual evaluation by the Board. The General Manager shall be the administrative head of the District under the direction of the Board. He or she shall be responsible for implementation of policies established by the Board and supervision of district employees, facilities, and finances.⁸

2. District Counsel

District Counsel services will be provided by contract. The District Counsel attends all Board Meetings, as well as other meetings at the request of the Board as deemed necessary. The District Counsel is appointed and serves at the pleasure of the Board.

E. Role in Emergency

The Board has some extraordinary powers for the protection of persons and property within the District in the event of an emergency. The District maintains an "Emergency Operations Plan" by and which the role of Board Members and District Staff is identified.

F. Standing Committees

Currently the Board does not have any standing committees or advisory groups. In the event the Board elects to reestablish committees or advisory groups in the future, the Handbook will be revised to reflect the general powers and responsibilities for each committee or advisory group.

Chapter 3: Board Administrative Support

A. Requests for Research or Information

Board Members may request information or research from the General Manager on a given topic. All Board Member requests for research or information should only be directed to the General Manager and not directly to a District Staff Member. Requests for new information or policy direction will be brought to the full Board for consideration at a regular meeting. All written products will be provided to the full Board.

B. Inappropriate Actions

The Board has delegated to the General Manager the responsibility to discuss, on behalf of the full Board, any perceived or inappropriate action by a Board Member. The General Manager will discuss with the Board Member the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the General Manager will report the concern to the full Board.

Chapter 4: Board Member Finances

A. Board Member Compensation

Pursuant to Government Code section 61047, Board Members are authorized to receive up to One Hundred Dollars (\$100.00) per day of service, limited to six (6) days in one (1) month, and all other expenses incurred.

Board Members may waive their stipends as provided by state law⁹; however, they may not elect to assign their salary to any person or entity, including a charitable organization.

Per day of service means that compensation is limited to no more than One Hundred Dollar (\$100.00) stipend per day (i.e., a special meeting and a regular Board Meeting in the same day would be compensated with a single stipend payment for that day).

The following types of authorized functions are eligible for compensation:

1. Regularly scheduled Board Meetings.
2. One (1) special meeting a month.
3. One (1) special or informal work session or conference per month.
4. Emergency meetings of any duration.
5. Participation in a training program on a topic that is directly related to the District as assigned or approved by the Board. Members attending must deliver a written report to the Board of Directors regarding the Member's participation at the next Board of Directors' Meeting following the training program.
6. Board-appointed regional meetings that are not already reimbursed. Board Members attending must deliver a written report to the Board of Directors regarding the Member's representation at the next Board of Directors' Meeting following the public meeting or public hearing.
7. Participation in a scheduled Board retreat or Board training session.

Forfeiture of Stipend. A Board Member will not be eligible for a stipend under the following conditions:

1. For the relevant Board Meeting, if a Board Member fails to arrive for "Roll Call", leaves prior to "Adjournment", leaves for a period of more than thirty (30) minutes in the middle of that Board Meeting, or fails to attend the entire Board Meeting without a Board-approved excused absence.
2. No Board Member shall receive a stipend during a fiscal emergency. A fiscal emergency is defined as one of the following:

- a. Half of all departments are running negative budget balances for two (2) consecutive years;
 - b. At any time in which the total Operational Reserve for the District falls below fifteen percent (15%) of the Board approved, operational revenue budget OR operational expenditure budget for that period;
 - c. If the District declares bankruptcy; or
 - d. Existing departmental Staff are laid off due to budget problems.
3. Fails to complete the Statement of Economic Interest (Form 700).
 4. Fails to complete the required training within sixty (60) days of appointment. Compensation will be withheld until training is completed.
 5. Two (2) unexcused absences will result in a forfeiture of the Board Member's stipend for the remainder of the fiscal year.

Additional Requirements. As a condition of receiving Board stipends, the collective Board shall be required to undergo a yearly Board analysis.

Additional Compensation. Any future increases or changes to these rules that results in an increased fiscal impact to District shall be made through an ordinance pursuant to Government Code 61047(b) and shall be brought before the voters at a regularly scheduled election.

B. Expenditure Allowance

The annual District budget may include an expenditure allowance for expenses necessary for Members to undertake official District business. Eligible expenses include travel expenses, including meals for Board Members, and mileage reimbursement, which are made for District business.¹⁰ Expenses for Board Members shall be approved in advance by the Board. Donations to organizations are not eligible, nor are meals, for individuals other than Board Members.

C. Expenditure Guidelines

Any expense must be related to District affairs.¹¹ Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting.

District budgetary practices and accounting controls apply to expenditures within the District budget. Board Members should plan expenditures which will allow them to remain within the annual allocation. When exceptional

circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office, with receipts. Expenditure records are public information.

Chapter 5: Board Member Communications

A. Overview

Perhaps the most fundamental role of a Board Member is communication; communication with the public to assess community options and needs, and communication with Staff to provide policy directions and to gain an understanding of various policy alternatives. Because the Board performs as a body (that is acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking “for” the Board. Equally important, when Members are expressing personal views and not those of the Board, the public should be so advised. When responding to constituent requests or concerns, Board Members should respond to the individuals in a positive manner and route their questions to the General Manager.

B. Speaking “for the District”

When Board Members are requested to speak to groups or are asked the Board’s position on an issue, the response should reflect the position of the Board as a whole. Of course, a Board Member may clarify their vote on a matter by stating “While I voted against X, the Board voted in support of it.” When representing the Board at meetings or other venues, it is important that those in attendance gain an understanding of the Board’s position rather than that of an individual Member.

C. Correspondence to Board Members

1. Written correspondence to the Board from staff will be through secure District Email.
2. Board packets will be provided to the Board through District email. Paper copies of Board packets and other information will not be provided unless an exception is granted by the Board President or General Manager.

D. Correspondence from Board Members

1. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District’s position on policy matters to outside agencies on behalf of the Board. Individual Members of the Board will often prepare letters for constituents in response to inquiries or to provide requested information.
2. The following is the policy of the Board relative to official and non-official correspondence by Members of the Board:

- a. Board Members shall not write or send letters on District stationary or letterhead without Board approval.
- b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board Member.
- c. Board Members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board Members are encouraged to notify or send copies of said endorsement to the full Board.
- d. The Board policy is that it will not support individual political candidates but may vote to support or take stands on initiatives, measures, or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

E. Confidential Issues

Confidential issues, including anything which has been discussed in a closed session, shall not be disclosed to any member of the public, including the press. Violations are subject to civil action as discussed in Chapter 9: Open Meetings—Penalties and Applicability.

F. Local Ballot Measures

At times, ballot measures may be placed on the ballot that affect Board policy. There are restrictions regarding what actions the Board or individual Members may take on ballot measures under California law.

G. State Legislation, Propositions

The Board may be asked to take action on pending State legislation. The Board has adopted a practice of requiring analysis of bills prior to taking any official position. The analysis is to include a summary of the legislation's purpose and a listing of those entities both in support and against the proposed legislation.

H. Proclamations

Ceremonial proclamations are often requested of the District in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the District can make special recognition of an event (e.g., Recycling Week). As part of his or her ceremonial responsibilities, the President is charged with administration of proclamations. Individual Board Members do

not issue proclamations but may request that the President issue a proclamation.

Chapter 6: District Officials—Conflicts & Liability

A. Conflict of Interest

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. Elected officials' home addresses or telephone numbers are not to be posted or provided without written permission of the official.

At any time if a District Official believes that a potential for conflict of interest exists, he or she is encouraged to consult with the District Counsel, or private legal counsel, for advice. Staff may also request an opinion from the District Counsel regarding a District Official's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties or fines, including criminal prosecution. While not inclusive, a general summary of conflict rules has been prepared and appears below.

There are several laws that govern conflicts of interest for public officials in California – the Political Reform Act and Government Code sections 1090 and 87105 (<http://leginfo.legislature.ca.gov/faces/codes.xhtml>). In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before said official. Government Code section 1090 prohibits a public official from being interested in government contracts; Government Code section 87105 requires a public official who has a conflict of interest to publicly announce the conflict, recuse himself or herself, and leave the room until after the discussion and voting on the matter is complete.

B. Political Reform Act

The Political Reform Act prohibits public officials (including elected officials such as District Board Members) from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a disqualifying conflict of interest. Therefore, if a Board Member has a conflict of interest, the Member must disqualify himself or herself from acting on, or participating in, the decision before the District. During that discussion, the Board Member must leave the area where the discussion is taking place.

A Board Member has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally on one (1) or more of the economic interests of the public official or a member of the public official’s immediate family.”¹²

Economic interests include interests in businesses worth Two Thousand Dollars (\$2,000) or more, interests in real property, both ownership and leases, worth Two Thousand Dollars (\$2,000) or more, a source of income in an amount of Five Hundred Dollars (\$500) or more within one (1) year of the decision, and gifts of Five Hundred and Twenty Dollars (\$520¹³) or more provided to or received within one (1) year of the decision.¹⁴

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more in fair market value.¹⁵ If a Board Member has a pro rata share interest in real property, in which the Board Member or immediate family Member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.¹⁶

Board Members are also prohibited from knowingly accepting, soliciting, or directing a contribution of more than Two Hundred Fifty Dollars (\$250) from any party (or their agent) while a proceeding involving a license, permit or entitlement is pending before the district and for twelve (12) months following the date a final decision is rendered. If a Board Member accepts more than \$250 prior to rendering a decision, they shall disclose that on the record of the proceeding and recuse themselves from participating in the decision-making. However, if the Board Member returns the contribution within thirty (30) days from the time the Member knew or reasonably should have known of the contributions, the Member shall be permitted to participate in the proceedings.¹⁷

Determining whether a Board Member has a disqualifying conflict of interest is very complicated and fact specific. Please contact the District Counsel if you suspect that you may have a conflict of interest.

A Board Member who believes they may have a conflict of interest must take the following steps:¹⁸

- 1. Publicly identify the financial interest.**

This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.

2. Recuse yourself from both the discussion and the vote on the matter.

Recusal applies to all proceedings related to the matter.

3. Leave the room until the matter has been completed.

The matter is considered complete when there is no further discussion, vote, or any other action.¹⁹

Exceptions: if the matter is on the consent calendar, recusal is not required. Additionally, if the individual with the conflict wants to speak during public comment, he or she may do so as a private citizen. However, this is the only time he or she may be in the room while the matter is being considered.

C. Government Code Section 1090

Government Code section 1090 is similar to the Political Reform Act, but it applies only to District contracts in which a public official has a financial interest. The financial interests covered by Government Code section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the District from entering into the contract at all. In addition, the penalties for violating Government Code section 1090 are severe. If a District Official believes that he or she may have any financial interest in a contract that will be before the Board, the District Official should immediately seek advice from the District Counsel or the District Official's personal attorney.

There are a number of other restrictions placed on Board actions, which include prohibitions on secrecy and discrimination, as well as assurance that all District funds are spent for public purposes. Violations of these restrictions may result in a personal liability for individual District Officials.

D. Conflict of Interest Forms

Annual disclosure statements are required of all Board Members and senior Staff. These disclosure statements indicate potential conflicts of interest, including sources of income, ownership of property, and receipt of loans and gifts. Board Members often serve on the governing board of other local agencies as a result of appointment or delegation through the Board. These agencies will also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property, among other items.

E. Ex Parte Communications

All Board Members may have "ex parte" communications—meaning communications outside the meeting forum. However, such communications should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the District Official in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself, or others. This

guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 9 of this Handbook and provides more detail as to Board Members' obligations under California State law.

F. Liability

The District offers a variety of services and may often find itself subject to legal actions through lawsuits. The District must always approach its responsibilities in a manner which reduces risk to all involved. However, with such a wide variety of high-profile services (e.g., fire, utilities), risk cannot be eliminated.

The District belongs to the Special District Risk Management Association to manage insurance and risk activities. When claims are filed against the District, they are sent to the District's claims examiner to review and make recommendations. Unless there is a clear liability on the part of the District, the claim will normally be recommended for denial. The claim is placed on the District agenda for rejection, but will only be discussed in closed session if the Board desires. The Board should be careful discussing details of a claim or lawsuit outside of closed session.

It is important to note that violations of certain laws and regulations by individual District Officials may result in that official being personally liable for damages which would not be covered by the District's insurance. Examples may include discrimination, harassment, sexual assault, or fraud.

G. AB 1234 Training

California State law requires any compensated member of a legislative body to receive two (2) hours of ethics training in general ethics principles and ethics law within twelve (12) months of their first date of service and then every two (2) years thereafter.²⁰

H. AB 1661 Training

California State law requires local agency officials to receive two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.²¹

I. Tracking Board Member Training

Board Member(s) who fail to complete the required training within the specified timeframe will be placed on each subsequent regular Board Member agenda to discuss which Board Member(s) is out of compliance and upcoming opportunities to bring them into compliance. Additionally, the Board Member(s) will forfeit his/her stipend consistent with the rules set forth in Chapter 4(A)(a).

Chapter 7: District Officials—Interaction with Staff and Officials

A. Overview

Board policy is implemented through District Staff. Therefore, it is critical that the relationship between the Board and Staff be well understood by all parties so policies and programs may be implemented successfully. To maintain effective relationships between the Board and Staff, it is important that roles are clearly recognized.

B. Board-Manager Relationship

1. Employment Relationship Between the Board and the General Manager

This relationship honors the fact that the General Manager is the chief executive officer of the District. The Board should avoid situations that can result in District Staff being directed, intentionally or unintentionally, by one (1) or more Members of the Board. Regular communication between the Board and the General Manager is important in maintaining open communications. All dealings with the General Manager, whether in public or private, should respect the authority of the General Manager in administrative matters. Disagreements should be expressed in policy terms rather than in terms that question satisfaction with or support of the General Manager.

2. Evaluation

The Board is to evaluate the General Manager on an annual basis and pursuant to the terms of the General Manager's contract with the District.

3. Open Communication

As in any professional relationship, it is important that the General Manager keep the Board informed. The General Manager respects, and is sensitive to, the political responsibility of the Board and acknowledges that the final responsibility for establishing the policy direction of the District is held by the Board. The General Manager encourages regular one on one meetings with Board Members to provide information on various issues before the Board.

4. Staff Roles

The Board recognizes the primary functions of Staff as executing Board policy and actions taken by the Board and in keeping the Board informed. Staff is obligated to take guidance and direction only from the Board as a whole through the General Manager or from the appropriate management supervisors. The Board is discouraged from instructing Staff directly, but should instead submit any requests to the General Manager or District Counsel. Further, any

comments or concerns from the Board should be communicated to the General Manager or District Counsel. Staff is directed to reject any attempts by individual Members of the Board to unduly direct, or otherwise pressure, them into making, changing, or otherwise influencing recommendations.

District Staff will make every effort to respond in a timely and professional manner to all requests made by the General Manager on behalf of an individual Board Member for information or assistance, provided that the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to Staff through the direction of the full Board.

C. General Manager Code of Ethics

The General Manager is subject to a professional code of ethics from his or her professional association. These standards appear in Appendix A of this Handbook, the International City/County Management Association (“ICMA”) Code of Ethics. It should be noted that this code binds the General Manager to certain practices which are designed to ensure actions are in support of the District’s best interests. Violations of such standards can result in censure by the professional association.

D. Board-District Counsel Relationship

1. District Counsel

The District Counsel is the legal advisor for the Board, the General Manager, and department heads. The District Counsel will keep the Board apprised of current, relevant court rulings and legislation as it pertains directly to District business or litigation.

2. District Counsel Legal Responsibilities

The general legal responsibilities of the District Counsel are to:

- a. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- b. Represent the District’s interest, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings;
- c. Prepare ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes for which they are prepared; and
- d. To keep the Board and Staff apprised of court rulings and legislation affecting the legal interest of the District.

3. District Counsel Representation

It is important to note that the District Counsel does not represent individual Board Members but the Board as a whole.

E. General Manager-District Counsel Relationship

The District Counsel provides legal support and advice to the General Manager to assist him or her in implementing Board policies and exercising his or her authority as the chief executive officer of the District. The District Counsel also keeps the General Manager apprised of current relevant court rulings and legislation. It is important to note that the District Counsel represents the Board and the District as a whole, not the General Manager, Board Members, or individual residents of the District. The District Counsel may share confidential information obtained from the General Manager with the Board if necessary to protect the best interests of the District and vice versa.

1. District Officials

In order to manage the costs of legal services, the Board must meet and discuss in closed session and a quorum of Board Members must agree that an individual Board Member may contact District Counsel on any matters which would cause District Counsel to undertake legal research and analysis in order to provide an opinion or guidance to the member. This does not apply to any perfunctory inquiries or ministerial matters where the Board Member contacts District Counsel. The Board President need not seek nor obtain Board approval to confer with District Counsel on any matter which he or she deems necessary or in circumstances where Counsel reaches out to the President in order to facilitate the appropriate performance of District or Board business.

F. Access to Information and Communications Flow

1. Objectives

It is the responsibility of Staff to ensure Board Members have access to information from the District and to ensure such information is communicated completely and with candor to those making the request. However, Board Members must avoid intrusion into those areas that are the responsibility of the Staff. Individual Board Members shall not intervene in Staff decision-making, the development of Staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect Staff from undue influence and pressure from individual Board Members and to allow Staff to execute priorities given by the General Manager on behalf of the Board as a whole, without fear of reprisal.

2. Board Roles

The full Board retains power to accept, reject, amend, influence, or otherwise guide and direct Staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the performance of District business. Individual Members of the Board shall not make direct attempts to pressure or influence Staff decisions, recommendations, workloads, schedules, and department priorities. If a Board Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of Staff, that Member must prevail upon the Board to do so as a matter of Board policy. Board Members also have a responsibility of information flow. It is critical that they make extensive use of Staff reports, Committee reports, and committee minutes. Board Members should come to meetings prepared—having read the board agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from Staff, via the General Manager, if necessary.

3. Access to Information

Individual Board Members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of Staff and shall receive the full cooperation and candor of Staff in being provided with any requested information. Any request for information shall be directed to the General Manager. The General Manager or District Counsel will pass critical information to all Board Members. The Board will always be informed by the General Manager or District Counsel when a critical or unusual event occurs about which the public would be concerned.

There are limited restrictions when information cannot be provided. Draft documents (e.g., Staff reports in progress) are under review and not available for release until complete and after review by District management. In addition, there are legal restrictions on the District's ability to release certain personnel information even to Members of the Board. Confidential personnel information also has restrictions on its ability to be released. Any concerns Board Members may have regarding the release of information, or the refusal of the General Manager to release information, should be discussed with the District Counsel for clarification.

G. Dissemination of Information

In cases where a Staff response to an individual Board Member request involves written materials which may be of interest to other Board Members, the General Manager will provide copies of the material to all other Board Members. In making this judgment, the General Manager will consider whether the

information is significant, new, otherwise not available to the Board, or of interest to the Board.

H. Restrictions on Political Involvement by Staff

Local governments are non-partisan entities. Staff formulates recommendations in compliance with District policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of Staff in any level of political involvement through campaigns, fundraisers, or other means.

1. Staff Members

By working for the District, Staff Members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and general employees.

2. Management Staff

The General Manager strongly discourages any involvement in local campaigns, even while on personal time. Such involvement erodes the tenet that Staff are to provide an equal level of service to all Members of the Board.

3. General Employees

These employees have no restrictions while off the job; however, no participation in campaigns or other activities may take place while on the job. No District resources may be used by Staff in support of any campaign. Even while off the job, no employee may participate in campaigns or other political activities while in District uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the Board in these matters is requested. A Board Member asking Staff to sign petitions or similar items can create an awkward situation.

I. General Conduct Expectations

Board Members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board Members, the public, and District Staff while in Board Meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Board Members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board Members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Board Meetings and community Meetings.

Social media sites are not to be used as mechanisms for conducting official District business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing, and discussing items of legal or fiscal significance that have not been previously released to the public. Officials' social media site(s) should contain links directing users back to the District's official website for in-depth information, forms, documents, or online services necessary to conduct official District business. Officials will not post or release proprietary, confidential, or sensitive information on social media websites.

Board Members must conduct themselves in a respectable manner so as not to damage the prestige of his or her elected title. In the performance of their official duties and in public, they should refrain from any form of conduct which may cause any reasonable person unwarranted offense or embarrassment.

Board Members will be provided District e-mail addresses. Board Members shall not use his or her personal e-mail address for District-related matters.

Chapter 8: Leaving Office

A. Filling Board Vacancies

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.²² A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.²³ Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

1. Appointing a New Member

If the Board wishes to appoint a new Member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.²⁴ Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.²⁵

2. Special Election

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.²⁶ The election shall be held on the next established election date, as long as it is at least one hundred thirty (130) days after the call of the election.²⁷

3. Intervention by the Board of Supervisors

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.²⁸ If the County Board of Supervisors calls for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.²⁹

B. Conflicts of Interest While Leaving Office

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of the official's departure from office or employment.³⁰ However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

PART II: BOARD PROCEDURAL GUIDELINES

Chapter 9: Open Meetings—Brown Act

A. Policy

1. Introduction

The Board shall hold a regular meeting at least once every three (3) months in compliance with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the "Brown Act").³¹

2. Penalties and Applicability

The intent of the Brown Act is to ensure that deliberation and actions of local public agencies are conducted in open and public meetings.

a. Penalties.

The law provides for misdemeanor penalties for Members of a body who violate the Brown Act.³² Violations are also subject to civil action.³³

b. Applicability.

The Brown Act applies to the Board, committees, and ad hoc committees that advise the Board. Staff cannot promote actions which would violate the Brown Act.

B. Meetings

1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (three (3) or more Members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three (3) Board Members attend.³⁴ Social functions do not fall under the Brown Act unless District business is discussed.

2. Serial Meetings

These can take place, and are prohibited by the Brown Act, when any Member of the Board or District Staff contact more than two (2) Board Members for the purpose of deliberating or acting upon an item pending before the Board (does not apply to the public or media). Correspondence that merely takes a position on an issue is acceptable.

C. Procedure

The following procedure shall be followed:

a. Posting the Agenda

Agendas for regular Meetings must be made available seventy-two (72) hours in advance of the Meeting in the District's office and must include the following:

- i. Time and location of the Meeting.
- ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the public and should include the contemplated Board action.
- iii. Public comments section. A section providing an opportunity for Members of the public to address the Board. (The public comments portion of the agenda meets this requirement.)
- iv. Identification of the starting page number for supporting documentation provided in the complete agenda for each and every agenda item.

b. Agenda Items

Requests for items to appear on the Board's regular meeting agenda shall be presented to the General Manager, or his or her designee, in writing no later than 4:30 p.m., two (2) weeks prior to the meeting date.

Requests for items to appear on a future meeting agenda, made during a Board meeting, shall be made during Board comment and be supported by at least two (2) members of the Board.

D. Actions

No action can be taken on any item not appearing on the posted agenda, except as set forth in Government Code section 54954.2.

E. Ex Parte Communication

Board Members who have ex parte communications with a party that appears before them at the Meeting, should disclose that he or she had ex parte communication with the party. This can be done by stating that the Board Member had ex parte communication with a party, at a time in the meeting when the item is discussed.

Any written ex parte communication received by a District Official in a matter when all interested parties should have an equal opportunity for a hearing, shall be made a part of the record by the recipient.

Further information pertaining to ex parte communication can be found in Chapter 6, subsection E of this Handbook.

Chapter 10: Board Meetings

A. Board Meetings

1. Regular Meetings

Regular Meetings of the Board shall be held the fourth Thursday of each month, whereby the regular Meeting will commence at 7:00 p.m., with closed session to follow the regular meeting. Meetings will be held at the San Miguel Fire Station located at 1150 Mission Street, San Miguel, California.

a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District and upon such election, shall give public notice of the change of location in accordance with provisions of the Government Code.³⁵

b. Location During Local Emergency

If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the Meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or the General Manager.³⁶

c. Holidays

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be held on the next regular business day at the regular time and place or at such other time as shall be determined and noticed by the Board.

2. Special Meetings & Emergency Meetings

Special Meetings and Emergency Meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.³⁷

Notice for a Special Meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board Members. The call and notice shall specify the time and place of the Special Meeting and the business to be transacted or discussed. The call and notice shall be posted at least twenty-four (24) hours prior to the Special Meeting in a location that is freely accessible to members of the public. Written notice to all Board Members can be waived if the majority of the Board declares an emergency situation which requires the District to act immediately to preserve public peace, health, and safety over the District.³⁸

3. Adjourned Meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.³⁹

At 10:00 p.m., the Board may finish a pending agenda item, but then must adjourn the meeting to the next regularly scheduled meeting, or to a special meeting. The Board, by a unanimous vote, may vote to finish the remaining agenda items past the 10:00 p.m. deadline.

4. Closed Session

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by state law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.⁴⁰

a. Time Limit

Closed session will be held following the regular or special meeting agenda; closed session items are to be agendaized and the order for their consideration is specified in the agenda. A special meeting may be held for the purpose of discussing closed session items as long as all items are agendaized and all noticing requirements are met.

5. Cancellation of Regular Meetings

Any meeting of the Board may be canceled in advance by a majority of the Board.

6. Quorum⁴¹

A majority of the Board constitutes a quorum for transaction of business. However, a motion must pass unanimously if only three (3) Board Members attend. Less than a majority may adjourn from time to time and compel attendance of absent Members in the manner and under the penalties prescribed by resolution. If all Board Members are absent from any regular meeting, the General Manager shall declare the meeting adjourned to a stated day and hour. The General Manager shall cause a written notice of the adjournment to be delivered personally to each Board Member at least three (3) hours before the adjourned meeting.

7. Chair⁴²

The President shall preside over all Board Meetings. The President shall have the authority to preserve order at all Board Meetings, to call for the removal of any person or persons from any meeting of the Board for disorderly conduct, to

interpret and enforce the procedural guidelines of the Board, and to determine the order of business under the guidelines of the Board.

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.⁴³

b. President & Vice President Absence

When the President and Vice President are absent from any meeting of the Board, the Board Members present may choose another Member to act as President and that person shall, during that meeting, have the duties of the President. Upon the arrival of the President or Vice President, the acting President shall relinquish the chair at the conclusion of the business before the Board.

c. Presiding Officer

The Presiding Officer for any District appointed or created committees and boards shall preside over public meetings of such committees and boards.

8. Attendance by the Public

Except as specifically provided by law for closed sessions,⁴⁴ all meetings of the Board shall be open to the public in accordance with the terms, provisions, and exceptions consistent with state law.⁴⁵

9. Action Minutes

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board and reflect the names of public speakers.⁴⁶

10. Recordings of Meetings

Audio/ Video recordings of proceedings shall be made and shall be maintained by the General Manager, or his or her designee for a term defined by law or District policy.⁴⁷

B. Policy Decision-Making Process

1. Ad-Hoc Committees

The President shall appoint such ad-hoc committees as may be deemed necessary or advisable by the Board. Ad-hoc committees are formed on an as-needed basis with a clearly defined purpose and term. The duties of an ad-hoc committee shall be outlined at the time of appointment, and the committee shall dissolve when its final report has been made.

2. Town Hall or Community Meetings

Such meetings may be held by an individual Board Member and are not considered official governmental committees or Board Meetings. Town hall or community meetings do not require formation or appointment by the President or Board. The Board Member shall disclose this fact at their town hall meeting(s). To avoid possible Brown Act violations, only two (2) Board Members may participate in the discussion at a town hall or community meeting.

Chapter 11: Order of Business

A. General Order

The business of the Board at its Meetings will generally be conducted in accordance with the following order of business, unless otherwise specified. A closed session may be held at any time during a meeting consistent with applicable law.

1. CALL TO ORDER (approximately 6:00 p.m.)

2. ROLL CALL

The General Manager, or his or her designee, shall call the roll of the Board Members. The roll shall be called randomly, except that the name of the President shall be called last. The names of each Board Member shall be called on each roll call whether they are present or absent and shall be entered into the minutes.

3. APPROVAL OF AGENDA

A motion should be made to approve the agenda for the current Meeting. Should a Board Member wish to remove an item from the consent calendar for separate discussion, any Board Member may do so during the approval of the agenda or during the approval of the consent calendar.

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT (NON-AGENDA ITEMS)

6. SPECIAL PRESENTATIONS/PUBLIC HEARINGS

All special presentations and public hearings will be calendared and coordinated through the President or the General Manager. The guidelines for conducting public hearings are discussed below at subsection B of this Chapter.

7. STAFF REPORTS/COMMITTEE REPORTS

1. San Luis Obispo County
2. Camp Roberts – Army National Guard
3. Community Service Organizations
4. General Manager
5. District General Counsel
6. Director Utilities
7. Fire Chief

8. AGENDA

a. Consent Calendar

All matters listed under the consent calendar are considered by the Board to be routine and will be acted upon in a single motion. Separate discussions of these items may be requested by a Board Member or Staff Member prior to the time the Board considers the motion to adopt. A member of the public may not pull an item from the consent calendar.

Agenda items requested for removal from the consent calendar by Board Member or Staff will be considered at the beginning of the "Staff/Committee Reports" section of the agenda. A Board Member may vote "no" on any consent item without comment or discussion. Any substantive Board comments, questions, or discussion on an item will require removal of the item from the consent calendar.

9. BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

10. BOARD COMMENTS

This section is intended for Board Members to make brief announcements, request information from Staff, request future agenda item(s) and report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

11. CLOSED SESSION (IF NECESSARY)

- a. The Board meets from time to time in closed sessions which are duly held Meetings, or a portion thereof, at which certain actions may be taken and are not open to public and news media. Matters discussed in closed sessions are considered confidential and include:
 - i. Meeting the local agency's designated representatives regarding salaries or compensation paid for in the form of fringe benefits for represented and unrepresented employees⁴⁸
 - ii. License/permit determination
 - iii. Conference with real property negotiators
 - iv. Existing/anticipated litigation
 - v. Liability claims
 - vi. Security threat to public service or facilities
 - vii. Public employee appointment
 - viii. Public employment
 - ix. Public employee performance evaluations
 - x. Public employee discipline, dismissal or release

- xi. Conference with labor negotiators
- xii. Case review/planning
- xiii. Trade secrets
- xiv. Hearings
- xv. Charge or complaint involving information protected by Federal law
- xvi. Conference with joint powers agency
- xvii. California State audits⁴⁹

The Board must adhere to the time limits for closed session in order to begin the regular meeting in a timely manner. If the Board does not conclude the closed session in the required timeframe as set forth in the agenda, the Board will temporarily conclude the closed session meeting until the close of the regular meeting.

12. CALL TO ORDER FOR REGULAR BOARD MEETING/REPORT OUT OF CLOSED SESSION

13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

The following is the preferred sequence of the decision-making process:

- a. Announce business item;
- b. Review Staff report;
- c. Board comment and discussion;
- d. Hear public comment;
- e. Board comment and discussion;
- f. Present motion;
- g. Second;
- h. Roll call or voice vote; and
- i. Announcement of the decision.

C. Action on Agenda Items

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board Meeting unless an exception is made as permitted by the Government Code.⁵⁰

D. Items Placed on Written Agenda

Items of business shall be placed upon the written agenda prior to the deadline announced, or observed for the preparation thereof, at the request of the General Manager or the District Counsel.

Any Member of the Board may place an item on a future agenda by making a formal request to the General Manager at a Meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable based on the Staff time and research necessary to prepare the item for Board consideration.

E. Items from the Board, General Manager, or District Counsel

These sections of the agenda provide the opportunity for brief comment on the District business, District operations, District projects, and other items of general interest.⁵¹

F. Public Hearings

1. General Procedure

The Board may, at its discretion or in compliance with applicable law, call a public hearing on any subject within its purview. The Board procedure for the conduct of public hearings is generally as follows:

a. The Staff Presents its Report

After the President/Chair announces the item as it appears on the agenda, District Staff will give a presentation to the Board and the public on the Staff report prepared for the matter.

b. Initial Questions to Staff by the Board

Prior to opening up a public hearing on a matter, Board Members may ask questions of Staff, or third-party consultants, regarding the Staff report and the item.

c. President/Chair Opens the Public Hearing:

i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.

ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:

1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.

2. Board Questions of Speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the President/Chair.
3. Public Oral Presentations. All Board guidelines pertaining to oral presentation by members of the public apply during public hearings. These guidelines are discussed in this Handbook in Chapter 13: “Addressing the Board.”
4. Materials for Public Record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence. Materials shall be submitted to the General Manager for distribution to the board, and for the record.
5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair but may be appealed to the full Board.
 - a. The applicant or appellant is given an opportunity for rebuttal or closing argument.
 - b. The public input portion of the public hearing is closed.

d. Questions and Discussion from the Board

Board Members should not express their opinions on an item prior to the close of the public hearing, as the Board Members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with Staff, or those Members of the public testifying to an opinion, until after all testimony has been received.

Any Board Member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the minutes. If the dissenting Board Member desires such dissent or protest to be entered into the minutes, this should be made clear by language such as “I would like the minutes to show that I am opposed to this action for the following reasons...”

e. Board Decision Occurs

Once the Board completes its discussion of the matter, a Board Member may make a motion to take action on the item. A Board Member may also make a motion to table, amend, substitute, postpone, or continue the matter,

pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the Meeting, the motion shall be deemed to have failed.

The President/Chair, General Manager, or Board Clerk will announce the final decision of the Board.

2. Time for Consideration

Matters noticed to be heard by the Board will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made.

3. Continuance of Hearing

Any hearing being held, noticed, or ordered to be held by the Board at any Board Meeting may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing.

4. Communications and Petitions

Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the President/Chair. A reading in full shall take place where a majority of the Board votes to have that correspondence read into the record.

5. Ex Parte Contacts

Should a Board Member, and one (1) or more members of the public, make contact outside of the hearing process regarding a matter which is, or may be, before the Board for a quasi-judicial hearing, as soon as the Board is informed that the matter will come before it as a quasi-judicial hearing, that Board Member must disclose the substance of the contact and the names of the parties on the record at the beginning of the Board's quasi-judicial hearing. Visits by Board Members to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Board's quasi-judicial hearing.

6. Resolutions

A resolution is generally adopted by the Board to deal with temporary or special matters, such as when the Board makes only a factual determination or certification that certain necessary conditions or requirements set by statute have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e., amount of processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the General Manager or the Board Clerk.

7. A resolution may be sponsored by two (2) Directors for consideration by the remainder of the Board. Sponsored Directors will present a written presentation explaining the proposed resolution to the General Manager no later than 4:30 p.m. three (3) weeks prior to the next scheduled meeting date, so that it may be placed in the agenda packet for the upcoming Board meeting, for direction and consideration from the Board as a whole and for Public Comment. Once direction is given by consensus of the Board, the Directors shall present the written resolution to the General Manager no later than 4:30 p.m. three (3) weeks prior to the next scheduled meeting date so that it may be placed in the agenda packet for the upcoming Board meeting.

8. Voting & Publishing Requirements for Resolutions and Ordinances

a. Voting

All resolutions require a recorded majority vote of the total Membership of the Board.⁵² Resolutions shall be signed by the President, attested by the General Manager and to form by Legal Counsel.

b. Publishing

Ordinances take effect thirty (30) days after their final passage unless they meet an exception.⁵³ Within fifteen (15) days after its passage, the Board clerk shall cause each ordinance to be published at least once with the names of the Board Members voting for and against the ordinance, in a publication circulated in the District. Cost of publication shall not exceed the customary rate charged for private legal notices.⁵⁴

Chapter 12: Guidelines of Conduct

A. General Procedures

It is the policy of the Board not to become involved in the protracted discussion over parliamentary procedure. Consistent with any statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing, not otherwise provided for herein, may be determined by the President/Presiding Officer, subject to appeal to the full Board.

B. Authority of the President/Presiding Officer

Subject to appeal to the full Board, the President/Presiding Officer shall have the authority to prevent the misuses of motions, the abuse of any privilege, or obstruction of the business of the Board, by ruling any such matter out of order. In so ruling, the President/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.

C. President to Facilitate Board Meetings

The Board delegates the responsibility and expands the role of President/Presiding Officer to include the facilitation of Board Meetings. In the role as facilitator, the President/Presiding Officer will assist the Board to focus on their agenda, discussions and deliberations.

D. Board Deliberation & Order of Speakers

The President/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the President/Presiding Officer.

E. Limit Deliberation to Item at Hand

Board Members will limit their comments to the subject matter, item, or motion being currently considered by the Board.

F. Length of Board Comments

Board Members will govern themselves as to the length of their comments or presentations. The Board delegates to the President/Presiding Officer the responsibility to assist the Board by signaling if a Board Member has been speaking for an excessive time period. Comments from Board Members are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

G. Limitations of Debate

Board Members will be allowed to speak once before the President/Presiding Officer opens the matter for public comment. Board Members may speak a second time after the close of Public Comment if more time is allowed by the President/Presiding Officer or the majority of the Board. Comments from Board Members are limited to the question under debate, avoiding all personalities and indecorous language. Comments are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

H. Obtaining the Floor

Any Member of the Board wishing to speak must first obtain the floor by being recognized by the President/Presiding Officer. The President/Presiding Officer must recognize any Board Member who seeks the floor when appropriately entitled to do so.

Once recognized, a Board Member shall not be interrupted when speaking unless it shall be to call him or her to order. If a Board Member, while speaking, is called to order, he or she shall cease speaking until the question of order has been determined and, if in order, he or she shall be permitted to proceed.

I. Motions

Motions may be made by any Member of the Board, including the President/Presiding Officer, providing that before a motion is offered by the President/Presiding Officer, the opportunity for making a motion is offered to the other Board Members. Any Members of the Board, other than the person offering the motion, may second the motion.

1. Procedure for Motions

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the President/Presiding Officer shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Board Member properly recognized by the President/Presiding Officer. Once the matter has been fully discussed and the vote is called for, no further discussion will be allowed; however, Board Members may be allowed to explain their vote.

a. Process to Make and Second a Motion.

Board Members wanting to make or second a motion may do so through a verbal request to the President/Presiding Officer.

2. Precedence of Motions

When a motion is on the floor, no other motion shall be entertained except the following, which shall have precedence in the following order:

a. Motion to Adjourn the Meeting (not debatable)

A motion to adjourn shall be in order at any time, except as follows:

- I. When repeated after defeat without any intervening business or discussion.
- II. When made as an interruption of a Board Member who is speaking.
- III. While a vote is being taken. A motion to adjourn “to another time” shall be debatable only as to the time which the meeting is adjourned.

b. Motion to Fix Hour of Adjournment

Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment.⁵⁵

The Board may take action on an item not appearing on the agenda if the item was posted on the agenda for a prior meeting occurring not more than five (5) calendar days prior to the date action is taken on the item and the prior meeting was continued to the meeting at which action is being taken.⁵⁶

c. Motion to Table

A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. The tabled item may be “taken from the table” at any time by a motion made prior to the end of the meeting. If the item is not taken from the table prior to the end of the meeting, it shall be placed on a future agenda as a new matter.

d. Motion to Amend

A motion to amend can be made after a motion is introduced and seconded. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A motion to amend shall be voted on first, followed by a vote on the original motion, as amended or as originally stated, depending on whether the motion to amend carries.

e. Motion to Substitute

A motion to substitute can be made after a motion is introduced and seconded. A substitute motion on the same subject shall be acceptable and voted on before a vote on a motion to amend the main motion amendment.

f. Motion to Continue

Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and time set. If desired, the Board Member who initiates the motion to continue may also move to reopen the hearing to receive further testimony.

3. **Motions Introducing Ordinances**

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Board of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.⁵⁷

J. **Voting Procedures**

Any Board Member present at a meeting when a question comes up for a vote should vote for or against the measure, unless he or she is disqualified from voting and abstains because of such disqualification. All votes shall be roll call votes, except for minute actions and approval of regular meeting agendas. The call of roll call votes shall not be interrupted. Minute actions may be taken by voice vote. The results reflecting all "ayes" and "noes" and "abstentions" must be clearly set forth for the record. Unless a Board Member clearly states that he or she is not voting because of a conflict of interest, his or her silence shall be recorded as an affirmative vote. Any Director may call for clarification of a voice vote.

1. **Abstention**

An abstention does not count as a vote for or against a matter. If a Board Member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those Members present and voting." If a Board Member abstains from voting on the grounds that he or she has, or may have, a conflict of interest, that abstention shall be made either at the beginning of the Board's

consideration of the matter, or as soon as the Board Member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board Member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board Meeting is taking place during discussion of the item when required to do so by the Political Reform Act.⁵⁸

2. Tie Votes

A tie vote results in a lost motion. In such an instance, any Member of the Board may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

3. Motion for Reconsideration

Motions for reconsideration of a matter may only be made at the same meeting at which the Board takes action on a matter. Such motion may only be made by a Board Member who voted with the side that prevailed on the matter in question. With regard to a tie vote resulting in a lost motion, the prevailing side will be deemed to be those Board Members who voted in the negative. Any Member of the Board may second a motion for reconsideration. A motion to reconsider shall be debatable.

K. OFFICIALS' DISCIPLINARY PROCEDURE

1. Purpose

The purpose of this policy is to establish a process for enforcement of the duties and standards of conduct for District Directors. Directors themselves have the primary responsibility to assure that these duties and standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of local government.

2. Responsibility to Intervene

The chairs of committees, the Board President, and all Board and committee members have the additional responsibility to intervene when actions of Directors appear to be in violation of District policies or local, state, or federal laws.

3. Grounds for Disciplinary Action

The failure of a Director to comply with the provisions of this policy or District policies constitute grounds for disciplinary action against that Director. Any

Director may submit a request to consider disciplinary action of another Director or Directors. The request should contain specific allegations of conduct that, if true, violate this policy, District policies, or state, federal or local law.

4. Disciplinary Actions

The Board may impose the following disciplinary actions on a Director found to have violated the District policies, depending upon the severity or frequency of the violation:

A. Admonishment. An admonishment is appropriate for allegations of a violation of law or District policy. An admonishment serves as a formal reminder of the rules and is not disciplinary in nature.

B. Reprimand. A reprimand is appropriate when the Board of Directors finds that a Director has committed misconduct but determines that the misconduct does not rise to the level of requiring censure.

C. Censure. A censure is a formal resolution to reprimand an individual for misconduct and is a disciplinary action.

5. Notice

Notice and the request shall be served upon the accused Director or Directors through personal service or certified mail, unless the Director accepts an alternative method of service, at least ten (10) days before the Board meeting where the request will be evaluated. Such notice shall be prepared by District staff and reviewed by legal counsel. The notice will include the time, place, and date of the meeting, as well as state the Director's right to submit oral or written evidence.

6. Participation of Director Who is Subject to Disciplinary Action

A Director who is the subject of an alleged violation will have the opportunity to respond to the accusations at the hearing. However, an accused Director shall be ineligible to vote on any matter related to a disciplinary action including, but not limited to, agendaizing the hearing and adopting a Resolution of Censure.

7. Opportunity to be Heard

At the disciplinary action hearing, the accused Director shall have an opportunity to be heard concerning the allegations. The Director may submit a written response to the allegations in addition to, or in lieu of, speaking at the disciplinary action hearing if they so choose. The hearing may be continued from time to time at the discretion of the Board.

8. Resolution of Censure

If, at the close of the disciplinary action hearing, the Board finds that the Director's conduct does not comply with the District's standards, the Board may direct staff to prepare a Resolution of Censure which may include the imposition of sanctions against the Director as a majority of the Board deems appropriate. Such sanctions may include, but are not limited to, removal from a committee, restrictions on District-related travel privileges, and exclusion from certain closed session discussions. At the next Board meeting, the Board may consider and adopt the Resolution of Censure including any sanctions imposed by the Board.

9. Alternative Discipline

If the Board finds that a Director has violated District Policies, but the violation does not rise to the level requiring formal censure, the Board may impose an admonishment or reprimand.

10. No Basis for Challenging a Board Decision

A violation of this Policy shall not be considered a basis for challenging the validity of a Board decision.

11. Conflicts

In the event that a majority of the Board is unable to vote at a disciplinary hearing due to a conflict of interest, the General Manager may appoint an ad hoc committee of nonbiased members of the community to conduct an investigation and present a formal report to the Board during a regular open session meeting.

L. Non-Observance of Guidelines

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.⁵⁹

M. Non-Exclusive Guidelines

These guidelines are not exclusive and do not limit the inherent power and general legal authority of the Board or of the President/Presiding Officer to govern the conduct of Board Meetings, as may be considered appropriate from time to time or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the District.

Chapter 13: Addressing the Board

A. Oral Presentations by Members of the Public

The rules governing oral presentations by members of the public at Board Meetings are as follows:

1. When called upon, the person is requested to come to the podium, sign in on the speakers sign-in sheet, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
2. All remarks should be addressed to the Board as a whole, not to an individual Board Member.
3. Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

B. Public Comment for Items NOT on the Agenda

Public Comment is the period set aside at Board Meetings for members of the public to address the Board on items of District business other than scheduled agenda items.⁶⁰

1. Timing

Public Comment for each speaker is limited to three (3) minutes, unless the Board, by concurrence, extends such time.

2. District Matters

Presentations under Public Comment are limited to items within the subject matter jurisdiction of the District.

3. Response to Public Comment

The Board, at its discretion, may direct Staff to respond to a concern or question raised, place items on the agenda for consideration at a future Board Meeting, or permit a Board Member to address the individual providing the Public Comment for the purposes of clarification or discovery of facts, subject to recognition.

C. Agenda Item Oral Presentation

Any member of the public wishing to address the Board orally on District business matters appearing on the Board Agenda, may do so when that item is taken up by the Board, or as otherwise specified by the Board or the President/Presiding Officer.

1. Presentations Submitted in Writing

Persons who anticipate oral presentations exceeding three (3) minutes are encouraged to submit comments in writing, in advance, care of the General Manager, for prior distribution to the Board and other interested parties. Submission of comments in writing is encouraged in lieu of possible lengthy oral presentations which may not be permitted.

2. Timing

Comments by the public on District business matters appearing on the agenda may do so once the President/Presiding Officer opens the matter for public comment. Members of the public may speak a second time after the close of Public Comment only if more time is allowed by the President/Presiding Officer or the majority of the Board.

3. Assigning Time

Persons wishing to assign their time for oral presentations to other individuals may do so only with authorization of the President/Presiding Officer or a majority of the Board.

4. Reading Written Comments

Persons wishing to read written comments into the record may do so only with authorization of the President/Presiding Officer or a majority of the Board. Additional procedures for written comments are detailed below.

D. Comments in Writing Encouraged

Members of the public may submit, and are encouraged to submit, comments in writing to the Board, care of the General Manager, relating to any items of District business, whether on the Board agenda or otherwise. Such comments will be distributed to Members of the Board and considered and acted upon, or not acted upon, as the Board, in its judgment, may deem appropriate. All written comments submitted prior to or during the item the comments relate to, will be part of the record on that particular item. Written comments will not be read aloud at the Board Meeting.

1. Comment Cards

Comment cards may be used by members of the public in attendance at the Meeting who do not wish to, or cannot verbally, address the Board during a Meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. During the public testimony on the item, the President indicates that the Board has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.

2. Repetitious Comments Prohibited

Speakers shall not present the same, or substantially the same, items or arguments to the Board repeatedly or be repetitious in presenting their oral comments. If a matter has been presented orally before the Board, whether the Board has taken action, or determined to take no action, the same or substantially the same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the Board in writing for such action or non-action as the Board, in its discretion, may deem appropriate.

E. Speaker Time Limits for an Agenda Item

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Board on the same subject matter, the President/Presiding Officer may request that a spokesperson be chosen by the group, and in case additional matters are to be presented by any other member of the group, that there be a limit on the number of such persons addressing the Board. A specific time limit may also be set for the total presentation. No group shall arrange themselves so as to use individual speakers' times in sequential order to circumvent the time limits.

F. Waiver of Guidelines

Any of the foregoing guidelines may be waived by majority vote of the Board Members present when it is deemed that there is good cause to do so, based upon the particular facts and circumstances involved.

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board Members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District Staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board Members shall fully participate in public meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. Board Members and the General

Manager shall stay focused, stay on topic, and act efficiently during public meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

To preserve the integrity of Board meetings, no person shall engage in disruptive behavior of another person during a public meeting. Harassment includes, but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs, heckling, whistling, yelling, and other similar demonstrations;
2. Physical harassment such as impeding or blocking movement, grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment; and
3. Use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct.

If these rules are violated, the President or Presiding Officer may take the following action:

1. Warn the individual prior to removal that the behavior is disrupting and failure to cease the behavior will result in their immediate removal. Behavior which a reasonable person would receive to be an actual threat of harm or use of force may result in the immediate removal of the individual without a prior warning.
2. If the behavior persists, the President or Presiding Chair may stop the meeting and contact the Sheriff's department and order the disrupting party to sit quietly and observe the remainder of the meeting without additional input or participation.
3. If the disruptive behavior continues further, the President or Presiding Chair may request the Sheriff's department remove the individual from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said Meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.⁶¹

Appendix A
ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every Member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the Members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the Members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the Member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information, or by misuse of public time is dishonest.

Appendix B
Referenced Code Citations

- ¹ Gov. Code, § 61000 *et seq.*
- ² Gov. Code, § 61040 (a)
- ³ Gov. Code, § 61042 (a)
- ⁴ Gov. Code, § 61040
- ⁵ *Ibid.*
- ⁶ Gov. Code, § 1770, subd. (g).
- ⁷ Assembly Bill 2449
- ⁸ Gov. Code, § 61051.
- ⁹ Gov. Code, § 61047.
- ¹⁰ Gov. Code, § 53232.2
- ¹¹ *Ibid.*
- ¹² Gov. Code, § 87103.
- ¹³ Gift limits are updated every odd year by the Fair Political Practices Commission. This amount is effective January 1, 2021 - December 31, 2022. Please check with District Counsel to confirm the current gift limit.
- ¹⁴ *Ibid.*
- ¹⁵ Gov. Code, § 82033.
- ¹⁶ *Ibid.*
- ¹⁷ Gov. Code, § 84308.
- ¹⁸ Gov. Code, § 87105.
- ¹⁹ Gov. Code, § 87105, subds. (a)(1)-(3).
- ²⁰ Gov. Code, § 53235.1 (b)
- ²¹ Gov. Code, § 53237.1.
- ²² Gov. Code, § 1780, subd. (b).
- ²³ Gov. Code, § 1780, subd. (c).
- ²⁴ Gov. Code, § 1780, subd. (d)(1).
- ²⁵ *Ibid.*
- ²⁶ Gov. Code, § 1780, subd. (e)(1).
- ²⁷ Gov. Code, § 1780, subd. (g)(2).
- ²⁸ Gov. Code, § 1780, subd. (f)(1).
- ²⁹ Gov. Code, § 1780, subd. (f)(2).
- ³⁰ Gov. Code, § 87406.3.
- ³¹ Gov. Code, § 61044.
- ³² Gov. Code, § 54959.
- ³³ Gov. Code, § 54960.
- ³⁴ Gov. Code, § 61045.
- ³⁵ Gov. Code, § 54954, subd. (b).
- ³⁶ Gov. Code, § 54954, subd. (e).
- ³⁷ Gov. Code, § 54956
- ³⁸ Gov. Code, § 54956.5
- ³⁹ Gov. Code, § 54955
- ⁴⁰ Gov. Code, § 54954.5.
- ⁴¹ Gov. Code, § 61045.
- ⁴² Gov. Code, § 61043
- ⁴³ Gov. Code, § 61043, subd. (b).
- ⁴⁴ Gov. Code, § 54954.5.
- ⁴⁵ Gov. Code, § 54953.
- ⁴⁶ Gov. Code, § 61045.
- ⁴⁷ Gov. Code, § 54953.5. Gov. Code, § 6250 *et seq.*

⁴⁸ Gov. Code, § 54957.6

⁴⁹ Gov. Code, § 54954.5

⁵⁰ Gov. Code, § 54954.

⁵¹ *Ibid.*

⁵² Gov. Code, § 61045, subd. (c).

⁵³ Gov. Code, § 36937

⁵⁴ Gov. Code, § 36933

⁵⁵ Gov. Code, § 54955.

⁵⁶ Gov. Code, § 54954.2 (b)(3)

⁵⁷ Gov. Code, § 36934

⁵⁸ Gov. Code, § 87100 *et seq.*

⁵⁹ *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

⁶⁰ Gov. Code, § 54954.3.

⁶¹ Gov. Code, § 54957.9.; Senate Bill 1100

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

January 23, 2025

AGENDA ITEM: 8.7

SUBJECT: Process for appointing persons to vacant Board of Director seats. **(Discuss and provide direction to General Manager or Legal Counsel)** (Pg. 400-403)

SUGGESTED ACTION: Discuss the process for appointing new Directors to vacant seats.

DISCUSSION:

At the December 19th, 2024, Board meeting Director Green seconded by Director Sangster requested information on District Policy on appointment of persons to fill vacant Board of Director seats.

District does not have a specific policy addressing the vacancies on the Board, specific State requirements do apply.

After discussion and review of the information below it is recommended that the Board provide direction to the General Manager and/or Legal Counsel on policy development.

When a vacancy exists, the Board can fill it by appointment or by special election at the District's expense; to complete the current term of the vacancy. If the Board chooses not to fill the vacancy, then the County Board of Supervisors will fill the position. In any case the position will be filled by election at the next regularly scheduled general election.

The District must take action within 60 days of the vacancy being created.

Appointment by the Board (Pursuant to Government Code section 1780, subdivision (d))

- The Board will direct staff to post a Notice of Vacancy, the notice will be posted for a minimum of 15 days prior to Board action to appoint. During the notice period the District will receive letters of intent and/or qualifications from interested parties for consideration at the scheduled Board meeting.
- At the scheduled Board meeting the Board will interview (in open session) interested parties and potentially appoint someone to the position.
 - After interviewing the interested parties, the Board may elect to make an appointment or not appoint anyone from those interested.
 - Interview questions that have been used in the past are
 - *What do you hope to accomplish as part the District Board?*
 - *What problems/ issues/ concerns do you think face the District and how do you propose they be addressed?*
 - *What do you feel are your most valuable qualifications for serving on the District Board?*
 - *Do you have anything else you would like to add?*
 - If the Board fills the vacancy, then Staff will provide required notice to the County Clerk Recorder.

Special election (Pursuant to Government Code section 1780, subdivision (e))

- If the Board elects to call a special election, it must be held on the next regularly established election date not less than 130 days from the call of the special election. (Gov. Code, § 1780(e) (2).) General elections are in March and November.
- The District is responsible for the cost of filling the vacancy by special election.

Request the San Luis Obispo County Board of Supervisors fill the vacancy by appointment at their next regular meeting.

- The District may request that the Board of Supervisors make the appointment on behalf of the District in the instance where the District Board can not come to an agreement.
- The Board of Supervisors may also make an appointment in the event that the District does not meet its obligation to appoint or cause to be placed on a ballot within the required 60 days.

The Notice of Vacancy issued when Director Roney resigned is attached as an example of the notice posted and information provided.

FISCAL IMPACT:

Unknown. Future costs depend on Board action.

PREPARED BY: Christina Pritchard

SAN MIGUEL COMMUNITY SERVICES DISTRICT
1765 Bonita Place
SAN MIGUEL, CA 93451
Phone (805) 467-3388

NOTICE OF VACANCY ON THE BOARD OF DIRECTORS

Notice of Intent to Appoint a Board Replacement

To all interested and qualified persons:

A vacancy now exists on the Board of Directors for the San Miguel Community Services District. This vacancy is the result of the resignation of Director Roney for a term ending on December, 2024.

The San Miguel Community Services District Board of Directors intends to appoint a person to fill the current vacancy and unexpired term of office at a Regular Board meeting on June 22nd, 2023, 6:00 pm to be held at the 601 12th Street, San Miguel CA.

Any person interested in being appointed to the Board of Directors should submit a letter of interest to the District as soon as possible but no later than 4:00 p.m. on June 13th 2023. All letters of interest from qualified candidates will be delivered to the Board members. Qualified candidates must reside within the service boundaries of the District and be a registered voter.

It is suggested that letters of interest include your stated reason(s) for wanting to serve, any experience and qualifications that relate to the position of Director and any other information that you feel might be of benefit to the selection and appointment by the Board of Directors.

If there are any questions, please contact District office at 805-467-3388 or via District website, www.sanmiguelcsd.org.

Posted: May 29th, 2023



SAN MIGUEL COMMUNITY SERVICES DISTRICT
1765 Bonita Place
SAN MIGUEL, CA 93451
Phone (805) 467-3388

Aviso De Vacante En La Junta Directiva

Aviso De Intención De Nombrar Un Sustituto De Miembro De La Junta

A todas las personas interesadas y calificadas:

Ahora existe una vacante en la Junta Directiva del Distrito de Servicios Comunitarios de San Miguel. Esta vacante es el resultado de la renuncia del Director Roney por un período que finaliza Diciembre de 2024.

La Junta Directiva del Distrito de Servicios Comunitarios de San Miguel tiene la intención de nombrar a una persona para cubrir la vacante actual y el período no vencido del cargo en una reunión ordinaria de la Junta el 27 de Junio de 2023 a las 6:00 p.m. que se llevará a cabo en la dirección de 601 12th Street, San Miguel, CA.

Cualquier persona interesada en ser nombrada miembro de la Junta Directiva debe enviar una carta de interés al Distrito lo antes posible, pero a más tardar a las 4:00 p.m. el 13 de Junio de 2023. Todas las cartas de interés de los candidatos calificados se entregarán a los miembros de la Junta. Los candidatos calificados deben residir dentro de los límites de servicio del Distrito y ser un votante registrado.

Se sugiere que las cartas de interés incluyan sus razones declaradas para querer servir, cualquier experiencia y calificaciones que se relacionen con el puesto de Director y cualquier otra información que considere que podría ser de beneficio para la selección y el nombramiento por parte de la Junta de Directores. Fideicomisarios.

Si tiene alguna pregunta, comuníquese con la oficina de administración del distrito al 805-467-3388 oa través del sitio web del distrito, www.sanmiguelcsd.org.

Posted: 29 Mayo, 2023



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

January 23, 2025

AGENDA ITEM: 8.8

SUBJECT: Integrated Waste Management Authority (IWMA) Special District Representative nomination - one candidate (**Provide nomination by Board 3/5 Vote**) (Pg. 404-407)

SUGGESTED ACTION: Authorize the General Manager to submit a nomination on behalf of the Board.

DISCUSSION:

January 6th 2025, was the opening day of the nomination period to nominate one candidate for IWMA's Board of Directors. The Nomination period ends on February 17th, 2025.

The open seat is three years ending December 2028.

The San Miguel CSD Board may elect to nominate one Directors for the open seat. After discussion the Board should direct staff to complete the necessary nomination paperwork and submit that to IWMA.

Directors should review the attached notice for additional conditions prior to nominations.

FISCAL IMPACT:

No projected cost aside from minor staff time to provide information to the Board.

PREPARED BY: Kelly Dodds

Brad Hagemann, President
Scott Duffield, Vice-President
Kristen Gelos, Treasurer
Jana Ettetdgue, Secretary



California Special
Districts Association
Districts Stronger Together

San Luis Obispo County Chapter

Mission Statement:

To provide an accessible platform for collaboration, education, and advocacy among special districts in the San Luis Obispo region.

TO: Special Districts of the IWMA
FROM: Brad Hagemann, President
DATE: January 6, 2025
SUBJECT: Request for Nominations for the Integrated Waste Management Authority (IWMA) Special District Representative

The Special Districts participate on the IWMA pursuant to a Memorandum of Agreement which provides for the appointment of one Special District representative and one alternate. The appointments have historically occurred in coordination with the San Luis Obispo Chapter of the California Special Districts Association (SLOCCSDA); however, there was no formal procedure.

The SLOCCSDA recently updated our bylaws to include a provision for this and state,

“ARTICLE 5 – REPRESENTATION

SECTION 2. SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY

Special Districts shall be represented on the San Luis Obispo County Integrated Waste Management Authority (SLOC IWMA) Board of Directors, representation of which shall be managed by the Chapter. Those Special Districts that have solid waste authority shall nominate and elect the Special District representative and alternate representative to four-year terms.”

There are currently twelve Special Districts that are authorized by LAFCO to provide solid waste services. The current Special District representative is Director Robert Enns, Cayucos Sanitary District (since 2018), and the current alternate representative is Director Dan Burgess, Heritage Ranch CSD. Director Burgess was elected as the alternate representative in 2022. His term will expire in December 2026.

This call for nominations is for the representative seat which will serve through December 2028. The current representative may remain on IWMA until the nomination and election process is complete, and the representative may re-run should they wish to do so. The IWMA Board of Directors regular meetings are typically the second Wednesday of each month starting at 1:30 p.m. in person at the SLO County Board of Supervisors Chambers.

Each Special District authorized to provide solid waste services may nominate one candidate. If your Special District wishes to nominate a candidate, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board, you may submit a nomination on behalf of your Special District. Nomination forms are required to be submitted by the end of the nomination period. **The nomination period begins on January 6, 2025, and ends on February 17, 2025, at 5:00 p.m.**

At the close of the nomination period SLOCCSDA will notify the Special Districts of the nominations. If more than one nomination is received, SLOCCSDA will prepare a ballot election and send it by email with voting instructions to each Special District authorized to provide solid waste services. If necessary, the balloting period will begin as soon as possible following the close of the nomination period and will be for approximately forty-five days.

The completed nomination form may be submitted to SLOCCSDA by email to the current Chapter President, Brad Hagemann at hagemann.associates@gmail.com and Chapter Secretary Jana Ettetddgue at jettetddgue@ncsd.ca.gov. Please make sure the form is signed by the Board President or General Manager, and the Nominee.

A nomination form is attached to assist your Special District in the nomination process. Also, please view the IWMA website (www.iwma.com) for additional information about IWMA. Please contact Brad Hagemann at 805-835-3163, or Scott Duffield at 805-227-6230 if you have any questions.

cc: Peter Cron, Executive Director, IWMA

Attachments: Nomination Form

Brad Hagemann, President
Scott Duffield, Vice-President
Kristen Gelos, Treasurer
Jana Ettetddgue, Secretary



**California Special
Districts Association**
Districts Stronger Together

San Luis Obispo County Chapter

Mission Statement:

To provide an accessible platform for collaboration, education, and advocacy among special districts in the San Luis Obispo region.

NOMINATION FOR IWMA AUTHORIZED DISTRICT REPRESENTATIVE

The _____
(Insert Name of Authorized District)

Hereby nominates _____ as a nominee to serve as the
(Insert Name of Nominee)

Authorized District Representative on the San Luis Obispo County Integrated Waste Management Authority (IWMA).

The Board of Director's action was taken on an agenda item on: _____.

(General Manager or Chairman/President)

(Email address)

(Signature-Nominee)

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

January 23, 2025

AGENDA ITEM: 8.9

SUBJECT: Mission Street Landscape irrigation replacement (**Discuss and provide direction to General Manager**) (Pg.408-409)

SUGGESTED ACTION: Discuss Mission Street irrigation and previously approved repairs.

DISCUSSION:

At the December 2024 Board Meeting Director Green and Sangster requested to review the previously approved repairs to the Mission Street Landscape irrigation.

Information provided at the February 2024 Board meeting:

In 2005 County of SLO (under a grant) built the Mission Street Landscaping from 11th street to 14th street on the west side of Mission Street.

From 2005 to 2012 the District maintained the irrigation and landscaping, but in 2012 the San Miguel Chamber of Commerce took over the maintenance of the landscaping. In 2019 the District resumed the maintenance of the landscaping and irrigation after the Chamber closed and was no longer able to care for it.

Since the beginning, the irrigation system that was installed has been plagued with issues. Initial issues revolved around the spray irrigation that was easy to tamper with, sprinklers were commonly spraying everything but the plants. The large amount of water that the spray irrigation used also resulted in poor irrigation of the landscaping near 14th street due to the undersized piping resulting in low flows to the end of the system.

Eventually, the entire system was converted to drip which reduced the overall water demand from irrigating and allowed a more balanced flow to the ends of the system. However, as the tree root systems matured, they began to crack and break the irrigation main and section lines. Initially these breaks were infrequent, but lately have become more frequent resulting in repairs that are costing thousands of dollars in time and materials to fix annually. This is not including the increasing water loss and cost of water to the Lighting/Landscaping Department.

The Board approved repairs/ replacement of the irrigation system at a cost of \$20,000 by Resolution 2024-06 with Directors Baker and Davis dissenting.

FISCAL IMPACT:

The initial Board action authorized \$20,000 to replace, repair the irrigation. Depending on future Board action that cost may change.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2024-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING A BUDGET
ADJUSTMENT IN AN AMOUNT OF \$20,000 TO 30-500 AND A TRANSFER FROM LIGHTING
CAPITAL RESERVE IN AN AMOUNT UP TO \$20,000.**

WHEREAS, The San Miguel Community Services District operates the Streetlighting and Landscaping departments within the community; and

WHEREAS, the District currently maintains landscaping along the west side of Mission Street between 11th street and 14th street which is irrigated; and

WHEREAS, the irrigation in this landscaping is in need of replacement to minimize mounting expenses related to water loss and piping repairs.

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

The Board authorizes a FY 2023-24 Budget adjustment as follows:

1. Increase to Fund 30 -Expense Object 500 in the amount of \$20,000
2. The Board directs the Financial Officer to transfer up to \$20,000 in total from Fund 30 Capital Reserves to Operational Cash based on final cost of the irrigation repairs.

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

AYES: Gregory, Kalvans, Smiley

NOES: Davis, Baker

ABSENT: 0

ABSTAINING: 0

the foregoing Resolution is hereby passed and adopted on this 22nd day of February 2024.




Kelly Dodds, General Manager




Rod Smiley, President Board of Directors

ATTEST:



Tamara Parent, Board Clerk

APPROVED AS TO FORM:



Douglas L. White, District General Counsel

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

January 23, 2025

AGENDA ITEM: 9.1

SUBJECT: Update from January 22, 2024 Paso Basin Cooperative Committee (PBCC) meeting. (Pg. 410-412)

SUGGESTED ACTION: Discuss on action taken at recent PBCC meeting.
No action to be taken at this time. Direction may be given to the General Manager to agendize for a future meeting.

DISCUSSION:

FISCAL IMPACT:

No proposed cost at this time

PREPARED BY: Kelly Dodds

Paso Basin Cooperative Committee Notice of Regular Meeting

AGENDA

January 22, 2025

NOTICE IS HEREBY GIVEN that the Paso Basin Cooperative Committee will hold a Regular Meeting at **4:00 p.m.** on **Wednesday, January 22, 2025**, at the Paso Robles Council Chambers, 1000 Spring Street, Paso Robles, CA 93446.

Zoom Link: <https://us06web.zoom.us/j/83359446962?pwd=bGJFK3pXYitOQ0hWdk5mZTBXWDFoZz09>
Meeting ID: 833 5944 6962
Passcode: 068456
Call-in: +16694449171,,83359446962#,,,,*068456# US

NOTE: The Paso Basin Cooperative Committee (PBCC) reserves the right to limit each speaker to three (3) minutes per subject or topic. In compliance with the Americans with Disabilities Act, all possible accommodations will be made for individuals with disabilities, so they may participate in the meeting. Persons who require accommodation for any audio, visual or other disability in order to participate in the meeting of the PBCC are encouraged to request such accommodation 48 hours in advance of the meeting from Taylor Blakslee at (661) 477-3385.

Members

Matt Turrentine, Chair, Shandon-San Juan WD
Vacant, San Miguel CSD
John Hamon, Secretary, City of Paso Robles
Bruce Gibson, Treasurer, County of SLO
Hiliary Graves, Estrella El-Pomar Creston WD

Alternates

Ray Shady, Shandon-San Juan WD
Kelly Dodds, San Miguel CSD
Kris Beal, City of Paso Robles
Heather Moreno, County of SLO
Ryan Scott, Estrella El-Pomar Creston WD

1. Call to Order (**Turrentine**) (1 min)
2. Pledge of Allegiance (**Turrentine**) (1 min)
3. Roll Call (**Blakslee**) (1 min)
4. Meeting Protocols (**Blakslee**) (2 min)
5. Public Comment – Items not on Agenda (**Turrentine**) (3 min/speaker)

REPORT ITEMS

6. Report on Educational Public Town Hall Meeting on December 16, 2024 (**Blakslee**) (5 min)
7. Update on Grant-Funded Projects
 - a. Update on Agricultural Groundwater Use Estimation Project [ET] (**Land IQ**) (20 min)
 - b. Update on State Water Project Feasibility Study (**Provost & Pritchard**) (10 min)
 - c. Receive and File on Blended Irrigation Water Supply Project Draft Preliminary Engineering Report (**WSC**) (5 min)
 - d. Update on the MILR Program (**Reely**) (5 min)
 - e. Update on the Expanded Monitoring Network (**Reely**) (10 min)
 - f. Grant Spending Plan and Schedule (**Blakslee**) (5 min)
8. Update on Quarterly Expense Report (**Blakslee**) (5 min)
9. Update on Water Year 2024 Annual Report Development (**Blakslee**) (5 min)
10. Update on Governance JPA Agreement (**Blakslee**) (5 min)
11. Receive and File the GSP 5-Year Periodic Evaluation (**Blakslee**) (5 min)
12. Update on FY 2024-2025 Budget (**Blakslee**) (5 min)

ACTION ITEMS

For more information, please visit the Groundwater Sustainability Agency websites at:

County of San Luis Obispo - www.slocounty.ca.gov/sgma | Shandon-San Juan Water District – www.ssjwd.org |
City of Paso Robles – www.prcity.com | San Miguel CSD – www.sanmiguelcso.org | Estrella-El Pomar-Creston Water District www.epcwo.org

13. Approval of November 20, 2024, Meeting Minutes **(Blakslee) (5 min)**
 14. Approval of December 16, 2024, Meeting Minutes **(Blakslee) (5 min)**
 15. Review and Provide Direction on Setting Groundwater Extraction Rates **(SCI) (60 min)**

 16. Update from Committee Members or Staff **(10 min)** – *Verbal*
 - a. City of Paso Robles
 - b. County of San Luis Obispo
 - c. San Miguel Community Services District
 - d. Shandon-San Juan Water District
 - e. Estrella-El Pomar-Creston Water District
 17. Upcoming meeting(s) **(Blakslee) (2 min)**
 - a. Regular PBCC Meeting – March 26, 2025
 18. Future Items **(2 min)**
 19. Adjourn **(x:00 p.m.)**
-

To join the Paso Basin email list, please sign-up at:
<https://mailchi.mp/co.slo.ca.us/paso-basin-email-sign-up>

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

January 23, 2025

AGENDA ITEM: 9.2

SUBJECT: CONTINUATION from December 19th 2024 Board Meeting
Discuss and appoint San Miguel CSD GSA representation to the Paso Basin Cooperative Committee (PBCC) (**Discuss and appoint a member and/or alternate by 3/5 vote**) (Pg. 413)

SUGGESTED ACTION: Discuss policy requiring appointment Board member(s) to the Paso Basin Cooperative Committee (PBCC) as the Member and/or Alternate. By minute action, update the policy to allow non-Board members to serve on the PBCC, if desired. Provide direction to the General Manager.

DISCUSSION:

The San Miguel CSD GSA was represented by former District Board member Berkley Baker (primary) and General Manager Kelly Dodds (alternate) on the Paso Basin Cooperative Committee (PBCC). With Mr. Baker leaving the Board, the Board needs to appoint the position of member to the PBCC.

Currently the Member or Alternate have to be a director or employee of the District. At the December 19th Board meeting, the Board discussed retaining Mr. Baker as the Member. He has been contacted and is willing to fill the Member role for the District at least until the point where the PBCC changes to a Joint Powers Authority (JPA).

In discussion with Legal Counsel the Board is able to appoint a person who is not a board member or employee to the Member or Alternate position after the Board takes action to allow such an appointment.

If the Board wishes to appoint a sitting Director to the Member and/or Alternate position, then that can be done at this time by nominating a person, and holding a consensus vote.

If the Board wishes to appoint Mr. Baker to the Member position, as indicated at the December Board meeting then the Board will need to first vote to allow a person who is not a sitting Director or employee to fill that role for the District, and then hold a vote to appoint Mr. Baker to that position. Additionally, the Board should discuss and set specific expectations for the appointed position, including desired positions to be taken with the PBCC, as well as timing and substance of updates to be provided to the Board.

At this time it is recommended that the Board appoint the Member and/or Alternate to the PBCC.

Persons appointed to be the PBCC Board need to be appointed by name.

FISCAL IMPACT:

Minor cost anticipated relating to staff and legal time related to this item.

PREPARED BY: Kelly Dodds

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

January 23, 2025

AGENDA ITEM: 9.3

SUBJECT: Continuation from December 19th 2024

Review of DRAFT Joint Exercise of Powers Agreement (JPA) for administration of The Paso Robles Area Groundwater Sub Basin Groundwater Sustainability Plan. **(Provide recommended changes to the General Manager/ Legal Counsel and or approve the agreement by 3/5 vote and authorize the Board President to sign the agreement)** (Pg. 414-436)

SUGGESTED ACTION: Review, discuss and provide direction to staff regarding the DRAFT JPA for the administration of The Paso Robles Area Groundwater Sub Basin Groundwater Sustainability Plan.

DISCUSSION:

A DRAFT Joint Exercise of Powers Agreement (JPA) was presented to the PBCC Board on December 16th and is the result of numerous legal and staff meetings based on input from the five GSAs. The agreement presented has been revised based on feed back of the previous draft(s). *1-20-2025 JPA Draft Agreement attached 1-21-2025*

The Board should review the draft agreement and proceed with one of the following actions;

- Provide specific changes that the Board would like to make to the agreement and direct staff to discuss those changes with the PBCC staff.
- Hold a vote to NOT be included in the JPA and advise the other agencies of that intent.
- Hold a vote to approve the draft agreement and authorize the Board President to sign this agreement, or one which is substantively the same, on the Districts behalf.

Key sections of this agreement are:

- 4.4 Purpose of Authority
- 4.5 Initial Powers of Authority
- 4.7 Additional Powers-Subsequent Implementation Activities
- 6.1 Board of Directors
- 6.2 Alternate Directors
- 7.1 Contributions and Expenses

LINK BELOW FOR:

Groundwater Sustainability Plan (GSP)

[FINAL GSP-Paso Robles Subbasin Revised GSP 20220613.pdf](#)

Annual Report

[Paso Basin WY2023 Annual Report- FINAL](#)

FISCAL IMPACT:

Unknown, depends on future Board action.

**JOINT EXERCISE OF POWERS AGREEMENT
FOR ADMINISTRATION OF
THE PASO ROBLES AREA GROUNDWATER SUBBASIN
GROUNDWATER SUSTAINABILITY PLAN**

THIS AGREEMENT is entered into pursuant to the Joint Exercise of Powers Act, Government Code §§ 6500 et seq. (“JPA Act”), by and among the Paso Robles Area Groundwater Subbasin Groundwater Sustainability Agencies (“GSAs”): the City of El Paso de Robles (“City”), the San Miguel Community Services District (“SMCSD”), the County of San Luis Obispo (“County”), the Shandon-San Juan Water District (“SSJWD”) and the Estrella-El Pomar-Creston Water District (“EPCWD”) (each referred to individually as a “Member” and collectively as the “Members”), for the purposes of forming a joint powers agency to serve as the groundwater authority for the Paso Robles Area Groundwater Subbasin.

RECITALS

WHEREAS, on September 16, 2014, Governor Jerry Brown signed into law Senate Bills (“SB”) 1168 and 1319 and Assembly Bill (“AB”) 1739, known collectively as the Sustainable Groundwater Management Act (Water Code §§ 10720 et seq.) (“SGMA”), which became effective on January 1, 2015 and which has been and may continue to be amended from time to time; and

WHEREAS, SGMA requires the establishment of a GSA or GSAs for all basins designated as medium or high priority by the California Department of Water Resources (“DWR”) on or before June 30, 2017; and

WHEREAS, SGMA further requires the adoption of a Groundwater Sustainability Plan (“GSP”) or coordinated GSPs for all basins designated by DWR as high or medium priority basins and subject to critical conditions of overdraft on or before January 31, 2020; and

WHEREAS, DWR designated the Paso Robles Area Subbasin (DWR Bulletin 118 Basin No. 3-004.06) (“Basin”) as a high priority basin subject to critical conditions of overdraft; and

WHEREAS, each of the Members is a GSA duly established in accordance with SGMA within its respective service area overlying the Basin; and

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WHEREAS, the Members, with the exception of EPCWD, previously entered into a Memorandum of Agreement Regarding Preparation of a Groundwater Sustainability Plan for the Paso Robles Groundwater Basin (“MOA”) on or about September 20, 2017 and an Amendment No. 1 to the MOA on or about March 13, 2020 for purposes of coordinating preparation of a single GSP for the Basin and for continued cooperation pending development of a long-term governance structure, including, but not limited to, through the Paso Basin Cooperative Committee (“PBCC”), an advisory committee created thereunder; and

WHEREAS, the EPCWD became a party to the MOA on or about June 6, 2023, and all of the Members entered into an Amendment No. 2 to the MOA on or about July 9, 2024 expressly permitting the County to contract with consultants on behalf of the PBCC subject to the terms and conditions of the MOA while the Members continued to explore long-term governance options; and

WHEREAS, the Members collectively developed, and each Member separately adopted, a single GSP to sustainably manage the Basin underlying their combined service area which was first submitted to DWR on January 30, 2020 with the exception of EPCWD which was not yet a GSA; and

WHEREAS, in response to comments provided by DWR, each of the Members separately adopted a single updated GSP (the “GSP”), except for EPCWD;

WHEREAS, the EPCWD has since agreed to implement the GSP within its service area; and

WHEREAS, the updated GSP was formally approved by letter from DWR on June 20, 2023; and

WHEREAS, each of the Members desires to create a single entity to perform GSP / SGMA administrative and regulatory compliance actions, development and implementation of certain management actions as described herein and establishment of the funding necessary to support said actions; and

WHEREAS, more specifically, the Members are entering into this Agreement to form the Paso Robles Area Groundwater Authority, a public entity separate and apart from the Members, to serve as the more formal governance structure anticipated under the MOA, which MOA is now outdated and is being replaced hereby.

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NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Members agree as follows:

ARTICLE 1: INCORPORATION OF RECITALS

- 1.1 The foregoing recitals are true and correct and are incorporated herein by reference.

ARTICLE 2: DEFINITIONS

The following terms shall have the following meanings for purposes of this Agreement:

- 2.1 “Agreement” means this Joint Exercise of Powers Agreement forming the Paso Robles Area Groundwater Authority for the Paso Robles Area Groundwater Subbasin.
- 2.2 “Authority” means the Paso Robles Area Groundwater Authority formed pursuant to this Agreement.
- 2.3 “Basin” means the Paso Robles Area Groundwater Subbasin, California Department of Water Resources Basin No. 3-004.06 as its boundaries may be modified from time to time in accordance with Water Code section 10722.2.
- 2.4 “Board of Directors” or “Board” means the governing body of the Authority as established by Article 6.1 of this Agreement.
- 2.5 “Bulletin 118” means DWR’s report entitled “California Groundwater: Bulletin 118” updated in 2016 and 2022, and as it may be subsequently updated or revised in accordance with Water Code section 12924.
- 2.6 “Director(s)” and “Alternate Director(s)” means a Director or Alternate Director appointed by a Member pursuant to Articles 6.1 and 6.2 of this Agreement.
- 2.7 “DWR” means the California Department of Water Resources.
- 2.8 “Effective Date” is the date this Agreement has been signed by all of the Members.

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2.9 “Groundwater Sustainability Plan” or “GSP” means the Groundwater Sustainability Plan, as defined by SGMA in Water Code section 10727 et seq., adopted for the Basin and approved by DWR on June 20, 2023, and as may be subsequently amended by the Members.

2.10 “Joint Exercise of Powers Act” or “JPA Act” means Government Code section 6500 et seq., as amended from time to time.

2.11 “Member” means any of the signatories to this Agreement, and “Members” means all of the Signatories to this Agreement. Each Member is a GSA duly established in accordance with SGMA.

2.12 “Memorandum of Agreement” or “MOA” means the September 20, 2017 Memorandum of Agreement Regarding Preparation of a Groundwater Sustainability Plan for the Paso Robles Groundwater Basin, including any amendments thereto.

2.13 “Officer(s)” means the Chair, Vice Chair, or Secretary of the Authority to be appointed by the Board of Directors pursuant to Article 6.5 of this Agreement.

2.14 “SGMA” means the Sustainable Groundwater Management Act of 2014 and all regulations adopted under the legislation (SB 1168, SB 1319 and AB 1739) that collectively comprises the Act, as that legislation and those regulations may be amended from time to time.

2.15 “State” means the State of California.

ARTICLE 3: PURPOSE

3.1 The purpose of this Agreement is to establish the Paso Robles Area Groundwater Authority and to set forth the terms and conditions under which the Authority is authorized to implement the GSP and otherwise manage the Basin under SGMA within the collective service area of the Members. This Agreement also sets forth, without limitation, how the Authority will be funded and the way it will operate. Nothing in this Agreement is intended to modify, limit, or otherwise interfere with individual Members’ municipal water use, authorities, or rights, including, but not limited to: police powers; land use authorities; well construction authorities; authorities to adopt or amend the GSP; authorities or rights regarding their respective water supplies and assets (including recycled water); and authorities or rights regarding their respective facilities, operations, or water management beyond those projects and initiatives identified in the

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GSP. By entering this Agreement, the Members make no commitment to contribute their water supply assets as part of the implementation of the GSP.

ARTICLE 4: CREATION OF THE AUTHORITY

4.1 Qualification of Members. Each Member certifies and declares that it is a public agency (as defined in Government Code Section 6500 et seq.) that is authorized to be a party to a joint exercise of powers agreement. Each Member certifies and declares that it is a GSA duly formed and existing pursuant to SGMA.

4.2 Creation of Authority. Pursuant to the JPA Act, the Members hereby create a joint powers agency which shall be known as the Paso Robles Area Groundwater Authority. The boundaries of the Authority shall be coterminous with the collective areas over which each Member is the GSA as of the Effective Date as depicted in Exhibit A attached hereto and incorporated herein by this reference or as may be modified over time. This Agreement forms the Authority as a public entity that is a separate and distinct legal entity from the Members.

4.3 Notice of Agreement. Within 30 days after the Effective Date, and after any amendment hereto, the County on behalf of the Authority shall cause a notice of this Agreement to be prepared and filed with the office of the California Secretary of State containing the information required by Government Code section 6503.5. Within 30 days after the Effective Date, the County on behalf of the Authority shall cause a statement of the information concerning the Authority, required by Government Code section 53051, to be filed with the office of the California Secretary of State and with the County Clerk, setting forth the facts required to be stated pursuant to Government Code section 53051, subd. (a).

4.4 Purposes of Authority. The purpose of the Authority is to establish the mechanism by which the Members will jointly carry out and fund (consistent with the provisions of Article 7 of this Agreement), certain administrative and regulatory functions under SGMA as well as development and implementation of certain management actions through coordinated exercise of the powers thereunder and other joint powers within the Basin subject to the limitations set forth herein. Nothing in this Section is intended to modify, limit, or otherwise interfere with individual Members' municipal water use, authorities, or rights as set forth in Section 3.1 above.

4.5 Initial Powers of Authority. The following are the initial authorities granted to the Authority and for which further individual Member approval is not required:

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- a. Completion of the regulatory requirements under SGMA including, but not limited to, preparing and submitting the annual reports described in section 356.2 of Title 23 of the California Code of Regulations (“CCR”) and section 9.3.1.3 of the GSP and the five-year GSP evaluations described in 23 CCR section 356.4 and section 9.3.1.4 of the GSP and serving as the plan manager as defined in 23 CCR section 351(z) in connection therewith.
- b. Development and implementation of the Communication and Engagement Plan set forth in Appendix M of the GSP and to otherwise undertake stakeholder outreach; however, this shall not preclude any Member from undertaking additional stakeholder outreach within its boundaries.
- c. Development and implementation of the Data Gap Plan set forth in Appendix L2 of the GSP and to otherwise develop and implement an enhanced monitoring program, provided that any update to the monitoring program shall not be in contravention of existing confidentiality or any other obligations under the existing San Luis Obispo Flood Control and Water Conservation District (“FCWCD”) Water Level Measuring Program as determined by the County Director of Public Works or designee.
- d. Development and implementation of a voluntary groundwater demand reduction program, which may include fallowing and other water demand reduction or land repurposing strategies as described in section 9.3.4 of the GSP; and development and implementation of a mandatory demand reduction program should the voluntary program prove inadequate.
- e. Development and adoption of an annual budget to exercise the authorities granted hereunder or as may be delegated by the Members in accordance with Section 4.6 below provided that nothing herein shall authorize the Authority to require Member contributions beyond those specifically identified in Section 7.1 below or otherwise approved by a 4/5 vote of the Board of Directors consistent with Section 6.8(3) below.
- f. Development and adoption of a plan to fund exercise of the authorities granted hereunder or as may be subsequently delegated by the Members, including but not limited to, adoption by the Authority of a fee(s) pursuant

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to Water Code section 10730 et seq. and all actions necessary for the Authority to establish and collect said fee(s) and application and receipt of grant funds.

- g. Adoption or establishment of rules, regulations, policies, bylaws and procedures related to exercise of the authorities granted hereunder or as may be subsequently delegated by the Members, including, but not limited to, adoption of a procurement and purchasing policy and a conflict of interest code.
- h. Retention of consultants, contractors, or employees to assist the Authority in carrying out its purposes and day-to-day operations, including, without limitation, a financial consultant, legal counsel, accountant, administrative personnel, hydrogeologist, executive director, or other specialty services as may be deemed appropriate to carry out the terms of this Agreement and as more specifically set forth in Section 4.10 below.
- i. Perform all other acts reasonably necessary for the Authority to exercise the powers of the authority set forth in this Section 4.5 or as subsequently delegated pursuant to Section 4.7 below. Without limiting any other provision of this Agreement, this includes authorization to: make and enter contracts; employ agents and employees; acquire, hold or dispose of property; incur debts, liabilities or obligations; and to sue or be sued in the Authority's own name.

4.6 Restriction on Exercise of Powers Designation. For purposes of Government Code section 6509, all powers of the Authority shall be exercised subject to the restrictions upon the manner of exercising such powers as are imposed on the County, and in the event of the withdrawal of the County as a Member under this Agreement, then the manner of exercising the Authority's powers shall be exercised subject to those restrictions imposed on the City.

4.7. Additional Powers-Subsequent Implementation Activities. With the exception of activities within the authorities set forth in Section 4.5 above or necessary for the full exercise thereof, the Authority shall not undertake any GSP implementation activities within the service area of a particular Member(s) or that impact water use within the service area of a particular Member(s) without that Member(s)' prior written approval; and the Authority shall not undertake any Basin-wide GSP implementation activities with the exception of activities within the authorities set forth in Section 4.5 above or necessary for the full exercise thereof unless approved by the governing bodies of at least 4 of the 5 Members. Said approval or future

delegation shall not be deemed and need not require an amendment to this Agreement unless said activities cannot be conducted consistent with the terms of this Agreement. However, nothing herein prohibits any Member from exercising its individual authority to enact an ordinance or regulation imposing mandatory extraction limitations or other demand reduction measures in furtherance of GSP implementation within its service area. In addition, without limiting the foregoing, nothing herein shall be construed as authorizing the Authority to acquire a right to appropriate or otherwise receive surface water from Santa Margarita Lake, Lake Nacimiento or the Salinas River or to utilize infrastructure owned or operated by any Member or the FCWCD related thereto without their prior approval.

4.8 Term. This Agreement shall be effective as of the Effective Date and shall remain in effect until terminated in accordance with Section 8.2 or Section 8.3 of this Agreement.

4.9 Role of Member Agencies. Although it is anticipated that the Authority will hire its own staff, the Members will provide support to the Board of Directors by making information and meeting facilities available, Member resources permitting and subject to the execution of any necessary acknowledgement of confidentiality agreement(s) (e.g. with respect to confidential private well data). The Members will endeavor to respond quickly to any recommendations or requests made by the Board of Directors or its staff.

4.10 Executive Director and Employees. The Board may appoint an Executive Director or other designated manager (“Executive Director”) or other employees.

- a. The Executive Director’s compensation shall be determined by the Board.
- b. The Executive Director shall serve at the pleasure of the Board and shall be responsible to the Board for the proper and efficient administration of the Authority. The Executive Director shall have the powers designated by the Board.
- c. The Executive Director shall serve until s/he resigns or the Board terminates her/his appointment.
- d. The Board shall have the power to employ such other consultants or personnel as set forth in Section 4.5(h) above.

ARTICLE 5: MEMBERSHIP

5.1 Members. The Members of the Authority shall be:

- a. City of El Paso de Robles;
- b. San Miguel Community Services District;
- c. County of San Luis Obispo;
- d. Shandon-San Juan Water District; and
- e. Estrella-El Pomar-Creston Water District

as long as they have not, pursuant to the provisions hereof, withdrawn from this Agreement.

5.2 New Members. Any local agency, as defined by SGMA, that is not a Member on the Effective Date of this Agreement may become a Member upon all of the following:

- a. Amendment of the Agreement in accordance with Section 9.2;
- b. Successful enactment / establishment within the service area of the local agency of any applicable fee(s) or charges on extraction that have been levied by the Authority; and
- c. The local agency is presumed to be the exclusive GSA within its service area as described in Water Code section 10723.8 and adoption of the GSP by the local agency.

ARTICLE 6: GOVERNANCE

6.1 Board of Directors. The business of the Authority will be conducted by a Board of Directors that is hereby established and that shall be initially composed of one primary representative appointed by each Member. Without amending this Agreement, the composition of the Board of Directors shall be altered from time to time to reflect the withdrawal of any Member or the admission of a Member pursuant to Section 5.2. Members of the Board of Directors are required to be members of the governing board of the appointing Member.

6.2 Alternate Directors. Each Member shall designate one alternate to serve in the absence of that Member’s primary representative on the Board of Directors. Alternate Directors shall not vote or participate in any deliberations unless appearing as a substitute for a Director due to absence or conflict of interest. If the Director is not present, or if the Director has a conflict of interest which precludes participation by the Director in any decision-making process of the Board, the Alternate Director appointed to act in his/her place shall assume all rights of the Director and shall have the authority to act in his/her absence, including casting votes on matters before the Board. Alternate Directors are required to be members of the governing board of the appointing Member.

6.3 Statement of Economic Interests. All primary members of the Board of Directors and all alternates shall file a Statement of Economic Interests (FPPC Form 700). Each Member shall notify the Authority in writing of its designated primary and alternate representatives on the Board of Directors.

6.4 Term of Directors. Each Member of the Board of Directors will serve until replaced by the appointing Member.

6.5 Officers. The Board of Directors shall elect a Chair, Vice Chair, and Secretary. Officers shall be elected at the first Board meeting, and thereafter at the first Board meeting following January 1st of each year.

- a. Chair. The Chair shall preside at all meetings of the Board of Directors.
- b. Vice Chair. The Vice Chair shall exercise all powers of the Chair in the Chair’s absence or inability to act.
- c. Secretary. The Secretary shall keep minutes of the Board of Director meetings.

Consistent with Government Code section 6505.6, it is anticipated that the Authority will appoint its Executive Director as Treasurer and Auditor of the Authority to comply with the duties and responsibilities of the offices as set forth in Government Code section 6505.1 and 6505.5, including, without limitation, causing an annual independent audit to be made by a certified public accountant, or public accountant, in compliance with Government Code section 6505. Nothing herein shall be construed as limiting the Executive Director’s ability to otherwise retain the services of an accountant or bookkeeper to assist him or her in fulfillment of the obligations hereunder in a manner consistent with Authority procurement procedures or as

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otherwise authorized by the Board of Directors. In addition, nothing herein shall be construed as preventing the Authority from appointing someone other than the Executive Director as Treasurer and Auditor consistent with Government Code section 6505.6. At the first meeting of the Board of Directors, the Authority shall appoint one of the officers specifically identified above to the position of interim Treasurer and Auditor to comply with the duties and responsibilities described above pending retention of an Executive Director to serve in such position.

6.6 Powers and Limitations. All the powers and authority of the Authority shall be exercised by the Board, subject, however, to the rights reserved by the Members as set forth in this Agreement.

6.7 Quorum. A majority of the Members of the Board of Directors will constitute a quorum.

6.8 Voting. On all matters considered by the Authority, each Director shall have one vote and action shall require a majority vote of the Board of Directors subject to the following matters, which shall require a 4/5 vote of the Board of Directors: (1) approval of the annual budget and any amendment or adjustment thereto; (2) decisions related to the imposition of mandatory limitations on groundwater extractions; and (3) decisions related to requiring Member contributions beyond those identified in Section 7.1 to cover the cost of any budgeted costs not covered by extraction fees. In addition to the foregoing and notwithstanding any other provision of this Agreement, including any provision related to voting thresholds for Board of Director action, any action by the Board of Directors shall further require the affirmative vote of at least two (2) of the three (3) Directors (or Alternate Directors) appointed by the County, the SSJWD and the EPCWD.

6.9 Meetings. The Board of Directors shall provide for regular and special meetings in accordance with Chapter 9, Division 2, Title 5 of the Government Code (the “Ralph M. Brown Act” commencing at section 54950), and any subsequent amendments of those provisions.

6.10 By-Laws. The Board of Directors may adopt by-laws to supplement this Agreement. In the event of conflict between this Agreement and the by-laws, the provisions of this Agreement shall govern.

6.11 Advisory Committees. The Board of Directors may establish one or more advisory committees, technical committees or other committees for any purpose.

6.12 Compensation. No Director or member of an advisory committee shall be compensated by the Authority for preparation for or attendance at meetings of the Board of Directors or meetings of any committee created by the Board. Nothing in this Section 6.12 is intended to prohibit a Member from compensating its representatives on the Board of Directors or on a committee for attending such meetings.

ARTICLE 7: FINANCIAL PROVISIONS

7.1 Contributions and Expenses. It is anticipated that the vast majority of costs associated with the GSP implementation activities described herein will be funded through a fee(s) on all extractors within the Basin under Water Code section 10730 et seq. in effect not later than December 2025. Thus, the Members agree to contribute the Members’ share of costs allocated under the Fiscal Year 2024-2025 PBCC budget previously approved by each of the Members under the terms of the MOA (“FY 2024-2025 PBCC Budget”) to the Authority’s initial and Fiscal Year 2025-2026 budgets. To the extent the FY 2024-2025 PBCC Budget is insufficient to cover Authority costs through December 2025 and additional funding has been approved by a 4/5 vote of the Board of Directors, the Members agree to contribute to the additional funding based on the same percentage shares approved by the Members in connection with the FY 2024-2025 PBCC Budget for costs through December 2025. Payment will be made to the Treasurer or interim Treasurer.

7.2 Liability of Board and Officers. The funds of the Authority may be used to defend, indemnify and hold harmless the Authority, and any Director, officer, employee, or agent for actions taken within the scope of the authority of the Authority. Nothing herein shall limit the right of the Authority to purchase insurance including, but not limited to, directors and officers liability insurance.

7.3 Repayment of Funds. No refund or repayment of the funds set forth in Section 7.1 above or otherwise approved by a 4/5 vote of the Board of Directors consistent with Section 6.8(3) above will be made to a Member ceasing to be a Member of this Agreement pursuant to a withdrawal described in Section 8.1 except as expressly required thereby.

7.4 Budget. The Authority’s fiscal year shall run from July 1 through June 30. Each fiscal year, the Board shall adopt a budget for the Authority for the ensuing fiscal year. Within ninety (90) days of the Effective Date of this Agreement, the Board shall adopt an initial budget that is consistent with the FY 2024-2025 PBCC Budget. Thereafter, a budget shall be adopted no later than April 30 of the preceding fiscal year.

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7.5 Depository. The Treasurer shall (i) be the depository of the Authority, (ii) have custody of all funds of the Authority, and (iii) have the duties and obligations of the Treasurer as set forth in Section 6.5 above. All funds of the Authority shall be held in separate accounts in the name of the Authority and shall not be commingled with funds of any Member or any other person or entity.

7.6 Accounting. Full books and accounts shall be maintained for the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities. The books and records of the Authority shall be open to inspection by the Members at all reasonable times, and by bondholders and lenders as and to the extent provided by resolution or indenture.

7.7 Auditor. The Auditor shall have the duties and obligations as Auditor of the Authority as set forth in Section 6.5 above. The Auditor shall ensure strict accountability of all receipts and disbursements of the Authority. Copies of reports from the annual audit described in Section 6.5 above shall be filed with the State Controller and each Member within six (6) months of the end of the fiscal year under examination.

7.8 Expenditures. All expenditures within the designations and limitations of the applicable approved budget shall be made upon the approval of any officer so authorized by the Authority Board of Directors. The Treasurer shall draw checks or warrants or make payments by other means for claims or disbursements not within an applicable budget only upon the approval and written order of the Board. The Board shall requisition the payments of funds only upon approval or claims or disbursements and requisition for payment in accordance with policies and procedures adopted by the Board.

ARTICLE 8: CHANGES TO MEMBERSHIP, WITHDRAWAL AND TERMINATION

8.1 Withdrawal of Members.

8.1.1. Automatic Withdrawal. A Member shall be deemed to have unilaterally withdrawn from this Agreement at the time it ceases to exist as a GSA provided that said withdrawal shall not be effective unless and until another Member(s) elects to include the withdrawing Member's service area within their boundaries such that fees can continue to be collected therein. However, this requirement shall not apply if the Member ceases to be a GSA because its service area is no longer subject to SGMA.

8.1.2. Voluntary Withdrawal. A Member may, in its sole discretion, unilaterally choose to withdraw from the Authority, effective upon ninety (90) days' prior written notice to the Authority provided that the withdrawing Member shall remain obligated to pay a percentage share of costs as outlined in the current Authority annual budget incurred, accrued or encumbered up to the date the withdrawing Member provides notice of withdrawal in an amount equal to the percentage of fees collected within the withdrawing Member's service area. The withdrawing Member will thereafter be solely responsible for funding SGMA compliance and GSP implementation within its service area. Notwithstanding the foregoing or anything in this Agreement to the contrary, the Authority shall not rely on funding from any Member that does not concur with (i) an approved annual budget, (ii) an amendment to the budget, or (iii) a Member contribution described in Section 6.8(3) above, and the non-concurring Member shall not be liable for any costs that are incurred, accrued or encumbered following the non-concurring Member's vote against an approved annual budget, amendment to the budget, or Member contribution, provided the non-concurring Member notices its intent to withdraw from the Authority in the manner provided for in this Section 8.1.2 within thirty (30) days of the Authority's approval of any annual budget, amendment to the budget, or Member contribution.

8.1.3. Voting following a Member's Withdrawal. In the event of the withdrawal of a Member, such that four Members will remain, each of the four remaining Directors shall continue to have one vote and any action that requires a 4/5 vote of the Board of Directors under the terms of this Agreement shall thereafter require the affirmative vote of three of the Directors regardless of how many Members are present and voting. In the event of subsequent withdrawals, the remaining Members shall amend this Agreement in accordance with Section 9.2 below to address voting thresholds and other procedural matters. Without limiting Section 8.3 below, the failure of the remaining Members to agree to an amendment within sixty (60) days of the effective date of withdrawal will result in automatic termination of this Agreement.

8.2 Automatic Termination. This Agreement will automatically terminate on June 30, 2026 if the Authority has not yet established a fee or fees to fund its activities as described above. However, nothing herein shall be construed as preventing the Members or a subset thereof from entering into a subsequent agreement related to Basin management and implementation of the GSP. In the event of automatic termination under this Section 8.2, each of the Members shall remain obligated to pay the contributions described in Section 7.1 or otherwise approved by a 4/5 vote of the Board of Directors consistent with Section 6.8(3) above accrued or encumbered prior to the date of termination.

8.3 Termination. This Agreement and the Authority may be terminated by the written consent of four of the five Members subject to the terms and conditions herein. Approval of a Member is valid only after that Member’s governing body approves the termination at a public meeting. Neither individual Directors nor individual members of the Members’ governing boards have the authority, express or implied, to terminate this Agreement. In the event of termination under this Section 8.3, each of the Members shall remain obligated to pay the contributions described in Section 7.1 above or otherwise approved by a 4/5 vote of the Board of Directors consistent with Section 6.8(3) above accrued or encumbered prior to the date of termination.

8.4 Disposition of Property upon Termination. Upon termination of this Agreement, the assets of the Authority shall be transferred to the Authority’s successor, provided that a public entity will succeed the Authority, or in the event that there is no successor public entity, to the Members in proportion to the contributions made by each Member. If the successor public entity will not assume all of the Authority’s assets, the Board shall distribute the Authority’s assets between the successor entity and the Members in proportion to the obligation described in Section 7.1 above or as otherwise approved by a 4/5 vote of the Board of Directors consistent with Section 6.8(3) above. With respect to revenue collected by the Authority through a fee(s) on extractors within the Basin, upon termination of this Agreement in the event of no successor public entity, the Board shall distribute any such revenue on hand to the Members in proportion to the amount of revenue collected from extractors within each Member’s service area or as otherwise required by law.

8.5 Use of Data and GSP. Upon withdrawal or termination, any Member shall be entitled to use any data or other information developed by the Authority during its time as a Member after signing and subject to an acknowledgement of confidentiality agreement with the Authority, FCWCD, County and any other Member or agency that provided confidential data to the Authority that prohibits the Member from disclosing confidential information, including but not limited to private well data, or privileged communications, including, but not limited to, attorney-client communications, or from otherwise making a disclosure in contravention of applicable law or agreement and that requires the Member to indemnify the providing parties from any breach of this prohibition.

ARTICLE 9: MISCELLANEOUS PROVISIONS

9.1 Indemnification. The Authority shall hold harmless, defend and indemnify the Members, and their agents, officers and employees from and against any liability, claims,

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actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property arising out of the activities of the Authority, or its agents, officers and employees under this Agreement. These indemnification obligations shall continue beyond the Term of this Agreement, as defined in Section 4.8 above, as to any acts or omissions occurring before or under this Agreement or any extension of this Agreement.

9.2 Amendments. This Agreement may be amended from time to time by the consent of the Members. Minor Amendments may be made by consent of a majority of the Members, whereas all other amendments shall require unanimous consent of all Members. A “Minor Amendment” is one that does not change the overall substance of this Agreement and does not affect the rights and/or obligations of any or all of the Members, or that is required simply to comply with the procedural requirements of the JPA Act or other applicable law; all other amendments shall be considered “Major Amendments.” Approval of a Member is valid only after that Member’s governing body approves the amendment at a public meeting. Neither individual Directors nor individual members of the Members’ governing boards have the authority, express or implied, to amend, modify, waive or in any way alter this Agreement or the terms and conditions hereof. To provide non-concurring Members an opportunity to withdraw from the Authority, any amendment to this Agreement shall be binding on all Members thirty (30) days after the required concurrence has been obtained.

9.3 Binding on Successors. Except as otherwise provided in this Agreement, the rights and duties of the Members may not be assigned or delegated without the written consent of four of the five Members. Any approved assignment or delegation shall be consistent with the terms of any contracts, resolutions, indemnities and other obligations of the Authority then in effect. This Agreement shall inure to the benefit of, and be binding upon, the successors and assigns of the Members hereto.

9.4 Notice. Any notice or instrument required to be given or delivered under this Agreement may be made by: (a) depositing the same in any United States Post Office, postage prepaid, and shall be deemed to have been received at the expiration of 72 hours after its deposit in the United States Post Office; (b) transmission by facsimile copy to the addressee; (c) transmission by electronic mail; or (d) personal delivery. On the signature page of this Agreement, each party shall provide contact information for the purpose of notification and said contact information can be updated by written notice to each Member in accordance with this Section 9.4.

DRAFT – SUBJECT TO CONSIDERATION AND APPROVAL BY INDIVIDUAL PASO ROBLES AREA GROUNDWATER SUSTAINABILITY AGENCIES (1/20/25)

9.5 Counterparts. This Agreement may be executed by the Members in separate counterparts, each of which when so executed and delivered shall be an original. All such counterparts shall together constitute but one and the same instrument.

9.6 Choice of Law. This Agreement shall be governed by the laws of the State of California.

9.7 Severability. If one or more clauses, sentences, paragraphs or provisions of this Agreement is held to be unlawful, invalid or unenforceable, it is hereby agreed by the Members that the remainder of the Agreement shall not be affected thereby. Such clauses, sentences, paragraphs or provisions shall be deemed reformed so as to be lawful, valid and enforced to the maximum extent possible.

9.8 Headings. The paragraph headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the Members to this Agreement.

9.9 Construction and Interpretation. This Agreement has been arrived at through negotiation and each Member has had a full and fair opportunity to revise the terms of this Agreement. As a result, the normal rule of construction that any ambiguities are to be resolved against the drafting Member shall not apply in the construction or interpretation of this Agreement.

9.10 Entire Agreement. This Agreement constitutes the entire agreement among the Members and supersedes all prior agreements and understandings, written or oral. By entering into this Agreement, the Members agree that they are hereby unanimously terminating the MOA pursuant to Section 9.1. of the MOA and the existence of the PBCC.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed on the dates set forth below:

CITY OF EL PASO DE ROBLES

By: _____

Date: _____

jr v1 {CW142392.1}

**DRAFT – SUBJECT TO CONSIDERATION AND APPROVAL BY INDIVIDUAL PASO
ROBLES AREA GROUNDWATER SUSTAINABILITY AGENCIES (1/20/25)**

Contact information: _____

APPROVED AS TO FORM AND LEGAL
EFFECT:

By: _____

Its: _____

Date: _____

SHANDON SAN JUAN WATER DISTRICT

By: _____

Date: _____

Contact information: _____

APPROVED AS TO FORM AND LEGAL
EFFECT:

By: _____

Its: _____

Date: _____

COUNTY OF SAN LUIS OBISPO

By: _____

Date: _____

Contact information: _____

APPROVED AS TO FORM AND LEGAL

**DRAFT – SUBJECT TO CONSIDERATION AND APPROVAL BY INDIVIDUAL PASO
ROBLES AREA GROUNDWATER SUSTAINABILITY AGENCIES (1/20/25)**

EFFECT:

By: _____

Its: _____

Date: _____

SAN MIGUEL COMMUNITY SERVICES DISTRICT

By: _____

Date: _____

Contact information: _____

APPROVED AS TO FORM AND LEGAL
EFFECT:

By: _____

Its: _____

Date: _____

ESTRELLA-EL POMAR-CRESTON WATER DISTRICT

By: _____

Date: _____

Contact information: _____

APPROVED AS TO FORM AND LEGAL
EFFECT:

**DRAFT – SUBJECT TO CONSIDERATION AND APPROVAL BY INDIVIDUAL PASO
ROBLES AREA GROUNDWATER SUSTAINABILITY AGENCIES (1/20/25)**

By: _____

Its: _____

Date: _____

DRAFT

EXHIBIT A

SMCSD GSA separation from JPA/ PBCC

*****On a conceptual level/ all information below is tentative and subject to change*****

- Initially District will need to work with DWR to operate as a standalone GSA as opposed to being part of the PBCC/ JPA (Cost would be dependent on the total effort required)
- Required reporting (Potentially \$20-30,000 based on current level of effort if performed by District Engineer)
 - Annual report will need to be completed and filed.
 - Either on our own or as a contract back to the JPA (would be less expensive to contract for annual report through or with the same firm as JPA)
 - 5-year evaluation will need to be completed and filled
 - Either on our own or as a contract back to the JPA (would be less expensive to contract for annual report through or with the same firm as JPA)
- Management actions (GSP section 8.2)
 - Monitoring, reporting, outreach (Potentially \$15-20,000 in initial one-time costs and ~\$5,000 in ongoing/annual costs)
 - If on our own will need to maintain well monitoring indefinitely
 - Additional private wells will need to be incorporated to ensure representative sampling of the entire district.
 - Well data will need to be compiled by manual readings and/or electronic well monitoring.
 - Data will need to tabulate and convert the raw data to hydrographs for inclusion in reporting.
 - Will need to prepare outreach materials to keep property owners updated on status of basin
 - Promoting best water use practices (Cost would be dependent on the total effort required)
 - District would need to develop additional outreach materials to promote efficient use of water resources
 - Mandatory pumping limitations in specific areas (This can become very costly depending on the extent of the plan or if it is developed in connection with the JPA)
 - District will need to develop a plan and criteria for pumping limitations in the event that the basin continues to decline
 - Conceptual projects (although conceptual development would not be overly expensive, developing past the concept stage will become very expensive)
 - District will need to develop additional projects to benefit the basin.
 - May be only the District but may also be in partnership with the JPA or other GSA
- Measurable objectives and Minimum Thresholds (can be relatively inexpensive, however may become extremely expensive if the District has to replace or repair wells, or perform other construction activities to mitigate the minimum threshold)
 - District will need to monitor basin levels in order to determine whether or not the basin within the District is meeting the Measurable objectives or if the basin is at or below the minimum threshold for this part of the basin.

- In the even that a well, or wells, are at the minimum threshold the District will need to take action to determine the cause and what needs to be done to correct the cause.
- Any action that is taken by the District (separately from the JPA or PBCC) may not negatively impact the basin around the District or any other Basin.
- Any projects, if taken on alone, would need to be paid for by the property owners within the District. Costs to apply for and implement grants would need to be paid for by the District.
- A Prop 218 rate study will need to be conducted in order for the District to determine a rate to be applied to each property within the District.
 - The District does not serve every property within the District boundaries. A rate would need to be established to collect the projected cost for management of the GSA outside of a collective JPA. (Ex. \$35,000 / 1000 properties ~ \$35 annually per property)
 - Amount for GSA costs would be placed on the tax roles for all parcels within the district. This would maintain separation from any rate revenue for water sales.

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

January 23, 2025

AGENDA ITEM: 11.1

SUBJECT: 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* (Pg. 437)

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

No additional cost for this time.

PREPARED BY: Christina Pritchard
