



## BOARD OF DIRECTORS

Ashley Sangster, President  
 Ward Roney, Director

Anthony Kalvans, Vice-President  
 Hector Palafox, Director  
 Raynette Gregory, Director

## REGULAR MEETING AGENDA 6:00 P.M. Closed Session 7:00 P.M. Opened Session SMCS D Boardroom 05-27-2021

### IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the Corona Virus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not opened to the public at this time, please call 805-467-3388
- The Meeting will be conducted with social distancing observed.
- All members of the public seeking to observe and comment to the local legislative body may do so in person or telephonically/email in the manner described below.

### HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

**Written / Read Aloud:** Please email your comments to [tamara.parent@sanmiguelcsd.org](mailto:tamara.parent@sanmiguelcsd.org) (Board Clerk), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (keep to three minutes) prominently write "Read Aloud at Meeting" at the top of your email. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

**Voice Mail:** Leave a message on the District phone line at 805-467-3388 after 4:30pm before 4:30pm District Staff will take down message. Voice "Public Comment" at beginning of message and include agenda item number and title. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

### PUBLIC RECORD

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all of the members of the Board. The documents may also be obtained by calling the District Board Clerk.

Please see: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

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

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

**Public Comment:** please see notice.

Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

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

**Agendas:** Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. **Call to Order:** **6:00 PM**
- II. **Pledge of Allegiance:**
- III. **Roll Call:** *Sangster* \_\_\_ *Kalvans* \_\_\_ *Roney* \_\_\_ *Palafos* \_\_\_ *Gregory* \_\_\_
- IV. **Approval of Regular Meeting Agenda:**

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

V. **ADJOURN TO CLOSED SESSION:** Public Comment for items on closed session agenda  
Time: \_\_\_\_\_

**A. CLOSED SESSION AGENDA:**

- 1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Confidential Complainant
- 2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Pursuant to Government Code §54957) Title: Interim General Manager/Fire Chief
- 3. **PUBLIC EMPLOYMENT**  
Title: Interim General Manager/Fire Chief; Pursuant to Government Code Section 54954.5
- 4. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: White Oak

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

**Time:** \_\_\_\_\_

1. Report out of closed session by District General Counsel (WhiteBrenner, LLP)

**VII. Public Comment and Communications for items not on the Agenda:**

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

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

1. **PUBLIC HEARING:** Consider Adoption of Resolution No. 2021-13 Adopting the FY 2021-22 Operations and Maintenance Budget.

**Recommendation:** After Public Hearing; Approve Resolution 2021-13 Adopting the FY 2021-22 Operation and Maintenance Budget.

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

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

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

**Non-District Reports:**

- |    |   |           |
|----|---|-----------|
| 1. | San Luis Obispo County                    | No Report |
| 2. | Camp Roberts—Army National Guard (Mitten) | Verbal    |
| 3. | Community Service Organizations           | Verbal    |

**District Staff & Committee Reports:**

- |    |                          |                  |                 |
|----|--------------------------|------------------|-----------------|
| 4. | Interim General Manager  | (Mr. Roberson)   | Verbal          |
| 5. | District General Counsel | (Mr. White)      | Verbal          |
| 6. | District Engineer        | (Dr. Reely)      | Report Attached |
| 7. | Director of Utilities    | (Mr. Dodds)      | Report Attached |
| 8. | Fire Chief               | (Chief Roberson) | Report Attached |

**X. CONSENT CALENDAR:**

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

**1. Review and Approve Board Meeting Minutes**

- a) 3-25-2021 Regular Board Meeting
- b) 4-16-2021 Special Board Meeting
- c) 5-6-2021 3rd Strategic Planning Informal Work Session- Fire
- d) 5-13-2021 4<sup>th</sup> Strategic Planning Informal Work Session- LAFCO

**XI. BOARD ACTION ITEMS:**

**1. Review, Discuss, Receive and File the Enumeration of Financial Report for April 2021 (Dodds)**

- A. Claims Detail Report
- B. Statement of Revenue Budget vs Actuals
- C. Rev Budget vs Actual Summary
- D. Statement of Expenditures Budget vs Actual
- E. Cash Report

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

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

**2. Review and approve Resolution 2021-14 authorizing the Director of Utilities to contract with B&T Service Station Contractors in an amount not to exceed \$105,000 to provide a turnkey fuel tank and fuel management system at the Machado WWTF and authorize a budget adjustment in an amount of \$120,000 divided equally from all Funds (object 500) from capital reserve. (Dodds)**

**Recommendation:** Approve Resolution 2021-14 authorizing the Director of Utilities to contract with B&T Service Station Contractors and authorizing a corresponding Budget adjustment.

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

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

**3. Review final project report for 10<sup>th</sup> and 11<sup>th</sup> street waterline replacement project and approve RESOLUTION 2021-15 accepting this completed project. (Dodds)**

**Recommendation:** Review final project report for 10<sup>th</sup> and 11<sup>th</sup> street waterline replacement project and approve Resolution 2021-15 accepting this completed project.

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

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

**4. Adoption of RESOLUTION NO. 2021-16 authorizing the abatement of weeds within the District boundaries. (Young/ Roberson)**

**Recommendation:** Staff requests that the Board hold a discussion to consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt Resolution No 2021-16 authorizing Fire Chief to have weed abatement work performed.

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

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

**5. Continued discussion on the Fire Department Temporary Housing unit (Young)**

**Recommendation:** Discuss the status and next steps for the Fire Department Temporary Housing unit

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

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

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

**XII. BOARD COMMENT:**

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

**XIII. ADJOURNMENT TO NEXT REGULAR MEETING**

**ATTEST:**

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

**I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on May 21, 2021**

**Date: May 21, 2021**

Rob Roberson, Fire Chief/Interim General Manager  
 Ashley Sangster, SMCSO Board President 2021  
 Tamara Parent, Board Clerk



## San Miguel Community Services District

### Board of Directors Staff Report

May 27<sup>th</sup>, 2021

**AGENDA ITEM: VIII - 1**

**SUBJECT:** Consider Adoption of **Resolution No. 2021-13** adopting the FY 2021-22 Operations and Maintenance Budget

#### **RECOMMENDATION:**

Approve **Resolution No. 2021-13** adopting the FY 2021-22 Operations and Maintenance Budget

#### **BACKGROUND:**

The District operates on a fiscal year basis which is July 1<sup>st</sup> – June 30<sup>th</sup>. The annual operations and maintenance (O & M) budget of any agency is a spending plan for the upcoming fiscal year to provide services.

At the April 22<sup>nd</sup> regular board meeting a preliminary draft budget was presented which depicted a ‘net positive’ or ‘net zero’ budget for all departments.

Since the April 22<sup>nd</sup> regular meeting the proposed budget has been reviewed and revised as needed to incorporate additional expense and revenue information in all the departments.

**For the Water and Wastewater budgets revenue numbers are predicated on the implementation of the fourth-rate increase from the Rate Study.** If the fourth-rate increase is not implemented, the Wastewater department will not be able to fund the necessary long-term maintenance or the transfer to capital for the construction of the Wastewater Treatment Facility. The Water department is no longer in a deficit as a direct result of the rate increases. Suspending the fourth and subsequent rate increases would likely drop the water department back into a deficit and hamper its ability to operate. The Water department is also still in litigation that is expected to continue through this fiscal year, without the fourth rate increase the water department may not be able to fund operations and the mounting legal costs for this litigation.

This year the District will be undertaking multiple projects as well as making staffing changes. Although these projects and staffing changes are incorporated in this budget, they may be

implemented later in the year due to grant funding availability. If the projects start later in the year, then there will be a savings to this year's budget.

### **Proposed Department operation and maintenance budget**

#### **Fire Department (fund 20)**

##### **2020-21 Budget performance thru April 31<sup>st</sup>, 2021**

- Budgeted Revenue \$449,097      Actual Revenue \$439,860      Percentage 98%
- Budgeted Expense \$586,840      Actual Expense \$436,427      Percentage 74%

##### **2021-22 DRAFT Budget**

- Budgeted Revenue \$480,448      Budgeted Expense \$479,935      Net \$513

#### **Lighting Department (fund 30)**

##### **2020-21 Budget performance thru April 31<sup>st</sup>, 2021**

- Budgeted Revenue \$124,439      Actual Revenue \$111,895      Percentage 90%
- Budgeted Expense \$91,547      Actual Expense \$50,766      Percentage 55%

##### **2021-22 DRAFT Budget**

- Budgeted Revenue \$135,740      Budgeted Expense \$132,505      Net \$3,235

#### **Wastewater Department (fund 40)**

##### **2020-21 Budget performance thru April 31<sup>st</sup>, 2021**

- Budgeted Revenue \$1,266,633      Actual Revenue \$1,405,952      Percentage 111%
- Budgeted Expense \$1,086,511      Actual Expense \$545,146      Percentage 50%

##### **Per the 2020-21 approved budget and 2017 Rate study;**

*\$100,000 (included in budgeted total) is to be transferred to the Long-Term Maintenance account for the WWTF.*

*\$220,000 (NOT included in budgeted total) is to be transferred to the Capital reserve account for WWTF construction.*

##### **2021-22 DRAFT Budget**

- Budgeted Revenue \$1,248,574      Budgeted Expense \$1,248,574      Net \$0

*Draft Revenue budget reflects the annual increase as identified in the 2017 Bartle Wells Rate Study.*

*\$100,000 (included in budgeted total) is to be transferred to the Long-term maintenance account for the WWTF.*

*\$220,000 (included in budgeted total) is to be transferred to the Capital reserve account for WWTF construction.*

### **Water Department (fund 50)**

#### **2020-21 Budget performance thru April 31<sup>st</sup>, 2021**

- Budgeted Revenue \$1,125,101      Actual Revenue \$1,524,318      Percentage 135%
- Budgeted Expense \$1,551,196      Actual Expense \$1,036,593      Percentage 67%

#### **2021-22 DRAFT Budget**

- Budgeted Revenue \$1,153,172      Budgeted Expense \$1,153,172      Net \$0

*Draft Revenue budget reflects the annual increase as identified in the 2017 Bartle Wells Rate Study.*

### **Solid Waste Department (fund 60)**

#### **2020-21 Budget performance thru April 31<sup>st</sup>, 2021**

- Budgeted Revenue \$32,323      Actual Revenue \$33,922      Percentage 105%
- Budgeted Expense \$40,053      Actual Expense \$28,384      Percentage 71%

#### **2021-22 DRAFT Budget**

- Budgeted Revenue \$36,900      Budgeted Expense \$36,900      Net \$0

### **District totals**

#### **2020-21 Budget performance thru April 31<sup>st</sup>, 2021**

- Budgeted Revenue \$2,997,593      Actual Revenue \$3,515,948      Percentage 117%
- Budgeted Expense \$3,357,147      Actual Expense \$2,097,317      Percentage 62%

#### **2021-22 DRAFT Budget**

- Budgeted Revenue \$3,054,834      Budgeted Expense \$3,051,086      Net \$3,748



**Fiscal Impact:**

The action before the District Board is to adopt the fiscal year 2021-22 Operations and Maintenance Budget. The proposed budgets are based on up-to-date information regarding projected revenues and expenditures.

PREPARED BY:

*Kelly Dodds*

Kelly Dodds, Director of Utilities

Attachment: Resolution 2021-13, All Department revenue and expenditure budgets

**RESOLUTION NO. 2021-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT (SMCSD) FOR ADOPTING THE  
FY 2021-2022 OPERATIONS AND MAINTENANCE BUDGET**

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

**WHEREAS**, the Board desires to adopt the fiscal year 2021-22 operations and maintenance budget as presented.

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt this Resolution approving and adopting the 2021-22 fiscal year operations and maintenance budget.

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 27<sup>th</sup> day of May 2021.

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

\_\_\_\_\_  
Ashley Sangster, Board President

\_\_\_\_\_  
Tamara Parent, Board Clerk/Account Clerk Manager

**APPROVED AS TO FORM:**

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

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	17-18	18-19	19-20	20-21	Budget 20-21	Rec. 20-21	Budget 21-22	Change 21-22	Budget 21-22	Budget 21-22
40000										
40220 Weed Abatement Fees	3,891	8,996	8,982		2,000	0%			0	0%
40300 Fireworks Permit Fees	2,200	2,500	2,700	3,120	0	***%			0	0%
40310 Fireworks Refundable C/Up		1,500	-204		2,700	0%			0	0%
40320 Fire Impact Fees	25,467	51,264	31,618		0	0%			0	0%
40410 Mutual Aid Fires ~ OES	149,087	6,653	12,962	47,246	0	***%			0	0%
40420 Ambulance Reimbursement	4,584	4,747	4,911	3,760	4,400	85%	4,400		4,400	100%
40500 VFA Assistance Grant		16,436	19,619		20,000	0%	20,000		20,000	100%
40505 CFF~California Fire				15,000	0	***%	15,000		15,000	***%*
40510 Sponsored Training Fees			400		0	0%			0	0%
Group:	185,229	92,096	80,988	69,126	29,100	238%	39,400	0	39,400	135%
43000 Property Taxes Collected										
43000 Property Taxes Collected	341,497	375,222	406,221	328,775	417,997	79%	425,798		425,798	102%
Group:	341,497	375,222	406,221	328,775	417,997	79%	425,798	0	425,798	101%
44000 Forestry & Fire Protection Reimbursement										
44000 Forestry & Fire	4,397			19,031	0	***%			0	0%
Group:	4,397			19,031	0	***%	0	0	0	0%
46000 Revenues & Interest										
46000 Revenues & Interest	249	681	531	809	0	***%			0	0%
46001 Change in Value	-214				0	0%			0	0%
46100 Realized Earnings		343			0	0%			0	0%
46150 Miscellaneous Income	730	1,000		9,750	0	***%	9,750		9,750	***%*
46151 Refund/Adjustments	1,027	3,598	335	1,816	0	***%			0	0%
46153 Plan Check Fees and		900	3,700	10,554	2,000	528%	5,500		5,500	275%
46155 Will Serve Processing	150	150			0	0%			0	0%
46157 Donation			4,325		0	0%			0	0%
46175 Sale of Surplus Property	229				0	0%			0	0%
Group:	2,171	6,672	8,891	22,929	2,000	***%	15,250	0	15,250	762%
Fund:	533,294	473,990	496,100	439,861	449,097	98%	480,448	0	480,448	106%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

30 STREET LIGHTING DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	17-18	18-19	19-20	20-21	Budget 20-21	Rec. 20-21	Budget 21-22	Change 21-22	Budget 21-22	Budget 21-22
43000 Property Taxes Collected										
43000 Property Taxes Collected	97,248	108,158	120,903	98,169	124,439	79%	135,740		135,740	109%
Group:	97,248	108,158	120,903	98,169	124,439	79%	135,740	0	135,740	109%
46000 Revenues & Interest										
46000 Revenues & Interest	52	79	4,898	4,071	0	***%			0	0%
46001 Change in Value	-730				0	0%			0	0%
46100 Realized Earnings		62	11,064	-2,105	0	***%			0	0%
46150 Miscellaneous Income	400	200	200	11,734	0	***%			0	0%
46151 Refund/Adjustments	1,096	640	19	24	0	***%			0	0%
Group:	818	981	16,181	13,724	0	***%	0	0	0	0%
Fund:	98,066	109,139	137,084	111,893	124,439	90%	135,740	0	135,740	109%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

40 WASTEWATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	17-18	18-19	19-20	20-21	Budget 20-21	Rec. 20-21	Budget 21-22	Change 21-22	Budget 21-22	Budget 21-22
40000										
40850 Wastewater Hook-up Fees	191,636	36,990	62,575	330,704	0	***%			0	0%
40900 Wastewater Sales	330,759	681,704	947,016	900,292	954,125	94%	1,001,618		1,001,618	105%
40910 Wastewater Late Charges	6,243	11,645	10,769		0	0%			0	0%
Group:	528,638	730,339	1,020,360	1,230,996	954,125	129%	1,001,618	0	1,001,618	104%
41000 Water Sales										
41000 Water Sales	1,257				0	0%			0	0%
Group:	1,257				0	0%	0	0	0	0%
43000 Property Taxes Collected										
43000 Property Taxes Collected	52,615	59,068	61,916	48,835	62,508	78%	66,956		66,956	107%
Group:	52,615	59,068	61,916	48,835	62,508	78%	66,956	0	66,956	107%
46000 Revenues & Interest										
46000 Revenues & Interest	594	1,647	546	1,508	0	***%			0	0%
46001 Change in Value	-519				0	0%			0	0%
46006 IRWM Grants			160,300	8,562	0	***%			0	0%
46008 DWR Grants				96,974	250,000	39%	180,000		180,000	72%
46010 Transfer In		-6,277			0	0%			0	0%
46100 Realized Earnings	815	831			0	0%			0	0%
46150 Miscellaneous Income	6	43	7,273	16,018	0	***%			0	0%
46151 Refund/Adjustments	2,608	8,334	540	2,209	0	***%			0	0%
46152 Recycling				100	0	***%			0	0%
46155 Will Serve Processing	500	525	1,850	750	0	***%			0	0%
Group:	4,004	5,103	170,509	126,121	250,000	50%	180,000	0	180,000	72%
Fund:	586,514	794,510	1,252,785	1,405,952	1,266,633	111%	1,248,574	0	1,248,574	98%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	17-18	18-19	19-20	20-21	Budget 20-21	Rec. 20-21	Budget 21-22	Change 21-22	Budget 21-22	Budget 21-22
40000										
40440 CDBG Grant	135,679	14,321		164,388	0	***%			0	0%
40900 Wastewater Sales	-137	737			0	0%			0	0%
Group:	135,542	15,058		164,388	0	***%	0	0	0	0%
41000 Water Sales										
41000 Water Sales	365,858	708,055	868,049	771,458	895,101	86%	920,172		920,172	103%
41001 Water Connection Fees	185,260	37,620	74,568	332,852	0	***%			0	0%
41005 Water Late Charges	66,464	14,141	10,378		0	0%			0	0%
41010 Water Meter Fees	2,199	-15,072	-2,301	12,150	0	***%			0	0%
Group:	619,781	744,744	950,694	1,116,460	895,101	125%	920,172	0	920,172	102%
43000 Property Taxes Collected										
43000 Property Taxes Collected	48,987	48,983	48,980		0	0%			0	0%
Group:	48,987	48,983	48,980		0	0%	0	0	0	0%
46000 Revenues & Interest										
46000 Revenues & Interest	630	3,376	1,751	488	0	***%			0	0%
46001 Change in Value	-519				0	0%			0	0%
46007 State/Federal Grants			38,312		0	0%			0	0%
46010 Transfer In		6,277			0	0%			0	0%
46100 Realized Earnings		831			0	0%			0	0%
46115 CALOES Resiliency Grant				230,000	230,000	100%	230,000		230,000	100%
46150 Miscellaneous Income	102	43	904	7,505	0	***%			0	0%
46151 Refund/Adjustments	3,608	8,339	522	800	0	***%			0	0%
46152 Recycling		1,559		1,977	0	***%			0	0%
46155 Will Serve Processing	500	525	2,600	2,700	0	***%	3,000		3,000	*****%
Group:	4,321	20,950	44,089	243,470	230,000	106%	233,000	0	233,000	101%
Fund:	808,631	829,735	1,043,763	1,524,318	1,125,101	135%	1,153,172	0	1,153,172	102%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
 Revenue Budget Report -- MultiYear Actuals  
 For the Year: 2021 - 2022

60 SOLID WASTE DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	17-18	18-19	19-20	20-21	Budget 20-21	Rec. 20-21	Budget 21-22	Change 21-22	Budget 21-22	Budget 21-22
46000 Revenues & Interest										
46000 Revenues & Interest	11	63	13	89	0	***%			0	0%
46001 Change in Value	685				0	0%			0	0%
46005 Franchise Fees	34,736	39,808	35,093	33,617	32,323	104%	36,900		36,900	114%
46100 Realized Earnings		10			0	0%			0	0%
46150 Miscellaneous Income				200	0	***%			0	0%
46151 Refund/Adjustments			10	18	0	***%			0	0%
Group:	35,432	39,881	35,116	33,924	32,323	105%	36,900	0	36,900	114%
Fund:	35,432	39,881	35,116	33,924	32,323	105%	36,900	0	36,900	114%
Grand Total:	2,061,937	2,247,255	2,964,848	3,515,948	2,997,593		3,054,834	0	3,054,834	

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
62000	Fire										
105	Salaries and Wages	65,192	58,282	107,885	102,248	150,000	68%	160,000		160,000	107%
110	Payroll tax expense	1,690				0	0%			0	0%
111	BOD Stipend	891	836	1,179	924	1,380	67%	1,380		1,380	100%
112	OES Payroll Tax Expense					1	0%			0	0%
113	OES Payroll Tax FICA					1	0%			0	0%
114	OES Tax Medicare					1	0%			0	0%
115	Payroll Expenses		923	2,585	3,062	3,600	85%	2,000		2,000	56%
116	OES Payroll Expense					1	0%			0	0%
117	OES Backfill Coverage					1	0%			0	0%
119	OES Payroll Tax Fed W/H					1	0%			0	0%
120	Workers' Compensation	5,958	6,917	6,911	10,436	10,435	100%	8,000		8,000	77%
121	Physicals			150	75	2,000	4%	1,000		1,000	50%
125	Volunteer firefighter sti	32,316	50,806	28,072	39,754	45,000	88%	45,000		45,000	100%
126	Strike Team Pay - VFF	99,034	3,539		114,489	107,352	107%			0	0%
130	Payroll Tax - Fed W/H	3,177				0	0%			0	0%
135	Payroll Tax - FICA	8,144	3,383	2,089	8,433	11,318	75%	3,100		3,100	27%
140	Payroll Tax - Medicare	2,868	2,862	1,785	1,723	2,800	62%	2,800		2,800	100%
155	Payroll Tax - SUI	3,918	2,124	1,106	2,769	3,918	71%	3,918		3,918	100%
160	Payroll Tax - ETT	176	23			0	0%			0	0%
165	Payroll Tax - FUTA	6,021	284			0	0%			0	0%
205	Insurance - Health	759	1,033	4,361	3,574	6,942	51%	4,000		4,000	58%
210	Insurance - Dental	369	432	544	421	686	61%	686		686	100%
215	Insurance - Vision	58	65	90	69	250	28%	250		250	100%
225	Retirement - PERS expense	1,383	3,785	4,684	4,988	6,940	72%	5,500		5,500	79%
305	Operations and maintenanc	5,094	4,143	6,763	5,577	6,000	93%	6,000		6,000	100%
310	Phone and fax expense	4	225	391	383	475	81%	475		475	100%
315	Postage, shipping and fre	48	163	455	497	600	83%	300		300	50%
320	Printing and reproduction	29	114	233	361	600	60%	600		600	100%
323	Financial Auditor					0	0%	4,100		4,100	*****
325	Professional svcs - Accou	6,693	9,863	8,364	4,451	8,349	53%	2,000		2,000	24%
326	Professional svcs - Engin			1,500	1,330	4,000	33%	4,000		4,000	100%
327	Professional svcs - Legal	12,402	19,584	10,819	8,136	10,997	74%	11,000		11,000	100%
328	Insurance - prop and liab	5,939	11,734	12,751	22,508	22,509	100%	24,000		24,000	107%
330	Contract labor				647	0	***%	1,250		1,250	*****
331	Professional Services - L	527				0	0%			0	0%
334	Maintenance Agreements		2,145	2,199	5,520	4,979	111%	10,000		10,000	201%
335	Meals - Reimbursement	119	207	501	354	600	59%	600		600	100%
340	Meetings and conferences			1		500	0%	1,000		1,000	200%
345	Mileage expense reimburse	52	240	35	15	500	3%	500		500	100%
348	Safety Equipment and Supp				423	700	60%	2,000		2,000	286%
350	Repairs and maint - compu	1,994	1,757	2,138	1,301	3,500	37%	4,500		4,500	129%
351	Repairs and maint - equip	3,107	3,157	9,740	1,142	5,000	23%	7,500		7,500	150%
352	Repairs and maint - struc	1,344	171	90	4,959	3,000	165%	6,000		6,000	200%
354	Repairs and maint - vehic	13,554	11,916	22,506	13,165	13,000	101%	13,000		13,000	100%
370	Dispatch services (Fire)	7,544		8,963	8,999	10,000	90%	10,000		10,000	100%
375	Internet expenses	713	1,240	1,248	945	1,134	83%	1,134		1,134	100%
376	Webpage- Upgrade/Maint	231	396	528	506	552	92%	552		552	100%



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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For the Year: 2021 - 2022

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
380	Utilities - alarm service			10		120	0%	120		120	100%
381	Utilities - electric	3,525	2,082	1,722	2,462	4,635	53%	4,500		4,500	97%
382	Utilities - propane	532	220	328	327	500	65%	500		500	100%
385	Dues and subscriptions	4,224	3,966	5,200	7,795	6,572	119%	10,000		10,000	152%
386	Education and training	1,380	6,885	2,335	302	2,000	15%	4,000		4,000	200%
387	Education and training: T		211			0	0%			0	0%
393	Advertising and public no	177	440	376		500	0%	500		500	100%
394	LAFCO Allocations		965	2,036	1,483	1,550	96%	2,250		2,250	145%
395	Community Outreach	836	1,462			750	0%	1,500		1,500	200%
405	Software	1,445	1,500			1,500	0%	4,000		4,000	267%
410	Office Supplies	183	425	1,232	403	1,200	34%	2,000		2,000	167%
415	Office Equipment	24				0	0%			0	0%
420	Equipt. & Supplies	1,465				0	0%			0	0%
431	SLT Blending Line - CDBG	834				0	0%			0	0%
450	EMS supplies	3,616	2,160	10,882	4,265	5,000	85%	7,500		7,500	150%
455	Fire Safety Gear & Equipm	18,533	4,926	2,301	26,966	32,500	83%	3,500		3,500	11%
456	VFF Assistance Grant	32,049	38,988			20,000	0%	40,000		40,000	200%
457	CFF Grant ~ California Fi				4,936	15,000	33%	15,000		15,000	100%
465	Cell phones, radios and p	17	395	596	537	1,171	46%	1,200		1,200	102%
470	Communication equipment	5,651	2,431	2,349	839	5,000	17%	5,000		5,000	100%
475	Computer supplies and upg	2,715	3,129	13,455		8,000	0%	4,000		4,000	50%
485	Fuel expense	7,745	6,927	4,264	4,258	6,000	71%	5,000		5,000	83%
490	Small tools and equipment	1,663	2,852	467	2,112	2,500	84%	2,500		2,500	100%
495	Uniform expense	1,700	2,540	2,260	3,191	3,000	106%	3,000		3,000	100%
500	Capital Outlay	211,904			759	0	***			0	0%
503	Weed Abatement Costs	8,748	9,009	4,866		9,000	0%	5,000		5,000	56%
505	Fire Training Grounds			19	689	2,500	28%	2,500		2,500	100%
510	Fire station addition	15,361	6,560		474	5,000	9%	5,000		5,000	100%
710	County hazmat dues	2,000	2,000	2,000		2,000	0%	2,000		2,000	100%
715	Licenses, permits and fee	320	273		642	1,000	64%	1,000		1,000	100%
905	Admin Allocation Transfer		-150			0	0%			0	0%
940	Bank service charges	4	4			0	0%			0	0%
960	Property tax expense	400	211	211	211	220	96%	220		220	100%
	Account:	618,399	302,760	307,575	436,835	586,840	74%	479,935	0	479,935	82%
	Fund:	618,399	302,760	307,575	436,835	586,840	74%	479,935	0	479,935	82%

30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
62000	Fire										
327	Professional svcs - Legal		1			0	0%			0	0%
	Account:		1			0	***%	0	0	0	0%
63000	Lighting										
105	Salaries and Wages	7,231	12,538	11,439	8,630	12,849	67%	15,500		15,500	121%
110	Payroll tax expense	376	375			0	0%			0	0%
111	BOD Stipend	189	148	107	84	120	70%	240		240	200%
115	Payroll Expenses		89	127	81	180	45%	250		250	139%
120	Workers' Compensation	7	36	1	365	400	91%	500		500	125%
130	Payroll Tax - Fed W/H	674				0	0%			0	0%
135	Payroll Tax - FICA		34	36	13	163	8%	300		300	184%
140	Payroll Tax - Medicare	106	310	164	117	163	72%	300		300	184%
155	Payroll Tax - SUI	68	125	88	71	91	78%	150		150	165%
160	Payroll Tax - ETT	4				0	0%			0	0%
165	Payroll Tax - FUTA	46				0	0%			0	0%
205	Insurance - Health	370	909	909	1,014	1,728	59%	2,000		2,000	116%
206	Insurance - CalPers Healt			7		0	0%			0	0%
210	Insurance - Dental	55	114	118	48	0	***%	200		200	****%
215	Insurance - Vision	9	17	13	6	-1	***%	100		100	****%
225	Retirement - PERS expense	442	1,621	1,381	1,486	1,800	83%	2,500		2,500	139%
305	Operations and maintenanc	85	139	19	362	2,000	18%	2,000		2,000	100%
310	Phone and fax expense	1	8			0	0%	50		50	****%
315	Postage, shipping and fre			17	12	50	24%	100		100	200%
320	Printing and reproduction	16	15	2	8	200	4%	500		500	250%
323	Financial Auditor					0	0%	400		400	****%
325	Professional svcs - Accou	1,254	1,707	760	387	508	76%	240		240	47%
326	Professional svcs - Engin			585		5,000	0%	5,000		5,000	100%
327	Professional svcs - Legal	1,457	1,025	983	1,665	1,700	98%	1,800		1,800	106%
328	Insurance - prop and liab	93	413	449	945	890	106%	1,125		1,125	126%
329	New Hire Screening				23	0	***%			0	0%
330	Contract labor				56	10,000	1%	10,000		10,000	100%
331	Professional Services - L	109				200	0%	500		500	250%
334	Maintenance Agreements		186	113	351	640	55%	700		700	109%
335	Meals - Reimbursement	1				0	0%	150		150	****%
340	Meetings and conferences					350	0%	350		350	100%
345	Mileage expense reimburse	9	52	63	52	150	35%	150		150	100%
348	Safety Equipment and Supp				61	500	12%	1,000		1,000	200%
350	Repairs and maint - compu	154	178	173	108	250	43%	150		150	60%
351	Repairs and maint - equip			945		2,000	0%	10,000		10,000	500%
352	Repairs and maint - struc	96			14	100	14%	500		500	500%
353	Repairs & Maint- Infrastr			4,075	3,721	10,000	37%	10,000		10,000	100%
354	Repairs and maint - vehic				92	150	61%	1,000		1,000	667%
375	Internet expenses	59				0	0%	200		200	****%
376	Webpage- Upgrade/Maint	42	72	48	44	48	92%	100		100	208%
380	Utilities - alarm service					0	0%	200		200	****%
381	Utilities - electric	16,898	18,468	14,406	11,896	14,244	84%	20,000		20,000	140%
382	Utilities - propane	71	44	30	28	100	28%	50		50	50%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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For the Year: 2021 - 2022

30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
383	Utilities - trash					0	0%	200		200	*****%
384	Utilities - Water/Sewer				6,199	10,000	62%	15,000		15,000	150%
385	Dues and subscriptions	298	111	243	139	132	105%	200		200	152%
386	Education and training	31	48	12		1,000	0%	4,000		4,000	400%
393	Advertising and public no	11	2	1		1,000	0%	1,000		1,000	100%
394	LAFCO Allocations	31	176	339	247	375	66%	1,600		1,600	427%
405	Software	292				0	0%			0	0%
410	Office Supplies	23	8	22	175	125	140%	500		500	400%
415	Office Equipment	5				0	0%			0	0%
465	Cell phones, radios and p	4	54	68	51	143	36%	200		200	140%
475	Computer supplies and upg		59	18		50	0%	1,000		1,000	2000%
485	Fuel expense					100	0%	200		200	200%
490	Small tools and equipment				1,301	1,000	130%	5,000		5,000	500%
495	Uniform expense				41	200	21%	200		200	100%
500	Capital Outlay	1,025			9,065	8,999	101%			0	0%
581	WWTP Expansion				1,841	1,800	102%	10,000		10,000	556%
582	WWTP Plant Maintenance					0	0%	5,000		5,000	*****%
715	Licenses, permits and fee	2	2			50	0%	100		100	200%
940	Bank service charges	1	1			0	0%			0	0%
990	Retirement/Health Ins Lia		114			0	0%			0	0%
	Account:	31,645	39,198	37,761	50,799	91,547	55%	132,505	0	132,505	145%
	Fund:	31,645	39,199	37,761	50,799	91,547	55%	132,505	0	132,505	145%

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
64000	Sanitary										
105	Salaries and Wages	133,608	155,082	175,745	145,305	214,800	68%	289,546		289,546	135%
109	Stand-by Hours	8,158	8,472	12,897	5,518	7,500	74%	7,500		7,500	100%
110	Payroll tax expense	4,521	4,248			0	0%			0	0%
111	BOD Stipend	2,160	1,992	1,929	1,512	2,100	72%	4,600		4,600	219%
115	Payroll Expenses		1,161	2,259	1,423	3,420	42%	3,400		3,400	99%
120	Workers' Compensation	3,105	4,469	7,394	7,874	8,000	98%	10,000		10,000	125%
121	Physicals			40		0	0%	150		150	*****
130	Payroll Tax - Fed W/H	7,702				0	0%			0	0%
135	Payroll Tax - FICA		505	673	233	500	47%	4,000		4,000	800%
140	Payroll Tax - Medicare	2,062	4,453	2,739	2,061	3,052	68%	4,000		4,000	131%
155	Payroll Tax - SUI	1,201	1,715	1,325	1,210	306	395%	2,200		2,200	719%
160	Payroll Tax - ETT	90	1			0	0%			0	0%
165	Payroll Tax - FUTA	1,185	21			0	0%			0	0%
205	Insurance - Health	22,491	21,276	20,597	18,098	34,927	52%	35,000		35,000	100%
206	Insurance - CalPers Healt	7,242	794	1,215	1,455	1,350	108%	2,000		2,000	148%
210	Insurance - Dental	1,076	1,764	1,180	1,013	0	***	2,100		2,100	*****
215	Insurance - Vision	168	257	117	93	0	***	350		350	*****
225	Retirement - PERS expense	12,409	26,230	21,217	18,532	15,833	117%	22,000		22,000	139%
305	Operations and maintenanc	5,385	4,455	7,570	3,209	8,000	40%	8,000		8,000	100%
310	Phone and fax expense	1,007	1,104	1,174	890	1,138	78%	1,100		1,100	97%
315	Postage, shipping and fre	3,233	3,361	3,354	2,939	4,000	73%	3,500		3,500	88%
320	Printing and reproduction	965	685	588	482	1,000	48%	2,500		2,500	250%
323	Financial Auditor					0	0%	7,600		7,600	*****
324	Professional Svcs- GSA-GS				218	0	***			0	0%
325	Professional svcs - Accou	16,226	23,135	13,669	6,773	8,897	76%	4,600		4,600	52%
326	Professional svcs - Engin	29,279	5,863	13,038	15,614	18,250	86%	18,000		18,000	99%
327	Professional svcs - Legal	24,019	28,106	38,929	15,493	29,750	52%	30,400		30,400	102%
328	Insurance - prop and liab	1,811	8,261	10,409	12,357	12,000	103%	15,000		15,000	125%
329	New Hire Screening	40	20		23	100	23%	100		100	100%
330	Contract labor	2,525	1,475	325	984	5,000	20%	5,000		5,000	100%
331	Professional Services - L	12,640	4,320	3,640		4,800	0%	4,800		4,800	100%
332	Professional Services - L	53				0	0%			0	0%
334	Maintenance Agreements		7,015	5,083	8,136	13,161	62%	10,500		10,500	80%
335	Meals - Reimbursement	18				100	0%	100		100	100%
340	Meetings and conferences					1,000	0%	1,000		1,000	100%
345	Mileage expense reimburse	182	589	724	640	1,000	64%	1,000		1,000	100%
348	Safety Equipment and Supp				1,553	1,500	104%	2,000		2,000	133%
349	Repairs & Maintenance Mis					10,000	0%	10,000		10,000	100%
350	Repairs and maint - compu	3,375	3,048	4,002	1,090	1,500	73%	1,600		1,600	107%
351	Repairs and maint - equip	5,065	697	4,522	966	10,000	10%	10,000		10,000	100%
352	Repairs and maint - struc	188	484		718	1,500	48%	1,500		1,500	100%
353	Repairs & Maint- Infrastr	443	319	2,007	308	5,000	6%	10,000		10,000	200%
354	Repairs and maint - vehic	976	1,337	2,197	2,501	2,000	125%	3,000		3,000	150%
355	Testing & Supplies (WWTP)	11,601	5,548	1,903	1,171	12,000	10%	12,000		12,000	100%
375	Internet expenses	713	1,334	2,373	2,452	2,863	86%	2,500		2,500	87%
376	Webpage- Upgrade/Maint	560	960	864	770	840	92%	1,000		1,000	119%
379	Utilities Electric Missio				178	5,000	4%	2,000		2,000	40%

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
380	Utilities - alarm service	665	648	636	594	620	96%	650		650	105%
381	Utilities - electric	65,242	69,755	54,520	65,261	82,000	80%	80,000		80,000	98%
382	Utilities - propane	978	583	536	498	1,000	50%	1,000		1,000	100%
383	Utilities - trash	611	632	624	520	700	74%	800		800	114%
384	Utilities - Water/Sewer				551	700	79%	1,000		1,000	143%
385	Dues and subscriptions	4,448	3,450	3,168	3,481	4,000	87%	4,000		4,000	100%
386	Education and training	594	1,724	2,923	-895	1,000	-90%	1,000		1,000	100%
393	Advertising and public no	248	129	1,043	100	1,000	10%	2,000		2,000	200%
394	LAFCO Allocations		2,340	2,036	1,483	2,250	66%	1,600		1,600	71%
395	Community Outreach					1,200	0%	1,200		1,200	100%
396	Utilities SoCalGas					4,000	0%	1,000		1,000	25%
405	Software	3,578				0	0%			0	0%
410	Office Supplies	350	631	555	692	1,125	62%	2,000		2,000	178%
415	Office Equipment	-698	756			0	0%			0	0%
432	Utility Rate Design Study	29,113			1,755	1,800	98%			0	0%
459	Scada - Maintenance Fees	829		1,567		1,000	0%	1,500		1,500	150%
465	Cell phones, radios and p	42	641	1,326	998	1,530	65%	1,600		1,600	105%
475	Computer supplies and upg	83	4,502	11,124		2,450	0%	2,000		2,000	82%
485	Fuel expense	5,007	2,778	3,719	4,587	5,000	92%	5,000		5,000	100%
490	Small tools and equipment	1,133	2,341	5,381	2,118	6,000	35%	5,739		5,739	96%
495	Uniform expense	804	793	1,720	1,231	1,800	68%	2,000		2,000	111%
500	Capital Outlay	42,427	44,825		10,154	8,999	113%			0	0%
545	Sewer System Mngmt Plan (	8,389				0	0%			0	0%
560	Sewer Line Repairs					10,000	0%	10,000		10,000	100%
570	Repairs, Maint. and Video	3,526	1,851			1,000	0%	1,000		1,000	100%
581	WWTP Expansion	243,333	956	18,445	3,842	54,000	7%	40,000		40,000	74%
582	WWTP Plant Maintenance	13,042	8,297	34,010	11,946	50,000	24%	32,000		32,000	64%
583	WWTP Drying Pond Maintena					0	0%	20,000		20,000	*****
585	Sludge Removal Project	2,970			2,419	10,000	24%			0	0%
586	WWTF Ground Water Recharg		177,750			0	0%			0	0%
587	WWTF Final Design/ Constr			33,395	121,474	250,000	49%	128,589		128,589	51%
589	Proposition 68 Grant				4,500	4,500	100%			0	0%
705	Waste Discharge Fees/Perm	17,017	18,633	21,392	23,210	25,000	93%	25,000		25,000	100%
715	Licenses, permits and fee	2,745	2,888	2,558	1,818	1,500	121%	2,000		2,000	133%
805	Refundable Water/Sewer/Hy	375	375			0	0%			0	0%
905	Admin Allocation Transfer		-875			0	0%			0	0%
908	Cash Over/ Cash Short		10			0	0%			0	0%
910	Tax Penalties & Late Fees	1,672				0	0%			0	0%
925	Bank service charges	25				0	0%			0	0%
930	Interest Fees	6,276	2,320			0	0%			0	0%
935	Depreciation Expense	4,440	67,561			0	0%			0	0%
940	Bank service charges	-15	1,413	18		0	0%			0	0%
960	Property tax expense	29	128	128	128	150	85%	250		250	167%
970	WWTF Long Term maintenanc					100,000	0%	100,000		100,000	100%
971	Loan Principal Payment					0	0%	110,000		110,000	*****
972	Loan Interest Payment					0	0%	110,000		110,000	*****
990	Retirement/Health Ins Lia		1,516			0	0%			0	0%
	Account:	786,760	753,907	566,522	546,257	1,086,511	50%	1,248,574	0	1,248,574	115%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2021 - 2022

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
69900	Depreciation Expense										
935	Depreciation Expense	60,901				0	0%			0	0%
	Account:	60,901				0	***%	0	0	0	0%
	Fund:	847,661	753,907	566,522	546,257	1,086,511	50%	1,248,574	0	1,248,574	115%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
61000	Administration										
940	Bank service charges	1				0	0%			0	0%
	Account:	1				0	***%	0	0	0	0%
64000	Sanitary										
930	Interest Fees	9,959				0	0%			0	0%
	Account:	9,959				0	***%	0	0	0	0%
65000	Water										
105	Salaries and Wages	147,570	156,995	196,888	170,838	234,901	73%	263,120		263,120	112%
109	Stand-by Hours	8,158	8,472	12,897	5,518	7,500	74%	7,500		7,500	100%
110	Payroll tax expense	4,521	4,248			0	0%			0	0%
111	BOD Stipend	2,160	1,996	2,036	1,596	2,280	70%	4,600		4,600	202%
115	Payroll Expenses		1,161	2,381	1,545	3,420	45%	3,400		3,400	99%
120	Workers' Compensation	2,446	3,522	5,762	8,992	9,050	99%	10,000		10,000	110%
121	Physicals			40		0	0%	150		150	*****%
130	Payroll Tax - Fed W/H	7,702				0	0%			0	0%
135	Payroll Tax - FICA		505	738	279	564	49%	4,000		4,000	709%
140	Payroll Tax - Medicare	2,251	4,482	3,039	2,395	3,403	70%	4,000		4,000	118%
155	Payroll Tax - SUI	1,235	1,717	1,437	1,417	287	494%	2,200		2,200	767%
160	Payroll Tax - ETT	97	1			7,934	0%			0	0%
165	Payroll Tax - FUTA	1,234	22			0	0%			0	0%
205	Insurance - Health	20,686	20,190	24,482	24,286	37,104	65%	40,000		40,000	108%
206	Insurance - CalPers Healt	7,242	794	1,215	1,455	1,350	108%	2,000		2,000	148%
210	Insurance - Dental	1,170	1,772	1,284	1,054	0	***%	2,100		2,100	*****%
215	Insurance - Vision	183	259	154	158	0	***%	350		350	*****%
225	Retirement - PERS expense	13,921	26,287	25,918	20,351	20,913	97%	33,000		33,000	158%
305	Operations and maintenanc	8,546	4,616	7,911	2,957	8,000	37%	8,000		8,000	100%
310	Phone and fax expense	1,006	1,148	1,174	890	1,138	78%	1,100		1,100	97%
315	Postage, shipping and fre	3,433	3,375	4,011	2,964	4,000	74%	3,500		3,500	88%
320	Printing and reproduction	1,231	1,047	590	768	1,000	77%	2,500		2,500	250%
323	Financial Auditor					0	0%	7,500		7,500	*****%
324	Professional Svcs- GSA-GS	7,590	47,689	17,678	8,453	20,000	42%	15,000		15,000	75%
325	Professional svcs - Accou	16,226	23,225	14,435	7,353	9,660	76%	4,600		4,600	48%
326	Professional svcs - Engin	56,412	21,558	27,178	39,430	32,750	120%	30,000		30,000	92%
327	Professional svcs - Legal	42,196	24,948	41,036	20,604	32,300	64%	30,000		30,000	93%
328	Insurance - prop and liab	629	12,986	15,790	19,477	20,000	97%	20,000		20,000	100%
329	New Hire Screening	40	20		23	100	23%	100		100	100%
330	Contract labor	2,525	1,475	325	1,068	5,000	21%	5,000		5,000	100%
331	Professional Services - L	12,693	3,728	3,640		4,800	0%	4,800		4,800	100%
332	Professional Services - L	156,226	327,160	43,620	47,056	100,000	47%	70,000		70,000	70%
334	Maintenance Agreements		8,604	6,696	10,014	13,671	73%	9,600		9,600	70%
335	Meals - Reimbursement	18	91			200	0%	200		200	100%
340	Meetings and conferences					1,000	0%	1,000		1,000	100%
345	Mileage expense reimburse	182	589	1,033	725	1,000	73%	1,000		1,000	100%
348	Safety Equipment and Supp				1,688	1,500	113%	1,500		1,500	100%
350	Repairs and maint - compu	3,375	3,048	4,125	1,169	1,500	78%	1,600		1,600	107%
351	Repairs and maint - equip	3,854	960	2,575	3,849	4,000	96%	4,000		4,000	100%

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
352	Repairs and maint - struc	1,347	622		937	2,000	47%	2,000		2,000	100%
353	Repairs & Maint- Infrastr	59,054	15,389	61,720	11,817	50,000	24%	50,000		50,000	100%
354	Repairs and maint - vehic	1,063	1,337	2,055	2,501	2,000	125%	3,000		3,000	150%
356	Testing & Supplies - Well	2,452	2,070	1,664	845	3,500	24%	3,500		3,500	100%
357	Testing & Supplies - Well	2,540	1,980	1,568	769	3,500	22%	3,500		3,500	100%
358	Testing & Supplies- SLT W	5,630	5,026	4,395	3,496	6,000	58%	6,000		6,000	100%
359	Testing & Supplies-Other	4,803	4,320	6,217	6,992	6,000	117%	6,000		6,000	100%
362	Cross-Connection Control	1,358	943	692	998	1,000	100%	1,000		1,000	100%
375	Internet expenses	713	1,334	1,248	1,102	2,863	38%	2,500		2,500	87%
376	Webpage- Upgrade/Maint	560	960	912	836	912	92%	1,000		1,000	110%
380	Utilities - alarm service	665	648	636	594	620	96%	650		650	105%
381	Utilities - electric	40,533	41,377	37,192	36,486	50,000	73%	45,452		45,452	91%
382	Utilities - propane	978	583	566	540	1,000	54%	750		750	75%
383	Utilities - trash	611	632	624	520	700	74%	800		800	114%
384	Utilities - Water/Sewer				29	700	4%	500		500	71%
385	Dues and subscriptions	6,053	3,227	3,024	3,226	4,000	81%	4,000		4,000	100%
386	Education and training	1,105	1,226	1,432	25	1,000	3%	1,000		1,000	100%
393	Advertising and public no	248	1,012	1,110	169	2,000	8%	2,000		2,000	100%
394	LAFCO Allocations		2,340	2,036	1,483	2,250	66%	1,600		1,600	71%
395	Community Outreach					1,200	0%	1,200		1,200	100%
396	Utilities SoCalGas					4,000	0%	1,000		1,000	25%
405	Software	3,578				0	0%			0	0%
410	Office Supplies	349	676	577	714	1,125	63%	2,000		2,000	178%
415	Office Equipment	-698	756			0	0%			0	0%
420	Equipt. & Supplies	528				0	0%			0	0%
425	Well #3 Rehab - Capital	7,700				0	0%			0	0%
431	SLT Blending Line - CDBG	156,774	7,971			0	0%			0	0%
432	Utility Rate Design Study	29,113			1,755	1,800	98%			0	0%
433	K Street Waterline Replac	7,329				0	0%			0	0%
459	Scada - Maintenance Fees	829		1,567		1,000	0%	1,500		1,500	150%
465	Cell phones, radios and p	42	604	1,461	1,110	1,573	71%	1,500		1,500	95%
475	Computer supplies and upg	1,583	4,402	11,001	115	2,450	5%			0	0%
481	Chemicals- Well #3	2,026	2,384	2,086	691	4,000	17%	4,000		4,000	100%
482	Chemicals-Well #4	2,435	2,575	3,553	2,465	4,000	62%	4,000		4,000	100%
483	Chemicals-SLT Well	941	794	1,277	2,314	2,000	116%	2,000		2,000	100%
485	Fuel expense	3,655	2,778	2,483	2,405	4,000	60%	4,000		4,000	100%
490	Small tools and equipment	1,892	1,722	5,344	2,688	6,000	45%	6,000		6,000	100%
495	Uniform expense	767	668	1,173	1,231	1,800	68%	1,800		1,800	100%
500	Capital Outlay	43,070			470,504	406,879	116%			0	0%
520	Water Main Valves Replace				1,211	10,000	12%	10,000		10,000	100%
525	Water meter replacement	15,659	16,130	12,233	18,086	20,000	90%	20,000		20,000	100%
526	Development Meters			14,696	6,044	15,000	40%	15,000		15,000	100%
535	Water Lines Repairs	4,850	161			20,000	0%	20,000		20,000	100%
581	WWTP Expansion				1,841	5,400	34%			0	0%
582	WWTP Plant Maintenance				2,126	3,000	71%	10,000		10,000	333%
590	CALOES Resiliency Grant				12,291	230,000	5%	230,000		230,000	100%
605	USDA Loan Payment	66,351				20,000	0%	20,000		20,000	100%
715	Licenses, permits and fee	8,371	7,475	3,501	4,061	6,500	62%	6,500		6,500	100%



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2021 - 2022

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
805	Refundable Water/Sewer/Hy	375	375	-15		0	0%			0	0%
908	Cash Over/ Cash Short		10			0	0%			0	0%
910	Tax Penalties & Late Fees	1,672				0	0%			0	0%
930	Interest Fees	48,809	56,828	54,828	25,585	50,000	51%	60,000		60,000	120%
935	Depreciation Expense	6,346	186,145			0	0%			0	0%
940	Bank service charges	74	109	74	42	100	42%			0	0%
990	Retirement/Health Ins Lia		1,516			0	0%			0	0%
	Account:	1,080,891	1,097,795	713,018	1,039,016	1,552,197	67%	1,153,172	0	1,153,172	74%
69900	Depreciation Expense										
935	Depreciation Expense	173,767				0	0%			0	0%
	Account:	173,767				0	***%	0	0	0	0%
	Fund:	1,264,618	1,097,795	713,018	1,039,016	1,552,197	67%	1,153,172	0	1,153,172	74%

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
66000	SOLID WASTE										
105	Salaries and Wages	387	2,019	12,041	8,701	12,849	68%	13,810		13,810	107%
110	Payroll tax expense	11	6			0	0%			0	0%
111	BOD Stipend	1	28	107	84	120	70%	240		240	200%
115	Payroll Expenses		14	122	81	180	45%	250		250	139%
120	Workers' Compensation	-5	6	1	365	400	91%	500		500	125%
135	Payroll Tax - FICA		3	10	14	163	9%	250		250	153%
140	Payroll Tax - Medicare	5	35	226	119	163	73%	250		250	153%
155	Payroll Tax - SUI		9	14	72	91	79%	200		200	220%
165	Payroll Tax - FUTA	1				0	0%			0	0%
205	Insurance - Health	50	138	975	1,051	1,728	61%	2,000		2,000	116%
210	Insurance - Dental	2	7	98	48	0	***%	200		200	****%
215	Insurance - Vision		1	21	6	-1	***%	200		200	****%
225	Retirement - PERS expense	46	193	1,068	1,517	1,800	84%	2,000		2,000	111%
305	Operations and maintenanc	325	486	19	361	2,000	18%	2,000		2,000	100%
310	Phone and fax expense		1			0	0%	100		100	****%
315	Postage, shipping and fre			17	12	500	2%	100		100	20%
320	Printing and reproduction			2	264	500	53%	500		500	100%
323	Financial Auditor					0	0%	400		400	****%
325	Professional svcs - Accou	165	355	760	387	508	76%	250		250	49%
327	Professional svcs - Legal	5,728	476	2,278	1,665	1,700	98%	1,600		1,600	94%
328	Insurance - prop and liab	-93	69	364	728	890	82%	1,000		1,000	112%
329	New Hire Screening				23	0	***%			0	0%
330	Contract labor				56	0	***%	1,000		1,000	****%
331	Professional Services - L	3				200	0%	500		500	250%
334	Maintenance Agreements		22	113	377	640	59%	400		400	63%
335	Meals - Reimbursement					0	0%	200		200	****%
340	Meetings and conferences					200	0%	200		200	100%
345	Mileage expense reimburse	2	1	67	55	100	55%	100		100	100%
348	Safety Equipment and Supp				61	500	12%	500		500	100%
350	Repairs and maint - compu	26	29	173	83	100	83%	150		150	150%
351	Repairs and maint - equip			488		0	0%	1,000		1,000	****%
352	Repairs and maint - struc				14	100	14%	100		100	100%
353	Repairs & Maint- Infrastr				515	0	***%	1,000		1,000	****%
354	Repairs and maint - vehic				92	150	61%	200		200	133%
375	Internet expenses					0	0%	200		200	****%
376	Webpage- Upgrade/Maint	7	12	48	44	48	92%			0	0%
382	Utilities - propane	10	7	30	28	100	28%	100		100	100%
383	Utilities - trash					0	0%	200		200	****%
384	Utilities - Water/Sewer					500	0%	500		500	100%
385	Dues and subscriptions	50	18	243	142	132	108%	150		150	114%
386	Education and training	4	8	12		500	0%	500		500	100%
393	Advertising and public no	495		247		500	0%	500		500	100%
394	LAFCO Allocations	-31	29	339	247	375	66%	1,600		1,600	427%
395	Community Outreach					1,000	0%	750		750	75%
405	Software	14				0	0%			0	0%
410	Office Supplies	1	1	22	175	125	140%	150		150	120%
465	Cell phones, radios and p		6	70	53	143	37%	150		150	105%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
 Expenditure Budget Report -- MultiYear Actuals  
 For the Year: 2021 - 2022

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		17-18	18-19	19-20	20-21	Budget 20-21	Exp. 20-21	Budget 21-22	Changes 21-22	Budget 21-22	Budget 21-22
475	Computer supplies and upg		10	18		50	0%			0	0%
485	Fuel expense					0	0%	200		200	*****%
490	Small tools and equipment				33	0	***%	500		500	*****%
495	Uniform expense				42	200	21%	200		200	100%
500	Capital Outlay				9,065	8,999	101%			0	0%
581	WWTP Expansion				1,841	1,800	102%			0	0%
990	Retirement/Health Ins Lia		19			0	0%			0	0%
	Account:	7,204	4,008	19,993	28,421	40,053	71%	36,900	0	36,900	92%
	Fund:	7,204	4,008	19,993	28,421	40,053	71%	36,900	0	36,900	92%
											%
	Grand Total:	2,769,527	2,197,669	1,644,869	2,101,328	3,357,148		3,051,086	0	3,051,086	



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
**NOTICE OF PUBLIC HEARING**

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

**Thursday, May 27<sup>th</sup>, 2021 at 7:00 P.M. at 1150 Mission Street, San Miguel, California 93451**, to consider adopting the Final Budget for the 2021-2022 fiscal year. You can view the proposed Final Budget at the San Miguel Community Services District offices located at the above address or online at: <https://www.sanmiguelcsd.org>.

The Board of Directors will meet on Thursday, May 27<sup>th</sup>, 2021, at 7:00 p.m., to adopt the Final Budget and any person may appear and be heard regarding any budget item or adding any item to the Final Budget. The Board may continue the hearing on the budget. For additional information please contact Board Clerk/Accounts Manager Tamara Parent 805-467-3388 or [tamara.parent@sanmiguelcsd.org](mailto:tamara.parent@sanmiguelcsd.org). This notice is published pursuant to Government Code section 61110.

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

**Rob Roberson, Interim District General Manager**

**MONSOON CONSULTANTS**

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

**SAN MIGUEL COMMUNITY SERVICES DISTRICT**

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

**BOARD OF DIRECTORS**

Ashley Sangster, President  
Anthony Kalvans, Vice President  
Hector Palafox  
Raynette Gregory  
Ward Roney

**Re: DISTRICT ENGINEER REPORT - MAY 2021**

Board Members:

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

**OVERVIEW**

The District produced approximately 8.19 MGAL (10,943 CCF) of water during the month of April 2021. This represents an increase of approximately 13.7% from the prior month. Compared to 1-year ago, the volume of water produced in April 2020 was approximately 6.83 MGAL, which represents an increased production of 19.9%. There are no significant problems with the District's infrastructure at the time this report was prepared.

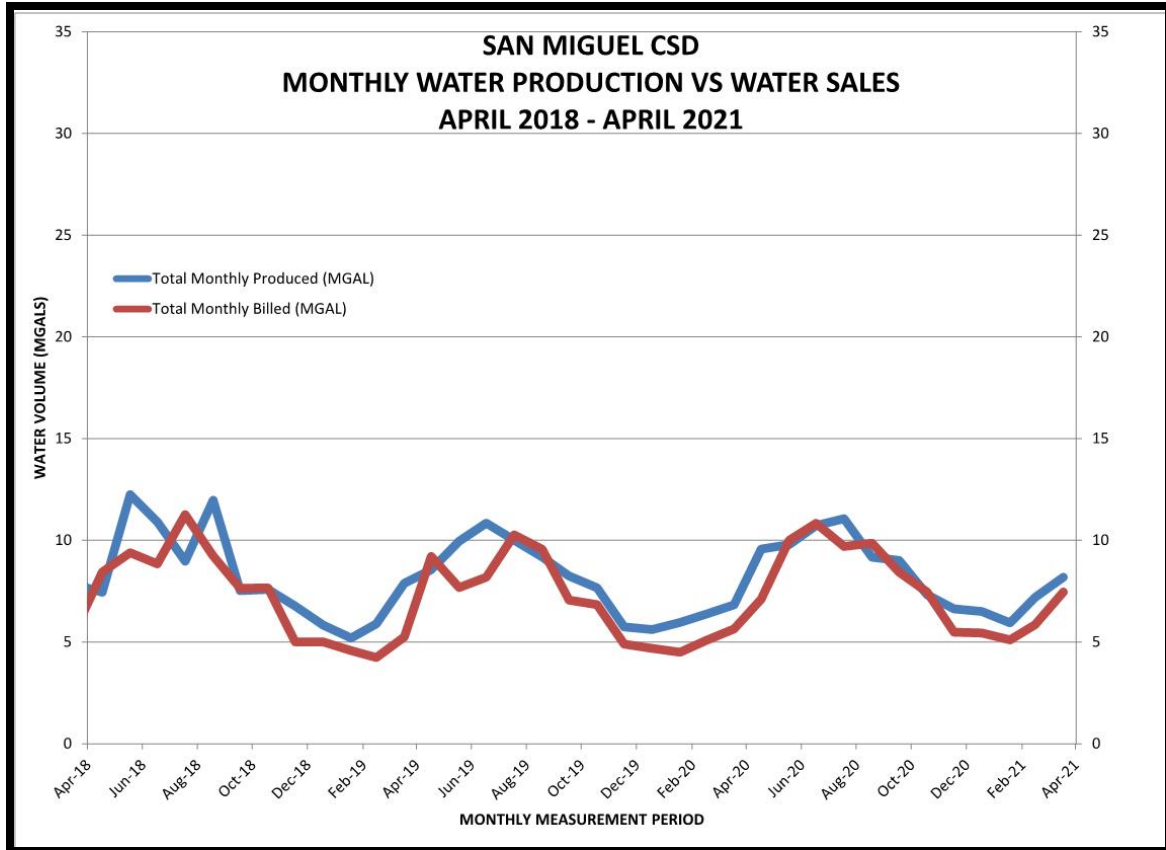
**MEETING PARTICIPATION**

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

1. May 19, 2021: The DE participated in a Pre-Proposal meeting for the Machado WWTF Pre-Engineered Package Membrane Bioreactor (MBR) Treatment System.

## WATER PRODUCTION HISTORY

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



## CAPITAL IMPROVEMENT PROGRAM

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

1. **Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Design Phase:** The District has received and executed an agreement with the DWR Waterboard for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. The Board approved an agreement with Monsoon Consultants to provide project management and design services for this project at their October 2019 Board meeting. On April 13, 2020, the DE and the Director of Utilities met with representatives of the USDA to discuss the project and potential financing terms. Based on comments received from the USDA, the DE and staff have been diligently working on the preparation of the documents required to apply for project financing to the USDA. The revised Preliminary Engineering Report (PER) was completed and sent to the USDA and Waterboard on May 6, 2021. The USDA application documents will include, among other items, the CEQA / NEPA documentation currently being prepared by Dudek.

On April 23, 2020, the District awarded a contract to Dudek to provide environmental services to address the NEPA / CEQA requirements of the project. Dudek has initiated the work and performed the initial biological field survey on June 11, 2020. As of the date of this report, Dudek has completed rare plant field survey and San Joaquin kit fox habitat assessment and incorporated into GIS dataset to support preparation of technical report and initial study/mitigated negative declaration. On October 24, 2020 Dudek submitted the DRAFT Archeological Report to the District for review. As of last month's report, A DRAFT CEQA/NEPA Environmental Document was scheduled to be delivered in March 2021. The DRAFT documents have not been finalized as of the date of this DE report.

In addition, the Director of Utilities submitted a Funding Inquiry Form to the CALIFORNIA FINANCING COORDINATING COMMITTEE (CFCC). This submittal represents the initial step in soliciting additional grant and loan funding from a variety of agencies and programs within the State. On May 5, 2020, the DE submitted a Pre-Application to the DWR for \$14,500,000 in funding through the Small Community Funding Program.

A Request for Proposals (RFP) and Technical Specifications have been prepared for the Pre-Engineered Package Membrane Bioreactor System and has been advertised for cost proposal solicitation. The Engineers Estimate for the MBR System, including the Pre-Engineered Package integrated Membrane Bioreactor (MBR) / UV Disinfection / Sludge Dewatering treatment system, with factory testing, installation, start-up, commissioning, and operator training is approximately \$6,800,000. The DISTRICT is working with the USDA and DWR to secure funding for the overall project, including the work to be performed in conjunction with MBR System. A pre-Proposal meeting was held at the District on May 19, 2021. Proposals are scheduled for submittal on June 1, 2021.

## **DEVELOPMENT**

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

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): All sixty (60) lots in this subdivision have been built on and all residences are occupied.
- b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction has been completed on the initial fifteen (15) homes and an additional nine (9) homes are currently under construction by Nino Development.
- c) Tract 2647 Hastings The Bluffs - The developer has completed construction on the initial four (4) residences, of which three (3) are sold.
- d) Tract 2723 Mountain View - The developer has applied to the District for this development which will include thirty-eight (38) lots. The Director of Utilities and the DE have reviewed the initial submittal of the improvement plans for the project and have provide the plan check comments back the Developer.

**GROUNDWATER SUSTAINABILITY AGENCY**

No significant activity occurred during the previous month.

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

Respectfully Submitted,  
**MONSOON CONSULTANTS**

*Blaine T. Reely*

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

May 19, 2021  
Date





# San Miguel Community Services District

## UTILITY STATUS REPORT

4-17-2021 Thru 5-21-2021

AGENDA ITEM# IX.7

---

### Well Status:

- Well 4 is partially operational – Well Level 72.8 4/12/2021
- Well 3 is fully operational – Well Level 63.4 4/12/2021
- SLT well is in service – Well Level

### Water System status:

Water leaks this month:0 This calendar year: 0

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

- A bad hydrant valve was replaced on 16<sup>th</sup> st.
- Annual valve turning is underway

### Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- The first section of sewer line cleaning was completed. The next section will start in July.

### WWTF status:

- .

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

- .

### Billing related activity:

- **Total active accounts (at the time of this report)**
  - 938 water accounts
  - 812 wastewater accounts
- **Overdue accounts (at the time of this report)**
  - 21 accounts 60 days past due
- **Service orders (for prior month)**
  - 9 service orders issued and completed

### Lighting status:

- Working with PGE Rep to get the remainder of the PGE owned streetlights converted to LED.

### Landscaping:

- Cleanup was performed at the Gateway signs

### Solid Waste:

Mattress recycling

- 34 • Mattresses are accepted by appointment only, and only on Fridays between 8 am and 11 am.

E-Waste collection

- E-waste is accepted on Fridays between 8 am and 11 am.

Working with IWMA on Household Hazardous waste collection in San Miguel

**Project status:**

- Well arsenic treatment
  - Working with Awalt Engineering and Monsoon Consultants to identify a viable option for treating arsenic at the District wells.
  - Working to determine a funding mechanism for arsenic treatment.
- Generator installation is in progress, generators are on order.
  - Generator at the water tank is complete

**Board requested information:**

- .

**Community Development Block Grant (CDBG)**

- 10<sup>th</sup> and 11<sup>th</sup> street water line replacement – A CDBG funded project
  - Final Acceptance is on the agenda for this meeting.

**WWTP expansion and Aerator Upgrade**

- MBR RFP mandatory pre bid meeting was held on May 19<sup>th</sup>, 8 contractors attended
- MBR bids are due June 1<sup>st</sup> 2021

**Staffing**

- One vacant position.
  - WWTF Operator Lead, which will remain vacant until we are closer to WWTF construction.

**SLO County in San Miguel:**

- County is continuing to perform road striping and marking throughout town.

**Caltrans in San Miguel:**

- .

**Rain in San Miguel:**

2018	9”
2019	12.5”
2020	.50”
2021	.68”

*Kelly Dodds*

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Kelly Dodds  
Director of Utilities  
Date: May 20, 2021

## San Miguel Community Services District Board of Directors Meeting



### Staff Report

May 27<sup>th</sup>, 2021

AGENDA ITEM: IX 8

**SUBJECT: Fire Chief & Asst Fire Chief Report for April 2021**

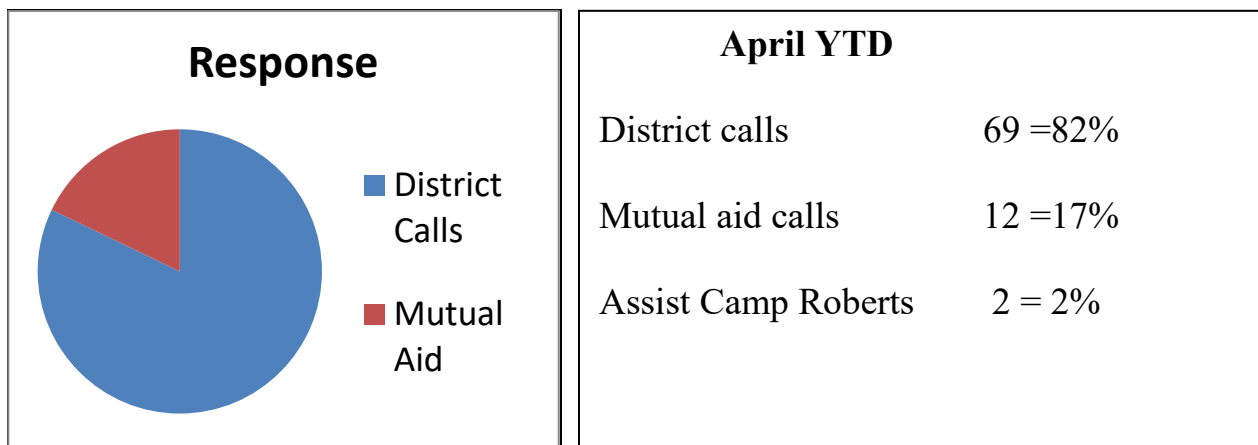
**STAFF RECOMMENDATION:** Receive and File Monthly Reports for the Fire Department

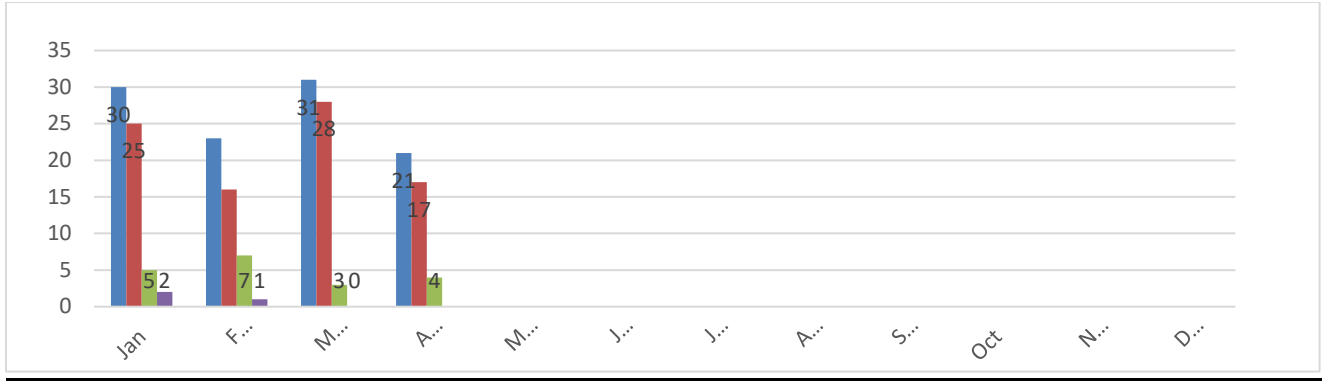
**INCIDENT RESPONSE:**

- Total Incidents for March 2021 **21**
- Average Calls for per 3 Months in 2021 **26**
- Total calls for the year to date **105**

Emergency Response Man Hours in March = 84	Total	333
Stand-By Man Hours for March = 29	Total	<u>150</u>
	<b>Total hr.</b>	<b>485</b>

Emergency Response Man Hours =	4 hr. Per call for April	3.1 Per call for the year
Stand-By Average per Call =	1.3 Per call for, April	1.4 Per call for the year





Total calls  
District  
Mutual Aid  
Camp Roberts



### Response Breakdown by %

Category	Percentage
Structure fires	3.2%
Wildland Fires	3.2%
Vehicle Fires	0%
Misc. fire	9.6%
Illegal Burn	6.4%
Vehicle Accidents	4%
False Alarms	6%
Haz Condition	1%
Haz Mat	0%
Stand by	0%
PSA	51.6%
Medical Aids	64%

For 105 calls for 4 Month in 2021

District Calls	86	81%
Mutual Aid	19	18%
XX		
Structure fires	6	5%
Wildland Fires	1	.9%
Vehicle Fires	0	0.0%
Misc. fire	2	1.9%
Illegal Burn	4	3.8%
Vehicle Accidents	7	6%
False Alarms	4	3.8%
Haz Condition	6	5.7%
Haz Mat	1	.9%
Stand by	0	0.0%
PSA	6	5.7%
Medical Aids	68	64%

**Personnel:**

We currently have 14 active members.  
 1 Chief  
 1 Asst. Chief/ Prevention Officer  
 0 Fire Captains  
 1 Engineers  
 11 Firefighters

After 20 years of service Keven Byrne has retired from the volunteer service and will be soon moving out of the area, we will be having an appreciation ceremony celebrating his years of dedicated service.

## Fire Department Financial overview

### April /2021

Beginning - **\$808,310.47**

Received - \$28,730.23 = \$837,040.70

Transferred in \$0 = \$837,040.70

Disbursed- \$0= \$837,040.70

Transferred Out- \$10,475.15 = **\$826,565.55**

### Equipment:

- All equipment is in service.

### Activities:

- Actively working within the COVID standards
- We are back to training in person using COVID precautions.
- Training and getting ready for wildland fire season.
- Community Fuel Management Projects
- Working on the Temporary Housing Unit Project.
- Working on our Live Fire Training building.
- First round of wed abatement assessment has been completed and a list has been generated. Second assessment will be made the second week of June.

### May

<u>Date</u>	<u>Subject matter</u>
4	Wildland Fire Weather/ Behavior, 10&18's
11	Wildland Hand Tools, Shelters, Chain Saw
18	Mobile Attack, Firing Ops, Wildland Progressive Hose Lays
25	Association Meeting

### June

<u>Date</u>	<u>Subject matter</u>
1	Wildland Progressive Hose Lays
8	Vehicle Extrication
15	Engine Company Operations / Mission Response
22	Association Meeting

### Information:

- Fire Prevention Report.

### Prepared By:

*Rob Roberson | Scott Young*

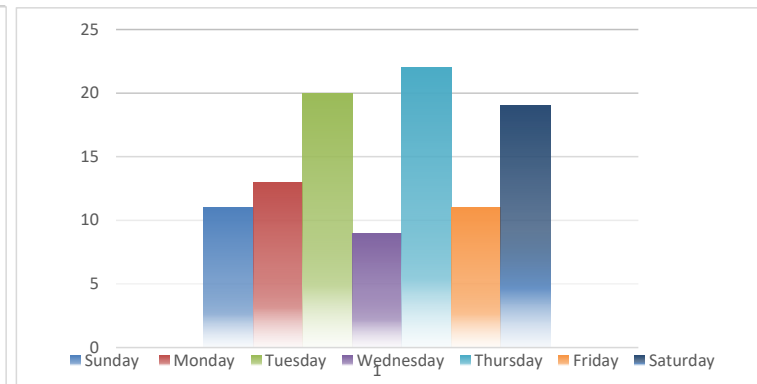
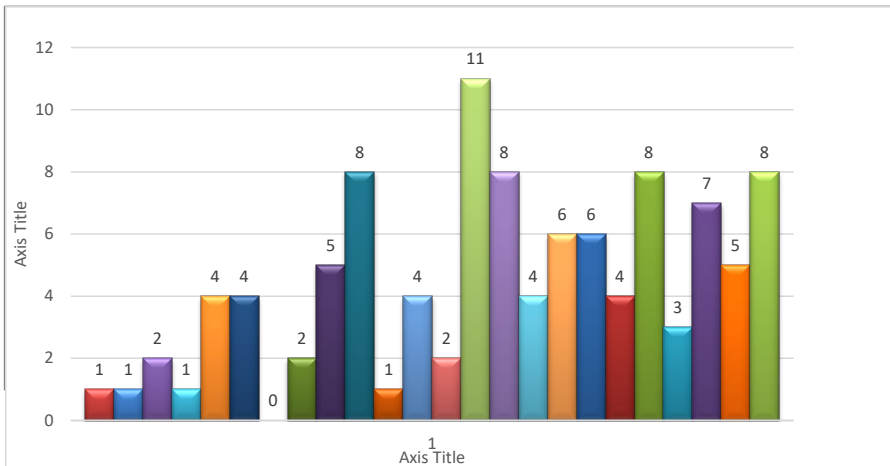
**Rob Roberson, Fire Chief & Scott Young, Assistant Fire Chief**

## Call per time of day and day of the week 2021

	After Hours					CSD Work Hours											Off Hours					Total					
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00			21:00	22:00	23:00	
Sunday					1			1	2				1					3	2		1			11	10%		
Monday			2						3			1	1	1	1		1	1					1	1	13	12%	
Tuesday				1							2		2		1	3		1	1		3	2	2	1	1	20	19%
Wednesday														4		1		1	1		1	1			9	8%	
Thursday		1			2				1	1	1	2	1	2	1	1		3		1			2	1	2	22	20%
Friday					2	1			1						1				1	1		1	1	2	11	10%	
Saturday	1					2		2	2					2	2	1		1	1	1		1	1	2	19	18%	
Hour Total	1	1	2	1	4	4	0	2	5	8	1	4	2	11	8	4	6	6	4	8	3	7	5	8	105		
	1%	1%	2%	1%	3%	3%	0%	2%	4%	7%	1%	3%	2%	10%	7%	3%	5%	5%	3%	7%	2%	6%	4%	7%			

Total calls during CSD Work Hours	32	30%
Total calls during Off time and weekends	73	69%
After Hours calls 22:00 to 06:00	26	24%
Total Weekend Calls	30	28%
Total Calls Monday thru Friday	75	71%

8am to 8pm	19	18%
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	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL		
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	
Structure Fires	2	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2
Veg. Fires	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Vehicle Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Fires	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Illegal Burning	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Vehicle Accidents	1	1	1	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	3
False Alarms	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Hazardous Condition	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0
Hazardous Materials	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pub.Svc.Asst.	2	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0
Medical Aids	12	3	11	5	18	1	16	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57	11
<b>Call TOTALS</b>	25	5	16	7	28	3	17	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	86	19
	<b>30</b>		<b>23</b>		<b>31</b>		<b>21</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>105</b>		
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	3	0	7	0	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	0
Camp Bob Asst.	1		1		0		0		0		0		0		0		0		0		0		0		0	2	0
Average Calls Per	<i>Month</i>		27.0	<i>Day</i>	1	<i>SLO Co. MA</i>				<b>13</b>		<i>Montrey Co. MA</i>				<b>1</b>		<i>CPR TOTAL</i>					<b>0</b>				

# San Miguel Fire Department

San Miguel, CA

This report was generated on 5/13/2021 8:52:05 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: 04/01/2021 | End Date: 04/30/2021

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
<b>Young, Scott P</b>					
04/01/2021 08:30:00	04/01/2021 22:00:00	DAYBOOK	SMF 1		13.50
04/01/2021 16:30:00	04/01/2021 17:10:00	INCIDENT	8600	Incident 2021-085 - Water problem, other: Apparatus 8600 responded to 1601 L Street	0.67
04/01/2021 17:30:00	04/01/2021 18:00:00	DAYBOOK	SMF 1	Sagebrush Parade Meeting	0.50
04/02/2021 04:32:00	04/02/2021 05:11:00	INCIDENT	P8651	Incident 2021-086 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 1797 Mission St	0.65
04/02/2021 09:00:00	04/02/2021 15:00:00	DAYBOOK	SMF 1		6.00
04/02/2021 12:00:00	04/02/2021 15:30:00	DAYBOOK	E8668	Easter Bunny Fun Run with the Army	3.50
04/05/2021 19:42:00	04/05/2021 19:55:00	INCIDENT	P8651	Incident 2021-087 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 972 K STREET	0.22
04/06/2021 08:30:00	04/06/2021 22:30:00	DAYBOOK	SMF 1		14.00
04/06/2021 09:00:00	04/06/2021 11:30:00	DAYBOOK	SMF 1	Annual extinguisher certification	2.50
04/06/2021 10:00:00	04/06/2021 11:30:00	DAYBOOK	E8696	Ladder testing with Fail Safe	1.50
04/06/2021 13:34:00	04/06/2021 14:03:00	INCIDENT	E8668	Incident 2021-088 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1428 K St	0.48
04/06/2021 18:00:00	04/06/2021 22:00:00	DAYBOOK		Hose lay: RT130 Lead Instructor: Young, Scott P	4.00
04/06/2021 20:38:00	04/06/2021 21:08:00	INCIDENT	E8668	Incident 2021-089 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1997 L ST	0.50
04/07/2021 08:30:00	04/07/2021 16:30:00	DAYBOOK	SMF 1		8.00
04/12/2021 08:30:00	04/13/2021 08:30:00	DAYBOOK	SMF 1		24.00
04/14/2021 08:30:00	04/14/2021 16:30:00	DAYBOOK	SMF 1		8.00
04/14/2021 13:48:00	04/14/2021 13:59:00	INCIDENT	E8668	Incident 2021-091 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST E	0.18
04/14/2021 13:59:00	04/14/2021 14:12:00	INCIDENT	E8668	Incident 2021-092 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1428 K ST	0.22
04/15/2021 08:30:00	04/15/2021 16:30:00	DAYBOOK	SMF 1		8.00
04/15/2021 10:00:00	04/15/2021 11:00:00	DAYBOOK	8601	CS Nino rough fire inspection lots 35, 34, 33, 32. Lot 35 requires a reinspection.	1.00
04/15/2021 16:49:00	04/15/2021 17:20:00	INCIDENT	E8668	Incident 2021-094 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 525 16th ST	0.52
04/17/2021 09:00:00	04/17/2021 14:00:00	DAYBOOK	8601	30th annual Sagebrush Days Parade	5.00
04/18/2021 08:30:00	04/19/2021 08:30:00	DAYBOOK	8601		24.00
04/19/2021 08:30:00	04/20/2021 08:30:00	DAYBOOK	SMF 1		24.00
04/19/2021 09:00:00	04/19/2021 09:30:00	DAYBOOK	8601	CS Nino Lot 35 reinspection for rough fire, Passed	0.50
04/20/2021 08:30:00	04/21/2021 08:30:00	DAYBOOK	SMF 1		24.00
04/20/2021 18:00:00	04/20/2021 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
04/20/2021 19:48:00	04/20/2021 20:10:00	INCIDENT	E8668	Incident 2021-096 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 6775 Monterey Rd	0.37
04/21/2021 08:30:00	04/21/2021 17:00:00	DAYBOOK	SMF 1		8.50
04/22/2021 08:30:00	04/22/2021 21:00:00	DAYBOOK	SMF 1		12.50
04/25/2021 08:22:00	04/25/2021 08:59:00	INCIDENT	E8668	Incident 2021-098 - Motor vehicle accident with injuries: Apparatus E8668 responded to 3200 Mission St	0.62
04/25/2021 08:30:00	04/26/2021 08:30:00	DAYBOOK	8601		24.00
04/25/2021 09:23:00	04/25/2021 10:03:00	INCIDENT	E8668	Incident 2021-099 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 610 Armand AVE	0.67

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



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Doc Id: 1514

Page # 1 of 2



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
04/26/2021 08:30:00	04/27/2021 08:30:00	DAYBOOK	SMF 1		24.00
04/27/2021 08:30:00	04/27/2021 21:30:00	DAYBOOK	SMF 1		13.00
04/27/2021 19:56:00	04/27/2021 20:13:00	INCIDENT	P8651	Incident 2021-100 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 700 N River RD	0.28
04/27/2021 20:35:00	04/27/2021 20:50:00	INCIDENT	P8651	Incident 2021-101 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 1428 K ST	0.25
04/27/2021 22:27:00	04/27/2021 22:43:00	INCIDENT	P8651	Incident 2021-102 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 1243 L ST	0.27
04/28/2021 08:30:00	04/28/2021 17:00:00	DAYBOOK	SMF 1		8.50
04/28/2021 09:00:00	04/28/2021 14:00:00	DAYBOOK	U8630	Fuels Management 13th and L	5.00
04/29/2021 04:51:00	04/29/2021 05:17:00	INCIDENT	P8651	Incident 2021-103 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 775 San Marcos Rd	0.43
04/29/2021 08:30:00	04/29/2021 17:00:00	DAYBOOK	SMF 1		8.50
04/29/2021 10:26:00	04/29/2021 10:41:00	INCIDENT	E8668	Incident 2021-104 - Dispatched & cancelled en route: Apparatus E8668 responded to 775 San Marcos Rd	0.25
<b>Total Hours for: Young, Scott P</b>					<b>286.58</b>
<b>Total of all Personnel Hours</b>					<b>286.58</b>

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



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
MARCH 25, 2021 REGULAR MEETING MINUTES

MEETING HELD AT DISTRICT  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I. Call to Order:** Meeting Called to Order by President Sangster - 6:34 PM
- II. Pledge of Allegiance:** Pledge of Allegiance led by Director Palafox.
- III. Roll Call: Directors Present:** *Sangster, Kalvans (arrived @ 6:36 p.m.), Palafox, Gregory, Roney (via Zoom)*
- IV. Approval of Regular Meeting Agenda:** Motion by Director Sangster to approve agenda for March 25, 2021.
- Seconded by Director Raynette Gregory. Motion was approved by Vote of 4 AYES 0 NOES 1 absent. (Director Kalvans arrived at 6:36 p.m.) and 0 ABSTAINED.
- Public Comment:** None.
- V. ADJOURNED TO CLOSED SESSION. 6:35 PM**
- A. CLOSED SESSION AGENDA:** Return to closed session after opened session
- 1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Confidential Complainant
  - 2. PUBLIC EMPLOYMENT**  
Title: Director of Utilities; Pursuant to Government Code Section 54954.5
  - 3. PUBLIC EMPLOYMENT**  
Title: Board Clerk/Account Clerk Manager; Pursuant to Government Code Section 54954.5
  - 4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
Pursuant to Government Code Section 54956.8 Properties: 021-261-017  
Agency negotiator: (Interim General Manager Rob Roberson, and Director of Utilities Kelly Dodds)

Property Negotiator: Tobin J. Shumrick  
Under negotiation: Price and Terms

5. **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*
6. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION** Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: White Oak

#### **VI. Call to Order for Regular Board Meeting/Report out of Closed Session – 7:03 PM**

Report out of closed session by District General Counsel Doug White, the direction was given to staff. All item has not been discussed yet so we would like to like to return to closed session at the end of the open meeting. Director Sangster said Thank you. Director Kalvans said Mr. President did you announce that we are calling “Robert Rules of Order” through the order for the meeting? Director Sangster replied I have not yet. San Miguel resident Owen Davison said why don’t you take your mask off Kalvans during the meeting so we can hear you? Director Kalvans said it keeps my face warm. Director Kalvans said yes, it is just not as a reminder to me but as a reminder to the public. Director Sangster said as a reminder to the public we do follow rules of order in these meetings, and I would like to clarify that we would like to maintain some decorum throughout the course of the meeting keep comments brief, and please treat everyone with respect and dignity that they deserve. Moving on, do we have any public comments for items not on the Agenda?

#### **VII. Public Comment and Communications for items not on the Agenda:** San Miguel

Resident Owen Davison said hold it, Ashley, I actually, I might as well. Do you want me to come to the podium or do you not have that? Board Clerk/Account Manager Tamara Parent said no, but at the end of the meeting I will have your sign something. Owen Davison said ok. I have a couple of questions and then I have one thing I want to get off my mind of these rate increases. When you guys a couple of years ago, you were feeding us a bunch of bologna about how everybody else’s rates were higher and I’m not talking about water, I’m talking about the sewer. Paso Robles their sewer rate right now is only \$45. They want to increase it because they got a new sewer plant.. They want to raise it up to \$75 over eight years. Now my question is why was ours tripled? It went from \$36 to \$98 all at once and it's still raising a part of the sewer. Now they just built theirs. Director Sangster said the short answer is prior to the rate increase that we vote in two years ago, there had not been a rate increase in nine years. Mr. Davison said they apparently hadn’t had one either Ashley. Director Sangster said, sure I understand. We as a board were presented with a water rate study which had comparative rates for other communities. I don’t recall Paso Robles being one of them. I know it’s a lot of the more coastal communities San Simeon and some of the others which were drastically higher. Atascadero was on there and they we were at the very bottom of the list. We were at the lowest rate and that I think was largely because it had been so

long since there was an increase. So when the water rate study was completed they determined that for water and for sewer that we were running in deficit. Meaning that our cost of operation was significantly more than we were bringing in with the bills to build rates so in order to get us even close to getting back to operating in a positive number there was a significant increase in the beginning. All the increases after that were incremental. Myself and the other board members, at the time went back to the water rate study people Bartel Wells along with staff and the district engineer on no less than five occasions and said that the rates they were proposing to get us back into positive numbers were too much for the community to bear, so we literally asked for a minimum which is what they came back with and that is what passed ultimately. Because it was too much at the time and it was a bigger number than you had said even at the beginning. Mr. Davison said well, yeah, that is what I am saying but I want who you guys paid somebody a lot of money. Who is feeding him the information is my question? Because like I said Ashley, I mean we don't know because.. you say Paso Robles wasn't included in the audit, but I think we need to find out what the deal is on this. Like as far as water, ok, well that's too high too but the people here have a way of controlling that. We don't have any way of controlling that sewer bill which was \$100 a month and it's going to keep going higher. Paso Robles is going from \$45 a month and then in the next eight years, it will be increased to \$75 a month. Now you explain that. Director Sangster stated part of the challenges is that we limited numbers of accounts. We have 934 water accounts and 760 wastewater accounts. If you compare those numbers you have 934 people paying for water and 760 some paying for sewer. In Paso Robles what is their population? Thirty thousand (30,000) people and how many accounts do they have? Mr. Davison said well, yeah but they have more sewer. Director Sangster replied they do, absolutely. Mr. Davison said they re-did their treatment plant. It's all up to seconds and everything. Our don't need to be as big as there is and so on. Director Sangster replied True. Mr. Davison said what I'm saying is, what I mean is it's way off-kilter, and something don't look right here. Director Sangster replied It is hard to compare. They are an incorporated community and the way that they derive taxes is different and then again it is a much larger population. It is hard to directly compare San Miguel to Paso. Mr. Davison said well, I understand that, but I am comparing apples to apples not apples to oranges. They have so much waste they're getting rid of. They have to do it and we have x number of waste that we have to get rid of and as far as I'm concerned you guys wrote this. I'm not with all of this. The same thing now starting out that treatment plant that thing was supposed to cost like three million dollars. The last meeting I was in it is up to fourteen million dollars for the treatment plant. Director Sangster said what I remember is it is up to \$11.8 or something like that. Mr. Davison said ok well it went from three or it started out at three. I think we need to get control of what the heck is going on in this little community. The spending is out of control. Director Sangster replied, yes well we are obligated to have a treatment plant that has the capacity to serve our existing and future populations so we have to factor in what we think the population growth will be and forecast for at least the next twenty to forty years in capacity. Mr. Davison said Paso Robles did the same thing. They are at about forty thousand I think now, and we're are probably counting all the illegals and everything we are probably up to six or seven thousand population here. Director Sangster asked in San Miguel? Mr. Owen Davison replied yeah, it wouldn't surprise me. Director Anthony Kalvans, said Mr. Board President, if I may? Director Kalvans stated I watched the presentation for Paso Robles on their rate study. Director Sangster said by all means. Director Kalvans said the rate study that they are doing is they are backfilling the deficit because up until a couple of years ago relying on Templeton. Templeton was sending their sewage to the city of Paso Robles to the tune of almost 1 million dollars and because

Templeton severed the line the city of Paso Robles needed to backfill the difference and the rate increase that they are doing is based off of filling that deficit. Also, I do believe our staff is pursuing a grant because that \$11 million exactly is for the recycled purple pipe project and a large chunk of that is probably going to be for the funding through grant funding, which we will hopefully hear news later on this year at some point. Utilities Director Kelly Dodds, stated well, unfortunately, there is news on that tonight. Just if you would like we had our first-rate increase for sewer, it was \$91. At that time Paso was actually the lowest and they were included in the rate study. They were the lowest at \$54.60 as an average. However, they at that time and up until this current year have a volumetric rate for sewer. It's not really apples to apples, because ours is entirely fixed. However, you are entirely true when we were trying to get out of the deficit which was a lot of it however, the anticipated loan payment for the wastewater treatment plant at that time was factored in and even today that amount was taken off the top before we even consider any other operating expense. That money is being set aside for this purpose because that's what it is for in the first place. Director Sangster said ok, does that help clarify that? Resident Owen Davison said well no, like I said they are going to increase theirs up to \$75 of \$80 during an 8-year period and you guys slammed ours on us all at once. We went from \$36 I think or something like that to what Kelly said to \$91. Bam. Now my last bill its \$98 or it said \$99 and it's going to go up what is it? Account Clerk/Bookkeeper Tamara Parent said July. Director Sangster said annually, once a year. Mr. Davison asked yeah to what? Director of Utilities Kelly Dodds replied five percent. Mr. Davison said why can't we put a stop to it right now? You don't have to keep raising it. You've got it three times as much as it was. Director Sangster replied well, the initial increase was set for a five-year period. Mr. Davison said so it's going to go up to \$120 at the end right? Director Sangster replied no, it wouldn't be quite that much because well, we are three years in on a five-year program. Mr. Davison said well, \$110. Director Sangster said give or take that. Mr. Davison replied well Paso Robles won't be up to \$85 for another seven or eight years. There is some bad arithmetic going on here. Like I said, with the sewer going from \$3 million which you guys fed us that line, so we have to increase the rates, to fund that \$3 million, and now it's up to well, I'll go with what you said, \$11.5 million but I heard \$14 million at one of these meetings. Director Sangster said some the costs have already been paid. \$11.8 million was the last figure that I heard but it is also being done in stages. \$11.8 million includes the purple pipe if I recall does it not Mr. Dodds? Utilities Director Kelly Dodds stated the entire bill out of the project was estimated at \$14.5 million, but the first phase is roughly \$9 million to \$10 million however a large chunk of that is going to be grant funds. USDA is already committed to partially funding it with grant funds however the exact amount will not be known until we actually have a formal response from them from that. Initially, I think with the rate study it was anticipated that we would be paying around \$4 million in a loan and I think that is what Mr. Davis is referring to. Yes, the costs have gone up and the costs are still going to go up because every time we turn around there is one more hurdle that logically shouldn't be there. However, this is going to be done in phases because obviously, we do not have \$14 million dollars and we are trying to do this as fiscally responsibly as possible because obviously there is only 760 people paying for this project. Until we get a few hundred more people unfortunately those 700 people have to pay for the treatment plant in order to be able to handle their waste. Mr. Davison said well, purple pipe. That is on my list too. Kelly, I don't know how good of a businessman you are, but I tell you one thing, I would not commit any of our money to any of these vineyards thinking that they are going to buy water from you. If they want to buy water from you then let them do the costs of the purple pipe. These vineyards have screwed this town and all the cites and water areas around here enough. Don't think you are going

to recoup any of that money for the purple pipe from these vineyards. Director Sangster said something wouldn't be developed unless there was a commitment and also maybe something that can be developed in grant funding. With all the unknowns it's really impossible to quantify what will happen in one year, two years, or even five years from now and when it will be developed. We just don't know. There's not any commitments and we have committed either. Mr. Davison said well then let's forget the purple pipe. Director Sangster said this is an option that is something that would be considered viable and beneficial. Director Kalvans stated we also need to work with all of our partners in the basin because we don't have the several millions of dollars nor the water allocation from Nacimiento which would far outstrip the cost of the purple pipe network. Because then you are going to have to build a pipe from Wellsona to San Miguel plus you are going to have to treat the piped water and also pay the city of Paso or San Luis and we know how much they love to get money as much as they can especially from us if they can try to. We have to wear our cross very carefully and I know the staff is working hard on that we will hopefully have a much clearer picture we will get closer to the formal bid part. Utilities Director Kelly Dodds said as soon as we get out of the weeds with the environmental people we will be on the road to actually having something. One last word on the purple pipe is that we are not intending to build it all out unless we get grant funding and unless there is a true bona fide buyer for it and in the discussion with the one that has made the most interest in it is that they would basically run a line from our property to their property. That cost would not be on the district.

**Public Comments:** None

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

**IX. Staff & Committee Reports**

**Non-District Reports:**

1. **San Luis Obispo County** - None.

2. **Camp Roberts—Army National Guard (Mitten)** – Per Assistant Fire Chief Scott Young Mr. Mittens apologizes for not being here. He had to go to the airport in San Luis Obispo to pick someone up. He will attend future meetings.

3. **Community Service Organizations** – Report given by Michelle Hido on behalf of the San Miguel Fire Fighters Association. There are two items coming up. The US Army reached out and they want to bring the “Easter Bunny” with some of their vehicles go through town handing out easter eggs. They asked if we could bring some of the vintage apparatus and some of the new engines as well so we will be doing that with them on Friday, April 2<sup>nd</sup>. On Saturday, April 17 we are putting on the Sagebrush Days Parade. This will be the 30<sup>th</sup> Parade. There is not going to be a vendor fair or any food that we participate in. The town has been informed that there is going to be a parade. That is all that I have. San Miguel resident Owen Davison asked if the parade is going to be on a Friday because it has always been done on a Saturday. Director Sangster said we are talking about two different things. Mr. Davison replied oh I'm sorry. Director Sangster asked for Easter has it been publicly noticed or advertised for the community? endorsed per Ashley Sangster. Michelle Hido responded that there is a giant sign on the community board and its on

Facebook. We are going to let the schools know and the Churches know as well. Director Sangster said thank you.

**Public Comments:** Owen Davis

**District Staff & Committee Reports:**

**4. Interim General Manager Rob Roberson** – The 700 Forms are due by April 1<sup>st</sup>. If you guys have not submitted either written or on the internet please Tamara Parent Board Clerk on/or before Tuesday the 3<sup>rd</sup>. The 10<sup>th</sup> and 11<sup>th</sup> Street project is finished. We are just following all of the necessary paperwork. I want to thank Kelly Dodds. That was a very large project and we put a lot of time into it. The street is nice. We now have water lines underneath the railroad tracks. The Chapter 8 sale of the tax delinquent property sale number 258 will be on June 1, 2021. We are in line to acquire the property. That is between 12<sup>th</sup> and 13<sup>th</sup> Street on Mission on the west side. We have secured a grant from the California School Board Association to the district for the GASB Report for the Governmental Accounting Standard Board report at a cost of \$1,500. Normally this costs between \$3,500 and \$5,000. This is for the 2021 Audit for the district finances. This is the third year in a row that Tamara has been able to secure in getting this grant and I want to thank her for her efforts. We filled the position for the Account Clerk in the front office. Michelle Hido started on February 22<sup>nd</sup>. She's picked up on her job and responsibilities really well. We also hired Trevor Pasley in the Water Utility Operator position. He also started on February 22<sup>nd</sup> and his supervisor reports that he is doing really well. The Fire Department has several projects in the works. We are currently getting a group of new firefighters ready for wildland season. Scott has taken on some extra training and getting them ready for wildfire season. We will also be participating in burnout at Camp Roberts and WUI Drill. The Wildland-UrbanInterface Drill. The Fire Department is also working on training opportunity we are going to have. We are going to have a live training burn. We are going to be setting up several different technical rescue fire evolutions. Things that we normally do not have the opportunity to do. We will actually burning the structure on River Road and the final date for that has not been completed yet because we have to finish doing some inspecting and getting it ready. There is also going to be some CSD CPR classes potentially scheduled for April. All CSD employees will participate in that training and Board members are welcome to attend that as well and I will give the dates to you guys. Tentatively it looks like the 14<sup>th</sup> of April is what I'm going to try to shoot for. Then the Fire Department will be doing theirs on Tuesday the 13<sup>th</sup>. So you guys will be available to do that and if you can't do that one you can participate in the evening one if you choose to. That's all I have if there's no questions. Director Kalvans said I have one question. Is it CPR in First Aid or is it just CPR? It's a CPR AED portion portion of it. It's not the first aid portion of it but cover most of it. The certification would just be for CPR. Director Kalvans asked and what is the certification? Right just out of curiosity. General Manager/Fire Chief Rob Roberson said we have a lay person, just a layperson civilian, then you have a rescue provider and then you have AED and then we do our general First Aid CPR part of it which is stop the bleeding or start the breathing type stuff. Director Kalvans said I remember there being those different and I was just curious. General Manager/Fire Chief Rob Roberson said if you go to the AHA website they offer about 50 different courses with all different kinds of prices. Essentially it is all the same stuff, just the way its delivered. We are doing care provider because we are in the Fire Department but staff in the CSD are just required to have general CPR Certification. It is a four-hour course.

**Public Comments:** None

**Board Comments:** None

5. **District General Counsel Report (Doug White, Esq.)** – Attorney Doug White said nothing to report Mr. President.

6. **District Engineer – Dr. Blaine Reely.** Utilities Director Kelly Dodds stated that the District Engineer Blaine Reely was not attended but that the Board has his report. If you have any questions I can answer them. The most notable thing is that we did not get awarded the Prop 65 Grant for GSP implementation. There were fifteen applicants and of those fifteen; six were awarded and they were all on the valley. Apparently the guideline that each basin was awarded one grant was a farce. However, there are other aspects of the Prop 68 Grant cycle that we will be trying for to cover other parts of the treatment plant

**Board Comment:** Director Sangster asked will we be applying for that in the next grant cycle? Mr. Dodds replied yes, it is ongoing for the other parts we are trying for anyway. This part is specifically for GSP implementation and that had a specific cycle. The next round for this implementation Grant we may be able to apply for it again however, they are only taking one application from each basin. Assuming nobody else wants to apply for it then we will apply for it again. If somebody else wants to apply for it we will have to let them apply for it. Director Sangster asked did you call the conclusion of the 10<sup>th</sup> and 11<sup>th</sup> Street waterline replacement that has gone through the punch list and are all the close outs done on that or are we still working on that? Mr. Dodds replied we are closed out of the construction; however, we are still working through the paperwork. Paperwork that they should be putting together as they go they seem to be really lost right now as to where it is. We are almost there. We have met with the county and the county is satisfied with a few paperwork items. We are waiting on the contractor for such items like lien bases, invoices, and that kind of stuff. Other than that everything else has been complete. We are waiting on compaction reports and then the county will sign off on the easement permit and once we have those and a few other things then the county will sign off on sign off on our grant, submit the final invoice and we can wrap that up. San Miguel resident Owen Davison stated that he had a question. Director Anthony Kalvans said to Director Sangster procedurally, we have to because you asked for a comment. Did you? Ok, Thank you.

**Public Comment:** Mr. Owen Davison went on to ask his question to Director of Utilities Kelly Dodds. Now Kelly, did you just, isn't there a sewer line going under there too? Mr. Dodds replied there is a sewer line going under the tracks. Mr. Davison asked was it ok or did you replace that? Mr. Dodds replied no, it is ok. Mr. Davison said ok, so it's not. You've got water. Mr. Dodds said this grant was only for the water lines in the first place; however, that sewer line is ok, and it did not need to be replaced. Director Sangster said thank you. Any Public Comment? No. You have a board comment?

**Board Comment:** Director Kalvans said yes, Mr. Dodds, I'm going to assume that you didn't find anything interesting while boring that line? Mr. Dodds replied other than things I didn't know about contractors, no. We were in the entire project the archeologist found one arrowhead that was sitting on the surface so who knows how that got there. They did not find anything during any of the excavation. We did not come into anything other than rocks underground. It was very uneventful which is very cost effective.



7. **Director of Utilities – Kelly Dodds.** Mr. Dodds said you have my report. The only thing to add is last week we were notified about two different water leaks. One on Rio Vista and one on Armand. The one on Rio Vista has been repaired. We are just waiting for the asphalt patch. The one on Armand we are waiting for the phone company still to come and mark their phone lines. They are claiming all sorts of things as to why they cannot come out and mark them. Once those are marked then we can dig it up and repair it. However, legally we have to wait for them to mark.

**Board Comment:** Director Kalvans stated that he had a question. Director Sangster told Director Kalvans to go ahead. Director Kalvans asked Mr. Dodds the Armand area is not even 20 years old, and there is a leak in the line? Mr. Dodds replied there is a leak in the service line. In the time I've been here we've had several pinhole leaks in the polyethylene service lines and pretty much all of that is just manufacturing defects; however, it's not something that you can really see in the beginning. A lot of this pipe is seamed so it's basically made flat and rolled into a pipe and seamed together. Essentially all of these leaks happen at the same. There's not really anything we can do to prevent it. This is the best type of pipe for our condition and relatively the number of leaks we've had is extremely minimal compared to the amount of height we have. Director Kalvans asked so its flat and they roll it to form a pipe? Mr. Dodds replied basically make a sheet and then they use a forming machine to roll it into a circle and they have a machine that fuses the seam together. Director Kalvans said ok that's new, I've never heard of that technique. Mr. Dodds said they make a lot of pipes that way. They have other extrusion machines that are extruded into that shape, but this is the most reliable type. Different manufacturers make it different ways, but it is all made to the same standard. Director Sangster said for it to be truly seamless it is obviously much more expensive to manufacture. Director Kalvans said ok that's all. Thank you. Director Sangster asked did you get a total cost for the trailer? Mr. Dodds stated you should have received that a while ago. I do not have it with me, but I can re-send it.

**Public Comments:** San Miguel resident Owen Davison asked on this extruded pipe, who put that in? Mr. Dodds responded I do not recall who the contractor was who put the lines in or the division that was. Mr. Davison asked you were just talking the service line right? Mr. Dodds replied yes, it's a service line. Mr. Davison said well, you know PVC lasts forever. Mr. Dodds stated that PVC is not as flexible as polyethylene. Each type of ... Mr. Davison interrupted Mr. Dodds and asked what size, what size? One inch is very flexible. PVC and it lasts forever. I think it somebody's paying to have a service line put in I would recommend going with PVC schedule 80 or schedule 40. It's plenty heavy enough for a service line and it don't rust like galvanized. You're not going to get a leak. It's the ideal thing and its very inexpensive. That would be my recommendation. If you've got leaks in it well how long has it been in? Mr. Dodds replied well, it was developed in 2001/2002. Mr. Davis said yeah so it's only been about fifteen to twenty years? Mr. Dodds replied it has been twenty years. Mr. Davison asked and you're already getting leaks? I would be changing it. Director Sangster said that is a different undertaking. Mr. Davison said well yeah, but whoever's putting it in the service from our water line to houses I'm assuming or anything else, go with PVC. It lasts forever and you're not going to have any leaks.

8. **Fire Chief Report – Fire Chief Rob Roberson** – Just a couple of interesting points. We've had two structure fires this last month. Winter is ending and people are starting to get out and about. Weeds are starting to grow so we've got to be cautious of that. We had twenty-four calls. We are averaging twenty-seven a month. We've had fifty-four total this year. Our call volume versus district and mutual aid were three quarters in the district. Usually its one-third or sorry two-thirds in the district so our mutual aid responses are a little down. That is always how it is at the

beginning of the year. When April and May roll around and fire season gets started I will see big difference in that. We have several new members on the department and they are doing very well. I know Assistant Fire Chief Scott's been working on a couple of big projects. Scott do you want to talk about grant and the projects that you've done since people have noticed and what you have accomplished? Assistant Fire Chief Scott Young said we have been working on a fuels mitigation project, so some people have noticed that we have cleaned up trees around the Library, the old Fire Station, The Lions Club, and the old jail property. I've had conversations with the Lions Club, and they were instructed by the county to remove those trees, so we were fortunate to have the ability to do that. We also have the encroachment permit via the road adoption for Mission Street through the association so it was a prompt approach. We were able to do fuels management along Mission Street and clean up some of the trees that were hazard trees growing through the sidewalks and were trip hazards. It seems like that kind of prompted others to do the same. I don't know if it was serendipitous in time or maybe they saw something was going on and they wanted to jump on board but Ray Barker went ahead and took care of the trees down here on the corner of 14<sup>th</sup> Street and Mission. Simultaneously across the street trees were removed on a private piece of property by the property owner in a couple of locations. They were also able to do a little bit of work on River Road with the fuels management around the project that we plan to train on. That has been going well. Additionally, we are plugging away with the MDCs. The county kind of changed tack on us where we were hoping to walk in here arms out and get dropped boxes of stuff and in lieu of that they gave us all of their contacts and said here you order it and we will get back to you so we are plugging along with that. We added an extra training day so in lieu of doing training on Tuesdays solely we are doing training Tuesday and Thursday nights and additionally having members active throughout the week doing these field management projects. We did some work down at the Adobe as well. The Utility Department has been helping us with chipping portion of it. They were able to provide the chipper and provide staffing. I'm jumping around a little bit from project to project. As the grant was written we have the ability to use District staff to Fire Department staff to do this management project. I think it is making a big difference throughout the town hopefully. I think it looks better I think. Other than that, that's it unless you have questions. Director Sangster said thank you for your efforts from that.

**Public Comments:** Mary Szlavik-Hankins San Miguel Resident said that Mission Street does look a lot better. Thank you.

## **X. CONSENT CALENDAR:**

### **1. Review and Approve Board Meeting Minutes. (A) Regular Board Meeting Minutes dated 1-28-2021. (B) 3-4-2021 Special Board Meeting dated 3-4-2021 (No changes)**

Director Sangster has some corrections under Item A. Would you just like the corrections? Board Clerk Tamara Parent said yes, tell me the page number. Director Sangster said Page No. 27. There is a sentence that says the one thing they did say though is that they're interested. It should be interested "I" in helping with money. Mrs. Parent said ok, give me a portion. Director Sangster said its in the top third of the page. Your sentence begins the one thing your interested in. Mrs. Parent said ok, I see. Director Sangster said on page 28 at the bottom of the page. I believe it is the last sentence. It states instead there was a fairly unhealthy email sent. Did someone state that an unhealthy email was sent? Mrs. Parent said I'll look at it. Director Sangster said I think there was one other item. That was a long meeting. On page 38, technically the second full sentence

we're going to have some soils for the 11<sup>th</sup> Street boring project potentially those can be spread from the low points to give it a better "pouring" under the temporary structure. Mrs. Parent said that perhaps the word should be shoring instead of pouring. We will look at that one too, but I see what you are talking about. Director Sangster said that is all that I have.

**Public Comments:** None

**Board Comments:** None

Motion to approve by Director Sangster the Regular Board Meeting Minutes dated 1-28-2021 as amended and 3-4-2021 Special Board Meeting Minutes Motion seconded by Director Kalvans.

Motion was approved by Vote of 5 AYES 0 NOES 0 ABSENT.

## **XI. BOARD ACTION ITEMS:**

**1. Review, Discuss, Receive and File the Enumeration of Financial Report for January 2021.** General Manager/Fire Chief Rob Roberson stated that last month's meeting was cancelled but if there are any questions hopefully we will be able to answer them.

**Board Comment:** Director Palafox said he has a question about the storage containers. Mr. Roberson said that upstairs they are at a maximum with the storage of records and they have a server in the area as well. The records that are up there now are 14, 15, 16 they are fairly grouped and they are boxed up. With our records retention which we have to bring back to the Board just to review and refresh that policy, the Conex was purchased, put in place, and now the records that need to be retained can be moved there and secured so that we can get rid of anything that is beyond two years upstairs. We want to keep anything that we want to retrieve and go over very handy. The retention policy will dictate how many years back we have to take and what we have to take to store in that container for now. We just don't have any other place to put the records. That will take care of the problem until we resolve our building and storage issues.

**Board Comments:** Director Raynette Gregory asked how many years is the retention? Mr. Roberson said "well, we will bring it back to you but generally 3,5,7, or 10 depending on what it is and how long it needs to be retained. Once that is determined, everything up there has been placed in boxes and separated so the things that have already been organized we will be able to move right away but then there is a cache of records that will have to be deciphered through because some of it was e-filed and that will not have hard copies that need to be stored. Director Gregory said so we are not mandated by anything? Board Clerk/Accounting Manager Tamara Parents said yes, I'm working with Erin and the State Secretary, but we will bring it back to you because it ours is so obsolete and old. We don't have any room upstairs to go through the documents that we need to go through, so we need to spread out a little. Director Hector Palafox said another one for me is South Coast Emergency. It says truck micropower. That's not the new one correct? Assistant Fire Chief Scott Young said no, that was my command vehicle and the type six patrol. I have a constant light problem with the taillights on that vehicle. The 8651 needs a little bit of TLC on the pump. Director Palafox said ok. Is that the new one? Mr. Young said no, it's already showing some problems. Director Sangster said my comment is also related to the container stuff for things you guys are purchasing in common. I did iterate this to Tamara. I actually have a resource so do not hesitate to call me to see if I have a resource for things. I buy

containers in my day job as well so certainly for things like this I would be happy to assist if I have a contact or even give you a last purchase price for same if its identical and that is all.

**Public Comment:** None

Motion to approve made by Director Sangster to Receive and File the Enumeration of Financial Report for January 2021. Motion seconded by Raynette Gregory.

Motion passed by Vote of 5 AYES 0 NOES 0 ABSENT.

**2. Review, Discuss, Receive and File the Enumeration of the Financial Report for February 2021** – Director of Utilities Kelly Dodds said we were able to plug this information again and I will entertain any questions you may have. Hopefully, we can answer them.

**Board Comment:** None

**Public Comment:** None.

Motion to approve made by Director Anthony Kalvans. Motion seconded by Director Ashley Sangster.

Motion passed by a Vote of 5 AYES 0 NOES and 0 ABSENT.

**3. Discuss and authorize the Director of Utilities to Release an RFP for 4 generators to be purchased and installed under CAL OES PSPS Grant by RESOLUTION 2021-06.**

Director of Utilities Kelly Dodds stated we applied for a grant with Cal OES under the Community Power Resiliency Allocation to Special Districts for backup generators for our wells and tank and repeater sites. We were awarded the \$230,000 that we requested. As a formality we are asking to approve Resolution 2021-06 allowing me to accept that and also to release an RFP for the backup generators for those sites. The generators would be brought back at the April meeting for approval. There is quite a weak time on generators lately and we are trying to get a little bit ahead. We only have until October of 2021 to complete the grant, so we are under a little bit of a timeline. Long delays will cause a problem.

**Board Comment:** Director Ashley Sangster asked are you doing any sourcing or reaching out to any specific sources you already know about? Mr. Dodds replied I am reaching out to the ones that are local and was going to ask you if you have any otherwise it will be put out as a public notice in the oh, I forget what it is called. Board Clerk/Accounts Manager Tamara Parent said Paso Robles Press. Mr. Dodds said no, the plan rooms and the CSDA. Director Sangster asked Do they do any type of commodity codes where they have people registered to find public bids based on a particular commodity open? In order words, it is for generators and companies are notified of that. Mr. Dodds said I don't know if they have that through CSDA? If you have another. Tamara Parent said no they don't. Mr. Dodds continued and asked if you have another site that you feel will be improving you can surely put it there. Director Sangster said one I use is for Public Purchase for all goods and services. They do have entities registered all over the country and it is based on the commodity code and your probably find more than just one for generators. It essentially alerts any company that provides generators that you are looking for proposals on an RFP. Did we ever get signed up for gov spent here? Tamara Parent said way too much money. I

do stuff for them though. Director Sangster said yeah, I may be able to look and based on your specifications and see if I can determine any companies that have provided similar units over the past twelve to eighteen months. That might at least give us something anyway but I will also check my facilities group and see if they have somebody that provides generators. In our facility the jet airs are probably bigger because they are running entire buildings. I will do some leg work on that and I will send you an email. Mr. Dodds said I appreciate it.

**Public Comments:** San Miguel Resident Owen Davidson said I think it's a good idea Ashley to do some research. Do you have any idea Kelly how much these four generators are going to cost? Mr. Dodds responded based upon my initial research for the grant the generators themselves are for a 150-kilowatt generator between \$35,000 to \$40,000 delivered. A large portion of that grant is to connect the natural gas and the price for that is all over the place because each site is different. Mr. Davison asked do we have natural gas close to our wells already? Mr. Dodds responded that two of them do, one is reasonably close however, it might be cost prohibitive in which case we will install propane.

Director Sangster made a motion to approve. Director Kalvans seconded the motion.

Motion passed with a Vote of 5 AYES. 0 NOES 0 ABSENT.

#### **4. Review and provide direction regarding sending a response letter to SLO County Integrated Waste Management Authority (IWMA)**

Rob Roberson said that this is an item that Director Kalvans has expressed some concern and interest in. He had come up with a few thoughts on the process about communicating with IWMA and we also have Aaron Kardashian from our waste management here to make comment.

**Board Comment:** Director Kalvans said that he is excited that Mr. Kardashian is here in the audience and that he would like Mr. Kardashian to give a quick back story as to how we ended up at this point. It's just that a board member received an email from another CSD member regarding the repeal of a polystyrene ordinance. The vote passed on a one-vote margin. We received local emails and those emails are attached to this report for public record. A subsequent email came forward from that individual saying that they were applying for our special district representative to be removed from the IWMA. From my own background research it appears that our representative who well, they represent eleven CSDs across the county has a different philosophical view than the person who was sending the emails. It had been mentioned in the past, not related to this but why do we have eleven CSDs sharing one voting representative when we have some agencies like Nipomo CSD which is bigger than Pismo Beach by as twice as many people. This was just brought as an informational item in case you were going to make a comment. I didn't want to make a comment during the polystyrene ordinance political that issue seems to be right now. Mr. Kardashian may be able to explain the situation a lot better than I can. Mr. Kardashian (San Miguel Garbage) stated so there are a lot of things happening in the community right now and a lot of voting more so than ever in the past years. There was a previous vote to move forward with this firing ban and after that vote they also voted to not pass any regulations that superseded the state regulations. They didn't want to add any new regulations to the county that weren't state mandated. That being said, a few of the members from that board made it very clear during the styrene ban discussion and said two months ago we just said we were not going

to do any more regulations over and above and I think that might be what stemmed banning or stopping the ban of polystyrene. It is a very touchy subject. Some people are very passionate about it and some people honestly aren't. Regardless of what side of the fence you fall on I think Director Kalvans makes a wonderful point that the CSDs have not in the past been represented well at the IWMA Board which is an Integrated Waste Management Authority. They are the ones that are trying to place the onus on recycling, organics, and we are going to see a lot of that coming up with this new regulation SB1383. My hope is that each district or jurisdiction, each one in the IWMA, if you control your own solid waste then you are considered a jurisdiction. I hope that you can keep the onus local and not let it be voted on by a large group that may not have the best interest of San Miguel. Director Kalvans asked if there was anything else to add? Mr. Kardashian said not unless there are questions. Director Kalvans said yes, the combined 11 CSDs, population is over 50,000 people sharing this one vote. Every city gets their own bill. This is not the first divisive issue that has come before the IWMA where it came down to I think a single vote. The plastic bag ban was also a single vote and it hinged on that lone CSD representative. Mr. Kardashian (San Miguel Garbage) asked was it the same representative? Director Kalvans said no, it was not and that was also something I wanted to clarify in my report. From the emails previously it was Greg Sullivan of Templeton who was represented until 2015. Director Kalvans asked how does the Board feel? Should we send a response to the IWMA? Send it also to the other solid waste CSDs? or what direction do we want to go? Director Sangster said well, how do we precipitate change? As Mr. Kardashian pointed out we do not have any local control or voice. Mr. Kardashian said well you do with us. As a solid waste company you do. I don't want to see that go away either. I don't want to see somebody sitting at a desk in San Luis telling San Miguel CSD how to operate in their town when it comes to solid waste when I think our current situation is very good. Director Sangster asked so does that mean that representation in North County or from each individual CSD might be warranted or better? Mr. Kardashian voiced that the IWMA Board is already made up of 13 members and there is talk of reducing that not making it larger. I'm not sure how the CSDs could be represented better. I don't have an answer for you there other than possibly reaching out and making yourself represented but that doesn't mean you get a vote. Scott Duffield from Heritage Ranch is a representative for the CSD on that force. He might be somebody to reach out to just as a point of contact, maybe not on the styrene data because I don't know if he has anything to do there but there are a lot of regulations coming up and he would be a great contact person. You could reach out to him and say hey these are our concerns, could you please bring these to the Board's attention and say hey, you're not the only CSD that feels this way or these letters and emails wouldn't be coming in. Director Kalvans said yes, and that's why the response letter that I drafted as an idea is not to say one way or the other just to say we humbly request that you work with us and figure out something that could be done. It could be based off raising North County, South County, the Coast, or whatever combination that would maybe make sure the eleven CSDs are a little bit better, there's just a different combinations based on the population. If you have CSDs that are way bigger than incorporated cities maybe they should be the ones who have their own say. Mr. Kardashian said if you are going by population you may be right but there is a point to make though that the CSD representative on the IWMA Board just got appointed president this year. Director Kalvans said yes he did. Mr. Kardashian said so removing him might not be the plan but like this other director is mentioning, and we are talking about one director, who may have a difference of opinion. I think bringing it into harmony and working together and the president of IWMA is very responsive. You can talk to him, you can call him, and he will you know, he is one of the first guys that we have seen actually be responsive. It's in

there for the North County. Director Sangster asked this is a voluntary position or is it obtained? Mr. Kardashian responded no, Discussion ensued. He's basically been on a board in the south coast, and it had a CSD I think for over twenty years. Director Kalvans said yes, he was elected in the 1990s as the Board President and they kept putting him in. Mr. Kardashian said yeah whether he likes it or not. Director Sangster said there is a philosophical difference between the person that is sending the emails and obviously the representative and for me personally it's not for me to say if somebody should be removed or not. They have been in the place and they are fair and equitable and it's not for me to say. In this case would it be beneficial to have their representation? I think so. I agree with Director Kalvans that it would be beneficial to have a voice or some skin in the game. As to responding with regards to the Styrene band I would say that I have no opinion and again it's not for me to say. Director Kalvans said right, and that's why I need a letter. There are two things; no opinion on the styrene ban and also that we don't feel comfortable removing the specialist representative especially not without some formal mechanism. Director Sangster said we could not remove the man without some type of formal process but from our perspective we do not see that there is a need to begin any process. There has been no sign of justification to remove somebody simply because they have a difference of opinion. I don't know how you want to word that but I would expand on the fact that we do not support the position of attempting the removal of a person who is shown to be doing a standard job. Mr. Kardashian said that I think because he knows the struggles of being a CSD his heart would go out to two small CSDs that have the same issues and concerns. He would welcome phone calls and emails. Discussion ensued. Direction to staff is that Director Kalvans will prepare a draft letter to Scott Duffield and Mr. Enns and report back to the Board.

**Public Comment:** None.

##### **5. Review and Approve of RESOLUTION 2021-07 establishing the dates for applications and sales of "Safe and Sane" fireworks, for the 2021 calendar year.**

General Manager/Fire Chief Rob Roberson said Scott Young has been working on this. This is the same as every year we bring before you so there is a resolution establishing the dates. This one is the same. Basically nothing has changed July versus July 4<sup>th</sup> as it was last year. Fourth of July falls on Sunday this year so we will probably have an eventful weekend. Director Raynette Gregory asked do you allow them in town or in certain areas? Assistant Fire Chief Scott Young responded the same fireworks are allowed in the district boundaries so if you are in the district boundaries you are allowed to purchase and use safe and sane fireworks. Illegal fireworks are illegal anywhere.

Board Comment: Director Gregory said so the safe and sane are ok anywhere. Mr. Young said yes, within the district boundaries only on July 4<sup>th</sup>. The resolution lays out the application period. The application period has been adjusted. This should have come out last month, but last month's meetings got shuffled so we modified the dates to reflect March 29<sup>th</sup> through April 30<sup>th</sup> as an application period. The sales will be from the first through the fourth starting on the first at noon and ending on the fourth at 11:59 p.m. The permit fee went up based on what our staffing costs are. Every year the minimum wage goes up and the staffing costs go up. It costs \$1,620 for a curved booth, a non-refundable application. Director Sangster said you have \$1,560. Mr. Scott said ok, I was close. It would \$500 non-refundable for cleanup. The vendor being TNT Fireworks posts the cleanup bond and once we determine if there are any costs involved in the cleanup then

we refund the bond amount to them either in part or in whole. Director Kalvans said procedure question. Paperwork will be ready for the applicant I assume within a week after this meeting? Mr. Young said the paperwork will be ready by March 29<sup>th</sup>.

**Public Comment:** San Miguel resident Owen Davison said I say lets just keep everything going like it has been.

Motion to approve made by Director Sangster. Motion seconded by Director Kalvans.

Motion passes with a Vote of 5 AYES 0 NOES 0 ABSENT

**6. Discussion and consideration to establish fireworks fees for the 2021 calendar year and adopt Resolution 2021-08** Assistant Fire Chief Scott Young said just as a re-cap it is \$1,560 per booth as an administration fee and there is no cost to the district. The fees for the booth pay for the staffing 100% and any cleanup efforts will be covered by TNT fireworks. The insurance requirements are as follows: TNT Fireworks provides the insurance. There is \$1 million dollars bodily injury. \$3 million dollars each occurrence and \$1 million dollars for every occurrence thereafter.

**Board Comments:** None

**Public Comments:** None

Motion to approve made by Director Sangster. Motion seconded by Director Raynette Gregory.

Motion passes by a Vote of 5 AYES 0 NOES and 0 ABSENT.

**7. Continued discussion on the Fire Department Temporary Housing unit.** Assistant Fire Chief Scott Young said this is a continuation of our saga to provide a temporary housing unit with a Sheriff's beat station to the property south of the fire department. The process has involved contact with Scott Keller and procuring a lease agreement with Mr. Keller. There was a Lease Agreement forwarded by Mr. Keller. We did review modifications to the tentative presentation. The dates have been changed to accommodate the schedule change for the meetings being altered. I think that is the only modification other than the additional easement lot east was added to the agreement and the tax item was identified as a tax increase due to improvements by the lessor. This was reviewed by the general manager and reviewed by legal. Legal had no concerns as this is a fairly cookie-cutter standard. By the time we finally got it all ironed out and the redlines were removed from agreement we made sure that the entities were properly identified. Somehow this seemed to be a CalFire Lease that Mr. Keller had worked on another property so that was adjusted and modified. Mr. Keller is willing to move forward with the Lease as it is written.

**Board Comment:** Director Sangster said I do have a couple of issues. First, under the term the dates are incorrect. Mr. Young asked what page? Director Sangster replied the first page of the list so page 123 of the packet or page number two of the Lease. You have term and its states that it is a three year which shall commence May 1, 2021 and end midnight April 30, 2023. That would only be two years. All dates are one year off, even the rent dates. Discussion ensued regarding



contract terms and calculation of dates. Mr. Young stated that these dates are completely different, they have been changed and this will be the fourth time they will be changed. Director Sangster stated that the other issue he has is that payment would be considered delinquent if payment is not issued after five days. I know that I mentioned this after the first go around. If it does not state payment terms then I would think as a public entity we would get a customary net thirty terms and this is saying it is due on a specific date in five days. The one reason I am being picky on this is that we as a public entity, there is a process by which the financial officer generates a check, it takes two people to sign it and sometimes that takes more than five days. My issue with that is for whatever reason, if we don't meet the five-day timeline we are subject to a delinquent payment. Assistant Fire Chief Scott Young said the response to that is that I ran it past District Counsel Erin Dervin and personally I have been a landlord in San Luis Obispo County for about twelve years. Prior to that I managed large properties; 85 unit/125 apartment complexes. Never have I asked a tenant to give me an invoice or have the landlord give the tenant an invoice. Based on the terms of the agreement we know the date that we have to make the payment so it is our obligation to make that payment in a timely manner. I don't give my tenants an invoice every month and say hey, the only time I give them an invoice is when they are five days late and I want to start a three-day process. To me it is unnecessary, but I will leave it up to you to decide. Typically, the lease terms as laid out by Lessor and not the Lessee, and if we have the dates established then we should be able to meet that obligation. We have a similar agreement with South Coast for our engine purchase and it is our obligation to make that payment on that day and on that year via resolution so we should be able to meet the same obligation on our own. Director Sangster said I will leave that to the rest of the board but to me five days seems unreasonable given that we are a public entity. This may be fine for an individual because you know that your rent is due on April 1<sup>s</sup> and you write a check. Mr. Young said as a public entity we should know that our rent is due on April 1<sup>st</sup> so we should have it ready before. Director Sangster said my point is that there is more there is more than one signature required and there is a process to generate the check. Director Raynette Gregory asked is it Mr. Kelly who wants the five days? Mr. Young said it's a standard lease agreement so within five days if we are late then we have a five percent increase and that is pretty reasonable. What I charge is slightly higher. I believe the law allows for it and honestly, I have never charged my tenants a late payment. On page 2 are the terms he laid out. Director Gregory said I see the President's point. We are not an individual who just signs a check. There is a process to it. I guess it is up to staff. If the staff can handle the five days then I am ok with that but if not, then maybe extend it to ten days. Assistant Fire Chief Scott Young said I would say it is our obligation to be prepared to make the payment. If it is due on May 1<sup>st</sup> then at the beginning of April we should have the payment in the process, in the que ready to go so it will be there early and not late. Discussion ensued regarding due date, postmark or in hand, five calendar days being unreasonable. Director Sangster said under the heading of liability insurance, the second paragraph deals with improvements and it states specifically that the lessor would want written consent before any improvements can take place. Mr. Young said that written consent would be via email. We are not trying to pull one over on him. He is very aware of the purpose for leasing the property. Director Sangster said I agree, it is just a contractual obligation and I just want to make sure that we have something that will cover the district with regard to that requirement. Mr. Young asked what page are you on? Director Sangster said this is on page 4 of the Lease and page 125 of the packet. Under liability insurance section 12, second paragraph it states with regards to all lessee improvements before commencing any construction or works of improvement on the premises either prior to or after the commencement of the term of this lease, lessee shall obtain

lessor's written consent in addition to having all insurance required by this and shall maintain and enforce until completion, acceptance, etc. so it states that the lessor wants written consent to begin any construction or improvements. Mr. Young said there is plenty of email confirmation as to what we are doing with the property. He has received plans and other documents. As things progress I would assume that we would be in contact and say this is our intent and he would sign off on our intent. He is well aware of the fact that whatever we intend to put on his property is temporary in nature and will be turned back to an in-kind condition upon removal of our housing unit. There is no real improvement to his property. Director Sangster asked would emails suffice Counsel White in meeting that requirement from a legal standpoint? District General Counsel Doug White responded yes, that is ok that we would have that. Director Sangster said ok, my last comment on this is on page 127 of the packet and on page 6 of the Lease under section 19 specifically section A. It talks about termination and surrender of the property immediately. There is no language in this lease that protects the district with regards to the improvements. Mr. Young said the improvements are a temporary housing unit. Director Sangster said what I am concerned with is for any reason this lease is terminated then the housing until then becomes the property of lessor, not the lessee. Then it becomes complicated from a legal perspective because it would be registered to the lessee. To me that sounds like a legal battle and costly. Director Kalvans asked the building that is being proposed is it a manufactured home? It is being anchored to the foundation? Mr. Young said it is being placed in what is called a permanent foundation system. It is basically a jack that is attached to the frame of the trailer and then a two-by-two concrete pad that sits on the ground so that constitutes a permanent foundation from a building perspective and from an insurance perspective but as far as a mobility perspective it is anything but mobile. Director Kalvans said I was confused on whether or not some manufactured homes are inserted as personal property and how they are registered. Mr. Young said they are registered as a vehicle. Director Sangster said I think the issues is that it is set on a foundation and it is set with no tow bar on the front and no wheels on it so it's not like you could just hook it up and drive it out that day. Mr. Young said the wheels are typically stored under the vehicle and the tow hitch is removed and stored in the vehicle as well for future relocation. Director Sangster said I'm with you right, but my concern is there is no language protecting the district from that becoming the property of the lessor. Mr. Young said once again, Erin has reviewed this entire document in its entirety and she sees, well I'm not going to speak for her because she is not here, but my communication with her was that she sees nothing putting the district at any undue risk. Director Sangster said defer to counsel present. District General Counsel Doug White said, I want to make sure that I understand your concern President Sangster. Your concern is the Lease premises. You are concerned with the underlying ground basically right? Director Sangster said my concern is that the district will spend whatever we spend one hundred plus thousand dollars on a temporary housing unit. It is going to be placed on the property which we are leasing. If for whatever reason tis termination states that if this is terminated we surrender the property immediately. If that housing unit is still in place on a foundation on a property, does that then become the property of lessor? That is a lot of concern. Is there language in here to stipulate that it would not? District General Counsel Doug White said so the lessor would inherit whatever legal rights underlie it. They would inherit the lease, they would not inherit, they wouldn't be able to terminate and take over a fee interest with that. In other words they can't convert our lease on ground into a fee interest. They could only inherit or take over our lease position. Director Sangster said well, if the improvements have been paid for, they are owned by the district. District General Counsel White said correct. Director Sangster said they are present on the property in question. District General Counsel White said

correct. Director Sangster said if we surrender, it is essentially a tenant improvement. Does the tenant improvement then become property of the lessor or if it is terminated? District General Counsel White responded in the event of default, the tenant improvements could become the property but it is only because we are in breach, and that would act as the collateral for the arena as part of the breach. It is just like a security deposit that you would put down so you would have property that would act as part of the security deposit. I want to make sure that I am exactly following because I get the sense that you intend something different. Director Sangster said no. What I am simply saying is that we are going to make an investment in this property by putting this temporary housing unit there so if for whatever reason we default, for whatever reason because it does not state specifically why, it just says upon termination the property is surrendered immediately. If that occurs, does that tenant improvement become the property of the lessor? Mr. Young said they would have to evict us from the property if we defaulted. There would then be a three-month process started by the Sheriff's Department. During that three-month period of time we would be able to move our property. Even if we were locked out and a fence were put around the property, we still have a legal right to come retrieve our property and our property would be vehicle that is registered us on the property. I can't see them seizing that and the renter's law will protect us from that. District General Counsel Doug White said if you look at the definition of premises because this is really where it goes back to. Property number control which are the like it is here with no improvements so to address your concern, no we wouldn't actually put it in because it uses a capitalized "P". Premises is a defined term so that would be the property unimproved. You can find premises on page 123 of the packet. It shows the parcel numbers which are the four vacant lots with no improvements. If there is a desire to have further clarification of that we can put in that provision. We can put that at no time with lessors have any right to any improvement on the property. That is a simple sentence that we could add. I do think that we are adequately covered given the large "P" definition terms. Mr. Young said Mr. Dodds pointed something out on page 7 there's the California Department of Forestry is attached. Beyond the CSD's name might have gotten lost in the redline shuffle so we will have to strike that. District General Counsel Doug White said I don't think there is any problem with adding that language just to make sure and it does not hurt the contract at all. Director Sangster said Ok. Thank you. I have voiced my concerns and I will defer to the rest of the board on that. Director Raynette Gregory said I understand what you are saying about the language and I understand what the President is saying too and sometimes for us lay people that kind of stuff gets lost and then people are thinking that maybe they have a certain ability. It could avoid some problems. District General Counsel Doug White said I 100% agree. We could only make the contract better by adding additional terms like that. I think the President's suggestion is helpful. Director Hector Palafox said I agree, it would help it to clarify. District General Counsel Doug White said yes, it just helps people so they do not have to go and check on their sections definitional references. Director Sangster said ok, so District General Counsel White will be drafted a sentence to add to that. District General Counsel White said yes, I am happy to add the sentence as stated earlier. and to make sure that Scott has everything. Director Sangster said consensus is that we want to fix the dates, clarify that the payment will be made in five business days, and then we want to add a sentence in the determination to indicate that the lessor would have no right to any improvements. We also need to strike the California Department of Forestry.

**Public Comment:** None

Motion to approve as amended by Director Sangster. Director Kalvans seconded.

Motion passes with a Vote of 5 AYES 0 NOES 0 ABSENT

**8. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project.** Director of Utilities Kelly Dodds began by saying we are at our average daily is 144,901 gallons per day with 72% of the drought capacity and our max day is 177,12 gallons which is 89% of our overall capacity which is slightly down from last month on our maximum. However, it is about the same on the average. We have been working very diligently with USDA to try to conform our engineering report to what they want to maximize our benefit from USDA. We have our prior regulator at the waterboard had retired a couple months ago. Just the other day we were able to make contact with our new regulator so we will be meeting with them on the first. We want to bring them up to speed on a project and make sure that everything is good as far as they are concerned. I do not anticipate and problems on that side. We are nearly there with our environmental work. The USDA has required us to mitigate to the 500-year flood plain which is two feet higher than our current treatment plant. We are trying to mitigate that as cheaply as possible because as you can imagine lifting twenty acres is expensive. Blaine and I discussed that today and he has direction. Hopefully, to bring back a plan for me to look at. Before, I mentioned about Prop 68. In other parts of the treatment plant they have specifically a Flood Mitigation Grant and as part of the Prop 68 Grant. We will be pursuing that to mitigate the 500-year flood plain, as part of our build out. I'm not really holding my breath, but I will hope for the best. Hopefully, next month we will have some information regarding the environmental report and hopefully we have something to bring to the board to start public review of our environmental report assuming that USDA can review it and have it back to us by then.

**Board Comment:** Director Anthony Kalvans said this comment is not directed at you Mr. Dodds I guess I am just disappointed that we are, you know it must be a price of doing business in California, but it just seems like the environmental work and all the other bureaucratic nonsense and they want to raise the entire lot 2 feet. Mr. Dodds said well, the recommendation to the engineer was not to raise the entire thing but gave him what I felt would be the most prudent way to get around it because there really is no pressure at the top. Because of space there would probably be a concrete retaining wall, earth, and dam. That kind of thing. Director Kalvans said if we have a flood the entire town would be gone. Mr. Dodds said well, based on his analysis only one-third of it. There are 60 homes in the river that aren't going to be happy I'm sure. It is very discouraging that things keep cropping up that nobody seems to have any idea about. Even the regulators do not seem to know until they bring it up. Director Sangster asked is all of Mission Meadows in the 500-year flood plain? Mr. Dodds said actually, no. So the streets and Mission Meadows are partially in the flood plain. Most of the treatment plant is in the 500-year flood plain but all of the houses are slightly above that. There is a large part of town in the but it is not as much as you think. Director Kalvans asked do we have any idea how much mitigation is going to cost? Mr. Dodds said we will not know until they sort of get it laid out. Director Kalvans asked but we are not at the point of looking at abandoning the sewer plant yet? Mr. Dodds said well, I don't think we are going to pick it up and move it to the other side of the railroad tracks. I think that based on what I talked about with Blaine today it is going to add a little cost to it, but it will not be as bad as other things.

**Public Comment:** San Miguel resident Owen Davison said that he never heard of a 500-year flood plain. Where did that term come from? Mr. Dodds said that came from our Federal Government. Mr. Davison asked are you going to move the sludge ponds and everything or what? Mr. Dodds said basically, the requirement from the USDA, essentially the Federal Government is that all things that are essential to the operation of that treatment plant have to be out of that 500-year flood plain. If you are looking at the treatment plant as it sits today, everything at that lower elevation is in the 100-year flood plain. All of the processes that we are proposing are all at a higher elevation, they just need to be elevated a little bit more. The only thing not able to be at that elevation is the lift station which will just have to be protected by a wall. There is no intent of moving the circulation ponds right now and where the drying bed is right now that dirt would be moved anyway, and that area repurposed for fire training because it would have no real use for the treatment plant. We are not moving any of that because it is not essential. The plant can move without it. Mr. Davison asked what is the total square footage of the sludge ponds, the whole treatment plant and everything? Mr. Dodds replied if you look at the plant today there are four main ponds, that's our treatment process. Those have to be protected and the new treatment process trains have to be protected. Those are only 150 x 150. The biggest cost is protecting the ponds that are there because we have to go all the way around. The office building there would easily be protected by raising it up or building a wall around it. The treatment processes could be easily built up to the correct elevation and like I said headworks and the lift station is going to have to have a wall to protect it. Discussion ensued.

**XII. BOARD COMMENT:** Director Kalvans said I have only two comments tonight and then I will leave. Director Sangster said I would like to thank our firefighters and the Firefighters Association for all the fuel mitigation and cleanup because it really made a difference in the appearance in the community. Director Kalvans said at our last meeting we were look at April 8 for our next Strategic Planning Meeting. It looks like I need to request that meeting actually be pushed off to May because I need to meet with Mr. Roberson. I have some ideas on funding mechanisms. We need to discuss issues for the fire fighters and then funding for all departments so we are not wasting time during the Strategic Planning Meeting so we are organized and moving forward. Mr. Roberson how many hours do you need. General Manager/Fire Chief Rob Roberson said it could be 1 hours or 2 hours. It just depends on how much feedback there is. Director Kalvans said I will be working on an outline that I will send to you Mr. Roberson because of the technicalities. Two meetings scheduled. May 6<sup>th</sup> at 6:00 p.m. (regarding Fire Department) and May 13<sup>th</sup> at 6:00 p.m. Funding). Each meeting to last approximately two hours each. Discussion Ensued to finalize dates.

President Sangster voiced Meeting adjourned back to closed session at 9:10 p.m.

Board Clerk asked for five minute resess and resume back to closed session at 9:15 p.m.

### **ADJOURNED TO CLOSED SESSION 9:15 P.M.**

**REPORT OUT OF CLOSED SESSION:** Report out of closed session by District General Counsel Doug White, the direction was given to staff.

MEETING ADJOURNED AT: 11:54 p.m.

DRAFT

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
APRIL 16<sup>TH</sup>, 2021 SPECIAL MEETING MINUTES  
MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Sangster – 6:01 p.m.
- II. Pledge of Allegiance led by Director Kalvans.
- III. **Roll Call:** Directors Present: Sangster, Kalvans, Gregory, Palafox, and Roney  
**Directors Absent:** None  
District Staff in attendance: Interim General Manager Rob Roberson, District General Counsel White
- IV. **Adoption of Regular Meeting Agenda:**  
Motion by Director Sangster to approve agenda.  
Seconded by Director Kalvans. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT. (Director Roney arrived at 6:10 PM)
- V. **Public Comment and Communications for items not on the Agenda:** None
- VI. **Special Presentations/Public Hearings/Other:** None
- VII. **Staff & Committee Reports – Receive & File:** None
- VIII. **Consent Calendar:** None
- IX. **BOARD ACTION ITEMS:** None
- X. **ADJOURN TO CLOSED SESSION:** (Public Comment for items on closed session agenda)
  1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Confidential Complainant
- XI. **Report out of Closed Session:** No reportable action, direction was given to staff.
- XII. **BOARD COMMENT:** Director Kalvans asked why the Budget was coming to the Board in April? Director Kalvans asked to postpone the budget until September so the Board of Director can go through their “Strategic Planning Informal Work Sessions”.
- XIII. **ADJOURNMENT TO NEXT MEETING:** Approximately 8:32 P.M.

**San Miguel Community Service District**  
**3<sup>rd</sup> Strategic Planning Informal Work Session**  
**Board of Directors Meeting Agenda**  
**May 6th, 2021**

- I. **Call to Order:** by Director Sangster at 6:00 PM
- II. **Pledge of Allegiance:** led Director Kalvans.
- III. **Roll Call:** *Sangster* ✓ *Kalvans* ✓ *Palafox* ✓ (*arrived at 6:12 PM*) *Gregory* ✓ *Roney* ✓
- IV. **Approval of Special Meeting Agenda:** Motion by Director Sangster to approve the Special Meeting Agenda; Motion seconded by Director Kalvans.  
  
Motion was approved by Vote of 4 AYES 0 NOES 1 ABSENT. *Palafox (arrived at 6:12 PM)*
- V. **ADJOURN TO CLOSED SESSION:** None
- VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** None
- VII. **Public Comment and Communications for items not on the Agenda:** None
- VIII. **Special Presentations/Public Hearings/Other:** None
- IX. **Staff & Committee Reports – Receive & File:** None
- X. **CONSENT CALENDAR:** None
- XI. **BOARD WORK SESSION ITEMS:**

- 1. **Review and Discuss presentation on San Miguel Fire Department Master Plan.** Item was presented by Fire Chief Rob Roberson. See Website PowerPoint: <https://www.sanmiguelcsd.org/files/e9d263e2e/Master+Plan+2021-1-5-6-21+SYRR.pdf>

**Board Comment:** Clarification questions were asked throughout presentation.

**Public Comment:** Gilbert Buckman San Miguel Resident asked about the San Luis Ambulance. Fire Chief Rob Roberson explained that San Luis Ambulance is a private company. Laverne Buckman San Miguel Resident asked about the difference in what OES requires for Fire Engines, that go on out of county assignments. Assistant Fire Chief Scott Young explained it all depended on what OES needs are, and that the smaller engines are cheaper to operate. Mrs. Buckman also asked about the Annual Maintenance and what must be maintained by a certified



vendor. Chief Roberson explained each item. Mrs. Buckman asked about the percentages in the “Finance History” portion of the presentation. Chief Roberson voiced that the percentages were based on an average for the per call cost.

**Board Comment:** Director Sangster asked about federal funding/grants. Chief Roberson explained that the grants that he was speaking of are Fire Scope and CSDA and have discussed looking for a strong grant writer that knows more about these facilities grants. Discussion ensued.

Director Gregory asked about emergencies, and how it would not be a drain on this community. Chief Roberson explained the Master Mutual Aid plan, and how San Miguel is for initial response. Director Gregory asked what the Chief thought the biggest strain of the District might be. Chief Roberson explained that he thought it would be “Call Volume” and sees that the call volume only going up and how it could change budget. The equipment needs for increased call volume and a discussion about a District Water Tender ensued and how it would be beneficial for the District.

Director Sangster voiced that these plans need to be compartmentalized, and each Function/Department within the District would need its own plan that works together. Director Sangster voiced that he would like to see timelines, stages, and cost associated with each plan. Discussion ensued.

Director Kalvans asked about the next steps. Chief Roberson explained that he will begin by getting a five- and ten-year plan of needs and budget. The temporary house is already in process. Director Kalvans voiced that he would like to not leave any funding mechanisms off the table.

**Public Comment:** None.

- XII. BOARD COMMENT:** Board Clerk Tamara Parent asked to discuss the May 13<sup>th</sup> – 4<sup>th</sup> Strategic Planning Informal Work Session; and that the information that was planned to be discussed was not ready and that it would be beneficial for the Board of Directors to learn about LAFCO and the SOI/MSR that the District will need to be participating in this year. Discussion ensued.

The consensus of the Board is to have the May 13<sup>th</sup> Special Board Meeting be: Review and Discuss Webinar: How and Why Special District Need to be Involved in LAFCO.

**Public Comment:** None.

- XIII. ADJOURNMENT TO NEXT MEETING:** by President Ashley Sangster at 8:31 P.M..

**San Miguel Community Service District  
4<sup>th</sup> Strategic Planning Informal Work Session  
Board of Directors Meeting Agenda  
May 13th, 2021**

- I. Call to Order:** by Director Sangster at 6:13 PM
- II. Pledge of Allegiance:** led Director Roney.
- III. Roll Call:** *Sangster* ✓ *Kalvans* ✓ (*arrived at 6:23 PM*) *Palafox* ✓ *Gregory* Absent *Roney* ✓
- IV. Approval of Special Meeting Agenda:** Motion by Director Sangster to approve the Special Meeting Agenda; Motion seconded by Director Palafox.
- Motion was approved by Voice Vote of 3 AYES 0 NOES 2 ABSENT. *Kalvans* (*arrived at 6:23 PM*)
- V. ADJOURN TO CLOSED SESSION:** None
- VI. Call to Order for Regular Board Meeting/Report out of Closed Session:** None
- VII. Public Comment and Communications for items not on the Agenda:** None
- VIII. Special Presentations/Public Hearings/Other:** None
- IX. Staff & Committee Reports – Receive & File:** None
- X. CONSENT CALENDAR:** None
- XI. BOARD WORK SESSION ITEMS:**
1. **Review and Webinar: How and Why Special Districts need to be involved in LAFCO.**  
Watch and discuss Webinar (117 minutes)

**Board Comment:** Director Sangster voiced that LAFCO seems to have control as a legislative body and it is not very encouraging, depending on if they are an ally or not. Discussion about who the District's representatives are with LAFCO. Director Kalvans voiced that he has some questions. The District is looking at providing recycled water and voiced that you don't need a user agreement if it is before 2001. Director Kalvans would like to know what will be needed and maybe it is an outside user agreement that would be needed to supply those entities or if we would have to petition LAFCO to bring those properties over into

the District, and would the District get those property taxes. Director Kalvans discussed the need to look at other areas to start thinking about bringing them in through the SOI. Discussion ensued. Director Kalvans voiced that he doesn't understand that if we annex an area; why it could not be just set up as a "Zone", giving an example of El-Polmar being set up that way. Discussion ensued about providing service.

Assistant Chief Scott Young discussed the West Side of Hwy 101, and how the owners of the parcels would have a vote on the issue.

Board Clerk Tamara Parent discussed having the Board of Directors read the last 2013 North County SOI/MSR.

Director Kalvans discussed Los Osos, and the estimated time for review for San Miguel CSD would be.

Board Clerk Tamara Parent explained that LAFCO is understaffed at this time but that the District is on their Agenda for review.

Director Kalvans voiced that these reviews do not come around very often, and the Board needs to ask themselves; where do we see the District in 20 to 30 years from now. Director Kalvans voiced that if the Board ever wanted to incorporate, the District would need to look at annexing the Wellsona area because we don't have a sales tax area to make that happen and feels there are a lot of questions to be asked.

Discussion about when the draft review might happen from LAFCO.

Director Roney voiced that it was a lot of information some new, and some not so new. Director Roney explained that there is a large cornucopia of regulations and procedures and feels that the District needs to make sure they have all the information, and the information is correct.

Board Clerk voiced that LAFCO has a fee schedule, and it needs to be reviewed.

Director Kalvans voiced that in the webinar it said that you do not need to go to LAFCO if you form a Mello-Roos District. Mr. Kalvans voiced as an example; what if the District wanted to start a Mello -Roos District to provide "police", and what would happen, what would LAFCO require from us to start a new account. Discussion ensued about a Pro218 and voting.

Director Sangster voiced that the Webinar was informative.

Director Kalvans voiced that he would need the question answered about any SOI changes and his Recycled Water question.

Assistant Chief Young voiced that it might be doable because San Miguel Fire Department is a service provider on the west side of Hwy 101. Discussion ensued regarding the west side of 101 for Fire service. Assistant Chief fees that it is worth exploring.

Discussion ensued about the San Miguel Cemetery District, and its boundaries.

**Public Comment:** None.

## **XII. BOARD COMMENT:**

Director Kalvans voiced that he would like to have a GSA (San Miguel Groundwater Agency) meeting soon to discuss the San Juan applying for water rights from the Nacimiento Basin and that SLO County has okayed water banking. Director Kalvans would like to know if the application was approved or not and has other questions for the GSA.

## **XIII. ADJOURNMENT TO NEXT MEETING:** by President Ashley Sangster at 8:36 P.M



## San Miguel Community Services District Board of Directors

May 27, 2021

AGENDA ITEM: XI - 1

**SUBJECT: Review and File the Enumeration for Financial Reports for April 2021**

**April 2021 Revenue:** \$534,579.92 (includes grant and fire incident reimbursements)

**April 2021 Expenses:** \$179,475.83

Project expenses

10th and 11<sup>th</sup> street waterline replacement

- Raminha Construction \$95,293.54

CALOES power resiliency generator project

- So Cal Gas \$7,900.37 CALOES resiliency project
- All Tech Services \$4,390.82 CAL OES power resiliency project

Other projects

- Scott Keller \$4,800.00 annual property lease payment
- Monsoon Consultants \$3,360.00 (Fire station, WWTF, Waterline replacement)
- County of SLO \$2,500 engineering deposit for SLO to 10<sup>th</sup> alley waterline project

Legal Services

- WhiteBrenner LLP Legal Services \*(Have not received the March bill)\*

Normal Operating expenses

- PG&E \$10,763.36 Facilities & Lighting
- Ferguson Enterprises \$3,657.23 Locator and transmitter purchase
- Univar \$2,902.00 Chlorine
- Wilber Construction \$1,537.00 Pavement patching for water leaks

**Recommendation:** Review and File the Enumeration for the Financial Reports for April 2021. This item is for information and discussion only.

**PREPARED BY:**

**REVIEWED BY:**

*Kelly Dodds*

*Rob Roberson*

Director of Utilities

Interim General Manager/Fire Chief

05/27/2021 BOD Meeting

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6738	18945S	650 13 STARS MEDIA	63.20					
		Advertisement for MBR RFP						
1	6911	04/23/21 LEGAL ADD FOR MBR RFP	63.20			40 64000	587	10200
		<b>Total for Vendor:</b>	<b>63.20</b>					
6739	18946S	675 All Tech Services Inc	320.68					
		CALOES GENERATOR PURCHASE RESOLUTION 2021-10/ 11						
1	19-11569	04/26/21 CONCRETE GENERATOR PAD	320.68			50 65000	590	10200
6740	18946S	675 All Tech Services Inc	4,070.14					
		CALOES GENERATOR PURCHASE RESOLUTION 2021-10/ 11						
1	19-11568	04/26/21 13KW GENERATOR FOR TANK	4,070.14			50 65000	590	10200
		<b>Total for Vendor:</b>	<b>4,390.82</b>					
6697	18924S	576 APEX FIRE CONTROL	411.34					
5	3500	04/06/21 Fire Extg. Annual Maintenance	205.67			40 64000	351	10200
6	3500	04/06/21 Fire Extg. Annual Maintenance	205.67			50 65000	351	10200
6719	18947S	576 APEX FIRE CONTROL	698.90					
1	3501	04/06/21 Annual Fire Extinguisher test	698.90			20 62000	305	10200
		<b>Total for Vendor:</b>	<b>1,110.24</b>					
6698	18925S	672 Battery Systems	2.00					
1	03/31/21	Battery charge	2.00			50 65000	352	10200
		<b>Total for Vendor:</b>	<b>2.00</b>					
6689	18926S	340 C&N TRACTORS	17.77					
1	47880P	10/02/20 Combo Wrench	17.77			20 62000	457	10200
6690	18926S	340 C&N TRACTORS	353.28					
1	50461P	02/25/21 Chain saw chains	353.28			20 62000	457	10200
		<b>Total for Vendor:</b>	<b>371.05</b>					

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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6728	18948S	67 CHARTER COMMUNICATIONS	314.94					
Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice								
Service 04/11/21 ~ 05/10/21								
1	0041121	04/11/21 Internet/Voice	94.48			20 62000	375	10200
2	041121	04/11/21 Internet/Voice	110.23			40 64000	375	10200
3	041121	04/11/21 Internet/Voice	110.23			50 65000	375	10200
6744	18948S	67 CHARTER COMMUNICATIONS	134.97					
Acct# 8245101050040553 1765 Bonita Treatment Plant								
Service from 04/18/2021 ~ 05/17/2021								
1	11821	03/18/21 Internet/Voice	134.97			40 64000	375	10200
<b>Total for Vendor:</b>			<b>449.91</b>					
6718	18949S	199 CITY OF EL PASO DE ROBLES	222.29					
1	20210416	04/16/21 GSP 2nd annual share	222.29			50 65000	324	10200
<b>Total for Vendor:</b>			<b>222.29</b>					
6730	18950S	583 COBLENTZ BIEHLE & CRAMER	300.00					
1	8215	04/10/21 Assist with bank rec / payroll	69.00			20 62000	325	10200
2	8215	04/10/21 Assist with bank rec / payroll	6.00			30 63000	325	10200
3	8215	04/10/21 Assist with bank rec / payroll	105.00			40 64000	325	10200
4	8215	04/10/21 Assist with bank rec / payroll	114.00			50 65000	325	10200
5	8215	04/10/21 Assist with bank rec / payroll	6.00			60 66000	325	10200
<b>Total for Vendor:</b>			<b>300.00</b>					
6734	18951S	429 COUNTY OF SAN LUIS OBISPO - EH	288.50					
1	04/02/21	Cross Connection Reporting	288.50			50 65000	362	10200
<b>Total for Vendor:</b>			<b>288.50</b>					
6695	18927S	654 CULLIGAN WATER	8.67					
Water Delivery								
1	03/31/21	Water Delivery	2.16			30 63000	305	10200
2	03/31/21	Water Delivery	2.17			40 64000	305	10200
3	03/31/21	Water Delivery	2.17			50 65000	305	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	03/31/21	Water Delivery	2.17			60 66000	305	10200
		<b>Total for Vendor:</b>	<b>8.67</b>					
6741	18952S	105 FAILSAFE TESTING	345.20					
1	11564	04/20/21 ANNUAL LADDER TESTING	345.20			20 62000	351	10200
		<b>Total for Vendor:</b>	<b>345.20</b>					
6696	18928S	109 FERGUSON ENTERPRISES	3,657.23					
1	b654756	04/05/21 Locator and transmitter	731.45*			30 63000	490	10200
2	b654756	04/05/21 Locator and transmitter	1,462.89			40 64000	490	10200
3	b654756	04/05/21 Locator and transmitter	1,462.89			50 65000	490	10200
		<b>Total for Vendor:</b>	<b>3,657.23</b>					
6681	18929S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	180650A	03/30/21 Metals Total As	67.00			50 65000	358	10200
6682	18929S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	180742A	03/30/02 Metals Total As	67.00			50 65000	358	10200
6684	18929S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	180821A	03/30/21 Metals Total As	67.00			50 65000	358	10200
6714	18953S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
1	180875A	04/15/21 Coliform	225.00*			50 65000	359	10200
6715	18953S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	180883A	04/12/21 Metals Total As	67.00			50 65000	358	10200
6716	18953S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	180971A	04/12/21 Metals Total As	67.00			50 65000	358	10200
		<b>Total for Vendor:</b>	<b>560.00</b>					
6693	18930S	308 FRONTIER COMMUNICATIONS	71.04					
		Acct #805-467-2015-051216-5						
		Service from 4/1/21 ~ 4/31/21						
SCADA								
1	4/21	04/01/21 Alarm/SCADA	35.52			40 64000	310	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2	4/21 04/01/21	Alarm/SCADA	35.52			50 65000	310	10200
<b>Total for Vendor:</b>			<b>71.04</b>					
6742 A0702	18954S 125	GREAT WESTERN ALARM	75.60					
Service Period: 5/01/21 ~ 5/31/21								
Inv 210402242101								
1	05/01/21	Answering Service	37.80			40 64000	380	10200
2	05/01/21	Answering Service	37.80			50 65000	380	10200
6743 GW-661	18954S 125	GREAT WESTERN ALARM	32.00					
Service Period: 05/1/21 ~ 05/31/21								
inv 210400545101								
1	05/01/21	Alarm Monitoring	16.00			40 64000	380	10200
2	05/01/21	Alarm Monitoring	16.00			50 65000	380	10200
<b>Total for Vendor:</b>			<b>107.60</b>					
6683	18931S 147	JB DEWAR	1,019.18					
1	154307 03/25/21	Clear Diesel	466.38			20 62000	485	10200
2	154307 03/25/21	Clear Diesel	276.40			40 64000	485	10200
3	154307 03/25/21	Clear Diesel	276.40			50 65000	485	10200
<b>Total for Vendor:</b>			<b>1,019.18</b>					
6694 Hydrant paint	18932S 633	KELLY-MOORE PAINTS	71.76					
1	111509 04/05/21	Paint for HYDRANTS	71.76			50 65000	353	10200
<b>Total for Vendor:</b>			<b>71.76</b>					
6692	18933S 510	LOCAL IT EXPERTS	979.00					
Managed IT Services, Setup of profile								
1	292 04/07/21	Profile setup	4.45			30 63000	334	10200
2	292 04/07/21	Profile setup	40.05			40 64000	334	10200
3	292 04/07/21	Profile setup	40.05			50 65000	334	10200
4	292 04/07/21	Profile setup	4.45			60 66000	334	10200
5	292 04/07/21	IT Service	204.70*			20 62000	334	10200
6	292 04/07/21	IT Service	17.80			30 63000	334	10200



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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7	292 04/07/21	IT Service	311.50			40 64000	334	10200
8	292 04/07/21	IT Service	338.20			50 65000	334	10200
9	292 04/07/21	IT Service	17.80			60 66000	334	10200
<b>Total for Vendor:</b>			<b>979.00</b>					
6691	18934S	646 MISSION UNIFORM SUPPLY Uniforms; Dodds, Sobotka, Pittman, Paslay	50.17					
1	514390848 03/17/21	Employee Uniforms	1.00			30 63000	495	10200
2	514390848 03/17/21	Employee Uniforms	24.08			40 64000	495	10200
3	514390848 03/17/21	Employee Uniforms	24.09			50 65000	495	10200
4	514390848 03/17/21	Employee Uniforms	1.00			60 66000	495	10200
6731	18955S	646 MISSION UNIFORM SUPPLY Uniforms; Dodds, Sobotka, Pittman, Paslay	50.17					
1	514562853 04/14/21	Employee Uniforms	1.00			30 63000	495	10200
2	514562853 04/14/21	Employee Uniforms	24.08			40 64000	495	10200
3	514562853 04/14/21	Employee Uniforms	24.09			50 65000	495	10200
4	514562853 04/14/21	Employee Uniforms	1.00			60 66000	495	10200
<b>Total for Vendor:</b>			<b>100.34</b>					
6699	18935S	559 MONSOON VENTURES, INC.	435.00					
1	2698 03/29/21	BOARD AND COMMITTEE MTG	217.50			40 64000	326	10200
2	2698 03/29/21	BOARD AND COMMITTEE MTG	217.50*			50 65000	326	10200
6700	18935S	559 MONSOON VENTURES, INC.	1,885.00					
1	2703 04/02/21	10TH AND 11TH ST WATERLINE	1,885.00*			50 65000	500	10200
6701	18935S	559 MONSOON VENTURES, INC.	605.00					
1	2696 03/29/21	WWTF CON DOCS	605.00			40 64000	587	10200
6702	18935S	559 MONSOON VENTURES, INC.	870.00					
1	2699 03/29/21	GSP / GSA	870.00			50 65000	324	10200
6703	18935S	559 MONSOON VENTURES, INC.	145.00					
1	2697 03/29/21	WWTF PER	145.00			40 64000	587	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6704	18935S	559 MONSOON VENTURES, INC.	725.00					
1	2695	03/29/21 WWTF MANAGEMENT SVCS	725.00			40 64000	587	10200
		<b>Total for Vendor:</b>	<b>4,665.00</b>					
6729	18956S	17 N REX AWALT CORPORATION	6.11					
1	19798	04/19/21 Ball valve	6.11			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>6.11</b>					
6707	18936S	636 OFFICE1	77.45					
		Maintenance Contract #CBM6913-02						
		Samsung/X4250LX						
		Acct No. 013014						
1	AR665665	04/06/21 Maint Contract 4/1/21~4/31/2	25.81*			20 62000	334	10200
2	AR665665	04/06/21 Maint Contract 4/1/21~4/31/2	25.82			40 64000	334	10200
3	AR665665	04/06/21 Maint Contract 4/1/21~4/31/2	25.82			50 65000	334	10200
		<b>Total for Vendor:</b>	<b>77.45</b>					
6713	18957S	638 ONE BEAT CPR	79.00					
1	76996-2	01/07/21 Large Defibrillator Cabinet	79.00			20 62000	450	10200
		<b>Total for Vendor:</b>	<b>79.00</b>					
6745	18958S	208 PG&E #6480-8	1,086.71					
		Acct #8565976480-8						
1		04/19/21 12th & K 8565976725	8.93			30 63000	381	10200
2		04/19/21 Tract 2710 - 8562053214	69.46			30 63000	381	10200
3		04/19/21 Tract 2710 - 8564394360	30.23			30 63000	381	10200
4		04/19/21 Tract 2710 - 8560673934	75.57			30 63000	381	10200
5		04/19/21 Mission Heights - 8565976482	164.49			30 63000	381	10200
6		04/19/21 Tract 2605 - 8565976109	35.25			30 63000	381	10200
7		04/19/21 9898 River Rd. - 8565976002	327.68			30 63000	381	10200
8		04/19/21 9898 River Rd. - 8565976004	42.24			30 63000	381	10200
9		04/19/21 9898 River Rd. - 8565976008	199.43			30 63000	381	10200
10		04/19/21 9898 River Rd. - 8565976014	67.16			30 63000	381	10200
11		04/19/21 9898 River Rd. - 8565976481	47.08			30 63000	381	10200
12		04/19/21 9898 River Rd. - 8565976483	19.19			30 63000	381	10200
		<b>Total for Vendor:</b>	<b>1,086.71</b>					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6746	18959S	209 PG&E #6851-8	9,676.65					
Acct #3675186851-8								
1	04/20/21	Old Fire Station / 1297 L St	26.84			20 62000	381	10200
2	04/20/21	New Fire Station 1150 Mission	10.51			20 62000	381	10200
3	04/20/21	Water Works #1 / Well 3	721.24			50 65000	381	10200
4	04/20/21	Bonita Pl & 16th / Well 4	2,386.46			50 65000	381	10200
5	04/20/21	N St / WWTP	6,127.93			40 64000	381	10200
6	04/20/21	2HP Booster Station	18.90			50 65000	381	10200
7	04/20/21	Mission Heights Booster	10.51			50 65000	381	10200
8	04/20/21	14th St. & K St.	53.82			50 65000	381	10200
9	04/20/21	942 Soka Way lift station	126.05			40 64000	381	10200
10	04/20/21	Missn & 12th Lanscape~St light	105.87			30 63000	381	10200
11	04/20/21	SLT Well	88.52			50 65000	381	10200
<b>Total for Vendor:</b>			<b>9,676.65</b>					
6687	18937S	665 RAMINHA CONSTRUCTION, INC	95,293.54					
Resolution 2020-38 10th and 11th water main improvement								
1	#3 02/28/21	water main improvement	95,293.54*			50 65000	500	10200
<b>Total for Vendor:</b>			<b>95,293.54</b>					
6710	18960S	450 SAN LUIS OBISPO COUNTY	2,500.00					
Waterline replacement 10th street to San Luis Obispo Mission Alley Engineering Deposit								
1		Engineering Deposit	2,500.00*			50 65000	500	10200
<b>Total for Vendor:</b>			<b>2,500.00</b>					
6686	18938S	595 SAN LUIS OBISPO COUNTY EMS	62.00					
EMT RECERT MATTHEW ROBERSON								
1	560 04/01/21	EMT RECERT	62.00			20 62000	715	10200
<b>Total for Vendor:</b>			<b>62.00</b>					
6732	18961S	440 SAN LUIS OBISPO COUNTY FIRE	636.54					
Elite EMS Saas Image Trend								
1	1485 10/14/20	Elite EMS Saas Image Trend	636.54*			20 62000	385	10200
<b>Total for Vendor:</b>			<b>636.54</b>					

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6720	18962S	481 SAN MIGUEL COMMUNITY SERVICES 1199 Mission Irrigation Meter Acct#01004-00	22.45					
04-15-21								
1	04/15/21	1150 Mission 01004-00	11.23			40 64000	384	10200
2	04/15/21	1150 Mission 01004-00	11.22			50 65000	384	10200
6721	18962S	481 SAN MIGUEL COMMUNITY SERVICES 1203 Mission Irrigation Meter Acct#20547-00	319.56					
04-15-21								
1	04/15/21	1203 Mission Irrig 20547-00	319.56			30 63000	384	10200
6722	18962S	481 SAN MIGUEL COMMUNITY SERVICES 942 Soka Way Acct#20840-00	50.03					
04-15-21								
1	04/15/21	942 Soka Way #20840-00	50.03			40 64000	384	10200
6723	18962S	481 SAN MIGUEL COMMUNITY SERVICES 1199 Mission Irrigation Meter Acct#27476-00	92.24					
04-15-21								
1	04/15/21	1199 Mission Irrig 27476-00	92.24			30 63000	384	10200
6724	18962S	481 SAN MIGUEL COMMUNITY SERVICES 1765 Bonita Acct#27475-00	8.98					
04-15-21								
1	04/15/21	1765 Bonita 27475-00	8.98			40 64000	384	10200
<b>Total for Vendor:</b>			<b>493.26</b>					
6685	18939S	238 SAN MIGUEL GARBAGE Account # 318694 Service 04/01/21 ~ 4/31/21	103.98					
1	4-2021	04/01/21 Trash Disposal	51.99			40 64000	383	10200

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2	4-2021 04/01/21	Trash Disposal	51.99			50 65000	383	10200
		<b>Total for Vendor:</b>	<b>103.98</b>					
6705	18940S 673	SCOTT KELLER	4,800.00					
		ANNUAL LEASE PAYMENT FOR APN 021-221-014/015/016/018						
1	2021 04/08/21	ANNUAL LEASE PAYMENT	4,800.00*			20 62000	352	10200
		<b>Total for Vendor:</b>	<b>4,800.00</b>					
6709	4121S 247	SDRMA	1,029.94					
		Employee Dental & Vision Insurance						
		Coverage Month: May 2021						
1	35140 04/09/21	Dental	49.02			20 21811		10250
2	35140 04/09/21	Dental	15.24			30 21811		10250
3	35140 04/09/21	Dental	402.76			40 21811		10250
4	35140 04/09/21	Dental	422.02			50 21811		10250
5	35140 04/09/21	Dental	16.08			60 21811		10250
6	35140 04/09/21	Vision	7.25			20 21812		10250
7	35140 04/09/21	Vision	2.08			30 21812		10250
8	35140 04/09/21	Vision	45.16			40 21812		10250
9	35140 04/09/21	Vision	68.12			50 21812		10250
10	35140 04/09/21	Vision	2.21			60 21812		10250
		<b>Total for Vendor:</b>	<b>1,029.94</b>					
6711	18963S 657	SOUTHERN CALIFORNIA GAS COMPANY	4,043.77					
		Natural Gas line extension for SLT Well part of CAL OES grant						
1	248042-1 04/23/21	Gas Line Extension	4,043.77			50 65000	590	10200
6712	18963S 657	SOUTHERN CALIFORNIA GAS COMPANY	3,856.60					
		Natural Gas line extension for Well 3 part of CAL OES grant						
1	248034-1 04/23/21	Gas Line Extension	3,856.60			50 65000	590	10200
		<b>Total for Vendor:</b>	<b>7,900.37</b>					
6680	18941S 534	STREAMLINE	200.00					
		Web Page Hosting						
		Service for April May 2021						
DA029807-0005								
1	04/01 04/01/21	Web Page Monthly Fee	46.00			20 62000	376	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2	04/01	04/01/21 Web Page Monthly Fee	4.00			30 63000	376	10200
3	04/01	04/01/21 Web Page Monthly Fee	70.00			40 64000	376	10200
4	04/01	04/01/21 Web Page Monthly Fee	76.00			50 65000	376	10200
5	04/01	04/01/21 Web Page Monthly Fee	4.00			60 66000	376	10200
<b>Total for Vendor:</b>			<b>200.00</b>					
6678	18942S	664 UNITED STAFFING ASSOCIATES, LLC	191.25					
Transcriptionist 3-25-21 meeting								
2	177842	03/31/21 Transcriptionist	43.99*			20 62000	330	10200
3	177842	03/31/21 Transcriptionist	3.82			30 63000	330	10200
4	177842	03/31/21 Transcriptionist	66.94			40 64000	330	10200
5	177842	03/31/21 Transcriptionist	72.68			50 65000	330	10200
6	177842	03/31/21 Transcriptionist	3.82*			60 66000	330	10200
6733	18964S	664 UNITED STAFFING ASSOCIATES, LLC	133.88					
Transcriptionist 3-25-21 meeting								
2	178155	04/07/21 Transcriptionist	30.80*			20 62000	330	10200
3	178155	04/07/21 Transcriptionist	2.68			30 63000	330	10200
4	178155	04/07/21 Transcriptionist	46.85			40 64000	330	10200
5	178155	04/07/21 Transcriptionist	50.87			50 65000	330	10200
6	178155	04/07/21 Transcriptionist	2.68*			60 66000	330	10200
6737	18964S	664 UNITED STAFFING ASSOCIATES, LLC	344.25					
Transcriptionist 3-25-21 meeting								
2	178969	04/21/21 Transcriptionist	79.18*			20 62000	330	10200
3	178969	04/21/21 Transcriptionist	6.88			30 63000	330	10200
4	178969	04/21/21 Transcriptionist	120.49			40 64000	330	10200
5	178969	04/21/21 Transcriptionist	130.82			50 65000	330	10200
6	178969	04/21/21 Transcriptionist	6.88*			60 66000	330	10200
<b>Total for Vendor:</b>			<b>669.38</b>					
6725	18965S	298 UNIVAR USA INC	1,398.31					
1	49081816	04/12/21 Chlorine Well 4	1,398.31			50 65000	482	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6726	18965S	298 UNIVAR USA INC	812.70					
1	49081817	04/12/21 Chlorine SLT Well	812.70*			50 65000	483	10200
6727	18965S	298 UNIVAR USA INC	690.99					
1	49081815	04/12/21 Chlorine Well 3	690.99			50 65000	481	10200
		<b>Total for Vendor:</b>	<b>2,902.00</b>					
6708	18943S	327 VALLI INFORMATION SYSTEMS	75.00					
1	64738	03/31/21 OTC MONTHLY MAINT	37.50			40 64000	305	10200
2	64738	03/31/21 OTC MONTHLY MAINT	37.50			50 65000	305	10200
6736	18966S	327 VALLI INFORMATION SYSTEMS	721.61					
		Web Posting service and Postage for April						
1	64978	04/16/21 Web Posting, Postage	168.82			40 64000	315	10200
2	64978	04/16/21 Web Posting, Postage	168.82			50 65000	315	10200
3	64978	04/16/21 Printed insert ~ Recycle	169.13			60 66000	320	10200
4	64978	04/16/21 Printing	107.42			40 64000	320	10200
5	64978	04/16/21 Printing	107.42			50 65000	320	10200
		<b>Total for Vendor:</b>	<b>796.61</b>					
6717	18967S	511 VERIZON	90.16					
		Laptop 805-423-7591,805-591-9233,805-591-9352						
		Laptop 805-369-9703						
03/09/21 ~ 04/08/21								
1	9877180343	04/08/21 Tablets	20.05			20 62000	310	10200
2	9877180343	04/08/21 Tablets	35.06			40 64000	310	10200
3	9877180343	04/08/21 Tablets	35.05			50 65000	310	10200
		<b>Total for Vendor:</b>	<b>90.16</b>					
6679	18944S	612 WEX BANK	869.29					
1	70635414	03/07/21 Fuel 8600	0.00			20 62000	485	10200
2	70635414	03/07/21 Fuel 8601	128.04			20 62000	485	10200
3	70635414	03/07/21 Fuel 8632	100.01			40 64000	485	10200
4	70635414	03/07/21 Fuel 8632	100.02			50 65000	485	10200
5	70635414	03/07/21 Fuel 8636	86.22			40 64000	485	10200
6	70635414	03/07/21 Fuel 8636	86.22			50 65000	485	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7	70635414	03/07/21 Fuel 8630	368.78			20 62000	485	10200
		<b>Total for Vendor:</b>	<b>869.29</b>					
6735	18968S	674 Wilber Construction	1,537.00					
1	50750	04/21/21 Patch paving	1,537.00			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>1,537.00</b>					
		<b># of Claims</b>	<b>67</b>	<b>Total:</b>	<b>149,593.02</b>			



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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
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<b>Fund/Account</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$8,607.25
10250 Pac Premier - Payroll	\$56.27
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$2,385.62
10250 Pac Premier - Payroll	\$17.32
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$11,783.40
10250 Pac Premier - Payroll	\$447.92
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$125,567.88
10250 Pac Premier - Payroll	\$490.14
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$218.93
10250 Pac Premier - Payroll	\$18.29
<b>Total:</b>	<b>\$149,593.02</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	0.00	2,000.00	2,000.00	0 %
40300	Fireworks Permit Fees	3,120.00	3,120.00	0.00	-3,120.00	** %
40310	Fireworks Refundable C/Up Bond	1,000.00	0.00	2,700.00	2,700.00	0 %
40410	Mutual Aid Fires ~ OES	0.00	47,246.47	0.00	-47,246.47	** %
40420	Ambulance Reimbursement	0.00	3,759.52	4,400.00	640.48	85 %
40500	VFA Assistance Grant	0.00	0.00	20,000.00	20,000.00	0 %
40505	CFF-California Fire Foundation	0.00	15,000.00	0.00	-15,000.00	** %
	<b>Account Group Total:</b>	<b>4,120.00</b>	<b>69,125.99</b>	<b>29,100.00</b>	<b>-40,025.99</b>	<b>238 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	37,493.50	328,774.86	417,997.00	89,222.14	79 %
	<b>Account Group Total:</b>	<b>37,493.50</b>	<b>328,774.86</b>	<b>417,997.00</b>	<b>89,222.14</b>	<b>79 %</b>
44000	Forestry & Fire Protection Reimbursement					
44000	Forestry & Fire Protection Reimbursement	19,031.10	19,031.10	0.00	-19,031.10	** %
	<b>Account Group Total:</b>	<b>19,031.10</b>	<b>19,031.10</b>	<b>0.00</b>	<b>-19,031.10</b>	<b>** %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	74.39	883.29	0.00	-883.29	** %
46150	Miscellaneous Income	0.00	9,750.28	0.00	-9,750.28	** %
46151	Refund/Adjustments	1,512.88	1,815.51	0.00	-1,815.51	** %
46153	Plan Check Fees and Inspections	0.00	10,553.72	2,000.00	-8,553.72	528 %
	<b>Account Group Total:</b>	<b>1,587.27</b>	<b>23,002.80</b>	<b>2,000.00</b>	<b>-21,002.80</b>	<b>*** %</b>
	<b>Fund Total:</b>	<b>62,231.87</b>	<b>439,934.75</b>	<b>449,097.00</b>	<b>9,162.25</b>	<b>98 %</b>
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	11,506.91	98,169.39	124,439.00	26,269.61	79 %
	<b>Account Group Total:</b>	<b>11,506.91</b>	<b>98,169.39</b>	<b>124,439.00</b>	<b>26,269.61</b>	<b>79 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	31.48	4,102.94	0.00	-4,102.94	** %
46100	Realized Earnings	0.00	-2,104.50	0.00	2,104.50	** %
46150	Miscellaneous Income	0.00	11,733.76	0.00	-11,733.76	** %
46151	Refund/Adjustments	0.00	24.48	0.00	-24.48	** %
	<b>Account Group Total:</b>	<b>31.48</b>	<b>13,756.68</b>	<b>0.00</b>	<b>-13,756.68</b>	<b>** %</b>
	<b>Fund Total:</b>	<b>11,538.39</b>	<b>111,926.07</b>	<b>124,439.00</b>	<b>12,512.93</b>	<b>90 %</b>

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	330,704.00	0.00	-330,704.00	** %
40900	Wastewater Sales	91,497.73	900,292.24	954,125.00	53,832.76	94 %
	<b>Account Group Total:</b>	<b>91,497.73</b>	<b>1,230,996.24</b>	<b>954,125.00</b>	<b>-276,871.24</b>	<b>129 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,658.41	48,835.38	62,508.00	13,672.62	78 %
	<b>Account Group Total:</b>	<b>5,658.41</b>	<b>48,835.38</b>	<b>62,508.00</b>	<b>13,672.62</b>	<b>78 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	124.52	1,632.48	0.00	-1,632.48	** %
46006	IRWM Grants	0.00	8,561.77	0.00	-8,561.77	** %
46008	DWR Grants	57,541.00	96,974.00	250,000.00	153,026.00	39 %
46150	Miscellaneous Income	0.00	16,018.47	0.00	-16,018.47	** %
46151	Refund/Adjustments	1,774.04	2,208.50	0.00	-2,208.50	** %
46152	Recycling	0.00	99.50	0.00	-99.50	** %
46155	Will Serve Processing Fees	0.00	750.00	0.00	-750.00	** %
	<b>Account Group Total:</b>	<b>59,439.56</b>	<b>126,244.72</b>	<b>250,000.00</b>	<b>123,755.28</b>	<b>50 %</b>
	<b>Fund Total:</b>	<b>156,595.70</b>	<b>1,406,076.34</b>	<b>1,266,633.00</b>	<b>-139,443.34</b>	<b>111 %</b>
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	164,387.50	0.00	-164,387.50	** %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>164,387.50</b>	<b>0.00</b>	<b>-164,387.50</b>	<b>** %</b>
41000	Water Sales					
41000	Water Sales	79,288.24	771,458.21	895,101.00	123,642.79	86 %
41001	Water Connection Fees	0.00	332,852.00	0.00	-332,852.00	** %
41010	Water Meter Fees	0.00	12,150.00	0.00	-12,150.00	** %
	<b>Account Group Total:</b>	<b>79,288.24</b>	<b>1,116,460.21</b>	<b>895,101.00</b>	<b>-221,359.21</b>	<b>125 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	39.79	528.28	0.00	-528.28	** %
46115	CALOES Resiliency Grant	230,000.00	230,000.00	230,000.00	0.00	100 %
46150	Miscellaneous Income	0.00	7,504.57	0.00	-7,504.57	** %
46151	Refund/Adjustments	334.04	800.21	0.00	-800.21	** %
46152	Recycling	0.00	1,977.10	0.00	-1,977.10	** %
46155	Will Serve Processing Fees	0.00	2,700.00	0.00	-2,700.00	** %
	<b>Account Group Total:</b>	<b>230,373.83</b>	<b>243,510.16</b>	<b>230,000.00</b>	<b>-13,510.16</b>	<b>106 %</b>
	<b>Fund Total:</b>	<b>309,662.07</b>	<b>1,524,357.87</b>	<b>1,125,101.00</b>	<b>-399,256.87</b>	<b>135 %</b>

<b>Fund</b>	<b>Account</b>	<b>Received Current Month</b>	<b>Received YTD</b>	<b>Estimated Revenue</b>	<b>Revenue To Be Received</b>	<b>% Received</b>
60 SOLID WASTE DEPARTMENT						
46000 Revenues & Interest						
	46000 Revenues & Interest	8.15	96.84	0.00	-96.84	** %
	46005 Franchise Fees	3,069.87	33,616.57	32,323.00	-1,293.57	104 %
	46150 Miscellaneous Income	0.00	199.83	0.00	-199.83	** %
	46151 Refund/Adjustments	0.00	17.77	0.00	-17.77	** %
	<b>Account Group Total:</b>	<b>3,078.02</b>	<b>33,931.01</b>	<b>32,323.00</b>	<b>-1,608.01</b>	<b>105 %</b>
	<b>Fund Total:</b>	<b>3,078.02</b>	<b>33,931.01</b>	<b>32,323.00</b>	<b>-1,608.01</b>	<b>105 %</b>
	<b>Grand Total:</b>	<b>543,106.05</b>	<b>3,516,226.04</b>	<b>2,997,593.00</b>	<b>-518,633.04</b>	<b>117 %</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 21

Fund	Received			Revenue To Be Received	% Received
	Current Month	Received YTD	Estimated Revenue		
20 FIRE PROTECTION DEPARTMENT	62,231.87	439,934.75	449,097.00	9,162.25	98 %
30 STREET LIGHTING DEPARTMENT	11,538.39	111,926.07	124,439.00	12,512.93	90 %
40 WASTEWATER DEPARTMENT	156,595.70	1,406,076.34	1,266,633.00	-139,443.34	111 %
50 WATER DEPARTMENT	309,662.07	1,524,357.87	1,125,101.00	-399,256.87	135 %
60 SOLID WASTE DEPARTMENT	3,078.02	33,931.01	32,323.00	-1,608.01	105 %
<b>Grand Total:</b>	<b>543,106.05</b>	<b>3,516,226.04</b>	<b>2,997,593.00</b>	<b>-518,633.04</b>	<b>117 %</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 21

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	4,922.42	102,248.49	150,000.00	150,000.00	47,751.51	68 %
	111 BOD Stipend	110.00	924.00	1,380.00	1,380.00	456.00	67 %
	112 OES Payroll Tax Expense	0.00	0.00	1.00	1.00	1.00	0 %
	113 OES Payroll Tax FICA	0.00	0.00	1.00	1.00	1.00	0 %
	114 OES Tax Medicare	0.00	0.00	1.00	1.00	1.00	0 %
	115 Payroll Expenses	397.90	3,834.28	1,800.00	3,600.00	-234.28	107 %
	116 OES Payroll Expense	0.00	0.00	1.00	1.00	1.00	0 %
	117 OES Backfill Coverage	0.00	0.00	1.00	1.00	1.00	0 %
	119 OES Payroll Tax Fed W/H	0.00	0.00	1.00	1.00	1.00	0 %
	120 Workers' Compensation	0.00	10,435.74	7,260.00	10,435.00	-0.74	100 %
	121 Physicals	0.00	75.00	2,000.00	2,000.00	1,925.00	4 %
	125 Volunteer firefighter stipends	5,341.60	39,754.31	45,000.00	45,000.00	5,245.69	88 %
	126 Strike Team Pay - VFF	0.00	114,489.30	0.00	107,352.00	-7,137.30	107 %
	135 Payroll Tax - FICA	285.38	8,432.57	2,800.00	11,318.00	2,885.43	75 %
	140 Payroll Tax - Medicare	0.00	1,722.76	2,800.00	2,800.00	1,077.24	62 %
	155 Payroll Tax - SUI	285.16	2,769.08	3,918.00	3,918.00	1,148.92	71 %
	205 Insurance - Health	11.54	3,574.03	13,884.00	6,942.00	3,367.97	51 %
	210 Insurance - Dental	0.00	421.30	686.00	686.00	264.70	61 %
	215 Insurance - Vision	0.00	69.11	250.00	250.00	180.89	28 %
	225 Retirement - PERS expense	0.00	4,987.99	6,940.00	6,940.00	1,952.01	72 %
	305 Operations and maintenance	698.90	5,576.78	6,000.00	6,000.00	423.22	93 %
	310 Phone and fax expense	20.05	383.47	475.00	475.00	91.53	81 %
	315 Postage, shipping and freight	0.00	497.35	300.00	600.00	102.65	83 %
	320 Printing and reproduction	0.00	360.99	600.00	600.00	239.01	60 %
	325 Professional svcs - Accounting	69.00	4,450.50	5,800.00	8,349.00	3,898.50	53 %
	326 Professional svcs - Engineering	0.00	1,330.00	4,000.00	4,000.00	2,670.00	33 %
	327 Professional svcs - Legal (General)	0.00	8,136.00	8,000.00	10,997.00	2,861.00	74 %
	328 Insurance - prop and liability	0.00	22,508.41	13,000.00	22,509.00	0.59	100 %
	330 Contract labor	153.97	549.87	0.00	0.00	-549.87	*** %
	334 Maintenance Agreements	230.51	5,256.19	4,979.00	4,979.00	-277.19	106 %
	335 Meals - Reimbursement	0.00	354.23	600.00	600.00	245.77	59 %
	340 Meetings and conferences	0.00	0.00	1,000.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	14.50	500.00	500.00	485.50	3 %
	348 Safety Equipment and Supplies	0.00	422.76	0.00	700.00	277.24	60 %
	350 Repairs and maint - computers	0.00	1,300.81	4,500.00	3,500.00	2,199.19	37 %
	351 Repairs and maint - equip	345.20	1,141.61	10,000.00	5,000.00	3,858.39	23 %
	352 Repairs and maint - structures	4,800.00	4,958.70	5,000.00	3,000.00	-1,958.70	165 %
	354 Repairs and maint - vehicles	0.00	13,165.47	10,000.00	13,000.00	-165.47	101 %
	370 Dispatch services (Fire)	0.00	8,999.06	10,000.00	10,000.00	1,000.94	90 %
	375 Internet expenses	94.48	944.80	1,134.00	1,134.00	189.20	83 %
	376 Webpage- Upgrade/Maint	46.00	460.00	552.00	552.00	92.00	83 %
	380 Utilities - alarm service	0.00	0.00	120.00	120.00	120.00	0 %
	381 Utilities - electric	37.35	2,461.90	1,600.00	4,634.92	2,173.02	53 %
	382 Utilities - propane	0.00	327.13	500.00	500.00	172.87	65 %
	385 Dues and subscriptions	636.54	7,794.58	6,272.00	6,572.00	-1,222.58	119 %
	386 Education and training	0.00	301.92	4,000.00	2,000.00	1,698.08	15 %
	393 Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	1,483.11	2,250.00	1,550.00	66.89	96 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
395	Community Outreach	0.00	0.00	1,500.00	750.00	750.00	0 %
405	Software	0.00	0.00	3,000.00	1,500.00	1,500.00	0 %
410	Office Supplies	0.00	402.78	2,000.00	1,200.00	797.22	34 %
450	EMS supplies	79.00	4,264.81	10,000.00	5,000.00	735.19	85 %
455	Fire Safety Gear & Equipment	0.00	1,218.13	3,500.00	2,500.00	1,281.87	49 %
456	VFF Assistance Grant	0.00	0.00	40,000.00	20,000.00	20,000.00	0 %
457	CFF Grant ~ California Fire Grant	371.05	4,935.86	0.00	15,000.00	10,064.14	33 %
460	OES Vehicle Repairs	0.00	25,748.31	0.00	30,000.00	4,251.69	86 %
465	Cell phones, radios and pagers	26.83	536.86	1,171.00	1,171.00	634.14	46 %
470	Communication equipment	0.00	838.50	5,000.00	5,000.00	4,161.50	17 %
475	Computer supplies and upgrades	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
485	Fuel expense	963.20	4,258.20	6,000.00	6,000.00	1,741.80	71 %
490	Small tools and equipment	0.00	2,111.86	2,500.00	2,500.00	388.14	84 %
495	Uniform expense	0.00	3,191.26	3,000.00	3,000.00	-191.26	106 %
500	Capital Outlay	0.00	759.00	0.00	0.00	-759.00	*** %
503	Weed Abatement Costs	0.00	0.00	9,000.00	9,000.00	9,000.00	0 %
505	Fire Training Grounds	0.00	689.00	2,500.00	2,500.00	1,811.00	28 %
510	Fire station addition	0.00	474.36	5,000.00	5,000.00	4,525.64	9 %
710	County hazmat dues	0.00	0.00	4,000.00	2,000.00	2,000.00	0 %
715	Licenses, permits and fees	62.00	641.58	1,000.00	1,000.00	358.42	64 %
960	Property tax expense	0.00	210.62	220.00	220.00	9.38	96 %
	<b>Account Total:</b>	<b>19,988.08</b>	<b>437,199.23</b>	<b>447,797.00</b>	<b>586,839.92</b>	<b>149,640.69</b>	<b>75 %</b>
	<b>Account Group Total:</b>	<b>19,988.08</b>	<b>437,199.23</b>	<b>447,797.00</b>	<b>586,839.92</b>	<b>149,640.69</b>	<b>75 %</b>
	<b>Fund Total:</b>	<b>19,988.08</b>	<b>437,199.23</b>	<b>447,797.00</b>	<b>586,839.92</b>	<b>149,640.69</b>	<b>75 %</b>
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000	Lighting						
105	Salaries and Wages	456.11	8,629.72	12,849.00	12,849.00	4,219.28	67 %
111	BOD Stipend	10.00	84.00	120.00	120.00	36.00	70 %
115	Payroll Expenses	11.10	102.06	180.00	180.00	77.94	57 %
120	Workers' Compensation	0.00	364.64	100.00	400.00	35.36	91 %
135	Payroll Tax - FICA	0.00	13.45	163.00	163.00	149.55	8 %
140	Payroll Tax - Medicare	0.00	117.27	163.00	163.00	45.73	72 %
155	Payroll Tax - SUI	0.00	71.42	91.00	91.00	19.58	78 %
205	Insurance - Health	2.31	1,014.45	1,638.00	1,728.00	713.55	59 %
210	Insurance - Dental	0.00	47.74	65.00	0.00	-47.74	*** %
215	Insurance - Vision	0.00	6.13	24.00	-1.00	-7.13	*** %
225	Retirement - PERS expense	0.00	1,486.27	1,108.00	1,800.00	313.73	83 %
305	Operations and maintenance	2.16	361.11	2,000.00	2,000.00	1,638.89	18 %
315	Postage, shipping and freight	0.00	11.82	0.00	50.00	38.18	24 %
320	Printing and reproduction	0.00	8.39	200.00	200.00	191.61	4 %
325	Professional svcs - Accounting	6.00	387.00	508.00	508.00	121.00	76 %
326	Professional svcs - Engineering	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
327	Professional svcs - Legal (General)	0.00	1,664.62	1,700.00	1,700.00	35.38	98 %
328	Insurance - prop and liability	0.00	944.80	500.00	890.00	-54.80	106 %
329	New Hire Screening	0.00	22.50	0.00	0.00	-22.50	*** %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
330	Contract labor	13.38	47.82	23,000.00	10,000.00	9,952.18	0 %
331	Professional Services - Legal	0.00	0.00	200.00	200.00	200.00	0 %
334	Maintenance Agreements	22.25	333.00	320.00	640.00	307.00	52 %
340	Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage expense reimbursement	0.00	52.11	150.00	150.00	97.89	35 %
348	Safety Equipment and Supplies	0.00	61.13	500.00	500.00	438.87	12 %
350	Repairs and maint - computers	0.00	108.38	250.00	250.00	141.62	43 %
351	Repairs and maint - equip	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
352	Repairs and maint - structures	0.00	13.80	0.00	100.00	86.20	14 %
353	Repairs & Maint- Infrastructure	0.00	3,720.92	10,000.00	10,000.00	6,279.08	37 %
354	Repairs and maint - vehicles	0.00	91.79	0.00	150.00	58.21	61 %
376	Webpage- Upgrade/Maint	4.00	40.00	48.00	48.00	8.00	83 %
381	Utilities - electric	1,192.58	11,895.97	0.00	14,244.00	2,348.03	84 %
382	Utilities - propane	0.00	28.44	100.00	100.00	71.56	28 %
384	Utilities - Water/Sewer	411.80	6,198.77	0.00	10,000.00	3,801.23	62 %
385	Dues and subscriptions	0.00	139.08	132.00	132.00	-7.08	105 %
386	Education and training	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
393	Advertising and public notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
394	LAFCO Allocations	0.00	247.19	375.00	375.00	127.81	66 %
410	Office Supplies	0.00	174.57	125.00	125.00	-49.57	140 %
465	Cell phones, radios and pagers	2.82	51.46	143.00	143.00	91.54	36 %
475	Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	0 %
485	Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
490	Small tools and equipment	731.45	1,300.51	1,000.00	1,000.00	-300.51	130 %
495	Uniform expense	2.00	39.73	200.00	200.00	160.27	20 %
500	Capital Outlay	0.00	9,064.70	0.00	8,998.70	-66.00	101 %
581	WWTP Expansion	0.00	1,840.80	0.00	1,800.00	-40.80	102 %
715	Licenses, permits and fees	0.00	0.00	50.00	50.00	50.00	0 %
	<b>Account Total:</b>	<b>2,867.96</b>	<b>50,787.56</b>	<b>67,502.00</b>	<b>91,546.70</b>	<b>40,759.14</b>	<b>55 %</b>
	<b>Account Group Total:</b>	<b>2,867.96</b>	<b>50,787.56</b>	<b>67,502.00</b>	<b>91,546.70</b>	<b>40,759.14</b>	<b>55 %</b>
	<b>Fund Total:</b>	<b>2,867.96</b>	<b>50,787.56</b>	<b>67,502.00</b>	<b>91,546.70</b>	<b>40,759.14</b>	<b>55 %</b>
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
105	Salaries and Wages	7,691.01	145,305.43	214,800.00	214,800.00	69,494.57	68 %
109	Stand-by Hours	240.00	5,517.50	7,500.00	7,500.00	1,982.50	74 %
111	BOD Stipend	180.00	1,512.00	2,100.00	2,100.00	588.00	72 %
115	Payroll Expenses	194.10	1,785.91	3,420.00	3,420.00	1,634.09	52 %
120	Workers' Compensation	0.00	7,874.01	8,000.00	8,000.00	125.99	98 %
135	Payroll Tax - FICA	0.00	233.47	3,052.00	500.00	266.53	47 %
140	Payroll Tax - Medicare	0.00	2,061.42	3,052.00	3,052.00	990.58	68 %
155	Payroll Tax - SUI	0.00	1,209.51	2,140.00	306.00	-903.51	395 %
160	Payroll Tax - ETT	0.00	0.00	4,056.00	0.00	0.00	0 %
205	Insurance - Health	92.31	18,098.05	32,844.00	34,927.00	16,828.95	52 %
206	Insurance - CalPers Health Retiree	0.00	1,455.11	0.00	1,350.00	-105.11	108 %
210	Insurance - Dental	0.00	1,012.95	1,526.00	0.00	-1,012.95	*** %



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
215	Insurance - Vision	0.00	93.00	557.00	0.00	-93.00	*** %
225	Retirement - PERS expense	0.00	18,532.10	15,833.00	15,833.00	-2,699.10	117 %
305	Operations and maintenance	39.67	3,165.97	8,000.00	8,000.00	4,834.03	40 %
310	Phone and fax expense	70.58	858.97	1,138.00	1,138.00	279.03	75 %
315	Postage, shipping and freight	168.82	2,939.45	4,000.00	4,000.00	1,060.55	73 %
320	Printing and reproduction	107.42	482.21	1,000.00	1,000.00	517.79	48 %
324	Professional Svcs- GSA-GSP	0.00	217.50	0.00	0.00	-217.50	*** %
325	Professional svcs - Accounting	105.00	6,772.50	8,897.00	8,897.00	2,124.50	76 %
326	Professional svcs - Engineering	217.50	15,613.75	12,000.00	18,250.00	2,636.25	86 %
327	Professional svcs - Legal (General)	0.00	15,492.64	29,750.00	29,750.00	14,257.36	52 %
328	Insurance - prop and liability	0.00	12,356.91	12,000.00	12,000.00	-356.91	103 %
329	New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
330	Contract labor	234.28	836.69	5,000.00	5,000.00	4,163.31	17 %
331	Professional Services - Legal	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
334	Maintenance Agreements	377.37	7,765.12	13,161.00	13,161.00	5,395.88	59 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	5,000.00	1,000.00	1,000.00	0 %
345	Mileage expense reimbursement	0.00	640.11	1,000.00	1,000.00	359.89	64 %
348	Safety Equipment and Supplies	0.00	1,552.65	1,000.00	1,500.00	-52.65	104 %
349	Repairs & Maintenance Mission Gardens	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
350	Repairs and maint - computers	0.00	1,089.98	1,500.00	1,500.00	410.02	73 %
351	Repairs and maint - equip	205.67	965.81	10,000.00	10,000.00	9,034.19	10 %
352	Repairs and maint - structures	0.00	718.21	1,500.00	1,500.00	781.79	48 %
353	Repairs & Maint- Infrastructure	0.00	307.86	5,000.00	5,000.00	4,692.14	6 %
354	Repairs and maint - vehicles	0.00	2,501.45	2,000.00	2,000.00	-501.45	125 %
355	Testing & Supplies (WWTP)	0.00	1,171.00	12,000.00	12,000.00	10,829.00	10 %
375	Internet expenses	245.20	2,452.00	1,863.00	2,863.00	411.00	86 %
376	Webpage- Upgrade/Maint	70.00	700.00	840.00	840.00	140.00	83 %
379	Utilities Electric Mission Gardens	0.00	178.13	5,000.00	5,000.00	4,821.87	4 %
380	Utilities - alarm service	53.80	594.35	620.00	620.00	25.65	96 %
381	Utilities - electric	6,253.98	65,260.59	50,000.00	82,000.00	16,739.41	80 %
382	Utilities - propane	0.00	497.81	1,000.00	1,000.00	502.19	50 %
383	Utilities - trash	51.99	519.90	700.00	700.00	180.10	74 %
384	Utilities - Water/Sewer	70.24	551.45	0.00	700.00	148.55	79 %
385	Dues and subscriptions	0.00	3,159.82	4,000.00	4,000.00	840.18	79 %
386	Education and training	0.00	-895.00	5,000.00	1,000.00	1,895.00	-90 %
393	Advertising and public notices	0.00	100.00	1,000.00	1,000.00	900.00	10 %
394	LAFCO Allocations	0.00	1,483.11	2,250.00	2,250.00	766.89	66 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
410	Office Supplies	0.00	691.55	1,125.00	1,125.00	433.45	61 %
432	Utility Rate Design Study	0.00	1,755.00	0.00	1,800.00	45.00	98 %
459	Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
465	Cell phones, radios and pagers	55.79	998.46	1,530.00	1,530.00	531.54	65 %
475	Computer supplies and upgrades	0.00	0.00	2,450.00	2,450.00	2,450.00	0 %
485	Fuel expense	462.63	4,587.36	5,000.00	5,000.00	412.64	92 %
490	Small tools and equipment	1,462.89	2,117.80	6,000.00	6,000.00	3,882.20	35 %
495	Uniform expense	48.16	1,104.80	1,800.00	1,800.00	695.20	61 %
500	Capital Outlay	0.00	10,153.70	0.00	8,998.70	-1,155.00	113 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	570 Repairs, Maint. and Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	581 WWTP Expansion	0.00	3,842.19	0.00	54,000.00	50,157.81	7 %
	582 WWTP Plant Maintenance	0.00	11,946.02	50,000.00	50,000.00	38,053.98	24 %
	585 Sludge Removal Project	0.00	2,419.40	10,000.00	10,000.00	7,580.60	24 %
	587 WWTF Final Design/ Construction	1,538.20	121,473.88	250,000.00	250,000.00	128,526.12	49 %
	589 Proposition 68 Grant	0.00	4,500.00	0.00	4,500.00	0.00	100 %
	705 Waste Discharge Fees/Permits	0.00	23,210.00	25,000.00	25,000.00	1,790.00	93 %
	715 Licenses, permits and fees	0.00	1,817.52	1,500.00	1,500.00	-317.52	121 %
	960 Property tax expense	0.00	127.84	150.00	150.00	22.16	85 %
	970 WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
	<b>Account Total:</b>	<b>20,236.61</b>	<b>545,509.42</b>	<b>991,854.00</b>	<b>1,086,510.70</b>	<b>541,001.28</b>	<b>50 %</b>
	<b>Account Group Total:</b>	<b>20,236.61</b>	<b>545,509.42</b>	<b>991,854.00</b>	<b>1,086,510.70</b>	<b>541,001.28</b>	<b>50 %</b>
	<b>Fund Total:</b>	<b>20,236.61</b>	<b>545,509.42</b>	<b>991,854.00</b>	<b>1,086,510.70</b>	<b>541,001.28</b>	<b>50 %</b>
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	10,102.04	170,838.18	234,901.00	234,901.00	64,062.82	73 %
	109 Stand-by Hours	240.00	5,517.50	7,500.00	7,500.00	1,982.50	74 %
	111 BOD Stipend	190.00	1,596.00	2,280.00	2,280.00	684.00	70 %
	115 Payroll Expenses	210.74	1,938.96	3,420.00	3,420.00	1,481.04	57 %
	120 Workers' Compensation	0.00	8,992.09	6,050.00	9,050.00	57.91	99 %
	135 Payroll Tax - FICA	0.00	279.44	3,403.00	564.00	284.56	50 %
	140 Payroll Tax - Medicare	0.00	2,395.32	3,403.00	3,403.00	1,007.68	70 %
	155 Payroll Tax - SUI	0.00	1,416.77	2,166.00	287.00	-1,129.77	494 %
	160 Payroll Tax - ETT	0.00	0.00	3,967.00	7,934.00	7,934.00	0 %
	205 Insurance - Health	120.00	24,285.50	34,896.00	37,104.00	12,818.50	65 %
	206 Insurance - CalPers Health Retiree	0.00	1,455.13	0.00	1,350.00	-105.13	108 %
	210 Insurance - Dental	0.00	1,054.45	1,618.00	0.00	-1,054.45	*** %
	215 Insurance - Vision	0.00	158.33	590.00	0.00	-158.33	*** %
	225 Retirement - PERS expense	0.00	20,351.35	20,913.00	20,913.00	561.65	97 %
	305 Operations and maintenance	39.67	2,913.65	8,000.00	8,000.00	5,086.35	36 %
	310 Phone and fax expense	70.57	858.86	1,138.00	1,138.00	279.14	75 %
	315 Postage, shipping and freight	168.82	2,963.74	4,000.00	4,000.00	1,036.26	74 %
	320 Printing and reproduction	107.42	767.67	1,000.00	1,000.00	232.33	77 %
	324 Professional Svcs- GSA-GSP	1,092.29	8,452.74	20,000.00	20,000.00	11,547.26	42 %
	325 Professional svcs - Accounting	114.00	7,353.00	9,660.00	9,660.00	2,307.00	76 %
	326 Professional svcs - Engineering	217.50	39,429.78	20,000.00	32,750.00	-6,679.78	120 %
	327 Professional svcs - Legal (General)	0.00	20,603.97	32,300.00	32,300.00	11,696.03	64 %
	328 Insurance - prop and liability	0.00	19,477.18	20,000.00	20,000.00	522.82	97 %
	329 New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
	330 Contract labor	254.37	908.43	5,000.00	5,000.00	4,091.57	18 %
	331 Professional Services - Legal	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
	332 Professional Services - Legal	0.00	47,056.33	100,000.00	100,000.00	52,943.67	47 %
	334 Maintenance Agreements	404.07	9,616.86	13,671.00	13,671.00	4,054.14	70 %
	335 Meals - Reimbursement	0.00	0.00	200.00	200.00	200.00	0 %
	340 Meetings and conferences	0.00	0.00	5,000.00	1,000.00	1,000.00	0 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
345	Mileage expense reimbursement	0.00	725.00	1,000.00	1,000.00	275.00	73 %
348	Safety Equipment and Supplies	0.00	1,688.23	1,000.00	1,500.00	-188.23	113 %
350	Repairs and maint - computers	0.00	1,169.09	1,500.00	1,500.00	330.91	78 %
351	Repairs and maint - equip	205.67	3,848.68	4,000.00	4,000.00	151.32	96 %
352	Repairs and maint - structures	2.00	936.68	2,000.00	2,000.00	1,063.32	47 %
353	Repairs & Maint- Infrastructure	1,614.87	10,873.91	50,000.00	50,000.00	39,126.09	22 %
354	Repairs and maint - vehicles	0.00	2,501.42	2,000.00	2,000.00	-501.42	125 %
356	Testing & Supplies - Well #3 (Water)	0.00	844.50	3,500.00	3,500.00	2,655.50	24 %
357	Testing & Supplies - Well #4 (Water)	0.00	769.48	3,500.00	3,500.00	2,730.52	22 %
358	Testing & Supplies- SLT Well (Water)	335.00	3,295.48	6,000.00	6,000.00	2,704.52	55 %
359	Testing & Supplies-Other	225.00	6,867.00	6,000.00	6,000.00	-867.00	114 %
362	Cross-Connection Control Srvcs.	288.50	997.60	1,000.00	1,000.00	2.40	100 %
375	Internet expenses	110.23	1,102.30	1,863.00	2,863.00	1,760.70	39 %
376	Webpage- Upgrade/Maint	76.00	760.00	912.00	912.00	152.00	83 %
380	Utilities - alarm service	53.80	594.35	620.00	620.00	25.65	96 %
381	Utilities - electric	3,279.45	36,486.43	50,000.00	50,000.00	13,513.57	73 %
382	Utilities - propane	0.00	540.49	1,000.00	1,000.00	459.51	54 %
383	Utilities - trash	51.99	519.90	700.00	700.00	180.10	74 %
384	Utilities - Water/Sewer	11.22	29.18	0.00	700.00	670.82	4 %
385	Dues and subscriptions	0.00	2,904.25	4,000.00	4,000.00	1,095.75	73 %
386	Education and training	0.00	25.00	5,000.00	1,000.00	975.00	3 %
393	Advertising and public notices	0.00	169.28	2,000.00	2,000.00	1,830.72	8 %
394	LAFCO Allocations	0.00	1,483.11	2,250.00	2,250.00	766.89	66 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
410	Office Supplies	0.00	713.73	1,125.00	1,125.00	411.27	63 %
432	Utility Rate Design Study	0.00	1,755.00	0.00	1,800.00	45.00	98 %
459	Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
465	Cell phones, radios and pagers	70.84	1,110.44	1,573.00	1,573.00	462.56	71 %
475	Computer supplies and upgrades	0.00	115.15	2,450.00	2,450.00	2,334.85	5 %
481	Chemicals- Well #3	690.99	690.99	4,000.00	4,000.00	3,309.01	17 %
482	Chemicals-Well #4	1,398.31	2,464.54	4,000.00	4,000.00	1,535.46	62 %
483	Chemicals-SLT Well	812.70	2,314.21	2,000.00	2,000.00	-314.21	116 %
485	Fuel expense	462.64	2,404.88	4,000.00	4,000.00	1,595.12	60 %
490	Small tools and equipment	1,462.89	2,688.34	6,000.00	6,000.00	3,311.66	45 %
495	Uniform expense	48.18	1,104.87	1,800.00	1,800.00	695.13	61 %
500	Capital Outlay	99,678.54	470,503.97	0.00	406,878.70	-63,625.27	116 %
520	Water Main Valves Replacement	0.00	1,210.86	10,000.00	10,000.00	8,789.14	12 %
525	Water meter replacement	0.00	18,085.78	20,000.00	20,000.00	1,914.22	90 %
526	Development Meters	0.00	6,043.87	15,000.00	15,000.00	8,956.13	40 %
535	Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
581	WWTP Expansion	0.00	1,841.16	0.00	5,400.00	3,558.84	34 %
582	WWTP Plant Maintenance	0.00	2,126.06	0.00	3,000.00	873.94	71 %
590	CALOES Resiliency Grant	12,291.19	12,291.19	0.00	230,000.00	217,708.81	5 %
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, permits and fees	0.00	4,060.99	6,500.00	6,500.00	2,439.01	62 %
930	Interest Fees	0.00	25,585.07	50,000.00	50,000.00	24,414.93	51 %
940	Bank service charges	0.00	42.04	0.00	100.00	57.96	42 %
	<b>Account Total:</b>	<b>136,501.50</b>	<b>1,036,988.23</b>	<b>894,469.00</b>	<b>1,552,196.70</b>	<b>515,208.47</b>	<b>67 %</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	<b>Account Group Total:</b>	<b>136,501.50</b>	<b>1,036,988.23</b>	<b>894,469.00</b>	<b>1,552,196.70</b>	<b>515,208.47</b>	<b>67 %</b>
	<b>Fund Total:</b>	<b>136,501.50</b>	<b>1,036,988.23</b>	<b>894,469.00</b>	<b>1,552,196.70</b>	<b>515,208.47</b>	<b>67 %</b>
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	459.08	8,700.66	12,849.00	12,849.00	4,148.34	68 %
	111 BOD Stipend	10.00	83.99	120.00	120.00	36.01	70 %
	115 Payroll Expenses	11.08	102.02	180.00	180.00	77.98	57 %
	120 Workers' Compensation	0.00	364.64	100.00	400.00	35.36	91 %
	135 Payroll Tax - FICA	0.00	13.65	163.00	163.00	149.35	8 %
	140 Payroll Tax - Medicare	0.00	118.82	163.00	163.00	44.18	73 %
	155 Payroll Tax - SUI	0.00	72.40	91.00	91.00	18.60	80 %
	205 Insurance - Health	4.62	1,050.52	1,638.00	1,728.00	677.48	61 %
	206 Insurance - CalPers Health Retiree	0.00	0.02	0.00	0.00	-0.02	*** %
	210 Insurance - Dental	0.00	47.83	65.00	0.00	-47.83	*** %
	215 Insurance - Vision	0.00	5.94	24.00	-1.00	-6.94	*** %
	225 Retirement - PERS expense	0.00	1,516.75	1,108.00	1,800.00	283.25	84 %
	305 Operations and maintenance	2.17	360.52	2,000.00	2,000.00	1,639.48	18 %
	315 Postage, shipping and freight	0.00	11.82	500.00	500.00	488.18	2 %
	320 Printing and reproduction	169.13	264.15	500.00	500.00	235.85	53 %
	325 Professional svcs - Accounting	6.00	387.00	508.00	508.00	121.00	76 %
	327 Professional svcs - Legal (General)	0.00	1,664.61	1,700.00	1,700.00	35.39	98 %
	328 Insurance - prop and liability	0.00	727.61	500.00	890.00	162.39	82 %
	329 New Hire Screening	0.00	22.50	0.00	0.00	-22.50	*** %
	330 Contract labor	13.38	47.82	0.00	0.00	-47.82	*** %
	331 Professional Services - Legal	0.00	0.00	200.00	200.00	200.00	0 %
	334 Maintenance Agreements	22.25	358.80	320.00	640.00	281.20	56 %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	54.64	100.00	100.00	45.36	55 %
	348 Safety Equipment and Supplies	0.00	61.13	500.00	500.00	438.87	12 %
	350 Repairs and maint - computers	0.00	82.57	0.00	100.00	17.43	83 %
	352 Repairs and maint - structures	0.00	13.80	0.00	100.00	86.20	14 %
	353 Repairs & Maint- Infrastructure	0.00	514.98	0.00	0.00	-514.98	*** %
	354 Repairs and maint - vehicles	0.00	91.79	0.00	150.00	58.21	61 %
	376 Webpage- Upgrade/Maint	4.00	40.00	48.00	48.00	8.00	83 %
	382 Utilities - propane	0.00	28.44	0.00	100.00	71.56	28 %
	384 Utilities - Water/Sewer	0.00	0.00	2,000.00	500.00	500.00	0 %
	385 Dues and subscriptions	0.00	141.78	132.00	132.00	-9.78	107 %
	386 Education and training	0.00	0.00	500.00	500.00	500.00	0 %
	393 Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	247.19	375.00	375.00	127.81	66 %
	395 Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	410 Office Supplies	0.00	174.94	125.00	125.00	-49.94	140 %
	465 Cell phones, radios and pagers	2.89	53.10	143.00	143.00	89.90	37 %
	475 Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	0 %
	490 Small tools and equipment	0.00	32.86	0.00	0.00	-32.86	*** %
	495 Uniform expense	2.00	39.73	200.00	200.00	160.27	20 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	500 Capital Outlay	0.00	9,064.70	0.00	8,998.70	-66.00	101 %
	581 WWTP Expansion	0.00	1,840.88	0.00	1,800.00	-40.88	102 %
	<b>Account Total:</b>	<b>706.60</b>	<b>28,404.60</b>	<b>28,602.00</b>	<b>40,052.70</b>	<b>11,648.10</b>	<b>71 %</b>
	<b>Account Group Total:</b>	<b>706.60</b>	<b>28,404.60</b>	<b>28,602.00</b>	<b>40,052.70</b>	<b>11,648.10</b>	<b>71 %</b>
	<b>Fund Total:</b>	<b>706.60</b>	<b>28,404.60</b>	<b>28,602.00</b>	<b>40,052.70</b>	<b>11,648.10</b>	<b>71 %</b>
	<b>Grand Total:</b>	<b>180,300.75</b>	<b>2,098,889.04</b>	<b>2,430,224.00</b>	<b>3,357,146.72</b>	<b>1,258,257.68</b>	<b>63 %</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Cash Report  
For the Accounting Period: 4/21

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>20 FIRE PROTECTION DEPARTMENT</b>						
10200 Operating Cash - Premier	96,135.98	4,120.00	0.00	9,494.89	14,202.21	76,558.88
10250 Pac Premier - Payroll	2,070.61	9,494.89	5,594.96	10,242.78	112.54	6,805.14
10340 Pac Premier Operational Reserve	428,209.32	39,044.10	0.00	0.00	0.00	467,253.42
10350 Pac Premier- Capital Reserve	286,923.15	19,067.77	0.00	0.00	0.00	305,990.92
<b>Total Fund</b>	<b>813,339.06</b>	<b>71,726.76</b>	<b>5,594.96</b>	<b>19,737.67</b>	<b>14,314.75</b>	<b>856,608.36</b>
<b>30 STREET LIGHTING DEPARTMENT</b>						
10200 Operating Cash - Premier	156,041.33	11,506.91	0.00	0.00	2,978.70	164,569.54
10250 Pac Premier - Payroll	687.26	0.00	593.08	337.99	31.84	910.51
10340 Pac Premier Operational Reserve	150,176.64	12.12	0.00	0.00	0.00	150,188.76
10350 Pac Premier- Capital Reserve	161,492.57	19.36	0.00	0.00	0.00	161,511.93
10460 Cantella & Co. Investment Acct.	160,415.59	0.00	0.00	0.00	0.00	160,415.59
<b>Total Fund</b>	<b>628,813.39</b>	<b>11,538.39</b>	<b>593.08</b>	<b>337.99</b>	<b>3,010.54</b>	<b>637,596.33</b>
<b>40 WASTEWATER DEPARTMENT</b>						
10200 Operating Cash - Premier	522,780.05	147,294.77	98.75	197.50	22,019.30	647,956.77
10250 Pac Premier - Payroll	17,563.83	0.00	10,235.90	5,907.40	703.58	21,188.75
10260 Pac Western Bank --Long Term	100,031.94	0.00	0.00	0.00	0.00	100,031.94
10340 Pac Premier Operational Reserve	180,211.39	14.55	0.00	0.00	0.00	180,225.94
10350 Pac Premier- Capital Reserve	917,499.06	109.97	0.00	0.00	0.00	917,609.03
<b>Total Fund</b>	<b>1,738,086.27</b>	<b>147,419.29</b>	<b>10,334.65</b>	<b>6,104.90</b>	<b>22,722.88</b>	<b>1,867,012.43</b>
<b>50 WATER DEPARTMENT</b>						
10150 Cash in SLO County	76,655.36	0.00	0.00	0.00	0.00	76,655.36
10200 Operating Cash - Premier	102,796.70	301,056.00	0.00	100.06	138,905.58	264,847.06
10250 Pac Premier - Payroll	-2,122.54	0.00	13,238.95	7,617.66	775.35	2,723.40
10340 Pac Premier Operational Reserve	25,253.25	2.04	0.00	0.00	0.00	25,255.29
10350 Pac Premier- Capital Reserve	310,397.05	37.20	0.00	0.00	0.00	310,434.25
10400 HOB - USDA Reserve	66,966.71	0.55	0.00	0.00	0.00	66,967.26
<b>Total Fund</b>	<b>579,946.53</b>	<b>301,095.79</b>	<b>13,238.95</b>	<b>7,717.72</b>	<b>139,680.93</b>	<b>746,882.62</b>
<b>60 SOLID WASTE DEPARTMENT</b>						
10200 Operating Cash - Premier	74,212.84	3,069.87	0.00	0.00	35,825.61	41,457.10
10250 Pac Premier - Payroll	938.16	0.00	606.68	335.87	33.67	1,175.30
10340 Pac Premier Operational Reserve	62,243.11	5.03	0.00	0.00	0.00	62,248.14
10350 Pac Premier- Capital Reserve	-8,950.98	3.12	35,000.00	0.00	0.00	26,052.14
<b>Total Fund</b>	<b>128,443.13</b>	<b>3,078.02</b>	<b>35,606.68</b>	<b>335.87</b>	<b>35,859.28</b>	<b>130,932.68</b>
<b>73 CLAIMS CLEARING FUND</b>						
10200 Operating Cash - Premier	175,622.62	0.00	148,563.08	0.00	0.00	324,185.70
10250 Pac Premier - Payroll	5,023.98	0.00	1,656.98	0.00	0.00	6,680.96
<b>Total Fund</b>	<b>180,646.60</b>		<b>150,220.06</b>			<b>330,866.66</b>
<b>Totals</b>	<b>4,069,274.98</b>	<b>534,858.25</b>	<b>215,588.38</b>	<b>34,234.15</b>	<b>215,588.38</b>	<b>4,569,899.08</b>

\*\*\* 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 Community Services District

### Board of Directors Staff Report

May 27<sup>th</sup>, 2021

**AGENDA ITEM: XI-2**

**SUBJECT:** Review and approve RESOLUTION 2021-14 authorizing the Director of Utilities to contract with B&T Service Station Contractors in an amount not to exceed \$105,000 to provide a turn-key fuel tank and fuel management system at the Machado WWTF and authorize a budget adjustment in an amount of \$120,000 divided equally from all Funds (object 500) from the Capital Reserve.

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**RECOMMENDATION:** Approve RESOLUTION 2021-14 authorizing the Director of Utilities to contract with B&T Service Station Contractors in an amount not to exceed \$105,000 authorize a budget adjustment in an amount of \$120,000 divided equally from all Funds (object 500) from Capital Reserve.

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In November the Board authorized the release of an RFP for the replacement and increase of Diesel and Gasoline storage at the Machado WWTF along with a fuel tracking and management system.

Three proposals were received based on the RFP released. The proposals ranged from \$74,736.86 to \$228,284.

The lowest proposal, though it is the lowest cost, is not considered the lowest responsible bid.

B&T Service Station Contractors provided the lowest responsible bid meeting all the requirements of the RFP.

Staff is requesting a total budget adjustment of \$120,000 to capital outlay for the contract of \$105,000 and \$15,000 for electrical connections, internet connections, permits, and minor District labor.

Staff is working with the County of SLO to amend our Conditional Use Permit (CUP) for the WWTF to reflect storage of fuel, which consequentially should have been completed when the original fuel tank was installed. County Environmental Health, the Air Pollution Control District, and the San Miguel Fire Department all provided their requirements which have been incorporated into the overall cost of installation.

Aside from the installation cost, there will be a separate cost to fill the tanks, this cost is currently estimated at between \$7,000 and \$8,000. Due to the volatility in the fuel market, it isn't possible to get a firm cost until we are ready for delivery. Cost for fuel will come out of the regular budget line item for fuel expense.

96

After installation and filling the tanks will be managed by the Wastewater Department and other departments will be billed for fuel usage on a monthly basis to reimburse the Wastewater Department for bulk fuel purchases.

**FISCAL IMPACT**

Approving this contract will result in the expenditure of \$120,000 of capital funds.

PREPARED BY:

*Kelly Dodds*

Kelly Dodds, Director of Utilities

**Attachment:**

Proposal from B&T Service Station Contractors,

Proposal from JB Dewer

RESOLUTION 2021-14



## RESOLUTION NO. 2021-14

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE  
DIRECTOR OF UTILITIES TO CONTRACT WITH B&T SERVICE STATION  
CONTRACTORS TO PROVIDE FUEL TANKS, A FUEL MANAGEMENT SYSTEM  
AND INSTALLATION IN AN AMOUNT NOT TO EXCEED \$105,000 AND  
AUTHORIZE A BUDGET ADJUSTMENT FROM CAPITAL RESERVE OF TO  
CAPITAL OUTLAY (500) IN AN AMOUNT OF \$120,000.**

**WHEREAS**, San Miguel Community Services District (“District”) has the responsibility to maintain continuity of service to water, wastewater, and fire protection in times of emergency; and

**WHEREAS**, additional fuel storage is necessary for the District to maintain essential services in times of extended emergencies; and

**WHEREAS**, an RFP was circulated for the proposed project, and that three proposals were received; and

**WHEREAS**, the Board of Directors authorizes the Director of Utilities to contract with B&T Service Station Contractors to provide the necessary materials, equipment, and labor to install fuel tanks and a fuel monitoring station in an amount not to exceed \$105,000; and

**WHEREAS**, the Board of Directors authorizes a budget adjustment of \$120,000 (\$105,000 contract amount and associated electrical, internet, permitting and District labor cost) from the Capital Reserve of all funds divided equally to Capital Outlay (500); and

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt this Resolution for purposes specified herein.

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 27<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Ashley Sangster, Board President

**ATTEST:**

**APPROVED AS TO FORM AND CONTENT:**

---

Rob Roberson, Interim General Manager

---

Douglas L. White, District General Counsel



## Service Station Contractors

Construction/Compliance/Maintenance  
CSLB # 902034  
A, B, C-61/D-40, Hazmat Certification  
www.btssc.com



4/14/21

## Quote

San Miguel CSD  
Attn: Kelly Dodds  
PO Box 180  
San Miguel, CA 93451

B&T will provide the following to install new fuel tanks, pump, and a fuel management system at the Machado Wastewater Treatment Facility, 1765 Bonita Place in San Miguel:

- Acquire permits as needed from the county agencies.
- 2 ea. 1,000 gallon Fireguard tanks w/Emergency Vents
- 1 ea. Gasboy Islander PRIME 2-Hose Fuel Management Pedestal w/1-year software support contract
- 1 ea. Gasboy Fleet Head Office Software, single-site version w/Lifetime support
- 1 ea. Gasboy PA04020401 Mifare Tag Reader
- 3 ea. Gasboy M09679B001 Mifare Tags (10-packs)
- 2 ea. Gasboy 9823K-F ASTra Pumps w/pulse-out option and pedestals
- 2 ea. Morrison 9095AA5200AVEVR Overfill Prevention Valves
- 2 ea. Morrison 516O-0400ACEVR Spill Buckets
- 3 ea. Morrison 419-02041TEVR 2" x 4' Drop Tubes
- 2 ea. Morrison 735DC-2500ACEVR Fill Caps
- 2 ea. Morrison 305GSP2000AKEVR Stick Port Caps & Adaptors
- 2 ea. Morrison 818-0400AGEVR Clock Gauges
- 1 ea. Morrison 354-0200 AV Tank Vent Cap
- 1 ea. Husky 5885 Pressure/Vacuum Vent Cap
- 1 ea. Contitech 3/4" x 1' Whip Hose, Low Perm
- 1 ea. Contitech 3/4" x 12' Curb Hose, Low Perm
- 1 ea. OPW 14E-0400 Conventional Gasoline Nozzle
- 2 ea. OPW 68EZR-75RF 3/4" Hose Breakaways
- 2 ea. OPW 45-5060 3/4" Swivels
- 1 ea. Contitech 3/4" x 1' Whip Hose, Green
- 1 ea. Contitech 3/4" x 12' Curb Hose, Green
- 1 ea. OPW 11B-0100 3/4" Nozzle, Green
- 2 ea. OPW 6100-6000 Hose Retractors w/clamps
- Material and labor to saw cut, demo concrete pad, and pour tank footings
- Material and labor to set and anchor the tanks
- Material and labor to install pumps and tank components
- Material and labor to install the fuel management pedestal
- Material and labor to run electrical conduit and wiring to the new equipment
- Gasboy certified start-up, programming and training on pumps and fuel management system

630 So. Frontage Road  
Nipomo, CA 93444  
(805) 929 - 8944  
Fax (805) 929 - 8948

Santa Barbara  
San Luis Obispo  
Ventura  
Monterey

Toll Free 1-888-862-2552

\* Contractors are required by law to be licensed and regulated by the Contractors' State License Board.  
Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board  
P.O. Box 26000, Sacramento, California 95818.



**Service Station Contractors**

Construction/Compliance/Maintenance  
CSLB # 902034  
A, B, C-61/D-40, Hazmat Certification  
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- Schedule inspections with county agencies as needed
- Start-up testing as required for gasoline tank
- Transfer diesel from the existing tank to the new diesel tank

**Total (includes applicable sales tax and freight) \$ 105,000.00**

**Payment terms:**

To be paid before equipment is ordered	<b>\$ 16,000.00</b>
To be paid when the equipment ships from the manufacturers	<b>50,000.00</b>
To be paid upon completion of the installation	<b>28,500.00</b>
10% retention to be paid upon satisfactory completion of the project	<b>10,500.00</b>

**Option 1:**

2 ea. 500 gallon tanks in place of 2 ea. 1,000 gallon tanks, deduct **\$ 1,761.00** from the total above.

Please note: If this option is chosen, the total and payment terms will be recalculated accordingly.

Please note: All on-site labor is paid at prevailing wage.

Please note: The Fleet Head Office software (FHO) will be installed remotely by Gasboy's technical support team, in collaboration with San Miguel CSD IT personnel prior to the installation of the equipment.

Please note: Any deficiencies found with the site that prevents the proper installation and/or operation, will be identified along with costs to correct the deficiencies, for approval, before the installation continues.

Please note: Electrical conduit and wiring, sufficient for the pumps and fuel management system, to be available within (5) feet of the nearest piece of equipment installed on this project, to be provided by others.

Please note: Electrical conduit and ethernet cable for fuel management system, to be available within (5) feet of the nearest piece of equipment installed on this project, to be provided by others.

Please note: All safety bollards to be furnished and installed by others.

Please note: This quote does not include filling the new fuel tanks, except for the transfer of diesel from the existing tank to the new tank.

Please note: This quote is based on the installation of the tanks in an existing implement shed, and is contingent upon acquiring permits from the county agencies for installation in that location. If an alternate location for the tanks is necessary to satisfy permits, a revised quote or change order will be provided reflecting the additional material and labor required.

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Please note: This quote is valid for (30) days from the date above.

Please provide authorized signature and date below as acceptance of this quote, the payment terms, and the terms & conditions following, then fax to 805-929-8948, Attn: Dan, or e-mail to [dan@btssc.com](mailto:dan@btssc.com)

Sign: \_\_\_\_\_, Date: \_\_\_\_\_

Regards,

Dan Chamberlain • Service Manager • 805-668-0017

**TERMS AND CONDITIONS**

**1. Plans, Specifications, and Permits.** The project will be constructed according to plans and specifications which have been examined by the owner and which have been or may be signed by the parties hereto. All required building permits to be obtained and paid for as stated in the construction proposal and/or item "B. Description of the work". Owner will pay assessments and charges required by public bodies and utilities for financing or repaying the cost of sewers, storm drains, water service and other utilities, including sewer and storm drain reimbursement, revolving fund charges, hook-up charges and the like.

**2. Labor and Material.** Contractor shall pay all valid charges for labor and material incurred by contractor and used in the construction project, but is excused by owner from this obligation for bills received in any period during which owner is in arrears in making progress payments to contractor. Should contractor fail to make any payments required under this paragraph, owner may make such payments on behalf of contractor; and contractor shall reimburse owner for the amount actually paid on demand; but owner shall not, by means of assignment or otherwise, be entitled to collect any greater amount from contractor than the amount actually paid for labor or material under this paragraph. No waiver or release of mechanic's lien given by contractor shall be binding until all payments due to contractor when the release was executed have actually been made.

**3. Contract, Plans, and Specification.** The contract, plans and job specifications are intended to supplement each other. In case of conflict, however, the plans shall control over the specifications, and the provisions of this contract shall control both.

**4. Extra Work.** Should owner, construction lender or any public body or inspector direct any modification or addition to the work covered by this contract, the cost shall be added to the contract price. Request for extra work should be made in writing, but contractor is entitled to be for extra work whether reduced to writing or not. Expenses incurred because of unusual or unanticipated ground conditions (such as fill, rock hard soil, or groundwater) shall be paid for by owner as extra work. *Extras may be billed prior to the project, during the project, or after the project (per proposal) has been completed and invoiced.*

**5. Allowances.** If the contract price includes allowances, and the cost of performing the work covered by the allowance is greater or less than the allowance, then the contract price shall be increased or decreased accordingly. Unless otherwise requested by owner in writing, contractor shall use his own judgment in accomplishing work covered by an allowance. If owner requests that work covered by an allowance be accomplished in such a way that the cost will exceed the allowance, Contractor shall comply with owners request, provided that owner pays the additional cost.

**6. Delay.** Contractor shall be excused for any delay in completion of the contract caused by God, acts of owner or owners agent, stormy weather, labor trouble, acts of public utilities, public bodies or inspectors, failure of owner to make payments promptly, or other contingencies unforeseen by contractor and beyond the reasonable control of contractor.

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**Service Station Contractors**

Construction/Compliance/Maintenance

CSLB # 902034

A, B, C-61/D-40, Hazmat Certification

www.btssc.com

**7. Completion and Occupancy.** Owner agrees to sign and record a Notice of Completion within five days after completion of the project. If the project passes final inspection by the public body but owner fails to record Notice of Completion, then owner hereby appoints contractor as owner's agent to sign and record a Notice of Completion on behalf of owner. This agency is irrevocable and is an agency coupled with an interest. Contractor may use such force as is necessary to deny occupancy of the project by owner or anyone else until contractor has received all payments, excluding the retention payment, due under this contract, and until Notice of Completion has been recorded.

**8. Damage to Project and Insurance.** Owner will procure at his own expense and before the commencement of any work hereunder, fire insurance with course of construction, vandalism and malicious mischief clause attached; such insurance to be in a sum at least equal to the contract price covering the project, such insurance to name contractor as an additional insured, and to protect owner, contractor, and construction lender as their interest may appear. Should owner fail to do so, contractor may procure such insurance as agent for and at the expense of owner, but is not required to do so. If the project is destroyed by an accident, disaster, or calamity, such as fire, storm, flood, landslide, subsidence or earthquake, or by theft or vandalism, any work done by contractor in rebuilding or restoring the project shall be paid for by owner as extra work under section four. Contractor will maintain in full force and effect a workers' compensation insurance policy in amounts not less than required by the specifications, or as noted in D, and shall furnish certificates of insurance to owner before commencing work. The failure of owner to demand delivery of certificates hereunder shall not relieve contractor of any obligation under this paragraph.

**9. Right to Stop Work.** Contractor shall have the right to stop work if any payment shall not be made to contractor under this agreement; contractor may keep the job idle until all payments due are received.

**10. Limitations.** No action arising from or related to the contract, or the performance thereof, shall be commenced by either party against the other more than one year after the completion or cessation of work under this contract. This limitation applies to all actions of any character, whether at law or in equity, and whether sounding in contract, tort, or otherwise. This limitation shall not be extended by any negligent misrepresentation provided by law for willful fraud, concealment or misrepresentation.

**11. Attorneys Fees.** If either party becomes involved in litigation arising out of this contract or the performance thereof; the court in such litigation, or in a separate suit, shall award reasonable costs and expenses, including attorneys fees, to the party justly entitled thereto. In awarding attorneys fees, the court will not be bound in any court fee schedule; but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses and attorneys fees paid or incurred in good faith.

**12. Clean-up.** Upon completion of the work, contractor will remove debris and surplus material from owner's property and leave it in a neat and broom-clean condition.

**13. Taxes and Assessments.** Taxes and special assessments of all descriptions will be paid by owner.

**14. Notice.** Any notice required or permitted under this contract may be given by ordinary mail at the address contained in this contract; but such address may be changed by written notice given by one party to the other from time to time. After a notice is deposited in the mail, postage prepaid, it shall be deemed received in the ordinary course of mails.

**15. Prohibition of Assignment.** Contractor may not assign this contract or payment due under this contract to any other party without the written consent of owner.

**16. Bankruptcy.** If either party becomes bankrupt, or makes an assignment for the benefit of creditors, the other party has the right to cancel this contract.

**17. Arbitration.** All disputes hereunder shall be resolved by binding arbitration in accordance with rules of the American Arbitration Association. All mediation and arbitration will take place in the English language.

**18. Warranty.** Contractor will provide a warranty of workmanship for a period of one year from substantial completion. This warranty does not apply to any mechanical equipment or anything else that is supplied by Contractor, yet manufactured by others, and contains the supplier's own expressed warranty. No patent or latent defect claims can be honored for mechanical equipment.

Initial Here X \_\_\_\_\_ Date \_\_\_\_\_

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Toll Free 1-888-862-2552



Kelly Dodds  
Director of Utilities  
San Miguel Community Service District

This letter is in response to the request for quotation for a new fueling station at the Machado Wastewater Treatment Facility in San Miguel, Ca. Outlined below are the cost associated with this bid.

**Fuel Cost for 4/14/2021**

900 gallons Clear Diesel \$3.63 per gallon, \$3,268.35 total for 900 gallons. (tanks can only be filled to 90%)  
900 gallons 87 Octane Gasoline \$3.53 per gallon, \$3178.53 total for 900 gallons (tanks can only be filled to 90%)

**Fuel Transfer Cost**

Pump out of old tanks and pump into new tanks \$500

**Tank Cost & Pump Cost**

1000 gallon double wall Clear Diesel Tank - \$6,582.49  
1000 gallon double wall UL2085 Gasoline Tank - \$13,156.66  
\*\*\*500 Gallon Option\*\*\*  
500 gallon double wall UL2085 Gasoline Tank - \$12,275.84  
2 – Fill-Rite FR700V Pump \$1,548.15

**Hoses and Nozzles**

Hose, nozzles, breakaways \$1,639.77

**Card System Cost**

PV100 Card system \$13,124.82

**Installation of Tanks, pumps, card reading system**

2 tanks, card system pumps \$11,156.41

**Phoenix Software**

Software \$4,428.53

**Phase 1 Vapor Recovery Cost**

Vapor Recovery \$3,599.03

**Concrete slab for tanks**

Removal of current concrete and new concrete \$19,000

**Total Equipment and Labor Cost**

\$74,735.86 (This does not include cost of fuel)

*Darin Johnston*

Director of Business Development

*Robbie Helberg*

North County Sales Supervisor



## San Miguel Community Services District

### Board of Directors Staff Report

May 27<sup>th</sup>, 2021

**AGENDA ITEM: XI-3**

**SUBJECT:** Review final project report for 10<sup>th</sup> and 11<sup>th</sup> street water line replacement project and approve Resolution 2021-15 accepting this completed project.

---

**RECOMMENDATION:** Review final project report for 10<sup>th</sup> and 11<sup>th</sup> street water line replacement project and approve Resolution 2021-15 accepting this completed project.

---

#### **The initial project:**

The initial project was to install four (4) water main sections on 10<sup>th</sup> street, 11<sup>th</sup> street, Mission Street, and 11<sup>th</sup> across the railroad tracks. These sections were to replace sections that had previously experienced failures and that if they failed again would pose an extraordinary risk to the community, the railroad, and the reliability of the potable water supplies within the District.

This project was partially funded by Community Development Block Grant Funds (CDBG) and the District worked closely with the County of SLO, before and during construction, to ensure that all CDBG requirements were met in order to maintain funding.

After competitive bidding, Raminha Construction was awarded the construction contract for this project with construction starting in November of 2020. There was a lengthy delay in commencing construction due to delays in permitting with Union Pacific Railroad (UPRR).

Construction progressed quickly on each section of the project and was completed in February 2021.

#### **Project costs:**

Initially, this project was estimated to cost approximately \$445,485 with \$350,123 in funding secured through CDBG.

A contract was awarded by the Board to Raminha Construction in the amount of \$397,880 at the September 24<sup>th</sup> Board meeting.

Over the duration of this project, there were a total of five Change Orders due to necessary design changes, changes in the condition of existing infrastructure, and necessary additional monitoring to meet permit obligations that were not known at the time of the bid.



There were three (3) costs that were unaccounted for initially.

- \$33,825 for continual monitoring by the railroad while in the UPRR right of way as required by the UPRR crossing permit.
- \$20,548 continual survey of the railroad tracks while boring and excavating within the UPRR right of way, as required by the UPRR crossing permit.
  - (included in Raminhas' contract by change order #3)
- \$14,681 continual archeological and Native American monitoring for any subsurface excavation as a condition of funding from CDBG.

The final project cost for this project is \$482,783

- \$350,123 funded through CDBG
- \$132,660 funded by Water Capital Reserves

Other than the delays related to the railroad and their permitting, the project went smoothly. Overall the project progressed quickly and efficiently. Archeological and Native American monitors were on site for the surface excavation portions of the project and other than an arrowhead that was on the surface near 11<sup>th</sup> street didn't find anything of interest.

After construction was completed Raminha Construction restored the area to pre-construction condition and all permits were satisfied and completed.

At this time this completed project is before the Board for final approval, approval of Resolution 2021-15 is accepting the completed project, thusly closing this project.

This report, acceptance Resolution 2021-15, and the notice of completion are among the final documents that are required by the County to complete the closeout of the project to satisfy the requirements of CDBG funding.

PREPARED BY:

*Kelly Dodds*

Kelly Dodds, Director of Utilities

Attachment: Resolution 2021-15

**RESOLUTION NO. 2020-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT ACCEPTING THE COMPLETED  
10TH AND 11<sup>TH</sup> STREET WATERLINE REPLACEMENT PROJECT.**

**WHEREAS**, San Miguel Community Services District (“District”) has the responsibility to maintain the communities public water supply and distribution system; and

**WHEREAS**, replacement of water infrastructure is essential for the longevity of the water system and protection of public health; and

**WHEREAS**, the Board of Directors approved a contract with Raminha Construction inc to perform necessary work to complete the project; and

**WHEREAS**, all construction has been completed and all related permits, agencies and conditions have been satisfied; and

**WHEREAS**, the Board of Directors accepts this project as complete and authorizes the District Engineer and Director of Utilities to close out the project as necessary; and

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt this Resolution for purposes specified herein.

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 27<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Ashley Sangster, Board President

**ATTEST:**

**APPROVED AS TO FORM AND CONTENT:**

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

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



## San Miguel Community Services District Staff Report

May 27, 2021

ITEM: XI-4

**SUBJECT:** Consider adoption of **Resolution No. 2021-16** authorizing the abatement of weeds within the District boundaries.

---

### STAFF RECOMMENDATION:

Consider objections to the “Notice to Destroy Weeds,” overrule any objections, and adopt **Resolution No. 2021-16** authorizing the Fire Chief to have weeds abated from the properties identified on the attached list (Exhibit A).

---

### DISCUSSION:

The San Miguel Community Services District (“District”) is authorized to take the necessary abatement action where property owners, after proper notification, fail to abate public nuisances caused by the accumulations of weeds or debris on their properties. In accordance with provisions of Section 14875 *et seq.* of the Health & Safety Code, property owners on the attached list have been given a “Notice to Destroy Weeds” (“Notice”). The Notice advised property owners that the District Board of Directors (“Board”) would hear objections and given due consideration on May 27, 2021 to hear and consider all objections and protests to the proposed removal of weeds.

At the end of the hearing, the Board may allow or overrule any objections to the removal of weeds, after which it acquires jurisdiction to order the abatement of the public nuisance. By adopting the attached Resolution, the Board will authorize the Fire Chief to hire contractors to abate the remaining fire hazards. Approximately 138 notices were sent out to property owners on April, 27<sup>th</sup> 2021, informing them of their obligation to abate their properties of combustible weeds by June 1, 2021. The attached list, Exhibit A, is the lists of properties that were given notice to abate weeds. On June 1st a second assessment of the lots on the list will be made. The Lots that haven’t complied with the abatement notice will be subject to abatement by the district. After June 1<sup>st</sup> The district will form a list of the lots that required abatement for the public hearing June 24<sup>th</sup> 2021.

**FISCAL IMPACT:**

The District will incur the initial costs associated with performing the weed abatement. However, once the abatement occurs, District staff will notice a public hearing for June 24, 2021 Board meeting to initiate the process of placing liens or special assessments on each affected parcel.

**Prepared by:**

\_\_\_\_\_  
Scott Young  
Assistant Fire Chief / Fire Prevention

**Approved by:**

\_\_\_\_\_  
Rob Roberson  
Interim General Manager / Fire Chief

**ATTACHMENTS: Resolution No. 2021-16 and Exhibit A–Property List**

**RESOLUTION NO. 2021-16**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT OVERRULING**  
**OBJECTIONS AND ORDERING THE ABATEMENT OF WEEDS WITHIN**  
**DISTRICT BOUNDARIES**

**WHEREAS**, on April 22nd, 2021 the Board of Directors (“Board”) of the San Miguel Community Services District (“District”) adopted Resolution No. 2021-09 declaring certain weeds located on private properties within District boundaries to be a public nuisance; and

**WHEREAS**, a meeting was held on May 27<sup>th</sup>, 2021 at 7:00 pm at 1150 Mission Street, San Miguel, California 93451 to hear objections and protest the proposed removal of such weeds.

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

1. That the above recitals are true and correct and incorporated herein by this reference.
2. That the District Board held a meeting on May 27<sup>th</sup>, 2021 at 7:00pm at 1150 Mission Street, San Miguel, California 93451 to hear objections to the proposed removal of such weeds, and the hearing was closed with all objections and protests overruled.
3. That the District Fire Chief or his Designee is ordered to abate the nuisance declared by Resolution No. 2021-09 by removing the nuisance weeds and or fuels located on the properties described in Exhibit “A” attached hereto and incorporated herein by this reference. The Fire Chief/ Designee may enter private property to abate the nuisance. Before the Fire Chief/ Designee arrives, any property owner listed in Exhibit “A” may remove such weeds at his/ her own expense.
4. The Fire Chief/ Designee shall keep an account of the cost of abatement in front of or on each separate lot or parcel of land or both, where the work is to be done and shall submit to the District Board an itemized report on June 24<sup>th</sup>, 2021, at the hour of 7:00 pm at 1150 Mission Street, San Miguel, California 93451, which date, time and place of hearing of such report is hereby fixed for the hearing of any objections of any of the property owners liable to be assessed for the costs and expenses of such abatement. The Fire Chief/ Designee shall post a true and correct copy of said report on or near the District Board’s chambers for at least three (3) days prior to its submission to the Board, with a notice of the time and place the report will be submitted to the District Board for confirmation.

(Continued on next page)

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing Resolution is hereby passed and adopted this 27<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Ashley Sangster, President  
Board of Directors

**ATTEST:**

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

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Douglas L. White, General Council

*	Original #	APN	Number	Street		LEGAL	ACRES	ZIP	COMMUNITY
1	89	021-071-010	01833	MISSION	ST	TN SAN MIG BL 52 LTS 11 & 12	0.14	93451	SMIG
2	88	021-071-016	01865	MISSION	ST	TN SAN MIG BL 52 LTS 5 & 6	0.14	93451	SMIG
3	87	021-071-017	01875	MISSION	ST	TN SAN MIG BL 52 LTS 3 & 4	0.13	93451	SMIG
4	80	021-112-002	00000	16TH	ST	TN SAN MIGUEL BL 67 & PTN ABD RD	1.1	93451	SMIG
5	79	021-122-006	01540	K	ST	TN SAN MIGUEL BL 36 LT 25	0.09	93451	SMIG
6	78	021-122-007	01540	K	ST	TN SAN MIGUEL BL 36 LT 24	0.1	93451	SMIG
7	70	021-131-020	00349	15TH	ST	TN SAN MIGUEL BL 55 LTS 17 & 18	0.2	93451	SMIG
8	49	021-211-002	01352	L	ST	TN SAN MIGUEL PTN BL 57	0.66	93451	SMIG
9	108	021-221-017	301	13th	st	TN SAN MIG BL 57 PTN LTS 17 TO 21	4.85	93451	SMIG
10	101	021-231-005	00590	14TH	ST	TN SAN MIGUEL T25S R12E PTN SEC 16	0.66	93451	SMIG
11	102	021-231-024	01222	N	ST	TN SAN MIGUEL BL 73 PTN LTS 10 TO 14	0.48	93451	SMIG
12	105	021-231-028	00000	12TH	ST	TN SAN MIGUEL BL 73 PTN LTS 15 & 16	0.03	93451	SMIG
13	104	021-231-032	00000	N	ST	TN SAN MIGUEL BL 73 PTN LTS 15,16 & PTN ABD RD	0.04	93451	SMIG
14	106	021-231-033	00000	12TH	ST	PTN ABD RD	0.01	93451	SMIG
15	107	021-231-038	00549	12TH	ST	TN SAN MIGUEL PM 44/77 PAR B	0.17	93451	SMIG
16	103	021-231-041	00000	N	ST	TN SAN MIGUEL BL 73 PTN LTS 10 THRU 14	0.3	93451	SMIG
17	111	021-241-008	00000	11TH	ST	T25S R12E PTN SEC 16	0.48	93451	SMIG
18	30	021-272-025	01109	L	ST	TN SAN MIGUEL BL 32 LTS 15 & 16	0.18	93451	SMIG
19	27	021-281-013	01125	MISSION	ST	TN SAN MIGUEL BL 59 LOTS 11 TO 14	0.37	93451	SMIG
20	26	021-281-014	01111	MISSION	ST	TN SAN MIGUEL BL 59 LOTS 15 & 16	0.17	93451	SMIG
21	28	021-281-020	01148	L	ST	TN SAN MIGUEL BL 59 LTS 22 TO 24	0.29	93451	SMIG
22	20	021-301-004	00000	K	ST	TN SAN MIG BL 28 PTN LTS 7 TO 16	0.08	93451	SMIG
23	87	021-301-006	01099	K	ST	TN SAN MIG BL 28 PTN LTS 1 TO 6 & ABA ST	0.63	93451	SMIG
24	18	021-302-010	00000			TN SAN MIGUEL BL 31 LTS 10 TO 12	0.3	93451	SMIG
25	23	021-311-004	00301	10TH	ST	TN SAN MIGUEL BL 60 PTN LTS 17 TO 21	0.14	93451	SMIG
26	25	021-311-010	00310	11TH	ST	TN SAN MIGUEL BL 60 LTS 30 TO 32	0.3	93451	SMIG
27	11	021-322-015	00939	L	ST	TN SAN MIGUEL MCD ADD BL 30 LTS 12,13& N 1/2 LT 14	0.29	93451	SMIG
28	5	021-323-004	00252	9TH	ST	TN SAN MIGUEL T25S R12E PTN SEC 20	0.68	93451	SMIG
29	6	021-323-006	00899	L	ST	TN SAN MIGUEL MCD ADD BL 77 PTN LTS 1 TO 4	0.24	93451	SMIG
30	9	021-331-011	00320	9TH	ST	TN SAN MIG MCD ADD BL 61 LTS 17 & 18	0.19	93451	SMIG
31	14	021-331-034	00968	L	ST	TN SAN MIGUEL MC D ADD BL 61 LTS 23 THUR 24	0.19	93451	SMIG
32	8	021-341-008	00899	MISSION		TN SAN MIG MCD ADD BL 76 LTS 1 & 2	0.18	93451	SMIG
33	4	021-352-001	00795	SLO MONTEREY	RD	T25S R12E PTN SEC 20	4.85	93451	SMIG
34	113	021-361-010	00926	SOKA	WY	TR 2527 LT 60	10.38	93451	SMIG
35	3	021-371-002	00777	MONTEREY	RD	T25S R12E SEC 20 PTN	1.72	93451	SMIG
36	2	021-371-003	00000	MONTEREY	RD	T25S R12E PTN SEC 20	0.23	93451	SMIG
37	123	027-251-017	00000	MAGDALENA	DR	SAN LAWR TER PTN LTS 41 & 42	26.31	93451	SMIG
38	116	027-272-001	13060	RIVER BLUFFS	LN	TR 2647 LT 1	1.83	93451	SMIG
39	115	027-272-002	13075	RIVER BLUFFS	LN	TR 2647 LT 2	1.69	93451	SMIG
40	114	027-272-003	13095	RIVER BLUFFS	LN	TR 2647 LT 3	1.02	93451	SMIG
41	117	027-272-008	13040	RIVER BLUFFS	LN	TR 2647 LT 8	1.01	93451	SMIG



## San Miguel Community Services District Board of Directors Staff Report

May 27, 2021

AGENDA ITEM: XI-5

**SUBJECT: Fire Department Temporary Housing Unit Continuation.**

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**RECOMMENDATION: Continue with the process required to provide a Temporary Fire Department Staffing Housing Unit including space for a Sheriff's Beat Station.**

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### **Background:**

The San Miguel Fire Department currently shares space with the CSD Staff and is beyond workspace capacity. Additionally, the Fire Department currently lacks the ability to provide accommodations for Department Members to provide 24-hour District coverage when required. The project shall include a "Sheriff's Beat Station" within the temporary housing unit.

### **Follow-up:**

A Pre-application Meeting was held on May 5, 2021, at 9:00 AM with County Planning Staff to discuss the project. Attendees included County Planning and Building Department Staff. County Public Works Staff did not attend the meeting, for reasons unknown. A phone meeting is pending with County Environmental Health.

No objections were raised by County Staff regarding the proposed project or its intended use. Comparisons to the recent, similar, Cal Fire Temporary Housing Project are being reviewed by County Staff.

San Miguel Fire Staff is awaiting permit application checklist information to be forwarded by County Staff.

### **STAFF RECOMMENDATION:**

Continue with the bidding process for the procurement and installation of a double-wide mobile home, including the required permit documents.

### **FISCAL IMPACT:**

Current financial impact is limited to Staff time relating to project documentation required for the County permitting process, and the bidding process. A Pre-application Meeting Fee of \$500.00 was waived by the County Building Department. Additional fees of \$725.00 were waived by the County Department of Environmental Health, and the Department of Public Works, with the assistants of Supervisor Peschong's Staff.

**PREPARED BY: Scott Young**

**APPROVED BY: Rob Roberson**





## San Miguel Community Services District

### Board of Directors Staff Report

May 27<sup>th</sup> 2021

**AGENDA ITEM: XI-6**

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

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

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#### **CURRENT STATUS:**

##### *WWTF*

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

**COMPLIANCE** – Based on the 1<sup>st</sup> quarter 2021 testing the plant is out of compliance for a single sample and is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride

**FLOW** – In *April* the plant averaged 150,036 gallons per day (75% of hydraulic design capacity) with a max day of 178,061 gallons (89% of hydraulic design capacity)

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

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

- August 2018 WWTP Expansion engineering report.
- November 2018 DE presented options to the Board and discussed the engineering study and alternatives.
- December 2018 DOU and Engineer from Monsoon Consultants toured SBR and MBR plants and talked to operators about process benefits and issues.
- January 2019 the DE delivered the Final engineering report to the Board at the regular Board Meeting and the Board subsequently approved the report.

- January 2019 the District submitted the Final Engineering Report to the CCWQCB for their review and comment.
- February 2019 DE and Director of Utilities met with CCWQCB staff to discuss the engineering report and future project phases, requirements, funding, permitting, and schedules.
- February 2019 the District submitted the Final Engineering Report to PG&E for their review in advance of a meeting to discuss future WWTF electrical service requirements and the potential for technical/financial assistance for the WWTF expansion/renovation.
  - The District also applied for a service change to PG&E to begin the process of determining the extent of improvements needed to service the new power requirements.
- February 2019 the District applied to SoCal Gas for service and is in the process of determining costs to bring gas to the plant.
- August 2019 DE and DOU toured manufacturing plant and installations MBR package plants
- October 2019 the Board approved a contract with Monsoon Consultants to prepare the construction plans for the WWTF expansion
- November 2019 District received an agreement for a \$250,000 planning grant for the WWTF expansion.
- March 2020 RFP was released for an environmental consultant for the WWTF
- April 2020 Submitted Preliminary Engineering Report to USDA for review for Grant/ Loan funding. Comments were received back from the USDA which are being addressed by the DE
- April 23, 2020, the Board approved DUDEK proposal to perform environmental consultation for the District in relation to the WWTF and Recycled Water distribution system (purple pipe)
- May 2020 the District received the signed agreement back for the planning grant and submitted the initial invoice for reimbursement.
- June 2020 DE completed an analysis of the flooding risk to the WWTF site from Salinas River flood flows. The results of the study will be incorporated into the final design.
- June 2020 the DE completed the revisions of the USDA Preliminary Engineering Report (PER) and will resubmit to the USDA for funding consideration.
- On September 25, 2020, The Central Coast Regional Water Quality Control Board approved and adopted General Waste Discharge Requirements (Order No. R3-2020-0020) for Discharges from Domestic Wastewater Systems with Flows >100,000 GPD. The District WWTP, including the planned expansion/renovation, will be subject to the requirements in this order.
- November 2020 the DE submitted the FINAL USDA Preliminary Engineering Report (PER) to the USDA and Waterboard for review.
- January 2021 the DE submitted an application to the California Department of Water Resources for the amount of \$5,000,000 to obtain a grant under the 2019 Sustainable Groundwater Management (SGM) Grant Program Implementation – Round 1 for the upgrade and expansion of the District’s Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system (or a component thereof).
- February 2021 Dudek submitted the initial DRAFT of the CEQA / NEPA Initial Study and Mitigated Negative Declaration to the District for review and comment.

- April 22, 2021 the Board of Directors authorized the District to advertise a Request for Proposals (RFP) from qualified vendors to provide, install, test & adjust, start-up, and provide operator training of a pre-engineered package membrane bioreactor (MBR) municipal wastewater treatment system which will be a critical component of the upgrade and expansion of the DISTRICT's Machado Wastewater Treatment Facility (WWTF).
- May 6, 2021 the District submitted a revised version of the Preliminary Engineering Report (PER) to the USDA for their review.
- May 17, 2021 Dudek submitted the Phase 1 Archeological Survey Report to the District for staff review and comment.
- May 19, 2021 a Pre-Proposal meeting was held to inform qualified vendors about the District's requirements for the pre-engineered package membrane bioreactor (MBR) municipal wastewater treatment system and solicit input and answer questions.

#### TEMPORARY OFFICE TRAILER

- The temporary office trailer has been renovated and is now in service at the Machado WWTP. The Director of Utilities has relocated offices to this facility.

#### *AERATOR PROJECT*

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

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

The aeration project is being modified as part of the overall expansion of the WWTF. It is possible that the original project will be scrapped in favor of other assistance available from PG&E.

#### *FUNDS EXPENDED*

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant FY2016-17)
- Planning - \$177,740 (Reimbursed through the IRWM DAC Grant)
- Engineering / Environmental - \$140,684 (Reimbursable through the DWR CWSRF Grant)

#### *GRANT FUNDING*

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.
- State Revolving Fund (CWSRF) -- \$250,000 for project design, engineering, and environmental studies – The District received the agreement for this grant in November 2019. The grant is retroactive to 2017. As of March 31, 2020, a total of \$140,684 has been expended.

Applied for/ to

- The District submitted applications to SLO County for the 2020 and 2021 funding cycles for CDBG funds to help pay for construction. No CDBG funds were awarded to the District in either cycle.
- Preparing to apply to DWR and USDA
- Held pre-application meeting with USDA to start application process 1/10/2020
- Met with Cayucos Sanitary District to discuss how they are financing their Wastewater treatment plant currently under construction
- Discussed additional funding with the Department of Financial Assistance at the state about construction financing.
- Submitted a Pre-Application to DWR for \$14.5M in funding through the Small Community Funding Program on May 5, 2020.
- Submitted an application to the California Department of Water Resources for the amount of \$5,000,000 to obtain a grant under the 2019 Sustainable Groundwater Management (SGM) Grant Program Implementation – Round 1 for the upgrade and expansion of the District’s Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system (or a component thereof) in January 2021.

#### **NEXT STEPS:**

##### *WWTF*

Based on discussions with the DE, we have initiated the final design phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled completion of the final design and the preparation of the Construction / Bidding Documents by end of June 2021. On April 23, 2020, the Board awarded a contract to Dudek for Environmental Studies as required for CEQA/NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the third quarter of 2021, with the goal of having financing in place to advertise and award a construction project in 4<sup>th</sup> Quarter 2021.

Although the District staff are aggressively researching and applying for grant funding opportunities, it is likely that, in order to meet our deadline, the District may need to pay out of pocket for some of the construction design work.

##### *AERATOR PROJECT*

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

**COUNT DOWN CLOCK**

**Notice issued – June 2018    Deadline given – March 2021 (2.9 years)**

**Time remaining— -2 months (We have met with the Waterboard to discuss the project progress and schedule.)**

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**FISCAL IMPACT**

No impact resulting from this information.

**RECOMMENDATION**

This item is for information and discussion only.

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

PREPARED BY:

*Kelly Dodds*

Kelly Dodds, Director of Utilities

*Blaine Reely*

Blaine Reely, Monsoon Consultants