



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director

Joseph Parent, Vice President
Gib Buckman, Director

Ashley Sangster, Director

THURSDAY, MARCH 22, 2018 6:30 P.M. closed session 7:00 P.M. opened session BOARD OF DIRECTORS SPECIAL MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

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

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

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

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

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

- I. Call to Order: 6:30 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**
- IV. Approval of Special Meeting Agenda**

- V. ADJOURN TO CLOSED SESSION: Time:_____**

A. CLOSED SESSION AGENDA:

- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation** Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
- 2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Pursuant to Government Code Section 54956.8
Properties: 021-051-017 and 021-051-016.
Agency negotiator: (Blaine T. Reely, PhD,PE/Monsoon Consultants, SMCSD Interim General Manager Rob Roberson, and Director of Utilities Kelly Dodds)
Property Negotiator: San Miguel Ranch, LLC.
Under negotiation: Purchase price & terms of payment.
- 3. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
District Representatives: District General Counsel, Director Kalvans, and Director Green.
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit
- 4. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 : (1 case)

- VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM**
 - 1. Report out of closed session by District General Counsel

VII. Public Comment and Communications:

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

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

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | | |
|----|---|-----------|
| 1. | San Luis Obispo County Sheriff (Commander K.Scott) | No Report |
| 2. | San Luis Obispo County Board of Supervisors | No Report |
| 3. | San Luis Obispo County Planning and/or Public Works | No Report |
| 4. | San Miguel Area Advisory Council | No Report |
| 5. | Camp Roberts—Army National Guard (LTC Kevin Bender) | No Report |

District Staff & Committee Reports:

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

X. CONSENT CALENDAR:

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

1. Review and Approve Board Meeting Minutes
 - a) 2-22-18 Special Meeting Minutes

XI. BOARD ACTION ITEMS:

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

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

M_____ S_____ V_____

2. Review dates and times of public informational meetings regarding the proposed rate increases for water and wastewater.

RECOMMENDATION: Review dates and times of public informational meetings regarding the proposed rate increases for water and wastewater.

3. Review and approve **Resolution 2018-08** authorizing the Director of Utilities to enter into a contract with Monsoon Consulting to provide plans and specifications for the removal and replacement of the deteriorating access road to the SM Reservoir in an amount not to exceed \$7,500. Also authorize Monsoon Consulting to secure a surveyor for this project at a cost not to exceed \$4,500. Total amount to be authorized from water capital reserve \$12,000, to be transferred to professional services engineering (50-326)

RECOMMENDATION: Approve **Resolution 2018-08** authorizing the Director of Utilities to enter into a contract with Monsoon Consulting to provide plans and specifications for the removal and replacement of the deteriorating access road to the SM Reservoir in an amount not to exceed \$7,500. Also authorize Monsoon Consulting to secure a surveyor for this project at a cost not to exceed \$4,500. Total amount to be authorized from water capital reserve \$12,000, to be transferred to professional services engineering (50-326)

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

M _____ S _____ V _____

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 4-26-2018 Time: _____

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on March 16, 2018

Date: March 16, 2018

Tamara Parent Approved 3-16-2018

Tamara Parent, Board Clerk/ Accounts Manager

Rob Roberson Approved 3-16-2018

Rob Roberson, Fire Chief/Interim General Manager

John Green Approved 3-16-2018

Approved by: President Green



MONSOON CONSULTANTS

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

SAN MIGUEL COMMUNITY SERVICES DISTRICT

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

BOARD OF DIRECTORS

John Green, President
Larry Reuck, Vice President
Anthony Kalvans
Gib Buckman
Joseph Parent

Re: DISTRICT ENGINEER REPORT - MARCH 2018

Gentlemen:

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

OVERVIEW

The District produced approximately 6.8 MGAL (9,077 CCF) of water during the month of February 2018. This represents a decrease of approximately 20% from the prior month. During the month, the DE coordinated the design and preparation of plans & technical specifications for the San Lawrence Terrace Waterline Replacement Project and initiated work on the SSMP Audit & Plan Update. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

MEETING PARTICIPATION

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

1. March 1, 2018: The DE and the Director of Utilities attended a meeting with the SLO County Energy Programs group, their consultant, WSC, and PG&E during which the status of the WWTP Aeration Upgrade Project was presented. As part of the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational

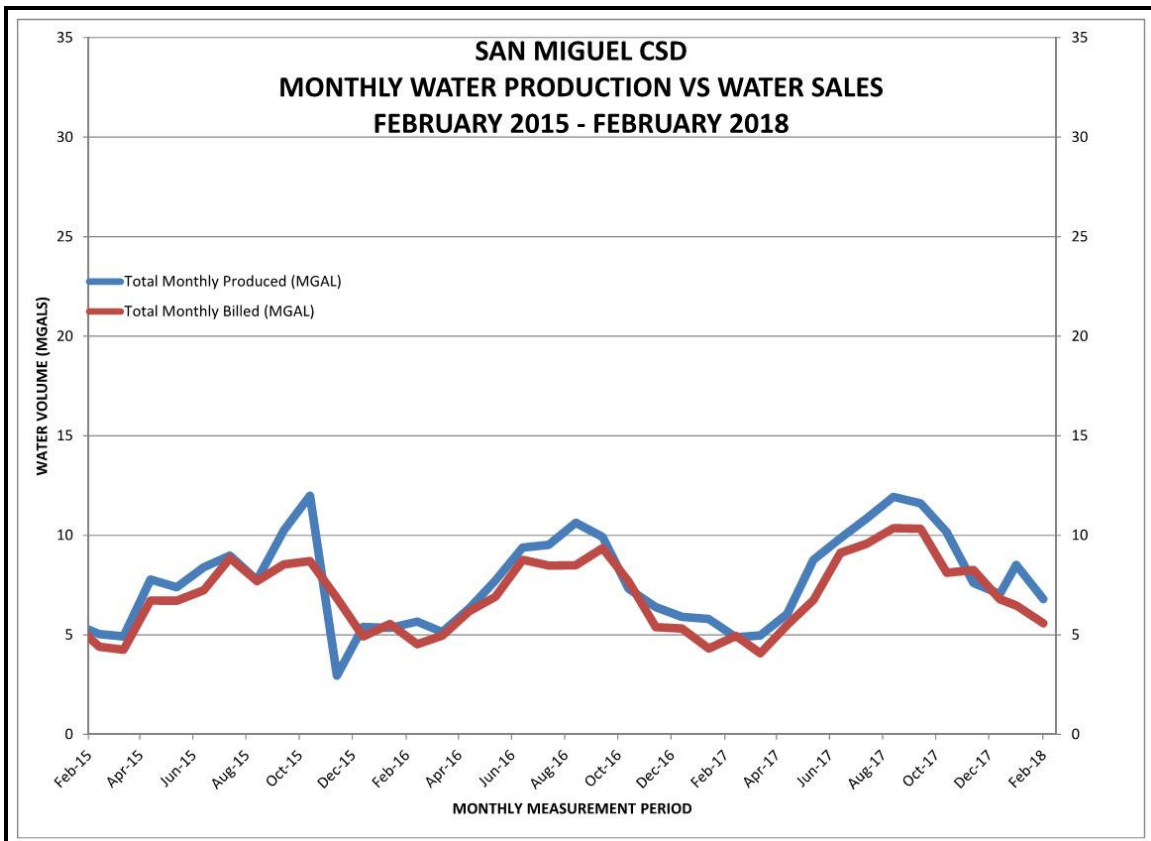
CIVIL ENGINEERING / HYDROLOGY

costs, and compatibility with the existing WWTP. After review, the District provided feedback and the county is now proceeding with project completion.

2. March 6, 2018: The DE attended the SLO County Board of Supervisors (BOS) Special Meeting in during which the BOS discussed the transfer of responsibility for a portion of the counties GSA to the newly formed Estrella-Pomar-Creston (EPC) GSA. After extensive input by the public and debate between the BOS, the BOS voted to not transfer the requested area to the EPC GSA.
3. March 7, 2018: Director Parent and the DE attended a meeting of the Cooperative Committee for the Paso Robles Groundwater Basin. During the meeting, the Cooperative Committee awarded a professional services contract to the Hydrometrics consultant team to prepare the Groundwater Sustainability Plan (GSP) for the Paso Robles Groundwater Basin.
4. March 9, 2018: The DE attended the SMCS D Board Special Meeting in which the Water / Sewer Rate Study and potential Prop 218 process to increase rates was discussed.

WATER PRODUCTION HISTORY

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



CAPITAL IMPROVEMENT PROGRAM

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

1. San Lawrence Terrace Arsenic Blending Pipeline & Tank Improvements: The contractor (Whitaker Construction Group, Inc.) has completed all work on the project and is in the process of preparing the final invoice and project close-out documentation.
2. WWTP Aeration System Upgrade: Under the terms of an agreement between the District and the County, their consultant is nearing the completion of a study to evaluate design alternatives for improvements to the WWTP aeration system. As part of the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational costs, and compatibility with the existing WWTP. The District has received the preliminary report and provided feedback. The County is now proceeding with finalizing the report which will include final recommendations for the WWTP Aeration System retrofitting. The engineering phase of this project has been completed at no cost to the District. If the District elects to move forward with the recommendations, the cost of the improvements will be paid for through future energy cost savings.
3. Wastewater Treatment Plant Renovation / Upgrade: We have been notified that the District will be the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Update and Recharge Basin Study. We're still a few months or more from being able to invoice for reimbursement funds; however, we can request reimbursement for work performed within the scope back to January 22, 2016. Because of the DAC status, no matching funds are required.
4. Wastewater Treatment Plant Renovation / Upgrade: We have submitted a grant application to the DWR for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. We have been assigned a project manager at the DWR and the DWR has reviewed our submittal and found it to be complete with the exception of the 2016 – 2017 audited financials. These will be submitted as soon as they are available.
5. SLT 6-inch A.C. Waterline Replacement: A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. The DE has prepared Engineering Plans & Specifications to allow the District to solicit bids from qualified contractors to replace the existing waterline between Oak Drive and the SLT Water Tank. The preparation of easement documents are currently being prepared The DE anticipates that the bidding documents will be ready for board approval at the April 2018 regular District meeting.
6. Sanitary Sewer Management Plan Audit & Update: The Board directed the DE to to prepare a required audit and update the District's Sanitary Sewer Management Plan (SSMP). This work is currently in progress and we anticipate that the Audit and Plan Update will be available for District staff and Board review at the April 2018 Board meeting.

DEVELOPMENT

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

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The contractor continues the installation of the underground utilities. The the sanitary sewer

collection system and the water distribution system have been installed. The sewage lift station is installed. Dry utilities are currently being installed, in advance of final grading operations.

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

GROUNDWATER SUSTAINABILITY AGENCY

On March 7th, Director Parent and the DE attended a meeting of the Paso Robles Groundwater Basin GSA Cooperative Committee. Members of the Cooperative Committee were briefed regarding the status of the DWR GSP grant funding award and awarded a contract to the Hydrometrics team for the preparation of the basin-wide GSP.

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

March 15, 2018
Date

SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# IX.9

UTILITY REPORT 2-13-18 Thru 3-16-2018

Well Status:

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

State Water Resources Control Board (SWRCB):

- .

Water System status:

Water leaks this month:0 This year: 1 Total last year: 1

Water related calls through the alarm company after hours this month: 0 this Year: 1

- On 1-8-18 we were notified of homes without water on the San Lawrence Terrace. This outage was due to a complete failure of the main line between Oak Drive and the SLT Tank. The line was isolated and water restored to the homes in the area. The line and tank remain out of service pending a determination of how to address the break long term.

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

WWTP status:

- Due to an issue with power at the WWTP we experienced a high number of failures at the plant. In order to correct part of the problem starters for the lift pumps had to be replaced. We are working with PG&E to correct the problems.
- An issue was raised on 1/8/18 that the WWTP lights need to be adjusted as they are visible from Homes on Mission street. We will be adjusting them to minimize the impact on the homes on Mission street and still maintain necessary light at the plant once a lift is available to reach them.

Lighting status:

- Some street lights that were installed as part of recent tracts were not added to our billing, we have corrected that with PGE
- Our PG&E representative was contacted on 2/9 and 3/7 regarding a light that is off at 11th and N St. Still waiting on a reply and time frame for turning that light on.

Project status:

- Continuing raising valves and manholes around town.

- SLT Blending line is Complete Staff is working on finalizing the required paperwork to submit for reimbursement from the County and HUD

Well 3 Pump and Motor replacement

- Well 3 pump and motor were replaced by Aqua Engineering 2/22/18. After testing was complete 2/28/18 and the well was placed back in service we are produce on average 500 GPM. This is a 230 GPM gain over the last pump. This increase pumping capacity will help meet our daily water demand and reduce pumping hours.
- Project cost - \$35,498.86
- Resolutions - 2017-56, 2018-06
- Status - COMPLETE

WWTP Aerator Upgrade

- On 2/9/18 Blaine and I met SLOCO Energy Watch, PG&E and Representatives for an update on the status of the analysis, viable options, and future steps. Potentially be bringing something to the board in May or June 2018

SCADA:

- Recently TESCO made some updates to our software to cut down and track nuisance communication fails that we had been experiencing.

Solid Waste:

- A trash enclosure at 14th and Mission was found damaged. A replacement has been ordered and will be installed once it arrives.

SLO County in San Miguel:

- .

Caltrans in San Miguel:

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

Rain in San Miguel:

1-8/9-18 2"
2/28-3/4 1.5"

PREPARED BY:

Kelly Dodds

Kelly Dodds

Director of Utilities

Date: March 16th, 2018



San Miguel Community Services District Board of Directors Meeting

Staff Report

March 22th, 2018

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for February 2018

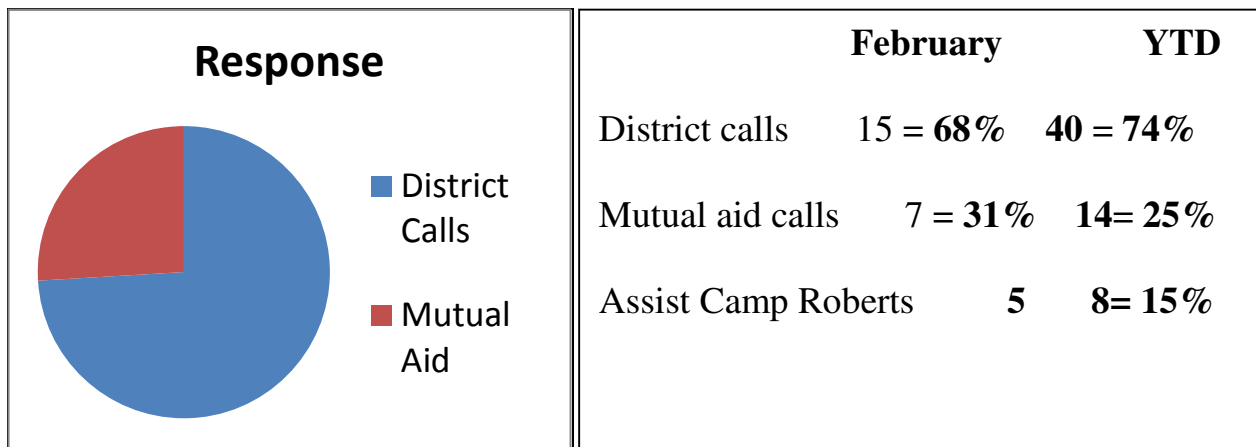
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for February 2018 **22**
- Average Calls for per Month in 2018 **29.5**
- Total calls for the year to date **54**

Emergency Response Man Hours in Feb = 59 2018	total	153
Stand-By Man Hours for Feb = 29		58
	Total hr.	211

Emergency Response Man Hours = 2.7 hr. Per call for Feb		2.8 hr. Per call for the year
Stand-By Average per Call = 1.3 hr. Per call for, Feb		1.1 hr. Per call for the year



Activities:

February

<u>Date</u>	<u>Subject Matter</u>
6	SCBA / Air Aware / Fit Test
13	Pump Operations
20	Annual Physical Agility, SCBA / Fit Test
27	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
18	BUZZ run at Camp BOB	All Day

March

<u>Date</u>	<u>Subject Matter</u>
6	Hose Loads and Pulls, Small and Large Lines
13	Auto Extrication/ Patient Removal
20	Vehicle Fires Attack
27	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
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Information:

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

IX-10

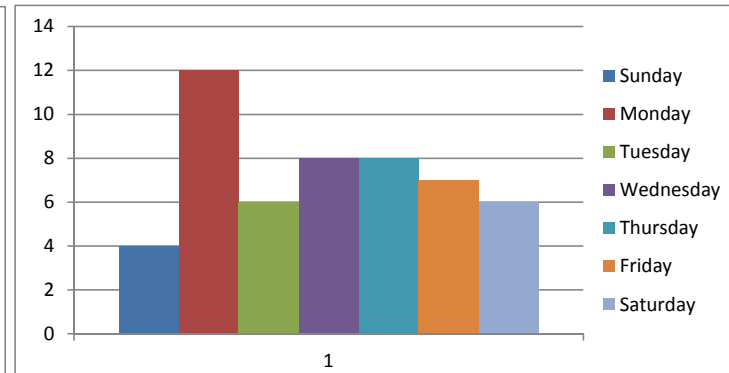
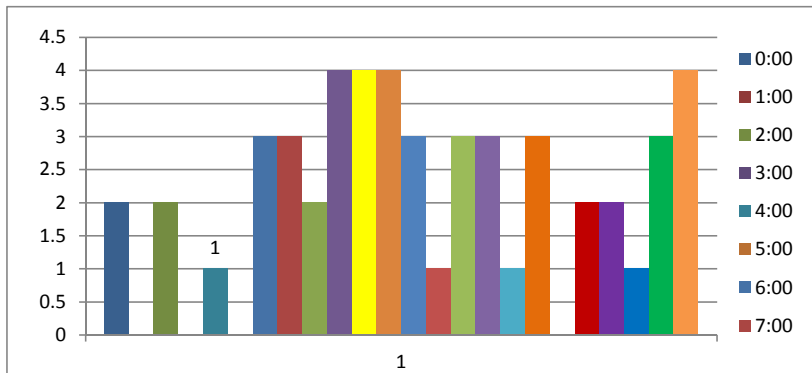
	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL			
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid		
Structure Fires	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	
Veg. Fires	0	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
Vehicle Fires	0	0	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	1
Misc. Fires	1	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	2	0
Illegal Burning	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	0
Vehicle Accidents	0	1	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	2
False Alarms	2	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	2	0
Hazardous Condition	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Hazardous Materials	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	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	0
Pub.Svc.Asst.	0	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	1	0
Medical Aids	21	4	8	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29	7
Call TOTALS	25	7	15	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	14
	32		22		0		0		0		0		0		0		0		0		0		0		0		54	
<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	0
Mutual Aid SLO/Mon.	7	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	
Camp Bob Asst.	3		5		0		0		0		0		0		0		0		0		0		0		0		8	
Average Calls Per	<i>Month</i>	29.5	<i>Day</i>	1	<i>SLO Co. MA</i>				14	<i>Montrey Co. MA</i>				0	<i>CPR TOTAL</i>				0									

Call per time of day and day of the week 2018

	After Hours					CSD Work Hours										Off Hours										
	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	Total	
Sunday							1												2			1			4	10%
Monday	1		1							2	2		1					1			1	1		2	12	20%
Tuesday				1		1	1	1				1				1									6	16%
Wednesday										1	1	1	1				1				1				8	14%
Thursday			1				1	1	1			1		1	1									1	8	12%
Friday						1					1	1				2							1	1	7	16%
Saturday	1					1						1						2					1		6	12%
Hour Total	2	0	2	0	1	0	3	3	2	4	4	4	3	1	3	3	1	3	0	2	2	1	3	4	51	
	1%	3%	2%	1%	0%	2%	2%	4%	3%	5%	6%	3%	2%	9%	4%	10%	6%	6%	4%	8%	3%	4%	2%	2%		

Total calls during CSD Work Hours	25	38%
Total calls during Off time and weekends	26	62%
After Hours calls 22:00 to 06:00	12	16%
Total Weekend Calls	10	22%
Total Calls Monday thru Friday	41	77%

8am to 8pm 32



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
FEBRUARY 22, 2018 REGULAR MEETING MINUTES

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

- I. Meeting Called to Order by President Green – 6:00 p.m.
- II. Pledge of Allegiance lead by Director Parent.
- III. **Roll Call:** Directors Present: Green, Parent, Buckman, Kalvans (10 min late), Sangster.

District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel White, Seikaly and Schweikert

- IV. **Adoption of Special Meeting Agenda:**
Motion by Director Buckman to adopt Regular Meeting Agenda.

Seconded by Director Sangster Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT

- V. **ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:04 p.m.

A. CLOSED SESSION AGENDA:

- 1. **CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**
Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
- 2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code section 54957(b)(1)
Title: General Counsel (Summary will be emailed to ChurchwellWhite)
- 3. **PUBLIC EMPLOYEE APPOINTMENT**
Pursuant to Government Code section 54957(b)(1) Title: General Manager
- 4. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:(1 case)

5. CONFERENCE WITH LABOR NEGOTIATORS (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)

District Representatives: District General Counsel, Director Kalvans, and Director Green.
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:00 P.M.
Report out of Closed Session by District General Counsel: Nothing to report.

VII. Public Comment and Communications for matters not on the Agenda:
No public comment.

VIII. Special Presentations/Public Hearings/Other: None

IX. STAFF & COMMITTEE REPORTS:

1. **San Luis Obispo County Sheriff:** Commander K.Scott provided an update on SLO County Sherriff response to calls within the District. 205 calls for service last month.
2. San Luis Obispo County Board of Supervisors No Report
3. San Luis Obispo County Planning and/or Public Works No Report
4. San Miguel Area Advisory Council No Report
5. Camp Roberts—Army National Guard (LTC Kevin Bender) No Report
6. **Interim General Manager:** Interim General Manager/Fire Chief Rob Roberson, gave a verbal report updating the Board of Directors on projects that the District Bookkeeper has been working on including information that the Directors had asked for explaining that the two CD's the District has currently one with Allied Bank for 70k matures on 2/19 at a rate of 1.45% fixed and the other is with Goldman Sack 65k that matures on 2/20 at a rate of 1.7% fixed. The Directors asked District Staff to consider Golden One Credit Union and SESLOC, staff made contact and it was explained that they do not work with public agencies because they are a non-profit with members. Interim General Manager/Fire Chief Rob Roberson also informed the Board that he would like to close Robobank that was opened as a Capital Projects Account and move it back to Pacific Premier. He also had an update on SDRMA notification that due to the catastrophic California Fires in 2017 there will be a 6% rate increase for property general liability and auto insurance. Rob Roberson informed the Directors that most of the riverbed by 15th and Rio Vista has been cleaned up. Chief Roberson, thanked the Fire Prevention Officer Jason Taylor, Fire Captain Kevin Byrne, Firefighter Ward Roney, Firefighter Nathan Taylor, San Miguel C.S.D employee's Kelly Dodds, Phil Tuson, Mike Sobotka, San Miguel Garbage, and County Board Supervisor John Peschong for all their support and help with the Riverbed Clean-up.
Board Comments: Director Green and Kalvans asked about using the Vehicle replacement account money to pay part of the recently purchased Fire and Utilities Vehicles. Staff explained that we are in an Audit reconciliation and can't move anything yet. Discussion ensued.
Public Comments: None
7. **District General Counsel:** Presented by Counsel White. ChurchwellWhite, LLC. has nothing new to report.

Board Comments: None

Public Comments: None

8. **District Engineer:** Written report submitted as is. Blaine Reely asked for any questions.
Board Comments: Director Buckman asked if Blaine would be interested in helping with the Steinbeck water litigation? Blaine Reely, District Engineer, explained that he could take a look.
Public Comments: None
9. **Director of Utilities: Board Comments:** Written report submitted as is, and also updated the Directors that the Well Pump at Well #3 is being put in today and will be up and running very soon.
Board Comment: Director Parent asked about the Aerator replacement at the sewer treatment facility, and was informed that Director of Utilities Kelly Dodds has a meeting scheduled with PG&E and the energy watch in the next few weeks and it is still in process. Director Kalvans asked Director of Utilities Kelly Dodds why he did not have a section in his report about solid waste, and will direct his question about solid waste in board comment. Director Kalvans also asked about the street light that is out on 11th & N, and asked why that had not been taken care of. Director of Utilities Kelly Dodds explained that he has been in contact with PG&E and apparently the light is not on anyone's bill therefore will need to be, to get fixed and he is working with PG&E to get this light on the Districts bill. Question about other locations for new streetlight was asked and is still in the works, and it was explained that Mr. Dodds is working in it but has a large work load.
 Director Green asked about SLOCOG, and Board Clerk explained that she had sent out an email and is waiting back.
Public Comments: None
10. **Fire Chief:** Fire Chief Rob Roberson, updates the Directors by pointing out that the Fire Department responded to 32 calls in January. Camp Roberts has 18k troops and expects the calls to stay up. Newly purchased SCBA have been fitted and tested, and will be put into service soon.
Board Comments: None
Public Comment: None

X. CONSENT ITEMS:

Motion by Director Parent to approve all consent items.

Seconded by Director Kalvans. Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT.

XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for January 2018.**
 Item presented by Interim General Manager Rob Roberson and Bookkeeper Paola Freeman, explaining that this item is in the action items for discussion. District Bookkeeper Paola Freeman, updated the Directors that she is working with the IRS and they are working on getting the 15k back, and will update the Directors when that comes in. Bookkeeper

Paola asked the Directors if they had noticed the increase in expense last month, explaining that the emergency fixes are very expensive.

Board Comments: Director Parent asked about the percentage and some are up over 100% and would like explanation on how to read the expenditures report and what the asterisks mean on the expense report. Bookkeeper, Paola Freeman explained that the key is on the top of the first page and the asterisks mean that the line item is over budget for that Fiscal Year. Discussion ensued about Administration fund and fazing it out.

Public Comments: None

Motion by Director Kalvans to Receive and File the Enumeration of Financial Report for December 2017

Seconded by Director Parent. Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT.

2. Review and consideration of Resolution 2018-11 establishing the dates to sell “Safe and Sane” fireworks, and the application period for the 2018 calendar year.

Item presented by Interim General Manager/Fire Chief Rob Roberson, explaining that Fireworks can be sold from noon June 29, 2018 through midnight July 4, 2018.

Board Comment: None

Public Comment: None

Motion by Director Sangster to approve Resolution 2018-11 establishing the dates to sell “Safe and Sane” fireworks, and the application period for the 2018 calendar year.

Seconded by Director Parent. Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT.

3. Discussion and consideration adopting Resolution No 2018-10 establishing the calendar year 2018 fireworks fees.

Item presented by Interim General Manager/Fire Chief Rob Roberson explaining that staff is recommending keeping fees at \$100.0 per day of allowable sales. A \$600.00 non-refundable permit fee to cover District costs for enforcing and administering the provisions of District Ordinance No. 2013-01. A \$500.00 clean-up fee which may be refunded in whole or in part if the sale location and public areas where fireworks are used that are free of used and spent fireworks and related materials by July 5th, as determined by Fire Chief.

Board Comment: None

Public Comments: None

Motion by Director Sangster to approve Resolution No 2018-10 establishing the calendar year 2018 fireworks fees.

Seconded by Director Buckman. Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT.

- 4. Review and approve Resolution 2018-12 authorizing the Fire Chief to purchase a high-pressure pump system from Micro Droplet Systems for Engine 8668 at a cost not to exceed \$9,950.00 and authorize a budget adjustment from Fire Capital Reserve to 20-460 Fire Equipment in the same amount**

Item presented by Fire chief Rob Roberson, explaining that the Fire Department is looking to improve our ability to respond to and suppress fires with E8668. This will increase the fire suppression ability 7 to 10 times greater than the system can currently do. With the high-pressure system, approximately 1/10 of the water is used to accomplish the same amount of suppression. This makes the unit far more effective in any type of fire attack situation by increasing the suppression capabilities.

Board Comment: Director Sangster, asked if this equipment would require more training? Chief Roberson explained that there will be a little bit of a learning curve to get the correct flow. Director Sangster asked what application this equipment can be used, and it was explained that it can be used in all application and has a foam application. Fire Chief Rob Roberson explained that they are very impressed with this equipment for the amount of water that it uses. Director Sangster asked if the equipment would be permanently attached to this rig and it was explained that 8668 will have all the same equipment and this new equipment will just be added and only uses 1/10th of the water.

Public Comments: None

Motion by Director Buckman to Approve Resolution 2018-12 authorizing the Fire Chief to purchase a high-pressure pump system from Micro Droplet Systems for Engine 8668 at a cost not to exceed \$9,950.00 and authorize a budget adjustment from Fire Capital Reserve to 20-460 Fire Equipment in the same amount

Seconded by Director Parent. Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT.

- 5. Review and approve Resolution 2018-04 amending Interim General Manager Temporary Employment Agreement between the San Miguel Community Service District and Robert Roberson.**

Item presented by President Green, explaining that the discussion was in closed session.

Board Comment: None

Public Comment: None

Motion by Director Sangster to Approve Resolution 2018-04 amending Interim General Manager Temporary Employment Agreement between the San Miguel Community Service District and Robert Roberson.

Seconded by Director Kalvans. Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT.

6. Review and Discuss rate study summary material as provided by Bartle Wells by the Director of Utilities and District Engineer.

Item was presented by Director of Utilities Kelly Dodds, updating the Directors on how Bartle Wells was calculating the new water & wastewater rates. Mr. Dodds explained each slide and asked for questions.

PowerPoint: [https://www.sanmiguelcsd.org Rate Study Power Point 2-22-2018](https://www.sanmiguelcsd.org/Rate%20Study%20Power%20Point%202-22-2018)

Board Comment: Director Sangster asked about budget and if this number was only operations. Mr. Dodds explained that Budget was only operations and tank debit service, and there will be a \$336k deficit next fiscal year.

Director Parent asked about Administration shown on the charts. Director of Utilities Kelly Dodds, explained that Administration on the charts is made up of mostly Attorney fees about 2/3rds. Example given is the Steinbeck lawsuit, explaining that over 100k is having to be budgeted for the next year, and that it attributed to the water fund. Discussion ensued about why the water fund was the only fund being charged for the lawsuit. Director Green and Director Kalvans explained that they had given previous management direction to split it between all CSD funds because it was protecting the whole district. Director of Utilities Kelly Dodds, explained that it is for water rights and should only be attributed to the water fund

Director Kalvans, asked about the repay to the connection fee fund, and how many years this would be spread out. Mr. Dodds explained that the Rate Study was good for five years, and if money was borrowed from other funds the District would have to pay back that fund with interest.

Director Parent asked about treatment in the water fund and what the District would be treating. District Engineer Blaine Reely, explained that it would be radio nuclei (pCi/L), and we are right at the threshold MCL, and we could either go over and have to start treating or the state mandate could go down slightly and we would have to start treating.

Director Green voiced that he thought that was a big assumption that we would have to treat. District Engineer Blaine Reely, explained that the District must look forward and be prepared, and if we don't plan for it the District will be stuck. Director of Utilities Kelly Dodds, reminds the Board of Directors that this is a 5-year rate study and District staff has identified the need for prudential projects within the district and these projects are more reasonable probable to happen then not. Discussion ensued about how the Prop 218 works and that the rates proposed are the maximum.

Director Green asked if there are "toys" worked into these numbers and it was explained that these Capital Projects are based on the Water and Wastewater Master plans that where passed in November 2017, Resolution number 2017-48. The Operation Budget is as minimal as it can get, and doesn't include vehicle or any equipment.

Counsel Schweikert, explained that what the District is attempting to do with the Prop 218 is what the maximum the District would be able to charge, and if the District finds out that

it doesn't need some of these projects, then the District at any time has the option to reduce the rates. With that said if the District wants to raise the rates above what the District gets approved through the Prop 218 process, cannot be done without another 218 Vote.

Director Kalvans asked what percentage of fire utility would be paid for out of the fire fund? Regarding the hydrants, the water system is the water system and the fire has privileges to use the hydrant.

Director Green asked if the Fire Fund is a source of revenue if it come to it? Director of Utilities Kelly Dodds, explained that it would have to be Board action. Counsel Schweikert explains that the Fire would need water to fight fires and the District would have to be able to provide that water, so the District could use fire funds for that it came down to it.

Director Kalvans asked about different pressure zones within the District, and asked if that is something the District should do? It was advised that it could be looked into.

Director Green asked what area Director Kalvans was speaking of? Mr. Dodds explained that it would be the San Lawrence Terrace, and would be a special rate to boost the pressure on the Terrace, but with not very many houses over there and it would be extremely costly.

Director Kalvans asked about the water treatment for the water system and would like a refresher on how much it would have cost to tie into the Nacimiento water project? Director of Utilities Kelly Dodds, explained that he did not recall the exact cost but at this point you would have to buy it from another agency and would have to bring the pipe from Wellsona to San Miguel. District Engineer Blaine Reely, informed the board that the Nacimiento water would have to be treated to more of an extent than well water because it is surface water. Discussion ensued.

Director of Utilities Kelly Dodds informed the Board that the San Lawrence Terrace tank needs to be replace. The access road to the Reservoir Tank needs to be replaced also, because of how old it is.

Discussion ensued about increasing the Connection fees, and having this help offset some of the cost.

Director of Utilities Kelly Dodds, explained to the Board of Directors that only one water line in the District has been replace ever, and that was the waterline running through the park; because we had to. Also, the broken waterline over on the Terrace that had to have an emergency repair is in the process of being replaced.

Director Green asked about the higher and lower capacity rates. Director of Utilities Kelly Dodds explained that it is talking about the Water & Sewer Connection Fees.

Discussion ensued about the Wastewater masterplan and the fees for sewer service.

The Districts Wastewater facility is in need of an expansion. Mr. Dodds again explained that the Administration fund is for legal, accountant and is over 100k that needs to be budgeted and then when over all the Capital projects on the list asking for questions along the way.

Dates need to be set for public outreach and a notice needs to be sent to all property owners.

Public Comment: None

XII. BOARD COMMENT:

Director Kalvans voiced that when doing the comparisons for the water and wastewater study and talking about the poverty level of this community, he noticed that the two communities with a similar poverty rate were not listed on these reports. Shandon and Oceano. Director Kalvans had asked if he was correct that Mr. Dodds was proposing FY 18-19 maximum 175% and raising connection fee. Director Kalvans, was reminded that it is not Mr. Dodds proposing these rates it is the consultant that San Miguel hired for 70k, Bartle Wells.

Director Buckman, asked where did Bartle Wells get their information when our accounting is still not right? Director of Utilities Kelly Dodds, explained that Bartle Wells got the information from accrual billing information, audits and approved budgets to gauge our operational cost, and the actual money spent on operations.

Director Kalvans, asked if there are any programs to help people in extreme poverty, and remembers hearing about a place where they took the late fees and used that in a program to help offset cost for those in extreme poverty. Counsel Schweiker, explained that there is no subsidy that you can give to the poor for the cost of water and sewer, and this is something that does come up with the Prop 218.

Director of Utilities Kelly Dodds, asked to get the consensus of the board to bring back the accrual rates next month to the board and ask for consideration to start the Prop 218 process.

Director Green asked then what was just presented? Director of Utilities Kelly Dodds, explained that the presentation was an average increase, and he would be bringing back a rate schedule.

Director Green voiced that he would like to have a special meeting. Director Kalvans agreed.

March 8th, 2018 was discussed and set.

Director Kalvans asked that it be at the regular time.

Director Green asked that staff present two public outreach meeting before May 2018

Director Parent asked that the District involve the Consultants and hear what they feel the public outreach should be since the District paid for their input. Agreed to have two public outreach meetings.

Director Green voiced that the Board had voted on the expense of the Steinbeck lawsuit be a share expense and understands that has been diverted from and he would like to know when that shared expense was stopped, and who made that decision, and how much is owed back to the water department.

Director Kalvans asked about 6% increase for catastrophic fire in California. Mr. Roberson explained that he was reporting on the CSD and SDRMA but, most everyone will see an increase.

Director Kalvans asked about lowering ISO rating for the fire department. Interim general manager explained that it was done two years ago and should be relooked at in a couple years. Discussion ensued about what makes for ISO ratings.

Director Kalvans would like to have an “adopt a street program” to recognize people for cleaning up the community. Interim General Manager/Fire Chief reminded board that Earthshine was here a few weeks ago. Consensus was agreed that this would be a benefit to the community and recognizing the volunteers that clean up.

XIII. ADJOURNMENT: 9:25 P.M. next board meeting set as Special Meeting for *3-8-2018 to discuss Rate Study. **this date was changed to 3-9-2018 at 6 P.M.*

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3737	17057S	434 76 FLEET CARD	813.71					
Account Number : 0201-00-108861-6								
1	52965475	01/31/18 Fuel - Truck #8600	300.82			20 62000	485	10200
2	52965475	01/31/18 Fuel - Truck #8601	185.45			20 62000	485	10200
7	52965475	01/31/18 Fuel - Truck #U8632	116.02			40 64000	485	10200
8	52965475	01/31/18 Fuel - Truck #U8632	116.02			50 65000	485	10200
9	52965475	01/31/18 Fuel - Truck #8630	95.40			20 62000	485	10200
Total for Vendor:			813.71					
3738	17058S	569 BANK OF THE WEST	672.39					
#0087-8458								
3	01/28/18	Chevron	99.00			20 62000	485	10200
4	01/28/18	RitzCarlton-Monticito Mudslide	455.44*			20 62000	305	10200
5	01/28/18	RitzCarlton-Monticito Mudslide	17.80*			20 62000	305	10200
6	01/28/18	Dollar General ear plugs	2.41*			20 62000	305	10200
7	01/28/18	Embosses	7.42*			20 62000	305	10200
8	01/28/18	Embosses	1.35			30 63000	305	10200
9	01/28/18	Embosses	18.02			40 64000	305	10200
10	01/28/18	Embosses	18.02			50 65000	305	10200
11	01/28/18	Embosses	0.23*			60 66000	305	10200
12	01/28/18	Postage~Shipping	24.70			20 62000	315	10200
13	01/28/18	Postage~Shipping	28.00			50 65000	315	10200
Total for Vendor:			672.39					
3739	17059S	548 BARTLE WELLS ASSOCIATES	5,420.00					
Rate Study								
1	1005A	01/23/18 Rate Study	2,710.00			50 65000	432	10200
2	1005A	01/23/18 Rate Study	2,710.00			40 64000	432	10200
Total for Vendor:			5,420.00					
3740	17060S	34 BLAKE'S INC	29.28					
1	1190999	01/03/18 BlLK Elect Tape	9.15			20 62000	354	10200
2	1190999	01/03/18 10 Stud	8.08			20 62000	354	10200
3	1190999	01/03/18 GSW 11 Toggle	12.05			20 62000	354	10200
Total for Vendor:			29.28					

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3741	17061S	535 BRENDLER JANITORIAL SERVICE	275.00					
		Janitorial Service						
1	1709C 02/01/18	January 2018	45.37*			20 62000	305	10200
2	1709C 02/01/18	January 2018	8.25			30 63000	305	10200
3	1709C 02/01/18	January 2018	110.00			40 64000	305	10200
4	1790C 02/01/18	January 2018	110.00			50 65000	305	10200
5	1709C 02/01/18	January 2018	1.38*			60 66000	305	10200
		Total for Vendor:	275.00					
3742	17062S	340 C&N TRACTORS	1,619.45					
1	28874P 01/09/18	Saw	1,340.45			20 62000	420	10200
2	28874P 01/09/18	Blades	279.00			20 62000	490	10200
		Total for Vendor:	1,619.45					
3735	-99782E	416 CALPERS	714.61					
		Annual Unfunded Accrued Liability Actuarial Valuation						
1	15184431 02/01/18	Annual Unfunded Accrued Liab	357.31			40 64000	225	10200
2	15184431 02/01/18	Annual Unfunded Accrued Liab	357.30			50 65000	225	10200
3736	-99781E	416 CALPERS	3.89					
		Annual Unfunded Accrued Liability Actuarial Valuation						
1	15184440 01/01/18	Annual Unfunded Accrued Liab	1.95			40 64000	225	10200
2	15184440 01/01/18	Annual Unfunded Accrued Liab	1.94			50 65000	225	10200
		Total for Vendor:	718.50					
3745	17063S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	61.00					
		Acct No. 013014 Contract #6913-02						
1	422556 01/19/18	Maint Contract 2/4-3/3/18	30.50			40 64000	320	10200
2	422556 01/19/18	Maint Contract 2/4-3/3/18	30.50			50 65000	320	10200
		Total for Vendor:	61.00					

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3764	17064S	67 CHARTER COMMUNICATIONS	309.94					
	Acct# 8245 10 105 0027311	Spectrum Buiness - Monthly						
		Internet/Voice						
1	7311020118	01/01/18 Internet/Voice	103.31*			20 62000	375	10200
2	7311020118	01/01/18 Internet/Voice	103.31*			40 64000	375	10200
3	7311020118	01/01/18 Internet/Voice	103.32*			50 65000	375	10200
		Total for Vendor:	309.94					
3746	17065S	584 CORE & MAIN LP	1,422.25					
	Acct#210091	Tract 2710						
1	I369837	01/23/18 5 BL09 Meter	1,422.25			50 41010	525	10200
3747	17065S	584 CORE & MAIN LP	2,422.46					
	Acct#210091	11 & N Street						
1	I382412	01/31/18 A2362-FLG Tee-Hex Bolt-Cap	2,422.46			50 65000	535	10200
		Total for Vendor:	3,844.71					
3757	17066S	109 FERGUSON ENTERPRISES	405.42					
	Acct #725334							
1	5628474	01/25/18 BRZ VLV,FLG,Nip,Tee	405.42			50 65000	535	10200
		Total for Vendor:	405.42					
3749	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	880021A	01/25/18 Metals	67.00			50 65000	358	10200
3750	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	845.00					
	Acct #8000654							
1	785142A	01/22/18 Wet Chemistry	845.00*			40 64000	355	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
3751	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	205.00					
	Acct #8000654							
1	880023A	01/25/18 Metals	39.00*			40 64000	355	10200
2	880023A	01/25/18 Wet Chemistry	166.00*			40 64000	355	10200
3752	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	785260A	01/29/18 Metals	67.00			50 65000	358	10200
3753	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	830.00					
	Acct #8000654							
1	784354A	01/29/18 Wet Chemistry	830.00*			40 64000	355	10200
3754	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	845.00					
	Acct #8000654							
1	785014A	01/29/18 Wet Chemistry	845.00*			40 64000	355	10200
3755	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
	Acct #8000654							
1	880026A	01/29/18 Metals	81.00*			40 64000	355	10200
3756	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	80.00					
	Acct #8000654							
1	880024A	01/29/18 Metals~Wet Chemistry	80.00*			40 64000	355	10200
3770	17067S	112 FGL - ENVIRONMENTAL ANALYTICAL	830.00					
	Acct #8000654							
1	880022A	01/25/18 Wet Chemistry	830.00*			40 64000	355	10200
		Total for Vendor:	3,850.00					
3758	17068S	308 FRONTIER COMMUNICATIONS	53.93					
	Acct #805-467-2818-010412-5							
	Phone 805-467-2818							
1	01/22/18	SCADA	26.97			40 64000	310	10200
2	01/22/18	SCADA	26.96			50 65000	310	10200

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Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3760	17068S	308 FRONTIER COMMUNICATIONS	71.25					
Acct #805-467-2015-051216-5 Phone 805-467-22015								
1	02/01/18	Backup for Alarm	35.63			40 64000	310	10200
2	02/01/18	Backup for Alarm	35.62			50 65000	310	10200
Total for Vendor:			125.18					
3748	17069S	17 N REX AWALT CORPORATION	9.59					
1	18041 01/26/18	Glue~PVC~Adapter	9.59			50 65000	305	10200
Total for Vendor:			9.59					
3763	17070S	594 QUATILY ASPHALT SEAL & COAT	1,800.00					
1	265857 02/07/18	WWTP	800.00			40 64000	582	10200
2	265857 02/07/18	Well 4	800.00			50 65000	305	10200
3	265857 02/07/18	Fire Station	200.00*			20 62000	305	10200
Total for Vendor:			1,800.00					
3761	17071S	233 SAFEGUARD BUSINESS SYSTEMS	109.23					
Customer #QMG2PP								
1	032654161 01/25/18	Bus Crds~Taylor,Blank	28.81			20 62000	320	10200
2	032654161 01/25/18	Bus Crds,Dodds~Blank	40.21			40 64000	320	10200
3	032654161 01/25/18	Bus Crds,Dodds~Blank	40.21			50 65000	320	10200
Total for Vendor:			109.23					
3767	17072S	595 SAN LUIS OBISPO COUNTY EMS	62.00					
EMT Re-certification								
1	2017-01 10/01/17	EMT Re-cert Jason Taylor	62.00			20 62000	715	10200
Total for Vendor:			62.00					
3762	17073S	238 SAN MIGUEL GARBAGE	103.98					
Monthly Service February 2018 Acct#318691								
1	02/01/18	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200
2	02/01/18	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
Total for Vendor:			103.98					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
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Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$4,517.78
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$21.60
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$8,431.77
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$9,235.17
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$3.61
Total:	\$22,209.93

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
10 ADMINISTRATION DEPARTMENT						
46000	Revenues & Interest					
46020	Transfer In -Fire (16.5%)	0.00	0.00	37,499.00	37,499.00	0 %
46030	Transfer In -Lighting (3%)	0.00	0.00	6,818.00	6,818.00	0 %
46040	Transfer In -Sewer (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46060	Transfer In- Solid Waste (0.5%)	0.00	0.00	1,136.00	1,136.00	0 %
46150	Miscellaneous Income	0.00	15.00	0.00	-15.00	** %
46151	Refund/Adjustments	0.00	486.20	0.00	-486.20	** %
	Account Group Total:	0.00	501.20	227,267.00	226,765.80	0 %
	Fund Total:	0.00	501.20	227,267.00	226,765.80	0 %
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	0.00	1,100.00	1,100.00	0 %
40300	Fireworks Permit Fees	0.00	0.00	800.00	800.00	0 %
40320	Fire Impact Fees	1,454.00	11,468.92	0.00	-11,468.92	** %
40420	Ambulance Reimbursement	0.00	2,278.03	4,400.00	2,121.97	52 %
40500	VFA Assistance Grant	0.00	0.00	18,000.00	18,000.00	0 %
	Account Group Total:	1,454.00	13,746.95	24,300.00	10,553.05	57 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	23,347.22	231,809.84	337,351.00	105,541.16	69 %
	Account Group Total:	23,347.22	231,809.84	337,351.00	105,541.16	69 %
44000	Forestry & Fire Protection Reimbursement					
44000	Forestry & Fire Protection Reimbursement	0.00	4,396.92	10,000.00	5,603.08	44 %
	Account Group Total:	0.00	4,396.92	10,000.00	5,603.08	44 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	165.88	300.00	134.12	55 %
46010	Transfer In	0.00	0.00	233,021.00	233,021.00	0 %
46150	Miscellaneous Income	0.00	730.00	0.00	-730.00	** %
46151	Refund/Adjustments	23.27	148.52	1,000.00	851.48	15 %
46155	Will Serve Processing Fees	0.00	0.00	100.00	100.00	0 %
46175	Sale of Surplus Property	0.00	229.37	0.00	-229.37	** %
	Account Group Total:	23.27	1,273.77	234,421.00	233,147.23	1 %
	Fund Total:	24,824.49	251,227.48	606,072.00	354,844.52	41 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	6,673.62	65,958.74	93,488.00	27,529.26	71 %
	Account Group Total:	6,673.62	65,958.74	93,488.00	27,529.26	71 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	34.70	50.00	15.30	69 %
46010	Transfer In	0.00	0.00	8,525.00	8,525.00	0 %
46150	Miscellaneous Income	0.00	300.00	0.00	-300.00	** %
46151	Refund/Adjustments	4.94	922.42	200.00	-722.42	461 %
	Account Group Total:	4.94	1,257.12	8,775.00	7,517.88	14 %
	Fund Total:	6,678.56	67,215.86	102,263.00	35,047.14	66 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	158,308.00	0.00	-158,308.00	** %
40900	Wastewater Sales	0.00	209,016.49	356,000.00	146,983.51	59 %
40910	Wastewater Late Charges	0.00	3,964.47	5,500.00	1,535.53	72 %
	Account Group Total:	0.00	371,288.96	361,500.00	-9,788.96	103 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	3,906.36	35,693.40	51,302.00	15,608.60	70 %
	Account Group Total:	3,906.36	35,693.40	51,302.00	15,608.60	70 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	396.46	700.00	303.54	57 %
46010	Transfer In	0.00	0.00	101,116.00	101,116.00	0 %
46100	Realized Earnings	0.00	412.94	0.00	-412.94	** %
46150	Miscellaneous Income	0.00	0.00	45,000.00	45,000.00	0 %
46151	Refund/Adjustments	56.40	626.35	1,000.00	373.65	63 %
46180	Public Records Requests	0.00	0.00	10.00	10.00	0 %
	Account Group Total:	56.40	1,435.75	147,826.00	146,390.25	1 %
	Fund Total:	3,962.76	408,418.11	560,628.00	152,209.89	73 %
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	0.00	150,000.00	150,000.00	0 %
	Account Group Total:	0.00	0.00	150,000.00	150,000.00	0 %
41000	Water Sales					
41000	Water Sales	0.00	252,044.05	352,000.00	99,955.95	72 %
41001	Water Connection Fees	0.00	75,920.00	0.00	-75,920.00	** %
41005	Water Late Charges	0.00	35,569.94	18,000.00	-17,569.94	198 %
41010	Water Meter Fees	-1,422.25	2,198.86	12,250.00	10,051.14	18 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
50 WATER DEPARTMENT						
	Account Group Total:	-1,422.25	365,732.85	382,250.00	16,517.15	96 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	420.97	700.00	279.03	60 %
46010	Transfer In	0.00	0.00	159,701.00	159,701.00	0 %
46150	Miscellaneous Income	0.00	102.13	0.00	-102.13	** %
46151	Refund/Adjustments	56.40	626.35	1,000.00	373.65	63 %
46155	Will Serve Processing Fees	0.00	0.00	250.00	250.00	0 %
	Account Group Total:	56.40	1,149.45	161,651.00	160,501.55	1 %
	Fund Total:	-1,365.85	366,882.30	693,901.00	327,018.70	53 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	0.00	23,090.71	32,323.00	9,232.29	71 %
	Account Group Total:	0.00	23,090.71	32,323.00	9,232.29	71 %
	Fund Total:	0.00	23,090.71	32,323.00	9,232.29	71 %
	Grand Total:	34,099.96	1,117,335.66	2,222,454.00	1,105,118.34	50 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 ADMINISTRATION DEPARTMENT							
61000 Administration							
61000 Administration							
	111 BOD Stipend	0.00	3,300.00	6,000.00	6,000.00	2,700.00	55 %
	120 Workers' Compensation	0.00	1,123.28	0.00	0.00	-1,123.28	*** %
	130 Payroll Tax - Fed W/H	0.00	19,256.05	0.00	0.00	-19,256.05	*** %
	305 Operations and maintenance	0.00	1,794.47	3,300.00	3,300.00	1,505.53	54 %
	310 Phone and fax expense	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	315 Postage, shipping and freight	0.00	0.00	50.00	50.00	50.00	0 %
	320 Printing and reproduction	0.00	467.96	500.00	500.00	32.04	94 %
	325 Professional svcs - Accounting	0.00	8,522.50	21,000.00	21,000.00	12,477.50	41 %
	327 Professional svcs - Legal (General)	0.00	87,741.23	150,000.00	150,000.00	62,258.77	58 %
	328 Insurance - prop and liability	0.00	18,644.93	3,000.00	3,000.00	-15,644.93	621 %
	330 Contract labor	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	332 Professional Services - Legal	0.00	-51,501.62	0.00	0.00	51,501.62	*** %
	335 Meals - Reimbursement	0.00	139.38	500.00	500.00	360.62	28 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs and maint - computers	0.00	1,960.00	500.00	500.00	-1,460.00	392 %
	351 Repairs and maint - equip	0.00	0.00	500.00	500.00	500.00	0 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	375 Internet expenses	0.00	1,680.00	3,917.00	3,917.00	2,237.00	43 %
	376 Webpage- Upgrade/Maint	0.00	1,000.00	2,400.00	2,400.00	1,400.00	42 %
	385 Dues and subscriptions	0.00	320.00	500.00	500.00	180.00	64 %
	386 Education and training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	393 Advertising and public notices	0.00	197.80	500.00	500.00	302.20	40 %
	394 LAFCO Allocations	0.00	6,100.97	6,100.00	6,100.00	-0.97	100 %
	410 Office Supplies	0.00	553.28	4,000.00	4,000.00	3,446.72	14 %
	415 Office Equipment	0.00	145.67	0.00	0.00	-145.67	*** %
	465 Cell phones, radios and pagers	0.00	105.00	500.00	500.00	395.00	21 %
	475 Computer supplies and upgrades	0.00	6.21	0.00	0.00	-6.21	*** %
	Account Total:	0.00	101,557.11	227,267.00	227,267.00	125,709.89	45 %
	Account Group Total:	0.00	101,557.11	227,267.00	227,267.00	125,709.89	45 %
	Fund Total:	0.00	101,557.11	227,267.00	227,267.00	125,709.89	45 %
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	0.00	36,815.12	66,000.00	66,000.00	29,184.88	56 %
	120 Workers' Compensation	0.00	5,958.02	7,700.00	7,700.00	1,741.98	77 %
	121 Physicals	0.00	0.00	2,600.00	2,600.00	2,600.00	0 %
	125 Volunteer firefighter stipends	0.00	18,204.24	34,000.00	34,000.00	15,795.76	54 %
	126 Strike Team Pay - VFF	0.00	99,034.05	5,000.00	5,000.00	-94,034.05	*** %
	130 Payroll Tax - Fed W/H	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	135 Payroll Tax - FICA	0.00	7,268.77	3,910.00	3,910.00	-3,358.77	186 %
	140 Payroll Tax - Medicare	0.00	2,241.21	1,845.00	1,845.00	-396.21	121 %
	155 Payroll Tax - SUI	0.00	3,052.49	3,500.00	3,500.00	447.51	87 %
	160 Payroll Tax - ETT	0.00	154.02	200.00	200.00	45.98	77 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
165	Payroll Tax - FUTA	0.00	5,030.43	5,000.00	5,000.00	-30.43	101 %
205	Insurance - Health	0.00	349.43	0.00	0.00	-349.43	*** %
210	Insurance - Dental	0.00	259.96	0.00	0.00	-259.96	*** %
215	Insurance - Vision	0.00	40.54	0.00	0.00	-40.54	*** %
225	Retirement - PERS expense	0.00	767.09	0.00	0.00	-767.09	*** %
305	Operations and maintenance	728.44	4,155.95	4,000.00	4,000.00	-155.95	104 %
315	Postage, shipping and freight	24.70	24.70	500.00	500.00	475.30	5 %
320	Printing and reproduction	28.81	28.81	350.00	350.00	321.19	8 %
325	Professional svcs - Accounting	0.00	2,840.98	0.00	0.00	-2,840.98	*** %
327	Professional svcs - Legal (General)	0.00	8,708.28	0.00	0.00	-8,708.28	*** %
328	Insurance - prop and liability	0.00	5,938.56	8,000.00	8,000.00	2,061.44	74 %
331	Professional Services - Legal	0.00	421.50	0.00	0.00	-421.50	*** %
335	Meals - Reimbursement	0.00	119.41	525.00	525.00	405.59	23 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	51.94	670.00	670.00	618.06	8 %
350	Repairs and maint - computers	0.00	1,532.10	0.00	0.00	-1,532.10	*** %
351	Repairs and maint - equip	0.00	1,732.54	7,000.00	7,000.00	5,267.46	25 %
352	Repairs and maint - structures	0.00	368.64	1,000.00	1,000.00	631.36	37 %
354	Repairs and maint - vehicles	29.28	9,167.02	9,500.00	9,500.00	332.98	96 %
370	Dispatch services (Fire)	0.00	7,543.80	7,543.00	7,543.00	-0.80	100 %
375	Internet expenses	103.31	301.98	0.00	0.00	-301.98	*** %
376	Webpage- Upgrade/Maint	66.00	66.00	0.00	0.00	-66.00	*** %
380	Utilities - alarm service	0.00	0.00	180.00	180.00	180.00	0 %
381	Utilities - electric	0.00	3,375.12	950.00	950.00	-2,425.12	355 %
382	Utilities - propane	0.00	297.42	300.00	300.00	2.58	99 %
385	Dues and subscriptions	0.00	2,720.49	2,500.00	2,500.00	-220.49	109 %
386	Education and training	0.00	618.33	6,500.00	6,500.00	5,881.67	10 %
387	Education and training: Training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
393	Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
395	Community Outreach	0.00	836.15	3,000.00	3,000.00	2,163.85	28 %
405	Software	0.00	1,444.86	1,000.00	1,000.00	-444.86	144 %
410	Office Supplies	0.00	73.20	0.00	0.00	-73.20	*** %
420	Equipt. & Supplies	1,340.45	1,465.38	1,500.00	1,500.00	34.62	98 %
450	EMS supplies	333.18	2,920.86	3,000.00	3,000.00	79.14	97 %
455	Fire Safety Gear & Equipment	841.94	7,057.12	10,000.00	10,000.00	2,942.88	71 %
456	VFF Assistance Grant	0.00	0.00	36,000.00	36,000.00	36,000.00	0 %
465	Cell phones, radios and pagers	0.00	0.00	500.00	500.00	500.00	0 %
470	Communication equipment	0.00	5,651.41	4,500.00	4,500.00	-1,151.41	126 %
475	Computer supplies and upgrades	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
485	Fuel expense	680.67	3,565.95	6,765.00	6,765.00	3,199.05	53 %
490	Small tools and equipment	279.00	1,663.43	2,000.00	2,000.00	336.57	83 %
495	Uniform expense	0.00	1,700.17	3,450.00	3,450.00	1,749.83	49 %
500	Capital Outlay	0.00	59,488.38	224,988.00	224,988.00	165,499.62	26 %
503	Weed Abatement Costs	0.00	197.80	3,200.00	3,200.00	3,002.20	6 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	0.00	9,341.61	19,766.00	19,766.00	10,424.39	47 %
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	62.00	320.25	700.00	700.00	379.75	46 %
905		0.00	0.00	37,499.00	37,499.00	37,499.00	0 %
960	Property tax expense	0.00	399.72	250.00	250.00	-149.72	160 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
	Account Total:	4,517.78	327,315.23	555,341.00	555,341.00	228,025.77	59 %
	Account Group Total:	4,517.78	327,315.23	555,341.00	555,341.00	228,025.77	59 %
	Fund Total:	4,517.78	327,315.23	555,341.00	555,341.00	228,025.77	59 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
	105 Salaries and Wages	0.00	3,743.70	15,000.00	15,000.00	11,256.30	25 %
	120 Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
	130 Payroll Tax - Fed W/H	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
	140 Payroll Tax - Medicare	0.00	54.50	100.00	100.00	45.50	55 %
	155 Payroll Tax - SUI	0.00	45.73	100.00	100.00	54.27	46 %
	160 Payroll Tax - ETT	0.00	3.82	100.00	100.00	96.18	4 %
	165 Payroll Tax - FUTA	0.00	72.60	150.00	150.00	77.40	48 %
	205 Insurance - Health	0.00	155.86	720.00	720.00	564.14	22 %
	210 Insurance - Dental	0.00	29.80	36.00	36.00	6.20	83 %
	215 Insurance - Vision	0.00	4.50	15.00	15.00	10.50	30 %
	225 Retirement - PERS expense	0.00	222.48	793.00	793.00	570.52	28 %
	305 Operations and maintenance	9.60	45.40	3,900.00	3,900.00	3,854.60	1 %
	320 Printing and reproduction	0.00	0.00	100.00	100.00	100.00	0 %
	325 Professional svcs - Accounting	0.00	554.05	750.00	750.00	195.95	74 %
	327 Professional svcs - Legal (General)	0.00	788.65	6,000.00	6,000.00	5,211.35	13 %
	328 Insurance - prop and liability	0.00	0.00	500.00	500.00	500.00	0 %
	331 Professional Services - Legal	0.00	89.42	1,000.00	1,000.00	910.58	9 %
	335 Meals - Reimbursement	0.00	1.35	0.00	0.00	-1.35	*** %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	9.43	150.00	150.00	140.57	6 %
	350 Repairs and maint - computers	0.00	135.50	0.00	0.00	-135.50	*** %
	351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	352 Repairs and maint - structures	0.00	95.97	0.00	0.00	-95.97	*** %
	353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
	376 Webpage- Upgrade/Maint	12.00	12.00	0.00	0.00	-12.00	*** %
	381 Utilities - electric	0.00	9,752.13	20,000.00	20,000.00	10,247.87	49 %
	382 Utilities - propane	0.00	28.02	0.00	0.00	-28.02	*** %
	385 Dues and subscriptions	0.00	269.36	0.00	0.00	-269.36	*** %
	386 Education and training	0.00	31.11	0.00	0.00	-31.11	*** %
	405 Software	0.00	292.14	500.00	500.00	207.86	58 %
	485 Fuel expense	0.00	0.00	50.00	50.00	50.00	0 %
	490 Small tools and equipment	0.00	0.00	500.00	500.00	500.00	0 %
	500 Capital Outlay	0.00	1,025.16	8,525.00	8,525.00	7,499.84	12 %
	715 Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
	905	0.00	0.00	6,818.00	6,818.00	6,818.00	0 %
	Account Total:	21.60	17,464.43	93,122.00	93,122.00	75,657.57	19 %
	Account Group Total:	21.60	17,464.43	93,122.00	93,122.00	75,657.57	19 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Fund Total:		21.60	17,464.43	93,122.00	93,122.00	75,657.57	19 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	0.00	74,438.64	163,320.00	163,320.00	88,881.36	46 %
	109 Stand-by Hours	0.00	3,992.12	7,500.00	7,500.00	3,507.88	53 %
	120 Workers' Compensation	0.00	3,104.86	12,000.00	12,000.00	8,895.14	26 %
	130 Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	3,800.00	3,800.00	3,800.00	0 %
	140 Payroll Tax - Medicare	0.00	1,164.78	2,000.00	2,000.00	835.22	58 %
	155 Payroll Tax - SUI	0.00	839.03	1,000.00	1,000.00	160.97	84 %
	160 Payroll Tax - ETT	0.00	80.91	200.00	200.00	119.09	40 %
	165 Payroll Tax - FUTA	0.00	1,323.83	2,000.00	2,000.00	676.17	66 %
	205 Insurance - Health	0.00	15,495.37	11,280.00	11,280.00	-4,215.37	137 %
	210 Insurance - Dental	0.00	623.31	564.00	564.00	-59.31	111 %
	215 Insurance - Vision	0.00	95.58	235.00	235.00	139.42	41 %
	225 Retirement - PERS expense	359.26	6,639.09	12,422.00	12,422.00	5,782.91	53 %
	305 Operations and maintenance	128.02	3,031.34	6,000.00	6,000.00	2,968.66	51 %
	310 Phone and fax expense	62.60	641.51	1,450.00	1,450.00	808.49	44 %
	315 Postage, shipping and freight	0.00	1,711.24	3,000.00	3,000.00	1,288.76	57 %
	320 Printing and reproduction	70.71	359.57	600.00	600.00	240.43	60 %
	325 Professional svcs - Accounting	0.00	6,887.20	0.00	0.00	-6,887.20	*** %
	326 Professional svcs - Engineering	0.00	23,958.75	24,000.00	24,000.00	41.25	100 %
	327 Professional svcs - Legal (General)	0.00	13,067.53	0.00	0.00	-13,067.53	*** %
	328 Insurance - prop and liability	0.00	1,811.45	6,000.00	6,000.00	4,188.55	30 %
	329 New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
	330 Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
	331 Professional Services - Legal	0.00	12,128.29	9,400.00	9,400.00	-2,728.29	129 %
	335 Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	181.63	500.00	500.00	318.37	36 %
	350 Repairs and maint - computers	0.00	2,460.04	0.00	0.00	-2,460.04	*** %
	351 Repairs and maint - equip	0.00	57.44	21,000.00	21,000.00	20,942.56	0 %
	352 Repairs and maint - structures	0.00	188.46	3,000.00	3,000.00	2,811.54	6 %
	353 Repairs & Maint- Infrastructure	0.00	442.73	8,000.00	8,000.00	7,557.27	6 %
	354 Repairs and maint - vehicles	0.00	577.45	2,000.00	2,000.00	1,422.55	29 %
	355 Testing & Supplies (WWTP)	3,716.00	10,333.72	10,500.00	10,500.00	166.28	98 %
	358 Testing & Supplies- SLT Well (Water)	0.00	191.00	0.00	0.00	-191.00	*** %
	375 Internet expenses	103.31	301.98	0.00	0.00	-301.98	*** %
	376 Webpage- Upgrade/Maint	160.00	160.00	0.00	0.00	-160.00	*** %
	380 Utilities - alarm service	0.00	372.50	1,000.00	1,000.00	627.50	37 %
	381 Utilities - electric	0.00	40,087.79	75,000.00	75,000.00	34,912.21	53 %
	382 Utilities - propane	0.00	409.49	450.00	450.00	40.51	91 %
	383 Utilities - trash	51.99	403.15	600.00	600.00	196.85	67 %
	385 Dues and subscriptions	153.86	3,745.36	2,500.00	2,500.00	-1,245.36	150 %
	386 Education and training	0.00	593.57	500.00	500.00	-93.57	119 %
	393 Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
	410 Office Supplies	0.00	232.27	150.00	150.00	-82.27	155 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
415	Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
420	Equipt. & Supplies	0.00	0.00	4,900.00	4,900.00	4,900.00	0 %
432	Utility Rate Design Study	2,710.00	11,675.75	31,915.00	31,915.00	20,239.25	37 %
459	Scada - Maintenance Fees	0.00	72.64	1,000.00	1,000.00	927.36	7 %
465	Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
485	Fuel expense	116.02	3,793.85	5,000.00	5,000.00	1,206.15	76 %
490	Small tools and equipment	0.00	1,117.72	3,000.00	3,000.00	1,882.28	37 %
495	Uniform expense	0.00	756.29	1,575.00	1,575.00	818.71	48 %
500	Capital Outlay	0.00	42,427.09	45,201.00	45,201.00	2,773.91	94 %
545	Sewer System Mngmt Plan (SSMP)	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	12,000.00	12,000.00	12,000.00	0 %
581	WWTP Expansion	0.00	0.00	45,000.00	45,000.00	45,000.00	0 %
582	WWTP Plant Maintenance	800.00	6,241.62	12,000.00	12,000.00	5,758.38	52 %
585	Sludge Removal Project	0.00	2,969.62	3,000.00	3,000.00	30.38	99 %
705	Waste Discharge Fees/Permits	0.00	17,017.00	25,000.00	25,000.00	7,983.00	68 %
715	Licenses, permits and fees	0.00	405.00	5,500.00	5,500.00	5,095.00	7 %
805	Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
905		0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
960	Property tax expense	0.00	29.34	0.00	0.00	-29.34	*** %
	Account Total:	8,431.77	325,174.68	734,769.00	734,769.00	409,594.32	44 %
	Account Group Total:	8,431.77	325,174.68	734,769.00	734,769.00	409,594.32	44 %
	Fund Total:	8,431.77	325,174.68	734,769.00	734,769.00	409,594.32	44 %
50 WATER DEPARTMENT							
64000 Sanitary							
64000	Sanitary						
305	Operations and maintenance	27.99	229.70	0.00	0.00	-229.70	*** %
	Account Total:	27.99	229.70	0.00	0.00	-229.70	*** %
	Account Group Total:	27.99	229.70	0.00	0.00	-229.70	*** %
65000 Water							
65000	Water						
105	Salaries and Wages	0.00	81,682.21	163,320.00	163,320.00	81,637.79	50 %
109	Stand-by Hours	0.00	3,992.13	7,500.00	7,500.00	3,507.87	53 %
120	Workers' Compensation	0.00	2,445.88	12,000.00	12,000.00	9,554.12	20 %
130	Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
135	Payroll Tax - FICA	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
140	Payroll Tax - Medicare	0.00	1,261.79	2,500.00	2,500.00	1,238.21	50 %
155	Payroll Tax - SUI	0.00	867.32	1,500.00	1,500.00	632.68	58 %
160	Payroll Tax - ETT	0.00	87.52	150.00	150.00	62.48	58 %
165	Payroll Tax - FUTA	0.00	1,364.27	1,800.00	1,800.00	435.73	76 %
205	Insurance - Health	0.00	13,800.56	12,000.00	12,000.00	-1,800.56	115 %
210	Insurance - Dental	0.00	682.08	600.00	600.00	-82.08	114 %
215	Insurance - Vision	0.00	104.38	250.00	250.00	145.62	42 %
225	Retirement - PERS expense	359.24	7,381.69	12,400.00	12,400.00	5,018.31	60 %
305	Operations and maintenance	1,007.34	5,977.31	8,500.00	8,500.00	2,522.69	70 %
310	Phone and fax expense	62.58	641.43	1,450.00	1,450.00	808.57	44 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	315 Postage, shipping and freight	28.00	1,858.53	3,000.00	3,000.00	1,141.47	62 %
	320 Printing and reproduction	70.71	316.01	600.00	600.00	283.99	53 %
	324 Professional Svcs- GSA-GSP	0.00	2,200.00	0.00	0.00	-2,200.00	*** %
	325 Professional svcs - Accounting	0.00	6,887.20	0.00	0.00	-6,887.20	*** %
	326 Professional svcs - Engineering	0.00	32,306.66	25,000.00	25,000.00	-7,306.66	129 %
	327 Professional svcs - Legal (General)	0.00	28,600.63	0.00	0.00	-28,600.63	*** %
	328 Insurance - prop and liability	0.00	628.54	8,000.00	8,000.00	7,371.46	8 %
	329 New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
	330 Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
	331 Professional Services - Legal	0.00	12,128.29	9,400.00	9,400.00	-2,728.29	129 %
	332 Professional Services - Legal	0.00	128,527.38	100,000.00	100,000.00	-28,527.38	129 %
	335 Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	181.62	500.00	500.00	318.38	36 %
	350 Repairs and maint - computers	0.00	2,460.02	0.00	0.00	-2,460.02	*** %
	351 Repairs and maint - equip	0.00	767.41	4,000.00	4,000.00	3,232.59	19 %
	352 Repairs and maint - structures	0.00	1,228.23	1,500.00	1,500.00	271.77	82 %
	353 Repairs & Maint- Infrastructure	0.00	25,825.79	15,000.00	15,000.00	-10,825.79	172 %
	354 Repairs and maint - vehicles	0.00	577.44	3,500.00	3,500.00	2,922.56	16 %
	356 Testing & Supplies - Well #3 (Water)	0.00	1,648.85	2,500.00	2,500.00	851.15	66 %
	357 Testing & Supplies - Well #4 (Water)	0.00	1,867.02	2,500.00	2,500.00	632.98	75 %
	358 Testing & Supplies- SLT Well (Water)	134.00	3,456.10	5,000.00	5,000.00	1,543.90	69 %
	359 Testing & Supplies-Other	0.00	3,089.72	5,000.00	5,000.00	1,910.28	62 %
	362 Cross-Connection Control Srvcs.	0.00	737.30	1,000.00	1,000.00	262.70	74 %
	375 Internet expenses	103.32	301.98	0.00	0.00	-301.98	*** %
	376 Webpage- Upgrade/Maint	160.00	160.00	0.00	0.00	-160.00	*** %
	380 Utilities - alarm service	0.00	372.50	1,000.00	1,000.00	627.50	37 %
	381 Utilities - electric	0.00	26,071.90	37,000.00	37,000.00	10,928.10	70 %
	382 Utilities - propane	0.00	409.49	450.00	450.00	40.51	91 %
	383 Utilities - trash	51.99	403.16	600.00	600.00	196.84	67 %
	385 Dues and subscriptions	153.85	3,745.35	4,000.00	4,000.00	254.65	94 %
	386 Education and training	0.00	715.12	1,000.00	1,000.00	284.88	72 %
	393 Advertising and public notices	0.00	0.00	250.00	250.00	250.00	0 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
	410 Office Supplies	0.00	231.28	150.00	150.00	-81.28	154 %
	415 Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	420 Equipt. & Supplies	0.00	528.12	4,900.00	4,900.00	4,371.88	11 %
	425 Well #3 Rehab - Capital Project	0.00	7,700.00	0.00	0.00	-7,700.00	*** %
	431 SLT Blending Line - CDBG Project	0.00	6,773.67	157,000.00	157,000.00	150,226.33	4 %
	432 Utility Rate Design Study	2,710.00	11,675.75	31,915.00	31,915.00	20,239.25	37 %
	433 K Street Waterline Replacement	0.00	7,328.60	7,500.00	7,500.00	171.40	98 %
	459 Scada - Maintenance Fees	0.00	72.65	1,000.00	1,000.00	927.35	7 %
	465 Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	475 Computer supplies and upgrades	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	481 Chemicals- Well #3	0.00	1,214.32	2,500.00	2,500.00	1,285.68	49 %
	482 Chemicals-Well #4	0.00	2,087.47	3,000.00	3,000.00	912.53	70 %
	483 Chemicals-SLT Well	0.00	347.95	1,500.00	1,500.00	1,152.05	23 %
	485 Fuel expense	116.02	2,441.31	4,000.00	4,000.00	1,558.69	61 %
	490 Small tools and equipment	0.00	1,805.69	3,000.00	3,000.00	1,194.31	60 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	495 Uniform expense	0.00	718.57	1,575.00	1,575.00	856.43	46 %
	500 Capital Outlay	0.00	43,070.47	45,201.00	45,201.00	2,130.53	95 %
	520 Water Main Valves Replacement	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	525 Water meter replacement	0.00	11,404.26	14,500.00	14,500.00	3,095.74	79 %
	535 Water Lines Repairs	2,827.88	2,827.88	27,000.00	27,000.00	24,172.12	10 %
	605 USDA Loan Payment	0.00	41,835.83	67,000.00	67,000.00	25,164.17	62 %
	715 Licenses, permits and fees	0.00	1,706.00	6,700.00	6,700.00	4,994.00	25 %
	805 Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
	905	0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
	Account Total:	7,784.93	558,066.41	962,718.00	962,718.00	404,651.59	58 %
	Account Group Total:	7,784.93	558,066.41	962,718.00	962,718.00	404,651.59	58 %
	Fund Total:	7,812.92	558,296.11	962,718.00	962,718.00	404,421.89	58 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
	66000 SOLID WASTE						
	105 Salaries and Wages	0.00	97.11	1,800.00	1,800.00	1,702.89	5 %
	120 Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
	140 Payroll Tax - Medicare	0.00	1.36	0.00	0.00	-1.36	*** %
	155 Payroll Tax - SUI	0.00	0.36	0.00	0.00	-0.36	*** %
	160 Payroll Tax - ETT	0.00	0.09	0.00	0.00	-0.09	*** %
	165 Payroll Tax - FUTA	0.00	0.54	0.00	0.00	-0.54	*** %
	205 Insurance - Health	0.00	12.64	720.00	720.00	707.36	2 %
	210 Insurance - Dental	0.00	0.49	0.00	0.00	-0.49	*** %
	215 Insurance - Vision	0.00	0.07	0.00	0.00	-0.07	*** %
	225 Retirement - PERS expense	0.00	11.32	1,275.00	1,275.00	1,263.68	1 %
	305 Operations and maintenance	1.61	7.60	0.00	0.00	-7.60	*** %
	325 Professional svcs - Accounting	0.00	48.57	0.00	0.00	-48.57	*** %
	327 Professional svcs - Legal (General)	0.00	4,686.03	200.00	200.00	-4,486.03	*** %
	335 Meals - Reimbursement	0.00	0.25	0.00	0.00	-0.25	*** %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	1.60	0.00	0.00	-1.60	*** %
	350 Repairs and maint - computers	0.00	22.59	0.00	0.00	-22.59	*** %
	376 Webpage- Upgrade/Maint	2.00	2.00	0.00	0.00	-2.00	*** %
	382 Utilities - propane	0.00	2.38	0.00	0.00	-2.38	*** %
	385 Dues and subscriptions	0.00	44.91	0.00	0.00	-44.91	*** %
	386 Education and training	0.00	3.53	150.00	150.00	146.47	2 %
	393 Advertising and public notices	0.00	495.00	250.00	250.00	-245.00	198 %
	405 Software	0.00	14.35	0.00	0.00	-14.35	*** %
	905	0.00	0.00	1,136.00	1,136.00	1,136.00	0 %
	Account Total:	3.61	5,452.79	6,196.00	6,196.00	743.21	88 %
	Account Group Total:	3.61	5,452.79	6,196.00	6,196.00	743.21	88 %
	Fund Total:	3.61	5,452.79	6,196.00	6,196.00	743.21	88 %
	Grand Total:	20,787.68	1,335,260.35	2,579,413.00	2,579,413.00	1,244,152.65	52 %

Fund	Amount
20 FIRE PROTECTION DEPARTMENT	8,118.16
30 STREET LIGHTING DEPARTMENT	593.44
40 WASTEWATER DEPARTMENT	14,843.62
50 WATER DEPARTMENT	18,017.84
60 SOLID WASTE DEPARTMENT	4.20
Total for all Funds	41,577.26

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



San Miguel Community Services District

Board of Directors Staff Report

March 22nd, 2018

AGENDA ITEM: XI-2

SUBJECT: Review dates and times of public informational meetings regarding the proposed rate increases for water and wastewater.

RECOMMENDATION: Review dates and times of public informational meetings regarding the proposed rate increases for water and wastewater.

BACKGROUND:

At the January and February 2018 meetings preliminary information was reviewed and discussed by the Board regarding the proposed water and wastewater rate increases.

At the March 9th meeting after reviewing the revised information provided by Bartle Wells and Staff the Board voted 3-2 to approve resolution 2018-13 allowing staff to start the proposition 218 process. This action allowed staff to begin the important task of disseminating the information regarding the proposed rate increases to the rate payers.

During the March 9th meeting it was discussed that staff would be providing dates and times for public informational meetings, as well as other relevant dates regarding this rate study.

PUBLIC INFORMATIONAL MEETING DATES AND TIMES

MEETINGS TO BE HELD AT 1150 MISSION STREET

FRIDAY APRIL 6TH 2018 @ 7PM

SATURDAY APRIL 28ST 2018 @ 5PM

SATURDAY MAY 5TH 2018 @ 12PM and 5PM

Information regarding these dates will be included in the water bills for April

OTHER IMPORTANT DATES AND TIMES

TUESDAY APRIL 10TH 2018 – DEADLINE TO MAIL OFFICIAL NOTICES TO RATE PAYERS REGARDING PROPOSED RATE INCREASES.

THURSDAY APRIL 26TH 2018 @ 7 PM - REGULAR BOARD MEETING

THURSDAY MAY 24TH 2018 @ 7 PM - REGULAR BOARD MEETING FOR POTENTIAL ADOPTION OF WATER AND WASTEWATER RATES

JULY 1ST 2018 – POTENTIAL EFFECTIVE DATE OF RATE INCREASE ---IF ADOPTED---

FISCAL IMPACT

The District will incur staff time to facilitate these public informational meetings

The District will also incur cost associated with mailing official notices to rate payers.

These costs are already factored into the FY17-18 budget.

RECOMMENDATION: Review dates and times of public informational meetings regarding the proposed rate increases for water and wastewater.

PREPARED BY:

APPROVED BY:

Kelly Dodds

Rob Roberson

Kelly Dodds, Director of Utilities

Interim General Manager/Fire Chief

Attachment: None



San Miguel Community Services District

Board of Directors Staff Report

March 22nd, 2018

AGENDA ITEM: XI-3

SUBJECT: Review and Approve Resolution No. 2018-08 authorizing the Director of Utilities to contract with Monsoon Consulting to prepare plans and specifications for the removal and replacement of the existing access road to the SM Reservoir at a cost not to exceed \$7,500 and authorize up to \$4,500 for a topographical survey to be conducted in order to prepare the plans.

RECOMMENDATION: Approve Resolution No. 2018-08 authorizing the Director of Utilities to contract with Monsoon Consulting to prepare plans and specifications for the removal and replacement of the existing access road to the SM Reservoir at a cost not to exceed \$7,500 and authorize up to \$4,500 for a topographical survey to be conducted in order to prepare the plans.

BACKGROUND:

The District operates and maintains a 650,000-gallon water tank on the west side of Highway 101. This tank replaced an existing in-ground tank (installed in the 40's) that was failing.

When the original tank was put in an easement was granted by the neighboring property to pass through his property. As part of this easement agreement the district was to maintain the access road from 10th street to the tank site.

Over the years there has been very little maintenance on this road and it has deteriorated beyond repair. In 2010 when the new tank was completed the District was supposed to replace the road in conjunction with the tank project but funds were not available to do the work.

In 2014 the first half of the road was skim coated with asphalt, this was the only real preventative maintenance that has been done to the road.

As this is the only access to the water tank the District must insure that there is continuous access to the site. Currently the road has deteriorated to the point that we can no longer simply fill pot holes. Over nearly the entire length the road needs to have dikes on both sides rebuilt to channel water and at least 75% of the roadway has deteriorated to the point which the prudent, most cost effective, step would be to remove it and rebuild it.

Currently the request is to develop plans in order to release this project for competitive bid. It is anticipated that plans will be ready by May and bids may be received by June so that work can start in the beginning of FY 2018-19.

FISCAL IMPACT

The proposal from Monsoon Consulting for preparation of plans and specifications is for \$7,500.

Monsoon Consulting has a Not to Exceed estimate for \$4,500 for the topographical survey of the existing road.

A total of \$12,000 in water capital reserves will be transferred to water engineering to perform the planning and surveying.

Currently the estimated replacement cost is \$209,090. This is identified in the capital improvement plan in the 2017 Master plan, and the 2017 Rate study.

Current Water Capital Reserve amount is \$603,500

RECOMMENDATION

It is recommended that the Board approve Resolution No. 2018-08 authorizing the Director of Utilities to contract with Monsoon Consulting to prepare plans and specifications for the removal and replacement of the existing access road to the SM Reservoir at a cost not to exceed \$7,500 and authorize up to \$4,500 for a topographical survey to be conducted in order to prepare the plans.

PREPARED BY:

Kelly Dodds _____

Kelly Dodds, Director of Utilities

Attachment: Resolution 2018-08, Proposal from Monsoon Consulting



P.O. Box 151
San Luis Obispo, CA 93406
(805) 280-1051
breely@monsoonconsultants.com

No. P2018.01.007



Proposal
Invoice
Change Order No.
Work Authorization

Submitted To:	Project Information:
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Client: San Miguel Community Services District	Project Name: Surveying / Design / Engineering, Construction Documentation for Water Tank Access Road Improvements
Attn: Kelly Dodds / Director of Utilities	Project No.: 2018.01.007
Address: 1150 Mission Street San Miguel, California 93451	Proposal Date: January 15, 2018
E-mail: kelly.dodds@sanmiguelcsd.org	
Phone: (805) 467-3388	Location: San Miguel, California
Fax: N/A	Owner: San Miguel CSD

Monsoon Consultants (MONSOON) Hereby Submits: Our fee proposal and work authorization for . . .
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Basic Scope of Work

The San Miguel Community Services District Director of Utilities has requested a proposal from MONSOON to provide surveying, design, engineering, construction documentation & construction phase assistance as required to improve the access road that serves the existing 650,000 gallon "Main" water storage tank. The subject access road currently exhibits significant pavement distress, potholes, and localized failures. In addition, there are issues regarding storm water drainage along portions of the access road that require improvements to limit erosion and insure stability & pavement integrity during significant storm events.

The scope of services to be provided shall be generally described as follows:

- Data Collection
 - Initial Data Acquisition: Collect data from existing District records to incorporate protection and/or relocation of potentially affected utilities into the design of the proposed improvements.
 - Topographic Survey: Monsoon will identify the scope of work and coordinate the activities of a surveyor who will perform a topographic survey for the design work, including the following: Establish vertical and horizontal control on established datum's and perform topographic survey as required to develop our design and produce construction and bidding documents. The cost associated with the required surveying services will in included in MONSOON's fee.

- Engineering Preliminary Design
 - MONSOON will utilize topographic mapping, field inspection, "As-Built" construction drawings, District staff institutional knowledge, and applicable regulations, to develop recommendations for design criteria, recommended alignments, constructability, utility avoidance and storm water / erosion control features.
 - MONSOON will perform a drainage analysis to establish the size and location of all drainage features to be incorporated into the project design.

- Engineering Final Design
 - Preparation of Construction Documents: For purposes of this proposal, MONSOON plans on submitting a 50% Design Development set of drawings, and a 90% Construction Document set for District review prior to the Final Bid Documents. The design drawings will be 24"x36" design plan sheets in conformance with District and County design standards, and include the following, at a minimum:
 - A. Cover Sheet
 - B. General Site Plan
 - 1. All topographic features, including utility alignments and appurtenances will be identified, as well as other topographic features deemed appropriate.
 - 2. All street and existing ROW / easements.
 - C. Access Road Plan and Profile
 - 1. Identify existing and proposed roadway geometric configurations and vertical elevation profiles. Provide cross-sections as required to clearly depict design intent.
 - 2. Define existing and proposed drainage features and appurtenances
 - 3. Location of other utilities which may be affected during the construction process.
 - D. Miscellaneous Details
 - 1. Sheets will contain details on items as necessary. Wherever possible, District Standard and/or other San Luis Obispo County Standard details and specifications will be used to minimize the need for specialized equipment detailing.
 - Technical Specifications: MONSOON will prepare technical specifications and combine with the District's upfront general specifications for a complete set of biddable construction documents. This will include reviewing the District's upfront portion and incorporating the appropriate project specific information. Technical specifications will be included at the 50% Design Development submittal, and the complete specifications package will be included at the 90% Construction Document submittal.
 - Bid Schedule and Engineer's Estimate: Along with the final plans and specifications, the MONSOON team will prepare a bid schedule and an accompanying Engineer's Estimate of Probable Cost to give the District an idea of what the project will cost to construct. This estimate will be included in the 50%, 90%, and final submittal packages.
 - Coordination Meetings: The MONSOON design team will meet to review the 50% and 90% submittal drawings with District staff upon review to go over comments, questions, and items to incorporate into the final package.
- Bidding & Construction Support
 - Attend Pre- Bid meeting and respond to bidders questions. Issue Addendums as required. Attend bid opening and prepare a bid tabulation, including a recommendation for contract award. Assist the District in contract award and contract documentation.
 - Respond to RFI's: The MONSOON design team will respond to RFI's during the bidding period and throughout the construction period regarding the design.
 - Preparation of Record Drawings: The MONSOON design team will incorporate mark-ups delivered by the District from the Contractor into the CAD drawings. Final deliverable to the District will include a PDF file, CAD files, and a hard copy set of the drawings.
 - Necessary Redesign based on field conditions: The MONSOON design team will redesign as necessary based on actual field conditions encountered during the project. If necessary, MONSOON will prepare Field Orders and / or Change Orders as appropriate.
 - Additional Construction Support: Other services that may be included are review of submittals, permit compliance, SWPPP compliance, construction management, or construction inspection. For purposes of the proposal, no time is attributed to these services, and they can be performed on a time and materials to a maximum basis or other amount estimated based on services selected by the District.
- Meetings & Reports
 - MONSOON will participate in coordination and progress meetings as may be required to insure that the project is progressing efficiently and that the District staff is satisfied with project progress and quality. Our project manager will attend all meetings, at the request of the District.



P.O. Box 151
San Luis Obispo, CA 93406
(805) 280-1051
breely@monsoonconsultants.com

Items Not Included In Scope of Work

It should be noted that any costs required for any other services not specifically described in the Basic Scope of Work description above are not included in the estimated fee and if requested by the client will be subject to a contract addendum. There will be a requirement for a 3rd Party Surveyor to perform a pre-design topographic survey. Monsoon will provide the scope of work for the survey and procure the services of a surveyor sub-consultant. The cost of the survey shall be included in Monsoon's fee. In addition to the 3rd Party Surveyor, there may be a requirement for environmental review services. Any costs associated with environmental and/or soils investigations or review are not included in the fee estimate presented below.

Fee

MONSOON's fees for the scope of services described herein shall be based on manhours expended by staff, billed at the hourly rates presented below. Under no circumstances will the total cost of services to be provided by MONSOON, which are directly related to this matter, exceed \$7,500.00, without prior authorization from the client.

Labor Rates

Principal Engineer / Hydrologist	\$110.00 / Hr
Staff Engineer / Scientist	\$110.00 / Hr
GIS / CAD Technician	\$90.00 / Hr
Administrative Support Staff	\$45.00 / Hr

Schedule

MONSOON can initiate the scope of work described herein, immediately upon receipt of a Notice to Proceed.

Limit of Liability

Neither MONSOON, its employees, nor MONSOON'S sub-consultants and their agents or employees shall be jointly, severally, or individually liable to the owner in excess of the compensation to be paid pursuant to this agreement or of Twenty Five Thousand Dollars (\$25,000.00), whichever is greater, by any reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.

Please return a signed copy of this proposal to authorize us to proceed with the project and authorization of payment.

Blaine T. Reely

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

January 15, 2018

Date

Acceptance by Client:

Client's Signature

Date

Printed Name

Firm/Company (Printed)



QUALIFICATIONS

PROPOSAL

1. Proposals are valid for thirty (30) consecutive calendar days from the date of MONSOON's signature, after which MONSOON reserves the right to reevaluate its proposal with respect to, but not limited to, costs, schedules, delays, scope of work, etc.
2. Proposals do not include any overtime charges unless specifically stated.
3. Proposals do not include reimbursable charges unless specifically stated.
4. Proposals do not include costs for permits, fees, taxes, and plan review processes of governing jurisdictions. Such costs will be considered as reimbursable charges.
5. Reimbursable charges are added charges to proposal value indicated.
6. Proposals are based on a defined and agreed upon scope of work and schedule.

INVOICE

1. Invoice payment is due within thirty (30) business days from date of MONSOON'S invoice.
2. Remit payment with a copy of this form for proper processing.
3. Make all checks payable to MONSOON CONSULTANTS.
4. Payments are past due the 31ST business day from the date of MONSOON'S invoice, after which a penalty of one and one-half percent (1 1/2%) of the unpaid balance will be assessed per month until payment in full is received, including penalty assessments.

CHANGE ORDER

1. Change order represents a change in the original scope of work for which MONSOON was contracted.
2. Change order may be due to many reasons such as, but not limited to, change in technical scope, schedule, costs, delays, permits, fees, travel, etc.
3. Change order does not change the basic language of the original contract for which the change order is addressed.
4. Change order may or may not show the associated cost for the work described. If a cost is not shown, it is agreed that both parties will meet to finalize the cost prior to completion of work defined in the change order.
5. Change orders must be signed by MONSOON and the Client or Client's authorized representative.
6. Acceptance by Client or Client's authorized representative constitutes authorization to proceed with the work associated with the change order and Client further agrees to fully compensate MONSOON for the work.
7. Change order date is the date of acceptance by the Client or Client's representative.
8. Acceptance signatures are considered by MONSOON to be binding for the Client.

WORK AUTHORIZATION

1. Work authorization date is the signature date of the Client or Client's authorized representative.
2. Acceptance signatures are considered by MONSOON to be binding for the Client.
3. Work authorization in conjunction with a proposal or change order constitutes acceptance of the proposal or change order.
4. **MONSOON WILL NOT PROCEED WITH THE WORK OR INCUR ANY COSTS ASSOCIATED WITH A PROPOSAL OR CHANGE ORDER WITHOUT AN ACCEPTANCE SIGNATURE FOR WORK AUTHORIZATION.**

RESOLUTION NO. 2018-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
DIRECTOR OF UTILITIES TO CONTRACT WITH MONSOON CONSULTING TO
DEVELOP PLANS AND SPECIFICATIONS FOR REMOVAL AND REPLACEMENT
OF THE ACCESS ROAD TO THE SM RESERVOIR.**

WHEREAS, San Miguel Community Services District (“District”) owns and operates a Potable Water Distribution system including water wells and mains within its boundaries;

WHEREAS, the only access road to the SM reservoir has deteriorated to the point of needing replacement; and

WHEREAS, the loss of this access road would be detrimental to the Districts ability maintain the Districts main water storage; and

WHEREAS, the Board of Directors recognizes that repairs such as this are crucial, and that this project was identified in the Water Master Plan and Rate Study;

WHEREAS, the Board of Directors authorizes an appropriation from Water Capital Reserve in the amount of **\$12,000** to professional services engineering (50-326); and

WHEREAS, the Board of Directors authorizes the Director of Utilities to contract with Monsoon Consulting to survey, develop plans and specifications for the replacement of this access road;

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 22nd day of March 2018.

Rob Roberson, Interim General Manager
ATTEST:

John Green, Board President

Douglas L. White, District General Counsel