



BOARD OF DIRECTORS

Ashley Sangster, President Anthony Kalvans, Vic-President
John Green, Director Hector Palafox, Director Vacancy, Director

REGULAR MEETING AGENDA APRIL 23rd, 2020 6:00 P.M. Closed Session 7:00 P.M. Opened Session

IMPORTANT NOTICE REGARDING COVID-19 AND MEETINGS:

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

- **The District offices are not opened to the public at this time; but will be open to the public for open session.**
- **All members of the public seeking to comment to the local legislative body may do so in person or one of the methods below.**

HOW TO SUBMIT PUBLIC COMMENT:

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

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

PUBLIC RECORD

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

Please see: www.sanmiguelcsd.org

SMCSD Boardroom

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

Meeting Schedule: Regular Board of Director meetings are generally held in the 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: 6:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:** *Sangster* ___ *Kalvans* ___ *Green* ___ *Palafox* ___ *Vacancy* ___
- IV. Approval of Regular Meeting Agenda:**

M _____ **S** _____ **V** _____

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

A. CLOSED SESSION AGENDA:

- 1. CONFERENCE WITH 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 LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

3. PUBLIC EMPLOYMENT

Title: Director of Utilities
Pursuant to Government Code Section 54954.5

4. PUBLIC EMPLOYMENT

Title: Board Clerk/Account Clerk Manager
Pursuant to Government Code Section 54954.5

5. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

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

Time: _____

1. Report out of closed session by District General Counsel Seikaly

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

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

VIII. Special Presentations/Public Hearings/Other:

1. Interview and appoint a new Director to fill vacancy on District Board
 - a) Ward Roney
 - b) Raynette Gregory

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. San Luis Obispo County 2. Camp Roberts—Army National Guard (LTC Robert Horvath) 3. Community Service Organizations | <p>Email No Report No Report/Email</p> |
|---|--|

District Staff & Committee Reports:

- | | | |
|--|--|--|
| <ol style="list-style-type: none"> 4. Interim General Manager 5. District General Counsel 6. District Engineer 7. Director of Utilities 8. Fire Chief | <p>(Mr. Roberson) (Mr. White) (Dr. Reely) (Mr. Dodds) (Chief Roberson)</p> | <p>Verbal Verbal/Telephone Report Attached Report Attached Report Attached</p> |
|--|--|--|

X. CONSENT CALENDAR:

Each item in the consent agenda will be voted on separately by voice vote per Executive Order 33-20. 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) 02-27-2020 Regular Board Meeting
2. **Approving RESOLUTION 2020-09, assignment of banking powers for John Green, Anthony Kalvans, Ashley Sangster, Hector Palafox for District Bank accounts and revoking banking powers for Joseph Parent.**
3. **Review and Discuss Resolution No 2020-10 Declaring Hazardous Weeds a Public Nuisance within the District.**
4. **Review and approve RESOLUTION 2020-13 adopting job description and pay scale for Financial Officer position.**

XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for February 2020 (Freeman)**
 - A. Claims Detail Report
 - B. Statement of Revenue Budget vs Actuals
 - C. Rev Budget vs Actual Summary
 - D. Statement of Expenditures Budget vs Actual
 - E. Cash Report

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

M_____ S_____ V_____

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for March 2020 (Freeman)**
 - F. Claims Detail Report
 - G. Statement of Revenue Budget vs Actuals
 - H. Rev Budget vs Actual Summary
 - I. Statement of Expenditures Budget vs Actual
 - J. Cash Report

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

M_____ S_____ V_____

3. **Receive and discuss presentation on proposed Fiscal Year 2020-21 Operation and Maintenance Budget for San Miguel Community Services District.**

Recommendation: Provide comments to Staff after reviewing proposed budget presentation.

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

4. **Review and approve RESOLUTION 2020-11 declaring a local emergency and temporarily authorizing an increase in authority for the Interim General Manager.**

Recommendation: Approve Resolution 2020-11 declaring a local emergency and temporarily authorizing an increase in authority for the Interim General Manager.

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

M_____ S_____ V_____

5. **Review and approve RESOLUTION 2020-12 suspending the late payment charges and discontinuation of Water and Sewer service for nonpayment.**

Recommendation: Approve Resolution 2020-12 suspending the late payment charges and Discontinuation of water and Sewer service for nonpayment.

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

M_____ S_____ V_____

6. **Review and approve RESOLUTION 2020-08 adopting revising Purchasing Policy to include required language. (Roberson)**

Recommendation: Approve Resolution 2020-08 adopting revising purchasing policy to include required language.

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

M_____ S_____ V_____

7. **Review and approve RESOLUTION 2020-14 approving a contract Monsoon Consultants to update the water and wastewater master plans and to create a Recycled water master plan in an amount not to exceed \$12,500 (Dodds)**

Funded by: Wastewater Department (40-326), Water Department (50-326)

Recommendation: Approve resolution 2020-14 approving a contract with Monsoon Consultants in an amount not to exceed \$12,500.

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

M_____ S_____ V_____

8. **Review and approve Resolution 2020-15 approving a proposal from DUDEK in an amount not to exceed \$71,900 for Environmental Consultant Services for preparation of CEQA and NEPA documents for the WWTF expansion and proposed recycled water pipeline alignments.**

Funded by: Wastewater Department (40-587) SRF GRANT

Recommendation: Approve Resolution 2020-15 and the Proposal from DUDEK in an amount not to exceed \$71,900.

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

M _____ S _____ V _____

9. First reading of proposed *ORDINANCE 01-2020* SMCSD Fire Code for ratification by the San Luis Obispo Board of Supervisors (Roberson/ Young)

Recommendation: First reading of proposed Ordinance 01-2020 SMCSD Fire Code

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

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

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

Public Comments: (Hear public comments)

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

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

Public Comments: (Hear public comments)

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSD office on April 17, 2020

Date: April 17, 2020

Rob Roberson Rob Roberson, Fire Chief/Interim General Manager

Ashley Sangster, SMCSD Board President Approved vis email/RR

Tamara Parent, Board Clerk/ Accounts Manager

San Miguel Community Services District

Special Board of Directors Meeting

Staff Report

April 23, 2020

AGENDA ITEM: VIII-1

SUBJECT: Appointment to fill an Existing Board Vacancy

STAFF RECOMMENDATION:

Interview and Select a Candidate to fill an existing Board of Directors vacancy for the remaining term that expires December 2020.

BACKGROUND DISCUSSION:

The resignation of Joseph Parent on January 29th of 2020 left a vacancy on the Board of Directors for the remaining term of office that expires in December 2020.

A Notice of Vacancy was posted in public locations within the community, on the District's website and sent out in all water bills in February 2020.

ACTION DISCUSSION:

Letter of interest and qualifications have been submitted to the Board for consideration.

It is appropriate to interview these candidates and seek information that will lead to a Board decision regarding the prospective candidates. The Board has elected to interview these candidates regarding their qualifications the Board should consider the following format:

1. Give each candidate 2 minutes to state reasons and qualifications for filling the Board vacancy.
2. Ask questions, from the list that has been prepared, related to duties and responsibilities of Board Member

After the interviews are completed, hold Board discussions as needed, then proceed with a Board vote. Following the Board's action, staff will advise the County Clerk's office of the appointment and provide appointee information as required.

Prepared By:

Approved By:

Tamara Parent

Rob Roberson

Board Clerk/Accounts Manager

Interim General Manager/Fire Chief

Attachment: Letter of Interest and Qualifications Statement (two)

SAN MIGUEL COMMUNITY SERVICES DISTRICT
1150 Mission Street
SAN MIGUEL, CA 93451
Phone (805) 467-3388 Fax (805) 467-9212

NOTICE OF VACANCY ON THE BOARD OF DIRECTORS

Notice of Intent to Appoint a Board Replacement

To all interested and qualified persons:

A vacancy now exists on the Board of Directors for the San Miguel Community Services District. This vacancy is the result of the resignation of Director Parent for a term ending on December 7, 2020.

The San Miguel Community Services District Board of Directors intends to appoint a person to fill the current vacancy and unexpired term of office at a Regular Board meeting on March 26, 2020, 7:00 pm to be held at the District office address noted above.

Any person interested in being appointed to the Board of Directors should submit a letter of interest to the District as soon as possible but no later than 4:00 p.m. on March 16, 2020. All letters of interest from qualified candidates will be delivered to the Board members. Qualified candidates must reside within the service boundaries of the District and be a registered voter.

It is suggested that letters of interest include your stated reason(s) for wanting to serve, any experience and qualifications that relate to the position of Director and any other information that you feel might be of benefit to the selection and appointment by the Board of Trustees.

If there are any questions, please contact District Administration office at 805-467-3388 or via District website, www.sanmiguelcsd.org.

Posted: February 4, 2020

Ward Roney
9860 River Road
San Miguel, CA.93451
805-953-5391

San Miguel Community Services District
March 05, 2020
1150 Mission Street
San Miguel, CA.93451

To the Board,

This is my letter of interest to serve on the Board of Directors of the San Miguel Community Services District for the current vacancy. I have participated in CSD's previously, the Rubidoux Community Services district as a frequent attendee many years ago so I am familiar with the workings of a CSD. I have served on the Executive boards of The Boy Scouts of America, The American Red Cross, and the Riverside County Employees Credit Union, all of which had annual budgets in the millions of dollars.

I have always been active in my communities in various volunteer capacities. I am pro-business, but I am also very committed to preserving the character and traditions of a community.

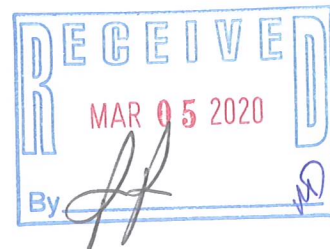
Growth is inevitable and along with growth, especially in California are concerns about water. Historically more battles have been waged on water issues than probably any other issue. The improvement and maintenance of infrastructure affects every resident.

I hope to have the opportunity to further discuss how I may contribute to the District in the capacity of a Director.

Sincerely,



Ward Roney



Raynette Gregory
8585 Cross Canyons Road
San Miguel Ca, 93451

March 11, 2020

To San Miguel Community Services District Board Members,

My name is Raynette Gregory and I am interested in filling the vacant seat on the San Miguel Community Services District Board. I have resided in the boundaries of the CSD since I moved with my family to the area in 2001; purchasing our property in 1996. I am also a registered voter in the County of San Luis Obispo.

My husband and I own Locatelli Vineyards & Winery, which we started from the ground up through hard work and perseverance. My experience as a business owner dealing with balancing budgets, personnel, marketing and even development issues, as we have expanded, have given me tools that I believe would be very helpful as a CSD Board Member.

As you may know, the Pleasant Valley Wine Trail encompasses San Miguel. I have worked hard with our local wineries and supporting businesses to grow this area as a successful thriving wine tourist destination. I am also currently serving as treasurer on the Trail as I have for the past four years.

Our company is also a charter member of San Miguel Chamber of Commerce and I served on the board during those initial years.

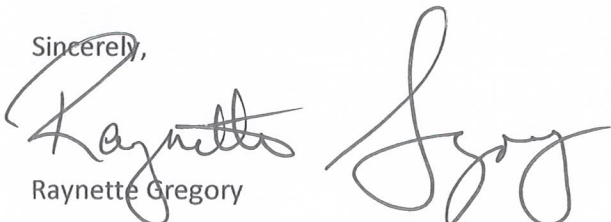
I have also served three years on the Finance Council of Old Mission San Miguel which assists the pastor in money management decisions. I have co-chaired and chaired the Wine Experiencia event which was a major fundraising event for Friends of Mission San Miguel which raised funds for the Mission's earthquake retrofit. Our winery has designed a label for Old Mission San Miguel in which a portion of the proceeds is donated to the non-profit charity, Friends of Mission San Miguel, for their work in preserving the San Miguel Mission. This year marks the tenth anniversary of this label in which we have donated over \$25,000 to date.

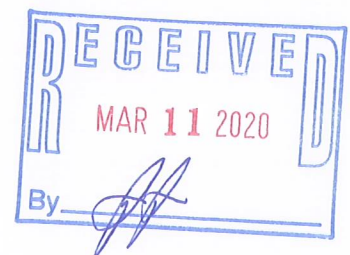
In my earlier years, I worked in my family's business as a residential developer in Visalia, California. It taught me the process of working with local government, utility companies, and other contractors to complete the task at hand.

As you can see I'm not afraid of rolling up my sleeves, diving in and doing the hard work-all while raising five children. I believe my experiences will be a beneficial asset to San Miguel as we move through 2020. I am happy to serve our community by donating my time and knowledge to the San Miguel Community Services District.

Thank you for your consideration. Any additional questions, feel to contact me at 805 835-6473.

Sincerely,


Raynette Gregory



BOARD OF SUPERVISORS DAILY COMMUNICATION REPORT

April 13, 2020

April 13, 2020 EOC Incident Objectives: No changes

Cases:

As of 1100 MONDAY 4/13/2020

- Total Positive Cases: 117
- Cases by Region –
 - Coast (11); Morro Bay (6) Other (5)
 - No. County (64); Paso Robles (30) Atascadero (23) Templeton (7) Other (4)
 - Central (13); San Luis Obispo (12) Other (1)
 - So. County (29); Arroyo Grande (16) Nipomo (7) Pismo Beach (5) Other (1)
- Cases by Age - 0-17 (5) 18-49 (43), 50-64 (34), 65+ (35)
- Cases by Status - Home (19), Hospitalized (2 total), ICU (2), Death (1), Recovered (95)
- Cases by Transmission - Travel (41), Person to Person (40), Community (34), Unknown/Under Investigation (2)
- Cases by Lab - PHL (47), WestPac (45), VRDL (1) Lab Corp (4) Quest (15) PDL (2) Kaiser (1) HCCL (1) Stanford (1)
- Total people tested - our lab (727), other labs (unknowable)

SLO County Roadmap to Phased Reopening:

- Because we are slowing the spread of this virus, our County will be in a good position to enter a phased reopening in our communities while continuing to manage this disease.
 - To do this requires a plan, and the tools and resources to manage any future outbreaks of this disease.
 - We are building that capacity while simultaneously building a plan to reopen our community spaces and workspace to public life again while ensuring public safety.
- The County is working on the **SLO County Road Map to Phased Reopening** to get residents out of their houses and re-open the doors of our local businesses.
 - A panel of experts have been assembled that will develop a public health and policy strategy for when and how the restrictions will be lifted and return to normal life.

- The goal is to ensure that the guidelines are practical and effective and balance a broad spectrum of medical, community and economic considerations.
- To that end, this panel will work with County policy leaders, business, education, and faith-based organizations to inform the development of these recommendations and guidelines for a phased opening.
- Ensuring the health of the community remains a top priority; yet we are keenly aware of the dramatic impact the Shelter in Place Order is having on the economic climate of our community. When the constraints begin to to loosen on businesses and other sectors, it will be stepwise and with a clear eye on avoiding or mitigating any secondary outbreak.
- The County is poised to work closely with our State partners when we return to a jurisdiction by jurisdiction approach to social distancing measures.
- The County is working hard to get our residents safely out of thier homes and back to work.

Cal Poly Alternate Care Site/Medical Corp Volunteers

- Daily report reflecting orientations completed between Saturday and today.

| | 4/10/20 4pm | 4/11/20 11am | 4/13/20 11 am |
|---------------------|----------------|-----------------|------------------|
| MD | 8 | 10 | 13 |
| RN/LVN | 37 | 40 | 45 |
| CNA / EMT | 8 | 8 | 17 |
| Other Medical | 18 | 23 | 31 |
| Non-Medical/Unknown | 22 | 26 | 32 |
| Total | 93 | 107 | 130 |

- Above volunteers have completed the onsite orientation, and have either completed the entire onboarding process, or are very close to doing so
- MD category: includes MD, Physician Assistant, Nurse Practitioner
- Other medical category: includes Dentist, paramedic, Veterinarian, Phlebotomist, Psych and other medical areas

Enforcement:

- **Calls to Enforcement Line**

- **4/11 through 4/12 WEEKEND**
 - 4/9: 15 calls; 4 valid complaints with follow up
 - 4/8: 16 calls; 1 valid complaint with follow up
 - 4/7: 31 calls; 4 valid complaints with follow up
 - 4/6: 48 calls; 17 valid complaints with follow up
 - 4/4-4/5: WEEKEND
 - 4/3: 29 calls; 9 valid complaints with follow-up
 - 4/2: 37 calls; 15 valid complaints with follow-up
 - 4/1: 43 calls; 11 valid complaints with follow-up
 - 3/31: 17 calls; 3 valid complaints with follow-up
 - 3/30: 48 calls; 11 valid complaints with follow up
 - 3/28-3/29: WEEKEND
 - 3/27: 44 calls; 11 valid complaints with follow up
 - 3/26: 54 calls; 12 valid complaint with follow up
 - 3/25: 93 calls; 43 valid complaints with follow up
 - 3/24: 21 calls; 7 valid complaints with follow up
- Staff has been having success calling businesses and explaining the Order. We have not yet had to post any site or take it to the next level but are prepared to do if necessary.



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

Ashley Sangster, President
Anthony Kalvans, Vice President
John Green
Hector Palafox
Vacant

Re: DISTRICT ENGINEER REPORT - APRIL 2020

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

There are no significant problems with the District's infrastructure at the time this report was prepared.

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 16, 2020: The DE participated in a pre-proposal meeting which was attended by consultants interested in submitting proposals for CEQA / NEPA Environmental Services which will be required for the proposed Machado WWTP expansion / renovation project and the "purple pipe" recycled water distribution system.
2. March 23, 2020: The DE and Director of Utilities participated in a meeting with representatives of Vino Farms to initiate discussions regarding the potential for the District to supply recycled water for use on their San Miguel West Vineyard.
3. April 2, 2020: The DE participated in a meeting between GSA Cooperative Committee staff to discuss the scope of work to be included in an RFP for consulting hydrogeological services related to addressing data gaps in the GSP. The cost of the work to be performed would be covered by SEP funds that the

CIVIL ENGINEERING / HYDROLOGY

City of Paso Robles made available. No separate funding from the District will be required.

4. April 9, 2020: The DE participated in a web-briefing from the DWR & USBR regarding an update on the Salinas River study that is ongoing.
5. April 13, 2020: The DE and the Director of Utilities met (via web conference) with representatives of the USDA to discuss the project and potential financing terms.
6. April 14, 2020: The Director of Utilities and DE participated in a meeting and site inspection to discuss and evaluate potential sites for installation of stream gages on the Salinas River in the vicinity of San Miguel. The proposed stream gages, if installed, could provide valuable information regarding the interaction between the Salinas River flow (and sub-flow) and the Paso Robles Groundwater Basin.

WATER PRODUCTION HISTORY

This data update was unavailable at the time this report was prepared.

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. WWTP Aeration System Upgrade: WWTP Aeration System Upgrade: Conversations with the County and PG&E indicate that the program may be modified to allow for the funding to be used to partially fund the proposed WWTP expansion / upgrade project. The DE and the Director of Utilities are planning to meet with the County and PG&E representatives in early 2020 to further explore this option.
2. Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Design Phase: The District has received and executed an agreement with the DWR Waterboard for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. The Board approved an agreement with Monsoon Consultants to provide project management and design services for this project at their October 2019 Board meeting. On April 13, 2020, the DE and the Director of Utilities met with representatives of the USDA to discuss the project and potential financing terms. The DE and staff have been diligently working on the preparation of the documents required to submit an application for project financing to the USDA. In addition, the Director of Utilities submitted a Funding Inquiry Form to the CALIFORNIA FINANCING COORDINATING COMMITTEE (CFCC). This submittal represents the initial step in soliciting additional grant and loan funding from a variety of agencies and programs within the State.
3. 10th & 11th Street Waterline Replacement Project: The District has been awarded a \$350,000 CDBG grant for partial funding of this project. The project has been designed and plans / bidding documents are being updated for bid advertisement in early 2020. The District has received the final report for the Kit Fox survey that was prepared by H.T. Harvey & Associates. We are currently awaiting the County completing the NEPA determination. The DE has prepared and the Director of Utilities has submitted the encroachment permit applications for the work to be performed in the UPRR and Caltrans right-of-way.

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 developer has completed the installation of all infra-structure and home construction has either been completed or is underway on 40 homes. In addition, construction of 20 new homes has either been completed or been started in the portion of the development that was acquired by Nino Development. All lots in this Tract have finished homes or homes that are under construction. There are no additional vacant lots.
- b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction has begun on fifteen (15) homes by Nino Development.
- c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial three (3) residences.

GROUNDWATER SUSTAINABILITY AGENCY

The GSI Water Solutions, Inc (GSI). Consultant Team was retained to prepare the GSP 1st Annual Report, which was completed and submitted to the DWR by the April 1, 2020 deadline.

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

April 16, 2020

Date



San Miguel Community Services District

UTILITY STATUS REPORT

3-18-2020 Thru 4-17-2020

AGENDA ITEM# IX.7

Well Status:

- Well 4 is fully operational - Well Level 83 2/3/2020
- Well 3 is fully operational - Well Level 80 2/3/2020
- SLT well is in service – Well Level

Water System status:

Water leaks this month: 2 This calendar year: 2

Water related calls through the alarm company after hours this month: 3 this Year: 3

- Well 3 suffered another failure which has been repaired.
- Annual Consumer confidence Report (CCR) was mailed the week of 4/13/2020

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- Working with Monsoon Consultants to audit the Sewer System Management Plan.

WWTF status:

COVID-19 impacts

- Front office remains closed to the public, situation has been manageable, and the public is accommodating the change.
- Additional cleaning protocol has been implemented at the offices and vehicles.
- Restrictions are in place for utility operations and public/ vendor interactions.
- Utilities has sufficient safety equipment available for use by operators.
 - The Fire Department is assisting in supplying masks
- Increased on-call operators to 2 to ensure adequate coverage for afterhours emergencies
 - On-call operations are being evaluated on a weekly basis.
- One operator is currently on a temporary alternate work schedule due to childcare needs.

Staffing

- Mr. Pittman started as a Field Lead Operator on 3/24. He comes with 10 years of water experience.
- WWTF operator position didn't receive any qualified applicants. Although we will still accept applications, this position will not be filled until we are closer to construction of the WWTF Expansion.

State Water Resources Control Board (SWRCB):

Division of Drinking Water: - WATER

- Triannual Sanitary survey report received from DDW, preparing a response to the report.
- Electronic Annual Report (EAR) submitted and approved

Central Coast Regional Water Quality Control Board: - WASTEWATER

- Nothing new to report

Lighting status:

- Working with PGE Rep to get remainder of the PGE owned streetlights converted to LED.
- Working on converting decorative streetlights on mission to LED, a replacement bulb and configuration has been found and is being tried. Overall project cost will be significantly cheaper than previous estimates.

Landscaping status:

- Leaks have been repaired, working out issues with controllers and valving.
- Started clearing out beds
- Will be seeking reimbursement from Chamber of Commerce for materials/ labor to repair irrigation.

Solid Waste:

- Working with IWMA on specifics for the HHW site and IWMA funding for the site.
- Staff is currently working on revising the District Solid Waste Ordinance.

Project status:

- Working with PGE and Energy Watch to look at potential options to upgrade well pumps and controls to be more energy efficient.

Board requested information:

- Currently updating SOPs for Water and Wastewater field operations

Community Development Block Grant (CDBG)

- Working with the County on preliminary paperwork for CDBG funding to replace water lines on 10th and 11th streets, agreement should be ready by the end of April (4/13/2020)

WWTP expansion and Aerator Upgrade

- See additional agenda item(s) for ongoing information

SLO County in San Miguel:

- County Planning has a CalPoly Intern who will be doing a project regarding water conservation in San Miguel. She will be working with the District to develop outreach customers to help them learn how to save water through retrofits and other changes. Updates will be provided to the Board as needed.

Caltrans in San Miguel:

- Caltrans is underway on improvements to the HWY 101 corridor, for what will be a 2-year project. There are numerous on/off ramp closures (7-2019)

Rain in San Miguel:

| | |
|-------------|--------------|
| <u>2018</u> | <u>9"</u> |
| <u>2019</u> | <u>12.5"</u> |

2020
Thru 4/13 2”

Kelly Dodds _____

Kelly Dodds
Director of Utilities
Date: April 17, 2020

San Miguel Community Services District Board of Directors Meeting



Staff Report

April 23rd, 2020

AGENDA ITEM: IX 10

SUBJECT: Fire Chief & Asst Fire Chief Report for April 2020

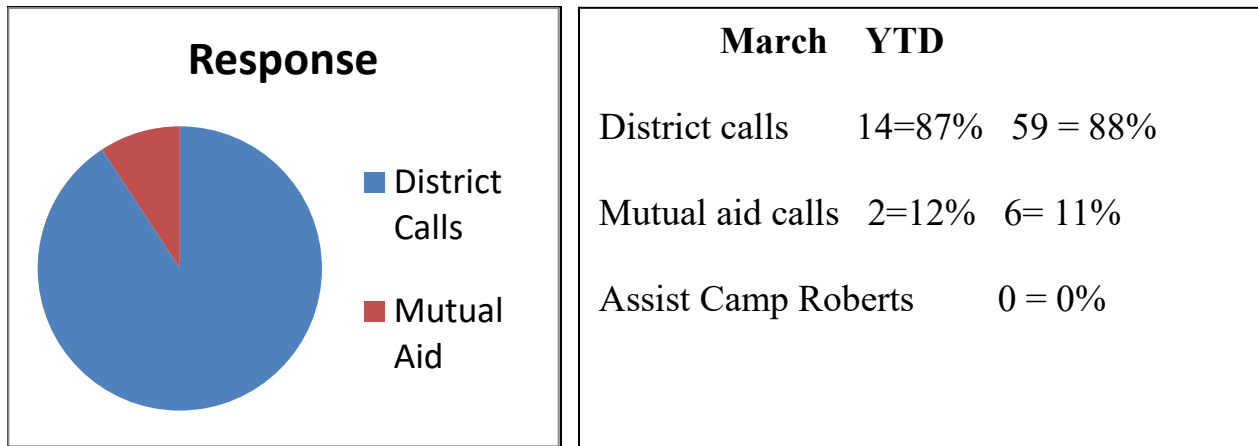
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for March 2020 **16**
- Average Calls for per 2 Months in 2020 22.3
- Total calls for the year to date **67**

| | | | |
|---|----|------------------|------------|
| Emergency Response Man Hours in March = | 55 | Total | 194 |
| Stand-By Man Hours for March = | 12 | | <u>41</u> |
| | | Total hr. | 235 |

| | | | |
|--------------------------------|---------|---------------------|---------------------------|
| Emergency Response Man Hours = | 3.4 hr. | Per call for March | 2.8 Per call for the year |
| Stand-By Average per Call = | .75 | Per call for, March | .61 Per call for the year |



Equipment:

E-8696 Annual BIT inspection, Annual Pump Test, Minor repairs after inspection.

E-8687 Annual BIT inspection, Annual Pump Test, Minor repairs after inspection. All four shocks were bad and needed replacement.

Activities:

Training Academy for new recruits, Starting February 22nd Ending April 5th 8-3 Sat- Sun.

Due to the COVID-19 All group training has been suspended until further notice.

March

| <u>Date</u> | <u>Subject Matter</u> |
|-------------|---|
| 1 | 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy |
| 3 | Hose Loads and Pulls, Small and Large Lines |
| 7 | 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy |
| 8 | 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy |
| 10 | Ladders |
| 14 | 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy |
| 15 | 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy |
| 16 | Start Engine Annual Check and Maintenance on Engines and Equipment Pump Test, DOT Certification Inspection, and Required Repairs |
| 17 | Ladders |
| 21 | Off |
| 22 | Off |

All Activities Cancelled until further Notice Due to COVID-19

| | |
|----|---|
| 17 | Ventilation |
| 24 | Association Meeting |
| 28 | 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy |
| 29 | 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy |

April **Cancelled due to COVID-19**

| <u>Date</u> | <u>Subject matter</u> |
|---------------|---|
| 2 | Ropes and Knots / Rescue System |
| 4 | 6 Hr. 0800-1100 / 1200-1500 Pay call Fire Training Academy |
| 5 | 6 Hr. 0800-1100 / 1200-1500 Pay call Fire Training Academy |
| 9 | Search and Rescue |
| 16 | Tools and Equipment Set up / Lights, Ventilation, Rescue |
| 23 | Association Meeting |

| <u>Date</u> | <u>Other activities</u> | <u>Time</u> |
|----------------------------|-----------------------------------|----------------------|
| 25th | Sagebrush Day's Parade | 0900-1200 |

Information:

- Fire Prevention Report Attached.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2020 MILEAGE / FUEL REPORT

IX-8

| Mileage/ Fuel | January | | February | | March | | April | | May | | June | | Total | | Avg. MPG |
|----------------------|---------|------|----------|------|-------|------|-------|------|-----|------|------|-------------|------------|-------------|----------|
| Diesel | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | |
| E-8696 | 17 | 16.6 | 84 | 18 | 92 | 22 | | | | | | | 193 | 56.6 | 3.4 |
| E-8687 | 17 | 13.4 | 24 | 25 | 24 | 0 | | | | | | | 65 | 38.4 | 1.7 |
| E-8668 | 47 | 0 | 12 | 10 | 76 | 9 | | | | | | | 135 | 19 | 7.1 |
| 6 Month Total | | | | | | | | | | | | 393 | 114 | 3.4 | |
| Gas | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | |
| U-8630 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 | 0 | #DIV/0! |
| C-8601 | 301 | 0 | 356 | 54 | 321 | 32.2 | | | | | | | 978 | 86.2 | 11.3 |
| C-8600 | 319 | 0 | 368 | 37.3 | 449 | 27.5 | | | | | | | 1136 | 64.8 | 17.5 |
| 6 Month Total | | | | | | | | | | | | 2114 | 151 | 14.0 | |

| Mileage / Fuel | July | | August | | September | | October | | November | | December | | Total | | Avg. MPG |
|----------------------|------|------|--------|------|-----------|------|---------|------|----------|------|----------|----------|------------|----------------|----------|
| Diesel | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | |
| E-8696 | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| E-8687 | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| E-8668 | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| 6 Month Total | | | | | | | | | | | | 0 | 0 | #DIV/0! | |
| Gas | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | mi. | gal. | |
| U-8630 | | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| C-8601 | | | | | | | | | | | | | 0 | 86.2 | 5.7 |
| C-8600 | | | | | | | | | | | | | 0 | 64.8 | 0.0 |
| 6 Month Total | | | | | | | | | | | | 0 | 151 | 0.0 | |

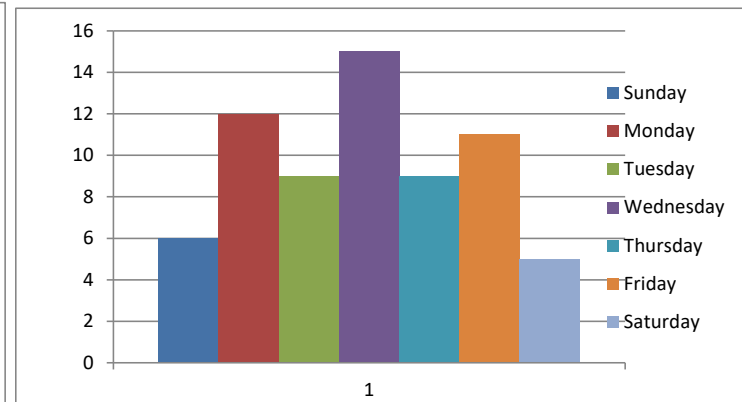
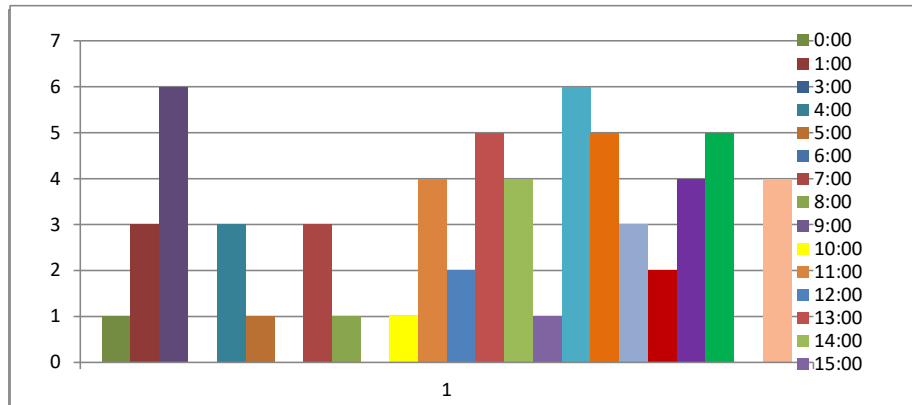
| | | | |
|----------------|-------------|------------|------------|
| YTD 2020 Total | mi. | gal. | Avg. MPG |
| Diesel | 393 | 114 | 3.4 |
| Gas | 2114 | 302 | 7.0 |

Call per time of day and day of the week 2020

| | 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 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 6 | 8% |
| Monday | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 12 | 17% |
| Tuesday | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 13% | |
| Wednesday | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 2 | 2 | 0 | 0 | 1 | 1 | 0 | 15 | 22% | |
| Thursday | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 2 | 0 | 1 | 11 | 16% | |
| Friday | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 9 | 13% | |
| Saturday | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 | 7% | |
| Hour Total | 1 | 3 | 6 | 0 | 3 | 1 | 0 | 3 | 1 | 1 | 1 | 4 | 2 | 5 | 4 | 1 | 6 | 5 | 3 | 2 | 4 | 5 | 0 | 67 | | |
| | 1% | 5% | 9% | 0% | 5% | 1% | 0% | 5% | 1% | 0% | 1% | 5% | 3% | 7% | 5% | 1% | 9% | 7% | 5% | 3% | 5% | 7% | 0% | 5% | | |

| | | |
|--|----|-----|
| Total calls during CSD Work Hours | 18 | 26% |
| Total calls during Off time and weekends | 49 | 73% |
| After Hours calls 22:00 to 06:00 | 20 | 29% |
| Total Weekend Calls | 11 | 16% |
| Total Calls Monday thru Friday | 56 | 83% |

8am to 8pm 10 14%





| | 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 | 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 |
| Veg. Fires | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Fires | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Misc. Fires | 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 |
| Illegal Burning | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Vehicle Accidents | 3 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 3 |
| False Alarms | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Hazardous Condition | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 |
| 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 |
| 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 |
| Pub.Svc.Asst. | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 |
| Medical Aids | 14 | 2 | 18 | 1 | 10 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 42 | 5 |
| Call TOTALS | 21 | 5 | 24 | 1 | 14 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 59 | 8 |
| | 26 | | 25 | | 16 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 67 | |
| <i>CPR</i> | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Mutual Aid SLO/Mon. | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Camp Bob Asst. | 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 |
| Average Calls Per | <i>Month</i> | | 26.0 | <i>Day</i> | 0.8 | <i>SLO Co. MA</i> | | | | | 6 | <i>Montrey Co. MA</i> | | | | | 0 | <i>CPR TOTAL</i> | | | | | 1 | | | |

San Miguel Fire Department

San Miguel, CA

This report was generated on 4/1/2020 12:14:22 PM



Daily Log Items per Personnel for Activity Code for Personnel

Personnel: Young, Scott P | Activity Codes: All Activity Codes | Start Time: 00:00 | End Time: 23:00 | Start Date: 03/01/2020 | End Date: 03/31/2020

| START | END | LOG TYPE | APPARATUS | NOTES | HOURS |
|-----------------------|---------------------|----------|-----------|---|-------|
| Young, Scott P | | | | | |
| 03/01/2020 08:00:00 | 03/01/2020 15:00:00 | DAYBOOK | SMF 1 | | 7.00 |
| 03/01/2020 08:00:00 | 03/02/2020 08:00:00 | DAYBOOK | SMF 1 | | 24.00 |
| 03/01/2020 08:00:00 | 03/01/2020 14:00:00 | DAYBOOK | | Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P | 6.00 |
| 03/01/2020 08:30:00 | 03/03/2020 08:30:00 | DAYBOOK | SMF 1 | | 48.00 |
| 03/03/2020 08:30:00 | 03/03/2020 22:00:00 | DAYBOOK | SMF 1 | | 13.50 |
| 03/03/2020 18:00:00 | 03/03/2020 22:00:00 | DAYBOOK | SMF 1 | Company drill and equipment checkout. | 4.00 |
| 03/03/2020 18:00:00 | 03/03/2020 22:00:00 | DAYBOOK | | Firefighter Training: Hose Loads and Pulls Attack & Supply Lines Lead Instructor: Roberson, Robert E | 4.00 |
| 03/04/2020 08:30:00 | 03/04/2020 16:30:00 | DAYBOOK | SMF 1 | | 8.00 |
| 03/04/2020 09:00:00 | 03/04/2020 10:00:00 | DAYBOOK | SMF 1 | ISO Meeting | 1.00 |
| 03/04/2020 13:00:00 | 03/04/2020 13:30:00 | DAYBOOK | SMF 1 | Received 2- new BK King Commander 2 radios form a county wide, local government, state grant | 0.50 |
| 03/05/2020 08:30:00 | 03/05/2020 16:30:00 | DAYBOOK | SMF 1 | | 8.00 |
| 03/05/2020 16:59:00 | 03/05/2020 17:41:00 | INCIDENT | E8687 | Incident 2020-52 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 9850 N River RD | 0.70 |
| 03/08/2020 08:00:00 | 03/08/2020 15:00:00 | DAYBOOK | SMF 1 | | 7.00 |
| 03/08/2020 08:00:00 | 03/08/2020 14:00:00 | DAYBOOK | | Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P | 6.00 |
| 03/08/2020 08:30:00 | 03/09/2020 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 03/09/2020 08:30:00 | 03/10/2020 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 03/09/2020 18:39:00 | 03/09/2020 19:13:00 | INCIDENT | E8687 | Incident 2020-54 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1141 Mission ST C | 0.57 |
| 03/10/2020 08:30:00 | 03/10/2020 22:00:00 | DAYBOOK | SMF 1 | | 13.50 |
| 03/10/2020 09:00:00 | 03/10/2020 11:00:00 | DAYBOOK | E8696 | Annual Pump Testing required by NFPA & ISO | 2.00 |
| 03/10/2020 11:00:00 | 03/10/2020 13:00:00 | DAYBOOK | E8687 | Annual Pump Testing required by NFPA / ISO. Repair foam leak. | 2.00 |
| 03/10/2020 14:21:00 | 03/10/2020 14:45:00 | INCIDENT | E8687 | Incident 2020-55 - Public service assistance, other: Apparatus E8687 responded to 1071 L ST | 0.40 |
| 03/10/2020 18:00:00 | 03/10/2020 22:00:00 | DAYBOOK | SMF 1 | Company training Ladders and Corona Virus Protocols | 4.00 |
| 03/10/2020 18:00:00 | 03/10/2020 22:00:00 | DAYBOOK | | Special Operations Training: Scene Size up Lead Instructor: Roberson, Robert E | 4.00 |
| 03/11/2020 08:30:00 | 03/11/2020 17:00:00 | DAYBOOK | SMF 1 | | 8.50 |
| 03/11/2020 13:00:00 | 03/11/2020 13:10:00 | DAYBOOK | SMF 1 | Reported an abandon motorcycle on L Street between 13th & 14th. CHP towed the motorcycle. | 0.17 |
| 03/12/2020 08:30:00 | 03/12/2020 16:30:00 | DAYBOOK | SMF 1 | | 8.00 |
| 03/12/2020 10:49:00 | 03/12/2020 10:49:00 | DAYBOOK | SMF 1 | Contacted Chief Jalbert regarding temp housing unit. | 0.00 |
| 03/12/2020 13:00:00 | 03/12/2020 13:10:00 | DAYBOOK | SMF 1 | Forwarded ISO information | 0.17 |
| 03/12/2020 13:56:00 | 03/12/2020 14:20:00 | INCIDENT | E8687 | Incident 2020-56 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1385 Mission ST | 0.40 |
| 03/15/2020 02:29:00 | 03/15/2020 02:47:00 | INCIDENT | E8687 | Incident 2020-57 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 335 14th ST | 0.30 |
| 03/15/2020 08:00:00 | 03/15/2020 14:00:00 | DAYBOOK | | Firefighter Training: Hoses, Nozzles, Streams, & Foam Lead Instructor: Young, Scott P | 6.00 |
| 03/15/2020 08:30:00 | 03/16/2020 08:30:00 | DAYBOOK | 8601 | | 24.00 |

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

| START | END | LOG TYPE | APPARATUS | NOTES | HOURS |
|--|---------------------|----------|-----------|--|---------------|
| 03/16/2020 08:30:00 | 03/17/2020 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 03/16/2020 09:00:00 | 03/16/2020 11:30:00 | DAYBOOK | E8696 | E8696 in to South-coast for wiper motor replacement. | 2.50 |
| 03/16/2020 11:30:00 | 03/20/2020 14:30:00 | DAYBOOK | E8687 | E8687 in to South-coast for Annual Service with DOT inspection. | 99.00 |
| 03/16/2020 12:30:00 | 03/16/2020 15:00:00 | DAYBOOK | SMF 1 | Applied for CalFire VFG 2020 | 2.50 |
| 03/17/2020 08:30:00 | 03/17/2020 19:00:00 | DAYBOOK | SMF 1 | | 10.50 |
| 03/17/2020 16:30:00 | 03/17/2020 20:30:00 | DAYBOOK | | Firefighter Training: Scene Size up Lead Instructor: Young, Scott P | 4.00 |
| 03/18/2020 08:30:00 | 03/18/2020 16:30:00 | DAYBOOK | SMF 1 | | 8.00 |
| 03/18/2020 09:00:00 | 03/18/2020 09:00:00 | INCIDENT | SMF 1 | Incident 2020-58 - Special type of incident, other: Apparatus SMF 1 responded to 1150 Mission ST | 0.00 |
| 03/18/2020 10:00:00 | 03/18/2020 10:30:00 | DAYBOOK | 8601 | 1131 K Street. Re-inspection required. Instant hot water-heater clearance and CO2 detector at vaulted ceiling. | 0.50 |
| 03/19/2020 08:15:00 | 03/19/2020 08:30:00 | DAYBOOK | SMF 1 | Took Temperatures and checked status for all in-house staff. All appeared normal | 0.25 |
| 03/19/2020 08:30:00 | 03/19/2020 16:30:00 | DAYBOOK | SMF 1 | | 8.00 |
| 03/19/2020 13:45:00 | 03/19/2020 14:15:00 | DAYBOOK | 8601 | Fire Final Inspection for River Bluffs lot 12. Passed. | 0.50 |
| 03/20/2020 10:30:00 | 03/23/2020 11:30:00 | DAYBOOK | E8668 | E8668 into South Coast for low power mode activation. | 73.00 |
| 03/22/2020 08:30:00 | 03/22/2020 08:30:00 | DAYBOOK | SMF 1 | | 0.00 |
| 03/22/2020 08:30:00 | 03/23/2020 08:30:00 | DAYBOOK | 8601 | | 24.00 |
| 03/22/2020 08:30:00 | 03/22/2020 08:40:00 | DAYBOOK | SMF 1 | Daily infection control. All staff is clear | 0.17 |
| 03/22/2020 20:08:00 | 03/22/2020 20:35:00 | INCIDENT | E8687 | Incident 2020-62 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 660 N River RD | 0.45 |
| 03/23/2020 13:18:00 | 03/23/2020 13:47:00 | INCIDENT | E8687 | Incident 2020-63 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 345 Ladrillos WAY | 0.48 |
| 03/24/2020 08:30:00 | 03/24/2020 16:30:00 | DAYBOOK | SMF 1 | | 8.00 |
| 03/24/2020 08:40:00 | 03/24/2020 08:50:00 | DAYBOOK | SMF 1 | No abnormal readings, however the CSD has a new employee that has just returned from Mexico and started work today. TP & PF are continuing with testing but are not in Emergency Reporting | 0.17 |
| 03/25/2020 08:30:00 | 03/25/2020 18:00:00 | DAYBOOK | SMF 1 | | 9.50 |
| 03/25/2020 08:40:00 | 03/25/2020 08:45:00 | DAYBOOK | SMF 1 | All personnel are within normal ranges. TP & PF not in the ER system. | 0.08 |
| 03/25/2020 15:29:00 | 03/25/2020 16:00:00 | INCIDENT | E8687 | Incident 2020-64 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 7575 N River RD | 0.52 |
| 03/25/2020 18:18:00 | 03/25/2020 18:48:00 | INCIDENT | E8687 | Incident 2020-65 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 9999 Woodmancee WAY | 0.50 |
| 03/26/2020 08:30:00 | 03/26/2020 17:00:00 | DAYBOOK | SMF 1 | | 8.50 |
| 03/26/2020 08:30:00 | 03/26/2020 08:45:00 | DAYBOOK | SMF 1 | All staff within normal limits. TP & PF not in the ER system. | 0.25 |
| 03/26/2020 08:50:00 | 03/26/2020 09:30:00 | DAYBOOK | E8687 | Decon E8687. | 0.67 |
| 03/27/2020 09:00:00 | 03/27/2020 09:30:00 | DAYBOOK | SMF 1 | All staff within normal ranges. TP & PF not in ER | 0.50 |
| 03/29/2020 08:30:00 | 03/30/2020 08:30:00 | DAYBOOK | 8601 | | 24.00 |
| 03/30/2020 01:32:00 | 03/30/2020 01:49:00 | INCIDENT | 8601 | Incident 2020-66 - EMS call, excluding vehicle accident with injury: Apparatus 8601 responded to 1150 Mission ST | 0.28 |
| 03/30/2020 04:49:00 | 03/30/2020 06:09:00 | INCIDENT | E8696 | Incident 2020-67 - Motor vehicle accident with injuries: Apparatus E8696 responded to 1100 L ST | 1.33 |
| 03/30/2020 08:30:00 | 03/31/2020 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 03/30/2020 09:00:00 | 03/30/2020 09:20:00 | DAYBOOK | SMF 1 | All staff within normal ranges. TP & PF not in ER | 0.33 |
| 03/30/2020 09:00:00 | 03/30/2020 10:00:00 | DAYBOOK | E8696 | E8696 into South Coast for annual DOT inspection. | 1.00 |
| 03/31/2020 08:30:00 | 03/31/2020 16:30:00 | DAYBOOK | SMF 1 | | 8.00 |
| 03/31/2020 09:00:00 | 03/31/2020 09:10:00 | DAYBOOK | SMF 1 | All staff within the station are within normal ranges. TP & PF not in the ER system. Rojas is out sick today. | 0.17 |
| 03/31/2020 09:30:00 | 03/31/2020 10:00:00 | DAYBOOK | SMF 1 | River Bluffs lot 5 rough fire sprinkler passed. | 0.50 |
| 03/31/2020 11:30:00 | 03/31/2020 12:20:00 | DAYBOOK | SMF 1 | Furnished 2-Knox Box applications to John Green | 0.83 |
| 03/31/2020 13:00:00 | 03/31/2020 13:30:00 | DAYBOOK | 8600 | Inspection for John Green's gate project. | 0.50 |
| Total Hours for: Young, Scott P | | | | | 607.19 |
| Total of all Personnel Hours | | | | | 607.19 |

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



Fire Truck and Emergency Vehicle B.I.T INSPECTION FORM

Customer: San Miguel FD

Repair Order: 013870

Job Number: _____

VIN#: 1GDK7E1346F427211

Inspector's name: Clinton Price & Hunter Hardy

Unit #: E8687 Date: 3/17/20

Mileage: 21,044

Engine Hours: N/A

Aerial Hours: N/A

PTO Hours: N/A

Inspection and Action Codes:

| | OK | Adjmt Made | Repair Needed |
|--|----|---------------|------------------|
|--|----|---------------|------------------|

1. Vehicle In-Cab Inspection:

- A. Check operation of all gauges in instrument panel
- B. Check operation of windshield wiper and blades
- C. Check horns and siren
- D. Check parking brake operation
- E. Check clutch pedal free-play (if equipped)
- F. Check operation of transmission shift controls
- G. Check air conditioner system
- H. Check seat and belt condition

| | | | |
|--|-----|--|--|
| A. Check operation of all gauges in instrument panel | X | | |
| B. Check operation of windshield wiper and blades | X | | |
| C. Check horns and siren | X | | |
| D. Check parking brake operation | X | | |
| E. Check clutch pedal free-play (if equipped) | N/A | | |
| F. Check operation of transmission shift controls | X | | |
| G. Check air conditioner system | X | | |
| H. Check seat and belt condition | X | | |

2. Air Systems Check:

- A. Drain air tanks and check for excessive water/oil accumulation
- B. Inspect brake air lines
- C. Pressure build up from 85-100psi (no more than min)
- D. Check governor cut-out pressure
- E. Check low air warning devices
- F. Check dash valve automatic trip
(Should be between 20-40psi)
- G. Air system loss rate and record
 - 1. Release brake and watch for pressure loss
 - 2. Press brake and hold for 1 minute and watch gauges
(no more than 3psi in 1 minute)

| | | | |
|--|---------|--|--|
| A. Drain air tanks and check for excessive water/oil accumulation | X | | |
| B. Inspect brake air lines | X | | |
| C. Pressure build up from 85-100psi (no more than min) | 45 SEC. | | |
| D. Check governor cut-out pressure | 125 PSI | | |
| E. Check low air warning devices | 60 PSI | | |
| F. Check dash valve automatic trip (Should be between 20-40psi) | 30 PSI | | |
| G. Air system loss rate and record | | | |
| 1. Release brake and watch for pressure loss | 0 PSI | | |
| 2. Press brake and hold for 1 minute and watch gauges (no more than 3psi in 1 minute) | 0 PSI | | |

3. Vehicle Lighting System:

- A. Check operation of instrument panel lights and in-cab courtesy lights
- B. Check operation of all external lights
- C. Check high beam flash
- D. Check compartment lights

| | | | |
|--|---|---|--|
| A. Check operation of instrument panel lights and in-cab courtesy lights | | X | |
| B. Check operation of all external lights | | X | |
| C. Check high beam flash | X | | |
| D. Check compartment lights | | X | |

4. Charging System and Batteries:

- A. Clean and tighten battery connections
- B. Check alternator output
- C. Load test batteries
- D. Inspect alternator belt condition and adjust tension

| | | | |
|---|---|--|--|
| A. Clean and tighten battery connections | X | | |
| B. Check alternator output | X | | |
| C. Load test batteries | X | | |
| D. Inspect alternator belt condition and adjust tension | X | | |

5. Tires and Wheels:

- A. Inspect tires for excessive wear
- B. Check tire pressures
- C. Inspect wheels for cracks and loose retaining nuts
- D. Check tire tread depth

| | | | |
|---|---|--|--|
| A. Inspect tires for excessive wear | X | | |
| B. Check tire pressures | X | | |
| C. Inspect wheels for cracks and loose retaining nuts | X | | |
| D. Check tire tread depth | X | | |

6. Engine and Support Systems:

- A. Engine
 - 1. Inspect throttle operation for full-fuel positioning
 - 2. Inspect engine breathers and air box drains for obstructions
 - 3. Inspect engineer panel throttle, operating mechanism
 - 4. Inspect air filter element
 - 5. Inspect air system piping, tighten clamps and support brackets
 - 6. Check ECM for active/inactive codes.
- B. Engine Cooling System (**CHECK LEVEL**)
 - 1. Pressure test cooling system and inspect for leaks
 - 2. Inspect radiator pressure cap

| | | | |
|---|---|---|--|
| A. Engine | | | |
| 1. Inspect throttle operation for full-fuel positioning | X | | |
| 2. Inspect engine breathers and air box drains for obstructions | X | | |
| 3. Inspect engineer panel throttle, operating mechanism | X | | |
| 4. Inspect air filter element | | X | |
| 5. Inspect air system piping, tighten clamps and support brackets | X | | |
| 6. Check ECM for active/inactive codes. | X | | |
| B. Engine Cooling System (CHECK LEVEL) | | | |
| 1. Pressure test cooling system and inspect for leaks | | X | |
| 2. Inspect radiator pressure cap | X | | |

Inspection and Action Codes:

| | OK | Adjmt Made | Repair Needed |
|--|----|---------------|------------------|
|--|----|---------------|------------------|

7. Cab and Body Inspection

- A. Cab and Engine Cover
 - 1. Check operation of cab jack, and fluid level (*if equipped*)
 - 2. Check securement of all cab steps and handles
 - 3. Inspect windshield, windows and mirrors for chips or cracks
 - 4. Check proper operation of all cab doors from inside & out
- B. Body
 - 1. Check all compartment doors for proper latching & securement
 - 2. Check for proper securement of steps and handles
 - 3. Ensure there are no loose hose or tooling on body that may fall off.

| | | | |
|---|-----|---|--|
| A. Cab and Engine Cover | | | |
| 1. Check operation of cab jack, and fluid level (<i>if equipped</i>) | N/A | | |
| 2. Check securement of all cab steps and handles | X | | |
| 3. Inspect windshield, windows and mirrors for chips or cracks | X | | |
| 4. Check proper operation of all cab doors from inside & out | X | | |
| B. Body | | | |
| 1. Check all compartment doors for proper latching & securement | | X | |
| 2. Check for proper securement of steps and handles | X | | |
| 3. Ensure there are no loose hose or tooling on body that may fall off. | X | | |

8. Under Vehicle Inspection & Lubrication

- A. Front Suspension
 - 1. Inspect front axle king pins for wear, lubricate
 - 2. Inspect front springs, spring pins, lubricate
 - 3. Inspect front brakes for wear, adjust (if wedge brakes add 1 hr of labor)
 - 4. Inspect S-Cams and slack adjusters, lubricate
- B. Steering Mechanism (**CHECK LEVEL**)
 - 1. Inspect steering gear for wear, and bolts for tightness
 - 2. Inspect for fluid leaks
 - 3. Inspect tie-rod ends and drag link, lubricate
 - 4. Inspect slip yoke
- C. Engine, Transmission and Radiator Mountings (**CHECK FLUID LEVELS**)
 - 1. Inspect front and rear engine mounts
 - 2. Inspect transmission mounts, oil lines, and linkage
 - 3. Inspect radiator mounts
- D. Engine and Transmission Oil Leakage and Service
 - 1. Inspect engine for oil leaks.
 - 2. Inspect transmission for oil leaks.
- E. Exhaust System
 - 1. Inspect system for leaks
- F. Pump Transmission (**CHECK FLUID LEVEL**)
 - 1. Inspect for leaks
 - 2. Inspect drive-line and u-joints, lubricate
- G. Rear Suspension
 - 1. Inspect condition of rear springs and pins, lubricate
 - 2. Inspect condition of rear bushings
- H. Driveline
 - 1. Inspect condition of u-joints and slip joints
- *** 2. Lubricate ALL grease fittings
- I. Rear Axle(s)
 - 1. Inspect brakes for wear, adjust (if wedge brakes add 1hr labor per axle)
 - 2. Inspect s-cams and slack adjusters, lubricate
 - 3. Inspect for fluid leaks
 - 4. Inspect pinion shaft
 - 5. Inspect and clean breather vents
 - 6. Check rear axles lubricants
- J. Frame and Crossmembers
 - 1. Inspect for proper securement of crossmembers and attached items like bumpers, ect.

| | | | |
|--|---|---|--|
| A. Front Suspension | | | |
| 1. Inspect front axle king pins for wear, lubricate | X | | |
| 2. Inspect front springs, spring pins, lubricate | X | | |
| 3. Inspect front brakes for wear, adjust (if wedge brakes add 1 hr of labor) | X | | |
| 4. Inspect S-Cams and slack adjusters, lubricate | X | | |
| B. Steering Mechanism (CHECK LEVEL) | | | |
| 1. Inspect steering gear for wear, and bolts for tightness | X | | |
| 2. Inspect for fluid leaks | X | | |
| 3. Inspect tie-rod ends and drag link, lubricate | X | | |
| 4. Inspect slip yoke | X | | |
| C. Engine, Transmission and Radiator Mountings (CHECK FLUID LEVELS) | | | |
| 1. Inspect front and rear engine mounts | X | | |
| 2. Inspect transmission mounts, oil lines, and linkage | X | | |
| 3. Inspect radiator mounts | X | | |
| D. Engine and Transmission Oil Leakage and Service | | | |
| 1. Inspect engine for oil leaks. | X | | |
| 2. Inspect transmission for oil leaks. | X | | |
| E. Exhaust System | | | |
| 1. Inspect system for leaks | | X | |
| F. Pump Transmission (CHECK FLUID LEVEL) | | | |
| 1. Inspect for leaks | X | | |
| 2. Inspect drive-line and u-joints, lubricate | X | | |
| G. Rear Suspension | | | |
| 1. Inspect condition of rear springs and pins, lubricate | X | | |
| 2. Inspect condition of rear bushings | X | | |
| H. Driveline | | | |
| 1. Inspect condition of u-joints and slip joints | X | | |
| *** 2. <u>Lubricate ALL grease fittings</u> | X | | |
| I. Rear Axle(s) | | | |
| 1. Inspect brakes for wear, adjust (if wedge brakes add 1hr labor per axle) | X | | |
| 2. Inspect s-cams and slack adjusters, lubricate | X | | |
| 3. Inspect for fluid leaks | X | | |
| 4. Inspect pinion shaft | X | | |
| 5. Inspect and clean breather vents | X | | |
| 6. Check rear axles lubricants | X | | |
| J. Frame and Crossmembers | | | |
| 1. Inspect for proper securement of crossmembers and attached items like bumpers, ect. | | X | |

CHECK ALL FLUID LEVELS AND TOP OFF AS NEEDED



SOUTH COAST

EMERGENCY VEHICLE SERVICE

Fire Truck and Emergency Vehicle Maintenance Program

 "A" Service

 "B" Service

 "C" Service

 Customer: San Miguel FD

 Unit #: E8687 Date: 3/17/2020

 Repair Order: 13870

 Mileage: 21,044

 Job Number: N/A

 Engine Hours: N/A

 PTO Hours: N/A

 Aerial Hours: N/A

Inspection and Action Codes:

| OK | Adjmt Made | Repair Needed |
|----|------------|---------------|
|----|------------|---------------|

1. Vehicle In-Cab Inspection:

- A. Check operation of all gauges in instrument panel
- B. Check operation of windshield wiper and blades
- C. Check horns and siren
- D. Check parking brake operation
- E. Check clutch pedal free-play (if equipped)
- F. Check operation of transmission shift controls
- G. Check air gauge for air loss rate, and record
Front --- 0 PSI Rear --- 0 PSI
- H. Check air conditioner system
- I. Check seat and belt condition

| | | |
|-----|--|--|
| X | | |
| X | | |
| X | | |
| X | | |
| N/A | | |
| X | | |
| X | | |
| | | |
| X | | |
| X | | |

2. Vehicle Lighting System:

- A. Check operation of instrument panel lights and in-cab courtesy lights
- B. Check operation of all external lights
- C. Check high beam flash
- D. Check compartment lights

| | | |
|---|---|--|
| | X | |
| | X | |
| X | | |
| | X | |

3. Charging System and Batteries:

- A. Clean and tighten battery connections
- B. Check alternator output
- C. Load test batteries
- D. Inspect alternator belt condition and adjust tension

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |

4. Tires and Wheels:

- A. Inspect tires for excessive wear
- B. Check tire pressures
- C. Inspect wheels for cracks and loose retaining nuts
- D. Check tire tread depth

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |

5. Under Vehicle Inspection & Lubrication

A. Front Suspension

1. Inspect front axle king pins for wear, lubricate
2. Inspect front springs, spring pins, lubricate
3. Inspect front brakes for wear, adjust (if wedge brakes add 1 hour)
4. Inspect S-Cams and slack adjusters, lubricate.
5. Re-pack wheel bearings or check oil level
6. Re-Torque u-bolts
7. Inspect TAK-4 ride height (if equipped)

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

| | | |
|-----|--|--|
| X | | |
| X | | |
| X | | |
| N/A | | |

B. Steering Mechanism

1. Inspect steering gear for wear, and bolts for tightness
2. Inspect for fluid leaks
3. Inspect tie-rod ends and drag link, lubricate
4. Inspect slip yoke

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |

C. Engine, Transmission and Radiator Mountings

1. Inspect front and rear engine mounts
2. Inspect transmission mounts, oil lines, and linkage
3. Inspect radiator mounts

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

D. Engine and Transmission Oil Leakage and Service

1. Inspect engine for oil leaks, change oil and filters
2. Inspect transmission for oil leaks, change oil and filters

| | | |
|---|--|--|
| X | | |
| X | | |

E. Exhaust System

1. Inspect system for leaks
2. Check and tighten clamps
3. Check and tighten muffler mountings.
4. Check regen fluid level

| | | |
|-----|---|--|
| | X | |
| X | | |
| X | | |
| N/A | | |

F. Pump Transmission

1. Inspect for leaks
2. Clean oil pump strainer.
3. Lubricate outboard bearing (Hale, add oil)
4. Lubricate third stage bearing (if equipped)
5. Inspect drive-line and u-joints, lubricate
6. Change fluid

| | | |
|-----|--|--|
| X | | |
| N/A | | |
| N/A | | |
| N/A | | |
| X | | |
| X | | |

G. Rear Suspension

1. Inspect condition of rear springs and pins, lubricate
2. Inspect condition of rear bushings
3. Tighten spring u-bolts

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

H. Driveline

1. Inspect condition of u-joints and slip joints
- ***** 2. Lubricate ALL grease fittings

| | | |
|---|--|--|
| X | | |
| X | | |

I. Rear Axle(s)

1. Inspect brakes for wear, adjust (if wedge brakes add one hour labor per axle)
2. Inspect s-cams and slack adjusters, lubricate
3. Inspect for fluid leaks

| | | |
|---|--|--|
| X | | |
|---|--|--|

| | | |
|---|--|--|
| X | | |
| X | | |

- 4. Inspect pinion shaft
- 5. Inspect and clean breather vents
- 6. Change rear axle(s) lubricants

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

6. Brake Air System:

- A. Inspect brake air lines
- B. Inspect air tanks for water / oil accumulation
- C.* Replace air dryer cartridge and purge valve

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

7. Pump Inspection and Maintenance:

- A. Pump Packing
 - 1. Operate pump to wet packing
 - 2. Checking packing leakage rate, adjust as needed.

| | | |
|-----|--|--|
| N/A | | |
| N/A | | |

- B. 1. Check oil level, add if needed.

| | | |
|-----|--|--|
| N/A | | |
|-----|--|--|

- C. Priming pump
 - 1. Oil rotors
 - 2. Oil motors bearing

| | | |
|-----|--|--|
| N/A | | |
| N/A | | |

- D. Shift Unit
 - 1. Check oil level, add if needed.
 - 2. Check indicator lights

| | | |
|-----|--|--|
| N/A | | |
| X | | |

- E. Pilot Valve
 - 1. Clean screen (add 4 hours labor if Hale pump)

| | | |
|-----|--|--|
| N/A | | |
|-----|--|--|

- F. Transfer Valve
 - 1. Shift valve back and forth between pistions
 - 2. Lubricate fittings.

| | | |
|-----|--|--|
| N/A | | |
| N/A | | |

- G. 1. Test hose reel.

| | | |
|---|--|--|
| X | | |
|---|--|--|

- H. Pump Operation
 - 1. Checking operation of pump shift.
 - 2. Check pump operation.
 - 3. check operation of relief valve.

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

- I. Pump Insoection Test
 - 1. Dry Vacuum test / pressure test
 - 2. Note any leaking valves on last page.
 - 3. Inspect pump master drain, and discharge drains.
 - 4. Check suction screens.

| | | |
|---|--|---|
| | | X |
| X | | |
| X | | |
| X | | |

- J. 1. Check FOAM PRO strainer
 - 2. Check FOAM PRO oil level, 30wt. (Non det)
 - 3. Replace Husky oil filters (if equipped)
 - 4. Test flow meter.

| | | |
|-----|--|--|
| X | | |
| | | |
| N/A | | |
| X | | |

- K. 1. Booster pump. Change oil.

| | | |
|-----|--|--|
| N/A | | |
|-----|--|--|

- L. 1. Dry-vac test

| | | |
|--|--|---|
| | | X |
|--|--|---|

- M. CAFS Systems Inspection

1. Service hydraulic system.
2. Calibrate air / water
3. Calibrate flow meter

| | | |
|-----|--|--|
| N/A | | |
| N/A | | |
| N/A | | |

7. Engine and Support Systems:

A. Engine Fuel System

1. Check fuel for water contamination
2. Replace fuel filters
3. Inspect fuel lines for proper mounting

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

B. Engine

1. Inspect throttle operation for full-fuel positioning
2. Inspect engine breathers and air box drains for obstructions
3. Inspect engine panel throttle, operating mechanism

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

C. Engine Air System

- 1.* Inspect air filter element - replace if required
2. Inspect air system piping, tighten clamps and support brackets
3. Replace air compressor air filter element (if equipped)
4. Check air compressor air governor operation

| | | |
|---|--|--|
| X | | |
| X | | |

| | | |
|---|--|--|
| X | | |
| X | | |

D. Engine Cooling System

1. Pressure test cooling system and inspect for leaks
2. Tighten clamps as required
3. Check anti-freeze concentration, adjust as required
4. Replace water filter element (if equipped)
5. Inspect radiator pressure cap
6. Check operation of cooling fan

| | | |
|-----|---|--|
| | X | |
| X | | |
| | X | |
| N/A | | |
| X | | |
| X | | |

8. Cab Inspection and Maintenance

A. Lubrication

1. Lubricate door hinge pins
2. Lubricate door latches

| | | |
|---|--|--|
| X | | |
| X | | |

B. Cab and Engine Cover

1. Tighten engine cover bolts
2. Check operation of cab jack, and fluid level (if equipped)

| | | |
|-----|--|--|
| X | | |
| N/A | | |

9. Vehicle Road Test:

- A. Check engine operation
- B. Check transmission shift points
- C. Check vehicle handling
- D. Evaluate overall vehicle performance
- E. Transmission retarder, telma, jake brake

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |
| X | | |

NOTE * EXTRA CHARGE ITEMS

10. Optional Service Items:

A. Portable Generator

1. Check fluid level
2. Inspect for fluid leaks
3. Change oil if requested
4. Service air filter element

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

5. Clean Ember Separator

| | | |
|--|--|--|
| | | |
|--|--|--|

B. Aerial and Ladder Lubrication

1. Change hydraulic filter

| | | |
|--|--|--|
| | | |
|--|--|--|

2. Lubricate:

- Turn table and ram pins
- Ladder rollers or slides (clean if necessary)
- Cable pulleys
- Outriggers (clean if necessary)
- Waterways and swivels

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

3. Test load minder

4. Test flow minder

Recommendations:

Multiple lights out all over the truck. -REPAIRED

Coolant failed the concentration test and needs to be replaced. -REPLACED

All shocks are worn out and the rear shocks leak. -REPAIRED

Multiple exhaust leaks as well as the exhaust shifting out of place. -REPAIRED

Hose bed covers won't latch properly. -REPAIRED

Multiple reflectors broken. -REPLACED

Evaluate Overall Vehicle Performance:

Annual and Semi-Annual Services

Additional Requested Items

1. Perform at Annual Service Only:

- A. Steam clean engine
- B. Steam clean transmission
- C. Steam clean chassis
- D. Change anti-freeze / coolant (Check With Hydrometer First)
- E. Change batteries
(If OK on Fords, do not replace batteries)

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |

2. Perform at Semi-Annual and Annual Service:

- A. Change Generator oil
- B. Service Air filter (If OK Note/Date on Canister)
- C. Check and note DDEC codes

| | | |
|--|--|--|
| | | |
| | | |
| | | |

- D. Erase DDEC codes
- E.
- F. Perform 50 hrs aerial service ASK FIRST
- G. Clean foam pro filter screen
- H. Check batteries, if *not* changed at prior annual, replace now
- I. Check Foam Pro oil level

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Check dates on all filters, air dryers

Fill water tank



SOUTH COAST

EMERGENCY VEHICLE SERVICE

Fire Truck and Emergency Vehicle Maintenance Program

 "A" Service

 "B" Service

 "C" Service

 Customer: San Miguel FD

 Unit #: E8696 Date: 3/30/2020

 Repair Order: 013927

 Mileage: 15,804

 Job Number: N/A

 Engine Hours: 983

 PTO Hours: N/A

 Aerial Hours: N/A

Inspection and Action Codes:

| | | |
|----|-------|--------|
| | Adjmt | Repair |
| OK | Made | Needed |

1. Vehicle In-Cab Inspection:

- A. Check operation of all gauges in instrument panel
- B. Check operation of windshield wiper and blades
- C. Check horns and siren
- D. Check parking brake operation
- E. Check clutch pedal free-play (if equipped)
- F. Check operation of transmission shift controls
- G. Check air gauge for air loss rate, and record
Front --- 0 PSI Rear --- 0 PSI
- H. Check air conditioner system
- I. Check seat and belt condition

| | | |
|-----|---|--|
| X | | |
| X | | |
| X | | |
| X | | |
| N/A | | |
| X | | |
| X | | |
| X | | |
| X | | |
| | X | |

2. Vehicle Lighting System:

- A. Check operation of instrument panel lights and in-cab courtesy lights
- B. Check operation of all external lights
- C. Check high beam flash
- D. Check compartment lights

| | | |
|---|---|--|
| X | | |
| | X | |
| X | | |
| X | | |

3. Charging System and Batteries:

- A. Clean and tighten battery connections
- B. Check alternator output
- C. Load test batteries
- D. Inspect alternator belt condition and adjust tension

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |

4. Tires and Wheels:

- A. Inspect tires for excessive wear
- B. Check tire pressures
- C. Inspect wheels for cracks and loose retaining nuts
- D. Check tire tread depth

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |

5. Under Vehicle Inspection & Lubrication

A. Front Suspension

1. Inspect front axle king pins for wear, lubricate
2. Inspect front springs, spring pins, lubricate
3. Inspect front brakes for wear, adjust (if wedge brakes add 1 hour)
4. Inspect S-Cams and slack adjusters, lubricate.
5. Re-pack wheel bearings or check oil level
6. Re-Torque u-bolts
7. Inspect TAK-4 ride height (if equipped)

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

| | | |
|-----|--|--|
| X | | |
| X | | |
| X | | |
| N/A | | |

B. Steering Mechanism

1. Inspect steering gear for wear, and bolts for tightness
2. Inspect for fluid leaks
3. Inspect tie-rod ends and drag link, lubricate
4. Inspect slip yoke

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |

C. Engine, Transmission and Radiator Mountings

1. Inspect front and rear engine mounts
2. Inspect transmission mounts, oil lines, and linkage
3. Inspect radiator mounts

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

D. Engine and Transmission Oil Leakage and Service

1. Inspect engine for oil leaks, change oil and filters
2. Inspect transmission for oil leaks, change oil and filters

| | | |
|---|--|--|
| X | | |
| X | | |

E. Exhaust System

1. Inspect system for leaks
2. Check and tighten clamps
3. Check and tighten muffler mountings.
4. Check regen fluid level

| | | |
|-----|---|--|
| X | X | |
| X | | |
| X | | |
| N/A | | |

F. Pump Transmission

1. Inspect for leaks
2. Clean oil pump strainer.
3. Lubricate outboard bearing (Hale, add oil)
4. Lubricate third stage bearing (if equipped)
5. Inspect drive-line and u-joints, lubricate
6. Change fluid

| | | |
|-----|--|--|
| X | | |
| N/A | | |
| N/A | | |
| N/A | | |
| X | | |
| X | | |

G. Rear Suspension

1. Inspect condition of rear springs and pins, lubricate
2. Inspect condition of rear bushings
3. Tighten spring u-bolts

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

H. Driveline

1. Inspect condition of u-joints and slip joints
- ***** 2. Lubricate ALL grease fittings

| | | |
|---|--|--|
| X | | |
| X | | |

I. Rear Axle(s)

1. Inspect brakes for wear, adjust (if wedge brakes add one hour labor per axle)
2. Inspect s-cams and slack adjusters, lubricate
3. Inspect for fluid leaks

| | | |
|---|--|--|
| X | | |
|---|--|--|

| | | |
|---|--|--|
| X | | |
| X | | |

- 4. Inspect pinion shaft
- 5. Inspect and clean breather vents
- 6. Change rear axle(s) lubricants

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

6. Brake Air System:

- A. Inspect brake air lines
- B. Inspect air tanks for water / oil accumulation
- C.* Replace air dryer cartridge and purge valve

| | | |
|---|---|--|
| X | | |
| | X | |
| X | | |

7. Pump Inspection and Maintenance:

- A. Pump Packing
 - 1. Operate pump to wet packing
 - 2. Checking packing leakage rate, adjust as needed.

| | | |
|---|--|--|
| X | | |
| X | | |

- B. 1. Check oil level, add if needed.

| | | |
|-----|--|--|
| N/A | | |
|-----|--|--|

- C. Priming pump
 - 1. Oil rotors
 - 2. Oil motors bearing

| | | |
|-----|--|--|
| N/A | | |
| N/A | | |

- D. Shift Unit
 - 1. Check oil level, add if needed.
 - 2. Check indicator lights

| | | |
|-----|--|--|
| N/A | | |
| X | | |

- E. Pilot Valve
 - 1. Clean screen (add 4 hours labor if Hale pump)

| | | |
|--|---|--|
| | X | |
|--|---|--|

- F. Transfer Valve
 - 1. Shift valve back and forth between pistions
 - 2. Lubricate fittings.

| | | |
|-----|--|--|
| N/A | | |
| N/A | | |

- G. 1. Test hose reel.

| | | |
|---|--|--|
| X | | |
|---|--|--|

- H. Pump Operation
 - 1. Checking operation of pump shift.
 - 2. Check pump operation.
 - 3. check operation of relief valve.

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

- I. Pump Insoection Test
 - 1. Dry Vacuum test / pressure test
 - 2. Note any leaking valves on last page.
 - 3. Inspect pump master drain, and discharge drains.
 - 4. Check suction screens.

| | | |
|---|---|--|
| X | | |
| X | | |
| | X | |
| | X | |

- J. 1. Check FOAM PRO strainer
 - 2. Check FOAM PRO oil level, 30wt. (Non det)
 - 3. Replace Husky oil filters (if equipped)
 - 4. Test flow meter.

| | | |
|---------|--|--|
| X | | |
| GREASED | | |
| N/A | | |
| N/A | | |

- K. 1. Booster pump. Change oil.

| | | |
|-----|--|--|
| N/A | | |
|-----|--|--|

- L. 1. Dry-vac test

| | | |
|---|--|--|
| X | | |
|---|--|--|

- M. CAFS Systems Inspection

- 1. Service hydraulic system.
- 2. Calibrate air / water
- 3. Calibrate flow meter

| | | |
|-----|--|--|
| N/A | | |
| N/A | | |
| N/A | | |

7. Engine and Support Systems:

A. Engine Fuel System

- 1. Check fuel for water contamination
- 2. Replace fuel filters
- 3. Inspect fuel lines for proper mounting

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

B. Engine

- 1. Inspect throttle operation for full-fuel positioning
- 2. Inspect engine breathers and air box drains for obstructions
- 3. Inspect engine panel throttle, operating mechanism

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

C. Engine Air System

- 1.* Inspect air filter element - replace if required
- 2. Inspect air system piping, tighten clamps and support brackets
- 3. Replace air compressor air filter element (if equipped)
- 4. Check air compressor air governor operation

| | | |
|---|--|--|
| X | | |
| X | | |

| | | |
|---|--|--|
| X | | |
| X | | |

D. Engine Cooling System

- 1. Pressure test cooling system and inspect for leaks
- 2. Tighten clamps as required
- 3. Check anti-freeze concentration, adjust as required
- 4. Replace water filter element (if equipped)
- 5. Inspect radiator pressure cap
- 6. Check operation of cooling fan

| | | |
|-----|---|--|
| | X | |
| X | | |
| X | | |
| N/A | | |
| | X | |
| X | | |

8. Cab Inspection and Maintenance

A. Lubrication

- 1. Lubricate door hinge pins
- 2. Lubricate door latches

| | | |
|---|--|--|
| X | | |
| X | | |

B. Cab and Engine Cover

- 1. Tighten engine cover bolts
- 2. Check operation of cab jack, and fluid level (if equipped)

| | | |
|---|--|--|
| X | | |
| X | | |

9. Vehicle Road Test:

- A. Check engine operation
- B. Check transmission shift points
- C. Check vehicle handling
- D. Evaluate overall vehicle performance
- E. Transmission retarder, telma, jake brake

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |
| X | | |
| X | | |

NOTE * EXTRA CHARGE ITEMS

10. Optional Service Items:

A. Portable Generator

- 1. Check fluid level
- 2. Inspect for fluid leaks
- 3. Change oil if requested
- 4. Service air filter element

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5. Clean Ember Separator

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B. Aerial and Ladder Lubrication

1. Change hydraulic filter

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2. Lubricate:

- Turn table and ram pins
- Ladder rollers or slides (clean if necessary)
- Cable pulleys
- Outriggers (clean if necessary)
- Waterways and swivels

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3. Test load minder

4. Test flow minder

Recommendations:

1. DRIVERS SEAT BELT FRAYED. – REPLACED (ORDERED THE WRONG ONE. WAS TOO SHORT SWAP NEW BELT WITH ONE ON THE CC THAT HAS A NON ADJUSTABLE SEAT.)

2. PASS. PUMP PANEL BULB INOB– REPLACED

3. WATER IN AIR TANK– DRAINED AND REPLACED AIR DRYER FILTERD PE C SERVICE

4. REPLACED RAD CAP.

5. TIRES ARE OVER 7 YEARS OLD PER NFPA RECOMMEND REPLACEMENT

Evaluate Overall Vehicle Performance:

Annual and Semi-Annual Services

Additional Requested Items

1. Perform at Annual Service Only:

- A. Steam clean engine
- B. Steam clean transmission
- C. Steam clean chassis
- D. Change anti-freeze / coolant (Check With Hydrometer First)
- E. Change batteries
(If OK on Fords, do not replace batteries)

| | | |
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2. Perform at Semi-Annual and Annual Service:

- A. Change Generator oil
- B. Service Air filter (If OK Note/Date on Canister)
- C. Check and note DDEC codes

| | | |
|--|--|--|
| | | |
| | | |
| | | |

- D. Erase DDEC codes
- E.
- F. Perform 50 hrs aerial service ASK FIRST
- G. Clean foam pro filter screen
- H. Check batteries, if *not* changed at prior annual, replace now
- I. Check Foam Pro oil level

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| | | |

Check dates on all filters, air dryers

Fill water tank

San Miguel Fire Department

San Miguel, CA

This report was generated on 4/2/2020 8:46:53 AM



Incident Statistics

Start Date: 03/01/2020 | End Date: 03/31/2020

| INCIDENT COUNT | | | |
|--|---------------------------|-------------------------------|-----------------------------|
| INCIDENT TYPE | | # INCIDENTS | |
| EMS | | 13 | |
| FIRE | | 3 | |
| TOTAL | | 16 | |
| TOTAL TRANSPORTS (N2 and N3) | | | |
| APPARATUS | # of APPARATUS TRANSPORTS | # of PATIENT TRANSPORTS | TOTAL # of PATIENT CONTACTS |
| 0 | 0 | 0 | 0 |
| 8601 | 1 | 1 | 1 |
| E8687 | 5 | 9 | 9 |
| E8696 | 1 | 1 | 1 |
| TOTAL | 7 | 11 | 11 |
| PRE-INCIDENT VALUE | | LOSSES | |
| \$0.00 | | \$0.00 | |
| CO CHECKS | | | |
| TOTAL | | | |
| MUTUAL AID | | | |
| Aid Type | | Total | |
| Aid Given | | 2 | |
| Aid Received | | 7 | |
| OVERLAPPING CALLS | | | |
| # OVERLAPPING | | % OVERLAPPING | |
| 0 | | NaN | |
| LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival) | | | |
| Station | EMS | FIRE | |
| Station 1 | 0:07:07 | 0:04:40 | |
| AVERAGE FOR ALL CALLS | | 0:06:55 | |
| LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute) | | | |
| Station | EMS | FIRE | |
| Station 1 | 0:03:31 | 0:02:40 | |
| AVERAGE FOR ALL CALLS | | 0:03:25 | |
| AGENCY | | AVERAGE TIME ON SCENE (MM:SS) | |
| San Miguel Fire Department | | 28:02 | |

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

San Miguel Fire Department

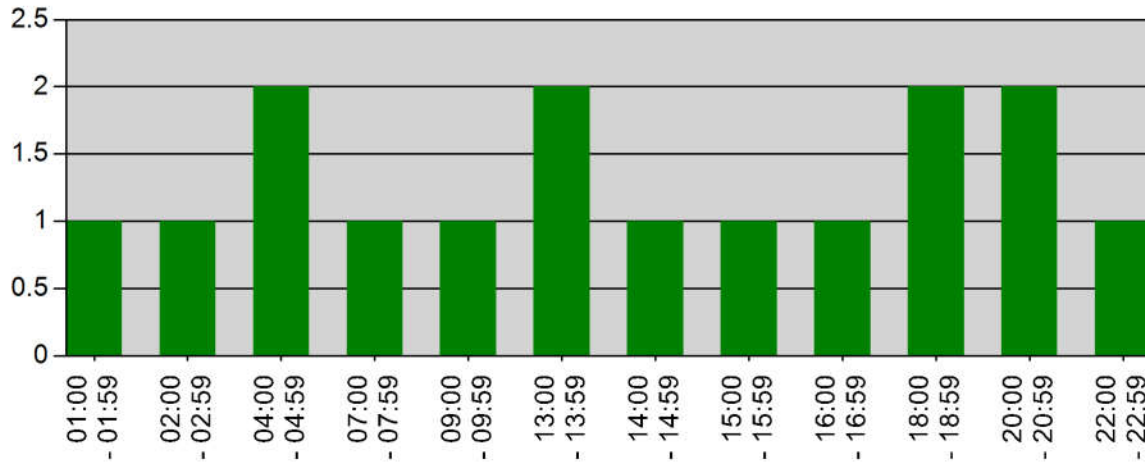
San Miguel, CA

This report was generated on 4/2/2020 8:44:54 AM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 03/01/2020 | End Date: 03/31/2020



| TIME | COUNT |
|---------------|-------|
| 01:00 - 01:59 | 1 |
| 02:00 - 02:59 | 1 |
| 04:00 - 04:59 | 2 |
| 07:00 - 07:59 | 1 |
| 09:00 - 09:59 | 1 |
| 13:00 - 13:59 | 2 |
| 14:00 - 14:59 | 1 |
| 15:00 - 15:59 | 1 |
| 16:00 - 16:59 | 1 |
| 18:00 - 18:59 | 2 |
| 20:00 - 20:59 | 2 |
| 22:00 - 22:59 | 1 |

Only REVIEWED incidents included



emergencyreporting.com

Doc Id: 9

Page # 1

San Miguel Fire Department

San Miguel, CA

This report was generated on 4/2/2020 9:15:07 AM



Number of Responders per Apparatus per Incident for Date Range

Start Date: 03/01/2020 | End Date: 03/31/2020

| INCIDENT # | INCIDENT DATE | INCIDENT TYPE | APP. | NO. |
|------------|-----------------------|--|-------|-----|
| 2020-52 | 3/5/2020 4:59:00 PM | EMS call, excluding vehicle accident with injury | E8687 | 3 |
| 2020-52 | 3/5/2020 4:59:00 PM | EMS call, excluding vehicle accident with injury | SMF 1 | 2 |
| 2020-53 | 3/7/2020 7:33:00 AM | EMS call, excluding vehicle accident with injury | 8600 | 1 |
| 2020-53 | 3/7/2020 7:33:00 AM | EMS call, excluding vehicle accident with injury | E8687 | 3 |
| 2020-53 | 3/7/2020 7:33:00 AM | EMS call, excluding vehicle accident with injury | SMF 1 | 1 |
| 2020-54 | 3/9/2020 6:39:00 PM | EMS call, excluding vehicle accident with injury | E8687 | 3 |
| 2020-54 | 3/9/2020 6:39:00 PM | EMS call, excluding vehicle accident with injury | SMF 1 | 1 |
| 2020-55 | 3/10/2020 2:21:00 PM | Public service assistance, other | E8687 | 3 |
| 2020-55 | 3/10/2020 2:21:00 PM | Public service assistance, other | SMF 1 | 2 |
| 2020-56 | 3/12/2020 1:56:00 PM | EMS call, excluding vehicle accident with injury | 8600 | 1 |
| 2020-56 | 3/12/2020 1:56:00 PM | EMS call, excluding vehicle accident with injury | E8687 | 3 |
| 2020-57 | 3/15/2020 2:29:00 AM | EMS call, excluding vehicle accident with injury | 8600 | 2 |
| 2020-57 | 3/15/2020 2:29:00 AM | EMS call, excluding vehicle accident with injury | E8687 | 3 |
| 2020-58 | 3/18/2020 9:00:00 AM | Special type of incident, other | SMF 1 | 8 |
| 2020-59 | 3/18/2020 10:17:00 PM | EMS call, excluding vehicle accident with injury | E8668 | 3 |
| 2020-60 | 3/19/2020 8:57:00 PM | EMS call, excluding vehicle accident with injury | 8600 | 2 |
| 2020-60 | 3/19/2020 8:57:00 PM | EMS call, excluding vehicle accident with injury | E8668 | 2 |
| 2020-61 | 3/20/2020 4:23:00 AM | Gasoline or other flammable liquid spill | 8600 | 1 |
| 2020-61 | 3/20/2020 4:23:00 AM | Gasoline or other flammable liquid spill | E8668 | 2 |
| 2020-62 | 3/22/2020 8:08:00 PM | EMS call, excluding vehicle accident with injury | E8687 | 1 |
| 2020-63 | 3/23/2020 1:18:00 PM | EMS call, excluding vehicle accident with injury | E8687 | 2 |
| 2020-63 | 3/23/2020 1:18:00 PM | EMS call, excluding vehicle accident with injury | SMF 1 | 3 |
| 2020-64 | 3/25/2020 3:29:00 PM | EMS call, excluding vehicle accident with injury | E8687 | 3 |
| 2020-64 | 3/25/2020 3:29:00 PM | EMS call, excluding vehicle accident with injury | SMF 1 | 1 |
| 2020-65 | 3/25/2020 6:18:00 PM | EMS call, excluding vehicle accident with injury | 8600 | 2 |
| 2020-65 | 3/25/2020 6:18:00 PM | EMS call, excluding vehicle accident with injury | E8687 | 3 |
| 2020-65 | 3/25/2020 6:18:00 PM | EMS call, excluding vehicle accident with injury | SMF 1 | 1 |
| 2020-66 | 3/30/2020 1:32:00 AM | EMS call, excluding vehicle accident with injury | 8601 | 1 |
| 2020-67 | 3/30/2020 4:49:00 AM | Motor vehicle accident with injuries | E8696 | 2 |
| 2020-67 | 3/30/2020 4:49:00 AM | Motor vehicle accident with injuries | SMF 1 | 2 |

Only REVIEWED incidents included

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
FEBRUARY 27, 2020 REGULAR MEETING MINUTES

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

- I. Meeting Called to Order by President Sangster – 6:31 P.M.
- II. Pledge of Allegiance lead by Director Kalvans.
- III. **Roll Call:** Directors Present: Sangster, Green, Palafox, and Kalvans (*one-seat vacant*)
Directors Absent: None
- IV. **Adoption of Regular Meeting Agenda:**
Motion by Director Green to move Agenda Action items to 1,2,3,8,10,11,4,5,6,7,9.
Seconded by Director Sangster Motion was approved by Vote of 4 AYES and 0 NOES and 0 ABSENT
- V. **ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:35 p.m.
 - A. **CLOSED SESSION AGENDA:**
 - 1. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION** Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
 - 2. **CONFERENCE WITH LABOR NEGOTIATORS**
Agency designated representatives: Interim General Manager and District General Counsel: Employee organization: San Miguel Employees' Association
 - 3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: Interim General Manager
- VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** 7:03 P.M.
Report out of closed session by District General Counsel Davin, Direction was given to staff and there is no reportable action.
- VII. **Public Comment and Communications for matters not on the Agenda:** None
- VIII. **Special Presentations/Public Hearings/Other:** None

IX. STAFF & COMMITTEE REPORTS:

1. **San Luis Obispo County:** No Report
2. **Camp Roberts:** Army National Guard (LTC Horvath) Report by Stg. Hansen; explained that the National Guard is going over their emergency procedure. At this time they will be hosting 1,500 troops for small arms and mortar training; nothing that should affect the San Miguel community.
3. **Community Service Organizations: San Miguel Firefighters Association,** Report by Michelle Hido Treasurer for the San Miguel Firefighters Association, informed the Board of Directors that the San Miguel Firefighters Association meets on the fourth Thursday of the month at 1150 Mission Street. Mrs. Hido explained that the SMFA's primary goal is to support San Miguel Firefighters and the community. Fundraising support includes the sponsorship of one child to burn camp (Alisha Ann Burn Foundation) and the participation in the burn relay in San Luis Obispo county. The SMFA also BBQ for the Buzz Run, Aids Ride, and Pleasant Valley School harvest festival. The SMFA maintains and repairs the San Miguel Fire Departments antique fire apparatus, and are in parades in San Miguel and Paso Robles throughout the year. The SMFA puts on the Santa "Meet and Greet" with over 200 kids meeting Santa this last year and each received a toy for the holiday. These are just a few things that the SMFA supports throughout the year. Michelle informed the Board that she would be updating them monthly.

Public Comment: None

Board Comment: Director Kalvans thanked the San Miguel Firefighter for the new ID reader for pets.

San Miguel Advisory Council, Reported by Mike Sanders updating the Board of Directors that they have been updated by Cal Trans on the changes on 10th Street explaining that they will not be doing sloped maintenance and explained that they wanted to keep the country feel. There is a 10th street property that is getting permits and the County is looking at having them place curbs and cutters in front of that one lot, and the Advisory Council accepted the project and advised the County to not have them put in curb and gutters. Mr. Sanders voiced that the San Miguel Chamber will be having a mixer at Camp Roberts on March 3rd at 6 P.M. Upcoming events in San Miguel; Caledonia Day is on April 18th, and the San Miguel Sagebrush Days are on April 25th.

Board Comment: None

4. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson updated the Board of the Director that Director Joe Parent has resigned from his position as an SMCSD Board Member and a formal letter and notification was made to the San Miguel Board President and Board Members on January 29, 2020. The San Miguel CSD Board of Directors has 60 days from that date of resignation to fill the vacancy with an appointed person interested in filling the seat. Individuals interested can apply at the district office no later than 4:00 pm on March 16th, 2020. The selection will be made at the March 26th regular board meeting. This appointment will fill the seat at the March meeting immediately after the selection is made. This selected member will be finishing out the term that will end with the regular November election. If the individual selected chooses to remain on the SMCSD Board, they will have to register for the election and run on the November ballot. Interim General Manager/ Fire Chief Rob Roberson also updated the Board that he will be bringing back the purchasing policy changes for review and that he

has received the preliminary property tax estimates for the fiscal year 2020-21. San Miguel Lighting \$124,439 and San Miguel Fire Department \$417,997, and explained that this was only an estimate. The Districts Account Clerk has also passed her bilingual test to receive her incentive pay increase. The District has a new employee Charlie Vanbrunt who filled the Vacancy Utility Worker Position that has been opened. Mr. Vanbrunt will be starting in the step 1 position and is an SMEA member. Director Kalvans and Interim General Manager/ Fire Chief Rob Roberson informed the Board of Directors that they attended a meeting on February 21st with Tom Bordonaro Tax Assessor and the County Tax Collector, Director Kalvans will have an update later in this agenda. The FPPC 700 FORM is due to be completed by April 2020, all Directors must file. Interim General Manager/ Fire Chief Rob Roberson informed the Board of Directors that the ISO Insurance Programs and Analytic Services for Public Protection Classifications for Fire Protection will be here on March 4th to do a review of the Fire Department and Water Department.

Board Comment: Director Green asked about what the Fire Department rating was at this time, Chief Roberson explained that it is an 8-8X, and the San Miguel Fire Department would not get much better than that rating until they have full-time staffing. Discussion ensued.

Interim General Manager/ Fire Chief Rob Roberson listed off the projects that the staff is currently working on. Interim General Manager/ Fire Chief Rob Roberson explained that in regards to the District Master Plan Director Kalvans has brought some information for discussion “Strong Towns” is a national group that looks at growing communities and that Director Kalvans and himself have talked to them about coming to the District to speak but the quote was around \$8,000 and asked that Director Kalvans has looked into going to one of there seminars, elsewhere. Director Kalvans has looked into it and has found a two-day conference in Pensacola, Florida. Director Kalvans explained that the “Strong Towns” conference is put on by an engineer that has a bachelor's degree in Civil Engineering and a Master of Urban and Regional Planning from the University of Minnesota and voiced that he would be able to bring question from the Board to be worked on at the seminar. Information at <https://www.strongtowns.org/>. Discussion ensued about how this would work for San Miguel. Director Kalvans explained that it is a two-day conference with the first day would be a discussion on issues that our committee has and then the second day is an Action plan. The cost estimate would be around eight-hundred dollars, for him to attend.

Public Comment: Laverne Buckman San Miguel resident voiced that she was thankful for Director Kalvan’s enthusiasm and would like to know if “Strong Towns” only work with incorporated communities? Director Kalvans informed Mrs. Buckman that they work with special districts to large cities. Mrs. Buckman asked how many have they worked within California? Director Kalvans explained that they have worked for many different cities in California. Mrs. Buckman asked that “They work for?” Discussion ensued.

Director Sangster explained that besides having conferences he is a consultant that puts together a revenue generator and a cost analysis service to develop a plan for Districts.

Mrs. Buckmans asked if they came here what would it cost and would the District have a finished District Master Plan? Director Klavans voiced that it would cost around eight-thousand dollars.

Interim General Manager/ Fire Chief Rob Roberson explained that The District would not have a finished plan, and as he understood it they would come to the District and on the first day he would tour the community and then hold two or three seminars on what plans would work for the community that he observed. Mr. Roberson voiced that it would not give you a finished product but would give you the tool needed and what the District would need to focus their time on.

Board Comment: Director Green asked if they have examples of communities they have worked with, like San Miguel? Director Kalavns voiced that he plan works on any town and any need for different communities. Discussion ensued about Pensacola and the workshop.

Public Comment: Lavern Buckman voiced that she is thankful for Director Kalvans involvement, but explained that he has brought two large plans in the last few meetings, she voiced that she feels that the Board has a lot to do and feels that the entire board needs to get a handle on all the tasks on hand and that there is still a lot of work to do with projects that have already been started. Director Kalavans voiced that the master plan has been on the list for a long time and doesn't want to be reactive but proactive.

5. **District General Counsel:** Presented by Counsel Dervin. ChurchwellWhite, LLC. Nothing to report

Board Comments: None

Public Comments: None

6. **District Engineer:** Written report submitted as-is. Dr. Blaine Reely asked for any questions.

Board Comment: Director Green asked Dr. Reely to speak on the HOA meeting that he attended last month. Dr. Reely explained that he did attend the Mission Meadows Homeowners meeting and they had a lot of questions about the proposed Wastewater project expansion and the type of technology the District going to use, they did seem to understand the need for the project. It was very positive, Dr. Reely explained that the District was looking at two options for access and they liked the idea of more lighting in the area on Bonita, and they voiced concern about dust in the railroad access. All options were discussed and Mr. Reely voiced that he did not feel there was much push back, they just requested that they get updates.

Director Green asked how many people were in attendance at the meeting? Dr. Reely explained that there were four Board members and no homeowners. Julie Mathews from the Management Trust was also in attendance. Director Green voiced that he was disappointed in the turnout.

Director Kalvans voiced that it was frustrating and that outreach in the San Miguel Community doesn't work.

The Board of Directors thanked Dr. Reely for his time.

Public Comment: None

7. **Director of Utilities:** Written report submitted as-is. Director of Utilities Kelly Dodds asked for any questions.

Board Comment: Director Palafox asked if there were any other holes in the liner that was fixed. Director of Utilities Kelly Dodds explained that they did find more, but all of them have been fixed.

Public Comments: None

8. **Fire Chief & Asst. Fire Chief:** Fire Chief Rob Roberson, and Assistant Chief Young submitted the report as written, and asked for any questions. Assistant Chief Young explained that the Fire Department will be receiving two additional radios through a county-wide grant.

Board Comments: Director Sangster asked about how many radios the Fire Department had at this point? Assistant Chief Young explained that the Department had a total of eight.

Public Comment: None

X. CONSENT ITEMS:

1. Review and Approve Board Meeting Minutes

- a. 1-16-2020 Special Closed Session Meeting
- b. 1-23-2020 Regular Board Meeting

Board Comment: None

Public Comment: None

Motion by Director Kalvans to approve Consent items 1.a and 1.b

Seconded by Director Palafox. Motion was approved by Vote of 4 AYES and 0 NOES and 0 ABSENT.

XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for December 2019.** Item was presented by Interim General Manager/ Fire Chief Rob Roberson explained that one of the reports last month was an incorrect report and is brought back to you to review and file.

Board Comment: Director Sangster asked about the December 2019 accounting expenditure for Accounting Professional Services and why it was so high. Interim General Manager/ Fire Chief Rob Roberson explained that there was work done with payroll adjustments, and tax information reviewed and reconciled.

Public Comment: Laverne Buckman San Miguel resident had a general comment that almost all the line items that had the asterisk next to them, and have been corrected. The items that are of concern are the overages in Accounting Professional Services and District General Counsel and voiced that the Director should be concerned. Mrs. Buckman had a question about the Assitant Chief and the income that was explained that would come in for plan review. Assistant Chief Young explained that it does have a line item “plan check fee” object 46513, and to review page 59 of the board packet in the revenue report. Discussion ensued. Mrs. Buckman thanked Assistant Chief Young.

Motion by Director Kalvans to Receive and File the Enumeration of Financial Report for December 2019.

Seconded by Director Sangster. Motion was approved by Vote of 4 AYES and 0 NOES and 0 ABSTAINED.

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for January 2020.** Item was presented by Interim General Manager/ Fire Chief Rob Roberson and asked for any questions.

Board Comment: None

Public Comment: None

Motion by Director Kalvans to Receive and File the Enumeration of Financial Report for January 2020.

Seconded by Director Sangster. Motion was approved by Vote of 4 AYES and 0 NOES and 0 ABSTAINED.

3. **Review and Approve Resolution 2020-02 awarding a 5-year contract with Monsoon Consultants to continue providing services as District Engineer** Item presented by Director of Utilities Kelly Dodds explaining that this is the second review of the contract and all changes that were discussed at the last meeting have been incorporated. Director of Utilities Kelly Dodds asked for questions.

Board Comments: Director Sangster voiced he appreciated Dr. Reely and what he has done for the District but explained that his only issue was with the way the contract was not brought to the Board promptly for discussion and explained that the Districts resources are limited. Director Sangster asked Dr. Reely if the rates would stay set for the duration of the five-year contract. Dr. Reely agreed to have the rates set for the duration of the contract and starting period set as March 1st, 2020.

Public Comments: Owen Davis San Miguel Resident Voiced that these kind of people are going to bankrupt the District and with a thirty-three percent increase for engineering is why we had to increase the sewer rates. Mr. Davis explained that the eight-hundred thousand dollars for lawyers over the years are ridiculous.

Laverne Buckmans San Miguel resident voiced that she did understand that the last contract with the District engineer was a great deal, and feels that this is a positive contract.

Motion by Director Sangster to approve Resolution 2020-02 awarding a 5-year contract with Monsoon Consultants to continue providing services as District Engineer, with approved changes effective and term to cover from March 1st, 2020 to February 28th, 2025.

Seconded by Director Green. Motion was approved by Vote of 4 AYES and 0 NOES and 0 ABSTAINED.

4. *Previously Item 8.* **Continue discussion on assuming landscaping obligations, authorize the Director of Utilities to use District labor to make repairs planting areas along the**

west side of Mission Street and provide further direction on a contract for ongoing maintenance of the three identified areas.

Item presented by Director of Utilities Kelly Dodds informing the Board of Directors that he had received one proposal from the scope of work and asked for direction moving forward. The total estimate from Martinelli Landscaping would be meeting all requested items on the Board approved scope of work would be an annual cost of twenty-two thousand.

Board Comment: Director Sangster asked if the issue of requiring prevailing wage, was why we did not receive any other proposals? Director of Utilities Kelly Dodds explained that he feels that it is because of the insurance requirements, prevailing wage and they also have to register with the Department of Industrial Relations. Mr. Dodds explained that Martinelli Landscaping has a current contract with the City of Paso Robles.

Public Comment: Owen Davis, San Miguel Resident voiced that the District will be doing “Weed Abatement” soon and would like the District to not use the previous landscapers due to the danger he saw last year and feels that the Board should make a motion not to use them again.

Laverne Buckman San Miguel Resident asked for clarification on if the twenty-two thousand is for the annual fee for ongoing maintenance? Director of Utilities Kelly Dodds explained that the eleven-thousand dollars are for the three blocks on Mission Street. Seven-thousand nine-hundred dollars is for maintenance of Father Regional Park, and three-thousand seven-hundred dollars is for the maintenance of the two gateway signs. Mrs. Buckman voiced that the other piece of the scope of work is for the repair of the irrigation lines and asked if the District would be using District workforce labor to fix the irrigation? Director of Utilities Kelly Dodds explained that the District would use its labor force to repair the irrigation lines on Mission Street and with the “Beautification Grant” monies from the San Miguel Chamber would be used for materials. Mrs. Buckman voiced that she feels that the grant should be turned over to the CSD, for materials, because that was what it was intended to be used for and explained that she just wanted the clarification on the use of that grant money. Mrs. Buckman voiced that she has an issue with the changes made to the landscaping for the 101 under/overpasses and doesn't understand how that was changed and needs to be addressed to the County Board of Supervisors.

Mike Sanders San Miguel Resident and business owner asked what happened to the “bid” that he gave the District for landscaping and voiced that it must have not been high enough and explained that he got a bid for the District for six-thousand dollars annually and had delivered it to the office. Director of Utilities Kelly Dodds that he never received and only remembers talking to Mike about it. Director of Utilities Kelly Dodds explained that the District can not contract with anyone who is not registered with the Department of Industrial Relations (DIR). Mr. Sanders voiced that he thought that the proposed cost was way too high. Discussion ensued. Mr. Sanders explained that the grant monies would be handed over to the District, but explained that it would have to be documented on what the money is spent on and it is twenty-thousand dollars and because that grant was awarded to the Chamber he is responsible for the paperwork. Director of Utilities Kelly Dodds asked Mr. Sanders to look for the paperwork and that he would like to review. Mr. Sanders explained that he was sure that the cost would be more because of the prevailing wage and the landscaper was someone that he uses at his home, and did not know if he was registered with DIR.

Board Comment: Director Green asked what they would be doing at the Father Regional park that would cost six-hundred fifty-eight dollars a month? Director Green also voiced that the bid has clearing trees and doesn't say anything about cutting the trees that are into the lights, and had questions regarding the 5-gallon plants. Discussion ensued about the approved scope of work and the other places of maintenance.

Director Palafox voiced that he would be okay with using them for this fiscal year and reassessing.

Director Green voiced that he would only be okay with the "Mission Street" area being done this fiscal year and asked that the Board take a step back.

Director of Utilities Kelly Dodds explained that he agreed to with taking a step back in light of the bid that was from Mr. Sanders he feels that it would be good to look into and bring back for discussion.

Director Kalvans voiced that he agrees that they need to reassess the cost, but is worried that the County might force something on the District for other landscaping projects as they did on Mission Street.

Director Green asked if the District has ever gone after the County on why they are not maintaining the landscaping that they put in. Discussion ensued. Director Green voiced that he thinks that Staff should talk with the County Board of Supervisors. Discussion about water cost that the District has occurred and who maintains the Father Regional Park. Discussion ensued.

Staff Comment: Director of Utilities Kelly Dodds voiced that the direction that he understands from the Board's discussion is that the Board would like the staff to get the other contractors estimate and that they do not want to take on Father Regional Park or the Gateway signs. He also hears that the Directors would like to have staff talk to the County. Discussion ensued about the Grant and what it was for.

Director Sangster voiced that it all depends on the cost of the project estimate.

Public Comment: Owen Davis San Miguel resident voiced that Father Regional Park is as big as his lawn and he could do it for cheaper.

Mike Sanders voiced that he doesn't see why the District can't use District labor to mow Father Regional park. Discussion ensued about the liability of the District.

Staff Comment: Assitant Chief Young voiced that the Father Regional Park should be changed to a "Dog Park" and get rid of the grass.

Public Comment: Laverne Buckman San Miguel resident voiced if the staff has talked to the Native Sons, and would like the discussion to include them. The County has developed the Gateway signs and as with their other projects, the maintenance is always placed on other entities to do the ongoing maintenance. Mrs. Buckman voiced that the Board should move forward with the Mission Street replacement of irrigation and landscaping because the grant will expire within a year, and then relook into the landscapers. Replacing the irrigation is important for the water conservation of the committee.

Michelle Hido, San Miguel resident voiced that she agrees that the District should move forward with the plumbing and deal with the water issue and use the grant that has been acquired by the Chamber, in a timely manner.

Board Comment: Director Green voiced that with that he would like to go on record, that it is a sad state of affairs when a District has to pay a prevailing wage at seventy-five dollars an hour to mow a lawn.

The consensus of the Board is to move forward with the Mission Street irrigation issue and move on the grant funds from the San Miguel Chambers Beautification grant and bring back the Landscaper proposals with changes.

5. **Previously Item # 10. County of San Luis Obispo Notice of Interest or Objection due 3/2020.** Item presented by Interim General Manager/ Fire Chief Rob Roberson explaining that February 10th, 2020 the County provided the District with a list of properties that are in the District that are subject to sell due to non-payment of real property taxes. There are two properties on this list that are located within the District. APN # 021-322-014 located on the west side of “L” St. between 9th and 10th Street. The second lot is APN # 021-261-019 located west side of Mission St. between 12th St. and 13th St. the third lot in from 12th Street. Interim General Manager/ Fire Chief Rob Roberson voiced that he would recommend that the District would file a notice of interest to acquire the properties.
Board Comment: Director Green asked if they are 25ft, or bigger. Discussion ensued about the size of the lots and cost. Discussion ensued.
Public Comment: Mike Sanders voiced that he feels that it would be a good decision for the District to move the District offices to the Mission St. property that is listed on the tax roll.

Consensus of the Board is to file the notice of interest for the properties listed.

6. **Previously Item # 11. Continued Discuss on Hybrid Land Tax and speaker Rick Rybeck.** Item was presented by Interim General Manager/ Fire Chief Rob Roberson explained that Director Kalvans and himself had a meeting with Tom Bordonaro, San Luis County Assessor and James Hamilton San Luis Obispo Auditor, Controller, Treasurer and Tax Collector. Director Klavnas voiced that some good news came out of the meeting and they agreed to review the nine different tax zones. Director Kalvans voiced that he has also reached out to the other entities in California that do a land-based tax and has not heard back from them as of yet. Interim General Manager/ Fire Chief Rob Roberson explained that in the meeting he learned that the District collects only eighteen percent of the tax base and there are other agencies involved that have a much larger tax base and they would all have to be convinced to move to this land-based tax. Director Kalvans explained that he has done some other research on the question that was asked: “could Prop 13 be changed?” Director Kalvans explained that there was a court case Rossi v. Brown (1995), and in Prop 218 Section 3; states that you can lower any tax. Discussion ensued. Director Klavnas asked if anyone had any questions about the additional paperwork that he sent out. Director Kalvans explained that the properties in the downtown of San Miguel will only have 22%, JazzyTown 19%, and the Terrace will have 9% of their property taxes go to the Community Services District and feels that the downtown will be subsidizing the other parts of San Miguel. Discussion ensued. Interim General Manager/ Fire Chief Rob Roberson explained that each tax area will be looked into, giving an example that Jazzy town is no longer a field.
Public Comment: Owen Davis San Miguel Resident voiced that if anyone has looked at the new ballot for Pro 13. Discussion ensued. Director Kalvans explained that what he is talking about has nothing to do with Prop 13, and he is only trying to keep the tax money in the community.

Staff Comment: Scott Young explained that more developments are coming forward soon in San Miguel and thinks that the District should be looking forward with these new developments and use a special tax for those new developments.

Public Comment: Laverne Buckman San Miguel Resident thanked Director Kalvans for his time and for Interim General Manager/ Fire Chief Rob Roberson for looking into the different tax bases throughout the District. Discussion ensued, about making the County aware of these new developments, so they can make the changes as needed.

Board Comment: Director Kalvans asked that the Board make a date to have Mr. Bordinaro and Mr. Hamilton to the District to talk about these issues and the land-based tax. Discussion ensued about District Supervisor Peschongs office hours and that Mr. Hamilton will be busy until the end of April.

Consensus of the Board is to have staff look into dates for a meeting with the County Supervisor Peschong, Tom Bordonaro, San Luis County Assessor, and James Hamilton San Luis Obispo Auditor, Controller, Treasurer and Tax Collector.

7. Previously Item # 4. Review and authorize the release of an RFP for Environmental services including technical studies and related state, regional and federal permitting.

Item presented by Director of Utilities Kelly Dodds and District Engineer Reely; in preparation of the Construction Documents, securing funding for construction, and ultimately actual construction of the Machado Wastewater Treatment Facility (WWTF) we are required to prepare and file reports for California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA). Due to the specific nature of environmental review and compliance, it is the recommendation of the Director of Utilities and District Engineer that the District issue this RFP and secure a qualified firm to perform this portion of the design and construction for the WWTF expansion. Director of Utilities explained that without complete and proper documentation, the District will not be able to secure further funding for the expansion and may, open itself up to legal challenges if the facts for which the reports are based do not adequately support the findings. It is in this regard that the Staff is recommending the use of an outside firm to perform these reviews and to develop these findings in preparation for filling CEQA and NEPA reports. In October the Board approved an RFP for this work, however, due to additional requirements and funding potential the original approved RFP was not released. The original RFP has been revised to include all of the potential recycled water (Purple pipelines) that are anticipated in the foreseeable future as well as additional tasks as requested by funding agencies to comply with their funding requirements. Director of Utilities Kelly Dodds asked for any question from the Board of Directors.

Board Comment: Director Sangster voiced that he has looked at the RFP, and has no problems with releasing it out for bids.

Public Comment: None

Motion by Director Green to authorize the release of an RFP for Environmental services including technical studies and related state, regional and federal permitting.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 0 ABSTAINED

8. *Previously Item # 5. Review and approve RESOLUTION 2020-06 approving fireworks sales dates for 2020* Item presented by Assistant Fire Chief Scott Young informing the Board of Directors that the “Sales Dates” are set by the Districts adopted Fire Code allows for the sale of “Safe and Sane” fireworks from 08:00 AM July 1st to July 4th at 11:00 PM, as defined in Ordinance No. 02-2019. Only complete applications will be excepted.

Board Comment: Director Sangster voiced that he had some clerical issues and explained that Resolution has some time issues that should be P.M., not A.M. Director Sangster also had issues with the application period, and discussion ensued about it being regular office hours.

Public Comment: None

Motion by Director Sangster to approve RESOLUTION 2020-06 approving fireworks sales dates for 2020, as amended.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 0 ABSTAINED.

9. *Previously Item # 6. Review and approve RESOLUTION 2020-07 approving fireworks permit fees for 2020.* Item presented by Assistant Fire Chief Scott Young informing the Board about the permit fees.

Board Comment: Director Green asked if the cost per hour was the same as last year? Assistant Fire Chief Scott Young explained that it did go up due to minimum wage going up.

Director Sangster voiced that last year the Board voted to change the insurance and asked if the resolution was incorrect? Assistant Fire Chief Scott Young explained after looking at the resolution being adopted that Director Sangster was correct that the insurance cost did go up and Discussion ensued to correct the resolution. It was decided that resolution revision for last year did have an increase in insurance and resolution 2020-07 be changed to reflect those changes.

Public Comment: None

Motion by Director Sangster approving RESOLUTION 2020-07 approving fireworks permit fees for 2020, with amendments to *item 1*, to read one thousand three hundred and fifty dollars (\$1,350.00) a non-refundable permit fee per permit, and *item 3* to read one million dollars (\$1,000,000) for one person or three million dollars (\$3,000,000) for each occurrence annually and with a limit of property damage liability of not less than one million dollars (\$1,000,000) for each occurrence as payment for damages to persons or property.

Seconded by Director Palafox. Motion was approved by Vote of 3 AYES and 0 NOES and 1 ABSTAINED.

10. *Previously Item #7. Continued discussion on the Fire Department Temporary Housing unit.* Item presented by Assistant Fire Chief Scott Young informing the Board that this is

an ongoing informational item and is a follow-up to the Board's consensus to move forward with a prefabricated housing unit, and explained that there is attached information provided outlining proposed floorplans available and cost related to those designs and at this point would like to proceed with the National Classic Cabin proposed modified Yellowstone floorplan. Discussion ensued about the layout/floorplan. Assistant Chief Young updated the Board that the existing sewer connection is too shallow to provide the flow required for the proposed unit. A compact lift station shall be required to provide the proper function of the wastewater component of the unit. Details and cost information for a proposed device has been provided. Discussion ensued about the sewer and electrical hook-ups, assistant Chief Young explained that he would like to have a plot plan to take to the County, and asked the Board for direction on moving forward.

Board Comment: Director Sangster asked if there was a distributor on the West Coast, and voiced that he felt the shipping cost could be lowered. Assistant Chief Young voiced, that he did not find any on the West Coast, and has done the research and can not find anything that is built like the proposed Yellowstone floor plan. Director Sangster asked if he had contacted Atlas Performance Industries, and explained that they are in Santa Maria and should look into it. Discussion ensued about the shipping cost. Assistant Chief Young voiced that his intent to bring this forward is not to bring to purchase but the caliber to present to the County, so they could see the elevations.

Director Green asked about the square footage difference in the two different units proposed. Assistant Chief Young explained the difference in square footage difference in the two proposed units. Discussion ensued.

Director Palafox asked about pg.150 and asked if that was a different option. Assistant Chief Young explained that it is the builder that would be fabrication the local option, and it is just information only.

Public Comment: None

Informational item only

Consensus of the Board is to move forward and gather information to bring back.

11. **Previously Item #9. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project.** Item presented by Director of Utilities Kelly Dodds updating the Board of Directors that in January the plant averaged 140,240 gallons per day (70% of hydraulic design capacity) with a max day of 192,806 gallons (96% of hydraulic design capacity), Discussion ensued about Mission Gardens. Director of Utilities Kelly Dodds held a pre-application meeting with USDA to start the loan application process on January 10th, 2020; at this time staff is working on getting the reports into a format that USDA wants for processing. A notice of interest was sent to (California Funding) CFCC and the District received one reply from a lending agency. The Department of Financial Assistance (DFA) will fund for construction up to 6 million in a construction grant. Mr. Dodds informed the Board that he has had a conference with the agency to try and fill in all the boxes for the funding grant, they have assured him that the District is on track and will help the District meet all their requirements for the funding. Discussion ensued.

Board Comment: Director Sangster asked if USDA would be willing to roll the water tank into the same financing? Director of Utilities Kelly Dodds explained at this point the District needs to provide them with the information they need in their format and then they will need to asses what is the “Base Project” and then when they have that they can see if the District qualifies for that much of a loan to have both on one. Discussion ensued about the loan projects for USDA and other funding agencies. Director of Utilities Kelly Dodds voiced that he will be going back to the Water Board to go over recommendations. Discussion ensued about the regulations for Wastewater that is coming down from the state soon.

Public Comment: None

Informational item only

- XII. BOARD COMMENT:** Director Green asked staff to keep in mind that the District should get the Mission St. property for office space. Director Green voiced that he still feels that putting office space in the back of housing development is inappropriate and judging from the number of people attending the HOA meeting, feels that it was not a good outreach. Director Kalvans voiced that he will have some information to send to the clerk to send out via email and post on the meeting date portion of the website, for land tax and strong towns. Director Kalvans asked for a consensus of the Board to have District Counsel look into the 1995 Rossi vs. Brown. Discussion ensued. The consensus of the Board is to use one hour of District Counsel time.
- XIII. ADJOURNMENT TO NEXT MEETING:** Adjournment at Approximately 9:54 P.M.

RESOLUTION NO. 2020-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE ASSIGNMENT OF BANKING POWERS FOR BOARD MEMBERS, ASHLEY SANGSTER, ANTHONY KALVANS, HECTOR PALAFOX, AND JOHN GREEN FOR DISTRICT BANK ACCOUNTS AND REMOVING FORMER BOARD MEMBER JOSEPH PARENT’S BANKING POWERS.

WHEREAS, the San Miguel Community Services District (“SMCSD”) has bank accounts at Pacific Premier Bank (“PPB”) and Pacific Western Bank (“PWB”) to pay operating expenses; and

WHEREAS, SMCSD has previously provided PPB & PWB with an approved resolution stating which SMCSD Board of Directors (“Board”) and staff have been assigned banking powers on behalf of SMCSD; and

WHEREAS, the Board desires to grant all current board members banking powers authority with PPB and PWB, which are necessary for the operation of SMCSD; and

WHEREAS, the Board desires to remove all former SMCSD board members; and

WHEREAS, the Board desires to approve assignment of banking powers to SMCSD board members John Green, Anthony Kalvans, Ashley Sangster, and Hector Palafox, who are duly elected member of the Board; and

WHEREAS, the Board of Directors desires to remove assignment of banking powers from former board member, Joseph Parent; and

NOW THEREFORE, BE IT RESOLVED, by the Board of SMCSD that board members John Green, Anthony Kalvans, Ashley Sangster, and Hector Palafox, are hereby granted the following banking powers and authority necessary for the operation of SMCSD:

1. To open any deposit or share account(s) in the name of SMCSD, with prior Board approval; and
2. To endorse checks and orders for the payment of money;
3. Withdraw or transfer funds on deposit with PPB and PWB, with prior Board approval.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 23th day of April 2020.

Ashley Sangster,
President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Doug White, District General Counsel

Tamara Parent, Board Clerk



San Miguel Community Services District Board of Directors

Staff Report

April 23, 2020

ITEM: XI-3

SUBJECT: Declaring Hazardous Weeds a Public Nuisance within the San Miguel Community Services District by Resolution 2020-10

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve and adopt **RESOLUTION NO. 2020-10** declaring hazardous weeds a public nuisance and direct staff to proceed with mailing notices to abate.

DISCUSSION:

District Fire Department conducts a weed abatement program to reduce fuel load and eliminate fire hazards, pursuant to the authority contained in Government Code Section 61100(t), Health and Safety Code Sections 14875 *et seq*, and 2019 California Fire Code Section 4906 & 4907. Abatement is initiated by resolution adoption declaring weeds and accumulation of fuels on identified properties as a public nuisance. Annually, the Fire Department inspects all parcels within its service boundaries for compliance with its weed abatement program. The parcels listed in Exhibit "A" in the attached Resolution were determined to be non-compliant with 240 lots and thereon are deemed a public nuisance.

A formal notice is sent to property owners following adoption of the attached Resolution. In accordance with the comprehensive weed abatement procedures set forth in the Health and Safety Code, a public meeting is scheduled for May 28th, 2020, to consider any objections by affected property owners. All parcels not corrected shall be placed on a list for abatement. Costs of abatement plus administrative expenses are placed as an assessment on each parcel's property tax bill.

FISCAL IMPACT:

None. The costs of abatement are paid by the affected property owner. Administrative expenses are recovered by imposing a service charge.

Prepared by:

Scott Young _____

Assistant Fire Chief
Prevention Officer

Approved by:

Rob Roberson _____

Interim General Manager /Fire Chief

Attachment: Resolution 2020-10



San Miguel Fire Weed Abatement List 2020

| # | APN | STREET_1 | TYPE_1 | STATE | ZIP | EST_ACRES |
|----|-------------|----------|--------|-------|-------|-----------|
| 1 | 021-013-058 | L | ST | CA | 93451 | 0.91 |
| 2 | 021-051-013 | BONITA | PL | CA | 93451 | 17.39 |
| 3 | 021-051-017 | EASMENT | | CA | 93451 | 17.67 |
| 4 | 021-051-020 | EASMENT | | NE | 93451 | 4.12 |
| 5 | 021-051-021 | EASMENT | | NE | 93451 | 2.92 |
| 6 | 021-051-022 | EASMENT | | NE | 93451 | 2.66 |
| 7 | 021-081-007 | EASMENT | | CA | 93451 | 3.03 |
| 8 | 021-091-005 | MISSION | ST | CA | 93451 | 0.19 |
| 9 | 021-091-006 | MISSION | | CA | 93451 | 0.16 |
| 10 | 021-091-007 | MISSION | ST | CA | 93451 | 0.18 |
| 11 | 021-091-008 | MISSION | ST | CA | 93451 | 0.18 |
| 12 | 021-091-010 | MISSION | ST | OR | 93451 | 0.17 |
| 13 | 021-091-013 | MISSION | ST | CA | 93451 | 0.17 |
| 14 | 021-091-015 | MISSION | ST | CA | 93451 | 0.16 |
| 15 | 021-091-016 | MISSION | ST | CA | 93451 | 0.57 |
| 16 | 021-091-017 | MISSION | ST | CA | 93451 | 0.15 |
| 17 | 021-092-002 | 17TH | ST | CA | 93451 | 1.28 |
| 18 | 021-112-002 | 16TH | ST | CA | 93451 | 1.1 |
| 19 | 021-121-002 | K | ST | CA | 93451 | 0.15 |
| 20 | 021-122-021 | K | ST | CA | 93451 | 0.13 |
| 21 | 021-131-011 | MISSION | ST | CA | 93451 | 0.55 |
| 22 | 021-131-016 | MISSION | ST | CA | 93451 | 0.12 |
| 23 | 021-131-018 | MISSION | ST | CA | 93451 | 0.18 |
| 24 | 021-131-020 | 15TH | ST | CA | 93451 | 0.2 |
| 25 | 021-131-022 | 16TH | ST | CA | 93451 | 0.3 |
| 26 | 021-131-023 | MISSION | ST | CA | 93451 | 0.15 |
| 27 | 021-131-025 | 16TH | ST | CA | 93451 | 0.17 |
| 28 | 021-141-006 | MISSION | ST | CA | 93451 | 0.09 |
| 29 | 021-141-007 | MISSION | ST | CA | 93451 | 0.08 |
| 30 | 021-141-008 | MISSION | ST | CA | 93451 | 0.08 |
| 31 | 021-141-009 | MISSION | ST | CA | 93451 | 0.08 |
| 32 | 021-141-010 | MISSION | ST | CA | 93451 | 0.08 |
| 33 | 021-141-011 | MISSION | ST | CA | 93451 | 0.08 |
| 34 | 021-141-013 | MISSION | ST | CA | 93451 | 0.08 |
| 35 | 021-141-014 | MISSION | ST | CA | 93451 | 0.08 |
| 36 | 021-141-015 | MISSION | ST | CA | 93451 | 0.08 |

| | | | | | | |
|----|-------------|-----------|----|----|-------|-------|
| 37 | 021-141-016 | MISSION | ST | CA | 93451 | 0.07 |
| 38 | 021-141-017 | N | ST | NE | 93451 | 3.09 |
| 39 | 021-141-020 | N | ST | CA | 93451 | 0.19 |
| 40 | 021-141-021 | MISSION | ST | CA | 93451 | 0.2 |
| 41 | 021-141-024 | MISSION | ST | CA | 93451 | 0.43 |
| 42 | 021-151-039 | EASMENT | | | 93451 | 1.34 |
| 43 | 021-151-043 | 16TH | ST | CA | 93451 | 0.92 |
| 44 | 021-151-045 | 15TH | ST | CA | 93451 | 3.17 |
| 45 | 021-151-058 | 16TH | ST | CA | 93451 | 0.11 |
| 46 | 021-152-041 | EASMENT | | CA | 93451 | 0.36 |
| 47 | 021-153-003 | ALDO | WY | CA | 93451 | 0.11 |
| 48 | 021-153-040 | ALDO | WY | CA | 93451 | 0.11 |
| 49 | 021-153-053 | 16TH | ST | CA | 93451 | 0.21 |
| 50 | 021-157-039 | ARMAND | AV | CA | 93451 | 0.15 |
| 51 | 021-157-042 | BENEDICT | ST | CA | 93451 | 12.83 |
| 52 | 021-162-010 | L | ST | CA | 93451 | 0.19 |
| 53 | 021-162-011 | L | ST | CA | 93451 | 0.17 |
| 54 | 021-171-001 | 15TH | ST | CA | 93451 | 0.18 |
| 55 | 021-171-002 | L | ST | CA | 93451 | 0.09 |
| 56 | 021-171-003 | L | ST | CA | 93451 | 0.18 |
| 57 | 021-171-008 | 14TH | ST | CA | 93451 | 0.18 |
| 58 | 021-171-009 | MISSION | ST | CA | 93451 | 0.17 |
| 59 | 021-171-013 | MISSION | ST | CA | 93451 | 0.11 |
| 60 | 021-171-020 | MISSION | ST | CA | 93451 | 0.19 |
| 61 | 021-171-026 | L | ST | CA | 93451 | 0.18 |
| 62 | 021-171-027 | L | ST | CA | 93451 | 0.19 |
| 63 | 021-181-005 | 14TH | ST | CA | 93451 | 0.35 |
| 64 | 021-181-008 | N | ST | CA | 93451 | 0.25 |
| 65 | 021-181-011 | N | ST | CA | 93451 | 0.16 |
| 66 | 021-193-002 | VERDE | PL | CA | 93451 | 0.18 |
| 67 | 021-193-012 | BONITA | PL | CA | 93451 | 0.13 |
| 68 | 021-193-013 | RIVER | RD | CA | 93451 | 0.11 |
| 69 | 021-193-015 | 15TH | ST | CA | 93451 | 0.18 |
| 70 | 021-194-017 | VERDE | PL | CA | 93451 | 0.16 |
| 71 | 021-195-002 | RIO VISTA | PL | CA | 93451 | 0.3 |
| 72 | 021-195-007 | 15TH | ST | CA | 93451 | 1.91 |
| 73 | 021-201-002 | K | ST | CA | 93451 | 0.13 |
| 74 | 021-201-004 | K | ST | CA | 93451 | 0.18 |
| 75 | 021-201-009 | EASMENT | | CA | 93451 | 0.06 |
| 76 | 021-202-003 | K | ST | CA | 93451 | 0.22 |
| 77 | 021-202-004 | K | ST | CA | 93451 | 0.26 |
| 78 | 021-202-005 | K | ST | CA | 93451 | 0.23 |
| 79 | 021-202-007 | 14TH | ST | CA | 93451 | 0.18 |
| 80 | 021-202-010 | L | ST | CA | 93451 | 0.16 |
| 81 | 021-202-012 | L | ST | CA | 93451 | 0.42 |
| 82 | 021-202-015 | L | ST | CA | 93451 | 0.18 |
| 83 | 021-211-012 | MISSION | ST | CA | 93451 | 0.42 |

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|-----|-------------|------------|----|----|-------|------|
| 84 | 021-221-001 | MISSION | ST | CA | 93451 | 0.36 |
| 85 | 021-221-008 | EASMENT | | CA | 93451 | 0.09 |
| 86 | 021-221-010 | MISSION | ST | CA | 93451 | 0.13 |
| 87 | 021-221-013 | MISSION | ST | CA | 93451 | 0.08 |
| 88 | 021-221-014 | MISSION | ST | CA | 93451 | 0.08 |
| 89 | 021-221-015 | MISSION | ST | CA | 93451 | 0.08 |
| 90 | 021-221-016 | MISSION | ST | CA | 93451 | 0.08 |
| 91 | 021-221-017 | EASMENT | | | 93451 | 4.85 |
| 92 | 021-221-018 | MISSION | ST | CA | 93451 | 0.25 |
| 93 | 021-221-021 | SAN MIGUEL | ST | CA | 93451 | 0.28 |
| 94 | 021-221-022 | MISSION | ST | CA | 93451 | 0.13 |
| 95 | 021-221-023 | MISSION | ST | CA | 93451 | 0.06 |
| 96 | 021-221-024 | MISSION | ST | CA | 93451 | 0.13 |
| 97 | 021-221-025 | MISSION | ST | CA | 93451 | 0.12 |
| 98 | 021-221-026 | MISSION | ST | CA | 93451 | 0.1 |
| 99 | 021-221-027 | MISSION | ST | CA | 93451 | 0.08 |
| 100 | 021-221-028 | MISSION | ST | CA | 93451 | 0.06 |
| 101 | 021-221-029 | MISSION | ST | CA | 93451 | 0.06 |
| 102 | 021-221-030 | MISSION | ST | CA | 93451 | 0.12 |
| 103 | 021-221-031 | MISSION | ST | CA | 93451 | 0.06 |
| 104 | 021-221-032 | MISSION | ST | CA | 93451 | 0.12 |
| 105 | 021-221-033 | MISSION | ST | CA | 93451 | 0.08 |
| 106 | 021-221-034 | MISSION | ST | CA | 93451 | 0.12 |
| 107 | 021-221-035 | MISSION | ST | CA | 93451 | 0.08 |
| 108 | 021-221-036 | MISSION | ST | CA | 93451 | 0.09 |
| 109 | 021-221-037 | MISSION | ST | CA | 93451 | 0.06 |
| 110 | 021-221-038 | MISSION | ST | CA | 93451 | 0.06 |
| 111 | 021-221-039 | MISSION | ST | CA | 93451 | 0.08 |
| 112 | 021-221-040 | MISSION | ST | CA | 93451 | 0.08 |
| 113 | 021-231-004 | N | ST | CA | 93451 | 0.74 |
| 114 | 021-231-005 | 14TH | ST | CA | 93451 | 0.66 |
| 115 | 021-231-024 | N | ST | CA | 93451 | 0.48 |
| 116 | 021-231-025 | N | ST | CA | 93451 | 0.15 |
| 117 | 021-231-026 | N | ST | CA | 93451 | 0.26 |
| 118 | 021-231-027 | N | ST | CA | 93451 | 0.16 |
| 119 | 021-231-028 | 12TH | ST | CO | 93451 | 0.03 |
| 120 | 021-231-032 | N | ST | CO | 93451 | 0.04 |
| 121 | 021-231-035 | N | ST | CA | 93451 | 0.23 |
| 122 | 021-231-036 | N | ST | CA | 93451 | 0.34 |
| 123 | 021-231-041 | N | ST | CA | 93451 | 0.3 |
| 124 | 021-241-022 | 11TH | ST | NE | 93451 | 1.14 |
| 125 | 021-241-023 | EASMENT | | | 93451 | 2.11 |
| 126 | 021-241-024 | EASMENT | | | 93451 | 2.47 |
| 127 | 021-252-004 | EASMENT | | CA | 93451 | 0.74 |
| 128 | 021-252-006 | L | ST | CA | 93451 | 0.19 |
| 129 | 021-252-013 | L | ST | CA | 93451 | 0.28 |
| 130 | 021-261-001 | 13TH | ST | CA | 93451 | 0.39 |

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|------------|-------------|---------|----|----|-------|------|
| 131 | 021-261-002 | 13TH | ST | CA | 93451 | 0.17 |
| 132 | 021-261-004 | L | ST | CA | 93451 | 0.27 |
| 133 | 021-261-007 | 12TH | ST | CA | 93451 | 0.1 |
| 134 | 021-261-013 | MISSION | ST | CA | 93451 | 0.08 |
| 135 | 021-261-014 | MISSION | ST | CA | 93451 | 0.09 |
| 136 | 021-261-016 | MISSION | ST | CA | 93451 | 0.09 |
| 137 | 021-261-018 | MISSION | ST | CA | 93451 | 0.16 |
| 138 | 021-261-019 | MISSION | ST | CA | 93451 | 0.09 |
| 139 | 021-261-020 | MISSION | ST | CA | 93451 | 0.08 |
| 140 | 021-271-001 | K | ST | CA | 93451 | 0.23 |
| 141 | 021-271-011 | K | ST | CA | 93451 | 0.1 |
| 142 | 021-271-012 | K | ST | CA | 93451 | 0.1 |
| 143 | 021-281-005 | L | ST | CA | 93451 | 0.19 |
| 144 | 021-281-007 | L | ST | CA | 93451 | 0.19 |
| 145 | 021-281-011 | MISSION | ST | CA | 93451 | 0.09 |
| 146 | 021-281-013 | MISSION | ST | CA | 93451 | 0.37 |
| 147 | 021-281-014 | MISSION | ST | CA | 93451 | 0.17 |
| 148 | 021-281-020 | L | ST | CA | 93451 | 0.29 |
| 149 | 021-301-004 | K | ST | CA | 93451 | 0.08 |
| 150 | 021-301-008 | L | ST | C | 93451 | 0.38 |
| 151 | 021-302-016 | K | ST | CA | 93451 | 0.27 |
| 152 | 021-302-010 | L | ST | CA | 93451 | 0.3 |
| 153 | 021-311-002 | L | ST | CA | 93451 | 0.29 |
| 154 | 021-311-003 | L | ST | CA | 93451 | 0.18 |
| 155 | 021-311-005 | 10TH | ST | CA | 93451 | 0.31 |
| 156 | 021-311-008 | MISSION | ST | CA | 93451 | 0.26 |
| 157 | 021-311-014 | EASMENT | | CA | 93451 | 0.17 |
| 158 | 021-312-001 | EASMENT | | CA | 93451 | 1.08 |
| 159 | 021-322-004 | K | ST | CA | 93451 | 0.75 |
| 160 | 021-322-009 | 9TH | ST | CA | 93451 | 0.22 |
| 161 | 021-322-013 | L | ST | CA | 93451 | 0.28 |
| 162 | 021-322-014 | L | ST | CA | 93451 | 0.2 |
| 163 | 021-322-015 | L | ST | CA | 93451 | 0.29 |
| 164 | 021-323-001 | 9TH | ST | CA | 93451 | 0.23 |
| 165 | 021-323-004 | 9TH | ST | CA | 93451 | 0.68 |
| 166 | 021-323-005 | L | ST | CA | 93451 | 0.47 |
| 167 | 021-323-006 | L | ST | CA | 93451 | 0.24 |
| 168 | 021-331-001 | L | ST | CA | 93451 | 0.28 |
| 169 | 021-331-004 | 10TH | ST | CA | 93451 | 0.08 |
| 170 | 021-331-018 | MISSION | ST | CA | 93451 | 0.15 |
| 171 | 021-331-019 | MISSION | ST | CA | 93451 | 0.28 |
| 172 | 021-331-030 | MISSION | ST | CA | 93451 | 0.13 |
| 173 | 021-331-032 | L | ST | CA | 93451 | 0.22 |
| 174 | 021-331-034 | L | ST | CA | 93451 | 0.19 |
| 175 | 021-341-005 | L | ST | CA | 93451 | 0.19 |
| 176 | 021-341-009 | MISSION | | CA | 93451 | 0.2 |
| 177 | 021-341-012 | MISSION | ST | CA | 93451 | 0.18 |

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|-----|-------------|--------------|-----|----|-------|-------|
| 178 | 021-351-002 | MISSION | ST | CA | 93451 | 0.46 |
| 179 | 021-351-003 | MISSION | ST | CA | 93451 | 0.23 |
| 180 | 021-351-004 | MISSION | ST | CA | 93451 | 4.8 |
| 181 | 021-351-008 | EASMENT | | NE | 93451 | 2.25 |
| 182 | 021-352-001 | SLO MONTEREY | RD | CA | 93451 | 4.85 |
| 183 | 021-362-001 | WIMER | WAY | CA | 93451 | 4.38 |
| 184 | 021-371-002 | SLO MONTEREY | RD | C | 93451 | 1.72 |
| 185 | 021-371-003 | SLO MONTEREY | RD | CA | 93451 | 0.23 |
| 186 | 021-371-005 | EASMENT | | CA | 93451 | 0.28 |
| 187 | 027-011-048 | EASMENT | | NE | 93451 | 0.29 |
| 188 | 027-221-003 | MISSION | LN | CA | 93451 | 0.95 |
| 189 | 027-221-003 | MISSION | LN | CA | 93451 | 0.95 |
| 190 | 027-221-004 | SAN PABLO | DR | CA | 93451 | 2.7 |
| 191 | 027-221-009 | SAN PABLO | DR | CA | 93451 | 0.63 |
| 192 | 027-221-011 | SAN PABLO | DR | CA | 93451 | 0.94 |
| 193 | 027-221-017 | RIVER | RD | CA | 93451 | 2.85 |
| 194 | 027-221-023 | SAN PABLO | LN | CA | 93451 | 0.71 |
| 192 | 027-221-028 | RIVER | RD | CA | 93451 | 0.75 |
| 193 | 027-221-030 | EASMENT | | CA | 93451 | 0.46 |
| 194 | 027-221-032 | SAN PABLO | DR | CA | 93451 | 0.31 |
| 195 | 027-221-033 | SAN PABLO | DR | CA | 93451 | 0.33 |
| 196 | 027-221-036 | RIVER | RD | CA | 93451 | 3.29 |
| 197 | 027-221-039 | MISSION | LN | CA | 93451 | 5.1 |
| 198 | 027-221-040 | MISSION | LN | CA | 93451 | 4.71 |
| 199 | 027-221-041 | OAK | DR | CA | 93451 | 3.18 |
| 200 | 027-221-052 | OAK | DR | CA | 93451 | 0.92 |
| 201 | 027-221-054 | RIVER | RD | CA | 93451 | 0.28 |
| 202 | 027-221-055 | RIVER | RD | CA | 93451 | 1.08 |
| 203 | 027-221-056 | RIVER | RD | CA | 93451 | 1.75 |
| 204 | 027-221-058 | SAN PABLO | LN | CA | 93451 | 1.66 |
| 205 | 027-221-058 | SAN PABLO | LN | CA | 93451 | 1.66 |
| 206 | 027-221-062 | OAK | DR | CA | 93451 | 0.49 |
| 207 | 027-221-064 | OAK | DR | CA | 93451 | 0.37 |
| 208 | 027-231-003 | MISSION | LN | CA | 93451 | 4.65 |
| 209 | 027-231-005 | MISSION | LN | CA | 93451 | 4.37 |
| 210 | 027-231-007 | MISSION | LN | CA | 93451 | 4.92 |
| 211 | 027-231-009 | MISSION | LN | CA | 93451 | 5.03 |
| 212 | 027-231-011 | MISSION | LN | CA | 93451 | 4.73 |
| 213 | 027-231-013 | MISSION | LN | CA | 93451 | 4.88 |
| 214 | 027-231-014 | MISSION | LN | CA | 93451 | 7.98 |
| 215 | 027-231-018 | MISSION | LN | CA | 93451 | 5.11 |
| 216 | 027-231-021 | MAGDALENA | DR | CA | 93451 | 10.02 |
| 217 | 027-241-060 | OAK | DR | CA | 93451 | 0.18 |
| 218 | 027-241-061 | OAK | DR | CA | 93451 | 0.14 |
| 219 | 027-251-003 | MARTINEZ | DR | CA | 93451 | 1.19 |
| 220 | 027-251-006 | MARTINEZ | DR | TX | 93451 | 1.23 |
| 221 | 027-251-008 | MAGDALENA | DR | CA | 93451 | 1.25 |

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| 222 | 027-251-013 | MAGDALENA | DR | CA | 93451 | 15 |
| 223 | 027-251-016 | MAGDALENA | DR | CA | 93451 | 0.05 |
| 224 | 027-251-017 | MAGDALENA | DR | CA | 93451 | 26.31 |
| 225 | 027-251-018 | RIVER | RD | CA | 93451 | 2.22 |
| 226 | 027-251-019 | RIVER | RD | CA | 93451 | 2.05 |
| 227 | 027-251-029 | MARTINEZ | DR | CA | 93451 | 0.98 |
| 228 | 027-251-030 | MARTINEZ | DR | CA | 93451 | 2.07 |
| 229 | 027-261-005 | MAGDALENA | DR | CA | 93451 | 10.09 |
| 230 | 027-271-034 | RIVER | RD | CA | 93451 | 29.27 |
| 231 | 027-271-039 | POWER | RD | CA | 93451 | 1.26 |
| 232 | 027-271-041 | RIVER | RD | CA | 93451 | 62.94 |
| 233 | 027-272-001 | RIVER BLUFFS | LN | CA | 93451 | 1.83 |
| 234 | 027-272-002 | RIVER BLUFFS | LN | CA | 93451 | 1.69 |
| 235 | 027-272-003 | RIVER BLUFFS | LN | CA | 93451 | 1.02 |
| 236 | 027-272-004 | RIVER BLUFFS | LN | CA | 93451 | 1.03 |
| 237 | 027-272-005 | NORTH BLUFFS | CT | CA | 93451 | 1.15 |
| 238 | 027-272-006 | NORTH BLUFFS | CT | CA | 93451 | 1.36 |
| 239 | 027-272-007 | NORTH BLUFFS | CT | CA | 93451 | 2.44 |
| 240 | 027-272-008 | RIVER BLUFFS | LN | CA | 93451 | 1.01 |



RESOLUTION NO. 2020-10

A RESOLUTION OF THE BOARD OF DIRECTORS DECLARING HAZARDOUS WEEDS, A PUBLIC NUISANCE WITHIN THE SAN MIGUEL COMMUNITY SERVICES DISTRICT

WHEREAS, the San Miguel Community Services District (“District”) is a duly formed Community Services District under Government Code Section 61100(t), and has the power to provide protection against fire and risks of fire; and

WHEREAS, pursuant to the authority established in Health and Safety Code Section 14875, *et seq.*, the District may declare hazardous weeds a public nuisance for the purposes of proceeding with a weed abatement program; and

WHEREAS, the District Board of Directors finds that it is in the public interest that hazardous weeds within the District be abated as an aid to fire prevention.

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

Section 1. That the articles set forth above are true and correct and are incorporated herein by this reference.

Section 2. That the weeds located on the private properties described in Exhibit “A” attached hereto and incorporated herein by this reference, all of which are located within the District, are hereby declared to be a public nuisance.

Section 3. In accordance with Health and Safety Code Section 14890, the District Fire Chief or His / Her Designee is hereby designated as the person to give the notice, substantially in the form proscribed by Health and Safety Code Section 14892, and 2019 California sections 4906, 4907 to destroy, modify, abate and remove such hazardous weeds and accumulation of fuels.

Section 4. That said nuisance, unless otherwise corrected, shall be abated by the District, and the cost thereof shall be assessed upon the parcels from which said nuisance is abated.

Section 5. That a public meeting shall be held on the proposed abatement of hazardous weeds on May 28th, 2020 at 7:00 p.m. at the following address: 1150 Mission Street, San Miguel California, 93451, to provide an opportunity for all property owners having any objections to the proposed removal of such weeds to be heard and given due consideration.

Section 6. That the District Clerk is hereby authorized and directed to mail notice of the said hearing to the property owners as their names and addresses appear from the last equalized assessment roll as authorized by Health and Safety Code Section 14896.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 23rd day of April 2020.

Ashley Sangster,
President Board of Directors
San Miguel Community Services District

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

April 23rd, 2020

AGENDA ITEM: X-4

SUBJECT: Discuss and approve Resolution 2020-13 approving the San Miguel Community Services District job description for Financial Officer, adopting the job description, and adopting a new salary schedule for the position.

RECOMMENDATION:

Approve **Resolution 2020-13** approving the San Miguel Community Services District job description and salary schedule for the position of Financial Officer.

DISCUSSION:

Over the years as the District has grown and job descriptions have been modified to keep up with the change in responsibility and duties.

Currently, the Community Services District has a position for "Bookkeeper". This position does not have a current Job Description. After reviewing the job title and what the duties and responsibilities are for the bookkeeper position, the duties do not meet the District's Financial record-keeping needs. The Financial Officer Job description is more in line with the duties that are required to meet the needs of the District.

The Financial Officer position requires a strong understanding of Financial Accounting, Account Reconciliation and the Bi-weekly Payroll Account Management. This position needs to have the knowledge and the ability to prepare the Annual Audit Information. The Financial Officer Position needs to have general knowledge and understanding of the CSD Office Operations.

The positions, job descriptions, and salary schedules have been reviewed and tentatively agreed to by the San Miguel Employees' Association, which fulfills the District's meet and confer obligations on these items pursuant to the California Government Code section 3500 et seq.

The attached resolution approves the adoption of the Financial Officer position, job descriptions and salary schedules.

Fiscal Impact:

The impact of this position will be minor on the payroll and will not require a budget adjustment.

PREPARED BY:

Rob Roberson

Interim General Manager

Attachment: **Resolution No 2020-13**



DEPARTMENT: Administration

TITLE: Financial Officer

REPORTS TO: General Manager

FLSA: Non-management

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Valid California driver's license and proof of insurability are required.

Must take and pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

EDUCATION: High School Diploma and accounting or financial management classes at a college level, or equivalent experience; a BS degree or AA/AS degree is highly desirable

EXPERIENCE: Minimum of five years of progressive payroll and accounting experience for a corporation or public agency with twenty or more employees. Specific experience to include the recording of transactions, reconciliation and monitoring of various general ledger accounts with knowledge of generally governmental accepted accounting principles and their application to the recording of accounting transactions. Familiarity with various accounting, payroll and retirement management systems/Cal-Pers, specifically Black Mountain Systems; Development of Budgets and preparation of reports for delivery to the Board of Directors; ability to effectively utilize a personal computer, peripherals and related word processing and spreadsheet programs; prior knowledge of fund accounting preferable; proven ability to organize and manage conflicting priorities.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with General Manager to receive specific work assignments and review results; Department heads to develop budgets and manage District funds; Other District employees to discuss and resolve accounting and customer service issues; all other District employees as required.

EXTERNAL: Interaction with auditors to complete the annual financial statement audit; outside consultants, and San Luis Obispo Auditor- Controller, and IRS, CalPERS, State of California to address issues related to accounting and personnel; District customers to address issues related to the payment of amounts owed to the District; vendors to address issues related to the payment of amounts owed by the District or to the District.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, Incumbent may be subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include the recording of all accounting transactions (for example: accounts receivable, accounts payable, budget adjustments, payroll, job cost, cash receipts, purchase orders, capital reserves) in the District's automated financial management system, Black Mountain Systems software; to determine that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds; to determine that cash received is properly coded as to type; to reconcile various general ledger accounts and funds. Monthly preparation and presentation of the District's financial statements to the Board of Directors; and provides administrative support to all District Departments.

Adds Employees to healthcare and retirement thru the CalPERS system, 1099, W-2, Payroll deductions (457, Roth, health insurance, dental, vision payments)

Process new hires, including obtaining new employee documentation such as proof of eligibility to work in the United States and completed INS Employment Verification form.

Performs a variety of administrative duties in such areas as budgeting, contract administration, accounting, personnel, customer service, operational research, other internal support activities, and staff support to the General Manager and the Board of Directors. Must have knowledge and ability to utilize Black Mountain Systems for accounting, budgeting, capital reserves. Process payroll and timekeeping functions through Paychex and/or other District-approved payroll system. Analyzes alternatives and makes recommendations regarding such matters as budget development, administrative policies, and customer service processes to the General Manager. Oversees the District's accounting functions and prepares financial reports, statements, works with outside consultants for such things as the annual audit and other fiscal matters. Complies with external reporting requirements such as audits, State LGFA, payroll benefits, taxes, workman's compensation, and quarterly payroll reports.

The ability to work successfully within a team environment, as well as support of the District Strategic Plan/District Master Plan and Mission Statement is essential. A working knowledge and understanding of District policies and regulations, as well as active participation in the District's safety programs is necessary.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME TASKS

65% Utilizes knowledge of generally governmental accepted accounting principles to:

- Properly record accounting transactions in the District's automated financial management system.
- Post daily cash received and general ledger accounts.
- Reconcile all District bank accounts on a monthly basis
- Reconcile various general ledger accounts on a monthly basis.
- Maintain the fixed asset and depreciation subsidiary ledgers.
- Properly prepare and present the monthly financial statements to be used at the Board of Directors meetings and the District's annual budget.
- Complete various reports and analyses as assigned, utilizing District software and knowledge of word processing and/or spreadsheet programs.
- Make and present recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets.

- Organize, maintain and assist with retention requirements for District files and data.
- Initiate, reconcile, and close out Purchase Orders.
- Maintain proper accounting of restricted and un-restricted revenues for each fund.
- Prepare, process and present payroll for all District Personnel to the General Manager.
- Prepare, process, reconcile and record payroll taxes, retirement, withholdings, liabilities and insure proper payments of taxes in a timely manner.
- Prepare, process and maintain account receivables.
- Prepare, process and maintain account payables in a timely manner.
- Prepare, present, maintain District Annual and project Budgets with Department heads and General Manager.
- Prepare, maintain cost and financial backup for grant processing and reporting
- Work with District Certified Public Accountant to perform regular financial reviews of Districts finances quarterly with contracted CPA

15% Provide support services to:

- District Departments, with invoicing.
- Customer Service, by helping prepare and complete the billing process if needed.
- The front desk, by providing relief for front desk personnel.
- Purchasing, such as processing purchasing orders.

10% Participate in the compilation and preparation of all required information to complete the District's annual financial statement audit. Respond to auditors' requests for additional information and perform such research as required to answer auditors' inquiries.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.

APPENDIX "A" - COMPENSATION STEP SCHEDULE

| CLASSIFICATION | TYPE | Step 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | at step 1 | at step 5 | BARGAINING UNIT | REQUIRED LICENSES |
|--|--------|---------|---------|---------|---------|---------|-----------|-----------|-----------------|-------------------|
| Administrative | | | | | | | | | | |
| Account Clerk 1/Accounting | hourly | \$14.99 | \$15.74 | \$16.53 | \$17.35 | \$18.22 | \$31,179 | \$37,899 | NM-NC | |
| Account Clerk 2/Operations Coordinator | hourly | \$18.22 | \$19.13 | \$20.09 | \$21.09 | \$22.15 | \$37,899 | \$46,066 | NM-C | |
| Bookkeeper/Accounting | hourly | \$21.09 | \$22.15 | \$23.26 | \$24.42 | \$25.44 | \$43,867 | \$52,915 | NM-C | |
| Bookkeeper/Accounting Proposed | hourly | \$21.09 | \$22.14 | \$23.25 | \$24.41 | \$25.64 | \$43,867 | \$53,321 | NM-C | |
| Accountant (vacant) | hourly | \$18.23 | \$19.14 | \$20.10 | \$21.10 | \$22.16 | \$37,918 | \$46,090 | M-C | |
| Financial Officer Proposed | hourly | \$27.00 | \$28.35 | \$29.77 | \$31.26 | \$32.82 | \$56,160 | \$68,263 | M-C | |

04/23/2020

RESOLUTION NO. 2020-13

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT'S
JOB DESCRIPTION AND SALARY SCHEDULE FOR THE FINANCIAL OFFICER
POSITION**

WHEREAS, San Miguel Community Services District (“District”) maintains job descriptions for all positions within the District; and

WHEREAS, the District needs to revise the job descriptions and add positions from time to time to maintain District operations; and

WHEREAS, the Board of Directors authorizes staff to revise the job descriptions for the Financial Officer position, attached hereto as **Appendix A**; and

WHEREAS, the Board of Directors authorizes staff to establish the salary schedule for the Financial Officer position, attached hereto as **Appendix B**; and

WHEREAS, the job descriptions and salary schedule shall be effective upon approval by the Board of Directors; and

WHEREAS, District staff has fulfilled its meet and confer obligations with the San Miguel Employees’ Association and has reached a tentative agreement on the Financial Officer job description and the salary schedules; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution establishing the Financial Officer job description, attached hereto as Appendix A; adopting the salary schedule for the position, attached hereto as Appendix B.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 23rd day of April 2020.

(signatures on next page)

Ashly Sangster, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, District General
Counsel



San Miguel Community Services District

April 23, 2020

AGENDA ITEM: XI -1

SUBJECT: Bookkeeper Report for February 2020

RECOMMENDATION: Review and File the Enumeration for Financial Reports for February 2020

February 2020 Payroll Expense: CSD Payroll \$47,479.95

February 2020 Income: \$240,987.00

February 2020 Expenses: \$133,082.75

1. Monsoon Ventures \$25,690.00
2. Churchwell White \$12,512.90
3. Valley Electric Motor \$8,735.78
4. PGE \$5,864.25
5. Local IT \$5,161.99
6. Viborg Sand & Gravel \$1,825.00
7. PGE \$1,084.84
8. SDRMA \$1,000.00
9. Ferguson \$873.57
10. City of El Paso DE Robles \$761.21

Recommendation: Review and File the Enumeration for the Financial Reports for February 2020.
This item is for information and discussion only.

PREPARED BY:

Paola Freeman

Paola Freeman, Bookkeeper

04/10/20
14:21:05

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 2/20

Page: 1 of 10
Report ID: AP100V

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 |
|------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 5534 | 18208S | 8 AIRGAS | 229.25 | | | | | |
| 1 | 9097998851 | 02/25/20 5 CL Oxygen | 229.25 | | | 20 62000 | 450 | 10200 |
| | | Total for Vendor: | 229.25 | | | | | |
| 5533 | 18209S | 394 AMERICAN WATER WORKS ASSOCIATION | 105.00 | | | | | |
| | | Customer ID No. 02658720 | | | | | | |
| | | Order No. 7001763852 | | | | | | |
| | | Membership 05/01/20 - 04/30/21 | | | | | | |
| 1 | 7001763852 | 02/18/20 Membership Renewal | 105.00 | | | 50 65000 | 385 | 10200 |
| | | Total for Vendor: | 105.00 | | | | | |
| 5535 | 18210S | 67 CHARTER COMMUNICATIONS | 314.94 | | | | | |
| | | Acct# 8245-10-105-0027311 | | | | | | |
| | | Spectrum Business Internet/Voice | | | | | | |
| | | Service 02/11/20 ~ 3/10/20 | | | | | | |
| 1 | 7311021120 | 02/11/20 Internet/Voice | 104.98 | | | 20 62000 | 375 | 10200 |
| 2 | 7311021120 | 02/11/20 Internet/Voice | 104.98 | | | 40 64000 | 375 | 10200 |
| 3 | 7311021120 | 02/11/20 Internet/Voice | 104.98 | | | 50 65000 | 375 | 10200 |
| 5565 | 18227S | 67 CHARTER COMMUNICATIONS | 89.97 | | | | | |
| | | Acct# 8245101050040553 | | | | | | |
| | | 1765 Bonita Treatment Plant | | | | | | |
| | | Service from 2/18/2020 ~ 3/17/2020 | | | | | | |
| 1 | 02-18-2020 | 02/18/20 Internet/Voice | 89.97 | | | 40 64000 | 375 | 10200 |
| | | Total for Vendor: | 404.91 | | | | | |
| 5529 | 18192S | 473 CHURCHWELL WHITE LLP | 12,512.90 | | | | | |
| | | Professional Services Rendered through December 31 2019 | | | | | | |
| 1 | 37540 | 02/04/20 General Counsel | 636.75 | | | 20 62000 | 327 | 10200 |
| 2 | 37540 | 02/04/20 General Counsel | 57.89 | | | 30 63000 | 327 | 10200 |
| 3 | 37540 | 02/04/20 General Counsel | 1,416.05* | | | 40 64000 | 327 | 10200 |
| 4 | 37540 | 02/04/20 General Counsel | 1,498.10* | | | 50 65000 | 327 | 10200 |
| 5 | 37540 | 02/04/20 General Counsel | 91.22 | | | 60 66000 | 327 | 10200 |
| 6 | 37541 | 02/04/20 Steinbeck vs SLO | 1,489.80 | | | 50 65000 | 332 | 10200 |
| 7 | 37542 | 02/04/20 Water | 26.59* | | | 50 65000 | 327 | 10200 |
| 11 | 37544 | 02/04/20 White Oaks | 16.00* | | | 50 65000 | 327 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 2/20

Page: 2 of 10
Report ID: AP100V

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 |
|---|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 12 | 37545 | 02/04/20 HR | 788.48 | | | 20 62000 | 327 | 10200 |
| 13 | 37540 | 02/04/20 HR | 71.68 | | | 30 63000 | 327 | 10200 |
| 14 | 37540 | 02/04/20 HR | 1,290.24* | | | 40 64000 | 327 | 10200 |
| 15 | 37540 | 02/04/20 HR | 1,361.92* | | | 50 65000 | 327 | 10200 |
| 16 | 37540 | 02/04/20 HR | 71.68 | | | 60 66000 | 327 | 10200 |
| 17 | 37546 | 02/04/20 MOU Negotiation | 1,368.00 | | | 40 64000 | 331 | 10200 |
| 18 | 37540 | 02/04/20 MOU Negotiation | 1,368.00 | | | 50 65000 | 331 | 10200 |
| 19 | 37547 | 02/04/20 Sewer | 960.50* | | | 40 64000 | 327 | 10200 |
| Total for Vendor: | | | 12,512.90 | | | | | |
| 5568 | 18232S | 199 CITY OF EL PASO DE ROBLES | 761.21 | | | | | |
| Proportional share of the Paso Robles Basin GSP | | | | | | | | |
| 1 | SM20200124 | 01/24/20 9200-19-X | 724.76 | | | 50 65000 | 324 | 10200 |
| 2 | SM20191031 | 01/24/20 9200-19-9A | 36.45 | | | 50 65000 | 324 | 10200 |
| Total for Vendor: | | | 761.21 | | | | | |
| 5539 | 18211S | 109 FERGUSON ENTERPRISES | 817.80 | | | | | |
| 1 | 8314458 | 02/10/20 Lid, Pipe, | 408.90 | | | 40 64000 | 353 | 10200 |
| 2 | 8314458 | 02/10/20 SWR Pipe, Valve | 408.90 | | | 50 65000 | 353 | 10200 |
| 5540 | 18211S | 109 FERGUSON ENTERPRISES | 55.77 | | | | | |
| 1 | 8314458-1 | 02/10/20 Concrete water lid | 55.77 | | | 50 65000 | 353 | 10200 |
| Total for Vendor: | | | 873.57 | | | | | |
| 5519 | 18237S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 67.00 | | | | | |
| #8000653 | | | | | | | | |
| 1 | 080449A | 02/20/20 Metals ~ | 67.00 | | | 50 65000 | 358 | 10200 |
| 5536 | 18212S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 42.00 | | | | | |
| #8000653 | | | | | | | | |
| 1 | 080372A | 02/11/20 Metals ~ | 42.00 | | | 50 65000 | 358 | 10200 |
| 5537 | 18212S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 225.00 | | | | | |
| #8000653 | | | | | | | | |
| 1 | 080302A | 02/11/20 Coliform-Colilert ~ Wet Chem | 45.00 | | | 50 65000 | 356 | 10200 |
| 2 | 080302A | 02/11/20 Coliform-Colilert ~ Wet Chem | 45.00 | | | 50 65000 | 357 | 10200 |
| 3 | 080302A | 02/11/20 Coliform-Colilert ~ Wet Chem | 135.00 | | | 50 65000 | 359 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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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 |
|---|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5538 | 18212S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 125.00 | | | | | |
| #8000653 | | | | | | | | |
| 1 | 080370A | 02/11/20 Coliform-Colilert ~ Wet Chem | 125.00 | | | 50 65000 | 359 | 10200 |
| | | Total for Vendor: | 459.00 | | | | | |
| 5524 | 18196S | 308 FRONTIER COMMUNICATIONS | 80.79 | | | | | |
| Acct #805-467-2015-051216-5 | | Service from 2/01/20 ~ 2/31/20 | | | | | | |
| SCADA | | | | | | | | |
| 1 | Feb 2020 | 02/01/20 Alarm/SCADA | 40.40 | | | 40 64000 | 310 | 10200 |
| 2 | Feb 2020 | 02/01/20 Alarm/SCADA | 40.39 | | | 50 65000 | 310 | 10200 |
| | | Total for Vendor: | 80.79 | | | | | |
| 5523 | 18197S | 129 HACH | 627.73 | | | | | |
| Acct#292463 | | | | | | | | |
| 1 | 11821795 | 02/03/20 Chlorine | 209.25 | | | 50 65000 | 356 | 10200 |
| 2 | 11821795 | 02/03/20 Chlorine | 209.24 | | | 50 65000 | 357 | 10200 |
| 3 | 11821795 | 02/03/20 Chlorine | 209.24 | | | 50 65000 | 358 | 10200 |
| | | Total for Vendor: | 627.73 | | | | | |
| 5528 | 18198S | 999999 LILIANA ROJAS | 10.00 | | | | | |
| Skills test Certificate ~ Spanish-English Bilingual | | | | | | | | |
| 1 | 02032020 | 02/03/20 Skills test Certificate | 2.20 | | | 20 62000 | 386 | 10200 |
| 2 | 02032020 | 02/03/20 Skills test Certificate | 0.20 | | | 30 63000 | 386 | 10200 |
| 3 | 02032020 | 02/03/20 Skills test Certificate | 3.60 | | | 40 64000 | 386 | 10200 |
| 4 | 02032020 | 02/03/20 Skills test Certificate | 3.80 | | | 50 65000 | 386 | 10200 |
| 5 | 02032020 | 02/03/20 Skills test Certificate | 0.20 | | | 60 66000 | 386 | 10200 |
| | | Total for Vendor: | 10.00 | | | | | |
| 5541 | 18213S | 510 LOCAL IT EXPERTS | 890.00 | | | | | |
| 1 | 221 | 02/11/20 IT Service~ Feb 2020 | 195.80 | | | 20 62000 | 350 | 10200 |
| 2 | 221 | 02/11/20 IT Service~ Feb 2020 | 17.80 | | | 30 63000 | 350 | 10200 |
| 3 | 221 | 02/11/20 IT Service~ Feb 2020 | 320.40 | | | 40 64000 | 350 | 10200 |
| 4 | 221 | 02/11/20 IT Service~ Feb 2020 | 338.20 | | | 50 65000 | 350 | 10200 |
| 5 | 221 | 02/11/20 IT Service~ Feb 2020 | 17.80* | | | 60 66000 | 350 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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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 |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5566 | 18231S | 510 LOCAL IT EXPERTS | 3,293.00 | | | | | |
| | | Replacement servers, towers and dock; installation and configuration | | | | | | |
| 1 | 224 | 02/25/20 Resolution 2019-31 | 1,097.67* | | | 20 62000 | 475 | 10200 |
| 2 | 224 | 02/25/20 Resolution 2019-31 | 1,097.67 | | | 40 64000 | 475 | 10200 |
| 3 | 224 | 02/25/20 Resolution 2019-31 | 1,097.66 | | | 50 65000 | 475 | 10200 |
| 5567 | 18228S | 510 LOCAL IT EXPERTS | 978.99 | | | | | |
| | | Replacement servers, towers and dock; installation and configuration | | | | | | |
| 1 | 224-1 | 02/25/20 Toughbook set up | 222.50 | | | 40 64000 | 475 | 10200 |
| 2 | 224-1 | 02/25/20 WTP Cams VPN setup & Test | 400.49 | | | 50 65000 | 475 | 10200 |
| 3 | 224-1 | 02/25/20 Logins for S Young | 356.00* | | | 20 62000 | 475 | 10200 |
| | | Total for Vendor: | 5,161.99 | | | | | |
| 5542 | 18214S | 559 MONSOON VENTURES, INC. | 990.00 | | | | | |
| | | Board and Committee meetings 12/11/19 ~ 02/13/20 | | | | | | |
| 1 | 2488 | 02/14/20 DE Report for GSA | 495.00 | | | 40 64000 | 326 | 10200 |
| 2 | 2488 | 02/14/20 Meeting w/Kelly | 495.00 | | | 50 65000 | 326 | 10200 |
| 5543 | 18214S | 559 MONSOON VENTURES, INC. | 1,430.00 | | | | | |
| | | GSP/GSA meetings 12/06/19 ~ 01/24/20 | | | | | | |
| 1 | 2489 | 02/14/20 Participated in Kick-Off meet | 1,430.00 | | | 50 65000 | 324 | 10200 |
| 5544 | 18226S | 559 MONSOON VENTURES, INC. | 2,160.00 | | | | | |
| | | Paso Robles GW Basin Data Gap assessment 12/02/19 ~ 02/14/20 | | | | | | |
| 1 | 2490 | 02/14/20 Proposal DWR, Resp to Wtr Brd | 2,160.00 | | | 50 65000 | 324 | 10200 |
| 5545 | 18214S | 559 MONSOON VENTURES, INC. | 17,610.00 | | | | | |
| | | WWTP Project Management Services 12/03/19 ~ 02/14/20 | | | | | | |
| 1 | 2491 | 02/14/20 Mssn Meadows meeting~USDA Mtng | 17,610.00 | | | 40 64000 | 581 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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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 |
|--------------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 5546 | 18214S | 559 MONSOON VENTURES, INC. Recycled Water Distribution System 12/09/19 ~ 01/24/20 | 635.00 | | | | | |
| 1 | 2492 | 02/14/20 Create Exhibit~Staff meeting | 635.00 | | | 40 64000 | 326 | 10200 |
| 5547 | 18214S | 559 MONSOON VENTURES, INC. Water offset Ordinance 12/05/19 | 220.00 | | | | | |
| 1 | 2493 | 02/14/20 Research municipalities | 220.00 | | | 50 65000 | 326 | 10200 |
| 5548 | 18214S | 559 MONSOON VENTURES, INC. Meeting with Bob Tartaglia to review site Tract 2723 | 220.00 | | | | | |
| 1 | 2494 | 02/14/20 Tract 2723 Development Review | 220.00 | | | 50 65000 | 326 | 10200 |
| 5549 | 18214S | 559 MONSOON VENTURES, INC. CDBG Waterline post design phase 12/19/20 ~ 02/07/20 | 2,425.00 | | | | | |
| 1 | 2495 | 02/14/20 Site insp, Prep UPRR Permit | 2,425.00 | | | 50 65000 | 326 | 10200 |
| Total for Vendor: | | | 25,690.00 | | | | | |
| 5521 | 18200S | 636 OFFICE1 Maintenance Contract #CBM6913-02 Samsung/X4250LX | 84.27 | | | | | |
| Acct No. 013014 | | | | | | | | |
| 1 | AR504845 | 02/04/20 Maint Contract 2/4/19~3/3/20 | 36.33 | | | 40 64000 | 334 | 10200 |
| 2 | AR504845 | 02/04/20 Maint Contract 2/4/19~3/3/20 | 36.32 | | | 50 65000 | 334 | 10200 |
| 3 | AR504845 | 02/04/20 Overage | 5.81 | | | 40 64000 | 334 | 10200 |
| 4 | AR504845 | 02/04/20 Overage | 5.81 | | | 50 65000 | 334 | 10200 |
| Total for Vendor: | | | 84.27 | | | | | |
| 5563 | 18230S | 209 PG&E | 5,864.25 | | | | | |
| Acct #3675186851-8 | | | | | | | | |
| 1 | 0120~0220 | 02/19/20 Old Fire Station / 1297 L S | 27.53 | | | 20 62000 | 381 | 10200 |
| 2 | 1219~0120 | 01/21/20 New Fire Station 1150 Missi | 10.84 | | | 20 62000 | 381 | 10200 |
| 3 | 1219~0120 | 01/21/20 Water Works #1 / Well 3 | 1,584.43 | | | 50 65000 | 381 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 2/20

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Report ID: AP100V

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 |
|---|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4 | 1219~0120 | 01/21/20 Bonita Pl & 16th / Well 4 | 932.94 | | | 50 65000 | 381 | 10200 |
| 5 | 1219~0120 | 01/21/20 N St / WWTP | 2,706.89 | | | 40 64000 | 381 | 10200 |
| 6 | 1219~0120 | 01/21/20 2HP Booster Station | 20.43 | | | 50 65000 | 381 | 10200 |
| 7 | 1219~0120 | 01/21/20 Mission Heights Booster | 10.84 | | | 50 65000 | 381 | 10200 |
| 8 | 1219~0120 | 01/21/20 14th St. & K St. | 45.78 | | | 50 65000 | 381 | 10200 |
| 9 | 1219~0120 | 01/21/20 942 Soka Way lift station | 124.54 | | | 40 64000 | 381 | 10200 |
| 10 | 1219~0120 | 01/21/20 Missn & 12th Lanscape~St li | 270.58 | | | 30 63000 | 381 | 10200 |
| 11 | 1219~0120 | 01/21/20 SLT Well | 129.45 | | | 50 65000 | 381 | 10200 |
| Total for Vendor: | | | 5,864.25 | | | | | |
| 5564 | 18229S | 208 PG&E | 1,080.84 | | | | | |
| Acct #8565976480-8 | | | | | | | | |
| 1 | 0120~0220 | 02/18/20 12th & K 8565976725 | 8.88 | | | 30 63000 | 381 | 10200 |
| 2 | 0120~0220 | 02/18/20 Tract 2710 - 8562053214 | 68.73 | | | 30 63000 | 381 | 10200 |
| 3 | 0120~0220 | 02/18/20 Tract 2710 - 8564394360 | 29.97 | | | 30 63000 | 381 | 10200 |
| 4 | 0120~0220 | 02/18/20 Tract 2710 - 8560673934 | 74.92 | | | 30 63000 | 381 | 10200 |
| 5 | 0120~0220 | 02/18/20 Mission Heights - 856597648 | 163.79 | | | 30 63000 | 381 | 10200 |
| 6 | 0120~0220 | 02/18/20 Tract 2605 - 8565976109 | 35.10 | | | 30 63000 | 381 | 10200 |
| 7 | 0120~0220 | 02/18/20 9898 River Rd. - 8565976002 | 326.09 | | | 30 63000 | 381 | 10200 |
| 8 | 0120~0220 | 02/18/20 9898 River Rd. - 8565976004 | 42.03 | | | 30 63000 | 381 | 10200 |
| 9 | 0120~0220 | 02/18/20 9898 River Rd. - 8565976008 | 198.59 | | | 30 63000 | 381 | 10200 |
| 10 | 0120~0220 | 02/18/20 9898 River Rd. - 8565976014 | 66.86 | | | 30 63000 | 381 | 10200 |
| 11 | 0120~0220 | 02/18/20 9898 River Rd. - 8565976481 | 46.77 | | | 30 63000 | 381 | 10200 |
| 12 | 0120~0220 | 02/18/20 9898 River Rd. - 8565976483 | 19.11 | | | 30 63000 | 381 | 10200 |
| Total for Vendor: | | | 1,080.84 | | | | | |
| 5525 | 18202S | 238 SAN MIGUEL GARBAGE | 103.98 | | | | | |
| Account # 318694 | | | | | | | | |
| Service 2/01/20 ~ 2/29/20 | | | | | | | | |
| 1 | 2-2020 | 02/01/20 Trash Disposal | 51.99 | | | 40 64000 | 383 | 10200 |
| 2 | 2-2020 | 02/01/20 Trash Disposal | 51.99 | | | 50 65000 | 383 | 10200 |
| Total for Vendor: | | | 103.98 | | | | | |
| 5550 | 18215S | 247 SDRMA | 1,000.00 | | | | | |
| Non-injury Vehicle Accident on January 16, 2020 | | | | | | | | |
| SDRMA deductible, Claim #AD 1920008196-0001 | | | | | | | | |
| 1 | 1920008196 | 01/16/20 Non-injury Vehicle Acciden | 1,000.00 | | | 20 62000 | 354 | 10200 |
| Total for Vendor: | | | 1,000.00 | | | | | |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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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 |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5551 | 18216S | 589 SOUTH COAST EMERGENCY VEHICLE | 10.61 | | | | | |
| | | see claim 5480 | | | | | | |
| 1 | 497323-1 | 01/16/20 Truck #8687 | 10.61* | | | 20 62000 | 351 | 10200 |
| | | Total for Vendor: | 10.61 | | | | | |
| 5552 | 18217S | 352 STAPLES CREDIT PLAN | 127.65 | | | | | |
| 1 | 02/07/20 | Desk Chair, | 104.13 | | | 20 62000 | 410 | 10200 |
| 2 | 02/07/20 | Tab dividers,Cable, | 0.60 | | | 30 63000 | 410 | 10200 |
| 3 | 02/07/20 | Tab dividers,Cable, | 10.86 | | | 40 64000 | 410 | 10200 |
| 4 | 02/07/20 | Tab dividers,Cable, | 11.46 | | | 50 65000 | 410 | 10200 |
| 5 | 02/07/20 | Tab dividers,Cable, | 0.60 | | | 60 66000 | 410 | 10200 |
| | | Total for Vendor: | 127.65 | | | | | |
| 5522 | 18203S | 534 STREAMLINE | 200.00 | | | | | |
| | | Web Page Hosting | | | | | | |
| 1 | 103635 | 02/10/20 Web Page Monthly Fee Feb | 44.00 | | | 20 62000 | 376 | 10200 |
| 2 | 103635 | 02/10/20 Web Page Monthly Fee Feb | 4.00 | | | 30 63000 | 376 | 10200 |
| 3 | 103635 | 02/10/20 Web Page Monthly Fee Feb | 72.00 | | | 40 64000 | 376 | 10200 |
| 4 | 103635 | 02/10/20 Web Page Monthly Fee Feb | 76.00 | | | 50 65000 | 376 | 10200 |
| 5 | 103635 | 02/10/20 Web Page Monthly Fee Feb | 4.00 | | | 60 66000 | 376 | 10200 |
| | | Total for Vendor: | 200.00 | | | | | |
| 5554 | 18218S | 280 TEMPLETON UNIFORMS | 337.98 | | | | | |
| | | M. Hido | | | | | | |
| 5 | 126932 | 02/07/20 Nomex Shirt, Pants, Name Tag | 337.98 | | | 20 62000 | 495 | 10200 |
| 5555 | 18218S | 280 TEMPLETON UNIFORMS | 27.89 | | | | | |
| 5 | 127062 | 02/13/20 Flag | 27.89 | | | 20 62000 | 495 | 10200 |
| | | Total for Vendor: | 365.87 | | | | | |
| 5515 | 18204S | 620 TRACE ANALYTICS | 370.00 | | | | | |
| 1 | 20-02227 | 02/03/20 Routine Analysis | 370.00 | | | 20 62000 | 305 | 10200 |
| | | Total for Vendor: | 370.00 | | | | | |

04/10/20
14:21:05

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 2/20

Page: 8 of 10
Report ID: AP100V

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 |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5553 | 18219S | 642 UNDER GROUND SERVICE ALERT | 161.31 | | | | | |
| | | California State Fee for Regulatory Costs | | | | | | |
| 1 | 165226DIG2 | 02/14/20 340 tickets | 80.66 | | | 40 64000 | 385 | 10200 |
| 2 | 165226DIG2 | 02/14/20 340 tickets | 80.65 | | | 50 65000 | 385 | 10200 |
| | | Total for Vendor: | 161.31 | | | | | |
| 5556 | 18220S | 643 VALLEY ELECTRIC MOTOR SERVICE, Aerator Motor Resolution #2020-04 | 8,735.78 | | | | | |
| 1 | 28358 | 02/06/20 Aertator Motor | 8,735.78* | | | 40 64000 | 582 | 10200 |
| | | Total for Vendor: | 8,735.78 | | | | | |
| 5558 | 18221S | 327 VALLI INFORMATION SYSTEMS Web Posting service for Nov 2019 Postage, | 667.98 | | | | | |
| 1 | 57413 | Jan 01/31/20 Web Posting, Online Maint. | 333.99* | | | 40 64000 | 305 | 10200 |
| 2 | 57413 | Jan 01/31/20 Web Posting, Online Maint. | 333.99 | | | 50 65000 | 305 | 10200 |
| | | Total for Vendor: | 667.98 | | | | | |
| 5559 | 18222S | 511 VERIZON Laptop 805-423-7591,805-591-9233,805-591-9352 Laptop 805-369-9703 | 90.48 | | | | | |
| | | 02/09/20 ~3/08/20 | | | | | | |
| 1 | 9847923436 | 02/29/20 Tablets | 20.08 | | | 20 62000 | 310 | 10200 |
| 2 | 9847923436 | 02/29/20 Tablets | 35.20 | | | 40 64000 | 310 | 10200 |
| 3 | 9847923436 | 02/29/20 Tablets | 35.20 | | | 50 65000 | 310 | 10200 |
| | | Total for Vendor: | 90.48 | | | | | |
| 5557 | 18223S | 310 VIBORG SAND & GRAVEL, INC. Equipment Rental ~ Disc field north of sewer ponds | 1,825.00 | | | | | |
| 1 | 39049 | 02/06/20 Equipment Rental | 1,825.00* | | | 40 64000 | 582 | 10200 |
| | | Total for Vendor: | 1,825.00 | | | | | |

04/10/20
14:21:05

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 2/20

Page: 9 of 10
Report ID: AP100V

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 |
|--------------------------|--------------------|--|-------------------------|---------------|------------------|---------------|-------------|-----------------|
| 5520 | 18207S | 317 WESTERN JANITOR SUPPLY INC | 104.20 | | | | | |
| 1 | 169850 | 01/13/20 Paper Towel | 34.73 | | | 20 62000 | 305 | 10200 |
| 2 | 169850 | 01/13/20 Vac Bags | 34.73* | | | 40 64000 | 305 | 10200 |
| 3 | 169850 | 01/13/20 Vac Bags, Paper Towel | 34.74 | | | 50 65000 | 305 | 10200 |
| Total for Vendor: | | | 104.20 | | | | | |
| 5560 | 18224S | 612 WEX BANK | 559.76 | | | | | |
| 1 | 63322148 | 01/07/20 Truck #8600 | 126.13 | | | 20 62000 | 485 | 10200 |
| 2 | 63322148 | 01/07/20 Truck #8601 | 56.00 | | | 20 62000 | 485 | 10200 |
| 3 | 63322148 | 01/07/20 Truck #8630 | 0.00 | | | 20 62000 | 485 | 10200 |
| 4 | 63322148 | 01/07/20 Truck #8632 | 117.82 | | | 40 64000 | 485 | 10200 |
| 5 | 63322148 | 01/07/20 Truck #8632 | 117.82 | | | 50 65000 | 485 | 10200 |
| 6 | 63322148 | 01/07/20 Truck #8634 | 141.99 | | | 40 64000 | 485 | 10200 |
| Total for Vendor: | | | 559.76 | | | | | |
| 5562 | 18225S | 318 WILDHORSE PROPANE | 354.80 | | | | | |
| ACCT #SANMI1 | | | | | | | | |
| 1 | U0011615 | 01/14/20 Propane | 78.06 | | | 20 62000 | 382 | 10200 |
| 2 | U0011615 | 01/14/20 Propane | 7.10* | | | 30 63000 | 382 | 10200 |
| 3 | U0011615 | 01/14/20 Propane | 127.73 | | | 40 64000 | 382 | 10200 |
| 4 | U0011615 | 01/14/20 Propane | 134.81 | | | 50 65000 | 382 | 10200 |
| 5 | U0011615 | 01/14/20 Propane | 7.10* | | | 60 66000 | 382 | 10200 |
| Total for Vendor: | | | 354.80 | | | | | |
| # of Claims | | | 45 | Total: | 68,623.13 | | | |

| Fund/Account | Amount |
|--------------------------------|--------------------|
| 20 FIRE PROTECTION DEPARTMENT | |
| 10200 Operating Cash - Premier | \$5,659.11 |
| 30 STREET LIGHTING DEPARTMENT | |
| 10200 Operating Cash - Premier | \$1,510.69 |
| 40 WASTEWATER DEPARTMENT | |
| 10200 Operating Cash - Premier | \$40,504.53 |
| 50 WATER DEPARTMENT | |
| 10200 Operating Cash - Premier | \$20,756.20 |
| 60 SOLID WASTE DEPARTMENT | |
| 10200 Operating Cash - Premier | \$192.60 |
| Total: | \$68,623.13 |

| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|-------------------------------|---------------------------------|---------------------------|-------------------|-------------------|---------------------------|---------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | |
| 40000 | | | | | | |
| 40220 | Weed Abatement Fees | 1,706.00 | 5,403.00 | 1,128.00 | -4,275.00 | 479 % |
| 40300 | Fireworks Permit Fees | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0 % |
| 40310 | Fireworks Refundable C/Up Bond | 0.00 | -704.00 | 0.00 | 704.00 | ** % |
| 40320 | Fire Impact Fees | 10,845.65 | 18,520.77 | 0.00 | -18,520.77 | ** % |
| 40410 | Mutual Aid Fires | 0.00 | 12,962.09 | 0.00 | -12,962.09 | ** % |
| 40420 | Ambulance Reimbursement | 0.00 | 2,435.50 | 4,400.00 | 1,964.50 | 55 % |
| 40500 | VFA Assistance Grant | 0.00 | 19,618.78 | 19,619.00 | 0.22 | 100 % |
| 40510 | Sponsored Training Fees | 0.00 | 400.00 | 400.00 | 0.00 | 100 % |
| | Account Group Total: | 12,551.65 | 58,636.14 | 28,047.00 | -30,589.14 | 209 % |
| 43000 | Property Taxes Collected | | | | | |
| 43000 | Property Taxes Collected | 16,163.00 | 257,533.55 | 389,155.00 | 131,621.45 | 66 % |
| | Account Group Total: | 16,163.00 | 257,533.55 | 389,155.00 | 131,621.45 | 66 % |
| 46000 | Revenues & Interest | | | | | |
| 46000 | Revenues & Interest | 51.87 | 320.92 | 168.00 | -152.92 | 191 % |
| 46151 | Refund/Adjustments | 0.00 | 115.57 | 66.00 | -49.57 | 175 % |
| 46153 | Plan Check Fees and Inspections | 0.00 | 1,000.00 | 850.00 | -150.00 | 118 % |
| 46157 | Donation | 0.00 | 4,325.00 | 4,325.00 | 0.00 | 100 % |
| | Account Group Total: | 51.87 | 5,761.49 | 5,409.00 | -352.49 | 107 % |
| | Fund Total: | 28,766.52 | 321,931.18 | 422,611.00 | 100,679.82 | 76 % |
| 30 STREET LIGHTING DEPARTMENT | | | | | | |
| 43000 | Property Taxes Collected | | | | | |
| 43000 | Property Taxes Collected | 4,814.12 | 76,634.21 | 113,842.00 | 37,207.79 | 67 % |
| | Account Group Total: | 4,814.12 | 76,634.21 | 113,842.00 | 37,207.79 | 67 % |
| 46000 | Revenues & Interest | | | | | |
| 46000 | Revenues & Interest | 1,320.74 | 3,434.90 | 0.00 | -3,434.90 | ** % |
| 46100 | Realized Earnings | 1,160.60 | 5,657.93 | 0.00 | -5,657.93 | ** % |
| 46150 | Miscellaneous Income | 0.00 | 200.00 | 0.00 | -200.00 | ** % |
| 46151 | Refund/Adjustments | 0.00 | 9.00 | 0.00 | -9.00 | ** % |
| | Account Group Total: | 2,481.34 | 9,301.83 | 0.00 | -9,301.83 | ** % |
| | Fund Total: | 7,295.46 | 85,936.04 | 113,842.00 | 27,905.96 | 75 % |
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 40000 | | | | | | |
| 40850 | Wastewater Hook-up Fees | 12,515.00 | 12,515.00 | 0.00 | -12,515.00 | ** % |
| 40900 | Wastewater Sales | 79,364.77 | 623,758.78 | 867,202.00 | 243,443.22 | 72 % |
| 40910 | Wastewater Late Charges | 1,200.33 | 10,564.06 | 5,670.00 | -4,894.06 | 186 % |
| | Account Group Total: | 93,080.10 | 646,837.84 | 872,872.00 | 226,034.16 | 74 % |
| 43000 | Property Taxes Collected | | | | | |

| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|---------------------------|-----------------------------|---------------------------|---------------------|---------------------|---------------------------|---------------|
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 43000 | Property Taxes Collected | 2,845.14 | 39,243.70 | 58,942.00 | 19,698.30 | 67 % |
| | Account Group Total: | 2,845.14 | 39,243.70 | 58,942.00 | 19,698.30 | 67 % |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 64.96 | 339.60 | 127.00 | -212.60 | 267 % |
| 46006 | IRWM Grants | 34,115.69 | 147,052.85 | 177,750.00 | 30,697.15 | 83 % |
| 46008 | DWR Grants | 0.00 | 0.00 | 250,000.00 | 250,000.00 | 0 % |
| 46150 | Miscellaneous Income | 1,080.60 | 2,952.60 | 864.00 | -2,088.60 | 342 % |
| 46151 | Refund/Adjustments | 0.00 | 248.74 | 168.00 | -80.74 | 148 % |
| 46155 | Will Serve Processing Fees | 1,100.00 | 1,100.00 | 0.00 | -1,100.00 | ** % |
| | Account Group Total: | 36,361.25 | 151,693.79 | 428,909.00 | 277,215.21 | 35 % |
| | Fund Total: | 132,286.49 | 837,775.33 | 1,360,723.00 | 522,947.67 | 62 % |
| 50 WATER DEPARTMENT | | | | | | |
| 41000 Water Sales | | | | | | |
| 41000 | Water Sales | 56,388.86 | 579,680.00 | 859,010.00 | 279,330.00 | 67 % |
| 41001 | Water Connection Fees | 12,728.00 | 12,728.00 | 0.00 | -12,728.00 | ** % |
| 41005 | Water Late Charges | 1,063.06 | 13,551.49 | 8,768.00 | -4,783.49 | 155 % |
| 41010 | Water Meter Fees | 450.00 | -4,550.51 | -5,001.00 | -450.49 | 91 % |
| | Account Group Total: | 70,629.92 | 601,408.98 | 862,777.00 | 261,368.02 | 70 % |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 3.14 | 285.11 | 300.00 | 14.89 | 95 % |
| 46150 | Miscellaneous Income | 904.02 | 904.02 | 0.00 | -904.02 | ** % |
| 46151 | Refund/Adjustments | 0.00 | 220.24 | 435.00 | 214.76 | 51 % |
| 46155 | Will Serve Processing Fees | 1,100.00 | 1,100.00 | 0.00 | -1,100.00 | ** % |
| | Account Group Total: | 2,007.16 | 2,509.37 | 735.00 | -1,774.37 | 341 % |
| | Fund Total: | 72,637.08 | 603,918.35 | 863,512.00 | 259,593.65 | 70 % |
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 1.45 | 6.08 | 4.00 | -2.08 | 152 % |
| 46005 | Franchise Fees | 0.00 | 21,626.49 | 32,323.00 | 10,696.51 | 67 % |
| | Account Group Total: | 1.45 | 21,632.57 | 32,327.00 | 10,694.43 | 67 % |
| | Fund Total: | 1.45 | 21,632.57 | 32,327.00 | 10,694.43 | 67 % |
| | Grand Total: | 240,987.00 | 1,871,193.47 | 2,793,015.00 | 921,821.53 | 67 % |

| Fund | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|-------------------------------|-----------------------------------|---------------------|--------------------------|-----------------------------------|-----------------------|
| 20 FIRE PROTECTION DEPARTMENT | 28,766.52 | 321,931.18 | 422,611.00 | 100,679.82 | 76 % |
| 30 STREET LIGHTING DEPARTMENT | 7,295.46 | 85,936.04 | 113,842.00 | 27,905.96 | 75 % |
| 40 WASTEWATER DEPARTMENT | 132,286.49 | 837,775.33 | 1,360,723.00 | 522,947.67 | 62 % |
| 50 WATER DEPARTMENT | 72,637.08 | 603,918.35 | 863,512.00 | 259,593.65 | 70 % |
| 60 SOLID WASTE DEPARTMENT | 1.45 | 21,632.57 | 32,327.00 | 10,694.43 | 67 % |
| Grand Total: | 240,987.00 | 1,871,193.47 | 2,793,015.00 | 921,821.53 | 67 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|---|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | | |
| 62000 Fire | | | | | | | |
| 62000 Fire | | | | | | | |
| | 105 Salaries and Wages | 8,164.94 | 66,326.09 | 123,337.00 | 123,337.00 | 57,010.91 | 54 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 28,000.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 110.00 | 792.00 | 1,313.00 | 1,313.00 | 521.00 | 60 % |
| | 115 Payroll Expenses | 107.56 | 1,521.66 | 750.00 | 2,742.00 | 1,220.34 | 55 % |
| | 120 Workers' Compensation | 0.00 | 6,910.61 | 9,000.00 | 6,911.61 | 1.00 | 100 % |
| | 121 Physicals | 0.00 | 150.00 | 2,500.00 | 2,500.00 | 2,350.00 | 6 % |
| | 125 Volunteer firefighter stipends | 1,563.90 | 16,683.31 | 38,000.00 | 38,000.00 | 21,316.69 | 44 % |
| | 135 Payroll Tax - FICA | 25.04 | 925.99 | 0.00 | 2,000.00 | 1,074.01 | 46 % |
| | 140 Payroll Tax - Medicare | 137.46 | 1,158.09 | 0.00 | 1,700.00 | 541.91 | 68 % |
| | 155 Payroll Tax - SUI | 94.08 | 904.77 | 0.00 | 400.00 | -504.77 | 226 % |
| | 205 Insurance - Health | 23.08 | 2,904.32 | 4,944.00 | 4,944.00 | 2,039.68 | 59 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 4,161.58 | 6,836.00 | 6,836.00 | 2,674.42 | 61 % |
| | 305 Operations and maintenance | 404.73 | 1,273.92 | 6,000.00 | 6,000.00 | 4,726.08 | 21 % |
| | 310 Phone and fax expense | 20.08 | 209.48 | 900.00 | 900.00 | 690.52 | 23 % |
| | 315 Postage, shipping and freight | 0.00 | 126.00 | 200.00 | 200.00 | 74.00 | 63 % |
| | 320 Printing and reproduction | 0.00 | 95.52 | 300.00 | 300.00 | 204.48 | 32 % |
| | 325 Professional svcs - Accounting | 0.00 | 7,054.41 | 6,565.00 | 9,337.00 | 2,282.59 | 76 % |
| | 327 Professional svcs - Legal (General) | 1,425.23 | 4,385.24 | 14,225.00 | 14,225.00 | 9,839.76 | 31 % |
| | 328 Insurance - prop and liability | 0.00 | 12,963.19 | 13,100.00 | 12,963.00 | -0.19 | 100 % |
| | 331 Professional Services - Legal | 0.00 | 0.00 | 1,800.00 | 1,800.00 | 1,800.00 | 0 % |
| | 334 Maintenance Agreements | 0.00 | 2,013.71 | 4,320.00 | 4,320.00 | 2,306.29 | 47 % |
| | 335 Meals - Reimbursement | 0.00 | 0.00 | 600.00 | 600.00 | 600.00 | 0 % |
| | 340 Meetings and conferences | 0.00 | 1.25 | 500.00 | 500.00 | 498.75 | 0 % |
| | 345 Mileage expense reimbursement | 2.70 | 26.35 | 500.00 | 500.00 | 473.65 | 5 % |
| | 350 Repairs and maint - computers | 195.80 | 1,354.71 | 3,860.00 | 3,860.00 | 2,505.29 | 35 % |
| | 351 Repairs and maint - equip | 10.61 | 1,323.29 | 8,000.00 | 8,000.00 | 6,676.71 | 17 % |
| | 352 Repairs and maint - structures | 0.00 | 89.67 | 1,000.00 | 1,000.00 | 910.33 | 9 % |
| | 354 Repairs and maint - vehicles | 1,000.00 | 7,086.85 | 15,000.00 | 15,000.00 | 7,913.15 | 47 % |
| | 370 Dispatch services (Fire) | 0.00 | 8,963.00 | 11,000.00 | 8,963.00 | 0.00 | 100 % |
| | 375 Internet expenses | 104.98 | 828.15 | 1,400.00 | 1,400.00 | 571.85 | 59 % |
| | 376 Webpage- Upgrade/Maint | 44.00 | 352.00 | 525.00 | 525.00 | 173.00 | 67 % |
| | 380 Utilities - alarm service | 0.00 | 10.20 | 165.00 | 165.00 | 154.80 | 6 % |
| | 381 Utilities - electric | 38.37 | 1,586.16 | 2,500.00 | 2,500.00 | 913.84 | 63 % |
| | 382 Utilities - propane | 78.06 | 189.83 | 500.00 | 500.00 | 310.17 | 38 % |
| | 385 Dues and subscriptions | 0.00 | 2,965.85 | 4,000.00 | 4,000.00 | 1,034.15 | 74 % |
| | 386 Education and training | 2.20 | 1,875.86 | 6,000.00 | 6,000.00 | 4,124.14 | 31 % |
| | 393 Advertising and public notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| | 394 LAFCO Allocations | 0.00 | 2,035.69 | 1,755.00 | 2,035.69 | 0.00 | 100 % |
| | 395 Community Outreach | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0 % |
| | 405 Software | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0 % |
| | 410 Office Supplies | 104.13 | 1,037.78 | 450.00 | 1,200.00 | 162.22 | 86 % |
| | 450 EMS supplies | 229.25 | 9,011.69 | 3,000.00 | 11,809.00 | 2,797.31 | 76 % |
| | 455 Fire Safety Gear & Equipment | 0.00 | 1,073.76 | 3,000.00 | 3,000.00 | 1,926.24 | 36 % |
| | 456 VFF Assistance Grant | 0.00 | 0.00 | 40,000.00 | 0.00 | 0.00 | 0 % |
| | 465 Cell phones, radios and pagers | 46.56 | 358.15 | 605.00 | 605.00 | 246.85 | 59 % |
| | 470 Communication equipment | 0.00 | 268.13 | 5,000.00 | 5,000.00 | 4,731.87 | 5 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|---|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | | |
| | 475 Computer supplies and upgrades | 1,453.67 | 13,241.32 | 8,000.00 | 12,000.00 | -1,241.32 | 110 % |
| | 485 Fuel expense | 182.13 | 2,568.59 | 6,500.00 | 6,500.00 | 3,931.41 | 40 % |
| | 490 Small tools and equipment | 0.00 | 466.90 | 2,000.00 | 2,000.00 | 1,533.10 | 23 % |
| | 495 Uniform expense | 365.87 | 909.45 | 3,000.00 | 3,000.00 | 2,090.55 | 30 % |
| | 503 Weed Abatement Costs | 0.00 | 0.00 | 9,000.00 | 9,000.00 | 9,000.00 | 0 % |
| | 505 Fire Training Grounds | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 510 Fire station addition | 0.00 | 0.00 | 6,000.00 | 6,000.00 | 6,000.00 | 0 % |
| | 710 County hazmat dues | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | 100 % |
| | 715 Licenses, permits and fees | 0.00 | 0.00 | 800.00 | 800.00 | 800.00 | 0 % |
| | 960 Property tax expense | 0.00 | 210.62 | 215.00 | 210.62 | 0.00 | 100 % |
| | Account Total: | 15,934.43 | 190,395.14 | 414,965.00 | 365,401.92 | 175,006.78 | 52 % |
| | Account Group Total: | 15,934.43 | 190,395.14 | 414,965.00 | 365,401.92 | 175,006.78 | 52 % |
| 70000 | Transfer Out | | | | | | |
| 70000 | Transfer Out | | | | | | |
| | 990 Retirement/Health Ins Liability | 0.00 | 0.00 | 685.00 | 685.00 | 685.00 | 0 % |
| | Account Total: | 0.00 | 0.00 | 685.00 | 685.00 | 685.00 | 0 % |
| | Account Group Total: | 0.00 | 0.00 | 685.00 | 685.00 | 685.00 | 0 % |
| | Fund Total: | 15,934.43 | 190,395.14 | 415,650.00 | 366,086.92 | 175,691.78 | 52 % |
| 30 STREET LIGHTING DEPARTMENT | | | | | | | |
| 63000 | Lighting | | | | | | |
| 63000 | Lighting | | | | | | |
| | 105 Salaries and Wages | 860.63 | 7,359.55 | 11,000.00 | 11,000.00 | 3,640.45 | 67 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 10.00 | 72.00 | 109.00 | 109.00 | 37.00 | 66 % |
| | 115 Payroll Expenses | 9.78 | 91.07 | 150.00 | 150.00 | 58.93 | 61 % |
| | 120 Workers' Compensation | 0.00 | 1.39 | 200.00 | 200.00 | 198.61 | 1 % |
| | 135 Payroll Tax - FICA | 1.98 | 14.88 | 0.00 | 30.00 | 15.12 | 50 % |
| | 140 Payroll Tax - Medicare | 12.28 | 105.20 | 0.00 | 150.00 | 44.80 | 70 % |
| | 155 Payroll Tax - SUI | 7.82 | 84.14 | 0.00 | 0.00 | -84.14 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 30.00 | 30.00 | 0 % |
| | 205 Insurance - Health | 4.62 | 596.27 | 1,212.00 | 1,212.00 | 615.73 | 49 % |
| | 206 Insurance - CalPers Health Retiree | 0.00 | 7.04 | 0.00 | 0.00 | -7.04 | *** % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 150.00 | 150.00 | 150.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 485.28 | 650.00 | 650.00 | 164.72 | 75 % |
| | 305 Operations and maintenance | 0.00 | 6.23 | 2,000.00 | 2,000.00 | 1,993.77 | 0 % |
| | 315 Postage, shipping and freight | 0.00 | 2.57 | 0.00 | 15.00 | 12.43 | 17 % |
| | 320 Printing and reproduction | 0.00 | 1.78 | 100.00 | 100.00 | 98.22 | 2 % |
| | 325 Professional svcs - Accounting | 0.00 | 641.31 | 544.00 | 800.00 | 158.69 | 80 % |
| | 326 Professional svcs - Engineering | 0.00 | 585.00 | 5,000.00 | 5,000.00 | 4,415.00 | 12 % |
| | 327 Professional svcs - Legal (General) | 129.57 | 397.89 | 1,179.00 | 1,179.00 | 781.11 | 34 % |
| | 328 Insurance - prop and liability | 0.00 | 363.97 | 450.00 | 363.97 | 0.00 | 100 % |
| | 331 Professional Services - Legal | 0.00 | 0.00 | 900.00 | 900.00 | 900.00 | 0 % |
| | 334 Maintenance Agreements | 0.00 | 112.77 | 300.00 | 300.00 | 187.23 | 38 % |
| | 340 Meetings and conferences | 0.00 | 0.00 | 350.00 | 350.00 | 350.00 | 0 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|---|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 30 STREET LIGHTING DEPARTMENT | | | | | | | |
| | 345 Mileage expense reimbursement | 4.81 | 33.28 | 45.00 | 45.00 | 11.72 | 74 % |
| | 350 Repairs and maint - computers | 17.80 | 101.77 | 100.00 | 200.00 | 98.23 | 51 % |
| | 351 Repairs and maint - equip | 0.00 | 765.72 | 1,000.00 | 1,000.00 | 234.28 | 77 % |
| | 353 Repairs & Maint- Infrastructure | 0.00 | 893.72 | 24,000.00 | 24,000.00 | 23,106.28 | 4 % |
| | 376 Webpage- Upgrade/Maint | 4.00 | 32.00 | 44.00 | 54.00 | 22.00 | 59 % |
| | 381 Utilities - electric | 1,351.42 | 9,266.65 | 26,000.00 | 26,000.00 | 16,733.35 | 36 % |
| | 382 Utilities - propane | 7.10 | 17.26 | 0.00 | 20.00 | 2.74 | 86 % |
| | 385 Dues and subscriptions | 0.00 | 83.05 | 300.00 | 300.00 | 216.95 | 28 % |
| | 386 Education and training | 0.20 | 11.70 | 1,500.00 | 1,500.00 | 1,488.30 | 1 % |
| | 393 Advertising and public notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| | 394 LAFCO Allocations | 0.00 | 339.28 | 293.00 | 339.28 | 0.00 | 100 % |
| | 410 Office Supplies | 0.60 | 10.13 | 25.00 | 25.00 | 14.87 | 41 % |
| | 465 Cell phones, radios and pagers | 5.34 | 42.67 | 75.00 | 75.00 | 32.33 | 57 % |
| | 475 Computer supplies and upgrades | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| | 485 Fuel expense | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 490 Small tools and equipment | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 715 Licenses, permits and fees | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0 % |
| | 990 Retirement/Health Ins Liability | 0.00 | 0.00 | 343.00 | 343.00 | 343.00 | 0 % |
| | Account Total: | 2,427.95 | 22,525.57 | 81,969.00 | 80,540.25 | 58,014.68 | 28 % |
| | Account Group Total: | 2,427.95 | 22,525.57 | 81,969.00 | 80,540.25 | 58,014.68 | 28 % |
| | Fund Total: | 2,427.95 | 22,525.57 | 81,969.00 | 80,540.25 | 58,014.68 | 28 % |
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 64000 Sanitary | | | | | | | |
| | 64000 Sanitary | | | | | | |
| | 105 Salaries and Wages | 11,922.48 | 95,341.97 | 204,870.00 | 204,870.00 | 109,528.03 | 47 % |
| | 109 Stand-by Hours | 743.00 | 7,192.58 | 7,500.00 | 7,500.00 | 307.42 | 96 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 12,903.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 180.00 | 1,296.00 | 2,190.00 | 2,190.00 | 894.00 | 59 % |
| | 115 Payroll Expenses | 176.00 | 1,610.95 | 1,000.00 | 2,500.00 | 889.05 | 64 % |
| | 120 Workers' Compensation | 0.00 | 7,393.96 | 6,500.00 | 7,393.96 | 0.00 | 100 % |
| | 135 Payroll Tax - FICA | 29.50 | 238.27 | 0.00 | 400.00 | 161.73 | 60 % |
| | 140 Payroll Tax - Medicare | 183.40 | 1,656.97 | 0.00 | 2,400.00 | 743.03 | 69 % |
| | 155 Payroll Tax - SUI | 116.56 | 1,274.96 | 0.00 | 0.00 | -1,274.96 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 400.00 | 400.00 | 0 % |
| | 205 Insurance - Health | 236.40 | 12,778.73 | 34,800.00 | 34,800.00 | 22,021.27 | 37 % |
| | 206 Insurance - CalPers Health Retiree | 0.00 | 755.75 | 600.00 | 1,050.00 | 294.25 | 72 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 8,489.17 | 19,000.00 | 17,500.00 | 9,010.83 | 49 % |
| | 305 Operations and maintenance | 368.72 | 3,497.46 | 6,000.00 | 6,000.00 | 2,502.54 | 58 % |
| | 310 Phone and fax expense | 75.60 | 790.85 | 1,800.00 | 1,800.00 | 1,009.15 | 44 % |
| | 315 Postage, shipping and freight | 0.00 | 1,075.17 | 4,000.00 | 4,000.00 | 2,924.83 | 27 % |
| | 320 Printing and reproduction | 0.00 | 587.96 | 750.00 | 750.00 | 162.04 | 78 % |
| | 325 Professional svcs - Accounting | 0.00 | 11,543.58 | 10,948.00 | 15,484.00 | 3,940.42 | 75 % |
| | 326 Professional svcs - Engineering | 1,130.00 | 7,670.00 | 12,000.00 | 12,000.00 | 4,330.00 | 64 % |
| | 327 Professional svcs - Legal (General) | 3,666.79 | 23,935.86 | 23,720.00 | 26,240.00 | 2,304.14 | 91 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|--------------------------|---------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 328 | Insurance - prop and liability | 0.00 | 10,029.17 | 8,500.00 | 10,029.17 | 0.00 | 100 % |
| 329 | New Hire Screening | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| 330 | Contract labor | 0.00 | 325.00 | 5,000.00 | 5,000.00 | 4,675.00 | 7 % |
| 331 | Professional Services - Legal | 1,368.00 | 2,384.00 | 20,250.00 | 10,500.00 | 8,116.00 | 23 % |
| 334 | Maintenance Agreements | 42.14 | 4,921.41 | 6,600.00 | 9,600.00 | 4,678.59 | 51 % |
| 335 | Meals - Reimbursement | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| 340 | Meetings and conferences | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0 % |
| 345 | Mileage expense reimbursement | 46.61 | 421.23 | 912.00 | 912.00 | 490.77 | 46 % |
| 350 | Repairs and maint - computers | 320.40 | 2,428.61 | 3,300.00 | 3,300.00 | 871.39 | 74 % |
| 351 | Repairs and maint - equip | 0.00 | 1,293.21 | 14,000.00 | 14,000.00 | 12,706.79 | 9 % |
| 352 | Repairs and maint - structures | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 | 0 % |
| 353 | Repairs & Maint- Infrastructure | 408.90 | 2,006.53 | 3,000.00 | 3,000.00 | 993.47 | 67 % |
| 354 | Repairs and maint - vehicles | 0.00 | 1,547.76 | 2,000.00 | 2,000.00 | 452.24 | 77 % |
| 355 | Testing & Supplies (WWTP) | 0.00 | 1,480.00 | 12,000.00 | 12,000.00 | 10,520.00 | 12 % |
| 375 | Internet expenses | 194.95 | 1,547.91 | 1,400.00 | 2,200.00 | 652.09 | 70 % |
| 376 | Webpage- Upgrade/Maint | 72.00 | 576.00 | 876.00 | 876.00 | 300.00 | 66 % |
| 380 | Utilities - alarm service | 0.00 | 420.30 | 700.00 | 700.00 | 279.70 | 60 % |
| 381 | Utilities - electric | 2,831.43 | 32,614.62 | 70,000.00 | 70,000.00 | 37,385.38 | 47 % |
| 382 | Utilities - propane | 127.73 | 310.63 | 1,000.00 | 1,000.00 | 689.37 | 31 % |
| 383 | Utilities - trash | 51.99 | 415.92 | 700.00 | 700.00 | 284.08 | 59 % |
| 385 | Dues and subscriptions | 80.66 | 2,702.67 | 3,000.00 | 3,000.00 | 297.33 | 90 % |
| 386 | Education and training | 3.60 | 460.53 | 4,000.00 | 4,000.00 | 3,539.47 | 12 % |
| 393 | Advertising and public notices | 0.00 | 813.22 | 1,000.00 | 1,000.00 | 186.78 | 81 % |
| 394 | LAFCO Allocations | 0.00 | 2,035.69 | 1,755.00 | 2,035.69 | 0.00 | 100 % |
| 395 | Community Outreach | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| 410 | Office Supplies | 10.86 | 336.04 | 1,000.00 | 1,000.00 | 663.96 | 34 % |
| 459 | Scada - Maintenance Fees | 0.00 | 810.81 | 1,000.00 | 1,000.00 | 189.19 | 81 % |
| 465 | Cell phones, radios and pagers | 91.58 | 805.67 | 1,735.00 | 1,735.00 | 929.33 | 46 % |
| 475 | Computer supplies and upgrades | 1,320.17 | 10,580.78 | 10,000.00 | 16,000.00 | 5,419.22 | 66 % |
| 485 | Fuel expense | 259.81 | 2,304.15 | 5,000.00 | 5,000.00 | 2,695.85 | 46 % |
| 490 | Small tools and equipment | 0.00 | 5,381.20 | 4,000.00 | 6,000.00 | 618.80 | 90 % |
| 495 | Uniform expense | 0.00 | 345.57 | 1,000.00 | 1,000.00 | 654.43 | 35 % |
| 560 | Sewer Line Repairs | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0 % |
| 570 | Repairs, Maint. and Video Sewer Lines | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| 581 | WWTP Expansion | 17,610.00 | 17,610.00 | 250,000.00 | 250,000.00 | 232,390.00 | 7 % |
| 582 | WWTP Plant Maintenance | 10,560.78 | 21,690.90 | 12,000.00 | 20,736.78 | -954.12 | 105 % |
| 585 | Sludge Removal Project | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0 % |
| 587 | WWTF Final Design/ Construction | 0.00 | 8,590.00 | 0.00 | 178,000.00 | 169,410.00 | 5 % |
| 705 | Waste Discharge Fees/Permits | 0.00 | 21,392.00 | 20,000.00 | 20,000.00 | -1,392.00 | 107 % |
| 715 | Licenses, permits and fees | 0.00 | 939.00 | 1,000.00 | 1,000.00 | 61.00 | 94 % |
| 805 | Refundable Water/Sewer/Hydrant | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| 940 | Bank service charges | 0.00 | 17.50 | 0.00 | 50.00 | 32.50 | 35 % |
| 960 | Property tax expense | 0.00 | 127.84 | 200.00 | 127.84 | 0.00 | 100 % |
| 970 | WWTF Long Term maintenance | 0.00 | 0.00 | 100,000.00 | 100,000.00 | 100,000.00 | 0 % |
| 990 | Retirement/Health Ins Liability | 0.00 | 0.00 | 7,707.00 | 7,707.00 | 7,707.00 | 0 % |
| | Account Total: | 54,230.06 | 346,796.06 | 953,716.00 | 1,142,987.44 | 796,191.38 | 30 % |
| | Account Group Total: | 54,230.06 | 346,796.06 | 953,716.00 | 1,142,987.44 | 796,191.38 | 30 % |
| | Fund Total: | 54,230.06 | 346,796.06 | 953,716.00 | 1,142,987.44 | 796,191.38 | 30 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------|--|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 50 WATER DEPARTMENT | | | | | | | |
| 65000 Water | | | | | | | |
| 65000 Water | | | | | | | |
| | 105 Salaries and Wages | 13,446.24 | 109,546.55 | 213,252.00 | 213,252.00 | 103,705.45 | 51 % |
| | 109 Stand-by Hours | 743.00 | 7,192.57 | 7,500.00 | 7,500.00 | 307.43 | 96 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 12,903.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 190.00 | 1,368.00 | 2,279.00 | 2,279.00 | 911.00 | 60 % |
| | 115 Payroll Expenses | 185.77 | 1,696.19 | 1,000.00 | 2,500.00 | 803.81 | 68 % |
| | 120 Workers' Compensation | 0.00 | 5,762.13 | 6,100.00 | 5,762.00 | -0.13 | 100 % |
| | 135 Payroll Tax - FICA | 33.03 | 268.64 | 0.00 | 420.00 | 151.36 | 64 % |
| | 140 Payroll Tax - Medicare | 205.68 | 1,866.44 | 0.00 | 2,400.00 | 533.56 | 78 % |
| | 155 Payroll Tax - SUI | 130.59 | 1,424.91 | 0.00 | 0.00 | -1,424.91 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 420.00 | 420.00 | 0 % |
| | 205 Insurance - Health | 240.00 | 14,459.81 | 36,168.00 | 36,168.00 | 21,708.19 | 40 % |
| | 206 Insurance - CalPers Health Retiree | 0.00 | 755.70 | 600.00 | 1,050.00 | 294.30 | 72 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 9,164.66 | 19,000.00 | 17,500.00 | 8,335.34 | 52 % |
| | 305 Operations and maintenance | 368.73 | 3,729.02 | 8,000.00 | 8,000.00 | 4,270.98 | 47 % |
| | 310 Phone and fax expense | 75.59 | 790.82 | 1,800.00 | 1,800.00 | 1,009.18 | 44 % |
| | 315 Postage, shipping and freight | 0.00 | 1,107.17 | 4,000.00 | 4,000.00 | 2,892.83 | 28 % |
| | 320 Printing and reproduction | 0.00 | 589.74 | 1,000.00 | 1,000.00 | 410.26 | 59 % |
| | 324 Professional Svcs- GSA-GSP | 4,351.21 | 15,309.57 | 20,000.00 | 20,000.00 | 4,690.43 | 77 % |
| | 325 Professional svcs - Accounting | 0.00 | 12,184.89 | 11,396.00 | 0.00 | 4,263.11 | 74 % |
| | 326 Professional svcs - Engineering | 3,360.00 | 15,540.00 | 20,000.00 | 20,000.00 | 4,460.00 | 78 % |
| | 327 Professional svcs - Legal (General) | 2,902.61 | 24,720.06 | 24,691.00 | 27,351.00 | 2,630.94 | 90 % |
| | 328 Insurance - prop and liability | 0.00 | 15,789.70 | 14,414.00 | 15,943.17 | 153.47 | 99 % |
| | 329 New Hire Screening | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 330 Contract labor | 0.00 | 325.00 | 5,000.00 | 5,000.00 | 4,675.00 | 7 % |
| | 331 Professional Services - Legal | 1,368.00 | 2,384.00 | 21,150.00 | 11,400.00 | 9,016.00 | 21 % |
| | 332 Professional Services - Legal | 1,489.80 | 15,598.83 | 100,000.00 | 100,000.00 | 84,401.17 | 16 % |
| | 334 Maintenance Agreements | 42.13 | 5,034.14 | 6,600.00 | 9,600.00 | 4,565.86 | 52 % |
| | 335 Meals - Reimbursement | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| | 340 Meetings and conferences | 0.00 | 0.00 | 950.00 | 950.00 | 950.00 | 0 % |
| | 345 Mileage expense reimbursement | 101.85 | 635.63 | 1,000.00 | 1,000.00 | 364.37 | 64 % |
| | 350 Repairs and maint - computers | 338.20 | 2,480.38 | 3,300.00 | 3,300.00 | 819.62 | 75 % |
| | 351 Repairs and maint - equip | 0.00 | 279.52 | 2,000.00 | 2,000.00 | 1,720.48 | 14 % |
| | 352 Repairs and maint - structures | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 353 Repairs & Maint- Infrastructure | 464.67 | 41,221.48 | 25,000.00 | 48,000.00 | 6,778.52 | 86 % |
| | 354 Repairs and maint - vehicles | 0.00 | 1,406.09 | 2,000.00 | 2,000.00 | 593.91 | 70 % |
| | 356 Testing & Supplies - Well #3 (Water) | 254.25 | 1,056.84 | 3,500.00 | 3,500.00 | 2,443.16 | 30 % |
| | 357 Testing & Supplies - Well #4 (Water) | 254.24 | 976.83 | 3,500.00 | 3,500.00 | 2,523.17 | 28 % |
| | 358 Testing & Supplies- SLT Well (Water) | 318.24 | 2,927.86 | 6,000.00 | 6,000.00 | 3,072.14 | 49 % |
| | 359 Testing & Supplies-Other | 260.00 | 2,127.00 | 6,000.00 | 6,000.00 | 3,873.00 | 35 % |
| | 362 Cross-Connection Control Svcs. | 0.00 | 324.20 | 1,000.00 | 1,000.00 | 675.80 | 32 % |
| | 375 Internet expenses | 104.98 | 828.22 | 1,400.00 | 1,400.00 | 571.78 | 59 % |
| | 376 Webpage- Upgrade/Maint | 76.00 | 608.00 | 912.00 | 912.00 | 304.00 | 67 % |
| | 380 Utilities - alarm service | 0.00 | 420.30 | 700.00 | 700.00 | 279.70 | 60 % |
| | 381 Utilities - electric | 2,723.87 | 24,380.75 | 55,000.00 | 75,000.00 | 50,619.25 | 33 % |
| | 382 Utilities - propane | 134.81 | 327.87 | 1,000.00 | 1,000.00 | 672.13 | 33 % |
| | 383 Utilities - trash | 51.99 | 415.92 | 700.00 | 700.00 | 284.08 | 59 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------|-------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 50 WATER DEPARTMENT | | | | | | | |
| | 385 Dues and subscriptions | 185.65 | 2,558.70 | 2,600.00 | 3,000.00 | 441.30 | 85 % |
| | 386 Education and training | 3.80 | 282.20 | 3,000.00 | 3,000.00 | 2,717.80 | 9 % |
| | 393 Advertising and public notices | 0.00 | 1,087.40 | 1,000.00 | 1,000.00 | -87.40 | 109 % |
| | 394 LAFCO Allocations | 0.00 | 2,035.69 | 1,755.00 | 2,035.69 | 0.00 | 100 % |
| | 395 Community Outreach | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| | 410 Office Supplies | 11.46 | 346.15 | 1,000.00 | 1,000.00 | 653.85 | 35 % |
| | 459 Scada - Maintenance Fees | 0.00 | 810.81 | 1,000.00 | 1,000.00 | 189.19 | 81 % |
| | 465 Cell phones, radios and pagers | 104.88 | 931.64 | 1,828.00 | 1,828.00 | 896.36 | 51 % |
| | 475 Computer supplies and upgrades | 1,498.15 | 10,439.63 | 10,000.00 | 16,000.00 | 5,560.37 | 65 % |
| | 481 Chemicals- Well #3 | 0.00 | 1,489.67 | 3,000.00 | 3,000.00 | 1,510.33 | 50 % |
| | 482 Chemicals-Well #4 | 0.00 | 2,318.87 | 3,500.00 | 3,500.00 | 1,181.13 | 66 % |
| | 483 Chemicals-SLT Well | 0.00 | 569.42 | 1,500.00 | 1,500.00 | 930.58 | 38 % |
| | 485 Fuel expense | 117.82 | 1,079.92 | 3,000.00 | 3,000.00 | 1,920.08 | 36 % |
| | 490 Small tools and equipment | 0.00 | 5,343.57 | 3,000.00 | 6,000.00 | 656.43 | 89 % |
| | 495 Uniform expense | 0.00 | 345.57 | 1,000.00 | 1,000.00 | 654.43 | 35 % |
| | 520 Water Main Valves Replacement | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0 % |
| | 525 Water meter replacement | 0.00 | 4,628.59 | 15,000.00 | 18,200.00 | 13,571.41 | 25 % |
| | 526 Development Meters | 0.00 | 9,834.78 | 0.00 | 10,000.00 | 165.22 | 98 % |
| | 535 Water Lines Repairs | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 | 0 % |
| | 605 USDA Loan Payment | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 | 0 % |
| | 715 Licenses, permits and fees | 0.00 | 2,968.80 | 6,500.00 | 6,500.00 | 3,531.20 | 46 % |
| | 805 Refundable Water/Sewer/Hydrant | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| | 930 Interest Fees | 23,723.79 | 25,762.98 | 50,000.00 | 50,000.00 | 24,237.02 | 52 % |
| | 940 Bank service charges | -0.06 | 72.17 | 0.00 | 0.00 | -72.17 | *** % |
| | 990 Retirement/Health Ins Liability | 0.00 | 0.00 | 8,050.00 | 8,050.00 | 8,050.00 | 0 % |
| | Account Total: | 59,860.97 | 419,931.99 | 822,148.00 | 880,968.86 | 461,036.87 | 48 % |
| | Account Group Total: | 59,860.97 | 419,931.99 | 822,148.00 | 880,968.86 | 461,036.87 | 48 % |
| | Fund Total: | 59,860.97 | 419,931.99 | 822,148.00 | 880,968.86 | 461,036.87 | 48 % |

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

| | | | | | | | |
|--|-----------------------------------|--------|----------|-----------|-----------|----------|-------|
| | 105 Salaries and Wages | 864.00 | 7,254.08 | 10,239.00 | 10,239.00 | 2,984.92 | 71 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 800.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 10.00 | 72.00 | 109.00 | 109.00 | 37.00 | 66 % |
| | 115 Payroll Expenses | 9.75 | 86.34 | 100.00 | 1,600.00 | 1,513.66 | 5 % |
| | 120 Workers' Compensation | 0.00 | 1.39 | 100.00 | 1.39 | 0.00 | 100 % |
| | 135 Payroll Tax - FICA | 2.00 | 15.04 | 0.00 | 40.00 | 24.96 | 38 % |
| | 140 Payroll Tax - Medicare | 12.40 | 166.74 | 0.00 | 175.00 | 8.26 | 95 % |
| | 155 Payroll Tax - SUI | 7.89 | 20.64 | 0.00 | 0.00 | -20.64 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 15.00 | 15.00 | 0 % |
| | 205 Insurance - Health | 9.22 | 624.64 | 1,164.00 | 1,164.00 | 539.36 | 54 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 487.20 | 200.00 | 675.00 | 187.80 | 72 % |
| | 305 Operations and maintenance | 0.00 | 6.23 | 2,000.00 | 2,000.00 | 1,993.77 | 0 % |
| | 315 Postage, shipping and freight | 0.00 | 2.57 | 500.00 | 500.00 | 497.43 | 1 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------------|-------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 60 SOLID WASTE DEPARTMENT | | | | | | | |
| 320 | Printing and reproduction | 0.00 | 1.78 | 500.00 | 500.00 | 498.22 | 0 % |
| 325 | Professional svcs - Accounting | 0.00 | 641.31 | 547.00 | 800.00 | 158.69 | 80 % |
| 327 | Professional svcs - Legal (General) | 162.90 | 496.44 | 1,185.00 | 1,185.00 | 688.56 | 42 % |
| 328 | Insurance - prop and liability | 0.00 | 363.98 | 100.00 | 363.69 | -0.29 | 100 % |
| 331 | Professional Services - Legal | 0.00 | 0.00 | 900.00 | 900.00 | 900.00 | 0 % |
| 334 | Maintenance Agreements | 0.00 | 112.77 | 300.00 | 300.00 | 187.23 | 38 % |
| 340 | Meetings and conferences | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| 345 | Mileage expense reimbursement | 4.88 | 37.15 | 46.00 | 46.00 | 8.85 | 81 % |
| 350 | Repairs and maint - computers | 17.80 | 101.78 | 100.00 | 100.00 | -1.78 | 102 % |
| 351 | Repairs and maint - equip | 0.00 | 488.00 | 0.00 | 0.00 | -488.00 | *** % |
| 376 | Webpage- Upgrade/Maint | 4.00 | 32.00 | 44.00 | 44.00 | 12.00 | 73 % |
| 382 | Utilities - propane | 7.10 | 17.26 | 0.00 | 0.00 | -17.26 | *** % |
| 384 | Trash Recepticles | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0 % |
| 385 | Dues and subscriptions | 0.00 | 83.05 | 50.00 | 200.00 | 116.95 | 42 % |
| 386 | Education and training | 0.20 | 11.70 | 500.00 | 500.00 | 488.30 | 2 % |
| 393 | Advertising and public notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| 394 | LAFCO Allocations | 0.00 | 339.28 | 293.00 | 339.28 | 0.00 | 100 % |
| 395 | Community Outreach | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| 410 | Office Supplies | 0.60 | 10.13 | 25.00 | 25.00 | 14.87 | 41 % |
| 465 | Cell phones, radios and pagers | 5.46 | 43.72 | 77.00 | 77.00 | 33.28 | 57 % |
| 475 | Computer supplies and upgrades | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| 990 | Retirement/Health Ins Liability | 0.00 | 0.00 | 343.00 | 343.00 | 343.00 | 0 % |
| | Account Total: | 1,118.20 | 11,517.22 | 24,322.00 | 26,341.36 | 14,824.14 | 44 % |
| | Account Group Total: | 1,118.20 | 11,517.22 | 24,322.00 | 26,341.36 | 14,824.14 | 44 % |
| | Fund Total: | 1,118.20 | 11,517.22 | 24,322.00 | 26,341.36 | 14,824.14 | 44 % |
| | Grand Total: | 133,571.61 | 991,165.98 | 2,297,805.00 | 2,496,924.83 | 1,505,758.85 | 40 % |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 2/20

| Fund/Account | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|---------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 352,070.68 | 17,869.00 | 0.00 | 107.55 | 20,121.08 | 349,711.05 |
| 10250 Pac Premier - Payroll | 2,768.37 | 107.55 | 11,012.40 | 9,524.98 | 1,486.79 | 2,876.55 |
| 10340 Pac Premier Operational Reserve | 187,895.95 | 22.33 | 0.00 | 0.00 | 0.00 | 187,918.28 |
| 10350 Pac Premier- Capital Reserve | 242,898.41 | 10,875.19 | 0.00 | 0.00 | 0.00 | 253,773.60 |
| Total Fund | 785,633.41 | 28,874.07 | 11,012.40 | 9,632.53 | 21,607.87 | 794,279.48 |
| 30 STREET LIGHTING DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 275,294.31 | 4,814.12 | 0.00 | 9.77 | 3,945.64 | 276,153.02 |
| 10250 Pac Premier - Payroll | 7.60 | 9.77 | 1,057.11 | 818.14 | 189.07 | 67.27 |
| 10340 Pac Premier Operational Reserve | 40,999.98 | 4.87 | 0.00 | 0.00 | 0.00 | 41,004.85 |
| 10350 Pac Premier- Capital Reserve | 70,172.84 | 8.17 | 0.00 | 0.00 | 0.00 | 70,181.01 |
| 10460 Cantella & Co. Investment Acct. | 150,295.74 | 2,468.30 | 0.00 | 0.00 | 0.00 | 152,764.04 |
| Total Fund | 536,770.47 | 7,305.23 | 1,057.11 | 827.91 | 4,134.71 | 540,170.19 |
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 403,907.54 | 109,319.10 | 0.00 | 274.75 | 66,564.80 | 446,387.09 |
| 10250 Pac Premier - Payroll | 3,566.25 | 176.00 | 15,964.86 | 11,925.79 | 4,196.35 | 3,584.97 |
| 10260 Pac Western Bank --Long Term | 14,981.09 | 26.67 | 0.00 | 0.00 | 0.00 | 15,007.76 |
| 10350 Pac Premier- Capital Reserve | 316,422.57 | 12,553.29 | 0.00 | 0.00 | 0.00 | 328,975.86 |
| Total Fund | 738,877.45 | 122,075.06 | 15,964.86 | 12,200.54 | 70,761.15 | 793,955.68 |
| 50 WATER DEPARTMENT | | | | | | |
| 10150 Cash in SLO County | 75,215.66 | 0.00 | 0.00 | 0.00 | 0.00 | 75,215.66 |
| 10200 Operating Cash - Premier | -6,740.40 | 60,508.31 | 17.95 | 239.54 | 48,929.51 | 4,616.81 |
| 10250 Pac Premier - Payroll | 4,931.78 | 185.77 | 17,896.82 | 13,292.06 | 4,760.59 | 4,961.72 |
| 10340 Pac Premier Operational Reserve | 72.99 | 0.01 | 0.00 | 0.00 | 0.00 | 73.00 |
| 10350 Pac Premier- Capital Reserve | 14,693.60 | 13,178.48 | 0.00 | 23,723.79 | 0.00 | 4,148.29 |
| 10400 HOB - USDA Reserve | 66,945.82 | 2.65 | 0.00 | 0.00 | 0.00 | 66,948.47 |
| Total Fund | 155,119.45 | 73,875.22 | 17,914.77 | 37,255.39 | 53,690.10 | 155,963.95 |
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 108,326.41 | 0.00 | 0.00 | 9.77 | 1,786.26 | 106,530.38 |
| 10250 Pac Premier - Payroll | 328.97 | 9.77 | 1,059.90 | 824.13 | 193.56 | 380.95 |
| 10340 Pac Premier Operational Reserve | 12,165.60 | 1.45 | 0.00 | 0.00 | 0.00 | 12,167.05 |
| 10350 Pac Premier- Capital Reserve | 49.95 | 0.00 | 0.00 | 0.00 | 0.00 | 49.95 |
| Total Fund | 120,870.93 | 11.22 | 1,059.90 | 833.90 | 1,979.82 | 119,128.33 |
| 73 CLAIMS CLEARING FUND | | | | | | |
| 10200 Operating Cash - Premier | 11,142.34 | 0.00 | 94,338.25 | 61,586.23 | 0.00 | 43,894.36 |
| 10250 Pac Premier - Payroll | 1,521.11 | 0.00 | 10,826.36 | 12,347.47 | 0.00 | 0.00 |
| Total Fund | 12,663.45 | | 105,164.61 | 73,933.70 | | 43,894.36 |
| Totals | 2,349,935.16 | 232,140.80 | 152,173.65 | 134,683.97 | 152,173.65 | 2,447,391.99 |

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.



San Miguel Community Services District

April 23, 2020

AGENDA ITEM: XI - 2

SUBJECT: Bookkeeper Report for March 2020

RECOMMENDATION: Review and File the Enumeration for Financial Reports for March 2020

March 2020 Payroll Expense: CSD Payroll \$50,084.47

March 2020 Income: \$169,099.87

March 2020 Expenses: \$135,196.75

1. Churchwell White January Bill \$17,945.35
2. Churchwell White February Bill \$11,548.00
3. D & E Construction \$8,500.00
4. South Coast Emergency Vehicle \$8,227.37
5. US Bank \$6695.79
6. PGE \$6569.08
7. Law Offices of Jane Heath \$6,200.00
8. Core & Main \$3,413.38
9. H T Harvey & Associates \$2,178.96
10. Master Link Support \$1,500.00

Recommendation: Review and File the Enumeration for the Financial Reports for March 2020.
This item is for information and discussion only.

PREPARED BY:

Paola Freeman

Paola Freeman, Bookkeeper

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/20

Page: 1 of 15
Report ID: AP100V

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 |
|------------------|---------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5604 | 18246S | 622 BALDWIN ELECTRIC SERVICE | 835.36 | | | | | |
| | | Install cable to new pump and check for rotation. WWTP aerator pond #1 | | | | | | |
| 1 | 181 03/08/20 | Install cable to new pump WWTP | 835.36 | | | 40 64000 | 581 | 10200 |
| 5625 | 18275S | 622 BALDWIN ELECTRIC SERVICE | 979.83 | | | | | |
| | | Relocate light fixture and change electrical box, Well 3 | | | | | | |
| 1 | 186 03/22/20 | Relocate Light fixture Well 3 | 979.83 | | | 50 65000 | 353 | 10200 |
| | | Total for Vendor: | 1,815.19 | | | | | |
| 5586 | 18233S | 33 BLACK MOUNTAIN | 850.00 | | | | | |
| | | GP34- Cash Receipting ; UB, ACH, Printer | | | | | | |
| 1 | 25380 02/20/20 | Cash Receipt Printer | 425.00 | | | 40 64000 | 351 | 10200 |
| 2 | 25380 02/20/20 | Cash Receipt Printer | 425.00 | | | 50 65000 | 351 | 10200 |
| 5626 | 18276S | 33 BLACK MOUNTAIN | 62.50 | | | | | |
| | | Support | | | | | | |
| 1 | 25460 03/20/20 | Support | 13.75 | | | 20 62000 | 325 | 10200 |
| 2 | 25460 02/20/20 | Support | 1.25 | | | 30 63000 | 325 | 10200 |
| 3 | 25460 02/20/20 | Support | 22.50 | | | 40 64000 | 325 | 10200 |
| 4 | 25460 02/20/20 | Support | 23.75 | | | 50 65000 | 325 | 10200 |
| 5 | 25460 02/20/20 | Support | 1.25 | | | 60 66000 | 325 | 10200 |
| | | Total for Vendor: | 912.50 | | | | | |
| 5646 | 18277S | 573 BURT INDUSTRIAL SUPPLY | 223.88 | | | | | |
| 1 | 74379 03/17/20 | Screw pin anchor schackle, Rop | 111.94* | | | 40 64000 | 305 | 10200 |
| 2 | 74379 03/17/20 | Rags, metal hole saw | 111.94 | | | 50 65000 | 305 | 10200 |
| 5647 | 18277S | 573 BURT INDUSTRIAL SUPPLY | 2.67 | | | | | |
| 1 | 74290 03/12/20 | Clear PVC Braided Tube | 2.67 | | | 40 64000 | 351 | 10200 |
| | | Total for Vendor: | 226.55 | | | | | |
| 5617 | 18264S | 67 CHARTER COMMUNICATIONS | 314.94 | | | | | |
| | | Acct# 8245-10-105-0027311 | | | | | | |
| | | Spectrum Business Internet/Voice | | | | | | |
| | | Service 03/11/20 ~ 4/10/20 | | | | | | |
| 1 | 7311021120 03/11/20 | Internet/Voice | 104.98 | | | 20 62000 | 375 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/20

Page: 2 of 15
Report ID: AP100V

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 |
|--|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2 | 7311021120 | 03/11/20 Internet/Voice | 104.98 | | | 40 64000 | 375 | 10200 |
| 3 | 7311021120 | 03/11/20 Internet/Voice | 104.98 | | | 50 65000 | 375 | 10200 |
| 5644 | 18278S | 67 CHARTER COMMUNICATIONS | 89.97 | | | | | |
| Acct# 8245101050040553 | | | | | | | | |
| 1765 Bonita Treatment Plant | | | | | | | | |
| Service from 3/18/2020 ~ 4/17/2020 | | | | | | | | |
| 1 | 03-18-2020 | 03/18/20 Internet/Voice | 89.97 | | | 40 64000 | 375 | 10200 |
| Total for Vendor: | | | 404.91 | | | | | |
| 5612 | 18247S | 473 CHURCHWELL WHITE LLP | 11,548.00 | | | | | |
| Professional Services Rendered through February 29, 2020 | | | | | | | | |
| 1 | 38053 | 03/11/20 General Counsel | 455.55 | | | 20 62000 | 327 | 10200 |
| 2 | 38053 | 03/11/20 General Counsel | 41.41 | | | 30 63000 | 327 | 10200 |
| 3 | 38053 | 03/11/20 General Counsel | 745.45* | | | 40 64000 | 327 | 10200 |
| 4 | 38053 | 03/11/20 General Counsel | 786.90* | | | 50 65000 | 327 | 10200 |
| 5 | 38053 | 03/11/20 General Counsel | 41.41 | | | 60 66000 | 327 | 10200 |
| 6 | 38054 | 03/11/20 Steinbeck vs SLO | 8,763.43 | | | 50 65000 | 332 | 10200 |
| 7 | | 03/11/20 Water | 0.00* | | | 50 65000 | 327 | 10200 |
| 11 | | 03/11/20 White Oaks | 0.00* | | | 50 65000 | 327 | 10200 |
| 12 | 38055 | 03/11/20 HR | 76.12 | | | 20 62000 | 327 | 10200 |
| 13 | 38055 | 03/11/20 HR | 6.92 | | | 30 63000 | 327 | 10200 |
| 14 | 38055 | 03/11/20 HR | 281.89* | | | 40 64000 | 327 | 10200 |
| 15 | 38055 | 03/11/20 HR | 288.81* | | | 50 65000 | 327 | 10200 |
| 16 | 38055 | 03/11/20 HR | 6.92 | | | 60 66000 | 327 | 10200 |
| 17 | | 03/11/20 MOU Negotiation | 0.00 | | | 40 64000 | 331 | 10200 |
| 18 | | 03/11/20 MOU Negotiation | 0.00 | | | 50 65000 | 331 | 10200 |
| 19 | | 03/11/20 Sewer | 0.00* | | | 40 64000 | 327 | 10200 |
| 20 | 38056 | 03/11/20 HR Investigation | 11.70 | | | 20 62000 | 327 | 10200 |
| 21 | 38056 | 03/11/20 HR Investigation | 1.06 | | | 30 63000 | 327 | 10200 |
| 22 | 38056 | 03/11/20 HR Investigation | 19.15* | | | 40 64000 | 327 | 10200 |
| 23 | 38056 | 03/11/20 HR Investigation | 20.22* | | | 50 65000 | 327 | 10200 |
| 24 | 38056 | 03/11/20 HR Investigation | 1.06 | | | 60 66000 | 327 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/20

Page: 3 of 15
Report ID: AP100V

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 |
|------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 5622 | 18270S | 473 CHURCHWELL WHITE LLP | 17,945.35 | | | | | |
| | | Professional Services Rendered through January 31, 2020 | | | | | | |
| 1 | 37911 | 03/03/20 General Counsel | 940.73 | | | 20 62000 | 327 | 10200 |
| 2 | 37911 | 03/03/20 General Counsel | 85.52 | | | 30 63000 | 327 | 10200 |
| 3 | 37911 | 03/03/20 General Counsel | 1,539.38* | | | 40 64000 | 327 | 10200 |
| 4 | 37911 | 03/03/20 General Counsel | 1,624.90* | | | 50 65000 | 327 | 10200 |
| 5 | 37911 | 03/03/03 General Counsel | 85.55 | | | 60 66000 | 327 | 10200 |
| 6 | 37912 | 03/03/20 Steinbeck vs SLO | 5,063.50 | | | 50 65000 | 332 | 10200 |
| 7 | | 03/03/20 Water | 0.00* | | | 50 65000 | 327 | 10200 |
| 11 | | 03/03/20 White Oaks | 0.00* | | | 50 65000 | 327 | 10200 |
| 12 | 37915 | 03/03/20 HR | 1,078.29 | | | 20 62000 | 327 | 10200 |
| 13 | 37915 | 03/03/20 HR | 98.03 | | | 30 63000 | 327 | 10200 |
| 14 | 37915 | 03/03/20 HR | 1,921.81* | | | 40 64000 | 327 | 10200 |
| 15 | 37915 | 03/03/20 HR | 2,019.81* | | | 50 65000 | 327 | 10200 |
| 16 | 37915 | 03/03/20 HR | 98.03 | | | 60 66000 | 327 | 10200 |
| 17 | 37916 | 03/03/20 MOU Negotiation | 1,256.00 | | | 40 64000 | 331 | 10200 |
| 18 | 37916 | 03/03/20 MOU Negotiation | 1,256.00 | | | 50 65000 | 331 | 10200 |
| 19 | 37918 | 03/03/20 Sewer | 718.20* | | | 40 64000 | 327 | 10200 |
| 20 | 37917 | 03/03/20 HR Investigation | 35.11 | | | 20 62000 | 327 | 10200 |
| 21 | 37917 | 03/03/20 HR Investigation | 3.19 | | | 30 63000 | 327 | 10200 |
| 22 | 37917 | 03/03/20 HR Investigation | 57.46* | | | 40 64000 | 327 | 10200 |
| 23 | 37917 | 03/03/20 HR Investigation | 60.65* | | | 50 65000 | 327 | 10200 |
| 24 | 37917 | 03/03/20 HR Investigation | 3.19 | | | 60 66000 | 327 | 10200 |
| | | Total for Vendor: | 29,493.35 | | | | | |
| 5613 | 18265S | 199 CITY OF EL PASO DE ROBLES | 618.17 | | | | | |
| | | Proportional share of the Paso Robles Basin GSP | | | | | | |
| 1 | SM20200311 | 03/11/20 Inv 9200-20-1A | 618.17 | | | 50 65000 | 324 | 10200 |
| | | Total for Vendor: | 618.17 | | | | | |
| 5574 | 18234S | 584 CORE & MAIN LP | 3,413.38 | | | | | |
| | | Tract 2779 | | | | | | |
| 1 | L984474 | 01/08/20 BL09 1" Water Meter | 3,413.38* | | | 50 65000 | 526 | 10200 |
| | | Valve | | | | | | |
| | | Total for Vendor: | 3,413.38 | | | | | |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/20

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Report ID: AP100V

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 |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5575 | 18235S | 644 D&E CONSTRUCTION, INC | 8,500.00 | | | | | |
| | | Repair existing 60 ML smooth liner | | | | | | |
| 1 | 3152 02/25/20 | Liner repair Valve | 8,500.00* | | | 40 64000 | 582 | 10200 |
| | | Total for Vendor: | 8,500.00 | | | | | |
| 5600 | 18248S | 107 FARM SUPPLY | 535.35 | | | | | |
| | | Cust No. 61338 | | | | | | |
| 1 | 188324 02/10/20 | Weed Killer | 267.68* | | | 40 64000 | 305 | 10200 |
| 2 | 188324 02/10/20 | Weed Killer | 267.67 | | | 50 65000 | 305 | 10200 |
| | | Total for Vendor: | 535.35 | | | | | |
| 5577 | 18236S | 109 FERGUSON ENTERPRISES | 64.35 | | | | | |
| 1 | 8314458-2 02/14/20 | Ultra tite coup | 64.35 | | | 50 65000 | 353 | 10200 |
| 5591 | 18249S | 109 FERGUSON ENTERPRISES | 187.69 | | | | | |
| 1 | 8357769 02/28/20 | DBL SS Hand SDL PVC | 187.69 | | | 50 65000 | 353 | 10200 |
| | | Total for Vendor: | 252.04 | | | | | |
| 5576 | 18237S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 198.00 | | | | | |
| | | #8000653 | | | | | | |
| 1 | 080371A 02/19/20 | Coliform-Quanti Tray 100 | 66.00 | | | 50 65000 | 356 | 10200 |
| 2 | 080371A 02/19/20 | Coliform-Quanti Tray 100 | 66.00 | | | 50 65000 | 357 | 10200 |
| 3 | 080371A 02/19/20 | Coliform-Quanti Tray 100 | 66.00 | | | 50 65000 | 359 | 10200 |
| 5590 | 18250S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 67.00 | | | | | |
| 1 | 080503A 03/03/20 | Metals | 67.00 | | | 50 65000 | 358 | 10200 |
| 5615 | 18266S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 67.00 | | | | | |
| 1 | 080542A 03/10/20 | Metals | 67.00 | | | 50 65000 | 358 | 10200 |
| 5616 | 18266S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 67.00 | | | | | |
| 1 | 080624A 03/10/20 | Metals | 67.00 | | | 50 65000 | 358 | 10200 |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/20

Page: 5 of 15
Report ID: AP100V

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 |
|--|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5627 | 18279S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 225.00 | | | | | |
| #8000653 | | | | | | | | |
| 1 | 080502A | 03/16/20 Coliform-Colilert | 100.00 | | | 50 65000 | 359 | 10200 |
| 2 | 080502A | 03/16/20 Wet Chemistry | 125.00 | | | 50 65000 | 359 | 10200 |
| 5628 | 18279S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 42.00 | | | | | |
| #8000653 | | | | | | | | |
| 1 | 080732A | 03/19/20 Meatals | 42.00 | | | 50 65000 | 358 | 10200 |
| 5629 | 18279S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 125.00 | | | | | |
| #8000653 | | | | | | | | |
| 1 | 080731A | 03/18/20 Coliform-Colilert | 125.00 | | | 50 65000 | 359 | 10200 |
| Total for Vendor: | | | 791.00 | | | | | |
| 5578 | 18238S | 308 FRONTIER COMMUNICATIONS | 60.60 | | | | | |
| Acct #805-467-2818 010412-5 Service from 02/22/20 ~03/21/20 | | | | | | | | |
| 1150 Mission Street | | | | | | | | |
| 1 | Feb~2020 | 02/22/20 Building Alarm | 20.20 | | | 40 64000 | 310 | 10200 |
| 2 | Feb~2020 | 02/22/20 Building Alarm | 20.20 | | | 50 65000 | 310 | 10200 |
| 3 | Feb~2020 | 02/22/20 Building Alarm | 20.20 | | | 20 62000 | 310 | 10200 |
| 5606 | 18251S | 308 FRONTIER COMMUNICATIONS | 79.55 | | | | | |
| Acct #805-467-2015-051216-5 Service from 3/01/20 ~ 3/31/20 | | | | | | | | |
| SCADA | | | | | | | | |
| 1 | March 2020 | 03/01/20 Alarm/SCADA | 39.77 | | | 40 64000 | 310 | 10200 |
| 2 | March 2020 | 03/01/20 Alarm/SCADA | 39.78 | | | 50 65000 | 310 | 10200 |
| 5649 | 18280S | 308 FRONTIER COMMUNICATIONS | 60.60 | | | | | |
| Acct #805-467-2818 010412-5 Service from 03/22/20 ~04/21/20 | | | | | | | | |
| 1150 Mission Street | | | | | | | | |
| 1 | Mar~2020 | 03/22/20 Building Alarm | 20.20 | | | 40 64000 | 310 | 10200 |
| 2 | Mar~2020 | 03/22/20 Building Alarm | 20.20 | | | 50 65000 | 310 | 10200 |
| 3 | Mar~2020 | 03/22/20 Building Alarm | 20.20 | | | 20 62000 | 310 | 10200 |
| Total for Vendor: | | | 200.75 | | | | | |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/20

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Report ID: AP100V

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 |
|---|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5579 | 18239S | 125 GREAT WESTERN ALARM | 32.00 | | | | | |
| GW-661 Service Period: 3/01/20 ~ 3/31/20 | | | | | | | | |
| 1 | 200200545 | 03/01/20 Alarm Monitoring | 16.00 | | | 40 64000 | 380 | 10200 |
| 2 | 200200545 | 03/01/20 Alarm Monitoring | 16.00 | | | 50 65000 | 380 | 10200 |
| 5587 | 18245S | 125 GREAT WESTERN ALARM | 75.60 | | | | | |
| A0702 Service Period: 3/01/20 ~ 3/31/20 | | | | | | | | |
| 1 | 200202242 | 03/01/20 Answering Service | 37.80 | | | 40 64000 | 380 | 10200 |
| 2 | 200202242 | 03/01/20 Answering Service | 37.80 | | | 50 65000 | 380 | 10200 |
| Total for Vendor: | | | 107.60 | | | | | |
| 5580 | 18240S | 999999 H. T. HARVEY & ASSOCIATES | 2,178.96 | | | | | |
| Ecological Consulting 4401-01 San Miguel Water Line Replacement, sensitive species surveys | | | | | | | | |
| 1 | 54315 | 02/27/20 Ecological Consulting | 2,178.96 | | | 50 65000 | 353 | 10200 |
| Total for Vendor: | | | 2,178.96 | | | | | |
| 5643 | 18283S | 134 HELPING HAND HEALTH EDUCATION | 11.00 | | | | | |
| BLS Card M Roberson | | | | | | | | |
| 1 | 207 | 03/18/20 BLS Card Roberson | 11.00 | | | 20 62000 | 386 | 10200 |
| Total for Vendor: | | | 11.00 | | | | | |
| 5614 | 18267S | 999999 JENNIE NEALEY | 37.74 | | | | | |
| Water & Sewer Deposit Refund 1927 L Street | | | | | | | | |
| 1 | 27293-08 | 03/14/20 Water deposit refund | 4.10 | | | 50 20550 | | 10200 |
| 2 | 27293-08 | 03/14/20 Sewer deposit refund | 33.64 | | | 40 20550 | | 10200 |
| Total for Vendor: | | | 37.74 | | | | | |
| 5633 | 18284S | 626 JOHN DEER FINANCIAL | 1,271.39 | | | | | |
| 1 | March 2020 | 03/04/20 Gear Red A/R, Clevis | 635.70 | | | 40 64000 | 351 | 10200 |
| 2 | March 2020 | 03/04/20 Honda 5.5 Recoil, Nozzle bo | 635.69 | | | 50 65000 | 351 | 10200 |
| Total for Vendor: | | | 1,271.39 | | | | | |

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| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--------------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 5621 | 18271S | 645 Law Offices of Jane Heath Employee Investigation 12/2019 | 6,270.00 | | | | | |
| 1 | 1314 01/11/20 | Employee Investigation | 1,379.40 | | | 20 62000 | 327 | 10200 |
| 2 | 1314 01/11/20 | Employee Investigation | 125.40 | | | 30 63000 | 327 | 10200 |
| 3 | 1314 01/11/20 | Employee Investigation | 2,257.20* | | | 40 64000 | 327 | 10200 |
| 4 | 1314 01/11/20 | Employee Investigation | 2,382.60* | | | 50 65000 | 327 | 10200 |
| 5 | 1314 01/11/20 | Employee Investigation | 125.40 | | | 60 66000 | 327 | 10200 |
| Total for Vendor: | | | 6,270.00 | | | | | |
| 5624 | 18272S | 510 LOCAL IT EXPERTS Service March 2020, Install & Configure Adobe Lic TP and KD Set up new employee (DP) Toughbook | 1,290.50 | | | | | |
| 1 | 226 03/24/20 | IT Service~ March 2020 | 195.80 | | | 20 62000 | 350 | 10200 |
| 2 | 226 03/24/20 | IT Service~ March 2020 | 17.80 | | | 30 63000 | 350 | 10200 |
| 3 | 226 03/24/20 | IT Service~ March 2020 | 320.40 | | | 40 64000 | 350 | 10200 |
| 4 | 226 03/24/20 | IT Service~ March 2020 | 338.20 | | | 50 65000 | 350 | 10200 |
| 5 | 226 03/24/20 | IT Service~ March 2020 | 17.80* | | | 60 66000 | 350 | 10200 |
| 6 | 226 03/24/20 | Install & Conf 2 Lic -Adobe | 200.25 | | | 40 64000 | 350 | 10200 |
| 7 | 226 03/24/20 | New Empl set up (DP) | 200.25 | | | 50 65000 | 350 | 10200 |
| Total for Vendor: | | | 1,290.50 | | | | | |
| 5581 | 18241S | 165 MAILFINANCE INC. Return equipment shipping label and handling charge | 375.38 | | | | | |
| 1 | P8156297 02/12/20 | shipping label and handling | 82.58* | | | 20 62000 | 315 | 10200 |
| 2 | P8156297 02/12/20 | shipping label and handling | 7.51 | | | 30 63000 | 315 | 10200 |
| 3 | P8156297 02/12/20 | shipping label and handling | 135.14 | | | 40 64000 | 315 | 10200 |
| 4 | P8156297 02/12/20 | shipping label and handling | 142.64 | | | 50 65000 | 315 | 10200 |
| 5 | P8156297 02/12/20 | shipping label and handling | 7.51 | | | 60 66000 | 315 | 10200 |
| Total for Vendor: | | | 375.38 | | | | | |
| 5582 | 18242S | 430 MASTER METER, INC. Customer #0212020 April 1, 2020- March 31, 2021 | 1,500.00 | | | | | |
| 1 | 214779 02/16/20 | Masterlink - Support & Maint. | 1,500.00 | | | 50 65000 | 334 | 10200 |
| Total for Vendor: | | | 1,500.00 | | | | | |

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| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5634 | 18285S | 646 MISSION UNIFORM SUPPLY | 82.90 | | | | | |
| | | Uniforms; Dodds, Sobotka, Pittman, VanBrun | | | | | | |
| 1 | 512120214 | 03/25/20 Employee Uniforms | 22.78 | | | 40 64000 | 495 | 10200 |
| 2 | 512120214 | 03/25/20 Employee Uniforms | 22.78 | | | 50 65000 | 495 | 10200 |
| 3 | 512072352 | 03/18/20 Employee Uniforms | 18.67 | | | 40 64000 | 495 | 10200 |
| 4 | 512072352 | 03/18/20 Employee Uniforms | 18.67 | | | 50 65000 | 495 | 10200 |
| | | Total for Vendor: | 82.90 | | | | | |
| 5592 | 18252S | 602 MULLAHEY CHRYSLER DODGE JEEP RAM | 453.02 | | | | | |
| | | Truck #8634, Service truck, filters | | | | | | |
| 1 | 14254 | 02/29/20 Truck #8634, Service, | 226.51* | | | 40 64000 | 354 | 10200 |
| 2 | 14254 | 02/29/20 Truck #8634, Service, | 226.51 | | | 50 65000 | 354 | 10200 |
| | | Total for Vendor: | 453.02 | | | | | |
| 5648 | 18286S | 182 NAPA | 100.19 | | | | | |
| | | Batteries ~ Kubota | | | | | | |
| 1 | 976410 | 03/19/20 Batteries | 50.10 | | | 40 64000 | 351 | 10200 |
| 2 | 976410 | 03/19/20 Batteries | 50.09 | | | 50 65000 | 351 | 10200 |
| | | Total for Vendor: | 100.19 | | | | | |
| 5635 | 18287S | 425 NFPA | 175.00 | | | | | |
| | | I.D. Number 2888259 | | | | | | |
| | | Membership thru 03/10/2021 | | | | | | |
| 1 | 7657058 | 03/03/20 Membership | 175.00 | | | 20 62000 | 385 | 10200 |
| | | Total for Vendor: | 175.00 | | | | | |
| 5593 | 18253S | 636 OFFICE1 | 88.09 | | | | | |
| | | Maintenance Contract #CBM6913-02 | | | | | | |
| | | Samsung/X4250LX | | | | | | |
| | | Acct No. 013014 | | | | | | |
| 1 | AR504845 | 02/04/20 Maint Contract 3/4/19~4/3/20 | 35.70 | | | 40 64000 | 334 | 10200 |
| 2 | AR504845 | 02/04/20 Maint Contract 2/4/19~3/3/20 | 35.70 | | | 50 65000 | 334 | 10200 |
| 3 | AR504845 | 02/04/20 Overage | 8.34 | | | 40 64000 | 334 | 10200 |
| 4 | AR504845 | 02/04/20 Overage | 8.35 | | | 50 65000 | 334 | 10200 |
| | | Total for Vendor: | 88.09 | | | | | |

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| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|---|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5641 | 18289S | 209 PG&E | 6,569.08 | | | | | |
| Acct #3675186851-8 | | | | | | | | |
| 1 | 0220~0320 | 03/19/20 Old Fire Station / 1297 L S | 24.23 | | | 20 62000 | 381 | 10200 |
| 2 | 0220~0320 | 03/19/20 New Fire Station 1150 Missi | 9.53 | | | 20 62000 | 381 | 10200 |
| 3 | 0220~0320 | 03/19/20 Water Works #1 / Well 3 | 1,809.95 | | | 50 65000 | 381 | 10200 |
| 4 | 0220~0320 | 03/19/20 Bonita Pl & 16th / Well 4 | 756.87 | | | 50 65000 | 381 | 10200 |
| 5 | 10220~0320 | 03/19/20 N St / WWTP | 3,468.90 | | | 40 64000 | 381 | 10200 |
| 6 | 0220~0320 | 03/19/20 2HP Booster Station | 17.28 | | | 50 65000 | 381 | 10200 |
| 7 | 0220~0320 | 03/19/20 Mission Heights Booster | 9.53 | | | 50 65000 | 381 | 10200 |
| 8 | 0220~0320 | 03/19/20 14th St. & K St. | 45.73 | | | 50 65000 | 381 | 10200 |
| 9 | 0220~0320 | 03/19/20 942 Soka Way lift station | 102.33 | | | 40 64000 | 381 | 10200 |
| 10 | 0220~0320 | 03/19/20 Missn & 12th Lanscape~St li | 222.38 | | | 30 63000 | 381 | 10200 |
| 11 | 0220~0320 | 03/19/20 SLT Well | 102.35 | | | 50 65000 | 381 | 10200 |
| Total for Vendor: | | | 6,569.08 | | | | | |
| 5642 | 18288S | 208 PG&E | 1,080.79 | | | | | |
| Acct #8565976480-8 | | | | | | | | |
| 1 | 0220~0320 | 03/18/20 12th & K 8565976725 | 8.88 | | | 30 63000 | 381 | 10200 |
| 2 | 0220~0320 | 03/18/20 Tract 2710 - 8562053214 | 68.73 | | | 30 63000 | 381 | 10200 |
| 3 | 0220~0320 | 03/18/20 Tract 2710 - 8564394360 | 29.97 | | | 30 63000 | 381 | 10200 |
| 4 | 0220~0320 | 03/18/20 Tract 2710 - 8560673934 | 74.91 | | | 30 63000 | 381 | 10200 |
| 5 | 0220~0320 | 03/18/20 Mission Heights - 856597648 | 163.79 | | | 30 63000 | 381 | 10200 |
| 6 | 0220~0320 | 03/18/20 Tract 2605 - 8565976109 | 35.10 | | | 30 63000 | 381 | 10200 |
| 7 | 0220~0320 | 03/18/20 9898 River Rd. - 8565976002 | 326.07 | | | 30 63000 | 381 | 10200 |
| 8 | 0220~0320 | 03/18/20 9898 River Rd. - 8565976004 | 42.02 | | | 30 63000 | 381 | 10200 |
| 9 | 0220~0320 | 03/18/20 9898 River Rd. - 8565976008 | 198.58 | | | 30 63000 | 381 | 10200 |
| 10 | 0220~0320 | 03/18/20 9898 River Rd. - 8565976014 | 66.86 | | | 30 63000 | 381 | 10200 |
| 11 | 0220~0320 | 03/18/20 9898 River Rd. - 8565976481 | 46.77 | | | 30 63000 | 381 | 10200 |
| 12 | 0220~0320 | 03/18/20 9898 River Rd. - 8565976483 | 19.11 | | | 30 63000 | 381 | 10200 |
| Total for Vendor: | | | 1,080.79 | | | | | |
| 5594 | 18254S | 609 SAN LUIS POWER HOUSE | 185.00 | | | | | |
| Annual service of Kohler emergency generator Location San Miguel Fire Department | | | | | | | | |
| 1 | 42554 | 02/29/20 San Miguel Fire Department | 185.00* | | | 20 62000 | 351 | 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 |
|------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 5595 | 18254S | 609 SAN LUIS POWER HOUSE | 185.00 | | | | | |
| | | Annual service of Onan generator Location Mission Garden Lift Station | | | | | | |
| 1 | 42555 | 02/20/20 Service Onan generator | 185.00 | | | 40 64000 | 351 | 10200 |
| | | Total for Vendor: | 370.00 | | | | | |
| 5596 | 18255S | 238 SAN MIGUEL GARBAGE | 103.98 | | | | | |
| | | Account # 318694 Service 3/01/20 ~ 3/31/20 | | | | | | |
| 1 | 2-2020 | 03/01/20 Trash Disposal | 51.99 | | | 40 64000 | 383 | 10200 |
| 2 | 2-2020 | 03/01/20 Trash Disposal | 51.99 | | | 50 65000 | 383 | 10200 |
| | | Total for Vendor: | 103.98 | | | | | |
| 5636 | 18290S | 589 SOUTH COAST EMERGENCY VEHICLE | 1,025.58 | | | | | |
| | | Foam Leaking, Hoses looked brittle | | | | | | |
| 1 | 498195 | 03/13/20 Truck #8687 | 1,025.58* | | | 20 62000 | 351 | 10200 |
| 5637 | 18290S | 589 SOUTH COAST EMERGENCY VEHICLE | 997.08 | | | | | |
| | | Faulty wiper switch, Air leak | | | | | | |
| 1 | 498226 | 03/17/20 Truck #8696 | 997.08 | | | 20 62000 | 354 | 10200 |
| 5638 | 18290S | 589 SOUTH COAST EMERGENCY VEHICLE | 2,732.13 | | | | | |
| | | Service Truck, Engine,Oil,Trans, Air Filters ~ Fluids | | | | | | |
| 1 | 498298 | 03/20/20 Truck #8687 | 2,732.13* | | | 20 62000 | 351 | 10200 |
| 5639 | 18290S | 589 SOUTH COAST EMERGENCY VEHICLE | 3,160.26 | | | | | |
| | | Primer veins worn, Replace lights and broken reflector, Replace coolant, Fox shifted hose bed divider, Replacae front and rear shocks, loose exhaust clamps and damaged exhaust bellows | | | | | | |
| 1 | 498297 | 03/20/20 Truck #8687 | 3,160.26* | | | 20 62000 | 351 | 10200 |
| 5640 | 18290S | 589 SOUTH COAST EMERGENCY VEHICLE | 312.32 | | | | | |
| | | Check Light/ | | | | | | |
| 1 | 498321 | 03/24/20 Truck #8668 | 312.32 | | | 20 62000 | 354 | 10200 |
| | | Total for Vendor: | 8,227.37 | | | | | |

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| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 5619 | 18268S | 352 STAPLES CREDIT PLAN | 176.45 | | | | | |
| 1 | 04/09/20 | 64GB Flash card, | 85.63 | | | 20 62000 | 410 | 10200 |
| 2 | 04/09/20 | paper,post it, glue | 2.33 | | | 30 63000 | 410 | 10200 |
| 3 | 04/09/20 | paper,post it, glue | 41.91 | | | 40 64000 | 410 | 10200 |
| 4 | 04/09/20 | paper,post it, glue | 44.25 | | | 50 65000 | 410 | 10200 |
| 5 | 04/09/20 | paper,post it, glue | 2.33 | | | 60 66000 | 410 | 10200 |
| | | Total for Vendor: | 176.45 | | | | | |
| 5584 | 18243S | 565 STAR DRUG TESTING, INC. | 40.00 | | | | | |
| | | New Employee VanBrunt | | | | | | |
| 1 | 60981 02/24/20 | New Employee ~Drug Test | 20.00* | | | 40 64000 | 121 | 10200 |
| 2 | 60981 02/24/20 | New Employee ~Drug Test | 20.00* | | | 50 65000 | 121 | 10200 |
| 5623 | 18273S | 565 STAR DRUG TESTING, INC. | 40.00 | | | | | |
| | | New Employee Pittman | | | | | | |
| 1 | 61222 03/20/20 | New Employee ~Drug Test | 20.00* | | | 40 64000 | 121 | 10200 |
| 2 | 61222 03/20/20 | New Employee ~Drug Test | 20.00* | | | 50 65000 | 121 | 10200 |
| | | Total for Vendor: | 80.00 | | | | | |
| 5620 | 18274S | 460 STATE WATER RESOURCES CONTROL | 125.00 | | | | | |
| | | Drinking Water Distribution Operator Certification for Dustin Pittman | | | | | | |
| 1 | pittman 03/23/20 | Certification D Piuttman | 125.00 | | | 50 65000 | 715 | 10200 |
| | | Total for Vendor: | 125.00 | | | | | |
| 5605 | 18256S | 534 STREAMLINE | 200.00 | | | | | |
| | | Web Page Hosting | | | | | | |
| 1 | 104091 03/10/20 | Web Page Monthly Fee March | 44.00 | | | 20 62000 | 376 | 10200 |
| 2 | 104091 03/10/20 | Web Page Monthly Fee March | 4.00 | | | 30 63000 | 376 | 10200 |
| 3 | 104091 03/10/20 | Web Page Monthly Fee March | 72.00 | | | 40 64000 | 376 | 10200 |
| 4 | 104091 03/10/20 | Web Page Monthly Fee March | 76.00 | | | 50 65000 | 376 | 10200 |
| 5 | 104091 03/10/20 | Web Page Monthly Fee March | 4.00 | | | 60 66000 | 376 | 10200 |
| | | Total for Vendor: | 200.00 | | | | | |

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| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 5597 | 18257S | 280 TEMPLETON UNIFORMS | 303.89 | | | | | |
| | | Nomex Shirt & Pants | | | | | | |
| 5 | 127523 | 03/03/20 Shirt & Pants L. Rojas | 303.89 | | | 20 62000 | 495 | 10200 |
| 5609 | 18257S | 280 TEMPLETON UNIFORMS | 49.71 | | | | | |
| | | L Rojas~Belt | | | | | | |
| 5 | 127708 | 03/10/20 Belt | 49.71 | | | 20 62000 | 495 | 10200 |
| | | Total for Vendor: | 353.60 | | | | | |
| 5607 | 18258S | 491 ULINE | 112.48 | | | | | |
| | | Rain Jacket/VanBrunt | | | | | | |
| 1 | 11813523 | 02/27/20 Rain Jacket/VanBrunt | 56.24* | | | 40 64000 | 305 | 10200 |
| 2 | 11813523 | 02/27/20 Rain Jacket/VanBrunt | 56.24 | | | 50 65000 | 305 | 10200 |
| | | Total for Vendor: | 112.48 | | | | | |
| 5585 | 18244S | 301 US BANK | 6,695.79 | | | | | |
| 1 | Feb 2020 | 02/24/20 Active 911 | 208.98 | | | 20 62000 | 385 | 10200 |
| 2 | Feb 2020 | 02/24/20 Reliable translation | 1,103.03* | | | 40 64000 | 305 | 10200 |
| 3 | Feb 2020 | 02/24/20 Reliable translation | 1,103.03 | | | 50 65000 | 305 | 10200 |
| 4 | Feb 2020 | 02/24/20 Postage (Stiles) | 1.00 | | | 50 65000 | 315 | 10200 |
| 5 | Feb 2020 | 02/24/20 Postage resolution/Gen Pos | 12.58* | | | 20 62000 | 315 | 10200 |
| 6 | Feb 2020 | 02/24/20 Postage resolution/Gen Pos | 1.14 | | | 30 63000 | 315 | 10200 |
| 7 | Feb 2020 | 02/24/20 Postage resolution/Gen Pos | 20.59 | | | 40 64000 | 315 | 10200 |
| 8 | Feb 2020 | 02/24/20 Postage resolution/Gen Pos | 21.74 | | | 50 65000 | 315 | 10200 |
| 9 | Feb 2020 | 02/24/20 Postage resolution/Gen Pos | 1.14 | | | 60 66000 | 315 | 10200 |
| 10 | Feb 2020 | 02/24/20 Micro Soft | 160.00 | | | 20 62000 | 385 | 10200 |
| 11 | Feb 2020 | 02/24/20 Micro Soft | 160.00 | | | 30 63000 | 385 | 10200 |
| 12 | Feb 2020 | 02/24/20 Micro Soft | 160.00* | | | 60 66000 | 385 | 10200 |
| 13 | Feb 2020 | 02/24/20 Micro Soft | 144.00* | | | 40 64000 | 385 | 10200 |
| 14 | Feb 2020 | 02/24/20 Micro Soft | 144.00* | | | 50 65000 | 385 | 10200 |
| 15 | Feb 2020 | 02/24/20 CSDA Rate setting Prop 218 | 225.00 | | | 40 64000 | 386 | 10200 |
| 16 | Feb 2020 | 02/24/20 CSDA Rate setting Prop 218 | 225.00 | | | 50 65000 | 386 | 10200 |
| 17 | Feb 2020 | 02/24/20 PDF Architect | 69.00* | | | 50 65000 | 385 | 10200 |
| 18 | Feb 2020 | 02/24/20 Lowes~Wire,foam,brush | 99.99 | | | 50 65000 | 353 | 10200 |
| 19 | Feb 2020 | 02/24/20 Education Workshop Dodds | 895.00 | | | 40 64000 | 386 | 10200 |
| 20 | Feb 2020 | 02/24/20 Lowes~Wire, metal prim | 96.78 | | | 50 65000 | 353 | 10200 |

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|---|------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 21 | Feb 2020 | 02/24/20 Amazon~pipe wrap ape black | 69.50 | | | 50 65000 | 305 | 10200 |
| 22 | Feb 2020 | 02/24/20 Anthony Tires #8632 | 360.00* | | | 40 64000 | 354 | 10200 |
| 23 | Feb 2020 | 02/24/20 Anthony Tires #8632 | 360.00 | | | 50 65000 | 354 | 10200 |
| 24 | Feb 2020 | 02/24/20 Lowes~Disinfect,Flush kit | 14.74 | | | 20 62000 | 305 | 10200 |
| 25 | Feb 2020 | 02/24/20 Lowes~Disinfect,Flush kit | 14.74* | | | 40 64000 | 305 | 10200 |
| 26 | Feb 2020 | 02/24/20 Lowes~Disinfect,Flush kit | 14.74 | | | 50 65000 | 305 | 10200 |
| 27 | Feb 2020 | 02/24/20 Lowes~Blade,wire wheel,saw | 75.32 | | | 50 65000 | 353 | 10200 |
| 28 | Feb 2020 | 02/24/20 EMS Backpack (3) | 401.76 | | | 20 62000 | 450 | 10200 |
| 29 | Feb 2020 | 02/24/20 Amazon batteries | 171.59 | | | 20 62000 | 470 | 10200 |
| 30 | Feb 2020 | 02/24/20 Amazon adapter charger | 52.74 | | | 20 62000 | 470 | 10200 |
| 31 | Feb 2020 | 02/24/20 The studio (Patches) 200 | 308.66 | | | 20 62000 | 495 | 10200 |
| Total for Vendor: | | | 6,695.79 | | | | | |
| 5608 18259S 302 US POSTAL SERVICE | | | 120.00 | | | | | |
| PO Box 180 - Annual Fee | | | | | | | | |
| 1 | 2020 | 03/31/20 Annual Fee - PO Box 180 | 40.00 | | | 20 62000 | 305 | 10200 |
| 2 | 2020 | 03/31/20 Annual Fee - PO Box 180 | 40.00* | | | 40 64000 | 305 | 10200 |
| 3 | 2020 | 03/31/20 Annual Fee - PO Box 180 | 40.00 | | | 50 65000 | 305 | 10200 |
| Total for Vendor: | | | 120.00 | | | | | |
| 5610 18260S 327 VALLI INFORMATION SYSTEMS | | | 688.69 | | | | | |
| Web Posting service for February | | | | | | | | |
| Postage, | | | | | | | | |
| 1 | 57899 | 02/29/20 Web Posting, Online Maint. | 344.35* | | | 40 64000 | 305 | 10200 |
| 2 | 57899 | 02/29/20 Web Posting, Online Maint. | 344.34 | | | 50 65000 | 305 | 10200 |
| Total for Vendor: | | | 688.69 | | | | | |
| 5618 18269S 511 VERIZON | | | 90.48 | | | | | |
| Laptop 805-423-7591,805-591-9233,805-591-9352 | | | | | | | | |
| Laptop 805-369-9703 | | | | | | | | |
| 03/09/20 ~ 4/08/20 | | | | | | | | |
| 1 | 9850008203 | 03/08/20 Tablets | 20.08 | | | 20 62000 | 310 | 10200 |
| 2 | 9850008203 | 03/08/20 Tablets | 35.20 | | | 40 64000 | 310 | 10200 |
| 3 | 9850008203 | 03/08/20 Tablets | 35.20 | | | 50 65000 | 310 | 10200 |
| Total for Vendor: | | | 90.48 | | | | | |

04/16/20
12:17:33

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/20

Page: 14 of 15
Report ID: AP100V

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 |
|------------------|--------------------|--|-------------------------|---------------|------------------|---------------|-------------|-----------------|
| 5611 | 18261S | 317 WESTERN JANITOR SUPPLY INC | 160.77 | | | | | |
| 1 | 171931 | 03/16/20 S/F BLCH Towel/Roll Towel | 53.59 | | | 20 62000 | 305 | 10200 |
| 2 | 171931 | 03/16/20 S/F BLCH Towel/Roll Towel | 53.59* | | | 40 64000 | 305 | 10200 |
| 3 | 171931 | 03/16/20 S/F BLCH Towel/Roll Towel | 53.59 | | | 50 65000 | 305 | 10200 |
| | | Total for Vendor: | 160.77 | | | | | |
| 5598 | 18262S | 612 WEX BANK | 638.60 | | | | | |
| 1 | 63861317 | 02/07/20 Truck #8600 | 117.66 | | | 20 62000 | 485 | 10200 |
| 2 | 63861317 | 02/07/20 Truck #8601 | 158.60 | | | 20 62000 | 485 | 10200 |
| 3 | 63861317 | 02/07/20 Truck #8630 | 0.00 | | | 20 62000 | 485 | 10200 |
| 4 | 63861317 | 02/07/20 Truck #8632 | 181.17 | | | 40 64000 | 485 | 10200 |
| 5 | 63861317 | 02/07/20 Truck #8632 | 181.17 | | | 50 65000 | 485 | 10200 |
| 6 | 63861317 | 02/07/20 Truck #8634 | 0.00 | | | 40 64000 | 485 | 10200 |
| | | Total for Vendor: | 638.60 | | | | | |
| 5599 | 18263S | 318 WILDHORSE PROPANE | 362.72 | | | | | |
| ACCT #SANMI1 | | | | | | | | |
| 1 | U0012029 | 02/24/20 Propane | 79.80 | | | 20 62000 | 382 | 10200 |
| 2 | U0012029 | 02/24/20 Propane | 7.26* | | | 30 63000 | 382 | 10200 |
| 3 | U0012029 | 02/24/20 Propane | 130.58 | | | 40 64000 | 382 | 10200 |
| 4 | U0012029 | 02/24/20 Propane | 137.82 | | | 50 65000 | 382 | 10200 |
| 5 | U0012029 | 02/24/20 Propane | 7.26* | | | 60 66000 | 382 | 10200 |
| | | Total for Vendor: | 362.72 | | | | | |
| | | # of Claims | 66 | Total: | 87,260.76 | | | |

04/16/20
12:17:33

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 3/20

Page: 15 of 15
Report ID: AP110

| Fund/Account | Amount |
|--------------------------------|--------------------|
| 20 FIRE PROTECTION DEPARTMENT | |
| 10200 Operating Cash - Premier | \$15,330.55 |
| 30 STREET LIGHTING DEPARTMENT | |
| 10200 Operating Cash - Premier | \$1,865.99 |
| 40 WASTEWATER DEPARTMENT | |
| 10200 Operating Cash - Premier | \$28,543.46 |
| 50 WATER DEPARTMENT | |
| 10200 Operating Cash - Premier | \$40,957.91 |
| 60 SOLID WASTE DEPARTMENT | |
| 10200 Operating Cash - Premier | \$562.85 |
| Total: | \$87,260.76 |

| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|-------------------------------|---------------------------------|---------------------------|-------------------|-------------------|---------------------------|---------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | |
| 40000 | | | | | | |
| 40220 | Weed Abatement Fees | 1,329.00 | 6,732.00 | 1,128.00 | -5,604.00 | 597 % |
| 40300 | Fireworks Permit Fees | 2,700.00 | 2,700.00 | 2,500.00 | -200.00 | 108 % |
| 40310 | Fireworks Refundable C/Up Bond | 1,000.00 | 296.00 | 0.00 | -296.00 | ** % |
| 40320 | Fire Impact Fees | 0.00 | 18,520.77 | 0.00 | -18,520.77 | ** % |
| 40410 | Mutual Aid Fires | 0.00 | 12,962.09 | 0.00 | -12,962.09 | ** % |
| 40420 | Ambulance Reimbursement | 1,237.50 | 3,673.00 | 4,400.00 | 727.00 | 83 % |
| 40500 | VFA Assistance Grant | 0.00 | 19,618.78 | 19,619.00 | 0.22 | 100 % |
| 40510 | Sponsored Training Fees | 0.00 | 400.00 | 400.00 | 0.00 | 100 % |
| | Account Group Total: | 6,266.50 | 64,902.64 | 28,047.00 | -36,855.64 | 231 % |
| 43000 | Property Taxes Collected | | | | | |
| 43000 | Property Taxes Collected | 12,815.55 | 270,349.10 | 389,155.00 | 118,805.90 | 69 % |
| | Account Group Total: | 12,815.55 | 270,349.10 | 389,155.00 | 118,805.90 | 69 % |
| 46000 | Revenues & Interest | | | | | |
| 46000 | Revenues & Interest | 56.80 | 377.72 | 168.00 | -209.72 | 225 % |
| 46151 | Refund/Adjustments | 49.63 | 165.20 | 66.00 | -99.20 | 250 % |
| 46153 | Plan Check Fees and Inspections | 0.00 | 1,000.00 | 850.00 | -150.00 | 118 % |
| 46157 | Donation | 0.00 | 4,325.00 | 4,325.00 | 0.00 | 100 % |
| | Account Group Total: | 106.43 | 5,867.92 | 5,409.00 | -458.92 | 108 % |
| | Fund Total: | 19,188.48 | 341,119.66 | 422,611.00 | 81,491.34 | 81 % |
| 30 STREET LIGHTING DEPARTMENT | | | | | | |
| 43000 | Property Taxes Collected | | | | | |
| 43000 | Property Taxes Collected | 3,814.14 | 80,448.35 | 113,842.00 | 33,393.65 | 71 % |
| | Account Group Total: | 3,814.14 | 80,448.35 | 113,842.00 | 33,393.65 | 71 % |
| 46000 | Revenues & Interest | | | | | |
| 46000 | Revenues & Interest | 157.32 | 3,592.22 | 0.00 | -3,592.22 | ** % |
| 46100 | Realized Earnings | 326.00 | 5,983.93 | 0.00 | -5,983.93 | ** % |
| 46150 | Miscellaneous Income | 0.00 | 200.00 | 0.00 | -200.00 | ** % |
| 46151 | Refund/Adjustments | 0.72 | 9.72 | 0.00 | -9.72 | ** % |
| | Account Group Total: | 484.04 | 9,785.87 | 0.00 | -9,785.87 | ** % |
| | Fund Total: | 4,298.18 | 90,234.22 | 113,842.00 | 23,607.78 | 79 % |
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 40000 | | | | | | |
| 40850 | Wastewater Hook-up Fees | 0.00 | 12,515.00 | 0.00 | -12,515.00 | ** % |
| 40900 | Wastewater Sales | 80,134.34 | 703,893.12 | 867,202.00 | 163,308.88 | 81 % |
| 40910 | Wastewater Late Charges | 231.60 | 10,795.66 | 5,670.00 | -5,125.66 | 190 % |
| | Account Group Total: | 80,365.94 | 727,203.78 | 872,872.00 | 145,668.22 | 83 % |
| 43000 | Property Taxes Collected | | | | | |

| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|---------------------------|-----------------------------|---------------------------|---------------------|---------------------|---------------------------|---------------|
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 43000 | Property Taxes Collected | 1,910.28 | 41,153.98 | 58,942.00 | 17,788.02 | 70 % |
| | Account Group Total: | 1,910.28 | 41,153.98 | 58,942.00 | 17,788.02 | 70 % |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 42.56 | 382.16 | 127.00 | -255.16 | 301 % |
| 46006 | IRWM Grants | 0.00 | 147,052.85 | 177,750.00 | 30,697.15 | 83 % |
| 46008 | DWR Grants | 0.00 | 0.00 | 250,000.00 | 250,000.00 | 0 % |
| 46150 | Miscellaneous Income | 0.00 | 2,952.60 | 864.00 | -2,088.60 | 342 % |
| 46151 | Refund/Adjustments | 54.67 | 303.41 | 168.00 | -135.41 | 181 % |
| 46155 | Will Serve Processing Fees | 0.00 | 1,100.00 | 0.00 | -1,100.00 | ** % |
| | Account Group Total: | 97.23 | 151,791.02 | 428,909.00 | 277,117.98 | 35 % |
| | Fund Total: | 82,373.45 | 920,148.78 | 1,360,723.00 | 440,574.22 | 68 % |
| 50 WATER DEPARTMENT | | | | | | |
| 41000 Water Sales | | | | | | |
| 41000 | Water Sales | 59,518.03 | 639,198.03 | 859,010.00 | 219,811.97 | 74 % |
| 41001 | Water Connection Fees | 0.00 | 12,728.00 | 0.00 | -12,728.00 | ** % |
| 41005 | Water Late Charges | 567.73 | 14,119.22 | 8,768.00 | -5,351.22 | 161 % |
| 41010 | Water Meter Fees | 0.00 | -4,550.51 | -5,001.00 | -450.49 | 91 % |
| | Account Group Total: | 60,085.76 | 661,494.74 | 862,777.00 | 201,282.26 | 77 % |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 4.19 | 289.30 | 300.00 | 10.70 | 96 % |
| 46150 | Miscellaneous Income | 0.00 | 904.02 | 0.00 | -904.02 | ** % |
| 46151 | Refund/Adjustments | 55.40 | 275.64 | 435.00 | 159.36 | 63 % |
| 46155 | Will Serve Processing Fees | 0.00 | 1,100.00 | 0.00 | -1,100.00 | ** % |
| | Account Group Total: | 59.59 | 2,568.96 | 735.00 | -1,833.96 | 350 % |
| | Fund Total: | 60,145.35 | 664,063.70 | 863,512.00 | 199,448.30 | 77 % |
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 0.02 | 6.10 | 4.00 | -2.10 | 153 % |
| 46005 | Franchise Fees | 3,093.67 | 24,720.16 | 32,323.00 | 7,602.84 | 76 % |
| 46151 | Refund/Adjustments | 0.72 | 0.72 | 0.00 | -0.72 | ** % |
| | Account Group Total: | 3,094.41 | 24,726.98 | 32,327.00 | 7,600.02 | 76 % |
| | Fund Total: | 3,094.41 | 24,726.98 | 32,327.00 | 7,600.02 | 76 % |
| | Grand Total: | 169,099.87 | 2,040,293.34 | 2,793,015.00 | 752,721.66 | 73 % |

| Fund | Received | | | Revenue To Be Received | % Received |
|-------------------------------|-------------------|---------------------|---------------------|---------------------------|---------------|
| | Current Month | Received YTD | Estimated Revenue | | |
| 20 FIRE PROTECTION DEPARTMENT | 19,188.48 | 341,119.66 | 422,611.00 | 81,491.34 | 81 % |
| 30 STREET LIGHTING DEPARTMENT | 4,298.18 | 90,234.22 | 113,842.00 | 23,607.78 | 79 % |
| 40 WASTEWATER DEPARTMENT | 82,373.45 | 920,148.78 | 1,360,723.00 | 440,574.22 | 68 % |
| 50 WATER DEPARTMENT | 60,145.35 | 664,063.70 | 863,512.00 | 199,448.30 | 77 % |
| 60 SOLID WASTE DEPARTMENT | 3,094.41 | 24,726.98 | 32,327.00 | 7,600.02 | 76 % |
| Grand Total: | 169,099.87 | 2,040,293.34 | 2,793,015.00 | 752,721.66 | 73 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|---|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | | |
| 62000 Fire | | | | | | | |
| 62000 Fire | | | | | | | |
| | 105 Salaries and Wages | 7,887.51 | 74,213.60 | 123,337.00 | 123,337.00 | 49,123.40 | 60 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 28,000.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 88.00 | 880.00 | 1,313.00 | 1,313.00 | 433.00 | 67 % |
| | 115 Payroll Expenses | 108.92 | 1,630.58 | 750.00 | 2,742.00 | 1,111.42 | 59 % |
| | 120 Workers' Compensation | 0.00 | 6,910.61 | 9,000.00 | 6,911.61 | 1.00 | 100 % |
| | 121 Physicals | 0.00 | 150.00 | 2,500.00 | 2,500.00 | 2,350.00 | 6 % |
| | 125 Volunteer firefighter stipends | 2,578.30 | 19,261.61 | 38,000.00 | 38,000.00 | 18,738.39 | 51 % |
| | 135 Payroll Tax - FICA | 42.63 | 968.62 | 0.00 | 2,000.00 | 1,031.38 | 48 % |
| | 140 Payroll Tax - Medicare | 149.18 | 1,307.27 | 0.00 | 1,700.00 | 392.73 | 77 % |
| | 155 Payroll Tax - SUI | 87.05 | 991.82 | 0.00 | 400.00 | -591.82 | 248 % |
| | 205 Insurance - Health | 361.68 | 3,266.00 | 4,944.00 | 4,944.00 | 1,678.00 | 66 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 4,161.58 | 6,836.00 | 6,836.00 | 2,674.42 | 61 % |
| | 305 Operations and maintenance | 108.33 | 1,382.25 | 6,000.00 | 6,000.00 | 4,617.75 | 23 % |
| | 310 Phone and fax expense | 60.48 | 269.96 | 900.00 | 900.00 | 630.04 | 30 % |
| | 315 Postage, shipping and freight | 95.16 | 221.16 | 200.00 | 200.00 | -21.16 | 111 % |
| | 320 Printing and reproduction | 0.00 | 95.52 | 300.00 | 300.00 | 204.48 | 32 % |
| | 325 Professional svcs - Accounting | 13.75 | 7,068.16 | 6,565.00 | 9,337.00 | 2,268.84 | 76 % |
| | 327 Professional svcs - Legal (General) | 3,976.90 | 8,362.14 | 14,225.00 | 14,225.00 | 5,862.86 | 59 % |
| | 328 Insurance - prop and liability | 0.00 | 12,963.19 | 13,100.00 | 12,963.00 | -0.19 | 100 % |
| | 331 Professional Services - Legal | 0.00 | 0.00 | 1,800.00 | 1,800.00 | 1,800.00 | 0 % |
| | 334 Maintenance Agreements | 0.00 | 2,013.71 | 4,320.00 | 4,320.00 | 2,306.29 | 47 % |
| | 335 Meals - Reimbursement | 0.00 | 0.00 | 600.00 | 600.00 | 600.00 | 0 % |
| | 340 Meetings and conferences | 0.00 | 1.25 | 500.00 | 500.00 | 498.75 | 0 % |
| | 345 Mileage expense reimbursement | 1.85 | 28.20 | 500.00 | 500.00 | 471.80 | 6 % |
| | 350 Repairs and maint - computers | 195.80 | 1,550.51 | 3,860.00 | 3,860.00 | 2,309.49 | 40 % |
| | 351 Repairs and maint - equip | 7,102.97 | 8,426.26 | 8,000.00 | 8,000.00 | -426.26 | 105 % |
| | 352 Repairs and maint - structures | 0.00 | 89.67 | 1,000.00 | 1,000.00 | 910.33 | 9 % |
| | 354 Repairs and maint - vehicles | 1,309.40 | 8,396.25 | 15,000.00 | 15,000.00 | 6,603.75 | 56 % |
| | 370 Dispatch services (Fire) | 0.00 | 8,963.00 | 11,000.00 | 8,963.00 | 0.00 | 100 % |
| | 375 Internet expenses | 104.98 | 933.13 | 1,400.00 | 1,400.00 | 466.87 | 67 % |
| | 376 Webpage- Upgrade/Maint | 44.00 | 396.00 | 525.00 | 525.00 | 129.00 | 75 % |
| | 380 Utilities - alarm service | 0.00 | 10.20 | 165.00 | 165.00 | 154.80 | 6 % |
| | 381 Utilities - electric | 33.76 | 1,619.92 | 2,500.00 | 2,500.00 | 880.08 | 65 % |
| | 382 Utilities - propane | 79.80 | 269.63 | 500.00 | 500.00 | 230.37 | 54 % |
| | 385 Dues and subscriptions | 543.98 | 3,509.83 | 4,000.00 | 4,000.00 | 490.17 | 88 % |
| | 386 Education and training | 11.00 | 1,886.86 | 6,000.00 | 6,000.00 | 4,113.14 | 31 % |
| | 393 Advertising and public notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| | 394 LAFCO Allocations | 0.00 | 2,035.69 | 1,755.00 | 2,035.69 | 0.00 | 100 % |
| | 395 Community Outreach | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0 % |
| | 405 Software | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0 % |
| | 410 Office Supplies | 85.63 | 1,123.41 | 450.00 | 1,200.00 | 76.59 | 94 % |
| | 450 EMS supplies | 401.76 | 9,413.45 | 3,000.00 | 11,809.00 | 2,395.55 | 80 % |
| | 455 Fire Safety Gear & Equipment | 0.00 | 1,073.76 | 3,000.00 | 3,000.00 | 1,926.24 | 36 % |
| | 456 VFF Assistance Grant | 0.00 | 0.00 | 40,000.00 | 0.00 | 0.00 | 0 % |
| | 465 Cell phones, radios and pagers | 44.30 | 402.45 | 605.00 | 605.00 | 202.55 | 67 % |
| | 470 Communication equipment | 224.33 | 492.46 | 5,000.00 | 5,000.00 | 4,507.54 | 10 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|---|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | | |
| | 475 Computer supplies and upgrades | 0.00 | 13,241.32 | 8,000.00 | 12,000.00 | -1,241.32 | 110 % |
| | 485 Fuel expense | 276.26 | 2,844.85 | 6,500.00 | 6,500.00 | 3,655.15 | 44 % |
| | 490 Small tools and equipment | 0.00 | 466.90 | 2,000.00 | 2,000.00 | 1,533.10 | 23 % |
| | 495 Uniform expense | 662.26 | 1,571.71 | 3,000.00 | 3,000.00 | 1,428.29 | 52 % |
| | 503 Weed Abatement Costs | 0.00 | 0.00 | 9,000.00 | 9,000.00 | 9,000.00 | 0 % |
| | 505 Fire Training Grounds | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 510 Fire station addition | 0.00 | 0.00 | 6,000.00 | 6,000.00 | 6,000.00 | 0 % |
| | 710 County hazmat dues | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | 100 % |
| | 715 Licenses, permits and fees | 0.00 | 0.00 | 800.00 | 800.00 | 800.00 | 0 % |
| | 960 Property tax expense | 0.00 | 210.62 | 215.00 | 210.62 | 0.00 | 100 % |
| | Account Total: | 26,679.97 | 217,075.11 | 414,965.00 | 365,401.92 | 148,326.81 | 59 % |
| | Account Group Total: | 26,679.97 | 217,075.11 | 414,965.00 | 365,401.92 | 148,326.81 | 59 % |
| 70000 | Transfer Out | | | | | | |
| 70000 | Transfer Out | | | | | | |
| | 990 Retirement/Health Ins Liability | 0.00 | 0.00 | 685.00 | 685.00 | 685.00 | 0 % |
| | Account Total: | 0.00 | 0.00 | 685.00 | 685.00 | 685.00 | 0 % |
| | Account Group Total: | 0.00 | 0.00 | 685.00 | 685.00 | 685.00 | 0 % |
| | Fund Total: | 26,679.97 | 217,075.11 | 415,650.00 | 366,086.92 | 149,011.81 | 59 % |
| 30 STREET LIGHTING DEPARTMENT | | | | | | | |
| 63000 | Lighting | | | | | | |
| 63000 | Lighting | | | | | | |
| | 105 Salaries and Wages | 953.13 | 8,312.68 | 11,000.00 | 11,000.00 | 2,687.32 | 76 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 8.00 | 80.00 | 109.00 | 109.00 | 29.00 | 73 % |
| | 115 Payroll Expenses | 9.91 | 100.98 | 150.00 | 150.00 | 49.02 | 67 % |
| | 120 Workers' Compensation | 0.00 | 1.39 | 200.00 | 200.00 | 198.61 | 1 % |
| | 135 Payroll Tax - FICA | 3.14 | 18.02 | 0.00 | 30.00 | 11.98 | 60 % |
| | 140 Payroll Tax - Medicare | 13.65 | 118.85 | 0.00 | 150.00 | 31.15 | 79 % |
| | 155 Payroll Tax - SUI | 7.16 | 91.30 | 0.00 | 0.00 | -91.30 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 30.00 | 30.00 | 0 % |
| | 205 Insurance - Health | 72.63 | 668.90 | 1,212.00 | 1,212.00 | 543.10 | 55 % |
| | 206 Insurance - CalPers Health Retiree | 0.00 | 7.04 | 0.00 | 0.00 | -7.04 | *** % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 150.00 | 150.00 | 150.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 485.28 | 650.00 | 650.00 | 164.72 | 75 % |
| | 305 Operations and maintenance | 0.00 | 6.23 | 2,000.00 | 2,000.00 | 1,993.77 | 0 % |
| | 315 Postage, shipping and freight | 8.65 | 11.22 | 0.00 | 15.00 | 3.78 | 75 % |
| | 320 Printing and reproduction | 0.00 | 1.78 | 100.00 | 100.00 | 98.22 | 2 % |
| | 325 Professional svcs - Accounting | 1.25 | 642.56 | 544.00 | 800.00 | 157.44 | 80 % |
| | 326 Professional svcs - Engineering | 0.00 | 585.00 | 5,000.00 | 5,000.00 | 4,415.00 | 12 % |
| | 327 Professional svcs - Legal (General) | 361.53 | 759.42 | 1,179.00 | 1,179.00 | 419.58 | 64 % |
| | 328 Insurance - prop and liability | 0.00 | 363.97 | 450.00 | 363.97 | 0.00 | 100 % |
| | 331 Professional Services - Legal | 0.00 | 0.00 | 900.00 | 900.00 | 900.00 | 0 % |
| | 334 Maintenance Agreements | 0.00 | 112.77 | 300.00 | 300.00 | 187.23 | 38 % |
| | 340 Meetings and conferences | 0.00 | 0.00 | 350.00 | 350.00 | 350.00 | 0 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|--|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 30 STREET LIGHTING DEPARTMENT | | | | | | | |
| | 345 Mileage expense reimbursement | 3.01 | 36.29 | 45.00 | 45.00 | 8.71 | 81 % |
| | 350 Repairs and maint - computers | 17.80 | 119.57 | 100.00 | 200.00 | 80.43 | 60 % |
| | 351 Repairs and maint - equip | 0.00 | 765.72 | 1,000.00 | 1,000.00 | 234.28 | 77 % |
| | 353 Repairs & Maint- Infrastructure | 0.00 | 893.72 | 24,000.00 | 24,000.00 | 23,106.28 | 4 % |
| | 376 Webpage- Upgrade/Maint | 4.00 | 36.00 | 44.00 | 54.00 | 18.00 | 67 % |
| | 381 Utilities - electric | 1,303.17 | 10,569.82 | 26,000.00 | 26,000.00 | 15,430.18 | 41 % |
| | 382 Utilities - propane | 7.26 | 24.52 | 0.00 | 20.00 | -4.52 | 123 % |
| | 385 Dues and subscriptions | 160.00 | 243.05 | 300.00 | 300.00 | 56.95 | 81 % |
| | 386 Education and training | 0.00 | 11.70 | 1,500.00 | 1,500.00 | 1,488.30 | 1 % |
| | 393 Advertising and public notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| | 394 LAFCO Allocations | 0.00 | 339.28 | 293.00 | 339.28 | 0.00 | 100 % |
| | 410 Office Supplies | 2.33 | 12.46 | 25.00 | 25.00 | 12.54 | 50 % |
| | 465 Cell phones, radios and pagers | 5.41 | 48.08 | 75.00 | 75.00 | 26.92 | 64 % |
| | 475 Computer supplies and upgrades | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| | 485 Fuel expense | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 490 Small tools and equipment | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 715 Licenses, permits and fees | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0 % |
| | 990 Retirement/Health Ins Liability | 0.00 | 0.00 | 343.00 | 343.00 | 343.00 | 0 % |
| | Account Total: | 2,942.03 | 25,467.60 | 81,969.00 | 80,540.25 | 55,072.65 | 32 % |
| | Account Group Total: | 2,942.03 | 25,467.60 | 81,969.00 | 80,540.25 | 55,072.65 | 32 % |
| | Fund Total: | 2,942.03 | 25,467.60 | 81,969.00 | 80,540.25 | 55,072.65 | 32 % |
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 64000 Sanitary | | | | | | | |
| | 64000 Sanitary | | | | | | |
| | 105 Salaries and Wages | 14,731.60 | 110,073.57 | 204,870.00 | 204,870.00 | 94,796.43 | 54 % |
| | 109 Stand-by Hours | 710.00 | 7,902.58 | 7,500.00 | 7,500.00 | -402.58 | 105 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 12,903.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 144.00 | 1,440.00 | 2,190.00 | 2,190.00 | 750.00 | 66 % |
| | 115 Payroll Expenses | 178.23 | 1,789.18 | 1,000.00 | 2,500.00 | 710.82 | 72 % |
| | 120 Workers' Compensation | 0.00 | 7,393.96 | 6,500.00 | 7,393.96 | 0.00 | 100 % |
| | 121 Physicals | 40.00 | 40.00 | 0.00 | 0.00 | -40.00 | *** % |
| | 135 Payroll Tax - FICA | 51.88 | 290.15 | 0.00 | 400.00 | 109.85 | 73 % |
| | 140 Payroll Tax - Medicare | 223.69 | 1,880.66 | 0.00 | 2,400.00 | 519.34 | 78 % |
| | 155 Payroll Tax - SUI | 117.70 | 1,392.66 | 0.00 | 0.00 | -1,392.66 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 400.00 | 400.00 | 0 % |
| | 205 Insurance - Health | 1,583.87 | 14,362.60 | 34,800.00 | 34,800.00 | 20,437.40 | 41 % |
| | 206 Insurance - CalPers Health Retiree | 114.90 | 870.65 | 600.00 | 1,050.00 | 179.35 | 83 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 8,489.17 | 19,000.00 | 17,500.00 | 9,010.83 | 49 % |
| | 305 Operations and maintenance | 1,991.57 | 5,489.03 | 6,000.00 | 6,000.00 | 510.97 | 91 % |
| | 310 Phone and fax expense | 115.37 | 906.22 | 1,800.00 | 1,800.00 | 893.78 | 50 % |
| | 315 Postage, shipping and freight | 155.73 | 1,230.90 | 4,000.00 | 4,000.00 | 2,769.10 | 31 % |
| | 320 Printing and reproduction | 0.00 | 587.96 | 750.00 | 750.00 | 162.04 | 78 % |
| | 325 Professional svcs - Accounting | 22.50 | 11,566.08 | 10,948.00 | 15,484.00 | 3,917.92 | 75 % |
| | 326 Professional svcs - Engineering | 0.00 | 7,670.00 | 12,000.00 | 12,000.00 | 4,330.00 | 64 % |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|--------------------------|---------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 327 | Professional svcs - Legal (General) | 7,540.54 | 31,476.40 | 23,720.00 | 26,240.00 | -5,236.40 | 120 % |
| 328 | Insurance - prop and liability | 0.00 | 10,029.17 | 8,500.00 | 10,029.17 | 0.00 | 100 % |
| 329 | New Hire Screening | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| 330 | Contract labor | 0.00 | 325.00 | 5,000.00 | 5,000.00 | 4,675.00 | 7 % |
| 331 | Professional Services - Legal | 1,256.00 | 3,640.00 | 20,250.00 | 10,500.00 | 6,860.00 | 35 % |
| 334 | Maintenance Agreements | 44.04 | 4,965.45 | 6,600.00 | 9,600.00 | 4,634.55 | 52 % |
| 335 | Meals - Reimbursement | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| 340 | Meetings and conferences | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0 % |
| 345 | Mileage expense reimbursement | 30.42 | 451.65 | 912.00 | 912.00 | 460.35 | 50 % |
| 350 | Repairs and maint - computers | 520.65 | 2,949.26 | 3,300.00 | 3,300.00 | 350.74 | 89 % |
| 351 | Repairs and maint - equip | 1,298.47 | 2,591.68 | 14,000.00 | 14,000.00 | 11,408.32 | 19 % |
| 352 | Repairs and maint - structures | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 | 0 % |
| 353 | Repairs & Maint- Infrastructure | 0.00 | 2,006.53 | 3,000.00 | 3,000.00 | 993.47 | 67 % |
| 354 | Repairs and maint - vehicles | 586.51 | 2,134.27 | 2,000.00 | 2,000.00 | -134.27 | 107 % |
| 355 | Testing & Supplies (WWTP) | 0.00 | 1,480.00 | 12,000.00 | 12,000.00 | 10,520.00 | 12 % |
| 375 | Internet expenses | 194.95 | 1,742.86 | 1,400.00 | 2,200.00 | 457.14 | 79 % |
| 376 | Webpage- Upgrade/Maint | 72.00 | 648.00 | 876.00 | 876.00 | 228.00 | 74 % |
| 380 | Utilities - alarm service | 53.80 | 474.10 | 700.00 | 700.00 | 225.90 | 68 % |
| 381 | Utilities - electric | 3,571.23 | 36,185.85 | 70,000.00 | 70,000.00 | 33,814.15 | 52 % |
| 382 | Utilities - propane | 130.58 | 441.21 | 1,000.00 | 1,000.00 | 558.79 | 44 % |
| 383 | Utilities - trash | 51.99 | 467.91 | 700.00 | 700.00 | 232.09 | 67 % |
| 385 | Dues and subscriptions | 144.00 | 2,846.67 | 3,000.00 | 3,000.00 | 153.33 | 95 % |
| 386 | Education and training | 1,120.00 | 1,580.53 | 4,000.00 | 4,000.00 | 2,419.47 | 40 % |
| 393 | Advertising and public notices | 0.00 | 813.22 | 1,000.00 | 1,000.00 | 186.78 | 81 % |
| 394 | LAFCO Allocations | 0.00 | 2,035.69 | 1,755.00 | 2,035.69 | 0.00 | 100 % |
| 395 | Community Outreach | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| 410 | Office Supplies | 41.91 | 377.95 | 1,000.00 | 1,000.00 | 622.05 | 38 % |
| 459 | Scada - Maintenance Fees | 0.00 | 810.81 | 1,000.00 | 1,000.00 | 189.19 | 81 % |
| 465 | Cell phones, radios and pagers | 89.35 | 895.02 | 1,735.00 | 1,735.00 | 839.98 | 52 % |
| 475 | Computer supplies and upgrades | 0.00 | 10,580.78 | 10,000.00 | 16,000.00 | 5,419.22 | 66 % |
| 485 | Fuel expense | 181.17 | 2,485.32 | 5,000.00 | 5,000.00 | 2,514.68 | 50 % |
| 490 | Small tools and equipment | 0.00 | 5,381.20 | 4,000.00 | 6,000.00 | 618.80 | 90 % |
| 495 | Uniform expense | 41.45 | 387.02 | 1,000.00 | 1,000.00 | 612.98 | 39 % |
| 560 | Sewer Line Repairs | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0 % |
| 570 | Repairs, Maint. and Video Sewer Lines | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| 581 | WWTP Expansion | 835.36 | 18,445.36 | 250,000.00 | 250,000.00 | 231,554.64 | 7 % |
| 582 | WWTP Plant Maintenance | 8,500.00 | 30,190.90 | 12,000.00 | 20,736.78 | -9,454.12 | 146 % |
| 585 | Sludge Removal Project | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0 % |
| 587 | WWTF Final Design/ Construction | 0.00 | 8,590.00 | 0.00 | 178,000.00 | 169,410.00 | 5 % |
| 705 | Waste Discharge Fees/Permits | 0.00 | 21,392.00 | 20,000.00 | 20,000.00 | -1,392.00 | 107 % |
| 715 | Licenses, permits and fees | 0.00 | 939.00 | 1,000.00 | 1,000.00 | 61.00 | 94 % |
| 805 | Refundable Water/Sewer/Hydrant | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| 940 | Bank service charges | 0.00 | 17.50 | 0.00 | 50.00 | 32.50 | 35 % |
| 960 | Property tax expense | 0.00 | 127.84 | 200.00 | 127.84 | 0.00 | 100 % |
| 970 | WWTF Long Term maintenance | 0.00 | 0.00 | 100,000.00 | 100,000.00 | 100,000.00 | 0 % |
| 990 | Retirement/Health Ins Liability | 0.00 | 0.00 | 7,707.00 | 7,707.00 | 7,707.00 | 0 % |
| | Account Total: | 46,485.46 | 393,281.52 | 953,716.00 | 1,142,987.44 | 749,705.92 | 34 % |
| | Account Group Total: | 46,485.46 | 393,281.52 | 953,716.00 | 1,142,987.44 | 749,705.92 | 34 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------|--|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| Fund Total: | | 46,485.46 | 393,281.52 | 953,716.00 | 1,142,987.44 | 749,705.92 | 34 % |
| 50 WATER DEPARTMENT | | | | | | | |
| 65000 Water | | | | | | | |
| 65000 Water | | | | | | | |
| | 105 Salaries and Wages | 13,117.04 | 122,663.59 | 213,252.00 | 213,252.00 | 90,588.41 | 58 % |
| | 109 Stand-by Hours | 710.00 | 7,902.57 | 7,500.00 | 7,500.00 | -402.57 | 105 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 12,903.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 152.00 | 1,520.00 | 2,279.00 | 2,279.00 | 759.00 | 67 % |
| | 115 Payroll Expenses | 188.09 | 1,884.28 | 1,000.00 | 2,500.00 | 615.72 | 75 % |
| | 120 Workers' Compensation | 0.00 | 5,762.13 | 6,100.00 | 5,762.00 | -0.13 | 100 % |
| | 121 Physicals | 40.00 | 40.00 | 0.00 | 0.00 | -40.00 | *** % |
| | 135 Payroll Tax - FICA | 46.48 | 315.12 | 0.00 | 420.00 | 104.88 | 75 % |
| | 140 Payroll Tax - Medicare | 201.62 | 2,068.06 | 0.00 | 2,400.00 | 331.94 | 86 % |
| | 155 Payroll Tax - SUI | 105.80 | 1,530.71 | 0.00 | 0.00 | -1,530.71 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 420.00 | 420.00 | 0 % |
| | 205 Insurance - Health | 1,714.64 | 16,174.45 | 36,168.00 | 36,168.00 | 19,993.55 | 45 % |
| | 206 Insurance - CalPers Health Retiree | 114.90 | 870.60 | 600.00 | 1,050.00 | 179.40 | 83 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 0 % |
| | 225 Retirement - PERS expense | 0.00 | 9,164.66 | 19,000.00 | 17,500.00 | 8,335.34 | 52 % |
| | 305 Operations and maintenance | 2,061.05 | 5,790.07 | 8,000.00 | 8,000.00 | 2,209.93 | 72 % |
| | 310 Phone and fax expense | 115.38 | 906.20 | 1,800.00 | 1,800.00 | 893.80 | 50 % |
| | 315 Postage, shipping and freight | 165.38 | 1,272.55 | 4,000.00 | 4,000.00 | 2,727.45 | 32 % |
| | 320 Printing and reproduction | 0.00 | 589.74 | 1,000.00 | 1,000.00 | 410.26 | 59 % |
| | 324 Professional Svcs- GSA-GSP | 618.17 | 15,927.74 | 20,000.00 | 20,000.00 | 4,072.26 | 80 % |
| | 325 Professional svcs - Accounting | 23.75 | 12,208.64 | 11,396.00 | 16,448.00 | 4,239.36 | 74 % |
| | 326 Professional svcs - Engineering | 0.00 | 15,540.00 | 20,000.00 | 20,000.00 | 4,460.00 | 78 % |
| | 327 Professional svcs - Legal (General) | 7,183.89 | 31,903.95 | 24,691.00 | 27,351.00 | -4,552.95 | 117 % |
| | 328 Insurance - prop and liability | 0.00 | 15,789.70 | 14,414.00 | 15,943.17 | 153.47 | 99 % |
| | 329 New Hire Screening | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 330 Contract labor | 0.00 | 325.00 | 5,000.00 | 5,000.00 | 4,675.00 | 7 % |
| | 331 Professional Services - Legal | 1,256.00 | 3,640.00 | 21,150.00 | 11,400.00 | 7,760.00 | 32 % |
| | 332 Professional Services - Legal | 13,826.93 | 29,425.76 | 100,000.00 | 100,000.00 | 70,574.24 | 29 % |
| | 334 Maintenance Agreements | 1,544.05 | 6,578.19 | 6,600.00 | 9,600.00 | 3,021.81 | 69 % |
| | 335 Meals - Reimbursement | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| | 340 Meetings and conferences | 0.00 | 0.00 | 950.00 | 950.00 | 950.00 | 0 % |
| | 345 Mileage expense reimbursement | 64.58 | 700.21 | 1,000.00 | 1,000.00 | 299.79 | 70 % |
| | 350 Repairs and maint - computers | 538.45 | 3,018.83 | 3,300.00 | 3,300.00 | 281.17 | 91 % |
| | 351 Repairs and maint - equip | 1,110.78 | 1,390.30 | 2,000.00 | 2,000.00 | 609.70 | 70 % |
| | 352 Repairs and maint - structures | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 353 Repairs & Maint- Infrastructure | 3,682.92 | 44,904.40 | 25,000.00 | 48,000.00 | 3,095.60 | 94 % |
| | 354 Repairs and maint - vehicles | 586.51 | 1,992.60 | 2,000.00 | 2,000.00 | 7.40 | 100 % |
| | 356 Testing & Supplies - Well #3 (Water) | 66.00 | 1,122.84 | 3,500.00 | 3,500.00 | 2,377.16 | 32 % |
| | 357 Testing & Supplies - Well #4 (Water) | 66.00 | 1,042.83 | 3,500.00 | 3,500.00 | 2,457.17 | 30 % |
| | 358 Testing & Supplies- SLT Well (Water) | 243.00 | 3,170.86 | 6,000.00 | 6,000.00 | 2,829.14 | 53 % |
| | 359 Testing & Supplies-Other | 416.00 | 2,543.00 | 6,000.00 | 6,000.00 | 3,457.00 | 42 % |
| | 362 Cross-Connection Control Svcs. | 0.00 | 324.20 | 1,000.00 | 1,000.00 | 675.80 | 32 % |
| | 375 Internet expenses | 104.98 | 933.20 | 1,400.00 | 1,400.00 | 466.80 | 67 % |
| | 376 Webpage- Upgrade/Maint | 76.00 | 684.00 | 912.00 | 912.00 | 228.00 | 75 % |
| | 380 Utilities - alarm service | 53.80 | 474.10 | 700.00 | 700.00 | 225.90 | 68 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------|-------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 50 WATER DEPARTMENT | | | | | | | |
| | 381 Utilities - electric | 2,741.71 | 27,122.46 | 55,000.00 | 75,000.00 | 47,877.54 | 36 % |
| | 382 Utilities - propane | 137.82 | 465.69 | 1,000.00 | 1,000.00 | 534.31 | 47 % |
| | 383 Utilities - trash | 51.99 | 467.91 | 700.00 | 700.00 | 232.09 | 67 % |
| | 385 Dues and subscriptions | 213.00 | 2,771.70 | 2,600.00 | 3,000.00 | 228.30 | 92 % |
| | 386 Education and training | 225.00 | 507.20 | 3,000.00 | 3,000.00 | 2,492.80 | 17 % |
| | 393 Advertising and public notices | 0.00 | 1,087.40 | 1,000.00 | 1,000.00 | -87.40 | 109 % |
| | 394 LAFCO Allocations | 0.00 | 2,035.69 | 1,755.00 | 2,035.69 | 0.00 | 100 % |
| | 395 Community Outreach | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 0 % |
| | 410 Office Supplies | 44.25 | 390.40 | 1,000.00 | 1,000.00 | 609.60 | 39 % |
| | 459 Scada - Maintenance Fees | 0.00 | 810.81 | 1,000.00 | 1,000.00 | 189.19 | 81 % |
| | 465 Cell phones, radios and pagers | 73.33 | 1,004.97 | 1,828.00 | 1,828.00 | 823.03 | 55 % |
| | 475 Computer supplies and upgrades | 0.00 | 10,439.63 | 10,000.00 | 16,000.00 | 5,560.37 | 65 % |
| | 481 Chemicals- Well #3 | 0.00 | 1,489.67 | 3,000.00 | 3,000.00 | 1,510.33 | 50 % |
| | 482 Chemicals-Well #4 | 0.00 | 2,318.87 | 3,500.00 | 3,500.00 | 1,181.13 | 66 % |
| | 483 Chemicals-SLT Well | 0.00 | 569.42 | 1,500.00 | 1,500.00 | 930.58 | 38 % |
| | 485 Fuel expense | 181.17 | 1,261.09 | 3,000.00 | 3,000.00 | 1,738.91 | 42 % |
| | 490 Small tools and equipment | 0.00 | 5,343.57 | 3,000.00 | 6,000.00 | 656.43 | 89 % |
| | 495 Uniform expense | 41.45 | 387.02 | 1,000.00 | 1,000.00 | 612.98 | 39 % |
| | 520 Water Main Valves Replacement | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0 % |
| | 525 Water meter replacement | 0.00 | 4,628.59 | 15,000.00 | 18,200.00 | 13,571.41 | 25 % |
| | 526 Development Meters | 3,413.38 | 13,248.16 | 0.00 | 10,000.00 | -3,248.16 | 132 % |
| | 535 Water Lines Repairs | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 | 0 % |
| | 605 USDA Loan Payment | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 | 0 % |
| | 715 Licenses, permits and fees | 125.00 | 3,093.80 | 6,500.00 | 6,500.00 | 3,406.20 | 48 % |
| | 805 Refundable Water/Sewer/Hydrant | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| | 930 Interest Fees | 0.00 | 25,762.98 | 50,000.00 | 50,000.00 | 24,237.02 | 52 % |
| | 940 Bank service charges | 0.00 | 72.17 | 0.00 | 0.00 | -72.17 | *** % |
| | 990 Retirement/Health Ins Liability | 0.00 | 0.00 | 8,050.00 | 8,050.00 | 8,050.00 | 0 % |
| | Account Total: | 57,442.29 | 477,374.28 | 822,148.00 | 880,968.86 | 403,594.58 | 54 % |
| | Account Group Total: | 57,442.29 | 477,374.28 | 822,148.00 | 880,968.86 | 403,594.58 | 54 % |
| | Fund Total: | 57,442.29 | 477,374.28 | 822,148.00 | 880,968.86 | 403,594.58 | 54 % |

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

| | | | | | | | |
|--|----------------------------|--------|----------|-----------|-----------|----------|-------|
| | 105 Salaries and Wages | 956.18 | 8,210.26 | 10,239.00 | 10,239.00 | 2,028.74 | 80 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 800.00 | 0.00 | 0.00 | 0 % |
| | 111 BOD Stipend | 8.00 | 80.00 | 109.00 | 109.00 | 29.00 | 73 % |
| | 115 Payroll Expenses | 9.91 | 96.25 | 100.00 | 1,600.00 | 1,503.75 | 6 % |
| | 120 Workers' Compensation | 0.00 | 1.39 | 100.00 | 1.39 | 0.00 | 100 % |
| | 135 Payroll Tax - FICA | 3.18 | 18.22 | 0.00 | 40.00 | 21.78 | 46 % |
| | 140 Payroll Tax - Medicare | 13.78 | 180.52 | 0.00 | 175.00 | -5.52 | 103 % |
| | 155 Payroll Tax - SUI | 7.21 | 27.85 | 0.00 | 0.00 | -27.85 | *** % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 0.00 | 15.00 | 15.00 | 0 % |
| | 205 Insurance - Health | 76.78 | 701.42 | 1,164.00 | 1,164.00 | 462.58 | 60 % |
| | 210 Insurance - Dental | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| | 215 Insurance - Vision | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------------|---|----------------------------|---------------------|---------------------------|--------------------------|----------------------------|----------------|
| 60 SOLID WASTE DEPARTMENT | | | | | | | |
| | 225 Retirement - PERS expense | 0.00 | 487.20 | 200.00 | 675.00 | 187.80 | 72 % |
| | 305 Operations and maintenance | 0.00 | 6.23 | 2,000.00 | 2,000.00 | 1,993.77 | 0 % |
| | 315 Postage, shipping and freight | 8.65 | 11.22 | 500.00 | 500.00 | 488.78 | 2 % |
| | 320 Printing and reproduction | 0.00 | 1.78 | 500.00 | 500.00 | 498.22 | 0 % |
| | 325 Professional svcs - Accounting | 1.25 | 642.56 | 547.00 | 800.00 | 157.44 | 80 % |
| | 327 Professional svcs - Legal (General) | 361.56 | 858.00 | 1,185.00 | 1,185.00 | 327.00 | 72 % |
| | 328 Insurance - prop and liability | 0.00 | 363.98 | 100.00 | 363.69 | -0.29 | 100 % |
| | 331 Professional Services - Legal | 0.00 | 0.00 | 900.00 | 900.00 | 900.00 | 0 % |
| | 334 Maintenance Agreements | 0.00 | 112.77 | 300.00 | 300.00 | 187.23 | 38 % |
| | 340 Meetings and conferences | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| | 345 Mileage expense reimbursement | 3.11 | 40.26 | 46.00 | 46.00 | 5.74 | 88 % |
| | 350 Repairs and maint - computers | 17.80 | 119.58 | 100.00 | 100.00 | -19.58 | 120 % |
| | 351 Repairs and maint - equip | 0.00 | 488.00 | 0.00 | 0.00 | -488.00 | *** % |
| | 376 Webpage- Upgrade/Maint | 4.00 | 36.00 | 44.00 | 44.00 | 8.00 | 82 % |
| | 382 Utilities - propane | 7.26 | 24.52 | 0.00 | 0.00 | -24.52 | *** % |
| | 384 Trash Recepticles | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0 % |
| | 385 Dues and subscriptions | 160.00 | 243.05 | 50.00 | 200.00 | -43.05 | 122 % |
| | 386 Education and training | 0.00 | 11.70 | 500.00 | 500.00 | 488.30 | 2 % |
| | 393 Advertising and public notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| | 394 LAFCO Allocations | 0.00 | 339.28 | 293.00 | 339.28 | 0.00 | 100 % |
| | 395 Community Outreach | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 410 Office Supplies | 2.33 | 12.46 | 25.00 | 25.00 | 12.54 | 50 % |
| | 465 Cell phones, radios and pagers | 6.00 | 49.72 | 77.00 | 77.00 | 27.28 | 65 % |
| | 475 Computer supplies and upgrades | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| | 990 Retirement/Health Ins Liability | 0.00 | 0.00 | 343.00 | 343.00 | 343.00 | 0 % |
| | Account Total: | 1,647.00 | 13,164.22 | 24,322.00 | 26,341.36 | 13,177.14 | 50 % |
| | Account Group Total: | 1,647.00 | 13,164.22 | 24,322.00 | 26,341.36 | 13,177.14 | 50 % |
| | Fund Total: | 1,647.00 | 13,164.22 | 24,322.00 | 26,341.36 | 13,177.14 | 50 % |
| | Grand Total: | 135,196.75 | 1,126,362.73 | 2,297,805.00 | 2,496,924.83 | 1,370,562.10 | 45 % |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 3/20

| Fund/Account | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|---------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 349,711.05 | 19,131.68 | 0.00 | 108.92 | 18,601.12 | 350,132.69 |
| 10250 Pac Premier - Payroll | 2,876.55 | 108.92 | 11,751.65 | 10,378.24 | 2,047.47 | 2,311.41 |
| 10340 Pac Premier Operational Reserve | 187,918.28 | 24.58 | 0.00 | 0.00 | 0.00 | 187,942.86 |
| 10350 Pac Premier- Capital Reserve | 253,773.60 | 32.22 | 0.00 | 0.00 | 0.00 | 253,805.82 |
| Total Fund | 794,279.48 | 19,297.40 | 11,751.65 | 10,487.16 | 20,648.59 | 794,192.78 |
| 30 STREET LIGHTING DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 276,153.02 | 3,814.86 | 0.00 | 9.89 | 1,738.47 | 278,219.52 |
| 10250 Pac Premier - Payroll | 67.27 | 9.89 | 1,176.90 | 901.69 | 321.96 | 30.41 |
| 10340 Pac Premier Operational Reserve | 41,004.85 | 5.36 | 0.00 | 0.00 | 0.00 | 41,010.21 |
| 10350 Pac Premier- Capital Reserve | 70,181.01 | 8.87 | 0.00 | 0.00 | 0.00 | 70,189.88 |
| 10460 Cantella & Co. Investment Acct. | 152,764.04 | 469.09 | 0.00 | 0.00 | 0.00 | 153,233.13 |
| Total Fund | 540,170.19 | 4,308.07 | 1,176.90 | 911.58 | 2,060.43 | 542,683.15 |
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 446,387.09 | 87,933.79 | 2,177.73 | 636.77 | 43,531.75 | 492,330.09 |
| 10250 Pac Premier - Payroll | 3,584.97 | 178.23 | 19,534.05 | 14,511.90 | 5,675.32 | 3,110.03 |
| 10260 Pac Western Bank --Long Term | 15,007.76 | 0.83 | 0.00 | 0.00 | 0.00 | 15,008.59 |
| 10350 Pac Premier- Capital Reserve | 328,975.86 | 41.73 | 0.00 | 0.00 | 0.00 | 329,017.59 |
| Total Fund | 793,955.68 | 88,154.58 | 21,711.78 | 15,148.67 | 49,207.07 | 839,466.30 |
| 50 WATER DEPARTMENT | | | | | | |
| 10150 Cash in SLO County | 75,215.66 | 0.00 | 0.00 | 0.00 | 0.00 | 75,215.66 |
| 10200 Operating Cash - Premier | 4,616.81 | 65,010.25 | 0.00 | 609.61 | 55,539.30 | 13,478.15 |
| 10250 Pac Premier - Payroll | 4,961.72 | 188.13 | 17,333.32 | 13,114.40 | 6,337.74 | 3,031.03 |
| 10340 Pac Premier Operational Reserve | 73.00 | 0.69 | 0.00 | 0.00 | 0.00 | 73.69 |
| 10350 Pac Premier- Capital Reserve | 4,148.29 | 0.66 | 0.00 | 0.00 | 0.00 | 4,148.95 |
| 10400 HOB - USDA Reserve | 66,948.47 | 2.84 | 0.00 | 0.00 | 0.00 | 66,951.31 |
| Total Fund | 155,963.95 | 65,202.57 | 17,333.32 | 13,724.01 | 61,877.04 | 162,898.79 |
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| 10200 Operating Cash - Premier | 106,530.38 | 3,094.39 | 0.00 | 9.89 | 1,739.17 | 107,875.71 |
| 10250 Pac Premier - Payroll | 380.95 | 9.89 | 1,177.57 | 906.17 | 329.38 | 332.86 |
| 10340 Pac Premier Operational Reserve | 12,167.05 | 0.01 | 0.00 | 0.00 | 0.00 | 12,167.06 |
| 10350 Pac Premier- Capital Reserve | 49.95 | 0.01 | 0.00 | 0.00 | 0.00 | 49.96 |
| Total Fund | 119,128.33 | 3,104.30 | 1,177.57 | 916.06 | 2,068.55 | 120,425.59 |
| 73 CLAIMS CLEARING FUND | | | | | | |
| 10200 Operating Cash - Premier | 43,894.36 | 0.00 | 67,998.59 | 109,811.71 | 0.00 | 2,081.24 |
| 10250 Pac Premier - Payroll | 0.00 | 0.00 | 14,711.87 | 14,711.87 | 0.00 | 0.00 |
| Total Fund | 43,894.36 | 0.00 | 82,710.46 | 124,523.58 | 0.00 | 2,081.24 |
| Totals | 2,447,391.99 | 180,066.92 | 135,861.68 | 165,711.06 | 135,861.68 | 2,461,747.85 |

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.



San Miguel Community Services District

Board of Directors Staff Report

April 23, 2020

AGENDA ITEM: XI - 3

SUBJECT: Review and discuss the DRAFT FY 2020-2021 Operation and Maintenance Budget

RECOMMENDATION:

Discuss the DRAFT FY 2020-2021 Operation and Maintenance Budget and provide comments to staff.

Annually the Board is tasked with reviewing and approving the Operation and Maintenance budget for the District. The draft revenue and expenditure budgets attached are based on the review of current costs as well as proposed costs for each individual fund and all the funds collectively.

After this review, comments and corrections will be addressed and the Operation and Maintenance Budget will be brought to the Board for approval at the May board meeting.

Once approved this budget will take effect July 1st, 2020.

It is important to note that all property tax revenues are estimates provided (annually) by the County of San Luis Obispo and Water and Wastewater Revenues are those identified in the 2017 Rate Study by Bartle Wells.

Annually; Excess revenues from each Department will be transferred to the Operational Reserves for that Department to meet their reserve requirements based on the District Reserve Policy.

Budget Overview

Fire Department (fund 20)

Budget performance thru April 16th, 2020

- Budgeted Revenue - \$422,611 Actual Revenue - \$368,613 Percentage 87%
- Budgeted Expense - \$366,088 Actual Expense - \$222,722 Percentage 61%

2020-2021 DRAFT Budget

- Budgeted Revenue - \$449,097 Budgeted Expense - \$447,791 Net - \$1,306

Lighting Department (fund 30)

2019-20 Budget performance thru April 16th, 2020

- Budgeted Revenue - \$113,842 Actual Revenue - \$97,621 Percentage 86%
- Budgeted Expense - \$80,540 Actual Expense - \$25,624 Percentage 32%

2020-2021 DRAFT Budget

- Budgeted Revenue - \$124,439 Budgeted Expense - \$67,402 Net - \$57,307

Wastewater Department (fund 40)

2019-20 Budget performance thru April 16th, 2020

- Budgeted Revenue - \$1,360,723 Actual Revenue - \$926,722 Percentage 68%
- Budgeted Expense - \$1,142,988 Actual Expense - \$406,356 Percentage 36%

Per the 2019-20 approved budget and 2017 Rate study;

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

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

2020-2021 DRAFT Budget

- Budgeted Revenue - \$1,266,633 Budgeted Expense - \$991,104 Net - \$275,529

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

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

Water Department (fund 50)

2019-20 Budget performance thru April 16th, 2020

- Budgeted Revenue - \$863,512 Actual Revenue - \$693,968 Percentage 80%
- Budgeted Expense - \$880,969 Actual Expense - \$489,346 Percentage 56%

2020-2021 DRAFT Budget

- Budgeted Revenue - \$895,101 Budgeted Expense - \$894,677 Net - \$424

Solid Waste Department (fund 60)

2019-20 Budget performance thru April 16th, 2020

- Budgeted Revenue - \$32,327 Actual Revenue - \$27,828 Percentage 86%
- Budgeted Expense - \$26,341 Actual Expense - \$13,236 Percentage 50%

2020-2021 DRAFT Budget

- Budgeted Revenue - \$32,323 Budgeted Expense - \$28,602 Net - \$3,721

District totals

2020-2021 DRAFT Budget

- Budgeted Revenue - \$2,767,593 Budgeted Expense - \$2,429,576 Net - \$336,017

Fiscal Impact:

There is no impact associated with the review of this report.

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

APPROVED BY:

Rob Roberson

Rob Roberson, Interim General Manager/Fire Chief

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

20 FIRE PROTECTION DEPARTMENT

| Account | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|--|---------|---------|---------|---------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|
| | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Rec. 19-20 | Budget 20-21 | Change 20-21 | Budget 20-21 | Budget 20-21 |
| 40000 | | | | | | | | | | |
| 40220 Weed Abatement Fees | 1,097 | 3,891 | 8,996 | 6,748 | 1,128 | 598% | 2,000 | | 2,000 | 177% |
| 40300 Fireworks Permit Fees | 1,800 | 2,200 | 2,500 | 2,700 | 2,500 | 108% | | | 0 | 0% |
| 40310 Fireworks Refundable C/Up | | | 1,500 | 296 | 0 | ***% | 2,700 | | 2,700 | *****% |
| 40320 Fire Impact Fees | 72,090 | 25,467 | 51,264 | 18,521 | 0 | ***% | | | 0 | 0% |
| 40410 Mutual Aid Fires | | 149,087 | 6,653 | 12,962 | 0 | ***% | | | 0 | 0% |
| 40420 Ambulance Reimbursement | 4,486 | 4,584 | 4,747 | 3,673 | 4,400 | 83% | 4,400 | | 4,400 | 100% |
| 40440 CDBG Grant | 105,000 | | | | 0 | 0% | | | 0 | 0% |
| 40500 VFA Assistance Grant | 8,424 | | 16,436 | 19,619 | 19,619 | 100% | 20,000 | | 20,000 | 102% |
| 40510 Sponsored Training Fees | | | | 400 | 400 | 100% | | | 0 | 0% |
| Group: | 192,897 | 185,229 | 92,096 | 64,919 | 28,047 | 231% | 29,100 | 0 | 29,100 | 103% |
| 43000 Property Taxes Collected | | | | | | | | | | |
| 43000 Property Taxes Collected | 327,678 | 341,497 | 375,222 | 295,126 | 389,155 | 76% | 417,997 | | 417,997 | 107% |
| Group: | 327,678 | 341,497 | 375,222 | 295,126 | 389,155 | 76% | 417,997 | 0 | 417,997 | 107% |
| 44000 Forestry & Fire Protection Reimbursement | | | | | | | | | | |
| 44000 Forestry & Fire | 9,983 | 4,397 | | | 0 | 0% | | | 0 | 0% |
| Group: | 9,983 | 4,397 | | | 0 | 0% | 0 | 0 | 0 | 0% |
| 46000 Revenues & Interest | | | | | | | | | | |
| 46000 Revenues & Interest | 304 | 249 | 681 | 378 | 168 | 225% | | | 0 | 0% |
| 46001 Change in Value | | -214 | | | 0 | 0% | | | 0 | 0% |
| 46010 Transfer In | 30,000 | | | | 0 | 0% | | | 0 | 0% |
| 46020 Transfer In -Fire (16.5%) | 16,775 | | | | 0 | 0% | | | 0 | 0% |
| 46100 Realized Earnings | 208 | | 343 | | 0 | 0% | | | 0 | 0% |
| 46150 Miscellaneous Income | 90 | 730 | 1,000 | | 0 | 0% | | | 0 | 0% |
| 46151 Refund/Adjustments | 1,290 | 1,027 | 3,598 | 165 | 66 | 250% | | | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

20 FIRE PROTECTION DEPARTMENT

| Account | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|--------------------------------|---------|---------|---------|---------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|
| | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Rec. 19-20 | Budget 20-21 | Change 20-21 | Budget 20-21 | Budget 20-21 |
| 46153 Plan Check Fees and | | | 900 | 3,700 | 850 | 435% | 2,000 | | 2,000 | 235% |
| 46155 Will Serve Processing | 150 | 150 | 150 | | 0 | 0% | | | 0 | 0% |
| 46157 Donation | | | | 4,325 | 4,325 | 100% | | | 0 | 0% |
| 46175 Sale of Surplus Property | 4,000 | 229 | | | 0 | 0% | | | 0 | 0% |
| 46185 Boardroom Rental Fees | 17 | | | | 0 | 0% | | | 0 | 0% |
| Group: | 52,834 | 2,171 | 6,672 | 8,568 | 5,409 | 158% | 2,000 | 0 | 2,000 | 36% |
| Fund: | 583,392 | 533,294 | 473,990 | 368,613 | 422,611 | 87% | 449,097 | 0 | 449,097 | 106% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

30 STREET LIGHTING DEPARTMENT

| Account | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|--------------------------------|---------|--------|---------|--------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|
| | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Rec. 19-20 | Budget 20-21 | Change 20-21 | Budget 20-21 | Budget 20-21 |
| 43000 Property Taxes Collected | | | | | | | | | | |
| 43000 Property Taxes Collected | 93,954 | 97,248 | 108,158 | 87,835 | 113,842 | 77% | 124,439 | | 124,439 | 109% |
| Group: | 93,954 | 97,248 | 108,158 | 87,835 | 113,842 | 77% | 124,439 | 0 | 124,439 | 109% |
| 46000 Revenues & Interest | | | | | | | | | | |
| 46000 Revenues & Interest | 64 | 52 | 79 | 3,592 | 0 | ***% | | | 0 | 0% |
| 46001 Change in Value | | -730 | | | 0 | 0% | | | 0 | 0% |
| 46010 Transfer In | 10,000 | | | | 0 | 0% | | | 0 | 0% |
| 46030 Transfer In -Lighting | 3,050 | | | | 0 | 0% | | | 0 | 0% |
| 46100 Realized Earnings | 44 | | 62 | 5,984 | 0 | ***% | | | 0 | 0% |
| 46150 Miscellaneous Income | 400 | 400 | 200 | 200 | 0 | ***% | | | 0 | 0% |
| 46151 Refund/Adjustments | 285 | 1,096 | 640 | 10 | 0 | ***% | | | 0 | 0% |
| 46185 Boardroom Rental Fees | 4 | | | | 0 | 0% | | | 0 | 0% |
| Group: | 13,847 | 818 | 981 | 9,786 | 0 | ***% | 0 | 0 | 0 | 0% |
| Fund: | 107,801 | 98,066 | 109,139 | 97,621 | 113,842 | 86% | 124,439 | 0 | 124,439 | 109% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

40 WASTEWATER DEPARTMENT

| Account | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|--------------------------------|---------|---------|---------|---------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|
| | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Rec. 19-20 | Budget 20-21 | Change 20-21 | Budget 20-21 | Budget 20-21 |
| 40000 | | | | | | | | | | |
| 40850 Wastewater Hook-up Fees | 124,980 | 191,636 | 36,990 | 12,515 | 0 | ***% | | | 0 | 0% |
| 40900 Wastewater Sales | 332,582 | 330,759 | 681,704 | 703,893 | 867,202 | 81% | 954,125 | | 954,125 | 110% |
| 40910 Wastewater Late Charges | 6,582 | 6,243 | 11,645 | 10,796 | 5,670 | 190% | | | 0 | 0% |
| Group: | 464,144 | 528,638 | 730,339 | 727,204 | 872,872 | 83% | 954,125 | 0 | 954,125 | 109% |
| 41000 Water Sales | | | | | | | | | | |
| 41000 Water Sales | | 1,257 | | | 0 | 0% | | | 0 | 0% |
| Group: | | 1,257 | | | 0 | 0% | 0 | 0 | 0 | 0% |
| 43000 Property Taxes Collected | | | | | | | | | | |
| 43000 Property Taxes Collected | 50,191 | 52,615 | 59,068 | 44,847 | 58,942 | 76% | 62,508 | | 62,508 | 106% |
| Group: | 50,191 | 52,615 | 59,068 | 44,847 | 58,942 | 76% | 62,508 | 0 | 62,508 | 106% |
| 46000 Revenues & Interest | | | | | | | | | | |
| 46000 Revenues & Interest | 736 | 594 | 1,647 | 382 | 127 | 301% | | | 0 | 0% |
| 46001 Change in Value | | -519 | | | 0 | 0% | | | 0 | 0% |
| 46006 IRWM Grants | | | | 147,053 | 177,750 | 83% | | | 0 | 0% |
| 46008 DWR Grants | | | | | 250,000 | 0% | 250,000 | | 250,000 | 100% |
| 46010 Transfer In | 3,000 | | -6,277 | | 0 | 0% | | | 0 | 0% |
| 46040 Transfer In -Sewer (40%) | 40,666 | | | | 0 | 0% | | | 0 | 0% |
| 46100 Realized Earnings | -388 | 815 | 831 | | 0 | 0% | | | 0 | 0% |
| 46150 Miscellaneous Income | 62 | 6 | 43 | 5,833 | 864 | 675% | | | 0 | 0% |
| 46151 Refund/Adjustments | 3,144 | 2,608 | 8,334 | 303 | 168 | 180% | | | 0 | 0% |
| 46155 Will Serve Processing | | 500 | 525 | 1,100 | 0 | ***% | | | 0 | 0% |
| 46185 Boardroom Rental Fees | 40 | | | | 0 | 0% | | | 0 | 0% |
| Group: | 47,260 | 4,004 | 5,103 | 154,671 | 428,909 | 36% | 250,000 | 0 | 250,000 | 58% |
| Fund: | 561,595 | 586,514 | 794,510 | 926,722 | 1,360,723 | 68% | 1,266,633 | 0 | 1,266,633 | 93% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

50 WATER DEPARTMENT

| Account | Actuals | | | | Current Budget 19-20 | % Rec. 19-20 | Prelim. Budget 20-21 | Budget Change 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|--------------------------------|---------|---------|---------|---------|----------------------------|--------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 40000 | | | | | | | | | | |
| 40440 CDBG Grant | | 135,679 | 14,321 | | 0 | 0% | | | 0 | 0% |
| 40900 Wastewater Sales | | -137 | 737 | | 0 | 0% | | | 0 | 0% |
| Group: | | 135,542 | 15,058 | | 0 | 0% | 0 | 0 | 0 | 0% |
| 41000 Water Sales | | | | | | | | | | |
| 41000 Water Sales | 328,968 | 365,858 | 708,055 | 639,198 | 859,010 | 74% | 895,101 | | 895,101 | 104% |
| 41001 Water Connection Fees | 307,675 | 185,260 | 37,620 | 12,728 | 0 | ***% | | | 0 | 0% |
| 41005 Water Late Charges | 28,032 | 66,464 | 14,141 | 14,119 | 8,768 | 161% | | | 0 | 0% |
| 41010 Water Meter Fees | 15,832 | 2,199 | -15,072 | -4,551 | -5,001 | 91% | | | 0 | 0% |
| Group: | 680,507 | 619,781 | 744,744 | 661,494 | 862,777 | 77% | 895,101 | 0 | 895,101 | 103% |
| 43000 Property Taxes Collected | | | | | | | | | | |
| 43000 Property Taxes Collected | 46,537 | 48,987 | 48,983 | | 0 | 0% | | | 0 | 0% |
| Group: | 46,537 | 48,987 | 48,983 | | 0 | 0% | 0 | 0 | 0 | 0% |
| 46000 Revenues & Interest | | | | | | | | | | |
| 46000 Revenues & Interest | 748 | 630 | 3,376 | 289 | 300 | 96% | | | 0 | 0% |
| 46001 Change in Value | | -519 | | | 0 | 0% | | | 0 | 0% |
| 46007 State/Federal Grants | | | | 29,905 | 0 | ***% | | | 0 | 0% |
| 46010 Transfer In | 3,000 | | 6,277 | | 0 | 0% | | | 0 | 0% |
| 46050 Transfer In -Water (40%) | 40,666 | | | | 0 | 0% | | | 0 | 0% |
| 46100 Realized Earnings | 504 | | 831 | | 0 | 0% | | | 0 | 0% |
| 46150 Miscellaneous Income | 40,748 | 102 | 43 | 904 | 0 | ***% | | | 0 | 0% |
| 46151 Refund/Adjustments | 3,144 | 3,608 | 8,339 | 276 | 435 | 63% | | | 0 | 0% |
| 46152 Recycling | 125 | | 1,559 | | 0 | 0% | | | 0 | 0% |
| 46155 Will Serve Processing | 250 | 500 | 525 | 1,100 | 0 | ***% | | | 0 | 0% |
| 46185 Boardroom Rental Fees | 40 | | | | 0 | 0% | | | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

50 WATER DEPARTMENT

| Account | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------|---------|---------|---------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|
| | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Rec. 19-20 | Budget 20-21 | Change 20-21 | Budget 20-21 | Budget 20-21 |
| Group: | 89,225 | 4,321 | 20,950 | 32,474 | 735 | ***% | 0 | 0 | 0 | 0% |
| Fund: | 816,269 | 808,631 | 829,735 | 693,968 | 863,512 | 80% | 895,101 | 0 | 895,101 | 103% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

60 SOLID WASTE DEPARTMENT

| Account | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|--------------------------------|-----------|-----------|-----------|-----------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|
| | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Rec. 19-20 | Budget 20-21 | Change 20-21 | Budget 20-21 | Budget 20-21 |
| 46000 Revenues & Interest | | | | | | | | | | |
| 46000 Revenues & Interest | | 11 | 63 | 6 | 4 | 150% | | | 0 | 0% |
| 46001 Change in Value | | 685 | | | 0 | 0% | | | 0 | 0% |
| 46005 Franchise Fees | 34,128 | 34,736 | 39,808 | 27,821 | 32,323 | 86% | 32,323 | | 32,323 | 100% |
| 46060 Transfer In- Solid Waste | 508 | | | | 0 | 0% | | | 0 | 0% |
| 46100 Realized Earnings | | | 10 | | 0 | 0% | | | 0 | 0% |
| 46151 Refund/Adjustments | | | | 1 | 0 | ***% | | | 0 | 0% |
| Group: | 34,636 | 35,432 | 39,881 | 27,828 | 32,327 | 86% | 32,323 | 0 | 32,323 | 99% |
| Fund: | 34,636 | 35,432 | 39,881 | 27,828 | 32,327 | 86% | 32,323 | 0 | 32,323 | 99% |
| Grand Total: | 2,103,693 | 2,061,937 | 2,247,255 | 2,114,752 | 2,793,015 | | 2,767,593 | 0 | 2,767,593 | |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

20 FIRE PROTECTION DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------------------------|---------|--------|--------|--------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| 62000 | Fire | | | | | | | | | | |
| 105 | Salaries and Wages | 61,161 | 65,192 | 58,282 | 74,214 | 123,337 | 60% | 150,000 | | 150,000 | 122% |
| 110 | Payroll tax expense | 2,111 | 1,690 | | | 0 | 0% | | | 0 | 0% |
| 111 | BOD Stipend | 990 | 891 | 836 | 880 | 1,313 | 67% | 1,380 | | 1,380 | 105% |
| 115 | Payroll Expenses | | | 923 | 1,702 | 2,742 | 62% | 1,800 | | 1,800 | 66% |
| 120 | Workers' Compensation | 4,985 | 5,958 | 6,917 | 6,911 | 6,912 | 100% | 7,260 | | 7,260 | 105% |
| 121 | Physicals | 890 | | | 150 | 2,500 | 6% | 2,000 | | 2,000 | 80% |
| 125 | Volunteer firefighter sti | 30,267 | 32,316 | 50,806 | 21,213 | 38,000 | 56% | 45,000 | | 45,000 | 118% |
| 126 | Strike Team Pay - VFF | 25,573 | 99,034 | 3,539 | | 0 | 0% | | | 0 | 0% |
| 130 | Payroll Tax - Fed W/H | 4,221 | 3,177 | | | 0 | 0% | | | 0 | 0% |
| 135 | Payroll Tax - FICA | 3,967 | 8,144 | 3,383 | 1,069 | 2,000 | 53% | 2,800 | | 2,800 | 140% |
| 140 | Payroll Tax - Medicare | 1,701 | 2,868 | 2,862 | 1,307 | 1,700 | 77% | 2,800 | | 2,800 | 165% |
| 155 | Payroll Tax - SUI | 3,370 | 3,918 | 2,124 | 1,064 | 400 | 266% | 3,918 | | 3,918 | 980% |
| 160 | Payroll Tax - ETT | 117 | 176 | 23 | | 0 | 0% | | | 0 | 0% |
| 165 | Payroll Tax - FUTA | 4,164 | 6,021 | 284 | | 0 | 0% | | | 0 | 0% |
| 205 | Insurance - Health | 264 | 759 | 1,033 | 3,602 | 4,944 | 73% | 13,884 | | 13,884 | 281% |
| 210 | Insurance - Dental | 89 | 369 | 432 | | 400 | 0% | 686 | | 686 | 172% |
| 215 | Insurance - Vision | 14 | 58 | 65 | | 100 | 0% | 250 | | 250 | 250% |
| 225 | Retirement - PERS expense | 958 | 1,383 | 3,785 | 4,162 | 6,836 | 61% | 6,940 | | 6,940 | 102% |
| 305 | Operations and maintenanc | 2,600 | 5,094 | 4,143 | 1,598 | 6,000 | 27% | 6,000 | | 6,000 | 100% |
| 310 | Phone and fax expense | 275 | 4 | 225 | 270 | 900 | 30% | 475 | | 475 | 53% |
| 315 | Postage, shipping and fre | 414 | 48 | 163 | 238 | 200 | 119% | 300 | | 300 | 150% |
| 320 | Printing and reproduction | 350 | 29 | 114 | 96 | 300 | 32% | 600 | | 600 | 200% |
| 325 | Professional svcs - Accou | 2,855 | 6,693 | 9,863 | 7,068 | 9,337 | 76% | 5,800 | | 5,800 | 62% |
| 326 | Professional svcs - Engin | 32 | | | | 0 | 0% | 4,000 | | 4,000 | ***** |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

20 FIRE PROTECTION DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|--------|--------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 327 | Professional svcs - Legal | 38,988 | 12,402 | 19,584 | 8,362 | 14,225 | 59% | 8,000 | 8,000 | 56% | |
| 328 | Insurance - prop and liab | 10,476 | 5,939 | 11,734 | 12,751 | 12,963 | 98% | 13,000 | 13,000 | 100% | |
| 331 | Professional Services - L | | 527 | | | 1,800 | 0% | | 0 | 0% | |
| 334 | Maintenance Agreements | | | 2,145 | 2,014 | 4,320 | 47% | 4,979 | 4,979 | 115% | |
| 335 | Meals - Reimbursement | 125 | 119 | 207 | | 600 | 0% | 600 | 600 | 100% | |
| 340 | Meetings and conferences | 66 | | | 1 | 500 | 0% | 1,000 | 1,000 | 200% | |
| 345 | Mileage expense reimburse | 74 | 52 | 240 | 28 | 500 | 6% | 500 | 500 | 100% | |
| 350 | Repairs and maint - compu | | 1,994 | 1,757 | 1,551 | 3,860 | 40% | 4,500 | 4,500 | 117% | |
| 351 | Repairs and maint - equip | 5,778 | 3,107 | 3,157 | 8,931 | 8,000 | 112% | 10,000 | 10,000 | 125% | |
| 352 | Repairs and maint - struc | 5,933 | 1,344 | 171 | 90 | 1,000 | 9% | 5,000 | 5,000 | 500% | |
| 354 | Repairs and maint - vehic | 9,073 | 13,554 | 11,916 | 9,542 | 15,000 | 64% | 10,000 | 10,000 | 67% | |
| 370 | Dispatch services (Fire) | 8,082 | 7,544 | | 8,963 | 8,963 | 100% | 10,000 | 10,000 | 112% | |
| 375 | Internet expenses | 21 | 713 | 1,240 | 933 | 1,400 | 67% | 1,134 | 1,134 | 81% | |
| 376 | Webpage- Upgrade/Maint | 627 | 231 | 396 | 440 | 525 | 84% | 552 | 552 | 105% | |
| 380 | Utilities - alarm service | 6 | | | 10 | 165 | 6% | 120 | 120 | 73% | |
| 381 | Utilities - electric | 404 | 3,525 | 2,082 | 1,620 | 2,500 | 65% | 1,600 | 1,600 | 64% | |
| 382 | Utilities - propane | 255 | 532 | 220 | 270 | 500 | 54% | 500 | 500 | 100% | |
| 385 | Dues and subscriptions | 2,901 | 4,224 | 3,966 | 3,510 | 4,000 | 88% | 6,272 | 6,272 | 157% | |
| 386 | Education and training | 4,075 | 1,380 | 6,885 | 1,887 | 6,000 | 31% | 4,000 | 4,000 | 67% | |
| 387 | Education and training: T | | | 211 | | 0 | 0% | | 0 | 0% | |
| 393 | Advertising and public no | 14 | 177 | 440 | | 500 | 0% | 500 | 500 | 100% | |
| 394 | LAFCO Allocations | 1,921 | | 965 | 2,036 | 2,036 | 100% | 2,250 | 2,250 | 111% | |
| 395 | Community Outreach | 628 | 836 | 1,462 | | 2,000 | 0% | 1,500 | 1,500 | 75% | |
| 400 | Supplies | 502 | | | | 0 | 0% | | 0 | 0% | |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

20 FIRE PROTECTION DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|---------|--------|--------|-------------------------|-----------------|-------------------------|-------------------------|-----------------------|-----------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 405 | Software | 882 | 1,445 | 1,500 | | 2,000 | 0% | 3,000 | | 3,000 | 150% |
| 410 | Office Supplies | 682 | 183 | 425 | 1,123 | 1,200 | 94% | 2,000 | | 2,000 | 167% |
| 415 | Office Equipment | 843 | 24 | | | 0 | 0% | | | 0 | 0% |
| 420 | Equipt. & Supplies | 1,157 | 1,465 | | | 0 | 0% | | | 0 | 0% |
| 431 | SLT Blending Line - CDBG | | 834 | | | 0 | 0% | | | 0 | 0% |
| 450 | EMS supplies | 829 | 3,616 | 2,160 | 10,097 | 11,809 | 86% | 10,000 | | 10,000 | 85% |
| 455 | Fire Safety Gear & Equipm | 21,918 | 18,533 | 4,926 | 1,607 | 3,000 | 54% | 3,500 | | 3,500 | 117% |
| 456 | VFF Assistance Grant | | 32,049 | 38,988 | | 0 | 0% | 40,000 | | 40,000 | ***** |
| 465 | Cell phones, radios and p | 219 | 17 | 395 | 447 | 605 | 74% | 1,171 | | 1,171 | 194% |
| 470 | Communication equipment | 1,418 | 5,651 | 2,431 | 492 | 5,000 | 10% | 5,000 | | 5,000 | 100% |
| 475 | Computer supplies and upg | 6,870 | 2,715 | 3,129 | 13,261 | 12,000 | 111% | 8,000 | | 8,000 | 67% |
| 485 | Fuel expense | 3,203 | 7,745 | 6,927 | 2,910 | 6,500 | 45% | 6,000 | | 6,000 | 92% |
| 490 | Small tools and equipment | 710 | 1,663 | 2,852 | 467 | 2,000 | 23% | 2,500 | | 2,500 | 125% |
| 495 | Uniform expense | 2,363 | 1,700 | 2,540 | 1,624 | 3,000 | 54% | 3,000 | | 3,000 | 100% |
| 500 | Capital Outlay | | 211,904 | | | 0 | 0% | | | 0 | 0% |
| 503 | Weed Abatement Costs | 4,935 | 8,748 | 9,009 | | 9,000 | 0% | 9,000 | | 9,000 | 100% |
| 505 | Fire Training Grounds | 1,055 | | | | 1,000 | 0% | 2,500 | | 2,500 | 250% |
| 510 | Fire station addition | 29,234 | 15,361 | 6,560 | | 6,000 | 0% | 5,000 | | 5,000 | 83% |
| 710 | County hazmat dues | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 100% | 4,000 | | 4,000 | 200% |
| 715 | Licenses, permits and fee | 128 | 320 | 273 | | 800 | 0% | 1,000 | | 1,000 | 125% |
| 905 | Admin Allocation Transfer | -455 | | -150 | | 0 | 0% | | | 0 | 0% |
| 910 | Tax Penalties & Late Fees | 231 | | | | 0 | 0% | | | 0 | 0% |
| 911 | Finance Charges/Late Fees | 7 | | | | 0 | 0% | | | 0 | 0% |
| 920 | Credit Card Service Fees | 10 | | | | 0 | 0% | | | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

20 FIRE PROTECTION DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------------------------|---------|---------|---------|---------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| 925 | Bank service charges | 12 | | | | 0 | 0% | | | 0 | 0% |
| 930 | Interest Fees | 23 | | | | 0 | 0% | | | 0 | 0% |
| 940 | Bank service charges | 1 | 4 | 4 | | 0 | 0% | | | 0 | 0% |
| 960 | Property tax expense | 268 | 400 | 211 | 211 | 211 | 100% | 220 | | 220 | 104% |
| | Account: | 319,860 | 618,399 | 302,760 | 222,722 | 365,403 | 61% | 447,791 | 0 | 447,791 | 123% |
| 70000 | Transfer Out | | | | | | | | | | |
| 327 | Professional svcs - Legal | 58,150 | | | | 0 | 0% | | | 0 | 0% |
| 440 | Vehicle Replacement Fund | 30,000 | | | | 0 | 0% | | | 0 | 0% |
| 990 | Retirement/Health Ins Lia | | | | | 685 | 0% | | | 0 | 0% |
| | Account: | 88,150 | | | | 685 | 0% | 0 | 0 | 0 | 0% |
| | Fund: | 408,010 | 618,399 | 302,760 | 222,722 | 366,088 | 61% | 447,791 | 0 | 447,791 | 122% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

30 STREET LIGHTING DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------------------------|---------|-------|--------|-------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| 62000 | Fire | | | | | | | | | | |
| 327 | Professional svcs - Legal | | | 1 | | 0 | 0% | | | 0 | 0% |
| | Account: | | | 1 | | 0 | ***% | 0 | 0 | 0 | 0% |
| 63000 | Lighting | | | | | | | | | | |
| 105 | Salaries and Wages | 5,011 | 7,231 | 12,538 | 8,313 | 11,000 | 76% | 12,849 | | 12,849 | 117% |
| 110 | Payroll tax expense | 448 | 376 | 375 | | 0 | 0% | | | 0 | 0% |
| 111 | BOD Stipend | 208 | 189 | 148 | 80 | 109 | 73% | 120 | | 120 | 110% |
| 115 | Payroll Expenses | | | 89 | 87 | 150 | 58% | 180 | | 180 | 120% |
| 120 | Workers' Compensation | 1,057 | 7 | 36 | 1 | 200 | 1% | 100 | | 100 | 50% |
| 130 | Payroll Tax - Fed W/H | 895 | 674 | | | 0 | 0% | | | 0 | 0% |
| 135 | Payroll Tax - FICA | 281 | | 34 | 18 | 30 | 60% | 163 | | 163 | 543% |
| 140 | Payroll Tax - Medicare | 83 | 106 | 310 | 119 | 150 | 79% | 163 | | 163 | 109% |
| 155 | Payroll Tax - SUI | 54 | 68 | 125 | 91 | 0 | ***% | 91 | | 91 | *****% |
| 160 | Payroll Tax - ETT | 6 | 4 | | | 0 | 0% | | | 0 | 0% |
| 165 | Payroll Tax - FUTA | 111 | 46 | | | 30 | 0% | | | 0 | 0% |
| 205 | Insurance - Health | | 370 | 909 | 742 | 1,212 | 61% | 1,638 | | 1,638 | 135% |
| 206 | Insurance - CalPers Healt | | | | 7 | 0 | ***% | | | 0 | 0% |
| 210 | Insurance - Dental | 16 | 55 | 114 | | 150 | 0% | 65 | | 65 | 43% |
| 215 | Insurance - Vision | 3 | 9 | 17 | | 100 | 0% | 24 | | 24 | 24% |
| 225 | Retirement - PERS expense | 384 | 442 | 1,621 | 485 | 650 | 75% | 1,108 | | 1,108 | 170% |
| 305 | Operations and maintenanc | 3,224 | 85 | 139 | 9 | 2,000 | 0% | 2,000 | | 2,000 | 100% |
| 310 | Phone and fax expense | 58 | 1 | 8 | | 0 | 0% | | | 0 | 0% |
| 315 | Postage, shipping and fre | 1 | | | 13 | 15 | 87% | | | 0 | 0% |
| 320 | Printing and reproduction | 13 | 16 | 15 | 2 | 100 | 2% | 100 | | 100 | 100% |
| 325 | Professional svcs - Accou | 558 | 1,254 | 1,707 | 643 | 800 | 80% | 508 | | 508 | 64% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

30 STREET LIGHTING DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|--------|--------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 326 | Professional svcs - Engin | 7 | | | 585 | 5,000 | 12% | 5,000 | | 5,000 | 100% |
| 327 | Professional svcs - Legal | 7,816 | 1,457 | 1,025 | 759 | 1,179 | 64% | 1,700 | | 1,700 | 144% |
| 328 | Insurance - prop and liab | 2,766 | 93 | 413 | 449 | 364 | 123% | 500 | | 500 | 137% |
| 330 | Contract labor | | | | | 0 | 0% | 23,000 | | 23,000 | *****% |
| 331 | Professional Services - L | | 109 | | | 900 | 0% | 200 | | 200 | 22% |
| 334 | Maintenance Agreements | | | 186 | 113 | 300 | 38% | 320 | | 320 | 107% |
| 335 | Meals - Reimbursement | 4 | 1 | | | 0 | 0% | | | 0 | 0% |
| 340 | Meetings and conferences | 14 | | | | 350 | 0% | 350 | | 350 | 100% |
| 345 | Mileage expense reimburse | 16 | 9 | 52 | 36 | 45 | 80% | 150 | | 150 | 333% |
| 348 | Safety Equipment and Supp | | | | | 0 | 0% | 500 | | 500 | *****% |
| 350 | Repairs and maint - compu | | 154 | 178 | 120 | 200 | 60% | 250 | | 250 | 125% |
| 351 | Repairs and maint - equip | 20 | | | 766 | 1,000 | 77% | 2,000 | | 2,000 | 200% |
| 352 | Repairs and maint - struc | 67 | 96 | | | 0 | 0% | | | 0 | 0% |
| 353 | Repairs & Maint- Infrastr | | | | 894 | 24,000 | 4% | 10,000 | | 10,000 | 42% |
| 354 | Repairs and maint - vehic | 368 | | | | 0 | 0% | | | 0 | 0% |
| 375 | Internet expenses | 4 | 59 | | | 0 | 0% | | | 0 | 0% |
| 376 | Webpage- Upgrade/Maint | 133 | 42 | 72 | 40 | 54 | 74% | 48 | | 48 | 89% |
| 381 | Utilities - electric | 18,244 | 16,898 | 18,468 | 10,570 | 26,000 | 41% | | | 0 | 0% |
| 382 | Utilities - propane | | 71 | 44 | 25 | 20 | 125% | 100 | | 100 | 500% |
| 385 | Dues and subscriptions | 159 | 298 | 111 | 243 | 300 | 81% | 132 | | 132 | 44% |
| 386 | Education and training | | 31 | 48 | 12 | 1,500 | 1% | 1,000 | | 1,000 | 67% |
| 393 | Advertising and public no | 3 | 11 | 2 | | 500 | 0% | 1,000 | | 1,000 | 200% |
| 394 | LAFCO Allocations | 377 | 31 | 176 | 339 | 339 | 100% | 375 | | 375 | 111% |
| 395 | Community Outreach | 20 | | | | 0 | 0% | | | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

30 STREET LIGHTING DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------------------------|---------|--------|--------|--------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| 405 | Software | 187 | 292 | | | 0 | 0% | | | 0 | 0% |
| 410 | Office Supplies | 145 | 23 | 8 | 12 | 25 | 48% | 125 | | 125 | 500% |
| 415 | Office Equipment | 179 | 5 | | | 0 | 0% | | | 0 | 0% |
| 465 | Cell phones, radios and p | 47 | 4 | 54 | 50 | 75 | 67% | 143 | | 143 | 191% |
| 475 | Computer supplies and upg | 1,457 | | 59 | 1 | 200 | 1% | 50 | | 50 | 25% |
| 485 | Fuel expense | 13 | | | | 100 | 0% | 100 | | 100 | 100% |
| 490 | Small tools and equipment | 393 | | | | 1,000 | 0% | 1,000 | | 1,000 | 100% |
| 495 | Uniform expense | | | | | 0 | 0% | 200 | | 200 | *****% |
| 500 | Capital Outlay | | 1,025 | | | 0 | 0% | | | 0 | 0% |
| 715 | Licenses, permits and fee | 70 | 2 | 2 | | 50 | 0% | 50 | | 50 | 100% |
| 905 | Admin Allocation Transfer | -97 | | | | 0 | 0% | | | 0 | 0% |
| 910 | Tax Penalties & Late Fees | 49 | | | | 0 | 0% | | | 0 | 0% |
| 911 | Finance Charges/Late Fees | 1 | | | | 0 | 0% | | | 0 | 0% |
| 920 | Credit Card Service Fees | 2 | | | | 0 | 0% | | | 0 | 0% |
| 925 | Bank service charges | 3 | | | | 0 | 0% | | | 0 | 0% |
| 930 | Interest Fees | 5 | | | | 0 | 0% | | | 0 | 0% |
| 940 | Bank service charges | | 1 | 1 | | 0 | 0% | | | 0 | 0% |
| 990 | Retirement/Health Ins Lia | | | 114 | | 343 | 0% | | | 0 | 0% |
| | Account: | 44,883 | 31,645 | 39,198 | 25,624 | 80,540 | 32% | 67,402 | 0 | 67,402 | 84% |
| 70000 | Transfer Out | | | | | | | | | | |
| 327 | Professional svcs - Legal | 44,425 | | | | 0 | 0% | | | 0 | 0% |
| 440 | Vehicle Replacement Fund | 10,000 | | | | 0 | 0% | | | 0 | 0% |
| | Account: | 54,425 | | | | 0 | ***% | 0 | 0 | 0 | 0% |
| | Fund: | 99,308 | 31,645 | 39,199 | 25,624 | 80,540 | 32% | 67,402 | 0 | 67,402 | 84% |

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

40 WASTEWATER DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------------------------|---------|---------|---------|---------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| 64000 | Sanitary | | | | | | | | | | |
| 105 | Salaries and Wages | 127,713 | 133,608 | 155,082 | 110,074 | 204,870 | 54% | 214,800 | | 214,800 | 105% |
| 109 | Stand-by Hours | 3,930 | 8,158 | 8,472 | 7,903 | 7,500 | 105% | 7,500 | | 7,500 | 100% |
| 110 | Payroll tax expense | 5,118 | 4,521 | 4,248 | | 0 | 0% | | | 0 | 0% |
| 111 | BOD Stipend | 2,400 | 2,160 | 1,992 | 1,440 | 2,190 | 66% | 2,100 | | 2,100 | 96% |
| 115 | Payroll Expenses | | | 1,161 | 1,542 | 2,500 | 62% | 3,420 | | 3,420 | 137% |
| 120 | Workers' Compensation | 12,084 | 3,105 | 4,469 | 7,394 | 7,394 | 100% | 8,000 | | 8,000 | 108% |
| 121 | Physicals | | | | 40 | 0 | ***% | | | 0 | 0% |
| 130 | Payroll Tax - Fed W/H | 10,233 | 7,702 | | | 0 | 0% | | | 0 | 0% |
| 135 | Payroll Tax - FICA | 3,923 | | 505 | 290 | 400 | 73% | 3,052 | | 3,052 | 763% |
| 140 | Payroll Tax - Medicare | 1,909 | 2,062 | 4,453 | 1,881 | 2,400 | 78% | 3,052 | | 3,052 | 127% |
| 155 | Payroll Tax - SUI | 952 | 1,201 | 1,715 | 1,393 | 0 | ***% | 2,140 | | 2,140 | *****% |
| 160 | Payroll Tax - ETT | 132 | 90 | 1 | | 0 | 0% | 4,056 | | 4,056 | *****% |
| 165 | Payroll Tax - FUTA | 1,649 | 1,185 | 21 | | 400 | 0% | | | 0 | 0% |
| 205 | Insurance - Health | 6,144 | 22,491 | 21,276 | 15,991 | 34,800 | 46% | 32,844 | | 32,844 | 94% |
| 206 | Insurance - CalPers Healt | | 7,242 | 794 | 986 | 1,050 | 94% | | | 0 | 0% |
| 210 | Insurance - Dental | 652 | 1,076 | 1,764 | | 1,200 | 0% | 1,526 | | 1,526 | 127% |
| 215 | Insurance - Vision | 101 | 168 | 257 | | 400 | 0% | 557 | | 557 | 139% |
| 225 | Retirement - PERS expense | 10,878 | 12,409 | 26,230 | 8,489 | 17,500 | 49% | 15,833 | | 15,833 | 90% |
| 305 | Operations and maintenanc | 12,814 | 5,385 | 4,455 | 6,648 | 6,000 | 111% | 8,000 | | 8,000 | 133% |
| 310 | Phone and fax expense | 1,499 | 1,007 | 1,104 | 946 | 1,800 | 53% | 1,138 | | 1,138 | 63% |
| 315 | Postage, shipping and fre | 2,606 | 3,233 | 3,361 | 1,255 | 4,000 | 31% | 4,000 | | 4,000 | 100% |
| 320 | Printing and reproduction | 243 | 965 | 685 | 588 | 750 | 78% | 1,000 | | 1,000 | 133% |
| 325 | Professional svcs - Accou | 6,920 | 16,226 | 23,135 | 11,566 | 15,484 | 75% | 8,897 | | 8,897 | 57% |
| 326 | Professional svcs - Engin | 6,229 | 29,279 | 5,863 | 7,670 | 12,000 | 64% | 12,000 | | 12,000 | 100% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

40 WASTEWATER DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|--------|--------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 327 | Professional svcs - Legal | 105,224 | 24,019 | 28,106 | 31,476 | 26,240 | 120% | 29,750 | | 29,750 | 113% |
| 328 | Insurance - prop and liab | 17,652 | 1,811 | 8,261 | 10,409 | 10,029 | 104% | 12,000 | | 12,000 | 120% |
| 329 | New Hire Screening | 20 | 40 | 20 | | 100 | 0% | 100 | | 100 | 100% |
| 330 | Contract labor | 250 | 2,525 | 1,475 | 325 | 5,000 | 7% | 5,000 | | 5,000 | 100% |
| 331 | Professional Services - L | 1,304 | 12,640 | 4,320 | 3,640 | 10,500 | 35% | 4,800 | | 4,800 | 46% |
| 332 | Professional Services - L | | 53 | | | 0 | 0% | | | 0 | 0% |
| 334 | Maintenance Agreements | | | 7,015 | 5,006 | 9,600 | 52% | 13,161 | | 13,161 | 137% |
| 335 | Meals - Reimbursement | 56 | 18 | | | 100 | 0% | 100 | | 100 | 100% |
| 340 | Meetings and conferences | 161 | | | | 5,000 | 0% | 5,000 | | 5,000 | 100% |
| 345 | Mileage expense reimburse | 387 | 182 | 589 | 452 | 912 | 50% | 1,000 | | 1,000 | 110% |
| 348 | Safety Equipment and Supp | | | | | 0 | 0% | 1,000 | | 1,000 | *****% |
| 349 | Repairs & Maintenance Mis | | | | | 0 | 0% | 10,000 | | 10,000 | *****% |
| 350 | Repairs and maint - compu | | 3,375 | 3,048 | 2,949 | 3,300 | 89% | 1,500 | | 1,500 | 45% |
| 351 | Repairs and maint - equip | 20,164 | 5,065 | 697 | 2,832 | 14,000 | 20% | 10,000 | | 10,000 | 71% |
| 352 | Repairs and maint - struc | 1,321 | 188 | 484 | | 1,500 | 0% | 1,500 | | 1,500 | 100% |
| 353 | Repairs & Maint- Infrastr | 315 | 443 | 319 | 2,007 | 3,000 | 67% | 5,000 | | 5,000 | 167% |
| 354 | Repairs and maint - vehic | 1,238 | 976 | 1,337 | 2,134 | 2,000 | 107% | 2,000 | | 2,000 | 100% |
| 355 | Testing & Supplies (WWTP) | 1,559 | 11,601 | 5,548 | 1,480 | 12,000 | 12% | 12,000 | | 12,000 | 100% |
| 375 | Internet expenses | 51 | 713 | 1,334 | 1,743 | 2,200 | 79% | 1,863 | | 1,863 | 85% |
| 376 | Webpage- Upgrade/Maint | 1,520 | 560 | 960 | 720 | 876 | 82% | 840 | | 840 | 96% |
| 379 | Utilities Electric Missio | | | | | 0 | 0% | 5,000 | | 5,000 | *****% |
| 380 | Utilities - alarm service | 482 | 665 | 648 | 528 | 700 | 75% | 620 | | 620 | 89% |
| 381 | Utilities - electric | 70,713 | 65,242 | 69,755 | 36,186 | 70,000 | 52% | 50,000 | | 50,000 | 71% |
| 382 | Utilities - propane | 418 | 978 | 583 | 441 | 1,000 | 44% | 1,000 | | 1,000 | 100% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

40 WASTEWATER DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|---------|--------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 383 | Utilities - trash | 573 | 611 | 632 | 520 | 700 | 74% | 700 | | 700 | 100% |
| 385 | Dues and subscriptions | 2,265 | 4,448 | 3,450 | 3,747 | 3,000 | 125% | 2,250 | | 2,250 | 75% |
| 386 | Education and training | 308 | 594 | 1,724 | 1,631 | 4,000 | 41% | 5,000 | | 5,000 | 125% |
| 393 | Advertising and public no | 100 | 248 | 129 | 813 | 1,000 | 81% | 1,000 | | 1,000 | 100% |
| 394 | LAFCO Allocations | 4,657 | | 2,340 | 2,036 | 2,036 | 100% | 2,250 | | 2,250 | 111% |
| 395 | Community Outreach | 231 | | | | 1,200 | 0% | 1,200 | | 1,200 | 100% |
| 396 | Utilities SoCalGas | | | | | 0 | 0% | 5,000 | | 5,000 | *****% |
| 405 | Software | 2,137 | 3,578 | | | 0 | 0% | | | 0 | 0% |
| 410 | Office Supplies | 97 | 350 | 631 | 378 | 1,000 | 38% | 1,125 | | 1,125 | 113% |
| 415 | Office Equipment | 2,043 | -698 | 756 | | 0 | 0% | | | 0 | 0% |
| 420 | Equipt. & Supplies | 754 | | | | 0 | 0% | | | 0 | 0% |
| 432 | Utility Rate Design Study | 2,085 | 29,113 | | | 0 | 0% | | | 0 | 0% |
| 459 | Scada - Maintenance Fees | 3,979 | 829 | | 811 | 1,000 | 81% | 1,000 | | 1,000 | 100% |
| 465 | Cell phones, radios and p | 532 | 42 | 641 | 956 | 1,735 | 55% | 1,530 | | 1,530 | 88% |
| 475 | Computer supplies and upg | 16,655 | 83 | 4,502 | 10,592 | 16,000 | 66% | 2,450 | | 2,450 | 15% |
| 485 | Fuel expense | 2,650 | 5,007 | 2,778 | 2,632 | 5,000 | 53% | 5,000 | | 5,000 | 100% |
| 490 | Small tools and equipment | 181 | 1,133 | 2,341 | 5,381 | 6,000 | 90% | 6,000 | | 6,000 | 100% |
| 495 | Uniform expense | 317 | 804 | 793 | 522 | 1,000 | 52% | 1,800 | | 1,800 | 180% |
| 500 | Capital Outlay | 37,906 | 42,427 | 44,825 | | 0 | 0% | | | 0 | 0% |
| 545 | Sewer System Mngmt Plan (| | 8,389 | | | 0 | 0% | | | 0 | 0% |
| 560 | Sewer Line Repairs | | | | | 10,000 | 0% | 10,000 | | 10,000 | 100% |
| 570 | Repairs, Maint. and Video | 11,298 | 3,526 | 1,851 | | 500 | 0% | 1,000 | | 1,000 | 200% |
| 581 | WWTP Expansion | | 243,333 | 956 | 18,445 | 250,000 | 7% | | | 0 | 0% |
| 582 | WWTP Plant Maintenance | 7,755 | 13,042 | 8,297 | 30,191 | 20,737 | 146% | 50,000 | | 50,000 | 241% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

40 WASTEWATER DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|---------|---------|---------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 585 | Sludge Removal Project | 2,695 | 2,970 | | | 10,000 | 0% | 10,000 | | 10,000 | 100% |
| 586 | WWTF Ground Water Recharg | | | 177,750 | | 0 | 0% | | | 0 | 0% |
| 587 | WWTF Final Design/ Constr | | | | 16,800 | 178,000 | 9% | 250,000 | | 250,000 | 140% |
| 705 | Waste Discharge Fees/Perm | 14,929 | 17,017 | 18,633 | 21,392 | 20,000 | 107% | 25,000 | | 25,000 | 125% |
| 715 | Licenses, permits and fee | 5,442 | 2,745 | 2,888 | 939 | 1,000 | 94% | 1,500 | | 1,500 | 150% |
| 805 | Refundable Water/Sewer/Hy | 326 | 375 | 375 | | 500 | 0% | | | 0 | 0% |
| 905 | Admin Allocation Transfer | -1,104 | | -875 | | 0 | 0% | | | 0 | 0% |
| 908 | Cash Over/ Cash Short | | | 10 | | 0 | 0% | | | 0 | 0% |
| 910 | Tax Penalties & Late Fees | 559 | 1,672 | | | 0 | 0% | | | 0 | 0% |
| 911 | Finance Charges/Late Fees | 16 | | | | 0 | 0% | | | 0 | 0% |
| 920 | Credit Card Service Fees | 7 | | | | 0 | 0% | | | 0 | 0% |
| 925 | Bank service charges | 177 | 25 | | | 0 | 0% | | | 0 | 0% |
| 930 | Interest Fees | 8,994 | 6,276 | 2,320 | | 0 | 0% | | | 0 | 0% |
| 935 | Depreciation Expense | | 4,440 | 67,561 | | 0 | 0% | | | 0 | 0% |
| 940 | Bank service charges | 2 | -15 | 1,413 | 18 | 50 | 36% | | | 0 | 0% |
| 960 | Property tax expense | 31 | 29 | 128 | 128 | 128 | 100% | 150 | | 150 | 117% |
| 970 | WWTF Long Term maintenanc | | | | | 100,000 | 0% | 100,000 | | 100,000 | 100% |
| 990 | Retirement/Health Ins Lia | | | 1,516 | | 7,707 | 0% | | | 0 | 0% |
| | Account: | 569,561 | 786,760 | 753,907 | 406,356 | 1,142,988 | 36% | 991,104 | 0 | 991,104 | 87% |
| 69900 | Depreciation Expense | | | | | | | | | | |
| 935 | Depreciation Expense | 59,754 | 60,901 | | | 0 | 0% | | | 0 | 0% |
| | Account: | 59,754 | 60,901 | | | 0 | ***% | 0 | 0 | 0 | 0% |
| 70000 | Transfer Out | | | | | | | | | | |
| 327 | Professional svcs - Legal | 82,041 | | | | 0 | 0% | | | 0 | 0% |
| 440 | Vehicle Replacement Fund | 3,000 | | | | 0 | 0% | | | 0 | 0% |
| | Account: | 85,041 | | | | 0 | ***% | 0 | 0 | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

40 WASTEWATER DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|--------|---------|---------|---------|---------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| | Fund: | 714,356 | 847,661 | 753,907 | 406,356 | 1,142,988 | 36% | 991,104 | 0 | 991,104 | 87% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

50 WATER DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|---------|---------|---------|-------------------------|-----------------|-------------------------|-------------------------|-----------------------|-----------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 61000 | Administration | | | | | | | | | | |
| 940 | Bank service charges | | 1 | | | 0 | 0% | | | 0 | 0% |
| | Account: | | 1 | | | 0 | ***% | 0 | 0 | 0 | 0% |
| 64000 | Sanitary | | | | | | | | | | |
| 305 | Operations and maintenanc | | 230 | | | 0 | 0% | | | 0 | 0% |
| 930 | Interest Fees | 11,064 | 9,959 | | | 0 | 0% | | | 0 | 0% |
| | Account: | 11,064 | 10,189 | | | 0 | ***% | 0 | 0 | 0 | 0% |
| 65000 | Water | | | | | | | | | | |
| 105 | Salaries and Wages | 145,693 | 147,570 | 156,995 | 122,664 | 213,252 | 58% | 234,901 | | 234,901 | 110% |
| 109 | Stand-by Hours | 3,930 | 8,158 | 8,472 | 7,903 | 7,500 | 105% | 7,500 | | 7,500 | 100% |
| 110 | Payroll tax expense | 5,118 | 4,521 | 4,248 | | 0 | 0% | | | 0 | 0% |
| 111 | BOD Stipend | 2,400 | 2,160 | 1,996 | 1,520 | 2,279 | 67% | 2,280 | | 2,280 | 100% |
| 115 | Payroll Expenses | | | 1,161 | 1,623 | 2,500 | 65% | 3,420 | | 3,420 | 137% |
| 120 | Workers' Compensation | 12,084 | 2,446 | 3,522 | 5,762 | 5,762 | 100% | 6,050 | | 6,050 | 105% |
| 121 | Physicals | | | | 40 | 0 | ***% | | | 0 | 0% |
| 130 | Payroll Tax - Fed W/H | 10,233 | 7,702 | | | 0 | 0% | | | 0 | 0% |
| 135 | Payroll Tax - FICA | 4,170 | | 505 | 315 | 420 | 75% | 3,403 | | 3,403 | 810% |
| 140 | Payroll Tax - Medicare | 2,167 | 2,251 | 4,482 | 2,068 | 2,400 | 86% | 3,403 | | 3,403 | 142% |
| 155 | Payroll Tax - SUI | 1,048 | 1,235 | 1,717 | 1,531 | 0 | ***% | 2,166 | | 2,166 | *****% |
| 160 | Payroll Tax - ETT | 150 | 97 | 1 | | 0 | 0% | 3,967 | | 3,967 | *****% |
| 165 | Payroll Tax - FUTA | 1,793 | 1,234 | 22 | | 420 | 0% | | | 0 | 0% |
| 205 | Insurance - Health | 8,289 | 20,686 | 20,190 | 17,968 | 36,168 | 50% | 34,896 | | 34,896 | 96% |
| 206 | Insurance - CalPers Healt | | 7,242 | 794 | 986 | 1,050 | 94% | | | 0 | 0% |
| 210 | Insurance - Dental | 696 | 1,170 | 1,772 | | 1,200 | 0% | 1,618 | | 1,618 | 135% |
| 215 | Insurance - Vision | 107 | 183 | 259 | | 400 | 0% | 590 | | 590 | 148% |
| 225 | Retirement - PERS expense | 10,880 | 13,921 | 26,287 | 9,165 | 17,500 | 52% | 20,913 | | 20,913 | 120% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

50 WATER DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|---------|---------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 305 | Operations and maintenanc | 9,076 | 8,546 | 4,616 | 6,952 | 8,000 | 87% | 8,000 | | 8,000 | 100% |
| 310 | Phone and fax expense | 1,498 | 1,006 | 1,148 | 946 | 1,800 | 53% | 1,138 | | 1,138 | 63% |
| 315 | Postage, shipping and fre | 2,773 | 3,433 | 3,375 | 1,298 | 4,000 | 32% | 4,000 | | 4,000 | 100% |
| 320 | Printing and reproduction | 243 | 1,231 | 1,047 | 590 | 1,000 | 59% | 1,000 | | 1,000 | 100% |
| 324 | Professional Svcs- GSA-GS | | 7,590 | 47,689 | 17,678 | 20,000 | 88% | 20,000 | | 20,000 | 100% |
| 325 | Professional svcs - Accou | 6,920 | 16,226 | 23,225 | 12,209 | 16,448 | 74% | 9,660 | | 9,660 | 59% |
| 326 | Professional svcs - Engin | 5,166 | 56,412 | 21,558 | 17,290 | 20,000 | 86% | 20,000 | | 20,000 | 100% |
| 327 | Professional svcs - Legal | 8,924 | 42,196 | 24,948 | 31,904 | 27,351 | 117% | 32,300 | | 32,300 | 118% |
| 328 | Insurance - prop and liab | 17,652 | 629 | 12,986 | 15,790 | 15,943 | 99% | 20,000 | | 20,000 | 125% |
| 329 | New Hire Screening | 20 | 40 | 20 | | 100 | 0% | 100 | | 100 | 100% |
| 330 | Contract labor | 250 | 2,525 | 1,475 | 325 | 5,000 | 7% | 5,000 | | 5,000 | 100% |
| 331 | Professional Services - L | 1,304 | 12,693 | 3,728 | 3,640 | 11,400 | 32% | 4,800 | | 4,800 | 42% |
| 332 | Professional Services - L | 2,657 | 156,226 | 327,160 | 29,426 | 100,000 | 29% | 100,000 | | 100,000 | 100% |
| 334 | Maintenance Agreements | | | 8,604 | 6,619 | 9,600 | 69% | 13,671 | | 13,671 | 142% |
| 335 | Meals - Reimbursement | 56 | 18 | 91 | | 200 | 0% | 200 | | 200 | 100% |
| 340 | Meetings and conferences | 161 | | | | 950 | 0% | 5,000 | | 5,000 | 526% |
| 345 | Mileage expense reimburse | 502 | 182 | 589 | 700 | 1,000 | 70% | 1,000 | | 1,000 | 100% |
| 348 | Safety Equipment and Supp | | | | | 0 | 0% | 1,000 | | 1,000 | ***** |
| 350 | Repairs and maint - compu | | 3,375 | 3,048 | 3,019 | 3,300 | 91% | 1,500 | | 1,500 | 45% |
| 351 | Repairs and maint - equip | 774 | 3,854 | 960 | 1,631 | 2,000 | 82% | 4,000 | | 4,000 | 200% |
| 352 | Repairs and maint - struc | 1,164 | 1,347 | 622 | | 1,000 | 0% | 2,000 | | 2,000 | 200% |
| 353 | Repairs & Maint- Infrastr | 14,199 | 59,054 | 15,389 | 48,295 | 48,000 | 101% | 50,000 | | 50,000 | 104% |
| 354 | Repairs and maint - vehic | 1,238 | 1,063 | 1,337 | 1,993 | 2,000 | 100% | 2,000 | | 2,000 | 100% |
| 355 | Testing & Supplies (WWTP) | 25 | | | | 0 | 0% | | | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

50 WATER DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|---------|--------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 356 | Testing & Supplies - Well | 2,075 | 2,452 | 2,070 | 1,123 | 3,500 | 32% | 3,500 | | 3,500 | 100% |
| 357 | Testing & Supplies - Well | 2,242 | 2,540 | 1,980 | 1,088 | 3,500 | 31% | 3,500 | | 3,500 | 100% |
| 358 | Testing & Supplies- SLT W | 4,564 | 5,630 | 5,026 | 3,372 | 6,000 | 56% | 6,000 | | 6,000 | 100% |
| 359 | Testing & Supplies-Other | 5,015 | 4,803 | 4,320 | 2,871 | 6,000 | 48% | 6,000 | | 6,000 | 100% |
| 362 | Cross-Connection Control | 836 | 1,358 | 943 | 324 | 1,000 | 32% | 1,000 | | 1,000 | 100% |
| 375 | Internet expenses | 51 | 713 | 1,334 | 933 | 1,400 | 67% | 1,863 | | 1,863 | 133% |
| 376 | Webpage- Upgrade/Maint | 1,520 | 560 | 960 | 760 | 912 | 83% | 912 | | 912 | 100% |
| 380 | Utilities - alarm service | 752 | 665 | 648 | 528 | 700 | 75% | 620 | | 620 | 89% |
| 381 | Utilities - electric | 36,215 | 40,533 | 41,377 | 27,122 | 75,000 | 36% | 50,000 | | 50,000 | 67% |
| 382 | Utilities - propane | 418 | 978 | 583 | 466 | 1,000 | 47% | 1,000 | | 1,000 | 100% |
| 383 | Utilities - trash | 573 | 611 | 632 | 520 | 700 | 74% | 700 | | 700 | 100% |
| 385 | Dues and subscriptions | 3,870 | 6,053 | 3,227 | 3,603 | 3,000 | 120% | 3,208 | | 3,208 | 107% |
| 386 | Education and training | 422 | 1,105 | 1,226 | 507 | 3,000 | 17% | 5,000 | | 5,000 | 167% |
| 387 | Education and training: T | 50 | | | | 0 | 0% | | | 0 | 0% |
| 393 | Advertising and public no | 245 | 248 | 1,012 | 1,087 | 1,000 | 109% | 2,000 | | 2,000 | 200% |
| 394 | LAFCO Allocations | 4,657 | | 2,340 | 2,036 | 2,036 | 100% | 2,250 | | 2,250 | 111% |
| 395 | Community Outreach | 231 | | | | 1,200 | 0% | 1,200 | | 1,200 | 100% |
| 396 | Utilities SoCalGas | | | | | 0 | 0% | 5,000 | | 5,000 | ***** |
| 405 | Software | 2,137 | 3,578 | | | 0 | 0% | | | 0 | 0% |
| 410 | Office Supplies | 97 | 349 | 676 | 390 | 1,000 | 39% | 1,125 | | 1,125 | 113% |
| 415 | Office Equipment | 2,043 | -698 | 756 | | 0 | 0% | | | 0 | 0% |
| 420 | Equipt. & Supplies | 754 | 528 | | | 0 | 0% | | | 0 | 0% |
| 425 | Well #3 Rehab - Capital | 1,179 | 7,700 | | | 0 | 0% | | | 0 | 0% |
| 431 | SLT Blending Line - CDBG | 42,073 | 156,774 | 7,971 | | 0 | 0% | | | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

50 WATER DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|---------|--------|--------|--------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 432 | Utility Rate Design Study | 2,085 | 29,113 | | | 0 | 0% | | | 0 | 0% |
| 433 | K Street Waterline Replac | 18,342 | 7,329 | | | 0 | 0% | | | 0 | 0% |
| 459 | Scada - Maintenance Fees | 1,110 | 829 | | 811 | 1,000 | 81% | 1,000 | | 1,000 | 100% |
| 465 | Cell phones, radios and p | 532 | 42 | 604 | 1,046 | 1,828 | 57% | 1,573 | | 1,573 | 86% |
| 475 | Computer supplies and upg | 16,655 | 1,583 | 4,402 | 10,451 | 16,000 | 65% | 2,450 | | 2,450 | 15% |
| 481 | Chemicals- Well #3 | 1,397 | 2,026 | 2,384 | 1,490 | 3,000 | 50% | 4,000 | | 4,000 | 133% |
| 482 | Chemicals-Well #4 | 2,732 | 2,435 | 2,575 | 2,319 | 3,500 | 66% | 4,000 | | 4,000 | 114% |
| 483 | Chemicals-SLT Well | 344 | 941 | 794 | 569 | 1,500 | 38% | 2,000 | | 2,000 | 133% |
| 485 | Fuel expense | 2,603 | 3,655 | 2,778 | 1,408 | 3,000 | 47% | 4,000 | | 4,000 | 133% |
| 490 | Small tools and equipment | 226 | 1,892 | 1,722 | 5,344 | 6,000 | 89% | 6,000 | | 6,000 | 100% |
| 495 | Uniform expense | 85 | 767 | 668 | 522 | 1,000 | 52% | 1,800 | | 1,800 | 180% |
| 500 | Capital Outlay | 86,435 | 43,070 | | | 0 | 0% | | | 0 | 0% |
| 516 | Water Projects Well 3 | 571 | | | | 0 | 0% | | | 0 | 0% |
| 520 | Water Main Valves Replace | | | | | 10,000 | 0% | 10,000 | | 10,000 | 100% |
| 525 | Water meter replacement | 28,522 | 15,659 | 16,130 | 4,629 | 18,200 | 25% | 20,000 | | 20,000 | 110% |
| 526 | Development Meters | | | | 13,248 | 10,000 | 132% | 15,000 | | 15,000 | 150% |
| 535 | Water Lines Repairs | 1,582 | 4,850 | 161 | | 20,000 | 0% | 20,000 | | 20,000 | 100% |
| 605 | USDA Loan Payment | 41,481 | 66,351 | | | 20,000 | 0% | 20,000 | | 20,000 | 100% |
| 710 | County hazmat dues | 981 | | | | 0 | 0% | | | 0 | 0% |
| 715 | Licenses, permits and fee | 6,696 | 8,371 | 7,475 | 3,094 | 6,500 | 48% | 6,500 | | 6,500 | 100% |
| 805 | Refundable Water/Sewer/Hy | 3,035 | 375 | 375 | | 500 | 0% | | | 0 | 0% |
| 905 | Admin Allocation Transfer | -1,104 | | | | 0 | 0% | | | 0 | 0% |
| 908 | Cash Over/ Cash Short | | | 10 | | 0 | 0% | | | 0 | 0% |
| 910 | Tax Penalties & Late Fees | 559 | 1,672 | | | 0 | 0% | | | 0 | 0% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

50 WATER DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------------------------|---------|-----------|-----------|---------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| 911 | Finance Charges/Late Fees | 16 | | | | 0 | 0% | | | 0 | 0% |
| 920 | Credit Card Service Fees | 7 | | | | 0 | 0% | | | 0 | 0% |
| 925 | Bank service charges | 177 | | | | 0 | 0% | | | 0 | 0% |
| 930 | Interest Fees | 49,530 | 48,809 | 56,828 | 25,763 | 50,000 | 52% | 50,000 | | 50,000 | 100% |
| 935 | Depreciation Expense | | 6,346 | 186,145 | | 0 | 0% | | | 0 | 0% |
| 940 | Bank service charges | 2 | 74 | 109 | 72 | 0 | ***% | | | 0 | 0% |
| 960 | Property tax expense | 163 | | | | 0 | 0% | | | 0 | 0% |
| 990 | Retirement/Health Ins Lia | | | 1,516 | | 8,050 | 0% | | | 0 | 0% |
| | Account: | 660,143 | 1,080,891 | 1,097,795 | 489,346 | 880,969 | 56% | 894,677 | 0 | 894,677 | 102% |
| 69900 | Depreciation Expense | | | | | | | | | | |
| 935 | Depreciation Expense | 172,620 | 173,767 | | | 0 | 0% | | | 0 | 0% |
| | Account: | 172,620 | 173,767 | | | 0 | ***% | 0 | 0 | 0 | 0% |
| 70000 | Transfer Out | | | | | | | | | | |
| 327 | Professional svcs - Legal | 82,041 | | | | 0 | 0% | | | 0 | 0% |
| 440 | Vehicle Replacement Fund | 3,000 | | | | 0 | 0% | | | 0 | 0% |
| | Account: | 85,041 | | | | 0 | ***% | 0 | 0 | 0 | 0% |
| | Fund: | 928,868 | 1,264,848 | 1,097,795 | 489,346 | 880,969 | 56% | 894,677 | 0 | 894,677 | 102% |

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

60 SOLID WASTE DEPARTMENT

| Account | Object | Actuals | | | | Current | % | Prelim. | Budget | Final | % Old |
|---------|---------------------------|---------|-------|-------|-------|-----------------|---------------|-----------------|------------------|-----------------|-----------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | Budget 19-20 | Exp. 19-20 | Budget 20-21 | Changes 20-21 | Budget 20-21 | Budget 20-21 |
| 66000 | SOLID WASTE | | | | | | | | | | |
| 105 | Salaries and Wages | | 387 | 2,019 | 8,210 | 10,239 | 80% | 12,849 | | 12,849 | 125% |
| 110 | Payroll tax expense | | 11 | 6 | | 0 | 0% | | | 0 | 0% |
| 111 | BOD Stipend | 2 | 1 | 28 | 80 | 109 | 73% | 120 | | 120 | 110% |
| 115 | Payroll Expenses | | | 14 | 83 | 1,600 | 5% | 180 | | 180 | 11% |
| 120 | Workers' Compensation | 6 | -5 | 6 | 1 | 1 | 100% | 100 | | 100 | 10000% |
| 135 | Payroll Tax - FICA | | | 3 | 18 | 40 | 45% | 163 | | 163 | 408% |
| 140 | Payroll Tax - Medicare | | 5 | 35 | 181 | 175 | 103% | 163 | | 163 | 93% |
| 155 | Payroll Tax - SUI | | | 9 | 28 | 0 | ***% | 91 | | 91 | *****% |
| 165 | Payroll Tax - FUTA | | 1 | | | 15 | 0% | | | 0 | 0% |
| 205 | Insurance - Health | | 50 | 138 | 775 | 1,164 | 67% | 1,638 | | 1,638 | 141% |
| 210 | Insurance - Dental | | 2 | 7 | | 100 | 0% | 65 | | 65 | 65% |
| 215 | Insurance - Vision | | | 1 | | 100 | 0% | 24 | | 24 | 24% |
| 225 | Retirement - PERS expense | | 46 | 193 | 487 | 675 | 72% | 1,108 | | 1,108 | 164% |
| 305 | Operations and maintenanc | 3 | 325 | 486 | 9 | 2,000 | 0% | 2,000 | | 2,000 | 100% |
| 310 | Phone and fax expense | | | 1 | | 0 | 0% | | | 0 | 0% |
| 315 | Postage, shipping and fre | | | | 13 | 500 | 3% | 500 | | 500 | 100% |
| 320 | Printing and reproduction | 2 | | | 2 | 500 | 0% | 500 | | 500 | 100% |
| 325 | Professional svcs - Accou | 48 | 165 | 355 | 643 | 800 | 80% | 508 | | 508 | 64% |
| 327 | Professional svcs - Legal | 4,832 | 5,728 | 476 | 858 | 1,185 | 72% | 1,700 | | 1,700 | 143% |
| 328 | Insurance - prop and liab | 93 | -93 | 69 | 364 | 364 | 100% | 500 | | 500 | 137% |
| 331 | Professional Services - L | | 3 | | | 900 | 0% | 200 | | 200 | 22% |
| 334 | Maintenance Agreements | | | 22 | 113 | 300 | 38% | 320 | | 320 | 107% |
| 335 | Meals - Reimbursement | 1 | | | | 0 | 0% | | | 0 | 0% |
| 340 | Meetings and conferences | | | | | 200 | 0% | 200 | | 200 | 100% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2020 - 2021

60 SOLID WASTE DEPARTMENT

| Account | Object | Actuals | | | | Current Budget 19-20 | % Exp. 19-20 | Prelim. Budget 20-21 | Budget Changes 20-21 | Final Budget 20-21 | % Old Budget 20-21 |
|---------|---------------------------|-----------|-----------|-----------|-----------|----------------------------|--------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| | | 16-17 | 17-18 | 18-19 | 19-20 | | | | | | |
| 345 | Mileage expense reimburse | | 2 | 1 | 40 | 46 | 87% | 100 | | 100 | 217% |
| 348 | Safety Equipment and Supp | | | | | 0 | 0% | 500 | | 500 | *****% |
| 350 | Repairs and maint - compu | | 26 | 29 | 120 | 100 | 120% | | | 0 | 0% |
| 351 | Repairs and maint - equip | | | | 488 | 0 | ***% | | | 0 | 0% |
| 376 | Webpage- Upgrade/Maint | | 7 | 12 | 40 | 44 | 91% | 48 | | 48 | 109% |
| 382 | Utilities - propane | | 10 | 7 | 25 | 0 | ***% | | | 0 | 0% |
| 384 | Trash Recepticles | | | | | 2,000 | 0% | 2,000 | | 2,000 | 100% |
| 385 | Dues and subscriptions | 3 | 50 | 18 | 243 | 200 | 122% | 132 | | 132 | 66% |
| 386 | Education and training | | 4 | 8 | 12 | 500 | 2% | 500 | | 500 | 100% |
| 393 | Advertising and public no | | 495 | | | 500 | 0% | 500 | | 500 | 100% |
| 394 | LAFCO Allocations | 31 | -31 | 29 | 339 | 339 | 100% | 375 | | 375 | 111% |
| 395 | Community Outreach | | | | | 1,000 | 0% | 1,000 | | 1,000 | 100% |
| 405 | Software | | 14 | | | 0 | 0% | | | 0 | 0% |
| 410 | Office Supplies | | 1 | 1 | 12 | 25 | 48% | 125 | | 125 | 500% |
| 465 | Cell phones, radios and p | | | 6 | 51 | 77 | 66% | 143 | | 143 | 186% |
| 475 | Computer supplies and upg | | | 10 | 1 | 200 | 1% | 50 | | 50 | 25% |
| 495 | Uniform expense | | | | | 0 | 0% | 200 | | 200 | *****% |
| 990 | Retirement/Health Ins Lia | | | 19 | | 343 | 0% | | | 0 | 0% |
| | Account: | 5,021 | 7,204 | 4,008 | 13,236 | 26,341 | 50% | 28,602 | 0 | 28,602 | 109% |
| 70000 | Transfer Out | | | | | | | | | | |
| 327 | Professional svcs - Legal | 508 | | | | 0 | 0% | | | 0 | 0% |
| | Account: | 508 | | | | 0 | ***% | 0 | 0 | 0 | 0% |
| | Fund: | 5,529 | 7,204 | 4,008 | 13,236 | 26,341 | 50% | 28,602 | 0 | 28,602 | 109% |
| | | | | | | | | | | | % |
| | Grand Total: | 2,156,071 | 2,769,757 | 2,197,669 | 1,157,284 | 2,496,926 | | 2,429,576 | 0 | 2,429,576 | |



San Miguel Community Services District

Board of Directors Staff Report

April 23, 2020

AGENDA ITEM: XI-4

SUBJECT: Discuss and Approve Resolution 2020-11 declaring a local emergency and temporarily authorizing increased authority for the General Manager during the COVID-19 pandemic.

RECOMMENDATION:

Recommended that the Board of Directors discuss and consider adoption of Resolution 2020-11 declaring a local emergency and temporarily authorizing increased authority for the General Manager during the COVID-19 pandemic.

DISCUSSION:

The State and County of San Luis Obispo have adopted several executive orders declaring a public health emergency and imposing restrictions on the general population to help control the spread of the COVID-19 virus. The adoption of Resolution 2020-11 provides the General Manager with increased spending with approval from the President of the Board, and other authority that allow for a more effective response to various situations related to the COVID-19 pandemic as they occur.

FISCAL IMPACT:

Impacts are unknown at this time

PREPARED BY:

Tamara Parent

Board Clerk/Accounts Manager

APPROVED BY:

Robert Roberson

Interim General Manager/Fire Chief

Attachments: Resolution 2020-11

RESOLUTION NO. 2020-11

DECLARATION OF A LOCAL EMERGENCY AND RESOLUTION OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS DUE TO THE NOVEL CORONAVIRUS (COVID-19) AND AUTHORIZE INCREASED AUTHORITY FOR THE GENERAL MANAGER.

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

WHEREAS, on March 12, 2020, the Governor issued Executive order N-25-20 in further response to the spread of COVID-19, mandating compliance with orders of the State and local public health official as they pertain to measures to control the spread of COVID-19; and

WHEREAS, on March 13, 2020, the San Luis Obispo County Public Health declared a public emergency and the County Emergency Services Director also proclaimed a local emergency due to the COVID-19 pandemic; and

WHEREAS, on March 14, 2020, the San Luis Obispo Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County, and additional cases have since been confirmed; and

WHEREAS, on March 19, 2020, the Governor of the State of California issued an Executive Order N-33-20, ordering all individuals living in the State of California to stay at home or at their place of residence to preserve the public health and safety; and

WHEREAS, the health, safety, and welfare of the San Miguel Community Services District (“District”) residents, businesses and visitors, are of utmost importance to the Board of Directors (“Board”), and additional future measures may be needed to protect the community; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

WHEREAS, the General Manager currently has a spending authority up to \$5,000, without prior Board approval in addition to limited authority related to personnel matters; and

WHEREAS, in the absence of the Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate action to prevent and mitigate the effects of COVID-19; and

WHEREAS, after consideration of the facts reasonably available to review at the present time, the Board finds it in the best interest of the District to authorize the increase in General Manager spending authority to \$10,000 and up to \$25,000 upon authorization from the President of the Board, and approves all acts necessary and appropriate to ensure the operation of the District, the Safety of employees, and the safety of the public.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE THE FOLLOWING:

1. The Board of Directors declares a State of Emergency to exist in the San Miguel Community Services District as a result of the threat of Novel Coronavirus 2019.
2. The Board of Directors authorize an increase in the General Manager’s spending authority to \$10,000 and up to \$25,000 upon authorization from the President of the Board.

3. The General Manager may take all action necessary, proper, and appropriate in his reasonable discretion to ensure the operation of the District, the safety of the employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, Procedures, and Agreements.
4. The authority vested in the General Manager by this Resolution will terminate upon a declaration by the Governor that the State of Emergency has ended, the County Public Health Officer that the Public Health Emergency has ended, and the County Emergency Services Director that the Local Emergency has ended.

On an amended motion to approve this resolution made by _____, seconded by _____, and by following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed by a roll call vote and adopted this 23rd day of April 2020.

Ashley Sangster, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson,
Interim General Manager

Douglas L. White,
District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

April 23, 2020

AGENDA ITEM: XI-5

SUBJECT: Discuss and Approve Resolution 2020-12 suspending late payment charges and suspending the discontinuation of Water and Sewer for nonpayment.

RECOMMENDATION:

It is recommended that the Board of Directors adopt Resolution 2020-12 suspending the late payments charges and suspending the discontinuation of Water and Sewer for nonpayment.

DISCUSSION:

The State and County of San Luis Obispo have adopted executive orders declaring a public health emergency and imposing restrictions on the general population to help control the spread of the COVID-19 virus. The County of San Luis Obispo has given the “Shelter in Home” directive for non-essential services and activities. The Center for Disease Control and Prevention is urging all Americans to follow social distancing measures. For many of our customers, this has caused an undue financial burden. On April 2, 2020, the Governor of California signed an executive order N-42-20 suspending the disconnections of water and sewer system residences and businesses for non-payment.

The order does state that “nothing in this order eliminates the obligation of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system”.

The pandemic is causing hardships for many residents living in the District. The District recognizes the importance of continued service of water and sewer without fear of disconnection or late payment charges for utility customers during the difficult and continually evolving situation. Resolution 2020-12 will suspend the late payment charges for March, April, and May billing cycle and the discontinuance of water and sewer service for non-payment through June 30, 2020. Additionally, Resolution 2020-12 authorizes the General Manager to extend the suspension if the local emergency still exists past that date.

FISCAL IMPACT:

The fiscal impact is difficult to estimate, because of the uncertainty of the number of customers that it will affect. The best estimate would be to average late charges for billing cycles in 2019.

On average there are 106 customers with past due and on average 42 receiving Doorhangers and 1 customer receiving shut-off notice. Average penalties assessed per billing cycle is \$2,978.00

PREPARED BY:

Tamara Parent

Board Clerk/Accounts Manager

APPROVED BY:

Robert Roberson

Interim General Manager/Fire Chief

Attachments: Resolution 2020-12

RESOLUTION NO. 2020-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
SUSPENDING THE LATE PAYMENT CHARGES AND SUSPENDING THE DISCONTINUATION
OF WATER AND SEWER SERVICE FOR NON-PAYMENT**

WHEREAS, on April 23, 2020, the Board of Directors adopted Resolution 2020-11 declaring the existence of a State of Emergency in the San Miguel Community Services District as a result of the Novel Coronavirus Pandemic; and

WHEREAS, the Center for Disease Control and Prevention, the California Department of Health, and San Luis Obispo County have all issued a shelter in place orders to enforce social distancing, prohibited group events, and taken other precautions to protect public health and prevent transmission of this highly communicable virus; and

WHEREAS, as a result, many residents and businesses in San Miguel have or will experience sudden and unexpected income loss and some residents have or will become unemployed, which will impact their ability to pay for water and sewer services in a timely manner; and

WHEREAS, on April 2, 2020, the Governor of the State of California issued Executive order N-42-20 ordering that all community water systems as defined in Health and Safety Code (116902 (d) (c) 116908 and 116910), are to suspend all disconnections for non-payment for residence and/or businesses due to the State Public Health Officer deeming water systems are critical infrastructure to protect the health and well-being of all Californians.

WHEREAS, the Board of Directors wishes to suspend the imposition of late payment charges, and the discontinuation of water and sewer service for non-payment for the March, April, and May billing cycles.

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

1. The late payment charges for water and sewer services for the March, April and May Billing cycles shall be suspended. The General Manager is authorized to extend the suspension of late payment charges should the local state of emergency continues past June 1st 2020.
2. The discontinuance of water and sewer services for non-payment shall be suspended through June 30, 2020. The General Manager is authorized to extend the discontinuance of water and sewer services for nonpayment should the local state of emergency continues past June 2020.

Signatures on next page

On an amended motion to approve this resolution made by _____, seconded by _____, and by following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed by a roll call vote and adopted this 23rd day of April 2020.

Ashley Sangster, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson,
Interim General Manager/Fire Chief

Douglas L. White,
District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

April 23rd, 2020

AGENDA ITEM: XI-6

SUBJECT: Review and Approve Resolution No. 2020-08 Adopting the Amended District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual.

STAFF RECOMMENDATION:

Staff recommends that the Board approve Resolution No. 2020-08 adopting the amended District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual.

DISCUSSION:

The San Miguel Community Services District ("District") adopted the District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual ("Manual") in July of 2017.

Current Procurement Authority

The Manual currently authorizes the General Manager to enter agreements on behalf of the District for the purchase of goods and services up to Five Thousand Dollars (\$5,000), without concurrence from the Board of Directors ("Board"). Agreements for goods and services with a fiscal impact between Five Thousand Dollars (\$5,000) and Ten Thousand Dollars (\$10,000) are subject to concurrence by the Board of Directors prior to committing to the purchase. Purchases in excess of Ten Thousand Dollars (\$10,000) are subject to concurrence by the Board prior to committing to the purchase.

Manual Amendments

The revised Manual added verbiage to Section 5.0 Quotations and Bids for the Formal Bidding Requirements for 1. Purchase of Materials and Supplies, and 2. Construction. Section 6.0 Professional Services was amended to reflect the guidelines set forth in Section 5.0

The revisions also clarify that the Manual, as it is applicable to the General Manager, applies to an interim or acting General Manager.

FISCAL IMPACT:

The Manual revisions will not have a significant fiscal impact, the revisions give clarification to the formal bidding process and vendor criteria.

STAFF RECOMMENDATION:

Staff recommends that the Board adopt Resolution No. 2020-08 adopting the amended District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual.

PREPARED BY:

Rob Roberson

Rob Roberson Interim General Manager



Approved January 22, 2015

(Revised June 9, 2017)

(Revised July 26, 2018)

Revision April 23, 2020, if approved

SAN MIGUEL COMMUNITY SERVICE DISTRICT

**DISTRICT PURCHASING POLICIES, PROCEDURES, AND REGULATIONS
GOVERNING CONTRACT AND PROFESSIONAL SERVICES BIDDING
PROCEDURES, PURCHASES OF MATERIALS, SUPPLIES, AND EQUIPMENT**

PURPOSE: To assure that the financial resources of San Miguel Community Services District (“District”) are utilized in the most effective and efficient manner, all purchases shall adhere to established procedures (attached herewith) and shall conform to State of California laws and regulations pertaining to local agency purchasing policies, procedures and practices. The District purchasing procedures and practices shall conform to these provisions, and also to any adopted District Fiscal Policy and regulations, existing or amended.

To implement and carry out these Purchasing Policies, Procedures, and Regulations, the District shall give special consideration in the following circumstances:

Local Vendor Preference

It shall be the policy of the District to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal. In matters of price, the local vendor shall be given full credit for local sales taxes, shipping/freight fees and any other fees or charges that might be applicable had the purchase been made from a non-local vendor.

Cooperative Purchasing

It shall be the policy of the District to encourage and participate, whenever possible, in cooperative purchasing endeavors with other public agencies to receive benefits of lower

pricing due to the quantities of materials, supplies, equipment or services which would not otherwise be available to the District as a sole purchaser.

Limited Availability

Occasionally, required materials, supplies, equipment or services are of a proprietary nature, or are otherwise of such specific design or construction, as to be only available from one source. After receiving evidence that reasonable efforts have been made to find alternative vendors, the Manager may waive the minimum requirement for quotes, bids or proposals.

Emergency Conditions

An emergency is hereby defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or a distinct threat to public health, safety or welfare. In such cases, the Manager may waive formal purchasing requirements, but reasonable efforts shall still be made to locate the lowest cost giving due consideration to quality, prior performance, availability of service and parts and delivery schedule.

Other Agency Procurement Contracts

Minimum purchasing requirements are waived when the District elects to participate in a purchase contract of another public agency wherein they undertook a competitive bidding or purchasing process that is similar to the District's. The other public agency purchasing process must have occurred within the last twelve months in order to qualify the District's participation, unless their purchasing contract was clearly multi-year in nature.

Internal Controls

An integral component of any policy that endeavors to maximize the use of limited fiscal resources is internal controls. Accordingly, purchasing procedures shall also contain provisions relating to access and use of District gasoline credit cards, merchant cards and travel & educational expenditures.

(continued on next page)

PURCHASING POLICIES, PROCEDURES AND PAYMENT PROCEDURES MANUAL

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PURCHASING POLICIES, PROCEDURES, AND PAYMENT MANUAL

In order to carry out the purchasing policy of the District, the purchase of supplies, services, equipment or public works projects shall adhere to the procedures as set forth in this manual. This purchasing and payment procedures manual has been drafted to provide consistency with adopted District Fiscal and Financial Policies.

The District's purchasing authority is the District General Manager or his/her designated representative. All references in this manual to the District's purchasing authority shall automatically mean the individual acting in the capacity of District General Manager ("Manager") and include "or his/her designee." The fiscal limitations and thresholds contained in this manual apply on a per fiscal year basis.

Section 1.0 PURCHASES LESS THAN \$5,000

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the General Manager or his/her designee. purchasing supplies and services up to \$4,999.99 with a justification approval from the General Manager will not need an approval from the Board of Directors or issuance of a purchase order except as follows:

Section 2.0 EXCEPTIONS TO SECTION 1.0

- a) All computers must be purchased with prior approval of the Manager. There must be a budget appropriation for both the computer and its annual replacement cost.
 - b) All software regardless of cost must be approved by the Manager.
- Preference to local vendors shall be encouraged given that quality, service, and price are similar.

Section 3.0 PURCHASES GREATER THAN \$5,001

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or Board of Directors, a Department Head or Supervisor may purchase supplies and services over \$5,001 subject to purchase order approval from the General Manager. The purchase order must be prepared and approved prior to the purchase commitment. Any purchase orders greater than \$5,000 or more shall require the Board of Director's concurrence.

The Manager must solicit competitive bids prior to the preparation and issuance of a purchase order. Bid results should be attached or noted on the face of the purchase order. Preference to local vendors shall be encouraged given that quality, service, and price are similar.

Section 4.0 PURCHASE ORDERS

Purchase orders shall be issued for acquisitions of supplies, equipment, and services (including professional), wherein the estimated total purchase is expected to exceed \$5,000.

Purchase orders should be issued for the estimated total amount, even when individual, repeat acquisitions are less than \$5,000. Examples include the transport of sewer sludge wherein any individual transport is less than \$5,000 but the estimated total annual cost exceeds \$5,000. Another example might be the purchase of chlorine.

Subject to the requirements and limits set forth in this manual, the Manager may approve a purchase order for up to \$5,000 without the Board of Director's concurrence. Any purchase orders greater than \$5,000 or more shall require the Board of Director's concurrence.

Purchase orders may have multiple budgetary account numbers and may include multiple departments.

The issuance of purchase orders shall be made prior to any purchase commitment to the vendor pursuant to the following procedures:

1. The department shall complete a purchase order form providing all the required data in the spaces provided. [For example: Each purchase order issued shall be numbered sequentially with three components, X-XX-XXX, wherein the first component consists of the second digit of the fiscal year (i.e. "3" is the current fiscal year 2014-15 or that fiscal year ending June 30th of the calendar year); the second component consists of two alpha digits representing the department; the third component consists of three numerical digits representing the sequence number (to be assigned)].
2. Upon completion of the purchase order, the purchase order shall be signed by the Manager. Upon approval or denial, the purchase order is sent to the initiating department. If approved, the purchase order shall be distributed as follows:
 - a) Copy to Vendor
 - b) Copy to District Financial Officer
 - c) Original to issuing department

Section 5.0 QUOTATIONS AND BIDS

Department Head or Manager may exercise their own discretion with regard to vendor choice for purchases of less than \$5,000. Any purchase orders greater than \$5,000 or more shall require the Board of Director's concurrence.

For purchases greater than \$5,000 but less than \$10,000 Department Head or Manager shall endeavor to solicit quotations from three vendors. The purchase order or an attachment to the purchase order should note the vendors contacted and the amount of their quote.

For purchases greater than \$10,000 but less than \$25,000, the Manager shall solicit competitive bids through sourcing vendors, or wherein a legal notice shall be published in an officially designated newspaper and/or in trade journals or association bidding websites that maintain or publish public agency competitive bids. The bid(s) shall be submitted directly to the Manager, who shall hold said bid(s) until the advertised date and time of opening. The lowest, responsive bid shall be awarded by the Board of Directors. After the bid is awarded, a purchase order shall be issued in accordance with Section 4.0 herein.

For purchases greater than \$25,000.00 generated through a formal RFP bidding process or similar, the proposing company demonstrating the best value to the district shall be awarded by the Board of Directors. After the bid is awarded, a purchase order shall be issued in accordance with Section 4.0 herein.

Local Vendor Preference

The District endeavors to stimulate the local economy by using its purchasing power to support local businesses within boundaries of SMCS D and promote the creation and retention of local jobs. To that end, the District may grant a preference to local vendors when comparing bids or

quotations for the purchase of discretionary goods and services, subject to the guidelines set forth in this section.

The preference shall only apply to the procurement of materials, supplies, equipment, and services as set forth herein. In addition, the preference shall not apply to procurement that is restricted by Federal or State laws or regulations that proscribe such a preference, or to public projects subject to the California Public Contracts Code.

The preference may be granted only if the Manager determines that the local vendor is able to provide comparable goods or services as the next lowest responsive bidder. In determining whether to grant the preference, the Manager may take into account other District fiscal policies and/or criteria.

The preference shall be five percent (5%) of the local vendor's bid or quotation; however, in no event shall the total preference exceed \$5,000 for any single purchase order or contract.

The 5% preference will be used solely to determine to whom the contract should be awarded and will not in any way alter the final contract amount. A 'local vendor' must meet all the following criteria:

1. The vendor owns, leases, rents or otherwise occupies a fixed office or other commercial building or a portion thereof that has a street address within the District. A post office box shall not qualify as a local business address.
2. The vendor possesses a valid and verifiable business license issued that reflects the vendor's local address.
3. The vendor's business is staffed during business hours by an employee, or employees, employed by the vendor and conducting the vendor's local business.
4. Where the State sales tax will be paid for the purchase, the vendor must possess a valid resale license from the State Department of Equalization reflecting the vendor's business address.

To qualify for the preference, a vendor must certify in writing, in its bid or quotation to the District, that it meets the criteria of a "local vendor". The Manager shall determine if a vendor qualifies as a "local vendor". Any vendor falsely claiming to qualify as a "local vendor" shall be ineligible to transact any business with the District for a period of up to 24 months as determined by the Manager. The Manager and/or Board of Directors may also terminate all or part of any contract entered into with such a vendor. The decision of the Manager may be appealed to the Board of Directors pursuant to the review process used for bid protests.

Section 6.0 PROFESSIONAL SERVICES

Per the guidelines and expenditure thresholds set forth in section 5.0, the Manager shall solicit competitive bids wherein a legal notice shall be published in an officially designated newspaper

and/or in trade journals or association bidding websites that maintain or publish public agency competitive bids. The bid(s) shall be submitted directly to the Manager, who shall hold said bid(s) until the advertised date and time of opening. The procurement of professional services shall be based on qualifications. Such professional services shall include, but not be limited to, those provided by: engineers, management services for construction projects, architects, urban planners, geologists, hydrologists, land surveyors, landscape architects, rate consultants and assayers, real estate appraisers, licensed environmental assessors and ecologists, accountants and providers of financial services, actuaries, personnel and insurance consultants, psychologists, medical doctors, entertainers, and performers, claims consultants, and attorneys at law.

If the cost of the work to be performed is estimated to not exceed \$25,000, the Manager may issue a purchase order pursuant to Section 4.0 with the Board of Director's concurrence.

Section 7.0 SOLE SOURCE VENDORS

In the case of sole-source vendors, quotation and bid requirements may be waived by the Manager and/or the Board of Directors when in his/her/their judgment the District is best served by a particular vendor.

A purchase order and a written explanation for justification of sole sourcing shall be submitted to the Manager and/or the Board of Directors for approval. If approved, a copy of the written explanation shall be attached to the copy of the purchase order.

Section 8.0 PETTY CASH

The Manager shall be responsible for the management and accounting of petty cash funds according to the internal control procedures established by this Manual. Petty cash funds may be used for any purpose including non-overnight travel and meetings or for residual final travel accounting amounts due to an employee. Petty cash vouchers and/or petty cash reconciliation forms will be provided.

A \$100 limit shall be established for each separate use of petty cash funds except that said limit may be waived by either the Manager or his/her designee, up to a maximum of \$100.00.

In recognition that employees cannot be expected, nor required, to use personal funds to make petty cash purchases on behalf of the District, petty cash advances may be approved by the Manager.

In the case of petty cash advances, the employee receiving the advance will promptly upon making the purchase, return the receipt and any cash change to the petty cash fund and complete the petty cash voucher. Receipts are required for all petty cash expenditures. Travel per diems wherein receipts are not required is not an appropriate use of petty cash funds. However, amounts due to

employees less than \$100 as determined by completion of the final accounting section of a pre-authorized travel and meeting expense claim may be reimbursed from petty cash funds.

Requests for the replenishment of petty cash funds used shall be made to the Manager on petty cash reconciliation/reimbursement request forms. The request shall summarize the amount to be replenished by the budgetary account number and have attached all expenditure receipts. The Manager shall process said requests in accordance with established payment processing procedures.

Section 9.0 WARRANT REQUESTS

In recognition that needs arise for the issuance of a District warrant for purposes that may not be appropriate for the issuance of a purchase order, (i.e. deposit refunds, and receipt overpayments, payroll-related needs, etc.), the Manager shall establish a warrant request procedure for issuing a warrant payment without a purchase order. Warrant requests shall be processed on a basis consistent with the payment processing schedule; exceptions may be made by the Manager when the best interests of the District might be best served by the accelerated issuance of a warrant payment.

Section 10.0 TRAVEL, MEETINGS AND EDUCATION AUTHORIZATIONS

It shall be the practice of the District to reimburse expenses incurred by officials, officers, and employees of the District when expenses are incurred while on authorized travel, meetings and educational events for District business. The allowances and amounts advanced to persons traveling or meeting on official business shall be established on the basis of specific guidelines set forth below. Administrative procedures are to be amended to conform to the guidelines of this policy.

Advances and/or reimbursements for authorized travel and meetings shall be made by the Manager upon receipt of a properly completed and approved travel and meeting authorization form unless waived in writing by the Manager and/or the Board of Directors.

Travel and meeting authorization forms are available upon request. Department Heads or supervisors shall exercise reasonable effort to complete and submit authorized travel and meeting authorization forms for warrant issuance on a timeline conducive to the payment processing schedule as established by the Manager.

Requests for advances and/or reimbursements for District travel, meetings and education shall be in accordance with the procedures and requirements as noted below:

1. Travel, Meeting and Education Authorization/Expense Reconciliation

Travel on official business which exceeds a cost, actual or estimated, of \$200 or calls for an overnight stay requires the completion of the District's Travel and Meeting Authorization Form and approval by the employee's immediate supervisor and/or the

General Manager. When a District vehicle is used, the cost of such use, using the current mileage rate, shall be included in determining the total cost. Travel which exceeds \$2,500 or provides for out of state travel must be submitted on a Travel and Meeting Authorization Form to the Manager for approval prior to incurring any expenses: Payment may be advanced to the traveler based upon estimated costs as detailed on the Travel and Meeting Authorization Form. Within five (5) days of return, the Travel and Meeting Authorization Form shall be completed and submitted to the Manager wherein actual travel expenses, including amounts advanced, must be reconciled on the Travel and Meeting Authorization Form.

A Department Head and/or the Manager may exercise his/her own discretion, regardless of the length of stay, as to whether an employee receives a per diem per subsection #4 below or receives an 'advance' for itemized expenses per subsection #5 below.

However, in all cases, if any amounts paid in advance for transportation, lodging, and registration, etc. wherein overpayments occur and are refunded directly to the employee, the employee must turn over such amounts to the District.

2. Transportation

a. Commercial Carrier

Air travel for District officials and employees shall be authorized and reimbursed at the lowest possible fare class with a major air carrier. Air travel other than the lowest possible fare class will be authorized ONLY when scheduling does not permit the use of the lowest possible fare class of flight, or when the flight is four (4) hours duration or more.

District officials and employees shall endeavor to book air travel to take advantage of discounts offered for purchasing flight tickets in advance of departure; i.e. 14 or 21 days and take advantage of non-refundable ticket fares where practical.

Transportation costs for commercial carriers shall be paid by the District directly and separately whenever practical. Round trip tickets shall normally be purchased whenever commercial carriers are used. Travel expenses of a family member of an official or an employee are not eligible for payment by the District. Travel arrangements and payment of costs for family members are to be handled directly by the employee.

b. Personal Vehicles

The use of personal vehicles, when approved as a mode of travel to and from destinations, will be reimbursed at the established mileage rate. When a commercial carrier is used, a traveler will be reimbursed for personal vehicle mileage to and from the airport and the actual cost of airport parking regardless of airport location.

(1) Travel in San Luis Obispo County

Employees receiving monthly auto allowances shall not, except under special circumstances as authorized by the Manager, be eligible to use a District vehicle nor receive mileage reimbursement for use of personal vehicles when travel is within San Luis Obispo County.

(2) Travel Outside San Luis Obispo County

The use of personal vehicles on District authorized business outside San Luis Obispo County will be reimbursed at the authorized mileage rate for all District officials and employees. Payment of mileage will be based upon the most direct route from point of departure to point of destination. A District official or employee may leave from his/her home for a meeting, conference, seminar or training session. However, the mileage from home to the destination should not exceed the mileage from District offices to the destination.

3. Lodging

Hotel accommodations should be arranged directly by the District, not traveler. Receipts for lodging must be attached to the Travel and Meeting Authorization Form in order to obtain reimbursement. Hotel expenses for District officials and employees only will be reimbursed at the single occupancy rate. Room movies and other miscellaneous, such as alcoholic beverages are not eligible for reimbursement including room service meals if a per diem has been provided.

4. Per Diem

Each person traveling on official District business, which includes an overnight stay, may (1) receive a per diem for meals, taxes, gratuities, and incidental expenses equal to the IRS allowance, or up to \$50. Allow \$75.00 if travel time is 4 hours or more per day provided that receipts are submitted to the District. If the amount shown on the receipts is less than \$75 the difference is considered taxable income;

or (2) receive a per diem equal to the IRS regional allowance, in which case no receipts are required, and the full amount is non-taxable.

Meals and food charged to a motel/hotel room via room service shall be counted on the final reconciliation of the Travel and Meeting Authorization Form towards the per diem. Per diem shall be paid for travel days just prior and just after the event. One-half of the daily rate shall be paid if the distance to the event is less than 275 miles except that if the event ends later than 3:00 p.m. a full day per diem may be paid. A full day per diem shall be paid if the one-way distance is greater than 25 miles. Expense reimbursement for amounts over the per diem amount must include receipts for all expenses.

5. Itemizing Expenses

If travel encompasses not more than a single day, the traveler shall itemize the expenses incurred for reimbursement. Upon return, supporting documents such as receipts or paid invoices must be submitted on the Travel and Meeting Authorization Form. In the case of overnight travel, the traveler may claim actual expenses rather than per diem. However, all receipts or paid invoices must be submitted with the Travel and Meeting Authorization Form in order to be reimbursed.

6. Registration Fee

Registration fees charged for any authorized convention, conference, seminar or meetings are reimbursable and should be paid in advance.

7. Taxi, Car Rental, Shuttle Service and Parking

Expenses incurred for car rental and limousine service will not be reimbursed unless authorization is received from the Manager prior to the travel. Whenever possible, District officials and employees should utilize hotel courtesy buses or local shuttle services. Whenever possible, hotel accommodations should be within easy access to the functions for which the travel was authorized. Taxi service should be used only when no other convenient, less costly transportation is available. Expenses for parking shall be reimbursed in addition to any other allowances paid to the traveler.

8. District Merchant Cards

Merchant card receipts for all charges on the credit cards shall be attached to the final reconciled Travel and Meeting Authorization Form submitted to the Manager.

Gas credit cards issued to the District may only be used to purchase fuel and oil in a District owned vehicles. Use of District gas credit cards in personal vehicles is strictly prohibited, regardless of whether or not the use of the personal vehicle was for authorized District business.

9. Mileage Rate

The mileage rate for personal vehicle use shall be determined each January 1st by the Manager. The mileage rate shall be equal to the mileage rate allowance as set by the Internal Revenue Service for business use of a vehicle as confirmed by the Manager.

10. Miscellaneous Meetings

Miscellaneous meetings wherein food, beverages, and related sundries are provided either on-site or at a dining establishment may be paid and/or reimbursed by District when required for official business. Payment and/or reimbursement may be made via; petty cash, merchant card, vendor charge account, purchase order, warrant request or Travel and Meeting Authorization Form.

In all cases, the payment and/or reimbursement request shall be accompanied by a receipt or other documentation and in the case of the use of a merchant card, the customer copy of the merchant card charge slip. The receipt and/or payment request should clearly identify the purpose of the

meeting, the general attendees (i.e. lunch with auditors) and the budgetary account number. A Travel and Meeting Authorization Form need only be utilized when the cost of an individual, miscellaneous meeting exceeds \$200.

11. Discretion

These procedures do not claim to have addressed all contingencies and conditions. Any necessary and reasonable expenses that may from time-to-time be justified due to circumstances or opportunities for the District will be honored upon approval by the Manager in the form of reimbursements to the traveler and upon adequate documentation and justification.

Section 11.0 PAYMENT REQUIREMENTS

The issuance of warrants for petty cash, warrant requests and travel, and meeting authorizations shall be made by the Manager upon receipt of the properly completed documentation and in accordance with the payment schedule as established by the Manager.

For purchase orders, preparation of the vendor payment shall be initiated by the Department Head, Supervisor and/or the Manager upon receipt of the signed “payment” copy of the purchase order. Partial payments are acceptable. Authorization for partial payment(s) may be initiated by the Manager by submitting the invoice with the “Approved for Payment” stamp fully completed, and the purchase order number clearly indicated on the invoice.

For purchase orders issued for materials and/or services to be provided over time, the Manager shall initiate vendor payment solely upon receipt of the appropriate invoice(s) with the “Approved for Payment” stamp fully completed, and the purchase order number clearly indicated on the invoice. In order to expedite vendor payment processing, the following vendor statement/invoice delivery arrangements should be made:

Single Department - In those cases where a Department Head or supervisor knows that his/her department is the only department doing business with a particular vendor: Upon receipt of statement/invoice (s), the Manager shall reconcile the amounts due and authorize payment by utilizing the “Approved for Payment” stamp and forward the original documents for payment. The amount due to the vendor shall be summarized by budget account number.

Multiple Departments - In those cases where more than one department makes purchases from the same vendor, the statements should continue to be mailed directly to accounts payable; except that in those cases wherein the vendor sends invoices separately from their end-of-the-month statements, arrangements should be made to have invoices sent directly to the department involved for reconciliation and approval before forwarding to accounts payable.

In all instances, vendor payments shall be processed in accordance with the payment schedule unless the Manager determines that the best interests of the District would be best served by accelerating the issuance of a particular vendor payment.

The current payment schedule, as established by the Manager, is that payment requests received by noon on Wednesday will have a warrant(check) issued no later than the fourth following Friday except as otherwise established by the Manger.

DO NOT UNDER ANY CIRCUMSTANCES PROMISE OR OTHERWISE INDICATE TO A VENDOR THAT PAYMENT WILL BE RECEIVED ANY SOONER.

APPROVED FOR PAYMENT

Budget Acct. # _____
Amount to Pay \$ _____
Date Signature _____
Vendor # _____

Section 12.0 MERCHANT CARDS

Purchases made by merchant card shall be made in conformance with established Fiscal Policy, the purchasing rules and restrictions as identified in Section 1.0 through 9.0 and shall in no event exceed or circumvent the regulations set forth therein. A single purchase by credit card shall not exceed \$2,500 or the credit card account limit, whichever is less.

Purchases less than \$5.00 should not be made using the merchant card. These purchases should be made using petty cash. Merchant card account limits will be between \$2,000 and \$10,000 per month. Account limits apply to the account, not the card. For example, an account may have a limit of \$5,000, with two cards issued. Therefore, the aggregate spending total of both cards must not exceed \$5,000 per month.

Each Department Head or Supervisor will be informed of the limits placed on accounts issued to his/her department and or divisions.

Purchases will be denied by the card issuer for any account that is delinquent or has exceeded its account limit. Departments must track their monthly spending so that they do not exceed the merchant card account limit.

1. Business Use Only

The merchant card is to be used for District purchases ONLY.

2. Conditions for Use

The total of a single purchase to be paid using the merchant card may be comprised of multiple items and cannot exceed the authorized single invoice limit. Purchases will be denied if the authorized single purchase limit is exceeded. Payments for purchases are not to be split in order to stay within the single purchase limit.

All materials, supplies, and services purchased over the counter and paid for by using the card must be immediately available. No back-ordering is allowed unless authorized by the Manager.

All materials, supplies, and services purchased by telephone order to be paid for by merchant card must be delivered by the merchant/vendor within the 30-day billing cycle. The order should not be placed without this assurance. (Please see "Telephone Purchase Procedures" below). Merchant card use for employee travel must comply with established District travel policy.

3. Telephone Purchase Procedures

Telephone purchase procedure, as used in these instructions, means a procedure where an order is placed, or a purchase is made by telephone. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing a telephone order to be paid using the merchant card, the employee will:

- a. Confirm that the merchant/vendor agrees to charge the merchant card when the shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- b. Instruct the merchant/vendor to fax or mail the charge slip to the cardholder when the credit card is charged.
- c. A log should be used to record telephone merchant card orders (see Attachment 4). The documentation should be held until the monthly billing statement is received and then attached to the statement, along with the charge slips, when it is submitted for payment.

4. Internet Purchase Procedures

Internet purchase procedure, as used in these instructions, means a procedure where an order is placed, or a purchase is made, by internet website access. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing an internet order to be paid using the merchant card, the employee will:

- a. Confirm that the web site utilizes security protection software.
- b. Confirm that the merchant/vendor agrees to charge the merchant card when the shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- c. Print out a hard copy of the order confirmation before exiting the site.

5. Documentation, Reconciliation and Payment Procedures

a. Documentation

Any time a purchase is made that will be paid using the merchant card, whether it is done over the counter or by telephone or by internet, a document must be retained as

proof of purchase. The documents will later be used to verify the purchases shown on the merchant card monthly statement. When a purchase is made over the counter, the employee is to obtain a customer copy of the charge slip, as well the separate invoice if any, which will become the accountable document (make sure all carbons are destroyed).

When making purchases by telephone, the employee is to immediately document the transaction on a log and attach the charge slip (and invoice, if any) when received from the vendor, along with any shipping documents associated with the order.

b. **Missing Documentation**

If for some reason the employee does not have documentation of the transaction to send with the statement, he/she must attach an explanation that includes a description of the item, date of purchase, merchant's/vendor's name and why there is no supporting documentation. If documentation is received after the statement has been sent for payment, the employee should send the documentation to accounts payable with a note referencing the date of the statement to which it should be attached.

6. Merchant Card Restrictions

The following list covers purchases for which merchant card use is **prohibited**:

- a. Gasoline and oil purchases. Gasoline and oil purchases for District vehicles only must be made using a **gas** credit card.
- b. Cash advances through bank tellers or automated teller machines.

7. Payment and Invoice Procedures

- a. Purchases made by employees will be paid by accounts payable once the employee certification and the Manager verification has been completed, and account coding assigned for each transaction. Account coding shall be summarized by budget account.
- b. Original statements and charge slips should be sent to the Manager. If the employee wishes to retain a copy of the statement, a copy should be made before the original statement is sent to the Manager.
- c. The "Statement of Account" requires the Department/Division to review the statement and to note any errors on the bill. The Department/Division should attach to the statement all receipts (sales drafts/charge slips) received at the time of purchase with the budget account number noted on each. Travel expense charges must include a copy of the final accounting of the travel authorization form, as well as receipts pertaining to travel purchases made by credit card. The Supervisor or General Manager he/she stamps the statement with an "Approved for Payment" stamp, assigns account codes for each item, writes the grand total of the amount to be paid in the "amount" area provided by the "Approved for Payment" stamp, attached the summary by budget account and secures the signature of the Manager certifying items purchased and received and forwards to the

accounts payable within five (5) working days after it is received. Noncompliance may mean denial of future use of cards.

- d. The Manager will be responsible for receiving completed statements from all divisions, reviewing them, resolving any questions on the purchases, reconciling and signing the statements, and forwarding completed account statements with all attachments to the accounts payable section within five (5) working days after receipt of the statement in the mail. Account statements will all close on the last day of each month and will be mailed by the issuer shortly thereafter. Statements will be mailed directly to each department and will generally be received on about the same date each month.
- e. If an account has no purchase activity for a particular billing cycle and shows a "zero" balance, the statement should be filed in the merchant/vendor file. *"File Only -- Zero Balance"* should be clearly marked on the front of zero-balance statements.

8. Approval

Approval of the transactions that employees have made using the merchant cards will not be totally defined in these procedures. Department Heads or supervisors, because of their knowledge of the job responsibilities of employees, are required to look at each employee's purchases, and at the merchant, who made the sale in order to determine if these items were for Official Use and if they were items allowed to be purchased in accordance with the instructions provided.

If, for any reason, the Manager questions the purchases(s), it is his/her responsibility to resolve the issue with the employee. If he/she cannot be satisfied that the purchase was necessary and for Official Use, then the employee must provide a Credit Voucher proving item(s) have been returned for credit, or a personal check or cash for the full amount of that purchase. Resolution for improper use of the merchant card will be the responsibility of the Manager to resolve, and disciplinary action for misuse will also be his/her responsibility to process.

9. Disputes

If items purchased with the merchant card are found defective or the repair of services faulty, the employee has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant/vendor refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE.

A disputed item must be noted on the statement of the account. In addition, an "Employee Statement of Questioned Item" form (Attachment 1) must be completed by the employee with appropriate documentation attached, if necessary. The Manager shall notify the merchant card issuer in accordance with the instructions on the "Employee Statement of Questioned Item" for adjustment. The form should be attached to the statement of account, with a copy retained by the Department for follow-up the following month to be sure the proper credit is received on the statement of account.

It is essential that the time frames and documentation requirements established by the merchant card issuer be followed to protect the employee's rights in dispute. Dispute policies and procedures issued by the merchant card issuer will be provided at the time merchant cards are issued to employees.

10. Requests for Initial, Additional or Changes to Merchant Cards and/or Credit Cards All requests for new accounts, additional cards or changes in account names or limits will be done by submitting "Request for Merchant or Credit Card" form to the Manager. The form will be processed by the Manager and the requesting Department Head or Supervisor will be notified when the request is processed. A minimum of thirty days should be allowed for processing requests.

11. Periodic Inventory of Merchant and/or Credit Cards

At least once annually, the Manager will provide a list of credit cards to be issued. A physical inventory of credit cards, photocopying each card, and provide a report to the Manager of the results of the inventory.

12. Lost or Stolen Merchant and/or Credit Cards

Should any employee lose or have a District credit card stolen, it is the responsibility of the Manager to immediately notify the merchant card issuer of the loss. The telephone number of the merchant card issuer will be provided when the merchant card is issued.

In addition to notifying the merchant card issuer, the Manager must notify the Board of Directors of the lost or stolen credit card WITHIN ONE WORKDAY after the discovery of the loss or theft of the card. The Manager will be required to make a written report to the Board of Directors WITHIN FIVE (5) WORKDAYS that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred if known, the purchases that the employee had made prior to the loss, and any other information that may be considered necessary.

13. Terminating Employee

The Manager shall be responsible to collect merchant and/or credit cards from terminating employees.

If the Manager is unable to collect the merchant card when an employee leaves, the Manager shall notify the Board of Directors immediately by telephone and follow-up with a memo to take action to ensure the merchant card is voided.

The merchant card issuer shall be notified to void the merchant card to prevent any purchases after the employee leaves.

Section 13.0 CONTRACT CHANGE ORDERS

To establish a uniform procedure for documenting, review and authorization of Change Orders affecting construction contracts, these procedures shall apply to changes in the work that results in alterations, amendments or deviation from an awarded contract; thereby modifying the scope of the contract, the cost, completion schedule, material and/or equipment furnished under the awarded contract.

A Change Order is the written authorization that changes the awarded contract as noted above. The Change Order shall be for similar kinds of work as that awarded in the original contract and shall only arise in good faith from unforeseen items and/or events since the time of the bid award. Request for Change Order authorization to the Manager shall be accompanied by a purchase order. Change Order authorization limits are established as follows:

Contracts \$50,000 - \$75,000 25% of contract or \$ 17,500 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$75,001 - \$99999 25% of contract or \$25,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$100,000 10% of contract or \$125,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

The limits noted are for Change Order amounts in the “aggregate”. Change Orders for amounts in excess of these limits must be approved by the Board of Directors as a regular agenda item.

In all cases where a Change Order would increase the cost of the project beyond the existing budget, the Change Order shall be presented to the Board of Directors along with an appropriation resolution for their consideration and approval.

Section 14.0 CONTRACTS WITH OTHER PUBLIC AGENCIES

It may be beneficial to contract with other public agencies for goods and services. In such cases, the Manager may waive normal bidding procedures if it can be shown, via the quotation procedures contained in Section 4.0, that contracting directly with another public agency is equal to or less than the cost of a private sector competitive bid contract

Section 15.0 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING

The District shall, hereby, approve these Purchasing Policies and Procedures incorporating, by reference, the Uniform Public Construction Cost Accounting standards, and practices. This provides the opportunity for the District to undertake public projects of \$25,000 or less by force account, negotiated contract or by purchase order.

For projects greater than \$25,000 but less than \$75,000, the District may undertake an “informal” bidding procedure as set forth by State regulations. In all such cases wherein, the District opts to utilize the Uniform Public Construction Cost Accounting method, State procedures governing this procedure shall supersede the District’s purchasing procedures as identified herein.

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RESOLUTION NO. 2020-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AMENDING DISTRICT PURCHASING POLICIES, PROCEDURES, AND REGULATIONS GOVERNING CONTRACT AND PROFESSIONAL SERVICES BIDDING PROCEDURES, PURCHASES OF MATERIALS, SUPPLIES, AND EQUIPMENT MANUAL.

WHEREAS, the San Miguel Community Services District (“District”) District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual (“Manual”) authorizes the General Manager to enter agreements on behalf of the District for the purchase of goods and services up to Five Thousand Dollars (\$5,000), subject to the conditions established in the Manual; and

WHEREAS, the Board of Directors (“Board”) seeks to revise the Manual by decreasing the purchasing authority of the General Manager to Five Thousand Dollars (\$5,000) per agreement without concurrence from the Board; and

WHEREAS, the Board seeks to clarify that the Manual, as it is applicable to the General Manager, applies to an interim or acting General Manager; and

WHEREAS, the Board adopts the revised Manual making the aforementioned revisions and clarifications.

NOW, THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt the revised District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual attached hereto as Exhibit A.

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

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 23rd of April 2020.

(signatures on next page)

Ashley Sangster,
President Board of Directors
San Miguel Community Services District

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel

EXHIBIT A

(Revised Purchasing Policy 4-23-2020 clean)



San Miguel Community Services District

Board of Directors Staff Report

April 23, 2020

AGENDA ITEM: XI-7

SUBJECT: Review and approve resolution 2020-14 authorizing the Director of Utilities to enter into an agreement with Monsoon Consulting to update the Water and Wastewater Master plans and add Recycled water at a cost not to exceed \$12,500

RECOMMENDATION:

Approve resolution 2020-14 authorizing the Director of Utilities to enter into an agreement with Monsoon Consultants to update the Water and Wastewater Master plans and add recycled water at a cost not to exceed \$12,500

BACKGROUND:

The District is currently utilizing water and wastewater master plans that were revised in 2017 by Monsoon Consultants. As the District progresses through funding opportunities for the WWTF expansion as well as other water and wastewater related projects it will be increasingly important that our Master Plans are current and align with our goals and priorities for the District.

Even though the last update was performed in 2017 the District has come a long way since then. Our priorities have changed and these need to be reflected in our Master Plans.

One of the most significant changes is the incorporation of Recycled water production and distribution within the District. However, with the rise in housing projects and potential for new commercial our master plans need to reflect the Districts direction.

Incorporating the Districts current priorities and direction into the Master plans will play an important part in securing grants, and other funding to meet the Districts needs. It will also play a large part in the next rate study which will need to be started next year.

Fiscal Impact:

- The proposal by Monsoon Consulting is not to exceed \$12,500
- Will be funded from Water and Wastewater equally (Professional Svcs Engineering)

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities



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

No. P2020.03.002

| |
|---|
| X |
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| |

Technical Proposal
Invoice
Change Order No.
Work Authorization

| Submitted To: | Project Information: |
|---------------|----------------------|
|---------------|----------------------|

| | |
|---|--|
| Contact: Kelly Dodds, Director of Utilities | Project Name: 2020 Update to the Water, Wastewater and Recycled Water Masterplan & Utility Atlases for the San Miguel CSD |
| Company: San Miguel Community Services District | Project No.: 2020.03.002 |
| Address: 1150 Mission Street San Miguel, CA 93451 | Proposal Date: March 4, 2020 |
| E-mail: kelly.dodds@sanmiguelcsd.org | |
| Phone: 805-467-3388 Ext 206 | Location: San Miguel, California |
| Fax: 805-467-9212 | Owner: San Miguel CSD |

Monsoon Consultants (MONSOON) Hereby Submits: Our Technical Proposal for the 2020 Update to the Water, Wastewater and Recycled Water Masterplan & Utility Atlases for the San Miguel Community Services District

Background

The San Miguel Community Services District has requested a proposal from Monsoon Consultants (Monsoon) to provide to update the hydraulic modeling, master plans and utility atlases for the District's wastewater collection system and the water supply & distribution system. The primary deliverables will include updated water and wastewater capacity-related Master Plans and Utility Atlas Books & Wall Maps. The Master Plans will include recent infrastructure improvements, updated hydraulic modeling of both the water and wastewater systems, identification of capacity constraints, prioritization of system capacity needs, and update of the District's 5-year capital improvement programs to address these needs. Monsoon will also include the planned expansion & upgrade of the wastewater treatment plant (WWTP) and the proposed recycled water "purple pipe" transmission and distribution infrastructure in the scope of work to be provided.

Scope of Work

If selected, MONSOON will perform the following tasks in conjunction with the preparation of the 2020 Update to the Water, Wastewater and Recycled Water Masterplan & Utility Atlases for the District:

- Hydraulic Modeling Update:
 - MONSOON will update hydraulic models of the District's water and wastewater systems. The models will be calibrated using recent flow records and pressure measurements. The hydraulic models will be used to evaluate District defined flow and demand scenarios within both the sanitary sewer and water pipeline networks to evaluate the hydraulic capacity of the existing systems and determine what portions of the systems are capacity limited, both under existing conditions and future conditions. In addition, Monsoon will also develop a hydraulic model of the proposed recycled water "purple pipe" transmission and distribution system infrastructure.



- Capital Improvement Plan Update:
 - MONSOON will prepare an updated Water and Wastewater Capital Improvement Plan which will include a clear description of recommended infrastructure improvements deemed necessary to maintain the desired level of service for the District's water and wastewater infrastructure. The CIP will include the following:
 - Infrastructure Condition Assessment: Monsoon will quantify the condition, useful life, and value of the existing water and wastewater system assets. In addition, Monsoon will estimate the asset values and recommended year-to-year replacement costs of aging infrastructure. The remaining useful life of assets shall be assessed using projected-useful-life tables, decay curves, or recent condition assessment studies which have been published in peer reviewed industry literature.
 - Recommended Improvements: Monsoon will identify improvements (or improvement program) to meet the District's desired level of service. We will create prioritization criteria to utilize when comparing the recommended improvements. The prioritization criteria will account for how critical the facility is to system operations (i.e., ramifications of failure) and the cost (and probability) of facility failure (including disruption of service and environmental costs in addition to hard costs of repairs). Monsoon will prepare an estimate of design and construction costs associated for all recommended improvements or improvement programs. Monsoon will also include the recommendations for the planned expansion & upgrade of the wastewater treatment plant (WWTP) and the proposed recycled water "purple pipe" transmission and distribution infrastructure in the scope of work to be provided. The final deliverable will include a prioritized list of recommended improvements and improvement programs through 2030 with a detailed focus on near term critical projects through 2025.
- Water, Wastewater & Recycled Water Master Plan Update:
 - MONSOON will prepare a draft and final Master Plan update for both the Water, Wastewater and Recycled Water "Purple Pipe" Systems. These will be incorporated into a combined report that summarize the work completed, findings, recommendations, and presents the 5-year and 10-year capital improvement program.
- Water, Wastewater & Recycled Water Utility Atlases Update:
 - Monsoon will update the current Water & Wastewater Utility Atlases and Wall Maps. In addition, Monsoon will prepare a new Utility Atlas for the proposed Recycled Water "Purple Pipe" System.
- 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.

Items Not Included In Scope of Work

The work to be provided by MONSOON is generally described as a "Desktop" Technical Document Preparation and Utility Mapping Project. It should be noted that any costs and any other services not specifically described in the Basic Scope of Work description above are not included in the fee and if requested by the client will be subject to a contract addendum.



P.O. Box 151
San Luis Obispo, CA 93406
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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 exceed the amounts presented below, without prior authorization from the client.

2020 Update to the Water, Wastewater and Recycled Water Masterplan & Utility Atlases \$ 12,500

Labor Rates

| | |
|-------------------------------------|---------------|
| Principal Engineer / Hydrologist | \$145.00 / Hr |
| Staff Engineer / Scientist | \$135.00 / Hr |
| Engineer-in-Training | \$110.00 / Hr |
| Senior Designer / GIS Technician | \$120.00 / Hr |
| Associate Designer / GIS Technician | \$90.00 / Hr |
| Technical/ Clerical Support Staff | \$75.00 / Hr |

Schedule

MONSOON can initiate the scope of work described herein immediately upon receipt of a Notice to Proceed. We anticipate that the 2020 Update to the Water, Wastewater and Recycled Water Masterplan & Utility Atlases package can be complete and ready for submittal within 60 calendar days of receipt of a Notice of 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

March 4, 2020

Date

Acceptance by Client:

Client's Signature

Date

Printed Name

Firm/Company (Printed)



P.O. Box 151
San Luis Obispo, CA 93406
(805) 476-6168
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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. 2020-14

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
DIRECTOR OF UTILITIES TO CONTRACT WITH MONSOON CONSULTANTS
(DISTRICT ENGINEER) TO PREPARE UPDATES TO THE DISTRICT'S WATER
AND WASTEWATER MASTER PLANS.**

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

WHEREAS, a critical resource that the District relies on are the Water and Wastewater Master Plans when considering numerous key activities, including planning for future capital improvements, setting future usage rates and connection fees, budgeting for preventative maintenance activities, and other operational and maintenance projects and expenditures; and

WHEREAS, the existing Water and Wastewater Master Plans for the District currently require updating and inclusion of recycled water provisions; and

WHEREAS, the District Board of Directors authorizes the Director of Utilities to contract with the District Engineer to perform the required studies and engineering to prepare updated Water and Wastewater Master Plans, incorporating Recycled water for the District; and

WHEREAS, the Board approved the proposal for these updates by Monsson Consultants in the amount not to exceed Twelve thousand five hundred dollars (\$12,500) to be paid from water and wastewater funds equally; and

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

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

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 23rd day of April 2020.

Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

April 23, 2020

AGENDA ITEM: XI-8

SUBJECT: Discussion and consideration by the Board of Directors of the San Miguel Community Services District of four proposals received to provide environmental services including technical studies and associated state, regional, and federal permit applications related to the upgrade and expansion of the District's Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water ("purple pipe") distribution system and authorizing the Interim General Manager to execute a contract with the selected consultant to provide the requested environmental services.

STAFF RECOMMENDATION:

Discuss the merits of the proposals received and authorize the Interim General Manager to execute a contract with Dudek to provide environmental services including technical studies and associated state, regional, and federal permit applications related to the upgrade and expansion of the District's Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water ("purple pipe") distribution system.

BACKGROUND:

On February 20, 2020, the San Miguel Community Services District (DISTRICT) issued a Request for Proposals (RFP) from qualified consultants to complete environmental work related to the upgrade and expansion of the DISTRICT's Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water ("purple pipe") distribution system. This upgrade will eventually provide the DISTRICT with the capacity to produce and convey a supply of high-quality effluent that will meet California Title 22 requirements for non-contact irrigation of vineyards and / or indirect recharge to the groundwater aquifer, with an ultimate maximum day dry weather flow capacity of 0.60 Million Gallons per Day (MGD). It is the intent of the DISTRICT to hire a qualified Consultant team that can assist the DISTRICT with the following tasks:

- Environmental evaluation of the project
- Self-Performance and/or coordination of all required technical studies
- Coordination with the District and other project consultants

Upon completion of the scope of work to be provided by the Consultant, the DISTRICT intends for the Consultant to produce the following documents for use by the DISTRICT:

- Final Environmental Document that meets CEQA (a requirement of the State Water Resources Board programs) and NEPA state and federal requirements
- All environmental permit and authorization applications identified for the Project
- All associated documents and submittals required to support both the Final Environmental Document and all environmental permit and authorization applications necessary to construct the project
- Provision of a crosswalk that verifies meeting all CEQA and NEPA requirements

In response to the RFP, the District received four (4) proposals on (or before) March 30, 2020. Each of these proposals were reviewed by the Director of Utilities and the District Engineer, and copies were provided to Board members for their review. Upon initial review, a supplemental request to all responders was made on April 7, 2020 to provide the District with an estimate of fees to be associated with the work to be performed for the Machado WWTP Renovation / Expansion separately from the “Purple Pipe” infrastructure. Revised fee breakdowns were received from each of the four respondents and these were reviewed by the Director of Utilities and the District Engineer on April 15, 2020. Based on information provided by the respondents, it was determined that each of the proposals met the requirements of the RFP and each firm was deemed to be qualified to provide the requested scope of work. Given that all responding firms were deemed qualified, District staff recommends that a contract be awarded to Dudek who provided the lowest fee estimate, which included a fee of \$32,110 for the work associated with the WWTP Expansion / Renovation and a fee of \$39,790 for the work associated with the “purple pipe” recycled water distribution system. A copy of Dudek’s original proposal and supplemental fee proposal is included as an attachment to this report.

FUNDING:

The cost of this project was anticipated, and funding was included in the Fiscal Year 2019-2020 budget. Regarding funding, we have submitted a grant application to the DWR for funding in the amount of \$250,000 for Planning & Design for the Machado Wastewater Treatment Plant renovation. The costs to be incurred for this work can be subject to reimbursement under the terms of this grant. We have been assigned a project manager at the DWR and the DWR has reviewed our submittal and found it to be complete. In addition, we are currently in the process of investigating other grant funding opportunities for the permitting and construction phases of the plant expansion.

FISCAL IMPACT

The total estimated fee to complete this work is estimated to not exceed \$71,900.

STAFF RECOMMENDATION

The Board of Directors should consider the four proposals received to provide environmental services including technical studies and related state, regional, and federal permit applications related to the upgrade and expansion of the District’s Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system and authorize the Interim

General Manager to execute a contract with Dudek to provide the requested environmental services for a fee not to exceed \$71,900.

PREPARED BY:

APPROVED BY:

Blaine T. Reely

Blaine T. Reely, P.E., District Engineer

Interim General Manager

Attachments:

Dudek Proposal (Dated 3/30/2020) & Supplemental Fee Breakdown (Dated 4/14/2020)



PROPOSAL

SAN MIGUEL COMMUNITY SERVICE DISTRICT WASTEWATER TREATMENT FACILITY

Upgrade & Expansion And Recycled Water (Purple Pipe) Distribution System

PREPARED FOR

San Miguel Community Service District Wastewater Treatment Facility

March 30, 2020

Cover Letter

March 30, 2020

San Miguel Community Services District
Attn: Kelly Dodds, Director of Utilities
1150 Mission Street
San Miguel, California 93451

Subject: San Miguel Community Services District Wastewater Treatment Facility Upgrade and Expansion and Recycled Water (Purple Pipe) Distribution System

Dear Mr. Dodds,

As a Central Coast-based, 40 year old environmental consulting firm, Dudek understands the challenges and opportunities faced by the San Miguel Community Services District (District) with their Wastewater Treatment Facility Upgrade and Expansion and Recycled Water System Project (Project). Critical to the success is selection of value-focused, responsive, trusted professionals that can effectively evaluate and implement the District's needs. Dudek is a full service water/wastewater engineering firm, specialized in the planning, design, construction, and operation of treatment facilities. Our team's experience as engineers, designers, scientists, operators, and managers over a broad range of treatment works makes us an ideal fit for the District. Dudek will provide the District with the following strengths:

Qualified Project Management and California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Expertise. Dudek's dedicated staff of task managers and technical experts have prepared CEQA and NEPA documents for both municipal and private projects throughout California. We apply practical knowledge of CEQA/NEPA to facilitate compliance with current laws, regulations, and case law. Our team expedites complex projects processing by designing and maintaining realistic document schedules, adhering to consistent communication protocol, leveraging our longstanding agency relationships, and anticipating potential issues.

Responsive and Accessible. To provide one channel for clear communication, Jessica Kinnahan will serve as the contract manager and point of contact. She has served as a project manager for many utility projects. Dudek staff has worked with the District before and we will manage this contract locally from our office in Santa Barbara office. We will be available to quickly respond to the District with any project related questions or needs. As our client, you are our priority.

A Proven Technical Record. Dudek's experts understand and are well versed in housing, air quality, greenhouse gas (GHG) emissions, California Native American tribes, biological studies, hazards and hazardous materials, hydrology and water quality studies, noise analysis, land use and planning, public services, utility services, and transportation studies state requirements. Dudek has successfully completed more than 2,800 environmental documents for a range of projects, none of which has been successfully legally challenged.

Permit and Planning Expertise. Our planners and permit experts emphasize communication with residents, business owners, community organizations, regulatory agencies, development applicants, and other valuable stakeholders in each planning process. Through written and oral communications, engagement and outreach, we actively involve and consider input from stakeholders, and are well versed in drawing from the concerns and suggestions of multiple and diverse parties to ensure a smooth project process. We work with our clients to ensure goals are met in a timely fashion and with full transparency and minimized friction.

This proposal is valid for ninety (90) days.

Sincerely,



Joseph Monaco, President/CEO



Jessica Kinnahan, Project Manager,
621 Chapala Street
Santa Barbara, CA 93101
jkinnahan@dudek.com
(805) 280-2339

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Qualifications

The Dudek Advantage

We are a California-based environmental firm with 12 offices throughout the state and more than 600 planners, scientists, civil engineers, contractors, and support staff. We assist private and public clients on a broad range of projects that improve our clients' communities, infrastructure, and natural environment. From planning, design, and permitting through construction, we help move projects forward through the complexities of regulatory compliance, budgetary and schedule constraints, and conflicting stakeholder interests.

Our depth and breadth of experience means we can quickly assemble and mobilize the appropriate level of service to match your project needs and budget. Our 600+ person in-house team includes:

- American Institute of Certified Planners-certified environmental planners
- California Department of Fish and Wildlife (CDFW) and U.S. Fish and Wildlife Service (USFWS) certified biologists
- Registered professional archaeologists
- Registered landscape architects
- Registered environmental assessors
- Certified arborists and foresters
- Professional foresters
- Noise and air quality specialists
- Accredited Leadership in Energy and Environmental Design (LEED) professionals
- Certified geographic information system (GIS) professionals
- Certified hydrogeologists
- Licensed geologists
- Licensed professional engineers
- Licensed contractors

These talented professionals will bring the expertise to District to successfully implement the Wastewater Treatment Facility Upgrade & Expansion and Recycled Water (Purple Pipe) Distribution System project.

Dudek at a Glance

- *Multidisciplinary environmental and engineering services*
- *12 California offices, including Santa Barbara*
- *600+ employees*
- *Top 125 U.S. Environmental Firms (Engineering News-Record)*
- *92% rating for reliability, timeliness, and responsiveness (Dun & Bradstreet 2016)*
- *More than 2,800 successful CEQA/NEPA documents prepared*

Dudek Qualifications

CEQA/NEPA Environmental Document Expertise

Dudek environmental planners have processed more than 2,800 documents pursuant to the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA), including many complex, controversial projects in environmentally constrained areas. Dudek planners have expertise in the preparation of a wide range of environmental documents, including initial studies (ISs), negative declarations (NDs), mitigated negative declarations (MNDs), and categorical exemptions, as well as complex environmental impact reports (EIRs), environmental assessments, and environmental impact statements.

From permitting California's first large seawater desalination plant to environmental planning for desert wind/solar energy farms, Dudek planners and CEQA/NEPA experts have successfully tackled the most challenging projects associated with public works, land development, transportation, urban campuses, energy, and hospitals. Dudek team members have an extensive knowledge of CEQA and NEPA regulations and guidelines and regularly attend workshops and seminars to understand the latest in case law and application of these statutes. The Dudek team is highly skilled at crafting legally defensible CEQA/NEPA documentation by collecting thorough data; applying in-depth project analysis; carefully and proactively addressing challenges; and producing clear, objective, and accurate documents. For this reason, no legal challenge to a Dudek-prepared CEQA/NEPA document has ever been successful.

Dudek has prepared more than 2,800 CEQA/NEPA documents, none of which have been successfully legally challenged.

Air Quality and Greenhouse Gas Emissions Assessment and Modeling

Dudek has more than 30 years' experience in environmental and regulatory fields in California. We have evaluated air quality and health risk for a variety of projects such as public works; residential, commercial, mixed-use, and industrial land uses; oil and gas; transportation; and renewable energy located throughout California. Analyses involved air emissions inventories (e.g., criteria, toxic air contaminants and greenhouse gases [GHGs]) using federally and state-recommended models such as the California Emissions Estimator Model (CalEEMod), EMFAC, OFFROAD; air dispersion modeling such as ISC and AERMOD; and cancer and non-cancer risk assessments.

Dudek has also done extensive work evaluating GHG emissions inventories for public works, commercial, residential, and mixed-use developments. This involved developing GHG inventories for various aspects of development activities (i.e., construction, operation, energy consumption, mobile sources, vegetation change, and municipal sources), summarizing the current state of science and regulatory settings, presenting mitigation options, and evaluating the significance of the impact of development emissions with respect to the guidance provided in the CEQA Air Quality Handbook. Experience also includes determining whether projects would generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment based on consistency with an applicable plan, policy, or regulation adopted for the purpose of reducing GHG emissions.

Dudek Team Advantage

- *Experience working on a variety of projects, including industrial, mixed-use, commercial, and residential*
- *Two air quality experts assigned to the team for this project allowing for highest level of reliability*
- *Extensive work evaluating emissions inventory for mixed-use developments*

Archaeological, Built Environment, and Paleontological Resource Assessment

Dudek's cultural resources team includes numerous archaeological, built environment, and paleontological specialists who understand the need for a consultant to provide a broad range of cultural resources services throughout the Southern California region. Dudek cultural resources managers and fieldwork teams are capable of addressing any size project investigation throughout the state. These specialists are experienced, permitted, and qualified for all planned cultural resources work.

We have demonstrated success working for special districts, including public works departments, water agencies, sanitary districts, and municipalities throughout California. Our archaeological site identification and boundary delineation is accomplished using Trimble GPS receivers, iPads/iPhones, and cloud data management. Cultural resources are recorded during surveys, evaluations, and monitoring on multiple data management platforms, including tablet computers that allow lead agencies to be alerted to relevant discoveries in real time. These state-of-the-art tools reduce field and lab costs by as much as 30% and increase the accuracy and reliability of cultural resource documentation. They are designed to work with any standardized GIS system, including the National Parks Service's Cultural Resources GIS standards and guidelines.

Cultural Resources and Tribal Consultation

Our experienced registered professional archaeologists can cost-effectively respond to the smallest cultural resource survey or assemble a crew of a dozen or more seasoned field technicians to address a large-scale surface reconnaissance, significance assessment excavation, or a mitigation data recovery program.

The Dudek cultural resources team has prehistoric and historic archaeologists with a variety of specialties, including bio-archaeological and forensic archaeological experts. Our specialists complete in-house analyses of food remains collected from archaeological excavations. They also can immediately determine if bone encountered during archaeological excavations or construction activities is human or animal. This expertise is critical for efficient compliance with state and federal regulations.

Our team also has a strong background in Native American consultation, including expert testimony experience regarding the adequacy of tribal consultation and outreach, as well as the appropriate treatment of resources regarded as sensitive or sacred by Native Californian tribes and individuals. Dudek cultural resource managers focus on early and ongoing outreach strategies to capture meaningful consultation as stipulated by federal law under Section 106 of the NHPA and recently codified in Assembly Bill 52. Our cultural resources team will coordinate with native Californian groups to collect data from the Native American Heritage Commission Sacred Lands Inventory, gather archaeological site information, and identify traditional cultural properties and plant-gathering locations through outreach with tribal representatives and individuals identified by the Native American Heritage Commission. We complete ethnographic research using primary sources such as individual interviews and oral histories, as well as respected secondary sources. Our team is expert at researching and recording prehistoric sites considered sacred to local Native American tribes. Our team also has extensive experience guiding lead agencies through the Assembly Bill 52 and Senate Bill (SB) 18 tribal consultation processes.

Cultural Resources Capabilities

- *Constraints/feasibility analyses*
- *Literature overviews and archival research*
- *Predictive modeling*
- *Field inventories*
- *Archaeological investigations*
- *Paleontological investigations*
- *Significance and eligibility evaluations and data recovery*
- *Monitoring and compliance oversight mitigation*
- *Historical and built environment inventories, evaluations, and treatment*
- *Landscape studies*
- *Native American consultation and ethnography*
- *Preservation planning*
- *Custom GIS-based data management applications*
- *NHPA Section 106 documentation*

Noise Analysis

As part of the environmental analysis and reporting process, Dudek assesses the noise and vibration impacts associated with implementation of each proposed project. Typically, existing noise conditions in the project area are quantified based on noise measurements and available existing documentation (e.g., recent general plan updates, general plan amendments, and prior projects in the area). Short-term measurements (generally 15–20 minutes in duration) and/or long-term measurements (continuous 24 hours or more) are conducted at representative noise-sensitive locations. Often, the predominant existing and future noise source is traffic along nearby freeways, highways, or major arterial roadways. Traffic noise is modeled using traffic data provided by the traffic consultant or local transportation agency for existing and future with and without project scenarios.

The most recent version of the Federal Highway Administration (FHWA)-approved Traffic Noise Model Version 2.5 is used for traffic noise assessments. Rail noise/vibration or other noise or vibration sources are modeled, if relevant, using the appropriate noise model or technique (e.g., Federal Transit Administration Noise and Vibration Handbook). Construction noise impacts are often calculated using the FHWA Road Construction Noise Model or other documented guidance on construction noise levels.

The significance of noise impacts from the project and any alternative scenarios are compared and assessed based upon local (city and/or county), state, and federal standards. Potential impacts to existing and planned sensitive uses are quantified and mitigation measures (if necessary) are recommended. Mitigation may include limitation of construction hours, sound barriers, etc. The results of the analysis are detailed in a noise and vibration technical report, a noise memorandum, or as the noise section in the project’s environmental report.

Transportation Planning and Impact Assessment

Successful transportation planning requires in-depth understanding of an ever-changing regulatory landscape. Dudek’s certified transportation and air quality planners understand the latest transportation law and implement technical best practices in order to help clients develop or adapt their projects to minimize the potential for impacts.

Senate Bill 743 Compliance

Implementation of SB 743 drastically changed transportation analysis under CEQA. Dudek’s air quality planners have years of experience successfully quantifying the vehicle miles traveled (VMT) and GHG-related impacts of projects using various modeling software. We have developed customized spreadsheet tools that quantify reductions due to transportation demand management, land use, and other strategies to help clients reduce project impacts.

Dudek Acoustics Team Advantage

- Knowledge of FHWA noise models
- Noise mitigation expertise

We have Coordinated Hundreds of Projects with:

- ACOE
- Caltrans
- CCC
- CDFW
- RWQCB
- SCAQMD
- EPA
- USFWS

Completed Dozens of Projects in Cooperation with:

- Bureau of Land Management
- Bureau of Reclamation
- National Marine and Fisheries Service
- USFS
- USGS

Have Expertise with:

- CCA
- California Fish and Game Code
- California Native Plant Act
- City/county tree ordinances
- Clean Water Act
- Endangered Species Acts
- Migratory Bird Treaty Act
- Porter-Cologne Act

Our experienced air quality experts, transportation planners, and noise technicians work hand in hand to guide projects through VMT analysis under the new law, saving our clients time and money by providing multiple services under one roof.

Permitting and Regulatory Process

Dudek consistently secures development permits, agreements, and approvals from state, federal, regional, and local agencies and other relevant agencies, groups, and entities with jurisdiction in a project region. Our success stems directly from the relationships and reputation we have fostered with the regulatory agencies throughout California. Dudek provides reliable, scientifically based information within permit application packages tailored to address the specific requirements and standards of the relevant agency.

Our knowledge of the applicable regulations, combined with our specific experience with the standards and processes of each particular agency and agency staff, enable us to prepare comprehensive and easily accessible submittals. We provide knowledge about needed information, verify that the information is complete and accessible, and foresee potential issues so we can help prepare for any potentialities.

Our first priority in pursuing regulatory permits is to develop a clearly defined project description that considers project environmental ramifications. Utilizing environmental data collected according to the most current regulations and federal and state guidance, we prepare impact analyses using GIS software and quality-control procedures that produce accurate, reliable results. Dudek has extensive experience evaluating options such as a nationwide permit versus an individual permit, a streambed alteration agreement versus a master streambed alteration agreement, Section 7 versus Section 10, and/or 2080.1 versus 2081. Dudek will support the District in any capacity during the agency consultation process and understands that the District will normally lead the coordination efforts.



Natural Resource Assessment/Resource Constraints Expertise

Dudek’s strength in the area of natural resource assessment derives from the breadth and depth of our staff. Our federally and state-permitted biologists have completed hundreds of biological surveys and natural resource assessments on projects ranging from half-acre parcels to more than 28,000 acres within all habitat types in the state. Dudek has in-depth and extensive experience with plant and animal sensitive species surveys and inventories, wildlife trapping, habitat characterization and mapping, habitat suitability analysis, and federally and state-listed threatened and endangered species throughout Southern California.

Dudek Team Advantage

- *Immediate emergency response*
- *In-house focused survey permits*
- *Cost-effective, state-of-the-art field equipment and innovative survey techniques*
- *Pragmatic approach to resource inventories and evaluations*

During all phases of the natural resource assessment process, Dudek utilizes a tested, streamlined, and cost-effective approach. Prior to fieldwork, our biologists review available information on biological resources that occur near a project site to focus field surveys on the occurrence of special-status species. This information includes U.S. Geological Survey maps; a query and review of the California Natural Diversity Database; other information available through the US Fish and Wildlife Service (USFWS), U.S. Forest Service, U.S. Bureau of Land Management, and CDFW; and other sources, as appropriate.

Pre-field work activities also include checking maps for topographic coverage and reviewing National Wetland Inventory maps for potential occurrence of waters of the United States, including wetlands and streams subject to CDFW jurisdiction. Our biologists will conduct a field survey of a project site and its immediate vicinity to evaluate the information generated during the records review.

During all field surveys, we utilize scientifically accepted (and when state and/or federally listed species are potentially present, agency-approved) survey and assessment protocols for species. Habitat assessments include characterizing the potential of a particular area to support special-status plant and animal species and sensitive resource areas. In particular, habitats appropriate for federally and state-listed threatened and endangered plant and wildlife species and other special-status species are identified. The survey is also used to determine the suitability of the site to support avian species protected by provisions of the Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, and the California Fish and Game Code. We also conduct reconnaissance-level assessments of jurisdictional waterways, which include detailed habitat mapping of the project area where jurisdictional wetlands potentially occur.



Finally, Dudek has decades of experience compiling all types of natural resource data; evaluating the proposed projects or activity; and determining the applicable resource constraints and the alternatives, avoidance and minimization measures, and potential mitigation requirements. Our staff are adept at synthesizing and distilling this information so that engineers, planners, and management can make informed decisions about how a project should be proposed and what the likely implications are for the approval process. We do this by presenting clear graphics; developing well-written, concise constraints analyses; and leveraging our real-world experience to develop realistic costs and schedules for various alternatives. Effective resource constraints planning is instrumental in avoiding project delays and cost overruns during the life of the project. Hydrologic Natural Resource Assessment

Dudek’s surface water specialists help clients achieve project goals, control costs, and comply with regulatory standards on a variety of projects ranging from single streams to large-scale projects involving multiple watersheds.

Applying the right resources to surface water projects is tied integrally to the project setting and objectives. We offer comprehensive surface water services and expertise in highly technical surface water subspecialties for a broad range of environmental, engineering, and permitting projects. We also offer the most advanced numerical modeling services for hydrologic, hydraulic, and sediment transport studies. Additionally, we provide groundwater development, reservoir modeling, and GIS implementation services.

Hydrology and Hydraulic Analysis

Hydrology is the foundation of all water resources studies. Knowing the volumes, flow rates, and timing of runoff is critical for determining the sizing of reservoirs and conveyances and long-term water supplies. Dudek has conducted many hydrologic studies for flood control districts, municipalities, and developers throughout Southern California.

Hydraulic structures (both natural and engineered) play an important role in watershed control. Dudek has conducted numerous hydraulic analysis studies on natural creeks and rivers, ephemeral systems, engineered channels, dams, and pipelines for various agencies.

System Modeling

Surface water systems are often complex, requiring a detailed understanding of the entire system to provide accurate and appropriate assessment of the existing and future conditions. Many systems include natural streams and rivers that must be protected from degradation related to changes in flow rates, timing, and volumes. This type of study often requires hydrologic, hydraulic, and sediment transport analysis to prevent damage to existing or proposed facilities.

Dudek specializes in preparing stormwater assessments and design using proven, lasting, low-maintenance, and low-impact development techniques. Our expertise in engineering, biology, and landscape architecture produces designs that are functional, aesthetic, and compliant with regulations. Specifically, we offer the following:

- Floodplain and floodway delineation
- Floodwater inundation analysis
- Dam break analysis
- Hydrologic, watershed, and floodplain modeling
- Hydraulic channel and systems modeling
- Groundwater recharge and coupled groundwater–surface water models
- Runoff contaminant quality modeling
- Sediment transport modeling
- Alluvial fan analysis
- Computational fluid dynamics

We provide a broad range of services related to standards, analysis, and research. These services are applicable to an expansive range of projects, including restoration efforts, impacts determination, monitoring schemes, and numerical studies. The work done in these areas includes historical rainfall assessment, stream geomorphology, fluvial systems, experimental and scientific research projects, watershed assessment, flood stream flow forecasting, alluvial fan analysis, stream assessment and classification, and stream stability analyses.

Hydrology

- *Drainage and stream network planning*
- *Watershed flood control, stormwater, and planning*
- *Dams and reservoirs*
- *Risk and post flood damage assessments*

Hydraulic

- *Storm drainage systems*
- *Hydraulic structures*
- *Bridge piers, abutments, and culverts*
- *Streambed stabilization*
- *Levees, erosion control, and bank protection*
- *Flood control facilities*

Water Quality

- *Stream bank and channel stabilization*
- *Bioengineering*
- *Stream and wetland restoration plans*
- *Natural channel and open space surface water conveyance*
- *Fluvial systems and sediment transport*

Geological and Water Resource Assessments

The Dudek team includes professional engineers and certified engineering geologists experienced in the evaluation of geotechnical resources (e.g., soils, seismic, geomorphologic, and slope stability) for the preparation of environmental documents. Specifically, Dudek conducts desktop research and/or reviews site-specific geotechnical reports to determine impacts according to CEQA Guidelines, Appendix G Environmental Checklist Form VI, Geology and Soils. Dudek's in-house water resources team consists of more than 20 professional engineers, professional geologists, certified hydrogeologists, and water quality specialists who specialize in designing, constructing, and monitoring water projects. From flood and fluvial analysis to well drilling and groundwater basin monitoring and modeling, Dudek provides turnkey services to water agencies and other public- and private-sector clients throughout Southern California. As such, Dudek is well suited to tackle water resource studies. We offer the most advanced numerical modeling services for hydrologic, hydraulic, and sediment transport studies.

Paleontology

The Dudek team includes paleontologists who complete paleontological resource assessments, field surveys, construction site monitoring, and in-field significance evaluations of fossil finds. We have experience working under a wide variety of paleontological assessment and mitigation protocols, including local, county, and state guidelines (most commonly, the Society of Vertebrate Paleontology guidelines) as well as federal agency assessment protocols. Our staff have experience preparing pre-project paleontological resource assessments under a wide variety of agency guidelines and regulations (e.g., paleontological inventory reports, evaluation reports, and resource management plans), and routinely write paleontological analyses for CEQA/NEPA documents.



Site Assessments

Dudek has extensive project-specific experience with local Phase I and Phase II environmental site assessments (ESAs). Dudek has prepared Phase I and II ESAs for a wide range of project types, including agricultural, industrial, public works, residential, commercial, and open space. Dudek has also prepared Phase I ESAs/hazard assessments for pipeline alignments.

Dudek's business-minded approach allows for flexibility when assessing hazards for large areas where there is no property transaction. Dudek has provided hazards assessments for individual project sites, miles-long pipeline alignments, and entire neighborhoods.

Dudek has also conducted extensive site investigations that have included soil, soil gas, groundwater, and air monitoring. Dudek has remediated sites by soil excavation and treatment or disposal, soil vapor extraction, bioremediation of groundwater, chemical oxidation of groundwater, and groundwater pump and treat, among other technologies.

Water Quality

The Dudek team has extensive experience in water quality and stormwater permits and regulations and policies, and expertise in the preparation and implementation of stormwater pollution prevention plans (SWPPPs) and water quality testing and monitoring. We provide a multidisciplinary team of professionals who are familiar with obtaining waste discharge requirements and general National Pollutant Discharge Elimination System permits for discharges to land and surface waters. Dudek is also familiar with municipal separate storm sewer systems programs and permits.

Dudek Water Quality Team Advantage

- *Stormwater permits, regulations, and policies expertise*
- *Experience preparing and implementing SWPPPs*
- *Water quality testing and monitoring*

Work associated with preparing and implementing the SWPPP will be performed according to requirements outlined in the Construction General Permit State Water Resources Control Board Order No. 2009-009-DWQ and by, or under the guidance of, Dudek’s qualified SWPPP practitioners/developers.

If necessary and requested by LABOE, a SWPPP will be prepared, which includes project information and risk determination, identification of site runoff sampling locations, discussion of potential site pollutants, minimum best management practices, construction site monitoring plan, and the water pollution control drawings for the project. For implementation of SWPPPs, Dudek has developed in-house SWPPP field training and database management practices to track environmental commitments diligently throughout day-to-day construction.

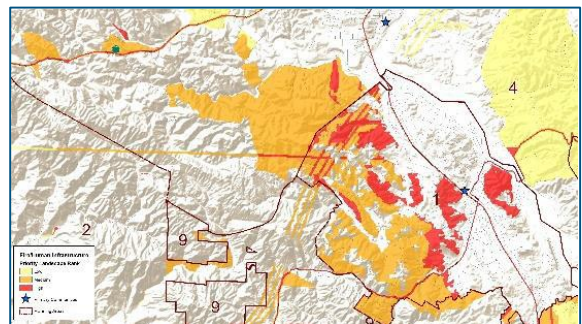
Dudek’s technology team worked extensively with the compliance management group to create a mobile reporting platform that can be utilized by field monitoring teams to provide instant updates to the management team regarding compliance status. The mobile reporting tool generates reports that can be exported into Excel or other data platforms for streamlined compliance. The reporting also clearly identifies action items for field crews to implement in order to comply with the general construction permit. Dudek’s water quality specialists tailor water quality testing and monitoring to specific project goals and objectives to collect data that meets regulatory and permitting requirements.

Urban Forestry and Wildfire Analyses

Services Overview

Dudek has a diverse urban forestry practices with expertise in a variety of urban and wildland forestry specialties. Our certified and licensed forestry professionals bring valuable insight to urban forestry management issues, including creative approaches to difficult and controversial projects, including the following services:

- Arboricultural studies
- Oak tree mitigation and management
- Landscape audits
- Carbon sequestration studies
- Wildfire protection planning
- Integrated pest management
- Pest and disease assessments
- Post-catastrophe insurance claim support



- Tree inventory, GPS mapping, and assessments
- Urban forestry assessments and management
- Community forest management plans
- Street tree master plans
- Arborist and forester extensions of staff
- Water conservation planning

Public Participation and Community Outreach

Dudek project managers have extensive experience facilitating public outreach as part of the environmental review process. With demonstrated expertise in writing and negotiation, the Dudek team is equally able to communicate with agencies and technical colleagues towards the successful attainment of our client's goals. Our project managers relay scientific and regulatory information in a way that is easy to understand and have the unique ability to gain the trust of a wide range of constituents. We facilitate community workshops and outreach events in a way that leaves participants feeling that their concerns have been addressed and that they are an integral part of the solution.

Dudek Team Advantage

- *Demonstrated negotiation expertise*
- *Experience working with schools, councils, and community organizations*

We organize and facilitate effective community workshops and meetings to identify key stakeholder issues and concerns. Working closely with LABOE, Dudek team members and our key teaming outreach and public participation partners will develop public presentations and project specific information as necessary to support LABOE in outreach efforts. Our team knows how to work directly with schools, neighborhood councils, community organizations, chambers of commerce, and elected officials' staff to keep them informed about project progress.

Project Understanding and Approach

Project Understanding

San Miguel is a community of about 2,650 people located in San Luis Obispo County, California along the Salinas River. Municipal services are provided by the District, including fire protection, water and wastewater. The District owns and operates the municipal wastewater treatment plant (WWTP) which is located near the northern boundary of the District, adjacent to the west bank of the Salinas River. The WWTP is subject to the Waste Discharge Requirements Order No. 99-046. In response to a directive from the Central Coast Regional Water Quality Control Board (CCRWQCB) in June 2018, the District is proceeding with planning and engineering for the expansion of the existing WWTP, which takes into consideration salt and nitrogen removal capability as well as compliance with the Sustainable Groundwater Management Act (SGMA). Treatment alternatives consider requirements for recycled effluent for either agricultural irrigation or possibly for groundwater recharge purposes. The overall project will be delivered in two phases: 1) facility expansion and upgrade; and, 2) purple pipe installation.

The existing WWTP comprises of four (4) partially mixed aerated lagoons in series and three (3) percolation ponds. The WWTP underwent the most recent significant upgrade in the late 1990s, bringing its current and permitted capacity at 200,000 GPD (0.2 MGD). The District currently treats an average of approximately 170,000 GPD. The District acknowledges that the existing WWTP is nearing capacity and requires an expansion and upgrade. The District is proposing the project as part of its goal to accommodate anticipated population growth within the District's service territory as well as the capacity to produce and convey a supply of high-quality effluent that will meet California Title 22 requirements for non-contact irrigation of vineyards and/or indirect recharge of the groundwater aquifer, with an ultimate maximum day dry weather flow capacity of 0.60 million gallons per day (mgd).

The District's preliminary assessment of the project indicates that project-related environmental effects can be mitigated to a less-than-significant level, and therefore a Mitigated Negative Declaration (MND) would be the appropriate and defensible level of CEQA documentation and a NEPA Categorical Exclusion for the project.

Dudek has prepared this scope of work and cost estimate based on the District's assumption of an MND/Categorical Exclusion. However, in our experience, wastewater treatment plant upgrade and expansion projects generally are evaluated in an environmental impact report (EIR), rather than an MND. Growth inducing and cumulative impacts usually are significant and unavoidable. Furthermore, the facility is located adjacent to the Salinas River. Based on available plans, the project would likely require protocol-level biological surveys and occur within CDFW's jurisdiction. As a Trustee Agency under CEQA, CDFW has the authority to review and comment upon environmental documents and impacts arising from project activities for biological resources (Fish and Game Code Section 1802). Additionally, the purple pipe installation may cause biological, cultural, historical, hazardous materials or other impacts. The more conservative and generally more legally defensible approach is to prepare an EIR. At this time, a Categorical Exclusion under NEPA appears to be appropriate but further analysis may result in a different recommended approach.

Project Approach

While it is our understanding that the District has preliminarily scoped out this CEQA document as an MND, it appears that there are complex natural resource issues, which could justify an EIR. Hence, Dudek proposes the following: 1) preparation of technical studies and the Initial Study Checklist; 2) meeting with the District to discuss the preliminary findings associated with the technical studies and initial study checklist to determine whether a MND is the most legally defensible document or if it appropriate to prepare and EIR; 3) preparation of a final MND or preparation of an EIR and any additional study. This approach allows for the most tailored, well-informed and streamlined decision making process as it relates to the project and CEQA.

The discussion that ensues in this document takes the approach of an MND. Should an EIR be necessary, the level of effort will be increased along with the timeline, however, the mechanics of the process are substantially consistent.

Project Assumptions

- An MND will be prepared and Dudek's scope and cost is based on this assumption. If an EIR is requested, Dudek will prepare an augmented scope and budget.
- Dudek has assumed an aggressive schedule of six months from authorization to proceed to release of the Public MND.
- Work direction will be provided by the District or their designated representative.
- District staff will prepare and distribute required public notices, including neighbor notifications, public hearing notifications, and transmittals to the State Clearinghouse, Native American Heritage Commission, and other such agencies.
- Project phases will not overlap.

Task 1 Project Kick-Off Meeting

The Dudek team will attend one project kick-off meeting with representatives from the District. The purpose of the kick-off meeting is to compile the relevant background data and reports; clearly define the proposed project for the purposes of the environmental analysis; finalize the cumulative projects list with the District and City of Pasadena; discuss the District's format for the draft Findings of Fact; discuss the project schedule and important assumptions for achieving the schedule; identify all anticipated discretionary actions; establish early communication among various project team members, as well as the protocols for ongoing communication; and to familiarize the Dudek project team with the issues and concerns that the project team determines to be important issues for analysis in the IS/MND. Based on the discussions and issues raised during the kick-off meeting, the Dudek project management team will refine the scope of work, schedule, and budget, if necessary.

List of Products

- Attend one (1) kick-off meeting
- Submit one (1) written request for additional information, if necessary

Task 2 Peer Review District-Prepared Technical Analyses

Detailed technical studies and plans are often relied on by lead agencies to provide evidence for the conclusions of CEQA and NEPA documents. These technical studies and plans require specific expertise in various areas to determine their adequacy. Dudek will assist the District with verifying information provided in any technical studies and plans being prepared for the overall project site. We understand that the District's consultants will provide the following studies to support the CEQA review process: 1) soils study;) and 6) surface fault rupture hazard evaluation. These analyses will be summarized in the IS/MND and provided as separate technical studies in an appendix to the IS/MND, as appropriate. By conducting the peer review early in the environmental review process, the overall project schedule will benefit from identifying any potentially significant impacts early in the process.

Dudek staff scientists and/or specialists will review the information provided to independently verify the accuracy of the data and to determine whether or not it would be useful (in whole or in part) for purposes of preparing the IS/MND. Dudek has the in-house expertise (i.e., architectural historians, certified/licensed biologists, arborists, geologists, hazardous materials specialists, hydrologists, water quality/stormwater specialists, and engineers) to conduct a thorough and comprehensive review of the technical studies and plans prepared for the proposed project. Our services will range from answering technical questions on documents and providing additional measures to prevent environmental impacts to reviewing technical studies and plans and providing feedback and edits for correction. Our team of scientists, planners, economists, and engineers (registered and certified in their fields), with expertise in all seventeen CEQA issue areas, demonstrates our ability to help the District ensure their CEQA documentation is comprehensive, technically accurate, and legally defensible. It is assumed that Dudek would review one version of the technical studies, data, or information, and will provide comments to the project team, if required. If necessary, we would be available to discuss our questions and/or comments with the District's technical representatives.

List of Products

- One (1) electronic copy of a memo summarizing the results of the review of all technical studies, provided in PDF format

Task 3 Technical Analyses

Air Quality Analysis

Dudek will prepare a technical memorandum of the air quality and GHG emissions impacts per the District's guidance, and in accordance with Appendix G of the CEQA Guidelines. After reviewing all available project description materials, Dudek will prepare a request for outstanding data needed to conduct the analysis. If precise information on a particular factor is not available, Dudek will prepare reasonable assumptions to quantify these items using the best available information for comparable data sources. All assumptions will be submitted to the District and Monsoon for review and approval prior to initiating this analysis. Details of the analysis (e.g., emission calculations) will be included in an appendix. Contents of the air quality and GHG emissions analyses are briefly discussed below. Dudek understands that a preliminary environmental review and air quality analysis was prepared for the project, and Dudek will utilize to the extent practical all previously prepared analyses to avoid any rework.

Air Quality Assessment

Dudek will estimate criteria air pollutant emissions associated with the construction of the project using the CalEEMod or a spreadsheet based model, depending on the project's inputs. The analysis of short-term

construction emissions will be based on scheduling information (e.g., overall construction duration, phasing and phase timing) and probable construction activities (e.g., construction equipment type and quantity, workers, and haul trucks) developed by the District and/or standardized approaches. Dudek understands that the project may be in close proximity to sensitive receptors (i.e., residences) and the operation of diesel construction equipment emits toxic air contaminants. As such, Dudek has included a health risk assessment (HRA) as an optional task to quantify the cancer and non-cancer health impacts during construction of the project as discussed below. Furthermore, Dudek is aware of the potential opposition to the project location and would recommend such assessment to eliminate potential cause for challenges.

CalEEMod will also be used to estimate project-generated operational criteria air pollutant emissions associated with mobile, energy, and area sources. Dudek will estimate mobile source emissions using the trip generation rates and additional necessary trip characteristics provided in the traffic report to be prepared for the proposed project. Energy and area source emissions (e.g., natural gas combustion and consumer products) will be estimated using the default values in CalEEMod for the proposed project based on the proposed square footages. Dudek will compare operational criteria air pollutant emissions to the San Luis Obispo County Air Pollution Control District (APCD) significance criteria.

Dudek understands that with the critical mission of the project it may require backup power, including the use of an emergency generator. Dudek understands that the current police station also has fuel storage that is permitted by the APCD. Similar to construction, as there are sensitive receptors within close proximity of the site, Dudek recommends preparation of an operational HRA. This is included as an optional task as described below.

The analysis will also evaluate the potential for the project to create objectionable smoke, ash, odors, or generate extensive dust.

Greenhouse Gas Emissions Assessment

The GHG emissions assessment will include a setting and background discussion consisting of a summary of the greenhouse effect and global climate change, potential changes to the global climate system and to California, and emission inventories at the national, state, and local levels.

Dudek will calculate GHG emissions associated with construction and operation of the project using the tools discussed above for criteria air pollutant emissions, as well as the same construction scenario used in the air quality analysis. The estimated GHG emissions are anticipated to include those associated with construction equipment, motor vehicles, and water supply.

Dudek will address whether the project would: (a) generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment; and/or (b) conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of GHGs; the GHG emissions assessment will utilize the County's significance thresholds for determining significance.

Optional Task: Health Risk Assessment

HRA for toxic air contaminant (TAC) emissions would be prepared for construction and operation of the project. To evaluate the potential for the project to expose nearby sensitive receptors to TACs that would result in a health risk impact, Dudek will use the American Meteorological Society/U.S. Environmental Protection Agency Regulatory Model (AERMOD), which is required by SBCAPCD to conduct dispersion modeling, and CARB's Hot Spots Analysis and Reporting Program Version 2 (HARP2) to calculate the health impacts, along with local meteorological data obtained from the APCD and the estimated annual average TAC emissions. The APCD's recently updated Modeling Guidelines for HRAs will be followed. Notably, the health impact calculations in HARP2 are based on the Office of Environmental Health Hazard Assessment's Air Toxics Hot Spots Program Risk Assessment Guidelines – Guidance Manual for Preparation of Health Risk Assessments. The maximum cancer risks at the appropriate receptors (e.g., proximate residential receptors) will be tabulated. Cancer risk isopleths (i.e., lines of equal cancer risk) will be plotted on figures showing the project site if the maximum cancer risk exceeds the APCD significance threshold of 10 in one million. The assessment will also include the estimated chronic (long-term) and acute (short-term) hazard indices due to noncancer health effects associated with TAC emissions. The hazard indices will be tabulated at the appropriate locations and plotted on figures similar to that showing estimated cancer risks if they exceed the San Luis Obispo County significance threshold. If the health impacts exceed the thresholds of significance, we will suggest appropriate mitigation measures to reduce the health impacts. An HRA will be prepared as a technical appendix and a summary of the methodology and results will be provided in the air quality section of the technical memorandum.

Biological Evaluation

Dudek proposes to prepare a biological evaluation consistent with San Luis Obispo County standards and appropriate for CEQA-level analysis. The project site is in an urbanized area. Although special-status plant species and wildlife species, sensitive vegetation communities, wildlife movement corridors, and aquatic resources are not anticipated, Dudek biologists will query biological databases (e.g., CDFW California Natural Diversity Database, California Native Plant Society, USFWS National Wetland Inventory, U.S. Geological Survey National Hydrography Dataset) which are appropriate for documenting potential sensitive biological resources in a CEQA-level document.

Optional - Tree Inventory

If a site tree inventory is unavailable, Dudek International Society of Arboriculture-certified arborists will conduct an evaluation of the site, document size, species, and condition information for trees regulated by the City, and map evaluated tree locations. Mapping will be conducted using a Trimble GPS receiver capable of sub-meter accuracy and will include all trees on the project site. Alternatively, Dudek will use surveyed tree location data for the site, if available. Dudek does not anticipate preparation of a separate arborist report under this scope of work, rather a discussion of the tree inventory methods, results, and findings will be incorporated into the overall project biological assessment report.

Cultural/Historic Evaluation

Background Research

An archaeological records search of the California Historical Resources Information System at the Central Coast Information Center (CCIC) at University of California, Santa Barbara will be conducted. This will provide a listing of all recorded archaeological sites and investigations completed within a 1-mile radius of the proposed project area. In addition to a review of previously prepared site records and reports, the records search will also review historical maps of the project area, ethnographies, the National Register of Historic Places (NRHP), the California Register of Historical Resources (CRHR), the California Historic Property Data File, and the lists of California State Historical Landmarks, California Points of Historical Interest, and Archaeological Determinations of Eligibility. Finally, a review of historic maps and aeriels will be conducted to determine the history of land use and disturbance within the proposed Project site.

Native American Coordination

Subsequent to completion of the records search and intensive ground surface survey, Dudek will, upon the District's authorization, initiate consultation coordination with tribal representatives pursuant to AB-52 Tribal Consultation requirements. This coordination may be conducted for informational purposes only or can be conducted in support of the District to ensure proper adherence to formal government-to-government consultation as specified by AB 52. These efforts will be accomplished by performing the following tasks:

- Contact the California State Native American Heritage Commission (NAHC) to request a review of their Sacred Lands Files (SLF) and obtain a list of tribal representatives with potential knowledge of cultural resources within the project area. If the District has already established an AB 52 contact list, no contact with the NAHC will be necessary.
- Compose (on District letterhead) and send letters to AB 52 tribal representatives. The letter will include a summary of the proposed project and objectives, and a map. Additional information may be provided to consulting tribal representatives if requested during the AB 52 process.
- Summarize the results of the Native American consultation process, including the NAHC SLF records request, responses from local tribal representatives and the outcome of any tribal consultation, in the technical report as well as the Tribal Cultural Resources section of the MND.

Fieldwork

The proposed project site will be intensively surveyed, using no greater than 3-meter (10-foot) parallel transects. We anticipate some vegetation and pavement to obscure significant portions of the ground surface throughout the proposed project area. All barren ground and exposed subsoils exposed as a result of burrowing animals will be examined carefully. To overcome visibility issues, a shovel will be used to scrape away vegetation in order to reveal the ground surface. If necessary, shovel scrapes will occur in 10-meter intervals, or subjectively as appropriate. Dudek is basing cost on an approximately 3.5 acre total survey area. However, if the actual project footprint is larger or smaller, the cost may change.

Report Preparation

The results of the archaeological investigation will be presented in a technical report consistent with CEQA and County of San Luis Obispo guidelines and provided to the District for review and approval. The report will discuss the results of the background research and literature review, results of the intensive survey, assessment of potential impacts, and will present any recommendations for further study and/or mitigation measures to reduce significant impacts. Dudek assumes no more than one round of comments will require response on the Phase 1 Report. Dudek assumes no resources (archaeological or historical built environment) will be identified that require documentation on full Department of Parks and Recreation (DPR) 523 series forms. Should resources be identified that require more intensive field and documentation efforts, we will work with you to augment this scope and cost as appropriate. Dudek also assumes that no Native American will be required during the pedestrian survey.

Section 106 of the National Historic Preservation Act (NHPA)

This project will require compliance with Section 106 of the NHPA due to federal funding. All methods proposed in this study will comply with Secretary of Interior's guidelines and standards. To comply with Section 106, Dudek will prepare an Area of Potential Effects (APE) map and description, and provide that to the Section 106 lead agency for their review and approval. Dudek assumes the APE for this project will consist of the entire 3.6-acre project area. Dudek assumes that the Section 106 lead agency will conduct their own tribal consultation. Dudek is able, at the District's approval, to provide information on the District's CEQA consultation to the federal lead agency. Dudek assumes that the same report will comply with both CEQA and Section 106; no additional documentation will be necessary.

Energy

Dudek will prepare an energy conservation assessment for the project per CEQA Guidelines Appendix G. The analysis will briefly summarize electricity, natural gas, and petroleum energy sources and the relevant regulatory framework. Based on CEQA Guidelines Appendix G, the impact analysis will assess if the project would (1) result in potentially significant environmental impact caused by wasteful, inefficient, or unnecessary consumption of energy resources during project construction or operation or (2) conflict with or obstruct a state or local plan for renewable energy or energy efficiency. The project will be assessed regarding construction and operational energy consumption, which will be quantified to the extent estimation methods and project specifics are available. Project electricity (kilowatt-hours) and natural gas (British thermal units) usage will be estimated based on project specifics; CalEEMod default values will be used, as appropriate, when project specifics are not available. Petroleum consumption will be estimated using CalEEMod and based on the same equipment and vehicle assumptions assumed in the air quality and GHG emissions analysis. Project elements that would reduce the project's energy demand during construction and operation will be identified in the analysis and quantified as available. Dudek assumes that the client or its representatives will provide a list of the project's energy conservation measures prior to initiating air quality and GHG emissions modeling, as the energy analysis will be prepared consistent with the emissions modeling assumptions.

Noise Impact Assessment

Dudek will prepare a technical report of the noise impacts per the San Luis Obispo County guidance, along with local ordinances, general plan policies, and relevant state and federal guidance that may influence the assessment of noise and vibration impacts attributed to the project. We will prepare and submit a data request for identifying information needs, the response to which should enable subsequent noise and vibration analyses to proceed.

Dudek will conduct a brief field survey during daytime hours to measure outdoor ambient sound pressure level measurements at up to four on-site and nearby off-site measurement locations, thus collecting data to quantify and help characterize baseline acoustical conditions for the project vicinity. While short-term measurements will typically be no more than 15 minutes in duration each, at its discretion, Dudek may deploy an unattended long-term (e.g., 24-hours in duration) sound level meter at up to two locations to help determine the outdoor sound environment of the project vicinity for a typical diurnal cycle.

Using available project information and applicant response to a data request, we will predict construction noise using the FHWA Roadway Construction Noise Model or a comparable methodology. We will predict roadway traffic noise due to construction traffic using FHWA or Federal Transit Administration methodologies at Dudek's discretion using construction traffic data and analysis provided by others. We will also predict construction activity vibration velocity levels at nearest sensitive receptors (e.g., occupied residences) with appropriate Federal Transit Administration techniques and reference data. If predicted noise and/or vibration due to project construction is expected to exceed relevant standards and policies, we will recommend conceptual options for project design features (i.e., noise barriers or partial enclosures) for consideration and incorporation into the final project design. Dudek will assess sound emission from major stationary on-site noise producers (e.g., rooftop heating, ventilation, and air conditioning equipment; subsurface parking structure ventilation) associated with project operations under typical conditions at nearest existing noise-sensitive land uses. If predicted noise due to project operation is expected to exceed relevant standards and policies, we will recommend conceptual options for project design features (i.e., noise barriers or partial enclosures) for consideration and incorporation into the final project design.

The summarized results and findings will be compiled into a concise draft letter report (and appropriate technical attachments or appendices).

Task 4 Draft Initial Study/MND

The IS will be prepared by Dudek's technical experts based in the project description prepared by the District with assistance from the District's consulting engineer Monsoon and input from Dudek. All sections of the IS will be prepared by Dudek. Technical studies will also be prepared by Dudek with the exception of design plan, civil engineering plans, soils and geotechnical investigations, Phase 1 ESA; drainage hydrology and low impact development report; and utility infrastructure capacity (water, sewer, electric, gas, telecom). Coordination will occur between Monsoon, Dudek, the District and any other consultants as necessary. The Initial Study will include the following sections:

- Purpose and need for project
- Project Description/Project Details
- Environmental Setting
- Environmental Impact Assessment
 - Aesthetics
 - Agricultural Resources
 - Air Quality
 - Biological Resources
 - Cultural Resources
 - Geology, Soils and Seismicity
 - Hazards and Hazardous Materials
 - Hydrology and Water Quality
 - Land Use and Planning
 - Energy
 - Greenhouse Gas Emissions
 - Mandatory Findings of Significance
 - Mineral Resources
 - Noise
 - Population and Housing
 - Public Services
 - Recreation
 - Transportation
 - Utilities and Service Systems
 - Cumulative Impacts
 - Growth-Inducing Impacts
 - Tribal Cultural Resources
 - Wildfire

Task 4.1 Draft IS/MND

Dudek will prepare a project-level IS/MND for the proposed project that is consistent with the procedural and substantive provisions of CEQA Guidelines Sections 15063 and 15072 and Appendices C and G. Dudek would prepare a Notice of Intent (NOI) for the County Clerk and a Notice of Completion (NOC) for the State Clearinghouse. The IS/MND will summarize the results of the technical studies and analyses prepared and peer reviewed (as part of Task 2). The objective of this task is to prepare a comprehensive, accurate, and objective project-level IS/MND for the proposed project that fully complies with CEQA and the CEQA Guidelines (both as amended throughout submittal of the draft IS/MND) and all applicable guidance and procedures established by the District for the purpose of environmental review.

An MMRP would be provided separately, but prepared concurrently with the Administrative Draft IS/MND. The MMRP will be designed to ensure compliance with all adopted mitigation measures during project implementation. The MMRP will be in table format and will specify project-specific mitigation measures, as well as standard conditions of approval that are applicable to the project, if requested by the District. Mitigation timing and responsible parties will also be identified. The objective of the MMRP is to ensure compliance with Public Resources Code Section 21081.6, as mandated by Assembly Bill 3180 (Cortese 1988), which requires that a lead agency adopt an MMRP at the time an IS/MND is certified.

The main purpose of the Draft IS/MND will be to thoroughly and accurately analyze the environmental impacts of the proposed project. The document will be as free as possible of jargon so that the information it contains is accessible to the District and the public. The methodology and criteria used for determining the impacts of the project will be clearly and explicitly described in the IS/MND, including any assumptions, models, or modeling techniques used in the analysis.

The IS/MND will be prepared in conformance with a District-approved Initial Study checklist format and the NOC would be consistent with CEQA Guidelines Appendix C. All seventeen CEQA issue areas will be sufficiently analyzed in the IS/MND. All appropriate mitigation measures for these resources would be included in the IS/MND and incorporated into the MMRP.

It is assumed that key construction and operational features of the project would be available at the beginning of work on the IS/MND such that an accurate, finite, and stable project description could be prepared prior to beginning substantial work on the IS/MND. This approach has proven to result in the most expeditious preparation and processing of an IS/MND.

All technical studies, modeling results, and data will be included as appendix material to the Draft IS/MND.

List of Products

- One (1) electronic copy of the Administrative Draft IS/MND in WORD and PDF formats (two rounds)
- One (1) electronic copy of the Screencheck Draft IS/MND in WORD and PDF formats
- One (1) electronic copy of the Final Print-Ready Draft IS/MND in WORD and PDF formats

Task 4.2 Prepare Public Review Draft IS/MND

Dudek will prepare a Draft IS/MND (for a 30-day public review) and MMRP that incorporates all of the District staff review comments received on the Administrative Draft IS/MND. This proposal assumes two (2) rounds of revisions on the administrative draft IS/MND and MMRP (as required). Dudek will provide the project team with copies of the Draft IS/MND and MMRP for distribution to internal District departments and any responsible/trustee agencies and interested parties, as needed. Dudek proposes to distribute the draft IS/MND and NOC to the State Clearinghouse. Additionally, Dudek would be responsible for any applicable filing fees and transmittal of the Draft IS/MND and NOI to the County Clerk of Los Angeles. It is also assumed that the District would be responsible for preparing public notices for newspaper publishing and mailing, as required.

Task 4.3 Attend Draft IS/MND Public Meetings

As requested by the District, Dudek will participate in up to two (2) public (community) meetings on the Draft IS/MND. It is assumed that the District would coordinate and facilitate the public meetings and that presentation materials describing or illustrating the project will be provided by the District or its consultants. Dudek would take detailed notes regarding the issues raised by commenting individuals that should be addressed in the Final IS/MND. In addition, Dudek would be available to provide an overview of the CEQA process and answer questions raised by the public regarding the CEQA process and/or questions regarding the analysis in the IS/MND. As required, Dudek would also provide sign-in sheets and meeting handouts. We would also participate in an advisory capacity to the District during these meetings.

List of Products

- Twenty (20) printed bound copies of the Draft IS/MND (with technical appendices on a CD)
- One (1) printed unbound camera-ready copy of the Draft IS/MND (without appendices)
- Forty (40) electronic copies of the Draft IS/MND (with appendices) on CD
- One (1) electronic copy of the Draft IS/MND in WORD and PDF formats
- Attend two (2) public meetings on the Draft IS/MND

Task 5 Prepare Administrative Final IS/MND

The Response to Comments section of the Administrative Final IS/MND will include all comments received, responses to those comments, and standard introductory material. All comments will be numbered (to indicate comment letter and comment number), and the responses to those comments will be similarly numbered to allow easy correlation. In addition, where the text of the draft IS/MND must be revised, the text will be isolated as “text changes” in the Response to Comments, indicating deleted text by strikeout and inserted text by double-underline. The text of the draft IS/MND will not be revised. The final IS/MND will collectively consist of the draft IS/MND, the Response to Comments document, and the technical appendices (on a CD).

It is assumed that the final IS/MND would be provided at least 10 days prior to consideration for certification by the District to any commenting public agency and any member of the public who has requested the document. An estimated budget has been prepared for the responses to comments effort. While the actual scope and extent of public comments (in either written or oral format) cannot be definitively determined at this time, we have tried to provide a conservative, yet realistic, estimate of the scope of work that would be required for this project, in order to avoid the need for a contract amendment.

List of Products

- One (1) electronic memorandum indicating the adequacy of the estimated budget for the responses to comments work effort (if needed)
- One (1) electronic copy of the Administrative Final IS/MND in WORD and PDF formats (two rounds)
- One (1) electronic copy of the Screencheck Final IS/MND in WORD and PDF formats
- One (1) electronic copy of the Final Print-Ready Final IS/MND in WORD and PDF formats

Task 6 Prepare Final IS/MND for Public Review and Attend Hearing and File NOD

Dudek will prepare a final IS/MND and MMRP that incorporates all of the comments on the administrative final IS/MND and MMRP. This proposal assumes two (2) rounds of revisions on the administrative final IS/MND and MMRP (as required). If required, Dudek will distribute the final IS/MND to commenting agencies, which would include appropriate persons or agencies on the District’s mailing list and any public agency that commented on the draft IS/MND. For public agencies that commented on the draft IS/MND, they would be provided with a final IS/MND (on CD) at least ten days prior to the meeting during which the District would consider certification of the IS/MND.

List of Products

- Fifteen (15) printed bound copies of the Final IS/MND (with technical appendices on a CD) and MMRP
- One (1) printed unbound camera-ready copy of the Final IS/MND (without appendices) and MMRP
- One (1) electronic copy of the Final IS/MND and MMRP in WORD and PDF formats
- Fifteen (15) electronic copies of the Final IS/MND (with appendices) and MMRP on CD

Task 7 Attend Project Progress Meetings

In addition to the meetings identified under Tasks 1 through 6 above, members of the Dudek project management team will attend a maximum of two (2) meetings during preparation of the IS/MND as deemed necessary by the project team. Additionally, the Dudek team would be available to participate in conference calls, as needed, during the course of the environmental review process.

List of Products

- Attend up to two (2) additional one-hour project meetings

Task 8 Project Management and General Coordination

The purpose of this task is to manage the Dudek project team, manage the environmental document preparation effort, and maintain constant, close communication between the all members of the project team. This task is also intended to ensure that the project will be completed on time and within budget, and that all work products are of the highest quality. Dudek will coordinate the team's work for the communication of issues, transmittal of comments, financial management, and other project management matters.

Staffing



PROJECT MANAGEMENT

| | |
|--|--|
| Project Manager Jessica Kinnahan, AICP | Senior Review Lead Jane Gray |
|--|--|

PROJECT TEAM

| | | |
|---|--|--|
| Biologists Heather Moine John Davis IV* | Air Quality/GHG/Energy Adam Poll Nick Lorenzen* | Cultural Heather McDevitt, RPA Micah Hale, PhD* |
| Environmental Analysis James Lin Ryan Munnikhuis* | Geological Resources Perry Russel, PG, CEG Ryan Munnikhuis* | HazMat Glenna McMahon, PE Nicole Peacock, PE, PG* |
| Land Use/ Utilities & Service Systems Jessica Kinnahan, AICP Brandon Whalen-Castellanos* | Noise Mark Storm, INCE Jonathan Leech, AICP, PG* | Traffic Dennis Pascua Jason Reynolds* |
| Water Resources Jane Gray Matt Naftaly* | Wildfire Scott Eckhardt, RPF Michael Huff, RCA* | |

Alternative Staff*



Contract Terms

Dudek has no exceptions to the scope of services in the Professional Services Agreement.

References

Santa Barbara Police Station Technical Studies (Cota Commuter Lot) (12506)

Client: City of Santa Barbara, Engineering Division, Sarah Izah, 805.564.5377, sizah@santabarbaraca.gov

Dates: 2019 to present

Dudek is preparing technical studies and expertise to assist the Santa Barbara Police Station Project team in the development of the project design at the Cota Commuter Parking Lot (Cota Lot) with the ultimate goal of avoiding all significant impacts. The technical studies would further support the CEQA preliminary review/IS and decision on the type of CEQA documentation required for the police station building and parking structure. The City's Preliminary Environmental Review of the Cota Lot Alternative identified three potentially significant impact to biological resources (58 trees), archaeological resources (historic resources), and noise. The remaining environmental impacts were considered less than significant or a less-than-significant impact, with standard measures. The city recognizes that the project design and CEQA review measure could further reduce the effects to air quality (GHG), energy consumption, and drainage/water quality (tier 3 stormwater management). Based on these finding, the city council selected the Cota Lot as the preferred site to continue with the design and environmental review. The city acknowledges that the conclusions of the preliminary environmental review may change due to the results of the technical studies requested by the City and proposed herein, however, Dudek will work to provide creative solutions to the project team to reduce impacts to the greatest extent feasible. Dudek is conducting the requested technical studies, and working collaboratively with the project team to further any reduce project impacts during the next phase of project design, and produce defensible technical reports to support the selected CEQA documentation and review, again, with the goal of avoiding significant impacts. The city has requested two phases of the work: Phase 1, studies to be conducted concurrent with design; and Phase 2, studies to be conducted after design is substantially complete.

City of Santa Barbara Community Wildfire Protection Plan and Program EIR

Client: City of Santa Barbara Fire Department, Amber Anderson, 805.564.5720, aanderson@santabarbaraca.gov

Dates: 2019 -present

Dudek is supporting the City of Santa Barbara with an update to their Community Wildfire Protection Plan and associated public outreach activities as well as preparation of the program EIR. Since the city completed the City Wildland Fire Plan in 2004, the community has experienced several devastating wildfires, including the Tea Fire (2008), the Jesusita Fire (2009), the Sherpa Fire (2016), and the Thomas Fire (2017). These fires have shaped the landscape as well as the community's understanding of the threats of wildfires. The process of developing this Community Wildfire Protection Plan will assist the community in clarifying and refining priorities for the protection of life, property, and critical infrastructure, particularly in the wildland-urban interface. The Community Wildfire Protection Plan update is being funded in part by a California Department of Forestry and Fire Protection grant and is on an aggressive timeline.

Ocean View Avenue Water Main Replacement Project

Client: Montecito Water District, Adam Kanold, 805.969.2271, akanold@montecitowater.com

Dates: 2018-present

The Ocean View Avenue Water Main Replacement Project replaces a 100-year-old 4-inch cast iron water main, service laterals, one hydrant, and one air vacuum valve on Ocean View Avenue in Montecito, California, operated by the Montecito Water District. This water main replacement is required due to the restriction in flow within the water main and lack of pressure and flow rate for firefighting operations for the adjacent 20 properties. The water main will be replaced with 630 linear feet of new 6-inch ductile iron pipe in a new trench along Ocean View Avenue. The existing 4-inch pipe will remain in service during construction and be abandoned in place. The water main trench will be 630 feet long by 12 inches wide and 40 inches deep. The project will also replace 18 service laterals with new copper piping. The service lateral trenches will total approximately 400 linear feet and will be 12 inches wide and 30 inches deep. The project will also include a new hydrant lateral and air vacuum valve with a total trench length of 30 linear feet and 12 inches wide and 40 inches deep. All trenching will be backfilled with sand to 6 inches above the top of pipe and concrete slurry above the sand and asphalt to match the existing asphalt thickness in accordance with San Luis Obispo County Construction Standards. The construction timeline is estimated to be 5 business days to install the water main and 10 business days to install the service laterals, hydrant, and air vacuum valve. Dudek has prepared an IS/MND for the project.

Water Banking Program Initial Study and Negative Declaration

Client: Montecito Water District, Nick Turner, General Manager, (805) 453-2078, nturner@montecitowater.com

Dates: 2017

The Montecito Water District decided to purchase of 4,500 acre-feet of groundwater storage capacity within the Stored Water Recovery Unit (SWRU) of the Semitropic Water Banking and Exchange Program. The Semitropic Water Storage District (Semitropic) is one of eight water storage districts in California and is the largest in Kern County. The SWRU of the Semitropic Water Banking and Exchange Program is located in north-central Kern County in the San Joaquin Valley, approximately 20 miles northwest of the City of Bakersfield. The total area of Semitropic is 220,000 acres, with approximately 159,000 acres irrigated. There are no incorporated cities within Semitropic, which was organized in 1958 for supplying supplemental water within its service area boundaries.

Participation in the Semitropic Water Banking and Exchange Program provides Montecito Water District with the right to recovery of 1,500 acre-feet of water per year of the 50,000 acre-feet of SWRU pumpback capacity. Montecito Water District also has the right to use any SWRU pumpback capacity not used by other SWRU banking partners, subject to restrictions and costs as specified in the Semitropic Water Banking and Exchange Program Agreement. The project involved conjunctive use of surface and groundwater through iterative exchanges through the San Luis Reservoir and Semitropic SWRU and delivery through the existing state water delivery system. Dudek prepared an IS and ND for the project.

The Lakes at Thousand Oaks Mixed Use

Client: Caruso, Evan Krenzien, Development Manager, (310) 869-8807, ekrenzien@caruso.com

Dates: 2020- present

Caruso is proposing a revision to their currently existing retail development with residential components. The project entails coordination and communication with the City, the Applicant (Caruso), and other consultants on the project description, preparation and peer review of various technical studies as well as preparation of a Mitigated Negative Declaration. This project has just begun.

California Flats Solar Project Monterey County, California

Dates: January 2016-July 2016

Dudek provided archaeological and paleontological monitoring and management services, on-call biological support, and implemented the Habitat Restoration and Revegetation Management Plan (HRRMP) for Phase I of the 130 megawatt (MW) California Flats Solar Project in Monterey County, California. Dudek was responsible for managing all archaeological and paleontological resources for the project. This included guiding the project developer and construction contractor through inadvertent discoveries in accordance with the Historic Properties Treatment Plan, managing archaeological and paleontological resource buffers, and fulfilling the reporting requirements of Monterey County and the U.S. Army Corps of Engineers. Dudek worked hand-in-hand with the Salinas Tribe of Monterey and San Luis Obispo Counties to manage a team of up to 25 archaeological, paleontological, and Native American monitors to ensure that the appropriate monitors were present to monitor construction activities while maintaining compliance with the project mitigation measures and permit conditions.



Disclosures

Dudek certifies that it has no litigation, arbitration, or claims proceedings to disclose that presently involve Dudek or in which Dudek has been involved in the past 5 years.



Appendix A

Resumes

Jessica Kinnahan, AICP

Senior Project Manager/Land Use Planner

Jessica Kinnahan is a Senior Project Manager/Land Use Planner with more than 20 years' professional experience as a project manager specializing in land use and environmental permitting, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) document preparation and associated technical studies.

Ms. Kinnahan has facilitated permit applications through various federal, state, regional and local agencies such as: US Army Corps of Engineers, Bureau of Land Management, US Forest Service, US Fish and Wildlife Service (USFWS), California Public Utilities Commission (CPUC), California Department of Fish and Wildlife, California Coastal Commission, South Coast Air Quality Management District, Counties of Kern, Los Angeles, San Bernardino, Santa Barbara, San Luis Obispo, Riverside, and Ventura. She also has authored CEQA/NEPA documents with focus on land use and planning, population and housing, socioeconomics, utilities and service systems and geological resources sections.

Education

*University of California, Santa Barbara
BA, Environmental Studies, 1997*

Certifications

American Institute of Certified Planners, No. 017957

Land Surveyor in Training, No. 7239

Professional Affiliations

American Planning Association

References:

Mike Carella

*Enel Green Power North America
978.935.6885*

Amber Anderson

*City of Santa Barbara
805.564.5720*

Project Experience

Land Use and Energy

North-South Project, Counties of San Bernardino and Riverside. Served as the environmental project manager for a 65-mile natural gas pipeline and compressor station upgrade. Lead NEPA agency was the US Forest Service and lead CEQA agency the CPUC. Project also required Endangered Species Act Section 7 Consultation with the USFWS, Clean Water Act Section 404 permit from the US Army Corps of Engineers, California Fish and Game Code 2081 Incidental Take Permit and 1602 Streambed Alteration Agreement, and Clean Air Act Permit to Operate through the Mojave Desert Air Quality Management District.

City of Los Angeles Bureau of Sanitation Exclusive Franchise System For Municipal Solid Waste Collection Environmental Impact Report. Deputy Project Manager for the preparation of the environmental impact report regarding the City of Los Angeles's Exclusive Franchise System for collection of solid resources. EIR considered three alternatives.

La Goleta Storage Field, Santa Barbara County. Environmental project manager for construction compliance and entitlements for the La Goleta Storage Field Enhancement Project, which included four new natural gas wells, piping and dehydration unit. Modifications to the project design resulted in the issuance of a Substantial Conformity Determination and subsequent Coastal Development Permit.

Alpine Solar Project, Los Angeles County. Project manager for a 92 megawatt (MW) solar photovoltaic project and two 66-kilovolt generation tie-lines. Through successful negotiations with Los Angeles County, prepared the Mitigated Negative Declaration, and the Conditional Use Permit was ultimately approved on appeal by the County Planning Commission. Project included a burrowing owl (*Athene cunicularia*) relocation and habitat restoration plan.

Alta Infill Addendum. Prepared the Addendum to the approved EIR for the Alta Infill wind energy project, a component of the larger Alta Oak Creek Mojave Wind Energy Project.

North Sky River, Kern County. Assistant project manager for a 160 MW wind energy project located in the Tehachapi Renewable Wind Resource Area. Project included an avian and bat protection plan, vegetation surveys, special status species surveys, noise study, geological/geotechnical study and robust mitigation monitoring and compliance plan.

Vasco Wind Repower, Contra Costa County. Assistant project manager for a 78 MW wind energy project located in the Altamont Wind Resource Area. Project included removal of antiquated turbines and installation of new 2.3 MW turbines. Prepared all technical studies/reports including avian and bat protection plan, vegetation surveys, special status species surveys, noise study, geological/geotechnical study and implemented robust mitigation monitoring and compliance plan.

Residential

Multiple Tract Maps, City of Lancaster, CA. Prepared and facilitated several tract map applications through the City of Lancaster approval process.

Providence Landing, Santa Barbara County. Provided construction compliance support and entitlement support for all post-discretionary approval permits, such as final map and grading and drainage.

Transportation

Multiple Union Pacific Railroad Projects, Countrywide. Project manager or assistant project manager for multiple Union Pacific Railroad projects, including a bridge replacement on federal Air Force land, double-track within a federal wildlife refuge and routine repair and maintenance work requiring federal Clean Water Act authorization.

Miscellaneous

Due Diligence Evaluations, Counties of Kern, Los Angeles, Riverside, San Bernardino, San Luis Obispo, Santa Barbara. Prepared due diligence evaluations prior to and during real estate transactions to identify highest and best use opportunities and disclose potential land use and permitting constraints.

Emergency Management

Emergency Management and Preparedness, SoCalGas Service Territory. Served as the Southern California Gas Company Pipeline Safety and Compliance and Emergency Management manager for regulatory compliance and public outreach. Coordinated companywide incident response activities for several large-scale incidents including the Thomas Fire and Debris Flow, the second largest wildfire on record in California. Served as the seismic safety liaison with the Southern California Critical Lifelines Workgroup. Reviewed and assessed local agency general plans with particular focus on safety element for utility compatibility and risk. Organized and conducted tabletop and functional exercises in accordance with Federal Emergency Management Agency guidance. Additionally, supported gas system balancing efforts related to localized, regional and systemwide impacts.

Jane Gray

Environmental Specialist, Project Manager

Jane Gray is a regional planner, environmental specialist, and project manager with 23 years' project management and environmental planning experience, specializing in water/wastewater planning and permitting, agricultural resource and policy planning, policy analysis, land use planning, project development and entitlement services, and grant writing and management. Ms. Gray has a diverse and nuanced planning background, having worked as a project manager, analyst, and environmental planner for non-governmental entities, public agencies, and private firms and corporations. She has been responsible for projects varying from small-scale development and infrastructure planning in developing economies to private residential and commercial developments throughout California.

Ms. Gray brings an effective and customized approach to efficiently deliver services. Her ability to skillfully negotiate the often-disparate interests involved in projects and bring about consensus is an asset in any situation. Ms. Gray has organizational expertise, technical aptitude, planning proficiency, and competency facilitating projects through contentious issues in a variety of communities.

Education

*Universität Dortmund,
Germany
MS, Regional Planning and
Management*

*State University of
New York, Buffalo
BS, Social Work*

Professional Affiliations

*2nd District Appointee to the
County Agricultural Advisory
Committee*

*Vice Chair, Central Coast Regional
Water Quality Control Board*

Project Experience

CEQA Project Manager, CEQA Document Preparation and Project Management, Caruso, The Lakes and Thousand Oaks, Thousand Oaks, California

Reference: Evan Krenzien, Development Manager, ekrenzien@caruso.com, (310) 869-8807

Responsible for management, consultant coordination and preparation of technical studies as well as a Mitigated Negative Declaration for The Lakes at Thousand Oaks. The project is currently underway and anticipated to be completed in early 2021.

Project Manager, CEQA Document Preparation and Project Management, Montecito Water District, Water Service Agreement with the City of Santa Barbara, Montecito, California

Reference: Nick Turner, General Manager, nturner@montecitowater.com, (805) 453-2078

Responsible for management, coordination and preparation of a CEQA Addendum for the Montecito Water District and City of Santa Barbara's Joint Water Service Agreement for Supplemental Water Supplies.

CEQA Project Manager, CEQA Document Preparation, Water Banking for the Montecito Water District, Montecito California Responsible for the preparation of an Initial Study/Negative Declaration for the Montecito Water District's Water Banking Project. The Montecito Water District decided to purchase of 4,500 acre-feet of groundwater storage capacity within the Stored Water Recovery Unit (SWRU) of the Semitropic Water Banking and Exchange Program. The Semitropic Water Storage District (Semitropic) is one of eight water storage districts in

California and is the largest in Kern County. The SWRU of the Semitropic Water Banking and Exchange Program is located in north-central Kern County in the San Joaquin Valley, approximately 20 miles northwest of the City of Bakersfield. The total area of Semitropic is 220,000 acres, with approximately 159,000 acres irrigated. There are no incorporated cities within Semitropic, which was organized in 1958 for supplying supplemental water within its service area boundaries.

CEQA Project Manager, CEQA Document Preparation, Ocean View Avenue Water Main Replacement Project, Montecito Water District, Montecito, California Prepared a Mitigated Negative Declaration for the Ocean View Avenue Water Main Replacement Project, which replaces a 100-year-old 4-inch cast iron water main, service laterals, one hydrant, and one air vacuum valve on Ocean View Avenue in Montecito, California, operated by the Montecito Water District. The project entailed coordination on cultural resources and other technical studies.

CEQA and Entitlement Project Manager, Biomass to Energy Demonstration Project Goleta Sanitary District, Santa Barbara County, California Responsible for management, consultant coordination and preparation of technical studies as well as a Mitigated Negative Declaration and Substantial Conformity Determination and CDP for the District's demonstration project focused on an environmentally and economically sustainable organics-to-energy system. Specifically, the Project demonstrates that source separated food waste can be pre-treated and processed to produce a high-quality biogas, which can ultimately be used as a fuel source for electrical energy generation.

Deputy Project Manager, CEQA Document Preparation, Santa Barbara Police Station, City of Santa Barbara, California Responsible for management, consultant coordination and preparation of technical studies for the City of Santa Barbara's new, high-profile Police Station project.

CEQA Project Manager, CEQA Document Preparation, Caruso, Pacific Palisades, Los Angeles, California Responsible for management, consultant coordination and preparation of technical studies as well as a Mitigated Negative Declaration for the Pacific Palisades Village project in the City of Los Angeles, California. The project was a high-profile project with complex hazardous materials issues and was completed in 2016.

Program Management as extension of County Staff, Santa Barbara Countywide Integrated Regional Water Management (IRWM) Program Santa Barbara County Water Agency (SBCWA), California. The position entails overall program management assistance and coordination of more than 30 agencies and nonprofits involved in regional benefit projects for competitive grant applications and over 120 stakeholders. Coordinates and manages the public stakeholder process and all public outreach efforts associated with the IRWM program.

Project Manager, Extension of City Staff Services for the City of Goleta's MS4 Program, Goleta, California The position entails coordination and oversight of Dudek staff in the development and implementation of the City of Goleta's Municipal Stormwater Program (MS4), which is a state and federally mandated program under the Clean Water Act, National Pollution Discharge Elimination System Permit Program. Ms. Gray and her staff have been working with the City since February 2019 and have a contract to provide in-house services until December 31, 2020.

Public and Stakeholder Engagement Manager for the Creek and Watershed Management Plan, City of Goleta Providing community engagement and facilitation services for the duration of the Plan development related to public meetings and workshops, Technical Advisory Committee meetings and other community outreach events and forums. This includes coordination of language appropriate support services, generation of meeting and workshop materials, meeting minutes, agenda and presentations.

Project Manager, Miramar Beach Resort and Bungalows, Caruso, Montecito, California. Served as project manager for development of the 192-room luxury resort, three restaurants, a spa, beach club, ballroom facilities, and a beachfront boardwalk along Miramar Beach in Montecito. The project entitlements include demolition of the dilapidated buildings and bungalows associated with the Miramar Hotel, a complete redevelopment, and re-contouring of the site. A focused environmental impact report (EIR) was prepared on the issue of historic resources and other contentious issues, including flooding and drainage in the Oak Creek Channel and aesthetics.

Heather Moine

Environmental Scientist/Biologist

Heather Moine is an environmental scientist/biologist with 14 years' experience performing vegetation mapping, general biological assessments, wetlands delineations, habitat restoration, special-status species surveys, nesting bird surveys, biological monitoring, construction monitoring, water quality sampling, permit preparation and implementation, and California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) document preparation. In addition, Ms. Moine has experience preparing habitat restoration plans, U.S. Fish and Wildlife Service (USFWS) biological assessments, biological technical reports, due diligence/biological constraints reports, nesting bird letter reports, watershed plans, annual restoration monitoring reports, invasive species management reports, focused special-status species reports. Ms. Moine has extensive biological resource survey, construction monitoring, and habitat restoration monitoring within the tri-county area including Solvang Wastewater Treatment Plant Reinforced Vegetation Slope Project, El Estero Wastewater Treatment Plant Secondary and Tertiary Upgrades, Morro Bay-Cayucos Wastewater Treatment Plant Upgrade, Nextel Improvements, and City of Santa Barbara Arroyo Burro Open Space Restoration, Charles Meyers Desalination Reactivation Plant, and Police Station Project.

Education

*University of California,
Santa Barbara
BS, Environmental Studies*

Permits

*Section 10(a)(1)(A) USFWS
Recovery Permit No. TE-60147A-0
to Handle Listed Vernal Pool
Branchiopod Species*

*CDFW Voucher Collecting Permit
No. 2081(a)-12-08-V to Collect
Voucher Specimens of State-Listed
Plants*

*CDFW Scientific Collecting Permit
No. SC-11327 to Collect Voucher
Specimens of Listed Vernal Pool
Branchiopods*

Professional Affiliations

*California Native Plant Society
The Wildlife Society*

Project Experience

Biological Surveys, Impact Analysis, and Restoration Monitoring for the Solvang Wastewater Treatment Plant, Solvang, California.

Client Reference: Matt van der Linden, City of Solvang Public Works Director/ City Engineer, (805) 688-5575 ext. 222, mattv@cityofsolvang.com

Performed a general biological survey, vegetation mapping, and wetlands delineation in support of the City of Solvang's Wastewater Treatment Plant and Well 7A Reinforced Vegetated Slope Protection Project. Assisted in preparation of a biological assessment and jurisdictional determination report to assess impacts and propose measures to reduce impacts to sensitive biological resources. Prepared a habitat mitigation monitoring plan and implemented agency permit conditions and habitat mitigation monitoring plan performance success criteria for impacts related to upland and riparian habitat associated with the City of Solvang Wastewater Treatment Plant and implementation of the reinforced vegetated slope protection project.

Biological Assessment and Biological Compliance Monitoring, El Estero Wastewater Treatment Plant Secondary and Tertiary Upgrades, City of Santa Barbara, California.

Dudek is currently coordinating with the regulatory agencies, and assisting in permit applications, including preparation of supporting technical documents for biological resources. Dudek is also assisting the City in processing the necessary permits and authorizations needed to place the facility back into production mode. Relevant biological resources tasks includes conducting snowy plover habitat assessments, preparation of a biological assessment/biological resource assessment reports for a

State Revolving Grant application and future California Environmental Quality Act (CEQA) review, and U.S. Army Corps of Engineers (ACOE) permitting. Dudek is also currently preparing a nesting bird survey plan for the California Coastal Commission as part of the Coastal Development Permit requirements.

Morro Bay-Cayucos Wastewater Treatment Plant Upgrade, City of Morro Bay, California. Provided review and analysis of potential biological constraints during the evaluation of alternatives for the upgrade of the treatment plant. During the fine-screening process, which focused on four sites that remained in consideration, reviewed the observed and potential biological resources and assisted in a report on the biological constraints associated with each of them, including special-status plant and wildlife species and their habitats, sensitive natural communities, other native vegetation communities, and jurisdictional resources. The analysis focused on resources highlighted in the County of San Luis Obispo and City of Morro Bay Local Coastal Programs.

Oak Tree Impact Assessment and Construction Monitoring, Nextel, San Luis Obispo County, California. Assessed the impacts of a proposed project on oak trees and developed recommendations that were later incorporated into the project to ensure that oak trees would not be adversely affected by the proposed project. Performed follow-up construction monitoring to ensure that all protection measures were followed. Generated pre- and post-construction reports.

Arroyo Burro Open Space Restoration, Biological Site Assessment, City of Santa Barbara, California. Conducted a Biological Site Assessment on behalf of the City of Santa Barbara to identify the potential for biological resources to occur within and adjacent to the proposed Arroyo Burro Open Space Restoration project. The project involves the restoration of 1,600 linear feet of Arroyo Burro and the creation of over an acre of flood plain habitat as part of the overall enhancement and restoration of Arroyo Burro. The report's primary intent was to support the City's California Environmental Quality Act and Local Coastal Plan reporting and review process and for the proposed project. The report also provides recent observations, analyses, and avoidance and minimization recommendations that will be useful in the future consultation and/or permit application review, if required, applicable regulatory resource agencies, including the Department of Fish and Wildlife, the U.S. Army Corps of Engineers, the Central Coast Regional Water Quality Control Board, the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, and the California Coastal Commission.

Biological Services for the Charles Myers Desalination Reactivation Plant, City of Santa Barbara, California. Conducted biological surveys within El Estero Wastewater Treatment Plant property to assess sensitive biological resources potentially occurring and developed mitigation measures to avoid impacts to these sensitive biological resources. The main biological resources associated with El Estero Wastewater Treatment Plant include Laguna Channel and the associated special-status wildlife species, the Laguna Channel riparian habitat, and water quality associated with Laguna Channel. Ms. Moine is conducting weekly site visits to monitor construction activities compliance with biological mitigation measures and Best Management Practices (BMPs).

Biological Assessment for the Police Station Project, City of Santa Barbara, Santa Barbara, California.

Client Reference: Sara Iza, City of Santa Barbara Public Works Department, 805.897.2685, siza@santabarbaraca.gov. Performing a biological assessment in support of the City of Santa Barbara Police Station Project. The technical study will further support the California Environmental Quality Act (CEQA) preliminary review/initial study and decision on the type of CEQA documentation required for the Police Station building and parking structure. Dudek's role is to conduct the technical studies, work collaboratively with the City and project team to further reduce project impacts during the next phase of project design, and produce defensible technical reports to support CEQA documentation and review, again, with the goal of avoiding significant impacts.

Adam Poll, QEP, LEED AP BD+C

Senior Air Quality Specialist

Adam Poll is an environmental specialist who has been trained in organizational greenhouse gas (GHG) accounting, which provided a thorough understanding of the Western Research Institute (WRI)/World Business Council for Sustainable Development (WBCSD) GHG Protocol Corporate Standard, while referring to the ISO 14064: Part 1 international standard for GHG inventories. The material taught in this course serves as the basis for almost all of the entity-level GHG reporting programs in the world.

Mr. Poll is experienced in GHG accounting principles, defining applications for GHG inventories, designing and development of GHG inventories, establishing GHG boundaries for an organization, identifying emission sources, tracking emissions over time, recalculations, establishing a base year, setting GHG reduction targets, inventory quality management, preparing a GHG inventory report, and preparing for verification.

Project Experience

California Air Resources Board (CARB) Southern California Consolidation Project, Department of General Services, Riverside, California.

Client: Pat Kelly, 916-210-1825, patricia.kelly@cpuc.ca.gov

Contributed to the air quality and GHG emissions analysis for the consolidation and relocation of CARB's motor vehicle emissions standards development and testing to an 18-acre campus style facility. Key issues for the project were air quality and GHGs, resulting from vehicle miles traveled for the employees traveling to the new campus and CARB's goal to achieve net zero energy for the project. In addition to employee vehicle emissions, emissions were estimated for vehicle testing, vehicle fueling, fuel storage, boilers, a fuel cell plant, an emergency generator, chemistry laboratory, and miscellaneous operations that generate criteria air pollutant, GHGs, and toxic air contaminant (TAC) emissions.

EIR and Technical Studies for The Villages—Escondido Country Club Project, City of Escondido, California.

Client: Jonathan Frankel, 925-708-3638, jonathan@newurbanwest.com

Prepared the air quality, GHG, and energy technical studies and EIR sections for the conversion of an abandoned golf course in Escondido to a mixed-use development. Because the project was surrounded by existing residents, a construction health risk assessment was prepared. The GHG analysis used a City specific efficiency metric to quantify the GHG impacts of the project, which incorporated goals from both the City of Escondido's CAP and the CARB's Scoping Plan. The project was shown to be consistent with the City's CAP and Scoping Plan goals.

Education

University of Denver

MAS, Environmental Policy and Management, Energy and Sustainability, 2011

University of California, Santa Barbara

BS, Environmental Studies, 2006

Certifications

Qualified Environmental Professional (QEP), No. 03120007

LEED AP BD+C, No. 10364581

International Organization for Standardization (ISO), No. 14001, Lead Auditor

Professional Affiliations

Air & Waste Management Association (A&WMA)

EIR and Technical Studies for The Farm in Poway, City of Poway, California. Prepared the air quality, GHG, and energy technical studies and EIR sections for the conversion of an abandoned golf course in Poway to a mixed-use development. Because the project was surrounded by existing residents, a construction health risk assessment was prepared. The GHG analysis used a project specific efficiency metric to quantify the GHG impacts of the project, which incorporated goals from the CARB's Scoping Plan. The project was shown to be consistent with the SANDAG RTP/SCS and Scoping Plan goals.

EIR and Technical Studies for JVR Energy Park, County of San Diego, California. Prepared the air quality, GHG, and energy technical studies and EIR sections for the development of a utility scale solar photovoltaic project with energy storage. Because the project was surrounded by existing residents, a construction health risk assessment was prepared. The GHG analysis evaluated the GHG emissions of the project and compared them to the overall avoided GHG emissions from production of renewable energy in place of using fossil fuel generated energy. The project was shown to be consistent with the County's CAP and Scoping Plan goals.

Technical Studies for the Herbal Angels Cannabis Project, County of Santa Barbara, California. Prepared the air quality and GHG technical study for the development of a cannabis production and manufacturing facility within the County. The assessment included the preparation of a health risk assessment as it includes the use of emergency diesel generators. The GHG analysis relied on the County's Energy and Climate Action Plan (ECAP) and CEQA guidelines. As the project would be required to get an APCD permit it was not considered to be included in the ECAP and thus was subject to the County's bright-line threshold. The project was considered less than significant during construction and operation for GHG emissions.

Technical Studies for the Organic Materials to Energy Project, County of Santa Barbara, California.

Client: Jim Dunbar, 707-419-0084, jdunbar@lystek.com

Prepared the air quality and GHG technical study for the development of an organic materials to energy project within the County. The assessment included the preparation of a health risk assessment as it includes the use of a flare, boiler, biogas generator, and emergency diesel generator. The GHG analysis relied on the County's Energy and Climate Action Plan (ECAP) and CEQA guidelines. As the project would be required to get an APCD permit it was not considered to be included in the ECAP and thus was subject to the County's bright-line threshold. The project was considered less than significant during construction and operation for GHG emissions.

Technical Studies for the Charles Myers Desalination Plant, Pipeline to Mission Street Project, City of Santa Barbara, California. Prepared the air quality and GHG technical study for the extension of a potable water pipeline from the Santa Barbara Desalination Plant up to Mission Street. The project's air quality and GHG emissions were compared to the SBCAPCD significance thresholds to determine impacts. The project was concluded to have less than significant impacts for air quality and GHG emissions.

Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) for the North City Pure Water Program, San Diego, California.

Client: Kelly Balo, 858-292-6423, kbalo@sandiego.gov

Prepared the air quality, GHG, and energy technical reports and sections for the joint EIR/EIS. This project included evaluating the health risk from construction of the project, operation of the biogas renewable energy facility, and impacts of carbon monoxide hotspots. The project was evaluated against the City's Climate Action Plan (CAP) Checklist. This project required modeling of 18 different project components over two equally evaluated alternatives.

Technical Studies for the Department of General Services Department of Motor Vehicles Project, San Diego, California. Prepared the air quality and GHG technical assessments for the DMV replacement Project in San Diego. Although the DGS is a state agency and is not subject to local CEQA thresholds, the DMV adopted the City of San Diego's CAP Consistency Checklist for the project. The project was shown to be consistent with the City's CAP Checklist and thus had a less than significant impact.

EIR and Technical Studies for the San Diego State University New Student Housing Project, San Diego, California.

Prepared the air quality and GHG technical reports and EIR for a new student housing project on San Diego State University. The Project included evaluation of the health risk during construction and during operation of two onsite emergency generators. The project was found to be less than significant for both air quality and GHG emissions and consistent with the City of San Diego's CAP Checklist. The project was also found to be consistent with the SDSU CAP.

EIR and Technical Studies for the Solana Highlands Revitalization Project, City of Solana Beach, California. Prepared the air quality, GHG, and energy technical studies and EIR sections for the conversion of an existing residential development into a multi-family apartment complex. The GHG analysis showed that the project would be consistent with the City of Solana Beach's CAP and would not conflict with the state's trajectory towards its climate change goals.

Heather McDaniel McDevitt, RPA

Senior Archaeologist and Project Manager

Heather McDaniel McDevitt is an archaeologist and Cultural Resources Lead for Dudek's Santa Barbara office with over 14 years of cultural resource management (CRM) experience throughout California and Baja California. Ms. McDaniel McDevitt also serves as Dudek Lead Human Osteologist providing on-call osteological services corporate-wide. Ms. McDaniel McDevitt has served as a principal investigator and project manager on Phase I, Extended Phase I, Phase II, and Phase III projects conducting surveys, testing, site significance evaluations and recordation, data recovery and laboratory analysis. She also serves as director of Dudek's corporate laboratory. Ms. McDaniel McDevitt's education encompasses archaeology, biological anthropology, and GIS. As a bioarchaeologist, she combines physical anthropology and archaeology in the study of faunal and human remains to reveal ancient lifeways. Her specific area of GIS research is the use of predictive modeling and remote sensing to better understand settlement and subsistence patterns, which can be used to forecast areas of potential impacts and assist in mitigating damage to cultural resources more efficiently.

Ms. McDaniel McDevitt has worked on projects for the National Park Service, U.S. Environmental Protection Agency (EPA), National Aeronautics and Space Administration (NASA), U.S. Bureau of Land Management, the Smithsonian Institute, California State Parks, California Department of Transportation, and various private CRM and environmental firms. Ms. McDaniel McDevitt's professional experience in CRM provides significant knowledge and practical experience with state and federal regulations such as the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, and the California Environmental Quality Act (CEQA). Ms. McDaniel McDevitt has also served as an adjunct professor at community and state institutions for courses in physical and cultural anthropology, archaeology, and GIS.

Education

*California State University,
Northridge*

MA, Public Archaeology

MA, GIS (ABT)

BA, Anthropology

Certifications

*Registered Professional
Archaeologist (RPA)*

*CEQA Training through Advanced,
Association of Environmental
Professionals*

GIS Professional Certificate

*HAZWOPER Training,
Hydrogeologic*

Professional Affiliations

*Register of Professional
Archaeologists*

*American Anthropological
Association*

American Institute of Archaeology

California Geographical Society

American Planners Association

Society for American Archaeology

Society for California Archaeology

*Ventura County Archaeological
Association*

Select Project Experience

CEQA Compliance Monitoring Management and Reporting, San Luis Obispo County Community College District, Cuesta College North and South Campus. As project manager, managed monitoring efforts of improvements occurring at both the current San Luis Obispo campus and future Paso Robles campus. Involved regular monitoring, providing recommendations to construction and project management staff, assisting with implementing mitigation plan and providing District with field visit verification reports for compliance with CEQA reporting requirements.

Site Survey and Significance Evaluation CA-SBA-46, Goleta Sanitary District, Goleta, California. Serve as principal investigator and field director, designed and currently implementing evaluation to verify, in accordance with CEQA, the horizontal and vertical significance of the archaeological site CA-SBA-46 to assist the District in the design of infrastructure improvements. Assisting the District with proper adherence and implementation of Native American Consultation per AB-52.

Emergency FEMA Technical Support, Montecito Water District, Montecito and Santa Barbara County, California. As Cultural Resources Lead, managed the cultural resources efforts that Dudek performed in support of emergency technical services including intensive ground survey and site inventory in conformance with emergency permit applications related to Montecito Water District's emergency repair of water pipes destroyed or damaged by the catastrophic mudslides commencing January 9, 2018. The purpose of the study was to document cultural resources that may have been affected by the emergency repairs already completed and ongoing. The study tasks for this undertaking were carried out in a manner consistent with FEMA's regulatory responsibilities under Section 106 of the National Historic Preservation Act (36 CFR Part 800). Additional services include subsurface testing, significance evaluation, AB-52 consultation assistance, permit coordination support and services related to the issuance of permits from the following agencies: US Army Corps of Engineers, Central Coast Regional Water Quality Control Board, and the California Department of Fish and Wildlife.

On-Call Countrywide Archaeological Services, County of Santa Barbara, Flood Control and Water Conservation District, Santa Barbara, California. As Project Manager, currently manages Dudek's on-call archaeological, historical, and Native American services, including but not limited to monitoring, archaeological record searches, historical research, architectural history, surveys for both prehistoric and historical resources, extended Phase I surveys, test excavations, data recovery, Native American coordination, coordination with the Native American Heritage Commission, AB 52 support, treatment protocols, feasibility/concept plan studies and recommendations, hiring and management of applicable sub consultants and specialty disciplines as required, preparation of management plans, and design and implementation of mitigation methods.

Phase 3 Data Recovery Program CA-SBA-58 Marriott Residence Inn, Goleta, California. As laboratory manager, lead project analyst and on-call human osteologist, developed methodology for research design, supervised complete laboratory research, managed all specific collections for expert analysis, managed and trained 6 archaeological technicians for processing of archaeological remains, conducted complete faunal analysis of assemblage, conducted full analysis of recovered human remains and prepared remains for reburial, prepared final human osteological report and portions of the project's technical report .

Lower Arroyo Burro Open Space Phase I Archaeological Survey Report and Historic Structures and Sites Report and Arroyo Burro Restoration at Barger Creek, Santa Barbara, CA. As Project Archaeologist, conducted intensive ground survey to determine the potential of cultural resources within two project areas and support of Historic Structures and Sites Investigation for the City of Santa Barbara, Parks and Recreation, Creeks Division for restoration of entire Arroyo Burro Creek Restoration effort.

Phase 3 Data Recovery Program CA-SBA-59 Direct Relief Warehouse, Goleta, California. As laboratory manager and lead project analyst, developed methodology for research design, supervised complete laboratory research, managed all specific collections for expert analysis, managed and trained 6 archaeological technicians for processing of archaeological remains, conducted complete faunal analysis of assemblage, prepared portions of the technical report. Served as on-call human osteologist for project.

Las Positas Road at Cliff Drive Roundabout Phase I Archaeological Survey Report, Santa Barbara, CA. As project archaeologist conducted intensive ground survey to determine the potential of cultural resources within project area within right-of-way adjacent to significant prehistoric site, CA-SBA-575. Coordinated with City and Caltrans staff to define APE and composed report according to Caltrans requirements.

Ryan Munnikhuis

Associate Geologist

Ryan Munnikhuis is an associate geologist with experience evaluating and summarizing geology/soils, hydrology/water quality, hazards/hazardous materials, and utility-related impacts for California Environmental Quality Act (CEQA) documents. Mr. Munnikhuis has completed CEQA sections for a range of projects located throughout California, including commercial, residential, and public developments, as well as large-scale utility improvements.

Prior to joining Dudek, Mr. Munnikhuis worked with a public utility company in Santa Cruz County, evaluating and mitigating hazard trees near high-voltage utility lines. His work included the assessment and inventorying of hazard trees, global positioning system (GPS) mapping, compiling and preparing field reports, and auditing foresters and tree-contractors for accuracy of work. Mr. Munnikhuis also has previous experience selecting, caring for, and planting trees for a commercial nursery.

Education

*University of California, Santa Cruz
BS, Earth Sciences (Environmental
Geology concentration)*

Certifications

*HAZWOPER 40-Hour Training
Certified Arborist, No. WE-12919A*

Professional Affiliations

*International Society of Arboriculture
(ISA)*

Project Experience

City of Santa Barbara Police Station Tree Inventory (Cota Lot), Santa Barbara, California. Conducted a tree inventory survey for the Cota Commuter Lot in Santa Barbara to calculate the amount of biomass that would need to be offset as a result of project development. Work included identifying tree species, assessing tree height, measuring tree girth, estimating tree canopy length in both the north-south and east-west direction, and evaluating tree dieback percentage.

Relevant Previous Experience

2018 Accelerated Wildfire Risk Reduction (AWRR), Santa Cruz, California. Supervised fieldwork for an 11 member team of foresters in identifying, reporting, and mitigating vegetation hazards near high-voltage utility lines for a local utility company in Santa Cruz County. This work included auditing both foresters and tree contractors to verify that work was completed accurately and in compliance with local, state, and federal regulations. Fieldwork was coordinated with local and state agencies to ensure that all parties' needs were met. Additionally, led training seminars on identification and failure rates of local tree species for out-of-state foresters.

2017–2018 Expanded Electrical Vegetation Management (EEVM), Santa Cruz, California. Assessed trees near the high-voltage utility lines that posed a potential wildfire risk in high fire-threat areas as designated by the California Public Utilities Commission (CPUC) for a local utility company in Santa Cruz County. Once identified as a hazard, the tree's species, diameter, location, type of stress, and stem count were recorded, and vegetation management was prescribed based on the tree's condition. Other tasks performed involved compiling and evaluating data for detailed and accurate field reports, conducting vegetation and wildlife surveys, and using geographic information system (GIS) to generate site-specific maps for in-field data entry and analysis. Additionally, acted as a liaison between the property owners, tree contractors, and local utility company to ensure that all parties were satisfied.

Perry Russell, PG, CEG

Geologist

Perry Russell is a geologist with 32 years' experience, including more than two decades specializing in completing geology/soils, hydrology/water quality, hazards/hazardous materials, and utilities sections for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents. Mr. Russell has also completed erosion control studies, geologic hazards surveys, and Phase I environmental site assessments (ESAs).

Mr. Russell has completed CEQA sections for a wide range of projects located throughout California, including commercial developments, large-scale residential development, water supply projects, on- and off-shore telecommunication cable projects, wind farm projects, oil field development projects, a nuclear power plant project, and large-scale port redevelopment projects (including joint CEQA/NEPA projects). His NEPA experience has included projects for the U.S. Navy, Marines, Air Force (USAF), Army, Department of Energy (DOE), Bureau of Reclamation, and Bureau of Indian Affairs (BIA), on sites located throughout the western United States. These projects included water supply, construction, land withdrawal, and landfill projects, as well as a large-scale nuclear waste treatment.

Mr. Russell began his career as an engineering geologist, working for several years completing geologic/seismic reports, landslide investigations, fault studies, and geologic monitoring at large grading/ construction sites. His experience also includes 6 years working on projects involving soil and groundwater contamination.

Project Experience

Joint Space Operations Center EA, 14th Air Force, Vandenberg AFB, City of Santa Barbara, California. Evaluated potential impacts associated with erosion-induced sedimentation of nearby creeks and seismically induced ground shaking.

Santa Barbara Municipal Airport Aviation Facilities Plan EIR/EIS, City of Santa Barbara, California. Evaluated nonpoint source pollution as related to impacts on Goleta Slough.

City of Goleta Fire Station 10 EIR, City of Goleta, California. Evaluated geology/soils and hazards/hazardous materials impacts associated with construction of a three-bay, 11,600-square-foot fire station. Evaluated impacts associated with an on-site, unstable, erodible slope; and grading-induced erosion. Also evaluated soil contamination associated with a former fuel dispenser.

Large-Scale Residential Development EIRs, Santa Barbara County, California. Evaluated impacts associated with limited water supply, potential flooding, highly erodible soils, highly compressible soils, and slope instability for multiple projects, including:

- Rice Ranch Specific Plan EIR, Orcutt
- Bluffs at Mesa Oaks EIR, Mission Hills

Education

*California State University,
Northridge*

MS, Geological Resources, 1988

*University of California, Santa
Barbara*

BA, Geological Sciences, 1984

Certifications

*Professional Geologist (PG), CA No.
5777*

*Certified Engineering Geologist
(CEG), CA No. 1837*

- Mahoney Ranch EIR, Santa Maria
- Enos Ranchos Specific Plan EIR, Santa Maria
- Burton Ranch (Wye) Specific Plan EIR, Lompoc
- Clubhouse Estates EIR, Vandenberg Village
- The Residences at Sandpiper, Goleta

Environmental Quality Assurance Program (EQAP), Santa Barbara County Energy Division, California. Completed annual geologic hazard surveys along the Point Pedernales oil and gas pipelines in northern Santa Barbara County, from 2001 to 2016. Also completed third-party reviews of geotechnical reports and drainage plans for the EQAP.

Oak Tree Protection Program EIR, Santa Barbara County, California. Evaluated impacts associated with erosion and sedimentation of drainages due to removal of oak trees.

Santa Barbara County Stormwater Quality Regulations, California. Contributed to development of recommended changes to land use policies, design standards, and related land use ordinances related to stormwater quality in unincorporated urban areas of Santa Barbara County.

Goleta Water Pipeline EIR, U.S. Bureau of Reclamation, Santa Barbara County, California. Evaluated impacts associated with construction on very steep slopes, short-term erosion induced sedimentation of local creeks, and construction within paleontological sensitive bedrock materials.

Lopez Dam Seismic Retrofit EIR, Santa Barbara County, California. Evaluated impacts associated with changes in topography and water quality impacts due to construction-induced erosion.

State Water Pipeline Repair along Santa Ynez River MND, Central Coast Water Authority, Santa Barbara, California. The pipeline was in danger of rupture due to excessive headward erosion of a riverbank during heavy runoff. Evaluated impacts associated with potential erosion and slope instability during redirection of the river and slope stabilization.

Geotechnical Engineering Projects, Various Locations, California. Performed geotechnical investigations, including fault trenching, slope stability evaluations, corridor studies, groundwater evaluations, and geologic-seismic report preparation for properties in Los Angeles, Orange, Riverside, San Bernardino, Ventura, and Santa Barbara counties. Also completed geologic construction monitoring at large commercial grading sites.

Oil Seep Evaluation Associated with Property Transaction, Santa Barbara County, California. Evaluated the origin of an oil seep in proximity to a single-family residence, on a rural 5-acre property. Completed research in an effort to determine whether the seep was natural or associated with an oil well drilled on the property in 1929. Also evaluated the potential legal ramifications associated with potential future construction on the property, with respect to county and state regulations.

Santa Barbara City College Long Range Development Plan EIR, California. Evaluated potential impacts related to slope stability and construction-induced soil erosion.

Venoco Oil Pipeline from Ellwood Onshore Facility to All American Pipeline EIR, Santa Barbara County, California. Evaluated impacts associated with potential construction-induced erosion and siltation along numerous creek crossings.

*Perry Russell is not client facing, therefore he does not have direct project references.

Glenna McMahon, PE, CEM

Environmental Engineer

Glenna McMahon has 20 years' environmental consulting and project management experience. Ms. McMahon focuses on environmental engineering and hydrogeology, specifically hazardous waste investigation, monitoring and remediation, as well as litigation support. Her project experience includes environmental site assessments; soil, soil vapor and groundwater sampling and data evaluation; health risk assessments; evaluation, design and implementation of remedial alternatives; environmental compliance; and third-party evaluation of remediation expenditures. Ms. McMahon manages several projects that involve state or local regulatory oversight and assists clients with negotiations and compliance with regulatory requirements. She strives for a collaborative approach with regulators while advocating for practicable solutions for the project.

Education

*University of Vermont
BS, Civil and
Environmental Engineering*

Certifications

*Professional Engineer (PE),
CA No. 79742*

*Certified Environmental Manager
(CEM), NV No. 1974*

OSHA 40-Hour HAZWOPER

OSHA Site Supervisor

*RCRA and DOT Hazardous Waste
Manager Certification*

Project Experience

Hazards and Hazardous Materials Evaluations for CEQA Documents. Prepared hazards and hazardous materials sections for CEQA documents, as well as separate technical reports when required. Projects include Coast Community College District, Fullerton and Cypress College Master Plan, Western San Bernardino County Distribution System Infrastructure Protection Program, San Bernardino County Master Storm Water System Maintenance Program, Mira Costa Community College District, City of San Diego Municipal Waterways Maintenance Plan, Los Angeles Department of Public Works (various) and Los Angeles Department of Water and Power (various).

Former Kearney-KPF Facility, Stockton, California. Managing ongoing groundwater monitoring activities, groundwater remediation, and monthly and semi-annual reporting for chlorinated solvent- and 1,4-dioxane-impacted site. Prepared cost estimates, work plans, sampling and analysis plans, health risk assessments, health and safety plans, hazardous materials business plans, remedial action plans, conceptual site model, and post closure plans. Coordination with several interested parties – responsible party, current owner and numerous tenants, Department of Toxic Substances Control (DTSC) (lead agency), Regional Water Quality Control Board (RWQCB) and San Joaquin County Environmental Health Department. Prepared and coordinated renewals of RCRA Hazardous Waste Facility Post-Closure Permit, including negotiating terms of the permit with DTSC. Managed soil and soil vapor site-wide sampling, and subsequent soil vapor extraction pilot test. Managed installation, start-up and 24-hour operation of ultraviolet/oxidation groundwater treatment system. Maintained regulatory compliance with the RWQCB and DTSC requirements concerning prove-out process and full-scale operation. Maintained treatment system operations remotely from Encinitas, California. Coordinated with subconsultants including; drillers, electricians, construction companies, and systems designers regarding estimates, scheduling, and invoicing.

Reference: Ronald Burt, PG, PhD, raburt_pps@yahoo.com, 615.828.6126

Site Assessment and Investigation, Former Shooting Range, Highland, California. Prepared Phase I ESA. Prepared Phase II Sampling and Analysis Work Plan. Conducting soil sampling to assess the extent of metal- and PAH-impacted soil, with considerations for biological constraints. Coordinating with site owner (Bureau of Land Management), client (Department of Public Works), and regulatory agencies (DTSC and County Fire Department).

Reference: Michelle Derry, San Bernardino Department of Public Works, mderry@dpw.sbcounty.gov, 909.387.8114

Former ARCO Service Station, Excalibur Hotel and Casino, Las Vegas, Nevada. Managing ongoing groundwater monitoring and reporting, and operation of dual phase extraction remediation system. Oversee and prepare submittals to the Petroleum Fund for reimbursement for client. Coordinating with Nevada Division of Environmental Protection, numerous client personnel, and client's guests. Prepared conceptual site model and evaluation of remedial alternatives plan. Managed implementation of enhanced aerobic bioremediation and dual phase extraction pilot tests. Managed installation of groundwater wells. Prepared cost estimates, work plans, health and safety plans, remedial action plans, conceptual site model, and pilot study design and full-scale design reports for remediation alternatives. Coordinated subconsultants including; drillers, electricians, construction companies, waste management and systems designers regarding estimates, scheduling, and invoicing.

Reference: Rick Moore, Excalibur Hotel & Casino, rmoore@excalibur.com, 702.597.7427

Phase I ESA, Phase II ESA, California State University, Chico, California. Conducted Phase I ESA for the Facilities Management and Services Yard. Identified recognized environmental conditions, including a former crude oil tank and supply line associated with historical fruit canning operations, a former aboveground gas storage tank associated with a nearby manufactured gas plant, and three release cases, which involved impacts of fuel to the subsurface. Recommended a Phase II ESA to evaluate soil vapor, soil, and groundwater for volatile organic compounds, petroleum hydrocarbons, metals, methane and polycyclic aromatic hydrocarbons. Conducted the Phase II ESA, including preparation of a work plan detailing the sampling methods and procedures; preparation of a site-specific health and safety plan; obtaining appropriate permits for the work; overseeing a subsurface utility survey; collection of samples; coordination of disposal of investigation-derived waste; and evaluation of the data. Prepared a final report summarizing the work, findings and recommendations for management of impacted soil during construction.

Site Assessment, Remediation and Closure of former Agriculture Site, Carpinteria, California. As part of due diligence for a redevelopment project, Dudek conducted soil sampling in 2007 to investigate impacts from the former use of the site for agricultural purposes. Additional sampling to delineate the extent of impacts was recommended. The redevelopment project was resurrected in 2017 and Dudek was asked to conduct the additional site assessment, as well as facilitate a Remedial Action Agreement (RAA) with the site owner and Santa Barbara County Environmental Health Services (EHS), and prepare a Phase I ESA for CEQA purposes. Conducted the Phase I ESA. Coordinated implementation of the RAA. Prepared a soil sampling work plan, conducted the soil sampling, prepared a remedial action work plan, oversaw removal of lead- and pesticide-impacted soil, performed confirmation sampling and prepared a final report which included a request for regulatory closure. This work included coordination with the project owner, land owner, EHS and the Air Pollution Control District, as well as coordination of public noticing of the remediation. The site was granted closure by EHS in October 2018.

Phase I ESA, Phase II ESA, Santa Monica City Yard, Santa Monica, California. Conducted Phase I ESA as part of due diligence for CEQA. Conducted Phase II ESA to evaluate potential impacts from former manufacturing, former leaking underground fuel tanks and an adjacent wellfield impacted by volatile organic compounds (VOCs). Prepared work plan with consideration for existing closed landfill, obtained permits, performed utility clearance, collected soil and soil vapor samples, managed investigation-derived waste, and prepared final sampling report.

Environmental Site Assessments, California, Nevada and Hawai'i. Performed numerous Phase I ESAs, Hazardous Materials Technical Reports and Hazards Assessments throughout California, northwestern and southern Nevada, and Hawaii for sites ranging in size from a few acres to hundreds of acres. Sites included commercial and industrial properties, oil fields, residences, schools, universities, agricultural operations, undeveloped land, renewable energy facilities, hotels, and casinos. Reports were typically prepared for acquisition, funding or CEQA purposes.

Phase II Environmental Site Assessments, California. Evaluated and sampled impacted soil, soil vapor and/or groundwater at sites throughout California. Prepared reports which included evaluations of health risk. Proposed and managed remediation efforts. Coordinated with regulatory agencies. Sites included commercial and industrial properties, oil fields, residences, automotive businesses, schools, universities, agricultural operations, undeveloped land, and renewable energy facilities.

Former Petroleum Refinery, Site Assessment and Remediation, Ventura County, California. Managed waste removal during petroleum refinery decommissioning under EPA oversight. Conducted site assessment, soil sampling and oversaw removal of petroleum hydrocarbon-impacted soil.

Environmental Compliance and Monitoring, San Diego Association of Governments (SANDAG), San Diego County, California. Provided oversight, consultation, monitoring and sampling for SANDAG construction redevelopment projects in San Diego County. Provided emergency response to assess and sample contamination discovered during construction, recommend interim BMPs, and coordinate disposal. Attended project meetings. Reviewed and provided feedback on asbestos management plans and impacted soil reports. Oversaw field inspections, monitoring, and sampling.

Hazardous Materials Business Plan and EPA permitting, Production Facilities, San Diego, California. Prepared Hazardous Materials Business Plans for laser production facilities in compliance with San Diego County Certified Unified Program Agency requirements. Reviewed chemical inventory and prepared site maps, emergency response/contingency plans and employee training information. Assisted newer facility with obtaining EPA ID for management of hazardous waste.

Litigation Support, Torrance, Rialto, and Salinas, California. Provided litigation support for PRPs in Torrance, for the Goodrich Superfund Site in Rialto, and for Bridgestone Firestone in Salinas. Conducted soil, soil vapor and groundwater sampling. Evaluated groundwater flow directions, concentration trends, and historical uses for the project site and adjacent sites. Reviewed and evaluated costs for cost allocation mediation.

Baldwin Park Operable Unit, Azusa, California. Researched data for a PRP of the San Gabriel Valley Superfund Sites for cost allocation mediation. Assisted in data submission preparation, evaluating contaminant concentrations, and defending portions of contamination for which the site was responsible based on allocation stipulations.

Former Marley Cooling Towers Facility, Stockton, California. Researched remediation technologies including in situ redox manipulation for use at a site contaminated with hexavalent chromium. Oversaw sampling activities, reviewed lab and field data, and prepared groundwater monitoring reports.

Landslide Evaluation, Encinitas and Laguna Niguel, California. Researched water level and rainfall data for landslides in Encinitas and Laguna Niguel, California. Prepared data for litigation support.

Mark Storm, INCE Bd. Cert.

Senior Acoustician

Mark Storm is a senior acoustician with 28 years' experience as a noise control engineer specializing in environmental noise assessment, mechanical systems noise control and architectural acoustics. Mr. Storm evaluates noise impacts from residential, manufacturing, industrial (e.g., fossil-fueled and renewable power generation and transmission), municipal, and commercial facilities upon sensitive human and wildlife receptors. His services include development and direction of noise and vibration measurement and prediction programs, mitigation recommendations, participation in public meetings, and expert witness testimony. Mr. Storm has authored or managed many California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) noise technical reports and sections. He has also handled noise for several client Applications for Certification (AFC) brought before the California Energy Commission (CEC).

Education

*Massachusetts Institute of Technology
BS, Aeronautics and Astronautics,
1991*

Certifications

*Institute of Noise Control
Engineering (INCE) Board Certified
County of San Diego – Approved
CEQA Consultant for Noise*

Professional Affiliations

*INCE, Board of Directors, Vice
President of Public Relations*

Project Experience

Santa Barbara Emergency Generator Project, SCE, Santa Barbara County, California

Client Reference: Southern California Edison, Phuong Tran, 626-302-1212

Directed and conducted baseline noise field surveys, onsite noise monitoring of emergency generators at three SCE substation sites; provided predictive operation noise analysis (via 3-D modeling) and mitigation guidance at two of the studied sites to reduce noise emission to nearby residential communities.

2018 Long Range Development Plan EIR, University of California, San Diego. Directed operation (stationary and transportation sources) and construction noise impact analyses for update of UC San Diego long-range development planning of capital improvements and concurrent on-campus infrastructure development (e.g., Mid-Coast Trolley). The work included development of a cost-efficient campus-wide representative baseline sound level measurement survey, authorship of a noise technical report that included prediction results from usage of the Federal Highway Administration (FHWA) Traffic Noise Model (version 2.5), draft environmental impact report (EIR) noise section, and response to client and public comments.

Tajiguas Resource Recovery Project, Goleta, California. Predicted noise emission and potential environmental impacts of various materials recycling facility alternatives (and material haul routes) as part of EIR updating.

Bridge to Housing, City of Los Angeles – Bureau of Engineering (LABOE), California. Managed and performed baseline-sound-level surveys, construction noise and vibration assessments, mitigation planning, and technical memoranda for several navigation centers and temporary homeless shelter facilities across multiple Los Angeles community districts. Closely coordinated with LABOE staff and City of Los Angeles attorneys to develop defensible technical documents while meeting mayoral emphasis to address homeless crisis.

Juvenile Justice Campus Renovation, County of San Diego – Department of General Services, San Diego, California. Prepared noise section for CEQA Initial Study (IS), including study of proposed project changes to localized traffic flow noise, and increased outdoor ambient noise due to new HVAC systems, other electro-mechanical equipment, and vehicle back-up alarms. The multi-phased project would modernize juvenile detention facilities at the existing site north of the Birdland community of San Diego.

Qualcomm Stadium Replacement EIR, City of San Diego, California. Directed predictive 3-D noise models for analysis of multiple hosted events (pop music concert, motorsports, and football) to assess potential impacts to community due to proposed relocation of traditional San Diego Chargers stadium.

India Basin Development, Build and the San Francisco Recreation and Park Department (RPD), San Francisco, California. Directed and performed revisions to noise and vibration analyses and technical report sections in response to client and agency comments for the CEQA EIR of this mixed-use development project along Innes Avenue.

10 South Van Ness, 10 SVN LLC, San Francisco, California. Directed baseline ambient sound survey of proposed project area, authored noise technical report, and responded to client and agency comments for a CEQA Initial Study (IS).

Rowan Elementary School and Pacific View Leadership Elementary School Joint-Use Field Projects IS, San Diego Unified School District, San Diego, California. Directed operation and construction noise impact analyses, per CEQA, for new athletics fields at these two elementary schools.

Monterey Bay Regional Water Project, DeepWater Desal LLC, Monterey and Santa Cruz Counties, California. Authored EIS noise section that included construction and operation noise analyses for a desalination facility, intake/discharge pump stations, onsite data center, back-up gas-fired power generation, a substation, and three product water pipelines traversing two counties and five municipalities.

Heil Avenue Stormwater Rehabilitation, City of Huntington Beach, California. Directed baseline-noise-level surveys, predictive operation noise analyses via 3-D sound propagation models, and multi-phase acoustical guidance to AECOM team and client on design of a new pump station to replace existing stormwater pumping facilities.

Eastwood Recycled Water Pump Station, Irvine Ranch Water District, Irvine, California.

Client Reference: Irvine Ranch Water District, Richard Mori, 949-453-5300

Directed baseline-noise-level surveys, predictive operation noise analyses via 3-D sound propagation models, and multi-phase acoustical guidance to AECOM team and client on design of a new pump station surrounded by newly developed residential properties.

Baker Water Treatment Plant – Pump Building Acoustical Upgrades, Irvine Ranch Water District, Lake Forest, California. Managed investigation of multiple pump noise emission to surrounding community, performance of exterior and interior sound level surveys, development of sound insulation upgrade recommendations (based on 3-D predictive noise modeling), review of manufacturer-supplied submittals, and a post-installation community sound level measurement survey to confirm acoustical upgrade performance and effects.

California High-Speed Rail (Palmdale to Burbank Noise Technical Report), California High-Speed Rail Authority, Sacramento, California. Performed high-speed rail operation noise impact and mitigation (barrier) assessment with Federal Rail Administration (FRA) and Federal Transit Administration (FTA) techniques for the above-named proposed railway segment. Directed coordination of baseline outdoor ambient sound-level-survey location confirmation and field data collection and analysis.

Dennis Pascua

Senior Transportation Planner

Dennis Pascua is a senior transportation planner and Dudek's transportation services manager with over 25 years' experience in transportation planning/engineering throughout California. Mr. Pascua has successfully managed a variety of projects for local agencies and private developers, including traffic and circulation impact analyses and parking demand studies in both highly urbanized and rural areas. He is highly experienced with California Environmental Quality Act/National Environmental Policy Act and transportation topics and policies surrounding vehicle miles traveled (VMT), active transportation, and complete streets throughout California. Mr. Pascua also offers an international perspective, having managed transportation planning projects in the Philippines, Japan, and the United Arab Emirates.

Education

*University of California, Irvine
BA, Social Ecology (Environmental
Analysis and Design)*

Professional Affiliations

*Institute of
Transportation Engineers
American Planning Association
Association of
Environmental Professionals
Orange County Traffic
Engineering Council*

Project Experience

Montclair Place District Specific Plan, Montclair, California.

Reference: Noel Castillo, P.E., Public Works Director/City Engineer, (909) 625-9441, ncastillo@cityofmontclairorg

Managed the in-house Transportation team that prepared the Traffic Impact Analysis (TIA) that identified potential project-related traffic impacts associated with the buildout of the Montclair Place District Specific Plan (MPDSP), on an approximately 104.35-acre project site in downtown Montclair. A key feature of the MPDSP would provide for the demolition of all or a portion of the existing mall, some or all appurtenant free-standing outbuildings, and portions of the existing surface parking lots, to construct a pedestrian-oriented, mixed-use downtown district, with structured parking facilities through a series of planned phases. At buildout of the MDPSP, the following uses would be operating on the project site: 5,366 mid-rise residential units; 955 high-rise residential units; 331,056 square feet (SF) of general office; 201,452 SF of medical offices; a 250 room hotel; 74,030 SF of civic uses; 1,170,853 SF shopping center uses; 72,682 SF of retail uses; and, a 109,836 SF movie theater. The TIA was prepared per the requirements of the City, San Bernardino County Transportation Authority (SBCTA), and Caltrans requirements; and, included a vehicle miles traveled analysis per Senate Bill 743 (SB 743).

Department of Motor Vehicles Reedley Field Office Replacement, Reedley, California

Reference: Pat Kelly, (916) 210-1825, patricia.kelly@cpuc.ca.gov

Managed the in-house Transportation team that prepared the TIA for the replacement of a Department of Motor Vehicles (DMV) field office in the City of Reedley. The proposed project would consist of construction of a new approximately 13,701-square-foot, single-story DMV field office with an attached carport and associated on-site circulation and landscaping improvements. The new field office would accommodate the existing daily staff (22) as well as additional staff for a total of 24 proposed staff, and it would serve up to 436 customers on opening day, which is greater than the same number of customers it is currently serving (400). The number of transaction windows would include 13 windows (4 more than the existing DMV), the Start Here terminals, and the consultation workstation. The TIA was prepared in consultation with the City of Reedley Public Works Director.

LADWP On-Call Environmental Services, Los Angeles, California. Managed Traffic Impact Analysis (TIAs) for the following projects prepared under an on-call contract with the City of Los Angeles Department of Water and Power (LADWP), the nation's largest municipal utility: Power Plant 1 and Power Plant 2 Transmission Line Conversion; Tujunga Central Groundwater Station; North Hollywood Groundwater Station; De Soto Avenue Trunk Line Replacement; De Soto Water Tanks; and Van Norman Complex Vegetation and Maintenance Projects. The TIAs prepared, or currently being prepared, involve the analysis of construction-related traffic and potential lane closures on major public thoroughfares. Construction mitigation measures include the preparation of a Construction Traffic Management Plan that includes traffic control plans for roadway construction, and transportation demand management for construction worker traffic. Dudek has also coordinated with the Department of Transportation and Bureau of Engineering on those projects.

Gen-Tie Routes for Edwards Air Force Base Solar Enhanced Use Lease Project, Kern County, California. Managed the in-house Transportation team that prepared a traffic impact analysis (TIA) that identified potential construction-related traffic impacts associated with the proposed 230-kilovolt gen-tie route options that would connect the Edwards Air Force Base (EAFB) solar generation site with the existing Westwind Substation in the first phase of the project, and to the Southern California Edison Windhub Substation in subsequent phases of the project. The project impacts were evaluated under CEQA and NEPA. This project is located south of the Sanborn Solar and Gen-Tie project. The TIA evaluated existing traffic conditions, including roadway segment and intersection levels of service along or in proximity to the gen-tie route options; estimated trip generation and trip characteristics for construction-related activities of the gen-tie options; analyzed the potential for traffic impacts to occur as a result of construction of the gen-tie; described the significance of the potential impacts; and, identified mitigation measures, for construction-related traffic impacts.

LACSD On-Call Environmental Services, Los Angeles County, California. As part of an on-call contract with the Los Angeles County Sanitation Districts (LACSD), Mr. Pascua managed the TIA for the Stormwater Capture System at Puente Hills Material Recovery Facility in County Sanitation District No. 2 to meet the Industrial General Permit's industrial stormwater requirements. The project would primarily involve construction of a proposed basin and supporting conveyance facilities (piping) that would involve grading, excavating, and fencing. The TIA analyzed the potential traffic impacts for the temporary construction phase of the project, which would generate construction-related traffic (due to construction workers, vendor trucks, and haul trucks) to and from the project site.

Marsh Park Access Evaluation and Recommendations, Mountains Recreation and Conservation Authority, Los Angeles, California. Conducted an evaluation of the existing access conditions at the driveways in Marsh Park in the City of Los Angeles. The project was intended to address safety concerns at the park access including obstructed sight distance, failure of vehicles to yield to bicyclists and pedestrians, and lack of visibility for drivers to see when park gates are closed. Provided recommendations to improve safety for park users including placement of stop signs, reflective markers for park gates, and signage to alert drivers to the presence of pedestrians. Recommendations were made consistent with guidance provided in the California Manual of Uniform Traffic Control Devices.

Relevant Previous Experience

- Jensen Solids Handling Facility Canoga Park, Metropolitan Water District, Los Angeles, California
- LA Trade-Technical College Master Plan, Los Angeles Community College District, California
- Recology Materials Recovery Facility (MRF) Expansion, Sun Valley, California

Scott Eckardt, RPF

Project Manager, Licensed Forester

Scott Eckardt is a project manager, licensed forester, and certified wildland fire manager with over 20 years' professional experience in the natural resource management field. He specializes in fire protection planning, fire hazard assessment, and forest/woodland management in open space and wildland urban interface (WUI) areas throughout California. Project experience includes assessment of fire and fuel hazard conditions; WUI inspections for local fire departments; preparation of fire protection plans (FPPs), community wildfire protection plans (CWPPs), and vegetation management plans (VMPs); modeling fire hazard and fire behavior; global positioning system (GPS) mapping; environmental monitoring; and preparation of assessment reports, forest and fuel management plans, and California Environmental Quality Act (CEQA) technical documents. In addition, he routinely uses geographic information system (GIS) to analyze resource data, prepare project plans, develop project maps, conduct project impact analyses, evaluate mitigation opportunities, and model fire behavior and wildfire hazard conditions. Mr. Eckardt previously worked for the California Department of Forestry and Fire Protection (CAL FIRE) in South Lake Tahoe, where he conducted fuel reduction, vegetation thinning, and forest rehabilitation projects.

Education

California State University,
Long Beach
MA, Geography, 2006

California Polytechnic State
University, San Luis Obispo
BS, Forestry and Natural Resources
Management, 1998

Certifications

Registered Professional Forester
(RPF), No. 2835

Certified Arborist, No. WE-5914A

Association for Fire Ecology Certified
Wildland Fire Manager

Professional Affiliations

Cal Poly Forestry and Natural
Resources Management Department
Advisory Council

Society of American Foresters

International Society of Arboriculture
(ISA)

Project Experience

Community Wildfire Protection Plan (CWPP) Preparation and Unit Fire Plan Update, San Luis Obispo County Fire Department/CAL FIRE, San Luis Obispo County, California.

Contact: Greg Alex, Deputy Chief, CAL FIRE, (805) 528-2161, greg.alex@fire.ca.gov

Served as the project manager and prepared the countywide unit fire plan and CWPP document for San Luis Obispo County. This project is the first effort in the state to integrate CAL FIRE unit planning and CWPP efforts with the intent of creating a community-focused fire planning document. The plan used CalMapper data sets to evaluate fire hazard and prioritize fuel reduction efforts to minimize wildfire risk. The plan is dynamic and will allow for integration of priorities from local, state, and federal agencies and serve as a mechanism for acquiring federal funding for hazardous fuel reduction projects. The project was completed in August 2012.

Community Wildfire Protection Plan (CWPP) Preparation, City of Santa Barbara, California.

Contact: Amber Anderson, Wildland Fire Specialist, Santa Barbara City Fire Department, (805) 564-5720, aanderson@santabarbaraca.gov

Serving as the lead analyst and preparing a City-wide CWPP consistent with the 2003 Healthy Forest Restoration Act. The CWPP identifies areas of the City at risk from wildfire and integrates a community-based approach to

project identification, fuel treatment, and community prioritization. The project also involved significant GIS-based mapping and modeling of fire behavior, as well as coordination between community stakeholders. The CWPP is currently being prepared and will make recommendations regarding actions the City can take to reduce the risk of wildfire to the community.

WUI Fuel Hazard Assessment, City of Newport Beach, California.

Contact: Raymi Wun, Life Safety Specialist, Newport Beach Fire Department, (949) 644-3110, rwun@nbfd.net

Responsible for inspecting, mapping, and documenting hazardous fuel conditions within the WUI protection area of the Nbfd. This is an ongoing, annual project entering its tenth year, which involves determining property compliance with City of Newport Beach fuel management codes. Existing native and non-native vegetation conditions—including species, density, and continuity—are evaluated on the basis of currently adopted fire codes, and prescriptions are made for required corrective actions. Field mapping efforts are enhanced by utilization of GIS, digital aerial photography, and GPS technology to capture site-specific resource data. Data are also prepared for integration into the city's GIS by linking field condition descriptions with geographic reference information, allowing access to relevant site information. Follow-up inspections are also conducted as a part of the annual inspection cycle to verify whether fuel reduction efforts have or have not been completed.

Teague Hill Shaded Fuel Break Project, Fire Safe San Mateo, San Mateo County, California. Mr. Eckardt managed preparation of an Environmental Review Report Form (ERRF) per CAL FIRE standards to evaluate the environmental effects of fuel management activities being conducted by Fire Safe San Mateo within the Teague Hill Preserve, owned by Midpeninsula Open Space District. This project was funded by a CAL FIRE Fire Prevention Program Grant and project tasks involve conducting forest resources and fuels surveys and biological and archaeological resources field surveys to evaluate potential constraints to proposed fuel reduction activities. Preparation of the ERRF form was conducted for project-related environmental compliance under the California Environmental Quality Act.

Vegetation Management Plan, City of Oakland, California. Currently preparing a Vegetation Management Plan (VMP) for the City of Oakland Fire Department. Scope of the VMP covers nearly 2,000 acres of City-owned land, along with over 300 miles of roadside treatment areas in the City's designated Very High Fire Hazard Severity Zone. The VMP will outline vegetation management techniques and standards to reduce the likelihood of extreme fire behavior and promote public and firefighter safety. The management recommendations included in the VMP draw on field data, research, principles of vegetation/fuels management, and the results of GIS-based fire behavior modeling using Flam Map software. Prioritization of vegetation treatment areas will consider these variables as well as the size, physical characteristics, and spatial distribution of City-owned parcels throughout the VMP area.

Wildfire Specialist, Hazard Mitigation Grant Program (HMGP) Feasibility and Effectiveness Reviews, FEMA Regions IX and X. Mr. Eckardt supports the HMGP review process for FEMA Regions IX and X by conducting initial reviews of subapplications for wildfire mitigation projects, focusing on evaluating whether proposed projects meet FEMA standards for inclusion in the HMGP, whether the projects were feasible, and whether the projects would effectively mitigate wildfire hazard. Mr. Eckardt also coordinated with other members of the review team and ran BCA reviews where necessary and where project documentation supported a re-analysis.

Professional Forestry Services for Fuel Management Grant, City of San Carlos, California. Mr. Eckardt managed planning and environmental review services in support of a FEMA grant-funded fuel management project being implemented by the City of San Carlos. The project involved field assessment, biological and cultural resource surveys, and environmental review under the California Environmental Quality Act (CEQA). Proposed fuel management activities are planned on approximately 100 acres of community open space in the City's wildland urban interface (WUI) and include grazing, brush and tree thinning/pruning, herbicide treatment of invasive species, and vegetation chipping and mastication.



Appendix B

Cost

Cost Table

| Employee | Jane Gray | Jessica Foley | Heather Moine | Adam Poll | Nicholas Lorenzen | Heather McDevitt | Perry Russell | Glenna McMahon | Mark C Storm | Dennis M Pascua | Scott Eckardt | James Lin/Ryan Munnikhuis | Chelsea Ringenback | Spenser Lucarelli | Labor Hours | Labor @ Billing Rates | Sub-Consultant COST | Sub-Consultant BILLING | Total |
|--|----------------------|----------------------|---------------|--------------|-------------------|------------------|----------------|-------------------------------------|-----------------------|----------------------|----------------------|---------------------------|----------------------------|-------------------|-------------|-----------------------|---------------------|------------------------|------------------|
| Billing Category | Senior Specialist IV | Senior Specialist IV | Specialist V | Specialist V | Specialist I | Specialist III | Specialist III | Principal Hydrogeologist/Engineer I | Senior Specialist III | Senior Specialist IV | Senior Specialist II | Analyst III | Publications Specialist II | GIS Specialist IV | | | | | |
| % Used on job | 8% | 14% | 5% | 6% | 6% | 11% | 2% | 1% | 6% | 2% | 2% | 29% | 7% | 2% | | | | | |
| Task | 230.00 | 230.00 | 180.00 | 180.00 | 130.00 | 160.00 | 160.00 | 250.00 | 220.00 | 230.00 | 200.00 | 100.00 | 95.00 | 160.00 | | | | | |
| Task 1: Project Kick-Off | 1 | 4 | | | | | | | | | | 1 | | | 6 | 1,250 | | - | 1,250 |
| Task 2: Peer Review District-Prepared Technical Analysis | | 2 | | 1 | 1 | 1 | 1 | | | | | 2 | | | 8 | 1,290 | | - | 1,290 |
| Task 3: Technical Analysis | | | 12 | 12 | 12 | 30 | | | 16 | | | | | | 82 | 14,200 | 4,000 | 4,000 | 18,200 |
| Task 4: Draft IS/MND | 10 | 16 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 4 | 4 | 60 | 8 | 5 | 131 | 19,440 | | - | 19,440 |
| Task 5: Admin Final IS/MND | 8 | 8 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 16 | 8 | 2 | 60 | 9,780 | | - | 9,780 |
| Task 6: Final IS/MND and NOD | 2 | 2 | | | | | | | | | | 10 | 6 | | 20 | 2,490 | | - | 2,490 |
| Task 7: Attend Project Progress Meetings | 2 | 4 | | | | | | | | | | 8 | | | 14 | 2,180 | | - | 2,180 |
| Task 8: Project Management | 4 | 12 | | | | | | | | | | | | | 16 | 3,680 | | - | 3,680 |
| Total Hours | 27 | 48 | 18 | 19 | 19 | 37 | 7 | 4 | 20 | 6 | 6 | 97 | 22 | 7 | 337 | 54,310 | | | 63,310 |
| Total Billing | 6,210 | 11,040 | 3,240 | 3,420 | 2,470 | 5,920 | 1,120 | 1,000 | 4,400 | 1,380 | 1,200 | 9,700 | 2,090 | 1,120 | | 54,310 | 4,000 | 4,000 | \$ 63,310 |



DUDEK

800.450.1818 | DUDEK.COM | HELLO@DUDEK.COM

SOUTHERN CALIFORNIA

- Encinitas (Main)
- La Quinta
- Pasadena
- Riverside
- San Diego
- San Juan Capistrano

CENTRAL CALIFORNIA

- Bakersfield
- Santa Barbara
- Santa Cruz

HAWAI'I

- Kailua, O'ahu

OREGON

- Portland

NORTHERN CALIFORNIA

- Auburn
- Oakland
- Sacramento

FLORIDA

- Lake Worth Beach

April 14, 2020

San Miguel Community Services District
Attention: Kelly Dodds, Director of Utilities
1150 Mission Street
San Miguel, California 93451

Subject: San Miguel Community Services District Wastewater Treatment Facility Upgrade and Expansion and Recycled Water (Purple Pipe) Distribution System

Dear Mr. Dodds,

Dudek received the San Miguel Community Services District (District) supplemental request dated April 7, 2020 regarding the Wastewater Treatment Facility Upgrade and Expansion and Recycled Water (Purple Pipe) Distribution System Project (Project). We understand that the District would like a cost estimate specific to the Wastewater Treatment Plant (WWTP) Renovation and a cost estimate specific to the Purple Pipe Project. Dudek is pleased to provide the requested cost estimates in Attachment A. Table 1 provides a summary of labor hours and associated cost.

In preparing the revised cost estimate, we would like to note certain assumptions/factors affecting our cost estimates:

- **Level of CEQA Environmental Review:** Dudek has assumed that for each project, impacts can be mitigated to less than significant levels and therefore a Mitigated Negative Declaration (MND) under the California Environmental Quality Act (CEQA) is adequate in both cases for environmental analysis.
- **Federal Nexus:** Dudek also assumes that there will be a federal nexus for each project and that a Categorical Exclusion will be sufficient for environmental review under the National Environmental Policy Act (NEPA).
- **Shared Synergies with Joint Project:** Most environmental documents are based on a standard checklist template contained in the CEQA Guidelines Appendix G (California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387). Appendix G contains several checklist questions regarding background setting, regulatory framework, and other resource areas that would be applicable to both the WWTF Renovation and Purple Pipe Project. By separating the two projects, there are certain synergies that will be lost and some effort may be duplicated. As such, the relative cost for each project is similar, although the Purple Pipe Project is assumed to require additional technical analysis related to the siting of the piping and construction staging areas.
- **Virtual Meetings/Reimbursable Expenses:** In light of the potential health risks associated with COVID19, for at least the next several months, meetings are assumed to be virtual using the District's online platform. As such, Dudek assumes that the District will locally manage any public notices, document distribution, and reproduction and will pay for reimbursables. Dudek has successfully facilitated public meetings using Zoom. We would be happy to amend our cost estimate to support public meetings related to the Project, such as Board meetings.

Table 1: Labor and Cost Breakdown:

| Project | Total Hours | Cost Estimate |
|-----------------|-------------|---------------|
| WWTF Renovation | 200 | \$32,110 |
| Purple Pipe | 246 | \$39,790 |

Dudek remains committed to the District and would be pleased to be selected to support these important projects. Please feel free to contact Jessica Kinnahan at 805.280.2339 or jkinnahan@dudek.com if you have questions regarding our original proposal, our amended cost estimate, or Dudek in general.

Sincerely,



Joe Monaco
President



Jessica Kinnahan, AICP
Senior Project Manager



Attachment A: Cost Spreadsheets

San Miguel Facility Cost Estimate

| Employee | Jane Gray | Jessica K Foley | Heather L Moine | Adam A Poll | Nicholas L Lorenzen | Heather M McDevitt | Perry W Russell | Glenna B McMahon | Mark C Storm | Dennis M Pascua | Scott W Eckardt | James Lin/Ryan Munnikhuis | Chelsea G Ringenback | Spenser C Lucarelli | Labor Hours | Labor @ Billing Rates | Total |
|--|----------------------|----------------------|-----------------|--------------|---------------------|--------------------|-----------------|-------------------------------------|-----------------------|----------------------|----------------------|---------------------------|----------------------------|---------------------|-------------|-----------------------|--------------------|
| Billing Category | Senior Specialist IV | Senior Specialist IV | Specialist V | Specialist V | Specialist I | Specialist III | Specialist III | Principal Hydrogeologist/Engineer I | Senior Specialist III | Senior Specialist IV | Senior Specialist II | Analyst III | Publications Specialist II | GIS Specialist IV | | | |
| % Used on job | 11% | 15% | 6% | 6% | 3% | 8% | 3% | 2% | 4% | 2% | 1% | 29% | 10% | 3% | | | |
| Task | 230.00 | 230.00 | 180.00 | 180.00 | 130.00 | 160.00 | 160.00 | 250.00 | 220.00 | 230.00 | 200.00 | 100.00 | 95.00 | 160.00 | | | |
| Task 1: Project Kick-Off | 1 | 2 | | | | | | | | | | | | | 3 | 690 | 690.00 |
| Task 2: Peer Review District-Prepared Technical Analysis | | 2 | | 1 | 1 | 1 | 1 | | | | | 1 | | | 7 | 1,190 | 1,190.00 |
| Task 3: Technical Analysis | | | 6 | 6 | 2 | 10 | | | 4 | | | | | | 28 | 4,900 | 4,900.00 |
| Task 4: Draft IS/MND | 6 | 6 | 4 | 4 | 2 | 4 | 4 | 2 | 2 | 2 | 1 | 36 | 8 | 4 | 85 | 12,340 | 12,340.00 |
| Task 5: Admin Final IS/MND | 6 | 6 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 | 6 | 2 | 41 | 6,560 | 6,560.00 |
| Task 6: Final IS/MND and NOD | 2 | 2 | | | | | | | | | | 8 | 6 | | 18 | 2,290 | 2,290.00 |
| Task 7: Attend Project Progress Meetings | 2 | 4 | | | | | | | | | | | | | 6 | 1,380 | 1,380.00 |
| Task 8: Project Management | 4 | 8 | | | | | | | | | | | | | 12 | 2,760 | 2,760.00 |
| Total Hours | 21 | 30 | 11 | 12 | 6 | 16 | 6 | 3 | 7 | 3 | 2 | 57 | 20 | 6 | 200 | 32,110 | 32,110.00 |
| Total Billing | 4,830 | 6,900 | 1,980 | 2,160 | 780 | 2,560 | 960 | 750 | 1,540 | 690 | 400 | 5,700 | 1,900 | 960 | | 32,110 | \$32,110.00 |

San Miguel Purple Pipe Cost Estimate

| Employee | Jane Gray | Jessica K Foley | Heather L Moine | Adam A Poll | Nicholas L Lorenzen | Heather M McDevitt | Perry W Russell | Glenna B McMahon | Mark C Storm | Dennis M Pascua | Scott W Eckardt | James Lin/Ryan Munnikhuis | Chelsea G Ringenback | Spenser C Lucarelli | Labor Hours | Labor @ Billing Rates | Total |
|--|----------------------|----------------------|-----------------|--------------|---------------------|--------------------|-----------------|-------------------------------------|-----------------------|----------------------|----------------------|---------------------------|----------------------------|---------------------|-------------|-----------------------|--------------------|
| Billing Category | Senior Specialist IV | Senior Specialist IV | Specialist V | Specialist V | Specialist I | Specialist III | Specialist III | Principal Hydrogeologist/Engineer I | Senior Specialist III | Senior Specialist IV | Senior Specialist II | Analyst III | Publications Specialist II | GIS Specialist IV | | | |
| % Used on job | 8% | 14% | 6% | 4% | 8% | 9% | 3% | 2% | 6% | 2% | 2% | 24% | 9% | 4% | | | |
| Task | 230.00 | 230.00 | 180.00 | 180.00 | 130.00 | 160.00 | 160.00 | 250.00 | 220.00 | 230.00 | 200.00 | 100.00 | 95.00 | 160.00 | | | |
| Task 1: Project Kick-Off | 1 | 2 | | | | | | | | | | | | | 3 | 690 | 690.00 |
| Task 2: Peer Review District-Prepared Technical Analysis | | 2 | | 1 | 1 | 1 | 1 | | | | | | | | 6 | 1,090 | 1,090.00 |
| Task 3: Technical Analysis | | | 8 | 2 | 12 | 15 | | | 10 | | | | | | 47 | 7,960 | 7,960.00 |
| Task 4: Draft IS/MND | 6 | 6 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 4 | 4 | 40 | 8 | 8 | 100 | 14,700 | 14,700.00 |
| Task 5: Admin Final IS/MND | 6 | 8 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 12 | 8 | 2 | 54 | 8,920 | 8,920.00 |
| Task 6: Final IS/MND and NOD | 2 | 2 | | | | | | | | | | 8 | 6 | | 18 | 2,290 | 2,290.00 |
| Task 7: Attend Project Progress Meetings | 2 | 4 | | | | | | | | | | | | | 6 | 1,380 | 1,380.00 |
| Task 8: Project Management | 2 | 10 | | | | | | | | | | | | | 12 | 2,760 | 2,760.00 |
| Total Hours | 19 | 34 | 14 | 9 | 19 | 22 | 7 | 4 | 14 | 6 | 6 | 60 | 22 | 10 | 246 | 39,790 | 39,790.00 |
| Total Billing | 4,370 | 7,820 | 2,520 | 1,620 | 2,470 | 3,520 | 1,120 | 1,000 | 3,080 | 1,380 | 1,200 | 6,000 | 2,090 | 1,600 | | 39,790 | \$39,790.00 |

April 14, 2020

San Miguel Community Services District
Attention: Kelly Dodds, Director of Utilities
1150 Mission Street
San Miguel, California 93451

Subject: San Miguel Community Services District Wastewater Treatment Facility Upgrade and Expansion and Recycled Water (Purple Pipe) Distribution System

Dear Mr. Dodds,

Dudek received the San Miguel Community Services District (District) supplemental request dated April 7, 2020 regarding the Wastewater Treatment Facility Upgrade and Expansion and Recycled Water (Purple Pipe) Distribution System Project (Project). We understand that the District would like a cost estimate specific to the Wastewater Treatment Plant (WWTP) Renovation and a cost estimate specific to the Purple Pipe Project. Dudek is pleased to provide the requested cost estimates in Attachment A. Table 1 provides a summary of labor hours and associated cost.

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- **Level of CEQA Environmental Review:** Dudek has assumed that for each project, impacts can be mitigated to less than significant levels and therefore a Mitigated Negative Declaration (MND) under the California Environmental Quality Act (CEQA) is adequate in both cases for environmental analysis.
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| WWTF Renovation | 200 | \$32,110 |
| Purple Pipe | 246 | \$39,790 |

Dudek remains committed to the District and would be pleased to be selected to support these important projects. Please feel free to contact Jessica Kinnahan at 805.280.2339 or jkinnahan@dudek.com if you have questions regarding our original proposal, our amended cost estimate, or Dudek in general.

Sincerely,



Joe Monaco
President



Jessica Kinnahan, AICP
Senior Project Manager



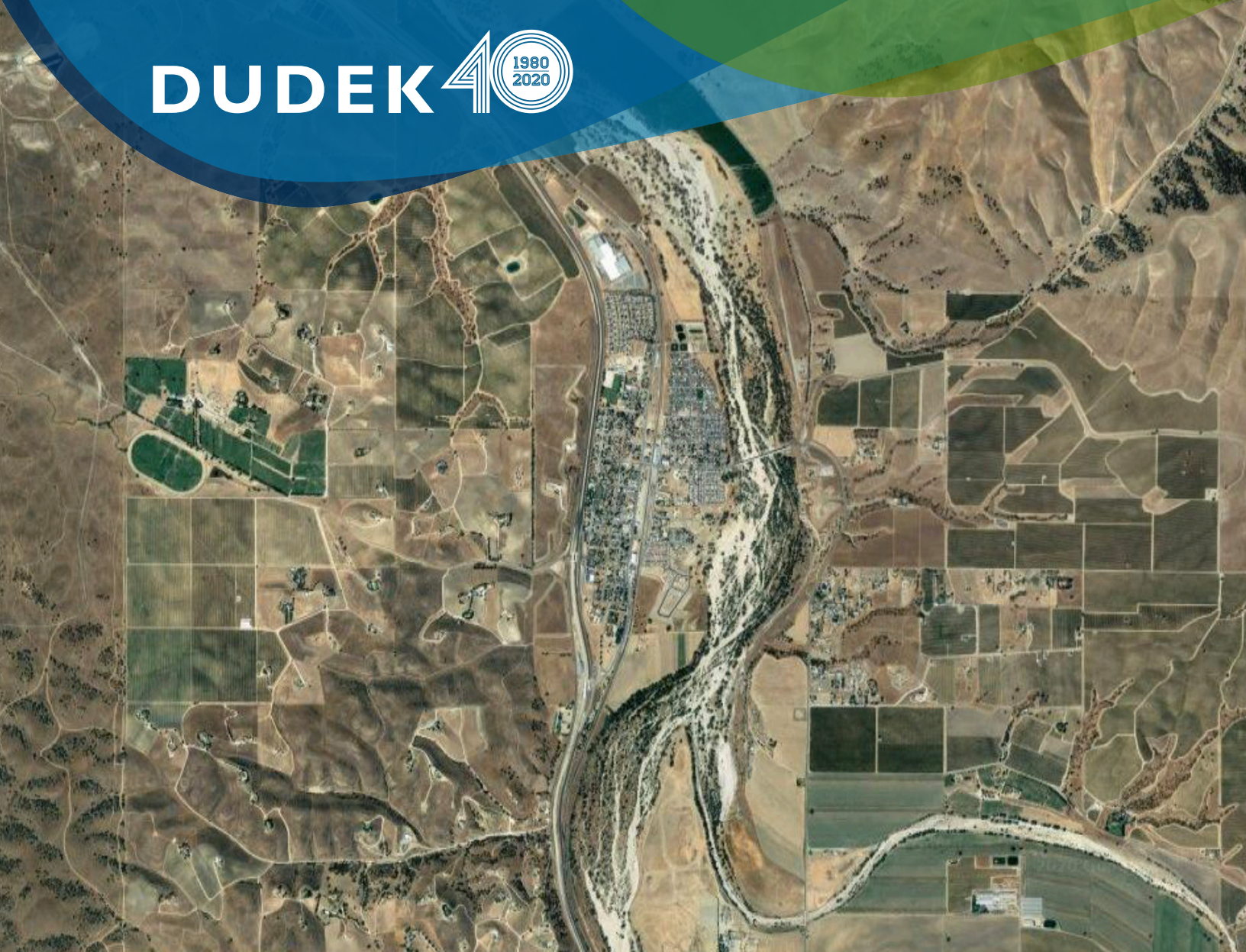
Attachment A: Cost Spreadsheets

San Miguel Facility Cost Estimate

| Employee | Jane Gray | Jessica K Foley | Heather L Moine | Adam A Poll | Nicholas L Lorenzen | Heather M McDevitt | Perry W Russell | Glenna B McMahon | Mark C Storm | Dennis M Pascua | Scott W Eckardt | James Lin/Ryan Munnikhuis | Chelsea G Ringenback | Spenser C Lucarelli | Labor Hours | Labor @ Billing Rates | Total |
|--|----------------------|----------------------|-----------------|--------------|---------------------|--------------------|-----------------|-------------------------------------|-----------------------|----------------------|----------------------|---------------------------|----------------------------|---------------------|-------------|-----------------------|--------------------|
| Billing Category | Senior Specialist IV | Senior Specialist IV | Specialist V | Specialist V | Specialist I | Specialist III | Specialist III | Principal Hydrogeologist/Engineer I | Senior Specialist III | Senior Specialist IV | Senior Specialist II | Analyst III | Publications Specialist II | GIS Specialist IV | | | |
| % Used on job | 11% | 15% | 6% | 6% | 3% | 8% | 3% | 2% | 4% | 2% | 1% | 29% | 10% | 3% | | | |
| Task | 230.00 | 230.00 | 180.00 | 180.00 | 130.00 | 160.00 | 160.00 | 250.00 | 220.00 | 230.00 | 200.00 | 100.00 | 95.00 | 160.00 | | | |
| Task 1: Project Kick-Off | 1 | 2 | | | | | | | | | | | | | 3 | 690 | 690.00 |
| Task 2: Peer Review District-Prepared Technical Analysis | | 2 | | 1 | 1 | 1 | 1 | | | | | 1 | | | 7 | 1,190 | 1,190.00 |
| Task 3: Technical Analysis | | | 6 | 6 | 2 | 10 | | | 4 | | | | | | 28 | 4,900 | 4,900.00 |
| Task 4: Draft IS/MND | 6 | 6 | 4 | 4 | 2 | 4 | 4 | 2 | 2 | 2 | 1 | 36 | 8 | 4 | 85 | 12,340 | 12,340.00 |
| Task 5: Admin Final IS/MND | 6 | 6 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 | 6 | 2 | 41 | 6,560 | 6,560.00 |
| Task 6: Final IS/MND and NOD | 2 | 2 | | | | | | | | | | 8 | 6 | | 18 | 2,290 | 2,290.00 |
| Task 7: Attend Project Progress Meetings | 2 | 4 | | | | | | | | | | | | | 6 | 1,380 | 1,380.00 |
| Task 8: Project Management | 4 | 8 | | | | | | | | | | | | | 12 | 2,760 | 2,760.00 |
| Total Hours | 21 | 30 | 11 | 12 | 6 | 16 | 6 | 3 | 7 | 3 | 2 | 57 | 20 | 6 | 200 | 32,110 | 32,110.00 |
| Total Billing | 4,830 | 6,900 | 1,980 | 2,160 | 780 | 2,560 | 960 | 750 | 1,540 | 690 | 400 | 5,700 | 1,900 | 960 | | 32,110 | \$32,110.00 |

San Miguel Purple Pipe Cost Estimate

| Employee | Jane Gray | Jessica K Foley | Heather L Moine | Adam A Poll | Nicholas L Lorenzen | Heather M McDevitt | Perry W Russell | Glenna B McMahon | Mark C Storm | Dennis M Pascua | Scott W Eckardt | James Lin/Ryan Munnikhuis | Chelsea G Ringenback | Spenser C Lucarelli | Labor Hours | Labor @ Billing Rates | Total |
|--|----------------------|----------------------|-----------------|--------------|---------------------|--------------------|-----------------|-------------------------------------|-----------------------|----------------------|----------------------|---------------------------|----------------------------|---------------------|-------------|-----------------------|--------------------|
| Billing Category | Senior Specialist IV | Senior Specialist IV | Specialist V | Specialist V | Specialist I | Specialist III | Specialist III | Principal Hydrogeologist/Engineer I | Senior Specialist III | Senior Specialist IV | Senior Specialist II | Analyst III | Publications Specialist II | GIS Specialist IV | | | |
| % Used on job | 8% | 14% | 6% | 4% | 8% | 9% | 3% | 2% | 6% | 2% | 2% | 24% | 9% | 4% | | | |
| Task | 230.00 | 230.00 | 180.00 | 180.00 | 130.00 | 160.00 | 160.00 | 250.00 | 220.00 | 230.00 | 200.00 | 100.00 | 95.00 | 160.00 | | | |
| Task 1: Project Kick-Off | 1 | 2 | | | | | | | | | | | | | 3 | 690 | 690.00 |
| Task 2: Peer Review District-Prepared Technical Analysis | | 2 | | 1 | 1 | 1 | 1 | | | | | | | | 6 | 1,090 | 1,090.00 |
| Task 3: Technical Analysis | | | 8 | 2 | 12 | 15 | | | 10 | | | | | | 47 | 7,960 | 7,960.00 |
| Task 4: Draft IS/MND | 6 | 6 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 4 | 4 | 40 | 8 | 8 | 100 | 14,700 | 14,700.00 |
| Task 5: Admin Final IS/MND | 6 | 8 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 12 | 8 | 2 | 54 | 8,920 | 8,920.00 |
| Task 6: Final IS/MND and NOD | 2 | 2 | | | | | | | | | | 8 | 6 | | 18 | 2,290 | 2,290.00 |
| Task 7: Attend Project Progress Meetings | 2 | 4 | | | | | | | | | | | | | 6 | 1,380 | 1,380.00 |
| Task 8: Project Management | 2 | 10 | | | | | | | | | | | | | 12 | 2,760 | 2,760.00 |
| Total Hours | 19 | 34 | 14 | 9 | 19 | 22 | 7 | 4 | 14 | 6 | 6 | 60 | 22 | 10 | 246 | 39,790 | 39,790.00 |
| Total Billing | 4,370 | 7,820 | 2,520 | 1,620 | 2,470 | 3,520 | 1,120 | 1,000 | 3,080 | 1,380 | 1,200 | 6,000 | 2,090 | 1,600 | | 39,790 | \$39,790.00 |



PROPOSAL

SAN MIGUEL COMMUNITY SERVICE DISTRICT WASTEWATER TREATMENT FACILITY

Upgrade & Expansion And Recycled Water (Purple Pipe) Distribution System

PREPARED FOR

San Miguel Community Service District Wastewater Treatment Facility

March 30, 2020

Cover Letter

March 30, 2020

San Miguel Community Services District
Attn: Kelly Dodds, Director of Utilities
1150 Mission Street
San Miguel, California 93451

Subject: San Miguel Community Services District Wastewater Treatment Facility Upgrade and Expansion and Recycled Water (Purple Pipe) Distribution System

Dear Mr. Dodds,

As a Central Coast-based, 40 year old environmental consulting firm, Dudek understands the challenges and opportunities faced by the San Miguel Community Services District (District) with their Wastewater Treatment Facility Upgrade and Expansion and Recycled Water System Project (Project). Critical to the success is selection of value-focused, responsive, trusted professionals that can effectively evaluate and implement the District's needs. Dudek is a full service water/wastewater engineering firm, specialized in the planning, design, construction, and operation of treatment facilities. Our team's experience as engineers, designers, scientists, operators, and managers over a broad range of treatment works makes us an ideal fit for the District. Dudek will provide the District with the following strengths:

Qualified Project Management and California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Expertise. Dudek's dedicated staff of task managers and technical experts have prepared CEQA and NEPA documents for both municipal and private projects throughout California. We apply practical knowledge of CEQA/NEPA to facilitate compliance with current laws, regulations, and case law. Our team expedites complex projects processing by designing and maintaining realistic document schedules, adhering to consistent communication protocol, leveraging our longstanding agency relationships, and anticipating potential issues.

Responsive and Accessible. To provide one channel for clear communication, Jessica Kinnahan will serve as the contract manager and point of contact. She has served as a project manager for many utility projects. Dudek staff has worked with the District before and we will manage this contract locally from our office in Santa Barbara office. We will be available to quickly respond to the District with any project related questions or needs. As our client, you are our priority.

A Proven Technical Record. Dudek's experts understand and are well versed in housing, air quality, greenhouse gas (GHG) emissions, California Native American tribes, biological studies, hazards and hazardous materials, hydrology and water quality studies, noise analysis, land use and planning, public services, utility services, and transportation studies state requirements. Dudek has successfully completed more than 2,800 environmental documents for a range of projects, none of which has been successfully legally challenged.

Permit and Planning Expertise. Our planners and permit experts emphasize communication with residents, business owners, community organizations, regulatory agencies, development applicants, and other valuable stakeholders in each planning process. Through written and oral communications, engagement and outreach, we actively involve and consider input from stakeholders, and are well versed in drawing from the concerns and suggestions of multiple and diverse parties to ensure a smooth project process. We work with our clients to ensure goals are met in a timely fashion and with full transparency and minimized friction.

This proposal is valid for ninety (90) days.

Sincerely,



Joseph Monaco, President/CEO



Jessica Kinnahan, Project Manager,
621 Chapala Street
Santa Barbara, CA 93101
jkinnahan@dudek.com
(805) 280-2339

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Qualifications

The Dudek Advantage

We are a California-based environmental firm with 12 offices throughout the state and more than 600 planners, scientists, civil engineers, contractors, and support staff. We assist private and public clients on a broad range of projects that improve our clients' communities, infrastructure, and natural environment. From planning, design, and permitting through construction, we help move projects forward through the complexities of regulatory compliance, budgetary and schedule constraints, and conflicting stakeholder interests.

Our depth and breadth of experience means we can quickly assemble and mobilize the appropriate level of service to match your project needs and budget. Our 600+ person in-house team includes:

- American Institute of Certified Planners-certified environmental planners
- California Department of Fish and Wildlife (CDFW) and U.S. Fish and Wildlife Service (USFWS) certified biologists
- Registered professional archaeologists
- Registered landscape architects
- Registered environmental assessors
- Certified arborists and foresters
- Professional foresters
- Noise and air quality specialists
- Accredited Leadership in Energy and Environmental Design (LEED) professionals
- Certified geographic information system (GIS) professionals
- Certified hydrogeologists
- Licensed geologists
- Licensed professional engineers
- Licensed contractors

These talented professionals will bring the expertise to District to successfully implement the Wastewater Treatment Facility Upgrade & Expansion and Recycled Water (Purple Pipe) Distribution System project.

Dudek at a Glance

- *Multidisciplinary environmental and engineering services*
- *12 California offices, including Santa Barbara*
- *600+ employees*
- *Top 125 U.S. Environmental Firms (Engineering News-Record)*
- *92% rating for reliability, timeliness, and responsiveness (Dun & Bradstreet 2016)*
- *More than 2,800 successful CEQA/NEPA documents prepared*

Dudek Qualifications

CEQA/NEPA Environmental Document Expertise

Dudek environmental planners have processed more than 2,800 documents pursuant to the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA), including many complex, controversial projects in environmentally constrained areas. Dudek planners have expertise in the preparation of a wide range of environmental documents, including initial studies (ISs), negative declarations (NDs), mitigated negative declarations (MNDs), and categorical exemptions, as well as complex environmental impact reports (EIRs), environmental assessments, and environmental impact statements.

From permitting California's first large seawater desalination plant to environmental planning for desert wind/solar energy farms, Dudek planners and CEQA/NEPA experts have successfully tackled the most challenging projects associated with public works, land development, transportation, urban campuses, energy, and hospitals. Dudek team members have an extensive knowledge of CEQA and NEPA regulations and guidelines and regularly attend workshops and seminars to understand the latest in case law and application of these statutes. The Dudek team is highly skilled at crafting legally defensible CEQA/NEPA documentation by collecting thorough data; applying in-depth project analysis; carefully and proactively addressing challenges; and producing clear, objective, and accurate documents. For this reason, no legal challenge to a Dudek-prepared CEQA/NEPA document has ever been successful.

Dudek has prepared more than 2,800 CEQA/NEPA documents, none of which have been successfully legally challenged.

Air Quality and Greenhouse Gas Emissions Assessment and Modeling

Dudek has more than 30 years' experience in environmental and regulatory fields in California. We have evaluated air quality and health risk for a variety of projects such as public works; residential, commercial, mixed-use, and industrial land uses; oil and gas; transportation; and renewable energy located throughout California. Analyses involved air emissions inventories (e.g., criteria, toxic air contaminants and greenhouse gases [GHGs]) using federally and state-recommended models such as the California Emissions Estimator Model (CalEEMod), EMFAC, OFFROAD; air dispersion modeling such as ISC and AERMOD; and cancer and non-cancer risk assessments.

Dudek has also done extensive work evaluating GHG emissions inventories for public works, commercial, residential, and mixed-use developments. This involved developing GHG inventories for various aspects of development activities (i.e., construction, operation, energy consumption, mobile sources, vegetation change, and municipal sources), summarizing the current state of science and regulatory settings, presenting mitigation options, and evaluating the significance of the impact of development emissions with respect to the guidance provided in the CEQA Air Quality Handbook. Experience also includes determining whether projects would generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment based on consistency with an applicable plan, policy, or regulation adopted for the purpose of reducing GHG emissions.

Dudek Team Advantage

- *Experience working on a variety of projects, including industrial, mixed-use, commercial, and residential*
- *Two air quality experts assigned to the team for this project allowing for highest level of reliability*
- *Extensive work evaluating emissions inventory for mixed-use developments*

Archaeological, Built Environment, and Paleontological Resource Assessment

Dudek's cultural resources team includes numerous archaeological, built environment, and paleontological specialists who understand the need for a consultant to provide a broad range of cultural resources services throughout the Southern California region. Dudek cultural resources managers and fieldwork teams are capable of addressing any size project investigation throughout the state. These specialists are experienced, permitted, and qualified for all planned cultural resources work.

We have demonstrated success working for special districts, including public works departments, water agencies, sanitary districts, and municipalities throughout California. Our archaeological site identification and boundary delineation is accomplished using Trimble GPS receivers, iPads/iPhones, and cloud data management. Cultural resources are recorded during surveys, evaluations, and monitoring on multiple data management platforms, including tablet computers that allow lead agencies to be alerted to relevant discoveries in real time. These state-of-the-art tools reduce field and lab costs by as much as 30% and increase the accuracy and reliability of cultural resource documentation. They are designed to work with any standardized GIS system, including the National Parks Service's Cultural Resources GIS standards and guidelines.

Cultural Resources and Tribal Consultation

Our experienced registered professional archaeologists can cost-effectively respond to the smallest cultural resource survey or assemble a crew of a dozen or more seasoned field technicians to address a large-scale surface reconnaissance, significance assessment excavation, or a mitigation data recovery program.

The Dudek cultural resources team has prehistoric and historic archaeologists with a variety of specialties, including bio-archaeological and forensic archaeological experts. Our specialists complete in-house analyses of food remains collected from archaeological excavations. They also can immediately determine if bone encountered during archaeological excavations or construction activities is human or animal. This expertise is critical for efficient compliance with state and federal regulations.

Our team also has a strong background in Native American consultation, including expert testimony experience regarding the adequacy of tribal consultation and outreach, as well as the appropriate treatment of resources regarded as sensitive or sacred by Native Californian tribes and individuals. Dudek cultural resource managers focus on early and ongoing outreach strategies to capture meaningful consultation as stipulated by federal law under Section 106 of the NHPA and recently codified in Assembly Bill 52. Our cultural resources team will coordinate with native Californian groups to collect data from the Native American Heritage Commission Sacred Lands Inventory, gather archaeological site information, and identify traditional cultural properties and plant-gathering locations through outreach with tribal representatives and individuals identified by the Native American Heritage Commission. We complete ethnographic research using primary sources such as individual interviews and oral histories, as well as respected secondary sources. Our team is expert at researching and recording prehistoric sites considered sacred to local Native American tribes. Our team also has extensive experience guiding lead agencies through the Assembly Bill 52 and Senate Bill (SB) 18 tribal consultation processes.

Cultural Resources Capabilities

- *Constraints/feasibility analyses*
- *Literature overviews and archival research*
- *Predictive modeling*
- *Field inventories*
- *Archaeological investigations*
- *Paleontological investigations*
- *Significance and eligibility evaluations and data recovery*
- *Monitoring and compliance oversight mitigation*
- *Historical and built environment inventories, evaluations, and treatment*
- *Landscape studies*
- *Native American consultation and ethnography*
- *Preservation planning*
- *Custom GIS-based data management applications*
- *NHPA Section 106 documentation*

Noise Analysis

As part of the environmental analysis and reporting process, Dudek assesses the noise and vibration impacts associated with implementation of each proposed project. Typically, existing noise conditions in the project area are quantified based on noise measurements and available existing documentation (e.g., recent general plan updates, general plan amendments, and prior projects in the area). Short-term measurements (generally 15–20 minutes in duration) and/or long-term measurements (continuous 24 hours or more) are conducted at representative noise-sensitive locations. Often, the predominant existing and future noise source is traffic along nearby freeways, highways, or major arterial roadways. Traffic noise is modeled using traffic data provided by the traffic consultant or local transportation agency for existing and future with and without project scenarios.

The most recent version of the Federal Highway Administration (FHWA)-approved Traffic Noise Model Version 2.5 is used for traffic noise assessments. Rail noise/vibration or other noise or vibration sources are modeled, if relevant, using the appropriate noise model or technique (e.g., Federal Transit Administration Noise and Vibration Handbook). Construction noise impacts are often calculated using the FHWA Road Construction Noise Model or other documented guidance on construction noise levels.

The significance of noise impacts from the project and any alternative scenarios are compared and assessed based upon local (city and/or county), state, and federal standards. Potential impacts to existing and planned sensitive uses are quantified and mitigation measures (if necessary) are recommended. Mitigation may include limitation of construction hours, sound barriers, etc. The results of the analysis are detailed in a noise and vibration technical report, a noise memorandum, or as the noise section in the project’s environmental report.

Transportation Planning and Impact Assessment

Successful transportation planning requires in-depth understanding of an ever-changing regulatory landscape. Dudek’s certified transportation and air quality planners understand the latest transportation law and implement technical best practices in order to help clients develop or adapt their projects to minimize the potential for impacts.

Senate Bill 743 Compliance

Implementation of SB 743 drastically changed transportation analysis under CEQA. Dudek’s air quality planners have years of experience successfully quantifying the vehicle miles traveled (VMT) and GHG-related impacts of projects using various modeling software. We have developed customized spreadsheet tools that quantify reductions due to transportation demand management, land use, and other strategies to help clients reduce project impacts.

Dudek Acoustics Team Advantage

- Knowledge of FHWA noise models
- Noise mitigation expertise

We have Coordinated Hundreds of Projects with:

- ACOE
- Caltrans
- CCC
- CDFW
- RWQCB
- SCAQMD
- EPA
- USFWS

Completed Dozens of Projects in Cooperation with:

- Bureau of Land Management
- Bureau of Reclamation
- National Marine and Fisheries Service
- USFS
- USGS

Have Expertise with:

- CCA
- California Fish and Game Code
- California Native Plant Act
- City/county tree ordinances
- Clean Water Act
- Endangered Species Acts
- Migratory Bird Treaty Act
- Porter-Cologne Act

Our experienced air quality experts, transportation planners, and noise technicians work hand in hand to guide projects through VMT analysis under the new law, saving our clients time and money by providing multiple services under one roof.

Permitting and Regulatory Process

Dudek consistently secures development permits, agreements, and approvals from state, federal, regional, and local agencies and other relevant agencies, groups, and entities with jurisdiction in a project region. Our success stems directly from the relationships and reputation we have fostered with the regulatory agencies throughout California. Dudek provides reliable, scientifically based information within permit application packages tailored to address the specific requirements and standards of the relevant agency.

Our knowledge of the applicable regulations, combined with our specific experience with the standards and processes of each particular agency and agency staff, enable us to prepare comprehensive and easily accessible submittals. We provide knowledge about needed information, verify that the information is complete and accessible, and foresee potential issues so we can help prepare for any potentialities.

Our first priority in pursuing regulatory permits is to develop a clearly defined project description that considers project environmental ramifications. Utilizing environmental data collected according to the most current regulations and federal and state guidance, we prepare impact analyses using GIS software and quality-control procedures that produce accurate, reliable results. Dudek has extensive experience evaluating options such as a nationwide permit versus an individual permit, a streambed alteration agreement versus a master streambed alteration agreement, Section 7 versus Section 10, and/or 2080.1 versus 2081. Dudek will support the District in any capacity during the agency consultation process and understands that the District will normally lead the coordination efforts.



Natural Resource Assessment/Resource Constraints Expertise

Dudek’s strength in the area of natural resource assessment derives from the breadth and depth of our staff. Our federally and state-permitted biologists have completed hundreds of biological surveys and natural resource assessments on projects ranging from half-acre parcels to more than 28,000 acres within all habitat types in the state. Dudek has in-depth and extensive experience with plant and animal sensitive species surveys and inventories, wildlife trapping, habitat characterization and mapping, habitat suitability analysis, and federally and state-listed threatened and endangered species throughout Southern California.

Dudek Team Advantage

- *Immediate emergency response*
- *In-house focused survey permits*
- *Cost-effective, state-of-the-art field equipment and innovative survey techniques*
- *Pragmatic approach to resource inventories and evaluations*

During all phases of the natural resource assessment process, Dudek utilizes a tested, streamlined, and cost-effective approach. Prior to fieldwork, our biologists review available information on biological resources that occur near a project site to focus field surveys on the occurrence of special-status species. This information includes U.S. Geological Survey maps; a query and review of the California Natural Diversity Database; other information available through the US Fish and Wildlife Service (USFWS), U.S. Forest Service, U.S. Bureau of Land Management, and CDFW; and other sources, as appropriate.

Pre-field work activities also include checking maps for topographic coverage and reviewing National Wetland Inventory maps for potential occurrence of waters of the United States, including wetlands and streams subject to CDFW jurisdiction. Our biologists will conduct a field survey of a project site and its immediate vicinity to evaluate the information generated during the records review.

During all field surveys, we utilize scientifically accepted (and when state and/or federally listed species are potentially present, agency-approved) survey and assessment protocols for species. Habitat assessments include characterizing the potential of a particular area to support special-status plant and animal species and sensitive resource areas. In particular, habitats appropriate for federally and state-listed threatened and endangered plant and wildlife species and other special-status species are identified. The survey is also used to determine the suitability of the site to support avian species protected by provisions of the Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, and the California Fish and Game Code. We also conduct reconnaissance-level assessments of jurisdictional waterways, which include detailed habitat mapping of the project area where jurisdictional wetlands potentially occur.



Finally, Dudek has decades of experience compiling all types of natural resource data; evaluating the proposed projects or activity; and determining the applicable resource constraints and the alternatives, avoidance and minimization measures, and potential mitigation requirements. Our staff are adept at synthesizing and distilling this information so that engineers, planners, and management can make informed decisions about how a project should be proposed and what the likely implications are for the approval process. We do this by presenting clear graphics; developing well-written, concise constraints analyses; and leveraging our real-world experience to develop realistic costs and schedules for various alternatives. Effective resource constraints planning is instrumental in avoiding project delays and cost overruns during the life of the project. Hydrologic Natural Resource Assessment

Dudek’s surface water specialists help clients achieve project goals, control costs, and comply with regulatory standards on a variety of projects ranging from single streams to large-scale projects involving multiple watersheds.

Applying the right resources to surface water projects is tied integrally to the project setting and objectives. We offer comprehensive surface water services and expertise in highly technical surface water subspecialties for a broad range of environmental, engineering, and permitting projects. We also offer the most advanced numerical modeling services for hydrologic, hydraulic, and sediment transport studies. Additionally, we provide groundwater development, reservoir modeling, and GIS implementation services.

Hydrology and Hydraulic Analysis

Hydrology is the foundation of all water resources studies. Knowing the volumes, flow rates, and timing of runoff is critical for determining the sizing of reservoirs and conveyances and long-term water supplies. Dudek has conducted many hydrologic studies for flood control districts, municipalities, and developers throughout Southern California.

Hydraulic structures (both natural and engineered) play an important role in watershed control. Dudek has conducted numerous hydraulic analysis studies on natural creeks and rivers, ephemeral systems, engineered channels, dams, and pipelines for various agencies.

System Modeling

Surface water systems are often complex, requiring a detailed understanding of the entire system to provide accurate and appropriate assessment of the existing and future conditions. Many systems include natural streams and rivers that must be protected from degradation related to changes in flow rates, timing, and volumes. This type of study often requires hydrologic, hydraulic, and sediment transport analysis to prevent damage to existing or proposed facilities.

Dudek specializes in preparing stormwater assessments and design using proven, lasting, low-maintenance, and low-impact development techniques. Our expertise in engineering, biology, and landscape architecture produces designs that are functional, aesthetic, and compliant with regulations. Specifically, we offer the following:

- Floodplain and floodway delineation
- Floodwater inundation analysis
- Dam break analysis
- Hydrologic, watershed, and floodplain modeling
- Hydraulic channel and systems modeling
- Groundwater recharge and coupled groundwater–surface water models
- Runoff contaminant quality modeling
- Sediment transport modeling
- Alluvial fan analysis
- Computational fluid dynamics

We provide a broad range of services related to standards, analysis, and research. These services are applicable to an expansive range of projects, including restoration efforts, impacts determination, monitoring schemes, and numerical studies. The work done in these areas includes historical rainfall assessment, stream geomorphology, fluvial systems, experimental and scientific research projects, watershed assessment, flood stream flow forecasting, alluvial fan analysis, stream assessment and classification, and stream stability analyses.

Hydrology

- *Drainage and stream network planning*
- *Watershed flood control, stormwater, and planning*
- *Dams and reservoirs*
- *Risk and post flood damage assessments*

Hydraulic

- *Storm drainage systems*
- *Hydraulic structures*
- *Bridge piers, abutments, and culverts*
- *Streambed stabilization*
- *Levees, erosion control, and bank protection*
- *Flood control facilities*

Water Quality

- *Stream bank and channel stabilization*
- *Bioengineering*
- *Stream and wetland restoration plans*
- *Natural channel and open space surface water conveyance*
- *Fluvial systems and sediment transport*

Geological and Water Resource Assessments

The Dudek team includes professional engineers and certified engineering geologists experienced in the evaluation of geotechnical resources (e.g., soils, seismic, geomorphologic, and slope stability) for the preparation of environmental documents. Specifically, Dudek conducts desktop research and/or reviews site-specific geotechnical reports to determine impacts according to CEQA Guidelines, Appendix G Environmental Checklist Form VI, Geology and Soils. Dudek's in-house water resources team consists of more than 20 professional engineers, professional geologists, certified hydrogeologists, and water quality specialists who specialize in designing, constructing, and monitoring water projects. From flood and fluvial analysis to well drilling and groundwater basin monitoring and modeling, Dudek provides turnkey services to water agencies and other public- and private-sector clients throughout Southern California. As such, Dudek is well suited to tackle water resource studies. We offer the most advanced numerical modeling services for hydrologic, hydraulic, and sediment transport studies.

Paleontology

The Dudek team includes paleontologists who complete paleontological resource assessments, field surveys, construction site monitoring, and in-field significance evaluations of fossil finds. We have experience working under a wide variety of paleontological assessment and mitigation protocols, including local, county, and state guidelines (most commonly, the Society of Vertebrate Paleontology guidelines) as well as federal agency assessment protocols. Our staff have experience preparing pre-project paleontological resource assessments under a wide variety of agency guidelines and regulations (e.g., paleontological inventory reports, evaluation reports, and resource management plans), and routinely write paleontological analyses for CEQA/NEPA documents.



Site Assessments

Dudek has extensive project-specific experience with local Phase I and Phase II environmental site assessments (ESAs). Dudek has prepared Phase I and II ESAs for a wide range of project types, including agricultural, industrial, public works, residential, commercial, and open space. Dudek has also prepared Phase I ESAs/hazard assessments for pipeline alignments.

Dudek's business-minded approach allows for flexibility when assessing hazards for large areas where there is no property transaction. Dudek has provided hazards assessments for individual project sites, miles-long pipeline alignments, and entire neighborhoods.

Dudek has also conducted extensive site investigations that have included soil, soil gas, groundwater, and air monitoring. Dudek has remediated sites by soil excavation and treatment or disposal, soil vapor extraction, bioremediation of groundwater, chemical oxidation of groundwater, and groundwater pump and treat, among other technologies.

Water Quality

The Dudek team has extensive experience in water quality and stormwater permits and regulations and policies, and expertise in the preparation and implementation of stormwater pollution prevention plans (SWPPPs) and water quality testing and monitoring. We provide a multidisciplinary team of professionals who are familiar with obtaining waste discharge requirements and general National Pollutant Discharge Elimination System permits for discharges to land and surface waters. Dudek is also familiar with municipal separate storm sewer systems programs and permits.

Dudek Water Quality Team Advantage

- *Stormwater permits, regulations, and policies expertise*
- *Experience preparing and implementing SWPPPs*
- *Water quality testing and monitoring*

Work associated with preparing and implementing the SWPPP will be performed according to requirements outlined in the Construction General Permit State Water Resources Control Board Order No. 2009-009-DWQ and by, or under the guidance of, Dudek’s qualified SWPPP practitioners/developers.

If necessary and requested by LABOE, a SWPPP will be prepared, which includes project information and risk determination, identification of site runoff sampling locations, discussion of potential site pollutants, minimum best management practices, construction site monitoring plan, and the water pollution control drawings for the project. For implementation of SWPPPs, Dudek has developed in-house SWPPP field training and database management practices to track environmental commitments diligently throughout day-to-day construction.

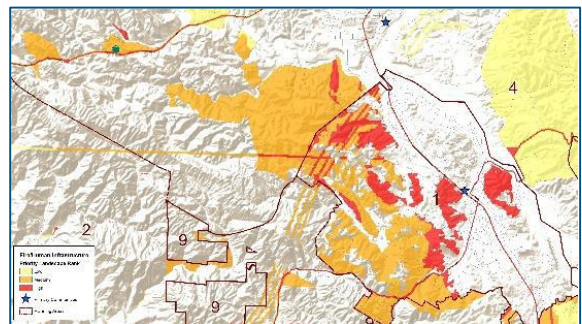
Dudek’s technology team worked extensively with the compliance management group to create a mobile reporting platform that can be utilized by field monitoring teams to provide instant updates to the management team regarding compliance status. The mobile reporting tool generates reports that can be exported into Excel or other data platforms for streamlined compliance. The reporting also clearly identifies action items for field crews to implement in order to comply with the general construction permit. Dudek’s water quality specialists tailor water quality testing and monitoring to specific project goals and objectives to collect data that meets regulatory and permitting requirements.

Urban Forestry and Wildfire Analyses

Services Overview

Dudek has a diverse urban forestry practices with expertise in a variety of urban and wildland forestry specialties. Our certified and licensed forestry professionals bring valuable insight to urban forestry management issues, including creative approaches to difficult and controversial projects, including the following services:

- Arboricultural studies
- Oak tree mitigation and management
- Landscape audits
- Carbon sequestration studies
- Wildfire protection planning
- Integrated pest management
- Pest and disease assessments
- Post-catastrophe insurance claim support



- Tree inventory, GPS mapping, and assessments
- Urban forestry assessments and management
- Community forest management plans
- Street tree master plans
- Arborist and forester extensions of staff
- Water conservation planning

Public Participation and Community Outreach

Dudek project managers have extensive experience facilitating public outreach as part of the environmental review process. With demonstrated expertise in writing and negotiation, the Dudek team is equally able to communicate with agencies and technical colleagues towards the successful attainment of our client's goals. Our project managers relay scientific and regulatory information in a way that is easy to understand and have the unique ability to gain the trust of a wide range of constituents. We facilitate community workshops and outreach events in a way that leaves participants feeling that their concerns have been addressed and that they are an integral part of the solution.

Dudek Team Advantage

- *Demonstrated negotiation expertise*
- *Experience working with schools, councils, and community organizations*

We organize and facilitate effective community workshops and meetings to identify key stakeholder issues and concerns. Working closely with LABOE, Dudek team members and our key teaming outreach and public participation partners will develop public presentations and project specific information as necessary to support LABOE in outreach efforts. Our team knows how to work directly with schools, neighborhood councils, community organizations, chambers of commerce, and elected officials' staff to keep them informed about project progress.

Project Understanding and Approach

Project Understanding

San Miguel is a community of about 2,650 people located in San Luis Obispo County, California along the Salinas River. Municipal services are provided by the District, including fire protection, water and wastewater. The District owns and operates the municipal wastewater treatment plant (WWTP) which is located near the northern boundary of the District, adjacent to the west bank of the Salinas River. The WWTP is subject to the Waste Discharge Requirements Order No. 99-046. In response to a directive from the Central Coast Regional Water Quality Control Board (CCRWQCB) in June 2018, the District is proceeding with planning and engineering for the expansion of the existing WWTP, which takes into consideration salt and nitrogen removal capability as well as compliance with the Sustainable Groundwater Management Act (SGMA). Treatment alternatives consider requirements for recycled effluent for either agricultural irrigation or possibly for groundwater recharge purposes. The overall project will be delivered in two phases: 1) facility expansion and upgrade; and, 2) purple pipe installation.

The existing WWTP comprises of four (4) partially mixed aerated lagoons in series and three (3) percolation ponds. The WWTP underwent the most recent significant upgrade in the late 1990s, bringing its current and permitted capacity at 200,000 GPD (0.2 MGD). The District currently treats an average of approximately 170,000 GPD. The District acknowledges that the existing WWTP is nearing capacity and requires an expansion and upgrade. The District is proposing the project as part of its goal to accommodate anticipated population growth within the District's service territory as well as the capacity to produce and convey a supply of high-quality effluent that will meet California Title 22 requirements for non-contact irrigation of vineyards and/or indirect recharge of the groundwater aquifer, with an ultimate maximum day dry weather flow capacity of 0.60 million gallons per day (mgd).

The District's preliminary assessment of the project indicates that project-related environmental effects can be mitigated to a less-than-significant level, and therefore a Mitigated Negative Declaration (MND) would be the appropriate and defensible level of CEQA documentation and a NEPA Categorical Exclusion for the project.

Dudek has prepared this scope of work and cost estimate based on the District's assumption of an MND/Categorical Exclusion. However, in our experience, wastewater treatment plant upgrade and expansion projects generally are evaluated in an environmental impact report (EIR), rather than an MND. Growth inducing and cumulative impacts usually are significant and unavoidable. Furthermore, the facility is located adjacent to the Salinas River. Based on available plans, the project would likely require protocol-level biological surveys and occur within CDFW's jurisdiction. As a Trustee Agency under CEQA, CDFW has the authority to review and comment upon environmental documents and impacts arising from project activities for biological resources (Fish and Game Code Section 1802). Additionally, the purple pipe installation may cause biological, cultural, historical, hazardous materials or other impacts. The more conservative and generally more legally defensible approach is to prepare an EIR. At this time, a Categorical Exclusion under NEPA appears to be appropriate but further analysis may result in a different recommended approach.

Project Approach

While it is our understanding that the District has preliminarily scoped out this CEQA document as an MND, it appears that there are complex natural resource issues, which could justify an EIR. Hence, Dudek proposes the following: 1) preparation of technical studies and the Initial Study Checklist; 2) meeting with the District to discuss the preliminary findings associated with the technical studies and initial study checklist to determine whether a MND is the most legally defensible document or if it appropriate to prepare and EIR; 3) preparation of a final MND or preparation of an EIR and any additional study. This approach allows for the most tailored, well-informed and streamlined decision making process as it relates to the project and CEQA.

The discussion that ensues in this document takes the approach of an MND. Should an EIR be necessary, the level of effort will be increased along with the timeline, however, the mechanics of the process are substantially consistent.

Project Assumptions

- An MND will be prepared and Dudek's scope and cost is based on this assumption. If an EIR is requested, Dudek will prepare an augmented scope and budget.
- Dudek has assumed an aggressive schedule of six months from authorization to proceed to release of the Public MND.
- Work direction will be provided by the District or their designated representative.
- District staff will prepare and distribute required public notices, including neighbor notifications, public hearing notifications, and transmittals to the State Clearinghouse, Native American Heritage Commission, and other such agencies.
- Project phases will not overlap.

Task 1 Project Kick-Off Meeting

The Dudek team will attend one project kick-off meeting with representatives from the District. The purpose of the kick-off meeting is to compile the relevant background data and reports; clearly define the proposed project for the purposes of the environmental analysis; finalize the cumulative projects list with the District and City of Pasadena; discuss the District's format for the draft Findings of Fact; discuss the project schedule and important assumptions for achieving the schedule; identify all anticipated discretionary actions; establish early communication among various project team members, as well as the protocols for ongoing communication; and to familiarize the Dudek project team with the issues and concerns that the project team determines to be important issues for analysis in the IS/MND. Based on the discussions and issues raised during the kick-off meeting, the Dudek project management team will refine the scope of work, schedule, and budget, if necessary.

List of Products

- Attend one (1) kick-off meeting
- Submit one (1) written request for additional information, if necessary

Task 2 Peer Review District-Prepared Technical Analyses

Detailed technical studies and plans are often relied on by lead agencies to provide evidence for the conclusions of CEQA and NEPA documents. These technical studies and plans require specific expertise in various areas to determine their adequacy. Dudek will assist the District with verifying information provided in any technical studies and plans being prepared for the overall project site. We understand that the District's consultants will provide the following studies to support the CEQA review process: 1) soils study;) and 6) surface fault rupture hazard evaluation. These analyses will be summarized in the IS/MND and provided as separate technical studies in an appendix to the IS/MND, as appropriate. By conducting the peer review early in the environmental review process, the overall project schedule will benefit from identifying any potentially significant impacts early in the process.

Dudek staff scientists and/or specialists will review the information provided to independently verify the accuracy of the data and to determine whether or not it would be useful (in whole or in part) for purposes of preparing the IS/MND. Dudek has the in-house expertise (i.e., architectural historians, certified/licensed biologists, arborists, geologists, hazardous materials specialists, hydrologists, water quality/stormwater specialists, and engineers) to conduct a thorough and comprehensive review of the technical studies and plans prepared for the proposed project. Our services will range from answering technical questions on documents and providing additional measures to prevent environmental impacts to reviewing technical studies and plans and providing feedback and edits for correction. Our team of scientists, planners, economists, and engineers (registered and certified in their fields), with expertise in all seventeen CEQA issue areas, demonstrates our ability to help the District ensure their CEQA documentation is comprehensive, technically accurate, and legally defensible. It is assumed that Dudek would review one version of the technical studies, data, or information, and will provide comments to the project team, if required. If necessary, we would be available to discuss our questions and/or comments with the District's technical representatives.

List of Products

- One (1) electronic copy of a memo summarizing the results of the review of all technical studies, provided in PDF format

Task 3 Technical Analyses

Air Quality Analysis

Dudek will prepare a technical memorandum of the air quality and GHG emissions impacts per the District's guidance, and in accordance with Appendix G of the CEQA Guidelines. After reviewing all available project description materials, Dudek will prepare a request for outstanding data needed to conduct the analysis. If precise information on a particular factor is not available, Dudek will prepare reasonable assumptions to quantify these items using the best available information for comparable data sources. All assumptions will be submitted to the District and Monsoon for review and approval prior to initiating this analysis. Details of the analysis (e.g., emission calculations) will be included in an appendix. Contents of the air quality and GHG emissions analyses are briefly discussed below. Dudek understands that a preliminary environmental review and air quality analysis was prepared for the project, and Dudek will utilize to the extent practical all previously prepared analyses to avoid any rework.

Air Quality Assessment

Dudek will estimate criteria air pollutant emissions associated with the construction of the project using the CalEEMod or a spreadsheet based model, depending on the project's inputs. The analysis of short-term

construction emissions will be based on scheduling information (e.g., overall construction duration, phasing and phase timing) and probable construction activities (e.g., construction equipment type and quantity, workers, and haul trucks) developed by the District and/or standardized approaches. Dudek understands that the project may be in close proximity to sensitive receptors (i.e., residences) and the operation of diesel construction equipment emits toxic air contaminants. As such, Dudek has included a health risk assessment (HRA) as an optional task to quantify the cancer and non-cancer health impacts during construction of the project as discussed below. Furthermore, Dudek is aware of the potential opposition to the project location and would recommend such assessment to eliminate potential cause for challenges.

CalEEMod will also be used to estimate project-generated operational criteria air pollutant emissions associated with mobile, energy, and area sources. Dudek will estimate mobile source emissions using the trip generation rates and additional necessary trip characteristics provided in the traffic report to be prepared for the proposed project. Energy and area source emissions (e.g., natural gas combustion and consumer products) will be estimated using the default values in CalEEMod for the proposed project based on the proposed square footages. Dudek will compare operational criteria air pollutant emissions to the San Luis Obispo County Air Pollution Control District (APCD) significance criteria.

Dudek understands that with the critical mission of the project it may require backup power, including the use of an emergency generator. Dudek understands that the current police station also has fuel storage that is permitted by the APCD. Similar to construction, as there are sensitive receptors within close proximity of the site, Dudek recommends preparation of an operational HRA. This is included as an optional task as described below.

The analysis will also evaluate the potential for the project to create objectionable smoke, ash, odors, or generate extensive dust.

Greenhouse Gas Emissions Assessment

The GHG emissions assessment will include a setting and background discussion consisting of a summary of the greenhouse effect and global climate change, potential changes to the global climate system and to California, and emission inventories at the national, state, and local levels.

Dudek will calculate GHG emissions associated with construction and operation of the project using the tools discussed above for criteria air pollutant emissions, as well as the same construction scenario used in the air quality analysis. The estimated GHG emissions are anticipated to include those associated with construction equipment, motor vehicles, and water supply.

Dudek will address whether the project would: (a) generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment; and/or (b) conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of GHGs; the GHG emissions assessment will utilize the County's significance thresholds for determining significance.

Optional Task: Health Risk Assessment

HRA for toxic air contaminant (TAC) emissions would be prepared for construction and operation of the project. To evaluate the potential for the project to expose nearby sensitive receptors to TACs that would result in a health risk impact, Dudek will use the American Meteorological Society/U.S. Environmental Protection Agency Regulatory Model (AERMOD), which is required by SBCAPCD to conduct dispersion modeling, and CARB's Hot Spots Analysis and Reporting Program Version 2 (HARP2) to calculate the health impacts, along with local meteorological data obtained from the APCD and the estimated annual average TAC emissions. The APCD's recently updated Modeling Guidelines for HRAs will be followed. Notably, the health impact calculations in HARP2 are based on the Office of Environmental Health Hazard Assessment's Air Toxics Hot Spots Program Risk Assessment Guidelines – Guidance Manual for Preparation of Health Risk Assessments. The maximum cancer risks at the appropriate receptors (e.g., proximate residential receptors) will be tabulated. Cancer risk isopleths (i.e., lines of equal cancer risk) will be plotted on figures showing the project site if the maximum cancer risk exceeds the APCD significance threshold of 10 in one million. The assessment will also include the estimated chronic (long-term) and acute (short-term) hazard indices due to noncancer health effects associated with TAC emissions. The hazard indices will be tabulated at the appropriate locations and plotted on figures similar to that showing estimated cancer risks if they exceed the San Luis Obispo County significance threshold. If the health impacts exceed the thresholds of significance, we will suggest appropriate mitigation measures to reduce the health impacts. An HRA will be prepared as a technical appendix and a summary of the methodology and results will be provided in the air quality section of the technical memorandum.

Biological Evaluation

Dudek proposes to prepare a biological evaluation consistent with San Luis Obispo County standards and appropriate for CEQA-level analysis. The project site is in an urbanized area. Although special-status plant species and wildlife species, sensitive vegetation communities, wildlife movement corridors, and aquatic resources are not anticipated, Dudek biologists will query biological databases (e.g., CDFW California Natural Diversity Database, California Native Plant Society, USFWS National Wetland Inventory, U.S. Geological Survey National Hydrography Dataset) which are appropriate for documenting potential sensitive biological resources in a CEQA-level document.

Optional - Tree Inventory

If a site tree inventory is unavailable, Dudek International Society of Arboriculture-certified arborists will conduct an evaluation of the site, document size, species, and condition information for trees regulated by the City, and map evaluated tree locations. Mapping will be conducted using a Trimble GPS receiver capable of sub-meter accuracy and will include all trees on the project site. Alternatively, Dudek will use surveyed tree location data for the site, if available. Dudek does not anticipate preparation of a separate arborist report under this scope of work, rather a discussion of the tree inventory methods, results, and findings will be incorporated into the overall project biological assessment report.

Cultural/Historic Evaluation

Background Research

An archaeological records search of the California Historical Resources Information System at the Central Coast Information Center (CCIC) at University of California, Santa Barbara will be conducted. This will provide a listing of all recorded archaeological sites and investigations completed within a 1-mile radius of the proposed project area. In addition to a review of previously prepared site records and reports, the records search will also review historical maps of the project area, ethnographies, the National Register of Historic Places (NRHP), the California Register of Historical Resources (CRHR), the California Historic Property Data File, and the lists of California State Historical Landmarks, California Points of Historical Interest, and Archaeological Determinations of Eligibility. Finally, a review of historic maps and aeriels will be conducted to determine the history of land use and disturbance within the proposed Project site.

Native American Coordination

Subsequent to completion of the records search and intensive ground surface survey, Dudek will, upon the District's authorization, initiate consultation coordination with tribal representatives pursuant to AB-52 Tribal Consultation requirements. This coordination may be conducted for informational purposes only or can be conducted in support of the District to ensure proper adherence to formal government-to-government consultation as specified by AB 52. These efforts will be accomplished by performing the following tasks:

- Contact the California State Native American Heritage Commission (NAHC) to request a review of their Sacred Lands Files (SLF) and obtain a list of tribal representatives with potential knowledge of cultural resources within the project area. If the District has already established an AB 52 contact list, no contact with the NAHC will be necessary.
- Compose (on District letterhead) and send letters to AB 52 tribal representatives. The letter will include a summary of the proposed project and objectives, and a map. Additional information may be provided to consulting tribal representatives if requested during the AB 52 process.
- Summarize the results of the Native American consultation process, including the NAHC SLF records request, responses from local tribal representatives and the outcome of any tribal consultation, in the technical report as well as the Tribal Cultural Resources section of the MND.

Fieldwork

The proposed project site will be intensively surveyed, using no greater than 3-meter (10-foot) parallel transects. We anticipate some vegetation and pavement to obscure significant portions of the ground surface throughout the proposed project area. All barren ground and exposed subsoils exposed as a result of burrowing animals will be examined carefully. To overcome visibility issues, a shovel will be used to scrape away vegetation in order to reveal the ground surface. If necessary, shovel scrapes will occur in 10-meter intervals, or subjectively as appropriate. Dudek is basing cost on an approximately 3.5 acre total survey area. However, if the actual project footprint is larger or smaller, the cost may change.

Report Preparation

The results of the archaeological investigation will be presented in a technical report consistent with CEQA and County of San Luis Obispo guidelines and provided to the District for review and approval. The report will discuss the results of the background research and literature review, results of the intensive survey, assessment of potential impacts, and will present any recommendations for further study and/or mitigation measures to reduce significant impacts. Dudek assumes no more than one round of comments will require response on the Phase 1 Report. Dudek assumes no resources (archaeological or historical built environment) will be identified that require documentation on full Department of Parks and Recreation (DPR) 523 series forms. Should resources be identified that require more intensive field and documentation efforts, we will work with you to augment this scope and cost as appropriate. Dudek also assumes that no Native American will be required during the pedestrian survey.

Section 106 of the National Historic Preservation Act (NHPA)

This project will require compliance with Section 106 of the NHPA due to federal funding. All methods proposed in this study will comply with Secretary of Interior's guidelines and standards. To comply with Section 106, Dudek will prepare an Area of Potential Effects (APE) map and description, and provide that to the Section 106 lead agency for their review and approval. Dudek assumes the APE for this project will consist of the entire 3.6-acre project area. Dudek assumes that the Section 106 lead agency will conduct their own tribal consultation. Dudek is able, at the District's approval, to provide information on the District's CEQA consultation to the federal lead agency. Dudek assumes that the same report will comply with both CEQA and Section 106; no additional documentation will be necessary.

Energy

Dudek will prepare an energy conservation assessment for the project per CEQA Guidelines Appendix G. The analysis will briefly summarize electricity, natural gas, and petroleum energy sources and the relevant regulatory framework. Based on CEQA Guidelines Appendix G, the impact analysis will assess if the project would (1) result in potentially significant environmental impact caused by wasteful, inefficient, or unnecessary consumption of energy resources during project construction or operation or (2) conflict with or obstruct a state or local plan for renewable energy or energy efficiency. The project will be assessed regarding construction and operational energy consumption, which will be quantified to the extent estimation methods and project specifics are available. Project electricity (kilowatt-hours) and natural gas (British thermal units) usage will be estimated based on project specifics; CalEEMod default values will be used, as appropriate, when project specifics are not available. Petroleum consumption will be estimated using CalEEMod and based on the same equipment and vehicle assumptions assumed in the air quality and GHG emissions analysis. Project elements that would reduce the project's energy demand during construction and operation will be identified in the analysis and quantified as available. Dudek assumes that the client or its representatives will provide a list of the project's energy conservation measures prior to initiating air quality and GHG emissions modeling, as the energy analysis will be prepared consistent with the emissions modeling assumptions.

Noise Impact Assessment

Dudek will prepare a technical report of the noise impacts per the San Luis Obispo County guidance, along with local ordinances, general plan policies, and relevant state and federal guidance that may influence the assessment of noise and vibration impacts attributed to the project. We will prepare and submit a data request for identifying information needs, the response to which should enable subsequent noise and vibration analyses to proceed.

Dudek will conduct a brief field survey during daytime hours to measure outdoor ambient sound pressure level measurements at up to four on-site and nearby off-site measurement locations, thus collecting data to quantify and help characterize baseline acoustical conditions for the project vicinity. While short-term measurements will typically be no more than 15 minutes in duration each, at its discretion, Dudek may deploy an unattended long-term (e.g., 24-hours in duration) sound level meter at up to two locations to help determine the outdoor sound environment of the project vicinity for a typical diurnal cycle.

Using available project information and applicant response to a data request, we will predict construction noise using the FHWA Roadway Construction Noise Model or a comparable methodology. We will predict roadway traffic noise due to construction traffic using FHWA or Federal Transit Administration methodologies at Dudek's discretion using construction traffic data and analysis provided by others. We will also predict construction activity vibration velocity levels at nearest sensitive receptors (e.g., occupied residences) with appropriate Federal Transit Administration techniques and reference data. If predicted noise and/or vibration due to project construction is expected to exceed relevant standards and policies, we will recommend conceptual options for project design features (i.e., noise barriers or partial enclosures) for consideration and incorporation into the final project design. Dudek will assess sound emission from major stationary on-site noise producers (e.g., rooftop heating, ventilation, and air conditioning equipment; subsurface parking structure ventilation) associated with project operations under typical conditions at nearest existing noise-sensitive land uses. If predicted noise due to project operation is expected to exceed relevant standards and policies, we will recommend conceptual options for project design features (i.e., noise barriers or partial enclosures) for consideration and incorporation into the final project design.

The summarized results and findings will be compiled into a concise draft letter report (and appropriate technical attachments or appendices).

Task 4 Draft Initial Study/MND

The IS will be prepared by Dudek's technical experts based in the project description prepared by the District with assistance from the District's consulting engineer Monsoon and input from Dudek. All sections of the IS will be prepared by Dudek. Technical studies will also be prepared by Dudek with the exception of design plan, civil engineering plans, soils and geotechnical investigations, Phase 1 ESA; drainage hydrology and low impact development report; and utility infrastructure capacity (water, sewer, electric, gas, telecom). Coordination will occur between Monsoon, Dudek, the District and any other consultants as necessary. The Initial Study will include the following sections:

- Purpose and need for project
- Project Description/Project Details
- Environmental Setting
- Environmental Impact Assessment
 - Aesthetics
 - Agricultural Resources
 - Air Quality
 - Biological Resources
 - Cultural Resources
 - Geology, Soils and Seismicity
 - Hazards and Hazardous Materials
 - Hydrology and Water Quality
 - Land Use and Planning
 - Energy
 - Greenhouse Gas Emissions
 - Mandatory Findings of Significance
 - Mineral Resources
 - Noise
 - Population and Housing
 - Public Services
 - Recreation
 - Transportation
 - Utilities and Service Systems
 - Cumulative Impacts
 - Growth-Inducing Impacts
 - Tribal Cultural Resources
 - Wildfire

Task 4.1 Draft IS/MND

Dudek will prepare a project-level IS/MND for the proposed project that is consistent with the procedural and substantive provisions of CEQA Guidelines Sections 15063 and 15072 and Appendices C and G. Dudek would prepare a Notice of Intent (NOI) for the County Clerk and a Notice of Completion (NOC) for the State Clearinghouse. The IS/MND will summarize the results of the technical studies and analyses prepared and peer reviewed (as part of Task 2). The objective of this task is to prepare a comprehensive, accurate, and objective project-level IS/MND for the proposed project that fully complies with CEQA and the CEQA Guidelines (both as amended throughout submittal of the draft IS/MND) and all applicable guidance and procedures established by the District for the purpose of environmental review.

An MMRP would be provided separately, but prepared concurrently with the Administrative Draft IS/MND. The MMRP will be designed to ensure compliance with all adopted mitigation measures during project implementation. The MMRP will be in table format and will specify project-specific mitigation measures, as well as standard conditions of approval that are applicable to the project, if requested by the District. Mitigation timing and responsible parties will also be identified. The objective of the MMRP is to ensure compliance with Public Resources Code Section 21081.6, as mandated by Assembly Bill 3180 (Cortese 1988), which requires that a lead agency adopt an MMRP at the time an IS/MND is certified.

The main purpose of the Draft IS/MND will be to thoroughly and accurately analyze the environmental impacts of the proposed project. The document will be as free as possible of jargon so that the information it contains is accessible to the District and the public. The methodology and criteria used for determining the impacts of the project will be clearly and explicitly described in the IS/MND, including any assumptions, models, or modeling techniques used in the analysis.

The IS/MND will be prepared in conformance with a District-approved Initial Study checklist format and the NOC would be consistent with CEQA Guidelines Appendix C. All seventeen CEQA issue areas will be sufficiently analyzed in the IS/MND. All appropriate mitigation measures for these resources would be included in the IS/MND and incorporated into the MMRP.

It is assumed that key construction and operational features of the project would be available at the beginning of work on the IS/MND such that an accurate, finite, and stable project description could be prepared prior to beginning substantial work on the IS/MND. This approach has proven to result in the most expeditious preparation and processing of an IS/MND.

All technical studies, modeling results, and data will be included as appendix material to the Draft IS/MND.

List of Products

- One (1) electronic copy of the Administrative Draft IS/MND in WORD and PDF formats (two rounds)
- One (1) electronic copy of the Screencheck Draft IS/MND in WORD and PDF formats
- One (1) electronic copy of the Final Print-Ready Draft IS/MND in WORD and PDF formats

Task 4.2 Prepare Public Review Draft IS/MND

Dudek will prepare a Draft IS/MND (for a 30-day public review) and MMRP that incorporates all of the District staff review comments received on the Administrative Draft IS/MND. This proposal assumes two (2) rounds of revisions on the administrative draft IS/MND and MMRP (as required). Dudek will provide the project team with copies of the Draft IS/MND and MMRP for distribution to internal District departments and any responsible/trustee agencies and interested parties, as needed. Dudek proposes to distribute the draft IS/MND and NOC to the State Clearinghouse. Additionally, Dudek would be responsible for any applicable filing fees and transmittal of the Draft IS/MND and NOI to the County Clerk of Los Angeles. It is also assumed that the District would be responsible for preparing public notices for newspaper publishing and mailing, as required.

Task 4.3 Attend Draft IS/MND Public Meetings

As requested by the District, Dudek will participate in up to two (2) public (community) meetings on the Draft IS/MND. It is assumed that the District would coordinate and facilitate the public meetings and that presentation materials describing or illustrating the project will be provided by the District or its consultants. Dudek would take detailed notes regarding the issues raised by commenting individuals that should be addressed in the Final IS/MND. In addition, Dudek would be available to provide an overview of the CEQA process and answer questions raised by the public regarding the CEQA process and/or questions regarding the analysis in the IS/MND. As required, Dudek would also provide sign-in sheets and meeting handouts. We would also participate in an advisory capacity to the District during these meetings.

List of Products

- Twenty (20) printed bound copies of the Draft IS/MND (with technical appendices on a CD)
- One (1) printed unbound camera-ready copy of the Draft IS/MND (without appendices)
- Forty (40) electronic copies of the Draft IS/MND (with appendices) on CD
- One (1) electronic copy of the Draft IS/MND in WORD and PDF formats
- Attend two (2) public meetings on the Draft IS/MND

Task 5 Prepare Administrative Final IS/MND

The Response to Comments section of the Administrative Final IS/MND will include all comments received, responses to those comments, and standard introductory material. All comments will be numbered (to indicate comment letter and comment number), and the responses to those comments will be similarly numbered to allow easy correlation. In addition, where the text of the draft IS/MND must be revised, the text will be isolated as “text changes” in the Response to Comments, indicating deleted text by strikeout and inserted text by double-underline. The text of the draft IS/MND will not be revised. The final IS/MND will collectively consist of the draft IS/MND, the Response to Comments document, and the technical appendices (on a CD).

It is assumed that the final IS/MND would be provided at least 10 days prior to consideration for certification by the District to any commenting public agency and any member of the public who has requested the document. An estimated budget has been prepared for the responses to comments effort. While the actual scope and extent of public comments (in either written or oral format) cannot be definitively determined at this time, we have tried to provide a conservative, yet realistic, estimate of the scope of work that would be required for this project, in order to avoid the need for a contract amendment.

List of Products

- One (1) electronic memorandum indicating the adequacy of the estimated budget for the responses to comments work effort (if needed)
- One (1) electronic copy of the Administrative Final IS/MND in WORD and PDF formats (two rounds)
- One (1) electronic copy of the Screencheck Final IS/MND in WORD and PDF formats
- One (1) electronic copy of the Final Print-Ready Final IS/MND in WORD and PDF formats

Task 6 Prepare Final IS/MND for Public Review and Attend Hearing and File NOD

Dudek will prepare a final IS/MND and MMRP that incorporates all of the comments on the administrative final IS/MND and MMRP. This proposal assumes two (2) rounds of revisions on the administrative final IS/MND and MMRP (as required). If required, Dudek will distribute the final IS/MND to commenting agencies, which would include appropriate persons or agencies on the District’s mailing list and any public agency that commented on the draft IS/MND. For public agencies that commented on the draft IS/MND, they would be provided with a final IS/MND (on CD) at least ten days prior to the meeting during which the District would consider certification of the IS/MND.

List of Products

- Fifteen (15) printed bound copies of the Final IS/MND (with technical appendices on a CD) and MMRP
- One (1) printed unbound camera-ready copy of the Final IS/MND (without appendices) and MMRP
- One (1) electronic copy of the Final IS/MND and MMRP in WORD and PDF formats
- Fifteen (15) electronic copies of the Final IS/MND (with appendices) and MMRP on CD

Task 7 Attend Project Progress Meetings

In addition to the meetings identified under Tasks 1 through 6 above, members of the Dudek project management team will attend a maximum of two (2) meetings during preparation of the IS/MND as deemed necessary by the project team. Additionally, the Dudek team would be available to participate in conference calls, as needed, during the course of the environmental review process.

List of Products

- Attend up to two (2) additional one-hour project meetings

Task 8 Project Management and General Coordination

The purpose of this task is to manage the Dudek project team, manage the environmental document preparation effort, and maintain constant, close communication between the all members of the project team. This task is also intended to ensure that the project will be completed on time and within budget, and that all work products are of the highest quality. Dudek will coordinate the team's work for the communication of issues, transmittal of comments, financial management, and other project management matters.

Staffing



PROJECT MANAGEMENT

| | |
|--|--|
| Project Manager Jessica Kinnahan, AICP | Senior Review Lead Jane Gray |
|--|--|

PROJECT TEAM

| | | |
|---|--|--|
| Biologists Heather Moine John Davis IV* | Air Quality/GHG/Energy Adam Poll Nick Lorenzen* | Cultural Heather McDevitt, RPA Micah Hale, PhD* |
| Environmental Analysis James Lin Ryan Munnikhuis* | Geological Resources Perry Russel, PG, CEG Ryan Munnikhuis* | HazMat Glenna McMahon, PE Nicole Peacock, PE, PG* |
| Land Use/ Utilities & Service Systems Jessica Kinnahan, AICP Brandon Whalen-Castellanos* | Noise Mark Storm, INCE Jonathan Leech, AICP, PG* | Traffic Dennis Pascua Jason Reynolds* |
| Water Resources Jane Gray Matt Naftaly* | Wildfire Scott Eckhardt, RPF Michael Huff, RCA* | |

Alternative Staff*



Contract Terms

Dudek has no exceptions to the scope of services in the Professional Services Agreement.

References

Santa Barbara Police Station Technical Studies (Cota Commuter Lot) (12506)

Client: City of Santa Barbara, Engineering Division, Sarah Izah, 805.564.5377, sizah@santabarbaraca.gov

Dates: 2019 to present

Dudek is preparing technical studies and expertise to assist the Santa Barbara Police Station Project team in the development of the project design at the Cota Commuter Parking Lot (Cota Lot) with the ultimate goal of avoiding all significant impacts. The technical studies would further support the CEQA preliminary review/IS and decision on the type of CEQA documentation required for the police station building and parking structure. The City's Preliminary Environmental Review of the Cota Lot Alternative identified three potentially significant impact to biological resources (58 trees), archaeological resources (historic resources), and noise. The remaining environmental impacts were considered less than significant or a less-than-significant impact, with standard measures. The city recognizes that the project design and CEQA review measure could further reduce the effects to air quality (GHG), energy consumption, and drainage/water quality (tier 3 stormwater management). Based on these finding, the city council selected the Cota Lot as the preferred site to continue with the design and environmental review. The city acknowledges that the conclusions of the preliminary environmental review may change due to the results of the technical studies requested by the City and proposed herein, however, Dudek will work to provide creative solutions to the project team to reduce impacts to the greatest extent feasible. Dudek is conducting the requested technical studies, and working collaboratively with the project team to further any reduce project impacts during the next phase of project design, and produce defensible technical reports to support the selected CEQA documentation and review, again, with the goal of avoiding significant impacts. The city has requested two phases of the work: Phase 1, studies to be conducted concurrent with design; and Phase 2, studies to be conducted after design is substantially complete.

City of Santa Barbara Community Wildfire Protection Plan and Program EIR

Client: City of Santa Barbara Fire Department, Amber Anderson, 805.564.5720, aanderson@santabarbaraca.gov

Dates: 2019 -present

Dudek is supporting the City of Santa Barbara with an update to their Community Wildfire Protection Plan and associated public outreach activities as well as preparation of the program EIR. Since the city completed the City Wildland Fire Plan in 2004, the community has experienced several devastating wildfires, including the Tea Fire (2008), the Jesusita Fire (2009), the Sherpa Fire (2016), and the Thomas Fire (2017). These fires have shaped the landscape as well as the community's understanding of the threats of wildfires. The process of developing this Community Wildfire Protection Plan will assist the community in clarifying and refining priorities for the protection of life, property, and critical infrastructure, particularly in the wildland-urban interface. The Community Wildfire Protection Plan update is being funded in part by a California Department of Forestry and Fire Protection grant and is on an aggressive timeline.

Ocean View Avenue Water Main Replacement Project

Client: Montecito Water District, Adam Kanold, 805.969.2271, akanold@montecitowater.com

Dates: 2018-present

The Ocean View Avenue Water Main Replacement Project replaces a 100-year-old 4-inch cast iron water main, service laterals, one hydrant, and one air vacuum valve on Ocean View Avenue in Montecito, California, operated by the Montecito Water District. This water main replacement is required due to the restriction in flow within the water main and lack of pressure and flow rate for firefighting operations for the adjacent 20 properties. The water main will be replaced with 630 linear feet of new 6-inch ductile iron pipe in a new trench along Ocean View Avenue. The existing 4-inch pipe will remain in service during construction and be abandoned in place. The water main trench will be 630 feet long by 12 inches wide and 40 inches deep. The project will also replace 18 service laterals with new copper piping. The service lateral trenches will total approximately 400 linear feet and will be 12 inches wide and 30 inches deep. The project will also include a new hydrant lateral and air vacuum valve with a total trench length of 30 linear feet and 12 inches wide and 40 inches deep. All trenching will be backfilled with sand to 6 inches above the top of pipe and concrete slurry above the sand and asphalt to match the existing asphalt thickness in accordance with San Luis Obispo County Construction Standards. The construction timeline is estimated to be 5 business days to install the water main and 10 business days to install the service laterals, hydrant, and air vacuum valve. Dudek has prepared an IS/MND for the project.

Water Banking Program Initial Study and Negative Declaration

Client: Montecito Water District, Nick Turner, General Manager, (805) 453-2078, nturner@montecitowater.com

Dates: 2017

The Montecito Water District decided to purchase of 4,500 acre-feet of groundwater storage capacity within the Stored Water Recovery Unit (SWRU) of the Semitropic Water Banking and Exchange Program. The Semitropic Water Storage District (Semitropic) is one of eight water storage districts in California and is the largest in Kern County. The SWRU of the Semitropic Water Banking and Exchange Program is located in north-central Kern County in the San Joaquin Valley, approximately 20 miles northwest of the City of Bakersfield. The total area of Semitropic is 220,000 acres, with approximately 159,000 acres irrigated. There are no incorporated cities within Semitropic, which was organized in 1958 for supplying supplemental water within its service area boundaries.

Participation in the Semitropic Water Banking and Exchange Program provides Montecito Water District with the right to recovery of 1,500 acre-feet of water per year of the 50,000 acre-feet of SWRU pumpback capacity. Montecito Water District also has the right to use any SWRU pumpback capacity not used by other SWRU banking partners, subject to restrictions and costs as specified in the Semitropic Water Banking and Exchange Program Agreement. The project involved conjunctive use of surface and groundwater through iterative exchanges through the San Luis Reservoir and Semitropic SWRU and delivery through the existing state water delivery system. Dudek prepared an IS and ND for the project.

The Lakes at Thousand Oaks Mixed Use

Client: Caruso, Evan Krenzien, Development Manager, (310) 869-8807, ekrenzien@caruso.com

Dates: 2020- present

Caruso is proposing a revision to their currently existing retail development with residential components. The project entails coordination and communication with the City, the Applicant (Caruso), and other consultants on the project description, preparation and peer review of various technical studies as well as preparation of a Mitigated Negative Declaration. This project has just begun.

California Flats Solar Project Monterey County, California

Dates: January 2016-July 2016

Dudek provided archaeological and paleontological monitoring and management services, on-call biological support, and implemented the Habitat Restoration and Revegetation Management Plan (HRRMP) for Phase I of the 130 megawatt (MW) California Flats Solar Project in Monterey County, California. Dudek was responsible for managing all archaeological and paleontological resources for the project. This included guiding the project developer and construction contractor through inadvertent discoveries in accordance with the Historic Properties Treatment Plan, managing archaeological and paleontological resource buffers, and fulfilling the reporting requirements of Monterey County and the U.S. Army Corps of Engineers. Dudek worked hand-in-hand with the Salinas Tribe of Monterey and San Luis Obispo Counties to manage a team of up to 25 archaeological, paleontological, and Native American monitors to ensure that the appropriate monitors were present to monitor construction activities while maintaining compliance with the project mitigation measures and permit conditions.



Disclosures

Dudek certifies that it has no litigation, arbitration, or claims proceedings to disclose that presently involve Dudek or in which Dudek has been involved in the past 5 years.



Appendix A

Resumes

Jessica Kinnahan, AICP

Senior Project Manager/Land Use Planner

Jessica Kinnahan is a Senior Project Manager/Land Use Planner with more than 20 years' professional experience as a project manager specializing in land use and environmental permitting, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) document preparation and associated technical studies.

Ms. Kinnahan has facilitated permit applications through various federal, state, regional and local agencies such as: US Army Corps of Engineers, Bureau of Land Management, US Forest Service, US Fish and Wildlife Service (USFWS), California Public Utilities Commission (CPUC), California Department of Fish and Wildlife, California Coastal Commission, South Coast Air Quality Management District, Counties of Kern, Los Angeles, San Bernardino, Santa Barbara, San Luis Obispo, Riverside, and Ventura. She also has authored CEQA/NEPA documents with focus on land use and planning, population and housing, socioeconomics, utilities and service systems and geological resources sections.

Education

*University of California, Santa Barbara
BA, Environmental Studies, 1997*

Certifications

American Institute of Certified Planners, No. 017957

Land Surveyor in Training, No. 7239

Professional Affiliations

American Planning Association

References:

Mike Carella

*Enel Green Power North America
978.935.6885*

Amber Anderson

*City of Santa Barbara
805.564.5720*

Project Experience

Land Use and Energy

North-South Project, Counties of San Bernardino and Riverside. Served as the environmental project manager for a 65-mile natural gas pipeline and compressor station upgrade. Lead NEPA agency was the US Forest Service and lead CEQA agency the CPUC. Project also required Endangered Species Act Section 7 Consultation with the USFWS, Clean Water Act Section 404 permit from the US Army Corps of Engineers, California Fish and Game Code 2081 Incidental Take Permit and 1602 Streambed Alteration Agreement, and Clean Air Act Permit to Operate through the Mojave Desert Air Quality Management District.

City of Los Angeles Bureau of Sanitation Exclusive Franchise System For Municipal Solid Waste Collection Environmental Impact Report. Deputy Project Manager for the preparation of the environmental impact report regarding the City of Los Angeles's Exclusive Franchise System for collection of solid resources. EIR considered three alternatives.

La Goleta Storage Field, Santa Barbara County. Environmental project manager for construction compliance and entitlements for the La Goleta Storage Field Enhancement Project, which included four new natural gas wells, piping and dehydration unit. Modifications to the project design resulted in the issuance of a Substantial Conformity Determination and subsequent Coastal Development Permit.

Alpine Solar Project, Los Angeles County. Project manager for a 92 megawatt (MW) solar photovoltaic project and two 66-kilovolt generation tie-lines. Through successful negotiations with Los Angeles County, prepared the Mitigated Negative Declaration, and the Conditional Use Permit was ultimately approved on appeal by the County Planning Commission. Project included a burrowing owl (*Athene cunicularia*) relocation and habitat restoration plan.

Alta Infill Addendum. Prepared the Addendum to the approved EIR for the Alta Infill wind energy project, a component of the larger Alta Oak Creek Mojave Wind Energy Project.

North Sky River, Kern County. Assistant project manager for a 160 MW wind energy project located in the Tehachapi Renewable Wind Resource Area. Project included an avian and bat protection plan, vegetation surveys, special status species surveys, noise study, geological/geotechnical study and robust mitigation monitoring and compliance plan.

Vasco Wind Repower, Contra Costa County. Assistant project manager for a 78 MW wind energy project located in the Altamont Wind Resource Area. Project included removal of antiquated turbines and installation of new 2.3 MW turbines. Prepared all technical studies/reports including avian and bat protection plan, vegetation surveys, special status species surveys, noise study, geological/geotechnical study and implemented robust mitigation monitoring and compliance plan.

Residential

Multiple Tract Maps, City of Lancaster, CA. Prepared and facilitated several tract map applications through the City of Lancaster approval process.

Providence Landing, Santa Barbara County. Provided construction compliance support and entitlement support for all post-discretionary approval permits, such as final map and grading and drainage.

Transportation

Multiple Union Pacific Railroad Projects, Countrywide. Project manager or assistant project manager for multiple Union Pacific Railroad projects, including a bridge replacement on federal Air Force land, double-track within a federal wildlife refuge and routine repair and maintenance work requiring federal Clean Water Act authorization.

Miscellaneous

Due Diligence Evaluations, Counties of Kern, Los Angeles, Riverside, San Bernardino, San Luis Obispo, Santa Barbara. Prepared due diligence evaluations prior to and during real estate transactions to identify highest and best use opportunities and disclose potential land use and permitting constraints.

Emergency Management

Emergency Management and Preparedness, SoCalGas Service Territory. Served as the Southern California Gas Company Pipeline Safety and Compliance and Emergency Management manager for regulatory compliance and public outreach. Coordinated companywide incident response activities for several large-scale incidents including the Thomas Fire and Debris Flow, the second largest wildfire on record in California. Served as the seismic safety liaison with the Southern California Critical Lifelines Workgroup. Reviewed and assessed local agency general plans with particular focus on safety element for utility compatibility and risk. Organized and conducted tabletop and functional exercises in accordance with Federal Emergency Management Agency guidance. Additionally, supported gas system balancing efforts related to localized, regional and systemwide impacts.

Jane Gray

Environmental Specialist, Project Manager

Jane Gray is a regional planner, environmental specialist, and project manager with 23 years' project management and environmental planning experience, specializing in water/wastewater planning and permitting, agricultural resource and policy planning, policy analysis, land use planning, project development and entitlement services, and grant writing and management. Ms. Gray has a diverse and nuanced planning background, having worked as a project manager, analyst, and environmental planner for non-governmental entities, public agencies, and private firms and corporations. She has been responsible for projects varying from small-scale development and infrastructure planning in developing economies to private residential and commercial developments throughout California.

Ms. Gray brings an effective and customized approach to efficiently deliver services. Her ability to skillfully negotiate the often-disparate interests involved in projects and bring about consensus is an asset in any situation. Ms. Gray has organizational expertise, technical aptitude, planning proficiency, and competency facilitating projects through contentious issues in a variety of communities.

Project Experience

CEQA Project Manager, CEQA Document Preparation and Project Management, Caruso, The Lakes and Thousand Oaks, Thousand Oaks, California

Reference: Evan Krenzien, Development Manager, ekrenzien@caruso.com, (310) 869-8807

Responsible for management, consultant coordination and preparation of technical studies as well as a Mitigated Negative Declaration for The Lakes at Thousand Oaks. The project is currently underway and anticipated to be completed in early 2021.

Project Manager, CEQA Document Preparation and Project Management, Montecito Water District, Water Service Agreement with the City of Santa Barbara, Montecito, California

Reference: Nick Turner, General Manager, nturner@montecitowater.com, (805) 453-2078

Responsible for management, coordination and preparation of a CEQA Addendum for the Montecito Water District and City of Santa Barbara's Joint Water Service Agreement for Supplemental Water Supplies.

CEQA Project Manager, CEQA Document Preparation, Water Banking for the Montecito Water District, Montecito California Responsible for the preparation of an Initial Study/Negative Declaration for the Montecito Water District's Water Banking Project. The Montecito Water District decided to purchase of 4,500 acre-feet of groundwater storage capacity within the Stored Water Recovery Unit (SWRU) of the Semitropic Water Banking and Exchange Program. The Semitropic Water Storage District (Semitropic) is one of eight water storage districts in

Education

*Universität Dortmund,
Germany
MS, Regional Planning and
Management*

*State University of
New York, Buffalo
BS, Social Work*

Professional Affiliations

*2nd District Appointee to the
County Agricultural Advisory
Committee*

*Vice Chair, Central Coast Regional
Water Quality Control Board*

California and is the largest in Kern County. The SWRU of the Semitropic Water Banking and Exchange Program is located in north-central Kern County in the San Joaquin Valley, approximately 20 miles northwest of the City of Bakersfield. The total area of Semitropic is 220,000 acres, with approximately 159,000 acres irrigated. There are no incorporated cities within Semitropic, which was organized in 1958 for supplying supplemental water within its service area boundaries.

CEQA Project Manager, CEQA Document Preparation, Ocean View Avenue Water Main Replacement Project, Montecito Water District, Montecito, California Prepared a Mitigated Negative Declaration for the Ocean View Avenue Water Main Replacement Project, which replaces a 100-year-old 4-inch cast iron water main, service laterals, one hydrant, and one air vacuum valve on Ocean View Avenue in Montecito, California, operated by the Montecito Water District. The project entailed coordination on cultural resources and other technical studies.

CEQA and Entitlement Project Manager, Biomass to Energy Demonstration Project Goleta Sanitary District, Santa Barbara County, California Responsible for management, consultant coordination and preparation of technical studies as well as a Mitigated Negative Declaration and Substantial Conformity Determination and CDP for the District's demonstration project focused on an environmentally and economically sustainable organics-to-energy system. Specifically, the Project demonstrates that source separated food waste can be pre-treated and processed to produce a high-quality biogas, which can ultimately be used as a fuel source for electrical energy generation.

Deputy Project Manager, CEQA Document Preparation, Santa Barbara Police Station, City of Santa Barbara, California Responsible for management, consultant coordination and preparation of technical studies for the City of Santa Barbara's new, high-profile Police Station project.

CEQA Project Manager, CEQA Document Preparation, Caruso, Pacific Palisades, Los Angeles, California Responsible for management, consultant coordination and preparation of technical studies as well as a Mitigated Negative Declaration for the Pacific Palisades Village project in the City of Los Angeles, California. The project was a high-profile project with complex hazardous materials issues and was completed in 2016.

Program Management as extension of County Staff, Santa Barbara Countywide Integrated Regional Water Management (IRWM) Program Santa Barbara County Water Agency (SBCWA), California. The position entails overall program management assistance and coordination of more than 30 agencies and nonprofits involved in regional benefit projects for competitive grant applications and over 120 stakeholders. Coordinates and manages the public stakeholder process and all public outreach efforts associated with the IRWM program.

Project Manager, Extension of City Staff Services for the City of Goleta's MS4 Program, Goleta, California The position entails coordination and oversight of Dudek staff in the development and implementation of the City of Goleta's Municipal Stormwater Program (MS4), which is a state and federally mandated program under the Clean Water Act, National Pollution Discharge Elimination System Permit Program. Ms. Gray and her staff have been working with the City since February 2019 and have a contract to provide in-house services until December 31, 2020.

Public and Stakeholder Engagement Manager for the Creek and Watershed Management Plan, City of Goleta Providing community engagement and facilitation services for the duration of the Plan development related to public meetings and workshops, Technical Advisory Committee meetings and other community outreach events and forums. This includes coordination of language appropriate support services, generation of meeting and workshop materials, meeting minutes, agenda and presentations.

Project Manager, Miramar Beach Resort and Bungalows, Caruso, Montecito, California. Served as project manager for development of the 192-room luxury resort, three restaurants, a spa, beach club, ballroom facilities, and a beachfront boardwalk along Miramar Beach in Montecito. The project entitlements include demolition of the dilapidated buildings and bungalows associated with the Miramar Hotel, a complete redevelopment, and re-contouring of the site. A focused environmental impact report (EIR) was prepared on the issue of historic resources and other contentious issues, including flooding and drainage in the Oak Creek Channel and aesthetics.

Heather Moine

Environmental Scientist/Biologist

Heather Moine is an environmental scientist/biologist with 14 years' experience performing vegetation mapping, general biological assessments, wetlands delineations, habitat restoration, special-status species surveys, nesting bird surveys, biological monitoring, construction monitoring, water quality sampling, permit preparation and implementation, and California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) document preparation. In addition, Ms. Moine has experience preparing habitat restoration plans, U.S. Fish and Wildlife Service (USFWS) biological assessments, biological technical reports, due diligence/biological constraints reports, nesting bird letter reports, watershed plans, annual restoration monitoring reports, invasive species management reports, focused special-status species reports. Ms. Moine has extensive biological resource survey, construction monitoring, and habitat restoration monitoring within the tri-county area including Solvang Wastewater Treatment Plant Reinforced Vegetation Slope Project, El Estero Wastewater Treatment Plant Secondary and Tertiary Upgrades, Morro Bay-Cayucos Wastewater Treatment Plant Upgrade, Nextel Improvements, and City of Santa Barbara Arroyo Burro Open Space Restoration, Charles Meyers Desalination Reactivation Plant, and Police Station Project.

Education

*University of California,
Santa Barbara
BS, Environmental Studies*

Permits

*Section 10(a)(1)(A) USFWS
Recovery Permit No. TE-60147A-0
to Handle Listed Vernal Pool
Branchiopod Species
CDFW Voucher Collecting Permit
No. 2081(a)-12-08-V to Collect
Voucher Specimens of State-Listed
Plants
CDFW Scientific Collecting Permit
No. SC-11327 to Collect Voucher
Specimens of Listed Vernal Pool
Branchiopods*

Professional Affiliations

*California Native Plant Society
The Wildlife Society*

Project Experience

Biological Surveys, Impact Analysis, and Restoration Monitoring for the Solvang Wastewater Treatment Plant, Solvang, California.

Client Reference: Matt van der Linden, City of Solvang Public Works Director/ City Engineer, (805) 688-5575 ext. 222, mattv@cityofsolvang.com

Performed a general biological survey, vegetation mapping, and wetlands delineation in support of the City of Solvang's Wastewater Treatment Plant and Well 7A Reinforced Vegetated Slope Protection Project. Assisted in preparation of a biological assessment and jurisdictional determination report to assess impacts and propose measures to reduce impacts to sensitive biological resources. Prepared a habitat mitigation monitoring plan and implemented agency permit conditions and habitat mitigation monitoring plan performance success criteria for impacts related to upland and riparian habitat associated with the City of Solvang Wastewater Treatment Plant and implementation of the reinforced vegetated slope protection project.

Biological Assessment and Biological Compliance Monitoring, El Estero Wastewater Treatment Plant Secondary and Tertiary Upgrades, City of Santa Barbara, California.

Dudek is currently coordinating with the regulatory agencies, and assisting in permit applications, including preparation of supporting technical documents for biological resources. Dudek is also assisting the City in processing the necessary permits and authorizations needed to place the facility back into production mode. Relevant biological resources tasks includes conducting snowy plover habitat assessments, preparation of a biological assessment/biological resource assessment reports for a

State Revolving Grant application and future California Environmental Quality Act (CEQA) review, and U.S. Army Corps of Engineers (ACOE) permitting. Dudek is also currently preparing a nesting bird survey plan for the California Coastal Commission as part of the Coastal Development Permit requirements.

Morro Bay-Cayucos Wastewater Treatment Plant Upgrade, City of Morro Bay, California. Provided review and analysis of potential biological constraints during the evaluation of alternatives for the upgrade of the treatment plant. During the fine-screening process, which focused on four sites that remained in consideration, reviewed the observed and potential biological resources and assisted in a report on the biological constraints associated with each of them, including special-status plant and wildlife species and their habitats, sensitive natural communities, other native vegetation communities, and jurisdictional resources. The analysis focused on resources highlighted in the County of San Luis Obispo and City of Morro Bay Local Coastal Programs.

Oak Tree Impact Assessment and Construction Monitoring, Nextel, San Luis Obispo County, California. Assessed the impacts of a proposed project on oak trees and developed recommendations that were later incorporated into the project to ensure that oak trees would not be adversely affected by the proposed project. Performed follow-up construction monitoring to ensure that all protection measures were followed. Generated pre- and post-construction reports.

Arroyo Burro Open Space Restoration, Biological Site Assessment, City of Santa Barbara, California. Conducted a Biological Site Assessment on behalf of the City of Santa Barbara to identify the potential for biological resources to occur within and adjacent to the proposed Arroyo Burro Open Space Restoration project. The project involves the restoration of 1,600 linear feet of Arroyo Burro and the creation of over an acre of flood plain habitat as part of the overall enhancement and restoration of Arroyo Burro. The report's primary intent was to support the City's California Environmental Quality Act and Local Coastal Plan reporting and review process and for the proposed project. The report also provides recent observations, analyses, and avoidance and minimization recommendations that will be useful in the future consultation and/or permit application review, if required, applicable regulatory resource agencies, including the Department of Fish and Wildlife, the U.S. Army Corps of Engineers, the Central Coast Regional Water Quality Control Board, the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, and the California Coastal Commission.

Biological Services for the Charles Myers Desalination Reactivation Plant, City of Santa Barbara, California. Conducted biological surveys within El Estero Wastewater Treatment Plant property to assess sensitive biological resources potentially occurring and developed mitigation measures to avoid impacts to these sensitive biological resources. The main biological resources associated with El Estero Wastewater Treatment Plant include Laguna Channel and the associated special-status wildlife species, the Laguna Channel riparian habitat, and water quality associated with Laguna Channel. Ms. Moine is conducting weekly site visits to monitor construction activities compliance with biological mitigation measures and Best Management Practices (BMPs).

Biological Assessment for the Police Station Project, City of Santa Barbara, Santa Barbara, California.

Client Reference: Sara Iza, City of Santa Barbara Public Works Department, 805.897.2685, siza@santabarbaraca.gov. Performing a biological assessment in support of the City of Santa Barbara Police Station Project. The technical study will further support the California Environmental Quality Act (CEQA) preliminary review/initial study and decision on the type of CEQA documentation required for the Police Station building and parking structure. Dudek's role is to conduct the technical studies, work collaboratively with the City and project team to further reduce project impacts during the next phase of project design, and produce defensible technical reports to support CEQA documentation and review, again, with the goal of avoiding significant impacts.

Adam Poll, QEP, LEED AP BD+C

Senior Air Quality Specialist

Adam Poll is an environmental specialist who has been trained in organizational greenhouse gas (GHG) accounting, which provided a thorough understanding of the Western Research Institute (WRI)/World Business Council for Sustainable Development (WBCSD) GHG Protocol Corporate Standard, while referring to the ISO 14064: Part 1 international standard for GHG inventories. The material taught in this course serves as the basis for almost all of the entity-level GHG reporting programs in the world.

Mr. Poll is experienced in GHG accounting principles, defining applications for GHG inventories, designing and development of GHG inventories, establishing GHG boundaries for an organization, identifying emission sources, tracking emissions over time, recalculations, establishing a base year, setting GHG reduction targets, inventory quality management, preparing a GHG inventory report, and preparing for verification.

Project Experience

California Air Resources Board (CARB) Southern California Consolidation Project, Department of General Services, Riverside, California.

Client: Pat Kelly, 916-210-1825, patricia.kelly@cpuc.ca.gov

Contributed to the air quality and GHG emissions analysis for the consolidation and relocation of CARB's motor vehicle emissions standards development and testing to an 18-acre campus style facility. Key issues for the project were air quality and GHGs, resulting from vehicle miles traveled for the employees traveling to the new campus and CARB's goal to achieve net zero energy for the project. In addition to employee vehicle emissions, emissions were estimated for vehicle testing, vehicle fueling, fuel storage, boilers, a fuel cell plant, an emergency generator, chemistry laboratory, and miscellaneous operations that generate criteria air pollutant, GHGs, and toxic air contaminant (TAC) emissions.

EIR and Technical Studies for The Villages—Escondido Country Club Project, City of Escondido, California.

Client: Jonathan Frankel, 925-708-3638, jonathan@newurbanwest.com

Prepared the air quality, GHG, and energy technical studies and EIR sections for the conversion of an abandoned golf course in Escondido to a mixed-use development. Because the project was surrounded by existing residents, a construction health risk assessment was prepared. The GHG analysis used a City specific efficiency metric to quantify the GHG impacts of the project, which incorporated goals from both the City of Escondido's CAP and the CARB's Scoping Plan. The project was shown to be consistent with the City's CAP and Scoping Plan goals.

Education

University of Denver

MAS, Environmental Policy and Management, Energy and Sustainability, 2011

University of California, Santa Barbara

BS, Environmental Studies, 2006

Certifications

Qualified Environmental Professional (QEP), No. 03120007

LEED AP BD+C, No. 10364581

International Organization for Standardization (ISO), No. 14001, Lead Auditor

Professional Affiliations

Air & Waste Management Association (A&WMA)

EIR and Technical Studies for The Farm in Poway, City of Poway, California. Prepared the air quality, GHG, and energy technical studies and EIR sections for the conversion of an abandoned golf course in Poway to a mixed-use development. Because the project was surrounded by existing residents, a construction health risk assessment was prepared. The GHG analysis used a project specific efficiency metric to quantify the GHG impacts of the project, which incorporated goals from the CARB's Scoping Plan. The project was shown to be consistent with the SANDAG RTP/SCS and Scoping Plan goals.

EIR and Technical Studies for JVR Energy Park, County of San Diego, California. Prepared the air quality, GHG, and energy technical studies and EIR sections for the development of a utility scale solar photovoltaic project with energy storage. Because the project was surrounded by existing residents, a construction health risk assessment was prepared. The GHG analysis evaluated the GHG emissions of the project and compared them to the overall avoided GHG emissions from production of renewable energy in place of using fossil fuel generated energy. The project was shown to be consistent with the County's CAP and Scoping Plan goals.

Technical Studies for the Herbal Angels Cannabis Project, County of Santa Barbara, California. Prepared the air quality and GHG technical study for the development of a cannabis production and manufacturing facility within the County. The assessment included the preparation of a health risk assessment as it includes the use of emergency diesel generators. The GHG analysis relied on the County's Energy and Climate Action Plan (ECAP) and CEQA guidelines. As the project would be required to get an APCD permit it was not considered to be included in the ECAP and thus was subject to the County's bright-line threshold. The project was considered less than significant during construction and operation for GHG emissions.

Technical Studies for the Organic Materials to Energy Project, County of Santa Barbara, California.

Client: Jim Dunbar, 707-419-0084, jdunbar@lystek.com

Prepared the air quality and GHG technical study for the development of an organic materials to energy project within the County. The assessment included the preparation of a health risk assessment as it includes the use of a flare, boiler, biogas generator, and emergency diesel generator. The GHG analysis relied on the County's Energy and Climate Action Plan (ECAP) and CEQA guidelines. As the project would be required to get an APCD permit it was not considered to be included in the ECAP and thus was subject to the County's bright-line threshold. The project was considered less than significant during construction and operation for GHG emissions.

Technical Studies for the Charles Myers Desalination Plant, Pipeline to Mission Street Project, City of Santa Barbara, California. Prepared the air quality and GHG technical study for the extension of a potable water pipeline from the Santa Barbara Desalination Plant up to Mission Street. The project's air quality and GHG emissions were compared to the SBCAPCD significance thresholds to determine impacts. The project was concluded to have less than significant impacts for air quality and GHG emissions.

Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) for the North City Pure Water Program, San Diego, California.

Client: Kelly Balo, 858-292-6423, kbalo@sandiego.gov

Prepared the air quality, GHG, and energy technical reports and sections for the joint EIR/EIS. This project included evaluating the health risk from construction of the project, operation of the biogas renewable energy facility, and impacts of carbon monoxide hotspots. The project was evaluated against the City's Climate Action Plan (CAP) Checklist. This project required modeling of 18 different project components over two equally evaluated alternatives.

Technical Studies for the Department of General Services Department of Motor Vehicles Project, San Diego, California. Prepared the air quality and GHG technical assessments for the DMV replacement Project in San Diego. Although the DGS is a state agency and is not subject to local CEQA thresholds, the DMV adopted the City of San Diego's CAP Consistency Checklist for the project. The project was shown to be consistent with the City's CAP Checklist and thus had a less than significant impact.

EIR and Technical Studies for the San Diego State University New Student Housing Project, San Diego, California.

Prepared the air quality and GHG technical reports and EIR for a new student housing project on San Diego State University. The Project included evaluation of the health risk during construction and during operation of two onsite emergency generators. The project was found to be less than significant for both air quality and GHG emissions and consistent with the City of San Diego's CAP Checklist. The project was also found to be consistent with the SDSU CAP.

EIR and Technical Studies for the Solana Highlands Revitalization Project, City of Solana Beach, California. Prepared the air quality, GHG, and energy technical studies and EIR sections for the conversion of an existing residential development into a multi-family apartment complex. The GHG analysis showed that the project would be consistent with the City of Solana Beach's CAP and would not conflict with the state's trajectory towards its climate change goals.

Heather McDaniel McDevitt, RPA

Senior Archaeologist and Project Manager

Heather McDaniel McDevitt is an archaeologist and Cultural Resources Lead for Dudek's Santa Barbara office with over 14 years of cultural resource management (CRM) experience throughout California and Baja California. Ms. McDaniel McDevitt also serves as Dudek Lead Human Osteologist providing on-call osteological services corporate-wide. Ms. McDaniel McDevitt has served as a principal investigator and project manager on Phase I, Extended Phase I, Phase II, and Phase III projects conducting surveys, testing, site significance evaluations and recordation, data recovery and laboratory analysis. She also serves as director of Dudek's corporate laboratory. Ms. McDaniel McDevitt's education encompasses archaeology, biological anthropology, and GIS. As a bioarchaeologist, she combines physical anthropology and archaeology in the study of faunal and human remains to reveal ancient lifeways. Her specific area of GIS research is the use of predictive modeling and remote sensing to better understand settlement and subsistence patterns, which can be used to forecast areas of potential impacts and assist in mitigating damage to cultural resources more efficiently.

Ms. McDaniel McDevitt has worked on projects for the National Park Service, U.S. Environmental Protection Agency (EPA), National Aeronautics and Space Administration (NASA), U.S. Bureau of Land Management, the Smithsonian Institute, California State Parks, California Department of Transportation, and various private CRM and environmental firms. Ms. McDaniel McDevitt's professional experience in CRM provides significant knowledge and practical experience with state and federal regulations such as the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, and the California Environmental Quality Act (CEQA). Ms. McDaniel McDevitt has also served as an adjunct professor at community and state institutions for courses in physical and cultural anthropology, archaeology, and GIS.

Education

*California State University,
Northridge*

MA, Public Archaeology

MA, GIS (ABT)

BA, Anthropology

Certifications

*Registered Professional
Archaeologist (RPA)*

*CEQA Training through Advanced,
Association of Environmental
Professionals*

GIS Professional Certificate

*HAZWOPER Training,
Hydrogeologic*

Professional Affiliations

*Register of Professional
Archaeologists*

*American Anthropological
Association*

American Institute of Archaeology

California Geographical Society

American Planners Association

Society for American Archaeology

Society for California Archaeology

*Ventura County Archaeological
Association*

Select Project Experience

CEQA Compliance Monitoring Management and Reporting. San Luis Obispo County Community College District, Cuesta College North and South Campus. As project manager, managed monitoring efforts of improvements occurring at both the current San Luis Obispo campus and future Paso Robles campus. Involved regular monitoring, providing recommendations to construction and project management staff, assisting with implementing mitigation plan and providing District with field visit verification reports for compliance with CEQA reporting requirements.

Site Survey and Significance Evaluation CA-SBA-46, Goleta Sanitary District, Goleta, California. Serve as principal investigator and field director, designed and currently implementing evaluation to verify, in accordance with CEQA, the horizontal and vertical significance of the archaeological site CA-SBA-46 to assist the District in the design of infrastructure improvements. Assisting the District with proper adherence and implementation of Native American Consultation per AB-52.

Emergency FEMA Technical Support, Montecito Water District, Montecito and Santa Barbara County, California. As Cultural Resources Lead, managed the cultural resources efforts that Dudek performed in support of emergency technical services including intensive ground survey and site inventory in conformance with emergency permit applications related to Montecito Water District's emergency repair of water pipes destroyed or damaged by the catastrophic mudslides commencing January 9, 2018. The purpose of the study was to document cultural resources that may have been affected by the emergency repairs already completed and ongoing. The study tasks for this undertaking were carried out in a manner consistent with FEMA's regulatory responsibilities under Section 106 of the National Historic Preservation Act (36 CFR Part 800). Additional services include subsurface testing, significance evaluation, AB-52 consultation assistance, permit coordination support and services related to the issuance of permits from the following agencies: US Army Corps of Engineers, Central Coast Regional Water Quality Control Board, and the California Department of Fish and Wildlife.

On-Call Countrywide Archaeological Services, County of Santa Barbara, Flood Control and Water Conservation District, Santa Barbara, California. As Project Manager, currently manages Dudek's on-call archaeological, historical, and Native American services, including but not limited to monitoring, archaeological record searches, historical research, architectural history, surveys for both prehistoric and historical resources, extended Phase I surveys, test excavations, data recovery, Native American coordination, coordination with the Native American Heritage Commission, AB 52 support, treatment protocols, feasibility/concept plan studies and recommendations, hiring and management of applicable sub consultants and specialty disciplines as required, preparation of management plans, and design and implementation of mitigation methods.

Phase 3 Data Recovery Program CA-SBA-58 Marriott Residence Inn, Goleta, California. As laboratory manager, lead project analyst and on-call human osteologist, developed methodology for research design, supervised complete laboratory research, managed all specific collections for expert analysis, managed and trained 6 archaeological technicians for processing of archaeological remains, conducted complete faunal analysis of assemblage, conducted full analysis of recovered human remains and prepared remains for reburial, prepared final human osteological report and portions of the project's technical report .

Lower Arroyo Burro Open Space Phase I Archaeological Survey Report and Historic Structures and Sites Report and Arroyo Burro Restoration at Barger Creek, Santa Barbara, CA. As Project Archaeologist, conducted intensive ground survey to determine the potential of cultural resources within two project areas and support of Historic Structures and Sites Investigation for the City of Santa Barbara, Parks and Recreation, Creeks Division for restoration of entire Arroyo Burro Creek Restoration effort.

Phase 3 Data Recovery Program CA-SBA-59 Direct Relief Warehouse, Goleta, California. As laboratory manager and lead project analyst, developed methodology for research design, supervised complete laboratory research, managed all specific collections for expert analysis, managed and trained 6 archaeological technicians for processing of archaeological remains, conducted complete faunal analysis of assemblage, prepared portions of the technical report. Served as on-call human osteologist for project.

Las Positas Road at Cliff Drive Roundabout Phase I Archaeological Survey Report, Santa Barbara, CA. As project archaeologist conducted intensive ground survey to determine the potential of cultural resources within project area within right-of-way adjacent to significant prehistoric site, CA-SBA-575. Coordinated with City and Caltrans staff to define APE and composed report according to Caltrans requirements.

Ryan Munnikhuis

Associate Geologist

Ryan Munnikhuis is an associate geologist with experience evaluating and summarizing geology/soils, hydrology/water quality, hazards/hazardous materials, and utility-related impacts for California Environmental Quality Act (CEQA) documents. Mr. Munnikhuis has completed CEQA sections for a range of projects located throughout California, including commercial, residential, and public developments, as well as large-scale utility improvements.

Prior to joining Dudek, Mr. Munnikhuis worked with a public utility company in Santa Cruz County, evaluating and mitigating hazard trees near high-voltage utility lines. His work included the assessment and inventorying of hazard trees, global positioning system (GPS) mapping, compiling and preparing field reports, and auditing foresters and tree-contractors for accuracy of work. Mr. Munnikhuis also has previous experience selecting, caring for, and planting trees for a commercial nursery.

Education

*University of California, Santa Cruz
BS, Earth Sciences (Environmental
Geology concentration)*

Certifications

*HAZWOPER 40-Hour Training
Certified Arborist, No. WE-12919A*

Professional Affiliations

*International Society of Arboriculture
(ISA)*

Project Experience

City of Santa Barbara Police Station Tree Inventory (Cota Lot), Santa Barbara, California. Conducted a tree inventory survey for the Cota Commuter Lot in Santa Barbara to calculate the amount of biomass that would need to be offset as a result of project development. Work included identifying tree species, assessing tree height, measuring tree girth, estimating tree canopy length in both the north-south and east-west direction, and evaluating tree dieback percentage.

Relevant Previous Experience

2018 Accelerated Wildfire Risk Reduction (AWRR), Santa Cruz, California. Supervised fieldwork for an 11 member team of foresters in identifying, reporting, and mitigating vegetation hazards near high-voltage utility lines for a local utility company in Santa Cruz County. This work included auditing both foresters and tree contractors to verify that work was completed accurately and in compliance with local, state, and federal regulations. Fieldwork was coordinated with local and state agencies to ensure that all parties' needs were met. Additionally, led training seminars on identification and failure rates of local tree species for out-of-state foresters.

2017–2018 Expanded Electrical Vegetation Management (EEVM), Santa Cruz, California. Assessed trees near the high-voltage utility lines that posed a potential wildfire risk in high fire-threat areas as designated by the California Public Utilities Commission (CPUC) for a local utility company in Santa Cruz County. Once identified as a hazard, the tree's species, diameter, location, type of stress, and stem count were recorded, and vegetation management was prescribed based on the tree's condition. Other tasks performed involved compiling and evaluating data for detailed and accurate field reports, conducting vegetation and wildlife surveys, and using geographic information system (GIS) to generate site-specific maps for in-field data entry and analysis. Additionally, acted as a liaison between the property owners, tree contractors, and local utility company to ensure that all parties were satisfied.

Perry Russell, PG, CEG

Geologist

Perry Russell is a geologist with 32 years' experience, including more than two decades specializing in completing geology/soils, hydrology/water quality, hazards/hazardous materials, and utilities sections for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents. Mr. Russell has also completed erosion control studies, geologic hazards surveys, and Phase I environmental site assessments (ESAs).

Mr. Russell has completed CEQA sections for a wide range of projects located throughout California, including commercial developments, large-scale residential development, water supply projects, on- and off-shore telecommunication cable projects, wind farm projects, oil field development projects, a nuclear power plant project, and large-scale port redevelopment projects (including joint CEQA/NEPA projects). His NEPA experience has included projects for the U.S. Navy, Marines, Air Force (USAF), Army, Department of Energy (DOE), Bureau of Reclamation, and Bureau of Indian Affairs (BIA), on sites located throughout the western United States. These projects included water supply, construction, land withdrawal, and landfill projects, as well as a large-scale nuclear waste treatment.

Mr. Russell began his career as an engineering geologist, working for several years completing geologic/seismic reports, landslide investigations, fault studies, and geologic monitoring at large grading/ construction sites. His experience also includes 6 years working on projects involving soil and groundwater contamination.

Project Experience

Joint Space Operations Center EA, 14th Air Force, Vandenberg AFB, City of Santa Barbara, California. Evaluated potential impacts associated with erosion-induced sedimentation of nearby creeks and seismically induced ground shaking.

Santa Barbara Municipal Airport Aviation Facilities Plan EIR/EIS, City of Santa Barbara, California. Evaluated nonpoint source pollution as related to impacts on Goleta Slough.

City of Goleta Fire Station 10 EIR, City of Goleta, California. Evaluated geology/soils and hazards/hazardous materials impacts associated with construction of a three-bay, 11,600-square-foot fire station. Evaluated impacts associated with an on-site, unstable, erodible slope; and grading-induced erosion. Also evaluated soil contamination associated with a former fuel dispenser.

Large-Scale Residential Development EIRs, Santa Barbara County, California. Evaluated impacts associated with limited water supply, potential flooding, highly erodible soils, highly compressible soils, and slope instability for multiple projects, including:

- Rice Ranch Specific Plan EIR, Orcutt
- Bluffs at Mesa Oaks EIR, Mission Hills

Education

*California State University,
Northridge*

MS, Geological Resources, 1988

*University of California, Santa
Barbara*

BA, Geological Sciences, 1984

Certifications

*Professional Geologist (PG), CA No.
5777*

*Certified Engineering Geologist
(CEG), CA No. 1837*

- Mahoney Ranch EIR, Santa Maria
- Enos Ranchos Specific Plan EIR, Santa Maria
- Burton Ranch (Wye) Specific Plan EIR, Lompoc
- Clubhouse Estates EIR, Vandenberg Village
- The Residences at Sandpiper, Goleta

Environmental Quality Assurance Program (EQAP), Santa Barbara County Energy Division, California. Completed annual geologic hazard surveys along the Point Pedernales oil and gas pipelines in northern Santa Barbara County, from 2001 to 2016. Also completed third-party reviews of geotechnical reports and drainage plans for the EQAP.

Oak Tree Protection Program EIR, Santa Barbara County, California. Evaluated impacts associated with erosion and sedimentation of drainages due to removal of oak trees.

Santa Barbara County Stormwater Quality Regulations, California. Contributed to development of recommended changes to land use policies, design standards, and related land use ordinances related to stormwater quality in unincorporated urban areas of Santa Barbara County.

Goleta Water Pipeline EIR, U.S. Bureau of Reclamation, Santa Barbara County, California. Evaluated impacts associated with construction on very steep slopes, short-term erosion induced sedimentation of local creeks, and construction within paleontological sensitive bedrock materials.

Lopez Dam Seismic Retrofit EIR, Santa Barbara County, California. Evaluated impacts associated with changes in topography and water quality impacts due to construction-induced erosion.

State Water Pipeline Repair along Santa Ynez River MND, Central Coast Water Authority, Santa Barbara, California. The pipeline was in danger of rupture due to excessive headward erosion of a riverbank during heavy runoff. Evaluated impacts associated with potential erosion and slope instability during redirection of the river and slope stabilization.

Geotechnical Engineering Projects, Various Locations, California. Performed geotechnical investigations, including fault trenching, slope stability evaluations, corridor studies, groundwater evaluations, and geologic-seismic report preparation for properties in Los Angeles, Orange, Riverside, San Bernardino, Ventura, and Santa Barbara counties. Also completed geologic construction monitoring at large commercial grading sites.

Oil Seep Evaluation Associated with Property Transaction, Santa Barbara County, California. Evaluated the origin of an oil seep in proximity to a single-family residence, on a rural 5-acre property. Completed research in an effort to determine whether the seep was natural or associated with an oil well drilled on the property in 1929. Also evaluated the potential legal ramifications associated with potential future construction on the property, with respect to county and state regulations.

Santa Barbara City College Long Range Development Plan EIR, California. Evaluated potential impacts related to slope stability and construction-induced soil erosion.

Venoco Oil Pipeline from Ellwood Onshore Facility to All American Pipeline EIR, Santa Barbara County, California. Evaluated impacts associated with potential construction-induced erosion and siltation along numerous creek crossings.

*Perry Russell is not client facing, therefore he does not have direct project references.

Glenna McMahon, PE, CEM

Environmental Engineer

Glenna McMahon has 20 years' environmental consulting and project management experience. Ms. McMahon focuses on environmental engineering and hydrogeology, specifically hazardous waste investigation, monitoring and remediation, as well as litigation support. Her project experience includes environmental site assessments; soil, soil vapor and groundwater sampling and data evaluation; health risk assessments; evaluation, design and implementation of remedial alternatives; environmental compliance; and third-party evaluation of remediation expenditures. Ms. McMahon manages several projects that involve state or local regulatory oversight and assists clients with negotiations and compliance with regulatory requirements. She strives for a collaborative approach with regulators while advocating for practicable solutions for the project.

Education

*University of Vermont
BS, Civil and
Environmental Engineering*

Certifications

*Professional Engineer (PE),
CA No. 79742*

*Certified Environmental Manager
(CEM), NV No. 1974*

OSHA 40-Hour HAZWOPER

OSHA Site Supervisor

*RCRA and DOT Hazardous Waste
Manager Certification*

Project Experience

Hazards and Hazardous Materials Evaluations for CEQA Documents. Prepared hazards and hazardous materials sections for CEQA documents, as well as separate technical reports when required. Projects include Coast Community College District, Fullerton and Cypress College Master Plan, Western San Bernardino County Distribution System Infrastructure Protection Program, San Bernardino County Master Storm Water System Maintenance Program, Mira Costa Community College District, City of San Diego Municipal Waterways Maintenance Plan, Los Angeles Department of Public Works (various) and Los Angeles Department of Water and Power (various).

Former Kearney-KPF Facility, Stockton, California. Managing ongoing groundwater monitoring activities, groundwater remediation, and monthly and semi-annual reporting for chlorinated solvent- and 1,4-dioxane-impacted site. Prepared cost estimates, work plans, sampling and analysis plans, health risk assessments, health and safety plans, hazardous materials business plans, remedial action plans, conceptual site model, and post closure plans. Coordination with several interested parties – responsible party, current owner and numerous tenants, Department of Toxic Substances Control (DTSC) (lead agency), Regional Water Quality Control Board (RWQCB) and San Joaquin County Environmental Health Department. Prepared and coordinated renewals of RCRA Hazardous Waste Facility Post-Closure Permit, including negotiating terms of the permit with DTSC. Managed soil and soil vapor site-wide sampling, and subsequent soil vapor extraction pilot test. Managed installation, start-up and 24-hour operation of ultraviolet/oxidation groundwater treatment system. Maintained regulatory compliance with the RWQCB and DTSC requirements concerning prove-out process and full-scale operation. Maintained treatment system operations remotely from Encinitas, California. Coordinated with subconsultants including; drillers, electricians, construction companies, and systems designers regarding estimates, scheduling, and invoicing.

Reference: Ronald Burt, PG, PhD, raburt_pps@yahoo.com, 615.828.6126

Site Assessment and Investigation, Former Shooting Range, Highland, California. Prepared Phase I ESA. Prepared Phase II Sampling and Analysis Work Plan. Conducting soil sampling to assess the extent of metal- and PAH-impacted soil, with considerations for biological constraints. Coordinating with site owner (Bureau of Land Management), client (Department of Public Works), and regulatory agencies (DTSC and County Fire Department).

Reference: Michelle Derry, San Bernardino Department of Public Works, mderry@dpw.sbcounty.gov, 909.387.8114

Former ARCO Service Station, Excalibur Hotel and Casino, Las Vegas, Nevada. Managing ongoing groundwater monitoring and reporting, and operation of dual phase extraction remediation system. Oversee and prepare submittals to the Petroleum Fund for reimbursement for client. Coordinating with Nevada Division of Environmental Protection, numerous client personnel, and client's guests. Prepared conceptual site model and evaluation of remedial alternatives plan. Managed implementation of enhanced aerobic bioremediation and dual phase extraction pilot tests. Managed installation of groundwater wells. Prepared cost estimates, work plans, health and safety plans, remedial action plans, conceptual site model, and pilot study design and full-scale design reports for remediation alternatives. Coordinated subconsultants including; drillers, electricians, construction companies, waste management and systems designers regarding estimates, scheduling, and invoicing.

Reference: Rick Moore, Excalibur Hotel & Casino, rmoore@excalibur.com, 702.597.7427

Phase I ESA, Phase II ESA, California State University, Chico, California. Conducted Phase I ESA for the Facilities Management and Services Yard. Identified recognized environmental conditions, including a former crude oil tank and supply line associated with historical fruit canning operations, a former aboveground gas storage tank associated with a nearby manufactured gas plant, and three release cases, which involved impacts of fuel to the subsurface. Recommended a Phase II ESA to evaluate soil vapor, soil, and groundwater for volatile organic compounds, petroleum hydrocarbons, metals, methane and polycyclic aromatic hydrocarbons. Conducted the Phase II ESA, including preparation of a work plan detailing the sampling methods and procedures; preparation of a site-specific health and safety plan; obtaining appropriate permits for the work; overseeing a subsurface utility survey; collection of samples; coordination of disposal of investigation-derived waste; and evaluation of the data. Prepared a final report summarizing the work, findings and recommendations for management of impacted soil during construction.

Site Assessment, Remediation and Closure of former Agriculture Site, Carpinteria, California. As part of due diligence for a redevelopment project, Dudek conducted soil sampling in 2007 to investigate impacts from the former use of the site for agricultural purposes. Additional sampling to delineate the extent of impacts was recommended. The redevelopment project was resurrected in 2017 and Dudek was asked to conduct the additional site assessment, as well as facilitate a Remedial Action Agreement (RAA) with the site owner and Santa Barbara County Environmental Health Services (EHS), and prepare a Phase I ESA for CEQA purposes. Conducted the Phase I ESA. Coordinated implementation of the RAA. Prepared a soil sampling work plan, conducted the soil sampling, prepared a remedial action work plan, oversaw removal of lead- and pesticide-impacted soil, performed confirmation sampling and prepared a final report which included a request for regulatory closure. This work included coordination with the project owner, land owner, EHS and the Air Pollution Control District, as well as coordination of public noticing of the remediation. The site was granted closure by EHS in October 2018.

Phase I ESA, Phase II ESA, Santa Monica City Yard, Santa Monica, California. Conducted Phase I ESA as part of due diligence for CEQA. Conducted Phase II ESA to evaluate potential impacts from former manufacturing, former leaking underground fuel tanks and an adjacent wellfield impacted by volatile organic compounds (VOCs). Prepared work plan with consideration for existing closed landfill, obtained permits, performed utility clearance, collected soil and soil vapor samples, managed investigation-derived waste, and prepared final sampling report.

Environmental Site Assessments, California, Nevada and Hawai'i. Performed numerous Phase I ESAs, Hazardous Materials Technical Reports and Hazards Assessments throughout California, northwestern and southern Nevada, and Hawaii for sites ranging in size from a few acres to hundreds of acres. Sites included commercial and industrial properties, oil fields, residences, schools, universities, agricultural operations, undeveloped land, renewable energy facilities, hotels, and casinos. Reports were typically prepared for acquisition, funding or CEQA purposes.

Phase II Environmental Site Assessments, California. Evaluated and sampled impacted soil, soil vapor and/or groundwater at sites throughout California. Prepared reports which included evaluations of health risk. Proposed and managed remediation efforts. Coordinated with regulatory agencies. Sites included commercial and industrial properties, oil fields, residences, automotive businesses, schools, universities, agricultural operations, undeveloped land, and renewable energy facilities.

Former Petroleum Refinery, Site Assessment and Remediation, Ventura County, California. Managed waste removal during petroleum refinery decommissioning under EPA oversight. Conducted site assessment, soil sampling and oversaw removal of petroleum hydrocarbon-impacted soil.

Environmental Compliance and Monitoring, San Diego Association of Governments (SANDAG), San Diego County, California. Provided oversight, consultation, monitoring and sampling for SANDAG construction redevelopment projects in San Diego County. Provided emergency response to assess and sample contamination discovered during construction, recommend interim BMPs, and coordinate disposal. Attended project meetings. Reviewed and provided feedback on asbestos management plans and impacted soil reports. Oversaw field inspections, monitoring, and sampling.

Hazardous Materials Business Plan and EPA permitting, Production Facilities, San Diego, California. Prepared Hazardous Materials Business Plans for laser production facilities in compliance with San Diego County Certified Unified Program Agency requirements. Reviewed chemical inventory and prepared site maps, emergency response/contingency plans and employee training information. Assisted newer facility with obtaining EPA ID for management of hazardous waste.

Litigation Support, Torrance, Rialto, and Salinas, California. Provided litigation support for PRPs in Torrance, for the Goodrich Superfund Site in Rialto, and for Bridgestone Firestone in Salinas. Conducted soil, soil vapor and groundwater sampling. Evaluated groundwater flow directions, concentration trends, and historical uses for the project site and adjacent sites. Reviewed and evaluated costs for cost allocation mediation.

Baldwin Park Operable Unit, Azusa, California. Researched data for a PRP of the San Gabriel Valley Superfund Sites for cost allocation mediation. Assisted in data submission preparation, evaluating contaminant concentrations, and defending portions of contamination for which the site was responsible based on allocation stipulations.

Former Marley Cooling Towers Facility, Stockton, California. Researched remediation technologies including in situ redox manipulation for use at a site contaminated with hexavalent chromium. Oversaw sampling activities, reviewed lab and field data, and prepared groundwater monitoring reports.

Landslide Evaluation, Encinitas and Laguna Niguel, California. Researched water level and rainfall data for landslides in Encinitas and Laguna Niguel, California. Prepared data for litigation support.

Mark Storm, INCE Bd. Cert.

Senior Acoustician

Mark Storm is a senior acoustician with 28 years' experience as a noise control engineer specializing in environmental noise assessment, mechanical systems noise control and architectural acoustics. Mr. Storm evaluates noise impacts from residential, manufacturing, industrial (e.g., fossil-fueled and renewable power generation and transmission), municipal, and commercial facilities upon sensitive human and wildlife receptors. His services include development and direction of noise and vibration measurement and prediction programs, mitigation recommendations, participation in public meetings, and expert witness testimony. Mr. Storm has authored or managed many California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) noise technical reports and sections. He has also handled noise for several client Applications for Certification (AFC) brought before the California Energy Commission (CEC).

Education

*Massachusetts Institute of Technology
BS, Aeronautics and Astronautics,
1991*

Certifications

*Institute of Noise Control
Engineering (INCE) Board Certified
County of San Diego – Approved
CEQA Consultant for Noise*

Professional Affiliations

*INCE, Board of Directors, Vice
President of Public Relations*

Project Experience

Santa Barbara Emergency Generator Project, SCE, Santa Barbara County, California

Client Reference: Southern California Edison, Phuong Tran, 626-302-1212

Directed and conducted baseline noise field surveys, onsite noise monitoring of emergency generators at three SCE substation sites; provided predictive operation noise analysis (via 3-D modeling) and mitigation guidance at two of the studied sites to reduce noise emission to nearby residential communities.

2018 Long Range Development Plan EIR, University of California, San Diego. Directed operation (stationary and transportation sources) and construction noise impact analyses for update of UC San Diego long-range development planning of capital improvements and concurrent on-campus infrastructure development (e.g., Mid-Coast Trolley). The work included development of a cost-efficient campus-wide representative baseline sound level measurement survey, authorship of a noise technical report that included prediction results from usage of the Federal Highway Administration (FHWA) Traffic Noise Model (version 2.5), draft environmental impact report (EIR) noise section, and response to client and public comments.

Tajiguas Resource Recovery Project, Goleta, California. Predicted noise emission and potential environmental impacts of various materials recycling facility alternatives (and material haul routes) as part of EIR updating.

Bridge to Housing, City of Los Angeles – Bureau of Engineering (LABOE), California. Managed and performed baseline-sound-level surveys, construction noise and vibration assessments, mitigation planning, and technical memoranda for several navigation centers and temporary homeless shelter facilities across multiple Los Angeles community districts. Closely coordinated with LABOE staff and City of Los Angeles attorneys to develop defensible technical documents while meeting mayoral emphasis to address homeless crisis.

Juvenile Justice Campus Renovation, County of San Diego – Department of General Services, San Diego, California. Prepared noise section for CEQA Initial Study (IS), including study of proposed project changes to localized traffic flow noise, and increased outdoor ambient noise due to new HVAC systems, other electro-mechanical equipment, and vehicle back-up alarms. The multi-phased project would modernize juvenile detention facilities at the existing site north of the Birdland community of San Diego.

Qualcomm Stadium Replacement EIR, City of San Diego, California. Directed predictive 3-D noise models for analysis of multiple hosted events (pop music concert, motorsports, and football) to assess potential impacts to community due to proposed relocation of traditional San Diego Chargers stadium.

India Basin Development, Build and the San Francisco Recreation and Park Department (RPD), San Francisco, California. Directed and performed revisions to noise and vibration analyses and technical report sections in response to client and agency comments for the CEQA EIR of this mixed-use development project along Innes Avenue.

10 South Van Ness, 10 SVN LLC, San Francisco, California. Directed baseline ambient sound survey of proposed project area, authored noise technical report, and responded to client and agency comments for a CEQA Initial Study (IS).

Rowan Elementary School and Pacific View Leadership Elementary School Joint-Use Field Projects IS, San Diego Unified School District, San Diego, California. Directed operation and construction noise impact analyses, per CEQA, for new athletics fields at these two elementary schools.

Monterey Bay Regional Water Project, DeepWater Desal LLC, Monterey and Santa Cruz Counties, California. Authored EIS noise section that included construction and operation noise analyses for a desalination facility, intake/discharge pump stations, onsite data center, back-up gas-fired power generation, a substation, and three product water pipelines traversing two counties and five municipalities.

Heil Avenue Stormwater Rehabilitation, City of Huntington Beach, California. Directed baseline-noise-level surveys, predictive operation noise analyses via 3-D sound propagation models, and multi-phase acoustical guidance to AECOM team and client on design of a new pump station to replace existing stormwater pumping facilities.

Eastwood Recycled Water Pump Station, Irvine Ranch Water District, Irvine, California.

Client Reference: Irvine Ranch Water District, Richard Mori, 949-453-5300

Directed baseline-noise-level surveys, predictive operation noise analyses via 3-D sound propagation models, and multi-phase acoustical guidance to AECOM team and client on design of a new pump station surrounded by newly developed residential properties.

Baker Water Treatment Plant – Pump Building Acoustical Upgrades, Irvine Ranch Water District, Lake Forest, California. Managed investigation of multiple pump noise emission to surrounding community, performance of exterior and interior sound level surveys, development of sound insulation upgrade recommendations (based on 3-D predictive noise modeling), review of manufacturer-supplied submittals, and a post-installation community sound level measurement survey to confirm acoustical upgrade performance and effects.

California High-Speed Rail (Palmdale to Burbank Noise Technical Report), California High-Speed Rail Authority, Sacramento, California. Performed high-speed rail operation noise impact and mitigation (barrier) assessment with Federal Rail Administration (FRA) and Federal Transit Administration (FTA) techniques for the above-named proposed railway segment. Directed coordination of baseline outdoor ambient sound-level-survey location confirmation and field data collection and analysis.

Dennis Pascua

Senior Transportation Planner

Dennis Pascua is a senior transportation planner and Dudek's transportation services manager with over 25 years' experience in transportation planning/engineering throughout California. Mr. Pascua has successfully managed a variety of projects for local agencies and private developers, including traffic and circulation impact analyses and parking demand studies in both highly urbanized and rural areas. He is highly experienced with California Environmental Quality Act/National Environmental Policy Act and transportation topics and policies surrounding vehicle miles traveled (VMT), active transportation, and complete streets throughout California. Mr. Pascua also offers an international perspective, having managed transportation planning projects in the Philippines, Japan, and the United Arab Emirates.

Education

*University of California, Irvine
BA, Social Ecology (Environmental
Analysis and Design)*

Professional Affiliations

*Institute of
Transportation Engineers
American Planning Association
Association of
Environmental Professionals
Orange County Traffic
Engineering Council*

Project Experience

Montclair Place District Specific Plan, Montclair, California.

Reference: Noel Castillo, P.E., Public Works Director/City Engineer, (909) 625-9441, ncastillo@cityofmontclairorg

Managed the in-house Transportation team that prepared the Traffic Impact Analysis (TIA) that identified potential project-related traffic impacts associated with the buildout of the Montclair Place District Specific Plan (MPDSP), on an approximately 104.35-acre project site in downtown Montclair. A key feature of the MPDSP would provide for the demolition of all or a portion of the existing mall, some or all appurtenant free-standing outbuildings, and portions of the existing surface parking lots, to construct a pedestrian-oriented, mixed-use downtown district, with structured parking facilities through a series of planned phases. At buildout of the MDPSP, the following uses would be operating on the project site: 5,366 mid-rise residential units; 955 high-rise residential units; 331,056 square feet (SF) of general office; 201,452 SF of medical offices; a 250 room hotel; 74,030 SF of civic uses; 1,170,853 SF shopping center uses; 72,682 SF of retail uses; and, a 109,836 SF movie theater. The TIA was prepared per the requirements of the City, San Bernardino County Transportation Authority (SBCTA), and Caltrans requirements; and, included a vehicle miles traveled analysis per Senate Bill 743 (SB 743).

Department of Motor Vehicles Reedley Field Office Replacement, Reedley, California

Reference: Pat Kelly, (916) 210-1825, patricia.kelly@cpuc.ca.gov

Managed the in-house Transportation team that prepared the TIA for the replacement of a Department of Motor Vehicles (DMV) field office in the City of Reedley. The proposed project would consist of construction of a new approximately 13,701-square-foot, single-story DMV field office with an attached carport and associated on-site circulation and landscaping improvements. The new field office would accommodate the existing daily staff (22) as well as additional staff for a total of 24 proposed staff, and it would serve up to 436 customers on opening day, which is greater than the same number of customers it is currently serving (400). The number of transaction windows would include 13 windows (4 more than the existing DMV), the Start Here terminals, and the consultation workstation. The TIA was prepared in consultation with the City of Reedley Public Works Director.

LADWP On-Call Environmental Services, Los Angeles, California. Managed Traffic Impact Analysis (TIAs) for the following projects prepared under an on-call contract with the City of Los Angeles Department of Water and Power (LADWP), the nation's largest municipal utility: Power Plant 1 and Power Plant 2 Transmission Line Conversion; Tujunga Central Groundwater Station; North Hollywood Groundwater Station; De Soto Avenue Trunk Line Replacement; De Soto Water Tanks; and Van Norman Complex Vegetation and Maintenance Projects. The TIAs prepared, or currently being prepared, involve the analysis of construction-related traffic and potential lane closures on major public thoroughfares. Construction mitigation measures include the preparation of a Construction Traffic Management Plan that includes traffic control plans for roadway construction, and transportation demand management for construction worker traffic. Dudek has also coordinated with the Department of Transportation and Bureau of Engineering on those projects.

Gen-Tie Routes for Edwards Air Force Base Solar Enhanced Use Lease Project, Kern County, California. Managed the in-house Transportation team that prepared a traffic impact analysis (TIA) that identified potential construction-related traffic impacts associated with the proposed 230-kilovolt gen-tie route options that would connect the Edwards Air Force Base (EAFB) solar generation site with the existing Westwind Substation in the first phase of the project, and to the Southern California Edison Windhub Substation in subsequent phases of the project. The project impacts were evaluated under CEQA and NEPA. This project is located south of the Sanborn Solar and Gen-Tie project. The TIA evaluated existing traffic conditions, including roadway segment and intersection levels of service along or in proximity to the gen-tie route options; estimated trip generation and trip characteristics for construction-related activities of the gen-tie options; analyzed the potential for traffic impacts to occur as a result of construction of the gen-tie; described the significance of the potential impacts; and, identified mitigation measures, for construction-related traffic impacts.

LACSD On-Call Environmental Services, Los Angeles County, California. As part of an on-call contract with the Los Angeles County Sanitation Districts (LACSD), Mr. Pascua managed the TIA for the Stormwater Capture System at Puente Hills Material Recovery Facility in County Sanitation District No. 2 to meet the Industrial General Permit's industrial stormwater requirements. The project would primarily involve construction of a proposed basin and supporting conveyance facilities (piping) that would involve grading, excavating, and fencing. The TIA analyzed the potential traffic impacts for the temporary construction phase of the project, which would generate construction-related traffic (due to construction workers, vendor trucks, and haul trucks) to and from the project site.

Marsh Park Access Evaluation and Recommendations, Mountains Recreation and Conservation Authority, Los Angeles, California. Conducted an evaluation of the existing access conditions at the driveways in Marsh Park in the City of Los Angeles. The project was intended to address safety concerns at the park access including obstructed sight distance, failure of vehicles to yield to bicyclists and pedestrians, and lack of visibility for drivers to see when park gates are closed. Provided recommendations to improve safety for park users including placement of stop signs, reflective markers for park gates, and signage to alert drivers to the presence of pedestrians. Recommendations were made consistent with guidance provided in the California Manual of Uniform Traffic Control Devices.

Relevant Previous Experience

- Jensen Solids Handling Facility Canoga Park, Metropolitan Water District, Los Angeles, California
- LA Trade-Technical College Master Plan, Los Angeles Community College District, California
- Recology Materials Recovery Facility (MRF) Expansion, Sun Valley, California

Scott Eckardt, RPF

Project Manager, Licensed Forester

Scott Eckardt is a project manager, licensed forester, and certified wildland fire manager with over 20 years' professional experience in the natural resource management field. He specializes in fire protection planning, fire hazard assessment, and forest/woodland management in open space and wildland urban interface (WUI) areas throughout California. Project experience includes assessment of fire and fuel hazard conditions; WUI inspections for local fire departments; preparation of fire protection plans (FPPs), community wildfire protection plans (CWPPs), and vegetation management plans (VMPs); modeling fire hazard and fire behavior; global positioning system (GPS) mapping; environmental monitoring; and preparation of assessment reports, forest and fuel management plans, and California Environmental Quality Act (CEQA) technical documents. In addition, he routinely uses geographic information system (GIS) to analyze resource data, prepare project plans, develop project maps, conduct project impact analyses, evaluate mitigation opportunities, and model fire behavior and wildfire hazard conditions. Mr. Eckardt previously worked for the California Department of Forestry and Fire Protection (CAL FIRE) in South Lake Tahoe, where he conducted fuel reduction, vegetation thinning, and forest rehabilitation projects.

Education

*California State University,
Long Beach
MA, Geography, 2006*

*California Polytechnic State
University, San Luis Obispo
BS, Forestry and Natural Resources
Management, 1998*

Certifications

*Registered Professional Forester
(RPF), No. 2835*

*Certified Arborist, No. WE-5914A
Association for Fire Ecology Certified
Wildland Fire Manager*

Professional Affiliations

*Cal Poly Forestry and Natural
Resources Management Department
Advisory Council*

*Society of American Foresters
International Society of Arboriculture
(ISA)*

Project Experience

Community Wildfire Protection Plan (CWPP) Preparation and Unit Fire Plan Update, San Luis Obispo County Fire Department/CAL FIRE, San Luis Obispo County, California.

Contact: Greg Alex, Deputy Chief, CAL FIRE, (805) 528-2161, greg.alex@fire.ca.gov

Served as the project manager and prepared the countywide unit fire plan and CWPP document for San Luis Obispo County. This project is the first effort in the state to integrate CAL FIRE unit planning and CWPP efforts with the intent of creating a community-focused fire planning document. The plan used CalMapper data sets to evaluate fire hazard and prioritize fuel reduction efforts to minimize wildfire risk. The plan is dynamic and will allow for integration of priorities from local, state, and federal agencies and serve as a mechanism for acquiring federal funding for hazardous fuel reduction projects. The project was completed in August 2012.

Community Wildfire Protection Plan (CWPP) Preparation, City of Santa Barbara, California.

Contact: Amber Anderson, Wildland Fire Specialist, Santa Barbara City Fire Department, (805) 564-5720, aanderson@santabarbaraca.gov

Serving as the lead analyst and preparing a City-wide CWPP consistent with the 2003 Healthy Forest Restoration Act. The CWPP identifies areas of the City at risk from wildfire and integrates a community-based approach to

project identification, fuel treatment, and community prioritization. The project also involved significant GIS-based mapping and modeling of fire behavior, as well as coordination between community stakeholders. The CWPP is currently being prepared and will make recommendations regarding actions the City can take to reduce the risk of wildfire to the community.

WUI Fuel Hazard Assessment, City of Newport Beach, California.

Contact: Raymi Wun, Life Safety Specialist, Newport Beach Fire Department, (949) 644-3110, rwun@nbfd.net

Responsible for inspecting, mapping, and documenting hazardous fuel conditions within the WUI protection area of the Nbfd. This is an ongoing, annual project entering its tenth year, which involves determining property compliance with City of Newport Beach fuel management codes. Existing native and non-native vegetation conditions—including species, density, and continuity—are evaluated on the basis of currently adopted fire codes, and prescriptions are made for required corrective actions. Field mapping efforts are enhanced by utilization of GIS, digital aerial photography, and GPS technology to capture site-specific resource data. Data are also prepared for integration into the city's GIS by linking field condition descriptions with geographic reference information, allowing access to relevant site information. Follow-up inspections are also conducted as a part of the annual inspection cycle to verify whether fuel reduction efforts have or have not been completed.

Teague Hill Shaded Fuel Break Project, Fire Safe San Mateo, San Mateo County, California. Mr. Eckardt managed preparation of an Environmental Review Report Form (ERRF) per CAL FIRE standards to evaluate the environmental effects of fuel management activities being conducted by Fire Safe San Mateo within the Teague Hill Preserve, owned by Midpeninsula Open Space District. This project was funded by a CAL FIRE Fire Prevention Program Grant and project tasks involve conducting forest resources and fuels surveys and biological and archaeological resources field surveys to evaluate potential constraints to proposed fuel reduction activities. Preparation of the ERRF form was conducted for project-related environmental compliance under the California Environmental Quality Act.

Vegetation Management Plan, City of Oakland, California. Currently preparing a Vegetation Management Plan (VMP) for the City of Oakland Fire Department. Scope of the VMP covers nearly 2,000 acres of City-owned land, along with over 300 miles of roadside treatment areas in the City's designated Very High Fire Hazard Severity Zone. The VMP will outline vegetation management techniques and standards to reduce the likelihood of extreme fire behavior and promote public and firefighter safety. The management recommendations included in the VMP draw on field data, research, principles of vegetation/fuels management, and the results of GIS-based fire behavior modeling using Flam Map software. Prioritization of vegetation treatment areas will consider these variables as well as the size, physical characteristics, and spatial distribution of City-owned parcels throughout the VMP area.

Wildfire Specialist, Hazard Mitigation Grant Program (HMGP) Feasibility and Effectiveness Reviews, FEMA Regions IX and X. Mr. Eckardt supports the HMGP review process for FEMA Regions IX and X by conducting initial reviews of subapplications for wildfire mitigation projects, focusing on evaluating whether proposed projects meet FEMA standards for inclusion in the HMGP, whether the projects were feasible, and whether the projects would effectively mitigate wildfire hazard. Mr. Eckardt also coordinated with other members of the review team and ran BCA reviews where necessary and where project documentation supported a re-analysis.

Professional Forestry Services for Fuel Management Grant, City of San Carlos, California. Mr. Eckardt managed planning and environmental review services in support of a FEMA grant-funded fuel management project being implemented by the City of San Carlos. The project involved field assessment, biological and cultural resource surveys, and environmental review under the California Environmental Quality Act (CEQA). Proposed fuel management activities are planned on approximately 100 acres of community open space in the City's wildland urban interface (WUI) and include grazing, brush and tree thinning/pruning, herbicide treatment of invasive species, and vegetation chipping and mastication.



Appendix B

Cost

Cost Table

| Employee | Jane Gray | Jessica Foley | Heather Moine | Adam Poll | Nicholas Lorenzen | Heather McDevitt | Perry Russell | Glenna McMahon | Mark C Storm | Dennis M Pascua | Scott Eckardt | James Lin/Ryan Munnikhuis | Chelsea Ringenback | Spenser Lucarelli | Labor Hours | Labor @ Billing Rates | Sub-Consultant COST | Sub-Consultant BILLING | Total |
|--|----------------------|----------------------|---------------|--------------|-------------------|------------------|----------------|-------------------------------------|-----------------------|----------------------|----------------------|---------------------------|----------------------------|-------------------|-------------|-----------------------|---------------------|------------------------|------------------|
| Billing Category | Senior Specialist IV | Senior Specialist IV | Specialist V | Specialist V | Specialist I | Specialist III | Specialist III | Principal Hydrogeologist/Engineer I | Senior Specialist III | Senior Specialist IV | Senior Specialist II | Analyst III | Publications Specialist II | GIS Specialist IV | | | | | |
| % Used on job | 8% | 14% | 5% | 6% | 6% | 11% | 2% | 1% | 6% | 2% | 2% | 29% | 7% | 2% | | | | | |
| Task | 230.00 | 230.00 | 180.00 | 180.00 | 130.00 | 160.00 | 160.00 | 250.00 | 220.00 | 230.00 | 200.00 | 100.00 | 95.00 | 160.00 | | | | | |
| Task 1: Project Kick-Off | 1 | 4 | | | | | | | | | | 1 | | | 6 | 1,250 | | - | 1,250 |
| Task 2: Peer Review District-Prepared Technical Analysis | | 2 | | 1 | 1 | 1 | 1 | | | | | 2 | | | 8 | 1,290 | | - | 1,290 |
| Task 3: Technical Analysis | | | 12 | 12 | 12 | 30 | | | 16 | | | | | | 82 | 14,200 | 4,000 | 4,000 | 18,200 |
| Task 4: Draft IS/MND | 10 | 16 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 4 | 4 | 60 | 8 | 5 | 131 | 19,440 | | - | 19,440 |
| Task 5: Admin Final IS/MND | 8 | 8 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 16 | 8 | 2 | 60 | 9,780 | | - | 9,780 |
| Task 6: Final IS/MND and NOD | 2 | 2 | | | | | | | | | | 10 | 6 | | 20 | 2,490 | | - | 2,490 |
| Task 7: Attend Project Progress Meetings | 2 | 4 | | | | | | | | | | 8 | | | 14 | 2,180 | | - | 2,180 |
| Task 8: Project Management | 4 | 12 | | | | | | | | | | | | | 16 | 3,680 | | - | 3,680 |
| Total Hours | 27 | 48 | 18 | 19 | 19 | 37 | 7 | 4 | 20 | 6 | 6 | 97 | 22 | 7 | 337 | 54,310 | | | 63,310 |
| Total Billing | 6,210 | 11,040 | 3,240 | 3,420 | 2,470 | 5,920 | 1,120 | 1,000 | 4,400 | 1,380 | 1,200 | 9,700 | 2,090 | 1,120 | | 54,310 | 4,000 | 4,000 | \$ 63,310 |



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Kailua, O'ahu

OREGON

Portland

FLORIDA

Lake Worth Beach

RESOLUTION NO. 2020-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSAL
FROM DUDEK FOR ENVIRONMENTAL SERVICES INCLUDING TECHNICAL
STUDIES AND RELATED STATE, REGIONAL, AND FEDERAL PERMIT
APPLICATIONS FOR THE MACHADO WASTEWATER TREATMENT FACILITY
EXPANSION AND UPGRADE**

WHEREAS, The expansion and upgrade of the Machado WWTF has been a recognized need of the District for several years and is identified in the recently updated Water & Wastewater Masterplan.; and.

WHEREAS, In June 2018, the District received a formal letter from the California Water Boards Central Coast Regional Water Quality Control Board (CWB) stating a Wastewater Treatment Plant expansion is required for treatment of effluent quality; and

WHEREAS, In February of 2020, the District released a formal Request for Proposal for an Environmental consultant to provide environmental services, including technical studies and related state, regional and federal permit applications for the Machado Wastewater Facility Expansion and Upgrade; and

WHEREAS, At the end of the proposal period four proposals that met all the requirements of the RFP and Dudek was to lowest proposed cost of all the proposals at \$71,900; and

WHEREAS, the District Board of Directors formally approves the Proposal from Dudek to provide environmental consultant to provide environmental services, including technical studies and related state, regional and federal permit applications for the Machado Wastewater Facility Expansion and Upgrade as outlined in the approved RFP; and

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

Signatures on next page

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

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 23rd day of April 2020.

Rob Roberson, Interim General Manager

Ashley Sangster, Board President

ATTEST:

Douglas L. White, District General Counsel



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

April 23, 2020

AGENDA ITEM: XI-9

SUBJECT: Approve an Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2019 Edition of the California Fire Code Including Articles, Appendices, Amendments, Errata Appendix's A-N and Local Ordinance 01-2020 in addition to California Building Code Section 7A and Local Ordinances.

RECOMMENDATION:

Approve An Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2019 Edition of the California Fire Code Including Articles, Appendices, Errata in addition to California Building Code Section 7A and Local Ordinances Approve the 2019 California Fire Code including Amendments, Errata, Appendix's A-N and Local Ordinance 01-2020.

The purpose of this ordinance is to formally adopt the 2019 California Fire Code including Amendments, Errata, Appendix's A-N and Local Ordinance 01-2020 as the bases for all Fire, Life & Safety items for the purpose of ratification by the County of San Luis Obispo Board of Supervisors.

The District has been operating on the 2019 California Fire Code including Local Ordinance 02-2019. It is the District's responsibility to adopt use of the California Fire Code every three (3) years, and as necessary throughout the code cycles. The District must include any Local Ordinances at the time of current Code adoption. The purpose of adopting Local Ordinances is to assure that the Fire, Life & Safety issues directly related to the Agency Having Jurisdiction (AHJ) are properly mitigated to the best of the AHJ's ability.

In order to remain in compliance with current County and State Regulations it is necessary to adopt the current California Fire Code in its entirety including all Amendments, Errata, Appendix's A-N and Local Ordinance 01-2020

Fiscal Impact:

There is no negative fiscal impact.

PREPARED BY:

Scott Young

APPROVED BY:

Rob Roberson

ORDINANCE NO. ~~021-2020~~19
AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
ADOPTING AND AMENDING THE 2019 EDITION OF
THE CALIFORNIA FIRE CODE INCLUDING ARTICLES, APPENDICES, ERRATA
CALIFORNIA BUILDING CODE SECTION 7A AND LOCAL ORDINANCES.

WHEREAS, the San Miguel Community Services District (“District”) Board of Directors (“Board”) finds that modifications need to be made to the District’s current Fire Code; and

WHEREAS, the District’s Fire Code ~~was updated and adopted in 2019~~ ~~has not been updated since 2013~~, and requires revisions as the law has changed over time; and

BE IT ORDAINED by the Board of Directors of the San Miguel Community Services District as follows:

Section 1. Purposes and Authority.

The Board of Directors of the San Miguel Community Services District (“District”) hereby adopts the 2019 Edition of the California Fire Code (“CFC”), which includes Articles, Appendices and Errata, with certain amendments and exceptions. The amendments and exceptions as outlined in Section 5 of this Code, are for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Each and all of the regulations, provisions, conditions, and terms of the “California Fire Code”, 2019 Edition, on file in the District Office, are hereby referred to and made a part hereof as if fully set out in this Ordinance, except as otherwise provided in this Ordinance.

Section 2. Repeal of Any Previously Adopted Ordinance

Ordinance No. ~~021-2019~~3, and or any previously adopted Ordinance adopted by the Board of Directors of the San Miguel Community Services District is hereby repealed in their entirety.

Section 3. Establishment and Duties of Bureau of Fire Prevention.

The California Fire Code shall be enforced by the San Miguel Community Services District’s Fire Department (“Fire Department”). The Bureau of Fire Prevention is hereby established and shall operate under the supervision of the District’s Fire Chief. The Fire Chief may assign such members of the Department as inspectors as necessary.

Section 4. Amendments and Exceptions to the 2019 Edition of the California Fire Code.

Pursuant to Ordinance No. ~~012-2020~~19, the Board found that because of certain local climatic, geological and topographical conditions existing within the District, more stringent building standards relating to Fire, Life and Safety than those standards adopted by the State of California Fire Marshal and contained in the California Building Standards Code are necessary for fire

Commented [ED1]: Tamara – can you double-check the Ordinance numbers? This proposed is 01-20209, but here is referenced 01-2020. Should that have been 01-2019? The five digit number vs. the four digit numbers are standing out as possibly a typographical error.

Commented [FP2R1]: This is correct. It was an error on my end. The 9 on the top of the page should have been struck out.

protection within the District. Ordinance 012-202019, and the findings contained therein, are hereby incorporated by reference. The following amendments and exceptions to the 2019 California Fire Code, are therefore hereby made:

1) ESTABLISHMENTS OF LIMITS IN WHICH STORAGE OF EXPLOSIVES AND BLASTING AGENTS IS TO BE PROHIBITED.

Storage of explosives and blasting agents are prohibited in the District boundaries. Chapter 56 of the 2019 California Fire Code provides the specific limitations.

2) ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUIFIED PETROLEUM GASES IS PROHIBITED.

The installation of any liquid petroleum gas tank over five hundred (500) gallons (1893 liters) water capacity is prohibited within the District boundaries.

3) LOCATION WHERE ABOVEGROUND TANKS ARE PROHIBITED

Storage of Class I and Class II liquids in aboveground tanks outside and/or inside of buildings are prohibited within the District boundaries.

a) Exception: Tanks for emergency power generators, which are integrated into the generator assembly, may be above ground. These installations must be reviewed and approved by Fire Chief prior to installation.

4) FIRE PROTECTION SYSTEM AND EQUIPMENT

The District Fire Chief or designee shall designate the type and number of fire appliances to be installed and maintained in and upon all buildings and premises within the District's jurisdiction other than in private dwellings. This shall be done according to the relative severity of probable fire, including the rapidity with which it may spread. All determinations shall be made based on the California Fire Code Section 9; however, the Fire Chief or his or her designee may determine that additional devices may be deemed necessary due to a specific condition on the property such as access issues or a specific hazard. Such appliances shall be of a type suitable for the probable class of fire associated with such building or premises and shall have approval of the District Fire Chief. Portable fire extinguishers shall be in accordance with 2019 California Fire Code Chapter 9. The minimum fire extinguisher requirement shall be one (1) 2A10BC fire extinguisher for every seventy-five feet (75') of floor travel. Location of the fire extinguisher is to be determined by the Fire Chief.

5) AUTOMATIC FIRE EXTINGUISHING SYSTEMS.

In addition to the requirements of 2019 California Fire Code, Chapter 9 an automatic fire extinguishing system shall be installed in the occupancies and locations as set forth below:

a) New Construction. An automatic fire extinguishing system shall be installed and

maintained in all new buildings in “A,” “B,” “C,” “E,” “F,” “H,” “I,” “M,” “R,” “S” and “U” (when “U” structure is attached to an “R”) occupancies as defined by the California Uniform Building Code, regardless of type of construction or floor area, for which any Building Permit is issued after the effective date of this Ordinance.

Exception:

Detached Group B, C, M occupancies not exceeding five hundred (500) square feet and located at least ten (10) feet from adjacent buildings and five (5) feet from adjacent property lines;

Note: “U” occupancies converted to conditioned habitable space will be required to install an automatic fire extinguishing system.

- b) Existing Construction. Unless the 2019 California Fire Code is more restrictive, an automatic fire extinguishing system shall be installed in all existing buildings or structures where proposed or ongoing additions, seismic retrofit, alterations or repairs are commenced over a three-year period, which meet one or more of the following:
- i) Increases total floor area of structure by more than 25%,
 - ii) Have a total floor area exceeding two thousand five hundred (2,500) square feet,
 - iii) When a second story or higher is added,
 - iv) When occupancy change increases fire risk or hazard

EXCEPTIONS

- i) When a proposed addition is less than 25% of current total floor area of existing building in all occupancies
 - ii) In single family residences of less than 2,500 square feet the proposed addition can be 25% of current floor area.
- c) Regardless of additions, alterations or repairs in existing sprinklered buildings, sprinkler coverages shall remain as per the 2019 California Fire Code and the National Fire Protection Association 13, 13R, or 13D standards, which ever are applied by the Fire Chief.
- d) Plans for Automatic Fire Extinguishing Systems. Plans for all automatic fire extinguishing systems shall be required to be reviewed and certified by a third-party Fire Protection Engineer (at the individual’s cost) and submitted for approval by the District Fire Department prior to installation. Plans are subject to all plan check and inspection fees as per the current fee schedule. The automatic fire extinguishing system shall conform to the most current requirements of the California Fire Code, State Fire Marshal regulations and requirements of the National Fire Protection Association Codes and Standards (NFPA 13, 13R or 13D).
- e) All automatic fire extinguishing systems shall be supervised by a U.L. approved central, proprietary or remote station service or a local alarm that provides an audible signal at a constantly attended location.
- f) All mechanical equipment located in a concealed space shall have a 200-degree pilot head

located at an elevation no more than 18 inches below the highest elevation of the concealed space above the unit and no further than 3 feet away from the unit. Any piping located above the building insulation level shall be insulated.

Exceptions:

- i) Isolated specialty systems such as a paint spray booth or other small systems as approved by the Fire Chief, unless the entire occupancy is equipped with an automatic fire extinguishing system.;
- ii) ~~R-3 occupancies with less than fifty (50) heads~~

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6) VENTILATING HOOD AND DUCT SYSTEMS

A type 1 ventilating hood and duct system shall be installed and maintained, in accordance with the California Fire Code Chapter 6, California Mechanical Code and National Fire Protection Association 96 for commercial-type food heating processing equipment that produces grease-laden vapors. Cooking facilities in existing occupancies shall be required to be in compliance of this section when building alterations, which require a building permit, occur.

a) PROTECTION OF EXISTING NON-U.L. 300 LISTED FIRE PROTECTION SYSTEMS.

A fire extinguisher listed and labeled for Class K fires shall be installed within thirty (30) feet of existing commercial deep fat frying equipment. An approved U.L. three hundred (300) listed fire-protection system shall be installed in an existing facility when one or more of the following is met:

- i) Change in cooking medium,
- ii) Change of ownership,
- iii) Any modification to system,
- iv) Any system that cannot be serviced due to unavailability of parts, or
- v) Any system that has lost its rating.

b) NEW HOOD EXTINGUISHING SYSTEMS

Prior to the installation of any new hood extinguishing system, the owner or contractor shall submit the plans of the proposed installation to the San Miguel Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule, which may be amended by the Board from time to time. Plans for all hood-extinguishing systems shall be required to be reviewed and certified by a Fire Protection Engineer prior to being submitted to the Fire Department. The information required to be included in the plans must include:

- i) Make and model of system;
- ii) Site location of system and type of chemical used;
- iii) Size of Hood;
- iv) Number, type, and location of appliances covered;
- v) Number, type, and location of nozzles;
- vi) Number and location of heat detectors;
- vii) Location and length of run piping and conduit;

- viii) Type, size, and location of gas shut-off valve;
- ix) Location of manual pull station including elevation of installation;
- x) Location of emergency exits;
- xi) Location of hood within the structure;
- xii) Manufactures specifications information for all items and devices being installed;
- xiii) Manufactures specifications for all appliances (except electric ovens); and
- xiv) Location of class “K” extinguisher if applicable.

Plans are required prior to modification of an existing system. A description of the modified plans shall be submitted prior to the commencement of any modifications or alterations to the system to the Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule.

Upon completion of installation of a new hood extinguishing system, a system test is required. The test shall be what is commonly referred to as a “Balloon Test”, or what is recommended by the system manufacturer if a “Balloon Test” is not feasible. In any case, the test shall check the operation of the manual pull station, if installed, the mechanical pneumatic or electric energy shut-off valve, and the piping, distribution and nozzle system.

7) FIRE RETARDANT ROOFING MATERIALS REQUIRED

Because of local climatic conditions, it is necessary that roof coverings for all new buildings and for any re-roofing of existing buildings within the District be no less than Class C, regardless of building type or occupancy. Reference California Building Code Chapter 15 Section 1504 & Chapter 7A Section 705A.

8) FIRE APPARATUS ACCESS ROADS - GRADE.

The District shall conform with 2019 California Fire Code Chapter 5 Section 503.2.7 and Appendix “D”; however, portions of these sections shall be revised to read as follows: The standard grade for all roads, streets and driveways shall not exceed twelve percent (12%). The District Fire Chief or his/her designee may approve grades between twelve percent (12%) and twenty percent (20%) with a “non-skid” asphalt or concrete surface, which shall not exceed 500 feet in length.”

9) KEY BOXES.

When access to or within a structure or an area is unduly difficult because of secured openings, or where immediate access is necessary for lifesaving or firefighting purposes, the District Fire Chief is authorized to require a key box (“Knox Box”) to be installed in an accessible location. This box is to contain the keys necessary to gain access for lifesaving or firefighting purposes.

10) FIRE HYDRANTS.

The requirements of 2019 California Fire Code [Chapters 1, 5, and 9](#) as well as Appendix C

& CC shall apply to fire hydrants. The type of hydrant to be used shall be determined and installed pursuant to District water standards for installation of a fire hydrant. All fire hydrants are to be identified in the roadway by “blue” reflective markers with a minimum dimension of three (3) inches (“Botz Dot”). [UFC/CFC 901.4.3]

- a) Public Hydrants. All barrels are to be safety yellow in color. The tops and nozzle caps shall be painted with the following capacity-indicating color scheme to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition.
 - Class AA-Light Blue - Rated capacity of 1500 gpm or greater
 - Class A-Green - Rated capacity of 1000-1499 gpm
 - Class B-Orange - Rated capacity of 500-999 gpm
 - Class C-Red - Rated capacity of less than 500 gpmColors to be “Safety” colors
- b) Classifications. The classification and marking of hydrants provided herein anticipate determination based on individual flow test. Where a group of hydrants may be used at time of fire, some special marking designating group flow capacity may be desirable.
- c) Private Hydrants/on-site fire supply systems. On-site private hydrants and fire supply systems shall meet standards set forth in the San Miguel Fire Department’s and San Miguel Community Services District’s Standards, Specifications and Drawings, unless otherwise approved by Fire Chief. All barrels are to be safety red in color. All underground piping supplying fire sprinkler systems shall be minimum class two hundred (200) piping.
- d) Clear space around hydrants and fire protection equipment. A minimum three (3) foot clear space shall be maintained around the circumference of any fire hydrant, fire department connection or fire protection control valve, or any other fire protection system component

11) PREMISE IDENTIFICATION.

Approved numbers or addresses shall be placed on all new and existing buildings or premises in such a manner and position as to be plainly visible and legible from the street or road fronting the property. Numbers shall be at least four (4) inches in height for residential applications and at least six (6) inches in height for commercial and multifamily applications. Each unit of a commercial or multifamily complex must be independently addressed. Numbers and letters shall contrast with their background and be reflective or illuminated. In some cases, addresses may be required to be placed at the street and on individual structures.

12) FIRE DEPARTMENT ACCESS ROADS

When required, approved signs or other approved notices shall be provided and maintained for fire apparatus access roads to identify such roads and prohibit the obstruction thereof. All signage shall include the California Vehicle Section and San Luis Obispo County Roads

signage standards allowing for enforcement.

13) BUILDING OR PROPERTY DAMAGED BY FIRE

An owner, occupant or other person, having under his/her control any property or materials on property damaged by fire, when access by the public is possible, shall secure the property by boarding up all openings, fencing, barricading or other appropriate measures as directed by the Fire Chief or the Fire Prevention Officer within forty- eight (48) hours after the incident.

Within thirty (30) days after written notice to do so has been served, all debris and/or materials shall be removed from the property or proof furnished that contractual arrangements have been made for demolition, replacement or repair of all fire damaged structures remaining on the property involved in the fire.

14) WILDLAND URBAN INTERFACE

When determined by the Fire Chief or designated Fire Prevention Officer, structures built in potentially high-risk fire areas shall comply with the 2019 California Fire Code Chapter 49 and 2019 California Building Code Chapter 7A either in full or in part as deemed appropriate.

15) ITEMS REQUIRING PLAN SUBMITTAL AND OR INSPECTIONS

- a) Plot Plans for any proposed housing tracts, multifamily housing project, commercial or educational facility.
- b) Fire Sprinkler Plans for any single-family dwelling, multifamily housing projects, commercial or educational facility.
- c) Any modifications to an existing fire sprinkler system.
- d) Any new fire sprinkler system installation.
- e) Any new fire alarm systems being installed, or any existing fire alarm system being modified.
- f) Any new commercial ventilation hood system being installed or modified.
- g) New photovoltaic systems.

All items requiring submittal or inspections are subject to fees as set forth in the current Fee Schedule.

16) SALE AND USE OF “SAFE AND SANE” FIREWORKS

2019 California Fire Code chapter 56 are hereby modified in the following respect: the possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is permitted in accordance with the rules and regulations set forth in the following:

- a) REGULATIONS AND RULES PERTAINING TO THE RETAIL SALE AND USE OF “SAFE AND SANE” FIREWORKS.

The possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is allowed subject to the following rules and regulations:

i) Definition of “Safe and Sane” Fireworks

“Safe and Sane” Fireworks shall mean those fireworks defined as “Safe and Sane” in California health and Safety Code Section 12529 and classified by the State Fire Marshall as “Safe and Sane” in accordance with Section 12562 of the Health and Safety code.

ii) Application

No permits for sale of “Safe and Sane” fireworks will be issued to any person, firm, or corporation except those non-profit associations or corporations organized primarily for veteran, patriotic, welfare, civic betterment, or charitable purposes. Proof of nonprofit status shall be required by producing copies of documents of incorporation as registered with the Secretary of the State of California.

All permits for the sale of “Safe and Sane” fireworks for for-profit organizations’ or individuals’ applications will be rejected. Only non-profit organizations located within the District boundaries are eligible for these permits. Previous permittees shall have first right of refusal. Any organization whose charter or by-laws requires their funds to enhance the community they serve and desiring to sell at retail “Safe and Sane” fireworks within the District must first make written application for a permit to the Fire Chief.

Applications for permits shall be made in writing and submitted to the District up to 60 days once the annual fireworks resolution has been approved by the Board. If the 60-day period falls on a Saturday or Sunday, then the filing period will be extended to the next business day. A maximum of three (3) permits will be issued annually. The District retains the right to maintain a list of additional applicants should a permittee fail to perform. Applicants shall be advised of status no later than ten (10) business days after the application period.

iii) License as a Prerequisite

The Fire Chief shall not accept an application for a permit from any person who does not possess, and present at the time of application, evidence of a valid license to perform those acts specified on the application for a permit, as such license is defined in Health and Safety Code Section 12517. The applicant must be at least 21 years of age or older.

iv) Investigation and Report

The Fire Chief shall undertake an investigation and prepare a report of his/her findings and determination concerning the issuance of each permit, together with the reasons thereof.

v) Grant or Denial of Permit

The Fire Chief may grant or deny the permit, subject to such reasonable conditions, if any, as he/she shall prescribe. Such conditions shall include, but not be limited to:

- 1) The permittee shall deposit a clean-up fee in an amount set by resolution of the District Board of Directors which may be refunded in whole or in part, as determined by the District, if the sale location, San Miguel park and other areas as determined by the Fire Chief at which "Safe and Sane" fireworks are used, are free of used and spent fireworks, and related materials by July 5, as determined by the District;
- 2) The permittee must provide each purchaser of "Safe and Sane" fireworks with a copy of the restrictions and safety guidelines for the use of "Safe and Sane" fireworks in the District and sign a receipt of acknowledgement agreeing to said provisions. Each purchaser also agrees that she/he is eighteen (18) years of age or older and such fireworks will not be used by anyone less than 18 years of age without adult supervision.
- 3) Notwithstanding any other provision of law, the permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with no deductible, with limits and terms set by resolution of the Board. The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance shall be presented consistent with the above prior to sale and shall provide that the insurer will not cancel the coverage without fifteen (15) days prior written notice to the Fire Chief.
- 4) There shall be a nonrefundable permit fee set by resolution of the Board to cover the District's reasonable costs in administering and enforcing the provisions of this section of the ordinance.

vi) Designation of Location for Sale of "Safe and Sane" Fireworks.

Any permit issued under subparagraph (e) above shall designate the location at which the permittee may sell at retail "Safe and Sane" fireworks.

vii) Duration of Permit.

The term of the permit shall coincide with the valid period of the license. This provision shall not prohibit the revocation of the permit by the Fire Chief for just cause where a fire nuisance exists or where personal injury may occur.

viii) Salespersons

No person under the age of eighteen (18) shall sell or handle for sale, any "Safe and Sane" fireworks.

ix) Location of Use of "Safe and Sane" Fireworks.

"Safe and Sane" fireworks may be used within the District's boundaries, and may only be discharged when the following conditions are met:

- 1) There is a fifty (50) foot radius clear of all combustible materials.
- 2) There is an adequate water supply provided, consisting of a least a 5/8" garden hose with an adjustable pressure nozzle charged.

x) Violations.

In addition to any other violations provided by law, the following shall constitute violations related to the possession, storage, sale and use of “Safe and Sane” fireworks within the District:

- 1) It is unlawful for any person to sell or offer for sale “Safe and Sane” fireworks at any time outside the period established by resolution of the District Board of Directors.
- 2) It is unlawful for any person to discharge fireworks at any time outside the period established by the District Board of Directors.
- 3) It is unlawful for any person to store any “Safe and Sane” fireworks without having in his/her possession a valid permit as required by this Ordinance.
- 4) It is unlawful for any person to store or possess any “Safe and Sane” fireworks for which a license is required, and which has been revoked or surrendered or any license, which has not been renewed, and such storage or possession is held beyond the period provided for in Section 12604 of the Health and Safety Code.
- 5) It is unlawful for any person to store, sell, or discharge any “Safe and Sane” fireworks in or within one hundred (100) feet of a location where gasoline or any other class 1 flammable liquids are stored or dispensed.
- 6) It is unlawful for any person to place, throw, discharge or ignite, or fire “Safe and Sane” fireworks at any person or group of persons where there is a likelihood of injury to any such person.
- 7) It is unlawful for any person to sell or transfer any “Safe and Sane” fireworks to a consumer or user thereof other than at a fixed place of business of a retailer for which a license and permit has been issued.
- 8) It is unlawful for any person to allow or permit a fire nuisance, as defined in Section 12510 of the Health and Safety Code, to exist on any premises where any “Safe and Sane” fireworks are sold or stored.
- 9) It is unlawful for any person to conduct a public display without possessing a valid permit for this purpose.
- 10) It is unlawful for any person to advertise to sell “Safe and Sane” fireworks without a valid license and permit.
- 11) It is unlawful for any person to sell, give or deliver any “Safe and Sane” fireworks to a person who is under 18 years of age.
- 12) It is unlawful for any person to perform any act, or transact or attempt to transact any business, with an expired license or an expired permit where a license or permit is required for the performance of such act or transaction.

xi) Penalties.

Except as provided in Section 12702 of the Health and Safety Code, any person who violates any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, is guilty of misdemeanor, and upon conviction shall be punished by a fine of not less than Five Hundred Dollars (\$500.00) and no more than One Thousand Dollars (\$1,000.00), and/or by imprisonment in the San Luis Obispo County Jail not exceeding one year.

In addition to all other penalties, the Fire Chief may deny an application to sell “Safe

and Sane” fireworks if the applicant violated any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, in a prior year.

xii) Signage

Any approved retail location that sells “Safe and Sane” Fireworks will be required to post a banner which shall read, “This booth is sponsored by (name of organization) located in (City or District organization is headquartered).” The banner shall be made of a minimum of 12” wide, white vinyl-type material with 6” solid black-block letters (lettering to have a professional appearance). The banner design shall be approved by the Fire Chief prior to granting permission to sell “Safe and Sane” Fireworks. The banner shall be posted above the retail area of the booth and shall be posted during the hours of retail operation.

17) Open Burning within District Boundaries

Open Burning as defined in 2019 CFC Section 202 is prohibited within the District Boundaries. The open burning of green waste, dimensional lumber, or garbage shall be prohibited within the District Boundaries.

Exemptions:

- i) Properties 10 acres or larger outside of the Urban Reserve Line, but within the District Boundaries, zoned Agricultural may be approved for Open Agricultural Burning on a case by case basis, provided that a proper Air Pollution Control District, Agricultural Burning Permit has been obtained and all rules applicable to Open Burning of Agricultural Products are followed.

Section 5. Inconsistency.

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinance, resolution, rule or regulation governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

Section 6. Severability.

If any provision of this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. Th Board declares that it would have adopted this ordinance, and each and every section, subsection, sentence, clause, or phrase no declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 7. Posting.

The District General Manager shall post a copy of this Ordinance in three public places in the

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District within ten (10) days after its adoption. Within fifteen (15) days after its passage, this ordinance or summary thereof shall be published at least once in a newspaper of general circulation published and circulated within the San Miguel Community Services District.

Section 8. Effective Date.

This Ordinance shall take effect thirty (30) days after its adoption.

This Ordinance was introduced at a regular meeting of the Board of Directors of the San Miguel Community Services District, held on the 28th day of March, 2019, and given its first reading at said meeting. Said Ordinance was given a second reading and adopted at a meeting of the Board of Directors held on the 25th day of April, 2019, and after such reading, Board Director Parent, who moved its adoption, seconded by Board Director Palafox, and said ordinance was thereupon adopted by the following vote:

Ayes: ~~Kalvans, Palafox, Parent, Sangster~~

Noes:

Abstain:

Absent: ~~Green~~

San Miguel Community Services District



Ashley Sangster, ~~Vice~~ President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, General Manager

Douglas L. White, District General Counsel



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

April 23, 2020

AGENDA ITEM: XI-10

SUBJECT: Fire Department Temporary Housing Unit Continuation.

RECOMMENDATION: Proceed with County Planning Staff with permitting process for a duplex style housing unit, and continue discussions for the option of the possible purchase of surplus housing unit from Cal Fire.

The San Miguel Fire Department currently shares space with the CSD Staff and is beyond workspace capacity. Additionally, the Fire Department currently lacks the ability to provide accommodations for Department Members to provide 24-hour District coverage when required.

As the District moves forward seeking County Planning Department Approval the District has contacted JB Design to assist with the required permit documentation. We are still waiting for a response from JB Design.

On March 12, 2020, Assistant Chief Young sent an email to the CalFire San Luis Obispo Unit Chief Scott Jalbert inquiring about the modular housing unit's availability upon completion of construction. The District is still awaiting a response from Chief Jalbert.

Staff Recommendation.

- It is the Staff's recommendation that the Board allows Staff to continue moving forward with receiving approval from County Planning Staff for the installation of the Classic Cabin Yellowstone style unit, in addition to exploring the possibility of acquiring Station 30's surplus housing unit.

FISCAL IMPACT:

The potential fiscal impact for furnishing and installing a prefabricated modular unit shall be determined upon completion of the preliminary pricing efforts, prior to proceeding with the final pricing phase.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson



San Miguel Community Services District

Board of Directors Staff Report

April 23rd, 2020

AGENDA ITEM: XI- 11

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

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

CURRENT STATUS:

WWTF

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

COMPLIANCE – Based on the 4th quarter 2019 testing the plant is out of compliance for single sample and is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride

FLOW – In *January* the plant averaged 150,745 gallons per day (75% of hydraulic design capacity) with a max day of 197,394 gallons (99% of hydraulic design capacity)

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

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

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

- January 2019 the District submitted the Final Engineering Report to the CCWQCB for their review and comment.
- February 2019 DE and Director of Utilities met with CCWQCB staff to discuss the engineering report and future project phases, requirements, funding, permitting and schedules.
- February 2019 the District submitted the Final Engineering Report to PG&E for their review in advance of a meeting to discuss future WWTF electrical service requirements and the potential for technical / financial assistance for the WWTF expansion / renovation.
 - The District also applied for a service change to PG&E to begin the process of determining the extent of improvements needed to service the new power requirements.
- February 2019 the District applied to SoCal Gas for service and is in the process of determining costs to bring gas to the plant.
- August 2019 DE and DOU toured manufacturing plant and installations MBR package plants
- October 2019 the Board approved a contract with Monsoon Consultants to prepare the construction plans for the WWTF expansion
- November 2019 District received an agreement for a \$250,000 planning grant for the WWTF expansion.
- March 2020 RFP was released for environmental consultant for the WWTF
- April 2020 Submitted Preliminary Engineering Report to USDA for review for Grant/ Loan funding

AERATOR PROJECT

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

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

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

FUNDS EXPENDED

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant FY2016-17)
- Engineering - \$170,740 (Reimbursable through the IRWM Grant) (\$112,000 received to date)

GRANT FUNDING

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.
- The agreement for this grant was received in February 2019 and has been processed and returned, invoices have been submitted to IRWM and the District should receive reimbursement for the initial requests after July.
- State Revolving Fund (SRF) -- \$250,000 for construction design and engineering – The District received the agreement for this grant November 2019. The grant is retroactive to 2017.

Applied for/ to

- Started discussion with SLO County on potential for CDBG funds to help pay for construction. Application is in process.
- Preparing to apply to DWR and USDA
- Held pre-application meeting with USDA to start application process 1/10/2020
- Met with Cayucos Sanitary District to discuss how they are financing their Wastewater treatment plant currently under construction
- Discussed additional funding with Department of Financial Assistance at the state about construction financing.

NEXT STEPS:

WWTF

Now that the FINAL engineering report is completed and has been approved by the Board, the DE has begun working on a proposed a schedule/ timeline which will be presented to the Board for the preparation of construction documentation, environmental / regulatory compliance measures, and permitting. At that time, the DE will provide cost estimates associated with that schedule.

One of the first things that will be needed will be a headworks and larger lift station. Once a capacity is determined that will be brought to the board for approval.

Based on discussions with the DE, we anticipate that in February 2019, the DE will initiate the preparation of the work plan for the CEQA “Initial Study” and begin the final design phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled approximately 9 months to complete the final design and the preparation of the Construction / Bidding Documents. Pending receipt of notification of a grant award for the SRF funds, we plan to prepare and issue an RFP for Environmental Studies as required for CEQA/ NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the second quarter of

2019, with the goal of having financing in place to advertise and award a construction project in the 4th Quarter 2019.

Depending on the revised release date of funds for construction documentation from the DFA it is likely that, in order to meet our deadline, the District may need to pay out of pocket for some of the construction design work.

AERATOR PROJECT

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

COUNT DOWN CLOCK

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

Time remaining— 11 months

FISCAL IMPACT

No impact resulting from this information.

RECOMMENDATION

This item is for information and discussion only.

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

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

Blaine Reely

Blaine Reely, Monsoon Consultants