



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

Anthony Kalvans, President

John Green, Director

Gib Buckman, Director

Larry Reuck, Vice President

Joe Parent, Director

THURSDAY JANUARY 26, 2017 6:00 P.M.

BOARD OF DIRECTORS SPECIAL MEETING AGENDA

SMCSD Boardroom

1150 Mission St.

San Miguel, CA 93451

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

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

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

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

Agendas: Agenda packets are available for the 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:**
- IV. Adoption of Special Meeting Agenda**

V. 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.

VI. ADJOURN TO CLOSED SESSION:

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH DISTRICT GENERAL COUNSEL

Anticipated Litigation

Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)

Title: District General Counsel

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b) (1):

Title: General Manager

B. RECONVENE TO OPEN SESSION

C. REPORT OUT OF CLOSED SESSION

3. Report out of Closed Session by District General Counsel

VII. Call to Order for Regular Board Meeting (approximately 7:00 pm)

VIII. Public Comment and Communications: (Items Not on Agenda)

Persons wishing to speak on a matter not on the agenda may be heard at this time. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided. Speakers who want to speak on an agenda item listed below should complete a "Request to Speak" form and place in basket provided.

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

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

District Staff & Committee Reports:

- | | | |
|------------------------------|------------------|-----------------|
| 6. General Manager | (Mr. Gentry) | Verbal |
| 7. District General Counsel | (Attorney White) | Verbal |
| 8. Utility Supervisor | (Mr. Dodds) | Report Attached |
| 9. Fire Chief | (Chief Roberson) | Report Attached |
| 10. District Engineer | (Mr. Tanaka) | Report Attached |
| 11. Finance/Budget Committee | (Chair) | Report Attached |

- 12. Organization/Personnel Committee (Chair) Meeting set for 1-27-17
- 13. Equipment & Facilities Comm. (Chair Parent) Report Attached
- 14. Water Resources Advisory Committee (Director Kalvans, Rep) Verbal

X. CONSENT ITEMS:

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

- 15. **Special Presentation:** Certificate of Appreciation to Former Board Member Dawes for Service to the District

XI. BOARD ACTION ITEMS:

- 16. **Discuss and Recommend a bid contract for District Engineer/Utility Services Management Services to Monsoon Consultants.**

Staff Recommendation: Discuss recommending to the Board award of District Engineer/Utility Services Management services contract to Monsoon Consultants.

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

M _____ S _____

- 17. **Review and Discuss Proposal for Public Members to serve on Standing Committees**

Staff Recommendation: Staff recommends that the Board discuss and provide direction to staff as needed.

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

M _____ S _____ V _____

- 18. **Discuss a General Manager’s Report on Estrella-El Pomar-Creston Water District Formation**

Staff Recommendation: Discuss and Give direction to staff.

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

M _____ S _____ V _____

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT

Time: _____

ATTEST:

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

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on January 23, 2017.

Date: January 23, 2017

Tamara Parent

Tamara Parent, Account Clerk II/Operations Coordinator

Next Scheduled Regular Board Meeting is February 23, 2017.

SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# X.8

UTILITY REPORT

Well Status:

MCL = maximum contaminate level ----- ppb = parts per billion ----- ppm = parts per million

- SLT well Arsenic levels are 4 ppb; MCL is 10 ppb Sampled 12/27/16
- SLT well Nitrate levels are 3.2 ppb; MCL is 45 ppb Sampled 7/18/16
- Arsenic levels on Oak Drive are 8 ppb; MCL is 10 ppb Sampled 12/27/16
- Well 3 and 4 are both in operation.
- Well 4 water static level 75.4 1/17
- SLT Water static level 171.4' 11/16

State Water Resources Control Board (SWRCB):

- Effective 1/17/17 the state is requiring that all water districts sample for lead and copper at any K-12 schools that they supply water to, upon request of those schools. The testing is to consist of 5 samples throughout the school, including any subsequent confirmation test. This testing is to be at the expense of the water district but funding is available to help schools upgrade or replace plumbing to comply with drinking water standards.

Water System status:

Water leaks this month:0 This year: 0 Total last year: 6

Water related calls through the alarm company after hours this month: 2 this Year: 2

- SLT Well is being run to system, blending in the Terrace Tank. Current trending is shown in chart attached.

Sewer System status:

Sewer overflows this month: 0 this year: 0

Sewer related calls through the alarm company this month:0 this Year: 10

WWTP status:

- Sludge bed was emptied, will likely be pumping again this summer.

Lighting status:

- Nothing to update

Project status:

- Continuing raising valves and manholes around town.
- Park water line replacement – Our line replacement will start once the road is closed on K Street. (12/2016)

SCADA:

- Installation of the system has been completed per contract and the system is now operating as designed, we are receiving all the alarms and are able to make adjustments

remotely via a tablet. Corrections have been made to correct issues that were discovered during the initial installation and replacement of the backup float system at the Wastewater Treatment Plant that was discovered to be faulty is currently scheduled for mid-January. We still have to address an oversight in the reporting ability of the SCADA system, but we are working with TESCO to determine the most efficient and cost effective way to move forward and to receive the necessary reports. An item was originally scheduled for E&F for 1/12/17 to discuss SCADA but was rescheduled by the GM.

- Through this implementation of SCADA we have made several adjustments to our pumping schedule to reduce energy cost by pumping in off peak periods, and by running wells longer to reduce startups.
- Through increase time in operation the SCADA system will allow operations to become more efficient as we get more data to show what the system is actually doing on a continual basis.
- Recently we have had a couple of SCADA communication failures, TESCO is looking into the failures and will be making any needed repairs.

Grants/ funding:

- CDBG for blending line for the SLT well. Board approved Wallace Group to engineer the project, contract was signed for Wallace Group they will be beginning work. (1/2017)
- CDBG grant proposal to County for Hydrant replacements. An audit was completed in November by the county, the District provided the final response to the audit that the County conducted this should be the final step in the process. (1/2017)

Development:

Currently in progress;

- Tract 2637 (Nino--60 lots) All phases of infrastructure have been installed and inspected. Phase 2-3 home construction is underway, and fees have been paid for most of phase 2. (1/2017)
- Tract 2647 (Hastings--12 Lots) Infrastructure is complete development is selling individual lots. The tract map is satisfied and recorded. (11/2016)
- Tract 2527 (Peoples Self Help Housing – 60 lots) –Preconstruction meeting was held 12/6 Grading started beginning of January (1/2017)
- Tract 2710 (Peoples Self Help Housing-24 Lots) Water and sewer lines are complete and have been tested and passed, homes are now under construction they will be building in groups of 8 at once. The District is providing lateral inspections as needed (12/2016)
- Tract 2779 (Fortune Co. - 34 lots) – revised plans have been submitted to the county for review. (Last update 3/2016)
- 968 L street – 4-unit development – a preliminary will serve was issued and we are waiting on complete plans. Project is stalled due to issues at the county (1/2017)
- 972 K street – Dollar General, commercial – all plans are approved, the property closed escrow this month. Construction is anticipated in the next few months, fees have been paid (1/2017)

Potential development: (projects that have not moved within a year are removed from this list)

-

San Miguel Community Cleanup:

- Chipping has been suspended until further notice
- Community Cleanup suspended until further notice

SLO County in San Miguel:

- Park improvements: G Sosa Construction has started improvements on L Street. Once L Street is completed then they will close K street through the park and start reconstruction of the park. Initial schedule puts our work off until February. (12/2016)

Caltrans in San Miguel:

- Caltrans is underway on improvements to the HWY 101 corridor. Bidding is underway for what will be a 2-year project. We have been in contact with several bidding contractors who are interested in non-potable water for construction use. (11-2016)

Rain in San Miguel:

Calendar year as measured at our WWTP

2014 total	14.25"
2015 total	5"
2016 total	10.25"
1/1-9/17	2"
1/9-15/17	1"
1/16-19/17	.5"
2017 total	3.5"

PREPARED BY:

Kelly Dodds

Kelly Dodds
Utility Supervisor

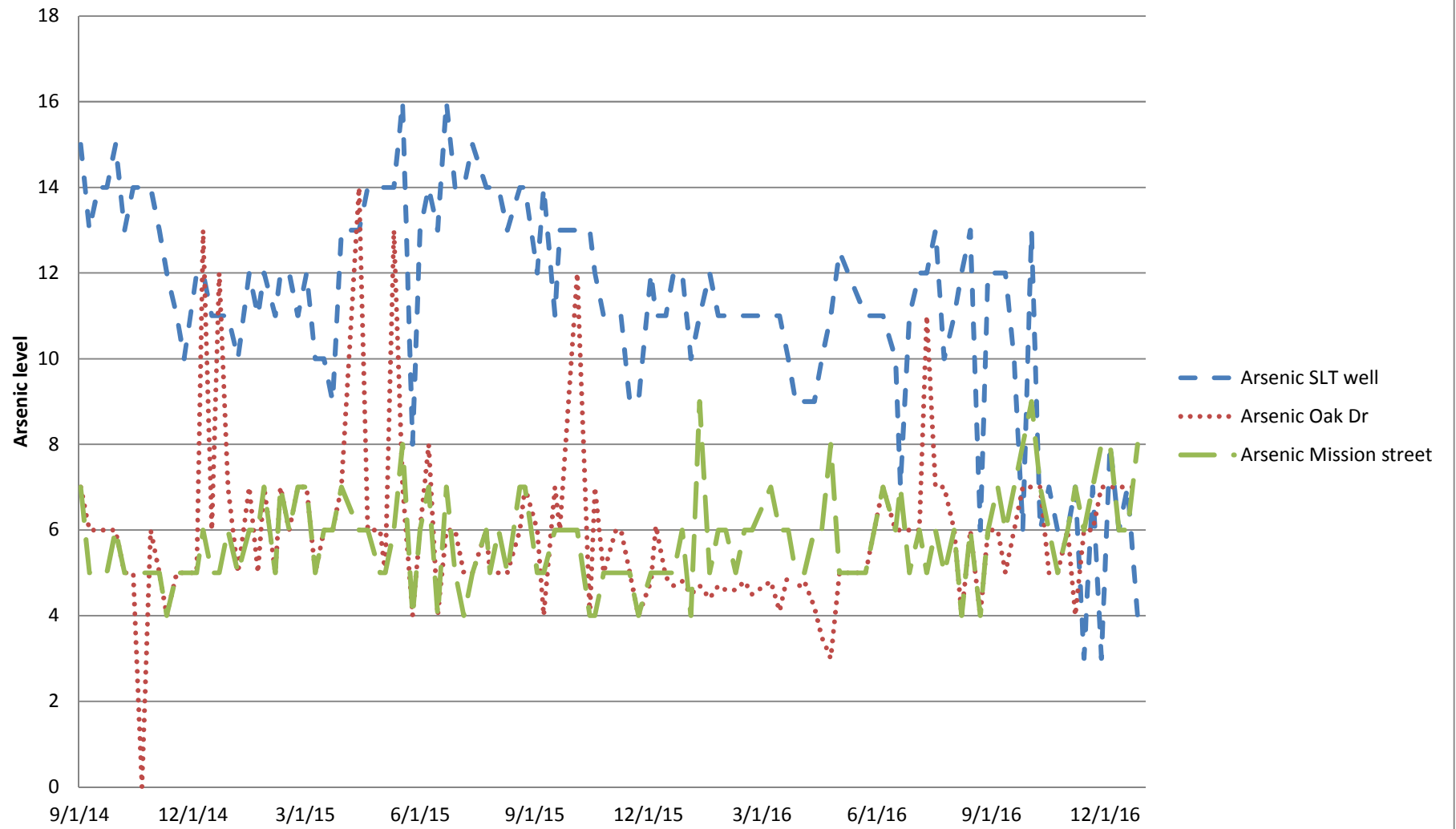
APPROVED BY:

Darrell Gentry

Darrell W. Gentry
General Manager

Date: January 20, 2017

Arsenic Trending





San Miguel Community Services District Board of Directors Meeting

Staff Report

January 26, 2017

AGENDA ITEM: IX 9

SUBJECT: Fire Chief Report for December 2016

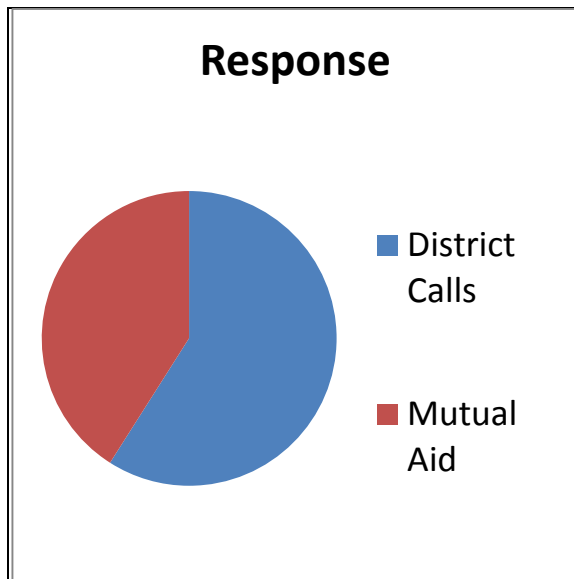
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

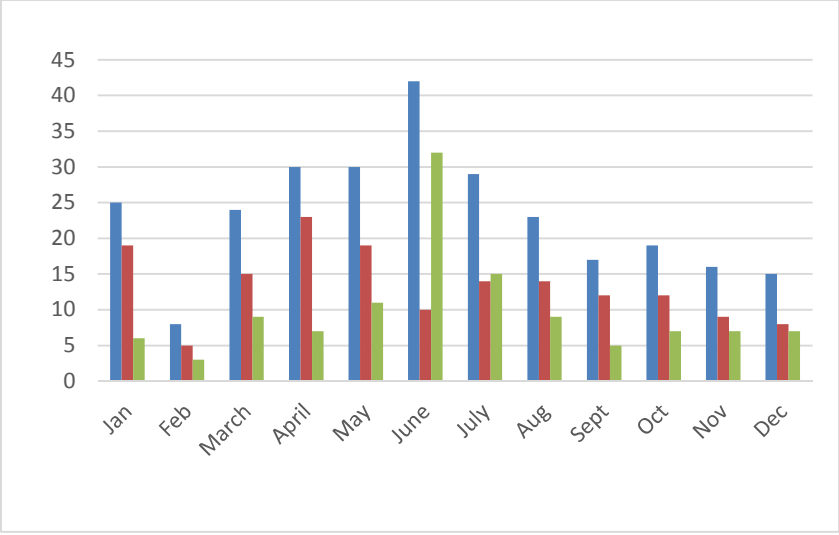
- Total Incidents for December 2016 **15**
- Average Calls per Month in 2016 **23.1**
- Total calls for the year to date **278**

Emergency Response Man Hours in July = 31	2016 total	979
Stand-By Man Hours for July = 17		<u>476</u>
	Total hr.	1455

Emergency Response Man Hours = 2 hr. Per call for December	3.5 hr. Per call for the year
Stand-By Average per Call = .8 hr. Per call for, December	1.7 hr. Per call for the year

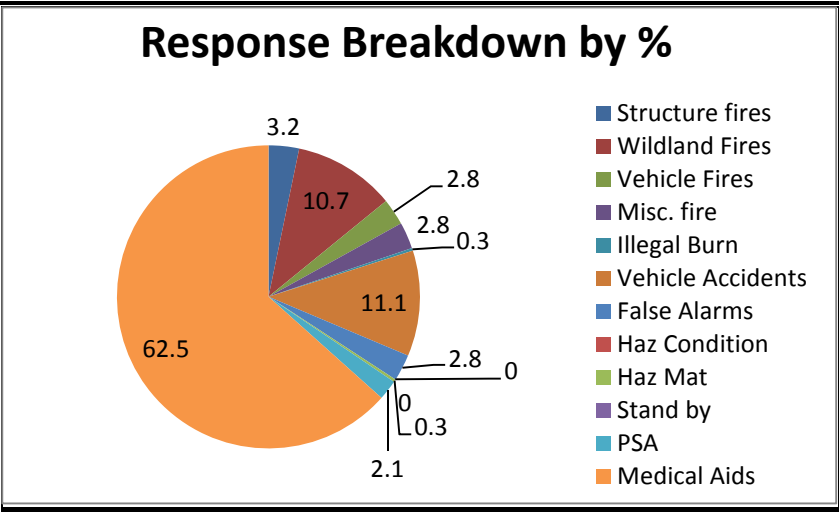


	December	YTD
District calls	8 = 53%	160 = 57.5%
Mutual aid calls	7 = 46%	118 = 42.4%
Assist Camp Roberts	0	37



For 278 calls for 12 Months in 2016

District Calls	57.5%
Mutual Aid	42.4%
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Structure fires	3.2%
Wildland Fires	10.7%
Vehicle Fires	2.8%
Misc. fire	2.8%
Illegal Burn	.3%
Vehicle Accidents	11.1%
False Alarms	2.8%
Haz Condition	0%
Haz Mat	.3%
Stand by	0%
PSA	2.1%
Medical Aids	62.5%



Personnel:

1 Chief Hours: 10 hours and 8 days of 24-hour coverage.
 1 Asst. Chief: 20 hours and 20 days of 24-hour coverage.

We currently have 15 active members.

- 3 Fire Captains
- 2 Engineers
- 10 Firefighters

33 drills 17 members, 350/561 attendance 62.3% Drill Attendance
 Year average 350/33 average attendance 10.6 per drill

15 calls, 17 members, 48/255 responders, 18.8% Response Attendance, with three missed calls
 278 calls, 17 members 1455/4726 responders, 30.7% average annual response.

Equipment:

- All equipment is in service.
- Request for new equipment will be submitted in the near future
 1. (TIC) Thermal Imaging Camera

Activities:

December

<u>Date</u>	<u>Subject matter</u>	
6	Auto Extrication/ Patient Removal/ Assessment	
13	Christmas Dinner	
20	CPR Review	
28	Association Meeting	
<u>Date</u>	<u>Other activities</u>	<u>Time</u>
13	Christmas Dinner	
17	Christmas Parade	

Information:

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief


Approved By:

Darrell W. Gentry

Darrell W. Gentry, General Mgr.

SAN MIGUEL FIRE DEPARTMENT 2016 RESPONSES

IX-9

	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	1	1	0	1	0	0	2	0	1	0	0	1	0	1	0	1	0	0	0	0	1	5	4
Veg. Fires	0	0	0	0	0	0	0	2	2	6	1	9	2	4	0	1	0	2	0	1	0	0	0	0	5	25
Vehicle Fires	0	1	0	0	0	0	0	0	1	1	0	2	0	1	0	1	0	0	0	0	0	1	0	1	1	7
Misc. Fires	1	0	0	0	0	0	0	0	3	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	8	0
Illegal Burning	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Vehicle Accidents	1	1	1	0	1	2	2	1	2	0	0	2	2	4	1	1	1	1	1	2	2	2	0	1	14	17
False Alarms	2	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	0	0	7	1
Hazardous Condition	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
Hazardous Materials	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pub.Svc.Asst.	0	0	0	0	0	0	0	0	0	0	0	0	1	0	3	0	1	0	1	0	0	0	0	0	6	0
Medical Aids	15	4	4	2	10	6	19	4	11	2	8	18	9	6	7	6	9	2	7	4	5	4	8	4	112	62
Call TOTALS	19	6	5	3	15	9	23	7	19	11	10	32	14	15	14	9	12	5	12	7	9	7	8	7	160	118
	25		8		24		30		30		42		29		23		17		19		16		15		278	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	6	0	1	1	9	0	7	0	11	0	32	0	14	1	9	0	5	0	6	1	7	0	7	0	117	
Camp Bob Asst.	0		0		3		0		8		18		2		1		2		2		1		0		37	
Average Calls Per	<i>Month</i>	23.1	<i>Day</i>	0.8	<i>SLO Co. MA</i>		114		<i>Montrey Co. MA</i>		3	<i>CPR TOTAL</i>					0									

FIRE EQUIPMENT

2016 MILEAGE / FUEL REPORT

IX. 9-3

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	106	19.5	70	11	144	35.4	19	0	138	40.5	275	17.6	752	124	6.1
E-8687	39	15	12	8	80	24	15	10	225	65.2	129	14	500	136.2	3.7
E-8668	18	0	44	7.8	64	8	38	8.5	75	13	24	10	263	47.3	5.6
6 Month Total												1515	307.5	4.9	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	468	37.95	330	19.9	681	51.1	213	19.1	506	53.12	936	62.5	3134	243.7	12.9
C-8600	592	46.4	335	31	420	51.1	509	54.8	467	36.7	564	45	2887	265	10.9
6 Month Total												6021	508.7	11.8	

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	100	10	342	19.8	396	29.5	160	23	118	28.9	43	0	1911	235.2	7.1
E-8687	89	25	9	9	33	0	13	11	6	0	2	0	652	181.2	3.6
E-8668	59	0	42	42	121	11.5	15	12.6	0	0	11	10	511	123.4	4.9
6 Month Total												3074	539.8	5.7	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630							422	48.95	585	32.58		41.7	4141	366.9	12.1
C-8600	407	42.3	204	30	787	56	401	25.9	253	20.7	264	26.4	5203	466.3	11.0
6 Month Total												9344	833.2	11.2	

YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	4589	847.3	5.4
Gas	15365	1342	11.5

Call per time of day and day of the week 2016

	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	2	1	2	0	0	1	2	0	0	1	2	1	2	2	3	4	2	5	5	1	4	4	2	1	47	17%
Monday	1	0	0	3	0	1	1	1	1	1	2	1	3	0	4	5	1	2	3	3	1	3	1	2	40	14%
Tuesday	0	0	1	0	0	1	1	1	1	1	3	2	0	3	2	3	1	3	4	3	1	1	0	0	32	11%
Wednesday	0	2	0	1	0	0	2	2	1	1	0	1	0	3	4	2	5	5	2	3	2	0	0	2	38	14%
Thursday	2	0	0	0	0	0	1	3	1	1	3	1	3	3	2	2	1	2	2	5	2	2	1	0	37	13%
Friday	2	0	1	0	0	3	0	4	3	1	1	1	2	1	3	2	5	3	3	3	2	1	1	2	44	15%
Saturday	2	0	1	1	1	1	0	5	1	2	0	3	1	1	4	2	1	1	1	3	2	3	2	2	40	14%
Hour Total	9	3	5	5	1	7	7	16	8	8	11	10	11	13	22	20	16	21	20	21	14	14	7	9	278	
	3%	1%	1%	1%	0%	3%	2%	5%	3%	2%	3%	4%	4%	4%	9%	8%	6%	9%	7%	8%	5%	5%	2%	4%		

Total calls during CSD Work Hours	85	31%
Total calls during Off time and weekends	193	69%

After Hours calls 22:00 to 06:00	46	18%
----------------------------------	----	-----

Total Weekend Calls	87	30%
Total Calls Monday thru Friday	191	69%



**MONTHLY DISTRICT ENGINEER'S REPORT
December 2016**

DATE: January 26, 2016
TO: Board of Directors
FROM: Steven G. Tanaka, P.E.

SUBJECT: Monthly District Engineer's Report – December 2016

SUMMARY OF ACTIVE PROJECTS

1. Salt & Nutrient Management Plan
2. Water Well Quality/Radioactivity
3. Sewer System Management Plan (SSMP) Audit
4. Capital Improvements Planning
5. San Miguel Park/L Street Improvements (County)
6. 2015 CDBG Grant Cycle
7. 2016 CDBG Grant Cycle
8. CDBG – Fire Hydrant Replacements

9. Active Will Serves, Plan Checks and Inspections:
 - a. Butterfield Downtown Mixed Use
 - b. Mission Garden Estates - 60 Single Family Residential (SFR) Units
 - c. Nino (formerly Ritter) – Tract 2637, River Road
 - d. People's Self Help, Tract 2710
 - e. Arciero (formerly Stuntman) Tract 2750
 - f. Hasting Family Trust, Tract 2647
 - g. 972 K Street/Commercial

Inactive Will Serves

- h. Wittstrom – 38 SFR Units (Will serve expired; Developer indicated desire to pursue new will serve, no update).
- i. Paulo Pecora Laundromat and Retail, 1143 Mission Street

DISCUSSION:

1. **Salt & Nutrient Management Plan (S&NMP)**. The final S&NMP was submitted by the City of Paso Robles to the Regional Board on 5/13/15, fulfilling this region's requirements of the State's recycled water policy. This document is intended to be a working document that adapts over time as the groundwater basin changes. It is anticipated that this Plan will be incorporated into a future Groundwater Sustainability Plan required by the recently enacted

Monthly District Engineer's Report

Sustainable Groundwater Management Act. A full hard copy of this document will be forthcoming from the City of Paso Robles in the near future. ***Date of last change 5/28/15.***

2. **Water Well Quality/Radioactivity.** Re-testing of radioactivity levels in Wells 3 and 4 indicate compliance with primary drinking water standards, and State Division of Drinking Water (formerly California Department of Public Health (CDPH)) acknowledged keeping the wells in service. Although the re-testing yielded positive results in this regard, it is a reminder that radioactivity levels in both wells will continue to be a growing concern over the coming years. ***Date of last change 12/22/11.***
3. **SSMP Update (2015) and Audit (2016).** District Engineer completed the bi-annual SSMP audit with staff in 2014, and the final audit report was transmitted to the General Manager. The audit has been on file at the District office. This audit is required every two years. The audit does not require adoption/certification by the Board, but must remain on file at the District's office. District staff is working on SSMP audit corrections/updates at this time. The 2016 audit is due in August 2016 (this month). The SSMP Update was due in August 2015. ***Date of last change 2/25/16.***
4. **Capital Improvements Planning.** DE and staff met on December 15, 2015, to discuss various water and sewer system capital improvement projects anticipated for the coming years. Based on this meeting, DE and staff prepared a CIP memorandum, laying out general recommendations for upcoming needed CIPs in the coming years. This report has been reviewed by utilities staff, and now is currently being reviewed by the General Manager. It is expected that this report will be presented at an upcoming committee meeting. In June, DE provided staff with a budgetary cost breakdown for WWTP upgrade hard and soft costs, for use in funding. Staff is pursuing a DAC grant for some of the expected costs. Wallace Group provided additional funding options/information (USDA/RUS and others) recently obtained from various sources. ***Date of last change 12/8/16.***
5. **San Miguel Park/L Street Improvements.** The County has awarded contract for this Project (Sosa), and work on L Street has already begun. Staff is taking action to plan for the anticipated water main replacement in K Street in the area of the Park, to avoid costs of street/pavement restoration. This work is expected to take place February 2017. A fire hydrant relocation on L Street may still be required, but may not be able to be determined until after construction starts. ***Date of last change 12/8/16.***
6. **2015 CDBG Grant Cycle.** At the 12/22/16 Board Meeting, the Board directed Staff to award design contract to Wallace Group and begin Work. The District since issued a notice to proceed to the DE, and work is under way. The survey was previously completed by Twin Cities Surveying and has been transmitted to DE for use in plan preparation. The County is in the process of performing the NEPA environmental review required for the Project. ***Date of last change 01/18/17.***

Monthly District Engineer's Report

7. **2016 CDBG Grant Cycle.** A CDBG application was submitted in October, to request funding for the water main upgrade, crossing beneath UPRR at 11th Street. This has become a critical project based on recent observations and required repairs on this water main. ***Date of last change 11/17/16.***
8. **CDBG – Fire Hydrant Replacements.** The Board directed staff to submit and file the Notice of Completion for the Project. All Work has been completed by District staff. The District is awaiting final reimbursement by the County for this Project. ***Date of last change 01/18/17.***
9. **Active Will Serves.** The following is a summary of the active “Will Serves” staff is currently reviewing, or Inspecting during Construction:
 - a) **Butterfield Downtown Mixed Use.** Butterfield submitted plans for a mixed use project on Mission Street. Staff conducted preliminary review of the plans, and met with Mr. Butterfield to discuss the project. Final plan check comments were issued in November 2009, and District Staff/District Engineer and Fire Chief signed and approved the plans at that time. Recent discussions with the Developer indicate the possibility that early phases of the Project may be moving forward in the near future. If so, District Staff will issue a new preliminary will-serve letter for the Development, and will conduct a re-review of the plans since nearly 3 years has elapsed since approval of the prior plans. ***Date of last change 12/22/11.***
 - b) **People's Self Help (Tract 2527, formerly Mission Garden Estates).** Plans have been approved, preconstruction meeting was held 12/6/16. Grading expected to be under way prior to end of December 2016. ***Date of last change 12/8/16.***
 - c) **Nino (formerly Ritter).** This Development Project, Tract 2637, is complete with all phases of infrastructure improvements. Phase 2 and 3 home construction is under way. ***Date of last change 7/28/16.***
 - d) **People's Self Help (Tract 2710).** Construction of water and sewer lines complete, tested and passed inspection. Homes are now under construction (all 8 homes). ***Date of last change 12/8/16.***
 - e) **Arciero (formerly Stuntman) Tract 2750.** See Utilities Supervisor report on the status of this Project. The final home is being constructed at this time, and is nearing overall project completion. ***Date of last change 8/27/15.***
 - f) **Hasting Family Trust, Tract 2647.** Development construction is complete, and individual lots are in progress of being sold. The tract map is satisfied and recorded. ***Date of last change 12/8/16.***
 - g) **972 K Street/Commercial.** Preliminary will serve was issued, DE and staff have reviewed and approved plans, and the property closes escrow December 2016. ***Date of last change 12/8/16.***



**SAN MIGUEL COMMUNITY SERVICES DISTRICT
FINANCE & BUDGET COMMITTEE**

MEETING SUMMARY NOTES

For Friday, January 20, 2017 – 11:00 pm

I. Called to Order at 11:03pm by General Manager

II. Pledge of Allegiance lead by Director Reuck

III. Roll Call – Director Buckman – Present
Director Reuck – Present

General Manager announced that now is the time for selecting a Committee Chair. Committee Members unanimously agreed to Director Reuck assuming the Chair of this Committee.

Chair Reuck resumed the order of the agenda.

Others in Attendance: Laverne Buckman and Blaine Reely, Monsoon Consultants

IV. Public Comment – None

V. Review and Recommend a Bid Contract for District Engineer/Utility Services Management Services to Monsoon Consultants

General Manager introduced the written report submitted for Committee discussion. An RFP competitive bidding process was begun in October 2016. The RFP was distributed locally and regionally for these services and also included, the Wallace Group, existing District Engineers.

The Wallace Group has provided these engineering services since the inception of the District. There were 3 responses received at the end of RFP process. Monsoon Consultants was the only firm that was responsive to the District's RFP requirements. Wallace Group submitted a letter asking to remain the District's Engineer of Record at existing fee/rate structure. MNS Engineers withdrew from bidding consideration on November 1, 2017 due to current workload commitments. NO pricing was received from MNS.

Committee Members interviewed Dr. Reely of Monsoon Consultants on the firm's qualifications.

Committee members thanked Dr Reely on behalf of the District and their questions were answered by his responses on experience, qualifications, firm staffing, quoted pricing and priority for SMCS D and its intended projects and service needs. Dr Reely left the meeting after his interview.

Chair asked for public questions. There were none.

Committee members unanimously agreed to recommend that Monsoon Consultants be retained as District Engineer/Utility Services Manager by the Board. They asked GM to schedule this bid award for the next available Board meeting.

2. Review and Discuss bid contract for FY Auditing Services by Moss, Levy & Hartzheim, LLP.

General Manager stated that this item was initiated by RFP process in October to provide a replacement for previous auditor. Moss, Levy & Hartzheim (MLH) was the only bid response received by the deadline period.

Local and regional firms were solicited in this competitive bidding process. MLH had been a previous bidder in early 2015, so the firm is well-known to the District. They also had done prior work for the District in the early years of the District.

GM asked if there were any questions of staff. If there were no questions, a representative from MLH was present to answer any questions of the Committee. Staff was recommending a bid award to MLH for FY 2015-16, 2016-17 and 2017-18 financial audits.

Committee Members interviewed the MLH representative and asked that he review their qualifications, experience and background for these services. HLH representative reviewed the information submitted with their response to the RFP bid package, including a review of information on qualifications and experience in doing the requested audit services.

Chair asked if there were any public comments.

Laverne Buckman, resident, asked if the proposed work schedule for completing the 2015-16 would need to be revised once the award is approved. General Manager stated that he and MLH representative have discussed a revision of the schedule to be submitted.

Committee members thanked MLH for participating and unanimously agreed to recommend to the Board to award a bid contract to MLH for 3-years of financial auditing services.

3. Review and Discuss a Report on Quarterly General Counsel Expenses

General Manager introduced this item and report on General Counsel Expenses. This report was initiated to track such expenses as related to PERB proceedings, General Counsel services and Steinbeck Case.

General Manager reviewed the submitted Staff Report information and expenses. Committee members asked about the table showing a breakdown of categorized expenses. Chair Reuck asked if the General Manager could bring this item back more often than quarterly.

General Manager indicated that monthly reporting of these expenses using a Black Mountain vendor report is possible to provide for Committee discussions. Committee agreed unanimously to provide this type of report each month.

Chair asked if there were any public questions or comments.

Laverne Buckman, a resident, asked how the overages would be handled. General Manager advised the Committee that a mid-year adjustment would include the General Counsel expenses and does anticipate that an adjustment will be needed. The mid-year would have to identify where an adjustment is needed and how much of an adjustment would be done. Mid-year adjustment is scheduled for February Committee and Board meetings.

Ms. Buckman also asked about the water specialist charge in the December Claims Report and wanted to know if those were for or associated with the Steinbeck case. If so, she believed that the charge should be shown as Steinbeck, not General Counsel.

General Manager stated that he would follow-up and be prepared to answer this question in a response to the Committee as has been done in the past.

She also states that it is hard to find the Steinbeck fees associated with Fund 10 Administration account. She supports having the Black Mountain System Vendor report sent to Committee for these expense reviews and discussions.

Chair announced that this item should become a part of each month's F & B Committee agendas. Committee unanimously agreed and so directed the General Manager.

4. Review and discuss Monthly Financial Reports—October, November and December 2016.

General Manager asked for Committee to discuss whether or not a discussion was to be done now or have this item held over for a special meeting on only this item.

Committee Members indicated that they would like to hold discussion for a special meeting. Discussions were given about selecting a date and time for a special meeting to cover these monthly financial reports only.

Committee unanimously agreed to meet on Tuesday, January 24th at 10AM for the purpose of reviewing these reports.

Chair asked if there was anyone wishing to speak on this item.

Laverne Buckman, a resident, asked if the discussions when done could also identify what was done in adjusting the monthly statements so Committee Members and public could understand what happened.

There was dialogue between Committee and Ms. Buckman about changes in categories that hadn't been done as previously discussed. She indicated that credit card charges were scattered and that there were a lot of little items not correct about these reports. She was disappointed in what is there now.

There were no further comments.

Chair concluded discussion with announcement that Committee had agreed to meet on Tuesday, January 24th at 10AM for concluding this item.

VI. COMMITTEE COMMENTS

Chair noted that this meeting should be carried over to a Special Meeting so the Committee could focus on concluding the business of the Monthly Financial Report review since he had no time to complete his review.

There was also discussion comment about getting a follow-up on the Bank of West credit card account once it is established and provide information on who has a card and where are the credit cards residing. There were no additional comments by Committee Members.

Chair Reuck adjourned the Committee at 1:35 pm.

###



EQUIPMENT & FACILITIES COMMITTEE SUMMARY NOTES For January 12, 2017 Meeting

I. Call to Order

General Manager Gentry called Committee to order at 1:32 P M

II. Pledge of Allegiance

Director Parent lead the Pledge of Allegiance.

III. Roll Call

Directors Parent and Reuck were present. All Committee members were in attendance.

General Manager Gentry announced that now is the time for selection of a Committee Chair. Greg Campbell, public member, was in attendance at meeting.

Director Parent was selected as Committee Chair.

IV. Oral and Written Communications:

There were no persons present requesting to speak to Committee members.

V. AGENDA

1. Review and Discuss Existing Master Facilities Plan.

General Manager Gentry introduced this item for purposes of reviewing the policy-related issues that the Board is responsible for in the Master Facilities Plan. General Manager stated the Water and Wastewater Master Plans were out-of-date having been completed in 2002 and 2005.

An update of the District's Master Plans should be scheduled for the upcoming 2017-18 budget reviews but the policy related issues for the Committee and Board are related to what are the needs of the existing systems, what are the deficiencies, what is projected growth, what are the financial costs associated with an update of these Master Plans. General Manager asked for Committee Members input on the current Master Plans and the issues outlined.

Director Parent asked what an outline of what a plan should contain, what are the regulatory requirements, what is the size and scope of an engineering effort for plan preparation, what are the alternatives, including the regional facility concepts.

Director Reuck stated that he believed this item was the central most important discussion to be held by the Committee but would like to see answers to some of the items raised by Director Parent before making a recommendation to the Board.

Director Reuck asked General Manager if this item could be brought back in February for further discussion of all the items raised, particularly what might be the regulatory requirements associated with the outcome of a new Plan or Plans.

General Manager stated that this item with additional information will be brought back in February with as many items addressed as possible between this meeting and the scheduled date in February. He said that it may take an additional Committee to get all the answers in front of Committee prior to a Board recommendation.

2. Site Visit Tour of District Facilities

General Manager Gentry informed the Committee Members that they would be taken on a physical tour of all District facilities at this time. There were no public members who had made arrangements to take the tour. Utility Supervisor Dodds would be taking Committee for the tour. GM indicated that the Committee meeting would be adjourned upon their return to District office.

Tour began at 2:16 PM. There is no Committee action requested.

Committee Members returned from site visit tour at 3:16PM.

VI. COMMITTEE COMMENTS:

There were no further Committee comments.

ADJOURNMENT

Chair adjourned the Committee meeting at 3:16 PM.

###



San Miguel Community Services District

Regular Board Meeting Staff Report

JANUARY 26, 2017

AGENDA ITEMS: XI 16

SUBJECT: Discuss and Approve **Resolution No 2017-01** awarding a bid contract for District Engineer/Utility Services Manager Consulting services to Monsoon Consultants

STAFF RECOMMENDATION:

Discuss and Approve **Resolution 2017-02** awarding a bid contract to Monsoon Consultants for providing on-going District Engineering and Utility Services Manager services to the District and to provide hourly services for specific task or project-related assignments.

BACKGROUND:

The Finance & Budget Committee, at its meeting of January 20, 2017, unanimously recommended that the Board approve a bid contract to Monsoon Consultants for the specified services. Committee members interviewed Blaine Reely, PhD, Principal Engineer/Company CEO with respect to his credentials, the firm's work experience and qualifications for serving the District. Dr. Reely responded to all questions posed by the Committee.

The District initiated an RFP process last October to solicit bids from qualified engineering firms or individuals to provide on-going engineering and utility services management as required by the District. The RFP process included the Wallace Group, the present District Engineer.

Responses to the RFP were received in first part of November. The responses received included:
Monsoon Consultants—located in San Luis Obispo
Wallace Group—located in San Luis Obispo
MNS Engineers, Inc.—located in Buellton

MNS Engineers, Inc. withdrew from bidding consideration on November 1, 2017 due to their current workload commitments. NO pricing was submitted by MNS Engineers for further consideration, which is a result of their withdrawal.

Wallace Group submitted a letter stating their desire to continue as District Engineers having served in that capacity for over 20 years, but elected to not submit a formal response to bid package. Their stated reason for not submitting a bid package is given as “not being able to respond to the requirement for a lump sum fee for services until specific projects are defined.

Staff believes that a fair comparison of pricing can be provided using Wallace’s current fee/billing prices and the fee/billing submitted by Monsoon Consultants. The following provides a comparison of the two firms.

Wallace Group—San Luis Obispo

Firm submitted a written statement requesting that they be retained in their capacity of District Engineer and further stated that their existing billing and hourly rate schedule remains in effect. They also did not express any stated intent to expand their services to incorporate the requested management or other engineering functions specified in the RFP. Steve Tanaka would continue as the designated person from Wallace Group for District Engineering, if Wallace Group is selected for retention.

Wallace Group has provided District Engineering services to the District for over 20 years.

Wallace Group can increase its billable hourly rates annually based on the contract terms with the District. The last adjustment was April 2016, which resulted in the following Engineering, Design & Support Services rates:

	Hourly Rates:
Asst Designer/Technician	\$ 65
Designer/Technician	\$ 70-100
Sr. Designer I – III	\$ 138-148
GIS Technical Specialist	\$ 130
Sr GIS Specialist	\$ 145
Assoc Engineer I – III	\$ 90-100
Engineer I – IV	\$ 135-150
Sr Engineer I – III	\$ 155-170
Director	\$ 170
Principal Engineer	\$ 182
Principal	\$ 190

Wallace Group rates are subject, depending on specific services being provided, to prevailing wage requirements which means the above rates are subject to change. Rate schedule is subject to annual revision by Wallace Group.

Wallace Group also charges for direct expenses, such as:

Mileage (per IRS rates) for meeting attendance, Travel expense, Delivery/copy services, other Sub-consultants used to assist with a District assignment or project, and Other direct expenses, such as postage, photos and similar direct charges as may be required by District. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

Monsoon Consultants—San Luis Obispo

The principal of the firm is Blaine Reely, PhD with professional experience civil engineering and hydrological services. Firm has extensive experience in performing technical investigations, preparing engineering studies, providing design, engineering and construction/bidding document preparation, and providing active services in utility/engineering service management.

Dr. Reely has been practicing for over 35 years providing these services to public and private sector clients. Dr Reely has degrees, including PhD, in geological and civil engineering. He is a California licensed P.E. He has served as former City Engineer & Public Works Director and as consultant to municipalities and other governmental agencies. He would serve SMCS D as Principal District Engineer/Utility Services Manager.

The firm maintains a presence in Arizona and Oklahoma as well as the Central Coast region. The firm specializes in hydraulic modeling, geotechnical, GIS specialist, survey work crews, civil engineering and water/wastewater day-to day operations.

Locally, the firm has done work for City of SLO, Santa Ynez River Water Conservation District and Atascadero. The firm's negotiated hourly rates, which are lower than quoted RFP hourly rate schedule for services, are as follows:

Engineering

Assoc Engineering Tech	\$65.00/hr
Sr Engineering Tech	\$75.00/hr
Assoc Engineer	\$110.00/hr
Sr Engineer	\$110.00/hr
Principal Engineer	\$110.00/hr

General

Technical/Clerical	\$45.00/hr
Sr Project Mgr.	\$110.00/hr
Outside Consultant	Cost plus 5%
Reimbursable Expenses	Cost plus 5%

Routine office costs, such as computer usage, telephone charges, office supplies, travel, incidental postage, copying and faxes are included in the hourly rates. Plan copying, outside copying and overnight mail will be reimbursed at cost plus 2%.

As District Engineer/Utility Services Manager, Monsoon Consultants would be utilized 8-16 hours per month at the District office attending to specific work assignments, such as implementation of GSA/SGMA requirements, utility services management, and formulating long-range plans, such as the treatment plant expansion design work, grant administration related to utility services and development of the District's GSP (Groundwater Sustainability Plan).

These rates are favorable when compared to Wallace Group current fee schedule.

The FY 2017-18 budget would need to identify specific engineering projects as well as funding sources and include the services or projects to be assigned to Monsoon, such as but not limited to, update of Master Facilities Plans for Lighting, Water and Wastewater operations, update of SSMP, and implementation of Salt Nutrient Management Plan.

FISCAL IMPACT:

FY 2016-17 has a balance of \$13,065 total for engineering consulting services in Funds 10, 40 and 50. If Monsoon is assigned in the above described assignment and provide on-site work hours of 8 to 24 hours per month at Principal Engineer rate then the costs are as follows:

- 8 hours per month = \$4,400 for next 5 fiscal months,
- 12 hours per month = \$6,600 for next 5 fiscal months,
- 16 hours per month = \$8,800 for next 5 fiscal months,
- 24 hours per month = \$13,200 for next 5 fiscal months

Remaining calendar months would double these costs depending on the frequency of time selected for being in the District office. Staff recommends 12-24 hours per month. Attendance at Regular Board meetings would need to be factored into the work schedule so costs could be controlled while increasing productivity output by the position.

IN subsequent fiscal years, these costs would need to be adjusted for the fee schedule adjustment to \$130/hour for the Principal Engineer rate. This adjusted rate/fee is less than the present fee schedule for Wallace Group Principal Engineer at \$182/hour.

STAFF RECOMMENDATION:

Staff recommends that Board approve **Resolution No 2017-01** awarding a bid contract to Monsoon Consultants for the specified services as delineated in the Monsoon Response to the District’s RFP Response, and to serve as District Engineer/Utility Services Manager at the negotiated fee rate stated in the above analysis.

PREPARED BY:

*Darrell W. Gentry*_____

Darrell W. Gentry,
General Manager

Attachments:

Resolution No. 2017-01

Bid Proposals for: (these were distributed to Committee as a separate handout)

1. Letter from Wallace Group with current fee schedule
2. Monsoon Consultants



RESOLUTION No 2017-01

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
APPROVING A BID AWARD FOR CONTRACTUAL SERVICES TO MONSOON
CONSULTANTS FOR PROVIDING PROFESSIONAL ENGINEERING,
HYDROLOGIST AND MANAGEMENT SERVICES**

WHEREAS, the San Miguel Community Services District (“the District”) desires to employ the services of Monsoon Consultants (“the Firm”) to provide professional engineering, hydrologist and utility service management services pursuant to the specifications and requirements as delineated in the District’s circulated Request for Proposal; and

WHEREAS, the Firm desires to be engaged, by contractual agreement, for the specified professional and management services related to the operation of District utility services, provide professional civil engineering services as specified and required by the District; and

WHEREAS, the Firm desires to be engaged, by contractual agreement, for these specified professional engineering and management services as set forth in the District’s Request for Proposal (RFP) document used to solicit the selected bid provided by Monsoon Consultants; and.

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

1. To award a bid to Monsoon Consultants to serve as District Engineer/Utility Services Manager and provide professional civil engineering and hydrological services as specified and as may be required by the District based on the January 2017 negotiated hourly rate schedule as shown in the Monsoon Consultant RFP response.
2. The District’s General Manager is hereby authorized to execute this Agreement on behalf of the San Miguel Community Services District and is hereby authorized to provide a notice of termination to the Wallace Group ending their services to the District.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

Anthony Kalvans, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Darrell W. Gentry, General Manager and
Secretary to the Board of Directors

Doug White,
District General Counsel

I, Darrell W Gentry, Secretary of the Board of Directors of the San Miguel Community Services District, hereby certify the foregoing to be a full, true and correct copy of the record of the action of the action as the same appears in the Official Minutes of Board of Directors at its meeting of January 26, 2017.

November 1, 2016

Mr. Darrell Gentry, General Manager
San Miguel Community Services District
1150 Mission Street
San Miguel, California 93451

Subject: Request for Proposals - Engineering Consulting Services

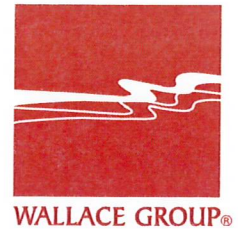
Dear Mr. Gentry:

We are pleased to have served the San Miguel Community Services District (CSD) as District Engineer for over 2 decades. Our history goes even further back before the CSD was formed in 2000, serving as the San Miguel Sanitary District's Engineer since 1985. We have also served other agencies for their projects within San Miguel such as preparing the Engineer's Assessment Report for then SLO County Water Works District No. 1, in 1994. I have personally represented your community starting in 1985, and Steve has been serving as your District Engineer for over 15 years. We are truly dedicated to the community of San Miguel and its residents.

We have reviewed the subject Request for Proposals (RFP), and regrettably we must decline to respond to the RFQ as drafted. Please understand that we desire to continue providing you with District Engineering services as we have done in the past for many years, but we are not able to respond to the request for Lump Sum fees for services until such time specific Projects and Services are defined.

We have reviewed the variety of services that the District desires their District Engineer to provide, and Wallace Group is highly qualified to provide the majority of these services. Where more expertise or specific discipline services are needed, Wallace Group has the public agency management skills to work with other consulting firms and assist the District through such specialty service contracts. The below listed items from the District's RFP are those services we are highly qualified to perform:

- Utility Services Management
- Surveying
- Construction and Project Management
- Wastewater Collection and Treatment
- Wastewater Treatment Plant Improvements
- Water Transmission and Distribution
- Water Storage and Recharge
- Groundwater Sustainability Management Plans
- Sewer System Management Plans
- Water Wells and Supply System Management
- Water & Wastewater Pump Stations
- Water Tanks - above ground reservoirs
- Fire flow analysis
- Watershed and groundwater studies and compliance/projects



CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

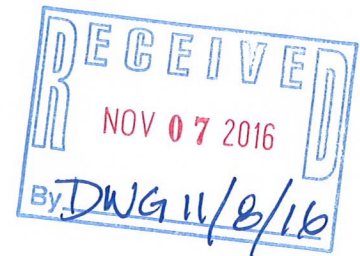
MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

WATER RESOURCES

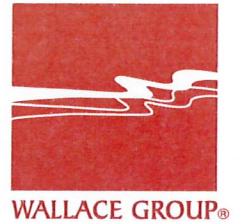


WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



If the District moves forward with the process to select another District Engineer, we want the District to know that we are happy to assist the District with this process by assisting with the selection of consultants, and continuing to provide District Engineering services until a new consultant comes on board. If another firm is eventually chosen as your new District Engineer, we would welcome the opportunity to propose on and work with the District on the specific projects where we can offer our quality services.

We look forward to hearing from you as the process goes forward. Please feel free to call me or Steve if you have any questions.

Yours truly,

WALLACE GROUP

A handwritten signature in blue ink, appearing to read "John Wallace".

John Wallace, PE
Principal

Cc: San Miguel CSD Board of Directors

Standard Billing Rates

Exhibit A



Engineering, Design & Support Services:

Assistant Designer/Technician	\$ 65	
Designer/Technician I - IV	\$ 70 - \$100	
Senior Designer I - III.....	\$138 - \$148	
GIS Technical Specialist	\$130	
Senior GIS Technical Specialist.....	\$145	
Associate Engineer I - II	\$ 90 - \$100	
Engineer I - IV.....	\$135 - \$150	
Senior Engineer I - III	\$155 - \$170	
Director	\$170	
Principal Engineer.....	\$182	
Principal	\$190	

Prevailing Wage*

Surveying Services:

Associate Survey Technician I - II	\$ 80 - \$ 90	
One-Person GPS/Robot Survey Crew	\$160	\$190
Two-Person GPS Survey Crew	\$243	\$266
Two-Person Survey Crew	\$190	\$220
Three-Person Survey Crew.....	\$272	\$323
Survey Technician I - IV	\$110 - \$134	
Land Surveyor I - IV	\$137 - \$152	
Senior Land Surveyor I - III.....	\$155 - \$165	
Director	\$165	

Support Services:

Office Assistant	\$ 50	
Project Assistant I - III.....	\$ 70 - \$ 86	

Additional Professional Services:

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$300 an hour. As authorized in advance by the Client, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

Direct Expenses:

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- sub-consultant services
- agency fees
- delivery/copy services
- mileage (per IRS rates)
- other direct expenses

Invoicing and Interest Charges:

Invoices are submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

PROFESSIONAL ENGINEERING SERVICES

STATEMENT OF QUALIFICATIONS

HOURLY BILLING RATES

BILLING RATES EFFECTIVE JANUARY 1, 2017

Engineering

Associate Engineering Technician	\$	65
Senior Engineering Technician	\$	75
Associate Engineer	\$	110
Senior Engineer	\$	110 (Rate to increase to \$130/hr after 12 mo.)
Principal Engineer	\$	110 (Rate to increase to \$145/hr after 12 mo.)

General

Technical/Clerical Support	\$	45
Senior Project Manager	\$	110 (Rate to increase to \$120/hr after 12 mo.)
Outside Consultant		Cost + 5%
Reimbursable Expenses		Cost + 5%

Note 1: Routine office costs such as computer usage, telephone charges, office supplies, travel, incidental postage, copying, and faxes are included in the hourly rates. Plan copying, outside copying and overnight mail will be reimbursed at cost plus 2%.



San Miguel Community Services District

Regular Board Meeting Staff Report

JANUARY 26, 2017

AGENDA ITEMS: XI. 17

SUBJECT: Review and Discuss Proposal for Public Members to serve on Standing Committees

STAFF RECOMMENDATION:

Review and Discuss proposal re: use of public members on District Standing Committees and give direction to staff.

BACKGROUND:

At the December Board meeting, there was a request to place this item on the next Board meeting agenda for discussion. The Board made this request in order to review existing Board By-laws and rules for appointments to committees and discuss potential changes. This discussion originated from a desire to use experienced persons for budget and/or financial reviews.

The existing Board By-laws are being reviewed, currently by the O & P Committee at its next meeting on January 27th. The current Board By-laws and rules regarding appointments are as follows:

2.2.2 Standing Committees

Section 2.2.2.1

At its first regular meeting in December, the Standing Committee (“Committee”) positions for the following year will be appointed by the President, with the consent of the Board.

Section 2.2.2.2

Specifies “That each Standing Committee will consist of two (2) Board Members and staff (General Manager or his/her designee) may be invited to advise or give input as needed.

Section 2.2.2.3

Committee meetings will be held when deemed appropriate by the Committee Chair or the District General Manager.

Section 2.2.2.4

The Committee's function will be to study appropriate issues in depth, and report their findings, make policy recommendations and conclusions to the whole Board for its consideration.

There are also other Board By-laws and rules pertaining to appointments to committees, which are as follows:

Section 2.2.3 – Other Committees

2.2.3.1—The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by the Board.

2.2.3.2—The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

2.2.3.3—Sub-committees and/or Special Committees will be formed when deemed necessary by the Board

Section 1.4.4

The Board of Directors may appoint any citizen or advisory committee or advisory body, as it deems necessary.

1.4.4.1 Members so appointed shall serve without compensation, unless otherwise set forth.

1.4.4.2 Each member of any citizen or advisory committee or advisory body, determined to be a "legislative body", pursuant to Government Code Section 54952, shall be provided with a copy of the Brown Act and subject to the provisions and requirements of the law.

Additionally, District General Counsel would have to advise, prior to any process or appointments being made, whether or not such public members are also subject to financial disclosure requirements pursuant to State code.

Special Committee Appointments

If the Board desires to appoint a Special Committee composed of public member, it is possible under existing rules in Section 2.2.3. Committee meetings and members would be subject to the provisions and requirements of the Brown Act as required by existing Board By-laws and rules, which public notice, meetings and minutes.

Special Committee members would only be advisory, not voting, members to the Board of Directors. District staff and General Manager would be resources to this Committee and provide support for notices, minutes and reports to the Committee members.

If the Special Committee members fall under the provisions and requirements of financial disclosure, then Form 700 Annual Disclosure Statement would also be required. This is a ruling that the District General Counsel would have to provide to the Board Members prior to any appointment considerations.

Standing Committee Appointments

The existing Board By-laws and rules do not specifically allow public members to be appointed to a Standing Committee. The By-law sections listed in this report specify the membership to be exclusive to Board Members and staff.

If the intention of the Board is to have individual Board members actively engaged in appropriate study of issues in depth at the Standing Committee level, then the Board may not want to make any amendments existing Board By-laws and rules.

If the intention of the Board is to broaden public participation in specific activities and/or oversight of District financial or operational functions, then a Special Committee with specific duties, terms and advisory recommendations should be spelled out and approved by the Board prior to any appointments being made.

These criteria would also be important for a member of the public to know prior to applying for an appointment so they can determine whether or not to make a commitment to service on a Special Committee.

STAFF RECOMMENDATION

Discuss and give direction to staff.

PREPARED BY:

Darrell W. Gentry

Darrell W. Gentry,
General Manager



San Miguel Community Services District

Regular Board Meeting Staff Report

JANUARY 26, 2016

AGENDA ITEM: XI 18

SUBJECT: Discuss General Manager's Report on Estrella-El Pomar-Creston Water District Formation

STAFF RECOMMENDATION:

Discuss and give direction to General Manager as may be needed.

BACKGROUND:

The San Luis Obispo Local Agency Formation Commission (LAFCO) held a study session meeting last week on the proposal for forming a new water district, to be known as the Estrella-El Pomar-Creston Water District ("EPC").

EPC representatives, property owners with agricultural interests, filed a LAFCO application on December 22, 2016 along with other documents, fees, and plan for services and a preliminary budget for the new district.

Petitions by individual property owners were also submitted and are being reviewed presently by the County Assessor's office for ownership comparison with tax rolls. LAFCO is beginning a 30-day comment period and sending out referral notices to agencies and others.

Tentative LAFCO Hearing Date

A tentative hearing date of March 28, 2017 is presently scheduled to consider this formation application. There will also be postcard notices sent out, at least 21-days in advance of the hearing date to landowners and registered voters within 300 feet of the proposed district boundaries.

Proposed EPC Boundaries

The proposed EPC boundaries include non-contiguous properties and fragmented district boundaries encompassing 45,000 acres with an estimated 170 property owners owning 445 parcels, who have petitioned to be included within this new district.

LAFCO can only approve a non-contiguous boundary if the proposed District areas are within 2-miles of each other. The present application for district formation meets that criteria, according LAFCO staff.

The recently formed Shandon-San Juan Water District lies east of EPC but is a more consolidated district area that straddles the 46 Highway corridor and extends to the eastern county lines. Shandon-San Juan is a 144,000-acre district with 66 property owners and 465 parcels.

The State Water Code authorizes holders of title to a majority of land area that is capable of using water beneficially for irrigation, domestic, industrial or municipal purposes and which can be service from common sources of supply and by the same system of works, may petition for the formation of a district.

Potential Impacts to San Miguel

Overall, the potential properties to be included in the proposed EPC District includes parcels and properties that can be logically served by San Miguel CSD in the future and already are being served by San Miguel services for schools, postal service, fire protection and medical emergencies under mutual aid agreement.

Should the EPC District boundaries be formed as proposed, then any future expansion of SMCSO boundaries, if desired either by property owners or SMCSO, could be restricted or prohibited while still providing many of the existing services, such as fire protection, schools, postal service and others.

Hydrologically, there are areas that have more connection to the San Miguel area of the Estrella Sub-basin of the Paso Robles Groundwater Basin because hydraulic flow is north using Estrella and Salinas Rivers flowing through San Miguel.

A primary purpose behind the formation of these new water districts is to provide a vehicle to form a Groundwater Sustainability Agency and cooperate in preparation of a Groundwater Sustainability Plan pursuant to SGMA requirements.

West Area Impact

There are proposed parcels located on west side of 101, outside of District boundaries but immediately adjacent to existing boundaries, in the north-western area owned by Courtside Cellars, which are included in this proposal. This property is a vineyard area for Courtside and was once proposed for a residential development project.

Initially, the Courtside Cellars' wine production plant and property located on Mission Street was included. The latest proposal seems to have made this correction but the situation needs to be monitored and corrected prior to March hearing by LAFCO.

East Area Impact

There are proposed parcels located along River Road, south of existing District boundaries, which are currently owned by J. Lohr and other vineyard owners that are proposed for EPC District inclusion.

South and West Area Impact

There are parcels located immediately south of existing SMCSD boundaries that are proposed to be included within the EPC District.

Staff Recommendation

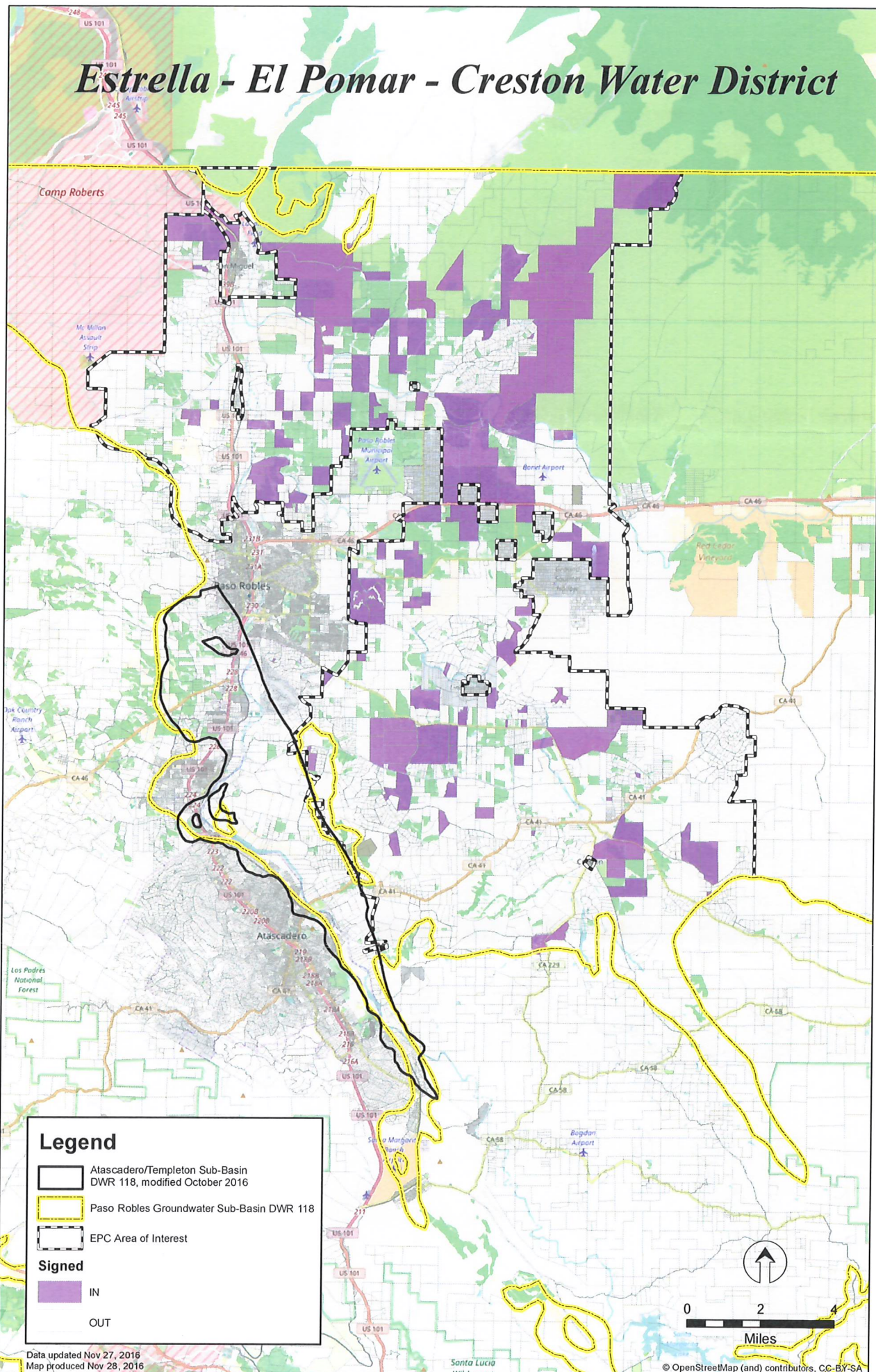
Discuss this Report on Impact of Estrella-El Pomar-Creston Water District formation.

PREPARED BY:






*Darrell W. Gentry*_____

Darrell W. Gentry,
General Manager

Estrella - El Pomar - Creston Water District



Legend

-  Atascadero/Templeton Sub-Basin DWR 118, modified October 2016
-  Paso Robles Groundwater Sub-Basin DWR 118
-  EPC Area of Interest
- Signed**
-  IN
-  OUT

Data updated Nov 27, 2016
Map produced Nov 28, 2016



Shandon-San Juan Water District

