



BOARD OF DIRECTORS

Ashley Sangster, President
 Ward Roney, Director

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

SPECIAL MEETING AGENDA

6:00 P.M. Closed Session 6:30 P.M. Opened Session

SMCSD Boardroom 08-19-2021

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

To minimize the spread of the Corona Virus, please note the following changes to the District's ordinary meeting procedures:

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

HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

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

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

PUBLIC RECORD

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

Please see: www.sanmiguelcsd.org

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

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

Public Comment: please see notice. Sign in sheet at podium for public comment.

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

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

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

- I. Call to Order: 6:30 PM**
II. Pledge of Allegiance:
III. Roll Call: *Sangster* ___ *Kalvans* ___ *Roney* ___ *Palafos* ___ *Gregory* ___
IV. Approval of Regular Meeting Agenda:

M _____ S _____ V _____

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

A. CLOSED SESSION AGENDA:

1. PUBLIC EMPLOYMENT

Title: Interim General Manager/Fire Chief; Pursuant to Government Code Section 54954.5

2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
 Confidential Complainant

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

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

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

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

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File: None

District Staff & Committee Reports: None

X. CONSENT CALENDAR: None

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.

XI. BOARD ACTION ITEMS:

1. Discuss and adopt Resolution 2021-21 nominating and electing a President of the Board of Directors

RECOMMENDATION: Adopt Resolution 2021-21 nominating and electing a President of the Board of Directors

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

M_____ **S**_____ **V**_____

2. Review, Discuss, Receive and File the enumeration of Financial Reports for JUNE 2021 (Hido)

- A. Claims Detail Report
 - a. Claim Detail Report JUNE 2021
 - b. Claim Detail Report MARCH 2021
- B. Statement of Revenue Budget vs Actuals
- C. Revenue 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**_____

3. Review and Approve RESOLUTION 2021-22 approving Fire Chief Job Description

Recommendation: Approve Resolution 2021-22 Fire Chief Job Description

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

M _____ S _____ V _____

4. Review and Approve RESOLUTION 2021-23 approving General Manager Job Description

Recommendation: Approve Resolution 2021-23 General Manager Job Description

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

M _____ S _____ V _____

5. Review and approve contract by RESOLUTION 2021-19 with Rob Roberson as Interim General Manager/ Fire Chief (Dervin)

Recommendation: Approve contract with Rob Roberson as Interim General Manager/ Fire Chief

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

M _____ S _____ V _____

6. Review and approve Resolution 2021-24 authorizing the Director of Utilities to contract with Viborg Sand and Gravel to repair pavement on 12th street in an amount not to exceed \$23,853 and authorize a budget adjustment from Water Capital Reserve to Water Capital Outlay (50-500) in an equal amount. (Dodds)

Recommendation: Approve Resolution 2021-24 authorizing the Director of Utilities to contract with Viborg Sand and Gravel in an amount not to exceed \$23,853 and authorize a budget adjustment in an equal amount.

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

M _____ S _____ V _____

7. Review and approve RESOLUTION 2021-20 authorizing the Director of Utilities to contract with Aqua Engineering for materials and labor to install a Variable Frequency Drive at Well 4 at a cost not to exceed \$12,114.04 and authorize a budget adjustment in the same amount from Water Capital Reserve to Water projects Well 4 (50-517) in an equal amount. (Dodds)

Recommendation: Approve Resolution 2021-20 authorizing the Director of Utilities to contract with Aqua Engineering for materials and labor to install a Variable Frequency Drive at Well 4 at a cost not to exceed \$12,114.04 and authorize a budget adjustment in the same amount from Water Capital Reserve to Water Projects Well 4 (50-517) in an equal amount. (Dodds)

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

M _____ S _____ V _____

8. Discuss and Adopt Resolution 2021-25 Accepting a Notice of Contract Termination from Monsoon Consultants (Dodds/ Dervin)

Recommendation: Adopt Resolution 2021-25 accepting a Notice of Contract Termination from Monsoon Consultants for District engineering services and WWTF contract.

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

M _____ S _____ V _____

9. Discuss options for District Engineering services (Dodds)

Recommendation: Provide direction to Staff

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

10. Discuss and Adopt Resolution 2021-26 Approving an Agreement for District Engineering Services with GSI Water Solutions Inc. for the Machado Wastewater Treatment Facility Project

Recommendation: Discuss and adopt Resolution 2021-26 approving an agreement with GSI Water Solutions, Inc. for District engineering services related to the Machado Wastewater Treatment Facility (WWTF)

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

M _____ S _____ V _____

11. Discuss and Adopt Resolution 2021-27 Approving an Agreement for Interim District Engineering Services with GSI Water Solutions Inc. (Dodds/ Dervin)

Recommendation: Discuss and adopt Resolution 2021-27 approving an agreement with GSI Water Solutions, Inc. for interim District engineering services and WWTF contract

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

M _____ S _____ V _____

12. Review and approve a contract with MCD Services for On Call Drafting and Design Services (Dodds)

Recommendation: Authorize the Director of Utilities to contract with MCD Services for On Call Drafting and Design Services.

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

M _____ S _____ V _____

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING

ATTEST:

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

I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on August 13, 2021

Date: August 13, 2021

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



San Miguel Community Services District

Board of Directors

Staff Report

August 19, 2021

AGENDA ITEM: XI-1

SUBJECT: Discuss and adopt Resolution 2021-21 nominating and electing a President of the Board of Directors.

STAFF RECOMMENDATION:

Adopt Resolution 2021-21 nominating and electing a President of the Board of Directors.

BACKGROUND:

The Board of Directors (“Board”) of the San Miguel Community Services District (“District”), elected Director Ashley Sangster to serve as Board President. The Board elects a new Board President in December of each year to serve a one-year term. Director Sangster was elected to serve the 2021 calendar year at the December 17, 2020, District Board meeting.

The Board may remove the President of the Board and elect a new President by a majority vote. Director Anthony Kalvans has requested the Board discuss and consider the nomination and election of a new Board President to immediately replace Director Sangster.

The newly elected Board President will serve the remainder of Director Sangster’s term, which is set to expire in December 2021. The proposed resolution will have no effect on the normal Board President election, typically held in December of each year. As such, the Board will hold Board President and Vice President Elections in December 2021.

Fiscal Impact:

Electing a new Board President will have no fiscal impact on the District.

Board Options:

1. Nominate and elect a new Board President to serve the remainder of Director Sangster's term as President.
2. Continue consideration of the Resolution to the next regularly scheduled Board meeting.
3. Reject the proposed Resolution.

PREPARED BY:

Robert Roberson, Interim General Manager

Attachment:

Exhibit A: **Resolution No. 2021-21**

RESOLUTION NO. 2021-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ELECTING A PRESIDENT OF
THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES
DISTRICT**

WHEREAS, the San Miguel Community Services District (“District”) Board of Directors (“Board”) elects a Board President in December of each year to serve a one (1) year term; and

WHEREAS, Director Ashley Sangster was elected Board President for the 2021 calendar year at the December 17, 2020 Board meeting; and

WHEREAS, the Board may remove Ashley Sangster from his current position as President of the Board and elect a new President by a majority vote; and

WHEREAS, the Board seeks to elect a new Board Present to serve the remainder of the 2021 term.

NOW THEREFORE, BE IT RESOLVED, the San Miguel Community Services District Board of Directors hereby removes Director Sangster as President of the Board and elects Director _____ to serve the remainder of Director Sangster’s term as Board President for 2021. This resolution shall have no effect on the election of the Board President for the 2022 Board President term.

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 19th day of August 2021.

Anthony Kalvans, Vice 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

August 19th, 2021

AGENDA ITEM: XI - 2

SUBJECT: Review the enumeration of Financial Reports for June 2021

June 2021 Revenue: \$534,053.55 (primarily OES payment, CDBG grant, property tax and user fees)

June 2021 Expenses: \$253,426.27

PROJECT EXPENSES

10th and 11th street waterline replacement

- RailPros - \$22,200.00 Watchman/Lookout

PROJECT EXPENSES

CALOES power resiliency generator project (\$28,766.29 of \$230,000 / 13% / spent thru June)

- Wildhorse Propane - \$5,645.48 Propane Tanks, Propane line and fill up

OTHER PROJECTS

- Monsoon Consultants \$5,437.50 – WWTF project management and designs

LEGAL SERVICES

- WhiteBrenner LLP Legal Services \$9,482.60 **June** legal services
- Delfino, Madden, O'Malley, Coyle & Koewler \$42,270.50

NORMAL OPERATING EXPENSES

- CalPERS \$29,579.26 - for May and June
- Ferguson Enterprises \$4,144.09 valves and couplings
- PG&E \$13,062.97 – Facilities
- South Coast Emergency Vehicle - \$4,360.90 Rear Step fabrication, traffic advisor system, cameras & installation

Recommendation: Review this enumeration of Financial Reports for June 2021. These items are for information and discussion only.

PREPARED BY:

REVIEWED BY:

Michelle Hido

Rob Roberson

Financial Officer

Interim General Manager/Fire Chief

08/11/21¹¹
 17:18:21

SAN MIGUEL COMMUNITY SERVICES DISTRICT
 Claim Details
 For the Accounting Period: 6/21

Page: 1 of 24
 Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6885	19051S	650 13 STARS MEDIA	178.32					
1	7146 06/08/21	Legal Ad for Tax roll	89.16			40 64000	393	10200
2	7146 06/08/21	Legal Ad for Tax roll	89.16			50 65000	393	10200
6886	19051S	650 13 STARS MEDIA	122.22					
1	7145 06/08/21	Legal Ad for Tax roll	122.22			20 62000	393	10200
		Total for Vendor:	300.54					
7015	19114S	639 ACCURATE MAILING SERVICE	775.07					
		CONSUMER CONFIDENCE RPT B/W & Standard						
1	14876 05/25/21	CCR PRINTG & REPRO & POSTAGE	775.07*			50 65000	320	10200
		Total for Vendor:	775.07					
6929	19063S	682 ACTION PROFESSIONALS	64.47					
		Inv# 134700000001						
1	1347000000	06/01/21 Account collection fee	32.24			40 64000	305	10200
2	1347000000	06/01/21 Account collection fee	32.23			50 65000	305	10200
		Total for Vendor:	64.47					
6882	19052S	622 BALDWIN ELECTRIC SERVICE	953.93					
1	328 06/06/21	Install j boxes for internet	953.93			50 65000	353	10200
		Total for Vendor:	953.93					
6871	19020S	34 BLAKE'S INC	3.13					
1	1428158 05/10/21	Bolts	3.13			50 65000	590	10200
		Total for Vendor:	3.13					
6858	19021S	573 BURT INDUSTRIAL SUPPLY	1,345.14					
1	91845 05/14/21	4" Pipe and fittings	1,345.14			50 65000	353	10200
6859	19021S	573 BURT INDUSTRIAL SUPPLY	101.79					
1	92076 05/19/21	Marking paint	50.90			40 64000	353	10200
2	92076 05/19/21	Marking paint	50.89			50 65000	353	10200
		Total for Vendor:	1,446.93					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6982	-99452E	416 CALPERS	1,598.24					
		CalPers 3100 Retirement Classic						
		Classic Plan PP 5/3/2021						
		05/16/2021 Check Date 05/24/21						
1	16401013	05/24/21 CalPers 3100 Retirement	0.00			20 21850		10250
2	16401013	05/24/21 CalPers 3100 Retirement	60.10			30 21850		10250
3	16401013	05/24/21 CalPers 3100 Retirement	527.67			40 21850		10250
4	16401013	05/24/21 CalPers 3100 Retirement	950.39			50 21850		10250
5	16401013	05/24/21 CalPers 3100 Retirement	60.08			60 21850		10250
6983	-99451E	416 CALPERS	1,945.33					
		CalPers 26019 Retirement/PEPRA						
		PPE 5/3/2021 5/16/2021 Payroll Check Date 05/24/2021						
1	16401048	05/24/21 CalPers 3100 Retirement	498.48			20 21851		10250
2	16401048	05/24/21 CalPers 3100 Retirement	22.64			30 21851		10250
3	16401048	05/24/21 CalPers 3100 Retirement	756.77			40 21851		10250
4	16401048	05/24/21 CalPers 3100 Retirement	644.36			50 21851		10250
5	16401048	05/24/21 CalPers 3100 Retirement	23.08			60 21851		10250
6984	-99481E	416 CALPERS	1,812.94					
		CalPers 26019 Retirement/PEPRA						
		PPE 5/17/2021 5/30/2021 Payroll Check Date 06/7/2021						
1	16401057	06/07/21 CalPers 3100 Retirement	490.70			20 21851		10250
2	16401057	06/07/21 CalPers 3100 Retirement	19.63			30 21851		10250
3	16401057	06/07/21 CalPers 3100 Retirement	710.13			40 21851		10250
4	16401057	06/07/21 CalPers 3100 Retirement	570.79			50 21851		10250
5	16401057	06/07/21 CalPers 3100 Retirement	21.69			60 21851		10250
6985	-99480E	416 CALPERS	1,598.24					
		CalPers 3100 Retirement Classic						
		Classic Plan PP 5/17/2021						
		05/30/2021 Check Date 06/07/21						
1	16401025	06/07/21 CalPers 3100 Retirement	0.00			20 21850		10250
2	16401025	06/07/21 CalPers 3100 Retirement	60.10			30 21850		10250
3	16401025	06/07/21 CalPers 3100 Retirement	527.67			40 21850		10250
4	16401025	06/07/21 CalPers 3100 Retirement	950.39			50 21850		10250
5	16401025	06/07/21 CalPers 3100 Retirement	60.08			60 21850		10250

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6986 -99479E 416 CALPERS			1,598.24					
CalPers 3100 Retirement Classic Classic Plan PP 5/31/2021 06/13/2021 Check Date 06/21/21								
1	16430232	06/21/21 CalPers 3100 Retirement	0.00			20 21850		10250
2	16430232	06/21/21 CalPers 3100 Retirement	60.10			30 21850		10250
3	16430232	06/21/21 CalPers 3100 Retirement	527.67			40 21850		10250
4	16430232	06/21/21 CalPers 3100 Retirement	950.39			50 21850		10250
5	16430232	06/21/21 CalPers 3100 Retirement	60.08			60 21850		10250
6987 -99478E 416 CALPERS			1,649.04					
CalPers 26019 Retirement/PEPRA PPE 5/31/2021 6/13/2021 Payroll Check Date 06/21/2021								
1	16430263	06/21/21 CalPers 3100 Retirement	482.51			20 21851		10250
2	16430263	06/21/21 CalPers 3100 Retirement	16.35			30 21851		10250
3	16430263	06/21/21 CalPers 3100 Retirement	644.57			40 21851		10250
4	16430263	06/21/21 CalPers 3100 Retirement	485.56			50 21851		10250
5	16430263	06/21/21 CalPers 3100 Retirement	20.05			60 21851		10250
6988 -99477E 416 CALPERS			1,598.24					
CalPers 3100 Retirement Classic Classic Plan PP 6/14/2021 06/27/2021 Check Date 07/5/21								
1	16430249	07/05/21 CalPers 3100 Retirement	0.00			20 21850		10250
2	16430249	07/05/21 CalPers 3100 Retirement	60.10			30 21850		10250
3	16430249	07/05/21 CalPers 3100 Retirement	527.67			40 21850		10250
4	16430249	07/05/21 CalPers 3100 Retirement	950.39			50 21850		10250
5	16430249	07/05/21 CalPers 3100 Retirement	60.08			60 21850		10250
6989 -99476E 416 CALPERS			1,646.73					
CalPers 26019 Retirement/PEPRA PPE 6/14/2021 6/27/2021 Payroll Check Date 07/5/2021								
1	16430278	07/05/21 CalPers 3100 Retirement	482.45			20 21851		10250
2	16430278	07/05/21 CalPers 3100 Retirement	16.35			30 21851		10250
3	16430278	07/05/21 CalPers 3100 Retirement	643.46			40 21851		10250
4	16430278	07/05/21 CalPers 3100 Retirement	484.40			50 21851		10250
5	16430278	07/05/21 CalPers 3100 Retirement	20.07			60 21851		10250

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6990	-99475E	416 CALPERS CalPers 457 Plan Contribution PPE 5/31/2021 6/13/2021	1,250.00					
1	164932594	06/13/21 CalPers 457 Plan	90.00			20 21860		10250
3	164932594	06/13/21 CalPers 457 Plan	25.00			30 21860		10250
4	164932594	06/13/21 CalPers 457 Plan	471.00			40 21860		10250
5	164932594	06/13/21 CalPers 457 Plan	631.00			50 21860		10250
6	164932594	06/13/21 CalPers 457 Plan	33.00			60 21860		10250
6991	-99474E	416 CALPERS CalPers 457 Plan Contribution PPE 6/14/2021 6/27/2021	1,250.00					
1	16493598	06/27/21 CalPers 457 Plan	90.00			20 21860		10250
3	16493598	06/27/21 CalPers 457 Plan	25.00			30 21860		10250
4	16493598	06/27/21 CalPers 457 Plan	471.00			40 21860		10250
5	16493598	06/27/21 CalPers 457 Plan	631.00			50 21860		10250
6	16493598	06/27/21 CalPers 457 Plan	33.00			60 21860		10250
6995	-99470E	416 CALPERS CalPers 1800 Health Coverage month MAY 2021	6,816.13					
1	16433676	05/14/21 CalPers 1800 Health	399.11			20 62000	205	10250
2	16433676	05/14/21 CalPers 1800 Health	0.00			20 62000	206	10250
3	16433676	05/14/21 CalPers 1800 Health	99.20			20 21810		10250
4	16433676	05/14/21 CalPers 1800 Health	96.65*			30 63000	205	10250
5	16433676	05/14/21 CalPers 1800 Health	0.00			30 63000	206	10250
6	16433676	05/14/21 CalPers 1800 Health	12.30			30 21810		10250
7	16433676	05/14/21 CalPers 1800 Health	2,048.92*			40 64000	205	10250
8	16433676	05/14/21 CalPers 1800 Health	109.42*			40 64000	206	10250
9	16433676	05/14/21 CalPers 1800 Health	422.44			40 21810		10250
10	16433676	05/14/21 CalPers 1800 Health	2,799.96*			50 65000	205	10250
11	16433676	05/14/21 CalPers 1800 Health	109.42*			50 65000	206	10250
12	16433676	05/14/21 CalPers 1800 Health	609.80			50 21810		10250
13	16433676	05/14/21 CalPers 1800 Health	96.65*			60 66000	205	10250
14	16433676	05/14/21 CalPers 1800 Health	0.00*			60 66000	206	10250
15	16433676	05/14/21 CalPers 1800 Health	12.26			60 21810		10250

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6996 -99453E 416 CALPERS CalPers 1800 Health Coverage month JUNE 2021			6,816.13					
1	16462445	06/14/21 CalPers 1800 Health	399.11			20 62000	205	10250
2	16462445	06/14/21 CalPers 1800 Health	0.00			20 62000	206	10250
3	16462445	06/14/21 CalPers 1800 Health	99.20			20 21810		10250
4	16462445	06/14/21 CalPers 1800 Health	96.65*			30 63000	205	10250
5	16462445	06/14/21 CalPers 1800 Health	0.00			30 63000	206	10250
6	16462445	06/14/21 CalPers 1800 Health	12.30			30 21810		10250
7	16462445	06/14/21 CalPers 1800 Health	2,048.92*			40 64000	205	10250
8	16462445	06/14/21 CalPers 1800 Health	109.42*			40 64000	206	10250
9	16462445	06/14/21 CalPers 1800 Health	422.44			40 21810		10250
10	16462445	06/14/21 CalPers 1800 Health	2,799.96*			50 65000	205	10250
11	16462445	06/14/21 CalPers 1800 Health	109.42*			50 65000	206	10250
12	16462445	06/14/21 CalPers 1800 Health	609.80			50 21810		10250
13	16462445	06/14/21 CalPers 1800 Health	96.65*			60 66000	205	10250
14	16462445	06/14/21 CalPers 1800 Health	0.00*			60 66000	206	10250
15	16462445	06/14/21 CalPers 1800 Health	12.26			60 21810		10250
Total for Vendor:			29,579.26					
6899 19064S 67 CHARTER COMMUNICATIONS Acct# 8245101050040553 1765 Bonita Treatment Plant			149.97					
Service from 06/18/2021 ~ 07/17/2021								
1	61821	06/18/21 Internet/Voice	149.97*			40 64000	375	10200
6915 19064S 67 CHARTER COMMUNICATIONS Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice			324.94					
Service 06/11/21 ~ 07/10/21								
1	061121	06/11/21 Internet/Voice	97.48*			20 62000	375	10200
2	061121	06/11/21 Internet/Voice	113.73*			40 64000	375	10200
3	061121	06/11/21 Internet/Voice	113.73			50 65000	375	10200
Total for Vendor:			474.91					

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6868	19024S	584 CORE & MAIN LP	586.56					
1	N552986	05/28/21 Water meters	586.56			50 65000	526	10200
6931	19066S	584 CORE & MAIN LP	226.15					
1	N873272	06/22/21 3/4" Water Meter	226.15			50 65000	525	10200
		Total for Vendor:	812.71					
6914	19067S	429 COUNTY OF SAN LUIS OBISPO - EH	75.40					
1	IN0132191	06/15/21 Admin Costs	75.40*			50 65000	362	10200
		Total for Vendor:	75.40					
6860	19026S	654 CULLIGAN WATER	24.29					
1		05/31/21 Water	12.15			40 64000	305	10200
2		05/31/21 Water	12.14			50 65000	305	10200
6948	19084S	654 CULLIGAN WATER	33.16					
1	839029	06/30/21 WATER DELIVERY JUNE	16.58			40 64000	305	10200
2	839029	06/30/21 WATER DELIVERY JUNE	16.58			50 65000	305	10200
		Total for Vendor:	57.45					
7056		687 DELFINO MADDEN O'MALLEY COYLE	42,270.50					
		HR INVESTIGATION 3/9-4/23/2021						
1	146059	05/01/21 HR INVESTIGATION 3/9-4/23/2021	9,722.22*			20 62000	333	10200
2	146059	05/01/21 HR INVESTIGATION 3/9-4/23/2021	845.41*			30 63000	333	10200
3	146059	05/01/21 HR INVESTIGATION 3/9-4/23/2021	14,794.67*			40 64000	333	10200
4	146059	05/01/21 HR INVESTIGATION 3/9-4/23/2021	16,062.79*			50 65000	333	10200
5	146059	05/01/21 HR INVESTIGATION 3/9-4/23/2021	845.41*			60 66000	333	10200
		Total for Vendor:	42,270.50					
6895	19053S	660 DUDEK	765.00					
1	202103597	06/11/21 WWTF enviromental	765.00			40 64000	587	10200
7042	19117S	660 DUDEK	10,170.00					
1	202105260	07/26/21 WWTF TECH ANALYSIS	1,937.50			40 64000	587	10200
2	202105260	07/26/21 WWTF DRAFT IS/MND	8,232.50			40 64000	587	10200
		Total for Vendor:	10,935.00					

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6873	19027S	107 FARM SUPPLY	151.51					
1	214396	05/31/21 Herbicide	151.51			40 64000	582	10200
		Total for Vendor:	151.51					
6952	19085S	346 FENCE FACTORY RENTALS	2,583.43					
1	840234	06/30/21 FENCE SLATS WELL3	2,583.43			50 65000	353	10200
		Total for Vendor:	2,583.43					
6881	19054S	109 FERGUSON ENTERPRISES	2,856.07					
1	9264345	06/02/21 Water valves	2,856.07			50 65000	353	10200
6883	19054S	109 FERGUSON ENTERPRISES	736.81					
Repair at SLO and Mission alley								
1	9258734	06/01/21 4" valve and couplings	736.81			50 65000	520	10200
6897	19068S	109 FERGUSON ENTERPRISES	530.35					
1	9264345-1	06/10/21 4" Valve 2" Coupling	530.35			50 65000	353	10200
6933	19068S	109 FERGUSON ENTERPRISES	20.86					
1	9309161	06/22/21 Brass Fittings & Hose Bib	20.86			50 65000	353	10200
		Total for Vendor:	4,144.09					
6862	19028S	112 FGL - ENVIRONMENTAL ANALYTICAL	50.00					
1	181392A	06/01/21 Wet chemistry	25.00			50 65000	356	10200
2	181392A	06/01/21 Wet chemistry	25.00			50 65000	357	10200
6863	19028S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	181386A	06/01/21 Metals Total As	67.00			50 65000	358	10200
6889	19055S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	181490A	06/09/21 Metals Total As	67.00			50 65000	358	10200
6890	19055S	112 FGL - ENVIRONMENTAL ANALYTICAL	39.00					
1	181461A	06/10/21 Wet chemistry	39.00			50 65000	358	10200

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6891	19055S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
1	181559A	06/10/21 Wet chemistry coliform	45.00			50 65000	356	10200
2	181559A	06/10/21 Wet chemistry coliform	45.00			50 65000	357	10200
3	181559A	06/10/21 Wet chemistry coliform	135.00*			50 65000	359	10200
6920	19069S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	181558A	06/11/21 Total Metals	67.00			50 65000	358	10200
6921	19069S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	181654A	06/11/21 Total Metals	67.00			50 65000	358	10200
6922	19069S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	181391A	06/24/21 Total Metals	67.00			50 65000	358	10200
6923	19069S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	181811A	06/24/21 Total Metals	67.00			50 65000	358	10200
6924	19069S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00					
1	181810A	06/17/21 Coliform PA	125.00			50 65000	358	10200
6925	19069S	112 FGL - ENVIRONMENTAL ANALYTICAL	100.00					
1	181389A	06/11/21 General Mineral	100.00			50 65000	357	10200
6926	19069S	112 FGL - ENVIRONMENTAL ANALYTICAL	100.00					
1	181387A	06/11/21 General Mineral	100.00			50 65000	356	10200
6949	19086S	112 FGL - ENVIRONMENTAL ANALYTICAL	18.00					
1	181391A	06/24/21 Total Metals	18.00			50 65000	358	10200
		Total for Vendor:	1,059.00					
6866	19029S	308 FRONTIER COMMUNICATIONS (412-5)	95.19					
		Acct #805-467-2015-051216-5						
		Service from 6/1/21 ~ 6/31/21						
		SCADA						
1	JUNE21	06/01/21 Alarm/SCADA	47.60			40 64000	310	10200
2	JUNE21	06/01/21 Alarm/SCADA	47.59			50 65000	310	10200

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6927	19070S	308 FRONTIER COMMUNICATIONS (412-5)	62.21					
Acct #805-467-2818-010415-5								
Service from 6/22/21 ~ 7/21/21								
FS ALARM								
1	06/22/21	FS Alarm	31.10			40 64000	310	10200
2	06/22/21	FS Alarm	31.11			50 65000	310	10200
Total for Vendor:			157.40					
6875	19031S	129 HACH	627.20					
1	12487578	06/07/21 Analyser tubing	323.03*			50 65000	351	10200
2	12487578	06/07/21 Test kit	304.17			50 65000	490	10200
Total for Vendor:			627.20					
6939	19087S	134 HELPING HAND HEALTH EDUCATION	176.00					
1	211	06/28/21 BLS PROVIDERS CARD/S	176.00			20 62000	386	10200
6940	19087S	134 HELPING HAND HEALTH EDUCATION	450.00					
1	212	06/28/21 INSTRUCTOR CLASS	450.00			20 62000	386	10200
Total for Vendor:			626.00					
6907	19072S	626 JOHN DEER FINANCIAL	25.74					
1	696148	06/20/21 Filler Cap	12.87			40 64000	351	10200
2	696148	06/20/21 Filler Cap	12.87*			50 65000	351	10200
Total for Vendor:			25.74					
6900	19073S	633 KELLY-MOORE PAINTS	72.31					
1	114025	06/25/21 Hydrant Paint	72.31			50 65000	353	10200
6909	19073S	633 KELLY-MOORE PAINTS	226.84					
1	113592	06/11/21 Building Paint	226.84			50 65000	352	10200
6910	19073S	633 KELLY-MOORE PAINTS	86.57					
1	113738	06/16/21 Hydrant Paint	143.53			50 65000	353	10200
2	113584	06/11/21 Hydrant Paint Refund	-56.96			50 65000	353	10200
Total for Vendor:			385.72					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6853	19034S	510 LOCAL IT EXPERTS Managed IT Services, Cardreader setup	979.00					
1	302 06/01/21	Cardreader setup	44.50			40 64000	334	10200
2	302 06/01/21	Cardreader setup	44.50			50 65000	334	10200
3	302 06/01/21	IT Service	204.70*			20 62000	334	10200
4	302 06/01/21	IT Service	17.80			30 63000	334	10200
5	302 06/01/21	IT Service	311.50			40 64000	334	10200
6	302 06/01/21	IT Service	338.20			50 65000	334	10200
7	302 06/01/21	IT Service	17.80			60 66000	334	10200
Total for Vendor:			979.00					
6852	19035S	646 MISSION UNIFORM SUPPLY Uniforms; Dodds, Sobotka, Pittman, Paslay	50.17					
1	514869390 06/02/21	Employee Uniforms	1.00			30 63000	495	10200
2	514869390 06/02/21	Employee Uniforms	24.08			40 64000	495	10200
3	514869390 06/02/21	Employee Uniforms	24.09			50 65000	495	10200
4	514869390 06/02/21	Employee Uniforms	1.00			60 66000	495	10200
6884	19056S	646 MISSION UNIFORM SUPPLY Uniforms; Dodds, Sobotka, Pittman, Paslay	50.17					
1	514913358 06/09/21	Employee Uniforms	1.00			30 63000	495	10200
2	514913358 06/09/21	Employee Uniforms	24.08			40 64000	495	10200
3	514913358 06/09/21	Employee Uniforms	24.09			50 65000	495	10200
4	514913358 06/09/21	Employee Uniforms	1.00			60 66000	495	10200
6893	19056S	646 MISSION UNIFORM SUPPLY Uniforms; Dodds, Sobotka, Pittman, Paslay	50.17					
1	514606511 04/21/21	Employee Uniforms	1.00			30 63000	495	10200
2	514606511 04/21/21	Employee Uniforms	24.08			40 64000	495	10200
3	514606511 04/21/21	Employee Uniforms	24.09			50 65000	495	10200
4	514606511 04/21/21	Employee Uniforms	1.00			60 66000	495	10200
6894	19056S	646 MISSION UNIFORM SUPPLY	23.85					
1	514390045 03/12/21	Hand cleaner and dispenser	11.93			40 64000	305	10200
2	514390045 03/12/21	Hand cleaner and dispenser	11.92			50 65000	305	10200

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6905	19074S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514999317	06/23/21 Employee Uniforms	1.00			30 63000	495	10200
2	514999317	06/23/21 Employee Uniforms	24.08			40 64000	495	10200
3	514999317	06/23/21 Employee Uniforms	24.09			50 65000	495	10200
4	514999317	06/23/21 Employee Uniforms	1.00			60 66000	495	10200
6906	19074S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514954895	06/16/21 Employee Uniforms	1.00			30 63000	495	10200
2	514954895	06/16/21 Employee Uniforms	24.08			40 64000	495	10200
3	514954895	06/16/21 Employee Uniforms	24.09			50 65000	495	10200
4	514954895	06/16/21 Employee Uniforms	1.00			60 66000	495	10200
6928	19074S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	515044128	06/30/21 Employee Uniforms	1.00			30 63000	495	10200
2	515044128	06/30/21 Employee Uniforms	24.08			40 64000	495	10200
3	515044128	06/30/21 Employee Uniforms	24.09			50 65000	495	10200
4	515044128	06/30/21 Employee Uniforms	1.00			60 66000	495	10200
		Total for Vendor:	324.87					
6957	19091S	559 MONSOON VENTURES, INC.	725.00					
1	2732	07/05/21 BOARD AND COMM. MEETING MAY	362.50			40 64000	326	10200
2	2732	07/05/21 JUNE DE REPORT	362.50*			50 65000	326	10200
6961	19091S	559 MONSOON VENTURES, INC.	435.00					
1	2733	07/05/21 GSA & GSP GENERAL	435.00			50 65000	324	10200
6962	19091S	559 MONSOON VENTURES, INC.	1,450.00					
1	2735	07/05/21 WWTP PROJECT MGMT SERVICES	1,450.00			40 64000	587	10200
6963	19091S	559 MONSOON VENTURES, INC.	3,987.50					
1	2736	07/05/21 WWTP PROJECT DESIGNS	3,987.50			40 64000	587	10200
		Total for Vendor:	6,597.50					

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6870	19036S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	937.55					
1	51990	05/19/21 Service 2020 RAM	51.61*			40 64000	354	10200
2	51990	05/19/21 Service 2020 RAM	51.62*			50 65000	354	10200
3	52032	05/20/21 Brakes/ flush 06 GMC	417.16*			40 64000	354	10200
4	52032	05/20/21 Brakes/ flush 06 GMC	417.16*			50 65000	354	10200
Total for Vendor:			937.55					
6865	19037S	636 OFFICE1	77.45					
Maintenance Contract #CBM6913-02								
Samsung/X4250LX								
Acct No. 013014								
1	AR686099	06/01/21 Maint Contract 6/1/21~6/31/2	25.81*			20 62000	334	10200
2	AR686099	06/01/21 Maint Contract 6/1/21~6/31/2	25.82			40 64000	334	10200
3	AR686099	06/01/21 Maint Contract 6/1/21~6/31/2	25.82			50 65000	334	10200
Total for Vendor:			77.45					
6869	19038S	203 PASO ROBLES SAFE & LOCK, INC.	18.11					
1	161947	05/28/21 Keys and rings	18.11			50 65000	305	10200
Total for Vendor:			18.11					
6850	19039S	208 PG&E #6480-8	1,086.67					
Acct #8565976480-8								
1	05/18/21	12th & K 8565976725	8.93*			30 63000	381	10200
2	05/18/21	Tract 2710 - 8562053214	69.46*			30 63000	381	10200
3	05/18/21	Tract 2710 - 8564394360	30.23*			30 63000	381	10200
4	05/18/21	Tract 2710 - 8560673934	75.56*			30 63000	381	10200
5	05/18/21	Mission Heights - 8565976482	164.50*			30 63000	381	10200
6	05/18/21	Tract 2605 - 8565976109	35.25*			30 63000	381	10200
7	05/18/21	9898 River Rd. - 8565976002	327.67*			30 63000	381	10200
8	05/18/21	9898 River Rd. - 8565976004	42.23*			30 63000	381	10200
9	05/18/21	9898 River Rd. - 8565976008	199.41*			30 63000	381	10200
10	05/18/21	9898 River Rd. - 8565976014	67.16*			30 63000	381	10200
11	05/18/21	9898 River Rd. - 8565976481	47.08*			30 63000	381	10200
12	05/18/21	9898 River Rd. - 8565976483	19.19*			30 63000	381	10200

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6902	19075S	208 PG&E #6480-8	1,086.64					
Acct #8565976480-8								
1	06/17/21	12th & K 8565976725	8.93*			30 63000	381	10200
2	06/17/21	Tract 2710 - 8562053214	69.46*			30 63000	381	10200
3	06/17/21	Tract 2710 - 8564394360	30.23*			30 63000	381	10200
4	06/17/21	Tract 2710 - 8560673934	75.55*			30 63000	381	10200
5	06/17/21	Mission Heights - 8565976482	164.49*			30 63000	381	10200
6	06/17/21	Tract 2605 - 8565976109	35.25*			30 63000	381	10200
7	06/17/21	9898 River Rd. - 8565976002	327.68*			30 63000	381	10200
8	06/17/21	9898 River Rd. - 8565976004	42.23*			30 63000	381	10200
9	06/17/21	9898 River Rd. - 8565976008	199.42*			30 63000	381	10200
10	06/17/21	9898 River Rd. - 8565976014	67.15*			30 63000	381	10200
11	06/17/21	9898 River Rd. - 8565976481	47.07*			30 63000	381	10200
12	06/17/21	9898 River Rd. - 8565976483	19.18*			30 63000	381	10200
Total for Vendor:			2,173.31					
6901	19076S	209 PG&E #6851-8	10,889.66					
Acct #3675186851-8								
1	06/18/21	Old Fire Station / 1297 L St	25.18			20 62000	381	10200
2	06/18/21	New Fire Station 1150 Mission	9.86			20 62000	381	10200
3	06/18/21	Water Works #1 / Well 3	1,713.05			50 65000	381	10200
4	06/18/21	Bonita Pl & 16th / Well 4	2,151.72			50 65000	381	10200
5	06/18/21	N St / WWTP	6,559.34			40 64000	381	10200
6	06/18/21	2HP Booster Station	16.66			50 65000	381	10200
7	06/18/21	Mission Heights Booster	9.86			50 65000	381	10200
8	06/18/21	14th St. & K St.	63.51			50 65000	381	10200
9	06/18/21	942 Soka Way lift station	104.64			40 64000	381	10200
10	06/18/21	Missn & 12th Lanscape~St light	100.09*			30 63000	381	10200
11	06/18/21	SLT Well	135.75			50 65000	381	10200
Total for Vendor:			10,889.66					
6911	19077S	585 PRW Steel Supply	92.38					
1	388529	06/17/21 12" Reciever Tube	92.38*			20 62000	460	10200
Total for Vendor:			92.38					

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6998	19109S	666 RAILPROS FIELD SERVICES, INC	22,200.00					
Watchmen/ Look out services for 10th and 11th street waterline replacement TASK ORDER U3193-30								
1	SMC2101	02/06/21 Watchmen/Lookout	22,200.00*			50 65000	500	10200
Total for Vendor:			22,200.00					
6879	19057S	450 SAN LUIS OBISPO COUNTY	2,500.00					
2021-22 Annual encroachment permit								
1	06/10/21	Annual Encroachment permit	1,250.00*			40 64000	715	10200
2	06/10/21	Annual Encroachment permit	1,250.00			50 65000	715	10200
Total for Vendor:			2,500.00					
6854	19041S	5 SAN LUIS OBISPO COUNTY AIR	725.00					
1	21338	06/01/21 1581 Bonita Gen Permit	725.00			50 65000	590	10200
Total for Vendor:			725.00					
6916	19078S	481 SAN MIGUEL COMMUNITY SERVICES	68.88					
1	06/15/21	1150 Mission Street	34.44			50 65000	384	10200
2	06/15/21	1150 Mission Street	34.44			40 64000	384	10200
6917	19078S	481 SAN MIGUEL COMMUNITY SERVICES	379.56					
1	06/15/21	1203 Mission	379.56			30 63000	384	10200
6918	19078S	481 SAN MIGUEL COMMUNITY SERVICES	50.03					
1	06/15/21	942 Soka	50.03			40 64000	384	10200
6919	19078S	481 SAN MIGUEL COMMUNITY SERVICES	101.22					
1	06/15/21	1199 Mission Street	101.22			30 63000	384	10200
7011	19111S	481 SAN MIGUEL COMMUNITY SERVICES	1,764.67					
2021 Weed Abatement Cost recovery services provided to the Fire Dept								
1	2021 INT	06/04/21 2021 Weed Abatement	1,764.67			20 62000	503	10200
Total for Vendor:			2,364.36					

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6898	19079S	456 SAN MIGUEL FIREFIGHTERS	650.00					
3 SMF		engines waxed- reimbursement						
1	784707	06/16/21 Reimbursement to SMFA	650.00			20 62000	351	10200
		Total for Vendor:	650.00					
6867	19042S	238 SAN MIGUEL GARBAGE	103.98					
1	JUNE21	06/01/21 may charges	51.99			40 64000	383	10200
2	JUNE 21	06/01/21 may charges	51.99			50 65000	383	10200
		Total for Vendor:	103.98					
6888	19058S	589 SOUTH COAST EMERGENCY VEHICLE	4,360.90					
1	504125	06/10/21 Pierce Engine 8668 Rear Step	4,360.90*			20 62000	460	10200
		Total for Vendor:	4,360.90					
6851	19044S	534 STREAMLINE	200.00					
		Web Page Hosting						
		Service for June 2021						
DA029807-0007								
1	06/01	06/01/21 Web Page Monthly Fee	46.00			20 62000	376	10200
2	06/01	06/01/21 Web Page Monthly Fee	4.00			30 63000	376	10200
3	06/01	06/01/21 Web Page Monthly Fee	70.00			40 64000	376	10200
4	06/01	06/01/21 Web Page Monthly Fee	76.00			50 65000	376	10200
5	06/01	06/01/21 Web Page Monthly Fee	4.00			60 66000	376	10200
		Total for Vendor:	200.00					
6861	19045S	282 THE BLUEPRINTER	58.73					
1	05/31/21	WWTF plans	58.73			40 64000	587	10200
6908	19080S	282 THE BLUEPRINTER	417.60					
1	81560	06/14/21 Fireworks Prohibited Banners	417.60			20 62000	395	10200
		Total for Vendor:	476.33					
6878	19059S	681 TREVOR PASLAY	175.00					
1	06/03/21	Boot Reimbursment	87.50			40 64000	495	10200
2	06/03/21	Boot Reimbursment	87.50			50 65000	495	10200
		Total for Vendor:	175.00					

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6896	19081S	664 UNITED STAFFING ASSOCIATES, LLC Transcriptionist 4-22-21 meeting	229.50					
1	182518	06/16/21 Transcriptionist	52.79*			20 62000	330	10200
2	182518	06/16/21 Transcriptionist	4.59			30 63000	330	10200
3	182518	06/16/21 Transcriptionist	80.32			40 64000	330	10200
4	182518	06/16/21 Transcriptionist	87.21			50 65000	330	10200
5	182518	06/16/21 Transcriptionist	4.59*			60 66000	330	10200
6932	19081S	664 UNITED STAFFING ASSOCIATES, LLC Transcriptionist 4-22-21 meeting	162.56					
2	181583	06/02/21 Transcriptionist	37.38*			20 62000	330	10200
3	181583	06/02/21 Transcriptionist	3.25			30 63000	330	10200
4	181583	06/02/21 Transcriptionist	56.91			40 64000	330	10200
5	181583	06/02/21 Transcriptionist	61.77			50 65000	330	10200
6	181583	06/02/21 Transcriptionist	3.25*			60 66000	330	10200
Total for Vendor:			392.06					
6874	19047S	301 US BANK	6,281.83					
1	05/24/21	CSDA conference RR	138.00			20 62000	386	10200
2	05/24/21	CSDA conference RR	12.00			30 63000	386	10200
3	05/24/21	CSDA conference RR	210.00			40 64000	386	10200
4	05/24/21	CSDA conference RR	228.00			50 65000	386	10200
5	05/24/21	CSDA conference RR	12.00			60 66000	386	10200
6	05/24/21	ADOBE MONTHLY	0.74*			30 63000	385	10200
7	05/24/21	ADOBE MONTHLY	6.75			40 64000	385	10200
8	05/24/21	ADOBE MONTHLY	6.75			50 65000	385	10200
9	05/24/21	ADOBE MONTHLY	0.75*			60 66000	385	10200
10	05/24/21	CHILIS- BENEDETTI	70.00			20 62000	335	10200
11	05/24/21	USPS- WEED ABATEMENT	110.00			20 62000	503	10200
12	05/24/21	ZOOM- BOARD MEETINGS	3.45*			20 62000	385	10200
13	05/24/21	ZOOM- BOARD MEETINGS	0.30*			30 63000	385	10200
14	05/24/21	ZOOM- BOARD MEETINGS	5.25			40 64000	385	10200
15	05/24/21	ZOOM- BOARD MEETINGS	5.69			50 65000	385	10200
16	05/24/21	ZOOM- BOARD MEETINGS	0.30*			60 66000	385	10200
17	05/24/21	CSDA conference TP	138.00			20 62000	386	10200
18	05/24/21	CSDA conference TP	12.00			30 63000	386	10200

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19	05/24/21	CSDA conference TP	210.00			40 64000	386	10200
20	05/24/21	CSDA conference TP	228.00			50 65000	386	10200
21	05/24/21	CSDA conference TP	12.00			60 66000	386	10200
22	05/24/21	Carrot top- STATION FLAGS	140.81*			20 62000	305	10200
23	05/24/21	SONIC WALL ANNUAL RENEWAL	69.32*			20 62000	334	10200
24	05/24/21	SONIC WALL ANNUAL RENEWAL	6.03			30 63000	334	10200
25	05/24/21	SONIC WALL ANNUAL RENEWAL	105.49			40 64000	334	10200
26	05/24/21	SONIC WALL ANNUAL RENEWAL	114.53			50 65000	334	10200
27	05/24/21	SONIC WALL ANNUAL RENEWAL	6.03			60 66000	334	10200
28	05/24/21	AMAZON- LECTERN	34.85			40 64000	305	10200
29	05/24/21	AMAZON- LECTERN	34.84			50 65000	305	10200
30	05/24/21	ADOBE - MONTHLY TP	3.45*			20 62000	385	10200
31	05/24/21	ADOBE - MONTHLY TP	0.30*			30 63000	385	10200
32	05/24/21	ADOBE - MONTHLY TP	5.25			40 64000	385	10200
33	05/24/21	ADOBE - MONTHLY TP	5.69			50 65000	385	10200
34	05/24/21	ADOBE - MONTHLY TP	0.30*			60 66000	385	10200
35	05/24/21	USPS - TAX ROLL/STAMPS	53.60			40 64000	315	10200
36	05/24/21	USPS - TAX ROLL/STAMPS	52.00			50 65000	315	10200
37	05/24/21	MS 360 21/22 APPS	231.84*			20 62000	334	10200
38	05/24/21	MS 360 21/22 APPS	20.16			30 63000	334	10200
39	05/24/21	MS 360 21/22 APPS	352.80			40 64000	334	10200
40	05/24/21	MS 360 21/22 APPS	383.04			50 65000	334	10200
41	05/24/21	MS 360 21/22 APPS	20.16			60 66000	334	10200
42	05/24/21	CDW - MDC MOUNT	260.95			20 62000	456	10200
43	05/24/21	Smart & Final - WATER	65.84*			20 62000	305	10200
44	05/24/21	LOWES - FAUCET	129.41*			20 62000	352	10200
45	05/24/21	Staples - FILE BOXES	11.52			40 64000	305	10200
46	05/24/21	Staples - FILE BOXES	11.51			50 65000	305	10200
47	05/24/21	LOWES - PLUG & COUPLER	7.68			50 65000	305	10200
48	05/24/21	GLOBAL EQUPT - FORKLIFT DUMPER	687.34			40 64000	490	10200
49	05/24/21	Big Creek - REBAR & STAKES	161.70			50 65000	590	10200
50	05/24/21	Tractor Supply - SPAYER	65.24			40 64000	490	10200
51	05/24/21	Home Depot - OES GRANT LUMBER	272.74			50 65000	590	10200
52	05/24/21	Amazon - BINDERS	30.04			50 65000	410	10200
53	05/24/21	Amazon - BINDERS	30.04			40 64000	410	10200
54	05/24/21	Amazon - BM CAMCORDER	208.60			40 64000	305	10200
55	05/24/21	Amazon - BM CAMCORDER	208.60			50 65000	305	10200

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56	05/24/21	LOWES - OES GRANT CONDUIT	105.07			50 65000	590	10200
57	05/24/21	Amazon - SCRAPER & LENS	21.43			40 64000	305	10200
58	05/24/21	Amazon - SCRAPER & LENS	21.43			50 65000	305	10200
59	05/24/21	Harbor Freight - TOOL & MAINT	183.59			40 64000	490	10200
60	05/24/21	Harbor Freight - TOOL & MAINT	183.58			50 65000	490	10200
61	05/24/21	Amazon -ICE MACH CLEANER	80.68*			20 62000	305	10200
62	05/24/21	LOWES - IBEAM, TRIGGER	174.94			50 65000	590	10200
63	05/24/21	San Paso Truck Stop DEF	12.00*			40 64000	354	10200
64	05/24/21	San Paso Truck Stop DEF	12.00*			50 65000	354	10200
65	05/24/21	CAL AG - QUIKRETE	81.94			50 65000	590	10200
66	05/24/21	Fresh Donuts MBR PREBID MTG	13.00			40 64000	587	10200
67	05/24/21	LOWES - QUIKRETE	95.24			40 64000	353	10200
68	05/24/21	LOWES - QUIKRETE	95.25			50 65000	353	10200
6935	19082S	301 US BANK	6,425.19					
1	06/22/21	UPS STORE- T JAMES PROPTY	15.00			50 65000	315	10200
3	06/22/21	ADOBE MONTHLY KD	0.75*			30 63000	385	10200
4	06/22/21	ADOBE MONTHLY KD	6.75			40 64000	385	10200
5	06/22/21	ADOBE MONTHLY KD	6.74			50 65000	385	10200
6	06/22/21	ADOBE MONTHLY KD	0.75*			60 66000	385	10200
7	06/22/21	TRUCK TRADER ADVERT	49.95*			20 62000	385	10200
9	06/22/21	WALMART - BINDERS	21.49			20 62000	410	10200
10	06/22/21	USPS RESOLUTIONS, PF & STAMPS	13.54			20 62000	315	10200
11	06/22/21	USPS RESOLUTIONS	1.16			30 63000	315	10200
12	04/22/21	USPS RESOLUTIONS, PF & STAMPS	20.44			40 64000	315	10200
13	04/22/21	USPS RESOLUTIONS, PF & STAMPS	22.10			50 65000	315	10200
15	06/22/21	USPS RESOLUTIONS, PF & STAMPS	1.16			60 66000	315	10200
16	06/22/21	FAT CATS - CSD GMS MEETING	4.80			50 65000	335	10200
17	06/22/21	FAT CATS - CSD GMS MEETING	4.80			40 64000	335	10200
18	06/22/21	FAT CATS - CSD GMS MEETING	4.80*			30 63000	335	10200
19	06/22/21	FAT CATS - CSD GMS MEETING	4.80			20 62000	335	10200
20	06/22/21	AMAZON MONITOR, BINDERS CALCUL	109.69			20 62000	410	10200
21	06/22/21	AMAZON MONITOR, BINDERS CALCUL	9.54*			30 63000	410	10200
23	06/22/21	AMAZON MONITOR, BINDERS CALCUL	166.91			40 64000	410	10200
24	06/22/21	AMAZON MONITOR, BINDERS CALCUL	181.22			50 65000	410	10200
25	06/22/21	AMAZON MONITOR, BINDERS CALCUL	9.54*			60 66000	410	10200
30	06/22/21	ZOOM- BOARD MEETINGS	3.45*			20 62000	305	10200

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31	06/22/21	ZOOM- BOARD MEETINGS	0.30			30 63000	305	10200
32	06/22/21	ZOOM- BOARD MEETINGS	5.25			40 64000	305	10200
33	06/22/21	ZOOM- BOARD MEETINGS	5.69			50 65000	305	10200
34	06/22/21	ZOOM- BOARD MEETINGS	0.30			60 66000	305	10200
35	06/22/21	ADOBE MONTHLY TP	3.45*			20 62000	334	10200
36	06/22/21	ADOBE MONTHLY TP	0.30			30 63000	334	10200
37	06/22/21	ADOBE MONTHLY TP	5.25			40 64000	334	10200
38	06/22/21	ADOBE MONTHLY TP	5.69			50 65000	334	10200
39	06/22/21	ADOBE MONTHLY TP	0.30			60 66000	334	10200
40	06/22/21	LOWES EXTENSION CORD	27.58*			20 62000	305	10200
41	06/22/21	AMAZON MEMORY CARD	111.32*			20 62000	460	10200
42	06/22/21	AMAZON CAR CHARGER	32.16			20 62000	456	10200
43	06/22/21	AMAZON CAR CHARGER	32.16			20 62000	456	10200
44	06/22/21	AMAZON DASH CAM	160.86*			20 62000	460	10200
45	06/22/21	LOREX CO- SURVEILLANCE HD	965.23			20 62000	475	10200
46	06/22/21	AMAZON- COUNTDOWN TIMER CLK	26.89*			20 62000	305	10200
47	06/22/21	AMAZON- COUNTDOWN TIMER CLK	2.34			30 63000	305	10200
48	06/22/21	AMAZON- COUNTDOWN TIMER CLK	40.92			40 64000	305	10200
49	06/22/21	AMAZON- COUNTDOWN TIMER CLK	44.42			50 65000	305	10200
50	06/22/21	AMAZON- COUNTDOWN TIMER CLK	2.34			60 66000	305	10200
51	06/22/21	S&J UPHOLSTERY PATCHES	195.00*			20 62000	305	10200
52	06/22/21	AMAZON- RADIO BATTERY	133.00			20 62000	351	10200
53	06/22/21	AMAZON- THERMAL CAMERA SMARTPH	398.12*			20 62000	348	10200
54	06/22/21	AMAZON- ELO MONITOR MDC	879.46			20 62000	456	10200
55	06/22/21	AMAZON- ICE MAKER	407.02*			20 62000	305	10200
56	06/22/21	AMAZON- ICE MAKER	35.39			30 63000	305	10200
57	06/22/21	AMAZON- ICE MAKER	619.36			40 64000	305	10200
58	06/22/21	AMAZON- ICE MAKER	672.45			50 65000	305	10200
59	06/22/21	AMAZON- ICE MAKER	35.38			60 66000	305	10200
60	06/22/21	DOLLAR GENERAL- PEST CONTROL	15.28*			20 62000	305	10200
61	06/22/21	LOWES- ELECTRICAL SUPPLY	22.95			40 64000	305	10200
62	06/22/21	LOWES- ELECTRICAL SUPPLY	22.96			50 65000	305	10200
63	06/22/21	O'REILLY- CLEANING SUPPLIES	25.53*			40 64000	354	10200
64	06/22/21	O'REILLY- CLEANING SUPPLIES	25.53*			50 65000	354	10200
65	06/22/21	LOWES- CAULKING	14.53			50 65000	352	10200
66	06/22/21	AMAZON- UPS BATTERY	117.97			40 64000	351	10200
67	06/22/21	AMAZON- UPS BATTERY	117.97*			50 65000	351	10200

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68	06/22/21	LOWES- UTIL TRAILER	599.45			40 64000	349	10200
69	06/22/21	LOWES- CAULKING	26.72			50 65000	352	10200
70	06/22/21	LOWES- PIPE SUPPLY	63.00			50 65000	353	10200
71	06/22/21	THE FIRE STORE RTN	-134.01			20 62000	455	10200
Total for Vendor:			12,707.02					
6892	19060S	303 USA BLUEBOOK	906.03					
1	62342	06/03/21 Pump parts	723.18*			50 65000	351	10200
2	62342	06/03/21 Skimming nets	182.85			40 64000	305	10200
Total for Vendor:			906.03					
6887	19061S	327 VALLI INFORMATION SYSTEMS	803.28					
Web Posting service and Postage for May								
1	65830	05/31/21 Web Posting, Postage	169.74			40 64000	315	10200
2	65830	05/31/21 Web Posting, Postage	169.73			50 65000	315	10200
3	65830	05/31/21 Printed insert ~ Weeds	174.25*			20 62000	320	10200
4	65830	05/31/21 Printing	144.78			40 64000	320	10200
5	65830	05/31/21 Printing	144.78*			50 65000	320	10200
7006	19112S	327 VALLI INFORMATION SYSTEMS	731.10					
Web Posting service and Postage for June								
1	66396	06/30/21 Web Posting, Postage JUNE	146.64			40 64000	315	10200
2	66396	06/30/21 Web Posting, Postage JUNE	146.64			50 65000	315	10200
4	66396	06/30/21 Printed insert- Fireworks/Rate	24.76			40 64000	320	10200
5	66396	06/30/21 Printed insert- Fireworks/Rate	24.76*			50 65000	320	10200
6	66396	06/30/21 Printed insert- Fireworks/Rate	24.76*			20 62000	320	10200
7	66396	06/30/21 Postage JUNE	181.77			40 64000	315	10200
8	66396	06/30/21 Postage JUNE	181.77			50 65000	315	10200
Total for Vendor:			1,534.38					
6913	19083S	511 VERIZON	90.12					
Laptop 805-423-7591,805-591-9233,805-591-9352								
Laptop 805-369-9703								
05/09/21 ~ 06/08/21								
1	9881467703	06/08/21 Tablets	20.04			20 62000	310	10200
2	9881467703	06/08/21 Tablets	35.04			40 64000	310	10200
3	9881467703	06/08/21 Tablets	35.04			50 65000	310	10200
Total for Vendor:			90.12					

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6880	19062S	310 VIBORG SAND & GRAVEL, INC.	85.69					
1	42524	06/05/21 Rock for well site	85.69			50 65000	353	10200
6937	19098S	310 VIBORG SAND & GRAVEL, INC.	471.04					
1	42585	06/29/21 CLASS II BASE	471.04			50 65000	353	10200
		Total for Vendor:	556.73					
6872	19048S	317 WESTERN JANITOR SUPPLY INC	0.68					
1	05/28/21	Finance charge	0.68			50 65000	305	10200
6953	19100S	317 WESTERN JANITOR SUPPLY INC	48.94					
1	182852	03/25/21 CLEANERS & VAC BAGS	16.32*			20 62000	305	10200
2	182852	03/25/21 CLEANERS & VAC BAGS	16.31			40 64000	305	10200
3	182852	03/25/21 CLEANERS & VAC BAGS	16.31			50 65000	305	10200
6954	19100S	317 WESTERN JANITOR SUPPLY INC	115.86					
1	185182	06/11/21 CLEANERS & TOWELS	38.62*			20 62000	305	10200
3	185182	06/11/21 CLEANERS & TOWELS	38.62			40 64000	305	10200
4	185182	06/11/21 CLEANERS & TOWELS	38.62			50 65000	305	10200
		Total for Vendor:	165.48					
6876	19049S	612 WEX BANK	1,226.22					
		FUEL BILL CLOSING DATE: 05/07/21						
1	71727228	05/07/21 Fuel 8600 MAY	150.49*			20 62000	485	10200
2	71727228	05/07/21 Fuel 8601 MAY	126.55*			20 62000	485	10200
3	71727228	05/07/21 Fuel 8630 MAY	343.76*			20 62000	485	10200
4	71727228	05/07/21 Fuel 8632 MAY	200.91*			40 64000	485	10200
5	71727228	05/07/21 Fuel 8632 MAY	200.91			50 65000	485	10200
6	71727228	05/07/21 Fuel 8636 MAY	101.80*			40 64000	485	10200
7	71727228	05/07/21 Fuel 8636 MAY	101.80			50 65000	485	10200
8	71727228	05/07/21 Fuel 8634 MAY	0.00*			40 64000	485	10200
9	71727228	05/07/21 Fuel 8634 MAY	0.00			50 65000	485	10200

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7010	19113S	612 WEX BANK	764.15					
		FUEL BILL CLOSING DATE: 06/07/21						
1	72265024	06/07/21 Fuel 8600 JUNE	82.06*			20 62000	485	10200
2	72265024	06/07/21 Fuel 8601 JUNE	124.92*			20 62000	485	10200
3	72265024	06/07/21 Fuel 8630 JUNE	132.47*			20 62000	485	10200
4	72265024	06/07/21 Fuel 8632 JUNE	105.61*			40 64000	485	10200
5	72265024	06/07/21 Fuel 8632 JUNE	105.61			50 65000	485	10200
6	72265024	06/07/21 Fuel 8636 JUNE	106.74*			40 64000	485	10200
7	72265024	06/07/21 Fuel 8636 JUNE	106.74			50 65000	485	10200
8		Fuel 8634 JUNE	0.00*			40 64000	485	10200
9		Fuel 8634 JUNE	0.00			50 65000	485	10200
		Total for Vendor:	1,990.37					
6934	19065S	473 WHITE BRENNER LLP	9,482.60					
		GLS- AK LAFCO RESEARCH NEW FUND						
1	42432	06/07/21 General Legal services	593.81*			20 62000	327	10200
2	42432	06/07/21 General Legal services	51.64*			30 63000	327	10200
3	42432	06/07/21 General Legal services	2,036.48*			40 64000	327	10200
4	42432	06/07/21 General Legal services	2,113.93*			50 65000	327	10200
5	42432	06/07/21 General Legal services	51.64*			60 66000	327	10200
6	42433	06/07/21 Stinebeck Legal	433.60			50 65000	332	10200
7	42434	06/07/21 Water Legal	162.60*			50 65000	327	10200
8	42435	06/07/21 WO Legal	130.40*			50 65000	327	10200
9	42436	06/07/21 HR legal	56.24*			20 62000	327	10200
10	42436	06/07/21 HR legal	4.89*			30 63000	327	10200
11	42436	06/07/21 HR legal	85.58*			40 64000	327	10200
12	42436	06/07/21 HR legal	92.91*			50 65000	327	10200
13	42436	06/07/21 HR legal	4.89*			60 66000	327	10200
14	42437	06/07/21 HR investigation	797.81*			20 62000	327	10200
15	42437	06/07/21 HR investigation	69.38*			30 63000	327	10200
16	42437	06/07/21 HR investigation	1,214.08*			40 64000	327	10200
17	42437	06/07/21 HR investigation	1,318.14*			50 65000	327	10200
18	42437	06/07/21 HR investigation	69.38*			60 66000	327	10200
19		Public Record Request	0.00*			20 62000	327	10200
20		Public Record Request	0.00*			30 63000	327	10200
21		Public Record Request	0.00*			40 64000	327	10200

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
22	Public Record Request		0.00*			50 65000	327	10200
23	Public Record Request		0.00*			60 66000	327	10200
24	42438 06/07/21 Fire		32.60*			20 62000	327	10200
25	42439 06/07/21 Sewer		162.60*			40 64000	327	10200
26	COVID-19		0.00*			20 62000	327	10200
27	COVID-19		0.00*			30 63000	327	10200
28	COVID-19		0.00*			40 64000	327	10200
29	COVID-19		0.00*			50 65000	327	10200
30	COVID-19		0.00*			60 66000	327	10200
Total for Vendor:			9,482.60					
6864	19050S 318 WILDHORSE PROPANE		5,645.48					
1	028873 05/10/21 Propane tanks		4,848.75			50 65000	590	10200
2	028873 05/10/21 Propane line at tank		316.73			50 65000	590	10200
3	502571 05/27/21 Propane for well 4		480.00			50 65000	590	10200
Total for Vendor:			5,645.48					
# of Claims			109	Total:				186,825.06
Total Electronic Claims								29,579.26
Total Non-Electronic Claims								157245.80

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 6/21

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Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$25,868.08
10250 Pac Premier - Payroll	\$3,130.76
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$3,867.25
10250 Pac Premier - Payroll	\$583.27
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$50,550.26
10250 Pac Premier - Payroll	\$10,969.17
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$75,851.94
10250 Pac Premier - Payroll	\$14,287.03
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$1,108.27
10250 Pac Premier - Payroll	\$609.03
Total:	\$186,825.06

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Claim Details
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6666	18900S	671 ALAMEDA ELECTRICAL DIST	3,176.45					
		Replacement light pole and lamp Inv S5011808.001						
1	S5011808	03/25/21 Replacement light pole/ lamp	3,176.45			30 63000	353	10200
0		Total for Vendor:	3,176.45					
6660	18901S	622 BALDWIN ELECTRIC SERVICE	663.32					
1	300	03/20/21 Wiring for air compressor	33.17			30 63000	354	10200
2	300	03/20/21 Wiring for air compressor	298.49*			40 64000	354	10200
3	300	03/20/21 Wiring for air compressor	298.49*			50 65000	354	10200
4	300	03/20/21 Wiring for air compressor	33.17			60 66000	354	10200
		Total for Vendor:	663.32					
6632	18884S	39 BUCKMAN, GIB	11.10					
1	03/13/21	Reimbursment for Bottled water	11.10*			20 62000	305	10200
		Total for Vendor:	11.10					
6568	18858S	573 BURT INDUSTRIAL SUPPLY	154.84					
		Gloves, Tape						
1	88319	02/26/21 Work Gloves, Pipe tape	77.42			40 64000	305	10200
2	88319	02/26/21 Work Gloves, Pipe tape	77.42			50 65000	305	10200
6622	18885S	573 BURT INDUSTRIAL SUPPLY	382.74					
1	88521	03/03/21 4" pipe and threading	382.74			50 65000	353	10200
		Total for Vendor:	537.58					
6965	-99465E	416 CALPERS	1,350.00					
		CalPers 457 Plan Contribution 16381880 PPE 2/22/2021 3/7/2021						
1	16381880	03/12/21 CalPers 457 Plan	95.00			20 21860		10250
3	16381880	03/12/21 CalPers 457 Plan	27.00			30 21860		10250
4	16381880	03/12/21 CalPers 457 Plan	511.00			40 21860		10250
5	16381880	03/12/21 CalPers 457 Plan	683.00			50 21860		10250
6	16381880	03/12/21 CalPers 457 Plan	34.00			60 21860		10250

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6966	-99464E	416 CALPERS CalPers 457 Plan Contribution PPE 3/8/2021 3/21/2021	1,350.00					
1	16381881	03/26/21 CalPers 457 Plan	95.00			20 21860		10250
3	16381881	03/26/21 CalPers 457 Plan	27.00			30 21860		10250
4	16381881	03/26/21 CalPers 457 Plan	511.00			40 21860		10250
5	16381881	03/26/21 CalPers 457 Plan	683.00			50 21860		10250
6	16381881	03/26/21 CalPers 457 Plan	34.00			60 21860		10250
6972	-99462E	416 CALPERS CalPers 3100 Retirement Classic Classic Plan PP 2/22/2021 3/7/2021 Check Date 03-15-21	1,567.27					
1	16337244	03/15/21 CalPers 3100 Retirement	0.00			20 21850		10250
2	16337244	03/15/21 CalPers 3100 Retirement	59.48			30 21850		10250
3	16337244	03/15/21 CalPers 3100 Retirement	522.72			40 21850		10250
4	16337244	03/15/21 CalPers 3100 Retirement	925.61			50 21850		10250
5	16337244	03/15/21 CalPers 3100 Retirement	59.46			60 21850		10250
6973	-99461E	416 CALPERS CalPers 26019 Retirement/PERA PPE 2/22/2021 3/7/2021 Payroll Check Date 03/15/2021	1,961.72					
1	16337257	03/15/21 CalPers 3100 Retirement	498.57			20 21851		10250
2	16337257	03/15/21 CalPers 3100 Retirement	22.88			30 21851		10250
3	16337257	03/15/21 CalPers 3100 Retirement	768.52			40 21851		10250
4	16337257	03/15/21 CalPers 3100 Retirement	648.43			50 21851		10250
5	16337257	03/15/21 CalPers 3100 Retirement	23.32			60 21851		10250
6974	-99460E	416 CALPERS CalPers 3100 Retirement Classic Classic Plan PP 3/8/2021 3/21/2021 Check Date 03/29/21	1,567.27					
1	16337248	03/29/21 CalPers 3100 Retirement	0.00			20 21850		10250
2	16337248	03/29/21 CalPers 3100 Retirement	59.48			30 21850		10250
3	16337248	03/29/21 CalPers 3100 Retirement	522.72			40 21850		10250
4	16337248	03/29/21 CalPers 3100 Retirement	925.61			50 21850		10250
5	16337248	03/29/21 CalPers 3100 Retirement	59.46			60 21850		10250

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6975	-99459E	416 CALPERS	1,972.02					
		CalPers 26019 Retirement/PEPRA						
		PPE 3/08/2021 3/21/2021 Payroll Check Date 03/29/2021						
1	16337269	03/29/21 CalPers 3100 Retirement	498.84			20 21851	10250	10250
2	16337269	03/29/21 CalPers 3100 Retirement	22.82			30 21851	10250	10250
3	16337269	03/29/21 CalPers 3100 Retirement	772.80			40 21851	10250	10250
4	16337269	03/29/21 CalPers 3100 Retirement	654.29			50 21851	10250	10250
5	16337269	03/29/21 CalPers 3100 Retirement	23.27			60 21851	10250	10250
6992	-99467E	416 CALPERS	5,388.96					
		CalPers 1800 Health						
		Coverage month MARCH 2021						
1	16339025	02/16/21 CalPers 1800 Health	399.32			20 62000	205 10200	10200
2	16339025	02/16/21 CalPers 1800 Health	0.00			20 62000	206 10200	10200
3	16339025	02/16/21 CalPers 1800 Health	99.20			20 21810	10200	10200
4	16339025	02/16/21 CalPers 1800 Health	89.95*			30 63000	205 10200	10200
5	16339025	02/16/21 CalPers 1800 Health	0.00			30 63000	206 10200	10200
6	16339025	02/16/21 CalPers 1800 Health	9.44			30 21810	10200	10200
7	16339025	02/16/21 CalPers 1800 Health	1,505.24*			40 64000	205 10200	10200
8	16339025	02/16/21 CalPers 1800 Health	109.42*			40 64000	206 10200	10200
9	16339025	02/16/21 CalPers 1800 Health	258.37			40 21810	10200	10200
10	16339025	02/16/21 CalPers 1800 Health	2,256.46*			50 65000	205 10200	10200
11	16339025	02/16/21 CalPers 1800 Health	109.42*			50 65000	206 10200	10200
12	16339025	02/16/21 CalPers 1800 Health	445.73			50 21810	10200	10200
13	16339025	02/16/21 CalPers 1800 Health	89.95*			60 66000	205 10200	10200
14	16339025	02/16/21 CalPers 1800 Health	0.00*			60 66000	206 10200	10200
15	16339025	02/16/21 CalPers 1800 Health	9.43			60 21810	10200	10200
16	16339025	02/16/21 CalPers 1800 Health	7.03*			40 64000	911 10200	10200
6993	-99466E	416 CALPERS	7,772.25					
		CalPers 1800 Health						
		Coverage month APRIL 2021						
1	16370643	03/15/21 CalPers 1800 Health	399.43			20 62000	205 10200	10200
2	16370643	03/15/21 CalPers 1800 Health	0.00			20 62000	206 10200	10200
3	16370643	03/15/21 CalPers 1800 Health	99.20			20 21810	10200	10200
4	16370643	03/15/21 CalPers 1800 Health	96.70*			30 63000	205 10200	10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5	16370643	03/15/21 CalPers 1800 Health	0.00			30 63000	206	10200
6	16370643	03/15/21 CalPers 1800 Health	12.30			30 21810		10200
7	16370643	03/15/21 CalPers 1800 Health	2,431.25*			40 64000	205	10200
8	16370643	03/15/21 CalPers 1800 Health	109.42*			40 64000	206	10200
9	16370643	03/15/21 CalPers 1800 Health	517.82			40 21810		10200
10	16370643	03/15/21 CalPers 1800 Health	3,182.56*			50 65000	205	10200
11	16370643	03/15/21 CalPers 1800 Health	109.42*			50 65000	206	10200
12	16370643	03/15/21 CalPers 1800 Health	705.18			50 21810		10200
13	16370643	03/15/21 CalPers 1800 Health	96.70*			60 66000	205	10200
14	16370643	03/15/21 CalPers 1800 Health	0.00*			60 66000	206	10200
15	16370643	03/15/21 CalPers 1800 Health	12.27			60 21810		10200
Total for Vendor:			22,929.49					
6662 18902S 999999 CHAD BREWER			21.24					
C Brewer 895 Camino Del Sol								
1	890 CDS	03/25/21 C Brewer 895 Camino Del Sol	21.24			50 20550		10200
Total for Vendor:			21.24					
6604 18859S 67 CHARTER COMMUNICATIONS			134.97					
Acct# 8245101050040553								
1765 Bonita Treatment Plant								
Service from 02/2021 ~ 03/2021								
inv 40553021821								
1	02/18/21	Internet/Voice	134.97*			40 64000	375	10200
6646 18903S 67 CHARTER COMMUNICATIONS			314.94					
Acct# 8245-10-105-0027311								
Spectrum Business Internet/Voice								
Service 03/11/21 ~ 04/10/21								
1	031121	03/11/21 Internet/Voice	94.48*			20 62000	375	10200
2	031121	03/11/21 Internet/Voice	110.23*			40 64000	375	10200
3	031121	03/11/21 Internet/Voice	110.23			50 65000	375	10200
6669 18903S 67 CHARTER COMMUNICATIONS			134.97					
Acct# 8245101050040553								
1765 Bonita Treatment Plant								
Service from 03/18/2021 ~ 04/17/2021								
1	11821	03/18/21 Internet/Voice	134.97*			40 64000	375	10200
Total for Vendor:			584.88					

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6636	18886S	199 CITY OF EL PASO DE ROBLES	475.41					
1	20210318	03/18/21 GSP 2nd annual audit share	475.41			50 65000	324	10200
		Total for Vendor:	475.41					
6627	18887S	584 CORE & MAIN LP	3,183.05					
1	N566632	03/04/21 water meters	3,183.05			50 65000	526	10200
		Total for Vendor:	3,183.05					
6575	18860S	654 CULLIGAN WATER	8.55					
Water Delivery								
1	02/28/21	Water Delivery	2.13			30 63000	305	10200
2	02/28/21	Water Delivery	2.13			40 64000	305	10200
3	02/28/21	Water Delivery	2.16			50 65000	305	10200
4	02/28/21	Water Delivery	2.13			60 66000	305	10200
		Total for Vendor:	8.55					
6634	18889S	660 DUDEK	3,772.50					
1	202100823	02/26/21 WWTF Recycled water 12704.0	3,772.50			40 64000	587	10200
6635	18889S	660 DUDEK	2,128.50					
1	202101046	03/10/21 WWTF Recycled water 12704.0	2,128.50			40 64000	587	10200
6663	18905S	660 DUDEK	3,140.00					
1	202100824	02/26/21 WWTF Recycled water 12704.0	3,140.00			40 64000	587	10200
		Total for Vendor:	9,041.00					
6674	18906S	107 FARM SUPPLY	149.27					
1	213392	03/29/21 Herbicide	74.64			40 64000	305	10200
2	213392	03/29/21 Herbicide	74.63			50 65000	305	10200
		Total for Vendor:	149.27					
6591	18861S	109 FERGUSON ENTERPRISES	26.25					
1	9042533	02/16/21 4" sewer pipe	26.25			40 64000	353	10200
		Total for Vendor:	26.25					

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Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6597	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	180272A	02/24/21 Metals Total	67.00			50 65000	358	10200
6598	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	180457A	02/23/21 Metals Total	67.00			50 65000	358	10200
6599	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	180380A	02/23/21 Metals Total	67.00			50 65000	358	10200
6600	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	180214A	02/24/21 Metals Total	67.00			50 65000	358	10200
6601	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	14.00					
Acct#	8000653							
1	180385A	02/26/21 NO3-N	14.00			50 65000	357	10200
6602	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	14.00					
Acct#	8000653							
1	180384A	02/26/21 NO3-N	14.00			50 65000	356	10200
6603	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	14.00					
Acct#	8000653							
1	180382A	02/26/21 NO3-N	14.00			50 65000	358	10200
6615	18862S	112 FGL - ENVIRONMENTAL ANALYTICAL	173.00					
1	180359A	03/04/21 2020 CCR	173.00*			50 65000	359	10200
6630	18890S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00					
1	180649A	03/11/21 Coliform	125.00*			50 65000	359	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
6652	18907S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	180600A	03/18/21 Metals Total	67.00			50 65000	358	10200
6653	18907S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#	8000653							
1	180570A	03/18/21 Metals Total	67.00			50 65000	358	10200
6665	18907S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
Acct#	8000653							
1	180601A	03/25/21 Coliform P/A	225.00*			50 65000	359	10200
Total for Vendor:			967.00					
6587	18863S	308 FRONTIER COMMUNICATIONS (412-5)	61.92					
Acct #	805-467-2818	010412-5						
Service from 02/22/21 ~ 03/21/21								
1150 Mission Street								
1	Feb21	02/22/21 Building Alarm	20.64			40 64000	310	10200
2	Feb21	02/22/21 Building Alarm	20.64			50 65000	310	10200
3	Feb21	02/22/21 Building Alarm	20.64			20 62000	310	10200
6616	18863S	308 FRONTIER COMMUNICATIONS (412-5)	64.05					
Acct #	805-467-2015	051216-5						
Service from 3/1/21 ~ 3/31/21								
SCADA								
1	Mar 2021	02/01/20 Alarm/SCADA	32.03			40 64000	310	10200
2	Mar 2021	02/01/20 Alarm/SCADA	32.02			50 65000	310	10200
6670	18908S	308 FRONTIER COMMUNICATIONS (412-5)	61.92					
Acct #	805-467-2818	010412-5						
Service from 03/22/21 ~ 04/21/21								
1150 Mission Street								
1	Feb21	02/22/21 Building Alarm	20.64			40 64000	310	10200
2	Feb21	02/22/21 Building Alarm	20.64			50 65000	310	10200
3	Feb21	02/22/21 Building Alarm	20.64			20 62000	310	10200
Total for Vendor:			187.89					

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Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6592	18864S	125 GREAT WESTERN ALARM	32.00					
GW-661 Service Period: 03/1/21 ~ 03/31/21								
inv 210200545101								
1	2102005451	03/01/21 Alarm Monitoring	16.00*			40 64000	380	10200
2	2102005451	03/01/21 Alarm Monitoring	16.00*			50 65000	380	10200
6593	18864S	125 GREAT WESTERN ALARM	75.60					
A0702 Service Period: 3/01/21 ~ 3/31/21								
Inv 210202242101								
1	2102022421	03/01/21 Answering Service	37.80*			40 64000	380	10200
2	2102022421	03/01/21 Answering Service	37.80*			50 65000	380	10200
6654	18909S	125 GREAT WESTERN ALARM	75.60					
A0702 Service Period: 4/01/21 ~ 4/31/21								
Inv 210302242101								
1	2103022421	04/01/21 Answering Service	37.80*			40 64000	380	10200
2	2103022421	04/01/21 Answering Service	37.80*			50 65000	380	10200
6655	18909S	125 GREAT WESTERN ALARM	32.00					
GW-661 Service Period: 04/1/21 ~ 04/31/21								
inv 210300545101								
1	2103005451	04/01/21 Alarm Monitoring	16.00*			40 64000	380	10200
2	2103005451	04/01/21 Alarm Monitoring	16.00*			50 65000	380	10200
Total for Vendor:			215.20					
6590	18865S	633 KELLY-MOORE PAINTS	46.05					
Bath for bathroom at WWTF								
1	110312	02/24/21 Paint for bathroom	46.05			40 64000	352	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
6594	18865S	633 KELLY-MOORE PAINTS	114.57					
		Bath for bathroom/ office at WWTF						
1	110421	02/26/21 Paint for WWTF	114.57			40 64000	582	10200
		Total for Vendor:	160.62					
6656	18910S	669 Lava Print Signs and Wraps Inc.	75.00					
		Vinyl graphics						
1	1089	03/22/21 Vinyl graphic	37.50			40 64000	305	10200
2	1089	03/22/21 Vinyl graphic	37.50			50 65000	305	10200
		Total for Vendor:	75.00					
6569	18866S	510 LOCAL IT EXPERTS	1,068.00					
		Managed IT Services, Setup of new employee						
1	285	03/05/21 New Employee Setup	8.90			30 63000	334	10200
2	285	03/05/21 New Employee Setup	80.10			40 64000	334	10200
3	285	03/05/21 New Employee Setup	80.10			50 65000	334	10200
4	285	03/05/21 New Employee Setup	8.90			60 66000	334	10200
5	285	03/05/21 IT Service	204.70*			20 62000	334	10200
6	285	03/05/21 IT Service	17.80			30 63000	334	10200
7	285	03/05/21 IT Service	311.50			40 64000	334	10200
8	285	03/05/21 IT Service	338.20			50 65000	334	10200
9	285	03/05/21 IT Service	17.80			60 66000	334	10200
		Total for Vendor:	1,068.00					
6595	18867S	430 MASTER METER, INC.	1,500.00					
		Customer #0212020						
		April 1, 2021- March 31, 2022						
1	230023	02/18/21 Masterlink - Support & Maint.	1,500.00			50 65000	334	10200
		Total for Vendor:	1,500.00					
6633	18891S	MID_CO MID-COAST GEOTECHNICAL, INC.	2,520.00					
1	23932	03/12/21 Waterline Observation	2,520.00*			50 65000	500	10200
		Total for Vendor:	2,520.00					

* ... Over spent expenditure

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6571	18868S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514304653	03/03/21 Employee Uniforms	1.00			30 63000	495	10200
2	514304653	03/03/21 Employee Uniforms	24.08			40 64000	495	10200
3	514304653	03/03/21 Employee Uniforms	24.09			50 65000	495	10200
4	514304653	03/03/21 Employee Uniforms	1.00			60 66000	495	10200
6588	18868S	646 MISSION UNIFORM SUPPLY	41.06					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514220122	02/17/21 Employee Uniforms	0.83			30 63000	495	10200
2	514220122	02/17/21 Employee Uniforms	19.70			40 64000	495	10200
3	514220122	02/17/21 Employee Uniforms	19.70			50 65000	495	10200
4	514220122	02/17/21 Employee Uniforms	0.83			60 66000	495	10200
6589	18868S	646 MISSION UNIFORM SUPPLY	145.46					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514271025	02/24/21 Employee Uniforms	2.90			30 63000	495	10200
2	514271025	02/24/21 Employee Uniforms	69.83			40 64000	495	10200
3	514271025	02/24/21 Employee Uniforms	69.83			50 65000	495	10200
4	514271025	02/24/21 Employee Uniforms	2.90			60 66000	495	10200
6596	18868S	646 MISSION UNIFORM SUPPLY	41.06					
		Uniforms; Dodds, Sobotka, Pittman						
1	514176116	02/10/21 Employee Uniforms	0.83			30 63000	495	10200
2	514176116	02/10/21 Employee Uniforms	19.70			40 64000	495	10200
3	514176116	02/10/21 Employee Uniforms	19.70			50 65000	495	10200
4	514176116	02/10/21 Employee Uniforms	0.83			60 66000	495	10200
6623	18892S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms						
1	514347566	03/10/21 Uniforms	1.00			30 63000	495	10200
2	514347566	03/10/21 Uniforms	24.08			40 64000	495	10200
3	514347566	03/10/21 Uniforms	24.09			50 65000	495	10200
4	514347566	03/10/21 Uniforms	1.00			60 66000	495	10200

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6637	18892S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514390848	03/17/21 Employee Uniforms	1.00			30 63000	495	10200
2	514390848	03/17/21 Employee Uniforms	24.08			40 64000	495	10200
3	514390848	03/17/21 Employee Uniforms	24.09			50 65000	495	10200
4	514390848	03/17/21 Employee Uniforms	1.00			60 66000	495	10200
6648	18911S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514433769	03/24/21 Employee Uniforms	1.00			30 63000	495	10200
2	514433769	03/24/21 Employee Uniforms	24.08			40 64000	495	10200
3	514433769	03/24/21 Employee Uniforms	24.09			50 65000	495	10200
4	514433769	03/24/21 Employee Uniforms	1.00			60 66000	495	10200
6672	18911S	646 MISSION UNIFORM SUPPLY	50.17					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	514474808	03/31/21 Employee Uniforms	1.00			30 63000	495	10200
2	514474808	03/31/21 Employee Uniforms	24.08			40 64000	495	10200
3	514474808	03/31/21 Employee Uniforms	24.09			50 65000	495	10200
4	514474808	03/31/21 Employee Uniforms	1.00			60 66000	495	10200
		Total for Vendor:	478.43					
6574	18869S	559 MONSOON VENTURES, INC.	1,330.00					
		Temporary Quarters meetings, plans						
1	2691	03/01/21 Temp Fire Quarters plan	1,330.00			20 62000	326	10200
6605	18869S	559 MONSOON VENTURES, INC.	2,320.00					
		SMCSD BOD MTGs						
1	2683	03/01/21 SMCSD BOD MTGs	1,160.00			40 64000	326	10200
2	2683	03/01/21 SMCSD BOD MTGs	1,160.00*			50 65000	326	10200
6606	18869S	559 MONSOON VENTURES, INC.	2,175.00					
		GSA & GSP MTGs						
2	2684	03/01/21 GSA & GSP MTGs	2,175.00			50 65000	324	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
6607	18869S	559 MONSOON VENTURES, INC.	26,292.50					
1	2686	03/01/21 WWTF Project Design Con Docs	26,292.50			40 64000	587	10200
6608	18869S	559 MONSOON VENTURES, INC.	3,480.00					
1	2685	03/01/21 WWTF Project Management Svcs	3,480.00			40 64000	587	10200
6609	18869S	559 MONSOON VENTURES, INC.	2,985.00					
1	2693	03/01/21 WWTF Fiscal Sustainability Pla	2,985.00			40 64000	587	10200
6610	18869S	559 MONSOON VENTURES, INC.	290.00					
1	2690	03/01/21 2021 CDBG Application	145.00			40 64000	326	10200
2	2690	03/01/21 2021 CDBG Application	145.00*			50 65000	326	10200
6611	18869S	559 MONSOON VENTURES, INC.	5,270.00					
1	2689	03/01/21 10th to SLO WL Plans	5,270.00*			50 65000	326	10200
6612	18869S	559 MONSOON VENTURES, INC.	435.00					
1	2688	03/01/21 CWSRF Plannin Grant Admin	435.00			40 64000	587	10200
6613	18869S	559 MONSOON VENTURES, INC.	652.50					
1	2687	03/01/21 CDBG Waterline Post Design	652.50*			50 65000	326	10200
		Total for Vendor:	45,230.00					
6572	18870S	17 N REX AWALT CORPORATION	19.09					
1"		ball valve and pipe nipples						
1	19717	03/02/21 1" ball valve and nipples	19.09			50 65000	353	10200
6673	18912S	17 N REX AWALT CORPORATION	20.14					
1	19734	03/30/21 3/4" Ball valve and fittings	20.14			50 65000	353	10200
		Total for Vendor:	39.23					
6658	18913S	425 NFPA	175.00					
Membership		Rob Roberson						
1	7875593X	03/02/21 NFPA Membership Roberson	175.00*			20 62000	385	10200

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6659	18913S	425 NFPA	175.00					
		Membership Scott Young						
1	7913332X	03/02/21 NFPA Membership Young	175.00*			20 62000	385	10200
		Total for Vendor:	350.00					
6618	18871S	636 OFFICE1	77.45					
		Maintenance Contract #CBM6913-02						
		Samsung/X4250LX						
		Acct No. 013014						
1	AR654473	03/02/21 Maint Contract 3/1/21~3/31/2	25.81*			20 62000	334	10200
2	AR654473	03/02/21 Maint Contract 3/1/21~3/31/2	25.82			40 64000	334	10200
3	AR654473	03/02/21 Maint Contract 3/1/21~3/31/2	25.82			50 65000	334	10200
		Total for Vendor:	77.45					
6651	18914S	208 PG&E #6480-8	1,084.74					
		Acct #8565976480-8						
1		03/18/21 12th & K 8565976725	8.91*			30 63000	381	10200
2		03/18/21 Tract 2710 - 8562053214	69.22*			30 63000	381	10200
3		03/18/21 Tract 2710 - 8564394360	30.14*			30 63000	381	10200
4		03/18/21 Tract 2710 - 8560673934	75.35*			30 63000	381	10200
5		03/18/21 Mission Heights - 8565976482	164.27*			30 63000	381	10200
6		03/18/21 Tract 2605 - 8565976109	35.20*			30 63000	381	10200
7		03/18/21 9898 River Rd. - 8565976002	327.15*			30 63000	381	10200
8		03/18/21 9898 River Rd. - 8565976004	42.16*			30 63000	381	10200
9		03/18/21 9898 River Rd. - 8565976008	199.14*			30 63000	381	10200
10		03/18/21 9898 River Rd. - 8565976014	67.06*			30 63000	381	10200
11		03/18/21 9898 River Rd. - 8565976481	46.98*			30 63000	381	10200
12		03/18/21 9898 River Rd. - 8565976483	19.16*			30 63000	381	10200
		Total for Vendor:	1,084.74					
6650	18915S	209 PG&E #6851-8	8,419.32					
		Acct #3675186851-8						
1		03/19/21 Old Fire Station / 1297 L St	24.25			20 62000	381	10200
2		03/19/21 New Fire Station 1150 Mission	9.53			20 62000	381	10200
3		03/19/21 Water Works #1 / Well 3	427.27			50 65000	381	10200
4		03/19/21 Bonita Pl & 16th / Well 4	1,956.72			50 65000	381	10200

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5	03/19/21	N St / WWTP	5,627.26			40 64000	381	10200
6	03/19/21	2HP Booster Station	17.58			50 65000	381	10200
7	03/19/21	Mission Heights Booster	9.53			50 65000	381	10200
8	03/19/21	14th St. & K St.	46.05			50 65000	381	10200
9	03/19/21	942 Soka Way lift station	119.19			40 64000	381	10200
10	03/19/21	Missn & 12th Lanscape~St light	98.72*			30 63000	381	10200
11	03/19/21	SLT Well	83.22			50 65000	381	10200
Total for Vendor:			8,419.32					
6582 18857S 666 RAILPROS FIELD SERVICES, INC 14,475.00 Watchmen/ Look out services for 10th and 11th street waterline replacement SM2773220210227								
1	210227	02/27/21 Watchmen/ Lookout	14,475.00*			50 65000	500	10200
Total for Vendor:			14,475.00					
6639 18893S 226 ROBERSON, ROB 75.00								
1	02/25/21	Annual physical 2021	75.00			20 62000	121	10200
6657 18916S 226 ROBERSON, ROB 55.98								
Reimbursement for truthfinder								
1	03/26/21	Reimbursement for truthfinder	27.99			40 64000	305	10200
2	03/26/21	Reimbursement for truthfinder	27.99			50 65000	305	10200
Total for Vendor:			130.98					
6577 18872S 609 SAN LUIS POWER HOUSE 227.88								
Quarterly Service of standby generator								
1	44471	02/24/21 Generator service at WWTF	188.08			40 64000	334	10200
2	44471	02/24/21 Generator Repair	39.80			40 64000	351	10200
6578 18872S 609 SAN LUIS POWER HOUSE 185.00								
Quarterly Service of standby generator								
1	44474	02/24/21 Generator service at Fire Stat	185.00*			20 62000	334	10200
6579 18872S 609 SAN LUIS POWER HOUSE 185.00								
Quarterly Service of standby generator								
1	44473	02/24/21 Generator service at MG Lift S	185.00			40 64000	334	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6580	18872S	609 SAN LUIS POWER HOUSE	185.00					
		Quarterly Service of standby generator						
1	44472	02/24/21 Generator service at Well 3	185.00			50 65000	334	10200
		Total for Vendor:	782.88					
6641	18917S	481 SAN MIGUEL COMMUNITY SERVICES	13.47					
		1199 Mission Irrigation Meter						
		Acct#01004-00						
		03-15-21						
1	03/15/21	1150 Mission 01004-00	6.73			40 64000	384	10200
2	03/15/21	1150 Mission 01004-00	6.74			50 65000	384	10200
6642	18917S	481 SAN MIGUEL COMMUNITY SERVICES	319.56					
		1203 Mission Irrigation Meter						
		Acct#20547-00						
		03-15-21						
1	03/15/21	1203 Mission Irrig 20547-00	319.56			30 63000	384	10200
6643	18917S	481 SAN MIGUEL COMMUNITY SERVICES	50.03					
		942 Soka Way						
		Acct#20840-00						
		03-15-21						
1	03/15/21	942 Soka Way #20840-00	50.03			40 64000	384	10200
6644	18917S	481 SAN MIGUEL COMMUNITY SERVICES	87.75					
		1199 Mission Irrigation Meter						
		Acct#27476-00						
		03-15-21						
1	03/15/21	1199 Mission Irrig 27476-00	87.75			30 63000	384	10200
		Total for Vendor:	470.81					
6617	18873S	238 SAN MIGUEL GARBAGE	103.98					
		Account # 318694						
		Service 03/01/21 ~ 3/31/21						
1	3-2021	03/01/21 Trash Disposal	51.99			40 64000	383	10200
2	3-2021	03/01/21 Trash Disposal	51.99			50 65000	383	10200
		Total for Vendor:	103.98					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6567	4119S	247 SDRMA Employee Dental & Vision Insurance Coverage Month: March 2021	627.04					
1	37412	02/10/21 Dental	49.02			20 21811		10250
2	37412	02/10/21 Dental	12.78			30 21811		10250
3	37412	02/10/21 Dental	232.81			40 21811		10250
4	37412	02/10/21 Dental	252.07			50 21811		10250
5	37412	02/10/21 Dental	13.62			60 21811		10250
6	37412	02/10/21 Vision	7.25			20 21812		10250
7	37412	02/10/21 Vision	1.74			30 21812		10250
8	37412	02/10/21 Vision	22.85			40 21812		10250
9	37412	02/10/21 Vision	33.14			50 21812		10250
10	37412	02/10/21 Vision	1.76			60 21812		10250
6676	4120S	247 SDRMA Employee Dental & Vision Insurance Coverage Month: April 2021	627.04					
1	34925	03/10/21 Dental	49.02			20 21811		10250
2	34925	03/10/21 Dental	12.78			30 21811		10250
3	34925	03/10/21 Dental	232.81			40 21811		10250
4	34925	03/10/21 Dental	252.07			50 21811		10250
5	34925	03/10/21 Dental	13.62			60 21811		10250
6	34925	03/10/21 Vision	7.25			20 21812		10250
7	34925	03/10/21 Vision	1.74			30 21812		10250
8	34925	03/10/21 Vision	22.85			40 21812		10250
9	34925	03/10/21 Vision	33.14			50 21812		10250
10	34925	03/10/21 Vision	1.76			60 21812		10250
		Total for Vendor:	1,254.08					
6631	18888S	668 SENTAK, DAVINA Peer Support/ CISM Training Hosted by PRFD	225.00					
1	03/16/21	Peer Support/ Cism Training	225.00*			20 62000	385	10200
		Total for Vendor:	225.00					

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6628	18894S	250 SLO CO CLERK-RECORDER	703.39					
1	2020elect	03/04/21 2020 Election	161.68*			20 62000	305	10200
2	2020elect	03/04/21 2020 Election	14.07			30 63000	305	10200
3	2020elect	03/04/21 2020 Election	246.19			40 64000	305	10200
4	2020elect	03/04/21 2020 Election	267.38			50 65000	305	10200
5	2020elect	03/04/21 2020 Election	14.07			60 66000	305	10200
		Total for Vendor:	703.39					
6570	18874S	589 SOUTH COAST EMERGENCY VEHICLE	934.17					
		Install helmet holders in E8668						
1	502220	01/18/21 Install Hemet Holders in E8668	934.17*			20 62000	460	10200
		Total for Vendor:	934.17					
6584	18875S	565 STAR DRUG TESTING, INC.	90.00					
		New Employees Paslay/ Hido						
1	63416	02/26/21 New Employee Drug Test	22.50*			30 63000	329	10200
2	63416	02/26/21 New Employee Drug Test	22.50			40 64000	329	10200
3	63416	02/26/21 New Employee Drug Test	22.50			50 65000	329	10200
4	63416	02/26/21 New Employee Drug Test	22.50*			60 66000	329	10200
		Total for Vendor:	90.00					
6624	18895S	460 STATE WATER RESOURCES CONTROL	125.00					
		Wastewater OIT Paslay						
1	Paslay	03/16/21 WW OIT Paslay	125.00*			40 64000	715	10200
6664	18918S	460 STATE WATER RESOURCES CONTROL	110.00					
		Sobotka WW Grade 1 license renewal						
1		03/30/21 Sobotka WW Grade 1 Renewal	110.00*			40 64000	715	10200
		Total for Vendor:	235.00					
6585	18876S	534 STREAMLINE	200.00					
		Web Page Hosting						
		Service for March - April 2021						
DA029807-0004								
1	03/01	03/01/21 Web Page Monthly Fee	46.00			20 62000	376	10200
2	03/01	03/01/21 Web Page Monthly Fee	4.00			30 63000	376	10200

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3	03/01	03/01/21 Web Page Monthly Fee	70.00			40 64000	376	10200
4	03/01	03/01/21 Web Page Monthly Fee	76.00			50 65000	376	10200
5	03/01	03/01/21 Web Page Monthly Fee	4.00			60 66000	376	10200
Total for Vendor:			200.00					
6668	18919S	663 SWCA ENVIRONMENTAL CONSULTANTS	9,109.20					
Archaeological Monitoring for the San Miguel Waterline Replacement Project 10th & 11th Street								
Resolution #2020-43								
1	122826	02/19/21 Phase 1	9,109.20*			50 65000	500	10200
Total for Vendor:			9,109.20					
6619	18877S	280 TEMPLETON UNIFORMS	266.61					
Nomex Pants Cummings, Replace Patch, Belts								
1	135960	03/03/21 Nomex Pants, Belt	266.61*			20 62000	495	10200
6629	18896S	280 TEMPLETON UNIFORMS	243.46					
1	136107	03/10/21 Wildland tactical pant	243.46*			20 62000	495	10200
Total for Vendor:			510.07					
6576	18878S	282 THE BLUEPRINTER	9.05					
10th - SLO waterline prints								
1	80509	02/21/21 Plan copies	9.05*			50 65000	320	10200
Total for Vendor:			9.05					
6583	18879S	491 ULINE	1,312.64					
Pallet racking for file storage container								
1	130306255	02/17/21 Pallet racking for file sto	301.91*			20 62000	305	10200
2	130306255	02/17/21 Pallet racking for file sto	26.25			30 63000	305	10200
3	130306255	02/17/21 Pallet racking for file sto	459.43			40 64000	305	10200
4	130306255	02/17/21 Pallet racking for file sto	498.80			50 65000	305	10200
5	130306255	02/17/21 Pallet racking for file sto	26.25			60 66000	305	10200
Total for Vendor:			1,312.64					

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6586	18880S	664 UNITED STAFFING ASSOCIATES, LLC	153.00					
		Transcriptionist						
2	175774	02/24/21 Transcriptionist	35.19*			20 62000	330	10200
3	175774	02/24/21 Transcriptionist	3.06			30 63000	330	10200
4	175774	01/27/21 Transcriptionist	53.55			40 64000	330	10200
5	175774	01/27/21 Transcriptionist	58.14			50 65000	330	10200
6	175774	02/24/21 Transcriptionist	3.06*			60 66000	330	10200
6638	18897S	664 UNITED STAFFING ASSOCIATES, LLC	191.25					
		Transcriptionist 3-14-21 meeting						
2	176952	03/17/21 Transcriptionist	43.99*			20 62000	330	10200
3	176952	03/17/21 Transcriptionist	3.83			30 63000	330	10200
4	176952	03/17/21 Transcriptionist	66.94			40 64000	330	10200
5	176952	03/17/21 Transcriptionist	72.66			50 65000	330	10200
6	176952	03/17/21 Transcriptionist	3.83*			60 66000	330	10200
6661	18920S	664 UNITED STAFFING ASSOCIATES, LLC	76.50					
		Transcriptionist 3-21-21 meeting						
2	177352	03/24/21 Transcriptionist	17.60*			20 62000	330	10200
3	177352	03/24/21 Transcriptionist	1.53			30 63000	330	10200
4	177352	03/24/21 Transcriptionist	26.77			40 64000	330	10200
5	177352	03/24/21 Transcriptionist	29.07			50 65000	330	10200
6	177352	03/24/21 Transcriptionist	1.53*			60 66000	330	10200
Total for Vendor:			420.75					
6614	18881S	301 US BANK	4,868.98					
1	02/22/21	Adobe	7.50			40 64000	385	10200
2	02/22/21	Adobe	7.49			50 65000	385	10200
3	02/22/21	USPS	25.62			20 62000	315	10200
4	02/22/21	USPS	2.23			30 63000	315	10200
5	02/22/21	USPS	37.17			40 64000	315	10200
6	02/22/21	USPS	40.51			50 65000	315	10200
7	02/22/21	USPS	2.23			60 66000	315	10200
8	02/22/21	ZOOM	3.45*			20 62000	385	10200
9	02/22/21	ZOOM	0.30*			30 63000	385	10200
10	02/22/21	ZOOM	5.25			40 64000	385	10200

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/21

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11	02/22/21	ZOOM	5.70			50 65000	385	10200
12	02/22/21	ZOOM	0.30*			60 66000	385	10200
13	02/22/21	SONICWALL WWTF	137.00			40 64000	385	10200
14	02/22/21	SONICWALL WWTF	137.00			50 65000	385	10200
15	02/22/21	USPS	1.40			20 62000	315	10200
16	02/22/21	USPS	2.59			20 62000	315	10200
17	02/22/21	USPS	0.23			30 63000	315	10200
18	02/22/21	USPS	3.94			40 64000	315	10200
19	02/22/21	USPS	4.28			50 65000	315	10200
20	02/22/21	USPS	0.23			60 66000	315	10200
21	02/22/21	MICROSOFT 365	88.32*			20 62000	385	10200
22	02/22/21	MICROSOFT 365	26.88*			30 63000	385	10200
23	02/22/21	MICROSOFT 365	307.20			40 64000	385	10200
24	02/22/21	MICROSOFT 365	318.72			50 65000	385	10200
25	02/22/21	MICROSOFT 365	26.88*			60 66000	385	10200
26	02/22/21	AMAZON	85.25			40 64000	410	10200
27	02/22/21	AMAZON	85.25			50 65000	410	10200
28	02/22/21	LOWES	33.83*			20 62000	305	10200
29	02/22/21	AMAZON	161.23*			20 62000	460	10200
30	02/22/21	AMAZON	214.13*			20 62000	305	10200
31	02/22/21	LOWES	47.33*			20 62000	305	10200
32	02/22/21	ANTHONY'S TIRE 8601	900.00*			20 62000	354	10200
33	02/22/21	DOLLAR GENERAL	16.09*			20 62000	305	10200
34	02/22/21	FIRE STORE	485.24			20 62000	457	10200
35	02/22/21	HOME DEPOT	264.32			40 64000	352	10200
36	02/22/21	HOME DEPOT	264.31			50 65000	352	10200
37	02/22/21	AUTOZONE	14.20*			40 64000	354	10200
38	02/22/21	AUTOZONE	14.20*			50 65000	354	10200
39	02/22/21	AMAZON	182.31			40 64000	305	10200
40	02/22/21	AMAZON	463.32*			50 65000	351	10200
41	02/22/21	AMAZON	11.75			40 64000	410	10200
42	02/22/21	AMAZON	11.75			50 65000	410	10200
43	02/22/21	AMAZON	23.17*			40 64000	348	10200
44	02/22/21	AMAZON	23.16*			50 65000	348	10200
45	02/22/21	BATTERY SYSTEMS	56.31			40 64000	351	10200
46	02/22/21	BATTERY SYSTEMS	56.30*			50 65000	351	10200
47	02/22/21	AMAZON	39.83*			30 63000	410	10200

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 3/21

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
48	02/22/21	AMAZON	39.83			40 64000	410	10200
49	02/22/21	AMAZON	39.83			50 65000	410	10200
50	02/22/21	AMAZON	39.83*			60 66000	410	10200
51	02/22/21	LOWES	44.40			40 64000	305	10200
52	02/22/21	LOWES	44.39			50 65000	305	10200
53	02/22/21	ADOBE	3.45*			20 62000	385	10200
54	02/22/21	ADOBE	0.30*			30 63000	385	10200
55	02/22/21	ADOBE	5.25			40 64000	385	10200
56	02/22/21	ADOBE	5.70			50 65000	385	10200
57	02/22/21	ADOBE	0.30*			60 66000	385	10200
6667	18921S	301 US BANK	5,384.89					
1	03/22/21	Adobe	0.75*			30 63000	385	10200
2	03/22/21	Adobe	6.75			40 64000	384	10200
3	03/22/21	Adobe	6.75			50 65000	385	10200
4	03/22/21	Adobe	0.75*			60 66000	385	10200
5	03/22/21	USPS	1.40			40 64000	315	10200
6	03/22/21	Microsoft	21.05*			20 62000	385	10200
7	03/22/21	Microsoft	1.83*			30 63000	385	10200
8	03/22/21	Microsoft	32.04			40 64000	385	10200
9	03/22/21	Microsoft	34.78			50 65000	385	10200
10	03/22/21	Microsoft	1.83*			60 66000	385	10200
11	03/22/21	Staples	81.30			40 64000	305	10200
12	03/22/21	Staples	81.29			50 65000	305	10200
13	03/22/21	Zoom	3.45*			20 62000	385	10200
14	03/22/21	Zoom	0.30*			30 63000	385	10200
15	03/22/21	Zoom	5.25			40 64000	385	10200
16	03/22/21	Zoom	5.70			50 65000	385	10200
17	03/22/21	Zoom	3.00*			60 66000	385	10200
18	03/22/21	New Egg	112.46*			20 62000	305	10200
19	03/22/21	Adobe	3.45*			20 62000	385	10200
20	03/22/21	Adobe	0.30*			30 63000	385	10200
21	03/22/21	Adobe	5.25			40 64000	385	10200
22	03/22/21	Adobe	5.70			50 65000	385	10200
23	03/22/21	Adobe	0.30*			60 66000	385	10200
24	03/22/21	Amazon	-26.76			50 65000	305	10200
25	03/22/21	Amazon	33.57			50 65000	305	10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
26	03/22/21	Lowe's	5.26			30 63000	353	10200
27	03/22/21	Lowe's	47.38			40 64000	353	10200
28	03/22/21	Lowe's	47.38			50 65000	353	10200
29	03/22/21	Lowe's	5.26*			60 66000	353	10200
30	03/22/21	Tractor Supply	32.86*			30 63000	490	10200
31	03/22/21	Tractor Supply	295.74			40 64000	490	10200
32	03/22/21	Tractor Supply	293.02			50 65000	490	10200
33	03/22/21	Tractor Supply	32.86*			60 66000	490	10200
34	03/22/21	Pape Machinery	328.77			20 62000	457	10200
35	03/22/21	Staples	91.04			40 64000	305	10200
36	03/22/21	Staples	91.04			50 65000	305	10200
37	03/22/21	Lowe's	109.86			40 64000	305	10200
38	03/22/21	Lowe's	109.84			50 65000	305	10200
39	03/22/21	Amazon	61.13			30 63000	348	10200
40	03/22/21	Amazon	550.15*			40 64000	348	10200
41	03/22/21	Amazon	550.15*			50 65000	348	10200
42	03/22/21	Amazon	61.13			60 66000	348	10200
43	03/22/21	Amazon	16.41			40 64000	305	10200
44	03/22/21	Amazon	16.41			50 65000	305	10200
45	03/22/21	Staples	240.21*			50 65000	320	10200
46	03/22/21	Amazon	18.23*			40 64000	348	10200
47	03/22/21	Amazon	18.23*			50 65000	348	10200
48	03/22/21	Amazon	205.86			20 62000	450	10200
49	03/22/21	Amazon	125.48			20 62000	450	10200
50	03/22/21	Oreillys	39.85*			20 62000	305	10200
51	03/22/21	New Egg	406.80			20 62000	470	10200
52	03/22/21	Amazon	235.94			20 62000	450	10200
53	03/22/21	Amazon	291.23			20 62000	450	10200
54	03/22/21	Amazon	150.13			20 62000	450	10200
55	03/22/21	Amazon	25.72*			20 62000	305	10200
56	03/22/21	Amazon	38.56*			20 62000	305	10200
57	03/22/21	Amazon	214.44			20 62000	450	10200
58	03/22/21	Amazon	107.20*			20 62000	305	10200
59	03/22/21	Amazon	98.83*			20 62000	305	10200
Total for Vendor:			10,253.87					

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17:39:29

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6581	18882S	302 US POSTAL SERVICE	150.00					
		Annual PO Box Fees						
1	box 180	03/02/21 PO BOX FEES	30.00*			20 62000	305	10200
2	box 180	03/02/21 PO BOX FEES	30.00			30 63000	305	10200
3	box 180	03/02/21 PO BOX FEES	30.00			40 64000	305	10200
4	box 180	03/02/21 PO BOX FEES	30.00			50 65000	305	10200
5	box 180	03/02/21 PO BOX FEES	30.00			60 66000	305	10200
		Total for Vendor:	150.00					
6626	18898S	327 VALLI INFORMATION SYSTEMS	75.00					
1	64201	02/28/21 OTC MONTHLY MAINT	37.50			40 64000	305	10200
2	64201	02/28/21 OTC MONTHLY MAINT	37.50			50 65000	305	10200
6647	18922S	327 VALLI INFORMATION SYSTEMS	624.50					
		Web Posting service and Postage for March						
1	64431	03/22/21 Web Posting, Postage	169.78			40 64000	315	10200
2	64431	03/22/21 Web Posting, Postage	169.78			50 65000	315	10200
3	64431	03/22/21 Printed insert ~ Recycle	70.13*			20 62000	320	10200
4	64431	03/22/21 Printing	107.41			40 64000	320	10200
5	64431	03/22/21 Printing	107.40*			50 65000	320	10200
		Total for Vendor:	699.50					
6640	18899S	511 VERIZON	90.14					
		Laptop 805-423-7591,805-591-9233,805-591-9352						
		Laptop 805-369-9703						
		02/09/21 ~ 03/08/21						
1	9875035185	03/08/21 Tablets	20.05			20 62000	310	10200
2	9875035185	03/08/21 Tablets	35.05			40 64000	310	10200
3	9875035185	03/08/21 Tablets	35.04			50 65000	310	10200
		Total for Vendor:	90.14					
6620	18883S	612 WEX BANK	765.59					
1	70090698	02/07/21 Fuel 8600	120.14*			20 62000	485	10200
2	70090698	02/07/21 Fuel 8601	83.06*			20 62000	485	10200
3	70090698	02/07/21 Fuel 8632	143.32*			40 64000	485	10200
4	70090698	02/07/21 Fuel 8632	143.33			50 65000	485	10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5	70090698	02/07/21 Fuel 8636	137.87*			40 64000	485	10200
6	70090698	02/07/21 Fuel 8636	137.87			50 65000	485	10200
Total for Vendor:			765.59					
6675	18904S	473 WHITE BRENNER LLP	12,217.90					
Professional Services Rendered through February 28, 2021								
1	41557	03/15/21 General Counsel	957.40*			20 62000	327	10200
2	41557	03/15/21 General Counsel	83.25*			30 63000	327	10200
3	41557	03/15/21 General Counsel	1,456.91*			40 64000	327	10200
4	41557	03/15/21 General Counsel	1,581.79*			50 65000	327	10200
5	41557	03/15/21 General Counsel	83.25*			60 66000	327	10200
6	41558	03/15/21 Steinbeck	4,990.60			50 65000	332	10200
7	41559	03/15/21 Water	27.10*			50 65000	327	10200
8	41560	03/15/21 White Oaks	2,608.00			50 65000	332	10200
9	41561	03/15/21 HR	59.98*			20 62000	327	10200
10	41561	03/15/21 HR	5.22*			30 63000	327	10200
11	41561	03/15/21 HR	91.28*			40 64000	327	10200
12	41561	03/15/21 HR	99.10*			50 65000	327	10200
13	41561	03/15/21 HR	5.22*			60 66000	327	10200
14	41562	03/15/21 PRA	84.40*			40 64000	327	10200
15	41562	03/15/21 PRA	84.40*			50 65000	327	10200
Total for Vendor:			12,217.90					
6671	18923S	318 WILDHORSE PROPANE	258.52					
4	17731	03/31/21 Propane	59.46			20 62000	382	10200
5	17731	03/31/21 Propane	5.17			30 63000	382	10200
6	17731	03/31/21 Propane	90.48			40 64000	382	10200
7	17731	03/31/21 Propane	98.24			50 65000	382	10200
8	17731	03/31/21 Propane	5.17			60 66000	382	10200
Total for Vendor:			258.52					
# of Claims			113	Total:	158,582.99			
Total Electronic Claims					22,929.49			
Total Non-Electronic Claims					135653.50			

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 3/21

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$11,416.03
10250 Pac Premier - Payroll	\$1,299.95
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$5,418.25
10250 Pac Premier - Payroll	\$247.70
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$62,708.33
10250 Pac Premier - Payroll	\$4,120.08
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$67,364.33
10250 Pac Premier - Payroll	\$5,090.36
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$653.69
10250 Pac Premier - Payroll	\$264.27
Total:	\$158,582.99

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	0.00	2,000.00	2,000.00	0 %
40300	Fireworks Permit Fees	0.00	3,120.00	0.00	-3,120.00	** %
40310	Fireworks Refundable C/Up Bond	0.00	0.00	2,700.00	2,700.00	0 %
40410	Mutual Aid Fires ~ OES	137,137.18	184,383.65	0.00	-184,383.65	** %
40420	Ambulance Reimbursement	1,261.01	5,020.53	4,400.00	-620.53	114 %
40500	VFA Assistance Grant	0.00	0.00	20,000.00	20,000.00	0 %
40505	CFF-California Fire Foundation	0.00	15,000.00	0.00	-15,000.00	** %
	Account Group Total:	138,398.19	207,524.18	29,100.00	-178,424.18	713 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	9,449.36	431,847.11	417,997.00	-13,850.11	103 %
	Account Group Total:	9,449.36	431,847.11	417,997.00	-13,850.11	103 %
44000	Forestry & Fire Protection Reimbursement					
44000	Forestry & Fire Protection Reimbursement	0.00	19,031.10	0.00	-19,031.10	** %
	Account Group Total:	0.00	19,031.10	0.00	-19,031.10	** %
46000	Revenues & Interest					
46000	Revenues & Interest	145.36	1,112.78	0.00	-1,112.78	** %
46150	Miscellaneous Income	82.01	9,832.29	0.00	-9,832.29	** %
46151	Refund/Adjustments	0.00	1,815.51	0.00	-1,815.51	** %
46153	Plan Check Fees and Inspections	0.00	10,553.72	2,000.00	-8,553.72	528 %
	Account Group Total:	227.37	23,314.30	2,000.00	-21,314.30	*** %
	Fund Total:	148,074.92	681,716.69	449,097.00	-232,619.69	152 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	3,302.70	130,125.44	124,439.00	-5,686.44	105 %
	Account Group Total:	3,302.70	130,125.44	124,439.00	-5,686.44	105 %
46000	Revenues & Interest					
46000	Revenues & Interest	190.83	4,625.34	0.00	-4,625.34	** %
46100	Realized Earnings	-638.70	-2,918.80	0.00	2,918.80	** %
46150	Miscellaneous Income	0.00	11,733.76	0.00	-11,733.76	** %
46151	Refund/Adjustments	0.00	24.48	0.00	-24.48	** %
	Account Group Total:	-447.87	13,464.78	0.00	-13,464.78	** %
	Fund Total:	2,854.83	143,590.22	124,439.00	-19,151.22	115 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40440	CDBG Grant	185,735.50	185,735.50	0.00	-185,735.50	** %
40850	Wastewater Hook-up Fees	0.00	330,704.00	0.00	-330,704.00	** %
40900	Wastewater Sales	91,710.31	1,082,533.44	954,125.00	-128,408.44	113 %
	Account Group Total:	277,445.81	1,598,972.94	954,125.00	-644,847.94	168 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	2,442.20	65,474.46	62,508.00	-2,966.46	105 %
	Account Group Total:	2,442.20	65,474.46	62,508.00	-2,966.46	105 %
46000	Revenues & Interest					
46000	Revenues & Interest	49.18	1,818.13	0.00	-1,818.13	** %
46006	IRWM Grants	0.00	8,561.77	0.00	-8,561.77	** %
46008	DWR Grants	0.00	137,699.00	250,000.00	112,301.00	55 %
46150	Miscellaneous Income	658.01	16,676.48	0.00	-16,676.48	** %
46151	Refund/Adjustments	0.00	3,216.50	0.00	-3,216.50	** %
46152	Recycling	0.00	99.50	0.00	-99.50	** %
46155	Will Serve Processing Fees	0.00	750.00	0.00	-750.00	** %
	Account Group Total:	707.19	168,821.38	250,000.00	81,178.62	68 %
	Fund Total:	280,595.20	1,833,268.78	1,266,633.00	-566,635.78	145 %
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	164,387.50	0.00	-164,387.50	** %
	Account Group Total:	0.00	164,387.50	0.00	-164,387.50	** %
41000	Water Sales					
41000	Water Sales	93,766.53	947,728.95	895,101.00	-52,627.95	106 %
41001	Water Connection Fees	0.00	332,852.00	0.00	-332,852.00	** %
41010	Water Meter Fees	0.00	12,150.00	0.00	-12,150.00	** %
	Account Group Total:	93,766.53	1,292,730.95	895,101.00	-397,629.95	144 %
46000	Revenues & Interest					
46000	Revenues & Interest	7.10	577.55	0.00	-577.55	** %
46115	CALOES Resiliency Grant	0.00	230,000.00	230,000.00	0.00	100 %
46150	Miscellaneous Income	1,846.69	14,351.26	0.00	-14,351.26	** %
46151	Refund/Adjustments	0.00	800.21	0.00	-800.21	** %
46152	Recycling	0.00	1,977.10	0.00	-1,977.10	** %
46155	Will Serve Processing Fees	0.00	2,700.00	0.00	-2,700.00	** %
	Account Group Total:	1,853.79	250,406.12	230,000.00	-20,406.12	109 %
	Fund Total:	95,620.32	1,707,524.57	1,125,101.00	-582,423.57	152 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
60 SOLID WASTE DEPARTMENT						
46000 Revenues & Interest						
46000	Revenues & Interest	16.12	121.29	0.00	-121.29	** %
46005	Franchise Fees	6,892.16	44,194.17	32,323.00	-11,871.17	137 %
46150	Miscellaneous Income	0.00	199.83	0.00	-199.83	** %
46151	Refund/Adjustments	0.00	17.77	0.00	-17.77	** %
	Account Group Total:	6,908.28	44,533.06	32,323.00	-12,210.06	138 %
	Fund Total:	6,908.28	44,533.06	32,323.00	-12,210.06	138 %
	Grand Total:	534,053.55	4,410,633.32	2,997,593.00	-1,413,040.32	147 %

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	148,074.92	681,716.69	449,097.00	-232,619.69	152 %
30 STREET LIGHTING DEPARTMENT	2,854.83	143,590.22	124,439.00	-19,151.22	115 %
40 WASTEWATER DEPARTMENT	280,595.20	1,833,268.78	1,266,633.00	-566,635.78	145 %
50 WATER DEPARTMENT	95,620.32	1,707,524.57	1,125,101.00	-582,423.57	152 %
60 SOLID WASTE DEPARTMENT	6,908.28	44,533.06	32,323.00	-12,210.06	138 %
Grand Total:	534,053.55	4,410,633.32	2,997,593.00	-1,413,040.32	147 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	14,436.78	131,640.87	150,000.00	150,000.00	18,359.13	88 %
	111 BOD Stipend	154.00	1,408.00	1,380.00	1,380.00	-28.00	102 %
	112 OES Payroll Tax Expense	0.00	0.00	1.00	1.00	1.00	0 %
	113 OES Payroll Tax FICA	0.00	0.00	1.00	1.00	1.00	0 %
	114 OES Tax Medicare	0.00	0.00	1.00	1.00	1.00	0 %
	115 Payroll Expenses	368.56	4,855.62	1,800.00	3,600.00	-1,255.62	135 %
	116 OES Payroll Expense	0.00	0.00	1.00	1.00	1.00	0 %
	117 OES Duty Coverage	0.00	0.00	1.00	1.00	1.00	0 %
	119 OES Payroll Tax Fed W/H	0.00	0.00	1.00	1.00	1.00	0 %
	120 Workers' Compensation	0.00	10,435.74	7,260.00	10,435.00	-0.74	100 %
	121 Physicals	0.00	75.00	2,000.00	2,000.00	1,925.00	4 %
	125 Volunteer firefighter stipends	2,813.00	45,826.61	45,000.00	45,000.00	-826.61	102 %
	126 OES Strike Team Payroll	0.00	114,489.30	0.00	107,352.00	-7,137.30	107 %
	135 Payroll Tax - FICA	205.58	8,932.55	2,800.00	11,318.00	2,385.45	79 %
	140 Payroll Tax - Medicare	204.79	2,212.23	2,800.00	2,800.00	587.77	79 %
	155 Payroll Tax - SUI	164.28	3,161.44	3,918.00	3,918.00	756.56	81 %
	205 Insurance - Health	1,121.80	6,458.85	13,884.00	6,942.00	483.15	93 %
	210 Insurance - Dental	64.59	598.69	686.00	686.00	87.31	87 %
	215 Insurance - Vision	10.41	97.72	250.00	250.00	152.28	39 %
	225 Retirement - PERS expense	755.19	7,044.79	6,940.00	6,940.00	-104.79	102 %
	305 Operations and maintenance	1,017.49	7,473.40	6,000.00	6,000.00	-1,473.40	125 %
	310 Phone and fax expense	20.04	444.25	475.00	475.00	30.75	94 %
	315 Postage, shipping and freight	13.54	510.89	300.00	600.00	89.11	85 %
	320 Printing and reproduction	199.01	602.89	600.00	600.00	-2.89	100 %
	325 Professional Svcs - Accounting	0.00	4,450.50	5,800.00	8,349.00	3,898.50	53 %
	326 Professional Svcs - Engineering	0.00	1,330.00	4,000.00	4,000.00	2,670.00	33 %
	327 Professional Svcs - Legal (General)	1,480.46	20,576.46	8,000.00	10,997.00	-9,579.46	187 %
	328 Insurance - Prop and Liability	0.00	22,508.41	13,000.00	22,509.00	0.59	100 %
	330 Contract Labor	90.17	866.58	0.00	0.00	-866.58	*** %
	333 Professional Services - Legal (HR)	9,722.22	9,722.22	0.00	0.00	-9,722.22	*** %
	334 Maintenance Agreements	535.12	6,275.71	4,979.00	4,979.00	-1,296.71	126 %
	335 Meals - Reimbursement	74.80	429.03	600.00	600.00	170.97	72 %
	340 Meetings and conferences	0.00	0.00	1,000.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	14.50	500.00	500.00	485.50	3 %
	348 Safety Equipment and Supplies	398.12	820.88	0.00	700.00	-120.88	117 %
	350 Repairs and maint - computers	0.00	1,300.81	4,500.00	3,500.00	2,199.19	37 %
	351 Repairs and maint - equip	783.00	1,924.61	10,000.00	5,000.00	3,075.39	38 %
	352 Repairs and maint - structures	129.41	5,088.11	5,000.00	3,000.00	-2,088.11	170 %
	354 Repairs and maint - vehicles	0.00	14,065.50	10,000.00	13,000.00	-1,065.50	108 %
	370 Dispatch services (Fire)	0.00	8,999.06	10,000.00	10,000.00	1,000.94	90 %
	375 Internet expenses	97.48	1,139.76	1,134.00	1,134.00	-5.76	101 %
	376 Webpage- Upgrade/Maint	46.00	552.00	552.00	552.00	0.00	100 %
	380 Utilities - Alarm Service	0.00	0.00	120.00	120.00	120.00	0 %
	381 Utilities - electric	35.04	2,530.75	1,600.00	4,634.92	2,104.17	55 %
	382 Utilities - propane	0.00	327.13	500.00	500.00	172.87	65 %
	385 Dues and subscriptions	56.85	7,876.43	6,272.00	6,572.00	-1,304.43	120 %
	386 Education and training	902.00	1,525.67	4,000.00	2,000.00	474.33	76 %
	393 Advertising and public notices	122.22	251.60	500.00	500.00	248.40	50 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
394	LAFCO Allocations	0.00	1,483.11	2,250.00	1,550.00	66.89	96 %
395	Community Outreach	417.60	417.60	1,500.00	750.00	332.40	56 %
405	Software	0.00	0.00	3,000.00	1,500.00	1,500.00	0 %
410	Office Supplies	131.18	533.96	2,000.00	1,200.00	666.04	44 %
450	EMS supplies	0.00	4,264.81	10,000.00	5,000.00	735.19	85 %
455	Fire Safety Gear & Equipment	-134.01	1,084.12	3,500.00	2,500.00	1,415.88	43 %
456	VFF Assistance Grant	1,204.73	4,620.25	40,000.00	20,000.00	15,379.75	23 %
457	CFF Grant ~ California Fire Grant	0.00	5,048.97	0.00	15,000.00	9,951.03	34 %
460	8668 - Build Out	4,725.46	30,473.77	0.00	30,000.00	-473.77	102 %
465	Cell phones, radios and pagers	78.06	695.41	1,171.00	1,171.00	475.59	59 %
470	Communication equipment	0.00	838.50	5,000.00	5,000.00	4,161.50	17 %
475	Computer supplies and upgrades	965.23	965.23	8,000.00	8,000.00	7,034.77	12 %
485	Fuel expense	960.25	6,082.36	6,000.00	6,000.00	-82.36	101 %
490	Small tools and equipment	0.00	2,111.86	2,500.00	2,500.00	388.14	84 %
495	Uniform expense	0.00	3,434.72	3,000.00	3,000.00	-434.72	114 %
500	Capital Outlay	0.00	759.00	0.00	0.00	-759.00	*** %
503	Weed Abatement Costs	1,874.67	1,874.67	9,000.00	9,000.00	7,125.33	21 %
505	Fire Training Grounds	0.00	689.00	2,500.00	2,500.00	1,811.00	28 %
510	Fire station addition	0.00	474.36	5,000.00	5,000.00	4,525.64	9 %
710	County hazmat dues	0.00	0.00	4,000.00	2,000.00	2,000.00	0 %
715	Licenses, permits and fees	0.00	641.58	1,000.00	1,000.00	358.42	64 %
960	Property tax expense	0.00	210.62	220.00	220.00	9.38	96 %
	Account Total:	46,245.12	525,548.46	447,797.00	586,839.92	61,291.46	90 %
	Account Group Total:	46,245.12	525,548.46	447,797.00	586,839.92	61,291.46	90 %
	Fund Total:	46,245.12	525,548.46	447,797.00	586,839.92	61,291.46	90 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	1,234.10	11,310.53	12,849.00	12,849.00	1,538.47	88 %
111	BOD Stipend	14.00	128.00	120.00	120.00	-8.00	107 %
115	Payroll Expenses	9.75	120.96	180.00	180.00	59.04	67 %
120	Workers' Compensation	0.00	364.64	100.00	400.00	35.36	91 %
135	Payroll Tax - FICA	4.81	25.60	163.00	163.00	137.40	16 %
140	Payroll Tax - Medicare	17.57	162.17	163.00	163.00	0.83	99 %
155	Payroll Tax - SUI	0.12	77.35	91.00	91.00	13.65	85 %
205	Insurance - Health	355.42	1,929.11	1,638.00	1,728.00	-201.11	112 %
210	Insurance - Dental	7.41	69.54	65.00	0.00	-69.54	*** %
215	Insurance - Vision	1.23	9.82	24.00	-1.00	-10.82	*** %
225	Retirement - PERS expense	141.35	1,879.38	1,108.00	1,800.00	-79.38	104 %
305	Operations and maintenance	38.03	470.30	2,000.00	2,000.00	1,529.70	24 %
315	Postage, shipping and freight	1.16	12.98	0.00	50.00	37.02	26 %
320	Printing and reproduction	0.00	8.39	200.00	200.00	191.61	4 %
325	Professional Svcs - Accounting	0.00	387.00	508.00	508.00	121.00	76 %
326	Professional Svcs - Engineering	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
327	Professional Svcs - Legal (General)	125.91	2,638.33	1,700.00	1,700.00	-938.33	155 %
328	Insurance - Prop and Liability	0.00	944.80	500.00	890.00	-54.80	106 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
 Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: 6 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
329	New Hire Screening	0.00	22.50	0.00	0.00	-22.50	*** %
330	Contract Labor	7.84	75.35	23,000.00	10,000.00	9,924.65	1 %
331	Professional Services - Legal	0.00	0.00	200.00	200.00	200.00	0 %
333	Professional Services - Legal (HR)	845.41	845.41	0.00	0.00	-845.41	*** %
334	Maintenance Agreements	44.29	395.39	320.00	640.00	244.61	62 %
335	Meals - Reimbursement	4.80	4.80	0.00	0.00	-4.80	*** %
340	Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage expense reimbursement	0.00	52.11	150.00	150.00	97.89	35 %
348	Safety Equipment and Supplies	0.00	61.13	500.00	500.00	438.87	12 %
350	Repairs and maint - computers	0.00	108.38	250.00	250.00	141.62	43 %
351	Repairs and maint - equip	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
352	Repairs and maint - structures	0.00	13.80	0.00	100.00	86.20	14 %
353	Repairs & Maint- Infrastructure	0.00	4,258.87	10,000.00	10,000.00	5,741.13	43 %
354	Repairs and maint - vehicles	0.00	91.79	0.00	150.00	58.21	61 %
376	Webpage- Upgrade/Maint	4.00	48.00	48.00	48.00	0.00	100 %
381	Utilities - electric	2,273.40	14,268.95	0.00	14,244.00	-24.95	100 %
382	Utilities - propane	0.00	28.44	100.00	100.00	71.56	28 %
384	Utilities - Water/Sewer	480.78	7,083.85	0.00	10,000.00	2,916.15	71 %
385	Dues and subscriptions	2.09	141.92	132.00	132.00	-9.92	108 %
386	Education and training	24.00	24.00	1,000.00	1,000.00	976.00	2 %
393	Advertising and public notices	0.00	2.40	1,000.00	1,000.00	997.60	0 %
394	LAFCO Allocations	0.00	247.19	375.00	375.00	127.81	66 %
410	Office Supplies	9.54	184.11	125.00	125.00	-59.11	147 %
465	Cell phones, radios and pagers	7.50	67.42	143.00	143.00	75.58	47 %
475	Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	0 %
485	Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
490	Small tools and equipment	0.00	1,300.51	1,000.00	1,000.00	-300.51	130 %
495	Uniform expense	6.00	50.73	200.00	200.00	149.27	25 %
500	Capital Outlay	0.00	9,064.70	0.00	8,998.70	-66.00	101 %
581	WWTP Expansion	0.00	1,840.80	0.00	1,800.00	-40.80	102 %
715	Licenses, permits and fees	0.00	0.00	50.00	50.00	50.00	0 %
	Account Total:	5,660.51	60,821.45	67,502.00	91,546.70	30,725.25	66 %
	Account Group Total:	5,660.51	60,821.45	67,502.00	91,546.70	30,725.25	66 %
	Fund Total:	5,660.51	60,821.45	67,502.00	91,546.70	30,725.25	66 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
105	Salaries and Wages	20,221.57	189,853.91	214,800.00	214,800.00	24,946.09	88 %
109	Stand-by Hours	782.50	7,020.00	7,500.00	7,500.00	480.00	94 %
111	BOD Stipend	252.00	2,304.00	2,100.00	2,100.00	-204.00	110 %
115	Payroll Expenses	170.62	2,116.58	3,420.00	3,420.00	1,303.42	62 %
120	Workers' Compensation	0.00	7,874.01	8,000.00	8,000.00	125.99	98 %
121	Physicals	0.00	75.00	0.00	0.00	-75.00	*** %
135	Payroll Tax - FICA	82.65	443.66	3,052.00	500.00	56.34	89 %
140	Payroll Tax - Medicare	301.67	2,840.65	3,052.00	3,052.00	211.35	93 %
155	Payroll Tax - SUI	2.03	1,312.86	2,140.00	306.00	-1,006.86	429 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
160	Payroll Tax - ETT	0.00	0.00	4,056.00	0.00	0.00	0 %
205	Insurance - Health	6,812.52	35,912.97	32,844.00	34,927.00	-985.97	103 %
206	Insurance - CalPers Health Retiree	218.84	1,455.09	0.00	1,350.00	-105.09	108 %
210	Insurance - Dental	151.92	1,449.87	1,526.00	0.00	-1,449.87	*** %
215	Insurance - Vision	42.48	190.00	557.00	0.00	-190.00	*** %
225	Retirement - PERS expense	1,892.83	23,919.25	15,833.00	15,833.00	-8,086.25	151 %
305	Operations and maintenance	1,275.56	6,004.72	8,000.00	8,000.00	1,995.28	75 %
310	Phone and fax expense	113.74	1,107.12	1,138.00	1,138.00	30.88	97 %
315	Postage, shipping and freight	572.19	3,566.79	4,000.00	4,000.00	433.21	89 %
320	Printing and reproduction	169.54	651.75	1,000.00	1,000.00	348.25	65 %
324	Professional Svcs- GSA-GSP	0.00	217.50	0.00	0.00	-217.50	*** %
325	Professional Svcs - Accounting	0.00	6,772.50	8,897.00	8,897.00	2,124.50	76 %
326	Professional Svcs - Engineering	362.50	16,393.75	12,000.00	18,250.00	1,856.25	90 %
327	Professional Svcs - Legal (General)	3,498.74	34,826.34	29,750.00	29,750.00	-5,076.34	117 %
328	Insurance - Prop and Liability	0.00	12,356.91	12,000.00	12,000.00	-356.91	103 %
329	New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
330	Contract Labor	137.23	1,318.70	5,000.00	5,000.00	3,681.30	26 %
331	Professional Services - Legal	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
333	Professional Services - Legal (HR)	14,794.67	14,794.67	0.00	0.00	-14,794.67	*** %
334	Maintenance Agreements	845.36	9,018.49	13,161.00	13,161.00	4,142.51	69 %
335	Meals - Reimbursement	4.80	4.80	100.00	100.00	95.20	5 %
340	Meetings and conferences	0.00	0.00	5,000.00	1,000.00	1,000.00	0 %
345	Mileage expense reimbursement	0.00	640.11	1,000.00	1,000.00	359.89	64 %
348	Safety Equipment and Supplies	0.00	1,552.65	1,000.00	1,500.00	-52.65	104 %
349	Repairs & Maintenance Mission Gardens	599.45	1,179.45	10,000.00	10,000.00	8,820.55	12 %
350	Repairs and maint - computers	0.00	1,089.98	1,500.00	1,500.00	410.02	73 %
351	Repairs and maint - equip	130.84	1,096.65	10,000.00	10,000.00	8,903.35	11 %
352	Repairs and maint - structures	0.00	718.21	1,500.00	1,500.00	781.79	48 %
353	Repairs & Maint- Infrastructure	146.14	696.66	5,000.00	5,000.00	4,303.34	14 %
354	Repairs and maint - vehicles	506.30	3,007.75	2,000.00	2,000.00	-1,007.75	150 %
355	Testing & Supplies (WWTP)	0.00	1,376.00	12,000.00	12,000.00	10,624.00	11 %
375	Internet expenses	263.70	2,964.40	1,863.00	2,863.00	-101.40	104 %
376	Webpage- Upgrade/Maint	70.00	840.00	840.00	840.00	0.00	100 %
379	Utilities Electric Mission Gardens	0.00	178.13	5,000.00	5,000.00	4,821.87	4 %
380	Utilities - Alarm Service	0.00	648.15	620.00	620.00	-28.15	105 %
381	Utilities - electric	6,663.98	77,491.45	50,000.00	82,000.00	4,508.55	95 %
382	Utilities - propane	0.00	497.81	1,000.00	1,000.00	502.19	50 %
383	Utilities - trash	51.99	623.88	700.00	700.00	76.12	89 %
384	Utilities - Water/Sewer	84.47	697.17	0.00	700.00	2.83	100 %
385	Dues and subscriptions	24.00	3,908.07	4,000.00	4,000.00	91.93	98 %
386	Education and training	420.00	-475.00	5,000.00	1,000.00	1,475.00	-48 %
393	Advertising and public notices	89.16	231.20	1,000.00	1,000.00	768.80	23 %
394	LAFCO Allocations	0.00	1,483.11	2,250.00	2,250.00	766.89	66 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
410	Office Supplies	196.95	888.50	1,125.00	1,125.00	236.50	79 %
432	Utility Rate Design Study	0.00	1,755.00	0.00	1,800.00	45.00	98 %
459	Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
465	Cell phones, radios and pagers	147.99	1,313.82	1,530.00	1,530.00	216.18	86 %
475	Computer supplies and upgrades	0.00	0.00	2,450.00	2,450.00	2,450.00	0 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
485	Fuel expense	515.06	5,563.29	5,000.00	5,000.00	-563.29	111 %
490	Small tools and equipment	936.17	4,038.81	6,000.00	6,000.00	1,961.19	67 %
495	Uniform expense	231.98	1,559.34	1,800.00	1,800.00	240.66	87 %
500	Capital Outlay	0.00	10,153.70	0.00	8,998.70	-1,155.00	113 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
581	WWTP Expansion	0.00	3,842.19	0.00	54,000.00	50,157.81	7 %
582	WWTP Plant Maintenance	151.51	14,015.69	50,000.00	50,000.00	35,984.31	28 %
585	Sludge Removal Project	0.00	2,419.40	10,000.00	10,000.00	7,580.60	24 %
587	WWTF Final Design/ Construction	16,444.23	155,049.91	250,000.00	250,000.00	94,950.09	62 %
589	Proposition 68 Grant	0.00	4,500.00	0.00	4,500.00	0.00	100 %
705	Waste Discharge Fees/Permits	0.00	23,210.00	25,000.00	25,000.00	1,790.00	93 %
715	Licenses, permits and fees	1,250.00	3,067.52	1,500.00	1,500.00	-1,567.52	205 %
911	Finance Charges/Late Fees	0.00	7.03	0.00	0.00	-7.03	*** %
960	Property tax expense	0.00	127.84	150.00	150.00	22.16	85 %
970	WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
	Account Total:	81,629.88	715,782.26	991,854.00	1,086,510.70	370,728.44	66 %
	Account Group Total:	81,629.88	715,782.26	991,854.00	1,086,510.70	370,728.44	66 %
	Fund Total:	81,629.88	715,782.26	991,854.00	1,086,510.70	370,728.44	66 %
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
105	Salaries and Wages	27,081.44	230,425.11	234,901.00	234,901.00	4,475.89	98 %
109	Stand-by Hours	782.50	7,020.00	7,500.00	7,500.00	480.00	94 %
111	BOD Stipend	266.00	2,432.00	2,280.00	2,280.00	-152.00	107 %
115	Payroll Expenses	185.24	2,297.97	3,420.00	3,420.00	1,122.03	67 %
120	Workers' Compensation	0.00	8,992.09	6,050.00	9,050.00	57.91	99 %
121	Physicals	0.00	75.00	0.00	0.00	-75.00	*** %
135	Payroll Tax - FICA	109.05	556.39	3,403.00	564.00	7.61	99 %
140	Payroll Tax - Medicare	399.01	3,422.30	3,403.00	3,403.00	-19.30	101 %
155	Payroll Tax - SUI	2.59	1,552.30	2,166.00	287.00	-1,265.30	541 %
160	Payroll Tax - ETT	0.00	0.00	3,967.00	7,934.00	7,934.00	0 %
205	Insurance - Health	8,747.40	46,798.84	34,896.00	37,104.00	-9,694.84	126 %
206	Insurance - CalPers Health Retiree	218.84	1,455.13	0.00	1,350.00	-105.13	108 %
210	Insurance - Dental	198.66	1,628.10	1,618.00	0.00	-1,628.10	*** %
215	Insurance - Vision	50.01	279.51	590.00	0.00	-279.51	*** %
225	Retirement - PERS expense	2,816.49	28,191.99	20,913.00	20,913.00	-7,278.99	135 %
305	Operations and maintenance	1,176.17	5,758.46	8,000.00	8,000.00	2,241.54	72 %
310	Phone and fax expense	113.74	1,107.00	1,138.00	1,138.00	31.00	97 %
315	Postage, shipping and freight	587.24	3,607.33	4,000.00	4,000.00	392.67	90 %
320	Printing and reproduction	944.61	1,712.28	1,000.00	1,000.00	-712.28	171 %
324	Professional Svcs- GSA-GSP	435.00	9,337.62	20,000.00	20,000.00	10,662.38	47 %
325	Professional Svcs - Accounting	0.00	7,353.00	9,660.00	9,660.00	2,307.00	76 %
326	Professional Svcs - Engineering	362.50	43,569.78	20,000.00	32,750.00	-10,819.78	133 %
327	Professional Svcs - Legal (General)	3,817.98	47,805.44	32,300.00	32,300.00	-15,505.44	148 %
328	Insurance - Prop and Liability	0.00	19,477.18	20,000.00	20,000.00	522.82	97 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
329	New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
330	Contract Labor	148.98	1,431.65	5,000.00	5,000.00	3,568.35	29 %
331	Professional Services - Legal	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
332	Professional Services - Legal	433.60	47,489.93	100,000.00	100,000.00	52,510.07	47 %
333	Professional Services - Legal (HR)	16,062.79	16,062.79	0.00	0.00	-16,062.79	*** %
334	Maintenance Agreements	911.78	10,963.78	13,671.00	13,671.00	2,707.22	80 %
335	Meals - Reimbursement	4.80	4.80	200.00	200.00	195.20	2 %
340	Meetings and conferences	0.00	0.00	5,000.00	1,000.00	1,000.00	0 %
345	Mileage expense reimbursement	0.00	725.00	1,000.00	1,000.00	275.00	73 %
348	Safety Equipment and Supplies	0.00	1,688.23	1,000.00	1,500.00	-188.23	113 %
350	Repairs and maint - computers	0.00	1,169.09	1,500.00	1,500.00	330.91	78 %
351	Repairs and maint - equip	1,177.05	5,025.73	4,000.00	4,000.00	-1,025.73	126 %
352	Repairs and maint - structures	268.09	1,204.77	2,000.00	2,000.00	795.23	60 %
353	Repairs & Maint- Infrastructure	9,214.53	25,906.60	50,000.00	50,000.00	24,093.40	52 %
354	Repairs and maint - vehicles	506.31	3,007.73	2,000.00	2,000.00	-1,007.73	150 %
356	Testing & Supplies - Well #3 (Water)	170.00	1,685.83	3,500.00	3,500.00	1,814.17	48 %
357	Testing & Supplies - Well #4 (Water)	170.00	1,610.81	3,500.00	3,500.00	1,889.19	46 %
358	Testing & Supplies- SLT Well (Water)	584.00	4,413.82	6,000.00	6,000.00	1,586.18	74 %
359	Testing & Supplies-Other	135.00	7,352.00	6,000.00	6,000.00	-1,352.00	123 %
362	Cross-Connection Control Srvcs.	75.40	1,244.40	1,000.00	1,000.00	-244.40	124 %
375	Internet expenses	113.73	1,329.76	1,863.00	2,863.00	1,533.24	46 %
376	Webpage- Upgrade/Maint	76.00	912.00	912.00	912.00	0.00	100 %
380	Utilities - Alarm Service	0.00	648.15	620.00	620.00	-28.15	105 %
381	Utilities - electric	4,090.55	43,916.77	50,000.00	50,000.00	6,083.23	88 %
382	Utilities - propane	0.00	540.49	1,000.00	1,000.00	459.51	54 %
383	Utilities - trash	51.99	623.88	700.00	700.00	76.12	89 %
384	Utilities - Water/Sewer	34.44	74.85	0.00	700.00	625.15	11 %
385	Dues and subscriptions	24.87	3,257.36	4,000.00	4,000.00	742.64	81 %
386	Education and training	456.00	481.00	5,000.00	1,000.00	519.00	48 %
393	Advertising and public notices	89.16	304.09	2,000.00	2,000.00	1,695.91	15 %
394	LAFCO Allocations	0.00	1,483.11	2,250.00	2,250.00	766.89	66 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities SoCalGas	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
410	Office Supplies	211.26	924.99	1,125.00	1,125.00	200.01	82 %
432	Utility Rate Design Study	0.00	1,755.00	0.00	1,800.00	45.00	98 %
459	Scada - Maintenance Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
465	Cell phones, radios and pagers	187.29	1,510.20	1,573.00	1,573.00	62.80	96 %
475	Computer supplies and upgrades	0.00	115.15	2,450.00	2,450.00	2,334.85	5 %
481	Chemicals- Well #3	0.00	690.99	4,000.00	4,000.00	3,309.01	17 %
482	Chemicals-Well #4	0.00	2,464.54	4,000.00	4,000.00	1,535.46	62 %
483	Chemicals-SLT Well	0.00	2,314.21	2,000.00	2,000.00	-314.21	116 %
485	Fuel expense	515.06	3,380.82	4,000.00	4,000.00	619.18	85 %
490	Small tools and equipment	487.75	3,176.09	6,000.00	6,000.00	2,823.91	53 %
495	Uniform expense	232.04	1,559.51	1,800.00	1,800.00	240.49	87 %
500	Capital Outlay	22,200.00	514,047.39	0.00	406,878.70	-107,168.69	126 %
520	Water Main Valves Replacement	736.81	2,688.23	10,000.00	10,000.00	7,311.77	27 %
525	Water meter replacement	226.15	18,311.93	20,000.00	20,000.00	1,688.07	92 %
526	Development Meters	586.56	6,630.43	15,000.00	15,000.00	8,369.57	44 %
535	Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
581	WWTP Expansion	0.00	1,841.16	0.00	5,400.00	3,558.84	34 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	582 WWTP Plant Maintenance	0.00	2,126.06	0.00	3,000.00	873.94	71 %
	590 CALOES Resiliency Grant	7,170.00	28,766.29	0.00	230,000.00	201,233.71	13 %
	605 USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	715 Licenses, permits and fees	1,250.00	5,310.99	6,500.00	6,500.00	1,189.01	82 %
	930 Interest Fees	0.00	25,585.07	50,000.00	50,000.00	24,414.93	51 %
	940 Bank service charges	2.25	47.20	0.00	100.00	52.80	47 %
	Account Total:	116,898.71	1,282,681.99	894,469.00	1,552,196.70	269,514.71	83 %
	Account Group Total:	116,898.71	1,282,681.99	894,469.00	1,552,196.70	269,514.71	83 %
	Fund Total:	116,898.71	1,282,681.99	894,469.00	1,552,196.70	269,514.71	83 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	1,309.08	11,427.76	12,849.00	12,849.00	1,421.24	89 %
	111 BOD Stipend	14.00	127.99	120.00	120.00	-7.99	107 %
	115 Payroll Expenses	9.76	120.91	180.00	180.00	59.09	67 %
	120 Workers' Compensation	0.00	364.64	100.00	400.00	35.36	91 %
	135 Payroll Tax - FICA	5.13	26.20	163.00	163.00	136.80	16 %
	140 Payroll Tax - Medicare	18.70	164.60	163.00	163.00	-1.60	101 %
	155 Payroll Tax - SUI	0.12	78.43	91.00	91.00	12.57	86 %
	205 Insurance - Health	362.34	1,969.40	1,638.00	1,728.00	-241.40	114 %
	206 Insurance - CalPers Health Retiree	0.00	0.02	0.00	0.00	-0.02	*** %
	210 Insurance - Dental	7.92	69.89	65.00	0.00	-69.89	*** %
	215 Insurance - Vision	1.17	9.18	24.00	-1.00	-10.18	*** %
	225 Retirement - PERS expense	147.22	1,916.94	1,108.00	1,800.00	-116.94	106 %
	305 Operations and maintenance	38.02	468.84	2,000.00	2,000.00	1,531.16	23 %
	315 Postage, shipping and freight	1.16	12.98	500.00	500.00	487.02	3 %
	320 Printing and reproduction	0.00	264.15	500.00	500.00	235.85	53 %
	325 Professional Svcs - Accounting	0.00	387.00	508.00	508.00	121.00	76 %
	327 Professional Svcs - Legal (General)	125.91	2,638.32	1,700.00	1,700.00	-938.32	155 %
	328 Insurance - Prop and Liability	0.00	727.61	500.00	890.00	162.39	82 %
	329 New Hire Screening	0.00	22.50	0.00	0.00	-22.50	*** %
	330 Contract Labor	7.84	75.35	0.00	0.00	-75.35	*** %
	331 Professional Services - Legal	0.00	0.00	200.00	200.00	200.00	0 %
	333 Professional Services - Legal (HR)	845.41	845.41	0.00	0.00	-845.41	*** %
	334 Maintenance Agreements	44.29	421.19	320.00	640.00	218.81	66 %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	54.64	100.00	100.00	45.36	55 %
	348 Safety Equipment and Supplies	0.00	61.13	500.00	500.00	438.87	12 %
	350 Repairs and maint - computers	0.00	82.57	0.00	100.00	17.43	83 %
	352 Repairs and maint - structures	0.00	13.80	0.00	100.00	86.20	14 %
	353 Repairs & Maint- Infrastructure	0.00	514.98	0.00	0.00	-514.98	*** %
	354 Repairs and maint - vehicles	0.00	91.79	0.00	150.00	58.21	61 %
	376 Webpage- Upgrade/Maint	4.00	48.00	48.00	48.00	0.00	100 %
	382 Utilities - propane	0.00	28.44	0.00	100.00	71.56	28 %
	384 Utilities - Water/Sewer	0.00	0.00	2,000.00	500.00	500.00	0 %
	385 Dues and subscriptions	2.10	144.63	132.00	132.00	-12.63	110 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 21

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
386	Education and training	24.00	24.00	500.00	500.00	476.00	5 %
393	Advertising and public notices	0.00	2.40	500.00	500.00	497.60	0 %
394	LAFCO Allocations	0.00	247.19	375.00	375.00	127.81	66 %
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	9.54	184.48	125.00	125.00	-59.48	148 %
465	Cell phones, radios and pagers	8.34	70.40	143.00	143.00	72.60	49 %
475	Computer supplies and upgrades	0.00	0.00	50.00	50.00	50.00	0 %
490	Small tools and equipment	0.00	32.86	0.00	0.00	-32.86	*** %
495	Uniform expense	6.00	51.59	200.00	200.00	148.41	26 %
500	Capital Outlay	0.00	9,064.70	0.00	8,998.70	-66.00	101 %
581	WWTP Expansion	0.00	1,840.88	0.00	1,800.00	-40.88	102 %
	Account Total:	2,992.05	34,697.79	28,602.00	40,052.70	5,354.91	87 %
	Account Group Total:	2,992.05	34,697.79	28,602.00	40,052.70	5,354.91	87 %
	Fund Total:	2,992.05	34,697.79	28,602.00	40,052.70	5,354.91	87 %
	Grand Total:	253,426.27	2,619,531.95	2,430,224.00	3,357,146.72	737,614.77	78 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 6/21

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	52,853.93	137,219.19	134.01	3,110.48	40,990.80	146,105.85
10250 Pac Premier - Payroll	314.26	3,110.48	15,355.83	17,359.51	1,780.72	-359.66
10340 Pac Premier Operational Reserve	560,921.44	10,756.77	0.00	0.00	0.00	571,678.21
10350 Pac Premier- Capital Reserve	306,029.92	98.96	0.00	0.00	0.00	306,128.88
Total Fund	920,119.55	151,185.40	15,489.84	20,469.99	42,771.52	1,023,553.28
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	190,457.84	3,302.70	0.00	0.00	5,443.27	188,317.27
10250 Pac Premier - Payroll	556.91	0.00	1,402.71	1,093.30	355.75	510.57
10340 Pac Premier Operational Reserve	150,200.85	12.43	0.00	0.00	0.00	150,213.28
10350 Pac Premier- Capital Reserve	161,532.51	26.50	0.00	0.00	0.00	161,559.01
10460 Cantella & Co. Investment Acct.	160,538.89	151.90	0.00	638.70	0.00	160,052.09
Total Fund	663,287.00	3,493.53	1,402.71	1,732.00	5,799.02	660,652.22
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	734,119.24	280,012.41	813.52	222.93	66,389.71	948,332.53
10250 Pac Premier - Payroll	15,052.88	0.00	24,153.54	18,542.05	6,695.87	13,968.50
10260 Pac Western Bank --Long Term	100,036.95	2.47	0.00	0.00	0.00	100,039.42
10340 Pac Premier Operational Reserve	180,240.45	14.91	0.00	0.00	0.00	180,255.36
10350 Pac Premier- Capital Reserve	917,725.98	31.80	0.00	0.00	0.00	917,757.78
Total Fund	1,947,175.50	280,061.59	24,967.06	18,764.98	73,085.58	2,160,353.59
50 WATER DEPARTMENT						
10150 Cash in SLO County	76,655.36	0.00	0.00	0.00	0.00	76,655.36
10200 Operating Cash - Premier	251,736.78	94,807.26	56.96	152.34	96,149.48	250,299.18
10250 Pac Premier - Payroll	-5,572.38	0.00	31,594.23	24,559.33	8,755.99	-7,293.47
10340 Pac Premier Operational Reserve	25,257.32	2.09	0.00	0.00	0.00	25,259.41
10350 Pac Premier- Capital Reserve	315,473.82	4.46	0.00	0.00	0.00	315,478.28
10400 HOB - USDA Reserve	66,967.83	0.55	0.00	0.00	0.00	66,968.38
Total Fund	730,518.73	94,814.36	31,651.19	24,711.67	104,905.47	727,367.14
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	43,323.57	6,892.16	0.00	0.00	2,669.64	47,546.09
10250 Pac Premier - Payroll	831.74	0.00	1,487.64	1,147.21	377.65	794.52
10340 Pac Premier Operational Reserve	62,253.15	5.15	0.00	0.00	0.00	62,258.30
10350 Pac Premier- Capital Reserve	26,055.46	10.97	0.00	0.00	0.00	26,066.43
Total Fund	132,463.92	6,908.28	1,487.64	1,147.21	3,047.29	136,665.34
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	38,403.79	0.00	136,644.46	0.00	0.00	175,048.25
10250 Pac Premier - Payroll	0.00	0.00	17,965.98	17,965.98	0.00	0.00
Total Fund	38,403.79		154,610.44	17,965.98		175,048.25
Totals	4,431,968.49	536,463.16	229,608.88	84,791.83	229,608.88	4,883,639.82

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.



San Miguel Community Services District

Board of Directors Staff Report

August 19, 2021

AGENDA ITEM: XI-3

SUBJECT: Review and approve Resolution 2021-22 approving updated Fire Chief job Description

RECOMMENDATION: Approve updated Fire Chief job description by Resolution 2021-22

BACKGROUND:

In the course of reviewing the job description for Fire Chief on file with the District, it was noted that certain updates and changes were necessary to reflect the needs of the District as well as to ensure continuity and consistency between it and other job descriptions on file with the District.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends the Board approve the updated Job Description for Fire Chief, a draft of which is attached herein.

PREPARED BY:

Erin M. Dervin
Deputy General Counsel

APPROVED BY:

Rob Roberson
Interim General Manager

Attachment:

- 1. Resolution 2021-22
- 2. Draft Fire Chief Job Description



Exhibit "B" JOB DESCRIPTIONS

Class Title: *Fire Chief* (Part Time--Contract)
Reports to: District General Manager or Board of Directors
Department: Fire
FLSA: Non-exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: Yes
INDIRECT: None

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED

The Fire Chief is accountable to the General Manager and Board of Directors. Fire Chief shall be held responsible for the general condition and efficient operation of the San Miguel Fire Department.

SUPERVISION EXERCISED

Directly Supervises the Assistant Fire Chief, Fire Captains, and other department staff through these subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises, and evaluates Fire operations.

Establishes policies and procedures for Fire Department in order to implement directives from the General Manager and Board of Directors.

Plans and implements Fire programs for the San Miguel District in order to better carry out the policies and goals including those set forth in the Standard Operating Procedures document;

Reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for Fire Department and Directs implementation of the Departments' budgets;

Plans for and reviews specifications for new or replaced equipment.

Responds to alarms and may direct activities at the scene of major emergencies.

(continued on next page)

Supervises inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances, local and state fire codes, while also following UBC, UFC, and The Life and Safety code.

Directs the operation of departmental in-service training activities

Controls the expenditure of departmental appropriations

Handles grievances as directed by the General Manager, maintains Departmental discipline and the conduct and general behavior of assigned personnel

Attends monthly Board of Director meetings and other Community meetings, as directed by General Manager

Prepares and submits monthly reports to the General Manager regarding Department activities

Prepares other reports as appropriate, including annual report of activities

Plans departmental operations for equipment, apparatus, and personnel

Supervises the implementation of such plans

Assigns personnel and equipment to such duties and uses as the service requires

Evaluates the need for and recommends the purchase of new equipment and supplies

PERIPHERAL DUTIES

Meet with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities.

Attend conferences and meetings to keep abreast of current trends in the field; represents the San Miguel Fire Department in a variety of local, county, state and other meetings.

Perform the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent

(B) Ten (10) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Captain or higher

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations

(B) Skill in the operation of listed tools and equipment.

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

(A) Must possess, or be able to obtain by time of hire, a valid State Driver's License with Commercial Driver's License endorsement and participate in the Employer Pull Notice Program EPN without record of suspension or revocation in any state;

(B) No criminal convictions or disqualifying criminal histories within the past ten years;

(C) Ability to read, write and communicate the English language, and

(D) Ability to meet Departmental physical standards

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

The San Miguel Community Services District Personnel Policy on Recruitment will be followed.

This may include a formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a probationary period of 6 months

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

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

70%

Develops, coordinates, and maintains fire protection management database and related activities, such as:

Communicates District policies and procedures to customers, safety rules and regulations and is active participant in the District's safety programs is necessary.

Uses computer, computer software, data and applications, copy machine, and other office equipment; proofread documents for details and accuracy; and composes reports or correspondence as required

Coordinates with and works with other staff to resolve issues; may work with outside contractors to solve specific technical issues, maintains the database for fire vehicle and equipment records, and operational preventative maintenance logs, reports and records as directed.

Develops consistent, effective strategies of tracking preventative maintenance schedules. Reviews, evaluates, develops and implements programs, policies and procedures, as directed by General Manager, for training and fire prevention.

Supervises subordinate volunteer officers in their assigned duties.

Assist in the planning and implementation of Fire programs for the San Miguel District in order to better carry out the policies and goals of the District.

Responds to multiple alarm fire as needed. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

25%

Prepare and submit periodic reports to the General Manager and/or Board of Directors regarding the Department activities.

Assigns personnel and equipment as required to such duties and uses based on service needs

Handles grievances from volunteer officers and firefighters,

Maintain departmental discipline and the conduct and general behavior of volunteer personnel.

Directs and supervises departmental in-service training activities

Provides general administrative support:

Proofreads the Operations section of the District web site and recommends corrections.

Provides administrative and project support to General Manager and/or staff; including the preparation of agreements, request for purchase orders, contracts, and other documentation.

Assists General Manager in providing suggestions policy changes in order to streamline department operations.

Answer inquiries involving department procedures, activities, and functions.

Generate original, clear, and concise department business correspondence, forms, and notices, which may require posting and/or publication.

Edits and proofreads department memos, reports, agendas, policies, and Board related correspondence.

Perform copying, faxing, filing, and other administrative tasks.

Maintain department files and records in accordance with approved records retention schedules.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

5%

Performs all related duties as assigned by General Manager and/or Board of Directors.

Meet with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities, as directed by Fire Chief and/or General Manager.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Departments in a variety of local, county, state and other meetings.

SELECTION GUIDELINES

The San Miguel Community Services District Personnel Policy on recruitment will be followed. This may include: a formal application, review of education and experience, appropriate testing and interviews, oral interview, background check, physical agility, drug screening, final selection and pre-employment medical examination.

NOTE:

Appointees will be subject to completion of a 9-month probationary period.

The example of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee that is subject to change by the employer as the needs of the employer and requirements of the job change.

RESOLUTION NO. 2021-22

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE FIRE CHIEF
JOB DESCRIPTION**

WHEREAS, the San Miguel Community Services District (“District”) Fire Chief job description has not been updated for some time; and

WHEREAS, in the course of regular business, incomplete or incorrect references were found to exist in the current Fire Chief job description; and

WHEREAS, the District desires to have an up-to-date and accurate job description prior to the appointment of a Fire Chief; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, approve the amended Fire Chief job description, 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 19th day of August, 2021.

, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager
Counsel

Douglas L. White, District General



San Miguel Community Services District

Board of Directors Staff Report

August 19, 2021

AGENDA ITEM: XI-4

SUBJECT: Review and approve RESOLUTION 2021-23 approving updated General Manager Job Description

RECOMMENDATION: Approve updated General Manager job description by Resolution 2021-23

BACKGROUND:

In the course of reviewing the job description for Fire General Manager on file with the District, it was noted that certain updates and changes were necessary to reflect the needs of the District as well as to ensure continuity and consistency between it and other job descriptions on file with the District.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends the Board approve the updated Job Description for General Manager, a draft of which is attached herein.

PREPARED BY:

Erin M. Dervin
Deputy General Counsel

APPROVED BY:

Rob Roberson
Interim General Manager

Attachment:

1. Resolution 2021-23
2. Draft General Manager Job Description

{CW106906.1}



TITLE: GENERAL MANAGER
REPORTS TO: Board of Directors
PAY GRADE: Employment Agreement
FLSA: Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: Board Clerk, Director of Utilities, District Office Staff
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Board of Directors. The following certifications are required at the time of hire date or an equivalent combination of education and experience sufficient to successfully perform the duties of the position:

EDUCATION: Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering, or a closely related field.

EXPERIENCE: Minimum of five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets, and administrative operations.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with: Board of Directors to receive policy direction and project directives, receive specific work assignments and review results; Board Clerk and Director of Utilities to discuss outstanding issues and coordinate assignments; and all other District personnel as required.

EXTERNAL: Interaction with: general public to answer questions pertaining to the San Miguel Community Services District ("District"); intergovernmental and regulatory agencies to foster cooperative working relationships; and community groups, businesses, media, and emergency service personnel as required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS

When working indoors, work is performed in an office environment with lighting and ventilation. The indoor working environment is subject to conversational noise from other personnel, as well as standard background noise found in an office environment and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

The General Manager is the executive officer of the District and for the Board of Directors ("Board").

This at-will, exempt position plans, organizes, directs, and coordinates all District functions and activities, subject to approval by the District's Board, in order to provide customers with safe and reliable water, wastewater, and fire services. This position provides day-to-day leadership for the District, and develops

policies and objectives for the District in accordance with the Board's directives. This position must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required.

Must be able to effectively lead, supervise, motivate, train, and evaluate personnel. Must be able to exercise sound and independent judgment to prioritize and manage projects. Must be familiar with public administration and budget development as they pertain to the District's water, wastewater, and fire services. Must be able to maintain confidentiality, respond professionally to the public and emergencies, and prepare policy reports and letters. Must have knowledge of pertinent federal, state, and local laws, codes, and regulations. Must be able to communicate clearly and concisely, both orally and in writing.

Basic knowledge of personal computer use is preferred, as this position will be required to monitor timeclock use, set up video conferences for meetings, and assist in running payroll, among other duties.

The following tasks are typical for this classification. Incumbents may not regularly perform all the listed duties, but 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 Board.

Administrative

- Daily Administration
 - Provides day-to-day leadership for the District;
 - Plans, organizes, coordinates, and administers, either directly or through subordinate department heads, the work of the District in accordance with the adopted goals and objectives of the Board and applicable laws and regulations;
 - Directs and coordinates the development and implementation of goals, objectives, policies, procedures, and programs for the District, as defined by the Board;
 - Implements administrative policies, procedures, and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner;
 - Coordinates the activities of the waste, wastewater, fire, and administrative departments to effect operational efficiency and economy;
 - Maintains cordial relationships with all persons entitled to the services of the District and attempts to resolve all public complaints;
 - Directs the maintenance of District records and documents;
 - Supervises the District's facilities, services, and finances;
 - Maintains custody and manages the condition of all District property; and
 - Uses independent judgment and follows proper protocol to address emergencies and provide direction to department heads.
- Long-Term Operations
 - Plans, develops, and implements immediate and long-term District policies and goals, as defined by the Board;
 - Confers with administrative personnel and reviews activity, operating, and expense reports to determine if any changes in programs or operations are required;
 - Directs preparation of directives to department heads, outlining policy, programs, or operational changes to be implemented; and
 - Supports the District mission statement.
- Executive Officer for the District
 - Facilitates constructive and harmonious Board relations;
 - Attends all meetings of the District's Board and such other meetings as the Board may specify from time to time;
 - Represents the Board and District in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, District customers, and the media;
 - Consults with legal counsel concerning matters of litigation, contracts, and District operations;
 - Monitors legislation on the state, federal, and local level;

- Directs and coordinates changes required by new legislation;
- Coordinates press releases as necessary; and
- Acts as staff for the Board and advises the Board on District issues and programs.
- Budgeting
 - Directs and coordinates the preparation and administration of the District annual budget;
 - Evaluates and reviews current programs and formulates long-range financial goals of the District;
 - Reviews all District expenditures;
 - Provides financial management for the District;
 - Manages all departmental budget, budget requests, and controls expenditures to ensure adherence to the District budget;
 - Ensures accurate records are being developed and maintained in all District departments;
 - Prepares procedures for tracking and evaluating the budget through the year; and
 - Calculates anticipated revenue or expenditures.

Personnel Supervisor

- Appoints and employs District personnel in the competitive service as the Board or he or she deems necessary for the proper administration and operation of the District, in accordance with District regulations and other applicable laws;
- Recommends changes in organizational structure and position classification;
- Maintains the authority to hire, discipline, and discharge employees;
- Approves or disapproves merit salary increases pursuant to District policies;
- Plans and directs the selection, training, assignment, supervision, and evaluation of employees;
- Delegates authority to carry out certain duties at his or her discretion;
- Provides supervision to District employees;
- Directs all personnel in accordance with District regulations and other applicable laws;
- Functions as the District's bargaining representative in negotiations with personnel bargaining units;
- Coordinates investigations and resolutions of personnel grievances within his or her delegated authority;
- Approves overtime, vacation, and other time off for department heads;
- Trains personnel as needed;
- Analyzes problems that arise in the areas of supervision and implements solutions;
- Follows the employee relations system established by the Board when appointing, supervising, disciplining, and dismissing District employees;
- Evaluates and recommends to the Board, the hiring, promotion, or salary increase of District personnel pursuant to District policies; and
- Performs performance evaluations for department heads and other District personnel as needed.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

Related Duties

- Performs all other related duties as assigned by the Board of Directors.

RESOLUTION NO. 2021-23

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE GENERAL
MANAGER JOB DESCRIPTION**

WHEREAS, the San Miguel Community Services District (“District”) General Manager job description has not been updated for some time; and

WHEREAS, in the course of regular business, incomplete or incorrect references were found to exist in the current General Manager job description; and

WHEREAS, the District desires to have an up-to-date and accurate job description prior to the appointment of a General Manager; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, approve the amended General Manager job description, 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 19th day of August, 2021.

Anthony Kalvans, Vice President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager
Counsel

Douglas L. White, District General



San Miguel Community Services District

Board of Directors Staff Report

August 19, 2021

AGENDA ITEM: XI-5

SUBJECT: Review and approve contract with Rob Roberson as Interim General Manager/ Fire Chief

RECOMMENDATION: Approve contract with Rob Roberson as Interim General Manager/ Fire Chief by Resolution 2021-19

Robert Roberson (“Roberson”) has been acting as Interim General Manager since June 10, 2017. The San Miguel Community Services Board of Directors (“Board”) approved a First and Second Amendment to the Interim General Manager Temporary Employment Agreement, extending his employment with the District through May 31, 2021.

Roberson was appointed as the San Miguel Community Services District (“District”) Fire Chief on January 1, 2012. On September 24, 2015, the Board entered into an employment agreement with Roberson for Fire Chief services, and entered into two subsequent agreements extending his appointment to that position. The position was merged with the Interim General Manager position and Roberson has filled that dual role since 2018.

In May of 2021 the Board provided Roberson a performance evaluation on his performance as Fire Chief and Interim General Manager with mostly exceptional performance reviews.

The Board desires to continue Roberson’s employment as the Interim General Manager/Fire Chief for year retroactive to June 1, 2021, with a mutual option to extend the agreement for one additional year. No later than three months prior to the expiration of the agreement, the Board shall provide written notice to Roberson as to whether the Board intends to extend the agreement.

With the cost of living adjustments since the signing of the current employment agreement, Roberson’s compensation is \$76,193.78 – with \$31,517.76 of the salary paid from the Fire Fund and the balance from General Fund. At this point, the current breakdown of the salary provided to Roberson has him earning less per hour than Assistant Fire Chief Scott Young. Young is currently compensated in the amount of \$38,438.40 in that role.

{CW106832.1}

The Board negotiated with Roberson regarding his salary in the new agreement. IGM/Fire Chief Roberson asked that the Board offer him a slight increase in salary which would be accomplished by modifying the funding breakdown to reflect an increase in his salary related to the Fire Chief role. The current compensation for the IGM position would not change.

It is proposed that Roberson's salary as Fire Chief be increased to \$40,185.60, which would establish a 5% parity between the Chief and the Assistant Chief. The breakdown of proposed salary modifications is as follows:

- Fire Chief Annual Compensation rate shall be based on the 2021 State of California Minimum wage of \$14.00 Hr. plus 15% = \$16.10 X 96 hrs. per pay period = \$1,545.60 X 26 pay periods = \$40,185.60
- The IGM position currently is compensated at \$43,792.80 and this would not change.

Total Compensation - \$40,185.60 (Fire Chief proposed) + \$43,792.80 (Current and proposed IGM compensation) = \$83,978.60

PREPARED BY: Erin M. Dervin, Deputy General Counsel

Attachment:

1. Resolution 2021-19
2. 7-16-2021 Draft Interim General Manager- redline
3. Exhibit A: General Manager Job Description by resolution 2021-23
4. Exhibit B: Fire Chief Job Description by resolution 2021-22
5. Exhibit C: 7-2021 Contract Agreement R. Roberson & SMCSO- clean

RESOLUTION NO. 2021 - 19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AN
EMPLOYMENT AGREEMENT FOR INTERIM GENERAL MANAGER/FIRE CHIEF
ROBERT ROBERSON AND AUTHORIZING THE BOARD PRESIDENT TO
EXECUTE AND ENTER INTO THE AGREEMENT ON BEHALF OF THE DISTRICT**

WHEREAS, Robert Roberson has been the Interim General Manager and Fire Chief of the San Miguel Community Services District ("District") since 2018; and

WHEREAS, the District Board of Directors has evaluated Roberson's performance in his position as Interim General Manager and Fire Chief and desires for him to continue in both of those roles; and

WHEREAS, District is executing a new employment agreement with Robert Roberson as Fire Chief / Interim General Manager on entered into this day of August, 2021, for a term of one (1) year from the Effective Date ("Term"), with a mutual option to extend the Agreement for one (1) additional year;

WHEREAS, the Interim General Manager Agreement and Fire Chief Agreement details the terms and conditions of his continued employment as Interim General Manager/Fire Chief; and

WHEREAS, Exhibits A and B detail the job duty statements for the District General Manager and Fire Chief, respectively; and

WHEREAS, the Board of Directors seeks to approve the Agreement.

NOW THEREFORE, BE IT RESOLVED, the Board does hereby, adopt this Resolution approving the Employment Agreement between Interim General Manager/Fire Chief Robert Roberson and the San Miguel Community Services District, attached hereto as Exhibit C.

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 19th day of August, 2021.

Ashley Sangster, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel

Tamara Parent, Board Clerk

1. Exhibit A: General Manager Job Description
2. Exhibit B: Fire Chief Job Description
3. Exhibit C: 7-2021 Contract Agreement R. Roberson & SMCSO

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into this day of July/August, 2021, by and between the San Miguel Community Services District, a California political subdivision (“District”), and Robert Roberson, an individual (“Employee”). The District and Employee may individually be referred to herein as “Party” or collectively as “Parties.” There are no other parties to this Agreement.

RECITALS

- A. Employee has been employed with the District’s Fire Department for over 14 years.
- B. The Fire Chief position is appointed by the Interim General Manager; however, since Employee is also acting as the Interim General Manager, the San Miguel Community Services District Board of Directors (“Board”) has the authority to appoint Employee as Interim General Manager/Fire Chief.
- C. The Board has evaluated Employee’s knowledge, experience, administrative skills and abilities, and desires to reappoint Employee as the Interim General Manager/Fire Chief pursuant to the terms of this Agreement.
- D. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of California Government Code (“Government Code”) section 53260 *et seq.*

NOW, THEREFORE, in consideration of the mutual covenants entered into between the Parties, and in consideration of the benefits that accrue to each, it is agreed as follows:

AGREEMENT

Section 1. Recitals. The recitals set forth above (“Recitals”) are incorporated herein by this reference and made a part of this Agreement. In the event of any inconsistencies between the Recitals and Sections 1 through 10 of this Agreement, Sections 1 through 10 will prevail.

Section 2. Effective Date. This Agreement shall become effective once executed by both the District and Employee (“Effective Date”). The agreement, once executed, will be effective retroactive to June 1, 2021.

Section 3. Appointment of Interim General Manager/Fire Chief, Duties, and Term.

Section 3.1. Appointment of Interim General Manager/Fire Chief and Duties. The Board hereby appoints Employee to the position of Interim General Manager/Fire Chief, in and for the District, to perform the function and duties of the Interim General Manager (as amended 2021), as listed in **Exhibit A**, and the Fire Chief (as amended 2021), as listed in **Exhibit B**. Employee accepts such appointment and employment pursuant to

the terms of this Agreement. Employee shall further perform the functions and duties specified under the laws of the State of California, the District's Resolutions, and such other duties and functions as may from time-to-time be assigned.

Section 3.2. Other Employment. Employee may undertake outside activities for compensation, provided such activities do not interfere with Employee's duties and responsibilities specified herein and do not create a conflict of interest with said duties. Employee's employment outside of the District must conform with applicable District conflict of interest policies in effect at the time of execution of the Agreement, which may be amended from time to time. Employee is presently employed as a full time Fire Captain for State Department of Corrections. The outside employment position, described in Section 3.2 only, are expressly authorized by the Board.

Section 3.3. Exempt Employee. The general business hours for District employees are Monday through Friday, 8:30 a.m. to 4:30 p.m. However, it is recognized by the Parties that Employee is an exempt employee for purposes of the Fair Labor Standards Act of 1938 (29 U.S.C. § 201 *et seq.*). Employee shall not receive overtime or extra compensation for hours worked outside of the District's general business hours, which are necessary to fulfill the duties of the Interim General Manager/Fire Chief position, unless otherwise provided in this Agreement. The Parties acknowledge that Employee, due to his other employment, will be unavailable on Sundays, Mondays and one Tuesday each month, and other days as may be necessary to effectuate the employment authorized in Section 3.2 of this Agreement.

Section 3.4. Schedule. The Interim General Manager/Fire Chief's daily and weekly work schedule shall vary in accordance with the work required to be performed. Employee shall devote at least 40 hours per week to his duties as Interim General Manager/Fire Chief. Employee shall keep a daily log of the work he performs as Interim General Manager/Fire Chief. The Interim General Manager/Fire Chief position may include frequent attendance at evening meetings, out of District meetings, and frequent irregular hours as necessary to meet deadlines and achieve objectives.

Section 3.5. Term. The term of this Agreement shall be for one (1) year from the Effective Date ("Term"), with a mutual option to extend the Agreement for one (1) additional year. No later than three (3) months prior to the expiration of the Term, the Board shall provide written notice to Employee as to whether the Board intends to extend the Term.

Section 3.6. Physical Examination. Employee shall comply with the District's Drug and Alcohol Abuse policies and procedures. Failure to adhere to those policies may be considered a material breach of this Agreement and cause for termination under Section 6 of this Agreement.

Employee must receive an annual physical examination at the District's expense or provide a copy of an annual physical examination performed by or for another employer.

Refusal to submit for an annual physical examination by April of each year of this Agreement may be considered a material breach of this Agreement.

Employee shall comply with the applicable District's Illness & Injury Prevention Policies in effect at the time of Agreement execution and which may be amended from time to time.

Section 4. At-Will Employment. Employee is an at-will employee serving at the pleasure of the Board, as provided in Government Code section 36506. Accordingly, the Board may terminate Employee's employment at any time, with or without cause, and in accordance with the California Firefighter Bill of Rights.

Section 5. Compensation and Evaluations.

Section 5.1. Base Salary. The District agrees to pay Employee an annual salary of Eighty-Three Thousand Nine Hundred and Seventy-Eight Dollars and Forty Cents (\$83,978.40) ("Base Salary") payable in installments at the same time that the other District employees are paid. Of Employee's Base Salary, Forty Thousand One Hundred Eighty-Five Dollars and Sixty Cents (\$40,185.60) shall be taken from the Fire Fund and Forty-Three Thousand Seven Hundred Ninety-Two Dollars and Eighty Cents (\$43,792.80) shall be taken from the General Fund.

If this Agreement is extended at the end of the first year (~~July-2022~~), effective the first full pay period following ~~July 1, 2022~~ the extension, Employee's Base Salary shall be increased by two percent (2%) to Eighty-Five Thousand Six Hundred Fifty-Seven Dollars and Ninety-Seven Cents (\$85,657.97).

Section 5.2. Pro-rata Decrease. Employee acknowledges that the Base Salary may be subject to a pro-rata decrease based on the Board's adoption of an unpaid Mandatory Furlough Program adopted as a budgetary measure.

Section 5.3. Review and Evaluation. The Board will review and evaluate Employee's performance of his duties as Interim General Manager/Fire Chief, pursuant to the terms of this Agreement ("Review and Evaluation"), on not less than an annual basis, and to provide Employee with a written performance review. The annual Review and Evaluation shall be conducted prior to January 1 of each year, or at the Board's discretion.

Section 5.4. Benefits. Employee agrees that he shall not receive retirement or other benefits from the District, including medical or healthcare benefits, holiday pay, compensatory time-off, or vacation time, except as otherwise provided for in this Agreement.

Section 5.5. Uniform Allowance. District shall provide Employee with an annual allowance for fire station uniforms in an amount up to Two Hundred and Fifty Dollars (\$250.00) per year. Employee must submit receipt(s) for uniform purchases in ~~order~~ to receive reimbursement for a station uniform.

Section 5.6. Use of District Fire Vehicle. District shall provide Employee with a District vehicle for use and work performance as District Fire Chief. The Board may, at its sole discretion, withdraw providing a District vehicle for Employee's use. Employee shall provide proof of insurance coverage, pursuant to California law, annually to the District. Both Parties agree to comply with the District's applicable Vehicle & Equipment Replacement Policies and Procedures, which may be amended from time to time.

Section 5.7. General Business Expenses. Employee shall be reimbursed for all sums necessarily incurred by Employee in the performance of his duties as Fire Chief or incurred while traveling on District-related business, under the direction of the Board. Employee must submit itemized receipts, to be approved by the Board, in order to be reimbursed for his District-related business expenses.

Section 6. Termination of Employment and Severance.

Section 6.1. Voluntary Resignation. Employee may resign at any time and agrees to give the District at least one hundred eighty (180) days advance written notice of the effective date of Employee's resignation, unless the Parties otherwise agree in writing. If Employee retires from full time public service with the District, Employee shall provide six (6) months advance written notice. Employee's actual retirement date will be mutually established between the Parties. During the notice period, all rights and obligations of the Parties under this Agreement shall remain in full force and effect. Promptly after the effective date of resignation, the District shall pay to Employee all salary and benefit amounts, both accrued and owing, under this Agreement.

Section 6.2. Termination by the Board. The Board may terminate this Agreement and remove Employee from his position as Interim General Manager at any time with or without cause, by a three-member vote of the Board as then constituted, convened in a regular Board meeting. If Employee's termination is based on charges of misconduct that publicly stigmatizes Employee's reputation or impairs his ability to earn a living, or might damage his standing in the community, Employee may, within five (5) business days of the Board's notice to Employee of their intent to terminate Employee's employment as Interim General Manager, make a written request for a "name-clearing" hearing (as described in *Lubey v. City and County of San Francisco* (1979) 98 Cal.App.3d 340, and its progeny) before the Board in closed session. The "name-clearing" hearing is solely to provide Employee the opportunity to clear his name. The Board may determine whether the allegations contained in the notice of termination are supported. If the Board determines that the allegations are not supported, a decision shall be issued to reflect that Employee's termination was without fault. This decision will not, however, require that Employee be reinstated to his position. In the event that Employee does not request a "name-clearing" hearing before the Board, the Board's decision to terminate will be effective by the close of business on the fifth (5th) business day after the notice was provided to Employee of their intent to terminate his employment.

If the Board removes Employee from his position as **Fire Chief** or as Interim General Manager/Fire Chief, pursuant to California Government Code section 3254(c), the

Commented [ED1]: This is a correct provision. Due to FFBOR, removal from Chief position or IGM/Chief position implicates additional protections. Removal from IGM position but remaining as Fire Chief would not implicate FFBOR.

Board shall provide Employee with written notice, the reason(s) for removal, and an opportunity for an administrative appeal. Within ten (10) days of the Board's termination of this Agreement, Employee may make a written request for an administrative hearing before a neutral hearing officer, as required by the California Firefighter Bill of Rights (Government Code, § 3250 *et seq.*) In the event Employee does not timely request an administrative hearing, the Board's termination decision will stand.

Section 7. Indemnification. The District shall defend, hold harmless, and indemnify Employee against any tort, personnel, civil rights, or professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim General Manager and/or Fire Chief in accordance with California's Tort Claims Act (Government Code, § 825 *et seq.*), and shall provide a defense to Employee in accordance with Government Code sections 995-996.5. The District may decline to defend or indemnify Employee only as permitted by the Government Code. District may compromise and settle any such claim or suit and pay the amount of any resulting settlement or judgment. Provided, however, that the District's duty to defend and indemnify shall be contingent upon Employee's good faith cooperation with such defense. In the event the District provides funds for legal criminal defense pursuant to this Section, Employee shall reimburse the District for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code sections 53243-53243.4.

Section 8. Bonding. District shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

Section 9. Notices. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving Party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to the District: San Miguel Community Services District
1150 Mission Street
San Miguel, California 93451
ATTN: President of the Board

With courtesy copies to: White Brenner, LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814

If to Employee: San Miguel Community Services District
1150 Mission Street
San Miguel, California 93451
ATTN: Robert Roberson
w/cc: home address on file

Section 10. General Provisions.

10.1. Modification of Agreement. This Agreement may be supplemented, amended, or modified only by a writing signed by the District and Employee.

10.2. Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the Parties and supersedes all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement.

10.3. Severability of Agreement. If a court or an arbitrator of competent jurisdiction holds any section of this Agreement to be illegal, unenforceable, or invalid for any reason, the validity and enforceability of the remaining sections of this Agreement shall not be affected.

10.4. Authority. All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states, or firms and that all former requirements necessary or required by state or federal law in order to enter into this Agreement had been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

10.5. Headings. The headings in this Agreement are included for convenience only and neither affect the construction or interpretation of any section in this Agreement nor affect any of the rights or obligations of the Parties to this Agreement.

10.6. Necessary Acts and Further Assurances. The Parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

10.7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

10.8. Waiver. No covenant, term, or condition, or the breach thereof, shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

10.9. Counterparts. This Agreement may be executed in counterparts and all so executed shall constitute an agreement which shall be binding upon the Parties hereto, notwithstanding that the signatures of all Parties and Parties' designated representatives do not appear on the same page.

10.10. Venue. Venue for all legal proceedings shall be in the Superior Court in and for the County of San Luis Obispo in the State of California.

10.11. Attorney's Fees and Costs. If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret sections of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, this Agreement has been entered into by and between EMPLOYEE and DISTRICT as of the date of the Agreement set forth above.

DISTRICT:
San Miguel Community Services District, a
California community services District

EMPLOYEE:
By: _____
Robert Roberson, an individual

By: _____
Ashley Sangster, Board President

Date Signed: _____

Date Signed: _____

By: _____
Tamara Parent, Board Clerk

Date Signed: _____

Approved as to Form and Content:

By: _____
Douglas L. White, District General Counsel

EXHIBIT A
(General Manager)

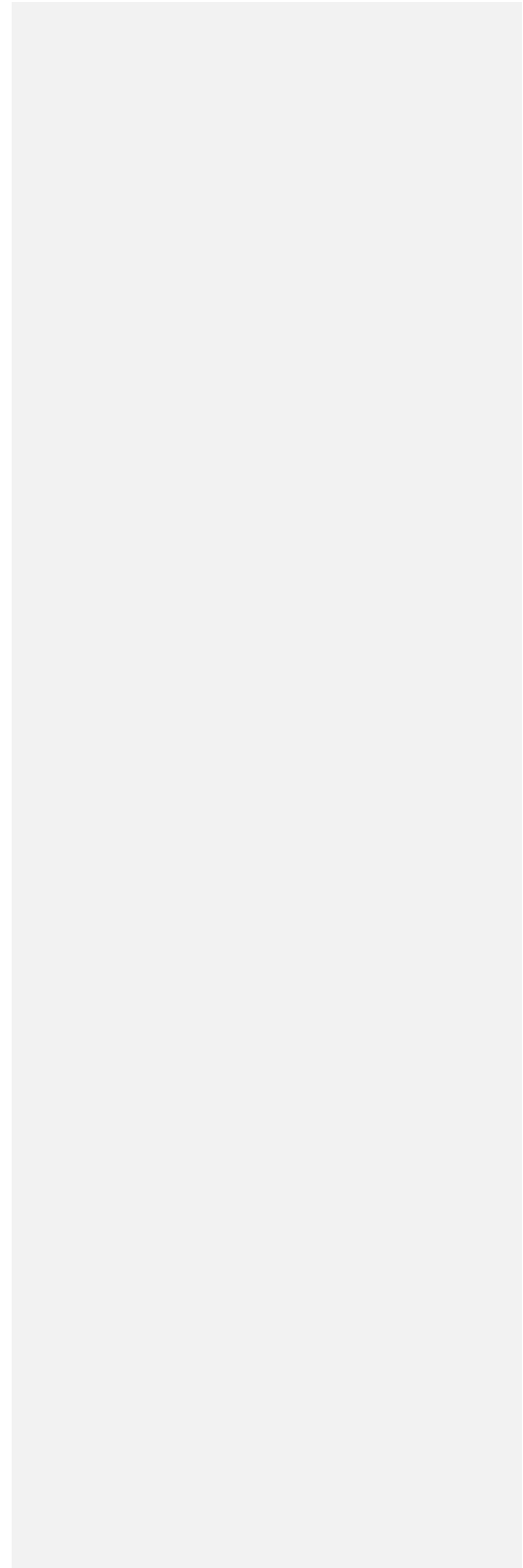
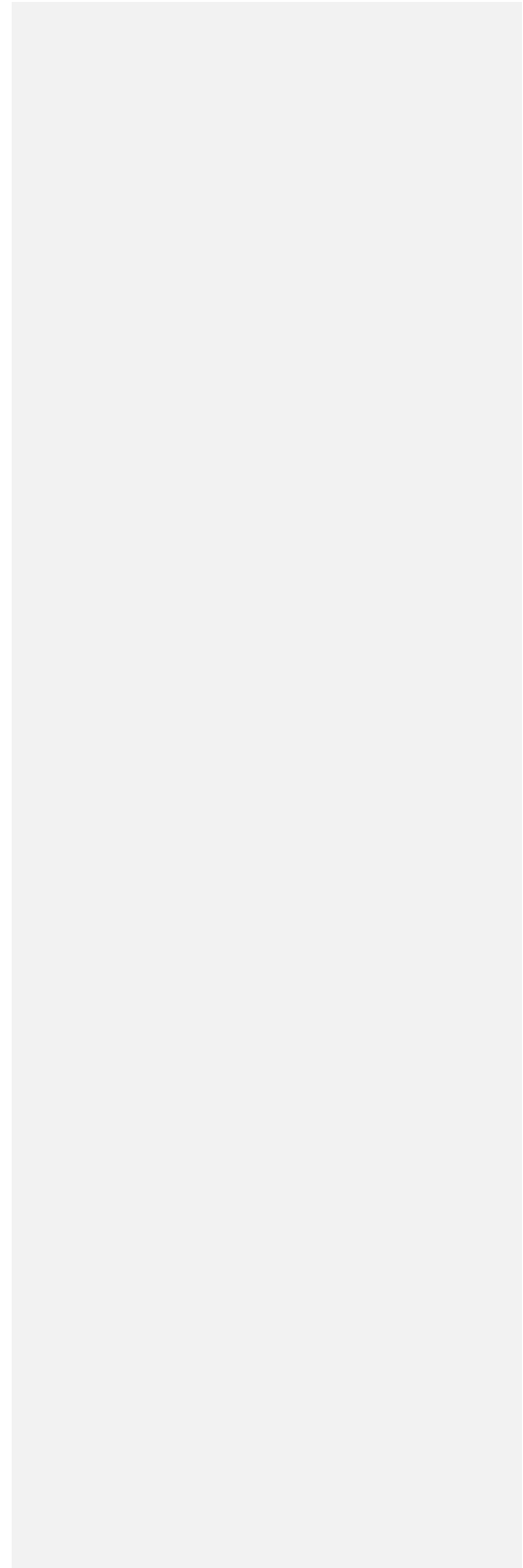


EXHIBIT B
(Fire Chief)



EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into this 19th day of August, 2021, by and between the San Miguel Community Services District, a California political subdivision (“District”), and Robert Roberson, an individual (“Employee”). The District and Employee may individually be referred to herein as “Party” or collectively as “Parties.” There are no other parties to this Agreement.

RECITALS

- A. Employee has been employed with the District’s Fire Department for over 14 years.
- B. The Fire Chief position is appointed by the Interim General Manager; however, since Employee is also acting as the Interim General Manager, the San Miguel Community Services District Board of Directors (“Board”) has the authority to appoint Employee as Interim General Manager/Fire Chief.
- C. The Board has evaluated Employee’s knowledge, experience, administrative skills and abilities, and desires to reappoint Employee as the Interim General Manager/Fire Chief pursuant to the terms of this Agreement.
- D. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of California Government Code (“Government Code”) section 53260 *et seq.*

NOW, THEREFORE, in consideration of the mutual covenants entered into between the Parties, and in consideration of the benefits that accrue to each, it is agreed as follows:

AGREEMENT

Section 1. Recitals. The recitals set forth above (“Recitals”) are incorporated herein by this reference and made a part of this Agreement. In the event of any inconsistencies between the Recitals and Sections 1 through 10 of this Agreement, Sections 1 through 10 will prevail.

Section 2. Effective Date. This Agreement shall become effective once executed by both the District and Employee (“Effective Date”). The agreement, once executed, will be effective retroactive to June 1, 2021.

Section 3. Appointment of Interim General Manager/Fire Chief, Duties, and Term.

Section 3.1. Appointment of Interim General Manager/Fire Chief and Duties. The Board hereby appoints Employee to the position of Interim General Manager/Fire Chief, in and for the District, to perform the function and duties of the Interim General Manager (as amended 2021-23), as listed in **Exhibit A**, and the Fire Chief (as amended 2021-22), as listed in **Exhibit B**. Employee accepts such appointment and employment

pursuant to the terms of this Agreement. Employee shall further perform the functions and duties specified under the laws of the State of California, the District's Resolutions, and such other duties and functions as may from time-to-time be assigned.

Section 3.2. Other Employment. Employee may undertake outside activities for compensation, provided such activities do not interfere with Employee's duties and responsibilities specified herein and do not create a conflict of interest with said duties. Employee's employment outside of the District must conform with applicable District conflict of interest policies in effect at the time of execution of the Agreement, which may be amended from time to time. Employee is presently employed as a full time Fire Captain for State Department of Corrections. The outside employment position, described in Section 3.2 only, are expressly authorized by the Board.

Section 3.3. Exempt Employee. The general business hours for District employees are Monday through Friday, 8:30 a.m. to 4:30 p.m. However, it is recognized by the Parties that Employee is an exempt employee for purposes of the Fair Labor Standards Act of 1938 (29 U.S.C. § 201 *et seq.*). Employee shall not receive overtime or extra compensation for hours worked outside of the District's general business hours, which are necessary to fulfill the duties of the Interim General Manager/Fire Chief position, unless otherwise provided in this Agreement. The Parties acknowledge that Employee, due to his other employment, will be unavailable on Sundays, Mondays and one Tuesday each month, and other days as may be necessary to effectuate the employment authorized in Section 3.2 of this Agreement.

Section 3.4. Schedule. The Interim General Manager/Fire Chief's daily and weekly work schedule shall vary in accordance with the work required to be performed. Employee shall devote at least 40 hours per week to his duties as Interim General Manager/Fire Chief. Employee shall keep a daily log of the work he performs as Interim General Manager/Fire Chief. The Interim General Manager/Fire Chief position may include frequent attendance at evening meetings, out of District meetings, and frequent irregular hours as necessary to meet deadlines and achieve objectives.

Section 3.5. Term. The term of this Agreement shall be for one (1) year from the Effective Date ("Term"), with a mutual option to extend the Agreement for one (1) additional year. No later than three (3) months prior to the expiration of the Term, the Board shall provide written notice to Employee as to whether the Board intends to extend the Term.

Section 3.6. Physical Examination. Employee shall comply with the District's Drug and Alcohol Abuse policies and procedures. Failure to adhere to those policies may be considered a material breach of this Agreement and cause for termination under Section 6 of this Agreement.

Employee must receive an annual physical examination at the District's expense or provide a copy of an annual physical examination performed by or for another employer.

Refusal to submit for an annual physical examination by April of each year of this Agreement may be considered a material breach of this Agreement.

Employee shall comply with the applicable District's Illness & Injury Prevention Policies in effect at the time of Agreement execution and which may be amended from time to time.

Section 4. At-Will Employment. Employee is an at-will employee serving at the pleasure of the Board, as provided in Government Code section 36506. Accordingly, the Board may terminate Employee's employment at any time, with or without cause, and in accordance with the California Firefighter Bill of Rights.

Section 5. Compensation and Evaluations.

Section 5.1. Base Salary. The District agrees to pay Employee an annual salary of Eighty-Three Thousand Nine Hundred and Seventy-Eight Dollars and Forty Cents (\$83,978.40) ("Base Salary") payable in installments at the same time that the other District employees are paid. Of Employee's Base Salary, Forty Thousand One Hundred Eighty-Five Dollars and Sixty Cents (\$40,185.60) shall be taken from the Fire Fund and Forty-Three Thousand Seven Hundred Ninety-Two Dollars and Eighty Cents (\$43,792.80) shall be taken from the General Fund.

If this Agreement is extended at the end of the first year (2022), effective the first full pay period following the extension, Employee's Base Salary shall be increased by two percent (2%) to Eighty-Five Thousand Six Hundred Fifty-Seven Dollars and Ninety-Seven Cents (\$85,657.97).

Section 5.2. Pro-rata Decrease. Employee acknowledges that the Base Salary may be subject to a pro-rata decrease based on the Board's adoption of an unpaid Mandatory Furlough Program adopted as a budgetary measure.

Section 5.3. Review and Evaluation. The Board will review and evaluate Employee's performance of his duties as Interim General Manager/Fire Chief, pursuant to the terms of this Agreement ("Review and Evaluation"), on not less than an annual basis, and to provide Employee with a written performance review. The annual Review and Evaluation shall be conducted prior to January 1 of each year, or at the Board's discretion.

Section 5.4. Benefits. Employee agrees that he shall not receive retirement or other benefits from the District, including medical or healthcare benefits, holiday pay, compensatory time-off, or vacation time, except as otherwise provided for in this Agreement.

Section 5.5. Uniform Allowance. District shall provide Employee with an annual allowance for fire station uniforms in an amount up to Two Hundred and Fifty Dollars (\$250.00) per year. Employee must submit receipt(s) for uniform purchases in order to receive reimbursement for a station uniform.

Section 5.6. Use of District Fire Vehicle. District shall provide Employee with a District vehicle for use and work performance as District Fire Chief. The Board may, at its sole discretion, withdraw providing a District vehicle for Employee's use. Employee shall provide proof of insurance coverage, pursuant to California law, annually to the District. Both Parties agree to comply with the District's applicable Vehicle & Equipment Replacement Policies and Procedures, which may be amended from time to time.

Section 5.7. General Business Expenses. Employee shall be reimbursed for all sums necessarily incurred by Employee in the performance of his duties as Fire Chief or incurred while traveling on District-related business, under the direction of the Board. Employee must submit itemized receipts, to be approved by the Board, in order to be reimbursed for his District-related business expenses.

Section 6. Termination of Employment and Severance.

Section 6.1. Voluntary Resignation. Employee may resign at any time and agrees to give the District at least one hundred eighty (180) days advance written notice of the effective date of Employee's resignation, unless the Parties otherwise agree in writing. If Employee retires from full time public service with the District, Employee shall provide six (6) months advance written notice. Employee's actual retirement date will be mutually established between the Parties. During the notice period, all rights and obligations of the Parties under this Agreement shall remain in full force and effect. Promptly after the effective date of resignation, the District shall pay to Employee all salary and benefit amounts, both accrued and owing, under this Agreement.

Section 6.2. Termination by the Board. The Board may terminate this Agreement and remove Employee from his position as Interim General Manager at any time with or without cause, by a three-member vote of the Board as then constituted, convened in a regular Board meeting. If Employee's termination is based on charges of misconduct that publicly stigmatizes Employee's reputation or impairs his ability to earn a living, or might damage his standing in the community, Employee may, within five (5) business days of the Board's notice to Employee of their intent to terminate Employee's employment as Interim General Manager, make a written request for a "name-clearing" hearing (as described in *Lubey v. City and County of San Francisco* (1979) 98 Cal.App.3d 340, and its progeny) before the Board in closed session. The "name-clearing" hearing is solely to provide Employee the opportunity to clear his name. The Board may determine whether the allegations contained in the notice of termination are supported. If the Board determines that the allegations are not supported, a decision shall be issued to reflect that Employee's termination was without fault. This decision will not, however, require that Employee be reinstated to his position. In the event that Employee does not request a "name-clearing" hearing before the Board, the Board's decision to terminate will be effective by the close of business on the fifth (5th) business day after the notice was provided to Employee of their intent to terminate his employment.

If the Board removes Employee from his position as Fire Chief or as Interim General Manager/Fire Chief, pursuant to California Government Code section 3254(c), the

Board shall provide Employee with written notice, the reason(s) for removal, and an opportunity for an administrative appeal. Within ten (10) days of the Board's termination of this Agreement, Employee may make a written request for an administrative hearing before a neutral hearing officer, as required by the California Firefighter Bill of Rights (Government Code, § 3250 *et seq.*) In the event Employee does not timely request an administrative hearing, the Board's termination decision will stand.

Section 7. Indemnification. The District shall defend, hold harmless, and indemnify Employee against any tort, personnel, civil rights, or professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim General Manager and/or Fire Chief in accordance with California's Tort Claims Act (Government Code, § 825 *et seq.*), and shall provide a defense to Employee in accordance with Government Code sections 995-996.5. The District may decline to defend or indemnify Employee only as permitted by the Government Code. District may compromise and settle any such claim or suit and pay the amount of any resulting settlement or judgment. Provided, however, that the District's duty to defend and indemnify shall be contingent upon Employee's good faith cooperation with such defense. In the event the District provides funds for legal criminal defense pursuant to this Section, Employee shall reimburse the District for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code sections 53243-53243.4.

Section 8. Bonding. District shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

Section 9. Notices. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving Party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to the District: San Miguel Community Services District
1150 Mission Street
San Miguel, California 93451
ATTN: President of the Board

With courtesy copies to: White Brenner, LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814

If to Employee: San Miguel Community Services District
1150 Mission Street
San Miguel, California 93451
ATTN: Robert Roberson
w/cc: home address on file

Section 10. General Provisions.

10.1. Modification of Agreement. This Agreement may be supplemented, amended, or modified only by a writing signed by the District and Employee.

10.2. Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the Parties and supersedes all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement.

10.3. Severability of Agreement. If a court or an arbitrator of competent jurisdiction holds any section of this Agreement to be illegal, unenforceable, or invalid for any reason, the validity and enforceability of the remaining sections of this Agreement shall not be affected.

10.4. Authority. All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states, or firms and that all former requirements necessary or required by state or federal law in order to enter into this Agreement had been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

10.5. Headings. The headings in this Agreement are included for convenience only and neither affect the construction or interpretation of any section in this Agreement nor affect any of the rights or obligations of the Parties to this Agreement.

10.6. Necessary Acts and Further Assurances. The Parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

10.7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

10.8. Waiver. No covenant, term, or condition, or the breach thereof, shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

10.9. Counterparts. This Agreement may be executed in counterparts, and all so executed shall constitute an agreement which shall be binding upon the Parties hereto, notwithstanding that the signatures of all Parties and Parties' designated representatives do not appear on the same page.

10.10. Venue. Venue for all legal proceedings shall be in the Superior Court in and for the County of San Luis Obispo in the State of California.

10.11. Attorney's Fees and Costs. If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret sections of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, this Agreement has been entered into by and between EMPLOYEE and DISTRICT as of the date of the Agreement set forth above.

DISTRICT:
San Miguel Community Services District, a
California community services District

EMPLOYEE:
By: _____
Robert Roberson, an individual

By: _____
Ashley Sangster, Board President

Date Signed: _____

Date Signed: _____

By: _____
Tamara Parent, Board Clerk

Date Signed: _____

Approved as to Form and Content:

By: _____
Douglas L. White, District General Counsel

EXHIBIT A
(General Manager)

EXHIBIT B
(Fire Chief)



San Miguel Community Services District

Board of Directors Staff Report

August 19th, 2021

AGENDA ITEM: XI-6

SUBJECT: Review and approve Resolution 2021-24 Authorizing the Director of Utilities to contract with Viborg Sand and Gravel to repair pavement on 12th street in an amount not to exceed \$23,853 and authorize a budget adjustment from Water Capital Reserve to Water Capital Outlay (50-500) in an equal amount. (Dodds)

RECOMMENDATION: Approve Resolution 2021-24 authorizing the Director of Utilities to contract with Viborg Sand and Gravel in an amount not to exceed \$23,853 for pavement repair and authorize a budget adjustment in an equal amount.

August 10th a catastrophic failure of a water line in the L st Alley at 12th street failed.

Although, we were notified immediately and able to get it completely shut down within 15-20 minutes there was extensive damage to the roadway around the failure.

The Director of Utilities met with the county inspector and the county relayed their requirements for what must be repaired and replaced.

Due to the truncated time frame, only two companies provided quotes for the proposed repair work. Raminha Construction and Viborg Sand and Gravel.

Staff is requesting that the Board authorize the Director of Utilities to contract with Viborg Sand and Gravel to perform the repair work.

As this was an unplanned cost the Board must approve a Budget adjustment from water capital reserve to capital outlay for the proposed work.

FISCAL IMPACT

This contract would result in an expenditure of \$23,853 from Capital Outlay (50-500)

PREPARED BY:

Kelly Dodds

Director of Utilities

Attachment:

1. Resolution 2021-24

RESOLUTION NO. 2021-24

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
DIRECTOR OF UTILITIES TO CONTRACT WITH VIBORG SAND AND GRAVEL
TO REPAIR PAVEMENT ON 12TH STREET IN AN AMOUNT NOT TO EXCEED
\$23,853 AND AUTHORIZE A BUDGET ADJUSTMENT FROM WATER CAPITAL
RESERVE OF TO WATER CAPITAL OUTLAY (50-500) IN AN EQUAL AMOUNT.**

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

WHEREAS, On August 10th 2021, a catastrophic water main failure occurred in the L street alley at 12th street causing major damage to the surrounding roadway; and

WHEREAS, the District is required to repair to the roadway damage to County of SLO requirements and Standards; and

WHEREAS, the cost associated with this repair were unplanned and unbudgeted; and

WHEREAS, the Board of Directors authorizes the Director of Utilities to contract with Viborg Sand and Gravel to make the necessary repairs and replacement to the roadway in an amount not to exceed \$23,853; and

WHEREAS, the Board of Directors authorizes a budget adjustment of \$23,853 from Water Capital Reserve to Capital Outlay (50-500); and

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

Signatures on following page

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

113

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 19th day of August 2021.

, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



◆ PROPOSAL & CONTRACT ◆

To: San Miguel CSD.
 Re: 12th St Improvements.
 Email: Kelly.dodds@sanmiguelcsd.org
 Billing Address: PO BOX 180
 San Miguel Ca. 93451

Date 8/13/21
 Contact: Kelly Dodds.
 Phone: 805-291-0815
 Site Address: PO BOX 180
 San Miguel Ca. 93451

Att: Kelly.

We propose to:

1. Prep & pave back work.

We will grind out approximately 1,743 square feet of road and haul off grindings.
 We will then regrade sub grade and haul in recycled class II road base roll and compact.
 Once we have compaction we will tack oil asphalt edges, haul in hot mix asphalt and
 Install 4" thick roll and compact to a professional finish.

Material to be used:

13-ton recycled class II road base.
 44-ton ½" type B hot mix asphalt.

\$23,853.00

NOTE: Prevailing wages will be paid.

All the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of TWENTY-THREE THOUSAND-EIGHT HUNDRED-FIFTY-THREE.....

Exclusions if needed:

- ◆ Permits/Fees. ◆ Compaction Tests.
- ◆ Surveying. ◆ Existing utilities not currently deep enough for construction.
- ◆ Increase in raw material prices due to the volatile fuel market. ◆ Erosion and Environmental Control Measures.

The entire amount of the contract to be paid within ten 10 days after completion. Any alterations or deviation from the above specifications, involving extra cost of material, will only be executed upon written orders for same and will become an extra charge over the sum stated in this contract. Any and all-over due contract sums shall entitle contractor to interest at the rate of 1.5% monthly. All agreements/changes must be made in writing. Should any dispute arise as to any of the above stated terms, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Name and registration number of Salesperson who Solicited or negotiated this contract:

Name: Paul Viborg/Number: 507523
 Contractors are required by law to be licensed and are regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar at the Board.
Contractors State License Board
 3132 Bradshaw Road
 Sacramento, Ca. 95826

Respectfully Submitted,

Randy Reina, Viborg Sand and Gravel, Inc.
 Contractor's License No: 507523
 1529 N. River Rd, Paso Robles CA 93446
 Telephone: (805)238-4368
 Fax: (805) 238-2386
 Email: viborg@viborgsand.com

Note: You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Prices are good for 30 days.

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work stated in the above proposal for which I/We/They agree to pay the amount stated in the said proposal, and according to the terms thereof.

Accepted By: _____ Company: _____ Date: _____

Notice to Owner: Under the Mechanic's Lien law, any contractor or sub-Contractor, laborer, material man or other person who helps to improve your property and is not paid for labor, service, or material, has the right to enforce his claim against your property. Under the law you may protect yourself against such claims by filing, before commencing such work of improvement or modification thereof in the office of the county recorder where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount no less than 50% of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of the persons furnishing labor, services, equipment or materials for the work described in said contract.



San Miguel Community Services District

Board of Directors Staff Report

August 19th, 2021

AGENDA ITEM: XI-7

SUBJECT: Discuss and approve RESOLUTION 2021-20 authorizing the Director of Utilities to contract with Aqua Engineering in an amount not to exceed \$12,114,04 for materials and installation of a Variable Frequency Drive (VFD) at Well 4 and authorize a budget adjustment for the same amount from Water Capital Reserve to Water Projects Well 4 (50-517).

RECOMMENDATION: Approve RESOLUTION 2021-20 authorizing the Director of Utilities to contract with Aqua Engineering in an amount not to exceed \$12,114,04 for materials and installation of a Variable Frequency Drive at Well 4 and authorizing a budget adjustment for the same amount from Water Capital Reserve to Water Projects Well 4 (50-517).

Over the past two years, Well 4 has experienced numerous failures due to inconsistent power from PG&E. The issues surface during hot weather when there is a larger demand on the power grid due to the increased use of air conditioners and cooling units.

District staff has contacted PG&E numerous times, had troublemen out several times per year, and worked with the PG&E engineers to no avail. All the information collected by the District and PG&E has been determined to be within PG&E's legal allowance of rule 7 for power variance.

What is occurring is that when the weather is hotter, residents are using more power placing a higher demand on the grid, and this additional demand is not being carried by the power grid evenly, so it is exacerbating the regular current unbalance.

Our Well site and the WWTF are the only 3-phase power users in this part of the grid, so the unbalance only affects the District. The residential customers are unlikely to see any difference in power availability.

Because current unbalance is omnipresent when the additional unbalance occurs and the Well attempts to start the instantaneous demand causes a failure at the Well. This also occurs at the WWTF however failure is less likely as the instantaneous demands are lower.

With the installation of a Variable Frequency Drive (VFD), the Well will be able to ramp up slower to reduce the instantaneous demand and prevent failure due to the current unbalance. It will also, in the future, allow the Well to operate at varied or reduced output to accommodate future needs.

The proposal is for all materials and labor to install a VFD at the well and incorporate it into the existing electrical and SCADA equipment.

Proposals were requested from Aqua Engineering, Alpha Electrical Services and Baldwin electric, Aqua Engineering and Baldwin Electric both provide normal service to the District and are intimately familiar with this Well and the conditions there. Alpha Electrical Service is another company which provide service on these types of systems. All the proposers have extensive knowledge of these types of installations and the requirements therein.

FISCAL IMPACT

This contract would result in a Capital expenditure of \$12,114.04 from Water project well 4 (50-517).

PREPARED BY:

Kelly Dodds

Director of Utilities

Attachment:

1. Resolution 2021-20
2. Proposal from Aqua Engineering
3. Proposal from Alpha Electric
4. Proposal from Baldwin Electric

RESOLUTION NO. 2021-20

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
DIRECTOR OF UTILITIES TO CONTRACT WITH AQUA ENGINEERING TO
PROVIDE ALL MATERIALS AND LABOR TO INSTALL A VARIABLE FREQUENCY
DRIVE (VFD) AT WELL 4, IN AN AMOUNT NOT TO EXCEED \$12,114.04 AND
AUTHORIZE A BUDGET ADJUSTMENT FROM WATER CAPITAL RESERVE OF
TO WATER PROJECT WELL 4 (50-517) IN AN EQUAL AMOUNT.**

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

WHEREAS, Well 4 is one of three District wells and is critical to the Districts ability to provide reliable potable water to the community, and in recent years the power provided to the well site has become increasingly unbalanced causing failures; and

WHEREAS, the installation of a Variable Frequency Drive (VFD) at this well will correct the power imbalance issue and enable more diverse operation of the well into the foreseeable future; and

WHEREAS, the Board of Directors authorizes the Director of Utilities to contract with Aqua Engineering to provide the necessary materials, equipment, and labor to install a VFD at Well 4 in an amount not to exceed \$12,114.04; and

WHEREAS, the Board of Directors authorizes a budget adjustment of \$12,114.04 from Water Capital Reserve to Water Project Well 4 (50-517); and

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

Signatures on following page

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

119

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 19th day of August 2021.

, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel

Aqua Engineering

Contractors License #896064

950 Mission Street P.O. Box 398 San Miguel, CA 93451
PH. 805-238-1315 FX. 805-467-9520

GENERAL CONTRACT 07/12/2021

Customer: San Miguel Community Services District
P.O. Box 180
San Miguel, CA 93451

Location of Project: San Miguel

We propose to provide labor and material for the following:

Install 75 HP Dan Foss Aqua Drive VFD and D.V.D.T Filter

For the sum of: \$12,114.04

CONDITIONS

The owner, for the purpose of completing the project, grants to the contractor, his employees, motor vehicles and equipment, access over his real property.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from specifications involving extra cost will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

On all sums 30 days past due, Owner agrees to pay contractor at the maximum rate permitted by law and further agrees to pay all reasonable attorney's fees and cost incurred to collect said sums.

The Owner understands that the law of the State of California may authorize the Contractor to record a Mechanic's Lien on the Owner's real property for non-payment and the fee for such action will be \$100.00.

NOTE: This proposal may be withdrawn by us if not accepted within **fifteen** days. No guaranteed pricing.

ACCEPTANCE OF PROPOSAL—The above prices, specifications and conditions are satisfactory and is hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Agent /Owner: _____ Date: _____

Aqua Representative: _____ Date: _____



Lic. # 7648844

QUOTATION

07-22-21

Kelly Dodds

San Miguel Community Services District

1150 Mission St

San Miguel CA

VFD Installation at Well #4

Scope of Work:

Installation of VFD to control well pump.

Clarifications:

VFD will be mounted in Nema 3r enclosure, on the exterior wall behind the MCC. AES will provide run signal from SCADA, and fault alarm from VFD to SCADA

Options:

Surge Protector

This is an item although unsolicited, we highly recommend. It offers protection of mission-critical components from damage caused by lightning surges and other electrical surge events.

Input Line Reactor

This is an item although unsolicited, we also highly recommend. The line reactor can help reduce harmonics and protect the drive from harmful voltage spikes. The power factor is improved and it increases the life of the drive.

Output Filter

This is an item although unsolicited, we also highly recommend. Particularly for cable lengths greater than 25'. Peak voltages on a 480 V system can reach 1,600 V. These high peak voltages will cause a rapid breakdown of motor insulation, leading to motor failure. The Output Filter is an output device that prevents voltage spikes from variable frequency drives (VFD) from exceeding 1,000 V. This minimizes these voltage wave amplitudes, and slows the rate of voltage increases. It also reduces effects of Reflective Wave Phenomenon. Voltage wave reflection is a function of the voltage rise time (dV/dt) and the length of the motor cables. If the impedance on either end of the cable run does not match, the voltage pulses will be reflected back in the direction from which it arrived. As these reflected waves encounter other waves, their values add, causing higher peak voltage. As wire length or carrier frequency increases, the overshoot peak voltage also increases. The filter reduces these peak voltages to help prevent damage to motors and cables extending life and mitigating failures.

Panel Airconditioner

Although a panel airconditioner can be quoted, We have elected to instead suggest a passive shade awning, which would be quite sufficient for this application given the standard ventilation features of the VFD. Pricing still available upon request.

Shade Awning

A small local shade awning is a suitable method in this application for protect the equipment from heat. This can be quoted by AES as desired.

Pricing / Bid Schedule:

Base Scope	Install VFD	\$13,303.00
Option 1	Input Surge Protector	\$636.00
Option 2	Input Line Reactor	\$413.00
Option 3	Output Filter	\$838.00

Price includes sales tax and shipping. Payment is due upon completion. AES accepts all major credit cards. A 3.5% convenience fee will be added to all credit card payments.

Respectfully Submitted,

Kevin Piper

Kevin Piper / CEO

Alpha Electrical Service

PO Box 1978

Atascadero, CA 93423

Cell 805-235-4728

kevin@alphaelectrical.com

www.alphaelectrical.com

* Quote is valid for 30 days unless a written exception is made by AES. All invoices are due and payable upon receipt. All balances 30 days past due shall be subject to finance charge of 1.5% per month.

Per California code of Regulations Title 8, Chapter 2. Sub Chapter IV all electricians are Certified Journeyman General Electricians.

This proposal is intended only for the personal and confidential use of the designated recipients named above. Any review, distribution or copying of this document by anyone other than designated recipient is strictly prohibited.

Alpha Electrical Service

P.O. Box 1978, Atascadero, CA 93423

Phone: 805-595-2720 Fax: 805-466-3840 Website: www.alphaelectrical.com

Baldwin Electric Service
7930 Santa Rosa Rd.
Atascadero, CA 93422
CA License #769015

July 18, 2021

Quote To:

Kelly Dodds,
Director of Utilities
San Miguel Community Service District

Install frequency drive at Well #4.

Cost of ABB Drive, filter and reactor \$12,042.

Added materials to install the drive, filter and reactor \$3,195.81.

Labor to install the Drive, filter and reactor \$3,680.

Due to the current market on parts and materials the price of the Drive, associated components, and materials to install the drive are subject to change and will have to be priced again prior to beginning project.

If the San Miguel CSD would like to purchase the Drive, associated components, and materials, I am open to just doing the labor. This option may save money if the prices change prior to beginning the project.

Thank you,
Howard Baldwin



San Miguel Community Services District

Board of Directors Staff Report

August 19, 2021

AGENDA ITEM: XI-8

SUBJECT: Discuss and Adopt Resolution 2021-25 Accepting a Notice of Contract Termination from Monsoon Consultants.

RECOMMENDATION:

Adopt Resolution 2021-25 accepting a Notice of Contract Termination from Monsoon Consultants for District engineering services and WWTF contract.

BACKGROUND:

In May of 2021, District Engineer Dr. Blaine Reely informally notified District Director of Utilities Kelly Dodds that he was winding down his business, Monsoon Consultants (Monsoon), and would be taking employment as an engineer with GSI Water Solutions, Inc. (GSI), a San Luis Obispo-based consulting firm doing the same work he did at Monsoon.

On August 8, 2021, Monsoon Consultants delivered a Notice of Contract Termination to the District. (Exhibit A)

FUNDING:

No funding request is made in conjunction with this item.

FISCAL IMPACT

There are no direct fiscal impacts associated with this item.

RECOMMENDATION

Board of Directors should accept the Notice of Contract Termination from Monsoon Consultants.

PREPARED BY:

APPROVED BY:

{CW106895.2}

Douglas L. White, District General Counsel

Rob Roberson, Interim General Manager

Attachments:

Exhibit A – Notice of Contract Termination

Exhibit B – Resolution 2021-25

EXHIBIT A

RESOLUTION NO. 2021-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT ACCEPTING A NOTICE OF CONTRACT TERMINATION FROM MONSOON CONSULTANTS

WHEREAS, the San Miguel Community Services District (“District”) and Monsoon Consultants (“Monsoon”) have an agreement for District Engineering Services; and

WHEREAS, on August 8, 2021, Monsoon notified the District that it is closing; and

WHEREAS, performance of services under the agreement between the District and Monsoon is now impossible; and

WHEREAS, this Resolution authorizes the Interim General Manager to accept Monsoon Consulting’s Notice of Contract Termination.

NOW THEREFORE, BE IT RESOLVED, the San Miguel Community Services District Board of Directors does hereby adopt this Resolution accepting Monsoon Consultants’ Notice of Contract Termination, effective September 1st, 2021.

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 19th day of August 2021.

, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, General Counsel

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated project and the controlling laws and regulations.

**SHORT FORM OF AGREEMENT
BETWEEN
SAN MIGUEL COMMUNITY SERVICES DISTRICT AND ENGINEER
FOR PROFESSIONAL SERVICES**

Prepared by



Issued and Published Jointly by



SPECIAL NOTE ON USE OF THIS FORM

This abbreviated Agreement form ("Short Form") is intended for use only for professional services of limited scope and complexity. It does not address the full range of issues of potential importance to the parties. Depending on the scope and complexity of the services and the project, the District and Engineer may be better served by using the Agreement Between District and Engineer for Professional Services (EJCDC® E-500, 2014 Edition), or one of the several special-purpose EJCDC professional services agreement forms.

If the District intends to enter into a construction contract for implementation of a design prepared under the Short Form, or otherwise associated with professional services provided under the Short Form, District may wish to consider using EJCDC® C-700, *Standard General Conditions of the Construction Contract, 2013 Edition*, and other 2013 EJCDC Construction Series documents. The terms and provisions used in EJCDC® C-700 and the other EJCDC Construction Series documents are consistent with those used in the Short Form.

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National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
(800) 548-2723
www.asce.org

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**SHORT FORM OF AGREEMENT
BETWEEN DISTRICT AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of March 1, 2020 ("Effective Date") between the SAN MIGUEL COMMUNITY SERVICES DISTRICT ("District") and MONSOON CONSULTANTS ("Engineer").

District's project, of which Engineer's services under this Agreement are a part, is generally identified as follows: DISTRICT ENGINEERING SERVICES FOR THE SAN MIGUEL COMMUNITY SERVICES DISTRICT ("Project").

Engineer's services under this Agreement are generally identified as follows: Under general direction of the General Manager, the District Engineer shall provide assistance in the planning and management of the activities and operations of the Water, Wastewater and Street Lighting Departments including Design, Engineering, Project Management, Inspection Services, Capital Improvement Program Development & Implementation, and other services, programs, and support as may be assigned by the Board of Directors and / or staff of the District (collectively "Services"). In performing these Services, the District Engineer shall coordinate all assigned activities with District staff and outside agencies as required to support the activities of the District.

District and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. This agreement shall be for a period of five (5) years beginning March 1, 2020 and ending February 28, 2025.
- B. Engineer shall provide a list of Services in writing prior to commencement of work of the Services. If authorized by District, or if required because of changes in the Project, Engineer shall furnish Services, in addition to those set forth above ("Additional Services"), in writing prior to the commencement of work of those Additional Services.
- C. Engineer shall complete its Services within a reasonable period of time.
- D. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably with prior written consent of the District.
- E. Engineer agrees to comply with OSHA, EEO, EPA, ADA, Department of Labor, Wage and Hour laws and all other applicable laws and regulations, including federal, state, or local law or ordinance (collectively "Workplace Laws") with respect to Engineer's employees, who may be assigned by Engineer to perform services under this Agreement and agrees to the fullest extent permitted by law, to indemnify, defend and to hold District harmless for all liability incurred by District from a

Workplace Laws' claim brought by any employee of Engineer. Engineer shall obtain and pay for workers' compensation, business liability, public liability, comprehensive insurance and all requisite state, local and federal taxes and employee benefit contributions, including, but not limited to, the Federal Insurance Contributions Act (FICA); the Social Security Act; California Personal Income Tax Withholding (PIT); California Unemployment Taxes (UI); federal income tax withholding; California State Disability Insurance (SDI); for Engineer and any of Engineer's employees. District shall have no responsibility for, nor any right to control any of the forgoing described obligations for Engineer or Engineer's employees. This paragraph shall survive termination of this Agreement.

- F. Except as otherwise provided herein, Engineer shall indemnify, defend, protect, hold harmless, and release the District, its officers, elected officials, and employees, from and against any and all claims of any nature arising solely from or in connection with, or caused by (i) a material breach of this Agreement by the Employee, its employees or contractors; and (ii) negligent or intentional act or omission or willful misconduct of the Engineer, its employees or contractors, in performing Services or Additional Services under this Agreement. Engineer shall have the right to retain legal counsel and control the defense of the claims, including monetary settlement in all matters related to the Engineer's implementation of its indemnification obligation. The District agrees to a joint defense with the Engineer absent an actual conflict of interest. This paragraph shall survive the termination of this Agreement.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices and submit the invoices to District on a monthly basis. Invoices are due and payable within 30 calendar days of receipt. If District fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 calendar days after receipt of Engineer's invoice, then (1) the amounts due to Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition, Engineer may, after giving seven calendar days written notice to District, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges.
- B. *Payment:* As compensation for Engineer providing or furnishing Services and/or Additional Services, District shall pay Engineer as set forth in Sections 2.01, 2.02, and 2.03 of this Agreement. If District disputes an invoice, either as to amount or entitlement, then District shall promptly advise Engineer in writing of the specific basis for doing so, and the District may withhold the disputed portion, but must pay the undisputed portion.

2.02 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

- A. With prior written agreement, District shall pay Engineer for Services as follows:
1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees' times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services and Engineer's consultants' charges, if any.
 2. Engineer's Standard Hourly Rates are provided in Section 8.01 of this Agreement.

2.03 *Additional Services:* For Additional Services, District shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's Standard Hourly Rates are stipulated in Section 8.01 of this Agreement. Any Additional Services shall only be performed with the prior written consent of District.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated for the following reasons:

1. For cause,

a. By either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Cause may include, but is not limited to, failure of District to pay Engineer for its Services is a substantial failure to perform and a basis for termination, or failure of Engineer to complete its Services

b. By Engineer:

(i) upon seven (7) calendar days' written notice if District demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

(ii) upon seven (7) days written notice if the Engineer's Services are delayed for more than ninety (90) calendar days for reasons beyond Engineer's control, or as the result of undisclosed Constituent of Concern at the site of the Project, which is defined in Section 7.01B.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Section 3.01.A.1.a, if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.

2. For convenience, by District effective upon Engineer's receipt of written notice from District.

B. In the event of any termination under Section 3.01, Engineer will be entitled to invoice District and to receive payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services..

4.01 *Successors, Assigns, and Beneficiaries*

- A. This Agreement is binding upon and insures to the benefit of Engineer's successors, assigns, personal representatives, executors and administrators, and the successors and assigns of District. Engineer and District expressly warrant that they have not transferred to any person or entity any rights, obligations, and agreements expressly outlined in this Agreement.
- B. Neither District nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by District or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of District and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any District staff and/or any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any District staff and/or Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a District staff and/or Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any District staff and/or Constructor.
- C. The relationship of Engineer and District is that of independent contractor for all purposes under this Agreement. This Agreement is not intended to create, and shall not be construed as creating, between the Engineer and District, the relationship of principal and agent, joint-venturers, co-partners, or any other similar relationship, the existence of which is expressly denied.
- D. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.

- E. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If District requires greater assurance as to probable construction cost, then District agrees to obtain an independent cost estimate.
- F. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, until such time that Engineer receives full payment from District under this Agreement. Once full payment is received by the Engineer from the District, District shall retain full ownership and property interest (including the copyright and the right of reuse). Until full payment is received by Engineer, District shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the District, and subject to the following limitations:
 - 1. District acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by District or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at District's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - 3. Such limited license to District shall not create any rights in third parties.
- H. District and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituent of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. District and Engineer agree to negotiate each dispute between them in good faith during the 30 calendar days after written notice of the dispute. If negotiations are unsuccessful in resolving the dispute, then the parties may exercise their rights at law.

- K. This Agreement is to be governed by the laws of the State of California. The parties agree that the venue of any action arising from this Agreement shall be in San Luis Obispo County.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising District, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- M. Engineer agrees to maintain the following insurance coverage: a minimum of \$4 million general liability insurance, a minimum of \$2 million professional liability (errors & omissions) insurance, a minimum of \$1 million commercial automobile insurance, and a minimum of \$1 million for workers' compensation as required by the District. The District shall also be listed as additionally insured on the required insurance policies held by Engineer.
- N. The failure of the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- O. Should any part of this Agreement for any reason be declared invalid or void, such declaration will not affect the remaining parts of this Agreement, which will remain in full force and effect as if the Agreement had been executed with the invalid portion eliminated.
- P. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original.
- Q. Both parties warrant and represent to the other that they have full power and authority to enter into and perform this Agreement.
- R. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any party hereto may at any time, by giving ten (10) days

written notice to the other party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the parties at their addresses set forth below:

If to the District: San Miguel Community Services District
1150 Mission Street
San Miguel, California 93451
ATTN: President of the Board

With courtesy copies to: Churchwell White, LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814

If to Engineer: Monsoon Consultants
P.O. Box 151
San Luis Obispo CA 93406
ATTN: Blaine Reely

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between District and Engineer and supersedes all prior written or oral understandings. This Agreement may be modified only by a written amendment signed by both parties.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including, but not limited to, contractors, subcontractors, suppliers, District’s work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq. (CERCLA); (b) the Hazardous Materials Transportation Act, 49 U.S.C. § 5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq. (RCRA); (d) the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq.; (e) the Clean Water Act, 33 U.S.C. § 1251 et seq.; (f) the Clean Air Act, 42 U.S.C. § 7401 et seq.; or (g) any other federal, state, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
- C. *Project*—any individual task that the District Engineer has been assigned to by the District.

8.01 *FEE ESTIMATE:*

Engineer’s fees for the scope of services described herein shall be based on man hours expended by District staff, billed at the hourly rates presented below:

BILLING RATES EFFECTIVE March 1, 2020

ENGINEERING

Associate Designer/GIS Technician	\$	90/hr
Senior Designer/GIS Technician	\$	120/hr
Engineer-in-Training	\$	110/hr
Staff Engineer.....	\$	135/hr
Principal Engineer	\$	145/hr

GENERAL

Technical/Clerical Support	\$	75/hr
Outside Consultant	Cost	
Reimbursable Expenses.....	Cost (See Note 1)	

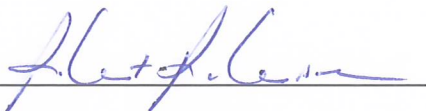
Note 1: Routine office costs such as computer usage, telephone charges, office supplies, travel, incidental postage, copying, and meals are included in the hourly rates.

[SIGNATURE PAGE DIRECTLY FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

DISTRICT:

San Miguel Community Services District

By: 

Print Name: Rob Roberson

Title: Interim General Manager

Date Signed: 3/3/2020

ENGINEER:

Monsoon Consultants

By: Blaine T. Reely

Print Name: Blaine T. Reely, Ph.D, PE

Title: President/CEO

Date Signed: November 8, 2019

License No.: 46806

State of: California

Address for District's receipt of notices:

San Miguel Community Services District
P.O. Box 180
1150 Mission Street
San Miguel, California 93451-0180

Address for Engineer's receipt of notices:

Monsoon Consultants
P.O. Box 151
San Luis Obispo, CA 93406-0151



MONSOON CONSULTANTS

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

SAN MIGUEL COMMUNITY SERVICES DISTRICT

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

BOARD OF DIRECTORS

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

Re: NOTICE OF CONTRACT TERMINATION

Board Members:

It is with great regret that I must inform you that my firm, Monsoon Consultants, respectfully requests that our contract to serve as the District Engineer for the San Miguel Community Services District, including all associated obligations, be terminated effective as of September 1, 2021. This action is a consequence of conditions that have occurred as a direct result of the Covid-19 Pandemic, which has resulted in my decision to close the doors of Monsoon Consultants. My personal relationship with the San Miguel Community Services District, its Board members, and District staff, and the residents of the community, have been amazing and I believe together that we have made great strides forward for the District and its residents. I will remain available and committed to work with the Board members and staff to ensure a smooth transition and will assist you all in any way I can. I am hopeful that in the future, there will be opportunities for us to continue to work together.

I would like to take this opportunity to thank each of you and District staff for the opportunity to serve and for all the assistance and support you have so generously offered. 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

August 8, 2021
 Date

CIVIL ENGINEERING / HYDROLOGY



San Miguel Community Services District

Board of Directors Staff Report

August 19th, 2021

AGENDA ITEM: XI-9

SUBJECT: Discuss options for District Engineering Services.

RECOMMENDATION:

Provide direction to staff (thru Consensus)

The Monsoon Consultants, as District Engineer, submitted a notice of termination to the District.

The District needs to have an identified District Engineer (Engineer of Record), either as a staff member or a contracted firm or person.

Over the last calendar year General District Engineering services cost the District \$46,460. Though we also contracted with Monsoon Consultants \$23,785 for additional project work. This doesn't include any work on the WWTF expansion.

Ongoing services for engineering work for the WWTF expansion will need to be a separate contract.

A path for ongoing District Engineering services needs to be determined.

The main options are;

- A) If the Board approves the agreement with GSI for services, continue with these services until the original contract with Monsoon Consultants would have expired in 2025.
- B) Issue an RFQ for District Engineering services (normal practice, would likely have to outsource plan work)
- C) Solicit for an Engineer to work directly for the District as a contract employee (would provide for dedicated service, would need to outsource some plan work) would need to add additional insurance liability.
- D) Solicit other agencies for shared engineering services. (Most difficult to accomplish, would likely be the least expensive but depending on the agreement may not get desired service)

FISCAL IMPACT

There is no cost other than staff time to discuss these options.

PREPARED BY:

Kelly Dodds

Director of Utilities



San Miguel Community Services District

Board of Directors Staff Report

August 19, 2021

AGENDA ITEM: XI-10

SUBJECT: Discuss and Adopt Resolution 2021-26 Approving an Agreement for District Engineering Services with GSI Water Solutions Inc. for the Machado Wastewater Treatment Facility Project

RECOMMENDATION:

Discuss and adopt Resolution 2021-26 approving an agreement with GSI Water Solutions, Inc. for District engineering services related to the Machado Wastewater Treatment Facility (WWTF).

BACKGROUND:

In May of 2021, District Engineer Dr. Blaine Reely informally notified District Director of Utilities Kelly Dodds that he was closing his business, Monsoon Consultants (Monsoon), and would be taking a position as an engineer with GSI Water Solutions, Inc. (GSI), a San Luis Obispo-based consulting firm doing the same work he did at Monsoon. On August 8, 2021, Dr. Reely delivered a Notice of Contract Termination to the District.

In 2019, the District most recently entered into an agreement for engineering services with Monsoon, in which Monsoon provided consulting and engineering services for the Machado WWTF expansion and upgrade project. (Exhibit A) Dr. Reely has been the District and Staff's point of contact and has overseen the Machado WWTF expansion and upgrade project from its inception.

Dr. Reely is interested in continuing to work for the District in the same capacity as he did with Monsoon Consultants. GSI has provided the District with a proposal for a Professional Services Agreement for GSI, and its designated staff member, Dr. Blaine Reely, to coordinate all remaining pre-construction tasks for the Machado project. Dr. Reely will be supported by members of the GSI team to ensure that the duties and responsibilities are fulfilled to the satisfaction of the District.

The proposed Agreement between GSI and the District is attached herein as Exhibit B. The agreement is substantially similar to the previous agreements between the District and Monsoon and has been reviewed by District General Counsel to ensure that the District's interests are sufficiently protected. A professional services agreement such as this does not need to go through the RFP or RFQ process.

FUNDING:

No funding request is made in conjunction with this item.

FISCAL IMPACT

There are no direct fiscal impacts associated with this item. It should be noted that there may be costs associated with the transfer of these services from Monsoon to GSI in the future. If such costs are anticipated, a separate item(s) will be brought before the Board for discussion and possible approval.

RECOMMENDATION

Board of Directors should approve the proposed Agreement with GSI Water Solutions for ongoing consulting and engineering services for the Machado WWTF project.

PREPARED BY:

APPROVED BY:

Douglas L. White, District General Counsel

Rob Roberson, Interim General Manager

Attachments:

Exhibit A – 2019 Agreement between Monsoon Consultants and SMCS D

Exhibit B - Proposal/Professional Services Agreement – GSI & SMCS D

Exhibit C – Resolution 2021- 26

EXHIBIT A



MONSOON CONSULTANTS

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



Proposal
 Invoice
 Change Order No.
 Work Authorization

Submitted To:	Project Information:
----------------------	-----------------------------

Client:	San Miguel Community Services District	Project Name:	Project Management and Civil & Architectural Design Development Services for the San Miguel CSD WWTP Renovation & Expansion Project
Company:	San Miguel Community Services District	Project No.:	2019.10.002
Address:	PO Box 180 1150 Mission Street San Miguel CA 93451	Proposal Date:	October 10, 2019
Contact:	Kelly Dodds, Director of Utilities		
E-mail:	kelly.dodds@sanmiguelcsd.org		
Phone:	(805) 467-3388 Ext 206	Location:	San Miguel, CA
Fax:	(805) 467-9212	Owner:	San Miguel Community Services District

Monsoon Consultants (MONSOON) Hereby Submits: Our fee proposal and work authorization for Project Management and Civil & Architectural Design Development / Construction Documentation Services for the San Miguel CSD WWTP Renovation & Expansion Project

Basic Scope of Work

Monsoon Consultants (Monsoon) is pleased to offer this proposal to serve as Project Manager and provide Civil & Architectural Design Development Services for the overall site development and the new Operations & Maintenance Facility components of the San Miguel CSD WWTP Renovation & Expansion Project. This work will be provided in conjunction with the Final Design Development and Construction Documentation Phase, with the project deliverables to include Final Construction Documents, CEQA / NEPA Environmental Compliance Documents, and the necessary permits to allow the District to proceed with the construction of the WWTP Renovation & Expansion Project. The District is upgrading and expanding the existing WWTP for the following reasons:

- Meet the Central Coast Regional Water Quality Control Board existing and anticipated waste discharge requirements,
- Provide sufficient treatment capacity to accommodate the future projected average daily flow of 0.45 MGD,
- Provide recycled effluent which meets the Title 22 requirements for either agricultural irrigation or groundwater recharge purposes.

The design elements to be incorporated into the new WWTP were identified in the "*WASTEWATER TREATMENT FACILITY UPGRADE / EXPANSION ENGINEERING REPORT*" which was prepared by Monsoon Consultants and adopted by the Board on January 24, 2019. Exhibit Nos. 1 & 2 are attached which graphically depict how the future WWTP will be configured. These depictions are for intended to provide a conceptual view of the future WWTP. It is important to understand that the final plant configuration may be significantly different, pending the completion of the final design process.

Under the proposed project delivery strategy, Monsoon understands that a separate contract will be issued by the District for the design (and build) of the WWTP Process Systems, to include:

1. Plant Headworks
2. Septage Receiving Station
3. Coarse Screening
4. Grit Removal
5. Influent Lift Station



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6. Fine Screening
7. Membrane Bio-Reactor
8. Biosolids Aerobic Digester
9. Digested Biosolids Dewatering
10. In-Vessel UV Disinfection
11. Treated Effluent (Recycled) Pumping Station
12. Treatment Process / Blower / Chemical Storage Building

Monsoon will develop the Request for Proposals for this work. In addition, Monsoon will develop a separate RFP for the solicitation of services of a consultant to provide the District technical assistance as required for any environmental assessments and documentation required for CEQA and/or NEPA compliance. Based on discussions with District staff, it is understood that a separate RFP for the design (and build) of the SCADA system which will be required for integration of the new WWTP facilities into the District's existing SCADA system. An organization chart is attached (Exhibit 3) which graphically depicts the roles of the various project team members.

For the purposes of this proposal, Monsoon offers to perform the following scope of services for the project management, site civil design / engineering, and Operations & Maintenance Facility design / engineering components of the project:

1. PROJECT MANAGEMENT

- Our Project Manager will be Blaine Reely. He will serve as the primary point of contact between the project team and the District's Director of Utilities. The primary responsibilities of the project manager will include the following:
 - i. Integration and Coordination of the Project Team
 - ii. Budget and Schedule Management
 - iii. Progress Reporting to Staff & District Board of Directors
 - iv. Quality Control & Quality Assurance
 - v. Risk Management
 - vi. Coordination of Value Engineering & Constructability Reviews
 - vii. Coordination with Utilities and Permitting Agencies
- Schedule and coordinate regular project team coordination and status meetings, prepare agenda, prepare meeting minutes and summarize action items. Meetings will be held a minimum of twice per month.
- Provide monthly status reports and updates to District Board of Directors.
- Attend regular meetings with District staff to review project status, resolve issues, and address any concerns and / or questions.
- Provide informational updates to the public and interested stakeholders as required.
- Provide assistance as required to District staff in the preparation, coordination, and timely acquisition of all required permits and entitlements in preparation for the construction phase.
- Provide assistance as required to District staff during the bidding phase of the project, as required.

2. SITE DEVELOPMENT DESIGN & ENGINEERING

- In our role as District Engineer, Monsoon will provide the required design and civil engineering services for the overall WWTP site development to include the following project elements:
 - i. Site Demolition & Preparation
 - ii. Grading
 - iii. Drainage
 - iv. Stormwater & Erosion Control
 - v. Ponds
 - vi. Access / Circulation Roads
 - vii. Parking
 - viii. Fire Training Area
 - ix. Yard Piping
 - x. Utility Services (i.e. water (potable, recycled & fire protection), sewer, gas, electric, communications)
 - xi. Security Fencing



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- xii. Site Lighting
 - xiii. Ancillary Structures & Facilities
 - xiv. Back-up Power Supply
 - Monsoon will prepare project deliverables which will include construction documentation, including contract plans, technical specifications, and cost estimates (P.S.& E.) for the site development elements of the project. Monsoon will submit progress packages of plans, technical specifications, and cost estimates at 30%, 60%, 90%, 100%, and at the Final completion stage of the project for District and other agency review. Monsoon will incorporate the comments received after the reviews and incorporate the comments into the following progress package.
3. OPERATIONS AND MAINTENANCE FACILITY DESIGN & ENGINEERING
- In our role as District Engineer, Monsoon will provide the required architectural design and engineering services for the Operations and Maintenance Facility to include the following project elements:
 - i. Architecture
 - ii. Mechanical / Plumbing / Fire Protection Engineering
 - iii. Electrical / Controls Engineering
 - iv. Structural Engineering
 - v. Geotechnical Engineering
 - vi. ADA Compliance
 - vii. Landscape Design
 - Monsoon will prepare project deliverables which will include construction documentation, including contract plans, technical specifications, and cost estimates (P.S.& E.) for the Operations and Maintenance Facility elements of the project. Monsoon will submit progress packages of plans, technical specifications, and cost estimates at 30%, 60%, 90%, 100%, and at the Final completion stage of the project for District and other agency review. Monsoon will incorporate the comments received after the reviews and incorporate the comments into the following progress package.

Items Not Included In Scope of Work

The work to be provided by MONSOON is generally described as a public works design and construction documentation project. This Project will require a Storm Water Pollution Prevention Plan (SWPPP) based on the information provided in the RFP. It should be noted that any costs required for permit and application fees, surveying, soils testing, legal, environmental studies, non-engineering disciplines, 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.

Fee

MONSOON's fees for the scope of services described herein shall be based on man hours expended by staff, billed at the hourly rates presented below. MONSOON's fees for the scope of services described herein shall be based on man hours expended by staff, billed at the hourly rates presented below. **For budgetary purposes, we estimate that the total fee for the services described herein in Table 1.**

Labor Rates

Principal Engineer / Hydrologist	\$145.00 / Hr
Project Manager	\$120.00 / Hr
Senior Engineer / Scientist	\$130.00 / Hr
Senior Civil Designer	\$120.00 / Hr
Associate Engineer / Scientist	\$ 110.00 / Hr
CAD / GIS Technician	\$ 75.00 / Hr
Administrative Support Staff	\$ 45.00 / Hr

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

Schedule

MONSOON can initiate the scope of work described herein immediately upon receipt of a Notice to Proceed. We anticipate that the project management services will be required throughout the entire final design development & construction documentation, permitting, and bidding phases of the project. Based on our current understanding of the project, our goal is to be initiate the bidding process on or before August 1, 2020. We anticipate that Final Construction/Bidding Documents can be complete and ready for incorporation into the complete bidding package(s) a minimum of sixty (60) days before the date that the District elects to advertise for bids. Timing for final agency approval will be largely dictated by the reviewing agency review and approval schedules.

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, PhD, P.E.
Monsoon Consultants

October 10, 2019

Date

Acceptance by Client:

[Handwritten Signature]

Client's Signature

10/25/2019

Date

Harly Dadds DIRECTOR OF UTILITIES
Printed Name

San Miguel CSD
Firm/Company (Printed)

RESOLUTION 2019-33



TERMS

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.**



Scope of Work and Fee Estimate

To: Kelly Dodds, Director of Utilities / San Miguel Community Services District

From: Blaine Reely, GSI Water Solutions, Inc.

Date: June 29, 2021

RE: Coordination of Pre-Construction Tasks for the San Miguel Community Services District Machado WWTF Renovation & Expansion Project

GSI Water Solutions, Inc. (GSI), is pleased to offer this proposal to the San Miguel Community Services District (DISTRICT) to serve as District Representative with duties to include coordination of the remaining Pre-Construction Tasks for the San Miguel CSD Machado WWTF Renovation & Expansion Project. Our services will include working closely with DISTRICT staff to identify and manage qualified firms and vendors who will have the responsibility for the preparation of the Final Construction Documents, CEQA / NEPA Environmental Compliance Documents, Technical & Performance Specifications, Bidding Documents and the necessary Permits Applications, to allow the DISTRICT to proceed with the construction, start-up, commissioning and operator training as required to complete the Machado WWTP Renovation & Expansion Project. GSI understands that the District is upgrading and expanding the existing WWTP for the following reasons:

- Meet the Central Coast Regional Water Quality Control Board Order No. R3-2020-0020 General Waste Discharge Requirements for Discharges from Domestic Wastewater Systems with Flows Greater than 100,000 gallons per day waste discharge requirements,
- Provide sufficient treatment capacity to accommodate the future projected average daily flow of 0.50 MGD,
- Provide recycled effluent which meets the Title 22 requirements for either agricultural irrigation or indirect groundwater recharge purposes.

Our team offers:

- **Project Knowledge.** Our project lead will be Blaine Reely, who has intimate knowledge of the San Miguel CSD Machado WWTF Renovation & Expansion Project and has been involved with the DISTRICT since the projects inception. He will be supported by members of the GSI team to ensure a successful project.
- **Available Resources.** GSI has a staff of 75, including a complete contingent of engineers, scientists, and technicians who have experience and expertise in delivering the project management and technical support services that the DISTRICT requires for this project. We are confident that we have the resources available to ensure your project gets completed in a timely, professional manner.

We value our opportunity to be considered by the DISTRICT to assist you with this extremely important project. Please contact us if you have any questions regarding our proposal.

Introduction

GSI Water Solutions, Inc. (GSI), is pleased to present this proposal to the San Miguel Community Services District (DISTRICT) to serve as Project Manager, with duties to include coordination of the remaining Pre-Construction Tasks for the San Miguel CSD Machado WWTF Renovation & Expansion Project. Our services will include working closely with DISTRICT staff to identify and manage qualified firms and vendors who will have the responsibility for the preparation of the Final Construction Documents, CEQA / NEPA Environmental Compliance Documents, Design, Technical & Performance Specifications, Bidding Documents and the necessary Permits Applications, to allow the DISTRICT to proceed with the construction, start-up, commissioning and operator training as required to complete the Machado WWTP Renovation & Expansion Project.

Scope of Work

For the purposes of this proposal, GSI offers to perform the following scope of services:

Task 1 – Overall Project Management

Our staff member will be Blaine Reely. He will serve as the primary point of contact between the project team and the District's Director of Utilities. The primary responsibilities of the District Representative will include the following:

- Integration and Coordination of the Project Team, including other consultants and vendors
- Budget and Schedule Management
- Progress Reporting to Staff & District Board of Directors
- Quality Control & Quality Assurance
- Risk Management
- Coordination of Value Engineering & Constructability Reviews
- Coordination with Utilities and Permitting Agencies
- Schedule and coordinate regular project team coordination and status meetings, prepare agenda, prepare meeting minutes and summarize action items. Meetings will be held a minimum of twice per month.
- Provide monthly status reports and updates to District Board of Directors.
- Attend regular meetings with District staff to review project status, resolve issues, and address any concerns and / or questions.
- Provide informational updates to the public and interested stakeholders as required.
- Provide assistance as required to District staff in the preparation, coordination, and timely acquisition of all required permits and entitlements in preparation for the construction phase.
- Provide assistance as required to District staff during the bidding phase of the project, as required.

Task 2 – Coordinate Site Development Design, Engineering & Construction Documents

In our role as District Representative, GSI will coordinate the required design and engineering services for the overall WWTP site development which will include the following project elements:

- Site Demolition & Preparation
- Grading
- Drainage
- Stormwater & Erosion Control
- Ponds
- Access / Circulation Roads

- Parking
- Fire Training Area
- Yard Piping
- Utility Services (i.e. water (potable, recycled & fire protection), sewer, gas, electric, communications)
- Security Fencing
- Site Lighting
- Ancillary Structures & Facilities
- Back-up Power Supply

GSI will review project deliverables prepared by other consultants that have been retained by the DISTRICT, which will include construction documentation, including contract plans, technical specifications, and cost estimates (P.S.& E.) for the site development elements of the project. GSI anticipates that the DISTRICT's consultants will submit progress packages of plans, technical specifications, and cost estimates at 30%, 60%, 90%, 100%, and at the Final completion stage of the project for District and other agency review. GSI will check that the consultants incorporate the comments received after the reviews and incorporate the comments into the various progress package(s). While GSI is providing review of project deliverables on behalf of the District, GSI is not responsible for the design and proper function of the project elements designed by DISTRICT consultants.

Task 3 – Coordinate Administration, Operations, and Maintenance Facilities Design, Engineering & Construction Documents

In our role as District Representative, GSI will coordinate the required design and engineering services for the overall WWTP Administration, Operations, and Maintenance Facilities, which will include the following project elements:

- Architecture
- Mechanical / Plumbing / Fire Protection Engineering
- Electrical / Controls Engineering
- Structural Engineering
- Geotechnical Engineering
- ADA Compliance
- Landscape Design

GSI will review project deliverables prepared by other consultants that have been retained by the DISTRICT, which will include construction documentation, including contract plans, technical specifications, and cost estimates (P.S.& E.) for the Administration, Operations, and Maintenance Facility elements of the project. GSI anticipates that the DISTRICT's consultants will submit progress packages of plans, technical specifications, and cost estimates at 30%, 60%, 90%, 100%, and at the Final completion stage of the project for District and other agency review. GSI will check that the consultants incorporate the comments received after the reviews and incorporate the comments into the various progress package(s). While GSI is providing review of project deliverables on behalf of the District, GSI is not responsible for the design and proper function of the project elements designed by DISTRICT consultants.

Task 4 – Coordinate WWTF Process System / Facilities Vendor Selection

Under the proposed vendor selection project delivery strategy, GSI understands that separate contracts will be issued by the DISTRICT for the design, fabrication, installation, start-up, commissioning and operator training for the primary WWTF Process Systems, which include the following:

- Plant Headworks

- Septage Receiving Station
- Coarse Screening
- Grit Removal
- Influent Lift Station
- Fine Screening
- Membrane Bio-Reactor
- Biosolids Aerobic Digester
- Digested Biosolids Dewatering
- In-Vessel UV Disinfection
- Treated Effluent (Recycled) Pumping Station
- Treatment Process / Blower / Chemical Storage Building

GSI will assist the DISTRICT in the preparation of the performance specifications and the vendor solicitation Requests for Proposals (RFP's) for the WWTF Process Systems listed above. Pending receipt by the DISTRICT of the WWTF Process System proposals, GSI will review the proposals, which will include construction plans, shop drawings, engineering calculations, technical / performance specifications, and cost estimates (P.S.& E.) for the WWTF Process System elements of the project. Based on the results of a review of the WWTF Process System proposals, GSI anticipates that the selected WWTF Process System vendor(s) will submit progress packages of plans, shop drawings, engineering calculations, technical / performance specifications, and cost estimates at 30%, 60%, 90%, 100%, and at the Final completion stage of the project for District and other agency review. GSI will check that the consultants incorporate the comments received after the reviews and incorporate the comments into the various progress package(s). While GSI is providing review of project deliverables on behalf of the District, GSI is not responsible for the design and proper function of the project elements designed by DISTRICT consultants.

Fee Estimate

Our team's proposed fee to complete the tasks on a time-and-materials basis is \$87,720.

Tasks	Labor Hours	Labor Cost	Outside Services	Direct Expenses	Total
Task 1 – OVERALL PROJECT MANAGEMENT	288	\$61,920	\$0	\$0	\$61,920
Task 2 – COORDINATE SITE DEVELOPMENT DESIGN, ENGINEERING & CONSTRUCTION DOCUMENTS	40	\$8,600	\$0	\$0	\$8,600
Task 3 – COORDINATE ADMINISTRATION, OPERATIONS, AND MAINTENANCE FACILITIES DESIGN, ENGINEERING, & CONSTRUCTION DOCUMENTS	40	\$8,600	\$0	\$0	\$8,600
Task 4 – COORDINATE WWTF PROCESS SYSTEM / FACILITIES VENDOR SELECTION	40	\$8,600	\$0	\$0	\$8,600
Project Totals	300	\$87,720	\$0	\$0	\$87,720

Hourly Rates of Key Personnel

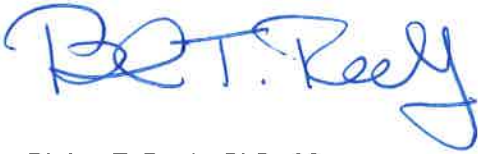
Team Member	Rate
Blaine Reely, Principal Water Resources Engineer	\$215

Schedule

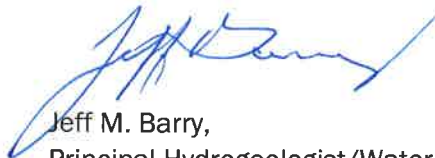
Project Schedule		
Event	Duration	Anticipated Dates
Notice to Proceed		July 1, 2021
Task 1 - Overall Project Management	72 weeks	July 2021 - December 2022
Task 2 - Coordinate Site Development Design, Engineering & Construction Documents	4 weeks	July 2021 - October 2021
Task 3 - Coordinate Administration, Operations, And Maintenance Facilities Design, Engineering, & Construction Documents	4 weeks	July 2021 - October 2021
Task 4 - Coordinate WWTF Process System / Facilities Vendor Selection	4 weeks	July 2021 - October 2021

We thank you for your consideration of this proposal and look forward to working with you in the future.

Sincerely,
GSI Water Solutions, Inc.



Blaine T. Reely, PhD, PE
Principal Water Resources Engineer



Jeff M. Barry,
Principal Hydrogeologist/Water Resources Consultant

Attachments
GSI Agreement and Terms & Conditions

RESOLUTION NO. 2021-26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AN AGREEMENT FOR DISTRICT ENGINEERING SERVICES WITH GSI WATER SOLUTIONS, INC. FOR THE MACHADO WASTEWATER TREATMENT FACILITY

WHEREAS, the San Miguel Community Services District (“District”) has a need for ongoing District Engineering Services for the Machado Wastewater Treatment Facility; and

WHEREAS, Dr. Blaine Reely, who has been the District’s Engineer through his former company Monsoon Consultants is now employed at GSI Water Solutions, Inc. as an engineer; and

WHEREAS, GSI Water Solutions, Inc. has provided a proposal for a Professional Services Agreement to provide the District with engineering services and to assign Dr. Reely as the designated staff member for the project, ensuring continuity and uninterrupted work on the Machado Wastewater Treatment Facility expansion and upgrade; and

WHEREAS, this Resolution authorizes the Interim General Manager to enter into an agreement with GSI Water Solutions, Inc. to perform said services to the District.

NOW THEREFORE, BE IT RESOLVED, the San Miguel Community Services District Board of Directors does hereby adopt this Resolution authorizing the Interim General Manager to enter into the proposed Professional Services Agreement with GSI Water Solutions, Inc..

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 19th day of August 2021.

, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, General Counsel



San Miguel Community Services District

Board of Directors Staff Report

August 19, 2021

AGENDA ITEM: XI-11

SUBJECT: Discuss and Adopt Resolution 2021-27 Approving an Agreement for Interim District Engineering Services with GSI Water Solutions Inc.

RECOMMENDATION:

Discuss and adopt Resolution 2021-27 approving an agreement with GSI Water Solutions, Inc. for interim District engineering services.

BACKGROUND:

In May of 2021, District Engineer Dr. Blaine Reely informally notified District Director of Utilities Kelly Dodds that he was closing his business, Monsoon Consultants (Monsoon), and would be taking a position as an engineer with GSI Water Solutions, Inc. (GSI), a San Luis Obispo-based consulting firm doing the same work he did at Monsoon. On August 8, 2021, Dr. Reely delivered a Notice of Contract Termination to the District. It should be noted that the District had two separate agreements with Monsoon – one for the Machado WWTF project, and the other for miscellaneous engineering services. Both agreements were subject to the Notice of Contract Termination.

In 2020, the District entered into an agreement for engineering services with Monsoon. The agreement was for Monsoon to provide assistance in the planning and management of the activities and operations of the Water, Wastewater and Street Lighting Departments, including Design, Engineering, Project Management, Inspection Services Capital Improvement Program Development and Implementation and other services, programs and support as may be assigned by the Board of Directors or staff of the district. A copy of this Agreement is attached herein as Exhibit A.

Dr. Reely has been the District and Staff's point of contact and has overseen the Machado WWTF expansion and upgrade project from its inception, as well as performing other services and projects on an on-call/as assigned basis.

Dr. Reely is interested in continuing to work for the District in the same capacity as he did under the Agreement with Monsoon. To that end, GSI has provided a Scope of Work document as well as a proposal for a Professional Services Agreement for GSI and its designated staff member Dr. Reely, to fill the role of Interim District Engineer. Dr. Reely will be supported by members of the GSI team to ensure that the duties and responsibilities of the Interim District Engineer of fulfilled to the satisfaction of the District.

Approving an agreement for GSI to perform District engineering services on an interim basis will allow the District to continue to have the ongoing ability to obtain necessary services from Dr. Reely and will ensure continuity of those services. The Board can then evaluate and determine whether it would prefer to engage GSI in a longer-term contract for those services, or whether Staff should be directed to prepare an RFQ for those services. These are contracts for personal services, and do not technically have to go through the bid process, but the Board has the discretion to enter into either or both of the agreements with GSI, or to put either or both projects out for bid.

The Scope of Work from GSI is attached herein as Exhibit B. It describes the Scope of Work nearly identically to the description of services provided in the previous agreement between the District and Monsoon. The proposed agreement for interim District engineering services between GSI and the District is attached herein as Exhibit C. The proposed agreement is substantially similar to the previous agreement between the District and Monsoon, and has been reviewed by District General Counsel to ensure that the District's interests are sufficiently protected.

FUNDING:

No funding request is made in conjunction with this item.

FISCAL IMPACT

There are no direct fiscal impacts associated with this item. It should be noted that there may be costs associated with the transfer of services from Monsoon to GSI in the future. If such costs are anticipated, a separate item(s) will be brought before the Board for discussion and possible approval.

RECOMMENDATION

Board of Directors should approve the proposed Agreement with GSI Water Solutions for interim District engineering services.

PREPARED BY:

Douglas L. White, District General Counsel

APPROVED BY:

Rob Roberson, Interim General Manager

Attachments:

Exhibit A – 2019 Agreement Monsoon Consultants & SMCSD

Exhibit B – Proposed Scope of Work – GSI Water Solutions, Inc. & SMCSD

Exhibit C – Proposed Agreement – GSI Water Solutions, Inc. & SMCSD

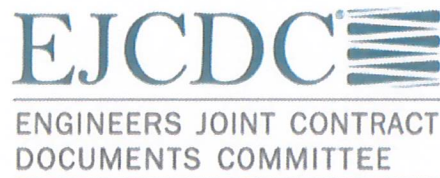
Exhibit D – Resolution 2021-27

EXHIBIT A

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated project and the controlling laws and regulations.

**SHORT FORM OF AGREEMENT
BETWEEN
SAN MIGUEL COMMUNITY SERVICES DISTRICT AND ENGINEER
FOR PROFESSIONAL SERVICES**

Prepared by



Issued and Published Jointly by



SPECIAL NOTE ON USE OF THIS FORM

This abbreviated Agreement form (“Short Form”) is intended for use only for professional services of limited scope and complexity. It does not address the full range of issues of potential importance to the parties. Depending on the scope and complexity of the services and the project, the District and Engineer may be better served by using the Agreement Between District and Engineer for Professional Services (EJCDC® E-500, 2014 Edition), or one of the several special-purpose EJCDC professional services agreement forms.

If the District intends to enter into a construction contract for implementation of a design prepared under the Short Form, or otherwise associated with professional services provided under the Short Form, District may wish to consider using EJCDC® C-700, *Standard General Conditions of the Construction Contract, 2013 Edition*, and other 2013 EJCDC Construction Series documents. The terms and provisions used in EJCDC® C-700 and the other EJCDC Construction Series documents are consistent with those used in the Short Form.

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(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
(800) 548-2723
www.asce.org

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**SHORT FORM OF AGREEMENT
BETWEEN DISTRICT AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of March 1, 2020 ("Effective Date") between the SAN MIGUEL COMMUNITY SERVICES DISTRICT ("District") and MONSOON CONSULTANTS ("Engineer").

District's project, of which Engineer's services under this Agreement are a part, is generally identified as follows: DISTRICT ENGINEERING SERVICES FOR THE SAN MIGUEL COMMUNITY SERVICES DISTRICT ("Project").

Engineer's services under this Agreement are generally identified as follows: Under general direction of the General Manager, the District Engineer shall provide assistance in the planning and management of the activities and operations of the Water, Wastewater and Street Lighting Departments including Design, Engineering, Project Management, Inspection Services, Capital Improvement Program Development & Implementation, and other services, programs, and support as may be assigned by the Board of Directors and / or staff of the District (collectively "Services"). In performing these Services, the District Engineer shall coordinate all assigned activities with District staff and outside agencies as required to support the activities of the District.

District and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. This agreement shall be for a period of five (5) years beginning March 1, 2020 and ending February 28, 2025.
- B. Engineer shall provide a list of Services in writing prior to commencement of work of the Services. If authorized by District, or if required because of changes in the Project, Engineer shall furnish Services, in addition to those set forth above ("Additional Services"), in writing prior to the commencement of work of those Additional Services.
- C. Engineer shall complete its Services within a reasonable period of time.
- D. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably with prior written consent of the District.
- E. Engineer agrees to comply with OSHA, EEO, EPA, ADA, Department of Labor, Wage and Hour laws and all other applicable laws and regulations, including federal, state, or local law or ordinance (collectively "Workplace Laws") with respect to Engineer's employees, who may be assigned by Engineer to perform services under this Agreement and agrees to the fullest extent permitted by law, to indemnify, defend and to hold District harmless for all liability incurred by District from a

Workplace Laws' claim brought by any employee of Engineer. Engineer shall obtain and pay for workers' compensation, business liability, public liability, comprehensive insurance and all requisite state, local and federal taxes and employee benefit contributions, including, but not limited to, the Federal Insurance Contributions Act (FICA); the Social Security Act; California Personal Income Tax Withholding (PIT); California Unemployment Taxes (UI); federal income tax withholding; California State Disability Insurance (SDI); for Engineer and any of Engineer's employees. District shall have no responsibility for, nor any right to control any of the forgoing described obligations for Engineer or Engineer's employees. This paragraph shall survive termination of this Agreement.

- F. Except as otherwise provided herein, Engineer shall indemnify, defend, protect, hold harmless, and release the District, its officers, elected officials, and employees, from and against any and all claims of any nature arising solely from or in connection with, or caused by (i) a material breach of this Agreement by the Employee, its employees or contractors; and (ii) negligent or intentional act or omission or willful misconduct of the Engineer, its employees or contractors, in performing Services or Additional Services under this Agreement. Engineer shall have the right to retain legal counsel and control the defense of the claims, including monetary settlement in all matters related to the Engineer's implementation of its indemnification obligation. The District agrees to a joint defense with the Engineer absent an actual conflict of interest. This paragraph shall survive the termination of this Agreement.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices and submit the invoices to District on a monthly basis. Invoices are due and payable within 30 calendar days of receipt. If District fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 calendar days after receipt of Engineer's invoice, then (1) the amounts due to Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition, Engineer may, after giving seven calendar days written notice to District, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges.
- B. *Payment:* As compensation for Engineer providing or furnishing Services and/or Additional Services, District shall pay Engineer as set forth in Sections 2.01, 2.02, and 2.03 of this Agreement. If District disputes an invoice, either as to amount or entitlement, then District shall promptly advise Engineer in writing of the specific basis for doing so, and the District may withhold the disputed portion, but must pay the undisputed portion.

2.02 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

- A. With prior written agreement, District shall pay Engineer for Services as follows:
1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees' times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services and Engineer's consultants' charges, if any.
 2. Engineer's Standard Hourly Rates are provided in Section 8.01 of this Agreement.

2.03 *Additional Services:* For Additional Services, District shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's Standard Hourly Rates are stipulated in Section 8.01 of this Agreement. Any Additional Services shall only be performed with the prior written consent of District.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated for the following reasons:

1. For cause,

a. By either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Cause may include, but is not limited to, failure of District to pay Engineer for its Services is a substantial failure to perform and a basis for termination, or failure of Engineer to complete its Services

b. By Engineer:

(i) upon seven (7) calendar days' written notice if District demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

(ii) upon seven (7) days written notice if the Engineer's Services are delayed for more than ninety (90) calendar days for reasons beyond Engineer's control, or as the result of undisclosed Constituent of Concern at the site of the Project, which is defined in Section 7.01B.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Section 3.01.A.1.a, if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.

2. For convenience, by District effective upon Engineer's receipt of written notice from District.

B. In the event of any termination under Section 3.01, Engineer will be entitled to invoice District and to receive payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services..

4.01 *Successors, Assigns, and Beneficiaries*

- A. This Agreement is binding upon and insures to the benefit of Engineer's successors, assigns, personal representatives, executors and administrators, and the successors and assigns of District. Engineer and District expressly warrant that they have not transferred to any person or entity any rights, obligations, and agreements expressly outlined in this Agreement.
- B. Neither District nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by District or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of District and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any District staff and/or any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any District staff and/or Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a District staff and/or Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any District staff and/or Constructor.
- C. The relationship of Engineer and District is that of independent contractor for all purposes under this Agreement. This Agreement is not intended to create, and shall not be construed as creating, between the Engineer and District, the relationship of principal and agent, joint-venturers, co-partners, or any other similar relationship, the existence of which is expressly denied.
- D. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.

- E. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If District requires greater assurance as to probable construction cost, then District agrees to obtain an independent cost estimate.
- F. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, until such time that Engineer receives full payment from District under this Agreement. Once full payment is received by the Engineer from the District, District shall retain full ownership and property interest (including the copyright and the right of reuse). Until full payment is received by Engineer, District shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the District, and subject to the following limitations:
 - 1. District acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by District or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at District's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - 3. Such limited license to District shall not create any rights in third parties.
- H. District and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituent of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. District and Engineer agree to negotiate each dispute between them in good faith during the 30 calendar days after written notice of the dispute. If negotiations are unsuccessful in resolving the dispute, then the parties may exercise their rights at law.

- K. This Agreement is to be governed by the laws of the State of California. The parties agree that the venue of any action arising from this Agreement shall be in San Luis Obispo County.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising District, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- M. Engineer agrees to maintain the following insurance coverage: a minimum of \$4 million general liability insurance, a minimum of \$2 million professional liability (errors & omissions) insurance, a minimum of \$1 million commercial automobile insurance, and a minimum of \$1 million for workers' compensation as required by the District. The District shall also be listed as additionally insured on the required insurance policies held by Engineer.
- N. The failure of the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- O. Should any part of this Agreement for any reason be declared invalid or void, such declaration will not affect the remaining parts of this Agreement, which will remain in full force and effect as if the Agreement had been executed with the invalid portion eliminated.
- P. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original.
- Q. Both parties warrant and represent to the other that they have full power and authority to enter into and perform this Agreement.
- R. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any party hereto may at any time, by giving ten (10) days

written notice to the other party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the parties at their addresses set forth below:

If to the District: San Miguel Community Services District
1150 Mission Street
San Miguel, California 93451
ATTN: President of the Board

With courtesy copies to: Churchwell White, LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814

If to Engineer: Monsoon Consultants
P.O. Box 151
San Luis Obispo CA 93406
ATTN: Blaine Reely

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between District and Engineer and supersedes all prior written or oral understandings. This Agreement may be modified only by a written amendment signed by both parties.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including, but not limited to, contractors, subcontractors, suppliers, District’s work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq. (CERCLA); (b) the Hazardous Materials Transportation Act, 49 U.S.C. § 5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq. (RCRA); (d) the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq.; (e) the Clean Water Act, 33 U.S.C. § 1251 et seq.; (f) the Clean Air Act, 42 U.S.C. § 7401 et seq.; or (g) any other federal, state, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
- C. *Project*—any individual task that the District Engineer has been assigned to by the District.

8.01 *FEE ESTIMATE:*

Engineer’s fees for the scope of services described herein shall be based on man hours expended by District staff, billed at the hourly rates presented below:

BILLING RATES EFFECTIVE March 1, 2020

ENGINEERING

Associate Designer/GIS Technician	\$	90/hr
Senior Designer/GIS Technician	\$	120/hr
Engineer-in-Training	\$	110/hr
Staff Engineer.....	\$	135/hr
Principal Engineer	\$	145/hr

GENERAL

Technical/Clerical Support	\$	75/hr
Outside Consultant	Cost	
Reimbursable Expenses.....	Cost (See Note 1)	

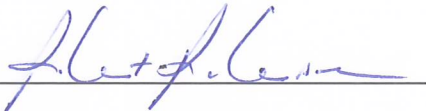
Note 1: Routine office costs such as computer usage, telephone charges, office supplies, travel, incidental postage, copying, and meals are included in the hourly rates.

[SIGNATURE PAGE DIRECTLY FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

DISTRICT:

San Miguel Community Services District

By: 

Print Name: Rob Roberson

Title: Interim General Manager

Date Signed: 3/3/2020

ENGINEER:

Monsoon Consultants

By: Blaine T. Reely

Print Name: Blaine T. Reely, Ph.D, PE

Title: President/CEO

Date Signed: November 8, 2019

License No.: 46806

State of: California

Address for District's receipt of notices:

San Miguel Community Services District
P.O. Box 180
1150 Mission Street
San Miguel, California 93451-0180

Address for Engineer's receipt of notices:

Monsoon Consultants
P.O. Box 151
San Luis Obispo, CA 93406-0151



Scope of Work and Fee Estimate

To: Kelly Dodds, Director of Utilities / San Miguel Community Services District

From: Blaine Reely, GSI Water Solutions, Inc.

Date: June 29, 2021

RE: Interim District Engineer

GSI Water Solutions, Inc. (GSI), is pleased to offer this proposal to the San Miguel Community Services District (DISTRICT) to serve as Interim District Engineer (DE) with duties to include providing assistance in the planning and management of the activities and operations of the Water, Wastewater and Street Lighting Departments including Engineering, Contracting, Inspection Services, Capital Improvement Program Development & Implementation, and other divisions, programs, and functional areas as may be assigned. In performing these services, the DE shall coordinate all assigned activities with other DISTRICT staff and outside agencies as required to support the activities of the General Manager, Director of Utilities and the San Miguel Community Services District. In addition, GSI will provide technical support to the DISTRICT Groundwater Sustainability Agency (GSA) and serve as the DISTRICT's staff member for the Paso Robles Groundwater Basin GSA Cooperative Committee.

Our designated staff member to fill the role of Interim District Engineer (DE) will be Dr. Blaine Reely, who has served in that position for the past 4 ½ years. He will be supported by members of the GSI team to ensure that the duties and responsibilities of the position are fulfilled to the satisfaction of the DISTRICT. Dr. Reely's time will be billed at an hourly rate of \$215 / hour.

We thank you for your consideration of this proposal and look forward to working with you in the future.

Sincerely,
GSI Water Solutions, Inc.

A handwritten signature in blue ink that reads "Blaine T. Reely".

Blaine T. Reely, PhD, PE
Principal Water Resources Engineer

A handwritten signature in blue ink that reads "Jeff M. Barry".

Jeff M. Barry,
Principal Hydrogeologist/Water Resources Consultant

Attachments:
GSI Agreement with Terms & Conditions.



PROFESSIONAL SERVICES AGREEMENT

Client:	San Miguel Community Services District
Project:	Interim District Engineer
Proposal Date:	Jun. 29, 2021
Not-to-Exceed Amount:	On-Call, Time & Materials

San Miguel Community Services District (CLIENT) authorizes Groundwater Solutions, Inc., dba GSI Water Solutions, Inc. (GSI), to perform the following services on the PROJECT:

Scope of Services

The attached proposal to CLIENT dated Jun. 29, 2021, presents the scope of work for this project.

Compensation

The scope of work outlined in the proposal to CLIENT dated Jun. 29, 2021, will be completed on a time-and-materials basis in accordance with the attached schedule of rates, billed as provided herein. GSI reserves the right to adjust this amount in the event of encountering unforeseen issues relating to the project, which may arise during the time of the contract. In the event GSI must adjust cost, it will contact CLIENT at its earliest convenience to discuss adjustment of the total cost of the project. The total cost then will be subject to mutual Agreement of the parties. All costs to be incurred by the CLIENT, in conjunction with this agreement, shall be authorized by the CLIENT in advance.

Schedule

GSI will proceed with the work in a professional and expeditious manner, unless delayed by the unforeseen unavailability of necessary labor, restricted access to the work site, discovery in handling of toxic materials, delays in communications with CLIENT, insufficient or unworkable drawings or specifications, changes in the work, or any other causes beyond GSI's control. While GSI shall, at all times, conscientiously proceed with the work, the estimated time to complete this project as outlined in the proposal to CLIENT dated Jun. 29, 2021, is only for the benefit of CLIENT's general planning. The actual completion time is subject to factors listed above. GSI will not be responsible for any financing costs or other consequential damages or costs incurred by CLIENT due to delays in the completion of the project.

Terms

Services covered by this Agreement will be performed in accordance with the attached provisions and schedules. This Agreement supersedes all prior Agreements and understandings and may be changed only by written amendment executed by both parties.

GSI WATER SOLUTIONS, INC.

San Miguel Community Services District

Signature:

Signature:

Name (printed):

Name (printed):

Title:

Title:

Date:

Date:

Provisions

Authorization to Proceed

Execution of this Agreement by CLIENT will be authorization for GSI to proceed with the services, unless otherwise provided for in this Agreement.

Compensation Rates

Compensation for services provided under this agreement will be on a time and materials basis in accordance with the rates contained in the Attachment. The hourly labor rates shown in the Attachment are subject to annual adjustments effective each anniversary of the contract signing date.

Subcontracts and Direct Expenses

When services are performed on a cost reimbursement basis, a markup of 10 percent will be applied to subcontracts and outside services and a markup of 10 percent will be applied to Direct Expenses. For purposes of this Agreement, Direct Expenses are defined to include those necessary costs and charges incurred for the project including, but not limited to, the direct costs of transportation, meals, lodging, mail, shipping, equipment, supplies, laboratory test and analysis, printing and reproduction services, and certain field equipment.

All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to GSI compensation when invoicing CLIENT.

Ownership of Documents

GSI agrees that all original documents produced by GSI in accordance with this agreement, including documents which are required to be filed with public agencies, shall remain the property of CLINT. CLIENT agrees to waive any claim against GSI and to indemnify, defend, and hold harmless GSI for any and all claims arising out of any use, not authorized in writing by GSI, of these documents by third parties not related to this Agreement.

Cost Opinions

Any cost opinions or project economic evaluations provided by GSI will be on a basis of experience and judgment, but, because GSI has no control over market conditions or bidding procedures, GSI cannot warrant that bids, ultimate construction cost, or project economics will not vary from these opinions.

Payment to GSI

Monthly invoices will be issued by GSI for all services performed under this Agreement. CLIENT shall pay each invoice within 30 days.

In the event of a disputed billing, only that disputed portion will be withheld from payment, and the undisputed portion will be paid. CLIENT will exercise reasonableness in disputing any bill or portion thereof.

Insurance

GSI will maintain throughout this Agreement the following insurance:

- a. Worker's compensation insurance in the statutory amount of not less than \$1,000,000 for all employees engaged in the work. Owners of GSI who are exempt from worker's compensation requirements shall maintain equivalent disability insurance.
- b. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
- c. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of GSI or of any of its

employees, agents, or subcontractors, with \$2,000,000 per occurrence and \$2,000,000 in the aggregate.

- d. Professional liability insurance of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Insurance coverage in (b) and (c) above will name CLIENT as additional insured. Such insurance will be the primary coverage to GSI and CLIENT.

Before commencing work under this contract, GSI will furnish CLIENT with certificates of insurance verifying coverages and additional insureds. Certificates also will state that the insurance carrier will give CLIENT a 30-day notice of any insurance cancellation or material alteration.

Standard of Care

GSI will complete its services with the standard of care and degree of skill and diligence normally employed by professionals performing the same or similar services in the locality in which the services are performed.

Indemnification

GSI agrees, to the fullest extent permitted by law, to indemnify and hold harmless CLIENT from damages, liabilities, and costs to the extent such liabilities, and costs are caused by GSI's negligent acts, errors, or omissions in the performance of professional services under this agreement, or anyone for whom GSI is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless GSI from damages, liabilities, and costs to the extent such liabilities, and costs are caused by CLIENT's acts, errors, or omissions, or anyone for whom CLIENT is legally liable.

In the event that damages, liabilities, and costs are caused by the joint or concurrent negligence of CLIENT and GSI, they shall be borne by each party in proportion to its own negligence. This provision is intended to indemnify and hold harmless each other and each other's clients specifically in any situation in which employees, agents, and representatives commence a third party action for injuries or death otherwise covered by applicable workers' compensation laws.

Limitation of Liability

GSI's liability will, in the aggregate, not exceed \$100,000. This provision takes precedence over any conflicting provision of this Agreement or any document incorporated into it or referenced by it.

This limitation of liability will apply whether GSI's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include GSI's officers, employees, and subcontractors.

Severability and Survival

If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the other provisions shall remain in full effect. Limitations of liability shall survive termination of this Agreement for any cause.

No Third-Party Beneficiaries

This Agreement gives no rights or benefits to anyone other than CLIENT and GSI and has no third-party beneficiaries except as provided in **Limitation of Liability**.

Materials and Samples

Any items, substances, materials, or samples removed from the project site for testing, analysis, or other evaluation will be returned to the project site unless agreed to otherwise. CLIENT recognizes and agrees that GSI at no time assumes title to said items, substances, materials, or samples. CLIENT recognizes that GSI assumes no risk and/or liability for a waste or hazardous waste site originated by other than GSI.

Assignments

Neither party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract or otherwise, without the written consent of the other party. Any unauthorized assignment is void and unenforceable.

Integration

This Agreement incorporates all previous communications and negotiations and constitutes the entire Agreement of the parties. If CLIENT issues a Purchase Order in conjunction with performance of the services, general or standard terms and conditions on the Purchase Order do not apply to this Agreement.

Force Majeure

If performance of the services is affected by causes beyond GSI's reasonable control, project schedule and compensation shall be equitably adjusted.

Changes

CLIENT may make or approve changes within the general Scope of Services in this Agreement, subject to GSI approval and with appropriate adjustment for costs and time for performance. If such changes affect GSI's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement.

Termination

This Agreement may be terminated for convenience on 30 days' written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. The preceding sentence does not apply to a non-payment for services rendered, at which time, CLIENT shall be deemed to be in default and GSI may suspend services. On termination, GSI will be paid for all authorized work performed up to the termination date plus termination expenses, such as, but not limited to, reassignment of personnel, subcontract termination costs, and related closeout costs.

Attorney's Fees

In case this Agreement is referred to an attorney for collection, suit, or action, including arbitration, by any of the parties to enforce any provision of this Agreement, the prevailing party shall be entitled to, in addition to any award of costs or disbursements provided by statute, such additional sums as the court may adjudge reasonable as attorney's fees and costs to be allowed in such suit or action, including sums allowed as reasonable attorney's fees and costs on any appeal of such suit or action.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue of any action shall be in San Luis Obispo County, California.

RESOLUTION NO. 2021-27

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AN AGREEMENT FOR INTERIM DISTRICT ENGINEERING SERVICES WITH GSI WATER SOLUTIONS, INC.

WHEREAS, the San Miguel Community Services District (“District”) has a need for ongoing District Engineering Services; and

WHEREAS, Dr. Blaine Reely, who has been the District’s Engineer through his former company Monsoon Consultants is now employed at GSI Water Solutions, Inc. as an engineer; and

WHEREAS, GSI Water Solutions, Inc. has provided a proposal for a Professional Services Agreement to provide the District with engineering services and to assign Dr. Reely as the designated Interim District Engineer, ensuring continuity and uninterrupted work on long-term District projects such as the WWTF expansion and upgrade; and

WHEREAS, this Resolution authorizes the Interim General Manager to enter into an agreement with GSI Water Solutions, Inc. to perform on-call and ongoing services to the District.

NOW THEREFORE, BE IT RESOLVED, the San Miguel Community Services District Board of Directors does hereby adopt this Resolution authorizing the Interim General Manager to enter into the proposed Professional Services Agreement with GSI Water Solutions, Inc.

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 19th day of August 2021.

Ashley Sangster, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, General Counsel



San Miguel Community Services District

Board of Directors Staff Report

August 19th, 2021

AGENDA ITEM: XI-12

SUBJECT: Discuss and Authorize the Director of Utilities to contract with MCD Services to provide On Call Design and Drafting Services.

RECOMMENDATION:

Authorize the Director of Utilities to contract with MCD Services to provide On Call Design and Drafting Services.

Previously Monsoon Consultants provided District Engineering Services to the District which included design and drafting services.

With the termination of Monsoon Consultants contracts the District will need to continue drafting work on the pending projects. In order to reduce cost and retain continuity it is recommended that the District contract directly with MCD Services, which is owned by the EIT draftsman who is currently working on our projects on behalf of Monsoon Consultants.

Under the existing contract with Monsoon Consultant the District is paying \$125 per hour for drafting services. Under the proposed contract with MCD Services the District would be paying \$65 per hour.

There are several projects currently in design or post design which will require drafting services. The largest of these being the Machado Wastewater Treatment Facility expansion and the San Luis Obispo to 10th street Alley water line plan.

As an On Call service contract, we are only liable for the actual hours of service and reimbursable costs.

FISCAL IMPACT

Authorization to contract with MCD Services will incur On Call Hourly costs of \$65 per hour. The projects that MCD Services would be assigned will have been previously budgeted projects or projects specifically approved by the Board of Directors.

PREPARED BY:

Kelly Dodds

Director of Utilities

Attachment: Proposal from MCD Services



213 Craig Way
San Luis Obispo, CA 93405
(805) 550-0387
johdenmcnamara@gmail.com



Proposal
Invoice
Change Order No.
Work Authorization

Submitted To:	Project Information:
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Client:	San Miguel Community Services District	Project Name:	On Call Services - Design & Drafting
Company:	N/A	Project No.:	
Address:	N/A	Proposal Date:	August 10, 2021
Contact:	Kelly Dodds		
E-mail:	Kelly.dodds@sanmiguelcsd.org		
Phone:	(805) 291-0815		

MCD Services (MCD) Hereby Submits: Our fee proposal and work authorization for On Call Services for San Miguel Community Services District (SMCSD)

Basic Scope of Work

M.C.D. Services (MCD) is pleased to offer this proposal to provide civil design & drafting services as may be required for construction document preparation and permit approval regarding the civil engineering aspects for your public works project for the San Miguel Community Services District (SMCSD). It is understood that construction documents will be on a as needed basis. Scope of work to be determined by SMCSD. All Construction Documents are to be reviewed and approved by SMCSD Engineer of record.

All designs and drafting will be made in accordance with the County of San Luis Obispo, other applicable agency code requirements, and direction of SMCSD engineer of record.

For the purposes of this proposal, MCD offers to perform the following scope of services for the civil engineering components of the project:

A. Client/Agency/Consultant Administration

During the preparation of the plans, it will be necessary for us to provide coordination with you and other project consultants to discuss issues related to the site access, utilities, grading and storm water requirements, and other relevant features of the project. Included in this task is the participation of our project staff in meetings (physical and virtual), conference calls and other coordination efforts as may be required.

B. Construction Documents

MCD shall provide Design and Drafting for Civil Construction Documents including but not limited to Public Improvement plans, Horizontal Control, Grading, Paving, Drainage, and Utility and Stormwater Control Plans, as required to allow the client to make the required submittals to the County of San Luis Obispo for the purposes of obtaining approvals to proceed with construction. MCD will provide the Civil Construction Document package to the client for review and comments on a T&M basis per attached fee schedule.

C. Bidding and Construction Administration



213 Craig Way
San Luis Obispo, CA 93405
(805) 550-0387
johdenmcnamara@gmail.com

Provide Design and Drafting for Bidding and Construction Administration for the construction phase of projects. MCD, as required, will provide Design and Drafting for project administration related to project RFI's, and IAs-Built Services on a T&M basis per attached fee schedule.

D. Termination of Work

MCD anticipates that the scope of their involvement, under the terms of this agreement, will terminate when the County of San Luis Obispo or other applicable agency either issues the required approval and/permit(s) or when the client instructs MCD to terminate the work.

Items Not Included In Scope of Work

The work to be provided by MCD is generally described as a civil engineering construction documentation project. It should be noted that any costs required for permit, plan check and application fees, surveying, soils testing, legal, environmental studies, non-civil engineering disciplines (including structural engineering), 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.

Fee

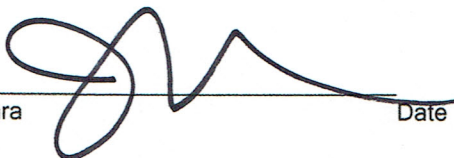
MCD's fees for the scope of services described herein shall be based on man hours expended by staff, billed at the hourly rates presented below. MCD's fees for the scope of services described herein shall be based on man hours expended by staff, billed at the hourly rates presented below. For budgetary purposes, we estimate that the total fee for the services described above to be the following:

Task A -C: Client administration, Construction Documents, Construction Administration..... \$65.00 / Hr

Limit of Liability

Neither MCD, its employees, nor MCD 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.

Johden McNamara
MCD Services

Date August 10 2021

Acceptance by Client:

Client's Signature

Date

Printed Name

Firm/Company (Printed)

TERMS

PROPOSAL

1. Proposals are valid for thirty (30) consecutive calendar days from the date of MCD signature, after which MCD 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 reimbursable charges unless specifically stated.
3. Proposals do not include costs for permits, fees, taxes, and plan review processes of governing jurisdictions. Such costs will be considered as reimbursable charges.
4. Reimbursable charges are added charges to proposal value indicated.
5. 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 MCD invoice.
2. Remit payment with a copy of this form for proper processing.
3. Make all checks payable to MCD Services.
4. Payments are past due the 31ST business day from the date of MCD invoice, after which a penalty of one and one-half percent (1.5%) 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 MCD 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 MCD 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 MCD 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 MCD 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 MCD 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. **MCD WILL NOT PROCEED WITH THE WORK OR INCUR ANY COSTS ASSOCIATED WITH A PROPOSAL OR CHANGE ORDER WITHOUT AN ACCEPTANCE SIGNATURE FOR WORK AUTHORIZATION.**