



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director

Gib Buckman, Director

Larry Reuck, Vice President
Travis Dawes, Director

THURSDAY, JUNE 23, 2016
6:00 P.M.

BOARD OF DIRECTORS SPECIAL AND REGULAR MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

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

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

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

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

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

- I. Call to Order: 6:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**
- IV. Adoption of Special and Regular Meeting Agendas**

V. Public Comment and Communications (for items not on the agenda):

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

VI. ADJOURN TO CLOSED SESSION:

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Existing Litigation

Pursuant to Government Code Section 54956.9 (d) (1)

Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV- 265039* and **Case:** *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

2. CONFERENCE WITH GENERAL COUNSEL—Anticipated Litigation

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

3. CONSULT WITH: SECURITY CONSULTANT – Security Assessment Report

Threat to Public Services or Facilities

Pursuant to Government Code section 54957(a)

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: General Manager

B. RECONVENE TO OPEN SESSION

C. REPORT OUT OF CLOSED SESSION

3. Report out of Closed Session by District General Counsel

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

VIII. Public Comment and Communications:

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

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

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

District Staff & Committee Reports:

- | | | |
|-----|--|-----------------|
| 6. | General Manager (Mr. Gentry) | Verbal |
| 6a. | Quarterly Report by San Miguel Garbage Co. | Report Attached |
| 7. | District General Counsel (Attorney White) | Verbal |
| 8. | Utility Supervisor - (Mr. Dodds) | Report Attached |
| 9. | Fire Chief (Chief Roberson) | Report Attached |
| 10. | District Engineer (Mr. Tanaka) | Report Attached |
| 11. | Finance/Budget Committee (Dir. Dawes, Chair) | No June Meeting |
| 12. | Organization/Personnel Committee (Dir. Green, Chair) | Report Attached |
| 13. | Equipment & Facilities Committee (Dir. Kalvans, Chair) | No June Meeting |
| 14. | Water Conservation Ad-Hoc Com. (Dir. Kalvans, Chair) | Verbal |
| 15. | Water Resources Advisory Com. (Director Kalvans, Rep) | Verbal |

X. CONSENT ITEMS:

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

16. Board Minutes:
16 a. Approval of Special Board Meeting/Workshop Minutes for April 30, 2016
17. Review and Confirm General Manager’s appointment to Bookkeeper – Part-time Position pursuant to District Personnel Policy, Section 2020.

XI. BOARD ACTION ITEMS:

18. Review and Discuss approving **Resolution No. 2016-21** authorizing the abatement of weeds within the District boundaries and the recovery of costs.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No 2016-21** authorizing the abatement of weeds within the District boundaries and the recovery of costs.

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

M _____ S _____ V _____

19. Review and Discuss No Parking signage in alleyways and designated fire lanes in the District.

STAFF RECOMMENDATION: Staff recommends that the Board review and affirm existing designations for No Parking signage in alleyways and designated fire lanes to allow County to modify Traffic Regulation Code and to provide appropriate law enforcement stickers.

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

M _____ S _____ V _____

20. Review and Discuss approving **Resolution No. 2016-22** and adoption of FY 2016-17 Operations & Maintenance Budget and approving, in concept only, FY 2017-18 Operations & Maintenance Budget as long-term planning.

STAFF RECOMMENDATION: Staff recommends that the Board discuss FY 2016-17 Operations & Maintenance Budget and approve Resolution No. 2016-22 adopting FY 2016-17 budget, **or** direct final modifications to FY 2016-17 prior to adoption by Board.

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

M _____ S _____ V _____

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT

Time: _____

ATTEST:

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

I, Tamara Parent, Account Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on June 17, 2016.

Date: June 17, 2016

Tamara Parent

Tamara Parent, Account Clerk

SAN MIGUEL GARBAGE CO, INC.

P.O. Box 249
San Miguel, CA 93451
805-467-9283

QUARTERLY REPORT

For the San Miguel Community Service District

PERIOD ENDING: May 2016

CONFIDENTIALITY NOTICE: This report contains proprietary information and is confidential. The information in this report is intended only for the use of the intended recipient. If you are not the intended recipient of this report, you are hereby notified that any disclosure, dissemination, distribution or copying of this report is strictly prohibited. Any unauthorized interception of this report is illegal.

San Miguel Garbage Co. Inc
P.O. Box 249
San Miguel, Ca. 93451
805-467-9283 805-467-9284 fax

Enclosed are the reports required for submission to San Miguel Community Service District from San Miguel Garbage, Co.

Period Ending: May 2016

10.4 Semi-Annual Reports - (June 30th, Dec 31st)

Attachment 1 - An estimate of solid waste, collected, transferred, diverted and disposed (commercial, industrial, residential) of waste generator, collected by Franchisee in tons, by month.

Attachment 2 – Complaint summary for month and cumulative for report year. Summarized by nature of complaints.

Attachment 3 – Narrative summary of problems encountered and actions taken with recommendations for the District, as appropriate.

10.5 Quarterly Reports - (Quarters end Feb 28th, May 31st, Aug 31st, Nov 30th)

Attachment 4 - Status report on applications for renewals of existing permits or any new permits which may be required to continue operations at the designated disposal site within existing permitted areas.

Attachment 5 – Solid waste, collected, diverted and disposed of, in tons, during the semi-annual residential clean-up weeks.

Attachment 6 – For each new program, provide activity related and narrative reports on goals and milestone and accomplishments. Describe problems encountered, actions taken and any recommendations to facilitate progress.

Attachment 7 – Provide a summary assessment of the overall solid waste program from Franchisee's perspective relative to financial and physical status of program. The physical status is to relate to how well the program is operating for efficiency, economy and effectiveness relative to meeting all the goals and objectives of the Agreement. Provide recommendations and plans to improve. Highlighting significant accomplishments, problems and proposed solutions.

10.6 Annual Financial Statement & Rate Application Request (if needed)

Not Applicable at this time

Miscellaneous

Attachment 8 – Any miscellaneous information deemed important by San Miguel Garbage, Co. and/or additional information requested by San Miguel Community Service District as listed below:

None at this time

Attachment 3

SMCSD PROBLEMS SUMMARY

No problems at this time.

Attachment 4

SMCSD STATUS OF PERMITS (New & Renewals)

None at this time

Attachment 5

SMCSD CLEAN UP DAY RESULTS

DATE:	March	April	May	
TONAGE:	None	4.11 + mattresses	None	
TRUCK:		5		
DRIVERS:		Aron		
ISSUES:		No Issues		

NEXT CLEAN-UP DAY: Upon Request

ANNUAL RESIDENTIAL CLEAN-UP:
Customers will be allowed 2 extra 35 gallon cans.

Next Scheduled: First week of June 2016
Tonnage:

SMCSD NEW PROGRAMS

San Miguel Garbage Co. Inc's free "White Goods" pickup program is running well and will continue through 2016.

SMCSD SUMMARY ASSESSMENT

Waste collection in the San Miguel Community Service District continues to run smooth.

There are no new recommendations at this time.

SMCSD MISCELLANEOUS

Current Landfill Tipping Fees

Paso Robles Landfill

Compacted	45.00 per ton – current rate 47.00 per ton – 07/01/2016
Uncompacted	54.50 per ton – current rate 57.00 per ton – 07/01/2016

Chicago Grade Landfill

Compacted	44.00 per ton – current rate
Uncompacted	54.00 per ton – current rate

SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# IX.8

UTILITY REPORT

Well Status:

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

- SLT well Arsenic levels are 11 ppb; MCL is 10 ppb Sampled 5/23/16
- SLT well Nitrate levels are 2.4 ppb; MCL is 45 ppb Sampled 5/23/16
- Arsenic levels on Oak Drive are 5 ppb; MCL is 10 ppb Sampled 5/23/16
- Well 3 and 4 are both in operation.
- Well 4 water static level 80.6 4/18/16
- SLT Water static level 156' 4/5/16

Water System status:

Water leaks this month: 3 This year: 3

Water related calls through the alarm company after hours this month: 0 this Year: 9

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

Sewer System status:

Sewer overflows this month: 0 this year: 0

Sewer related calls through the alarm company this month: 0 this Year: 3

- Continuing to work on SSMP (Sewer System Management Plan) audit corrections

WWTP status:

- SOP's (Standard Operating Procedures) and O&M (Operation and Maintenance) manuals for the plant are being updated and developed to comply with our SSMP
- Evaluation study completed for treatment plant loading , report is being scheduled for review by committee

Lighting status:

Project status:

- Continuing raising valves and manholes around town.

SCADA progress:

- Installation is being completed final testing is being finished.

Grants/ funding:

- CDBG for blending line for the SLT well. Finalizing requirements with county
- CDBG grant proposal to County for Hydrant replacements Contract was awarded to Whitaker Construction, Construction started 2/16/16 and was completed 2/29/16 finalizing paperwork with the county and Whitaker

Development:

Currently working with;

- Tract 2637 (Nino--60 lots) All phases of infrastructure has been installed and inspected. Phase 2-3 home construction is underway again
- Tract 2647 (Hastings--12 Lots) Infrastructure is complete development is selling individual lots. (no update)
- Tract 2710 (Peoples Self help Housing-24 Lots) Started to install sewer and water lines, Major grading is nearly complete Water and sewer lines have been tested and passed
- Tract 2527 (Peoples Self help Housing – 60 lots) –all plans are approved. Construction estimated to begin next Spring
- Tract 2779 (Fortune Co. - 34 lots) – revised plans have been submitted to the county. (no update)
- Tract 2723 (Wittstrom – 37 Lots) – Will serve is expired and they want to get a new will serve and update information. (no update)
- 968 L street – 4 unit development – a preliminary will serve was issued and we are waiting on complete set of plans
- 972 K street – commercial – a preliminary will serve was issued and we are waiting on complete set of plans

Potential development:

- 965 L street – 4 unit development – Information is being requested for an expired project
- 1010 L street Single Family home – Plans have been submitted and approved, no timeline for construction. – (no update)
- 1222 N street – 22 unit development – (no update)

San Miguel Community Cleanup:

- Chipping has been suspended until further notice
- Community Cleanup will be scheduled for July

SLO County in San Miguel:

- The county is moving ahead on the San Miguel Park improvements and expansion. – Commented on 50% set of park plans, waiting on plans for L street improvements. We should replace the water main through the park while the area is disturbed to reduce our costs. A rough estimate is \$30-40 thousand to replace that block using district staff.

Caltrans in San Miguel:

- Caltrans is underway on improvements to the HWY 101 corridor

Rain in San Miguel:

Calendar year as measured at our WWTP

2014 total 14.25"

2015 total 5"

1/4-10/16 2"

1/18-19/16 .75"

1/31/16 .75"

2/17/16 Not measureable

3/4-6/16 1.5"

3/7-15/16 2.25"

2016 total 7.25"

PREPARED BY:

Kelly Dodds

Kelly Dodds
Utility Supervisor

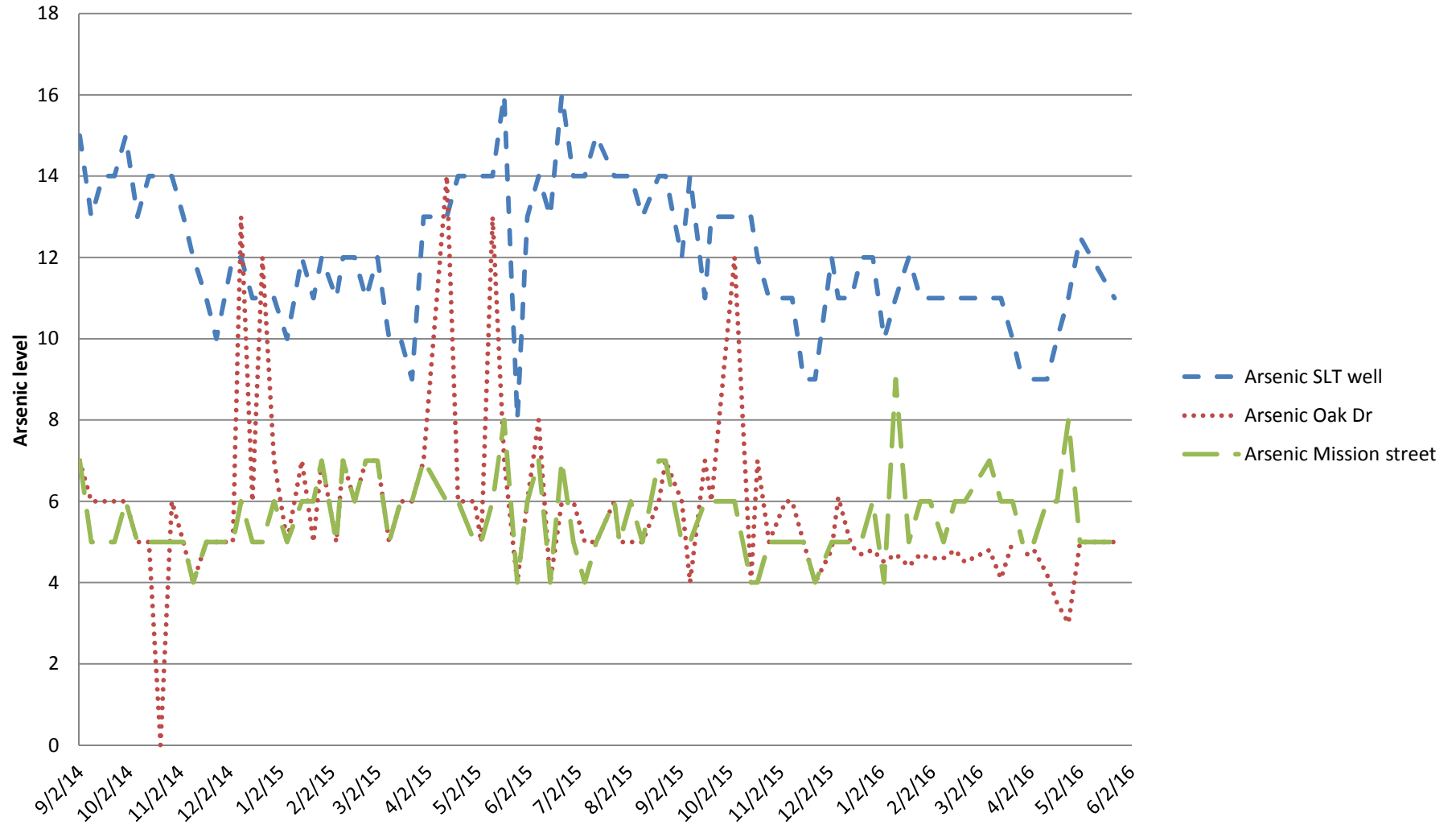
APPROVED BY:

Darrell Gentry

Darrell W. Gentry
General Manager

Date: June 19, 2016

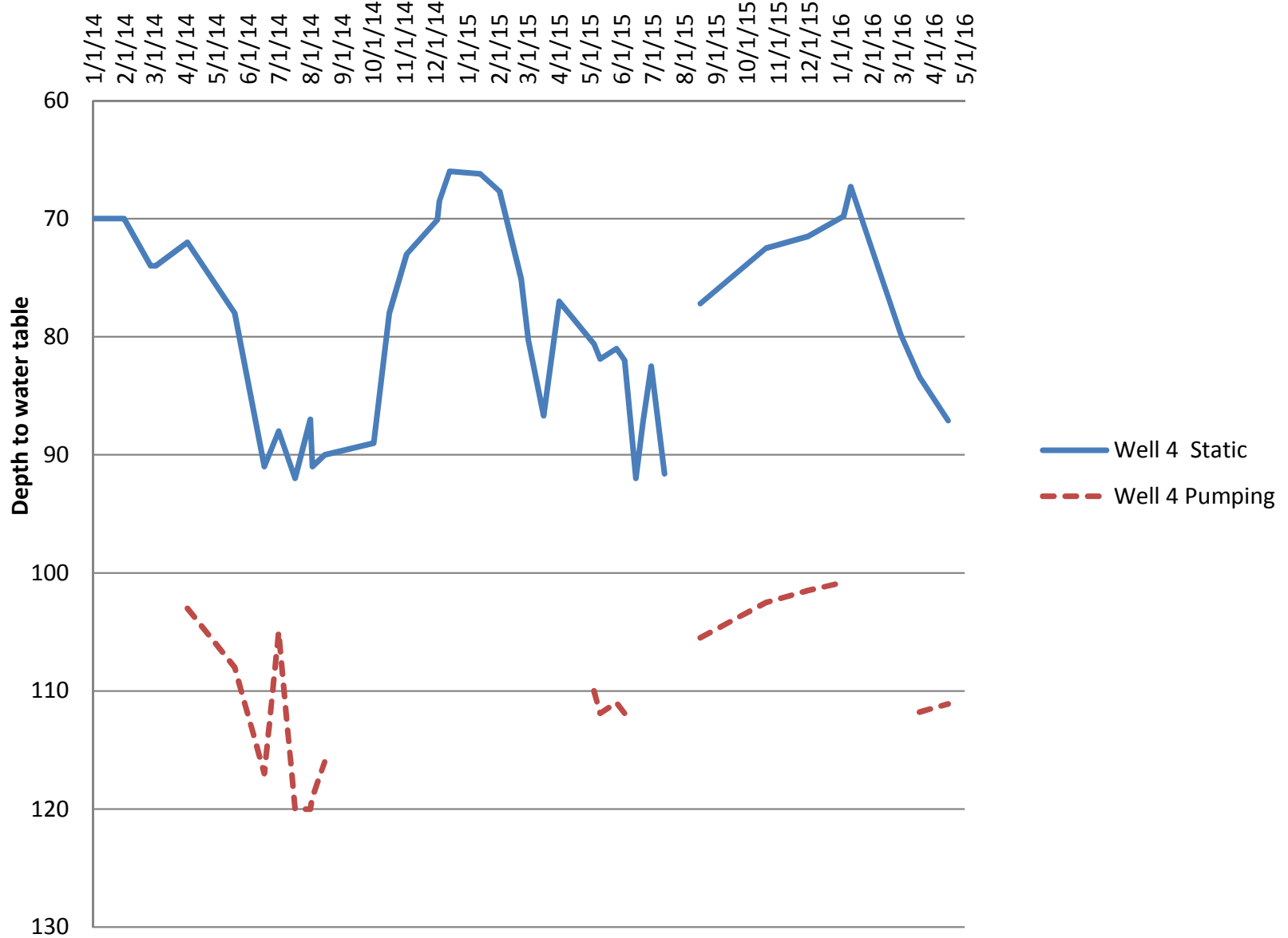
Arsenic Trending



6/16/2016

San Miguel CSD

Well 4 water table trending





San Miguel Community Services District Board of Directors Meeting

Staff Report

June 23, 2016

AGENDA ITEM: IX 9

SUBJECT: Fire Chief Report for May 2016

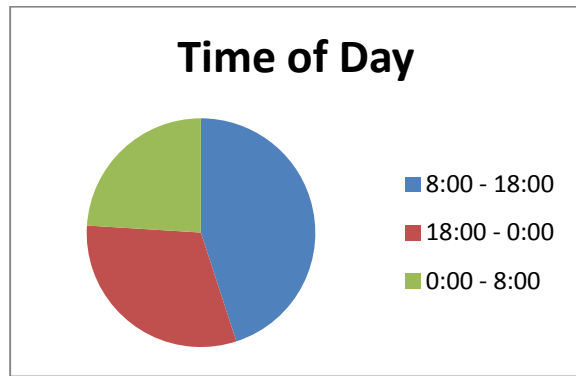
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENTS:

Total Incidents for April **30**

Time of Day

0800 to 1800	14	45 %
1800 to 0000	9	31%
0000 to 0800	7	24%



Emergency Response Man Hours	202	2016 total	493
Stand-By Man Hours	103		<u>264</u>
			757

Emergency Response Man Hours per Call = 6.8 hr.

Stand-By Average per Call = 3.4 hr.

Average Calls per Month in 2016 23.2

Total calls for the year to date 117

Personnel:

- 1 Chief
- 1 Assistant Chief

We currently have 16 active members.

- 3 Fire Captains
- 2 Engineers
- 9 Firefighters
- 0 new recruits

Equipment:

- All equipment is in service.

Activities:

May

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

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
10	Wildland Burn Camp Roberts	1200 - 1400
18	Wildland Burn Camp Roberts	1000 - 1600

June

<u>Date</u>	<u>Subject matter</u>
7	Wildland Progressive Hose Lays
14	Engine Company Operations / Mission Response
21	Vehicle Extrication
28	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
4	Structure Fire Training Burn	08:00- 16:00
	Work Day on training Site	

Information:

Prepared By:

Rob Roberson

Rob Roberson, Chief


Approved By:

Darrell W. Gentry

Darrell W. Gentry, GM

SAN MIGUEL FIRE DEPARTMENT 2016 RESPONSES

IX-9

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL	
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid
Structure Fires	0	0	0	1	1	0	1	0	0	2															2	3
Veg. Fires	0	0	0	0	0	0	0	2	2	6															2	8
Vehicle Fires	0	1	0	0	0	0	0	0	1	1															1	2
Misc. Fires	1	0	0	0	0	0	0	0	3	0															4	0
Illegal Burning	0	0	0	0	1	0	0	0	0	0															1	0
Vehicle Accidents	1	1	1	0	1	2	2	1	2	0															7	5
False Alarms	2	0	0	0	1	1	1	0	0	0															4	1
Hazardous Condition	0	0	0	0	0	0	0	0	0	0															0	0
Hazardous Materials	0	0	0	0	1	0	0	0	0	0															1	0
Standby	0	0	0	0	0	0	0	0	0	0															0	0
Pub.Svc.Asst.	0	0	0	0	0	0	0	0	0	0															0	0
Medical Aids	15	4	4	2	10	6	19	4	11	2															59	22
Call TOTALS	19	6	5	3	15	9	23	7	19	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	81	36
	25		8		24		30		30		0		0		0		0		0		0		0		117	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	6	0	1	1	9	0	7	0	11	0															0	35
Camp Bob Asst.	0		0		3		0		8											0					11	
Average Calls Per	<i>Month</i>		22.0	<i>Day</i>	0.7	<i>SLO Co. MA</i>				34	<i>Montrey Co. MA</i>				1	<i>CPR TOTAL</i>				0						

Fire Equipment 2016 Mileage / Fuel Report

IX. 9-3

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
Diesel															
E-8696	106	19.5	70	11	144	35.4	19	0	138	40.5			477	106.4	4.5
E-8687	39	15	12	8	80	24	15	10	225	65.2			371	122.2	3.0
E-8668	18	0	44	7.8	64	8	38	8.5	75	13			239	37.3	6.4
6 Month Total												1087	265.9	4.1	
Gas															
U-8630	468	37.95	330	19.9	681	51.1	213	19.1	506	53.12			2198	181.2	12.1
C-8600	592	46.4	335	31	420	51.1	509	54.8	467	46.3			2323	229.6	10.1
6 Month Total												4521	410.8	11.0	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
Diesel															
E-8696													477	106.4	4.5
E-8687													371	122.2	3.0
E-8668													239	37.3	6.4
6 Month Total												1087	265.9	4.1	
Gas															
U-8630													2198	181.2	12.1
C-8600													2323	229.6	10.1
6 Month Total												4521	410.8	11.0	

YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	2174	531.8	4.1
Gas	9042	821.5	11.0

San Miguel Community Services District
Darrell Gentry, General Manager
Post Office Box 180
San Miguel, CA 93451
(805) 467-3300

BOARD OF DIRECTORS
John Green, President
Larry Reuck, Vice President
Anthony Kalvans
Gib Buckman
Travis Dawes

MONTHLY DISTRICT ENGINEER'S REPORT
May 2016

DATE: June 23, 2016
TO: Board of Directors
VIA: Darrell Gentry, General Manager
FROM: Steven G. Tanaka, P.E.
SUBJECT: Monthly District Engineer's Report – May 2016

SUMMARY OF ACTIVE PROJECTS

1. Salt & Nutrient Management Plan
2. Water Well Quality/Radioactivity
3. Sewer System Management Plan (SSMP) Audit
4. Capital Improvements Planning
5. San Miguel Park (County)
6. L Street Improvements (County)
7. 2015 CDBG Grant Cycle
8. 2016 CDBG Grant Cycle
9. CDBG – Fire Hydrant Replacements
10. Active Will Serves, Plan Checks and Inspections:
 - a. Butterfield Downtown Mixed Use
 - b. Mission Garden Estates - 60 Single Family Residential (SFR) Units
 - c. Nino (formerly Ritter) – Tract 2637, River Road
 - d. People's Self Help, Tract 2710
 - e. Arciero (formerly Stuntman) Tract 2750
 - f. Hasting Family Trust, Tract 2647
11. Inactive Will Serves
 - g. Wittstrom – 38 SFR Units
 - h. Paulo Pecora Laundromat and Retail, 1143 Mission Street

DISCUSSION:

1. **Salt & Nutrient Management Plan (S&NMP)**. The final S&NMP was submitted by the City of Paso Robles to the Regional Board on 5/13/15, fulfilling this region's requirements of the

State's recycled water policy. This document is intended to be a working document that adapts over time as the groundwater basin changes. It is anticipated that this Plan will be incorporated into a future Groundwater Sustainability Plan required by the recently enacted Sustainable Groundwater Management Act. A full hard copy of this document will be forthcoming from the City of Paso Robles in the near future. **No change from prior report.**

2. **Water Well Quality/Radioactivity.** Re-testing of radioactivity levels in Wells 3 and 4 indicate compliance with primary drinking water standards, and State Division of Drinking Water (formerly California Department of Public Health (CDPH)) acknowledged keeping the wells in service. Although the re-testing yielded positive results in this regard, it is a reminder that radioactivity levels in both wells will continue to be a growing concern over the coming years. **No change from prior report.**
3. **SSMP Update (2015) and Audit (2016).** District Engineer completed the bi-annual SSMP audit with staff in 2014, and the final audit report was transmitted to the General Manager. The audit has been on file at the District office. This audit is required every two years. The audit does not require adoption/certification by the Board, but must remain on file at the District's office. The Board has been advised that in 2015, the State Board requires that an updated SSMP be prepared. In March 2015, DE provided staff with a proposal to prepare the SSMP update. This Update was due August 2015. It is now recommended that the 2016 audit, and the SSMP update, be prepared in conjunction with one another, no later than by August 2016. Staff has been reviewing this with the E&F committee for further consideration. **No change from prior report.**
4. **Capital Improvements Planning.** DE and staff met on December 15, 2015, to discuss various water and sewer system capital improvement projects anticipated for the coming years. Based on this meeting, DE and staff prepared a CIP memorandum, laying out general recommendations for upcoming needed CIPs in the coming years. This report has been reviewed by utilities staff, and now is currently being reviewed by the General Manager. It is expected that this report will be presented at an upcoming committee meeting. **No change from prior report.**
5. **San Miguel Park.** The County and Wallace Group Design team continue moving forward with Park design activities. A draft 50% design package was reviewed by staff and DE, and comments submitted to the County/Wallace Group design team. Construction is projected to start possibly Fall 2016, with the demolition of K Street expected in January 2017. Staff has been advised to plan to replace the water main in the area of the Park during this time, to avoid costs of street/pavement restoration.
6. **L Street Improvements.** Plans for the L Street improvements are at approximately 90% completion; the District should expect a review package from the County in the next couple of weeks. The District did review and comment on the prior 50% package. This work is also expected to be constructed Fall 2016. **No change from prior report.**
7. **2015 CDBG Grant Cycle.** Staff submitted one application (SLT well blending piping to tank) for possible grant funding consideration by the County, and addressed the Board of Supervisors at the 10/23/14 public hearing to express the District's needs for various

infrastructure projects. County has indicated that this Project will be funded through CDBG grant funds. DE submitted a letter proposal to District staff a letter proposal in early December 2015 for professional services. Staff is in the process of acquiring services for a biologist and archaeologist to address CEQA/NEPA requirements. **No change from prior report.**

8. **2016 CDBG Grant Cycle.** A needs workshop was conducted on 9/8/15 by the County Planning staff, to hear from various project proponents seeking CDBG grant funds during this cycle. General Manager attended this meeting. The District should consider submitting applications for additional CDBG funds for various water/sewer related improvement projects. District Staff and DE will discuss and identify potential projects to pursue grant funding. **No change from prior report.**
9. **CDBG – Fire Hydrant Replacements.** The project was awarded to Whitaker Construction. The physical work is complete, and District staff is in the process of closing out the Project.
10. **Active Will Serves.** The following is a summary of the active “Will Serves” staff is currently reviewing, or Inspecting during Construction:
 - a) **Butterfield Downtown Mixed Use.** Butterfield submitted plans for a mixed use project on Mission Street. Staff conducted preliminary review of the plans, and met with Mr. Butterfield to discuss the project. Final plan check comments were issued in November 2009, and District Staff/District Engineer and Fire Chief signed and approved the plans at that time. Recent discussions with the Developer indicate the possibility that early phases of the Project may be moving forward in the near future. If so, District Staff will issue a new preliminary will-serve letter for the Development, and will conduct a re-review of the plans since nearly 3 years has elapsed since approval of the prior plans. **No change from prior report.**
 - b) **Mission Garden Estates.** In December, staff and DE reviewed the updated plans for the sewer lift station, and provided the Developer's engineer (North Coast Engineering) with comments, that must be addressed prior to approval. In February, staff and DE reviewed the lift station submittal provided by ROMTEC and North Coast Engineering, and offered final comments to be addressed. **No change from prior report.**
 - c) **Nino (formerly Ritter).** This Development Project, Tract 2637, is complete with Phase 1 of utility improvements, and the District has accepted the work. See Utilities Supervisor report on the status of this Project. Phase 1 work has been completed, and record drawings have been received. **No change from prior report.**
 - d) **People's Self Help (Tract 2710).** Updated plans have been received, and the first plan check of these updated plans was completed in January 2014. Updated plans were received, and Plan Check No. 2 was reviewed and deemed acceptable. DE will sign off on the plans once they are received by the Developer's Engineer. **No change from prior report.**
 - e) **Arciero (formerly Stuntman) Tract 2750.** See Utilities Supervisor report on the status of this Project. The final home is being constructed at this time, and is nearing overall project completion. **No change from prior report.**
 - f) **Hasting Family Trust, Tract 2647.** Development construction is in progress. At this point, it appears that site grading is on-going. Schedule for work on the water main construction and tie-in to River Road will be forthcoming. **No change from prior report.**

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**SAN MIGUEL COMMUNITY SERVICES DISTRICT
ORGANIZATION & PERSONNEL COMMITTEE**

MEETING SUMMARY NOTES

For Wednesday, May 18, 2016 – 10:00 am

I. Called to Order at 5:00 p.m. by Chair Green

II. Pledge of Allegiance

**III. Roll Call – Director Green – Present
Director Kalvans – Present**

Staff in Attendance: General Manager and Fire Chief

IV. Public Comment – None

V. AGENDA

1. Review and Discuss Draft Amendment to Ordinance No. 01-2013 adopting amendments to the California Fire Code 2013 edition related to no parking restrictions in alleyways and designated fire lanes.

Staff presented a written report of discussion about the current District Fire Code statutes which provide some authority to the Fire Chief for removal of any vehicle or object that is placed in violation of obstructing No Parking alleyways and designated fire lanes.

Chief Roberson explained the Fire Code regulations in more detail and also spoke about the existing designated No Parking alleyways and fire lanes located in the District that includes all alleyways and a designated fire lane in White Oaks Mobile Home Park.

He also explained that fire officials do not have authority, under the Fire Code, to write traffic violations or issue citations. Violations and citations would need to be a part of the County Traffic Code for enforcement purposes. The existing No Parking signs would need to be properly identified, under County Traffic Code regulation, and a County sticker (other than a sign id number tag) be applied. Additional markings and/or striping may also be needed as required by County Transportation Division for installing an enforceable No Parking sign.

Director Green asked staff what action needs to be taken by Committee and ultimately the Board. GM and Fire Chief replied that a Board action item is scheduled for June Board meeting then follow-up with County Transportation staff for final authorization through the Board of Supervisors and Transportation.

Director Kalvans asked about signage near his residence. Fire Chief was unable to answer the question since there were no District signs posted to his knowledge. Staff also spoke about a potential amendment to District Fire Code to add some language, if needed, before the scheduled 2017 update of the California Fire Code.

Chair Green indicated that there was no one in public attendance and there were no request to speak or written communication.

Committee members unanimously, by voice vote, agreed to forward a recommendation to pursue the procedural steps described for re-establishing and re-designating District alleyways and fire lanes as No Parking so that County could follow through on amending its Traffic Code to include these designated fire lanes for parking restriction signage.

Committee also requested that this item be scheduled for the June Regular Board meeting.

2. Review and Discuss Section 2020 of Existing Personnel Policies for Recruitment and Hiring of new employees.

Staff presented a written report on Section 2020 Recruitment and Hiring policy. Chair Green asked if there were any questions. There were none. Committee agreed that this Section as written is Board policy. Board intended that hiring reviewed and confirmed by the Board in accordance with Section 2020.

Committee discussed language amendment to Section 2020 policy for requiring background, financial and criminal checks for pre-hiring. Committee directs GM to bring this back to July meeting. Committee recommended and directed GM to act on Section 2020 policy to resolve any open Board confirmation and to present for Board review and confirmation at next Regular Board meeting.

There were no requests to speak and no written communication on this item.

VI COMMITTEE COMMENTS:

Chair Green asked GM to tentatively schedule the next O & P Committee meeting for July 8, 2016 at 10 AM. Also to send out a reminders to Committee.

VII. ADJOURNMENT

Time: 5:50PM

X.16



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

APRIL 30, 2016 SPECIAL MEETING MINUTES

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

- I. Meeting Called to Order by President Green—10:00 am
- II. Pledge of Allegiance: lead by Director Buckman
- III. Roll Call: Directors Present: Buckman, Dawes, Green, Kalvans and Reuck
- IV. Adoption of Special Meeting Agenda: Moved by Director Kalvans, Seconded by Director Reuck
- V. Public Comment and Communications: None
- VI. **BOARD WORKSHOP** –Board Training Workshop by BHI Consulting, Inc.

General Manager Gentry introduced the Workshop Facilitator, Mr. David Aranda of BHI Consulting, who would be leading the session training for the Board. GM reviewed Mr. Aranda's 20+ years experience and qualifications as a Special District Trainer specialist, Board Member of CSDA Risk Management Authority Board of Directors, District General Manager for Water and Wastewater Agencies and as well as BHI Consultant.

The purpose of this training workshop was examine and discuss a Board Self-Assessment and developing useful techniques for: Leadership, Teamwork, Conflict Management, Communication between Board and Staff, Board-Employee Relationships, Sound Governance Practices, and Productivity

Mr. Aranda began the workshop outlining some goals to be realized in the discussion and presentation of workshop topics. He also provided more information about his professional background, experience and qualifications serving as a CSDA (California Special District Association) Risk Management Authority Board Member, a Water and Wastewater District General Manager for various public agencies and as a consultant for BHI Consulting, Inc. He also provided information about the BHI Consulting firm, its history and other clients served.

He briefly spoke about his professional acquaintance with General Manager from association with CSDA events and General Manager's former water and wastewater agency.

Before beginning his presentation, Mr. Aranda spoke about how the Assessment surveys inconclusive, but that there were markedly important topics identified for discussions today that came out from all the personal interviews. As a result, he would focus some of his remarks and discussion points to include discussion on Board-Employee relationships and interactions, Communication techniques as Board Members, importance of strategic planning, understanding of Board roles and ethics, developing team membership within the CSD agency.

GM asked Mr. Aranda to clarify the time schedule intended for today session. Mr. Aranda indicated that the length is up to Board Members but can be whatever the Board wants. GM stated that a lunch break is planned and can be done, along with any other break at the pleasure of Board.

Mr. Aranda proceeded with his presentation beginning with a discussion of a model organization structure for a public agency. He stressed that this is a model example only. Director Buckman asked a question about whether or not the graphic was intended to represent a recommendation for SMCSD. Mr. Aranda stated that the graphic does not represent SMCSD. Mr. Aranda encouraged additional questions during his presentation by other Board members.

The topics to be covered in training session included: Board Role, Position and Obligation. There was a review of Mission Statement's purpose and specifically, SMCSD's Mission Statement. He commented that based on his review of minutes, agendas and other resources show that SMCSD is, after 16 years of existence, only now fundamentally creating an agency structure and organization that is based on current practices for public agencies. This 16 year lag has resulted in creating barriers, confusion, and mis-communication in general and mistrust, specifically.

A more representative Mission Statement defines the public mission (need or purpose), contains some statements that can be measured, reveals "a bloodline of the community", who is represented, identifies management, spells out operational components, such as fire protection, water, etc. and lastly, the service of Mission Statement to the public. Mr. Aranda next spoke about the specific SMCSD Mission Statement.

Mr. Aranda began the next topic on Board Relationships and Authority. Board should retain oversight responsibility and role that achieves: Service to the Mission Statement, Making Policy, Setting Direction, Keeping efficiency upmost in mind, and providing clarity.

Mr. Aranda next spoke about the essential shift from I (as a candidate for office) to WE (as an office holder) as an important evolutionary step for elected officials.

Director Green raised a point about an individual member's own agenda have a lot to do with changes to or in the culture or norm for elected Boards. Mr. Aranda stated that individual agenda's have more to do with Candidates for Office than Office holders. Teams change either by Board Member or staffing changes. What is useful to think about here are what are the norms and culture for the future, not the past.

Mr. Aranda spoke briefly about what is the Board's legacy and what is your personal vision for service, what is it that you can identify supports the overall mission of the District and what are your achievements. Oftentimes, District will use a General Manager's Annual Report to the Board as a tool for this assessment.

He described Board Governance topic by asking a series of questions about what is the primary role of Board, what is not your role, where should the individual commitment be and who counts on you as a Board member.

The Directors made some comments and remarks about their perceived roles as Board Members. Director Green commented that these good governance questions could be used as a framework for a Board handbook, which the Board does not have at this time.

Next the discussion turned to "who do you represent" and "respect of the process". Mr. Aranda pointed out each member is a part of the process, what has been created or being created. His assessment of SMCS D was that the District is now creating much needed administrative and Board policy procedures and processes that have been missing or out of date.

Several Directors made comments about need for all 5 elected officials to work together and that the people presently are working together with no private agendas. Director Green stated that BHI could do a return visit for new elected Board members as will develop a Board handbook.

In such a handbook, Mr. Aranda pointed out the importance of incorporating a respect statement in the governance handbook and to use it as a new Board member orientation tool.

Director Dawes made a comment about the "past is the past" and dwelling on the past happens too much, especially continued discussion about what did or did not happen in the past. He believes it is important that the Board find a way to stop that practice.

Mr. Aranda pointed out the importance of keeping a view from 10,000 feet elevation, to make policy, not administer it, understand/create foundational and directional statements, represent the PUBLIC as steward, and managing the General Manager and General Counsel. All with efficiency, since it is expected of the Board.

Make good policy, as your Board role requires, for operations, administration, Board procedures, personnel and budget/finance.

Learn to be listeners, have a voice with your perspective but be committed to teamwork that realizes and practices decisions are a collective team process, not an individual.

Set clear visions, direction and planning that chart a course and don't leave the public, staff, or stakeholders guessing about where the agency is going. Lastly, filter everything through an ethical lens, nothing above what is commonly available to the public.

What is not the Board's role: anything unilateral, represents a single interest or one faction, spending a lot of time with means instead of ends, meddling with operations in a unilateral way, practicing your skills rather than learning and applying good Board skills, delving into staff-level working relationships, including manager to staff or representing staff.

Director Green announced a lunch break at 11:47 AM.

Director Green called members back to order to resume the training session at 12:17 PM.

Mr. Aranda resumed with topic of Board Member Communication and the importance of clarity, inside and outside communication, up and down within the District organization, need to not let inappropriate expectations rule communication and/or the Board's culture.

He next discussed the importance of strategic planning and the role of the Board which is to develop ends, not means. Board should set clear outcomes for professional staff and then let them get it done with the means and hows.

This concept is based on the fact that the Board is the policymaking body, not the professional staff.

What are efficient Board dynamics was discussed by Mr. Aranda. He stated that you cannot get anything done by yourself. YOU have no unilateral authority, both by District Board Policy or by law. The general public sees a board, not individuals. Adopt a I to WE mentality in all processes and actions by the Board. Public policy setting, visioning, management is a team effort, even if you don't like the outcome.

Directors Buckman & Green left for a fire emergency call check at 12:32pm and returned at 12:36pm.

Mr. Aranda resumed with a discussion on Board relationships, use of Committees for input to Board, optimizing such committees by addressing purpose, structure and charters. He spoke about the alternative to Committees being the Committee of the Whole, which is the entire Board having a working session meeting to review all items in more detail. This type of Committee can be more efficient than producing 3-4 agenda packet each month and provide all Board members with the same information for study session discussion.

What are good Board Communications was the last topic for Mr. Aranda's presentation. The root cause for so many internal issues is poor communications. The process for communications to the Board must involve all Board members. All communications must be clear and at times, documented.

Board Communication areas include: Board to Manager, Manager to Board, Communication of District direction and policy and/or protocols. Board to staff or manager can be one of the most difficult areas for Board members. Board members have to be very deliberate in how and when they communicate, especially with District staff. Board members should look at it as "not about being liked or being friends.

Mr. Aranda spelled out that there are many stories of legal liability where Board members inappropriately communicated with District staff getting themselves and the District into serious legal and often financial troubles.

He spoke about the need to develop relationships based on trust, not social interactions. The General Manager should always be the prime contact. If a Board member contacts a staff level person, then Board member should let the General Manager know about the contact and nature of communication.

Equally, Mr. Aranda stressed, is the importance of staff being aware of how and when they should or should not communicate with the Board. There are just as many stories of staff inappropriately communicating with individual Board members or the entire Board.

Both situations should be avoided, always.

Board to General Manager communications is one of the most critical areas for CLEAR communications. Clarity of expectations is key to performance, expectations of performance and direction.

Clarity at a Board meeting is often needed to provide the overall direction, spell out vision and strategic direction. The Manager's communication to Board is to be clear with the Board what is needed.

Finally, the need for a clear strategic plan is vital to communication because it defines the agency vision, goals, and objectives for the next several years and provides the public with an understanding what is being attempted and what direction the Board is working toward.

The communication policies should include: a Board Handbook of policies and procedures, a long term strategic plan and new board member orientation materials.

Mr. Aranda provided a final look back on training session and indicated that the highest concern for this Board is identifying a sense of purpose that defines its culture and norms.

Board members discussed the recent GM evaluation and directions given to GM. They agreed that a Board Member Handbook would prove to be a useful tool.

Director Dawes asked about any follow-up to be done by BHI. Mr. Aranda replied that there is a scheduled follow-up in approximately 3-4 months. He thanked the Board for their participation.

VII. BOARD COMMENTS:

<p>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.</p>

VIII. ADJOURNMENT Time: 1:45 pm

Attest:

Darrell W. Gentry _____

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



San Miguel Community Services District

Board of Directors Staff Report

June 23, 2016

AGENDA ITEM: XI 17

SUBJECT: Approve and Confirm General Manager's appointment to Bookkeeper- Part-Time Position pursuant to District Personnel Policy, Section 2020.

STAFF RECOMMENDATION:

Approve and Confirm General Manager's appointment to Bookkeeper Part-Time Position. pursuant to District Personnel Policy, Section 2020.

BACKGROUND:

The Personnel Policy, Section 2020 states that the Board is responsible for confirming the decision of General Manager's appointment to a position in the District workforce. A vacancy in the Bookkeeper position occurred when a separation of employment with a termination of an employee in November 2015.

At the time, the Board was informed about the termination and the need to continue using a temporary staff person. The temporary staff was in support of getting District audit records ready for Auditor and was part-time. Temporary staffing company provided background and criminal checks, drug testing and citizenship verification, which are file with District. Personnel Policy does provide General Manager with authority for temporary staffing needs. There was a demonstration for such assistance at that time due to audit record concerns.

During the period from November to March 2016, as part-time temporary staffing, Michelle Farrar had demonstrated qualifications and proficiency is above entry levels and has been above entry level in resolving many functional and operational issues with the audit, Black Mountain accounting and assisting GM with setting accounting internal controls and resolving any vendor payment issues. There was, and is a continued need for this type of qualified person to be employed by District.

She has proven herself to the rest of District staff and works very well with all members. She contributes ideas in regular staff meetings and works well with the public. On the basis of these demonstrated abilities and competency, a change in status was deemed appropriate and necessary in order to retain her as a part-time Bookkeeper, which is her preference.

On or about March 26, 2016 I made a determination to retain her in this capacity, part-time Bookkeeper. In this capacity, she earns only the District's 3 days of sick leave. There are

no eligible benefits, vacation, healthcare or retirement provided for part-time (less than 40 hours per week) or temporary employees. The hourly rate is \$19.00.

As General Manager, I recognize and accept sole responsibility for the delay in seeking Board review and confirmation as specified in Section 2020.

Fiscal Impact:

The FY 2015-16 budget included funds for payroll of a full time Bookkeeper with benefits. The part-time position effective reduced the adopted budget payroll by an estimated \$20,000.

Staff Recommendation:

Staff recommends that the Board approve and confirm the hiring of Michelle Farrar as Part-Time Bookkeeper without full time employee benefits at hourly rate specified herein.

PREPARED BY:

Darrell W. Gentry _____

General Manager



San Miguel Community Services District Organization & Personnel Committee

June 9, 2016

AGENDA ITEM: V. 2 -O & P

SUBJECT: Review and Discuss Existing Section 2020 of District Personnel Policy regarding recruitment and hiring policies

STAFF RECOMMENDATION:

Review and Discuss Existing Section 2020 of Personnel Policy regarding recruitment and hiring policies and give direction to Staff.

BACKGROUND:

This request was initiated by O & P Committee at its March meeting. The Committee requested a review and discussion of existing Personnel policy related to recruitment and hiring procedures.

The existing policy in effect is Section 2020 of the existing Personnel Policy. Regarding Section 2020, the following language is in effect:

"Applicants for employment shall be evaluated on the basis of their submitted materials, personnel interviews and demonstrated ability. The District will only solicit applications when position openings exist, or when vacancies or new position openings are anticipated, or when employees have tendered letters of resignation or retirement. Upon completion of such evaluation, the Board will be notified of final applicants, and the General Manager, or designee, shall select the applicant to be employed to fill the position opening, and shall promptly notify the Board of the name of the person selected. The Board shall review and approve such a selection based on background check, drug testing and citizenship verification." Any change in job classification or compensation requires Board action.

The proposed Personnel Policy Manual, which was recommended to Board for action states the following revision to recruitment and hiring procedures that are in alignment with State and Federal laws on employment:

Chapter 2.0 Employment Practices, Section 2.2 Recruitment procedures spells out distinctions in open, promotional and continuous employment examinations of applicants. Section 2.3 Hiring

procedures require an examination of qualifications of applicant for position, a medical exam, drug testing and citizenship verification.

Any change in employment status, such as a job reclassification and/or a change in compensation must be first approved by the Board of Director's, such as recently done. If the Board of Director's approves a fiscal year operating budget employment positions, such as the existing 4 positions plus 2 contract positions, then these positions are considered authorized. If there are new positions proposed, then Board must, first, authorize and approve any new positions and rate of compensation prior to recruitment and hiring. Once a qualified applicant has been selected and has completed medical exam, drug testing and citizen verification, then the General Manager provides a hiring decision.

Staff Recommendation:

Staff recommends that the Committee discuss and give direction to Staff.

PREPARED BY:

Darrell Gentry
General Manager

Attachment: Section 2020 of existing Personnel Policy



San Miguel Community Services District

BOARD OF DIRECTORS Staff Report

June 23, 2016

AGENDA ITEM: XI.18

SUBJECT: Consider approving **Resolution No 2016-21** confirming the 2016 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve the Cost Report for the 2016 Weed Abatement Program (Exhibit "A" to **Resolution 2016-21**). After holding the hearing and making any appropriate modifications to the Cost Report, it is recommended that the Board adopt **Resolution 2016-21** confirming the Cost Report and authorizing the collection of the charges on the County Tax Rolls.

DISCUSSION:

The San Miguel Community Services District Fire Department conducts a weed abatement program in accordance with the authority and procedures in Health and Safety Code §14875 et seq., as permitted by Government Code §61100(t). Staff is recommending that the costs incurred by the District to abate weeds from properties where the property owners have failed to do so be placed upon the tax rolls for collection.

When the District performs weed abatement work, Health and Safety Code §14905 provides that an account of the costs is to be kept and an itemized report prepared for the Board showing the cost of removing the weeds from each parcel. The Cost Report is then required to be posted on or near the door of the Board Chamber for at least three (3) days, with a notice of the time when the Cost Report will be submitted to the Board for confirmation. Staff has complied with these requirements and the 2016 Weed Abatement Cost Report is now being submitted to the Board for confirmation.

At the hearing, the Board is to consider the Cost Report and hear any objections (Health and Safety Code §14910). The Board may modify the amounts, as it deems appropriate, and then it is recommended that the Board adopt Resolution 2016-21 confirming the costs and directing that

the Resolution and Cost Report be submitted to the County so the charges can be collected on the property tax rolls.

FISCAL IMPACT:

It is anticipated that the District will recover all costs incurred abating weeds in 2016 by having the costs placed on the property owners' tax bills.

PREPARED BY:

Rob Roberson

Rob Roberson, Fire Chief

APPROVED BY:

Darrell Gentry

Darrell W. Gentry, General Manager

ATTACHMENTS:

- 1) **Resolution No. 2016 - 21**
- 2) **Exhibit "A"** - 2016 Weed Abatement Cost Report—(Cost Expense Report to be provided by Contractor for the District on Monday, June 20, 2016 due to work performed on 6-17-2016)

RESOLUTION NO. 2016-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT CONFIRMING THE 2016 WEED ABATEMENT COST REPORT AND AUTHORIZING COLLECTION OF THE CHARGES ON THE TAX ROLL

WHEREAS, in 2016, in accordance with the procedures required by law, the District Fire Chief was directed to abate a public nuisance on certain parcels of real property located within the San Miguel Community Services District consisting of noxious or dangerous weeds growing upon said parcels and which have been abated under the power granted to the District by Health and Safety Code §14875, et seq, and Government Code §61100(t); and

WHEREAS, parcels in which the nuisance fire hazard vegetation was not removed by the owners, have been cleared and abated by the San Miguel Community Services District Fire Hazard Fuel Reduction Contractor, as approved by the Board of Directors; and

WHEREAS, an itemized report has been prepared showing the cost of said weed abatement to be charged to each parcel, which report is attached hereto marked Exhibit "A" and incorporated herein by reference as though here fully set forth.

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

1. That the recitals set forth hereinabove are true, correct and valid.
2. That said itemized report entitled "2016 Weed Abatement Cost Report" a copy of which is on file in the office of the San Miguel Community Services District and is available there for public inspection and also attached hereto as Exhibit "A" be and hereby is ordered confirmed.
3. That the District Clerk shall transmit a copy of this Resolution to the County Auditor.
4. That the County Auditor and the County Tax Collector be and hereby are authorized and directed to do all acts necessary and proper to place on the 2016-2017 Tax Rolls the respective assessments as set forth in said confirmed itemized report plus such administrative fees as are allowed under the law.
5. That as a result of said confirmation and recording of said itemized report, the amounts of the weed abatement costs set forth in said itemized report are thereby made special assessments and liens against the respective parcels of real property in the San Miguel Community Services District, all as set forth in said itemized report.

On the motion by 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 23th day of June 2016.

John Green, President
Board of Directors

ATTEST:

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

APPROVED AS TO FORM:

Doug White, Churchwell and White

San Miguel Community Services District
2016 Weed Abatement Cost Report **XI - 18 -3**

Assessor's Parcel Number	Property Address	Cost of Abatement	Admin Fee	Total Cost
021-141-017	00000 N ST	500.00	50.00	550.00
021-331-034	00968 L ST	150.00	50.00	200.00
021-171-008	00000 14TH ST	100.00	50.00	150.00
021-112-002	00000 16TH ST	300.00	50.00	350.00
021-231-024	01222 N ST	350.00	50.00	400.00
021-231-041	00000 N ST	350.00	50.00	400.00
021-231-017	00599 12TH ST	350.00	50.00	400.00
021-401-001	00620 12th street	750.00	50.00	800.00
021-241-032	00000 12TH ST	350.00	50.00	400.00
Totals		3,200.00	450.00	3,650.00



San Miguel Community Services District

BOARD OF DIRECTORS Staff Report

June 23, 2016

AGENDA ITEM: XI.19

SUBJECT: Review and Discuss No Parking signage in alleyways and designated fire lanes in the District.

STAFF RECOMMENDATION:

Staff recommends that the Board review and affirm existing designations for No Parking signage in alleyways and designated fire lanes to allow County to modify Traffic Regulation Code and to provide appropriate law enforcement stickers to all signage.

DISCUSSION:

The County maintains the alleyways within San Miguel. That is the only community where the alleyways were taken into the maintained system. The ability to post as "fire lanes" or "no Parking" is under the authority of the local fire chief would be the strongest most definitive basis for the No Parking. That establishment would be per California Vehicle Code Section 22500.1 as follows:

22500.1. In addition to Section 22500, no person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device along the edge of any highway, at any curb, or in any location in a publicly or privately owned or operated off-street parking facility, designated as a fire lane by the fire department or fire district with jurisdiction over the area in which the place is located.

The designation shall be indicated (1) by a sign posted immediately adjacent to, and visible from, the designated place clearly stating in letters not less than one inch in height that the place is a fire lane, (2) by outlining or painting the place in red and, in contrasting color, marking the place with the words "FIRE LANE", which are clearly visible from a vehicle, or (3) by a red curb or red paint on the edge of the roadway upon which is clearly marked the words "FIRE LANE".

If marked Fire Lane than the ability to tow away parked vehicles is more clear-cut. The County has an established book of traffic regulations at <http://www.slocounty.ca.gov/Assets/PW/Traffic/Traffic+Codes.pdf> .

The County does not have any current traffic code regulation for the San Miguel Alleys and designated fire lanes. To set up these controls officially and seek enforcement, the Board would need to re-establish the alleyways and other designated fire lanes as fire lanes, as advised by Fire Chief. Once this is done then documentation should be sent to the County Transportation Division. The County, with Board of Supervisor approval of the amendment, would incorporate into County Traffic Code book.

This agenda item is being done to provide the community an opportunity to object, if there are concerns, or support the requested action.

The County Transportation Division will coordinate and work with District staff on any final signage or markings for enforcement. The County relies on CHP to issue parking violations or initiate towing. On some occasions the Sheriff will also enforce.

FISCAL IMPACT:

Approval of these designated alleyways and fire lanes will not have a fiscal impact but any alteration or County costs are likely too. If such a cost impact should be identified, then a Board appropriation may be required to accommodate any signage change, sticker cost, striping or marking costs.

PREPARED BY:

Rob Roberson

Rob Roberson, Fire Chief

APPROVED BY:

Darrell Gentry

Darrell W. Gentry, General Manager



EXHIBIT "A"

San Miguel Community Services District

Alleyways and Designated Fire Lanes

Current

All of Mission- L alley from San Luis Obispo Street to 16th street

All of L – K alley from San Luis Obispo Street to 16th street

River road alley from Verde to River road (Tract 2637)

All of Gains Place (White Oak MHP)

West side of Mission street alley between 17th street and 19th street

East side of Mission Street in front of 1150 Mission (Fire Station)

Additional Designations

N street alley between 11th street and 12th street

All of Mission alley between 16th street and 17th street

East side of Mission in front of 1402 Mission Street (Mission Market)

All of emergency access road end of N street (tract 2710 to tract 2527)



San Miguel Community Services District Board of Directors Meeting

Staff Report

June 23, 2016

AGENDA ITEM: XI. 20

SUBJECT: APPROVE **RESOLUTION No 2016-22** APPROVE AND ADOPT PRELIMINARY BUDGET—FY 2016-17 OPERATIONS & MAINTENANCE BUDGET, AND

APPROVE ONLY FY 2017-18 OPERATIONS & MAINTENANCE BUDGET

STAFF RECOMMENDATION:

Staff would recommend that the Board Approve and Adopt the FY 2016-17 Operations & Maintenance Budget and direct staff to bring back **Resolution No 2016-22** adopting the FY 2016-17 Final Operations & Maintenance at an advertised public hearing, and Approve in concept only FY 2016-17 Operations & Maintenance Budget. **The Board could also elect to continue this item to a Special Meeting in early July for formal adoption. If this option is chosen, then a public hearing notice will be prepared and published, as required, for that specified date.**

BACKGROUND:

The Board has conducted 2 Workshop sessions to review and discuss the Fiscal Year Budget for FY 2016-17 Operations & Maintenance (O & M). Modifications to projected revenues and expenses for FY 2016-17 have been incorporated into the attached FY 2016-17 Budget for Board adoption.

However, there may be remaining revenues or expenses that the Board wants to confirm before considering adopting FY 2016-17 Budget as identified in the Resolution cited. In that case, the Board should discuss a special meeting date and time for final budget adoption in early July.

FINAL 2016-17 FISCAL YEAR BUDGETS:

One of the solutions coming out of last year's budget process was the use of 2-year budgeting process. *“SOLUTION—Develop and provide a 2-Year approach in preparing Preliminary Budgets for both Fiscal Years but approving and adopting only FY 2015-16 O&M and the 2015-16 CIB with approving the Fiscal Year 2016-17 budgets. The 2016-17 budgets are to be returned in June 2016 for final authorization and adoption by the Board.”*

This approach allows the Board to approve and adopt the immediate FY budget with a second FY budget being used as a planning document to guide decisions by Board Members and Staff.

The FY 2016-17 O & M Budget is structured to achieve:

- 1) funding for staffing increases—(1) full time utility worker and (1) part-time account clerk. These positions are reflected in the budget figures for both fiscal years and will address critical needs in Utility and Administrative Departments to handle existing workload demands.
- 2) consolidating District General Counsel and insurance (property and liability) separate Fund Account expenses into the Administration – Fund 10 account to simplify accounting procedures and data entries in Black Mountain. Included in this consolidation are also the expenses for: ongoing I T Services, Purchasing Computer System security and workstation improvements as well as iPad Pro tablets for Board usage, increased annual LAFCO assessment fees to District, CSDA membership, and District webpage annual maintenance costs.
- 3) not relying on hypothetical connection fees or unknown impact fee estimates until such monies are received. Board approval for appropriations may be needed, in Fiscal Year 2016-17 in order to deal with unknown or unanticipated circumstances.
- 4) preparing master planning for water and wastewater system expansion or improvements using grant funding in lieu of using District Capital Reserves to the extent possible.
- 5) not deferring repairs and maintenance of District facilities and equipment which has continued to have a strong negative fiscal effect.

Significant Budget Features and Changes:

While it is important to note, this is the first time that the Black Mountain System has been used in preparing the Fiscal Years budgets. The initial results have included: less staff time in preparation, less data exporting and importing between different accounting systems, an easy to read format for the budget and identification of appropriate budget categories.

The 2016-17 and the FY 2017-18 Planning Budget, in the Black Mountain format, are beginning to provide a solid base of data for financial accounting and reporting. The budget still includes:

- A planned minimum 26% contribution by each Fund from FY 2015-16 net revenues to the Capital Reserve Fund account. The Board should maintain the approach of building to Capital Reserves for each fund with a target of \$250,000 in each Fund Account.

- A planned 26% contribution by each Fund from FY 2015-16 net revenues to Investment Fund account in accordance with adopted District Investment Policy.
- A FY 2016-17 contribution by each Fund, except Solid Waste, from FY 2015-16 net revenues that has been established as a Vehicle Replacement Fund.

The overall focus of this year's budget is to continue:

- Improving District efficiency in operations and maintenance,
- Addressing and reversing accumulated deferred maintenance practices
- Looking forward in proactive measured responses and activities rather than reactive, and
- Strengthening and providing adequate staffing levels that serve the Board and the public.

Last year, staff identified development projects that are under construction or actively pursuing County Building permits for construction that will benefit the District. There were 4 such projects last year which could be done in a two-year period. 2 of the 4 projects were estimated as having a potential revenue effect on the FY budget.

This year, staff is forecasting 3 projects:

- Jazzy Town—Phases 2 & 3 (20 and 17 single family residential units),
- People's Self Help—24 single family residential units.
- A 4 unit duplex project on L Street

These projects are calculated to provide an estimated \$356,400+ in water and sewer fees over the next year. Ongoing water and sewer service charges will increase to the District as well as increased property taxes revenues based on higher property market values.

PREPARED BY:

Darrell W. Gentry

Darrell W. Gentry,
General Manager

Attachments:

1. Preliminary Operations & Maintenance Budgets for **FY 2016-17** and **FY 2017-18**.
2. Resolution No 2016-27 Adopting District Budgets for FY 2015-16 and 2016-17, O&M and Capital Improvements.

10 ADMINISTRATION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget 15-16	Rec. 15-16	Budget 16-17	Change 16-17	Budget 16-17	Budget 16-17
40000										
40370 Myers Restitution -					12,500	0%			0	0%
Group:					12,500	0%	0	0	0	0%
43000 Property Taxes Collected										
43000 Property Taxes Collected					0	0%			0	0%
Group:					0	0%	0	0	0	0%
46000 Interest										
46000 Interest			295	2,792	0	***%			0	0%
46020 Transfer In -Fire (16.5%)					11,801	0%	83,089		83,089	704%
Transfer in: 16.5%-Fire = \$22,039, Shared expenses: \$133,565 w/o legal Board Stipend--\$6,000, Insurance-Prop & Liability--\$24,000, I T & timekeeping services & computer equip--\$31,310, CSDA membership--\$5,130, District Webpage--\$2,400, internet--\$4,116, cell phone reimbursement--\$1,680, phones--\$4,710, office supplies--\$5,200, LAFCO fees--\$5,500, Staff training --\$4,800, copier-printer--\$6,500. Legal expenses (\$185,000) to be transferred from Fire Capital Reserves - \$30,525										
46030 Transfer In -Lighting					2,146	0%	15,107		15,107	703%
Transfer in: 3%-Lighting = \$4007, Shared expenses: \$133,565 w/o legal Board Stipend--\$6,000, Insurance-Prop & Liability--\$24,000, I T & timekeeping services & computer equip--\$31,310, CSDA membership--\$5,130, District Webpage--\$2,400, internet--\$4,116, cell phone reimbursement--\$1,680, phones--\$4,710, office supplies--\$5,200, LAFCO fees--\$5,500, Staff training --\$4,800, copier-printer--\$6,500. Legal expenses (\$185,000) to be transferred from Lighting Capital Reserves - \$5,550										
46040 Transfer In -Sewer (40%)					28,608	0%	201,426		201,426	704%
Transfer in: 40%-Wastewater = \$52,666, Shared expenses: \$133,565 w/o legal Board Stipend--\$6,000, Insurance-Prop & Liability--\$24,000, I T & timekeeping services & computer equip--\$31,310, CSDA membership--\$5,130, District Webpage--\$2,400, internet--\$4,116, cell phone reimbursement--\$1,680, phones--\$4,710, office supplies--\$5,200, LAFCO fees--\$5,500, Staff training --\$4,800, copier-printer--\$6,500. Legal expenses (\$185,000) to be transferred from Wastewater Capital Reserves - \$74,000										
46050 Transfer In -Water (40%)					28,608	0%	188,666		188,666	659%
Transfer in: Using Board formula: 40%-Water = \$52,666 Shared expenses: \$133,565 w/o legal Board Stipend--\$6,000, Insurance-Prop & Liability--\$24,000, I T & timekeeping services & computer equip--\$31,310, CSDA membership--\$5,130, District Webpage--\$2,400, internet--\$4,116, cell phone reimbursement--\$1,680, phones--\$4,710, office supplies--\$5,200, LAFCO fees--\$5,500, Staff training										

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

10 ADMINISTRATION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget
	15-16	16-17	16-17	16-17	16-17	16-17	16-17	16-17	16-17	16-17

--\$4,800, copier-printer--\$6,500.										
Legal expenses (\$185,000) to be transferred from Water Capital Reserves - \$74,000.										
46060 Transfer In- Solid Waste					357	0%	2,358		2,358	660%
Transfer in: 0.05%-Water = \$668										
Shared expenses: \$133,565 w/o legal										
Board Stipend--\$6,000, Insurance-Prop & Liability--\$24,000,										
I T & timekeeping services & computer equip--\$31,310, CSDA membership--\$5,130,										
District Webpage--\$2,400, internet--\$4,116, cell phone reimbursement--\$1,680,										
phones--\$4,710, office supplies--\$5,200, LAFCO fees--\$5,500, Staff training										
--\$4,800, copier-printer--\$6,500.										
Legal expenses (\$185,000) to be transferred from Solid Waste O & M budget - \$925.										
46100 Realized Earnings				1,716	0	***%			0	0%
46150 Miscellaneous Income					0	0%			0	0%
46151 Refund/Adjustments				119	0	***%			0	0%

Group:			295	4,627	71,520	6%	490,646	0	490,646	686%
Fund:			295	4,627	84,020	6%	490,646	0	490,646	583%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget 15-16	Rec. 15-16	Budget 16-17	Change 16-17	Budget 16-17	Budget 16-17
40000										
40220 Weed Abatement Fees			1,662	1,646	1,000	165%	450		450	45%
40300 Fireworks Permit Fees				1,800	1,000	180%	800		800	80%
40320 Fire Impact Fees must record actuals rec'd-FY 2016-17			4,016	55,217	67,000	82%			0	0%
40410 Mutual Aid Fires					0	0%			0	0%
40420 Ambulance Reimbursement			4,364	4,431	2,200	201%	2,200		2,200	100%
40440 CDBG Grant CDBG grant reimbursement for fire hydrant replacement project					0	0%	105,000		105,000	*****
40500 VFF Assistance Grant					5,000	0%			0	0%
40750 Solid Waste Contract					0	0%			0	0%
42200 Fire Recovery Program					500	0%			0	0%
Group:			10,042	63,094	76,700	82%	108,450	0	108,450	141%
43000 Property Taxes Collected										
43000 Property Taxes Collected			45,034	291,174	264,430	110%	304,291		304,291	115%
Group:			45,034	291,174	264,430	110%	304,291	0	304,291	115%
44000 Forestry & Fire Protection Reimbursement										
44000 Forestry & Fire				61,224	0	***%			0	0%
Group:				61,224	0	***%	0	0	0	0%
46000 Interest										
46000 Interest			425	38	0	***%	50		50	*****
46010 Transfer In					33,151	0%			0	0%
46150 Miscellaneous Income				600	0	***%			0	0%
46151 Refund/Adjustments			383	3,929	0	***%			0	0%
46152 Recycling					0	0%			0	0%
46155 Will Serve Processing					0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	12-13	13-14	14-15	15-16	Budget	Rec.	Budget	Change	Budget	Budget	
					15-16	15-16	16-17	16-17	16-17	16-17	
46156 Reimbursement of State			215		0	0%				0	0%
46175 Sale of Surplus Property			2,058		0	0%				0	0%
46180 Public Records Requests					0	0%				0	0%
Group:			3,081	4,567	33,151	14%	50	0	50	0%	
Fund:			58,157	420,059	374,281	112%	412,791	0	412,791	110%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

30 LIGHTING DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget 15-16	Rec. 15-16	Budget 16-17	Change 16-17	Budget 16-17	Budget 16-17
43000 Property Taxes Collected										
43000 Property Taxes Collected			12,741	80,467	75,229	107%	77,486		77,486	103%
Group:			12,741	80,467	75,229	107%	77,486	0	77,486	103%
46000 Interest										
46000 Interest			434	38	0	***%			0	0%
46010 Transfer In					29,994	0%			0	0%
46150 Miscellaneous Income			153		0	0%			0	0%
46151 Refund/Adjustments			62	3,929	0	***%			0	0%
46156 Reimbursement of State			215		0	0%			0	0%
46180 Public Records Requests					0	0%			0	0%
Group:			864	3,967	29,994	13%	0	0	0	0%
Fund:			13,605	84,434	105,223	80%	77,486	0	77,486	73%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

40 WASTEWATER/SANITARY DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget 15-16	Rec. 15-16	Budget 16-17	Change 16-17	Budget 16-17	Budget 16-17
40000										
40440 CDBG Grant			187,144		0	0%			0	0%
40750 Solid Waste Contract					0	0%			0	0%
40760 Sludge Bed - Co. of San			150		0	0%			0	0%
40850 Wastewater Hook-up Fees			220,298	282,610	150,000	188%			0	0%
40900 Wastewater Sales			297,324	308,489	318,000	97%	327,540		327,540	103%
40910 Wastewater Late Charges			5,643	6,030	0	***%			0	0%
Group:			710,559	597,129	468,000	128%	327,540	0	327,540	69%
43000 Property Taxes Collected										
43000 Property Taxes Collected			7,320	45,951	45,148	102%	46,502		46,502	102%
Group:			7,320	45,951	45,148	102%	46,502	0	46,502	102%
46000 Interest										
46000 Interest			1,033	153	0	***%			0	0%
46150 Miscellaneous Income					0	0%			0	0%
46151 Refund/Adjustments			-3,041	3,987	0	***%			0	0%
46153 Plan Check Fees					0	0%			0	0%
46155 Will Serve Processing			117		0	0%			0	0%
46156 Reimbursement of State			859		0	0%			0	0%
46175 Sale of Surplus Property			47		0	0%			0	0%
46180 Public Records Requests			2		0	0%			0	0%
Group:			-983	4,140	0	***%	0	0	0	0%
Fund:			716,896	647,220	513,148	126%	374,042	0	374,042	72%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget 15-16	Rec. 15-16	Budget 16-17	Change 16-17	Budget 16-17	Budget 16-17
40000										
40440 CDBG Grant					5,000	0%			0	0%
40900 Wastewater Sales					1,000	0%			0	0%
Group:					6,000	0%	0	0	0	0%
41000 Water Sales										
41000 Water Sales			295,011	296,662	362,996	82%	325,000		325,000	89%
41001 Water Connection Fees			209,614	252,950	0	***%			0	0%
41005 Water Late Charges			7,921	12,716	0	***%			0	0%
41010 Water Meter Fees			62,654	23,030	95,000	24%	4,500		4,500	4%
Group:			575,200	585,358	457,996	128%	329,500	0	329,500	71%
43000 Property Taxes Collected										
43000 Property Taxes Collected					0	0%			0	0%
Group:					0	0%	0	0	0	0%
44000 Forestry & Fire Protection Reimbursement										
44005 State Grants					0	0%			0	0%
Group:					0	0%	0	0	0	0%
46000 Interest										
46000 Interest			1,464	153	1,000	15%	1,030		1,030	103%
46010 Transfer In					15,786	0%			0	0%
46150 Miscellaneous Income					0	0%			0	0%
46151 Refund/Adjustments			-3,237	4,520	0	***%			0	0%
46153 Plan Check Fees					2,000	0%	2,060		2,060	103%
46155 Will Serve Processing			117	500	500	100%	515		515	103%
46156 Reimbursement of State			859		0	0%			0	0%
46175 Sale of Surplus Property			347		0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	12-13	13-14	14-15	15-16	Budget 15-16	Rec. 15-16	Budget 16-17	Change 16-17	Budget 16-17	Budget 16-17	
46180 Public Records Requests			2		0	0%				0	0%
Group:			-448	5,173	19,286	27%	3,605	0	3,605	18%	
Fund:			574,752	590,531	483,282	122%	333,105	0	333,105	68%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

60 SOLID WASTE DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	12-13	13-14	14-15	15-16	Budget 15-16	Rec. 15-16	Budget 16-17	Change 16-17	Budget 16-17	Budget 16-17
40000										
40750 Solid Waste Contract				31,889	0	***%			0	0%
Group:				31,889	0	***%	0	0	0	0%
46000 Interest										
46005 Franchise Fees					28,000	0%	28,714		28,714	102%
46010 Transfer In					0	0%			0	0%
46150 Miscellaneous Income					0	0%			0	0%
Group:					28,000	0%	28,714	0	28,714	102%
Fund:				31,889	28,000	114%	28,714	0	28,714	102%
Grand Total:			1,363,705	1,778,760	1,587,954		1,716,784	0	1,716,784	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
61000	Administration										
100	PERSONNEL				-35	0	***%			0	0%
105	Salaries and Wages			7,023	32,000	0	***%			0	0%
110	Payroll tax expense					0	0%			0	0%
111	BOD Stipend				5,100	6,000	85%	6,000		6,000	100%
1099	Income reporting										
115	Payroll Expenses			-1,421		0	0%			0	0%
120	Workers' Compensation					0	0%			0	0%
130	Payroll Tax - Fed W/H			169		0	0%			0	0%
175	Payroll - Income Withhold			521		0	0%			0	0%
205	Insurance - Health			4,478		0	0%			0	0%
210	Insurance - Dental			23		0	0%			0	0%
215	Insurance - Vision			23		0	0%			0	0%
225	Retirement - PERS expense				1,300	0	***%			0	0%
301	Facility Use			-35		0	0%			0	0%
305	Operations and maintenanc				945	0	***%			0	0%
310	Phone and fax expense					0	0%			0	0%
315	Postage, shipping and fre					0	0%			0	0%
320	Printing and reproduction				496	1,020	49%	300		300	29%
324	Professional Svcs- Consul					10,000	0%	31,310		31,310	313%
	I T Services -- Annual Cost for ongoing services - \$4,800										
	Timekeeping Annual fees - \$3,000										
	Computers & System - new equip purchase - \$23,510										
326	Professional svcs - Engin					0	0%			0	0%
327	Professional svcs - Legal				93,546	40,000	234%	185,000		185,000	463%
328	Insurance - prop and liab					0	0%	24,000		24,000	*****%
330	Contract labor					0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
335	Meals - Reimbursement				130	0	***%			0	0%
340	Meetings and conferences			20		3,000	0%	1,000		1,000	33%
345	Mileage expense reimburse			47	398	650	61%	400		400	62%
350	Repairs and maint - compu					0	0%			0	0%
351	Repairs and maint - equip					0	0%			0	0%
352	Repairs and maint - struc					0	0%			0	0%
375	Internet expenses					300	0%	4,116		4,116	1372%
376	Webpage- Upgrade/Maint Streamline - annual costs for District webpage					3,000	0%	2,400		2,400	80%
380	Utilities - alarm service					0	0%			0	0%
381	Utilities - electric					0	0%			0	0%
382	Utilities - propane					0	0%			0	0%
383	Utilities - trash					0	0%			0	0%
385	Dues and subscriptions CSDA membership annual renewal fees					5,000	0%	5,130		5,130	103%
386	Education and training Staff and/or Board Training				5,447	1,250	436%	4,800		4,800	384%
393	Advertising and public no				155	300	52%	400		400	133%
394	LAFCO Allocations Annual Assessment imposed by LAFCO (5.8% assessmt)					0	0%	5,500		5,500	*****%
395	Community Outreach					1,000	0%			0	0%
405	Software Purchase of Black Mtn Depreciation software module					3,000	0%	5,100		5,100	170%
410	Office Supplies				802	0	***%	5,200		5,200	*****%
415	Office Equipment purchase of new copier/printer and				730	3,000	24%	6,500		6,500	217%
465	Cell phones, radios and p					0	0%	2,000		2,000	*****%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
470	Communication equipment				1,120	0	***%			0	0%
475	Computer supplies and upg				2,024	0	***%			0	0%
910	Tax Penalties & Late Fees				1,554	0	***%			0	0%
	Account:		10,848	145,712	77,520	188%	289,156	0	289,156	373%	

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

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10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
70000	Transfer Out										
905	Transfer out					0	0%			0	0%
	Account:					0	***%	0	0	0	0%
	Fund:		10,848	145,712	77,520	188%	289,156	0	289,156	373%	%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
62000	Fire										
104	Paid Time Off					0	0%			0	0%
105	Salaries and Wages			88,828	44,746	46,250	97%	57,684		57,684	125%
111	BOD Stipend			1,295		0	0%			0	0%
120	Workers' Compensation			7,730	6,968	5,000	139%	7,474		7,474	149%
121	Physicals Annual firefighter physical exams				1,200	0	***%	1,600		1,600	*****%
125	Volunteer firefighter sti			-23,829	21,632	32,000	68%	44,281		44,281	138%
126	Strike Team Pay - VFF Strike Team expense is a reimbursible expense for time & equipmt spent on out of district fire assignments.			-37,616	33,379	25,000	134%	37,523		37,523	150%
130	Payroll Tax - Fed W/H			-811		0	0%	20,623		20,623	*****%
135	Payroll Tax - FICA			236	3,450	0	***%	3,577		3,577	*****%
140	Payroll Tax - Medicare			186	1,441	0	***%	837		837	*****%
155	Payroll Tax - SUI			262	1,689	0	***%	558		558	*****%
160	Payroll Tax - ETT			-159	81	0	***%	58		58	*****%
165	Payroll Tax - FUTA			708	3,801	0	***%	42		42	*****%
205	Insurance - Health			4,043	418	900	46%	1,080		1,080	120%
210	Insurance - Dental			1,115	37	200	19%	250		250	125%
215	Insurance - Vision			432	6	30	20%	375		375	1250%
225	Retirement - PERS expense			1,201	51	700	7%	650		650	93%
305	Operations and maintenanc paint--apparatus bay, office area, upstairs bath			3,342	1,948	0	***%	2,000		2,000	*****%
310	Phone and fax expense Transferred to Fund 10			558	489	560	87%			0	0%
315	Postage, shipping and fre			518	604	200	302%	625		625	313%
320	Printing and reproduction			118		200	0%	100		100	50%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
324	Professional Svcs- Consul					0	0%			0	0%
325	Professional svcs - Accou annual Black Mountain maintenance fees			585		1,500	0%	1,500		1,500	100%
326	Professional svcs - Engin			41	2,676	0	***%			0	0%
327	Professional svcs - Legal legal expenses moved to Fund 10 Admin. The calculated fund transfer is listed under Fund 10 revenues.			2,790	4,650	14,000	33%			0	0%
	\$30,525 shared legal expense to be transferred from Fire Capital Reserves.										
328	Insurance - prop and liab Share of insurance premium costs moved to Fund 10 Admin included with total shown in Object Code - 327.			7,784	2,219	8,500	26%			0	0%
330	Contract labor			1,878	3,818	0	***%			0	0%
335	Meals - Reimbursement deleted by Board 6-16-16			132	84	500	17%			0	0%
340	Meetings and conferences					700	0%	750		750	107%
345	Mileage expense reimburse			66		650	0%	350		350	54%
350	Repairs and maint - compu			888	397	1,500	26%			0	0%
351	Repairs and maint - equip			4,012	4,526	3,500	129%			0	0%
352	Repairs and maint - struc			405	259	0	***%	350		350	*****%
353	Repairs & Maint- Infrastr deleted by Board 6-16-16			172	646	0	***%			0	0%
354	Repairs and maint - vehic deleted by Board 6-16-16			5,760	9,169	9,000	102%		5,307	5,307	59%
370	Dispatch services			5,340	6,414	6,600	97%	6,775		6,775	103%
375	Internet expenses transferred to Fund 10			122	54	270	20%			0	0%
376	Webpage- Upgrade/Maint This expense is moved to Fund 10. Shared expense shown in total Transfer In for Fire.					0	0%			0	0%
380	Utilities - alarm service			63	18	275	7%	285		285	104%

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Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
381	Utilities - electric			2,726	1,585	2,150	74%	1,850		1,850	86%
382	Utilities - propane			146	164	540	30%			0	0%
383	Utilities - trash			19		0	0%			0	0%
385	Dues and subscriptions membership dues- Ca State FF Assoc			5,013	1,627	3,000	54%	1,975		1,975	66%
386	Education and training Combined Accts 386 and 387 into a single acct For specialized firefigher training exercises, CPR/First Aid, rescue/confined space			1,042	401	1,000	40%	11,526		11,526	1153%
393	Advertising and public no			50	88	1,000	9%	1,025		1,025	103%
394	LAFCO Allocations This expense is moved to Fund 10. Transfer total shows this shared expense.			395	467	450	104%			0	0%
395	Community Outreach			907	395	900	44%	923		923	103%
400	Supplies			3	22	0	***%			0	0%
405	Software			1,178	579	1,500	39%			0	0%
410	Office Supplies transferred to Fund 10			-44	678	0	***%			0	0%
415	Office Equipment			2,681	1,744	0	***%			0	0%
440	Vehicle Replacement Fund					0	0%	30,000		30,000	*****%
450	EMS supplies			1,704	1,815	2,550	71%	2,500		2,500	98%
455	Fire Safety Gear & Equipm			28,778	4,214	10,500	40%	10,600		10,600	101%
456	VFF Assistance Grant				14,269	0	***%	15,000		15,000	*****%
465	Cell phones, radios and p transferred to Fund 10			763	713	660	108%			0	0%
470	Communication equipment replacement of 10 pagers and handheld radios.			2,414	3,189	15,000	21%	15,050		15,050	100%
475	Computer supplies and upg transferred to Fund 10			13	28	500	6%			0	0%
485	Fuel expense			5,194	5,590	6,500	86%	6,500		6,500	100%

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For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
490	Small tools and equipment purchase of pumps			1,097	394	3,500	11%	1,500		1,500	43%
495	Uniform expense replacement of uniforms & wildland equipment.			1,749	4,698	3,000	157%	4,610		4,610	154%
498	Sales Tax Paid					0	0%			0	0%
500	Capital Outlay				6,410	0	***%			0	0%
503	Weed Abatement Costs			2,160	2,734	2,000	137%	2,810		2,810	141%
505	Fire Training Grounds Additional improvements to facility for firefighting and rescue training.			2,272	1,895	0	***%	2,900		2,900	*****%
514	Fire Sprinklers - Undergr			207		0	0%			0	0%
530	Fire hydrant replacement				143,750	143,750	100%			0	0%
590	Utility Billing Software					0	0%			0	0%
620	Engine Lease - Ferrara (2 Early payoff of lease. No more budget allocation needed.			36,942		37,000	0%			0	0%
630	Fire Vehicle - 2010 Ford			29,223		0	0%			0	0%
710	County hazmat dues			1,000	2,000	2,000	100%	2,000		2,000	100%
715	Licenses, permits and fee			696	54	750	7%	350		350	47%
820	Fireworks Clean Up			-1,400	1,000	0	***%	1,000		1,000	*****%
905	Transfer out Transfer out for insurance-prop & liability, computer upgrades, CSDA membership, webpage maintenance, staff training, LAFCO and other expenses.					11,801	0%	16,775		16,775	142%
Shared Legal fees will be transferred from Fire Capital Reserves.											
908	Cash Over/ Cash Short					0	0%			0	0%
910	Tax Penalties & Late Fees					0	0%			0	0%
915	Returned Checks			81		0	0%			0	0%
920	Credit Card Service Fees			278	54	0	***%			0	0%
925	Bank service charges			832	777	0	***%			0	0%
930	Interest Fees				15	0	***%			0	0%

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Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
960	Property tax expense			142	721	350	206%	735		735	210%
990	Property Tax Revenue					0	0%			0	0%
	Account:			206,456	358,940	408,436	88%	318,976	5,307	324,283	79%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
62500	Fire Hydrants										
326	Professional svcs - Engin				1,446	0	***%	_____	_____	0	0%
530	Fire hydrant replacement					0	0%	_____	_____	0	0%
	Account:				1,446	0	***%	0	0	0	0%
	Fund:		206,456	360,386	408,436	88%	318,976	5,307	324,283	79%	%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

30 LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
63000	Lighting										
105	Salaries and Wages			16,158	6,554	8,850	74%	10,699		10,699	121%
106	Vacation Used					0	0%			0	0%
107	Overtime					0	0%			0	0%
110	Payroll tax expense			17		312	0%			0	0%
120	Workers' Compensation			243	2,363	500	473%	750		750	150%
130	Payroll Tax - Fed W/H			-811		0	0%	2,477		2,477	*****
135	Payroll Tax - FICA			45	229	0	***%	664		664	*****
140	Payroll Tax - Medicare			16	89	0	***%	156		156	*****
155	Payroll Tax - SUI			4	55	0	***%	97		97	*****
160	Payroll Tax - ETT				4	0	***%			0	0%
165	Payroll Tax - FUTA			30	85	0	***%	869		869	*****
205	Insurance - Health			1,013	494	900	55%	1,500		1,500	167%
210	Insurance - Dental			24	34	70	49%	250		250	357%
215	Insurance - Vision			4	5	15	33%	175		175	1167%
225	Retirement - PERS expense			727	1,792	400	448%	975		975	244%
305	Operations and maintenanc scissor lift repairs			1,127	222	1,500	15%	3,700		3,700	247%
310	Phone and fax expense transferred to Fund 10			87	271	150	181%			0	0%
320	Printing and reproduction			31	41	75	55%	75		75	100%
325	Professional svcs - Accou audit			585		1,500	0%	750		750	50%
326	Professional svcs - Engin			41	130	1,000	13%			0	0%
327	Professional svcs - Legal			2,281	4,284	4,500	95%			0	0%
Transferred to Fund 10 - for shared expenses: CSDA, insurance- prop & liability, LAFCO, webpage, Board Stipend, I T Service and staff training.											

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30 LIGHTING DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
328	Insurance - prop and liab transferred to Fund 10			745	2,219	1,000	222%			0	0%
330	Contract labor			-103	3,818	0	***%			0	0%
340	Meetings and conferences					100	0%	300		300	300%
345	Mileage expense reimburse			12		0	0%			0	0%
350	Repairs and maint - compu transferred to Fund 10			472		1,500	0%			0	0%
351	Repairs and maint - equip				934	2,000	47%	500		500	25%
353	Repairs & Maint- Infrastr				183	1,000	18%	500		500	50%
375	Internet expenses transferred to Fund 10			35	30	90	33%			0	0%
376	Webpage- Upgrade/Maint transferred to Fund 10					0	0%			0	0%
381	Utilities - electric			15,156	12,628	16,500	77%	18,000		18,000	109%
382	Utilities - propane			56	42	100	42%			0	0%
383	Utilities - trash			-476		0	0%			0	0%
385	Dues and subscriptions			242		0	0%			0	0%
386	Education and training					0	0%			0	0%
393	Advertising and public no			-200	11	0	***%			0	0%
394	LAFCO Allocations transferred to Fund 10			395	467	425	110%			0	0%
440	Vehicle Replacement Fund					0	0%	10,000		10,000	*****%
465	Cell phones, radios and p transferred to Fund 10			7	13	50	26%			0	0%
475	Computer supplies and upg transferred to Fund 10				6	0	***%			0	0%
485	Fuel expense				185	0	***%			0	0%
490	Small tools and equipment specific tools/equipmt for lamp or pole repairs					400	0%	500		500	125%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

30 LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
		12-13	13-14	14-15	15-16	15-16	15-16	16-17	16-17	16-17	16-17
500	Capital Outlay conversion to LED				7,905	0	***%	12,500		12,500	****%
590	Utility Billing Software					0	0%			0	0%
715	Licenses, permits and fee				54	0	***%			0	0%
905	Transfer out To Fund 10 for district wide expenses. Legal expenses to be transferred from Capital Reserves					2,513	0%	3,050		3,050	121%
910	Tax Penalties & Late Fees					0	0%			0	0%
960	Property tax expense			20	85	0	***%			0	0%
990	Property Tax Revenue					0	0%			0	0%
	Account:			37,983	45,232	45,450	100%	68,487	0	68,487	151%
	Fund:			37,983	45,232	45,450	100%	68,487	0	68,487	151%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

40 WASTEWATER/SANITARY DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
64000	Sanitary										
104	Paid Time Off				208	0	***%			0 0%	
105	Salaries and Wages			96,990	126,646	105,720	120%	119,020		119,020 113%	
109	Stand-by Hours			858	735	0	***%			0 0%	
115	Payroll Expenses				909	1,000	91%			0 0%	
130	Payroll Tax - Fed W/H			-3,245		0	0%	51,792		51,792 *****	
135	Payroll Tax - FICA			696	3,197	0	***%	6,235		6,235 *****	
140	Payroll Tax - Medicare			514	1,853	0	***%	2,061		2,061 *****	
155	Payroll Tax - SUI			62	659	0	***%	783		783 *****	
160	Payroll Tax - ETT			21	97	0	***%	11,018		11,018 *****	
165	Payroll Tax - FUTA			1,010	1,102	0	***%			0 0%	
205	Insurance - Health			12,922	9,082	16,000	57%	6,150		6,150 38%	
210	Insurance - Dental			372	858	1,250	69%	990		990 79%	
215	Insurance - Vision			54	131	350	37%	300		300 86%	
225	Retirement - PERS expense			9,667	9,008	12,250	74%	8,750		8,750 71%	
305	Operations and maintenanc materials and repairs to bldg and grds			9,486	3,631	5,000	73%	2,000		2,000 40%	
306	Water & Sewer Rate Study					0	0%			0 0%	
310	Phone and fax expense transferred to Fund 10			1,421	1,730	1,200	144%			0 0%	
315	Postage, shipping and fre			2,089	1,970	1,000	197%	1,500		1,500 150%	
320	Printing and reproduction			125	279	600	47%	500		500 83%	
324	Professional Svcs- Consul SCADA annual maintenance costs					0	0%	1,000		1,000 *****	
325	Professional svcs - Accou Audit services			2,340		4,500	0%	2,500		2,500 56%	
326	Professional svcs - Engin			9,321	9,793	5,000	196%	4,000		4,000 80%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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40 WASTEWATER/SANITARY DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old	
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17	
327	Professional svcs - Legal transferred to Fund 10			11,969	19,513	26,250	74%				0	0%
	Legal expenses to be transferred from Wastewater Capital Reserves \$74,000											
328	Insurance - prop and liab transferred to Fund 10			5,897	8,840	6,200	143%				0	0%
330	Contract labor			10,900	4,698	0	***%				0	0%
335	Meals - Reimbursement					0	0%				0	0%
340	Meetings and conferences			488		500	0%	500		500	100%	
345	Mileage expense reimburse			158	258	250	103%	200		200	80%	
350	Repairs and maint - compu			966	764	2,000	38%			0	0%	
351	Repairs and maint - equip			947	1,594	5,500	29%	7,000		7,000	127%	
352	Repairs and maint - struc repa qirs and annual maint to pumps/lines			89		450	0%	925		925	206%	
353	Repairs & Maint- Infrastr clean out and repairs to lines in ground			1,309	263	3,500	8%	3,700		3,700	106%	
354	Repairs and maint - vehic tires and anticipated vehicle repairs			51	470	3,000	16%	2,500		2,500	83%	
355	WW - Testing & Supplies only at WWTP			2,422	4,749	3,000	158%	3,750		3,750	125%	
358	Testing & Supplies-SLT We			81		0	0%			0	0%	
359	Testing & Supplies-Other			-39		3,000	0%			0	0%	
362	Cross-Connection Control				250	0	***%			0	0%	
375	Internet expenses transferred to Fund 10 -- \$550			315	168	500	34%			0	0%	
380	Utilities - alarm service			906	767	1,100	70%	1,125		1,125	102%	
381	Utilities - electric			59,464	55,298	50,000	111%	59,500		59,500	119%	
382	Utilities - propane			281	309	594	52%	350		350	59%	
383	Utilities - trash			-1,588	567	600	95%	625		625	104%	
385	Dues and subscriptions			2,455	574	800	72%	1,850		1,850	231%	

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40 WASTEWATER/SANITARY DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
386	Education and training operator certification training				395	1,000	40%	1,250		1,250	125%
393	Advertising and public no			75	45	275	16%	100		100	36%
394	LAFCO Allocations transferred to Fund 10			1,578	1,869	1,600	117%			0	0%
395	Community Outreach				163	650	25%			0	0%
400	Supplies					0	0%			0	0%
405	Software			3,564	2,133	500	427%			0	0%
410	Office Supplies transferred to Fund 10 -- \$670			438	1,404	500	281%			0	0%
415	Office Equipment			214	1,889	0	***%			0	0%
420	Equipt. & Supplies grinder pumps			8,869	6,910	700	987%	3,000		3,000	429%
430	Equipt & Supplies-Well #4					0	0%			0	0%
440	Vehicle Replacement Fund					0	0%			0	0%
459	Scada recurring charges -- maint and support				40,165	0	***%	1,000		1,000	*****%
465	Cell phones, radios and p transferred to Fund 10 -- \$615			577	477	0	***%			0	0%
470	Communication equipment					500	0%	525		525	105%
475	Computer supplies and upg transferred to FUND 10				6	0	***%			0	0%
482	Chemicals-Well #4					0	0%			0	0%
485	Fuel expense			3,364	2,821	3,000	94%	3,175		3,175	106%
490	Small tools and equipment hand tools			693	647	2,500	26%	675		675	27%
495	Uniform expense			97	458	375	122%	550		550	147%
498	Sales Tax Paid				107	0	***%			0	0%

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40 WASTEWATER/SANITARY DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
500	Capital Outlay				18,141	0	***%			0	0%
514	Fire Sprinklers - Undergr					0	0%			0	0%
535	Water Lines Repairs				438	0	***%			0	0%
540	SLT WELL REPAIR					0	0%			0	0%
545	Sewer System Mngmt Plan (update of SSMP)			1,930		7,000	0%			0	0%
550	Reg. Salt & Nutrient Mgmt			961		1,200	0%			0	0%
553	Manholes and Valve Raisin replacement of manholes and valves as needed by road repairs or overlays			1,450		8,000	0%	3,000		3,000	38%
555	16th Street Sewer Replace				9,081	0	***%			0	0%
557	Verde Place Sewer					0	0%			0	0%
560	Sewer Line Repairs				171	9,000	2%			0	0%
570	Repairs, Maint. and Video Inspection and Cleaning of sewer lines			7,800	9,267	9,000	103%	7,500		7,500	83%
581	WWTP Expansion				1,549	0	***%			0	0%
582	WWTP Plant Maintenance routine repairs to plant facility			10,785	9,671	13,000	74%	9,000		9,000	69%
583	WWTP Drying Pond Maintena			170	500	0	***%			0	0%
585	Sludge Removal Project				11,518	15,000	77%	1,250		1,250	8%
590	Utility Billing Software					0	0%			0	0%
705	Waste Discharge Fees/Perm RWQCB annual fees			17,017		18,000	0%	25,000		25,000	139%
715	Licenses, permits and fee regulatory agency permit and operator certification fees			2,427	20,502	2,500	820%	2,500		2,500	100%
800	Deposit/ Liabilities				108	0	***%			0	0%
805	Refundable Water & Hydran				6	0	***%			0	0%
905	Transfer out transfer to Fund 10--Insurance, LAFCO and other than legal expenses. Legal expenses will be transferred from Wastewater Capital Reserve					11,530	0%	40,666		40,666	353%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

40 WASTEWATER/SANITARY DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
908	Cash Over/ Cash Short			10	10	0	***%			0	0%
910	Tax Penalties & Late Fees				2	0	***%			0	0%
911	Finance Charges/Late Fees				32	0	***%			0	0%
915	Returned Checks					0	0%			0	0%
920	Credit Card Service Fees			390	54	200	27%			0	0%
925	Bank service charges			-32		0	0%			0	0%
930	Interest Fees				59	0	***%			0	0%
960	Property tax expense			151	79	150	53%	150		150	100%
990	Property Tax Revenue					-16,415	0%			0	0%
	Account:			304,302	411,647	350,879	117%	399,965	0	399,965	114%
	Fund:			304,302	411,647	350,879	117%	399,965	0	399,965	114%

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50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
60505	Repairs & Maintenance - Infrastructure										
353	Repairs & Maint- Infrastr					0	0%			0	0%
520	Water Main Valves Replace					0	0%			0	0%
535	Water Lines Repairs					0	0%			0	0%
	Account:					0	***%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
65000	Water										
104	Paid Time Off			208	208	0	***%			0 0%	
105	Salaries and Wages			110,300	141,566	126,660	112%	145,000		145,000 114%	
109	Stand-by Hours			857	737	0	***%			0 0%	
110	Payroll tax expense			-2,011		3,510	0%			0 0%	
115	Payroll Expenses				909	590	154%	1,525		1,525 258%	
120	Workers' Compensation			2,595	7,007	4,000	175%	8,850		8,850 221%	
130	Payroll Tax - Fed W/H			-3,245		0	0%	53,120		53,120 *****	
135	Payroll Tax - FICA			696	3,202	0	***%	6,957		6,957 *****	
140	Payroll Tax - Medicare			543	2,054	0	***%	2,393		2,393 *****	
155	Payroll Tax - SUI			62	715	0	***%	883		883 *****	
160	Payroll Tax - ETT			23	111	0	***%			0 0%	
165	Payroll Tax - FUTA			1,018	1,197	0	***%			0 0%	
205	Insurance - Health			13,069	10,687	12,664	84%	11,750		11,750 93%	
210	Insurance - Dental			380	978	1,017	96%	1,600		1,600 157%	
215	Insurance - Vision			55	149	200	75%	1,000		1,000 500%	
225	Retirement - PERS expense			9,743	10,084	12,250	82%	12,515	5	12,520 102%	
305	Operations and maintenanc			10,997	6,037	4,500	134%	5,500		5,500 122%	
310	Phone and fax expense transferred to Fund 10			1,880	2,213	1,500	148%			0 0%	
315	Postage, shipping and fre			2,505	1,938	2,100	92%	750		750 36%	
320	Printing and reproduction			381	506	400	127%	575		575 144%	
324	Professional Svcs- Consul					0	0%			0 0%	
325	Professional svcs - Accou audit			2,340		2,400	0%	2,500		2,500 104%	
326	Professional svcs - Engin			11,570	2,510	10,000	25%	4,500		4,500 45%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old	
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17	
327	Professional svcs - Legal transferred to Fund 10			30,375	71,983	16,550	435%				0	0%
328	Insurance - prop and liab transferred to Fund 10			7,120	8,840	6,820	130%				0	0%
330	Contract labor			-63	4,530	0	***%				0	0%
335	Meals - Reimbursement				31	0	***%				0	0%
340	Meetings and conferences			474		400	0%	750		750	188%	
345	Mileage expense reimburse			387	291	250	116%	300		300	120%	
350	Repairs and maint - compu			971	764	1,000	76%				0	0%
351	Repairs and maint - equip operational repairs to pumps			6,396	2,957	1,500	197%	2,000		2,000	133%	
352	Repairs and maint - struc			405	972	0	***%	1,000		1,000	*****%	
353	Repairs & Maint- Infrastr		306	21,115	6,360	5,000	127%	9,000		9,000	180%	
354	Repairs and maint - vehic			51	589	1,000	59%	2,500		2,500	250%	
355	WW - Testing & Supplies					0	0%				0	0%
356	Testing & Supplies-Well #			2,280	1,861	0	***%	2,000		2,000	*****%	
357	Testing & Supplies-Well #			2,029	1,230	0	***%	2,000		2,000	*****%	
358	Testing & Supplies-SLT We			4,843	4,893	0	***%	5,000		5,000	*****%	
359	Testing & Supplies-Other			7,522	7,625	0	***%	7,200		7,200	*****%	
362	Cross-Connection Control Annual inspection costs			761	1,145	800	143%	1,200		1,200	150%	
365	SLT WELL REPAIR					0	0%				0	0%
375	Internet expenses transferred to Fund 10			314	168	270	62%	775		775	287%	
376	Webpage- Upgrade/Maint transferred to Fund 10					0	0%				0	0%
380	Utilities - alarm service			590	837	775	108%	825		825	106%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
381	Utilities - electric			31,796	28,050	29,500	95%	32,000		32,000	108%
382	Utilities - propane			281	309	600	52%	350		350	58%
383	Utilities - trash			-1,588	567	625	91%	650		650	104%
385	Dues and subscriptions membership renewals			2,884	6,883	1,540	447%	6,875		6,875	446%
386	Education and training				1,129	2,000	56%	2,050		2,050	103%
392	Cross connection Control					0	0%			0	0%
393	Advertising and public no			225	200	150	133%	210		210	140%
394	LAFCO Allocations transferred to Fund 10			1,578	1,869	1,645	114%			0	0%
395	Community Outreach			638	163	650	25%			0	0%
405	Software			3,564	2,133	500	427%			0	0%
410	Office Supplies transferred to Fund 10			438	2,205	700	315%			0	0%
415	Office Equipment			214	2,417	0	***%			0	0%
420	Equipt. & Supplies			8,869	7,097	650	***%	8,000		8,000	1231%
425	Well #3 Rehab - Capital			8,976	74,807	0	***%			0	0%
430	Equipt & Supplies-Well #4			253	1,196	0	***%			0	0%
435	Equipt & Supplies-SLT Wel					0	0%			0	0%
440	Vehicle Replacement Fund					0	0%			0	0%
459	Scada SCADA annual maintenance costs				160,643	0	***%	1,000		1,000	*****%
465	Cell phones, radios and p transferred to Fund 10			577	477	600	80%			0	0%
470	Communication equipment					100	0%	100		100	100%
475	Computer supplies and upg Transferred to FUND 10				6	0	***%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 15-16	% Exp. 15-16	Prelim. Budget 16-17	Budget Changes 16-17	Final Budget 16-17	% Old Budget 16-17
		12-13	13-14	14-15	15-16						
480	Chemicals			307		5,100	0%	6,550		6,550	128%
481	Chemicals- Well #3			1,681	2,370	0	***%			0	0%
482	Chemicals-Well #4			1,922	1,134	0	***%			0	0%
483	Chemicals-SLT Well			219		0	0%			0	0%
485	Fuel expense			3,032	2,385	3,200	75%	3,200		3,200	100%
490	Small tools and equipment			739	671	1,500	45%	500		500	33%
495	Uniform expense			97	458	700	65%	550		550	79%
498	Sales Tax Paid					0	0%			0	0%
500	Capital Outlay				18,141	0	***%			0	0%
515	Water Projects					0	0%			0	0%
516	Water Projects Well 3			13,497	9,772	0	***%			0	0%
517	Water Projects Well 4				479	0	***%			0	0%
518	Water Projects SLT Well				3,780	0	***%			0	0%
520	Water Main Valves Replace emergency repairs and replacements in streets.				3,965	0	***%	4,250		4,250	*****%
525	Water meter replacement there will be a transfer in from Water Project Fund -- \$23,000			13,678	7,793	9,800	80%	23,000		23,000	235%
526	Meter Conversion to Radio					0	0%			0	0%
535	Water Lines Repairs				502	0	***%	3,000		3,000	*****%
537	River Road Realignment				171	0	***%			0	0%
550	Reg. Salt & Nutrient Mgmt				-1,894	0	***%			0	0%
553	Manholes and Valve Raisin			1,420	1,062	0	***%	1,200		1,200	*****%
570	Repairs, Maint. and Video				3,379	0	***%			0	0%
590	Utility Billing Software					0	0%			0	0%
605	USDA Loan Payment			40,814	66,381	67,000	99%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		12-13	13-14	14-15	15-16	Budget 15-16	Exp. 15-16	Budget 16-17	Changes 16-17	Budget 16-17	Budget 16-17
715	Licenses, permits and fee			10,909	-915	7,000	-13%	7,500		7,500	107%
800	Deposit/ Liabilities			39	-4	0	***%			0	0%
805	Refundable Water & Hydran			305	3,949	0	***%			0	0%
905	Transfer out					28,608	0%	40,666		40,666	142%
908	Cash Over/ Cash Short			10	10	0	***%			0	0%
910	Tax Penalties & Late Fees				23	0	***%			0	0%
911	Finance Charges/Late Fees				16	0	***%			0	0%
915	Returned Checks			39		0	0%			0	0%
920	Credit Card Service Fees			390	54	0	***%			0	0%
925	Bank service charges			-40	45	0	***%			0	0%
930	Interest Fees				59	0	***%			0	0%
960	Property tax expense			121		0	0%	100		100	*****%
	Account:		306	397,420	721,821	378,324	191%	435,719	5	435,724	115%
	Fund:		306	397,420	721,821	378,324	191%	435,719	5	435,724	115%

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2016 - 2017

60 SOLID WASTE DEPARTMENT		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	12-13	13-14	14-15	15-16	Budget	Exp.	Budget	Changes	Budget	Budget
						15-16	15-16	16-17	16-17	16-17	16-17
66000	SOLID WASTE										
105	Salaries and Wages share of GM salary					16,200	0%	16,613		16,613	103%
110	Payroll tax expense					700	0%	4,436		4,436	634%
305	Operations and maintenanc trash receptacles expenses-bags, replacement trays				28	0	***%	900		900	*****%
310	Phone and fax expense transferred to Fund 10					100	0%			0	0%
315	Postage, shipping and fre					0	0%			0	0%
325	Professional svcs - Accou audit expense					500	0%	1,515		1,515	303%
327	Professional svcs - Legal transferred to Fund 10				6,642	4,500	148%			0	0%
340	Meetings and conferences					100	0%			0	0%
350	Repairs and maint - compu					100	0%			0	0%
384	Trash Recepticles				4,758	5,000	95%			0	0%
385	Dues and subscriptions					100	0%			0	0%
386	Education and training Staff training and education					100	0%	250		250	250%
393	Advertising and public no				799	500	160%	250		250	50%
395	Community Outreach					250	0%	275		275	110%
405	Software					100	0%			0	0%
950	Promo materials and suppl					3,000	0%			0	0%
	Account:				12,227	31,250	39%	24,239	0	24,239	78%
	Fund:				12,227	31,250	39%	24,239	0	24,239	78%
											%
	Grand Total:		306	957,009	1,697,025	1,291,859		1,536,542	5,312	1,541,854	

XI.20- Exhibit A



**San Miguel Community Services District
Finance and Budget Committee**

Staff Report

May 19, 2016

AGENDA ITEM: V.4

SUBJECT: Review and Discuss Fund Account Distribution Percentages for FY operational expenses

STAFF RECOMMENDATION: Discuss and make a recommendation to Board regarding adjustments to Fund Account Expense Distribution Percentages.

BACKGROUND:

Previous Committee meetings, there was discussion about having an agenda discussion and consideration of this topic. After preparing operational and capital budgets last year, there was a recommendation to consider modifying the current operation expense percentages. This is an attempt to re-start that discussion this year in advance of the preliminary budget to be presented to the Board at the June 2016 Regular Board Meeting. To initiate the discussions by the Committee, the attached Exhibit shows current and proposed percentage splits for expenses and for payroll cost splits by Fund Account.

Fiscal Impact:

There is no cost associated with this policy discussion by the Committee or with any recommendation to the Board regarding these Expense Distribution Percentages.

Staff Recommendation:

Staff recommends that the Committee discuss and give direction to staff, or if satisfied with distribution percentages forward a recommendation to the Board of Directors consideration.

PREPARED BY:

Darrell Gentry

General Manager

Attachment:

- 1) Exhibit "A" Cost/Expense Distribution Percentage Chart

Exhibit "A"

**ADOPTED BUDGET FY 2015-16 OPERATIONS & MAINTENANCE/CAPITAL PROJECTS
Proposed Cost Allocation Percentages for Payroll--All Staff Positions**

Position	10-Admin	20-FIRE	30-LIGHTING	40-WASTEWATER/ SANITARY	50-WATER	60-Solid Waste	TOTAL
General Manager	10%	5%	2%	40%	40%	3%	100%
Bookkeeper	2%	3%	2%	45%	45%	3%	100%
Account Clerk	2%	2%	3%	45%	45%	3%	100%
Fire Chief	0%	100%	0%	0%	0%	0%	100%
Asst Fire Chief	0%	100%	0%	0%	0%	0%	100%
Utility Supervisor	0%	0%	6%	46%	46%	2%	100%
Utility Operator	0%	0%	2%	49%	49%	0%	100%
Firefighters	0%	100%	0%	0%	0%	0%	100%

Expense Allocation Percentages for Fund Account Expenditures

	Splits per Fund Accounts	Proposed % Splits per Fund Accounts	Type of Fund
Fund 10--Administration Division	0	0	Interfund Allocations
Fund 20--Fire Division	10	11	Gov't -- Prop Taxes
Fund 30--Lighting Division	10	5	Gov't--Prop Taxes
Fund 40--Wastewater/Sanitary Division	40	42	Hybrid Enterprise Fees
Fund 50--Water Division	40	42	Enterprise Fees
Fund 60--Solid Waste Division	0	0	Franchise Fees
TOTAL	100	100	

RESOLUTION NO. 2016-22

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
APPROVING AND ADOPTING THE 2016-17 FISCAL YEAR FINAL BUDGET
AND APPROVING ONLY THE 2017-18 FISCAL YEAR PRELIMINARY BUDGET**

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

WHEREAS, Government Code §61110 et. seq. establishes procedures for the adoption of budgets for community services districts; and

WHEREAS, pursuant to California Government Code §61110 et. seq. the Board of Directors (“Directors”) of the District elects to approve a two (2) budget for 2016-17 and 2017-18 and adopt a one (1) year budget for the FY 2016-17 and hereby reserves adoption of the 2017-18 budget until June 2017; and

WHEREAS, the District has published notice of this hearing adopting the District’s budget pursuant to Government Code §6061 and §61110.

NOW, THEREFORE, BE IT RESOLVED that the Directors of the District hereby approves and adopts the 2016-17 Fiscal Year Budget as shown in Exhibit “A” with amendments and adjustments as specified, attached hereto and incorporated herein by this reference.

On the motion of Director _____ specifying amendments and adjustments as shown in Exhibit “A”, 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 23th day of June, 2016.

John Green, Board President
San Miguel Community Services District

ATTEST:

APPROVED AS TO FORM:

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

Doug White, District General Counsel