



## BOARD OF DIRECTORS

Raynette Gregory, President                      Anthony Kalvans, Vice-President  
 Ward Roney, Director                              Hector Palafox, Director                      Crystal Lara, Director

## REGULAR MEETING AGENDA 6:30 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 3-24-2022

### IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

please note the following changes to the District's ordinary meeting procedures:

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

### HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

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

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

### PUBLIC RECORD

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

Please see: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

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

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

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

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

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

- I. **Call to Order: 6:30 PM**
- II. **Roll Call:** *Gregory* \_\_\_ *Kalvans* \_\_\_ *Roney* \_\_\_ *Palafox* \_\_\_ *Lara* \_\_\_
- III. **Approval of Regular Meeting Agenda:**

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

IV. **ADJOURN TO CLOSED SESSION:** Public Comment for items on closed session agenda  
Time: \_\_\_\_\_

**A. CLOSED SESSION AGENDA:**

- 1. **PUBLIC EMPLOYMENT**  
Title: Interim General Manager; Pursuant to Government Code Section 54954.5
- 2. **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*
- 3. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1

V. **Call to Order for Regular Board Meeting/Pledge of Allegiance:**

VI. **Report out of Closed Session**  
Time: \_\_\_\_\_

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

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

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

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

**IX. Staff & Committee Reports – Receive & File:**

**Non-District Reports:**

- |    |                                      |               |
|----|--------------------------------------|---------------|
| 1. | San Luis Obispo County Organizations | Verbal/Report |
| 2. | Camp Roberts—Army National Guard     | Verbal        |
| 3. | Community Service Organizations      | Verbal        |

**District Staff & Committee Reports:**

- |    |                          |                  |                 |
|----|--------------------------|------------------|-----------------|
| 4. | Interim General Manager  | (Mr. Roberson)   | Verbal          |
| 5. | District General Counsel | (Mr. White)      | Verbal          |
| 6. | District Utilities       | (Mr. Dodds)      | Report Attached |
| 7. | Fire Chief               | (Chief Roberson) | Report Attached |

**X. CONSENT CALENDAR:**

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

**1. Approve Draft Board Meeting Minutes**

- A. 1-27-2022 Regular Board Meeting Minutes Draft
- B. 3-3-2022 Special Board Meeting Minutes Draft – BHI #1

**2. Approve RESOLUTION 2022-10 authorizing the General Manager and Director of Utilities as authorized signatories and representatives for all matters related IWMA and SB 1383 on behalf of the District. (Dodds)**

**XI. BOARD ACTION ITEMS:**

**1. Review, Discuss and Receive the Enumeration of Financial Reports for February 2022 (Hido)**

- A. Claims Detail Report
- B. Statement of Revenue Budget vs Actuals
- C. Rev Budget vs Actual Summary
- D. Statement of Expenditures Budget vs Actual
- E. Cash Report
- F. Investment Portfolio Report

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

- 2. **First Reading of a Proposed ORDINANCE of the San Miguel Community Services District to Adopt Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations.** (Dodds/Dervin)

**Recommendation:** Waive Reading, Read by Title Only, and Set for Public Hearing on April 28, 2022 of an Ordinance Adopting Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

- 3. **Consider a Proposed Policy of the San Miguel Community Services District to Require Recycled-Content and Recovered Organic Waste Products in District Procurements by RESOLUTION 2022-11.** (Dodds/ Dervin)

**Recommendation:** Adopt a Policy to Require Recycled-Content and Recovered Organic Waste Products in District Purchasing Policies and Procurement

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

- 4. **Review and approve RESOLUTION 2022-09 amending section 7.8 of the District Personnel Guidelines and Policies** (Dervin)

**Recommendation:** Approval of Resolution 2022-09 amending section 7.8 of the District Personnel Guidelines and Policies

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

- 5. **Continue discussion on rate structures.** (Dodds)

**Recommendation:** Discuss rate structures.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

- 6. **Review and Approve of RESOLUTION 2022-12 establishing the dates for applications and sales of “Safe and Sane” fireworks, for the 2022 calendar year** (Young)

**Recommendation:** Approve Resolution 2022-12

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

- 7. **Review and Approve fireworks fees for the 2022 calendar year and adopt RESOLUTION 2022-13** (Young)

**Recommendation:** Approve Resolution 2022-13

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

- 8. **Review and approve RESOLUTION 2022-14 authorizing the Director of Utilities to contract with Water Systems Consulting (WSC) for engineering and technical support to prepare and submit a proposal for Proposition 1 Round 2 Implementation grant Funding in an amount of \$10,000. Including an equal budget adjustment to Proposition 1 Grant (50-577). (Dodds)**

**Recommendation:** Approve Resolution 2022-14

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_ S\_\_\_\_ V\_\_\_\_

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

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

**Public Comments:** (Hear public comments)

**XII. BOARD COMMENT:**

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

**XIII. ADJOURNMENT TO NEXT REGULAR MEETING**

**ATTEST:**

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

**I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on March 18, 2022**

**Date: March 18, 2022**

Raynette Gregory, SMCSO Board President 2022  
 Kelly Dodds, Director of Utilities  
 Tamara Parent, Board Clerk/Accounts Manager



## San Miguel Community Services District

### UTILITY STATUS REPORT

2-19-2022 Thru 3-18-2022

AGENDA ITEM# IX.6

#### Well Status:

- Well 4 is fully operational – Well Level 79.8’ 2/28/2022 (STATIC)
- Well 3 is fully operational – Well Level 83.16’ 2/28/2022 (STATIC)
- SLT well is in service
- Total combined average running hours per day (7.11)  
(threshold for stage 1 resource severity level determination is 17 hours per day)

#### Water System status:

Water leaks this month:0 This calendar year: 1

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

#### Sewer System status:

Sewer overflows this month: 0 this year: 1

Sewer related calls through the alarm company this month: 0 This Year: 1

- Video inspection of all sewer lines is in progress as time permits.
- Repaired sewer cleanout (Mission/ Lst alley)
- Repaired sewer main on 15<sup>th</sup> street

#### WWTF status:

- The DO sensors have been replaced and are in operation.
- Notice of Intent (NOI) for new general order permit from the Waterboard is in progress.
  - WSC is working on the application and associated reporting. As well as coordinating their efforts with our waterboard case manager.

#### State Water Resources Control Board (SWRCB):

- Staff applied for Wastewater arearage on behalf of customers who qualified.
- Staff started the application for a new arearage program to provide additional assistance to customers whom are behind in water and wastewater payments.

#### Division of Water Resources (DWR):

#### Billing related activity:

- **Total active accounts (at the time of this report)**
  - 904 water accounts
  - 806 wastewater accounts
- **Overdue accounts (at the time of this report)**
  - 13 accounts 60 days past due

- **Accounts on a Payment Arrangement Agreement**
  - 6 accounts have started the arrangement
- **Service orders (for prior month)**
  - 24 service orders issued and completed

**Lighting status:**

- Working with PGE to correct billing issues related to Tract street lights

**Mission street Landscaping:**

- .

**Solid Waste:**

Mattress recycling

- Mattresses are accepted by appointment only, and only on Fridays between 8 am and 11 am.
  - Collected numerous mattresses off the side of the road over the last month.
  - Included mattress/ E-waste information in the billing for February.

E-Waste collection

- E-waste is accepted on Fridays between 8 am and 11 am.

**SB-1383:**

- The waiver for SB1383 has been approved by the State.
- Working with San Miguel Garbage and IWMA to determine compliance requirements

**Project status:**

- **CAL OES Generator Project** started October 2019
  - **(100% GRANT FUNDED).**
  - All generators are installed, Well 3 and SLT are waiting on Gas meters
- **Median Household Income (MHI) Study** started February 2022
  - **(POTENTIALLY 100% GRANT FUNDED).**
  - Preparing a application for the study to the state in conjunction with RCAC.
  - Potentially will be 100% grant funded through Prop 1 technical assistance funding.
  - Waiting until April 1<sup>st</sup> for revised MHI determination by DWR
- **Replacement water tank and pump station on east side of river/ water line replacement.** started February 2022
  - Proposing the project to the RWMG to be included in the IRWM round 2 funding.
  - Working with WSC to prepare the application
  - Depending on the MHI data that the state approves this project will either require 50% matching funds or no matching funds from the District.
- **Study to determine condition and I&I of the existing sewer collection system** started February 2021
  - **(100% GRANT FUNDED)**
  - Completing information needed by the state for technical assistance grant funding to pay for a study of the existing sewer collection system, sewer lines and manholes, to determine the cost and need to replace or line sewer lines and manholes to reduce or eliminated I&I (inflow and infiltration). This is in an effort to reduce leaks and reduce unnecessary flows to the WWTF
- **Mission Gardens Replacement Generator Project** started January 2022
  - **(FUNDED WITH SURCHARGE FEES).**

- Generator is on order and appropriate applications have been filed.
- Natural gas line installed.

**Board requested information:**

- .

**Staffing**

- One vacant position.
  - WWTF Operator Lead, which will remain vacant until we are closer to WWTF construction.
- Investigating feasibility of hiring an additional person to fill a need for compliance and reporting in the utilities departments.

**SLO County in San Miguel:**

- .

**Caltrans in San Miguel:**

- .

*Kelly Dodds*  
\_\_\_\_\_

Kelly Dodds  
Director of Utilities  
Date: March 18<sup>th</sup> 2022



## San Miguel Community Services District Board of Directors Meeting



### Staff Report

March 24th, 2022,

AGENDA ITEM: IX 7

**SUBJECT: Fire Chief & Asst Fire Chief Report for February 2022.**

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

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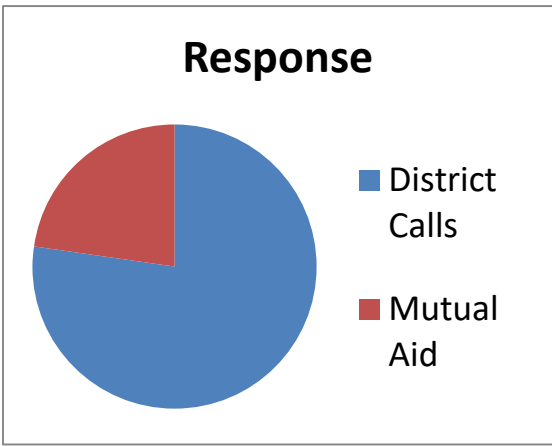
**INCIDENT RESPONSE:**

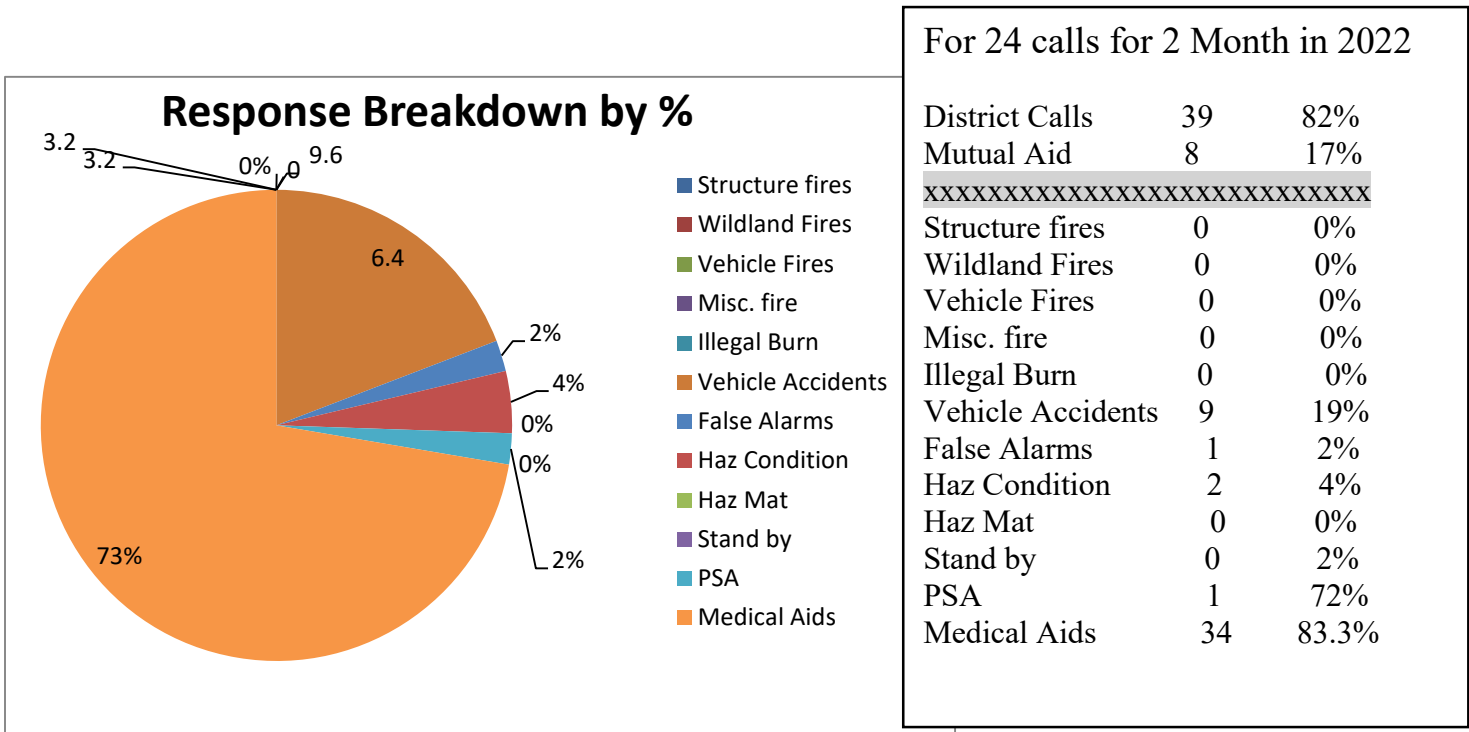
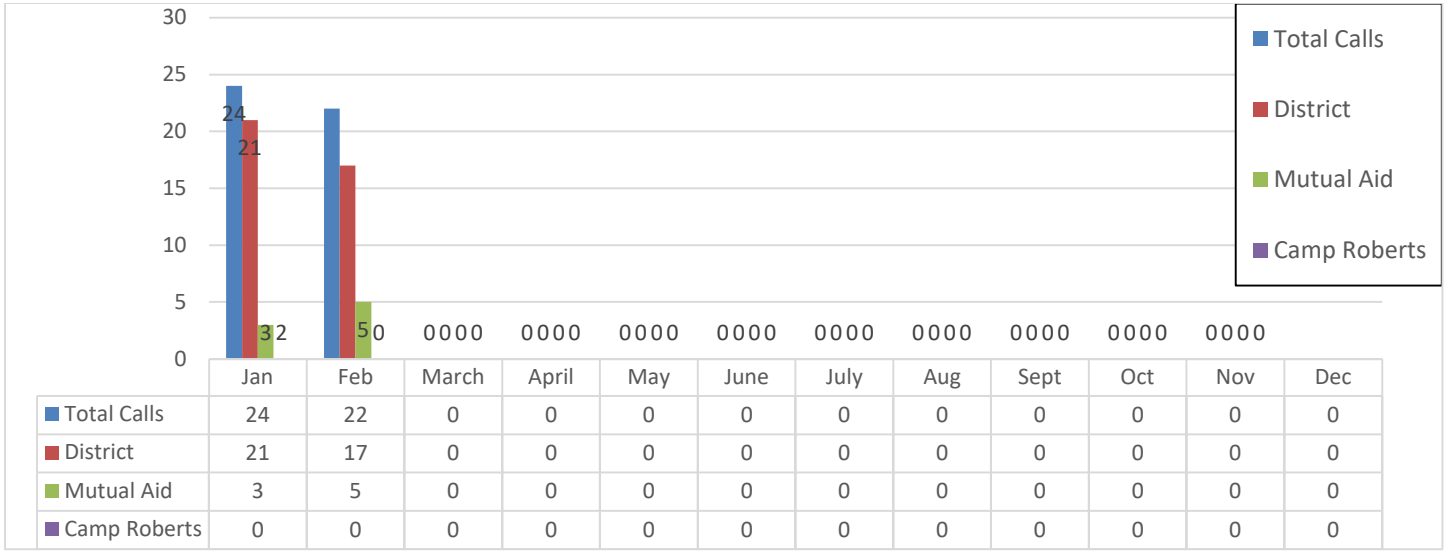
- Total Incidents for February 2022 22
- Average Calls for per 2 Months in 2022 23.5
- Total calls for the year to date 47

Emergency Response Man Hours in February = 62	Total	141
Stand-By Man Hours for February = 7	Total	<u>9</u>
	<b>Total hr.</b>	<b>150</b>

Emergency Response Man Hours = **2.8 hr.** Per call for February    **3** Per call for the year  
 Stand-By Average per Call =                    **.3** Per call for, February    **.1** Per call for the year

<b>February YTD 47 calls</b>	
District calls	39=82%
Mutual aid calls	8 =17%
Assist Camp Roberts	0 = 0%





**Personnel:**

- We currently have 14 Active Members.
- 1 Chief
- 1 Asst. Chief/ Prevention Officer
- 1 Fire Captains
- 1 Engineers
- 10 Firefighters

## Fire Department Financial overview

### January 2022

Beginning - **\$891,789.34**  
 Received - \$227,889.46 = \$1,119,678.8  
 Transferred in - \$83,761.53 = \$1,203,440.33  
 Disbursed - \$4,489.94 = \$1,198,950.39  
 Transferred Out - \$117,443.28 = **\$1,081,507.11**

### February 2022

Beginning -  
 Received -  
 Transferred in -  
 Disbursed -  
 Transferred Out -

## Equipment:

- All equipment is in service.

## Activities:

- Actively recruiting new Pay Call Firefighters.
- Actively working within the COVID standards.
- Working on the 2022/23 Budget.
- Working on the Temporary Housing Unit Project.
- Working on the Fire Department Strategic Master Plan with BHI.
- Working on facility plans for Phase 2 Apparatus Bay and Phase 3 Fire Station remodel design.
- Reviewing the County Mutual Aid response agreement.

## Information:

- Fire Prevention Report.

## County Fire Chiefs Meeting Report:

Prepared By:

*Rob Roberson | Scott Young*

**Rob Roberson, Fire Chief & Scott Young, Assistant Fire Chief**

# San Miguel Fire Department

San Miguel, CA

This report was generated on 3/17/2022 10:02:34 AM



## Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 02/01/2022 | End Date: 02/28/2022

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
<b>Young, Scott P</b>					
02/01/2022 08:00:00	02/01/2022 20:00:00	DAYBOOK	SMF 1		12.00
02/01/2022 08:12:00	02/01/2022 08:34:00	INCIDENT	P8651	Incident 2022-026 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 525 16th ST	0.37
02/01/2022 15:30:00	02/01/2022 15:52:00	INCIDENT	P8651	Incident 2022-027 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 1675 Mission ST	0.37
02/01/2022 18:00:00	02/01/2022 22:00:00	DAYBOOK		Firefighter Training: Dawning and Doffing Lead Instructor: Young, Scott P	4.00
02/01/2022 18:04:00	02/01/2022 18:22:00	INCIDENT	P8651	Incident 2022-028 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 6655 Monterey RD	0.30
02/02/2022 08:30:00	02/02/2022 17:00:00	DAYBOOK	SMF 1		8.50
02/03/2022 08:30:00	02/03/2022 16:30:00	DAYBOOK	SMF 1		8.00
02/05/2022 18:58:00	02/05/2022 19:18:00	INCIDENT	P8651	Incident 2022-029 - Motor vehicle/pedestrian accident (MV Ped): Apparatus P8651 responded to N ST	0.33
02/06/2022 08:30:00	02/07/2022 08:30:00	DAYBOOK	8601		24.00
02/07/2022 08:30:00	02/08/2022 08:30:00	DAYBOOK	SMF 1		24.00
02/07/2022 12:06:00	02/07/2022 12:24:00	INCIDENT	P8651	Incident 2022-030 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 1516 L ST	0.30
02/08/2022 08:30:00	02/08/2022 22:00:00	DAYBOOK	SMF 1		13.50
02/08/2022 10:36:00	02/08/2022 11:03:00	INCIDENT	E8668	Incident 2022-031 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1675 Mission ST	0.45
02/08/2022 18:00:00	02/08/2022 22:00:00	DAYBOOK		Special Operations Training: Fire Shelter Deployment Lead Instructor: Young, Scott P	4.00
02/09/2022 08:30:00	02/09/2022 17:00:00	DAYBOOK	SMF 1		8.50
02/10/2022 08:30:00	02/10/2022 17:00:00	DAYBOOK	SMF 1		8.50
02/10/2022 09:00:00	02/10/2022 10:30:00	DAYBOOK	SMF 1	LEXIPOL onboarding meeting	1.50
02/10/2022 11:30:00	02/10/2022 12:30:00	DAYBOOK	SMF 1	Design meeting	1.00
02/13/2022 12:00:00	02/14/2022 08:30:00	DAYBOOK	8601		20.50
02/14/2022 08:30:00	02/15/2022 08:30:00	DAYBOOK	SMF 1		24.00
02/14/2022 18:50:00	02/14/2022 19:14:00	INCIDENT	P8651	Incident 2022-033 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 8690 Martinez DR	0.40
02/15/2022 08:30:00	02/15/2022 22:00:00	DAYBOOK	SMF 1		13.50
02/15/2022 09:30:00	02/15/2022 09:52:00	INCIDENT	P8651	Incident 2022-034 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 6650 N Star LN	0.37
02/15/2022 18:00:00	02/15/2022 22:00:00	DAYBOOK		EMS : EMS Lead Instructor:	4.00
02/16/2022 16:09:00	02/16/2022 16:23:00	INCIDENT	SMF 1	Incident 2022-035 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 1185 Mission ST	0.23
02/17/2022 07:33:00	02/17/2022 07:51:00	INCIDENT	8601	Incident 2022-036 - Motor vehicle accident with injuries: Apparatus 8601 responded to 11th ST	0.30
02/17/2022 08:30:00	02/17/2022 17:00:00	DAYBOOK	SMF 1		8.50
02/18/2022 17:21:00	02/18/2022 17:39:00	INCIDENT	P8651	Incident 2022-037 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 505 11th ST 3	0.30
02/18/2022 18:21:00	02/18/2022 18:58:00	INCIDENT	E8696	Incident 2022-038 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to S Highway 101 HWY	0.62
02/20/2022 08:30:00	02/21/2022 08:30:00	DAYBOOK	8601		24.00
02/21/2022 08:30:00	02/22/2022 08:30:00	DAYBOOK	8601		24.00
02/22/2022 08:30:00	02/22/2022 22:00:00	DAYBOOK	SMF 1		13.50
02/23/2022 08:30:00	02/23/2022 15:00:00	DAYBOOK	SMF 1		6.50

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



emergencyreporting.com

Doc Id: 1514

Page # 1 of 2

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
02/23/2022 16:24:00	02/23/2022 16:34:00	INCIDENT	E8696	Incident 2022-039 - Gas leak (natural gas or LPG): Apparatus E8696 responded to 1192 Velarde CIR	0.17
02/24/2022 06:19:00	02/24/2022 06:51:00	INCIDENT	E8696	Incident 2022-040 - Motor vehicle accident with injuries: Apparatus E8696 responded to 6800 Cross Canyons RD	0.53
02/24/2022 06:47:00	02/24/2022 07:09:00	INCIDENT	E8696	Incident 2022-041 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 1237 L ST	0.37
02/24/2022 08:30:00	02/24/2022 22:00:00	DAYBOOK	SMF 1		13.50
02/24/2022 09:22:00	02/24/2022 09:47:00	INCIDENT	P8651	Incident 2022-042 - EMS call, excluding vehicle accident with injury: Apparatus P8651 responded to 1615 Verde PL	0.42
02/24/2022 18:18:00	02/24/2022 18:25:00	INCIDENT	E8696	Incident 2022-043 - Outside rubbish fire, other: Apparatus E8696 responded to 1178 N ST	0.12
02/27/2022 08:30:00	02/28/2022 08:30:00	DAYBOOK	8601		24.00
02/28/2022 08:30:00	03/01/2022 05:00:00	DAYBOOK	SMF 1		20.50
02/28/2022 08:42:00	02/28/2022 08:49:00	INCIDENT	E8696	Incident 2022-046 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 1045 L ST	0.12
<b>Total Hours for: Young, Scott P</b>					<b>320.07</b>
<b>Total of all Personnel Hours</b>					<b>320.07</b>

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



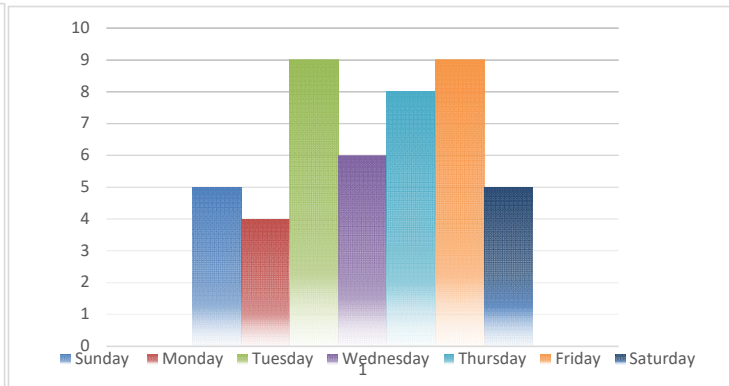
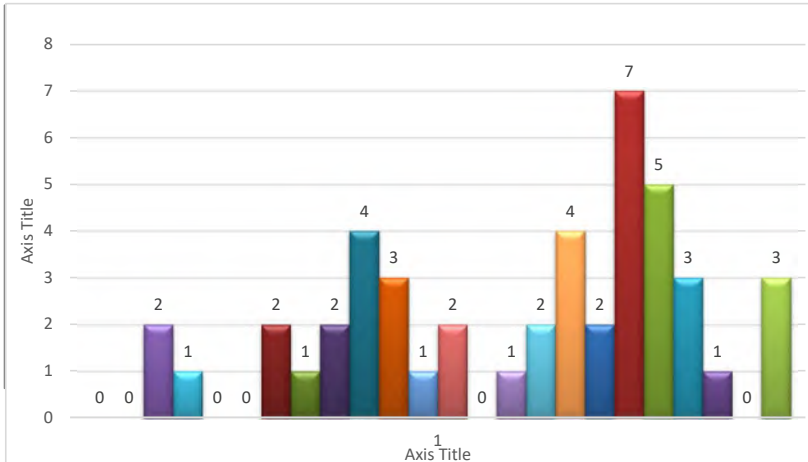
# Call per time of day and day of the week 2022


IX-7

	After Hours						CSD Work Hours										Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	2	0	0	0	0	5	10%
Monday	0	0	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	4	8%
Tuesday	0	0	1	1	0	0	0	0	1	1	1	0	0	0	0	2	1	0	1	0	0	0	0	0	9	19%
Wednesday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	1	2	0	0	0	6	13%
Thursday	0	0	0	0	0	0	2	1	0	2	1	0	0	0	1	0	0	0	1	0	0	0	0	0	8	17%
Friday	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1	1	1	1	1	0	2	9	19%
Saturday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1	0	0	0	1	5	10%
Hour Total	0	0	2	1	0	0	2	1	2	4	3	1	2	0	1	2	4	2	7	5	3	1	0	3	46	
	0%	0%	4%	2%	0%	0%	4%	2%	4%	8%	6%	2%	4%	0%	2%	4%	8%	4%	15%	10%	6%	2%	0%	6%	93%	

Total calls during CSD Work Hours	15	32%
Total calls during Off time and weekends	31	67%
After Hours calls 22:00 to 06:00	6	13%
Total Weekend Calls	10	21%
Total Calls Monday thru Friday	36	78%

8am to 8pm      8      17%



	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL			
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid		
Structure Fires	0	0	0	0																						0	0	
Veg. Fires	0	0	0	0																							0	0
Vehicle Fires	0	0	0	0																							0	0
Misc. Fires	0	0	0	0																							0	0
Illegal Burning	0	0	0	0																							0	0
Vehicle Accidents	2	0	4	3																							6	3
False Alarms	1	0	0	0																							1	0
Hazardous Condition	0	0	2	0																							2	0
Hazardous Materials	0	0	0	0																							0	0
Standby	0	0	0	0																							0	0
Pub.Svc.Asst.	1	0	0	0																							1	0
Medical Aids	18	3	11	2																							29	5
<b>Call TOTALS</b>	22	3	17	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39	8	
	<b>25</b>		<b>22</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>47</b>	
<i>CPR</i>	0	0																									0	0
Mutual Aid SLO/Mon.	2	0	5																								7	
Camp Bob Asst.	0																										0	
Average Calls Per	<i>Month</i>	23.5	<i>Day</i>	0.8	<i>SLO Co. MA</i>						<b>7</b>	<i>Montrey Co. MA</i>				<b>0</b>	<i>CPR TOTAL</i>					<b>0</b>						



**BOARD OF DIRECTORS**

Raynette Gregory, President                      Anthony Kalvans, Vice-President  
 Ward Roney, Director                                  Hector Palafox, Director                      Crystal Lara, Director

**REGULAR MEETING MINUTES**  
**6:00 P.M. Closed Session 7:00 P.M. Opened Session**  
**SMCSD Boardroom 01-27-2022**

I.	<b>Call to Order:</b>	6:00 PM	<b>Video part 0 Time: 0</b>			
III.	<b>Roll Call:</b>	<i>Gregory, Palafox, Kalvans, Lara 6:00</i>		ABSENT: <i>Roney</i>		
III.	<b>Approval of Regular Meeting Agenda:</b>					
	Motion by:	Director Kalvans				
	Second by:	Director Gregory				
	Motion:	Voice Vote				
	Board Members	Ayes	Noes	Abstain	Recuse	Absent
	R. Gregory	X				
	A. Kalvans	X				
	H. Palafox	X				
	C. Lara	X				
	W. Roney					X
						4/0/1
	<b>Public Comment for items on closed session agenda:</b>	None				

IV.	<b>ADJOURN TO CLOSED SESSION: 6:01 PM</b>				
A.	<b>CLOSED SESSION AGENDA:</b>				
	<b>1. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION</b>				
	Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:				
	<b>2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION</b>				
	Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1				
	<b>3. PUBLIC EMPLOYMENT</b>				
	Title: Assistant Fire Chief; Pursuant to Government Code Section 54954.5				

V.	<b>Call to Order for Regular Board Meeting/ Pledge of Allegiance:</b>	Kalvans	<b>Video part 1/5 Time: 00:30</b>		
VI.	<b>Report out of Closed Session- Time:</b>		<b>Video part 1/5 Time: 01:10</b>		
	<b>Time:</b>	7:02 PM			
	1. Report out of closed session by District General Counsel (WhiteBrenner, LLP)				
	Direction was given to staff, no reportable action.				
	Director Gregory asked for 5 minute recess.				
	Director Gregory called the meeting into session.		Time: 7:13 PM	<b>Video part 1/5 Time: 11:15</b>	



VII.	<p><b><u>Public Comment and Communications for items not on the Agenda:</u></b></p> <p>Owen Davis made comment about the January 6th meeting and voiced that the new board member was not a good option.</p> <p>Cheryl Larson made comment about Casa Blanca Mobile Home Park and the property owner and his misconduct Counsel reminded speaker of the 3-minute limit and the District's limited authority to water, sewer, and fire matters. Selena Hernandez made comment about Casa Blanca residents not properly charged for sewer and water by owner, and sewer is not properly hooked up.</p> <p>Fire Prevention Officer Scott Young made comment regarding previous comments about the fire and public safety concerns involving the Casa Blanca Mobile Home Park</p> <p>Hakeem Gordon made comment regarding an issue on 15th street; as well as spoke on water affordability</p> <p><b>Board Comment:</b></p> <p>Director Kalvans thanked those from Casa Blanca for their comments, agrees there is an issue especially with emergency vehicles not knowing where to go, hopes something can be done about it, understands there are issues there that need to be addressed.</p> <p>Director Gregory responds to Mr. Owen Davis' comments and provided clarification</p>	<p><b>Video part 1/5 Time: 11:30</b></p>
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VIII.	<p><b>Special Presentations/Public Hearings/Other:</b></p>	<p>None</p>	<p><b>Video part 0 Time: 0</b></p>
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IX.	<p><b>Staff &amp; Committee Reports – Receive &amp; File:</b></p> <p><b>Non-District Reports:</b></p> <p>1. San Luis Obispo County:                      Verbal - Report Attached</p> <p>San Luis Obispo County Sheriff Michael Manuele gave verbal report on December 2021 call statistics.</p> <p><b>Public Comment:</b></p> <p>Cheryl Larson made comment about domestic violence statistics and those done by undocumented persons. Sheriff responded they do not keep track of that data as it is illegal.</p> <p>2. Camp Roberts—Army National Guard                      Verbal</p> <p>Kiba Baird reported on the status of Camp Roberts, less training, planning the Buzz Marathon, Has been hosting the History Channel Documentary for Black History Month planning to get a plaque, and working on hunting program.</p> <p><b>Public Comment:</b></p> <p>Owen Davis asked about hunting and was responded with her contact information.</p> <p>Cheryl Larson asked question about the segregation history of Camp Roberts.</p> <p><b>Board Comment:</b></p> <p>Director Lara asked where the public can find out more about this information and was responded with the website. Director Kalvans made comment about the history involving segregation at Camp Roberts and discussion ensued.</p> <p>3. Community Service Organizations:                      Verbal</p> <p>President of the San Miguel Firefighter Association Scott Young reported on the status after the holidays, working on the Buzz Marathon, partnered with the Army Recruiting Office to bring an Easter egg hunt to Lillian Larsen.</p> <p><b>Public Comment:</b>                      None</p> <p><b>Board Comment:</b></p> <p>Director Kalvans made comment to thank the Firefighter Association</p> <p><b>District Staff &amp; Committee Reports:</b></p> <p>4. Interim General Manager :                      Verbal</p>	<p><b>Video part 1/5 Time: 29:10</b></p> <p><b>Video part 2/5 Time: 02:50</b></p> <p><b>Video part 2/5 Time: 11:55</b></p> <p><b>Video part 2/5 Time: 13:30</b></p>
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Interim General Manager Rob Roberson read report aloud, reported on the covid statistics, welcomed Crystal Lara to the Board, IVR phone and email bill statistics, customer who have automatic payments set up, customers on payment arrangements, State Water Arrearage money credited to past due accounts, staff is applying for Wastewater arrearage program, staff is working on collections, 2021 financials are completed and report prepared, mid-year adjustments have been made, payroll has been migrated to Black Mountain, district strategic plan is moving forward, working on transition with new IT Services, preparing RFP for new rate study, preparing RFP for next district auditor, reviewing personnel policies and will bring back to the board.

**Public Comment:** None

**Board Comment:**

Director Kalvans made comment in praise of strategic plan moving forward

Director Gregory asked question regarding the timeline of the strategic plan and discussion ensued.

- 5 District General Counsel: Verbal Video part 2/5 Time: 21:35  
District General Counsel Doug White had nothing to report.

6. Director of Utilities: Report Attached Video part 2/5 Time: 21:45  
Report submitted as written with addition that IWMA is currently working on applying to state for grant funding in relations to SB1383, we have changes to ordinance which will come to the Board in February, January 1st starts the mandatory reporting of paper purchases and use of 30% recycled paper, all generators have made it here and been installed.

**Public Comment:**

Owen Davis asked question about the generators and their use of natural gas and asked about fuel tanks.

Director of Utilities responded that there was a request for fuel tanks but no purchase of fuel tanks as it came back to the board.

**Board Comment:**

Director Kalvans asked about the waiver for SB1383 and how it will work out.

Director of Utilities responded there's no discount from being excluded from SB1383, have to prove the community will still have to pay same rate/surcharge as everyone else within the county and further discussion ensued.

Director Gregory asked question about SB1383 paper requirements and how they monitor it, asked about the arrearage program, and DWR grant funding.

Director of Utilities responded the District will have to provide receipts and documentation to prove what they bought or why they couldn't buy the 30% recycled paper, the water arrearage money was applied to delinquent accounts, DWR grant money was discussed in GSA meeting, further discussion ensued.

7. Fire Chief: Report Attached Video part 3/5 time: 04:10  
Report is submitted as written with notes that December was busiest month, total 347 calls last year, four department members attending PCF Academy in San Luis Obispo to get their Volunteer Firefighter I Certification, Asst. Fire Chief got the new mobile computer data systems installed, now are visible in the dispatch cad and can be seen on the dispatch map now.

**Public Comment:** None

**Board Comment:**

Director Gregory made comment in support of the work being done and keeping up with technology.

X. **Consent Calendar:** Video part 3/5 Time: 06:20

1. **Review and Approve Board Meeting Minutes**
  - A. 11-18-2021 Special Board Meeting Minutes Draft
  - B. 12-16-2021 Special Board Meeting Minutes Draft
  - C. 01-06-2022 Special Board Meeting Minutes Draft

2. **Approve a correction to Change Order No.1 to the Base Contract with Ellison Environmental, Inc. dba Fluid Resource Management (Contractor) for the Pre-Engineered Package Membrane Bioreactor Municipal Wastewater Treatment System as part of the Machado Wastewater Treatment Facility Upgrade & Expansion Project and authorizing the Interim General Manager to execute the Change Order No.1 Resolution 2021-34.**

Correction consists of revision of the Total from \$1,375,279.82 to \$1,535,781.47 to correctly reflect all lines originally listed on the change order approved at the October 2021 Board Meeting. (Dodds)

3. **Receive and File June 2021 to November 2021 Enumeration of Financial Reports (Hido)**

- a) June 2021
- b) July 2021
- c) August 2021
- d) September 2021
- e) October 2021
- f) November 2021

**Public Comment:** None  
**Board Comment:** None  
**Motion by:** Director Palafox  
**Second by:** Director Gregory  
**Motion:** Approve consent items 1 - 3.

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
C. Lara	X				
W. Roney					X

4/0/1

**XI. Board Action Items:**

Video part 3/5 Time: 08:35

1. **Review, Discuss and Receive the Enumeration of Financial Reports for December 2021 (Hido)**

- A. Claims Detail Report
- B. Statement of Revenue Budget vs Actuals
- C. Rev Budget vs Actual Summary
- D. Statement of Expenditures Budget vs Actual
- E. Cash Report
- F. Investment Portfolio Report
- G. Q4 Investment Portfolio Report

Financial Officer Michelle Hido submitted report as written with notes all bank reconciliations have been completed, W-2s were sent out, moved over to Black Mountain Payroll, reviewed all the CSD's payroll, taxes, deductions, CalPERS, reapplied for the CalPERS safety category.

**Public Comment:** None  
**Board Comment:**

Director Kalvans made comment in appreciation for the attention to detail.

**Motion by:** Director Kalvans  
**Second by:** Director Palafox  
**Motion:** Receive and file financial reports for December 2021

Board Members	Ayes	Noes	Abstain	Recuse	Absent
H. Palafox	X				
A. Kalvans	X				
C. Lara	X				
R. Gregory	X				
W. Roney					X

4/0/1

Video part 3/5 Time: 12:55

2. **Review and approve RESOLUTION 2022-01 approving Mid-Year Budget adjustments to the FY 2021-22 approved budget. (Dodds/Roberson)**

**Recommendation:** Approve Resolution 2022-01 authorizing proposed Midyear Budget adjustments to the approved FY 2021-22 budget.

Interim General Manager Rob Roberson read report as submitted.

**Board Comment:**

Director Gregory asked about the adjustments that were made to the wastewater treatment plant.

Director of Utilities responded the adjustments were for reconciling some accounts that were over by a minimum amount, the total is higher than original budget because of other adjustments that were approved, discussion ensued

**Public Comment:**

Owen Davis made comment about the total cost for the Wastewater facility.

**Staff & Board Comment:**

Director of Utilities responded that the cost the District will pay depends on the time it takes to purchase materials, the time to get permitting done, and the time it takes to get additional grant funding, still in those processes.

Director Kalvans made comment in appreciation for the grants, understands there aren't as many options, and main concern is the property tax regarding the school, asked who prepares the budget, transparency with budget.

Interim General Manager explained the process of creating the budget and discussion ensued.

**Motion by:** Director Gregory

**Second by:** Director Palafox

**Motion:** Approve Resolution 2022-01 approving the Fiscal Year 2021-22 budget adjustments

Board Members	Ayes	Noes	Abstain	Recuse	Absent
C. Lara	X				
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X

4/0/1

Video part: 3/5 Time: 24:50

3. **Review and Approve RESOLUTION 2022-02 amending Section 13.5 of the District Personnel Guidelines and Policies relating to Cellular Telephone and Other Electronic Device Usage at the District. (Roberson/Dervin)**

**Recommendation:** Adopt Resolution 2022-02 amending Section 13.5 of the District Personnel Guidelines and Policies relating to Cellular Telephone and Other Electronic Device Usage at the District

Interim General Manager Rob Roberson read report as submitted and the Fire Department found a phone service that cost less than the stipend which allowed having cell phones assigned as a tool for position to keep fire-related issues separate from personal phones.

**Public Comment:**

Owen Davis made comment in disagreement with Fire Department and Utility Staff getting District Cell phones.

**Board Comment:**

Counsel Doug White clarified that if the CSD employees are using their phones at work they are legally required to have either a phone stipend or other phone services.

Director Kalvans made comment in understanding of the legal clarification.

Director Lara asked if the phones will stay at the job site

Interim General Manager explained that the phones will be assigned to the position and will stay on their person.

**Motion by:** Director Gregory

**Second by:** Director Kalvans

**Motion:** Approve Resolution 2022-02

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
C. Lara	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X

4/0/1

Video part 3/5 Time: 30:30

4. **Review and approve RESOLUTION 2022-03 authorizing the Director of Utilities to contract with San Luis Powerhouse in an amount not to exceed \$15,722.34 for the purchase of a replacement generator and authorize the Director of Utilities to purchase material and contract services in an amount not to exceed \$12,000 to install the replacement generator at the Mission Gardens Lift Station. (Dodds)**

**Recommendation:** Approve RESOLUTION 2022-03 authorizing the Director of Utilities to purchase and install a replacement generator and authorize a corresponding transfer and budget adjustment in an amount equal to \$27,722.34 from Wastewater Operational Reserve to Mission Gardens Lift Station Projects (40-580).

Director of Utilities Kelly Dodds read report as submitted

**Board Comment:**

Director Gregory asked what is the size of the current generator and the one that will replace it, and maintenance.

Director of Utilities responded the specifications of the current and proposed generators, discussion ensued.

**Public Comment:**

Member of the Public commented about the use of the generator because the Casa Blanca owner does not take care of the tenants.

**Staff Comment:**

Director of Utilities responded to clarify that the Mission Gardens development is not the same development as the Casa Blanca development.

**Motion by:** Director Gregory

**Second by:** Director Palafox

**Motion:** Approve Resolution 2022-03 to contract with San Luis Powerhouse

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
C. Lara	X				
R. Gregory	X				
W. Roney					X

4/0/1

Video part: 4/6 Time: 05:30

- Review and Approve RESOLUTION 2022-04 authorizing the Director of Utilities to contract with Water Systems Consulting (WSC) for engineering and technical support to prepare, submit and negotiate terms in relation to the required Notice of Intent (NOI), to Discharge in an amount of \$50,000. Including a budget adjustment to Waste Discharge fees/ permits (40-705). (Dodds)**

**Recommendation:** Approve RESOLUTION 2022-04 authorizing the Director of Utilities to contract with Water Systems Consulting (WSC) to complete the required Notice of Intent (NOI) to Discharge in an amount of \$50,000. Including a budget adjustment to Waste Discharge fees/ permits (40-705).

Director of Utilities Kelly Dodds read report as submitted.

**Board Comment:**

Director Palafox asked about the importance to the State's NOI, and if they were changing the requirements.

Director of Utilities responded about the State's regulations and the changing permit they will need to apply for.

Director Gregory made comment about it only being a California regulation and discussion ensued.

Director Kalvans asked about if we were under construction and was responded to not far enough along in construction and more discussion ensued.

Director Gregory asked when the deadline is and was responded to it passed in November and they were able to get extensions until the end of February.

Director Kalvans made another comment about the state regulations and having to spend more money.

Director of Utilities made comment in reassurance of process and discussion ensued.

**Public Comment:**

Owen Davis made comment unrelated to agenda item. Voiced that Director Lara was a Cyber Bully.

**Board Comment:**

Counsel Doug White responded to clarify that a member of the board can not perform work even on a volunteer basis for the District, they would be legally prohibited.

Director Gregory directed the public that the Director's will not be slandered during the meeting.

Director Kalvans made comment in support for Counsel's clarification and discussion ensued.

**Motion by:** Director Kalvans  
**Second by:** Director Gregory  
**Motion:** Approve Resolution 2022-04 authorizing the Director of Utilities to contract with WSC

Board Members	Ayes	Noes	Abstain	Recuse	Absent
C. Lara	X				
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X

4/0/1

Video part: 4/6 Time: 18:40

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

**Recommendation:** Discuss the status and next steps for the Fire Department Temporary Housing unit  
 Fire Prevention Officer Scott Young read report as submitted.

**Board Comment:**

Director Gregory asked if there is a date in mind when it will be done

Fire Prevention Officer responded the production date is six to eight months and then it depends on the budget for financing the project and the assembly time, further explanation and discussion ensued

Director Kalvans made comment about making sure the first responders have the tools necessary to do their job.

**Public Comment:** None

*Discussion Item Only*

Video part: 4/6 Time: 24:30

7. **Amend Assistant Fire Chief Employment Agreement to Comport with CalPERS Rules Requirements for Public Safety Retirement by RESOLUTION 2022-05. (Roberson/White)**

**Recommendation:** Review and amend the Employment Agreement for Scott Young as the Assistant Fire Chief to Comport with CalPERS Rules Requirements, and Authorize the Interim General Manager to Execute the Amended Agreement

Counsel Doug White presented item stating it is a technical amendment to comply with CalPERS regulation dealing with holiday pay.

**Board Comment:** None

**Public Comment:** None

**Motion by:** Director Gregory

**Second by:** Director Palafox

**Motion:** Amend Assistant Fire Chief Employment Agreement by Resolution 2022-05

Board Members	Ayes	Noes	Abstain	Recuse	Absent
H. Palafox	X				
C. Lara	X				
A. Kalvans	X				
R. Gregory	X				
W. Roney					X

4/0/1

Video part 4/5 Time: 26:15

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

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

Director of Utilities read report as submitted.

**Board Comment:**

Director Gregory asked if there is a ground breaking date, talked about the changing timeline.

Director of Utilities responded it depends on the USDA and getting funding, discussed the housing market and other proposed projects, discussion ensued.

Director Kalvans asked about the timeline for next year, the affect of interest rates, funding.

Director of Utilities responded the timeline and the future with the increasing interest rates, more discussion ensued.

**Public Comment:** None

*Discussion Item Only*

**XII. BOARD COMMENT:**

Video part 4/5 Time: 33:15

Director Gregory thanked the public for attending the meeting and informed them the Directors are available for discussion, happy to answer questions.

Board Clerk added that all Board contact information is on the website, discussed SDLA Board conference.

Director Kalvans commented on the SDLA Board conference accreditation.

**XIII. ADJOURNMENT - RETURN TO CLOSED SESSION**

9:17 PM





**BOARD OF DIRECTORS**

Raynette Gregory, President                      Anthony Kalvans, Vice-President  
 Ward Roney, Director                              Hector Palafox, Director                      Crystal Lara, Director

**Special Meeting Strategic Planning Workshop  
 4:00 P.M. to 8:00 P.M. Opened Session  
 SMCSD Boardroom 03-03-2022**

I.	<b>Call to Order:</b>	4:08 PM				
II.	<b>Roll Call:</b>	<i>Gregory, Palafox, Kalvans, Roney</i>			ABSENT: <i>Lara</i>	
III.	<b>Pledge of Allegiance:</b>	<i>Kalvans</i>				
IV.	<b>Approval of Regular Meeting Agenda:</b>					
	Motion by:	Director Kalvans				
	Second by:	Director Roney				
	Motion:	Voice Vote				
	Board Members	Ayes	Noes	Abstain	Recuse	Absent
	R. Gregory	X				
	A. Kalvans	X				
	H. Palafox	X				
	C. Lara					X
	W. Roney	X				

4/0/1

V. **ADJOURN TO CLOSED SESSION: None**

VI. **Call to Order for the Special Board Meeting: Strategic Planning Workshop**

VII. **Public Comment and Communications for items not on the Agenda:** None

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

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

X. **Consent Calendar:** None

XI. **Board Action Items:**

1. **Board of Director Workshop on District Strategic Plan**  
**Recommendation:** Board will hear from staff and consultant BHI to provide direction for the plan. No action will be taken at this meeting. Interim General Manager Rob Roberson gave a small history of the SMCSD formation. Board, Staff and Public listened and participated in the PowerPoint presentation from Brent Ives from BHI Management Consulting presentation. PowerPoint at:  
<https://www.sanmiguelcsd.org/files/e84f4d67d/SMCSD-Board+workshop.pdf>  
**Public Comment:** Owen Davis voiced that he was glad that he attended the workshop

**XII. BOARD COMMENT:**

Director Gregory thanked the public and discussed moving forward

Director Kalvans voiced his appreciation for the members of the public that attended

**XIII. ADJOURNMENT - RETURN TO CLOSED SESSION**

9:17 PM



## San Miguel Community Services District

### Board of Directors Staff Report

March 24<sup>th</sup>, 2022

**AGENDA ITEM: X-2**

**SUBJECT:** Approve RESOLUTION 2022-10 identifying the General Manager and Director of Utilities as authorized signatories and representatives for all matters related to IWMA and SB1383 on behalf of the District.

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#### **RECOMMENDATION:**

Approve RESOLUTION 2022-10 identifying the General Manager and Director of Utilities as authorized signatories and representatives for all matters related to IWMA and SB1383

---

As a participating member of the IWMA, there are routine and urgent items that need to be approved and signed to maintain the District's involvement in the IWMA.

This request is to formally identify the General Manager and Director of Utilities as authorized signers and representatives for all matters related to the IWMA and SB1383.

All District policies and procedures will be followed, however having both positions approved will allow for more flexibility in attending to time sensitive issues.

#### **FISCAL IMPACT**

There are no additional costs to the District by approving this resolution.

PREPARED BY: Kelly Dodds  
Director of Utilities

Attachment: RESOLUTION 2022-10



**RESOLUTION NO. 2022-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN MIGUEL COMMUNITY SERVICES DISTRICT  
IDENTIFYING THE GENERAL MANAGER AND DIRECTOR OF UTILITIES AS  
AUTHORIZED SIGNATORIES AND REPRESENTATIVES FOR ALL MATTERS  
RELATED TO IWMA AND SB1383.**

**WHEREAS**, in the San Miguel Community Service District is a participating agency in the County of San Luis Obispo Integrated Waste Management Authority (IWMA); and

**WHEREAS**, the Board of Directors understands that there are routine and urgent matters that need attention and wish to formally authorize the General Manager and Director of Utilities as authorized signatories and representatives for all matters related to the IWMA and SB1383; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** the San Miguel Board of Directors authorizes General Manager and Director of Utilities as authorized signatories and representatives to act on behalf of, and in the interest of, the District.

**PASSED AND ADOPTED** by the Board of Directors on a motion to approve this resolution by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 24<sup>th</sup> day of March 2022.

\_\_\_\_\_  
Raynette Gregory, President SMCS D Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Rob Roberson, Interim General Manager

\_\_\_\_\_  
Douglas L. White, District General Counsel



San Miguel Community Services District  
AGENDA ITEM: XI – 1  
Financial Report

March 17, 2022

**BOARD ACTION:** Review the enumeration of Financial Reports for February 2022

**February 2022 Revenue:** \$191,191.39 Sale Revenues, Property Taxes, and Franchise Fees.

**February 2022 Expenses:** \$400,718.36

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**CSD PROJECTS:**

Resolution 2021-06: Generator Project- \$230,000.00 CALOES Power Resiliency Grant

FEBRUARY costs: Baldwin Electric – Gen Install SLT Well \$2,447.44

Grant use to date: \$183,489.01 (currently 80% of the grant has been used)

Status: In Process

WWTF Expansion- SWRCB Order June 2018

FEBRUARY costs: Dudek – WWTF environmental \$14,441.25, White Brenner – CEQA, Solar etc

Project costs to date: \$471,722.84

Status: In Process

Resolution 2021-05: MDC- Budget: \$20,000.00

FEBRUARY costs: 0

Project costs to date: \$6,707.59 (34% spent)

Status: In Process

Fire Temporary Housing Unit-

FEBRUARY costs: 0

Project costs to date: \$8,096.01

Status: In Process

Resolution 2021-32: WWTF FRM replace Dissolved Oxygen meters- Budget: \$16,971.60

FEBRUARY costs: 0

Status: Started

Resolution 2021-33: WWTF MBR- Budget: \$206,835.37/\$6,894,512.30

FEBRUARY costs: \$222,157.36 Fluid Resource Management

Status: Started

Resolution 2021-35: WWTF Headworks- Budget: \$250,231.00

FEBRUARY costs: 0

Status: Started

Resolution 2022-03: Mission Gardens Lift Stations Generator- Budget: \$27,722.34

FEBRUARY costs: Southern California Gas Co. \$5,475.49

Project costs to date: \$5,475.49 (20% spent)

Status: In Process

FEBRUARY costs: 0

Status: Started

**LEGAL SERVICES**

February Legal bills: \$16,269.95 (December billing)

**2021/22 LEGAL EXPENSES TO DATE:**

BOARD MEETINGS:	\$ 17,583.63
CSD BOARD REQUESTS:	\$ 2,434.58
GENERAL CSD/ADMIN:	\$ 5,229.91
GENERAL HR AND HR CONTRACTS:	\$ 6,569.51
HR INVESTIGATION/ARBITRATION:	\$ 3,793.78
PUBLIC RECORDS REQUESTS:	\$ 1,115.89
RECALL:	\$ 4,722.51
SEWER:	\$ 9,156.00
STEINBECK:	\$ 22,817.30
WHITE OAK:	\$ 3,330.20
WATER:	\$ 4,471.50
	<b>\$ 81,224.81</b>

**OTHER GENERAL OPERATING EXPENSES- FEBRUARY**

- CalPERS \$23,607.39 – February monthly
- PG&E \$10,182.64 – Facilities electric bill February
- BHI Management Consulting \$7,150.00 – Input Phase II
- CIO Solutions \$7,097.00 – New Client Onboarding, Foxit, Monthly IT Support
- US Bank \$5,533.89 – Monthly CSD Credit Card expenses
- Lexipol \$3,210.00 – Fire Policy & Procedure Program
- FGL Environmental \$2,723.00 – Labs and Testing
- Ferguson Ent \$2,518.09 – Pipes & Fittings
- Master Meter \$1,500.00 – Annual Support & Maintenance
- JB Dewar \$1,376.52 – Diesel
- Baldwin Electric \$1,318.50 – Pull Box Repair wiring
- WEX Bank \$992.67 – Monthly CSD District Vehicle Fuel

**RECOMMENDATION:** Receive and file the February 2022 SMCS D Financial Reports.

**PREPARED BY:**

*Michelle Hido*

Financial Officer

**REVIEWED BY:**

Kelly Dodds

Director of Utilities

03/18/22  
09:17:59

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 2/22

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7691	19473S	689 AMAZON CAPITOL SERVICES	118.96					
1CXK-6TGP-HCXY								
1	1CXK-6TGP	02/01/22 6' FOLDING TABLE & AA,AAA B	29.74			30 63000	305	10200
2	1CXK-6TGP	02/01/22 6' FOLDING TABLE & AA,AAA B	29.74			40 64000	305	10200
3	1CXK-6TGP	02/01/22 6' FOLDING TABLE & AA,AAA B	29.74			50 65000	305	10200
4	1CXK-6TGP	02/01/22 6' FOLDING TABLE & AA,AAA B	29.74			60 66000	305	10200
7692	19473S	689 AMAZON CAPITOL SERVICES	134.06					
1Q1R-4TN3-KX39								
2	1Q1R-4TN3	02/01/22 BACKPACK SPRAYER	134.06			40 64000	490	10200
7693	19473S	689 AMAZON CAPITOL SERVICES	134.01					
1GW3-YTNX-G4TG								
1	1GW3-YTNX	02/01/22 RUBBER BOOTS	67.01*			40 64000	495	10200
2	1GW3-YTNX	02/01/22 RUBBER BOOTS	67.00*			50 65000	495	10200
7694	19473S	689 AMAZON CAPITOL SERVICES	66.52					
1T4D-1MGJ-LWL								
1	1T4D-1MGJ	02/01/22 AIR FILTERS	33.26			40 64000	354	10200
2	1T4D-1MGJ	02/01/22 AIR FILTERS	33.26			50 65000	354	10200
7695	19473S	689 AMAZON CAPITOL SERVICES	67.18					
11CK-CD1T-JK9M								
1	11CK-CD1T	02/01/22 LABELS & STAPLER	33.59			40 64000	410	10200
2	11CK-CD1T	02/01/22 LABELS & STAPLER	33.59			50 65000	410	10200
7696	19473S	689 AMAZON CAPITOL SERVICES	42.65					
1YCX-PQRY-GJKT								
1	1YCX-PQRY	02/01/22 LED FLASHLIGHT	10.67			30 63000	490	10200
2	1YCX-PQRY	02/01/22 LED FLASHLIGHT	10.66			40 64000	490	10200
3	1YCX-PQRY	02/01/22 LED FLASHLIGHT	10.66			50 65000	490	10200
4	1YCX-PQRY	02/01/22 LED FLASHLIGHT	10.66			60 66000	490	10200
<b>Total for Vendor:</b>			<b>563.38</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7667	19474S	714 AT&T Mobility	164.98					
FIRE CELL PHONES								
1	02102022	02/02/22 CELL PHONE - ROBERSON	81.82*			20 62000	310	10200
2	02102022	02/02/22 CELL PHONE - YOUNG	83.16*			20 62000	310	10200
<b>Total for Vendor:</b>			<b>164.98</b>					
7688	19475S	622 BALDWIN ELECTRIC SERVICE	2,447.44					
1	410 01/30/22	SLT WELL GEN INSTALL	2,447.44			50 65000	590	10200
7737	19509S	622 BALDWIN ELECTRIC SERVICE	1,318.50					
1	419 02/28/22	WWTF PULL BOX REPAIR WIRING	1,318.50			40 64000	582	10200
<b>Total for Vendor:</b>			<b>3,765.94</b>					
7739	19510S	709 BHI MANAGEMENT CONSULTING	7,150.00					
1	022-08 02/26/22	STRATEGIC PLAN:INPUT PHSE 17HR	1,465.75			20 62000	900	10200
2	022-08 02/26/22	STRATEGIC PLAN:INPUT PHSE 17HR	143.00			30 63000	900	10200
3	022-08 02/26/22	STRATEGIC PLAN:INPUT PHSE 17HR	2,717.00			40 64000	900	10200
4	022-08 02/26/22	STRATEGIC PLAN:INPUT PHSE 17HR	2,681.25			50 65000	900	10200
5	022-08 02/26/22	STRATEGIC PLAN:INPUT PHSE 17HR	143.00			60 66000	900	10200
<b>Total for Vendor:</b>			<b>7,150.00</b>					
7649	19476S	34 BLAKE'S INC	56.50					
1	1475183 02/03/22	BUCKET & BROOM	28.25			40 64000	305	10200
2	1475183 02/03/22	BUCKET & BROOM	28.25			50 65000	305	10200
<b>Total for Vendor:</b>			<b>56.50</b>					
7740	19511S	573 BURT INDUSTRIAL SUPPLY	61.78					
CAL OES GRANT								
1	103565 02/15/22	59" WAND,SS COUPLER, SS FEM	61.78			40 64000	351	10200
<b>Total for Vendor:</b>			<b>61.78</b>					
7725	-99371E	416 CALPERS	1,690.00					
CalPers 457 Plan Contribution PPE 11/29/21-12/12/21								
1	16692979 12/12/21	CalPers 457 Plan	90.00			20 21860		10250
3	16692979 12/12/21	CalPers 457 Plan	23.00			30 21860		10250



\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	16692979	12/12/21 CalPers 457 Plan	725.00			40 21860		10250
5	16692979	12/12/21 CalPers 457 Plan	821.00			50 21860		10250
6	16692979	12/12/21 CalPers 457 Plan	31.00			60 21860		10250
7726 -99370E 416 CALPERS			1,650.00					
CalPers 457 Plan Contribution								
PPE 12/13/21-12/26/21								
1	16692884	12/26/21 CalPers 457 Plan	90.00			20 21860		10250
3	16692884	12/26/21 CalPers 457 Plan	23.00			30 21860		10250
4	16692884	12/26/21 CalPers 457 Plan	705.00			40 21860		10250
5	16692884	12/26/21 CalPers 457 Plan	801.00			50 21860		10250
6	16692884	12/26/21 CalPers 457 Plan	31.00			60 21860		10250
7775 -99369E 416 CALPERS			1,672.64					
CalPers 3100 Retirement Classic								
Classic Plan PP 01/10/22 01/23/2022 Check Date 01/28/21								
1	16638847	01/28/22 CalPers 3100 Retirement	0.00			20 21850		10250
2	16638847	01/28/22 CalPers 3100 Retirement	62.07			30 21850		10250
3	16638847	01/28/22 CalPers 3100 Retirement	544.26			40 21850		10250
4	16638847	01/28/22 CalPers 3100 Retirement	1,004.23			50 21850		10250
5	16638847	01/28/22 CalPers 3100 Retirement	62.08			60 21850		10250
7776 -99368E 416 CALPERS			1,663.50					
CalPers 3100 Retirement Classic								
Classic Plan PP 01/24/22 02/06/2022 Check Date 02/11/21								
1	16673479	02/11/22 CalPers 3100 Retirement	0.00			20 21850		10250
2	16673479	02/11/22 CalPers 3100 Retirement	61.89			30 21850		10250
3	16673479	02/11/22 CalPers 3100 Retirement	542.80			40 21850		10250
4	16673479	02/11/22 CalPers 3100 Retirement	996.92			50 21850		10250
5	16673479	02/11/22 CalPers 3100 Retirement	61.89			60 21850		10250
7777 -99367E 416 CALPERS			1,622.09					
CalPers 3100 Retirement Classic								
Classic Plan PP 02/7/22 02/20/2022 Check Date 02/25/21								
1	16673495	02/25/22 CalPers 3100 Retirement	0.00			20 21850		10250
2	16673495	02/25/22 CalPers 3100 Retirement	61.06			30 21850		10250
3	16673495	02/25/22 CalPers 3100 Retirement	536.18			40 21850		10250

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	16673495	02/25/22 CalPers 3100 Retirement	963.79			50 21850		10250
5	16673495	02/25/22 CalPers 3100 Retirement	61.06			60 21850		10250
7778	-99366E	416 CALPERS	2,051.32					
CalPers 26019 Retirement/PEPRA								
PPE 1/10/22 1/23/22 Payroll Check Date 01/28/22								
1	16638884	01/28/22 CalPers 3100 Retirement	508.84			20 21851		10250
2	16638884	07/19/21 CalPers 3100 Retirement	18.16			30 21851		10250
3	16638884	01/28/22 CalPers 3100 Retirement	826.72			40 21851		10250
4	16638884	01/28/22 CalPers 3100 Retirement	674.69			50 21851		10250
5	16638884	01/28/22 CalPers 3100 Retirement	22.91			60 21851		10250
7779	-99365E	416 CALPERS	1,934.91					
CalPers 26019 Retirement/PEPRA								
PPE 1/24/22 2/6/22 Payroll Check Date 02/11/22								
1	16673509	02/11/22 CalPers 3100 Retirement	507.31			20 21851		10250
2	16673509	02/11/22 CalPers 3100 Retirement	16.82			30 21851		10250
3	16673509	02/11/22 CalPers 3100 Retirement	765.77			40 21851		10250
4	16673509	02/11/22 CalPers 3100 Retirement	623.78			50 21851		10250
5	16673509	02/11/22 CalPers 3100 Retirement	21.23			60 21851		10250
7780	-99364E	416 CALPERS	1,994.54					
CalPers 26019 Retirement/PEPRA								
PPE 2/7/22 2/20/22 Payroll Check Date 02/25/22								
1	16673526	02/25/22 CalPers 3100 Retirement	506.21			20 21851		10250
2	16673526	02/25/22 CalPers 3100 Retirement	18.66			30 21851		10250
3	16673526	02/25/22 CalPers 3100 Retirement	816.06			40 21851		10250
4	16673526	02/25/22 CalPers 3100 Retirement	630.76			50 21851		10250
5	16673526	02/25/22 CalPers 3100 Retirement	22.85			60 21851		10250
7781	-99363E	416 CALPERS	1,387.17					
CalPers 4680 Annual Unfunded Accrued Liability								
Classic Plan 06-30-19 Actuarial Valuation								
1	16694778	02/01/22 CalPers 3100 Retirement	0.00			20 21850		10250
2	16694778	02/01/22 CalPers 3100 Retirement	69.34			30 21850		10250
3	16694778	02/01/22 CalPers 3100 Retirement	624.24			40 21850		10250
4	16694778	02/01/22 CalPers 3100 Retirement	624.24			50 21850		10250

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5	16694778	02/01/22 CalPers 3100 Retirement	69.35			60 21850		10250
	7782 -99362E	416 CALPERS CalPers PERPA Annual Unfunded Accrued Liability Actuarial Valuation for Rate Plan 26019	501.08					
1	16694787	02/01/22 CalPers 3100 Retirement	102.72			20 21851		10250
2	16694787	02/01/22 CalPers 3100 Retirement	10.02			30 21851		10250
3	16694787	02/01/22 CalPers 3100 Retirement	190.41			40 21851		10250
4	16694787	02/01/22 CalPers 3100 Retirement	187.91			50 21851		10250
5	16694787	02/01/22 CalPers 3100 Retirement	10.02			60 21851		10250
	7783 -99359E	416 CALPERS CalPers 457 Plan Contribution PPE 2/2/22 2/15/22 RK	40.00					
4	16696718	02/15/22 CalPers 457 Plan RK	20.00			40 21860		10250
5	16696718	02/15/22 CalPers 457 Plan RK	20.00			50 21860		10250
	7784 -99361E	416 CALPERS CalPers 457 Plan Contribution PPE 2/2/22 2/15/22 RK	40.00					
4	16696715	02/15/22 CalPers 457 Plan RK	20.00			40 21860		10250
5	16696715	02/15/22 CalPers 457 Plan RK	20.00			50 21860		10250
	7785 -99360E	416 CALPERS CalPers 1800 Health Coverage month MARCH 2022	7,160.14					
1	16715305	02/14/22 CalPers 1800 Health MARCH	471.69*			20 62000	205	10250
2	16715305	02/14/22 CalPers 1800 Health MARCH	0.00			20 62000	206	10250
3	16715305	02/14/22 CalPers 1800 Health MARCH	117.58			20 21810		10250
4	16715305	02/14/22 CalPers 1800 Health MARCH	96.74			30 63000	205	10250
5	16715305	02/14/22 CalPers 1800 Health MARCH	0.00			30 63000	206	10250
6	16715305	02/14/22 CalPers 1800 Health MARCH	37.60			30 21810		10250
7	16715305	02/14/22 CalPers 1800 Health MARCH	1,761.89			40 64000	205	10250
8	16715305	02/14/22 CalPers 1800 Health MARCH	103.50			40 64000	206	10250
9	16715305	02/14/22 CalPers 1800 Health MARCH	718.85			40 21810		10250
10	16715305	02/14/22 CalPers 1800 Health MARCH	2,430.72			50 65000	205	10250
11	16715305	02/14/22 CalPers 1800 Health MARCH	103.50			50 65000	206	10250

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
12	16715305	02/14/22 CalPers 1800 Health MARCH	1,183.73			50 21810		10250
13	16715305	02/14/22 CalPers 1800 Health MARCH	96.74			60 66000	205	10250
14	16715305	02/14/22 CalPers 1800 Health MARCH	0.00			60 66000	206	10250
15	16715305	02/14/22 CalPers 1800 Health MARCH	37.60			60 21810		10250
7786 -99358E 416 CALPERS			200.00					
CalPers 3100 Retirement late fee								
CLASSIC + PERPA REPORTING								
1	16722589	02/28/22 CalPers 3100 Retirement	41.00			20 21850		10250
2	16722589	02/28/22 CalPers 3100 Retirement	4.00			30 21850		10250
3	16722589	02/28/22 CalPers 3100 Retirement	76.00			40 21850		10250
4	16722589	02/28/22 CalPers 3100 Retirement	75.00			50 21850		10250
5	16722589	02/28/22 CalPers 3100 Retirement	4.00			60 21850		10250
<b>Total for Vendor:</b>			<b>23,607.39</b>					
7712 19477S 67 CHARTER COMMUNICATIONS			129.98					
Acct# 8245-10-105-0027311								
Spectrum Business Internet/Voice								
Service 2/11/22 - 3/10/22								
1	021122	02/11/22 Internet/Voice CSD FEBRUARY	43.33			20 62000	375	10200
2	021122	02/11/22 Internet/Voice CSD FEBRUARY	43.33			40 64000	375	10200
3	021122	02/11/22 Internet/Voice CSD FEBRUARY	43.32			50 65000	375	10200
<b>Total for Vendor:</b>			<b>129.98</b>					
7661 19478S 712 CIO SOLUTIONS			1,250.00					
1	92121-122	01/31/22 IT- NEW CLIENT ONBOARDING	256.25*			20 62000	321	10200
2	92121-122	01/31/22 IT- NEW CLIENT ONBOARDING	25.00			30 63000	321	10200
3	92121-122	01/31/22 IT- NEW CLIENT ONBOARDING	475.00			40 64000	321	10200
4	92121-122	01/31/22 IT- NEW CLIENT ONBOARDING	468.75			50 65000	321	10200
5	92121-122	01/31/22 IT- NEW CLIENT ONBOARDING	25.00			60 66000	321	10200
7708 19478S 712 CIO SOLUTIONS			1,599.00					
1	92542-122	02/21/22 IT SUPPORT- FEBRUARY	327.80*			20 62000	321	10200
2	92542-122	02/21/22 IT SUPPORT- FEBRUARY	31.98			30 63000	321	10200
3	92542-122	02/21/22 IT SUPPORT- FEBRUARY	607.62			40 64000	321	10200
4	92542-122	02/21/22 IT SUPPORT- FEBRUARY	599.62			50 65000	321	10200
5	92542-122	02/21/22 IT SUPPORT- FEBRUARY	31.98			60 66000	321	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 2/22

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Report ID: AP100V

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7709	19478S	712 CIO SOLUTIONS	4,248.00					
1	92502-122	01/31/22 FOXIT PDF EDITOR x3 RR,SY	644.40*			20 62000	321	10200
3	92502-122	02/21/22 FOXIT PDF EDITORx4 RK,TP,DP	429.60			40 64000	321	10200
4	92502-122	02/21/22 FOXIT PDF EDITORx4 RK,TP,DP	429.60			50 65000	321	10200
5	92502-122	02/21/22 FOXIT PDF EDITORx3 KD, TP,	132.10*			20 62000	321	10200
6	92502-122	02/21/22 FOXIT PDF EDITORx3 KD, TP,	12.89			30 63000	321	10200
7	92502-122	02/21/22 FOXIT PDF EDITORx3 KD, TP,	244.87			40 64000	321	10200
8	92502-122	02/21/22 FOXIT PDF EDITORx3 KD, TP,	241.65			50 65000	321	10200
9	92502-122	02/21/22 FOXIT PDF EDITORx3 KD, TP,	12.89			60 66000	321	10200
10	92502-122	02/21/22 IT SUPPORT ONBOARDING	430.50*			20 62000	321	10200
11	92502-122	02/21/22 IT SUPPORT ONBOARDING	42.00			30 63000	321	10200
12	92502-122	02/21/22 IT SUPPORT ONBOARDING	798.00			40 64000	321	10200
13	92502-122	02/21/22 IT SUPPORT ONBOARDING	787.50			50 65000	321	10200
14	92502-122	02/21/22 IT SUPPORT ONBOARDING	42.00			60 66000	321	10200
		<b>Total for Vendor:</b>	<b>7,097.00</b>					
7711	19479S	199 CITY OF PASO ROBLES	43.56					
		GSI WATER SOLUTIONS INV# 00824.003-3 2/14/22						
		3.03% OF PR SUB-BASIN 3RD ANNUAL RPT						
1	SM_2022017	02/17/22 Paso Robles 3RD Annual Rep	43.56			50 65000	324	10200
		<b>Total for Vendor:</b>	<b>43.56</b>					
7735	19515S	660 DUDEK	14,441.25					
1	202101970	04/09/21 WWTF enviromental	14,441.25			40 64000	587	10200
7736	19515S	660 DUDEK	285.00					
1	202105898	08/18/21 WWTF enviromental	285.00			40 64000	587	10200
		<b>Total for Vendor:</b>	<b>14,726.25</b>					
7699	19480S	109 FERGUSON ENTERPRISES	904.40					
1	9665881	01/28/22 PIPE & FITTINGS	904.40			50 65000	353	10200
7701	19480S	109 FERGUSON ENTERPRISES	1,183.61					
1	9707638	02/04/22 SLT WELL PIPE & FITTINGS	1,183.61			50 65000	353	10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7702 1	19480S 9739109	109 FERGUSON ENTERPRISES 02/01/22 PIPE & FITTINGS	4.29 4.29			50 65000	353	10200
7721 1	19480S 9688027-1	109 FERGUSON ENTERPRISES 02/11/22 COUPLING & TOOL	268.13 268.13			50 65000	353	10200
7722 1	19480S 9761015	109 FERGUSON ENTERPRISES 02/11/22 STRP BRZ SDL	134.06 134.06			50 65000	353	10200
7723 1	19480S 9688027	109 FERGUSON ENTERPRISES 02/11/22 REMOVAL TOOL	23.60 23.60			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>2,518.09</b>					
7662 1	19481S 280005A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/07/22 Metals	70.00 70.00			50 65000	358	10200
7672 1	19481S 280196A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/11/22 Metals	70.00 70.00			40 64000	355	10200
7673 1	19481S 280209A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/11/22 Metals	95.00 95.00			50 65000	358	10200
7674 1	19481S 280195A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/11/22 Metals	162.00 162.00			40 64000	355	10200
7675 1	19481S 184571A	112 FGL - ENVIRONMENTAL ANALYTICAL 01/25/22 Metals	95.00 95.00			50 65000	358	10200
7676 1	19481S 184286A	112 FGL - ENVIRONMENTAL ANALYTICAL 01/27/22 Metals	95.00 95.00			50 65000	358	10200
7677 1 2	19481S 184352A 184352A	112 FGL - ENVIRONMENTAL ANALYTICAL 01/27/22 Metals 01/27/22 WET CHEMISTRY	205.00 39.00 166.00			40 64000 40 64000	355 355	10200 10200

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7678 3	19481S 184573A	112 FGL - ENVIRONMENTAL ANALYTICAL 01/28/22 COLIFORM	225.00 225.00			50 65000	359	10200
7679 3	19481S 280006A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/02/22 COLIFORM	185.00 185.00			50 65000	359	10200
7680 1	19481S 184583A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/03/22 Metals	95.00 95.00			50 65000	358	10200
7705 1 2	19481S 280194A 280194A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/14/22 Metals 02/14/22 WET CHEMISTRY	216.00 39.00 177.00			40 64000 40 64000	355 355	10200 10200
7718 1	19481S 280243A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/16/22 Metals	39.00 39.00			40 64000	355	10200
7719 1	19481S 280133A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/18/22 Metals	95.00 95.00			50 65000	358	10200
7750 1 2 3	19518S 280242A 280242A 280242A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/23/22 Metals 02/23/22 WET CHEMISTRY 02/23/22 WET CHEMISTRY	250.00 160.00 45.00 45.00			50 65000 50 65000 50 65000	359 357 356	10200 10200 10200
7751 1 2 3	19518S 280338A 280242A 280242A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/22/22 COLIFORM 02/23/22 COLIFORM 02/23/22 COLIFORM	156.00 52.00 52.00 52.00			50 65000 50 65000 50 65000	358 357 356	10200 10200 10200
7752 1	19518S 280339A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/22/22 COLIFORM	100.00 100.00			50 65000	359	10200
7753 1	19518S 280296A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/23/22 Metals	151.00 151.00			50 65000	358	10200

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7754 1	19518S 280340A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/23/22 Metals	95.00 95.00			50 65000	358	10200
7755 1	19518S 280400A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/23/22 Metals	70.00 70.00			40 64000	355	10200
7756 1	19518S 280413A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/23/22 Metals	95.00 95.00			50 65000	358	10200
7757 2	19518S 280295A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/23/22 WET CHEMISTRY	159.00 159.00			40 64000	355	10200
		<b>Total for Vendor:</b>	<b>2,723.00</b>					
7671 RES 2021-33 & 2021-34 1	19482S C21553	401 FLUID RESOURCE MANAGEMENT 01/31/22 WWTF MBR	222,157.36 222,157.36*			40 64000	950	10200
		<b>Total for Vendor:</b>	<b>222,157.36</b>					
7652 Acct #805-467-2015-051216-5 Service from 02/1/22 - 02/31/22	19483S	632 FRONTIER COMMUNICATIONS (216-5)	93.97					
SCADA 1 2	FEB 2022	02/01/22 Alarm/SCADA 02/01/22 Alarm/SCADA	46.98 46.99			40 64000 50 65000	310 310	10200 10200
		<b>Total for Vendor:</b>	<b>93.97</b>					
7733 1	19522S 34360	348 GOLDING CONCRETE SAWING 02/25/22 Saw cutting	302.50 302.50			40 64000	353	10200
		<b>Total for Vendor:</b>	<b>302.50</b>					
7697 1 2 3	19484S 193164 193164 193164	147 JB DEWAR 02/01/22 Clear Diesel- 98.5 GAL 02/01/22 Clear Diesel- 94.75 GAL 02/01/22 Clear Diesel- 94.75 GAL	1,376.52 470.83* 452.85 452.84			20 62000 40 64000 50 65000	485 485 485	10200 10200 10200
		<b>Total for Vendor:</b>	<b>1,376.52</b>					



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7650	19485S	633 KELLY-MOORE PAINTS	65.23					
		CURB PAINT						
1	119461	02/03/22 ACTIVATOR- CURB PAINT	65.23			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>65.23</b>					
7665	19486S	713 LEXIPOL, LLC	3,210.00					
		2022 FIRE POLICY MANUAL AND TRAINING						
1	INVLEX8922	02/12/22 2022 POLICY & PROCEDURES	3,210.00			20 62000	385	10200
		<b>Total for Vendor:</b>	<b>3,210.00</b>					
7720	19487S	430 MASTER METER, INC.	1,500.00					
		Customer #0212020 April 1, 2022- March 31, 2023						
1	244146	02/15/22 Masterlink -Support&Maint.2022	1,500.00			50 65000	334	10200
		<b>Total for Vendor:</b>	<b>1,500.00</b>					
7648	19488S	696 MCD SERVICES	130.00					
		THU CIVIL ENGINEERING DESIGN						
1	1266	02/08/22 CIVIL ENGINEERING-APN GIS	130.00			20 62000	510	10200
7683	19488S	696 MCD SERVICES	617.50					
		FIRE STATION REMODEL CIVIL ENGINEERING						
1	1263	02/08/22 FIRE STATION REMODEL DESIGN	617.50			20 62000	326	10200
7684	19488S	696 MCD SERVICES	1,040.00					
		WWTP CIVIL ENGINEERING DESIGN						
1	1262	02/08/22 CIVIL ENGINEERING-DESIGN	1,040.00			40 64000	587	10200
		<b>Total for Vendor:</b>	<b>1,787.50</b>					
7663	19489S	646 MISSION UNIFORM SUPPLY	47.29					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	516107095	12/15/21 Employee Uniforms	1.00			30 63000	495	10200
2	516107095	12/15/21 Employee Uniforms	22.64*			40 64000	495	10200
4	516107095	12/15/21 Employee Uniforms	22.65*			50 65000	495	10200
5	516107095	12/15/21 Employee Uniforms	1.00			60 66000	495	10200

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7669	19489S	646 MISSION UNIFORM SUPPLY	47.29					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	516403764	02/02/22 Employee Uniforms	1.00			30 63000	495	10200
2	516403764	02/02/22 Employee Uniforms	22.64*			40 64000	495	10200
4	516403764	02/02/22 Employee Uniforms	22.65*			50 65000	495	10200
5	516403764	02/02/22 Employee Uniforms	1.00			60 66000	495	10200
7670	19489S	646 MISSION UNIFORM SUPPLY	47.29					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	516490245	02/16/22 Employee Uniforms	1.00			30 63000	495	10200
2	516490245	02/16/22 Employee Uniforms	22.64*			40 64000	495	10200
4	516490245	02/16/22 Employee Uniforms	22.65*			50 65000	495	10200
5	516490245	02/16/22 Employee Uniforms	1.00			60 66000	495	10200
7730	19524S	646 MISSION UNIFORM SUPPLY	47.29					
		Uniforms; Dodds, Sobotka, Pittman, Paslay						
1	516532957	02/23/22 Employee Uniforms	1.00			30 63000	495	10200
2	516532957	02/23/22 Employee Uniforms	22.64*			40 64000	495	10200
4	516532957	02/23/22 Employee Uniforms	22.65*			50 65000	495	10200
5	516532957	02/23/22 Employee Uniforms	1.00			60 66000	495	10200
		<b>Total for Vendor:</b>	<b>189.16</b>					
7685	19490S	17 N REX AWALT CORPORATION	9.74					
		FITTINGS						
1	20269	02/07/22 3/4 HOSE BIB BRASS	9.74			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>9.74</b>					
7666	19491S	425 NFPA	175.00					
		Membership Rob Roberson						
1	2888259	02/02/22 NFPA Membership Roberson	175.00			20 62000	385	10200
		<b>Total for Vendor:</b>	<b>175.00</b>					
7686	19492S	636 OFFICE1	93.76					
		Maintenance Contract #CBM6913-02						
		Samsung/X4250LX						
Acct No. 013014								
1	AR773569	02/01/22 MAINT/COPY CNTRCT 2/4-3/3/22	17.62			20 62000	334	10200

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2	AR773569	02/01/22 MAINT/COPY CNTRCT 2/4-3/3/22	1.72			30 63000	334	10200
3	AR773569	02/01/22 MAINT/COPY CNTRCT 2/4-3/3/22	32.66			40 64000	334	10200
4	AR773569	02/01/22 MAINT/COPY CNTRCT 2/4-3/3/22	32.24			50 65000	334	10200
5	AR773569	02/01/22 MAINT/COPY CNTRCT 2/4-3/3/22	1.72			60 66000	334	10200
6	AR773569	02/01/22 COLOR COPIES 1/4-2/3/22	7.80			20 62000	320	10200
<b>Total for Vendor:</b>			<b>93.76</b>					
7724	19507S	500 PACIFIC WESTERN BANK	200,000.00					
To Disburse Wastewater Funds from Pacific Premier to Pacific Western for WWTF								
1	022822	02/28/22 WW Funds for WWTF Maint	200,000.00			40 20600		10200
<b>Total for Vendor:</b>			<b>200,000.00</b>					
7703	19493S	208 PG&E #6480-8	1,079.16					
Acct #8565976480-8								
1	02/15/22	12th & K 8565976725	9.10			30 63000	381	10200
2	02/15/22	Tract 2710 - 8562053214	72.01			30 63000	381	10200
3	02/15/22	Tract 2710 - 8564394360	23.16			30 63000	381	10200
4	02/15/22	Tract 2710 - 8560673934	57.89			30 63000	381	10200
5	02/15/22	Mission Heights - 8565976482	166.90			30 63000	381	10200
6	02/15/22	Tract 2605 - 8565976109	35.76			30 63000	381	10200
7	02/15/22	9898 River Rd. - 8565976002	333.26			30 63000	381	10200
8	02/15/22	9898 River Rd. - 8565976004	42.97			30 63000	381	10200
9	02/15/22	9898 River Rd. - 8565976008	202.32			30 63000	381	10200
10	02/15/22	9898 River Rd. - 8565976014	68.18			30 63000	381	10200
11	02/15/22	9898 River Rd. - 8565976481	48.13			30 63000	381	10200
12	02/15/22	9898 River Rd. - 8565976483	19.48			30 63000	381	10200
<b>Total for Vendor:</b>			<b>1,079.16</b>					
7704	19494S	209 PG&E #6851-8	10,182.64					
Acct #3675186851-8								
1	02/16/22	Old Fire Station/1297 L St	26.78			20 62000	381	10200
2	02/16/22	Fire Station/1150 Mission	10.51			20 62000	381	10200
3	02/16/22	Water Works #1/Well 3	1,690.12			50 65000	381	10200
4	02/16/22	Bonita Pl & 16th/Well 4	1,162.16			50 65000	381	10200
5	02/16/22	N St/WWTF	6,780.44			40 64000	381	10200
6	02/16/22	2HP Booster Station	12.09			50 65000	381	10200
7	02/16/22	Mission Heights Booster	10.51			50 65000	381	10200

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8	02/16/22	14th St. & K St.	58.16			50 65000	381	10200
9	02/16/22	942 Soka Way lift station	153.90			40 64000	379	10200
10	02/16/22	Missn & 12th Lanscape~St light	146.22			30 63000	381	10200
11	02/16/22	SLT Well	131.75			50 65000	381	10200
<b>Total for Vendor:</b>			<b>10,182.64</b>					
7713 ACCT#	19495S 27476-00	481 SAN MIGUEL COMMUNITY SERVICES	104.28					
1	02/15/22	1199 Mission Irrigation Meter	104.28			30 63000	384	10200
7714 Acct#	19495S 27475-00	481 SAN MIGUEL COMMUNITY SERVICES	4.49					
1	02/15/21	1765 Bonita	4.49			40 64000	384	10200
7715	19495S	481 SAN MIGUEL COMMUNITY SERVICES	51.54					
1	02/15/22	942 Soka Way	51.54			40 64000	384	10200
7716 20547-00	19495S	481 SAN MIGUEL COMMUNITY SERVICES	344.76					
1	02/15/22	1203 Mission St Irrigation Mtr	344.76			30 63000	384	10200
7717 01004-00	19495S	481 SAN MIGUEL COMMUNITY SERVICES	13.47					
1	02/15/22	1150 Mission Street	6.74			50 65000	384	10200
2	02/15/22	1150 Mission Street	6.73			40 64000	384	10200
<b>Total for Vendor:</b>			<b>518.54</b>					
7651 ACCT#	19496S 318691	238 SAN MIGUEL GARBAGE	103.98					
1	020122 02/01/22	FEBRUARY 2021	51.99			40 64000	383	10200
2	020122 02/01/22	FEBRUARY 2021	51.99			50 65000	383	10200
<b>Total for Vendor:</b>			<b>103.98</b>					
7681	4131S	247 SDRMA	718.22					
Employee Dental & Vision Insurance Allocation WS Coverage Month: MARCH 2022								
1	37636 02/10/22	DENTAL MARCH 2022	47.43			20 21811		10250

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2	37636 02/10/22	DENTAL MARCH 2022	12.78			30 21811		10250
3	37636 02/10/22	DENTAL MARCH 2022	274.09			40 21811		10250
4	37636 02/10/22	DENTAL MARCH 2022	288.44			50 21811		10250
5	37636 02/10/22	DENTAL MARCH 2022	13.97			60 21811		10250
6	37636 02/10/22	VISION MARCH 2022	6.92			20 21812		10250
7	37636 02/10/22	VISION MARCH 2022	1.74			30 21812		10250
8	37636 02/10/22	VISION MARCH 2022	28.67			40 21812		10250
9	37636 02/10/22	VISION MARCH 2022	42.38			50 21812		10250
10	37636 02/10/22	VISION MARCH 2022	1.80			60 21812		10250
<b>Total for Vendor:</b>			<b>718.22</b>					
7660 19497S 589 SOUTH COAST EMERGENCY VEHICLE 56.96								
8668 CK ENG LIGHT & CLEAN ERG VALVE								
TAX MISSED ON ORG INVOICE								
1	506881 01/26/22	8668 ERG VALVE REPLACE TAX	56.96			20 62000	354	10200
<b>Total for Vendor:</b>			<b>56.96</b>					
7682 19498S 657 SOUTHERN CALIFORNIA GAS COMPANY 5,475.49								
GENERATOR FOR MISSION GARDENS LIFT STATION								
RESOLUTION 2022-03								
PROJECT# 00000256413								
1	256413 02/10/22	MISSION GRDS GEN RES 2022-03	5,475.49			40 64000	580	10200
<b>Total for Vendor:</b>			<b>5,475.49</b>					
7710 19499S 707 SUPERB GRAPHICS INC 417.27								
1	14864 02/16/22	FIRE DEPT SHIRTS	417.27			20 62000	495	10200
<b>Total for Vendor:</b>			<b>417.27</b>					
7690 19500S 281 TESCO CONTROLS INC 545.60								
Cust Number: SAN/MI								
Job Number: 9000WW								
1	0075677-IN 01/26/22	SLT TANK TRANSDUCER	545.60			50 65000	353	10200
<b>Total for Vendor:</b>			<b>545.60</b>					

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7687	19501S	282 THE BLUEPRINTER	165.16					
MOW BANNER								
1	22-073	01/25/22 MOW BANNER	165.16			20 62000	503	10200
<b>Total for Vendor:</b>			<b>165.16</b>					
7771	19529S	301 US BANK	610.99					
RR STATEMENT DATE 2/22/2022								
1	RR FEB2022	02/22/22 ADOBE - MONTHLY KD	3.07			20 62000	385	10200
2	RR FEB2022	02/22/22 ADOBE - MONTHLY KD	0.30			20 62000	385	10200
3	RR FEB2022	02/22/22 ADOBE - MONTHLY KD	5.65			30 63000	385	10200
4	RR FEB2022	02/22/22 ADOBE - MONTHLY KD	5.59			40 64000	385	10200
5	RR FEB2022	02/22/22 ADOBE - MONTHLY KD	0.30			50 65000	385	10200
6	RR FEB2022	02/22/22 CAL TRAINING- FRESNO SYMP	596.08*			20 62000	386	10200
7772	19529S	301 US BANK	1,422.32					
TP STATEMENT DATE 2/22/2022								
10	TP FEB202	02/22/22 USPS- STAMPS	35.67			20 62000	315	10200
11	TP FEB202	02/22/22 USPS- STAMPS	3.48			30 63000	315	10200
12	TP FEB202	02/22/22 USPS- STAMPS	66.12			40 64000	315	10200
13	TP FEB202	02/22/22 USPS- STAMPS	65.25			50 65000	315	10200
14	TP FEB202	02/22/22 USPS- STAMPS	3.48			60 66000	315	10200
35	TP FEB202	02/22/22 ZOOM - BOARD MEETINGS	3.07			20 62000	385	10200
36	TP FEB202	02/22/22 ZOOM - BOARD MEETINGS	0.30			30 63000	385	10200
37	TP FEB202	02/22/22 ZOOM - BOARD MEETINGS	5.70			40 64000	385	10200
38	TP FEB202	02/22/22 ZOOM - BOARD MEETINGS	5.62			50 65000	385	10200
39	TP FEB202	02/22/22 ZOOM - BOARD MEETINGS	0.30			60 66000	385	10200
40	TP FEB202	02/22/22 ADOBE - MONTHLY TP	3.07			20 62000	385	10200
41	TP FEB202	02/22/22 ADOBE - MONTHLY TP	0.30			30 63000	385	10200
42	TP FEB202	02/22/22 ADOBE - MONTHLY TP	5.70			40 64000	385	10200
43	TP FEB202	02/22/22 ADOBE - MONTHLY TP	5.62			50 65000	385	10200
44	TP FEB202	02/22/22 ADOBE - MONTHLY TP	0.30			60 66000	385	10200
45	TP FEB202	02/22/22 RINGCENTRAL JANUARY PHONE	58.69*			20 62000	310	10200
46	TP FEB202	02/22/22 RINGCENTRAL JANUARY PHONE	5.73			30 63000	310	10200
47	TP FEB202	02/22/22 RINGCENTRAL JANUARY PHONE	108.78			40 64000	310	10200
48	TP FEB202	02/22/22 RINGCENTRAL JANUARY PHONE	107.35			50 65000	310	10200
49	TP FEB202	02/22/22 RINGCENTRAL JANUARY PHONE	5.73			60 66000	310	10200

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59	TP FEB202 02/22/22	CHECKS FOR LESS- DEP SLIPS	13.95			30 63000	320	10200
60	TP FEB202 02/22/22	CHECKS FOR LESS- DEP SLIPS	1.36			40 64000	320	10200
61	TP FEB202 02/22/22	CHECKS FOR LESS- DEP SLIPS	25.86			50 65000	320	10200
62	TP FEB202 02/22/22	CHECKS FOR LESS- DEP SLIPS	25.52			60 66000	320	10200
63	TP FEB202 02/22/22	CHECKS FOR LESS- DEP SLIPS	1.36			20 62000	320	10200
64	TP FEB202 02/22/22	OFFICE 365 BOARD + ENGINEER	98.40			20 62000	385	10200
65	TP FEB202 02/22/22	OFFICE 365 BOARD + ENGINEER	9.60			30 63000	385	10200
66	TP FEB202 02/22/22	OFFICE 365 BOARD + ENGINEER	182.40			40 64000	385	10200
67	TP FEB202 02/22/22	OFFICE 365 BOARD + ENGINEER	180.00			50 65000	385	10200
68	TP FEB202 02/22/22	OFFICE 365 BOARD + ENGINEER	9.60			60 66000	385	10200
69	TP FEB202 02/22/22	OFFICE 365 UTILITIES	8.45			30 63000	385	10200
70	TP FEB202 02/22/22	OFFICE 365 UTILITIES	158.98			40 64000	385	10200
71	TP FEB202 02/22/22	OFFICE 365 UTILITIES	208.13			50 65000	385	10200
72	TP FEB202 02/22/22	OFFICE 365 UTILITIES	8.45			60 66000	385	10200
7773	19529S 301 US BANK		1,050.94					
KD STATEMENT DATE 02/22/2022								
84	KD FEB2022 02/22/22	PR BEARING/HYDRO HOSE	97.42			30 63000	351	10200
85	KD FEB2022 02/22/22	LOWES- QUIKRETE	196.79			50 65000	590	10200
86	KD FEB2022 02/22/22	LOWES- PRTABAND BLD	21.73			50 65000	353	10200
88	KD FEB2022 02/22/22	LOWES- TRASHCAN,BRUSH	43.75			30 63000	305	10200
89	KD FEB2022 02/22/22	LOWES- TRASHCAN,BRUSH	43.75			40 64000	305	10200
90	KD FEB2022 02/22/22	LOWES- TRASHCAN,BRUSH	43.75			50 65000	305	10200
91	KD FEB2022 02/22/22	LOWES- TRASHCAN,BRUSH	43.75			60 66000	305	10200
92	KD FEB2022 02/22/22	LOWES- BANDSAW,LADDER	272.94			40 64000	490	10200
93	KD FEB2022 02/22/22	LOWES- BANDSAW,LADDER	272.94			50 65000	490	10200
94	KD FEB2022 02/22/22	TRACTOR SUPPLY- U BOLTS	7.06			40 64000	351	10200
95	KD FEB2022 02/22/22	TRACTOR SUPPLY- U BOLTS	7.06			50 65000	351	10200
7774	19529S 301 US BANK		2,449.64					
TP STATEMENT DATE 2/2222								
1	SY FEB2022 02/22/22	WALMART- USB HUB, KEYBOARD	82.39			20 62000	475	10200
2	SY FEB2022 02/22/22	BLAKES- MOUNTING TAPE	7.60			20 62000	354	10200
3	SY FEB2022 02/22/22	SLO FIST EVENT REGISTRATIO	1,751.30*			20 62000	386	10200
4	SY FEB2022 02/22/22	AMAZON - TX SHEETS, MED SU	164.54			20 62000	450	10200
5	SY FEB2022 02/22/22	AMAZON - GLUCOSE MONITORS	99.27			20 62000	450	10200
6	SY FEB2022 02/22/22	AMAZON - SPLINT ROLLS	112.50			20 62000	450	10200

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7	SY FEB2022	02/22/22 AMAZON - THERMOMETERS	122.22			20 62000	450	10200
8	SY FEB2022	02/22/22 AMAZON - MEDICAL POCKET IN	40.04			20 62000	450	10200
9	SY FEB2022	02/22/22 USPS- WB RESOLUTION	1.13			20 62000	315	10200
10	SY FEB2022	02/22/22 USPS- WB RESOLUTION	0.11			30 63000	315	10200
11	SY FEB2022	02/22/22 USPS- WB RESOLUTION	2.09			40 64000	315	10200
12	SY FEB2022	02/22/22 USPS- WB RESOLUTION	2.07			50 65000	315	10200
13	SY FEB2022	02/22/22 USPS- WB RESOLUTION	0.11			60 66000	315	10200
14	SY FEB2022	02/22/22 LIFEGUARD STORE- CARTRIDGE	64.27			20 62000	450	10200
		<b>Total for Vendor:</b>	<b>5,533.89</b>					
7689	19502S	295 USA NORTH 811 - DIG SAFE BOARD	300.00					
		2022 MEMBERSHIP						
		2021: 811 DIG TKTS 122						
1	2022165226	01/31/22 Membership 2022 <200 TKTS	150.00			40 64000	385	10200
2	2022165226	01/31/22 Membership 2022 <200 TKTS	150.00			50 65000	385	10200
		<b>Total for Vendor:</b>	<b>300.00</b>					
7707	19503S	327 VALLI INFORMATION SYSTEMS	885.94					
		Web Posting Service and Postage for JANUARY Billing						
1	29001	01/04/22 Web Posting, Postage JANUARY	191.07			40 64000	374	10200
2	29001	01/04/22 Web Posting, Postage JANUARY	191.07			50 65000	374	10200
3	29001	01/04/22 Printing JANUARY	105.00			40 64000	374	10200
4	29001	01/04/22 Printing JANUARY	105.00			50 65000	374	10200
5	29001	01/04/22 OTC/Online Monthly Maintenance	37.50			40 64000	334	10200
6	29001	01/04/22 OTC/Online Monthly Maintenance	37.50			50 65000	334	10200
9	29001	01/04/22 Printed insert CSD BILL EDU	9.35			30 63000	395	10200
10	29001	01/04/22 Printed insert CSD BILL EDU	84.15			40 64000	395	10200
11	29001	01/04/22 Printed insert CSD BILL EDU	84.15			50 65000	395	10200
12	29001	01/04/22 Printed insert CSD BILL EDU	9.35			60 66000	395	10200
13	29001	01/04/22 IVR SERVICE FEE JANUARY	15.90			40 64000	374	10200
14	80581	01/31/22 IVR SERVICE FEE JANUARY	15.90			50 65000	374	10200
		<b>Total for Vendor:</b>	<b>885.94</b>					
7668	19504S	511 VERIZON	727.54					
		Laptop 805-423-7591,805-591-9233,805-591-9352,805-610-1782 UTIL						
		Laptop 805-369-9703, 805-835-8092 FIRE						
		01/09/22 ~ 02/08/22						
1	9899065963	02/28/22 TABLETS FEBRUARY	-14.84*			20 62000	310	10200



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2	9899065963	02/28/22 TABLETS UTILITY FEBRUARY	20.04			40 64000	310	10200
3	9899065963	02/28/22 TABLETS UTILITY FEBRUARY	20.04			50 65000	310	10200
4	9899065963	02/28/22 ACCT PLAN & CHARGES	1.50			30 63000	465	10200
5	9899065963	02/28/22 ACCT PLAN & CHARGES	13.50			40 64000	465	10200
6	9899065963	02/28/22 ACCT PLAN & CHARGES	13.50			50 65000	465	10200
7	9899065963	02/28/22 ACCT PLAN & CHARGES	1.50			60 66000	465	10200
8	9899065963	02/28/22 UTILITIES CELL PHONES	14.36			30 63000	465	10200
9	9899065963	02/28/22 UTILITIES CELL PHONES	129.25			40 64000	465	10200
10	9899065963	02/28/22 UTILITIES CELL PHONES	129.25			50 65000	465	10200
11	9899065963	02/28/22 UTILITIES CELL PHONES	14.36			60 66000	465	10200
12	9899065963	02/28/22 T PARENT CELL PHONE	78.95			20 62000	465	10200
13	9899065963	02/28/22 T PARENT CELL PHONE	7.70			30 63000	465	10200
14	9899065963	02/28/22 T PARENT CELL PHONE	146.33			40 64000	465	10200
15	9899065963	02/28/22 T PARENT CELL PHONE	144.40			50 65000	465	10200
16	9899065963	02/28/22 T PARENT CELL PHONE	7.70			60 66000	465	10200
7706 19504S 511 VERIZON			87.14					
Laptop 805-369-9703,805-835-8092, 805-369-9703								
12/09/21 ~ 1/08/22								
1	9899065964	02/28/22 TABLETS FEBRUARY	87.14*			20 62000	310	10200
<b>Total for Vendor:</b>			<b>814.68</b>					
7698 19505S 310 VIBORG SAND & GRAVEL, INC.			92.99					
1	44122	01/31/22 FLOAT ROCK-SLT WELL GENER SITE	92.99			50 65000	590	10200
<b>Total for Vendor:</b>			<b>92.99</b>					
7647 -99379E 612 WEX BANK			992.67					
FUEL BILL CLOSING DATE: 02/07/22								
1	78360586	02/07/22 Fuel 8600 JANUARY	164.04*			20 62000	485	10200
2	78360586	02/07/22 Fuel 8601 JANUARY	287.93*			20 62000	485	10200
3	78360586	02/07/22 Fuel 8630 JANUARY	162.47*			20 62000	485	10200
4	78360586	02/07/22 FUEL OES	0.00			20 62000	307	10200
5	78360586	02/07/22 Fuel U8632 JANUARY	92.89			40 64000	485	10200
8	78360586	02/07/22 Fuel U8632 JANUARY	92.89			50 65000	485	10200
9	78360586	02/07/22 Fuel U8634 JANUARY	0.00			40 64000	485	10200
10	78360586	02/07/22 Fuel U8634 JANUARY	0.00			50 65000	485	10200
11	78360586	02/07/22 Fuel U8636 JANUARY	102.24			50 65000	485	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
12	78360586	02/07/22 Fuel U8636 JANUARY	102.24			40 64000	485	10200
13	78360586	02/07/22 REBATE ADJUSTMENT	-7.36*			20 62000	485	10200
14	78360586	02/07/22 REBATE ADJUSTMENT	-2.33			40 64000	485	10200
15	78360586	02/07/22 REBATE ADJUSTMENT	-2.34			50 65000	485	10200
<b>Total for Vendor:</b>			<b>992.67</b>					
7770	19532S	473 WHITE BRENNER LLP	16,269.95					
DECEMBER 2022								
1	44597	DEC 02/21/22 Stinebeck Legal- TRIAL NOV	599.45			50 65000	332	10200
2	02/21/22	Water Legal- DISTRICT ENGINEER	0.00			50 65000	327	10200
3	02/21/22	Water Legal- GSA MEETING	0.00			50 65000	327	10200
4	44597	DEC 02/21/22 WHITE OAK LEGAL	537.60			50 65000	327	10200
5	02/21/22	HR legal	0.00*			20 62000	333	10200
6	44598	DEC 02/21/22 HR legal- SMEA PHONE POLICY	199.90*			20 62000	333	10200
7	44598	DEC 02/21/22 HR legal- SMEA PHONE POLICY	19.38			30 63000	333	10200
8	44598	DEC 02/21/22 HR legal- SMEA PHONE POLICY	368.30			40 64000	333	10200
9	44598	DEC 02/21/22 HR legal- SMEA PHONE POLICY	363.45			50 65000	333	10200
10	44598	DEC 02/21/22 HR legal- SMEA PHONE POLICY	19.38			60 66000	333	10200
11	44598	DEC 02/21/22 FIRE LEGAL- HR	655.20			20 62000	327	10200
12	44601	DEC 02/21/22 SEWER - CEQA,SOLAR,MND WWTF	7,616.00			40 64000	587	10200
13	44598	DEC 02/21/22 General Legal - INVS PF D.I	97.68*			20 62000	333	10200
14	44598	DEC 02/21/22 General Legal - INVS PF D.I	9.53			30 63000	333	10200
15	44598	DEC 02/21/22 General Legal - INVS PF D.I	181.07			40 64000	333	10200
16	44598	DEC 02/21/22 General Legal - INVS PF D.I	178.69			50 65000	333	10200
17	44598	DEC 02/21/22 General Legal - INVS PF D.I	9.53			60 66000	333	10200
18	44594	DEC 02/21/22 General Legal - BOARD MEETI	735.03			20 62000	327	10200
19	44594	DEC 02/21/22 General Legal - BOARD MEETI	71.71			30 63000	327	10200
20	44594	DEC 02/21/22 General Legal - BOARD MEETI	1,362.49			40 64000	327	10200
21	44594	DEC 02/21/22 General Legal - BOARD MEETI	1,344.56			50 65000	327	10200
22	44594	DEC 02/21/22 General Legal - BOARD MEETI	71.71			60 66000	327	10200
23	44594	DEC 02/21/22 General Legal - BUDGET, PLI	79.27			20 62000	327	10200
24	44594	DEC 02/21/22 General Legal - BUDGET, PLI	7.73			30 63000	327	10200
25	44594	DEC 02/21/22 General Legal - BUDGET, PLI	146.95			40 64000	327	10200
26	44594	DEC 02/21/22 General Legal - BUDGET, PLI	145.01			50 65000	327	10200
27	44594	DEC 02/21/22 General Legal - BUDGET, PLI	7.73			60 66000	327	10200
28	44594	DEC 02/21/22 General Legal - BOARD	103.32			20 62000	327	10200
29	44594	DEC 02/21/22 General Legal - BOARD	10.08			30 63000	327	10200

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30	44594 DEC 02/21/22	General Legal - BOARD	191.52			40 64000	327	10200
31	44594 DEC 02/21/22	General Legal - BOARD	189.00			50 65000	327	10200
32	44594 DEC 02/21/22	General Legal - BOARD	10.08			60 66000	327	10200
33	44594 DEC 02/21/22	General Legal - WSC CONTRAC	176.40			40 64000	327	10200
34	44594 DEC 02/21/22	General Legal - WSC CONTRAC	176.40			30 63000	327	10200
35	44594 DEC 02/21/22	General Legal - FOREFRONT S	134.40			40 64000	327	10200
38	44594 DEC 02/21/22	General Legal - ADMIN ACCT	92.54			20 62000	327	10200
39	44594 DEC 02/21/22	General Legal - ADMIN ACCT	9.03			30 63000	327	10200
40	44594 DEC 02/21/22	General Legal - ADMIN ACCT	171.53			40 64000	327	10200
41	44594 DEC 02/21/22	General Legal - ADMIN ACCT	169.27			50 65000	327	10200
42	44594 DEC 02/21/22	General Legal - ADMIN ACCT	9.03			60 66000	327	10200
<b>Total for Vendor:</b>			<b>16,269.95</b>					
7664	19506S 318 WILDHORSE PROPANE		557.64					
1	U005A718 02/10/22	CSD PROPANE	114.33			20 62000	382	10200
2	U005A718 02/10/22	CSD PROPANE	11.15			30 63000	382	10200
3	U005A718 02/10/22	CSD PROPANE	211.90			40 64000	382	10200
4	U005A718 02/10/22	CSD PROPANE	209.11			50 65000	382	10200
5	U005A718 02/10/22	CSD PROPANE	11.15			60 66000	382	10200
<b>Total for Vendor:</b>			<b>557.64</b>					
<b># of Claims</b>			<b>104</b>	<b>Total:</b>	<b>538,279.37</b>			
<b>Total Electronic Claims</b>					<b>24,600.06</b>			
<b>Total Non-Electronic Claims</b>					<b>513679.31</b>			

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Fund Summary for Claims  
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<b>Fund/Account</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$14,851.11
10250 Pac Premier - Payroll	\$2,489.70
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$2,512.08
10250 Pac Premier - Payroll	\$516.88
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$471,833.58
10250 Pac Premier - Payroll	\$9,279.44
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$24,187.24
10250 Pac Premier - Payroll	\$11,492.09
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$569.75
10250 Pac Premier - Payroll	\$547.50
<b>Total:</b>	<b>\$538,279.37</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	6,027.04	0.00	-6,027.04	** %
40410	Mutual Aid Fires ~ OES	0.00	72,427.02	0.00	-72,427.02	** %
40420	Ambulance Reimbursement	0.00	2,546.77	4,400.00	1,853.23	58 %
40500	VFA Assistance Grant	0.00	0.00	20,000.00	20,000.00	0 %
40505	CFF California Fire Foundation	0.00	0.00	15,000.00	15,000.00	0 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>81,000.83</b>	<b>39,400.00</b>	<b>-41,600.83</b>	<b>206 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	14,382.22	236,517.46	425,798.00	189,280.54	56 %
	<b>Account Group Total:</b>	<b>14,382.22</b>	<b>236,517.46</b>	<b>425,798.00</b>	<b>189,280.54</b>	<b>56 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	16.29	139.75	0.00	-139.75	** %
46009	Grants - Other	0.00	138.00	0.00	-138.00	** %
46150	Miscellaneous Income	0.00	9.88	9,750.00	9,740.12	0 %
46151	Refund/Adjustments	0.00	199.52	0.00	-199.52	** %
46153	Plan Check Fees and Inspections	0.00	1,536.45	5,500.00	3,963.55	28 %
	<b>Account Group Total:</b>	<b>16.29</b>	<b>2,023.60</b>	<b>15,250.00</b>	<b>13,226.40</b>	<b>13 %</b>
	<b>Fund Total:</b>	<b>14,398.51</b>	<b>319,541.89</b>	<b>480,448.00</b>	<b>160,906.11</b>	<b>67 %</b>
30 STREET LIGHTING DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	-717.28	-717.28	0.00	100 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>-717.28</b>	<b>-717.28</b>	<b>0.00</b>	<b>100 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	3,417.38	66,826.34	135,740.00	68,913.66	49 %
	<b>Account Group Total:</b>	<b>3,417.38</b>	<b>66,826.34</b>	<b>135,740.00</b>	<b>68,913.66</b>	<b>49 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	1,314.85	3,610.87	2,134.19	-1,476.68	169 %
46009	Grants - Other	0.00	12.00	12.00	0.00	100 %
46100	Realized Earnings	-1,710.35	-6,082.90	0.00	6,082.90	** %
46150	Miscellaneous Income	0.00	0.42	0.42	0.00	100 %
46151	Refund/Adjustments	0.00	11.48	11.48	0.00	100 %
46155	Will Serve Processing Fees	0.00	50.00	50.00	0.00	100 %
	<b>Account Group Total:</b>	<b>-395.50</b>	<b>-2,398.13</b>	<b>2,208.09</b>	<b>4,606.22</b>	<b>*** %</b>
	<b>Fund Total:</b>	<b>3,021.88</b>	<b>63,710.93</b>	<b>137,230.81</b>	<b>73,519.88</b>	<b>46 %</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	8,068.59	8,068.59	0.00	100 %
40850	Wastewater Hook-up Fees	0.00	13,033.00	13,033.00	0.00	100 %
40900	Wastewater Sales	94,787.79	758,407.78	1,001,618.00	243,210.22	76 %
40901	Riverzone Surcharge	1,531.80	3,063.60	0.00	-3,063.60	** %
40910	Wastewater Late Charges	319.52	4,714.24	3,150.81	-1,563.43	150 %
	<b>Account Group Total:</b>	<b>96,639.11</b>	<b>787,287.21</b>	<b>1,025,870.40</b>	<b>238,583.19</b>	<b>77 %</b>
43000 Property Taxes Collected						
43000	Property Taxes Collected	3,417.38	131,082.81	96,841.52	-34,241.29	135 %
	<b>Account Group Total:</b>	<b>3,417.38</b>	<b>131,082.81</b>	<b>96,841.52</b>	<b>-34,241.29</b>	<b>135 %</b>
46000 Revenues & Interest						
46000	Revenues & Interest	36.06	374.41	513.34	138.93	73 %
46008	DWR Grants	0.00	23,114.00	180,000.00	156,886.00	13 %
46009	Grants - Other	0.00	210.00	0.00	-210.00	** %
46150	Miscellaneous Income	2,160.00	9,116.39	5,322.26	-3,794.13	171 %
46151	Refund/Adjustments	0.00	168.36	168.36	0.00	100 %
46155	Will Serve Processing Fees	200.00	950.00	550.00	-400.00	173 %
	<b>Account Group Total:</b>	<b>2,396.06</b>	<b>33,933.16</b>	<b>186,553.96</b>	<b>152,620.80</b>	<b>18 %</b>
	<b>Fund Total:</b>	<b>102,452.55</b>	<b>952,303.18</b>	<b>1,309,265.88</b>	<b>356,962.70</b>	<b>73 %</b>
50 WATER DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	7,886.31	7,886.31	0.00	100 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>7,886.31</b>	<b>7,886.31</b>	<b>0.00</b>	<b>100 %</b>
41000 Water Sales						
41000	Water Sales	70,238.45	649,673.60	920,172.00	270,498.40	71 %
41001	Water Connection Fees	0.00	13,255.00	13,255.00	0.00	100 %
41005	Water Late Charges	868.07	4,675.53	1,368.03	-3,307.50	342 %
41010	Water Meter Fees	0.00	450.00	450.00	0.00	100 %
	<b>Account Group Total:</b>	<b>71,106.52</b>	<b>668,054.13</b>	<b>935,245.03</b>	<b>267,190.90</b>	<b>71 %</b>
46000 Revenues & Interest						
46000	Revenues & Interest	9.87	139.73	346.37	206.64	40 %
46007	State/Federal Grants	0.00	4,290.17	4,290.17	0.00	100 %
46009	Grants - Other	0.00	228.00	0.00	-228.00	** %
46115	CALOES Resiliency Grant	0.00	0.00	230,000.00	230,000.00	0 %
46150	Miscellaneous Income	0.00	2,374.68	1,460.56	-914.12	163 %
46151	Refund/Adjustments	0.00	165.01	165.01	0.00	100 %
46155	Will Serve Processing Fees	200.00	1,000.00	3,000.00	2,000.00	33 %
	<b>Account Group Total:</b>	<b>209.87</b>	<b>8,197.59</b>	<b>239,262.11</b>	<b>231,064.52</b>	<b>3 %</b>
	<b>Fund Total:</b>	<b>71,316.39</b>	<b>684,138.03</b>	<b>1,182,393.45</b>	<b>498,255.42</b>	<b>58 %</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
60 SOLID WASTE DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	729.11	729.11	0.00	100 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>729.11</b>	<b>729.11</b>	<b>0.00</b>	<b>100 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	2.06	37.22	32.69	-4.53	114 %
46005	Franchise Fees	0.00	24,309.56	36,900.00	12,590.44	66 %
46009	Grants - Other	0.00	12.00	0.00	-12.00	** %
46150	Miscellaneous Income	0.00	148.92	0.42	-148.50	*** %
46151	Refund/Adjustments	0.00	7.24	7.24	0.00	100 %
46155	Will Serve Processing Fees	0.00	50.00	50.00	0.00	100 %
	<b>Account Group Total:</b>	<b>2.06</b>	<b>24,564.94</b>	<b>36,990.35</b>	<b>12,425.41</b>	<b>66 %</b>
	<b>Fund Total:</b>	<b>2.06</b>	<b>25,294.05</b>	<b>37,719.46</b>	<b>12,425.41</b>	<b>67 %</b>
	<b>Grand Total:</b>	<b>191,191.39</b>	<b>2,044,988.08</b>	<b>3,147,057.60</b>	<b>1,102,069.52</b>	<b>65 %</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 2 / 22

<b>Fund</b>	<b>Received Current Month</b>	<b>Received YTD</b>	<b>Estimated Revenue</b>	<b>Revenue To Be Received</b>	<b>% Received</b>
20 FIRE PROTECTION DEPARTMENT	14,398.51	319,541.89	480,448.00	160,906.11	67 %
30 STREET LIGHTING DEPARTMENT	3,021.88	63,710.93	137,230.81	73,519.88	46 %
40 WASTEWATER DEPARTMENT	102,452.55	952,303.18	1,309,265.88	356,962.70	73 %
50 WATER DEPARTMENT	71,316.39	684,138.03	1,182,393.45	498,255.42	58 %
60 SOLID WASTE DEPARTMENT	2.06	25,294.05	37,719.46	12,425.41	67 %
<b>Grand Total:</b>	<b>191,191.39</b>	<b>2,044,988.08</b>	<b>3,147,057.60</b>	<b>1,102,069.52</b>	<b>65 %</b>



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	8,814.87	88,275.32	160,000.00	170,000.00	81,724.68	52 %
	111 BOD Stipend	176.00	1,386.00	1,380.00	1,380.00	-6.00	100 %
	115 Payroll Expenses	31.78	2,800.06	2,000.00	2,000.00	-800.06	140 %
	120 Workers' Compensation	0.00	8,938.52	8,000.00	8,000.00	-938.52	112 %
	121 Physicals	0.00	885.00	1,000.00	1,000.00	115.00	89 %
	125 Volunteer Firefighter Stipends	1,772.40	15,754.90	45,000.00	45,000.00	29,245.10	35 %
	135 Payroll Tax - FICA/SS	120.81	1,545.82	3,100.00	3,100.00	1,554.18	50 %
	140 Payroll Tax - Medicare	157.07	1,322.63	2,800.00	2,800.00	1,477.37	47 %
	155 Payroll Tax - SUI	-27.12	793.61	3,918.00	3,918.00	3,124.39	20 %
	205 Insurance - Health	837.96	6,052.40	4,000.00	4,000.00	-2,052.40	151 %
	210 Insurance - Dental	37.87	444.28	686.00	686.00	241.72	65 %
	215 Insurance - Vision	6.07	74.04	250.00	250.00	175.96	30 %
	225 Retirement - PERS Expense	411.66	4,505.08	5,500.00	5,500.00	994.92	82 %
	305 Operations & Maintenance	0.00	1,058.19	6,000.00	6,000.00	4,941.81	18 %
	310 Phone & Fax Expense	295.97	2,635.65	475.00	475.00	-2,160.65	555 %
	315 Postage, Shipping & Freight	36.80	100.76	300.00	300.00	199.24	34 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	272.64	0.00	0.00	-272.64	*** %
	320 Printing & Reproduction	9.16	142.47	600.00	600.00	457.53	24 %
	321 IT Services - Professional Svcs	1,791.05	3,090.47	0.00	3,000.00	-90.47	103 %
	323 Auditor - Professional Svcs	0.00	2,341.10	4,100.00	4,100.00	1,758.90	57 %
	325 Accounting - Professional Svcs	0.00	1,736.94	2,000.00	2,000.00	263.06	87 %
	326 Engineering - Professional Svcs	617.50	617.50	4,000.00	4,000.00	3,382.50	15 %
	327 Legal: General - Professional Svcs	1,665.36	7,775.13	11,000.00	11,000.00	3,224.87	71 %
	328 Insurance - Prop & Liability	0.00	13,944.34	24,000.00	24,000.00	10,055.66	58 %
	330 Contract Labor	0.00	0.00	1,250.00	1,250.00	1,250.00	0 %
	333 Legal: HR - Professional Svcs	297.58	2,957.46	0.00	0.00	-2,957.46	*** %
	334 Maintenance Agreements	17.62	2,270.44	10,000.00	10,000.00	7,729.56	23 %
	335 Meals	0.00	0.00	600.00	600.00	600.00	0 %
	340 Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage Expense Reimbursement	0.00	6.86	500.00	500.00	493.14	1 %
	347 OES Vehicle Repair & Maint	0.00	1,231.76	0.00	0.00	-1,231.76	*** %
	348 Safety Equipment and Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	350 Repairs & Maint - Computers	0.00	236.08	4,500.00	4,500.00	4,263.92	5 %
	351 Repairs & Maint - Equip	0.00	1,565.64	7,500.00	7,500.00	5,934.36	21 %
	352 Repairs & Maint - Structures	0.00	1,004.61	6,000.00	6,000.00	4,995.39	17 %
	354 Repairs & Maint - Vehicles	64.56	3,867.08	13,000.00	13,000.00	9,132.92	30 %
	355 Testing & Supplies (WWTP)	0.00	69.53	0.00	0.00	-69.53	*** %
	370 Dispatch Services (Fire)	0.00	10,874.00	10,000.00	10,000.00	-874.00	109 %
	375 Internet Expenses	43.33	611.90	1,134.00	1,134.00	522.10	54 %
	376 Web Page - Upgrade/Maint	0.00	492.00	552.00	552.00	60.00	89 %
	380 Utilities - Alarm Service	0.00	0.00	120.00	120.00	120.00	0 %
	381 Utilities - Electric	37.29	3,277.92	4,500.00	4,500.00	1,222.08	73 %
	382 Utilities - Propane	114.33	257.36	500.00	500.00	242.64	51 %
	385 Dues and Subscriptions	3,492.91	7,384.65	10,000.00	10,000.00	2,615.35	74 %
	386 Education and Training	2,347.38	8,608.26	4,000.00	6,000.00	-2,608.26	143 %
	393 Advertising and Public Notices	0.00	120.00	500.00	500.00	380.00	24 %
	394 LAFCO Allocations	0.00	1,210.52	2,250.00	2,250.00	1,039.48	54 %
	395 Community Outreach	0.00	172.32	1,500.00	1,500.00	1,327.68	11 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
405	Software	0.00	2,127.04	4,000.00	4,000.00	1,872.96	53 %
410	Office Supplies	0.00	490.87	2,000.00	2,000.00	1,509.13	25 %
450	EMS Supplies	602.84	1,567.48	7,500.00	7,500.00	5,932.52	21 %
455	Fire Safety Gear & Equipment	0.00	1,060.87	3,500.00	3,500.00	2,439.13	30 %
456	VFF Assistance Grant	0.00	1,740.54	40,000.00	20,000.00	18,259.46	9 %
457	CFF Grant - California Fire Grant	0.00	7,332.30	15,000.00	15,000.00	7,667.70	49 %
460	8668 - Build Out	0.00	-1,468.17	0.00	0.00	1,468.17	*** %
465	Cell phones, Radios and Pagers	78.95	760.24	1,200.00	1,200.00	439.76	63 %
470	Communication Equipment	0.00	5,717.54	5,000.00	5,000.00	-717.54	114 %
475	Computer Supplies & Upgrades	82.39	640.50	4,000.00	4,000.00	3,359.50	16 %
485	Fuel Expense	1,077.91	5,387.07	5,000.00	5,000.00	-387.07	108 %
490	Small Tools & Equipment	0.00	1,039.59	2,500.00	2,500.00	1,460.41	42 %
495	Uniform Expense	417.27	3,756.55	3,000.00	4,000.00	243.45	94 %
500	Capital Outlay	0.00	-5,917.31	0.00	0.00	5,917.31	*** %
503	Weed Abatement Costs	165.16	165.16	5,000.00	5,000.00	4,834.84	3 %
505	Fire Training Grounds	0.00	1,402.07	2,500.00	2,500.00	1,097.93	56 %
510	Fire Station Addition	130.00	130.00	5,000.00	5,000.00	4,870.00	3 %
511	Fire- Temp Housing Unit	0.00	2,913.59	0.00	0.00	-2,913.59	*** %
710	County Hazmat Dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, Permits and Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
900	District Strategic Plan	1,465.75	3,397.87	0.00	4,000.00	602.13	85 %
940	Bank Service Charges	0.00	7.18	0.00	0.00	-7.18	*** %
960	Property Tax Expense	0.00	210.64	220.00	220.00	9.36	96 %
	<b>Account Total:</b>	<b>27,190.48</b>	<b>247,172.86</b>	<b>479,935.00</b>	<b>479,935.00</b>	<b>232,762.14</b>	<b>52 %</b>
	<b>Account Group Total:</b>	<b>27,190.48</b>	<b>247,172.86</b>	<b>479,935.00</b>	<b>479,935.00</b>	<b>232,762.14</b>	<b>52 %</b>
	<b>Fund Total:</b>	<b>27,190.48</b>	<b>247,172.86</b>	<b>479,935.00</b>	<b>479,935.00</b>	<b>232,762.14</b>	<b>52 %</b>
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	1,019.23	7,740.45	15,500.00	15,500.00	7,759.55	50 %
111	BOD Stipend	16.00	126.00	240.00	240.00	114.00	53 %
115	Payroll Expenses	3.10	84.32	250.00	250.00	165.68	34 %
120	Workers' Compensation	0.00	370.32	500.00	370.32	0.00	100 %
121	Physicals	0.00	1.60	0.00	0.00	-1.60	*** %
135	Payroll Tax - FICA/SS	0.99	38.95	300.00	300.00	261.05	13 %
140	Payroll Tax - Medicare	16.60	114.05	300.00	300.00	185.95	38 %
155	Payroll Tax - SUI	10.20	44.52	150.00	150.00	105.48	30 %
205	Insurance - Health	225.99	1,730.96	2,000.00	2,736.00	1,005.04	63 %
210	Insurance - Dental	6.97	51.16	200.00	200.00	148.84	26 %
215	Insurance - Vision	1.16	8.83	100.00	100.00	91.17	9 %
225	Retirement - PERS Expense	107.56	830.96	2,500.00	2,500.00	1,669.04	33 %
305	Operations & Maintenance	73.49	449.67	2,000.00	2,000.00	1,550.33	22 %
310	Phone & Fax Expense	5.73	158.37	50.00	250.00	91.63	63 %
315	Postage, Shipping & Freight	3.59	9.21	100.00	100.00	90.79	9 %
319	Legal: P.R.A.s - Professional Svcs	0.00	25.04	0.00	50.00	24.96	50 %
320	Printing & Reproduction	13.95	16.34	500.00	500.00	483.66	3 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
321	IT Services - Professional Svcs	111.87	236.47	0.00	500.00	263.53	47 %
323	Auditor - Professional Svcs	0.00	228.40	400.00	400.00	171.60	57 %
325	Accounting - Professional Svcs	0.00	167.75	240.00	400.00	232.25	42 %
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
327	Legal: General - Professional Svcs	274.95	708.40	1,800.00	1,800.00	1,091.60	39 %
328	Insurance - Prop & Liability	0.00	925.06	1,125.00	925.06	0.00	100 %
330	Contract Labor	0.00	0.00	10,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0 %
333	Legal: HR - Professional Svcs	28.91	212.41	0.00	400.00	187.59	53 %
334	Maintenance Agreements	1.72	203.43	700.00	700.00	496.57	29 %
335	Meals	0.00	0.00	150.00	150.00	150.00	0 %
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage Expense Reimbursement	0.00	3.63	150.00	150.00	146.37	2 %
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
350	Repairs & Maint - Computers	0.00	5.34	150.00	150.00	144.66	4 %
351	Repairs & Maint - Equip	97.42	97.42	10,000.00	10,000.00	9,902.58	1 %
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0 %
353	Repairs & Maint - Infrastructure	0.00	4,484.29	10,000.00	12,500.00	8,015.71	36 %
354	Repairs & Maint - Vehicles	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
375	Internet Expenses	0.00	0.00	200.00	200.00	200.00	0 %
376	Web Page - Upgrade/Maint	0.00	48.00	100.00	48.00	0.00	100 %
380	Utilities - Alarm Service	0.00	0.00	200.00	200.00	200.00	0 %
381	Utilities - Electric	1,225.38	9,698.46	20,000.00	20,000.00	10,301.54	48 %
382	Utilities - Propane	11.15	25.11	50.00	50.00	24.89	50 %
383	Utilities - Trash	0.00	0.00	200.00	200.00	200.00	0 %
384	Utilities - Water/Sewer	449.04	6,803.16	15,000.00	15,000.00	8,196.84	45 %
385	Dues and Subscriptions	24.30	222.97	200.00	300.00	77.03	74 %
386	Education and Training	0.00	216.56	4,000.00	2,000.00	1,783.44	11 %
393	Advertising and Public Notices	0.00	11.71	1,000.00	1,000.00	988.29	1 %
394	LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.52	0.00	100 %
395	Community Outreach	9.35	12.44	0.00	50.00	37.56	25 %
410	Office Supplies	0.00	24.30	500.00	500.00	475.70	5 %
465	Cell phones, Radios and Pagers	23.56	59.90	200.00	200.00	140.10	30 %
475	Computer Supplies & Upgrades	0.00	31.67	1,000.00	1,000.00	968.33	3 %
485	Fuel Expense	0.00	3.00	200.00	200.00	197.00	2 %
490	Small Tools & Equipment	10.67	1,522.97	5,000.00	5,000.00	3,477.03	30 %
495	Uniform Expense	4.00	80.25	200.00	200.00	119.75	40 %
581	WWTP Expansion	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
582	WWTP Plant Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	143.00	331.50	0.00	700.00	368.50	47 %
940	Bank Service Charges	0.00	0.70	0.00	15.00	14.30	5 %
	<b>Account Total:</b>	<b>3,919.88</b>	<b>39,376.57</b>	<b>132,505.00</b>	<b>130,144.90</b>	<b>90,768.33</b>	<b>30 %</b>
	<b>Account Group Total:</b>	<b>3,919.88</b>	<b>39,376.57</b>	<b>132,505.00</b>	<b>130,144.90</b>	<b>90,768.33</b>	<b>30 %</b>
	<b>Fund Total:</b>	<b>3,919.88</b>	<b>39,376.57</b>	<b>132,505.00</b>	<b>130,144.90</b>	<b>90,768.33</b>	<b>30 %</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	15,843.51	125,759.84	289,546.00	289,546.00	163,786.16	43 %
	109 Stand-by Hours	0.00	3,014.50	7,500.00	7,500.00	4,485.50	40 %
	111 BOD Stipend	288.00	2,268.00	4,600.00	4,600.00	2,332.00	49 %
	115 Payroll Expenses	58.90	1,605.30	3,400.00	3,400.00	1,794.70	47 %
	120 Workers' Compensation	0.00	8,455.52	10,000.00	8,455.52	0.00	100 %
	121 Physicals	0.00	87.80	150.00	150.00	62.20	59 %
	135 Payroll Tax - FICA/SS	17.84	664.93	4,000.00	4,000.00	3,335.07	17 %
	140 Payroll Tax - Medicare	231.57	1,868.63	4,000.00	4,000.00	2,131.37	47 %
	155 Payroll Tax - SUI	221.96	756.07	2,200.00	2,200.00	1,443.93	34 %
	205 Insurance - Health	3,437.68	28,036.22	35,000.00	43,500.00	15,463.78	64 %
	206 Insurance - CalPers Health Retiree	103.50	857.70	2,000.00	2,000.00	1,142.30	43 %
	210 Insurance - Dental	115.81	876.85	2,100.00	2,100.00	1,223.15	42 %
	215 Insurance - Vision	18.65	146.41	350.00	350.00	203.59	42 %
	225 Retirement - PERS Expense	1,369.99	10,644.33	22,000.00	22,000.00	11,355.67	48 %
	305 Operations & Maintenance	101.74	2,912.91	8,000.00	8,000.00	5,087.09	36 %
	310 Phone & Fax Expense	175.80	2,401.69	1,100.00	5,600.00	3,198.31	43 %
	315 Postage, Shipping & Freight	68.21	400.60	3,500.00	1,000.00	599.40	40 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	454.38	0.00	900.00	445.62	50 %
	320 Printing & Reproduction	1.36	144.17	2,500.00	1,000.00	855.83	14 %
	321 IT Services - Professional Svcs	2,555.09	4,895.79	0.00	5,016.00	120.21	98 %
	323 Auditor - Professional Svcs	0.00	4,339.60	7,600.00	7,600.00	3,260.40	57 %
	325 Accounting - Professional Svcs	0.00	3,166.25	4,600.00	5,100.00	1,933.75	62 %
	326 Engineering - Professional Svcs	0.00	217.50	18,000.00	18,000.00	17,782.50	1 %
	327 Legal: General - Professional Svcs	2,183.29	13,047.88	30,400.00	30,400.00	17,352.12	43 %
	328 Insurance - Prop & Liability	0.00	12,841.72	15,000.00	12,841.72	0.00	100 %
	329 New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	4,800.00	2,000.00	2,000.00	0 %
	333 Legal: HR - Professional Svcs	549.37	2,287.45	0.00	3,000.00	712.55	76 %
	334 Maintenance Agreements	70.16	4,327.43	10,500.00	10,500.00	6,172.57	41 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage Expense Reimbursement	0.00	44.92	1,000.00	1,000.00	955.08	4 %
	348 Safety Equipment and Supplies	0.00	99.20	2,000.00	2,000.00	1,900.80	5 %
	349 Repairs & Maint - Mission Gardens	0.00	4,034.68	10,000.00	10,000.00	5,965.32	40 %
	350 Repairs & Maint - Computers	0.00	97.46	1,600.00	1,600.00	1,502.54	6 %
	351 Repairs & Maint - Equip	68.84	1,991.87	10,000.00	8,500.00	6,508.13	23 %
	352 Repairs & Maint - Structures	0.00	132.43	1,500.00	1,500.00	1,367.57	9 %
	353 Repairs & Maint - Infrastructure	302.50	1,045.41	10,000.00	10,000.00	8,954.59	10 %
	354 Repairs & Maint - Vehicles	33.26	2,016.06	3,000.00	3,500.00	1,483.94	58 %
	355 Testing & Supplies (WWTP)	921.00	4,270.00	12,000.00	12,000.00	7,730.00	36 %
	374 CSD Utilities - Billing Services	311.97	2,090.16	0.00	3,500.00	1,409.84	60 %
	375 Internet Expenses	43.33	1,277.80	2,500.00	2,500.00	1,222.20	51 %
	376 Web Page - Upgrade/Maint	0.00	912.00	1,000.00	912.00	0.00	100 %
	379 Utilities - Electric Mission Gardens	153.90	939.46	2,000.00	2,000.00	1,060.54	47 %
	380 Utilities - Alarm Service	0.00	454.78	650.00	800.00	345.22	57 %
	381 Utilities - Electric	6,780.44	52,987.47	80,000.00	80,000.00	27,012.53	66 %
	382 Utilities - Propane	211.90	477.03	1,000.00	1,000.00	522.97	48 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
383	Utilities - Trash	51.99	418.04	800.00	800.00	381.96	52 %
384	Utilities - Water/Sewer	62.76	500.61	1,000.00	1,000.00	499.39	50 %
385	Dues and Subscriptions	508.37	4,179.78	4,000.00	4,500.00	320.22	93 %
386	Education and Training	0.00	622.10	1,000.00	2,500.00	1,877.90	25 %
393	Advertising and Public Notices	0.00	241.44	2,000.00	1,000.00	758.56	24 %
394	LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.54	0.02	100 %
395	Community Outreach	84.15	142.86	1,200.00	1,200.00	1,057.14	12 %
396	Utilities - SoCal Gas	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	33.59	934.54	2,000.00	2,000.00	1,065.46	47 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	289.08	991.45	1,600.00	1,600.00	608.55	62 %
475	Computer Supplies & Upgrades	0.00	812.54	2,000.00	2,000.00	1,187.46	41 %
485	Fuel Expense	645.65	3,817.66	5,000.00	6,000.00	2,182.34	64 %
490	Small Tools & Equipment	417.66	1,892.93	5,739.00	5,739.00	3,846.07	33 %
495	Uniform Expense	157.57	2,085.08	2,000.00	2,000.00	-85.08	104 %
500	Capital Outlay	0.00	0.00	0.00	16,971.60	16,971.60	0 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. & Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
580	MISSION GARDENS LIFT STATION PROJECTS	5,475.49	5,475.49	0.00	27,722.34	22,246.85	20 %
581	WWTP Expansion	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
582	WWTP Plant Maintenance	1,318.50	9,548.10	32,000.00	32,000.00	22,451.90	30 %
583	WWTP Drying Pond Maintenance	0.00	14,821.30	20,000.00	20,000.00	5,178.70	74 %
587	WWTP Final Design/Construction	23,382.25	70,950.33	128,589.00	128,589.00	57,638.67	55 %
705	Waste Discharge Fees/Permits	0.00	27,109.00	25,000.00	77,109.00	50,000.00	35 %
715	Licenses, Permits and Fees	0.00	3,415.70	2,000.00	4,000.00	584.30	85 %
805	Refundable Water/Sewer/Hydrant	0.00	1.80	0.00	25.00	23.20	7 %
900	District Strategic Plan	2,717.00	6,298.50	0.00	13,300.00	7,001.50	47 %
940	Bank Service Charges	0.00	13.30	0.00	25.00	11.70	53 %
950	WWTF Exp MBR	222,157.36	222,157.36	0.00	248,093.76	25,936.40	90 %
951	WWTF Exp Headworks Equipment	0.00	0.00	0.00	250,231.00	250,231.00	0 %
960	Property Tax Expense	0.00	127.84	250.00	127.84	0.00	100 %
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
971	Loan Principal Payment	0.00	0.00	110,000.00	110,000.00	110,000.00	0 %
972	Loan Interest Payment	0.00	0.00	110,000.00	110,000.00	110,000.00	0 %
	<b>Account Total:</b>	<b>293,540.99</b>	<b>687,140.97</b>	<b>1,248,574.00</b>	<b>1,875,015.32</b>	<b>1,187,874.35</b>	<b>37 %</b>
	<b>Account Group Total:</b>	<b>293,540.99</b>	<b>687,140.97</b>	<b>1,248,574.00</b>	<b>1,875,015.32</b>	<b>1,187,874.35</b>	<b>37 %</b>
	<b>Fund Total:</b>	<b>293,540.99</b>	<b>687,140.97</b>	<b>1,248,574.00</b>	<b>1,875,015.32</b>	<b>1,187,874.35</b>	<b>37 %</b>

50 WATER DEPARTMENT

65000 Water  
65000 Water

105	Salaries and Wages	19,598.67	156,942.68	263,120.00	263,120.00	106,177.32	60 %
109	Stand-by Hours	0.00	3,014.50	7,500.00	7,500.00	4,485.50	40 %
111	BOD Stipend	304.00	2,394.00	4,600.00	4,600.00	2,206.00	52 %
115	Payroll Expenses	58.12	1,584.53	3,400.00	3,400.00	1,815.47	47 %
120	Workers' Compensation	0.00	8,503.67	10,000.00	8,503.67	0.00	100 %
121	Physicals	0.00	139.00	150.00	150.00	11.00	93 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
135	Payroll Tax - FICA/SS	18.85	839.45	4,000.00	4,000.00	3,160.55	21 %
140	Payroll Tax - Medicare	285.19	2,360.68	4,000.00	4,000.00	1,639.32	59 %
155	Payroll Tax - SUI	232.03	928.41	2,200.00	2,200.00	1,271.59	42 %
205	Insurance - Health	4,380.10	36,091.35	40,000.00	48,500.00	12,408.65	74 %
206	Insurance - CalPers Health Retiree	103.50	857.70	2,000.00	2,000.00	1,142.30	43 %
210	Insurance - Dental	140.74	1,141.53	2,100.00	2,100.00	958.47	54 %
215	Insurance - Vision	22.65	194.21	350.00	350.00	155.79	55 %
225	Retirement - PERS Expense	1,917.60	15,332.26	33,000.00	33,000.00	17,667.74	46 %
305	Operations & Maintenance	101.74	3,028.77	8,000.00	8,000.00	4,971.23	38 %
310	Phone & Fax Expense	174.38	2,382.39	1,100.00	5,600.00	3,217.61	43 %
315	Postage, Shipping & Freight	67.32	397.22	3,500.00	1,000.00	602.78	40 %
319	Legal: P.R.A.s - Professional Svcs	0.00	474.80	0.00	900.00	425.20	53 %
320	Printing & Reproduction	25.86	169.57	2,500.00	1,000.00	830.43	17 %
321	IT Services - Professional Svcs	2,527.12	4,867.79	0.00	5,016.00	148.21	97 %
323	Auditor - Professional Svcs	0.00	4,282.50	7,500.00	7,500.00	3,217.50	57 %
324	GSA-GSP - Professional Svcs	43.56	7,824.38	15,000.00	15,000.00	7,175.62	52 %
325	Accounting - Professional Svcs	0.00	3,148.81	4,600.00	5,100.00	1,951.19	62 %
326	Engineering - Professional Svcs	0.00	217.50	30,000.00	30,000.00	29,782.50	1 %
327	Legal: General - Professional Svcs	2,385.44	19,410.39	30,000.00	30,000.00	10,589.61	65 %
328	Insurance - Prop & Liability	0.00	20,979.91	20,000.00	22,000.00	1,020.09	95 %
329	New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	4,800.00	2,000.00	2,000.00	0 %
332	Legal: Steinbeck & Water -	599.45	22,817.30	70,000.00	60,000.00	37,182.70	38 %
333	Legal: HR - Professional Svcs	542.14	2,396.09	0.00	3,000.00	603.91	80 %
334	Maintenance Agreements	1,569.74	5,776.80	9,600.00	9,600.00	3,823.20	60 %
335	Meals	0.00	0.00	200.00	200.00	200.00	0 %
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
345	Mileage Expense Reimbursement	0.00	137.77	1,000.00	1,000.00	862.23	14 %
348	Safety Equipment and Supplies	0.00	99.20	1,500.00	1,500.00	1,400.80	7 %
350	Repairs & Maint - Computers	0.00	100.79	1,600.00	1,600.00	1,499.21	6 %
351	Repairs & Maint - Equip	7.06	1,302.80	4,000.00	4,000.00	2,697.20	33 %
352	Repairs & Maint - Structures	0.00	97.75	2,000.00	2,000.00	1,902.25	5 %
353	Repairs & Maint - Infrastructure	3,160.39	13,843.19	50,000.00	50,000.00	36,156.81	28 %
354	Repairs & Maint - Vehicles	33.26	1,495.49	3,000.00	3,000.00	1,504.51	50 %
356	Testing & Supplies - Well #3 (Water)	97.00	1,545.41	3,500.00	3,500.00	1,954.59	44 %
357	Testing & Supplies - Well #4 (Water)	97.00	1,262.39	3,500.00	3,500.00	2,237.61	36 %
358	Testing & Supplies - SLT Well (Water)	938.00	3,683.54	6,000.00	6,000.00	2,316.46	61 %
359	Testing & Supplies - Other	670.00	2,374.00	6,000.00	6,000.00	3,626.00	40 %
362	Cross-Connection Control Svcs.	0.00	548.40	1,000.00	1,000.00	451.60	55 %
374	CSD Utilities - Billing Services	311.97	2,089.88	0.00	3,500.00	1,410.12	60 %
375	Internet Expenses	43.32	1,127.82	2,500.00	2,500.00	1,372.18	45 %
376	Web Page - Upgrade/Maint	0.00	900.00	1,000.00	900.00	0.00	100 %
380	Utilities - Alarm Service	0.00	454.78	650.00	800.00	345.22	57 %
381	Utilities - Electric	3,064.79	29,957.03	45,452.00	45,452.00	15,494.97	66 %
382	Utilities - Propane	209.11	470.75	750.00	750.00	279.25	63 %
383	Utilities - Trash	51.99	418.04	800.00	800.00	381.96	52 %
384	Utilities - Water/Sewer	6.74	80.82	500.00	500.00	419.18	16 %
385	Dues and Subscriptions	549.67	3,827.44	4,000.00	4,500.00	672.56	85 %
386	Education and Training	0.00	535.29	1,000.00	2,500.00	1,964.71	21 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	393 Advertising and Public Notices	0.00	238.51	2,000.00	1,000.00	761.49	24 %
	394 LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.52	0.00	100 %
	395 Community Outreach	84.15	417.14	1,200.00	1,200.00	782.86	35 %
	396 Utilities - SoCal Gas	0.00	0.00	1,000.00	3,000.00	3,000.00	0 %
	410 Office Supplies	33.59	687.67	2,000.00	2,000.00	1,312.33	34 %
	459 SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	465 Cell phones, Radios and Pagers	287.15	1,148.46	1,500.00	1,500.00	351.54	77 %
	475 Computer Supplies & Upgrades	0.00	1,330.25	0.00	2,500.00	1,169.75	53 %
	481 Chemicals- Well #3	0.00	1,335.48	4,000.00	4,000.00	2,664.52	33 %
	482 Chemicals- Well #4	0.00	1,601.16	4,000.00	4,000.00	2,398.84	40 %
	483 Chemicals- SLT Well	0.00	501.80	2,000.00	2,000.00	1,498.20	25 %
	485 Fuel Expense	645.63	3,815.91	4,000.00	6,000.00	2,184.09	64 %
	490 Small Tools & Equipment	283.60	1,702.81	6,000.00	6,000.00	4,297.19	28 %
	495 Uniform Expense	157.60	2,151.15	1,800.00	1,800.00	-351.15	120 %
	500 Capital Outlay	0.00	23,853.00	0.00	23,853.00	0.00	100 %
	517 Water Projects Well 4	0.00	12,114.04	0.00	12,114.04	0.00	100 %
	520 Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	525 Water Meter Replacement	0.00	21,157.31	20,000.00	20,000.00	-1,157.31	106 %
	526 Development Meters	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	535 Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	582 WWTP Plant Maintenance	0.00	554.48	10,000.00	8,000.00	7,445.52	7 %
	587 WWTF Final Design/Construction	0.00	10.44	0.00	500.00	489.56	2 %
	590 CALOES Resiliency Grant	2,737.22	154,379.16	230,000.00	230,000.00	75,620.84	67 %
	605 USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	715 Licenses, Permits and Fees	0.00	6,255.64	6,500.00	6,500.00	244.36	96 %
	805 Refundable Water/Sewer/Hydrant	0.00	1.80	0.00	25.00	23.20	7 %
	900 District Strategic Plan	2,681.25	6,215.63	0.00	13,300.00	7,084.37	47 %
	930 Interest Fees	22,862.12	25,385.82	60,000.00	60,000.00	34,614.18	42 %
	940 Bank Service Charges	0.00	17.22	0.00	25.00	7.78	69 %
	<b>Account Total:</b>	<b>74,110.81</b>	<b>660,958.67</b>	<b>1,153,172.00</b>	<b>1,217,769.23</b>	<b>556,810.56</b>	<b>54 %</b>
	<b>Account Group Total:</b>	<b>74,110.81</b>	<b>660,958.67</b>	<b>1,153,172.00</b>	<b>1,217,769.23</b>	<b>556,810.56</b>	<b>54 %</b>
	<b>Fund Total:</b>	<b>74,110.81</b>	<b>660,958.67</b>	<b>1,153,172.00</b>	<b>1,217,769.23</b>	<b>556,810.56</b>	<b>54 %</b>

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

	105 Salaries and Wages	1,017.98	8,096.44	13,810.00	13,810.00	5,713.56	59 %
	111 BOD Stipend	16.00	126.00	240.00	240.00	114.00	53 %
	115 Payroll Expenses	3.10	84.34	250.00	250.00	165.66	34 %
	120 Workers' Compensation	0.00	370.32	500.00	370.32	0.00	100 %
	121 Physicals	0.00	1.60	0.00	0.00	-1.60	*** %
	135 Payroll Tax - FICA/SS	0.99	41.30	250.00	250.00	208.70	17 %
	140 Payroll Tax - Medicare	14.87	116.88	250.00	250.00	133.12	47 %
	155 Payroll Tax - SUI	8.70	40.71	200.00	200.00	159.29	20 %
	205 Insurance - Health	210.33	1,746.17	2,000.00	2,736.00	989.83	64 %
	210 Insurance - Dental	6.11	52.18	200.00	200.00	147.82	26 %
	215 Insurance - Vision	0.97	8.31	200.00	200.00	191.69	4 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 2 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	225 Retirement - PERS Expense	107.40	853.23	2,000.00	2,000.00	1,146.77	43 %
	305 Operations & Maintenance	73.49	442.59	2,000.00	2,000.00	1,557.41	22 %
	310 Phone & Fax Expense	5.73	158.30	100.00	300.00	141.70	53 %
	315 Postage, Shipping & Freight	3.59	20.73	100.00	100.00	79.27	21 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	25.04	0.00	150.00	124.96	17 %
	320 Printing & Reproduction	25.52	28.98	500.00	250.00	221.02	12 %
	321 IT Services - Professional Svcs	111.87	236.47	0.00	500.00	263.53	47 %
	323 Auditor - Professional Svcs	0.00	470.80	400.00	700.00	229.20	67 %
	325 Accounting - Professional Svcs	0.00	-74.65	250.00	250.00	324.65	-30 %
	327 Legal: General - Professional Svcs	98.55	617.80	1,600.00	1,600.00	982.20	39 %
	328 Insurance - Prop & Liability	0.00	744.32	1,000.00	694.32	-50.00	107 %
	330 Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	500.00	100.00	100.00	0 %
	333 Legal: HR - Professional Svcs	28.91	126.60	0.00	400.00	273.40	32 %
	334 Maintenance Agreements	1.72	189.48	400.00	400.00	210.52	47 %
	335 Meals	0.00	0.00	200.00	200.00	200.00	0 %
	340 Meetings and Conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage Expense Reimbursement	0.00	3.91	100.00	100.00	96.09	4 %
	348 Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs & Maint - Computers	0.00	18.68	150.00	150.00	131.32	12 %
	351 Repairs & Maint - Equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	352 Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0 %
	353 Repairs & Maint - Infrastructure	0.00	1,290.92	1,000.00	2,000.00	709.08	65 %
	354 Repairs & Maint - Vehicles	0.00	0.00	200.00	200.00	200.00	0 %
	375 Internet Expenses	0.00	0.00	200.00	200.00	200.00	0 %
	376 Web Page - Upgrade/Maint	0.00	48.00	0.00	48.00	0.00	100 %
	382 Utilities - Propane	11.15	25.11	100.00	100.00	74.89	25 %
	383 Utilities - Trash	0.00	0.00	200.00	200.00	200.00	0 %
	384 Utilities - Water/Sewer	0.00	0.00	500.00	500.00	500.00	0 %
	385 Dues and Subscriptions	18.65	201.45	150.00	350.00	148.55	58 %
	386 Education and Training	0.00	261.73	500.00	500.00	238.27	52 %
	393 Advertising and Public Notices	0.00	11.71	500.00	500.00	488.29	2 %
	394 LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.52	0.00	100 %
	395 Community Outreach	9.35	104.31	750.00	750.00	645.69	14 %
	410 Office Supplies	0.00	25.58	150.00	150.00	124.42	17 %
	465 Cell phones, Radios and Pagers	23.56	63.53	150.00	150.00	86.47	42 %
	475 Computer Supplies & Upgrades	0.00	31.67	0.00	500.00	468.33	6 %
	485 Fuel Expense	0.00	3.00	200.00	200.00	197.00	2 %
	490 Small Tools & Equipment	10.66	43.90	500.00	500.00	456.10	9 %
	495 Uniform Expense	4.00	80.20	200.00	200.00	119.80	40 %
	650 SB1383 Compliance	0.00	0.00	0.00	10,000.00	10,000.00	0 %
	900 District Strategic Plan	143.00	331.50	0.00	700.00	368.50	47 %
	940 Bank Service Charges	0.00	0.70	0.00	15.00	14.30	5 %
	<b>Account Total:</b>	<b>1,956.20</b>	<b>18,280.36</b>	<b>36,900.00</b>	<b>50,174.16</b>	<b>31,893.80</b>	<b>36 %</b>
	<b>Account Group Total:</b>	<b>1,956.20</b>	<b>18,280.36</b>	<b>36,900.00</b>	<b>50,174.16</b>	<b>31,893.80</b>	<b>36 %</b>
	<b>Fund Total:</b>	<b>1,956.20</b>	<b>18,280.36</b>	<b>36,900.00</b>	<b>50,174.16</b>	<b>31,893.80</b>	<b>36 %</b>
	<b>Grand Total:</b>	<b>400,718.36</b>	<b>1,652,929.43</b>	<b>3,051,086.00</b>	<b>3,753,038.61</b>	<b>2,100,109.18</b>	<b>44 %</b>





SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Cash Report  
For the Accounting Period: 2/22

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>20 FIRE PROTECTION DEPARTMENT</b>						
10200 Operating Cash - Premier	314,095.67	87.12	22.20	0.00	22,911.22	291,293.77
10250 Pac Premier - Payroll	21,903.51	0.00	14,711.57	31.78	14,325.60	22,257.70
10340 Pac Premier Operational Reserve	318,680.27	14,389.10	0.00	0.00	0.00	333,069.37
10350 Pac Premier- Capital Reserve	431,638.28	9.41	0.00	0.00	0.00	431,647.69
<b>Total Fund</b>	<b>1,086,317.73</b>	<b>14,485.63</b>	<b>14,733.77</b>	<b>31.78</b>	<b>37,236.82</b>	<b>1,078,268.53</b>
<b>30 STREET LIGHTING DEPARTMENT</b>						
10200 Operating Cash - Premier	122,084.40	3,425.88	0.00	0.00	63,123.81	62,386.47
10250 Pac Premier - Payroll	5,576.88	0.00	1,248.33	3.10	1,824.84	4,997.27
10340 Pac Premier Operational Reserve	150,251.42	4.34	60,000.00	0.00	0.00	210,255.76
10350 Pac Premier- Capital Reserve	249,633.82	5.44	0.00	0.00	0.00	249,639.26
10460 Cantella & Co. Investment Acct.	157,862.61	1,305.07	0.00	1,710.35	0.00	157,457.33
<b>Total Fund</b>	<b>685,409.13</b>	<b>4,740.73</b>	<b>61,248.33</b>	<b>1,713.45</b>	<b>64,948.65</b>	<b>684,736.09</b>
<b>40 WASTEWATER DEPARTMENT</b>						
10200 Operating Cash - Premier	1,122,457.98	98,577.34	2,950.91	321.44	914,967.78	308,697.01
10250 Pac Premier - Payroll	36,790.82	0.00	23,718.67	58.90	29,062.56	31,388.03
10260 Pac Western Bank --Long Term	200,074.20	4.60	200,000.00	0.00	0.00	400,078.80
10340 Pac Premier Operational Reserve	280,347.84	6.82	50,000.00	0.00	0.00	330,354.66
10350 Pac Premier- Capital Reserve	931,001.87	24.64	200,000.00	0.00	0.00	1,131,026.51
<b>Total Fund</b>	<b>2,570,672.71</b>	<b>98,613.40</b>	<b>476,669.58</b>	<b>380.34</b>	<b>944,030.34</b>	<b>2,201,545.01</b>
<b>50 WATER DEPARTMENT</b>						
10150 Cash in SLO County	77,412.40	0.00	0.00	0.00	0.00	77,412.40
10200 Operating Cash - Premier	88,683.54	66,717.59	2.34	189.77	42,324.35	112,889.35
10250 Pac Premier - Payroll	9,718.93	0.00	23,406.59	58.12	35,961.20	-2,893.80
10340 Pac Premier Operational Reserve	155,301.55	3.21	0.00	0.00	0.00	155,304.76
10350 Pac Premier- Capital Reserve	285,397.87	6.15	0.00	22,862.12	3,027.00	259,514.90
10400 HOB - USDA Reserve	66,972.33	0.51	3,027.00	0.00	0.00	69,999.84
<b>Total Fund</b>	<b>683,486.62</b>	<b>66,727.46</b>	<b>26,435.93</b>	<b>23,110.01</b>	<b>81,312.55</b>	<b>672,227.45</b>
<b>60 SOLID WASTE DEPARTMENT</b>						
10200 Operating Cash - Premier	39,313.37	8.50	0.00	0.00	1,449.38	37,872.49
10250 Pac Premier - Payroll	5,948.06	0.00	1,248.33	3.10	1,834.11	5,359.18
10340 Pac Premier Operational Reserve	72,272.21	1.49	0.00	0.00	0.00	72,273.70
10350 Pac Premier- Capital Reserve	26,087.68	0.57	0.00	0.00	0.00	26,088.25
<b>Total Fund</b>	<b>143,621.32</b>	<b>10.56</b>	<b>1,248.33</b>	<b>3.10</b>	<b>3,283.49</b>	<b>141,593.62</b>
<b>71 PAYROLL CLEARING FUND</b>						
10250 Pac Premier - Payroll	14,213.25	8,762.55	63,198.44	71,124.36	0.00	15,049.88
<b>73 CLAIMS CLEARING FUND</b>						
10200 Operating Cash - Premier	232,392.62	0.00	467,467.60	992.67	0.00	698,867.55
10250 Pac Premier - Payroll	718.22	0.00	24,325.61	23,607.39	0.00	1,436.44
<b>Total Fund</b>	<b>233,110.84</b>	<b>0.00</b>	<b>491,793.21</b>	<b>24,600.06</b>	<b>0.00</b>	<b>700,303.99</b>
<b>Totals</b>	<b>5,416,831.60</b>	<b>193,340.33</b>	<b>1,135,327.59</b>	<b>120,963.10</b>	<b>1,130,811.85</b>	<b>5,493,724.57</b>

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

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

## SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

2/28/2022

SECURITY	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO % BY INVESTMENT
Fidelity Govt MMKT	N/A								\$ 13,669.23	
Morgan Stanley Bank NA	\$ 100.00	3.05%	\$ 75,000.00	3.05%	\$ 2,287.50	2/14/2024	32992	2/14/2019	\$ 77,202.75	54%
Comenity Cap. Bank	\$ 100.00	2.75%	\$ 65,000.00	2.75%	\$ 1,787.50	4/15/2024	57570	4/15/2019	\$ 66,585.35	46%
<b>Total &amp; Average:</b>			<b>\$ 140,000.00</b>	<b>2.90%</b>	<b>\$ 4,075.00</b>				<b>\$ 157,457.33</b>	

SMCSD BMS Accounts: 30-46000, 30-46100

**Disclosure Page**

All information provided "as is" for informational purposes only, not intended for trading purposes or advice. Some holdings may include assets held by third party firms. Estimates of asset values provided by the client are not verified for accuracy and are not guaranteed. Prior to execution of any security trade, you are advised to consult your authorized financial advisor to verify the accuracy of all information. Neither Cantella & Co., Inc., nor Mark Edelman, King Capital Advisors is liable for any informational errors, incompleteness, or for any actions taken in reliance on information contained herein.

The performance data quoted represents past performance, which does not guarantee future results. Principle value and investment return of stocks, mutual funds, and variable/life products will fluctuate and an investor's share/units when redeemed will be worth more or less than the original investment. Stocks, mutual funds, and variable/life products are not FDIC-insured, may lose value, and are not guaranteed by a bank or other financial institution.

Current performance may be lower or higher than the performance data quoted. For performance data current to the most recent month-end call or write for more information.

Account statements are provided directly from National Financial Services and should be reviewed for accuracy. As always, for more complete account information please contact your representative at 281-582-6500 or Cantella & Co., home office representative for an official statement.

Please carefully consider the fund's investment objective, risks, charges and expenses applicable to a continued investment in the fund before investing. For this and other information, call or write to for a free prospectus, or view one online. Read it carefully before you invest or send money.

Bonds contain interest rate risk (as interest rates rise bond prices usually fall); the risk of issuer default; and inflation risk. The municipal market is volatile and can be significantly affected by adverse tax, legislative, or political changes and the financial condition of the issuers of municipal securities. Interest rate increases can cause the price of a debt security to decrease.

Variable insurance products, including variable annuities are offered by prospectus only. The prospectus contains information about the product's features, risks, charges and expenses, and the investment objectives, risks and policies or the underlying portfolios, as well as other information about the underlying funding choices. Read the prospectus and consider this information carefully.

Securities offered through Cantella & Co., Inc. Member FINRA/SIPC

**SMCSD STATEMENTS OF INFORMATION:**

As of this report date the District is in compliance with the SMCSD Investment Policy.

As of this report date the District has the ability to meet its expenditure requirements through: August 28, 2022

Kelly Dodds for Rob Roberson

Robert Roberson, Interim General Manager SMCSD

*Michelle Hido*

Michelle Hido, Financial Officer SMCSD



## San Miguel Community Services District

### Board of Directors Staff Report

March 24, 2022

**AGENDA ITEM: XI-2**

**SUBJECT:** First Reading of a Proposed Ordinance of the San Miguel Community Services District to Adopt Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations.

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**RECOMMENDATION:**

Waive Reading, Read by Title Only, and Set for Public Hearing on April 28, 2022 of an Ordinance Adopting Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations.

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**DISCUSSION:**

The State of California enacted SB1383, the Short-Lived Climate Pollutant Reduction Act of 2016 which obligates community services districts who provide collection and disposal of solid waste to adopt updated mandatory solid waste, organic waste and recycling rules and regulations. Notably, the law requires the District to enact mandatory composting rules and obligate its customers to separate food waste from other waster for collection. Such rules must be enacted so they can go into effect by July 1, 2022.

To that end, District Staff have prepared a draft ordinance to enact necessary policies to carry out its obligation. The draft ordinance is on tonight's agenda for a first reading. The proposed ordinance has been mailed to each person who has filed a request with the Clerk, has been posted with the requisite 72-hour notification with this meeting's agenda.

The ordinance will be on the April 2022 meeting agenda for second reading, unless such second reading is waived by a regular motion adopted by majority vote, in which case the ordinance can be on the April agenda for both second reading and hearing of the ordinance for potential adoption by the Board. If approved in April, the ordinance would then be published withing fifteen (15) days after the adoption of the ordinance, and would go into effect thirty (30) days after its adoption by the Board.

**OPTIONS FOR THE BOARD:**

1. The Board can concur that the District must enact some ordinance on these issues, and place the matter on the April 2022 agenda for Second Reading and consideration for adoption.
2. Though it is not recommended, the Board can elect not to perform this first reading, thus declining to adopt the ordinance. Such a decision would put the District in violation of the provisions of SB 1383.
3. The Board can recommend modifications to the proposed ordinance and direct Staff to prepare those modifications prior to the Second Reading.

**FISCAL IMPACT:** It is anticipated that the District will incur approximately \$5,000 dollars of costs related to the implementation of this ordinance in the form of notification to customers of the new law. Notifications must be provided in writing and prepared in all languages predominantly used in the District.

PREPARED BY: *Erin M. Dervin*

Erin M. Dervin Deputy General Counsel

**Attachments:**

1. DRAFT Ordinance Adopting Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations.

**AN ORDINANCE OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT TO  
ADOPT MANDATORY SOLID WASTE, ORGANIC WASTE, AND RECYCLING  
MATERIALS RULES AND REGULATIONS**

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**ORDINANCE 01-2022****AN ORDINANCE OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT TO ADOPT MANDATORY SOLID WASTE, ORGANIC WASTE, AND RECYCLING MATERIALS RULES AND REGULATIONS AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA**

**WHEREAS**, the San Miguel Community Services District (“District”) is a community services district duly formed under Government Code Section 61000 et seq. to provide community services within the District’s service area; and

**WHEREAS**, Government Code Section 61600(c) authorizes Community Services Districts to provide the collection and disposal of solid waste; and

**WHEREAS**, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989 (California Public Resources Code Section 40000, et seq., as amended, supplemented, superseded, and replaced from time to time), requires jurisdictions to reduce, reuse, and recycle (including composting) Solid Waste generated to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment; and

**WHEREAS**, Assembly Bill 341 of 2011 places requirements on Commercial Businesses and Multi-Family Premises that generate a specified threshold amount of Solid Waste to arrange for recycling services and requires jurisdictions to implement a mandatory Commercial recycling program; and

**WHEREAS**, Assembly Bill 1826 of 2014 requires Commercial Businesses and Multi-Family Premises that generate a specified threshold amount of Solid Waste, Recyclable Materials, and Organic Materials per week to arrange for recycling services for that waste, requires jurisdictions to implement a recycling program to divert Organic Materials from Commercial Businesses and Multi-Family Premises subject to the law, and requires jurisdictions to implement a mandatory Commercial Organic Materials recycling program; and

**WHEREAS**, SB 1383, the Short-Lived Climate Pollutant Reduction Act of 2016, requires the California Department of Resources Recycling and Recovery (“CalRecycle”) to develop regulations to reduce Organic Waste in landfills as a source of methane. The regulations place requirements on multiple entities including jurisdictions, residential households, Multi-Family Premises, Commercial Businesses, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Organizations, and Food Recovery Services to support achievement of the SB 1383 statewide Organic Waste disposal reduction targets; and

**WHEREAS**, SB 1383, the Short-Lived Climate Pollutant Reduction Act of 2016, requires jurisdictions to adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations; and

**WHEREAS**, this Ordinance implements rules, regulations, and the requirements of AB 341, AB 1826, and SB 1383.

**THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DOES HEARBY ORDAIN AS FOLLOWS:**

**Section 1. Title of Ordinance**

This chapter shall be entitled “Mandatory Solid Waste, Organic Waste, and Recycling Materials Ordinance.”

**Section 2. Purpose of the Ordinance**

The Purpose of the Ordinance is to assure the continuance of a collection and disposal of Solid Waste, Recyclable Materials, and Organic Waste for the benefit all citizens of the District. It is necessary that rules, regulations, and procedures be established for the health and safety of all residents and guests of the community. Procedures related to the disposal and collection of Solid Waste, Organic Waste, and Recyclable Materials and are established by the Franchisee and all parties subject to this Ordinance are directed to the Franchisee to access general information and to start, change, or verify service.

**Section 3. Definitions**

The following words, terms, phrases, and their derivations have the meanings given herein. When consistent with the context, words used in the present tense include the future tense, and words in the singular number include the plural number.

- (a) “Alternative Daily Cover (ADC)” has the same meaning as in Section 20690 of Title 27 of the California Code of Regulations.
- (b) “Alternative Intermediate Cover (AIC)” has the same meaning as in Section 20700 of Title 27 of the California Code of Regulations.
- (c) “Bulky Item” means discarded appliances (including refrigerators), furniture, tires, carpets, mattresses, Yard Trimmings and/or wood waste, and similar large items which can be handled by two (2) people, weigh no more than two hundred (200) pounds, and require special collection due to their size or nature, but can be collected without the assistance of special loading equipment (such as forklifts or cranes) and without violating vehicle load limits. Bulky Items must be generated by the customer and at the service address wherein the Bulky Items are collected. Bulky Items do not include abandoned automobiles, large auto parts, trees, construction and demolition debris, or items herein defined as Excluded Waste.
- (d) “CalRecycle” means California's Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on jurisdictions (and others).
- (e) “California Code of Regulations” or “CCR” means the State of California Code of Regulations. CCR references in this Ordinance are preceded with a number



- that refers to the relevant Title of the CCR (e.g., “14 CCR” refers to Title 14 of CCR).
- (f) “Cast Offs” means discarded mattresses, couches, chairs, and other household furniture, but does not include rubble or Solid Waste.
  - (g) “District Enforcement Official” means the District General Manager, authorized person(s), or the District Designee(s) who is/are partially or whole responsible for enforcing the Ordinance.
  - (h) “Commercial Business” or “Commercial” means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, or industrial facility.
  - (i) “Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this Section 3 or as otherwise defined in 14 CCR Section 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7).
  - (j) “Community Composting” means any activity that Composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR Section 17855(a)(4); or, as otherwise defined by 14 CCR Section 18982(a)(8).
  - (k) “Compliance Review” means a review of records by the District to determine compliance with this Ordinance.
  - (l) “Compost” has the same meaning as in 14 CCR Section 17896.2(a)(4), (or any variation thereof) includes a controlled biological decomposition of Organic Materials yielding a safe and nuisance free Compost product.
  - (m) “Contractor” means franchisee, organized and operating under the laws of the State and its officers, directors, employees, agents, companies, related-parties, affiliates, subsidiaries, and subcontractors.
  - (n) “County Enforcement Official” means a county agency enforcement official, if so if designated for enforcing the Ordinance in conjunction or consultation with District Enforcement Official.
  - (o) “Customer” means the Person whom Contractor submits its billing invoice to and collects payment from for Collection services provided to a Premises. The Customer may be either the Occupant or Owner of the Premises.
  - (p) “C&D” means construction and demolition debris.

- (q) “County” means the County of San Luis Obispo, a political subdivision of the State of California.
- (r) “Designated Waste” means non-Hazardous Waste which may pose special Disposal problems because of its potential to contaminate the environment, and which may be Disposed of only in Class II Disposal sites or Class III Disposal sites pursuant to a variance issued by the California Department of Health Services. Designated Waste consists of those substances classified as Designated Waste by the State, in California Code of Regulations Title 23, Section 2522 as may be amended from time to time.
- (s) “Designee” means a person or entity that the District contracts with or otherwise agrees and arranges to carry out any of the District’s responsibilities of this Ordinance as authorized in 14 CCR Section 18981.2. A Designee may be an individual person, a government entity, a hauler, a private entity, or a combination of those entities.
- (t) “Discarded Materials” means Recyclable Materials, Organic Materials, and Solid Waste placed by a Generator in a collection container and/or at a location for the purposes of collection excluding Excluded Waste.
- (u) “District” means the San Miguel Community Services District, which is a California Special District, a form of local government created by a local community to meet a specific need or needs, and all the territory lying within its boundaries as presently existing or as such boundaries may be modified from time to time.
- (v) “Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this Ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this Ordinance or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Health and Safety Code, including the California Retail Food Code.
- (w) “Enforcement Action” means an action of District or its Designee to address non-compliance with this Ordinance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.
- (x) “Excluded Waste” means Hazardous Substance, Hazardous Waste, Infectious Waste, Designated Waste, volatile, corrosive, medical waste, infectious, regulated radioactive waste, and toxic substances or material that facility operator(s), which receive materials from the District and its Generators, reasonably believe(s) would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or Ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit

conditions, waste that in District, or its Designee’s reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose District, or its Designee, to potential liability; but not including de minimis volumes or concentrations of waste of a type and amount normally found in Single-Family or Multi-Family Solid Waste after implementation of programs for the safe collection, processing, recycling, treatment, and disposal of batteries and paint in compliance with Sections 41500 and 41802 of the California Public Resources Code.

- (y) “Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR Section 18982(a)(22).
- (z) “Food Facility” has the same meaning as in Section 113789 of the Health and Safety Code.
- (aa) “Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).
- (bb) “Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:
  - (1) A food bank as defined in Section 113783 of the Health and Safety Code;
  - (2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,
  - (3) A nonprofit charitable temporary Food Facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

If the definition in 14 CCR Section 18982(a)(25) for Food Recovery Organization differs from this definition, the definition in 14 CCR Section 18982(a)(25) shall apply to this Ordinance.

- (cc) “Food Recovery Service” means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in 14 CCR Section 18982(a)(26). A Food Recovery Service is not a Commercial

Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

- (dd) “Food Scraps” means those Discarded Materials that will decompose and/or putrefy including: (i) all kitchen and table Food Waste; (ii) animal or vegetable waste that is generated during or results from the storage, preparation, cooking or handling of food stuffs; (iii) fruit waste, grain waste, dairy waste, meat, and fish waste; and, (iv) vegetable trimmings, houseplant trimmings and other Compostable Organic Waste common to the occupancy of Residential dwellings. Food Scraps are a subset of Food Waste. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.
- (ee) “Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR Section 18982(a)(27).
- (ff) “Food-Soiled Paper” is compostable paper material that has come in contact with Food Scraps or liquid, such as, but not limited to, compostable paper plates, napkins, and pizza boxes.
- (gg) “Food Waste” means Source Separated Food Scraps and Food-Soiled Paper.
- (hh) “Food Waste Self-Hauler” means a Self-Hauler who generates and hauls, utilizing their own employees and equipment, an average of one cubic yard or more per week, or 6,500 pounds or more per quarter of their own Food Waste to a location or facility that is not owned and operated by that Self-Hauler. Food Waste Self-Haulers are a subset of Self-Haulers.
- (ii) “Franchisee” means the person, entity, or Company with a Franchise Agreement to collect, receive, carry, haul or transport Discarded Materials within the District and shall include the agents or employees of the Franchisee.
- (jj) “Franchise Agreement” means an agreement with a Franchisee.
- (kk) “Generator” means a person or entity that is responsible for the initial creation of one or more types of Discarded Materials.
- (ll) “Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR Section 18982(a)(30).
- (mm) “Hauler Route” means the designated itinerary or sequence of stops for each segment of the District’s collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5).

- (nn) “Hazardous Substance” means any of the following: (a) any substances defined, regulated or listed (directly or by reference) as "Hazardous Substances", "hazardous materials", "Hazardous Wastes", "toxic waste", "pollutant", or "toxic substances", or similarly identified as hazardous to human health or the environment, in or pursuant to: (i) the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980, 42 USC §9601 et seq. (CERCLA); (ii) the Hazardous Materials Transportation Act, 49 USC §1802, et seq.; (iii) the Resource Conservation and Recovery Act, 42 USC §6901 et seq.; (iv) the Clean Water Act, 33 USC §1251 et seq.; (v) California Health and Safety Code §§25115-25117, 25249.8, 25281, and 25316; (vi) the Clean Air Act, 42 USC §7901 et seq.; and, (vii) California Water Code §13050; (b) any amendments, rules or regulations promulgated thereunder to such enumerated statutes or acts currently existing or hereafter enacted; and, (c) any other hazardous or toxic substance, material, chemical, waste or pollutant identified as hazardous or toxic or regulated under any other Applicable Law currently existing or hereinafter enacted, including, without limitation, friable asbestos, polychlorinated biphenyl's (PCBs), petroleum, natural gas, and synthetic fuel products, and by-products.
- (oo) “Hazardous Waste” means all substances defined as Hazardous Waste, acutely Hazardous Waste, or extremely Hazardous Waste by the State in Health and Safety Code §25110.02, §25115, and §25117 or in the future amendments to or recodifications of such statutes or identified and listed as solar panels from residential premises, and Hazardous Waste by the U.S. Environmental Protection Agency (EPA), pursuant to the Federal Resource Conservation and Recovery Act (42 USC §6901 et seq.), all future amendments thereto, and all rules and regulations promulgated thereunder.
- (pp) “High Diversion Organic Waste Processing Facility” means a facility that is in compliance with the reporting requirements of 14 CCR Section 18815.5(d) and meets or exceeds an annual average Mixed Waste organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR Section 18815.5(e) for Organic Waste received from the “Mixed waste organic collection stream” as defined in 14 CCR Section 17402(a)(11.5); or, as otherwise defined in 14 CCR Section 18982(a)(33).
- (qq) “Infectious Waste” means (a) equipment, instruments, utensils and other fomites of a disposable nature from the rooms of patients who are suspected to have or have been diagnosed as having a communicable disease and must, therefore, be isolated as required by public health agencies; (b) laboratory wastes, including pathological specimens (i.e., all tissues, specimens of blood elements, excreta and secretions obtained from patients or laboratory animals) and disposable fomites (any substance that may harbor or transmit pathogenic organisms) attendant thereto; and/or (c) surgical operating room pathologic specimens - including recognizable anatomical parts, human tissue, anatomical human remains and disposable materials from hospitals, clinics,

outpatient areas and emergency rooms, as defined in 14 CCR Section 17225.36.

- (rr) “Inspection” means a site visit where a District reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Recyclable Materials, Organic Waste, Solid Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this Ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).
- (ss) “Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this Ordinance.
- (tt) “Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this Ordinance.
- (uu) “Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of District or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).
- (vv) “Multi-Family Residential Dwelling” or “Multi-Family” or “MFD” means of, from, or pertaining to residential Premises with five (5) or more dwelling units including such Premises when combined in the same building with Commercial establishments, that receive centralized, shared, Collection service for all units on the Premises which are billed to one (1) Customer at one (1) address. Customers residing in Townhouses, mobile homes, condominiums, or other structures with five (5) or more dwelling units who receive individual service and are billed separately shall not be considered Multi-Family. Multi-Family Premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.



- (ww) “Notice of Violation (NOV)” means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.
- (xx) “Occupant” means the Person who occupies a Premises.
- (yy) “Organic Materials” means Yard Trimmings and Food Waste, individually or collectively that are set aside, handled, packaged, or offered for collection in a manner different from Solid Waste for the purpose of processing. No Discarded Material shall be considered to be Organic Materials, however, unless it is separated from Recyclable Material and Solid Waste. Organic Materials are a subset of Organic Waste.
- (zz) “Organic Materials Container” shall be used for the purpose of storage and collection of Source Separated Organic Materials. Also commonly referred to as a Green Waste or Yard Waste Container.
- (aaa) “Organic Waste” means wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).
- (bbb) “Owner” means the Person(s) holding legal title to real property and/or any improvements thereon and shall include the Person(s) listed on the latest equalized assessment roll of the County Assessor.
- (ccc) “Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).
- (ddd) “Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54).
- (eee) “Premises” means and includes any land, building and/or structure, or portion thereof, in the District where Discarded Materials are produced, generated, or accumulated. All structures on the same legal parcel, which are owned by the same person shall be considered as one Premises.
- (fff) “Prohibited Container Contaminants” means the following: (i) Discarded Materials placed in the Recyclable Materials Container that are not identified

- as acceptable Source Separated Recyclable Materials for the District's Recyclable Materials Container; (ii) Discarded Materials placed in the Organic Materials Container that are not identified as acceptable Source Separated Organic Materials for the District's Organic Materials Container; (iii) Discarded Materials placed in the Solid Waste Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Organic Materials to be placed in the District's Organic Materials Container and/or Recyclable Materials Container; and, (iv) Excluded Waste placed in any container.
- (ggg) "Recovery" means any activity or process described in 14 CCR Section 18983.1(b), or as otherwise defined in 14 CCR Section 18982(a)(49).
- (hhh) "Recyclable Materials" means those Discarded Materials that the Generators set out in Recyclables Containers for Collection for the purpose of Recycling by the Service Provider and that exclude Excluded Waste. No Discarded Materials shall be considered Recyclable Materials unless such material is separated from Organic Materials, and Solid Waste. Recyclable Materials shall include, but not be limited to by-products or discards set aside, handled, packaged or offered for Collection from Residential, Commercial, governmental or industrial customers in a manner different from Solid Waste. Including, but not limited to, aluminum, newspaper, clear and colored glass, tin and bi-metal, all plastic containers (except polystyrene), cardboard, chipboard, magazines, mixed paper (including magazines, phone books and junk mail) and motor oil and filters. For the purpose of collection of Recyclable Materials through Contractor's collection services, recyclable materials shall be limited to those materials identified by the collection contractor as acceptable recyclable materials.
- (iii) "Recyclable Materials Container" shall be used for the purpose of storage and collection of Source Separated Recyclable Materials.
- (jjj) "Recycled-Content Paper" means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).
- (kkk) "Refuse" includes garbage, recyclables, green waste, Cast Offs, and/or Rubble.
- (III) "Residential" shall mean of, from, or pertaining to a Single-Family Premises or Multi-Family Premises including Single-Family homes, apartments, condominiums, Townhouse complexes, mobile home parks, and cooperative apartments.
- (mmm) "Responsible Party" means the Owner, property manager, tenant, lessee, Occupant, or other designee that subscribes to and pays for Recyclable Materials, Organic Materials, and/or Solid Waste collection services for a Premises in the District, or, if there is no such subscriber, the Owner or property



manager of a Single-Family Premises, Multi-Family Premises, or Commercial Premises. In instances of dispute or uncertainty regarding who is the Responsible Party for a Premises, Responsible Party shall mean the Owner of a Single-Family Premises, Multi-Family Premises, or Commercial Premises.

- (nnn) “Restaurant” means an establishment primarily engaged in the retail sale of food and drinks for on-Premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).
- (ooo) “Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).
- (ppp) “Rubble” means and includes all debris from the construction, demolition or alteration of buildings, earth, rocks or incinerator ashes, brick, mortar, concrete and similar solid material.
- (qqq) “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.
- (rrr) “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this Ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.
- (sss) “Self-Haul” means to act as a Self-Hauler.
- (ttt) “Self-Hauler” means a person, who hauls Solid Waste, Organic Waste or Recyclable Material they have generated to another person. Self-hauler also includes a landscaper, or a person who back-hauls waste. Back-haul means generating and transporting Recyclable Materials or Organic Waste to a destination owned and operated by the Generator or Responsible Party using the Generator’s or Responsible Party’s own employees and equipment.
- (uuu) “Service Level” refers to the size of a Customer’s Container and the frequency of Collection service.
- (vvv) “Single-Family” or “SFD” refers to any detached or attached house or residence of four (4) units or less designed or used for occupancy by one (1) family, provided that Collection service feasibly can be provided to such Premises as an independent unit, and the Owner or Occupant of such independent unit is

billed directly for the Collection service. Single-Family includes Townhouses, and each independent unit of duplex, tri-plex, or four-plex Residential structures, regardless of whether each unit is separately billed for their specific Service Level.

(www) “Solid Waste” has the same meaning as defined in State Public Resources Code Section 40191, which defines Solid Waste as all putrescible and non-putrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:

- (1) Hazardous waste, as defined in the State Public Resources Code Section 40141.
- (2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).
- (3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.
- (4) Recyclable Materials, Organic Materials, and Construction and Demolition Debris when such materials are Source Separated.

Notwithstanding any provision to the contrary, Solid Waste may include de minimis volumes or concentrations of waste of a type and amount normally found in Residential Solid Waste after implementation of programs for the safe Collection, Recycling, treatment, and Disposal of household hazardous waste in compliance with Section 41500 and 41802 of the California Public Resources Code as may be amended from time to time. Solid Waste includes salvageable materials only when such materials are included for Collection in a Solid Waste Container not Source Separated from Solid Waste at the site of generation.

(xxx) “Solid Waste Container” shall be used for the purpose of storage and collection of Solid Waste.

(yyy) “Source Separated” or “Source-Separated (materials)” means materials, including commingled Recyclable Materials and Organic Materials, that have been separated or kept separate from the Solid Waste stream, at the point of

generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace, or as otherwise defined in 14 CCR Section 17402.5(b)(4). For the purposes of the Ordinance, Source Separated shall include separation of materials by the Generator, Responsible Party, or Responsible Party's employee, into different containers for the purpose of collection such that Source-Separated materials are separated from Solid Waste for the purposes of collection and processing.

- (zzz) "Source Separated Organic Materials" means Organic Materials that are Source Separated and placed in an Organic Materials Container.
- (aaaa) "Source Separated Recyclable Materials" means Recyclable Materials that are Source Separated and placed in a Recyclable Materials Container.
- (bbbb) "Standard Container" means Organic Waste Containers, Recyclable Materials Containers, and Organic Waste Containers approved by the District and/or the Franchisee.
- (cccc) "State" means the State of California.
- (dddd) "Supermarket" means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).
- (eeee) "Tier One Commercial Edible Food Generator" means a Commercial Edible Food Generator that is one of the following:
- (1) Supermarket.
  - (2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.
  - (3) Food Service Provider.
  - (4) Food Distributor.
  - (5) Wholesale Food Vendor.

If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this Ordinance.

- (ffff) "Tier Two Commercial Edible Food Generator" means a Commercial Edible Food Generator that is one of the following:

- (1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
- (2) Hotel with an on-site Food Facility and 200 or more rooms.
- (3) Health facility with an on-site Food Facility and 100 or more beds.
- (4) Large Venue.
- (5) Large Event.
- (6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
- (7) A Local Education Agency facility with an on-site Food Facility.

If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(74) shall apply to this Ordinance.

- (gggg) “Ton” or “Tonnage” means a unit of measure for weight equivalent to two thousand (2,000) standard pounds where each pound contains sixteen (16) ounces.
- (hhhh) “Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).
- (iiii) “Yard Trimmings” or “Green Waste” means those Discarded Materials that will decompose and/or putrefy, including, but not limited to, green trimmings, grass, weeds, leaves, pruning’s, branches, dead plants, brush, tree trimmings, dead trees, small pieces of unpainted and untreated wood, and other types of Organic Materials resulting from normal yard and landscaping maintenance that may be specified in District Legislation for Collection and Processing as Organic Materials under this Agreement. Yard Trimmings does not include items herein defined as Excluded Waste. Yard Trimmings are a subset of Organic Materials. Yard Trimmings placed for Collection may not exceed six (6) inches in diameter and three (3) feet in length and must fit within the Contractor-provided Container. Acceptable Yard Trimmings may be added to or removed from this list from time to time by mutual consent or at the sole discretion of the District.

#### **Section 4. Requirements for Single-Family Premises**

- (a) Except Responsible Parties of Single-Family Premises that meet the Self-Hauler requirements in Section 11 of this Ordinance, Responsible Parties of Single-Family Premises shall comply with the following requirements:
- (1) Subscribe to and pay for District's three-container collection services for weekly collection of Recyclable Materials, Organic Materials/ Green Waste, and Solid Waste generated by the Single-Family Premises and comply with requirements of those services as described below in Section 4(a)(2). District and its Designee(s) shall have the right to review the number and size of a Generator's containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials. The Responsible Parties for Single-Family Premises shall adjust their Service Level for their collection services as requested by the District.
  - (2) Participate in the District's three-container collection service(s) in the manner described below.
    - (i) Place, or, if Responsible Party is not an occupant of the Single-Family Premises, direct its Generators to place, Source Separated Organic Materials, including Food Waste, in the Organic Materials Container; Source Separated Recyclable Materials in the Recyclable Materials Container; and Solid Waste in the Solid Waste Container.
    - (ii) Not place, or, if Responsible Party is not an occupant of the Single-Family Premises, direct its Generators to not place Prohibited Container Contaminants in collection containers and not place materials designated for the Organic Materials Containers or Recyclable Materials Containers in the Solid Waste Containers.
- (b) Nothing in this Section prohibits a Responsible Party or Generator of a Single-Family Premises from preventing or reducing Discarded Materials generation, managing Organic Waste on site, and/or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).
- (c) The requirements of Section 4 may be subject to a low-population waiver pursuant to Article 3 in Title 14 of the California Code of Regulations, Sections 18984 through 18984.13. Please contact the District for verification.

#### **Section 5. Requirements for Multi-Family Residential Dwellings**

- (a) Responsible Parties of Multi-Family Premises shall provide or arrange for Recyclable Materials, Organic Materials, and Solid Waste collection services consistent with this Ordinance and for employees, contractors, and tenants.

Responsible Parties of Multi-Family Premises may receive waivers pursuant to Section 7 for some requirements of this Section.

- (b) Except for Responsible Parties of Multi-Family Premises that meet the Self-Hauler requirements in Section 11 of this Ordinance, including hauling services arranged through a landscaper, Responsible Parties of Multi-Family Premises shall:
  - (1) Subscribe to and pay for the District's three or more-container collection services and comply with requirements of those services for all Recyclable Materials, Organic Materials, and Solid Waste generated at the Multi-Family Premises as further described below in this Section. The District and its Designee(s) shall have the right to review the number and size of the Multi-Family Premises' collection containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials. The Responsible Party of a Multi-Family Premises shall adjust their Service Level for their collection services as requested by the District or its Designee.
  - (2) Participate in the District's three or more-container collection service(s) for at least weekly collection of Recyclable Materials, Organic Materials, and Solid Waste in the manner described below.
- (c) Place and/or direct its Generators to place Source Separated Organic Materials, including Food Waste, in the Organic Materials Container; Source Separated Recyclable Materials in the Recyclable Materials Container; and Solid Waste in the Solid Waste Container.
- (d) Not place and/or direct its Generators to not place Prohibited Container Contaminants in collection containers and to not place materials designated for the Organic Materials Containers or Recyclable Materials Containers in the Solid Waste Containers.
  - (1) Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors for employees, contractors, tenants, and customers, consistent with the District's Recyclable Materials Container, Organic Materials Container, and Solid Waste Container collection service or, if Self-Hauling, consistent with the Multi-Family Premises' approach to complying with Self-Hauler requirements in Section 11 of this Ordinance.
  - (2) Annually provide information to employees, contractors, tenants, and customers about Recyclable Materials and Organic Waste Recovery requirements and about proper sorting of Recyclable Materials, Organic Materials, and Solid Waste.



- (3) Provide education information before or within fourteen (14) days of occupation of the Premises to new tenants that describes requirements to Source Separate Recyclable Materials and Organic Materials and to keep Source Separated Organic Materials and Source Separated Recyclable Materials separate from each other and from Solid Waste (when applicable) and the location of containers and the rules governing their use at each property.
- (4) Provide or arrange access for the District and/or its Designee(s) to their properties during all Inspections conducted in accordance with this Ordinance to confirm compliance with the requirements of this Ordinance.
- (e) If the Responsible Party of a Multi-Family Premises wants to Self-Haul, meet the Self-Hauler requirements in Section 11 of this Ordinance.
- (f) Multi-family Premises that generate two (2) cubic yards or more of total Solid Waste, Recyclable Materials, and Organic Materials per week (or other threshold defined by the State) that arrange for gardening or landscaping services shall require that the contract or work agreement between the Owner, Occupant, or operator of a Multi-Family Premises and a gardening or landscaping service specifies that the designated organic materials generated by those services be managed in compliance with this chapter.
- (g) Nothing in this Section prohibits a Responsible Party or Generator of a Multi-Family Premises from preventing or reducing Discarded Materials generation, managing Organic Waste on site, or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).

### **Section 6. Requirements for Commercial Businesses**

- (a) Responsible Parties of Commercial Businesses shall provide or arrange for Recyclable Materials, Organic Materials, and Solid Waste collection services consistent with this Ordinance and for employees, contractors, tenants, and customers. Responsible Parties of Commercial Premises may receive waivers pursuant to Section 7 for some requirements of this Section.
- (b) Except Responsible Parties of Commercial Businesses that meet the Self-Hauler requirements in Section 11 of this Ordinance, including hauling services arranged through a landscaper, Responsible Parties of Commercial Premises shall:
  - (1) Subscribe to and pay for the District's three or more-container collection services and comply with requirements of those services for all Recyclable Materials, Organic Materials, and Solid Waste generated at the Commercial Premises as further described below in this Section. The District and its Designee(s) shall have the right to review the number and size of a Commercial Premises' containers and frequency of

collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials. The Responsible Party of the Commercial Business shall adjust their Service Level for their collection services as requested by the District or its Designee.

- (2) Participate in the District's three or more-container collection service(s) for at least weekly collection of Recyclable Materials, Organic Materials, and Solid Waste in the manner described below.
  - (i) Place and/or direct its Generators to place Source Separated Organic Materials, including Food Waste, in the Organic Materials Container; Source Separated Recyclable Materials in the Recyclable Materials Container; and Solid Waste in the Solid Waste Container.
  - (ii) Not place and/or direct its Generators to not place Prohibited Container Contaminants in collection containers and to not place materials designated for the Organic Materials Containers or Recyclable Materials Containers in the Solid Waste Containers.
- (3) Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 6(b)(4)(i)) and 6(b)(4)(ii) below) for employees, contractors, tenants, and customers, consistent with the District's Recyclable Materials Container, Organic Materials Container, and Solid Waste Container collection service or, if Self-Hauling, consistent with the Commercial Premises' approach to complying with Self-Hauler requirements in Section 11 of this Ordinance.
- (4) Provide containers for customers for the collection of Source Separated Recyclable Materials and Source Separated Organic Materials in all indoor and outdoor areas where Solid Waste containers are provided for customers, for materials generated by that Commercial Business. Such containers shall be visible and easily accessible. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, as demonstrated through an approved de minimis waiver per Section 7(a), then the Responsible Party of the Commercial Business does not have to provide that particular container in all areas where Solid Waste containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the Responsible Party of the Commercial Business shall have either:
  - (i) A body or lid that conforms with the container colors provided through the collection service provided by the District, with either lids conforming to the color requirements or bodies conforming to



the color requirements or both lids and bodies conforming to color requirements. The Responsible Party of the Commercial Business is not required to replace functional containers that do not comply with the requirements of this subsection prior to whichever of the following comes first: (i) the end of the useful life of those containers, or (ii) January 1, 2036.

- (ii) Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.
- (5) To the extent practical through education, training, Inspection, and/or other measures, prohibit employees from placing materials in a container not designated for those materials per the District's Recyclable Materials Container, Organic Materials Container, and Solid Waste collection service or, if Self-Hauling, per the instructions of the Commercial Business's Responsible Party to support its compliance with Self-Hauler requirements in Section 11 of this Ordinance.
  - (6) Periodically inspect Recyclable Materials Containers, Organic Materials Containers, and Solid Waste Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).
  - (7) Annually provide information to employees, contractors, tenants, and customers about Recyclable Materials and Organic Waste Recovery requirements and about proper sorting of Recyclable Materials, Organic Materials, and Solid Waste.
  - (8) Provide education information before or within fourteen (14) days of occupation of the Premises to new tenants that describes requirements to Source Separate Recyclable Materials and Organic Materials and to keep Source Separated Organic Materials and Source Separated Recyclable Materials separate from each other and from other Solid Waste (when applicable) and the location of containers and the rules governing their use at each property.
  - (9) Provide or arrange access for the District or its Designee to their properties during all Inspections conducted in accordance with this Ordinance to confirm compliance with the requirements of this Ordinance.

- (c) If the Responsible Party of a Commercial Business wants to Self-Haul, meet the Self-Hauler requirements in Section 11 of this Ordinance.
- (d) Nothing in this Section prohibits a Responsible Party or a Generator of a Commercial Business from preventing or reducing Discarded Materials generation, managing Organic Waste on site, or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).
- (e) Responsible Parties of Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to Section 8 of this Ordinance.

### **Section 7. Waivers for Multi-Family Premises and Commercial Premises**

- (a) De Minimis Waivers for Multi-Family Premises and Commercial Premises. The District and/or its Designee, may waive a Responsible Party's obligation to comply with some or all Recyclable Materials and Organic Waste requirements of this Ordinance if the Responsible Party of the Commercial Business or Multi-Family Premises provides documentation that the Commercial Business or Multi-Family Premises meets one of the criteria in subsections (1) and (2) below. For the purposes of subsections (1) and (2), the total Solid Waste shall be the sum of weekly container capacity measured in cubic yards for Solid Waste, Recyclable Materials, and Organic Materials collection service. Hauling through paper shredding service providers or other incidental services may be considered in granting a de minimis waiver.
  - (1) The Commercial Business's or Multi-Family Premises' total Solid Waste collection service is two (2) cubic yards or more per week and Recyclable Materials and Organic Materials subject to collection in Recyclable Materials Container(s) or Organic Materials Container(s) comprises less than twenty (20) gallons per week per applicable material stream of the Multi-family Premises' or Commercial Business's total waste (i.e., Recyclable Materials in the Recyclable Materials stream are less than twenty (20) gallons per week or Organic Materials in the Organic Materials stream are less than twenty (20) gallons per week); or,
  - (2) The Commercial Business's or Multi-Family Premises' total Solid Waste collection service is less than two (2) cubic yards per week and Recyclable Materials and Organic Materials subject to collection in a Recyclable Materials Container(s) or Organic Materials Container(s) comprises less than ten (10) gallons per week per applicable material stream of the Multi-family Premises' or Commercial Business's total waste (i.e., Recyclable Materials in the Recyclable Materials stream are less than ten (10) gallons per week or Organic Materials in the Organic Materials stream are less than ten (10) gallons per week).

- (b) **Physical Space Waivers.** The District and/or District's Designee may waive a Commercial Business's or Multi-Family Premises' obligation to comply with some or all of the Recyclable Materials and/or Organic Waste collection service requirements if the District or its Designee has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the Premises lacks adequate space for Recyclable Materials Containers and/or Organic Materials Containers required for compliance with the Recyclable Materials and Organic Materials collection requirements of Section 5 or 6 as applicable.
- (c) **Review and Approval of Waivers.** Waivers shall be granted to Responsible Parties by the District's Designee, or the District if there is no Designee, according to the following process:
- (1) Responsible Parties of Premises seeking waivers shall submit a completed application form to the District and/or its Designee for a waiver. The waiver shall be considered based upon the following criteria: (1) the waiver type requested; (2) type(s) of collection services for which the party is requesting a waiver; (3) the reason(s) for such waiver; (4) documentation supporting the request for a waiver; (5) any pertinent facts or circumstances; (6) harmony with the intent of this Ordinance; and (7) any other factors deemed relevant by the District and/or its Designee. The District or its Designee shall have sole discretion in determining to grant or not grant a waiver.
  - (2) Upon waiver approval, the District and/or its shall specify that the waiver is valid for the following duration:
    - (i) For Commercial Premises, five (5) years, or if property ownership changes, or if occupancy changes, whichever occurs first.
    - (ii) For Multi-Family Premises, five (5) years, or if property ownership changes, or if the property manager changes, whichever occurs first.
  - (3) Waiver holder shall notify the District's Designee, or the District if there is no Designee, if circumstances change such that Commercial Business's or Multi-Family Premises' may no longer qualify for the waiver granted, in which case waiver will be rescinded.
  - (4) Any waiver holder must cooperate with the District and/or its Designee for any on-site assessment of the appropriateness of the waiver.
  - (5) Waiver holder shall reapply to the District's Designee, or the District if there is no Designee, for a waiver upon the expiration of the waiver period and shall submit any required documentation, and/or fees/payments as required by the District and/or its Designee. Failure to

submit a completed application shall equate to an automatic denial of said application.

- (6) The District's Designee, or the District if there is no Designee, may revoke a waiver upon a determination that any of the circumstances justifying a waiver are no longer applicable.
- (7) If the District's Designee does not approve a waiver application or revokes a waiver, the applicant may appeal the decision for additional review to the District General Manager. The District may, after meeting and conferring with its Designee, direct the Designee to approve the waiver application and/or repeal the revocation of the waiver.

### **Section 8. Requirements for Commercial Edible Food Generators**

- (a) Tier One Commercial Edible Food Generators must comply with the requirements of this Section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.
- (b) Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.
- (c) Commercial Edible Food Generators shall comply with the following requirements:
  - (1) Arrange to recover the maximum amount of Edible Food that would otherwise be disposed. Food that is donated shall be free from adulteration, spoilage, and meet the food safety standards of the California Health and Safety Code. Food cannot be donated if it is not in compliance with the food safety standards of the California Health and Safety Code, including food that is returned by a customer, has been served or sold and in the possession of a consumer, or is the subject of a recall.
  - (2) Contract with or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for: (i) the collection of Edible Food for Food Recovery; or, (ii) acceptance of the Edible Food that the Commercial Edible Food Generator Self-Hauls to the Food Recovery Organization for Food Recovery.
  - (3) Not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.

- (4) Allow the District, its agents, or the District's designated enforcement entity or designated third party enforcement entity to access the Premises and review records pursuant to 14 CCR Section 18991.4.
- (5) Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:
  - (i) A list of each Food Recovery Service or organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).
  - (ii) A copy of all contracts or written agreements established under 14 CCR Section 18991.3(b).
  - (iii) A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:
    - (A) The name, address and contact information of the Food Recovery Service or Food Recovery Organization.
    - (B) The types of food that will be collected by or Self-Hauled to the Food Recovery Service or Food Recovery Organization.
    - (C) The established frequency that food will be collected or Self-Hauled.
    - (D) The quantity of food, measured in pounds recovered per month, collected or Self-Hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
- (6) Maintain records required by this Section for five (5) years.
- (7) No later than January 31 of each year commencing no later than January 31, 2023, for Tier One Commercial Edible Food Generators and January 31, 2025, for Tier Two Commercial Edible Food Generators, provide an annual Food Recovery report to the District or its Designee that includes the following information:
  - (i) The amount, in pounds, of edible food donated to a Food Recovery Service or Food Recovery Organization annually; and,
  - (ii) The amount, in pounds of edible food rejected by a Food Recovery Service or Food Recovery Organization annually.
  - (iii) Any additional information required by the District Manager or their Designee.

- (d) Nothing in this Ordinance shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

### **Section 9. Requirements for Food Recovery Organizations and Services**

- (a) Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):
- (1) The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.
  - (2) The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.
  - (3) The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.
  - (4) The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.
- (b) Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):
- (1) The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.
  - (2) The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.
  - (3) The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.
- (c) Maintain records required by this Section for five years.

- (d) Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the District and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the District it is located in and the District's Designee, if applicable, the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b). The annual report shall be submitted to the District and the District's Designee, if applicable, no later than January 31 of each year.
- (e) In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the District that provides Solid Waste collection services, or its designated entity, Food Recovery Services and Food Recovery Organizations operating in the District shall provide information and consultation to the District and District's Designee, if applicable, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the District and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the District and/or its Designee shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the District.
- (f) Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the District and contract with or have written agreements with one or more Commercial Edible Food Generators shall include language in all agreements with Tier 1 and Tier 2 edible food generators located in the District identifying and describing the California Good Samaritan Act of 2017.
- (g) Nothing in this chapter prohibits a Food Recovery Organization or Food Recovery Service from refusing to accept Edible Food from a Commercial Edible Food Generator.

## **Section 10. Requirements for Haulers and Facility Operators**

- (a) Requirements for Haulers
  - (1) Franchise hauler(s) providing Recyclable Materials, Organic Waste, and/or Solid Waste collection services to Generators within the District's boundaries shall meet the following requirements and standards as a condition of approval of its contract, agreement, permit, or other authorization with the District to collect Recyclable Materials, Organic Materials, and/or Solid Waste:
    - (i) Through written notice to the District annually on or before March 1<sup>st</sup> of each year, identify the facilities to which they will transport Discarded Materials, including facilities for Source Separated Recyclable Materials, Source Separated Organic Materials, and



Solid Waste unless otherwise stated in the franchise agreement, contract, permit, or license, or other authorization with the District.

- (ii) Transport Source Separated Recyclable Materials to a facility that recovers those materials; transport Source Separated Organic Materials to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2; transport Solid Waste to a disposal facility or transfer facility or operation that processes or disposes of Solid Waste; and transport manure to a facility that manages manure in conformance with 14 CCR Article 12 and such that the manure is not landfilled, used as Alternative Daily Cover (ADC), or used as Alternative Intermediate Cover (AIC).
  - (iii) Obtain approval from the District to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1, and Section 11 of this Ordinance.
- (2) Franchise hauler(s) authorized to collect Recyclable Materials, Organic Materials, and/or Solid Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its franchise agreement, permit, or other agreement entered into with the District.
- (b) Requirements for Facility Operators and Community Composting Operations
- (1) Owners of facilities, operations, and activities located in the District's boundaries that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon District request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the District shall respond within 60 days.
  - (2) Community Composting operators with operations located in the District's boundaries, upon District request, shall provide information to the District to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the District shall respond within 60 days.
  - (3) Owners of facilities, operations, and activities located in the District's boundaries that receive Recyclable Materials, Organic Materials, and/or



Solid Waste shall provide to the District, on a quarterly basis, copies of all reports they are required to report to CalRecycle under 14 CCR.

### **Section 11. Self-Hauler Requirements**

- (a) Every Self-Hauler shall Source Separate its Recyclable Materials and Organic Materials (materials that District otherwise requires Generators or Responsible Parties to separate for collection in the District's Recyclable Materials and Organic Materials collection program) generated on-site from Solid Waste in a manner consistent with 14 CCR Section 18984.1 and the District's collection program. Self-Haulers shall deliver their materials to facilities described in subsection (b) below. Alternatively, Self-Haulers may or choose not to Source Separate Recyclable Materials and Organic Materials and shall haul its Solid Waste (that includes Recyclable Materials and Organic Materials) to a High Diversion Organic Waste Processing Facility subject to advance written approval by the District.
- (b) Self-Haulers that Source Separate their Recyclable Materials and Organic Materials shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; haul their Source Separated Organic Waste to a facility, operation, activity, or property that processes or recovers Source Separated Organic Waste; and haul their Solid Waste to a disposal facility or transfer facility or operation that processes or disposes of Solid Waste.
- (c) Self-Haulers that are Responsible Parties of Commercial Businesses or Multi-Family Premises shall keep records of the amounts of Recyclable Materials, Organic Waste, and Solid Waste delivered to each facility, operation, activity, or property that processes or recovers Recyclable Materials and Organic Waste and processes or disposes of Solid Waste or shall keep records of Solid Waste delivered to High Diversion Organic Waste Processing Facilities. These records shall be subject to review by the District and/or its Designee(s). The records shall include the following information:
  - (1) Delivery receipts and weight tickets from the entity accepting the Recyclable Materials, Organic Materials, and Solid Waste.
  - (2) The amount of material in cubic yards or Tons transported by the Generator or Responsible Party to each entity.
  - (3) If the material is transported to an entity that does not have scales on-site or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Recyclable Materials, Organic Materials, and Solid Waste.
- (d) Self-Haulers shall retain all records and data required to be maintained by this Section for no less than five (5) years after the Recyclable Materials, Organic

Materials, and/or Solid Waste was first delivered to the facility accepting the material.

- (e) Self-Haulers that are Commercial Businesses or Multi-Family Premises shall provide copies of records required by this Section to the District if requested by the District General Manager and shall provide the records at the frequency requested by the District Manager.
- (f) A Single-Family Generator or Single-Family Responsible Party that Self-Hauls Recyclable Materials, Organic Waste, or Solid Waste is not required to record or report information in Section 11(c) and (d).
- (g) Pursuant to 14 CCR Section 18815.9, Food Waste Self-Haulers are required to maintain records and report to CalRecycle information on the Tons of Food Waste Self-Hauled and the facilities or each use of such material. Food Waste Self-Haulers shall provide to the District, on a quarterly basis, copies of all reports they are required to report to CalRecycle.

### **Section 12. Inspections and Investigations**

- (a) The District representatives or its Designee(s) are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from Generators, or Source Separated materials within the District to confirm compliance with this Ordinance by Generators, Responsible Parties of Single-Family Premises, Responsible Parties of Commercial Businesses, Responsible Parties of Multi-Family Premises, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow District or its Designee to enter the interior of a private residential property for Inspection.

- (b)
- (c) Entities regulated by this Ordinance shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the District's representative or its Designee during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, inspection of Edible Food Recovery activities, review of required records, or other verification or Inspection to confirm compliance with any other requirement of this Ordinance. Failure of a Responsible Party to provide or arrange for: (i) access to an entity's Premises; or (ii) access to records for any Inspection or investigation is a violation of this Ordinance and may result in penalties described in Section 21.
- (d) Any records obtained by the District or its Designee during its Inspections, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.
- (e) The District representatives or their Designee are authorized to conduct any Inspections, or other investigations as reasonably necessary to further the goals of this Ordinance, subject to applicable laws.
- (f) The District or its Designee shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.
- (g) The District representatives and/or their Designee are authorized to provide informational notices to entities regulated by this Ordinance regarding compliance with this Ordinance.

### **Section 13. Collection Rates and Collection Of Delinquent Fees And Charges**

- (a) Collection rates, fees and charges for solid waste collection and disposal shall be established pursuant to the California Constitution Article XIID and set by the Franchisee.
- (b) Once each year, prior to a date established by the District, the Franchisee shall take the following actions to collect delinquent solid waste collection and disposal accounts:
  - (1) Present to the District a list of Responsible Parties and/or Owners (with corresponding parcel numbers) within the District whose accounts are more than one hundred twenty days past due;
  - (2) Send a certified letter requesting payment to each Responsible Party and/or Owner with a delinquent account;

- (3) At least thirty days after receiving delivery certification for payment requests, present to the District a list of Responsible Parties and/or Owners (with corresponding parcel numbers) whose accounts are still past due.
- (c) After the Franchisee has completed all of the actions listed in Paragraph (a), the District Board of Directors will adopt a resolution authorizing the County Auditor to place the delinquent accounts upon the tax roll. The Franchisee shall bear the full cost of any fees charged by the County Auditor to place the delinquent accounts on the tax roll.

#### **Section 14. Franchise for Collection - Authorization**

- (a) A Franchise, exclusive or nonexclusive, for the collection and disposal of solid waste may be granted and/or authorized by the District or its Designee.
- (b) No person shall collect, or enter into an agreement to collect, or provide for the collection or disposal of Discarded Materials, unless such person is authorized by the District to operate within the District by means of a Franchise Agreement.

#### **Section 15. Regulations For Accumulation Of Solid Waste, Cast Offs, Rubble, And Refuse**

- (a) No Responsible Party, Generator, or Owner of property shall allow the following to be accumulated on any property, lot, parcel, or Premises:
  - (1) Solid waste of any kind, unless the same shall be in a Solid Waste Container.
  - (2) Discarded mattresses, couches, chairs, and other household furniture.
  - (3) Construction material, demolition material, Rubble, Refuse, and/or debris.
  - (4) Hazardous Materials of any kind.
  - (5) Bulky Items and Cast Offs.
- (b) No Responsible Party, Generator, or Owner shall dispose of Solid Waste, Recyclable Materials, or Organic Waste by:
  - (1) Causing it to be placed on another's lot, parcel, or Premises.
  - (2) Causing it to be deposited in or near litter receptacles placed by the District in public places for incidental use by pedestrians or vehicular traffic;
  - (3) Causing it to be deposited on any public or private place, street, lane, alley, or drive.

- (4) Causing it to be placed into any standard container other than those in possession of such Responsible Party or Generator unless permission for such use is granted by the Commercial or Residential Customer in possession of the Standard Container(s).
- (c) The Responsible Party and/or Owner of a developed or non-developed (vacant) lot or parcel of land shall be liable for paying the costs, including administrative costs and attorneys' fees for the removal of Solid Waste, Refuse, Cast Offs, and Rubble that accumulates on his/her property in violation of this section, if said waste is not removed after notice, as provided in Section 16.

### **Section 16. Clearing Of Accumulated Solid Waste And Rubble**

- (a) The accumulation of Solid Waste, Refuse, Cast Offs, and/or Rubble in violation of this Ordinance is hereby declared to be a public nuisance.
- (b) The District or its Designee is authorized and empowered to notify the Owner, his or her agent, or person in control of any lot, parcel, or Premises within the District, and direct them to dispose of Solid Waste, Refuse, Cast Offs, and/or Rubble that has accumulated in violation of this Section 16. Such notice shall be given by posting the lot, parcel, or Premises and by certified mail addressed to the Responsible Party and/or Owner, his or her agent, at his or her last known address, or by personal service on the owner, agent, person in control or occupant of the property or Premises.
- (c) The notice shall describe the work to be done and shall state that if the work is not commenced within ten calendar days after receipt of notice and diligently prosecuted to completion without interruption, the District and/or its Designee shall notify the County Environmental Health Department to commence abatement proceedings. Cost of said abatement, including administrative costs and attorneys' fees, shall be a lien on the property. The notice shall be substantially in the following form:

#### **NOTICE TO REMOVE SOLID WASTE REFUSE, CAST OFFS, AND/OR RUBBLE**

The owner of the property commonly known as: \_\_\_\_\_ is hereby ordered to properly dispose of the solid waste matter, refuse, cast offs, and/or rubble located on the property, to wit: (type of waste matter to be disposed of) within ten calendar days from the date hereof. If the disposal of the solid waste matter, cast-offs, and/or rubble herein described is not commenced and diligently prosecuted to completion within the time fixed herein, the District Operations Supervisor will apply to the County of San Luis Obispo Environmental Health Department for an order to abate said nuisance, and the costs of such abatement shall become a charge against the property, and shall be made a special assessment against the property. Said special assessment may be collected at the

same time and in the same manner as is provided for the collection of ordinary County taxes, and shall be subject to the same procedures as foreclosure and sale in the case of delinquency as is provided for ordinary County taxes.

If you should have any questions, please contact the undersigned at (805) 467-3388.

Date: \_\_\_\_\_

\_\_\_\_\_  
District General Manager

cc: San Luis Obispo County Environmental Health Department

- (d) The District shall cause to be kept in his/her office a permanent record containing:
- (1) a description of each parcel, property, or Premises for which notice to dispose of waste matter has been given;
  - (2) the name of the Owner, if known;
  - (3) the date the matter was referred to the San Luis Obispo County Department of Environmental Health;
  - (4) action taken by the County Department of Environmental Health. Each such entry shall be made as soon as practicable after completion of such act.
- (e) The County of San Luis Obispo Environmental Health Department is hereby authorized to enforce all abatement proceedings authorized by this section.

### **Section 17. Storage And Placement Of Standard Containers For Pick-Up**

- (a) All residential Standard Containers shall be placed for collection along the street in front of the premises or the rear alley, when applicable, only on the date established for the collection of solid waste on the particular route, or after 5:30 P.M. on the day immediately prior to such collection, and shall not remain thereon for more than twelve (12) hours after it has been emptied unless special in yard service has been contracted for.
- (b) Any Container placed for collection along a street or roadway shall be placed within three feet of the edge of the street or roadway, without causing a safety hazard. In the event that automated service is provided in the District, Containers shall be placed in accordance with guidelines established by the Franchisee and approved by the District.
- (c) Upon collection, the Franchisee shall place all Standard Containers within 3

- feet from the edge of the street or roadway, to avoid creating a safety hazard.
- (d) No person other than a Franchisee or Customer shall interfere in any manner with any Standard Container or the contents thereof, or remove any Discarded Materials from the location where it was placed by the Customer or Franchisee, nor remove the contents of any Standard Container.

### **Section 18. Unlawful Collection**

- (a) A Franchisee shall not be required to collect Hazardous Waste, or dangerous materials as part of its regular collection activity. Liquid and dry caustics, acids, biohazardous, flammable, explosive materials, insecticides, and similar substances shall not be deposited in Standard Containers. Any person collecting such substances shall store, handle and dispose of such materials in accordance with local, state and federal law and shall obtain all necessary local, state and federal permits therefor.
- (b) A Franchisee shall not be required to collect Infectious Waste (as defined in California Health and Safety Code section 7054.4, as amended from time to time, or any successor provision or provisions thereto) as part of its regular collection activity. Anyone producing such wastes shall store, handle and dispose of such materials only in the manner approved by the County health officer or designated deputy, and in accordance with local, state and federal law and with all necessary local, state and federal permits.

### **Section 19. Condition of Collection Trucks**

Every truck used by a Franchisee in the collection and removal of Discarded Materials shall be kept well painted, clean, and in good operating condition.

### **Section 20. Exceptions**

- (a) Nothing in this Ordinance shall be deemed to prohibit the removal and hauling by a licensed person pursuant to the terms and conditions of this Ordinance.
- (b) Nothing in this Ordinance shall be construed to prohibit any producer of Solid Waste, Cast Offs, Rubble, or Refuse from hauling the same to a permitted disposal site pursuant to the terms and conditions of this Ordinance.
- (c) Nothing in this Ordinance shall be construed to prohibit the collection and removal of Yard Trimmings or Green Waste by individual residents and by individuals doing business as professional landscapers, when the collection is directly related to their work and done pursuant to the terms and conditions of this Ordinance.
- (d) Nothing in this Ordinance shall limit the right of Generator, Responsible Party, Owner, or Commercial Business, or other entity to donate, sell or otherwise dispose of Solid Waste provided that any such disposal is in accordance with the provisions of this Ordinance.



## Section 21. Enforcement

- (a) Violation of any provision of this Ordinance shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by the District or its Designee.
- (b) Other remedies allowed by law may be used, including civil action or prosecution as a misdemeanor or infraction. The District may pursue civil actions in the California courts to seek recovery of unpaid administrative citations. The District may, at its option, choose to delay court action until such time as a sufficiently large number of violations, or cumulative size of violations exist such that court action is a reasonable use of the District's staff and resources.
- (c) Responsible Entity for Enforcement
  - (1) Enforcement pursuant to this Ordinance may be undertaken by the District General Manager or its Designee, agent, legal counsel, or combination thereof.
  - (2) Enforcement may also be undertaken by a County Enforcement Official if so designated by the District.
  - (3) The District General Manager and/or its Designee may issue Notices of Violation(s).
- (d) Process for Enforcement
  - (1) The District General Manager and/or its Designee will monitor compliance with the Ordinance through Compliance Reviews, Route Reviews, investigation of complaints, and an Inspection program. The District General Manager and/or the County Enforcement Officials and/or its designee may also monitor compliance with the Ordinance randomly.
  - (2) The District may issue an official notification to notify regulated entities of its obligations under the Ordinance.
  - (3) For incidences of Prohibited Container Contaminants found in containers, the District or its Designee will issue an informational notice of contamination to any Generator or Responsible Party found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication immediately upon identification of the Prohibited Container Contaminants or within seven (7) days after determining that a violation has occurred. If the District, the County or their designee observes Prohibited Container Contaminants in a Responsible Party's containers on more than three (3) consecutive occasion(s), the District/County may assess



contamination processing fees or contamination penalties on the Generator.

- (4) With the exception of violations of contamination of container contents addressed under Section 21(k), the District shall issue a Notice of Violation requiring compliance within 60 days of issuance of the notice.
- (5) Absent compliance by the respondent within the deadline set forth in the Notice of Violation, the District shall commence an action to impose penalties, via an administrative citation and fine, pursuant to Section 21(k), Table 1, List of Example Violations.
- (6) Notices shall be sent to "Owner" at the official address of the owner maintained by the tax collector for the County Assessor or if no such address is available, to the owner at the address of the Multi-Family Premises or Commercial Premises or to the Responsible Party for the collection services, depending upon available information.

(e) Penalty Amounts for Types of Violations

The penalty levels are as follows, as prescribed by 14 CCR Section 18997.2 and any other applicable code or regulation:

- (1) For a first violation, the amount of the base penalty shall be \$50 to \$100 per violation.
- (2) For a second violation, the amount of the base penalty shall be \$100 to \$200 per violation.
- (3) For a third or subsequent violation, the amount of the base penalty shall be \$250 to \$500 per violation.

(f) Factors Considered in Determining Penalty Amount

The following factors shall be used to determine the amount of the penalty for each violation within the appropriate penalty amount range:

- (1) The nature, circumstances, and severity of the violation(s).
- (2) The violator's ability to pay.
- (3) The willfulness of the violator's misconduct.
- (4) Whether the violator took measures to avoid or mitigate violations of this chapter.
- (5) Evidence of any economic benefit resulting from the violation(s).
- (6) The deterrent effect of the penalty on the violator.

- (7) Whether the violation(s) were due to conditions outside the control of the violator.

(g) Compliance Deadline Extension Considerations

The District may extend the compliance deadlines set forth in a Notice of Violation issued in accordance with this Section if it finds that there are extenuating circumstances beyond the control of the respondent that make compliance within the deadlines impracticable, including the following:

- (1) Acts of God such as earthquakes, wildfires, flooding, and other emergencies or natural disasters;
- (2) Delays in obtaining discretionary permits or other government agency approvals; or,
- (3) Deficiencies in Organic Waste recycling infrastructure or Edible Food Recovery capacity and the City/County is under a corrective action plan with CalRecycle pursuant to 14 CCR Section 18996.2 due to those deficiencies.

(h) Appeals Process

Persons receiving an administrative citation containing a penalty for an uncorrected violation may request a hearing to appeal the citation. A hearing will be held only if it is requested within the time prescribed and consistent with the Districts formal or informal procedures for appeals of administrative citations. Evidence may be presented at the hearing. The District will appoint a hearing officer who shall conduct the hearing and issue a final written order.

(i) Education Period for Non-Compliance

Beginning January 1, 2022 and through December 31, 2023, the District or its Designee will conduct Inspections, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if the District or its Designee determines that Generator, Responsible Party, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this Ordinance and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

(j) Civil Penalties for Non-Compliance

Beginning January 1, 2024, if the District determines that a Generator, Responsible Party, Self-Hauler, hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service,

or other entity is not in compliance with this Ordinance, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to this Section, as needed.

(k) Enforcement Table

**Table 1. List of Example Violations**

Requirement	Description of Violation
Commercial Business Multi-Family Premises Responsibility Requirement Sections 5 and 6	Responsible Party for a Commercial Business or Multi-Family Premises fails to provide or arrange for Organic Waste collection services consistent with District requirements and as outlined in this Ordinance, for employees, contractors, tenants, and customers, including supplying and allowing access to adequate numbers, size, and location of containers and sufficient signage and container color.
Organic Waste Generator or Responsible Party Requirement Section 4, 5, and 6	Organic Waste Generator or Responsible Party fails to comply with requirements pursuant to this Ordinance.
Hauler Requirement Section 10	A hauler providing Single-Family, Multi-Family or Commercial collection service fails to transport Discarded Materials to a facility, operation, activity, or property that recovers Organic Waste, as prescribed by this Ordinance.
Hauler Requirement Section 10	A hauler providing Single-Family, Multi-Family or Commercial Recyclable Materials, Organic Materials, or Solid Waste collection service fails to obtain applicable approval issued by the District to haul Recyclable Materials, Organic Materials, or Solid Waste as prescribed by this Ordinance.
Hauler Requirement Section 10	A hauler fails to keep a record of the applicable documentation of its approval by the District, as prescribed by this Ordinance.
Self-Hauler Requirement Section 11	A Generator or Responsible Party who is a Self-Hauler fails to comply with the requirements of this Ordinance.

Requirement	Description of Violation
Commercial Edible Food Generator Requirement Section 8	Tier One Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and/or fails to comply with other requirements of this Ordinance commencing Jan. 1, 2022.
Commercial Edible Food Generator Requirement Section 8	Tier Two Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and/or fails to comply with other requirements of this Ordinance commencing Jan. 1, 2024.
Commercial Business Responsible Party, Multi-Family Premises Responsible Party, Commercial Edible Food Generator, Food Recovery Organization or Food Recovery Service Sections 5, 6, 8, 9, and 12	Failure to provide or arrange for access to an entity's Premises for any Inspection or investigation.
Recordkeeping Requirements for Commercial Edible Food Generator Section 8	Tier One or Tier Two Commercial Edible Food Generator fails to keep records, as prescribed by Section 8 of this Ordinance.
Recordkeeping Requirements for Food Recovery Services and Food Recovery Organizations Section 9	A Food Recovery Organization or Food Recovery Service that has established a contract or written agreement to collect or receive Edible Food directly from a Commercial Edible Food Generator pursuant to 14 CCR Section 18991.3(b) fails to keep records, as prescribed by Section 9 of this Ordinance.

### **Section 22. CalRecycle Issued Waivers**

Certain provisions of this Ordinance may be subject to a low-population waiver pursuant to Article 3 in Title 14 of the California Code of Regulations, Sections 18984 through 18984.13. Please contact the District for verification.

### **Section 23. CEQA**

The District finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061(b)(3) and 15308 on the grounds that it can be seen with certainty that the enhanced waste disposal regulations, as provided for in this Ordinance will not have a significant effect on the environment and that the new requirements, which strengthen requirements for the handling of waste materials, represent actions by a regulatory agency for the protection of the environment.

### **Section 24. Severability**

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The District hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

### **Section 25. Effective Date**

This Ordinance shall be effective commencing on June 1, 2022.



## San Miguel Community Services District

### Board of Directors Staff Report

March 24, 2022

AGENDA ITEM: XI-3

**SUBJECT:** Consider a Proposed Policy of the San Miguel Community Services District to Require Recycled-Content and Recovered Organic Waste Products in District Procurements.

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#### **RECOMMENDATION:**

Adopt a Policy by RESOLUTION 2022-11 to Require Recycled-Content and Recovered Organic Waste Products in District Purchasing Policies and Procurement.

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#### **DISCUSSION:**

The State of California enacted provisions of the Health and Safety Code and Public Contracts Code requiring public agencies to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items. The law requires the District, through the General Manager, to obtain and keep records of all Paper Products and Printing and Writing Paper products purchased, and maintain such records for inspection upon demand.

The law requires that vendors providing Paper Products and Printing and Writing Paper to the District shall provide products that consist of at least thirty percent (30%) by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled items, as well as to only provide that meet Federal Trade Commission Recyclability standards. Vendors are also required to certify, in writing and under penalty of perjury the minimum percentage of postconsumer material in the products as well as whether the products offered or sold to the District are eligible to be labeled with an unqualified recyclable label as defined by federal regulations. Vendors must also provide records to the District with these written certifications upon request.

The District is also required to track procurement of these products and compile an annual report on such procurement to be submitted to the California Department of Resources Recycling and Recovery ("CalRecycle").

This legislation was also included in SB 1383, the 2016 law which required public agencies such as the District to reduce emissions of short-lived climate pollutants.

To that end, District Staff have prepared a draft policy to carry out this obligation, which is attached to this Staff Report.

**OPTIONS FOR THE BOARD:**

1. The Board can move to adopt the policy by resolution.
2. Though it is not recommended, the Board can elect not to enact the policy. Such a decision would put the District in violation of the provisions of SB 1383 and other State and federal law.
3. The Board can recommend modifications to the proposed policy and direct Staff to prepare those modifications and bring the matter back for the Board to review.

**FISCAL IMPACT:** Actual cost increase is unknown, recycled paper products are more expensive. The total additional cost related to this policy wont be fully understood until we have had it implemented for 6 months or more. It is anticipated that the increased ongoing cost will be in the range of \$500 to \$1,500 dollars annually.

PREPARED BY: *Erin M. Dervin*

Erin M. Dervin Deputy General Counsel

**Attachments:**

1. DRAFT Policy
2. RESOLUTION 2022-11

# RECOVERED ORGANIC WASTE PRODUCT PROCUREMENT POLICY

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- Section 3. Recycled-Content Paper Procurement..... 2
- Section 4. Recordkeeping Responsibilities ..... 4
- Section 5. Effective Date of Policy ..... 5

## Section 1. Purpose

It is the policy of the District, applicable to all departments, to incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement. This Recovered Organic Waste Product Procurement Policy (Policy) will help the District to:

- A. Protect and conserve natural resources, water, and energy;
- B. Minimize the District’s contribution to climate change, pollution, and solid waste disposal; and
- C. Comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials, and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

## Section 2. Definitions

- A. “Direct Service Provider” means a person, company, agency, district, or other entity that provides a service or services to the District pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- B. “District” means the San Miguel Community Services District.
- C. “Organic Waste” means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are



- as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- D. “Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).
  - E. “Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).
  - F. “Recyclability” means that the Paper Products and Printing and Writing Paper offered or sold to the District are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
  - G. “Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper” means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.
  - H. “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
  - I. “State” means the State of California.

### **Section 3. Recycled-Content Paper Procurement**

#### **3.1 Requirements for the District**

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, the District shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.

- B. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
- C. To keep a record of all Paper Products and Printing and Writing Paper purchases on a schedule determined by the District but not less than annually (both recycled-content and non-recycled content, if any is purchased) made by the District. Records shall include a copy of the invoice or other documentation of purchase, written certifications for recycled-content purchases, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

### **3.2 Requirements for Vendors**

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to District shall:
  - 1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item.
  - 2. Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - 3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the District. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  - 4. Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the District is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - 5. Provide records to the District of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the District. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 3 for recycled-

content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

- B. All vendors providing printing services to the District via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

#### **Section 4. Recordkeeping Responsibilities**

- A. The District General Manager or his/her designee will be responsible for obtaining records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.
- B. The District will track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper as follows:
  1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of District's documentation of its compliance with 14 CCR Section 18993.3.
  2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the District to develop evidence of District meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the District's documentation of its compliance with 14 CCR Section 18993.1.
  3. Collect, collate, and maintain documentation submitted by the District, Direct Service Providers, and/or vendors in accordance with this Policy.
  4. Compile an annual report on the District's direct procurement, and vendor/other procurement on behalf of the District, of Recovered Organic Waste Products, Recycled-Content Paper Products, and

Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the District's responsible entity for compiling the annual report to be submitted to the California Department of Resources Recycling and Recovery ("CalRecycle") (which will include a description of compliance on many other SB 1383 regulatory requirements) pursuant to 14 CCR Division 7, Chapter 12, Article 13.

### **Section 5. Effective Date of Policy**

This Policy shall go into effect April 1<sup>st</sup>, 2022.

**RESOLUTION NO. 2022-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT PURCHASING POLICIES, PROCEDURES, AND REGULATIONS GOVERNING PURCHASES OF RECYCLED-CONTENT AND RECOVERED ORGANIC WASTE PRODUCTS IN DISTRICT PROCUREMENTS.**

**WHEREAS**, the State Public Contracts Code Sections 22150 through 22154 and Sections 12200 and 12209 provides that the San Miguel Community Services District (“District”) shall adopt policies and procedures related to the purchase of Recycled-Content and Recovered Organic Waste Products in procurements; and

**WHEREAS**, the Board supports all efforts of the District to engage in practices which promote environmental health and the utilization of recycled or repurposed materials where practical; and

**WHEREAS**, the District Board of Directors (“Board”) finds that the current policies in place in the District do not reflect the current state of the law as it relates to the procurement of certain types of paper products; and

**WHEREAS**, the Board finds that modifications must be made to the current policies to comport with State law; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt the proposed policy to Require Recycled-Content and Recovered Organic Waste Produce in District Procurements attached hereto as Exhibit A.

**BE IT FURTHER RESOLVED**, this Resolution shall remain in full force and effect until rescinded by the Board by resolution or an ordinance.

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

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

The foregoing Resolution is hereby passed and adopted this 24<sup>th</sup> of March 2022.

(signatures on next page)

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Raynette Gregory  
President Board of Directors  
San Miguel Community Services District

**ATTEST:**

**APPROVED AS TO FORM AND CONTENT:**

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Rob Roberson, Interim General Manager

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Douglas L. White, District General Counsel

**EXHIBIT A**

**(Policy 03-24-2022 clean)**



**San Miguel Community Services District  
Board of Directors  
Staff Report**

**March 24, 2022**

**AGENDA ITEM: XI-4**

**SUBJECT:** Review and Approve **Resolution No. 2022-09** Amending Section 7.8 of the District Personnel Guidelines and Policies – On-Call Duty

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**RECOMMENDATION:** Approve **Resolution No. 2022-09** Amending Section 7.8 of the District Personnel Guidelines and Policies – On-Call Duty

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**Background:**

The San Miguel Community Services District (“District”) has a set of rules for the conduct and compensation of District employees called the Personnel Guidelines and Policies (“Personnel Guidelines”). Section 7.8 of the Personnel Guidelines relates to the terms under which Operations employees are assigned, on a rotational basis, to be on call on weekdays, weekends, holidays and other times outside of their regular work schedule.

In general, employees are compensated at an hour rate to be available to respond to a District workplace or other location within the District to perform well readings, respond to alarms, or address emergency situations which might arise. Since 2016 the District’s water and wastewater systems have allowed for access to most systems via a tablet computer connected to the District’s SCADA system, with new systems allowing for increased access. On call employees are provided with a tablet computer to utilize in response to calls related to alarms, urgent or emergency matters. With the advancement in technology, most calls which an employee who is on call must address can be done through logging into SCADA by using the tablet, which means the employee does not have to return to a District workplace to address these issues. However, on call employees are regularly required to respond to a District workplace or to some other location within the District to address problems that cannot be addressed electronically.

The Director of Utilities and Interim General Manager identified Section 7.8 of the Personnel Guidelines as being in need of review and possible amendment because of the use of SCADA and other technological advances since the section was initially enacted.

While it is necessary, for operational and legal requirements, to continue to have employees on call continuously after hours, on weekends and on holidays, it has become decreasingly common that the on-call employees actually have to respond to the District to address the issues which arise during these time frames. Staff therefore is proposing that the policies related to on-call service (found in Section 7.8) should be updated to reflect these technological differences.

This proposed amendment would modify multiple portions of Section 7.8 to reflect these updated proposed policy modifications:

1. Compensation for employees assigned to be on call after hours on a regular work day at the District would be increased from \$1.50 per hour to a flat rate of \$45.00 per day.
2. Compensation for employees assigned to be on call on a weekend, furlough day would be increased from \$2.00 per hour to a flat rate of \$55.00 per day.
3. Compensation for employees assigned to be on call on a holiday would be increased from \$2.00 per hour to a flat rate of \$65.00 per day.
4. On call employees who are required to respond to a District workplace or another location in the District to physically address an urgent or emergency situation will additionally be compensated for any hours worked at the Overtime rate.
5. While the proposal calls for an increase in the per-day flat rate of compensation to employees, Staff believes that the great majority of the calls to on-call employees can be addressed through accessing SCADA, and the on-call employee will not have to actually respond to a District workplace or another location in the District as a result of the call. In situations where the on-call employee can address the issue through remote access to SCADA, that employee will only be compensated for the flat daily rate of on-call compensation.
6. In situations where the on-call employee must respond to a District workplace or location within the District to address the issue, that employee will receive the flat rate of compensation in addition to overtime compensation for the actual hours worked.
7. Employees who are assigned to be on call are free to utilize their time in any way they see fit, but are required to be able to be at the District workplace or other location within the District within thirty (30) minutes of receiving the call. If these employees have to return to a District workplace, they will begin to earn hourly overtime compensation when they arrive at the District location to which they are required to respond. They are compensated for a minimum of two hours at their overtime rate. If the call out extends beyond two hours, these employees will continue to receive overtime compensation for all hours worked unless they reach their normal workday start time,



- at which time they will cease to receive overtime compensation and will revert to their straight time compensation.
8. Employees who are not scheduled to be on call are occasionally asked to respond to an issue or emergency, and if those employees respond, they are compensated for a minimum of two hours at their overtime rate. If the call out extends beyond two hours, these employees will continue to receive overtime compensation for all hours worked unless they reach their normal workday start time, at which time they will cease to receive overtime compensation and will revert to their straight time compensation.

Pursuant to the District's obligation under California law to meet and confer with organized labor groups prior to the implementation of a change in working conditions, on March 7, 2022, Director of Utilities Kelly Dodds met with the San Miguel Employee Association ("SMEA"), the labor association that represents employees affected by the proposed change to the policy. SMEA indicated that they agree with the proposed change.

**Fiscal Impact:**

Adopting the amendment to Section 7.8 will increase on-call cost, but will reduce potential/ real overtime which will result in an overall savings to the District.

**Recommendation:**

Approve **Resolution No. 2022-09** Amending Section 7.8 of the District Personnel Guidelines and Policies – On-Call Duty

PREPARED BY:

*Erin Dervin*

Erin M. Dervin, District Deputy General Counsel

Attachments:

1. Policy Guidelines with Redlines
2. Clean copy of Proposed Amended Section 7.8
3. RESOLUTION 2022-09

**RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT PERSONNEL GUIDELINES AND POLICIES RELATING TO ON CALL COMPENSATION FOR OPERATIONS STAFF.**

**WHEREAS**, the San Miguel Community Services District (“District”) has Personnel Guidelines and Policies (“Policies”) which relate to the conduct of the business at District; and

**WHEREAS**, the District Board of Directors (“Board”) has determined that the Policies are in conformance with provisions of federal and state law as well as principles of appropriate operation of District business and employer-employee relations; and

**WHEREAS**, the Board has determined that modifications and clarifications to Section 7.8 of the Policies related to on-call compensation for Operations staff are necessary for the ongoing appropriate operation of the business of the District and to ensure strict compliance with the law; and

**WHEREAS**, the Board adopts the revised Section 7.8 of the Policies making the aforementioned revisions and clarifications and rescinds any and all previous versions of that section; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt the revised Section 7.8 of the District Personnel Guidelines and Policies attached hereto as Exhibit A.

**BE IT FURTHER RESOLVED**, this Resolution shall remain in full force and effect until rescinded by the Board by resolution or an ordinance.

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

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

The foregoing Resolution is hereby passed and adopted this 24<sup>th</sup> of March 2022.

(signatures on next page)

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Raynette Gregory,  
President Board of Directors  
San Miguel Community Services District

**ATTEST:**

**APPROVED AS TO FORM AND CONTENT:**

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Rob Roberson, Interim General Manager

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Douglas L. White, District General Counsel

**EXHIBIT A**

**(Revised Personnel Guidelines and Policy Section 7.8 03-24-2022 clean)**

## Chapter 7: Working Conditions

### 7.1 Regular Work Week

The regular workweek is forty (40) hours for all non-exempt full-time employees, ordinarily to be worked in five (5) eight-hour shifts, unless otherwise directed by General Manager or his or her designee. The workweek is defined as 12:01 A.M. Monday through midnight on Sunday except for those personnel working an alternative work week schedule.

- Utility staff's normal work schedule will be scheduled to meet District operational needs.
- Safety/Personnel may be assigned alternate work schedules and an alternative workweek.
- Operations and administrative staff may be assigned other work hours from time to time as determined by the department head or General Manager to best cover operational needs of the District. Employees shall report ready to begin work at the start of their shift and work until the shift ends.

### 7.2 Timekeeping Policies

The District has adopted a separate document, which addresses its Timekeeping Policies, which shall be incorporated by reference.

### 7.3 Overtime Policy

Due to the nature of the service the District provides the public, non-exempt personnel may be required to work overtime, which may include weekend duty along with days which are longer than eight hours in length.

All overtime hours worked shall be authorized in advance by the Department Head with notification in writing to the General Manager. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

### 7.4 Overtime Computation

All non-exempt employees who work in excess of his or her regular work schedule, normally eight (8) hours in a workday, or forty (40) hours in a workweek, shall be entitled to overtime compensation at the rate of time and one-half of their regular rate of pay, except as otherwise provided for in these Guidelines or in the applicable collective bargaining agreement. Overtime provisions shall not apply to contract employees.

### 7.5 Overtime Compensation/Compensatory Time Off (CTO)

An employee must designate on his or her timesheet whether he or she would like overtime as cash payment (in the amount of time and one half of his or her regular rate of pay) or as compensatory time off ("CTO") for any overtime hours worked. An employee may only accrue up to sixty (60) hours of CTO per fiscal year, unless otherwise stated in an employment agreement. CTO shall be earned as time and one half (e.g., an employee works 40 hours, but earns 60 hours since each hour is earned as time and one half) but used and paid as straight time.

Unless otherwise expressed in an employment agreement, for exempt employees, who have an employment agreement, the purpose of CTO is to allow these employees to take time off when

he or she works extra hours, because exempt employees are exempt from overtime compensation under the FLSA. Compensatory leave time shall be used before using vacation leave. This benefit is granted by contract to these exempt employees because the District recognizes that those specified employees devote a great deal of time to the District outside of normal working hours. The business hours of the District are 8:30am to 4:30pm, and the hours of utility staff are 7:00am to 3:30pm due to the nature of their job duties. Exempt employees are expected to maintain a work schedule consistent with the operating hours of the District. If an exempt employee arrives late and/or leaves early, those hours shall be deducted from an exempt employee's CTO bank.

If CTO is unused, non-exempt employees may either cash out up to forty (40) hours of compensatory time once per year or carry over a cap of sixty (60) hours of compensatory time to the next fiscal year, unless otherwise provided for in an approved bargaining or employment agreement. Employees who leave his or her employment with the District shall be allowed to use compensatory time earned prior to the effective separation date.

Compensatory time earned by an employee, who is required to work in excess of the normal workweek, shall be recorded by the immediate supervisor of the employee on the time card.

**7.6 Fire Protection Employees**

Section 7(k) of the FLSA provides that employees engaged in fire protection may be paid overtime on a "work period" basis. A "work period" may be from seven (7) consecutive days to twenty-eight (28) consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after one hundred and six (106) hours worked during a fourteen (14) day work period.

Work Period (days)	Maximum Non-Overtime Hours
14.....	106

**7.7 Hours of Work**

Normal office hours of the District, and the normal work schedule for administrative office staff, are 8:00 am until 4:30 pm, Monday through Friday. The normal schedule for the utility staff is Monday through Friday from 7:00 am until 3:30 pm. [Utility staff may alternatively be assigned to a '9-80' work schedule.](#)

Operations employees and office staff may be assigned other work hours from time to time as determined by the Department head or the General Manager to best cover the operational needs of the District and its customers. Employees shall report "ready" to work at the start of their shift, and work until the shift ends.

**7.8 On-Call Duty**

A schedule is maintained by the Director of Utilities whereby qualified Operations employees may be assigned, on a rotational basis, to be "on-call" on weekdays, weekends, holidays, and

other times not considered regular hours of work for the District employees, or as assigned to work alternative work week schedules.

**7.8.1 On-Call Duty Weekdays**

On-Call employees will be paid at a rate of ~~\$1.50 per hour for each hour they are on call outside of actual hours worked.~~ ~~\$45.00 per day for after hours on-call assignments on regular work days.~~ ~~While on call, if an employee responds to a telephone call (or calls) related to an issue which can be resolved by that employee without returning to the District workplace or responding to another location within the District, he or she will only be compensated for the daily rate.~~ While on call, if an employee is called back to ~~the~~ workplace or is required to respond to another location within the District during their on-call time, they will be paid for any hours worked at their ~~o~~vertime rate as outlined in ~~sections 7.8.4, and 7.8.5, and 7.8.6.~~

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**7.8.2 On-Call Duty Holidays/ Furlough Days/Weekends**

On-Call employees will be paid at a rate of ~~\$2.00 per hour for each hour they are on call outside of hours worked.~~ ~~\$55.00 per day for weekends and furlough days, and \$65.00 per day on holidays.~~ ~~On-call e~~Employees who, as part of their ~~On-call rotation,~~ perform plant ~~and~~ well readings on weekends, holidays, and furlough days will receive ~~minimum of 2~~ hours compensation, or ~~the~~ total actual hours worked if in excess of two hours (paid at overtime rate or straight time depending on whether the employee has already worked 40 hours in that workweek ~~or 80 hours over the preceding two-week period~~). ~~While on call, if an employee responds to a telephone call related to an issue which can be resolved by that employee without returning to the District workplace or responding to another location within the District, he or she will only be compensated for the daily rate.~~ While on call, if an employee is called back to ~~the~~ workplace or is required to respond to ~~another location within the District~~ during their on-call ~~time~~ ~~in~~ they will be paid for any hours worked at their ~~o~~vertime rate as outlined in ~~sections 7.8.4, and 7.8.5, and 7.8.6.~~

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**7.8.3 On-Call Duty Availability**

When an employee is assigned to on-call duty, he or she shall be provided a District tablet. The tablet will be used to access the District SCADA ~~(or other electronic, remotely-accessible)~~ system in the event of an afterhours call. The on-call employee is required to keep the tablet in his or her possession during the entire on-call period. Notification of immediate work need may be given orally, in person or telephonically, by the Director of Utilities or the General Manager.

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When an employee is assigned on-call duty, he or she shall be free to utilize his or her time as desired but must be able to be at the District ~~workplace or other location within the District~~ within thirty (30) minutes. This will enable the on-call employee time to return to work in the event of an emergency call. On-Call employees need to remain unimpaired (e.g., such as refraining from drinking alcoholic beverages) and able to perform all duties when on-call.

**7.8.4 Call Backs (employees on-call)**

If an employee is on call and he or she receives notification of a problem needing attention which can be addressed without leaving the location which they are at. (~~IE~~ e.g. over the phone, or through SCADA or other electronic means) the employee will receive two (2) hours of overtime pay not receive any additional pay outside of the on-call pay.

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If an employee is on call and he or she receives notification of a problem needing attention which requires them to return to the District for any reason they will receive a minimum of two (2) hours of overtime pay, starting when they arrive at the district. If the call out extends beyond the initial two hours, then they will continue to receive overtime pay for all actual time worked unless they reach their normal workday start time in which they will cease to receive overtime and will begin receiving straight time.

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**7.8.5 Call Backs (employees not on-call)**

If an employee is not on call and he or she is called back to work, the employee will receive minimum two (2) hours of overtime pay starting ~~at the time they are notified~~when they arrive at the district. If the call out extends beyond the initial two hours, then they will continue to receive overtime for all actual time worked unless they reach their normal workday start time in which they will cease to receive overtime and will begin receiving straight time.

**7.8.6 Counting of Eligible Compensable On-Call Duty Hours**

For purposes of this section, when an employee who is on call is required to respond to a District workplace or another location within the District to address a problem or emergency, the clock on the minimum two (2) hours of compensable straight time or overtime pay begins to run at the time the employee arrives at the District workplace or place within the District to which he or she is called to respond.

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**7.9 Meal/Break Time**

All employees working between four (4) hours and six (6) hours shall receive one fifteen (15) minute paid break. All employees working more than six (6) hours in a day shall receive two (2) paid fifteen (15) minute breaks (rest periods) in each day. The first shall occur approximately midway between their starting time and their meal time. The second shall occur approximately midway between their meal time and the end of their workday.

All employees working more than four (4) hours in a day shall receive an unpaid, off-duty meal period of not less than thirty (30) minutes. This meal must be taken no later than the end of the fifth (5th) hour of work. Employees working more than ten (10) hours receives a second unpaid meal period of not less than thirty (30) minutes. The second meal must be taken no later than the end of the tenth (10th) hour of work. An employee working six (6) hours or less may waive the first meal break by written mutual consent between the employee and District. The second meal period may be waived by written mutual consent if the total shift is twelve (12) hours or less and the employee takes the first meal break. Employees may take on-duty meal periods in certain limited circumstances and must be agreed to in writing by the employee and District.

**7.10 Attendance**

Regular attendance by all employees is important to the successful operation of the District. Employees are expected to maintain a good attendance record and to report promptly for work in accordance with assigned work schedules.

**7.11 Notice of Absence**

Employees who must be absent from work are expected to notify their Department Head or General Manager, either directly or by a recorded message, as soon as possible but not later than the beginning of their assigned shift. The employee shall provide the general reason for, and the probable duration, of the absence. If the employee has a prolonged absence (3 days or more) due to illness or a pattern of excessive sick leave usage, he or she may be required to provide medical

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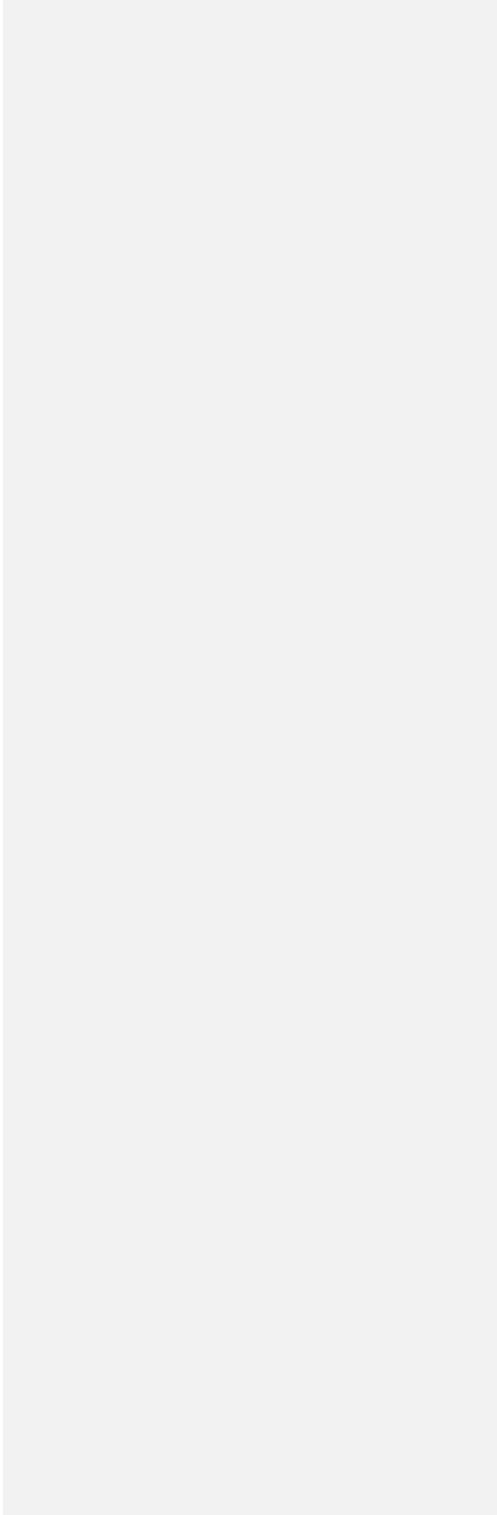


documentation upon request from the Department Head and/or the General Manager.

**7.12 Tardiness/Absence**

Employees are expected to report for their work shifts on time. Excessive or repeated tardiness may result in discipline up to and including termination.

If an employee is absent more than three (3) working days for any reason without notifying the employer, the employee may be considered to have voluntarily resigned.



**7.13 Pay Period**

The District's payday is every other Friday for the two-week pay period ending the previous Sunday.

**7.14 Safety**

The District has adopted Injury and Illness Prevention policies and safety rules with which employees are expected to comply. These policies are hereby incorporated by reference to the Personnel Guidelines and Policy Manual. It is the responsibility of each employee to learn and observe all applicable safety practices, policies, directives, or procedures. In addition, each employee is responsible for maintaining a safe work environment. Safety-related questions, or reports of any unsafe working conditions, real or potential, should be directed to the General Manager.

**7.15 Accidents; Reporting**

Any work-related accident, or other accident occurring on the worksite, involving employees or other persons shall be reported to the Department Head, who will then provide notice to the General Manager. If the Department Head is unavailable to provide notice of a work-related accident or other accident occurring on the worksite involving employees or other persons, then that shall be reported to the General Manager in the Department Head's absence.

Such reports must be made in writing and submitted to the Department Head, who shall then provide notice to the General Manager immediately following the accident, and in no event more than twenty-four (24) hours following the accident on forms provided by the District. Employees are covered for employment related injury or illness by the California Worker's Compensation Act. Under California law, failure to report or delays in reporting a work-related injury or illness may result in a loss of benefits.

**7.16 Maintenance - Housekeeping**

Each employee is responsible for the condition and maintenance of the equipment he or she uses on the job. The employee should report to their Department Head any equipment which is damaged, worn, or in need of maintenance. Employees should direct any safety concerns regarding the use of equipment to their Department Head or the General Manager.

Cleanliness and orderliness are important to the operation and safety of the District. Employees are responsible for keeping their work areas clean and orderly. Employees shall conduct pre-operation inspections of vehicles and equipment as well as report any repairs made and perform any minor repairs, or initiate a work or service order request to repair said vehicle or equipment. Employees shall maintain their work areas and equipment or initiate a service work order request for repairs.

**7.17 Dress Code**

All Utility and Fire employees that are required to wear uniforms shall wear the appropriate uniform for their work area. If an employee is governed by an MOU, the employee should follow the rules pertaining to his or her dress code as outlined in the MOU. Employees are

permitted to wear the uniform only during their work hours, work time, or traveling to and from work or while representing the District.

Utility employees may be reimbursed up to one hundred and fifty dollars (\$150.00) per fiscal year to cover the cost of footwear that employees are required to wear to perform the District work, or an amount agreed upon by any recognized collective bargaining agreements. Employee must provide the District a receipt of the work boot purchase in order to obtain the boot allowance.

Employees that acquire uniforms with District logos or identifications may not wear these items while off-duty. Off duty firefighters may wear their District provided t-shirts, if on-call or stand-by duty.

Neatness, cleanliness, and good personal hygiene are expected of all the District employees while working. Employees should dress appropriately, in good taste, and according to the requirements of her or his position.

#### **7.18 Tattoos and Piercing Policy**

Employees of the District are expected to project a professional appearance while at work. Towards that end, employees are expected to comply with the following rules:

##### Tattoos:

- A. No visible tattoos are allowed anywhere on the head, face or neck, unless for religious reasons or purposes that the employee professes or provides information of religious affiliation or association.
- B. Any visible tattoos cannot be obscene, sexually explicit, or otherwise violate the District's policy against unlawful harassment or discrimination. Extremist or gang related tattoos are also not permitted.
- C. Visible tattoos for religious purposes or reasons shall be allowed for religious reasons or purposes that the employee provides information of religious affiliation or association related to said tattoo(s).
- D. Any non-conforming tattoos must be covered with clothing or a bandage while at work.
- E. If an employee has a question about the tattoo policy, he or she should raise it with their supervisor.

##### Piercing:

- A. No objects, articles, jewelry, gauges, or ornamentation of any kind shall be attached to or through the skin if visible on any body part (including the tongue or any part of the mouth) except that an employee may wear professional-looking earrings in the ears.
- B. Piercings, as described herein, shall be allowed if the employee provides information of religious affiliation or association related to said piercing(s).
- C. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer while the employee is working.
- D. If an employee has a question about the piercing policy, the matter should be raised with his or her supervisor.

### **7.7 Hours of Work**

Normal office hours of the District, and the normal work schedule for administrative office staff, are 8:00 am until 4:30 pm, Monday through Friday. The normal schedule for the utility staff is Monday through Friday from 7:00 am until 3:30 pm. Utility staff may alternatively be assigned to a '9-80' work schedule.

Operations employees and office staff may be assigned other work hours from time to time as determined by the Department head or the General Manager to best cover the operational needs of the District and its customers. Employees shall report "ready" to work at the start of their shift, and work until the shift ends.

### **7.8 On-Call Duty**

A schedule is maintained by the Director of Utilities whereby qualified Operations employees may be assigned, on a rotational basis, to be "on-call" on weekdays, weekends, holidays, and other times not considered regular hours of work for the District employees, or as assigned to work alternative work week schedules.

#### **7.8.1 On-Call Duty Weekdays**

On-Call employees will be paid at a rate of \$45.00 per day for after hours on-call assignments on regular workdays. While on call, if an employee responds to a telephone call (or calls) related to an issue which can be resolved by that employee without returning to the District workplace or responding to another location within the District, he or she will only be compensated for the daily rate. While on call, if an employee is called back to the workplace or is required to respond to another location within the District during their on-call time, they will be paid for any hours worked at their overtime rate as outlined in sections 7.8.4, 7.8.5 and 7.8.6.

#### **7.8.2 On-Call Duty Holidays/ Furlough Days/Weekends**

On-Call employees will be paid at a rate of \$55.00 per day for weekends and furlough days, and \$65.00 per day on holidays. Employees who, as part of their on-call rotation, perform plant and well readings on weekends, holidays, and furlough days will receive 2 hours compensation, or the total actual hours worked if in excess of two hours (paid at overtime rate or straight time depending on whether the employee has already worked 40 hours in that workweek or 80 hours over the preceding two-week period). While on call, if an employee responds to a telephone call related to an issue which can be resolved by that employee without returning to the District workplace or responding to another location within the District, he or she will only be compensated for the daily rate. While on call, if an employee is called back to the workplace or is required to respond to another location within the District during their on-call time, they will be paid for any hours worked at their overtime rate as outlined in sections 7.8.4, 7.8.5 and 7.8.6.

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accessible) system in the event of an afterhours call. The on-call employee is required to keep the tablet in his or her possession during the entire on-call period. Notification of immediate work need may be given orally, in person or telephonically, by the Director of Utilities or the General Manager.

When an employee is assigned on-call duty, he or she shall be free to utilize his or her time as desired but must be able to be at the District workplace or other location within the District within thirty (30) minutes. This will enable the on-call employee time to return to work in the event of an emergency call. On-Call employees need to remain unimpaired (e.g., such as refraining from drinking alcoholic beverages) and able to perform all duties when on-call.

#### **7.8.4 Call Backs (employees on-call)**

If an employee is on call and he or she receives notification of a problem needing attention which can be addressed without leaving the location which they are at. (e.g. over the phone, or through SCADA or other electronic means) the employee will not receive any additional pay outside of the on-call pay.

If an employee is on call and he or she receives notification of a problem needing attention which requires them to return to the District for any reason they will receive a minimum of two (2) hours of overtime pay starting when they arrive at the district. If the call out extends beyond the initial two hours, then they will continue to receive overtime pay for all actual time worked unless they reach their normal workday start time in which they will cease to receive overtime and will begin receiving straight time

#### **7.8.5 . Call Backs (employees not on-call)**

If an employee is not on call and he or she is called back to work, the employee will receive minimum two (2) hours of overtime pay starting when they arrive at the district. If the call out extends beyond the initial two hours, then they will continue to receive overtime for all actual time worked unless they reach their normal workday start time in which they will cease to receive overtime and will begin receiving straight time.

#### **7.8.6 Counting of Eligible Compensable On-Call Duty Hours**

For purposes of this section, when an employee who is on call is required to respond to a District workplace or another location within the District to address a problem or emergency, the clock on the minimum two (2) hours of compensable straight time or overtime pay begins to run at the time the employee arrives at the District workplace or place within the District to which he or she is called to respond.

**7.8.7 Call Backs (employees not on-call)**

If an employee is not on call and he or she is called back to work, the employee will receive minimum two (2) hours of overtime pay starting when they arrive at the district. If the call out extends beyond the initial two hours, then they will continue to receive overtime for all actual time worked unless they reach their normal workday start time in which they will cease to receive overtime and will begin receiving straight time.

**7.8.8 Counting of Eligible Compensable On-Call Duty Hours**

For purposes of this section, when an employee who is on call is required to respond to a District workplace or another location within the District to address a problem or emergency, the clock on the minimum two (2) hours of compensable straight time or overtime pay begins to run at the time the employee arrives at the District workplace or place within the District to which he or she is called to respond.



## San Miguel Community Services District

### Board of Directors Staff Report

March 24<sup>th</sup>, 2022

AGENDA ITEM: XI-5

**SUBJECT:** Continued discussion regarding upcoming Cost of Service Rate Study.

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**RECOMMENDATION:**

Discuss upcoming Cost of Service Rate Study.

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This discussion is to provide a short overview of the rate structures for San Miguel, Paso Robles and Templeton as well as answer questions the Directors or public may have on our current rate structure.

**Current San Miguel CSD rate structure (population 2300+-)**

**Water**

Residential

- Fixed monthly charge (includes 5 units) (\$51.54 for a Single-Family Residence)
- 3 usage tiers (0-5 \$0.00 / 6-12 \$4.63/ 12 and up \$7.73)

Commercial

- Fixed monthly charge (includes 5 units) (\$51.54 for a Commercial Building)
- 1 usage tier for all usage beyond the minimum (\$5.38).

**Wastewater**

Residential

- Fixed monthly charge (\$103.69) for a Single-Family Residence)

Commercial

- Fixed monthly charge (\$78.03 or a Commercial Building)
- Usage based on water use, and type of business/ occupancy.

## Current Paso Robles rate structure (population 40,000+-)

### Water Rates:

*Effective January 1, 2021*, the current water rate is \$6.56 per unit, and the current flat rate is \$10.00.

### Sewer Rates:

#### Residential Rates (1 to 4 dwelling units)

Effective Date	Current	July 1, 2021	April 1, 2022	April 1, 2023	April 1, 2024	April 1, 2025
Fixed Monthly Charge per Dwelling Unit	---	\$11.40	\$15.53	\$19.93	\$24.60	\$29.58
Usage Charge (\$/HCF)	\$7.80	\$7.80	\$7.80	\$7.80	\$7.80	\$7.80

Table 1: Residential Rates

For example, if your Winter Water Use is 6 HCF per month, which is average for all residential customers in Paso Robles, your monthly wastewater charges starting July 1, 2021, will be calculated as:

$$\$11.40 \text{ flat rate} + (6\text{HCF} \times \$7.80/\text{HCF}) = \$58.20$$

The following table shows what total monthly wastewater charges will be for a range of different Winter Water Use (including the fixed charge and usage charges).

Billed Use (HCF)		Current Rates	July 1, 2021	April 1, 2022	April 1, 2023	April 1, 2024	April 1, 2025
Low Use	3	\$23.40	\$34.80	\$38.93	\$43.33	\$48.00	\$52.98
Median	5.5	\$42.90	\$54.30	\$58.43	\$62.83	\$65.50	\$72.48
Average	6	\$46.80	\$58.20	\$62.33	\$66.73	\$71.40	\$76.38
Moderate-High	9	\$70.20	\$81.60	\$85.73	\$90.13	\$94.80	\$99.78
High	12	\$93.60	\$105.00	\$109.13	\$113.53	\$118.20	\$123.18

Table 2: Examples of Monthly Residential Wastewater Charges of various Winter Water use

#### Commercial (Non-Residential) Sewer Rates

Monthly wastewater charges for businesses, hotels, residential of 5 units and more on one meter, schools and other non-residential uses are based on metered monthly water use multiplied by the usage charge then in effect. The usage charges are:

Effective Date	Current	July 1, 2021	April 1, 2022	April 1, 2023	April 1, 2024	April 1, 2025
Usage Charge (\$/HCF)	\$7.80	\$9.67	\$10.44	\$11.27	\$12.18	\$13.15



**Templeton** (population 7,800+-)**Water Rates:**

Water Usage (per 100 cubic feet)	Charge (per 100 cubic feet)
0 - 10	\$1.41
11 - 14	\$2.76
15 - 20	\$3.45
21 +	\$4.28

**Monthly Minimum Charges**

Effective October 22, 2022

Meter Size	Monthly Minimum Charge
5/8 or 3/4 inches	\$29.68
1 inches	\$41.89
1 1/2 inches	\$72.43
2 inches & Hydrant	\$109.07
3 inches	\$206.77
4 inches	\$316.69
6 inches	\$622.03
Private Fire	\$316.69

**Sewer Rates:**

Residential wastewater rates:

October 22, 2018 \$53.96

October 22, 2019 \$65.32

October 22, 2020 \$75.34

Commercial wastewater rates:

Base fee same as above plus \$/HCF over 5 units.

October 22, 2018 \$5.01

October 22, 2019 \$5.90

October 22, 2020 \$6.66

**Prior rate study information.** (Carried over from February 24<sup>th</sup> meeting)

- Bartle Wells and Associated was contracted to perform a Cost-of-Service Rate Study which culminated in a report that was approved by the Board of Directors at a Special Board Meeting on June 28<sup>th</sup>, 2018. (Connection fees Resolution 2018-18/ User rates Resolution 2018-19)
- The new rate structure went into effect August 16<sup>th</sup> 2018.
- This adopted rate increase provided for increases for the five Fiscal Years: 18-19, 19-20, 20-21, 21-22, and 22-23.
  - The last increase of this study will be implemented on July 16<sup>th</sup>, 2022.

**Proposed timeline for new study** (carried over from February 24<sup>th</sup> meeting)

- **February 2022** – Initial Board discussion
- **April** – Board approval to release RFP
- **May** – RFPs Due
- **June** – Staff review of RFPs, propose firms to Board of Directors for interviews, potentially authorize a contract.
  - If a contract is not approved at June meeting then it may occur at the July meeting or a Special Board meeting in July
- **August thru December** – Staff work with Firm to provide information.
- **January 2023** – 1<sup>st</sup> review of potential rates by Board of Directors
- **February** – 2<sup>nd</sup> review of potential rates by Board of Directors
- **March** – Public awareness workshops (2)
  - March 23<sup>rd</sup> 2023 - Start 45-day *public protest period* at Regular Board meeting
  - Mandatory notice in paper and mailers to property owners/ customers
- **April** – Public awareness workshops (2)
- **May** – Board of Director's approval of new rate structure
  - Special meeting May 11<sup>th</sup> 2023 to close public protest period and publicly count protests. \*
  - Regular meeting May 25<sup>th</sup> 2023 for approval of rate study and rates (\*if not done at the May 11<sup>th</sup> meeting).
- **June** - Mailers to property owners/ customers about rates
- **July 16<sup>th</sup> 2023** – new rates take effect.

**FISCAL IMPACT**

Other than staff time there are no cost other than staff time associated with reviewing this item, at this time

PREPARED BY: Kelly Dodds, Director of Utilities



**San Miguel Community Services District  
Board of Directors**

**Staff Report**

**March 24, 2022**

**AGENDA ITEM: XI-6**

**SUBJECT: Review and Approve of RESOLUTION 2022-12 establishing the dates for applications and sales of “Safe and Sane” fireworks, for the 2022 calendar year.**

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**RECOMMENDATION:**

Staff recommends that the Board adopt Resolution 2022-12 establishing the dates for applications and sale duration of “Safe and Sane” fireworks can be sold during the 2022 calendar year.

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**DISCUSSION:**

The District's adopted Fire Code allows for the sale of “Safe and Sane” fireworks from 12:00 PM July 1<sup>st</sup> to July 4<sup>th</sup> at 11:59 PM, as defined in Ordinance No. 02-2010.

As in the past year the filing period for the acceptance of permits for firework sales applications of “Safe and Sane Fireworks, shall be Monday, March 28th, 2022 at 8:30 am through Friday, April 29<sup>th</sup>, 2022 at 4:30 pm as the permit filing period for fireworks applications. Only complete applications will be accepted by the Board Clerk during business hours 8:30 am through 4:30 pm. Mon-Fri. No incomplete applications will be accepted. **ALL** fireworks applications that are received after that time will be rejected. The State Fire Code limits the use of fireworks to July 4th only.

**FISCAL IMPACT:**

None – fees collected offset the actual cost to provide additional staffing of the fire department during the selling period

**PREPARED BY:**

***Scott Young***  
Assistant Fire Chief

**ATTACHMENT: Resolution 2022-12**

**RESOLUTION NO. 2022-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE DATES TO SELL “SAFE AND SANE” FIREWORKS,  
AND THE APPLICATION PERIOD FOR CALENDAR YEAR 2022**

**WHEREAS**, the San Miguel Community Services District was initially formed and established on the first day of February 2000, and

**WHEREAS**, the Board of Directors, adopted Ordinance 01-2020 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel, and

**WHEREAS**, Ordinance 01-2020 established the period to use or discharge “Safe and Sane” fireworks as only on July 4 in each year, and

**WHEREAS**, the Board of Directors desires to establish the period to sell “Safe and Sane” fireworks as 12:00 PM Friday, July 1st through 11:59 PM Monday, July 4<sup>th</sup> for the 2022 calendar year only.

**WHEREAS**, the Board of Directors desires to establish the period to apply to sell “Safe and Sane Fireworks” commencing application period from 08:30 am Monday, March 28<sup>th</sup> through Friday, April 29<sup>th</sup> 4:30 pm for the 2022 calendar year only.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DOES HEREBY ASSERT, DECLARE AND PROCLAIM** that the period to sell “Safe and Sane Fireworks” in San Miguel is, Friday 12:00 PM July 1st through 11:59 PM Monday, July 4<sup>th</sup> for the calendar year 2022 and the application period for the sale of “Safe and Sane Fireworks” is Monday, March 28<sup>th</sup> 08:30 am through Friday, April 29<sup>th</sup> 4:30 pm for the calendar year 2022.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing Resolution is hereby passed by a roll call vote and adopted this 24th day of March 2022.

\_\_\_\_\_  
Raynette Gregory, President  
Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rob Roberson,  
Interim General Manager

\_\_\_\_\_  
Douglas L. White,  
District General Counsel



**San Miguel Community Services District  
Board of Directors**

**Staff Report**

**March 24<sup>th</sup>, 2022**

**AGENDA ITEM: XI -7**

**SUBJECT: Discussion and consideration to establish fireworks fees for the 2022 calendar year and adopt Resolution 2022-13**

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**RECOMMENDATION:**

Staff recommends the Board adopt Resolution 2022-13 establishing fireworks fees for 2022.

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**BACKGROUND:**

The District receives annual requests from the non-profit groups that want to sell fireworks in San Miguel as fundraising events for their various community programs.

Based on past increases in fireworks sales, participation, and activity it is recommended that each permit fee be set at \$1,680.00 per booth in order to recover administrative and staffing costs for the four days of sales.

This year, the Staff is recommending that the Board set permit fees as follows:

1. A \$1,680.00 non-refundable permit fee per permit to cover District costs for enforcing and administering the provisions of District Ordinance No. 01-2020. This will provide coverage with a three-person crew, 10 hours a day, for four days.
2. A \$500.00 clean-up fee may be refunded in whole or in part if the sale location and public areas where fireworks are used are free of used and spent fireworks and related materials by July 5<sup>th</sup>, as determined by Fire Chief.

The permittee shall also furnish to the Fire Chief a copy of liability and property damage insurance with no deductible with limits of \$1,000,000 bodily injury for one person OR \$3,000,000 for each occurrence with property damage liability of not less than \$1,000,000 for each occurrence. The District shall be named as additional insured under such liability policy.

**FISCAL IMPACT:**

The \$1,680.00 permit fee per booth will cover all administrative and staffing costs associated with standby coverage for fireworks sales. There will be no additional cost for coverage to the District.

PREPARED BY:

*Scott Young*

Assistant Fire Chief

Attachment: Resolution No 2022-13

**RESOLUTION NO. 2022-13****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ESTABLISHING FEES FOR THE SALE AND USE OF  
“SAFE AND SANE” FIREWORKS IN SAN MIGUEL**

**WHEREAS**, the San Miguel Community Services District was initially formed and established on February 1, 2000; and

**WHEREAS**, the Board of Directors, adopted Ordinance 01-2020 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel, and

**WHEREAS**, it is necessary to establish a fee schedule for the sale of “Safe and Sane” fireworks in San Miguel.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

- 1) A sixteen hundred and eighty dollar (\$1,680.00) a non-refundable permit fee per permit, due and payable upon submittal of the permit application, is to be charged to those organizations that desire to sell “Safe and Sane” fireworks, in order to cover the District’s reasonable costs in administering and enforcing the provisions of Ordinance 01-2020. These fees shall be non-refundable.
- 2) A \$500 clean-up fee is to be charged, which may be refunded in whole or in part if the sale location and public areas where “Safe and Sane” fireworks are used are free of used and spent fireworks and related materials by July 5, as determined by the Fire Chief.
- 3) The permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with no deductible, with limits of bodily injury of not less than one million dollars (\$1,000,000) for one person or three million dollars (\$3,000,000) for each occurrence annually and with a limit of property damage liability of not less than one million dollars (\$1,000,000) for each occurrence as payment for damages to persons or property which may result from, or be caused by, any negligence on the part of the permittee or his or its agents, servants, employees, or subcontractors.

The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance consistent with the above shall

be presented prior to sale and shall provide that the insurer will not cancel or reduce the coverage without thirty (30) days prior written notice to the District.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing Resolution is hereby passed by a roll call vote and adopted this 24<sup>th</sup> day of March 2022.

\_\_\_\_\_  
Raynette Gregory, President  
Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rob Roberson  
Interim General Manager

\_\_\_\_\_  
Douglas L. White,  
District General Counsel





## San Miguel Community Services District

### Board of Directors Staff Report

March 24<sup>th</sup>, 2022

**AGENDA ITEM: XI-8**

**SUBJECT:** Review and approve RESOLUTION 2022-14 authorizing the Director of Utilities to contract with Water Systems Consulting (WSC) for engineering and technical support to prepare and submit a proposal for Proposition 1 Round 2 Implementation grant Funding in an amount of \$10,000. Including an equal budget adjustment to Proposition 1 Grant (50-577).

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**RECOMMENDATION:**

Approve RESOLUTION 2022-14 authorizing the Director of Utilities to contract with Water Systems Consulting (WSC) to prepare and submit a proposal for Proposition 1 Round 2 Implementation grant Funding in an amount of \$10,000. Including a equal budget adjustment to Proposition 1 Grant (50-577).

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Late 2021 Staff met with the Integrated Regional Water Management Group to discuss proposition 1 round 2 implementation grant funding.

This grant funding is awarded to each region, our region mainly encompasses San Luis County, Santa Barbara County and part of Monterey County. The region made the decision at the time of formation that the grant funds would be split equally to the three counties in the region to ensure that each area was able to fund projects to benefit that area. This Counties estimated award is approximately 3.7 million.

Through the group meeting last year and subsequent meetings, staff proposed several projects to the County for inclusion in the proposal to the state. County staff has encouraged the District to apply and indicated that the proposed projects would qualify for the funding and would likely rank high on the project proposal to the state.

Staff is proposing to apply for two main projects which would be combined. They are to replace known bad/ undersized water mains, and to build a new storage tank and pump station on the east side of the Salinas River.

In order to be considered a Project Information Form must be completed which requires engineering analysis, cost analysis and other data collection and preparation which will need to be completed by our District Engineer. WSC has personnel who are intimately familiar with this process and after initial review and discussion also feel that the proposed projects would be looked favorably in the ranking structure, both in our region as well as by the State.

The initial proposals are due to the IRWM at the April meeting, with final application to the State around September.

### **FISCAL IMPACT**

If approved there would be a budget adjustment to Proposition 1 Grant (50-577) in the amount of \$10,000. Funds would be from Water's general operating account.

If the grant is awarded, there is a high likelihood that the cost to prepare for the grant application will be able to be retroactively funded. This has been the case in the other Proposition 1 grants the District has received.

PREPARED BY:

Kelly Dodds

Director of Utilities

Attachment:

1. RESOLUTION 2022-14

**RESOLUTION 2022-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE  
DIRECTOR OF UTILITIES TO CONTRACT WITH WATER SYSTEMS  
CONSULTING FOR ENGINEERING AND TECHNICAL SUPPORT TO PREPARE  
AND SUBMIT A PROPOSAL FOR PROPOSITION 1 ROUND 2 IMPLIMENTATION  
GRANT FUNDING IN AN AMOUNT OF \$10,000, INCLUDING A BUDGET  
ADJUSTMENT TO PROPOSITION 1 GRANT (50-577)**

**WHEREAS**, San Miguel Community Services District (“District”) has the responsibility to maintain the water distribution system in compliance with state law and regulation; and

**WHEREAS**, The Board of Directors desires to apply for, and utilize, grant funding whenever possible; and

**WHEREAS**, the District has multiple projects for which it can apply for Proposition 1 Round 2 grant Implementation Grant Funds; and

**WHEREAS**, the Board of Directors authorizes the Director of Utilities to contract with Water Systems Consulting to prepare, submit, a proposal for Proposition 1 Round 2 Grant funds and authorizes the Director of Utilities to submit applications for this grant on behalf of the District; and

**WHEREAS**, the Board of Directors also authorizes a budget adjustment to Proposition 1 Grant (50-577) in an amount of \$10,000 to complete the proposal and submittal; and

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

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

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 24<sup>th</sup> day of March 2022.

\_\_\_\_\_  
Raynette Gregory, Board President

**ATTEST:**

**APPROVED AS TO FORM AND CONTENT:**

\_\_\_\_\_  
Rob Roberson, Interim General Manager

\_\_\_\_\_  
Douglas L. White, District General Counsel



## San Miguel Community Services District

### Board of Directors Staff Report

March 24<sup>th</sup> 2022

**AGENDA ITEM: XI-9**

**SUBJECT:** Continued Discussion on the status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

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**RECOMMENDATION:** Discuss status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

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#### **CURRENT STATUS:**

##### *WWTF*

The existing plant upgrade was completed in 2001, at that time it was upgraded to a maximum capacity of 200,000 gallons per day.

**COMPLIANCE** – Based on the 3<sup>rd</sup> quarter 2021 testing the plant is out of compliance for a single sample and is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride

**FLOW** – In *February* the plant averaged 142,574 gallons per day (71% of hydraulic design capacity) with a max day of 174,358 gallons (87% of hydraulic design capacity)

On 6/18/18 the District received a letter from SWRCB outlining the status of the plant and setting a timeline of approximately 2.9 years before the plant reaches capacity. This is the window to complete the expansion to prevent potential overflows and potential violations.

Monsoon Consultants is currently working on design requirements and options to meet current/future and proposed regulatory requirements.

- August 2018 WWTP Expansion engineering report.
- November 2018 DE presented options to the Board and discussed the engineering study and alternatives.
- December 2018 DOU and Engineer from Monsoon Consultants toured SBR and MBR plants and talked to operators about process benefits and issues.
- January 2019 the DE delivered the Final engineering report to the Board at the regular Board Meeting and the Board subsequently approved the report.

- January 2019 the District submitted the Final Engineering Report to the CCWQCB for their review and comment.
- February 2019 DE and Director of Utilities met with CCWQCB staff to discuss the engineering report and future project phases, requirements, funding, permitting, and schedules.
- February 2019 the District submitted the Final Engineering Report to PG&E for their review in advance of a meeting to discuss future WWTF electrical service requirements and the potential for technical/financial assistance for the WWTF expansion/renovation.
  - The District also applied for a service change to PG&E to begin the process of determining the extent of improvements needed to service the new power requirements.
- February 2019 the District applied to SoCal Gas for service and is in the process of determining costs to bring gas to the plant.
- August 2019 DE and DOU toured manufacturing plant and installations MBR package plants
- October 2019 the Board approved a contract with Monsoon Consultants to prepare the construction plans for the WWTF expansion
- November 2019 District received an agreement for a \$250,000 planning grant for the WWTF expansion.
- March 2020 RFP was released for an environmental consultant for the WWTF
- April 2020 Submitted Preliminary Engineering Report to USDA for review for Grant/ Loan funding. Comments were received back from the USDA which are being addressed by the DE
- April 23, 2020, the Board approved DUDEK proposal to perform environmental consultation for the District in relation to the WWTF and Recycled Water distribution system (purple pipe)
- May 2020 the District received the signed agreement back for the planning grant and submitted the initial invoice for reimbursement.
- June 2020 DE completed an analysis of the flooding risk to the WWTF site from Salinas River flood flows. The results of the study will be incorporated into the final design.
- June 2020 the DE completed the revisions of the USDA Preliminary Engineering Report (PER) and will resubmit to the USDA for funding consideration.
- On September 25, 2020, The Central Coast Regional Water Quality Control Board approved and adopted General Waste Discharge Requirements (Order No. R3-2020-0020) for Discharges from Domestic Wastewater Systems with Flows >100,000 GPD. The District WWTP, including the planned expansion/renovation, will be subject to the requirements in this order.
- November 2020 the DE submitted the FINAL USDA Preliminary Engineering Report (PER) to the USDA and Waterboard for review.
- January 2021 the DE submitted an application to the California Department of Water Resources for the amount of \$5,000,000 to obtain a grant under the 2019 Sustainable Groundwater Management (SGM) Grant Program Implementation – Round 1 for the upgrade and expansion of the District’s Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system (or a component thereof).
- February 2021 Dudek submitted the initial DRAFT of the CEQA / NEPA Initial Study and Mitigated Negative Declaration to the District for review and comment.

- April 22, 2021 the Board of Directors authorized the District to advertise a Request for Proposals (RFP) from qualified vendors to provide, install, test & adjust, start-up, and provide operator training of a pre-engineered package membrane bioreactor (MBR) municipal wastewater treatment system which will be a critical component of the upgrade and expansion of the DISTRICT's Machado Wastewater Treatment Facility (WWTF).
- May 6, 2021 the District submitted a revised version of the Preliminary Engineering Report (PER) to the USDA for their review.
- May 17, 2021 Dudek submitted the Phase 1 Archeological Survey Report to the District for staff review and comment.
- May 19, 2021 a Pre-Proposal meeting was held to inform qualified vendors about the District's requirements for the pre-engineered package membrane bioreactor (MBR) municipal wastewater treatment system and solicit input and answer questions.
- On June 11, 2021 the DISTRICT received one (1) cost proposal in response to the MBR RFP. The cost proposal was received from Cloacina, LLC, which is based in Arroyo Grande, CA. The DE and Director of Utilities are in the process of reviewing the proposal and pending completion of that process, will present our findings and recommendations to the Board.
- On July 7, 2021 Dudek delivered a preliminary and incomplete DRAFT CEQA/NEPA Environmental Document. The DE and Director of Utilities have reviewed the subject document and responded to Dudek with comments and revision requirements.
- On July 16, the DOU and DE participated in a TEAMS meeting with USDA and Waterboard staff to discuss the regulatory / permit requirements for the WWTF upgrade. The Preliminary Engineering Report (PER) will be revised to incorporate the issues that were discussed.
- July 30, 2021 Dudek delivered an ADMINISTRATIVE DRAFT CEQA/NEPA Environmental Document. District staff have reviewed the subject document and responded to Dudek with comments and revision requirements.
- On August 11, 2021, The DE submitted a revised DRAFT PER to the Director of Utilities for review. The revision addresses issues that were identified in discussions with the USDA and RWQCB.
- August 16, 2021: The DE and Director of Utilities participated in a TEAMS meeting with SLO County Planning, Building and Public Works Departments staff to discuss WWTF project status and the anticipated requirements from the SLO County with regard to a new Conditional Use Permit (CUP).

### *AERATOR PROJECT*

5/17/18 WSC issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. Part of the recommendation is to install a headworks to prevent fouling the diffusers.

The Energy Watch and PG&E are working on preliminary paperwork for On-Bill Financing for this project once it is ready.

The aeration project is being modified as part of the overall expansion of the WWTF. It is possible that the original project will be scrapped in favor of other assistance available from PG&E.

*FUNDS EXPENDED*

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant FY2016-17)
- Planning - \$177,740 (Reimbursed through the IRWM DAC Grant)
- Engineering / Environmental - \$163,796 (Reimbursable through the DWR CWSRF Grant)

*GRANT FUNDING*

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.
- State Revolving Fund (CWSRF) -- \$250,000 for project design, engineering, and environmental studies – The District received the agreement for this grant in November 2019. The grant is retroactive to 2017. As of June 30, 2021, a total of \$163,796 has been expended.

Applied for/ to

- The District submitted applications to SLO County for the 2020 and 2021 funding cycles for CDBG funds to help pay for construction. No CDBG funds were awarded to the District in either cycle.
- Preparing to apply to DWR and USDA
- Held pre-application meeting with USDA to start application process 1/10/2020
- Met with Cayucos Sanitary District to discuss how they are financing their Wastewater treatment plant currently under construction
- Discussed additional funding with the Department of Financial Assistance at the state about construction financing.
- Submitted a Pre-Application to DWR for \$14.5M in funding through the Small Community Funding Program on May 5, 2020.
- Submitted an application to the California Department of Water Resources for the amount of \$5,000,000 to obtain a grant under the 2019 Sustainable Groundwater Management (SGM) Grant Program Implementation – Round 1 for the upgrade and expansion of the District’s Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system (or a component thereof) in January 2021.

**NEXT STEPS:***WWTF*

Based on discussions with the DE, we have nearing completion of the design development phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled completion of the final design and the preparation of the Construction / Bidding Documents by the end of 2021. On April 23, 2020, the Board awarded a contract to Dudek for Environmental Studies as required for CEQA/ NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide

with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the third quarter of 2021, with the goal of having financing in place to advertise and award a construction project in 4<sup>th</sup> Quarter 2021.

Although the District staff are aggressively researching and applying for grant funding opportunities, it is likely that, in order to meet our deadline, the District may need to pay out of pocket for some of the construction design work.

#### *AERATOR PROJECT*

Once design criteria are determined for the WWTF and it is determined that the aeration upgrade will be maintained with the plant expansion then staff will bring additional items to the board to facilitate the approval and construction of the aeration upgrade.

#### **COUNT DOWN CLOCK**

**Notice issued – June 2018    Deadline given – March 2021 (2.9 years)**

**Time remaining— -12 months (We have met with the Waterboard to discuss the project progress and schedule.)**

#### **FISCAL IMPACT**

No impact resulting from this information.

#### **RECOMMENDATION**

This item is for information and discussion only.

**Due to the limited time frame, this item will be updated monthly, and the Board will likely have additional items for approval in conjunction with this report.**

PREPARED BY:

*Kelly Dodds*

Kelly Dodds, Director of Utilities