



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
 Anthony Kalvans, Director

Ashley Sangster, Vice-President
 Hector Palafox, Director
 Joseph Parent, Director

THURSDAY, December 19, 2019
6:30 P.M. Closed Session 7:00 P.M. Opened Session
BOARD OF DIRECTORS REGULAR MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

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

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

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

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

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

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

M _____ S _____ V _____

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

A. **CLOSED SESSION AGENDA:**

- 1. **CONFERENCE WITH LABOR NEGOTIATORS**
Agency designated representatives: Interim General Manager and District General Counsel
Employee organization: San Miguel Employees’ Association
- 2. **CONFERENCE WITH DISTRICT GENERAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
2 case
- 3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: Interim General Manager

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

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

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

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

VIII. **Special Presentations/Public Hearings/Other:**

- 1. **Election of Board Officers and Board Appointments:**
 - A. Nominate and Elect Board of Director Officers:
 - A.1. President
 - A.2. Vice-President

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

Non-District Reports:

- 1. San Luis Obispo County Sheriff (Commander J. Donovan) No Report
- 2. San Luis Obispo County Board of Supervisors No Report

- 3. San Luis Obispo County Planning and/or Public Works No Report
- 4. San Miguel Area Advisory Council No Report
- 5. Camp Roberts—Army National Guard (LTC Robert Horvath) No Report
- District Staff & Committee Reports:**
- 6. Interim General Manager (Mr. Roberson) Verbal
- 7. District General Counsel (Mr. White) Verbal
- 8. District Engineer (Dr. Reely) Report Attached
- 9. Director of Utilities (Mr. Dodds) Report Attached
- 10. 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 Resolution No. 2019-42 establishing Regular Board of Director Meeting Dates for 2020**
- 2. **Review and Approve Board Meeting Minutes**
 - a) 11-14-2019 Functional Space Work Session Board Meeting
 - b) 11-21-2019 Regular Board Meeting

XI. BOARD ACTION ITEMS:

- 1. **Review, Discuss, Receive and File the Enumeration of Financial Report for November 2019** (Freeman)
 - A. Claims Detail Report
 - B. Statement of Revenue Budget vs Actuals
 - C. Rev Budget vs Actual Summary
 - D. Statement of Expenditures Budget vs Actual
 - E. Cash Report

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

M _____ S _____ V _____

- 2. **Review and approve Resolution 2019-43 authorizing proposed Midyear Budget adjustments to the approved FY 2019-20 budget.** (Roberson)

Recommendation: Approve resolution 2019-43 authorizing proposed Midyear Budget adjustments to the approved FY 2019-20 budget

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

M _____ S _____ V _____

3. **Review and approve RESOLUTION 2019-41 the purchase of 6-New Zoll Plus AED's with additional pads.**

Recommendation: Approve RESOLUTION 2019-41 the purchase of 6- new Zoll Plus AED's with additional pads

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

M_____ S_____ V_____

4. **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 prior to Board Action)

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 OF 1-23-2020

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on December 13, 2019

Date: December 13, 2019

Rob Roberson Rob Roberson, Interim Fire Chief/Interim General Manager

John Green Director Green, SMCS D

Tamara Parent Board Clerk/ Accounts Manager



San Miguel Community Services District

Regular Board Meeting Staff Report

DECEMBER 19, 2019

AGENDA ITEMS: VIII - 1

SUBJECT: Election of Board Officers

STAFF RECOMMENDATION:

Elect Board Officers for President and Vice-President for 2020

BACKGROUND:

District Board Rules & By laws provides for the annual election of Board officers, specifically President and Vice-President. Chapter 2.C of the District Board By-laws states that *The President and Vic-President of the Board shall be elected annually at the first regular meeting in December.* No Specific procedures for nomination and election of officers are delineated.

Current Officers:

President: John Green Nominations: _____

Vice-President: Ashley Sangster Nominations: _____

ACTION DISCUSSION:

Nominate and elect Board President and Vice-President to serve as Board officers for 2020.

PREPARED BY:

Tamara Parent

Board Clerk/Accounts Manager



MONSOON CONSULTANTS

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

SAN MIGUEL COMMUNITY SERVICES DISTRICT

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

BOARD OF DIRECTORS

John Green, President
 Ashley Sangster, Vice President
 Anthony Kalvans
 Joe Parent
 Hector Palafox

Re: DISTRICT ENGINEER REPORT - DECEMBER 2019

Gentlemen:

The following is a summary of the activities performed and the status of relevant issues which pertain to the duties and responsibilities of this position:

OVERVIEW

The District produced approximately 7.7 MGAL (10,247 CCF) of water during the month of November 2019. This represents a decrease of approximately 7% from the prior month. Several punctures were discovered in the WWTP Pond #2 HDPE liner during the month. The Director of Utilities has drained the pond and assessed the damage. He is currently awaiting cost proposals from qualified contractors to make the necessary repairs. No other significant issues were encountered in the District's infrastructure during the previous month.

MEETING PARTICIPATION

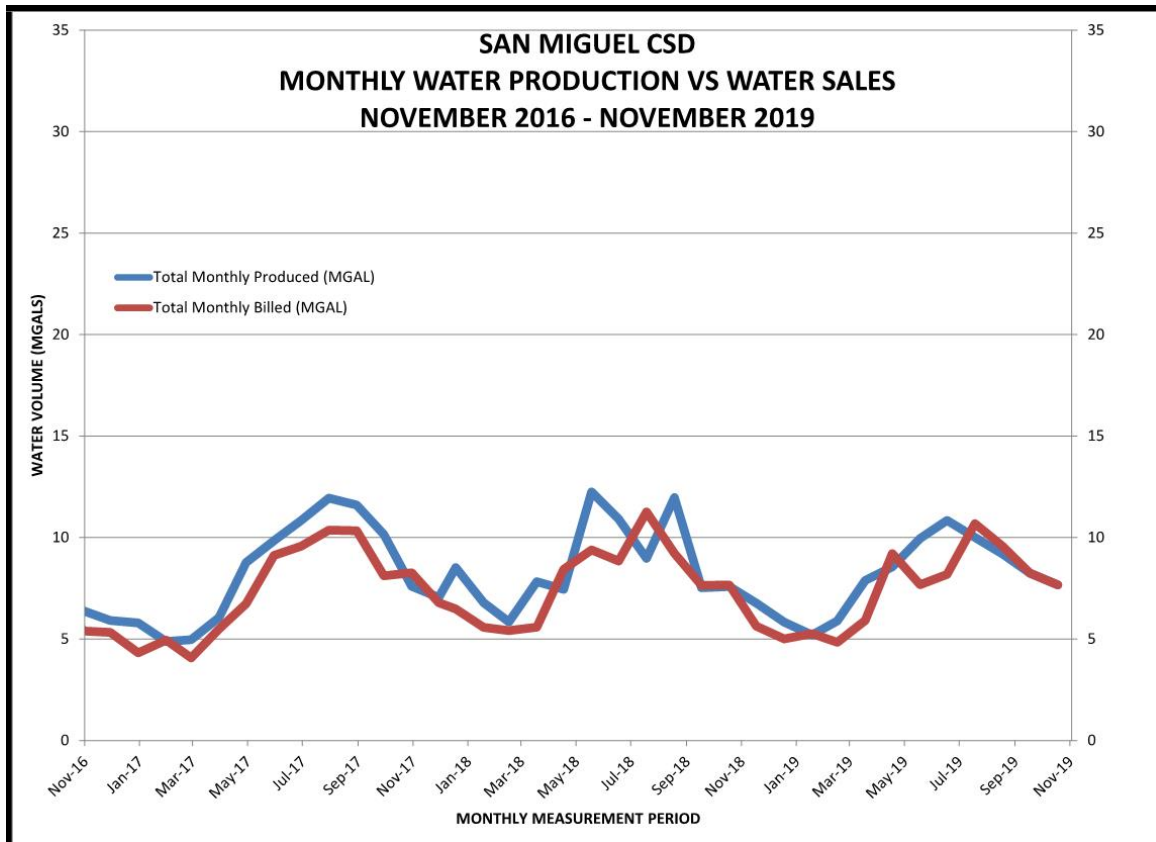
A brief summary of relevant issues that were discussed during meetings attended by the DE during the previous month are summarized below. (Note that routine meetings with SMCS staff are not included):

1. December 6, 2019: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP Cooperative Committee staff in which the participants met with representatives of GSI Water Solutions, Inc. to "Kick-Off" the GSP 1st Annual Report project.

CIVIL ENGINEERING / HYDROLOGY

WATER PRODUCTION HISTORY

The following graph depicts the water production and sales for the proceeding 36-months.



CAPITAL IMPROVEMENT PROGRAM

The following is a summary of the principal activities that were related to the Capital Improvements Program during the previous month:

1. WWTP Aeration System Upgrade: Conversations with the County and PG&E indicate that the program may be modified to allow for the funding to be used to partially fund the proposed WWTP expansion / upgrade project. The DE and the Director of Utilities are planning to meet with the County and PG&E representatives in early 2020 to further explore this option,
2. Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Design Phase: The District has received and executed an agreement with the DWR Waterboard for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. The Board approved an agreement with Monsoon Consultants to provide project management and design services for this project at their October 2019 Board meeting.
3. 10th & 11th Street Waterline Replacement Project: The District has been awarded a \$350,000 CDBG grant for partial funding of this project. The project has been designed and plans / bidding documents are being updated for bid advertisement in early 2020. The Director of Utilities has received bids from several

environmental firms for the Kit Fox survey that is required prior to construction. The DE is in the process of preparing encroachment permits for the work to be performed in the UPRR and Caltrans right-of-ways.

DEVELOPMENT

The following is a summary of private development projects that are either in-progress or planned that staff is currently reviewing or inspecting during construction:

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The developer has completed the installation of all infra-structure and home construction has either been completed or is underway on 40 homes. In addition, construction of 20 new homes has either been completed or been started in the portion of the development that was acquired by Nino Development. All lots in this Tract have finished homes or homes that are under construction. There are no additional vacant lots.
- b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction is anticipated to begin by Nino Development immediately after the ongoing work in Tract 2527 has been completed.
- c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial three (3) residences.

GROUNDWATER SUSTAINABILITY AGENCY

The Montgomery & Associates GSP Consultant Team has completed the FINAL DRAFT of the complete Paso Robles Groundwater Basin GSP. The document has been posted on the County of San Luis Obispo GSP website.

The Board approved and adopted the 2019 Groundwater Sustainability Plan (GSP) for the Salinas Valley – Paso Robles Area (“Paso Basin”) at the November 21, 2019 GSA meeting. The County of San Luis Obispo and the City of Paso Robles are scheduled to consider approval and adoption of the GSP at their December meetings. The Shandon San Juan Water District approved and adopted the GSP at their November Board meeting.

I would like to take this opportunity to thank each of you and District staff that will review the information contained in this report. If there are any questions or you wish to discuss, please do not hesitate to contact me.

Respectfully Submitted,
MONSOON CONSULTANTS

Blaine T. Reely

Blaine T. Reely, Ph.D., P.E.
President, Monsoon Consultants

December 10, 2019

Date



San Miguel Community Services District

UTILITY STATUS REPORT

11-16-19 Thru 12-9-19

AGENDA ITEM# IX.9

Well Status:

- Well 4 is fully operational - Well Level 82 11-4-19
- Well 3 is fully operational - Well Level 110 11-4-19
- SLT well is in service – Well Level

Water System status:

Water leaks this month: 1 This year: 16

Water related calls through the alarm company after hours this month: 0 this Year: 7

- On 12/1/19 Well three had another failure, the pump and motor were pulled on 12/6 and a fault was found in the wire. The wire was repaired and tested and the well put back in service.

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

WWTF status:

- As discussed at the last Board meeting the aerator in Pond 1 has failed.
- Pond 2's liner is damaged and needs to be repaired immediately.
 - SWRCB has been notified and staff is working with them to make repairs in compliance with their recommendations.

State Water Resources Control Board (SWRCB):

- Nothing new to report

Lighting status:

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

Solid Waste:

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

Project status:

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

- Working with San Miguel Chamber to get repairs made to the irrigation along Mission street.

Board requested information:

- Currently working on updating the inventory of tools and materials at the WWTF and Wells. Once complete we will be auditing the existing inventory and updating our photographic records of all inventoried items.
- Currently updating SOPs for Water and Wastewater field operations

Community Development Block Grant (CDBG)

- Working with the County on preliminary paperwork for CDBG funding to replace water lines on 10th and 11th streets (initial meeting 7/18/19)

WWTP expansion and Aerator Upgrade

- See additional agenda item(s) for ongoing information

“N” St Property Acquisition:

- The County is currently going through the process to sell the N street properties through their real property surplus process. I spoke with the County and Supervisor Peschong’s office and they are going to see what can be done to assist the District in purchasing the property. There isn’t currently a price associated with the property, but the District will be able to acquire the property before a private party has the option. As information is available it will be passed on to the Board. (3/2019)

SLO County in San Miguel:

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

Caltrans in San Miguel:

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

Rain in San Miguel:

2018	9”
1/5-6/19	.75”
1/7-17/19	1.75”
1/31-2/3/19	2”
2/4-17/19	.5”
2/18-3/20-19	3.25”
11/26 – 12/9	4.25”

Kelly Dodds

Kelly Dodds
Director of Utilities

Date: December 9th, 2019

San Miguel Community Services District Board of Directors Meeting



Staff Report

December 19th, 2019

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for November 2019

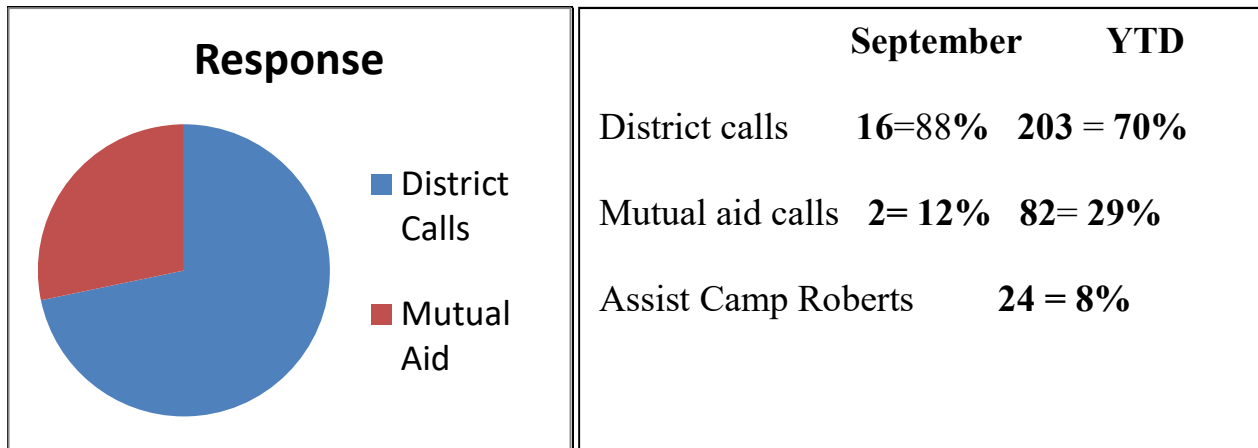
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

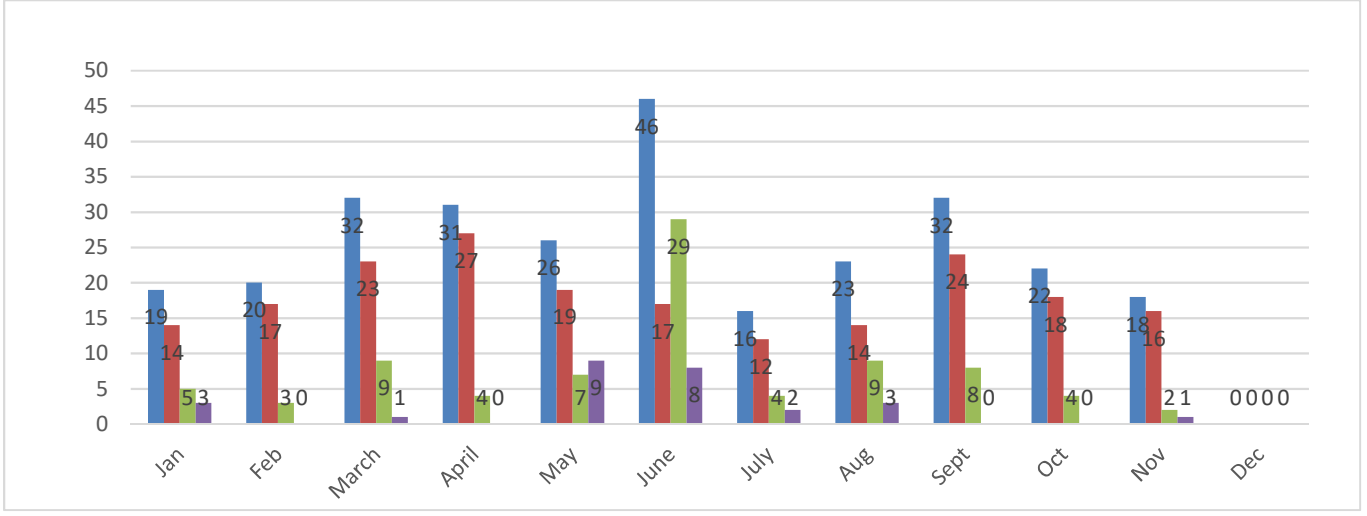
INCIDENT RESPONSE:

- Total Incidents for November 2019 **18**
- Average Calls for per 11 Months in 2019 25.9
- Total calls for the year to date **285**

Emergency Response Man Hours in November = 37	Total	700
Stand-By Man Hours for November = 10		<u>213</u>
	Total hr.	913

Emergency Response Man Hours = 2 hr. Per call for November	2.4 Per call for the year
Stand-By Average per Call = .5 Per call for, November	.7 Per call for the year





Total calls

District

Mutual Aid

Camp Roberts

Response Breakdown by %

Category	Count
Structure fires	5
Wildland Fires	26
Vehicle Fires	8
Misc. fire	2
Illegal Burn	8
Vehicle Accidents	36
False Alarms	18
Haz Condition	7
Haz Mat	1
Stand by	0
PSA	20
Medical Aids	154

For 285 calls for 11 Months in 2019

District Calls	203	70%
Mutual Aid	82	29%
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Structure fires	5	1.7%
Wildland Fires	26	9.1%
Vehicle Fires	8	2.8%
Misc. fire	2	.7%
Illegal Burn	8	2.8%
Vehicle Accidents	36	12.6%
False Alarms	18	6.3%
Haz Condition	7	2.4%
Haz Mat	1	.3%
Stand by	0	0%
PSA	20	7%
Medical Aids	154	54%

Personnel:

- We currently have 14 active members.
- 1 Chief
 - 1 Asst. Chief/ Prevention Officer
 - 2 Fire Captains
 - 3 Engineers
 - 8 Firefighters

Finances:

Midyear Budget Adjustments

Equipment:

Fire Department Has an Action Item on the agenda to purchase New AED's Medical Response, See Action Item for detail.

Activities:**November**

Date Subject matter

5 EMT Skill Assessments
 12 Medical Scenarios Company Op's CPR/ MCI
 19 Tour Court Side Cellars
 26 Association Meeting

December

Date Subject matter

3 Auto Extrication/ Patient Removal/ Assessment
 10 Christmas Dinner
 17 No Drill
 24 Christmas
 31 New Year Eve

Date Other activities

Time

10 Christmas Dinner
 21 Christmas Parade Paso Robles

Information:

- Fire Prevention Report Attached.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2019 MILEAGE / FUEL REPORT

IX-10

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	119	18.9	58	12.8	94	16.8	50	12.2	68	17	99	24.3	488	102	4.8
E-8687	60	10.6	37	18.5	16	0	18	0	86	34.6	352	74.8	569	138.5	4.1
E-8668	36	0	40	14.2	32	8.2	41	0	84.2	19.9	70.5	16.8	303.7	59.1	5.1
6 Month Total											1360.7	299.6	4.5		
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	0	0	129	0	115	0	192	27.5	115	10	22.3	0	573.3	37.5	15.3
C-8601	532	33	502	31	434	24	360	22	1386	80.1	403	67.6	3617	257.7	14.0
C-8600	341	35.5	378	15.2	306	17.8	701	50.3	554.5	56.62	730.2	49.17	3010.7	224.6	13.4
6 Month Total											7201	519.8	13.9		

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	53	0	33	18	67	15.3	51	12	32	0			724	147.3	4.8
E-8687	73	14	26	24	43	14	94	21	24	7			829	218.5	4.0
E-8668	15	0	84	0	29	17	16	0	57	11			504.7	87.1	5.5
6 Month Total											2057.7	452.9	4.5		
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	407	26	121	0	17	15.3	190	20	343	20			1651.3	118.8	14.6
C-8601	720	25.1	386	31.66	525	69.4	469	26	174	30.3			5891	440.2	13.7
C-8600	361	39.8	204	15	191	0	171	19	283	20.6			4220.7	319	13.2
6 Month Total											11763	878	13.4		

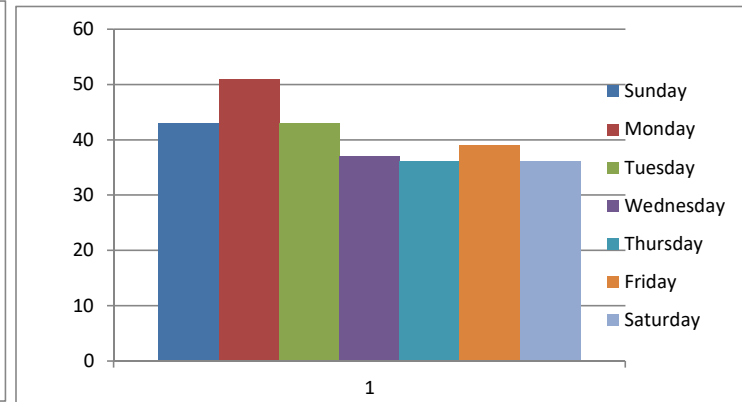
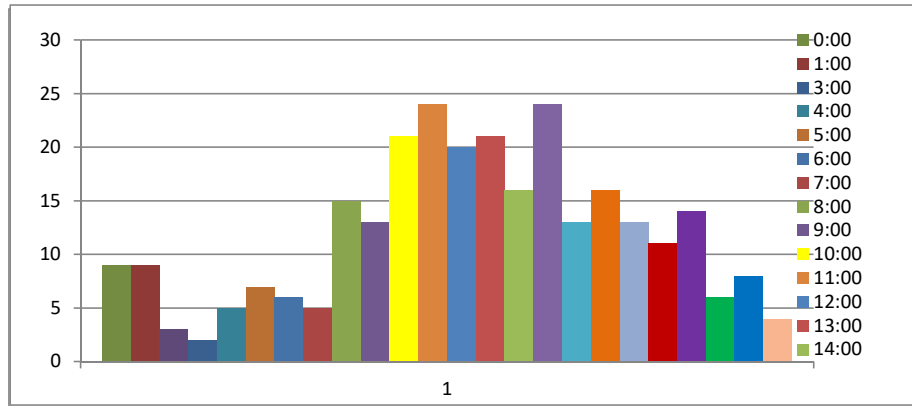
YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	3418.4	452.9	7.5
Gas	11763	878	13.4

Call per time of day and day of the week 2019

	After Hours		CSD Work Hours													Off Hours										
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	2	2	1		1	2	2	2	1	3	3		3	4		4		4	2	3	1	1	2		43	15%
Monday	1				3	1	1	2		6	9	5	2	3	5	4	2	1	2	1	2			1	51	18%
Tuesday	1	3	2		1	1		5	1	1	5		4	3	7	3		1	1	2			2		43	15%
Wednesday	1			1		1		1	2	1	4		5	5	2	3	1	3	2	1	3	1			37	13%
Thursday	2	2			2			2	3		3	2	4	4	2	3	2	2	2	1	2				36	13%
Friday				1	1		2	1	2	3	5	5	3	1		1	1	3	2	3	2		3		39	13%
Saturday	2	2				1		1	2	2	2	2	1	4	2	1	2	3		3	2	1	3		36	13%
Hour Total	9	9	3	2	5	7	6	5	15	13	21	24	20	21	16	24	13	16	13	11	14	6	8	4	285	
	3%	3%	1%	1%	2%	2%	2%	2%	5%	4%	7%	8%	7%	7%	5%	8%	3%	5%	4%	3%	5%	2%	2%	1%		

Total calls during CSD Work Hours	123	43%
Total calls during Off time and weekends	162	56%
After Hours calls 22:00 to 06:00	47	16%
Total Weekend Calls	79	27%
Total Calls Monday thru Friday	206	72%

8am to 8pm 190 71%





	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	1	0	0	0	0	0	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0			2	3
Veg. Fires	0	0	0	0	0	0	0	0	1	0	1	12	1	2	0	2	1	3	0	2	0	1			4	22
Vehicle Fires	0	2	0	0	0	0	1	0	1	1	0	1	1	0	1	0	0	0	0	0	0	0			4	4
Misc. Fires	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0			2	0
Illegal Burning	1	0	1	0	1	0	2	0	0	0	0	0	2	0	0	0	1	0	0	0	0	0			8	0
Vehicle Accidents	0	2	3	1	2	6	0	2	3	2	0	2	1	2	0	3	1	0	2	2	2	0			14	22
False Alarms	2	0	5	0	1	0	4	0	1	0	1	0	0	0	0	0	1	0	1	0	2	0			18	0
Hazardous Condition	0	0	1	0	0	0	0	0	2	0	0	0	0	0	2	0	1	0	1	0	0	0			7	0
Hazardous Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0			0	1
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0
Pub.Svc.Asst.	0	0	0	0	4	0	5	0	3	0	4	0	0	0	0	0	0	0	2	0	1	1			19	1
Medical Aids	11	1	6	2	17	1	15	2	7	3	10	13	7	0	10	3	19	4	12	0	11	0			125	29
Call TOTALS	15	5	16	3	25	7	27	4	19	7	17	29	12	4	14	9	24	8	18	4	16	2	0	0	203	82
	20		19		32		31		26		46		16		23		32		22		18		0		285	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	5	0	3	0	15	0	3	0	7	0	25	1	2	2	8	1	7	1	4	0	2	0	0	0	86	
Camp Bob Asst.	1		0		1		0		9		8		2		3		0		0		0		0		24	
Average Calls Per	Month	23.6	Day	0.7	SLO Co. MA				81	Montrey Co. MA				5	CPR TOTAL				0							

San Miguel Fire Department

San Miguel, CA

This report was generated on 12/12/2019 8:42:55 AM



Daily Log Items per Personnel for Activity Code for Personnel

Personnel: Young, Scott P | Activity Codes: All Activity Codes | Start Time: 00:00 | End Time: 23:00 | Start Date: 11/01/2019 | End Date: 11/30/2019

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
11/03/2019 08:30:00	11/04/2019 08:30:00	DAYBOOK	8601		24.00
11/04/2019 08:30:00	11/05/2019 08:30:00	DAYBOOK	SMF 1		24.00
11/04/2019 10:30:00	11/04/2019 11:00:00	DAYBOOK	8601	768 Mission Street Schmitz	0.50
11/04/2019 12:00:00	11/04/2019 13:30:00	DAYBOOK	8601	SMOG 8601	1.50
11/04/2019 13:30:00	11/04/2019 15:00:00	DAYBOOK	U8630	SMOG U8630	1.50
11/05/2019 08:30:00	11/05/2019 22:00:00	DAYBOOK	SMF 1		13.50
11/05/2019 15:49:00	11/05/2019 16:30:00	INCIDENT	E8687	Incident 2019-271 - Brush or brush-and-grass mixture fire: Apparatus E8687 responded to 1100 San Marcos RD	0.68
11/05/2019 18:00:00	11/05/2019 22:00:00	DAYBOOK	SMF 1	EMS training	4.00
11/06/2019 08:30:00	11/06/2019 16:30:00	DAYBOOK	SMF 1		8.00
11/06/2019 09:00:00	11/06/2019 10:00:00	DAYBOOK	E8696	Repaired pump cooler line on E8696	1.00
11/07/2019 08:30:00	11/07/2019 16:30:00	DAYBOOK	SMF 1		8.00
11/10/2019 08:30:00	11/11/2019 08:30:00	DAYBOOK	8601		24.00
11/11/2019 08:30:00	11/12/2019 08:30:00	DAYBOOK	8601		24.00
11/12/2019 08:30:00	11/12/2019 22:00:00	DAYBOOK			13.50
11/12/2019 10:30:00	11/12/2019 11:30:00	DAYBOOK	8601	CS Nino lots 23 & 24 rough fir sprinkler inspection	1.00
11/12/2019 16:24:00	11/12/2019 16:46:00	INCIDENT	E8687	Incident 2019-274 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 700 N River RD	0.37
11/12/2019 18:00:00	11/12/2019 22:00:00	DAYBOOK		Medical and MCI	4.00
11/13/2019 08:30:00	11/13/2019 14:30:00	DAYBOOK	SMF 1		6.00
11/13/2019 12:44:00	11/13/2019 12:54:00	INCIDENT	8600	Incident 2019-275 - Lock-out: Apparatus 8600 responded to 1915 L ST	0.17
11/13/2019 18:45:00	11/13/2019 19:36:00	INCIDENT	E8687	Incident 2019-276 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1071 L ST	0.85
11/14/2019 08:30:00	11/14/2019 22:00:00	DAYBOOK	SMF 1		13.50
11/14/2019 18:00:00	11/14/2019 22:00:00	DAYBOOK	SMF 1		4.00
11/17/2019 08:30:00	11/18/2019 08:30:00	DAYBOOK	8601	Facilities space planning meeting	24.00
11/18/2019 08:30:00	11/19/2019 08:30:00	DAYBOOK	SMF 1		24.00
11/19/2019 08:30:00	11/20/2019 08:30:00	DAYBOOK	SMF 1		24.00
11/19/2019 14:30:00	11/19/2019 15:45:00	DAYBOOK	SMF 1	Prepared a Notice of Violation for 1299 Mission Street	1.25
11/19/2019 17:30:00	11/19/2019 17:30:00	DAYBOOK	E8687	Bumper line on 8687 needs replacement	0.00
11/19/2019 18:00:00	11/19/2019 22:00:00	DAYBOOK	SMF 1	EMS	4.00
11/20/2019 08:30:00	11/20/2019 15:00:00	DAYBOOK	SMF 1		6.50
11/21/2019 08:30:00	11/21/2019 22:00:00	DAYBOOK	SMF 1		13.50
11/21/2019 09:30:00	11/21/2019 12:00:00	DAYBOOK	SMF 1	Cleared 1299 Mission Street Notice of Violation	2.50
11/21/2019 14:30:00	11/21/2019 15:30:00	DAYBOOK	8601	Rough fire sprinkler inspections Peoples Self Help Housing lots 11, 12 & 13	1.00
11/21/2019 18:00:00	11/21/2019 19:00:00	DAYBOOK	SMF 1	GSA	1.00
11/21/2019 19:00:00	11/21/2019 22:00:00	DAYBOOK	SMF 1	Special Board Meeting	3.00
11/24/2019 08:30:00	11/25/2019 08:30:00	DAYBOOK	8601		24.00

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

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
11/25/2019 06:04:00	11/25/2019 06:24:00	INCIDENT	E8687	Incident 2019-282 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1220 L ST	0.33
11/25/2019 08:30:00	11/26/2019 08:30:00	DAYBOOK	SMF 1		24.00
11/26/2019 08:30:00	11/27/2019 08:30:00	DAYBOOK	SMF 1		24.00
11/26/2019 09:00:00	11/26/2019 10:00:00	DAYBOOK	8601	CS Nimio Fire Final Lot 17	1.00
11/27/2019 08:30:00	11/27/2019 16:30:00	DAYBOOK	SMF 1		8.00
11/27/2019 12:35:00	11/27/2019 12:42:00	INCIDENT	E8696	Incident 2019-283 - Alarm system sounded due to malfunction: Apparatus E8696 responded to 8733 Magdalena ST	0.12
11/27/2019 13:37:00	11/27/2019 14:01:00	INCIDENT	8600	Incident 2019-284 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 1177 Mission ST	0.40
11/27/2019 15:10:00	11/27/2019 15:40:00	INCIDENT	8601	Incident 2019-285 - Smoke scare, odor of smoke: Apparatus 8601 responded to 7055 Cross Canyons RD	0.50
Total Hours for: Young, Scott P					365.17

Total of all Personnel Hours					365.17
-------------------------------------	--	--	--	--	---------------

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



San Miguel Community Services District

Regular Board Meeting Staff Report

DECEMBER 19, 2019

AGENDA ITEMS: X-1

SUBJECT: Discuss and Approve **Resolution No 2019-42** establishing calendar year 2020 Regular Board of Director Meeting Dates

STAFF RECOMMENDATION:

Approve **Resolution 2019-42** establishing Regular Board Meeting Dates for calendar year 2020

BACKGROUND:

The requirements of the District's Board of Director bylaws and also State laws specify setting local agency meetings by elected boards, city councils, special districts and other agencies to with regular scheduled public meetings.

The proposed schedule and resolution are based on the District requirements to hold its monthly meetings on the fourth Thursday of each month, except in November and December 2020, when holidays affect those regular meeting dates.

The attached resolution will set the schedule for Calendar Year 2020 Regular Board meetings by date.

PREPARED BY:

Tamara Parent

Board Clerk/Accounts Manager

Attachment: Resolution No. 2019-42
Exhibit "A" Meeting Dates



RESOLUTION NO. 2019-42

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ESTABLISHING
BOARD OF DIRECTOR REGULAR MEETING DATES AND TIMES FOR
2020 CALENDAR YEAR**

WHEREAS, San Miguel Community Services District (“SMCSD”) authority for fire protection, water, wastewater, solid waste collection/disposal and street lighting infrastructure and services within the district,

WHEREAS, (“SMCSD”) Board of Directors (“Board”) is required by District ordinance to hold and conduct regular monthly public business meetings, hereby determines its intent to establishing calendar year dates and times for regular Board of Director meetings for 2020, and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopts the 2020 Calendar for Regular Board of Director Meeting Agenda dates and times as set forth on Exhibit “A” attached hereto.

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

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 19th day of December 2019.

John Green, President
Board of Directors

ATTEST:

Robert Roberson, Interim General Manager

APPROVED AS TO FORM:

Tamara Parent
Board Clerk/Accounts Manager

Douglas L. White, District General Counsel

Attachments:
Exhibit A: 2019 Calendar Year – Board Meeting Dates



RESOLUTION 2019-42

**EXHIBIT "A"
CALENDAR YEAR 2020**

REGULAR BOARD OF DIRECTOR MEETING DATES AND TIMES

Meeting Times shall begin at 7pm, every Thursday of each month, unless otherwise noticed

THURSDAY-- JANUARY 23, 2020

THURSDAY--FEBRUARY 27, 2020

THURSDAY--MARCH 26, 2020

THURSDAY-- APRIL 23, 2020

THURSDAY--MAY 28, 2020

THURSDAY--JUNE 25, 2020

THURSDAY—JULY 23, 2020

THURSDAY--AUGUST 27, 2020

THURSDAY—SEPTEMBER 24, 2020

THURSDAY—OCTOBER 22, 2020

THURSDAY—NOVEMBER 19, 2020 **

THURSDAY—DECEMBER 17, 2020 **

** = This meeting date is not the regular 4th Thursday of the month due to conflict with Thanksgiving holidays on November 26 and 27th, 2020 and Christmas holidays on December 24th and 25th, 2020.

Special Board meeting dates and times may be established or set by the Board of Directors pursuant to adopted Board policy and applicable procedures.

Adopted by Board Action on: December 19, 2019

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
NOVEMBER 14, 2019 FUNCTIONAL SPACE WORK SESSION

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

- I. Meeting Called to Order by President Green – 6:02 p.m.
- II. Pledge of Allegiance led by Director Kalvans.
- III. **Roll Call:** Directors Present: Green, Sangster, Kalvans, and Parent (Arrived at 6:36 P.M.)
Directors Absent: Palafox
District Staff in attendance: Interim General Manager/ Fire Chief Rob Roberson, Director of Utilities Kelly Dodds, Assistant Fire Chief Scott Young.
- IV. **Adoption of Regular Meeting Agenda:** Motion by Director Sangster to adopt Meeting Agenda as presented.
Seconded by Director Kalvans, Motion was approved by vote of 3 AYES and 0 NOES 2 ABSENT.
- V. **ADJOURN TO CLOSED SESSION:** None
- VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** None
- VII. **Public Comment and Communications for matters not on the Agenda:** None
- VIII. **Special Presentations/Public Hearings/Other:** None
- IX. **STAFF & COMMITTEE REPORTS:** None
- X. **CONSENT ITEMS:** None
- XI. **BOARD WORK SESSION ITEMS:**
 1. **Discuss, District Functional Space in a Work Session.**
Item was presented by Director of Utilities Kelly Dodds explaining the building plan map. Discussion ensued about the office space that is mandatory (including OSHA requirements) and the office space that could be added to relieve some of the space issues the CSD is experiencing. Director of Utilities Kelly Dodds explained the personnel needed for the new Wastewater Treatment Facility. Director's asked questions during the presentation. Director Green asked about the personnel needs for the future. Director Parent asked about contracting out the facilities operations. Director of Utilities Kelly

Dodds explained that the cost is too excessive. Discussion ensued. Director of Utilities Kelly Dodds explained that three-quarters of the building is already required and to add offices would be very cost-effective. Discussion ensued about the number of people that come into the District office. 6.5 people a day visit the office to pay Utility Bills and method of payments was also discussed. Other business for the CSD has people coming into office as well. Eight people have come to the last four meetings total. Director of Utilities Kelly Dodds discussed the frontage road by railroad tracks for commercial traffic. The discussion ensued about deliveries. Director Parent asked how the building plans would change if the District decided to not build the office space. Director of Utilities Kelly Dodds explained that it will be a little shorter, but there would be a re-organization of the space and would be some dead space because the building is designed to have all equipment covered on the other side. Fire Department would have training space and there will be space for the recycling programs for electronics/mattresses. Director Green asked about the wastewater ponds and how far the building would be away from the wastewater ponds. Discussion ensued.

See Plans at: <https://www.sanmiguelcsd.org/files/2afb6a06d/Merge+11-14-2019+Functional+Space+Work+Session.pdf>

Director of Utilities Kelly Dodds explained the treatment process and the recycled water program. Discussion ensued about the wastewater lines and what material will be used. Previous liner issues were discussed. Director Sangster asked about the cost of a new liner? Replacement would be around sixty to eighty thousand dollars and patching would be around eighty-five hundred dollars. Director Kalvans asked how the liner got damaged; Director of Utilities Kelly Dodds explained it is underwater and there is really no way of knowing.

Director Green asked for Public Comment on items discussed.

Public Comment: Laverne Buckman San Miguel Resident had questions about having a Community Services District Offices on a dead-end street in a residential area. Mrs. Buckman voiced her concern about traffic. Discussion ensued about area and funding.

Director Green asked about a plan for the 1150 Mission Street Building. Assistant Fire Chief Scott Young voiced that this meeting was intended to discuss the Wastewater Treatment Facility only. Discussion ensued with Interim General Manager/Fire Chief Roberson explaining that they can't determine what to do with the Fire Department until we know what is decided with the Utilities Department. Director Green voiced that his intent is to look at all the space the District has and determine what the best use for space would be, then decide what build-out should be. Director Parent voiced that he was under the impression that by having the CSD non-emergency departments at this current location, it would restrict grants and funding for the Fire Department and asked if he was correct. Assistant Fire Chief Scott Young that this facility is "Essentials Needs Facility" and explained that because of that all construction must be built to a compliance of one and half times standard construction. Discussion ensued about what do about the knowledge of needed compliance. Director Sangster asked if this facility was strictly a Fire Station would that open the department up for grant funding from remodeling? General Manager/Fire

Chief Rob Roberson explained that the CSD is Fire, Water, Sewer, Lighting, and Solid Waste and doesn't feel like this would restrict any funding and explained that Templeton CSD has mixed space also. General Manager/Fire Chief Roberson voiced that he understands what the Directors want but explained that an actual floor plan would be determined on if the Utility moved or not. Discussion ensued about property lines and essential needs cost. General Manager/Fire Chief Roberson explained that there is a lot to look at and the District is expanding.

Directors voiced options with part of CSD staying for payments and other more confidential employees moving to the new facility, all ideas were discussed between directors and staff.

Director Green voiced that he did not feel it is appropriate to have District Board Meetings in a residential area and cannot in clear conscious bring that many customers down a residential road. Director Green asked that he would like to see a way to expand the existing meeting room/training room and have customers make payments at the current CSD building. Director of Utilities Kelly Dodds voiced that the District could not have one employee left at the existing office to take payment without some protection from the public. Discussion ensued about office space at the current location. Assistant Fire Chief Scott Young voiced that the vision is to increase the Fire Department staffing to perform as an effective Fire Department and recruit people for coverage.

Director Kalvans voiced that he thinks that the Board of Directors should take a step back and look at all of the CSD's properties and what the Districts needs really are. Interim General Manager/Fire Chief Roberson explained that this meeting was called for because of the need for more office space. It was explained that all plans will be looked at, but all things come with a price, and with the new facility being built it is the most cost-effective to look at. The District departments all have needs and the community has voiced that they want a Sheriff Substation; all these future needs need to be looked at.

Director Sangster voiced that he understands that having offices at the new facility is the most cost-effective for the office space needs but feels that the discussion is missing key components. Director Sangster explained that the Board is not seeing what the operational needs are for this current building for the from a Fire Department standpoint or a Sheriff Substation and there needs to be a discussion on what this building would look like if the other departments moved to the new facility.

Director Green voiced that permitting issues at the existing CSD location needs to be addressed. Director Green voiced that he feels the issues that need to be figured out is 1. Have a place for customers can come and make payment other than the new facility 2. A place to hold meetings other than the new facility 3. Fire Department growth. Discussion ensued.

Director of Utilities Kelly Dodds voiced that the issues are the same and reminded the Board that there is little to no funding for office buildings. Mr. Dodds recommends that we should not waste the space at the new treatment facility; that we could build out after a few years when the District is in better financial shape, and could afford to build something in the middle of town. Directors discussed the size of the new meeting room and what it could be used for. Director Green voiced that the people that have houses in that neighborhood have certain expectations when purchasing their homes, and it is not to have more traffic.

Director Parent asked about the new facility and how the public will be protected from the treatment. Director of Utilities Kelly Dodds explained the fencing and the public will be

contained to the parking lot and front door. Mr. Dodds also explained that there will be recycling areas and dump station area.

Public Comment: Michelle Hido, San Miguel resident voiced that the District should ask the Post Office if they could take payments for the CSD.

Owen Davis, San Miguel resident voiced that he did not understand what the big deal about payment was and that he finds a way to pay his bill.

Laverne Buckman San Miguel resident voiced because there is not a master plan, she feels that other than the Wastewater Facility other District needs have been overlooked. Mrs. Buckman voiced that the Wastewater Facility is suspect, and doesn't know if they really even have to do it and voiced that she has still has not seen the supposed letter that the State had mandated the District to build a new Wastewater Treatment Facility. The Board had never come up with a plan of what they feel is needed for the CSD, and the different possibilities. Mrs. Buckman also, voiced that she understands that the Board has a lot of issues to deal with for the whole District and it is hard to find time but for this facilities issue the Board needs to decide which pieces need to be where and understands that some options mentioned would be a temporary fix for working out something different with the facilities. There are lots of options and the Board needs to stop throwing those options out because then you are just spinning your wheels.

General Manager/Fire Chief Roberson explained that the District has run in a reactive way and with ever-changing needs, and the District growth is expanding quickly. The Board and District need to plan ahead with this growth in mind and this option was the cheapest for the current District needs and would like to look further ahead. Discussion ensued about other entities needing space within the District offices.

Director Kalvans voiced that all the community services including the Post Office have no room and no money and the District should really look at partnering with these other entities to build something nice downtown. Director Kalvans expressed the need for a Master Plan of the needs of the District in the next five and ten years.

Director Green voiced that the District could stop taking cash. Discussion ensued about the different ways the District could take cash.

Director Parent voiced that the District does need a District Master Plan, but when you deal with authoring that kind of document it is fifty thousand dollars or more.

Director Kalvans thanked General Manager/Fire Chief Roberson for bringing up the District needing to be more proactive and voiced that the City of Paso Robles has the "Beautiful Mission San Miguel" under their budget (Pg. 19) community profile, they think the mission is part of the City of Paso Robles and voiced that this is why the District needs to be proactive.

Director of Utilities Kelly Dodds voiced that it seems like we are at a cross-roads and explained that everyone understands that the District has to move forward with the new Wastewater Facility, and some of the space is for Utilities and compliance with state regulations, but the Board needs to understand is the footprint would stay the same, just reconfigured if there will be no other District office space.

Director Green asked why the need for two bathrooms. Director of Utilities Kelly Dodds that they could lose a bathroom, but it was put there for the meeting room. Discussion about bathrooms and cost ensued. Director Green voiced that he has no problem with the

Wastewater facility but wants to control the cost and really doesn't want the public down there because it is a neighborhood.

Director of Utilities Kelly Dodds voiced that he needs direction from the Board at this point, and a decision to move forward or not; so, we can make changes to plans.

Director Sangster voiced that the new facility will have more people working out of the new office and that means more traffic, the 6.4 people coming to the office to pay their bill will not be the problem.

Public Comment: Laverne Buckman asked about how the distribution of cost and the feels that the Fire Department is not getting a fair shake. Discussion ensued about how much the General Manager/Fire Chief will be down there, and percentages of cost allocated.

Michelle Hido San Miguel Resident asked why the District doesn't have their meetings at the Community Center. General Manager/Fire Chief Roberson explained that the acoustic is bad and the charge for use.

Director Kalvans asked about the "Old Airport Property" and if the rumors were true that they will be building a community building? Assistant Fire Chief Scott Young voiced that they are looking at doing commercial multi-family and residential and open space. Director Kalvans asked if we could ask that they build a CSD building. Director of Utilities Kelly Dodds explained that they seem that they want to work with the community and their needs. The District staff could see if the developer would allow the District to build something on the land, but the District would have to buy the land and would have to build the building.

Director Parent voiced that he would have to leave due to a work issue. Director Green asked what his final word is. Director Parent voiced that he would like to have some outreach to neighbors that would be affected, and he is in favor of the idea to build out the new Wastewater Facility with the office space, there might be some tuning up of the design but having the office buildings there would give the space the District needs and could repurpose them as needed.

Director Parent left at 6:50 P.M.

Director of Utilities Kelly Dodds explained that the other idea is to use the frontage road for all traffic, but the cost.

Director Kalvans voiced that the community is growing so quickly, that the needs will change as quickly.

Director Sangster voiced that the District might need to look at having their meetings elsewhere in San Miguel. General Manager/Fire Chief Roberson reminded the Board that the large meeting room would be used for classes and we could charge for group business or group classes. Discussion ensued.

Director of Utilities Kelly Dodds asked if the Board was okay with the plans if there were no payments taken and if the meeting room was not as large.

Director Green voiced that he doesn't want a large meeting room and fewer bathrooms. Discussion ensued about ADA and bathrooms.

Director Sangster voiced that he doesn't have a problem with the way it is laid out, but his issue is if we do decide to move all the CSD staff to that building, this current space will be repurposed as a Fire Station, which means that we need to find a place to have meetings.

Director Green asked if he would be okay with the District not accepting cash payments.

Director Sangster expressed that he would be okay with that. Director Kalvans voiced that the direction of the State is to ban not taking cash.

Director of Utilities Kelly Dodds asked again for Direction.

Director Sangster voiced that the Board would like to see “Operational Needs and Use of Space” for this current building. Director Green asked with a payment station included.

Discussion ensued about payments.

Director Kalvans wants to know if the Fire Department is moving towards a non-paid call station but have Firefighters on staff. General Manager/Fire Chief Roberson explained that the Department will be moving forward in an on-duty/shift Fire Department. Discussion ensued about Fire Department personnel.

Public Comment: Owen Davis, San Miguel Resident voiced that he would like to see the Board look at using the access road for customer access to the new facility, and he is okay with people not taking cash.

Laverne Buckman, San Miguel Resident voiced that she thinks that the public needs to have access to the District office. Mrs. Buckman asked if the Board plans at the next meeting to give direction or vote on what the staff should move forward with.

Director of Utilities Kelly Dodds voiced what he has heard not opposed to the office being down there if we can mitigate the customers' traffic at that location, and it is not a permanent location of the CSD office.

Director Green voiced that he did not think it couldn't be the permanent location but was not okay with the traffic. Discussion ensued about the traffic and outreach to the residence in that area. Director of Utilities Kelly Dodds voiced that to move forward in a productive manner will need to have direction, and everyone understands the timeline. Director Green voiced that they want to have information gathered for a discussion on the access road, public outreach to the residence in the area, plans for the Fire Department building. Director of Utilities Kelly Dodds explained that if they want to look at access for the N St location it will take months due to contacting the railroad. Discussion ensued about the ponds and traffic.

Link to Board Packet:

<https://www.sanmiguelcsd.org/files/2afb6a06d/Merge+11-14-2019+Functional+Space+Work+Session.pdf>

XII. BOARD COMMENT: The Board's consensus is to schedule another meeting, all functional space, and needs within the District.

Director Kalvans talked about the fenced off, on 14th street. Asked about access at the property. Director of Utilities Kelly Dodds explained that the owner is aware that it is the District property and discussion ensued about why he has fenced it in, and if it was big enough for a well.

XIII. ADJOURNMENT TO NEXT MEETING: at 8:41 P.M.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
NOVEMBER 21st, 2019 SPECIAL MEETING MINUTES

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

- I.** Meeting Called to Order by President Green – 6:30 P.M.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Green, Palafox, Kalvans, Sangster, Parent
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman, Scott Young, District General Counsel Seikaly
- IV. Adoption of Regular Meeting Agenda:**
- Motion by Director Kalvans to move item 3 to item 1 and add Board Comment before Consent Calendar.
- Seconded by Director Sangster Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:35 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit
 - 2. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION** Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
- VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:00 P.M.**
Report out of closed session by Director Green. Direction was given to staff.
- VII. Public Comment and Communications for matters not on the Agenda:** Laverne Buckman, San Miguel resident voiced her frustration with the large agendas and

explained how it is too much to read, but it is so very important for the Board to read all the agenda packet.

VIII. Special Presentations/Public Hearings/Other: None

IX. STAFF & COMMITTEE REPORTS:

1. San Luis Obispo County Sheriff No Report
2. San Luis Obispo County Board of Supervisors No Report
3. San Luis Obispo County Planning and/or Public Works No Report
4. San Miguel Area Advisory Council No Report
5. Camp Roberts—Army National Guard No Report
6. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson, explained that Alex from Moss Levy & Hartzheim will be here to present the findings and answers any questions the District Board of Directors may have on the FY 18-19 Audit. The District staff have been working on the District's Midyear Budget Adjustment and will be brought to the Board at the December Meeting. The Board Clerk is obtaining bids for translation services in 5 languages to comply with SB998 by April 2020. The estimated cost is around \$4000 dollars. This is a mandatory service for compliance. Our Board Clerk attended a CSDA Board Secretary Conference and has learned things to improve the operations of the District. Interim General Manager/ Fire Chief Rob Roberson, explained an MOU is being drafted for the Board and SMEA's review. Congratulations to our Utility Worker who has passed his Grade 1 Wastewater exam.
Board Comment: None
Public Comments: None
7. **District General Counsel:** None
Board Comments: None
Public Comments: None
8. **District Engineer:** Written report submitted as-is. Dr. Blaine Reely was not in attendance and Director of Utilities Kelly Dodds asked for any questions.
Board Comments: None
Public Comment: None
9. **Director of Utilities:** Written report submitted as-is. Director of Utilities Kelly Dodds asked for any questions.
Board Comment: Director Kalvans asked for an update of Landscaping, and when it would be coming back to the Board. Director of Utilities Kelly Dodds explained hoping for December.
 Director Green asked about rain totals. No measurable rain.
Public Comments: None
10. **Fire Chief:** Written report submitted as-is. Fire Chief Rob Roberson voiced that he would take any questions but informed the Board of Directors that the Fire Department will be bringing a purchase request for AED to the Board for approval in December.
Board Comments: None
Public Comment: None

BOARD COMMENT: *(added per agenda approval)* Director Kalvans asked that an item be added to the next meeting about CSD facilities needs. Agendize discussion regarding California Energy Commission 2010 Study for the time of use for Utilities. Agendize item for discussion on land Value Tax. Agendize discussion on a digester energy system.

Board Comment: asked about Community needs, and clarification that it is community needs regarding CSD jurisdiction.

X. CONSENT ITEMS:

Director Sangster pulled item 1-A

1. Review and Approve Board Meeting Minutes

a) 10-24-2018 - Regular Board Meeting

Board Comment: Director Sangster asked for clarification of action item 3 and asked about RFP. Director of Utilities Kelly Dodds explained it was done sole source due to the extensive knowledge of the project and District by the District Engineer.

Spelling amendments: Page 25 item 3 amend well to while, and Page 28 item 9 from 6 Feet to 6 Inches.

Public Comment: None

Motion by Director Sangster to Approve Consent Item 1.A as amended

Seconded by Director Kalvans. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT and 0 Abstained.

2. Review and approve RESOLUTION 2019-36 adopting job descriptions and pay rate for utility operator positions.

Board Comment: None

Public Comment: None

Motion by Director Parent to Approve Consent Item 2

Seconded by Director Palafox. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT.

XI. BOARD ACTION ITEMS:

1. **Review and discuss previously adopted Resolution 2018-19 which adopted new property-related fees for water and wastewater services (passed on June 28, 2018, after Prop 218).** *Previously item 3.* Item was presented by Director Green voicing that the majority of the Board Members at the time were under the impression that the step increases would come back to the Board. District Counsel Fuller informed the Board that the staff was following state law and following the five-year implementation but explained that the Board could move to direct staff to bring back before implementation.

Interim General Manager/ Fire Chief Rob Roberson explained that staff was following the Prop 218 and Rate Study and explained that it is an acumination of funds to get the District to where it needs to be financially. Director of Utilities Kelly Dodds explained that the rate increase is brought to the board in the May report and in June with the budget review. Discussion ensued about needing an annual report for the needs of the District.

Board Comment: Director Sangster agrees with having the increases brought to the Board before implementation and explained that it would be presented and would see where the Utilities are at that time financially.

Director Green voiced that he would be looking at the step increases for Sewer; Volumetric charges.

Director Green explained that the residence of San Miguel has been spoiled by the long-time low cost of water and sewer.

Director Green asked District General Counsel if there needed to be a vote or just direction to staff. District General Counsel Fuller voiced that it was just staff direction.

Director Kalvans voiced that is why he had asked to look into changing to a new usage charges rate structure. District Counsel Fuller voiced that it would have to be a Prop 218, to change.

Public Comment: Owen Davis explained that he did not like that he got charged for sewer the same cost as a residence that has more people living in that residence. Discussion ensued about a Usage Rate.

The Consensus of the Board is to have Staff bring back all new fees for water and wastewater services increases for discussion to the Board of Directors before implementation.

2. Review, Discuss, Receive and File the Enumeration of Financial Report for October 2019. *Previously item 1*

- 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

Item was presented by Interim General Manager/ Fire Chief Rob Roberson and Paola Freeman, San Miguel Bookkeeper asking for any questions.

Board Comment: Director Sangster asked about the Legal Fee and asked why they are up this month. Bookkeeper, Paola Freeman voiced that the District Interim General Manager was out of town and it was processed after he returned. September was \$12,553.00 and October was \$11,155.00 Director Sangster voiced that it still doesn't add up to the \$33,807.00.

Director Parent voiced that the labeling shows it as August and then it says Professional serviced through August 31, 2019, but all the dates in the breakdown read September 2019 on Page 2 of 15 on Claims Detail report. Bookkeeper Freeman expressed that she would fix that and was trying to catch up. Director Parent asked for clarification and asked if it was just a typo and should read through August and through September. Mrs. Freeman

explained that yea, that what it should read, and with Interim General Manager out of town things got behind. (Page 52). Director Sangster asked what was paid out and asked if he was correct that is was \$9,465.00 and \$20,122.00 paid to District General Counsel.

Public Comment: Laverne Buckman, San Miguel resident asked about (page 76) October cash report, and the labeling of Bank Water Projects -6598 in every category except Wastewater and asked if she was correct that it was for the inter-fund transfer. Interim General Manager/ Fire Chief Rob Roberson explained that the label is incorrect and should read Budget/Operational Reserve not Water Projects. Discussion ensued about Cantella investments and how he doesn't see where the money has come back from the buy out from Lighting. Interim General Manager/ Fire Chief Rob Roberson voiced for clarification that no inter-fund transfer was ever made. Director of Utilities Kelly Dodds explained that the 6598 she sees is in Fire is from the Fires Fund operating money for \$187,000.00 in operating cash for reserve. Water and Wastewater have no reserve and that is why you don't see it in those funds. Interim General Manager/ Fire Chief Rob Roberson explained that it is separated into funds.

Board Comment: Director Green asked where it shows the lighting fund bought out the rest of the funds. Interim General Manager/ Fire Chief Rob Roberson explained that he has been able to follow the transfer out, but the CPA has explained that it is all in the JV's but doesn't see where it has been moved back into operational cash in those funds. Bookkeeper, Paola Freeman explained that it is moved through JV's and it is a Debit/Credit issue. Director Sangster voiced that it should still show in the financials. Discussion ensued about needing a clear transfer, and Interim General Manager/ Fire Chief Rob Roberson has questions also and will need to get clarification.

Director Parent asked why there was a three-way split with water/sewer/fire for new servers and asked for clarifications on why Fire has an equal split and the question was asked why Lighting and Solid Waste have no cost. Director of Utilities Kelly Dodds explained that Lighting and Solid Waste use no space on the server and that the split was based on the approved Resolution for the purchase of the server. Based on the planned use of the server, we will have mirrored servers. Discussion ensued about the server locations and use.

Director Kalvans thanked the Director of Utilities Kelly Dodds for the answer but wanted to know why the District Bookkeeper was not answering these questions and asked who is making these decisions. Director of Utilities Kelly Dodds explained that in this case it was brought to the board by resolution 2019-31 for cost split in an Action item.

Motion by Director Sangster to Approve Receive and File the Enumeration of Financial Report for October 2018 with the need for JV's and labeling corrections and dates corrected on the Churchwellwhite invoices before filing.

Seconded by Director Kalvans, Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT.

3. **Review and approve Resolution 2019-39 approving the FY 2018-19 independent audit report by Moss Levy Hartzheim and authorizing the filing of the report to the State of California and County of San Luis Obispo County Clerk's office** *Previously item 3.* Item presented by Interim General Manager/ Fire Chief Rob Roberson presenting Alex Hom from Moss, Levy, and Hartzheim to answer any question regarding FY2018-

19 District Audit. Mr. Hom voiced that he gave the District a “Modified Clean Opinion”. No new accounting announcements. Mr. Hom voiced that the District staff and CPA have been very helpful and that finishing three District Audits in two years is quite an accomplishment. The District has come a long way and wanted to thank the District CPA and Bookkeeper.

Interim General Manager/ Fire Chief Rob Roberson voiced that there is no Management letter because there are no changes needed, Auditor Hom agreed.

Board Comments: Director Parent asked where the bottom line is in the Audit documentation. District Auditor Hom, voiced that if the Board wanted to see what each fund is doing at the fiscal year-end, then see Page 8 – Fire fund was given as an example. Mr. Hom explained that Governmental Accounting is very short-term view and this audit shows everything for that one year. Water and Sewer is an enterprise funds and based on fees and normal accrual accounting is used. Director Parent asked if that was the net position? Mr. Hom explained that the “Net Position” is assets over liabilities. Rev exp in the long term the best place to look to see how those funds are doing is the Cashflow; pages 12 and 13. Director Parent thanked Alex for being here, and for helping him understand.

Director Green asked if there is any way to tell if there is a way to see where the embezzled funds were taken from, and if there is anything that he sees for this Fiscal Year. District Auditor Hom explained that it was done through ACH payroll for FY 2015 and if the bank account where reconciled then, the Board would have known. Discussion ensued about previous Interim General Manager Gentry. Discussion ensued with the Interim General Manager/ Fire Chief Rob Roberson explaining that the Bank Accounts are being reconciled monthly and the Board of Directors see the reports every month. Director Green voiced that it is very difficult to be a Board member and to do our job with only getting the information that is given and the system is set up to fail.

Bookkeeper Paola Freeman explained that is why you need an outside source to check the monthly financials. Discussion ensued.

Staff Comment: District Bookkeeper Paola Freeman asked Mr. Hom to explain where to find what the amount of water fund is in deficit. Mr. Hom explained page 10, cash & investments \$52,534.00 dollars, and look at Restricted for Capital expansion \$578,972.00 dollars; water is essentially borrowing from the Restricted for Capital expansion monies. Discussion ensued.

Public Comments: Laverne Buckman San Miguel Resident asked about pension, and if there is a place that shows what is needed, to coverage of those pensions. Mrs. Buckman explained the Audit just translates that fund, and there is a lot of money that needs to be put in that fund and asked if she was correct. District Auditor Hom explained that the numbers reflect if everyone working here is going to retire from here at 65 and live to 80. The county standards are to show that there are monies that need to be put away and can't be exact. District Auditor Hom explained that CALPERS is 70% funded and in the scheme of things that is pretty good. This is based on the current employees and there is no way to know if these employees will be staying till retirement and this is a projection.

Motion by Director Kalvans approve Resolution 2019-39 approving the FY 2018-19 independent audit report by Moss Levy Hartzheim and authorizing the filing of the report to the State of California and County of San Luis Obispo County Clerk's office

Seconded by Director Sangster, Motion approved by Vote of 5AYES and 0 NOES and 0 ABSENT.

- 4. Review and discuss District Purchasing Policies, Procedures and Regulations Governing Contract and Professional Service Bidding procedures, Purchases of Material, Supplies and Equipment Manual.** Item presented by Interim General Manager/ Fire Chief Rob Roberson explaining that this was brought for discussion per request for the Board of Directors. One in question is the CPA and the lack of a contract, she is currently working under an hourly rate for the specific task of Audits. The Audits are now done and voiced that he has had a discussion with District CPA and explained that the new scope of work will need to go out as an RFP before more work would be done. Interim General Manager/ Fire Chief Rob Roberson explained to the Board that having an outside source come in and check on the District financials every quarter is what is needed for the best practice of the District, and they should not be seeing her at the District office more than that.
- Board Comment:** Director Green voiced that when we send out an RFP, she will probably be the only one to respond anyways. Interim General Manager/ Fire Chief Rob Roberson explained that know that all the audits are done we should get a better response. Director Parent asked if there was a purchase order for the CPA services as stated in the Purchasing Policy? General Manager/ Fire Chief Rob Roberson explained that he would have to check and remembers having a document with her hourly rate only. Interim General Manager/ Fire Chief Rob Roberson explained that he will be making a purchase justification form, for anything under five-thousand dollars.
- Director Kalvans has a problem with the five-thousand dollars, voicing it is a split order issue and wants to make sure that doesn't happen. Discussion ensued.
- Director Palafox read aloud Section 4.0 second paragraph of the Purchasing Policy, that it explains as an example that the under five-thousand-dollar limit doesn't apply if "total estimated purchase is expected to exceed \$5,000 dollars" Discussion ensued. Interim General Manager/ Fire Chief Rob Roberson explained that he understands that they are talking about the ToughBooks; and explained the situation.
- Director Green asked that Section one could be read aloud. Interim General Manager/ Fire Chief Rob Roberson read aloud. Discussion ensued about "by" and the Interim General Manager has the only authority to purchase, and department heads get authorization from the General Manager.
- Director Green asked if all purchases are brought to the General Manager. Discussion ensued about how the Interim General Manager/ Fire Chief Rob Roberson reviews and approves purchases. A discussion about computer language was discussed.
- Director Green voiced what the Purchasing Policy reads about credit cards.

Director Sangster voiced that he understands that if a purchase is made with the District Credit Card and it is inappropriate, they will have to be billed for those items.

Director Kalvans voiced that the District has had issues in the past with Credit Cards. The Claims detail goes to the board and the US bank claims monthly and if ever the Board of Directors feels that a purchase was made inappropriately then it is when the Board should speak up. The District staff scrutinized each bill for coding (funds/objects) Director Sangster addressed that the District Purchasing Policy is to promote fiscal responsibility in which the Board of Directors are responsible for the community's money; we are talking about transparency and accountability and we do get to review all purchases and doesn't see an issue with the Credit Cards. Director Sangster voiced that he does see a problem with seeing a clearly defined quotation and bid structures for Section 4 Purchase orders with totals over five-thousand dollars for non-professional services(acquisitions of supplies, equipment, and services). However, when we get to professional services there is no requirement for quotations or bids and states clearly that anything over twenty-five thousand dollars must come to the board but anything under that the Interim General Manager can sign off on. Director Sangster explained that technically we are within the policy but is it responsible, no it is not. Discussion ensued about District CPA and District Engineer.

Director Parent voiced that now that we know we are out of compliance, we need to have a purchase order at least.

Director Sangster voiced that Purchasing Policy reads that Purchase Orders greater than twenty-five-thousand will be awarded to the lowest bidder and feels that it should not be the lowest bidder but best value for the District. Discussion ensued. Director Sangster thinks that professional services should mirror the goods and non-professional services. District General Counsel Seikaly informed the Board that staff will be bringing an RFP process to the Board for approval in December or January.

Director Green voiced that he likes the best value wording. Discussion ensued.

District General Counsel Seikaly asked if staff would like their office to revise sections. Director Sangster voiced that sections 5 and 6 need to be changed to have the same requirements.

Director Green voiced that interim General Manager/ Fire Chief Rob Roberson will make the changes and work with Director Sangster, then bring back to the Board for approval.

Director of Utilities Kelly Dodds explained that the Purchasing Policy is going to the District Counsel to add federal wording requirements for CBDG Grant Audit and asked if the Board would be okay with all the changes coming back at once.

Director Sangster voiced that he would like the Credit Cards inventoried as per Purchasing Policy states annually. Discussion ensued about Credit cards including gas cards.

Public Comment: Laverne Buckman San Miguel resident voiced that previously, the District had used credit card and has seen fraud. The Claims Detail shows the purchase made on the US Bank Cal-Cards and feels that the District is doing much better.

Consensus of the Board is to make changes with the Federal wording and sections discussed and be brought back to the Board for approval.

5. **Review and discuss the San Miguel Community Services District Board Members' Handbook.** Item presented by General Manager/ Fire Chief Rob Roberson explaining that this item was brought forward due to the Board of Directors wanting to make changes to the process of the Agenda items.

Board Comment: Director Green voiced that he would like to have IX 1,2,3 changed to San Luis County and add Communities Services Organization. Director Green asked to have Employee Evaluations on closed sessions always. District General Counsel Seikaly explained that you have to have the position of the Employee Evaluation on the closed session agenda. Director Green voiced that he would like to have the Interim General Manager on the closed session for evaluation monthly.

Director Kalvans asked that there be a Board Comment at the beginning and end of agendas and would like to start having two Board Meetings a month. Discussion ensued. District General Counsel Seikaly voiced that she has never seen two board comment sections and would ask them to leave it as is, at end of the board meeting. Discussion ensued.

Public Comment: None

Consensus of the Board is to have IX 1,2,3 changed to San Luis County and add Communities Services Organization, and to add Employee evaluation – General Manager monthly on closed session.

6. **Discuss immediate repairs needed at the Machado Wastewater Treatment Facility and potential costs and timeline.** Item presented Director of Utilities Kelly Dodds explained that they found a damaged liner with holes when they pulled the pump and cleaned out the pond. The pump is estimated at \$7,500 dollars and a liner repair of \$8,500 dollars.

Board Comment: Director Green asked about abandoning the pond. Director of Utilities Kelly Dodds explained that the Pond can not be abandoned due to need. He will try and find other prices and will bring back for approval. Discussion about the second Functional Space work session.

Public Comment: Owen Davis San Miguel Residence voiced that he would like to have the District use the easement and don't go through a residential area.

7. **Discuss status of Machado Wastewater Treatment Facility expansion and aeration upgrade project** Item presented Director of Utilities Kelly Dodds, updating the board that the Wastewater Treatment Facility is in October is at average 73% of hydraulic design capacity and max day 86% of hydraulic design capacity. Mr. Dodds explained that the SRF grant \$250,000 should be coming in and is retroactive to 2017 for construction design. **Board Comment:** Director Sangster asked District General Counsel Seikaly if he would need to recuse himself from the process of awarding the purchase of a system, because of his Cal Poly position and informed us that his team has just awarded Cloacina an RFP for a package plant. District General Counsel Seikaly inform Director Sangster that it was a workgroup that awarded the contract to Cloacina and he would not have to recuse himself but would make sure to asked and send out documentation for record.

Director Kalvans voiced that he wanted to thank the staff for the hard work that they are doing.

Staff Comment: Assistant Fire Chief Scott Young asked how and if the hydraulic capacity is changed do to the pond being down. Director of Utilities Kelly Dodds explained that the State is only allowing it to be down while being repaired due to the change in the treatment of the total effluent quality.

Public Comment: None

XII. BOARD COMMENT: The consensus of the Board is to have a second Functional Space Work Session to be held on December 12th at 6 P.M.

Director Green updated the public that he heard back from Supervisor Peschong and that he got back to him about a question that was asked by the public “what is the number of people that can live in a single family residence”, and in the absents of Health and Safety Code; California Supreme Court says that District can not limit occupancy, and single-family can be up to 16 people.

Director Green asked how long Mr. Roberson the Interim General Manager; has been Interim and feels that there should be a discussion about what his future plans will be. Discussion ensued. District General Counsel voiced that it would be more appropriate to discuss this topic in closed session.

Director Green voiced that he will not be Board President next year, and asked for no nominations.

XIII. ADJOURNMENT TO NEXT MEETING DECEMBER 12 & 19 2019: 9:52 P.M.



San Miguel Community Services District

December 19, 2019

AGENDA ITEM: XI-1

SUBJECT: Bookkeeper Report for November 2019

RECOMMENDATION: Review and File the Enumeration for Financial Reports for October 2019

November 2019 Payroll Expense: Total CSD Payroll \$47,117.73 (including all liabilities)

November 2019 Income: \$211,714.91

November 2019 Expenses: \$85,156.12

1. Churchwell \$23,709.38 Oct & Nov (2 Billing Periods)
2. PGE \$7,526.17
3. Coblents Biehle & Cramer \$2,760.00
4. JB Dewer \$1,236.66
5. Baldwin Electric Service \$893.72
6. Charter Communication \$309.94
7. Colony Media \$274.18
8. RS Communication \$268.13
9. Stream Line \$200.00
10. Valley Electric Motor Service \$176.00

Health Benefits: (Employer & Employee Contribution)

CalPers Retirement \$5,761.93

CalPers Health: \$4,757.18

SDRMA Dental & Vision \$584.29

Recommendation: Review and File the Enumeration for the Financial Reports for November 2019. This item is for information and discussion only.

PREPARED BY:

Paola Freeman

Paola Freeman, Bookkeeper

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5330	18087S	622 BALDWIN ELECTRIC SERVICE	893.72					
		Rewire Street Lights						
1	150 11/09/19	Street Lights	893.72			30 63000	353	10200
		Total for Vendor:	893.72					
5329	18088S 999999	BEN & STEPHANIE RIANDA	59.56					
		Sewer Deposit Refund						
		1665 Aldo Way						
2	20734-03 11/21/19	Sewer deposit refund	59.56			40 20550		10200
		Total for Vendor:	59.56					
5305	-99659E	416 CALPERS	4,757.18					
		CalPers 1800 Health						
1	15836811 10/14/19	CalPers 1800 Health	331.65			20 62000	205	10250
2	15836811 10/14/19	CalPers 1800 Health	141.58			20 21810		10250
3	15836811 10/14/19	CalPers 1800 Health	77.06			30 63000	205	10250
4	15836811 10/14/19	CalPers 1800 Health	7.38			30 21810		10250
5	15836811 10/14/19	CalPers 1800 Health	1,441.48			40 64000	205	10250
6	15836811 10/14/19	CalPers 1800 Health	105.19			40 64000	206	10250
7	15836811 10/14/19	CalPers 1800 Health	385.60			40 21810		10250
8	15836811 10/14/19	CalPers 1800 Health	1,617.06			50 65000	205	10250
9	15836811 10/14/19	CalPers 1800 Health	105.18			50 65000	206	10250
10	15836811 10/14/19	CalPers 1800 Health	460.57			50 21810		10250
11	15836811 10/14/19	CalPers 1800 Health	77.06			60 66000	205	10250
12	15836811 10/14/19	CalPers 1800 Health	7.37			60 21810		10250
5355	-99654E	416 CALPERS	868.63					
		CalPers 3100 Retirement						
		Classic Plan PP 09/23/19 ~ 10/06/19						
1	15803955 11/06/19	CalPers 3100 Retirement	0.00			20 21850		10250
2	15803955 11/06/19	CalPers 3100 Retirement	43.43			30 21850		10250
3	15803955 11/06/19	CalPers 3100 Retirement	390.88			40 21850		10250
4	15803955 11/06/19	CalPers 3100 Retirement	390.88			50 21850		10250
5	15803955 11/06/19	CalPers 3100 Retirement	43.44			60 21850		10250

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5356	-99648E	416 CALPERS	868.89					
		CalPers 3100 Retirement Classic Plan 10/07/19 ~ 10/20/19						
		included +.26 adjustment						
1	15803970	11/18/19 CalPers 3100 Retirement	0.00			20 21850		10250
2	15803970	11/18/19 CalPers 3100 Retirement	43.44			30 21850		10250
3	15803970	11/18/19 CalPers 3100 Retirement	391.00			40 21850		10250
4	15803970	11/18/19 CalPers 3100 Retirement	391.00			50 21850		10250
5	15803970	11/18/19 CalPers 3100 Retirement	43.45			60 21850		10250
5359	-99649E	416 CALPERS	868.63					
		CalPers 3100 Retirement Classic						
1	15803970	11/15/19 CalPers 3100 Retirement	0.00			20 21850		10250
2	15803970	11/15/19 CalPers 3100 Retirement	43.43			30 21850		10250
3	15803970	11/15/19 CalPers 3100 Retirement	390.88			40 21850		10250
4	15803970	11/15/19 CalPers 3100 Retirement	390.88			50 21850		10250
5	15803970	11/15/19 CalPers 3100 Retirement	43.44			60 21850		10250
5360	-99647E	416 CALPERS	1,603.21					
		CalPers 3100 Retirement PEPRA PP 09/23/19 ~ 10/06/19						
1	15803989	11/06/19 CalPers 3100 Retirement	33.61			20 21851		10250
2	15803989	11/06/19 CalPers 3100 Retirement	17.07			30 21851		10250
3	15803989	11/06/19 CalPers 3100 Retirement	688.78			40 21851		10250
4	15803989	11/06/19 CalPers 3100 Retirement	846.43			50 21851		10250
5	15803989	11/06/19 CalPers 3100 Retirement	17.32			60 21851		10250
5361	-99646E	416 CALPERS	1,552.57					
		CalPers 3100 Retirement PEPRA PP 9/9/19 ~ 9-22-19						
1	15761050	11/06/19 CalPers 3100 Retirement	33.41			20 21851		10250
2	15761050	11/06/19 CalPers 3100 Retirement	17.05			30 21851		10250
3	15761050	11/06/19 CalPers 3100 Retirement	644.35			40 21851		10250
4	15761050	11/06/19 CalPers 3100 Retirement	840.47			50 21851		10250
5	15761050	11/06/19 CalPers 3100 Retirement	17.29			60 21851		10250
		Total for Vendor:	10,519.11					

12/12/19
13:13:43

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 11/19

Page: 3 of 9
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
5342	18089S	67 CHARTER COMMUNICATIONS	309.94					
	Acct# 8245-10-105-0027311	Spectrum Business Internet/Voice						
	Service 11/11/19 ~ 12/10/19							
1	7311111119	11/11/19 Internet/Voice	103.31			20 62000	375	10200
2	7311111119	11/11/19 Internet/Voice	103.31			40 64000	375	10200
3	7311111119	11/11/19 Internet/Voice	103.32			50 65000	375	10200
		Total for Vendor:	309.94					
5327	18086S	473 CHURCHWELL WHITE LLP	12,553.98					
	Professional Services Rendered through September 30 2019							
1	36529	10/21/19 General Counsel	249.60			20 62000	327	10200
2	36529	10/21/19 General Counsel	21.83			30 63000	327	10200
3	36529	10/21/19 General Counsel	401.28			40 64000	327	10200
4	36529	10/21/19 General Counsel	856.28			50 65000	327	10200
5	36529	10/21/19 General Counsel	21.83			60 66000	327	10200
6	36530	10/21/19 Steinbeck vs SLO	1,708.13			50 65000	332	10200
7	36531	10/21/19 Water	904.40			50 65000	327	10200
8	36532	10/21/19 Solid Waste	4,575.20			40 64000	327	10200
11	36534	10/21/19 HR	246.39			20 62000	327	10200
12	36534	10/21/19 HR	22.40			30 63000	327	10200
13	36534	10/21/19 HR	798.52			40 64000	327	10200
14	36534	10/21/19 HR	820.92			50 65000	327	10200
15	36534	10/21/19 HR	22.40			60 66000	327	10200
16	36535	10/21/19 MOU Negotiations	48.00			40 64000	331	10200
17	36529	10/21/19 MOU Negotiations	48.00			50 65000	331	10200
18	36537	10/21/19 Sewer	1,569.40			40 64000	327	10200
19	36536	10/21/19 HR Investigation	52.67			20 62000	327	10200
20	36536	10/21/19 HR Investigation	4.79			30 63000	327	10200
21	36536	10/21/19 HR Investigation	86.18			40 64000	327	10200
22	36536	10/21/19 HR Investigation	90.97			50 65000	327	10200
23	36536	10/21/19 HR Investigation	4.79			60 66000	327	10200

12/12/19
13:13:43

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 11/19

Page: 4 of 9
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
5328	18086S	473 CHURCHWELL WHITE LLP	11,155.40					
		Professional Services Rendered through October 31 2019						
1	36834	11/08/19 General Counsel	540.54			20 62000	327	10200
2	36834	11/08/19 General Counsel	49.14			30 63000	327	10200
3	36834	11/08/19 General Counsel	1,085.93			40 64000	327	10200
4	36834	11/08/19 General Counsel	1,098.45			50 65000	327	10200
5	36834	11/08/19 General Counsel	49.14			60 66000	327	10200
6	36835	11/08/19 Steinbeck vs SLO	6,457.00			50 65000	332	10200
7	36836	11/08/19 Water	79.80			50 65000	327	10200
8	36837	11/08/19 Solid Waste	266.00			40 64000	327	10200
10	36838	11/08/19 HR	123.20			20 62000	327	10200
11	36838	11/08/19 HR	11.20			30 63000	327	10200
12	36838	11/08/19 HR	345.60			40 64000	327	10200
13	36838	11/08/19 HR	356.80			50 65000	327	10200
14	36838	11/08/19 HR	11.20			60 66000	327	10200
15	36839	11/08/19 MOU Negotiation	88.00			40 64000	331	10200
16	36839	11/08/19 MOU Negotiation	88.00			50 65000	331	10200
17	36841	11/08/19 Sewer	212.80			40 64000	327	10200
18	36840	11/08/19 HR Investigation	64.37			20 62000	327	10200
19	36840	11/08/19 HR Investigation	5.85			30 63000	327	10200
20	36840	11/08/19 HR Investigation	105.34			40 64000	327	10200
21	36840	11/08/19 HR Investigation	111.19			50 65000	327	10200
22	36840	11/08/19 HR Investigation	5.85			60 66000	327	10200
		Total for Vendor:	23,709.38					
5331	18090S	583 COBLENTZ BIEHLE & CRAMER	2,760.00					
		Bank Rec, AJE's FUTA, IRS						
1	5799	11/05/19 Bank Rec, AJE's FUTA, IRS	607.20			20 62000	325	10200
2	5799	11/05/19 Bank Rec, AJE's FUTA, IRS	55.20			30 63000	325	10200
3	5799	11/05/19 Bank Rec, AJE's FUTA, IRS	993.60			40 64000	325	10200
4	5799	11/05/19 Bank Rec, AJE's FUTA, IRS	1,048.80			50 65000	325	10200
5	5799	11/05/19 Bank Rec, AJE's FUTA, IRS	55.20			60 66000	325	10200
		Total for Vendor:	2,760.00					

* ... Over spent expenditure

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5320	18072S	634 COLONY MEDIA	274.18					
Legal Ad-San Miguel		CSD-GSA						
1	3230	11/11/19 Weekly Classified Ad	274.18			50 65000	393	10200
		Total for Vendor:	274.18					
5336	18092S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
#8000653								
1	983883A	11/15/19 Metals	67.00			50 65000	358	10200
5338	18092S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
#8000653								
1	983983A	11/14/19 Metals	67.00			50 65000	358	10200
		Total for Vendor:	134.00					
5318	18074S	308 FRONTIER COMMUNICATIONS	82.52					
Acct #805-467-2015-051216-5								
Service from 11/01/19 ~ 11/30/19								
Building Alarm 1150 Mission								
1	Nov 2019	11/01/19 Building Alarm	41.26			40 64000	310	10200
2	Nov2019	11/01/19 Building Alarm	41.26			50 65000	310	10200
		Total for Vendor:	82.52					
5286	18070S	125 GREAT WESTERN ALARM	75.60					
A0702								
Service Period: 11/01/19 ~ 11/30/19								
After Hours								
1	191002242	11/01/19 Answering Service	37.80			40 64000	380	10200
2	191002242	11/01/19 Answering Service	37.80			50 65000	380	10200
		Total for Vendor:	75.60					
5319	18075S	147 JB DEWAR	1,236.66					
Account #80468								
1	86043	11/01/19 Clear Diesel	618.33			20 62000	485	10200
2	86043	11/01/19 Clear Diesel	618.33			40 64000	485	10200
		Total for Vendor:	1,236.66					

12/12/19
13:13:43

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 11/19

Page: 6 of 9
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
5340	18096S	208 PG&E	1,074.41					
Acct #8565976480-8								
1	1019~1119	11/16/19 12th & K 8565976725	8.83			30 63000	381	10200
2	1019~1119	11/16/19 Tract 2710 - 8562053214	67.93			30 63000	381	10200
3	1019~1119	11/16/19 Tract 2710 - 8564394360	29.68			30 63000	381	10200
4	1019~1119	11/16/19 Tract 2710 - 8560673934	74.20			30 63000	381	10200
5	1019~1119	11/16/19 Mission Heights - 856597648	163.03			30 63000	381	10200
6	1019~1119	11/16/19 Tract 2605 - 8565976109	34.94			30 63000	381	10200
7	1019~1119	11/16/19 9898 River Rd. - 8565976002	324.33			30 63000	381	10200
8	1019~1119	11/16/19 9898 River Rd. - 8565976004	41.80			30 63000	381	10200
9	1019~1119	11/16/19 9898 River Rd. - 8565976008	197.68			30 63000	381	10200
10	1019~1119	11/16/19 9898 River Rd. - 8565976014	66.54			30 63000	381	10200
11	1019~1119	11/16/19 9898 River Rd. - 8565976481	46.44			30 63000	381	10200
12	1019~1119	11/16/19 9898 River Rd. - 8565976483	19.01			30 63000	381	10200
Total for Vendor:			1,074.41					
5349	18097S	209 PG&E	7,526.17					
Acct #3675186851-8								
1	1019~1119	11/21/19 Old Fire Station / 1297 L S	22.69			20 62000	381	10200
2	1019~1119	11/21/19 New Fire Station 1150 Missi	5.19			20 62000	381	10200
3	1019~1119	11/21/19 Water Works #1 / Well 3	2,786.72			50 65000	381	10200
4	1019~1119	11/21/19 Bonita Pl & 16th / Well 4	730.84			50 65000	381	10200
5	1019~1119	11/21/19 N St / WWTP	3,460.24			40 64000	381	10200
6	1019~1119	11/21/19 2HP Booster Station	18.26			50 65000	381	10200
7	1019~1119	11/21/19 Mission Heights Booster	9.86			50 65000	381	10200
8	1019~1119	11/21/19 14th St. & K St.	43.28			50 65000	381	10200
9	1019~1119	11/21/19 942 Soka Way lift station	105.61			40 64000	381	10200
10	1019~1119	11/21/19 Missn & 12th Lanscape~St li	252.16			30 63000	381	10200
11	1019~1119	11/21/19 SLT Well	91.32			50 65000	381	10200
Total for Vendor:			7,526.17					
5315	18078S	600 RS COMMUNICATIONS CONSULTANTS	268.13					
Truck #8668 BK Radio								
1	SanM925019	11/14/19 ION Battery	268.13			20 62000	470	10200
Total for Vendor:			268.13					

12/12/19
13:13:43

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 11/19

Page: 7 of 9
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
5310	18079S	238 SAN MIGUEL GARBAGE	103.98					
Account # 318694 Service 11/01/19 ~ 11/30/19								
1	11-2019	11/01/19 Trash Disposal	51.99			40 64000	383	10200
2	11-2019	11/01/19 Trash Disposal	51.99			50 65000	383	10200
Total for Vendor:			103.98					
5304	4103S	247 SDRMA	584.29					
Employee Dental & Vision Insurance								
1	30755	10/22/19 Dental	44.89			20 21811		10250
2	30755	10/22/19 Dental	18.78			30 21811		10250
3	30755	10/22/19 Dental	209.39			40 21811		10250
4	30755	10/22/19 Dental	219.82			50 21811		10250
5	30755	10/22/19 Dental	18.78			60 21811		10250
6	30755	10/22/19 Vision	7.32			20 21812		10250
7	30755	10/22/19 Vision	2.53			30 21812		10250
8	30755	10/22/19 Vision	29.27			40 21812		10250
9	30755	10/22/19 Vision	30.99			50 21812		10250
10	30755	10/22/19 Vision	2.52			60 21812		10250
Total for Vendor:			584.29					
5316	18080S	534 STREAMLINE	200.00					
Web Page Hosting								
1	102391	11/10/19 Web Page Monthly Fee Oct	44.00			20 62000	376	10200
2	102391	11/10/19 Web Page Monthly Fee Oct	4.00			30 63000	376	10200
3	102391	11/10/19 Web Page Monthly Fee Oct	72.00			40 64000	376	10200
4	102391	11/10/19 Web Page Monthly Fee Oct	76.00			50 65000	376	10200
5	102391	11/10/19 Web Page Monthly Fee Oct	4.00			60 66000	376	10200
Total for Vendor:			200.00					
5345	18101S	999999 VALLEY ELECTRIC MOTOR SERVICE,	176.00					
Labor to Disassemble & Inspect TECO Aerator								
2	28161	11/13/19 Inspect TECO Aerator	176.00			40 64000	582	10200
Total for Vendor:			176.00					
# of Claims			25	Total:	49,987.65			
Total Electronic Claims			10,519.11					
Total Non-Electronic Claims			39468.54					

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$2,945.62
10250 HOB - Payroll	\$592.46
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$2,394.70
10250 HOB - Payroll	\$270.17
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$15,301.95
10250 HOB - Payroll	\$4,676.82
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$18,067.57
10250 HOB - Payroll	\$5,293.28
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$174.41
10250 HOB - Payroll	\$270.67
Total:	\$49,987.65

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	1,128.00	1,128.00	0.00	-1,128.00	** %
40300	Fireworks Permit Fees	0.00	0.00	2,500.00	2,500.00	0 %
40310	Fireworks Refundable C/Up Bond	0.00	-704.00	0.00	704.00	** %
40320	Fire Impact Fees	0.00	7,675.12	0.00	-7,675.12	** %
40410	Mutual Aid Fires	0.00	12,962.09	0.00	-12,962.09	** %
40420	Ambulance Reimbursement	0.00	1,198.00	4,400.00	3,202.00	27 %
40500	VFA Assistance Grant	0.00	19,618.78	20,000.00	381.22	98 %
40510	Sponsored Training Fees	0.00	400.00	0.00	-400.00	** %
	Account Group Total:	1,128.00	42,277.99	26,900.00	-15,377.99	157 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	37,333.90	56,888.31	389,155.00	332,266.69	15 %
	Account Group Total:	37,333.90	56,888.31	389,155.00	332,266.69	15 %
46000	Revenues & Interest					
46000	Revenues & Interest	61.88	168.25	0.00	-168.25	** %
46151	Refund/Adjustments	0.00	66.02	0.00	-66.02	** %
46153	Plan Check Fees	0.00	150.00	0.00	-150.00	** %
46155	Will Serve Processing Fees	0.00	850.00	0.00	-850.00	** %
46157	Donation	100.00	4,325.00	0.00	-4,325.00	** %
	Account Group Total:	161.88	5,559.27	0.00	-5,559.27	** %
	Fund Total:	38,623.78	104,725.57	416,055.00	311,329.43	25 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	11,115.90	16,912.44	113,842.00	96,929.56	15 %
	Account Group Total:	11,115.90	16,912.44	113,842.00	96,929.56	15 %
46000	Revenues & Interest					
46000	Revenues & Interest	167.83	1,782.00	0.00	-1,782.00	** %
46100	Realized Earnings	320.10	4,533.43	0.00	-4,533.43	** %
46150	Miscellaneous Income	100.00	200.00	0.00	-200.00	** %
	Account Group Total:	587.93	6,515.43	0.00	-6,515.43	** %
	Fund Total:	11,703.83	23,427.87	113,842.00	90,414.13	21 %
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	80,161.97	385,028.03	867,202.00	482,173.97	44 %
40910	Wastewater Late Charges	1,514.73	5,670.29	0.00	-5,670.29	** %
	Account Group Total:	81,676.70	390,698.32	867,202.00	476,503.68	45 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,598.81	8,780.79	58,942.00	50,161.21	15 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	Account Group Total:	5,598.81	8,780.79	58,942.00	50,161.21	15 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	151.87	0.00	-151.87	** %
46006	IRWM Grants	0.00	112,937.16	0.00	-112,937.16	** %
46008	DWR Grants	0.00	0.00	250,000.00	250,000.00	0 %
46150	Miscellaneous Income	864.00	864.00	0.00	-864.00	** %
46151	Refund/Adjustments	101.64	167.66	0.00	-167.66	** %
	Account Group Total:	965.64	114,120.69	250,000.00	135,879.31	46 %
	Fund Total:	88,241.15	513,599.80	1,176,144.00	662,544.20	44 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	71,323.25	405,711.17	859,010.00	453,298.83	47 %
41005	Water Late Charges	1,717.77	8,768.00	0.00	-8,768.00	** %
41010	Water Meter Fees	0.00	-5,000.51	0.00	5,000.51	** %
	Account Group Total:	73,041.02	409,478.66	859,010.00	449,531.34	48 %
46000	Revenues & Interest					
46000	Revenues & Interest	32.48	300.44	0.00	-300.44	** %
46151	Refund/Adjustments	68.64	134.66	0.00	-134.66	** %
	Account Group Total:	101.12	435.10	0.00	-435.10	** %
	Fund Total:	73,142.14	409,913.76	859,010.00	449,096.24	48 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46000	Revenues & Interest	4.01	4.01	0.00	-4.01	** %
46005	Franchise Fees	0.00	12,660.77	32,323.00	19,662.23	39 %
	Account Group Total:	4.01	12,664.78	32,323.00	19,658.22	39 %
	Fund Total:	4.01	12,664.78	32,323.00	19,658.22	39 %
	Grand Total:	211,714.91	1,064,331.78	2,597,374.00	1,533,042.22	41 %

Fund	Received			Revenue To Be Received	% Received
	Current Month	Received YTD	Estimated Revenue		
20 FIRE PROTECTION DEPARTMENT	38,623.78	104,725.57	416,055.00	311,329.43	25 %
30 STREET LIGHTING DEPARTMENT	11,703.83	23,427.87	113,842.00	90,414.13	21 %
40 WASTEWATER DEPARTMENT	88,241.15	513,599.80	1,176,144.00	662,544.20	44 %
50 WATER DEPARTMENT	73,142.14	409,913.76	859,010.00	449,096.24	48 %
60 SOLID WASTE DEPARTMENT	4.01	12,664.78	32,323.00	19,658.22	39 %
Grand Total:	211,714.91	1,064,331.78	2,597,374.00	1,533,042.22	41 %

12/11/19
09:08:06SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 19Page: 1 of 7
Report ID: B100C

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	6,727.46	36,448.46	123,337.00	123,337.00	86,888.54	30 %
	110 Payroll tax expense	0.00	0.00	28,000.00	28,000.00	28,000.00	0 %
	111 BOD Stipend	88.00	462.00	1,313.00	1,313.00	851.00	35 %
	115 Payroll Expenses	95.51	1,097.06	750.00	750.00	-347.06	146 %
	120 Workers' Compensation	0.00	6,910.61	9,000.00	9,000.00	2,089.39	77 %
	121 Physicals	0.00	150.00	2,500.00	2,500.00	2,350.00	6 %
	125 Volunteer firefighter stipends	5,067.70	12,788.41	38,000.00	38,000.00	25,211.59	34 %
	135 Payroll Tax - FICA	102.51	827.54	0.00	0.00	-827.54	*** %
	140 Payroll Tax - Medicare	165.00	681.92	0.00	0.00	-681.92	*** %
	155 Payroll Tax - SUI	53.22	144.08	0.00	0.00	-144.08	*** %
	205 Insurance - Health	367.91	1,814.91	4,944.00	4,944.00	3,129.09	37 %
	210 Insurance - Dental	0.00	0.00	400.00	400.00	400.00	0 %
	215 Insurance - Vision	0.00	0.00	100.00	100.00	100.00	0 %
	225 Retirement - PERS expense	0.00	2,709.74	6,836.00	6,836.00	4,126.26	40 %
	305 Operations and maintenance	0.00	633.22	6,000.00	6,000.00	5,366.78	11 %
	310 Phone and fax expense	0.00	88.52	900.00	900.00	811.48	10 %
	315 Postage, shipping and freight	0.00	2.86	200.00	200.00	197.14	1 %
	320 Printing and reproduction	0.00	30.92	300.00	300.00	269.08	10 %
	325 Professional svcs - Accounting	607.20	5,676.00	6,565.00	6,565.00	889.00	86 %
	327 Professional svcs - Legal (General)	1,276.77	2,452.30	14,225.00	14,225.00	11,772.70	17 %
	328 Insurance - prop and liability	0.00	12,963.19	13,100.00	13,100.00	136.81	99 %
	331 Professional Services - Legal	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
	334 Maintenance Agreements	0.00	1,791.87	4,320.00	4,320.00	2,528.13	41 %
	335 Meals - Reimbursement	0.00	0.00	600.00	600.00	600.00	0 %
	340 Meetings and conferences	0.00	1.25	500.00	500.00	498.75	0 %
	345 Mileage expense reimbursement	0.00	4.75	500.00	500.00	495.25	1 %
	350 Repairs and maint - computers	0.00	710.11	3,860.00	3,860.00	3,149.89	18 %
	351 Repairs and maint - equip	0.00	581.12	8,000.00	8,000.00	7,418.88	7 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	354 Repairs and maint - vehicles	0.00	1,289.97	15,000.00	15,000.00	13,710.03	9 %
	370 Dispatch services (Fire)	0.00	8,963.00	11,000.00	11,000.00	2,037.00	81 %
	375 Internet expenses	103.31	516.55	1,400.00	1,400.00	883.45	37 %
	376 Webpage- Upgrade/Maint	44.00	220.00	525.00	525.00	305.00	42 %
	380 Utilities - alarm service	0.00	10.20	165.00	165.00	154.80	6 %
	381 Utilities - electric	27.88	1,476.21	2,500.00	2,500.00	1,023.79	59 %
	382 Utilities - propane	0.00	62.90	500.00	500.00	437.10	13 %
	385 Dues and subscriptions	0.00	4,833.67	4,000.00	4,000.00	-833.67	121 %
	386 Education and training	0.00	360.60	6,000.00	6,000.00	5,639.40	6 %
	393 Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	2,035.69	1,755.00	1,755.00	-280.69	116 %
	395 Community Outreach	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	405 Software	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	410 Office Supplies	0.00	896.85	450.00	450.00	-446.85	199 %
	450 EMS supplies	0.00	82.97	3,000.00	3,000.00	2,917.03	3 %
	455 Fire Safety Gear & Equipment	0.00	930.55	3,000.00	3,000.00	2,069.45	31 %
	456 VFF Assistance Grant	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
	465 Cell phones, radios and pagers	39.95	191.30	605.00	605.00	413.70	32 %
	470 Communication equipment	268.13	268.13	5,000.00	5,000.00	4,731.87	5 %

12/11/19
09:08:06SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 19Page: 2 of 7
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
	475 Computer supplies and upgrades	0.00	9,933.77	8,000.00	8,000.00	-1,933.77	124 %
	485 Fuel expense	618.33	1,614.14	6,500.00	6,500.00	4,885.86	25 %
	490 Small tools and equipment	0.00	466.90	2,000.00	2,000.00	1,533.10	23 %
	495 Uniform expense	0.00	543.58	3,000.00	3,000.00	2,456.42	18 %
	503 Weed Abatement Costs	0.00	0.00	9,000.00	9,000.00	9,000.00	0 %
	505 Fire Training Grounds	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	510 Fire station addition	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	710 County hazmat dues	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	715 Licenses, permits and fees	0.00	0.00	800.00	800.00	800.00	0 %
	960 Property tax expense	0.00	210.62	215.00	215.00	4.38	98 %
	Account Total:	15,652.88	123,878.44	414,965.00	414,965.00	291,086.56	30 %
	Account Group Total:	15,652.88	123,878.44	414,965.00	414,965.00	291,086.56	30 %
70000	Transfer Out						
70000	Transfer Out						
	990 Retirement/Health Ins Liability	0.00	0.00	685.00	685.00	685.00	0 %
	Account Total:	0.00	0.00	685.00	685.00	685.00	0 %
	Account Group Total:	0.00	0.00	685.00	685.00	685.00	0 %
	Fund Total:	15,652.88	123,878.44	415,650.00	415,650.00	291,771.56	30 %
30 STREET LIGHTING DEPARTMENT							
63000	Lighting						
63000	Lighting						
	105 Salaries and Wages	737.77	4,099.94	11,000.00	11,000.00	6,900.06	37 %
	110 Payroll tax expense	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	111 BOD Stipend	8.00	42.00	109.00	109.00	67.00	39 %
	115 Payroll Expenses	8.69	52.47	150.00	150.00	97.53	35 %
	120 Workers' Compensation	0.00	1.39	200.00	200.00	198.61	1 %
	135 Payroll Tax - FICA	2.17	8.94	0.00	0.00	-8.94	*** %
	140 Payroll Tax - Medicare	10.78	58.98	0.00	0.00	-58.98	*** %
	155 Payroll Tax - SUI	2.17	9.05	0.00	0.00	-9.05	*** %
	205 Insurance - Health	86.56	350.99	1,212.00	1,212.00	861.01	29 %
	210 Insurance - Dental	0.00	0.00	150.00	150.00	150.00	0 %
	215 Insurance - Vision	0.00	0.00	100.00	100.00	100.00	0 %
	225 Retirement - PERS expense	0.00	246.34	650.00	650.00	403.66	38 %
	305 Operations and maintenance	0.00	1.33	2,000.00	2,000.00	1,998.67	0 %
	315 Postage, shipping and freight	0.00	0.12	0.00	0.00	-0.12	*** %
	320 Printing and reproduction	0.00	0.55	100.00	100.00	99.45	1 %
	325 Professional svcs - Accounting	55.20	516.00	544.00	544.00	28.00	95 %
	326 Professional svcs - Engineering	0.00	585.00	5,000.00	5,000.00	4,415.00	12 %
	327 Professional svcs - Legal (General)	115.21	222.16	1,179.00	1,179.00	956.84	19 %
	328 Insurance - prop and liability	0.00	363.97	450.00	450.00	86.03	81 %
	331 Professional Services - Legal	0.00	0.00	900.00	900.00	900.00	0 %
	334 Maintenance Agreements	0.00	92.60	300.00	300.00	207.40	31 %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	17.24	24.65	45.00	45.00	20.35	55 %
	350 Repairs and maint - computers	0.00	48.37	100.00	100.00	51.63	48 %

12/11/19
09:08:06SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 19Page: 3 of 7
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	351 Repairs and maint - equip	0.00	606.68	1,000.00	1,000.00	393.32	61 %
	353 Repairs & Maint- Infrastructure	893.72	893.72	24,000.00	24,000.00	23,106.28	4 %
	376 Webpage- Upgrade/Maint	4.00	20.00	44.00	44.00	24.00	45 %
	381 Utilities - electric	252.16	4,161.10	26,000.00	26,000.00	21,838.90	16 %
	382 Utilities - propane	0.00	5.72	0.00	0.00	-5.72	*** %
	385 Dues and subscriptions	0.00	81.07	300.00	300.00	218.93	27 %
	386 Education and training	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	393 Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	339.28	293.00	293.00	-46.28	116 %
	410 Office Supplies	0.00	6.19	25.00	25.00	18.81	25 %
	465 Cell phones, radios and pagers	4.40	22.85	75.00	75.00	52.15	30 %
	475 Computer supplies and upgrades	0.00	0.00	200.00	200.00	200.00	0 %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	715 Licenses, permits and fees	0.00	0.00	50.00	50.00	50.00	0 %
	990 Retirement/Health Ins Liability	0.00	0.00	343.00	343.00	343.00	0 %
	Account Total:	2,198.07	12,861.46	81,969.00	81,969.00	69,107.54	16 %
	Account Group Total:	2,198.07	12,861.46	81,969.00	81,969.00	69,107.54	16 %
	Fund Total:	2,198.07	12,861.46	81,969.00	81,969.00	69,107.54	16 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	11,967.66	49,800.06	204,870.00	204,870.00	155,069.94	24 %
	109 Stand-by Hours	803.82	3,759.08	7,500.00	7,500.00	3,740.92	50 %
	110 Payroll tax expense	0.00	0.00	12,903.00	12,903.00	12,903.00	0 %
	111 BOD Stipend	144.00	756.00	2,190.00	2,190.00	1,434.00	35 %
	115 Payroll Expenses	156.30	916.17	1,000.00	1,000.00	83.83	92 %
	120 Workers' Compensation	0.00	7,393.96	6,500.00	6,500.00	-893.96	114 %
	135 Payroll Tax - FICA	41.81	146.68	0.00	0.00	-146.68	*** %
	140 Payroll Tax - Medicare	186.71	951.65	0.00	0.00	-951.65	*** %
	155 Payroll Tax - SUI	41.78	148.41	0.00	0.00	-148.41	*** %
	205 Insurance - Health	1,731.48	7,107.17	34,800.00	34,800.00	27,692.83	20 %
	206 Insurance - CalPers Health Retiree	105.19	420.76	600.00	600.00	179.24	70 %
	210 Insurance - Dental	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	215 Insurance - Vision	0.00	0.00	400.00	400.00	400.00	0 %
	225 Retirement - PERS expense	0.00	4,890.62	19,000.00	19,000.00	14,109.38	26 %
	305 Operations and maintenance	0.00	852.40	6,000.00	6,000.00	5,147.60	14 %
	310 Phone and fax expense	41.26	442.53	1,800.00	1,800.00	1,357.47	25 %
	315 Postage, shipping and freight	0.00	752.05	4,000.00	4,000.00	3,247.95	19 %
	320 Printing and reproduction	0.00	565.78	750.00	750.00	184.22	75 %
	325 Professional svcs - Accounting	993.60	9,288.00	10,948.00	10,948.00	1,660.00	85 %
	326 Professional svcs - Engineering	0.00	2,355.00	12,000.00	12,000.00	9,645.00	20 %
	327 Professional svcs - Legal (General)	9,494.25	18,253.92	23,720.00	23,720.00	5,466.08	77 %
	328 Insurance - prop and liability	0.00	10,029.17	8,500.00	8,500.00	-1,529.17	118 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract labor	0.00	325.00	5,000.00	5,000.00	4,675.00	7 %

12/11/19
09:08:06SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 19Page: 4 of 7
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
331	Professional Services - Legal	88.00	440.00	20,250.00	20,250.00	19,810.00	2 %
334	Maintenance Agreements	0.00	4,385.41	6,600.00	6,600.00	2,214.59	66 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
345	Mileage expense reimbursement	155.14	241.84	912.00	912.00	670.16	27 %
350	Repairs and maint - computers	0.00	1,410.21	3,300.00	3,300.00	1,889.79	43 %
351	Repairs and maint - equip	0.00	311.95	14,000.00	14,000.00	13,688.05	2 %
352	Repairs and maint - structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint- Infrastructure	0.00	250.00	3,000.00	3,000.00	2,750.00	8 %
354	Repairs and maint - vehicles	0.00	575.13	2,000.00	2,000.00	1,424.87	29 %
355	Testing & Supplies (WWTP)	0.00	1,113.00	12,000.00	12,000.00	10,887.00	9 %
375	Internet expenses	103.31	876.43	1,400.00	1,400.00	523.57	63 %
376	Webpage- Upgrade/Maint	72.00	360.00	876.00	876.00	516.00	41 %
380	Utilities - alarm service	37.80	258.90	700.00	700.00	441.10	37 %
381	Utilities - electric	3,565.85	24,290.03	70,000.00	70,000.00	45,709.97	35 %
382	Utilities - propane	0.00	102.93	1,000.00	1,000.00	897.07	10 %
383	Utilities - trash	51.99	259.95	700.00	700.00	440.05	37 %
385	Dues and subscriptions	0.00	2,179.37	3,000.00	3,000.00	820.63	73 %
386	Education and training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
393	Advertising and public notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
394	LAFCO Allocations	0.00	2,035.69	1,755.00	1,755.00	-280.69	116 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
410	Office Supplies	0.00	187.24	1,000.00	1,000.00	812.76	19 %
459	Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
465	Cell phones, radios and pagers	104.10	447.90	1,735.00	1,735.00	1,287.10	26 %
475	Computer supplies and upgrades	0.00	8,646.68	10,000.00	10,000.00	1,353.32	86 %
485	Fuel expense	618.33	1,123.86	5,000.00	5,000.00	3,876.14	22 %
490	Small tools and equipment	0.00	3,456.20	4,000.00	4,000.00	543.80	86 %
495	Uniform expense	0.00	345.57	1,000.00	1,000.00	654.43	35 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	500.00	500.00	500.00	0 %
581	WWTP Expansion	0.00	0.00	250,000.00	250,000.00	250,000.00	0 %
582	WWTP Plant Maintenance	176.00	3,243.50	12,000.00	12,000.00	8,756.50	27 %
585	Sludge Removal Project	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
705	Waste Discharge Fees/Permits	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, permits and fees	0.00	120.00	1,000.00	1,000.00	880.00	12 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	500.00	500.00	500.00	0 %
940	Bank service charges	0.00	17.50	0.00	0.00	-17.50	*** %
960	Property tax expense	0.00	127.84	200.00	200.00	72.16	64 %
970	WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
990	Retirement/Health Ins Liability	0.00	0.00	7,707.00	7,707.00	7,707.00	0 %
	Account Total:	30,680.38	176,772.35	953,716.00	953,716.00	776,943.65	19 %
	Account Group Total:	30,680.38	176,772.35	953,716.00	953,716.00	776,943.65	19 %
	Fund Total:	30,680.38	176,772.35	953,716.00	953,716.00	776,943.65	19 %

12/11/19
09:08:06SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 19Page: 5 of 7
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	13,688.45	58,223.25	213,252.00	213,252.00	155,028.75	27 %
	109 Stand-by Hours	803.81	3,759.07	7,500.00	7,500.00	3,740.93	50 %
	110 Payroll tax expense	0.00	0.00	12,903.00	12,903.00	12,903.00	0 %
	111 BOD Stipend	152.00	798.00	2,279.00	2,279.00	1,481.00	35 %
	115 Payroll Expenses	164.99	962.81	1,000.00	1,000.00	37.19	96 %
	120 Workers' Compensation	0.00	5,762.13	6,100.00	6,100.00	337.87	94 %
	135 Payroll Tax - FICA	47.90	166.12	0.00	0.00	-166.12	*** %
	140 Payroll Tax - Medicare	212.12	1,076.11	0.00	0.00	-1,076.11	*** %
	155 Payroll Tax - SUI	47.86	168.02	0.00	0.00	-168.02	*** %
	205 Insurance - Health	1,994.06	8,164.74	36,168.00	36,168.00	28,003.26	23 %
	206 Insurance - CalPers Health Retiree	105.18	420.72	600.00	600.00	179.28	70 %
	210 Insurance - Dental	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	215 Insurance - Vision	0.00	0.00	400.00	400.00	400.00	0 %
	225 Retirement - PERS expense	0.00	5,136.96	19,000.00	19,000.00	13,863.04	27 %
	305 Operations and maintenance	0.00	1,106.17	8,000.00	8,000.00	6,893.83	14 %
	310 Phone and fax expense	41.26	442.52	1,800.00	1,800.00	1,357.48	25 %
	315 Postage, shipping and freight	0.00	752.16	4,000.00	4,000.00	3,247.84	19 %
	320 Printing and reproduction	0.00	566.32	1,000.00	1,000.00	433.68	57 %
	324 Professional Svcs- GSA-GSP	0.00	8,418.36	20,000.00	20,000.00	11,581.64	42 %
	325 Professional svcs - Accounting	1,048.80	9,804.00	11,396.00	11,396.00	1,592.00	86 %
	326 Professional svcs - Engineering	0.00	3,465.00	20,000.00	20,000.00	16,535.00	17 %
	327 Professional svcs - Legal (General)	4,366.81	19,522.15	24,691.00	24,691.00	5,168.85	79 %
	328 Insurance - prop and liability	0.00	15,742.20	14,414.00	14,414.00	-1,328.20	109 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract labor	0.00	325.00	5,000.00	5,000.00	4,675.00	7 %
	331 Professional Services - Legal	88.00	440.00	21,150.00	21,150.00	20,710.00	2 %
	332 Professional Services - Legal	8,165.13	12,479.23	100,000.00	100,000.00	87,520.77	12 %
	334 Maintenance Agreements	0.00	4,477.99	6,600.00	6,600.00	2,122.01	68 %
	335 Meals - Reimbursement	0.00	0.00	200.00	200.00	200.00	0 %
	340 Meetings and conferences	0.00	0.00	950.00	950.00	950.00	0 %
	345 Mileage expense reimbursement	155.14	287.37	1,000.00	1,000.00	712.63	29 %
	350 Repairs and maint - computers	0.00	1,408.58	3,300.00	3,300.00	1,891.42	43 %
	351 Repairs and maint - equip	0.00	249.70	2,000.00	2,000.00	1,750.30	12 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	353 Repairs & Maint- Infrastructure	0.00	36,609.56	25,000.00	25,000.00	-11,609.56	146 %
	354 Repairs and maint - vehicles	0.00	433.47	2,000.00	2,000.00	1,566.53	22 %
	356 Testing & Supplies - Well #3 (Water)	0.00	410.46	3,500.00	3,500.00	3,089.54	12 %
	357 Testing & Supplies - Well #4 (Water)	0.00	410.46	3,500.00	3,500.00	3,089.54	12 %
	358 Testing & Supplies- SLT Well (Water)	134.00	1,655.48	6,000.00	6,000.00	4,344.52	28 %
	359 Testing & Supplies-Other	0.00	1,157.00	6,000.00	6,000.00	4,843.00	19 %
	362 Cross-Connection Control Svcs.	0.00	204.20	1,000.00	1,000.00	795.80	20 %
	375 Internet expenses	103.32	516.60	1,400.00	1,400.00	883.40	37 %
	376 Webpage- Upgrade/Maint	76.00	380.00	912.00	912.00	532.00	42 %
	380 Utilities - alarm service	37.80	258.90	700.00	700.00	441.10	37 %
	381 Utilities - electric	3,680.28	16,944.91	55,000.00	55,000.00	38,055.09	31 %
	382 Utilities - propane	0.00	108.64	1,000.00	1,000.00	891.36	11 %
	383 Utilities - trash	51.99	259.95	700.00	700.00	440.05	37 %
	385 Dues and subscriptions	0.00	2,260.43	2,600.00	2,600.00	339.57	87 %

12/11/19
09:08:06SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 19Page: 6 of 7
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	386 Education and training	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	393 Advertising and public notices	274.18	274.18	1,000.00	1,000.00	725.82	27 %
	394 LAFCO Allocations	0.00	2,035.69	1,755.00	1,755.00	-280.69	116 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	410 Office Supplies	0.00	193.40	1,000.00	1,000.00	806.60	19 %
	459 Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
	465 Cell phones, radios and pagers	122.00	519.50	1,828.00	1,828.00	1,308.50	28 %
	475 Computer supplies and upgrades	0.00	8,327.58	10,000.00	10,000.00	1,672.42	83 %
	481 Chemicals- Well #3	0.00	936.19	3,000.00	3,000.00	2,063.81	31 %
	482 Chemicals-Well #4	0.00	968.07	3,500.00	3,500.00	2,531.93	28 %
	483 Chemicals-SLT Well	0.00	569.42	1,500.00	1,500.00	930.58	38 %
	485 Fuel expense	0.00	505.54	3,000.00	3,000.00	2,494.46	17 %
	490 Small tools and equipment	0.00	3,418.57	3,000.00	3,000.00	-418.57	114 %
	495 Uniform expense	0.00	345.57	1,000.00	1,000.00	654.43	35 %
	520 Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	525 Water meter replacement	0.00	2,753.39	15,000.00	15,000.00	12,246.61	18 %
	526 Development Meters	0.00	6,906.85	0.00	0.00	-6,906.85	*** %
	535 Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	605 USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	715 Licenses, permits and fees	0.00	0.00	6,500.00	6,500.00	6,500.00	0 %
	805 Refundable Water/Sewer/Hydrant	0.00	0.00	500.00	500.00	500.00	0 %
	930 Interest Fees	0.00	2,039.19	50,000.00	50,000.00	47,960.81	4 %
	940 Bank service charges	5.38	60.76	0.00	0.00	-60.76	*** %
	990 Retirement/Health Ins Liability	0.00	0.00	8,050.00	8,050.00	8,050.00	0 %
	Account Total:	35,566.46	256,399.45	822,148.00	822,148.00	565,748.55	31 %
	Account Group Total:	35,566.46	256,399.45	822,148.00	822,148.00	565,748.55	31 %
	Fund Total:	35,566.46	256,399.45	822,148.00	822,148.00	565,748.55	31 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
	66000 SOLID WASTE						
	105 Salaries and Wages	740.91	3,983.61	10,239.00	10,239.00	6,255.39	39 %
	110 Payroll tax expense	0.00	0.00	800.00	800.00	800.00	0 %
	111 BOD Stipend	8.00	42.00	109.00	109.00	67.00	39 %
	115 Payroll Expenses	8.69	47.60	100.00	100.00	52.40	48 %
	120 Workers' Compensation	0.00	1.39	100.00	100.00	98.61	1 %
	135 Payroll Tax - FICA	2.19	9.01	0.00	0.00	-9.01	*** %
	140 Payroll Tax - Medicare	13.05	68.35	0.00	0.00	-68.35	*** %
	155 Payroll Tax - SUI	0.00	0.15	0.00	0.00	-0.15	*** %
	205 Insurance - Health	89.30	363.33	1,164.00	1,164.00	800.67	31 %
	210 Insurance - Dental	0.00	0.00	100.00	100.00	100.00	0 %
	215 Insurance - Vision	0.00	0.00	100.00	100.00	100.00	0 %
	225 Retirement - PERS expense	0.00	246.34	200.00	200.00	-46.34	123 %
	305 Operations and maintenance	0.00	1.33	2,000.00	2,000.00	1,998.67	0 %
	315 Postage, shipping and freight	0.00	0.12	500.00	500.00	499.88	0 %
	320 Printing and reproduction	0.00	0.55	500.00	500.00	499.45	0 %
	325 Professional svcs - Accounting	55.20	516.00	547.00	547.00	31.00	94 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
327	Professional svcs - Legal (General)	115.21	287.38	1,185.00	1,185.00	897.62	24 %
328	Insurance - prop and liability	0.00	363.98	100.00	100.00	-263.98	364 %
331	Professional Services - Legal	0.00	0.00	900.00	900.00	900.00	0 %
334	Maintenance Agreements	0.00	92.60	300.00	300.00	207.40	31 %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	17.23	25.28	46.00	46.00	20.72	55 %
350	Repairs and maint - computers	0.00	48.38	100.00	100.00	51.62	48 %
376	Webpage- Upgrade/Maint	4.00	20.00	44.00	44.00	24.00	45 %
382	Utilities - propane	0.00	5.72	0.00	0.00	-5.72	*** %
384	Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
385	Dues and subscriptions	0.00	81.07	50.00	50.00	-31.07	162 %
386	Education and training	0.00	0.00	500.00	500.00	500.00	0 %
393	Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
394	LAFCO Allocations	0.00	339.28	293.00	293.00	-46.28	116 %
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	0.00	6.19	25.00	25.00	18.81	25 %
465	Cell phones, radios and pagers	4.55	23.45	77.00	77.00	53.55	30 %
475	Computer supplies and upgrades	0.00	0.00	200.00	200.00	200.00	0 %
990	Retirement/Health Ins Liability	0.00	0.00	343.00	343.00	343.00	0 %
	Account Total:	1,058.33	6,573.11	24,322.00	24,322.00	17,748.89	27 %
	Account Group Total:	1,058.33	6,573.11	24,322.00	24,322.00	17,748.89	27 %
	Fund Total:	1,058.33	6,573.11	24,322.00	24,322.00	17,748.89	27 %
	Grand Total:	85,156.12	576,484.81	2,297,805.00	2,297,805.00	1,721,320.19	25 %

12/11/19
09:10:37SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 11/19Page: 1 of 1
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	190,209.61	38,561.90	0.00	12,345.40	3,369.21	213,056.90
10250 HOB - Payroll	479.94	12,345.40	0.00	11,681.09	592.46	551.79
10340 Pac Premier Operational Reserve	187,825.00	0.00	0.00	0.00	0.00	187,825.00
10350 HOB - Capital Reserve Acct.	242,806.68	61.88	0.00	0.00	0.00	242,868.56
Total Fund	621,321.23	50,969.18		24,026.49	3,961.67	644,302.25
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	218,074.40	11,215.90	0.00	878.59	196.73	228,214.98
10250 HOB - Payroll	8.42	878.59	0.00	700.75	226.74	-40.48
10340 Pac Premier Operational Reserve	40,984.50	0.00	0.00	0.00	0.00	40,984.50
10350 HOB - Capital Reserve Acct.	70,146.34	13.50	0.00	0.00	0.00	70,159.84
10460 Cantella & Co. Investment Acct.	149,553.73	474.43	0.00	0.00	0.00	150,028.16
Total Fund	478,767.39	12,582.42		1,579.34	423.47	489,347.00
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	277,758.14	72,495.35	3,828.58	15,595.04	12,442.83	326,044.20
10250 HOB - Payroll	2,969.68	15,595.04	0.00	11,959.02	4,285.94	2,319.76
10260 Pac Western Bank --Long Term	977.81	25.00	0.00	25.00	0.00	977.81
10350 HOB - Capital Reserve Acct.	316,303.08	0.00	0.00	0.00	0.00	316,303.08
Total Fund	598,008.71	88,115.39	3,828.58	27,579.06	16,728.77	645,644.85
50 WATER DEPARTMENT						
10150 Cash in SLO County	75,215.66	0.00	0.00	0.00	0.00	75,215.66
10200 Operating Cash - Premier	-77,461.93	67,504.06	0.00	17,953.32	18,878.83	-46,790.02
10250 HOB - Payroll	3,945.47	17,667.79	0.00	13,524.75	4,902.40	3,186.11
10340 Pac Premier Operational Reserve	72.96	29.72	0.00	0.00	0.00	102.68
10350 HOB - Capital Reserve Acct.	14,688.05	0.01	0.00	0.00	0.00	14,688.06
10400 HOB - USDA Reserve	66,937.39	2.75	0.00	0.00	0.00	66,940.14
Total Fund	83,397.60	85,204.33		31,478.07	23,781.23	113,342.63
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	103,953.97	0.00	0.00	884.77	196.73	102,872.47
10250 HOB - Payroll	222.84	884.77	0.00	702.70	227.23	177.68
10340 Pac Premier Operational Reserve	12,161.00	0.00	0.00	0.00	0.00	12,161.00
10350 HOB - Capital Reserve Acct.	49.92	4.01	0.00	0.00	0.00	53.93
Total Fund	116,387.73	888.78		1,587.47	423.96	115,265.08
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	65,158.14	0.00	31,255.75	95,508.79	0.00	905.10
10250 HOB - Payroll	0.00	0.00	10,234.77	10,234.77	0.00	0.00
Total Fund	65,158.14		41,490.52	105,743.56		905.10
Totals	1,963,040.80	237,760.10	45,319.10	191,993.99	45,319.10	2,008,806.91

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



San Miguel Community Services District

Board of Directors Staff Report

December 19th, 2018

AGENDA ITEM: XI-2

SUBJECT: Review and Approve **Resolution No. 2019-43** Adopting the Operations and Maintenance Mid-Year Budget Adjustments.

BACKGROUND:

The District operates on a fiscal year basis which is July – June. The annual operations and maintenance (O & M) budget of any agency is a spending plan for the fiscal year to provide services. The current budget has been reviewed by all supervising staff and the District Bookkeeper. From those reviews recommendations for mid-year adjustment are being submitted for Board review and approval.

The budget adjustments were reviewed based on 41% of the year being complete at the time of the review Nov 30th, 2019. All objects that exceed 41% were reviewed for a potential adjustment. Objects that are 100% and are a onetime expense are considered complete therefore no adjustment are recommended. Other objects that exceeded 41% have recommendations based on the objects activity and may or may not need an adjustment.

In review the original approved budget is indicated in the first column. The actual year to date is indicated in the second column and the proposed adjustment is indicated in the third column. The ‘amount of change’ column amounts indicated in black are (ADDITIONS) and Objects in red are (REDUCTIONS) from the approved budget amount.

Fiscal Impact:

To the benefit the district, completing a mid-year adjustment and passing with board approval will help the district in preparing for FY 20-21 and completing FY 19-20 fiscal year with more confidence.

There are no significant fiscal impacts, positive or negative, associated with approving these budget adjustments.

Staff Recommendation:

It is recommended that the Board discuss and adopt the FY2019-20 Operations and Maintenance Mid-Year Budget adjustments

PREPARED BY:

Rob Roberson

Rob Roberson, Interim General Manager

Paola Freedmen, District Bookkeeper

Kelly Dodds, Director of Utilities

Tamara Parent, Board Clerk and Accounts manager

Scott Young, Asst. Fire Chief / Fire Prevention

Attachment:

- Resolution 2019-43 for Mid -Year Budget Adjustments
- San Miguel Community Services District Mid-Year Revenue Budget Adjustments

San Miguel Community Service District Mid Year Revenue Budget Adjustments

Fund 20 FIRE

Account	Desc	Approved	Current	Proposed	Amount of change	Reason for change	Is this complete for year y/n
40220	Weed abatement Fees	\$0	\$1,128	\$1,128	\$1,128	Actual fees received to month end	N
40500	VFA Assistance Grant	\$20,000	\$19,619	\$19,619	(\$381)	Actual fees received	Y
40510	Sponsored Training Fees	\$0	\$400	\$400	\$400	Actual fees received for class sponsored by Fire	Y
43000	Property Taxes collected	\$416,055	\$56,888	\$416,055	\$0		N
46000	Revenue and intereset	\$0	\$168	\$168	\$168		N
46151	Refunds and Adjustments	\$0	\$66	\$66	\$66		N
46153	Plan Checking	\$0	\$850	\$850	\$850	Plan Check / Inspection Fees	N
46157	Donations	\$0	\$4,325	\$4,325	\$4,325	Donations received for AED purchase	N

Projected Change	\$6,556
Approved Revenue Budget	\$416,055
Projected Revenue budget	\$422,611
Projected Expense Budget	\$365,402
NET	\$57,209

Fund 30 LIGHTING

Object	Desc	Approved	Current	Proposed	Amount of change	Reason for change	Is this complete for year y/n
43000	Property Taxes collected	\$113,842	\$16,912	\$113,842	\$0		N
46000	Revenue and intereset	\$0	\$1,782	\$1,782	\$1,782	Primarily interest from Investments	N
46150	Misc income	\$0	\$200	\$200	\$200	Banner Permit fees	N

Projected Change	\$1,982
Approved Revenue Budget	\$113,842
Projected Revenue budget	\$115,824
Projected Expense Budget	\$80,540
NET	\$35,284

San Miguel Community Service District Mid Year Revenue Budget Adjustments

Fund 40 WASTEWATER

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
40900	Wastewater sales	\$867,202	\$385,028	\$867,202	\$0	As of end of November WW Sales are 2% above projected for this point in the year.	N
40910	Wastewater Late Fees	\$0	\$5,670	\$5,670	\$5,670	This is only included to show what was ACTUALLY received.	N
43000	Property Taxes collected	\$58,942	\$8,781	\$58,942	\$0		N
46000	Revenue and intereset	\$0	\$127	\$127	\$127		N
46006	IRWM Grants	\$0	\$112,937	\$177,750	\$177,750	This is reimbursment for funds expended mainly in 2018-19	N
46150	Misc income	\$0	\$864	\$864	\$864		N
46151	Refunds and Adjustments	\$0	\$168	\$168	\$168		N

Projected Change	\$184,579	
Approved Revenue Budget	\$1,176,144	INCLUDES DWR GRANT
Projected Revenue budget	\$1,360,723	
Projected Expense Budget	\$1,132,251	
NET	\$228,472	

Fund 50 WATER

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
41000	Water Sales	\$859,010	\$405,711	\$859,010	\$0	As of end of November Water Sales are 5% above projected for this point in the year.	N
41005	Water Later Charges	\$0	\$8,768	\$8,768	\$8,768	This is only included to show what was ACTUALLY received.	N
41010	Water Meter Fees	\$0	(\$5,001)	(\$5,001)	(\$5,001)		N
46000	Revenue and intereset	\$0	\$300	\$300	\$300		N
46151	Refunds and Adjustments	\$0	\$435	\$435	\$435		N

Projected Change	\$4,503	
Approved Revenue Budget	\$859,010	
Projected Revenue budget	\$863,513	
Projected Expense Budget	\$878,969	
NET	(\$15,456)	

San Miguel Community Service District Mid Year Revenue Budget Adjustments

Fund 60 SOLID WASTE

Object	Desc	Approved	Current	Proposed	Amount of change	Is this complete for year y/n
46000	Revenue and intereset	\$0	\$4	\$4	\$4	N
46005	Franchise Fees	\$32,323	\$12,665	\$32,323	\$0	N

Projected Change	\$4
Approved Revenue Budget	\$32,323
Projected Revenue budget	\$32,327
Projected Expense Budget	\$26,341
NET	\$5,986

ALL FUNDS

Projected Change	\$197,624
Approved Revenue Budget	\$2,597,374
Projected Revenue budget	\$2,794,998
Projected Expense Budget	\$2,483,503
NET	\$311,495

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 20 FIRE

Object	Desc	Approved	Current	Proposed	Amount of change	Reason for change	Is this complete for year y/n
110	Payroll Tax Expense	\$28,000	\$0	\$0	(\$28,000.00)	Funds redistributed to other payroll objects	Y
115	Payroll Expenses	\$750	\$1,097	\$2,742	\$1,992.00	Funds redistributed to from object 110	Y
120	Workers Compensation	\$9,000	\$6,911	\$6,912	(\$2,088.39)	Actual cost lower than projected	Y
135	Payroll Tax - FICA	\$0	\$828	\$2,000	\$2,000.00	Funds redistributed to from object 110	N
140	Payroll Tax - Medicare	\$0	\$682	\$1,700	\$1,700.00	Funds redistributed to from object 110	N
155	Payroll Tax - SUI	\$0	\$144	\$400	\$400.00	Funds redistributed to from object 110	N
325	Professional Svcs - Accounting	\$10,000	\$5,676	\$12,772	\$2,772.00	This is an ongoing process, final costs are unknown	N
328	Insurance - prop and liability	\$13,100	\$12,963	\$12,963	(\$137.00)	Actual cost lower than projected	Y
370	Disptach services (fire)	\$11,000	\$8,963	\$8,963	(\$2,037.00)	Actual cost lower than projected	Y
394	LAFCO Allocations	\$1,755	\$2,036	\$2,036	\$280.69	Actual cost higher than projected	Y
410	Office supplies	\$450	\$897	\$1,200	\$750.00	Additional staff and tech needs	N
450	EMS Supplies	\$3,000	\$83	\$11,809	\$8,809.00	AED replacement cost adjustment plus donations	N
456	VFF Assistance Grant	\$40,000	\$0	\$0	(\$40,000.00)	Were not awarded grant this year	Y
475	Computer supplies and upgrades	\$8,000	\$9,934	\$12,000	\$4,000.00	Server replacement cost	N
960	Property Tax expenses	\$215	\$211	\$211	(\$4.38)	Actual cost lower than projected	Y

Proposed Change (\$49,563.08)

Approved Expense Budget \$414,965.00

Proposed Expense budget	\$365,401.92
-------------------------	--------------

Proposed revenue budget	\$422,611.05
-------------------------	--------------

NET	\$57,209.13
-----	-------------

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 30 LIGHTING

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
110	Payroll Tax Expense	\$2,000	\$0	\$0	(\$2,000.00)	Funds redistributed to other payroll objects	Y
135	Payroll Tax - FICA	\$0	\$9	\$30	\$30.00	Funds redistributed to from object 110	N
140	Payroll Tax - Medicare	\$0	\$59	\$150	\$150.00	Funds redistributed to from object 110	N
165	Payroll Tax - SUI	\$0	\$9	\$30	\$30.00	Funds redistributed to from object 110	N
315	Postage	\$0	\$0	\$15	\$15.00	Not originally accounted for	N
325	Professional Svcs - Accounting	\$544	\$516	\$800	\$256.00	Actual cost higher than projected	N
328	Insurance - prop and liability	\$450	\$364	\$364	(\$86.03)	Actual cost lower than projected	Y
350	Repair and Mainenance of Computers	\$100	\$48	\$200	\$100.00		N
376	Webpage Maintenance	\$44	\$20	\$54	\$10.00		N
382	Utilities Propane	\$0	\$6	\$20	\$20.00	Not originally accounted for	N
394	LAFCO	\$293	\$339	\$339	\$46.28	Actual cost higher than projected	Y

Proposed Change	(\$1,428.75)
Approved Expense Budget	\$81,969.00
Proposed Expense budget	\$80,540.25
Proposed revenue budget	\$115,824.00
NET	\$35,283.75

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 40 WASTEWATER

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
110	Payroll Tax Expense	\$12,903	\$0	\$0	(\$12,903.00)	Funds redistributed to other payroll objects	Y
115	Payroll Expenses	\$1,000	\$917	\$2,500	\$1,500.00	Funds redistributed to from object 110	Y
120	Workers Compensation	\$6,500	\$7,394	\$7,394	\$893.96	Actual cost higher than projected	Y
135	Payroll Tax - FICA	\$0	\$147	\$400	\$400.00	Funds redistributed to from object 110	N
140	Payroll Tax - Medicare	\$0	\$952	\$2,400	\$2,400.00	Funds redistributed to from object 110	N
165	Payroll Tax - SUI	\$0	\$148	\$400	\$400.00	Funds redistributed to from object 110	N
206	Insurance - Calpers Health Retiree	\$600	\$421	\$1,050	\$450.00	Funds redistributed to from object 110	N
225	Retirement - PERS Expenses	\$19,000	\$4,890	\$17,500	(\$1,500.00)	Actual cost higher than projected	N
325	Professional Svcs - Accounting	\$10,948	\$9,288	\$15,484	\$4,536.00	Actual cost higher than projected	N
327	Professional Svcs - Legal (General)	\$23,720	\$18,254	\$26,240	\$2,520.00		N
328	Insurance - prop and liability	\$8,500	\$10,029	\$10,029	\$1,529.17	Actual cost higher than projected	Y
331	Professional Svcs - Legal (MOU)	\$20,250	\$440	\$10,500	(\$9,750.00)		N
334	Maintenance agreements	\$6,600	\$4,385	\$9,600	\$3,000.00		N
350	Repair and Mainenance of Computers	\$3,300	\$1,410	\$3,300	\$0.00		N
375	Internet expenses	\$1,400	\$876	\$2,200	\$800.00	New internet at WWTF	N
385	Dues and subscriptions	\$3,000	\$2,179	\$3,000	\$0.00		Y
394	LAFCO Allocations	\$1,755	\$2,036	\$2,036	\$280.69	Actual cost higher than projected	Y
475	Computer supplies and upgrades	\$10,000	\$8,646	\$16,000	\$6,000.00	adjustment approved resoution 2019-31	N
940	Bank Service Charges	\$0	\$18	\$50	\$50.00	unanticipated expense	N
960	Property Tax expenses	\$200	\$128	\$128	(\$72.16)	Actual cost lower than projected	Y
587	WWTF final design/ construction docs	\$0	\$0	\$178,000	\$178,000.00	New object for WWTF expansion approved resolution 2019-33	N

Proposed Change \$178,534.66

Approved Expense Budget \$953,716.00

Proposed Expense budget	\$1,132,250.66
-------------------------	----------------

Proposed revenue budget	\$1,360,722.82
-------------------------	----------------

NET	\$228,472.16
-----	--------------

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 50 WATER

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
110	Payroll Tax Expense	\$12,903	\$0	\$0	(\$12,903.00)	Funds redistributed to other payroll objects	Y
115	Payroll Expenses	\$1,000	\$963	\$2,500	\$1,500.00	Funds redistributed to from object 110	N
120	Workers Compensation	\$6,100	\$5,762	\$5,762	(\$338.00)	Actual cost lower than projected	Y
135	Payroll Tax - FICA	\$0	\$166	\$420	\$420.00	Funds redistributed to from object 110	N
140	Payroll Tax - Medicare	\$0	\$952	\$2,400	\$2,400.00	Funds redistributed to from object 110	N
165	Payroll Tax - SUI	\$0	\$168	\$420	\$420.00	Funds redistributed to from object 110	N
206	Insurance - Calpers Health Retiree	\$600	\$421	\$1,050	\$450.00	Funds redistributed to from object 110	N
225	Retirement - PERS expense	\$19,000	\$5,136	\$17,500	(\$1,500.00)	Actual cost higher than projected	N
325	Professional Svcs - Accounting	\$10,948	\$9,288	\$16,000	\$5,052.00		N
327	Professional Svcs - Legal (General)	\$24,691	\$19,522	\$27,351	\$2,660.00		N
328	Insurance - prop and liability	\$8,500	\$10,029	\$10,029	\$1,529.17	Actual cost higher than projected	Y
331	Professional Svcs - Legal (MOU)	\$20,250	\$440	\$10,500	(\$9,750.00)		N
332	Professional Svcs - Legal Stienbeck	\$100,000	\$12,479	\$100,000	\$0.00		N
334	Maintenance agreements	\$6,600	\$4,385	\$9,600	\$3,000.00		N
353	Repairs and main - infrastructure	\$25,000	\$36,610	\$48,000	\$23,000.00	Original budget of \$25,000 with additional \$23,000 approved by resolution 2019-32	N
381	Utilities Electric	\$40,000	\$21,686	\$60,000	\$20,000.00	Actual cost higher than projected	N
385	Dues and subscriptions	\$2,600	\$2,260	\$3,000	\$400.00		Y
394	LAFCO Allocations	\$1,755	\$2,036	\$2,036	\$280.69	Actual cost higher than projected	Y
475	Computer supplies and upgrades	\$10,000	\$8,328	\$16,000	\$6,000.00	adjustment approved resoution 2019-31	N
490	Small tools and equipment	\$3,000	\$3,419	\$4,000	\$1,000.00		
525	Water meter replacement	\$15,000	\$2,753	\$18,200	\$3,200.00	Adjustment approved resolution 2019-38	N
526	Development Meters	\$0	\$6,907	\$10,000	\$10,000.00	New object	N

Proposed Change	\$56,820.86
Approved Expense Budget	\$822,148.00
Proposed Expense budget	\$878,968.86
Proposed revenue budget	\$863,513.03
NET	(\$15,455.83)

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 60 SOLID WASTE

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
110	Payroll Tax Expense	\$800	\$0	\$0	(\$800.00)	Funds redistributed to other payroll objects	Y
115	Payroll Expenses	\$1,000	\$963	\$2,500	\$1,500.00	Funds redistributed to from object 110	N
120	Workers Compensation	\$100	\$1	\$1	(\$98.61)	Actual cost lower than projected	Y
135	Payroll Tax - FICA	\$0	\$9	\$40	\$40.00	Funds redistributed to from object 110	N
140	Payroll Tax - Medicare	\$0	\$68	\$175	\$175.00	Funds redistributed to from object 110	N
165	Payroll Tax - SUI	\$0	\$0	\$15	\$15.00	Funds redistributed to from object 110	N
225	Retirement - PERS expense	\$200	\$246	\$675	\$475.00	Actual cost higher than projected	N
325	Professional Svcs - Accounting	\$547	\$516	\$800	\$253.00		N
328	Insurance - prop and liability	\$100	\$364	\$364	\$263.69	Actual cost higher than projected	Y
350	Repair and Mainenance of Computers	\$100	\$48	\$100	\$0.00		N
385	Dues and subscriptions	\$50	\$81	\$200	\$150.00		Y
394	LAFCO Allocations	\$293	\$339	\$339	\$46.28		Y

Proposed Change	\$2,019.36
Approved Expense Budget	\$24,322.00
Proposed Expense budget	\$26,341.36
Proposed revenue budget	\$32,327.01
NET	\$5,985.65



RESOLUTION NO. 2019-43

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AND AUTHORIZING MID-YEAR
BUDGET ADJUSTMENTS TO FISCAL YEAR 2019-20 OPERATIONS AND CAPITAL PROJECTS
BUDGETS**

WHEREAS, the San Miguel Community Services District (“District”) has established an annual fiscal year operational budget for FY 2019-20; and

WHEREAS, the Board of Directors (“Board”) has determined to meet the fiscal responsibility to the District, there is a need to review and adjust the adopted FY 2019-20 Operations budget to maintain proper fiscal budget consistent with District’s financial policies and procedures; and

WHEREAS, the Board has considered recommendations for adjustments to the FY 2019-20 Operations budget as shown in a written report to the Board dated December 19th, 2019

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby determines the need to authorize a mid-year budget adjustment for FY 2019-20.

PASSED AND ADOPTED by the Board of Directors on a motion to approve Mid-Year budget adjustments by Director _____, seconded by Director _____ by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 19th day of December 2019.

John Green, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, General Manager

Douglas L. White, District General Counsel



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

December 19, 2019

AGENDA ITEM: XI-3

SUBJECT: Approve RESOLUTION 2019-41 the purchase of 6- new Zoll Plus AED's with additional pads.

RECOMMENDATION: Approve Resolution 2019-41 the purchase of 6- new Zoll Plus AED's with additional pads.

The San Miguel Fire Department currently owns 3- Philips Heartstart Automated External Defibrillators (AED's) that have been in use for the last 10 years. The Philips Heart start AED's have served the Department well. However, they are currently beyond their service lifespan, rendering them unserviceable by the manufacture. This is due to evolution of the product line, and the lack of availability of replacement products specifically for the models we possess.

Additionally, it is the Departments determination that there should be AED's in both command vehicles (8600 & 8601) and one AED in the front office for rapid public access.

Therefor it is the Departments recommendation that the 3- unserviceable units be replaced and 3- additional units be added to the Departments inventory.

The Zoll Plus AED's use technology, and pads that are interchangeable with AED's used by San Luis Ambiance, San Luis Obispo County Sheriff's Department, California Highway Patrol, and neighboring Fire Departments. These are features save time in the field, allow the potential for pad replacement, are compliant with the State EMSA requirements, and raises the bar for successful CPR.

The Zoll Plus Training 2 AED in conjunction with an interactive rescue manikin meets the current EMSA, and American Heart Association certification requirements. The Department currently possesses a Zole Plus Training 2 AED and interactive rescue manakin.

The San Miguel Fire Department has received donations to assist with offsetting the cost of the proposed Zoll Plus AED's. The San Luis Obispo Garbagemen's Association has donated \$4,000.00 as part of their community outreach program, for the purpose of purchasing new AED's. Additionally, the Department has received \$325.00 in donations in the honor of Mr. Bob Carl Pessolano. Additional donations may be forwarded as well.

Attached you will find cost estimates for 6- Zoll Plus AED's including, 1 surface mounted standard cabinet, 6-one-piece replacement electrode pads, and 6-pediatric electrode pads.

Pricing breakdown as follows: (FUND 20-245)

1- Foremost	\$ 8,809.00
2- AED Superstore	\$11,778.00
3- Heartsmart	\$12,229.00
4- AED Professionals	\$12,976.00
Lowest pricing from Foremost	\$ 8,809.00
Less donations	<u>\$(4,325.00)</u>
Current Financial Impact	<u>\$ 4,484.00</u>

The actual cost could be reduced if future donations are received in the honor of Mr. Bob Pessolano.

The lowest estimate provided by Foremost also includes a \$150.00 credit for the trade in value of 3 the Phillips Heartstart AED's. No other vender is willing to accept the current units as trad ins.

FISCAL IMPACT:

The fiscal impact \$4,484.00.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson

Attachments:

**Resolution 2019-41
AED**



RESOLUTION NO. 2019-41

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT ACKNOWLEDGES THE NEED FOR REPLACEMENT AUTOMATED EXTERNAL DEFIBRILLATORS AND APPROVES THE PURCHASE OF NEW AUTOMATED EXTERNAL DEFIBRILLATORS AS PER STAFF REPORT XI-3 IN AN AMOUNT NOT TO EXCEED \$4,484.00

WHEREAS, The San Miguel Community Services District acknowledges the need for replacement Automated External Defibrillators and approves the purchase of new Automated External Defibrillators as per staff report XI-3 in an amount not to exceed \$4,484.00. (20-245)

WHEREAS, The San Miguel Fire Department is responsible for providing emergency medical services within the District boundaries, including the surrounding Automatic Aid Agreement Area, and is required to remain in compliance with State and Local regulatory standards.

NOW, THEREFORE, BE IT RESOLVED that the Directors hereby acknowledges the need and approves the purchase of replacement Automated External Defibrillators and approves the purchase of new Automated External Defibrillators as per staff report XI-3 in an amount not to exceed \$4,484.00.

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

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

The foregoing Resolution is hereby passed and adopted this 19th day of December 2019.

_____, Board President
San Miguel Community Services District

ATTEST:

APPROVED AS TO FORM:

Robert Roberson
Interim General Manager/Fire Chief

Douglas L. White, District General Counsel



estimate

Estimate Date: Nov-19-2019
Estimate Number: 11192019JC
Total Amount: **\$8,809.00**
Payment Terms:

bill to:

San Miguel Fire
 2850 Via Orange Way

 Spring Valley, CA 91978

ship to:

San Miguel Fire
 2850 Via Orange Way

 Spring Valley, CA 91978

account details and summary

San Miguel Fire
 2850 Via Orange Way

 Spring Valley, CA 91978

Estimate Date: 11/19/2019
Estimate Number: 11192019JC
Estimate Amount: **\$8,809.00**
Payment Terms:

Description	Item Price	Quantity	Total Price
AED:AED New:New Devices:Zoll Plus:FME-26674 <i>Zoll AED Plus Package #2 w/ AED Cover for Public Safety One CPR-D Padz One sleeve of batteries LCD Screen showing voice prompt messages Device advisory messages Elapsed time Shock count Chest compression graph Physician's Prescription (Required by FDA) Operators guide & Carry case</i>	\$1,195.00	6	\$7,170.00
AED:AED New:Electrodes:FE-3263M <i>Zoll Pedi-Padz II for AED Plus #8900-0810-01</i>	\$80.00	6	\$480.00
AED:AED New:Pads/Electrodes:FE-3206 <i>FE-3206 Zoll AED Plus CPR-D Pads #8900-0800-01</i>	\$155.00	6	\$930.00
Defib:Defib Recert:Ref Devices:Other <i>Buy Back of Philips FR3</i>	\$50.00	3	\$150.00
Shipping <i>Free Shipping</i>	\$0.00	1	\$0.00
AED:AED New:AED New Cabinets:FME-WAP812 <i>AED Cabinet without Alarm - surface mounted</i>	\$79.00	1	\$79.00



estimate

Estimate Date: Nov-19-2019
Estimate Number: 11192019JC
Total Amount: **\$8,809.00**
Payment Terms:

bill to:

San Miguel Fire
 2850 Via Orange Way

 Spring Valley, CA 91978

ship to:

San Miguel Fire
 2850 Via Orange Way

 Spring Valley, CA 91978

account details and summary

San Miguel Fire
 2850 Via Orange Way

 Spring Valley, CA 91978

Estimate Date: 11/19/2019
Estimate Number: 11192019JC
Estimate Amount: **\$8,809.00**
Payment Terms:

Description

Details

Item Price	Quantity	Total Price
------------	----------	-------------

Quote Valid for 30 Days
For any questions contact:

Thank you the opportunity!

Subtotal: \$8,809.00
Sales Tax: \$0.00
Total: **\$8,809.00**

FREE SAME DAY SHIPPING
on orders of \$99+*

(<https://www.aedsuperstore.com/html/freeship.html>)



(tel: +1 800 385 6549)

(<resources/faq/>)

(<https://www.aedsuperstore.com/myaccount.asp>)

(https://www.aedsuperstore.com/view_cart.asp)

Home / Shopping Cart

(19)

Shopping Cart

[PROCEED TO CHECKOUT \(CHECKOUT.ASP?STEP=1\)](CHECKOUT.ASP?STEP=1)

ITEMSPRICEQTYTOTAL



(<https://www.aedsuperstore.com/product.asp?itemid=481>) AED Superstore RespondER® Keychain (<https://www.aedsuperstore.com/product.asp?itemid=481>)

Part #: AMP0102

[Delete](#)

\$0.00 1 Update Cart \$0.00



Previous

(<https://www.aedsuperstore.com/product.asp?itemid=327>) ZOLL® pedi-padz® II

(<https://www.aedsuperstore.com/product.asp?itemid=327>)

Part #: 8900-0810-01

[Delete](#)

\$95.00 6 Update Cart \$570.00



(<https://www.aedsuperstore.com/product.asp?itemid=287>) ZOLL® Replacement CPR-D-padz®

(<https://www.aedsuperstore.com/product.asp?itemid=287>)

Part #: 8900-0800-01

[Delete](#)

\$169.00 6 Update Cart \$1,014.00



(<https://www.aedsuperstore.com/product.asp?itemid=278>) ZOLL® AED Plus® Package

(<https://www.aedsuperstore.com/product.asp?itemid=278>)

Part #: 20100700702011010-Text

[Delete](#)

Choose an AED Option:: Fully-Automatic AED

Choose a cover:: "AED" PASS Cover

Choose a display option:: Text + Voice Prompts

\$1,699.00 6 Update Cart \$10,194.00

Subtotal (19 items): \$11,778.00

You May Also Like

+
-

Order Summary

Subtotal	\$11,778.00
TOTAL	\$11,778.00

[PROCEED TO CHECKOUT \(CHECKOUT.ASP?STEP=1\)](CHECKOUT.ASP?STEP=1)

Or checkout with:

Apply Coupon

If you have a promotion code enter it here.

[APPLY](#)

Calculate Shipping

Enter zip code to calculate shipping.

[CALCULATE](#)

← Continue Shopping
(<https://www.aedsuperstore.com/product.asp?itemid=327>)



(<https://www.aedsuperstore.com/zoll-aed-plus-replacement-lithium-batteries-set-of-10.html>)

ZOLL® AED Plus® Replacement Lithium Batteries (Set of 10) (<https://www.aedsuperstore.com/zoll-aed-plus-replacement-lithium-batteries-set-of-10.html>)

\$42.95

[ADD TO CART\(HTTPS://WWW.AEDSUPERSTORE.COM/ADD_CART.ASP?QUICK=1&ITEM_ID=2\)](https://www.aedsuperstore.com/add_cart.asp?quick=1&item_id=2)



(<https://www.aedsuperstore.com/zoll-replacement-cpr-dpadz.html>)

ZOLL® Replacement CPR-D-padz® (<https://www.aedsuperstore.com/zoll-replacement-cpr-dpadz.html>)

\$169.00

[ADD TO CART\(HTTPS://WWW.AEDSUPERSTORE.COM/ADD_CART.ASP?QUICK=1&ITEM_ID=2\)](https://www.aedsuperstore.com/add_cart.asp?quick=1&item_id=2)



(<https://www.aedsuperstore.com/zoll-statpadz-ii.html>)

ZOLL® statpadz-ii (<https://www.aedsuperstore.com/zoll-statpadz-ii.html>)

\$59.00

[ADD TO CART](#)

:

Latest news and product info right to your inbox

Enter Email Address

SIGN UP

AED Superstore

- Careers (<https://allied100.applicantpro.com/jobs/>)
- GSA/VA Supplier (<https://www.aedsuperstore.com/gsa-va-supplier.html>)
- Order Form (<https://www.aedsuperstore.com/order-form.html>)
- Privacy Policy (<https://www.aedsuperstore.com/privacy-policy.html>)
- Reviews (<https://www.aedsuperstore.com/reviews.html>)
- Security Policy (<https://www.aedsuperstore.com/security-policy.html>)

Customer Service

Resources

Programs

Stay In Touch

800-385-6549

(https://service.ringcentral.com/ringme/ringme.asp?uc=86841FD951EA3C8CBE303CD0586E185E50592990947008,0,2000,1,0&s=no&v=2&s_=1210)

AED Superstore

1800 US Hwy 51 N Woodruff, WI 54568-9558 (<https://www.google.com/maps/dir//1800+US-51,+Woodruff,+WI+54568/@45.9381788,-89.6987524,17z/data=!4m9!4m8!1m0!1m5!1m1!1s0x4d55ea86ea755a9f:0xb40dfec24a653aa7!2m2!1d-89.6965584!2d45.9381788!3e0>)

(<https://www.facebook.com/AEDSuperstore/>) (<https://twitter.com/AEDSuperstore>) (<https://www.instagram.com/aedsuperstore/>) (<https://www.youtube.com>)

AED Superstore, an Allied 100, LLC company
©2002-2019 AED Superstore. All Rights Reserved.

FREE SHIPPING on all orders over \$50 !(/shipping-returns-a/290.htm)

+30 Day Money Back Guarantee(/shipping-returns-a/290.htm)







(/shoppingcart.asp)

Questions? We're Here for You! 800.422.8129(tel:8004228129)

Continue Shopping



Your Cart

ITEM DESCRIPTION	EACH	QTY	TOTAL	
 <p>ZOLL AED Plus Value Package (ProductDetails.asp?ProductCode=BUS%2DPKG%2DPLUS&CartID=1) [+] View list of options I selected</p>	\$1,844.00	<input type="text" value="1"/>	\$1,844.00	(ShoppingCart.asp?remove=1)
 <p>ZOLL AED Plus Package (ProductDetails.asp?ProductCode=22200010102011010%2DT&CartID=2) [+] View list of options I selected</p>	\$1,794.00	<input type="text" value="5"/>	\$8,970.00	(ShoppingCart.asp?remove=2)
 <p>ZOLL AED CPR-D Padz (ProductDetails.asp?ProductCode=8900%2D0800%2D01&CartID=3)</p>	\$169.00	<input type="text" value="5"/>	\$845.00	(ShoppingCart.asp?remove=3)
 <p>ZOLL Pedi-Padz II (ProductDetails.asp?ProductCode=8900%2D0810%2D01&CartID=4)</p>	\$95.00	<input type="text" value="6"/>	\$570.00	(ShoppingCart.asp?remove=4)

Coupon Code? Enter it here: [Apply Coupon](#)

[Recalculate](#)

Show gift options during checkout

Calculate Shipping (optional)

Shipping Rates:

[\(change my address\)?](#)

[change_my_address=Y](#)

PLEASE SELECT

United States, CA, 93451

Tax: \$0.00

Total: \$12,229.00

[Proceed to Checkout](#) →



UPS, THE UPS SHIELD TRADEMARK, THE UPS READY MARK, THE UPS ONLINE TOOLS MARK AND THE COLOR BROWN ARE TRADEMARKS OF UNITED PARCEL SERVICE AMERICA, INC. ALL RIGHTS RESERVED.

Products

AED Pads & Batteries(/aed-pads-and-batteries-s/1818.htm)
 AED Accessories(/AED-accessories-s/1819.htm)
 AED Management(/aed-management-a/268.htm)
 Training(/CPR-AED-Training-Certification-s/1835.htm)

Information

About Us(/aboutus.asp)
 Careers
 Become a Distributor(/become-a-distributor-a/255.htm)
 Need a Donation?(/aed-donation-program-a/257.htm)
 FAQs(/help.asp)

Policies

Shipping & Returns (/shipping-returns-a/290.htm)
 Privacy Policy (/terms_privacy.asp)
 Terms of Use(/terms.asp)

Customer Service

Customer Center / Contact Us (/contact-us-a/83.htm)
 AED Manufacturer Warranties (/AED_warranty_info_a/319.htm)
 My Account(/myaccount.asp)
 Login(/myaccount.asp)

s://(https://www.facebook.com/HeartSmartAED)

Sign Up for Our Email List



ResellerRatings
Excellent!
 11/19/19

(https://www.resellerratings.com)



(https://www.paypal.com/us/cgi-bin/webscr?cmd=xpt/cps/popup/OLCWhatIsPayPal-outside)



ACCREDITED BUSINESS (https://www.bbb.org/connecticut/business-reviews/medical-equipment-and-supplies/heart-smart-technology-in-new-milford-ct-87095393)

Copyright © 2019 HeartSmart.com. All Rights Reserved



AED Professionals™
General Medical Devices, Inc. Company

Zoll defibtech HeartSine GE PHILIPS Medtronic NIHON KOHDEN



Saving Lives is our only business

"The Most Trusted Name In AED Supplies"

TOLL FREE: 1-888-541-2337 E-Mail: info@aedprofessionals.com


[Home](#) [Contact Us](#) [View Shopping Cart](#)

Excellence in Customer-Care since 2002. Secure On-Line Shopping assured. FREE UPS Shipping is not available for international orders, Alaska and Hawaii. Please call our customer line toll free: 1-888-541-2337 for additional charges and information. Thank you.


Your Shopping Cart					
	Item	Weight	Price	Quantity	Total
<input type="checkbox"/>	ZOLL AED Plus With ECG + Text + Voice Prompts (Fully Automatic) - Part# (20100700702011010)	-	\$1,874.00	<input type="text" value="6"/>	\$11,244.00
<input type="checkbox"/>	Zoll Plus AED Pediatric Stat Padz II Electrodes for Infant / Child. Zoll pedi-padz-II Parts Replacement number (8900-0810-01)	-	\$95.00	<input type="text" value="6"/>	\$570.00
<input type="checkbox"/>	Zoll aed plus One-Piece Electrode 'CPR-D Padz' . Zoll Parts Replacement number: 8900-0800-01	-	\$169.00	<input type="text" value="6"/>	\$1,014.00
<input type="checkbox"/>	Zoll plus Defibrillator Standard Cabinet, Basic Surface-mounted, No alarm Part # AEDP-180 SM	-	\$148.00	<input type="text" value="1"/>	\$148.00
				Sub Total	\$12,976.00
				Shipping & Handling:	\$0.00
				Total	\$12,976.00
<input type="button" value="Delete Selected Item(s)"/>	<input type="button" value="Update Cart"/>	<input type="button" value="Back to Shopping"/>	<input type="button" value="Proceed to Secure Checkout"/>		



Take **10%** off AED Electrode Pads & Batteries. Use coupon code* **NVACC19**
 *Expires midnight 11/30/19 and may not be combined with any other offers or special pricing.
 (https://www.aedsuperstore.com/search-results.html?tag=november-2019-promo)



(tel: +1 800 385 6549) (/resources/fAQ/) (https://www.aedsuperstore.com/myaccount.asp) (https://www.aedsuperstore.com/view_cart.asp)



(19)

Home / Shopping Cart / Search by Product, Brand or Part Number Q

Shopping Cart

[PROCEED TO CHECKOUT \(CHECKOUT.ASP?STEP=1\)](#)

ITEMS	PRICE	QTY	TOTAL



(https://www.aedsuperstore.com/product.asp?itemid=481) AED Superstore RespondER@ Keychain (https://www.aedsuperstore.com/product.asp?itemid=481)
 Part #: AMP0102
 ✕ Delete
 \$0.00 1 Update Cart \$0.00



Previous Next
 (https://www.aedsuperstore.com/product.asp?itemid=383) Philips FRx Infant/Child Key (https://www.aedsuperstore.com/product.asp?itemid=383)
 Part #: 989803139311
 ✕ Delete
 \$105.00 6 Update Cart \$630.00



(https://www.aedsuperstore.com/product.asp?itemid=382) Philips FRx SMART Pads II Defibrillation Electrode Pads (https://www.aedsuperstore.com/product.asp?itemid=382)
 Part #: 989803139261
 ✕ Delete
 \$56.00 6 Update Cart \$336.00



(https://www.aedsuperstore.com/product.asp?itemid=381) Philips HeartStart FRx AED
Choose an Optional Carry Case:: Philips Semi-Rigid Carry Case
 (https://www.aedsuperstore.com/product.asp?itemid=381)
 Part #: 861304-C01
 ✕ Delete
 \$1,691.00 6 Update Cart \$10,146.00

Subtotal (19 items): \$11,112.00

You May Also Like




Order Summary

Subtotal	\$11,112.00
TOTAL	\$11,112.00

[PROCEED TO CHECKOUT \(CHECKOUT.ASP?STEP=1\)](#)

Or checkout with:



Apply Coupon
 If you have a promotion code enter it here.

Calculate Shipping
 Enter zip code to calculate shipping.

← Continue Shopping
 (https://www.aedsuperstore.com/product.asp?itemid=383)

(<https://www.aedsuperstore.com/philips-frx-onsite-home-aed-replacement-4-year-battery.html>)

Philips FRx/OnSite/HS1 AED Replacement 4-Year Battery (<https://www.aedsuperstore.com/philips-frx-onsite-home-aed-replacement-4-year-battery.html>)

\$169.00

ADD TO CART([HTTPS://WWW.AEDSUPERSTORE.COM/PHILIPS-FRX-ONSITE-HOME-AED-REPLACEMENT-4-YEAR-BATTERY.HTML](https://www.aedsuperstore.com/philips-frx-onsite-home-aed-replacement-4-year-battery.html))

(<https://www.aedsuperstore.com/philips-frx-smart-pads-ii-defibrillation-electrode-pads.html>)

Philips FRx SMART Pads II Defibrillation Electrode Pads (<https://www.aedsuperstore.com/philips-frx-smart-pads-ii-defibrillation-electrode-pads.html>)

\$56.00

ADD TO CART([HTTPS://WWW.AEDSUPERSTORE.COM/PHILIPS-FRX-SMART-PADS-II-DEFIBRILLATION-ELECTRODE-PADS.HTML](https://www.aedsuperstore.com/philips-frx-smart-pads-ii-defibrillation-electrode-pads.html))

.

Latest news and product info right to your inbox

Enter Email Address

SIGN UP

AED Superstore

- Careers (<https://allied100.applicantpro.com/jobs/>)
- GSA/VA Supplier (<https://www.aedsuperstore.com/gsa-va-supplier.html>)
- Order Form (<https://www.aedsuperstore.com/order-form.html>)
- Privacy Policy (<https://www.aedsuperstore.com/privacy-policy.html>)
- Reviews (<https://www.aedsuperstore.com/reviews.html>)
- Security Policy (<https://www.aedsuperstore.com/security-policy.html>)

Customer Service

Resources

Programs

Stay In Touch

📞 800-385-6549

(https://service.ringcentral.com/ringme/ringme.asp?uc=86841FD951EA3C8CBE303CD0586E185E50592990947008.0.2000.1.0&s=no&v=2&s_=1210)

📍 AED Superstore

1800 US Hwy 51 N Woodruff, WI 54568-9558 (<https://www.google.com/maps/dir//1800+US-51,+Woodruff,+WI+54568/@45.9381788,-89.6987524,17z/data=!4m9!4m8!1m0!1m5!1m1!1s0x4d55ea86ea755a9f:0xb40dfec24a653aa7!2m2!1d-89.6965584!2d45.9381788!3e0>)

(<https://www.facebook.com/AEDSuperstore/>) (<https://twitter.com/AEDSuperstore>) (<https://www.instagram.com/aedsuperstore/>) (<https://www.youtube.com>)

AED Superstore, an Allied 100, LLC company
©2002-2019 AED Superstore. All Rights Reserved.



San Miguel Community Services District

Board of Directors Staff Report

December 19th, 2019

AGENDA ITEM: XI-7

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

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

CURRENT STATUS:

WWTF

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

COMPLIANCE – Based on the 1st quarter 2019 testing the plant is in compliance for single sample but is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride

FLOW – In *November* the plant averaged 162,858 gallons per day (81% of hydraulic design capacity) with a max day of 200,982 gallons (100% 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.

AERATOR PROJECT

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

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

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

FUNDS EXPENDED

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant FY2016-17)
- Engineering - \$170,740 (Reimbursable through the IRWM Grant) (\$112,000 received to date)

GRANT FUNDING

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.
- The agreement for this grant was received in February 2019 and has been processed and returned, invoices have been submitted to IRWM and the District should receive reimbursement for the initial requests after July.
- State Revolving Fund (SRF) -- \$250,000 for construction design and engineering – The District received the agreement for this grant November 2019. The grant is retroactive to 2017.

Applied for/ to

- Started discussion with SLO County on potential for CDBG funds to help pay for construction. Application is in process.
- Preparing to apply to DWR and USDA

NEXT STEPS:

WWTF

Now that the FINAL engineering report is completed and has been approved by the Board, the DE has begun working on a proposed a schedule/ timeline which will be presented to the Board for the preparation of construction documentation, environmental / regulatory compliance measures, and permitting. At that time, the DE will provide cost estimates associated with that schedule.

One of the first things that will be needed will be a headworks and larger lift station. Once a capacity is determined that will be brought to the board for approval.

Based on discussions with the DE, we anticipate that in February 2019, the DE will initiate the preparation of the work plan for the CEQA “Initial Study” and begin the final design phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled approximately 9 months to complete the final design and the preparation of the Construction / Bidding Documents. Pending receipt of notification of a grant award for the SRF funds, we plan to prepare and issue an RFP for Environmental Studies as required for CEQA/ NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the second quarter of 2019, with the goal of having financing in place to advertise and award a construction project in the 4th Quarter 2019.

Depending on the revised release date of funds for construction documentation from the DFA it is likely that, in order to meet our deadline, the District may need to pay out of pocket for some of the construction design work.

AERATOR PROJECT

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

COUNT DOWN CLOCK

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

Time remaining—1 year 02 months (14 months)

FISCAL IMPACT

No impact resulting from this information.

RECOMMENDATION

This item is for information and discussion only.

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

PREPARED BY:

Kelly Dodds _____

Kelly Dodds, Director of Utilities

Blaine Reely _____

Blaine Reely, Monsoon Consulting