



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

Ashley Sangster, President
John Green, Director

Anthony Kalvans Vic-President
Hector Palafox, Director

Vacancy, Director

THURSDAY, FEBRUARY 27th, 2020
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 ___ Vacancy ___ 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
Time:_____

A. CLOSED SESSION AGENDA:

- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
- 2. CONFERENCE WITH LABOR NEGOTIATORS**
Agency designated representatives: Interim General Manager and District General Counsel
Employee organization: San Miguel Employees' Association
- 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: None

IX. Staff & Committee Reports – Receive & File:

- | | | |
|--|---|-----------------------------|
| Non-District Reports: | | |
| 1. | San Luis Obispo County | No Report |
| 2. | Camp Roberts—Army National Guard (LTC Robert Horvath) | No Report |
| 3. | Community Service Organizations | No Report |
| District Staff & Committee Reports: | | |
| 4. | Interim General Manager | (Mr. Roberson) Verbal |
| 5. | District General Counsel | (Mr. White) Verbal |
| 6. | District Engineer | (Dr. Reely) Report Attached |

- 7. Director of Utilities (Mr. Dodds) Report Attached
- 8. 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. Review and Approve Board Meeting Minutes**
 - a) 1-16-2020 Special Closed Session Meeting
 - b) 1-23-2020 Regular Board Meeting

XI. BOARD ACTION ITEMS:

- 1. Review, Discuss, Receive and File the Enumeration of Financial Report for December 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, Discuss, Receive and File the Enumeration of Financial Report for January 2020**
(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 _____

- 3. Review and Approve RESOLUTION 2020-02 a 5-year contract with Monsoon Consultants to continue providing service as District Engineer. 2nd review.** (Dodds)

Recommendation: Approve a 5-year contract with Monsoon Consultants.

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

M_____ S_____ V_____

- 4. Review and authorize release of an RFP for Environmental services including technical studies and related state, regional and federal permitting (Dodds & Reely)

Recommendation: Authorize release of an RFP Environmental services including technical studies and related state, regional and federal permitting

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

M_____ S_____ V_____

- 5. Review and approve RESOLUTION 2020-06 approving fireworks sales dates for 2020 (Roberson & Young)

Recommendation: Approve Resolution 2020-06 approving fireworks sales dates for 2020

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

M_____ S_____ V_____

- 6. Review and approve RESOLUTION 2020-07 approving fireworks permit fees for 2020 (Roberson & Young)

Recommendation: Approve Resolution 2020-07 approving fireworks permit fees for 2020

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

M_____ S_____ V_____

- 7. Continued discussion on the Fire Department Temporary Housing unit (Young)

Recommendation: Discuss the status and next steps for the Fire Department Temporary Housing unit

Public Comments: (Hear public comments)

- 8. Continue discussion on assuming landscaping obligations, authorize the Director of Utilities to use District labor to make repairs planting areas along the west side of Mission Street and provide further direction on a contract for ongoing maintenance of the three identified areas. (Dodds)

Recommendation: Discuss and provide direction

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

M_____ S_____ V_____

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

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

Public Comments: (Hear public comments)

10. County of San Luis Obispo Notice of Interest or Objection due 3/2020. (Roberson)

Recommendation: Discuss and give consensus for the District’s Interest in purchasing two Parcels and does object to sale of any parcels.

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

M_____ S_____ V_____

11. Continued Discuss on Hybrid Land Tax and speaker Rick Rybeck. (Roberson/Kalvans)

Recommendation: Discuss, consider, and provide direction on updated information on land tax and bringing Rick Rybeck to San Miguel. Discuss potential Special Meeting dates.

Public Comments: (Hear public comments)

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 3-26-2020

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 SMCSO office on February 20, 2020

Date: February 20, 2020

Ashley Sangster, SMCSO Board President *(approved via Email 2-14-2020@8:01am) amended*

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

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

Ashley Sangster, President
Anthony Kalvans, Vice President
John Green
Hector Palafox
Vacant

Re: DISTRICT ENGINEER REPORT - FEBRUARY 2020

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 5.7 MGAL (7,667 CCF) of water during the month of January 2020. This represents a decrease of approximately 25% from the prior month. Several punctures were discovered in the WWTP Pond #2 HDPE liner during late 2019. The Director of Utilities has awarded a contract for the liner repair which is scheduled for February 21, 2020. No other significant issues were encountered in the District's infrastructure during the previous month.

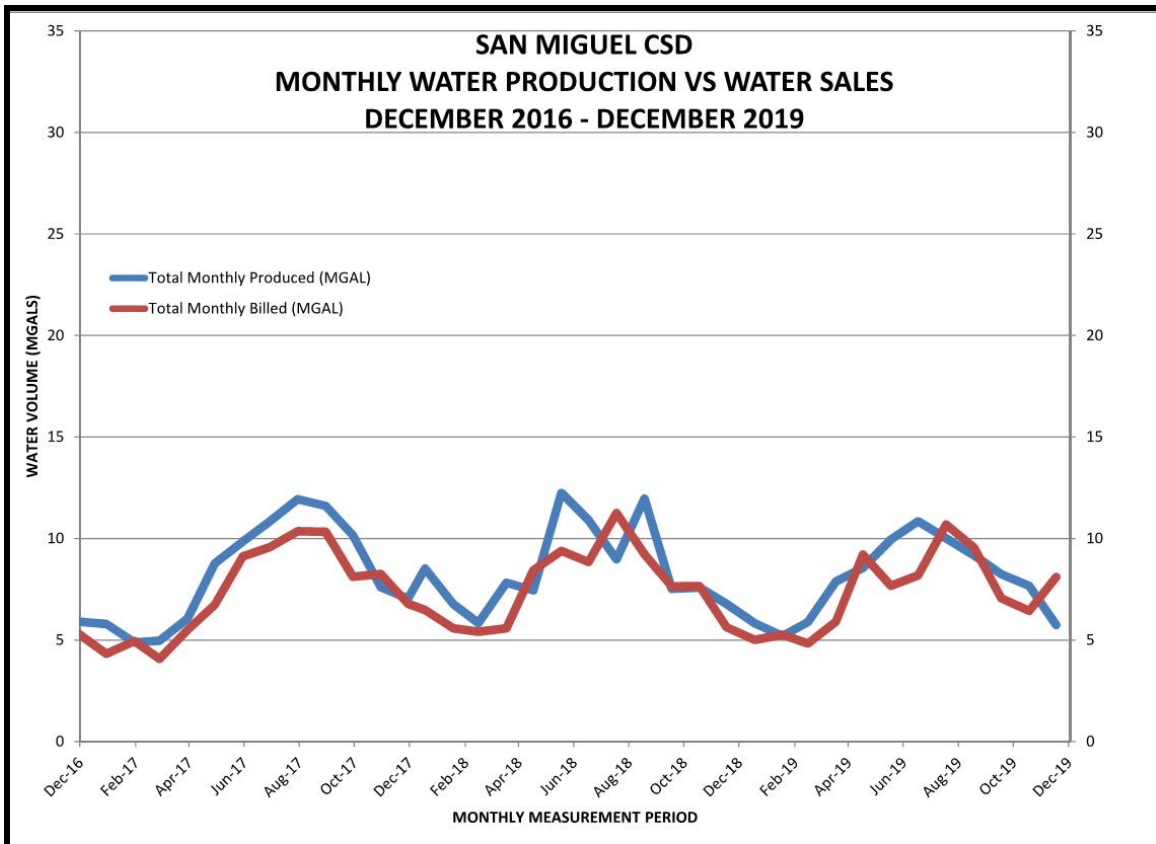
MEETING PARTICIPATION

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. February 20, 2020: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP Cooperative Committee staff and the consultant team that prepared the GSP to discuss overall consultant performance and provide critical observations and recommendations for improvement.

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: 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. On January 10, 2020, the DE and the Director of Utilities met with representatives of the USDA to discuss the project and potential financing terms. The DE and staff have been diligently working on the preparation of the documents required to submit an application for project financing to the USDA. In addition, the Director of Utilities submitted a

Funding Inquiry Form to the CALIFORNIA FINANCING COORDINATING COMMITTEE (CFCC). This submittal represents the initial step in soliciting additional grant and loan funding from a variety of agencies and programs within the State.

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 District has received the final report for the Kit Fox survey that was prepared by H.T. Harvey & Associates. We are currently awaiting the results of the Phase 1 Archeological Survey, prior to the County completing the NEPA determination. The DE has prepared and the Director of Utilities has submitted the encroachment permit application for the work to be performed in the UPRR right-of-way. The DE is in the process of preparing the application for work to be performed in the Caltrans right-of-way.

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 has begun on fifteen (15) homes by Nino Development.
- c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial three (3) residences.

GROUNDWATER SUSTAINABILITY AGENCY

The Montgomery & Associates (M&A) GSP Consultant Team has completed the FINAL Paso Robles Groundwater Basin GSP. 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, City of Paso Robles and the Shandon San Juan Water District have also approved and adopted the GSP prior to end of 2019. The M&A Consultant Team completed the uploading of the GSP to the DWR web portal prior to January 31, 2020.

The GSI Water Solutions, Inc (GSI). Consultant Team was retained to prepare the GSP 1st Annual Report, which is due to be filed with the DWR by April 1, 2020. The GSI Consultant Team has completed the FINAL DRAFT of the report and the report was released for public comment on January 27, 2020. The end of the public comment period ended on February 14, 2020.

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

February 20, 2020 _____
Date



San Miguel Community Services District

UTILITY STATUS REPORT

1-16-2020 Thru 2-18-2020

AGENDA ITEM# IX.7

Well Status:

- Well 4 is fully operational - Well Level 83 2/3/2020
- Well 3 is fully operational - Well Level 80 2/3/2020
- SLT well is in service – Well Level

Water System status:

Water leaks this month: 2 This calendar year: 2

Water related calls through the alarm company after hours this month: 3 this Year: 3

- There were two customers with large leaks that staff has been working with the owners to get the leaks corrected.

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:

- The replacement aerator motor has been received and will be installed the beginning of March.
- DE Construction completed the repairs to the pond liner on 2/21

State Water Resources Control Board (SWRCB):

- Nothing new to report

Billing related activity:

Total active accounts

- 892 water accounts
- 772 wastewater accounts
- **Overdue accounts**
 - 108 accounts 30 days past due for December billing period
 - (12.11% of total accounts, this is UP from prior billing period)
 - 42 door hangers issued after attempting to contact the past due account holders
 - (38.89% of total past due accounts, this is UP from prior billing period)
 - 0 account shut off for non-payment
 - (0% of total past due accounts, this is the SAME from prior billing period)

Lighting status:

- Working with PGE Rep to get remainder of the PGE owned streetlights converted to LED.

- Working on converting decorative streetlights 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

Staffing

- Only received 3 applications for operator recruitment, only 2 with experience.
- Mr. VanBrunt started as a Utility Worker in 2/24. He is starting in this field but has a background in construction and safety compliance. He is already working on his required licensing to be an operator.
- Mr. Sobotka moved from Utility Operator to Wastewater Treatment Operator effective February 1st

SLO County in San Miguel:

- County provided their 5-year overlay and sealing plan. The District will be working on making known repairs in the effected areas ahead of the scheduled overlays and sealing.
- The County has a contract to repair and replace sections of the sidewalk between 11th and 14th on Mission Street
- 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)

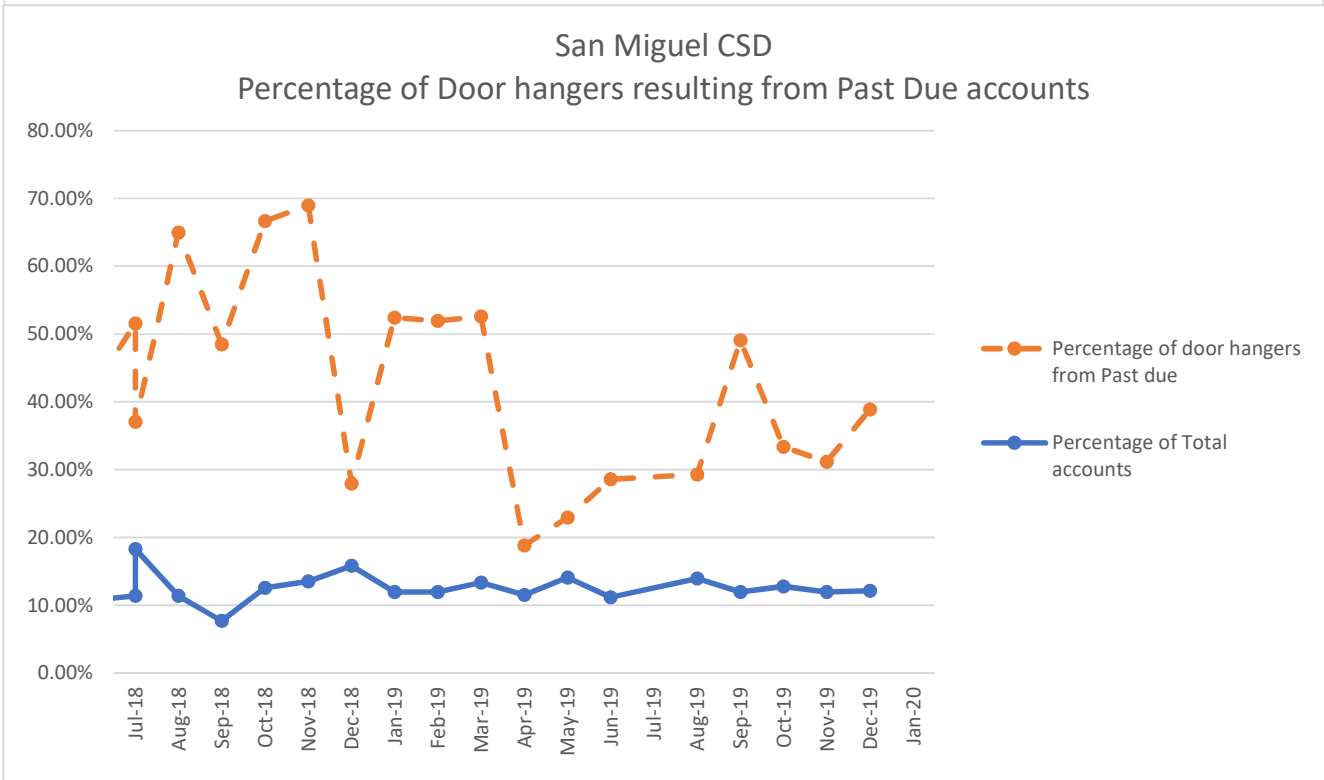
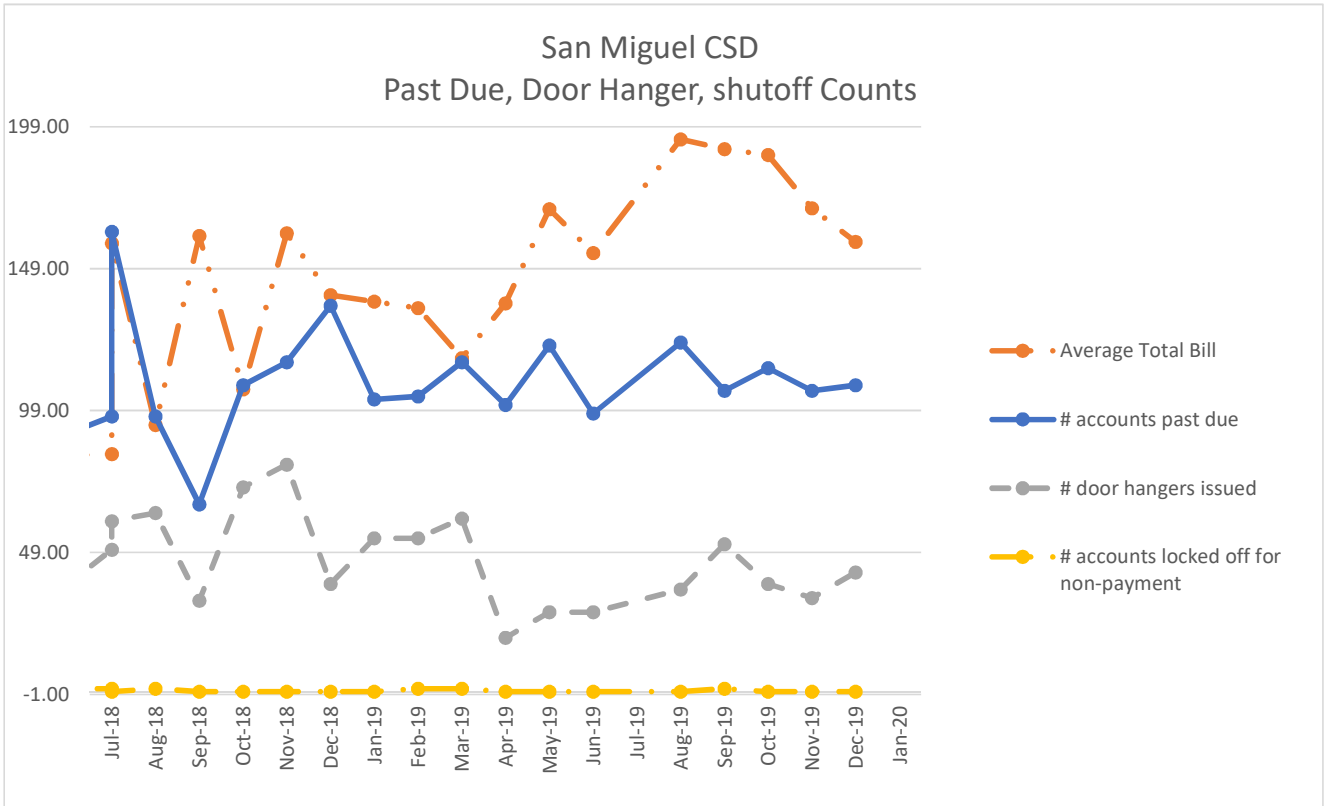
Rain in San Miguel:

<u>2018</u>	<u>9"</u>
<u>2019</u>	<u>12.5"</u>

Kelly Dodds

Kelly Dodds
Director of Utilities

Date: February 20, 2020



San Miguel Community Services District Board of Directors Meeting



Staff Report

February 27th, 2020

AGENDA ITEM: IX 10

SUBJECT: Fire Chief & Asst Fire Chief Report for January 2020

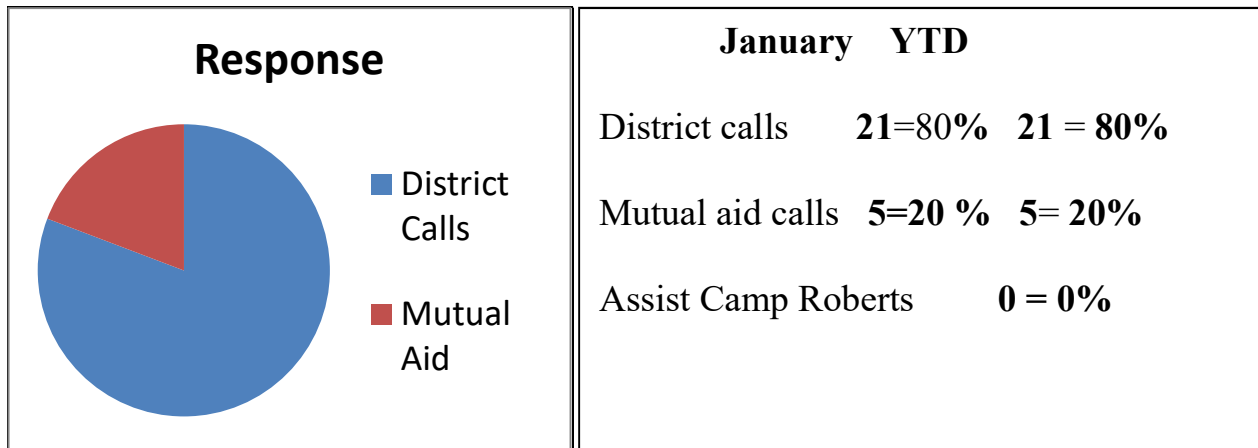
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for January 2020 **26**
- Average Calls for per 1 Months in 2020 26
- Total calls for the year to date **26**

Emergency Response Man Hours in December = 71	Total	71
Stand-By Man Hours for December = 15		<u>15</u>
	Total hr.	86

Emergency Response Man Hours = 2.7 hr. Per call for January		2.7 Per call for the year
Stand-By Average per Call = .7	Per call for, January	.7 Per call for the year



Finances: Beginning - **\$662,348.39**
 Received - \$168,958.82 = \$831,307.21
 Disbursed - \$33,260.92 = \$798,046.29
 Transferred Out - \$ 12,412.88 = **\$785,663.41**

Equipment:

Activities:

Training Academy for new recruits, Starting February 22nd Ending April 5th 8-3 Sat- Sun.

January

<u>Date</u>	<u>Subject matter</u>
7	Medical Equipment Checkouts
14	Fire Training Grounds
21	Annual Physical Agility
28	Association Meeting

February

<u>Date</u>	<u>Subject Matter</u>
4	Equipment and Safety Gear check Out
11	SCBA / Air Aware / Fit Test
18	Hose Loads and Pulls
22	6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
23	6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
25	Association Meeting
29	6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
15	BUZZ run at Camp BOB All Day

Information:

- Fire Prevention Report Attached.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2020 MILEAGE / FUEL REPORT

IX-8

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	17	16.6											17	16.6	1.0
E-8687	17	13.4											17	13.4	1.3
E-8668	4.7	10.7											4.7	10.7	0.4
6 Month Total												38.7	40.7	1.0	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	0	0											0	0	#DIV/0!
C-8601	301	0											301	0	#DIV/0!
C-8600	319	0											319	0	#DIV/0!
6 Month Total												620	0	#DIV/0!	

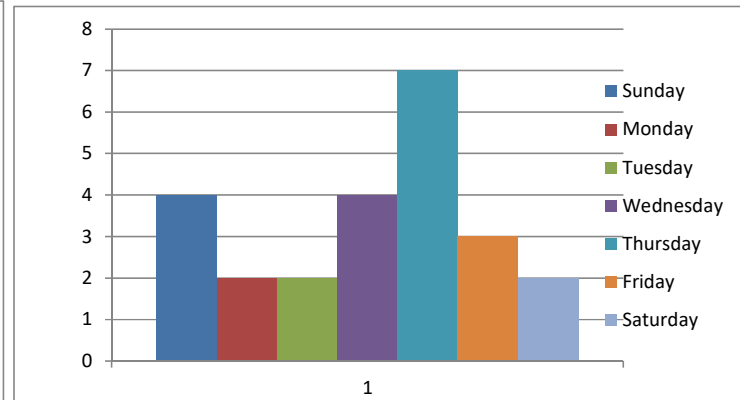
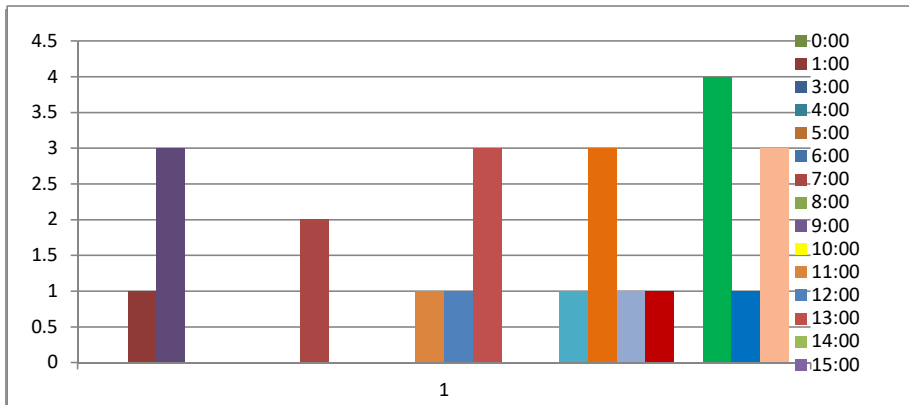
Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696													0	0	#DIV/0!
E-8687													0	0	#DIV/0!
E-8668													0	0	#DIV/0!
6 Month Total												0	0	#DIV/0!	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630													0	0	#DIV/0!
C-8601													0	0	#DIV/0!
C-8600													0	0	#DIV/0!
6 Month Total												0	0	#DIV/0!	

YTD 2020 Total	mi.	gal.	Avg. MPG
Diesel	38.7	40.7	1.0
Gas	620	0	#DIV/0!

Call per time of day and day of the week 2020

	After Hours						CSD Work Hours										Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	4	17%
Monday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	2	8%
Tuesday	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	8%	
Wednesday	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	5	17%	
Thursday	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	1	0	0	0	2	0	1	7	29%	
Friday	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	4	13%	
Saturday	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	2	8%	
Hour Total	0	1	3	0	0	0	2	0	0	0	1	1	3	0	0	1	3	1	1	1	4	0	0	26		
	0%	4%	13%	0%	0%	0%	8%	0%	0%	0%	4%	4%	13%	0%	0%	4%	13%	4%	4%	0%	13%	4%	13%			

Total calls during CSD Work Hours	5	8am to 8pm	10
Total calls during Off time and weekends	21		
After Hours calls 22:00 to 06:00	8		
Total Weekend Calls	6		
Total Calls Monday thru Friday	20		





	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL	
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid
Structure Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Veg. Fires	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
Vehicle Fires	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
Misc. Fires	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Illegal Burning	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Vehicle Accidents	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3
False Alarms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Condition	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Hazardous Materials	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
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pub.Svc.Asst.	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Medical Aids	14	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	2
Call TOTALS	21	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21	5
	26		0		0		0		0		0		0		0		0		0		0		0		26	
<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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0
Camp Bob Asst.	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
Average Calls Per	<i>Month</i>	26.0	<i>Day</i>	0.8	<i>SLO Co. MA</i>						5	<i>Montrey Co. MA</i>						0	<i>CPR TOTAL</i>						0	

San Miguel Fire Department

San Miguel, CA

This report was generated on 2/6/2020 9:40:42 AM



Mutual or Automatic Aid Given for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

INCIDENT NUMBER	INCIDENT DATE	LOCATION	AID TYPE	AGENCY FDID
2020-6	01/06/2020	N Highway 101 HWY	Automatic aid given	40080
2020-9	01/12/2020	N Highway 101 HWY	Automatic aid given	40080
2020-17	01/23/2020	2125 Wellsona RD	Automatic aid given	40080
2020-21	01/25/2020	7575 N River RD	Automatic aid given	40080



San Miguel Fire Department

San Miguel, CA

This report was generated on 2/6/2020 9:48:13 AM



Incident Count per Apparatus per Zone for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

ZONE	# INCIDENTS
APPARATUS: 8600	
AAE - Auto Aid East	1
AAW - Auto Aid West	1
CSD - CSD Limits	8
JZT - Jazzy Town	1
MH - Mission Heights	1
MM - Mission Meadows	1
APPARATUS: 8601	
CSD - CSD Limits	2
APPARATUS: E8668	
CSD - CSD Limits	5
MH - Mission Heights	1
APPARATUS: E8687	
AAS - Auto Aid South	1
CSD - CSD Limits	1
MH - Mission Heights	1
MM - Mission Meadows	1
APPARATUS: E8696	
AAN - Auto Aid North	1
AAS - Auto Aid South	1
AAW - Auto Aid West	1
CSD - CSD Limits	2
JZT - Jazzy Town	1
APPARATUS: SMF 1	
AAE - Auto Aid East	1
AAN - Auto Aid North	1
AAS - Auto Aid South	2
AAW - Auto Aid West	1
CSD - CSD Limits	9
JZT - Jazzy Town	1
MH - Mission Heights	1
MM - Mission Meadows	1
Total for All Apparatus :	48

Only REVIEWED included.

San Miguel Fire Department

San Miguel, CA

This report was generated on 2/6/2020 9:53:18 AM



Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 01/01/2020 | EndDate: 01/31/2020

INCIDENT TYPE	AVG. # PERSONNEL
118 - Trash or rubbish fire, contained	1
311 - Medical assist, assist EMS crew	3
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	5
324 - Motor vehicle accident with no injuries.	4
651 - Smoke scare, odor of smoke	3
736 - CO detector activation due to malfunction	6

Reviewed Incidents only.



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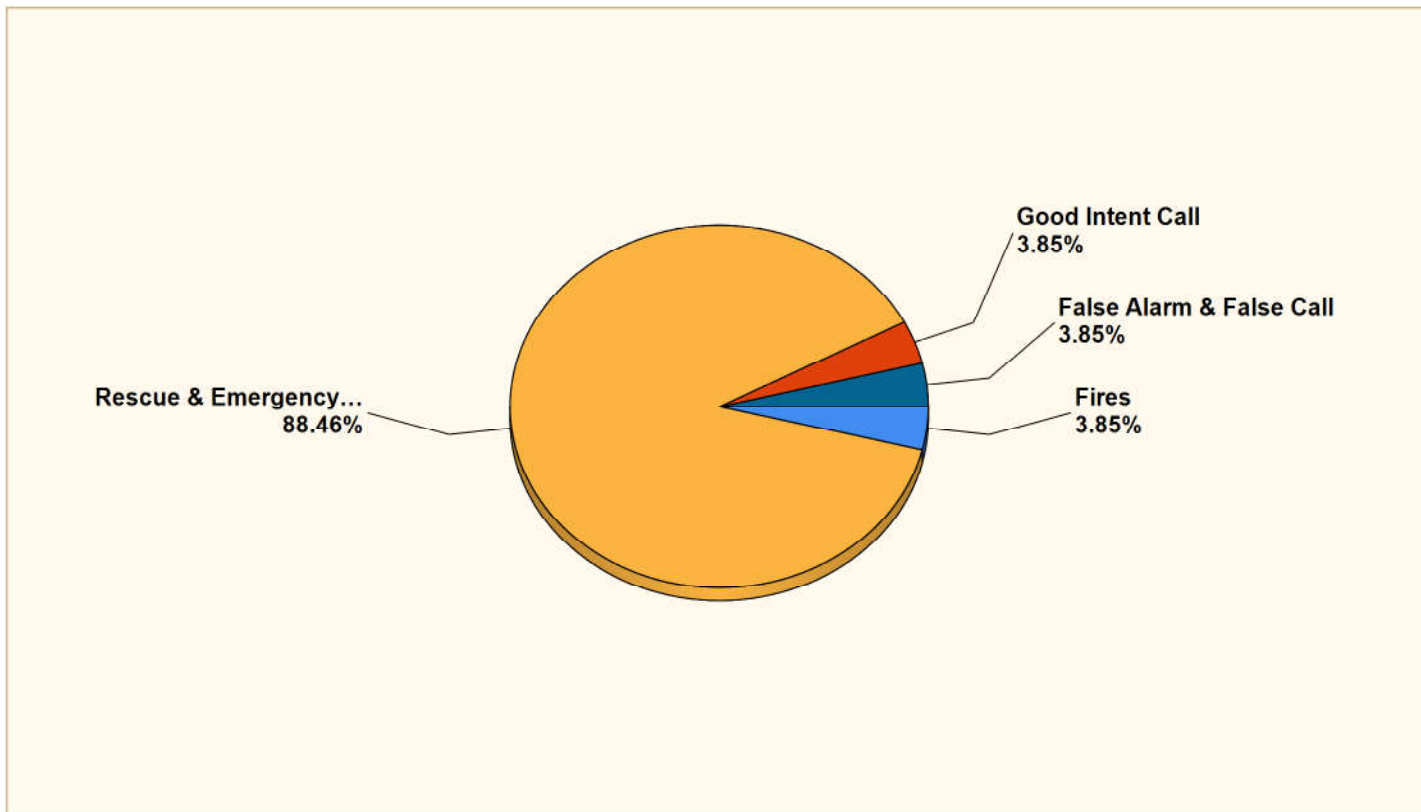
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Page # 1 of 1



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 01/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.85%
Rescue & Emergency Medical Service	23	88.46%
Good Intent Call	1	3.85%
False Alarm & False Call	1	3.85%
TOTAL	26	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
118 - Trash or rubbish fire, contained	1	3.85%
311 - Medical assist, assist EMS crew	1	3.85%
321 - EMS call, excluding vehicle accident with injury	16	61.54%
322 - Motor vehicle accident with injuries	2	7.69%
324 - Motor vehicle accident with no injuries.	4	15.38%
651 - Smoke scare, odor of smoke	1	3.85%
736 - CO detector activation due to malfunction	1	3.85%
TOTAL INCIDENTS:	26	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

San Miguel Fire Department

San Miguel, CA

This report was generated on 2/6/2020 9:57:39 AM



Incident Count with Man-Hours per Zone for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

ZONE	INCIDENT COUNT	MAN-HOURS
AAE - Auto Aid East	1	1:26
AAN - Auto Aid North	1	4:36
AAS - Auto Aid South	2	7:32
AAW - Auto Aid West	1	1:16
CSD - CSD Limits	17	22:43
JZT - Jazzy Town	1	11:36
MH - Mission Heights	2	4:48
MM - Mission Meadows	1	2:00
TOTAL	26	55:57

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.

San Miguel Fire Department

San Miguel, CA

This report was generated on 2/6/2020 9:59:46 AM



Incident Count by Weekday and Hour for Zone for Shift for Date Range

Shift(s): All Shifts | Zone: All Zones | Start Date: 01/01/2020 | End Date: 01/31/2020

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	0	0
01:00	0	0	0	1	0	0	0
02:00	1	0	0	2	0	0	0
03:00	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0
06:00	0	0	0	0	0	0	0
07:00	0	0	0	0	1	1	0
08:00	0	0	0	0	0	0	0
09:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	0	0
11:00	0	0	0	0	1	0	0
12:00	0	0	0	0	0	0	1
13:00	1	0	1	0	1	0	0
14:00	0	0	0	0	0	0	0
15:00	0	0	0	0	0	0	0
16:00	0	1	0	0	0	0	0
17:00	0	0	1	0	1	1	0
18:00	0	0	0	1	0	0	0
19:00	0	0	0	0	0	0	1
20:00	0	0	0	1	0	0	0
21:00	0	1	0	0	2	0	0
22:00	0	0	0	0	0	1	0
23:00	2	0	0	0	1	1	0
Total Responses for Day	4	2	2	5	7	4	2
% of Responses for Day	50.00%	50.00%	50.00%	40.00%	28.57%	25.00%	50.00%
% of Responses for Week	15.38%	7.69%	7.69%	19.23%	26.92%	15.38%	7.69%

Hour	Total per Hour	Percent
00:00	0	0.00%
01:00	1	3.85%
02:00	3	11.54%
03:00	0	0.00%
04:00	0	0.00%
05:00	0	0.00%
06:00	0	0.00%
07:00	2	7.69%
08:00	0	0.00%
09:00	0	0.00%
10:00	0	0.00%
11:00	1	3.85%
12:00	1	3.85%
13:00	3	11.54%
14:00	0	0.00%
15:00	0	0.00%
16:00	1	3.85%
17:00	3	11.54%
18:00	1	3.85%
19:00	1	3.85%
20:00	1	3.85%
21:00	3	11.54%
22:00	1	3.85%
23:00	4	15.38%
Total	26	100.00%

Incident Count by Weekday and Hour for Zone, for Shift and Date Range. Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Maximum call volumes for each day are shown with a RED background, and maximum call volumes for each hour are shown with a BLUE background. "% of Responses for Day" indicates the maximum hourly call volume as percentage of total calls for the day of the week. "% of Responses for Week" indicates the total number of calls for the day of the week as a percentage of total calls.



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San Miguel Fire Department

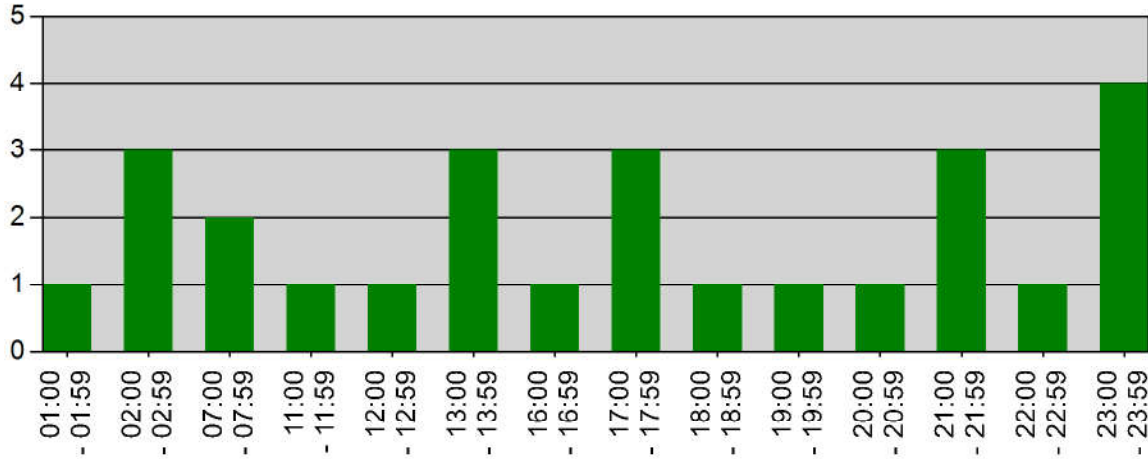
San Miguel, CA

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Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 01/01/2020 | End Date: 01/31/2020



TIME	COUNT
01:00 - 01:59	1
02:00 - 02:59	3
07:00 - 07:59	2
11:00 - 11:59	1
12:00 - 12:59	1
13:00 - 13:59	3
16:00 - 16:59	1
17:00 - 17:59	3
18:00 - 18:59	1
19:00 - 19:59	1
20:00 - 20:59	1
21:00 - 21:59	3
22:00 - 22:59	1
23:00 - 23:59	4

Only REVIEWED incidents included



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San Miguel Fire Department

San Miguel, CA

This report was generated on 2/6/2020 9:55:01 AM



Number of Responders per Apparatus per Incident for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

INCIDENT #	INCIDENT DATE	INCIDENT TYPE	APP.	NO.
2020-1	1/1/2020 2:25:00 AM	EMS call, excluding vehicle accident with injury	8600	1
2020-1	1/1/2020 2:25:00 AM	EMS call, excluding vehicle accident with injury	E8668	1
2020-2	1/1/2020 6:14:00 PM	EMS call, excluding vehicle accident with injury	8600	1
2020-2	1/1/2020 6:14:00 PM	EMS call, excluding vehicle accident with injury	E8668	2
2020-2	1/1/2020 6:14:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	1
2020-3	1/2/2020 9:11:00 PM	Smoke scare, odor of smoke	8600	1
2020-3	1/2/2020 9:11:00 PM	Smoke scare, odor of smoke	E8668	2
2020-4	1/2/2020 9:55:00 PM	Medical assist, assist EMS crew	8600	1
2020-4	1/2/2020 9:55:00 PM	Medical assist, assist EMS crew	E8668	2
2020-5	1/3/2020 10:02:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	2
2020-6	1/6/2020 4:24:00 PM	Motor vehicle accident with injuries	E8696	2
2020-6	1/6/2020 4:24:00 PM	Motor vehicle accident with injuries	SMF 1	2
2020-7	1/7/2020 5:51:00 PM	EMS call, excluding vehicle accident with injury	8600	2
2020-7	1/7/2020 5:51:00 PM	EMS call, excluding vehicle accident with injury	E8687	2
2020-7	1/7/2020 5:51:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	2
2020-8	1/11/2020 7:01:00 PM	Motor vehicle accident with no injuries.	8600	1
2020-8	1/11/2020 7:01:00 PM	Motor vehicle accident with no injuries.	E8696	2
2020-9	1/12/2020 1:46:00 PM	Motor vehicle accident with no injuries.	E8696	2
2020-9	1/12/2020 1:46:00 PM	Motor vehicle accident with no injuries.	SMF 1	2
2020-10	1/14/2020 1:24:00 PM	EMS call, excluding vehicle accident with injury	8600	1
2020-10	1/14/2020 1:24:00 PM	EMS call, excluding vehicle accident with injury	E8687	2
2020-10	1/14/2020 1:24:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	2
2020-11	1/16/2020 5:57:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	3
2020-12	1/17/2020 5:20:00 PM	Trash or rubbish fire, contained	8600	1
2020-13	1/19/2020 2:02:00 AM	EMS call, excluding vehicle accident with injury	8600	1
2020-14	1/19/2020 11:58:00 PM	EMS call, excluding vehicle accident with injury	8601	1
2020-15	1/20/2020 9:06:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	1
2020-16	1/23/2020 7:52:00 AM	EMS call, excluding vehicle accident with injury	8601	1
2020-16	1/23/2020 7:52:00 AM	EMS call, excluding vehicle accident with injury	E8668	1
2020-17	1/23/2020 11:06:00 AM	EMS call, excluding vehicle accident with injury	E8687	2
2020-17	1/23/2020 11:06:00 AM	EMS call, excluding vehicle accident with injury	SMF 1	2
2020-18	1/23/2020 1:41:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	2
2020-19	1/23/2020 11:28:00 PM	Motor vehicle accident with no injuries.	E8696	3
2020-19	1/23/2020 11:28:00 PM	Motor vehicle accident with no injuries.	SMF 1	3
2020-20	1/24/2020 7:59:00 AM	Motor vehicle accident with injuries	8600	1
2020-20	1/24/2020 7:59:00 AM	Motor vehicle accident with injuries	E8696	2

Only REVIEWED incidents included

INCIDENT #	INCIDENT DATE	INCIDENT TYPE	APP.	NO.
2020-20	1/24/2020 7:59:00 AM	Motor vehicle accident with injuries	SMF 1	3
2020-21	1/25/2020 12:07:00 PM	EMS call, excluding vehicle accident with injury	8600	1
2020-21	1/25/2020 12:07:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	1
2020-22	1/26/2020 11:36:00 PM	EMS call, excluding vehicle accident with injury	SMF 1	2
2020-23	1/29/2020 1:53:00 AM	EMS call, excluding vehicle accident with injury	SMF 1	1
2020-24	1/29/2020 2:39:00 AM	EMS call, excluding vehicle accident with injury	SMF 1	1
2020-25	1/29/2020 8:55:00 PM	CO detector activation due to malfunction	8600	1
2020-25	1/29/2020 8:55:00 PM	CO detector activation due to malfunction	E8668	3
2020-25	1/29/2020 8:55:00 PM	CO detector activation due to malfunction	E8687	2
2020-26	1/31/2020 11:40:00 PM	Motor vehicle accident with no injuries.	8600	2
2020-26	1/31/2020 11:40:00 PM	Motor vehicle accident with no injuries.	E8696	1
2020-26	1/31/2020 11:40:00 PM	Motor vehicle accident with no injuries.	SMF 1	1

Only REVIEWED incidents included

San Miguel Fire Department

San Miguel, CA

This report was generated on 2/6/2020 9:46:08 AM



Turnout Times per Incident for Date Range

Start Date: 01/01/2020 | End Date: 01/31/2020

INCIDENT DATE	INC. #	ADDRESS	INCIDENT TYPE	TURNOUT TIME in minutes (Dispatch to Enroute)
01/01/2020	2020-1	625 N RD	EMS call, excluding vehicle accident with injury	3:00
01/01/2020	2020-2	1071 ST	EMS call, excluding vehicle accident with injury	4:00
01/02/2020	2020-3	1510 PL	Smoke scare, odor of smoke	3:00
01/02/2020	2020-4	1071 ST	Medical assist, assist EMS crew	1:00
01/03/2020	2020-5	1150 ST	EMS call, excluding vehicle accident with injury	5:00
01/06/2020	2020-6	N HWY	Motor vehicle accident with injuries	4:00
01/07/2020	2020-7	610 AVE	EMS call, excluding vehicle accident with injury	2:00
01/11/2020	2020-8	S HWY	Motor vehicle accident with no injuries.	8:00
01/12/2020	2020-9	N HWY	Motor vehicle accident with no injuries.	6:00
01/14/2020	2020-10	ST	EMS call, excluding vehicle accident with injury	3:00
01/16/2020	2020-11	1150 ST	EMS call, excluding vehicle accident with injury	1:00
01/17/2020	2020-12	1235 ST	Trash or rubbish fire, contained	1:00
01/19/2020	2020-13	876 ST	EMS call, excluding vehicle accident with injury	6:00
01/19/2020	2020-14	1355 ST #2	EMS call, excluding vehicle accident with injury	3:00
01/20/2020	2020-15	1150 ST	EMS call, excluding vehicle accident with injury	4:00
01/23/2020	2020-16	1580 PL	EMS call, excluding vehicle accident with injury	4:00
01/23/2020	2020-17	2125 RD	EMS call, excluding vehicle accident with injury	2:00
01/23/2020	2020-18	1150 ST	EMS call, excluding vehicle accident with injury	0:00

TURNOUT TIME field calculated from the difference between the earliest DISPATCH time and earliest ENROUTE time provided. Only REVIEWED incidents included.

INCIDENT DATE	INC. #	ADDRESS	INCIDENT TYPE	TURNOUT TIME in minutes (Dispatch to Enroute)
01/23/2020	2020-19	ST	Motor vehicle accident with no injuries.	4:00
01/24/2020	2020-20	N RD	Motor vehicle accident with injuries	5:00
01/25/2020	2020-21	7575 N RD	EMS call, excluding vehicle accident with injury	1:00
01/26/2020	2020-22	1150 ST	EMS call, excluding vehicle accident with injury	6:00
01/29/2020	2020-23	1150 ST	EMS call, excluding vehicle accident with injury	0:00
01/29/2020	2020-24	345 WAY	EMS call, excluding vehicle accident with injury	0:00
01/29/2020	2020-25	1941	CO detector activation due to malfunction	4:00
01/31/2020	2020-26	W ST	Motor vehicle accident with no injuries.	7:00

TURNOUT TIME field calculated from the difference between the earliest DISPATCH time and earliest ENROUTE time provided. Only REVIEWED incidents included.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
JANUARY 16TH, 2020 SPECIAL BOARD MEETING

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

- I.** Meeting Called to Order by President Sangster – 6:07 p.m.
- II.** Pledge of Allegiance led by Director Kalvans.
- III. Roll Call:** Directors Present: Palafox, Green, Sangster, Kalvans, and Parent
Directors Absent: none
District Staff in attendance: Interim General Manager/ Fire Chief Rob Roberson,
- IV. Adoption of Special Meeting Agenda:** Motion by Director Green to move closed session item two to item one and to adopt the Meeting Agenda.
Seconded by Director Kalvans, Motion was approved by vote of 5 AYES and 0 NOES 0 ABSENT.
- Public Comment: None
- V. ADJOURN TO 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
 - 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)**
Title: Interim General Manager
 - 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)**
Title: Board Clerk/Account Clerk Manager
 - 5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)**
Title: Director of Utilities

- VI. Report out of Closed Session:** Direction was given to Staff
- 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 ACTION ITEMS:** None
- XII. BOARD COMMENT:** None
- XIII. ADJOURNMENT TO NEXT MEETING:** at 8:49 P.M.

DRAFT

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
JANUARY 23, 2020 REGULAR MEETING MINUTES

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

- I.** Meeting Called to Order by President Sangster – 6:30 P.M.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Sangster, Green, Parent, Palafox, and Kalvans
Directors Absent: None
District Staff in attendance: Interim General Manager/ Fire Chief Rob Roberson, Assistant Fire Chief Scott Young, Board Clerk Tamara Parent, Director of Utilities Kelly Dodds, and District General Counsel Seikaly
- IV. Adoption of Regular Meeting Agenda:**
Motion by Director Green to adopt Regular Meeting Agenda.
Seconded by Director Kalvans Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:33 p.m.
- 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
 - 3. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Initiation of Litigation pursuant to § 54956.9(c):
- VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:03 P.M.**
Report out of closed session by District General Counsel, Direction was given to staff and no reportable action.

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

Laverne Buckman San Miguel resident voiced that she feels that the Agendas are too long and asked that all items be sent out promptly with page numbers of the whole packet.

VIII. Special Presentations/Public Hearings/Other: None

IX. STAFF & COMMITTEE REPORTS:

1. **San Luis Obispo County Sheriff, Sgt. J. Caron** was asked by Commander Donovan to come by and update the Board of Directors. The numbers for 2019 are 2251 calls for service, 169 crime reports, 55 felony, 102 misdemeanors, and 12 infractions. January 2020 has had 122 calls for service, 13 crime reports, 6 felony, and 6 misdemeanors. Sgt. Caron explained that these are reports not arrest and asked for any questions.

Board Comment: Director Sangster asked if the Sheriff Department has seen any trends? Sgt. Caron explained that they do not at this time.

Director Kalvans asked if San Miguel was looking better than other communities in the North County. Sgt. Caron explained that he did not have the number for the other Communities with him and could not answer that question but could get those numbers if requested.

2. **San Luis Obispo County Board of Supervisor** 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 Horvath)** No Report
6. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson updated the Board of the Director that he has been sent a letter from the San Miguel Garbage Company with interest in starting contract negotiations due to the contract expiring in January 2021. Mr. Roberson also explained that he has been looking into the USDA loan and at this time the interest rate the District has is good, but explained that with the new wastewater facility, if the District seeks to consolidate those loans the District could get a better rate. Interim General Manager/ Fire Chief Rob Roberson updated the Board of Directors on the County “N” street property and explained that the property was in the County low-income housing and was up for sale for fair market value. Discussion ensued about the cost that is being asked, and how it was appraised. The Board was also updated that the District has submitted the FTR to the State of California and was excepted and received.
Board Comment: Director Green asked what the interest rate change threshold is? Interim General Manager/ Fire Chief Rob Roberson explained that it is around 3 Million, and 6 Million. Discussion ensued amount and what is considered.
Director Sangster asked if the staff has done any other research on who the District could negotiate with and voiced that he would contact Supervisor Peschong to see if he can get some more information.
7. **District General Counsel:** Presented by Counsel Seikaly. ChurchwellWhite, LLC. Explained that the SLO County District Attorney informed her that K. Johnson was trying to divert for mental health diversion. They will return to court on February 27, 2020.
Board Comments: None
Public Comments: None

- 8. District Engineer:** Written report submitted as-is. Director of Utilities Kelly Dodds explained that Dr. Blaine Reely was at the Mission Meadows Homeowners Association Meeting tonight per Board direction.
- 9. Director of Utilities:** Written report submitted as-is. Director of Utilities Kelly Dodds updated the Board that the landscaping will be brought back for discussion and has had one quote submitted. Discussion ensued about the San Miguel Chamber beautification grant monies. Director of Utilities Kelly Dodds updated the Board that he has put out District job announcements for Utility Worker and Operators and is hoping to for qualified
- Board Comment:** Director Sangster asked if the one quote for landscaping was reasonable? Director of Utilities Kelly Dodds explained that it was around twenty-three thousand a year for everything in the scope of work, to recruited qualified applicants. Director Kalvans asked where the best place to advertise has been. Director of Utilities Kelly Dodds explained that BC water Jobs and the District sent out announcements to the licensed operators within the State, posted on the District website and throughout the town.
- Public Comments:** Laverne Buckman San Miguel Resident explained that the grant the Chamber received can be extended and if not used will go back to the County fund. Laverne Buckman voiced that other Districts use signing bonuses.
- 10. Fire Chief & Asst. Fire Chief:** Fire Chief Rob Roberson, and assistant Chief Young submitted the report as written.
- Board Comments:** Director Palafox voiced that the Mileage report has some errors in calculations, a discussion ensued, and Chief Roberson will check the Excel spreadsheet and correct the calculation
- Public Comment:** None

X. CONSENT ITEMS:

1. Review and Approve Board Meeting Minutes

- a. 12-12-2019 2nd Functional Space Work Session Board Meeting

Amendment: bout to about

- b. 12-19-2019 Regular Board Meeting

Amendment: Rewording section four: mid-year budget adjustment and Director to Directors.

Board Comment: Director Sangster voiced amendments to a and b; staff will correct and post with amendments.

Public Comment: None

Motion by Director Sangster to approve Consent items 1.a and 1.b with amendments

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

2. Review and Approve Resolution 2020-01 the San Miguel Community Services District Board Members' Handbook

Motion by Director Palafox to approve Consent item 2

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

XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for December 2019.** Item was presented by Interim General Manager/ Fire Chief Rob Roberson and asked that Statement of Expenditures Budget vs Actual; Item D not be received because the report was not the correct report and would answer questions as needed.

Board Comment: Director Sangster asked if D was the only part of this report that was not correct. Interim General Manager/ Fire Chief Rob Roberson voiced that all he was aware of. Director Sangster voiced that he would recommend getting a revised report for next month, and table the item. Discussion ensued. District General Counsel Siekaly asked if the whole item would be tabled for clarification. Interim General Manager/ Fire Chief Rob Roberson voiced that he did not see errors in the rest but did notice that item D was the incorrect report and with the Mid-Year Budget adjustment that was approved need to reflect in this report and voiced that he was not confident in the report.

Director Sangster voiced that he agrees and that the Board has not been given enough time to review the reports.

Director Green voiced that he would like to know when the incorrect reports would end.

Public Comment: None

Motion by Director Sangster to table Action item 1; Receive and File the Enumeration of Financial Report for December 2019.

Seconded by Director Kalvans. Motion was approved by Vote of 3 AYES and 1 NOES and 1 ABSTAINED.

Board Comment: Director Green asked if the Interim General Manager/ Fire Chief Rob Roberson could speak to why this is the way it is? Interim General Manager/ Fire Chief Rob Roberson explained that he doesn't have the full confidence that the financials are being addressed properly. Director Green voiced that the financials have been of no confidence for twelve years. Interim General Manager/ Fire Chief Rob Roberson explained that he has put mechanisms in place for review and in the last review meeting the financial reports had not been done and could not be reviewed. District General Counsel voiced that the item has been tabled and any other discussion on this topic would be a brown act violation and feels like this should be a closed session item. The discussion was stopped.

Director Sangster asked that the board receive the reports on time for review and verification by the General Manager next month.

2. **Review and Approve Resolution 2020-02 awarding a 5-year contract with Monsoon Consultants to continue providing services as District Engineer** Item presented by Director of Utilities Kelly Dodds explaining that he has worked with the District's General Counsel on this contract and that it was not sent out as an RFP due to it being a renewal of

a contract. Director of Utilities Kelly explained that his rates have gone up and are still in line with cost and budget.

Board Comments: Director Sangster voiced that he was not happy that the contract was being brought to the Board of Directors on the month that the contract expires. Director Sangster voiced the increase is around 30 to 60 percent on some items and is looking to avoid another prop 218 to pay for such contracts. Director Sangster voiced that he had a few issues with the contract; one being he would like to know what the District Engineer has been paid yearly for the last three years for District Engineer work and in the contract itself there is no “term”. Director Sangster voiced that Section “J” says that any disputed would be worked out through a mediator and voiced that he would rather it read by litigated. The other issue Section “G” is service of copyright; (Reads aloud) and that his understanding of what he reads is that all the ownership is to stay with Monsoon and they have the ownership of the documents. Discussion ensued. Director of Utilities Kelly Dodds explained that he reads it as if the District doesn’t pay for documents in full, then the District would have limited use of the documents. District General Counsel agreed with Mr. Dodds in regards to section “G”. Director Sangster would like it clarified and voiced that he does feel that Dr. Reely is the right person for the Engineer position for the District. Director Kalvans voiced that he agrees with Director Sangster and feels that Dr. Reely goes above and beyond for the District. Director of Utilities Kelly voiced that he feels these things can be worked out. Discussion ensued about Purchasing Policy.

Director Parent voiced that the District should be thankful for Dr. Reely and Monsoon Consultants and what he has done for the District; voicing that he is at the top of his field and his prices are more than fair.

Director Sangster asked for the consensus to bring back in February.

Public Comments: Laverne Buckman San Miguel Resident voiced that she was shocked at the increase and doesn’t understand why the District would send him to the HOA meeting, due to his hourly rate. Director of Utilities explained that in Monsoon's current contract he was supposed to raise the rates six months after the last contract was signed and chose to keep them at the lower rate. The District has had a great deal from Monsoon for the last few years. Director Green asked to answer Mrs. Buckman’s question about having Dr. Reely at the HOA meeting and voiced that the Board asked Dr. Reely to attend the HOA meeting because he has the history and knowledge to answer all the questions about the design of the new WWTF.

The consensus of the Board is to bring the District Engineer contract back at February regular meeting with amendments.

3. **Discuss and approve Resolution 2020-03 authorizing the Director of Utilities to contract with DE Construction to make repairs to the liner in pond 2 at the Wastewater Treatment Facility at an estimated cost of \$8,500 and authorize a budget increase in an amount of \$8,500 to WWTP Maintenance.** Item presented by Director of Utilities Kelly Dodds informing the Board of Directors that he did get another quote, but the only other company is from Colorado and that would not work, DE Construction is in Visalia.

Board Comment: Director Palafox asked if the pond will or will not be needed for the new WWTF? Director of Utilities Kelly Dodds explained that it may or may not depending

on the Board's direction. Discussion ensued about the damage and what the options are for that pond.

Director Green asked about the budget and budget adjustments and if this was included? Director of Utilities Kelly Dodds explained that it was not included in the budget and could not be estimated for the need of the repair; at that time of budget approval.

Public Comment: None

Motion by Director Green to approve Resolution 2020-03 authorizing the Director of Utilities to contract with DE Construction to make repairs to the liner in pond 2 at the Wastewater Treatment Facility at an estimated cost of \$8,500 and authorize a budget increase in an amount of \$8,500 to WWTP Maintenance.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSTAINED.

- 4. Discuss and approve Resolution 2020-04 authorizing the Director of Utilities to purchase a replacement motor for pond 1 in an amount of \$8,736.00 including tax and shipping and authorize a budget increase in the same amount to WWTP Maintenance.** Item presented by Director of Utilities Kelly Dodds explained that this request is because the motor in pond 1 died and needed the whole assembly from pond 2 to use for pond 1.

Board Comment: Director Green asked for clarification on the ponds; and withdrew the question.

Director Sangster asked about insulation, and Director of Utilities Kelly Dodds explained that he is only asking for the cost of the motor because there is enough in the budget for installation.

Director Parent asked if the motor can be reused? Director of Utilities explained that it could be used anywhere and explained that the motor in pond 2 will be at end of life soon.

Public Comment: None

Motion by Director Green to approve Resolution 2020-04 authorizes the Director of Utilities to purchase a replacement motor for pond 1 in an amount of \$8,736.00 including tax and shipping and authorize a budget increase in the same amount to WWTP Maintenance.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSTAINED.

- 5. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project** Item presented by Director of Utilities Kelly Dodds updated the Board that he has finally found someone from the Railroad, and they have sent over an application to acquire the property discussed. Discussion ensued about the minimum offer of fifty-thousand dollars for each parcel and is only in discussion at this point. Director of Utilities Kelly Dodds updated the Board of Directors that he has had a meeting with USDA

about a loan for the WWTF and is working on getting all the information into a format they need and is hoping to also look at other option for help in the review of applications for state and federal grant funding. Director of Utilities Kelly Dodds updated the Board on the capacity in November the plant averaged 142,739 gallons per day (71% of hydraulic design capacity) with a max day of 186,073 gallons (93% of hydraulic design capacity).

Board Comment: Director Green asked if District was obligated to purchase the property if the offer is accepted, Discussion ensued about how it is only an offer due to the way the railroad works. Director Green also asked about lighting and fencing of the proposed road. Director Green asked if Gallo was interested in helping with the cost of the road. Director of Utilities Kelly Dodds explained that he has talked to the logistics company, and they expressed that they would look at helping with the grading of the dirt road.

Director Sangster asked if Mr. Dodds estimate of six-hundred thousand dollars includes everything. Director of Utilities Kelly Dodds explained that it doesn't include environmental or any permits if needed.

Director Palafox asked when construction would start on the new WWTF. Director of Utilities Kelly Dodds explained construction drawing is in progress and is hoping for construction to start by the end of the year. Discussion ensued about capacity.

Director Sangster voiced that the District needs to be cognizant that when we get to the process of awarding a general contractor to have continued liquidated damages wording in contract. Discussion ensued about having both incentives for completion and liquidated damages and how you can't have one without the other.

Public Comment: Laverne Buckman San Miguel Resident asked for clarification on the parcels from the Railroad. Director of Utilities Kelly Dodds explained it is about seven acres of land and is along the easement road and cannot be used for anything other than a road. Discussion ensued about the property is too small for houses and the other parcel is landlocked.

Board Comment: Director Green asked if the estimate agreement is worded that there would be no public access? Director of Utilities Kelly Dodds explained that it is worded that access is for District employees for access to the WWTF.

Informational Item only

6. **Continued discussion on the Fire Department Temporary Housing unit.** Item presented by Assistant Fire Chief Scott Young updating the Board of Directors that he had a meeting with the County Planning Department and was informed that using the donated modular for living space would not be HUD compliant. Discussion ensued about HUD compliance and what it would take to comply. Assistant Chief Young asked for Board approval to proceed in getting more information on new prefab modular living units.

Board Comment: Director Sangster voiced that he was not opposed to seeing more information on the "new" units. Discussion ensued about where the unit would be and if grading would need to be done.

Director Palafox asked if he was correct that at the last meeting it was okayed to modify the donated unit, and all county fees would be waived. Assistant Chief Young voiced that he was correct but after meeting with the County, the cost will exceed a new unit because of compliance issues.

Public Comment: None

The consensus of the Board was to abandon the idea of modifying the donated unit and get more information on pricing on a prefab new modular and bring back for discussion in February.

7. **Discuss and provide Direction on Land Tax speaker Rick Rybeck.** Item was presented by Director Kalvans informing the Board that the information is being given due to the consent of the Board to find someone that is an expert in this “Land Tax”. The report was submitted and Director Kalvans asked for any questions about the proposal to have Mr. Rybeck come to the District in a public meeting to answer questions.

Staff Comment: Assistant Chief Young asked if this “Land Tax” has ever been used in the state of California. Director Kalvans explained that Santa Ynez and the City of San Marcos each have used this kind of tax differently, and the proposal is a highbred of these together. Discussion ensued about land in the District.

Director of Utilities Kelly Dodds asked that in the report; it states that you would like this implemented and put on this year’s ballot in November, is that correct. Director Kalvans explained that there are only two options, one to put on this November ballot or wait for 2022. Discussion on timeline ensued and Director of Utilities explained that he would prefer it not to be rushed for November 2020 ballot. Discussion Ensued.

Public Comment: Laverne Buckman San Miguel Resident voiced that she would like to see proof that this would work for San Miguel. Mrs. Buckman voiced that the rest of the County is taxes the current way and would like to know if SLO County Tax Collector’s thoughts are because they collect the District taxes and don’t see an overall benefit. Mrs. Buckman feels that this needs to be better organized and much more information needs to be found out by the County of San Luis Obispo.

Board Comment: Director Sangster asked if the District General Counsel has looked at this proposal. District Counsel voiced that they have not been directed to look at the proposal.

Director Green asked if Director Kalvans feels that Mr. Rybeck could answer all these questions? Director Kalvans voiced that he feels that Mr. Rybeck is an expert in this kind of tax reform.

Director Parent asked how this tax is different from a vacancy tax? Director Kalvans explained that a “Vacancy Tax” is only on vacant lots. Director Parent voiced that he has no interest at this time in pursuing this due to the burden that it would put onto staff and the projects already in the works that need to be done including 10th & 11th Street water project, the 6-8 Million Dollar WWTF, MOU, and a long-overdue garbage ordinance.

Director Kalvans asked if it would be okay to view the Video – Consensus was to play Video: <https://www.youtube.com/watch?v=ok2uR3btMrE> .

Director Sangster asked for a consensus of the board to address the question on the table, to pay for Mr. Rybeck to travel to the District for a presentation and questions.

Director Green voiced that he would like to have Mr. Rybeck come to the District to answer the questions but feels that it is too tight of a timeline to put on the 2020 ballot.

Public Comment: Michelle Hido San Miguel Resident asked if Mr. Rybeck was local or out of town and would the cost be in total or expenses also. Director Kalvans explained that he is from Washington DC and his fee is \$1,500 plus expenses.

Laverne Buckman San Miguel resident voiced that if the District is considering having someone come that she would like to see their credentials on what makes them an expert on this topic and also invite other tax experts that could maybe be in the discussion; opposing sides.

Board Comment: Director Green voiced that he feels that Mrs. Buckman has a good point and asked if Director Kalvans has reached out to the “Howard Jarvis Foundation”? Director Kalvans voiced that he has talked with people associated with them and their stance is to fight tax reforms in Sacramento.

Director Sangster explained that he would like to have both sides to ask questions of. Interim General Manager/ Fire Chief Rob Roberson voiced by his calculations it would be around Three-thousand dollars to have Mr. Rybeck come to the District. Director Kalvans voiced that he would donate his time to facilitate his travel.

Public Comment: Michelle Hido San Miguel Resident asked if he could video call as District General counsel does? Director Kalvans voiced that in this case, he feels that it would be better to have the discussion face to face.

Laverne Buckman San Miguel resident voiced that she feels that this is too early and unorganized and needs to be discussed with the residence of the community.

Board Comment: Director Sangster would like to get information from the SLO County Assessor’s office.

Director Green asked why the District could not reach out to local County Assessor to get information before we fly him out from Washington D.C.

Director Kalvans voiced that he would like to watch the video to have more of an understanding.

Director Sangster voiced that he would like to go in the direction of asking questions from questions locally and approved watching the video.

Video: <https://www.youtube.com/watch?v=ok2uR3btMrE>

Discussion ensued. Information on lot sizes and how many voters you would need. Estimated that at 66% of the community would have to vote yes.

Director Kalvans voiced that he would like to just have the Board of Directors explore this option. Discussion ensued.

Director Sangster, called Point of Order and asked for an opinion to be made on the question on the table. Discussion ensued.

The consensus of the Board is to have Director Kalvans get more information from the County of San Luis Obispo or any local information including Santa Ynez, and/or San Marcos. This information will be brought back to the Board for discussion and consideration.

8. **Adopt Resolution 2020-05 approving the Memorandum of Understanding between the San Miguel Employee’s Association Confidential and Non-Confidential Units and the San Miguel Community Services District for the period of February 1, 2020, through January 31, 2023, and approve a 2019-2020 budget amendment.** Item presented Interim General Manager/ Fire Chief Rob Roberson updated the Board that the

agreement has been reviewed and all parties have agreed but would need a voice vote for ratification.

Board Comment: Director Parent voiced that this has needed to be approved and has taken far too long to be approved and voiced that after the public comment he will motion to approve.

Director Green voiced that he will second after public comment.

Public Comment: None

Director Parent Motioned to Resolution 2020-05 approving the Memorandum of Understanding between the San Miguel Employee's Association Confidential and Non-Confidential Units and the San Miguel Community Services District for the period of February 1, 2020, through January 31, 2023.

District General Counsel asked for clarification on what Director Parent Motioned.

Director Parent explained as written.

Director Sangster asked if everyone was aware of the amendments. Board Clerk explained that the final document with amendments are in the Board packet and that is the only document on the floor for consideration.

District General Counsel asked if the Budget Adjustment was still needed and asked about the resolution and if it had amendments made for the Budget adjustment. Board Clerk explained that the wording was changed to say no budget adjustment needed. District Counsel thanked the Clerk.

Director Parent withdrew his motion due to the confusion.

Motion by Director Green to approve Resolution 2020-05 approving the Memorandum of Understanding between the San Miguel Employee's Association Confidential and Non-Confidential Units and the San Miguel Community Services District for the period of February 1, 2020, through January 31, 2023.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSTAINED.

XII. BOARD COMMENT: Director Kalvans voiced that he is filing the information on tax information and information on the District Master plan. Board Clerk received and filed. Director Parent voiced that he will no longer be participating in the District's closed session of this board and feels that it is an unethical organization and will only do business in the public view.

Director Sangster voiced that the Board would be going back into closed session. Board Clerk reminded the Board that when they come out of closed session, they would need to state that Direction was given to staff and that they would be returning to closed session at the end of the meeting. District General counsel voiced that it is correct that they cannot go back into closed session, due to it not being disclosed; due to Brown Act compliance.

XIII. ADJOURNMENT TO NEXT MEETING: Adjournment at Approximately 9:32 P.M.

DRAFT



San Miguel Community Services District

January 23, 2020

AGENDA ITEM: XI-1

SUBJECT: Bookkeeper Report for December 2019

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

December 2019 Payroll Expense: Total CSD Payroll \$49,543.38 (including all liabilities)

December 2019 Income: \$200,244.17

December 2019 Expenses: \$115,903.72

1. SWRCB \$21,392.00
2. One Beat CPR ~AED \$11,965.00
3. US Bank \$4,828.94
4. Coblenz Biehle & Cramer \$3,220.50
5. Monsoon Ventures \$2,750.00
6. Mullahey Chrysler Dodge \$2,301.48
7. Emergency Reporting \$1,849.60
8. WEX Bank ~ Fuel \$1,369.00
9. Valli Information Systems \$1,277.17
10. San Luis Power House \$1,156.75

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

PREPARED BY:

Paola Freeman

Paola Freeman, Bookkeeper

01/22/20
10:41:17

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 12/19

Page: 1 of 13
Report ID: AP100V

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5341	18089S	67 CHARTER COMMUNICATIONS	89.97					
Acct# 8245101050040553 1765 Bonita Treatment Plant								
1	111819	11/18/19 Internet/Voice	89.97			40 64000	375	10200
5419	18133S	67 CHARTER COMMUNICATIONS	309.94					
Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice								
Service 12/11/19 ~ 1/10/20								
1	7311121119	12/11/19 Internet/Voice	103.31			20 62000	375	10200
2	7311121119	12/11/19 Internet/Voice	103.31			40 64000	375	10200
3	7311121119	12/11/19 Internet/Voice	103.32			50 65000	375	10200
5420	18133S	67 CHARTER COMMUNICATIONS	89.97					
1765 Bonita Treatment Plant Service from 12/18/19 ~ 1/17/20								
1	4055312181	12/18/19 Internet/Voice	89.97			40 64000	375	10200
Total for Vendor:			489.88					
5418	18134S	583 COBLENTZ BIEHLE & CRAMER	1,740.00					
Payroll Adjustments, template, JV, IRS letter								
1	6380	12/17/19 Payroll Adj, template, JV, IR`	382.80			20 62000	325	10200
2	6380	12/17/19 Payroll Adj, template, JV, IR`	34.80			30 63000	325	10200
3	6380	12/17/19 Payroll Adj, template, JV, IR`	626.40			40 64000	325	10200
4	6380	12/17/19 Payroll Adj, template, JV, IR`	661.20			50 65000	325	10200
5	6380	12/17/19 Payroll Adj, template, JV, IR`	34.80			60 66000	325	10200
5452	18155S	583 COBLENTZ BIEHLE & CRAMER	1,480.50					
Call to IRS, Payroll Adjustments,								
1	6409	12/27/19 Call to IRS, Payroll Adjustmen	325.71			20 62000	325	10200
2	6409	12/27/19 Call to IRS, Payroll Adjustmen	29.61			30 63000	325	10200
3	6409	12/27/19 Call to IRS, Payroll Adjustmen	532.98			40 64000	325	10200
4	6409	12/27/19 Call to IRS, Payroll Adjustmen	562.59			50 65000	325	10200
5	6409	12/27/19 Call to IRS, Payroll Adjustmen	29.61			60 66000	325	10200
Total for Vendor:			3,220.50					

01/22/20
10:41:17

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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Report ID: AP100V

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5332	18091S	87 CWEA	89.00					
ID: 000053249I Collection System Maintenance Grade								
Certification Renewal Fees								
1	Oct2020	10/31/19 Certification Renewal Fees	89.00			40 64000	715	10200
Valve								
Total for Vendor:			89.00					
5372	18111S	999999 DELL MARKETING L.P.	171.60					
Global VPN								
1	1036099502	12/10/19 Global VPN	57.20			20 62000	350	10200
2	1036099502	12/10/19 Global VPN	57.20			40 64000	350	10200
3	1036099502	12/10/19 Global VPN	57.20			50 65000	350	10200
Total for Vendor:			171.60					
5377	18112S	635 Emergency Reporting	1,849.60					
Yearly Fire & EMS Subscription								
Subscription Period Jan 2020 to Dec 2020								
1	2019-9542	12/01/19 Yearly Fire & EMS Subscript	1,849.60			20 62000	475	10200
Total for Vendor:			1,849.60					
5382	18113S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00					
#8000653								
1	984203A	12/02/19 Coliform Colilert	125.00			50 65000	359	10200
5428	18135S	112 FGL - ENVIRONMENTAL ANALYTICAL	42.00					
#8000653								
1	984204A	12/02/19 Metals	42.00			50 65000	358	10200
5429	18135S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
#8000653								
1	984340A	12/09/19 Metals	67.00			50 65000	358	10200

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5430 #8000653	18135S	112 FGL - ENVIRONMENTAL ANALYTICAL	20.00					
1	984341A	12/09/19 Coliform	20.00			50 65000	356	10200
5431 #8000653	18135S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	984453A	12/27/19 Metals	67.00			50 65000	358	10200
5432 #8000653	18135S	112 FGL - ENVIRONMENTAL ANALYTICAL	20.00					
1	984458A	12/16/19 Coliform	20.00			50 65000	356	10200
5455 #8000653	18157S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	984545A	01/03/20 Metals	67.00			50 65000	358	10200
5456 #8000653	18157S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	984570A	01/14/19 Metals	67.00			50 65000	358	10200
5457 #8000653	18157S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	080068A	01/16/20 Metals	67.00			50 65000	358	10200
5458 #8000653	18157S	112 FGL - ENVIRONMENTAL ANALYTICAL	200.00					
1	984544A	01/15/20 Coliform-Colilert	200.00			50 65000	359	10200
Total for Vendor:			742.00					
5350 Acct #805-467-2818 Service from 11/22/19 - 12/21/19	18093S	308 FRONTIER COMMUNICATIONS	61.08					
1	Nov~19	11/22/19 SCADA	30.54			40 64000	310	10200
2	Nov~19	11/22/19 SCADA	30.54			50 65000	310	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5384	18114S	308 FRONTIER COMMUNICATIONS	81.32					
Acct #805-467-2015-051216-5								
Service from 12/01/19 ~ 12/31/19								
SCADA								
1	Dec 2019	12/01/19 Alarm	40.66			40 64000	310	10200
2	Dec2019	12/01/19 Alarm	40.66			50 65000	310	10200
5422	18136S	308 FRONTIER COMMUNICATIONS	61.08					
Acct #805-467-2818 010412-5								
Service from 12/22/19 - 1/21/201150								
1150 Mission Street								
1	Dec~19	12/22/19 Building Alarm	20.36			40 64000	310	10200
2	Dec~19	12/22/19 Building Alarm	20.36			50 65000	310	10200
3	Dec~19	12/22/19 Building Alarm	20.36			20 62000	310	10200
Total for Vendor:			203.48					
5333	18094S	125 GREAT WESTERN ALARM	75.60					
A0702								
Service Period: 12/01/19 ~ 12/31/19								
1	191102242	12/01/19 Answering Service	37.80			40 64000	380	10200
2	191102242	12/01/19 Answering Service	37.80			50 65000	380	10200
5334	18094S	125 GREAT WESTERN ALARM	32.00					
GW-661								
Service Period: 12/01/19 ~ 12/31/19								
1	191100545	12/01/19 Alarm Monitoring	16.00			40 64000	380	10200
2	191100545	12/01/19 Alarm Monitoring	16.00			50 65000	380	10200
5423	18137S	125 GREAT WESTERN ALARM	32.00					
GW-661								
Service Period: 1/01/20 ~ 1/31/20								
1	1912005451	01/01/20 Alarm Monitoring	16.00			40 64000	380	10200
2	191000545	01/01/20 Alarm Monitoring	16.00			50 65000	380	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5424 A0702	18137S 125	GREAT WESTERN ALARM	75.60					
Service Period: 1/01/20 ~ 1/31/20								
1	1912022421	01/01/20 Answering Service	37.80			40 64000	380	10200
2	1912022421	01/01/20 Answering Service	37.80			50 65000	380	10200
Total for Vendor:			215.20					
5433 Acct#292463	18138S 129	HACH	603.40					
1	11768524	12/19/19 Chlorine	201.13			50 65000	356	10200
2	11768524	12/19/19 Chlorine	201.13			50 65000	357	10200
3	11768524	12/19/19 Chlorine	201.14			50 65000	358	10200
Total for Vendor:			603.40					
5385 BLS Instructor Class M Roberson	18115S 134	HELPING HAND HEALTH EDUCATION	300.00					
1	207	12/09/19 BLS Instructor Class	300.00			20 62000	386	10200
5434 CPR Class	18139S 134	HELPING HAND HEALTH EDUCATION	110.00					
Rojas, Beatty, Kamphaus, Hido, Byrn, Freeman, Sobotka, Stiles, Dodds, Parent								
1	208	12/09/19 CPR Class	110.00			20 62000	386	10200
Total for Vendor:			410.00					
5386	18116S 633	KELLY-MOORE PAINTS	232.70					
1	97896	10/21/19 Maintenance	92.93			50 65000	353	10200
2	130713	11/20/19 Well Pipe	139.77			50 65000	353	10200
Total for Vendor:			232.70					
5353	18105S 510	LOCAL IT EXPERTS	890.00					
1	201	12/03/19 IT Service~ Dec 2019	195.80			20 62000	350	10200
2	201	12/03/19 IT Service~ Dec 2019	17.80			30 63000	350	10200
3	201	12/03/19 IT Service~ Dec 2019	320.40			40 64000	350	10200
4	201	12/03/19 IT Service~ Dec 2019	338.20			50 65000	350	10200
5	201	12/03/19 IT Service~ Dec 2019	17.80			60 66000	350	10200
Total for Vendor:			890.00					

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5437	18140S	606 MICHAEL SOBOTKA	60.00					
		T2 License renewal Michael Sobotka						
1	020120	12/24/19 T-2 Renewal	60.00			50 65000	386	10200
		Total for Vendor:	60.00					
5398	18132S	559 MONSOON VENTURES, INC.	2,750.00					
		Board & Committee meetings 10-16 ~ 11-21-19						
1	2461	11/26/19 Board & Committee meetings	1,375.00			40 64000	326	10200
2	2461	11/26/19 Board & Committee meetings	1,375.00			50 65000	326	10200
		Total for Vendor:	2,750.00					
5399	18131S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	1,810.28					
		Truck #8601 A/C Fan not working, Check engine light						
1	87276	11/30/19 A/C Fan not working	1,810.28			20 62000	354	10200
5400	18118S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	491.20					
		Truck #8668 Lack of power, regen						
1	89768	11/14/19 Regen on DPF	491.20			20 62000	354	10200
		Total for Vendor:	2,301.48					
5462	18161S	182 NAPA	232.86					
		Batteries Truck #8600						
1	956963	12/04/19 Batteries	232.86			20 62000	354	10200
		Total for Vendor:	232.86					
5403	18119S	636 OFFICE1	72.28					
		Maintenance Contract #CBM6913-02 Samsung/X4250LX						
		Acct No. 013014 Contract Increase						
1	AR494379	12/04/19 Maint Contract 12/4/19~01/3/	36.14			40 64000	334	10200
2	AR494379	12/04/19 Maint Contract 12/4/19~01/3/	36.14			50 65000	334	10200
		Total for Vendor:	72.28					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5426	18141S	638 ONE BEAT CPR	3,850.00					
3 AED								
1	76997	12/23/19 AED	1,925.00			40 64000	490	10200
2	76997	12/23/19 AED	1,925.00			50 65000	490	10200
5427	18141S	638 ONE BEAT CPR	8,115.00					
6 AED								
1	76996-1	12/23/19 6 AED	8,115.00			20 62000	450	10200
		Total for Vendor:	11,965.00					
5404	18120S	609 SAN LUIS POWER HOUSE	594.63					
		Annual service of Kohler emergency generator Location San Miguel Fire Department						
1	42182	11/21/19 Service Fire Station Generator	594.63			20 62000	351	10200
5405	18120S	609 SAN LUIS POWER HOUSE	562.12					
		Annual service of Onan generator Location Mission Garden Lift Station						
1	42181	11/21/19 Service Onan generator	562.12			40 64000	351	10200
		Total for Vendor:	1,156.75					
5354	18106S	999999 SAN MIGUEL COMMUNITY SERVICE	14,000.00					
		Deposit monies in Pacific Western Bank for long term maintance						
1	12-2019	12/05/19 Deposit	14,000.00			40 10260		10200
		Total for Vendor:	14,000.00					
5407	18122S	238 SAN MIGUEL GARBAGE	103.98					
		Account # 318694 Service 12/01/19 ~ 12/31/19						
1	10-2019	12/01/19 Trash Disposal	51.99			40 64000	383	10200
2	10-2019	12/01/19 Trash Disposal	51.99			50 65000	383	10200
		Total for Vendor:	103.98					

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5421	18143S	260 SLO ENVIRONMENTAL HEALTH	120.00					
	PR0007222	Matthew Giuffrida						
		Chargeable report writing/correspondence						
1	IN0125646	12/11/19 Cross Connection	120.00			50 65000	362	10200
		Total for Vendor:	120.00					
5343	18098S	352 STAPLES CREDIT PLAN	239.72					
		Office Supplies						
1	11/08/19	Markers, Dry Erase Board	42.12			40 64000	305	10200
2	11/08/19	Markers, Dry Erase Board	42.12			50 65000	305	10200
3	11/08/19	Paper , Toner	77.74			40 64000	410	10200
4	11/08/19	Paper , Toner	77.74			50 65000	410	10200
		Total for Vendor:	239.72					
5413	18123S	460 STATE WATER RESOURCES CONTROL	295.00					
		Dodds Grade level 3 Waste Water Exam						
1	121319	12/13/19 Dodds Treatment Certificates	295.00			40 64000	715	10200
		Total for Vendor:	295.00					
5408	18124S	534 STREAMLINE	200.00					
		Web Page Hosting						
1	102041	10/10/19 Web Page Monthly Fee Dec	44.00			20 62000	376	10200
2	102041	10/10/19 Web Page Monthly Fee Dec	4.00			30 63000	376	10200
3	102041	10/10/19 Web Page Monthly Fee Dec	72.00			40 64000	376	10200
4	102041	10/10/19 Web Page Monthly Fee Dec	76.00			50 65000	376	10200
5	102041	10/10/19 Web Page Monthly Fee Dec	4.00			60 66000	376	10200
		Total for Vendor:	200.00					
5347	18099S	275 SWRCB ACCOUNTING OFFICE	18,767.00					
		San Miguel Community WWTP						
		System Number: 4010010						
		Billing Period: 07/01/19 - 6/30/2018						
1	WD-016240	11/06/17 Community WWTP	18,767.00*			40 64000	705	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5348	18099S	275 SWRCB ACCOUNTING OFFICE San Miguel Community Waste Water Collection System Period: 7/01/19 - 6/30/20	2,625.00					
ID#3SS101321								
1	WD-0162715	11/06/19 Waste Water Collection Syst	2,625.00*			40 64000	705	10200
		Total for Vendor:	21,392.00					
5412	18125S	282 THE BLUEPRINTER	37.82					
1	77471	11/29/19 WW Treatment	23.06			40 64000	582	10200
2	44543	11/29/19 WWTP Layout	14.76			40 64000	582	10200
		Total for Vendor:	37.82					
5344	18100S	289 TOTALFUNDS BY HASLER	500.00					
Acct#7900011001302978								
1	Oct 2019	11/10/19 Postage	250.00			40 64000	315	10200
2	Oct 2019	11/10/19 Postage	250.00			50 65000	315	10200
		Total for Vendor:	500.00					
5370	18126S	999999 UC REGENTS Central Coast Information Center/ Non-confidential summary records search 10th & 11th Street water line replacement project	150.00					
1	1405	12/10/19 summary records search	150.00			50 65000	353	10200
		Total for Vendor:	150.00					
5438	18144S	298 UNIVAR USA INC Customer #701341 Well 3	553.48					
1	F0914746	12/23/19 SOD HYPO 12.5 % Liquichlor	553.48			50 65000	481	10200
		Total for Vendor:	553.48					
5440	18145S	301 US BANK	4,828.94					
1	Dec 2019	12/23/19 Templeton Uniform	143.21			20 62000	455	10200
2	Dec 2019	12/23/19 Postage	12.55			20 62000	315	10200
3	Dec 2019	12/23/19 Postage	1.14			30 63000	315	10200
4	Dec 2019	12/23/19 Postage	20.54			40 64000	315	10200
5	Dec 2019	12/23/19 Postage	21.68			50 65000	315	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6	Dec 2019 12/23/19	Postage	1.14			60 66000	315	10200
7	Dec 2019 12/23/19	Brown & Caldwell ~ Job Posti	100.00			40 64000	393	10200
8	Dec 2019 12/23/19	Brown & Caldwell ~ Job Posti	100.00			50 65000	393	10200
9	Dec 2019 12/23/19	BluePrinter scan	51.04			20 62000	320	10200
10	Dec 2019 12/23/19	WPSG EMS Backpack	124.99			20 62000	450	10200
11	Dec 2019 12/23/19	Dollar General	44.40			20 62000	305	10200
12	Dec 2019 12/23/19	Walmart	265.75			20 62000	450	10200
13	Dec 2019 12/23/19	Staples	81.32			40 64000	475	10200
14	Dec 2019 12/23/19	Staples	81.31			50 65000	475	10200
15	Dec 2019 12/23/19	Walmart Cable	4.28			20 62000	475	10200
16	Dec 2019 12/23/19	Walmart Cable	4.28			40 64000	475	10200
17	Dec 2019 12/23/19	Walmart Cable	4.27			50 65000	475	10200
18	Dec 2019 12/23/19	Amazon	13.93			40 64000	305	10200
19	Dec 2019 12/23/19	Amazon	13.93			50 65000	305	10200
20	Dec 2019 12/23/19	Amazon Gloves	50.91			40 64000	305	10200
21	Dec 2019 12/23/19	Amazon Gloves	50.90			50 65000	305	10200
22	Dec 2019 12/23/19	Lowes ~ Pull box	166.97			40 64000	582	10200
23	Dec 2019 12/23/19	Borjon 2006 GMC	951.75			40 64000	354	10200
24	Dec 2019 12/23/19	Borjon 2006 GMC	951.75			50 65000	354	10200
25	Dec 2019 12/23/19	Lowes	107.60			40 64000	582	10200
26	Dec 2019 12/23/19	Home Depot screws	21.13			40 64000	582	10200
27	Dec 2019 12/23/19	Matts Smog #8632	20.88			40 64000	354	10200
28	Dec 2019 12/23/19	Matts Smog #8632	20.87			50 65000	354	10200
29	Dec 2019 12/23/19	Alameda Electrical 22 St Bul	1,347.63			40 64000	353	10200
30	Dec 2019 12/23/19	AMazon dispenser	48.79			20 62000	352	10200
Total for Vendor:			4,828.94					
5411	18129S	327 VALLI INFORMATION SYSTEMS	602.44					
Web Posting service for Nov 2019								
Postage,								
1	56369	Nov 11/30/19 Web Posting, Online Maint.	301.22			40 64000	305	10200
2	56369	Nov 11/30/19 Web Posting, Online Maint.	301.22			50 65000	305	10200
5467	18168S	327 VALLI INFORMATION SYSTEMS	674.73					
Web Posting service for Dec 2019								
Postage,								
1	56883	Dec 12/31/19 Web Posting, Online Maint.	337.37			40 64000	305	10200

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2	56883	Dec 12/31/19 Web Posting, Online Maint.	337.36			50 65000	305	10200
		Total for Vendor:	1,277.17					
5346	18102S	511 VERIZON	90.48					
		Laptop 805-423-7591,805-591-9233,805-591-9352						
		Laptop 805-369-9703						
11/09/19 ~12/08/19								
1	9839663427	11/08/19 Tablets	20.08			20 62000	310	10200
2	9839663427	11/08/19 Tablets	35.20			40 64000	310	10200
3	9839663427	11/08/19 Tablets	35.20			50 65000	310	10200
5442	18146S	511 VERIZON	120.48					
		Laptop 805-423-7591,805-591-9233,805-591-9352						
		Laptop 805-369-9703						
12/09/19 ~1/08/20								
1	9843775650	12/08/19 Tablets	20.16			20 62000	310	10200
2	9843775650	12/08/19 Tablets	50.16			40 64000	310	10200
3	9843775650	12/08/19 Tablets	50.16			50 65000	310	10200
		Total for Vendor:	210.96					
5414	18130S	612 WEX BANK	885.26					
1	62297473	11/07/19 Truck #8600	78.72			20 62000	485	10200
2	62297473	11/07/19 Truck #8601	103.98			20 62000	485	10200
3	62297473	11/07/19 Truck #8630	76.24			20 62000	485	10200
4	62297473	11/07/19 Truck #8632	294.41			40 64000	485	10200
5	62297473	11/07/19 Truck #8632	294.40			50 65000	485	10200
6	62297473	11/07/19 Truck #8634	37.51			40 64000	485	10200
5449	18170S	612 WEX BANK	484.18					
1	61785115	12/07/19 Truck #8600	51.47			20 62000	485	10200
2	61785115	12/07/19 Truck #8601	108.39			20 62000	485	10200
3	61785115	12/07/19 Truck #8632	120.73			40 64000	485	10200
4	61785115	12/07/19 Truck #8634	41.42			50 65000	485	10200
5	61785115	12/07/19 Truck #8632	120.74			50 65000	485	10200
6	61785115	12/07/19 Truck #8634	41.43			40 64000	485	10200
		Total for Vendor:	1,369.44					

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5469	18171S	318 WILDHORSE PROPANE	222.14					
ACCT #SANMI1								
1	U0011239	12/31/19 Propane	48.87			20 62000	382	10200
2	U0011239	12/31/19 Propane	4.44			30 63000	382	10200
3	U0011239	12/31/19 Propane	79.97			40 64000	382	10200
4	U0011239	12/31/19 Propane	84.42			50 65000	382	10200
5	U0011239	12/31/19 Propane	4.44*			60 66000	382	10200
Total for Vendor:			222.14					
# of Claims			60	Total:	60			73,156.38

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$15,835.67
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$91.79
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$46,410.26
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$10,726.87
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$91.79
Total:	\$73,156.38

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	176.00	1,304.00	1,128.00	-176.00	116 %
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	1,237.50	2,435.50	4,400.00	1,964.50	55 %
40500	VFA Assistance Grant	0.00	19,618.78	19,619.00	0.22	100 %
40510	Sponsored Training Fees	0.00	400.00	400.00	0.00	100 %
	Account Group Total:	1,413.50	43,691.49	28,047.00	-15,644.49	156 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	35,771.40	92,659.71	389,155.00	296,495.29	24 %
	Account Group Total:	35,771.40	92,659.71	389,155.00	296,495.29	24 %
46000	Revenues & Interest					
46000	Revenues & Interest	54.87	214.34	168.00	-46.34	128 %
46151	Refund/Adjustments	49.55	115.57	66.00	-49.57	175 %
46153	Plan Check Fees and Inspections	0.00	1,000.00	850.00	-150.00	118 %
46157	Donation	0.00	4,325.00	4,325.00	0.00	100 %
	Account Group Total:	104.42	5,654.91	5,409.00	-245.91	105 %
	Fund Total:	37,289.32	142,006.11	422,611.00	280,604.89	34 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	10,649.34	27,561.78	113,842.00	86,280.22	24 %
	Account Group Total:	10,649.34	27,561.78	113,842.00	86,280.22	24 %
46000	Revenues & Interest					
46000	Revenues & Interest	163.56	1,945.76	0.00	-1,945.76	** %
46100	Realized Earnings	-205.35	4,328.08	0.00	-4,328.08	** %
46150	Miscellaneous Income	0.00	200.00	0.00	-200.00	** %
46151	Refund/Adjustments	9.00	9.00	0.00	-9.00	** %
	Account Group Total:	-32.79	6,482.84	0.00	-6,482.84	** %
	Fund Total:	10,616.55	34,044.62	113,842.00	79,797.38	30 %
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	80,046.67	465,074.70	867,202.00	402,127.30	54 %
40910	Wastewater Late Charges	1,804.79	7,475.08	5,670.00	-1,805.08	132 %
	Account Group Total:	81,851.46	472,549.78	872,872.00	400,322.22	54 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,331.60	14,112.39	58,942.00	44,829.61	24 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	Account Group Total:	5,331.60	14,112.39	58,942.00	44,829.61	24 %
46000	Revenues & Interest					
46000	Revenues & Interest	41.80	232.67	127.00	-105.67	183 %
46006	IRWM Grants	0.00	112,937.16	177,750.00	64,812.84	64 %
46008	DWR Grants	0.00	0.00	250,000.00	250,000.00	0 %
46150	Miscellaneous Income	432.00	1,296.00	864.00	-432.00	150 %
46151	Refund/Adjustments	81.08	248.74	168.00	-80.74	148 %
	Account Group Total:	554.88	114,714.57	428,909.00	314,194.43	27 %
	Fund Total:	87,737.94	601,376.74	1,360,723.00	759,346.26	44 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	59,298.82	465,009.99	859,010.00	394,000.01	54 %
41005	Water Late Charges	2,179.24	10,947.24	8,768.00	-2,179.24	125 %
41010	Water Meter Fees	0.00	-5,000.51	-5,001.00	-0.49	100 %
	Account Group Total:	61,478.06	470,956.72	862,777.00	391,820.28	55 %
46000	Revenues & Interest					
46000	Revenues & Interest	4.72	277.25	300.00	22.75	92 %
46151	Refund/Adjustments	85.58	220.24	435.00	214.76	51 %
	Account Group Total:	90.30	497.49	735.00	237.51	68 %
	Fund Total:	61,568.36	471,454.21	863,512.00	392,057.79	55 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46000	Revenues & Interest	1.56	3.06	4.00	0.94	77 %
46005	Franchise Fees	3,030.44	15,691.21	32,323.00	16,631.79	49 %
	Account Group Total:	3,032.00	15,694.27	32,327.00	16,632.73	49 %
	Fund Total:	3,032.00	15,694.27	32,327.00	16,632.73	49 %
	Grand Total:	200,244.17	1,264,575.95	2,793,015.00	1,528,439.05	45 %

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	37,289.32	142,006.11	422,611.00	280,604.89	34 %
30 STREET LIGHTING DEPARTMENT	10,616.55	34,044.62	113,842.00	79,797.38	30 %
40 WASTEWATER DEPARTMENT	87,737.94	601,376.74	1,360,723.00	759,346.26	44 %
50 WATER DEPARTMENT	61,568.36	471,454.21	863,512.00	392,057.79	55 %
60 SOLID WASTE DEPARTMENT	3,032.00	15,694.27	32,327.00	16,632.73	49 %
Grand Total:	200,244.17	1,264,575.95	2,793,015.00	1,528,439.05	45 %

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	7,584.05	44,032.51	123,337.00	123,337.00	79,304.49	36 %
	110 Payroll tax expense	0.00	0.00	28,000.00	0.00	0.00	0 %
	111 BOD Stipend	110.00	572.00	1,313.00	1,313.00	741.00	44 %
	115 Payroll Expenses	96.76	1,193.82	750.00	2,742.00	1,548.18	44 %
	120 Workers' Compensation	0.00	6,910.61	9,000.00	6,911.61	1.00	100 %
	121 Physicals	0.00	150.00	2,500.00	2,500.00	2,350.00	6 %
	125 Volunteer firefighter stipends	1,238.70	14,027.11	38,000.00	38,000.00	23,972.89	37 %
	135 Payroll Tax - FICA	57.31	881.35	0.00	2,000.00	1,118.65	44 %
	140 Payroll Tax - Medicare	123.53	805.45	0.00	1,700.00	894.55	47 %
	155 Payroll Tax - SUI	12.30	156.38	0.00	400.00	243.62	39 %
	205 Insurance - Health	359.03	2,173.94	4,944.00	4,944.00	2,770.06	44 %
	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	1,451.84	4,161.58	6,836.00	6,836.00	2,674.42	61 %
	305 Operations and maintenance	44.40	864.79	6,000.00	6,000.00	5,135.21	14 %
	310 Phone and fax expense	60.60	149.12	900.00	900.00	750.88	17 %
	315 Postage, shipping and freight	12.55	15.41	200.00	200.00	184.59	8 %
	320 Printing and reproduction	51.04	95.52	300.00	300.00	204.48	32 %
	325 Professional svcs - Accounting	708.51	6,813.51	6,565.00	9,337.00	2,523.49	73 %
	327 Professional svcs - Legal (General)	0.00	2,960.01	14,225.00	14,225.00	11,264.99	21 %
	328 Insurance - prop and liability	0.00	12,963.19	13,100.00	12,963.00	-0.19	100 %
	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	18.90	23.65	500.00	500.00	476.35	5 %
	350 Repairs and maint - computers	253.00	963.11	3,860.00	3,860.00	2,896.89	25 %
	351 Repairs and maint - equip	594.63	1,175.75	8,000.00	8,000.00	6,824.25	15 %
	352 Repairs and maint - structures	48.79	89.67	1,000.00	1,000.00	910.33	9 %
	354 Repairs and maint - vehicles	2,534.34	3,961.07	15,000.00	15,000.00	11,038.93	26 %
	370 Dispatch services (Fire)	0.00	8,963.00	11,000.00	8,963.00	0.00	100 %
	375 Internet expenses	103.31	619.86	1,400.00	1,400.00	780.14	44 %
	376 Webpage- Upgrade/Maint	44.00	264.00	525.00	525.00	261.00	50 %
	380 Utilities - alarm service	0.00	10.20	165.00	165.00	154.80	6 %
	381 Utilities - electric	0.00	1,512.36	2,500.00	2,500.00	987.64	60 %
	382 Utilities - propane	48.87	111.77	500.00	500.00	388.23	22 %
	385 Dues and subscriptions	0.00	2,944.07	4,000.00	4,000.00	1,055.93	74 %
	386 Education and training	410.00	1,873.66	6,000.00	6,000.00	4,126.34	31 %
	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	2,035.69	0.00	100 %
	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	1,200.00	303.15	75 %
	450 EMS supplies	8,505.74	8,604.24	3,000.00	11,809.00	3,204.76	73 %
	455 Fire Safety Gear & Equipment	143.21	1,073.76	3,000.00	3,000.00	1,926.24	36 %
	456 VFF Assistance Grant	0.00	0.00	40,000.00	0.00	0.00	0 %
	465 Cell phones, radios and pagers	50.45	241.75	605.00	605.00	363.25	40 %
	470 Communication equipment	0.00	268.13	5,000.00	5,000.00	4,731.87	5 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
	475 Computer supplies and upgrades	1,853.88	11,787.65	8,000.00	12,000.00	212.35	98 %
	485 Fuel expense	418.80	2,032.94	6,500.00	6,500.00	4,467.06	31 %
	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	2,000.00	2,000.00	2,000.00	0.00	100 %
	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	210.62	0.00	100 %
	Account Total:	26,938.54	153,393.70	414,965.00	365,401.92	212,008.22	42 %
	Account Group Total:	26,938.54	153,393.70	414,965.00	365,401.92	212,008.22	42 %
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:	26,938.54	153,393.70	415,650.00	366,086.92	212,693.22	42 %
30 STREET LIGHTING DEPARTMENT							
63000	Lighting						
63000	Lighting						
	105 Salaries and Wages	883.63	4,983.57	11,000.00	11,000.00	6,016.43	45 %
	110 Payroll tax expense	0.00	0.00	2,000.00	0.00	0.00	0 %
	111 BOD Stipend	10.00	52.00	109.00	109.00	57.00	48 %
	115 Payroll Expenses	8.80	61.27	150.00	150.00	88.73	41 %
	120 Workers' Compensation	0.00	1.39	200.00	200.00	198.61	1 %
	135 Payroll Tax - FICA	2.05	10.99	0.00	30.00	19.01	37 %
	140 Payroll Tax - Medicare	12.47	71.45	0.00	150.00	78.55	48 %
	155 Payroll Tax - SUI	1.09	10.14	0.00	0.00	-10.14	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	30.00	30.00	0 %
	205 Insurance - Health	83.01	434.00	1,212.00	1,212.00	778.00	36 %
	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	238.94	485.28	650.00	650.00	164.72	75 %
	305 Operations and maintenance	0.00	5.83	2,000.00	2,000.00	1,994.17	0 %
	315 Postage, shipping and freight	1.14	1.26	0.00	15.00	13.74	8 %
	320 Printing and reproduction	0.00	1.78	100.00	100.00	98.22	2 %
	325 Professional svcs - Accounting	64.41	619.41	544.00	800.00	180.59	77 %
	326 Professional svcs - Engineering	0.00	585.00	5,000.00	5,000.00	4,415.00	12 %
	327 Professional svcs - Legal (General)	0.00	268.32	1,179.00	1,179.00	910.68	23 %
	328 Insurance - prop and liability	0.00	363.97	450.00	363.97	0.00	100 %
	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	3.18	27.83	45.00	45.00	17.17	62 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	350 Repairs and maint - computers	17.80	66.17	100.00	200.00	133.83	33 %
	351 Repairs and maint - equip	0.00	765.72	1,000.00	1,000.00	234.28	77 %
	353 Repairs & Maint- Infrastructure	0.00	893.72	24,000.00	24,000.00	23,106.28	4 %
	376 Webpage- Upgrade/Maint	4.00	24.00	44.00	54.00	30.00	44 %
	381 Utilities - electric	0.00	6,583.15	26,000.00	26,000.00	19,416.85	25 %
	382 Utilities - propane	4.44	10.16	0.00	20.00	9.84	51 %
	385 Dues and subscriptions	0.00	81.07	300.00	300.00	218.93	27 %
	386 Education and training	0.00	11.50	1,500.00	1,500.00	1,488.50	1 %
	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	339.28	0.00	100 %
	410 Office Supplies	0.00	6.19	25.00	25.00	18.81	25 %
	465 Cell phones, radios and pagers	6.15	29.00	75.00	75.00	46.00	39 %
	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:	1,341.11	16,886.05	81,969.00	80,540.25	63,654.20	21 %
	Account Group Total:	1,341.11	16,886.05	81,969.00	80,540.25	63,654.20	21 %
	Fund Total:	1,341.11	16,886.05	81,969.00	80,540.25	63,654.20	21 %

40 WASTEWATER DEPARTMENT

64000 Sanitary

64000 Sanitary

	105 Salaries and Wages	12,986.97	62,787.03	204,870.00	204,870.00	142,082.97	31 %
	109 Stand-by Hours	1,042.00	4,801.08	7,500.00	7,500.00	2,698.92	64 %
	110 Payroll tax expense	0.00	0.00	12,903.00	0.00	0.00	0 %
	111 BOD Stipend	180.00	936.00	2,190.00	2,190.00	1,254.00	43 %
	115 Payroll Expenses	158.34	1,074.51	1,000.00	2,500.00	1,425.49	43 %
	120 Workers' Compensation	0.00	7,393.96	6,500.00	7,393.96	0.00	100 %
	135 Payroll Tax - FICA	33.72	180.40	0.00	400.00	219.60	45 %
	140 Payroll Tax - Medicare	203.01	1,154.66	0.00	2,400.00	1,245.34	48 %
	155 Payroll Tax - SUI	18.00	166.41	0.00	0.00	-166.41	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	400.00	400.00	0 %
	205 Insurance - Health	1,732.99	8,840.16	34,800.00	34,800.00	25,959.84	25 %
	206 Insurance - CalPers Health Retiree	105.19	525.95	600.00	1,050.00	524.05	50 %
	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	3,598.55	8,489.17	19,000.00	17,500.00	9,010.83	49 %
	305 Operations and maintenance	745.55	1,873.22	6,000.00	6,000.00	4,126.78	31 %
	310 Phone and fax expense	176.92	619.45	1,800.00	1,800.00	1,180.55	34 %
	315 Postage, shipping and freight	270.54	1,051.69	4,000.00	4,000.00	2,948.31	26 %
	320 Printing and reproduction	0.00	587.96	750.00	750.00	162.04	78 %
	325 Professional svcs - Accounting	1,159.38	11,149.38	10,948.00	15,484.00	4,334.62	72 %
	326 Professional svcs - Engineering	1,375.00	6,540.00	12,000.00	12,000.00	5,460.00	55 %
	327 Professional svcs - Legal (General)	0.00	20,269.07	23,720.00	26,240.00	5,970.93	77 %
	328 Insurance - prop and liability	0.00	10,029.17	8,500.00	10,029.17	0.00	100 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
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	0.00	1,016.00	20,250.00	10,500.00	9,484.00	10 %
334	Maintenance Agreements	36.14	4,476.20	6,600.00	9,600.00	5,123.80	47 %
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	127.04	368.88	912.00	912.00	543.12	40 %
350	Repairs and maint - computers	377.60	1,787.81	3,300.00	3,300.00	1,512.19	54 %
351	Repairs and maint - equip	562.12	903.02	14,000.00	14,000.00	13,096.98	6 %
352	Repairs and maint - structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint- Infrastructure	1,347.63	1,597.63	3,000.00	3,000.00	1,402.37	53 %
354	Repairs and maint - vehicles	972.63	1,547.76	2,000.00	2,000.00	452.24	77 %
355	Testing & Supplies (WWTP)	0.00	1,113.00	12,000.00	12,000.00	10,887.00	9 %
375	Internet expenses	283.25	1,159.68	1,400.00	2,200.00	1,040.32	53 %
376	Webpage- Upgrade/Maint	72.00	432.00	876.00	876.00	444.00	49 %
380	Utilities - alarm service	107.60	366.50	700.00	700.00	333.50	52 %
381	Utilities - electric	0.00	27,142.78	70,000.00	70,000.00	42,857.22	39 %
382	Utilities - propane	79.97	182.90	1,000.00	1,000.00	817.10	18 %
383	Utilities - trash	51.99	311.94	700.00	700.00	388.06	45 %
385	Dues and subscriptions	0.00	2,179.37	3,000.00	3,000.00	820.63	73 %
386	Education and training	0.00	206.94	4,000.00	4,000.00	3,793.06	5 %
393	Advertising and public notices	100.00	100.00	1,000.00	1,000.00	900.00	10 %
394	LAFCO Allocations	0.00	2,035.69	1,755.00	2,035.69	0.00	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
410	Office Supplies	77.74	264.98	1,000.00	1,000.00	735.02	26 %
459	Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
465	Cell phones, radios and pagers	114.60	562.50	1,735.00	1,735.00	1,172.50	32 %
475	Computer supplies and upgrades	85.60	8,748.11	10,000.00	16,000.00	7,251.89	55 %
485	Fuel expense	494.08	1,617.94	5,000.00	5,000.00	3,382.06	32 %
490	Small tools and equipment	1,925.00	5,381.20	4,000.00	6,000.00	618.80	90 %
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	333.52	8,074.98	12,000.00	12,000.00	3,925.02	67 %
585	Sludge Removal Project	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
587	WWTF Final Design/ Construction	0.00	8,590.00	0.00	178,000.00	169,410.00	5 %
705	Waste Discharge Fees/Permits	21,392.00	21,392.00	20,000.00	20,000.00	-1,392.00	107 %
715	Licenses, permits and fees	384.00	939.00	1,000.00	1,000.00	61.00	94 %
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	50.00	32.50	35 %
960	Property tax expense	0.00	127.84	200.00	127.84	0.00	100 %
970	WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
990	Retirement/Health Ins Liability	0.00	0.00	7,707.00	7,707.00	7,707.00	0 %
	Account Total:	52,710.67	252,594.80	953,716.00	1,134,250.66	881,655.86	22 %
	Account Group Total:	52,710.67	252,594.80	953,716.00	1,134,250.66	881,655.86	22 %
	Fund Total:	52,710.67	252,594.80	953,716.00	1,134,250.66	881,655.86	22 %

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	14,741.27	72,964.52	213,252.00	213,252.00	140,287.48	34 %
	109 Stand-by Hours	1,042.00	4,801.07	7,500.00	7,500.00	2,698.93	64 %
	110 Payroll tax expense	0.00	0.00	12,903.00	0.00	0.00	0 %
	111 BOD Stipend	190.00	988.00	2,279.00	2,279.00	1,291.00	43 %
	115 Payroll Expenses	167.13	1,129.94	1,000.00	2,500.00	1,370.06	45 %
	120 Workers' Compensation	0.00	5,762.13	6,100.00	5,762.00	-0.13	100 %
	135 Payroll Tax - FICA	38.01	204.13	0.00	420.00	215.87	49 %
	140 Payroll Tax - Medicare	229.27	1,305.38	0.00	2,400.00	1,094.62	54 %
	155 Payroll Tax - SUI	20.28	188.30	0.00	0.00	-188.30	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	420.00	420.00	0 %
	205 Insurance - Health	1,901.79	10,066.53	36,168.00	36,168.00	26,101.47	28 %
	206 Insurance - CalPers Health Retiree	105.18	525.90	600.00	1,050.00	524.10	50 %
	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	4,027.70	9,164.66	19,000.00	17,500.00	8,335.34	52 %
	305 Operations and maintenance	745.53	2,104.38	8,000.00	8,000.00	5,895.62	26 %
	310 Phone and fax expense	176.92	619.44	1,800.00	1,800.00	1,180.56	34 %
	315 Postage, shipping and freight	271.68	1,082.41	4,000.00	4,000.00	2,917.59	27 %
	320 Printing and reproduction	0.00	589.74	1,000.00	1,000.00	410.26	59 %
	324 Professional Svcs- GSA-GSP	0.00	8,708.36	20,000.00	20,000.00	11,291.64	44 %
	325 Professional svcs - Accounting	1,223.79	11,768.79	11,396.00	16,448.00	4,679.21	72 %
	326 Professional svcs - Engineering	1,375.00	9,350.00	20,000.00	20,000.00	10,650.00	47 %
	327 Professional svcs - Legal (General)	0.00	21,817.45	24,691.00	27,351.00	5,533.55	80 %
	328 Insurance - prop and liability	0.00	15,742.20	14,414.00	15,943.17	200.97	99 %
	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	0.00	1,016.00	21,150.00	11,400.00	10,384.00	9 %
	332 Professional Services - Legal	0.00	14,109.03	100,000.00	100,000.00	85,890.97	14 %
	334 Maintenance Agreements	36.14	4,568.78	6,600.00	9,600.00	5,031.22	48 %
	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	240.67	528.04	1,000.00	1,000.00	471.96	53 %
	350 Repairs and maint - computers	395.40	1,803.98	3,300.00	3,300.00	1,496.02	55 %
	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	382.70	37,312.81	25,000.00	48,000.00	10,687.19	78 %
	354 Repairs and maint - vehicles	972.62	1,406.09	2,000.00	2,000.00	593.91	70 %
	356 Testing & Supplies - Well #3 (Water)	241.13	762.59	3,500.00	3,500.00	2,737.41	22 %
	357 Testing & Supplies - Well #4 (Water)	201.13	722.59	3,500.00	3,500.00	2,777.41	21 %
	358 Testing & Supplies- SLT Well (Water)	578.14	2,433.62	6,000.00	6,000.00	3,566.38	41 %
	359 Testing & Supplies-Other	325.00	1,742.00	6,000.00	6,000.00	4,258.00	29 %
	362 Cross-Connection Control Svcs.	120.00	324.20	1,000.00	1,000.00	675.80	32 %
	375 Internet expenses	103.32	619.92	1,400.00	1,400.00	780.08	44 %
	376 Webpage- Upgrade/Maint	76.00	456.00	912.00	912.00	456.00	50 %
	380 Utilities - alarm service	107.60	366.50	700.00	700.00	333.50	52 %
	381 Utilities - electric	0.00	19,556.51	55,000.00	75,000.00	55,443.49	26 %
	382 Utilities - propane	84.42	193.06	1,000.00	1,000.00	806.94	19 %
	383 Utilities - trash	51.99	311.94	700.00	700.00	388.06	45 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	385 Dues and subscriptions	0.00	2,260.43	2,600.00	3,000.00	739.57	75 %
	386 Education and training	60.00	278.40	3,000.00	3,000.00	2,721.60	9 %
	393 Advertising and public notices	100.00	374.18	1,000.00	1,000.00	625.82	37 %
	394 LAFCO Allocations	0.00	2,035.69	1,755.00	2,035.69	0.00	100 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	410 Office Supplies	77.74	271.14	1,000.00	1,000.00	728.86	27 %
	459 Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
	465 Cell phones, radios and pagers	132.50	652.00	1,828.00	1,828.00	1,176.00	36 %
	475 Computer supplies and upgrades	85.58	8,428.98	10,000.00	16,000.00	7,571.02	53 %
	481 Chemicals- Well #3	553.48	1,489.67	3,000.00	3,000.00	1,510.33	50 %
	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	456.56	962.10	3,000.00	3,000.00	2,037.90	32 %
	490 Small tools and equipment	1,925.00	5,343.57	3,000.00	6,000.00	656.43	89 %
	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	18,200.00	15,446.61	15 %
	526 Development Meters	0.00	6,906.85	0.00	10,000.00	3,093.15	69 %
	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	1,305.00	6,500.00	6,500.00	5,195.00	20 %
	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	0.00	63.68	0.00	0.00	-63.68	*** %
	990 Retirement/Health Ins Liability	0.00	0.00	8,050.00	8,050.00	8,050.00	0 %
	Account Total:	33,562.67	305,549.83	822,148.00	880,968.86	575,419.03	35 %
	Account Group Total:	33,562.67	305,549.83	822,148.00	880,968.86	575,419.03	35 %
	Fund Total:	33,562.67	305,549.83	822,148.00	880,968.86	575,419.03	35 %

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

	105 Salaries and Wages	886.73	4,870.34	10,239.00	10,239.00	5,368.66	48 %
	110 Payroll tax expense	0.00	0.00	800.00	0.00	0.00	0 %
	111 BOD Stipend	10.00	52.00	109.00	109.00	57.00	48 %
	115 Payroll Expenses	8.79	56.39	100.00	1,600.00	1,543.61	4 %
	120 Workers' Compensation	0.00	1.39	100.00	1.39	0.00	100 %
	135 Payroll Tax - FICA	2.08	11.09	0.00	40.00	28.91	28 %
	140 Payroll Tax - Medicare	10.29	78.64	0.00	175.00	96.36	45 %
	155 Payroll Tax - SUI	0.00	0.15	0.00	0.00	-0.15	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	15.00	15.00	0 %
	205 Insurance - Health	87.54	450.87	1,164.00	1,164.00	713.13	39 %
	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	240.86	487.20	200.00	675.00	187.80	72 %
	305 Operations and maintenance	0.00	5.83	2,000.00	2,000.00	1,994.17	0 %
	315 Postage, shipping and freight	1.14	1.26	500.00	500.00	498.74	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
320	Printing and reproduction	0.00	1.78	500.00	500.00	498.22	0 %
325	Professional svcs - Accounting	64.41	619.41	547.00	800.00	180.59	77 %
327	Professional svcs - Legal (General)	0.00	333.54	1,185.00	1,185.00	851.46	28 %
328	Insurance - prop and liability	0.00	363.98	100.00	363.69	-0.29	100 %
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	6.35	31.63	46.00	46.00	14.37	69 %
350	Repairs and maint - computers	17.80	66.18	100.00	100.00	33.82	66 %
376	Webpage- Upgrade/Maint	4.00	24.00	44.00	44.00	20.00	55 %
382	Utilities - propane	4.44	10.16	0.00	0.00	-10.16	*** %
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	200.00	118.93	41 %
386	Education and training	0.00	11.50	500.00	500.00	488.50	2 %
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	339.28	0.00	100 %
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	6.30	29.75	77.00	77.00	47.25	39 %
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:	1,350.73	8,026.23	24,322.00	26,341.36	18,315.13	30 %
	Account Group Total:	1,350.73	8,026.23	24,322.00	26,341.36	18,315.13	30 %
	Fund Total:	1,350.73	8,026.23	24,322.00	26,341.36	18,315.13	30 %
	Grand Total:	115,903.72	736,450.61	2,297,805.00	2,488,188.05	1,751,737.44	30 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 12/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	213,102.50	37,234.45	0.00	11,141.23	9,778.53	229,417.19
10250 HOB - Payroll	555.29	11,141.23	0.00	8,613.22	891.75	2,191.55
10340 Pac Premier Operational Reserve	187,848.16	23.93	0.00	0.00	0.00	187,872.09
10350 HOB - Capital Reserve Acct.	242,836.62	30.94	0.00	0.00	0.00	242,867.56
Total Fund	644,342.57	48,430.55		19,754.45	10,670.28	662,348.39
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	228,214.98	10,658.34	0.00	1,264.16	3,240.74	234,368.42
10250 HOB - Payroll	-43.98	1,264.16	0.00	827.99	449.72	-57.53
10340 Pac Premier Operational Reserve	40,989.55	5.22	0.00	0.00	0.00	40,994.77
10350 HOB - Capital Reserve Acct.	70,154.99	8.94	0.00	0.00	0.00	70,163.93
10460 Cantella & Co. Investment Acct.	150,028.16	149.40	0.00	205.35	0.00	149,972.21
Total Fund	489,343.70	12,086.06		2,297.50	3,690.46	495,441.80
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	325,998.60	90,731.51	0.00	21,605.65	61,974.71	333,149.75
10250 HOB - Payroll	2,319.76	20,730.13	0.00	13,105.95	7,528.52	2,415.42
10260 Pac Western Bank --Long Term	977.81	1.50	0.00	0.00	-14,000.00	14,979.31
10350 HOB - Capital Reserve Acct.	316,342.08	40.30	0.00	0.00	0.00	316,382.38
Total Fund	645,638.25	111,503.44		34,711.60	55,503.23	666,926.86
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	-46,792.94	80,837.39	0.00	24,088.15	27,266.66	-17,310.36
10250 HOB - Payroll	3,186.11	23,354.50	0.00	14,686.68	8,427.14	3,426.79
10340 Pac Premier Operational Reserve	72.97	0.01	0.00	0.00	0.00	72.98
10350 HOB - Capital Reserve Acct.	14,689.86	1.87	0.00	0.00	0.00	14,691.73
10400 HOB - USDA Reserve	66,940.14	2.84	0.00	0.00	0.00	66,942.98
Total Fund	113,311.80	104,196.61		38,774.83	35,693.80	143,039.78
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	102,872.47	3,030.44	0.00	1,271.08	254.73	104,377.10
10250 HOB - Payroll	177.68	1,271.08	0.00	796.33	398.73	253.70
10340 Pac Premier Operational Reserve	12,162.50	1.55	0.00	0.00	0.00	12,164.05
10350 HOB - Capital Reserve Acct.	49.92	0.01	0.00	0.00	0.00	49.93
Total Fund	115,262.57	4,303.08		2,067.41	653.46	116,844.78
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	905.10	0.00	102,515.37	71,941.32	0.00	31,479.15
10250 HOB - Payroll	0.00	0.00	17,695.86	16,827.23	0.00	868.63
Total Fund	905.10		120,211.23	88,768.55		32,347.78
Totals	2,008,803.99	280,519.74	120,211.23	186,374.34	106,211.23	2,116,949.39

*** 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

February 27, 2020

AGENDA ITEM: XI-2

SUBJECT: Bookkeeper Report for January 2020

RECOMMENDATION: Review and File the Enumeration for Financial Reports for January 2020

January 2020 Payroll Expense: CSD Payroll \$81,580.83 (3 PR January/including vacation buyout)

January 2020 Income: \$365,630.52

January 2020 Expenses: \$121,143.76

1. US Bank \$5,186.91
2. Monsoon Ventures \$5,080.00
3. PGE \$5,030.49
4. Union Pacific Railroad \$3,055.00
5. Ferguson Enterprises \$2,927.93
6. Core & Main \$1,875.20
7. Mullahey Chrysler Dodge \$1,776.84
8. Best Fence \$1,683.00
9. SWRCB \$1,603.80
10. Univar USA \$1,350.80

Recommendation: Review and File the Enumeration for the Financial Reports for January 2020. This item is for information and discussion only.

PREPARED BY:

Paola Freeman

Paola Freeman, Bookkeeper

Note: The December Expenditure ~ Budget vs Actual Report was run by **Fund** which resulted in a one-page report, the report is typically run by **Object** which is 7 pages. January payroll had 3 pay periods.

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 1/20

Page: 1 of 12
Report ID: AP100V

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5450	18153S	639 ACCURATE MAILING SERVICE	1,126.44					
		Operator Announcement mailing service						
1	14466	01/10/20 Envelope~Printing~Folding~Post	563.22			40 64000	393	10200
2	14466	01/10/20 Envelope~Printing~Folding~Post	563.22*			50 65000	393	10200
		Total for Vendor:	1,126.44					
5487	18175S	641 BEST FENCE CA	1,249.00					
		WWTF; Repair existing chain link rolling gate, installation of new gate opener. Repair fence 1575 & 1585 Bonita (well 4)						
1	992	01/27/20 WWTF Gate repair	1,249.00			40 64000	582	10200
5488	18175S	641 BEST FENCE CA	389.00					
		Repair chain link fence between 1575 & 1585 Bonita						
1	991	01/27/20 Repair fence 1575~1585 Bonita	389.00			50 65000	353	10200
		Total for Vendor:	1,638.00					
5476	18172S	999999 BOBSIN CONSTRUCTION	650.00					
		Water Hydrant Deposit Refund #8428274						
		Bobsin Construction						
2	27487-11	01/24/20 Water Hydrant Deposit Refund	650.00			50 20500		10200
		Total for Vendor:	650.00					
5451	18154S	67 CHARTER COMMUNICATIONS	309.94					
		Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice						
		Service 11/11/19 ~ 2/10/20						
1	7311011120	01/11/19 Internet/Voice	103.31			20 62000	375	10200
2	7311011120	01/11/19 Internet/Voice	103.31			40 64000	375	10200
3	7311011120	01/11/19 Internet/Voice	103.32			50 65000	375	10200
5489	18176S	67 CHARTER COMMUNICATIONS	89.97					
		Acct# 8245101050040553 1765 Bonita Treatment Plant						
		Service from 1/18/2020 ~ 2/17/2020						
1	01-18-2020	01/18/20 Internet/Voice	89.97			40 64000	375	10200
		Total for Vendor:	399.91					

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5526	583	COBLENTZ BIEHLE & CRAMER	1,095.00					
December reconciliation lPaychex JV, corrext w-2								
1	6409 01/31/20	Dec Recon, Yr End Payroll adj	240.90			20 62000	325	10200
2	6409 01/31/20	Dec Recon, Yr End Payroll adj	21.90			30 63000	325	10200
3	6409 01/31/20	Dec Recon, Yr End Payroll adj	394.20			40 64000	325	10200
4	6409 01/31/20	Dec Recon, Yr End Payroll adj	416.10			50 65000	325	10200
5	6409 01/31/20	Dec Recon, Yr End Payroll adj	21.90			60 66000	325	10200
Total for Vendor:			1,095.00					
5454	18156S 584	CORE & MAIN LP	1,875.20					
Acct#210091								
1	L743844 01/08/20	BL05 5/8 Water Meter Valve	1,875.20			50 65000	525	10200
Total for Vendor:			1,875.20					
5444	18149S 999999	DAVID DESILVA	60.00					
Water Deposit Refund 1075 Mission Street								
1	16581-01 01/03/20	Water deposit refund	60.00			50 20550		10200
Total for Vendor:			60.00					
5513	109	FERGUSON ENTERPRISES	2,927.93					
Tract #2779								
1	8285353 01/28/20	Customer Serivce Valves	2,927.93			50 65000	526	10200
Total for Vendor:			2,927.93					
5490	18177S 112	FGL - ENVIRONMENTAL ANALYTICAL	125.00					
#8000653								
1	080171A 01/24/20	Coliform Colilert	125.00			50 65000	359	10200
5500	18177S 112	FGL - ENVIRONMENTAL ANALYTICAL	20.00					
#8000653								
1	080252A 01/27/20	Coliform	20.00			50 65000	356	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 1/20

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5503 #8000653	18177S	112 FGL - ENVIRONMENTAL ANALYTICAL	20.00					
1	983625A	12/03/19 Coliform	20.00			50 65000	356	10200
5507 #8000654		112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
1	081067A	01/29/20 Metals ~ Wet Chemistry	81.00			40 64000	355	10200
5508 #8000654		112 FGL - ENVIRONMENTAL ANALYTICAL	205.00					
1	080168A	01/29/20 Metals ~ Wet Chemistry	205.00			40 64000	355	10200
5509 #8000654		112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
1	080169A	01/29/20 Metals ~ Wet Chemistry	81.00			40 64000	355	10200
5510 #8000653		112 FGL - ENVIRONMENTAL ANALYTICAL	42.00					
1	080170A	01/29/20 Metals ~	42.00			50 65000	358	10200
5511 #8000653		112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	080256A	01/21/20 Metals ~	67.00			50 65000	358	10200
5512 #8000653		112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	080301A	01/27/20 Metals ~	67.00			50 65000	358	10200
Total for Vendor:			708.00					
5460 Acct #805-467-2015-051216-5	18159S	308 FRONTIER COMMUNICATIONS	80.79					
Service from 1/01/19 ~ 1/31/19								
SCADA								
1	Jan 2020	01/01/20 Alarm/SCADA	40.40			40 64000	310	10200
2	Jan 2020	01/01/20 Alarm/SCADA	40.39			50 65000	310	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 1/20

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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5491	18178S	308 FRONTIER COMMUNICATIONS	60.60					
Acct #805-467-2818 010412-5 Service from 01/22/20 ~02/21/20								
1150 Mission Street								
1	Jan~2020	01/22/20 Building Alarm	20.20			40 64000	310	10200
2	Jan~2020	01/22/20 Building Alarm	20.20			50 65000	310	10200
3	Jan~2020	01/22/20 Building Alarm	20.20			20 62000	310	10200
Total for Vendor:			141.39					
5492	18179S	125 GREAT WESTERN ALARM	75.60					
A0702 Service Period: 2/01/20 ~ 2/29/20								
1	200102242	02/01/20 Answering Service	37.80			40 64000	380	10200
2	200102242	02/01/20 Answering Service	37.80			50 65000	380	10200
5493	18179S	125 GREAT WESTERN ALARM	32.00					
GW-661 Service Period: 2/01/20 ~ 2/29/20								
1	200100545	02/01/20 Alarm Monitoring	16.00			40 64000	380	10200
2	200100545	02/01/20 Alarm Monitoring	16.00			50 65000	380	10200
Total for Vendor:			107.60					
5494	18180S	147 JB DEWAR	779.92					
Account #80468								
1	94153	01/20/20 Clear Diesel	353.52			20 62000	485	10200
2	94153	01/20/20 Clear Diesel	426.40			40 64000	485	10200
Total for Vendor:			779.92					
5461	18160S	510 LOCAL IT EXPERTS	890.00					
1	213	01/13/20 IT Service~ Jan 2020	195.80			20 62000	350	10200
2	213	01/13/20 IT Service~ Jan 2020	17.80			30 63000	350	10200
3	213	01/13/20 IT Service~ Jan 2020	320.40			40 64000	350	10200
4	213	01/13/20 IT Service~ Jan 2020	338.20			50 65000	350	10200
5	213	01/13/20 IT Service~ Jan 2020	17.80			60 66000	350	10200
Total for Vendor:			890.00					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 1/20

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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5495	18181S	165 MAILFINANCE INC. Lease No. N15013110 02-23-20 ~ 05-22-20	1,008.38					
1	N8119773	01/23/20 Qtrly Lease of mailing equip	221.84			20 62000	334	10200
2	N8119773	01/23/20 Qtrly Lease of mailing equip	20.17			30 63000	334	10200
3	N8119773	01/23/20 Qtrly Lease of mailing equip	363.02			40 64000	334	10200
4	N8119773	01/23/20 Qtrly Lease of mailing equip	383.18			50 65000	334	10200
5	N8119773	01/23/20 Qtrly Lease of mailing equip	20.17			60 66000	334	10200
		Total for Vendor:	1,008.38					
5484	18174S	559 MONSOON VENTURES, INC. SLT Water Tank Relocation Tract 2723 Hydraulic Analysis	2,500.00					
1	2446	10/15/19 SLT Water Tank Relocation	2,500.00			50 65000	326	10200
5485	18174S	559 MONSOON VENTURES, INC. CDBG Audit for project SLT AS Blending pipeline	330.00					
1	2441	09/30/19 CDBG Audit for project/SLT	330.00			50 65000	326	10200
5486	18174S	559 MONSOON VENTURES, INC. Paso Robles GW Basin Data Gap Assessment	2,250.00					
1	2447	10/15/19 Paso GW Basin Data Gap Assmnt	2,250.00			50 65000	324	10200
		Total for Vendor:	5,080.00					
5496	18182S	627 MOORING TECH, INC Folding Keyboard	1,025.00					
1	704024	01/31/20 Folding Keyboard	512.50			40 64000	475	10200
2	704024	01/31/20 Folding Keyboard	512.50			50 65000	475	10200
		Total for Vendor:	1,025.00					
5527		602 MULLAHEY CHRYSLER DODGE JEEP RAM Truck #8601, Service truck, brakes, replace rear transfer case out put shaft.	1,776.84					
1	90345	01/31/20 Truck #8601, Service, Brakes,	1,776.84			20 62000	354	10200
		Total for Vendor:	1,776.84					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 1/20

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Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5482	18183S	182 NAPA	253.35					
		Generator batteries						
1	962419	01/07/20 Generator batteries~fuel line	253.35			40 64000	351	10200
		Total for Vendor:	253.35					
5477	18173S	999999 NUVIA MENDOZA	28.84					
		Water & Sewer Deposit Refund 1560 L Street						
1	27321-03	01/24/20 Water deposit refund	0.99			50 20550		10200
2	27321-03	01/24/20 Sewer deposit refund	27.85			40 20550		10200
		Total for Vendor:	28.84					
5463	18162S	636 OFFICE1	80.10					
		Maintenance Contract #CBM6913-02 Samsung/X4250LX						
		Acct No. 013014						
1	AR504845	12/04/19 Maint Contract 1/4/19~2/3/20	35.63			40 64000	334	10200
2	AR504845	12/04/19 Maint Contract 1/4/19~2/3/20	35.63			50 65000	334	10200
3	AR504845	12/04/19 Overage	4.42			40 64000	334	10200
4	AR504845	12/04/19 Overage	4.42			50 65000	334	10200
		Total for Vendor:	80.10					
5514		203 PASO ROBLES SAFE & LOCK, INC.	20.00					
		MasterKey						
1	152651	01/13/20 MasterKey	4.40			20 62000	305	10200
2	152651	01/13/20 MasterKey	0.40			30 63000	305	10200
3	152651	01/13/20 MasterKey	7.20			40 64000	305	10200
4	152651	01/13/20 MasterKey	7.60			50 65000	305	10200
5	152651	01/13/20 MasterKey	0.40			60 66000	305	10200
		Total for Vendor:	20.00					
5498	18185S	209 PG&E	5,030.49					
		Acct #3675186851-8						
1	1219~0120	01/21/20 Old Fire Station / 1297 L S	25.57			20 62000	381	10200
2	1219~0120	01/21/20 New Fire Station 1150 Missi	9.86			20 62000	381	10200
3	1219~0120	01/21/20 Water Works #1 / Well 3	74.35			50 65000	381	10200

Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	1219~0120	01/21/20 Bonita Pl & 16th / Well 4	1,823.16			50 65000	381	10200
5	1219~0120	01/21/20 N St / WWTP	2,523.20			40 64000	381	10200
6	1219~0120	01/21/20 2HP Booster Station	19.02			50 65000	381	10200
7	1219~0120	01/21/20 Mission Heights Booster	9.86			50 65000	381	10200
8	1219~0120	01/21/20 14th St. & K St.	38.14			50 65000	381	10200
9	1219~0120	01/21/20 942 Soka Way lift station	117.21			40 64000	381	10200
10	1219~0120	01/21/20 Missn & 12th Lanscape~St li	254.28			30 63000	381	10200
11	1219~0120	01/21/20 SLT Well	135.84			50 65000	381	10200
Total for Vendor:			5,030.49					
5499 18184S 208 PG&E			1,077.80					
Acct #8565976480-8								
1	1218~0120	01/16/20 12th & K 8565976725	8.86			30 63000	381	10200
2	1119~1219	01/16/20 Tract 2710 - 8562053214	68.36			30 63000	381	10200
3	1119~1219	01/16/20 Tract 2710 - 8564394360	29.83			30 63000	381	10200
4	1119~1219	01/16/20 Tract 2710 - 8560673934	74.58			30 63000	381	10200
5	1119~1219	01/16/20 Mission Heights - 856597648	163.43			30 63000	381	10200
6	1119~1219	01/16/20 Tract 2605 - 8565976109	35.02			30 63000	381	10200
7	1119~1219	01/16/20 9898 River Rd. - 8565976002	325.26			30 63000	381	10200
8	1119~1219	01/16/20 9898 River Rd. - 8565976004	41.92			30 63000	381	10200
9	1119~1219	01/16/20 9898 River Rd. - 8565976008	198.16			30 63000	381	10200
10	1119~1219	01/16/20 9898 River Rd. - 8565976014	66.71			30 63000	381	10200
11	1119~1219	01/16/20 9898 River Rd. - 8565976481	46.61			30 63000	381	10200
12	1119~1219	01/16/20 9898 River Rd. - 8565976483	19.06			30 63000	381	10200
Total for Vendor:			1,077.80					
5445 18151S 999999 ROTH & RODRIGUEZ			112.77					
Water & Sewer Deposit Refund								
1355 L Street								
1	16810B-01	01/03/20 overpayment	112.77			50 20550		10200
Total for Vendor:			112.77					
5479 18186S 345 SAN MIGUEL CHAMBER OF COMMERCE			99.00					
Membership Renewal Fees 2020								
1	01/10/20	Annual Membership Renewal	21.78			20 62000	385	10200
2	01/10/20	Annual Membership Renewal	1.98			30 63000	385	10200
3	01/10/20	Annual Membership Renewal	35.64			40 64000	385	10200

Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	01/10/20	Annual Membership Renewal	37.62			50 65000	385	10200
5	01/10/20	Annual Membership Renewal	1.98			60 66000	385	10200
Total for Vendor:			99.00					
5464	18163S	238 SAN MIGUEL GARBAGE	103.98					
Account # 318694 Service 1/01/19 ~ 1/31/19								
1	1-2020 01/01/20	Trash Disposal	51.99			40 64000	383	10200
2	1-2020 01/01/20	Trash Disposal	51.99			50 65000	383	10200
Total for Vendor:			103.98					
5478	18187S	247 SDRMA	47.50					
Certificate adding SLOCO as additional insured for CDBG								
1	67635 01/06/20	Cert SLCO add ins for CDBG	47.50			50 65000	328	10200
Total for Vendor:			47.50					
5465	18164S	349 SHORE-TEK TRENCH & EXCAVATION	50.00					
GX 3R 4 Gas Monitor Calibration								
1	4873 01/21/20	CalibrationGX-3R	25.00			40 64000	351	10200
2	4873 01/21/20	CalibrationGX-3R	25.00			50 65000	351	10200
Total for Vendor:			50.00					
5480	18188S	589 SOUTH COAST EMERGENCY VEHILCLE	136.93					
Kit Conv/Repair								
1	497323 01/16/20	Truck #8687	136.93			20 62000	351	10200
Total for Vendor:			136.93					
5506	18152S	352 STAPLES CREDIT PLAN	167.23					
Office Supplies								
1	01-2020 01/10/20	Paper, Calendars	36.80			20 62000	410	10200
2	01-2020 01/10/20	Tape, desk pad	3.34			30 63000	410	10200
3	01-2020 01/10/20	Pens	60.20			40 64000	410	10200
4	01-2020 01/10/20	Rubber bands	63.55			50 65000	410	10200
5	01-2020 01/10/20		3.34			60 66000	410	10200
Total for Vendor:			167.23					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 1/20

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Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5470	18165S	460 STATE WATER RESOURCES CONTROL	60.00					
		Drinking Water Distribution Operator Certification Renewal Notice M Sobotka						
1	OP#48735	01/21/20 Certification M Sobotka	60.00			50 65000	715	10200
		Total for Vendor:	60.00					
5453	18166S	534 STREAMLINE	200.00					
		Web Page Hosting						
1	103192	01/10/19 Web Page Monthly Fee Jan	44.00			20 62000	376	10200
2	103192	01/10/19 Web Page Monthly Fee Jan	4.00			30 63000	376	10200
3	103192	01/10/19 Web Page Monthly Fee Jan	72.00			40 64000	376	10200
4	103192	01/10/19 Web Page Monthly Fee Jan	76.00			50 65000	376	10200
5	103192	01/10/19 Web Page Monthly Fee Jan	4.00			60 66000	376	10200
		Total for Vendor:	200.00					
5483	18189S	275 SWRCB ACCOUNTING OFFICE	1,603.80					
		San Miguel Community Water System System Number: 4010010						
		Billing Period: 7/01/19 - 6/30/2020						
1	SM1025421	12/09/19 Water System annual fee	1,603.80			50 65000	715	10200
		Total for Vendor:	1,603.80					
5481	18190S	491 ULINE	488.00					
		Stationary moving collar w/hinge steel tuff liner						
1	116075673	01/15/20 Stationary moving collar w/	203.50*			60 66000	351	10200
2	116075673	01/15/20 Steel tuff liner	284.50*			60 66000	351	10200
		Total for Vendor:	488.00					
5466	18167S	640 UNION PACIFIC RAILROAD COMPANY	3,055.00					
		Crossing 10th & 11th Street water line, under ground drainage Application ID 2045108						
		Folder #0319330						
1	0319330	12/21/20 Folder# 0319330	3,055.00			50 65000	353	10200
		Total for Vendor:	3,055.00					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 1/20

Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5439	18144S	298 UNIVAR USA INC	1,350.80					
		Customer #701341 Well 4						
1	F0914747	12/23/19 SOD HYPO 12.5 % Liquichlor	1,350.80			50 65000	482	10200
		Total for Vendor:	1,350.80					
5497	18191S	301 US BANK	5,186.91					
		Acct#9808						
1	J-67667	01/22/20 Field operator job posting	100.00			40 64000	393	10200
2	J-67667	01/22/20 Field operator job posting	100.00*			50 65000	393	10200
3	sacramento	01/22/20 Postage	1.83			20 62000	315	10200
4	sacramento	01/22/20 Postage	0.17			30 63000	315	10200
5	sacramento	01/22/20 Postage	2.99			40 64000	315	10200
6	sacramento	01/22/20 Postage	3.15			50 65000	315	10200
7	sacramento	01/22/20 Postage	0.17			60 66000	315	10200
8	florida	01/02/20 Postage	91.67			20 62000	315	10200
9	390 words	01/22/20 Reliable Translation	1,102.73			50 65000	305	10200
10	390 words	01/22/20 Reliable Translation	1,102.73			40 64000	305	10200
11	stamps	01/22/20 Postage	12.52			20 62000	315	10200
12	stamps	01/22/20 Postage	1.14			30 63000	315	10200
13	stamps	01/22/20 Postage	20.49			40 64000	315	10200
14	stamps	01/22/20 Postage	21.61			50 65000	315	10200
15	stamps	01/22/20 Postage	1.14			60 66000	315	10200
16	J-67633	01/22/20 Field operator job posting	50.00			40 64000	393	10200
17	J-67633	01/22/20 Field operator job posting	50.00*			50 65000	393	10200
18	38027	01/22/20 Marks Tire service #8687	51.77			20 62000	354	10200
19	35765	01/22/20 Sensoronics finger oximeter	178.20			20 62000	450	10200
20	Austin Tx	01/22/20 Postage	4.57			20 62000	315	10200
21	5287634	01/22/20 Battery Systems	297.17			20 62000	354	10200
22	7344214	01/22/20 Amazon Gate opener	1,483.58			40 64000	582	10200
23	Recpt #190	01/22/20 American Wter Colleg Exm D	249.99			40 64000	386	10200
24	6406645	01/22/20 Amazon beam sensor	107.02			40 64000	351	10200
25	3937046	01/22/20 HDMI Adapter	23.16			40 64000	305	10200
26	3937046	01/22/20 HDMI Adapter	23.16			50 65000	305	10200
29	3937046	01/22/20 shut off valve for generator	4.82			40 64000	351	10200
30	3937046	01/22/20 shut off valve for generator	4.82			50 65000	351	10200

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$3,849.56
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$1,402.98
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$11,749.08
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$23,925.17
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$558.90
Total:	\$41,485.69

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	2,393.00	3,697.00	1,128.00	-2,569.00	328 %
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	2,435.50	4,400.00	1,964.50	55 %
40500	VFA Assistance Grant	0.00	19,618.78	19,619.00	0.22	100 %
40510	Sponsored Training Fees	0.00	400.00	400.00	0.00	100 %
	Account Group Total:	2,393.00	46,084.49	28,047.00	-18,037.49	164 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	148,710.84	241,370.55	389,155.00	147,784.45	62 %
	Account Group Total:	148,710.84	241,370.55	389,155.00	147,784.45	62 %
46000	Revenues & Interest					
46000	Revenues & Interest	54.71	269.05	168.00	-101.05	160 %
46151	Refund/Adjustments	0.00	115.57	66.00	-49.57	175 %
46153	Plan Check Fees and Inspections	0.00	1,000.00	850.00	-150.00	118 %
46157	Donation	0.00	4,325.00	4,325.00	0.00	100 %
	Account Group Total:	54.71	5,709.62	5,409.00	-300.62	106 %
	Fund Total:	151,158.55	293,164.66	422,611.00	129,446.34	69 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	44,258.31	71,820.09	113,842.00	42,021.91	63 %
	Account Group Total:	44,258.31	71,820.09	113,842.00	42,021.91	63 %
46000	Revenues & Interest					
46000	Revenues & Interest	168.40	2,114.16	0.00	-2,114.16	** %
46100	Realized Earnings	169.25	4,497.33	0.00	-4,497.33	** %
46150	Miscellaneous Income	0.00	200.00	0.00	-200.00	** %
46151	Refund/Adjustments	0.00	9.00	0.00	-9.00	** %
	Account Group Total:	337.65	6,820.49	0.00	-6,820.49	** %
	Fund Total:	44,595.96	78,640.58	113,842.00	35,201.42	69 %
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	79,319.31	544,394.01	867,202.00	322,807.99	63 %
40910	Wastewater Late Charges	1,888.65	9,363.73	5,670.00	-3,693.73	165 %
	Account Group Total:	81,207.96	553,757.74	872,872.00	319,114.26	63 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	22,286.17	36,398.56	58,942.00	22,543.44	62 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	Account Group Total:	22,286.17	36,398.56	58,942.00	22,543.44	62 %
46000	Revenues & Interest					
46000	Revenues & Interest	41.97	274.64	127.00	-147.64	216 %
46006	IRWM Grants	0.00	112,937.16	177,750.00	64,812.84	64 %
46008	DWR Grants	0.00	0.00	250,000.00	250,000.00	0 %
46150	Miscellaneous Income	576.00	1,872.00	864.00	-1,008.00	217 %
46151	Refund/Adjustments	0.00	248.74	168.00	-80.74	148 %
	Account Group Total:	617.97	115,332.54	428,909.00	313,576.46	27 %
	Fund Total:	104,112.10	705,488.84	1,360,723.00	655,234.16	52 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	58,281.15	523,291.14	859,010.00	335,718.86	61 %
41005	Water Late Charges	1,541.19	12,488.43	8,768.00	-3,720.43	142 %
41010	Water Meter Fees	0.00	-5,000.51	-5,001.00	-0.49	100 %
	Account Group Total:	59,822.34	530,779.06	862,777.00	331,997.94	62 %
46000	Revenues & Interest					
46000	Revenues & Interest	4.72	281.97	300.00	18.03	94 %
46151	Refund/Adjustments	0.00	220.24	435.00	214.76	51 %
	Account Group Total:	4.72	502.21	735.00	232.79	68 %
	Fund Total:	59,827.06	531,281.27	863,512.00	332,230.73	62 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46000	Revenues & Interest	1.57	4.63	4.00	-0.63	116 %
46005	Franchise Fees	5,935.28	21,626.49	32,323.00	10,696.51	67 %
	Account Group Total:	5,936.85	21,631.12	32,327.00	10,695.88	67 %
	Fund Total:	5,936.85	21,631.12	32,327.00	10,695.88	67 %
	Grand Total:	365,630.52	1,630,206.47	2,793,015.00	1,162,808.53	58 %

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	151,158.55	293,164.66	422,611.00	129,446.34	69 %
30 STREET LIGHTING DEPARTMENT	44,595.96	78,640.58	113,842.00	35,201.42	69 %
40 WASTEWATER DEPARTMENT	104,112.10	705,488.84	1,360,723.00	655,234.16	52 %
50 WATER DEPARTMENT	59,827.06	531,281.27	863,512.00	332,230.73	62 %
60 SOLID WASTE DEPARTMENT	5,936.85	21,631.12	32,327.00	10,695.88	67 %
Grand Total:	365,630.52	1,630,206.47	2,793,015.00	1,162,808.53	58 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	14,128.64	58,161.15	123,337.00	123,337.00	65,175.85	47 %
	110 Payroll tax expense	0.00	0.00	28,000.00	0.00	0.00	0 %
	111 BOD Stipend	110.00	682.00	1,313.00	1,313.00	631.00	52 %
	115 Payroll Expenses	220.28	1,414.10	750.00	2,742.00	1,327.90	52 %
	120 Workers' Compensation	0.00	6,910.61	9,000.00	6,911.61	1.00	100 %
	121 Physicals	0.00	150.00	2,500.00	2,500.00	2,350.00	6 %
	125 Volunteer firefighter stipends	1,092.30	15,119.41	38,000.00	38,000.00	22,880.59	40 %
	135 Payroll Tax - FICA	19.60	900.95	0.00	2,000.00	1,099.05	45 %
	140 Payroll Tax - Medicare	215.18	1,020.63	0.00	1,700.00	679.37	60 %
	155 Payroll Tax - SUI	654.31	810.69	0.00	400.00	-410.69	203 %
	205 Insurance - Health	707.30	2,881.24	4,944.00	4,944.00	2,062.76	58 %
	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	4,161.58	6,836.00	6,836.00	2,674.42	61 %
	305 Operations and maintenance	4.40	869.19	6,000.00	6,000.00	5,130.81	14 %
	310 Phone and fax expense	40.28	189.40	900.00	900.00	710.60	21 %
	315 Postage, shipping and freight	110.59	126.00	200.00	200.00	74.00	63 %
	320 Printing and reproduction	0.00	95.52	300.00	300.00	204.48	32 %
	325 Professional svcs - Accounting	240.90	7,054.41	6,565.00	9,337.00	2,282.59	76 %
	327 Professional svcs - Legal (General)	0.00	2,960.01	14,225.00	14,225.00	11,264.99	21 %
	328 Insurance - prop and liability	0.00	12,963.19	13,100.00	12,963.00	-0.19	100 %
	331 Professional Services - Legal	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
	334 Maintenance Agreements	221.84	2,013.71	4,320.00	4,320.00	2,306.29	47 %
	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	23.65	500.00	500.00	476.35	5 %
	350 Repairs and maint - computers	195.80	1,158.91	3,860.00	3,860.00	2,701.09	30 %
	351 Repairs and maint - equip	136.93	1,312.68	8,000.00	8,000.00	6,687.32	16 %
	352 Repairs and maint - structures	0.00	89.67	1,000.00	1,000.00	910.33	9 %
	354 Repairs and maint - vehicles	2,125.78	6,086.85	15,000.00	15,000.00	8,913.15	41 %
	370 Dispatch services (Fire)	0.00	8,963.00	11,000.00	8,963.00	0.00	100 %
	375 Internet expenses	103.31	723.17	1,400.00	1,400.00	676.83	52 %
	376 Webpage- Upgrade/Maint	44.00	308.00	525.00	525.00	217.00	59 %
	380 Utilities - alarm service	0.00	10.20	165.00	165.00	154.80	6 %
	381 Utilities - electric	35.43	1,547.79	2,500.00	2,500.00	952.21	62 %
	382 Utilities - propane	0.00	111.77	500.00	500.00	388.23	22 %
	385 Dues and subscriptions	21.78	2,965.85	4,000.00	4,000.00	1,034.15	74 %
	386 Education and training	0.00	1,873.66	6,000.00	6,000.00	4,126.34	31 %
	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	2,035.69	0.00	100 %
	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	36.80	933.65	450.00	1,200.00	266.35	78 %
	450 EMS supplies	178.20	8,782.44	3,000.00	11,809.00	3,026.56	74 %
	455 Fire Safety Gear & Equipment	0.00	1,073.76	3,000.00	3,000.00	1,926.24	36 %
	456 VFF Assistance Grant	0.00	0.00	40,000.00	0.00	0.00	0 %
	465 Cell phones, radios and pagers	69.84	311.59	605.00	605.00	293.41	52 %
	470 Communication equipment	0.00	268.13	5,000.00	5,000.00	4,731.87	5 %

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	11,787.65	8,000.00	12,000.00	212.35	98 %
	485 Fuel expense	353.52	2,386.46	6,500.00	6,500.00	4,113.54	37 %
	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	2,000.00	2,000.00	2,000.00	0.00	100 %
	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	210.62	0.00	100 %
	Account Total:	21,067.01	174,460.71	414,965.00	365,401.92	190,941.21	48 %
	Account Group Total:	21,067.01	174,460.71	414,965.00	365,401.92	190,941.21	48 %
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:	21,067.01	174,460.71	415,650.00	366,086.92	191,626.21	48 %
30 STREET LIGHTING DEPARTMENT							
63000	Lighting						
63000	Lighting						
	105 Salaries and Wages	1,515.35	6,498.92	11,000.00	11,000.00	4,501.08	59 %
	110 Payroll tax expense	0.00	0.00	2,000.00	0.00	0.00	0 %
	111 BOD Stipend	10.00	62.00	109.00	109.00	47.00	57 %
	115 Payroll Expenses	20.02	81.29	150.00	150.00	68.71	54 %
	120 Workers' Compensation	0.00	1.39	200.00	200.00	198.61	1 %
	135 Payroll Tax - FICA	1.91	12.90	0.00	30.00	17.10	43 %
	140 Payroll Tax - Medicare	21.47	92.92	0.00	150.00	57.08	62 %
	155 Payroll Tax - SUI	66.18	76.32	0.00	0.00	-76.32	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	30.00	30.00	0 %
	205 Insurance - Health	157.65	591.65	1,212.00	1,212.00	620.35	49 %
	206 Insurance - CalPers Health Retiree	7.04	7.04	0.00	0.00	-7.04	*** %
	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	485.28	650.00	650.00	164.72	75 %
	305 Operations and maintenance	0.40	6.23	2,000.00	2,000.00	1,993.77	0 %
	315 Postage, shipping and freight	1.31	2.57	0.00	15.00	12.43	17 %
	320 Printing and reproduction	0.00	1.78	100.00	100.00	98.22	2 %
	325 Professional svcs - Accounting	21.90	641.31	544.00	800.00	158.69	80 %
	326 Professional svcs - Engineering	0.00	585.00	5,000.00	5,000.00	4,415.00	12 %
	327 Professional svcs - Legal (General)	0.00	268.32	1,179.00	1,179.00	910.68	23 %
	328 Insurance - prop and liability	0.00	363.97	450.00	363.97	0.00	100 %
	331 Professional Services - Legal	0.00	0.00	900.00	900.00	900.00	0 %
	334 Maintenance Agreements	20.17	112.77	300.00	300.00	187.23	38 %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	345 Mileage expense reimbursement	0.64	28.47	45.00	45.00	16.53	63 %
	350 Repairs and maint - computers	17.80	83.97	100.00	200.00	116.03	42 %
	351 Repairs and maint - equip	0.00	765.72	1,000.00	1,000.00	234.28	77 %
	353 Repairs & Maint- Infrastructure	0.00	893.72	24,000.00	24,000.00	23,106.28	4 %
	376 Webpage- Upgrade/Maint	4.00	28.00	44.00	54.00	26.00	52 %
	381 Utilities - electric	1,332.08	7,915.23	26,000.00	26,000.00	18,084.77	30 %
	382 Utilities - propane	0.00	10.16	0.00	20.00	9.84	51 %
	385 Dues and subscriptions	1.98	83.05	300.00	300.00	216.95	28 %
	386 Education and training	0.00	11.50	1,500.00	1,500.00	1,488.50	1 %
	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	339.28	0.00	100 %
	410 Office Supplies	3.34	9.53	25.00	25.00	15.47	38 %
	465 Cell phones, radios and pagers	8.33	37.33	75.00	75.00	37.67	50 %
	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:	3,211.57	20,097.62	81,969.00	80,540.25	60,442.63	25 %
	Account Group Total:	3,211.57	20,097.62	81,969.00	80,540.25	60,442.63	25 %
	Fund Total:	3,211.57	20,097.62	81,969.00	80,540.25	60,442.63	25 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
	64000 Sanitary						
	105 Salaries and Wages	20,632.46	83,419.49	204,870.00	204,870.00	121,450.51	41 %
	109 Stand-by Hours	1,648.50	6,449.58	7,500.00	7,500.00	1,050.42	86 %
	110 Payroll tax expense	0.00	0.00	12,903.00	0.00	0.00	0 %
	111 BOD Stipend	180.00	1,116.00	2,190.00	2,190.00	1,074.00	51 %
	115 Payroll Expenses	360.44	1,434.95	1,000.00	2,500.00	1,065.05	57 %
	120 Workers' Compensation	0.00	7,393.96	6,500.00	7,393.96	0.00	100 %
	135 Payroll Tax - FICA	28.37	208.77	0.00	400.00	191.23	52 %
	140 Payroll Tax - Medicare	318.91	1,473.57	0.00	2,400.00	926.43	61 %
	155 Payroll Tax - SUI	991.99	1,158.40	0.00	0.00	-1,158.40	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	400.00	400.00	0 %
	205 Insurance - Health	3,702.17	12,542.33	34,800.00	34,800.00	22,257.67	36 %
	206 Insurance - CalPers Health Retiree	229.80	755.75	600.00	1,050.00	294.25	72 %
	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	8,489.17	19,000.00	17,500.00	9,010.83	49 %
	305 Operations and maintenance	1,255.52	3,128.74	6,000.00	6,000.00	2,871.26	52 %
	310 Phone and fax expense	95.80	715.25	1,800.00	1,800.00	1,084.75	40 %
	315 Postage, shipping and freight	23.48	1,075.17	4,000.00	4,000.00	2,924.83	27 %
	320 Printing and reproduction	0.00	587.96	750.00	750.00	162.04	78 %
	325 Professional svcs - Accounting	394.20	11,543.58	10,948.00	15,484.00	3,940.42	75 %
	326 Professional svcs - Engineering	0.00	6,540.00	12,000.00	12,000.00	5,460.00	55 %
	327 Professional svcs - Legal (General)	0.00	20,269.07	23,720.00	26,240.00	5,970.93	77 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
328	Insurance - prop and liability	0.00	10,029.17	8,500.00	10,029.17	0.00	100 %
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	0.00	1,016.00	20,250.00	10,500.00	9,484.00	10 %
334	Maintenance Agreements	403.07	4,879.27	6,600.00	9,600.00	4,720.73	51 %
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	5.74	374.62	912.00	912.00	537.38	41 %
350	Repairs and maint - computers	320.40	2,108.21	3,300.00	3,300.00	1,191.79	64 %
351	Repairs and maint - equip	390.19	1,293.21	14,000.00	14,000.00	12,706.79	9 %
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	1,597.63	3,000.00	3,000.00	1,402.37	53 %
354	Repairs and maint - vehicles	0.00	1,547.76	2,000.00	2,000.00	452.24	77 %
355	Testing & Supplies (WWTP)	367.00	1,480.00	12,000.00	12,000.00	10,520.00	12 %
375	Internet expenses	193.28	1,352.96	1,400.00	2,200.00	847.04	61 %
376	Webpage- Upgrade/Maint	72.00	504.00	876.00	876.00	372.00	58 %
380	Utilities - alarm service	53.80	420.30	700.00	700.00	279.70	60 %
381	Utilities - electric	2,640.41	29,783.19	70,000.00	70,000.00	40,216.81	43 %
382	Utilities - propane	0.00	182.90	1,000.00	1,000.00	817.10	18 %
383	Utilities - trash	51.99	363.93	700.00	700.00	336.07	52 %
385	Dues and subscriptions	442.64	2,622.01	3,000.00	3,000.00	377.99	87 %
386	Education and training	249.99	456.93	4,000.00	4,000.00	3,543.07	11 %
393	Advertising and public notices	713.22	813.22	1,000.00	1,000.00	186.78	81 %
394	LAFCO Allocations	0.00	2,035.69	1,755.00	2,035.69	0.00	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
410	Office Supplies	60.20	325.18	1,000.00	1,000.00	674.82	33 %
459	Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
465	Cell phones, radios and pagers	151.59	714.09	1,735.00	1,735.00	1,020.91	41 %
475	Computer supplies and upgrades	512.50	9,260.61	10,000.00	16,000.00	6,739.39	58 %
485	Fuel expense	426.40	2,044.34	5,000.00	5,000.00	2,955.66	41 %
490	Small tools and equipment	0.00	5,381.20	4,000.00	6,000.00	618.80	90 %
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	3,055.14	11,130.12	12,000.00	12,000.00	869.88	93 %
585	Sludge Removal Project	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
587	WWTF Final Design/ Construction	0.00	8,590.00	0.00	178,000.00	169,410.00	5 %
705	Waste Discharge Fees/Permits	0.00	21,392.00	20,000.00	20,000.00	-1,392.00	107 %
715	Licenses, permits and fees	0.00	939.00	1,000.00	1,000.00	61.00	94 %
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	50.00	32.50	35 %
960	Property tax expense	0.00	127.84	200.00	127.84	0.00	100 %
970	WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
990	Retirement/Health Ins Liability	0.00	0.00	7,707.00	7,707.00	7,707.00	0 %
	Account Total:	39,971.20	292,566.00	953,716.00	1,134,250.66	841,684.66	26 %
	Account Group Total:	39,971.20	292,566.00	953,716.00	1,134,250.66	841,684.66	26 %
	Fund Total:	39,971.20	292,566.00	953,716.00	1,134,250.66	841,684.66	26 %

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	23,135.79	96,100.31	213,252.00	213,252.00	117,151.69	45 %
	109 Stand-by Hours	1,648.50	6,449.57	7,500.00	7,500.00	1,050.43	86 %
	110 Payroll tax expense	0.00	0.00	12,903.00	0.00	0.00	0 %
	111 BOD Stipend	190.00	1,178.00	2,279.00	2,279.00	1,101.00	52 %
	115 Payroll Expenses	380.48	1,510.42	1,000.00	2,500.00	989.58	60 %
	120 Workers' Compensation	0.00	5,762.13	6,100.00	5,762.00	-0.13	100 %
	135 Payroll Tax - FICA	31.48	235.61	0.00	420.00	184.39	56 %
	140 Payroll Tax - Medicare	355.38	1,660.76	0.00	2,400.00	739.24	69 %
	155 Payroll Tax - SUI	1,106.02	1,294.32	0.00	0.00	-1,294.32	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	420.00	420.00	0 %
	205 Insurance - Health	4,153.28	14,219.81	36,168.00	36,168.00	21,948.19	39 %
	206 Insurance - CalPers Health Retiree	229.80	755.70	600.00	1,050.00	294.30	72 %
	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	9,164.66	19,000.00	17,500.00	8,335.34	52 %
	305 Operations and maintenance	1,255.91	3,360.29	8,000.00	8,000.00	4,639.71	42 %
	310 Phone and fax expense	95.79	715.23	1,800.00	1,800.00	1,084.77	40 %
	315 Postage, shipping and freight	24.76	1,107.17	4,000.00	4,000.00	2,892.83	28 %
	320 Printing and reproduction	0.00	589.74	1,000.00	1,000.00	410.26	59 %
	324 Professional Svcs- GSA-GSP	2,250.00	10,958.36	20,000.00	20,000.00	9,041.64	55 %
	325 Professional svcs - Accounting	416.10	12,184.89	11,396.00	16,448.00	4,263.11	74 %
	326 Professional svcs - Engineering	2,830.00	12,180.00	20,000.00	20,000.00	7,820.00	61 %
	327 Professional svcs - Legal (General)	0.00	21,817.45	24,691.00	27,351.00	5,533.55	80 %
	328 Insurance - prop and liability	47.50	15,789.70	14,414.00	15,943.17	153.47	99 %
	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	0.00	1,016.00	21,150.00	11,400.00	10,384.00	9 %
	332 Professional Services - Legal	0.00	14,109.03	100,000.00	100,000.00	85,890.97	14 %
	334 Maintenance Agreements	423.23	4,992.01	6,600.00	9,600.00	4,607.99	52 %
	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	5.74	533.78	1,000.00	1,000.00	466.22	53 %
	350 Repairs and maint - computers	338.20	2,142.18	3,300.00	3,300.00	1,157.82	65 %
	351 Repairs and maint - equip	29.82	279.52	2,000.00	2,000.00	1,720.48	14 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	353 Repairs & Maint- Infrastructure	3,444.00	40,756.81	25,000.00	48,000.00	7,243.19	85 %
	354 Repairs and maint - vehicles	0.00	1,406.09	2,000.00	2,000.00	593.91	70 %
	356 Testing & Supplies - Well #3 (Water)	40.00	802.59	3,500.00	3,500.00	2,697.41	23 %
	357 Testing & Supplies - Well #4 (Water)	0.00	722.59	3,500.00	3,500.00	2,777.41	21 %
	358 Testing & Supplies- SLT Well (Water)	176.00	2,609.62	6,000.00	6,000.00	3,390.38	43 %
	359 Testing & Supplies-Other	125.00	1,867.00	6,000.00	6,000.00	4,133.00	31 %
	362 Cross-Connection Control Svcs.	0.00	324.20	1,000.00	1,000.00	675.80	32 %
	375 Internet expenses	103.32	723.24	1,400.00	1,400.00	676.76	52 %
	376 Webpage- Upgrade/Maint	76.00	532.00	912.00	912.00	380.00	58 %
	380 Utilities - alarm service	53.80	420.30	700.00	700.00	279.70	60 %
	381 Utilities - electric	2,100.37	21,656.88	55,000.00	75,000.00	53,343.12	29 %
	382 Utilities - propane	0.00	193.06	1,000.00	1,000.00	806.94	19 %
	383 Utilities - trash	51.99	363.93	700.00	700.00	336.07	52 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	385 Dues and subscriptions	112.62	2,373.05	2,600.00	3,000.00	626.95	79 %
	386 Education and training	0.00	278.40	3,000.00	3,000.00	2,721.60	9 %
	393 Advertising and public notices	713.22	1,087.40	1,000.00	1,000.00	-87.40	109 %
	394 LAFCO Allocations	0.00	2,035.69	1,755.00	2,035.69	0.00	100 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	410 Office Supplies	63.55	334.69	1,000.00	1,000.00	665.31	33 %
	459 Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
	465 Cell phones, radios and pagers	174.76	826.76	1,828.00	1,828.00	1,001.24	45 %
	475 Computer supplies and upgrades	512.50	8,941.48	10,000.00	16,000.00	7,058.52	56 %
	481 Chemicals- Well #3	0.00	1,489.67	3,000.00	3,000.00	1,510.33	50 %
	482 Chemicals-Well #4	1,350.80	2,318.87	3,500.00	3,500.00	1,181.13	66 %
	483 Chemicals-SLT Well	0.00	569.42	1,500.00	1,500.00	930.58	38 %
	485 Fuel expense	0.00	962.10	3,000.00	3,000.00	2,037.90	32 %
	490 Small tools and equipment	0.00	5,343.57	3,000.00	6,000.00	656.43	89 %
	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	1,875.20	4,628.59	15,000.00	18,200.00	13,571.41	25 %
	526 Development Meters	2,927.93	9,834.78	0.00	10,000.00	165.22	98 %
	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	1,663.80	2,968.80	6,500.00	6,500.00	3,531.20	46 %
	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	8.55	72.23	0.00	0.00	-72.23	*** %
	990 Retirement/Health Ins Liability	0.00	0.00	8,050.00	8,050.00	8,050.00	0 %
	Account Total:	54,521.19	360,071.02	822,148.00	880,968.86	520,897.84	41 %
	Account Group Total:	54,521.19	360,071.02	822,148.00	880,968.86	520,897.84	41 %
	Fund Total:	54,521.19	360,071.02	822,148.00	880,968.86	520,897.84	41 %

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

	105 Salaries and Wages	1,519.74	6,390.08	10,239.00	10,239.00	3,848.92	62 %
	110 Payroll tax expense	0.00	0.00	800.00	0.00	0.00	0 %
	111 BOD Stipend	10.00	62.00	109.00	109.00	47.00	57 %
	115 Payroll Expenses	20.20	76.59	100.00	1,600.00	1,523.41	5 %
	120 Workers' Compensation	0.00	1.39	100.00	1.39	0.00	100 %
	135 Payroll Tax - FICA	1.95	13.04	0.00	40.00	26.96	33 %
	140 Payroll Tax - Medicare	75.70	154.34	0.00	175.00	20.66	88 %
	155 Payroll Tax - SUI	12.60	12.75	0.00	0.00	-12.75	*** %
	165 Payroll Tax - FUTA	0.00	0.00	0.00	15.00	15.00	0 %
	205 Insurance - Health	164.55	615.42	1,164.00	1,164.00	548.58	53 %
	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	487.20	200.00	675.00	187.80	72 %
	305 Operations and maintenance	0.40	6.23	2,000.00	2,000.00	1,993.77	0 %
	315 Postage, shipping and freight	1.31	2.57	500.00	500.00	497.43	1 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
320	Printing and reproduction	0.00	1.78	500.00	500.00	498.22	0 %
325	Professional svcs - Accounting	21.90	641.31	547.00	800.00	158.69	80 %
327	Professional svcs - Legal (General)	0.00	333.54	1,185.00	1,185.00	851.46	28 %
328	Insurance - prop and liability	0.00	363.98	100.00	363.69	-0.29	100 %
331	Professional Services - Legal	0.00	0.00	900.00	900.00	900.00	0 %
334	Maintenance Agreements	20.17	112.77	300.00	300.00	187.23	38 %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	0.64	32.27	46.00	46.00	13.73	70 %
350	Repairs and maint - computers	17.80	83.98	100.00	100.00	16.02	84 %
351	Repairs and maint - equip	488.00	488.00	0.00	0.00	-488.00	*** %
376	Webpage- Upgrade/Maint	4.00	28.00	44.00	44.00	16.00	64 %
382	Utilities - propane	0.00	10.16	0.00	0.00	-10.16	*** %
384	Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
385	Dues and subscriptions	1.98	83.05	50.00	200.00	116.95	42 %
386	Education and training	0.00	11.50	500.00	500.00	488.50	2 %
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	339.28	0.00	100 %
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	3.34	9.53	25.00	25.00	15.47	38 %
465	Cell phones, radios and pagers	8.51	38.26	77.00	77.00	38.74	50 %
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:	2,372.79	10,399.02	24,322.00	26,341.36	15,942.34	39 %
	Account Group Total:	2,372.79	10,399.02	24,322.00	26,341.36	15,942.34	39 %
	Fund Total:	2,372.79	10,399.02	24,322.00	26,341.36	15,942.34	39 %
	Grand Total:	121,143.76	857,594.37	2,297,805.00	2,488,188.05	1,630,593.68	34 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 1/20

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	229,417.19	151,103.84	0.00	17,800.27	10,650.08	352,070.68
10250 HOB - Payroll	2,191.55	17,800.27	0.00	15,460.65	1,762.80	2,768.37
10340 Pac Premier Operational Reserve	187,872.09	23.86	0.00	0.00	0.00	187,895.95
10350 HOB - Capital Reserve Acct.	242,867.56	30.85	0.00	0.00	0.00	242,898.41
Total Fund	662,348.39	168,958.82		33,260.92	12,412.88	785,633.41
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	234,368.42	44,258.31	0.00	1,889.65	1,442.77	275,294.31
10250 HOB - Payroll	-57.53	1,889.65	0.00	1,495.09	329.43	7.60
10340 Pac Premier Operational Reserve	40,994.77	5.21	0.00	0.00	0.00	40,999.98
10350 HOB - Capital Reserve Acct.	70,163.93	8.91	0.00	0.00	0.00	70,172.84
10460 Cantella & Co. Investment Acct.	149,972.21	323.53	0.00	0.00	0.00	150,295.74
Total Fund	495,441.80	46,485.61		3,384.74	1,772.20	536,770.47
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	333,074.52	109,479.41	6,598.29	29,981.89	15,262.79	403,907.54
10250 HOB - Payroll	2,415.42	28,725.79	0.00	21,645.01	5,929.95	3,566.25
10260 Pac Western Bank --Long Term	14,979.31	1.78	0.00	0.00	0.00	14,981.09
10350 HOB - Capital Reserve Acct.	316,382.38	40.19	0.00	0.00	0.00	316,422.57
Total Fund	666,851.63	138,247.17	6,598.29	51,626.90	21,192.74	738,877.45
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	-17,045.46	73,256.63	0.00	33,001.04	29,950.53	-6,740.40
10250 HOB - Payroll	3,426.79	32,070.99	0.00	23,937.56	6,628.44	4,931.78
10340 Pac Premier Operational Reserve	72.98	0.01	0.00	0.00	0.00	72.99
10350 HOB - Capital Reserve Acct.	14,691.73	1.87	0.00	0.00	0.00	14,693.60
10400 HOB - USDA Reserve	66,942.98	2.84	0.00	0.00	0.00	66,945.82
Total Fund	143,304.68	105,332.34		56,938.60	36,578.97	155,119.45
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	104,377.10	5,935.28	0.00	1,890.84	95.13	108,326.41
10250 HOB - Payroll	253.70	1,890.84	0.00	1,504.08	311.49	328.97
10340 Pac Premier Operational Reserve	12,164.05	1.55	0.00	0.00	0.00	12,165.60
10350 HOB - Capital Reserve Acct.	49.93	0.02	0.00	0.00	0.00	49.95
Total Fund	116,844.78	7,827.69		3,394.92	406.62	120,870.93
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	31,479.15	0.00	50,803.01	71,139.82	0.00	11,142.34
10250 HOB - Payroll	868.63	0.00	14,962.11	14,309.63	0.00	1,521.11
Total Fund	32,347.78		65,765.12	85,449.45		12,663.45
Totals	2,117,139.06	466,851.63	72,363.41	234,055.53	72,363.41	2,349,935.16

*** 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

Regular Board Meeting Staff Report

February 27, 2020

AGENDA ITEMS: XI - 3

SUBJECT: Review and approve **Resolution 2020-02** awarding a contract to Monsoon Consultants to provide professional engineering, hydrological and consulting services.

RECOMMENDATION: Approve Resolution 2020-02 awarding a contract to Monsoon Consultants to provide professional engineering, hydrological and consulting services.

In January 2017 a contract was approved with Monsoon Consultants to provide District Engineering and Consulting services. Since that time Monsoon Consultants staff, and Dr. Reely in particular, have been an indispensable asset to the District. Between their work on the District Master Plans, Groundwater Sustainability Plan, our general engineering work and now the Wastewater Treatment Facility studies and expansion they have represented the District in a professional manner and provided knowledge and expertise that the District had not received prior.

The initial contract with Monsoon Consultants was for 3 years, concluding in January 2020. That contract allowed for a rate increase after 12 months, however, Dr. Reely has maintained the same rates that were initially contracted.

Below are the rates as approved in the original contract.

The original rates were held throughout the contract period, even though they could have increased after 12 months as allowed in the contract.

BILLING RATES EFFECTIVE JANUARY 1, 2017

ENGINEERING

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

GENERAL

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

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

Proposed rate schedule:

Engineering

Assoc Engineering Tech	\$90.00/hr
Sr Engineering Tech	\$120.00/hr
Engineer in Training	\$110.00/hr
Staff Engineer	\$135.00/hr
Principal Engineer	\$145.00/hr

General

Technical/Clerical	\$75.00/hr
Outside Consultant	Cost
Reimbursable Expenses	Cost

Monsoon Consultants is currently wrapping up the Engineering and Groundwater Recharge Study Grant and was awarded a contract for Project Management and construction documents for the WWTF Expansion. Monsoon Consultants has provided invaluable assistance to the District in securing grants for repair projects as well as the WWTF Expansion project.

Because of the quality of work and the attention that Monsoon Consultants has provided the District, staff is recommending that a new contract be awarded for a term of 5 years beginning March 1, 2020.

During the January 23rd Board meeting, the Board requested changes to the contract that was being proposed. Those changes have been made by legal and agreed to by Monsoon Consultants.

Director Sangster also requested a report on how much was paid to Monsoon Consultants for General engineering services, not including approved projects.

For the **three-year duration** of the prior contract with Monsoon Consultants the District paid;

- \$22,825 for Board and committee meetings and general engineering.
(approx. \$7,608 annually)
- \$14,005 for other non- project or development-related work.
(approx. \$4,668 annually)

The following are costs for projects approved by Board resolution/ action.

- \$193,192.61 for two grant-funded contracts; one for the Wastewater Expansion and Groundwater recharge study for \$177,750 and one for the Wastewater Treatment Plant Expansion design and project management for \$178,000 which is also grant-funded

FISCAL IMPACT:

Though the new contract rates are higher, no budget adjustment is requested at this time. The existing budgeted line items are sufficient to conduct normal engineering and consulting needs.

The rate increase proposed will not require any adjustments to projects currently in progress.

Kelly Dodds

Kelly Dodds, Director of Utilities

Attachments:

Resolution No. 2020-02
Proposal from Monsoon Consultants

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

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

Prepared by



Issued and Published Jointly by



SPECIAL NOTE ON USE OF THIS FORM

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

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

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1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

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

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

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

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

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

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

District and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide a list of Services in writing prior to commencement of work of the Services. If authorized by District, or if required because of changes in the Project, Engineer shall furnish Services, in addition to those set forth above ("Additional Services"), in writing prior to the commencement of work of those Additional Services.
- B. Engineer shall complete its Services within a reasonable period of time.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably with prior written consent of the District.
- D. Engineer agrees to comply with OSHA, EEO, EPA, ADA, Department of Labor, Wage and Hour laws and all other applicable laws and regulations, including federal, state, or local law or ordinance (collectively "Workplace Laws") with respect to Engineer's employees, who may be assigned by Engineer to perform services under this Agreement and agrees to the fullest extent permitted by law, to indemnify, defend and to hold District harmless for all liability incurred by District from a Workplace Laws' claim brought by any employee of Engineer. Engineer shall obtain and pay for workers' compensation, business liability, public liability, comprehensive insurance and all requisite state, local and federal taxes and employee benefit contributions, including, but not

limited to, the Federal Insurance Contributions Act (FICA); the Social Security Act; California Personal Income Tax Withholding (PIT); California Unemployment Taxes (UI); federal income tax withholding; California State Disability Insurance (SDI); for Engineer and any of Engineer's employees. District shall have no responsibility for, nor any right to control any of the forgoing described obligations for Engineer or Engineer's employees. This paragraph shall survive termination of this Agreement.

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

2.01 *Payment Procedures*

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

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

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

- 2.03 *Additional Services:* For Additional Services, District shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's

employees, times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's Standard Hourly Rates are stipulated in Section 8.01 of this Agreement. Any Additional Services shall only be performed with the prior written consent of District.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated for the following reasons:
1. For cause,
 - a. By either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Cause may include, but is not limited to, failure of District to pay Engineer for its Services is a substantial failure to perform and a basis for termination, or failure of Engineer to complete its Services
 - b. By Engineer:
 - (i) upon seven (7) calendar days' written notice if District demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - (ii) upon seven (7) days written notice if the Engineer's Services are delayed for more than ninety (90) calendar days for reasons beyond Engineer's control, or as the result of undisclosed Constituent of Concern at the site of the Project, which is defined in Section 7.01B.
 - c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Section 3.01.A.1.a, if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.
 2. For convenience, by District effective upon Engineer's receipt of written notice from District.
- B. In the event of any termination under Section 3.01, Engineer will be entitled to invoice District and to receive payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services..

4.01 *Successors, Assigns, and Beneficiaries*

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

5.01 *General Considerations*

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

- E. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If District requires greater assurance as to probable construction cost, then District agrees to obtain an independent cost estimate.
- F. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, ~~whether or not the Project is completed until such time that Engineer receives full payment from District under this Agreement. Once full payment is received by the Engineer from the District, District shall retain full ownership and property interest (including the copyright and the right of reuse). Until full payment is received by Engineer,~~ District shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the District, ~~subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents~~ and subject to the following limitations:
1. District acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by District or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at District's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - ~~3. District shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and~~
- ~~4.3.~~ Such limited license to District shall not create any rights in third parties.
- H. District and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituent of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the

portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.

- J. District and Engineer agree to negotiate each dispute between them in good faith during the 30 calendar days after written notice of the dispute. If negotiations are unsuccessful in resolving the dispute, then the ~~dispute shall be mediated. If mediation is unsuccessful, then the~~ parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the State of California. The parties agree that the venue of any action arising from this Agreement shall be in San Luis Obispo County.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising District, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- M. Engineer agrees to maintain the following insurance coverage: a minimum of \$4 million general liability insurance, a minimum of \$2 million professional liability (errors & omissions) insurance, a minimum of \$1 million commercial automobile insurance, and a minimum of \$1 million for workers' compensation as required by the District. The District shall also be listed as additionally insured on the required insurance policies held by Engineer.
- N. The failure of the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- O. Should any part of this Agreement for any reason be declared invalid or void, such declaration will not affect the remaining parts of this Agreement, which will remain in full force and effect as if the Agreement had been executed with the invalid portion eliminated.
- P. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original.
- Q. Both parties warrant and represent to the other that they have full power and authority to enter into and perform this Agreement.
- R. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal

business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any party hereto may at any time, by giving ten (10) days written notice to the other party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the parties at their addresses set forth below:

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

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

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

6.01 *Total Agreement*

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

7.01 *Definitions*

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

ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

- C. Project—any individual task that the District Engineer has been assigned to by the District.

8.01 FEE ESTIMATE:

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

BILLING RATES EFFECTIVE FEBRUARY 1, 2020

ENGINEERING

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

GENERAL

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

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

[SIGNATURE PAGE DIRECTLY FOLLOWS]

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

DISTRICT:

San Miguel Community Services District

By: _____

Print Name: Rob Roberson

Title: Interim General Manager

Date Signed: _____

ENGINEER:

Monsoon Consultants

By: Blaine T. Reely

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

Title: President/CEO

Date Signed: November 8, 2019

License No.: 46806

State of: California

Address for District's receipt of notices:

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

Address for Engineer's receipt of notices:

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



RESOLUTION No 2020-02

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

WHEREAS, the San Miguel Community Services District (“the District”) desires to employ the services of Monsoon Consultants (“the Firm”) to provide professional engineering, hydrologist, consulting services and serve as the District Engineer; and

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

WHEREAS, the Firm desires to be engaged, by contractual agreement, for these specified professional engineering and management services, at the rates as specified in the contract provided by Monsoon Consultants; and

WHEREAS, the District desires to retain these services from Monsoon Consultants for a period of five (5) years beginning March 1, 2020; and.

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

1. To award a contract to Monsoon Consultants to serve as District Engineer and provide professional civil engineering, hydrological, and consulting services as specified and as may be required by the District based on the rate schedule as shown in the Monsoon Consultant Contract.
2. The District’s General Manager is hereby authorized to execute this Agreement on behalf of the San Miguel Community Services District.

SIGNATURES ON NEXT PAGE

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

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

 Ashley Sangster, President
 Board of Directors

ATTEST:

APPROVED AS TO FORM:

 Rob Roberson, Interim General Manager

 Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

February 27, 2020

AGENDA ITEM: XI. 4

SUBJECT: Review and reauthorize the release of a Request for Proposal (RFP) for Environmental Services including technical studies and related State, Regional, and Federal Permit Applications for the Machado Wastewater Treatment Facility Expansion.

RECOMMENDATION:

Reauthorize the release of the Request for Proposal (RFP) for Environmental Services including technical studies and related State, Regional, and Federal Permit Applications for the Machado Wastewater Treatment Facility Expansion.

In preparation of the Construction Documents, securing funding for construction, and ultimately actual construction of the Machado Wastewater Treatment Facility (WWTF) we are required to prepare and file reports for California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA).

Due to the specific nature of environmental review and compliance, it is the recommendation of the Director of Utilities and District Engineer that the District issue this RFP and secure a qualified firm to perform this portion of the design and construction for the WWTF expansion. Without complete and proper documentation, the District will not be able to secure further funding for the expansion and may in fact open itself up to legal challenges if the facts for which the reports are based do not adequately support the findings. It is in this regard that Staff is recommending use of an outside firm to perform these reviews and to develop these findings in preparation of filling CEQA and NEPA reports.

In October the Board approved an RFP for this work, however due to additional requirements and funding potential the original RFP was not released.

The original RFP has been revised to include all of the potential recycled water (Purple pipe lines) that are anticipated in the foreseeable future as well as additional tasks as requested by funding agencies to comply with their funding requirements.

FISCAL IMPACT

There will be minimal cost in posting this RFP including, posting in the paper, online and in plan rooms.

The cost for the proposed services, will be paid from Wastewater Rates and Capital Reserves. Funds for the performance of the referenced RFP will need to be approved once a firm is selected.

Kelly Dodds _____

Kelly Dodds, Director of Utilities

Attachments: RFP for Environmental Services Including Technical Studies and Related State, Regional and Federal Permit Applications



**REQUEST FOR PROPOSALS
FOR
SAN MIGUEL CSD WASTEWATER TREATMENT FACILITY UPGRADE & EXPANSION
and
RECYCLED WATER (PURPLE PIPE) DISTRIBUTION SYSTEM**

**ENVIRONMENTAL SERVICES
INCLUDING TECHNICAL STUDIES AND RELATED STATE,
REGIONAL, AND FEDERAL PERMIT APPLICATIONS**

The San Miguel Community Services District (DISTRICT) is soliciting proposals from qualified consultants to complete environmental work related to the upgrade and expansion of the DISTRICT’s Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system. This upgrade will eventually provide the DISTRICT with the capacity to produce and convey a supply of high-quality effluent that will meet California Title 22 requirements for non-contact irrigation of vineyards and / or indirect recharge to the groundwater aquifer, with an ultimate maximum day dry weather flow capacity of 0.60 Million Gallons per Day (MGD).

It is the intent of the DISTRICT to hire a qualified Consultant team that can assist the DISTRICT with the following tasks:

- Environmental evaluation of the project
- Self-Performance and/or coordination of all required technical studies
- Coordination with the District and other project consultants

Upon completion of the scope of work described in this RFP by the Consultant, the DISTRICT intends for the Consultant to produce the following documents for use by the DISTRICT:

- Final Environmental Document that meets CEQA (a requirement of the State Water Resources Board programs) and NEPA state and federal requirements
- All environmental permit and authorization applications identified for the Project
- All associated documents and submittals required to support both the Final Environmental Document and all environmental permit and authorization applications necessary to construct the project
- Provision of a crosswalk that verifies meeting all CEQA and NEPA requirements

It is anticipated this project may be financed in part through the California Clean Water State Revolving Fund Program (CWSRF) and other sources of state and/or federal funding. All environmental documentation must meet the requirements for state and federal funding.

The DISTRICT will be the lead agency. CEQA and NEPA analysis of the project will be required. The DISTRICT believes that the project may be ultimately classified as a “CE (categorical exclusion) with a report” for NEPA purposes. Additionally, the DISTRICT anticipates that under CEQA, the final environmental document is anticipated to be a Mitigated Negative Declaration. All documentation required to meet environmental compliance for the Clean Water State Revolving Fund Program (CWSRF) and the USDA Rural Development Water & Waste Disposal Loan & Grant Program, shall be prepared, including the Environmental Package Checklists and the Evaluation Forms for Environmental Review and Federal Coordination.

In order for the Consultant to be considered qualified, the firm or project team must demonstrate experience in the successful completion of environmental review projects involving wastewater treatment facilities and water distribution pipeline facilities, of a similar size and scope in California, to the DISTRICT’s project. Experience working with the requirements of the USDA Rural Development staff, State Water Quality Control Board environmental staff in Sacramento, Central Coast Regional Water Quality Control Board staff in San Luis Obispo, and the Clean Water State Revolving Fund is desirable.

Interested consultants are invited to submit qualifications in accordance with the requirements of this Request for Proposals (RFP). The Consultant services contract is expected to be awarded in April 2020, with work completed in September 2020. The actual time frame to complete the environmental documents and the permit applications as required will be negotiated with the successful Consultant. The DISTRICT intends to select a single consultant team to complete the scope of work as described in this RFP. Any Consultant responding to the RFP must be willing to commit the necessary resources to the project within a mutually agreed upon schedule.

All proposals must be received no later than **March 30, 2020, at 2 p.m. (PST)** at the DISTRICT offices which are located at 1150 Mission Street San Miguel, California 93451. By submitting a proposal for the requested services, each Offeror is certifying that it is a qualified firm and its proposal complies with regulations and requirements stated within the Request for Proposals.

A Pre-Proposal Conference will be held on **March 16, 2020, at 10:00AM (PST)** at the DISTRICT offices which are located at 1150 Mission Street San Miguel, California 93451. For any firm that intends to submit a proposal, attendance at the Pre-proposal conference is mandatory.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified Offeror’s will receive consideration of contract(s) without regard to race, color, religion, sex or national origin, ancestry, age, physical and mental handicap, serious medical conditions, disability, spousal affiliation, sexual orientation or gender identity.

Request for proposals will be available by contacting Kelly Dodds, Director of Utilities at 1150 Mission Street San Miguel, California 93451, by telephone at (805) 467-3388, or by email at kelly.dodds@sanmiguelcsd.org. RFP’s will also be available for via the DISTRICT website at www.sanmiguelcsd.org.

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY THE DISTRICT.

I. SUBMITTAL DATA

Seven (7) copies of all proposals must be received by mail, recognized carrier or hand delivered, no later than 2 p.m. (PST) on March 30, 2020, at the DISTRICT offices which are located at 1150 Mission Street San Miguel, California 93451. Late proposals will be returned unopened.

Please note on the envelope “Proposal to provide Environmental Consulting services for the San Miguel CSD WWTF Upgrade & Expansion and Recycled Water (Purple Pipe) Distribution System”

Costs of the preparation of the proposals will be borne by proposer.

This request does not constitute an offer of employment or a contract for services.

The DISTRICT may cancel this solicitation at any time without obligation to any person or firm.

All proposals will become the property of the San Miguel Community Services District.

Any proprietary information contained in the proposal should be clearly identified and may be subject to disclosure pursuant to the California Public Records Act (See Section IX).

All proposals shall comply with current federal, state, and other laws relative thereto.

The contract shall be made in the form adopted by the San Miguel Community Services District (Section VII).

All questions and correspondence should be directed to the DISTRICT’s contract manager:

San Miguel Community Services District
 Attn: Kelly Dodds, Director of Utilities
 1150 Mission Street
 San Miguel CA 93451
 (805) 467-3388 Ext 206
 Email: kelly.dodds@sanmiguelcsd.org

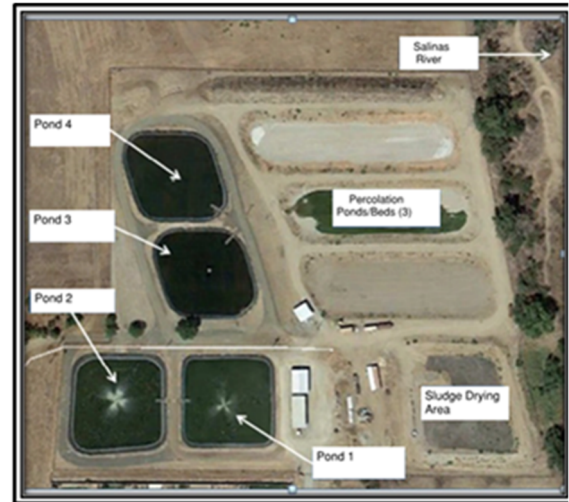
Any proposer seeking clarification of information contained in this Request for Proposals may submit written questions as directed below prior to March 24, 2020. Questions received after this date will not receive a response.

II. INTRODUCTION

The San Miguel Community Services District (SMCSD) owns and operates the municipal wastewater treatment plant (WWTP) which is located near the northern limits of the District, adjacent to the west bank of the Salinas River. The WWTP is subject to the Waste Discharge Requirements Order No. 99-046. The existing WWTP comprises of four (4) partially mixed aerated lagoons in series and three (3) percolation ponds. The WWTP underwent the most recent

significant upgrade in 2000, bringing its current and permitted capacity at 200,000 GPD (0.2 MGD). The District currently treats an average of approximately 175,000 GPD. The District acknowledges that the existing WWTP is nearing capacity and requires an expansion and upgrade.

In June 2018, the Central Coast Regional Water Quality Control Board (CCRWQCB) issued a letter to the District in which they informed the District that they should proceed immediately with the planning and engineering for the expansion of the existing WWTP. In the referenced letter, the CCRWQCB stated that because the existing WWTP has been chronically out of compliance with permit limits for total dissolved solids, chloride, and sodium, the District should include salt and nitrogen removal capability in the expansion plans.



In addition to the expanded and enhanced treatment capacity that the District needs to achieve as a consequence of continued population growth within the District boundaries, the District Board of Directors also understands that the expansion and upgrade of the WWTP must also be accomplished in a manner which is compatible with the requirements of the Sustainable Groundwater Management Act (SGMA). For these reasons, the District is also evaluating treatment alternatives to provide recycled effluent which meets the requirements for either agricultural irrigation or possibly for groundwater recharge purposes.

The District retained the services of Monsoon Consultants (Monsoon) to perform an engineering study to identify and evaluate design alternatives for the WWTP expansion and upgrade. The findings, results, conclusions and recommendations of the engineering study are summarized in the WASTEWATER TREATMENT FACILITY UPGRADE / EXPANSION ENGINEERING REPORT which was approved by the DISTRICT Board of Directors on January 24, 2019.

Based on the results of the study, which is summarized in the referenced engineering report, it was recommended that the DISTRICT proceed to the final design phase of the Water Reclamation Facility (WWRF) Project to include the elements of a Membrane Bioreactor WWTP configuration, including UV disinfection facilities to produce and convey a treated (recycled) effluent, which meets California Title 22 requirements for non-contact irrigation of vineyards and / or indirect recharge to the groundwater aquifer, with an ultimate maximum day dry weather flow capacity of 0.60 Million Gallons per Day (MGD). Graphical depictions of the schematic layout of the new WWTP and the proposed Recycled Water ("Purple Pipe") distribution system are included in Exhibit Nos. 1 & 2.

To achieve the aggressive project implementation schedule that the District anticipates, the final design development, construction documentation and permitting phase of the project, the District will retain the services of multiple companies. The project will be managed by Monsoon Consultants who currently serves as the District Engineer. Monsoon Consultants will also provide the overall site civil design / engineering, and Operations & Maintenance Facility design / engineering elements of the project. The District will also retain the services of a consultant to provide the District technical assistance as required for any environmental assessments, documentation, and support required for CEQA and/or NEPA compliance. Based on discussions with District staff, it is also understood that they intend to retain the services of their existing SCADA consultant for the design (and build) of the SCADA system which will be required for integration of the all of the new WWTP facilities, including the wastewater treatment processes, into the District's existing SCADA system. An organizational chart is included as Exhibit 3 which graphically depicts how the project team will be structured.

III. REQUIRED PROPOSAL FORMAT

A qualifying proposal must address all of the following points and may not exceed 30 pages:

1. Cover Letter/Introduction (where the term “firm” is used it may apply to a single firm or a team of firms making the proposal)
 - Discuss your firm’s major focus (environmental compliance, biology, archeology, etc.).
 - Describe your firm’s ownership structure, including information with respect to financial resources/stability and length of time in business.
 - Present your understanding, in non-technical language, of the project, the services requested, and your firm’s proposal for meeting the DISTRICT’s needs.
 - The cover letter shall be signed by an individual authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) days.
 - Name, address, telephone number and email address for a person the DISTRICT may contact for further information or to schedule an interview, at the DISTRICT’s discretion.

2. Qualifications
 - Describe your firm’s experience with respect to EACH requested discipline. Include discussion of unique qualifications that set your firm apart from others.
 - Describe your firm’s technology, capabilities, and innovations in environmental permitting, environmental studies, CEQA, NEPA.
 - Outline in detail any other recommended services or activities that your firm can provide to meet and support the WWTF Renovation & Expansion and Recycled Water (Purple Pipe) Distribution System design, permitting & construction activities.

3. Staffing
 - Identify the individuals proposed for the client team. At a minimum, the proposal should name the project team. Provide a resume or statement of qualifications and references from at least two previous projects for each person.
 - Include alternates for individuals proposed for key positions.
 - Describe tasks for which each person would be responsible.
 - Identify any subcontractors and tasks for which they would be responsible. Provide information required under “Qualifications,” above, for each subcontractor.

4. Fee Proposal

- Provide a fee proposal covering all required services and a second fee proposal covering all required services plus any proposed additional services or tasks.
- Provide an overall breakdown of cost estimates for each service your firm would provide under this program. NOTE: no expenses for travel, lodging or meals can be included in the cost proposals.
- Itemize your firm's fee schedule.
- Include hourly rates and rates for additional services, if different.
- Include an estimate of monthly reimbursable expenses for the duration of the project, with the exception of travel-related expenses specifically excluded above.

5. Contract Terms

- The contract does not have a formal defined term, but the all environmental studies and NEPA / CEQA documentation for the San Miguel CSD Wastewater Treatment Facility Upgrade & Expansion Phase of the project must be completed and ready for submittal to the appropriate agencies by September 30, 2020. The environmental studies and NEPA / CEQA documentation for the Recycled Water (Purple Pipe) Distribution System Phase of the project must be completed by December 31, 2020.
- Describe any exceptions to the Scope of Services of the Professional Services Agreement (attached). Proposers will be deemed to have accepted all terms and conditions other than those addressed in the proposal.

6. References

- Provide a minimum of five (5) references for similar services performed for local government agency clients within the last three (3) years.
- Include:
 - Client name
 - Project description
 - Service dates (starting and ending)
 - Client project manager name, telephone number and email address

7. Disclosures

- Proposers must include a complete disclosure of any litigation, arbitration or claims proceedings which presently involve the Proposer or in which the Proposer has been involved in the past five (5) years.

IV. EVALUATION CRITERIA AND SELECTION PROCESS

Award will NOT be made on price alone but on all the factors noted in this RFP.

Award will be made on the basis of demonstrated competence and the professional qualifications necessary to perform the services required at a fair and reasonable cost after consideration of all evaluation criteria set forth below. Criteria are not listed in any order of priority or preference. A consultant will be chosen upon review of the proposals by a selection committee comprised of members of the DISTRICT Board of Directors, District staff and the District Engineer("Committee"). The Committee's recommendations will be presented to the DISTRICT Board of Directors for final selection and award of contract. The DISTRICT will not issue a notice to proceed until the Committee has confirmed the consultant and related contract. (Attachment 1)

The Committee will evaluate all proposals received in accordance with the evaluation criteria. The DISTRICT and Committee reserve the right to weight the criteria depending upon importance at their discretion. The DISTRICT shall not be obligated to accept the lowest priced proposal but will make an award in what it determines to be the best interests of the DISTRICT and after all factors have been evaluated.

The Committee will evaluate the proposals based on the following criteria:

1. Responsiveness to Request for Proposal
2. Project Approach
3. Firm's record of providing successful completion of similar projects
4. Qualifications of personnel proposed for the project
5. Exceptions to Scope of Services and/or Professional Services Agreement
6. Cost, including fees and reimbursables (not to include travel, lodging or meal expenses)

The DISTRICT and Committee may conduct interviews as part of the selection process. If scheduled, the oral interview will be a question and answer format for the purpose of clarifying the intent of any portions of the proposal. The individual(s) who would be directly responsible for carrying out the contract should participate in the oral interview.

The DISTRICT and Committee reserve the right to contact and evaluate the Proposers' references, contact any Proposer to clarify any response, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information the DISTRICT and Committee deem pertinent to the evaluation process.

The DISTRICT and Committee reserve the right to reject any or all proposals, waive any inconsequential deviations from the proposal requirements, and to negotiate modifications or acceptance of all or a part of a proposal. This would include possible changes to the scope of work as the DISTRICT and Committee identify other applicable needs for technical assistance. Other terms and conditions can be negotiated at the time of selection and will be subject to approval of appropriate DISTRICT officials and the Committee.

The DISTRICT and Committee reserve the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP. Issuance of this RFP and receipt of proposals does not commit the DISTRICT to award a contract. DISTRICT and Committee expressly reserve the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or part of this RFP.

Proposer understands and acknowledges that the representations made in proposals are material and will be relied on by the DISTRICT in evaluation of the proposal.

V. PROJECT OBJECTIVES

The Consultant selected will work assist and support the DISTRICT with the environmental compliance and permitting elements of the SMCSO WWTP Renovation & Expansion and Recycled Water (Purple Pipe) Distribution System Project as required to design, construct, start-up and initiate operation of the planned facility. All work product produced pursuant to such services must comply with all applicable federal, state, and local laws and regulations.

VI. SCOPE OF SERVICES REQUIRED

The Consultant shall be responsible for completing the environmental review, studies, and analysis as required to produce the Final Environmental Documents, all permit and authorization applications, and all associated documents and submittals required to support both the Final Environmental Documents and all permit and authorization applications.

The DISTRICT will be the lead agency, CEQA and NEPA analysis of the project will be required. The DISTRICT believes that the project may be ultimately classified as a “CE (categorical exclusion) with a report” for NEPA purposes. Additionally, the DISTRICT anticipates that under CEQA, the final environmental document is anticipated to be a Mitigated Negative Declaration. All documentation required to meet environmental compliance for the Clean Water State Revolving Fund Program (CWSRF) and the USDA Rural Development Water & Waste Disposal Loan & Grant Program, shall be prepared, including the Environmental Package Checklists and the Evaluation Forms for Environmental Review and Federal Coordination.

Scope of Services:

Environmental compliance and permitting responsibilities shall include, but not be limited to:

- Prepare the appropriate California Environmental Quality Act (CEQA) and NEPA- compliant environmental documents and any associated technical studies required to provide environmental clearance for the project.
- Prepare all Mitigation Measures associated with potentially significant impacts.
- Prepare a Mitigation Monitoring and Reporting Plan that includes responsibility; estimated costs, actions and schedules as needed.
- Coordinate and consult with all State and local regulatory and jurisdictional agencies necessary to provide environmental clearance for permits needed for the project
- Provide a CEQA/NEPA crosswalk that assures all requirements of both processes have been met.
- Prepare permit and authorization applications needed to construct the Project.
- Assist the DISTRICT in conducting any and all public meeting preparation, planning, advertising, and administration, including comment solicitation and preparation of response to comments for DISTRICT review.

All environmental documents shall be prepared in administrative draft, public/agency review draft and final stages for DISTRICT review, and shall incorporate, if appropriate, any public, agency, and DISTRICT comments made during the document review.

The Consultant shall identify and prepare any and all permit applications and approvals required by regulatory agencies necessary to complete the Project, and shall prepare, for later use by the DISTRICT, an application schedule of permits with the required timelines to ensure each permit can be obtained prior to the start of construction. The DISTRICT will provide payments to regulatory agencies, as needed, to obtain the environmental or project review required to complete this scope of work, and shall, at a later date, provide payment to the agencies for the cost of permits. DISTRICT permits, if applicable, shall be exempt from this scope of work.

Formal environmental document submittals shall be prepared for review (administrative draft and public review draft) and distribution (final), with drawings reduced by 50% and printed on 11" x 17" reproducible paper, and specifications printed on 8 ½" x 11" reproducible paper. All documents will meet CEQA and NEPA requirements. Documents will be prepared and delivered per the California State Clearinghouse requirements including hard copy and digital copy requirements in place at the time of submittal. Prior to completion of the final submittal, the Consultant shall respond to and incorporate, if appropriate, any comments received from the DISTRICT or other interested party

Consultant shall attend all Public Hearings that include the environmental document review and adoption before the DISTRICT Board of Directors and provide responses to comments concerning the document including written responses as needed for the document to be adopted by the DISTRICT.

Seven (7) document sets shall be submitted at the administrative draft stage and at the draft public review stage. Seven (7) document sets shall be submitted at the final stage. An editable electronic version of all drafts will be submitted in addition to the hard copies. In addition, the final PDR document set shall be submitted in Portable Document Format (.pdf) on PC- compatible flash drive.

Timeline - To meet the compliance schedule set forth by the Central Coast Regional Water Quality Control Board (CCRWQCB) the DISTRICT is planning to have the WWTP Renovation & Expansion Project construction phase completed and the new facility operational by January 2022. To meet that schedule, the DISTRICT desires to have the scope of work described herein, including all environmental studies and NEPA / CEQA documentation for the San Miguel CSD Wastewater Treatment Facility Upgrade & Expansion Phase of the project must be completed and ready for submittal to the appropriate agencies by September 30, 2020. The environmental studies and NEPA / CEQA documentation for the Recycled Water (Purple Pipe) Distribution System Phase of the project must be completed by December 31, 2020. Please provide a timeline that demonstrates your team's ability to meet this time frame.

VII. CONTRACT FORM

The final contract between DISTRICT and the successful Proposer shall be set forth in a Professional Services Agreement ("Agreement") executed by and between DISTRICT and the successful Proposer. A copy of the Agreement is attached hereto as Attachment 1 and incorporated herein by this reference.

In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein.

VIII. PRICE VALIDITY

Prices provided by Proposers in response to this RFP are valid for 90 days from the Proposal due date. The DISTRICT intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete, and the contract is awarded.

IX. CONFIDENTIALITY

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals submitted in response to this RFP shall be held confidential by DISTRICT and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 *et seq.*) until after either DISTRICT and the successful proposer have completed negotiations and entered into an Agreement or DISTRICT has rejected all proposals. All correspondence with the DISTRICT including responses to this RFP will become the exclusive property of the DISTRICT and will become public records under the California Public Records Act. Furthermore, the DISTRICT will have no liability to the Proposer or other party as a result of any public disclosure of any proposal or the Agreement.

If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the DISTRICT may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", the DISTRICT will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.



**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
AND
<Consulting Firm>
ATTACHMENT 1**

THIS AGREEMENT is entered into on, between the **San Miguel Community Services District** ("DISTRICT") and _____ ("Consultant") for the purpose of providing Environmental Services in conjunction with the design, permitting and construction and start-up of the DISTRICT's WWTP Renovation & Expansion and Recycled Water (Purple Pipe) Distribution System Project, including Technical Studies And Related State, Regional, And Federal Permit Applications services. The effective date of this agreement shall be _____.

1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to DISTRICT the services described in the Request for Proposals (RFP) (see attached). Consultant shall provide the services at the time, place and in the manner specified in the subject RFP.

No verbal agreement or conversation with any officer, agent or employee of DISTRICT, either before, during or after the execution of this Agreement shall affect or modify any of the terms or conditions contained in this Agreement, nor shall any such verbal agreement or conversation entitle Consultant to any additional payment whatsoever under the terms of this Agreement.

2. COMPENSATION AND REIMBURSEMENT OF COSTS

Consultant shall not be compensated for services outside the Scope of Services outlined in Section 1 above unless, prior to the commencement of such services:

- A. Consultant notifies DISTRICT and DISTRICT agrees that such services outside the scope of RFP are to be performed;
- B. Consultant estimates the additional compensation required for the additional services, and
- C. DISTRICT, after notice, approves the additional services and amount of compensation, therefore.

DISTRICT shall pay Consultant for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit B, Consultant Fee Proposal, in a total amount not to exceed _____. The payments specified in Exhibit B shall be the only payments to be made to Consultant for services rendered pursuant to this Agreement unless, pursuant to Section 1 above, DISTRICT approves additional compensation for additional services.

Consultant shall submit monthly invoices to DISTRICT for work completed and reasonable expenses incurred to the date of the invoice. All invoices shall be itemized to reflect the tasks completed and the

amount billed for each task. DISTRICT shall **NOT** pay all out-of-pocket travel, lodging and incidental expenses incurred by Consultant. Such out-of-pocket travel, lodging and incidental expenses shall be borne by the Consultant.

All invoices sent by Consultant to DISTRICT shall be paid within forty-five (45) days of receipt. All billings that remain unpaid after forty-five (45) days shall bear interest until paid at the rate of five percent (5%) per annum or the maximum rate allowed by California state law, whichever is less. If DISTRICT fails to pay any invoice within forty-five (45) days and such failure continues ten (10) days after Consultant gives DISTRICT notice of such failure,

Consultant shall have the right to terminate this Agreement immediately without liability to DISTRICT. The right to terminate under the terms of this section shall be in addition to all other legal, equitable, or contractual remedies available to Consultant.

3. **TERM OF AGREEMENT**

This Agreement shall commence on _____, and shall terminate effective _____.

4. **DISTRICT'S DUTIES**

The DISTRICT shall make its facilities accessible to Consultant as required for performance of its services and shall provide labor and safety equipment as required by Consultant for such access. DISTRICT agrees to cooperate with Consultant and be reasonably available to confer with Consultant upon request, to keep Consultant informed of developments and to disclose to Consultant all facts and circumstances of which DISTRICT is aware which may bear upon Consultant's handling of the matter. DISTRICT agrees to provide Consultant with such documents and information as DISTRICT may possess relating to the matter, and to abide by all terms of this Agreement.

5. **ADVERTISEMENTS. PERMITS. ACCESS**

Unless otherwise agreed to in the Scope of Services, the DISTRICT shall obtain, arrange and pay for all advertisements for bids, permits and licenses required by local, state or federal authorities.

Consultant represents and warrants to DISTRICT that it has all licenses, permits, qualifications and approvals of any nature whatsoever which are legally required for Consultant to practice its profession. Consultant represents and warrants to DISTRICT that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for Consultant to practice its profession.

6. **RELATIONSHIP OF PARTIES. NO THIRD-PARTY BENEFICIARIES**

Consultant is an independent contractor under this Agreement. This Agreement gives no rights or benefits to anyone not named as a party to this Agreement, and there are no third party beneficiaries to this Agreement.

7. **SUBCONTRACTS**

Consultant may use the services of independent contractors to perform a portion of its obligations under this Agreement without prior written approval by DISTRICT. Independent contractors and subcontractors shall be provided with a copy of this Agreement and shall agree to be bound by its terms. Consultant shall be the responsible party with respect to all actions of its independent contractors and subcontractors and shall obtain such insurance and indemnity provisions from its contractors and subcontractors the DISTRICT shall determine to be necessary.

8. **NO DISCRIMINATION**

In the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation or medical condition. Consultant shall take affirmative action to ensure applicants are employed and that employees are treated

during their employment without regard to their race, religion, color, sex, national origin, sexual orientation or medical condition. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.

9. INSURANCE REQUIREMENTS

9.1 To the fullest extent allowed by law, the Contractor/Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor/Consultant, his agents, representatives, or employees.

Errors & Omissions Liability Insurance requirements apply to Consultants performing Professional Services. Construction contractors may disregard this coverage unless specifically required by the Contract Documents.

9.2 Minimum Scope of Insurance:

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employers' Liability insurance.
4. Errors & Omissions Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage are to be endorsed to include contractual liability.

9.3 Minimum Limits of Insurance:

1.	General Liability: (Including operations, products and completed operations, as applicable.)	\$1,000,000	Combined single limit per occurrence, including operations, products and completed operations.
		\$2,000,000	Aggregate limit for bodily injury, personal, personal injury and property damage.
2.	Comprehensive Automobile Liability:	\$1,000,000	Owned, non-owned, hired vehicles
3.	Workers' Compensation:		As required by the Labor Code of the State of California
4.	Employers' Liability:	\$1,000,000	Per occurrence, bodily injury by disease
		\$1,000,000	Each employee, bodily injury by disease
5.	Errors & Omissions Liability:	\$1,000,000	Per occurrence
		\$2,000,000	Aggregate Limit
6.	Pollution Liability (required when work includes asbestos or lead paint)	\$1,000,000	Per occurrence
		\$2,000,000	Aggregate Limit

9.4 Deductibles and Self-Insured Retentions:

1. Any deductibles or self-insured retentions must be disclosed to and approved by the DISTRICT and shall not reduce the limits of liability. At the option of the DISTRICT, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the DISTRICT, its officers, officials, employees and volunteers; or the Contractor/Consultant shall

provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

2. Policies containing any self-insured retention provisions shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the DISTRICT.

9.5 Other Insurance Provisions:

1. It shall be a requirement under this agreement that any available insurance proceeds in excess of the specified minimum Insurance coverage requirements and limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be a) the minimum coverage and limits specified in this Agreement or b) the full coverage and maximum limits of any Insurance proceeds available to the named insured, whichever is greater.
2. Where subcontractors/subconsultants are used, the Contractor/Consultant agrees to include in their subcontract the same requirements and provisions of this agreement, including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's/subconsultant's work. Subcontractors/subconsultants hired by the Contractor/Consultant agree to be bound to the Contractor/Consultant and the DISTRICT in the same manner and to the same extent as the Contractor/Consultant is bound to the DISTRICT under the Contract Documents.

Subcontractors/subconsultants further agree to include these same provisions with any sub-subcontract. A copy of these insurance requirements shall be furnished to subcontractors/subconsultants upon request. Subcontractors/Subconsultants responsibility for defense and indemnity obligations shall survive the termination or completion of the contract agreement for the full period of time allowed by law.

Subcontractors/Subconsultants agree to be bound to the Contractor/Consultant and the DISTRICT in the same manner and to the same extent as the Contractor/Consultant is bound to the DISTRICT under the Contract Documents. Subcontractors/Subconsultants further agree to include the same requirements and provisions of the contract agreement, including the indemnity and insurance requirements, with any sub-subcontractors/sub-subconsultants to the extent they apply to the scope of the sub-subcontractor's/sub-subconsultant's work. A copy of the DISTRICT's Contract Documents, including the indemnity and insurance provisions, shall be furnished to the subcontractor/subconsultant upon request.

3. The limits of insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the DISTRICT (if agreed to in a written contract or agreement) before the DISTRICT's own insurance shall be called upon to protect it as a named insured.
4. The defense and indemnification obligations of this contract agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in the contract agreement.
5. The DISTRICT reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The DISTRICT, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor/Consultant; or automobiles owned, leased, hired or borrowed by the Contractor/Consultant .
2. The additional insured coverage under the Contractor's/Consultant's policy shall be primary and non-contributory and will not seek contribution from the DISTRICT's insurance.

3. For any claims related to this project, the Contractor's/Consultant's insurance coverage shall be primary insurance as respects the DISTRICT, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers shall be excess of the Contractor's/Consultant's insurance and shall not contribute with it.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the DISTRICT.
 - i. If General Liability, Contractors Pollution Liability and/or Asbestos Pollution Liability and or Errors & Omissions coverages are written on a claims-made form:
5. The retroactive date must be shown and must be before the date of the contract or the beginning of contract work.
6. Insurance must be maintained, and evidence of insurance must be provided for at least five
 - i. (5) years after completion of the contract of work.
7. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor/Consultant must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.
8. A copy of the claims reporting requirements must be submitted to the DISTRICT for review.
9. If the services involve lead-based paint or asbestos identification/remediation, the Contractors Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability policy shall not contain a mold exclusion and the definition of "Pollution" shall include microbial matter including mold.

9.6 Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the DISTRICT. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

9.7 Verification of Coverage

Contractor/Consultant shall furnish the DISTRICT with endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that Insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the DISTRICT, unless the insurance company will not use the DISTRICT's forms. All endorsements are to be received and approved by the DISTRICT before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. As an alternative to the DISTRICT's forms, the Contractor's/Consultant's insurer may provide complete certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

9.8 Waiver of Subrogation

Contractor/Consultant hereby agrees to waive subrogation which any insurer of Contractor/Consultant may acquire from Contractor/Consultant by virtue of the payment of any loss. Contractor/Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by the Contractor/Consultant, its employees, agents and subcontractors/subconsultants.

9.9 Indemnity and Hold Harmless

Contractor/Consultant shall indemnify and hold harmless the DISTRICT, their elected officials, officers, employees, agents and volunteers, and each and every one of them, against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees by reason of any person or person's bodily injury, including death, or property being damaged by

Contractor/Consultant or any person employed by Contractor/Consultant or in any capacity during the progress of the work by negligence **except where caused by the active negligence, sole negligence or willful misconduct of the DISTRICT**. Contractor/Consultant shall also indemnify DISTRICT of any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against those agencies with respect to Contractor's/Consultant's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments.

10. INDEMNITY AND HOLD HARMLESS

Consultant shall indemnify and hold harmless the DISTRICT, their elected officials, officers, employees, agents and volunteers, and each and every one of them, against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees by reason of any person or person's bodily injury, including death, or property being damaged by Consultant or any person employed by Consultant or in any capacity during the progress of the work by negligence **except where caused by the active negligence, sole negligence or willful misconduct of the DISTRICT**. Consultant shall also indemnify DISTRICT of any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against those agencies with respect to Consultant's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments.

11. STANDARD OF PERFORMANCE

Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession. All products of any nature, which Consultant delivers to DISTRICT pursuant to this Agreement, shall be prepared in a professional manner and conform to the standards of quality normally observed by a person practicing the profession of Consultant and its agents, employees and subcontractors assigned to perform the services contemplated by this Agreement.

12. RELIANCE UPON DATA, DOCUMENTS AND RECORDS

Consultant shall be entitled to rely upon the accuracy and completeness of all data furnished by DISTRICT to Consultant that is used by Consultant in the providing of services under this Agreement. Consultant may retain and use all data furnished to it, except such data which may be marked "confidential" and required to be returned, and may use all plans, designs, specifications and other work product created by Consultant in providing services hereunder. Any use of such work product which includes proprietary information shall not identify DISTRICT, nor shall the manner of such use have the effect of identifying DISTRICT.

13. OWNERSHIP AND USE OF DOCUMENTS AND ELECTRONIC MEDIA DELIVERABLES

All completed reports and other data or documents, or computer media including diskettes and other materials provided or prepared by Consultant in accordance with this Agreement are the property of DISTRICT and may be used by DISTRICT. DISTRICT shall release, defend, indemnify and hold harmless Consultant from all claims, costs, expenses, damage or liability arising out of or resulting from the use or modification of any reports, data, documents, drawings, specifications or other work product prepared by Consultant, except use by DISTRICT on those portions of Project for which such items were prepared.

14. RESOLUTIONS OF DISPUTES, ATTORNEYS FEES

The laws of the State of California shall govern the interpretation of and the resolution of disputes under this Agreement. If any claim, at law or otherwise is made by either party to this Agreement, the prevailing party shall be entitled to its costs and reasonable attorneys' fees.

15. CONFLICT OF INTEREST

Consultant will comply with all conflict of interest laws and regulations including, without limitation, DISTRICT's Conflict of Interest Code (on file in the DISTRICT Office). It is incumbent upon the Consultant to notify the DISTRICT of any staff changes relating to this Agreement.

- A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant, unless as indicated in Subsection B., will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection B.

Initials

- B. In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the DISTRICT, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the staff and consultants shall be subject to the requirements set forth in the DISTRICT's Conflict of Interest Code.

16. TERMINATION OF AGREEMENT

If Consultant fails to perform his/her duties to the satisfaction of the DISTRICT or if Consultant fails to fulfill in a timely and professional manner his/her obligations under this Agreement, or if Consultant violates any of the terms or provisions of this Agreement, then DISTRICT shall have the right to terminate this Agreement effective immediately upon the DISTRICT giving written notice thereof to Consultant. In the event DISTRICT shall give such notice of termination, Consultant shall immediately cease rendering services pursuant to this Agreement.

Either party may terminate this Agreement on 30 days' written notice. DISTRICT shall pay Consultant for all work satisfactorily completed as of the date of notice.

DISTRICT may terminate this Agreement immediately upon oral notice should funding cease or be materially decreased.

In the event DISTRICT terminates this Agreement:

- A. DISTRICT shall have full ownership and control of all writings which have been delivered by Consultant pursuant to this Agreement and all drafts of reports and writings which form the basis for any writing or report which would have been otherwise delivered to DISTRICT pursuant to this Agreement;
- B. DISTRICT shall pay Consultant the reasonable value of services rendered by Consultant pursuant to this Agreement provided, however, DISTRICT shall not in any manner be liable for lost profits which might have been made by Consultant had Consultant completed the services required by this Agreement. In this regard, Consultant shall furnish to DISTRICT such financial information as in the judgment of the DISTRICT representative is necessary to determine the reasonable value of the services rendered by Consultant.

17. COMPLIANCE WITH LAWS

Consultant shall comply with all applicable laws, ordinances, and codes of the federal, state and local governments.

18. REPRESENTATIVES OF THE PARTIES

The DISTRICT's representative for this Agreement is:

Rob Roberson, Interim General Manager
San Miguel Community Services District
1150 Mission Street
San Miguel CA 93451
(805) 467-3388
Email: rob.roberson@sanmiguelcsd.org

All Consultant questions pertaining to this Agreement shall be referred to the above-named person, or the representative's designee.

The Consultant's representative for this Agreement is:

 <consultant firm>
 <street address>
 <DISTRICT, state, zip>
 <phone>
 <email address>

All DISTRICT questions pertaining to this Agreement shall be referred to the above-named person.

19. NOTICES

All notices, requests, demands and other communications hereunder shall be deemed given only if in writing signed by an authorized representative of the sender (may be other than the representative referred to in Paragraph 17 above), and delivered by facsimile with a hard copy mailed first class, postage prepaid, or when sent by a courier or express services guaranteeing overnight delivery to the receiving party, and addressed to the respective party as follows:

To DISTRICT: Rob Roberson, Interim
 General Manager
 San Miguel Community Services District
 1150 Mission Street
 San Miguel CA 93451
 (805) 467-3388
 Email: rob.roberson@sanmiguelcsd.org

To Consultant:

 <consultant firm>
 <street address>
 <DISTRICT, state, zip>

20. ENTIRE AGREEMENT

This document, including all exhibits, contains the entire agreement between the parties and supersedes any oral or written understanding they may have had prior to the execution of this Agreement. Consultant shall be entitled to no other benefits other than those specified herein. No amendments or alterations shall be effective unless in writing and signed by both parties. Consultant specifically acknowledges that in entering into and executing this Agreement, Consultant relies solely upon the provisions contained in this Agreement and no others.

21. SEVERABILITY

If any portion of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

22. EMPLOYMENT STATUS

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow DISTRICT to exercise discretion or control over the

professional manner in which Consultant perform the services which are the subject matter of this Agreement, provided always, however, that the services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of DISTRICT is to ensure that services shall be rendered and performed in a competent, efficient and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the federal government which would be withheld from compensation if Consultant were a DISTRICT employee. DISTRICT shall not be liable for deductions for any amount for any purpose from Consultant's compensation. Consultant shall not be eligible for coverage under DISTRICT's worker's compensation insurance plan nor shall Consultant be eligible for any other DISTRICT benefit.

23. HEADINGS, ASSIGNMENT AND WAIVER

The headings in this Agreement are inserted for convenience only and shall not constitute a part hereof. Neither party to this Agreement shall assign its duties and obligations hereunder without the prior written consent of the other party. A waiver of any part of any provision or a breach of this Agreement must be provided in writing and shall not be construed as a waiver of any other provision or any succeeding breach of the same or any other provisions herein.

24. AUTHORITY

The undersigned hereby represent and warrant that they are authorized by the parties to execute this Agreement.

IN WITNESS WHEREOF, DISTRICT and Consultant have executed this Agreement below:

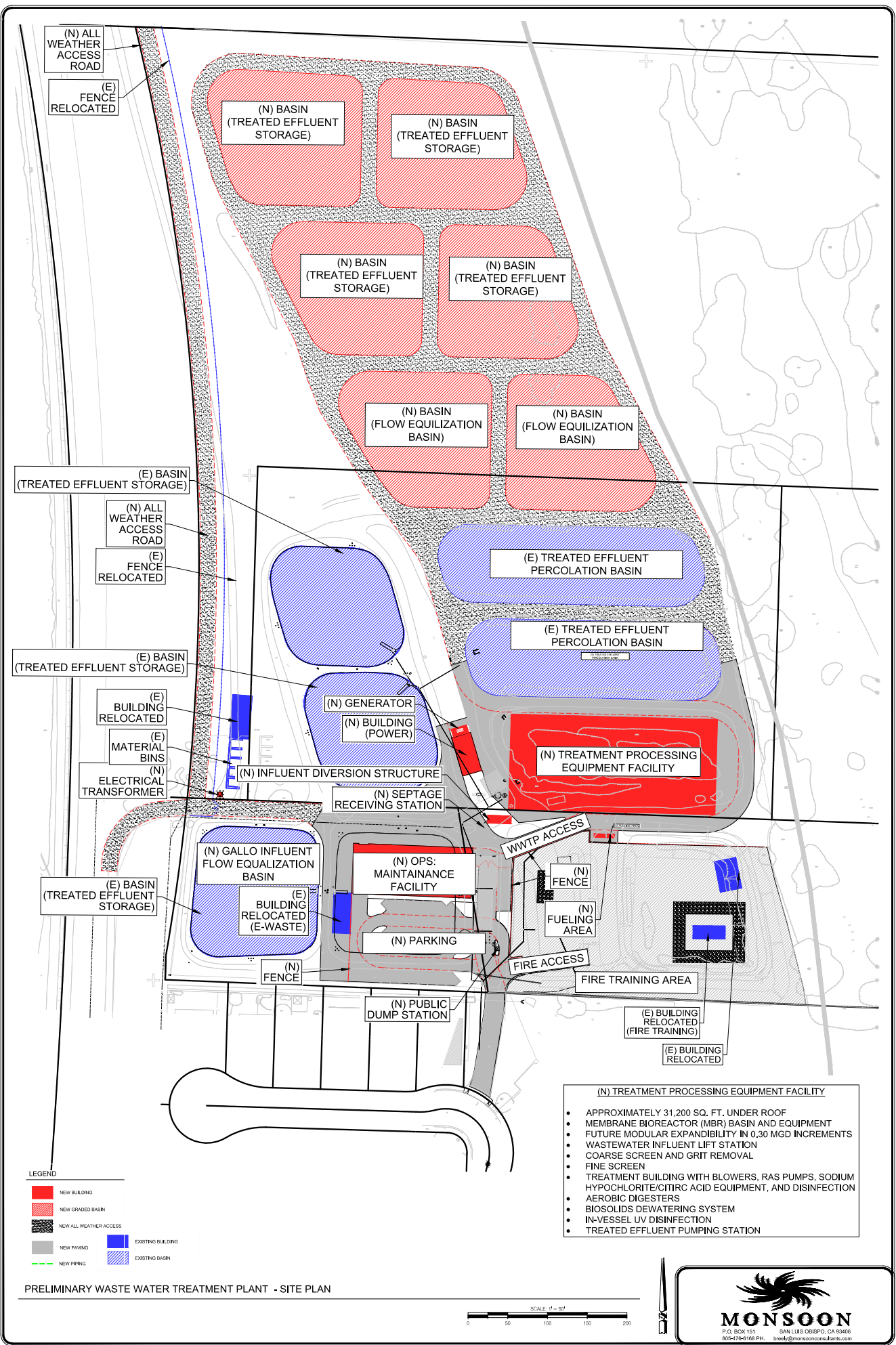
San Miguel Community Services District

By: _____ Date _____
Rob Roberson
Interim General Manager
San Miguel Community Services District

CONSULTANT

By: _____ Date _____
<consultant name>
<consultant title, company>

EXHIBIT 1
SCHEMATIC DESIGN OF NEW
SAN MIGUEL WASTEWATER TREATMENT PLANT
RENOVATION / EXPANSION



(E) BASIN (TREATED EFFLUENT STORAGE)

(N) ALL WEATHER ACCESS ROAD

(E) FENCE RELOCATED

(E) BASIN (TREATED EFFLUENT STORAGE)

(E) BUILDING RELOCATED

(E) MATERIAL BINS

(N) ELECTRICAL TRANSFORMER

- (N) TREATMENT PROCESSING EQUIPMENT FACILITY**
- APPROXIMATELY 31,200 SQ. FT. UNDER ROOF
 - MEMBRANE BIOREACTOR (MBR) BASIN AND EQUIPMENT
 - FUTURE MODULAR EXPANDIBILITY IN 0.30 MGD INCREMENTS
 - WASTEWATER INFLUENT LIFT STATION
 - COARSE SCREEN AND GRIT REMOVAL
 - FINE SCREEN
 - TREATMENT BUILDING WITH BLOWERS, RAS PUMPS, SODIUM HYPOCHLORITE/CITRIC ACID EQUIPMENT, AND DISINFECTION
 - AEROBIC DIGESTERS
 - BIOSOLIDS DEWATERING SYSTEM
 - IN-VESSEL UV DISINFECTION
 - TREATED EFFLUENT PUMPING STATION

LEGEND

■ NEW BUILDING

■ NEW GRADED BASIN

■ NEW ALL WEATHER ACCESS

■ EXISTING BUILDING

■ NEW PAVING

■ EXISTING BASIN

■ NEW FENCING

PRELIMINARY WASTE WATER TREATMENT PLANT - SITE PLAN

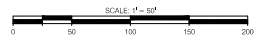
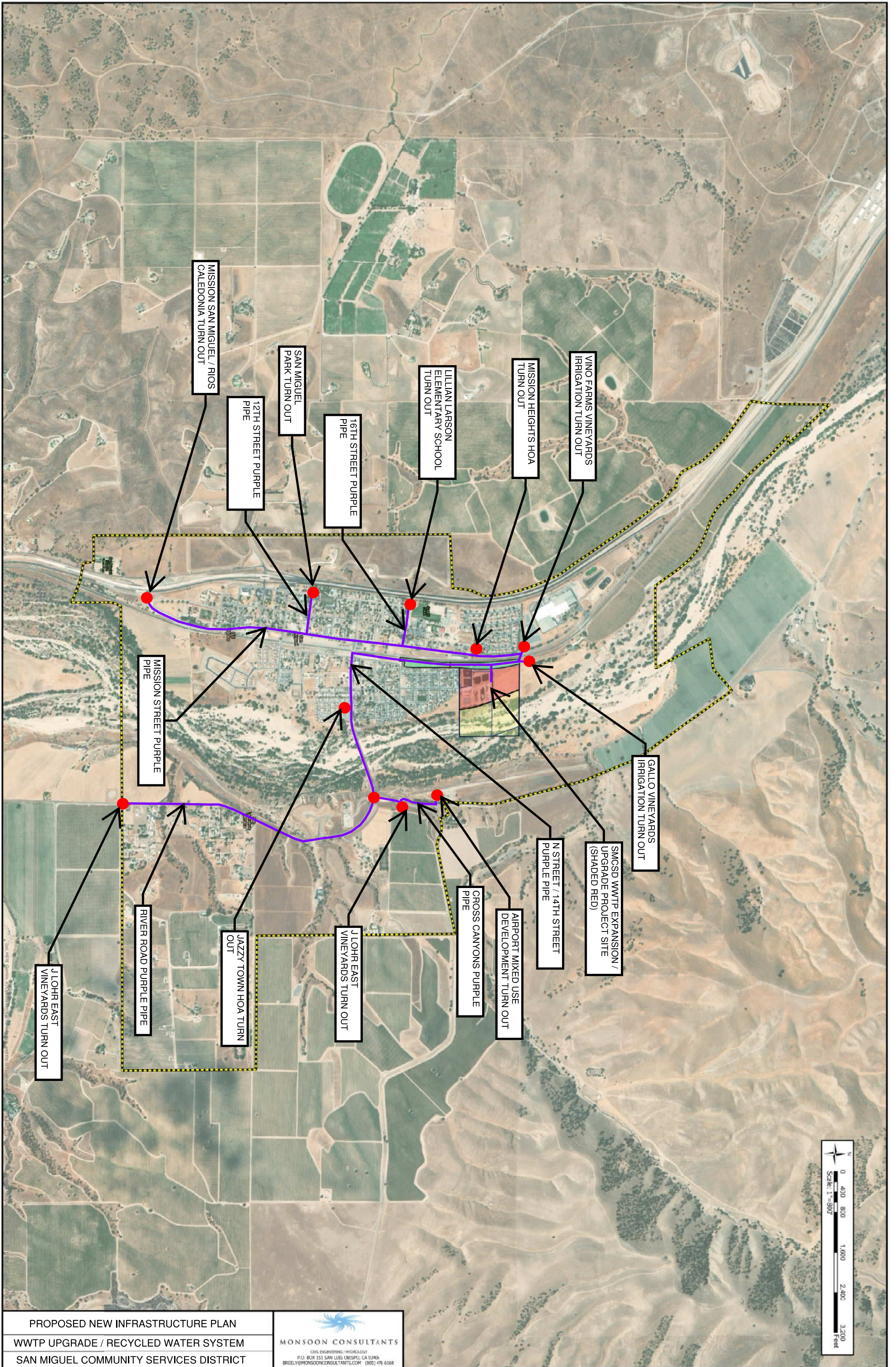
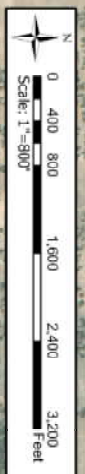


EXHIBIT 2
SCHEMATIC DESIGN OF NEW
SAN MIGUEL RECYCLED WATER (“PURPLE PIPE”)
DISTRIBUTION SYSTEM



PROPOSED NEW INFRASTRUCTURE PLAN
 WWTP UPGRADE / RECYCLED WATER SYSTEM
 SAN MIGUEL COMMUNITY SERVICES DISTRICT

MONSOON CONSULTANTS
 CIVIL ENGINEERING / HYDROLOGY
 P.O. BOX 151 SAN LUIS OBISPO, CA 93406
 BRILEY@MONSOONCONSULTANTS.COM (805) 476 6188



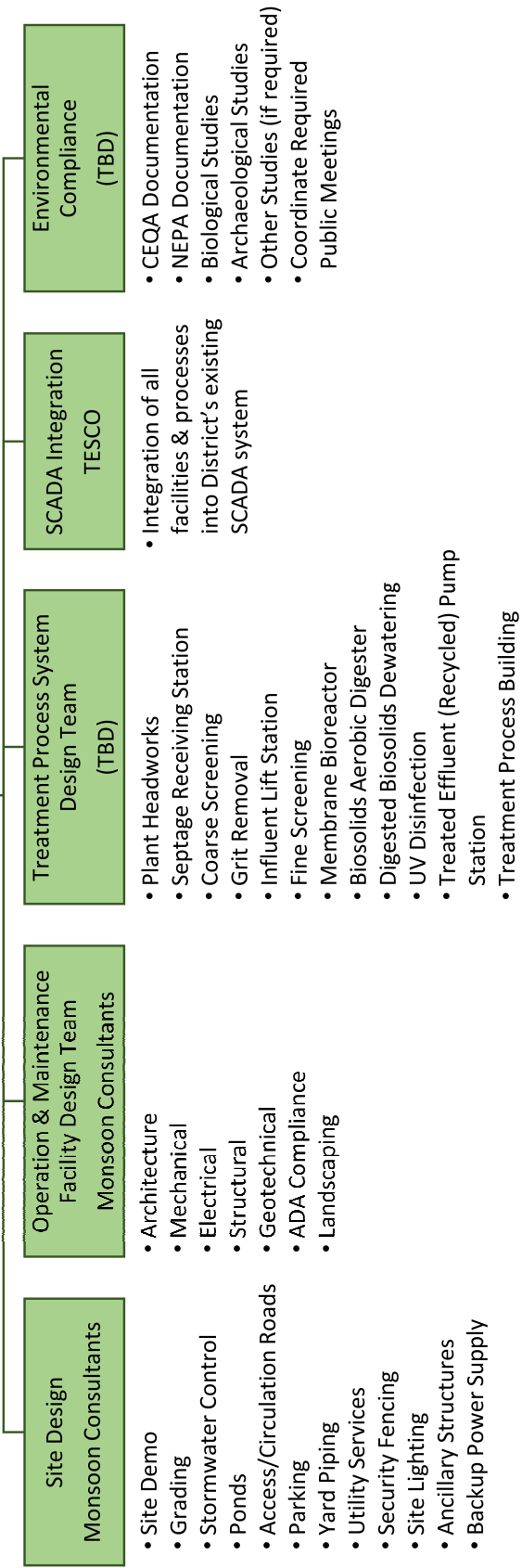
**EXHIBIT 3
PROJECT TEAM ORGANIZATIONAL CHART
SAN MIGUEL WASTEWATER TREATMENT PLANT RENOVATION / EXPANSION
AND
SAN MIGUEL RECYCLED WATER (“PURPLE PIPE”)
DISTRIBUTION SYSTEM**

San Miguel Community Services District WWTP Upgrade & Expansion Project DESIGN TEAM



Kelly Dodds
Director of Utilities

Blaine Reely, PhD, PE
Project Manager



MONSOON
 P.O. BOX 151
 805-476-6168 PH. breely@monsoonconsultants.com
 SAN LUIS OBISPO, CA 93406

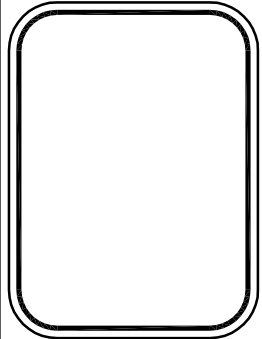


Exhibit Title:
DESIGN TEAM WORKFLOW

Developer:
**SAN MIGUEL COMMUNITY SERVICES DISTRICT
 WASTEWATER TREATMENT PLANT**



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

Staff Report

February 27, 2020

AGENDA ITEM: XI - 5

SUBJECT: Review and consideration of RESOLUTION 2020-06 establishing the dates to sell “Safe and Sane” fireworks, and the application period for the 2020 calendar year.

RECOMMENDATION:

Staff recommends that the Board adopt Resolution 2020-06 establishing the dates when “Safe and Sane” fireworks can be sold during the 2020 calendar year.

DISCUSSION:

The Districts adopted Fire Code allows for the sale of “Safe and Sane” fireworks from 08:00 AM July 1st to July 4th at 11:00 PM, as defined in Ordinance No. 02-2010.

As in the past year the filing period for the acceptance of permits for firework sales applications of “Safe and Sane Fireworks, shall be Monday, March 9th, 2020 at 8:30 am through Friday, April 24th, 2020 at 4:30 pm as the permit filing period for fireworks applications. Only complete applications will be accepted by the Board Clerk during business hours 8:30 am through 4:30 pm. Mon-Fri. No incomplete applications will be accepted. **ALL** fireworks applications that are received after that time will be rejected. The State Fire Code limits the use of fireworks to July 4th only.

FISCAL IMPACT:

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

PREPARED BY:

Scott Young

Assistant Fire Chief

ATTACHMENT: Resolution 2020-06

RESOLUTION NO. 2020-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
ESTABLISHING THE DATES TO SELL “SAFE AND SANE” FIREWORKS,
AND THE APPLICATION PERIOD FOR CALENDAR YEAR 2020**

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

WHEREAS, the Board of Directors, adopted Ordinance 02-2019 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel, and

WHEREAS, Ordinance 02-2019 established the period to use or discharge “Safe and Sane” fireworks as only on July 4 in each year, and

WHEREAS, the Board of Directors desires to establish the period to sell “Safe and Sane” fireworks as 8:00 am Wednesday, July 1st through 11:00 am Saturday, July 4th for the 2020 calendar year only.

WHEREAS, the Board of Directors desires to establish the period to apply to sell “Safe and Sane Fireworks” commencing application period from 08:30 am Monday, March 9th through Friday, April 24th 4:30 pm for the 2020 calendar year only.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DOES HEREBY ASSERT, DECLARE AND PROCLAIM that the period to sell “Safe and Sane Fireworks” in San Miguel is, Wednesday 8:00 am July 1st through 11:00 pm Saturday, July 4th for the calendar year 2020 and the application period for the sale of “Safe and Sane Fireworks” is Monday, March 9th, 08:30 am through Friday, April 24th 4:30 pm for the calendar year 2020.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed by a roll call vote and adopted this 27th day of February 2020.

Ashley Sangster, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson,
Interim General Manager

Douglas L. White,
District General Counsel



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

Staff Report

February 27th, 2020

AGENDA ITEM: XI -6

SUBJECT: Discussion and consideration to establish fireworks fees for the 2020 calendar year and adopt Resolution 2020-07

RECOMMENDATION:

Staff recommends the Board adopt Resolution 2020-07 establishing fireworks fees for 2020.

BACKGROUND:

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

Based on past increases in fireworks sales, participation and activity it is recommended that each permit fee be set at \$1,350.00 per booth in order to recover administrative and staffing costs for the four days of sales.

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

1. A \$1,350.00 non-refundable permit fee per permit to cover District costs for enforcing and administering the provisions of District Ordinance No. 02-2019. This will provide coverage with a four-person crew, 10 hours a day, for four days.
2. A \$500.00 clean-up fee may be refunded in whole or in part if the sale location and public areas where fireworks are used are free of used and spent fireworks and related materials by July 5th, as determined by Fire Chief.

The permittee shall also furnish to the Fire Chief a copy of liability and property damage insurance with no deductible with limits of \$100,000 bodily injury for one person OR \$300,000 for each occurrence with property damage liability of not less than \$100,000 for each occurrence. The District shall be named as additional insured under such liability policy.

FISCAL IMPACT:

The \$1,350.00 permit fee per booth will cover all administrative and staffing costs associated with standby coverage for fireworks sales. There will be no additional cost for coverage to the District.

PREPARED BY:

Scott Young

Assistant Fire Chief

Attachment: Resolution No 2020-07

RESOLUTION NO. 2020-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
ESTABLISHING FEES FOR THE SALE AND USE OF
“SAFE AND SANE” FIREWORKS IN SAN MIGUEL**

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

WHEREAS, the Board of Directors, meeting in regular session on February 21st, 2019 adopted Ordinance 02-2019 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel; and

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

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

- 1) A twelve hundred and fifty dollar (\$1,350.00) a non-refundable permit fee per permit, due and payable upon submittal of the permit application, is to be charged to those organizations that desire to sell “Safe and Sane” fireworks, in order to cover the District’s reasonable costs in administering and enforcing the provisions of Ordinance 01-2013. These fees may be non-refundable.
- 2) A \$500 clean-up fee is to be charged, which may be refunded in whole or in part if the sale location and public areas where “Safe and Sane” fireworks are used are free of used and spent fireworks and related materials by July 5, as determined by the Fire Chief.
- 3) The permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with no deductible, with limits of bodily injury of not less than one hundred thousand dollars (\$100,000) for one person or three hundred thousand dollars (\$300,000) for each occurrence annually and with a limit of property damage liability of not less than one-hundred thousand dollars (\$100,000) for each occurrence as payment for damages to persons or property which may result from, or be caused by, any negligence on the part of the permittee or his or its agents, servants, employees, or subcontractors.

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

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

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

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

The foregoing Resolution is hereby passed by a roll call vote and adopted this 28th day of February 2019.

 John Green, President
 Board of Directors

ATTEST:

APPROVED AS TO FORM:

 Rob Roberson
 Interim General Manager

 Douglas L. White,
 District General Counsel



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

February 27, 2020

AGENDA ITEM: XI-7

SUBJECT: Fire Department Temporary Housing Unit Continuation.

RECOMMENDATION: Review provided information and approve continuation with County Staff on proceeding with Classic Cabin Yellowstone Unit.

The San Miguel Fire Department currently shares space with the CSD Staff and is beyond workspace capacity. Additionally, the Fire Department currently lacks the ability to provide accommodations for Department Members to provide 24-hour District coverage when required.

As a follow up to the Board's Consensus to move forward with a prefabricated housing unit the attached information is provided outlining proposed floorplans available and cost related to those designs.

It has also been brought to our attention that the existing sewer connection is too shallow to provide the flow required for the proposed unit. A compact lift station shall be required to provide the proper function of the wastewater component of the unit. Details and cost information for a proposed device has been provided.

Below are bullet points outlining the information provided in this report.

Attachment item:

- **XI-7-1** National Classic Cabin proposed modified Yellowstons floorplan.
- **XI-7-2** National Classic Cabin Work Order outlining product fabrication details.
- **XI-7-3** National Classic Cabin Purchase Agreement detailing actual product cost including requested modifications, and shipping costs.
- **XI-7-4** Email confirmation from National Classic Cabins outlining payment terms.
- **XI-7-5** Proposed floorplan provided by Manufactured Home Sales.
- **XI-7-6** Manufactured Home Sales product cost estimate.
- **XI-7-7** Liberty Pumps product information.
- **XI-7-8** Liberty Pumps pricing information.
- **XI-7-9** Baldwin Electric email preliminary pricing for electrical connection.

Staff Recommendation.

- It is the Staffs recommendation that the Board allows Staff to move forward with receiving approval from County Planning Staff for the installation of Classic Cabin Yellowstone unit. Based on layout, cost and resale value it is Staffs opinion that the National Classic Cabin Yellowstone unit is the best fit for this proposed project.

FISCAL IMPACT:

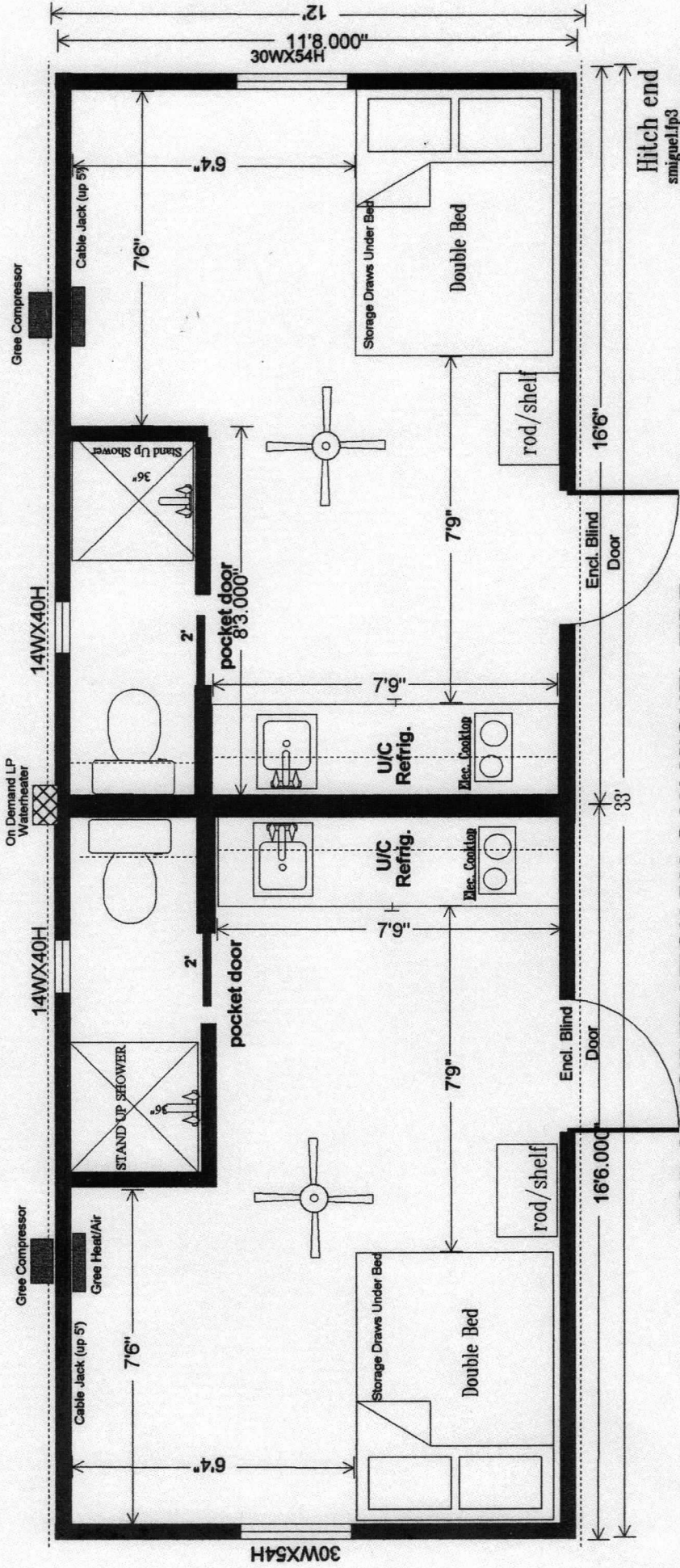
The potential fiscal impact for furnishing and installing a prefabricated modular unit shall be determined upon completion of the preliminary pricing efforts, prior to proceeding with the final pricing phase.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson

NATIONAL CLASSIC CABINS (800) 989-8243

The Yellowstone 12' X 33' Duplex RV Cabin, Beds Included



FOR CONSIDERATION BY: SAN MIGUEL FIRE

Hitch end
smiguel.fp3
Revised 2-17-20

Copyright 2020 National Classic Cabins
ALL MEASUREMENTS ARE NOMINAL

CUST SIC _____ SALES SIC _____

Work Order

Serial: _____ **Model:** CUSTOM YELLOWSTONE **Size:** 12'W x 33'L

Customer: SAN MIGUEL FIRE

Customer Signature _____

(Please Sign and Return)

Shipping Address:
 1150 MISSION STREET
 SAN MIGUEL, CA 93451

Date: 2-17-2020
MAKE SURE ALL OPTIONS ARE LISTED ON THIS ORDER FORM.
THIS IS WHAT THE UNIT IS BUILT BY. IF IT'S NOT ON HERE IT WILL NOT BE IN THE UNIT.

10" I-beam frame		Roof Pitch	6 12	Bath:	
3/4 OSB Sub-Flooring	X	Lofts:		Toilet- Glacier Bay Std.	2
Insulation R-22	X	Spindles or Half Rails		Toilet Paper Holder	2
Insulation Upgraded to R-30		Size:		Mirror Over Lavatory\Cabinet	2
Metal Underbelly		Outlet/Usb/Cable Jack	X	Vinyl Floor Bath	X
LP Smartlap Siding	X	Lights Can/Sconce		Bath Countertop:	Blk.Lab
Shutter Pkg:	X	Laminate		Bathroom Vent Fan	2
Painted Trim in Place of Shutters		Carpet		36" Shower Stall	2
SmartLap Siding: Color:	TBD	Cable Jack in loft		54" Tub/Shower Combo	
Porch:		Stariwell Carpet Top Wood Front		60" Tub/Shower Combo	
Screened/Screen Door Included		Stairwell Carpeted		Bath Towel Rack	2
Open		Stairwell Wood		100 Amp	1
Treated Lumber		Mattress in Loft		200 Amp	
Composite Decking		Side wall Height-		50 Amp Chord	
		Roofs:		Ceiling Fan/Bedroom	
Hitch: Detachable		29 Gauge Metal Color	TBD	Ceiling Fan Living Room	2
SEE FLOOR PLAN	X	Metal Eave Drip		Ceiling Fan Porch	
Bathroom/Bedroom End		Gable Dormers		LED Lighting	X
Outside Light Fixture	2	3 Window Dormers		Cable Jack	2
Ceiling Fan		2 Window Dormers		USB Port	2
Glacier Bay Sink		Trapazoid Window		Duplex Recpt. 60" off floor for TV	2
Under Mounted Kitchen Sink		Clear Story Dormer		TV Top Dresser	
Double Bowl Stainless Steel Sink		Exterior doors:		Corner Shelves in Bedroom	
Single Bar Stainless Steel Sink	2	Mini Blind Door- Half	2	Double Bed (w/Drawers Below)	2
Special Faucet -		Patio Door with Screen		Mattresses Included on Bed	
Appliance Color:		French Door Full Mini		Items Included:	
Kitchen Coutertop Color:	Blk. Lab	Living Room:		Mini Blinds	X
Custom Ordered Cabinets		Vinyl Laminate Flooring-	X	Fire Extinguisher	2
Pine Cabinets	X	Carpet Color		Smoke Detector	X
Microwave Cabinets Option:		24" Door to Bathroom		TRA Sticker	X
Range Hood w/Microwave on Shelf	2	24" Pocket Door to Bathroom	2	Carbon Monoxide Detector	2
Microwave Vent Hood Combo		Barn Door From Bedroom to Bathroom		Windows: Clay/White/Grids	
Drop-in Cook Top LP Gas	2	Pine Tongue&Groove Int. Walls/Ceilin	X	30 x 54	2
Cook Top - LP Gas (Black)				30 x 40	
Refrigerator 18LH WAICEMAKER				30 x 27	
Refrig. 10 cu.ft. 24" Black-No Icemaker		CLEAR COAT THRU OUT	X	30X27 Dormer Windows	
Undercounter Refrigerator	2	Fireplace - Electric or Gas		14 x 40	2
10 Gallon Surburban Gas W/H		Notes:		Notes:	
On-Demand LP Gas Water Heater	1			NATIONAL CABIN TAG	X
Separate Washer & Dryer					
Pumb Only for Customer On-Demand					
2 Ton Goodman Gas Pack HVAC					
Gree Mini Splits 9K + 9K Comp.	2				

CME NATIONAL CLASSIC CABINS		Purchase Agreement			
2664 Lakeview Point Road, Quincy, FL 32351		Phone: (800) 989-8243			
Shipped From Plant: Lynn, Alabama					
Business Name	SAN MIGUEL FIRE				
Contact Person	SCOTT YOUNG				
	1150 MISSION STREET				
City / State / Zip	SAN MIGUEL, CA 93451				
Phone & Fax	805-67-3388				
Shipping Address:	SAME				
Cabin Model	CUSTOMIZED YELLOWSTONE DUPLEX				
Leveling & Setup Not Included			Cost		
Thank you for your order of a Quality RV Cabin!		SPECIAL PRICE:	\$43,000.00		
	Louisiana-Pacific SmartLap Exterior Siding -		Inc.		
	2 Ea. Range Hoods w/ Microwave on Shelf		Inc.		
	Pine Kitchenette Cabinets & Bath Vanity		Inc.		
	2 Ea. LP Gas Drop-In Cooktops		Inc.		
	2 Ea. Undercounter Refrigerators		Inc.		
	1 Ea. On Demand LP Gas Water Heater		Inc.		
	2 Ea. Green Mini-Split Heat/Cooling Units		Inc.		
	Ribbed Metal Roof - Choice of Colors		Inc.		
	2 Ea. Half Mini-Blind 3' Entrance Doors		Inc.		
	Vinyl Laminated Plank Design Flooring		Inc.		
	1x6 V-Groove Pine on Interior Walls & Ceiling - Clear Coated		Inc.		
	2 Ea. Pocket Doors to Baths		Inc.		
	2 Ea. Commode, 36" Shower Stall in Baths		Inc.		
	2 Ea. Vent Fans in Baths		Inc.		
	2 Ea. Ceiling Fans		Inc.		
	Cable Jacks, USB Ports		Inc.		
	2 Ea. Double Beds w/Mattresses & Drawers Below		Inc.		
	2 Ea. Fire Extinguishers, Smoke Detectors, Carbon Monoxide Detectors		Inc.		
	Thermal Pane Windows		Inc.		
	2 Ea. Shelves & Rods		Inc.		
<p>NOTICE: All customer deposit(s) for purchase are non-refundable after special materials are ordered or construction begins.</p> <p>Due to different local, state and federal rules and regulations in the United States and other countries, The manufacturer makes no representation that the specific cabin selected by the customer conforms to governmental zoning, permitting, building code or use restrictions on the cabin selected in the customer's area. Upon receipt of customer's acknowledgement by signing below, and receipt of deposit, we will submit the order for construction. *For delivery, we contract quality, bonded, and insured carriers. They make every effort possible to get cabin to your desired final location, however they must have roads that are wide enough without extremely sharp curves that can support their equipment and the cabin. In some instances you may have to obtain special equipment to spot your cabin at the desired location.</p>		Option Total	\$0.00		
		Base + Option Total	\$0.00		
		Subtotal	\$0.00		
		*Freight	\$12,987.00		
		GRAND TOTAL	\$55,987.00		
		PAYABLE AS FOLLOWS: -----			
		Deposit w/Order (Bank Wire Transfer		\$18,660.00	
When Roof is Applied at Plant (Wire)		\$18,660.00			
Due when ready ship(Wire Tranfer)		\$18,667.00			
Customer Signature	Sales Signature	2/17/20			

Fire Prevention

From: harry nationalcabin.com <harry@nationalcabin.com>
Sent: Monday, February 17, 2020 10:13 AM
To: Fire Prevention
Subject: YELLOWSTONE DUPLEX FLR PLN, WORK ORDER & QUOTATION
Attachments: SAN MIGUEL WORK ORD 2-17-20.pdf; SAN MIGUEL FIRE PURCH AGR 2-17-20.pdf

Hi Scott,

As requested, attached below is our **Quotation, Floor Plan and Work Order (which shows the makeup and contents of cabin).**

I trust that everything looks in order for you.

Let me know if everything looks okay or if there are any changes, additions, deletions, etc. that you would like to make.

Listed at the bottom of the Purchase Agreement is our terms in 3-part payments which consist of 1/3 deposit with order, 1/3 deposit when

Roof placement is on cabin and the final 1/3 when cabin is complete and ready to ship. All payments are to be via bank wire transfer to our bank.

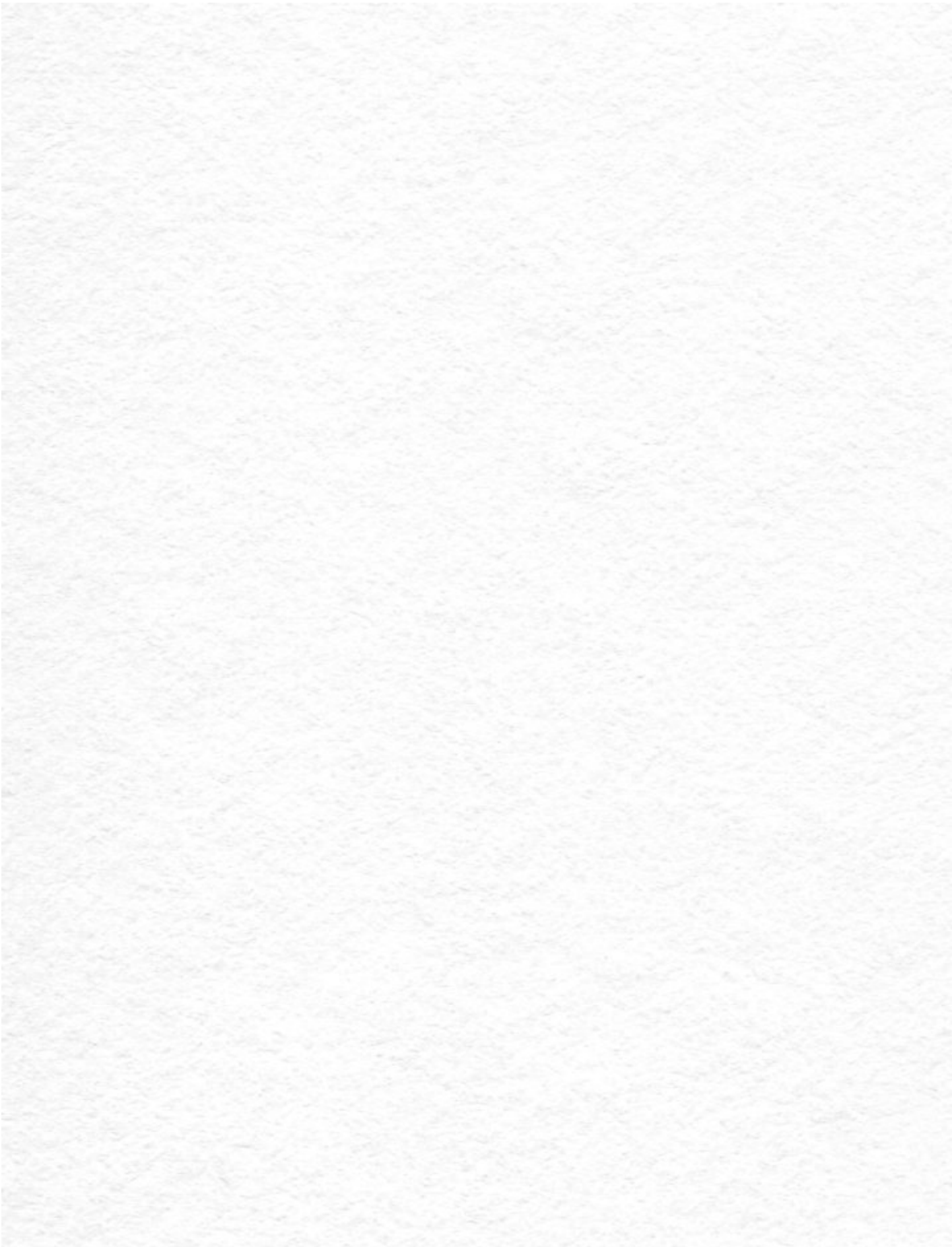
Please let me know if you have any questions, etc. Thank you for the opportunity to quote on this fantastic duplex unit.

NATIONAL CLASSIC CABINS

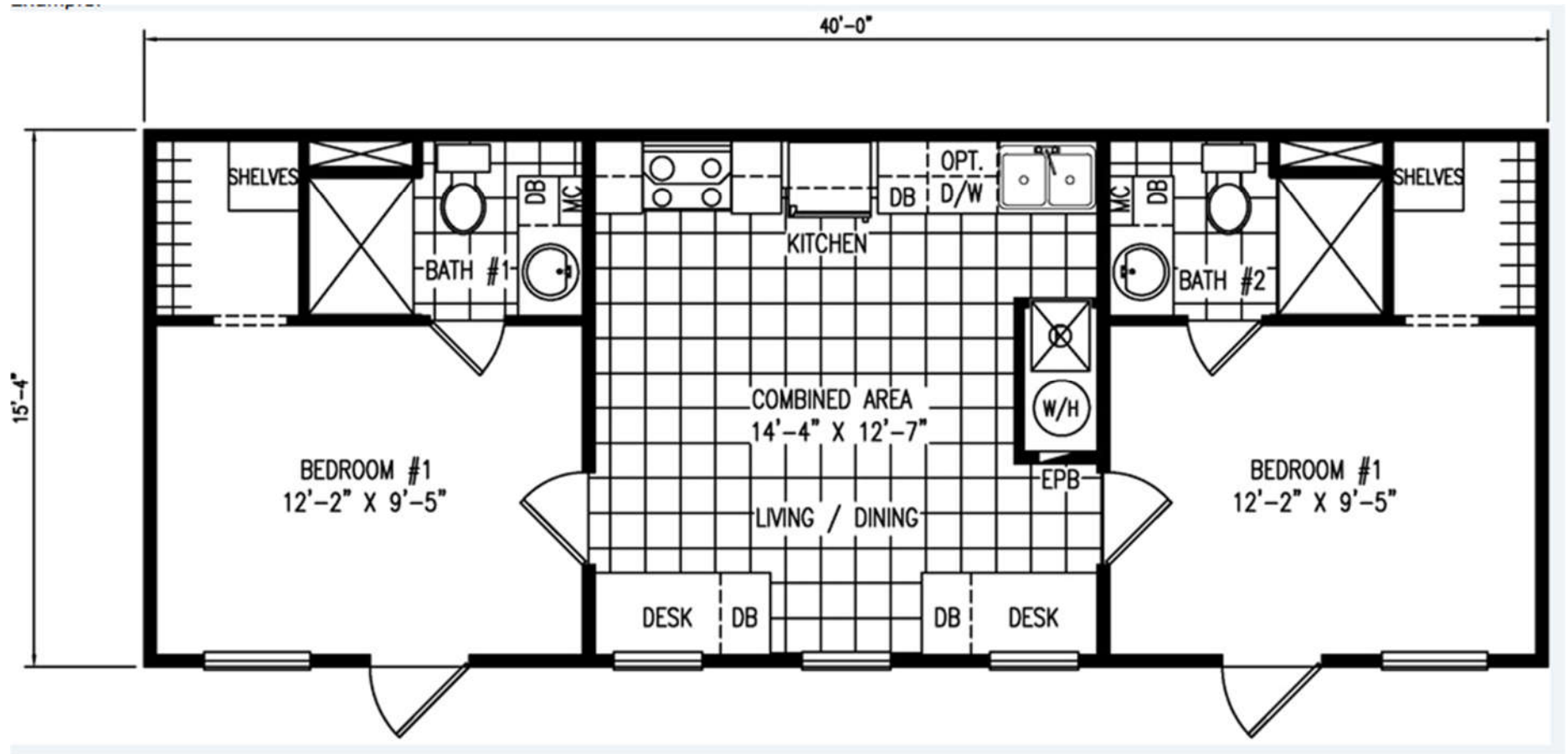
Harry Cobb

2-17-20

12:55 p.m. (e.s.t.)



2 Sleeping Area Floor Plan MHS





Manufactured Home Sales of California
 2805 Theatre Drive
 Paso Robles, CA 93446
 Office: (805) 239-3460 Fax: (805) 239-3484

Estimated Cost

Date: 2/11/2020 Salesperson: Kelli Shetler
 Name: Scott Young, San Miguel Fire Dept. Email: fireprevention@sanmiguelcsd.org
 Phone: 805-467-3388 Cell: _____
 Address: _____
 City/State/Zip: San Miguel, Ca 93451
 Site Address: 1150 Mission St. APN: _____
 Park Name: _____ Space #: _____
 Manufacturer: Redman Model: CM6482B Year: 2020
 Length: 40' Width: 14'4" STK/FO: FO Serial# FO

Factory Options

Quote 026158	\$16,356.00
Subtotal:	
7.25%	\$889.36
Total:	<u>\$17,245.36</u>

Dealer Accessories

Skirting 117' Vertical	\$5,382.00
Step 1 Doug Fir up& in	\$1,800.00
Step 2 Doug Fir up& in	\$1,800.00
Step 3 Doug Fir up& in	\$1,800.00
Tie down foundation system included	
Taxable	\$10,782.00
Nontaxable	\$0.00
Sales Tax 7 7.25%	\$781.70
Total:	<u>\$11,563.70</u>

Base Price	\$66,233.00
Factory Opt	\$17,245.36
Dealer Acc	\$10,782.00
Subtotal	<u>\$94,260.36</u>

Sales Tax:	\$781.70
STD Delivery:	Included
STD Set-Up:	Included
Insurance:	Buyer
Site Work:	Buyer
Patrol Escort:	na
Escrow Fees:	\$750.00
HCD Fees:	\$118.00
School Fees:	Buyer
State Permit:	Buyer
MHSOC Permit:	na
Subtotal	<u>\$1,649.70</u>

Total Cash Price \$95,910.05

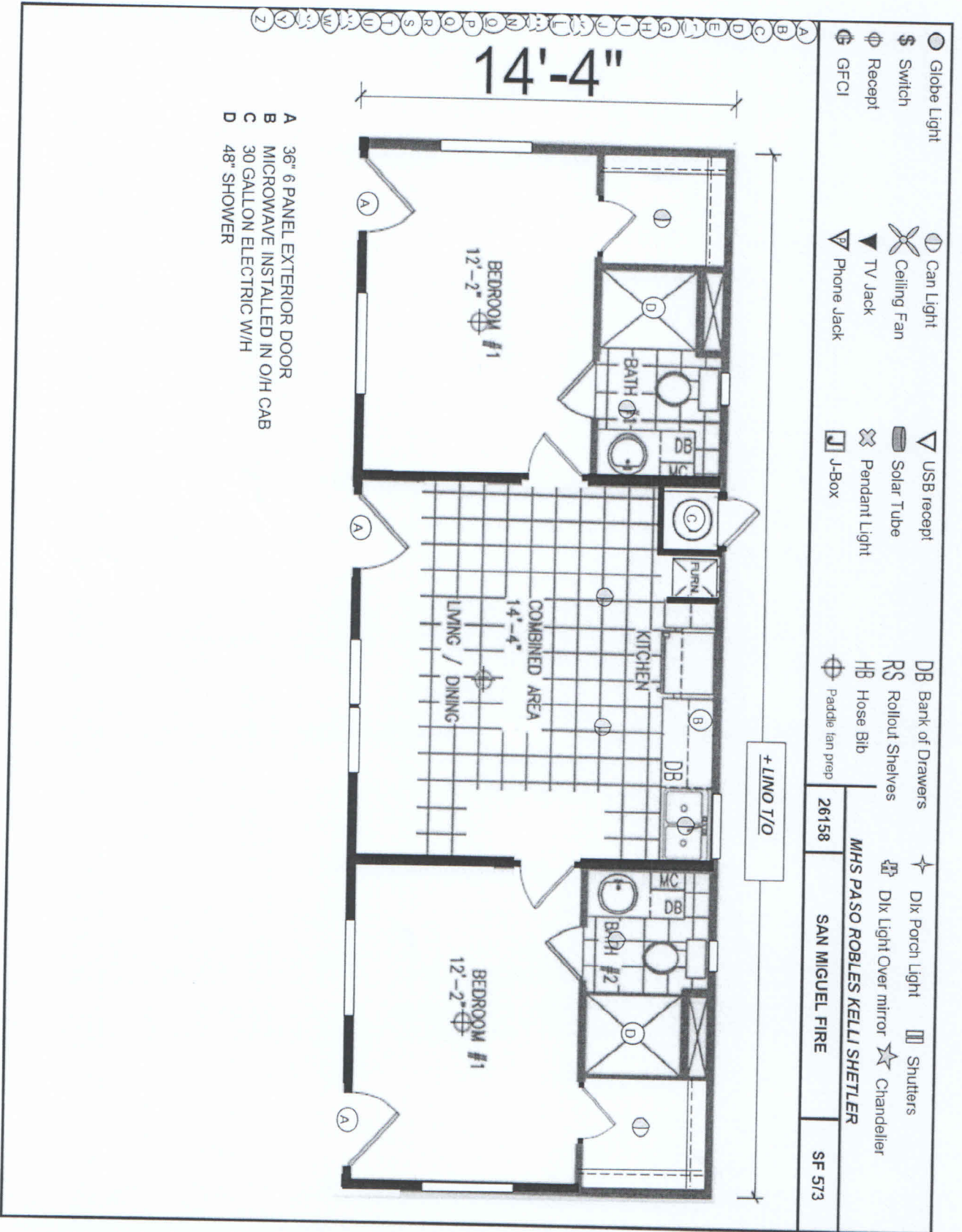
Site Info:
 * Subject to site inspection

Site Work/Foundation/Pull Out:

 All sitework by buyer

 Total: _____

Note: this estimate is good for 30 days. Prices are subject to change without notice and are subject to owner/manager approval.



Champion Home Builders, Inc.
 840 West Palm Avenue
 P. O. Box 429
 Lindsay, CA 93247
 Phone: 559.562.4951
 Fax: 559.562.1463



Quote - Revision 0
 No.: QT026158

Quote Date: 02/11/20
 Retailer P.O.:
 Order Type: Retail
 Retail Customer: San Miguel Fire Station
 Req. Del. Date:
 Zone Manager: Ryan Sinor
 Brand: CREEKSIDE MANOR
 Model No.: CM 6482B
 Base Home: 14'4 X 40 2 Bed 2 Bath F&R
 Model Year: 2020
 Model Size: 40'0" X 14'4"
 Construction Type: HUD

Bill To: 2177CA
 Manufactured Home Sales of CA,
 Manufactured Home Sales of CA,
 2805 Theatre Dr.
 Paso Robles, CA 93446

Sell To: 2177CA
 Manufactured Home Sales of CA,
 Manufactured Home Sales of CA,
 2805 Theatre Dr.
 Paso Robles, CA 93446
 Sal Urena

Shipping Agent: Dealer Pick Up
 Shipping County: SAN LUIS OBISPO
 FOB: Factory

Feature	Option	Variant	Description	Quantity	Ext. Price
Construction					
ROOFLOAD	OP101420		20# ROOF LOAD	1	Standard
	<i>HOME TO BE 14'4" X 40' 2 BED & 2 BATH</i>				
ROOFINS	OP101425		R-22 INSULATION	1	Standard
WALLINS	OP101426		R-13 INSULATION	1	Standard
FLOORINS	OP101427		R-11 INSULATION	1	Standard
ROOFPITCH	OP101423		NOMINAL 3/12 ROOF PITCH	1	Standard
FLOORDECK	OP101424		19/32 TONGUE&GROOVE FLOOR DECK	1	Standard
FLOORJST	OP101422		2X6 FLOOR JOISTS 16" ON CENTER	1	Standard
EAVES	OP101418		NOMINAL EAVES SIDES & REAR	1	Standard
EAVESFRNT	OP101417		12" EAVES HITCH END	1	Standard
CLGTYPE	OP101429		8' FLAT CEILING T/O	1	Standard
EXTWALLS	OP101421		2X4 EXTERIOR WALLS	1	Standard
OTHER	OP100508		UPPER & LOWER VENT SYSTEM-WUI	1	Standard
OTHER	OP101258		SPRINKLER /WUI VERIFICATION	1	OP100511-C
	<i>THIS HOME REQUIRES A FIRE SPRINKLER SYSTEM <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</i>				
	<i>THIS HOME REQUIRES A "WUI" (WILDFIRE URBAN INTERFACE SPECS) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</i>				
OTHER	OP101699		ELECT BOXES NAILED TO STUDS	1	279.00
	<i>ALL RECEPETS AND SWITCHES</i>				
OTHER	OP101823		ADDITIONAL FULL BATH	1	3,459.00
	<i>INCLUDES SPEC LEVEL FEATURES</i>				
OTHER	OP102708		HOME DELIVERY ADDRESS	1	
	<i>COD _____ FLOORING _____</i>				
	<i>FREIGHT ON INVOICE _____ DEALER PAYING FREIGHT _____</i>				
	<i>TRANSPORTER'S NAME: _____</i>				
	<i>DELIVERY ADDRESS: _____</i>				

Champion is a registered trademark of Champion Home Builders, Inc.

Quote - Revision 0 - No.: QT026158

Model No.: CM 6482B

Page : 2 of 5

Feature	Option	Variant	Description	Quantity	Ext. Price
Exterior					
FRONTDOOR	OP101431		36" INSWING DOOR	1	Standard
FRTDRLIGHT	OP101432		STANDARD PORCH LIGHT	1	Standard
REARDOOR	OP101657		36" INSWING DOOR	1	99.00
	ILO 32" DOOR				
REARDRLGT	OP101432		STANDARD PORCH LIGHT	1	Standard
SHINGLES	OP101528	SELECT VARIANT	ARCHITECTURAL SHINGLES	1	Standard
SIDING	OP102522	SELECT VARIANT	CEMENT VERTICAL SIDING	1	Standard
WINDOWS	OP102489	SELECT VARIANT	SHUTTERS PER WINDOW	1	Standard
	FRONT SIDEWALL AND HITCH				
TRIM	OP102524	SELECT VARIANT	4" CEMENT WINDOW TRIM	1	Standard
FASCIA	OP102523	SELECT VARIANT	CEMENT LAP FACIA	1	Standard
SOFFIT	OP100509		UNVENTED SOFFIT-WUI	1	OP100511-C
OTHER	OP101786		36" DOOR ADDITIONAL	1	529.00
Windows					
MBATH	OP101442		14X42 BATH WINDOW PER PRINT	1	Standard
EXTERIOR	OP101443		58" STANDARD WINDOWS	1	Standard
OTHER	OP100510		TEMPERED GLASS T/O-WUI	1	OP100511-C
OTHER	OP101441		LOW "E" WINDOWS T/O	1	Standard
OTHER	OP101674		ADDIT WINDOW 46X58 OR SMALLER	0.75	258.00
	BOTH BATHROOMS TO HAVE 14X42 OVER TOILET				
Interior					
DOORS	OP101447		6-PANEL INTERIOR DOORS	1	Standard
DRHINGERS	OP101450		BRUSHED NIKEL HARDWARE T/O	1	Standard
DRMOLDING	OP101448		WHITE 2-1/4" DOOR CASE MOLDING	1	Standard
SHELVES	OP101456		WIRE VENTED SHELVING T/O	1	Standard
BASEMLDG	OP102684		3" BASEBOARD MOLDING T/O	1	Standard
WALLFIN	OP101449		T&T WITH ROUNDED CORNERS	1	Standard
	WINDOW & CLOSET OPENINGS N/A				
WINCOVER	OP102685		METAL MINI BLINDS T/O	1	Standard
PAINT	OP102521	SELECT VARIANT	INTERIOR PAINT	1	Standard
OTHER	OP101455		STANDARD HEAT REGISTERS	1	Standard
OTHER	OP101537		ROCKER LIGHT SWITCHES	1	Standard
OTHER	OP102035	SELECT VARIANT	LINO ILO CARPET PER AREA	3	837.00
	LINO T/O				
Appliances					
RANGE	OP102136		OMIT - STD RANGE	1	-119.00
REFER	OP101468	SELECT VARIANT	18 CF FROST FREE REFRIGERATOR	1	Standard
RNGHOOD	OP101682	SELECT VARIANT	SPACESAVER MICROWAVE	1	474.00
Kitchen					
FLRCOVER	OP102520	SELECT VARIANT	LINOLEUM STANDARD FLOORING	1	Standard
CABINET	OP101471		BANK OF DRAWERS	1	Standard
CABINET	OP101480		LINED OVERHEAD KITCHEN CABS	1	Standard
CABSTILES	OP101454		MTN DELIGHT FLAT PANEL-MDF	1	Standard
	INCLUDES CABINET KNOBS ON DRAWERS AND DOORS				
OVRHDCABDR	OP102559	SELECT VARIANT	CABINET OVER REFRIGERATOR	1	Standard
	WITH DOORS				

Quote - Revision 0 - No.: QT026158

Model No.: CM 6482B

Page : 3 of 5

Feature	Option	Variant	Description	Quantity	Ext. Price
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Kitchen Continued ...

CTRTOP	OP102102	SELECT VARIANT	GRANITE COUNTERS W/SINGLE EDGE	1	Standard
<i>NOTE: FOR A GRANITE ORDER TO BE VAILD - A CUSTOMER & DEALER SIGNED DISCLOSURE MUST ACCOMPANY ORDER</i>					
BCKSPL	OP102127	SELECT VARIANT	4" GRANITE BACKSPLASH	1	Standard
SINK	OP102126		SS UNDERMOUNT SINK	1	Standard
FAUCET	OP101479		BRUSH NICKEL GOOSE NECK FAUCET	1	Standard
CEILINGLT	OP102518		6" Can Light LED	1	Standard
LTOVERSINK	OP102680		6" LED LIGHT OVER KITCHEN SINK	1	Standard
CABCRNMOLD	OP102681		DLX CABINET MOLDING	1	Standard

Dining Room

FLRCOVER	OP102520	SELECT VARIANT	LINOLEUM STANDARD FLOORING	1	Standard
CEILINGLT	OP102518		6" Can Light LED	1	Standard

Living Room

CEILINGLT	OP102347		FANPREP W/LIGHT INC 2 SWITCHES	1	82.00
<i>INCLUDES TWO SWITCHES. PLEASE NOTE: INCLUDES CEILING LIGHT INSTALLED PER HUD CODE</i>					

Plumbing/Heating

FURNACE	OP101493		GAS FORCED AIR FURNACE	1	Standard
WH	OP101496		30 GAL ELECTRIC WATER HEATER	1	Standard
WHACCESS	OP101530		CEMENT WATER HEATER DOOR	1	Standard
SHUTOFFS	OP101495		SHUTOFF VALVES T/O	1	Standard
OTHER	OP101735		SPRINKLERS FOR DOUBLE WIDE	1	5,959.00
OTHER	OP101792		SPRINKBELL, BOX W/HEADS WRENCH	1	699.00

Electrical

MAINPANEL	OP101498		100 AMP ELECTRIC SERVICE	1	Standard
OTHER	OP101673		WIRE FOR AC	1	117.00
GFIRECEPT	OP101499		EXTERIOR GFI RECEPTICLE	1	Standard
SMOKEDETECT	OP101500		CARBON/SMOKE DETECTORS	1	Standard

Hall Bath

FLRCOVER	OP102520	SELECT VARIANT	LINOLEUM STANDARD FLOORING	1	Standard
<i>SAME SPECS FOR BOTH BATHROOMS</i>					
CEILINGLT	OP102518		6" Can Light LED	1	Standard
CABINET	OP101502		36" BATH CABINET HEIGHT	1	Standard
CABSTILES	OP101454		MTN DELIGHT FLAT PANEL-MDF	1	Standard
<i>INCLUDES CABINET KNOBS ON DRAWERS AND DOORS</i>					
CTRTOP	OP102102	SELECT VARIANT	GRANITE COUNTERS W/SINGLE EDGE	1	Standard
<i>NOTE: FOR A GRANITE ORDER TO BE VAILD - A CUSTOMER & DEALER SIGNED DISCLOSURE MUST ACCOMPANY ORDER</i>					
BCKSPL	OP102127	SELECT VARIANT	4" GRANITE BACKSPLASH	1	Standard
SINK	OP102128		UNDERMOUNT BATH SINK	1	Standard
SINKFAUCET	OP101501		BRUSH NICKEL METAL DUAL FAUCET	1	Standard
TUB	OP102352		48" STALL SHOWER	2	458.00
<i>BOTH BATHROOMS</i>					
SHOWER	OP102563		1 PC FIBERGLASS TUB/SHOWER	1	Standard

Quote - Revision 0 - No.: QT026158

Model No.: CM 6482B

Page : 4 of 5

Feature	Option	Variant	Description	Quantity	Ext. Price
Hall Bath Continued ...					
TOILET	OP101508		STANDARD TOILET	1	Standard
VENTFAN	OP101503		EXHAUST FANW/LIGHT OVER TOILET	1	Standard
SHWRFAUCET	OP101504		B/N METAL SHWR DIVERTER	1	Standard
MEDCAB	OP102683		MEDICINE CABINET	1	Standard
OTHER	OP101505		TOWEL BAR AND TISSUE HOLDER	1	Standard
Master Bath					
FLRCOVER	OP102520	SELECT VARIANT	LINOLEUM STANDARD FLOORING	1	Standard
<i>SAME SPECS FOR BOTH BATHROOMS</i>					
CEILINGLT	OP102518		6" Can Light LED	1	Standard
MEDCAB	OP102683		MEDICINE CABINET	1	Standard
Master Bedroom					
CEILINGLT	OP102347		FANPREP W/LIGHT INC 2 SWITCHES	1	82.00
<i>INCLUDES TWO SWITCHES. PLEASE NOTE: INCLUDES CEILING LIGHT INSTALLED PER HUD CODE</i>					
2nd Bedroom					
CEILINGLT	OP102347		FANPREP W/LIGHT INC 2 SWITCHES	1	82.00
<i>INCLUDES TWO SWITCHES. PLEASE NOTE: INCLUDES CEILING LIGHT INSTALLED PER HUD CODE</i>					
Miscellaneous					
OTHER	OP101648		SHIP LOOSE PAINT PER GALLON	5	150.00
<i>4 GALS EXT BODY 1 GAL INT</i>					
Packages					
OTHER	OP100511		CA WILD FIRE PACKAGE	1	1,049.00
MISCELLANEOUS CHARGES					
NO-DVD	OP102314		MATERIAL SURCHARGE	573.32	917.31
MISC-SALES	OP101830		7 YEAR LIMITED WARRANTY	1	495.00
DUES	OP101831		STATE ASSOCIATION FEE-CA	1	450.00

Quote - Revision 0 - No.: QT026158

Model No.: CM 6482B

Page : 5 of 5

Feature	Option	Variant	Description	Quantity	Ext. Price
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<p>Requested By: Sal Urena</p> <p>It is the retailer's responsibility to verify the options and the pricing of the home.</p> <p>Champion Home Builders, Inc. reserves the right to make changes at anytime in prices and specifications without notice and/or obligation.</p> <p>SIGNED X _____</p> <p>DATE _____</p>		<table border="1"> <tr> <td>OPTION TOTAL</td> <td>\$</td> <td>14,494.00</td> </tr> <tr> <td>MISCELLANEOUS CHARGES</td> <td>\$</td> <td>1,862.31</td> </tr> <tr> <td>SALES TAX (IF APPLICABLE)</td> <td>\$</td> <td>0.00</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>TOTAL FREIGHT CHARGES</td> <td>\$</td> <td>0.00</td> </tr> </table>	OPTION TOTAL	\$	14,494.00	MISCELLANEOUS CHARGES	\$	1,862.31	SALES TAX (IF APPLICABLE)	\$	0.00				TOTAL FREIGHT CHARGES	\$	0.00
OPTION TOTAL	\$	14,494.00															
MISCELLANEOUS CHARGES	\$	1,862.31															
SALES TAX (IF APPLICABLE)	\$	0.00															
TOTAL FREIGHT CHARGES	\$	0.00															

Modified Date: 02/11/20 Date/Time Printed: 02/11/20 12:54 PM Modified By: RSINOR

\$16,356

Liberty Pumps®

SIMPLEX

700-Series



Basin Specifications:

Dimensions: 24" x 36"

Total Capacity: 70 U.S. gallons

Volume Per Cycle: 20.5 U.S. gallons

**Pre-Assembled
Sewage Ejector
System**

**2" Solids-Handling
2" or 3" Discharge**

**For multi-unit
residential and
commercial
installations
up to 250
fixture units.**

Features:

- Stainless steel cover bolts
- 2" or 3" discharge
- 2" or 3" threaded vent flange
- 4" inlet hub with rubber pipe seal
- Heavy-duty structural foam basin
- "Torque-stop" pump restraints
- Compression molded fiberglass cover with no-skid pattern

innovate. evolve.

700-SERIES

TECHNICAL SPECIFICATIONS

PRE-ASSEMBLED SEWAGE EJECTOR

Ejector system shall be model _____ / _____ as manufactured by Liberty Pumps, Bergen, N.Y. or equal. The system shall be factory pre-assembled with pump and automatic control(s) pre-mounted requiring no system assembly at job-site.

BASIN

The basin shall be constructed of structural foam. Internal dimensions shall be 24" diameter x 36" high and shall have a total capacity of 70 U.S. gallons. The inlet hub shall be 4". The basin shall have "torque-stops" to locate and retain the pump in its proper position.

COVER

The cover shall be constructed of compression molded fiberglass with no-skid pattern. Cover shall be 28" in diameter and shall have a _____ (2" or 3") discharge and vent flange. The cover shall be provided with an adhesive gasket seal and shall be bolted to the basin. All cover hardware shall be stainless steel.

PUMP

See specific LE-Series literature for pump performance and technical specifications. See sewage accessories and controls literature for alarms and other optional equipment.

FACTORY PRE-ASSEMBLED SYSTEMS

MODEL	HP	VOLTS	PHASE	DISCHARGE SIZE	WGT. LBS.
702/LE41A	4/10	115	1	2"	89
702/LE51A	1/2	115	1	2"	93
702/LE52A	1/2	208-230	1	2"	93
702/LE71A	3/4	115	1	2"	112
702/LE72A	3/4	208-230	1	2"	112
702/LE102A	1	208-230	1	2"	115
702/LEH102A	1	208-230	1	2"	113

For 3" Discharge Systems change model number to "703" Example: 703/LE51A
For 3-Phase models, consult factory

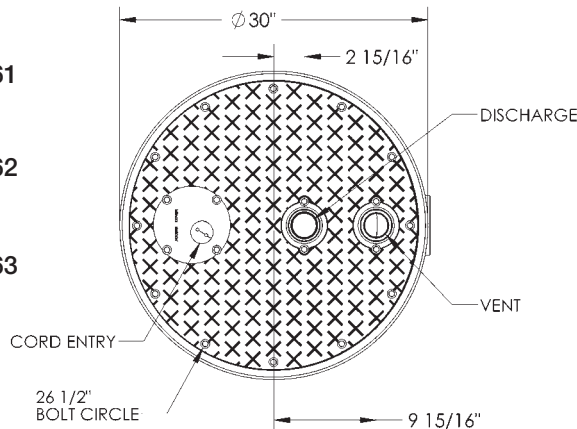
NOW AVAILABLE WITH OPTIONAL PRE-MOUNTED ALARM FLOATS!

Alarm Model	Add Suffix	Ordering Example
ALM-2	/A2	702/LE51A/A2
ALM-2W	/A2W	702/LE51A/A2W
ALM-3W	/A3W	702/LE51A/A3W

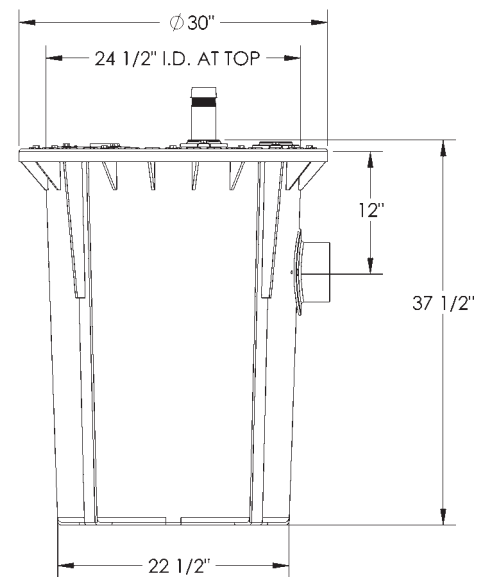
Alarm Float is pre-set at proper level in basin. Alarm Panel packaged with unit.

INDIVIDUAL COMPONENT NUMBERS:

Description	Model
Basin, 700-Series	K001261
Compression Molded Fiberglass Cover, 2" discharge & vent	K001262
Compression Molded Fiberglass Cover, 3" discharge & vent	K001263



DIMENSIONAL DATA



Consult factory for custom sized basins and optional inlet and discharge configurations



Specifications subject to change without notice.



Liberty 702/LE51A, Simplex Sewage Package With LE51A Pump, Mechanical Float Switch, (24" x 36") Basin, 1/2 HP, 115v, 1 Phase, 2" Discharge

SKU #: 702/LE51A

Brand: Liberty

✔ [Available For Order!](#) (Usually Ships 3-5 Days)

✔ [Free Shipping](#)

👍 Lik

Price:

Qty:

[Order By Phone](#)

\$1,156.84 ⓘ

 +
-

[Add to Cart](#)

✔ [Call Sales Counter !](#)



ResellerRatings

Excellent!

02/12/20



0 reviews for this product

Fire Prevention

From: Howard Baldwin <duckman@pacbell.net>
Sent: Tuesday, February 11, 2020 4:16 PM
To: Fire Prevention
Subject: Electrical connection to portable housing trailer

Hi Scott,

I put a material list together for what we talked about and figured time it would take to install. Replacing the 2 pole 20amp breaker that is currently feeding the #2 A/C with a 50amp breaker and installing a 20amp twin breaker for a 120v receptacle. Installing wire and conduit from the j-box on the side of the building to a post protecting the generator, where a 50amp RV receptacle and a 120v receptacle will be mounted. This will require others to dig the ditch from the building to the post. In the past Kelley has had his guys dig ditches to save money. The materials came to \$450.65 and my labor is at \$600 coming to a grand total of \$1050.65. If you have any questions please give me a call. The 50amp receptacle to feed the trailer came from the cut sheet, if this can be confirmed it would be a good thing.

Thank you
Howard





San Miguel Community Services District

Board of Directors Staff Report

February 27, 2020

AGENDA ITEM: XI-8

SUBJECT: Continue discussion on assuming landscaping obligations as part of the lighting department and provide direction to staff.

RECOMMENDATION:

Discuss and provide direction to staff regarding assuming landscaping as part of the lighting department.

DISCUSSION:

At the July 25th, 2019 meeting the Board discussed assuming landscaping responsibilities for the landscaping along Mission Street, at Father Reginal Park and the Gateway signs.

The outcome of the July meeting was that the Board would like additional information on potential maintenance cost as well as what projects and costs the Lighting Department already had planned, those are listed below.

Approved Lighting Revenue and Expense budgets

FY 2019-20 approved Lighting Revenue Budget	\$113,842
FY 2019-20 approved Lighting Expense Budget	\$81,969
Balance	\$31,873

Lighting projects

(IN PROCESS BUDGETED for FY 2019-20)

Conversion of 24 streetlights on Mission street to LED \$24,000

This project will be able to be completed for less than \$5,000 so there will be an approximately \$19,000 balance in the Repair and maintenance of infrastructure line item.

Addition of 8 streetlights on existing wood poles \$0

Operating of additional and converted street lights \$1,632 annually

(FUTURE NOT BUDGETED)

Installation of 10 street lights (on new wood poles/ overhead)	\$55,000
Installation of 5 street lights (on new steel poles/ underground)	\$65,000
Installation of lights on both ends of River Rd Bridge	\$40,000
Installation of 2 street lights at K St. park and ride	\$15,000
Caltrans encroachment permit estimate \$500 deposit (actual time would be billed)	
Caltrans annual encroachment permit \$160 annually	
Operating cost of ALL additional street lights	\$2,448 annually
Potential project cost assuming all lights are installed	\$175,000

Proposed budget for Landscaping per the sole proposal received

Proposed Landscape expense budget		
Contractor maint. Mission St WEST	\$11,000	(\$916/month x 12)
Contractor maint. Father Reginal Park	\$7,900	(\$658/month x 12)
Contractor maint. Gateway signs	\$3,700	(\$925/quarter x 4)
Potential total annual cost for all maintenance	\$22,600 (annually based on current scope)	

The initial \$20,000 dollars that the Chamber received would be sufficient to cover the cost of materials for irrigation changes and the majority of the replacement plants. Labor could be provided by the District in three phases (each block) in order to break up the workload.

Staff recommends that the Board approved the proposal from Martinelli landscape with a cap of \$5,000 for the current fiscal year and authorize staff to move forward with developing MOAs with the County and Chamber of Commerce.

Staff also recommends that the Board authorize the Director of Utilities to use District labor to make necessary repairs to the irrigation systems between 11th street and 14th street in the Mission Street planters.

FISCAL IMPACT:

If the Board approved moving forward, there is a potential of \$6,300 that would be spent in this fiscal year for maintenance and an unknown amount for the preparation of MOAs with the County and Chamber of Commerce.

PREPARED BY:

Kelly Dodds, Director of Utilities

Attachments: Proposal from Martinelli Landscape, Original Scope of work



PROPOSAL

January 20, 2020

San Miguel Community Service District
 Kelly Dodds
 P.O. Box 180
 1150 Mission Street
 San Miguel, CA 93451

RE: Mission Street Landscape Maintenance

We are pleased to present for your consideration our proposal for landscape maintenance. Our monthly maintenance program includes the following items and are completed per *the San Miguel Community Service District Specifications*

Pruning or shaping of hedges and shrubs
 Trimming of tree branches to seven feet
 Cleaning of planter beds
 Trash pick-up
 Raking and removal of leaves
 Weeding planter beds
 Spraying weeds in planter beds and in lawn areas quarterly if needed.
 Fertilize lawns to promote healthy growth habits.

SCOPE OF WORK

Lawn

- Mow lawn weekly April through October
- Mow lawn twice monthly November through March
- Trim lawn edges at time of mowing
- Fertilize three times annually
- Spray weeds in lawn as needed
- Pick up all trash and debris

Planter beds

- Weed all planter beds, as needed
- Installing mulch where no mulch exists will be billed as extra per the owner's prior approval
- Prune all shrubs, as needed, to encourage healthy growth habits.
- Fertilize shrubs twice annually
- Trim ground cover to prevent encroaching onto sidewalks or roadways
- Pick up all trash and debris

Trees

- Check trees to make sure they are staked properly
- Check trees for insect and disease
- Prune trees to maintain walking clearance of 7 feet
- Stake trees as needed
- Fertilize trees once annually

Sprinkler system

- Program sprinkler controller to meet local watering regulations
- Check and adjust sprinklers as required to maintain healthy plant growth
- Adjust controllers as seasonal requirements require
- Make recommendations for sprinkler upgrades and/or performance enhancements to conserve water
- Check drip and make sure drip is working properly
- Repair of irrigation will be billed as extra per the owner's prior approval

Sidewalks

- Blow-pac at time of service
- Pick up all debris and leaf piles

Annual cost for Area 1 \$11,000.00

Annual cost for Area 2 \$7,900.00

Annual cost for Area 3 \$3,700.00

Hourly rates for extra and/or repair work

Additional major irrigation or new landscape labor costs billed at \$68.00 per hour
After hour service call \$78.00 per hour

Material costs with labor included for landscape installation or redo

24" Box Tree	\$ 275.00
15 Gallon Tree	\$ 170.00
5 Gallon Shrub	\$ 40.00
1 Gallon Shrub	\$ 18.50
Mulch	\$ 80.00 per cubic yard

Public agencies currently working for.

- City of Paso Robles – Landscape Lighting District 15 years Nate Wyatt 805 391-0947
- City of Paso Robles – Parkways and Medians 1 year Nate Wyatt 805 391-0947
- City of Paso Robles – Annual weed abatement 6 years Freda Berman 805 391-0963
- City of Paso Robles Fire Department – Weed Abatement Captain Harris 805 635-5592
- Templeton Community Service District – Weed abatement 805 434-4900

Department of industrial relations number **#1000003609**

Duns number, **#129712340**

Provisions

- Price is based on 48 service weeks to account for holidays and rain days
- Includes all fertilizer and herbicides
- Price includes all maintenance landscape debris hauled off

*By signing below you accept the terms of this proposal

Dated 01/20/2020

Dated

Martinelli Landscape Construction, Inc.
P.O. Box 1256 Templeton, CA 93465

San Miguel Community Service District

784712

LICENSE NO.

By Chris Martinelli

By _____

Name Chris Martinelli

Name _____

Title CFO

Title _____



Board of Directors

President

John Green

Vice President

Ashley Sangster

Members

Anthony Kalvans
Joseph Parent
Hector Palafox

General Manager

Rob Roberson

Fire Chief

Rob Roberson

Mission Statement

Committed to serving the community with effectiveness, efficiency, and care to support the economic and social quality of life in San Miguel

Proudly serving San Miguel with:

Fire Protection
Street Lighting
Water
Wastewater
Solid Waste

P.O. Box 180
1150 Mission Street
San Miguel, CA 93451

Tel. 805-467-3388
Fax 805-467-9212

September 3rd 2019

Mission Street Landscaping Maintenance Scope of Work.

The San Miguel Community Service District is requesting proposals for the performance of landscaping and maintenance activities at specific sites throughout the District.

All licensed landscaping contractors are encouraged to bid on this maintenance contract.

The maintenance of the landscaping will require that the contractor pay prevailing wage and comply with all Department of Industrial Relations reporting in relation to the payment of prevailing wage to employees.

Scope of Work:

Area 1 – Three (3) block section of the Westside of Mission street between 11th and 14th streets in the sidewalk areas.

Contractor will maintain all ground level plants at a height not exceeding 24" above ground level at all intersection bulb-outs, plants between intersections will be managed at an appropriate height for each type of plant.

Contractor will maintain all trees according to best management practices, trees will be maintained so they do not interfere with the existing street lighting, pose a risk to existing buildings or the public.

Contractor will keep all areas weed-free, provide replacement of dead plants with like type and size plants, maintain wood chips or other approved ground cover throughout all planting areas.

This area is irrigated, the contractor will be responsible to keep the irrigation systems in proper working order, for the routine maintenance of the irrigation system and any minor repairs needed for these systems. The contractor will ensure water from the planters is managed as to not pool on the sidewalk and or run into the street.

Area 2 – Father Reginal Park (Mission street between San Luis Obispo Road and 9th street)

This is a park with grass, picnic tables, and several monuments and kiosks.

Contractor will keep all grass mowed to a max height of 3" and edged so that grass does not leave the perimeter of the park into the parking areas. The grass will be edged around all hardscape, monuments, and kiosks.

Contractor will maintain all trees within the park according to best management practices, trees will be kept trimmed so that they do not pose a safety hazard to the public or damage tables, monuments or kiosks.

This park is irrigated, the contractor will be responsible to keep the irrigation systems in proper working order, for the routine maintenance of the irrigation system and any minor repairs needed for these systems. The contractor will ensure water from the park is managed as to not pool on the grass or run into the street.

Area 3 – Gateway signs

There are two (2) San Miguel gateway signs. One on southbound Highway 101 north of exit 241A and one on Northbound Highway 101 near San Marcos Road.

Contractor will be responsible to keep the area within 20' of the base of each sign free of weeds and to maintain all existing plants.

This location is NOT irrigated

Contractor is not responsible for maintenance of the gateway signs, however, must notify the District of any damage to the signs.

All locations

Contractor will be responsible for minor repairs to irrigation systems limited to replacement of sprinklers, bubblers, drip emitters, repair of drip line, adjustment or repair of control valves, programming of control centers,

Contractor will notify SMCSO immediately upon discovery of damaged irrigation parts or piping beyond the 'minor repair' items listed above. The contractor will provide a detailed cost estimate for the necessary repairs for approval prior to engaging in said repairs.

The contractor is not responsible for the maintenance of tables, benches, monuments, kiosks, or any other private or public property not listed as part of this contract.

Insurance requirements

- Minimum general liability coverage in the amount of \$1,000,000 per occurrence.
- Proof of current workers compensation insurance.
- Proof of vehicle insurance

Provide the following in the proposal

- Annual cost for Area 1

- Annual cost for Area 2
- Annual cost for Area 3
- Hourly rates for extra and/or repair work.
- List of any other public agencies currently working for.
- Department of industrial relations number (DIR), if available
- Duns number, if available

All interested contractors must provide their proposal by September 16th, 2019.

If you have any questions or comments regarding this information, please call my office.

Respectfully,

Kelly Dodds
Director of Utilities



San Miguel Community Services District

Board of Directors Staff Report

February 27th, 2020

AGENDA ITEM: XI-9

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 4th quarter 2019 testing the plant is out of compliance for single sample and is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride

FLOW – In *January* the plant averaged 140,240 gallons per day (70% of hydraulic design capacity) with a max day of 192,806 gallons (96% 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
- Held pre-application meeting with USDA to start application process 1/10/2020
- Met with Cayucos Sanitary District to discuss how they are financing their Wastewater treatment plant currently under construction
- Discussed additional funding with Department of Financial Assistance at the state about construction financing.

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 00 months (12 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 Consultants



San Miguel Community Services District

Board of Directors Staff Report

February 27th, 2020

~~AGENDA ITEM: XI-10~~

SUBJECT: Parcels that are currently subject to the County Tax Collector's power to sell due to non-payment of real property Taxes.

RECOMMENDATION:

Discuss and provide direction to staff regarding Parcels that are on the County list subject to the Tax Collector's power to sell due to non-payment of real property Taxes.

DISCUSSION:

February 10th, 2020 the County provided the District with a list of properties that are in the District that are subject to sell due to non-payment of real property Taxes. There are two properties on this list that are located within the District. APN # 021-322-014 Located on the West Side of "L" St. between 9th and 10th Street. The second lot is APN # 021-261-019 located west side of Mission St. between 12th St. and 13th St. Third lot in from 12th Street.

These parcels will be offered for sale at a county tax auction in May 2020 unless they are removed prior to the sale.

A "Notice of Interest or Objection" form can be filed indicating an interest in or objecting to the purchase or sale of a parcel. If the County receipts an objection to the sale of the properties prior to March 24th, 2020 5:00pm the County Tax Collector's office will provide an estimated purchase price for the parcels indicated in this notice. The estimation will include all defaulted taxes, assessments and associated penalties and costs; redemption penalties and fees incurred through the month of the sale; all costs of the sale; and if applicable, any 1915 Bond Act liens, unless previously offered at a county tax sale.

Please see attachment #A

FISCAL IMPACT:

Potential cost to the district

- APN # 021,261,019 \$2,800.00 Mission St.
- APN# 021,322,014 \$6,000.00 "L" St.

The estimated purchase price for the parcels indicated in this notice will include all defaulted taxes, assessments and associated penalties and costs; redemption penalties and fees incurred through the month of the sale; all costs of the sale; and if applicable, any 1915 Bond Act liens, unless previously offered at a county tax sale.

PREPARED BY:

Rob Roberson, Interim General Manager

Attachments: #A



COUNTY OF SAN LUIS OBISPO

AUDITOR - CONTROLLER • TREASURER - TAX COLLECTOR

James W. Hamilton, CPA Auditor-Controller • Treasurer-Tax Collector

Lydia J. Corr, CPA Assistant Auditor-Controller • Treasurer-Tax Collector

NOTICE TO TAXING AGENCIES

February 10, 2020

San Miguel Community Services District
Attn: Tamara Parent
1150 Mission Street
San Miguel, CA 93451

Enclosed are lists of parcels that are currently subject to the Tax Collector's Power to Sell due to non-payment of real property taxes. These parcels will be offered for sale at a county tax auction in May 2020 unless they are removed prior to the sale. A Guide to Map Book Codes is included for your reference.

Also enclosed is a "Notice of Interest or Objection" form, enabling taxing agencies and qualifying non-profit organizations to indicate an interest in or objection to the purchase or sale of a parcel. Please complete the notice and return it to the Tax Collector's office in the envelope provided. The notice must be received in the Tax Collector's Office by **5:00 p.m. March 24, 2020**. If the Tax Collector's office does not receive a response by that date, it will be assumed that there is no intention by the above-referenced agency to purchase any of the listed parcels, and that there is no objection to the sale of those parcels to any other taxing agencies, or at a tax auction.

Upon receipt of your agency's timely objection to the sale, the Tax Collector's office will provide an estimated purchase price for the parcel(s) indicated. The estimation will include (a) all defaulted taxes, assessments and associated penalties and costs; (b) redemption penalties and fees incurred through the month of the sale; (c) all costs of the sale; and (d) if applicable, any 1915 Bond Act liens, unless previously offered at a county tax sale.

Thank you for your attention to this matter. Please address questions regarding the enclosed list or a Chapter 8 Agreement purchase to the Redemption Division at (805) 781-5836.

Sincerely,

JAMES W. HAMILTON, CPA
COUNTY TAX COLLECTOR

By 
Deputy

Enclosures



COUNTY OF SAN LUIS OBISPO
AUDITOR - CONTROLLER • TREASURER - TAX COLLECTOR
James W. Hamilton, CPA Auditor-Controller • Treasurer-Tax Collector
Lydia J. Corr, CPA Assistant Auditor-Controller • Treasurer-Tax Collector

Notice of Interest or Objection

San Miguel Community Services District
Attn: Tamara Parent
1150 Mission Street
San Miguel, CA 93451

The above referenced agency is:

[] Not interested in purchasing parcels by agreement pursuant to Chapter 8 of the Revenue and Taxation Code and does not object to the sale of any of the parcels on the list of properties Subject to Sale for Nonpayment of Taxes in Tax Sale # 255 (Internet Public Auction) and Sale # 254 (Sealed Bid Auction open to Contiguous Property Owners only), or to any of the parcels being sold to any other taxing agency or at any other tax auction.

[] Interested in purchasing the following parcels by agreement pursuant to Chapter 8 of the Revenue and Taxation Code and does object to the sale of the following parcels at a tax auction.

Signed by:

Authorized Agent or Deputy

Date: _____

NOTICE MUST BE RECEIVED IN THE TAX COLLECTOR'S OFFICE BY 5:00 P.M. MARCH 24, 2020

James W. Hamilton, CPA

San Luis Obispo County Auditor • Controller • Treasurer • Tax Collector • Public Administrator

Properties Available For Sale - Internet Auction Sale #255

Listed in Assessment Number Order

Total Parcel Count in this Report: 73

Item	Assessment No.	Minimum Bid
255-001	005,077,012	\$35,700.00
255-002	019,181,024	\$10,000.00
255-003	019,181,025	\$10,000.00
255-004	019,181,044	\$10,000.00
255-005	019,181,045	\$10,000.00
255-006	019,181,046	\$10,000.00
255-007	019,361,017	\$11,300.00
255-008	021,261,019	\$2,800.00
255-009	021,322,014	\$6,000.00
255-010	026,321,038	\$14,200.00
255-011	029,121,003	\$42,900.00
255-012	034,451,009	\$10,000.00
255-013	041,021,030	\$24,700.00
255-014	042,281,004	\$3,000.00
255-016	050,091,004	\$2,500.00
255-017	050,121,017	\$8,200.00
255-018	050,211,001	\$4,300.00
255-019	056,402,006	\$1,100.00
255-021	092,091,008	\$12,000.00
255-022	902,000,057	\$1,300.00
255-023	902,000,231	\$1,300.00
255-024	902,000,332	\$1,300.00
255-025	902,000,437	\$1,300.00
255-026	902,000,548	\$1,300.00
255-027	902,000,694	\$1,300.00
255-028	902,000,826	\$1,300.00
255-029	902,001,353	\$1,200.00
255-030	902,001,821	\$1,300.00
255-031	902,002,146	\$1,300.00
255-032	902,002,290	\$1,300.00
255-033	902,002,432	\$1,300.00
255-034	902,002,536	\$1,300.00
255-035	902,002,537	\$1,300.00

Item	Assessment No.	Minimum Bid
255-036	902,002,680	\$1,500.00
255-037	902,002,732	\$1,500.00
255-038	902,002,759	\$1,400.00
255-039	902,003,271	\$1,400.00
255-040	902,003,274	\$1,400.00
255-041	902,003,551	\$1,700.00
255-042	902,003,587	\$1,500.00
255-043	902,004,285	\$1,700.00
255-044	902,005,573	\$1,600.00
255-045	902,006,183	\$1,500.00
255-046	902,008,245	\$1,200.00
255-047	902,008,305	\$1,200.00
255-048	902,008,338	\$1,200.00
255-049	902,008,575	\$1,400.00
255-050	902,008,757	\$1,100.00
255-051	902,008,789	\$1,400.00
255-052	902,008,820	\$1,400.00
255-053	902,009,133	\$1,200.00
255-054	902,009,200	\$1,200.00
255-055	902,009,245	\$1,200.00
255-056	902,009,593	\$1,200.00
255-057	902,009,657	\$1,200.00
255-058	902,009,737	\$1,400.00
255-059	902,009,766	\$1,200.00
255-060	902,009,773	\$1,200.00
255-061	902,010,217	\$1,200.00
255-062	902,010,343	\$1,200.00
255-063	902,010,430	\$500.00
255-064	902,010,459	\$1,300.00
255-065	902,010,536	\$1,200.00
255-066	902,010,866	\$1,300.00
255-067	902,010,901	\$1,300.00
255-068	902,010,904	\$1,400.00

Item	Assessment No.	Minimum Bid
255-069	902,011,057	\$1,300.00
255-070	902,011,112	\$1,300.00
255-071	902,011,187	\$1,300.00
255-072	902,011,189	\$1,300.00
255-073	902,011,357	\$1,300.00
255-074	902,011,710	\$1,300.00
255-075	902,011,808	\$1,300.00

Item	Assessment No.	Minimum Bid
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MAP BOOK NUMBER REFERENCE

001	SAN LUIS OBISPO (CITY)	046	HWY 46 (WEST OF ATASCADERO / NORTH OF CAYUCOS)
002	SAN LUIS OBISPO (CITY)	047	SANTA MANUELA (EAST OF ARROYO GRANDE)
003	SAN LUIS OBISPO (CITY)	048	LOPEZ CANYON RESERVOIR
004	SAN LUIS OBISPO (CITY)	049	ATASCADERO COLONY (CITY)
005	PISMO BEACH (CITY)	050	ATASCADERO COLONY (CITY)
006	ARROYO GRANDE (CITY)	051	ATASCADERO COLONY (SOUTHWEST OF CITY)
007	ARROYO GRANDE (CITY)	052	SAN LUIS OBISPO (CITY)
008	PASO ROBLES (CITY)	053	SAN LUIS OBISPO (CITY)
009	PASO ROBLES (CITY)	054	ATASCADERO COLONY (CITY)
010	SHELL BEACH (CITY OF PISMO BEACH)	055	ATSSCADERO COLONY (CITY)
011	SAN SIMEON	056	ATASCADERO COLONY (CITY)
012	HERITAGE RANCH / NACIMIENTO DAM	059	ATASCADERO COLONY (SOUTHWEST OF CITY)
013	CAMBRIA	060	GROVER BEACH (CITY)
014	ADELAIDE	061	OCEANO
015	PASO ROBLES AIRPORT	062	OCEANO
017	SHANDON	064	CAYUCOS
018	PASO ROBLES (WESTSIDE OF)	065	MORRO BAY
019	WHITLEY GARDENS	066	MORRO BAY
020	EAST OF PASO ROBLES	067	LOS OSOS (WEST OF SLO TO EAST OF LOS OSOS)
021	SAN MIGUEL	068	MORRO BAY
022	CAMBRIA PINES UNIT	069	SANTA MARGARITA
023	CAMBRIA PINES MANOR	070	SANTA MARGARITA
024	CAMBRIA PINES MANOR	071	POZO
025	PASO ROBLES (CITY)	072	OUTSIDE CALIFORNIA VALLEY (SIMMLER/PORION OFCARRIZO PLAINS)
026	WEST OF PASO ROBLES	073	CAMP SAN LUIS (NW OF SLO TO NE OF MORRO BAY)
027	SAN MIGUEL/CAMP ROBERTS	074	LOS OSOS
028	ATASCADERO (CITY)	075	NORTH NIPMO MESA (SOUTH OF OCEANO)
029	ATASCADERO (CITY)	076	AVILA / SLO AIRPORT
030	ATASCADERO (CITY)	077	ARROYO GRANDE (CITY)
031	ATASCADERO (CITY)	079	PISMO (NORTHEAST OF)
033	NORTHEAST OF TEMPLETON	080	NACIMIENTO
034	SOUTHEAST OF TEMPLETON	082	CALIFORNIA VALLEY
035	CRESTON (NORTH)	083	CALIFORNIA VALLEY
037	SHANDON (SOUTH)	084	CALIFORNIA VALLEY
038	BAYWOOD PARK	085	HUASNA
039	PASO ROBLES	090	NIPOMO
040	PASO ROBLES (SOUTHWEST)	091	NIPOMO
041	TEMPLETON	092	NIPOMO
042	CRESTON (NORTH) – EAST OF CRESTON	094	CUYAMA
043	CRESTON	095	SOUTH OF CALIFORNIA VALLEY
044	EDNA	096	CUYAMA
045	EAGLET - ATASCADERO		

James W. Hamilton, CPA**San Luis Obispo County Auditor • Controller • Treasurer • Tax Collector • Public Administrator****Properties Available For Sale - Sealed Bid Sale #254**

Listed in Assessment Number Order

Total Parcel Count in this Report: 11

Item	Assessment No.	Minimum Bid
254-001	022,212,017	\$500.00
254-002	022,212,018	\$500.00
254-003	022,212,038	\$500.00
254-004	023,208,028	\$500.00
254-005	023,214,002	\$1,900.00
254-006	023,223,024	\$4,000.00
254-007	023,353,004	\$2,200.00
254-008	023,391,001	\$4,500.00
254-009	024,252,013	\$10,000.00
254-010	024,273,019	\$500.00
254-012	096,201,006	\$2,200.00

Item	Assessment No.	Minimum Bid
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I want to...

021-322-014

Owner Address:

2461 NUTMEG
MORRO BAY, CA
93442-200

Planning Property Addresses: click 'View Additional Details' below

Estimated Acres: 0.2* (survey required for accurate ac.)

Average Slope: 7%

Description: TN SAN MIGUEL MCD ADD BL 30 LTS 10 & 11

Land Value: 76000

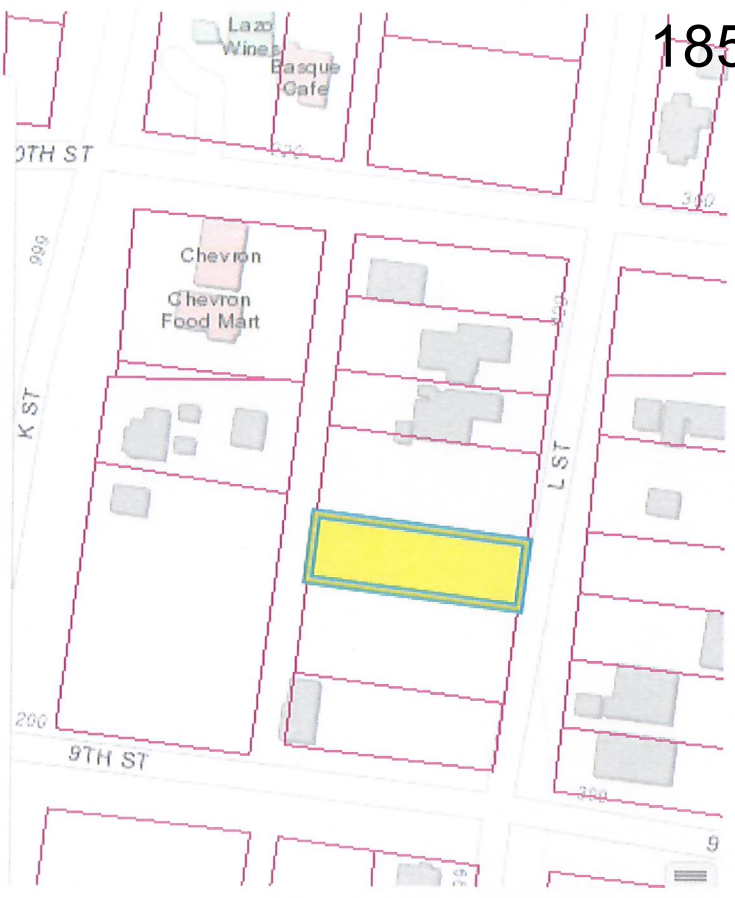
Improvement Value: 0

Supervisor District: 1

Land Uses

RMF

[Remove from Results](#) | [View Additional Details](#) | [Run a Report](#)

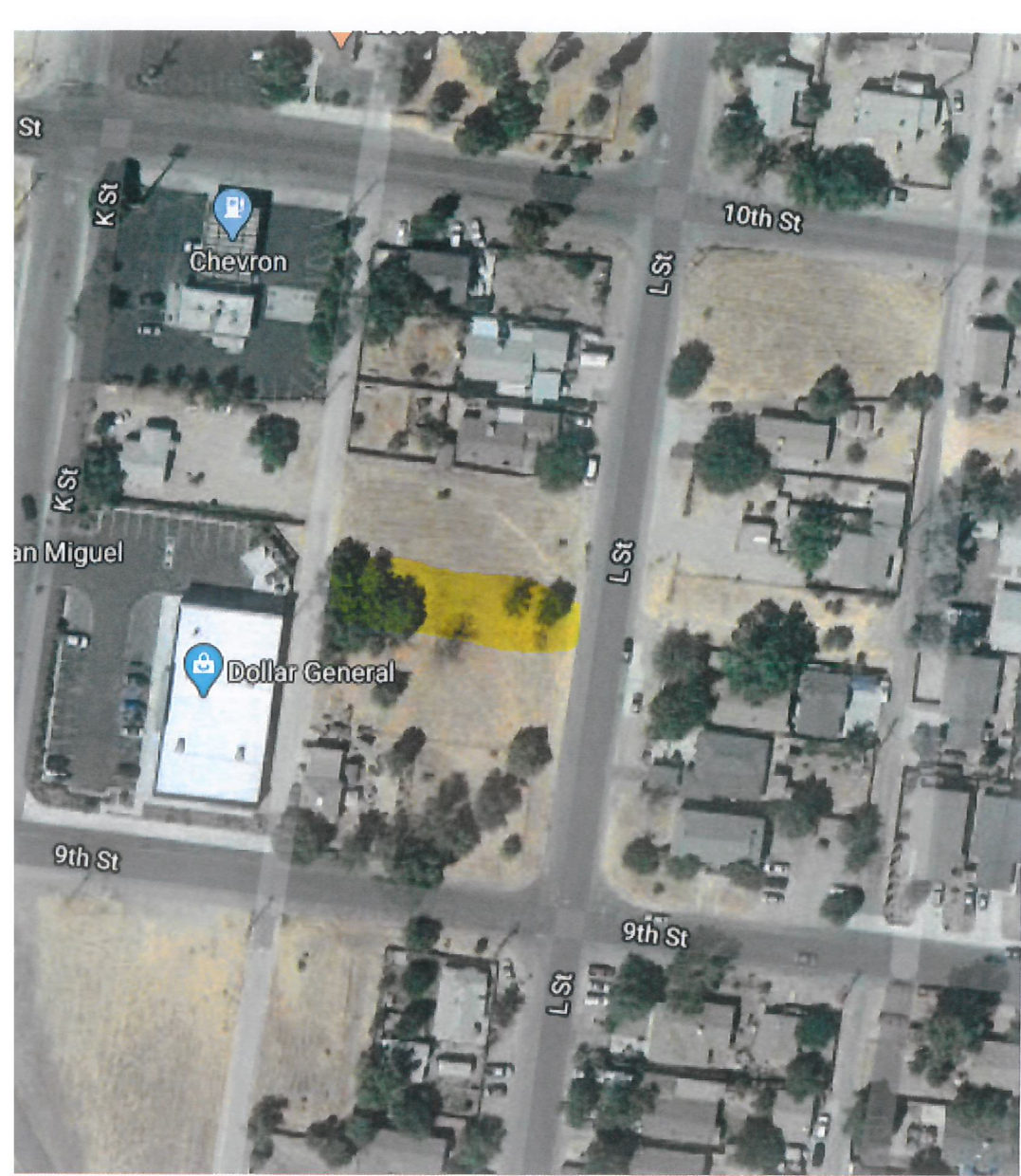


Search Results: 021-322-014

LO County Parcels

EnerGov All Permits

APN	ADDRESS_1	CITY	STATE	ZIP
021-322-014	2461 NUTMEG	MORRO BAY	CA	93442



I want to...

021-261-019

[Link to Assessor Map](#)
[Link to Assessment Information](#)

Owner Address:
231 HARSIN LN
SANTA MARIA, CA
93455-300

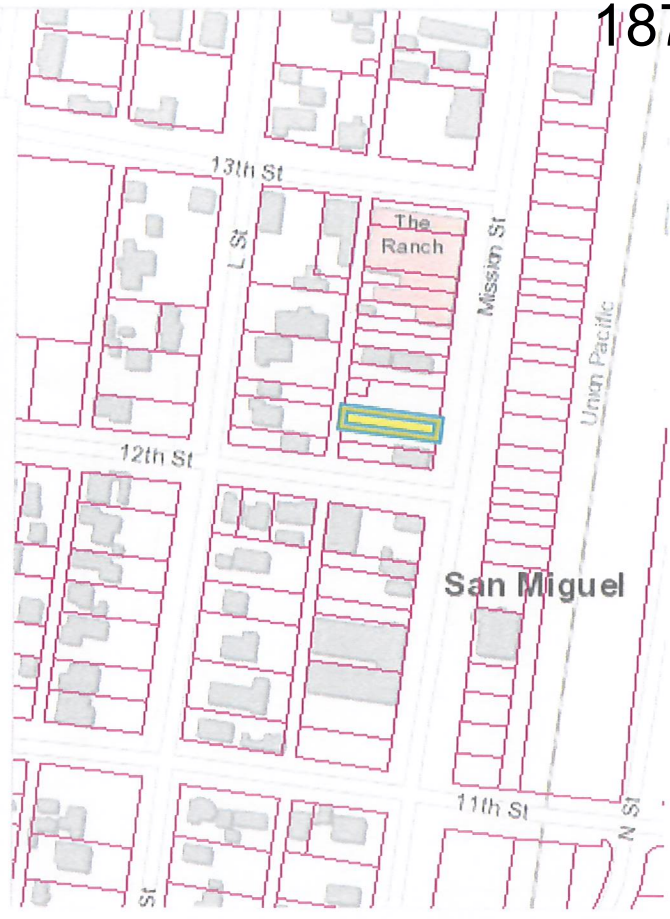
Planning Property Addresses: click 'View Additional Details' below

Estimated Acres: 0.09* (survey required for accurate ac.)
Average Slope: 1%
Description: TN SAN MIGUEL BL 58 LT 14
Land Value: 3084
Improvement Value: 0
Supervisor District: 1



Basem

[Remove from Results](#) | [View Additional Details](#) | [Run a Report](#)



Search Results: 021-2

SLO County Parcels

EnerGov All Permits

APN	ADDRESS_1	CITY	STATE	ZIP
021-261-019	231 HARSIN LN	SANTA MARIA	CA	93455





San Miguel Community Services District

Board of Directors Report

February 17th, 2020

AGENDA ITEM: XI-11

SUBJECT: Continued discussions and update regarding the proposed Hybrid Land Tax

RECOMMENDATION: Continue discussion regarding the proposed Hybrid Land Tax and provide potential dates for a special meeting.

BACKGROUND:

At the January meeting, the board gave general consensus to move forward with the idea and gather more information for the board. A news article from governing magazine covers the topic of land based taxes and has been attached, as well as the land value tax that Santa Ynez River Water Conservation District has.

Director Kalvans reached out to both the county assessor and tax collector. They are both willing to come to the district to present information on property taxes and assessments, Director Kalvans was able to secure general dates from both county heads to come to San Miguel. Contact was also made with Mr. Rybeck who requested dates from the district.

In the interim, Director Kalvans and Mr. Roberson will meet with Tom Bordonaro, the county tax assessor on February 21st over the proposed hybrid tax and to learn more about property assessments. An update will be provided in writing at the meeting.

For now, the only thing that is requested to provide some dates that are good for the board to meet to have a special meeting to formally hear this topic from Mr. Rybeck and the county. It would be recommended to pick at least two dates and to see which one of the two dates works best with the board members from the San Miguel School District, as they are the other main taxing agency in San Miguel.

The Tax collector is busy until April 10th. Rick Rybeck is busy April 8th through the 12th. The assessor's schedule is a bit more flexible. Also as a note, the school is on spring break April 6th through the 17th, which might impact meeting attendance.

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION

Continue discussion regarding the proposed Hybrid Land Tax and provide potential dates for a special meeting.

ATTACHED: Governing Magazine article on land taxes and FAQ sheet from Santa Ynez River Conservation District regarding their land value tax.

PREPARED BY:

Anthony Kalvans _____

Anthony Kalvans, Director



LEARNING ON THE LAND

More and more communities are considering reviving an old tax idea that's been tried in only a few places.



(Photos by Jessica Kourkounis)



Leaning on the Land

More and more communities are considering reviving an old tax idea that's been tried in only a few places.

BY J. BRIAN CHARLES | SEPTEMBER 2019

The Market-Frankford rail line curves past an empty lot in Millbourne, Pa., a piece of land that marks both the rise and fall of the small borough just west of Philadelphia.

A Sears store once stood on the lot. Taxes collected from the store's real estate enriched the treasury of the borough for more than 60 years. The store's tax payments were the single largest source of revenue for Millbourne, enough for its 1,200 residents to have their own full-time police force. But in 1989, Sears decamped from Millbourne, moving one town over to the much larger and more affluent Upper Darby.

Like most municipalities, Millbourne relied heavily on property taxes. The city taxed land and the buildings on top of the land at the same rate, which is typical for cities across the country. And the Sears store was the largest structure in town on the largest parcel—17 acres. "For many years," says Millbourne Mayor Tom Kramer, "that area of land was the meat and potatoes of the borough." But when Sears closed and the building was demolished, Millbourne's property tax revenue all but evaporated.

ADVERTISEMENT


Millbourne fell into financial ruin. Five years after the store closed, the borough was designated as financially distressed by the state. That made it eligible for additional financial support and debt restructuring, but it was no help to the community's reputation or self-image. The mark would remain on Millbourne's back for 21 years.






The town was unable to lure in new development with tax breaks, so to avoid financial ruin, it leaned on its homeowners to fill the gap in municipal finances. Tax bills skyrocketed between 1993 and 2014. But city leaders ultimately realized the long-term vitality of Millbourne could not be financed by single-family homeowners. High taxes would eventually chase residents away. At the very least, continued increases to property taxes could spark a tax revolt like those that challenged high property rates in California in the 1970s and, closer to home, costly reassessments in Pittsburgh in 2001.

Where Sears once stood, weeds and wildlife have taken over. And from the train platform, the empty lot remains an eyesore in Millbourne. But the gash in the borough's finances has been mended. The town turned to an old yet radical idea to raise revenue. It enacted a land value tax, levying high rates on the land itself and none at all on the structures built there. The tax burden was shifted. Homeowners saw their tax bills cut nearly by a third. Meanwhile, the Sears property, which still swallows up more than a third of the land in the city, saw its tax bill double.

The land value tax, a 19th-century idea, not only raised necessary funds to keep the city afloat financially, but, as intended, forced landowners to make more productive use of other large properties. A former car dealership and a bowling alley, the second and third largest parcels in Millbourne, are now under development. "It's sort of a stick-and-carrot approach," Kramer says.

It's not an approach that many cities are using at the moment. But it's an idea that quite a few local governments, most but not all of them in Pennsylvania, are starting to think about.

 Property taxes have been levied since the Middle Ages, but generally not in the most efficient manner. Medieval European kings sent tax collectors out to count the number of hearths in private homes, assuming the tally was the best approximation of how many people lived in the house. In 17th-century England, tax collectors counted windows. The idea was that the more windows a property had, the more valuable the property. This clumsy assessment was easily evaded. Property owners simply bricked their windows up. The legacy of this practice can still be seen in London and other industrial centers in England. It had detrimental health implications when the Industrial Revolution drew thousands from the country into the city, where they were often forced to live in windowless buildings with poor circulation.





 Meanwhile in the United States, land acquisition was making even some of the Founding Fathers extremely wealthy. George Washington amassed a huge fortune through land speculation across colonies and frontiers. “Tax policy has always encouraged land speculators,” says Ed Dodson, a former market analyst with Fannie Mae and professor at Temple University. “It makes it easy for speculators to acquire and hold land and wait for public-private partnerships to come along with funds to pay them their profit for speculating.”


In 1879, the journalist and political economist Henry George wrote *Progress and Poverty*, a book challenging the notion that land speculation should reap such large profits. George suggested levying high taxes on land itself, and freeing improvements on the land from taxation. The land taxes would be high enough that an owner would either convert the land into a profit-making enterprise or sell it to someone who would. “The economic value of bare land does not derive from the actions of the owner,” says Joan Youngman, a senior fellow at the Lincoln Institute of Land Policy. “A piece of bare land has value because of the growth of society and the activities around it.” Large landowners, she says, are actually engaging in a form of rent-seeking, buying and sitting on a piece of land at virtually no cost to themselves and waiting for the opportune time to sell after making little or no investment.

George wanted to break that cycle, and his theory was put to the test in the early 20th century in Pennsylvania, when it was used in an effort to break up large undeveloped tracts of land owned by the state’s steel barons, notably Andrew Carnegie and Henry Clay Frick. The state adopted legislation allowing its cities to adopt a land value tax. A handful of them did. Most of them weren’t the pure Henry George variety, under which developed structures escaped any taxation at all. They tended to be two-tiered systems, with buildings taxed but at a much lower rate than land.

Pittsburgh was one of the early adopters. The result was the development of affordable homes for many of the workers in Carnegie’s steel mills. Land value taxes grew in popularity in Pennsylvania well into the mid-1900s. But there was a serious problem. Municipalities seldom bothered to reassess the value of the land. Pittsburgh had to scrap the tax in 2001 after a backlash against land value reassessments sparked outrage from homeowners. “Pittsburgh went too long without revaluing,” Youngman says. “If you fail to revalue, you’ll have a revolt because you get sticker shock.”

And even though the city had a land value tax system from 1913 to 2001, Pittsburgh still saw the gradual decline of its industrial base in the second half of the 20th century. Steel mills slowed their output after their postwar boom. The accompanying decline in tax revenue wasn’t so much a failure of the land tax system as a failure of local industries to keep pace with foreign competitors as steel-making advanced. Some critics felt the land tax was unjustly blamed for the economic collapse.

The land value tax didn’t fail Pittsburgh as much as the political system did. For decades, city leaders balked at tax assessments, which had been lagging behind the real value of land since the 1940s. Rather than adjust the land assessments to match property values, the city instituted a property tax in 1954 to fill gaps in the budget. As residents continued to leave the city, its tax base continued to dwindle. Yet Pittsburgh’s leaders could not muster the political will to reassess land values. By the mid-1990s, though, the city was forced to reassess property values to help pay for services. When the assessments for 2000-2001 came back, land value taxes

 jumped 81 percent and taxes on buildings by 43 percent. The new valuations were in line with the actual appreciation of the land. But affluent Pittsburgh residents angered by the steep increases rejected them and filed thousands of tax appeals. The city scrapped its land value tax. “The 2001 abandonment of the split-rate in Pittsburgh,” University of Pennsylvania professor Mark A. Hughes wrote in 2005, “is a compelling example of the limited role that evidence often plays in policy decisions.”

  But Pittsburgh didn’t abandon the tax idea completely. Since 1997, the city has used a pure land value tax to assess property within the confines of its central business district. After the Great Recession, downtown construction picked up. In the last 10 years, \$8.5 billion in development has either been constructed or planned, according to a report by the Pittsburgh Downtown Partnership.




1989, Sears fled Millbourne. The land where the store once stood has been vacant ever since.

Meanwhile, California was confronting some of the same problems, but with a different outcome. As the state boomed after World War II, its population tripled. With that rapid growth came a housing crunch that led to rapidly increasing residential property taxes. A tax revolt broke out in the 1970s, and in 1978, voters approved Proposition 13, a ballot measure that rewrote the property tax system in the state. Property taxes were assessed at no more than 1 percent of residential or commercial building value and could only increase 2 percent per year.

Had the property tax reductions been accompanied by a significant land tax, George’s theories might have been given a meaningful test. But land taxes were also kept low, which didn’t promote the best use of property. With property taxes strictly limited, municipalities scrambled to attract car dealers, shopping malls and even parking lots to produce sales tax receipts. Improvements to the land were minimal, and the land itself brought in very little. One of the biggest losers was the state treasury.

But the biggest victim of all was the state’s school system. Prop. 13 constricted the main source for school revenue. The largest state in the nation, with by far the largest economy, fell to 41st in per pupil spending. Recently, some school districts in the state have turned to a revenue scheme almost akin to George’s land value tax. They are placing a flat tax on each parcel of land within a school district boundary, regardless of the

 improvements made on the land. The city of Oakland began imposing a vacant land tax earlier this year. It taxes owners of vacant lots \$6,000 per year, and vacant condominiums \$3,000 per year. The money will be used to address affordable housing and homelessness.



While California was struggling with its property tax system, some Pennsylvania cities still depended on a land tax. Harrisburg, the state capital, was using the land tax as a way of revitalizing its economy. In 1975, as industrial decline and white flight gripped Pennsylvania's rust belt, Harrisburg adopted its two-tiered land value tax. It took some time, but city leaders insisted that taxing vacant land rather than development would revitalize the downtown. There's some evidence they were right. Between the early 1980s and the early 2000s, the number of vacant buildings declined from more than 4,000 to about 500, and the number of businesses increased more than fourfold. Other Pennsylvania cities have followed Harrisburg's lead.

Aliquippa is one of them. A small working-class town west of Pittsburgh along the Ohio River, it was once home to Jones and Laughlin Steel. The J&L plant supported the town and its residents until it shuttered in the 1980s, leaving many of the workers without jobs and the town short on resources. Overnight, the city lost 30 percent of its tax revenue. "The amount of vacant land from the demolition of steel plants," says Joshua Vincent, president of the Center for the Study of Economics, "put extra pressure on out-of-work steel workers and businesses on Main Street." In 1988, Aliquippa adopted a land value tax. From that point on, land was taxed at more than seven times the rate of buildings. The impact was immediate. Tax revenue from land alone jumped from less than one-fifth of city tax revenues to more than 80 percent. It was so successful that the school district followed suit in 1993.



The Sears property was the single largest source of revenue for Millbourne.

Tom Kramer became mayor of Millbourne in 2009, as the town was slowly emerging from economic distress. He had seen the community's decline first-hand, arriving just as the Sears facility had closed. It was a chance meeting with Dodson, the Temple University professor, that convinced him that a land value tax would be the right fit for Millbourne. Kramer was open to any ideas that would generate the revenue necessary to save the town fiscally, without placing any more burden on single-family homeowners. "The most important thing we needed to do," Kramer says, "was cut the residents' taxes."



Kramer faced strong headwinds from real estate interests. Even when the local political climate supports a land value tax, adoption is difficult. In Pennsylvania, as in most states, state law severely limits the ability of a municipality to make major changes to how it collects taxes. But Pennsylvania may be a straw in the wind.



Cities in most of the country have been forced for decades to compete with each other in offering lucrative tax breaks to lure in developers and businesses. Those schemes leave local governments short on cash to build and maintain infrastructure and services needed for commerce. “Giving these picayune tax breaks makes no sense,” Vincent says. In the end, he believes, cities are repeating the mistakes of decades past. “The thing that



cities want is someone to build the homes and offices,” he says. “And the city is taxing the good part, the building itself.” What it needs to tax, in his view, as in George’s view more than a century ago, is the



fundamental value of the land.



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SYRWD FAQ's - Santa Ynez River Water Conservation District 1

What is the Special District Tax Assessment in 2016?

This is an Ad Valorem Special Assessment that is collected by the County on land value only for those parcels within the District's service area inclusive of properties in the City of Solvang for repayment of bond and debt obligations, and financing of the District's water system on-going capital expenditures. This Assessment was in place for many years and since 1996 remained at \$750,000 per year which was less than the legal appropriations limitation.

In May 2011, the Assessment was suspended by a previously sitting majority of the Board of Trustees. That past action resulted in the property owners within the District having a reprieve or a rate break over the course of 5½ years. However, this also significantly impacted the District's ability to generate revenues for repayment of those voter approved debt and bond obligations, and the on-going capital programs for aging infrastructure associated with the District's water and fire protection system for all customers including the City of Solvang.

Over the course of 5½ years without the Assessment, no water rate adjustments from 2011 to 2013, and minimal water rates adjustment beginning in 2013, along with the significantly lower water sales due to water conservation restrictions by the State and higher water costs, the District used its reserves to meet those debt and expenditure obligations which have been depleted from \$7 million to \$1.7 million. Even with reduced spending and budget cuts, water sales revenues alone have not been sufficient to maintain reserves while meeting debt obligations. This necessitated the reinstatement of the Assessment.

In June 2016, the Board of Trustees approved the reinstatement of the Ad Valorem Special Assessment collection by the County on land value only for all properties within the District's service area. This was effective the beginning of the fiscal year and will show up on this year's tax bills.

There are several reasons that the collection of the Assessment was reinstated at the historic amount. This includes the repayment of two bond obligations; financing the continuous replacement and betterment of the aging distribution system that every customer benefits from for drinking water, agriculture water and fire protection; and, the State has now required the District to treat the groundwater it produces to meet certain State mandated health standards. All of this means greater costs for the system ranging from the District's two 6.5 million gallon reservoirs, one 3.25 million gallon storage tank, its water production wells, pressure zone booster pumps, the State Water Project and Cachuma turnout facility, the 100 miles of pipelines that distribute water and provide fire protection to all customers including the City of Solvang. The system must remain in the best operating condition in order to keep water flowing and available upon customer demand.

The Assessment provides funding from all parcel owners not just the ID No.1 customers but the City of Solvang residents as well to meet needs for delivering safe, healthy, and dependable water for all uses.