



BOARD OF DIRECTORS

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

REGULAR MEETING AGENDA

Open Session 7:00 - then convene to Closed Session

601 12th Street San Miguel, CA Date: 10-27-2022

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.

Public Comment: Sign in sheet at podium for public comment. Comments are **limited to three minutes**, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under item "Public Comment and Communications for items not on the agenda". Person(s) who wish to submit written correspondence, may do so at www.sanmiguelcsd.org. All correspondence is distributed to each Board Director and will become part of the record of that board meeting. Any member of the public may address the Board of Directors on items on the consent calendar.

Meeting Schedule: Regular Board of Director meetings are held 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 Posting Board/ San Miguel CSD office, 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.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Regular Meeting Agenda**
4. **Call to Order for Regular Board Meeting/Pledge of Allegiance**

5. **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 sign in with name and address at podium.*

6. **Special Presentations/Public Hearings/Other**

1. Presentation from Bartle Wells and Associates (BWA) regarding the current rate study process.

Receive presentation and ask questions regarding the rate study process.

7. **Non- District Reports:**

1. San Luis Obispo County Organizations

Verbal/Report

2. Camp Roberts—Army National Guard

Verbal

3. Community Service Organizations

Verbal

8. **Staff & Committee Reports - Receive & File** District Staff & Committee Reports

1. General Manager

Receive Verbal report

2. District Counsel

Receive Verbal report

3. District Utilities

Receive and File

4. Fire Chief

Receive and File

9. **Consent Calendar** *The items listed below are scheduled for consideration as a group and one vote. Any Director 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. Department of Forestry & Fire Protection Federal Excess Personal Property (FEPP) Cooperative Agreement Number 993403

Approve Resolution 2022-57 approving the San Miguel Fire Department entering into California Department of Forestry and Fire Protection, Federal Excess Property (FEPP)

Cooperative Agreement Number 993403.

2. 8-25-2022 Draft Regular Board Meeting Minutes

Receive and File

10. Board Action Items

1. Fire Chief Employment Agreement by RESOLUTION 2022-54 between the San Miguel Community Services District and Scott Young

Appoint Scott Young as the District Fire Chief and Approve the Fire Chief Employment Agreement between the San Miguel Community Services District and Scott Young

2. Financial Reports - September 2022

Review, Discuss and Receive the Enumeration of Financial Reports for September 2022. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

3. Water and Wastewater Masterplan CIP update

Review and approve RESOLUTION 2022-58 authorizing the General Manger to contract with Water Systems Consulting (WSC) to update the Water and Wastewater Capital Improvement Plan Projects and costs in the master plan at a cost not to exceed \$12,280 as well as approving the corresponding budget adjustments.

4. Addition of fire safety category with CalPERS for fire department personnel.

Review and approve Resolution of Intention 2022-55 to approve a amendment to contract between CalPERS and SMCS D.

5. San Miguel Community Services District 2022 Strategic Plan

Review and adopt the 2022 Strategic plan by RESOLUTION 2022-56

6. Discussion on the Board Handbook.

Discuss Board Handbook changes and provide any additional changes or language to staff for inclusion in the handbook revision

11. **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.*

12. **Adjourn to Closed Session/Closed Session Agenda** *Public comment for items on closed session agenda.*

- 1.

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Kelly Dodds, General Manager / Douglas L. White, General Counsel

Represented Employee union: San Miguel Employee Association (SMEA)

Discussion

2. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Douglas L. White, General Counsel

Unrepresented Employee: General Manager

Discussion

3. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1

Discussion

13. Report out of Closed Session

14. Adjournment to Next Regular Meeting Next meeting November 17th 2022

ATTEST:

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

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

Date:

Raynette Gregory, SMCS D Board President 2022
Kelly Dodds, SMCS D General Manager
Tamara Parent, SMCS D Board Clerk

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 1

SUBJECT: San Luis Obispo County Organizations

SUGGESTED ACTION: Verbal/Report

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 2

SUBJECT: Camp Roberts—Army National Guard

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 3

SUBJECT: Community Service Organizations

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report.

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 1

SUBJECT: General Manager

SUGGESTED ACTION: Receive Verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 2

SUBJECT: District Counsel

SUGGESTED ACTION: Receive Verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

Board of Directors Staff Report

October 27, 2022

AGENDA ITEM: 3

SUBJECT: District Utilities

SUGGESTED ACTION: Receive and File

DISCUSSION:

Well Status:

- Well 4 is fully operational – Well Level 109’ 9/19/2022 (STATIC)
- Well 3 is fully operational – Well Level 108’ 9/19/2022 (STATIC)
- SLT well is fully operational
- **Total combined average running hours per day (11.28)**

(threshold for stage 1 resource severity level determination is 17 hours per day)

Water System status:

Water leaks this month:0 This calendar year: 1

Water related calls through the alarm company after hours this month: 0 This Year: 2

- .

Sewer System status:

Sewer overflows this month: 0 this year: 1

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

- Video inspection of all sewer lines is in progress as time permits.
- Awarded a grant to smoke test all the sewer lines in order to locate illegal connections.

WWTF status:

- Notice of Intent (NOI) for new general order permit from the Waterboard is in progress.
 - NOI was submitted and we are awaiting a response from the Waterboard.

State Water Resources Control Board (SWRCB):

- .

Division of Water Resources (DWR):

- .

Regional Water Management Group (RWMG)/ Water Resources Advisory Committee (WRAC):

- The RWMG and WRAC approved sending a recommendation to the Board of Supervisors to approve funding for Prop 1 round 2 grant funding.
 - That proposal included \$300,000 for replacement of the water line in the Mission alley between San Luis Obispo and 10th street.

Billing related activity:

- **Total active accounts (at the time of this report)**
- 915 water accounts
- 816 wastewater accounts
- **Overdue accounts (at the time of this report)**
- 4 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement**
- 0 accounts have started the arrangement
- **Service orders (for this month at the time of this report)**
- 16 service orders issued and completed

Lighting status:

- .

Mission street Landscaping:

- Located and fixed additional leaks in the irrigation along mission street.

Solid Waste:

Mattress recycling

- Mattresses are accepted by appointment only, Monday, Wednesday, Friday between 8 am and 11 am.

E-Waste collection

- E-waste is accepted Monday, Wednesday, Friday between 8 am and 11 am.

Planning another cleanup day with CalTrans October 29th.

SB-1383:

- .

Project status:

- **Replacement water tank and pump station on east side of river/ water line replacement.**
(21007) started February 2022
 - **(POTENTIALLY GRANT FUNDED)**
 - Project was proposed to the RWMG to be included in the IRWM round 2 funding.

- Working on other funding opportunities for this project.
- **Study to determine condition and I&I of the existing sewer collection system** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - Application is in review by DFA awaiting award approval.
- **Mission Gardens Replacement Generator Project** (21001) started January 2022 Completed October 2022
 - **(FUNDED WITH SURCHARGE FEES)**
- **Cost of Service Rate Study** (22005) started June 2022
 - Bartle Wells Associates (BWA) providing an overview at this meeting

Staffing

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

SLO County in San Miguel:

- .

Caltrans in San Miguel:

- .

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 4

SUBJECT: Fire Chief

SUGGESTED ACTION: Receive and File

DISCUSSION:
See Attachments

FISCAL IMPACT:
None

PREPARED BY: Robert Roberson

San Miguel Community Services District Board of Directors Meeting



Staff Report

October 27, 2022

SUBJECT: Fire Chief & Asst Fire Chief Report for September 2022.

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

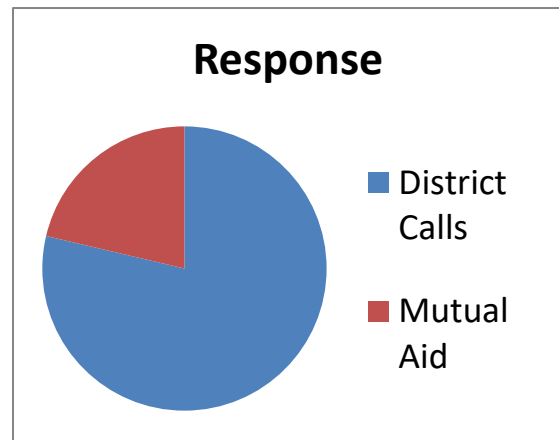
INCIDENT RESPONSE:

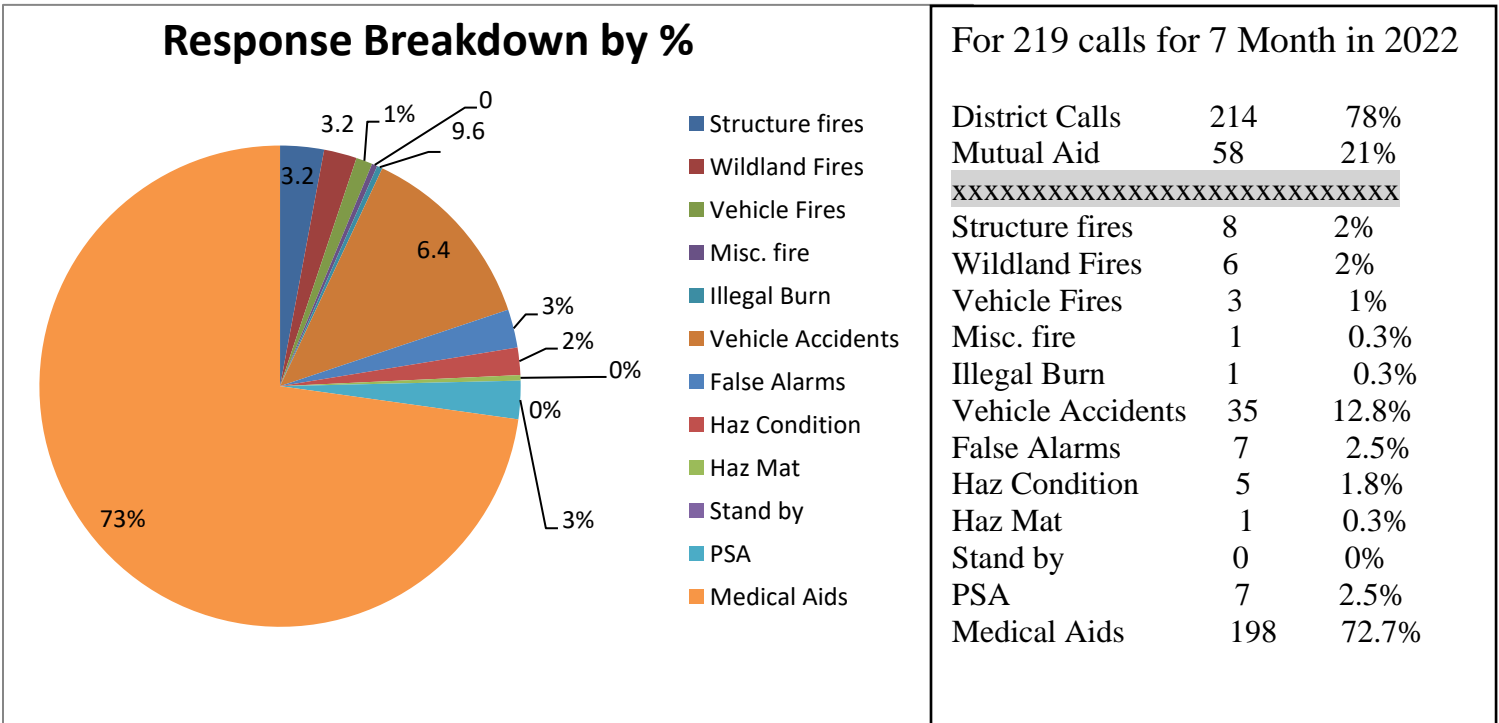
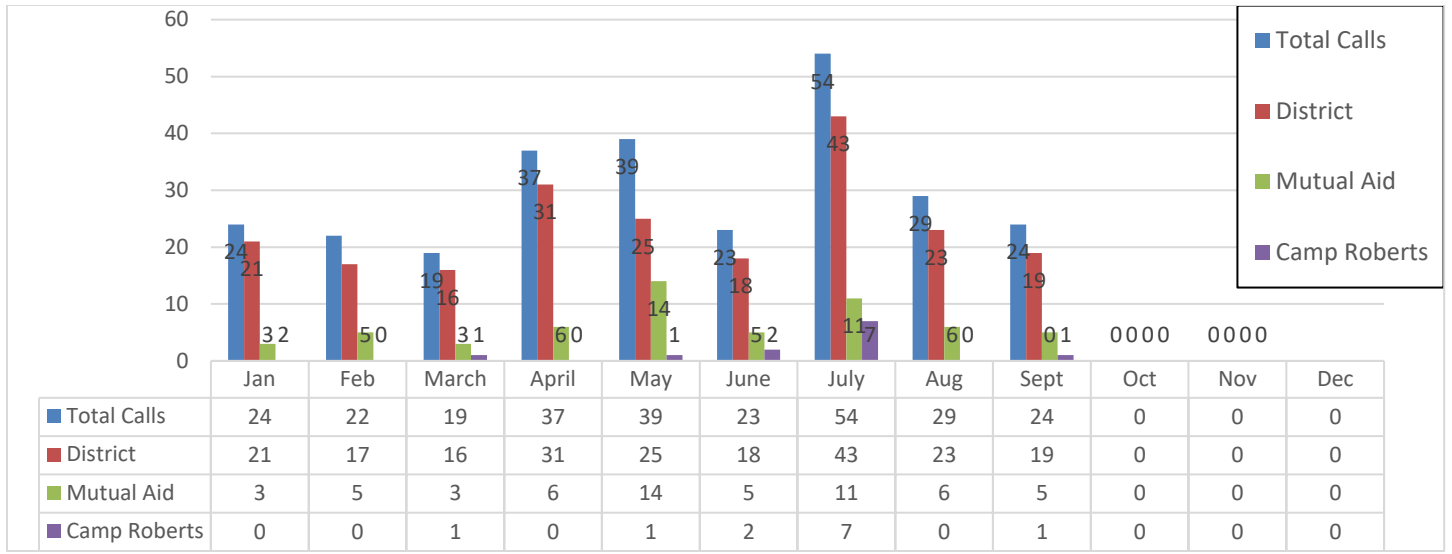
- Total Incidents for September 2022 **24**
- Average Calls for per 7 Months in 2022 **30.2**
- Total calls for the year to date **272**

Emergency Response Man Hours in August = 75	Total	846
Stand-By Man Hours for August = 2	Total	<u>34</u>
	Total hr.	880

Emergency Response Man Hours = **3.1 hr.** Per call for August **3.1** Per call for the year
 Stand-By Average per Call = **.08** Per call for, August **.12** Per call for the year

August YTD 248 calls	
District calls	214= 78%
Mutual aid calls	58 =21%
Assist Camp Roberts	12 = .04%





Personnel:

- We currently have 13 Active Members.
- 1 Chief
- 0 Asst. Chief/ Prevention Officer
- 1 Fire Captains
- 2 Engineers
- 9 Firefighters
- 5 EMT
- 8 FR

Fire Department Financial overview

August

Beginning – **\$942,971.63**

Received – \$53,983,055 = \$996,955.18

Transferred in - \$559,171.50 = \$1,556,126.68

Disbursed – \$0 = \$1,509,626.68

Transferred Out- \$613,113.34 = **\$943,013.34**

September

Beginning –

Received –

Transferred in -

Disbursed –

Transferred Out-

Equipment:

- All equipment is in service
- MDC Monitors replaced under warranty
- Headlights replaced on Engine 8696, over 12 years old, up graded to LED

Activities:

- Temporary Housing Unit permit has been submitted. Waiting for a response from the County.
- Completed the Fire Department Strategic Master Plan with BHI. Looking for the Board approval
- Fire Chief Roberson retired as of October 1, will be a stipend responder and attend drills as a Company Officer and provide coverage as needed.
- Scott Young will assume the Fulltime Fire Chief Position upon approval of a contract with the Board of Directors. Scott will be in the acting position until the approval.

Information:

- Fire Prevention Report.

County Fire Chiefs Meeting Report:

- Updating the MDC system for the entire County.
- Additional fees will be assessed with the county dispatch services for the systems connection.

Prepared By:

Rob Roberson | Scott Young

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

FIRE EQUIPMENT

2022 MILEAGE / FUEL REPORT

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	13	0	34	19	43	0	134	20	130	43.1	106	26	460	108	4.3
E-8668	88	14	32	23	68	25	276	15	150	59	144	72.2	758	208	3.6
P-8651	65	30	26	0	65	40	93	23	104	7	39.7	6.2	392.6	106	3.7
6 Month Total												1610.6	423	3.8	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	233	18	111	9	317	21	1263	83	174	13	1566	71	3879.3	215	18.0
C-8601	266	19	201	32	330	0	327	34	190	0	921	103	2235	188	11.9
C-8600	460	30	303	28	174	0	353	36	555	24	387	34	2232	152	14.7
6 Month Total												8346.3	555	15.1	

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	154	42	34	0	67	14	0	0	0	0	0	0	715	164	4.3
E-8668	229	85	105	40	0	0	0	0	0	0	0	0	863	248	3.6
P-8651	36	14.2	29.2	0	38.6	10	0	0	0	0	0	0	496.4	130	3.8
12 Month Total												2074.4	543	3.8	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	76.6	21	75.8	17	383	23	0	0	0	0	0	0	4414.7	276	17.0
C-8601	451	24	279	0	505	35	0	0	0	0	0	0	3470	247	13.0
C-8600	499	27	212	36	336	21	0	0	0	0	0	0	3279	236	13.9
12 Month Total												11163.7	759	14.7	

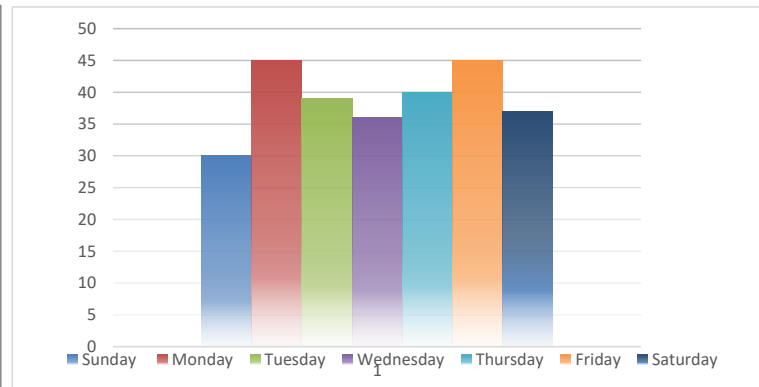
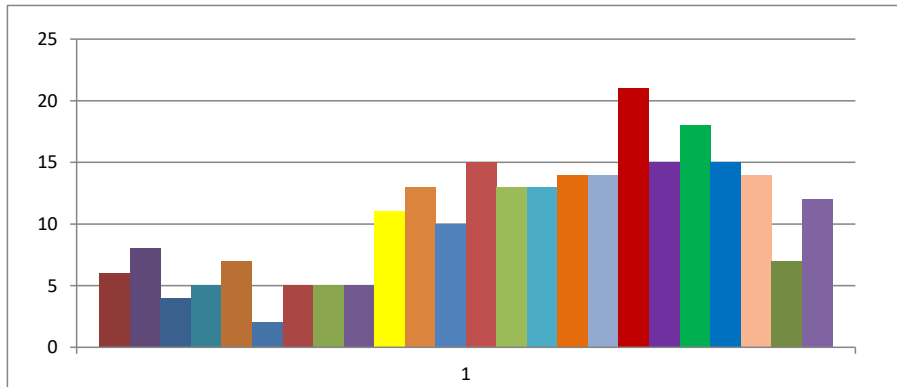
YTD 2021 Total	mi.	gal.	Avg. MPG
Diesel	2074.4	543	3.8
Gas	11163.7	555	20.1

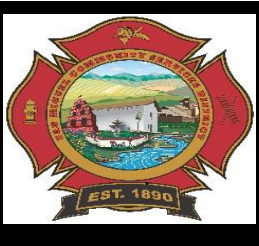
Call per time of day and day of the week 2022

	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	1	1	1	0	1	0	0	0	1	0	1	1	3	2	2	0	3	5	1	4	1	1	1	0	30	11%
Monday	1	3	2	1	1	0	1	3	2	1	1	3	2	3	1	3	1	3	1	1	1	4	3	3	45	16%
Tuesday	1	2	1	2	2	1	1	1	1	2	3	3	1	2	1	4	1	3	1	1	2	1	2	0	39	14%
Wednesday	1	1	1	0	0	0	1	0	1	1	2	1	5	2	3	2	2	2	2	4	2	2	0	1	36	13%
Thursday	2	0	0	2	2	0	2	2	0	4	3	1	2	2	4	3	2	1	3	3	1	1	0	0	40	14%
Friday	2	1	0	0	0	1	0	0	0	3	2	2	3	2	2	2	3	3	2	5	5	2	0	5	45	16%
Saturday	1	1	0	0	1	0	0	0	0	1	1	1	1	1	0	1	3	6	6	3	3	3	1	3	37	13%
Hour Total	9	9	5	5	7	2	5	6	5	12	13	12	17	14	13	15	15	23	16	21	15	14	7	12	272	
	3%	3%	1%	1%	2%	1%	1%	2%	1%	4%	5%	4%	6%	5%	4%	5%	5%	8%	5%	7%	5%	5%	2%	4%	89%	

Total calls during CSD Work Hours	91	33%
Total calls during Off time and weekends	181	66%
After Hours calls 22:00 to 06:00	56	20%
Total Weekend Calls	67	24%
Total Calls Monday thru Friday	205	75%

8am to 8pm 51 18%



	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	1	3	1	0	1	1	1									4	4
Veg. Fires	0	0	0	0	0	0	0	0	1	2	0	0	2	0	0	0	0	1									3	3
Vehicle Fires	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0									2	1
Misc. Fires	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0									1	0
Illegal Burning	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0									1	0
Vehicle Accidents	2	0	4	3	1	1	4	2	4	3	1	1	4	1	1	1	1	1									22	13
False Alarms	1	0	0	0	0	0	1	1	0	0	2	0	1	0	0	0	1	0									6	1
Hazardous Condition	0	0	2	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0									4	1
Hazardous Materials	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0									1	0
Standby	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	3	0	1	0	0	0	0	0	2	0	0	0	0	0									7	0
Medical Aids	18	3	11	2	12	2	23	3	19	8	14	3	28	9	22	3	16	2									163	35
Call TOTALS	22	3	17	5	16	3	31	6	25	14	18	5	43	11	23	6	19	5	0	0	0	0	0	0	0	0	214	58
	25		22		19		37		39		23		54		29		24		0		0		0		272			
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											0	0
Mutual Aid SLO/Mon.	2	0	5	0	3	0	6	0	13	0	5	0	11	0	6	0	5	0										56
Camp Bob Asst.	0		0		1		0		1		2		7		0		1											12
Average Calls Per	<i>Month</i>		31.2	<i>Day</i>	1	<i>SLO Co. MA</i>					56	<i>Montrey Co. MA</i>					0	<i>CPR TOTAL</i>					0					

San Miguel Fire Department

San Miguel, CA

This report was generated on 10/19/2022 8:26:54 AM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 09/01/2022 | End Date: 09/30/2022

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
09/01/2022 08:30:00	09/01/2022 17:00:00	DAYBOOK	SMF 1		8.50
09/01/2022 16:51:00	09/01/2022 16:58:00	INCIDENT	E8696	Incident 2022-250 - Passenger vehicle fire: Apparatus E8696 responded to S Highway 101 HWY	0.12
09/03/2022 18:18:00	09/03/2022 18:30:00	INCIDENT	E8668	Incident 2022-251 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 2230 Mission ST	0.20
09/04/2022 08:30:00	09/05/2022 08:30:00	DAYBOOK	8601		24.00
09/04/2022 12:35:00	09/04/2022 12:58:00	INCIDENT	E8668	Incident 2022-252 - Outside equipment fire: Apparatus E8668 responded to 9175 Crest View WAY	0.38
09/05/2022 08:30:00	09/06/2022 08:30:00	DAYBOOK	8601		24.00
09/05/2022 13:29:00	09/05/2022 13:50:00	INCIDENT	SMF 1	Incident 2022-253 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 1150 Mission ST	0.35
09/06/2022 08:30:00	09/06/2022 22:00:00	DAYBOOK	SMF 1		13.50
09/06/2022 09:00:00	09/06/2022 10:00:00	DAYBOOK	8601	Fire Final Inspection 1145 K Street Passed	1.00
09/06/2022 15:03:00	09/06/2022 15:40:00	INCIDENT	E8668	Incident 2022-254 - Forest, woods or wildland fire: Apparatus E8668 responded to 4965 Cinnabar Rock Trail	0.62
09/06/2022 22:05:00	09/06/2022 22:29:00	INCIDENT	E8668	Incident 2022-255 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to San Miguel AVE	0.40
09/07/2022 08:30:00	09/07/2022 17:00:00	DAYBOOK	SMF 1		8.50
09/07/2022 19:14:00	09/07/2022 19:44:00	INCIDENT	8601	Incident 2022-256 - EMS call, excluding vehicle accident with injury: Apparatus 8601 responded to 1010 10th ST	0.50
09/08/2022 08:30:00	09/08/2022 17:00:00	DAYBOOK	SMF 1		8.50
09/11/2022 08:30:00	09/12/2022 08:30:00	DAYBOOK	8601		24.00
09/11/2022 19:35:00	09/11/2022 19:48:00	INCIDENT	E8668	Incident 2022-258 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1175 L ST	0.22
09/12/2022 08:30:00	09/13/2022 08:30:00	DAYBOOK	SMF 1		24.00
09/12/2022 21:18:00	09/12/2022 21:39:00	INCIDENT	E8696	Incident 2022-259 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 889 Rio Mesa CIR	0.35
09/13/2022 08:30:00	09/13/2022 22:00:00	DAYBOOK	SMF 1		13.50
09/13/2022 08:30:00	09/13/2022 08:30:00	DAYBOOK	E8696	E8696 in to South Coast for headlight replacement	0.00
09/13/2022 18:00:00	09/13/2022 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
09/14/2022 08:30:00	09/14/2022 17:00:00	DAYBOOK	SMF 1		8.50
09/14/2022 14:00:00	09/14/2022 14:00:00	DAYBOOK	E8696	E8696 returned from South Coast headlight replacement complete. Foam sending unit requires replacement.	0.00
09/15/2022 08:30:00	09/15/2022 17:00:00	DAYBOOK	SMF 1		8.50
09/16/2022 09:00:00	09/16/2022 14:00:00	DAYBOOK	8601		5.00
09/16/2022 21:23:00	09/16/2022 21:28:00	INCIDENT	E8696	Incident 2022-260 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 830 River RD	0.08
09/17/2022 08:30:00	09/18/2022 08:30:00	DAYBOOK	8601		24.00
09/18/2022 08:30:00	09/19/2022 08:30:00	DAYBOOK	8601		24.00
09/19/2022 01:24:00	09/19/2022 01:45:00	INCIDENT	E8696	Incident 2022-261 - Unintentional transmission of alarm, other: Apparatus E8696 responded to 560 12th ST	0.35
09/19/2022 07:17:00	09/19/2022 07:23:00	INCIDENT	8601	Incident 2022-262 - Dispatched & cancelled en route: Apparatus 8601 responded to 1884 San Buenaventura WAY	0.10
09/19/2022 08:30:00	09/21/2022 08:30:00	DAYBOOK	SMF 1		48.00
09/20/2022 08:30:00	09/20/2022 22:00:00	DAYBOOK	SMF 1		13.50
09/20/2022 18:00:00	09/20/2022 22:00:00	DAYBOOK		Firefighter Training: Live Fire Training Lead Instructor:	4.00

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



emergencyreporting.com
Doc Id: 1514
Page # 1 of 2

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
09/21/2022 08:30:00	09/21/2022 17:00:00	DAYBOOK	SMF 1		8.50
09/22/2022 08:30:00	09/22/2022 16:30:00	DAYBOOK	SMF 1		8.00
09/23/2022 08:30:00	09/24/2022 07:30:00	DAYBOOK	SMF 1		23.00
09/23/2022 10:30:00	09/23/2022 11:00:00	DAYBOOK	E8696	Witness fire drill at Lillian Larsen School	0.50
09/23/2022 17:44:00	09/23/2022 18:13:00	INCIDENT	E8696	Incident 2022-264 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 8810 Oak DR	0.48
09/24/2022 14:00:00	09/25/2022 08:30:00	DAYBOOK	8601		18.50
09/24/2022 21:39:00	09/24/2022 21:55:00	INCIDENT	E8696	Incident 2022-265 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 845 15th ST	0.27
09/25/2022 08:30:00	09/26/2022 08:30:00	DAYBOOK	8601		24.00
09/25/2022 17:02:00	09/25/2022 17:26:00	INCIDENT	E8696	Incident 2022-266 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 775 Mission ST	0.40
09/26/2022 08:30:00	09/27/2022 08:30:00	DAYBOOK	SMF 1		24.00
09/27/2022 08:30:00	09/28/2022 08:30:00	DAYBOOK	SMF 1		24.00
09/28/2022 02:45:00	09/28/2022 03:38:00	INCIDENT	8601	Incident 2022-267 - EMS call, excluding vehicle accident with injury: Apparatus 8601 responded to 10th ST	0.88
09/28/2022 08:30:00	09/29/2022 08:30:00	DAYBOOK	SMF 1		24.00
09/28/2022 19:10:00	09/28/2022 19:41:00	INCIDENT	8601	Incident 2022-268 - Alarm system activation, no fire - unintentional: Apparatus 8601 responded to 775 Mission ST	0.52
09/29/2022 00:46:00	09/29/2022 00:54:00	INCIDENT	E8696	Incident 2022-269 - Dispatched & cancelled en route: Apparatus E8696 responded to 1522 N ST	0.13
09/29/2022 00:58:00	09/29/2022 01:18:00	INCIDENT	E8696	Incident 2022-270 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to Mission ST	0.33
09/29/2022 08:30:00	09/30/2022 08:30:00	DAYBOOK	SMF 1		24.00
09/30/2022 08:30:00	10/01/2022 08:30:00	DAYBOOK	SMF 1		24.00
Total Hours for: Young, Scott P					498.18
Total of all Personnel Hours					498.18

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



**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 1

SUBJECT: Department of Forestry & Fire Protection Federal Excess Personal Property (FEPP)
Cooperative Agreement Number 993403

SUGGESTED ACTION:

Approve Resolution 2022-57 approving the San Miguel Fire Department entering into California Department of Forestry and Fire Protection, Federal Excess Property (FEPP) Cooperative Agreement Number 993403.

DISCUSSION:

The San Miguel Fire Department is responsible for providing emergency services throughout the San Miguel Community Services District, the County of San Luis Obispo, and the State of California.

Procurement, replacement, and maintenance of necessary equipment is a large expense of the Departments budget and daily operations. In order to offset potential cost of equipment procurement and or replacement and enhance the level of service the Department is seeking surplus equipment via the FEPP program.

Over the past weeks Department Staff has been in contact with representatives from the Department of Forestry & Fire Protection Federal Excess Property (FEPP) program and San Luis Obispo County Cal Fire Unit Chief in a cooperative effort to receive approval for San Miguel Fire's approval to participate in the FEPP program.

On or about October 6, 2022, San Miguel Fire received approval from San Luis Obispo Cal Fire Deputy Chief John Owens approving the Departments participation within the FEPP program. A District resolution is required to finalize the process.

FISCAL IMPACT:

None at this time

PREPARED BY: Scott Young

RESOLUTION NO. 2022-57

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZE THE DISTRICT
FIRE CHIEF TO ENTER INTO THE DEPARTMENT OF FORESTRY & FIRE
PROTECTION FEDERAL EXCESS PERSONAL PROPERTY COOPERATIVE
AGREEMENT NUMBER 993403 IN ACCORDANCE WITH UNITED STATES
FOREST SERVICE COOPERATIVE FORESTRY ASSISTANCE ACT (CFAA) OF
1978**

WHEREAS, San Miguel Community Services District Fire Department ("Department ") has undertaken the responsibility of providing fire protection and emergency services within the San Miguel Community Services District ("District"), County of San Luis Obispo ("County"), and State of California ("State"); and

WHEREAS, the Department recognizes the need for Federal Excess Personal Property ("FEPP") to assist with preventing and fighting wildland, rural, structure, vehicle, and other types of fires, in addition to providing emergency services within the District, County, and State; and

WHEREAS, Scott Young is the Chief of the San Miguel Fire Department and shall represent the Department in all matters relating to the FEPP Program Agreement.

NOW, THEREFORE, BE IT RESOLVED that the San Miguel Community Services Board of Directors ("Board") accepts the agreement between the State of California, Department of Forestry and Fire Protection and the San Miguel Community Services District Fire Department ("Department") for the loan of Federal Excess Personal Property ("FEPP") and authorizes Fire Chief Scott Young to take all actions necessary for the San Miguel Community Services District Fire Department ("Department") to participate in the FEPP program.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 27th day of October 2022.

Raynette Gregory, Board President

ATTEST:
CONTENT:

APPROVED AS TO FORM AND

Kelly Dodds, General Manager
Counsel

Douglas L. White, District General



**DEPARTMENT OF FORESTRY & FIRE PROTECTION
BUSINESS SERVICES OFFICE**

Federal Property Unit
P. O. Box 944246
Sacramento, CA 94244-2460
(916) 894-9809
Website: www.fire.ca.gov



October 6, 2022

Scott Young, Fire Chief
San Miguel Community Service District
1150 Mission Street
San Miguel, CA 93451

Subject: Federal Excess Personal Property (FEPP) Cooperative Agreement Number 993403

Dear Chief Young:

Enclosed is a Cooperative Agreement with CAL FIRE to participate in Federal Excess Personal Property (FEPP) program. Currently the fire department does not have any federal property as noted on Attachment A.

Included is a Want/Wish list form to be completed, at your option. By filling out this form, this helps to give our office an idea of what the fire department needs, and we can work more efficiently as a team to acquire property.

If everything in the agreement is correct, please complete the following steps:

1. Review and sign page six (6) of the Cooperative Agreement
2. Include a signed *resolution from the governing board/council approving participation in FEPP program
* *Example included (do not have to use)*
3. GSAXcess Screener Request Form – to have access to view available property on GSAXcess
4. Want/Wish List form
5. Mail the original agreement and additional paperwork listed above to:

CAL FIRE Federal Property Unit, P.O. Box 944246, Sacramento, CA 94244-2460

Attn: Lila Saenz

NOTE: Per the USDA Forest Service, without the resolution, the agreement is incomplete and will result in the inability of CAL FIRE to acquire future property items for the fire department.

A copy of the agreement will be mailed to you when the additional signatures have been obtained.

Thank you for your assistance in completing this agreement in a timely manner and please contact me if you have any questions or concerns.

Sincerely,

LILA SAENZ
Federal Property Coordinator
Lila.Saenz@fire.ca.gov
(916) 894-9805

Enclosure

cc: Chris Kirk, San Luis Obispo Unit (SLU)
Terry Winter, San Luis Obispo Unit (SLU)

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
USDA FOREST SERVICE
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

SAN MIGUEL COMMUNITY SERVICE DISTRICT

This agreement made and entered into this 27 day of October 2022, by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as the STATE and the **San Miguel Community Service District**, hereinafter referred to as the COOPERATOR, covenants as follows:

I. PURPOSE

The STATE has been approved as an agent of the United States Department of Agriculture (USDA) Forest Service for administering Federal Excess Personal Property (FEPP) as part of the Cooperative Fire Protection Program, which allows the COOPERATOR to take custody and use FEPP property for wildland and rural community fire protection services.

II. MUTUAL INTEREST OF PARTIES

Both the STATE and the COOPERATOR have a mutual interest in the prevention, protection and suppression of all wildland and rural community fires near and adjacent to the property and the people of California.

III. AUTHORITIES

The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. § 483) and the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. § 2106(c)) authorizes the FEPP Program as an element of the Cooperative Fire Protection Program (16 U.S.C. § 2106(b)). Under these authorities, the USDA Forest Service may lend FEPP property needed for wildland and rural community fire protection to the STATE and to local paid or unpaid fire departments for their use.

IV. RESPONSIBILITIES

THE COOPERATOR AGREES:

1. Primary use of FEPP property must be 90 percent for activities directly related to wildland and rural community fire protection; however, situations may occur that make this exclusive use impractical. Non-fire emergency use of FEPP property is authorized and limited to no more than 10 percent total usage. Abuse of the 10 percent non-fire use standard could result in recall of the property on loan, suspension from the program, or other sanctions.

2. FEPP property acquired by the COOPERATOR is not permitted to be rented, leased, loaned, or traded to another party; no exceptions. FEPP property is not permitted to be transferred or sold without prior approval from the STATE or the USDA Forest Service. FEPP property is for official use only; personal use of FEPP property is prohibited, violates the law, and this Cooperative agreement. Any personal use violations found, subjects the COOPERATOR to penalties and FEPP property recall as determined by the STATE and the USDA Forest Service.
3. To immediately notify the STATE of receipt of FEPP property during the acquisition process.
4. To bear the entire cost of transportation, retrofit, modification, maintenance, repairs, and operation of acquired FEPP property while in the COOPERATOR's possession.
5. The COOPERATOR must paint any FEPP rolling stock acquired directly from the USDA Forest Service that has the distinct Forest Service green color. If the FEPP property is acquired from the Department of Defense (DoD) and has military colors or markings, it must be painted. This is mandatory per the STATE and the USDA Forest Service. The painting of the FEPP vehicle must be accomplished within one (1) calendar year of the acquisition.
6. To register all FEPP rolling stock with the California Department of Motor Vehicles (DMV) within 60 days of receipt of property. Lien Holder will remain as the USDA Forest Service. This is mandatory as ownership remains with the USDA Forest Service. Registered Owner will be the COOPERATOR.
7. To obtain prior to operation of any FEPP property the minimum liability insurance in the amount required by State law to cover the operation of FEPP rolling stock. The COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the property. Proof of insurance coverage must be provided to the STATE in the form of an insurance policy or a self-insured statement on an official letterhead.
8. Drivers of FEPP property must take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).
9. To make FEPP property operable and ready to be placed into service for wildland and rural community fire protection, including fire suppression and prevention. Operational condition of the property will be achieved within one (1) year to the date of property pick up/receipt.
10. FEPP property cannot be modified or cannibalized without prior authorization from the STATE and the USDA Forest Service. The COOPERATOR shall contact the STATE with a request and justification to modify or cannibalize any FEPP property. The request must be submitted for approval before any modification or cannibalization to FEPP property takes place.
11. The COOPERATOR is responsible for the proper care, maintenance, security and storage of all acquired FEPP property.
12. All FEPP property must be identified as property belonging to the USDA Forest Service and for fire use only. The STATE will provide USDA Forest Service property tags along with a property number assigned to accountable FEPP property.

13. To promptly report any FEPP property when it is no longer needed by the COOPERATOR to the STATE and the USDA Forest Service for disposal authority. The COOPERATOR is not to release FEPP property to anyone unless the STATE and the USDA Forest Service have provided the proper authorization and documentation needed. The COOPERATOR is to provide reasonable access to authorized personnel for inspection and removal of FEPP property.
14. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned FEPP property remains with the COOPERATOR and must be removed prior to the disposal process.
15. Accidents involving FEPP property must be reported directly to the STATE within 10 days of the situation. This includes accidents that result in death, injury, illness, or property damage (more than \$350). Depending on the type of accident, the STATE will provide direction to the COOPERATOR on the information required to be submitted to the USDA Forest Service.
16. Lost, stolen, damaged or destroyed FEPP property shall be reported to the STATE for proper documentation and handling.
17. When FEPP property is lost, damaged, destroyed or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service Property Management Officer (PMO) whether there was negligence or gross negligence.
 - a. Negligence: The failure to abide by Federal rules and regulations.
 - i. Repeated instances of negligent damage to FEPP property by staff of the COOPERATOR may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
 - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions.
 - i. If the STATE determines that there is apparent gross negligence on the part of the COOPERATOR staff, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service PMO for a final determination.
 - ii. Should the USDA Forest Service submit the final determination is one of gross negligence and sends the STATE a Bill of Collection for FEPP property under the COOPERATOR's care, the COOPERATOR will reimburse the STATE for all the costs listed on the Bill of Collection.
 - iii. The COOPERATOR shall be suspended from acquiring any additional FEPP property for a set time as determined by the STATE.
 - iv. A second case of gross negligence will cause the COOPERATOR to lose all privileges of participation in the FEPP program as determined by the STATE.
18. To perform/participate in the physical inventory process on FEPP property in the COOPERATOR's possession every two (2) years.
19. The STATE and the USDA Forest Service will periodically conduct joint reviews of the FEPP program to ensure compliance with the USDA Forest Service and other applicable statutes, regulations and policies are being followed. The COOPERATOR must participate and provide access to all physical FEPP property along with access to all FEPP documentation during the review. The STATE is authorized to perform audits and reviews by STATE personnel, in between joint reviews, to provide the USDA Forest Service information for FEPP program improvements.

20. To retain all documentation on all inventoried FEPP property for six (6) years and three (3) months after the year designated for the disposal of the property. The STATE will send all mandatory documentation required for acquisition, management and disposal of FEPP property to the COOPERATOR as these processes occur.
21. The COOPERATOR must provide access to and the right to examine all records, books, papers or documents relating to the FEPP program to the USDA Forest Service, the USDA Office of the Inspector General (OIG), the Comptroller General of the United States, the STATE and their authorized representatives.
22. To comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. To comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) prohibiting discrimination where discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the activity.

V. OTHER AGREEMENT TERMS
IT IS MUTUALLY AGREED THAT:

1. Title to all FEPP property shall remain vested in the United States federal government.
2. The COOPERATOR shall complete a resolution, or a statement from their governing board/council, approving participation in the FEPP program. The resolution must be received with this Cooperative agreement as a requirement of the Terms and Conditions before the STATE will prepare or continue (in the case of a renewal agreement) the COOPERATOR's access to screen and manage FEPP property.
3. All FEPP property loaned to the COOPERATOR shall be for an indefinite period of time, unless the COOPERATOR is negligent of program requirements as detailed in the Terms and Conditions of this Cooperative agreement as well as any Federal regulations that govern the FEPP program. The agreement may be terminated by either party after giving notice 60 days in advance of such termination to the other party.
4. The STATE will not be responsible for furnishing spare parts for FEPP property and the COOPERATOR accepts all FEPP property "as is" without any warranties of any kind, either expressed or implied.
5. Amendments to this Cooperative agreement covering acquisitions and disposals of FEPP property will be submitted by the STATE to the COOPERATOR for review and signature. These Amendments will be sent upon completion of the action taken and must be returned signed and dated by the COOPERATOR to the STATE to maintain accurate record keeping as required by the USDA Forest Service.
6. COOPERATORS with any FEPP property will cooperate with regulatory agencies to ensure compliance with Federal and State regulations, program and property management requirements.
7. In the event of any dispute over FEPP loaned equipment or any terms or conditions contained herein, the dispute shall be decided by the STATE and its decision shall be binding and final.

8. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this Cooperative agreement, are not acting as officers, employees or agents of the State or the Federal government.
9. The COOPERATOR agrees to defend, indemnify, save and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
10. The period of this agreement is for five (5) years from the date of last signature on page six (6) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed every other year for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a five (5) year term renewal. This Cooperative agreement supersedes all prior agreements related to the FEPP program.
11. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the COOPERATOR shall be ineligible to continue participation in the FEPP program. Upon termination of this Cooperative agreement, all FEPP property assigned to the COOPERATOR shall be returned to the STATE. Prior to terminating a COOPERATOR's eligibility for cause, the STATE shall attempt alternative resolutions.
12. Any information provided to the STATE under this Cooperative agreement is subject to the Freedom of Information Act (5 U.S.C. §§ 551 *et seq.*).
13. The primary contact information of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this Cooperative agreement are:

Cooperator Name: San Miguel Community Service District	Department of Forestry and Fire Protection (CAL FIRE) Federal Property Programs
Contact Name: Scott Young	
Title: Fire Chief	
Street Address: 1150 Mission Street	Street Address: 710 Riverpoint Court West Sacramento, CA 95605
Mailing Address: PO Box 180	Mailing Address: P.O. Box 944246
City: San Miguel	City: Sacramento
Zip: 93451	Zip: 94244-2460
Phone Number: (805) 467-3388 Ext.	Phone Number: (916) 894-9804
Cell Phone Number: (805) 975-8385	Fax Phone Number: (916) 894-9880
Email: fireprevention@sanmiguelcsd.org	Email: FederalProperty@fire.ca.gov

14. Local CAL FIRE Unit contact information:

CAL FIRE Unit: San Luis Obispo Unit (SLU)	Point of Contact: SLU Forestry Logistics Officer
Physical Address: 635 N. Santa Rosa	
City: San Luis Obispo	Zip Code: 93405
Phone Number: (805) 543-4244 Ext. :	

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year of the last signature below.

COOPERATOR	
NAME OF COOPERATOR: San Miguel Community Service District	
BY (Authorized Signature): 	DATE SIGNED: 10/27/2022
PRINTED NAME AND TITLE OF PERSON SIGNING: Scott Young, Fire Chief	
STATE OF CALIFORNIA Department of Forestry and Fire Protection (CAL FIRE)	
BY (CAL FIRE Unit Chief): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: John Owens, Unit Chief, San Luis Obispo (SLU)	
BY (CAL FIRE Property and Local Services Manager): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
USDA FOREST SERVICE
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

ATTACHMENT A

SAN MIGUEL COMMUNITY SERVICE FIRE DISTRICT

	ITEM:	SERIAL #:	PROPERTY #
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Rev. June 2020

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 2

SUBJECT: 8-25-2022 Draft Regular Board Meeting Minutes

SUGGESTED ACTION: Receive and File

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



BOARD OF DIRECTORS

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

**SPECIAL MEETING MINUTES 7:00 P.M.
 601 12th Street 10-13-2022**

1. Call to Order:

7:05 P.M

2. Roll Call: *Raynette Gregory, Anthony Kalvans, Hector Palafox, Ward Roney*

3. Approval of Regular Meeting Agenda:

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

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

7:06 PM

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

Public Comment: Shelly Anderson, Army Recruiter and San Miguel Resident wanted to inform the Community Members that in August the SMFA worked with getting donations from the Community and got a great deal through Walmart for backpacks and donations were dispersed to San Miguel Schools and Pleasant Valley School.

Public Comment: Owen Davis San Miguel Resident has a concern about cancelled meetings, and spoke about his request for names of the Board Members that did not show up.

6. Special Presentations/Public

Hearings/Other: None

7. Non-District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

None

2. Camp Roberts—Army National Guard

Verbal

None

3. Community Service Organizations

Verbal

Scott Young President of the San Miguel Firefighters Association- updated the Board of Directors on the events that the SMFA has been doing. School Donation that has been donated to Lillian Larsen School and Pleasant Valley School. The San Miguel Bell has been rehabbed and they are getting ready to return it to the San Miguel Park as a static display. SMFA has also participated Alisha Ann Burn Foundation "Burn Relay" on 10-13-2022 and they donated \$1500 to Champ Camp, and this was done by using money from the proceeds of the Safe and Sane Fireworks sales in July. Mr. Young also spoke about the upcoming San Miguel Christmas Parade and Santa Visit scheduled for December 17th, the SMFA also Participated to Pioneer Day Parade on October 8th and received the Queens Award.

Board Comment: Director Kalvans thanked SMFA and their great work, and that the Fireworks sales is the only fund raiser and gives back to the community.

Public Comment: None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive Verbal Report

General Manager Kelly Dodds Presented. He thanked everyone for coming and updated the Board of Directors on these items. The County Election Office asked the CSD to have a Voter Ballot Box at the CSD, available to voters during regular business hours. Mr. Dodds explained that the temporary office trailer for the staff at the WWTF is awaiting approval from the County Planning Department. The District will be having a Community Clean-up day on Saturday, October 29 at 7am to 12 noon, it is sponsored by CalTrans.

Board Comment: Director Kalvans asked how long it took at the last community clean up to fill the bins.

General Manager Kelly Dodds explained that it was full by 11 AM.

Director Gregory asked if the District was checking ID's for cleanup day? General Manager Kelly Dodds explained that it is for San Miguel residents, and hopefully people will not abuse it.

Public Comment: Owen Davis, spoke about the Temporary Office Trailer and wants to look at getting a single wide for staffing.

2. District Counsel

Receive Verbal Report

District Counsel Doug White informed the Board of Directors that Sacramento has been busy with the closing of the legislative session, and will be sending a memo out about any changes that would effect the CSD. Counsel White also explained that he will be setting up training for the incoming Board Member in November.

Board Comment: None

Public Comment: None

3. District Utilities

Receive and File

General Manager Kelly Dodds presented report as written

Board Comment: Director Kalvans asked about the old wood chipping program, and if the District could start that up again. General Manager Kelly Dodds explained that San Miguel Garbage (SMG) takes residents green-waste and that the new laws under SB1383 makes reporting green-waste hard unless SMG processes it..

Public Comment: Robyn Johnson, a San Miguel Resident, spoke about understanding that we are in a drought, but that she lives in a single family house and only uses 2-units of water but has to pay the minimum bill of \$163.00. She would like the Board to look at lowering the rates for people who use under the minimum units.

Ashley Sangster San Miguel Resident spoke about the Board of Directors authorizing a rate study with likelihood that a rate increase will be coming.

Owen Davis San Miguel Resident, spoke in response to the first comment voicing that \$108 sewer \$56 water with a \$161.00 minimum bill is too high, and that the CSD does not need to do a rate study to raise the rates. Mr. Davis voiced his opposition to further spending.

General Manager Kelly Dodds responded to Mrs. Johnson to please come back to the October 27th Regular Meeting and that the District will be having a presentation on the Rate Study.

Board Comment: Director Kalvans voiced his position on the rate structure and feels that it is not the best structure, and he will be asking to look at other structures at the October 27th, 2022 Board Meeting.

4. Fire Chief Report

Receive and File

Presented by retiring Fire Chief Rob Roberson, voiced that is submitted as written, and voiced that SMFD will be working on the communication systems.

Board Comment: None

Public Comment: None

9. Consent Calendar:

Board Comment: None

Public Comment: None

Motion By: Hector Palafox

Second By: Anthony Kalvans

Motion: To Approve whole consent calendar

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

1. **Authorize the General Manager to act as authorized representative for Clean Water State Revolving Fund Grants for the Machado Wastewater Treatment Facility**
Approve RESOLUTION 2022-49 authorizing the General Manager, Kelly Dodds to act as authorized representative for Clean Water State Revolving Fund Grants for the Machado Wastewater Treatment Facility
2. **Authorize release of Tank Coating RFQ/P**
Authorize the General Manager to release an RFQ/P for the inspection and assessment of the .65 Million Gallon Water tank.
3. **8-16-2022 Draft Special Meeting Minutes- Closed Session Only**
Receive and File
4. **8-16-2022 Draft Special BHI #2 Meeting Minutes**
Receive and File
5. **8-25-2022 Draft Regular Board Meeting Minutes**
Receive and File
6. **Approve revised job descriptions for General Manager, Director of Utilities, Fire Chief, Fire Prevention Officer, and Board Clerk/ Account Manager**
Approved RESOLUTION 2022-53 adopting revised job descriptions for General Manager, Director of Utilities, Fire Chief, Fire Prevention Officer, and Board Clerk/Account Manager.
7. **Approve contract language for the previously approved agreement with ForeFront Power to install photovoltaic power at the Machado Wastewater Treatment Facility**
Approve contract language for the previously approved agreement with ForeFront Power to install photovoltaic power at the Machado Wastewater Treatment Facility

10. Board Action Items:

1. **Financial Reports - August 2022**
Review, Discuss and Receive the Enumeration of Financial Reports for August 2022. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.
Financial Officer Michelle Hido updated the Board of Directors on the August 2022 Financial reports and reminded the Board that they are just receiving the information until after the Audit, because there will be Journal entries that will affect the reports. Mrs. Hido

explained that once the Audit is complete she will bring back these Financials to officially file. Mrs. Hido informed the Board of Directors that the District Auditors have been the CSD for the field work and will return on October 24th, they are now working on their reports and will hopefully have final audit in early November.

Board Comment: None

Public Comment: None

Board Comment: Director Kalvans thanked Financial Officer Michelle Hido for her report. Director Kalvans voiced that he has finished the SDLA governance training and that taking the classes saves the District on the cost on the Workers Comp and Liability insurance.

2. Authorize purchase of a replacement scissor lift (Project 22001).

Approve RESOLUTION 2022-51 authorizing the General Manager to purchase a replacement scissor lift in an amount not to exceed \$30,000 (Project 22001).

Item was Presented by General Manager Kelly Dodds, he explained that the old scissor lift was getting old, has limited functionality and needs expensive repairs. Mr. Dodds explained what the proposed purchase of a new/used scissor lift would be used for.

Board Comment: Director Roney asked how often the CSD uses the Lift? General Manager Kelly Dodds explained that it gets used many times a week.

Director Kalvans feels that the District is going forward with the items that have been identified in the Strategic Planning work sessions, so the Scissor Lift would be a prudent purchase. Discussion ensued.

Director Gregory asked if he had something in mind, and General Manager Kelly Dodds explained that he has looked at a few kinds that would be around cost listed, and these would be a all-terrain scissor lift. Discussion about tires ensued.

Director Palafox asked what would happen to the old Scissor lift? Mr. Dodds explained that per policy it would be surplused and the funds would go back to the departments that paid for it.

Public Comment: Owen Davis San Miguel Resident spoke about the purchase and was opposed because the District already has a scissor lift. Mr. Davis voiced that these kinds of purchases are why the poor lady has to pay such a high water bill.

Shelly Anderson San Miguel Resident asked if community members could rent the old one out? Director Gregory and Counsel White voiced that the insurance company would not like that.

Director Kalvans voiced that the Scissor Lift would be paid from the Lighting fund, and not from Water/Sewer rates, like Mr. Davis implied.

Motion By: Anthony Kalvans

Second By: Hector Palafox

Motion: To Approve as written

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

- 3. Authorizing banking powers for General Manager and Financial Officer, and removing banking powers for former Interim General Manager Robert Roberson**
 Approve RESOLUTION 2022-50 authorizing banking powers for General Manager Kelly Dodds and Financial Officer Michelle Hido for District bank accounts and removing banking powers for former Interim General Manager Robert Roberson
 Item was Presented by General Manager Kelly Dodd explaining the banking powers and process.

Board Comment: None

Public Comment: Owen Davis voiced that there was a code enforcement violation; Director Gregory stopped Mr. Davis and explained that this was not the item to discuss the Code Enforcement Violation.

Motion By: Ward Roney

Second By: Anthony Kalvans

Motion: To Approve as written

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

- 4. Rural Fire Capacity (RFC) / Volunteer Fire Capacity (VFC) Grant**

Approve RESOLUTION 2022-48 authorizing the Assistant Fire Chief to accept the Rural Fire Capacity (RFC) / Volunteer Fire Capacity (VFC) grant award from Cal Fire in the amount of \$18,153.59 for the purchase of equipment as described and approved within the grant application submitted March 8, 2022.

Total purchases shall not exceed \$36,307.18

Item Presented by Interim Fire Chief Scott Young, he explained to the Board that this Resolution was written by the Department of Forestry and Fire Protection from the State.

Board Comment: None

Public Comment: None

Motion By: Ward Roney

Second By: Hector Palafox

Motion: To Approve as written

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

- 5. Rural Fire Capacity / Volunteer Fire Capacity Grant Budget adjustment**

Approve RESOLUTION 2022-52 authorizing a budget adjustment required to accept the Rural Fire Capacity (RFC) / Volunteer Fire Capacity (VFC) grant award from Cal Fire in

the amount of \$18,153.59 for the purchase of equipment as described and approved within the grant application submitted March 8, 2022. Total purchases shall not exceed \$36,307.18

Item Presented by Interim Fire Chief Scott Young, he explained that this connects to the last item and this is a Resolution for the Grant Budget Adjustment needed.

Board Comment: None

Public Comment: None

Motion By: Ward Roney

Second By: Hector Palafox

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

6. Fire Department Code Enforcement Violation

Continue discussion on the correctional measures to resolve the Code Enforcement Notice of Violation for the existing conditions at the San Miguel Fire Station

Item Presented by Interim Fire Chief Scott Young, he has been working with the County Planning Department.

Board Comment: Director Gregory asked if anything has changed at the Fire Station?

Interim Fire Chief Scott Young explained that nothing has been started yet, but because it is taking so long for the County Permits that he has now asked County Board of Supervisors John Peschong to check on it. Discussion ensued.

Director Kalvans voiced that the District has no control over the County.

Public Comment: Owen Davis, San Miguel Resident, spoke about his displeasure with the violation and feels that someone owes the taxpayers over \$200k.

Rob Roberson Spoke about the history and explained that, it was a budgeted item for Fire Department remodel and that the previous General Manager threatened to redistribute the funds if they were not used. Discussion ensued.

Interim Fire Chief Scott Young voiced that he did not want anyone to misunderstand. This all started back in 2003, the Fire Department was built by grant funding in 2000. The 2003 Board of Directors approved to have the CSD move in and they started the un-permitted construction, it was built on a faulty foundation.

Board Comment: Director Kalvans voiced that the decisions was made a long time ago, to put a band-aid on the lack of room for staffing, and we are moving forward at this time to make things better for the community.

7. Fire Department Temporary Housing Unit

Continue discussion on the process required to provide a Temporary Fire Department Staffing Housing Unit including space for a Sheriff's Beat Station

Item Presented by Interim Fire Chief Scott Young updating the Board of Directors that a minor use permit was needed and that per the San Miguel Community Plan, anything on Mission Street has a \$8k cost for a minor use permit. Mr. Young talked about fee waivers

and is hopeful that we can recover \$5k. Mr. Young explained that he has talked to the County Board of Supervisors office, because it was submitted to the County back in July and he is frustrated with the process.

Board Comment: Director Kalvans voiced that the County is very aware of this project, and thanked Mr. Young for the update.

Director Roney thanked Interim Chief Young for his work on this.

Board Comment: None

Public Comment: None

8. Machado Wastewater Treatment Facility expansion and upgrade project.

Continued discussion on the status of the Machado Wastewater Treatment Facility expansion and upgrade project.

Item Presented by General Manager Kelly Dodds, he explained that we are moving forward again and has meet with the Wallace Group and all the Subcontractors. Everyone is on board to move forward, and an additional meeting is planned for this month. Mr. Dodds explained that he is applying for addition funding for the balance of what was approved by the Board. Mr. Dodds spoke about his discussions on construction funding and that the CA Water Board has shown interest in funding this project and that the goal is to get as much Grant funding as possible.

Board Comment: none

Public Comment: none

11. Board Comment:

Director Roney, Thanked Dr, Bruce Jones for coming, and hope he visits more of the CSD meetings.

Director Kalvans explained to the Board that he has applied for the SDLA Special District Governance.

12. Adjourn to Closed Session/Closed Session Agenda: None

13. Report out of Closed Session: None

14. Adjournment to Next Regular Meeting:

Time: 8:23 PM

October 27th Regular Board Meeting

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 1

SUBJECT: Fire Chief Employment Agreement by RESOLUTION 2022-54 between the San Miguel Community Services District and Scott Young

SUGGESTED ACTION: Appoint Scott Young as the District Fire Chief and Approve the Fire Chief Employment Agreement between the San Miguel Community Services District and Scott Young

DISCUSSION:

See staff report

FISCAL IMPACT:

See staff report

PREPARED BY: Christina Pritchard



San Miguel Community Services District

Board of Directors Staff Report

October 27, 2022

SUBJECT: Fire Chief Employment Agreement between the San Miguel Community Services District and Scott Young.

RECOMMENDATION:

Appoint Scott Young as the District Fire Chief and approve the Fire Chief Employment Agreement between the San Miguel Community Services District and Scott Young.

BACKGROUND:

Robert Roberson has acted as the District's Interim General Manager on a part-time basis since 2017, as well as the District's Fire Chief. On September 30, 2022, Robert Roberson retired from his positions with the District. Prior to his retirement, Robert Roberson appointed Scott Young as the District's Interim Fire Chief, effective October 1, 2022. The District has an immediate need to appoint a full-time, permanent Fire Chief.

DISCUSSION:

The District's General Counsel has negotiated an employment agreement (the "Employment Agreement") with Scott Young ("Young") to serve as the Fire Chief and maintain his current responsibilities as the Fire Prevention Officer. The Employment Agreement will be retroactively effective as of October 1, 2022, should the Board approve it.

Young currently serves as the District's Interim Fire Chief and Fire Prevention Officer and will perform the duties of Fire Chief in addition to his existing duties as Fire Prevention Officer, until such time as the Board fills the Fire Prevention Officer position. The Board is not currently considering any candidates to fill the position of Assistant Fire Chief. Young has extensive knowledge of the District's Fire Department and its internal procedures by virtue of his 16 years of service with the District. As such, Young is the best candidate to provide Fire Chief services.

The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. As Fire Chief, Young will be required to carry out these directives under the direction of the Board and in accordance with the terms of the Employment Agreement.

FISCAL IMPACT:

The substantive terms of the proposed Employment Agreement are below:

- The term of the Employment Agreement is three (3) years.
- A base salary of \$100,000.
- Annual cost of living increase, subject to any adjustment to the All-Urban Consumer Price Index for the San Francisco-Oakland-Hayward area (“CPI”), capped at 4%. The cost-of-living increase shall be suspended in any year in which the District projects a deficit in the annual budget, if the District is actively furloughing employees, or if the District projects laying off employees during the applicable fiscal year.
- In addition to Young’s base salary, Young shall also receive compensation for responding to any emergency calls outside of the District’s normal business hours or his regular/average hours of work due to staffing shortages or District business needs. Young shall receive the same after-hours compensation as other District employees subject to the Fire Department’s Stipend Rate Schedule for Chief Officer, as may be amended. Additionally, Young shall also receive compensation for training or drills Young is required to participate in outside of normal business hours or is regular/average hours of work. Young shall receive the same training/drill compensation as other District employees subject to the Fire Department’s Flat Rate Schedule, as may be amended.
- The District will continue to contribute to Young’s retirement through the California Public Employees Retirement System (“CalPERS”) at rate currently provided for in his Assistant Fire Chief Employment Agreement.
- The District will contribute 80%, not to exceed \$900.00 per month, of the monthly cost of medical insurance for Young and his dependents through CalPERS. Should Young elect not to receive medical insurance from the District, he will receive \$250 as taxable income per pay period in addition to his base salary.
- Vision and dental coverage at the same rate and under the same terms and conditions as District employees covered by the San Miguel Employees Associate Memorandum of Understanding (“SMEA MOU”), as may be amended.
- Vacation accruals at the same rate as District employees under the District’s Personnel Policies, based on Young’s years of overall service with the District.

- Sick leave accrual at the same rate as District employees under the District's Personnel Policies. However, should the District agree to increase the vacation accrual rate for bargaining unit employees covered by the SMEA MOU, Young shall receive a like kind increase.
- Cash value of 60 hours deposited annually to Young's deferred compensation plan.
- Should Young be deployed to an emergency or incident to an agency outside of the District's jurisdiction under the terms of a Mutual Aid Agreement, Young will be compensated for hours deployed at the rate of reimbursement provided under the Mutual Aid Agreement.
- 6 months' severance and benefits for termination without good cause, subject to decrease by 1 month for every year Young serves as Fire Chief.

RECOMMENDATION:

Staff recommends that the Board adopt the attached Resolution approving the Employment Agreement between the District and Young.

PREPARED BY:

Douglas L. White, General Counsel

Attachment: Resolution Approving the Appointment of Scott Young as District Fire Chief and Authorizing Execution of the Employment Agreement

RESOLUTION NO. 2022-54

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE
APPOINTMENT OF SCOTT YOUNG AS THE DISTRICT'S FIRE CHIEF AND
AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AND ENTER INTO AN
EMPLOYMENT AGREEMENT ON BEHALF OF THE DISTRICT**

WHEREAS, San Miguel Community Services District (“District”) appointed Robert Roberson as part-time Fire Chief on September 24, 2015; and

WHEREAS, Robert Roberson retired as of September 30, 2022; and

WHEREAS, Scott Young has served the District as a volunteer Firefighter for approximately five (5) years, a Fire Captain for approximately six (6) years, and the Assistant Fire Chief / Fire Prevention Officer for over three (3) years, for a total commitment of over sixteen (16) years to the District; and

WHEREAS, prior to his retirement, Robert Roberson appointed Scott Young as the Interim District Fire Chief, effective October 1, 2022; and

WHEREAS, the District Board of Directors (“Board”) has determined that Scott Young is the most qualified candidate for the position of Fire Chief; and

WHEREAS, the District anticipates Scott Young will continue to retain responsibility for, and oversight of, his current duties as Fire Prevention Officer to the degree necessary for the efficient operation of the District Fire Department unless and until the Fire Prevention Officer position is filled; and

WHEREAS, the District’s General Counsel prepared an employment agreement with Scott Young detailing the terms and conditions of his employment as Fire Chief (“Agreement”); and

WHEREAS, the Board wishes to appoint Scott Young as the District’s Fire Chief and approve the Agreement; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution approving the Employment Agreement For Fire Chief between Scott Young and the San Miguel Community Services District, attached hereto as Exhibit A.

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

AYES:

NOES:

ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 27th day of October 2022.

Raynette Gregory, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

EXHIBIT A

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into this 27th day of October 2022, by and between the San Miguel Community Services District, a California community services district ("District"), and Scott Young, an individual ("Employee"). The District and Employee may individually be referred to herein as "Party" or collectively as "Parties." There are no other parties to this Agreement.

RECITALS

A. Employee has served the District as a volunteer Firefighter for approximately five (5) years, a Fire Captain for approximately six (6) years, and the Assistant Fire Chief / Fire Prevention Officer for over three (3) years, for a total commitment of over sixteen (16) years to the District.

B. On September 28, 2022, Employee was appointed as the District's Interim Fire Chief.

C. The District, acting by and through the Board, has evaluated Employee's knowledge, experience, administrative skills, and abilities, and desires to employ Employee in the position of Fire Chief pursuant to the terms of this Agreement. The Parties anticipate that Employee will continue to retain responsibility for, and oversight of, his current duties as Fire Prevention Officer to the degree necessary for the efficient operation of the District.

D. The Parties agree that this Agreement shall be the sole agreement between the Parties regarding the employment of Employee as Fire Chief.

E. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of California Government Code ("Government Code") section 53260 et seq.

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

AGREEMENT

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

Section 2. Effective Date. This Agreement shall be retroactively effective as of October 1, 2022, once executed by both the District and Employee ("Effective Date"). The anniversary date of this Agreement shall be October 1st of each year of the Term (as defined in section 3.2 of this Agreement).

Section 3. Appointment of Fire Chief, Duties, and Term.

Section 3.1. Appointment and Duties. The Board hereby appoints Employee to the position of Fire Chief, in and for the District, to perform the functions and duties associated with the position of Fire Chief under the direction of the District Board of Directors (“Board”). Employee accepts such appointment and employment pursuant to the terms of this Agreement. Employee shall further perform the functions and duties specified below under the laws of the state of California, Resolutions of the District, and such other duties and functions as the Board may from time-to-time assign.

Section 3.2. Term. The term of this Agreement shall be for three (3) years from the Effective Date (“Term”) unless this Agreement is terminated earlier pursuant to Section 6 of this Agreement. Three (3) additional one (1) year extensions may be granted by the Board at the same terms.

No later than six (6) months prior to the expiration of the Term, the Board shall provide written notice to Employee as to whether the Board intends to extend or renegotiate this Agreement. If the contract is to be renegotiated, then negotiations shall commence no later than five (5) months prior to the expiration of the existing Agreement. Should the Board fail to provide written notice pursuant to this Section 3.2, this Agreement shall automatically extend for an additional one (1) year at the same terms.

Section 3.3. Fire Chief Duties. For the Term of this Agreement, Employee shall perform all associated duties, functions, and requirements of the Fire Chief in accordance with the terms of this Agreement and the Fire Chief job description, attached hereto and incorporated herein by this reference as **Exhibit A**, and shall additionally retain responsibility for and oversight of the duties set forth in the Fire Prevention Officer job description, attached hereto and incorporated herein by this reference as **Exhibit B**, to the degree necessary for the efficient operation of the District, unless that position is otherwise filled during the term of this Agreement. In addition, Employee shall comply with the District’s Drug and Alcohol Abuse policies and procedures. Failure to adhere to those policies may be considered a material breach of this Agreement and be cause for termination under Section 6 of this Agreement.

Section 3.4. Secondary Employment. Employee shall not hold any secondary employment or engage in activities which conflict with, or present the appearance or possibility of conflicting with, the District’s legitimate business interests. As such, Employee agrees that Employee will notify the Board in writing if Employee wishes to accept secondary employment sufficiently in advance to allow the Board to determine whether there is the appearance of, or an actual conflict or potential conflict with the satisfactory performance of Employee’s duties or the best interest of the District. Should the Board make such a determination, Employee agrees that Employee will forgo the proposed secondary employment. Notwithstanding the foregoing, Employee shall have the right to volunteer for such nonprofit organizations as he may see fit, provided that such volunteer services shall not interfere with his duties on behalf of the District.

Section 3.5. Exempt Employee. The general business hours of the District are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, it is recognized by the Parties that Employee is

an exempt employee for purposes of the Fair Labor Standards Act of 1938 (29 U.S.C. § 201 et seq.). Employee shall not receive overtime or extra compensation for hours worked outside of the District's general business hours, which are necessary to fulfill the duties as Fire Chief, unless otherwise provided in this Agreement.

Section 3.6. Schedule. Employee's daily and weekly work schedule shall vary in accordance with the work required to be performed. The Fire Chief position includes attendance at evening Board meetings and frequent irregular hours, as necessary to meet deadlines and achieve objectives. The Board recognizes that Employee must devote a great deal of his time outside normal office hours to business of the District and, to that end, will be allowed to adjust his weekly or daily schedule as he deems reasonable, so long as all objectives have been met and Employee is available as needed to fully accomplish his duties and responsibilities; which should generally average eighty (80) hours per pay period.

Section 3.7. No Property Right in Employment. Employee understands and agrees that, as an at-will employee, the terms of his employment are governed only by this Agreement and that no right of employment for any specific term is created by this Agreement. Employee further understands that pursuant to Government Code Section 3254, subdivision (c), he has no property interest in his employment by virtue of this Agreement or otherwise, and that he is not entitled to due process for any disciplinary actions under the District's Personnel Rules, including termination, except as provided under Section 6 of this Agreement.

Unless otherwise specified in this Agreement, Employee shall be bound by all the policies, rules, and regulations of the District now in force and effect applicable to Employee's position, and by all such other applicable policies, rules, and regulations as may be hereafter implemented and called to his notice and will faithfully observe and abide by the same. No such policy, rule or regulation shall alter, modify, or revoke Employee's status as an at-will employee or any other provision of this Agreement.

Section 3.8. No Membership in Bargaining Unit. Employee understands that as Fire Chief, he is not a member of any bargaining unit and is not covered by the terms of any Memorandum of Understanding with any represented or unrepresented group of District employees.

Section 4. Compensation and Evaluations.

Section 4.1. Base Salary. The District agrees to pay Employee an annual salary for fiscal year 2022-23 of One Hundred Thousand and 00/100 Dollars (\$100,000.00) ("Base Salary"), payable in installments, at the same time the other District employees are paid. The Base Salary does not include any other benefits or supplemental pay Employee may be entitled to, as otherwise set forth in this Agreement.

Section 4.2. Cost of Living Increase. Employee's Base Salary shall increase annually by the Consumer Price Index for the period of twelve (12) months ending in August of the preceding year, not to exceed four percent (4%). Any annual Base Salary increase shall be effective as of October 1st of each year. The annual cost of living increase provided for by this paragraph shall be

suspended in the event the approved annual District budget projects a deficit in the applicable fiscal year, if the District is actively furloughing employees when the increase is to be effective in any given year, or when employee layoffs are projected for the applicable fiscal year.

Section 4.3. After Hours Response. If staffing shortages or the District's business needs require Employee to respond to emergency calls outside of the normal business hours and/or Employee's regular/average hours of work (generally eighty (80) hours in a two (2) week period), he shall receive compensation in an amount determined by the rate and methodology provided for by the Fire Department's Stipend Rate Schedule for Chief Officer (CO), as may be amended during the Term of this Agreement. Additionally, should Employee be required to participate in training or drills outside of the normal business hours and/or Employee's regular/average hours of work, Employee shall be compensated at the Fire Department's Flat Rate Schedule, as may be amended from time to time during the term of this Agreement. Compensation under this Section 4.3 is not subject to contributions nor reportable to CalPERS (as defined in Section 5.1 of this Agreement).

Section 4.4. Pro-Rata Decrease. Employee acknowledges that the Base Salary may be subject to a pro-rata decrease based on the Board's adoption of a District-wide unpaid Mandatory Furlough Program adopted as a budgetary measure. Employee's Base Salary shall not be decreased if Employee is required to work or provide coverage on Furlough days in order to meet minimum staffing.

Section 4.5. Reopener. Upon mutual agreement, the District or employee may reopen negotiations of this Agreement if:

- a) At the end of a given fiscal year the total Operational Reserves for the District falls below fifteen percent (15%) of the Board approved, budgeted revenue for that fiscal year; or
- b) There are significant changes in the duties or responsibilities of Employee.

Section 4.6. Review and Evaluation. The Board agrees to review and evaluate Employee's performance of his duties as Fire Chief pursuant to the terms of this Agreement ("Review and Evaluation") after Employee completes six (6) months in the position and on not less than an annual basis thereafter, and to provide Employee with a written performance review. The annual Review and Evaluation shall be conducted no later than September 1st of each year, however, it may be conducted earlier at the Board's discretion.

Section 5. Employment Benefits.

Section 5.1. Retirement Benefits. The District participates in the California Public Employees Retirement System ("CalPERS"). The District will continue to contribute to Employee's retirement at the rate which it is currently, and Employee will continue to pay Employee's share at his current rate, subject to any changes required by CalPERS during the Term of this Agreement.

Section 5.2. Medical Benefits. The District will contribute eighty percent (80%) of the monthly cost of medical insurance benefits for Employee and his dependent(s), through CalPERS; however, the District's monthly contribution shall be capped at Nine Hundred Dollars (\$900.00).

In the event Employee elects not to receive medical insurance from the District, Employee will receive Two Hundred Fifty Dollars (\$250) as taxable income per pay period in addition to his Base Salary. Employee shall provide documentation that he has healthcare provided through another source in order to receive the Two Hundred Fifty Dollar (\$250) benefit. Notwithstanding the foregoing, if during the Term of this Agreement, the District agrees to provide employees covered by the Memorandum of Understanding between the District and the San Miguel Employees' Association ("MOU") contributions in excess of those set forth in this Section 5.2, the District's contributions on behalf of Employee shall be increased to the same amount.

At such time as the District offers a cafeteria plan to District employees, Employee may elect to transfer the cash in lieu payment towards such cafeteria plan based on his eligibility.

Employee shall be eligible to receive vision and dental coverage, if any, at the same rate and under the same terms and conditions as District employees covered by the MOU, as may be amended during the Term of this Agreement.

Section 5.3. Vacation. Employee shall be entitled to receive vacation hours based on the accrual rate set forth in the District's Personnel Rules. Employee's accrual rate shall be based on Employee's years of overall service with the District. Notwithstanding the foregoing, should the District agree to increase the vacation accrual rate for bargaining unit employees covered by the MOU during the term of this Agreement, Employee shall receive a like kind increase.

Section 5.4. Holidays. Employee shall be entitled to all holidays as provided in the District's Personnel Rules. Employee may use any District holiday as a floating holiday so long as it does not adversely affect the operation of the District. Should Employee be required to work on a designated holiday, Employee shall receive eight (8) hours pay based on Employee's Base Salary in addition to holiday pay pursuant to the District's Personnel Rules.

Section 5.5. Deferred Compensation. Employee is exempt from coverage under the Fair Labor Standards Act ("FLSA"). As such, he does not receive compensation for hours worked over forty (40) hours per week. The District recognizes that Employee must devote a great deal of time outside the normal office hours to District business. In recognition of the extra hours required, Employee shall receive equivalent cash value of sixty (60) hours deposited to his deferred compensation 457 plan, which deposit will be made within the first pay period of July annually.

Section 5.6. Sick Leave. Employee shall accrue sick leave at a rate set forth in the District's Personnel Rules. Notwithstanding the foregoing, should the District agree to increase the vacation accrual rate for bargaining unit employees covered by the MOU during the term of this Agreement, Employee shall receive a like kind increase. Employee shall not be entitled to cash out accrued sick time upon separation. Employee may convert unused accrued sick leave into service credits with CalPERS upon retirement pursuant to the applicable regulations effective at the time of retirement. Unused sick leave shall roll over annually and there shall not be a cap on sick leave accrual.

Section 5.7. District Vehicle. The District shall provide Employee with a District vehicle for use by Employee as Fire Chief. Employee shall provide proof of insurance coverage, pursuant to California law, annually to the District. Both Parties agree to comply with the District's applicable Vehicle & Equipment Replacement Policies and Procedures in effect on the Effective Date of this Agreement and as may be amended from time to time.

Section 5.8. Cell Phone Allowance. District shall provide a District-owned smart phone, with phone, text, and data plan, for use solely by Employee in his position as Fire Chief. If the District does not provide a District owned Smart Phone, then the District will pay Employee \$50 per month phone stipend.

Section 5.9. Professional and Educational Development. The District agrees to budget reasonable costs of travel and business expenses for Employee to attend trainings, seminars, and symposiums that are necessary or beneficial to the maintenance of the required licensing for the Fire Chief position, or for the continued operation of the Fire Department.

Section 5.10. Emergency Response/Mutual Aid Services. Should Employee be required to respond to serve on a special assignment with a strike team for unanticipated emergency fire operations outside the District's local jurisdiction either through the CalFire Assistance by Hire Agreement or the California Fire Assistance Agreement ("CFAA") shall be paid at the rate set forth in the applicable CFAA Rate Letter, the negotiated reimbursement mechanism for local government fire agency responses through the California Fire Service and Rescue Emergency Mutual Aid System. Employee will be compensated for hours deployed at the rate of reimbursement provided under the CFAA Rate Letter, for the appropriate federal, state, or local agencies. Employee will continue to receive his full salary, provided that Employee is able to continue to meet his responsibilities as Fire Chief during his deployment. Compensation under this Section 5.10 is not subject to contributions nor reportable to CalPERS.

Section 5.11. Other Benefits. During the Term of this Agreement, Employee shall be entitled to receive the benefits set forth in this Agreement. Any benefits listed in Sections 5.1-5.9 of this Agreement shall be in lieu of those benefits provided in the District's Personnel Rules, unless otherwise stated. Any benefits not specifically listed in Sections 5.1-5.9 of this Agreement are enumerated in the District's Personnel Rules, which may be amended from time to time.

Section 6. Termination of Employment.

Section 6.1. Voluntary Resignation. Employee may resign at any time and agrees to give the District at least thirty (30) calendar days advance written notice of the effective date of Employee's resignation, unless the Parties otherwise agree in writing. If Employee retires from full time public service with the District, Employee shall provide three (3) months advance written notice. Employee's actual retirement date will be mutually established between the Parties. During the notice period, all rights and obligations of the Parties under this Agreement shall remain in full force and effect. Promptly after the effective date of resignation, the District shall pay to Employee all salary and benefit amounts, both accrued and owing under this Agreement.

Section 6.2. Termination by the Board. If the Board removes Employee from his position as Fire Chief, pursuant to California Government Code section 3254, subdivision (c), the Board shall provide Employee with written notice, the reason(s) for removal, and an opportunity for an administrative appeal. Within ten (10) days of the Board's termination of this Agreement, Employee may make a written request for an administrative hearing before a neutral hearing officer, as required by the California Firefighter Bill of Rights (Government Code, § 3250 et seq.) In the event Employee does not timely request an administrative hearing, the Board's termination decision will stand.

Notwithstanding any provision in this Agreement to the contrary, the Board may suspend Employee with full pay and benefits at any time during the Term of this Agreement.

Section 6.3. Termination for Good Cause. The District may at any time immediately terminate this Agreement for Good Cause, as defined below, by a three-fifths (3/5) vote of the Board at a duly noticed meeting. If Employee is terminated for Good Cause, the District shall have no obligation to Employee beyond those benefits accrued as of Employee's last day of employment, including, but not limited to, any outstanding and owed standby compensation at the rate set forth in this Agreement and any and all benefits the District is obligated to provide under federal or state law.

"Good Cause," for purposes of this Agreement, means a fair and honest cause or reason for termination. These reasons include, but are not limited to:

1. Conviction of a felony;
2. Disclosing confidential information of the District;
3. Gross carelessness or misconduct;
4. Unjustifiable and willful neglect of the duties of Fire Chief;
5. Any conduct which violates the District's Personnel Rules and for which a District employee may be terminated;
6. Repeated, protracted, or unexcused absences from the Fire Chief's office and duties;
7. Willful destruction or misuse of District property;
8. Conduct that in any way has a direct, substantial, and adverse effect on the District's reputation;
9. Willful violation of federal or state discrimination laws or District discrimination rules;
10. Breach of any provision of this Agreement;
11. Continued substance abuse which adversely affects performance of Employee's duties as Fire Chief;
12. Refusal to take or subscribe any oath or affirmation which is required by law;
13. Disability that renders Employee unable to perform the essential functions of his job, with or without reasonable accommodation, which places an undue burden on the District;
14. Dishonesty;
15. Engaging in other employment or activities which conflict with, or present the appearance or possibility of conflicting with, the District's legitimate business interests; or

16. Continuous or repeated failure or refusal to perform Employee's duties to the standards set by the District.

Section 6.4. Termination Without Good Cause. The District may at any time terminate this Agreement without Good Cause by a three-fifths (3/5) vote of the Board at a duly noticed meeting. If Employee is terminated by the Board without Good Cause during such time that Employee is willing and able to perform his duties under this agreement, employee shall no longer be entitled to accrue or receive any benefits afforded to him by the District after the date of termination; however, the District agrees to pay Employee a lump sum cash payment equal to six (6) months' salary and health insurance benefits ("Severance Payment"). Severance Payment will decrease by one (1) month for every year the Employee serves as Fire Chief.

Any Severance Payment payable under this Agreement shall be contingent on Employee's signature on a release of all claims in a format satisfactory to the District and is subject to the restrictions of Government Code section 53260. Additionally, any cash settlement related to the termination of this Agreement received by Employee from the District shall be fully reimbursed to the District if Employee is convicted of a crime involving an abuse of his office or position while employed with the District, pursuant to Government Code section 53243.2. Any Severance Payment shall be paid in the same manner as other employees unless otherwise agreed to by the District and Employee.

Notwithstanding any other provision of this Agreement, Employee shall not be terminated or otherwise removed from the position of Fire Chief without Good Cause during a period of six (6) months following any general election in which a new member is elected to the Board or during a period of six (6) months following any appointments of new members to the Board.

Section 6.5. Reinstatement as Assistant Fire Chief/Fire prevention Officer If employee is unable to perform the duties of Fire Chief to the satisfaction of the Board, resulting in a termination without Good Cause (as defined in Section 6.3 of this Agreement), Employee may, by written notice to the Board within five (5) business days of the Board's decision to terminate, opt to be reinstated to his previous position as Assistant Fire Chief/Fire Prevention Officer under the same terms as the agreement dated February 24, 2022 setting forth the terms and conditions for Employee's employment as Assistant Fire Chief/Fire Prevention Officer so long as that position is vacant. Should Employee opt to return to his former position, Employee shall not be eligible to receive a Severance Payment pursuant to Section 6.4 of this Agreement.

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

defense pursuant to this Section, Employee shall reimburse the District for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code sections 53243-53243.4.

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

Section 9. Notices. Any notice or communication required hereunder between the District and Employee must be in writing and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), 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) business 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) business 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 District: San Miguel Community Services District
ATTN: Board President
Po Box 180/ 1150 Mission Street
San Miguel, California 93451
Fax: 805.467.9212

and to: White Brenner LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814
Fax: 916.468.0951

If to Employee: San Miguel Community Services District
ATTN: Scott Young
Po Box 180/ 1150 Mission Street
San Miguel, CA 93451
w/ cc: home address on file

Section 10. General Provisions.

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

Section 10.2. Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of this Agreement for duties as a Fire Chief between the Parties and supersedes all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement is of no effect as to any other agreement between the Parties, including any related to employment as a Director of Utilities.

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

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

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

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

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

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

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

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

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

[SIGNATURE PAGE DIRECTLY FOLLOWS]

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

DISTRICT:

EMPLOYEE:

By: _____
Raynette Gregory, President of the Board
San Miguel Community Services District,
a California community services district

By: _____
Scott Young, an individual

Date: _____

Date: _____

Approved as to Form and Content:

By: _____
Douglas L. White
General Counsel for the District

EXHIBIT A
Fire Chief Job Description

Exhibit B
Fire Prevention Officer Job Description



JOB DESCRIPTION

Class Title: *Fire Chief*
Reports to: Board of Directors
Department: Fire
FLSA: Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: All Fire Personnel
INDIRECT: None

GENERAL PURPOSE

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

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

ESSENTIAL RESPONSIBILITIES

Plans, coordinates, supervises, and evaluates Fire operations.

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

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

Consults with General Manager on coordinating impact to the District of Fire Department policies, procedures, plans and programs.

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

Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department (in consult with the General Manager) and directs implementation of the Department's budgets.

Plans for and reviews specifications for new or replaced equipment.

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

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

Directs the operation of departmental in-service training activities.

Controls the expenditure of departmental appropriations.

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

Attends monthly Board of Director meetings and other community meetings, as directed by the Board of Directors.

Prepares and submits monthly reports to the Board of Directors regarding Department activities.

Prepares other reports as appropriate, including annual report of activities.

Plans departmental operations for equipment, apparatus, and personnel; supervises the implementation of such plans; and assigns personnel and equipment to such duties and uses as the service requires.

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

Trains and supervises subordinate personnel.

Communicates effectively orally and in writing.

Exercises sound judgment in evaluating situations and in making decisions.

Effectively gives and receives instructions.

Establishes and maintains effective working relationships with other employees, supervisors, and the public.

Maintains a professional demeanor with co-workers and the public, which at times may be in a contentious setting.

Competently operates required tools and equipment

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

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

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

Performs any and all other duties as may be assigned by the Board of Directors.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Unless otherwise required by law, experience and education may be substituted for each other upon approval of the Board of Directors. The following qualifications are generally required; however, the Board in its discretion may accept any combination of experience and education which the Board determines encompasses the necessary skills knowledge and abilities to perform the duties of the position to the standards of the district.

(A) Graduation from high school or GED equivalent; and

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

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.R. or E.M.T Certification; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; thorough knowledge of operation procedures for necessary tools and equipment; and

(B) Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

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

(B) No criminal convictions or disqualifying criminal histories within the past ten (10) years;

(C) Ability to read, write, and communicate effectively with others; and

(D) Ability to meet Departmental physical standards

TOOLS AND EQUIPMENT USED

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

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to remain in a stationary position; communicate effectively with others; move inside the office or change locations, traverse distances, use, access, position, or operate objects, tools, or controls; and the employee is occasionally required to ascend or descend heights, move through small spaces, work atop uneven or unstable surfaces; and discern tastes and odors.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include ability to detect, perceive, and identify objects and details at close range and distances, ability to detect and identify colors, peripheral images and objects, judge distances, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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

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

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

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the Board of Directors.

% TIME TASKS

70%

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

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

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

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

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

Supervises subordinate volunteer officers in their assigned duties.

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

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

25%

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

Handles grievances from officers and firefighters.

Maintains departmental discipline and the conduct and general behavior of Fire Department personnel.

Directs and supervises departmental in-service training activities.

Provides general administrative support.

Implements policy changes in order to streamline department operations.

Answers inquiries involving department procedures, activities, and functions.

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

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

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

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

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

PERIPHERAL FUNCTIONS

5%

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

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

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

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

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

NOTE:

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

The employee must be able to perform the essential functions of the position satisfactorily. If requested reasonable accommodations will be made to enable the employee with disabilities to perform the essential functions of the job, absent undue hardship to the District. Any request for accommodation should be directed to the Board of Directors.



JOB DESCRIPTION

Class Title: *Fire Prevention Officer*
Reports to: Fire Chief
Department: Fire
FLSA: Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None
INDIRECT: All Fire Officers and Firefighters

GENERAL PURPOSE

Under the supervision of the Fire Chief, the Fire Prevention Officer inspects for fire and life safety hazards and enforces all applicable codes, regulations, and ordinances for the prevention of fire and the protection of life and property against fire or other disaster. In addition, the Fire Prevention Officer will establish an efficient and sustainable Fire Prevention program to be administered by the San Miguel Fire Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED

Supervises all officers and firefighters, either directly or through other subordinate officers, and as directed or assigned by Fire Chief.

ESSENTIAL RESPONSIBILITIES

- Assume responsibility for a wide variety of fire prevention activities at the Department.
- Oversees weed abatement program as needed.
- Oversees the hydrant inspection program.
- Reports violation of laws, ordinances, and safety standards to the appropriate agencies.
- Maintains required records and prepares reports.
- Participates in planning activities both locally and statewide related to Fire Prevention and Education.
 - Participates in the local school programs currently in place and or create new Fire Prevention programs as necessary.
 - Attends classes, seminars, and training required to remain current and proficient with the latest fire prevention practices.
- Receives, reviews, corrects, and accepts construction drawings for new construction and remodeling projects within the District's authority.

- Attends preplanning & planning meetings with County of San Luis Obispo Staff, elected officials, developers, and individuals for all items related to construction having Fire and Life Safety components within the District's jurisdiction.
- Reviews all planning documentation for any projects subject to the Districts Fee Schedule.
- Represents the District for all construction items related to Fire and Life Safety throughout the planning process.
- Represents the District in all matters related to Fire & Life Safety Code Enforcement items.
 - Responds to and follows up on call-in complaints.
 - Performs annual building inspections on all businesses, assembly occupancies, multifamily complexes, daycare facilities, and any other facility requiring annual inspections.
 - Completes inspection forms and follows up on any items failing to pass inspection.
- Represents the District in all matters related to Fire & Life Safety Inspections.
 - Perform inspections for any construction project subject to the District's current Plan Check, Inspection Process, and Fee Schedule.
 - Inspections typically involve 1- rough inspection and 1- final inspection per County permit. Additional inspections may be required at an additional cost to the permittee.
 - Issues correction notices and citations.
 - Issues permits for public assemblies and all occupancies listed in the Fire and Building Code.
- Participates in continuing education and County Planning activities.
 - Participates in continuing education as required to remain proficient in Fire and Life Safety.
 - Participates in County Hazard Mitigation Planning.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Unless otherwise required by law, experience and education may be substituted for each other upon approval of the Fire Chief. The following qualifications are generally required; however, the Fire Chief in his or her discretion may accept any combination of experience and education which the Fire Chief determines encompasses the skills, knowledge and ability to perform the duties of the position.

(A) Graduation from high school or GED equivalent;

(B) College degree in fire suppression or similar fire protection service is preferred; and

(C) Five (5) years prior work experience as a volunteer firefighter, including certification as an E.M.R., E.M.T. or First Responder, Driver's License Class B or Firefighter Endorsement, and two (2) years of supervisory duties which must have been equivalent to Captain or higher rank.

Necessary Knowledge, Skills and Abilities:

- **Knowledge of:**
 - Principles, systems, procedures, practices, and methods employed in fire prevention, inspection, and investigation.
 - Local, state, and national codes and laws that are related to fire prevention.
 - Operation and capabilities of different types of fire department apparatus and the ability to apply this knowledge to fire prevention situations.
 - Building materials and construction and the principles of heat travel and combustion.
 - Firefighting methods and equipment.
 - Fire engineering principles and the systems and equipment used in detecting and suppressing fires.
 - Water systems and roadways.
 - Geography and major target hazards in the District.

- **Ability and Skills to:**
 - Make independent decisions in emergent and non-emergent situations based on applicable law and established procedures.
 - Investigate complaints, make recommendations or corrections, write letters or citations, and monitor cases until they are closed.
 - Work with other agencies in making inspections and assisting them with investigations as necessary.
 - Conduct inspections of a variety of facilities.
 - Be firm, yet tactful, in enforcing compliance with plans, specifications, ordinances, and codes.
 - Understand, explain, and apply policies and procedures.
 - Conduct educational programs and respond to a variety of questions relating to fire prevention.
 - Analyze fire protection problems and develop objective solutions by applying innovative approaches to problem solving.
 - Conduct research related to codes, regulations, and laws and make effective recommendations.
 - Prepare and present oral and written reports.
 - Communicate clearly and concisely, both orally and in writing.
 - Work with minimum supervision in an efficient, well-organized manner to meet deadlines.
 - Prepare clean and concise reports.
 - Operate a personal computer and software program to including word processing, spreadsheets, and database at a level sufficient for successful job operations.

- Continue to pursue education necessary to remain current with all aspects of the position.

SPECIAL REQUIREMENTS

(A) Must be eighteen (18) years of age or older at time of hire;

(B) Must possess, or be able to obtain by time of hire, a valid State Driver's License with a Firefighter endorsement, Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state;

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

(D) Ability to read and write the English language; and

(E) Ability to meet departmental physical fitness standards.

TOOLS AND EQUIPMENT USED

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

PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is frequently required to remain in a stationary position; communicate effectively with others; move inside the office or change locations, traverse distances, use, access, position, or operate objects, tools, or controls; and the employee is occasionally required to ascend or descend heights, move through small spaces, work atop uneven or unstable surfaces; and discern tastes and odors.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include ability to detect, perceive, and identify objects and details at close range and distances, ability to detect and identify colors, peripheral images and objects, judge distances, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS

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

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting

fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

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

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

NOTE: Appointees will be subject to completion of a 12-month probationary period.

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

The employee must be able to perform the essential functions of the position satisfactorily. If requested reasonable accommodations will be made to enable the employee with disabilities to perform the essential functions of the job, absent undue hardship to the District. Any request for accommodation should be directed to the Fire Chief and/or the General Manager.

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 2

SUBJECT: Financial Reports - September 2022

SUGGESTED ACTION: Review, Discuss and Receive the Enumeration of Financial Reports for September 2022. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

DISCUSSION:
See Attachments

FISCAL IMPACT:
None

PREPARED BY: Michelle Hido



San Miguel Community Services District SEPTEMBER 2022 Financial Report

October 19th, 2022

BOARD ACTION: Review the enumeration of Financial Reports for September 2022

SEPTEMBER 2022 Revenue: \$253,719.51 Sales Revenue, Property Taxes, Grants and Franchise Fees.

SEPTEMBER 2022 Expenses: \$187,044.36

FIRE DEPT PROJECTS:

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

SEPTEMBER costs: Equipment Replacements \$1,236.75

Project costs to date: \$7,944.34 (40% spent)

Status: In Process

Resolution 2022-22: Fire Temporary Housing Unit- Budget: \$274,378.95

SEPTEMBER costs: P/L Insurance \$167.18

Project costs to date: \$14,047.31 (5.12% spent)

Status: In Process

Fire Station Remodel- Budget: none

SEPTEMBER costs: \$0

Project costs to date: \$3,545.34

Status: In Process

Resolution 2022-31 Fire Station Code Enforcement Violation- Budget: \$46,500.00

SEPTEMBER costs: Plan Check \$925.00

Project costs to date: \$8,399.81 (18% spent)

Status: In Process

UTILITY DEPT PROJECTS:

WWTF Expansion Resolution 2021-20,32,33,35- by SWRCB Order June 2018

SEPTEMBER costs: \$0

Project costs to date: \$494,101.59

Status: In Process

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

SEPTEMBER costs: \$0

Project costs to date: \$128,468.83 (62% spent)

Status: In Process

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

SEPTEMBER costs: \$0

Status: Started

WWTF Resolution 2022-04: WSC – NOI for Permit- Budget: \$50,000.00

SEPTEMBER costs: \$0

**San Miguel Community Services District
SEPTEMBER 2022 Financial Report**

Project costs to date: \$18,075.00 (36% spent)
Status: In Process

C.S.D. PROJECTS:

Resolution 2022-20: IT Equipment Replacement- Budget: \$20,463.50

SEPTEMBER costs: Network Refresh \$9,497.56
Project costs to date: \$20,067.35 (98% spent)
Status: COMPLETED

Resolution 2022-41: C.S.D. Office Set-up- Budget: \$28,645.00

SEPTEMBER costs: Temporary CSD Office Trailer Permit \$1,784.45
Project costs to date: \$1,784.45 (6.0% spent)
Status: Started

LEGAL SERVICES

SEPTEMBER Legal bills: None received at the time of this report

2022/23 LEGAL EXPENSES TO DATE:

BOARD MEETINGS:	\$ 705.60
CSD BOARD REQUESTS:	\$ 235.20
FIRE:	\$ -
GENERAL CSD/ADMIN:	\$ -
GENERAL HR AND HR CONTRACTS:	\$ 1,630.23
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 377.78
RECALL:	\$ 1,310.39
SEWER:	\$ 252.00
SOLID WASTE:	\$ -
WATER:	\$ -

TOP 5 GENERAL OPERATING EXPENSES (at the time of this report):

- Cromer, Inc \$23,214.63 – Forklift Resolution # 2022-44
- Tesco Controls \$11,500.00 – SCADA Relocation
- White Brenner \$8,267.62 – October 2020 Legal Expenses
- FGL Environmental Analysis \$4,490.00 – Water Testing & Analysis (multiple months)
- CIO Solutions \$2,621.80 – September IT Services

San Miguel Community Services District
SEPTEMBER 2022 Financial Report

MONTHLY RECURRING EXPENSES (at the time of this report):

CalPERS Employer costs only	\$9,999.85
PG&E (Facilities & Lighting)	\$15,123.69
US Bank SMCSD Credit Cards	\$6,952.30
WEX Bank SMCSD District Vehicle Fuel	\$1,142.27

The information provided is current as of the time of this report, and is subject to change based on final audit adjustments and the Annual Audit.

RECOMMENDATION:

The September 2022 SMCSD Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

PREPARED BY:

Michelle Hido

Financial Officer

REVIEWED BY:

Kelly Dodds, SMCSD General Manager

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8376	19893S	689 AMAZON CAPITOL SERVICES	41.52						
1QFX-41D6-XH3J									
1	1QFX-41D6	09/01/22 3M PPE RESPIRATOR	20.76			40 64000	348		10200
2	1QFX-41D6	09/01/22 3M PPE RESPIRATOR	20.76			50 65000	348		10200
8377	19893S	689 AMAZON CAPITOL SERVICES	26.46						
16CF-N3RJ-1WG4									
1	16CF-N3RJ	09/01/22 M8 SS SADDLE WIRE CLAMP	26.46			30 63000	353		10200
8378	19893S	689 AMAZON CAPITOL SERVICES	84.67						
1MHG-W67M-1GJR									
1	1MHG-W67M	09/01/22 SURGE PROTR, MTR STAND, PRI	42.33			40 64000	410		10200
2	1MHG-W67M	09/01/22 SURGE PROTR, MTR STAND, PRI	42.34			50 65000	410		10200
8379	19893S	689 AMAZON CAPITOL SERVICES	82.56						
1PQH-DWVX-PMGP									
1	1PQH-DWVX	09/01/22 SERVER RACK & POWER STRIP	19.83*			20 62000	475		10200
2	1PQH-DWVX	09/01/22 SERVER RACK & POWER STRIP	2.06			30 63000	475		10200
3	1PQH-DWVX	09/01/22 SERVER RACK & POWER STRIP	29.72*			40 64000	475		10200
4	1PQH-DWVX	09/01/22 SERVER RACK & POWER STRIP	29.30*			50 65000	475		10200
5	1PQH-DWVX	09/01/22 SERVER RACK & POWER STRIP	1.65*			60 66000	475		10200
8380	19893S	689 AMAZON CAPITOL SERVICES	43.96						
1NDJ-DYPP-RTQY									
1	1NDJ-DYPP	09/01/22 TP PRIVACY SCREEN	5.98			20 62000	410		10200
2	1NDJ-DYPP	09/01/22 TP PRIVACY SCREEN	0.62			30 63000	410		10200
3	1NDJ-DYPP	09/01/22 TP PRIVACY SCREEN	8.93			40 64000	410		10200
4	1NDJ-DYPP	09/01/22 TP PRIVACY SCREEN	8.81			50 65000	410		10200
5	1NDJ-DYPP	09/01/22 TP PRIVACY SCREEN	0.49			60 66000	410		10200
6	1NDJ-DYPP	09/01/22 AC FURNACE FILTER	15.99			40 64000	305		10200
7	1NDJ-DYPP	09/01/22 AC FURNACE FILTER	16.00			50 65000	305		10200
9900	CM: 11J3-	09/01/22 MONITOR MOUNT KIT	-3.09			20 62000	410		10200
CI 11									
9901	CM: 11J3-	09/01/22 MONITOR MOUNT KIT	-0.32			30 63000	410		10200
CI 11									
9902	CM: 11J3-	09/01/22 MONITOR MOUNT KIT	-4.63			40 64000	410		10200
CI 11									

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9903	CM: 11J3- CI 11	09/01/22 MONITOR MOUNT KIT	-4.56			50 65000	410		10200
9904	CM: 11J3- CI 11	09/01/22 MONITOR MOUNT KIT	-0.26			60 66000	410		10200
8381	19893S 1QFX-41D6-VC9J	689 AMAZON CAPITOL SERVICES	78.52						
1	1QFX-41D6	09/01/22 PR BINDER, ADAPT, FILE ORG	18.86			20 62000	410		10200
2	1QFX-41D6	09/01/22 PR BINDER, ADAPT, FILE ORG	1.96			30 63000	410		10200
3	1QFX-41D6	09/01/22 PR BINDER, ADAPT, FILE ORG	28.26			40 64000	410		10200
4	1QFX-41D6	09/01/22 PR BINDER, ADAPT, FILE ORG	27.87			50 65000	410		10200
5	1QFX-41D6	09/01/22 PR BINDER, ADAPT, FILE ORG	1.57			60 66000	410		10200
8382	19893S 1VYQ-QYXQ-TYLT	689 AMAZON CAPITOL SERVICES	30.56						
1	1VYQ-QYXQ	09/01/22 INDUSTRIAL WORK SHIRT	15.28			40 64000	495		10200
2	1VYQ-QYXQ	09/01/22 INDUSTRIAL WORK SHIRT	15.28			50 65000	495		10200
8383	19893S 11CV-TYKD-471H	689 AMAZON CAPITOL SERVICES	194.09						
1	11CV-TYKD	09/01/22 INDUSTRIAL WORK SHIRTS	97.05			40 64000	495		10200
2	11CV-TYKD	09/01/22 INDUSTRIAL WORK SHIRTS	97.04			50 65000	495		10200
		Total for Vendor:	582.34						
8407	19894S	622 BALDWIN ELECTRIC SERVICE	1,069.62						
1	467	09/05/22 STATION CABLING TO NEW RACK	534.81			40 64000	305		10200
2	467	09/05/22 STATION CABLING TO NEW RACK	534.81			50 65000	305		10200
		Total for Vendor:	1,069.62						
8455	19931S	709 BHI MANAGEMENT CONSULTING	1,350.00						
1	022-56	08/31/22 STRATEGIC PLAN: FINAL INVOICE	324.00*			20 62000	900		10200
2	022-56	08/31/22 STRATEGIC PLAN: FINAL INVOICE	33.75*			30 63000	900		10200
3	022-56	08/31/22 STRATEGIC PLAN: FINAL INVOICE	486.00*			40 64000	900		10200
4	022-56	08/31/22 STRATEGIC PLAN: FINAL INVOICE	479.25*			50 65000	900		10200
5	022-56	08/31/22 STRATEGIC PLAN: FINAL INVOICE	27.00*			60 66000	900		10200
		Total for Vendor:	1,350.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8392	19895S	573 BURT INDUSTRIAL SUPPLY	85.12						
1	112908	09/07/22 BLUE MARKING TAPE/PAINT	21.84			40 64000	580		10200
2	112908	09/07/22 FITTINGS	63.28			40 64000	580		10200
8393	19895S	573 BURT INDUSTRIAL SUPPLY	118.58						
1	112821	09/06/22 FITTINGS & PIPE	118.58			40 64000	580		10200
		Total for Vendor:	203.70						
8410	19897S	432 CA STATE FIREFIGHTERS'	1,105.00						
		Active Firefighter Membership Dues 05/01/22 - 04/30/23							
1	12446	04/28/22 13 Members	1,105.00			20 62000	385		10200
		Total for Vendor:	1,105.00						
8405	19899S	67 CHARTER COMMUNICATIONS	119.98						
		Acct# 8245 10 105 0040553 1765 Bonita Treatment Facility							
		Service from 8/18/2022 - 9/17/2022							
1	0553081822	09/18/22 Internet/Voice WWTP 8/18-9	59.99			40 64000	375		10200
2	0553081822	09/18/22 Internet/Voice WWTP 8/18-9	59.99			50 65000	375		10200
8457	-99326E	67 CHARTER COMMUNICATIONS	129.98						
		Acct# 8245 10 105 0027311 Spectrum Business Internet/Voice							
		Service 9/11/22 - 100/22							
1	7311091122	09/11/22 Internet/Voice CSD SEPT	64.99			40 64000	375		10200
2	7311091122	09/11/22 Internet/Voice CSD SEPT	64.99			50 65000	375		10200
8480	-99325E	67 CHARTER COMMUNICATIONS	121.77						
		Acct# 8245 10 105 0040553 1765 Bonita Treatment Facility							
		Service from 9/18/2022 - 10/17/2022							
1	0553091822	09/18/22 Internet/Voice WWTP 9/18-1	60.89			40 64000	375		10200
2	0553091822	09/18/22 Internet/Voice WWTP 9/18-1	60.88			50 65000	375		10200
		Total for Vendor:	371.73						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8396	19900S	712 CIO SOLUTIONS	1,823.00						
1	95111-122	06/14/22 IT SUPPORT - JUNE	674.51			20 62000	321		10200
2	95111-122	06/14/22 IT SUPPORT - JUNE	36.46			30 63000	321		10200
3	95111-122	06/14/22 IT SUPPORT - JUNE	546.90			40 64000	321		10200
4	95111-122	06/14/22 IT SUPPORT - JUNE	528.67			50 65000	321		10200
5	95111-122	06/14/22 IT SUPPORT - JUNE	36.46			60 66000	321		10200
8397	19900S	712 CIO SOLUTIONS	1,933.00						
1	95662-122	07/11/22 IT SUPPORT - JULY	463.92			20 62000	321		10200
2	95662-122	07/11/22 IT SUPPORT - JULY	48.32			30 63000	321		10200
3	95662-122	07/11/22 IT SUPPORT - JULY	695.89			40 64000	321		10200
4	95662-122	07/11/22 IT SUPPORT - JULY	686.21			50 65000	321		10200
5	95662-122	07/11/22 IT SUPPORT - JULY	38.66			60 66000	321		10200
8398	19900S	712 CIO SOLUTIONS	9,497.56						
1	96833-122	08/31/22 NETWORK REFRESH 2022-20	822.49*			20 62000	475		10200
2	96833-122	08/31/22 NETWORK REFRESH 2022-20	357.08			30 63000	475		10200
3	96833-122	08/31/22 NETWORK REFRESH 2022-20	3,961.38*			40 64000	475		10200
4	96833-122	08/31/22 NETWORK REFRESH 2022-20	3,999.03*			50 65000	475		10200
5	96833-122	08/31/22 NETWORK REFRESH 2022-20	357.58*			60 66000	475		10200
8399	19900S	712 CIO SOLUTIONS	2,238.16						
3	96834-122	08/31/22 SCADA NETWORK RELOCATION	1,119.08*			40 64000	475		10200
4	96834-122	08/31/22 SCADA NETWORK RELOCATION	1,119.08*			50 65000	475		10200
8400	19932S	712 CIO SOLUTIONS	2,500.00						
RESOLUTION 2022-20									
MILESTONE 2									
1	96167-122	10/03/22 CLOUD MIG DNPYMT MILESTNE #	925.00*			20 62000	475		10200
2	96167-122	10/03/22 CLOUD MIG DNPYMT MILESTNE #	50.00			30 63000	475		10200
3	96167-122	10/03/22 CLOUD MIG DNPYMT MILESTNE #	750.00*			40 64000	475		10200
4	96167-122	10/03/22 CLOUD MIG DNPYMT MILESTNE #	725.00*			50 65000	475		10200
5	96167-122	10/03/22 CLOUD MIG DNPYMT MILESTNE #	50.00*			60 66000	475		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8438	19900S	712 CIO SOLUTIONS	2,621.80						
1	97110-122	09/16/22 IT SUPPORT - SEPT	629.24			20 62000	321		10200
2	97110-122	09/16/22 IT SUPPORT - SEPT	65.54			30 63000	321		10200
3	97110-122	09/16/22 IT SUPPORT - SEPT	943.85			40 64000	321		10200
4	97110-122	09/16/22 IT SUPPORT - SEPT	930.74			50 65000	321		10200
5	97110-122	09/16/22 IT SUPPORT - SEPT	52.43			60 66000	321		10200
		Total for Vendor:	20,613.52						
8447	19930S	727 CROMER, INC	23,214.63						
	ORDER# 471540								
	RESOLUTION 2022-44								
1	06617439	09/22/22 FORKLIFT MDL# C25	23,214.63			60 66000	500		10200
		Total for Vendor:	23,214.63						
8415	19901S	654 CULLIGAN WATER	34.84						
1	36921	08/31/22 WATER DELIVERY AUGUST	17.42			40 64000	305		10200
2	36921	08/31/22 WATER DELIVERY AUGUST	17.42			50 65000	305		10200
		Total for Vendor:	34.84						
8422	19902S	109 FERGUSON ENTERPRISES	446.16						
1	0062495-2	08/18/22 MTR BOX X8	446.16			50 65000	353		10200
		Total for Vendor:	446.16						
8426	19903S	112 FGL - ENVIRONMENTAL ANALYTICAL	162.00						
1	282998A	09/08/22 WET CHEMISTRY	162.00			40 64000	355		10200
8427	19903S	112 FGL - ENVIRONMENTAL ANALYTICAL	100.00						
3	283020A	09/07/22 COLIFORM	100.00			50 65000	359		10200
8428	19903S	112 FGL - ENVIRONMENTAL ANALYTICAL	156.00						
1	283021A	09/02/22 COLIFORM	52.00			50 65000	356		10200
2	283021A	09/02/22 COLIFORM	52.00			50 65000	357		10200
3	283021A	09/02/22 COLIFORM	52.00			50 65000	358		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8429 1	19903S 283272A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/08/22 METALS	71.00 71.00			50 65000	358		10200
8430 1	19903S 283121A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/31/22 METALS	95.00 95.00			50 65000	358		10200
8431 1	19903S 283000A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/30/22 METALS	205.00 205.00			40 64000	355		10200
8432 1	19903S 283189A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/31/22 METALS	175.00 175.00			50 65000	358		10200
8440 3	19903S 283346A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/16/22 COLIFORM	163.00 163.00			50 65000	359		10200
8458 1	19933S 283347A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/20/22 EPA 551.1, 552.2	328.00 328.00			50 65000	359		10200
8459 1	19933S 283462A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/21/22 METALS	123.00 123.00			50 65000	358		10200
8460 1	19933S 283345A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/21/22 METALS	123.00 123.00			50 65000	358		10200
8461 1	19933S 282999A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/26/22 METALS	70.00 70.00			40 64000	355		10200
8462 1	19933S 282905A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/19/22 METALS	95.00 95.00			50 65000	358		10200
8463 1	19933S 282348A	112 FGL - ENVIRONMENTAL ANALYTICAL 07/14/22 METALS	95.00 95.00			50 65000	358		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8464 3	19933S 283190A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/20/22 COLIFORM	353.00 353.00			50 65000	359		10200
8465 3	19933S 281700A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/16/22 COLIFORM	225.00 225.00			50 65000	359		10200
8466 1	19933S 282596A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/05/22 COLIFORM	125.00 125.00			50 65000	359		10200
8467 1	19933S 282456A	112 FGL - ENVIRONMENTAL ANALYTICAL 07/15/22 COLIFORM	225.00 225.00			50 65000	359		10200
8468 1	19933S 283316A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/20/22 WET CHEMISTRY	189.00 189.00			40 64000	355		10200
8469 1	19933S 283180A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/20/22 WET CHEMISTRY	162.00 162.00			40 64000	355		10200
8470 1	19933S 283240A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/20/22 WET CHEMISTRY	162.00 162.00			40 64000	355		10200
8471 1	19933S 281578A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/17/22 WET CHEMISTRY	134.00 134.00			40 64000	355		10200
8472 1	19933S 282879A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/19/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8473 1	19933S 282696A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/05/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8474 1	19933S 282331A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/05/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8475 1	19933S 282598A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/04/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8476 1	19933S 282219A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/05/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8477 1	19933S 281932A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/24/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
Total for Vendor:			4,490.00						
8409	19904S	632 FRONTIER COMMUNICATIONS (216-5) Acct #805-467-2015-051216-5 Service from 09/1/22 - 09/31/22	88.25						
SCADA									
1	SEPT 2022	09/01/22 Alarm/SCADA	44.13			40 64000	310		10200
2	SEPT 2022	09/01/22 Alarm/SCADA	44.12			50 65000	310		10200
Total for Vendor:			88.25						
8421	19905S	308 FRONTIER COMMUNICATIONS (412-5) Acct #8054672818010412-5 Service from 8/22/22 - 9/21/22	62.31						
FS/CSD ALARM									
1	09/15/22	FS/CSD Alarm SEPT	14.95			20 62000	310		10200
2	09/15/22	FS/CSD Alarm SEPT	1.56			30 63000	310		10200
3	09/15/22	FS/CSD Alarm SEPT	22.43			40 64000	310		10200
4	09/15/22	FS/CSD Alarm SEPT	22.12			50 65000	310		10200
5	09/15/22	FS/CSD Alarm SEPT	1.25			60 66000	310		10200
Total for Vendor:			62.31						
8448	19934S	125 GREAT WESTERN ALARM GW-661 SCADA Service Period: 9/1/22 - 9/31/22	32.00						
1	2209005451	10/01/22 Alarm Monitoring SEPT	16.00			40 64000	380		10200
2	2209005451	10/01/22 Alarm Monitoring SEPT	16.00			50 65000	380		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8449	19934S	125 GREAT WESTERN ALARM	83.16						
A0702 UTILITIES EMERGENCY Service Period: 9/01/22 - 9/31/22									
Inv 220802242101									
1	2209022421	10/01/22 Answering Service SEPT	41.58			40 64000	380		10200
2	2209022421	10/01/22 Answering Service SEPT	41.58			50 65000	380		10200
Total for Vendor:			115.16						
8417	19906S	129 HACH COMPANY	807.34						
Acct #292463 REF 320133710-1									
1	13214226	08/25/22 REGENT SET- CHLORINE	269.12			50 65000	356		10200
2	13214226	08/25/22 REGENT SET- CHLORINE	269.11			50 65000	357		10200
3	13214226	08/25/22 REGENT SET- CHLORINE	269.11			50 65000	358		10200
Total for Vendor:			807.34						
8386	19907S	724 HYDROPRO SOLUTIONS WEST INC	1,843.73						
1	0001116-IN	08/31/22 3" SS OCTAVE FLO	1,843.73			50 65000	351		10200
Total for Vendor:			1,843.73						
8390	19908S	147 JB DEWAR	509.25						
1	217419	08/26/22 Clear Diesel- 29 GAL	173.75			20 62000	485		10200
2	217419	08/26/22 Clear Diesel- 28 GAL	167.75			40 64000	485		10200
3	217419	08/26/22 Clear Diesel- 28 GAL	167.75			50 65000	485		10200
Total for Vendor:			509.25						
8388	19909S	633 KELLY-MOORE PAINTS	276.53						
1	124248	09/14/22 PAINT	276.53			50 65000	353		10200
8487	19955S	633 KELLY-MOORE PAINTS	31.84						
1	124513	09/29/22 C-TRAIN PAINTING TAPE	31.84			40 64000	582		10200
8488	19955S	633 KELLY-MOORE PAINTS	35.34						
1	124528	09/29/22 C-TRAIN PAINTING RENTAL	35.34			40 64000	582		10200
Total for Vendor:			343.71						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8391	19910S	723 MARATHON POWER	284.00						
1	9841 09/02/22	1500VA VAULT BATTERY CARTRIDGE	284.00			40 64000	351		10200
		Total for Vendor:	284.00						
8433	19911S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517433082 07/20/22	Employee Uniforms	1.00			30 63000	495		10200
2	517433082 07/20/22	Employee Uniforms	24.14			40 64000	495		10200
4	517433082 07/20/22	Employee Uniforms	24.15			50 65000	495		10200
5	517433082 07/20/22	Employee Uniforms	1.00			60 66000	495		10200
8434	19911S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517688760 08/31/22	Employee Uniforms	1.00			30 63000	495		10200
2	517688760 08/31/22	Employee Uniforms	24.14			40 64000	495		10200
4	517688760 08/31/22	Employee Uniforms	24.15			50 65000	495		10200
5	517688760 08/31/22	Employee Uniforms	1.00			60 66000	495		10200
8435	19911S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517733041 09/07/22	Employee Uniforms	1.00			30 63000	495		10200
2	517733041 09/07/22	Employee Uniforms	24.14			40 64000	495		10200
4	517733041 09/07/22	Employee Uniforms	24.15			50 65000	495		10200
5	517733041 09/07/22	Employee Uniforms	1.00			60 66000	495		10200
8436	19911S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517781260 09/14/22	Employee Uniforms	1.00			30 63000	495		10200
2	517781260 09/14/22	Employee Uniforms	24.14			40 64000	495		10200
4	517781260 09/14/22	Employee Uniforms	24.15			50 65000	495		10200
5	517781260 09/14/22	Employee Uniforms	1.00			60 66000	495		10200
8454	19935S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517817531 09/21/22	Employee Uniforms	1.00			30 63000	495		10200
2	517817531 09/21/22	Employee Uniforms	24.14			40 64000	495		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	517817531	09/21/22 Employee Uniforms	24.15			50 65000	495		10200
5	517817531	09/21/22 Employee Uniforms	1.00			60 66000	495		10200
8489	19957S	646 MISSION UNIFORM SERVICE	50.29						
Uniforms; Dodds, Sobotka, Pittman, Paslay									
1	517864275	09/28/22 Employee Uniforms	1.00			30 63000	495		10200
2	517864275	09/28/22 Employee Uniforms	24.14			40 64000	495		10200
4	517864275	09/28/22 Employee Uniforms	24.15			50 65000	495		10200
5	517864275	09/28/22 Employee Uniforms	1.00			60 66000	495		10200
Total for Vendor:			301.74						
8479	19936S	17 N. REX AWALT CORPORATION	245.00						
1	20678	09/28/22 GENERATOR MOVE MG LIFT STATION	245.00			40 64000	580		10200
Total for Vendor:			245.00						
8375	19912S	182 NAPA AUTO PARTS	41.30						
1	145138	09/02/22 DEF	20.65			40 64000	354		10200
2	145138	09/02/22 DEF	20.65			50 65000	354		10200
8478	19937S	182 NAPA AUTO PARTS	448.11						
1	149610	09/28/22 U8634 BATTERIES	224.05			40 64000	354		10200
2	149610	09/28/22 U8634 BATTERIES	224.06			50 65000	354		10200
Total for Vendor:			489.41						
8419	19913S	701 NICK'S TELECOM	275.00						
1	7058	08/25/22 STATION RADIO BASE, MDCs	275.00			20 62000	351		10200
8420	19913S	701 NICK'S TELECOM	562.33						
1	7066	09/12/22 MDC REPAIRS	562.33			20 62000	351		10200
Total for Vendor:			837.33						
8394	19914S	725 NRB DRAFTING SERVICES, INC	925.00						
1	2209/03092	09/09/22 CODE VIO PLAN CK CORRECTIO	925.00			20 62000	352		10200
Total for Vendor:			925.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8418	19915S	681 PASLAY, TREVOR	168.51						
2	08/31/22	UNIFORM PANTS	84.25			40 64000	495		10200
3	08/31/22	UNIFORM PANTS	84.26			50 65000	495		10200
Total for Vendor:			168.51						
8385	19916S	208 PG&E #6480-8	1,017.83						
Acct #8565976480-8									
1	09/16/22	12th & K 8565976725	9.73			30 63000	381		10200
2	09/16/22	11TH STREET - 8562053214	-36.82			30 63000	381		10200
3	09/16/22	RIO MESA CIR - 8564394360	23.80			30 63000	381		10200
4	09/16/22	VERDE/RIO MESA - 8560673934	59.51			30 63000	381		10200
5	09/16/22	Mission Heights - 8565976482	172.22			30 63000	381		10200
6	09/16/22	Tract 2605 - 8565976109	36.91			30 63000	381		10200
7	09/16/22	9898 River Rd. - 8565976002	355.35			30 63000	381		10200
8	09/16/22	9898 River Rd. - 8565976004	44.21			30 63000	381		10200
9	09/16/22	9898 River Rd. - 8565976008	208.73			30 63000	381		10200
10	09/16/22	9898 River Rd. - 8565976014	71.95			30 63000	381		10200
11	09/16/22	9898 River Rd. - 8565976481	51.69			30 63000	381		10200
12	09/16/22	9898 River Rd. - 8565976483	20.55			30 63000	381		10200
Total for Vendor:			1,017.83						
8453	-99327E	209 PG&E #6851-8	14,105.86						
Acct #3675186851-8									
1	09/19/22	Old Fire Station/1297 L St	25.42			20 62000	381		10200
2	09/19/22	Fire Station/1150 Mission	9.86			20 62000	381		10200
3	09/19/22	Water Works #1/Well 3	3,031.48			50 65000	381		10200
4	09/19/22	Bonita Pl & 16th/Well 4	2,139.26			50 65000	381		10200
5	09/19/22	N St/WWTF	8,105.67			40 64000	381		10200
6	09/19/22	2HP Booster Station	9.86			50 65000	381		10200
7	09/19/22	Mission Heights Booster	9.92			50 65000	381		10200
8	09/19/22	14th St. & K St.	112.74			50 65000	381		10200
9	09/19/22	942 Soka Way lift station	102.23			40 64000	379		10200
10	09/19/22	Missn & 12th Lanscape~St light	129.37			30 63000	381		10200
11	09/19/22	SLT Well	430.05			50 65000	381		10200
Total for Vendor:			14,105.86						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8406	19917S	651 PITTMAN, DUSTIN	175.00						
1	09/13/22	Boot allowance	87.50			40 64000	495		10200
2	09/13/22	Boot allowance	87.50			50 65000	495		10200
		Total for Vendor:	175.00						
8441	19918S	481 SAN MIGUEL COMMUNITY SERVICES	202.80						
01004-00									
1	09/15/22	1150 Mission Street	101.40			50 65000	384		10200
2	09/15/22	1150 Mission Street	101.40			40 64000	384		10200
8442	19918S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
01004B-00									
1	1004B-00	09/15/22 1150 Mission Street	2.00			20 62000	384		10200
8443	19918S	481 SAN MIGUEL COMMUNITY SERVICES	746.84						
20547-00									
1	09/15/22	1203 Mission St Irrigation Mtr	746.84			30 63000	384		10200
8444	19918S	481 SAN MIGUEL COMMUNITY SERVICES	54.09						
1	09/15/22	942 Soka Way	54.09			40 64000	384		10200
8445	19918S	481 SAN MIGUEL COMMUNITY SERVICES	57.09						
Acct#27475-00									
1	09/15/22	1765 Bonita	57.09			40 64000	384		10200
8446	19918S	481 SAN MIGUEL COMMUNITY SERVICES	321.98						
ACCT# 27476-00									
1	09/15/22	1199 Mission Irrigation Meter	321.98			30 63000	384		10200
		Total for Vendor:	1,384.80						
8414	19919S	238 SAN MIGUEL GARBAGE	116.68						
ACCT# 318691									
1	090122	09/01/22 SEPTEMBER 2022	58.34			40 64000	383		10200
2	090122	09/01/22 SEPTEMBER 2022	58.34			50 65000	383		10200
		Total for Vendor:	116.68						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8452	19938S	247 SDRMA	167.18						
		THU ADDITION TO POLICY							
1	72486	08/31/22 Property/Liability THU	167.18			20 62000	511		10200
		Total for Vendor:	167.18						
8404	19920S	349 SHORE-TEK TRENCH & EXCAVATION	50.00						
1	7450	09/02/22 4 GAS MONITOR CALIBRATION	50.00			40 64000	351		10200
		Total for Vendor:	50.00						
8411	19921S	437 SLO ACTTC	367.83						
		1915 ACT BOND							
		ASSESSMENT# 021-261-019							
1	09/01/22	1915 ACT BOND 21-261-019	88.28*			20 62000	960		10200
2	09/01/22	1915 ACT BOND 21-261-019	9.19			30 63000	394		10200
3	09/01/22	1915 ACT BOND 21-261-019	132.42*			40 64000	394		10200
4	09/01/22	1915 ACT BOND 21-261-019	130.58*			50 65000	394		10200
5	09/01/22	1915 ACT BOND 21-261-019	7.36			60 66000	394		10200
		Total for Vendor:	367.83						
8425	19922S	611 SLO FIRE INVESTIGATION STRIKE	25.00						
		2022 SLOFIST Membership Dues							
1	2022	08/30/22 Membership Dues 2022	25.00			20 62000	385		10200
		Total for Vendor:	25.00						
8456	19939S	589 SOUTH COAST EMERGENCY VEHICLE	2,242.64						
		8696							
1	509632	09/21/22 E8696 R&R HEADLIGHTS	2,242.64			20 62000	354		10200
		Total for Vendor:	2,242.64						
8412	19923S	657 SOUTHERN CALIFORNIA GAS COMPANY	33.68						
		8687 MARTINEZ - SLT WELL							
1	0630707762	09/01/22 SLT WELL PROPANE	33.68*			50 65000	396		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8413	19923S	657 SOUTHERN CALIFORNIA GAS COMPANY	283.59						
610	120TH ST - WELL 3								
3	6309852306	09/22/22 WELL 3 NATURAL GAS	283.59*			50 65000	396		10200
		Total for Vendor:	317.27						
8450	19940S	281 TESCO CONTROLS INC	11,500.00						
		Cust Number: SAN/MI							
		Job Number: 45073X5							
1	0077698-IN	09/21/22 SCADA RELOCATION	5,750.00*			40 64000	475		10200
2	0077698-IN	09/21/22 SCADA RELOCATION	5,750.00*			50 65000	475		10200
		Total for Vendor:	11,500.00						
8416	19924S	491 ULINE	1,522.72						
1	152847810	08/18/22 MISSION ST TRASHCAN RPLMT P	1,522.72*			60 66000	353		10200
		Total for Vendor:	1,522.72						
8481	-99324E	301 US BANK	907.70						
		RR STATEMENT DATE 9/22/2022							
1	RR SEP2022	09/22/22 C&N PUMP REPAIR	907.70			20 62000	351		10200
8482	-99323E	301 US BANK	967.94						
		TP STATEMENT DATE 9/22/2022							
1	TP SEP22	09/22/22 SHERM.WILLMS - PAINT	130.50			40 64000	582		10200
2	TP SEP22	09/22/22 ZOOM - BOARD MEETINGS	3.07			20 62000	385		10200
3	TP SEP22	09/22/22 ZOOM - BOARD MEETINGS	0.30			30 63000	385		10200
4	TP SEP22	09/22/22 ZOOM - BOARD MEETINGS	5.70			40 64000	385		10200
5	TP SEP22	09/22/22 ZOOM - BOARD MEETINGS	5.62			50 65000	385		10200
6	TP SEP22	09/22/22 ZOOM - BOARD MEETINGS	0.30			60 66000	385		10200
7	TP SEP22	09/22/22 RINGCENTRAL JULY PHONE	77.57			20 62000	310		10200
8	TP SEP22	09/22/22 RINGCENTRAL JULY PHONE	8.08			30 63000	310		10200
9	TP SEP22	09/22/22 RINGCENTRAL JULY PHONE	116.35			40 64000	310		10200
10	TP SEP22	09/22/22 RINGCENTRAL JULY PHONE	114.74			50 65000	310		10200
11	TP SEP22	09/22/22 RINGCENTRAL JULY PHONE	6.46			60 66000	310		10200
12	TP SEP22	09/22/22 CSDA CONF REFUND WR	-126.00			20 62000	386		10200
13	TP SEP22	09/22/22 CSDA CONF REFUND WR	-13.12			30 63000	315		10200
14	TP SEP22	09/22/22 CSDA CONF REFUND WR	-189.00			40 64000	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
15	TP SEP22 09/22/22	CSDA CONF REFUND WR	-186.37			50 65000	315		10200
16	TP SEP22 09/22/22	CSDA CONF REFUND WR	-10.50			60 66000	315		10200
17	TP SEP22 09/22/22	MICROSOFT 365 CREDIT	-98.16*			20 62000	475		10200
18	TP SEP22 09/22/22	MICROSOFT 365 CREDIT	-10.23			30 63000	475		10200
19	TP SEP22 09/22/22	MICROSOFT 365 CREDIT	-147.23*			40 64000	475		10200
20	TP SEP22 09/22/22	MICROSOFT 365 CREDIT	-145.19*			50 65000	475		10200
21	TP SEP22 09/22/22	MICROSOFT 365 CREDIT	-8.18*			60 66000	475		10200
22	TP SEP22 09/22/22	VISTAPRINT- GM BUS. CARDS	7.98			20 62000	410		10200
23	TP SEP22 09/22/22	VISTAPRINT- GM BUS. CARDS	0.83			30 63000	410		10200
24	TP SEP22 09/22/22	VISTAPRINT- GM BUS. CARDS	11.96			40 64000	410		10200
25	TP SEP22 09/22/22	VISTAPRINT- GM BUS. CARDS	11.80			50 65000	410		10200
26	TP SEP22 09/22/22	VISTAPRINT- GM BUS. CARDS	0.66			60 66000	410		10200
27	TP SEP22 09/22/22	TAX TITLE SERVICES	336.00			20 62000	305		10200
28	TP SEP22 09/22/22	TAX TITLE SERVICES	35.00			30 63000	305		10200
29	TP SEP22 09/22/22	TAX TITLE SERVICES	504.00			40 64000	305		10200
30	TP SEP22 09/22/22	TAX TITLE SERVICES	497.00			50 65000	305		10200
31	TP SEP22 09/22/22	TAX TITLE SERVICES	28.00			60 66000	305		10200
8483	-99322E	301 US BANK	2,704.17						
KD STATEMENT DATE 09/22/2022									
1	KD SEP22 09/22/22	POWDERCOATING - STAND	380.63			40 64000	580		10200
2	KD SEP22 09/22/22	SJ UPHOLSTERY - U8632 SEATS	245.00			40 64000	351		10200
3	KD SEP22 09/22/22	SJ UPHOLSTERY - U8632 SEATS	245.00			50 65000	351		10200
4	KD SEP22 09/22/22	SLO CITY PARKING	1.50			50 65000	305		10200
5	KD SEP22 09/22/22	SLO- TEMP OFFICE PERMIT	428.27*			20 62000	500		10200
6	KD SEP22 09/22/22	SLO- TEMP OFFICE PERMIT	44.61*			30 63000	500		10200
7	KD SEP22 09/22/22	SLO- TEMP OFFICE PERMIT	642.40*			40 64000	500		10200
8	KD SEP22 09/22/22	SLO- TEMP OFFICE PERMIT	633.48*			50 65000	500		10200
9	KD SEP22 09/22/22	SLO- TEMP OFFICE PERMIT	35.69			60 66000	500		10200
10	KD SEP22 09/22/22	MINERS - LEAD PAINT TEST KIT	15.22			40 64000	352		10200
11	KD SEP22 09/22/22	MINERS - LEAD PAINT TEST KIT	15.21			50 65000	352		10200
12	KD SEP22 09/22/22	DOLLAR GEN - AA BATTERIES	4.12			20 62000	410		10200
13	KD SEP22 09/22/22	DOLLAR GEN - AA BATTERIES	0.43			30 63000	410		10200
14	KD SEP22 09/22/22	DOLLAR GEN - AA BATTERIES	6.18			40 64000	410		10200
15	KD SEP22 09/22/22	DOLLAR GEN - AA BATTERIES	6.09			50 65000	410		10200
16	KD SEP22 09/22/22	DOLLAR GEN - AA BATTERIES	0.34			60 66000	410		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
8484	-99321E	301 US BANK	2,372.49						
SY STATEMENT DATE 9/22/22									
1	SY SEP22	09/22/22 AMZ - GLUCOSE TEST STRIPS	77.95			20 62000	450		10200
2	SY SEP22	09/22/22 AMZ - MDC POWER SUPPLY	43.50*			20 62000	475		10200
3	SY SEP22	09/22/22 AMZ - MDC REPL MONITORS	1,018.42*			20 62000	475		10200
4	SY SEP22	09/22/22 AMZ - BATTERIES LR1130	5.36			20 62000	305		10200
5	SY SEP22	09/22/22 AMZ - TOURNIQUET SWAT	241.30			20 62000	450		10200
6	SY SEP22	09/22/22 WALMART - CABLES	48.68			20 62000	351		10200
7	SY SEP22	09/22/22 EMP - WOUND PACKING	168.87			20 62000	450		10200
8	SY SEP22	09/22/22 SMART & FINAL - WATER	144.26			20 62000	305		10200
9	SY SEP22	09/22/22 AMZ - MDC REPL CABLES	20.20*			20 62000	475		10200
10	SY SEP22	09/22/22 AMZ - PRIVACY SCEEN	39.56			20 62000	470		10200
11	SY SEP22	09/22/22 UPS - MDC MONITOR SHIPPING	154.63*			20 62000	315		10200
12	SY SEP22	09/22/22 LUBE N GO - 8601	121.94			20 62000	354		10200
13	SY SEP22	09/22/22 BLAKES - THREADLOCKER	9.23			20 62000	354		10200
14	SY SEP22	09/22/22 AMZ - MEDICAL GLOVES	278.59			20 62000	450		10200
Total for Vendor:			6,952.30						
8389	19925S	303 USA BLUEBOOK	541.79						
STENNER									
1	112951	09/15/22 PUMP PARTS	541.79			50 65000	351		10200
Total for Vendor:			541.79						
8401	19926S	327 VALLI INFORMATION SYSTEMS	122.80						
Web Posting Service and Postage for AUGUST Billing									
1		Web Posting, Postage	0.00			40 64000	374		10200
2		Web Posting, Postage	0.00			50 65000	374		10200
3		Printing	0.00			40 64000	374		10200
4		Printing	0.00			50 65000	374		10200
5	84101	08/31/22 OTC/Online Monthly Maintenance	37.50			40 64000	334		10200
6	84101	08/31/22 OTC/Online Monthly Maintenance	37.50			50 65000	334		10200
7		Printed insert RATE CHANGE	0.00			40 64000	395		10200
8		Printed insert RATE CHANGE	0.00			50 65000	395		10200
9		Printed insert BOARD ELECTIONS	0.00			20 62000	395		10200
10		Printed insert BOARD ELECTIONS	0.00			30 63000	395		10200
11		Printed insert BOARD ELECTIONS	0.00			40 64000	395		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12	Printed insert	BOARD ELECTIONS	0.00			50 65000	395		10200
13	Printed insert	BOARD ELECTIONS	0.00			60 66000	395		10200
14	Printed insert	COMM CLEAN-UP	0.00			60 66000	395		10200
15	84101 08/31/22	IVR SERVICE FEE	23.90			40 64000	374		10200
16	84101 08/31/22	IVR SERVICE FEE	23.90			50 65000	374		10200
8451	19941S	327 VALLI INFORMATION SYSTEMS	706.23						
Web Posting Service and Postage for SEPTEMBER									
1	84363 09/23/22	Web Posting, Postage	203.75			40 64000	374		10200
2	84363 09/23/22	Web Posting, Postage	203.75			50 65000	374		10200
3	84363 09/23/22	Printing	149.37			40 64000	374		10200
4	84363 09/23/22	Printing	149.36			50 65000	374		10200
5	OTC/Online	Monthly Maintenance	0.00			40 64000	334		10200
6	OTC/Online	Monthly Maintenance	0.00			50 65000	334		10200
7	Printed insert	RATE CHANGE	0.00			40 64000	395		10200
8	Printed insert	RATE CHANGE	0.00			50 65000	395		10200
9	Printed insert	BOARD ELECTIONS	0.00			20 62000	395		10200
10	Printed insert	BOARD ELECTIONS	0.00			30 63000	395		10200
11	Printed insert	BOARD ELECTIONS	0.00			40 64000	395		10200
12	Printed insert	BOARD ELECTIONS	0.00			50 65000	395		10200
13	Printed insert	BOARD ELECTIONS	0.00			60 66000	395		10200
14	Printed insert	COMM CLEAN-UP	0.00			60 66000	395		10200
15	IVR SERVICE FEE		0.00			40 64000	374		10200
16	IVR SERVICE FEE		0.00			50 65000	374		10200
Total for Vendor:			829.03						
8387	-99330E	511 VERIZON	50.04						
TABLETS: FIRE x2									
08/09/22 - 09/08/22									
1	9915302015	09/08/22 RR DATA PLAN	25.02			20 62000	465		10200
2	9915302015	09/08/22 SY DATA PLAN	25.02			20 62000	465		10200
8439	-99328E	511 VERIZON	324.98						
TABLETS: UTILITIES x4									
CELL PHONE: TMP, MS, TP, KD, DP									
08/09/22 - 09/08/22									
1	9915302014	09/08/22 TABLETS UTILITY AUG X4	20.04			40 64000	310		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
2	9915302014	09/08/22 TABLETS UTILITY AUG X4	20.04			50 65000	310		10200
3	9915302014	09/08/22 UTILITIES CELL PHONES X4	10.19			30 63000	465		10200
4	9915302014	09/08/22 UTILITIES CELL PHONES X4	91.77			40 64000	465		10200
5	9915302014	09/08/22 UTILITIES CELL PHONES X4	91.77			50 65000	465		10200
6	9915302014	09/08/22 UTILITIES CELL PHONES X4	10.19			60 66000	465		10200
7	9915302014	09/08/22 T PARENT CELL PHONE	12.24			20 62000	465		10200
8	9915302014	09/08/22 T PARENT CELL PHONE	1.27			30 63000	465		10200
9	9915302014	09/08/22 T PARENT CELL PHONE	18.35			40 64000	465		10200
10	9915302014	09/08/22 T PARENT CELL PHONE	18.10			50 65000	465		10200
11	9915302014	09/08/22 T PARENT CELL PHONE	1.02			60 66000	465		10200
12	9915302014	09/08/22 4GB DATA PLAN	0.60			30 63000	465		10200
13	9915302014	09/08/22 4GB DATA PLAN	14.40			40 64000	465		10200
14	9915302014	09/08/22 4GB DATA PLAN	14.40			50 65000	465		10200
15	9915302014	09/08/22 4GB DATA PLAN	0.60			60 66000	465		10200
Total for Vendor:			375.02						
8402	19927S	317 WESTERN JANITOR SUPPLY INC	95.64						
1	197858	09/02/22 CLEANING GOODS	95.64			20 62000	352		10200
Total for Vendor:			95.64						
8437	-99329E	612 WEX BANK	1,142.27						
FUEL BILL CLOSING DATE: 09/07/22									
1	83613756	09/07/22 Fuel 8600 AUGUST	184.25			20 62000	485		10200
2	83613756	09/07/22 Fuel 8601 AUGUST	85.85			20 62000	485		10200
3	83613756	09/07/22 Fuel 8630 AUGUST	161.48			20 62000	485		10200
4	83613756	09/07/22 FUEL OES	0.00			20 62000	307		10200
5	83613756	09/07/22 Fuel U8632 AUGUST	204.04			40 64000	485		10200
8	83613756	09/07/22 Fuel U8632 AUGUST	204.05			50 65000	485		10200
9	83613756	09/07/22 Fuel U8634 AUGUST	0.00			40 64000	485		10200
10	83613756	09/07/22 Fuel U8634 AUGUST	0.00			50 65000	485		10200
11	83613756	09/07/22 Fuel U8636 AUGUST	163.72			50 65000	485		10200
12	83613756	09/07/22 Fuel U8636 AUGUST	163.72			40 64000	485		10200
13	83613756	09/07/22 REBATE ADJUSTMENT	-9.19			20 62000	485		10200
14	83613756	09/07/22 REBATE ADJUSTMENT	-7.82			40 64000	485		10200
15	83613756	09/07/22 REBATE ADJUSTMENT	-7.83			50 65000	485		10200
Total for Vendor:			1,142.27						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8408	19928S	473 WHITE BRENNER LLP FOR LEGAL SERVICES OCTOBER 2020	8,267.62						
28	40445	OCT 12/09/20 General Legal - ADMIN	1,387.65			20 62000	327		10200
29	40445	OCT 12/09/20 General Legal - ADMIN	120.66			30 63000	327		10200
30	40445	OCT 12/09/20 General Legal - ADMIN	2,111.63			40 64000	327		10200
31	40445	OCT 12/09/20 General Legal - ADMIN	2,292.62			50 65000	327		10200
32	40445	OCT 12/09/20 General Legal - ADMIN	120.66			60 66000	327		10200
Total for Vendor:			8,267.62						
8384	19929S	318 WILDHORSE PROPANE	150.00						
1	S0000545	09/13/22 LIFT STATION- PROPANE	150.00*			60 66000	580		10200
8424	19929S	318 WILDHORSE PROPANE	166.03						
1	U006B600	08/30/22 CSD PROPANE	39.85			20 62000	382		10200
2	U006B600	08/30/22 CSD PROPANE	4.15			30 63000	382		10200
3	U006B600	08/30/22 CSD PROPANE	59.77			40 64000	382		10200
4	U006B600	08/30/22 CSD PROPANE	58.94			50 65000	382		10200
5	U006B600	08/30/22 CSD PROPANE	3.32*			60 66000	382		10200
Total for Vendor:			316.03						
# of Claims			110	Total:	112,014.79	# of Vendors	42		
Total Electronic Claims			22,827.20						
Total Non-Electronic Claims			89187.59						

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$15,418.00
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$3,057.47
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$32,409.32
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$35,473.90
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$25,656.10
Total:	\$112,014.79

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40420	Ambulance Reimbursement	1,285.76	1,285.76	5,000.00	3,714.24	26 %
	Account Group Total:	1,285.76	1,285.76	5,000.00	3,714.24	26 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	6,574.07	6,574.07	466,232.00	459,657.93	1 %
	Account Group Total:	6,574.07	6,574.07	466,232.00	459,657.93	1 %
46000	Revenues & Interest					
46000	Revenues & Interest	146.06	46,745.26	46,500.00	-245.26	101 %
46150	Miscellaneous Income	465.66	465.66	0.00	-465.66	** %
46151	Refund/Adjustments	852.82	991.19	0.00	-991.19	** %
46153	Plan Check Fees and Inspections	0.00	1,650.00	0.00	-1,650.00	** %
	Account Group Total:	1,464.54	49,852.11	46,500.00	-3,352.11	107 %
	Fund Total:	9,324.37	57,711.94	517,732.00	460,020.06	11 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	2,046.23	2,046.23	145,677.00	143,630.77	1 %
	Account Group Total:	2,046.23	2,046.23	145,677.00	143,630.77	1 %
46000	Revenues & Interest					
46000	Revenues & Interest	265.84	-540.61	0.00	540.61	** %
46100	Realized Earnings	-1,798.95	-1,964.45	0.00	1,964.45	** %
46150	Miscellaneous Income	48.51	48.51	0.00	-48.51	** %
46151	Refund/Adjustments	88.85	102.35	0.00	-102.35	** %
46155	Will Serve Processing Fees	0.00	400.00	0.00	-400.00	** %
	Account Group Total:	-1,395.75	-1,954.20	0.00	1,954.20	** %
	Fund Total:	650.48	92.03	145,677.00	145,584.97	0 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	5,892.60	5,892.60	0.00	-5,892.60	** %
40900	Wastewater Sales	100,509.44	276,743.31	1,099,618.00	822,874.69	25 %
40901	Riverzone Surcharge	1,551.70	4,609.67	18,388.00	13,778.33	25 %
40910	Wastewater Late Charges	1,639.06	4,929.55	0.00	-4,929.55	** %
	Account Group Total:	109,592.80	292,175.13	1,118,006.00	825,830.87	26 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	1,023.65	1,023.65	72,713.00	71,689.35	1 %
	Account Group Total:	1,023.65	1,023.65	72,713.00	71,689.35	1 %
46000	Revenues & Interest					
46000	Revenues & Interest	330.30	767.81	0.00	-767.81	** %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46008	DWR Grants	16,227.00	16,227.00	70,000.00	53,773.00	23 %
46150	Miscellaneous Income	3,727.29	7,227.89	0.00	-7,227.89	** %
46151	Refund/Adjustments	1,279.26	1,535.77	0.00	-1,535.77	** %
46155	Will Serve Processing Fees	0.00	2,400.00	0.00	-2,400.00	** %
	Account Group Total:	21,563.85	28,158.47	70,000.00	41,841.53	40 %
	Fund Total:	132,180.30	321,357.25	1,260,719.00	939,361.75	25 %
50 WATER DEPARTMENT						
41000 Water Sales						
41000	Water Sales	95,376.75	270,505.30	920,172.00	649,666.70	29 %
41001	Water Connection Fees	5,989.20	5,989.20	0.00	-5,989.20	** %
41003	Water Surcharge	45.00	135.00	0.00	-135.00	** %
41005	Water Late Charges	1,493.84	4,778.84	0.00	-4,778.84	** %
	Account Group Total:	102,904.79	281,408.34	920,172.00	638,763.66	31 %
46000 Revenues & Interest						
46000	Revenues & Interest	79.08	137.18	0.00	-137.18	** %
46150	Miscellaneous Income	688.79	3,142.61	0.00	-3,142.61	** %
46151	Refund/Adjustments	3,761.48	4,014.60	0.00	-4,014.60	** %
46155	Will Serve Processing Fees	0.00	2,900.00	0.00	-2,900.00	** %
	Account Group Total:	4,529.35	10,194.39	0.00	-10,194.39	** %
	Fund Total:	107,434.14	291,602.73	920,172.00	628,569.27	32 %
60 SOLID WASTE DEPARTMENT						
46000 Revenues & Interest						
46000	Revenues & Interest	15.00	-2,297.63	0.00	2,297.63	** %
46005	Franchise Fees	3,827.61	11,272.91	39,600.00	28,327.09	28 %
46009	Grants - Other	0.00	0.00	10,000.00	10,000.00	0 %
46150	Miscellaneous Income	216.55	216.55	0.00	-216.55	** %
46151	Refund/Adjustments	71.06	84.56	0.00	-84.56	** %
46155	Will Serve Processing Fees	0.00	100.00	0.00	-100.00	** %
	Account Group Total:	4,130.22	9,376.39	49,600.00	40,223.61	19 %
	Fund Total:	4,130.22	9,376.39	49,600.00	40,223.61	19 %
	Grand Total:	253,719.51	680,140.34	2,893,900.00	2,213,759.66	24 %

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	9,324.37	57,711.94	517,732.00	460,020.06	11 %
30 STREET LIGHTING DEPARTMENT	650.48	92.03	145,677.00	145,584.97	0 %
40 WASTEWATER DEPARTMENT	132,180.30	321,357.25	1,260,719.00	939,361.75	25 %
50 WATER DEPARTMENT	107,434.14	291,602.73	920,172.00	628,569.27	32 %
60 SOLID WASTE DEPARTMENT	4,130.22	9,376.39	49,600.00	40,223.61	19 %
Grand Total:	253,719.51	680,140.34	2,893,900.00	2,213,759.66	24 %

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	13,090.28	37,669.16	164,684.00	164,684.00	127,014.84	23 %
	111 BOD Stipend	44.00	198.00	2,880.00	2,880.00	2,682.00	7 %
	120 Workers' Compensation	0.00	30,752.74	11,312.00	11,312.00	-19,440.74	272 %
	121 Physicals	0.00	0.00	2,400.00	2,400.00	2,400.00	0 %
	125 Volunteer Firefighter Stipends	7,519.70	16,733.40	45,000.00	45,000.00	28,266.60	37 %
	135 Payroll Tax - FICA/SS	457.87	1,005.34	2,790.00	2,790.00	1,784.66	36 %
	140 Payroll Tax - Medicare	298.01	790.37	2,978.00	2,978.00	2,187.63	27 %
	155 Payroll Tax - SUI	21.80	115.61	2,984.00	2,984.00	2,868.39	4 %
	160 Payroll Tax - ETT	0.46	2.48	0.00	0.00	-2.48	*** %
	205 Insurance - Health	704.46	1,603.54	14,592.00	14,592.00	12,988.46	11 %
	210 Insurance - Dental	61.38	151.24	697.00	697.00	545.76	22 %
	215 Insurance - Vision	9.78	24.07	112.00	112.00	87.93	21 %
	225 Retirement - PERS Expense	1,405.22	4,756.31	8,503.00	8,503.00	3,746.69	56 %
	305 Operations & Maintenance	485.62	1,064.27	6,000.00	6,000.00	4,935.73	18 %
	310 Phone & Fax Expense	92.52	274.04	1,500.00	1,500.00	1,225.96	18 %
	315 Postage, Shipping & Freight	154.63	209.07	200.00	200.00	-9.07	105 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	90.67	360.00	360.00	269.33	25 %
	321 IT Services - Professional Svcs	1,767.67	2,442.18	7,140.00	7,140.00	4,697.82	34 %
	323 Auditor - Professional Svcs	0.00	0.00	4,200.00	4,200.00	4,200.00	0 %
	325 Accounting - Professional Svcs	0.00	161.00	7,200.00	7,200.00	7,039.00	2 %
	326 Engineering - Professional Svcs	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	327 Legal: General - Professional Svcs	1,387.65	1,927.94	18,000.00	18,000.00	16,072.06	11 %
	328 Insurance - Prop & Liability	0.00	16,373.45	15,687.00	15,687.00	-686.45	104 %
	333 Legal: HR - Professional Svcs	0.00	391.29	0.00	0.00	-391.29	*** %
	334 Maintenance Agreements	0.00	2,341.62	5,000.00	5,000.00	2,658.38	47 %
	335 Meals	0.00	211.00	0.00	0.00	-211.00	*** %
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0 %
	348 Safety Equipment and Supplies	0.00	54.00	0.00	0.00	-54.00	*** %
	350 Repairs & Maint - Computers	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	351 Repairs & Maint - Equip	1,793.71	3,348.16	5,000.00	5,000.00	1,651.84	67 %
	352 Repairs & Maint - Structures	1,020.64	3,851.89	6,000.00	52,500.00	48,648.11	7 %
	354 Repairs & Maint - Vehicles	2,373.81	2,428.14	10,000.00	10,000.00	7,571.86	24 %
	370 Dispatch Services (Fire)	0.00	15,374.80	16,000.00	16,000.00	625.20	96 %
	375 Internet Expenses	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	376 Web Page - Upgrade/Maint	0.00	768.00	1,000.00	1,000.00	232.00	77 %
	380 Utilities - Alarm Service	0.00	0.00	288.00	288.00	288.00	0 %
	381 Utilities - Electric	35.28	109.27	6,000.00	6,000.00	5,890.73	2 %
	382 Utilities - Propane	39.85	39.85	1,000.00	1,000.00	960.15	4 %
	384 Utilities - Water/Sewer	2.00	10.77	622.00	622.00	611.23	2 %
	385 Dues and Subscriptions	1,133.07	1,764.21	5,234.00	5,234.00	3,469.79	34 %
	386 Education and Training	-126.00	42.00	10,000.00	10,000.00	9,958.00	0 %
	393 Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	394 LAFCO Allocations	0.00	1,482.74	1,600.00	1,600.00	117.26	93 %
	395 Community Outreach	0.00	12.10	1,000.00	1,000.00	987.90	1 %
	405 Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	410 Office Supplies	33.85	85.59	1,000.00	1,000.00	914.41	9 %
	445 CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
450	EMS Supplies	766.71	1,265.69	5,000.00	5,000.00	3,734.31	25 %
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
465	Cell phones, Radios and Pagers	62.28	363.75	1,500.00	1,500.00	1,136.25	24 %
470	Communication Equipment	39.56	168.11	7,500.00	7,500.00	7,331.89	2 %
475	Computer Supplies & Upgrades	2,751.28	6,095.81	0.00	0.00	-6,095.81	*** %
485	Fuel Expense	596.14	1,899.53	9,000.00	9,000.00	7,100.47	21 %
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
495	Uniform Expense	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
500	Capital Outlay	428.27	47,510.96	0.00	0.00	-47,510.96	*** %
503	Weed Abatement Costs	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
505	Fire Training Grounds	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
510	Fire Station Addition	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
511	Fire- Temp Housing Unit	167.18	167.18	6,800.00	6,800.00	6,632.82	2 %
710	County Hazmat Dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
900	District Strategic Plan	324.00	324.00	0.00	0.00	-324.00	*** %
949	Lease agreements	0.00	0.00	0.00	1,921.50	1,921.50	0 %
960	Property Tax Expense	88.28	88.28	0.00	0.00	-88.28	*** %
	Account Total:	39,030.96	208,543.62	456,013.00	504,434.50	295,890.88	41 %
	Account Group Total:	39,030.96	208,543.62	456,013.00	504,434.50	295,890.88	41 %
	Fund Total:	39,030.96	208,543.62	456,013.00	504,434.50	295,890.88	41 %

30 STREET LIGHTING DEPARTMENT

63000 Lighting
63000 Lighting

105	Salaries and Wages	1,115.04	3,306.66	20,667.00	20,667.00	17,360.34	16 %
111	BOD Stipend	4.00	18.00	300.00	300.00	282.00	6 %
115	Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
120	Workers' Compensation	0.00	18.13	52.00	52.00	33.87	35 %
121	Physicals	0.00	0.00	50.00	50.00	50.00	0 %
135	Payroll Tax - FICA/SS	3.26	10.51	100.00	100.00	89.49	11 %
140	Payroll Tax - Medicare	14.30	47.80	300.00	300.00	252.20	16 %
155	Payroll Tax - SUI	0.18	3.65	971.00	971.00	967.35	0 %
160	Payroll Tax - ETT	0.00	0.06	0.00	0.00	-0.06	*** %
205	Insurance - Health	119.71	310.62	2,241.00	2,241.00	1,930.38	14 %
210	Insurance - Dental	5.78	15.49	115.00	115.00	99.51	13 %
215	Insurance - Vision	0.95	2.57	19.00	19.00	16.43	14 %
225	Retirement - PERS Expense	71.71	490.38	1,575.00	1,575.00	1,084.62	31 %
305	Operations & Maintenance	35.00	285.77	1,500.00	1,500.00	1,214.23	19 %
310	Phone & Fax Expense	9.64	28.46	37.00	37.00	8.54	77 %
315	Postage, Shipping & Freight	-13.12	-8.44	100.00	100.00	108.44	-8 %
319	Legal: P.R.A.s - Professional Svcs	0.00	9.44	45.00	45.00	35.56	21 %
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0 %
321	IT Services - Professional Svcs	150.32	186.78	398.00	398.00	211.22	47 %
323	Auditor - Professional Svcs	0.00	0.00	420.00	420.00	420.00	0 %
325	Accounting - Professional Svcs	0.00	14.00	720.00	720.00	706.00	2 %
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
327	Legal: General - Professional Svcs	120.66	206.78	1,875.00	1,875.00	1,668.22	11 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
328	Insurance - Prop & Liability	0.00	3,073.10	1,050.00	1,050.00	-2,023.10	293 %
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
333	Legal: HR - Professional Svcs	0.00	10.92	400.00	400.00	389.08	3 %
334	Maintenance Agreements	0.00	239.45	104.00	104.00	-135.45	230 %
335	Meals	0.00	0.00	150.00	150.00	150.00	0 %
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0 %
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
351	Repairs & Maint - Equip	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0 %
353	Repairs & Maint - Infrastructure	26.46	522.46	10,000.00	10,000.00	9,477.54	5 %
354	Repairs & Maint - Vehicles	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
375	Internet Expenses	0.00	0.00	27.00	27.00	27.00	0 %
376	Web Page - Upgrade/Maint	0.00	48.00	48.00	48.00	0.00	100 %
380	Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
381	Utilities - Electric	1,147.20	3,588.44	20,000.00	20,000.00	16,411.56	18 %
382	Utilities - Propane	4.15	4.15	50.00	50.00	45.85	8 %
383	Utilities - Trash	0.00	0.00	63.00	63.00	63.00	0 %
384	Utilities - Water/Sewer	1,068.82	3,365.15	15,100.00	15,100.00	11,734.85	22 %
385	Dues and Subscriptions	0.30	0.90	1,348.00	1,348.00	1,347.10	0 %
386	Education and Training	0.00	17.50	2,000.00	2,000.00	1,982.50	1 %
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0 %
394	LAFCO Allocations	9.19	1,491.92	1,600.00	1,600.00	108.08	93 %
395	Community Outreach	0.00	1.26	150.00	150.00	148.74	1 %
410	Office Supplies	3.52	8.91	500.00	500.00	491.09	2 %
432	Utility Rate Design Study	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
465	Cell phones, Radios and Pagers	12.06	23.71	59.00	59.00	35.29	40 %
475	Computer Supplies & Upgrades	398.91	575.77	1,000.00	1,000.00	424.23	58 %
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
495	Uniform Expense	6.00	12.05	52.00	52.00	39.95	23 %
500	Capital Outlay	44.61	44.61	0.00	0.00	-44.61	*** %
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	33.75	33.75	0.00	0.00	-33.75	*** %
940	Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
949	Lease agreements	0.00	0.00	455.00	888.12	888.12	0 %
	Account Total:	4,392.40	18,008.71	145,342.00	145,775.12	127,766.41	12 %
	Account Group Total:	4,392.40	18,008.71	145,342.00	145,775.12	127,766.41	12 %
	Fund Total:	4,392.40	18,008.71	145,342.00	145,775.12	127,766.41	12 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	18,362.94	53,115.19	307,977.00	307,977.00	254,861.81	17 %
	109 Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
	111 BOD Stipend	72.00	324.00	4,320.00	4,320.00	3,996.00	8 %
	115 Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	120 Workers' Compensation	0.00	9,451.82	9,811.00	9,811.00	359.18	96 %
	121 Physicals	0.00	0.00	150.00	150.00	150.00	0 %
	135 Payroll Tax - FICA/SS	76.72	245.45	2,000.00	2,000.00	1,754.55	12 %
	140 Payroll Tax - Medicare	247.10	753.55	4,466.00	4,466.00	3,712.45	17 %
	155 Payroll Tax - SUI	60.58	241.33	14,475.00	14,475.00	14,233.67	2 %
	160 Payroll Tax - ETT	1.29	5.13	0.00	0.00	-5.13	*** %
	205 Insurance - Health	2,117.77	5,210.24	38,641.00	38,641.00	33,430.76	13 %
	206 Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
	210 Insurance - Dental	115.79	295.86	2,261.00	2,261.00	1,965.14	13 %
	215 Insurance - Vision	18.52	47.18	321.00	321.00	273.82	15 %
	225 Retirement - PERS Expense	1,127.95	12,343.22	18,885.00	18,885.00	6,541.78	65 %
	305 Operations & Maintenance	1,072.22	3,564.72	8,000.00	8,000.00	4,435.28	45 %
	310 Phone & Fax Expense	202.95	611.48	1,316.00	1,316.00	704.52	46 %
	315 Postage, Shipping & Freight	-189.00	-121.53	1,000.00	1,000.00	1,121.53	-12 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	136.00	540.00	540.00	404.00	25 %
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	321 IT Services - Professional Svcs	2,186.64	2,733.54	5,660.00	5,660.00	2,926.46	48 %
	323 Auditor - Professional Svcs	0.00	0.00	4,480.00	4,480.00	4,480.00	0 %
	325 Accounting - Professional Svcs	0.00	245.00	7,680.00	7,680.00	7,435.00	3 %
	326 Engineering - Professional Svcs	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
	327 Legal: General - Professional Svcs	2,111.63	3,603.68	27,000.00	27,000.00	23,396.32	13 %
	328 Insurance - Prop & Liability	0.00	17,708.07	14,448.00	14,448.00	-3,260.07	123 %
	329 New Hire Screening	0.00	45.00	100.00	100.00	55.00	45 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
	333 Legal: HR - Professional Svcs	0.00	157.25	3,000.00	3,000.00	2,842.75	5 %
	334 Maintenance Agreements	37.50	5,383.64	5,739.00	5,739.00	355.36	94 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	348 Safety Equipment and Supplies	20.76	20.76	2,000.00	2,000.00	1,979.24	1 %
	349 Repairs & Maint - Mission Gardens	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	350 Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0 %
	351 Repairs & Maint - Equip	579.00	721.71	8,000.00	8,000.00	7,278.29	9 %
	352 Repairs & Maint - Structures	15.22	15.22	1,500.00	1,500.00	1,484.78	1 %
	353 Repairs & Maint - Infrastructure	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	354 Repairs & Maint - Vehicles	244.70	249.97	3,000.00	3,000.00	2,750.03	8 %
	355 Testing & Supplies (WWTP)	2,038.00	3,397.00	12,000.00	12,000.00	8,603.00	28 %
	374 CSD Utilities - Billing Services	377.02	1,020.02	3,500.00	3,500.00	2,479.98	29 %
	375 Internet Expenses	185.87	375.84	1,187.00	1,187.00	811.16	32 %
	376 Web Page - Upgrade/Maint	0.00	768.00	768.00	768.00	0.00	100 %
	379 Utilities - Electric Mission Gardens	102.23	322.26	2,000.00	2,000.00	1,677.74	16 %
	380 Utilities - Alarm Service	57.58	172.74	1,320.00	1,320.00	1,147.26	13 %
	381 Utilities - Electric	8,105.67	24,221.82	80,000.00	80,000.00	55,778.18	30 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
382	Utilities - Propane	59.77	59.77	510.00	510.00	450.23	12 %
383	Utilities - Trash	58.34	175.02	504.00	504.00	328.98	35 %
384	Utilities - Water/Sewer	212.58	672.70	2,470.00	2,470.00	1,797.30	27 %
385	Dues and Subscriptions	5.70	17.10	3,984.00	3,984.00	3,966.90	0 %
386	Education and Training	0.00	252.00	2,500.00	2,500.00	2,248.00	10 %
393	Advertising and Public Notices	0.00	59.24	1,000.00	1,000.00	940.76	6 %
394	LAFCO Allocations	132.42	1,615.16	1,600.00	1,600.00	-15.16	101 %
395	Community Outreach	0.00	43.34	1,200.00	1,200.00	1,156.66	4 %
396	Utilities - SoCal Gas	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	93.03	210.29	2,000.00	2,000.00	1,789.71	11 %
432	Utility Rate Design Study	0.00	0.00	0.00	28,507.50	28,507.50	0 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	124.52	386.85	1,394.00	1,394.00	1,007.15	28 %
475	Computer Supplies & Upgrades	11,462.95	14,803.02	2,000.00	2,000.00	-12,803.02	740 %
485	Fuel Expense	527.69	1,260.64	6,000.00	6,000.00	4,739.36	21 %
490	Small Tools & Equipment	0.00	36.45	5,500.00	5,500.00	5,463.55	1 %
495	Uniform Expense	428.92	890.10	1,248.00	1,248.00	357.90	71 %
500	Capital Outlay	642.40	642.40	0.00	0.00	-642.40	*** %
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. & Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
580	MISSION GARDENS LIFT STATION PROJECTS	829.33	829.33	10,000.00	10,000.00	9,170.67	8 %
582	WWTP Plant Maintenance	197.68	197.68	40,000.00	40,000.00	39,802.32	0 %
583	WWTP Drying Pond Maintenance	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
587	WWTF Final Design/Construction	0.00	0.00	0.00	798,128.00	798,128.00	0 %
705	Waste Discharge Fees/Permits	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
715	Licenses, Permits and Fees	0.00	2,958.27	4,000.00	4,000.00	1,041.73	74 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	486.00	486.00	0.00	0.00	-486.00	*** %
908	Cash Over/Cash Short	0.02	0.02	0.00	0.00	-0.02	*** %
940	Bank Service Charges	0.00	7.00	100.00	100.00	93.00	7 %
949	Lease agreements	0.00	0.00	8,400.00	19,645.50	19,645.50	0 %
960	Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0 %
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
	Account Total:	54,610.00	172,987.54	1,258,855.00	2,096,736.00	1,923,748.46	8 %
	Account Group Total:	54,610.00	172,987.54	1,258,855.00	2,096,736.00	1,923,748.46	8 %
	Fund Total:	54,610.00	172,987.54	1,258,855.00	2,096,736.00	1,923,748.46	8 %

50 WATER DEPARTMENT

65000 Water

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
65000 Water							
105	Salaries and Wages	21,638.02	65,419.70	303,673.00	303,673.00	238,253.30	22 %
109	Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
111	BOD Stipend	76.00	342.00	4,260.00	4,260.00	3,918.00	8 %
115	Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
120	Workers' Compensation	0.00	13,323.34	13,240.00	13,240.00	-83.34	101 %
121	Physicals	0.00	0.00	150.00	150.00	150.00	0 %
135	Payroll Tax - FICA/SS	76.98	246.59	2,000.00	2,000.00	1,753.41	12 %
140	Payroll Tax - Medicare	294.72	931.19	4,403.00	4,403.00	3,471.81	21 %
155	Payroll Tax - SUI	60.77	242.21	14,273.00	14,273.00	14,030.79	2 %
160	Payroll Tax - ETT	1.30	5.18	0.00	0.00	-5.18	*** %
205	Insurance - Health	2,619.29	6,467.94	28,444.00	28,444.00	21,976.06	23 %
206	Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
210	Insurance - Dental	141.76	361.98	1,987.00	1,987.00	1,625.02	18 %
215	Insurance - Vision	22.64	57.74	326.00	326.00	268.26	18 %
225	Retirement - PERS Expense	1,647.32	13,953.84	26,093.00	26,093.00	12,139.16	53 %
305	Operations & Maintenance	1,066.73	3,287.47	8,000.00	8,000.00	4,712.53	41 %
310	Phone & Fax Expense	201.02	605.73	1,316.00	1,316.00	710.27	46 %
315	Postage, Shipping & Freight	-186.37	-119.84	1,000.00	1,000.00	1,119.84	-12 %
319	Legal: P.R.A.s - Professional Svcs	0.00	134.12	532.00	532.00	397.88	25 %
320	Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
321	IT Services - Professional Svcs	2,145.62	2,674.29	5,633.00	5,633.00	2,958.71	47 %
323	Auditor - Professional Svcs	0.00	0.00	4,480.00	4,480.00	4,480.00	0 %
324	GSA-GSP - Professional Svcs	0.00	203.82	15,000.00	15,000.00	14,796.18	1 %
325	Accounting - Professional Svcs	0.00	266.00	7,680.00	7,680.00	7,414.00	3 %
326	Engineering - Professional Svcs	0.00	0.00	27,500.00	27,500.00	27,500.00	0 %
327	Legal: General - Professional Svcs	2,292.62	3,515.45	26,625.00	26,625.00	23,109.55	13 %
328	Insurance - Prop & Liability	0.00	29,123.64	23,603.00	23,603.00	-5,520.64	123 %
329	New Hire Screening	0.00	45.00	100.00	100.00	55.00	45 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
333	Legal: HR - Professional Svcs	0.00	155.06	3,000.00	3,000.00	2,844.94	5 %
334	Maintenance Agreements	37.50	5,220.49	9,260.00	9,260.00	4,039.51	56 %
335	Meals	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
348	Safety Equipment and Supplies	20.76	20.76	2,000.00	2,000.00	1,979.24	1 %
350	Repairs & Maint - Computers	0.00	268.00	1,500.00	1,500.00	1,232.00	18 %
351	Repairs & Maint - Equip	2,630.52	3,667.01	4,000.00	4,000.00	332.99	92 %
352	Repairs & Maint - Structures	15.21	206.37	2,000.00	2,000.00	1,793.63	10 %
353	Repairs & Maint - Infrastructure	722.69	3,711.20	50,000.00	50,000.00	46,288.80	7 %
354	Repairs & Maint - Vehicles	244.71	249.98	3,000.00	3,000.00	2,750.02	8 %
356	Testing & Supplies - Well #3 (Water)	321.12	440.21	3,500.00	3,500.00	3,059.79	13 %
357	Testing & Supplies - Well #4 (Water)	321.11	440.19	3,500.00	3,500.00	3,059.81	13 %
358	Testing & Supplies - SLT Well (Water)	1,098.11	1,773.19	6,000.00	6,000.00	4,226.81	30 %
359	Testing & Supplies - Other	1,519.00	1,744.00	6,000.00	6,000.00	4,256.00	29 %
362	Cross-Connection Control Svcs.	0.00	361.00	1,000.00	1,000.00	639.00	36 %
374	CSD Utilities - Billing Services	377.01	1,020.04	3,500.00	3,500.00	2,479.96	29 %
375	Internet Expenses	185.86	375.83	1,187.00	1,187.00	811.17	32 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
376	Web Page - Upgrade/Maint	0.00	768.00	768.00	768.00	0.00	100 %
380	Utilities - Alarm Service	57.58	172.74	1,320.00	1,320.00	1,147.26	13 %
381	Utilities - Electric	5,733.31	17,016.67	46,000.00	46,000.00	28,983.33	37 %
382	Utilities - Propane	58.94	58.94	2,010.00	2,010.00	1,951.06	3 %
383	Utilities - Trash	58.34	175.02	504.00	504.00	328.98	35 %
384	Utilities - Water/Sewer	101.40	342.25	622.00	622.00	279.75	55 %
385	Dues and Subscriptions	5.62	16.86	4,072.00	4,072.00	4,055.14	0 %
386	Education and Training	0.00	498.49	5,000.00	5,000.00	4,501.51	10 %
393	Advertising and Public Notices	0.00	1,165.72	1,000.00	1,000.00	-165.72	117 %
394	LAFCO Allocations	130.58	1,613.31	1,600.00	1,600.00	-13.31	101 %
395	Community Outreach	0.00	733.65	1,200.00	1,200.00	466.35	61 %
396	Utilities - SoCal Gas	317.27	1,363.96	1,500.00	1,500.00	136.04	91 %
410	Office Supplies	92.35	208.53	2,000.00	2,000.00	1,791.47	10 %
432	Utility Rate Design Study	0.00	0.00	0.00	28,807.50	28,807.50	0 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	124.27	386.08	1,398.00	1,398.00	1,011.92	28 %
475	Computer Supplies & Upgrades	11,477.22	14,725.97	2,500.00	2,500.00	-12,225.97	589 %
481	Chemicals- Well #3	0.00	866.02	4,000.00	4,000.00	3,133.98	22 %
482	Chemicals- Well #4	0.00	782.23	4,000.00	4,000.00	3,217.77	20 %
483	Chemicals- SLT Well	0.00	709.92	3,000.00	3,000.00	2,290.08	24 %
485	Fuel Expense	527.69	1,260.64	6,000.00	6,000.00	4,739.36	21 %
490	Small Tools & Equipment	0.00	36.45	6,000.00	6,000.00	5,963.55	1 %
495	Uniform Expense	428.98	890.22	1,248.00	1,248.00	357.78	71 %
500	Capital Outlay	633.48	633.48	0.00	0.00	-633.48	*** %
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	5,523.94	0.00	0.00	-5,523.94	*** %
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	2,009.26	7,000.00	7,000.00	4,990.74	29 %
805	Refundable Water/Sewer/Hydrant	0.00	-16.09	100.00	100.00	116.09	-16 %
900	District Strategic Plan	479.25	479.25	0.00	0.00	-479.25	*** %
930	Interest Fees	0.00	2,775.30	60,000.00	60,000.00	57,224.70	5 %
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0 %
949	Lease agreements	0.00	0.00	8,362.00	19,583.88	19,583.88	0 %
	Account Total:	62,052.70	223,948.33	920,119.00	960,148.38	736,200.05	23 %
	Account Group Total:	62,052.70	223,948.33	920,119.00	960,148.38	736,200.05	23 %
	Fund Total:	62,052.70	223,948.33	920,119.00	960,148.38	736,200.05	23 %

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE
66000 SOLID WASTE

105	Salaries and Wages	1,087.75	3,276.26	19,370.00	19,370.00	16,093.74	17 %
111	BOD Stipend	4.00	18.00	240.00	240.00	222.00	8 %
115	Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
120	Workers' Compensation	0.00	18.15	37.00	37.00	18.85	49 %
121	Physicals	0.00	0.00	50.00	50.00	50.00	0 %
135	Payroll Tax - FICA/SS	3.25	10.49	150.00	150.00	139.51	7 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
140	Payroll Tax - Medicare	14.00	45.83	281.00	281.00	235.17	16 %
155	Payroll Tax - SUI	0.18	3.66	910.00	910.00	906.34	0 %
160	Payroll Tax - ETT	0.00	0.06	0.00	0.00	-0.06	*** %
205	Insurance - Health	116.43	301.81	2,132.00	2,132.00	1,830.19	14 %
210	Insurance - Dental	5.69	15.27	105.00	105.00	89.73	15 %
215	Insurance - Vision	0.91	2.44	17.00	17.00	14.56	14 %
225	Retirement - PERS Expense	69.99	488.40	1,475.00	1,475.00	986.60	33 %
305	Operations & Maintenance	28.00	275.02	1,000.00	1,000.00	724.98	28 %
310	Phone & Fax Expense	7.71	23.02	37.00	37.00	13.98	62 %
315	Postage, Shipping & Freight	-10.50	-6.75	100.00	100.00	106.75	-7 %
319	Legal: P.R.A.s - Professional Svcs	0.00	7.55	30.00	30.00	22.45	25 %
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0 %
321	IT Services - Professional Svcs	127.55	164.01	356.00	356.00	191.99	46 %
323	Auditor - Professional Svcs	0.00	0.00	420.00	420.00	420.00	0 %
325	Accounting - Professional Svcs	0.00	14.00	720.00	720.00	706.00	2 %
327	Legal: General - Professional Svcs	120.66	189.53	1,500.00	1,500.00	1,310.47	13 %
328	Insurance - Prop & Liability	0.00	1,143.86	837.00	837.00	-306.86	137 %
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
330	Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
333	Legal: HR - Professional Svcs	0.00	8.74	400.00	400.00	391.26	2 %
334	Maintenance Agreements	0.00	204.76	104.00	104.00	-100.76	197 %
335	Meals	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and Conferences	0.00	0.00	100.00	100.00	100.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
351	Repairs & Maint - Equip	0.00	0.00	500.00	500.00	500.00	0 %
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0 %
353	Repairs & Maint - Infrastructure	1,522.72	1,522.72	1,000.00	1,000.00	-522.72	152 %
354	Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0 %
375	Internet Expenses	0.00	0.00	27.00	27.00	27.00	0 %
376	Web Page - Upgrade/Maint	0.00	48.00	48.00	48.00	0.00	100 %
380	Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
382	Utilities - Propane	3.32	3.32	0.00	0.00	-3.32	*** %
383	Utilities - Trash	0.00	0.00	189.00	189.00	189.00	0 %
384	Utilities - Water/Sewer	0.00	0.00	39.00	39.00	39.00	0 %
385	Dues and Subscriptions	0.30	0.90	1,321.00	1,321.00	1,320.10	0 %
386	Education and Training	0.00	14.00	500.00	500.00	486.00	3 %
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0 %
394	LAFCO Allocations	7.36	1,490.09	1,600.00	1,600.00	109.91	93 %
395	Community Outreach	0.00	1.00	750.00	750.00	749.00	0 %
410	Office Supplies	2.80	7.11	150.00	150.00	142.89	5 %
432	Utility Rate Design Study	0.00	0.00	0.00	16,472.50	16,472.50	0 %
465	Cell phones, Radios and Pagers	11.81	23.21	57.00	57.00	33.79	41 %
475	Computer Supplies & Upgrades	401.05	582.46	500.00	500.00	-82.46	116 %
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
490	Small Tools & Equipment	0.00	0.00	500.00	500.00	500.00	0 %
495	Uniform Expense	6.00	12.06	52.00	52.00	39.94	23 %
500	Capital Outlay	23,250.32	23,250.32	0.00	25,000.00	1,749.68	93 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 9 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
580	MISSION GARDENS LIFT STATION PROJECTS	150.00	895.59	0.00	0.00	-895.59	*** %
650	SB1383 Compliance	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
900	District Strategic Plan	27.00	27.00	0.00	0.00	-27.00	*** %
940	Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
949	Lease agreements	0.00	0.00	387.00	765.00	765.00	0 %
	Account Total:	26,958.30	34,081.89	46,492.00	88,342.50	54,260.61	39 %
	Account Group Total:	26,958.30	34,081.89	46,492.00	88,342.50	54,260.61	39 %
	Fund Total:	26,958.30	34,081.89	46,492.00	88,342.50	54,260.61	39 %
	Grand Total:	187,044.36	657,570.09	2,826,821.00	3,795,436.50	3,137,866.41	17 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 9/22

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	-530.17	1,318.48	397,249.44	0.00	174,936.63	223,101.12
10250 Pac Premier - Payroll	-3,398.76	0.00	23,952.57	0.00	23,612.96	-3,059.15
10340 Pac Premier Operational Reserve	515,129.15	7,902.96	135,329.62	0.00	397,013.00	261,348.73
10350 Pac Premier- Capital Reserve	431,813.12	102.93	0.00	0.00	0.00	431,916.05
Total Fund	943,013.34	9,324.37	556,531.63		595,562.59	913,306.75
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	86,220.19	2,183.59	60.49	0.00	4,771.08	83,693.19
10250 Pac Premier - Payroll	4,015.45	0.00	1,654.12	0.00	1,334.93	4,334.64
10340 Pac Premier Operational Reserve	210,301.89	34.72	0.00	0.00	0.00	210,336.61
10350 Pac Premier- Capital Reserve	249,734.96	59.53	0.00	0.00	0.00	249,794.49
10460 Cantella & Co. Investment Acct.	154,926.71	171.59	0.00	1,798.95	0.00	153,299.35
Total Fund	705,199.20	2,449.43	1,714.61	1,798.95	6,106.01	701,458.28
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	411,083.93	121,229.59	800,878.01	0.04	56,486.28	1,276,705.21
10250 Pac Premier - Payroll	48,620.68	0.02	23,819.60	0.00	22,202.52	50,237.78
10260 Pac Western Bank --Long Term	500,321.68	123.36	0.00	0.00	0.00	500,445.04
10340 Pac Premier Operational Reserve	330,427.13	54.55	0.00	0.00	0.00	330,481.68
10350 Pac Premier- Capital Reserve	1,431,486.92	6,044.99	0.00	0.00	798,128.00	639,403.91
Total Fund	2,721,940.34	127,452.51	824,697.61	0.04	876,816.80	2,797,273.62
50 WATER DEPARTMENT						
10150 Cash in SLO County	77,836.10	0.00	0.00	0.00	0.00	77,836.10
10200 Operating Cash - Premier	173,223.84	102,329.69	343.95	0.00	61,683.79	214,213.69
10250 Pac Premier - Payroll	-36,536.74	0.00	23,488.76	0.00	26,578.80	-39,626.78
10340 Pac Premier Operational Reserve	155,338.83	25.64	0.00	0.00	0.00	155,364.47
10350 Pac Premier- Capital Reserve	215,755.11	6,042.06	0.00	0.00	0.00	221,797.17
10400 HOB - USDA Reserve	70,003.36	0.58	0.00	0.00	0.00	70,003.94
Total Fund	655,620.50	108,397.97	23,832.71		88,262.59	699,588.59
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	33,404.79	4,115.22	13,233.57	0.00	26,997.34	23,756.24
10250 Pac Premier - Payroll	4,088.55	0.00	1,323.30	0.00	1,302.20	4,109.65
10340 Pac Premier Operational Reserve	72,289.56	11.93	0.00	0.00	0.00	72,301.49
10350 Pac Premier- Capital Reserve	26,098.24	3.07	0.00	0.00	13,214.63	12,886.68
Total Fund	135,881.14	4,130.22	14,556.87		41,514.17	113,054.06
71 PAYROLL CLEARING FUND						
10250 Pac Premier - Payroll	-835.23	0.00	75,033.27	74,058.54	212.89	-73.39
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	36,653.48	0.00	111,897.32	100,538.94	0.00	48,011.86
Totals	5,197,472.77	251,754.50	1,608,264.02	176,396.47	1,608,475.05	5,272,619.77

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


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

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

9/30/2022

SECURITY	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO % BY INVESTMENT
Fidelity Govt MMKT	N/A								\$ 15,888.15	
Morgan Stanley Bank NA	\$ 100.00	3.05%	\$ 75,000.00	3.05%	\$ 2,287.50	2/14/2024	32992	2/14/2019	\$ 73,845.75	54%
Comenity Cap. Bank	\$ 100.00	2.75%	\$ 65,000.00	2.75%	\$ 1,787.50	4/15/2024	57570	4/15/2019	\$ 63,565.45	46%
Total & Average:			\$ 140,000.00	2.90%	\$ 4,075.00				\$ 153,299.35	

SMCSD BMS Accounts: 30-46000, 30-46100



SECURITIES & ADVISORY SERVICES
OFFERED THROUGH CANTELLA & CO., INC.
MEMBER FINRA/SIPC

Disclosure Page

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

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

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

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

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

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

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

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

SMCSD STATEMENTS OF INFORMATION:

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

As of this report date the District has the ability to meet it's expenditure requirements through: March 30, 2023

Michelle Hido

Michelle Hido, Financial Officer SMCSD

Kelly Dodds, General Manager SMCSD

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 3

SUBJECT: Water and Wastewater Masterplan CIP update

SUGGESTED ACTION: Review and approve RESOLUTION 2022-58 authorizing the General Manger to contract with Water Systems Consulting (WSC) to update the Water and Wastewater Capital Improvement Plan Projects and costs in the master plan at a cost not to exceed \$12,280 as well as approving the corresponding budget adjustments.

DISCUSSION:

The Board of Directors approved release of an RFP for the update to the Water and Wastewater Masterplans at the August 25th Board meeting. There were only two contacts resulting from that RFP, one firm declined to propose on the RFP and one firm was interested and stated they would be proposing but, in the end, did not provide a proposal.

Since the District did not get a response from the RFP the District Engineer (WSC) was requested to provide a cost to update the Capital project costs and descriptions for inclusion in the rate study.

WSC is proposing to review and verify all current CIP projects for relevancy based on current conditions. Review and revise descriptions and costs based on review and discussion with District Staff and current accepted cost tables and project justifications. Additionally, they will add additional projects based on the current and planned direction of the District water and wastewater system. All work will be provided to the District in a editable format to be used in the future complete updates of the Master Plans, and in a format usable by Bartle Wells and Associates (BWA) for the Water and Wastewater Rate Study. This will also reduce future master plan update costs.

Updating the project descriptions and costs is necessary in order to update cost projections for the rate study. If the CIP costs are not updated and BWA uses old estimates, then it is very likely that the proposed rates will not adequately position the District to be able to pay for the projects in the future.

FISCAL IMPACT:

Approval this resolution will result in a cost of \$12,280 to be incurred with a budget adjustment.

This cost will be split equally between water and sewer with a budget adjustment as follows:

Increase fund 50 - object 546 - master plans to \$6,140

Increase fund 40 - object 546 - master plans to \$6,140

At project completion the actual amount spent will be transferred from water and wastewater capital reserve to operating cash for each fund.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2022-58

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL
MANAGER TO ENTER INTO A CONTRACT WITH WATER SYSTEMS CONSULTING TO
UPDATE THE CAPITAL IMPROVEMENT PLAN IN AN AMOUNT NOT TO EXCEED \$12,280
WITH CORRESPONDING BUDGET ADJUSTMENTS.**

WHEREAS, The San Miguel Community Services District (“District”) operates Wastewater and Water departments within the community; and

WHEREAS, the District’s water and wastewater masterplan was last updated in 2020 and updates to the Capital Improvement Plan (“CIP”) Projects are necessary in order to complete the 2022 water and wastewater rate study; and

WHEREAS, updating the CIP projects will also aid in applications for grant funding for which the District is currently pursuing; and

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

1. The Board authorizes the General Manager to enter into a contract with Water Systems Consulting Inc. in an amount not to exceed \$12,280.
2. The Board authorizes a FY 2022-23 Budget adjustment and fund transfer as follows:
 - Increase to Fund 30 -Expense Object 500 in the amount of \$13,500
 - Increase to Fund 40 -Expense Object 500 in the amount of \$13,500
 - Increase to Fund 50 -Expense Object 500 in the amount of \$3,000
3. The Board directs the Financial Officer to transfer up to a total of \$12,280 from Funds 40, 50 capital funds to operational cash based on final cost of the project.

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

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 27th day of October 2022.

Raynette Gregory, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Kelly Dodds, General Manager

Douglas L. White, District General Counsel

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 4

SUBJECT: Addition of fire safety category with CalPERS for fire department personnel.

SUGGESTED ACTION: Review and approve Resolution of Intention 2022-55 to approve a amendment to contract between CalPERS and SMCSO.

DISCUSSION:

The District has been working with CalPERS to add a safety category to the Districts current retirement contract. The safety category will only apply to fire personnel as safety employees. Currently the District only has one employee that would fall in this category.

In order to proceed with this process the Board needs to formally adopt a Resolution of Intention to amend the current contract with CalPERS for employee retirement.

FISCAL IMPACT:

Aside from staff and Legal time to review and prepare the resolution, the cost of creating a Safety position will be based on the duration and number of employees that fall into that category.

PREPARED BY: Kelly Dodds

2022-55

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF DIRECTORS
SAN MIGUEL COMMUNITY SERVICES DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide for a new fire member category with Section 7522.25(d) (2.7% @ 57 Full formula) and Section 21574 (Fourth Level of 1959 Survivor Benefits) with 0% prior service.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Board President

Title

Date adopted and approved

**EXHIBIT**

California
Public Employees' Retirement System

**AMENDMENT TO CONTRACT**

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
San Miguel Community Services District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective March 1, 2004, and witnessed February 17, 2004, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective March 1, 2004, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, age 62 for new local miscellaneous members, and age 57 for local safety members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after March 1, 2004, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Local Fire Fighters (herein referred to as local safety members);
 - b. Employees other than local safety members (herein referred to as local miscellaneous members).
5. Any exclusion(s) shall remain in effect until such time as the Public Employees' Retirement System determines that continuing said exclusion(s) would risk a finding of non-compliance with any federal tax laws or regulations. If such a determination is contemplated, the Public Employees' Retirement System will meet with the Public Agency to discuss the matter and coordinate any required changes or amendments to the contract.

In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

- a. **POLICE.**

6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).
7. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
8. The percentage of final compensation to be provided for local safety members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
9. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20042 (One-Year Final Compensation) for classic local miscellaneous members only.
 - b. Section 21151 (Industrial Disability Retirement For Local Miscellaneous Members).
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
11. Public Agency shall also contribute to said Retirement System as follows:
 - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.
 - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

- 12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
- 13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
SAN MIGUEL COMMUNITY SERVICES DISTRICT

BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

PLEASE DO NOT SIGN "EXHIBIT ONLY"

PLEASE DO NOT SIGN "EXHIBIT ONLY"

Witness Date

Attest:

Clerk

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 5

SUBJECT: San Miguel Community Services District 2022 Strategic Plan

SUGGESTED ACTION: Review and adopt the 2022 Strategic plan by RESOLUTION 2022-56

DISCUSSION:

The District started a Strategic Plan development process in FY 2021/22, the District retained the services of BHI Management Consulting (BHI) Brent Ives to facilitate and coordinate the development of the District's five-year Strategic Plan. BHI first gathered input directly from District staff and individual members of the Board of Directors.

This was followed by two Board and staff planning workshops that included Public input. At each of these meetings the District Mission and 5-year Vision and implementing actions were discussed, public participation was encouraged in setting the foundation of the Strategic Plan.

The Board developed a new Mission statement a new Vision statement for the District. The Board also identified the six strategic focus areas around which to organize implementation of strategic actions over the next five years. Following the Board workshops, key staff members worked with BHI to develop the Strategic Element objective and strategy statements and Strategic goals, actions and tactics in support of each focus to make the Board's Vision reality within the 5-year time frame.

Once adopted this plan will help guide the future decisions of the Board. Since this plan is a 'living document', additions and revisions to the plan will be requested and presented for consideration from time to time. This will be necessary for the continued alignment of this plan with the future direction of the local economy and the needs of the District as it grows.

At this time the Board should discuss any additions or alterations to the Strategic Plan as presented. After review the Board should entertain a motion to adopt the the 2022 Strategic Plan.

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

San Miguel CSD Strategic Plan 2022-2027

Pending Approval

SMCSD Strategic Planning Team

Board of Directors

Raynett Gregory, President
Anthony Kalvans, Vice-President
Hector Palafox, Director
Ward Roney, Director
Vacancy, Director

District Management

Kelly Dodds, General Manager
Rob Roberson, Fire Chief
Tamara Parent, Board Clerk and Accounts Manager
Scott Young, Assistant Fire Chief

Consultant

Brent H. Ives, Principal, BHI Management Consulting

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Message from the President of the Board of Directors

On behalf of the San Miguel Community Services District Board of Directors, it is my honor and privilege to present the Board's Strategic plan for Fiscal years 2022-2027. I want to thank everyone involved in the plan's development. The Strategic planning process has been a collaborative effort between Board Members, District Staff, and the Public, which has produced a useful tool for shaping the future of the San Miguel CSD.

Since November 18, 2021, San Miguel CSD and its Board of Directors have been engaged in a strategic planning process, that have provided us with a map of the next five years. We have learned a lot and have laid out clear directives.

This Plan advances the Board's goals of increasing the focused on six key strategies:

1. Water Resources
2. Wastewater services
3. Fire Services
4. Governance and Administration
5. Finance
6. Community and Strategic Partners

This is a time of constant environmental and regulatory change, at the local, state and federal levels. With that in mind, the strategic plan was written with the intention to regularly revisit and measure successes and to account for emerging opportunities.

As President of the Board, I welcome input from all interested parties to join in working with the Board over the next five years to achieve the goals as put forward in this plan. The Board publishes advance notices of all its Board meetings and encourages participation from the community.

Raynette Gregory

Message from the General Manager

As General Manager, I recognize the need for the District to establish a Strategic Plan that will focus the Board of Directors and Staff in the planning of the operational needs for the district. In this current economic state of society, it has become more prevalent to develop and implement a plan that can and will prepare the district to meet the challenges we will face now and into the future. The district needs to be in a position to respond and act on the challenges instead of reacting with unplanned actions and limited resource. As we develop and achieve benchmarks with the plan the District needs to stay focused on the overall goal.

The San Miguel CSD Directors and Staff have actively developed this Strategic Plan to outline the future operational needs of the District and to achieve the goals for the vision that of the District. The Plan also identifies the actions and tactics required to lay the foundation that will set the course for the district and the future development. This plan creates a roadmap designed to meet the operational, governance and financial needs of the community for the next five years and into the future.

Robert Roberson

Strategic Plan Development Process

In FY 2021/22, the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the updating of the District's five-year Strategic Plan. BHI first gathered input directly from District staff and individual members of the Board of Directors. This was followed by two Board and staff planning workshops. At each meeting the District Mission and 5-year Vision and implementing actions were discussed. The Board supported this process to allow participation in the foundation of the Strategic Plan. The Board developed a new Mission statement a new Vision statement for the District. The Board also identified the six strategic focus areas around which to organize implementation of strategic actions over the next five years.

Following the Board workshops, key staff members, worked with BHI to develop the Strategic Element objective and strategy statements and Strategic goals, actions and tactics in support of each focus to make the Board's Vision reality within the 5-year timeframe. Using this process, this Strategic Plan provides a roadmap for the District and guided by the Board's Vision over the next five years. This Plan was then vetted with the Board a final time prior to approval.

The simple organization of the Plan is outlined first by Mission/Vision. Next come the six, five-year strategic focus areas, then the actions needed to fulfill the vision. Finally, Table 1 provides an overview of the plan with associated dates for actions and goals within the next five years.

Mission –

The San Miguel Community Services District was formed and remains committed to efficiently serving the community with fire protection, water, wastewater, street lighting/landscaping and solid waste services in San Miguel.

Vision –

In next 5 years we plan to:

- move our administration to the new WWTF and successfully opened our new wastewater treatment facility. (Facility, 2022-25)
- remodel the fire station adding an additional apparatus bay, accommodating increased fire staffing, and creating more space for community meetings. This will also allow for a Sheriff's Beat Station. (Facility, 2023-25)
- complete the Fire Department LAFCO redistricting process. (Fire, 2022-24)
- stabilize the water resources portfolio while maintaining fiscally responsible water rates. (Ops/Finance, 2024-25)
- continue with a strong and productive Board culture. (Admin/Governance, 2023-Ongoing)
- have successfully transitioned to a new General Manager. (Admin, 2022-23)
- gain increased influence in county and state regional decisions affecting the District. (Political, 2023-25)
- have deliberately improved staffing and equipment for all facilities. (2023-26)
- implement a proactive public relations program. (2022-ongoing)

STRATEGIC FOCUS AREAS – The board of directors has identified six areas of district operations where time, effort and resources must be focused within the next five years to protect and advance the mission. These are:

- 1.0 WATER RESOURCES
- 2.0 WASTEWATER SERVICE
- 3.0 FIRE SERVICES
- 4.0 GOVERNANCE AND ADMINISTRATION
- 5.0 FINANCE MANAGEMENT
- 6.0 COMMUNITY AND STRATEGIC PARTNER RELATIONS

1.0 WATER RESOURCES

Objective description and general approach: Our objective is to identify and deliver high-quality, reliable and affordable water for District residents.

1.1 PROVIDE WATER SUPPLY STABILIZATION AND DIVERSIFICATION

Objective description and general approach:

- Diversify the Districts water portfolio and reduce groundwater pumping by identifying opportunities to obtain and use recycled and or surface waters.

Objective Goals and Deliverables for the Goal:

- Identify consultant(s) to perform the analysis
- Identify and analyze available sources of recycled and surface waters.
- Identify and analyze potential users for the recycled and surface waters.

Objective estimated completion date:

- Ongoing, initial source identification should start by 2025
- Begin coordination with relevant stakeholders around 2025.

1.2 MAINTAIN A STRONG ROLE ON THE REGIONAL GROUNDWATER SUSTAINABILITY PLANNING

Objective description and general approach:

- Maintain a strong presence within the Paso Basin Cooperative Committee (PBCC) as a Groundwater Sustainability Agency (GSA) by being proactive and passing of forward-thinking policies.

Objective Goals and Deliverables for the Goal:

- Coordinate efforts with other GSAs and the PBCC.
- Consider and establish meaningful policy to protect the groundwater basin.
- Consider and implement projects to improve the groundwater basin.

Objective estimated completion date:

- Ongoing engagement with the PBCC and other GSAs
- Within 1 year engage in planning for projects that benefit the groundwater basin.

1.3 INCREASE OUR WATER STORAGE ON THE EAST SIDE OF THE RIVERObjective description and general approach:

- Design and build a new water storage tank farm and pump station for the San Lawrence Terrace.

Objective Goals and Deliverables for the Goal:

- Identify the scope of the project
- Identify and apply for funding for the project.
- Board approval of scope and funding
- Develop plans and specifications
- Build project.

Objective estimated completion date:

- Design and funding (FY 2022-23)
- Project completion (FY2023-25)

1.4 COMMENCED WITH A PROACTIVE STUDY FOR THE LONG-TERM (20 YEAR) WATER NEEDSObjective description and general approach:

- Our objective is to develop a long-term water needs outlook

Objective Goals and Deliverables for the Goal:

- Work with Board of Directors to develop scope of work
- Identify consultant(s) to perform study and analysis.
- Identify costs and funding mechanisms.

Objective estimated completion date:

- Started by 2025, will be a multiyear process.

2.0 WASTEWATER SERVICE

Objective description and general approach: Our objective in providing wastewater services for District residents is to meet all state regulations for the collection and treatment of wastewater.

2.1 OPEN AND OPERATE THE NEW WASTEWATER TREATMENT FACILITY

Objective description and general approach:

- Under order by the State Regional Water Board, upgrade and expand the Machado Wastewater Treatment Facility.

Objective Goals and Deliverables for the Goal:

- Determine overall wastewater needs and define the scope of the project.
- Secure funding for project.
- Design and construct the project.

Objective estimated completion date:

- Currently under design for this project. Completion of design is estimated to be early 2023.
- Funding approval anticipated in mid-2022 with additional funding applications to be completed in late 2022 to 2023.
- Construction to start in mid-2023 to be completed in early 2024

3.0 FIRE SERVICES

Objective description and general approach: We will continually prepare to meet the growing demands for high-quality Fire and Emergency Services for our District service area.

3.1 SUCCESSFULLY COMPLETE THE REDISTRICTING PROCESS WITH LAFCO AND SAN LUIS OBISPO COUNTY.

Objective description and general approach:

- The Fire Department Staff has worked through the process with LAFCO and the County Board of Supervisors to finalize the Fire Department District boundaries

Objective Goals and associated Dates for the Goal:

- SMCSD Board approval for redistricting.
- Complete formal application process for redistricting to LAFCO.
- Work with LAFCO to receive approval for redistricting.
- Receive County Board of Supervisors approval.

3.2 INSTALL AND USE OUR TEMPORARY HOUSING UNIT/SHERIFF'S BEATSTATION

Objective description and general approach:

- Have temporary housing unit (THU) installed to provide housing for a Duty Officer on-site and enhance response times.

Objective Goals and associated Dates for the Goal:

- Procure temporary housing unit (FY2022)
- Procure SLO County building permits (FY2022/23)
In process (May 2022)
- Proceed with site improvement's (FY2022/23)
Start improvements as SLO County permits are issued
- Install THU (FY2022/23)
- Fully operational (Fall 2022/23)

3.3 FIRE APPARATUS BAY HAS BEEN COMPLETED AND ALL EQUIPMENT SHALL BE MODERN AND WELL-MAINTAINED

Objective Goals and associated Dates for the Goal:

- Proceed with the planning process required for the construction of the proposed apparatus building.
- Complete design around future vehicle/equipment replacement as required per NFPA guidelines. (FY2022-23)
- Identify and acquire funding (FY2022-23)
- Complete new apparatus bay (FY2023-24)

3.4 REMODEL FIRE STATION

Objective Overview:

- Remodel the current station to contain and facilitate;
 - Fire Department Administration
 - Sheriff Beat Station
 - EOC (Emergency Operation Center) and or Meeting Room and or Training Room Public access Meeting Room
 - Fire Staff quarters to accommodate up to 4 staff members

Objective Goals and associated Dates for the Goal:

- Proceed with the planning process required for the construction of the proposed Fire Station remodel (FY2022-23)
- Explore funding sources for design and construction (FY2022-23)
- Complete design documents (FY2023-24)
- Identify and acquire funding (FY2023-24)
- Begin remodel activities (FY2024-25)
- Complete remodel (FY2025-26)

3.5 ENHANCE FIRE DEPARTMENT STAFFING

- Objective description and general approach:

- Maintain and provide duty officer coverage.

- Objective Goals and Deliverables for the Goal:

- Respond to new housing by adjusting fire staffing accordingly.
- Receive additional funding per redistricting (3.1) to enhance staffing, etc.

4.0 GOVERNANCE AND ADMINISTRATION

Objective description and general approach: Our objective is to conduct District business in a professional and productive manner at all levels.

4.1 WE WILL CONTINUE TO WORK ON A LONG-TERM PRODUCTIVE BOARD CULTURE AT SMCSO

- Objective descriptor:
 - The Board of Directors currently enjoys positive relationships with the public at-large, the District staff, other public agencies and each other. As such, it is the intention to maintain this type culture for each successive Board into the future. This requires a certain dedication to the entire San Miguel public to represent them in a civil and productive way.
 - We will develop, maintain, and adhere to a SMCSO Board training schedule
 - The Board of Directors will annually review Board Handbook/By-laws.
- Objective Goals and Deliverables for the Goal:
 - Each Board member will complete scheduled training as required.
 - We will track each Board member to assist in keeping them current with their training.

5.0 FINANCE

Objective description and general approach: We will adhere to the highest financial standards and processes for fiscal solvency and transparency.

5.1 WE WILL DILIGENTLY WORK TO MAINTAIN FISCALLY RESPONSIBLE WATER AND WASTEWATER RATES

• Objective description and general approach:

- Through good forward planning, utilizing best management practices, and optimizing operations we will strive to eliminate unplanned expenses and implement sustainable water and wastewater rates.
- Engage in a 5-year Cost-of-Service Rate Study to begin in July 2022-23 for FY2023-24 implementation
- Analyze the operations of the District and forecast staffing, equipment, and operational costs.
- Regularly update the water and wastewater masterplans with up-to-date priorities and costs.
- Where possible, complete prework for pending projects to position the District for shovel ready grant opportunities. (when financially possible)
- Work with other agencies to identify and secure funding opportunities. (Ongoing)

5.2 WE WILL PERFORM A STUDY TO OUTLINE POTENTIAL SOURCES OF REVENUES

Objective Description: Work with Board to develop the scope of this comprehensive study to identify and analyze existing and potential new mission-related revenue sources for District departments.

Objective Goals and associated Dates for the Goal:

- Determine entity(ies) to perform study.

- Determine funding mechanisms for study.
- Perform study and report to Board on findings.

5.3 WE WILL PERFORM A STAFFING ANALYSIS IN SUPPORT OF THE DISTRICT MISSION

- Perform an analysis of current and future staffing needs to ensure adequate ability to support the Districts Mission.

• Objective Goals and associated Dates for the Goal:

- Assess current staffing and staff duties in all departments.
- Determine future staffing needs for next 5 years for planned growth and expansions.
- Analysis the current and future staffing needs and provide a recommendation based on results.

5.4 WE WILL PERFORM A DISTRICT RATE STUDY THAT ALLOWS FOR MISSION APPROPRIATE COMMUNITY RELATED NEEDS

• Objective Goals and associated Dates for the Goal:

- Conduct a Board workshop to allow for broad discussion, clarity, potential and scope determination of this topic, providing direction to staff.

6.0 COMMUNITY AND STRATEGIC PARTNER RELATIONS

Objective description and general approach: We will be a leading public organization within the San Miguel community. We will facilitate mission related informational workshops, for the overall good of the community.

6.1 WE WILL ENHANCE THE CURRENT HIGH-LEVEL OF COMMUNITY ENGAGEMENT

- Objective Goals and associated Dates for the Goal:
 - Increased District interest and attendance at public meetings

6.2 WE WILL INCREASE OUR LEVEL OF PRESENCE AND INFLUENCE WITH COUNTY RELATED PLANNING AND DECISION MAKING

- Objective Goals and associated Dates for the Goal:
 - Establish and maintain relationships with our County Supervisor(s) and County staffers.

6.3 WE WILL ACHIEVE CERTIFICATION FOR TRANSPARENCY FROM CSDA

- Incoming Board of Directors will receive orientation including training expectations to support District Board culture and conduct goals
- Achieve CSDA District of Distinction Certificate
- Achieve CSDA District Transparency Certificate

6.4 WE WILL PARTICIPATE IN OPPORTUNITIES FOR OUR COMMUNITY TO COLLECTIVELY PLAN AND STRATEGIZE FOR A PROSPEROUS FUTURE

- Objective Overview:
 - We will consider ways to help in a bigger way as the community core.
 - We will allow use of our prime location for development of business partnerships and supporting of conditions and planning for growth and overall economic development, including groups like CSD, Chamber, Advisory Council, and other public groups formed for the overall good of San Miguel.
- Objective Goals and associated dates for the Goal:
 - Work with Board of Directors to develop scope of effort and define costs.

6.5 WE WILL TAKE DELIBERATE STEPS TO COMMUNICATE ABOUT DISTRICT ACHIEVEMENTS

- Objective Goals and associated Dates for the Goal: We will begin making more deliberate and formal press releases to a broad media set deliberately getting to word

out of beneficial actions of the District.

Vision to Action Table Strategic Focus	Strategic Goals	Proposed Objective Dates
1.0 Water Resources	1.1 Water Supply Stabilization and Diversification 1.2 Maintain Strong Role in Groundwater Planning 1.3 Extended Water Storage 1.4 Begun long-term (20 yr.) Water Study	1.1 2025-ongoing 1.2 2023-ongoing 1.3 2023-25 1.4 2025
2.0 Wastewater	2.1 Opened and Operating New Wastewater Treatment Plant	2.1 2022-24
3.0 Fire Service	3.1 Complete Redistricting process with LAFCO/County 3.2 Opened and are Staffing new Fire Temporary Housing Unit 3.3 Fire apparatus Bay/Equipment 3.4 Remodel Fire Station 3.5 Enhance Fire Staffing	3.1 2022-24 3.2 2022-23 3.3 2022-24 3.4 2022-26 3.5 2023-24
4.0 Governance/Administration	4.1 We continue to work on maintaining a strong Board culture <ul style="list-style-type: none"> • Review of Board Handbook/By-laws (2022) • Develop Board training plan (2023) • Track Board training progress (2023-ongoing) 	4.1 2022-ongoing
5.0 Finance	5.1 Fiscally responsible water and wastewater rates <ul style="list-style-type: none"> • Achieve GFOA Budget Transparency certificate (2023/24) 5.2 Revenue Sources Study 5.3 Staffing Analysis 5.4 Rate Study with community consideration	5.1 2022-25 -ongoing 5.2 2023-25 5.3 2022-23 5.4 2023-24
6.0 Community and Partner Relations	6.1 Enhanced Community engagement 6.2 Increased regional engagement, relations and influence 6.3 CSDA Transparency Certification 6.4 Participate in Community Planning 6.5 Proactively communicate the District news	6.1 2022-Ongoing 6.2 2022-Ongoing 6.3 2023/24 6.4 2022-Ongoing 6.5 2022- Ongoing

RESOLUTION NO. 2022-56

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ADOPTING THE SAN MIGUEL
COMMUNITY SERVICES DISTRICT 2022 STRATEGIC PLAN.**

WHEREAS, San Miguel Community Services District provides Fire, Water, Wastewater, Lighting/ Landscaping, and Solid Waste services within the Community of San Miguel; and

WHEREAS, the Board of Directors recognizes the need to develop a Strategic Plan in order to better guide the District and serve the Community; and

WHEREAS, the Board of Directors have developed the first Strategic Plan with the input of the Board, Staff, and the Public; and

WHEREAS, the Board of Directors adopts the 2022 Strategic Plan with the expectation that it will be updated in the future to maintain alignment with the needs of the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors approves and adopts the San Miguel Community Services District 2022 Strategic Plan and authorizes staff to work toward meeting the goals and expectations outlined in the plan.

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

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

the foregoing Resolution is hereby passed and adopted this 27th day of October 2022.

Raynette Gregory, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Kelly Dodds, General Manager

Douglas L. White, District General Counsel

Board of Directors Staff Report

October 27, 2022

AGENDA ITEM: 6

SUBJECT: Discussion on the Board Handbook.

SUGGESTED ACTION: Discuss Board Handbook changes and provide any additional changes or language to staff for inclusion in the handbook revision

DISCUSSION:

The Board Handbook is the document which guides the actions of the Board. Over the life of this document, it has been modified to include, and remove, legal and board directed requirements to provide a basis for how the board conducts themselves, as well as their interaction with the public.

Over the last several months, several Board members have requested to have items revised in, or added, to the handbook. Those items specifically mentioned are listed below with a brief review of those items. This is not an exhaustive list and if the Board wishes to add or remove some or all of these items they should do so and provide direction to staff. There are also numerous clerical errors in the Handbook which, although not discussed or listed here, will be corrected in the version of the handbook that returns to the Board for further review and approval.

Board requested items:

- **Board works for the Community** (Chapter 1)
 - The Board should decide whether they would like to include a more robust statement at the beginning of the Handbook delineating the Boards commitment to the Community and to operate in the best interest of all that receive services from the District.
- **Government Code section 61040**
 - The Board should decide whether the applicable provisions of Government Code section 61040 should be included in the Handbook. Section 61040 specifies the minimum procedures for selection of the district governing body members and those board members' powers and duties.
- **Personal Liability of Elected Officials**
 - The Board should decide whether a notice to elected officials should be included in the Handbook with regard to the members' personal liability for intentional torts, including, but not limited to, harassment, sexual battery, and intentional infliction of emotional distress.
- **Incorporation of term limits** (Chapter 1)
 - Several Board Members have expressed the need for term limits. Although most of the current board is in their first term, several prior board members have been on the board for multiple terms.
 - The Board should decide if term limits should be included in the handbook and, if so, what that limit should be.

- **Missing meetings Reg/ Abandonment** (Chapter 2 and 4)
 - Several Board Members have requested to review the attendance requirements for Board Members.
 - The current wording on absences reads; *For the purpose of this Chapter, an “Absence” includes failure to arrive during “Roll Call”, leaving prior to “Adjournment”, departure from a Board Meeting for more than thirty (30) minutes, or failure to attend an entire Board Meeting.*
 - The current wording provides for some excused absences but states: *A Board Member who has three (3) unexcused Absences for a period of three (3) consecutive months will result in a vacancy of his or her seat on the Board*
 - The Board receives a stipend for each meeting that they attend and the requirements for attendance dictate whether a member receives a stipend or not.
 - The Board should decide if the wording in this section should be revised to include special meetings in the unexcused absences and if changes should be made to the amount of time a member can come in late or leave early before they are no longer eligible for their stipend.
- **Completion of required training to receive a stipend** (Chapter 2)
 - The Board is required to have specific training by law, such as ethics and sexual harassment training.
 - Since some past board members have refused to take the required training and that training is required by law, but also is required for the District to receive some certifications in transparency and distinction. Some Board members have requested that the training be completed prior to receiving the Board Stipend.
 - The Board should decide if the required training should be a requirement to receive a stipend.
- **Tracking of Board training** (Chapter 2)
 - The required training for Board members is already being tracked by the Board Clerk.
 - The Board should decide whether or not additional language should be added to the Handbook requiring an agenda item to be placed at regular intervals to discuss which Board Members are out of compliance and what opportunities are available to bring them into compliance.
 - The Board should also decide whether or not the deadlines for mandated training should be included in the Handbook.
- **Form 700s**
 - Every elected official is required to submit a Statement of Economic Interest (Form 700) every year.
 - The Board should decide whether or not the deadline for filing Form 700s should be included in the Handbook.
- **Decorum at Board Meetings- SB1100** (Chapter 13)
 - As briefly discussed at the August Board meeting the state passed Senate Bill 1100 which provides additional guidance and regulation on the Decorum at Board Meetings by the Public as well as the Board.
 - Legal Counsel recommends that this language and associated references be added to the Handbook.
 - Unless the Board has specific objection to this, staff will direct Legal to add the necessary section and references.
- **Election Districts**
 - Across the state many jurisdictions have switched to election districts.
 - Given the size of our District and the difficulty in attracting and retaining Board Members, Staff does not feel that further restricting the ability of the few community members to be Board members is prudent at this time.

- The Board should discuss whether or not incorporating election districts will be beneficial for the overall inclusion of the community and oversight of the District. If so, this will need to be researched further with additional information being brought back to the Board for review.

Staff requested items:

- **Completion and filing of required conflict of interest and other forms (Chapter 8)**
 - The Board is required to file specific forms with the state as part of being an elected official.
 - Since some prior board members have refused to file these forms, specifically the Conflict-of-Interest Form 700, Staff is recommending that the Board stipend be withheld from Board members who do not complete and submit the required forms. For Board members who must file the Form 700 upon leaving office, staff recommends that the final stipend be withheld until the form is filed.
 - The Board should decide if the required filings should be a requirement to receive a stipend.
- **Inclusion of statement regarding use of District Email**
 - Staff recommends including a statement that all email transmittal of District related business by Board Members be by Secure District email. Use of personal emails for District Business opens the District and the Board Member to potential legal liability.
- **Inclusion of statement regarding providing board packets in digital format.**
 - Staff recommends including a statement that, where possible, all information, including Board Packets, will be by email or other secure electronic means. That printing of large amounts of information is wasteful and harmful to the environment.
- **Revision to attendance requirements. (Chapter 2 item D)**
 - Staff Recommends including in the excused absence an item for work related absences
 - Removing D.1 - Board vote on if board absence was deemed "excused"

FISCAL IMPACT:

Staff and legal time to make revisions and prepare a draft handbook copy for the board.

PREPARED BY: Christina Pritchard

San Miguel
Community
Services District



Board Members'
Handbook

Board Members' Handbook September 2017
Revised January 18, 2018
Revised January 23, 2020
Revised Chapter 4 September 24, 2020
Revised October 28, 2021
Revised Chapter 11, November 19, 2021
Revised Chapter 11, August 25, 2022 (2022-40)

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Introduction & Overview

A. Purpose of San Miguel Community Services District Board Member's Handbook

The San Miguel Community Services District ("District") has prepared this Board Members' Handbook ("Handbook") to assist Board Members and other District Officials (collectively, "District Officials") by documenting accepted practices and clarifying expectations. This Handbook should serve as a reference on adopted practices and procedures pertaining to District Board of Directors ("Board") meetings, committee meetings or advisory groups, if any, provide an overview of District operations, Board powers and responsibilities, expected behavior and decorum from Board Members and other elected or appointed officials, and other related matters.

The Handbook supersedes any other Handbooks which govern the Board, Committees, or Advisory Groups.

B. Overview of Basic Documents

This Handbook is a summary of the important aspects of District Officials' activities. However, it cannot incorporate all materials and information necessary for understanding the business of District Officials. Many other laws, plans, and documents exist which bind the District Officials to certain courses of action and practices. A summary of some of the most notable documents which establish District Officials' direction is provided below.

1. California Government Code

The California Government Code contains many requirements for the operation of local government and administration of public meetings throughout the state. Many of these requirements, such as open meeting laws, is to ensure there is broad awareness of such requirements. The District is a "Special District" which means it is organized in accordance with provisions of the California Government Code and it is bound by the state's general law.¹

2. Annual Budget

The District's annual budget provides a description of District services and the resources used to provide services. The document contains a broad overview of the budget, as well as descriptions of programs offered within each division of the organization.

3. Emergency Operations Plan

The District is in the process of drafting an emergency plan entitled "Emergency Operations Plan", which will describe actions to be taken in periods of extreme emergency. The Emergency Operations Plan may be updated from time to time. The Board may be called upon during an emergency to establish policies related to the specific incident.

C. Orientation of New District Officials

It is important that new and incoming District Officials gain an understanding of the full range of services and programs provided by the District. As Board Members join the Board, or other District Officials join their respective committees, the General Manager is instructed to provide invitations for Members to tour facilities and meet with key Staff. At any time if there are facilities or programs about which Board Members would like more information, arrangements will be made to increase awareness of these operations.

D. Board Member Qualifications

Each Board Member shall not hold an incompatible office. Each Board Member shall hold office and discharge his or her duties with loyalty. Each Board Member shall attend all regular and special meetings of the Board, unless there is good cause. Removal or replacement of a Board Member shall be governed by the requirements set out in Government Code §§ 1770-1782 and outlined in detail in Chapter 8 of this Handbook.

E. Basic Definitions

1. Chair/Presiding Officer is the individual authorized by law or District Policy to oversee, direct and preside over the public meeting of the Board or any other District Committee.
2. Board of Directors is the governing body of the District, comprised of four (4) directors and one (1) President of the Board. Each Board Member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board Members shall take office at noon on the first Friday in December following their election.
3. District Official is any elected or appointed Member of the Board or District Committee established by resolution or Board policy.

Chapter 2: Board—General Powers and Responsibilities

A. Board Authority

The Board is the unit of authority within the District. Board Members have no individual authority. As individuals, Board Members may not commit the District to any policy, act, or expenditure. Board Members do not represent any fractional segment of the community, but are part of the body, which represents and acts for the District as a whole. Routine matters concerning the operational aspects of the District are to be delegated to the professional District Staff Members.

B. Board Functions

The Board is the legislative body of the District; its Members are the community's decision makers. Power is centralized in the elected Board collectively and not in an individual Board Member. The Board approves the budget and determines the public services to be provided and the taxes, fees, and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District.

C. Board President and Vice-President Functions

1. President

The President is to preside at all Meetings of the Board and perform such other duties consistent with the office as may be imposed by the Board. At Board Meetings, the President assists the Board in focusing on the agenda, discussions, and deliberations. The President does not possess any power of veto. As presiding officer of the Board, the President is to faithfully communicate the will of the Board majority in matters of policy. The President is also recognized as the official head of the District for all ceremonial purposes. The President shall be selected by the Board annually in December.

2. Vice-President

The Vice-President shall perform the duties of the President during the President's absence or disability. The Vice-President shall serve in this capacity at the pleasure of the Board.

D. Attendance Requirements

Each Board Member shall attend all Meetings of the Board, unless he or she has an excused absence. For the purpose of this Chapter, an "Absence" includes failure to arrive during "Roll Call", leaving prior to "Adjournment", departure from a Board Meeting for more than thirty (30) minutes, or failure to attend an entire Board Meeting.

An excused absence may include:

- a. Illness of the Member, illness or death of a Member's spouse, domestic partner, parent, child, sibling, or dependent; or
- b. Board-related business; or
- c. Personal leave (limited to one per fiscal year); or
- d. Emergency; or
- e. Required military service; or
- f. Maternity or paternity leave; or
- g. Board consensus excusing such an absence.

A Board Member who has three (3) unexcused Absences for a period of three (3) consecutive months will result in a vacancy of his or her seat on the Board.²

1. **Consent Calendar:** At every Board Meeting, the Board will vote to determine whether an Absence, as defined above, from a meeting will be deemed "excused." Absences of a prior meeting will be considered during the Consent Calendar of the following meeting, unless a Board Member requests that the item be removed in order to further discuss it.
2. **Required Sign-In Sheets.** In order to receive his or her monthly stipend, Board Members will be required to sign-in on two separate occasions at each Board Meeting.

The first sign-in sheet will be circulated at the "Call to Order" agenda item of the open session of the Board Meeting. The second sign-in sheet will be circulated during the "Board Comments" agenda item of the Board Meeting.

E. Appointment of General Manager and District Counsel

The Board appoints two (2) positions within the District organization: General Manager and District Counsel. Both positions serve at the will of the Board.

1. General Manager

Is an employee of the District and has an employment agreement which specifies terms of employment, including an annual evaluation by the Board. The General Manager shall be the administrative head of the District under the direction of the Board. He or she shall be responsible for the efficient administration of all the affairs of the District, which are under the General Manager's control. The General Manager shall also be responsible for the duties outlined in the Government Code.³

2. District Counsel

District Counsel services will be provided by contract. The District Counsel attends all Board Meetings, as well as other meetings at the request of the Board as deemed necessary. The District Counsel is appointed and serves at the pleasure of the Board.

F. Role in Emergency

The Board has some extraordinary powers for the protection of persons and property within the District in the event of an emergency. The District is currently in the process of drafting an "Emergency Operations Plan" by and which the role of Board Members and District Staff will be explained.

G. Standing Committees

Currently the Board does not have any standing committees or advisory groups. In the event the Board elects to reestablish committees or advisory groups in the future, the Handbook will be revised to reflect the general powers and responsibilities for each committee or advisory group.

Chapter 3: Board Administrative Support

A. Requests for Research or Information

Board Members may request information or research from the General Manager on a given topic. All Board Member requests for research or information should only be directed to the General Manager and not directly to a District Staff Member. Requests for new information or policy direction will be brought to the full Board for consideration at a regular meeting. All written products will be provided to the full Board.

B. Inappropriate Actions

The Board has delegated the General Manager the responsibility to discuss, on behalf of the full Board, any perceived or inappropriate action by a Board Member. The General Manager will discuss with the Board Member the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the General Manager will report the concern to the full Board.

Chapter 4: District Finances

A. Board Member Compensation

Pursuant to Government Code section 61047, Board Members are authorized to receive up to One Hundred Dollars (\$100.00) per day of service, limited to six (6) days in one (1) month, and all other expenses incurred.

Board Members may waive their stipends as provided by state law⁴, however, they may not elect to assign their salary to any person or entity, including a charitable organization.

Per Day of Service means that compensation is limited to no more than One Hundred Dollar stipend (\$100.00) per day (i.e. a special meeting and a regular Board Meeting in the same day would be compensated with a single stipend payment for that day).

The following types of authorized functions are eligible for compensation:

1. Regularly scheduled board Meetings.
2. One (1) special Meeting a month.
3. One (1) special or informal work session or conference per month.
4. Emergency Meetings of any duration.
5. Participation in a training program on a topic that is directly related to the district as assigned or approved by the Board. Members attending must deliver a written report to the Board of Directors regarding the Member's participation at the next Board of Directors' Meeting following the training program.
6. Board-appointed regional meetings that are not already reimbursed. Board Members attending must deliver a written report to the Board of Directors regarding the Member's representation at the next board of directors' meeting following the public meeting or public hearing.
7. Participation in a scheduled Board retreat or Board training session.

Forfeiture of Stipend. A Board Member will not be eligible for a stipend under the following conditions:

1. For the relevant Board Meeting if a Board Member fails to arrive for "Roll Call", leaves prior to "Adjournment", leaves for a period of more than thirty (30) minutes in the middle of that Board Meeting, or fails to attend the entire Board Meeting, without a Board-approved excused absence.
2. No Board Member shall receive a stipend during a fiscal emergency. A fiscal emergency is defined as one of the following:

- a. Half of all departments are running negative budget balances for two (2) consecutive years;
 - b. At any time in which the total Operational Reserve for the District falls below fifteen percent (15%) of the Board approved, operational revenue budget OR operational expenditure budget for that period;
 - c. If the District declares bankruptcy; or
 - d. Existing departmental Staff are laid off due to budget problems.
3. Two (2) unexcused Absences will result in a forfeiture of the Board Member's stipend for the remainder of the fiscal year.

Additional Requirements. As a condition of receiving board stipends, the collective Board shall be required to undergo a yearly Board analysis.

Additional Compensation. Any future increases or changes to these rules that results in an increased fiscal impact to district shall be made through an ordinance pursuant to Government Code 61047(b) and shall be brought before the voters at a regularly scheduled election.

B. Expenditure Allowance

The annual District budget may include an expenditure allowance for expenses necessary for Members to undertake official District business. Eligible expenses include travel expenses, including meals for Board Members, and mileage reimbursement, which are made for District business.⁵ Donations to organizations are not eligible, nor are meals, for individuals other than Board Members.

C. Expenditure Guidelines

Any expense must be related to District affairs.⁶ Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting.

District budgetary practices and accounting controls apply to expenditures within the District budget. Board Members should plan expenditures which will allow them to remain within the annual allocation. When exceptional circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office, with receipts. Expenditure records are public information.

Chapter 5: Board Member Communications

A. Overview

Perhaps the most fundamental role of a Board Member is communication; communication with the public to assess community options and needs, and communication with Staff to provide policy directions and to gain an understanding of various policy alternatives. Because the Board performs as a body (that is acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking “for” the Board. Equally important, when Members are expressing personal views and not those of the Board, the public should be so advised. When responding to constituent requests or concerns, Board Members should respond to the individuals in a positive manner and route their questions to the General Manager.

B. Speaking “for the District”

When Board Members are requested to speak to groups or are asked the Board’s position on an issue, the response should reflect the position of the Board as a whole. Of course, a Board Member may clarify their vote on a matter by stating “While I voted against X, the Board voted in support of it.” When representing the Board at meetings or other venues, it is important that those in attendance gain an understanding of the Board’s position rather than that of an individual Member.

C. Correspondence from Board Members

1. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District’s position on policy matters to outside agencies on behalf of the Board. Individual Members of Board will often prepare letters for constituents in response to inquiries or to provide requested information.
2. The following is the policy of the Board relative to official and non-official correspondence by Members of the Board:
 - a. Board Members shall not write or send letters on District stationary or letterhead without Board approval.
 - b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board Member.

- c. Board Members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board Members are encouraged to notify or send copies of said endorsement to the full Board.
- d. The Board policy is that it will not support individual political candidates but may vote to support or take stands on initiatives, measures, or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

D. Confidential Issues

Confidential issues, including anything which has been discussed in a closed session, shall not be disclosed to any Member of the public, including the press.

E. Local Ballot Measures

At times, ballot measures may be placed on the ballot that affect Board policy. There are restrictions regarding what actions the Board or individual Members may take on ballot measures under California law.

F. State Legislation, Propositions

The Board may be asked to take action on pending State legislation. The Board has adopted a practice of requiring analysis of bills prior to taking any official position. The analysis is to include a summary of the legislation's purpose and a listing of those entities both in support and against the proposed legislation.

G. Proclamations

Ceremonial proclamations are often requested of the District in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the District can make special recognition of an event (e.g. Recycling Week). As part of his or her ceremonial responsibilities, the President is charged with administration of proclamations. Individual Board Members do not issue proclamations but may request that the President issue a proclamation.

Chapter 6: District Officials—Conflicts & Liability

A. Conflict of Interest

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. Written permission must be obtained before posting elected officials' home addresses or telephone numbers on the Internet.

At any time if a District Official believes that a potential for conflict of interest exists, he or she is encouraged to consult with the District Counsel, or private legal counsel, for advice. Staff may also request an opinion from the District Counsel regarding a District Official's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties or fines, including criminal prosecution. While not inclusive, a general summary of conflict rules has been prepared and appears below.

There are several laws that govern conflicts of interest for public officials in California – the Political Reform Act and Government Code sections 1090 and 87105 (<http://leginfo.legislature.ca.gov/faces/codes.xhtml>). In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official. Government Code section 1090 prohibits a public official from being interested in government contracts; Government Code section 87105 requires a public official who has a conflict of interest to publicly announce the conflict, recuse himself or herself, and leave the room until after the discussion and voting on the matter is complete.

B. Political Reform Act

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a disqualifying conflict of interest. Therefore, if a public official has a conflict of interest, the public official must disqualify himself or herself from acting on, or participating in, the decision before the District. During that discussion, the public official must leave the area where the discussion is taking place.

A public official has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally” on one (1) or more of the economic interests of the public official or a Member of the public official’s immediate family.⁷

As of 2016, economic interests include interests in businesses worth Two Thousand Dollars (\$2,000) or more, interests in real property, both ownership and leases, worth Two Thousand Dollars (\$2,000) or more, a source of income in an amount of Five Hundred Dollars (\$500) or more, and gifts of Four Hundred Sixty Dollars (\$460) or more provided to or received within one (1) year of the decision.⁸ These dollar amounts are subject to annual increases. Please check with the District Counsel to verify the current dollar amounts. Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more in fair market value.⁹ If a Board Member has a pro rata share interest in real property, in which the Board Member or immediate family Member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.¹⁰

Determining whether a Board Member has a disqualifying conflict of interest is very complicated and fact specific. Please contact the District Counsel if you suspect that you may have a conflict of interest so that a formal four-step analysis of the potential conflict can be provided.

Government Code section 87105 states that a Board Member who has a conflict of interest must recuse himself or herself and leave the room, unless the matter is on the consent calendar.¹¹ After it has been determined that a conflict of interest exists under the Political Reform Act, the following steps must take place:

1. Publicly identify the financial interest.

This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.

2. Recuse yourself from both the discussion and the vote on the matter.

Recusal applies to all proceedings related to the matter

3. Leave the room until the matter has been completed.

The matter is considered complete when there is no further discussion, vote, or any other action.¹²

Exceptions: if the matter is on the consent calendar, recusal is not required. Additionally, if the individual with the conflict wants to speak during public comment, he or she may do so as a private citizen. However, this is the only time he or she may be in the room while the matter is being considered.

The Fair Political Practices Commission (“FPPC”) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest.

C. Government Code Section 1090

Government Code section 1090 is similar to the Political Reform Act, but it applies only to District contracts in which a public official has a financial interest. The financial interests covered by Government Code section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the District from entering into the contract at all. In addition, the penalties for violating Government Code section 1090 are severe. If a District Official believes that he or she may have any financial interest in a contract that will be before the Board, the District Official should immediately seek advice from the District Counsel or the District Official’s personal attorney. There are a number of other restrictions placed on Board actions, which include prohibitions on secrecy and discrimination, as well as assurance that all District funds are spent for public purposes. Violations of these restrictions may result in a personal liability for individual District Officials.

D. Conflict of Interest Forms

Annual disclosure statements are required of all Board Members and senior Staff. These disclosure statements indicate potential conflicts of interest, including sources of income, ownership of property, and receipt of loans and gifts. Board Members often serve on the governing board of other local agencies as a result of appointment or delegation through the Board. These agencies will also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property, among other items.

E. Ex Parte Communications

All Board Members may have “ex parte” communications – meaning communications outside the meeting forum. However, such communication should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the District Official in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself, or others. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 9 of this Handbook and provides more detail as to Board Members’ obligations under California State law.

F. Liability

The District offers a variety of services and may often find itself subject to legal actions through lawsuits. The District must always approach its responsibilities in a manner which reduces risk to all involved. However, with such a wide variety of high profile services (e.g. fire, utilities), risk cannot be eliminated. The District belongs to the Special District Risk Management Association to manage insurance and risk activities. When claims are filed against the District they are sent to the District's claims examiner to review and make recommendations. Unless there is a clear liability on the part of the District, the claim will normally be recommended for denial. The claim is placed on the District agenda for rejection, but will only be discussed in closed session if the Board desires. The Board should be careful discussing details of a claim or lawsuit outside of closed session.

It is important to note that violations of certain laws and regulations by individual District Officials may result in that official being personally liable for damages which would not be covered by the District's insurance. Examples may include discrimination, harassment, or fraud.

G. AB 1234 Training

California State law requires the District to advise District Officials, subject to California's ethics education requirements, about their compliance options at least once a year.¹³ The District will ensure that all District Officials will be provided the AB 1234 Ethics Training.

H. AB 1661 Training

Beginning January 1, 2017, the state law will require local agency officials to receive sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.¹⁴

Chapter 7: District Officials—Interaction with Staff and Officials

A. Overview

Board policy is implemented through District Staff. Therefore, it is critical that the relationship between the Board and Staff be well understood by all parties so policies and programs may be implemented successfully. To maintain effective relationships between the Board and Staff, it is important that roles are clearly recognized.

B. Board-Manager Relationship

1. Employment Relationship Between the Board and the General Manager

This relationship honors the fact that the General Manager is the chief executive officer of the District. The Board should avoid situations that can result in District Staff being directed, intentionally or unintentionally, by one (1) or more Members of the Board. Regular communication between the Board and the General Manager is important in maintaining open communications. All dealings with the General Manager, whether in public or private, should respect the authority of the General Manager in administrative matters. Disagreements should be expressed in policy terms rather than in terms that question satisfaction with or support of the General Manager.

2. Evaluation

The Board is to evaluate the General Manager on an annual basis and pursuant to the terms of the General Manager's contract with the District.

3. Open Communication

As in any professional relationship, it is important that the General Manager keep the Board informed. The General Manager respects, and is sensitive to, the political responsibility of the Board and acknowledges that the final responsibility for establishing the policy direction of the District is held by the Board. The General Manager encourages regular one on one meetings with Board Members to provide information on various issues before the Board.

4. Staff Roles

The Board recognizes the primary functions of Staff as executing Board policy and actions taken by the Board and in keeping the Board informed. Staff is obligated to take guidance and direction only from the Board as a whole through the General Manager or from the appropriate management supervisors. The Board is discouraged from instructing Staff directly, but should instead, submit any requests to the General Manager or District Counsel. Further, any comments or concerns from the Board should be communicated to the General Manager or District Counsel. Staff is directed to reject any attempts by individual Members of the Board to unduly direct, or otherwise pressure, them into making, changing, or otherwise influencing recommendations.

District Staff will make every effort to respond in a timely and professional manner to all requests made by the General Manager on behalf of an individual Board Member for information or assistance, provided that the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to Staff through the direction of the full Board.

C. General Manager Code of Ethics

The General Manager is subject to a professional code of ethics from his or her professional association. These standards appear in Appendix A of this Handbook, the International City/County Management Association (“ICMA”) Code of Ethics. It should be noted that this code binds the General Manager to certain practices which are designed to ensure actions are in support of the District’s best interests. Violations of such standards can result in censure by the professional association.

D. Board-District Counsel Relationship

1. District Counsel

The District Counsel is the legal advisor for the Board, the General Manager, and department heads. The District Counsel will keep the Board apprised of current, relevant court rulings and legislation as it pertains directly to District business or litigation.

2. District Counsel Legal Responsibilities

The general legal responsibilities of the District Counsel are to:

- a. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- b. Represent the District’s interest, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings;
- c. Prepare ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes for which they are prepared; and

- d. To keep the Board and Staff apprised of court rulings and legislation affecting the legal interest of the District.

3. District Counsel Representation

It is important to note that the District Counsel does not represent individual Board Members but the Board as a whole.

E. General Manager-District Counsel Relationship

The District Counsel provides legal support and advice to the General Manager to assist him or her in implementing Board policies and exercising his or her authority as the chief executive officer of the District. The District Counsel also keeps the General Manager apprised of current relevant court rulings and legislation. It is important to note that the District Counsel represents the Board and the District as a whole, not the General Manager, Board Members, or individual residents of the District. The District Counsel may share confidential information obtained from the General Manager with the Board if necessary to protect the best interests of the District and vice versa.

1. District Officials

In order to manage the costs of legal services, the Board must meet and discuss in closed session and a quorum of Board members must agree that an individual Board member may contact District Counsel on any matters which would cause District Counsel to undertake legal research and analysis in order to provide an opinion or guidance to the member. This does not apply to any perfunctory inquiries or ministerial matters where the Board member contacts District Counsel. The Board President need not seek nor obtain Board approval to confer with District Counsel on any matter which he or she deems necessary or in circumstances where Counsel reaches out to the President in order to facilitate the appropriate performance of District or Board business.

F. Access to Information and Communications Flow

1. Objectives

It is the responsibility of Staff to ensure Board Members have access to information from the District and to ensure such information is communicated completely and with candor to those making the request. However, Board Members must avoid intrusion into those areas that are the responsibility of the Staff. Individual Board Members shall not intervene in Staff decision-making, the development of Staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect Staff from undue influence and pressure from individual Board Members and to allow Staff to execute priorities given by the General Manager on behalf of the Board as a whole without fear of reprisal.

2. Board Roles

The full Board retains power to accept, reject, amend, influence, or otherwise guide and direct Staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the performance of District business. Individual Members of the Board shall not make direct attempts to pressure or influence Staff decisions, recommendations, workloads, schedules, and department priorities. If a Board Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of Staff, that Member must prevail upon the Board to do so as a matter of Board policy. Board Members also have a responsibility of information flow. It is critical that they make extensive use of Staff reports, Committee reports, and committee minutes. Board Members should come to meetings prepared—having read the board agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from Staff, if necessary.

3. Access to Information

Individual Board Members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of Staff and shall receive the full cooperation and candor of Staff in being provided with any requested information. Any request for information shall be directed to the General Manager. The General Manager or District Counsel will pass critical information to all Board Members. The Board will always be informed by the General Manager or District Counsel when a critical or unusual event occurs about which the public would be concerned.

There are limited restrictions when information cannot be provided. Draft documents (e.g. Staff reports in progress) are under review and not available for release until complete and after review by District management. In addition, there are legal restrictions on the District's ability to release certain personnel information even to Members of the Board. Confidential personnel information also has restrictions on its ability to be released. Any concerns Board Members may have regarding the release of information, or the refusal of the General Manager to release information, should be discussed with the District Counsel for clarification.

G. Dissemination of Information

In cases where a Staff response to an individual Board Member request involves written materials which may be of interest to other Board Members, the General Manager will provide copies of the material to all other Board Members. In making this judgment, the General Manager will consider whether the information is significant, new, otherwise not available to the Board, or of interest to the Board.

H. Restrictions on Political Involvement by Staff

Local governments are non-partisan entities. Staff formulates recommendations in compliance with District policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of Staff in any level of political involvement through campaigns, fundraisers, or other means.

1. Staff Members

By working for the District, Staff Members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and general employees.

2. Management Staff

The General Manager strongly discourages any involvement in local campaigns even while on personal time. Such involvement erodes the tenet that Staff are to provide an equal level of service to all Members of the Board.

3. General Employees

These employees have no restrictions while off the job, however, no participation in campaigns or other activities may take place while on the job. No District resources may be used by Staff in support of any campaign. Even while off the job, no employee may participate in campaigns or other political activities while in District uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the Board in these matters is requested. A Board Member asking Staff to sign petitions or similar items can create an awkward situation.

I. General Conduct Expectations

Board Members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board Members, the public, and District Staff while in Board Meetings and when out in public. Rude behavior and profanity will not be tolerated. While in public, Board Members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board Members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity. While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Board Meetings and community Meetings.

Social media sites are not to be used as mechanisms for conducting official District business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing, and discussing items of legal or fiscal significance that have not been previously released to the public. Officials' social media site(s) should contain links directing users back to the District's official website for in-depth information, forms, documents, or online services necessary to conduct official District business. Officials will not post or release proprietary, confidential, or sensitive information on social media websites.

Board Members must conduct themselves in a respectable manner so as not to damage the prestige of his or her elected title. In the performance of their official duties and in public, they should refrain from any form of conduct which may cause any reasonable person unwarranted offense or embarrassment.

Board Members will be provided District e-mail addresses. Board Members shall not use his or her personal e-mail address for District-related matters.

Chapter 8: Leaving Office

A. Filling Board Vacancies

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.¹⁵ A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.¹⁶ Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

1. Appointing a New Member

If the Board wishes to appoint a new Member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.¹⁷ Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.¹⁸

2. Special Election

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.¹⁹ The election shall be held on the next established election date, as long as it is at least one hundred thirty (130) days after the call of the election.²⁰

3. Intervention by the Board of Supervisors

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.²¹ If the County Board of Supervisors call for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.²²

B. Conflicts of Interest While Leaving Office

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of the official's departure from office or employment.²³ However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

PART II: BOARD PROCEDURAL GUIDELINES

Chapter 9: Open Meetings—Brown Act

A. Policy

1. Introduction

The Board shall comply with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the "Brown Act").²⁴

2. Penalties and Applicability

The intent of the Brown Act is to ensure that deliberation and actions of local public agencies are conducted in open and public meetings.

a. Penalties.

The law provides for misdemeanor penalties for Members of a body who violate the Brown Act.²⁵ Violations are also subject to civil action.²⁶

b. Applicability.

The Brown Act applies to the Board, committees, and ad hoc committees that advise the Board. Staff cannot promote actions which would violate the Brown Act.

B. Meetings

1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (three (3) or more Members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three (3) Board Members attend.²⁷ Social functions do not fall under the Brown Act unless District business is discussed.

2. Serial Meetings

These can take place, and are prohibited by the Brown Act, when any Member of the Board or District Staff contact more than two (2) Board Members for the purpose of deliberating or acting upon an item pending before the Board (does not apply to the public or media). Correspondence that merely takes a position on an issue is acceptable.

C. Procedure

The following procedure shall be followed:

a. Posting the Agenda

Agendas for regular Meetings must be made available seventy-two (72) hours in advance of the Meeting in the District's office and must include the following: Time and location of the Meeting.

- i. Description of the agenda items. The description should be reasonably calculated to adequately inform the public and should include the contemplated Board action.

- ii. Public Comments Section. A section providing an opportunity for Members of the public to address the Board. (The public comments portion of the agenda meets this requirement.)

b. Agenda Items

Requests for items to appear on the Board's regular Meeting agenda shall be presented to the General Manager, or his or her designee, in writing no later than 4:30 p.m., two (2) weeks prior to the meeting date.

D. Actions

No action can be taken on any item not appearing on the posted agenda, except as set forth in Government Code section 54954.2.

E. Ex Parte Communication

Board Members who have ex parte communications with a party that appears before them at the Meeting, should disclose that he or she had ex parte communication with the party. This can be done by stating that the Board Member had ex parte communication with a party, at a time in the meeting when the item is discussed.

Any written ex parte communication received by a District Official in a matter when all interested parties should have an equal opportunity for a hearing, shall be made a part of the record by the recipient.

Further information pertaining to ex parte communication can be found in Chapter 6, subsection E of this Handbook.

Chapter 10: Board Meetings

A. Board Meetings

1. Regular Meetings

Regular Meetings of the Board shall be held the fourth Thursday of each month, whereby closed session will commence at 6:00 p.m. and the regular Meeting will commence at 7:00 p.m., at the San Miguel Fire Station located at 1150 Mission Street, San Miguel, California.

a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District and upon such election, shall give public notice of the change of location in accordance with provisions of the Government Code.²⁸

b. Location During Local Emergency

If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the Meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or the General Manager.²⁹

c. Holidays

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be held on the next regular business day at the regular time and place or at such other time as shall be determined and noticed by the Board.

2. Special Meetings & Emergency Meetings

Special Meetings and emergency Meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.³⁰

Notice for a special Meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board Members. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The call and notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to Members of the public. Written notice to all Board Members can be waived if the majority of the Board declares an emergency situation pursuant to Government Code section 54956.5, which requires the District to act immediately to preserve public peace, health, and safety over the District.

3. Adjourned Meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.³¹

At 10:00 p.m., the Board may finish a pending agenda item, but then must adjourn the meeting to the next regularly scheduled meeting, or to a special meeting. The Board, by a unanimous vote, may vote to finish the remaining agenda items past the 10:00 p.m. deadline.

4. Closed Session

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by state law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.³²

a. Time Limit

Closed session may begin earlier than 6:00 p.m., as needed, as long as the closed session items are agendaized and the time for their consideration is specified in the agenda. Closed session must conclude promptly at 7:00 p.m. regardless of whether there is a pending action that must be taken. Closed session may be continued and reconvened after the regular meeting to finish any unfinished agenda items.

5. Cancellation of Regular Meetings

Any meeting of the Board may be canceled in advance by a majority of the Board.

6. Quorum.³³

A majority of the Board constitutes a quorum for transaction of business. However, a motion must pass unanimously if only three (3) Board Members attend. Less than a majority may adjourn from time to time and compel attendance of absent Members in the manner and under the penalties prescribed by resolution. If all Board Members are absent from any regular meeting, the General Manager shall declare the meeting adjourned to a stated day and hour. The General Manager shall cause a written notice of the adjournment to be delivered personally to each Board Member at least three (3) hours before the adjourned meeting.

7. Chair.³⁴

The President shall preside over all Board Meetings. The President shall have the authority to preserve order at all Board Meetings, to call for the removal of any person or persons from any meeting of the Board for disorderly conduct, to interpret and enforce the procedural guidelines of the Board, and to determine the order of business under the guidelines of the Board.

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.³⁵

b. President & Vice President Absence

When the President and Vice President are absent from any meeting of the Board, the Board Members present may choose another Member to act as President and that person shall, during that meeting, have the duties of the President. Upon the arrival of the President or Vice President, the acting President shall relinquish the chair at the conclusion of the business before the Board.

c. Presiding Officer

The Presiding Officer for any District appointed or created committees and boards shall preside over public meetings of such committees and boards.

8. Attendance by the Public

Except as specifically provided by law for closed sessions,³⁶ all meetings of the Board shall be open to the public in accordance with the terms, provisions, and exceptions consistent with state law.³⁷

9. Action Minutes

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board and reflect the names of public speakers.³⁸

10. Recordings of Meetings

Audio recordings of proceedings shall be made and shall be permanently maintained by the General Manager.³⁹

B. Policy Decision Making Process

1. Ad-Hoc Committees

The President shall appoint such ad-hoc committees as may be deemed necessary or advisable by the Board. Ad-hoc committees are formed on an as needed basis with a clearly defined purpose and term. The duties of an ad-hoc committee shall be outlined at the time of appointment, and the committee shall dissolve when its final report has been made.

2. Town Hall or Community Meetings

Such meetings may be held by an individual Board Member and are not considered official governmental committees or Board Meetings. Town hall or community Meetings do not require formation or appointment by the President or Board. The Board Member shall disclose this fact at their town hall Meeting(s). To avoid possible Brown Act violations, only two (2) Board Members may participate in the discussion at a town hall or community Meeting.

Chapter 11: Order of Business

A. General Order

The business of the Board at its Meetings will generally be conducted in accordance with the following order of business, unless otherwise specified. A closed session may be held at any time during a Meeting consistent with applicable law.

1. CALL TO ORDER (approximately 7:00 p.m.)

2. ROLL CALL

The General Manager, or his or her designee, shall call the roll of the Board Members. The roll shall be called randomly, except that the name of the President shall be called last. The names of each Board Member shall be called on each roll call whether they are present or absent and shall be entered into the minutes.

3. APPROVAL OF AGENDA.

A motion should be made to approve the agenda for the current Meeting. Should a Board Member wish to remove an item from the consent calendar for separate discussion, any Board Member may do so during the approval of the agenda or during the approval of the consent calendar.

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT (NON AGENDA ITEMS)

6. SPECIAL PRESENTATIONS/PUBLIC HEARINGS

All special presentations and public hearings will be calendared and coordinated through the President or the General Manager. The guidelines for conducting public hearings are discussed below at subsection B of this Chapter.

7. STAFF REPORTS/COMMITTEE REPORTS

1. San Luis Obispo County
2. Camp Roberts – Army National Guard
3. Community Service Organizations
4. General Manager
5. District General Counsel
6. Director Utilities
7. Fire Chief

8. AGENDA

a. Consent Calendar

All matters listed under the consent calendar are considered by the Board to be routine and will be acted upon in a single motion. Separate discussions of these items may be requested by a Board Member or Staff Member prior to the time the Board considers the motion to adopt. A Member of the public may not pull an item from the consent calendar.

Agenda items requested for removal from the consent calendar by Board Member or Staff will be considered at the beginning of the "Staff/Committee Reports" section of the agenda. A Board Member may vote "no" on any consent item without comment or discussion. Any substantive Board comments, questions, or discussion on an item will require removal of the item from the consent calendar.

9. BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

10. BOARD COMMENTS

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

11. CLOSED SESSION (IF NECESSARY)

- a. The Board meets from time to time in closed sessions which are duly held Meetings, or a portion thereof, at which certain actions may be taken and are not open to public and news media. These are:
 - i. Closed sessions held at such times pursuant to Government Code section 54957.6 where the Board meets with its designated representatives prior to and during consultation and discussions with representatives of employee organizations.
 - ii. Security or emergencies.
 - iii. Personnel sessions.
 - iv. Closed sessions to consider potential or pending litigation in which the District or an officer or employee is or could be a party.
- b. Matters discussed in closed sessions are considered confidential:
 - i. Labor Relations: As a matter of policy, the Board acknowledges that the District and its taxpayers are best served if positions authorized during such sessions are presented as those of the Board as a whole. Members of the Board agree that positions and agreements shall not be divulged.
 - ii. Personnel Sessions: Matters discussed and reviewed in personnel sessions shall remain confidential in order to protect employees' rights to privacy.

- iii. Security: Arrangements made to address threats to the District or its property must be kept confidential.
- iv. Litigation: Discussion of probable or pending litigation could waive attorney-client privilege to the detriment of the District's position.
- c. The Board must adhere to the time limits for closed session in order to begin the regular meeting in a timely manner. If the Board does not conclude the closed session in the required timeframe as set forth in the agenda, the Board will temporarily conclude the closed session meeting until the close of the regular meeting.

12. CALL TO ORDER FOR REGULAR BOARD MEETING/REPORT OUT OF CLOSED SESSION

13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

The following is the preferred sequence of the decision-making process:

- a. Announce business item;
- b. Review Staff report;
- c. Board comment and discussion;
- d. Hear public comment;
- e. Board comment and discussion;
- f. Present motion;
- g. Second;
- h. Roll call or voice vote; and
- i. Announcement of the decision.

C. Action on Agenda Items

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board Meeting unless an exception is made as permitted by the Government Code.⁴⁰

D. Items Placed on Written Agenda

Items of business shall be placed upon the written agenda prior to the deadline announced, or observed for the preparation thereof, at the request of the General Manager or the District Counsel.

Any Member of the Board may place an item on a future agenda by making a formal request to the General Manager at a Meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable based on the Staff time and research necessary to prepare the item for Board consideration.

E. Items from the Board, General Manager, or District Counsel

These sections of the agenda provide the opportunity for brief comment on District business, District operations, District projects, and other items of general interest.⁴¹

F. Public Hearings:

1. General Procedure

The Board may, at its discretion or in compliance with applicable law, call a public hearing on any subject within its purview. The Board procedure for the conduct of public hearings is generally as follows:

a. The Staff Presents its Report.

After the President/Chair announces the item as it appears on the agenda, District Staff will give a presentation to the Board and the public on the Staff report prepared for the matter.

b. Initial Questions to Staff by the Board.

Prior to opening up a public hearing on a matter, Board Members may ask questions of Staff, or third-party consultants, regarding the Staff report and the item.

c. President/Chair Opens the Public Hearing:

i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.

ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:

1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.

2. Board Questions of Speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the President/Chair.
 3. Public Oral Presentations. All Board guidelines pertaining to oral presentation by Members of the public apply during public hearings. These guidelines are discussed in this Handbook in Chapter 13: "Addressing the Board."
 4. Materials for Public Record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence.
 5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair, but may be appealed to the full Board.
 - a. The applicant or appellant is given an opportunity for rebuttal or closing argument.
 - b. The public input portion of the public hearing is closed.
- d. Questions and discussion from the Board.
Board Members should not express their opinions on an item prior to the close of the public hearing, as the Board Members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with Staff, or those Members of the public testifying to an opinion, until after all testimony has been received.
Any Board Member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the minutes. If the dissenting Board Member desires such dissent or protest to be entered into the minutes, this should be made clear by language such as "I would like the minutes to show that I am opposed to this action for the following reasons..."
- e. Board decision occurs.
Once the Board completes its discussion of the matter, a Board Member may make a motion to take action on the item. A Board Member may also make a motion to table, amend, substitute, postpone, or continue the matter, pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the Meeting, the motion shall be deemed to have failed.

The President/Chair will announce the final decision of the Board.

2. Time for Consideration

Matters noticed to be heard by the Board will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made.

3. Continuance of Hearing

Any hearing being held, noticed, or ordered to be held by the Board at any Board Meeting may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing.

4. Communications and Petitions

Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the President/Chair. A reading in full shall take place where a majority of the Board votes to have that correspondence read into the record.

5. Ex-Parte Contacts

6. Should a Board Member, and one (1) or more Members of the public, make contact outside of the hearing process regarding a matter which is, or may be, before the Board for a quasi-judicial hearing, as soon as the Board is informed that the matter will come before it as a quasi-judicial hearing, that Board Member must disclose the substance of the contact and the names of the parties on the record at the beginning of the Board's quasi-judicial hearing. Visits by Board Members to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Board's quasi-judicial hearing. Resolutions

A resolution is generally adopted by the Board to deal with temporary or special matters, such as when the Board makes only a factual determination or certification that certain necessary conditions or requirements set by statute have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e. amount of processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the General Manager or the Account Clerk.

7. Voting & Publishing Requirements for Resolutions and Ordinances

a. Voting.

All resolutions require a recorded majority vote of the total Membership of the Board.⁴² Resolutions shall be signed by the President and attested by the General Manager.

b. Publishing.

The rates of taxes to be levied, or the amount of revenue required to be raised by taxation, may be fixed either by ordinance or resolution. Where the tax rate or the amount of revenue required to be raised by taxation is fixed by resolution, such resolution shall be published in the same manner and within the same time as ordinances are required to be published. Within fifteen (15) days after the ordinance passes, the Account Clerk shall cause each ordinance to be published at least once, with the names of those Board Members voting for and against the ordinance, in a newspaper of general circulation circulated in the District. Ordinances shall not be published in a newspaper if the charge exceeds the customary rate charged by the newspaper for publication of private legal notices, but these ordinances shall be posted in the manner and at the time required by California law.

Chapter 12: Guidelines of Conduct

A. General Procedures

It is the policy of the Board not to become involved in the protracted discussion over parliamentary procedure. Consistent with any statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing, not otherwise provided for herein, may be determined by the President/Presiding Officer, subject to appeal to the full Board.

B. Authority of the President/Presiding Officer

Subject to appeal to the full Board, the President/Presiding Officer shall have the authority to prevent the misuses of motions, the abuse of any privilege, or obstruction of the business of the Board, by ruling any such matter out of order. In so ruling, the President/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.

C. President to Facilitate Board Meetings

The Board delegates the responsibility and expands the role of President/Presiding Officer to include the facilitation of Board Meetings. In the role as facilitator, the President/Presiding Officer will assist the Board to focus on their agenda, discussions and deliberations.

D. Board Deliberation & Order of Speakers

The President/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the President/Presiding Officer.

E. Limit Deliberation to Item at Hand

Board Members will limit their comments to the subject matter, item, or motion being currently considered by the Board.

F. Length of Board Comments

Board Members will govern themselves as to the length of their comments or presentations. The Board delegates to the President/Presiding Officer the responsibility to assist the Board by signaling if a Board Member has been speaking for an excessive time period. Comments from Board Members are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

G. Limitations of Debate

Board Members will be allowed to speak once before the President/Presiding Officer opens the matter for public comment. Board Members may speak a second time after the close of Public Comment if more time is allowed by the President/Presiding Officer or the majority of the Board. Comments from Board Members are limited to the question under debate, avoiding all personalities and indecorous language. Comments are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

H. **Obtaining the Floor**

Any Member of the Board wishing to speak must first obtain the floor by being recognized by the President/Presiding Officer. The President/Presiding Officer must recognize any Board Member who seeks the floor when appropriately entitled to do so.

Once recognized, a Board Member shall not be interrupted when speaking unless it shall be to call him or her to order. If a Board Member, while speaking, is called to order, he or she shall cease speaking until the question of order has been determined and, if in order, he or she shall be permitted to proceed.

I. **Motions**

Motions may be made by any Member of the Board, including the President/Presiding Officer, providing that before a motion is offered by the President/Presiding Officer, the opportunity for making a motion is offered to the other Board Members. Any Members of the Board, other than the person offering the motion, may second the motion.

1. **Procedure for Motions**

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the President/Presiding Officer shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Board Member properly recognized by the President/Presiding Officer. Once the matter has been fully discussed and the vote is called for, no further discussion will be allowed; however, Board Members may be allowed to explain their vote.

a. Process to Make and Second a Motion.

Board Members wanting to make or second a motion may do so through a verbal request to the President/Presiding Officer.

2. **Precedence of Motions**

When a motion is on the floor, no other motion shall be entertained except the following, which shall have precedence in the following order:

a. Motion to Adjourn the Meeting (not debatable).

A motion to adjourn shall be in order at any time, except as follows:

- I. When repeated after defeat without any intervening business or discussion.
- II. When made as an interruption of a Board Member who is speaking.
- III. While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time which the meeting is adjourned

b. Motion to Fix Hour of Adjournment.

Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment.⁴³

If the subsequent meeting occurs within five (5) days of the original meeting, the Board may consider matters placed on the original meeting agenda without posting a new agenda. If the subsequent meeting occurs more than five (5) days from the original meeting, a new agenda must be prepared and posted.⁴⁴

c. Motion to Table.

A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. The tabled item may be "taken from the table" at any time by a motion made prior to the end of the meeting. If the item is not taken from the table prior to the end of the meeting, it shall be placed on a future agenda as a new matter.

d. Motion to Amend.

A motion to amend can be made after a motion is introduced and seconded. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A motion to amend shall be voted on first, followed by a vote on the original motion, as amended or as originally stated, depending on whether the motion to amend carries.

e. Motion to Substitute.

A motion to substitute can be made after a motion is introduced and seconded. A substitute motion on the same subject shall be acceptable and voted on before a vote on a motion to amend the main motion amendment.

f. Motion to Continue.

Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and time set. If desired, the Board Member who initiates the motion to continue may also move to reopen the hearing to receive further testimony.

3. Motions Introducing Ordinances

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Board of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.

J. Voting Procedures

Any Board Member present at a meeting when a question comes up for a vote, should vote for or against the measure, unless he or she is disqualified from voting and abstains because of such disqualification. All votes shall be roll call votes, except for minute actions. The call of roll call votes shall not be interrupted. Minute actions may be taken by voice vote. The results reflecting all "ayes" and "noes" and "abstentions" must be clearly set forth for the record. Unless a Board Member clearly states that he or she is not voting because of a conflict of interest, his or her silence shall be recorded as an affirmative vote.

1. Abstention

An abstention does not count as a vote for or against a matter. If a Board Member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those Members present and voting." If a Board Member abstains from voting on the grounds that he or she has, or may have, a conflict of interest, that abstention shall be made either at the beginning of the Board's consideration of the matter, or as soon as the Board Member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board Member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board Meeting is taking place during discussion of the item when required to do so by the Political Reform Act.⁴⁵

2. Tie Votes

A tie vote results in a lost motion. In such an instance, any Member of the Board may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

3. Motion for Reconsideration

Motions for reconsideration of a matter may only be made at the same meeting at which the Board takes action on a matter. Such motion may only be made by a Board Member who voted with the side that prevailed on the matter in question. With regard to a tie vote resulting in a lost motion, the prevailing side will be deemed to be those Board Members who voted in the negative. Any Member of the Board may second a motion for reconsideration. A motion to reconsider shall be debatable.

K. Non-Observance of Guidelines

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.⁴⁶

L. Non-Exclusive Guidelines

These guidelines are not exclusive and do not limit the inherent power and general legal authority of the Board or of the President/Presiding Officer, to govern the conduct of Board Meetings as may be considered appropriate from time to time or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the District.

Chapter 13: Addressing the Board

A. Oral Presentations by Members of the Public

The rules governing oral presentations by Members of the public at Board Meetings are as follows:

1. Prior to the Meeting, or during the Meeting prior to a matter being reached, persons wishing to address the Board are requested to fill out a “Board Appearance Request Form” and submit it to the General Manager.
2. When called upon, the person is requested to come to the podium, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
3. All remarks should be addressed to the Board as a whole not to an individual Board Member.
4. Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

B. Public Comment

Public Comment is that period set aside at Board Meetings for Members of the public to address the Board on items of District business other than scheduled agenda items. The Public Comment portion of the Board Meeting is the opportunity for Members of the public to address the District in compliance with the Government Code.⁴⁷

1. Timing

Public Comment for each speaker is limited to three (3) minutes, unless the Board, by concurrence, extend such time.

2. Board Appearance Request Form

Persons wishing to speak under Public Comment should submit a “Board Appearance Request Form” to the General Manager, or his or her designee, prior to the start of the Board item. Preference may be given to those persons who have notified the General Manager, or his or her designee, in advance of their desire to speak.

3. District Matters

Presentations under Public Comment are limited to items within the subject matter jurisdiction of the District.

4. Response to Public Comment

The Board, at its discretion, may direct Staff to respond to a concern or question raised, place items on the agenda for consideration at a future Board Meeting, or permit individual discussions between a Board Member and an individual providing the Public Comment for the purposes of clarification or discovery of facts, subject to recognition.

C. Agenda Item Oral Presentation

Any Member of the public wishing to address the Board orally on District business matters appearing on the Board Agenda, may do so when that item is taken up by the Board, or as otherwise specified by the Board or the President/Presiding Officer.

1. Presentations Submitted in Writing

Persons who anticipate oral presentations exceeding three (3) minutes, are encouraged to submit comments in writing, in advance, care of the General Manager, for prior distribution to the Board and other interested parties. Submission of comments in writing is encouraged in lieu of possible lengthy oral presentations which may not be permitted.

2. Timing

Comments by the public on District business matters appearing on the agenda may do so once the President/Presiding Officer opens the matter for public comment. Members of the public may speak a second time after the close of Public Comment only if more time is allowed by the President/Presiding Officer or the majority of the Board.

3. Assigning Time

Persons wishing to assign their time for oral presentations to other individuals may do so only with authorization of the President/Presiding Officer or a majority of the Board.

4. Reading Written Comments

Persons wishing to read written comments into the record may do so only with authorization of the President/Presiding Officer or a majority of the Board. Additional procedures for written comments is detailed below.

D. Comments in Writing Encouraged

Members of the public may submit, and are encouraged to submit, comments in writing to the Board, care of the General Manager, relating to any items of District business, whether on the Board agenda or otherwise. Such comments will be distributed to Members of the Board and considered and acted upon, or not acted upon, as the Board, in its judgment, may deem appropriate. All written comments submitted prior to or during the item the comments relate to, will be part of the record on that particular item. Written comments will not be read aloud at the Board Meeting.

1. Comment Cards

Comment cards may be used by Members of the public in attendance at the Meeting who do not wish to, or cannot verbally, address the Board during a Meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. During the public testimony on the item, the President indicates that the Board has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.

2. Repetitious Comments Prohibited

Speakers shall not present the same, or substantially the same, items or arguments to the Board repeatedly or be repetitious in presenting their oral comments. If a matter has been presented orally before the Board, whether the Board has taken action, or determined to take no action, the same or substantially the same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the Board in writing for such action or non-action as the Board, in its discretion, may deem appropriate.

E. Speaker Time Limits for An Agenda Item

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Board on the same subject matter, the President/Presiding Officer may request that a spokesperson be chosen by the group, and in case additional matters are to be presented by any other Member of the group, that there be a limit on the number of such persons addressing the Board. A specific time limit may also be set for the total presentation. No group shall arrange themselves so as to use individual speakers' times in sequential order to circumvent the time limits.

F. Waiver of Guidelines

Any of the foregoing guidelines may be waived by majority vote of the Board Members present when it is deemed that there is good cause to do so, based upon the particular facts and circumstances involved.

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board Members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District Staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board Members shall fully participate in public Meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. Board Members and the General Manager shall stay focused, stay on topic, and act efficiently during public Meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

No person shall engage in harassment of another person during a public meeting. Harassment includes, but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs;
2. Physical harassment such as assault, impeding or blocking movement, or any other physical interference or threat directed at an individual; and
3. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

During public meetings, all present shall:

1. Preserve safety and order;
2. Not block the audience from viewing the proceedings;
3. Not block or impede the microphone, which audibly records the proceedings;
4. Not engage in disruptive behavior, including but not limited to: heckling, whistling, yelling, and other similar demonstrations;
5. Not willfully disrupt the peace and order of the meeting;
6. Listen to others respectfully and not interrupt those whom are speaking;
7. Refrain from making comments that personally attack an individual in a way that disrupts, disturbs, or otherwise impedes orderly conduct;
8. Avoid the use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;
9. Not use unlawful physical force. Physical force includes, but is not limited to: grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body;
10. Not harass any other person in any way;

11. Avoid obscene gestures or motions that could be viewed as threatening or an effort to intimidate. Unacceptable gestures include, but are not limited to: those of a sexual nature, finger pointing and fist shaking in an overly aggressive or accusatory manner, miming the use of weapons or other violent acts and other movements that could be seen as threatening; and
12. Avoid raising voices beyond what is necessary to be heard by the audience.

Unruly conduct that disrupts the meeting such as undue noise, hissing, profanity, inappropriate applause, insults or physical disturbance shall not be permitted.

If these rules are violated, the District has the following recourse:

1. The President/Presiding Officer can call a point of order;
2. A Board Member present at the public Meeting may move to require the President/Presiding Officer to enforce the rules and upon majority vote, the President/Presiding Officer shall be required to do so;
3. The President/Presiding Chair may stop the Meeting and call the Sheriff's Department to enforce the rules; and
4. Once called, the Sheriff's Department may order an individual to sit, refrain from addressing the Board or remove the disruptive person from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said Meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.⁴⁸

Appendix A
ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every Member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the Member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the Members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the Members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the Member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the Member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a Member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential Information, or by misuse of public time is dishonest.

Appendix B
Referenced Code Citations

- ¹ Gov. Code, § 61000 *et seq.*
- ² Gov. Code, § 1770, subd. (g).
- ³ Gov. Code, § 61051.
- ⁴ Gov. Code, § 61047.
- ⁵ Gov. Code, § 53232.2
- ⁶ *Ibid.*
- ⁷ Gov. Code, § 87103.
- ⁸ *Ibid.*
- ⁹ Gov. Code, § 82033.
- ¹⁰ *Ibid.*
- ¹¹ Gov. Code, § 87105.
- ¹² Gov. Code, § 87105, subds. (a)(1)-(3).
- ¹³ Gov. Code, § 53235, subd. (f).
- ¹⁴ Gov. Code, § 53237.1.
- ¹⁵ Gov. Code, § 1780, subd. (b).
- ¹⁶ Gov. Code, § 1780, subd. (c).
- ¹⁷ Gov. Code, § 1780, subd. (d)(1).
- ¹⁸ *Ibid.*
- ¹⁹ Gov. Code, § 1780, subd. (e)(1).
- ²⁰ Gov. Code, § 1780, subd. (g)(2).
- ²¹ Gov. Code, § 1780, subd. (f)(1).
- ²² Gov. Code, § 1780, subd. (f)(2).
- ²³ Gov. Code, § 87406.3.
- ²⁴ Gov. Code, § 61044.
- ²⁵ Gov. Code, § 54959.
- ²⁶ Gov. Code, § 54960.
- ²⁷ Gov. Code, § 61045.
- ²⁸ Gov. Code, § 54954, subd. (b).
- ²⁹ Gov. Code, § 54954, subd. (e).
- ³⁰ Gov. Code, §§ 54956, 54956.5. Special meetings and emergency meetings, respectively.
- ³¹ Gov. Code, §§ 54955, 54956.
- ³² Gov. Code, § 54954.5.
- ³³ Gov. Code, § 61045.
- ³⁴ Gov. Code, § 61043
- ³⁵ Gov. Code, § 61043, subd. (b).
- ³⁶ Gov. Code, § 54954.5.
- ³⁷ Gov. Code, § 54953.
- ³⁸ Gov. Code, § 61045.
- ³⁹ Gov. Code, § 54953.5. The statute only requires maintenance of the audio or visual recording for thirty (30) days where there are other records of the meeting that are retained pursuant to Gov. Code, § 6250 *et seq.*
- ⁴⁰ Gov. Code, § 54954.
- ⁴¹ Gov. Code, § 54954.2, subd. (a).
- ⁴² Gov. Code, § 61045, subd. (c).
- ⁴³ Gov. Code, § 54955.
- ⁴⁴ Gov. Code, § 54955.2, subd. (b)(3).

⁴⁵ Gov. Code, § 87100 *et seq.* A Board Member should leave the room when he or she identifies that he or she has a financial interest in the decision being discussed. Prior to leaving the room, the Board Member should publicly identify the financial interest at stake and recuse himself or herself from that portion of the meeting.

⁴⁶ *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

⁴⁷ Gov. Code, § 54954.3.

⁴⁸ Gov. Code, § 54957.9.

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 1

SUBJECT:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Kelly Dodds, General Manager / Douglas L. White, General Counsel

Represented Employee union: San Miguel Employee Association (SMEA)

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 2

SUBJECT:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Douglas L. White, General Counsel

Unrepresented Employee: General Manager

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**Board of Directors
Staff Report**

October 27, 2022

AGENDA ITEM: 3

SUBJECT: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Christina Pritchard
