



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President  
Anthony Kalvans, Director  
Hector Palafox, Director  
Joseph Parent, Director  
Ashley Sangster, Director

**THURSDAY, March 28<sup>th</sup>, 2019**  
**6:30 P.M. closed session 7:00 P.M. opened session**  
**BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**SMCSD Boardroom**  
**1150 Mission St.**  
**San Miguel, CA 93451**

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

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

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

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

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

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

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

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

**A. CLOSED SESSION AGENDA:**

- 1. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)  
 Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit
- 2. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**  
 Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:(1 case)WO
- 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
 (Pursuant to Government Code §54957)  
 Title: Fire Chief
- 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
 (Pursuant to Government Code §54957)  
 Title: Assistant Fire Chief

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

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

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

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

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

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

**Non-District Reports:**

- 1. San Luis Obispo County Sheriff (Commander K. Scott) No Report

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

**District Staff & Committee Reports:**

- |     |                          |                  |                 |
|-----|--------------------------|------------------|-----------------|
| 6.  | Interim General Manager  | (Mr. Roberson)   | Verbal          |
| 7.  | District General Counsel | (Mr. White)      | Verbal          |
| 8.  | District Engineer        | (Dr. Reely)      | Report Attached |
| 9.  | Director of Utilities    | (Mr. Dodds)      | Report Attached |
| 10. | Fire Chief               | (Chief Roberson) | Report Attached |

**X. CONSENT CALENDAR:**

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

1. **Review and Approve Board Meeting Minutes**
  - a) 2-28-2019 Regular Board Meeting Minutes
2. **County of San Luis Obispo Notice of Interest or Objection:** Not Interested in purchasing Parcels and does not object to sale of any parcels. (No San Miguel Properties on list) Due 3-31-2019
3. Review & Approve **RESOLUTION 2019-16** Dissolving the Personnel Committee

**XI. BOARD ACTION ITEMS:**

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

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

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

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for February 2019**  
(Freeman)
  - F. Claims Detail Report 2-2019
  - G. Statement of Revenue Budget vs Actuals 2-2019
  - H. Rev Budget vs Actual Summary 2-2019
  - I. Statement of Expenditures Budget vs Actual 2-2019
  - J. Cash Report for Payrolls 2-2019

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

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

**3. First reading of proposed ORDINANCE 01-2019 SMCSD Water Code (Dodds)**

**Recommendation:** First reading of proposed Ordinance 01-2019 SMCSD Water Code

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

**4. First reading of proposed ORDINANCE 02-2019 SMCSD Fire Code (Roberson/ Young)**

**Recommendation:** First reading of proposed Ordinance 02-2019 SMCSD Fire Code

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

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

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

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

**6. Review and approve RESOLUTION 2019-14 adopting an updated District Reserve Policy for the San Miguel Community Service District. (Roberson)**

**Recommendation:** Approve RESOLUTION 2019-14 adopting an updated District Reserve Policy for the San Miguel Community Service District. (Roberson)

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

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

**7. Review and approve a RESOLUTION 2019-13 updating the District Timekeeping Policy for District personnel. (Roberson)**

**Recommendation:** Approve a RESOLUTION 2019-13 updating the District Timekeeping Policy

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

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

**8. Review & Approve RESOLUTION 2019-17 Appointing the Interim General Manager, Rob Roberson, and the District's General Counsel, as the San Miguel Community Services District's Labor Representatives for the Purposes of Negotiating Future Collective Bargaining Agreements.**

**Recommendation:** Approve RESOLUTION 2019-17 appointing GM & Counsel as negotiators.

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

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

**9. Review & Approve RESOLUTION 2019-15 Certifying the Secret Ballot Election of the San Miguel Employees' Association and Recognizing the San Miguel Employees' Association as the Exclusive Bargaining Agent for the Newly Formed Bargaining Units to Be Known As the Non-Management Confidential Unit and the Non-Management Non-Confidential Unit.**

**Recommendation:** Approve RESOLUTION 2019-15 Certifying election of the SMEA Recognizing the SMEA as the exclusive bargaining agent.

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

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

**XII. BOARD COMMENT:**

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

**XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 04-25-2019**

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on March 22, 2019

Date: March 22, 2019

Rob Roberson

Fire Chief/Interim General Manager Approved 3-20-19

**John Green**

President Green, SMCSO Approved 3-20-19

Tamara Parent

Tamara Parent, Board Clerk/ Accounts Manager



MONSOON CONSULTANTS

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

**SAN MIGUEL COMMUNITY SERVICES DISTRICT**

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

**BOARD OF DIRECTORS**

John Green, President  
Joseph Parent, Vice President  
Anthony Kalvans  
Ashley

Hector Palafox

**Re: DISTRICT ENGINEER REPORT - MARCH 2019**

Gentlemen:

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

**OVERVIEW**

The District produced approximately 5.2 MGAL (6,946 CCF) of water during the month of February 2019. This represents a decrease of approximately 11% from the prior month. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

**MEETING PARTICIPATION**

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

1. February 28, 2019: The DE and Director of Utilities participated in a meeting with RWQCB (Waterboard) staff to review the SMCS WWT Expansion / Renovation Engineering Study. Based on the results of the discussion, the Waterboard expressed concurrence with the recommendations of the proposed expansion / renovation plan. One specific request that they made to the District, was the replacement of the existing ground water monitoring wells at the facility.
2. March 6, 2019: The DE participated in a meeting with representatives of J. Lohr Vineyards & Wines, the City of Paso Robles, and several owners of large agricultural properties to discuss the potential for the District providing a source of

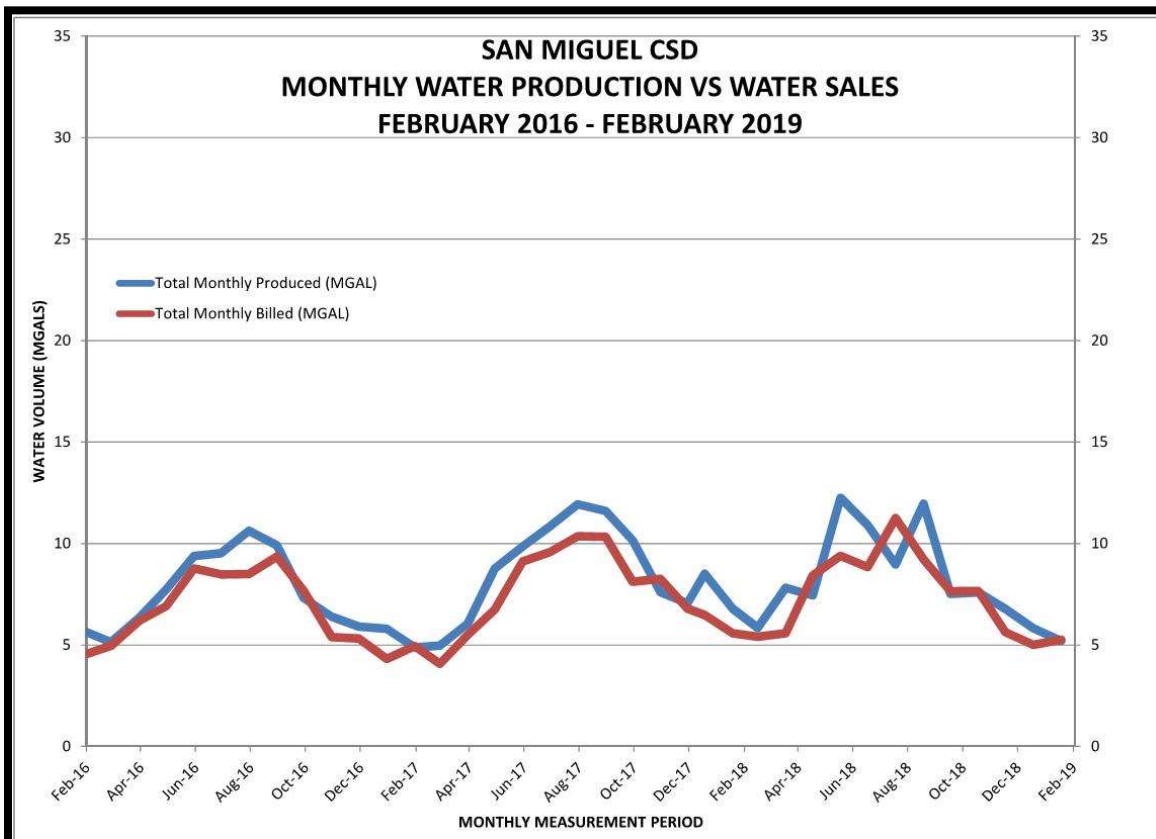
**CIVIL ENGINEERING / HYDROLOGY**

treated wastewater effluent for their vineyard irrigation use on properties on the east side of the Salinas River, in the Estrella area. The City of Paso Robles is also planning a project to supply treated wastewater effluent for vineyard irrigation use on properties on the east side of the Salinas River in the general vicinity of the municipal airport. (Note: This is an ongoing series of meetings that are planned for the next several months).

3. March 6, 2019: The DE and Director Parent attended a regular meeting of the Paso GSA Cooperative Committee. The GSP Consultant team made a presentation of DRAFT Chapters 6,7,8 and a portion of Chapter 9. Subsequent to the GSA Cooperative Committees receipt of these materials, the Cooperative Committee made a recommendation that the reference DRAFT Chapters and associated appendices be forwarded to the participating GSA's.
4. March 7, 2019: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members to discuss the update from the GSP consultant team and discuss future tasks, including a schedule for delivery of the remaining GSP chapters.
5. March 11, 2019: The DE participated in a conference call between all Paso Robles Groundwater Basin GSP coordination committee staff members to discuss possible models for future governance of the Paso Robles Ground Water Basin and the coordination between the four (4) GSA's. Note the Heritage Ranch GSA was successful in obtaining a "boundary modification" from DWR and are no longer a participating GSA.

### **WATER PRODUCTION HISTORY**

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



## **CAPITAL IMPROVEMENT PROGRAM**

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

1. **WWTP Aeration System Upgrade:** Under the terms of an agreement between the District and the County, their consultant has completed a study to evaluate design alternatives for improvements to the WWTP aeration system. As part of the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational costs, and compatibility with the existing WWTP. In addition, the consultant evaluated various headworks alternatives for the facility. The engineering phase of this project has been completed at no cost to the District. The County's consultants have issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. This project is on hold pending completion of the WWTP expansion / upgrade engineering report at which time a decision will be made regarding further pursuit of this project.
2. **Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Engineering Study:** The District was notified in early 2018 that the District is the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Upgrade and Recharge Basin Study. The DE has initiated work on this project. The following milestones have been completed to date:
  - Complete Data Collection / Document Review
  - Identify and Assess WWTP upgrade / expansion alternatives
  - Prepare Final of WWTP Upgrade / Expansion Engineering Report
  - Initiate hydro-geologic analysis of potential recharge basin locations

The Board authorized the DE to proceed with the engineering studies at the September 2018 regular meeting. All work to be performed in conjunction with the subject engineering study will be reimbursable from the \$177,750 Prop 1 IRWM DAC Involvement Grant Funds. Because of the DAC status, no matching funds are required. The DE made a presentation to the Board to summarize the results of the study to date and solicit input from the Board at the November 2108 Board meeting. The Board approved the Final WWTP Engineering Study at their regular January 2019 Board meeting.

The District received the Sub-Recipient Agreement from the County of San Luis Obispo in February 2019 and the agreement was approved by the Board at the February meeting. Now that the agreement has been approved, the District will receive reimbursement for expenditures made to date which are associated with the WWTP Renovation / Upgrade & Recharge Basin Engineering Study.

Regarding additional funding, we have submitted a grant application to the DWR for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. We have been assigned a project manager at the DWR and the DWR has reviewed our submittal and found it to be complete. We are currently in the process of investigating other grant funding opportunities for the permitting and construction phases of the plant expansion.

3. **SLT 6-inch A.C. Waterline Replacement:** A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. The DE has prepared Engineering Plans & Specifications to allow the District to solicit bids from qualified contractors to replace the existing waterline between Oak Drive and the SLT Water Tank. The



DE and the Director of Utilities met with the developers and their planning & engineering consultants of February 11, 2019 to discuss the project and their proposed development schedule.

4. Water Storage Reservoir Access Road Improvements: The DE has completed work on this project and the construction documentation has been delivered to the Director of Utilities for review.

### **DEVELOPMENT**

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

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The developer has completed the installation of all infra-structure and home construction has begun with approximately 20 homes currently underway. In addition, construction of ten (10) new homes has been started in the portion of the development that was acquired by Nino Development.
- b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction is anticipated to begin in early 2019.
- c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial three (3) residences.

### **GROUNDWATER SUSTAINABILITY AGENCY**

The HydroMetrics GSP Consultant Team continues to work on the development of the Paso Robles Groundwater Basin GSP. The DE has participated in periodic meetings of the GSA cooperative committee staff and the consultant team and has contributed information / data as requested by the consultant team for incorporation into the GSP. Draft copies of the first five (5) chapters of the GSP have been distributed to the District Board members to date and Draft copies of Chapter 6,7 and 8, and a portion of Chapter 9, including appendices, will be distributed to the District Board in advance of the March 2019 meeting.

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

Respectfully Submitted,  
**MONSOON CONSULTANTS**

*Blaine T. Reely*

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

March 19, 2019  
Date



# San Miguel Community Services District

## UTILITY REPORT

2-23-19 Thru 3-21-19

AGENDA ITEM# IX.9

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### Well Status:

- Well 4 is fully operational - Well Level 73.4' 3-7-19
- Well 3 is fully operational - Well Level 78' 2-22-19
- SLT well is in service

### Water System status:

Water leaks this month: 1 This year: 11

Water related calls through the alarm company after hours this month: 0 this Year: 3

### Sewer System status:

Sewer overflows this month: 0 this year: 0

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

### WWTP status:

- An issue was raised on 1/8/18 that the WWTP lights need to be adjusted as they are visible from Homes on Mission street. We will be adjusting them to minimize the impact on the homes on Mission street and still maintain necessary light at the plant once a lift is available to reach them.

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

- 

### Ongoing Billing Audits: (27 units in White Oak Mobile Home Park are under 1 account)

- 15 water accounts were identified that do not have sewer service where it is available.
- 81 water accounts were identified that do not have sewer service where it is not available

### Billing related activity:

- **Total active accounts**
  - 869 water accounts
  - 745 wastewater accounts
- **Overdue accounts**
  - 104 accounts 30 days past due for February billing period
    - (12% of total accounts, this is UP from January billing period)
  - 54 door hangers issued after attempting to contact the past due account holders
    - (52% of total past due accounts, this is SAME from January billing period)
  - 1 account shut off for non-payment
    - (1% of total past due accounts, this is the UP from January billing period)
- **Meter changeouts**
  - 42 Meters changed since July 1<sup>st</sup>

- Meters changed for age, mechanical defects, radio operability issues

### **Lighting status:**

- Street light at Verde and Rio Mesa reported for intermittent problem
- Street light at L and 19<sup>th</sup> reported for an outage
- Following is a list sent to PG&E for new street lights, which were reapplied for at the end of January... The lights were accepted by PGE and will be installed in the next few months
  - On K street across from 1010 K street, first wood pole on the west side of K street north of 10<sup>th</sup> street
  - On 11<sup>th</sup> street at L / K street alley on the South West Corner, there is a wood pole with no #
  - On 9<sup>th</sup> Street at L / Mission Street alley on the South West corner, pole # 120025159
  - On 9<sup>th</sup> street at L / K Street alley on the south west corner Pole # 431773
  - 10<sup>th</sup> and mission south west corner pole # 110336395
  - On 12<sup>th</sup> street at L / K street alley south west corner there is a wood pole there with no #
  - On Lubova way pole # 120025354
  - Next to 1212 N Street on 12<sup>th</sup> street, pole # 120173810

### **Project status:**

- .

### **WWTP expansion and Aerator Upgrade**

- See agenda item for ongoing information

### **SCADA:**

- Staff will be working with Local IT Experts (our IT company) to remount and reconfigure the SCADA servers in a new rack to better protect the servers and UPS backups. We have experienced a few UPS failures recently that have been attributed to the exposure of the UPS's to dust and static.

### **"N" St Property Acquisition:**

- The county is having an appraisal done on the three lots in question. I met with the appraiser on 10/15/18 so they could asses the infrastructure component of the appraisal. A request for an update was made to the County. (12/2018)

### **Solid Waste:**

- The utilities Staff with the San Miguel Firefighters association and San Miguel Garbage cleaned up the debris pile on 15<sup>th</sup> and N streets.
- Staff is working on options to provide additional recycling options to the community.
- Staff is working with the Mattress Recycling Council to develop a mattress collection center for the community at the WWTF. The center will only be on open specific times and days as a trial. If it works well it will be expanded and incorporated into the development of the WWTF expansion.

### **SLO County in San Miguel:**

- Nothing to report

### **Caltrans in San Miguel:**

- Caltrans is underway on improvements to the HWY 101 corridor, for what will be a 2-year project. We have received notice of road closures; notices are available in the office. South Mission street onramp is closed and will remain closed for the next few months until the new bridge is built. (1-2018)

**Rain in San Miguel:**

2018	9"
1/5-6/19	.75"
1/7-17/19	1.75"
1/31-2/3/19	2"
2/4-17/19	.5"
2/18-3/20-19	3.25"

PREPARED BY:

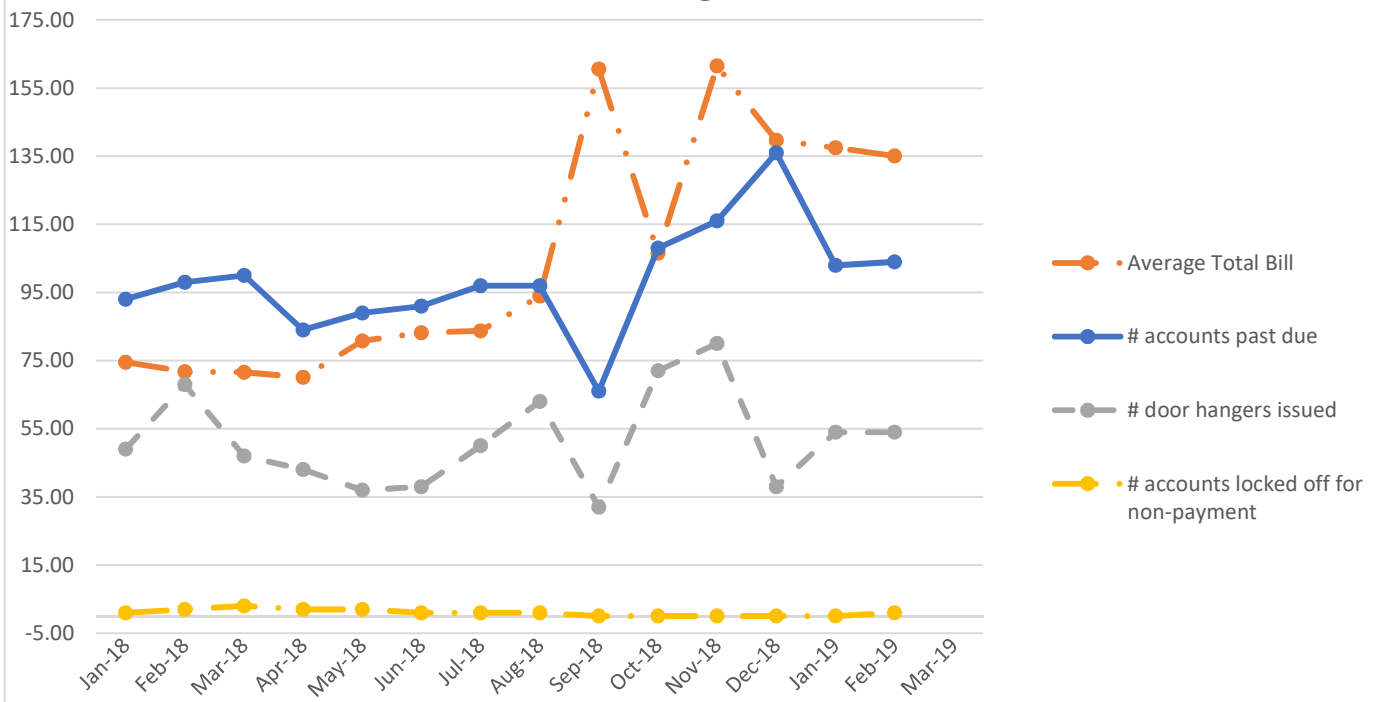
*Kelly Dodds*

Kelly Dodds

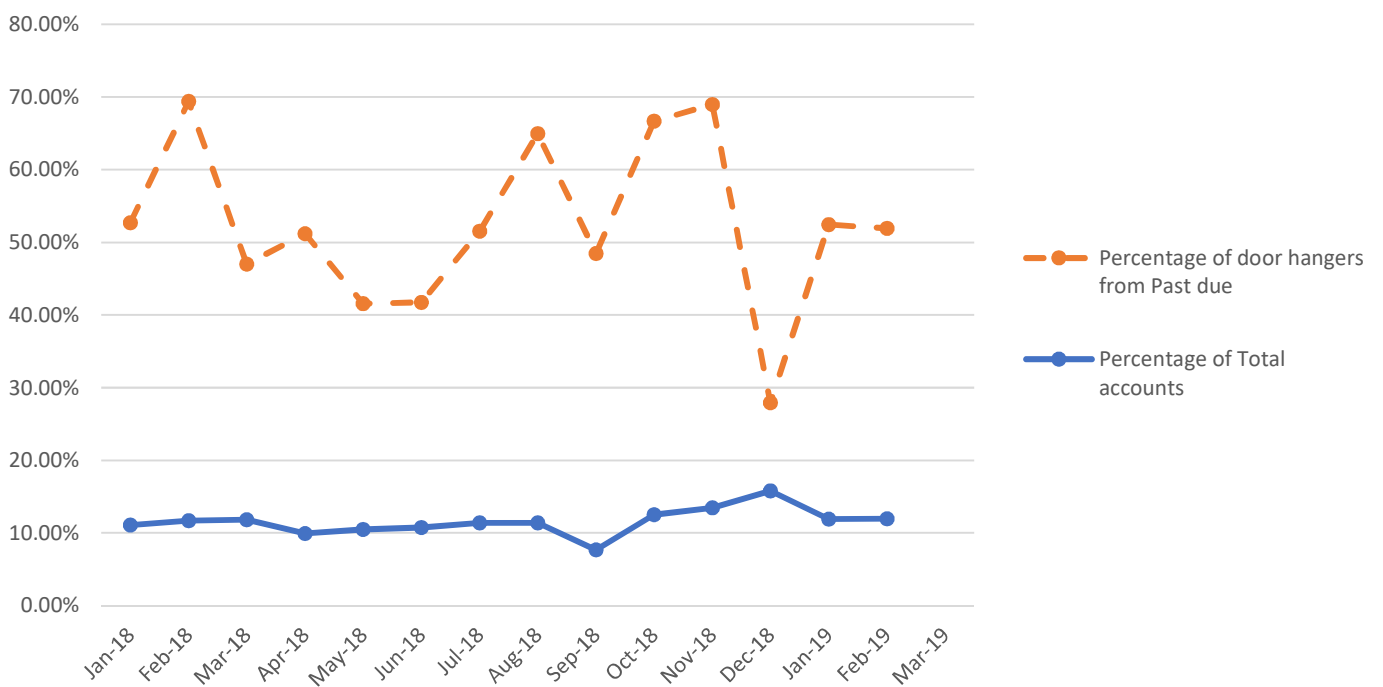
Director of Utilities

Date: March 21<sup>nd</sup>, 2019

### San Miguel CSD Past Due, Door Hanger, shutoff Counts



### San Miguel CSD Percentage of Door hangers resulting from Past Due accounts



# San Miguel Community Services District Board of Directors Meeting



## Staff Report

March 28<sup>th</sup>, 2019

AGENDA ITEM: IX 10

**SUBJECT: Fire Chief Report for February 2019**

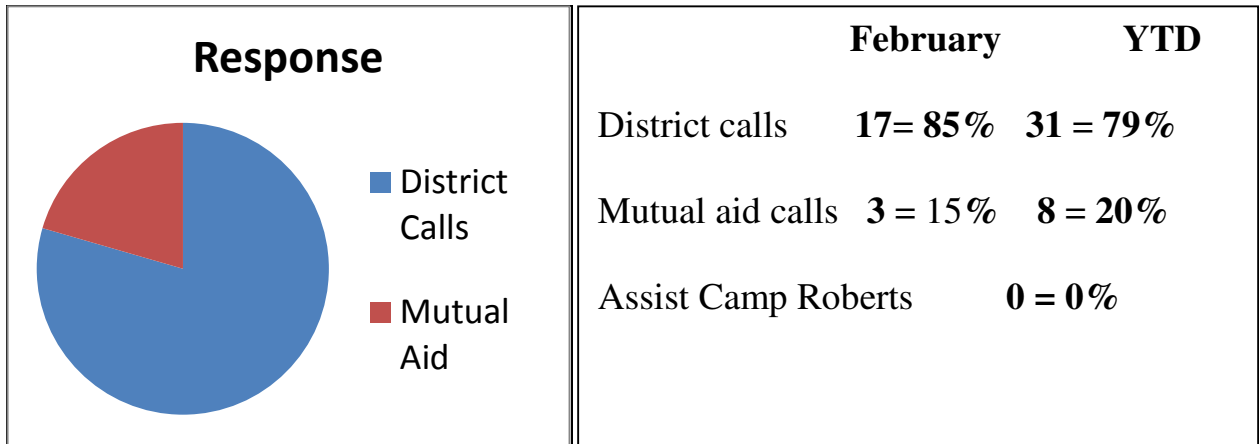
**STAFF RECOMMENDATION:** Receive and File Monthly Reports for the Fire Department

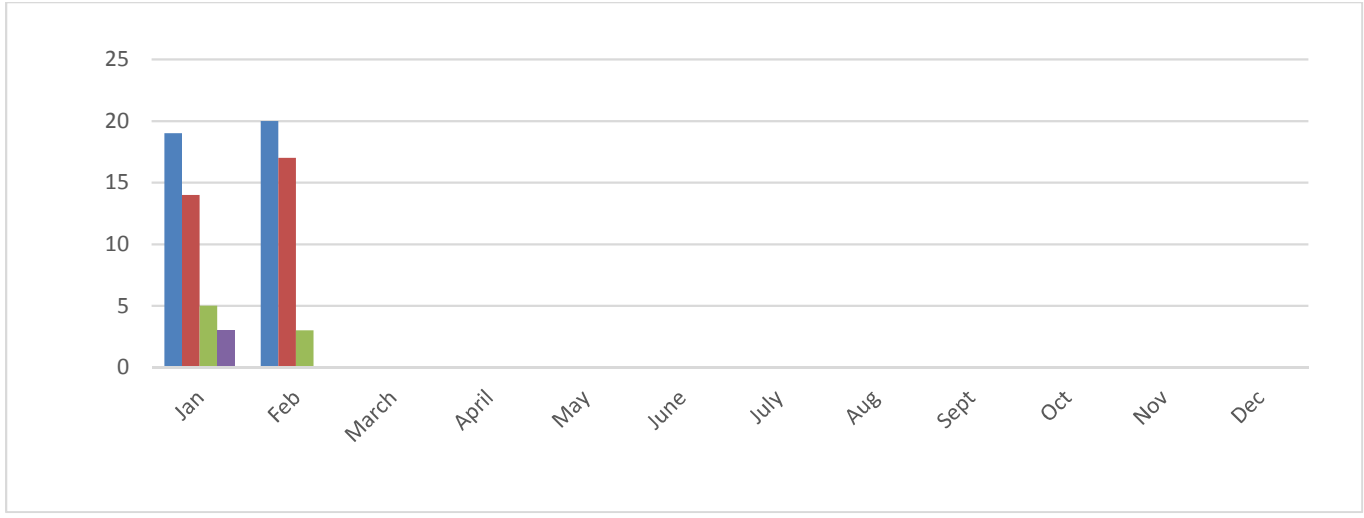
**INCIDENT RESPONSE:**

- Total Incidents for February 2019 **20**
- Average Calls for per 2 Month in 2019 **19.5**
- Total calls for the year to date **39**
- 

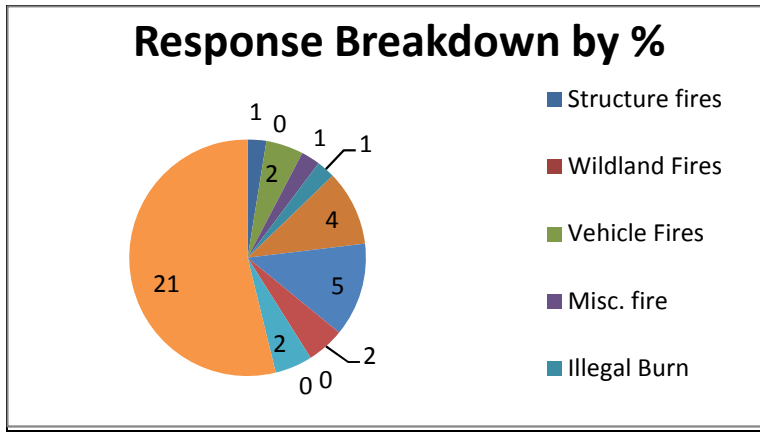
Emergency Response Man Hours in February = <b>64</b>	total	121
Stand-By Man Hours for February = 26		<u>36</u>
	<b>Total hr.</b>	<b>157</b>

Emergency Response Man Hours = <b>1.6 hr.</b> Per call for February		<b>3.1hr.</b> Per call for the year
Stand-By Average per Call = 1.3 hr. Per call for, February		<b>.6 hr.</b> Per call for the year





- Total calls
- District
- Mutual Aid
- Camp Roberts



For 19 calls for 2 Month in 2019

District Calls	31	79%
Mutual Aid	8	21%
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Structure fires	1	2 %
Wildland Fires	0	0%
Vehicle Fires	2	5%
Misc. fire	1	2%
Illegal Burn	1	2%
Vehicle Accidents	4	10%
False Alarms	5	12%
Haz Condition	2	5 %
Haz Mat	0	0%
Stand by	0	0%
PSA	2	5%
Medical Aids	21	53%

**Personnel:**

We currently have 19 active members.  
 1 Chief  
 1 Asst. Chief  
 3 Fire Captains  
 2 Engineer  
 12 Firefighters

- A Duty officer schedule will be made to fill any gaps in the coverage.
- Emergency Reporting system is in service, all fire reports and inspection are now captured. New reports to follow as information is gathered.

**Finances:** See Agenda Item 1

**Equipment:** N/A

**Activities:**

**February**

<u>Date</u>	<u>Subject Matter</u>	<u>Time</u>
5	Annual Physical	
12	Pump Operations	
19	SCBA / Air Aware / Fit Test	
26	Association Meeting	
<u>Date</u>	<u>Other activities</u>	<u>Time</u>
16	BUZZ run at Camp BOB	All Day

**March**

<u>Date</u>	<u>Subject Matter</u>	<u>Time</u>
5	Hose Loads and Pulls, Small and Large Lines	
12	Auto Extrication/ Patient Removal	
19	Vehicle Fires Attack	
26	Association Meeting	
<u>Date</u>	<u>Other activities</u>	<u>Time</u>

**Information:**

- Emergency Reporting Systems Fire Program has been purchased for the operational function of the fire department. There will be a training break in period for all department information. Once the training has been done the department reports will be generated through the Emergency Reporting system program.
- Working on Fire Chief and Asst Fire Chief Contracts
- First Reading of the Fire Code

**Prepared By:**

*Rob Roberson*

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**Rob Roberson, Fire Chief**



# FIRE EQUIPMENT

## 2019 MILEAGE / FUEL REPORT

IX-10

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
<b>Diesel</b>															
E-8696	119	18.9	58	12.8									177	31.7	5.6
E-8687	60	10.6	37	18.5									97	29.1	3.3
E-8668	36	0	40	14.2									76	14.2	5.4
<b>6 Month Total</b>										<b>350</b>	<b>75</b>	<b>4.7</b>			
<b>Gas</b>															
U-8630	0	0	129	0									129	0	#DIV/0!
C-8601	532	33	502	33									1034	33	31.3
C-8600	341	35.5	378	15.2									719	35.5	20.3
<b>6 Month Total</b>										<b>1882</b>	<b>68.5</b>	<b>27.5</b>			

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
<b>Diesel</b>															
E-8696													177	31.7	5.6
E-8687													97	29.1	3.3
E-8668													76	14.2	5.4
<b>6 Month Total</b>										<b>350</b>	<b>75</b>	<b>4.7</b>			
<b>Gas</b>															
U-8630													129	0	#DIV/0!
C-8601													1034	33	31.3
C-8600													719	35.5	20.3
<b>6 Month Total</b>										<b>1882</b>	<b>68.5</b>	<b>27.5</b>			

||

YTD 2016 Total	mi.	gal.	Avg. MPG
<b>Diesel</b>	<b>700</b>	<b>75</b>	<b>9.3</b>
<b>Gas</b>	<b>1882</b>	<b>68.5</b>	<b>27.5</b>

# Call per time of day and day of the week 2019

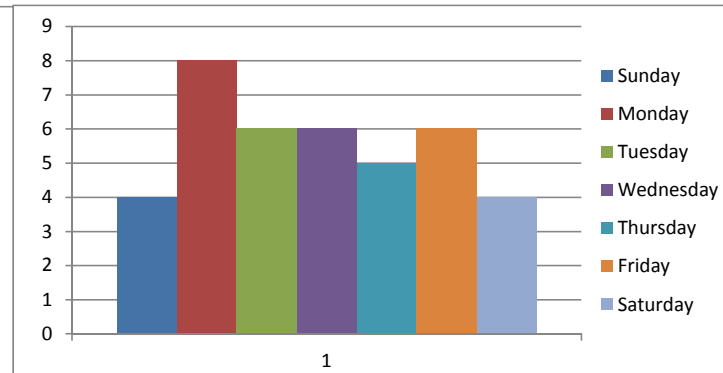
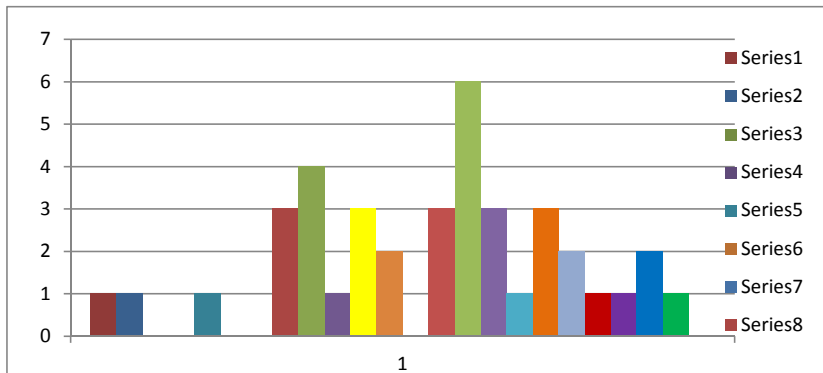
	After Hours					CSD Work Hours										Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Sunday							1			1			1										1		4
Monday							1	1			1					1	1			1	1	1			8
Tuesday		1						3					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

Total calls during CSD Work Hours	19	31%
Total calls during Off time and weekends	20	68%


8am to 8pm      31

After Hours calls 22:00 to 06:00      4      5%

Total Weekend Calls	8	26%
Total Calls Monday thru Friday	31	73%



IX-10

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL			
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid		
Structure Fires	1	0	0	0																						1	0	
Veg. Fires	0	0	0	0																							0	0
Vehicle Fires	0	1	1	0																							1	1
Misc. Fires	1	0	0	0																							1	0
Illegal Burning	0	0	1	0																							1	0
Vehicle Accidents	1	1	1	1																							2	2
False Alarms	1	1	3	0																							4	1
Hazardous Condition	0	0	2	0																							2	0
Hazardous Materials	0	0	0	0																							0	0
Standby	0	0	0	0																							0	0
Pub.Svc.Asst.	1	0	1	0																							2	0
Medical Aids	9	2	8	2																							17	4
<b>Call TOTALS</b>	14	5	17	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31	8
	<b>19</b>		<b>20</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>39</b>	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	5	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
Camp Bob Asst.	0		0		0		0		0		0		0		0		0		0		0		0		0		0	
Average Calls Per	<i>Month</i>	19.0	<i>Day</i>	0.6	<i>SLO Co. MA</i>		<b>8</b>		<i>Montrey Co. MA</i>		<b>0</b>		<i>CPR TOTAL</i>		<b>0</b>										<b>0</b>			

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
FEBRUARY 28<sup>th</sup>, 2019 REGULAR MEETING MINUTES

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

- I.** Meeting Called to Order by President Green – 6:32 p.m.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Green, Sangster, Parent, Kalvans, Palafox  
Directors Absent: None  
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel Siekaly  
District Staff Absent: District Engineer Dr. Blaine Reely
- IV. Adoption of Regular Meeting Agenda:**
- Motion by Director Parent to adopt Regular Meeting Agenda.
- Seconded by Director Buckman Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT
- V. ADJOURN TO CLOSED SESSION:**  
Closed Session convened at 6:33 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)  
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit
  - 2. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:(1 case)WO
  - 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Pursuant to Government Code §54957)  
Title: Fire Chief

#### 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code §54957)

Title: Assistant Fire Chief

- VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:00 P.M.**  
Report out of closed session by District General Counsel Seikaly: No reportable action.
- VII. Public Comment and Communications for matters not on the Agenda:** Michelle Hido voiced that the meeting was being recorded.
- VIII. Special Presentations/Public Hearings/Other:** None
- IX. STAFF & COMMITTEE REPORTS:**
1. San Luis Obispo County Sheriff No Report
  2. San Luis Obispo County Board of Supervisors No Report
  3. San Luis Obispo County Planning and/or Public Works No Report
  4. San Miguel Area Advisory Council No Report
  5. Camp Roberts—Army National Guard (LTC Kevin Bender) No Report
  6. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson, Verbal report updating the Board of Directors that all the District financial information has been provided to the District Auditor from Moss, Levy. After talking with Alex, from Moss, Levy the Audit should be ready for Board approval at the next meeting or a special meeting will be scheduled. Paola Freeman informed the General Manager that the bank accounts have been reconciled up to January 2019. Staff has also, started the Budget process for FY 19-20. Interim General Manager Roberson informed the Board that the Ad-Hoc personnel committee have met three times in the last couple months and will bring that item for review to the whole Board of Directors. Mr. Roberson asked for any questions.  
**Board Comment:** None  
**Public Comments:** None
  7. **District General Counsel:** Presented by Counsel Siekaly. ChurchwellWhite, LLC.  
Nothing to report.  
**Board Comments:** None.  
**Public Comments:** None
  8. **District Engineer:** Written report submitted as is. Dr. Blaine Reely is absent  
**Board Comments:** Director Kalvans asked about Tract 2779 and Director of Utilities voiced that they are waiting on PG&E for the lighting needs for Tract 2779.  
**Public Comment:** None
  9. **Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds asked for any questions and voiced that he has resubmitted the lighting request to PG&E from January.  
**Board Comment:** Director Kalvans asked about PG&E streetlights. Mr. Kalvans asked about abandoned lines within the district.

**Public Comments:** Laverne Buckman, San Miguel resident asked the Director of Utilities about the service connection numbers. Discussion ensued about number of connections and how the report numbers are calculated.

- 10. Fire Chief:** Fire Chief Rob Roberson, updates the Board of Directors that the Fire Department is at 19 calls for January 2019. December mileage report has been corrected.

**Board Comments:** None

**Public Comment:** None

## X. CONSENT ITEMS:

### 1. Review and Approve Board Meeting Minutes

- a) 1-24-2019 Regular Board Meeting Minutes- BR Not Here
- b) 1-10-2019 Ad- Hoc Personnel Committee Meeting Minutes
- c) 1-29-2019 Ad- Hoc Personnel Committee Meeting Minutes

### 2. Review and approve RESOLUTION 2018-11 authorizing the General Manager to sign the Proposition 1 Integrated Regional Water Management Sub-Grant agreement between San Luis Obispo County Flood Control and Water Conservation District and San Miguel Community Services District in the amount of \$177,750.00

**Board Comment:** Director Sangster asked about Dr. Reely being at meeting or not for 1-24-2019 regular board meeting. He also pointed out a spelling mistake for correction.

**Public Comment:** None

Motion by Director Sangster to Approve Consent Item #1 and #2

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

## XI. BOARD ACTION ITEMS:

### 1. Review, Discuss, Receive and File the Enumeration of Financial Report for January 2019.

Interim General Manager/ Fire Chief Rob Roberson asked that this Item be tabled until February regular board meeting, due to work that was being done this last week by the Districts CPA.

**Board Comment:** Director Parent asked that there be a top ten instead of a top five.

**Public Comment:** None

Motion by Director Parent to table action item number one, until February regular Board Meeting.

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

**2. Review and approve a RESOLUTION 2019-10 revising the Investment Policy for San Miguel CSD (Roberson)**

Item presented by Interim General Manager/ Fire Chief Rob Roberson explaining that this item was a housekeeping item and would be brought annually with the Budget. This item will give authorization to the general manager to manage the District investments until June 2019. This will then be brought back in June with the Budget.

**Board Comments:** Director Palafox asked what these funds are and what is the District invested in. Discussion ensued with the General Manager and president Green about the investments the district is involved in with Cantella.

Director Kalvans asked about the monies that have been invested and where the money came from, what fund. Mr. Roberson explained that because of the previous management, that there was really no way of knowing. Mr. Kalvans wants to make sure they are not restricted funds.

Director Sangster asked to have the June 2019 Policy to read fiscal year not yearly.

Director Parent asked what the rate is based on.

**Public Comments:** None

Motion by Director Sangster to approve Resolution 2019-10 revising the District Investment Policy.

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

**3. Review and Discuss changes recommended by the Ad-Hoc Personnel Committee of the District Personnel Guidelines & Policy Manual, previously adopted by the Board September 15, 2016 and hear any Board recommendations. (Roberson/ Siekaly)**

Item was presented by District General Counsel Siekaly informing the Directors that the Item was continues and the Ad-Hoc Personnel Committee met on February 20<sup>th</sup> to review chapter 5.

**Board Comments:** Director Green voiced that he feels that the vehicle portion of the policy needs to be relooked at. District General Counsel Siekaly voiced that she was not able to get the review in to the board packet and the vehicle policy would have to be looked at. Discussion ensued about the vehicle portion of the policy.

Director Kalvans asked if this policy included firefighters, and what class license do Firefighters need. Fire Chief Roberson informed the Board that vehicle inspections are done weekly at Fire drills.

Director Green asked Board if they have been able to review document.

Director Palafox voiced changed 9.2.1 e. Discussion ensued about DUI and termination.

District General Counsel voiced that she would bring back Vehicle portion of the policy to board.

Director of Utilities voiced that he feels that the District needs to look at state law and substance abuse. The job descriptions states if you drive a company vehicle. Discussion ensued.

Director Green voiced that the policy should look at point in district vehicle.

Director Kalvans voiced that he would like to make sure that the Policies don't contradict each other.

Director Sangster asked District Counsel Siekaly if all the changes that have taken place within these documents, are there any that have been made against the advice of counsel or put the District at a liability? District General Counsel Siekaly informed the Board that the policy is what is in practice now.

**Public Comment:** Laverne Buckman San Miguel resident voiced that she feels that 4.1.1 health insurance should be relooked at and feels that all employees should be getting the same benefits. Discussion ensued about the contract employees. Mrs. Buckman also asked about dress code and discussion ensued about Firefighter dress uniform and where it is appropriately worn.

Scott Young, San Miguel Resident and District Fire Captain voiced that the Fire Department personnel only wear uniforms in a professional manner or on official business. Nathan Dawes, San Miguel Resident asked if the Fire department has the same standards as the CSD employees. Rob Roberson, San Miguel Fire Chief voiced that the Fire Department is held to higher standards regarding uniforms and they treat them as equipment.

Scott Young voiced that there is a saying in the fire department and the district should take on the idea that in a hazardous situation training and education can not ever be to much.

**Board Comment:** Director Parent asked about the document the Ad- Hoc committee was working off and asked where the staff changes were. Director green voiced that some of staff changes were kept and some where not moved forward.

Director Parent voiced that he thought the whole document was confusing and had language and interpretation issues. Director Parent voiced that he had been working on the policy, but all of his comments have been deleted, and apologized, as he looked for his notes. Discussion ensued about bringing item back.

**Staff Comment:** Mike Sobotka, District employee asked what the District planned on doing with this policy since it changes training and changes working environment. Mr. Sobotka voiced that somethings are negotiable and would like to start the process as soon as possible.

**Board Comment:** Director Green voiced that the next step would be to have all the Director voice their concerns and have discussion.

Discussion ensued about reviewing document and training.

Motion by Director Parent to have this item discussed at a special meeting

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

**4. Review and approve RESOLUTION 2019-05 adopting a comprehensive revision to the San Miguel CSD Application for Water, Wastewater, and Lighting Will Serve and associated fees.**

Item presented by Director of Utilities Kelly Dodds explaining to the board that the water Will Serves were attached to the Fire Department and that this separated the Fire from



Water. The increased number of things being reviewed and inspections being processed the staff feels that it is necessary to separate water from fire.

**Board Comments:** Director Sangster pointed out a spelling mistake that will be corrected and asked for clarification on site review and per unit cost. Director of Utilities Kelly Dodds discussed the clarification.

Director Kalvans asked about Commercial Multi -Family mixed use fees. Discussion ensued about recycled water. Director of Utilities Kelly Dodds explained that it will be a separated inspection and that will require state review.

Director Kalvans asked about septic tanks across on terrace. It was explained by Director of Utilities Kelly Dodds that the County will be doing that review.

Director Kalvans asked about private wells in the District boundaries. Not served by district and not able to get service. Discussion ensued about Gallo and how they could not be readily served by the district, so we can't make them take out the well they have.

**Public Comments:** Laverne Buckman San Miguel resident voiced that the County is charging fees for second domestic wells, even when in the District. Director of Utilities explained that the County is now requiring the Flood Control District will monitor wells and record what was pumped out of the District, not to the District. The fee doesn't go to the San Miguel Community Services District.

Motion by Director Sangster to approve Resolution 2019-05 adopting a comprehensive revision to the San Miguel CSD Application for Water, Wastewater, and Lighting Will Serve and associated fees.

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

**5. Review and approve resolution 2019-06 adopting a fee schedule to recoup cost related to construction within the District and to set rates for water meters.**

Item presented by Director of Utilities Kelly Dodds explained that this item is to only recoup cost related to District cost to preform the services. Part of this item was adopted in 2016 with the Will Serves and we are separating the fees from the Will Serves. The Meter cost is the Districts cost with no markups. Discussion ensued about Doorhanger fees.

**Board Comment:** Director Green voiced that the Board needed to advise the staff on how to implement the policy.

Director Kalvans asked how the customers will be noticed and what happens if someone turns the water service back on after being locked. Director of Utilities Kelly Dodds explained that if someone gets their water shut off for non-payment then they cut lock they will be charged a tampering fee and if they break anything they will be charged for the cost of fixing it.

Interim General Manager, Rob Roberson will be the one who authorizes the one-time fee waiver.

Director Green had discussion about how to notify customers. It was decided to put a flyer into Utilities bills for two months and post fees on website. Director Sangster wanted to add 60.00 tampering charge plus damages.

Motion by Director Sangster to approve Resolution 2019-06 adopting a fee schedule to recoup cost related to construction within the District and to set rates for water meters with effected date of April 15, 2019. Adding Tampering charge to be set at \$60.00 plus cost of damage and notices in bills.

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

**6. Review and approve resolution 2019-07 adopting an application and inspection process with associated fee schedule for Fire, Life, and Safety review.**

Item introduced by Fire Captain, Scott Young, explaining that the Fire Will Serves have been taken out of water Will Serves. Mr. Young explained that the Fire Department will only be recouping cost of the services provided. The fees are based on neighboring districts and this will give the San Miguel Community Services District a mechanism to receive documents for Fire, Life, and Safety reviews. Rob Roberson, San Miguel Fire Chief explained that the District having the “power” of fire these inspections are required and to have any enforcement the inspector must have special certification. Scott Young has the training and the Fire Department is stepping up to the required inspection. The fee schedule doesn’t charge for existing businesses unless they put in new items that must be inspected like new development or installation. This is a Fire, Life, and Safety inspection. Discussion ensued.

**Board Comment:** Director Green asked about solar inspection, and if the fee is for plan check only or will you go out and check the system. Mr. Young explained that it is a fire safety concern and will be inspecting all the electrical connections and shut offs.

Director Sangster voiced that page 4 of 3, the change needs to be from 5000” 2500” not to exceed.

**Public Comment:** Laverne Buckman San Miguel resident asked if these inspections are only within the District boundaries? It was explained that the Fire Department only has fire jurisdiction within the District boundaries.

Motion by Director Sangster to approve Resolution 2019-07 adopting an application and inspection process with associated fee schedule for Fire, Life, and Safety review with correction to 2500 square feet and spelling.

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

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

Item presented by Director of Utilities, Kelly Dodds updated the Board of Directors on the progress of the Wastewater facility upgrade. The California Water Board agrees with the way the District is going and has asked for a plan for salt removal, Mr. Dodd’s explained that the cost to remove salt is high. San Miguel would have to use blending to lower the salt. There have been new regulations due to climate change regulations near

rivers and will be required to mitigate the 100-year flood plain. This will be an ongoing process.

**Board Comment:** Director Kalvans asked about flood plains and spoke of the 1969 floods. Discussion ensued about funding from the it was explained that staff has been in constant contact with the Water Board and they are on board with what the District is proposing.

**Public Comment:** None

No motion informational item only.

**8. Review and approve RESOLUTION 2019-08 approving fireworks sales dates for 2019**

Item presented by Fire Chief Rob Roberson and explained that this year the Fourth of July was on a Thursday and after talking with both groups; feels that it would be best to have the sale dates be 1<sup>st</sup> thru the 4<sup>th</sup>.

**Board Comment:** Director Green asked about the listing for the District fire code and the State Fire Code. Director Kalvans voiced some date changes in the resolution and feels the resolution needs to be relooked at. Discussion ensued with confusion on the differences between Resolution and Ordinances. Chief Roberson explained that the dates would stay the same and that they have asked the Lion's club and they are fine with the dates. The ordinance will be clarified and brought back.

**Public Comment:** None

Motion by Director Kalvans to bring item to special meeting.

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

**9. Review and approve RESOLUTION 2019-08 approving fireworks sales dates for 2019.**

Item presented by Fire Chief Rob Roberson, voicing that he feels this item should be tabled with the last item to be heard at the special meeting.

Motion by Director Kalvans to bring item to special meeting.

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

**XII. BOARD COMMENT:**

Director Sangster voiced a change in the Board Minutes and would like to see a higher liability insurance for item nine.

Director Green would like to look at having a policy for audio retention.

**XIII. ADJOURNMENT TO NEXT MEETING 3-13-2019 Special Meeting:**  
approximately 10:28 PM

DRAFT



**COUNTY OF SAN LUIS OBISPO**

**AUDITOR - CONTROLLER • TREASURER - TAX COLLECTOR**

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

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

**NOTICE TO TAXING AGENCIES**

February 28, 2019

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

Enclosed are lists of parcels that are currently subject to the Tax Collector's Power to Sell due to non-payment of real property taxes. These parcels will be offered for sale at a county tax auction in May 2019 unless they are removed prior to the sale. A Guide to Map Book Codes is included for your reference.

Also enclosed is a "Notice of Interest or Objection" form, enabling taxing agencies and qualifying non-profit organizations to indicate an interest in or objection to the purchase or sale of a parcel. Please complete the notice and return it to the Tax Collector's office in the envelope provided. The notice must be received in the Tax Collector's Office by **5:00 p.m. March 31, 2019**. If the Tax Collector's office does not receive a response by that date, it will be assumed that there is no intention by the above-referenced agency to purchase any of the listed parcels, and that there is no objection to the sale of those parcels to any other taxing agencies, or at a tax auction.

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

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

Sincerely,

JAMES W. HAMILTON, CPA  
COUNTY TAX COLLECTOR

By   
Deputy

Enclosures



## Notice of Interest or Objection

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

The above referenced agency is:

**Not interested** in purchasing parcels by agreement pursuant to Chapter 8 of the Revenue and Taxation Code and **does not object** to the sale of any of the parcels on the list of properties Subject to Sale for Nonpayment of Taxes in Tax Sale # 250 (Internet Public Auction) and Sale # 251 (Sealed Bid Auction open to Contiguous Property Owners only), or to any of the parcels being sold to any other taxing agency or at any other tax auction.

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

\_\_\_\_\_  
 \_\_\_\_\_

Signed by:

\_\_\_\_\_  
 Authorized Agent or Deputy

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

**NOTICE MUST BE RECEIVED IN THE TAX COLLECTOR'S OFFICE BY 5:00 P.M. MARCH 31, 2019**

# James W. Hamilton, CPA

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

## Properties Available For Sale - Internet Auction Sale #250

Listed in Assessment Number Order

Total Parcel Count in this Report: 87

Item	Assessment No.	Minimum Bid
250-001	012,193,016	\$9,600.00
250-002	015,143,012	\$6,100.00
250-003	019,181,012	\$10,000.00
250-004	019,181,013	\$10,000.00
250-005	019,181,014	\$10,000.00
250-006	019,181,015	\$30,000.00
250-007	019,181,018	\$10,000.00
250-008	019,181,019	\$10,000.00
250-009	019,181,020	\$10,000.00
250-010	019,181,021	\$10,000.00
250-011	019,181,022	\$10,000.00
250-012	019,181,048	\$10,000.00
250-013	030,261,011	\$10,000.00
250-014	031,114,004	\$10,000.00
250-015	031,114,005	\$10,000.00
250-016	031,121,001	\$10,000.00
250-017	031,191,005	\$10,000.00
250-018	031,191,006	\$10,000.00
250-019	034,451,009	\$10,000.00
250-020	055,041,015	\$17,200.00
250-021	056,371,005	\$10,000.00
250-022	056,371,006	\$10,000.00
250-023	060,338,010	\$10,500.00
250-024	064,131,006	\$79,000.00
250-025	075,191,016	\$500.00
250-026	902,000,074	\$1,300.00
250-027	902,000,158	\$1,300.00
250-028	902,000,177	\$1,300.00
250-029	902,000,218	\$1,300.00
250-030	902,000,352	\$1,000.00
250-031	902,000,527	\$1,300.00
250-032	902,000,592	\$1,300.00
250-033	902,000,644	\$1,300.00

Item	Assessment No.	Minimum Bid
250-034	902,000,721	\$1,300.00
250-035	902,000,918	\$1,300.00
250-036	902,001,250	\$1,200.00
250-037	902,001,252	\$1,300.00
250-038	902,001,346	\$1,400.00
250-039	902,001,515	\$1,300.00
250-040	902,001,883	\$1,300.00
250-041	902,001,901	\$1,300.00
250-042	902,001,975	\$1,300.00
250-043	902,002,034	\$1,200.00
250-044	902,002,247	\$1,300.00
250-045	902,002,255	\$1,300.00
250-046	902,002,365	\$1,300.00
250-047	902,002,614	\$1,500.00
250-048	902,002,915	\$1,200.00
250-049	902,003,796	\$1,700.00
250-050	902,004,269	\$1,700.00
250-051	902,004,271	\$1,700.00
250-052	902,004,517	\$2,500.00
250-053	902,004,548	\$1,600.00
250-054	902,005,771	\$1,600.00
250-055	902,005,840	\$1,500.00
250-056	902,006,390	\$1,500.00
250-057	902,008,382	\$1,200.00
250-058	902,008,844	\$1,200.00
250-059	902,008,846	\$1,200.00
250-060	902,009,088	\$1,300.00
250-061	902,009,126	\$1,200.00
250-062	902,009,266	\$1,300.00
250-063	902,009,296	\$1,100.00
250-064	902,009,375	\$1,200.00
250-065	902,009,416	\$1,400.00
250-066	902,009,424	\$1,300.00

Item	Assessment No.	Minimum Bid
250-067	902,009,775	\$1,200.00
250-068	902,010,032	\$1,200.00
250-069	902,010,153	\$1,200.00
250-070	902,010,395	\$1,300.00
250-071	902,010,430	\$1,300.00
250-072	902,010,473	\$1,300.00
250-073	902,010,532	\$1,300.00
250-074	902,010,601	\$1,300.00
250-075	902,010,691	\$1,200.00
250-076	902,010,742	\$1,300.00
250-077	902,010,748	\$1,100.00
250-078	902,010,883	\$1,300.00
250-079	902,011,023	\$1,300.00
250-080	902,011,249	\$1,300.00
250-081	902,011,309	\$1,200.00
250-082	902,011,353	\$1,300.00
250-083	902,011,437	\$1,300.00
250-084	902,011,478	\$1,300.00
250-085	902,011,551	\$1,300.00
250-086	902,011,686	\$1,300.00
250-087	902,012,020	\$1,200.00

Item	Assessment No.	Minimum Bid
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# James W. Hamilton, CPA

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

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## Properties Available For Sale - Sealed Bid Sale #251

Listed in Assessment Number Order

Total Parcel Count in this Report: 19

Item	Assessment No.	Minimum Bid
251-001	022,212,017	\$2,400.00
251-002	022,212,018	\$1,800.00
251-003	022,212,038	\$2,800.00
251-004	023,048,027	\$7,800.00
251-005	023,048,056	\$4,200.00
251-006	023,208,028	\$1,800.00
251-007	023,223,013	\$500.00
251-008	024,143,021	\$5,800.00
251-009	024,182,028	\$2,000.00
251-010	024,201,005	\$500.00
251-011	024,201,020	\$500.00
251-012	024,231,001	\$500.00
251-013	024,253,006	\$500.00
251-014	024,261,031	\$9,500.00
251-015	024,273,017	\$500.00
251-016	024,273,019	\$30,600.00
251-017	024,381,008	\$5,000.00
251-018	048,031,027	\$2,600.00
251-019	070,431,011	\$500.00

Item	Assessment No.	Minimum Bid
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MAP BOOK NUMBER REFERENCE

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

JAMES W. HAMILTON, CPA  
SAN LUIS OBISPO COUNTY TAX COLLECTOR  
1055 MONTEREY ST RM D290  
SAN LUIS OBISPO, CA 93408-1003



9314 8699 0430 0056 0522 24

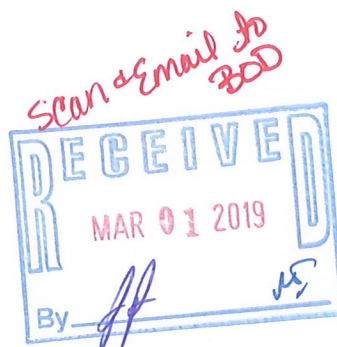
RETURN RECEIPT (ELECTRONIC)



Total Postage: \$5.75

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

Reference Number: Notice to Taxing Agencies



# San Miguel Community Services District

## Board of Directors Staff Report

March 28, 2019

AGENDA ITEM: X - 3

**SUBJECT:** Review & Approve **Resolution 2019-16** Dissolving the Personnel Committee

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### **STAFF RECOMMENDATION:**

Review & Discussion of Dissolving the Organization & Personnel Committee and the Equipment & Facilities Committee.

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### **BACKGROUND:**

On December 20, 2018, the San Miguel Community Services District (“District”) Board of Directors (“Board”) passed Resolution No. 2018-39 to form a Personnel Committee. The purpose of the Personnel Committee was to review and provide recommended changes to the Board regarding the District’s current Personnel Rules because the Board determined that the Personnel Rules do not conform with current District practices. The Board also appointed Director Anthony Kalvans and President John Green to the committee.

On March 14, 2019, the Board approved Resolution No. 2019-16, which approved an amended version of the Personnel Rules. As such, staff recommends that the Board dissolve the Personnel Committee because the Board has already approved an amended version of the Personnel Rules.

### **FISCAL IMPACT:**

None.

### **STAFF RECOMMENDATION:**

Staff recommends that the Board dissolve the Personnel Committee.

PREPARED BY:

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Douglas L. White, District General Counsel

**RESOLUTION NO. 2019- 16**

**RESOLUTION OF THE BOARD OF DIRECTORS OF SAN MIGUEL COMMUNITY SERVICES DISTRICT TO DISSOLVE THE PERSONNEL COMMITTEE**

**WHEREAS**, the San Miguel Community Services District (“District”) Board of Directors (“Board”) determined that the District’s Personnel Rules do not conform with current District practices; and

**WHEREAS**, on December 20, 2018, the Board created the Personnel Committee to review the District’s current Personnel Rules to ensure that it accurately stated the District’s current practices, and to provide recommended changes to the Board; and

**WHEREAS**, the Personnel Committee has conducted a thorough review of the Personnel Rules, and has provided its recommendations to the Board; and

**WHEREAS**, on March 14, 2019, the Board passed Resolution No. 2019-16 approving an amended version of the Personnel Rules; and

**WHEREAS** the Board desires to dissolve the Personnel Committee as it has already provided recommended changes to the Board regarding the District’s Personnel Rules; and

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

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

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

the foregoing Resolution is hereby passed and adopted this 28<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
John Green, Board President

ATTEST:

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



## San Miguel Community Services District

### Board of Directors Staff Report

March 28, 2019

**AGENDA ITEM: XI -1& 2**

**SUBJECT:** Bookkeeper Report for February 2019

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**RECOMMENDATION: Review and File the Enumeration of the Financial Reports for February 2019**

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**February 2019 Payroll Expense:** \$35,544.37 (including all liabilities) this amount has not been posted in the Black Mountain System as of yet, we are working on the Journal Voucher templet with the CPA.

**February 2019 Income:** \$137,116.56

**February 2019 Expenses:** \$86,385.75

1. Churchwell White, LLC \$26,999.15
2. City of El Paso de Robles GSP \$9,362.02 (Invoices 5 thru 9)
3. L.N. Curtis & Sons \$4,712.64 (VFA Grant 18-19)
4. SWRCB Accounting Office \$4,674.00 (Water System Fees for 7-1-18 ~ 6-30-19)
5. Baldwin Electric \$4,372.45 (Lighting upgrading ~ new circuits to server)
6. Local IT Experts \$2,756.25 (Jan & Feb service, Training, configuration Fire Tough Book)
7. Swift Tectonics \$2,400.00 (Concrete for 10<sup>th</sup> Street)
8. FGL \$2,303.00
9. Core & Main \$2,179.56 (Purchased ten meters)
10. US Bank \$2,099.67 (District Cal Credit Card)

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

**PREPARED BY:**

Paola Freeman Paola Freeman, Bookkeeper

02/28/19  
12:24:06

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

Page: 1 of 10  
Report ID: AP100V

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4520	17603S	34 BLAKE'S INC	67.21					
1	1257209	12/18/18 Rubber Boots	26.92			40 64000	495	10200
2	1257209	12/18/18 Rubber Boots	26.92			50 65000	495	10200
3	1257209	12/18/18 Hardware	13.37			50 65000	353	10200
<b>Total for Vendor:</b>			<b>67.21</b>					
4523	17604S	340 C&N TRACTORS	193.00					
1	34666P	12/19/18 Blower	96.50			40 64000	490	10200
2	34666P	12/19/18 Blower	96.50			50 65000	490	10200
<b>Total for Vendor:</b>			<b>193.00</b>					
4521	17605S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	65.00					
Acct No. 013014								
1	433410	11/27/18 Maint Contract 1/4-2/3/19	32.50*			40 64000	334	10200
2	433410	11/27/18 Maint Contract 1/4-2/3/19	32.50*			50 65000	334	10200
<b>Total for Vendor:</b>			<b>65.00</b>					
4522	17606S	67 CHARTER COMMUNICATIONS Acct# 8245 10 105 0027311 Spectrum Buiness Internet/Voice	309.94					
Service 1/11/19 ~ 02/10/19								
1	7311010119	01/01/19 Internet/Voice	103.31*			20 62000	375	10200
2	7311010119	01/01/19 Internet/Voice	103.31			40 64000	375	10200
3	7311010119	01/01/19 Internet/Voice	103.32			50 65000	375	10200
<b>Total for Vendor:</b>			<b>309.94</b>					
4558	17634S	473 CHURCHWELL WHITE LLP Professional Services Rendered through December 31, 2018	7,977.65					
1	33186	01/15/19 General Counsel	247.58			20 62000	327	10200
2	33186	01/15/19 General Counsel	41.99			30 63000	327	10200
3	33186	01/15/19 General Counsel	559.81			40 64000	327	10200
4	33186	01/15/19 General Counsel	559.81			50 65000	327	10200
5	33186	01/15/19 General Counsel	7.00			60 66000	327	10200
7	33186	01/15/19 General Counsel	33.34			40 64000	331	10200

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8	33186	01/15/19 General Counsel	33.34			50 65000	331	10200
9	33183	01/15/19 Steinbeck v SLO	3,309.45			50 65000	332	10200
11	33187	01/15/19 HR	438.88			20 62000	327	10200
12	33187	01/15/19 HR	0.96*			30 62000	327	10200
13	33187	01/15/19 HR	644.82			40 64000	331	10200
14	33187	01/15/19 HR	644.82			50 65000	331	10200
18	33188	01/15/19 HR Investigation	211.15			40 64000	327	10200
19	33188	01/15/19 HR Investigation	211.15			50 65000	327	10200
20	32894	01/15/19 Water	478.80			50 65000	327	10200
21	33187	01/15/19 HR	145.41			20 62000	327	10200
22	33187	01/15/19 HR	151.11			40 64000	331	10200
23	33187	01/15/19 HR	151.11			50 65000	331	10200
24	33187	01/15/19 HR	53.56			40 64000	327	10200
25	33187	01/15/19 HR	53.56			50 65000	327	10200
<b>Total for Vendor:</b>			<b>7,977.65</b>					
4543	17607S	583 COBLENTZ BIEHLE & CRAMER	3,990.00					
Audit	2017-2018							
1	5199	12/31/18 Audit 2017-2018	658.35			20 62000	325	10200
2	5199	12/31/18 Audit 2017-2018	119.70			30 63000	325	10200
3	5199	12/31/18 Audit 2017-2018	1,596.00			40 64000	325	10200
4	5199	12/31/18 Audit 2017-2018	1,596.00			50 65000	325	10200
5	5199	12/31/18 Audit 2017-2018	19.95			60 66000	325	10200
<b>Total for Vendor:</b>			<b>3,990.00</b>					
4555	17625S	581 DAVID TRACEY CONTRACT SVS	550.00					
SVS Date 1/12/19 & 1/13/19								
Correct Chlorine issue								
1	2019-01	01/13/19 Contract SVS	275.00			40 64000	330	10200
2	2019-01	01/13/19 Contract SVS	275.00			50 65000	330	10200
<b>Total for Vendor:</b>			<b>550.00</b>					
4524	17608S	605 DOUBLE J REPAIR	250.00					
1	1205	01/03/19 Truck #8687 Air Leak	250.00			20 62000	354	10200
<b>Total for Vendor:</b>			<b>250.00</b>					



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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

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Report ID: AP100V

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

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4525	17609S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	883613A	12/31/18 Metals	67.00			50 65000	358	10200
4526	17609S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
	Acct#8000653							
1	883612A	12/27/18 Coliform-Colilert~Wet Chem	45.00			50 65000	356	10200
2	883612A	12/27/18 Coliform-ColilertColiform-Col	45.00			50 65000	357	10200
3	883612A	12/27/18 Coliform-Colilert~Wet Chem	135.00			50 65000	359	10200
4546	17626S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	883705A	12/31/18 Metals	67.00			50 65000	358	10200
4547	17626S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	883748A	12/31/18 Metals	67.00			50 65000	358	10200
4548	17626S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	883804A	12/31/18 Metals	67.00			50 65000	358	10200
4549	17626S	112 FGL - ENVIRONMENTAL ANALYTICAL	45.00					
	Acct#8000653							
1	883834A	01/03/19 Metals	45.00			50 65000	359	10200
4550	17626S	112 FGL - ENVIRONMENTAL ANALYTICAL	65.00					
	Acct#8000653							
1	883846A	01/03/19 Coliform	65.00			50 65000	359	10200
4551	17626S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct#8000653							
1	883862A	01/10/19 Metals	67.00			50 65000	358	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

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Report ID: AP100V

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

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4607	17667S	112 FGL - ENVIRONMENTAL ANALYTICAL	1,060.00					
Acct#8000654								
1	980087A	01/30/18 Coliform-Colilert~Wet Chem	1,060.00			40 64000	355	10200
4614	17667S	112 FGL - ENVIRONMENTAL ANALYTICAL	42.00					
Acct#8000653								
1	980089A	01/28/19 Metals	42.00			50 65000	358	10200
4615	17667S	112 FGL - ENVIRONMENTAL ANALYTICAL	137.00					
Acct#8000653								
1	980333A	01/29/19 Metals	137.00			50 65000	359	10200
4616	17667S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	980288A	02/07/19 Metals	67.00			50 65000	358	10200
4634	17682S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	980220A	01/30/19 Metals	67.00			50 65000	358	10200
4635	17682S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	980253A	01/30/19 Metals	67.00			50 65000	358	10200
<b>Total for Vendor:</b>			<b>2,110.00</b>					
4527	17610S	308 FRONTIER COMMUNICATIONS	54.00					
Acct #805-467-2818-010412-5								
Service from 12-22-18 to 1-21-19								
1	12/22/18	12/22/18 SCADA	27.00			40 64000	310	10200
2	12/22/18	12/22/18 SCADA	27.00			50 65000	310	10200
4529	17610S	308 FRONTIER COMMUNICATIONS	73.77					
Acct #805-467-2015-051216-5								
Service from 1/01/19 to 1/31/19								
1	Jan 2019	01/01/19 SCADA	36.89			40 64000	310	10200
2	Jan 2019	01/01/19 SCADA	36.88			50 65000	310	10200
<b>Total for Vendor:</b>			<b>127.77</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4528	17611S	474 L.N. CURTIS & SONS	9,641.78					
18-19	VFA Grant							
1	INV242022	12/19/18 Jackets	5,571.64			20 62000	456	10200
2	INV242022	12/19/18 Pants	4,070.14			20 62000	456	10200
		<b>Total for Vendor:</b>	<b>9,641.78</b>					
4620	17669S	606 MICHAEL SOBOTKA	61.41					
1	012919	01/29/19 Spray Gun	61.41			40 64000	351	10200
		<b>Total for Vendor:</b>	<b>61.41</b>					
4530	17612S	559 MONSOON VENTURES, INC.	14,198.44					
		3rd Party Surveyor (MBS Land Surveys) Resolution No. 2018-29						
2	2345	01/03/19 Machado~Recharge	14,198.44		16	40 64000	586	10200
		<b>Total for Vendor:</b>	<b>14,198.44</b>					
4619	17670S	553 MOSS, LEVY & HARTZHEIM LLP	4,000.00					
2017-2018	Audit							
1	17167	01/31/19 Audit Services	660.00			20 62000	325	10200
2	17167	01/31/19 Audit Services	120.00			30 63000	325	10200
3	17167	01/31/19 Audit Services	1,600.00			40 64000	325	10200
4	17167	01/31/19 Audit Services	1,600.00			50 65000	325	10200
5	17167	01/31/19 Audit Services	20.00			60 66000	325	10200
		<b>Total for Vendor:</b>	<b>4,000.00</b>					
4545	17613S	17 N REX AWALT CORPORATION	7.01					
1	18545	11/16/18 PVC Bushing	7.01			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>7.01</b>					
4531	17614S	182 NAPA	236.58					
Truck	8687 & 8630							
1	892085	12/24/18 Battery~Fittings	236.58			20 62000	354	10200

02/28/19  
12:24:06

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

Page: 6 of 10  
Report ID: AP100V

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4532	17614S	182 NAPA	9.36					
Truck E8687								
1	892438	12/27/18 Drain Valve	9.36			20 62000	354	10200
4533	17614S	182 NAPA	128.88					
WWTP Generator								
1	893168	01/02/19 Battery	128.88			40 64000	582	10200
<b>Total for Vendor:</b>			<b>374.82</b>					
4618	17671S	202 PASO ROBLES NEWSPAPERS	169.00					
Public Hearing								
1	88856	01/31/19 San Miguel Empl Association	84.50			40 64000	393	10200
2	88856	01/31/19 San Miguel Empl Association	84.50			50 65000	393	10200
<b>Total for Vendor:</b>			<b>169.00</b>					
4544	17615S	623 REPORTING SYSTEMS, INC	3,283.75					
1	2018-9065	12/31/18 Fire & EMS	1,500.00			20 62000	405	10200
2	2018-9065	12/31/18 Fire & EMS	1,783.75			20 62000	475	10200
<b>Total for Vendor:</b>			<b>3,283.75</b>					
4534	17616S	233 SAFEGUARD BUSINESS SYSTEMS	327.32					
Customer #QMG2PP								
1	033252697	12/20/18 Tee Shirts Short Sleev	226.30			40 64000	495	10200
2	033252697	12/20/18 Tee Shirts Long Sleev	101.02			50 65000	495	10200
4535	17616S	233 SAFEGUARD BUSINESS SYSTEMS	100.09					
Customer #QMG2PP								
1	033257810	12/26/18 Deposit Tickets	50.05			40 64000	320	10200
2	033257810	12/26/18 Deposit Tickets	50.04			50 65000	320	10200
<b>Total for Vendor:</b>			<b>427.41</b>					
4559	17627S	595 SAN LUIS OBISPO COUNTY EMS	65.00					
EMT Re-certification Kelly Dodds Expires 3-31-19								
Registry # E058939								
1	E058939	01/08/19 EMT Re-cert Kelly Dodds	65.00			20 62000	715	10200
<b>Total for Vendor:</b>			<b>65.00</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

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Report ID: AP100V

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4536	17617S	238 SAN MIGUEL GARBAGE	103.98					
Acct#318691 Monthly Service 1-1-19 to 1-31-19								
1	01/01/19	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200
2	01/01/19	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
<b>Total for Vendor:</b>			<b>103.98</b>					
4621	17672S	624 SANTA MARIA FAMCON PIPE SUPPLY	270.27					
1	1224 01/30/19	Repair Clamp	270.27			50 65000	353	10200
<b>Total for Vendor:</b>			<b>270.27</b>					
4552	17628S	589 SOUTH COAST EMERGENCY VEHILCE	2,801.11					
Replace Mechanical Seal Truck E8687								
1	492498 01/11/19	Replace Mechanical Seal Truck	2,801.11			20 62000	354	10200
4553	17628S	589 SOUTH COAST EMERGENCY VEHILCE	2,068.74					
Replace Rope Packing Truck E8696								
1	492499 01/11/19	Replace Rope Packing #E8696	2,068.74			20 62000	354	10200
<b>Total for Vendor:</b>			<b>4,869.85</b>					
4561	17629S	352 STAPLES CREDIT PLAN	551.74					
Office Supplies								
1	Jan2019 01/10/19	Paper~Toner~Brother TZE Tape	275.87			40 64000	410	10200
2	Jan2019 01/10/19	Paper~Toner~Brother TZE Tape	275.87*			50 65000	410	10200
<b>Total for Vendor:</b>			<b>551.74</b>					
4537	17618S	534 STREAMLINE	200.00					
Web Page Hosting								
1	99255 01/10/19	Web Page Monthly Fee Jan	33.00			20 62000	376	10200
2	99255 01/10/19	Web Page Monthly Fee Jan	6.00			30 63000	376	10200
3	99255 01/10/19	Web Page Monthly Fee Jan	80.00			40 64000	376	10200
4	99255 01/10/19	Web Page Monthly Fee Jan	80.00			50 65000	376	10200
5	99255 01/10/19	Web Page Monthly Fee Jan	1.00			60 66000	376	10200
<b>Total for Vendor:</b>			<b>200.00</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

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

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4554	17630S	280 TEMPLETON UNIFORMS	320.78					
Scott Young								
1	116554	01/12/19 Nomex Shirt,Pants,Name Tag	320.78			20 62000	495	10200
<b>Total for Vendor:</b>			<b>320.78</b>					
4560	17631S	289 TOTALFUNDS BY HASLER	500.00					
1	Jan2019	01/10/19 Postage	250.00			40 64000	315	10200
2	Jan2019	01/10/19 Postage	250.00			50 65000	315	10200
<b>Total for Vendor:</b>			<b>500.00</b>					
4538	17619S	491 ULINE	462.15					
Dome for Trash Cans								
1	104470158	12/31/18 Dome for Trash Cans	462.15*			60 66000	305	10200
<b>Total for Vendor:</b>			<b>462.15</b>					
4539	17620S	301 US BANK	3,270.27					
1	2647	Jan19 12/24/18 Jan 2019	24.12			20 62000	495	10200
2	2647	Jan19 12/24/18 Trophy Hunters ~Palafox	78.12			20 62000	305	10200
3	2647	Jan19 12/24/18 Trophy Hunters~prepetual p	169.63			20 62000	305	10200
4	2647	Jan19 12/24/18 Ontario Suit~S Young	153.02			20 62000	386	10200
5	2647	Jan19 12/24/18 Office Water Programs~Stil	122.55			40 64000	386	10200
6	2647	Jan19 12/24/18 Office Water Programs~Stil	121.55			40 64000	386	10200
7	2647	Jan19 12/24/18 Lowes	339.94			20 62000	510	10200
8	2647	Jan19 12/24/18 Lowes	22.61			20 62000	510	10200
9	2647	Jan19 12/24/18 Lowes	14.00			20 62000	305	10200
10	2647	Jan19 12/24/18 Lowes	47.36			20 62000	510	10200
11	2647	Jan19 12/24/18 Amazon Truck Lite #8632	65.50			40 64000	354	10200
12	2647	Jan19 12/24/18 Amazon Truck Lite #8632	65.49			50 65000	354	10200
13	2647	Jan19 12/24/18 Big Creek Lumber	1,772.95			20 62000	510	10200
14	2647	Jan19 12/24/18 Amazon Roll Towels	23.24			40 64000	305	10200
15	2647	Jan19 12/24/18 Amazon Roll Towels	23.24			50 65000	305	10200
16	2647	Jan19 12/24/18 Amazon ~ Metal Saw Horse	40.34			40 64000	490	10200
17	2647	Jan19 12/24/18 Amazon ~ Metal Saw Horse	40.34			50 65000	490	10200
18	2647	Jan19 12/24/18 Amazon ~ Hangers	57.43			40 64000	305	10200
19	2647	Jan19 12/24/18 Amazon ~ Hangers	57.42			50 65000	305	10200
20	2647	Jan19 12/24/18 Amazon ~ Paint	31.42			50 65000	305	10200
<b>Total for Vendor:</b>			<b>3,270.27</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 1/19

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Report ID: AP100V

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4540	17621S	303 USA BLUEBOOK Customer No. 931858	381.01					
1	770068	12/26/18 Motor Assembly	215.38			50 65000	353	10200
2	770068	12/26/18 ManHole Net 12x14x4	90.38			40 64000	582	10200
3	770068	12/26/18 ManHole Net 8x6x3	75.25			40 64000	582	10200
<b>Total for Vendor:</b>			<b>381.01</b>					
4541	17622S	327 VALLI INFORMATION SYSTEMS Web Posting	75.00					
1	50879	01/10/19 Web Posting, Online Maint.	37.50			40 64000	305	10200
2	50879	01/10/19 Web Posting, Online Maint.	37.50			50 65000	305	10200
<b>Total for Vendor:</b>			<b>75.00</b>					
4542	17623S	612 WEX BANK	969.86					
1	57040296	12/07/18 Fuel #8600	70.17			20 62000	485	10200
2	57040296	12/07/18 Fuel #8601	291.41			20 62000	485	10200
3	57040296	12/07/18 Fuel #8630	390.50			20 62000	485	10200
4	57040296	12/07/18 Fuel #8632	108.89			40 64000	485	10200
6	57040296	12/07/18 Fuel #8632	108.89			50 65000	485	10200
<b>Total for Vendor:</b>			<b>969.86</b>					
4556	17632S	508 WHITAKER CONSTRUCTION GROUP, SLT Well Blending Line Resoulation 2018-28 CDBG Grant Fund 2015	7,814.75					
Final Lein Release								
1	01/18/19	San Lawrence Terrace	7,814.75*			50 65000	431	10200
<b>Total for Vendor:</b>			<b>7,814.75</b>					
<b># of Claims</b>			<b>51</b>	<b>Total:</b>				<b>67,658.85</b>

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 1/19

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<b>Fund/Account</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$24,337.46
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$288.65
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$22,657.98
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$19,864.66
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$510.10
<b>Total:</b>	<b>\$67,658.85</b>



Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	3,817.00	3,495.00	0.00	-3,495.00	** %
40300	Fireworks Permit Fees	0.00	0.00	2,200.00	2,200.00	0 %
40320	Fire Impact Fees	14,371.57	24,844.69	0.00	-24,844.69	** %
40410	Mutual Aid Fires	6,653.39	6,653.39	100,000.00	93,346.61	7 %
40420	Ambulance Reimbursement	0.00	2,351.08	4,400.00	2,048.92	53 %
40500	VFA Assistance Grant	0.00	16,436.09	20,000.00	3,563.91	82 %
	<b>Account Group Total:</b>	<b>24,841.96</b>	<b>53,780.25</b>	<b>126,600.00</b>	<b>72,819.75</b>	<b>42 %</b>
43000 Property Taxes Collected						
43000	Property Taxes Collected	93,357.77	238,043.21	372,018.00	133,974.79	64 %
	<b>Account Group Total:</b>	<b>93,357.77</b>	<b>238,043.21</b>	<b>372,018.00</b>	<b>133,974.79</b>	<b>64 %</b>
46000 Revenues & Interest						
46000	Revenues & Interest	19.35	134.68	100.00	-34.68	135 %
46150	Miscellaneous Income	0.00	1,000.00	1,000.00	0.00	100 %
46151	Refund/Adjustments	0.00	302.76	275.00	-27.76	110 %
46155	Will Serve Processing Fees	0.00	150.00	150.00	0.00	100 %
	<b>Account Group Total:</b>	<b>19.35</b>	<b>1,587.44</b>	<b>1,525.00</b>	<b>-62.44</b>	<b>104 %</b>
	<b>Fund Total:</b>	<b>118,219.08</b>	<b>293,410.90</b>	<b>500,143.00</b>	<b>206,732.10</b>	<b>59 %</b>
30 STREET LIGHTING DEPARTMENT						
43000 Property Taxes Collected						
43000	Property Taxes Collected	27,300.96	65,960.83	108,827.00	42,866.17	61 %
	<b>Account Group Total:</b>	<b>27,300.96</b>	<b>65,960.83</b>	<b>108,827.00</b>	<b>42,866.17</b>	<b>61 %</b>
46000 Revenues & Interest						
46000	Revenues & Interest	4.10	27.23	15.00	-12.23	182 %
46150	Miscellaneous Income	0.00	100.00	0.00	-100.00	** %
46151	Refund/Adjustments	0.00	64.21	64.00	-0.21	100 %
	<b>Account Group Total:</b>	<b>4.10</b>	<b>191.44</b>	<b>79.00</b>	<b>-112.44</b>	<b>242 %</b>
	<b>Fund Total:</b>	<b>27,305.06</b>	<b>66,152.27</b>	<b>108,906.00</b>	<b>42,753.73</b>	<b>61 %</b>
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	62,017.02	369,960.66	604,600.00	234,639.34	61 %
40910	Wastewater Late Charges	1,153.66	6,187.19	2,709.00	-3,478.19	228 %
	<b>Account Group Total:</b>	<b>63,170.68</b>	<b>376,147.85</b>	<b>607,309.00</b>	<b>231,161.15</b>	<b>62 %</b>
43000 Property Taxes Collected						
43000	Property Taxes Collected	14,224.89	34,412.45	56,385.00	21,972.55	61 %
	<b>Account Group Total:</b>	<b>14,224.89</b>	<b>34,412.45</b>	<b>56,385.00</b>	<b>21,972.55</b>	<b>61 %</b>
46000 Revenues & Interest						

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46000	Revenues & Interest	46.90	323.75	186.00	-137.75	174 %
46006	IRWM Grants	0.00	0.00	177,750.00	177,750.00	0 %
46100	Realized Earnings	0.00	1,326.33	1,304.00	-22.33	102 %
46150	Miscellaneous Income	0.00	16.74	17.00	0.26	98 %
46151	Refund/Adjustments	0.00	728.94	734.00	5.06	99 %
46155	Will Serve Processing Fees	0.00	125.00	125.00	0.00	100 %
	<b>Account Group Total:</b>	<b>46.90</b>	<b>2,520.76</b>	<b>180,116.00</b>	<b>177,595.24</b>	<b>1 %</b>
	<b>Fund Total:</b>	<b>77,442.47</b>	<b>413,081.06</b>	<b>843,810.00</b>	<b>430,728.94</b>	<b>49 %</b>
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	14,321.00	14,321.00	0.00	-14,321.00	** %
	<b>Account Group Total:</b>	<b>14,321.00</b>	<b>14,321.00</b>	<b>0.00</b>	<b>-14,321.00</b>	<b>** %</b>
41000	Water Sales					
41000	Water Sales	53,936.04	407,373.63	722,174.00	314,800.37	56 %
41005	Water Late Charges	1,256.58	68,898.68	4,295.00	-64,603.68	*** %
41010	Water Meter Fees	0.00	-11,042.61	0.00	11,042.61	** %
	<b>Account Group Total:</b>	<b>55,192.62</b>	<b>465,229.70</b>	<b>726,469.00</b>	<b>261,239.30</b>	<b>64 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	0.00	19,950.00	19,950.00	0 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>19,950.00</b>	<b>19,950.00</b>	<b>0 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	49.74	325.12	179.00	-146.12	182 %
46007	State/Federal Grants	0.00	0.00	30,000.00	30,000.00	0 %
46150	Miscellaneous Income	0.00	16.74	17.00	0.26	98 %
46151	Refund/Adjustments	0.00	733.94	734.00	0.06	100 %
46152	Recycling	51.48	1,558.66	0.00	-1,558.66	** %
46155	Will Serve Processing Fees	0.00	125.00	125.00	0.00	100 %
	<b>Account Group Total:</b>	<b>101.22</b>	<b>2,759.46</b>	<b>31,055.00</b>	<b>28,295.54</b>	<b>9 %</b>
	<b>Fund Total:</b>	<b>69,614.84</b>	<b>482,310.16</b>	<b>777,474.00</b>	<b>295,163.84</b>	<b>62 %</b>
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	6,328.13	24,135.38	32,323.00	8,187.62	75 %
	<b>Account Group Total:</b>	<b>6,328.13</b>	<b>24,135.38</b>	<b>32,323.00</b>	<b>8,187.62</b>	<b>75 %</b>
	<b>Fund Total:</b>	<b>6,328.13</b>	<b>24,135.38</b>	<b>32,323.00</b>	<b>8,187.62</b>	<b>75 %</b>
	<b>Grand Total:</b>	<b>298,909.58</b>	<b>1,279,089.77</b>	<b>2,262,656.00</b>	<b>983,566.23</b>	<b>57 %</b>



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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 1 / 19

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<b>Fund</b>	<b>Received Current Month</b>	<b>Received YTD</b>	<b>Estimated Revenue</b>	<b>Revenue To Be Received</b>	<b>% Received</b>
20 FIRE PROTECTION DEPARTMENT	118,219.08	293,410.90	500,143.00	206,732.10	59 %
30 STREET LIGHTING DEPARTMENT	27,305.06	66,152.27	108,906.00	42,753.73	61 %
40 WASTEWATER DEPARTMENT	77,442.47	413,081.06	843,810.00	430,728.94	49 %
50 WATER DEPARTMENT	69,614.84	482,310.16	777,474.00	295,163.84	62 %
60 SOLID WASTE DEPARTMENT	6,328.13	24,135.38	32,323.00	8,187.62	75 %
<b>Grand Total:</b>	<b>298,909.58</b>	<b>1,279,089.77</b>	<b>2,262,656.00</b>	<b>983,566.23</b>	<b>57 %</b>

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	0.00	34,572.26	66,000.00	66,000.00	31,427.74	52 %
	110 Payroll tax expense	0.00	212.85	0.00	0.00	-212.85	*** %
	111 BOD Stipend	0.00	511.50	990.00	990.00	478.50	52 %
	115 Payroll Expenses	143.72	143.72	0.00	0.00	-143.72	*** %
	120 Workers' Compensation	0.00	8,019.46	8,000.00	8,019.00	-0.46	100 %
	121 Physicals	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
	125 Volunteer firefighter stipends	0.00	25,396.48	72,000.00	72,000.00	46,603.52	35 %
	126 Strike Team Pay - VFF	0.00	3,538.56	100,000.00	100,000.00	96,461.44	4 %
	135 Payroll Tax - FICA	0.00	1,766.16	9,000.00	8,000.00	6,233.84	22 %
	140 Payroll Tax - Medicare	0.00	934.06	4,000.00	4,000.00	3,065.94	23 %
	155 Payroll Tax - SUI	0.00	926.35	5,000.00	5,000.00	4,073.65	19 %
	160 Payroll Tax - ETT	0.00	23.15	300.00	300.00	276.85	8 %
	165 Payroll Tax - FUTA	0.00	284.08	7,000.00	284.00	-0.08	100 %
	205 Insurance - Health	0.00	502.20	800.00	1,000.00	497.80	50 %
	210 Insurance - Dental	0.00	131.98	600.00	600.00	468.02	22 %
	215 Insurance - Vision	0.00	21.17	100.00	100.00	78.83	21 %
	225 Retirement - PERS expense	0.00	805.27	1,600.00	1,600.00	794.73	50 %
	305 Operations and maintenance	261.75	1,597.22	6,000.00	6,000.00	4,402.78	27 %
	310 Phone and fax expense	0.00	0.00	800.00	800.00	800.00	0 %
	315 Postage, shipping and freight	0.00	36.75	100.00	100.00	63.25	37 %
	320 Printing and reproduction	0.00	117.48	200.00	200.00	82.52	59 %
	325 Professional svcs - Accounting	1,318.35	9,425.63	4,950.00	10,000.00	574.37	94 %
	327 Professional svcs - Legal (General)	831.87	8,629.92	25,000.00	25,000.00	16,370.08	35 %
	328 Insurance - prop and liability	0.00	11,733.68	12,000.00	11,734.00	0.32	100 %
	331 Professional Services - Legal	0.00	0.00	8,250.00	8,250.00	8,250.00	0 %
	334 Maintenance Agreements	0.00	600.77	0.00	1,000.00	399.23	60 %
	335 Meals - Reimbursement	0.00	50.01	600.00	600.00	549.99	8 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	239.56	500.00	500.00	260.44	48 %
	350 Repairs and maint - computers	0.00	1,139.74	3,000.00	3,000.00	1,860.26	38 %
	351 Repairs and maint - equip	0.00	2,417.43	8,000.00	8,000.00	5,582.57	30 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	354 Repairs and maint - vehicles	5,365.79	14,675.32	15,000.00	15,000.00	324.68	98 %
	370 Dispatch services (Fire)	0.00	10,355.38	8,000.00	10,355.00	-0.38	100 %
	375 Internet expenses	103.31	723.17	660.00	660.00	-63.17	110 %
	376 Webpage- Upgrade/Maint	33.00	231.00	400.00	400.00	169.00	58 %
	380 Utilities - alarm service	0.00	0.00	200.00	200.00	200.00	0 %
	381 Utilities - electric	0.00	1,891.65	4,000.00	4,000.00	2,108.35	47 %
	382 Utilities - propane	0.00	66.71	450.00	450.00	383.29	15 %
	385 Dues and subscriptions	0.00	1,968.36	4,000.00	4,000.00	2,031.64	49 %
	386 Education and training	153.02	2,719.04	5,000.00	5,000.00	2,280.96	54 %
	393 Advertising and public notices	0.00	143.90	500.00	500.00	356.10	29 %
	394 LAFCO Allocations	0.00	965.41	1,010.00	965.00	-0.41	100 %
	395 Community Outreach	0.00	1,462.23	1,500.00	1,500.00	37.77	97 %
	405 Software	1,500.00	1,500.00	1,500.00	1,500.00	0.00	100 %
	410 Office Supplies	0.00	101.13	400.00	400.00	298.87	25 %
	450 EMS supplies	0.00	1,187.89	3,500.00	3,500.00	2,312.11	34 %
	455 Fire Safety Gear & Equipment	0.00	903.10	10,000.00	10,000.00	9,096.90	9 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
456	VFF Assistance Grant	9,641.78	18,177.98	40,000.00	40,000.00	21,822.02	45 %
465	Cell phones, radios and pagers	0.00	204.00	500.00	500.00	296.00	41 %
470	Communication equipment	0.00	295.00	3,000.00	3,000.00	2,705.00	10 %
475	Computer supplies and upgrades	1,783.75	2,038.68	3,000.00	3,000.00	961.32	68 %
485	Fuel expense	752.08	4,050.81	6,500.00	6,500.00	2,449.19	62 %
490	Small tools and equipment	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
495	Uniform expense	344.90	1,110.14	3,500.00	3,500.00	2,389.86	32 %
503	Weed Abatement Costs	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	2,182.86	2,182.86	10,000.00	10,000.00	7,817.14	22 %
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	65.00	273.25	800.00	800.00	526.75	34 %
960	Property tax expense	0.00	210.70	400.00	211.00	0.30	100 %
	<b>Account Total:</b>	<b>24,481.18</b>	<b>183,215.15</b>	<b>484,310.00</b>	<b>484,718.00</b>	<b>301,502.85</b>	<b>38 %</b>
	<b>Account Group Total:</b>	<b>24,481.18</b>	<b>183,215.15</b>	<b>484,310.00</b>	<b>484,718.00</b>	<b>301,502.85</b>	<b>38 %</b>
	<b>Fund Total:</b>	<b>24,481.18</b>	<b>183,215.15</b>	<b>484,310.00</b>	<b>484,718.00</b>	<b>301,502.85</b>	<b>38 %</b>
30 STREET LIGHTING DEPARTMENT							
62000 Fire							
62000	Fire						
327	Professional svcs - Legal (General)	0.96	0.96	0.00	0.00	-0.96	*** %
	<b>Account Total:</b>	<b>0.96</b>	<b>0.96</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.96</b>	<b>*** %</b>
	<b>Account Group Total:</b>	<b>0.96</b>	<b>0.96</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.96</b>	<b>*** %</b>
63000 Lighting							
63000	Lighting						
105	Salaries and Wages	0.00	4,980.49	10,000.00	10,000.00	5,019.51	50 %
110	Payroll tax expense	0.00	45.16	0.00	0.00	-45.16	*** %
111	BOD Stipend	0.00	93.00	180.00	180.00	87.00	52 %
115	Payroll Expenses	26.13	26.13	0.00	0.00	-26.13	*** %
120	Workers' Compensation	0.00	37.22	200.00	200.00	162.78	19 %
130	Payroll Tax - Fed W/H	0.00	0.00	500.00	500.00	500.00	0 %
135	Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
140	Payroll Tax - Medicare	0.00	83.19	100.00	212.00	128.81	39 %
155	Payroll Tax - SUI	0.00	0.32	100.00	100.00	99.68	0 %
160	Payroll Tax - ETT	0.00	0.01	100.00	100.00	99.99	0 %
165	Payroll Tax - FUTA	0.00	0.22	150.00	0.00	-0.22	*** %
205	Insurance - Health	0.00	373.79	500.00	900.00	526.21	42 %
210	Insurance - Dental	0.00	34.59	75.00	75.00	40.41	46 %
215	Insurance - Vision	0.00	5.48	20.00	20.00	14.52	27 %
225	Retirement - PERS expense	0.00	324.63	500.00	650.00	325.37	50 %
305	Operations and maintenance	0.00	51.60	2,000.00	2,000.00	1,948.40	3 %
310	Phone and fax expense	0.00	0.00	120.00	120.00	120.00	0 %
320	Printing and reproduction	0.00	2.09	100.00	100.00	97.91	2 %
325	Professional svcs - Accounting	239.70	1,717.25	900.00	2,800.00	1,082.75	61 %
327	Professional svcs - Legal (General)	41.99	668.21	4,500.00	4,500.00	3,831.79	15 %
328	Insurance - prop and liability	0.00	413.30	500.00	413.00	-0.30	100 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	331 Professional Services - Legal	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	334 Maintenance Agreements	0.00	109.23	0.00	200.00	90.77	55 %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	50.81	150.00	150.00	99.19	34 %
	350 Repairs and maint - computers	0.00	168.99	1,000.00	1,000.00	831.01	17 %
	351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
	375 Internet expenses	0.00	0.00	120.00	120.00	120.00	0 %
	376 Webpage- Upgrade/Maint	6.00	42.00	100.00	100.00	58.00	42 %
	381 Utilities - electric	0.00	11,033.36	26,000.00	26,000.00	14,966.64	42 %
	382 Utilities - propane	0.00	12.13	100.00	100.00	87.87	12 %
	385 Dues and subscriptions	0.00	110.61	300.00	300.00	189.39	37 %
	386 Education and training	0.00	31.80	1,500.00	1,500.00	1,468.20	2 %
	393 Advertising and public notices	0.00	3.69	100.00	100.00	96.31	4 %
	394 LAFCO Allocations	0.00	175.53	200.00	176.00	0.47	100 %
	405 Software	0.00	0.00	500.00	500.00	500.00	0 %
	410 Office Supplies	0.00	11.29	0.00	100.00	88.71	11 %
	465 Cell phones, radios and pagers	0.00	48.00	0.00	120.00	72.00	40 %
	475 Computer supplies and upgrades	0.00	46.35	0.00	100.00	53.65	46 %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	715 Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
	<b>Account Total:</b>	<b>313.82</b>	<b>20,702.22</b>	<b>79,065.00</b>	<b>81,886.00</b>	<b>61,183.78</b>	<b>25 %</b>
	<b>Account Group Total:</b>	<b>313.82</b>	<b>20,702.22</b>	<b>79,065.00</b>	<b>81,886.00</b>	<b>61,183.78</b>	<b>25 %</b>
	<b>Fund Total:</b>	<b>314.78</b>	<b>20,703.18</b>	<b>79,065.00</b>	<b>81,886.00</b>	<b>61,182.82</b>	<b>25 %</b>
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
	64000 Sanitary						
	105 Salaries and Wages	0.00	77,361.89	163,500.00	163,500.00	86,138.11	47 %
	109 Stand-by Hours	0.00	4,471.70	7,500.00	7,500.00	3,028.30	60 %
	110 Payroll tax expense	0.00	516.01	0.00	0.00	-516.01	*** %
	111 BOD Stipend	0.00	1,240.00	2,400.00	2,400.00	1,160.00	52 %
	115 Payroll Expenses	348.40	348.40	0.00	0.00	-348.40	*** %
	120 Workers' Compensation	0.00	4,922.00	5,000.00	4,922.00	0.00	100 %
	135 Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
	140 Payroll Tax - Medicare	0.00	1,163.92	2,000.00	2,000.00	836.08	58 %
	155 Payroll Tax - SUI	0.00	32.84	1,500.00	1,500.00	1,467.16	2 %
	160 Payroll Tax - ETT	0.00	0.82	200.00	200.00	199.18	0 %
	165 Payroll Tax - FUTA	0.00	20.71	2,000.00	0.00	-20.71	*** %
	205 Insurance - Health	0.00	8,445.71	25,000.00	18,000.00	9,554.29	47 %
	206 Insurance - CalPers Health Retiree	0.00	58.15	0.00	200.00	141.85	29 %
	210 Insurance - Dental	0.00	521.11	1,000.00	1,000.00	478.89	52 %
	215 Insurance - Vision	0.00	83.88	200.00	200.00	116.12	42 %
	225 Retirement - PERS expense	0.00	8,879.06	12,250.00	16,500.00	7,620.94	54 %
	305 Operations and maintenance	118.17	2,332.06	6,000.00	6,000.00	3,667.94	39 %
	310 Phone and fax expense	63.89	540.90	1,200.00	1,200.00	659.10	45 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
315	Postage, shipping and freight	250.00	1,921.08	3,000.00	4,000.00	2,078.92	48 %
320	Printing and reproduction	50.05	236.43	600.00	600.00	363.57	39 %
325	Professional svcs - Accounting	3,196.00	22,850.00	9,000.00	36,000.00	13,150.00	63 %
326	Professional svcs - Engineering	0.00	3,920.00	24,000.00	12,000.00	8,080.00	33 %
327	Professional svcs - Legal (General)	824.52	11,210.20	30,000.00	30,000.00	18,789.80	37 %
328	Insurance - prop and liability	0.00	8,260.99	8,400.00	8,261.00	0.01	100 %
329	New Hire Screening	0.00	20.00	100.00	100.00	80.00	20 %
330	Contract labor	275.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
331	Professional Services - Legal	829.27	1,277.52	15,000.00	15,000.00	13,722.48	9 %
334	Maintenance Agreements	32.50	4,381.52	0.00	5,000.00	618.48	88 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %
350	Repairs and maint - computers	0.00	2,734.01	3,000.00	3,000.00	265.99	91 %
351	Repairs and maint - equip	61.41	61.41	21,000.00	14,000.00	13,938.59	0 %
352	Repairs and maint - structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint- Infrastructure	0.00	180.00	3,000.00	3,000.00	2,820.00	6 %
354	Repairs and maint - vehicles	65.50	753.50	2,000.00	2,000.00	1,246.50	38 %
355	Testing & Supplies (WWTP)	1,060.00	2,832.00	12,000.00	12,000.00	9,168.00	24 %
375	Internet expenses	103.31	723.17	1,600.00	1,600.00	876.83	45 %
376	Webpage- Upgrade/Maint	80.00	560.00	0.00	960.00	400.00	58 %
380	Utilities - alarm service	0.00	381.50	1,000.00	1,000.00	618.50	38 %
381	Utilities - electric	0.00	41,809.15	75,000.00	75,000.00	33,190.85	56 %
382	Utilities - propane	0.00	161.73	500.00	500.00	338.27	32 %
383	Utilities - trash	51.99	371.62	650.00	650.00	278.38	57 %
385	Dues and subscriptions	0.00	2,194.80	2,100.00	2,300.00	105.20	95 %
386	Education and training	244.10	789.62	1,500.00	1,500.00	710.38	53 %
393	Advertising and public notices	84.50	153.70	600.00	600.00	446.30	26 %
394	LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	0.00	6,100.00	0.00	0.00	0 %
410	Office Supplies	275.87	465.47	750.00	750.00	284.53	62 %
432	Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
459	Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465	Cell phones, radios and pagers	0.00	480.00	1,000.00	1,000.00	520.00	48 %
475	Computer supplies and upgrades	0.00	618.02	5,000.00	5,000.00	4,381.98	12 %
485	Fuel expense	108.89	1,236.70	5,500.00	5,500.00	4,263.30	22 %
490	Small tools and equipment	136.84	883.79	6,000.00	4,000.00	3,116.21	22 %
495	Uniform expense	253.22	521.94	750.00	750.00	228.06	70 %
500	Capital Outlay	0.00	44,825.40	0.00	89,650.40	44,825.00	50 %
545	Sewer System Mngmt Plan (SSMP)	0.00	8,388.75	8,500.00	8,389.00	0.25	100 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	16,000.00	2,000.00	2,000.00	0 %
581	WWTP Expansion	0.00	2,582.50	45,000.00	45,000.00	42,417.50	6 %
582	WWTP Plant Maintenance	294.51	1,851.84	12,000.00	12,000.00	10,148.16	15 %
585	Sludge Removal Project	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
586	WWTF Ground Water Recharging Study	0.00	177,750.00	0.00	177,750.00	0.00	100 %
705	Waste Discharge Fees/Permits	0.00	18,633.00	20,000.00	18,633.00	0.00	100 %
715	Licenses, permits and fees	0.00	722.50	1,000.00	1,000.00	277.50	72 %
960	Property tax expense	0.00	17.54	0.00	20.00	2.46	88 %



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	<b>Account Total:</b>	<b>8,807.94</b>	<b>485,365.87</b>	<b>588,890.00</b>	<b>845,887.40</b>	<b>360,521.53</b>	<b>57 %</b>
	<b>Account Group Total:</b>	<b>8,807.94</b>	<b>485,365.87</b>	<b>588,890.00</b>	<b>845,887.40</b>	<b>360,521.53</b>	<b>57 %</b>
	<b>Fund Total:</b>	<b>8,807.94</b>	<b>485,365.87</b>	<b>588,890.00</b>	<b>845,887.40</b>	<b>360,521.53</b>	<b>57 %</b>
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	0.00	78,694.63	163,500.00	163,500.00	84,805.37	48 %
	109 Stand-by Hours	0.00	4,471.68	7,500.00	7,500.00	3,028.32	60 %
	110 Payroll tax expense	0.00	516.01	0.00	0.00	-516.01	*** %
	111 BOD Stipend	0.00	1,240.00	0.00	2,400.00	1,160.00	52 %
	115 Payroll Expenses	348.40	348.40	0.00	0.00	-348.40	*** %
	120 Workers' Compensation	0.00	4,388.16	4,000.00	4,388.00	-0.16	100 %
	135 Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
	140 Payroll Tax - Medicare	0.00	1,178.39	2,500.00	2,500.00	1,321.61	47 %
	155 Payroll Tax - SUI	0.00	34.94	1,500.00	1,500.00	1,465.06	2 %
	160 Payroll Tax - ETT	0.00	0.87	200.00	200.00	199.13	0 %
	165 Payroll Tax - FUTA	0.00	21.86	1,500.00	0.00	-21.86	*** %
	205 Insurance - Health	0.00	7,315.72	25,000.00	18,000.00	10,684.28	41 %
	206 Insurance - CalPers Health Retiree	0.00	58.15	0.00	200.00	141.85	29 %
	210 Insurance - Dental	0.00	528.71	1,200.00	1,200.00	671.29	44 %
	215 Insurance - Vision	0.00	85.12	200.00	200.00	114.88	43 %
	225 Retirement - PERS expense	0.00	8,936.35	12,500.00	16,500.00	7,563.65	54 %
	305 Operations and maintenance	149.58	1,805.12	8,000.00	8,000.00	6,194.88	23 %
	310 Phone and fax expense	63.88	540.88	1,200.00	1,200.00	659.12	45 %
	315 Postage, shipping and freight	250.00	1,935.12	3,000.00	4,000.00	2,064.88	48 %
	320 Printing and reproduction	50.04	236.40	600.00	600.00	363.60	39 %
	324 Professional Svcs- GSA-GSP	0.00	27,506.65	30,000.00	30,000.00	2,493.35	92 %
	325 Professional svcs - Accounting	3,196.00	22,850.00	9,000.00	36,000.00	13,150.00	63 %
	326 Professional svcs - Engineering	0.00	4,690.00	25,000.00	25,000.00	20,310.00	19 %
	327 Professional svcs - Legal (General)	1,303.32	20,092.39	40,000.00	40,000.00	19,907.61	50 %
	328 Insurance - prop and liability	0.00	12,986.27	13,000.00	12,986.00	-0.27	100 %
	329 New Hire Screening	0.00	20.00	150.00	150.00	130.00	13 %
	330 Contract labor	275.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
	331 Professional Services - Legal	829.27	1,277.52	20,000.00	20,000.00	18,722.48	6 %
	332 Professional Services - Legal	3,309.45	312,784.83	250,000.00	400,000.00	87,215.17	78 %
	334 Maintenance Agreements	32.50	4,381.52	0.00	5,000.00	618.48	88 %
	335 Meals - Reimbursement	0.00	90.92	200.00	200.00	109.08	45 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %
	350 Repairs and maint - computers	0.00	2,734.00	5,000.00	5,000.00	2,266.00	55 %
	351 Repairs and maint - equip	0.00	115.15	4,000.00	2,000.00	1,884.85	6 %
	352 Repairs and maint - structures	0.00	138.04	1,500.00	1,000.00	861.96	14 %
	353 Repairs & Maint- Infrastructure	506.03	6,491.50	30,000.00	30,000.00	23,508.50	22 %
	354 Repairs and maint - vehicles	65.49	753.48	2,000.00	2,000.00	1,246.52	38 %
	356 Testing & Supplies - Well #3 (Water)	45.00	1,181.09	2,500.00	2,500.00	1,318.91	47 %
	357 Testing & Supplies - Well #4 (Water)	45.00	808.09	2,500.00	2,500.00	1,691.91	32 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	358 Testing & Supplies- SLT Well (Water)	578.00	3,161.97	5,000.00	5,000.00	1,838.03	63 %
	359 Testing & Supplies-Other	382.00	3,112.71	5,000.00	5,000.00	1,887.29	62 %
	362 Cross-Connection Control Srvcs.	0.00	589.00	1,000.00	1,000.00	411.00	59 %
	375 Internet expenses	103.32	723.24	1,600.00	1,600.00	876.76	45 %
	376 Webpage- Upgrade/Maint	80.00	560.00	960.00	960.00	400.00	58 %
	380 Utilities - alarm service	0.00	381.50	1,000.00	1,000.00	618.50	38 %
	381 Utilities - electric	0.00	27,376.15	40,000.00	60,000.00	32,623.85	46 %
	382 Utilities - propane	0.00	161.73	500.00	500.00	338.27	32 %
	383 Utilities - trash	51.99	371.62	650.00	650.00	278.38	57 %
	385 Dues and subscriptions	0.00	2,194.80	3,900.00	2,300.00	105.20	95 %
	386 Education and training	0.00	1,088.97	2,500.00	2,500.00	1,411.03	44 %
	393 Advertising and public notices	84.50	655.70	600.00	1,200.00	544.30	55 %
	394 LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	0.00	6,100.00	0.00	0.00	0 %
	410 Office Supplies	275.87	509.85	500.00	500.00	-9.85	102 %
	415 Office Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	431 SLT Blending Line - CDBG Project	7,814.75	9,024.75	0.00	2,000.00	-7,024.75	451 %
	432 Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
	459 Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
	465 Cell phones, radios and pagers	0.00	468.00	0.00	500.00	32.00	94 %
	475 Computer supplies and upgrades	0.00	618.02	5,000.00	5,000.00	4,381.98	12 %
	481 Chemicals- Well #3	0.00	1,836.33	3,000.00	3,000.00	1,163.67	61 %
	482 Chemicals-Well #4	0.00	2,377.44	3,000.00	3,000.00	622.56	79 %
	483 Chemicals-SLT Well	0.00	756.64	1,500.00	1,500.00	743.36	50 %
	485 Fuel expense	108.89	1,236.68	4,000.00	4,000.00	2,763.32	31 %
	490 Small tools and equipment	136.84	163.75	6,000.00	3,000.00	2,836.25	5 %
	495 Uniform expense	127.94	396.66	750.00	750.00	353.34	53 %
	520 Water Main Valves Replacement	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	525 Water meter replacement	0.00	11,340.23	15,000.00	15,000.00	3,659.77	76 %
	535 Water Lines Repairs	0.00	1,331.86	30,000.00	20,000.00	18,668.14	7 %
	605 USDA Loan Payment	0.00	0.00	67,000.00	18,000.00	18,000.00	0 %
	715 Licenses, permits and fees	0.00	1,558.50	7,000.00	3,500.00	1,941.50	45 %
	930 Interest Fees	0.00	24,514.74	0.00	49,756.00	25,241.26	49 %
	940 Bank service charges	7.16	74.09	0.00	0.00	-74.09	*** %
	<b>Account Total:</b>	<b>20,220.22</b>	<b>635,488.20</b>	<b>896,200.00</b>	<b>1,077,592.00</b>	<b>442,103.80</b>	<b>59 %</b>
	<b>Account Group Total:</b>	<b>20,220.22</b>	<b>635,488.20</b>	<b>896,200.00</b>	<b>1,077,592.00</b>	<b>442,103.80</b>	<b>59 %</b>
	<b>Fund Total:</b>	<b>20,220.22</b>	<b>635,488.20</b>	<b>896,200.00</b>	<b>1,077,592.00</b>	<b>442,103.80</b>	<b>59 %</b>

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

	105 Salaries and Wages	0.00	412.21	4,500.00	4,500.00	4,087.79	9 %
	110 Payroll tax expense	0.00	0.00	400.00	400.00	400.00	0 %
	111 BOD Stipend	0.00	15.50	30.00	30.00	14.50	52 %
	115 Payroll Expenses	4.35	4.35	0.00	0.00	-4.35	*** %
	120 Workers' Compensation	0.00	6.20	100.00	100.00	93.80	6 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
140	Payroll Tax - Medicare	0.00	5.85	400.00	400.00	394.15	1 %
165	Payroll Tax - FUTA	0.00	0.00	50.00	0.00	0.00	0 %
205	Insurance - Health	0.00	47.89	500.00	500.00	452.11	10 %
210	Insurance - Dental	0.00	1.61	50.00	50.00	48.39	3 %
215	Insurance - Vision	0.00	0.25	0.00	0.00	-0.25	*** %
225	Retirement - PERS expense	0.00	42.40	500.00	500.00	457.60	8 %
305	Operations and maintenance	462.15	470.78	200.00	200.00	-270.78	235 %
310	Phone and fax expense	0.00	0.00	25.00	25.00	25.00	0 %
320	Printing and reproduction	0.00	0.35	50.00	50.00	49.65	1 %
325	Professional svcs - Accounting	39.95	282.12	150.00	500.00	217.88	56 %
327	Professional svcs - Legal (General)	7.00	263.37	5,750.00	5,750.00	5,486.63	5 %
328	Insurance - prop and liability	0.00	68.89	100.00	69.00	0.11	100 %
331	Professional Services - Legal	0.00	0.00	250.00	250.00	250.00	0 %
334	Maintenance Agreements	0.00	18.20	0.00	25.00	6.80	73 %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
350	Repairs and maint - computers	0.00	28.15	50.00	100.00	71.85	28 %
375	Internet expenses	0.00	0.00	25.00	25.00	25.00	0 %
376	Webpage- Upgrade/Maint	1.00	7.00	15.00	15.00	8.00	47 %
382	Utilities - propane	0.00	2.02	50.00	50.00	47.98	4 %
384	Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
385	Dues and subscriptions	0.00	18.43	50.00	50.00	31.57	37 %
386	Education and training	0.00	5.30	250.00	250.00	244.70	2 %
393	Advertising and public notices	0.00	0.61	500.00	500.00	499.39	0 %
394	LAFCO Allocations	0.00	29.25	0.00	29.00	-0.25	101 %
405	Software	0.00	0.00	50.00	50.00	50.00	0 %
410	Office Supplies	0.00	1.88	0.00	10.00	8.12	19 %
475	Computer supplies and upgrades	0.00	7.72	0.00	10.00	2.28	77 %
	<b>Account Total:</b>	<b>514.45</b>	<b>1,740.33</b>	<b>16,295.00</b>	<b>16,688.00</b>	<b>14,947.67</b>	<b>10 %</b>
	<b>Account Group Total:</b>	<b>514.45</b>	<b>1,740.33</b>	<b>16,295.00</b>	<b>16,688.00</b>	<b>14,947.67</b>	<b>10 %</b>
	<b>Fund Total:</b>	<b>514.45</b>	<b>1,740.33</b>	<b>16,295.00</b>	<b>16,688.00</b>	<b>14,947.67</b>	<b>10 %</b>
	<b>Grand Total:</b>	<b>54,338.57</b>	<b>1,326,512.73</b>	<b>2,064,760.00</b>	<b>2,506,771.40</b>	<b>1,180,258.67</b>	<b>53 %</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Cash Report  
For the Accounting Period: 1/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 ADMINISTRATION DEPARTMENT						
10200 Operating Cash - Premier	0.00	0.00	0.00	62,280.00	0.00	-62,280.00
10250 HOB - Payroll	0.00	62,280.00	0.00	0.00	0.00	62,280.00
<b>Total Fund</b>		<b>62,280.00</b>		<b>62,280.00</b>		<b>0.00</b>
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	358,764.09	118,199.73	0.00	0.00	23,728.28	453,235.54
10250 HOB - Payroll	-20,880.09	0.00	0.00	143.72	0.00	-21,023.81
10260 Pac Western Bank --Vehicle Replm	30,130.01	0.00	0.00	0.00	0.00	30,130.01
10350 HOB - Capital Reserve Acct.	160,877.25	19.35	0.00	0.00	0.00	160,896.60
10360 HOB - Capital Projects Acct	2.86	0.00	0.00	0.00	0.00	2.86
10460 Cantella & Co. Investment Acct.	22,937.92	0.00	0.00	0.00	0.00	22,937.92
<b>Total Fund</b>	<b>551,832.04</b>	<b>118,219.08</b>		<b>143.72</b>	<b>23,728.28</b>	<b>646,179.12</b>
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	351,672.69	27,300.96	0.00	0.00	1,801.52	377,172.13
10250 HOB - Payroll	3,216.30	0.00	0.00	26.13	0.00	3,190.17
10260 Pac Western Bank --Vehicle Replm	10,125.06	0.00	0.00	0.00	0.00	10,125.06
10350 HOB - Capital Reserve Acct.	59,979.88	4.10	0.00	0.00	0.00	59,983.98
10360 HOB - Capital Projects Acct	50.52	0.00	0.00	0.00	0.00	50.52
10460 Cantella & Co. Investment Acct.	4,170.53	0.00	0.00	0.00	0.00	4,170.53
<b>Total Fund</b>	<b>429,214.98</b>	<b>27,305.06</b>		<b>26.13</b>	<b>1,801.52</b>	<b>454,692.39</b>
40 WASTEWATER DEPARTMENT						
10150 Cash in SLO County	96,941.47	0.00	0.00	0.00	0.00	96,941.47
10200 Operating Cash - Premier	13,203.50	77,004.33	1,943.31	801.25	65,867.05	25,482.84
10250 HOB - Payroll	18,395.35	0.00	0.00	348.40	0.00	18,046.95
10260 Pac Western Bank --Vehicle Replm	3,125.84	0.00	0.00	0.00	0.00	3,125.84
10340 HOB Bank Water Projects 6598	41,660.00	0.00	0.00	0.00	0.00	41,660.00
10350 HOB - Capital Reserve Acct.	122,157.84	46.90	0.00	0.00	0.00	122,204.74
10360 HOB - Capital Projects Acct	6.94	0.00	0.00	6.94	0.00	6.94
10460 Cantella & Co. Investment Acct.	56,933.37	0.00	0.00	0.00	0.00	56,933.37
<b>Total Fund</b>	<b>352,424.31</b>	<b>77,051.23</b>	<b>1,943.31</b>	<b>1,149.65</b>	<b>65,867.05</b>	<b>364,402.15</b>
50 WATER DEPARTMENT						
10150 Cash in SLO County	67,278.96	0.00	0.00	0.00	0.00	67,278.96
10200 Operating Cash - Premier	-259,566.43	76,828.33	0.00	811.79	27,639.60	-211,189.49
10250 HOB - Payroll	18,082.60	0.00	0.00	348.40	0.00	17,734.20
10260 Pac Western Bank --Vehicle Replm	3,127.01	0.00	0.00	0.00	0.00	3,127.01
10340 HOB Bank Water Projects 6598	53,249.88	0.00	0.00	0.00	0.00	53,249.88
10350 HOB - Capital Reserve Acct.	2,000.21	46.90	0.00	0.00	0.00	2,047.11
10360 HOB - Capital Projects Acct	-10.57	0.00	0.00	0.00	0.00	-10.57
10400 HOB - USDA Reserve	66,909.53	2.84	0.00	0.00	0.00	66,912.37
10460 Cantella & Co. Investment Acct.	55,607.05	0.00	0.00	0.00	0.00	55,607.05
<b>Total Fund</b>	<b>6,678.24</b>	<b>76,878.07</b>		<b>1,160.19</b>	<b>27,639.60</b>	<b>54,756.52</b>
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	89,318.16	6,328.13	0.00	0.00	490.45	95,155.84
10250 HOB - Payroll	161.15	0.00	0.00	4.35	0.00	156.80
10350 HOB - Capital Reserve Acct.	49.92	0.00	0.00	0.00	0.00	49.92
10360 HOB - Capital Projects Acct	-49.92	0.00	0.00	0.00	0.00	-49.92

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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<b>Fund/Account</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Transfers In</b>	<b>Disbursed</b>	<b>Transfers Out</b>	<b>Ending Balance</b>
10460 Cantella & Co. Investment Acct.	695.09	0.00	0.00	0.00	0.00	695.09
<b>Total Fund</b>	<b>90,174.40</b>	<b>6,328.13</b>		<b>4.35</b>	<b>490.45</b>	<b>96,007.73</b>
71 PAYROLL CLEARING FUND						
10200 Operating Cash - Premier	3,907.26	0.00	0.00	0.00	0.00	3,907.26
10250 HOB - Payroll	-10,057.27	0.00	0.00	400.58	0.00	-10,457.85
<b>Total Fund</b>	<b>-6,150.01</b>			<b>400.58</b>		<b>-6,550.59</b>
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	15,545.53	0.00	117,583.59	119,608.87	0.00	13,520.25
<b>Totals</b>	<b>1,439,719.49</b>	<b>368,061.57</b>	<b>119,526.90</b>	<b>184,773.49</b>	<b>119,526.90</b>	<b>1,623,007.57</b>

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

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4572	17639S	8 AIRGAS	55.00					
	Customer ID: 2447482							
1	9084610233	01/18/19 4 CYL Oxygen	55.00			20 62000	450	10200
	<b>Total for Vendor:</b>		<b>55.00</b>					
4569	17640S	593 ASHLEY SANGSTER	100.00					
	Board Member Stipend January 24, 2019 meeting							
1	Jan 2019 01/24/19	Jan 2019 Board Mtg	16.50			20 62000	111	10200
2	Jan 2019 01/24/19	Jan 2019 Board Mtg	3.00			30 63000	111	10200
3	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			40 64000	111	10200
4	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			50 65000	111	10200
5	Jan 2019 01/24/19	Jan 2019 Board Mtg	0.50			60 66000	111	10200
4665	17699S	593 ASHLEY SANGSTER	100.00					
	Board Member Stipend February 28, 2019 meeting							
1	Feb 2019 02/28/19	Feb 2019 Board Mtg	16.50			20 62000	111	10200
2	Feb 2019 02/28/19	Feb 2019 Board Mtg	3.00			30 63000	111	10200
3	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			40 64000	111	10200
4	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			50 65000	111	10200
5	Feb 2019 02/28/19	Feb 2019 Board Mtg	0.50			60 66000	111	10200
	<b>Total for Vendor:</b>		<b>200.00</b>					
4565	17635S	622 BALDWIN ELECTRICT SERVICE	2,695.61					
	Fire Station							
1	35 01/27/19	Electrical & Lighting	2,695.61			20 62000	510	10200
4566	17635S	622 BALDWIN ELECTRICT SERVICE	500.00					
	Transfer pupm Well #3							
1	36 01/27/19	Electrical & Lighting	500.00			50 65000	353	10200
4599	17641S	622 BALDWIN ELECTRICT SERVICE	723.84					
	Replacement of lights in hall and kitchen area							
1	39 02/01/19	Electrical & Lighting	723.84			20 62000	510	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4612	17665S	622 BALDWIN ELECTRICT SERVICE	453.00					
		Installed 2 Receptacle circuits to server location						
1	45 02/08/19	Installed 2 Receptacle circuits	226.50			40 64000	352	10200
2	45 02/08/19	Installed 2 Receptacle circuits	226.50			50 65000	352	10200
		<b>Total for Vendor:</b>	<b>4,372.45</b>					
4643	-99752E	416 CALPERS	880.96					
		Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 4680						
1	15566517 02/28/19	Annual Unfunded Accrued Liab	440.48			40 64000	225	10200
2	15566517 02/28/19	Annual Unfunded Accrued Liab	440.48			50 65000	225	10200
4644	-99751E	416 CALPERS	66.79					
		Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 26019						
1	15566525 02/01/19	Annual Unfunded Accrued Liab	33.39			40 64000	225	10200
2	15566525 02/01/19	Annual Unfunded Accrued Liab	33.40			50 65000	225	10200
		<b>Total for Vendor:</b>	<b>947.75</b>					
4573	17642S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	83.40					
		Acct No. 013014						
1	434215 01/29/19	Maint Contract 2/4/19 ~ 3/3/19	32.50*			40 64000	334	10200
2	434215 01/29/19	Maint Contract 2/4/19 ~ 3/3/19	32.50*			50 65000	334	10200
3	434215 01/29/19	Overage Charges 1/4 ~ 2/3/19	9.20*			40 64000	334	10200
4	434215 01/29/19	Overage Charges 1/4 ~ 2/3/19	9.20*			50 65000	334	10200
		<b>Total for Vendor:</b>	<b>83.40</b>					
4624	17666S	67 CHARTER COMMUNICATIONS	309.94					
		Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice						
		Service 2/01/19 ~ 3/10/19						
1	7311020119 02/01/19	Internet/Voice	103.31*			20 62000	375	10200
2	7311020119 02/01/19	Internet/Voice	103.32			40 64000	375	10200
3	7311020119 02/01/19	Internet/Voice	103.31			50 65000	375	10200
		<b>Total for Vendor:</b>	<b>309.94</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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Pacific Premier Bank - General Account  
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4697		473 CHURCHWELL WHITE LLP	26,999.15					
		Professional Services Rendered through January 31, 2019						
1	03/13/19	General Counsel	321.76			20 62000	327	10200
2	03/13/19	General Counsel	58.50			30 63000	327	10200
3	03/13/19	General Counsel	780.02			40 64000	327	10200
4	03/13/19	General Counsel	780.02			50 65000	327	10200
5	03/13/19	General Counsel	9.75			60 66000	327	10200
6	03/13/19	Steinbeck v SLO	22,061.67			50 65000	332	10200
7	03/13/19	White Oaks	166.67			50 65000	327	10200
8	03/13/19	HR	251.61			20 62000	327	10200
9	03/13/19	HR	25.14			30 63000	327	10200
10	33764 03/13/19	HR	335.21			40 64000	327	10200
11	33764 03/13/19	HR	335.21			50 65000	327	10200
12	33764 03/13/19	HR	4.19			60 66000	327	10200
13	33764 03/13/19	HR	487.50			40 64000	331	10200
14	33764 03/13/19	HR	487.50			50 65000	331	10200
15	33769 03/13/19	MOU Negotiation	72.00			40 64000	331	10200
16	33769 03/13/19	MOU Negotiation	72.00			50 65000	331	10200
17	33770 03/13/19	HR Investigation	48.28			20 62000	327	10200
18	33770 03/13/19	HR Investigation	8.78			30 63000	327	10200
19	33770 03/13/19	HR Investigation	117.04			40 64000	327	10200
20	33770 03/13/19	HR Investigation	117.04			50 65000	327	10200
21	33770 03/13/19	HR Investigation	1.46			60 66000	327	10200
22	33771 03/13/19	Fire	112.00			20 62000	327	10200
23	33766 03/13/19	Water	345.80			50 65000	327	10200
		<b>Total for Vendor:</b>	<b>26,999.15</b>					
4574	17662S	199 CITY OF EL PASO DE ROBLES	3,724.30					
		Proportional share of the Paso Robles Basin GSP						
1	SM20181012	10/12/18 9200-18-2	3,724.30*			50 65000	324	10200
4575	17662S	199 CITY OF EL PASO DE ROBLES	2,671.07					
		Proportional share of the Paso Robles Basin GSP						
1	SM20181102	11/02/18 9200-18-3	2,540.71*			50 65000	324	10200
2	SM20181102	11/02/18 9200-18-1B	46.80*			50 65000	324	10200
3	SM20181102	11/02/18 HydroMetrics 2018138	83.56*			50 65000	324	10200



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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4576	17662S	199 CITY OF EL PASO DE ROBLES	2,013.84					
		Proportional share of the Paso Robles Basin GSP						
1	SM20181203	12/31/08 9200-18-2-1A	2,013.84*			50 65000	324	10200
4577	17662S	199 CITY OF EL PASO DE ROBLES	952.81					
		Proportional share of the Paso Robles Basin GSP						
1	SM20190110	01/10/19 920-18-2A	952.81*			50 65000	324	10200
		<b>Total for Vendor:</b>	<b>9,362.02</b>					
4578	17644S	584 CORE & MAIN LP	2,179.56					
		Acct#210091						
1	K060770	01/25/19 BL05 MTR (6)	1,041.77			50 65000	525	10200
2	K060770	01/25/19 BL09 MTR (4)	1,137.79			50 65000	525	10200
		<b>Total for Vendor:</b>	<b>2,179.56</b>					
4636	17680S	82 CRWA	275.00					
		WasteWater Certification Grade 1-2						
		March 27-28, 2019 Goleta						
		Michael Sobotka						
1	02/21/19	WasteWater Cert M. Sobotka	275.00			40 64000	386	10200
		<b>Total for Vendor:</b>	<b>275.00</b>					
4641	17681S	999999 ETIC	650.00					
		Water Hydrant Deposit Refund~ETIC						
		#8428274						
1	27487-07	02/15/19 Hydrant Deposit Refund	650.00			50 20500		10200
		<b>Total for Vendor:</b>	<b>650.00</b>					
4602	17645S	107 FARM SUPPLY	709.08					
		Cust No. 61338						
1	163649	01/28/19 Weed Killer	354.54			40 64000	305	10200
2	163649	01/28/19 Weed Killer	354.54			50 65000	305	10200
		<b>Total for Vendor:</b>	<b>709.08</b>					

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4579	17646S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
		Acct#8000653						
1	883805A	01/17/19 Coliform-Colilert~Wet Chem	45.00			50 65000	356	10200
2	883805A	01/17/19 Coliform-ColilertColiform-Col	45.00			50 65000	357	10200
3	883805A	01/17/19 Coliform-Colilert~Wet Chem	135.00			50 65000	359	10200
4580	17646S	112 FGL - ENVIRONMENTAL ANALYTICAL	100.00					
		Acct#8000653						
1	980090A	01/24/19 Coliform	100.00			50 65000	359	10200
4581	17646S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	980061A	01/25/19 Metals	67.00			50 65000	358	10200
4582	17646S	112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
		Acct#8000654						
1	980086A	01/25/19 Metals, Wet Chem	81.00			40 64000	355	10200
4583	17646S	112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
		Acct#8000654						
1	980088A	01/25/19 Metals, Wet Chem	81.00			40 64000	355	10200
4584	17646S	112 FGL - ENVIRONMENTAL ANALYTICAL	205.00					
		Acct#8000654						
1	980093A	01/25/19 Metals, Wet Chem	205.00			40 64000	355	10200
4585	17646S	112 FGL - ENVIRONMENTAL ANALYTICAL	1,060.00					
		Acct#8000654						
1	883703A	01/17/19 Metals, Wet Chem	1,060.00			40 64000	355	10200
4613	17688S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Account #980370A						
1	980370A	03/22/19 Metals	67.00			50 65000	358	10200

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4642	17688S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00					
Account #8000653								
1	980491A	02/19/19 Coliform	125.00			50 65000	359	10200
4698		112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	980567A	03/07/19 Metals	67.00			50 65000	358	10200
4699		112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
Acct#8000653								
1	980630A	03/14/19 Coliform~Colilert	45.00			50 65000	356	10200
2	980630A	03/14/19 Wet Chem	45.00			50 65000	357	10200
3	980630A	03/14/19 Wet Chem	135.00			50 65000	359	10200
<b>Total for Vendor:</b>			<b>2,303.00</b>					
4586	17647S	308 FRONTIER COMMUNICATIONS	54.00					
Acct #805-467-2818-010412-5								
Service from 01/22/19 ~ 02/21/19								
1	01/22/19	01/22/19 SCADA	27.00			40 64000	310	10200
2	01/22/19	01/22/19 SCADA	27.00			50 65000	310	10200
4617	17668S	308 FRONTIER COMMUNICATIONS	72.92					
Acct #805-467-2015-051216-5								
Service from 2/01/19 to 2/28/19								
1	Feb 2019	02/01/19 SCADA	36.46			40 64000	310	10200
2	Feb 2019	02/01/19 SCADA	36.46			50 65000	310	10200
4647	17689S	308 FRONTIER COMMUNICATIONS	54.00					
Acct #805-467-2818-010412-5								
Service from 02/22/19 ~ 03/21/19								
1	02/22/19	01/22/19 SCADA	27.00			40 64000	310	10200
2	02/22/19	01/22/19 SCADA	27.00			50 65000	310	10200
<b>Total for Vendor:</b>			<b>180.92</b>					

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4588	17648S	125 GREAT WESTERN ALARM	80.70					
Acct A0702								
Service Period: 02/01/19 ~ 02/28/19								
1	Feb 2019	02/01/19 Answering Service	40.35			40 64000	380	10200
2	Feb 2019	02/01/19 Answering Service	40.35			50 65000	380	10200
4589	17648S	125 GREAT WESTERN ALARM	30.00					
GW-661								
Service Period: 02/01/19 ~ 02/28/19								
1	0100545101	02/01/19 Answering Service	15.00			40 64000	380	10200
2	0100545101	02/01/19 Answering Service	15.00			50 65000	380	10200
4648	17690S	125 GREAT WESTERN ALARM	76.45					
Acct A0702								
Service Period: 02/01/19 ~ 02/28/19								
1	March 2019	03/01/19 Answering Service	38.23			40 64000	380	10200
2	March 2019	03/01/19 Answering Service	38.22			50 65000	380	10200
4649	17690S	125 GREAT WESTERN ALARM	30.00					
GW-661								
Service Period: 02/01/19 ~ 02/28/19								
1	March 2019	03/01/19 Answering Service	15.00			40 64000	380	10200
2	March 2019	03/01/19 Answering Service	15.00			50 65000	380	10200
<b>Total for Vendor:</b>			<b>217.15</b>					
4568	17649S	126 GREEN, JOHN	100.00					
Board Member Stipend January 24, 2019 meeting								
1	Jan 2019	12/01/18 Jan 2019 Board Mtg	16.50			20 62000	111	10200
2	Jan 2019	12/01/18 Jan 2019 Board Mtg	3.00			30 63000	111	10200
3	Jan 2019	12/01/18 Jan 2019 Board Mtg	40.00			40 64000	111	10200
4	Jan 2019	12/01/18 Jan 2019 Board Mtg	40.00			50 65000	111	10200
5	Jan 2019	12/01/18 Jan 2019 Board Mtg	0.50			60 66000	111	10200

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4664	17702S	126 GREEN, JOHN	100.00					
		Board Member Stipend February 28, 2019 meeting						
1	Feb 2019 02/28/19	Feb 2019 Board Mtg	16.50			20 62000	111	10200
2	Feb 2019 02/28/19	Feb 2019 Board Mtg	3.00			30 63000	111	10200
3	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			40 64000	111	10200
4	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			50 65000	111	10200
5	Feb 2019 02/28/19	Feb 2019 Board Mtg	0.50			60 66000	111	10200
		<b>Total for Vendor:</b>	<b>200.00</b>					
4590	17650S	129 HACH	568.17					
		Acct#292463						
1	11272599 12/26/18	Chlorine Free CL17	189.39			50 65000	356	10200
2	11272599 12/26/18	Tubing	189.39			50 65000	357	10200
3	11272599 12/26/18	Tubing	189.39			50 65000	358	10200
		<b>Total for Vendor:</b>	<b>568.17</b>					
4587	17651S	621 HECTOR PALAFOX	100.00					
		Board Member Stipend January 24, 2019 meeting						
1	Jan 2019 01/24/19	Jan 2019 Board Mtg	16.50			20 62000	111	10200
2	Jan 2019 01/24/19	Jan 2019 Board Mtg	3.00			30 63000	111	10200
3	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			40 64000	111	10200
4	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			50 65000	111	10200
5	Jan 2019 01/24/19	Jan 2019 Board Mtg	0.50			60 66000	111	10200
4666	17704S	621 HECTOR PALAFOX	100.00					
		Board Member Stipend February 28, 2019 meeting						
1	Feb 2019 02/28/19	Feb 2019 Board Mtg	16.50			20 62000	111	10200
2	Feb 2019 02/28/19	Feb 2019 Board Mtg	3.00			30 63000	111	10200
3	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			40 64000	111	10200
4	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			50 65000	111	10200
5	Feb 2019 02/28/19	Feb 2019 Board Mtg	0.50			60 66000	111	10200
		<b>Total for Vendor:</b>	<b>200.00</b>					

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4638	17683S 999999	INC. VINCE VANDERLIP Hydrant Deposit Refund~Inc. Vince Vanderlip Hydrant #10860774	549.71					
1	27486-07	02/15/19 Hydrant Deposit Refund	549.71			50 20500		10200
		<b>Total for Vendor:</b>	<b>549.71</b>					
4591	17652S	406 KALVANS, ANTHONY Board Member Stipend January 24, 2019 meeting	100.00					
1	Jan 2019 01/24/19	Jan 2019 Board Mtg	16.50			20 62000	111	10200
2	Jan 2019 01/24/19	Jan 2019 Board Mtg	3.00			30 63000	111	10200
3	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			40 64000	111	10200
4	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			50 65000	111	10200
5	Jan 2019 01/24/19	Jan 2019 Board Mtg	0.50			60 66000	111	10200
4667	17706S	406 KALVANS, ANTHONY Board Member Stipend February 28, 2019 meeting	100.00					
1	Feb 2019 02/28/19	Feb 2019 Board Mtg	16.50			20 62000	111	10200
2	Feb 2019 02/28/19	Feb 2019 Board Mtg	3.00			30 63000	111	10200
3	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			40 64000	111	10200
4	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			50 65000	111	10200
5	Feb 2019 02/28/19	Feb 2019 Board Mtg	0.50			60 66000	111	10200
		<b>Total for Vendor:</b>	<b>200.00</b>					
4597	17653S	474 L.N. CURTIS & SONS 18-19 VFA Grant	4,712.64					
1	INV249580	01/18/19 Boots,Helmets,Chin Straps	6,154.64			20 62000	456	10200
2	01/18/19	Misc Credit	-1,442.00			20 62000	456	10200
		<b>Total for Vendor:</b>	<b>4,712.64</b>					
4596	17654S	586 LEHR Truck #E8687	52.55					
1	SI21194	10/19/18 Snap in Halo	52.55			20 62000	354	10200
		<b>Total for Vendor:</b>	<b>52.55</b>					

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4603	17655S	510 LOCAL IT EXPERTS	1,144.50					
1	154 02/05/19	IT Service~ Jan 2019	255.00*			20 62000	334	10200
3	154 02/05/19	IT Service~ Jan 2019	430.17			20 62000	350	10200
4	154 02/05/19	IT Service~ Jan 2019	200.00*			40 64000	334	10200
5	154 02/05/19	IT Service~ Jan 2019	29.67			40 64000	350	10200
6	154 02/05/19	IT Service~ Jan 2019	200.00*			50 65000	334	10200
7	154 02/05/19	IT Service~ Jan 2019	29.66			50 65000	350	10200
4651	17691S	510 LOCAL IT EXPERTS	1,611.75					
		Onsite training Implementation configuration for tablet						
		Sharepoint Site						
1	157 02/28/19	IT Service~ Feb 2019	600.75*			20 62000	475	10200
3	157 02/28/19	IT Service~ Feb 2019	600.00*			20 62000	334	10200
4	157 02/28/19	IT Service~ Feb 2019	55.00			20 62000	354	10200
5	157 02/28/19	IT Service~ Feb 2019	89.00			40 64000	475	10200
6	157 02/28/19	IT Service~ Feb 2019	89.00*			50 65000	334	10200
7	157 02/28/19	IT Service~ Feb 2019	29.37*			20 62000	475	10200
8	157 02/28/19	IT Service~ Feb 2019	5.34			30 63000	475	10200
9	157 02/28/19	IT Service~ Feb 2019	71.20			40 64000	475	10200
10	157 02/28/19	IT Service~ Feb 2019	71.20			50 65000	475	10200
11	157 02/28/19	IT Service~ Feb 2019	0.89			60 66000	475	10200
		<b>Total for Vendor:</b>	<b>2,756.25</b>					
4594	17656S	165 MAILFINANCE INC.	1,008.38					
		Lease No. N15013110 23-Feb to 22-May-19						
1	N7542003 01/23/19	Qtrly Lease of mailing equip	504.19*			40 64000	334	10200
2	N7542003 01/23/19	Qtrly Lease of mailing equip	504.19*			50 65000	334	10200
		<b>Total for Vendor:</b>	<b>1,008.38</b>					
4639	17684S 999999	MATTHEW STILES	162.53					
		Water Treatment Plant Operation, Vol 1, Ed 7 Course package Enrollment plus manual						
1	781579 02/14/19	WTP01 M. Stiles	162.53			50 65000	386	10200
		<b>Total for Vendor:</b>	<b>162.53</b>					

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4593	17657S	547 PARENT, JOSEPH	100.00					
		Board Member Stipend January 24, 2019 meeting						
1	Jan 2019 01/24/19	Jan 2019 Board Mtg	16.50			20 62000	111	10200
2	Jan 2019 01/24/19	Jan 2019 Board Mtg	3.00			30 63000	111	10200
3	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			40 64000	111	10200
4	Jan 2019 01/24/19	Jan 2019 Board Mtg	40.00			50 65000	111	10200
5	Jan 2019 01/24/19	Jan 2019 Board Mtg	0.50			60 66000	111	10200
4668	17707S	547 PARENT, JOSEPH	100.00					
		Board Member Stipend February 28, 2019 meeting						
1	Feb 2019 02/28/19	Feb 2019 Board Mtg	16.50			20 62000	111	10200
2	Feb 2019 02/28/19	Feb 2019 Board Mtg	3.00			30 63000	111	10200
3	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			40 64000	111	10200
4	Feb 2019 02/28/19	Feb 2019 Board Mtg	40.00			50 65000	111	10200
5	Feb 2019 02/28/19	Feb 2019 Board Mtg	0.50			60 66000	111	10200
		<b>Total for Vendor:</b>	<b>200.00</b>					
4672	17708S	203 PASO ROBLES SAFE & LOCK, INC.	511.67					
		Customer #24061						
1	145803 02/13/19	Locks and Key	170.56			50 65000	352	10200
2	145803 02/13/19	Pad Lock, Pin, Tumbler	170.56			40 64000	352	10200
3	145803 02/13/19	Pad Lock, Pin, Tumbler	170.55			20 62000	352	10200
		<b>Total for Vendor:</b>	<b>511.67</b>					
4563	17636S	208 PG&E	1,336.44					
		Acct #8565976480-8						
1	01/16/19 011619		11.17			30 63000	381	10200
2	01/16/19	Tract 2605 - 8565976109	45.40			30 63000	381	10200
3	01/16/19	Mission Heights - 8565976482	211.83			30 63000	381	10200
4	01/16/19	9898 River Rd. - 8565976002	413.95			30 63000	381	10200
5	01/16/19	9898 River Rd. - 8565976004	55.77			30 63000	381	10200
6	01/16/19	9898 River Rd. - 8565976008	256.96			30 63000	381	10200
7	01/16/19	9898 River Rd. - 8565976014	85.67			30 63000	381	10200
8	01/16/19	9898 River Rd. - 8565976481	55.15			30 63000	381	10200
9	01/16/19	9898 River Rd. - 8565976483	24.47			30 63000	381	10200
10	01/16/19	Tract 2710 - 8562053214	69.09			30 63000	381	10200



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11	01/16/19	Tract 2710 - 8564394360	30.57			30 63000	381	10200
12	01/16/19	Tract 2710 - 8560673934	76.41			30 63000	381	10200
<b>Total for Vendor:</b>			<b>1,336.44</b>					
4564	17637S	209 PG&E	6,893.19					
Acct #3675186851-8								
1	11/19/18	Old Fire Station / 1297 L St	20.24			20 62000	381	10200
2	11/19/18	New Fire Station 1150 Mission	9.86			20 62000	381	10200
3	11/19/18	Water Works #1 / Well 3	648.07			50 65000	381	10200
4	11/19/18	Bonita Pl & 16th / Well 4	1,213.91			50 65000	381	10200
5	11/19/18	N St / WWTP	4,441.33			40 64000	381	10200
6	11/19/18	2HP Booster Station	11.72			50 65000	381	10200
7	11/19/18	Mission Heights Booster	9.86			50 65000	381	10200
8	11/19/18	14th St. & K St.	36.25			50 65000	381	10200
9	11/19/18	Missn & 12th Lanscape-St light	282.70			30 63000	381	10200
10	11/19/18	SLT Well Drink Water	125.11			50 65000	381	10200
11	11/19/18	942 Soka Way lift station	94.14			40 64000	381	10200
<b>Total for Vendor:</b>			<b>6,893.19</b>					
4637	17685S	600 RS COMMUNICATIONS CONSULTANTS	652.08					
Truck #8600, #6801								
1	SanM20919	02/28/19 Battery, Charger	652.08			20 62000	470	10200
<b>Total for Vendor:</b>			<b>652.08</b>					
4600	17658S	238 SAN MIGUEL GARBAGE	103.98					
Account #318691								
Service 02/01/2019 ~ 02/28/2019								
1	02/01/19	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200
2	02/01/19	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
<b>Total for Vendor:</b>			<b>103.98</b>					
4622	17672S	624 SANTA MARIA FAMCON PIPE SUPPLY	141.09					
1	1308 02/08/19	Saddle Strap	141.09			50 65000	353	10200

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4623	17672S	624 SANTA MARIA FAMCON PIPE SUPPLY	150.15					
1	1264	02/01/19 Box Valve	150.15			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>291.24</b>					
4645	17698S	533 SLO COUNTY TAX COLLECTOR	11.34					
		2018/19 Annual Secured Property Tax Bill						
		Bill Number; 2018/19 021-051-016						
		Assessment: 021-051-016						
1		02/25/19 T2S5 R12E PTN SEC 16	11.34*			40 64000	960	10200
4646	17698S	533 SLO COUNTY TAX COLLECTOR	99.00					
		2018/19 Annual Secured Property Tax Bill						
		Bill Number; 2018/19 021-051-017						
		Assessment: 021-051-017						
1		02/25/19 T25S R12E PTN SEC 16	99.00*			40 64000	960	10200
		<b>Total for Vendor:</b>	<b>110.34</b>					
4631	17673S	352 STAPLES CREDIT PLAN	113.58					
		Office Supplies						
1		Fed2019 02/07/19 Paper~ Mouse ~ Pens Report Cv	26.64			40 64000	410	10200
2		Fed2019 02/07/19 Paper~ Mouse ~ Pens Report Cv	26.64*			50 65000	410	10200
3		Fed2019 02/07/19 Paper~ Mouse ~ Pens Report Cv	60.30*			20 62000	410	10200
		<b>Total for Vendor:</b>	<b>113.58</b>					
4609	17663S	534 STREAMLINE	200.00					
		Web Page Hosting						
1		99528 02/10/19 Web Page Monthly Fee Feb	33.00			20 62000	376	10200
2		99528 02/10/19 Web Page Monthly Fee Feb	6.00			30 63000	376	10200
3		99528 02/10/19 Web Page Monthly Fee Feb	80.00			40 64000	376	10200
4		99528 02/10/19 Web Page Monthly Fee Feb	80.00			50 65000	376	10200
5		99528 02/10/19 Web Page Monthly Fee Feb	1.00			60 66000	376	10200
		<b>Total for Vendor:</b>	<b>200.00</b>					

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4640	17686S 999999	SWIFT TECTONICS Water Hydrant Deposit Refund~Swift Tectonics #8215923	650.00					
1	27488-05 02/15/19	Hydrant Deposit Refund <b>Total for Vendor:</b>	650.00 <b>650.00</b>			50 20500		10200
4627	17674S 378	SWIFT TECTONICS, INC. Concrete work on 10th Street at Intersection	2,400.00					
1	5471 02/12/19	Concrete and Labor <b>Total for Vendor:</b>	2,400.00 <b>2,400.00</b>			50 65000	353	10200
4632	17675S 275	SWRCB ACCOUNTING OFFICE San Miguel Community Waste Water Collection System System Number: 4010010	4,674.00					
Billing Period: 7/01/18 - 6/30/19								
1	SM-1021010 12/19/18	Wast Water Collection Syst <b>Total for Vendor:</b>	4,674.00* <b>4,674.00</b>			50 65000	715	10200
4592	17659S 280	TEMPLETON UNIFORMS Scott Young	65.58					
5	116900 01/26/19	Shirt <b>Total for Vendor:</b>	65.58 <b>65.58</b>			20 62000	495	10200
4628	17676S 289	TOTALFUNDS BY HASLER	500.00					
1	Feb2019 02/07/19	Postage	250.00			40 64000	315	10200
2	Feb2019 02/07/19	Postage <b>Total for Vendor:</b>	250.00 <b>500.00</b>			50 65000	315	10200
4598	17660S 301	US BANK	4,121.78					
1	01/22/19	Tough Books ~ computer	2,403.71			20 62000	455	10200
2	01/22/19	USPS Postage~ Oath of Office	1.11			20 62000	315	10200
3	01/22/19	USPS Postage~ Oath of Office	0.23*			30 63000	315	10200
4	01/22/19	USPS Postage~ Oath of Office	2.68			40 64000	315	10200
5	01/22/19	USPS Postage~ Oath of Office	2.68			50 65000	315	10200
7	01/22/19	2016 CA Building Code Book	344.27			20 62000	305	10200
8	01/22/19	Door Hangers	182.71*			40 64000	320	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 2/19

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9	01/22/19	Door Hangers	182.71*			50 65000	320	10200
10	01/22/19	Lowes	19.35			20 62000	490	10200
11	01/22/19	Lowes	131.38			20 62000	510	10200
12	01/22/19	FIREPENNY ~ Removal Tool	659.30			20 62000	455	10200
13	01/22/19	Amazon ~ Rust-Oleum	141.66			50 65000	353	10200
14	01/22/19	FIREPENNY ~ Wrench	49.99			20 62000	455	10200
4680	17714S	301 US BANK	2,099.67					
1	02/22/19	Car Door Repair Kit	111.96			20 62000	455	10200
2	02/22/19	Cal Coast Machinery	145.27			40 64000	582	10200
3	02/22/19	Lowes Wedge, Nut	44.71			50 65000	353	10200
4	02/22/19	Big Creek Lumber	678.11			20 62000	510	10200
5	02/22/19	JJS Technical, Battery~ Sensor	303.14			20 62000	351	10200
6	02/22/19	Lowes	6.05			40 64000	305	10200
7	02/22/19	Lowes	6.06			50 65000	305	10200
8	02/22/19	PDF Architect	7.33*			20 62000	475	10200
9	02/22/19	PDF Architect	1.33			30 63000	475	10200
10	02/22/19	PDF Architect	17.78			40 64000	475	10200
11	02/22/19	PDF Architect	17.78			50 65000	475	10200
12	02/22/19	PDF Architect	0.23			60 66000	475	10200
13	02/22/19	NewEgg	129.00			40 64000	305	10200
14	02/22/19	NewEgg	129.00			50 65000	305	10200
15	02/22/19	Smart & Final Cotton Swabs	21.92			50 65000	353	10200
16	02/22/19	Microsoft	160.00			20 62000	385	10200
17	02/22/19	Microsoft	160.00*			40 64000	385	10200
18	02/22/19	Microsoft	160.00*			50 65000	385	10200
		<b>Total for Vendor:</b>	<b>6,221.45</b>					
4630	17677S	295 USA NORTH 811 ~ DIG SAFE BOARD	231.55					
Acct #165226								
1	1652262019	02/13/19 Annual Membership	115.77*			40 64000	385	10200
2	1652262019	02/13/19 Annual Membership	115.78*			50 65000	385	10200
		<b>Total for Vendor:</b>	<b>231.55</b>					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Claim Details  
For the Accounting Period: 2/19

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4691	17722S	327 VALLI INFORMATION SYSTEMS	75.00					
		Web Posting service for February						
1	51839/Feb	02/28/19 Web Posting, Online Maint.	37.50			40 64000	305	10200
2	51839/Feb	02/28/19 Web Posting, Online Maint.	37.50			50 65000	305	10200
		<b>Total for Vendor:</b>	<b>75.00</b>					
4567	17638S	511 VERIZON	130.65					
		Laptop 805-423-7591						
1	9821820161	01/08/19 Laptop 805-423-7591	43.55			40 64000	465	10200
2	9821820161	01/08/19 Laptop 805-423-7591	43.55			50 65000	310	10200
3	9821820161	01/08/19 Laptop 805-369-9703 Fire	43.55			20 62000	310	10200
4629	17678S	511 VERIZON	56.96					
		Laptop 805-423-7591						
		Laptop 805-369-9703						
1	9823764918	02/08/18 Laptop	18.98			20 62000	310	10200
2	9823764918	02/08/18 Laptop	18.99			40 64000	310	10200
3	9823764918	02/08/18 Laptop	18.99			50 65000	310	10200
		<b>Total for Vendor:</b>	<b>187.61</b>					
4601	17661S	317 WESTERN JANITOR SUPPLY INC	118.27					
		Account #S1235						
1	159331	01/02/19 Office Supplies	39.43			20 62000	305	10200
2	159331	01/02/19 Office Supplies	39.42			40 64000	305	10200
3	159331	01/02/19 Office Supplies	39.42			50 65000	305	10200
4681	17715S	317 WESTERN JANITOR SUPPLY INC	14.46					
		Account #S1235						
1	160690	02/21/19 Office Supplies~TuffKleen	14.46			20 62000	305	10200
4682	17715S	317 WESTERN JANITOR SUPPLY INC	491.21					
		Account #S1235						
1	160227	02/21/19 Office Supplies~Vacuum	163.73			20 62000	305	10200
2	160227	02/21/19 Office Supplies~Vacuum	163.74			40 64000	305	10200
3	160227	02/21/19 Office Supplies~Vacuum	163.74			50 65000	305	10200
		<b>Total for Vendor:</b>	<b>623.94</b>					



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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 2/19

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<b>Fund/Account</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$17,874.01
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$1,765.10
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$12,762.42
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$53,959.92
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$24.30
<b>Total:</b>	<b>\$86,385.75</b>

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<b>Fund</b>	<b>Received Current Month</b>	<b>Received YTD</b>	<b>Estimated Revenue</b>	<b>Revenue To Be Received</b>	<b>% Received</b>
20 FIRE PROTECTION DEPARTMENT	12,816.38	306,227.28	500,143.00	193,915.72	61 %
30 STREET LIGHTING DEPARTMENT	2,240.82	68,393.09	108,906.00	40,512.91	63 %
40 WASTEWATER DEPARTMENT	68,181.10	481,644.60	843,810.00	362,165.40	57 %
50 WATER DEPARTMENT	53,878.26	536,200.15	777,474.00	241,273.85	69 %
60 SOLID WASTE DEPARTMENT	0.00	24,135.38	32,323.00	8,187.62	75 %
<b>Grand Total:</b>	<b>137,116.56</b>	<b>1,416,600.50</b>	<b>2,262,656.00</b>	<b>846,055.50</b>	<b>63 %</b>



Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	3,495.00	0.00	-3,495.00	** %
40300	Fireworks Permit Fees	0.00	0.00	2,200.00	2,200.00	0 %
40320	Fire Impact Fees	0.00	24,844.69	0.00	-24,844.69	** %
40410	Mutual Aid Fires	0.00	6,653.39	100,000.00	93,346.61	7 %
40420	Ambulance Reimbursement	0.00	2,351.08	4,400.00	2,048.92	53 %
40500	VFA Assistance Grant	0.00	16,436.09	20,000.00	3,563.91	82 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>53,780.25</b>	<b>126,600.00</b>	<b>72,819.75</b>	<b>42 %</b>
43000 Property Taxes Collected						
43000	Property Taxes Collected	12,781.12	250,824.33	372,018.00	121,193.67	67 %
	<b>Account Group Total:</b>	<b>12,781.12</b>	<b>250,824.33</b>	<b>372,018.00</b>	<b>121,193.67</b>	<b>67 %</b>
46000 Revenues & Interest						
46000	Revenues & Interest	16.26	150.94	100.00	-50.94	151 %
46150	Miscellaneous Income	0.00	1,000.00	1,000.00	0.00	100 %
46151	Refund/Adjustments	19.00	321.76	275.00	-46.76	117 %
46155	Will Serve Processing Fees	0.00	150.00	150.00	0.00	100 %
	<b>Account Group Total:</b>	<b>35.26</b>	<b>1,622.70</b>	<b>1,525.00</b>	<b>-97.70</b>	<b>106 %</b>
	<b>Fund Total:</b>	<b>12,816.38</b>	<b>306,227.28</b>	<b>500,143.00</b>	<b>193,915.72</b>	<b>61 %</b>
30 STREET LIGHTING DEPARTMENT						
43000 Property Taxes Collected						
43000	Property Taxes Collected	2,233.34	68,194.17	108,827.00	40,632.83	63 %
	<b>Account Group Total:</b>	<b>2,233.34</b>	<b>68,194.17</b>	<b>108,827.00</b>	<b>40,632.83</b>	<b>63 %</b>
46000 Revenues & Interest						
46000	Revenues & Interest	3.45	30.68	15.00	-15.68	205 %
46150	Miscellaneous Income	0.00	100.00	0.00	-100.00	** %
46151	Refund/Adjustments	4.03	68.24	64.00	-4.24	107 %
	<b>Account Group Total:</b>	<b>7.48</b>	<b>198.92</b>	<b>79.00</b>	<b>-119.92</b>	<b>252 %</b>
	<b>Fund Total:</b>	<b>2,240.82</b>	<b>68,393.09</b>	<b>108,906.00</b>	<b>40,512.91</b>	<b>63 %</b>
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	62,318.06	432,278.72	604,600.00	172,321.28	71 %
40910	Wastewater Late Charges	957.09	7,144.28	2,709.00	-4,435.28	264 %
	<b>Account Group Total:</b>	<b>63,275.15</b>	<b>439,423.00</b>	<b>607,309.00</b>	<b>167,886.00</b>	<b>72 %</b>
43000 Property Taxes Collected						
43000	Property Taxes Collected	3,745.47	38,157.92	56,385.00	18,227.08	68 %
	<b>Account Group Total:</b>	<b>3,745.47</b>	<b>38,157.92</b>	<b>56,385.00</b>	<b>18,227.08</b>	<b>68 %</b>
46000 Revenues & Interest						

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46000	Revenues & Interest	39.41	363.16	186.00	-177.16	195 %
46006	IRWM Grants	0.00	0.00	177,750.00	177,750.00	0 %
46100	Realized Earnings	1,048.88	2,757.65	1,304.00	-1,453.65	211 %
46150	Miscellaneous Income	26.14	42.88	17.00	-25.88	252 %
46151	Refund/Adjustments	46.05	774.99	734.00	-40.99	106 %
46155	Will Serve Processing Fees	0.00	125.00	125.00	0.00	100 %
	<b>Account Group Total:</b>	<b>1,160.48</b>	<b>4,063.68</b>	<b>180,116.00</b>	<b>176,052.32</b>	<b>2 %</b>
	<b>Fund Total:</b>	<b>68,181.10</b>	<b>481,644.60</b>	<b>843,810.00</b>	<b>362,165.40</b>	<b>57 %</b>
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	14,321.00	0.00	-14,321.00	** %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>14,321.00</b>	<b>0.00</b>	<b>-14,321.00</b>	<b>** %</b>
41000	Water Sales					
41000	Water Sales	52,771.44	460,145.07	722,174.00	262,028.93	64 %
41005	Water Late Charges	992.64	69,891.32	4,295.00	-65,596.32	*** %
41010	Water Meter Fees	0.00	-11,042.61	0.00	11,042.61	** %
	<b>Account Group Total:</b>	<b>53,764.08</b>	<b>518,993.78</b>	<b>726,469.00</b>	<b>207,475.22</b>	<b>71 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	0.00	19,950.00	19,950.00	0 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>19,950.00</b>	<b>19,950.00</b>	<b>0 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	41.98	378.83	179.00	-199.83	212 %
46007	State/Federal Grants	0.00	0.00	30,000.00	30,000.00	0 %
46150	Miscellaneous Income	26.15	42.89	17.00	-25.89	252 %
46151	Refund/Adjustments	46.05	779.99	734.00	-45.99	106 %
46152	Recycling	0.00	1,558.66	0.00	-1,558.66	** %
46155	Will Serve Processing Fees	0.00	125.00	125.00	0.00	100 %
	<b>Account Group Total:</b>	<b>114.18</b>	<b>2,885.37</b>	<b>31,055.00</b>	<b>28,169.63</b>	<b>9 %</b>
	<b>Fund Total:</b>	<b>53,878.26</b>	<b>536,200.15</b>	<b>777,474.00</b>	<b>241,273.85</b>	<b>69 %</b>
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	0.00	24,135.38	32,323.00	8,187.62	75 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>24,135.38</b>	<b>32,323.00</b>	<b>8,187.62</b>	<b>75 %</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>24,135.38</b>	<b>32,323.00</b>	<b>8,187.62</b>	<b>75 %</b>
	<b>Grand Total:</b>	<b>137,116.56</b>	<b>1,416,600.50</b>	<b>2,262,656.00</b>	<b>846,055.50</b>	<b>63 %</b>



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	0.00	34,572.26	66,000.00	66,000.00	31,427.74	52 %
	110 Payroll tax expense	0.00	212.85	0.00	0.00	-212.85	*** %
	111 BOD Stipend	165.00	676.50	990.00	990.00	313.50	68 %
	115 Payroll Expenses	0.00	143.72	0.00	0.00	-143.72	*** %
	120 Workers' Compensation	0.00	8,019.46	8,000.00	8,019.00	-0.46	100 %
	121 Physicals	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
	125 Volunteer firefighter stipends	0.00	25,396.48	72,000.00	72,000.00	46,603.52	35 %
	126 Strike Team Pay - VFF	0.00	3,538.56	100,000.00	100,000.00	96,461.44	4 %
	135 Payroll Tax - FICA	0.00	1,766.16	9,000.00	8,000.00	6,233.84	22 %
	140 Payroll Tax - Medicare	0.00	934.06	4,000.00	4,000.00	3,065.94	23 %
	155 Payroll Tax - SUI	0.00	926.35	5,000.00	5,000.00	4,073.65	19 %
	160 Payroll Tax - ETT	0.00	23.15	300.00	300.00	276.85	8 %
	165 Payroll Tax - FUTA	0.00	284.08	7,000.00	284.00	-0.08	100 %
	205 Insurance - Health	0.00	502.20	800.00	1,000.00	497.80	50 %
	210 Insurance - Dental	0.00	131.98	600.00	600.00	468.02	22 %
	215 Insurance - Vision	0.00	21.17	100.00	100.00	78.83	21 %
	225 Retirement - PERS expense	0.00	805.27	1,600.00	1,600.00	794.73	50 %
	305 Operations and maintenance	561.89	2,159.11	6,000.00	6,000.00	3,840.89	36 %
	310 Phone and fax expense	62.53	62.53	800.00	800.00	737.47	8 %
	315 Postage, shipping and freight	1.11	37.86	100.00	100.00	62.14	38 %
	320 Printing and reproduction	0.00	117.48	200.00	200.00	82.52	59 %
	325 Professional svcs - Accounting	0.00	9,425.63	4,950.00	10,000.00	574.37	94 %
	327 Professional svcs - Legal (General)	733.65	10,942.34	25,000.00	25,000.00	14,057.66	44 %
	328 Insurance - prop and liability	0.00	11,733.68	12,000.00	11,734.00	0.32	100 %
	331 Professional Services - Legal	0.00	0.00	8,250.00	8,250.00	8,250.00	0 %
	334 Maintenance Agreements	855.00	1,455.77	0.00	1,000.00	-455.77	146 %
	335 Meals - Reimbursement	0.00	50.01	600.00	600.00	549.99	8 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	239.56	500.00	500.00	260.44	48 %
	350 Repairs and maint - computers	430.17	1,569.91	3,000.00	3,000.00	1,430.09	52 %
	351 Repairs and maint - equip	303.14	2,720.57	8,000.00	8,000.00	5,279.43	34 %
	352 Repairs and maint - structures	170.55	170.55	1,000.00	1,000.00	829.45	17 %
	354 Repairs and maint - vehicles	107.55	14,782.87	15,000.00	15,000.00	217.13	99 %
	370 Dispatch services (Fire)	0.00	10,355.38	8,000.00	10,355.00	-0.38	100 %
	375 Internet expenses	103.31	826.48	660.00	660.00	-166.48	125 %
	376 Webpage- Upgrade/Maint	33.00	264.00	400.00	400.00	136.00	66 %
	380 Utilities - alarm service	0.00	0.00	200.00	200.00	200.00	0 %
	381 Utilities - electric	30.10	1,951.72	4,000.00	4,000.00	2,048.28	49 %
	382 Utilities - propane	58.52	125.23	450.00	450.00	324.77	28 %
	385 Dues and subscriptions	160.00	2,128.36	4,000.00	4,000.00	1,871.64	53 %
	386 Education and training	0.00	2,719.04	5,000.00	5,000.00	2,280.96	54 %
	393 Advertising and public notices	0.00	143.90	500.00	500.00	356.10	29 %
	394 LAFCO Allocations	0.00	965.41	1,010.00	965.00	-0.41	100 %
	395 Community Outreach	0.00	1,462.23	1,500.00	1,500.00	37.77	97 %
	405 Software	0.00	1,500.00	1,500.00	1,500.00	0.00	100 %
	410 Office Supplies	60.30	161.43	400.00	400.00	238.57	40 %
	450 EMS supplies	55.00	1,242.89	3,500.00	3,500.00	2,257.11	36 %
	455 Fire Safety Gear & Equipment	3,224.96	4,128.06	10,000.00	10,000.00	5,871.94	41 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
456	VFF Assistance Grant	4,712.64	22,890.62	40,000.00	40,000.00	17,109.38	57 %
465	Cell phones, radios and pagers	0.00	204.00	500.00	500.00	296.00	41 %
470	Communication equipment	652.08	947.08	3,000.00	3,000.00	2,052.92	32 %
475	Computer supplies and upgrades	637.45	2,676.13	3,000.00	3,000.00	323.87	89 %
485	Fuel expense	442.19	4,743.35	6,500.00	6,500.00	1,756.65	73 %
490	Small tools and equipment	19.35	19.35	3,500.00	3,500.00	3,480.65	1 %
495	Uniform expense	65.58	1,175.72	3,500.00	3,500.00	2,324.28	34 %
503	Weed Abatement Costs	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	4,228.94	6,411.80	10,000.00	10,000.00	3,588.20	64 %
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	0.00	273.25	800.00	800.00	526.75	34 %
905	Admin Allocation Transfer	-150.00	-150.00	0.00	0.00	150.00	*** %
960	Property tax expense	0.00	210.70	400.00	211.00	0.30	100 %
	<b>Account Total:</b>	<b>17,724.01</b>	<b>202,798.25</b>	<b>484,310.00</b>	<b>484,718.00</b>	<b>281,919.75</b>	<b>42 %</b>
	<b>Account Group Total:</b>	<b>17,724.01</b>	<b>202,798.25</b>	<b>484,310.00</b>	<b>484,718.00</b>	<b>281,919.75</b>	<b>42 %</b>
	<b>Fund Total:</b>	<b>17,724.01</b>	<b>202,798.25</b>	<b>484,310.00</b>	<b>484,718.00</b>	<b>281,919.75</b>	<b>42 %</b>
30 STREET LIGHTING DEPARTMENT							
62000 Fire							
62000 Fire							
	327 Professional svcs - Legal (General)	0.00	0.96	0.00	0.00	-0.96	*** %
	<b>Account Total:</b>	<b>0.00</b>	<b>0.96</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.96</b>	<b>*** %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.96</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.96</b>	<b>*** %</b>
63000 Lighting							
63000 Lighting							
	105 Salaries and Wages	0.00	4,980.49	10,000.00	10,000.00	5,019.51	50 %
	110 Payroll tax expense	0.00	45.16	0.00	0.00	-45.16	*** %
	111 BOD Stipend	30.00	123.00	180.00	180.00	57.00	68 %
	115 Payroll Expenses	0.00	26.13	0.00	0.00	-26.13	*** %
	120 Workers' Compensation	0.00	37.22	200.00	200.00	162.78	19 %
	130 Payroll Tax - Fed W/H	0.00	0.00	500.00	500.00	500.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
	140 Payroll Tax - Medicare	0.00	83.19	100.00	212.00	128.81	39 %
	155 Payroll Tax - SUI	0.00	0.32	100.00	100.00	99.68	0 %
	160 Payroll Tax - ETT	0.00	0.01	100.00	100.00	99.99	0 %
	165 Payroll Tax - FUTA	0.00	0.22	150.00	0.00	-0.22	*** %
	205 Insurance - Health	0.00	373.79	500.00	900.00	526.21	42 %
	210 Insurance - Dental	0.00	34.59	75.00	75.00	40.41	46 %
	215 Insurance - Vision	0.00	5.48	20.00	20.00	14.52	27 %
	225 Retirement - PERS expense	0.00	324.63	500.00	650.00	325.37	50 %
	305 Operations and maintenance	0.00	51.60	2,000.00	2,000.00	1,948.40	3 %
	310 Phone and fax expense	0.00	0.00	120.00	120.00	120.00	0 %
	315 Postage, shipping and freight	0.23	0.23	0.00	0.00	-0.23	*** %
	320 Printing and reproduction	0.00	2.09	100.00	100.00	97.91	2 %
	325 Professional svcs - Accounting	0.00	1,717.25	900.00	2,800.00	1,082.75	61 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	327 Professional svcs - Legal (General)	92.42	919.68	4,500.00	4,500.00	3,580.32	20 %
	328 Insurance - prop and liability	0.00	413.30	500.00	413.00	-0.30	100 %
	331 Professional Services - Legal	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	334 Maintenance Agreements	0.00	109.23	0.00	200.00	90.77	55 %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	50.81	150.00	150.00	99.19	34 %
	350 Repairs and maint - computers	0.00	168.99	1,000.00	1,000.00	831.01	17 %
	351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
	375 Internet expenses	0.00	0.00	120.00	120.00	120.00	0 %
	376 Webpage- Upgrade/Maint	6.00	48.00	100.00	100.00	52.00	48 %
	381 Utilities - electric	1,619.14	14,250.71	26,000.00	26,000.00	11,749.29	55 %
	382 Utilities - propane	10.64	22.77	100.00	100.00	77.23	23 %
	385 Dues and subscriptions	0.00	110.61	300.00	300.00	189.39	37 %
	386 Education and training	0.00	31.80	1,500.00	1,500.00	1,468.20	2 %
	393 Advertising and public notices	0.00	3.69	100.00	100.00	96.31	4 %
	394 LAFCO Allocations	0.00	175.53	200.00	176.00	0.47	100 %
	405 Software	0.00	0.00	500.00	500.00	500.00	0 %
	410 Office Supplies	0.00	11.29	0.00	100.00	88.71	11 %
	465 Cell phones, radios and pagers	0.00	48.00	0.00	120.00	72.00	40 %
	475 Computer supplies and upgrades	6.67	53.02	0.00	100.00	46.98	53 %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	715 Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
	<b>Account Total:</b>	<b>1,765.10</b>	<b>24,224.58</b>	<b>79,065.00</b>	<b>81,886.00</b>	<b>57,661.42</b>	<b>30 %</b>
	<b>Account Group Total:</b>	<b>1,765.10</b>	<b>24,224.58</b>	<b>79,065.00</b>	<b>81,886.00</b>	<b>57,661.42</b>	<b>30 %</b>
	<b>Fund Total:</b>	<b>1,765.10</b>	<b>24,225.54</b>	<b>79,065.00</b>	<b>81,886.00</b>	<b>57,660.46</b>	<b>30 %</b>
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
	64000 Sanitary						
	105 Salaries and Wages	0.00	77,361.89	163,500.00	163,500.00	86,138.11	47 %
	109 Stand-by Hours	0.00	4,471.70	7,500.00	7,500.00	3,028.30	60 %
	110 Payroll tax expense	0.00	516.01	0.00	0.00	-516.01	*** %
	111 BOD Stipend	400.00	1,640.00	2,400.00	2,400.00	760.00	68 %
	115 Payroll Expenses	0.00	348.40	0.00	0.00	-348.40	*** %
	120 Workers' Compensation	0.00	4,922.00	5,000.00	4,922.00	0.00	100 %
	135 Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
	140 Payroll Tax - Medicare	0.00	1,163.92	2,000.00	2,000.00	836.08	58 %
	155 Payroll Tax - SUI	0.00	32.84	1,500.00	1,500.00	1,467.16	2 %
	160 Payroll Tax - ETT	0.00	0.82	200.00	200.00	199.18	0 %
	165 Payroll Tax - FUTA	0.00	20.71	2,000.00	0.00	-20.71	*** %
	205 Insurance - Health	0.00	8,445.71	25,000.00	18,000.00	9,554.29	47 %
	206 Insurance - CalPers Health Retiree	0.00	58.15	0.00	200.00	141.85	29 %
	210 Insurance - Dental	0.00	521.11	1,000.00	1,000.00	478.89	52 %
	215 Insurance - Vision	0.00	83.88	200.00	200.00	116.12	42 %
	225 Retirement - PERS expense	473.87	9,826.80	12,250.00	16,500.00	6,673.20	60 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
305	Operations and maintenance	730.25	3,062.31	6,000.00	6,000.00	2,937.69	51 %
310	Phone and fax expense	109.45	650.35	1,200.00	1,200.00	549.65	54 %
315	Postage, shipping and freight	252.68	2,173.76	3,000.00	4,000.00	1,826.24	54 %
320	Printing and reproduction	182.71	419.14	600.00	600.00	180.86	70 %
325	Professional svcs - Accounting	0.00	22,850.00	9,000.00	36,000.00	13,150.00	63 %
326	Professional svcs - Engineering	0.00	3,920.00	24,000.00	12,000.00	8,080.00	33 %
327	Professional svcs - Legal (General)	1,232.27	14,629.77	30,000.00	30,000.00	15,370.23	49 %
328	Insurance - prop and liability	0.00	8,260.99	8,400.00	8,261.00	0.01	100 %
329	New Hire Screening	0.00	20.00	100.00	100.00	80.00	20 %
330	Contract labor	0.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
331	Professional Services - Legal	559.50	2,675.36	15,000.00	15,000.00	12,324.64	18 %
334	Maintenance Agreements	745.89	5,127.41	0.00	5,000.00	-127.41	103 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %
350	Repairs and maint - computers	29.67	2,763.68	3,000.00	3,000.00	236.32	92 %
351	Repairs and maint - equip	0.00	61.41	21,000.00	14,000.00	13,938.59	0 %
352	Repairs and maint - structures	397.06	397.06	1,500.00	1,500.00	1,102.94	26 %
353	Repairs & Maint- Infrastructure	0.00	180.00	3,000.00	3,000.00	2,820.00	6 %
354	Repairs and maint - vehicles	0.00	753.50	2,000.00	2,000.00	1,246.50	38 %
355	Testing & Supplies (WWTP)	1,427.00	4,259.00	12,000.00	12,000.00	7,741.00	35 %
375	Internet expenses	103.32	826.49	1,600.00	1,600.00	773.51	52 %
376	Webpage- Upgrade/Maint	80.00	640.00	0.00	960.00	320.00	67 %
380	Utilities - alarm service	108.58	490.08	1,000.00	1,000.00	509.92	49 %
381	Utilities - electric	4,535.47	50,998.10	75,000.00	75,000.00	24,001.90	68 %
382	Utilities - propane	141.87	303.60	500.00	500.00	196.40	61 %
383	Utilities - trash	51.99	423.61	650.00	650.00	226.39	65 %
385	Dues and subscriptions	275.77	2,470.57	2,100.00	2,300.00	-170.57	107 %
386	Education and training	275.00	1,064.62	1,500.00	1,500.00	435.38	71 %
393	Advertising and public notices	0.00	153.70	600.00	600.00	446.30	26 %
394	LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	0.00	6,100.00	0.00	0.00	0 %
410	Office Supplies	26.64	492.11	750.00	750.00	257.89	66 %
432	Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
459	Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465	Cell phones, radios and pagers	43.55	523.55	1,000.00	1,000.00	476.45	52 %
475	Computer supplies and upgrades	177.98	796.00	5,000.00	5,000.00	4,204.00	16 %
485	Fuel expense	146.29	1,497.81	5,500.00	5,500.00	4,002.19	27 %
490	Small tools and equipment	0.00	883.79	6,000.00	4,000.00	3,116.21	22 %
495	Uniform expense	0.00	521.94	750.00	750.00	228.06	70 %
500	Capital Outlay	0.00	44,825.40	0.00	89,650.40	44,825.00	50 %
545	Sewer System Mngmt Plan (SSMP)	0.00	8,388.75	8,500.00	8,389.00	0.25	100 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	16,000.00	2,000.00	2,000.00	0 %
581	WWTP Expansion	0.00	2,582.50	45,000.00	45,000.00	42,417.50	6 %
582	WWTP Plant Maintenance	145.27	1,997.11	12,000.00	12,000.00	10,002.89	17 %
585	Sludge Removal Project	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
586	WWTF Ground Water Recharging Study	0.00	177,750.00	0.00	177,750.00	0.00	100 %
705	Waste Discharge Fees/Permits	0.00	18,633.00	20,000.00	18,633.00	0.00	100 %
715	Licenses, permits and fees	0.00	722.50	1,000.00	1,000.00	277.50	72 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
905	Admin Allocation Transfer	-875.00	-875.00	0.00	0.00	875.00	*** %
960	Property tax expense	110.34	127.88	0.00	20.00	-107.88	639 %
	<b>Account Total:</b>	<b>11,887.42</b>	<b>505,521.10</b>	<b>588,890.00</b>	<b>845,887.40</b>	<b>340,366.30</b>	<b>60 %</b>
	<b>Account Group Total:</b>	<b>11,887.42</b>	<b>505,521.10</b>	<b>588,890.00</b>	<b>845,887.40</b>	<b>340,366.30</b>	<b>60 %</b>
	<b>Fund Total:</b>	<b>11,887.42</b>	<b>505,521.10</b>	<b>588,890.00</b>	<b>845,887.40</b>	<b>340,366.30</b>	<b>60 %</b>
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
105	Salaries and Wages	-125.00	78,569.63	163,500.00	163,500.00	84,930.37	48 %
109	Stand-by Hours	0.00	4,471.68	7,500.00	7,500.00	3,028.32	60 %
110	Payroll tax expense	0.00	516.01	0.00	0.00	-516.01	*** %
111	BOD Stipend	400.00	1,640.00	0.00	2,400.00	760.00	68 %
115	Payroll Expenses	0.00	348.40	0.00	0.00	-348.40	*** %
120	Workers' Compensation	0.00	4,388.16	4,000.00	4,388.00	-0.16	100 %
135	Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
140	Payroll Tax - Medicare	0.00	1,178.39	2,500.00	2,500.00	1,321.61	47 %
155	Payroll Tax - SUI	0.00	34.94	1,500.00	1,500.00	1,465.06	2 %
160	Payroll Tax - ETT	0.00	0.87	200.00	200.00	199.13	0 %
165	Payroll Tax - FUTA	0.00	21.86	1,500.00	0.00	-21.86	*** %
205	Insurance - Health	0.00	7,315.72	25,000.00	18,000.00	10,684.28	41 %
206	Insurance - CalPers Health Retiree	0.00	58.15	0.00	200.00	141.85	29 %
210	Insurance - Dental	0.00	528.71	1,200.00	1,200.00	671.29	44 %
215	Insurance - Vision	0.00	85.12	200.00	200.00	114.88	43 %
225	Retirement - PERS expense	473.88	9,884.11	12,500.00	16,500.00	6,615.89	60 %
305	Operations and maintenance	730.26	2,535.38	8,000.00	8,000.00	5,464.62	32 %
310	Phone and fax expense	153.00	693.88	1,200.00	1,200.00	506.12	58 %
315	Postage, shipping and freight	252.68	2,187.80	3,000.00	4,000.00	1,812.20	55 %
320	Printing and reproduction	182.71	419.11	600.00	600.00	180.89	70 %
324	Professional Svcs- GSA-GSP	9,362.02	36,868.67	30,000.00	30,000.00	-6,868.67	123 %
325	Professional svcs - Accounting	0.00	22,850.00	9,000.00	36,000.00	13,150.00	63 %
326	Professional svcs - Engineering	0.00	4,690.00	25,000.00	25,000.00	20,310.00	19 %
327	Professional svcs - Legal (General)	1,744.74	24,053.77	40,000.00	40,000.00	15,946.23	60 %
328	Insurance - prop and liability	0.00	12,986.27	13,000.00	12,986.00	-0.27	100 %
329	New Hire Screening	0.00	20.00	150.00	150.00	130.00	13 %
330	Contract labor	0.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
331	Professional Services - Legal	559.50	2,083.36	20,000.00	20,000.00	17,916.64	10 %
332	Professional Services - Legal	22,061.67	346,885.30	250,000.00	400,000.00	53,114.70	87 %
334	Maintenance Agreements	834.89	5,216.41	0.00	5,000.00	-216.41	104 %
335	Meals - Reimbursement	0.00	90.92	200.00	200.00	109.08	45 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %
350	Repairs and maint - computers	29.66	2,763.66	5,000.00	5,000.00	2,236.34	55 %
351	Repairs and maint - equip	0.00	115.15	4,000.00	2,000.00	1,884.85	6 %
352	Repairs and maint - structures	397.06	535.10	1,500.00	1,000.00	464.90	54 %
353	Repairs & Maint- Infrastructure	3,399.53	9,891.03	30,000.00	30,000.00	20,108.97	33 %
354	Repairs and maint - vehicles	0.00	753.48	2,000.00	2,000.00	1,246.52	38 %



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	356 Testing & Supplies - Well #3 (Water)	279.39	1,460.48	2,500.00	2,500.00	1,039.52	58 %
	357 Testing & Supplies - Well #4 (Water)	279.39	1,087.48	2,500.00	2,500.00	1,412.52	43 %
	358 Testing & Supplies- SLT Well (Water)	390.39	3,552.36	5,000.00	5,000.00	1,447.64	71 %
	359 Testing & Supplies-Other	495.00	3,607.71	5,000.00	5,000.00	1,392.29	72 %
	362 Cross-Connection Control Srvcs.	0.00	589.00	1,000.00	1,000.00	411.00	59 %
	375 Internet expenses	103.31	826.55	1,600.00	1,600.00	773.45	52 %
	376 Webpage- Upgrade/Maint	80.00	640.00	960.00	960.00	320.00	67 %
	380 Utilities - alarm service	108.57	490.07	1,000.00	1,000.00	509.93	49 %
	381 Utilities - electric	2,044.92	31,377.05	40,000.00	60,000.00	28,622.95	52 %
	382 Utilities - propane	141.87	303.60	500.00	500.00	196.40	61 %
	383 Utilities - trash	51.99	423.61	650.00	650.00	226.39	65 %
	385 Dues and subscriptions	275.78	2,470.58	3,900.00	2,300.00	-170.58	107 %
	386 Education and training	162.53	1,251.50	2,500.00	2,500.00	1,248.50	50 %
	393 Advertising and public notices	0.00	655.70	600.00	1,200.00	544.30	55 %
	394 LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	0.00	6,100.00	0.00	0.00	0 %
	410 Office Supplies	26.64	536.49	500.00	500.00	-36.49	107 %
	415 Office Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	431 SLT Blending Line - CDBG Project	0.00	9,024.75	0.00	2,000.00	-7,024.75	451 %
	432 Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
	459 Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
	465 Cell phones, radios and pagers	0.00	468.00	0.00	500.00	32.00	94 %
	475 Computer supplies and upgrades	88.98	707.00	5,000.00	5,000.00	4,293.00	14 %
	481 Chemicals- Well #3	0.00	1,836.33	3,000.00	3,000.00	1,163.67	61 %
	482 Chemicals-Well #4	0.00	2,377.44	3,000.00	3,000.00	622.56	79 %
	483 Chemicals-SLT Well	0.00	756.64	1,500.00	1,500.00	743.36	50 %
	485 Fuel expense	146.29	1,497.79	4,000.00	4,000.00	2,502.21	37 %
	490 Small tools and equipment	0.00	163.75	6,000.00	3,000.00	2,836.25	5 %
	495 Uniform expense	0.00	396.66	750.00	750.00	353.34	53 %
	520 Water Main Valves Replacement	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	525 Water meter replacement	2,179.56	13,519.79	15,000.00	15,000.00	1,480.21	90 %
	535 Water Lines Repairs	0.00	1,331.86	30,000.00	20,000.00	18,668.14	7 %
	605 USDA Loan Payment	0.00	0.00	67,000.00	18,000.00	18,000.00	0 %
	715 Licenses, permits and fees	4,674.00	6,232.50	7,000.00	3,500.00	-2,732.50	178 %
	930 Interest Fees	24,127.73	48,642.47	0.00	49,756.00	1,113.53	98 %
	940 Bank service charges	3.16	77.25	0.00	0.00	-77.25	*** %
	<b>Account Total:</b>	<b>76,116.10</b>	<b>728,650.76</b>	<b>896,200.00</b>	<b>1,077,592.00</b>	<b>348,941.24</b>	<b>68 %</b>
	<b>Account Group Total:</b>	<b>76,116.10</b>	<b>728,650.76</b>	<b>896,200.00</b>	<b>1,077,592.00</b>	<b>348,941.24</b>	<b>68 %</b>
	<b>Fund Total:</b>	<b>76,116.10</b>	<b>728,650.76</b>	<b>896,200.00</b>	<b>1,077,592.00</b>	<b>348,941.24</b>	<b>68 %</b>

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	0.00	412.21	4,500.00	4,500.00	4,087.79	9 %
	110 Payroll tax expense	0.00	0.00	400.00	400.00	400.00	0 %
	111 BOD Stipend	5.00	20.50	30.00	30.00	9.50	68 %
	115 Payroll Expenses	0.00	4.35	0.00	0.00	-4.35	*** %
	120 Workers' Compensation	0.00	6.20	100.00	100.00	93.80	6 %
	140 Payroll Tax - Medicare	0.00	5.85	400.00	400.00	394.15	1 %
	165 Payroll Tax - FUTA	0.00	0.00	50.00	0.00	0.00	0 %
	205 Insurance - Health	0.00	47.89	500.00	500.00	452.11	10 %
	210 Insurance - Dental	0.00	1.61	50.00	50.00	48.39	3 %
	215 Insurance - Vision	0.00	0.25	0.00	0.00	-0.25	*** %
	225 Retirement - PERS expense	0.00	42.40	500.00	500.00	457.60	8 %
	305 Operations and maintenance	0.00	470.78	200.00	200.00	-270.78	235 %
	310 Phone and fax expense	0.00	0.00	25.00	25.00	25.00	0 %
	320 Printing and reproduction	0.00	0.35	50.00	50.00	49.65	1 %
	325 Professional svcs - Accounting	0.00	282.12	150.00	500.00	217.88	56 %
	327 Professional svcs - Legal (General)	15.40	305.28	5,750.00	5,750.00	5,444.72	5 %
	328 Insurance - prop and liability	0.00	68.89	100.00	69.00	0.11	100 %
	331 Professional Services - Legal	0.00	0.00	250.00	250.00	250.00	0 %
	334 Maintenance Agreements	0.00	18.20	0.00	25.00	6.80	73 %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
	350 Repairs and maint - computers	0.00	28.15	50.00	100.00	71.85	28 %
	375 Internet expenses	0.00	0.00	25.00	25.00	25.00	0 %
	376 Webpage- Upgrade/Maint	1.00	8.00	15.00	15.00	7.00	53 %
	382 Utilities - propane	1.78	3.80	50.00	50.00	46.20	8 %
	384 Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	385 Dues and subscriptions	0.00	18.43	50.00	50.00	31.57	37 %
	386 Education and training	0.00	5.30	250.00	250.00	244.70	2 %
	393 Advertising and public notices	0.00	0.61	500.00	500.00	499.39	0 %
	394 LAFCO Allocations	0.00	29.25	0.00	29.00	-0.25	101 %
	405 Software	0.00	0.00	50.00	50.00	50.00	0 %
	410 Office Supplies	0.00	1.88	0.00	10.00	8.12	19 %
	475 Computer supplies and upgrades	1.12	8.84	0.00	10.00	1.16	88 %
	<b>Account Total:</b>	<b>24.30</b>	<b>1,791.14</b>	<b>16,295.00</b>	<b>16,688.00</b>	<b>14,896.86</b>	<b>11 %</b>
	<b>Account Group Total:</b>	<b>24.30</b>	<b>1,791.14</b>	<b>16,295.00</b>	<b>16,688.00</b>	<b>14,896.86</b>	<b>11 %</b>
	<b>Fund Total:</b>	<b>24.30</b>	<b>1,791.14</b>	<b>16,295.00</b>	<b>16,688.00</b>	<b>14,896.86</b>	<b>11 %</b>
	<b>Grand Total:</b>	<b>107,516.93</b>	<b>1,462,986.79</b>	<b>2,064,760.00</b>	<b>2,506,771.40</b>	<b>1,043,784.61</b>	<b>58 %</b>

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 ADMINISTRATION DEPARTMENT						
10200 Operating Cash - Premier	-62,280.00	0.00	0.00	43,088.30	0.00	-105,368.30
10250 HOB - Payroll	62,280.00	43,088.30	0.00	0.00	0.00	105,368.30
<b>Total Fund</b>		<b>43,088.30</b>		<b>43,088.30</b>		<b>0.00</b>
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	453,235.54	12,950.12	1,442.00	0.00	16,265.46	451,362.20
10250 HOB - Payroll	-21,023.81	0.00	0.00	0.00	66.09	-21,089.90
10260 Pac Western Bank --Vehicle Replm	30,130.01	0.00	0.00	0.00	0.00	30,130.01
10350 HOB - Capital Reserve Acct.	160,896.60	16.26	0.00	0.00	0.00	160,912.86
10360 HOB - Capital Projects Acct	2.86	0.00	0.00	0.00	0.00	2.86
10460 Cantella & Co. Investment Acct.	22,937.92	0.00	0.00	0.00	0.00	22,937.92
<b>Total Fund</b>	<b>646,179.12</b>	<b>12,966.38</b>	<b>1,442.00</b>		<b>16,331.55</b>	<b>644,255.95</b>
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	377,172.13	2,237.37	0.00	0.00	1,771.01	377,638.49
10250 HOB - Payroll	3,190.17	0.00	0.00	0.00	13.33	3,176.84
10260 Pac Western Bank --Vehicle Replm	10,125.06	0.00	0.00	0.00	0.00	10,125.06
10350 HOB - Capital Reserve Acct.	59,983.98	3.45	0.00	0.00	0.00	59,987.43
10360 HOB - Capital Projects Acct	50.52	0.00	0.00	0.00	0.00	50.52
10460 Cantella & Co. Investment Acct.	4,170.53	0.00	0.00	0.00	0.00	4,170.53
<b>Total Fund</b>	<b>454,692.39</b>	<b>2,240.82</b>			<b>1,784.34</b>	<b>455,148.87</b>
40 WASTEWATER DEPARTMENT						
10150 Cash in SLO County	96,941.47	0.00	0.00	0.00	0.00	96,941.47
10200 Operating Cash - Premier	25,008.97	63,682.28	3,286.60	6.72	12,395.89	79,575.24
10250 HOB - Payroll	18,046.95	0.00	0.00	0.00	160.24	17,886.71
10260 Pac Western Bank --Vehicle Replm	3,125.84	0.00	0.00	0.00	0.00	3,125.84
10340 HOB Bank Water Projects 6598	41,660.00	0.00	0.00	0.00	0.00	41,660.00
10350 HOB - Capital Reserve Acct.	122,204.74	39.41	0.00	0.00	0.00	122,244.15
10360 HOB - Capital Projects Acct	6.94	0.00	0.00	0.00	0.00	6.94
10460 Cantella & Co. Investment Acct.	57,315.81	1,048.88	0.00	0.00	0.00	58,364.69
<b>Total Fund</b>	<b>364,310.72</b>	<b>64,770.57</b>	<b>3,286.60</b>	<b>6.72</b>	<b>12,556.13</b>	<b>419,805.04</b>
50 WATER DEPARTMENT						
10150 Cash in SLO County	67,278.96	0.00	0.00	0.00	0.00	67,278.96
10200 Operating Cash - Premier	-211,663.37	53,513.91	0.00	3.16	33,539.69	-191,692.31
10250 HOB - Payroll	17,734.20	0.00	0.00	0.00	160.24	17,573.96
10260 Pac Western Bank --Vehicle Replm	3,138.74	0.00	0.00	0.00	0.00	3,138.74
10340 HOB Bank Water Projects 6598	53,249.88	0.00	0.00	0.00	0.00	53,249.88
10350 HOB - Capital Reserve Acct.	2,047.11	39.41	0.00	24,127.73	0.00	-22,041.21
10360 HOB - Capital Projects Acct	-10.57	0.00	0.00	0.00	0.00	-10.57
10400 HOB - USDA Reserve	66,912.37	2.57	0.00	0.00	0.00	66,914.94
10460 Cantella & Co. Investment Acct.	55,607.05	0.00	0.00	0.00	0.00	55,607.05
<b>Total Fund</b>	<b>54,294.37</b>	<b>53,555.89</b>		<b>24,130.89</b>	<b>33,699.93</b>	<b>50,019.44</b>
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	95,155.84	0.00	0.00	0.00	25.28	95,130.56
10250 HOB - Payroll	156.80	0.00	0.00	0.00	0.68	156.12
10350 HOB - Capital Reserve Acct.	49.92	0.00	0.00	0.00	0.00	49.92
10360 HOB - Capital Projects Acct	-49.92	0.00	0.00	0.00	0.00	-49.92

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Cash Report  
For the Accounting Period: 2/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10460 Cantella & Co. Investment Acct.	695.09	0.00	0.00	0.00	0.00	695.09
<b>Total Fund</b>	<b>96,007.73</b>				<b>25.96</b>	<b>95,981.77</b>
71 PAYROLL CLEARING FUND						
10200 Operating Cash - Premier	3,907.26	0.00	0.00	0.00	0.00	3,907.26
10250 HOB - Payroll	-10,457.85	0.00	0.00	0.00	0.00	-10,457.85
<b>Total Fund</b>	<b>-6,550.59</b>					<b>-6,550.59</b>
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	13,520.25	0.00	59,268.73	69,722.89	0.00	3,066.09
10250 HOB - Payroll	0.00	0.00	400.58	0.00	0.00	400.58
<b>Total Fund</b>	<b>13,520.25</b>		<b>59,669.31</b>	<b>69,722.89</b>		<b>3,466.67</b>
<b>Totals</b>	<b>1,622,453.99</b>	<b>176,621.96</b>	<b>64,397.91</b>	<b>136,948.80</b>	<b>64,397.91</b>	<b>1,662,127.15</b>

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



# San Miguel Community Services District

## Board of Directors Staff Report

March 28<sup>th</sup>, 2019

AGENDA ITEM: XI-3

### **SUBJECT:**

Discuss and consider adoption of Ordinance 01-2019, an ordinance of the San Miguel Community Services District (“District”) establishing a District water code.

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### **RECOMMENDATION:**

Discuss and consider adoption of Ordinance 01-2019.

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### **DISCUSSION:**

Since the formation of the San Miguel Community Services District (“District”) in 2001 the District has not had a comprehensive water code, establishing procedures and practices for managing the District’s water system. Ordinance 01-2019 adopts a water code to govern the District’s operations related to water service. The water code will provide clarity for District customers and staff by outlining the procedures and practices regarding water services within the District.

Beyond the clarity for District customers and staff, adoption of the water code through Ordinance 01-2019 will enable the District to more effectively administer connections to the District’s water system and enforce requirements for water installations, devices, and conditions. Currently, the District relies on Best Management Practices (“BMPs”) to enforce the requirements for operating the District’s water system. The water code proposed for adoption under Ordinance 01-2019 will codify the BMPs and establish other procedures, allowing the District to require specific design and installation criteria and review to protect the District’s water supply, the health of District customers, the general public, and the District as a whole.

The proposed water code addresses several topics in the District’s water system, including: (1) the District’s ability to provide new developments water through the will serve letter process; (2) the temporary use of District water service during construction activities; (3) water conservation procedures during times of water shortages; (4) the District’s backflow prevention program; (5) District fees and charges related to the water system; and (6) provides the mechanisms to enforce the provisions of the water code. Uniting these topics into a single code as proposed under Ordinance 01-2019 will allow for a single reference for the District, increasing the operational

efficiency of the District. This operational efficiency will result in better customer service and in clear procedures for District staff into the future.

This presentation is the first of two required meetings in which Ordinance 01-2019 is presented before it is formally adopted by the Board.

**FISCAL IMPACT:**

There is no cost to review this Ordinance, aside from Staff and the Attorneys time.

**PREPARED BY:**

Kelly Dodds, Director of Utilities

**Attachments:** Ordinance No. 01-2019 – An ordinance of the San Miguel Community Services District adopting a Water Code Exhibit A.

**ORDINANCE NO. 01-2019**

**AN ORDINANCE OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ADOPTING THE SAN MIGUEL COMMUNITY SERVICE DISTRICT WATER  
CODE AND AUTHORIZING THE GENERAL MANAGER, DIRECTOR OF  
UTILITIES, FIRE CHIEF, AND ASSISTANT FIRE CHIEF TO ENFORCE THE  
PROVISIONS OF THE WATER CODE**

**WHEREAS**, Government Code sections 61060 and 61100 authorize the San Miguel Community Services District (“District”) to adopt by ordinance and enforce rules and regulations for the administration, operation, and use and maintenance of the District’s water system; and

**WHEREAS**, the District seeks to establish a clear policy to address all activities related to the operation of the District’s water system; and

**WHEREAS**, the District has drafted the San Miguel Community Services District Water Code (“District Water Code”) to address the District’s policies and procedures associated with: (1) will serve letters; (2) temporary water use during construction activities; (3) water conservation requirements during water shortages; (4) the District’s backflow prevention program; (5) the fees and charges related to the District’s water system; and (6) provisions to enforce the District’s water code; and

**WHEREAS**, Government Code section 61064 provides that the District Board of Directors may designate District employees with the power to enforce District policies; and

**WHEREAS**, the District Board of Directors seeks to authorize the General Manager, Director of Utilities, Fire Chief, and Assistant Fire Chief with the authority to enforce the provisions of the District Water Code.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DOES ORDAIN AS FOLLOWS:**

**Section 1. Purposes and Authority.**

The Board of Directors of the San Miguel Community Services District (“District”) hereby adopts the San Miguel Community Services District Water Code, attached hereto as **Exhibit A**, to govern the operation of the District’s water system.

**Section 2. Establishment of Enforcement Authority.**

Pursuant to Water Government Code section 61064, the Board of Directors authorizes the General Manager, Director of Utilities, Fire Chief and Assistance Fire Chief to enforce the provisions of the San Miguel Community Services District Water Code.

**Section 3. Severability.**

If any provision of this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Board declares that it would have adopted this ordinance, and each and every section, subsection, sentence, clause, or phrase no declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**Section 4. Posting.**

The District General Manager shall post a copy of this Ordinance in three public places in the District within ten (10) days after its adoption. Within fifteen (15) days after its passage, this ordinance or summary thereof shall be published at least once in a newspaper of general circulation published and circulated within the San Miguel Community Services District.

**Section 5. Effective Date.**

This Ordinance shall take effect thirty (30) days after its adoption.

This Ordinance was introduced at a regular meeting of the Board of Directors of the San Miguel Community Services District, held on the 28th day of March, 2019, and given its first reading at said meeting. Said Ordinance was given a second reading and adopted at a meeting of the Board of Directors held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and after such reading, Board Director \_\_\_\_\_, who moved its adoption, seconded by Board Director \_\_\_\_\_, and said ordinance was thereupon adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
John Green, President  
Board of Directors



ATTEST:

APPROVED AS TO FORM:

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Rob Roberson, General Manager

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Doug White, District General Counsel



# San Miguel Community Services District Water Code

Adopted per Ordinance 2019-1 APRIL 25<sup>th</sup>, 2019

*Updated March 2019*

DRAFT

SECTION 1: GENERAL PROVISIONS.

- 1.1. Title.
- 1.2. Definitions.
- 1.3. Enforcement of this Code.
- 1.4. District Access onto Private Property
  - 1.4.1. Interference with Access
  - 1.4.2. Enforcement
- 1.5. Service to Separate Premises.
- 1.6. Service to Multiple Units on Same or Adjoining Premises.
- 1.7. Division of Presently Serviced Lots or Premises.
- 1.8. Meters.
- 1.9. Operation and Maintenance of Distribution System.

SECTION 2: WATER AVAILABILITY & WATER WILL SERVE COMMITMENTS.

- 2.1. Water Availability Letter.
  - 2.1.1. Fee for Water Availability Letter
- 2.2. Application for a Will Serve Commitment.
  - 2.2.1. Information Required of the Applicant
  - 2.2.2. Determination of Water Availability.
  - 2.2.3. Deposits.
    - 2.2.3.1. Deposits Required for Will Serve, Non-Discretionary Projects.
    - 2.2.3.2. Deposit Required for Will Serve Commitment, Discretionary Projects.
  - 2.2.4. Issuance of Will Serve Commitment.
    - 2.2.4.1. Issuance of Will Serve Commitments for Non-Discretionary Projects.
    - 2.2.4.2. Issuance of Will Serve Commitments for Discretionary Projects.
  - 2.2.5. Refunds of Capacity Fees.
  - 2.2.6. Water Allocation System.
    - 2.2.6.1. Allocation of Supply.
    - 2.2.6.2. Public Interest Variance, Applicant Dedication of Additional Water Supply.
    - 2.2.6.3. Public Interest Variance, Service to Public Agencies.
    - 2.2.6.4. Service to Address Failing Water Wells.
    - 2.2.6.5. Highest Priority Water Service for Low Income Housing.
    - 2.2.6.6. Additional Service to Existing Permanent Structures.
    - 2.2.6.7. Priority of Water Service.
  - 2.2.7. Will Serve Commitments and Applications for Water Service for Guesthouses and Secondary dwellings.
  - 2.2.8. Request for More Units of Use.
  - 2.2.9. Non-Transferability of Will Serve Commitments.
  - 2.2.10. One-Time Voluntary Relinquishment of Water Units of Use.

- 2.3. Applications for Water Service.
  - 2.3.1. Information Required.
  - 2.3.2. Service to Premises for Which Capacity Fees Have Already Been Paid.
  - 2.3.3. Service to Premises for Which a Will Serve Commitment is Not Outstanding and Effective.
  - 2.3.4. Refunds.
  - 2.3.5. Limitations on Water Use.
  - 2.3.6. Property Owner's Liability.
  - 2.3.7. Individual Liability for Joint Service.
  - 2.3.8. Change in Applicant's Equipment.
  - 2.3.9. Allocation of Units of Use When a Lot Split Occurs and Payment of Increased Capacity Fees.
  - 2.3.10. Water Service Only When No Available Sewage Treatment Capacity.
    - 2.3.10.1. Request for Water Service Only.
    - 2.3.10.2. Conditions of Will Serve Commitment Issuance.
    - 2.3.10.3. Conditions for Providing Water Service.
    - 2.3.10.4. Subsequent Need for Sewer Service.

### SECTION 3: TEMPORARY CONSTRUCTION SERVICE.

- 3.1. General Provisions.
- 3.2. Application for Temporary Construction Service.
- 3.3. Limits of Temporary Construction Service.
- 3.4. Temporary Construction Service Usage Rates.
- 3.5. Security Deposit.
- 3.6. Change of Temporary Construction Water Service Prohibited.
- 3.7. District's Termination of Temporary Construction Water Service.
- 3.8. Contractor Liable for All Reasonable Expenses.
- 3.9. Billing for Temporary Construction Water Service.
- 3.10. General Rules Applicable.

### SECTION 4: WATER CONSERVATION STANDARDS & REGULATIONS.

- 4.1. Purpose.
- 4.2. Definitions.
- 4.3. Resource Severity Levels: Stage I.
- 4.4. Resource Severity Levels: Stage II.
- 4.5. Resource Severity Levels: Stage III.
- 4.6. Penalties for Violations of Use Restrictions.

### SECTION 5: WATER CONSERVATION RETROFIT PROGRAM.

- 5.1. Purpose.

- 5.2. Applications for Participation.
- 5.3. Determination of Required Number of Retrofits for Approval of Application.
- 5.4. Retrofit Program Procedure.
- 5.5. Approval of Water Service Applications or Issuance of Water Will Serve Commitment Upon Completion of the Retrofit Work.
- 5.6. Retrofit Program Application Fees.

## SECTION 6: BACKFLOW CONNECTION CONTROL PROGRAM

- 6.1. Cross Connection Protection Requirements: General Provisions.
  - 6.1.1. Backflow Device Charges
- 6.2. Where Cross Connection Protection Required.
- 6.3. Type of Protection Required.
- 6.4. Backflow Protection Devices.
- 6.5. Backflow Protection Device Installation.
- 6.6. Backflow Prevention Device Testing and Maintenance.
- 6.7. Backflow Prevention Device Removal.
- 6.8. User Supervisor.
- 6.9. Administrative Procedures, Water System Survey.
- 6.10. Administrative Procedures, Customer Notification – Device Installation.
- 6.11. Administrative Procedures, Customer Notification – Testing and Maintenance.
- 6.12. Water Service Termination.
- 6.13. Requirements For Certification as a Backflow Prevention Device.

## SECTION 7: FEES AND CHARGES.

- 7.1. Water Connection and Capacity Fees.
  - 7.1.1. Residential Water Capacity Fees.
  - 7.1.2. Commercial, Industrial and Other Similar Water Capacity Fees.
  - 7.1.3. Calculating Water Capacity Fees for Senior Housing Projects.
- 7.2. Application Fees.
- 7.3. Water User Rates.
  - 7.3.1. Rates.
  - 7.3.2. Time Charges Become Due.
- 7.4. Returned Check Charge.
- 7.5. Administrative and Inspection Fees.
  - 7.5.1. Account Opening and Closing
  - 7.5.2. Plan Checking and Inspection for New Subdivision.
  - 7.5.3. Copying fees.
  - 7.5.4. Notification to Disconnect Fee.

## SECTION 8: ENFORCEMENT OF WATER FEES & DISCONTINUATION OF WATER SERVICE.

- 8.1. Collection and Enforcement of Water User Rates and Charges.
- 8.2. Established as a means of Enforcement.
- 8.3. Property Owner Responsibility and Basis of Billing.
- 8.4. Penalties.
- 8.5. Judicial Relief and Attorney's Fees.
- 8.6. Lien.
- 8.7. Discontinuance of Service.
  - 8.7.1. Discontinuance of Residential Service.
    - 8.7.1.1. Discontinuance of Residential Service for Nonpayment.
    - 8.7.1.2. Discontinuance of Residential Service to Customers on Master Meters.
  - 8.7.2. Discontinuance of Service, Other than a Discontinuance of Residential Service for Nonpayment.
  - 8.7.3. No Discontinuance of Service on Weekends, Holidays or After Hours.
- 8.8. Amortization of Delinquent Bill for Residential Service.
  - 8.8.1. Discontinuance of Service for Failure to Comply with Amortization Agreement.
- 8.9. Authority to Settle Controversies Relating to Discontinuance of Service.
- 8.10. Procedure on Appeal to Board.
- 8.11. Reconnection.
- 8.12. Unsafe Apparatus.
- 8.13. Fraud or Abuse.
- 8.14. Collection of Delinquent Charges with Taxes
- 8.15. Public Nuisance.
- 8.16. Enforcement Remedies Cumulative.
- 8.17. Liability.

# SAN MIGUEL COMMUNITY SERVICES DISTRICT WATER CODE

## SECTION 1: GENERAL PROVISIONS.

### 1.1 Title.

This document shall be known as the “San Miguel Community Services District Water Code” and may be cited as such.

### 1.2 Definitions.

Except as otherwise expressly provided, the following words used in this Code shall have the meanings hereinafter set forth:

- (a) Agent. The person, firm, corporation, partnership or other entity duly authorized by the applicant to act for the applicant.
- (b) Air-Gap Separation. The term "air-gap separation" means a physical break between a supply pipe and a receiving vessel. The air-gap separation shall be at least double the diameter of the supply pipe measured vertically above the top rim of the vessel, in no case less than one inch.
- (c) Applicant. The person, firm, corporation, partnership, public entity, or other entity applying to receive a commitment of water and/or sewer service or applying to receive water and/or sewer service for property owned by the applicant.
- (d) Approved Backflow Prevention Device. The term "approved backflow prevention device" means devices that have passed laboratory and field evaluation tests performed by a recognized testing organization that has demonstrated their competency to perform such tests to the California Department of Health Services.
- (e) Approved Tentative Map. Approved tentative map means an approved or conditionally approved tentative map or vesting tentative map for a subdivision, as such terms are found in Government Code Sections 66410, et seq.
- (f) Approved Water Supply. The term "approved water supply" means any water supply whose potability is regulated by a State or local health agency.

- (g) Auxiliary Water Supply. The term "auxiliary water supply" means any water supply on or available to the premises other than the approved water supply.
- (h) Available Water Capacity. Available water capacity means that District water supply which is or becomes available to serve new or additional water service connections over and above that water supply required to serve users of existing water service connections and development for which will serve commitment letters have been issued.
- (i) AWWA Standard. The term "AWWA Standard" means an official standard developed and approved by the American Water Works Association (AWWA) for water treatment and supply.
- (j) Backflow. The term "backflow" means a flow condition, caused by a differential in pressure, that causes the flow of water or other liquids, gases, mixtures or substances into the distributing pipes of a potable supply of water from any source or sources other than an approved water supply source. Back-siphonage and back pressure are both causes of backflow.
- (k) Board. Board shall mean the Board of Directors of the San Miguel Community Services District.
- (l) Certified Backflow Prevention Device Tester. The term "certified backflow prevention device tester" means a person certified by the District pursuant to Section Six herein to test backflow prevention devices within the District.
- (m) Code. The San Miguel Community Services District Water Code.
- (n) Construction Purposes. Construction Purposes are limited to building construction, dust control, and irrigation for erosion control (including revegetation).
- (o) Contamination. The term "contamination" means a degradation of the quality of the potable water by any foreign substance which creates a hazard to the public health or which may impair the usefulness or quality of the water.
- (p) Cross-Connection. The term "cross-connection" means any unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. By-pass arrangements, jumper connections,



removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.

- (q) County. County shall mean San Luis Obispo County.
- (r) Development Plan. Development Plan shall have the same meaning as that term is used within San Luis Obispo County's land use ordinance, currently codified as Title 22 of the San Luis Obispo County Code, as such may be amended from time to time.
- (s) District. District shall mean the San Miguel Community Services District.
- (t) Double Check Valve Assembly ("DC"). The term "double check valve assembly" means an assembly of at least two independently acting check valves including tightly closing shut-off valves on each side of the check valve assembly and test cocks available for testing the water-tightness of each check valve. At a minimum, a double check valve assembly shall conform to AWWA Standard C506-78 (R83) adopted on January 28, 1978 for Double Check Valve Type Backflow Preventive Devices.
- (u) Final Map. Final map means a final map or parcel map that is recorded for a subdivision pursuant to California Government Code Sections 66464, et seq.
- (v) Guesthouse. Guesthouse shall have the same meaning as such word is used in section 22.08.030(G) of Title 22 of the San Luis Obispo County Code, as such may be amended from time to time.
- (w) Health Agency. The term "health agency" means the California State Water Resources Control Board, Division of Drinking Water, or the local health agency with respect to a small water system.
- (x) Local Health Agency. The term "local health agency" means the County of San Luis Obispo Health Agency.
- (y) Lot. Lot means any piece or parcel of land bounded, defined, or shown upon a final map or deed recorded or filed in the Office of the County Recorder of San Luis Obispo County; provided, however, that in the event any building or structure covers more area than a lot as defined above, the term "lot" shall include all such pieces or parcels of land upon which said building or structure is wholly or partly located, together with the yards, courts or other unoccupied spaces legally required for the building or structure.

- (z) Person. The term "person" means an individual, corporation, company, association, partnership, municipality, public utility, or other public body or institution.
- (aa) Plot Plan. Plot plan shall have the same meaning as that term is used within the San Luis Obispo County's land use ordinance.
- (bb) Premises. Premises shall mean any lot or any piece or parcel of land comprising two or more lots of record in one ownership, or any building or other structure or any part of any building or structure used or useful for human habitation or gathering or for carrying on a business or occupation or any commercial or industrial activity.
- (cc) Property Profile. A document issued by a title company containing the property owner's name and address, assessor's parcel number and map, and a copy of the deed of the property described in the application.
- (dd) Public Water System. The term "public water system" means a system for the provision of water through pipes or other constructed conveyances to the public for human consumption that has 15 or more service connections or regularly serves at least 25 individuals daily at least 60 days out of the year. A public water system may include the following:
- (i) Any collection, treatment, storage, and distribution facilities under control of the operator that are used primarily in connection with the system.
  - (ii) Any collection or pretreatment storage facilities not under the control of the operator that are used primarily in connection with the system.
  - (iii) Any water system that treats water on behalf of one or more public water systems for the purpose of rendering it safe for human consumption.
- (ee) Recycled water. The term "recycled water" means wastewater that as a result of treatment is suitable for uses other than potable use.
- (ff) Reduced Pressure Principle Backflow Prevention Device ("RP"). The term "reduced pressure principle backflow prevention device" means a device incorporating two or more check valves and an automatically operating differential relief valve located between the two check valves, a tightly closing shut-off valve on each side of the check valve assembly and equipped with necessary test cocks for testing. As a minimum, a reduced

pressure principle backflow prevention device shall conform to AWWA Standard C506-78 (R83) adopted on January 28, 1978 for Reduced Pressure Principle Type Backflow Prevention Devices.

- (gg) Retrofit. The replacement of all plumbing fixtures within an existing building or other structure within the District with the following:
  - (i) Toilets: ultra-low flush, 1.6 gallon per flush maximum;
  - (ii) Urinals: 1.0 gallon flushometer positive pressure type;
  - (iii) Showerhead with shut off valve: 2.0 gallons per minute maximum;
  - (iv) Lavatory faucets: 2.0 gallons per minute maximum; and
  - (v) Kitchen faucets: 2.0 gallons per minute maximum
- (hh) Secondary Dwelling. Secondary Dwelling shall have the same meaning as such word is used in section 22.80.030(S) of Title 22 of the San Luis Obispo County Code, as such may be amended from time to time.
- (ii) Service Connection. The term "service connection" means the point of connection of a user's piping to the water supplier's facilities.
- (jj) Site Plan. Site plan shall have the same meaning as that term is used in San Luis Obispo County's land use ordinance.
- (kk) Subdivision. A subdivision as defined in Section 66424 of the California Government Code.
- (ll) Sub-Meter. Sub-meter means a water flow measuring device approved by the District that is owned, installed, operated, maintained, repaired and replaced by the property owner, at its expense. The District shall have rights of access across the property owner's property to read the sub-meter.
- (mm) Unit of Use. A unit of use is equivalent to 575 gallons of water per day ("gpd"), which is the average amount of water used on a daily basis in one apartment, one single family residence, one condominium unit and one mobile home unit.
- (nn) Water Supplier. The term "water supplier" means the person who owns or operates the approved water supply system.

- (oo) Water User. The term "water user" means any person obtaining water from an approved water supply system.

### 1.3 Enforcement of this Code.

The District General Manager, Director of Utilities, Fire Chief and Assistant Fire Chief are authorized by Government Code sections 53069.4 and 61064 to cite violators of District Ordinances, including all provisions of this Code, and they shall perform the aforementioned task in a professional manner without malice or personal bias.

### 1.4 District Access onto Private Property

- a) District agents, employees and representatives shall have the right of access, ingress and egress, to the premises of customers of the District water system at all reasonable hours for any purposes reasonably connected with the furnishing of water service, including, but not limited to, inspecting and closing such laterals as necessary to protect the public health and District operations and facilities, and inspecting, maintaining, improving, replacing and operating District water system facilities, equipment and apparatus located on such premises. Such agents, employees and representatives also shall have the right of access to install and construct on the customer's dwelling or building an automatic meter reading system, including necessary connections to the telephone utility line, and the installation of necessary cable lines, equipment and apparatus.
- (b) District employees, agents and representatives shall identify themselves upon request when entering upon the premises of any customer for the purposes allowed by this section.

#### 1.4.1 Interference with Access

No person shall install, construct, place or locate any structure, building, or facility of any kind, whether permanent or temporary, or any other object which is difficult to remove, on any District water line easement, or in such manner as to interfere with the District's ready and easy access to any District water system equipment, facility or apparatus. Any such obstruction, upon request of the General Manager, or Director of Utilities shall be removed immediately by the violator at no expense to District and shall not be replaced.

#### 1.4.2 Enforcement

The rights conferred, and restrictions imposed, by this Section 1.4 shall be conditions of receiving District water service. By receiving District water service, the customer agrees to comply with and consents to access by the District, in accordance with the terms of this Section 1.4. If a customer fails to comply with this Section 1.4, or otherwise violates any provision of this Section 1.4, such action shall be grounds for termination of water service to the affected premises in the manner provided by Section 8.7, or in any manner provided by law.

1.5 Service to Separate Premises.

Each separate premise under single control or management shall be supplied through separate, individual service connections and meters, unless the District elects otherwise.

Service connections to separate premises must be solely on the lot which that premise resides or may be allowed to cross property lines with a recorded easement prior to the installation of the water service.

1.6 Service to Multiple Units on Same or Adjoining Premises.

Separate houses, buildings, living or business establishments on the same premises or on adjoining premises under single control or management, or separately owned lots or units in multi-lot or unit structures, may be served at the option of the District by either of the following methods:

- (a) Through separate service connections and meters to each and any unit or structure, provided that the piping system from each service connection is independent and not interconnected.
- (b) Through one or more service connections or meters, which supply the entire premises or lots. Each separate premise shall be provided with a sub-meter, unless the District elects otherwise.

Service connections to separate premises must be solely on the lot which that premise resides or may be allowed to cross property lines with a recorded easement prior to the installation of the water service.

1.7 Division of Presently Serviced Lots or Premises.

When a lot or premises which is presently serviced by the District is divided into two or more lots or premises, the existing service connection and/or meter shall be considered as belonging to the lot or premises which the service connection and/or meter directly enters. Prior to the delivery of water to the new lot (s) or premises, the new lot (s) or premises shall require the installation of a service connection and

meter, payment of appropriate fees, such as water capacity fees, and compliance with other District ordinances.

1.8 Meters.

- (a) All equipment associated with metering, including valves, fittings, settings, meter box and meter, shall be supplied by the District at the permittee's expense.
- (b) At the District's option, the meter and related equipment shall be installed by the District at the permittee's expense or by the permittee at the permittee's expense.
- (c) If the District elects to allow the permittee to install the meter and related equipment, the District shall inspect and approve the meter and related installation. Until the District inspects and approves the installation, water service shall not be charged to any permittee based upon metered usage. The District reserves the right, for any meter installation determined to be inadequate by the District, to complete the installation and charge the permittee for the District's installation costs.
- (d) The size of the meter and related equipment supplied by the District shall be based upon the information provided in the permit, upon existing construction, and upon the estimated water usage computed from this data.
- (e) The District reserves the right to require the location of the meter and meter box on the curb line or property line most accessible for the District from existing distribution lines. Existing service connections shall determine the point of delivery of water to the permittee.
- (f) When the District is to install the meter, the permittee or the permittee's agent shall notify the District at least five days (District holidays and weekends excluded) in advance of the time the meter is required for installation. Multiple meter installation shall be scheduled with the District at the time the permit is issued.

1.9 Operation and Maintenance of Distribution System.

- (a) The owner of the property served by the District's distribution system shall be responsible for the operation and maintenance of the private water line, and all devices or safeguards required by the District, which are located upon the owner's property and which are after the meter and/or customer service valve whether they are outside the public right-of-way line or not.

- (b) The District shall be responsible for the operation and maintenance of that portion of the distribution system, which is in the public right-of-way, which has been dedicated to the District, or which is not located upon the owner's property served by the District's distribution system.
- (c) The owner served by the District's distribution system shall be responsible and liable for all costs involved in the repair of all damage caused by the owner or agents thereof to any portion of the owner's distribution system, wherever located.

SECTION 2: WATER AVAILABILITY & WATER WILL SERVE COMMITMENTS.

2.1 Water Availability Letter.

Upon receiving a written request, the District shall issue a letter giving the current status of water availability to a project or parcel of land. This letter will state, in general terms and without making a commitment to serve the project or parcel, whether the project or parcel is within the boundaries of the District, if water supply and facility capacity are currently available to serve the project or parcel, and under what conditions service would be made available. The District will attempt to identify potential problems that may be associated with making water service available to the project or parcel.

2.1.1 Fee for Water Availability Letter

The written request for a water availability letter shall be accompanied by a fee, as established by Resolution of the District's Board of Directors, to cover the District's administrative costs in processing and responding to the request and issuing the letter.

2.2 Application for a Will Serve Commitment.

2.2.1 Information Required of the Applicant

- (a) Any person desiring a will serve commitment for water service for a subdivision, final map, development plan, site plan, plot plan or premises shall submit an application to the District on a form and in such manner as determined by the District. At a minimum, said application shall include the following information:
  - (i) Date of application;
  - (ii) Name, address, and telephone number of owner and agent of the subject premises;

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- (iii) Location and legal description of the subject premises, number of lots to be served, and proposed zoning;
  - (iv) Number of expected water units of use for each expected lot; and size and number of water meters for needed water service;
  - (v) Date that water service is expected for all or any part of the subject premises;
  - (vi) Purpose for which water service will be used; and
  - (vii) Such other information as District may reasonably require.
- (b) The District shall be notified by the applicant of any change in the information provided above within thirty (30) days after such change.
  - (c) If an agent will act for the owner of the subject premises in matters concerning the application, the agent shall submit to the District written evidence of such agency and authority, having a notarized signature of the owner of the subject premises.
  - (d) All applications for a will serve commitment shall be accompanied by a Lot Book Guarantee issued no more than thirty (30) days prior to the date of the application or such other written evidence satisfactory to the District evidencing the applicant's ownership of the subject premises. The Lot Book Guarantee shall be issued by a title company located within San Luis Obispo County and shall be at the expense of the applicant.
  - (e) The District shall not accept applications for water will serve commitments or applications for water service for service outside its boundaries except as provided in the succeeding sentence. Annexation shall be required to become eligible for such service, provided that commitments may be issued and service may be provided pursuant to an agreement entered into pursuant to District ordinances, rules and regulations, and as otherwise may be decided by the Board and may be required by law.
  - (f) The applicant shall pay a non-refundable application fee of \$200 per parcel at the time of submittal of the application to cover the District's costs of processing the application; provided that if the application concerns a proposed subdivision, which includes more than fifteen Assessor's Parcel, then the application fee shall be \$1000 for proposed subdivision. If a subdivision is proposed, the application and fees for individual parcels will be also required at the time those parcels are developed. In the event that



sewer service is also required additional fees will be required for such service.

- (g) Application fees will be those in effect at the time of application as adopted by Board Resolution.

## 2.2.2 Determination of Water Availability.

Upon the furnishing of the information required in Section 2.2.1 above, the District shall determine within sixty (60) days whether or not there is available water supply and facility capacity to serve the subject premises at the time of application.

- (a) If the determination is affirmative or conditionally affirmative, then the District will so notify the applicant.
- (b) If the District determines there is not available water supply or facility capacity to serve the premises at the time of application, then the application shall be denied without prejudice and placed on the District's waiting list. At the time water supply or facility capacity becomes available to serve the subject premises on the waiting list, the applicant and his/her successor shall be so notified and, if the applicant or his/her successor still desires water service, the application that was denied without prejudice shall be reconsidered and the District shall follow the procedures set forth in Sections 2.2.3 to 2.2.9.

## 2.2.3 Deposits.

### 2.2.3.1 Deposits Required for Non-Discretionary Projects.

For any application for a will serve commitment which is not required by the County in connection with any discretionary approval of a project for the subject premises, such as a tentative map, development plan, use permit, site plan or plot plan, the applicant shall deposit with the District, within fifteen (15) days after the date of the notice referenced in Section 2.2.2, one-fifth of the water connection fees owing on the application which are in effect at the time of the notice. The applicant and District shall enter into an agreement affecting the subject premises providing for the applicant's payment of the balance of the connection fees by the completion of the project. Such agreement shall provide that if, during the term of the agreement, the District pursues formation of a special zone covering those lands subject to will serve commitments and the payment of water connection fees, the applicant's property shall be proposed for inclusion in the zone and whatever balance may be owing on the water capacity fees at the time of formation of the zone shall be paid through whatever taxes, assessments, fees and/or charges are approved for such zone. The agreement also shall provide for an annual fee to administer the agreement and the payment of any installments, and the

consequences if any such installment is not timely paid. Such agreement further shall provide that the then balance owing on the connection fees shall be fully paid prior to the issuance of a building permit for the subject premises as no water service shall be provided until 100% of the connection fees is paid. On the date of such one-fifth payment and full execution of such agreement, the application for a will serve commitment shall be deemed complete. Refunds on money paid in connection with the application are nonrefundable, except as provided in Section 2.2.5.

#### 2.2.3.2 Deposit Required for Discretionary Projects.

With respect to applications for will serve commitments that will be submitted to the County in connection with the discretionary approval of a project for the subject premises, such as a tentative map, site plan, use permit, development plan or plot plan, the applicant, within thirty (30) days after the date of the notice provided in Section 2.2.2. above, shall submit proof from the County that it has accepted the applicant's application for a tentative map, development plan, site plan, use permit, plot plan or other project approval application for the subject premises ("County Accepted Application") and shall deposit within said thirty (30) day period one fifth of the water connection fees due for the units of use applied for consistent with the County Accepted Application. The amount of the connection fees due shall be based on those in effect at the time of the payment. The District and applicant shall enter into an agreement affecting the subject premises providing for the applicant's payment of the balance of the connection fees by the completion of the project. Such agreement shall provide that if, during the term of the agreement, the District pursues formation of a special zone covering those lands subject to will serve commitments and the payment of water connection fees, the applicant's property shall be proposed for inclusion in the zone and whatever balance may be owing on the water connection fees at the time of formation of the zone shall be paid through whatever taxes, assessments, fees and/or charges are approved for such zone. The agreement also shall provide for an annual fee to administer the agreement and the payment of any installments, and the consequences if any such installment is not timely paid. Such agreement further shall provide that the then balance owing on the connection fees shall be paid prior to the recording of a final map pursuant to the County Accepted Application or within thirty (30) days after County approval of the project for the subject premises, whichever is applicable. No water service shall be provided to the subdivision or project until 100% of the connection fees are paid. As of the date of such submission of proof of the County Accepted Application, the full execution of the agreement and the payment of the deposit with the District, the application for a will serve commitment shall be deemed complete. Refunds of money paid in connection with the application are nonrefundable, except as provided in Section 2.2.5 below.

#### 2.2.4 Issuance of Will Serve Commitment.

#### 2.2.4.1 Issuance of Will Serve Commitments for Non-Discretionary Projects.

- (a) With respect to an application for a will serve commitment for water service only which is not required by the County in connection with any discretionary approval of a project for the subject premises, the District shall issue to the applicant a will serve commitment for the subject premises upon receipt of the deposit submitted pursuant to Section 2.2.3.1, execution of the agreement also referenced in Section 2.2.3.1 and compliance with any other requirements of the District. The will serve commitment shall obligate the District to provide water service to the premises to the extent that water service applications for such premises propose no more units of water use than are stated for such premises in the application for the will serve commitment. The will serve commitment shall terminate at the sooner to occur of ten (10) years after the date of the will serve commitment or unless connection to the District water system has been made prior to the termination or expiration of any permit or approval, or upon the termination or expiration of any building permit issued to the applicant for construction of improvements on the parcel subject to the will serve commitment.
- (b) If an applicant fails to pay an installment of the connection fees due pursuant to an agreement, as referenced in Section 2.2.3.1, within 60 days after the date that it is due, then the will serve commitment shall be deemed forfeited and the water units of use specified in such commitment shall be relinquished to the District as of the date of such forfeiture. Interest at 1 % per month and a penalty of 10% of the installment payment due shall be paid with respect to any late installment payment made prior to such forfeiture. Upon forfeiture, refunds of installment payments made on forfeited units shall be made without interest and in accordance with Section 2.2.5.

#### 2.2.4.2 Issuance of Will Serve Commitments for Discretionary Projects.

- (a) With respect to applications for will serve commitments that will be submitted to the County in connection with the discretionary approval of a project for the subject premises, the District shall issue the applicant a will serve commitment for such premises upon payment of the deposit, the execution of the agreement, submission of proof of the County Accepted Application and compliance with any other requirements of the District. The will serve commitment shall be effective for the soon to occur of ten (10) years or for so long as the County accepted application remains in effect and its continued validity shall be subject to timely payment of the installments of the connection fees, and County approval of the project for

the subject premises consistent with such Application. If the County approves the project consistent with the County approved application, then the will serve commitment shall remain in effect consistent with such County approval.

- (b) If the County accepted application is withdrawn, expires, is denied or fails for any reason in whole or in part, then the units of use in the will serve commitment no longer required for the project, as described in said County accepted application, because of the withdrawal, expiration, denial or other failure shall be deemed forfeited and relinquished to the District as of the date of such withdrawal, expiration, denial or other failure. Refunds of money paid on units of use so forfeited and relinquished shall be refunded in accordance with Section 2.2.5.
- (c) If County approval of the project reduces the number of units of use required for the subject premises from that stated in the County Accepted Application, then those units not so approved shall be forfeited and relinquished to the District as of the date of the County approval. Refunds of money deposited on units of use so forfeited and relinquished shall be refunded in accordance with Section 2.2.5.
- (d) Upon forfeiture of a will serve commitment, the applicant must apply for a new will serve commitment for the subject premises in accordance with District rules, regulations and ordinances.
- (e) The will serve commitment issued pursuant to Section 2.2.4.2 shall obligate the District to provide water service to the subject premises to the extent that applications for water service to any portion or all of the subject premises propose no more units of use than such are stated for such premises in the application for the will serve commitment consistent with any County approval.
- (f) If an applicant fails to pay an installment of the capacity fees due pursuant to an agreement, as referenced in Section 2.2.3.2, within 60 days after the date that it is due, then the will serve commitment shall be deemed forfeited and the water units of use specified in such commitment shall be relinquished to the District as of the date of such forfeiture. Interest at 1 % per month and a penalty of 10% of the installment payment due shall be paid with respect to any late installment made prior to such forfeiture. Upon forfeiture, refunds of installment payments made on forfeited units shall be made without interest and in accordance with Section 2.2.5.

#### 2.2.5 Refunds of Connection Fees.

No refunds on water connection fees paid shall be allowed, except under the following circumstances:

- (a) With respect to connection fees paid pursuant to Section 2.2.3.1 or 2.2.3.2, the applicant may request a refund of the capacity fees paid without interest for any unit of use forfeited as long as a written request therefor is made within thirty (30) days after the units of use were forfeited to the District. The amount of the refund shall be equal to the amount of connection fees paid on the units of use forfeited. All refunds shall be made in accordance with (b) below. The District finds that it incurs certain administrative costs with respect to the processing of applications for will serve commitments and requests for refunds. The applicant requesting a refund shall pay a \$150 administrative fee at the time of making the refund request. Such fee reasonably covers the District's costs incurred in such refund processing.
- (b) Upon the timely submittal of a request for refund, the District, so long as it does not have a water supply to allocate, shall make the units of use forfeited available to the next applicant for a will serve commitment or service consistent with such applicant's application. Within five (5) business days after the date of the District's notice of availability of such units, the next applicant shall provide the District with written notice as to the acceptance of all or any portion of the units made available. The applicant shall pay one hundred percent (100%) of the connection fees due on the accepted units within twenty (20) days after the date of the District' notice referenced above. The amount of the connection fees due shall be based on the water capacity fees in effect at the time of the payment for the accepted units. Upon payment of the connection fees due, the District shall make the refund due, as provided in (a) above within ten (10) days after the next applicant who accepts the forfeited units pays the requisite connection fees in the case of a non-discretionary project, and in the case of a discretionary project, within ten (10) days after the applicant accepting the forfeited units timely submits a County Accepted Application.
- (c) If the next applicant does not accept all or any portion of the units made available to him or her pursuant to subdivision (b), then the applicant shall retain his or her position on the waiting list with respect to any units covered by his or her application and not accepted pursuant to the notice of availability.
- (d) If the applicant accepting the forfeited units of use pursuant to (b) above has submitted an application for a will serve commitment which will be submitted to the County in connection with the discretionary approval of a project for the subject premises, as specified in Section 2.2.3.2, and the

applicant has deposited the required amount of the connection fees for all of the units of use requested in the applicant's application, then the applicant shall have on hundred twenty (120) days from the date of the applicant's deposit of connection fees to submit proof of submission of a County Accepted Application. As of the date of such submission, the application for a will

serve commitment shall be deemed complete. Thereafter, the District shall issue a will serve commitment consistent with the provisions of Section 2.2.4.2. If the applicant fails to timely submit proof of submission of the County Accepted Application, then the District shall refund the amount deposited without interest, less an administrative fee of \$150 to cover the District's costs in processing the refund, and the applicant will be removed from the waiting list and will have to reapply for a will serve commitment in accordance with District rules, regulations and ordinances. Further, any units of use previously accepted and paid for by the applicant shall be forfeited and shall revert to the District as of the date of the deadline for submission of proof of submittal of a County Accepted Application. Refunds of money paid on such forfeited units of use shall be refunded in accordance with Sections 2.2.5(a) and (b).

- (e) A request for refund of forfeited units may be made only by the then legal owner of the premises for which the will serve commitment regarding such units was issued. The person making the refund request must submit to the District, at such person's cost, a Lot Book Guarantee evidencing the person's ownership of the subject premises, which is issued no more than thirty (30) days prior to the date of the refund request or submit other evidence satisfactory to the District evidencing the person's ownership of the subject premises. The Lot Book Guarantee shall be issued by a title company located within San Luis Obispo County. All refunds made pursuant to such request shall be made to the legal owner at the time of the refund request.

## 2.2.6 Water Allocation System.

- (a) The District's water supply shall be allocated and regulated in accordance with the policies, priorities and procedures set forth in this Section 2.2.6.
- (b) The District's water service waiting list will begin at the adoption of this water code.

### 2.2.6.1 Allocation of Supply.

- (a) Any newly developed District water supply source that the District determines can be made available to new users shall be allocated first to those applicants on the waiting list who already have secured from the District all of the sewer units of use applied for by such applicants or have applied for only water service or a water will serve commitment only. Such allocation shall be based on the applicant's priority on the waiting list. The District shall provide that applicant with a written notice of availability of units of use. If an applicant receives such a notice of availability, then, within ten (10) business days after the date of such notice, the applicant shall notify the District in writing whether the applicant will accept the units of use offered in the notice. An applicant for a water will serve commitment of a water/sewer will serve commitment shall pay one-fifth of the connection fees due on the accepted units within thirty (30) days after the date of the District's written notice of availability. An applicant for water service shall pay 100% of the connection fees due within 30 days after the date of the District's written notice of availability. The amount of the connection fees due shall be based on the water connection fees in effect at the time of the payment for the accepted units. If there is any remaining water supply after completion of the allocation process addressed above, then such remaining supply shall be allocated to other applicants on the District's waiting list based on their priority on that waiting list and pursuant to the procedures set forth in the District's Water Code.
- (b) If the applicant's application is for a water will serve commitment only that will be submitted to the County in connection with the discretionary approval of a project for the subject premises, as specified in Section 2.2.3.2, and the applicant has timely deposited the required amount of the connection fees for all of the water units of use requested in the applicant's application or has otherwise secured the requisite water units of use needed for the applicant's application, then the applicant shall execute an agreement consistent with Section 2.2.3.2 and submit proof of submission of a County Accepted Application within one hundred and twenty (120) days from the date that the applicant deposited the connection fees as required in (a) above. As of the date of such submission, the applicant's application for a will serve commitment shall be deemed complete. Thereafter, the District shall issue a will serve commitment consistent with the provisions of Section 2.2.4.2. If the applicant fails to timely submit proof of submission of the County Accepted Application, then the District shall refund the amount deposited without interest, less a \$500 administrative fee to cover District's costs in processing the refund, and the applicant will be removed from the waiting list and will have to reapply for a will serve commitment in accordance with District rules, regulations and ordinances. Further, any units of use previously accepted and paid for by

the applicant shall be forfeited and shall revert to the District as of the date of the deadline for submission of proof of submittal of a County Accepted Application. Refunds of money paid on such forfeited units of use shall be refunded in accordance with Section 2.2.5.

- (c) If the applicant's application is for a water and sewer will serve commitment that will be submitted to the County in connection with the discretionary approval of a project for the subject premises, as specified in Section 2.2.3.2, and the applicant has timely deposited the required amount of the capacity fees for all of the water and sewer units of use requested in the applicant's application or has otherwise secured the requisite water and sewer units of use needed for the applicant's application, then the applicant shall execute an agreement consistent with Section 2.2.3.2 and submit proof of submission of a County Accepted Application within one hundred-twenty (120) days from the date that the applicant deposited the capacity fees as required in (a) above. As of the date of such submission, the applicant's application for a will serve commitment shall be deemed complete. Thereafter, the District shall issue a will serve commitment consistent with the provisions of Section 2.2.4.2. If the applicant fails to timely submit proof of submission of the County Accepted Application or fails to timely execute the agreement, then the District shall refund the amount deposited without interest, less a \$150 administrative fee to cover the District's costs in processing the refund, and the applicant will be removed from the waiting list and will have to reapply for a will serve commitment in accordance with District rules, regulations and ordinances. Further, any units of use previously accepted and paid for by the applicant shall be forfeited and shall revert to the District as of the date of the deadline for submission of proof of submittal of a County Accepted Application. Refunds of money paid on such forfeited units of use shall be refunded in accordance with Section 2.2.5.
- (d) If the applicant is offered all of the water and sewer units of use requested or the balance needed by the applicant to complete the applicant's application but the applicant declines such offer or fails to timely deposit the required amount of the connection fees as specified in (a) above and (g) below, the applicant shall be removed from the waiting list and will have to reapply for water and sewer service or a will serve commitment in accordance with District rules, regulations and ordinances. Any units of use previously accepted and paid for by the applicant shall be forfeited and shall revert to the District as of the date that the applicant declines the offer or fails to timely make the required deposit. Refunds of money paid on such forfeited units of use shall be refunded in accordance with Section 2.2.5.



- (e) If the applicant is offered only a portion of the remaining balance of the water units of use needed to complete the applicant's application, then the applicant may decline such offer and retain his or her position on the waiting list with respect to any units of use covered by his application and not accepted and paid for pursuant to the notice of availability. If the applicant accepts some or all of the portion of water units needed to complete his/her application, then the applicant shall pay one-fifth of the capacity fees due on the accepted units within thirty (30) days after the date of the District's written notice of availability and within said period of time also shall execute an agreement consistent with Section 2.2.3.1.
- (f) If the applicant's application is for a water will serve commitment only and the applicant does not require County discretionary approval for the project for the subject premises, then the applicant, to the extent it accepts the units of use offered in the notice provided in (a) above, shall pay one-fifth of the capacity fees due on the accepted units within thirty (30) days after the date of the District's written notice of availability and within that period of time also execute an agreement consistent with Section 2.2.3 .1.
- (g) When an applicant is offered all or the balance of the water units of use needed to complete the applicant's application and the applicant has not secured all of the sewer units of use needed to complete the applicant's application for a sewer will serve commitment or application for sewer service, then, assuming there is sewer treatment capacity available, the District shall offer the sewer units needed to complete the applicant's application at the same time that it offers the water units. The total amount of the sewer connection fees due shall be paid within the same period of time required for the payment of the deposit on the water connection fees.
- (h) After any waiting list is exhausted, then any remaining water supply shall be allocated on a first-come, first-served basis with the date of a completed application establishing the applicant's priority. If the District exhausts any newly developed supply, then it shall reestablish a waiting list for all applicants.

#### 2.2.6.2 Public Interest Variance, Applicant Dedication of Additional Water Supply.

At times when the District does not have available water capacity, the Board of Directors of the District may consider and allow exceptions to the foregoing allocation scheme and priorities when the Board finds that an applicant can provide the District an additional source of water sufficient in quantity to meet the water service demands of the applicant's development. A will serve commitment for new or additional units under this section will be issued by the District only after the District and the applicant have executed a contract in a form acceptable to the

District whereby the applicant firmly commits and binds itself to provide and dedicate to the District the additional source of water, such source is actually developed and can be made available for use, and the applicant complies with all other provisions of this Section 2.2 concerning issuance of will serve commitments, unless the District determines otherwise.

#### 2.2.6.3 Public Interest Variance, Service to Public Agencies.

- (a) If, at any time, a public agency applies for water service for one of its facilities when the District does not have water supply or facility capacity available, then the application of such public agency shall be placed at the top of the District's then existing waiting list. If more than one public agency applies for water service when the District does not have water supply or facility capacity available, then those applicants shall be considered in accordance with the priority date of each completed application; and when water capacity becomes available, it shall be allocated in accordance with such priorities. This section shall apply to any need of the District for water service to one of its facilities.
- (b) The Board finds that the above provisions serve valid public purposes and are necessary in order to provide assistance to other governmental entities to allow the carrying out of public services and functions within the District and to make such services more available, responsible, efficient and effective for the inhabitants of the District.

#### 2.2.6.4 Service to Address Failing Water Wells.

In considering applications for water service, the Board of Directors of the District may allow exceptions to the allocation system in this Section 2.2.6 when the Board finds that an applicant's current water supply for the applicant's residence is failing and no longer adequate to provide the water supply necessary to meet health, safety, sanitation and fire protection needs. If the Board of Directors grants such an exception, the applicant shall disconnect the well from the residence and install a District approved backflow prevention device on the customer side of the District meter. District water service to the residence shall not commence until such disconnection and installation have occurred. The applicant, at its cost, shall be responsible for the operation, maintenance, repair and replacement of the backflow prevention device. The District shall have the right to periodically test the device at the applicant's cost. If the device is not functioning properly, the District shall so notify the applicant and may disconnect service until the applicant repairs or replaces the device to the satisfaction of the District.

#### 2.2.6.5 Highest Priority Water Service for Low Income Housing.

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- (a) If, at any time, a proposed development that includes housing units affordable to lower income households, as defined in Government Code Section 65589.5(h)(3), applies for water service when the District does not have sufficient water supply as defined in paragraph (2) of subdivision (a) of Government Code section 66473.7, or is operating under a water shortage emergency as defined in Water Code section 350, or does not have sufficient water treatment or distribution capacity to serve the needs of the proposed development, as demonstrated by a written engineering analysis and report, or the District is subject to a compliance order issued by the State Water Resources Control Board, Division of Drinking Water that prohibits new water connections, then the application of such proposed low income housing shall be placed at the top of the District's then existing waiting list. If more than one proposed development that includes housing units affordable to lower income households applies for water service when such service cannot be provided for the aforementioned reasons, then those applicants shall be considered in accordance with the priority date of each completed application; when water capacity becomes available, it shall be allocated in accordance with such priorities.
  - (b) This priority shall take precedent over any other public interest variance.

#### 2.2.6.6 Additional Service to Existing Permanent Structures.

- (a) If, after the property owner has diligently attempted to reduce water usage, additional water units of use are needed in order to effect a change in water use at an existing permanent building and/or modify or expand an existing permanent building which already is served by the District, then the property owner shall submit an application for water service requesting the additionally needed water units of use. Upon District review and approval of said application, the application shall be placed on a waiting list separately created for additional service to existing structures. Applications placed on such list shall be listed based on the date that the District approves the application with the oldest dated application placed first on the list. With respect to any newly developed District water supply source that the District determines can be made available to new users in accordance with Section 2.2.6.1, 15 percent of such supply shall be allocated to those on the waiting list created by this Section 2.2.6.6 after allocating any such supply to those on the Section 2.2.6 (b) waiting list pursuant to Section 2.2.6.5. If, after the allocation is provided as provided herein, there is an unused portion of such allocation, then such unused portion shall be allocated pursuant to Section 2.2.6.1.
- (b) The Board finds that this Section 2.2.6.6 is reasonable and serves valid public purposes in order to facilitate changes in use at existing buildings

approved by the County where the increased water demand is known and limited.

#### 2.2.6.7 Priority of Water Service.

If the District's waiting list contains pending applications for service pursuant to more than one of the above-referenced sections providing a priority for service (Sections 2.2.6.3, 2.2.6.4, and 2.2.6.5), then when allocating a new supply or newly available water units of use, the District shall make such allocation in the following order of priority: 2.2.6.5, 2.2.6.4, and 2.2.6.3.

#### 2.2.7 Will Serve Commitments and Applications for Water Service for Guesthouses and Secondary dwellings.

- (a) A Secondary Dwelling shall be subject to the provisions respecting will serve commitments and applications for service and to all other provisions of this Code.
- (b) Upon application to the District in the forms provided for in Sections 2.2 and 2.3, a guesthouse shall be entitled to a will serve commitment and water service from the District without payment of any capacity fees or the need for a water unit of use and shall not otherwise be subject to the provisions of this Code, on condition that the primary residence, through whose meter the guesthouse will receive water service, has allocated to it a valid water unit of use. Except as otherwise specifically provided for herein, a guesthouse shall be subject to District rules, regulations, resolutions and ordinances governing sewer and water service.

#### 2.2.8 Request for More Units of Use.

If an applicant for a will serve commitment for any premises requests additional units of use for such premises over that amount stated in the initial application after the will serve commitment has been issued, then the applicant shall reapply for such additionally requested units of use in accordance with the provisions of this Section 2.

#### 2.2.9 Non-Transferability of Will Serve Commitments.

The water units of use set forth in a will serve commitment issued to premises described in an application for a will serve commitment shall not be transferable to any other premises; provided, however, that if adjacent lots under one legal ownership are combined into one legal lot by virtue of a lot line adjustment or other means, units of use committed to any one of said adjacent lots can be used anywhere on the newly created combined legal lot.

2.3 Applications for Water Service.

2.3.1 Information Required.

- (a) Each applicant for water service shall be required to sign an application form, provided by the District, which, at a minimum, will set forth:
  - (i) Date of application;
  - (ii) Names, addresses and telephone numbers of the owner, agent, and the customer, who is the person to whom District bills shall be mailed;
  - (iii) Legal description (Assessor's Parcel No.(s)) of premises to be served;
  - (iv) The number and size of meters required for requested services;
  - (v) Date applicant will be ready for service;
  - (vi) Whether the premises have been previously served by the District;
  - (vii) Purpose for which water service is to be used;
  - (viii) Whether water capacity fees have been previously paid for such premises, and, if so, the amount of such fees, and the date that they were paid;
  - (ix) Number of water units of use required for the subject premises, as determined by the District upon information provided by the applicant;
  - (x) Such other information as the District may reasonably require.
- (b) The District shall be notified by the applicant of any change in the information provided above within thirty (30) days after such change.
- (c) If an agent will act for the owner of the subject premises in matters concerning the application, the application shall so provide, and the agent shall submit to the District written evidence of such agency and authority, having a notarized signature of the owner of the subject premises.

2.3.2 Service to Premises for Which a Will Serve Commitment Has Been Issued.

- (a) If the application is for service to premises for which a will serve commitment is outstanding and effective, and the number of units of use applied for such premises do not exceed that stated in the will serve commitment, then a water service permit shall be issued for the premises upon submission of the information required in Section 2.3.1, payment of a Water Connection Fee, payment of any applicable charges and compliance with other District rules and regulations governing water service. The Water Connection Fee was established by the District Board and is effective as of July 1<sup>st</sup>, 2018. There shall be no time limit on the permit once all fees are paid in full.

2.3.3 Service to Premises for Which a Will Serve Commitment is Not Outstanding and Effective.

- (a) **Determination of Water Availability.** Once the applicant has supplied the information required in Section 2.3.1, the District shall determine within sixty (60) days whether there is water supply and facility capacity available to provide the requested service. If the determination is affirmative, then within sixty (60) days of such determination, the District shall notify the applicant to pay all applicable charges, including the requisite water connection fees in effect at the time of the notice, which shall be paid within sixty (60) days of the date of the request.
- (b) **Determination of Non-Availability.** If the District determines there is not available water supply or facility capacity to provide the required service at the time of application, then the application shall be denied without prejudice and placed on the District's waiting list. At the time water supply and/or facility capacity becomes available to serve the applicant on the waiting list, the applicant shall be so notified and, if the applicant still desires service, the application that was denied without prejudice shall be reconsidered, and the District shall proceed in accordance with the provisions of subdivision (a) above.
- (c) Once the applicant has supplied all of the information required pursuant to Section 2.3.1, has paid all applicable fees, and has otherwise complied with other District rules and regulations governing water service, then the application shall be deemed complete. The date of such completion shall be stated on the application. As of that date, the applicant shall be entitled to a water service permit for the service provided to the subject premises. There shall be no time limit on such permits. The permit shall not be transferable to other property.

#### 2.3.4 Refunds.

The applicant shall not be entitled to any refund of monies paid pursuant to this Section 2.3, except that the applicant shall be entitled to a refund of the capacity fees paid for any unit of use no longer required by the applicant, if a request therefor is made in writing and is received by the District prior to commencement of service. The request for refund shall be accompanied with a non-refundable fee in the amount \$150 to cover the costs to process the request. The District shall make the refund in accordance with Section 2.2.5(c). The Board finds that it incurs certain administrative costs with respect to the processing of applications for service and requests for refunds, and that a non-refundable fee of \$150 reasonably covers the District's costs incurred in such processing.

#### 2.3.5 Limitations on Water Use.

Use of water by an applicant on different premises, through more and/or larger meters, for different purposes, or for more units of use than stated in the application shall be considered an unauthorized use and is prohibited. Water and/or sewer service to the applicant may be entirely disconnected pursuant to District ordinances, rules and regulations for any such unauthorized use. Use of water on any unauthorized premises, through an unauthorized meter, for unauthorized purposes, or for more units of use shall require the submittal of a new application and shall be subject to the availability of water supply or facility capacity and/or sewer treatment capacity at the time of such application, the payment of all application charges then in effect, and the District ordinances, rules and regulations then in effect.

#### 2.3.6 Property Owner's Liability.

Applicants for service to rental units may be the lessee or renter of the premises for which service is requested or may be the owner of said premises. Bills shall be mailed to the person designated as the customer on the application who shall be liable for payment of all District rates and charges, and shall otherwise be subject to the District ordinances, rules and regulations. In any situation where the lessee or renter is the designated customer for the premises to be served by the District, the owner of the premises so leased or rented shall guarantee payment of all District rates and charges incurred for service to his/her premises, shall otherwise be subject to District ordinances, rules and regulations, and shall be responsible jointly and severally with the designated customer for payment of any delinquent bill.

#### 2.3.6 Individual Liability for Joint Service.

Two or more parties who join in one application for service shall be jointly and severally liable for payment of bills. One person shall be designated on the application for receipt of the bills.

#### 2.3.8 Change in Applicant's Equipment.

Applicants desiring to make any material change in the size, character or extent of the equipment utilized in receiving District service, as such equipment is stated in the completed application for service, shall give the District advance written notice of the extent and nature of the change. If the proposed change requires more water units of use, then the applicant shall submit a new application for service and shall be subject to the availability of water supply and facility capacity at the time of such application, the payment of all applicable charges then in effect, and the District ordinances, rules and regulations then in effect.

#### 2.3.9 Allocation of Units of Use When a Lot Split Occurs and Payment of Increased Connection Fees.

Upon the subdivision of a lot to which water units of use have been committed by the District, units of use so committed in excess of those required to serve any existing building or other structures on any of the newly created lots may be used on any of the other newly created lots; provided that upon application for service to such lots where such application is based on utilization of all or any portion of the excess units, the applicant shall pay the difference between the connection fees previously paid for such units of use and the connection fees in effect at the time of the application for service.

#### 2.3.10 Water Service Only When No Available Sewage Treatment Capacity.

##### 2.3.10.1 Request for Water Service Only.

An applicant may apply for a will serve water commitment or apply for water service only, and the District shall provide such commitment or service upon compliance with the applicable provisions for obtaining such commitments or service as provided in this Code, if the following conditions apply:

- (i) The new construction or development on the subject premises does not require District sewer service, or will not utilize any additional sewage treatment capacity; and
- (ii) The District has available water supply and facility capacity to serve the new construction or development.

##### 2.3.10.2 Conditions of Will Serve Commitment Issuance.



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- (a) The issuance of a will serve commitment pursuant to this Section 2.3.10 shall be made notwithstanding a waiting list established for applicants who require both water and sewer service when sewage treatment capacity is not available, but water supply and facility capacity is available.
  - (b) Notwithstanding Section 2.2.4, a will serve commitment issued pursuant to this Section 2.3.10 shall be valid for ten (10) years. Upon the expiration of such period, the applicant may request renewal of such commitment. Such request shall be in the form of a new application for a will serve commitment. The application shall be treated the same as any other new application for a will serve commitment. For instance, it will be subject to any then existing waiting list established, shall be subject to the availability of water supply and facility capacity at the time of the application, and shall otherwise be subject to District ordinances, rules and regulations then in effect. However, with respect to connection fees, the applicant shall pay the difference between the connection fees in effect at the time of the notice given pursuant to Section 2.2.2 and the fees already paid.

#### 2.3.10.3 Conditions for Providing Water Service.

- (a) The provision of water service pursuant to this Section 2.3.10 shall be provided notwithstanding a waiting list established for applicants who require both water and sewer service when sewage treatment capacity is not available, but water supply and facility capacity is available.
- (b) Notwithstanding Sections 2.3.2 and 2.3.3 hereof, any permit issued on an application for water service shall be valid for two (2) years from the date of issuance. Service shall commence to the subject premises within that two (2) year period. The applicant may request renewal of the permit. Such request shall be in the form of a new application for water service. The application shall be treated the same as any other new application for water service. For instance, it will be subject to any then existing waiting list established pursuant to Section 2.2 hereof, shall be subject to the availability of water supply and facility capacity at the time of the application, and shall otherwise be subject to District ordinances, rules and regulations then in effect. However, with respect to connection fees, the applicant shall pay the difference between connection fees in effect at the time of the notice given pursuant to Section 2.3.3 and the fees already paid.

#### 2.3.10.4 Subsequent Need for Sewer Service.

If subsequent to the issuance of a will serve commitment or permit pursuant to this Section 2.3.10, an applicant requests sewer service before water service

commences, then the will serve commitment or permit shall no longer be effective, as of the date of the request. The applicant shall be required to reapply for both water and sewer service in accordance with the provisions of the San Miguel Community Services District Sewer and Water Codes; provided, however, the applicant shall be credited for any Capacity fees paid.

### SECTION 3: TEMPORARY CONSTRUCTION SERVICE.

#### 3.1 General Provisions.

The District may authorize the use of water for temporary construction service pursuant to the terms of this Section 3.

If a District non-potable water source is available and within reasonable distance to the construction project, then that source will be required to be used before any potable sources. Non-potable sources will be billed in accordance with standard hydrant meter billing rates.

#### 3.2 Application for Temporary Construction Service.

Prior to receiving temporary construction water service from the District and connecting into any District facility, including fire hydrant connections, a contractor shall make written application for such service on the forms provided by the District. No temporary construction water service shall commence until the application is complete and approved by the District, and the applicant has made all deposits required by this Section 3.

#### 3.3 Limits of Temporary Construction Service.

Temporary service shall not exceed 6 months of use without District approval and use is limited to use of water to facilitate Construction Purposes, as that term is defined in Section 1.2.

#### 3.4 Temporary Construction Service Usage Rates.

- (a) The contractor shall pay the District for temporary construction water service at the rates for water service established by the District, as such may be amended from time to time, based on a hydrant meter to be used by the contractor.
- (b) If the amount required by subdivision (a) is not paid within ten (10) days of the date of the demand, interest and penalties shall accrue on said amount at

the rates and penalties charged by the District for late payment of water rate bills.

3.5 Security Deposit.

- (a) The contractor shall be responsible for the correct and safe operation of the meter and other facilities.
- (b) The contractor shall deposit with the District the sum of \$750 as a hydrant security deposit and a \$100 monthly fee (to be billed with the regular monthly billing) to cover the cost of installing, billing and removing any service facilities necessary to furnish the applied service. Such amounts are subject to change pursuant to District Board Resolution.
- (c) Upon termination of temporary construction water service, the District shall refund to the contractor the deposit paid, less any amount owed for actual usage, and less an amount necessary to repair or replace any District facilities damaged or not returned by the contractor, including but not limited to the fire hydrant meter. In the event that the amount to repair and/or replace damaged or not returned facilities exceeds the amount of the remaining deposit, then the contractor shall pay the difference within thirty days of the date of a District bill therefor. Interest and penalties shall accrue on any late payment at the rates and penalties charged by the District for late payment of water rate bills.

3.6 Change of Temporary Construction Water Service Prohibited.

- (a) A contractor applying for temporary construction water service shall receive such service at the location approved and designated by the District and at no other location. Relocation of fire hydrant meter or other District facility necessary to furnish temporary water service to an unapproved location is a violation of this Section 3, and in addition to other applicable enforcement mechanisms, will result in forfeiture of the contractor's hydrant security deposit and immediate confiscation of the fire hydrant meter.
- (b) The contractor receiving temporary water service shall use such water received for Construction Purposes only and at the location approved and designated by the District. Use of water for purposes other than Construction Purposes or at an unapproved location is cause for immediate termination of the supply of temporary water service.

3.7 District's Termination of Temporary Construction Water Service.

The District may terminate the supply of water to any contractor receiving temporary construction water service for any of the following reasons:

- (a) The contractor's violation of this Section 3 or any other provision in this Code, or ordinance, rule or regulation of the District pertaining to the provision of water service;
- (b) Upon the District's determination that the water provided is required for the District's permanent customers; or
- (c) Upon the District's determination that such water is necessary to maintain adequate minimum pressure within the District's distribution systems.

3.8 Contractor Liable for All Reasonable Expenses.

The contractor who receives temporary construction water service shall be liable for all reasonable expenses, including but not limited to attorney's fees, incurred by the District in its enforcement of this Section 3.

3.9 Billing for Temporary Construction Water Service.

The contractor shall be billed monthly or at the time service is terminated whichever is first. The charges shall be based on a current reading of usage from the meter and be billed in accordance with Section 3.4.

3.10 General Rules Applicable.

Where applicable, the provisions of this Code, and other District rules, regulations and ordinances governing District water service shall apply to the provision of temporary construction water service, including but not limited to, the procedures for the collection and enforcement of delinquent water rates.

SECTION 4: WATER CONSERVATION STANDARDS & REGULATIONS.

4.1 Purpose.

It is the purpose of this Section 4 to reduce the demand of potable water within the District boundaries, and to its uses outside the District. This Section 4 provides the method by which certain water use restrictions are implemented, depending on the level of scarcity of the District's water supplies.

4.2 Definitions.

The following words used in this Section 4 will have the meanings hereinafter set forth:

- (a) Resident, Customer, User. The terms Resident, Customer, User, or any other term used in reference to a direct or indirect consumer of water provided by or through the District, shall apply to every person, firm, partnership, association, government agency or entity of any kind receiving water from the District. All water customers whose names are shown on the District's account records shall be equally responsible and liable for water use by tenants, lessees, co-owners, and all other persons utilizing water on the premises through the account.
- (b) Pumping Threshold. Pumping Threshold means the number of hours that all available District wells are being pumped for a specific number of days. Each resource severity level, identified in sections 4.3 through 4.5, has its own pumping threshold, which when exceeded, triggers certain restrictions on water use.
- (c) Resource Severity Level. Resource Scarcity Level represents the relative availability of groundwater as a function of its assigned pumping threshold; or a climatic history of insufficient rainfall which indicates the reaching of any Resource Severity Level is probable or eminent. The computer basin model deriving from the San Miguel Groundwater Basin Study is also a factor in determining the severity level, in terms of the available water storage of the basin.

#### 4.3 Resource Severity Levels: Stage I.

- (a) The Pumping Threshold for Stage I will have been exceeded when all available District wells have pumped seventeen (17) or more hours per day for five consecutive days, or for a total of five (5) days in any ten (10) day period.
- (b) When the Pumping Threshold has been reached, or the Board of Directors has determined that based on the climatic history or available groundwater basin storage data a potential water supply crisis is probable or imminent, a Stage I status will go into effect upon declaration by the General Manager or designee when the Pumping Threshold has been exceeded or upon declaration by the Board of Directors in the event that it has been determined that there is a potential water supply crisis.
- (c) Upon the declaration of a Stage I Resource Severity Level, the following actions and use restrictions will be implemented:

- (i) Written notice of the Stage I Resource Severity Level will be mailed to all customers of the District within three working days of its declaration. The notice will contain the reason for the declaration, and describe the use restrictions imposed, the estimated duration of the restrictions and the penalties for non-compliance;
- (ii) Water conservation brochures will be mailed out with the notices referenced in 4.3(c)(i) above. The brochure will contain tips and suggestions that will help customers reduce their consumption;
- (iii) All watering of lawns, shrubs, or other landscaping, including any other form of outside irrigation, will be prohibited between the hours of 8 a.m. to 5 p.m.;
- (iv) The local newspapers, and radio and television stations will be asked to publicize the declaration of the Stage I level and the implementation measures; and
- (v) Any other special measures that the Board may adopt.

#### 4.4 Resource Severity Levels: Stage II.

- (a) The Pumping Threshold will have been exceeded when all available District wells have pumped nineteen (19) or more hours per day for five (5) consecutive days, or for a total of five (5) days in any (10) day period.
- (b) When the Pumping Level has been exceeded, or the Board of Directors has determined that based on the climatic history or available groundwater basin storage data that a potential water supply crisis is probable or imminent, a Stage II status will go into effect upon declaration by the General Manager or designee when the Pumping Threshold has been exceeded or upon declaration the Board of Directors in the event that it has been determined that there is a potential water crisis.
- (c) Upon the declaration of a Stage II Resource Severity Level, the following actions and use restrictions will be implemented:
  - (i) Written notice of the Stage II Resource Severity Level will be mailed to all customers of the District, within three working days of its declaration. The notice will contain the reason for the declaration, and describe any use restrictions, the estimated duration of the restrictions and the penalties for non-compliance;

- (ii) All watering of lawns, shrubs, or other landscaping including any other form of outside irrigation, will be prohibited between the hours of 8 a.m. to 5 p.m. In addition, all outside watering will be further restricted to alternate days. All residences, businesses, or any other customers of the District whose street address is even numbered will be allowed to water during the appropriate hours on the corresponding even numbered days. Odd numbered street addresses will be allowed to water on the corresponding odd numbered days.;
- (iii) All wasting of water will be prohibited. Examples of water wasting include, but are not limited to: washing streets, sidewalks and driveways down instead of sweeping, letting hoses run open and/or without a controlling device at the end, and outside watering or irrigation practices that result in water running off the property;
- (iv) The local newspapers, and radio and television stations will be asked to publicize the declaration of the Stage II level, and the implementation measures;
- (v) A request of the community to voluntarily conserve water will be publicly made by the District. The percentage of water use reduction requested will be determined by the Board of Directors as soon as possible after the declaration of the Stage II level; and
- (vi) Any other special measures that the Board may adopt.

#### 4.5 Resource Severity Levels: Stage III.

- (a) The Pumping Threshold will have been exceeded when all available District wells have pumped twenty-one (21) or more hours per day for five (5) consecutive days, or for a total of five (5) days in any ten (10) day period.
- (b) When the Pumping Level has been exceeded, or the Board of Directors has determined that based on the climatic history or available groundwater basin storage data a potential water supply crisis is probable or imminent, a Stage III status will go into effect upon declaration by the General Manager when the Pumping Threshold has been exceeded or upon declaration by the Board of Directors in the event that it has been determined that there is a potential water supply crisis.
- (c) Upon the declaration of a Stage III Level, the District will set a date for a public hearing to consider the declaration of a water shortage emergency, pursuant to Water Code sections 350 through 358. The following measures

will be considered for adoption at the hearing if the water shortage emergency is declared:

- (i) Mandatory water use reductions, and the percentage of reductions;
- (ii) The prohibition of all outside watering, irrigation or use of water other than for the use of pets or livestock;
- (iii) An appeal process for those District customers that are dissatisfied with the District's water use restrictions, and are seeking redress from the Board;
- (iv) Penalties to be imposed for non-compliance with the adopted rules and regulations pertaining to the water shortage emergency; and
- (v) Any other identified measures.

#### 4.6 Penalties for Violations of Use Restrictions.

- (a) Upon the observance by District personnel of a violation of use restrictions imposed by the District in response to the declaration of a Stage I or II Resource Severity Level, the District employee shall fill out a violation form, and return the form(s) to the District office for action. The violation form shall at a minimum include the following information:
  - (i) Address and meter serial number of violator;
  - (ii) Date and time violation was observed; and the
  - (iii) Nature of the violation.
- (b) **First Violation.** A copy of a violation notice will be left with someone at the establishment, or left in a conspicuous spot, at the time of the violation observance.
- (c) **Second Violation.** A copy of the violation notice will be sent to the address of the violator by certified mail, return receipt requested, with a form letter explaining the gravity of the situation, and the penalties for future violations.
- (d) **Third Violation.** A civil administrative penalty of one hundred (100) dollars will be assessed to the account of the violator. Charges shall be subject to change pursuant to District Board Resolution.



- (e) Fourth and Subsequent Violations. A civil administrative penalty of a two hundred fifty (250) dollars will be assessed to the account of the violator. Charges shall be subject to change pursuant to District Board Resolution.
- (f) In addition to any other remedies provided herein or available under applicable law, the district may alternatively seek injunctive relief in the Superior Court or take enforcement action, including discontinuing or appropriately limiting water service to any single-family residential customer, locking a service, or installing a flow restricting device, for violations of Section 4 of this Code. All remedies provided herein shall be cumulative and not exclusive.
- (g) The cumulative impact of multiple violations is limited to a period of one year from the date of the first violation.

SECTION 5: WATER CONSERVATION RETROFIT PROGRAM.

5.1 Purpose.

This program is intended to extend the District's present water supply and/or sewage treatment capacity. In order to accomplish these objectives, the program will allow an applicant for a water and/or sewer will serve commitment or water and/or sewer service to obtain such commitment or service if such applicant undertakes the retrofit of existing buildings within the District, which will permanently reduce water use equal to twice the water requirements of the applicant's proposed project.

5.2 Applications for Participation.

- (a) Any person or entity desiring water and/or sewer service, or a will serve commitment for water and/or sewer service to a specific premises within the District or its sphere of influence, whether or not such person or entity is on the District's current waiting list for will serve commitment or service, may apply to the District for participation in the water conservation retrofit program. Such person or entity shall submit an application for such will service commitment or service, as applicable, in accordance with the provisions of Sections 2.2 or 2.3. An application for participation in the water conservation retrofit program shall be for service or a will service commitment for service to a specific premises within the District or its sphere of influence.
- (b) In the event that an application for participation in the water conservation retrofit program concerns premises outside of the District, but within its sphere of influence, then the applicant shall enter into a contract with the

District in a form acceptable to the District addressing the applicant's participation in the District's water conservation retrofit program and the terms and conditions pursuant to which the District will extend service to the applicant's premises. Such participation shall be consistent with the terms and conditions of this Section 5.2. The District shall not proceed with the determination set forth in Section 5.3 until such contract is executed. In addition, and also prior to the District's determination set forth in Section 5.3, the applicant, at its sole cost and expense, shall obtain approval from the San Luis Obispo County Local Agency Formation Commission for the extension of service by the District to the applicant's premises.

5.3 Determination of Required Number of Retrofits for Approval of Application.

- (a) Based on the information set forth in the applicant's application, the District shall determine the number of buildings or other structures within the District that the applicant shall retrofit in order for the applicant's application for a water will serve commitment or water service, as applicable, to be approved. The District's determination shall be pursuant to Table A, below. The applicant shall be required to retrofit that number of buildings or other structures, which will conserve the amount of water equivalent to twice the number of water or sewer units of use, as applicable, proposed by the applicant for the premises identified in his or her application.
- (b) In the event an applicant applies for a water will serve commitment only or for water service only and such applicant retrofits buildings or other structures receiving District sewer service, any sewer units of use conserved by such retrofit work shall belong to the District, not the applicant, and shall be allocated by the District in whatever manner it determines to be in the public interest.
- (c) The District requires the applicant to retrofit that number of buildings or other structures which will conserve that amount of water equivalent to twice the number of water or sewer units of use, as applicable, proposed by the applicant for the premises identified in his application for, among other purposes, to make the District's water supply more reliable and to ensure that the amount of water that is actually conserved as a result of the applicant's retrofit efforts at least equals that number of water or sewer units of use, as applicable, that will be committed to the applicant pursuant to his application. If the District determines that the efforts of its retrofit applicants actually conserve more water than the applicable number of units of use committed to those applicants and such excess is not needed for the reliability of the District's water supply or to conserve its sewage treatment

capacity, then the District can allocate units of use in whatever manner it determines to be in the public interest.

**Table A**  
**Residential Retrofit Unit Required**

	<b>Average Usage</b>	<b>Retrofit Units Required*</b>
Single Family Residence Small (up to 10,000 square feet)	0.64 AFY/unit	12
Single Family residence Medium (10,000 to 22,000 square feet)	1.02 AFY/unit	20
Single Family Residence Large (22,000 square feet to 1 acre)	1.7 AFY/unit	32
Single Family residence (over 1 acre)	2.9 AFY/unit	54

\* Estimated retrofit units required are calculated by dividing the average usage by the anticipated retrofit savings from retrofitting one equivalent single-family dwelling, as illustrated below.

$$\begin{aligned}
 &1 \text{ new SFR up to 10,000 square feet} = 17,250 \\
 &\hspace{10em} (\text{gal/mo used})/2857 \text{ (gal/mo saved)} \\
 &\hspace{10em} = 6.04 \text{ units} \\
 &\hspace{10em} \times \underline{2 \text{ (offset factor)}} \\
 &\hspace{10em} = 12 \text{ units to retrofit}
 \end{aligned}$$

The number of retrofit units required for other examples is found by dividing projected usage by the estimated water savings per residential unit retrofitted (2857 gal/mo) and multiplying by the off-set factor (2).

An offset factor of 2 is used (amount of water initially saved versus water estimated to be consumed = 2:1) because the District needs to be assured that the water savings generated is a permanent savings.

Retrofit requirements for the other proposed uses, such as commercial uses, will be calculated by converting the anticipated water usage to equivalent single family residences using the flow requirements shown in Metcalf and Eddy, Second Edition, as currently required by the District ordinances, and then dividing the projected usage by the retrofit unit saving (2857 gal/mo) and multiplying by the offset factor of 2 to calculate the number of retrofit units required.

5.4 Retrofit Program Procedure.

The procedure for retrofitting buildings or other structures within the District shall be as follows:

- (a) Once the applicant has completed and submitted the requisite application form and paid any applicable application fees, the District shall make available to the applicant a list of District customers who have expressed an interest in participating in the water conservation retrofit program. Only District customers can qualify for such participation. The applicant shall complete a form for each District customer who has expressed a willingness to participate in the program and has agreed to have the applicant retrofit his premises. The District shall provide the applicant with the requisite form. A form shall be completed for each District customer whose premises will be retrofitted. The customer must sign the form.
- (b) Before the District will conduct a pre-inspection of any customer premises to be retrofitted, the applicant must submit to the District completed and signed forms from District customers, equivalent to the required number of retrofits specified by the District pursuant to Section 5.3. Upon submission of such forms, the District shall inspect each customer premises proposed to be retrofitted by the applicant. The District inspector shall determine which fixtures within each premises shall be retrofitted. When the pre-inspections have been completed, the District shall notify the applicant whether the requisite number of retrofits has been submitted. If the requisite number has not been submitted, then the applicant shall procure any additional District customer participation needed and submit completed and signed forms associated therewith. The District shall conduct further pre-inspections once such completed forms have been submitted. No retrofit work shall be performed by the applicant until the District determines that the required number of retrofits has been arranged by the applicant. The District shall provide the applicant with written notice of such determination. Upon providing such notice, the applicant shall be required to retrofit each of the premises approved by the District for retrofit, subject to the continued participation by the District customer. The customer at all times has the right to withdraw from participation in the water conservation retrofit program, unless the work has already commenced. If any customer withdraws, then the applicant shall obtain the additional customer participation needed consistent with the above procedures.
- (c) The applicant shall be fully responsible financially and otherwise for all work related to the retrofit of the premises of the District customer. The

District shall not be a party to any financial or liability agreements between the customer and the applicants.

- (d) Retrofits shall be conducted by licensed, bonded and insured contractors. The General Manager of the District may require that a contractor submit a bond or cash deposit to the District and attend the District sponsored orientation programs. On request, the contractor shall provide the District with a detailed invoice of all costs associated with any retrofit.
- (e) The retrofit shall be conducted so that the customer's premises shall meet the requirements of the definition of retrofit as provided herein this Section 5. The District shall maintain a list of approved replacement fixtures/reduction devices which meet the requirements of such definition. Other fixtures/devices may be approved by the District so long as they meet applicable State of California standards and the requirements set forth herein. The District customer shall have the right to choose any approved fixture or device and the color thereof of like type. If the customer wishes to upgrade, they may do so at their expense.
- (f) At the time of the retrofit, the plumbing system of the District customer's premises shall be inspected for leaks. If minor leaks (less than two gallons per hour) are found, they shall be repaired by the applicant, at his cost. In addition, a water pressure test shall be conducted. Water pressure regulators shall be adjusted or installed in order that the water pressure does not exceed 50 psi. The regulator shall be installed as close to the water meter as practical. This work shall be done by the applicant or his contractor at his cost. Major leaks (two gallons or more an hour) found in the plumbing system shall require repair by the District customer before a retrofit is approved.
- (g) The contractor shall be responsible for the disposal of old toilets and the replacement of the toilet seat if required by the District customer. Old toilets, all refuse and discarded materials generated by the retrofit shall be removed from the customer's premises on the same day that the work is performed. Failure to remove materials as required shall result in the assessment of a mandatory reinspection fee. All additional repairs needed to make the toilet fit the customer's bathroom, as well as repairs for damage, shall be at the applicant's expense.
- (h) When all of the retrofit work has been completed for a District customer, the applicant shall notify the District for the purpose of arranging a final inspection. The District's final inspection shall not occur until all of the retrofit work has been completed for that premises.

5.5 Approval of Water Service Applications or Issuance of Water Will Serve Commitment Upon Completion of the Retrofit Work.

- (a) Upon District determination that the applicant has completed all of the required retrofit work, the District shall provide the applicant with written notice thereof.
- (b) If the applicant's application is for a water will serve commitment, then upon such notice, the applicant shall be subject to the same terms and provisions of Section 2.2, applicable to an applicant who has received a notice of availability of facility capacity, and shall otherwise be subject to this Code, and District rules, regulations and ordinances governing will serve commitments.
- (c) If the applicant applied for water service, then within 60 days of such notice, the applicant shall pay all applicable charges, including the requisite water capacity fees in effect at the time of the notice. Once such fees have been paid and the applicant has otherwise complied with other District rules and regulations governing water service, then the applicant's application for water service shall be deemed complete. As of that date, the applicant shall be entitled to a water service permit for the subject premises, and such permit shall be subject to the terms and provisions of Section 2.3.

5.6 Retrofit Program Application Fees.

- (a) At the time of submittal of the application to participate in the water conservation retrofit program, the applicant shall submit an application fee to the District. The fee shall be \$400 for applications for water will serve commitments or water service involving three or less units of use and \$800 for applications for water will serve commitments or water service involving more than three units of use. Charges shall be subject to change pursuant to District Board Resolution.
- (b) The fee set forth in subdivision (a) shall cover the District's costs of administering the water conservation retrofit program, as well as pre-inspections and final inspections required in connection with the applicant's application.
- (c) Upon the District's determination that the applicant has completed all of the required retrofit work, any fees advanced by the applicant in excess of the District's actual costs shall be refunded to the applicant without interest. Conversely, any costs incurred by the District over and above the fees advanced by the applicant shall be paid by the applicant upon demand and

before the issuance of any water service permit or water will serve commitment, as applicable.

- (d) In the event that an applicant withdraws from participation in the program prior to completing the required retrofit work, the District shall refund without interest any fees deposited by the applicant that have not been used by the District prior to the date of withdrawal. Conversely, any costs incurred by the District in excess of the fees advanced by the applicant shall be paid by the applicant within 30 days of the date of a bill therefor.
- (e) Interest shall accrue on any late payment at the legal rate.

## SECTION 6: BACKFLOW CONNECTION CONTROL PROGRAM

### 6.1 Cross Connection Protection Requirements: General Provisions.

- (a) Unprotected cross-connections with the public water supply are prohibited.
- (b) Any and all water supply lines from the District's mains entering any premise, building, or structure shall be protected by an approved backflow prevention device wherever backflow protection has been found necessary on a water supply line entering that premises, such as where the premises, building or structure has any supplemental water supply. The type of device to be installed will be in accordance with the requirements of this Section 6.
- (c) Whenever backflow protection has been found necessary, the District will require the water user to install an approved backflow prevention device by and at his/her expense for continued services or before a new service will be granted.

#### 6.1.4 Backflow Device Charges.

Each water user with a backflow prevention device installed in compliance with this program or any law, or who is required to install a backflow prevention device pursuant to this program or any other law, must pay a monthly service charge of \$1 to the District. The monthly service fee offsets the costs to the District for the County of San Luis Obispo's administration of the backflow device monitoring program. Said charge will be included on the water user's regular monthly bill provided by the District. The charge shall be subject to change pursuant to District Board Resolution.

6.2 Where Cross Connection Protection Required.

- (a) Each service connection from the District water system for supplying water to premises having an auxiliary water supply shall be protected against backflow of water from the premises into the public water system unless the auxiliary water supply is accepted as an additional source by the District and is approved by the public health agency having jurisdiction.
- (b) Each service connection from the District water system for supplying water to any premises on which any substance is handled in such fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of industrial or process waters, waters originating from the District water system subjected to deterioration in sanitary quality, and where the customer is engaged in the handling of especially dangerous or corrosive liquids. In such situations, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection of the backflow prevention device.
- (c) Backflow prevention devices shall be installed on the service connection to any premises having (i) internal cross-connections that cannot be permanently corrected and controlled to the satisfaction of the state or local health department and the District, or (ii) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not cross-connections exist.

6.3 Type of Protection Required.

- (a) The type of protection that shall be provided to prevent backflow into the approved water supply shall be commensurate with the degree of hazard that exists on the consumer's premises. The type of protective device that may be required (listed in an increasing level of protection) includes: Double Check Valve Assembly (DC), Reduced Pressure Principle Backflow Prevention Device (RP), and an Air-gap Separation (AG). The water user may choose a higher level of protection than required by the District. The minimum types of backflow protection required to protect the approved water supply at the user's water connection to premises, with varying degrees of hazard, are given in Table B. Situations that are not covered in Table B shall be evaluated on a case-by-case basis, and the appropriate backflow protection shall be determined by the District or health agency.



Table B

TYPE OF BACKFLOW PROTECTION REQUIRED

	<u>Degree of Hazard</u>	<u>Minimum Type of Backflow Prevention</u>
a)	Sewage and Hazardous Substances:	
	(1) Premises where there are wastewater pumping and/or treatment plants and there is no interconnection with the potable water system. This does not include a single-family residence that has a sewage lift pump. An RP may be provided in lieu of an AG if approved by the health agency and the District.	AG
	(2) Premises where recycled water is used and there is no interconnection with the potable water system. An RP may be provided in lieu of an AG if approved by the health agency and the District.	AG
	(3) Premises where hazardous substances are handled in any manner in which the substances may enter a potable water system. This does not include a single-family residence that has a sewage lift pump. A RP may be provided in lieu of an AG if approved by the health agency and the District.	AG
	(4) Premises where there are irrigation systems into which fertilizers, herbicides, or pesticides are, or can be, injected.	RP
b)	Auxiliary Water Supplies:	
	(1) Premises where there is an unapproved auxiliary water supply that is interconnected with the public water system. A RP or DC may be provided in lieu of an AG if approved by the health agency and the District.	AG
	(2) Premises where there is an unapproved auxiliary water supply and there are no interconnections with the public water system. A DC may be provided in lieu of an RP if approved by the health agency and the District.	RP
c)	Recycled Water:	

	(1) Premises where the public water system is used to supplement the recycled water supply.	AG
	(2) Premises where recycled water is used, other than as allowed in paragraph (3), and there is no interconnection with the potable water system.	RP
	(3) Residences using recycled water for landscape irrigation as part of an approved dual plumbed use area unless the District and local health agency approves an alternative backflow protection plan that includes an annual inspection and annual shutdown test of the recycled water and potable water systems.	DC
d)	Fire Protection Systems:	
	(1) Premises where the fire system is directly supplied from the public water system and there is an unapproved auxiliary water supply on or to the premises (not interconnected).	DC
	(2) Premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply. A RP may be provided in lieu of an AG if approved by the health agency and the District.	AG
	(3) Premises where the fire system is supplied from the public water system and where either elevated storage tanks or fire pumps which take suction from the private reservoirs or tanks are used.	DC
	(4) Buildings where the fire system is supplied from the public water system and where recycled water is used in a separate piping system within the same building.	DC
e)	Premises where entry is restricted so that inspections for cross connections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist.	RP
f)	Premises where there is a repeated history of cross-connections being established or re-established.	RP

Two or more services supplying water from different street mains to the same building, structure, or premises through which an inter-street main flow may occur, shall have at least a standard check valve on each water service to be located adjacent to and on the property side of the respective meters. The check valve is inadequate if backflow protection is deemed necessary to protect the District's mains from pollution or contamination; in such cases, the installation of approved backflow devices at such service connections shall be required.

6.4 Backflow Protection Devices.

- (a) Only backflow prevention devices that the District approves and that meet the requirements of sections 7601 and 7602 of Title 17 of the California Code of Regulations shall be acceptable for installation by a water user connected to the District's potable water system.
- (b) The District will provide, upon request, to any affected customer a list of approved backflow prevention devices.

6.5 Backflow Protection Device Installation.

- (a) General Provision. Backflow prevention devices shall be installed in a manner prescribed in Section 7603, Title 17 of the California Code of Regulations. Location of the devices should be as close as practical to the user's connection. The District shall have the final authority in determining the required location of a backflow prevention device.
- (b) Air-gap Separation (AG) - The air-gap separation shall be located on the user's side of the service connection and shall be located as close to the service connection as is practical. All piping from the service connection to the receiving tank shall be above grade and be entirely visible. No water use shall be provided from any point between the service connection and the air-gap separation. The water inlet piping shall terminate a distance of at least two (2) pipe diameters of the supply inlet, but in no case less than one (1) inch above the overflow rim of the receiving tank.
- (c) Reduced Pressure Principle Backflow Prevention Device (RP) - The approved reduced pressure principle backflow prevention device shall be installed on the user's side of the service connection and located as close to the service connection as is practical. The device shall be installed a minimum of twelve inches (12") above grade and not more than thirty-six inches (36") above grade measured from the bottom of the device and with a minimum of twelve inches (12") side clearance. The device shall be installed so that it is readily accessible for maintenance and testing. Water supplied from any point between the service connection and the RP device shall be protected in a manner approved by the District.
- (d) Double Check Valve Assembly (DC) - The approved double check valve assembly shall be located as close as practical to the user's connection and it shall be installed above grade, if possible, and in a manner where it is readily accessible for testing and maintenance. If a double check valve assembly is put below grade, it must be installed in a vault such that there is

a minimum of six inches (6") between the bottom of the vault and the bottom of the device, so that the top of the device is no more than a maximum of eight inches (8") below grade, so there is a minimum of six inches (6") of clearance between the side of the device with the test cocks and the side of the vault, and so there is a minimum of three inches (3") clearance between the other side of the device and the side of the vault. Special consideration must be given to double check valve assemblies of the "Y" type. These devices must be installed on their "side" with the test cocks in a vertical position so that either check valve may be removed for service without removing the device. Vaults that do not have an integrated bottom must be placed on a three-inch (3") layer of gravel.

#### 6.6 Backflow Prevention Device Testing and Maintenance.

- (a) The owners of any premises on which, or on account of which, backflow prevention devices are installed, shall have the devices tested by a person who has demonstrated to the District his competency in testing of these devices. Backflow prevention devices must be tested by a certified backflow prevention device tester on an annual basis, or more often if so required by the District, and immediately after installation, relocation, or repair. The District may require a more frequent testing schedule if it is determined to be necessary. No device shall be placed back in service unless it is functioning as required. A report in a form acceptable to the District shall be filed with the District each time a device is tested, relocated, or repaired. These devices shall be serviced, overhauled, or replaced whenever they are found to be defective, and all costs of testing, repair, and maintenance shall be borne by the water user.
- (b) The District will supply affected water users with a list of certified backflow prevention device testers who may test backflow prevention devices. The District will notify affected customers by mail when the testing of a device will occur. The District will also supply users with the necessary forms that require completion each time a device is tested or repaired.
- (c) The District will maintain reports of testing and maintenance of backflow prevention devices for a minimum of three years.

#### 6.7 Backflow Prevention Device Removal.

- (a) Approval must be obtained from the District before a backflow prevention device is removed, relocated, or replaced.

- (b) Removal: The use of a device may be discontinued, and the device removed from service upon presentation of sufficient evidence to the District to verify that a hazard no longer exists and is not likely to be created in the future;
- (c) Relocation: A device may be relocated following confirmation by the District that the relocation will continue to provide the required protection and satisfy installation requirements set forth in this Section 6 and by law. A retest will be required following the relocation of the device;
- (d) Repair: A device may be removed for repair, provided the water use is either, (1) discontinued until repair is completed and the device is returned to service, or (2) the service connection is equipped with other backflow protection approved by the District after the District is notified about the removal of the device. A retest will be required following the repair of the device; and
- (e) Replacement: A device may be removed and replaced provided the water use is discontinued until the replacement device is installed. All replacement devices must be approved by the District prior to removal of the existing device and must be commensurate with the degree of hazard involved. A retest will be required following the replacement of the device

#### 6.8 User Supervisor.

At each premises where the District has determined that it is necessary, a user supervisor shall be designated by and be at the expense of the water user. This user supervisor shall be responsible for the monitoring of the backflow prevention devices and for avoidance of cross connections. In the event of contamination or pollution of the drinking water system due to a cross-connection on the premises, the user supervisor shall promptly notify the District so that appropriate measures may be taken to overcome the contamination. The water user shall annually inform the District of the identity of the user supervisor, and whenever a change occurs.

#### 6.9 Administrative Procedures, Water System Survey.

- (a) The District shall review all requests for new services to determine if backflow protection is needed. As a condition of service for new service connections, plans and specifications must be submitted to the District, if requested, for review of possible cross-connection hazards. If it is determined that a backflow prevention device is necessary to protect the public water system, the required device must be installed before service will be granted.

- (b) The District may require an on-premise inspection to evaluate cross connection hazards. The District will transmit a written notice requesting an inspection appointment to each affected water user. Any customer who cannot or will not allow an on-premise inspection of his or her piping system shall be required to install the backflow prevention device considered necessary by the District.
- (c) At its discretion, the District may require a reinspection for cross connection hazards of any premise to which it serves water. The District will transmit a written notice requesting an inspection appointment to each affected water user. Any customer who cannot or will not allow an on-premise inspection of his or her piping system shall be required to install the backflow prevention device considered necessary by the District.

6.10 Administrative Procedures, Customer Notification – Device Installation.

- (a) The District will notify the water user of the survey findings, and it will list required corrective actions. All corrective action required, including installation of backflow prevention devices, must be completed within 60 days of the date of the notice.
- (b) The District will provide a second notice to each water user who does not take the required corrective action prescribed in the first notice within the allowed 60-day period. The second notice will give the water user one month to take the required corrective action. If no action is taken within the one-month period, then the District may terminate water service to the affected water user until the required corrective actions have been completed.

6.11 Administrative Procedures, Customer Notification – Testing and Maintenance.

- (a) The District will notify each affected water user that the backflow prevention device installed on his or her service connection must be tested. This written notice shall give the water user 30 days to test the device and provide to the District the necessary form that must be completed.
- (b) A second notice shall be sent to each water user who does not have his/her backflow prevention device tested as prescribed in the first notice within the 30-day period allowed. The second notice will give the water user a two-week period to have his or her backflow prevention device tested. If within the two-week period the device is not tested, and the necessary form is not completed and provided to the District, the District may terminate water service to the affected water user until the subject device is tested and the necessary form is completed and provided to the District.

- (c) If the water user fails to have a backflow prevention device tested which serves a fire sprinkler system, fire hydrant system, multifamily building or other essential service, as determined by the District, in which termination of service to that system would adversely affect the public or multiple tenants, then the District, at its sole discretion may have the backflow device tested and charge to the water users account one hundred and twenty dollars (\$120.00) or the actual cost to perform the testing. Whichever is more to the water users water service account. The retest fee is subject to change by Board resolution.

#### 6.12 Water Service Termination.

- (a) When the District encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the District shall institute the procedure for discontinuing the District water service. Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following items:
- (i) Refusal to install a required backflow prevention device;
  - (ii) Refusal to test a backflow prevention device;
  - (iii) Refusal to repair a faulty backflow prevention device;
  - (iv) Refusal to replace a faulty backflow prevention device;
  - (v) Direct or indirect connection between the public water system and a sewer line;
  - (vi) Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants;
  - (vii) Unprotected direct or indirect connection between the public water system and an auxiliary water system; and
  - (viii) A situation that presents an immediate or imminent health hazard to the public water system.
- (b) For conditions (i), (ii), (iii), or (iv) set forth in subdivision (a), the District will terminate service to a customer's premise after two written notices have been sent specifying the corrective action needed and the time period in which it must be done. Water service may be terminated if no action is taken within the allowed time period.

(c) For conditions (v), (vi), (vii), or (viii) set forth in subdivision (a), the District will take the following steps:

- (i) Make a reasonable effort to advise water user of the District's intent to terminate water service; and
- (ii) Terminate the water user's water supply and lock the water user's service valve. The water service will remain inactive until the District has approved the correction of the violations that caused the basis for water service termination.

6.13 Requirements for Certification as a Backflow Prevention Device.

Competency in all phases of backflow prevention device testing and repair must be demonstrated by means of education and/or experience in order to obtain certification. Such proof of competency shall be submitted in writing to the District prior to certification.

The following are the minimum requirements that must be furnished to the District before an applicant can be certified by the District as a backflow prevention device tester:

- (a) Approval by County of San Luis Obispo as a backflow tester may serve as certification to the District.
- (b) Evidence that demonstrates at least two (2) years' experience in plumbing or pipe fitting or equivalent qualifications;
- (c) A valid and current certificate from the American Water Works Association (AWWA) California-Nevada Section, from a County certification program, or equivalent training in the opinion of the District and the Health Agency; and
- (d) Evidence that demonstrates that the applicant has available the necessary tools and equipment to properly test such devices. The applicant shall be responsible for the competency and accuracy of all tests and reports he or she prepares. The certificate issued to any backflow prevention device tester is valid for a period of one year and may be revoked, suspended, or not renewed by the District for improper testing, repairs, and/or reporting.

SECTION 7: FEES AND CHARGES.



## 7.1 Water Connection and Capacity Fees.

Each connector may be required to pay, at a rate established by District ordinance, fees for the following:

- (a) Connection fees for each connection.
- (b) Fees for the inspection of the connection of the water line from the District's water line to the building.
- (c) Backflow protective service inspection fee providing a backflow protective device required to be installed in accordance with Section 6.

## 7.2 Application Fees.

When a person applies for a District water service permit, the applicant may be required to pay, at a rate established by District ordinance, fees for the following:

- (a) Application fee for the administrative costs involved in processing each application.
- (b) Inspection fees to cover the cost of field and structure inspection of the proposed construction.
- (c) Plan checking fees to cover the cost of reviewing all plans for compliance with District Standards and Specifications.
- (d) Any other necessary administrative, engineering and legal fees incurred by the District for work performed.

Any person who pays these fees and whose application expires or is canceled, withdrawn, voided, terminated or abandoned, whether voluntarily or involuntarily, shall not be entitled to a refund or credit of these fees.

## 7.3 Water User Rates.

### 7.3.1 Rates.

The monthly water user rates have been adopted by the District in Resolution 2018-19. District rates may be amended from time to time by Ordinance or Resolution of the Board.

### 7.3.2 Time Charges Become Due.

All accounts are due upon receipt and payable at the District office. Bills are sent as a courtesy and failure to receive a bill does not relieve owner of responsibility to pay, or of penalties levied for non-payment.

### 7.4 Returned Check Charge.

For any check which has been received by the District for payment of rates, charges, fees or other costs of the District as set forth in District ordinances, regulations and this Code, which check has been deposited twice and returned to the District unpaid by the bank upon which it is drawn, a charge of \$30.00 for the returned check shall be imposed upon the account to which the payment was originally applied. The amount of the returned check charge is subject to change pursuant to District Board Resolution.

### 7.5 Administrative and Inspection Fees.

#### 7.5.1 Plan Checking and Inspection for New Subdivision.

A fee of \$1000 will be charged for plan review, and inspection of water improvements for all new subdivisions of over 15 parcels and a fee of \$500 for new subdivisions with 15 or less parcels. Projects with both water and sewer improvements will also be required to pay the plan review and inspection fees for sewer.

Subdivisions with active will serves at the time of the adoption of this code will not be subject to the new subdivision fee.

#### 7.5.3 Copying fees.

A copy fee of 10 cents per letter size page will be charged. The copy fee is subject to change pursuant to District Board Resolution.

#### 7.5.4 Notification to Disconnect Fee.

There shall be a fee, as established by Resolution of the District Board, for each notification to disconnect service notice that the District places at the customer's premises.

## SECTION 8: ENFORCEMENT OF WATER FEES & DISCONTINUATION OF WATER SERVICE.

8.1 Collection and Enforcement of Water User Rates and Charges.

The provisions in this Section 8 shall apply to the collection and enforcement of District water user charges and rates.

8.2 Established as a Means of Enforcement.

The District hereby declares that the procedures set forth herein are established as a means of enforcement of the terms and conditions of its Code, ordinances, rules and regulations, and not as a penalty.

8.3 Property Owner Responsibility and Basis of Billing.

Whether or not the customer, the owner of property that is furnished water service shall be responsible for all rates, charges or fees, including penalties and interest thereon, respecting such furnished services. Water and sewer service, and drainage facilities maintenance service shall be billed together on a monthly basis. The billing statement will be for service rendered during the preceding month. A statement shall become delinquent on the 10<sup>th</sup> day of the month following the month in which service is rendered.

8.4 Penalties.

A one-time basic penalty of ten percent (10%) of the charge, rate or fee (hereinafter in this Section 8, charge, rate and fee shall be collectively referred to as "charge," unless otherwise specifically noted) for a month shall be added to each delinquent charge for the first month that the charge is delinquent. Thereafter, an additional penalty of one percent (1%) per month shall be added to all delinquent charges and basic penalties until such time as the delinquent charges and penalties have been paid. Monies paid when any portion of an account is delinquent shall first be credited to the delinquent portion and then to the current billing. Upon request, a customer shall be entitled once in any twelve-month period as set by the District to a waiver of one basic penalty.

8.5 Judicial Relief and Attorney's Fees.

- (a) In the event that any customer fails to timely pay a billing statement, the customer shall be deemed to be in default and in such case, the District may declare the balance or remaining balance due and payable.
- (b) The General Manager is authorized and directed to file any and all necessary legal actions in the appropriate court within the County of San Luis Obispo and to appear in Court thereon on behalf of District to collect all unpaid water bills and basic penalties and other penalties thereon that may be due.

- (c) In the event that the District is required to bring an action to collect any sum in default, the customer shall pay any attorneys' fees, court costs or other costs incurred by the District to bring such action.

#### 8.6 Lien.

- (a) In case any charge becomes delinquent, the amount of the delinquency may in the discretion of the District be secured by filing for record in the office of any county recorder, a certificate specifying the amount of such charge and the name and address of the person liable therefor. The District may from time to time compile lists of such delinquent charges and record them with the county recorder as liens.
- (b) The District shall include a statement on its bill to each customer or property owner or shall provide such statement to each property owner by any other means, that any charge remaining delinquent for a period of sixty (60) days shall constitute a lien against the lot or parcel of land against which the charge was imposed.

#### 8.7 Discontinuance of Service.

- (a) Generally, in the event of a violation of any ordinance of the District or of its rules and regulations, or of a failure to timely pay applicable charges, rates or fees, the District shall notify the person or persons causing, allowing or committing such violation, in writing, specifying the violation and that upon the failure of such person or persons to cease or prevent further violation within the time specified in the notice, the District will disconnect service to the property in question.
- (b) Residential customers who are 65 years of age or older, or who are dependent adults as defined in section 15610.23 of the Welfare and Institutions Code, shall be notified that they may request that the District notify a designated third person when the customer's account is past due and subject to termination.

##### 8.7.1 Discontinuance of Residential Service.

Water service may be discontinued for any of the following reasons:

- (a) Delinquency in the payment of any water service rate or charge, except that residential service shall not be discontinued for nonpayment in any of the following situations:

- (i) During the pendency of any investigation by the District of a customer dispute or complaint;
  - (ii) When a customer has been granted an extension of the period for payment of a bill respecting water service.
  - (iii) On the certification of a licensed physician and surgeon that to do so will be life threatening to the customer and the customer is financially unable to pay for service within the normal payment period and is willing to enter into a amortization agreement with the District and requests permission to amortize, over a period not to exceed twelve (12) months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal payment period.
- (b) The unauthorized taking of water or the taking of water in excess of the amount paid for.
  - (c) Failure of the customer to maintain his facilities in a suitable condition to prevent waste of water.
  - (d) The existence of any unprotected cross connections on the customer's premises or the lack of adequate backflow protection at the service connection.
  - (e) Any violation by the customer of any rules and regulations of the District governing water service.

#### 8.7.1.1 Discontinuance of Residential Service for Nonpayment.

- (a) At least fifteen (15) days before any proposed discontinuance of residential water service for nonpayment of a delinquent account respecting such service, the District shall mail a notice, postage pre-paid, to the customer to whom the service is billed of the proposed-discontinuance. Such notice shall be given not earlier than five (5) days from the date of mailing the District's bill for such service and the fifteen (15) day period shall not commence until five (5) days after the mailing of the notice. In addition to the fifteen (15) day notice provided for in the preceding sentence, the District shall make a reasonable attempt to contact an adult person residing at the premises of the customer by telephone or personal contact at least forty-eight (48) hours prior to any discontinuance of service, except that, whenever telephone or personal contact cannot be accomplished, the District shall give, by mail, in person, or by posting in a conspicuous location at the premises, a notice of

discontinuation of service, at least forty-eight (48) hours prior to disconnection.

- (b) The notice described in subdivision (a) shall include the following information:
- (i) The name and address of the customer whose account is delinquent;
  - (ii) The amount of the delinquency;
  - (iii) The date by which payment or arrangements for payment is required in order to avoid discontinuance;
  - (iv) The procedure by which the customer may initiate a complaint or request an investigation concerning service or charges, unless the District's bill for service contains a description of that procedure;
  - (v) The procedure by which the customer may request amortization of the unpaid charges;
  - (vi) The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state or federal sources, if applicable; and
  - (vii) The telephone number and name of a representative of the District who can provide additional information or institute arrangements for payment.

#### 8.7.1.2 Discontinuance of Residential Service to Customers on Master Meters.

Whenever the District furnishes residential service to a master meter or furnishes individually metered service to a multi-unit residential structure, where the owner or manager is listed by the District as the customer of record, the District shall make a good faith effort to inform the actual users of the service, by means of a notice, when the account is in arrears, that service will be discontinued within 10 days. Such notice shall also inform the actual users that they have the right to become District customers without being required to pay the amount due under the delinquent account. Nothing in this Section 8.7.1.2 shall require the District to make service available to actual users unless each actual user agrees to the District's terms and conditions of service and meets the requirements of the District related to water service. If one or more actual users are willing and able to assume responsibility for the entire account to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those actual users who have not met the requirement of the District's rules and

regulations, the District shall make service available to the actual users who have met those requirements.

8.7.2 Discontinuance of Service Other than a Discontinuance of Residential Service for Nonpayment.

At least ten (10) days before discontinuing water service, other than the discontinuance of residential service for nonpayment of a delinquent account, the District shall provide a written notice which shall specify the reason for the proposed discontinuance and inform the customer of the procedure for and the availability of the opportunity to discuss the reason for the proposed discontinuance with the District General Manager, or his or her designee, who is empowered to review disputes and rectify errors and settle controversies pertaining to such proposed discontinuance of service. The name and phone number of the District General Manager, or his or her designee, shall be included in any such notice of proposed discontinuance given to a customer.

8.7.3 No Discontinuance of Service on Weekends, Holidays or After Hours.

No service shall be discontinued to any customer or user because of any delinquency in payment on any Saturday, Sunday, legal holiday or at any time during which the business offices of the District are not open to the public.

8.8 Amortization of Delinquent Bill for Residential Service.

Every complaint or request for investigation by a residential customer that is made within five (5) days after receiving the disputed bill for water service, and every request by a residential customer that is made within thirteen (13) days after the mailing of the notice required for an extension of the payment period of such a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment shall be reviewed by the District General Manager, or his or her designee. The review shall include consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time, not to exceed twelve (12) months. Any customer whose complaint or request for an investigation has resulted in an adverse determination by the District General Manager, or his or her designee, may appeal the determination to the Board of Directors.

8.8.1 Discontinuance of Service for Failure to Comply with Amortization Agreement.

If an amortization agreement is authorized, no discontinuance of service shall be affected for any residential customer complying with such agreement, if the customer also keeps the account current as charges accrue in each subsequent billing period. If a residential customer fails to comply with an amortization

agreement, the District shall not discontinue service without giving notice to the customer at least 48 hours prior to discontinuance of the conditions the customer is required to meet to avoid discontinuance, but the notice does not entitle the customer to further investigation by the District.

#### 8.9 Authority to Settle Controversies Relating to Discontinuance of Service.

The District General Manager, or his or her designee, is hereby authorized to investigate complaints and review disputes pertaining to any matters for which water service may be discontinued and to rectify errors and settle controversies pertaining to such matters and disputes concerning payment of water, sewer and drainage facilities maintenance fees. The District General Manager, or his or her designee, is also authorized upon a proper showing by a residential customer, to grant permission to amortize the unpaid balance of a bill over a reasonable period of time, not to exceed twelve (12) months. At his or her discretion, the District General Manager may bring any such controversies and disputes to the Board of Directors for settlement by the Board.

#### 8.10 Procedure on Appeal to Board.

- (a) If a customer timely files an appeal of a decision of the General Manager on discontinuance of service, the Board shall set a hearing not sooner than 10 nor more than 40 days after receipt of such appeal. Upon setting of such hearing, the District shall forthwith give written notice of the time and place thereof to the customer by either first-class mail or personal delivery.
- (b) The appeal hearing shall be held before the Board. The customer or his representative shall be permitted to present witnesses, documents or other evidence to show good cause why service should not be discontinued. The Board also may examine District records, documents, witnesses or other evidence tending to show that service should be discontinued for one or more of the grounds stated in the notice of disconnection.

#### 8.11 Reconnection.

When water service has been disconnected as provided in this Code, the customer shall pay the unpaid account balance in full, plus a reconnect charge of seventy-five dollars (\$75.00), before any disconnected service will be reconnected.

#### 8.12 Unsafe Apparatus.



District services may be refused or discontinued to any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.

8.13 Fraud or Abuse.

Service may be discontinued if necessary to protect the District against fraud or abuse.

8.14 Collection of Delinquent Charges with Taxes

(a) Pursuant to Government Code Section 61115, subdivision (b), all delinquent charges, penalties and interest may be collected in the same manner as the general taxes for the District for the forthcoming fiscal year, as follows:

- (i) The District shall prepare a written report, which shall be filed with the District Secretary. The report shall describe each parcel of real property and the amount of the delinquent charges, penalties and interest associated with each such parcel;
- (ii) The District Secretary shall publish notice of the report's filing and of the time and place of hearing on the report, prior to the date set for the hearing. The notice shall be published at least once a week for two weeks. The District Secretary also shall mail written notice of the report's filing to each affected property owner. The notice shall state that the delinquencies, penalties and interest will be collected on the County tax roll rather than through billing procedures;
- (iii) At the time stated in the notice, the Board of Directors shall hear and consider all objections or protests, if any, to the report. Thereafter, the Board may adopt, revise, change, or modify the report and overrule any or all objections thereto. The Board's determination on each delinquency identified in the report shall be final; and
- (iv) Following the Board's hearing, on or before August 10 of each year, the District Secretary shall file with the County Auditor a copy of the report, signed by the Secretary, stating the Board has adopted the report. The Secretary shall request the County Auditor to include the amount of delinquencies, penalties and interest on the bills for taxes levied against the properties identified in the report. Once the transfer of delinquent amounts has been made to the County Auditor's office for collection, no payment shall be accepted by the

District on said delinquent amounts except as collected by the County Auditor's office.

- (b) A fee of \$50.00 for each assessment, charge or penalty that is referred for collection to the County Auditor which is revised or removed from such tax roll after submitted by the District shall be imposed on the owner of the property to which such revised or removed item relates. The fee shall be subject to change pursuant to District Board Resolution.

8.15 Public Nuisance.

During any period of disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the District may cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District reasonable attorney's fees and costs of suit arising in said action.

8.16 Enforcement Remedies Cumulative.

Each of the enforcement remedies available to the District as specified in this Code shall be non-exclusive and may be asserted cumulatively and in addition to, or in lieu of, any other remedy available to the District under law.

8.17 Liability.

The District and its directors, officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any applicant under District ordinances or resolutions. The applicant shall be answerable for, and shall protect, defend, indemnify and save the District and its directors, officers, agents and employees harmless from any and all liability, costs, expenses, damages, claims, demands, causes of action, judgments and attorney's fees, arising out of or in any way connected with the applicant's work, except for the sole or active negligence or willful misconduct of the District. Applicant shall be solely liable for any defects in the performance of his work or any failure that may develop therein.



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

March 28, 2019

**AGENDA ITEM: XI-9**

**SUBJECT: Approve An Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2019 Edition of the California Fire Code Including Articles, Appendices, Amendments, Errata Appendix's A-N and Local Ordinance 002 of the California Building Code Section 7A and Local Ordinances.**

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**RECOMMENDATION:**

Approve An Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2019 Edition of the California Fire Code Including Articles, Appendices, Errata of the California Building Code Section 7A and Local Ordinances Approve the 2019 California Fire Code including Amendments, Errata, Appendix's A-N and Local Ordinance 01-2019.

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The purpose of this ordinance is to formally adopt the 2019 California Fire Code including Amendments, Errata, Appendix's A-N and Local Ordinance 02-2019 as the bases for all Fire, Life & Safety items.

The District has been operating on the 2013 California Fire Code including Local Ordinance 02-2013. It is the District's responsibility to adopt use of the California Fire Code every three (3) years, as this is the major update cycle for all Fire and Building Codes in California. In addition, the Authority Having Jurisdiction ("AHJ"), which is the San Miguel Community Services District, must include any Local Ordinances at the time of current Code adoption. The purpose of adopting Local Ordinances is to assure that the Fire, Life & Safety issues directly related to the AHJ are properly mitigated to the best of the AHJ's ability.

The last California Fire Code adoption was approved in November 21, 2013. Since then, an amended Fire Code was brought to the Board in 2016 for adoption, however no action was taken.

In order to remain in compliance with current County and State Regulations it is necessary to adopt the current California Fire Code in its entirety including all Amendments, Errata, Appendix's A-N and Local Ordinance 10-19

**Fiscal Impact:**

There is no negative fiscal impact.

**PREPARED BY:**

**Scott Young**

**APPROVED BY:**

**Rob Roberson**

**ORDINANCE NO. 02-2019**  
**AN ORDINANCE OF THE BOARD OF DIRECTORS OF**  
**THE SAN MIGUEL COMMUNITY SERVICES DISTRICT**  
**ADOPTING AND AMENDING THE 2019 EDITION OF**  
**THE CALIFORNIA FIRE CODE INCLUDING ARTICALS, APPENDICES, ERRATA**  
**CALIFORNIA BUILDING CODE SECTION 7A AND LOCAL ORDINANCES.**

**WHEREAS**, the San Miguel Community Services District (“District”) Board of Directors (“Board”) finds that modifications need to be made to the District’s current Fire Code; and

**WHEREAS**, the District’s Fire Code has not been updated since 2013, and requires revisions as the law has changed over time; and

**BE IT ORDAINED** by the Board of Directors of the San Miguel Community Services District as follows:

**Section 1. Purposes and Authority.**

The Board of Directors of the San Miguel Community Services District (“District”) hereby adopts the 2019 Edition of the California Fire Code (“CFC”), which includes Articles, Appendices and Errata, with certain amendments and exceptions. The amendments and exceptions as outlined in Section 5 of this Code, are for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Each and all of the regulations, provisions, conditions, and terms of the “California Fire Code”, 2019 Edition, on file in the District Office, are hereby referred to and made a part hereof as if fully set out in this Ordinance, except as otherwise provided in this Ordinance.

**Section 2. Repeal of Any Previously Adopted Ordinance**

Ordinance No. 01-2013, and or any previously adopted Ordinance adopted by the Board of Directors of the San Miguel Community Services District is hereby repealed in their entirety.

**Section 3. Establishment and Duties of Bureau of Fire Prevention.**

The California Fire Code shall be enforced by the San Miguel Community Services District’s Fire Department (“Fire Department”). The Bureau of Fire Prevention is hereby established and shall operate under the supervision of the District’s Fire Chief. The Fire Chief may assign such members of the Department as inspectors as necessary.

**Section 4. Amendments and Exceptions to the 2019 Edition of the California Fire Code.**

Pursuant to Ordinance No.02-2019, the Board found that because of certain local climatic, geological and topographical conditions existing within the District, more stringent building standards relating to Fire, Life and Safety than those standards adopted by the State of California Fire Marshal and contained in the California Building Standards Code are necessary for fire

protection within the District. Ordinance 02-2019, and the findings contained therein, are hereby incorporated by reference. The following amendments and exceptions to the 2019 California Fire Code, are therefore hereby made:

1) ESTABLISHMENTS OF LIMITS IN WHICH STORAGE OF EXPLOSIVES AND BLASTING AGENTS IS TO BE PROHIBITED.

Storage of explosives and blasting agents are prohibited in the District boundaries. Chapter 56 of the 2019 California Fire Code provides the specific limitations.

2) ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUIFIED PETROLEUM GASES IS PROHIBITED.

The installation of any liquid petroleum gas tank over five hundred (500) gallons (1893 liters) water capacity is prohibited within the District boundaries.

3) LOCATION WHERE ABOVEGROUND TANKS ARE PROHIBITED

Storage of Class I and Class II liquids in aboveground tanks outside and/or inside of buildings are prohibited within the District boundaries.

a) Exception: Tanks for emergency power generators, which are integrated into the generator assembly, may be above ground. These installations must be reviewed and approved by Fire Chief prior to installation.

4) FIRE PROTECTION SYSTEM AND EQUIPMENT

The District Fire Chief or designee shall designate the type and number of fire appliances to be installed and maintained in and upon all buildings and premises within the District's jurisdiction other than in private dwellings. This shall be done according to the relative severity of probable fire, including the rapidity with which it may spread. All determinations shall be made based on the California Fire Code Section 9; however, the Fire Chief or his or her designee may determine that additional devices may be deemed necessary due to a specific condition on the property such as access issues or a specific hazard. Such appliances shall be of a type suitable for the probable class of fire associated with such building or premises and shall have approval of the District Fire Chief. Portable fire extinguishers shall be in accordance with 2019 California Fire Code Chapter 9. The minimum fire extinguisher requirement shall be one (1) 2A10BC fire extinguisher for every seventy-five feet (75') of floor travel. Location of the fire extinguisher is to be determined by the Fire Chief.

5) AUTOMATIC FIRE EXTINGUISHING SYSTEMS.

In addition to the requirements of 2019 California Fire Code, Chapter 9 an automatic fire extinguishing system shall be installed in the occupancies and locations as set forth below:

a) New Construction. An automatic fire extinguishing system shall be installed and

maintained in all new buildings in “A,” “B,” “C,” “E,” “F,” “H,” “I,” “M,” “R,” “S” and “U” (when “U” structure is attached to an “R”) occupancies as defined by the California Uniform Building Code, regardless of type of construction or floor area, for which any Building Permit is issued after the effective date of this Ordinance.

Exception:

Detached Group B, C, M occupancies not exceeding five hundred (500) square feet and located at least ten (10) feet from adjacent buildings and five (5) feet from adjacent property lines;

Note: “U” occupancies converted to conditioned habitable space will be required to install an automatic fire extinguishing system.

- b) Existing Construction. Unless the 2019 California Fire Code is more restrictive, an automatic fire extinguishing system shall be installed in all existing buildings or structures where proposed or ongoing additions, seismic retrofit, alterations or repairs are commenced over a three-year period, which meet one or more of the following:
- i) Increases total floor area of structure by more than 25%,
  - ii) Have a total floor area exceeding two thousand five hundred (2,500) square feet,
  - iii) When a second story or higher is added,
  - iv) When occupancy change increases fire risk or hazard

**EXCEPTIONS**

- i) When a proposed addition is less than 25% of current total floor area of existing building in all occupancies
  - ii) In single family residences of less than 2,500 square feet the proposed addition can be 25% of current floor area.
- c) Regardless of additions, alterations or repairs in existing sprinklered buildings, sprinkler coverages shall remain as per the 2019 California Fire Code and the National Fire Protection Association 13, 13R, or 13D standards, which ever are applied by the Fire Chief.
- d) Plans for Automatic Fire Extinguishing Systems. Plans for all automatic fire extinguishing systems shall be required to be reviewed and certified by a third-party Fire Protection Engineer (at the individual’s cost) and submitted for approval by the District Fire Department prior to installation. Plans are subject to all plan check and inspection fees as per the current fee schedule. The automatic fire extinguishing system shall conform to the most current requirements of the California Fire Code, State Fire Marshal regulations and requirements of the National Fire Protection Association Codes and Standards (NFPA 13, 13R or 13D).
- e) All automatic fire extinguishing systems shall be supervised by a U.L. approved central, proprietary or remote station service or a local alarm that provides an audible signal at a constantly attended location.

Exceptions:

- i) Isolated specialty systems such as a paint spray booth or other small systems as

- approved by the Fire Chief, unless the entire occupancy is equipped with an automatic fire extinguishing system;
- ii) R-3 occupancies with less than fifty (50) heads

## 6) VENTILATING HOOD AND DUCT SYSTEMS

A type 1 ventilating hood and duct system shall be installed and maintained, in accordance with the California Fire Code Chapter 6, California Mechanical Code and National Fire Protection Association 96 for commercial-type food heating processing equipment that produces grease-laden vapors. Cooking facilities in existing occupancies shall be required to be in compliance of this section when building alterations, which require a building permit, occur.

### a) PROTECTION OF EXISTING NON-U.L. 300 LISTED FIRE PROTECTION SYSTEMS.

A fire extinguisher listed and labeled for Class K fires shall be installed within thirty (30) feet of existing commercial deep fat frying equipment. An approved U.L. three hundred (300) listed fire-protection system shall be installed in an existing facility when one or more of the following is met:

- i) Change in cooking medium,
- ii) Change of ownership,
- iii) Any modification to system,
- iv) Any system that cannot be serviced due to unavailability of parts, or
- v) Any system that has lost its rating.

### b) NEW HOOD EXTINGUISHING SYSTEMS

Prior to the installation of any new hood extinguishing system, the owner or contractor shall submit the plans of the proposed installation to the San Miguel Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule, which may be amended by the Board from time to time. Plans for all hood-extinguishing systems shall be required to be reviewed and certified by a Fire Protection Engineer prior to being submitted to the Fire Department. The information required to be included in the plans must include:

- i) Make and model of system;
- ii) Site location of system and type of chemical used;
- iii) Size of Hood;
- iv) Number, type, and location of appliances covered;
- v) Number, type, and location of nozzles;
- vi) Number and location of heat detectors;
- vii) Location and length of run piping and conduit;
- viii) Type, size, and location of gas shut-off valve;
- ix) Location of manual pull station including elevation of installation;
- x) Location of emergency exits;
- xi) Location of hood within the structure;
- xii) Manufacturers specifications information for all items and devices being installed;

- xiii) Manufactures specifications for all appliances (except electric ovens); and
- xiv) Location of class “K” extinguisher if applicable.

Plans are required prior to modification of an existing system. A description of the modified plans shall be submitted prior to the commencement of any modifications or alterations to the system to the Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule.

Upon completion of installation of a new hood extinguishing system, a system test is required. The test shall be what is commonly referred to as a “Balloon Test”, or what is recommended by the system manufacturer if a “Balloon Test” is not feasible. In any case, the test shall check the operation of the manual pull station, if installed, the mechanical pneumatic or electric energy shut-off valve, and the piping, distribution and nozzle system.

#### 7) FIRE RETARDANT ROOFING MATERIALS REQUIRED

Because of local climatic conditions, it is necessary that roof coverings for all new buildings and for any re-roofing of existing buildings within the District be no less than Class C, regardless of building type or occupancy. Reference California Building Code Chapter 15 Section 1504 & Chapter 7A Section 705A.

#### 8) FIRE APPARATUS ACCESS ROADS - GRADE.

The District shall conform with 2019 California Fire Code Chapter 5 Section 503.2.7 and Appendix “D”; however, portions of these sections shall be revised to read as follows: The standard grade for all roads, streets and driveways shall not exceed twelve percent (12%). The District Fire Chief or his/her designee may approve grades between twelve percent (12%) and twenty percent (20%) with a “non-skid” asphalt or concrete surface, which shall not exceed 500 feet in length.”

#### 9) KEY BOXES.

When access to or within a structure or an area is unduly difficult because of secured openings, or where immediate access is necessary for lifesaving or firefighting purposes, the District Fire Chief is authorized to require a key box (“Knox Box”) to be installed in an accessible location. This box is to contain the keys necessary to gain access for lifesaving or firefighting purposes.

#### 10) FIRE HYDRANTS.

The requirements of 2019 California Fire Code chapters 1, 5, and 9 as well as Appendix C & CC shall apply to fire hydrants. The type of hydrant to be used shall be determined and installed pursuant to District water standards for installation of a fire hydrant. All fire hydrants are to be identified in the roadway by “blue” reflective markers with a minimum dimension of three (3) inches (“Botz Dot”). [UFC/CFC 901.4.3]

- a) Public Hydrants. All barrels are to be safety yellow in color. The tops and nozzle caps



shall be painted with the following capacity-indicating color scheme to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition.

Class AA-Light Blue - Rated capacity of 1500 gpm or greater

Class A-Green - Rated capacity of 1000-1499 gpm

Class B-Orange - Rated capacity of 500-999 gpm

Class C-Red - Rated capacity of less than 500 gpm

Colors to be "Safety" colors

- b) Classifications. The classification and marking of hydrants provided herein anticipate determination based on individual flow test. Where a group of hydrants may be used at time of fire, some special marking designating group flow capacity may be desirable.
- c) Private Hydrants/on-site fire supply systems. On-site private hydrants and fire supply systems shall meet standards set forth in the San Miguel Fire Department's and San Miguel Community Services District's Standards, Specifications and Drawings, unless otherwise approved by Fire Chief. All barrels are to be safety red in color. All underground piping supplying fire sprinkler systems shall be minimum class two hundred (200) piping.
- d) Clear space around hydrants and fire protection equipment. A minimum three (3) foot clear space shall be maintained around the circumference of any fire hydrant, fire department connection or fire protection control valve, or any other fire protection system component

#### 11) PREMISE IDENTIFICATION.

Approved numbers or addresses shall be placed on all new and existing buildings or premises in such a manner and position as to be plainly visible and legible from the street or road fronting the property. Numbers shall be at least four (4) inches in height for residential applications and at least six (6) inches in height for commercial and multifamily applications. Each unit of a commercial or multifamily complex must be independently addressed. Numbers and letters shall contrast with their background and be reflective or illuminated. In some cases, addresses may be required to be placed at the street and on individual structures.

#### 12) FIRE DEPARTMENT ACCESS ROADS

When required, approved signs or other approved notices shall be provided and maintained for fire apparatus access roads to identify such roads and prohibit the obstruction thereof. All signage shall include the California Vehicle Section and San Luis Obispo County Roads signage standards allowing for enforcement.

#### 13) BUILDING OR PROPERTY DAMAGED BY FIRE

An owner, occupant or other person, having under his/her control any property or materials on property damaged by fire, when access by the public is possible, shall secure the property

by boarding up all openings, fencing, barricading or other appropriate measures as directed by the Fire Chief or the Fire Prevention Officer within forty- eight (48) hours after the incident.

Within thirty (30) days after written notice to do so has been served, all debris and/or materials shall be removed from the property or proof furnished that contractual arrangements have been made for demolition, replacement or repair of all fire damaged structures remaining on the property involved in the fire.

#### 14) WILDLAND URBAN INTERFACE

When determined by the Fire Chief or designated Fire Prevention Officer, structures built in potentially high-risk fire areas shall comply to 2019 California Fire Code Chapter 49 and 2019 California Building Code Chapter 7A either in full or in part as deemed appropriate.

#### 15) ITEMS REQUIRING PLAN SUBMITTAL AND OR INSPECTIONS

- a) Plot Plans for any proposed housing tracts, multifamily housing project, commercial or educational facility.
- b) Fire Sprinkler Plans for any single-family dwelling, multifamily housing projects, commercial or educational facility.
- c) Any modifications to an existing fire sprinkler system.
- d) Any new fire sprinkler system installation.
- e) Any new fire alarm systems being installed, or any existing fire alarm system being modified.
- f) Any new commercial ventilation hood system being installed or modified.
- g) New photovoltaic systems.

All items requiring submittal or inspections are subject to fees as set forth in the current Fee Schedule.

#### 16) SALE AND USE OF “SAFE AND SANE” FIREWORKS

2019 California Fire Code chapter 56 are hereby modified in the following respect: the possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is permitted in accordance with the rules and regulations set forth in the following:

- a) REGULATIONS AND RULES PERTAINING TO THE RETAIL SALE AND USE OF “SAFE AND SANE” FIREWORKS.

The possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is allowed subject to the following rules and regulations:

- i) Definition of “Safe and Sane” Fireworks  
“Safe and Sane” Fireworks shall mean those fireworks defined as “Safe and Sane” in

California health and Safety Code Section 12529 and classified by the State Fire Marshall as “Safe and Sane” in accordance with Section 12562 of the Health and Safety code.

ii) Application

No permits for sale of “Safe and Sane” fireworks will be issued to any person, firm, or corporation except those non-profit associations or corporations organized primarily for veteran, patriotic, welfare, civic betterment, or charitable purposes. Proof of nonprofit status shall be required by producing copies of documents of incorporation as registered with the Secretary of the State of California.

All permits for the sale of “Safe and Sane” fireworks for for-profit organizations’ or individuals’ applications will be rejected. Only non-profit organizations located within the District boundaries are eligible for these permits. Previous permittees shall have first right of refusal. Any organization whose charter or by-laws requires their funds to enhance the community they serve and desiring to sell at retail “Safe and Sane” fireworks within the District must first make written application for a permit to the Fire Chief.

Applications for permits shall be made in writing and submitted to the District up to 60 days once the annual fireworks resolution has been approved by the Board. If the 60-day period falls on a Saturday or Sunday, then the filing period will be extended to the next business day. A maximum of three (3) permits will be issued annually. The District retains the right to maintain a list of additional applicants should a permittee fail to perform. Applicants shall be advised of status no later than ten (10) business days after the application period.

iii) License as a Prerequisite

The Fire Chief shall not accept an application for a permit from any person who does not possess, and present at the time of application, evidence of a valid license to perform those acts specified on the application for a permit, as such license is defined in Health and Safety Code Section 12517. The applicant must be at least 21 years of age or older.

iv) Investigation and Report

The Fire Chief shall undertake an investigation and prepare a report of his/her findings and determination concerning the issuance of each permit, together with the reasons thereof.

v) Grant or Denial of Permit

The Fire Chief may grant or deny the permit, subject to such reasonable conditions, if any, as he/she shall prescribe. Such conditions shall include, but not be limited to:

- 1) The permittee shall deposit a clean-up fee in an amount set by resolution of the District Board of Directors which may be refunded in whole or in part, as determined by the District, if the sale location, San Miguel park and other areas as

determined by the Fire Chief at which “Safe and Sane” fireworks are used, are free of used and spent fireworks, and related materials by July 5, as determined by the District;

- 2) The permittee must provide each purchaser of “Safe and Sane” fireworks with a copy of the restrictions and safety guidelines for the use of “Safe and Sane” fireworks in the District and sign a receipt of acknowledgement agreeing to said provisions. Each purchaser also agrees that she/he is eighteen (18) years of age or older and such fireworks will not be used by anyone less than 18 years of age without adult supervision.
- 3) Notwithstanding any other provision of law, the permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with no deductible, with limits and terms set by resolution of the Board. The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance shall be presented consistent with the above prior to sale and shall provide that the insurer will not cancel the coverage without fifteen (15) days prior written notice to the Fire Chief.
- 4) There shall be a nonrefundable permit fee set by resolution of the Board to cover the District’s reasonable costs in administering and enforcing the provisions of this section of the ordinance.

vi) Designation of Location for Sale of “Safe and Sane” Fireworks.

Any permit issued under subparagraph (e) above shall designate the location at which the permittee may sell at retail “Safe and Sane” fireworks.

vii) Duration of Permit.

The term of the permit shall coincide with the valid period of the license. This provision shall not prohibit the revocation of the permit by the Fire Chief for just cause where a fire nuisance exists or where personal injury may occur.

viii) Salespersons

No person under the age of eighteen (18) shall sell or handle for sale, any “Safe and Sane” fireworks.

ix) Location of Use of “Safe and Sane” Fireworks.

“Safe and Sane” fireworks may be used within the District’s boundaries, and may only be discharged when the following conditions are met:

- 1) There is a fifty (50) foot radius clear of all combustible materials.
- 2) There is an adequate water supply provided, consisting of a least a 5/8” garden hose with an adjustable pressure nozzle charged.

x) Violations.

In addition to any other violations provided by law, the following shall constitute violations related to the possession, storage, sale and use of “Safe and Sane” fireworks within the District:

- 1) It is unlawful for any person to sell or offer for sale “Safe and Sane” fireworks at any time outside the period established by resolution of the District Board of

Directors.

- 2) It is unlawful for any person to discharge fireworks at any time outside the period established by the District Board of Directors.
- 3) It is unlawful for any person to store any "Safe and Sane" fireworks without having in his/her possession a valid permit as required by this Ordinance.
- 4) It is unlawful for any person to store or possess any "Safe and Sane" fireworks for which a license is required, and which has been revoked or surrendered or any license, which has not been renewed, and such storage or possession is held beyond the period provided for in Section 12604 of the Health and Safety Code.
- 5) It is unlawful for any person to store, sell, or discharge any "Safe and Sane" fireworks in or within one hundred (100) feet of a location where gasoline or any other class 1 flammable liquids are stored or dispensed.
- 6) It is unlawful for any person to place, throw, discharge or ignite, or fire "Safe and Sane" fireworks at any person or group of persons where there is a likelihood of injury to any such person.
- 7) It is unlawful for any person to sell or transfer any "Safe and Sane" fireworks to a consumer or user thereof other than at a fixed place of business of a retailer for which a license and permit has been issued.
- 8) It is unlawful for any person to allow or permit a fire nuisance, as defined in Section 12510 of the Health and Safety Code, to exist on any premises where any "Safe and Sane" fireworks are sold or stored.
- 9) It is unlawful for any person to conduct a public display without possessing a valid permit for this purpose.
- 10) It is unlawful for any person to advertise to sell "Safe and Sane" fireworks without a valid license and permit.
- 11) It is unlawful for any person to sell, give or deliver any "Safe and Sane" fireworks to a person who is under 18 years of age.
- 12) It is unlawful for any person to perform any act, or transact or attempt to transact any business, with an expired license or an expired permit where a license or permit is required for the performance of such act or transaction.

xi) Penalties.

Except as provided in Section 12702 of the Health and Safety Code, any person who violates any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, is guilty of misdemeanor, and upon conviction shall be punished by a fine of not less than Five Hundred Dollars (\$500.00) and no more than One Thousand Dollars (\$1,000.00), and/or by imprisonment in the San Luis Obispo County Jail not exceeding one year.

In addition to all other penalties, the Fire Chief may deny an application to sell "Safe and Sane" fireworks if the applicant violated any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, in a prior year.

xii) Signage

Any approved retail location that sells "Safe and Sane" Fireworks will be required to post a banner which shall read, "This booth is sponsored by (name of organization)

located in (City or District organization is headquartered).” The banner shall be made of a minimum of 12” wide, white vinyl-type material with 6” solid black-block letters (lettering to have a professional appearance). The banner design shall be approved by the Fire Chief prior to granting permission to sell “Safe and Sane” Fireworks. The banner shall be posted above the retail area of the booth and shall be posted during the hours of retail operation.

**Section 5. Inconsistency.**

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinance, resolution, rule or regulation governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

**Section 6. Severability.**

If any provision of this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. Th Board declares that it would have adopted this ordinance, and each and every section, subsection, sentence, clause, or phrase no declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**Section 7. Posting.**

The District General Manager shall post a copy of this Ordinance in three public places in the District within ten (10) days after its adoption. Within fifteen (15) days after its passage, this ordinance or summary thereof shall be published at least once in a newspaper of general circulation published and circulated within the San Miguel Community Services District.

**Section 8. Effective Date.**

This Ordinance shall take effect thirty (30) days after its adoption.

This Ordinance was Introduced at a regular meeting of the Board of Directors of the San Miguel Community Services District, held on the 28<sup>th</sup> day of March, 2019, and given its first reading at said meeting. Said Ordinance was given a second reading and adopted at a meeting of the Board of Directors held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and after such reading, Board Director \_\_\_\_\_, who moved its adoption, seconded by Board Director \_\_\_\_\_, and said ordinance was thereupon adopted by the following vote:

Ayes:  
Noes:  
Abstain:

Absent:  
San Miguel Community Services District

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John Green, President  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

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Rob Roberson, General Manager

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Doug White, District General Counsel

DRAFT



## San Miguel Community Services District

### Board of Directors Staff Report

March 28<sup>th</sup>, 2019

**AGENDA ITEM: XI-5**

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

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

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#### **CURRENT STATUS:**

##### *WWTF*

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

**COMPLIANCE** – Based on the 2<sup>nd</sup> quarter 2018 testing the plant is out of compliance in regard to TDS, Chloride, and Sodium

**FLOW** – In *February* the plant averaged 148,612 gallons per day (74% of hydraulic design capacity) with a max day of 200,295 gallons (100.1% of hydraulic design capacity)

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

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

- The initial DRAFT of the WWTP Expansion engineering report, which includes a discussion of several design alternatives, was delivered to staff for review and comment on August 20<sup>th</sup>.
- Input from Staff was provided to Monsoon Consulting, and the list of potential expansion design alternatives were “short listed” and these will be taken to the next level of design.
- The DE made a presentation to the Board at the regular November 2018 Board Meeting in which he summarized the results of the engineering study and identified the “short list” of treatment plant expansion / upgrade alternatives.



- On December 11<sup>th</sup> and 12<sup>th</sup>, Kelly Dodds and Swarnjit Boyal, project engineer from Monsoon Consultants, visited three (3) existing wastewater treatment plants (WWTP) to meet with operations staff and tour the facilities on two possible upgrade options for the San Miguel Waste Water Treatment Plant Upgrade. These systems included one Sequencing Batch Reactor (SBR) and two Membrane Bio-Reactor (MBR) systems.
  - Arroyo Grande, Cypress Ridge WWTP Facility – SBR
  - Auburn, Lake of the Pines WWTP Facility – MBR
  - Modesto, Modesto WWTP Facility – MBR
- The DE delivered the FINAL engineering report to the BOARD at the regular January 2019 Board Meeting and the Board subsequently approved the report. Costs associated with the preparation of the engineering report are reimbursable from a IRWM Prop 1 DAC Involvement Grant that the District was awarded in early 2018. The amount of the available grant funds is \$177,750.
- The District submitted the FINAL Engineering Report to the RWQCB for their review and comment. They reviewed the report and the DE and Director of Utilities met with RWQCB staff on February 28th to discuss future project phases, requirements, funding, permitting and schedules.
- The District has submitted the Final Engineering Report to PG&E for their review in advance of a meeting to discuss future WWTP electrical service requirements and the potential for technical / financial assistance for the WWTP expansion / renovation.
- The District also applied for a service change to PG&E to begin the process of determining the extent of improvements needed to service the new power requirements.

#### *AERATOR PROJECT*

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

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

#### *FUNDS EXPENDED*

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant FY2016-17)
- Engineering - \$98,744.69 (Reimbursable through the IRWM Grant)

#### *GRANT FUNDING*

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.  
The agreement for this grant was received in February 2019 and will be processed and returned so that we can start to receive reimbursement funds.

Applied for/ to

- State Revolving Fund (SRF) -- \$250,000 for construction design and engineering – approval pending the Districts FY2016-17 and FY2017-18 audit. FY2016-17 Audit was sent October 2018 Since the FY 2017-18 audit was adopted by the Board on 3/13/19 it has since been provided to the reviewing engineer for inclusion in the application documents. The Waterboard has confirmed receipt of the FY2017-2018 audited financials and has confirmed that the Districts SRF Grant Application is complete.

## **NEXT STEPS:**

### *WWTF*

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

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

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

### *AERATOR PROJECT*

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

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## **COUNT DOWN CLOCK**

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

**Time remaining—2 years (24 months)**

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## **FISCAL IMPACT**

No impact resulting from this information.

**RECOMMENDATION**

This item is for information and discussion only.

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

PREPARED BY:

*Kelly Dodds*

Kelly Dodds, Director of Utilities

*Blaine Reely*

Blaine Reely, Monsoon Consulting

Attachment:



## San Miguel Community Services District

### Board of Directors Staff Report

March 28, 2019

AGENDA ITEM: XI-6

**SUBJECT:** Review and approve RESOLUTION 2019-14 adopting an updated District Reserve Policy for the San Miguel Community Service District.

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**RECOMMENDATION:**

Approve RESOLUTION 2019-14 adopting an updated District Reserve Policy for the San Miguel Community Service District.

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In 2015 the Board established its first District Reserve policy. Unfortunately, that policy was not implemented. The proposed policy is a revision of the 2015 version, this revision aligns with the direction of the District and its goals to provide accurate accounting of reserve funds in a transparent manner.

This policy clearly outlines the requirements for transfers between funds and between restricted and non-restricted funds. These transfers were made in the past without any such policy, or guidance, which led to confusion and misunderstanding among the public and the Board of Directors.

This District Reserve policy, when coupled with the District Investment policy and other documents, such as the Water and Wastewater Master plans, will help the Board remain transparent and make more informed decisions regarding the fiscal health of the District when it comes to short and long-term planning.

This proposed District Reserve Policy is intended to provide the following:

- To establish and maintain sufficient cash reserves available to meet operating, replacement, capital projects and debt service payments; and,
- To formalize its cash reserve policies; and,
- To establish sound financial policies that promote favorable bond ratings in capital markets so that bonds may be used for future financing of District projects; and,
- To maintain sufficient capital reserve for unanticipated and unforeseeable expenses; and,

- To establish a “rainy day” buffer, if or when revenue projections in any year do not meet actual revenues.

PREPARED BY:

Rob Roberson

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Interim General Manager

Attachment: Resolution No. 2019-14 Statement of District Reserve Policy

**RESOLUTION NO. 2019-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT  
APPROVING THE DISTRICT RESERVE POLICY**

**WHEREAS**, the San Miguel Community Services District (“District”) operates five distinct funds: Fire (fund 20), Street Lighting (fund 30), Wastewater (fund 40), Water (fund 50), and Solid Waste (fund 60), and

**WHEREAS**, the Board of Directors recognizes a need to have reserve funds for unanticipated, unforeseeable or planned operational fund deficiencies; and

**WHEREAS**, the Board of Directors recognizes a need to reserve funds for unanticipated, unforeseeable, and planned repair, or replacement of equipment, vehicles, facilities and infrastructure; and

**WHEREAS**, the Board of Directors recognizes that the District’s ability to issue bonds for working capital and the repair or replacement of equipment, vehicles, facilities and infrastructure is limited; and

**WHEREAS**, the Board of Directors desires to avoid the cost of debt issuances and ongoing interest expense, and

**WHEREAS**, the Board of Directors believes that it is more prudent to collect funds for unanticipated, unforeseeable, and planned repair or replacement of water and wastewater system equipment and infrastructure from current customers who benefit from the District’s services and use of the District’s systems, and

**WHEREAS**, the Statement of Reserve Policy of the “District” is as follows:

**Section 1: Operating funds**

**All departments (FUND 20, 30, 40, 50, 60)**

**Purpose:** To ensure sufficient operating cash resources are available to fund daily administration, operations and maintenance of providing services to the community.

**Target Criteria:** To meet each Departments cash flow needs and unbudgeted expenses. The operating cash reserves should be equal to or greater than six (6) months or 180 days of annual budgeted operating expenses (not including budgeted projects or other capital replacement).

As part of the annual budget approval the Board will review the reserves of all the departments.

Any excess operating revenues may, by resolution, be transferred to other reserves accounts

Anticipated Operating fund deficiencies shall be funded in the following order for each effected department:

1. Transfer from Stabilization funds (if applicable) - Through the annual budget process
2. Transfer from Capital Reserves – Through resolution of the Board
  - a. Must be accompanied by a repayment schedule

In order to meet the target, the District shall not transfer any operating funds from any department until the target is met.

## **Section 2: Post-Employment Benefit Reserves**

To the extent, the “District” has or acquires post-employment benefits, then the “District” shall maintain a reserve level necessary to eliminate the required recorded obligation to fund these identified benefits, in accordance with Governmental Accounting Standards guidelines or pronouncements, in cash equivalents and investments.

Initial and ongoing funding for this reserve will be made through the annual budget process by all departments. The anticipated funding requirement for each department will be determined by the standard split as approved in the annual budget.

Anticipated post-employment reserve deficiencies shall be funded in the following order:

1. Operating funds - Through the annual budget process
2. Transfer from Stabilization funds (if applicable) – Through the annual budget process
3. Transfer from Capital Reserves – Through resolution of the Board
  - a. Must be accompanied by a repayment schedule

## **Section 3: Debt service Reserves**

To the extent, the “District” has or acquires debt service reserve requirements, then the “District” shall maintain, in a separate account, minimum funds necessary to satisfy those reserve levels required by the loan/ debt service contract/ agreement.

The General Manager shall fund the debt service reserve account to the level required by the debt servicer(s) prior to the beginning of each fiscal year (June 30<sup>th</sup>).

Funds shall remain in the reserve account until such time as the loan or debt is paid in full and such funds are no longer required to be held.

## **Section 4: Stabilization Funds**

### **Wastewater and Water Department Stabilization reserves**

**Purpose:** To establish a “rainy day” buffer for wastewater and water rates during any period where there are unexpected increases in operating costs or decreases in revenues. In addition, in a severe drought, extremely wet conditions or any other disaster situation, it is reasonable to expect that water sales could fluctuate significantly. As such, this fund will absorb

these types of fluctuations in operations and assist in stabilizing rates and enable smoothing or level increases to rates despite uneven increases in underlying costs or variations in annual revenues received. This fund shall not be used to artificially suppress rates (i.e. to maintain or sustain rates at levels below the costs of service).

**Target Criteria:** The Stabilization reserves should be equal to or greater than one third of the annual budgeted operating expenses for wastewater and water respectively (not including budgeted projects or other capital replacement).

As part of the annual budget approval the Board will review the reserves of all the departments.

Any deficiencies in operating revenues for wastewater and water may, by resolution, be transferred from stabilization reserves, if there will not be sufficient reserves in the Operating funds as outlined in section 3 above.

In order to meet, and maintain the target, the District shall transfer any excess operating funds, after the obligations of section 3 above are met, from the wastewater and water departments respectively until the target is met.

## **Section 5: Capital Reserve Funds**

**Connection fees and Impact fees will be deposited to and maintained in the Capital reserve until such time that they are approved for use by resolution.**

### **Fire Department (FUND 20)**

**Purpose:** To ensure sufficient capital resources are available to fund replacement of equipment, vehicles, and facilities.

**Target Criteria:** Minimum capital reserve requirement of \$200,000

Funds may only be transferred from this capital reserve account by one of the following:

- Through a Board approved resolution for capital purchases, projects or replacements.
- Through a Board resolution to loan the funds for an immediate operational need
  - Must provide a repayment plan
  - Must provide justification for the Loan

Funds may be transferred into the Capital reserve account after the obligations under all sections above are met.

### **Lighting Department (FUND 30)**

**Purpose:** To ensure sufficient capital resources are available to fund replacement of equipment, vehicles, facilities and infrastructure.

**Target Criteria:** Minimum capital reserve requirement of \$50,000



Funds may only be transferred from this capital reserve account by one of the following:

- Through a Board approved resolution for capital purchases, projects or replacements.
- Through a Board resolution to loan the funds for an immediate operational need
  - Must provide a repayment plan
  - Must provide justification for the Loan

Funds may be transferred into the Capital reserve account after the obligations under all sections above are met.

#### **Wastewater Department (FUND 40)**

**Purpose:** To ensure sufficient capital resources are available to fund replacement of equipment, vehicles, facilities and infrastructure.

The District will, starting in Fiscal year 2019-20, begin budgeting and transferring to the capital fund an amount equal to 1/10<sup>th</sup> the projected replacement cost of the membranes needed to be replaced at the WWTF. In this manner the District shall ensure that there are sufficient funds available for the replacement of membranes at the projected 10-year mark. These funds must not be used for anything other than the replacement of the membranes or other long-term maintenance of the WWTF.

**Target Criteria:** Minimum capital reserve requirement of \$500,000

Funds may only be transferred from this capital reserve account by one of the following:

- Through a Board approved resolution for capital purchases, projects or replacements.
- Through a Board resolution to loan the funds for an immediate operational need
  - Must provide a repayment plan
  - Must provide justification for the Loan

Funds may be transferred into the Capital reserve account after the obligations under all section above are met.

#### **Water Department (FUND 50)**

**Purpose:** To ensure sufficient capital resources are available to fund replacement of equipment, vehicles, facilities and infrastructure.

**Target Criteria:** Minimum capital reserve requirement of \$500,000

Funds may only be transferred from this capital reserve account by one of the following:

- Through a Board approved resolution for capital purchases, projects or replacements.
- Through a Board resolution to loan the funds for an immediate operational need
  - Must provide a repayment plan
  - Must provide justification for the Loan

Funds may be transferred into the Capital reserve account after the obligations under all sections above are met.

**WHEREAS**, this resolution rescinds any and all previously adopted reserve policies, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Miguel Community Services District as follows:

The Statement of Reserve Policy is hereby approved, and the District General Manager is directed to follow this Statement of Reserve Policy in managing available funds and investments of the District.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Community Services District at a regular meeting held on this \_\_\_\_ day of \_\_\_\_\_ 2019, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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John Green, President  
San Miguel Community Services District  
Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

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Rob Roberson, Interim General Manager

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Douglas L White, General Counsel



## San Miguel Community Services District Board of Directors

### Staff Report

March 28<sup>th</sup>, 2019

AGENDA ITEM: IX. 7

**SUBJECT:** Discuss and approve RESOLUTION 2019-13 updating the District Timekeeping Policy for District personnel.

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**RECOMMENDATION:** Approve RESOLUTION 2019-13 updating the District Timekeeping policy for District Personnel.

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In 2016 the Board adopted a Timekeeping Policy and guideline for non-management personnel. This original policy was designed toward a biometric timekeeping system which after implementation was plagued with technical and operation issues which were not resolved, leading to direction to stop using the device and continue using paper timesheets.

Recently the District started using PAYCHEX timekeeping system, which allows personnel to clock in and out electronically, since the previously adopted policy doesn't accurately reflect the current practice of the District the policy has been revised and is being presented with the changes that will accurately reflect what staff is currently doing as well as clarify how the electronic timekeeping is used. The proposed policy is not based on a specific timekeeping system but is geared toward electronic timekeeping systems in general. This way if the District changes to a different company in the future then this policy will still be valid.

Through work with the CPA, Staff has created a platform to convert the payroll data from the PAYCHEX system into Black Mountain Accounting.

Where the prior policy only affected non-management personnel this new policy affects all personnel in varying degrees.

**FISCAL IMPACT:**

There is no fiscal impact associated with the adoption and implementation of this timekeeping policy.

APPROVED BY:

*Rob Roberson* General Manager



**RESOLUTION NO. 2019-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ADOPTING A REVISED DISTRICT TIMEKEEPING POLICY**

**WHEREAS**, the San Miguel Community Services District (“District”) is a community services district duly formed under California Government Code §61000 et. seq. to provide community services within the District’s service area, including Fire, Lighting, Wastewater, Water and Solid Waste; and

**WHEREAS**, the Board of Directors (“Directors”) has determined the importance of establishing clarity and purpose as a part of the adopted District Personnel Policy in regard to timekeeping; and

**WHEREAS**, the Directors desire to establish and adopt a District timekeeping policy to consolidate payroll functions with a timekeeping system and to provide a method of online/ mobile time tracking of hours worked for employees,

**WHEREAS**, the Directors hereby approve this timekeeping policy. This policy is set forth in Exhibit “A” as attached; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby approves and adopts this District timekeeping policy to be effective as of the date of this resolution and rescinds any and all prior timekeeping policies.

On the motion of Director \_\_\_\_\_ to approve and adopt the District timekeeping policy and guideline as shown in Exhibit “A”, Seconded by Director \_\_\_\_\_ and on the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

(continued on next page)

The foregoing Resolution is hereby passed and adopted this 28th day of March 2019

\_\_\_\_\_  
John Green, Board President  
San Miguel Community Services District

ATTEST:

APPROVED AS TO FORM:

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

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

DRAFT



**RESOLUTION 2019-13  
EXHIBIT "A"**

**San Miguel Community Services District  
TIMEKEEPING POLICY**

**Purpose:**

The District sets forth this timekeeping policy for all fulltime, part time, and temporary employees to ensure proper payment to those employees for all hours worked.

This policy is referenced in, and intended to work in conjunction with, the current District Personnel Policy.

**Non-Exempt employees**

- 1) All non-exempt employees are required to clock in at the beginning of their scheduled work shift, inclusive of normal office hours and utility or operations hours as defined in Section 3.3 of District Personnel Guidelines and clock out at the end of work shift using the Districts timekeeping system.
- 2) Except for employees fifteen-minute break periods, all non-exempt employees are required to clock out and clock in for any time not worked, including but not limited to meal periods and other approved paid or unpaid leave; such as sick, vacation or Compensatory Time Off (CTO).
  - a. Meal periods shall not be less than 30 minutes and shall occur between the 4<sup>th</sup> and 5<sup>th</sup> hours of work whenever possible.
- 3) All non-exempt employees shall provide their on-call duty hours to their Department Head, who will enter their time for compensation on a weekly basis.
- 4) All non-exempt employees called back while off duty are required to clock in and clock out for the time that they are working in a call back status.
- 5) All non-exempt employees shall utilize geolocation during the clocking in and out process. Geolocation shall not be recorded by the timekeeping system except when clocking in and out.

- 6) All non-exempt employees shall clock in at their assigned reporting location. Employees who clock in or out, away from their assigned reporting location may be subject to discipline; including pay correction/ reduction, or other discipline as outlined in section 10 of the current District Personnel Policy.
- 7) No person or employee, non-exempt or exempt, shall clock in and/or out for another employee. Any adjustments to an employee's time such as; time adjustments, corrections, missed punches, additions or deletions, shall only be performed by the employee's Department head or the General Manager. All alterations to an employee's time shall have notes added to the timekeeping system identifying the reason for the change.
- 8) District non-exempt employees, who also perform duties as paid call firefighters for the District shall transfer to Fire in the District timekeeping system when reporting for a fire call and transfer back to their regular department in the timekeeping system when duty assignment is completed.
- 9) Locations of clocking in and out, for Non-exempt employees, may be limited by the district through geo fencing at the Districts discretion.

**Exempt employees, or contract employees,** who are exempt from the minimum wage and overtime requirement of the Federal Fair Labor Standard Act ("FLSA"), shall be excluded from this policy except as stated below.

- 1) All exempt employees shall clock in and out at the beginning and end of their work period for time accountability only.
- 2) Usage of sick, vacation and compensatory time off (CTO) shall be entered into the timekeeping system for tracking purposes and approval by the General Manager.
- 3) Any On-Call or additional compensation, as allowed by an employment agreement or Contract, shall be entered into the timekeeping system with approval by the General Manager.

## **Discipline**

- 1) Any employee found to have falsified their or another employees time shall be in violation of this policy and subject to disciplinary action as set forth in Chapter 10 of the current District Personnel Policy and Guidelines.

# San Miguel Community Services District

## Board of Directors Staff Report

March 28, 2019

AGENDA ITEM: XI-8

**SUBJECT: Review & Approve Resolution 2019-17 Appointing the Interim General Manager, Rob Roberson, and the District's General Counsel, as the San Miguel Community Services District's Labor Representatives for the Purposes of Negotiating Future Collective Bargaining Agreements.**

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### **STAFF RECOMMENDATION:**

Review & Approve **Resolution 2019-17** Appointing the Interim General Manager, Rob Roberson, and the District's General Counsel, as the San Miguel Community Services District's Labor Representatives for the Purposes of Negotiating Future Collective Bargaining Agreements.

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### **BACKGROUND:**

The non-management employees of the San Miguel Community Services District ("District") submitted a Petition for Recognition to be recognized as the San Miguel Employee's Association ("SMEA"), the exclusive bargaining representative.

On March 8, 2019, a majority of the District's non-management employees voted in a secret ballot election to be recognized by SMEA. Due to SMEA's certification, the District anticipates that SMEA will want to commence labor negotiations for a new Memorandum of Understanding soon.

As such, staff recommends that the District Board of Directors appoint the Interim General Manager, Rob Roberson, and the District's General Counsel as the labor representatives for the District. The District's labor representatives will negotiate on behalf of the District; however, the District's negotiators will receive direction from the Board during Board meetings in closed session.

### **FISCAL IMPACT:**

None.

### **STAFF RECOMMENDATION:**

Staff recommends that the Board approve **Resolution 2019-17** Appointing the Interim General Manager, Rob Roberson, and the District's General Counsel, as the San Miguel Community Services



District's Labor Representatives for the Purposes of Negotiating Future Collective Bargaining Agreements.

PREPARED BY:

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Douglas L. White, District General Counsel

**RESOLUTION NO. 2019-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT TO APPOINT THE INTERIM GENERAL MANAGER, ROB ROBERSON, AND THE DISTRICT'S GENERAL COUNSEL, AS THE DISTRICT'S LABOR REPRESENTATIVES FOR THE PURPOSES OF NEGOTIATING FUTURE COLLECTIVE BARGAINING AGREEMENTS**

**WHEREAS**, the non-management employees of the San Miguel Community Services District ("District") requested to be recognized as the San Miguel Employees' Association ("SMEA"); and

**WHEREAS**, on March 8, 2019, a majority of the SMEA voted in a secret ballot election to be recognized by SMEA; and

**WHEREAS**, the District anticipates that it will commence labor negotiations with SMEA for a Memorandum of Understanding soon; and

**WHEREAS**, the District hereby appoints Interim General Manager, Rob Roberson, and the District's General Counsel as the District's representatives for purposes of carrying out labor negotiations;

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

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

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

the foregoing Resolution is hereby passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
John Green, Board President

ATTEST:

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

# San Miguel Community Services District

## Board of Directors Staff Report

March 28, 2019

AGENDA ITEM: XI-9

**SUBJECT:** Review & Approve **Resolution 2019-15** Certifying the Secret Ballot Election of the San Miguel Employees' Association and Recognizing the San Miguel Employees' Association as the Exclusive Bargaining Agent for the Newly Formed Bargaining Units to Be Known As the Non-Management Confidential Unit and the Non-Management Non-Confidential Unit.

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### **STAFF RECOMMENDATION:**

Review & Approve **Resolution 2019-15** Certifying the Secret Ballot Election of the San Miguel Employees' Association and Recognizing the San Miguel Employees' Association as the Exclusive Bargaining Agent for the Newly Formed Bargaining Units to Be Known As the Non-Management Confidential Unit and the Non-Management Non-Confidential Unit.

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### **BACKGROUND:**

On October 12, 2018, the non-management employees of the San Miguel Community Services District ("District") submitted a Petition for Recognition to be recognized as the San Miguel Employee's Association ("SMEA"), the exclusive bargaining representative.

Over the course of the next few months, the District's Employee Relations Officer, in consultation with SMEA determined that all the information required by Article II, section 1 of the District's Employer-Employee Relations Resolution ("EERs") was provided to the District. During this process, the District and SMEA agreed to divide SMEA into two (2) units, a Non-Management Confidential Unit and a Non-Management Non-Confidential Unit to account for the representation of a confidential employee.

On March 8, 2019, a majority of the District's non-management employees voted in a secret ballot election to be recognized by SMEA.

On March 12, 2019, the District's Board Clerk counted the ballots of the secret ballot election, and she determined the a majority of the non-management employees desire to be represented by SMEA. The results are attached hereto as **Exhibit A**.

As such, staff recommends that the District Board of Directors certify the Secret Ballot Election of the San Miguel Employees' Association and recognize the San Miguel Employees' Association as the

Exclusive Bargaining Agent for the Newly Formed Bargaining Units to Be Known As the Non-Management Confidential Unit and the Non-Management Non-Confidential Unit.

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

Staff recommends that the Board approve **Resolution 2019-15** Certifying the Secret Ballot Election of the San Miguel Employees' Association and Recognizing the San Miguel Employees' Association as the Exclusive Bargaining Agent for the Newly Formed Bargaining Units to Be Known As the Non-Management Confidential Unit and the Non-Management Non-Confidential Unit.

**PREPARED BY:**

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Douglas L. White, District General Counsel

# San Miguel Employees' Association—Ballot Tally Certification

Date of Election: 3-8-2019

Date of Tally: 3-12-2019<sup>e</sup>

## Ballot Recap

## Number of Ballots

Valid Ballots Counted	<u>4</u>
Void Ballots Counted	<u>∅</u>
Unresolved Challenged Ballots	<u>∅</u>

## Election Results

### Representation by:

### Number of Votes

San Miguel Employees' Association—Non Confidential	<u>III = 3</u>
San Miguel Employees' Association—Confidential	<u>1 = 1</u>
No Organization	<u>∅</u>

### **OBSERVERS**

[Signature] 3-12-19@12:54

### **ELECTION SUPERVISOR**

[Signature] 3-12-2019<sup>e</sup>  
12:54<sup>g</sup>

Tamara Parent, Board Clerk

[Signature] 3/12/2019 @ 12:55

[Signature] 3/12/2019 @ 12:56

**RESOLUTION NO. 2019-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT CERTIFYING THE SECRET BALLOT ELECTION OF THE SAN MIGUEL EMPLOYEES' ASSOCIATION AND RECOGNIZING THE SAN MIGUEL EMPLOYEES' ASSOCIATION AS THE EXCLUSIVE BARGAINING AGENT FOR THE NEWLY FORMED BARGAINING UNITS TO BE KNOWN AS THE NON-MANAGEMENT CONFIDENTIAL UNIT AND THE NON-MANAGEMENT NON-CONFIDENTIAL UNIT**

**WHEREAS**, the San Miguel Community Services District (“District”) Board of Directors (“Board”) adopted Resolution No. 2012-15, which implements Chapter 10, Division 2, Title 1 of the California Government Code pertaining to Employer-Employee Relations (“EERs”); and

**WHEREAS**, on October 12, 2018, the District received a Petition for Recognition signed by all non-management employees of the District seeking to be recognized as the San Miguel Employees’ Association (“SMEA”); and

**WHEREAS**, the District’s Employee Relations Officer, in consultation with SMEA, determined that all the information required by Article II, section 1 of the District’s Employer-Employee Relations Resolution (“EERs”) was provided to the District; and

**WHEREAS**, the District, in consultation with SMEA has concluded that the positions held by the petitioning employees should be divided into two (2) separate bargaining units to accommodate a confidential employee; and

**WHEREAS**, the California Government Code Section 3507.1(c) requires a public agency to grant exclusive recognition to an employee organization based on a signed petition showing that a majority of the employees in an appropriate bargaining unit desire the representation; and

**WHEREAS**, on March 8, 2019, a majority of SMEA voted in a secret ballot election to be recognized by SMEA; and

**NOW BE IT THEREFORE RESOLVED**, that the Board certifies the March 8, 2019, secret ballot election; and

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

**SECTION 1: RECITALS.** The above recitals are true and correct and are incorporated herein by this reference.

**SECTION 2: EXCLUSIVE REPRESENTATIVE.** The Board of Directors recognizes SMEA as the exclusive representative of all District employees, other than those designated as management.

**SECTION 3: BARGAINING UNITS.** The two (2) bargaining units into which the positions of the non-management employees shall be placed are hereinafter to be known as the Non-Management Non-Confidential Unit and the Non-Management Confidential Unit. The Non-Management Non-Confidential Unit shall include the following positions: Administrative Assistant, Utility Worker and Utility Operator. The Non-Management Confidential Unit shall include the position of Bookkeeper.

**SECTION 4: MEYERS-MILIAS-BROWN ACT.** SMEA shall have those rights set forth in the Meyers-Milias-Brown Act as well as those rights set forth in the Employer-Employee Relations Resolution.

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

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

The foregoing Resolution is hereby passed and adopted this 28th day of March 2019.

\_\_\_\_\_  
John Green,  
President Board of Directors

ATTEST:

APPROVED AS TO FORM:

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

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

\_\_\_\_\_  
Tamara Parent, Board Clerk