



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
 Anthony Kalvans, Director

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

THURSDAY, November 21, 2019
6:30 P.M. Closed Session 7:00 P.M. Opened Session
BOARD OF DIRECTORS REGULAR MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

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

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

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

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

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

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

M _____ S _____ V _____

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

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) 10-24-2019 Regular Board Meeting

2. Review and approve RESOLUTION 2019-36 adopting job descriptions and pay rate for utility operator positions. (Dodds)**XI. BOARD ACTION ITEMS:****1. Review, Discuss, Receive and File the Enumeration of Financial Report for October 2019 (Freeman)**

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

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

M_____ S_____ V_____

2. Review and approve Resolution 2019-39 approving the FY 2018-19 independent audit report by Moss Levy Hartzheim and authorizing the filing of the report to the State of California and County of San Luis Obispo County Clerk's office (Roberson)

RECOMMENDATION: Approve Resolution 2019-39 approving the FY 2018-19 independent audit report and authorize the filing of the report to the State of California and County of San Luis Obispo County Clerk's office.

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

M_____ S_____ V_____

3. Review and discuss previously adopted Resolution 2018-19 which adopted new property-related fees for water and wastewater services (passed on June 28, 2018 after Prop 218).**Recommendation:** Review and discuss**Public Comments:** (Hear public comments prior to Board Action)

4. Review and discuss District Purchasing Policies, Procedures and Regulations Governing Contract and Professional Service Bidding procedures, Purchases of Material, Supplies and Equipment Manual.

Recommendation: Review, discuss and provide direction

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

5. Review and discuss the San Miguel Community Services District Board Members' Handbook

Recommendation: Review, discuss and provide direction

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

6. Discuss immediate repairs needed at the Machado Wastewater Treatment Facility and potential costs and timeline. (Dodds)

Recommendation: Discuss and provide direction to staff

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

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

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

Public Comments: (Hear public comments)

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 12-19-2019

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 November 15, 2019

Date: November 15, 2019

Rob Roberson Rob Roberson, Fire Chief/Interim General Manager

John Green President Green, SMCSO

Tamara Parent Board Clerk/ Accounts Manager

**MONSOON CONSULTANTS**

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

SAN MIGUEL COMMUNITY SERVICES DISTRICT

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

BOARD OF DIRECTORS

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

Re: DISTRICT ENGINEER REPORT - NOVEMBER 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 8.2 MGAL (11,025 CCF) of water during the month of October 2019. This represents a decrease of approximately 8% from the prior month. Several punctures were discovered in the WWTP Pond #2 HDPE liner during the month. The Director of Utilities has drained the pond and assessed the damage. He is currently awaiting cost proposals from qualified contractors to make the necessary repairs. In addition, repairs to Well No. 3 were completed during the month and the well is back in service. No other significant issues were encountered in the District's infrastructure during the previous month.

MEETING PARTICIPATION

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

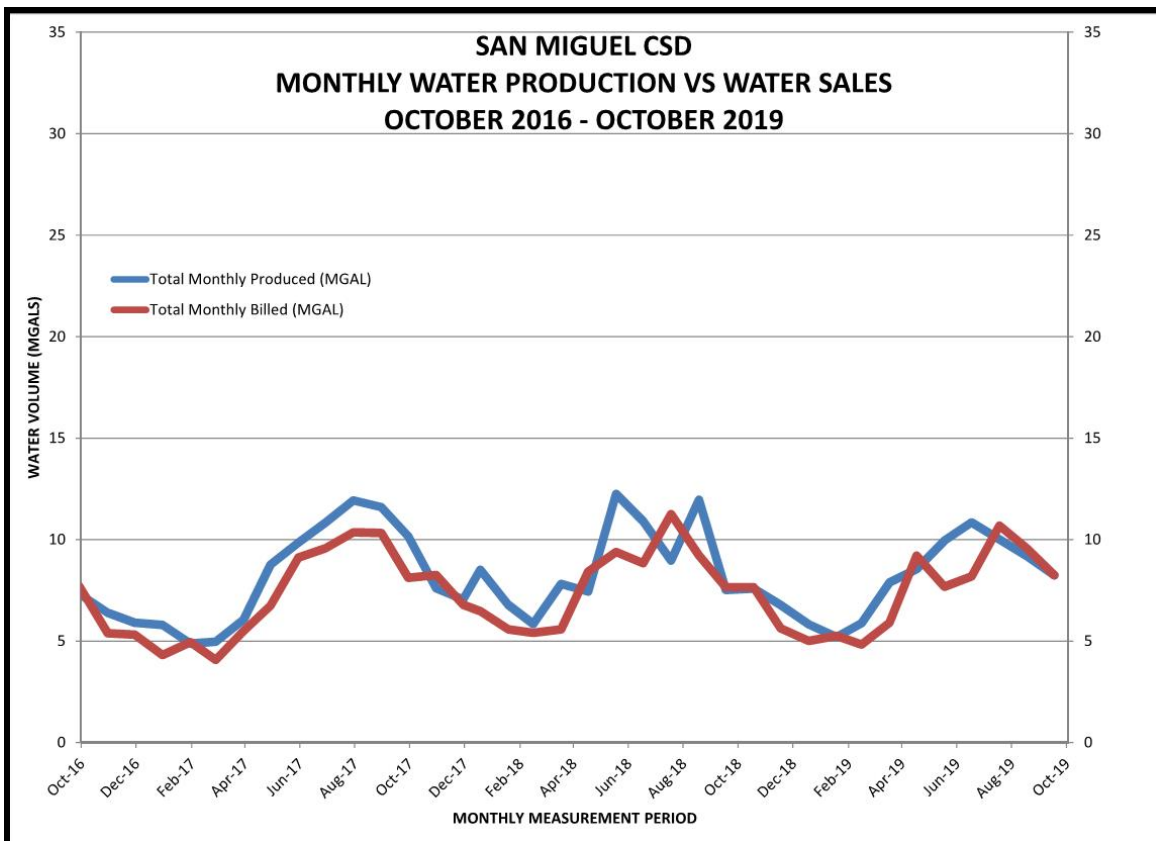
1. October 29, 2019: The DE and the Director of Utilities met with County Water Resources and Planning Department staff to discuss developing a District Ordinance to permit groundwater basin replenishment and water offset credits for the purposes of allowing future development within District boundaries and providing a funding mechanism for recycled water delivery and use.

CIVIL ENGINEERING / HYDROLOGY

2. November 8, 2019: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP Cooperative Committee staff in which the participants discussed the implementation of the GSP.

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: This project is on hold pending completion of the WWTP expansion / upgrade engineering final design at which time a decision will be made regarding further pursuit of this project. Recent conversations with the County and PG&E indicate that the program may be modified to allow for the funding to be used to partially fund the proposed WWTP expansion / upgrade project.
2. Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Engineering Study: The District is the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which have been 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
- Prepare Final Draft of Preliminary Groundwater Recharge Engineering Report

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 DE delivered the initial DRAFT of the Preliminary Groundwater Recharge Study Report and the CEQA "Initial Study" Report at the May 2019 Regular Board Meeting. The Preliminary Groundwater Recharge Study Report has been completed. The DRAFT CEQA "Initial Study" Report has been completed and can be finalized after a biological assessment and archeological assessment are completed. The District is currently awaiting award of grant funds from the DWR to complete these studies.

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. Based on the most recent information from the County, it appears that the reimbursement payments will be made in the Fall 2019.

Regarding additional funding, we have received an agreement from the DWR Waterboard for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation.

DEVELOPMENT

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

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

GROUNDWATER SUSTAINABILITY AGENCY

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

In addition, the document has been posted on the Paso Robles Communication Portal (<https://www.pasogcp.com>). The public comment period on the Draft GSP closed on September 29, 2019. Comments from the public are being collected using a comment form. The form can be found online at (<https://www.pasogcp.com>).

The Board will consider approval and adoption of the 2019 Groundwater Sustainability Plan or the Salinas Valley – Paso Robles Area (“Paso Basin”) under an agenda item during the November 21, 2019 GSA 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

November 13, 2019

Date



San Miguel Community Services District

UTILITY STATUS REPORT

10-19-19 Thru 11-15-19

AGENDA ITEM# IX.9

Well Status:

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

Water System status:

Water leaks this month:0 This year: 15

Water related calls through the alarm company after hours this month: 1 this Year: 7

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

WWTF status:

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

State Water Resources Control Board (SWRCB):

- Nothing new to report

Billing related activity:

Total active accounts

- 894 water accounts
- 775 wastewater accounts
- **Overdue accounts**
 - 114 accounts 30 days past due for October billing period
 - (12.75% of total accounts, this is UP from prior billing period)
 - 38 door hangers issued after attempting to contact the past due account holders
 - (33.33% of total past due accounts, this is DOWN from prior billing period)
 - 1 account shut off for non-payment
 - (0% of total past due accounts, this is the SAME from prior billing period)
- **Meter changeouts**
 - 50 Meters changed since July 1st
 - Meters changed for age, mechanical defects, radio operability issues

Lighting status:

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

Solid Waste:

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

Project status:

- Working with PGE and Energy Watch to look at potential options to upgrade well pumps and controls to be more energy efficient.
- Working with San Miguel Chamber to get repairs made to the irrigation along Mission street.

Board requested information:

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

Community Development Block Grant (CDBG)

- Working with the County on preliminary paperwork for CDBG funding to replace water lines on 10th and 11th streets (initial meeting 7/18/19)
- Met with the County regarding the FY 19-20 grant cycle to apply for funding for the WWTF expansion.

WWTP expansion and Aerator Upgrade

- See additional agenda item(s) for ongoing information

“N” St Property Acquisition:

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

SLO County in San Miguel:

- County provided their 5 year overlay and sealing plan. The District will be working on making known repairs in the effected areas ahead of the scheduled overlays and sealing.
- The County has a contract to repair and replace sections of the sidewalk between 11th and 14th on Mission Street
- County Planning has a CalPoly Intern who will be doing a project regarding water conservation in San Miguel. She will be working with the District to develop outreach customers to help them learn how to save water through retrofits and other changes. Updates will be provided to the Board as needed.

Caltrans in San Miguel:

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

Rain in San Miguel:

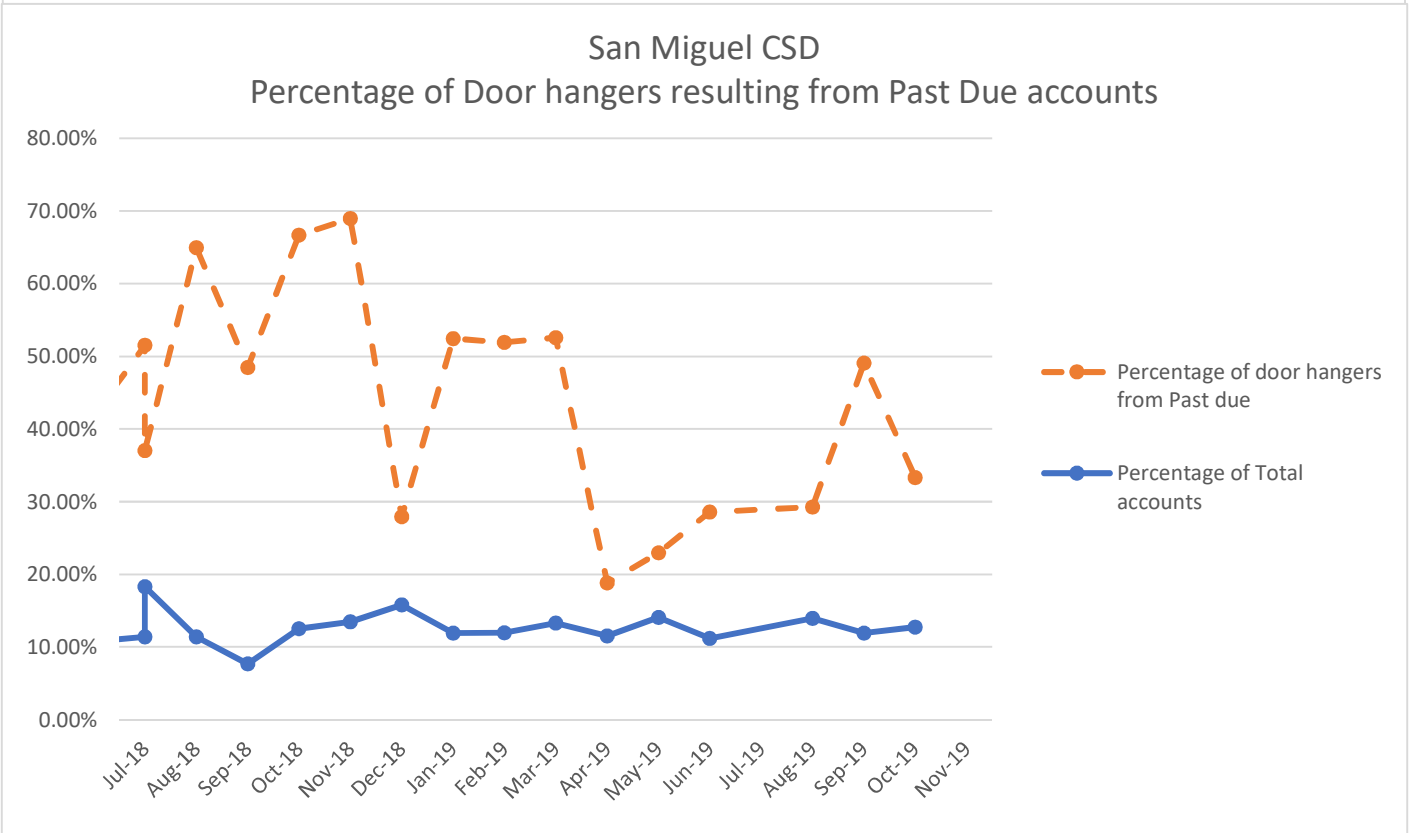
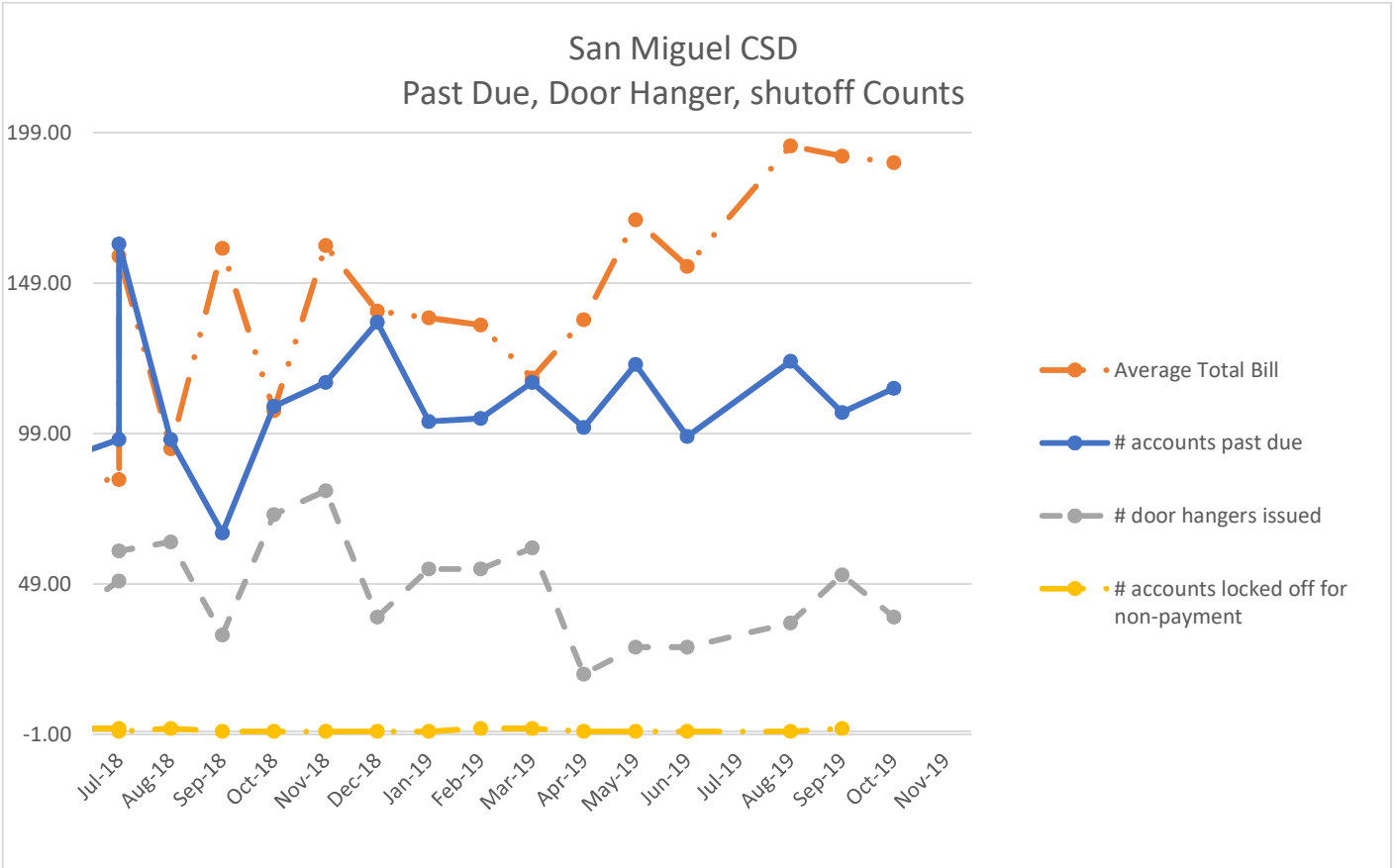
2018	9"
1/5-6/19	.75"
1/7-17/19	1.75"
1/31-2/3/19	2"
2/4-17/19	.5"
2/18-3/20-19	3.25"

Kelly Dodds

Kelly Dodds

Director of Utilities

Date: November 15th, 2019



San Miguel Community Services District Board of Directors Meeting



Staff Report

November 21th, 2019

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for October 2019

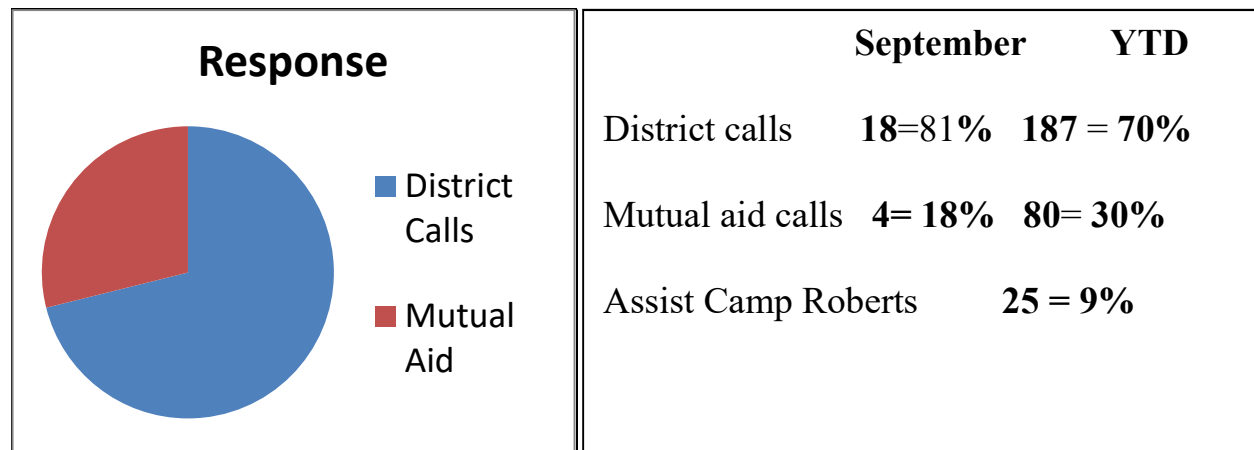
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

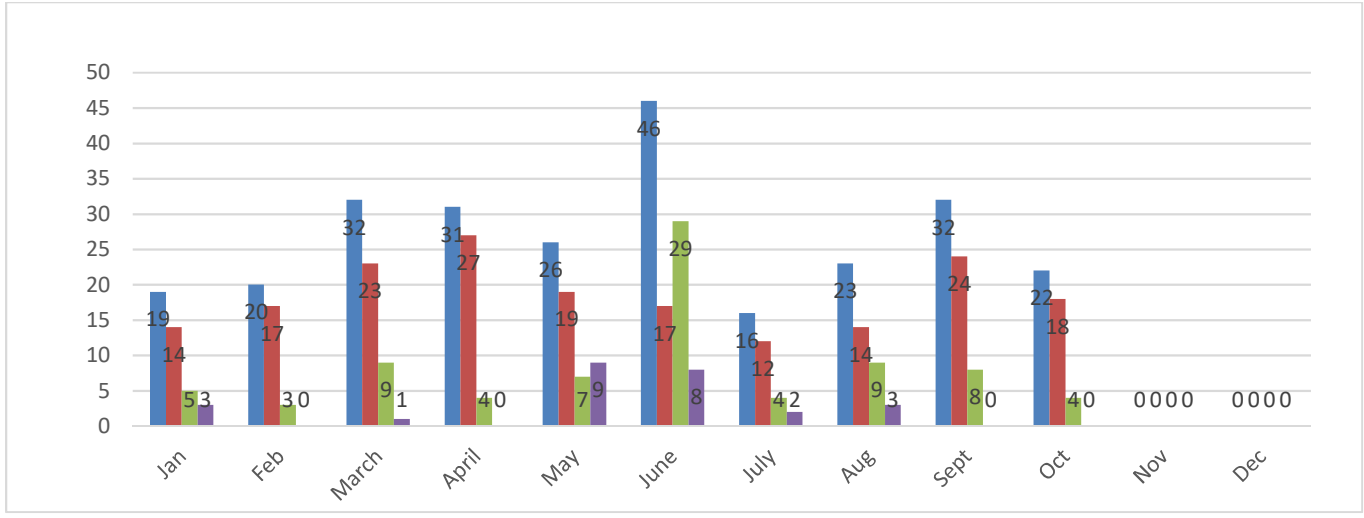
INCIDENT RESPONSE:

- Total Incidents for October 2019 **22**
- Average Calls for per 10 Months in 2019 26.7
- Total calls for the year to date **267**

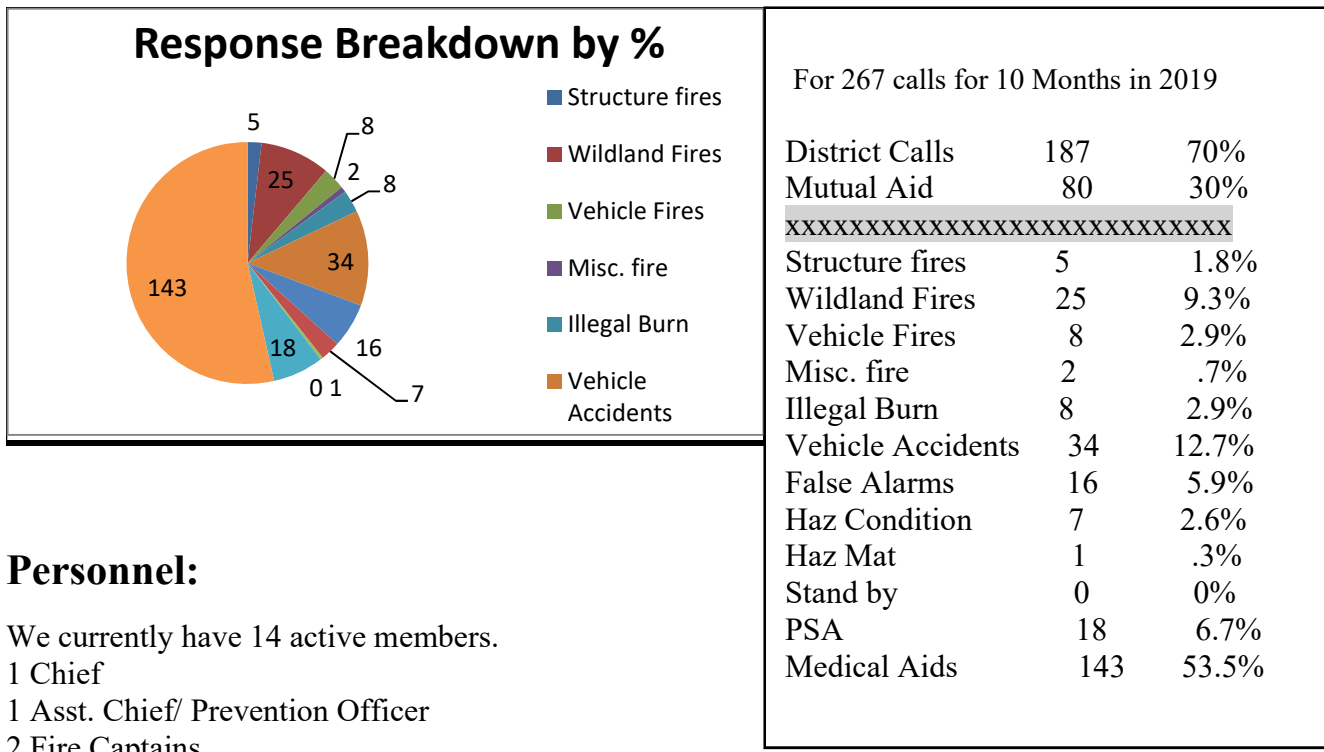
Emergency Response Man Hours in October = 57	total	663
Stand-By Man Hours for October = 16		<u>203</u>
	Total hr.	866

Emergency Response Man Hours = 2.5 hr.	Per call for October	2.4
Stand-By Average per Call = .7	Per call for, October	.7
		Per call for the year





- Total calls
- District
- Mutual Aid
- Camp Roberts



Personnel:

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

Finances:**Equipment:****Activities:****October**

<u>Date</u>	<u>Subject matter</u>
1	Building Search for a victim/ TIC Training
8	Victim Rescue / Rescue Systems
15	Engine Company Operations
22	Association Meeting
29	No Drill

November

<u>Date</u>	<u>Subject matter</u>
5	EMT Skill Assessments
12	Medical Scenarios Company Op's CPR/ MCI
19	Tour Court Side Cellars
26	Association Meeting

Information:

- Fire Prevention Report Attached.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2019 MILEAGE / FUEL REPORT

IX-10

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

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	53	0	33	18	67	15.3	51	12					692	147.3	4.7
E-8687	73	14	26	24	43	14	94	21					805	211.5	4.0
E-8668	15	0	84	0	29	17	16	0					447.7	76.1	5.5
6 Month Total												1944.7	434.9	4.5	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	407	26	121	0	17	15.3	190	20					1308.3	98.8	14.3
C-8601	720	25.1	386	31.66	525	69.4	469	26					5717	409.9	14.0
C-8600	361	39.8	204	15	191	0	171	19					3937.7	298.4	13.2
6 Month Total												10963	807.1	13.6	

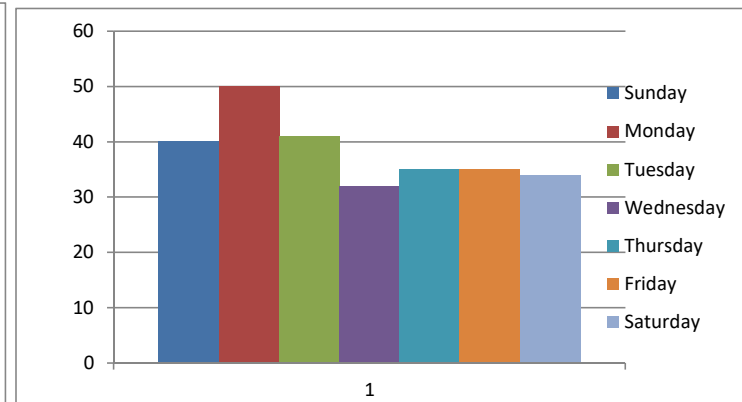
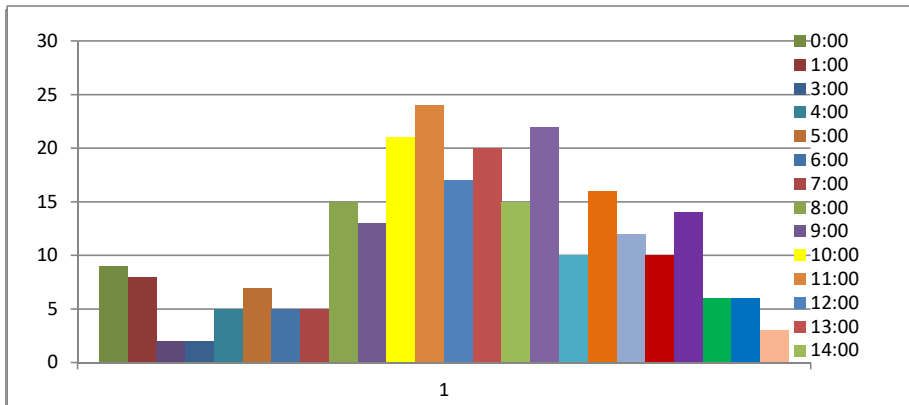
YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	3305.4	434.9	7.6
Gas	10963	807.1	13.6

Call per time of day and day of the week 2019


	After Hours						CSD Work Hours										Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	2	1			1	2	2	2	1	3	3		3	4		4		4	2	2	1	1	2		40	15%
Monday	1					3		1	2		6	9	5	2	3	5	4	2	1	2	1	2		1	50	18%
Tuesday	1	3	2		1	1			5	1	1	5		4	3	6	2		1	1	2		2	41	15%	
Wednesday	1			1		1		1	2	1	4		3	4	2	2	1	3	1	1	3	1		32	11%	
Thursday	2	2			2				2	3		3	2	4	4	2	2	2	2	1	2			35	13%	
Friday				1	1			2	1	2	3	5	5	2	1	1		3	2	3	2		1	35	13%	
Saturday	2	2					1		1	2	2	2	2	1	3	2	1	2	3		3	2	1	2	34	12%
Hour Total	9	8	2	2	5	7	5	5	15	13	21	24	17	20	15	22	10	16	12	10	14	6	6	3	267	
	3%	3%	1%	1%	2%	3%	2%	2%	5%	4%	7%	8%	6%	7%	6%	8%	3%	6%	4%	3%	5%	2%	2%	1%		

Total calls during CSD Work Hours	117	43%
Total calls during Off time and weekends	150	56%
After Hours calls 22:00 to 06:00	42	16%
Total Weekend Calls	74	27%
Total Calls Monday thru Friday	193	72%

8am to 8pm

border: 1px solid black; padding: 2px; display: inline-block;">190 71%


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	0	0	0	0	0	1	1	1	0	0	0	1	0	0	0	0					2	3
Veg. Fires	0	0	0	0	0	0	0	0	0	1	0	1	12	1	2	0	2	1	3	0	2					4	21
Vehicle Fires	0	2	0	0	0	0	1	0	1	1	0	1	0	1	0	1	0	0	0	0	0					4	4
Misc. Fires	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0					2	0
Illegal Burning	1	0	1	0	1	0	2	0	0	0	0	0	2	0	0	0	0	1	0	0	0					8	0
Vehicle Accidents	0	2	3	1	2	6	0	2	3	2	0	2	1	2	0	3	1	0	2	2					12	22	
False Alarms	2	0	5	0	1	0	4	0	1	0	1	0	0	0	0	0	1	0	1	0					16	0	
Hazardous Condition	0	0	1	0	0	0	0	0	2	0	0	0	0	0	2	0	1	0	1	0					7	0	
Hazardous Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0					0	1	
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					0	0	
Pub.Svc.Asst.	0	0	0	0	4	0	5	0	3	0	4	0	0	0	0	0	0	0	2	0					18	0	
Medical Aids	11	1	6	2	17	1	15	2	7	3	10	13	7	0	10	3	19	4	12	0					114	29	
Call TOTALS	15	5	16	3	25	7	27	4	19	7	17	29	12	4	14	9	24	8	18	4	0	0	0	0	187	80	
	20		19		32		31		26		46		16		23		32		22		0		0		267		
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mutual Aid SLO/Mon.	5	0	3	0	15	0	3	0	7	0	25	1	2	2	8	1	7	1	4	0	0	0	0	0	0	84	
Camp Bob Asst.	1		0		1		0		9		8		2		3		0		0		0		0		24		
Average Calls Per	<i>Month</i>		23.6	<i>Day</i>	0.7	<i>SLO Co. MA</i>					79	<i>Montrey Co. MA</i>					5	<i>CPR TOTAL</i>					0				



November 21, 2019

Assistant Fire Chief Report

For the period of October 1-31, 2019.

General Manager

Rob Roberson

Fire Chief

Rob Roberson

Assistant Fire Chief

Scott Young

Prevention Officer

Scott Young

Mission Statement

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

Proudly serving San Miguel with Fire Protection Since 1887

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

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

1. 10/03/2019 Meet with potential developers for a proposed mixed-use development on the airport property 3000 Indian Valley Road, APN 027-420-017.
2. 10/10/2019 Participated in the Alicia Ann Ruse Burn Foundation Burn Relay. SMFA donated \$1,000.00 to the Foundation, providing funding to allow one child to attend Champ Camp.
3. 10/14/2019 Performed rough fire sprinkler inspections on C.S. Nino lots 17, 18, & 19.
4. 10/15/2019 Received a \$4,000.00 donation from the San Luis Obispo Garbagemen's Association for replacement AED's. Members of the Garbagemen's Association, Supervisor Pershong, Director Kalvans, and Fire Department members attended the presentation.
5. 10/22/2019 Returned plans for 1215 Mission Street mixed-use project with corrections to the designer for resubmittal.
6. 10/30/2019 Responded to a request reducing the property setbacks for 777 Monterey Road APN 021-371-002 Multifamily project. Setback adjustments were approved. A site plan shall be submitted for final approval when available.
7. 10-31-2019 Performed rough fire sprinkler inspections for Peoples Self Housing lots 9, 10, 31, & 32.
8. 10/31/2019 Reviewed request to increase the fire hydrant spacing from 300 feet to 500 feet for Mission View Estates APN 027-251-017. Request was denied increasing fire hydrant spacing based on 2019 CFC Appendices B, C, & CC.

Scott Young
Assistant Fire Chief
Prevention Officer

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
OCTOBER 24, 2019 REGULAR MEETING MINUTES

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

- I.** Meeting Called to Order by Vice President Green – 6:30 P.M.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Green, Parent, Palafox, and Kalvans
Directors Absent: Sangster
District Staff in attendance: Tamara Parent, Kelly Dodds, Paola Freeman, and District General Counsel Seikaly
District Staff Absent: Interim General Manager/ Fire Chief Rob Roberson, Assistant Fire Chief Scott Young
- IV. Adoption of Regular Meeting Agenda:**
Director of Utilities Kelly Dodds explained that Action Item #4 will be asked to be tabled Discussion ensued about putting Action Item 9 in front of Action Item 2
Motion by Director Kalvans to adopt Regular Meeting Agenda with changes moving Item in front of item 2.
Seconded by Director Parent Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:34 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**
Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
 - 2. 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

3. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION** Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9

VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** 7:02 P.M. Report out of closed session by Director Green, Direction was given and no reportable action.

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

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** John Peschong in attendance voiced that the Basin Meeting on October 23 was a short meeting. San Luis Obispo County Supervisor Peschong thanked District Engineer Blaine Reely for coming to the meeting on October 22nd and had a good discussion on grant monies. San Miguel was a topic of discussion and the need for infrastructure funding. Discussion of an urgency ordinance about water and the discussion will be about small farmers and hopes to get that passed to help the small farmers.
Board Comment: None
Public Comment: None
3. **San Luis Obispo County Planning and/or Public Works** No Report- Board Clerk explained that she was able to contact the Deputy Director and he has informed her that he will try and have a report in the future if there is information for San Miguel.
4. **San Miguel Area Advisory Council** No Report
5. **Camp Roberts—Army National Guard (LTC Horvath)** LTC Horvath in attendance and explained that September and October are slow months for them. Over the past year, Camp Roberts has hosted over 200,000 troops. November will see 600 troops training. Discussion ensued about the recent fire on the east side of the property.
Board Comment: None
Public Comment: None
6. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson was not in attendance due to vacation.
7. **District General Counsel:** Presented by Counsel Seikaly. ChurchwellWhite, LLC. Explained that the SLO County District Attorney informed her that K. Johnson was trying to divert for mental health reasons. They will return to court on Nov 7th, 2019.
Board Comments: None
Public Comments: None
8. **District Engineer:** Written report submitted as-is. Dr. Blaine Reely asked for any questions.
Board Comments: Director Green asked Dr. Reely to verbally update. Dr. Reely voiced what the water usage and updates on projects and developments. Peoples Self-Help Housing is close to completion and so is Nino for tract 2527 Mission Gardens. Tract 2779 should be starting to build as soon as Mission Gardens are done. Dr. Reely also

informed the Board that he has gone to a few SLO County Supervisor meetings for the District.

Public Comment: Owen Davis San Miguel Resident asked that Dr. Reely give a verbal update for people who do not use computers.

9. **Director of Utilities:** Written report submitted as-is. Director of Utilities Kelly Dodds updated the Board that the District has received \$112,000 from the IRWMA grant for study and should be receiving the rest soon. Mr. Dodds explained that one of the Aerator has died and is working on a plan for a replacement for the specialty motor.

Board Comment: Director Green if was less than five years old and if there was any warranty on it. Director of Utilities Kelly Dodds explained that it is not under warranty. Director Parent asked about a re-wind of the Motor? Director of Utilities Kelly Dodds explained that it is new motor time and is looking around \$10,000 for replacement.

Director Green asked about landscaping and where we are with getting an MOU with the County and the chamber. Director of Utilities Kelly Dodds explained that he is working on it and because it is County property there will need to be an MOA and is working with the Conservation group for funding. Director of Utilities Kelly Dodds explained that he is testing wattage with new LED across the street from CSD and will be changing them all out to LEDs with Jazzy Town. PG&E has the list and should be changing out once they have time.

Director Kalvans voiced that he would like to have an ordinance for the development of the east-side of Mission St. that the developer would have to develop Director Kalvans would also like to maintain the landscaping and lighting with County standards.

Director Kalvans asked how the E-waste and the Mattress recycling was going. Mr. Kalvans asked if the District gets paid for this program. Director of Utilities Kelly Dodds explained that we do not get paid for the program, but it also doesn't cost anything. Mr. Dodds also explained that we are getting a lot of mattresses and a few e-waste.

Director Green asked about the arsenic levels. Director of Utilities Kelly Dodds explained that the arsenic levels run under seven and the last lab test was 5 ppb. blended.

Director Kalvans asked about the N street property (L-Shaped) that the County acquired in the tax liens. SLO County Supervisor Peschong was in attendance and voiced that he had just discussed that with someone but could not recall the conversation but would follow-up and send out an email. Discussion ensued with what Director Green would like to have a drive-through Fire Department.

Public Comments: None

10. **Fire Chief & Asst. Fire Chief:** Fire Chief Rob Roberson, submitted the report as written. Chief Roberson and Assistant Chief Scott Young were not in attendance due to scheduled vacations.

Board Comments: Director Green voiced that he was disappointed that both were on vacation at the same time. Director Green voiced the number of calls to date.

Public Comment: None

X. CONSENT ITEMS:

1. **Review and Approve Board Meeting Minutes**
a) 08-22-2019 Draft Regular Board Meeting

Board Comment: None

Public Comment: None

Motion by Director Kalvans to approve Consent items 1.a

Seconded by Director Palafox. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

XI. BOARD ACTION ITEMS:

- 1. Review, Discuss, Receive and File the Enumeration of Financial Report for September 2019.** Item was presented by Bookkeeper Paola Freeman explained that she has caught up on the financials that she has been working with Cramer & Assc. and voiced that Darsha should not be coming as often as she has. Mrs. Freeman voiced that still working on payroll issues but should be resolved.

Board Comment: None

Public Comment: None

Staff Comment: Accounts Manager/Board Clerk Tamara Parent voiced that the Cash report was fixed and all of Cantella investments show only in the Lighting Department.

Motion by Director Kalvans to Receive and File the Enumeration of Financial Report for September 2019.

Seconded by Director Palafox. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

- 2. Discussion on the status of Machado Wastewater Treatment Facility expansion and aeration upgrade project.** Item presented by Director of Utilities Kelly Dodds explaining That in August the plant averaged 147,251 gallons per day (73% of hydraulic design capacity) with a max day of 181,682 gallons (91% of hydraulic design capacity).

Board Comments: Director Green voiced that we are past what the State wants for capacity. Discussion ensued about state requirements and the District's plan with the new Wastewater Facility.

Director Kalvans voiced his concerns with the RFP, and that he feels that until the Districts November 14th Functional Space Work Session; decisions can't be made. Director of Utilities Kelly Dodds explained that the RFP is asking for an overall design for all buildings, and that portion would be held off until decisions are made through the work session. Director Kalvans voiced that he was concerned about spending monies for design when it needs to be discussed, Mr. Dodds assured Director that it will wait for that portion, but other design needs to be started.

Director Green voiced that he would like to have some conceptual drawings for the Work Session.

Public Comments: Owen Davis San Miguel Resident voiced that he was worried about the amount of sewage from homes with large amounts of people living in them. Discussion

ensued about the code enforcement for large amounts of people living in Sigle family residence. San Luis Obispo Board supervisor John Peschong voiced that he would look into it and send information to Board Clerk.

- 3. Review and approve Resolution 2019-33 authorizing the Director of Utilities to enter into a contract with Monsoon Consultants in an amount not to exceed \$178,000 for Project Management, Civil & Architectural Design development for the Machado Wastewater Facility Expansion.** Item presented by Director of Utilities Kelly Dodds asking the Board of Directors to award a contract to Monsoon Consultants for overall site development of the Wastewater Treatment Plant. Mr. Dodds explained that this does include the building and reassured the Board that nothing will be started until the November 14th Functional space work session.

Board Comment: Director Kalvans voiced that he wanted to go on record that this needs to be held-off till Function Space Work Session. Director Kalvans asked what the design life was? Director of Utilities Kelly Dodds explained that the design life is for 30 years and build-out is estimated for 600,000 gallons a day and the Headworks would handle that quantity. Discussion ensued about build-out in San Miguel and the design life of the treatment facility.

Director Green asked if Supervisor Peschong has been able to let planning understand where the District is in regards to the cost of growth, Director of Utilities Kelly Dodds explained that he has a meeting next week and wants to move the District into a more proactive relationship with the County to work together.

Director Kalvans asked that the Board has an update on building from the San Luis Obispo Planning Department.

Director Green asked if this cost was looked at in the Pro 218 rate study? Director of Utilities Kelly Dodds explained that yes this is part of the funds identified in the 218 Process and that potentially reimbursable with grant awards that are waiting for confirmation for this work.

Direct Parent asked the District Engineer with comparable projects where does this project range? District Engineer Blaine Reely explained it is in the 8.5-million-dollar range and is comparable to other large public works projects for engineering design, and it is around five percent and so a fair price is around the four-hundred-thousand-dollar range. Discussion ensued about Environmental Design and Process Design costs.

Director Green asked about public dump stations and commercial dump stations? Director of Utilities Kelly Dodds explained that this would be a benefit to the community and would be little expense to the district, might even bring in some revenue.

District Engineer voiced that the existing plant will need to stay operational well the new plant is being built.

Public Comment: None

Motion by Director Parent to approve RESOLUTION 2019-33 authorizing the Director of Utilities to enter into a contract with Monsoon Consultants in an amount not to exceed \$178,000 for Project Management, Civil & Architectural Design development for the Machado Wastewater Facility Expansion

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

4. **Review and authorize the release of an RFP for Environmental services including technical studies and related state, regional and federal permitting.** Item presented by Director of Utilities Kelly Dodds explained that this is needed for environmental services and is minimal cost to the District for posting of the Request For Proposal.

Board Comment: Director Palafox asked if this was needed for grants? Director of Utilities Kelly Dodds and District Engineer explained that Environmental Services are needed to do anything at the new facility, but it very helpful to have this study done before grants are applied.

Director Kalvans asked about Kit Fox fees. Director of Utilities Kelly Dodds explained that there will be a fee for the mitigation of the Kit Fox even if there is an animal of not. Director Parent asked what the sunset was for this service and would like to schedule so it doesn't have to be redone. Director of Utilities Kelly Dodds explained that it will be done based on the construction schedule.

Public Comment: None

Motion by Director Parent to authorize the release of an RFP for Environmental services including technical studies and related state, regional and federal permitting.

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

5. **Review and authorize the release of an RFP for Design-Build delivery services for wastewater treatment plant upgrade and expansion–** *Tabled at the adoption of the meeting agenda. Intent to bring back in November.*

6. **Review and approve Resolution 2019-37 authorizing the Director of Utilities to sign and submit applications for grants and loans, on behalf of the District, for the purposes of securing funding for the Machado Wastewater Treatment Facility Expansion/ Upgrade.** Item presented by Director of Utilities Kelly Dodds explaining that he had come across needing this authorization when looking at these loans through USDA and grants. Discussion ensued about all grants and loans coming to the Board of Directors for final approval.

Board Comment: None

Public Comment: None

Motion by Director Parent to approve Resolution 2019-37 authorizing the Director of Utilities to sign and submit applications for grants and loans, on behalf of the District, for the purposes of securing funding for the Machado Wastewater Treatment Facility Expansion/ Upgrade with all loans and grants coming to Board of Directors for final approval.

Seconded by Director Palafox. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

7. **Review and approve RESOLUTION 2019-34 adopting a revision to the San Miguel CSD Application for Water, Wastewater, Street Lighting, and Solid Waste Will Serve** and associated fees. Item presented by Director of Utilities Kelly Dodds explaining that Due to the expanding services and additional interest in a building within the District, it has become evident that some services were missed in the last revision of the will serve application and fee schedule. Specifically, the following should now be incorporated into the application and fee schedule. 1. Street lighting and solid waste were added to the application to account for time and recourses spent processing, reviewing and inspecting lighting and solid waste facilities 2. Review and inspection of fire lines and fire hydrants; 3. Review of solid waste management for commercial and multifamily development; and 4. Review of landscaping for commercial and multifamily development. These changes will become effective once approved by the Board. These changes will not change any projects already under construction with active will serves. These fees are for cost recovery only, no excess revenue is anticipated

Board Comment: Director Kalvans asked about plan check fees for lighting and solid waste, fall under commercial and multifamily and is it in signal-family for landscaping and adopting County standards. Director of Utilities Kelly Dodds explaining that this is for Commercial developments and we do not require signal-family to have street lighting. Discussion ensued about street lighting for developments and what is new or previously adopted. Director Kalvans voiced that he would like to see landscaping and asked about what the District defines Commercial AG within the district boundaries. It was explained that at this time the District doesn't provide water or sewer services to any of the Ag properties in San Miguel and the District sees the permit from the County. The County reviews landscaping with each building permit. Discussion ensued about what the District inspects. Director Kalvans asked if there are plans to bring back inspection fees for purple pipe/ recycled water? Mr. Dodds explained that will be included in the Recycled Water Ordinance.

Public Comment: Owen Davis San Miguel resident asked what the District has to do with "Solid Waste" and voiced that he feels that San Miguel Garbage is great. Director Green explained that the District Board of Directors handles their contract. Director of Utilities Kelly Dodds explained that San Miguel Garbage is our franchisee and this resolution changes nothing with Solid Waste.

Motion by Director Parent to approve RESOLUTION 2019-34 adopting a revision to the San Miguel CSD Application for Water, Wastewater, Street Lighting and Solid Waste Will Serve and associated fees.

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

8. **Review and approve RESOLUTION 2019-35 adopting a fee schedule to recoup costs related to services available from the District.** Item presented by Director of Utilities Kelly

Dodds explaining that order to include a fee for performing a fire flow on a hydrant or main. This fee would recoup the cost for operators to perform the fire flow and to pay for the water lost in the process. Fire flows are normally requested in relation to new commercial or multifamily construction where automatic fire sprinklers are required, or peak water demand is high. Generally, single-family homes do not require full fire flows to be performed to complete their automatic fire sprinkler calculation, so this fee should not impact single-family construction.

Board Comment: Director Green asked if other Districts have this fee? Director of Utilities Kelly Dodds explained that most other districts have this fee because it does take staff time. Director Parent asked about static flow and residual flow. Director of Utilities Kelly Dodds explained that you must flow the hydrant to get the correct calculation for fire sprinkler plans.

Director Green asked about Doorhanger fees, Accounts Manager voiced that she has not seen much of a change; the same people every month. Discussion ensued about fees.

Public Comment: None

Motion by Director Green approve RESOLUTION 2019-35 adopting a fee schedule to recoup cost related to services available from the District

Seconded by Director Palafox. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

9. Review and approve Resolution 2019-38 authorizing the purchase of a replacement water meter for Lillian Larsen Elementary School and authorizing a budget adjustment for \$3,914.00 to the Water Department water meter replacement budget.

Item presented by Director of Utilities Kelly Dodds updating the Board of Directors that the electronic register on the 6” meter that was installed in 2009 is failing. The approved 2019-20 budget is not sufficient to fund the needed replacement, which is why the request is being brought to the Board.

Board Comment: Director Green asked how many 6” meters the District has? Director of Utilities Kelly Dodds explained that the District has two meters that are 6’ meter. Discussion ensued about how that meter was read and what could be changed for safety. Director Kalvans asked if it is radio read? Mr. Dodds explained that yes, but it is hard to get a radio readout of a steel box and we are looking at a safer way to read the meter. Director Palafox asked if this budget adjustment is for one-line item only? Mr. Dodds explained that is correct only one-line item 525 in the budget for \$3,914.00

Public Comment: Owen Davis San Miguel Resident asked if the cost is for the meter or the labor? Director of Utilities Kelly Dodds explained that the labor will be in-house and the cost is the cost is for the Mastermeter.

Motion by Director Parent approve Resolution 2019-38 authorizing the purchase of a replacement water meter for Lillian Larsen Elementary School and authorizing a budget adjustment in an amount of \$3,914 to the water department water meter replacement budget.

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

XII. BOARD COMMENT: Director Green reminded everyone that there is a scheduled “Functional Space Work Session” on November 14, 2019 at 6:00 P.M. and is opened to the public.

Director Parent voiced that he had the opportunity to visit Fluid Resource Management – Cloacina plant and explained that he was very impressed with their innovation. Mr. Parent voiced that they are very accommodating with tours and feels that all Directors should go. District Engineer Reely explained that any Director that wants to go should call him and he will set up a tour for them.

Director Kalvans asked about the Rate Increase Resolution Discussion. Director of Utilities Kelly Dodds explained that it is scheduled for November Meeting.

Director Kalvans voiced that he has some information regarding Property Tax and alternative Rate Structure for our water. Director of Utilities Kelly Dodds asked that he email the information.

XIII. ADJOURNMENT TO NEXT MEETING 11-14-2019 Special Work Session Meeting:
Adjournment at Approximately 8:34 P.M.



San Miguel Community Services District

Board of Directors Staff Report

November 21, 2019

AGENDA ITEM: X-2

SUBJECT: Discuss and approve Resolution 2019-36 approving the San Miguel Community Services District revised job descriptions for the Field Operator Lead and Field Operator Positions, adopting job descriptions for the new positions of Wastewater Treatment Facility Operator Lead and Wastewater Treatment Facility Operator, and adopting a new salary schedule for these positions.

RECOMMENDATION:

Approve **Resolution 2019-36** approving the San Miguel Community Services District revised job descriptions for the Field Operator Lead and Field Operator Positions, adopting job descriptions for the new positions of Wastewater Treatment Facility Operator Lead and Wastewater Treatment Facility Operator, and adopting a new salary schedule for these positions.

DISCUSSION:

Over the years as the District has grown and job descriptions have been modified to keep up with the change in responsibility and duties.

With the coming expansion and upgrade to the Machado Wastewater Treatment Facility (“WWTF”) the District needs to revise current job descriptions, adjust the salary schedule of those current positions, add additional positions, and adopt a salary schedule for those new positions.

The proposed positions will carry District Operations forward with the needs of the WWTF. The current Field Operator Lead and Field Operator will now primarily be responsible for potable water and the sewer collection system. The newly created WWTF Operator Lead and WWTF Operator will primarily be responsible for the operation of the WWTF. All operators will be familiar with both systems and will assist each other on larger projects.

The proposed positions, descriptions and salary schedule have been reviewed and tentatively agreed to by the San Miguel Employees' Association, which fulfills the District's meet and confer obligations on these items pursuant to the California Government Code section 3500 et seq.

The approved 2019-20 District budget accounts for the newly created positions being effective in January 2020. The Field Operator and WWTF Operator may be filled by the current operator and worker based on licensing and experience. The Field Operator Lead and WWTF Operator Lead should be advertised and hired within the next 6 months.

The rate study that was adopted in 2017 included the hire of 2 additional operators at a rate higher than what is being presented in the 2019-20 fiscal year.

The attached resolution approves the adoption of the newly created positions, revised descriptions and salary schedules. It also authorizes the advertisement of the available positions immediately and hiring of those positions as of January 1st, 2020.

Fiscal Impact:

The impact of these new positions has already been budgeted for the current fiscal year for the rates proposed.

PREPARED BY:

Kelly Dodds

Director of Utilities

Attachment: **Resolution No 2019-36**

RESOLUTION NO. 2019-36

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT'S
REVISED JOB DESCRIPTIONS FOR THE FIELD OPERATOR LEAD AND FIELD
OPERATOR POSITIONS, ADOPTING JOB DESCRIPTIONS FOR THE NEW
POSITIONS OF WASTEWATER TREATMENT FACILITY OPERATOR LEAD AND
WASTEWATER TREATMENT FACILITY OPERATOR, AND ADOPTING A NEW
SALARY SCHEDULE FOR THESE POSITIONS**

WHEREAS, San Miguel Community Services District (“District”) maintains job descriptions for all positions within the District; and

WHEREAS, the District needs to revise the job descriptions and add positions from time to time to maintain District operations; and

WHEREAS, the Board of Directors authorizes staff to revise the job descriptions for the Field Operator Lead and Field Operator Position, attached hereto as Appendix A; and

WHEREAS, the Board of Directors authorizes staff to revise the salary schedule for the Field Operator Lead and Field Operator positions due to the revised job descriptions, attached hereto as Appendix B; and

WHEREAS, the revised job descriptions and salary schedule shall be effective upon approval by the Board of Directors; and

WHEREAS, due to the expansion of the Machado Wastewater Treatment Facility (“WWTF”), the Board of Directors authorizes staff to create a WWTF Operator Lead and WWTF Operator in order to work in the WWTF, the job descriptions are attached hereto as Appendix C; and

WHEREAS, the Board of Directors authorizes the newly created salary schedule for the WWTF Operator Lead and WWTF positions, attached hereto as Appendix D; and

WHEREAS, the newly created WWTF Operator Lead and WWTF Operator positions will be effective January 1, 2020 and the District shall begin recruitment in January 2020; and

WHEREAS, District staff has fulfilled its meet and confer obligations with the San Miguel Employees’ Association and has reached a tentative agreements on the revised job descriptions, the newly created WWTF positions, and the salary schedules; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution revising the Field Operator Lead and Field Operator Job Descriptions, attached hereto as Appendix A; adopting a revised salary schedule for these positions, attached hereto as Appendix B; adopting job descriptions for the newly created WWTF Operator and WWTF Operator lead positions, attached hereto as Appendix C; and adopting a newly created salary schedule for these positions, attached hereto as Appendix D.

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 21st day of November 2019.

 John Green, President
 Board of Directors

ATTEST:

APPROVED AS TO FORM:

 Rob Roberson, Interim General Manager

 Douglas L. White, District General
 Counsel



DEPARTMENT: Operations

TITLE: Field Operator Lead

REPORTS TO: Director of Utilities

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

* Field Operator Lead serves as a crew leader & provides on-site work direction and technical guidance to Field Operator, Utility Worker and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Field Operator Lead minimum licensing at time of hire:

- A valid California Class "C" driver's license and proof of insurability;
- SWRCB Water Distribution Grade 2
- SWRCB Water Treatment Grade 2
- SWRCB Wastewater Treatment Grade 1

Backflow tester certification and Collections Systems Maintenance are required for the Field Operator Lead within 1 year of hire, unless otherwise determined by the District.

A class "A" driver's license is desirable.

As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator lead to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period of time.

EDUCATION: High School diploma or equivalent is required, a BS degree or AA/ AS degree or additional training in Water, Wastewater or a related Science field is desirable.

EXPERIENCE:

A minimum of four years of experience (with demonstrated increased responsibility) working in water and / or wastewater operations and maintenance; demonstrated comprehension of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer, peripherals and software such as Word, excel, outlook, share point; a thorough knowledge of the District's procedures; the successful completion of a course of instruction on lead or supervisory duties at a journey level; proven ability to

organize and manage competing priorities; skilled in personal computer and peripherals operations and use, other related training in well maintenance, tank maintenance and infrastructure maintenance is desirable. Experience in and knowledge of recycled water systems is desirable.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Director of Utilities and Field Operator, receives specific work assignments and review results; District personnel to discuss and resolve technical issues; front desk and customer service personnel to coordinate assignments; all other District personnel as required.

EXTERNAL: Interaction with general public to answer basic questions during the course of carrying out the work assignment; vendors to obtain parts and supplies; and emergency service personnel as required.

PHYSICAL REQUIREMENTS

Active physical work with and without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory and other safety equipment.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.

When working indoors, work may be performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This position's responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

This position acts as a backup to the Wastewater Treatment Facility ("WWTF") operators and participates in the operation and maintenance of the WWTF as directed by the Director of Utilities.

The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

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

- Professionally represents the District.
- Serve as Crew Leader at the site providing work direction and technical instruction to other Utility personnel.
- Inspects work results performed by Utility personnel.
- Prepares/inspects equipment and obtains required permits.
- Delegates labor resources effectively.
- Performs administrative work as required.

- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction, operates and maintains the District wastewater treatment plant and recycled water facilities.
- Cleans and maintains the District sewer collection system
- Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, performs the following:
 - Laying and joining pipe.
 - Breaking out pavement for installations.
 - Maintenance/repair of mains and services.
 - Repairing land areas for planting.
 - Installation and maintenance of customer meters.
 - Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Administers, tests, and maintains District's backflow system.
- General housekeeping of District offices, and facilities as needed or assigned.
- General housekeeping of district Wastewater Treatment Facility as needed or assigned.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- Assist in the operation of the Solid Waste Department as assigned
- Assist in the operation of the Lighting/ landscaping Department as assigned
- Performs all other duties as assigned.

(End of Description for Field Operator Lead)



DEPARTMENT: Operations

TITLE: Field Operator

REPORTS TO: Director of Utilities, Field Operator Lead

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Field Operator minimum licensing at time of hire:

- A valid California Class "C" driver's license and proof of insurability;
- SWRCB Water Distribution Grade 1
- SWRCB Water Treatment Grade 1
- SWRCB Wastewater Treatment Grade 1

As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period.

EDUCATION: High School diploma or equivalent is required, additional training in Water, Wastewater or a related Science field is desirable.

EXPERIENCE:

Minimum of two years' experience laying pipe and related materials. Working knowledge of water and wastewater operations and maintenance; demonstrated comprehension of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer, peripherals and software such as Word, excel, outlook, share point; Experience in and knowledge of recycled water systems is desirable.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Director of Utilities and Field Operator Lead to receive specific work assignments and review results; District personnel to discuss and resolve technical issues; front desk and customer service personnel to coordinate assignments; all other District personnel as required.

EXTERNAL: Interaction with general public to answer basic questions during the course of carrying out the work assignment; and emergency service personnel as required.

PHYSICAL REQUIREMENTS

Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory and other safety equipment.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.

When working indoors, work may be performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This position's responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

This position performs operation and maintenance activities at the WWTF as directed by the Director of Utilities.

The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

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

- Professionally represents the District
- Performs administrative work as required
- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Under direction assists in the operation and maintenance of the District wastewater treatment plant and recycled water facilities.
- Cleans and maintains the District sewer collection system
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, performs the following:
 - Laying and joining pipe.
 - Breaking out pavement for installations.
 - Maintaining/repairing mains and services.
 - Repairing land areas for planting.
 - Installing and maintaining customer meters.
 - Performing routine maintenance on District equipment and facilities.

- Operating a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- General housekeeping of District offices, and facilities as needed or assigned.
- General housekeeping of district Wastewater Treatment Facility as needed or assigned.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- Assist in the operation of the Solid Waste Department as assigned
- Assist in the operation of the Lighting/ landscaping Department as assigned
- Performs all other duties as assigned.

(End of Description for Field Operator)

DRAFT



DEPARTMENT: Operations

TITLE: WWTF Operator Lead

REPORTS TO: Director of Utilities

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

* WWTF Operator Lead serves as a shift operator & provides on-site work direction and technical guidance to WWTF Operator, Utility Worker and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

WWTF Operator Lead minimum licensing at time of hire:

- A valid California Class "C" driver's license and proof of insurability;
- SWRCB Wastewater Treatment Grade 3
- SWRCB Water Distribution Grade 2

A class "A" driver's license is desirable.

As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator lead to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period.

EDUCATION: High School diploma or equivalent is required, a BS degree or AA/ AS degree or additional training in Water, Wastewater or a related Science field is desirable.

EXPERIENCE:

A minimum of four years of experience (with demonstrated increased responsibility) working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; demonstrated comprehension of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer, peripherals and software such as Word, excel, outlook, share point; a thorough knowledge of departmental procedures; the successful completion of a course of instruction on lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities; skilled in personal computer and peripherals operations and use. Experience in and knowledge of recycled water systems is desirable.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Director of Utilities, WWTF Operator; receives specific work assignments and review results; all other District personnel as required.

EXTERNAL: Interaction with general public to answer basic questions during the course of carrying out the work assignment; vendors to obtain parts and supplies; and emergency service personnel as required.

PHYSICAL REQUIREMENTS

Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory and other safety equipment.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.

When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This position's responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

This position participates in the operation and maintenance of the water distribution system as directed by the Director of Utilities.

The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

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

- Professionally represents the District
- Serve as Shift operator at the WWTF providing work direction and technical instruction to other WWTF personnel.
- Inspects work results performed by other WWTF personnel.
- Delegates labor resources effectively
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction operates and maintains the Potable water system
- Cleans and maintains the District Sewer Collection System.
- Performs administrative work as required:
- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.

- Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility and recycled water facilities.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- General housekeeping of District offices, and facilities as needed or assigned.
- General housekeeping of District Wastewater Treatment Facility as needed or assigned.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- Assist in the operation of the Solid Waste Department
- Assist in the operation of the Lighting/ landscaping Department
- Performs all other duties as assigned.

(End of Description for WWTF Operator Lead)

DRAFT



DEPARTMENT: Operations

TITLE: WWTF Operator

REPORTS TO: Director of Utilities, WWTF Operator Lead

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

WWTF Operator Lead minimum licensing at time of hire:

- A valid California Class "C" driver's license and proof of insurability;
- SWRCB Wastewater Treatment Grade 2
- SWRCB Water Distribution Grade 1

As a condition of continued employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, work a predefined alternative work schedule and overtime as necessary. On-Call requires the operator to be able to arrive at the District within 30 minutes of callout and remain unimpaired during the on-call period.

EDUCATION: High School diploma or equivalent is required, a BS degree or AA/ AS degree or additional training in Water, Wastewater or a related Science field is desirable.

EXPERIENCE:

A minimum of two years of experience working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; working knowledge of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and peripherals, a thorough knowledge of departmental procedures; skilled in personal computer, peripherals and software such as Word, excel, outlook, share point; operations and use. Experience in and knowledge of recycled water systems is desirable.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Director of Utilities and WWTF Operator Lead to receive specific work assignments and review results; all other District personnel as required.

EXTERNAL: Interaction with general public to answer basic questions during the course of carrying out the work assignment; and emergency service personnel as required.

PHYSICAL REQUIREMENTS

Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities. Must be able to wear appropriate hearing, eye, respiratory safety equipment.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.

When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This, at will, position responsibilities include performing construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

This position participates in the operation and maintenance of the water distribution system as directed by the Director of Utilities.

The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

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

- Professionally represents the District
- Performs administrative work as required
- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction operates and maintains the Potable water system
- Cleans and maintains the District Sewer Collection System.
- Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility and recycled water facilities.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- General housekeeping of District offices, and facilities as needed or assigned.
- General housekeeping of District Wastewater Treatment Facility as needed or assigned.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- Assist in the operation of the Solid Waste Department
- Assist in the operation of the Lighting/ landscaping Department
- Performs all other duties as assigned.

(End of Description for WWTF Operator)

DRAFT



DEPARTMENT: Operations

TITLE: *UTILITY WORKER*

REPORTS TO: Director of Utilities, Field Operator Lead

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

TYPE OF WORK

Under supervision of the Director of Utilities, Field Operator Lead or Field Operator, works independently, or as part of a crew performing a full range of maintenance duties in a variety of tasks relative to District functions in Water Distribution, Water Treatment, Wastewater Treatment, Street Lighting, Fire, and Solid Waste.

TYPICAL DUTIES PERFORMED

Under supervision, performs a variety of unskilled and semiskilled tasks in the maintenance and operation of District facilities; cleaning and repairing water well systems and structures, repairing water leaks, exercising valves, cleaning out meter boxes and valve boxes, cleaning and repair of wastewater collection and treatment systems including wet wells and man holes, painting, hand digging using pick and shovel, landscape maintenance, running errands, pest and weed control, cleaning and maintenance of all types, road repairs, reading water meters, hazardous material handling, performs maintenance and repairs of rolling stock; assists others as directed, performs general housekeeping of district offices, fire station and utility buildings, and performs other duties as required. (Examples listed may not cover all duties that may be performed.)

EDUCATION: High School diploma or equivalent required.

Knowledge of:

Routine maintenance of vehicles, equipment, and tools; use of various hand and power tools, and mechanized equipment. Water and sewer maintenance/ operations, general construction work; safe working practices in a maintenance environment.

Ability to:

Stay productively busy, work under the direction of others and work well with others, maintain a safe work environment, have a cooperative and helpful attitude with the public, be willing to be trained and to learn new skills. Work outside in a variety of weather conditions. Perform heavy physical activity. Work varied shifts and overtime as required for planned repairs and or emergency work. Follow directions with reading and writing skills to accomplish desired tasks; do manual labor; utilize hand and power tools in building and facility maintenance; exercise good judgment in the operation of equipment and in completing jobs independently; and operate various motorized equipment.

(continued on next page)

Desirable Experience:

One-year work experience in maintenance and or construction of underground utilities, preferably in water and wastewater.

Special Requirements:

Possession of a valid California Driver's License Class C is required at time of hire.

As a condition of employment, must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. This training will be provided by the District.

Utility Worker required licensing:

- A valid California Class "C" driver's license and proof of insurability (at time of hire);
- Must be able to obtain a SWRCB WW Grade 1 OIT within 30 days of hire. Wastewater license must be maintained throughout employment.
- SWRCB Water Distribution Grade 1 within one (1) year of hire

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

Physical Demands and Working Conditions:

Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; walk long distances, climb hills and ladders, frequent lifting of objects up to 50 lbs, may on an infrequent basis assist with lifting up to 100 pounds, with occasional lifting of objects weighing over 100 lbs; good hearing, eyesight and speech capabilities.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wear protective clothing as required.

When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This position's responsibilities include performing construction, installation and maintenance work on pipelines and rights of way, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

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

- Professionally represents the District
- Responds to emergency situations using sound judgment.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, performs the following:

- Laying and joining pipe.
- Breaking out pavement for installations.
- Maintaining/repairing mains and services.
- Repairing land areas for planting.
- Installing and maintaining customer meters.
- Performing routine maintenance on District equipment and facilities.
- Operating a variety of equipment in the course of the above including (but not limited to) _ trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- General housekeeping of District offices, and facilities as needed or assigned.
- General housekeeping of District Wastewater Treatment Facility as needed or assigned.
- Under supervision, assists in the operation and maintenance of the Wastewater treatment and recycled water facility
- Under supervision, assists in the cleaning and maintenance of the Sewer collection system
- Under supervision assists in the operation and maintenance of the Potable water system

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

- Assist in the operation of the Solid Waste Department
- Assist in the operation of the Lighting/ landscaping Department
- Performs all other duties as assigned.

(End of Description for Utility Worker)

APPENDIX "A" - COMPENSATION STEP SCHEDULE

CLASSIFICATION	TYPE	Step 1	STEP 2	STEP 3	STEP 4	STEP 5	at step 1	at step 5	BARGAINING UNIT	REQUIRED LICENSES
Administrative										
Account Clerk 1/Accounting	hourly	\$14.99	\$15.74	\$16.53	\$17.35	\$18.22	\$31,179	\$37,899	NM-NC	
Account Clerk 2/Operations Coordinator	hourly	\$18.22	\$19.13	\$20.09	\$21.09	\$22.15	\$37,899	\$46,066	NM-C	
Bookkeeper/Accounting	hourly	\$21.09	\$22.15	\$23.26	\$24.42	\$25.44	\$43,867	\$52,915	NM-C	
Accountant (vacant)	hourly	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$37,924	\$46,097	M-C	
Utility										
ADOPTED 10-2018										
Utility Worker	hourly	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45	\$33,280	\$40,452	NM-NC	WWOIT
Utility Operator 1	hourly	\$23.34	\$24.51	\$25.73	\$27.02	\$28.37	\$48,547	\$59,009	NM-NC	D1, WW1
Utility Operator 2 Unauthorized	hourly	\$34.04	\$35.75	\$37.53	\$39.41	\$41.38	\$70,811	\$86,072	NM-NC	D1, WW1
Utility Operator 3 Unauthorized	hourly	\$39.41	\$41.38	\$43.45	\$45.62	\$47.90	\$81,973	\$99,639	NM-NC	D2, T2, WW2
Utility Supervisor Unauthorized	hourly	\$45.62	\$47.90	\$50.30	\$52.81	\$55.45	\$94,894	\$115,344	NM - C	D3, T2, WW3, BTC, CM1
Utility										
PROPOSED REPLACES POSITIONS ADOPTED 10-2018										
Seasonal Worker (temporary/ part time) proposed	hourly	\$16.00								NA
Utility Worker	hourly	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45	\$33,280	\$38,526	NM-NC	WWOIT
Field Operator Proposed	hourly	\$23.34	\$24.51	\$25.73	\$27.02	\$28.37	\$48,547	\$59,009	NM-NC	D1, T1, WW1
Field Operator Lead Proposed	hourly	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$62,400	\$75,848	NM-NC	D2, T2, WW1, BTC, CM1
WWTF Operator Proposed	hourly	\$23.34	\$24.51	\$25.73	\$27.02	\$28.37	\$48,547	\$59,009	NM-NC	WW3, D2
WWTF Operator Lead Proposed	hourly	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$62,400	\$75,848	NM-NC	WW2, D1
Contractual										
General Manager	(contract)								N/A	
Fire Chief	(contract)								N/A	
Asst Fire Chief	(contract)								N/A	
Board Clerk/Accounts Manager	(contract)								N/A	
Director of Utilities	(contract)								N/A	D3, T2, WW2, BTC, CM1



San Miguel Community Services District

November 21, 2019

AGENDA ITEM: XI-1

SUBJECT: Bookkeeper Report for October 2019

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

October 2019 Payroll Expense: Total CSD Payroll \$44,511.80 (including all liabilities)

October 2019 Income: \$341,260.68

October 2019 Expenses: \$136,595.08 (not including payroll)

1. Churchwell White \$30,387.76
2. Dell Marketing \$14,023.59
3. Moss Levy & Hartzheim LLP \$10,590.00
4. Monsoon \$ 5,315.00
5. Core & Main \$4,961.62
6. Local IT \$2,758.00
7. Coblenz Biehle & Cramer \$2,340.00
8. PG&E \$1,072.73
9. Mail Finance \$1,008.38
10. FGL \$868.00

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

PREPARED BY:

Paola Freeman

Paola Freeman, Bookkeeper

11/15/19
09:40:29

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 10/19

Page: 1 of 15
Report ID: AP100V

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

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5308	18071S	573 BURT INDUSTRIAL SUPPLY	101.82					
1	70377 10/30/19	Suction Hose	101.82			40 64000	582	10200
		Total for Vendor:	101.82					
5274	18054S	340 C&N TRACTORS	150.11					
1	40361P 10/01/19	Bush Knife	75.06			40 64000	351	10200
2	40361P 10/01/19	Bush Knife	75.05			50 65000	351	10200
		Total for Vendor:	150.11					
5217	18017S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	91.84					
		Acct No. 013014 Contract Increase						
1	441741 10/01/19	Maint Contract 10/4/19~11/3/19	35.00			40 64000	334	10200
2	441741 10/01/19	Maint Contract 10/4/19~11/3/19	35.00			50 65000	334	10200
3	441741 10/01/19	Overage Charge 9-4-19 ~10-3-19	10.92			40 64000	334	10200
4	441741 10/01/19	Overage Charge 9-4-19 ~10-3-19	10.92			50 65000	334	10200
		Total for Vendor:	91.84					
5235	18018S	67 CHARTER COMMUNICATIONS	89.97					
		1765 Bonita Treatment Plant						
1	4055309181 09/18/19	Internet/Voice	89.97			40 64000	375	10200
5264	18035S	67 CHARTER COMMUNICATIONS	309.94					
		Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice						
		Service 10/11/19 ~ 11/10/19						
1	7311101119 10/11/19	Internet/Voice	103.31			20 62000	375	10200
2	7311101119 10/11/19	Internet/Voice	103.31			40 64000	375	10200
3	7311101119 10/11/19	Internet/Voice	103.32			50 65000	375	10200
5292	18056S	67 CHARTER COMMUNICATIONS	89.97					
		1765 Bonita Treatment Plant Service from 10/18/19 ~ 11/17/19						
1	4055310181 10/18/19	Internet/Voice	89.97			40 64000	375	10200
		Total for Vendor:	489.88					

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5249	18033S	473 CHURCHWELL WHITE LLP	9,465.07					
Professional Services Rendered through July 31 2019								
1	35866 08/20/19	General Counsel	270.95			20 62000 327		10200
2	35866 08/20/19	General Counsel	24.65			30 63000 327		10200
3	35866 08/20/19	General Counsel	551.71			40 64000 327		10200
4	35866 08/20/19	General Counsel	1,209.74			50 65000 327		10200
5	35866 08/20/19	General Counsel	57.96			60 66000 327		10200
6	35867 08/20/19	Steinbeck vs SLO	1,633.40			50 65000 332		10200
7	35868 08/20/19	Water	1,436.40			50 65000 327		10200
8	35869 08/20/19	Solid Waste	53.20			40 64000 327		10200
9	35870 08/20/19	White Oaks	2,208.00			50 65000 327		10200
10	35871 08/20/19	HR	128.19			20 62000 327		10200
11	35871 08/20/19	HR	11.65			30 63000 327		10200
12	35871 08/20/19	HR	209.76			40 64000 327		10200
13	35871 08/20/19	HR	221.41			50 65000 327		10200
14	35871 08/20/19	HR	11.65			60 66000 327		10200
15	35874 08/20/19	Sewer	1,436.40			40 64000 327		10200
5250	18036S	473 CHURCHWELL WHITE LLP	20,922.69					
Professional Services Rendered through August 31 2019								
1	36200 09/25/19	General Counsel	543.77			20 62000 327		10200
2	36200 09/25/19	General Counsel	49.48			30 63000 327		10200
3	36200 09/25/19	General Counsel	2,191.14			40 64000 327		10200
4	36200 09/25/19	General Counsel	2,256.58			50 65000 327		10200
5	36200 09/25/19	General Counsel	81.42			60 66000 327		10200
6	36201 09/25/19	Steinbeck vs SLO	2,680.70			50 65000 332		10200
7	36202 09/25/19	Water	7,421.40			50 65000 327		10200
8	36203 09/25/19	Solid Waste	3,936.80			40 64000 327		10200
10	36204 09/25/19	HR	232.62			20 62000 327		10200
11	36204 09/25/19	HR	21.17			30 63000 327		10200
12	36204 09/25/19	HR	380.66			40 64000 327		10200
13	36204 09/25/19	HR	401.81			50 65000 327		10200
14	36204 09/25/19	HR	21.14			60 66000 327		10200
15	36205 09/25/19	MOU Negotiation	352.00			40 64000 331		10200
16	36205 09/25/19	MOU Negotiation	352.00			50 65000 331		10200
Total for Vendor:			30,387.76					

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5293	18057S	199 CITY OF EL PASO DE ROBLES	557.54					
	Proportional share of the Paso Robles Basin GSP							
1	SM20190927	09/27/19 9200-19-8A	557.54			50 65000	324	10200
	Total for Vendor:		557.54					
5253	18037S	583 COBLENTZ BIEHLE & CRAMER	2,340.00					
	Year End adjustments for 6/30/19 audit, Update note/bonds payable A/R and deposits, Audit payroll work papers							
1	6209	09/30/19 Yr End adj for 6/30/19 Audit	1,075.80			20 62000	325	10200
2	6209	09/30/19 Yr End adj for 6/30/19 Audit	97.80			30 63000	325	10200
3	6209	09/30/19 Yr End adj for 6/30/19 Audit	1,760.40			40 64000	325	10200
4	6209	09/30/19 Yr End adj for 6/30/19 Audit	1,858.20			50 65000	325	10200
5	6209	09/30/19 Yr End adj for 6/30/19 Audit	97.80			60 66000	325	10200
6	6209	09/30/19 Adjustment to standard rate	-561.00			20 62000	325	10200
7	6209	09/30/19 Adjustment to standard rate	-51.00			30 63000	325	10200
8	6209	09/30/19 Adjustment to standard rate	-918.00			40 64000	325	10200
9	6209	09/30/19 Adjustment to standard rate	-969.00			50 65000	325	10200
10	6209	09/30/19 Adjustment to standard rate	-51.00			60 66000	325	10200
	Total for Vendor:		2,340.00					
5251	18038S	584 CORE & MAIN LP	868.60					
	Acct#210091 Tract # 2527							
1	L314419	10/07/19 1' Water meter Valve	868.60*			50 65000	526	10200
5282	18058S	584 CORE & MAIN LP	868.21					
	Acct#210091							
1	L402631	10/22/19 BL05 MTR (3) 1" Water meter	868.21			50 65000	525	10200
5283	18058S	584 CORE & MAIN LP	635.05					
	Acct#210091							
1	L402606	10/22/19 BL05 MTR (3) 5/8" Water mete	635.05			50 65000	525	10200

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5284	18058S	584 CORE & MAIN LP	2,589.76					
Acct#210091								
1	L402621 10/22/19	BL09 MTR (9) 1" Water meter	2,589.76*			50 65000	526	10200
Total for Vendor:			4,961.62					
5222	18022S	581 DAVID TRACEY CONTRACT SVS	650.00					
SVS Date 08/24/19, 08/25/19 Repair water leak at 770 River Road								
1	2019-02 09/20/19	Contract SVS	325.00			40 64000	330	10200
2	2019-02 09/20/19	Contract SVS	325.00			50 65000	330	10200
Total for Vendor:			650.00					
5301	18059S	999999 DELL MARKETING LP	14,023.59					
Replace Servers, Towers and Dock Board approved by Resolution 2019-31								
Funded equally from Fire, Wastewater, Water ~ account Capital Reserves								
1	1034692438 10/16/19	Replace Servers, Towers	4,674.53*			20 62000	475	10200
2	1034692438 10/16/19	Replace Servers, Towers	4,674.53			40 64000	475	10200
3	1034692438 10/16/19	Replace Servers, Towers	4,674.53			50 65000	475	10200
Total for Vendor:			14,023.59					
5257	18039S	107 FARM SUPPLY	290.68					
Cust No. 61338								
1	181091 10/01/19	Flange,Gasket,adapter,fitting	290.68			40 64000	582	10200
Total for Vendor:			290.68					
5254	18040S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
#8000653								
1	983361A 10/10/19	Metals	67.00			50 65000	358	10200
5288	18060S	112 FGL - ENVIRONMENTAL ANALYTICAL	42.00					
#8000653								
1	983529A 10/15/19	Metals	42.00			50 65000	358	10200

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5289	18060S	112 FGL - ENVIRONMENTAL ANALYTICAL	100.00					
#8000653								
1	983538A 10/15/19 Coliform		100.00			50 65000	359	10200
5291	18060S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
#8000653								
1	983624A 10/23/19 Metals		67.00			50 65000	358	10200
5321	18073S	112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
#8000654								
1	983528A 10/29/19 WetChem, Metals		81.00			40 64000	355	10200
5322	18073S	112 FGL - ENVIRONMENTAL ANALYTICAL	81.00					
#8000654								
1	983526A 10/29/19 WetChem, Metals		81.00			40 64000	355	10200
5323	18073S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
#8000653								
1	983709A 11/07/19 WetChem,Colilert		45.00			50 65000	357	10200
2	983709A 11/07/19 WetChem,Colilert		45.00			50 65000	356	10200
3	983709A 11/07/19 WetChem,Colilert		135.00			50 65000	359	10200
5324	18073S	112 FGL - ENVIRONMENTAL ANALYTICAL	205.00					
#8000654								
1	983527A 11/07/19 WetChem,Metals		205.00			40 64000	355	10200
		Total for Vendor:	868.00					
5245	18041S	308 FRONTIER COMMUNICATIONS	82.27					
		Acct #805-467-2015-051216-5						
		Service from 10/01/19 ~ 10/31/19						
		Building Alarm						
1	Oct 2019 10/01/19 Building Alarm		41.13			40 64000	310	10200
2	Oct 2019 10/01/19 Building Alarm		41.14			50 65000	310	10200

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5281	18061S	308 FRONTIER COMMUNICATIONS	61.08					
Acct #805-467-2818 010412-5								
Service from 10/22/19 - 11/21/19								
1	Oct-19 10/22/19	SCADA	30.54			40 64000	310	10200
2	Oct-19 10/22/19	SCADA	30.54			50 65000	310	10200
Total for Vendor:			143.35					
5228	18025S	125 GREAT WESTERN ALARM	30.00					
GW-661								
Service Period: 10/01/19 ~ 10/31/19								
1	190900545 10/01/19	Alarm Monitoring	15.00			40 64000	380	10200
2	190900545 10/01/19	Alarm Monitoring	15.00			50 65000	380	10200
5229	18025S	125 GREAT WESTERN ALARM	75.60					
A0702								
Service Period: 10/01/19 ~ 10/31/19								
1	190902242 10/01/19	Answering Service	37.80			40 64000	380	10200
2	190802242 10/01/19	Answering Service	37.80			50 65000	380	10200
5285	18062S	125 GREAT WESTERN ALARM	30.00					
GW-661								
Service Period: 10/01/19 ~ 10/31/19								
1	191000545 11/01/19	Alarm Monitoring	15.00			40 64000	380	10200
2	191000545 11/01/19	Alarm Monitoring	15.00			50 65000	380	10200
Total for Vendor:			135.60					
5270	18042S 999999	GUADALUPE LOPEZ	7.15					
Sewer Deposit Refund								
609 A 11th Street								
2	20395-06 10/17/19	Sewer deposit refund	7.15			40 20550		10200
Total for Vendor:			7.15					
5230	18026S	129 HACH	603.40					
Acct#292463								
1	11644879 09/19/19	Chlorine	201.13			50 65000	356	10200
2	11644879 09/19/19	Chlorine	201.13			50 65000	357	10200

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3	11644879 09/19/19	Chlorine	201.14			50 65000	358	10200
		Total for Vendor:	603.40					
5307	18076S 633	KELLY-MOORE PAINTS	111.84					
1	97140 10/21/19	Well Shed Interior Well #3	111.84*			50 65000	353	10200
		Total for Vendor:	111.84					
5241	18043S 510	LOCAL IT EXPERTS	845.00					
1	201 10/06/19	IT Service~ Oct 2019	185.90			20 62000	350	10200
2	201 10/06/19	IT Service~ Oct 2019	16.90			30 63000	350	10200
3	201 10/06/19	IT Service~ Oct 2019	304.20			40 64000	350	10200
4	201 10/06/19	IT Service~ Oct 2019	321.10			50 65000	350	10200
5	201 10/06/19	IT Service~ Oct 2019	16.90			60 66000	350	10200
5302	18063S 510	LOCAL IT EXPERTS	1,913.00					
1	202 10/30/19	IT Service~ Nov 2019	185.90			20 62000	350	10200
2	202 10/30/19	IT Service~ Nov 2019	16.90			30 63000	350	10200
3	202 10/30/19	IT Service~ Nov 2019	304.20			40 64000	350	10200
4	202 10/30/19	IT Service~ Nov 2019	321.10			50 65000	350	10200
5	202 10/30/19	IT Service~ Nov 2019	16.90			60 66000	350	10200
6	202 10/30/19	Replace Towers	356.00*			20 62000	475	10200
7	202 10/30/19	Replace Towers	356.00			40 64000	475	10200
8	202 10/30/19	Replace Towers	356.00			50 65000	475	10200
		Total for Vendor:	2,758.00					
5300	18064S 165	MAILFINANCE INC.	1,008.38					
	Lease No. N15013110							
	11-23-19 ~ 02-22-20							
1	N7981018 10/23/19	Qtrly Lease of mailing equip	221.84			20 62000	334	10200
2	N7981018 10/23/19	Qtrly Lease of mailing equip	20.17			30 63000	334	10200
3	N7981018 10/23/19	Qtrly Lease of mailing equip	363.02			40 64000	334	10200
4	N7981018 10/23/19	Qtrly Lease of mailing equip	383.18			50 65000	334	10200
5	N7981018 10/23/19	Qtrly Lease of mailing equip	20.17			60 66000	334	10200
		Total for Vendor:	1,008.38					

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5271	18044S 999999	MARGARITA HEREDIA	47.18					
		Sewer Deposit Refund 890 Camino Del Sol						
2	27361-05 10/17/19	Sewer deposit refund	47.18			40 20550		10200
		Total for Vendor:	47.18					
5259	18045S 559	MONSOON VENTURES, INC.	1,020.00					
		WWTP Preliminary Design, Meeting w/ APCB & Kelly, Coacina WWTP Factory visit, information packets						
1	2440 09/30/19	Machado~Recharge	1,020.00		16	40 27000		10200
5261	18045S 559	MONSOON VENTURES, INC.	330.00					
		SLT AS Blending pipeline						
2	2441 09/30/19	CDBG Audit for project meeting	330.00			50 65000	326	10200
5262	18045S 559	MONSOON VENTURES, INC.	1,520.00					
		GSP, Draft GSP annual report, Met w/ Willy Cunha discuss grant Funds for additional GW monitoring wells in the Paso Basin, attend GSA CC Staff meeting						
2	2443 10/15/19	GSA/GSP Meetings	1,520.00			50 65000	324	10200
5263	18045S 559	MONSOON VENTURES, INC.	2,445.00					
		WWTP Preliminary Design						
1	2444 10/15/19	Machado~Recharge	2,445.00		16	40 27000		10200
		Total for Vendor:	5,315.00					
5232	18028S 553	MOSS, LEVY & HARTZHEIM LLP	7,000.00					
		2018-2019 Audit						
1	20455 09/30/19	Audit Services	1,540.00			20 62000	325	10200
2	20455 09/30/19	Audit Services	140.00			30 63000	325	10200
3	20455 09/30/19	Audit Services	2,520.00			40 64000	325	10200
4	20455 09/30/19	Audit Services	2,660.00			50 65000	325	10200
5	20455 09/30/19	Audit Services	140.00			60 66000	325	10200

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5311	18077S	553 MOSS, LEVY & HARTZHEIM LLP	3,590.00					
2018-2019 Audit								
1	20736 10/31/19	Audit Services	789.80			20 62000 325		10200
2	20736 10/31/19	Audit Services	71.80			30 63000 325		10200
3	20736 10/31/19	Audit Services	1,292.40			40 64000 325		10200
4	20736 10/31/19	Audit Services	1,364.20			50 65000 325		10200
5	20736 10/31/19	Audit Services	71.80			60 66000 325		10200
Total for Vendor:			10,590.00					
5279	18066S	208 PG&E	1,072.73					
Acct #8565976480-8								
1	0919~1019 10/17/19	12th & K 8565976725	8.81			30 63000 381		10200
2	0919~1019 10/17/19	Tract 2710 - 8562053214	67.73			30 63000 381		10200
3	0919~1019 10/17/19	Tract 2710 - 8564394360	29.61			30 63000 381		10200
4	0919~1019 10/17/19	Tract 2710 - 8560673934	74.02			30 63000 381		10200
5	0919~1019 10/17/19	Mission Heights - 856597648	162.84			30 63000 381		10200
6	0919~1019 10/17/19	Tract 2605 - 8565976109	34.89			30 63000 381		10200
7	0919~1019 10/17/19	9898 River Rd. - 8565976002	323.87			30 63000 381		10200
8	0919~1019 10/17/19	9898 River Rd. - 8565976004	41.74			30 63000 381		10200
9	0919~1019 10/17/19	9898 River Rd. - 8565976008	197.43			30 63000 381		10200
10	0919~1019 10/17/19	9898 River Rd. - 8565976014	66.46			30 63000 381		10200
11	0919~1019 10/17/19	9898 River Rd. - 8565976481	46.35			30 63000 381		10200
12	0919~1019 10/17/19	9898 River Rd. - 8565976483	18.98			30 63000 381		10200
Total for Vendor:			1,072.73					
5256	18046S	238 SAN MIGUEL GARBAGE	103.98					
Account # 318694								
Service 10/01/19 ~ 10/31/19								
1	10-2019 10/01/19	Trash Disposal	51.99			40 64000 383		10200
2	10-2019 10/01/19	Trash Disposal	51.99			50 65000 383		10200
Total for Vendor:			103.98					
5272	18055S	624 SANTA MARIA FAMCON PIPE SUPPLY	329.26					
1	S-4305.001 05/29/19	Meter Lid Lifter, Cover, B	329.26*			50 65000 353		10200

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5273	18055S	624 SANTA MARIA FAMCON PIPE SUPPLY	156.59					
1	S-4322.001	05/30/19 Repair Clamp	156.59*			50 65000	353	10200
		Total for Vendor:	485.85					
5295	18068S	533 SLO COUNTY TAX COLLECTOR	80.22					
		2019/20 Annual Secured Property Tax Bill						
		Bill Number 2019/20 021-221-010						
		Assessment 021-221-010						
		Fire Station						
1	11/01/19	Assessment 021-221-010 2019/20	80.22			20 62000	960	10200
5296	18068S	533 SLO COUNTY TAX COLLECTOR	130.40					
		2019/20 Annual Secured Property Tax Bill						
		Bill Number 2019/20 021-221-012						
		Assessment 021-221-012						
		Fire Station						
1	11/01/19	Assesment 021-221-0120 2019/20	130.40			20 62000	960	10200
5297	18068S	533 SLO COUNTY TAX COLLECTOR	17.52					
		2019/20 Annual Secured Property Tax Bill						
		Bill Number 2019/20 021-051-015						
		Assessment 021-051-015						
		WWTP						
1	11/01/19	Assessment 021-051-015 2019/20	17.52			40 64000	960	10200
5298	18068S	533 SLO COUNTY TAX COLLECTOR	11.34					
		Bill Number 2019/20 021-051-016						
		Assessment 021-051-016						
		WWTP						
1	11/01/16	Assessment 021-051-016 2019/20	11.34			40 64000	960	10200
5299	18068S	533 SLO COUNTY TAX COLLECTOR	98.98					
		Bill Number 2019/20 021-051-017						
		Assessment 021-051-017						
		WWTP						
1	11/01/16	Assessment 021-051-017 2019/20	98.98			40 64000	960	10200
		Total for Vendor:	338.46					

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

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5234	18030S	589 SOUTH COAST EMERGENCY VEHILCE	646.92					
		Air conditioning, loose and correded battery wire						
1	496079	09/27/19 AC , lbattery wire	646.92			20 62000	354	10200
		Total for Vendor:	646.92					
5267	18047S	352 STAPLES CREDIT PLAN	494.26					
		Office Supplies						
1	10/10/19	Monitor, Key Board	61.66			40 64000	475	10200
2	10/10/19	Monitor, Key Board	61.65			50 65000	475	10200
3	10/10/19	Label Maker Tape, Wipes	14.62			20 62000	305	10200
4	10/10/19	Label Maker Tape, Wipes	1.33			30 63000	305	10200
5	10/10/19	Label Maker Tape, Wipes	23.93			40 64000	305	10200
6	10/10/19	Label Maker Tape, Wipes	25.26			50 65000	305	10200
7	10/10/19	Label Maker Tape, Wipes	1.33			60 66000	305	10200
8	10/10/19	Staples	11.78			40 64000	410	10200
9	10/10/19	Staples	12.08			50 65000	410	10200
10	10/10/19	Point & Shoot camara, magnifie	279.98*			20 62000	410	10200
11	10/10/19	Point & Shoot camara, magnifie	0.32			30 63000	410	10200
12	10/10/19	Point & Shoot camara, magnifie	0.32			60 66000	410	10200
		Total for Vendor:	494.26					
5244	18048S	534 STREAMLINE	200.00					
		Web Page Hosting						
1	102041	10/10/19 Web Page Monthly Fee Sept	44.00			20 62000	376	10200
2	102041	10/10/19 Web Page Monthly Fee Sept	4.00			30 63000	376	10200
3	102041	10/10/19 Web Page Monthly Fee Sept	72.00			40 64000	376	10200
4	102041	10/10/19 Web Page Monthly Fee Sept	76.00			50 65000	376	10200
5	102041	10/10/19 Web Page Monthly Fee Sept	4.00			60 66000	376	10200
		Total for Vendor:	200.00					
5255	18049S	280 TEMPLETON UNIFORMS	156.46					
		S. Young						
5	123707	10/08/19 Nomex Shirt	156.46			20 62000	495	10200
		Total for Vendor:	156.46					

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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 #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5266	18050S	289 TOTALFUNDS BY HASLER	500.00					
Acct#7900011001302978								
1	Sept 2019 10/10/19	Postage	250.00			40 64000	315	10200
2	Sept 2019 10/10/19	Postage	250.00			50 65000	315	10200
Total for Vendor:			500.00					
5237	18032S	301 US BANK	5,715.86					
1	09/23/19	Postage	13.70			50 65000	351	10200
2	09/23/19	Microsoft	720.00*			20 62000	385	10200
3	09/23/19	Microsoft	720.00			40 64000	385	10200
4	09/23/19	Microsoft	720.00			50 65000	385	10200
5	09/23/19	Coulton Appliance	391.77			20 62000	351	10200
6	09/23/19	Coulton Appliance	-125.90			20 62000	351	10200
7	09/23/19	City of SLO Parking	1.25			20 62000	305	10200
8	09/23/19	SLO Fist Training	300.00			20 62000	386	10200
9	09/23/19	City of SLO Parking	1.25			20 62000	351	10200
10	09/23/19	Rite Aid Nasal Aspirator, Cott	23.44*			20 62000	410	10200
11	09/23/19	Tractor Supply, Marking Tape	219.13*			20 62000	410	10200
12	09/23/19	Active 911	14.00			20 62000	370	10200
13	09/23/19	CE Solutions Eductions	129.00*			20 62000	385	10200
14	09/23/19	Staples , office supplies	49.52			50 65000	305	10200
15	09/23/19	Amazon Adapter, USB HUB	71.90*			20 62000	475	10200
16	09/23/19	BlackFlow Test Kit Calibration	160.95			50 65000	351	10200
17	09/23/19	Idlers Refridgerator	466.90			20 62000	490	10200
18	09/23/19	Idlers Refridgerator	466.90			40 64000	490	10200
19	09/23/19	Idlers Refridgerator	466.90*			50 65000	490	10200
20	09/23/19	Amazon Water Pump	229.99			20 62000	305	10200
21	09/23/19	Amazon Latex Gloves	47.46			40 64000	305	10200
22	09/23/19	Amazon Latex Gloves	47.47			50 65000	305	10200
23	09/23/19	Amazon memory card	25.69*			20 62000	410	10200
24	09/23/19	Borjon service engine soon	227.55			40 64000	354	10200
25	09/23/19	Borjon service engine soon	227.55			50 65000	354	10200
26	09/23/19	AmazonCamara Case	23.39*			20 62000	475	10200
27	09/23/19	Lowes	38.02			40 64000	305	10200
28	09/23/19	Lowes	38.03			50 65000	305	10200

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

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5294	18069S	301 US BANK	5,182.77					
1	Oct-2019 10/22/19	Lorex Corp/Security Cameras	820.45*			20 62000	475	10200
2	Oct-2019 10/22/19	Lorex Corp/Security Cameras	1,823.24			40 64000	475	10200
3	Oct-2019 10/22/19	Lorex Corp/Security Cameras	1,504.15			50 65000	475	10200
4	Oct-2019 10/22/19	MedPost Physical	150.00			20 62000	121	10200
5	Oct-2019 10/22/19	Pape` Machinery Keys for Chi	51.89			40 64000	351	10200
6	Oct-2019 10/22/19	Lowes gloves,hose	100.88			50 65000	305	10200
7	Oct-2019 10/22/19	OReillys wiper fluid, DEF	18.29			40 64000	354	10200
8	Oct-2019 10/22/19	OPReillys wiper fluid, DEF	18.29			50 65000	354	10200
9	Oct-2019 10/22/19	Lowes, nuts,washer	14.14*			50 65000	353	10200
10	Oct-2019 10/22/19	Alert All Copr, Stickers	327.11			20 62000	395	10200
11	Oct-2019 10/22/19	Postage	1.26			20 62000	315	10200
12	Oct-2019 10/22/19	Postage	0.12*			30 63000	315	10200
13	Oct-2019 10/22/19	Postage	2.05			40 64000	315	10200
14	Oct-2019 10/22/19	Postage	2.16			50 65000	315	10200
15	Oct-2019 10/22/19	Postage	0.12			60 66000	315	10200
16	Oct-2019 10/22/19	Microsoft office 365	63.09*			20 62000	385	10200
17	Oct-2019 10/22/19	Microsoft office 365	5.73			30 63000	385	10200
18	Oct-2019 10/22/19	Microsoft office 365	103.25			40 64000	385	10200
19	Oct-2019 10/22/19	Microsoft office 365	108.97			50 65000	385	10200
20	Oct-2019 10/22/19	Microsoft office 365	5.73*			60 66000	385	10200
21	Oct-2019 10/22/19	DK Donuts	21.50			20 62000	386	10200
22	Oct-2019 10/22/19	Spearhead Coffee	39.10			20 62000	386	10200
23	Oct-2019 10/22/19	City of SLO Parking	1.25			20 62000	340	10200
		Total for Vendor:	10,898.63					
5247	18051S	327 VALLI INFORMATION SYSTEMS	75.00					
		Web Posting service for Oct 2019						
1	55318 Oct 09/30/19	Web Posting, Online Maint.	37.50			40 64000	305	10200
2	55318 Oct 09/30/19	Web Posting, Online Maint.	37.50			50 65000	305	10200
5314	18081S	327 VALLI INFORMATION SYSTEMS	94.53					
		Web Posting service for Oct 2019						
1	55853 Oct 10/31/19	Web Posting, Online Maint.	47.27			40 64000	305	10200
2	55853 Oct 10/31/19	Web Posting, Online Maint.	47.26			50 65000	305	10200
		Total for Vendor:	169.53					

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Pacific Premier Bank - General Account
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5265	18052S	511 VERIZON	91.68					
	Laptop 805-423-7591,805-591-9233,805-591-9352							
	Laptop 805-369-9703							
10/09/19 ~11/08/19								
1	9839663427	10/08/19 Tablets	21.28			20 62000	310	10200
2	9839663427	10/08/19 Tablets	35.20			40 64000	310	10200
3	9839663427	10/08/19 Tablets	35.20			50 65000	310	10200
	Total for Vendor:		91.68					
5258	18053S	317 WESTERN JANITOR SUPPLY INC	49.77					
	Account #S1235							
1	167207	10/02/19 Tuffkleen, sponge, towell	16.59			20 62000	305	10200
2	167207	10/02/19 Tuffkleen, sponge, towell	16.59			40 64000	305	10200
3	167207	10/02/19 Tuffkleen, sponge, towell	16.59			50 65000	305	10200
	Total for Vendor:		49.77					
5312	18082S	612 WEX BANK	564.84					
1	61785115	10/07/19 Truck #8600	71.39			20 62000	485	10200
2	61785115	10/07/19 Truck #8601	138.37			20 62000	485	10200
3	61785115	10/07/19 Truck #8630	99.52			20 62000	485	10200
4	61785115	10/07/19 Truck #8632	127.78			40 64000	485	10200
5	61785115	10/07/19 Truck #8632	127.78			50 65000	485	10200
	Total for Vendor:		564.84					
5313	18083S	318 WILDHORSE PROPANE	285.91					
	ACCT #SANMI1							
1	U0010762	10/31/19 Propane	62.90			20 62000	382	10200
2	U0010762	10/31/19 Propane	5.72*			30 63000	382	10200
3	U0010762	10/31/19 Propane	102.93			40 64000	382	10200
4	U0010762	10/31/19 Propane	108.64			50 65000	382	10200
5	U0010762	10/31/19 Propane	5.72*			60 66000	382	10200
	Total for Vendor:		285.91					
	# of Claims	65	Total:	91,691.76				

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 10/19

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Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$15,425.83
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$1,509.47
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$29,381.07
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$44,873.43
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$501.96
Total:	\$91,691.76

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	0.00	0.00	2,500.00	2,500.00	0 %
40310	Fireworks Refundable C/Up Bond	0.00	-704.00	0.00	704.00	** %
40320	Fire Impact Fees	7,675.12	7,675.12	0.00	-7,675.12	** %
40410	Mutual Aid Fires	12,962.09	12,962.09	0.00	-12,962.09	** %
40420	Ambulance Reimbursement	0.00	1,198.00	4,400.00	3,202.00	27 %
40500	VFA Assistance Grant	19,618.78	19,618.78	20,000.00	381.22	98 %
40510	Sponsored Training Fees	380.00	400.00	0.00	-400.00	** %
	Account Group Total:	40,635.99	41,149.99	26,900.00	-14,249.99	153 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	14,212.59	19,554.41	389,155.00	369,600.59	5 %
	Account Group Total:	14,212.59	19,554.41	389,155.00	369,600.59	5 %
46000 Revenues & Interest						
46000	Revenues & Interest	22.06	106.37	0.00	-106.37	** %
46151	Refund/Adjustments	0.00	66.02	0.00	-66.02	** %
46153	Plan Check Fees	0.00	150.00	0.00	-150.00	** %
46155	Will Serve Processing Fees	400.00	850.00	0.00	-850.00	** %
46157	Donation	4,000.00	4,225.00	0.00	-4,225.00	** %
	Account Group Total:	4,422.06	5,397.39	0.00	-5,397.39	** %
	Fund Total:	59,270.64	66,101.79	416,055.00	349,953.21	16 %
30 STREET LIGHTING DEPARTMENT						
43000 Property Taxes Collected						
43000	Property Taxes Collected	4,229.44	5,796.54	113,842.00	108,045.46	5 %
	Account Group Total:	4,229.44	5,796.54	113,842.00	108,045.46	5 %
46000 Revenues & Interest						
46000	Revenues & Interest	154.14	1,614.17	0.00	-1,614.17	** %
46100	Realized Earnings	-249.40	4,213.33	0.00	-4,213.33	** %
46150	Miscellaneous Income	0.00	100.00	0.00	-100.00	** %
	Account Group Total:	-95.26	5,927.50	0.00	-5,927.50	** %
	Fund Total:	4,134.18	11,724.04	113,842.00	102,117.96	10 %
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	80,149.11	304,866.06	867,202.00	562,335.94	35 %
40910	Wastewater Late Charges	1,402.54	4,155.56	0.00	-4,155.56	** %
	Account Group Total:	81,551.65	309,021.62	867,202.00	558,180.38	36 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	2,118.84	3,181.98	58,942.00	55,760.02	5 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	Account Group Total:	2,118.84	3,181.98	58,942.00	55,760.02	5 %
46000	Revenues & Interest					
46000	Revenues & Interest	36.10	151.87	0.00	-151.87	** %
46006	IRWM Grants	112,937.16	112,937.16	0.00	-112,937.16	** %
46008	DWR Grants	0.00	0.00	250,000.00	250,000.00	0 %
46151	Refund/Adjustments	0.00	66.02	0.00	-66.02	** %
	Account Group Total:	112,973.26	113,155.05	250,000.00	136,844.95	45 %
	Fund Total:	196,643.75	425,358.65	1,176,144.00	750,785.35	36 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	72,644.78	334,387.92	859,010.00	524,622.08	39 %
41005	Water Late Charges	2,133.11	7,050.23	0.00	-7,050.23	** %
41010	Water Meter Fees	0.00	-5,000.51	0.00	5,000.51	** %
	Account Group Total:	74,777.89	336,437.64	859,010.00	522,572.36	39 %
46000	Revenues & Interest					
46000	Revenues & Interest	82.55	267.96	0.00	-267.96	** %
46151	Refund/Adjustments	0.00	66.02	0.00	-66.02	** %
	Account Group Total:	82.55	333.98	0.00	-333.98	** %
	Fund Total:	74,860.44	336,771.62	859,010.00	522,238.38	39 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	6,351.67	12,660.77	32,323.00	19,662.23	39 %
	Account Group Total:	6,351.67	12,660.77	32,323.00	19,662.23	39 %
	Fund Total:	6,351.67	12,660.77	32,323.00	19,662.23	39 %
	Grand Total:	341,260.68	852,616.87	2,597,374.00	1,744,757.13	33 %

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	59,270.64	66,101.79	416,055.00	349,953.21	16 %
30 STREET LIGHTING DEPARTMENT	4,134.18	11,724.04	113,842.00	102,117.96	10 %
40 WASTEWATER DEPARTMENT	196,643.75	425,358.65	1,176,144.00	750,785.35	36 %
50 WATER DEPARTMENT	74,860.44	336,771.62	859,010.00	522,238.38	39 %
60 SOLID WASTE DEPARTMENT	6,351.67	12,660.77	32,323.00	19,662.23	39 %
Grand Total:	341,260.68	852,616.87	2,597,374.00	1,744,757.13	33 %

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 19

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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	6,731.22	29,721.00	123,337.00	123,337.00	93,616.00	24 %
	110 Payroll tax expense	0.00	0.00	28,000.00	28,000.00	28,000.00	0 %
	111 BOD Stipend	22.00	308.00	1,313.00	1,313.00	1,005.00	23 %
	115 Payroll Expenses	95.46	1,001.55	750.00	750.00	-251.55	134 %
	120 Workers' Compensation	0.00	6,910.61	9,000.00	9,000.00	2,089.39	77 %
	121 Physicals	150.00	150.00	2,500.00	2,500.00	2,350.00	6 %
	125 Volunteer firefighter stipends	2,705.25	7,720.71	38,000.00	38,000.00	30,279.29	20 %
	135 Payroll Tax - FICA	37.42	726.53	0.00	0.00	-726.53	*** %
	140 Payroll Tax - Medicare	133.74	516.92	0.00	0.00	-516.92	*** %
	155 Payroll Tax - SUI	33.09	90.86	0.00	0.00	-90.86	*** %
	205 Insurance - Health	367.91	1,447.00	4,944.00	4,944.00	3,497.00	29 %
	210 Insurance - Dental	0.00	0.00	400.00	400.00	400.00	0 %
	215 Insurance - Vision	0.00	0.00	100.00	100.00	100.00	0 %
	225 Retirement - PERS expense	0.00	2,709.74	6,836.00	6,836.00	4,126.26	40 %
	305 Operations and maintenance	262.45	633.22	6,000.00	6,000.00	5,366.78	11 %
	310 Phone and fax expense	21.28	88.52	900.00	900.00	811.48	10 %
	315 Postage, shipping and freight	1.26	2.86	200.00	200.00	197.14	1 %
	320 Printing and reproduction	0.00	30.92	300.00	300.00	269.08	10 %
	325 Professional svcs - Accounting	2,844.60	5,068.80	6,565.00	6,565.00	1,496.20	77 %
	327 Professional svcs - Legal (General)	1,175.53	1,175.53	14,225.00	14,225.00	13,049.47	8 %
	328 Insurance - prop and liability	0.00	12,963.19	13,100.00	13,100.00	136.81	99 %
	331 Professional Services - Legal	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
	334 Maintenance Agreements	221.84	1,791.87	4,320.00	4,320.00	2,528.13	41 %
	335 Meals - Reimbursement	0.00	0.00	600.00	600.00	600.00	0 %
	340 Meetings and conferences	1.25	1.25	500.00	500.00	498.75	0 %
	345 Mileage expense reimbursement	0.00	4.75	500.00	500.00	495.25	1 %
	350 Repairs and maint - computers	371.80	710.11	3,860.00	3,860.00	3,149.89	18 %
	351 Repairs and maint - equip	267.12	581.12	8,000.00	8,000.00	7,418.88	7 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	354 Repairs and maint - vehicles	646.92	1,289.97	15,000.00	15,000.00	13,710.03	9 %
	370 Dispatch services (Fire)	14.00	8,963.00	11,000.00	11,000.00	2,037.00	81 %
	375 Internet expenses	103.31	413.24	1,400.00	1,400.00	986.76	30 %
	376 Webpage- Upgrade/Maint	44.00	176.00	525.00	525.00	349.00	34 %
	380 Utilities - alarm service	0.00	10.20	165.00	165.00	154.80	6 %
	381 Utilities - electric	0.00	1,448.33	2,500.00	2,500.00	1,051.67	58 %
	382 Utilities - propane	62.90	62.90	500.00	500.00	437.10	13 %
	385 Dues and subscriptions	1,740.83	4,833.67	4,000.00	4,000.00	-833.67	121 %
	386 Education and training	360.60	360.60	6,000.00	6,000.00	5,639.40	6 %
	393 Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	2,035.69	1,755.00	1,755.00	-280.69	116 %
	395 Community Outreach	327.11	0.00	2,000.00	2,000.00	2,000.00	0 %
	405 Software	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	410 Office Supplies	548.24	896.85	450.00	450.00	-446.85	199 %
	450 EMS supplies	0.00	82.97	3,000.00	3,000.00	2,917.03	3 %
	455 Fire Safety Gear & Equipment	0.00	930.55	3,000.00	3,000.00	2,069.45	31 %
	456 VFF Assistance Grant	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
	465 Cell phones, radios and pagers	50.45	151.35	605.00	605.00	453.65	25 %
	470 Communication equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %

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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
	475 Computer supplies and upgrades	5,946.27	9,933.77	8,000.00	8,000.00	-1,933.77	124 %
	485 Fuel expense	309.28	995.81	6,500.00	6,500.00	5,504.19	15 %
	490 Small tools and equipment	466.90	466.90	2,000.00	2,000.00	1,533.10	23 %
	495 Uniform expense	156.46	543.58	3,000.00	3,000.00	2,456.42	18 %
	503 Weed Abatement Costs	0.00	0.00	9,000.00	9,000.00	9,000.00	0 %
	505 Fire Training Grounds	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	510 Fire station addition	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	710 County hazmat dues	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	715 Licenses, permits and fees	0.00	0.00	800.00	800.00	800.00	0 %
	960 Property tax expense	210.62	210.62	215.00	215.00	4.38	98 %
	Account Total:	26,431.11	108,161.06	414,965.00	414,965.00	306,803.94	26 %
	Account Group Total:	26,431.11	108,161.06	414,965.00	414,965.00	306,803.94	26 %
70000	Transfer Out						
70000	Transfer Out						
	990 Retirement/Health Ins Liability	0.00	0.00	685.00	685.00	685.00	0 %
	Account Total:	0.00	0.00	685.00	685.00	685.00	0 %
	Account Group Total:	0.00	0.00	685.00	685.00	685.00	0 %
	Fund Total:	26,431.11	108,161.06	415,650.00	415,650.00	307,488.94	26 %
30 STREET LIGHTING DEPARTMENT							
63000	Lighting						
63000	Lighting						
	105 Salaries and Wages	738.06	3,362.17	11,000.00	11,000.00	7,637.83	31 %
	110 Payroll tax expense	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	111 BOD Stipend	2.00	28.00	109.00	109.00	81.00	26 %
	115 Payroll Expenses	8.75	43.78	150.00	150.00	106.22	29 %
	120 Workers' Compensation	0.00	1.39	200.00	200.00	198.61	1 %
	135 Payroll Tax - FICA	2.58	6.77	0.00	0.00	-6.77	*** %
	140 Payroll Tax - Medicare	10.61	48.20	0.00	0.00	-48.20	*** %
	155 Payroll Tax - SUI	2.28	6.88	0.00	0.00	-6.88	*** %
	205 Insurance - Health	86.56	264.43	1,212.00	1,212.00	947.57	22 %
	210 Insurance - Dental	0.00	0.00	150.00	150.00	150.00	0 %
	215 Insurance - Vision	0.00	0.00	100.00	100.00	100.00	0 %
	225 Retirement - PERS expense	0.00	246.34	650.00	650.00	403.66	38 %
	305 Operations and maintenance	1.33	1.33	2,000.00	2,000.00	1,998.67	0 %
	315 Postage, shipping and freight	0.12	0.12	0.00	0.00	-0.12	*** %
	320 Printing and reproduction	0.00	0.55	100.00	100.00	99.45	1 %
	325 Professional svcs - Accounting	258.60	460.80	544.00	544.00	83.20	85 %
	326 Professional svcs - Engineering	0.00	585.00	5,000.00	5,000.00	4,415.00	12 %
	327 Professional svcs - Legal (General)	106.95	106.95	1,179.00	1,179.00	1,072.05	9 %
	328 Insurance - prop and liability	0.00	363.97	450.00	450.00	86.03	81 %
	331 Professional Services - Legal	0.00	0.00	900.00	900.00	900.00	0 %
	334 Maintenance Agreements	20.17	92.60	300.00	300.00	207.40	31 %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	7.41	45.00	45.00	37.59	16 %
	350 Repairs and maint - computers	33.80	48.37	100.00	100.00	51.63	48 %

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30 STREET LIGHTING DEPARTMENT							
	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 %
	376 Webpage- Upgrade/Maint	4.00	16.00	44.00	44.00	28.00	36 %
	381 Utilities - electric	1,072.73	3,908.94	26,000.00	26,000.00	22,091.06	15 %
	382 Utilities - propane	5.72	5.72	0.00	0.00	-5.72	*** %
	385 Dues and subscriptions	81.07	81.07	300.00	300.00	218.93	27 %
	386 Education and training	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	393 Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	339.28	293.00	293.00	-46.28	116 %
	410 Office Supplies	0.32	6.19	25.00	25.00	18.81	25 %
	465 Cell phones, radios and pagers	6.15	18.45	75.00	75.00	56.55	25 %
	475 Computer supplies and upgrades	0.00	0.00	200.00	200.00	200.00	0 %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	715 Licenses, permits and fees	0.00	0.00	50.00	50.00	50.00	0 %
	990 Retirement/Health Ins Liability	0.00	0.00	343.00	343.00	343.00	0 %
	Account Total:	2,441.80	10,050.71	81,969.00	81,969.00	71,918.29	12 %
	Account Group Total:	2,441.80	10,050.71	81,969.00	81,969.00	71,918.29	12 %
	Fund Total:	2,441.80	10,050.71	81,969.00	81,969.00	71,918.29	12 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	11,927.72	37,832.40	204,870.00	204,870.00	167,037.60	18 %
	109 Stand-by Hours	1,020.25	2,955.26	7,500.00	7,500.00	4,544.74	39 %
	110 Payroll tax expense	0.00	0.00	12,903.00	12,903.00	12,903.00	0 %
	111 BOD Stipend	36.00	504.00	2,190.00	2,190.00	1,686.00	23 %
	115 Payroll Expenses	156.30	759.87	1,000.00	1,000.00	240.13	76 %
	120 Workers' Compensation	0.00	7,393.96	6,500.00	6,500.00	-893.96	114 %
	135 Payroll Tax - FICA	41.96	104.87	0.00	0.00	-104.87	*** %
	140 Payroll Tax - Medicare	187.90	764.94	0.00	0.00	-764.94	*** %
	155 Payroll Tax - SUI	37.12	106.63	0.00	0.00	-106.63	*** %
	205 Insurance - Health	1,731.48	5,375.69	34,800.00	34,800.00	29,424.31	15 %
	206 Insurance - CalPers Health Retiree	105.19	315.57	600.00	600.00	284.43	53 %
	210 Insurance - Dental	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	215 Insurance - Vision	0.00	0.00	400.00	400.00	400.00	0 %
	225 Retirement - PERS expense	0.00	4,890.62	19,000.00	19,000.00	14,109.38	26 %
	305 Operations and maintenance	210.77	852.40	6,000.00	6,000.00	5,147.60	14 %
	310 Phone and fax expense	106.87	401.27	1,800.00	1,800.00	1,398.73	22 %
	315 Postage, shipping and freight	252.05	752.05	4,000.00	4,000.00	3,247.95	19 %
	320 Printing and reproduction	0.00	565.78	750.00	750.00	184.22	75 %
	325 Professional svcs - Accounting	4,654.80	8,294.40	10,948.00	10,948.00	2,653.60	76 %
	326 Professional svcs - Engineering	0.00	2,355.00	12,000.00	12,000.00	9,645.00	20 %
	327 Professional svcs - Legal (General)	8,759.67	8,759.67	23,720.00	23,720.00	14,960.33	37 %
	328 Insurance - prop and liability	0.00	10,029.17	8,500.00	8,500.00	-1,529.17	118 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract labor	325.00	325.00	5,000.00	5,000.00	4,675.00	7 %

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40 WASTEWATER DEPARTMENT							
331	Professional Services - Legal	352.00	352.00	20,250.00	20,250.00	19,898.00	2 %
334	Maintenance Agreements	408.94	4,385.41	6,600.00	6,600.00	2,214.59	66 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
345	Mileage expense reimbursement	0.00	86.70	912.00	912.00	825.30	10 %
350	Repairs and maint - computers	608.40	1,410.21	3,300.00	3,300.00	1,889.79	43 %
351	Repairs and maint - equip	126.95	311.95	14,000.00	14,000.00	13,688.05	2 %
352	Repairs and maint - structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint- Infrastructure	0.00	250.00	3,000.00	3,000.00	2,750.00	8 %
354	Repairs and maint - vehicles	245.84	575.13	2,000.00	2,000.00	1,424.87	29 %
355	Testing & Supplies (WWTP)	367.00	1,113.00	12,000.00	12,000.00	10,887.00	9 %
375	Internet expenses	283.25	773.12	1,400.00	1,400.00	626.88	55 %
376	Webpage- Upgrade/Maint	72.00	288.00	876.00	876.00	588.00	33 %
380	Utilities - alarm service	67.80	221.10	700.00	700.00	478.90	32 %
381	Utilities - electric	0.00	20,724.18	70,000.00	70,000.00	49,275.82	30 %
382	Utilities - propane	102.93	102.93	1,000.00	1,000.00	897.07	10 %
383	Utilities - trash	51.99	207.96	700.00	700.00	492.04	30 %
385	Dues and subscriptions	2,179.37	2,179.37	3,000.00	3,000.00	820.63	73 %
386	Education and training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
393	Advertising and public notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
394	LAFCO Allocations	0.00	2,035.69	1,755.00	1,755.00	-280.69	116 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
410	Office Supplies	11.78	187.24	1,000.00	1,000.00	812.76	19 %
459	Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
465	Cell phones, radios and pagers	114.60	343.80	1,735.00	1,735.00	1,391.20	20 %
475	Computer supplies and upgrades	6,915.43	8,646.68	10,000.00	10,000.00	1,353.32	86 %
485	Fuel expense	127.78	505.53	5,000.00	5,000.00	4,494.47	10 %
490	Small tools and equipment	466.90	3,456.20	4,000.00	4,000.00	543.80	86 %
495	Uniform expense	0.00	345.57	1,000.00	1,000.00	654.43	35 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	500.00	500.00	500.00	0 %
581	WWTP Expansion	0.00	0.00	250,000.00	250,000.00	250,000.00	0 %
582	WWTP Plant Maintenance	392.50	3,067.50	12,000.00	12,000.00	8,932.50	26 %
585	Sludge Removal Project	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
705	Waste Discharge Fees/Permits	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, permits and fees	0.00	120.00	1,000.00	1,000.00	880.00	12 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	500.00	500.00	500.00	0 %
940	Bank service charges	0.00	17.50	0.00	0.00	-17.50	*** %
960	Property tax expense	127.84	127.84	200.00	200.00	72.16	64 %
970	WWTF Long Term maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
990	Retirement/Health Ins Liability	0.00	0.00	7,707.00	7,707.00	7,707.00	0 %
	Account Total:	42,576.38	145,983.97	953,716.00	953,716.00	807,732.03	15 %
	Account Group Total:	42,576.38	145,983.97	953,716.00	953,716.00	807,732.03	15 %
	Fund Total:	42,576.38	145,983.97	953,716.00	953,716.00	807,732.03	15 %

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50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	13,644.11	44,534.80	213,252.00	213,252.00	168,717.20	21 %
	109 Stand-by Hours	1,020.25	2,955.26	7,500.00	7,500.00	4,544.74	39 %
	110 Payroll tax expense	0.00	0.00	12,903.00	12,903.00	12,903.00	0 %
	111 BOD Stipend	38.00	532.00	2,279.00	2,279.00	1,747.00	23 %
	115 Payroll Expenses	164.99	797.82	1,000.00	1,000.00	202.18	80 %
	120 Workers' Compensation	0.00	5,762.13	6,100.00	6,100.00	337.87	94 %
	135 Payroll Tax - FICA	47.19	118.22	0.00	0.00	-118.22	*** %
	140 Payroll Tax - Medicare	213.38	863.99	0.00	0.00	-863.99	*** %
	155 Payroll Tax - SUI	41.74	120.16	0.00	0.00	-120.16	*** %
	205 Insurance - Health	1,994.06	6,170.68	36,168.00	36,168.00	29,997.32	17 %
	206 Insurance - CalPers Health Retiree	105.18	315.54	600.00	600.00	284.46	53 %
	210 Insurance - Dental	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	215 Insurance - Vision	0.00	0.00	400.00	400.00	400.00	0 %
	225 Retirement - PERS expense	0.00	5,136.96	19,000.00	19,000.00	13,863.04	27 %
	305 Operations and maintenance	362.51	1,106.17	8,000.00	8,000.00	6,893.83	14 %
	310 Phone and fax expense	106.88	401.26	1,800.00	1,800.00	1,398.74	22 %
	315 Postage, shipping and freight	252.16	752.16	4,000.00	4,000.00	3,247.84	19 %
	320 Printing and reproduction	0.00	566.32	1,000.00	1,000.00	433.68	57 %
	324 Professional Svcs- GSA-GSP	2,077.54	8,418.36	20,000.00	20,000.00	11,581.64	42 %
	325 Professional svcs - Accounting	4,913.40	8,755.20	11,396.00	11,396.00	2,640.80	77 %
	326 Professional svcs - Engineering	330.00	3,465.00	20,000.00	20,000.00	16,535.00	17 %
	327 Professional svcs - Legal (General)	15,155.34	15,155.34	24,691.00	24,691.00	9,535.66	61 %
	328 Insurance - prop and liability	0.00	15,742.20	14,414.00	14,414.00	-1,328.20	109 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract labor	325.00	325.00	5,000.00	5,000.00	4,675.00	7 %
	331 Professional Services - Legal	352.00	352.00	21,150.00	21,150.00	20,798.00	2 %
	332 Professional Services - Legal	4,314.10	4,314.10	100,000.00	100,000.00	95,685.90	4 %
	334 Maintenance Agreements	429.10	4,477.99	6,600.00	6,600.00	2,122.01	68 %
	335 Meals - Reimbursement	0.00	0.00	200.00	200.00	200.00	0 %
	340 Meetings and conferences	0.00	0.00	950.00	950.00	950.00	0 %
	345 Mileage expense reimbursement	0.00	132.23	1,000.00	1,000.00	867.77	13 %
	350 Repairs and maint - computers	642.20	1,408.58	3,300.00	3,300.00	1,891.42	43 %
	351 Repairs and maint - equip	249.70	249.70	2,000.00	2,000.00	1,750.30	12 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	353 Repairs & Maint- Infrastructure	611.83	32,616.50	25,000.00	25,000.00	-7,616.50	130 %
	354 Repairs and maint - vehicles	245.84	433.47	2,000.00	2,000.00	1,566.53	22 %
	356 Testing & Supplies - Well #3 (Water)	246.13	410.46	3,500.00	3,500.00	3,089.54	12 %
	357 Testing & Supplies - Well #4 (Water)	246.13	410.46	3,500.00	3,500.00	3,089.54	12 %
	358 Testing & Supplies- SLT Well (Water)	377.14	1,387.48	6,000.00	6,000.00	4,612.52	23 %
	359 Testing & Supplies-Other	235.00	1,157.00	6,000.00	6,000.00	4,843.00	19 %
	362 Cross-Connection Control Svcs.	0.00	204.20	1,000.00	1,000.00	795.80	20 %
	375 Internet expenses	103.32	413.28	1,400.00	1,400.00	986.72	30 %
	376 Webpage- Upgrade/Maint	76.00	304.00	912.00	912.00	608.00	33 %
	380 Utilities - alarm service	67.80	221.10	700.00	700.00	478.90	32 %
	381 Utilities - electric	0.00	13,264.63	55,000.00	55,000.00	41,735.37	24 %
	382 Utilities - propane	108.64	108.64	1,000.00	1,000.00	891.36	11 %
	383 Utilities - trash	51.99	207.96	700.00	700.00	492.04	30 %
	385 Dues and subscriptions	2,260.43	2,260.43	2,600.00	2,600.00	339.57	87 %

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50 WATER DEPARTMENT							
	386 Education and training	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	393 Advertising and public notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	394 LAFCO Allocations	0.00	2,035.69	1,755.00	1,755.00	-280.69	116 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	410 Office Supplies	12.08	193.40	1,000.00	1,000.00	806.60	19 %
	459 Scada - Maintenance Fees	0.00	810.81	1,000.00	1,000.00	189.19	81 %
	465 Cell phones, radios and pagers	132.50	397.50	1,828.00	1,828.00	1,430.50	22 %
	475 Computer supplies and upgrades	6,596.33	8,327.58	10,000.00	10,000.00	1,672.42	83 %
	481 Chemicals- Well #3	0.00	936.19	3,000.00	3,000.00	2,063.81	31 %
	482 Chemicals-Well #4	0.00	968.07	3,500.00	3,500.00	2,531.93	28 %
	483 Chemicals-SLT Well	0.00	569.42	1,500.00	1,500.00	930.58	38 %
	485 Fuel expense	127.78	505.54	3,000.00	3,000.00	2,494.46	17 %
	490 Small tools and equipment	466.90	3,418.57	3,000.00	3,000.00	-418.57	114 %
	495 Uniform expense	0.00	345.57	1,000.00	1,000.00	654.43	35 %
	520 Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	525 Water meter replacement	1,503.26	2,753.39	15,000.00	15,000.00	12,246.61	18 %
	526 Development Meters	3,458.36	6,906.85	0.00	0.00	-6,906.85	*** %
	535 Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	605 USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	715 Licenses, permits and fees	0.00	0.00	6,500.00	6,500.00	6,500.00	0 %
	805 Refundable Water/Sewer/Hydrant	0.00	0.00	500.00	500.00	500.00	0 %
	930 Interest Fees	0.00	2,039.19	50,000.00	50,000.00	47,960.81	4 %
	940 Bank service charges	0.00	55.38	0.00	0.00	-55.38	*** %
	990 Retirement/Health Ins Liability	0.00	0.00	8,050.00	8,050.00	8,050.00	0 %
	Account Total:	63,706.29	216,591.93	822,148.00	822,148.00	605,556.07	26 %
	Account Group Total:	63,706.29	216,591.93	822,148.00	822,148.00	605,556.07	26 %
	Fund Total:	63,706.29	216,591.93	822,148.00	822,148.00	605,556.07	26 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
	66000 SOLID WASTE						
	105 Salaries and Wages	740.35	3,242.70	10,239.00	10,239.00	6,996.30	32 %
	110 Payroll tax expense	0.00	0.00	800.00	800.00	800.00	0 %
	111 BOD Stipend	2.00	28.00	109.00	109.00	81.00	26 %
	115 Payroll Expenses	8.68	38.91	100.00	100.00	61.09	39 %
	120 Workers' Compensation	0.00	1.39	100.00	100.00	98.61	1 %
	135 Payroll Tax - FICA	2.60	6.82	0.00	0.00	-6.82	*** %
	140 Payroll Tax - Medicare	12.97	55.30	0.00	0.00	-55.30	*** %
	155 Payroll Tax - SUI	0.00	0.15	0.00	0.00	-0.15	*** %
	205 Insurance - Health	89.30	274.03	1,164.00	1,164.00	889.97	24 %
	210 Insurance - Dental	0.00	0.00	100.00	100.00	100.00	0 %
	215 Insurance - Vision	0.00	0.00	100.00	100.00	100.00	0 %
	225 Retirement - PERS expense	0.00	246.34	200.00	200.00	-46.34	123 %
	305 Operations and maintenance	1.33	1.33	2,000.00	2,000.00	1,998.67	0 %
	315 Postage, shipping and freight	0.12	0.12	500.00	500.00	499.88	0 %
	320 Printing and reproduction	0.00	0.55	500.00	500.00	499.45	0 %
	325 Professional svcs - Accounting	258.60	460.80	547.00	547.00	86.20	84 %

11/15/19
09:50:22

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 19

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Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	327 Professional svcs - Legal (General)	172.17	172.17	1,185.00	1,185.00	1,012.83	15 %
	328 Insurance - prop and liability	0.00	363.98	100.00	100.00	-263.98	364 %
	331 Professional Services - Legal	0.00	0.00	900.00	900.00	900.00	0 %
	334 Maintenance Agreements	20.17	92.60	300.00	300.00	207.40	31 %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	8.05	46.00	46.00	37.95	18 %
	350 Repairs and maint - computers	33.80	48.38	100.00	100.00	51.62	48 %
	376 Webpage- Upgrade/Maint	4.00	16.00	44.00	44.00	28.00	36 %
	382 Utilities - propane	5.72	5.72	0.00	0.00	-5.72	*** %
	384 Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	385 Dues and subscriptions	81.07	81.07	50.00	50.00	-31.07	162 %
	386 Education and training	0.00	0.00	500.00	500.00	500.00	0 %
	393 Advertising and public notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	339.28	293.00	293.00	-46.28	116 %
	395 Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	410 Office Supplies	0.32	6.19	25.00	25.00	18.81	25 %
	465 Cell phones, radios and pagers	6.30	18.90	77.00	77.00	58.10	25 %
	475 Computer supplies and upgrades	0.00	0.00	200.00	200.00	200.00	0 %
	990 Retirement/Health Ins Liability	0.00	0.00	343.00	343.00	343.00	0 %
	Account Total:	1,439.50	5,508.78	24,322.00	24,322.00	18,813.22	23 %
	Account Group Total:	1,439.50	5,508.78	24,322.00	24,322.00	18,813.22	23 %
	Fund Total:	1,439.50	5,508.78	24,322.00	24,322.00	18,813.22	23 %
	Grand Total:	136,595.08	486,296.45	2,297,805.00	2,297,805.00	1,811,508.55	21 %

11/15/19
09:51:06

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 10/19

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	199,311.17	18,992.59	686.90	9,969.64	18,811.41	190,209.61
10250 HOB - Payroll	516.26	9,969.64	0.00	9,150.41	791.05	544.44
10340 HOB Bank Water Projects 6598	187,825.00	0.00	0.00	0.00	0.00	187,825.00
10350 HOB - Capital Reserve Acct.	202,528.63	40,278.05	0.00	0.00	0.00	242,806.68
Total Fund	590,181.06	69,240.28	686.90	19,120.05	19,602.46	621,385.73
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	216,714.18	4,229.44	51.00	867.30	2,052.92	218,074.40
10250 HOB - Payroll	5.69	867.30	0.00	679.99	223.68	-30.68
10340 HOB Bank Water Projects 6598	40,984.50	0.00	0.00	0.00	0.00	40,984.50
10350 HOB - Capital Reserve Acct.	70,142.33	4.01	0.00	0.00	0.00	70,146.34
10460 Cantella & Co. Investment Acct.	149,653.00	150.13	0.00	249.40	0.00	149,553.73
Total Fund	477,499.70	5,250.88	51.00	1,796.69	2,276.60	478,728.29
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	249,818.78	81,344.58	5,959.93	15,688.48	43,676.67	277,758.14
10250 HOB - Payroll	2,792.52	15,688.48	0.00	11,881.88	3,895.72	2,703.40
10260 Pac Western Bank --Vehicle	977.81	0.00	0.00	0.00	0.00	977.81
10350 HOB - Capital Reserve Acct.	203,329.82	112,973.26	0.00	0.00	0.00	316,303.08
Total Fund	456,918.93	210,006.32	5,959.93	27,570.36	47,572.39	597,742.43
50 WATER DEPARTMENT						
10150 Cash in SLO County	75,215.66	0.00	0.00	0.00	0.00	75,215.66
10200 Operating Cash - Premier	-61,595.11	88,898.64	969.00	20,088.02	85,646.44	-77,461.93
10250 HOB - Payroll	3,625.16	17,758.22	0.00	13,435.38	4,262.81	3,685.19
10340 HOB Bank Water Projects 6598	31.36	41.60	0.00	0.00	0.00	72.96
10350 HOB - Capital Reserve Acct.	14,649.94	38.11	0.00	0.00	0.00	14,688.05
10400 HOB - USDA Reserve	66,934.55	2.84	0.00	0.00	0.00	66,937.39
Total Fund	98,861.56	106,739.41	969.00	33,523.40	89,909.25	83,137.32
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	98,998.75	6,351.67	51.00	872.71	574.74	103,953.97
10250 HOB - Payroll	167.48	872.71	0.00	680.99	171.95	187.25
10340 HOB Bank Water Projects 6598	12,161.00	0.00	0.00	0.00	0.00	12,161.00
10350 HOB - Capital Reserve Acct.	49.92	0.00	0.00	0.00	0.00	49.92
Total Fund	111,377.15	7,224.38	51.00	1,553.70	746.69	116,352.14
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	32,541.89	0.00	143,044.35	110,428.10	0.00	65,158.14
10250 HOB - Payroll	831.75	0.00	9,345.21	9,345.21	0.00	831.75
Total Fund	33,373.64		152,389.56	119,773.31		65,989.89
Totals	1,768,212.04	398,461.27	160,107.39	203,337.51	160,107.39	1,963,335.80

*** 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

November 21, 2019

AGENDA ITEM: XI.2

SUBJECT: Review and Discuss **Resolution No. 2019-39** accepting and approving the Independent Auditor's report and Financial Statements for FY 2018-19

RECOMMENDATION:

Approve **Resolution No. 2019-39** accepting and approving the Independent Auditor's report and Financial Statements for FY 2018-19

BACKGROUND:

Moss Levy was hired, through an RFP to complete the FY2018-19 audit, as the District's Independent Auditor to prepare the annual audit report and financial statements.

FISCAL IMPACT:

As Moss Levy is currently under contract to perform audit services for the FY 2018-19, FY 2019-20 and FY2020-21 audits, there are no additional cost associated with approving this audit over the contracted amount.

STAFF RECOMMENDATION:

The Board should approve Resolution 2019-39 that accepting and approving the FY 2018-19 Independent Audit Report and authorize the filing of the report to the State and County of San Luis Obispo County Clerk's office.

PREPARED BY:

Rob Roberson

Interim General Manager

Attachment:

1. FY 2018-19 Independent Auditor's Report of District Financial Statements
2. Resolution 2019-39



Moss, Levy & Hartzheim LLP

Certified Public Accountants

November 4, 2019

San Miguel Community Services District
1150 Mission Street
San Miguel, CA 93451

Attached is a draft copy of your audit for your review. After reviewing and upon your approval, please sign and fax back this letter to our office. We will not finalize the audit until we receive your response, a signed and dated Management Representation Letter (to be prepared by you), a written response from your attorney to the legal representation letter or a letter from you stating that no legal counsel was retained.

Sincerely,

MOSS, LEVY & HARTZHEIM LLP

Moss, Levy & Hartzheim LLP

RESPONSE:

I have reviewed the draft copy of the audit for San Miguel Community Services District and give my approval.

By: _____

Title: _____

Date: _____

SAN MIGUEL COMMUNITY SERVICES DISTRICT
FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

Draft

Draft

**SAN MIGUEL COMMUNITY SERVICES DISTRICT
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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FINANCIAL SECTION

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INDEPENDENT AUDITORS' REPORT

Board of Directors of San Miguel Community Services District
San Miguel, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the San Miguel Community Services District (District), as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of San Miguel Community Services District, as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 33 and 34, the schedule of changes in OPEB liability and related ratios on page 35, the schedule of OPEB contributions on page 36, the schedule of proportionate share of net pension liability on pages 37, and the schedule of pension contributions on pages 38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries of the basis financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United State of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November XX, 2019, on our consideration of the San Miguel Community Services District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Draft

Santa Maria, California
November XX, 2019

SAN MIGUEL COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION
June 30, 2019

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
ASSETS			
Cash and investments	\$ 1,151,104	\$ 565,555	\$ 1,716,659
Accounts receivable, net	26,532	140,072	166,604
Internal balances	(8,263)	8,263	
Capital assets:			
Non Depreciable:			
Land	76,926	301,889	378,815
Construction in progress	4,378	184,091	188,469
Depreciable:			
Buildings, structures, and improvements	643,360	8,167,463	8,810,823
Equipment	1,306,182	697,717	2,003,899
Accumulated depreciation	(1,366,639)	(3,467,310)	(4,833,949)
Total assets	<u>1,833,580</u>	<u>6,597,740</u>	<u>8,431,320</u>
DEFERRED OUTFLOW OF RESOURCES			
Deferred pensions	20,774	83,096	103,870
Deferred OPEB	318	1,270	1,588
Total deferred outflow or resources	<u>21,092</u>	<u>84,366</u>	<u>105,458</u>
LIABILITIES			
Accounts payable	17,702	72,257	89,959
Accrued liabilities	10,411	19,597	30,008
Accrued interest payable		22,088	22,088
Deposits	500	17,935	18,435
Noncurrent liabilities:			
Due within one year		59,819	59,819
Due in more than one year	72,723	1,592,778	1,665,501
Total liabilities	<u>101,336</u>	<u>1,784,474</u>	<u>1,885,810</u>
DEFERRED INFLOW OF RESOURCES			
Deferred pensions	3,237	12,946	16,183
Deferred OPEB	2,088	8,352	10,440
Total deferred inflow or resources	<u>5,325</u>	<u>21,298</u>	<u>26,623</u>
NET POSITION			
Net investment in capital assets	664,207	4,513,311	5,177,518
Restricted for:			
Fire and emergency services	661,949		661,949
Street lighting	478,811		478,811
Capital expansion		651,422	651,422
Debt service		53,128	53,128
Unrestricted	(56,956)	(341,527)	(398,483)
Total net position	<u>\$ 1,748,011</u>	<u>\$ 4,876,334</u>	<u>\$ 6,624,345</u>

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2019

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues Operating Contributions and Grants</u>
Governmental activities:			
Public safety	\$ 306,503	\$ 59,554	\$ 6,653
Street lighting	39,856		
Depreciation (unallocated)	100,893		
Total governmental activities	<u>447,252</u>	<u>59,554</u>	<u>6,653</u>
Business-type activities:			
Water	1,110,671	724,283	
Wastewater treatment project	538,808	733,220	
Total business-type activities	<u>1,649,479</u>	<u>1,457,503</u>	
Total governmental	<u>\$ 2,096,731</u>	<u>\$ 1,517,057</u>	<u>\$ 6,653</u>

General Revenues:

Taxes:

Property

Investment income

Other general revenues

Total general revenues

Change in net position

Net position - beginning of fiscal year

Net position - end of fiscal year

The notes to basic financial statements are an integral part of this statement.

Capital Contributions and Grants	Net (Expense) Revenue and Changes in Net Position		
	Governmental Activities	Business-type Activities	Total
\$ -	\$ (240,296)	\$ -	\$ (240,296)
	(39,856)		(39,856)
	(100,893)		(100,893)
	(381,045)		(381,045)
51,941		(334,447)	(334,447)
36,990		231,402	231,402
88,931		(103,045)	(103,045)
<u>\$ 88,931</u>	<u>(381,045)</u>	<u>(103,045)</u>	<u>(484,090)</u>
	493,883	108,051	601,934
	1,165	6,694	7,859
	21,875	19,368	41,243
	516,923	134,113	651,036
	135,878	31,068	166,946
	1,612,133	4,845,266	6,457,399
	<u>\$ 1,748,011</u>	<u>\$ 4,876,334</u>	<u>\$ 6,624,345</u>

SAN MIGUEL COMMUNITY SERVICES DISTRICT
GOVERNMENTAL FUNDS
BALANCE SHEET
June 30, 2019

	<u>Fire Fund</u>	<u>Street Lighting Fund</u>	<u>Totals</u>
ASSETS			
Cash and investments	\$ 673,708	\$ 477,396	\$ 1,151,104
Accounts receivable	22,460	3,884	26,344
Interest receivable	155	33	188
	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$ 696,323</u>	<u>\$ 481,313</u>	<u>\$ 1,177,636</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 15,909	\$ 1,793	\$ 17,702
Accrued liabilities	9,702	709	10,411
Deposits	500		500
Due to other funds	8,263		8,263
	<u> </u>	<u> </u>	<u> </u>
Total liabilities	<u>34,374</u>	<u>2,502</u>	<u>36,876</u>
Fund Balances:			
Restricted:			
Fire and emergency services	661,949		661,949
Street lighting		478,811	478,811
	<u> </u>	<u> </u>	<u> </u>
Total fund balances	<u>661,949</u>	<u>478,811</u>	<u>1,140,760</u>
	<u> </u>	<u> </u>	<u> </u>
Total liabilities and fund balances	<u>\$ 696,323</u>	<u>\$ 481,313</u>	<u>\$ 1,177,636</u>

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS - BALANCE SHEET
TO THE STATEMENT OF NET POSITION
June 30, 2019

Total fund balances - governmental funds		\$	1,140,760
<p>In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.</p>			
Capital assets at historical cost	\$	2,030,846	
Accumulated depreciation		<u>(1,366,639)</u>	
	Net		664,207
<p>Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:</p>			
Compensated absences payable	\$	8,138	
Other post employment benefits obligation		26,871	
Net pension liability		<u>37,714</u>	
	Total		(72,723)
<p>Deferred outflows and inflows relating to pensions and OPEB: In governmental funds, deferred outflows and inflows of resources relating to pensions and OPEB are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions and OPEB are reported.</p>			
Deferred inflows of resources relating to pensions	\$	(3,237)	
Deferred inflows of resources relating to OPEB		(2,088)	
Deferred outflows of resources relating to pensions		20,774	
Deferred outflows of resources relating to OPEB		<u>318</u>	
			<u>15,767</u>
Total net position - governmental activities		\$	<u><u>1,748,011</u></u>

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
For the Fiscal Year Ended June 30, 2019

	Fire Fund	Street Lighting Fund	Totals
Revenues:			
Property taxes	\$ 385,725	\$ 108,158	\$ 493,883
Service charges and fees	18,793		18,793
Public facilities fees and assessments	40,761		40,761
Mutual aid	6,653		6,653
Investment income	1,024	141	1,165
Miscellaneous income	21,035	840	21,875
Total revenues	<u>473,991</u>	<u>109,139</u>	<u>583,130</u>
Expenditures:			
Salaries and wages	114,386	13,149	127,535
Payroll taxes and benefits	13,990	3,245	17,235
Workers compensation	6,917	36	6,953
Maintenance and repairs	29,848	502	30,350
Miscellaneous	21,039	464	21,503
Office supplies and expense	2,427	144	2,571
Supplies	61,917		61,917
Professional services	30,072	2,732	32,804
Dues, permits, and fees	6,450	112	6,562
Communications	6,935	249	7,184
Employee travel and training	7,097	48	7,145
Utilities	2,301	18,512	20,813
Bank fees	4	1	5
Total expenditures	<u>303,383</u>	<u>39,194</u>	<u>342,577</u>
Excess of revenues over (under) expenditures	170,608	69,945	240,553
Fund balances - July 1	<u>491,341</u>	<u>408,866</u>	<u>900,207</u>
Fund balances - June 30	<u>\$ 661,949</u>	<u>\$ 478,811</u>	<u>\$ 1,140,760</u>

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
RECONCILIATION OF THE STATEMENT OF
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2019

Total net change in fund balances - governmental funds	\$ 240,553
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which additions to capital outlay of \$0 is less than depreciation expense \$(100,893) in the period.	(100,893)
In the statement of activities, compensated absences are measured by the amounts earned during the fiscal year. In governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially the amounts paid). This fiscal year, vacation earned exceeded the amounts used by \$5,600.	(5,600)
In the statement of activities, postemployment benefits are measured by the amounts earned during the fiscal year. In governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially the amounts paid). This fiscal year, the difference between accrual-basis postemployment benefit costs and actual employer contributions was:	(2,782)
In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was:	<u>4,600</u>
Changes in net position - governmental activities	<u>\$ 135,878</u>

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
PROPRIETARY FUNDS
STATEMENT OF NET POSITION
June 30, 2019

	Wastewater Fund	Water Fund	Totals
ASSETS			
Current assets:			
Cash and investments	\$ 513,021	\$ 52,534	\$ 565,555
Accounts receivable, net	70,468	68,854	139,322
Interest receivable	375	375	750
Due from other funds	52,932		52,932
Total current assets	<u>636,796</u>	<u>121,763</u>	<u>758,559</u>
Noncurrent assets:			
Capital assets, net of accumulated depreciation	1,628,854	4,254,996	5,883,850
Total noncurrent assets	<u>1,628,854</u>	<u>4,254,996</u>	<u>5,883,850</u>
Total assets	<u>2,265,650</u>	<u>4,376,759</u>	<u>6,642,409</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred pensions	41,548	41,548	83,096
Deferred OPEB	635	635	1,270
Total deferred outflows of resources	<u>42,183</u>	<u>42,183</u>	<u>84,366</u>
LIABILITIES			
Current liabilities:			
Accounts payable	47,705	24,552	72,257
Accrued liabilities	9,659	9,938	19,597
Accrued interest payable		22,088	22,088
Deposits payable	8,151	9,784	17,935
Due to other funds		44,669	44,669
Note payable - current portion		41,353	41,353
Bond payable - current portion		18,466	18,466
Total current liabilities	<u>65,515</u>	<u>170,850</u>	<u>236,365</u>
Noncurrent liabilities:			
Compensated absences	11,924	11,794	23,718
Note payable		226,204	226,204
OPEB payable	53,743	53,743	107,486
Bond payable		1,084,516	1,084,516
Net pension liability	75,427	75,427	150,854
Total noncurrent liabilities	<u>141,094</u>	<u>1,451,684</u>	<u>1,592,778</u>
Total liabilities	<u>206,609</u>	<u>1,622,534</u>	<u>1,829,143</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred pensions	6,473	6,473	12,946
Deferred OPEB	4,176	4,176	8,352
Total deferred inflows of resources	<u>10,649</u>	<u>10,649</u>	<u>21,298</u>
NET POSITION			
Net investment in capital assets	1,628,854	2,884,457	4,513,311
Restricted for debt service		53,128	53,128
Restricted for capital expansion	72,450	578,972	651,422
Unrestricted (deficit)	389,271	(730,798)	(341,527)
Total net position	<u>\$ 2,090,575</u>	<u>\$ 2,785,759</u>	<u>\$ 4,876,334</u>

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the Fiscal Year Ended June 30, 2019

	Wastewater Fund	Water Fund	Totals
Operating Revenues:			
Utility	\$ 733,220	\$ 724,283	\$ 1,457,503
Total operating revenues	<u>733,220</u>	<u>724,283</u>	<u>1,457,503</u>
Operating Expenses:			
Salaries and wages	168,759	168,624	337,383
Payroll taxes and benefits	59,561	58,155	117,716
Contract labor	1,475	1,475	2,950
Workers compensation	4,475	3,522	7,997
Maintenance and repairs	30,512	75,261	105,773
Miscellaneous	8,052	14,639	22,691
Office supplies and expense	6,561	7,002	13,563
Supplies	16,618	29,416	46,034
Professional services	62,254	448,306	510,560
Dues, permits and fees	25,521	10,702	36,223
Communications	4,764	5,647	10,411
Employee travel and training	1,733	1,226	2,959
Utilities	71,625	43,614	115,239
Bank fees	1,414	109	1,523
Depreciation	73,164	186,145	259,309
Total operating expenses	<u>536,488</u>	<u>1,053,843</u>	<u>1,590,331</u>
Operating profit (loss)	<u>196,732</u>	<u>(329,560)</u>	<u>(132,828)</u>
Non-Operating Revenues (Expenses):			
Property taxes and assessments	59,068	48,983	108,051
Investment income	2,488	4,206	6,694
Other non-operating revenue	8,902	10,466	19,368
Interest expense	(2,320)	(56,828)	(59,148)
Total non-operating revenues (expenses)	<u>68,138</u>	<u>6,827</u>	<u>74,965</u>
Capital Contributions and Transfers:			
Intergovernmental revenues		14,321	14,321
Connection fees	36,990	37,620	74,610
Transfers in		6,277	
Transfers out	(6,277)		
Total capital contributions	<u>30,713</u>	<u>58,218</u>	<u>88,931</u>
Change in net position	295,583	(264,515)	31,068
Net position - July 1	1,794,992	3,050,274	4,845,266
Net position - June 30	<u>\$ 2,090,575</u>	<u>\$ 2,785,759</u>	<u>\$ 4,876,334</u>

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS
For the Fiscal Year Ended June 30, 2019

	Wastewater Fund	Water Fund	Totals
Cash Flows From Operating Activities:			
Receipts from customers	\$ 696,245	\$ 682,506	\$ 1,378,751
Payments to suppliers	(286,084)	(767,154)	(1,053,238)
Payments to employees	(167,038)	(166,586)	(333,624)
Net cash provided (used) by operating activities	<u>243,123</u>	<u>(251,234)</u>	<u>(8,111)</u>
Cash Flows From Capital and Related Financing Activities:			
Acquisition of capital assets	(196,421)		(196,421)
Capital contributions	36,990	51,941	88,931
Principal paid on capital debt	(85,000)	(57,865)	(142,865)
Interest paid on capital debt	(4,261)	(57,449)	(61,710)
Net cash (used) by capital and related financing activities	<u>(248,692)</u>	<u>(63,373)</u>	<u>(312,065)</u>
Cash Flows from Noncapital Financing Activities:			
Property taxes and assessments	59,068	48,983	108,051
Other revenue	8,902	10,466	19,368
Interfund transfer	(6,277)	6,277	
Net cash provided by noncapital financing activities	<u>61,693</u>	<u>65,726</u>	<u>127,419</u>
Cash Flows From Investing Activities:			
Interest income	2,439	4,157	6,596
Net cash provided by investing activities	<u>2,439</u>	<u>4,157</u>	<u>6,596</u>
Net increase (decrease) in cash and cash equivalents	58,563	(244,724)	(186,161)
Cash and cash equivalents - July 1	454,458	297,258	751,716
Cash and cash equivalents - June 30	<u>\$ 513,021</u>	<u>\$ 52,534</u>	<u>\$ 565,555</u>
Reconciliation to Statement of Net Position:			
Cash and investments	<u>\$ 513,021</u>	<u>\$ 52,534</u>	<u>\$ 565,555</u>

(Continued)

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS (Continued)
For the Fiscal Year Ended June 30, 2019

	Wastewater Fund	Water Fund	Totals
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:			
Operating profit (loss)	\$ 196,732	\$ (329,560)	\$ (132,828)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities			
Depreciation expense	73,164	186,145	259,309
Change in assets, liabilities, deferred inflows of resources, and deferred outflows of resources:			
Receivables, net	(37,481)	(37,831)	(75,312)
Deferred outflows- pension	(10,425)	(10,425)	(20,850)
Deferred outflows- OPEB	926	926	1,852
Accounts payable	8,481	(68,080)	(59,599)
Accrued liabilities	209	591	800
Deposits	506	(3,946)	(3,440)
Compensated absences	5,150	5,085	10,235
OPEB payable	462	462	924
Net pension liability	(460)	(460)	(920)
Deferred inflows- pension	1,683	1,683	3,366
Deferred inflows- OPEB	4,176	4,176	8,352
Net cash provided (used) by operating activities	<u>\$ 243,123</u>	<u>\$ (251,234)</u>	<u>\$ (8,111)</u>

Draft

The notes to basic financial statements are an integral part of this statement.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. The Financial Reporting Entity

The San Miguel Community Services District (District) is a multi-purpose special district established on February 1, 2000, by the consolidation of the San Miguel Fire Protection District, which was established in 1941, the Water Works District #1, and the San Miguel Lighting District. The San Miguel Sanitation District was dissolved in April 2001 and incorporated into the San Miguel Community Services District. The District is a political subdivision of the State of California and operates under a Board of Directors- Manager form of government. The District provides fire protection, street lighting, water, wastewater, solid waste, and general administrative services.

There are no component units included in this report which meet the criteria of Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, and No. 80.

B. Basis of Presentation

Fund Financial Statements:

The fund financial statements provide information about the District's funds. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. An emphasis is placed on major funds within the governmental and proprietary categories with each major fund displayed in a separate column.

Major Funds

The District reported the following major governmental funds in the accompanying financial statements:

Fire Fund - This fund accounts for activities of the Fire Station. The fire department provides fire suppression, emergency paramedic services, and fire prevention including public education.

Street Lighting Fund – The fund accounts for activities for the maintenance of the street lights in San Miguel.

The District reports the following major proprietary funds in the accompanying financial statements:

Water Fund - This fund accounts for the operation and maintenance of the District's water distribution system. The water department is responsible for the operation and maintenance of five groundwater supply wells providing treatment, monitoring, and distribution services.

Wastewater Fund – This fund accounts for the operation and maintenance of the District's wastewater system.

C. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, both governmental and business-type activities are presented using the economic resources measurement focus as defined in item "b" below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. All governmental funds are accounted for using a "current financial resources" measurement focus. With this measurement focus, only current assets and current liabilities generally are included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. All proprietary funds utilize an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and all liabilities (whether current or non-current) associated with the operation of these funds are reported. Proprietary fund equity is classified as net position.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus and Basis of Accounting (Continued)

Basis of Accounting

In the government-wide statement of net position and statement of activities, both governmental and business-type activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when "measurable and available." Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The District defines available to be within 60 days of fiscal year-end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for principal and interest on long term debt, claims and judgments, and compensated absences which are recognized as expenditures to the extent that they have matured. Governmental capital asset acquisitions are reported as expenditures in governmental funds. Proceeds for governmental long-term debt and acquisitions under capital leases are reported as other financing sources.

Those revenues susceptible to accrual include taxes, intergovernmental revenues, interest, and charges for services. Certain indirect costs are included in program expenses reported for individual functions and activities.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal revenues and expenses. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Property Taxes

The County levies, bills, and collects property taxes and special assessments for the District. Property taxes levied are recorded as revenue in the fiscal year of levy, due to the adoption of the "alternate method of property tax distribution," known as the Teeter Plan, by the District and the County. The Teeter Plan authorizes the Auditor/Controller of the County to allocate 100% of the secured property taxes billed, excluding unitary tax (whether paid or unpaid). The County remits tax monies to the District every month and twice a month in December and April. The final amount which is "teetered" is remitted in August each year.

Tax collections are the responsibility of the County Tax Collector. Taxes and assessments on secured and utility rolls, which constitute a lien against the property, may be paid in two installments; the first is due November 1 of the fiscal year and is delinquent if not paid by December 10; and the second is due on March 1 of the fiscal year and is delinquent if not paid by April 10. Unsecured personal property taxes do not constitute a lien against real property unless the tax becomes delinquent. Payment must be made in one installment, which is delinquent if not paid by August 31 of the fiscal year. Significant penalties are imposed by the County for late payment.

Property valuations are established by the Assessor of the County for the secured and unsecured property tax rolls. Under the provisions of Article XIII A of the State Constitution, properties are assessed at 100% of purchase price or value in 1978 whichever is later. From this base assessment, subsequent annual increases in valuation are limited to a maximum of 2 percent. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

Tax levy dates are attached annually on January 1 preceding the fiscal year for which the taxes are levied. The fiscal year begins July 1 and ends June 30 of the following year. Taxes are levied on both real and unsecured personal property, as it exists at that time. Liens against real estate, as well as the tax on personal property, are not relieved by subsequent renewal or change in ownership.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Cash and Investments

The District pools the cash of all funds, except for monies that are reserved for specific purposes. The cash and investments balance in each fund represents that fund's equity share of the District's cash and investment pool.

Interest income earned on pooled cash and investments is allocated quarterly to the various funds based on month-end balances. Interest income on restricted cash and investments with fiscal agents is credited directly to the related fund.

The District's investments are carried at fair value. The fair value of equity and debt securities is determined based on sales prices or bid-and-asked quotations from Securities and Exchange Commission (SEC) registered securities exchanges or NASDAQ dealers. The County Treasurer of San Luis Obispo County determines the fair value of their portfolio quarterly and reports a factor to the District. Changes in fair value are allocated to each participating fund.

For purposes of the statement of cash flows, the District has defined cash and cash equivalents to be change and petty cash funds, equity in the District's cash and investment pool, and restricted non-pooled investments with initial maturities of three months or less.

F. Accounts and Interest Receivable

In the government-wide statements, receivables consist of all revenues earned at fiscal year-end and not yet received. Receivables are recorded in the financial statements net of any allowance for doubtful accounts if applicable, and estimated refunds due. Major receivable balances for the governmental activities may include sales taxes, property taxes, grants, and other fees, if any. Business-type activities report utilities as their major receivables.

In the fund financial statements, material receivables in governmental funds may include revenue accruals such as franchise tax, grants, service charges and other similar intergovernmental revenues that are both measurable and available. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with the modified accrual basis of accounting, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned and if paid within 60 days since they would be considered both measurable and available. Proprietary fund material receivables consist of all revenues earned at fiscal year-end and not yet received. Utility accounts receivable and interest earnings comprise the majority of proprietary fund receivables. The fiduciary fund receivables primarily consist of tax assessments.

G. Prepaid Expenses

Payments to vendors that reflect costs applicable to future accounting periods are recorded as prepaid items in both government-wide and fund financial statements.

H. Restricted Assets

Funds that are under the control of external parties are restricted.

I. Capital Assets

The accounting treatment over property, plant, and equipment depends on whether the assets are used in governmental fund operations or proprietary fund operations. The presentation and recording of governmental assets are described below.

Government-Wide Statements

In the government-wide financial statements, capital assets with a historical cost of \$5,000 or more are accounted for as capital assets. All capital assets are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated capital assets, if any, which are recorded at their estimated fair value at the date of donation. Estimated historical cost was used to value the majority of the assets.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. Capital Assets (Continued)

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	40 years
Improvements other than buildings	5-25 years
Equipment and systems	5-30 years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are capitalized when purchased.

J. Accumulated Compensated Absences

Compensated absences comprise unused vacation leave, sick leave, and compensatory time off, which are accrued as earned. Vacation can accrue no more than a maximum of two times their annual entitlement to vacation pay. Upon termination, all accumulated vacation hours can be paid for the regular employees. The District's liability for the current and long-term portions of compensated absences is shown in the government-wide Statement of Net Position for both governmental funds and proprietary funds. Only proprietary funds reflect the long-term portion in the fund financials report, the Statement of Net Position. The short-term portion is reflected for both governmental and proprietary funds in the fund financial statements. Computation was based on rates in effect as of the fiscal year-end.

K. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. In the fund financial statements, governmental fund types report the face amount of debt issued as other financing source, and the proprietary fund types report long-term debt and other long-term obligations as liabilities.

L. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, the District recognizes deferred outflows and inflows of resources.

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period. The District has two items which qualify for reporting in this category, refer to Note 8 and Note 9 for a detailed listing of the deferred outflows of resources the District has recognized.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the District that is applicable to a future reporting period. The District has two items which qualify for reporting in this category; refer to Note 8 and Note 9 for a detailed listing of the deferred inflows of resources the District has recognized.

M. Interfund Transactions

Following is a description of the three basic types of interfund transactions that can be made during the fiscal year and the related accounting policies:

1. Interfund services provided and used - transactions for services rendered or facilities provided. These transactions are recorded as revenues in the receiving fund and expenditures in the disbursing fund.
2. Reimbursements (expenditure transfers) - transactions to reimburse a fund for specific expenditures incurred for the benefit of another fund. These transactions are recorded as expenditures in the disbursing fund and a reduction of expenditures in the receiving fund.
3. Transfers - all interfund transactions which allocate resources from one fund to another fund. These transactions are recorded as transfers in and out.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

N. Equity Classifications

Government-Wide Statements

GASB Statement No. 63 requires that the difference between assets and the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified as either net investment in capital assets, restricted, or unrestricted.

Net position that is *net investment in capital assets* consist of capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. *Restricted net position* is the portion of the net position that has external constraints placed on it by creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation. *Unrestricted net position* consists of net position that does not meet the definition of net investments in capital assets or restricted net position.

O. Fund Balances

Fund balance of the governmental fund is classified as follows:

Nonspendable Fund Balance – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

Restricted Fund Balance – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Committed Fund Balance – represents amounts that can only be used for a specific purpose because of a formal action by the District's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance – represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the general fund convey that the intended use of those amounts is for a specific purpose that is narrower than the general purpose of the District.

Unassigned Fund Balance – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

P. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

Statement No. 84	"Fiduciary Activities"	The provisions of this statement are effective for fiscal years beginning after December 15, 2018.
Statement No. 87	"Leases"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 89	"Accounting for Interest Cost Incurred before the End of a Construction Period"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 90	"Majority Equity Interests-an Amendment of GASB Statements No. 14 and No. 61"	The provisions of this statement are effective for fiscal years beginning after December 15, 2018.
Statement No. 91	"Conduit Debt Obligations"	The provisions of this statement are effective for fiscal years beginning after December 15, 2020.

Q. Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California Public Employees' Retirement System (CALPERS) (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CALPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

R. Use of Estimates

The financial statements have been prepared in accordance with principles generally accepted in the United States of America and necessarily include amounts based on estimates and assumptions by Management. Actual results could differ from these amounts.

S. Other Postemployment Benefits (OPEB)

For the purposes of measuring the net OPEB liability and deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's plan (OPEB Plan) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 – CASH AND INVESTMENTS

Investments are carried at fair value in accordance with GASB Statement No. 31. On June 30, 2019, the District had the following cash and investments on hand:

Cash in checking accounts	\$ 1,129,564
Cash in savings account	46,551
Cash in money market account	321,583
Cash and investments with County of San Luis Obispo	75,216
Investments	143,745
Total	<u>\$ 1,716,659</u>

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 2 – CASH AND INVESTMENTS (Continued)

Cash and investments listed above are presented on the accompanying basic financial statements, as follows:

Cash and investments	\$ 1,716,659
Total	<u>\$ 1,716,659</u>

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. These principles recognize a three-tiered fair value hierarchy. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had investments in the San Luis Obispo County Investment Pool, however, that external pool is not measured under Level 1, 2, or 3.

The District has the following recurring fair value measurements as of June 30, 2019:

Investments by fair value level	Fair Value Measurement Using		
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Negotiable certificate of deposit	\$ 141,726	\$ 141,726	\$ -
Total investments measured at fair value	<u>141,726</u>	<u>\$ 141,726</u>	<u>\$ -</u>
Investments measured at amortized cost			
Money market funds	2,019		
San Luis Obispo County Investment Pool	75,216		
Total Investments	<u>\$ 218,961</u>		

Investments of the District are governed by the California Government Code and by the District's investment policy. The General Manager of the District acts as the District Finance Officer and Treasurer who is tasked to perform investment functions in accordance with the investment policy. The objectives of the policy are safety, liquidity, yield, and compliance with State and Federal laws and regulations.

Investments of the District as of June 30, 2019

The table below identifies the investment types the District has that are authorized for the District by the California Government Code or the District's investment policy, where more restrictive, that addresses interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 years	None	5%
U.S. Treasury Obligations	5 years	None	None
Federal Agency Securities	5 years	None	None
Bankers Acceptances	180 days	40%	None
Commercial Paper	270 days	25-40%	None
Negotiable Certificates of Deposit	5 years	30%	5%
Non-negotiable Certificates of Deposit	5 years	\$250,000	None
Medium-Term Notes	5 years	30%	5%
Money Market Mutual Funds	N/A	20%	None
Local Agency Investment Fund	N/A	\$65 Million	None

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 2 – CASH AND INVESTMENTS (Continued)

Disclosure Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment is, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District's interest rate risk is mitigated is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments to market rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity as of June 30, 2019:

Investment Type	Carrying Amount	Remaining Maturity (in Months)			
		12 Months or Less	13-24 Months	25-60 Months	More than 60 Months
Negotiable certificates of deposit	\$ 141,726	\$ -	\$ 141,726	\$ -	\$ -
Money market funds	2,019	2,019			
San Luis Obispo County Investment Pool	75,216	75,216			
	<u>\$ 218,961</u>	<u>\$ 77,235</u>	<u>\$ 141,726</u>	<u>\$ -</u>	<u>\$ -</u>

Investments with Fair Values Highly Sensitive to Interest Rate Fluctuations

The District has no investments that are highly sensitive to interest rate fluctuations.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by nationally recognized statistical rating organizations. Presented below is the minimum rating required by (where applicable) the California Government Code, the investment policy, or debt agreements, and the actual rating as of the fiscal year ended June 30, 2019 for each investment type.

Investment Type	Carrying Amount	Minimum Legal Rating	Rating as of Fiscal Year End			
			AAA	AA+	AA-	Not Rated
Negotiable certificates of deposit	\$ 141,726	N/A	\$ -	\$ -	\$ -	\$ 141,726
Money market funds	2,019	N/A				2,019
San Luis Obispo County Investment Pool	75,216	N/A				75,216
	<u>\$ 218,961</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 218,961</u>

Concentration of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. Investments in any one issuer (other than U.S Treasury securities, mutual funds, and external investment pools) that represent 5% or more of total District investments is as follows:

>5% issuer:

Investment Type	Reported Amount
Negotiable certificates of deposit *	\$ 141,726

*- The percentage did not adhere to the District's investment policy.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 2 – CASH AND INVESTMENTS (Continued)

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. Deposits are insured up to \$250,000.

At June 30, 2019, none of the District's deposits with financial institutions in excess of Federal depository insurance limits were held in uncollateralized accounts.

NOTE 3 – INTERFUND TRANSACTIONS

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers among governmental funds or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Due From/Due to Other Funds

Individual fund interfund receivable and payable balances at June 30, 2019, are as follows:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Major Governmental Fund:		
Fire Fund	\$ -	\$ 8,263
Proprietary Funds:		
Wastewater Fund	52,932	
Water Fund		44,669
	<hr/>	<hr/>
Totals	<u>\$ 52,932</u>	<u>\$ 52,932</u>

Interfund transfers

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Proprietary Funds:		
Wastewater Fund	\$ -	\$ 6,277
Water Fund	6,277	
	<hr/>	<hr/>
Totals	<u>\$ 6,277</u>	<u>\$ 6,277</u>

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 4 – CAPITAL ASSETS

Governmental activities:

	Balance at July 1, 2018	Additions	Deletions	Balance at June 30, 2019
Capital assets not being depreciated				
Land	\$ 76,926	\$ -	\$ -	\$ 76,926
Construction in progress	4,378			4,378
Total capital assets not being depreciated	<u>\$ 81,304</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 81,304</u>
Capital assets being depreciated				
Buildings, structures, and improvements	\$ 643,360	\$ -	\$ -	\$ 643,360
Equipment	1,306,182			1,306,182
Total capital assets being depreciated	<u>1,949,542</u>	<u>-</u>	<u>-</u>	<u>1,949,542</u>
Less accumulated depreciation	<u>1,265,746</u>	<u>100,893</u>		<u>1,366,639</u>
Total capital assets being depreciated, net	<u>\$ 683,796</u>	<u>\$ (100,893)</u>	<u>\$ -</u>	<u>\$ 582,903</u>
Net capital assets	<u>\$ 765,100</u>	<u>\$ (100,893)</u>	<u>\$ -</u>	<u>\$ 664,207</u>
Business-type activities:				
	Balance at July 1, 2018	Additions	Deletions	Balance at June 30, 2019
Capital assets not being depreciated				
Land	\$ 301,889		\$ -	\$ 301,889
Construction in progress	32,495	151,596		184,091
Total capital assets not being depreciated	<u>\$ 334,384</u>	<u>\$ 151,596</u>	<u>\$ -</u>	<u>\$ 485,980</u>
Capital assets being depreciated				
Building and improvements	\$ 8,167,463	\$ -	\$ -	\$ 8,167,463
Plant and equipment	652,892	44,825		697,717
Total capital assets being depreciated	<u>8,820,355</u>	<u>44,825</u>		<u>8,865,180</u>
Less accumulated depreciation	<u>3,208,001</u>	<u>259,309</u>		<u>3,467,310</u>
Total capital assets being depreciated, net	<u>\$ 5,612,354</u>	<u>\$ (214,484)</u>	<u>\$ -</u>	<u>\$ 5,397,870</u>
Net capital assets	<u>\$ 5,946,738</u>	<u>\$ (62,888)</u>	<u>\$ -</u>	<u>\$ 5,883,850</u>

Governmental Activities:

Unallocated	\$ 100,893
Total governmental activities depreciation expense	<u>\$ 100,893</u>

Business-type Activities:

Water services	\$ 186,145
Wastewater services	73,164
Total business-type activities depreciation expense	<u>\$ 259,309</u>

NOTE 5 – LONG-TERM LIABILITIES

The following is a summary of changes in the District's long-term liabilities for the fiscal year ended June 30, 2019:

	Balance at July 1, 2018	Additions	Reductions	Balance at June 30, 2019	Current Portion
Governmental Activities:					
Compensated Absences	\$ 2,538	\$ 6,554	\$ 954	\$ 8,138	\$ -
Other Post Employment Benefits Obligation	26,641	3,590	3,360	26,871	
Net Pension Liability	37,944	5,410	5,640	37,714	
Total Governmental Activities	\$ 67,123	\$ 15,554	\$ 9,954	\$ 72,723	\$ -
Business-Type Activities:					
Compensated Absences	\$ 13,483	\$ 21,551	\$ 11,316	\$ 23,718	\$ -
Notes Payable	307,729		40,172	267,557	41,353
Bonds Payable	1,205,675		102,693	1,102,982	18,466
Other Post Employment Benefits Obligation	106,562	14,358	13,434	107,486	
Net Pension Liability	151,774	21,641	22,561	150,854	
Total Business-Type Activities	\$ 1,785,223	\$ 57,550	\$ 190,176	\$ 1,652,597	\$ 59,819

NOTE 6 – NOTE PAYABLE

In October 1994, the District was issued a note payable from the State of California totaling \$969,969, payable in semiannual payments of \$24,486 with an interest rate of 2.955% due April 1, 2025. At June 30, 2019, the principal balance outstanding was \$267,557. The required note principal and interest payments are as follows:

For the Fiscal Year Ending June 30	Principal	Interest	Total
2020	\$ 41,353	\$ 7,618	\$ 48,971
2021	42,612	6,359	48,971
2022	43,867	5,104	48,971
2023	45,173	3,798	48,971
2024	46,513	2,458	48,971
2025	48,039	1,067	49,106
Total	\$ 267,557	\$ 26,404	\$ 293,961

NOTE 7 – BONDS PAYABLE

2008 Certificate of Participation Bonds

United States Department of Agriculture Certificate of Participation Bonds were issued on August 1, 2008 totaling \$1,250,000, payable in semiannual payments, with an interest rate of 4.375%, due August 1, 2048. At June 30, 2019, the bonds principal balance outstanding was \$1,102,982. The required bond principal and interest payments are as shown on the following page:

**SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 7 – BONDS PAYABLE (Continued)

2008 Certificate of Participation Bonds (Continued)

For the Fiscal Year Ending June 30	Principal	Interest	Total
2020	\$ 18,466	\$ 47,852	\$ 66,318
2021	19,274	47,026	66,300
2022	20,117	46,164	66,281
2023	20,997	45,265	66,262
2024	21,916	44,326	66,242
2025-2029	124,828	206,048	330,876
2030-2034	154,630	175,594	330,224
2035-2039	191,548	137,869	329,417
2040-2044	237,279	91,138	328,417
2045-2049	293,927	33,249	327,176
Total	<u>\$ 1,102,982</u>	<u>\$ 874,531</u>	<u>\$ 1,977,513</u>

1994 Wastewater Series B Bonds

On June 16, 1994, Wastewater Series B bonds were issued totaling \$594,977, payable in semiannual payments with an interest rate ranging from 6.75% to 6.85%, due September 2, 2019. At June 30, 2019, the bonds were paid in full during the fiscal year.

NOTE 8 – PENSION PLANS

A. General Information about the Pension Plans

Plan Descriptions

All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plans, cost-sharing multiple employer defined benefit plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1959 Survivor Benefit, or the Pre-Retirement Option Settlement. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 8 – PENSION PLANS (Continued)

A. General Information about the Pension Plans (Continued)

The Plans' provisions and benefits in effect at June 30, 2019, are summarized as follows:

	Miscellaneous	
	Classic Member Hired Prior to January 1, 2013	New Member Hired On or after January 1, 2013
Hire Date		
Benefit formula	2.0% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-63	52-67
Monthly benefits, as a % of eligible compensation	1.46% to 2.418%	1.0% to 2.5%
Required employee contribution rates	8%	6.50%
Required employer contribution rates	12.556% + \$10,571	6.939%+ \$801

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Contributions to the pension plan from the District were \$58,116 for the Miscellaneous Plan for the fiscal year ended June 30, 2019.

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

At June 30, 2019, the District reported net pension liabilities for its proportionate shares of the net position liability was \$188,568. The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participants, actuarially determined. At June 30, 2018, the District's proportion was 0.00500%, which increased by 0.00019% from June 30, 2017.

For the fiscal year ended June 30, 2019, the District recognized pension expense of \$35,111. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
District contributions subsequent to the measurement date	\$ 58,116	\$ -
Changes in assumptions	21,497	5,269
Differences between expected and actual experience	7,235	2,462
Net difference between projected and actual earnings on retirement plan investments	932	
Adjustment due to differences in proportion	4,246	8,189
Changes in proportion and differences between District contributions and proportionate share of contributions	11,844	263
	<u>\$ 103,870</u>	<u>\$ 16,183</u>

NOTE 8 – PENSION PLANS (Continued)

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Deferred outflows of resources and deferred inflows of resources above represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner.

\$58,116 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in the pension expenses as follows:

Fiscal year ending June 30,	Amount
2020	\$ 20,892
2021	15,197
2022	(4,820)
2023	(1,698)
	\$ 29,571

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	Miscellaneous June 30, 2017
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by Entry Age and Service
Mortality (1)	Derived using CalPERS' Membership Data for all Funds

- (1) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table please refer to the 2017 experience study report.

Change in Assumptions

In December 2017, the CalPERS board adopted new mortality assumptions for plans participating in the Public Employees' Retirement Fund (PERF). The mortality table was developed from the December 2017 experience study and includes 15 years of projected ongoing mortality improvement using 90 percent scale MP 2016 published by the Society of Actuaries. The inflation assumption was reduced from 2.75 percent to 2.50 percent. The assumptions for individual salary increases and overall payroll growth were reduced from 3.00 percent to 2.75 percent.

NOTE 8 – PENSION PLANS (Continued)

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions
 (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of the discount rate for public agency plans (including PERF C), CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing of the plans, the tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate and the use of the municipal bond rate calculation is not deemed necessary. The long-term expected discount rate of 7.65 percent is applied to all plans in the Public Employees Retirement Fund, including PERF C. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2022. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB No. 67 and No. 68 calculations through at least the 2021-22 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits were calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1-10(a)	Real Return Years 11+(b)
Global Equity	50.0%	4.80%	5.98%
Global Fixed Income	28.0%	1.00%	2.62%
Inflation Sensitive	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
Total	100%		

(a) An expected inflation of 2.00% was used for this period.

(b) An expected inflation of 2.92% was used for this period.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 8 – PENSION PLANS (Continued)

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in Discount Rate

The following represents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.15 percent) or 1- percentage point higher (8.15 percent) than the current rate:

1% Decrease	6.15%
Net Pension Liability	\$ 274,251
Current Discount Rate	7.15%
Net Pension Liability	\$ 188,568
1% Increase	8.15%
Net Pension Liability	\$ 117,837

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

C. Payable to the Pension Plan

At June 30, 2018, the District had no amount outstanding for contributions to the pension plan required for the fiscal year ended June 30, 2018.

NOTE 9 – OTHER POST EMPLOYMENT BENEFITS

Plan Description

Plan administration. The District sponsors healthcare coverage under the California Public Employees Medical and Hospital Care Act ("PEMHCA"), commonly referred to as PERS Health. PEMHCA provides health insurance through a variety of Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options.

Benefits provided. Active employees are subject to 70% of the premium, up to a \$900 cap. The District joined PEMHCA in 2001 and is under the unequal method, where the District contributes up to a cap equal to 5% times the number of years the District in PEMHCA, times the active contribution cap. Survivor benefits are available. The District does not contribute dental, vision, or life insurance premiums towards retirees.

Employees Covered

As of the June 30, 2017 actuarial valuation, the following current and former employees were covered by the benefit terms under the District's Plan:

Active employees	2
Inactive employees or beneficiaries currently receiving benefits	1
Total	<u>3</u>

The District currently finances benefits on a pay-as-you-go basis.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 9 – OTHER POST EMPLOYMENT BENEFITS (Continued)

Net OPEB Liability

The District's Net OPEB liability was measured as of June 30, 2018 and the total OPEB liability used to calculate the Net OPEB liability was determined by an actuarial valuation dated July 1, 2017, standard actuarial update procedures were used to project/discount from the valuation date to the measurement date.

Actuarial assumptions. The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Salary increases	3.00%
Inflation rate	3.00%
Medical cost trend rate	5.00% for 2018 and later years

Pre-retirement mortality rates were based on the RP-2014 Employee Mortality Table for Males or Females, as appropriate, without projection. Post-retirement mortality rates were based on the RP-2014 Health Annuitant Mortality Table for Males or Females, as appropriate, without projection.

Actuarial assumptions used in the July 1, 2017 valuation were based on a review of plan experience during the period July 1, 2015 to June 30, 2017.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. To achieve the goal set by the investment policy, plan assets will be managed to earn, on a long-term basis, a rate of return equal to or in excess of the target rate of return of 3.13 percent.

Discount rate. GASB 75 requires a discount rate that reflects the following:

- a) The long-term expected rate of return on OPEB plan investments — to the extent that the OPEB plan's fiduciary net position (if any) is projected to be sufficient to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return;
- b) A yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher — to the extent that the conditions in (a) are not met.

To determine a resulting single (blended) rate, the amount of the plan's projected fiduciary net position (if any) and the amount of projected benefit payments is compared in each period of projected benefit payments. The discount rate used to measure the District's total OPEB liability is based on these requirements and the following information:

Reporting Date	Measurement Date	Long Term Expected Return of Plan Investments	Municipal 20 Year High Grade Rate Index	Discount Rate
June 30, 2018	June 30, 2017	4.00%	3.13%	3.13%
June 30, 2019	June 30, 2018	4.00%	3.62%	3.62%

Change of assumptions. For the June 30, 2018 measurement date, the discount rate was increased from 3.13% to 3.62%.

NOTE 9 – OTHER POST EMPLOYMENT BENEFITS (Continued)

Changes in the OPEB Liability

	Total OPEB Liability
Balance at June 30, 2018 (Valuation Date July 1, 2017)	\$ 133,203
Changes recognized for the measurement period:	
Service cost	13,857
Interest	4,091
Changes of assumptions	(11,745)
Contributions - employer	
Net investment income	
Benefit payments	(5,049)
Net Changes	1,154
Balance at June 30, 2019 (Measurement Date June 30, 2019)	\$ 134,357

Sensitivity of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.62 percent) or 1-percentage-point higher (4.62 percent) than the current discount rate:

	1% Decrease 2.62%	Current Rate 3.62%	1% Increase 4.62%
OPEB Liability	\$ 159,612	\$ 134,357	\$ 113,648

Sensitivity of the net OPEB liability to changes in the healthcare trend rates. The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a healthcare cost trend rates that are 1-percentage point lower (4.00 percent) or 1-percentage-point higher (6.00 percent) than the current healthcare cost trend rates:

	1% Decrease (4.00%)	Healthcare Cost Trend Rate (5.00%)	1% Increase (6.00%)
OPEB Liability	\$ 115,531	\$ 134,357	\$ 156,369

NOTE 9 – OTHER POST EMPLOYMENT BENEFITS (Continued)

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2019, the District recognized OPEB expense of \$15,498. As of the fiscal year ended June 30, 2019, the District reported deferred outflows and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
OPEB contributions subsequent to measurement date	\$ 1,588	\$ -
Change in assumptions		10,440
Net difference between projected and actual earnings on retirement plan investments		
	<u>\$ 1,588</u>	<u>\$ 10,440</u>

The \$1,588 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2018 measurement date will be recognized as a reduction of the OPEB liability during the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as expenses as follows:

Fiscal year Ending June 30,	<u>Amount</u>
2020	\$ (1,305)
2021	(1,305)
2022	(1,305)
2023	(1,305)
2024	(1,305)
2025-2027	(3,915)
	<u>\$ (10,440)</u>

NOTE 10 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS

There was no excess of expenditures over appropriations.

NOTE 11 – CONTINGENCIES AND COMMITMENTS

According to the District's staff and attorney, no contingent liabilities are outstanding and no lawsuits are pending of any real financial consequence.

REQUIRED SUPPLEMENTARY INFORMATION

Draft

Draft

SAN MIGUEL COMMUNITY SERVICES DISTRICT
FIRE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Property taxes	\$ 372,018	\$ 372,018	\$ 385,725	\$ 13,707
Service charges and fees	6,750	6,750	18,793	12,043
Public facilities fees and assessments			40,761	40,761
Mutual aid	100,000	100,000	6,653	(93,347)
Investment income	100	100	1,024	924
Miscellaneous income	21,275	21,275	21,035	(240)
Total revenues	500,143	500,143	473,991	(26,152)
Expenditures:				
Salaries and wages	238,990	238,990	114,386	124,604
Payroll taxes and benefits	30,900	23,384	13,990	9,394
Workers compensation	8,000	8,019	6,917	1,102
Maintenance and repairs	43,000	44,000	29,848	14,152
Miscellaneous	16,800	16,534	21,039	(4,505)
Office supplies and expense	3,000	3,000	2,427	573
Supplies	70,500	70,500	61,917	8,583
Professional services	38,200	43,250	30,072	13,178
Dues, permits and fees	7,200	7,011	6,450	561
Communications	15,070	17,380	6,935	10,445
Employee travel and training	8,000	8,000	7,097	903
Utilities	4,650	4,650	2,301	2,349
Bank fees			4	(4)
Total expenditures	484,310	484,718	303,383	181,335
Excess of revenues over (under) expenditures	15,833	15,425	170,608	155,183
Fund balance - July 1	491,341	491,341	491,341	
Fund balance - June 30	\$ 507,174	\$ 506,766	\$ 661,949	\$ 155,183

SAN MIGUEL COMMUNITY SERVICES DISTRICT
STREET LIGHTING FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Final		Final Budget
				Positive (Negative)
Revenues:				
Property taxes	\$ 108,827	\$ 108,827	\$ 108,158	\$ (669)
Investment income	15	15	141	126
Miscellaneous income	64	64	840	776
Total revenues	108,906	108,906	109,139	233
Expenditures:				
Salaries and wages	10,180	10,180	13,149	(2,969)
Payroll taxes and benefits	2,545	3,057	3,245	(188)
Workers compensation	200	200	36	164
Maintenance and repairs	28,120	28,320	502	27,818
Miscellaneous	1,000	913	464	449
Office supplies and expense	220	440	144	296
Supplies	1,100	1,100		1,100
Professional services	6,900	8,800	2,732	6,068
Dues, permits, and fees	300	300	112	188
Communications	900	900	249	651
Employee travel and training	1,500	1,500	48	1,452
Utilities	26,100	26,100	18,512	7,588
Bank fees			1	(1)
Total expenditures	79,065	81,810	39,194	42,616
Excess of revenues over (under) expenditures	29,841	27,096	69,945	42,849
Fund balance - July 1	408,866	408,866	408,866	
Fund balance - June 30	\$ 438,707	\$ 435,962	\$ 478,811	\$ 42,849

SAN MIGUEL COMMUNITY SERVICES DISTRICT
SCHEDULE OF CHANGES IN THE OPEB LIABILITY AND RELATED RATIOS
 Last 10 Years*
 As of June 30, 2019

	<u>2019</u>	<u>2018</u>
Total OPEB Liability		
Service cost	\$ 13,857	\$ 13,453
Interest on the total OPEB liability	4,091	3,674
Actual and expected experience difference	(11,745)	
Changes in assumptions		
Benefit payments	<u>(5,049)</u>	<u>(2,562)</u>
Net change in total OPEB Liability	1,154	14,565
Total OPEB liability - beginning	133,203	118,638
Total OPEB liability - ending	<u>\$ 134,357</u>	<u>\$ 133,203</u>
	Covered payroll: \$ 375,473	\$ 344,324
Total OPEB Liability as a percentage of covered payroll:	35.78%	38.69%

Draft

*- Fiscal year 2018 was the 1st year of implementation, therefore only two years are shown.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
SCHEDULE OF OPEB CONTRIBUTIONS
Last 10 Years*
As of June 30, 2019

The District's contribution for the fiscal year ended June 30, 2019 was \$1,588. The District did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2019, therefore the District does not need to comply with GASB 75's Required Supplementary Information requirements.

The District's contribution for the fiscal year ended June 30, 2018 was \$3,904. The District did not have an actuary calculate the Actuarially Determined Contribution for the fiscal year ended June 30, 2018, therefore the District does not need to comply with GASB 75's Required Supplementary Information requirements.

Draft

*- Fiscal year 2018 was the 1st year of implementation, therefore only two years are shown.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
 Last 10 Years*
 As of June 30, 2019

The following table provides required supplementary information regarding the District's Pension Plan.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Proportion of the net pension liability	0.00196%	0.00191%	0.00200%	0.00211%
Proportionate share of the net pension liability	\$ 188,568	\$ 189,718	\$ 173,264	\$ 145,045
Covered payroll	\$ 274,239	\$ 190,663	\$ 140,038	\$ 174,026
Proportionate share of the net pension liability as percentage of covered payroll	68.8%	99.5%	123.7%	83.3%
Plan's total pension liability	\$ 38,944,855,364	\$ 37,161,348,332	\$ 33,358,627,624	\$ 31,771,217,402
Plan's fiduciary net position	\$ 29,308,589,559	\$ 27,244,095,376	\$ 24,705,532,291	\$ 24,907,305,871
Plan fiduciary net position as a percentage of the total pension liability	75.26%	73.31%	74.06%	78.40%

	<u>2015</u>
Proportion of the net pension liability	0.00201%
Proportionate share of the net pension liability	\$ 125,163
Covered payroll	\$ 205,120
Proportionate share of the net pension liability as percentage of covered payroll	61.0%
Plan's total pension liability	\$ 30,829,966,631
Plan's fiduciary net position	\$ 24,607,502,515
Plan fiduciary net position as a percentage of the total pension liability	79.82%

Notes to Schedule:

Changes in assumptions

In 2018, inflation was changed from 2.75 percent to 2.50 percent and individual salary increases and overall payroll growth was reduced from 3.00 percent to 2.75 percent.

In 2017, as part of the Asset Liability Management review cycle, the discount rate was changed from 7.65 percent to 7.15 percent.

In 2016, the discount rate was changed from 7.5 percent (net of administrative expense) to 7.65 percent to correct for an adjustment to exclude administrative expense.

In 2015, amounts reported as changes in assumptions resulted primarily from adjustments to expected ages of general employees.

*- Fiscal year 2015 was the 1st year of implementation, thus only five years are shown.

SAN MIGUEL COMMUNITY SERVICES DISTRICT
SCHEDULE OF PENSION CONTRIBUTIONS
 Last 10 Years*
 As of June 30, 2019

The following table provides required supplementary information regarding the District's Pension Plan.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Contractually required contribution (actuarially determined)	\$ 58,116	\$ 28,201	\$ 22,800	\$ 19,438
Contribution in relation to the actuarially determined contributions	58,116	28,201	22,800	19,438
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 354,500	\$ 274,239	\$ 190,663	\$ 140,038
Contributions as a percentage of covered payroll	16.39%	10.28%	11.96%	13.88%

	<u>2015</u>
Contractually required contribution (actuarially determined)	\$ 26,154
Contribution in relation to the actuarially determined contributions	26,154
Contribution deficiency (excess)	<u>\$ -</u>
Covered payroll	\$ 174,026
Contributions as a percentage of covered payroll	15.03%

Notes to Schedule

Valuation Date:	6/30/2014
Actuarial cost method	Entry Age Normal
Asset valuation method	5-year smoothed market
Amortization method	The unfunded actuarial accrued liability is amortized over an open 17 year period as a level percentage of payroll.
Discount rate	7.50%
Amortization growth rate	3.75%
Price inflation	3.25%
Salary increases	3.75% plus merit component based on employee classification and years of service
Mortality	Sex distinct RP-2000 Combined Mortality projected to 2010 using Scale AA with a 2 year setback for males and a 4 year setback for females.
Valuation Date:	6/30/2016 6/30/2015
Discount Rate:	7.375% 7.65%

*- Fiscal year 2015 was the 1st year of implementation, thus only five years are shown.



RESOLUTION NO. 2019-39

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ACCEPTING AND APPROVING THE
INDEPENDENT AUDITOR REPORT ON DISTRICT’S FY 2018-19 FINANCIAL STATEMENTS**

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 water, lighting, solid waste, sewer and fire protection services; and

WHEREAS, Government Code §61110 et. seq. establishes procedures for the adoption of budgets for community services districts and financial accounting and cash accounts in accordance with generally accepted governmental accounting standards and practices; and

WHEREAS, the Board of Directors (“Directors”) of the District has reviewed and accepted the Independent Auditor’s Report on District Financial Statements.

NOW, THEREFORE, BE IT RESOLVED that the Directors hereby accepts and approves the Independent Auditor’s Report for the FY 2018-19 Financial Statement of the District and authorize filing the audit with the appropriate County and State offices.

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

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

The foregoing Resolution is hereby passed and adopted this 21st day of November 2019.

John Green, Board President
San Miguel Community Services District

ATTEST:

APPROVED AS TO FORM:

Robert Roberson
Interim General Manager/Fire Chief

Doug White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

November 21, 2019

AGENDA ITEM: XI-3

SUBJECT: Review and Discuss previously adopted Resolution 2018-19 which adopted new property-related fees for water and wastewater services. (Passed on June 28th, 2018)

RECOMMENDATION:

Review and Discuss the Prop 218 Study and Rate Increase and implementation process. Resolution 2018-19

DISCUSSION:

The District Board of Directors requested at the September 2019 Board Meeting that the Prop 218 Rate Study and the Rate Increase Resolution and implementation process be brought back to the Board for review and clarification.

PREPARED BY:

Rob Roberson

Interim General Manager

Attachment: 1. Resolution No 2018-19
2. 6-28-2019 Approved Meeting Minutes

RESOLUTION NO. 2018-19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
SAM MIGUEL COMMUNITY SERVICES DISTRICT
ADOPTING NEW PROPERTY-RELATED FEES
FOR WATER AND WASTEWATER SERVICE**

WHEREAS, San Miguel Community Services District ("District") provides water and wastewater services to residents and businesses of the District; and

WHEREAS, a Water Rate Study, dated April 22, 2018, prepared by Bartle Wells Associates ("Water Rate Study"), establishes various rates proposed therein, which the District Board of Directors ("Board") finds are reasonably related and proportional to the cost of providing water service to District customers; and

WHEREAS, a Wastewater Rate Study, dated April 22, 2018, prepared by Bartle Wells Associates ("Wastewater Rate Study"), establishes various rates proposed therein, which the District Board finds are reasonably related and proportional to the cost of providing wastewater service to District customers; and

WHEREAS, in preparing the Water Rate Study and Wastewater Rate Study, staff and Bartle Wells Associates held several workshops and recommended a range of alternatives that the District could adopt regarding the revised water rates, which the Board has reviewed; and

WHEREAS, on May 24, 2018, pursuant to Proposition 218 (Cal. Const., art. XIII D, § 6) the Board heard and considered all oral testimony, written materials, and written protests concerning the rate increase; and

WHEREAS, the District has counted the protests and determined that the District may proceed with the proposed water and wastewater rates.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. Beginning on August 16, 2018, monthly charges for water customers shall be established in accordance with the rate schedule attached hereto as **Exhibit A**.
2. Beginning on August 16, 2018, monthly charges for wastewater customers shall be established in accordance with the rate schedule attached hereto as **Exhibit B**.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a special meeting held on the 28th day of June 2018; motioned by **Parent**, seconded by **Sangster**, and upon roll call was carried by the following vote of:

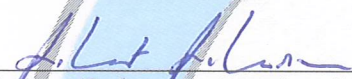
AYES: Parent, Sangster, Buckman

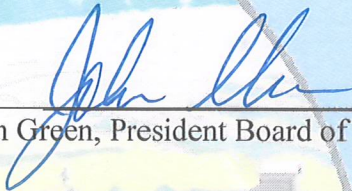
NAYS: Green, Kalvans

ABSENT: None

ABSTAIN: None

ATTEST:


Robert Roberson, Interim General Manager


John Green, President Board of Directors


Secretary of the Board of Directors

APPROVED AS TO FORM:

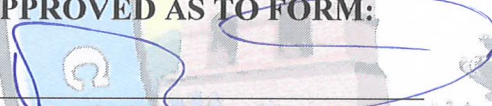

Douglas L. White, District General Counsel



EXHIBIT A

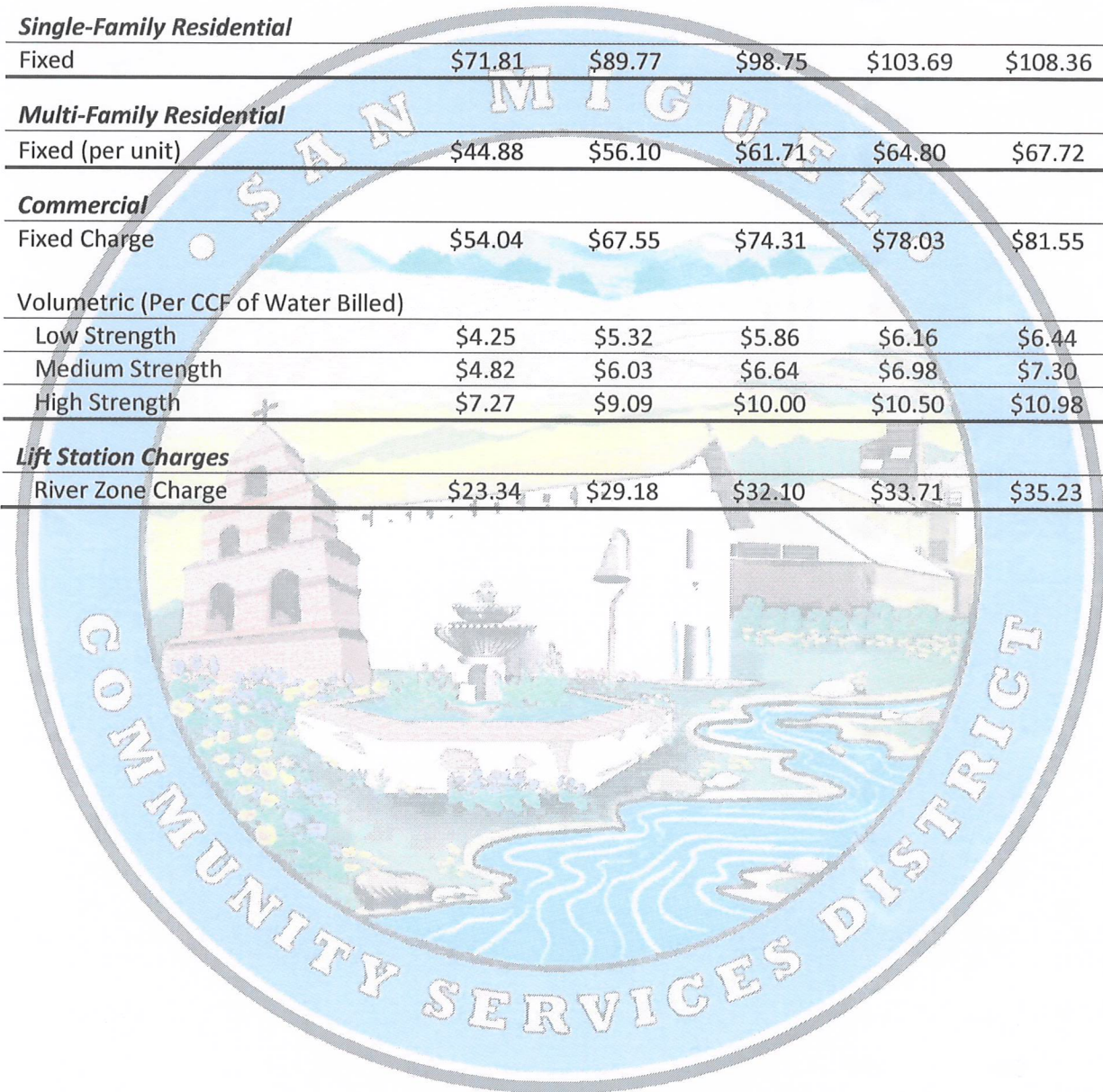
Water Rate Schedule

Monthly Fixed Rates					
All Customers	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Meter Size</i>					
5/8"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
3/4"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1 1/2"	\$74.12	\$80.05	\$83.26	\$85.76	\$88.34
2"	\$109.62	\$118.39	\$123.13	\$126.83	\$130.64
6"	\$606.62	\$655.15	\$681.36	\$701.81	\$722.87
Volumetric Rates					
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Single-Family Residential					
<i>Tier Structure</i>					
Tier 1 (0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tier 2 (6-12 CCF)	\$3.99	\$4.31	\$4.49	\$4.63	\$4.77
Tier 3 (>12 CCF)	\$6.67	\$7.21	\$7.50	\$7.73	\$7.97
Non-Residential					
<i>Tier Structure</i>					
Tier 1 (0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tier 2 (>6 CCF)	\$4.63	\$5.01	\$5.22	\$5.38	\$5.55

EXHIBIT B

Wastewater Rate Schedule

Monthly Rates	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Single-Family Residential					
Fixed	\$71.81	\$89.77	\$98.75	\$103.69	\$108.36
Multi-Family Residential					
Fixed (per unit)	\$44.88	\$56.10	\$61.71	\$64.80	\$67.72
Commercial					
Fixed Charge	\$54.04	\$67.55	\$74.31	\$78.03	\$81.55
Volumetric (Per CCF of Water Billed)					
Low Strength	\$4.25	\$5.32	\$5.86	\$6.16	\$6.44
Medium Strength	\$4.82	\$6.03	\$6.64	\$6.98	\$7.30
High Strength	\$7.27	\$9.09	\$10.00	\$10.50	\$10.98
Lift Station Charges					
River Zone Charge	\$23.34	\$29.18	\$32.10	\$33.71	\$35.23



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
JUNE 28, 2018 REGULAR MEETING MINUTES
MEETING HELD AT DISTRICT OFFICES
1150 MISSION STREET
SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Green – 6:10 p.m.
- II. Pledge of Allegiance lead by President Green.
- III. **Roll Call:** Directors Present: Green, Parent, Buckman, Sangster, and Kalvans

District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, and District General Counsel Schweikert, closed session District General Counsel Siekaly.

IV. **Adoption of Regular Meeting Agenda:**

Motion by Director Parent to adopt Regular Meeting Agenda.

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

V. **ADJOURN TO CLOSED SESSION:**

Closed Session convened at 6:11 p.m.

A. **CLOSED SESSION AGENDA:**

1. **CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**

Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

2. **CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)

District Representatives: District General Counsel, Director Kalvans, and Director Green.
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Government Code §54957)

Title: Bookkeeper

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Government Code §54957)
Title: Fire Chief

5. 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: 7:01 P.M.
Report out of Closed Session by District General Counsel Schweikert: Direction was given to staff.

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

VIII. Special Presentations/Public Hearings/Other:

1. CONTINUATION PUBLIC HEARING: ADOPTION OF WATER AND SEWER RATES: Public Hearing closed on 5-24-2018 @9:16 P.M.- Discussion being continued from May 24th, 2018 and May 31st, 2018; Board Meeting.

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is holding a public hearing as part of the District's Board meeting to consider increasing its rates for water and wastewater services.

Board Comment: Director Buckman voiced that either way this goes with the rate increase he would like to relook at the District Ordinance reviewing sewer line connections for people that are within the District and are not hooked up yet to the District sewer and are on septic. Discussion ensued about the conditions of hooking up to District sewer system.

Director Kalvans brought rate proposal forward voicing that he would like to see the District lower the rates and spread it out longer but get to the same place. The public has made it clear that it is just too high of an increase.

Director Sangster voiced that he feels that if the District keeps running in a deficit it would be very detrimental to the District.

Director Kalvans asked District General Counsel why his proposed cost for the Riverzone charge was not legal, per District Rate Study consultants?

District General Counsel Schweikert, explained that your only allowed to charge, only the amount that it takes to provide that service and share that cost, to provide service to the users. The Lift Station for example, the cost is just for the Riverzone, and the fee is for only that project because you can only put the burden of what it cost to provide that service on that project, and you can't burden the rest of the users.

Director Kalvans asked the Director of Utilities, Kelly Dodds about the philosophy, that any district who raises their rates and that the people will stop using water or cut back a lot; and bring us back into a deficit. Director of Utilities, Kelly Dodds explained that the District even in the last few years of the drought did not see much of a reduction in water

use. We do understand that people will see an increase in the bill and will not use as much water.

Director Green asked when the meters are read every month, because he would like to use the five units of water for the base price. Mr. Dodd's explained when the District does billing, and Director Green explained that he had a problem with the way the Resolution reads; beginning on July 1st, and voices that it needs to be adjusted. He would like it to be adjusted to the 15th of the month because of billing periods. He voiced that he would like the new rates to start in October.

Director Parent asked Director Green if he was making a motion. Director Green said that "No, and there is no way he would make a motion on this, and that he would let someone else do it."

Motion by Director Parent to "End Debate".

Director Green voiced, does that mean you don't want to discuss it any longer, and why Director Parent would not just Motion.

Director Parent, motioned to end debate and pass resolution 2018-19 with start date for new rates to be August 15th billing period.

Director Kalvans called point of order, and asked Counsel if there could only be one motion at a time on the table.

District General Counsel Schweikert, explained that there is a motion and a second to "End Debate".

Voice Vote on "End Debate" Seconded by Director Buckman. Motion was approved by Vote of 3 AYES and 2 NOES and 0 ABSENT.

Discussion ensued

Director Kalvans Motions to reopen Public Comment. Because the public has shown up and he would like to give them the chance to speak. Public spoke in favor of Director Kalvans Motion.

Director Sangster asked District General Counsel if the Board of Directors could open public comment due to the Public Hearing being closed per the Prop 218 process. Counsel Schweikert voiced that the Board has already closed public comment for the public hearing, but it is appropriate to take public comment in a public meeting on the agenda item, and because it is on the Agenda it would be appropriate to reopen public comment. The Board Discussion has ended and should go Board Comment then Public Comment.

Seconded by Director Green. Motion Failed by Vote of 2 AYES and 3 Noes

Motion by Director Kalvans for SMCSD infrastructure and Facility Financing Reform Proposal with exemptions to keep the 6" rate would be at the same rate as the others water meter at recommended cost level and keeping the Riverzone fee at the recommended levels. (Full Reform Proposal by Director Kalvans is available at the District Office for review)

Seconded by Director Green. Motion failed by 2 AYES and 3 Noes

Discussion ensued, with Mr. Davis from public asking if the public has a say in this matter. Director Green, voiced that apparently not tonight and that, this was being very well orchestrated. Director Parent voiced that he did not understand and asked if there was an accusation being made. Director Green, voiced that he had never ever been told as a Board Member that "I'm going to end debate" and never been told that the "public can't speak". Director Parent voiced that he never said that the Public could not speak. Mr. Davis informed him that he just did. Interim General Manager Rob Roberson, called point of order, and Director Green asked to move on.

Director Kalvans voiced that debate has been closed and public comment has been denied.

Director Green Asked District Counsel what was next because he could not discuss it.

District General Counsel voiced that a new motion would be needed.

Motion by Director Parent to approve Resolution 2018-19 with a start date of August 15, 2018 to increasing the SMCSD rates for water and wastewater services.

Seconded by Director Buckman. Motion was approved by Vote of 3 AYES and 2 NOES and 0 ABSENT.

District General Counsel Schweikert spoke and informed the Board of Director that he feels that the "Vote is invalid due to no Public Comment".

Director Sangster thanked District Counsel for their direction.

Motion by Director Sangster to nullify vote proposed by Director Parent and reopen public Comment due to General Counsel recommendation.

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

Public Comment: Lisa King, San Miguel Resident explained that she has been into the District office a few times asking questions and feels that the rates are too high for San Miguel residence but des understands that the District must be solvent to get grants. She would like to see the Board relook at the rates next year and reassess next year. She spoke about the SLT blending line and if that gets fixed would it lower the rates. It was

explained by Director of Utilities that, that well is the most expensive to run and it has been fixed, and the rates would not go down.

Allen Belden, San Miguel Resident spoke that he did not like the situation and that the District is trying to decide when the rates will go into effect, and that the District doesn't know what the rates will be.

Public Comment closed by Director Green.

Motion by Director Parent to approve Resolution 2018-19 with a start date of August 15, 2018 to increasing the SMCS D rates for water and wastewater services.

Seconded by Director Sangster. Motion was approved by Vote of 3 AYES and 2 NOES and 0 ABSENT.

2. PUBLIC HEARING: Consider Adoption of Resolution No. 2018-15 Adopting the FY 2018-19 Operations and Maintenance Budget.

Recommendation: Review and Discuss Approving Resolution 2018-15 Adopting the 2018-19 FY Budget.

Item presented by Interim General Manager Rob Roberson explaining that the Board of Directors and District Staff had a special meeting on Saturday June 23rd at 9: A.M. to go over each line and had discussions. Mr. Roberson explained that direction was given to staff regarding changes to the Budget FY 2018-19 requested by BOD and was changed at meeting and printed to give time for review before this regular Board Meeting.

Board Comment: None

Public Comment: Owen Davis, San Miguel resident voiced his frustration with Director Parent, and spoke of the financials and rate increase.

Motion by Director Buckman to approve Resolution 2018-15 Adopting the 2018-19 FY Budget.

Seconded by Director Parent. Motion was approved by Vote of 3 AYES and 2 NOES and 0 ABSENT.

3. PUBLIC HEARING: Consider approving Resolution No 2018-20 confirming the 2018 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.

Recommendation: That the Board of Directors approve the Cost Report for the 2018 Weed Abatement Program (Exhibit "A" to **Resolution 2018-20**)

Item presented by Interim General Manager/Fire Chief Rob Roberson, explaining that this resolution is to collect the Districts Weed Abatement Cost and Authorize the collection through the SLO County Tax Collector.

Board Comment: None

Public Comment: Laverne Buckman, San Miguel Resident asked Staff if the District actually gets reimbursed. The process was explained, and Staff agreed to have an update on reimbursement for next year.

Owen Davis, San Miguel Resident asked that the District send the owners a bill first before the cost goes on the Tax Bill. Fire Chief Rob Roberson, explained that there are three notices that go out to the property informing the property owner. The process is regulated by the County. Discussion ensued.

Motion by Director Kalvans to approve Resolution No 2018-20 confirming the 2018 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.

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

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: Verbal Report updating the Board on the financials and working with the CPA and Auditor. The CPA feels there is about thirty hours left to get everything reconciled. The Audit is in process and the Auditor will be in office in the next few weeks. OES payment for the “Thomas Fire” Has been received. Fireworks go on sale and the Department will be busy. | |

Board Comment: None

Public Comments: Nanette asked about the Pool cost for the summer.

7. **District General Counsel:** Presented by District General Counsel Schweikert from ChurchwellWhite, LLC. has nothing new to report.

Board Comments: None

Public Comments: None

8. **District Engineer:** Written report submitted as is. Blaine Reely asked for any questions regarding his report.

Board Comments: None

Public Comments: None

9. **Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds asked for any questions and informed the Board of Directors that a timeline for the Wastewater Treatment Plants upgrade will be coming forward to the Board.

Board Comment: None

Public Comments: None

10. Fire Chief: Fire Chief Rob Roberson, updates the Directors Fire Department calls, and in District Fire response. Camp Roberts and Fort Hunter Ligget will be starting a multitude of drills these next few months with live fire and the District Fire Department expects to be busy working along with Camp Roberts Fire Department.

Board Comments: None

Public Comment: None

X. CONSENT ITEMS:

1. Review and Approve Board Meeting Minutes
5-24-2018 Regular Board Meeting
5-31-2018 Special Board Meeting

Motion by Director Sangster to approve Board Meeting Minutes

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 May 2018**

Item presented by Interim General Manager Rob Roberson explaining that this item is in the action items for discussion. Asked for any questions.

Board Comments: Board would like the District Engineer contract to be emailed to them.

Public Comments: Laverne Buckman, San Miguel Resident voiced that she would like to see the Board of Directors asking more questions about the District Financials. Mrs. Buckman asked about the Budget and feels that the budget needs to be reviewed in October. Consensus of the board was to bring back in October 2018 for budget review. Nannette Roe, San Miguel Resident asked about the Gas credit card and if the changes have been made. Interim General Manager Rob Roberson explaining that they District has changed the Gas Credit Card to one that the Fire Department can use almost any gas station and there will be no fees.

Motion by Director Parent to Receive and File the Enumeration of Financial Report for May 2018

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

2. **Review and adopt RESOLUTION 2018-22 the 2018 Sewer System Management Plan audit and update as prepared by Monsoon Consulting (Dodds)**

Item presented by Director of Utilities Kelly Dodds and District Engineer Blaine Reely, explaining to the Board of Directors that the SSMP is due to be reviewed every five years,

and the last one was done in 2014. This project was originally brought to the Board with a cost of \$25k and because Mr. Reely let the District do some of the work it only cost \$8,500. There is also a requirement that the Plant is audited every two years and the last one also being in 2014. The results of the audit show any overflows, this District has never had an overflow and that is due to the way the has been maintained and operators. The District does need to work on maintenance records, like when and which lines have been cleaned and when. Training requirements need to be implemented for the utility workers.

Board Comment: Director Parent asked if the Training is confined space?

Director Green asked about record keeping.

Director Buckman asked if the company we used for sewer line cleaning documents where they clean. Director of Utilities explained that we clean all the lines when we use them, so it was just marked as all lines.

Director Green asked about the Sewer line cleaning and what the schedule was for cleaning. Discussion ensued, and consensus of the Board is to get bids and bring back purchase of sewer “Jetter” for the Board to discuss.

Public Comment: None

Motion by Director Kalvans to adopt RESOLUTION 2018-22 approving the 2018 Sewer System Management Plan audit and update as prepared by Monsoon Consulting.

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

3. Review and Discuss District projects and accomplishments throughout the 2017-18 fiscal year.

Item presented by Interim General Manager Rob Roberson and Director of Utilities Kelly updating the Board of Directors on the projects and accomplishment of the District Staff.

Board Comment: Director Kalvans asked about the Street Lighting and when that subject will be brought back to the board. August 2018.

Director Green voiced that the District has monies in Lighting and would also like to see more lighting at the Park n’ Ride.

Director Sangster asked about training for “Chain Saw”. Discussion ensued.

Public Comments: None

4. Consideration of RESOLUTION 2018-21 requesting consolidation of the San Miguel Community Services District’s Biennial Election with County’s November 6, 2018 Consolidated General Election.

This item was presented by Board Clerk informing the Board that the District has two seats available for election and this resolution consolidates the election with the Counties General Election. This is a cost savings for the District.

Board Comment: None

Public Comment: None

Motion by Director Kalvans resolution 2018-21 requesting consolidation of the San Miguel Community Services District's Biennial Election with County's November 6, 2018 Consolidated General Election.

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

XII. BOARD COMMENT:

Director Kalvans voiced "there are no words that can quantify what happened tonight" Director Green asked that the board look at having an ordinance banning HOA's from regulating landscaping and water used for landscaping. District General Counsel Schweikert, informed the Board that the Governor enacted conservation, is still in effect and that landlords would just have to put the landscaping in the lease agreement. Discussion ensued. Consensus of board is to bring back an Ordinance in October. Director Green would like to review legal services and have contract or duty statement emailed.

Director Green voiced that leaks should be of the utmost priority to the District, and that leaks should be controlled and fixed within the District sooner.

Director Green voiced that the landscaping on mission street that the District pays for needs to be relooked at. Discussion ensued and Kelly Dodds, Utilities Director will be called if it needs to be shut off due to leaks or overspray.

Director Parent left meeting @ 8:55 P.M.

XIII. ADJOURNMENT @ 9:06 P.M. TO NEXT MEETING JULY 26, 2018



San Miguel Community Services District

Board of Directors Staff Report

November 21, 2019

AGENDA ITEM: XI-4

SUBJECT: Review and Discuss District Purchasing Policies, Procedures and Regulations Governing Contract and Professional Service Bidding procedures, Purchases of Material, Supplies and Equipment Manual.

RECOMMENDATION:

Review, Discuss and Provide Direction to Staff

DISCUSSION:

Review the District's practice and compliance with the District Purchasing Policy for the past two years. Last revision was 7-26-2018.

PREPARED BY:

Rob Roberson

Interim General Manager

Attached: District purchasing policy



Approved January 22, 2015

(Revised June 9, 2017)

(Revised July 26, 2018)

SAN MIGUEL COMMUNITY SERVICE DISTRICT

**DISTRICT PURCHASING POLICIES, PROCEDURES AND REGULATIONS
GOVERNING CONTRACT AND PROFESSIONAL SERVICES BIDDING
PROCEDURES, PURCHASES OF MATERIALS, SUPPLIES AND EQUIPMENT**

PURPOSE: To assure that the fiscal resources of San Miguel Community Services District (“District”) are utilized in the most effective and efficient manner, all purchases shall adhere to established procedures (attached herewith) and shall conform to State of California laws and regulations pertaining to local agency purchasing policies, procedures and practices. The District purchasing procedures and practices shall conform to these provisions, and also to any adopted District Fiscal Policy and regulations, existing or amended.

To implement and carry out these Purchasing Policies, Procedures and Regulations, the District shall give special consideration in the following circumstances:

Local Vendor Preference

It shall be the policy of the District to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal. In matters of price, the local vendor shall be given full credit for local sales taxes, shipping/freight fees and any other fees or charges that might be applicable had the purchase been made from a non-local vendor.

Cooperative Purchasing

It shall be the policy of the District to encourage and participate, whenever possible, in cooperative purchasing endeavors with other public agencies to receive benefits of lower pricing due to the quantities of materials, supplies, equipment or services which would not otherwise be available to the District as a sole purchaser.

Limited Availability

Occasionally, required materials, supplies, equipment or services are of a proprietary nature, or are otherwise of such specific design or construction, as to be only available from one source. After receiving evidence that reasonable efforts have been made to find alternative vendors, the Manager may waive the minimum requirement for quotes, bids or proposals.

Emergency Conditions

An emergency is hereby defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or a distinct threat to public health, safety or welfare. In such cases, the Manager may waive formal purchasing requirements, but reasonable efforts shall still be made to locate the lowest cost giving due consideration to quality, prior performance, availability of service and parts and delivery schedule.

Other Agency Procurement Contracts

Minimum purchasing requirements are waived when the District elects to participate in a purchase contract of another public agency wherein they undertook a competitive bidding or purchasing process that is similar to the District's. The other public agency purchasing process must have occurred within the last twelve months in order to qualify the District's participation, unless their purchasing contract was clearly multi-year in nature.

Internal Controls

An integral component of any policy that endeavors to maximize the use of limited fiscal resources is internal controls. Accordingly, purchasing procedures shall also contain provisions relating to access and use of District gasoline credit cards, merchant cards and travel & educational expenditures.

(continued on next page)

PURCHASING POLICIES, PROCEDURES AND PAYMENT PROCEDURES MANUAL

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PURCHASING POLICIES, PROCEDURES AND PAYMENT MANUAL

In order to carry out the purchasing policy of the District, the purchase of supplies, services, equipment or public works projects shall adhere to the procedures as set forth in this manual. This purchasing and payment procedures manual has been drafted to provide consistency with adopted District Fiscal and Financial Policies.

The District's purchasing authority is the District General Manager or his/her designated representative. All references in this manual to the District's purchasing authority shall automatically mean the individual acting in the capacity of District General Manager ("Manager") and include "or his/her designee." The fiscal limitations and thresholds contained in this manual apply on a per fiscal year basis.

Section 1.0 PURCHASES LESS THAN \$5,000

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or his/her designee may purchase supplies and
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services up to \$4,999.99 without approval from the Board of Directors or issuance of a purchase order except as follows:

Section 2.0 EXCEPTIONS TO SECTION 1.0

- a) All computers must be purchased with prior approval of Manager. There must be a budget appropriation for both the computer and its annual replacement cost.
 - b) All software regardless of cost must be approved by the Manager.
- Preference to local vendors shall be encouraged given that quality, service and price are similar.

Section 3.0 PURCHASES GREATER THAN \$5,001

Provided that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the Manager or Board of Directors, a Department Head or Supervisor may purchase supplies and services over \$5,001 subject to purchase order approval from the Manager. The purchase order must be prepared and approved prior to the purchase commitment. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

The Manager must solicit competitive bids prior to preparation and issuance of a purchase order. Bid results should be attached or noted on face of the purchase order. Preference to local vendors shall be encouraged given that quality, service and price are similar.

Section 4.0 PURCHASE ORDERS

Purchase orders shall be issued for acquisitions of supplies, equipment, and services (including professional), wherein the estimated total purchase is expected to exceed \$5,000.

Purchase orders should be issued for the estimated total amount, even when individual, repeat acquisitions are less than \$5,000. Examples include the transport of sewer sludge wherein any individual transport is less than \$5,000 but the estimated total annual cost exceeds \$5,000. Another example might be the purchase of chlorine.

Subject to the requirements and limits set forth in this manual, the Manager may approve a purchase order for up to \$5,000 without Board of Directors concurrence. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

Purchase orders may have multiple budgetary account numbers and may include multiple departments.

The issuance of purchase orders shall be made prior to any purchase commitment to the vendor pursuant to the following procedures:

1. The department shall complete a purchase order form providing all of the required data in the spaces provided. [For example: Each purchase order issued shall be numbered sequentially with three components, X-XX-XXX, wherein the first component consists of the second digit of the fiscal year (i.e. "3" being the current fiscal year 2014-15 or that fiscal year ending June 30th of the calendar year); the second component consists of two alpha digits representing the department; and third component consists of three numerical digits representing the sequence number (to be assigned)].
2. Upon completion of the purchase order, the purchase order shall be signed by the Manager. Upon approval or denial, the purchase order is sent to the initiating department. If approved, the purchase order shall be distributed as follows:
 - a) Copy to Vendor
 - b) Copy to District bookkeeper
 - c) Original to issuing department

Section 5.0 QUOTATIONS AND BIDS (non-professional)

Department Head or Manager may exercise their own discretion with regard to vendor choice for purchases of less than \$5,000. Any purchase orders greater than \$5,000 or more shall require Board of Director concurrence.

For purchases greater than \$5,000 but less than \$10,000 Department Head or Manager shall endeavor to solicit quotations from three vendors. The purchase order or an attachment to the purchase order should note the vendors contacted and the amount of their quote.

For purchases greater than \$10,000, the Manager shall solicit competitive bids wherein a legal notice shall be published in an officially designated newspaper and/or in trade journals or association bidding websites that maintain or publish public agency competitive bids. The bid(s) shall be submitted directly to the Manager, who shall hold said bid(s) until the advertised date and time of opening.

For purchases greater than \$25,000.00, the lowest, responsive bid shall be awarded by the Board of Directors. After the bid is awarded, a purchase order shall be issued in accordance with Section 4.0 herein.

Local Vendor Preference

The District endeavors to stimulate the local economy by using its purchasing power to support local businesses within boundaries of SMCS D and promote creation and retention of local jobs. To that end, the District may grant a preference to local vendors when comparing bids or quotations for the purchase of discretionary goods and services, subject to the guidelines set forth in this section.

The preference shall only apply to the procurement of materials, supplies, equipment, and services as set forth herein. In addition, the preference shall not apply to procurement that is

restricted by Federal or State laws or regulations that proscribe such a preference, or to public projects subject to the California Public Contracts Code.

The preference may be granted only if the Manager determines that the local vendor is able to provide comparable goods or services as the next lowest responsive bidder. In determining whether to grant the preference, the Manager may take into account other District fiscal policies and/or criteria.

The preference shall be five percent (5%) of the local vendor's bid or quotation; however, in no event shall the total preference exceed \$5,000 for any single purchase order or contract.

The 5% preference will be used solely to determine to whom the contract should be awarded and will not in any way alter the final contract amount. A 'local vendor' must meet all of the following criteria:

1. The vendor owns, leases, rents or otherwise occupies a fixed office or other commercial building or a portion thereof that has a street address within the District. A post office box shall not qualify as a local business address.
2. The vendor possesses a valid and verifiable business license issued that reflects the vendor's local address.
3. The vendor's business is staffed during business hours by an employee, or employees, employed by the vendor and conducting the vendor's local business.
4. Where State sales tax will be paid for the purchase, the vendor must possess a valid resale license from the State Department of Equalization reflecting the vendor's business address.

To qualify for the preference, a vendor must certify in writing, in its bid or quotation to the District, that it meets the criteria of a "local vendor". The Manager shall determine if a vendor qualifies as a "local vendor". Any vendor falsely claiming to qualify as a "local vendor" shall be ineligible to transact any business with the District for a period of up to 24 months as determined by the Manager. The Manager and/or Board of Directors may also terminate all or part of any contract entered into with such a vendor. The decision of the Manager may be appealed to the Board of Directors pursuant to the review process used for bid protests.

Section 6.0 PROFESSIONAL SERVICES

The procurement of professional services shall be based on qualifications. Such professional services shall include, but not be limited to, those provided by: engineers, management services for construction projects, architects, urban planners, geologists, hydrologists, land surveyors, landscape architects, rate consultants and assayers, real estate appraisers, licensed environmental assessors and ecologists, accountants and providers of financial services, actuaries, personnel and insurance consultants, psychologists, medical doctors, entertainers and performers, claims consultants, and attorneys at law.

If the cost of the work to be performed is of an estimated value in excess of \$25,000, the Manager shall obtain the approval of the Board of Directors prior to issuing a purchase order pursuant to Section 4.0.

If the cost of the work to be performed is estimated to not exceed \$25,000, the Manager may issue a purchase order pursuant to Section 4.0 without Board of Directors concurrence, unless the Manager determines that such services warrant a Board concurrence prior to award.

Section 7.0 SOLE SOURCE VENDORS

In the case of sole source vendors, quotation and bid requirements may be waived by the Manager and/or the Board of Directors when in his/her/their judgment the District is best served by a particular vendor.

A purchase order and a written explanation for justification of sole sourcing shall be submitted to the Manager and/or the Board of Directors for approval. If approved, a copy of the written explanation shall be attached to the copy of the purchase order.

Section 8.0 PETTY CASH

The Manager shall be responsible for the management and accounting of petty cash funds according to the internal control procedures established by this Manual. Petty cash funds may be used for any purpose including non-overnight travel and meetings or for residual final travel accounting amounts due an employee. Petty cash vouchers and/or petty cash reconciliation forms will be provided.

A \$100 limit shall be established for each separate use of petty cash funds except that said limit may be waived by either the Manager or his/her designee, up to a maximum of \$100.00.

In recognition that employees cannot be expected, nor required, to use personal funds to make petty cash purchases on behalf of the District, petty cash advances may be approved by the Manager.

In the case of petty cash advances, the employee receiving the advance will promptly upon making the purchase, return the receipt and any cash change to the petty cash fund and complete the petty cash voucher. Receipts are required for all petty cash expenditures. Travel per diems wherein receipts are not required is not an appropriate use of petty cash funds. However, amounts due employees less than \$100 as determined by completion of the final accounting section of a pre-authorized travel and meeting expense claim may be reimbursed from petty cash funds.

Requests for the replenishment of petty cash funds used shall be made to the Manager on petty cash reconciliation/reimbursement request forms. The request shall summarize the amount to be replenished by budgetary account number and have attached all expenditure receipts. The Manager shall process said requests in accordance with established payment processing

procedures.

Section 9.0 WARRANT REQUESTS

In recognition that needs arise for the issuance of a District warrant for purposes that may not be appropriate for the issuance of a purchase order, (i.e. deposit refunds, and receipt overpayments, payroll related needs, etc.), the Manager shall establish a warrant request procedure for issuing a warrant payment without a purchase order. Warrant requests shall be processed on a basis consistent with the payment processing schedule; exceptions may be made by the Manager when the best interests of the District might be best served by the accelerated issuance of a warrant payment.

Section 10.0 TRAVEL, MEETINGS AND EDUCATION AUTHORIZATIONS

It shall be the practice of the District to reimburse expenses incurred by officials, officers and employees of the District when expenses are incurred while on authorized travel, meetings and educational events for District business. The allowances and amounts advanced to persons traveling or meeting on official business shall be established on the basis of specific guidelines set forth below. Administrative procedures are to be amended to conform to the guidelines of this policy.

Advances and/or reimbursements for authorized travel and meetings shall be made by the Manager upon receipt of a properly completed and approved travel and meeting authorization form, unless waived in writing by the Manager and/or the Board of Directors.

Travel and meeting authorization forms are available upon request. Department Heads or supervisors shall exercise reasonable effort to complete and submit authorized travel and meeting authorization forms for warrant issuance on a time line conducive to the payment processing schedule as established by the Manager.

Requests for advances and/or reimbursements for District travel, meetings and education shall be in accordance with the procedures and requirements as noted below:

1. Travel, Meeting and Education Authorization/Expense Reconciliation

Travel on official business which exceeds a cost, actual or estimated, of \$200 or calls for an overnight stay requires the completion of the District's Travel and Meeting Authorization Form and approval by the employee's immediate supervisor and/or the General Manager. When a District vehicle is used, the cost of such use, using the current mileage rate, shall be included in determining the total cost. Travel which exceeds \$2,500 or provides for out of state travel must be submitted on a Travel and Meeting Authorization Form to the Manager for approval prior to incurring any expenses: Payment may be advanced to the traveler based upon estimated costs as detailed on the Travel and Meeting Authorization Form. Within five (5) days of return, the Travel and Meeting Authorization Form shall be completed and submitted to the Manager wherein actual travel expenses, including amounts advanced, must be reconciled on the Travel and Meeting Authorization Form.

A Department Head and/or the Manager may exercise his/her own discretion, regardless of length of stay, as to whether an employee receives a per diem per subsection #4 below or receives an 'advance' for itemized expenses per subsection #5 below.

However, in all cases, if any amounts paid in advance for transportation, lodging and registration, etc. wherein overpayments occur and are refunded directly to the employee, the employee must turnover such amounts to the District.

2. Transportation

a. Commercial Carrier

Air travel for District officials and employees shall be authorized and reimbursed at the lowest possible fare class with a major air carrier. Air travel other than the lowest possible fare class will be authorized ONLY when scheduling does not permit use of the lowest possible fare class of flight, or when the flight is four (4) hours duration or more.

District officials and employees shall endeavor to book air travel to take advantage of discounts offered for purchasing flight tickets in advance of departure; i.e. 14 or 21 days and take advantage of non-refundable ticket fares where practical.

Transportation costs for commercial carrier shall be paid by the District directly and separately whenever practical. Round trip tickets shall normally be purchased whenever commercial carriers are used. Travel expenses of a family member of an official or an employee are not eligible for payment by the District. Travel arrangements and payment of costs for family members are to be handled directly by the employee.

b. Personal Vehicles

Use of personal vehicles, when approved as a mode of travel to and from destinations, will be reimbursed at the established mileage rate. When commercial carrier is used, a traveler will be reimbursed for personal vehicle mileage to and from the airport and the actual cost of airport parking regardless of airport location.

(1) Travel in San Luis Obispo County

Employees receiving monthly auto allowances shall not, except under special circumstances as authorized by the Manager, be eligible to use a District vehicle nor receive mileage reimbursement for use of personal vehicles when travel is within San Luis Obispo County.

(2) Travel Outside San Luis Obispo County

The use of personal vehicles on District authorized business outside San Luis Obispo County will be reimbursed at the authorized mileage rate for all District officials and employees. Payment of mileage will be based upon the most direct route from point of departure to point of destination. A District official or employee may leave from his/her

home for a meeting, conference, seminar or training session. However, the mileage from home to the destination should not exceed the mileage from District offices to the destination.

3. Lodging

Hotel accommodations should be arranged directly by the District, not traveler. Receipts for lodging must be attached to the Travel and Meeting Authorization Form in order to obtain reimbursement. Hotel expenses for District officials and employees only will be reimbursed at the single occupancy rate. Room movies and other miscellaneous, such as alcoholic beverages are not eligible for reimbursement including room service meals, if a per diem has been provided.

4. Per Diem

Each person traveling on official District business, which includes an over-night stay, may (1) receive a per diem for meals, taxes, gratuities, and incidental expenses equal to the IRS allowance, or up to \$50. Allow \$75.00 if travel time is 4 hours or more per day provided that receipts are submitted to the District. If the amount shown on the receipts is less than \$75 the difference is considered taxable income;

or (2) receive a per diem equal to the IRS regional allowance, in which case no receipts are required, and the full amount is non-taxable.

Meals and food charged to a motel/hotel room via room service shall be counted on the final reconciliation of the Travel and Meeting Authorization Form towards the per diem. Per diem shall be paid for travel days just prior and just after the event. One-half of the daily rate shall be paid if the distance to the event is less than 275 miles except that if the event ends later than 3:00 p.m. a full day per diem may be paid. A full day per diem shall be paid if the one-way distance is greater than 25 miles.

Expense reimbursement for amounts over the per diem amount must include receipts for all expenses.

5. Itemizing Expenses

If travel encompasses not more than a single day, the traveler shall itemize the expenses incurred for reimbursement. Upon return, supporting documents such as receipts or paid invoices must be submitted on the Travel and Meeting Authorization Form. In the case of overnight travel, the traveler may claim actual expenses rather than per diem. However, all receipts or paid invoices must be submitted with the Travel and Meeting Authorization Form in order to be reimbursed.

6. Registration Fee

Registration fees charged for any authorized convention, conference, seminar or meetings are reimbursable and should be paid in advance.

7. Taxi, Car Rental, Shuttle Service and Parking

Expenses incurred for car rental and limousine service will not be reimbursed unless authorization is received from the Manager prior to the travel. Whenever possible, District officials and employees should utilize hotel courtesy buses or local shuttle services. Whenever possible, hotel accommodations should be within easy access to the functions for which the travel was authorized. Taxi service should be used only when no other convenient, less costly transportation is available. Expenses for parking shall be reimbursed in addition to any other allowances paid to the traveler.

8. District Merchant Cards

Merchant card receipts for all charges on the credit cards shall be attached to the final reconciled Travel and Meeting Authorization Form submitted to the Manager.

Gas credit cards issued to the District may only be used to purchase fuel and oil in a District owned vehicles. Use of District gas credit cards in personal vehicles is strictly prohibited, regardless of whether or not the use of the personal vehicle was for authorized District business.

9. Mileage Rate

The mileage rate for personal vehicle use shall be determined each January 1st by the Manager. The mileage rate shall be equal to the mileage rate allowance as set by the Internal Revenue Service for business use of a vehicle as confirmed by the Manager.

10. Miscellaneous Meetings

Miscellaneous meetings wherein food, beverages and related sundries are provided either on site or at a dining establishment may be paid and/or reimbursed by District when required for official business. Payment and/or reimbursement may be made via; petty cash, merchant card, vendor charge account, purchase order, warrant request or Travel and Meeting Authorization Form.

In all cases, the payment and/or reimbursement request shall be accompanied by a receipt or other documentation and in the case of the use of a merchant card, the customer copy of the merchant card charge slip. The receipt and/or payment request should clearly identify the purpose of the meeting, the general attendees (i.e. lunch with auditors) and the budgetary account number. A Travel and Meeting Authorization Form need only be utilized when the cost of an individual, miscellaneous meeting exceeds \$200.

11. Discretion

These procedures do not claim to have addressed all contingencies and conditions. Any necessary and reasonable expenses that may from time-to-time be justified due to circumstances or opportunities for the District will be honored upon approval by the Manager in the form of reimbursements to the traveler and upon adequate documentation and justification.

Section 11.0 PAYMENT REQUIREMENTS

The issuance of warrants for petty cash, warrant requests and travel and meeting authorizations shall be made by the Manager upon receipt of the properly completed documentation and in accordance with the payment schedule as established by the Manager.

For purchase orders, preparation of the vendor payment shall be initiated by the Department Head, Supervisor and/or the Manager upon receipt of the signed "payment" copy of the purchase order. Partial payments are acceptable. Authorization for partial payment(s) may be initiated by the Manager by submitting the invoice with the "Approved for Payment" stamp fully completed and the purchase order number clearly indicated on the invoice.

For purchase orders issued for materials and/or services to be provided over time, the Manager shall initiate vendor payment solely upon receipt of the appropriate invoice(s) with the "Approved for Payment" stamp fully completed and the purchase order number clearly indicated on the invoice. In order to expedite vendor payment processing, the following vendor statement/invoice delivery arrangements should be made:

Single Department - In those cases where a Department Head or supervisor knows that his/her department is the only department doing business with a particular vendor: Upon receipt of statement/invoice (s), the Manager shall reconcile the amounts due and authorize payment by utilizing the "Approved for Payment" stamp and forward the original documents for payment. The amount due the vendor shall be summarized by budget account number.

Multiple Departments - In those cases where more than one department makes purchases from the same vendor, the statements should continue to be mailed directly to accounts payable; except that in those cases wherein the vendor sends invoices separately from their end-of-the month statements, arrangements should be made to have invoices sent directly to the department involved for reconciliation and approval before forwarding to accounts payable.

In all instances, vendor payments shall be processed in accordance with the payment schedule unless the Manager determines that the best interests of the District would be best served by accelerating the issuance of a particular vendor payment.

The current payment schedule, as established by the Manager, is that payment requests received by noon on Wednesday will have a warrant(check) issued no later than the fourth following Friday except as otherwise established by the Manger.

DO NOT UNDER ANY CIRCUMSTANCES PROMISE OR OTHERWISE INDICATE TO A VENDOR THAT PAYMENT WILL BE RECEIVED ANY SOONER.

APPROVED FOR PAYMENT

Budget Acct. # _____ Amount to
Pay \$ _____

Date Signature
Vendor # _____

Section 12.0 MERCHANT CARDS

Purchases made by merchant card shall be made in conformance with established Fiscal Policy, the purchasing rules and restrictions as identified in Section 1.0 through 9.0 and shall in no event exceed or circumvent the regulations set forth therein. A single purchase by credit card shall not exceed \$2,500 or the credit card account limit, whichever is less.

Purchases less than \$5.00 should not be made using the merchant card. These purchases should be made using petty cash. Merchant card account limits will be between \$2,000 and \$10,000 per month. Account limits apply to the account, not the card. For example, an account may have a limit of \$5,000, with two cards issued. Therefore, the aggregate spending total of both cards must not exceed \$5,000 per month.

Each Department Head or Supervisor will be informed of the limits placed on accounts issued to his/her department and or divisions.

Purchases will be denied by the card issuer for any account that is delinquent or has exceeded its account limit. Departments must track their monthly spending so that they do not exceed the merchant card account limit.

1. Business Use Only

The merchant card is to be used for District purchases ONLY.

2. Conditions for Use

The total of a single purchase to be paid using the merchant card may be comprised of multiple items and cannot exceed the authorized single invoice limit. Purchases will be denied if the authorized single purchase limit is exceeded. Payments for purchases are not to be split in order to stay within the single purchase limit.

All materials, supplies and services purchased over the counter and paid for by using the card must be immediately available. No back-ordering is allowed, unless authorized by the Manager.

All materials, supplies and services purchased by telephone order to be paid for by merchant card must be delivered by the merchant/vendor within the 30-day billing cycle. The order should not be placed without this assurance. (Please see "Telephone Purchase Procedures" below). Merchant card use for employee travel must comply with established District travel policy.

3. Telephone Purchase Procedures

Telephone purchase procedure, as used in these instructions, means a procedure where an order is placed, or a purchase is made by telephone. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing a telephone order to be paid using the merchant card, employee will:

- a. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- b. Instruct the merchant/vendor to fax or mail the charge slip to the card holder when the credit card is charged.
- c. A log should be used to record telephone merchant card orders (see Attachment 4). The documentation should be held until the monthly billing statement is received and then attached to the statement, along with the charge slips, when it is submitted for payment.

4. Internet Purchase Procedures

Internet purchase procedure, as used in these instructions, means a procedure where an order is placed, or a purchase is made, by internet website access. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing an internet order to be paid using the merchant card, employee will:

- a. Confirm that the web site utilizes security protection software.
- b. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- c. Print out a hard copy of the order confirmation before exiting the site.

5. Documentation, Reconciliation and Payment Procedures

a. Documentation

Any time a purchase is made that will be paid using the merchant card, whether it is done over the counter or by telephone or by internet, a document must be retained as proof of purchase. The documents will later be used to verify the purchases shown on the merchant card monthly statement. When a purchase is made over the counter, the employee is to obtain a customer copy of the charge slip, as well the separate invoice if any, which will become the accountable document (make sure all carbons are destroyed).

When making purchases by telephone, the employee is to immediately document the transaction on a log and attach the charge slip (and invoice, if any) when received from the vendor, along with any shipping documents associated with the order.

b. Missing Documentation

If for some reason the employee does not have documentation of the transaction to send

with the statement, he/she must attach an explanation that includes a description of the item, date of purchase, merchant's/vendor's name and why there is not supporting documentation. If documentation is received after the statement has been sent for payment, the employee should send the documentation to accounts payable with a note referencing the date of the statement to which it should be attached.

6.Merchant Card Restrictions

The following list covers purchases for which merchant card use is **prohibited**:

- a. Gasoline and oil purchases. Gasoline and oil purchases for District vehicles only must be made using a **gas** credit card.
- b. Cash advances through bank tellers or automated teller machines.

7.Payment and Invoice Procedures

- a. Purchases made by employees will be paid by accounts payable once the employee certification and the Manager verification has been completed, and account coding assigned for each transaction. Account coding shall be summarized by budget account.
- b. Original statements and charge slips should be sent to the Manager. If the employee wishes to retain a copy of the statement, a copy should be made before the original statement is sent to Manager.
- c. The "Statement of Account" requires the Department/Division to review the statement and to note any errors on the bill. The Department/Division should attach to the statement all receipts (sales drafts/charge slips) received at the time of purchase with the budget account number noted on each. Travel expense charges must include a copy of the final accounting of the travel authorization form, as well as receipts pertaining to travel purchases made by credit card. The Supervisor or General Manager he/she stamps the statement with an "Approved for Payment" stamp, assigns account codes for each item, writes the grand total of the amount to be paid in the "amount" area provided by the "Approved for Payment" stamp, attached the summary by budget account and secures the signature of the Manager certifying items purchased and received and forwards to the accounts payable within five (5) working days after it is received. Noncompliance may mean denial of future use of card.
- d. The Manager will be responsible for receiving completed statements from all divisions, reviewing them, resolving any questions on the purchases, reconciling and signing the statements, and forwarding completed account statements with all attachments to the accounts payable section within five (5) working days after receipt of the statement in the mail. Account statements will all close on the last day of each month and will be mailed by the issuer shortly thereafter. Statements will be mailed directly to each department and will generally be received on about the same date each month.
- e. If an account has no purchase activity for a particular billing cycle and shows a "zero" balance, the statement should be filed in the merchant/vendor file. "*File Only -- Zero Balance*" should be clearly marked on the front of zero balance statements.

8.Approval

Approval of the transactions that employees have made using the merchant cards will not be totally defined in these procedures. Department Heads or supervisors, because of their knowledge of the job responsibilities of employees, are required to look at each

employee's purchases, and at the merchant, who made the sale in order to determine if these items were for Official Use and if they were items allowed to be purchased in accordance with the instructions provided.

If, for any reason, the Manager questions the purchases(s), it is his/her responsibility to resolve the issue with the employee. If he/she cannot be satisfied that the purchase was necessary and for Official Use, then the employee must provide a Credit Voucher proving item(s) have been returned for credit, or a personal check or cash for the full amount of that purchase. Resolution for improper use of the merchant card will be the responsibility of the Manager to resolve, and disciplinary action for misuse will also be his/her responsibility to process.

9.Disputes

If items purchased with the merchant card are found defective or the repair of services faulty, the employee has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant/vendor refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE.

A disputed item must be noted on the statement of account. In addition, an "Employee Statement of Questioned Item" form (Attachment 1) must be completed by the employee with appropriate documentation attached, if necessary. The Manager shall notify the merchant card issuer in accordance with the instructions on the "Employee Statement of Questioned Item" for adjustment. The form should be attached to the statement of account, with a copy retained by the Department for follow-up the following month to be sure the proper credit is received on the statement of account.

It is essential that the time frames and documentation requirements established by the merchant card issuer be followed to protect the employee's rights in dispute. Dispute policies and procedures issued by the merchant card issuer will be provided at the time merchant cards are issued to employees.

10.Requests for Initial, Additional or Changes to Merchant Cards and/or Credit Cards

All requests for new accounts, additional cards or changes in account names or limits will be done by submitting "Request for Merchant or Credit Card" form to the Manager. The form will be processed by the Manager and the requesting Department Head or Supervisor will be notified when the request is processed. A minimum of thirty days should be allowed for processing requests.

11.Periodic Inventory of Merchant and/or Credit Cards

At least once annually, the Manager will provide a list of credit cards to be issued. A physical inventory of credit cards, photocopying each card, and provide a report to the Manager of the results of the inventory.

12.Lost or Stolen Merchant and/or Credit Cards

Should any employee lose or have a District credit card stolen, it is the responsibility of the Manager to immediately notify the merchant card issuer of the loss. The telephone number of the merchant card issuer will be provided when the merchant card is issued.

In addition to notifying the merchant card issuer, the Manager must notify the Board of Directors of the lost or stolen credit card **WITHIN ONE WORKDAY** after discovery of the loss or theft of the card. The Manager will be required to make a written report to the Board of Directors **WITHIN FIVE (5) WORKDAYS** that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, the purchases that the employee had made prior to the loss, and any other information that may be considered necessary.

13.Terminating Employee

The Manager shall be responsible to collect merchant and/or credit cards from terminating employees.

If the Manager is unable to collect the merchant card when an employee leaves, the Manager shall notify the Board of Directors immediately by telephone and follow-up with a memo to take action to insure the merchant card is voided.

The merchant card issuer shall be notified to void the merchant card to prevent any purchases after the employee leaves.

Section 13.0 CONTRACT CHANGE ORDERS

To establish a uniform procedure for documenting, review and authorization of Change Orders affecting construction contracts, these procedures shall apply to changes in the work that result in alterations, amendments or deviation from an awarded contract; thereby modifying the scope of the contract, the cost, completion schedule, material and/or equipment furnished under the awarded contract.

A Change Order is the written authorization that changes the awarded contract as noted above. The Change Order shall be for similar kinds of work as that awarded in the original contract and shall only arise in good faith from unforeseen items and/or events since the time of the bid award. Request for Change Order authorization to the Manager shall be accompanied by a purchase order. Change Order authorization limits are established as follows:

Contracts \$50,000 - \$75,000 25% of contract or \$ 17,500 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$75,001 - \$99999 25% of contract or \$25,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$100,000 10% of contract or \$125,000 whichever is greater. The Manager is

authorized to execute said change orders after first obtaining Board of Director approval.

The limits noted are for Change Order amounts in the “aggregate”. Change Orders for amounts in excess of these limits must be approved by the Board of Directors as a regular agenda item.

In all cases where a Change Order would increase the cost of the project beyond the existing budget, the Change Order shall be presented to Board of Directors along with an appropriation resolution for their consideration and approval.

Section 14.0 CONTRACTS WITH OTHER PUBLIC AGENCIES

It may be beneficial to contract with other public agencies for goods and services. In such cases, the Manager may waive normal bidding procedures if it can be shown, via the quotation procedures contained in Section 4.0, that contracting directly with another public agency is equal to or less than the cost of a private sector competitive bid contract

Section 15.0 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING

The District shall, hereby, approve these Purchasing Policies and Procedures incorporating, by reference, the Uniform Public Construction Cost Accounting standards and practices. This provides the opportunity for the District to undertake public projects of \$25,000 or less by force account, negotiated contract or by purchase order.

For projects greater than \$25,000 but less than \$75,000, the District may undertake an “informal” bidding procedure as set forth by State regulations. In all such cases wherein, the District opts to utilize the Uniform Public Construction Cost Accounting method, State procedures governing this procedure shall supersede the District’s purchasing procedures as identified herein.

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San Miguel Community Services District

Board of Directors Staff Report

November 21, 2019

AGENDA ITEM: XI-5

SUBJECT:

Review and Discussion the San Miguel Community Services District Board Members' Handbook

RECOMMENDATION:

Review, Discuss and provide Direction

DISCUSSION:

The Board of Directors have requested that the Board Handbook be brought before the Board for review. Both Staff and Board of Directors have requested to make changes to the format of the Board Meeting Agenda, Chapter 11. In order to make any changes to the agenda the Board Handbook has to be reviewed and the by-laws have to be amended before any changes can be made.

PREPARED BY:

Rob Roberson

Interim General Manager

Attached: Board Members' Handbook Passed 1-18-2018

San Miguel Community Services District



Board Members' Handbook

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Introduction & Overview

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

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

The Handbook supersedes any other handbooks which govern the Board, committees, or Advisory Groups.

B. Overview of Basic Documents

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

1. California Government Code

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

2. Annual Budget

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

3. Emergency Operations Plan

The District is in the process of drafting an emergency plan entitled "Emergency Operations Plan", which will describe actions to be taken in

periods of extreme emergency. The Emergency Operations Plan may be updated from time to time. The Board may be called upon during an emergency to establish policies related to the specific incident.

C. Orientation of New District Officials

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

D. Board Member Qualifications

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

E. Basic Definitions

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

Chapter 2: Board—General Powers and Responsibilities

A. Board Authority

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

B. Board Functions

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

C. Board President and Vice-President Functions

1. President

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

2. Vice-President

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

D. Attendance Requirements

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

An excused absence may include:

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

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

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

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

E. Appointment of General Manager and District Counsel

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

1. General Manager

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

2. District Counsel

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

F. Role in Emergency

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

G. Standing Committees

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

Chapter 3: Board Administrative Support

A. Requests for Research or Information

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

B. Inappropriate Actions

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

Chapter 4: District Finances

A. Board Member Compensation

Pursuant to Government Code section 61047, Board members are authorized to receive up to One Hundred Dollars (\$100.00) a month for attendance at regular Board meetings, limited to six (6) days in one (1) month, and all other expenses incurred.

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

Forfeiture of Stipend. A Board member will not be eligible for a stipend for the relevant Board meeting if he or she fails to arrive for “Roll Call”, leaves prior to “Adjournment”, leaves for a period of more than thirty (30) in the middle of that Board meeting, or fails to attend the entire Board meeting, without a Board-approved excused absence.

Two unexcused Absences will result in a forfeiture of the Board member’s stipend for the remainder of the fiscal year.

B. Expenditure Allowance

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

C. Expenditure Guidelines

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

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

Chapter 5: Board Member Communications

A. Overview

Perhaps the most fundamental role of a Board member is communication; communication with the public to assess community options and needs, and communication with staff to provide policy directions and to gain an understanding of various policy alternatives. Because the Board performs as a body (that is acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking “for” the Board. Equally important, when members are expressing personal views and not those of the Board, the public should be so advised.

When responding to constituent requests or concerns, Board members should respond to the individuals in a positive manner and route their questions to the General Manager.

B. Speaking “for the District”

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

C. Correspondence from Board Members

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

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

D. Confidential Issues

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

E. Local Ballot Measures

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

F. State Legislation, Propositions

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

G. Proclamations

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

Chapter 6: District Officials—Conflicts & Liability

A. Conflict of Interest

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

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

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

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

B. Political Reform Act

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

A public official has a financial interest if "it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public

generally” on one (1) or more of the economic interests of the public official or a member of the public official’s immediate family.⁷

As of 2016, economic interests include interests in businesses worth Two Thousand Dollars (\$2,000) or more, interests in real property, both ownership and leases, worth Two Thousand Dollars (\$2,000) or more, a source of income in an amount of Five Hundred Dollars (\$500) or more, and gifts of Four Hundred Sixty Dollars (\$460) or more provided to or received within one (1) year of the decision.⁸ These dollar amounts are subject to annual increases. Please check with the District Counsel to verify the current dollar amounts.

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more in fair market value.⁹ If a Board member has a pro rata share interest in real property, in which the Board member or immediate family member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.¹⁰

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

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

1. Publicly identify the financial interest.

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

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

Recusal applies to all proceedings related to the matter

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

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

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

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

C. Government Code Section 1090

Government Code section 1090 is similar to the Political Reform Act, but it applies only to District contracts in which a public official has a financial interest. The financial interests covered by Government Code section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the District from entering into the contract at all. In addition, the penalties for violating Government Code section 1090 are severe. If a District Official believes that he or she may have any financial interest in a contract that will be before the Board, the District Official should immediately seek advice from the District Counsel or the District Official’s personal attorney.

There are a number of other restrictions placed on Board actions, which include prohibitions on secrecy and discrimination, as well as assurance that all District funds are spent for public purposes. Violations of these restrictions may result in a personal liability for individual District Officials.

D. Conflict of Interest Forms

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

E. Ex Parte Communications

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

F. Liability

The District offers a variety of services and may often find itself subject to legal actions through lawsuits. The District must always approach its responsibilities in a manner which reduces risk to all involved. However, with such a wide variety of high profile services (e.g. fire, utilities), risk cannot be eliminated.

The District belongs to the Special District Risk Management Association to manage insurance and risk activities. When claims are filed against the District they are sent to the District's claims examiner to review and make recommendations. Unless there is a clear liability on the part of the District, the claim will normally be recommended for denial. The claim is placed on the District agenda for rejection, but will only be discussed in closed session if the Board desires. The Board should be careful discussing details of a claim or lawsuit outside of closed session.

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

G. AB 1234 Training

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

H. AB 1661 Training

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

Chapter 7: District Officials—Interaction with Staff and Officials

A. Overview

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

B. Board-Manager Relationship

1. Employment Relationship Between the Board and the General Manager

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

2. Evaluation

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

3. Open Communication

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

4. Staff Roles

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

or otherwise pressure, them into making, changing, or otherwise influencing recommendations.

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

C. General Manager Code of Ethics

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

D. Board-District Counsel Relationship

1. District Counsel

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

2. District Counsel Legal Responsibilities

The general legal responsibilities of the District Counsel are to:

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

3. District Counsel Representation

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

E. General Manager-District Counsel Relationship

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

F. Access to Information and Communications Flow

1. Objectives

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

2. Board Roles

The full Board retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the performance of District business.

Individual members of the Board shall not make direct attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff reports, committee reports, and committee minutes. Board members should come to meetings prepared—having read the board agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from staff, if necessary.

3. Access to Information

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

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

G. Dissemination of Information

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

H. Restrictions on Political Involvement by Staff

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

1. Staff Members

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

2. Management Staff

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

3. General Employees

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

I. General Conduct Expectations

Board members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board members, the public, and District staff while in Board meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Board members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Board meetings and community meetings.

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

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

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

Chapter 8: Leaving Office

A. Filling Board Vacancies

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

1. Appointing a New Member

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

2. Special Election

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

3. Intervention by the Board of Supervisors

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

B. Conflicts of Interest While Leaving Office

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

PART II: BOARD PROCEDURAL GUIDELINES

Chapter 9: Open Meetings—Brown Act

A. Policy

1. Introduction

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

2. Penalties and Applicability

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

a. Penalties.

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

b. Applicability.

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

B. Meetings

1. General

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

2. Serial Meetings

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

C. Procedure

The following procedure shall be followed:

a. Posting the Agenda

Agendas for regular meetings must be made available seventy-two (72) hours in advance of the meeting in the District's office and must include the following:

- i. Time and location of the meeting.
 - ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the public and should include the contemplated Board action.
 - iii. Public Comments Section. A section providing an opportunity for members of the public to address the Board. (The public comments portion of the agenda meets this requirement.)
- b. Agenda Items
Requests for items to appear on the Board's regular meeting agenda shall be presented to the General Manager, or his or her designee, in writing no later than 4:30 p.m., two (2) weeks prior to the meeting date.

D. Actions

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

E. Ex Parte Communication

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

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

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

Chapter 10: Board Meetings

A. Board Meetings

1. Regular Meetings

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

a. Other Locations

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

b. Location During Local Emergency

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

c. Holidays

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

2. Special Meetings & Emergency Meetings

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

Notice for a special meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board members. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The call and notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public.

Written notice to all Board members can be waived if the majority of the Board declares an emergency situation pursuant to Government Code section 54956.5, which requires the District to act immediately to preserve public peace, health, and safety over the District.

3. Adjourned Meetings

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

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

4. Closed Session

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

a. Time Limit

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

5. Cancellation of Regular Meetings

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

6. Quorum.³³

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

7. Chair.³⁴

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

a. Absence of President

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

b. President & Vice President Absence

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

c. Presiding Officer

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

8. Attendance by the Public

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

9. Action Minutes

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

10. Recordings of Meetings

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

B. Policy Decision Making Process

1. Ad-Hoc Committees

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

2. Town Hall or Community Meetings

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

members may participate in the discussion at a town hall or community meeting.

Chapter 11: Order of Business

A. General Order

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. APPROVAL OF AGENDA.

5. A motion should be made to approve the agenda for the current meeting. Should a Board member wish to remove an item from the consent calendar for separate discussion, any Board member may do so during the approval of the agenda or during the approval of the consent calendar. CLOSED SESSION (IF NECESSARY)

- a. The Board meets from time to time in closed sessions which are duly held meetings, or a portion thereof, at which certain actions may be taken and are not open to public and news media. These are:
 - i. Closed sessions held at such times pursuant to Government Code section 54957.6 where the Board meets with its designated representatives prior to and during consultation and discussions with representatives of employee organizations.
 - ii. Security or emergencies.
 - iii. Personnel sessions.
 - iv. Closed sessions to consider potential or pending litigation in which the District or an officer or employee is or could be a party.
- b. Matters discussed in closed sessions are considered confidential:

- i. Labor Relations: As a matter of policy, the Board acknowledges that the District and its taxpayers are best served if positions authorized during such sessions are presented as those of the Board as a whole. Members of the Board agree that positions and agreements shall not be divulged.
 - ii. Personnel Sessions: Matters discussed and reviewed in personnel sessions shall remain confidential in order to protect employees' rights to privacy.
 - iii. Security: Arrangements made to address threats to the District or its property must be kept confidential.
 - iv. Litigation: Discussion of probable or pending litigation could waive attorney-client privilege to the detriment of the District's position.
 - c. The Board must adhere to the time limits for closed session in order to begin the regular meeting in a timely manner. If the Board does not conclude the closed session in the required timeframe as set forth in the agenda, the Board will temporarily continue the closed session meeting until the close of the regular meeting.
6. CALL TO ORDER FOR REGULAR BOARD MEETING/REPORT OUT OF CLOSED SESSION
(approximately 7:00 p.m.)
7. PUBLIC COMMENT (NON AGENDA ITEMS)
8. SPECIAL PRESENTATIONS/PUBLIC HEARINGS
All special presentations and public hearings will be calendared and coordinated through the President or the General Manager. The guidelines for conducting public hearings are discussed below at subsection B of this Chapter.
9. STAFF REPORTS/COMMITTEE REPORTS
- a. San Luis Obispo County Sheriff
 - b. General Manager
 - c. Fire Chief
 - d. District Engineer
 - e. Board of Supervisors

10. AGENDA

a. Consent Calendar

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

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

11. BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

12. BOARD COMMENTS

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

13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

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

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

- i. Announcement of the decision.

C. Action on Agenda Items

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

D. Items Placed on Written Agenda

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

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

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

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

F. Public Hearings:

1. General Procedure

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

a. The Staff Presents its Report.

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

b. Initial Questions to Staff by the Board.

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

c. President/Chair Opens the Public Hearing:

- i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.
- ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument.

Members of the public presenting comments, testimony, or argument will follow the following guidelines:

1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.
 2. Board Questions of Speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the President/Chair.
 3. Public Oral Presentations. All Board guidelines pertaining to oral presentation by members of the public apply during public hearings. These guidelines are discussed in this Handbook in Chapter 13: "Addressing the Board."
 4. Materials for Public Record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence.
 5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair, but may be appealed to the full Board.
 - i. The applicant or appellant is given an opportunity for rebuttal or closing argument.
 - ii. The public input portion of the public hearing is closed.
- d. Questions and discussion from the Board.
Board members should not express their opinions on an item prior to the close of the public hearing, as the Board members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with staff, or those members of the public testifying to an opinion, until after all testimony has been received.

Any Board member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the minutes. If the dissenting Board member desires such dissent or protest to be entered

into the minutes, this should be made clear by language such as “I would like the minutes to show that I am opposed to this action for the following reasons...”

e. Board decision occurs.

Once the Board completes its discussion of the matter, a Board member may make a motion to take action on the item. A Board member may also make a motion to table, amend, substitute, postpone, or continue the matter, pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the meeting, the motion shall be deemed to have failed.

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

2. Time for Consideration

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

3. Continuance of Hearing

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

4. Communications and Petitions

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

5. Ex-Parte Contacts

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

6. Resolutions

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

7. Voting & Publishing Requirements for Resolutions and Ordinances

a. Voting.

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

b. Publishing.

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

Chapter 12: Guidelines of Conduct

A. General Procedures

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

B. Authority of the President/Presiding Officer

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

C. President to Facilitate Board Meetings

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

D. Board Deliberation & Order of Speakers

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

E. Limit Deliberation to Item at Hand

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

F. Length of Board Comments

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

G. Limitations of Debate

Board members will be allowed to speak once before the President/Presiding Officer opens the matter for public comment. Board members may speak a second time after the close of public comment if more time is allowed by the President/Presiding Officer or the majority of the Board. Comments from Board members are limited to the question under debate, avoiding all personalities and indecorous language. Comments

are limited to five (5) minutes for each Board member, unless the Board, by concurrence, extend such time.

H. Obtaining the Floor

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

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

I. Motions

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

1. Procedure for Motions

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

a. Process to Make and Second a Motion.

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

2. Precedence of Motions

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

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

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

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

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

b. Motion to Fix Hour of Adjournment.

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

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

c. Motion to Table.

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

d. Motion to Amend.

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

e. Motion to Substitute.

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

f. Motion to Continue.

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

3. Motions Introducing Ordinances

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

J. Voting Procedures

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

1. Abstention

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

2. Tie Votes

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

3. Motion for Reconsideration

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

K. Non-Observance of Guidelines

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

L. Non-Exclusive Guidelines

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

Chapter 13: Addressing the Board

A. Oral Presentations by Members of the Public

The rules governing oral presentations by members of the public at Board meetings are as follows:

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

B. Public Comment

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

1. **Timing**
Public Comment for each speaker is limited to three (3) minutes, unless the Board, by concurrence, extend such time.
2. **Board Appearance Request Form**
Persons wishing to speak under Public Comment should submit a “Board Appearance Request Form” to the General Manager, or his or her designee, prior to the start of the Board item. Preference may be given to those persons who have notified the General Manager, or his or her designee, in advance of their desire to speak.
3. **District Matters**
Presentations under Public Comment are limited to items within the subject matter jurisdiction of the District.
4. **Response to Public Comment**
The Board, at its discretion, may direct staff to respond to a concern or question raised, place items on the agenda for consideration at a future Board

meeting, or permit individual discussions between a Board member and an individual providing the Public Comment for the purposes of clarification or discovery of facts, subject to recognition.

C. Agenda Item Oral Presentation

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

1. Presentations Submitted in Writing

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

2. Timing

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

3. Assigning Time

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

4. Reading Written Comments

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

D. Comments in Writing Encouraged

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

1. Comment Cards

Comment cards may be used by members of the public in attendance at the meeting who do not wish to, or cannot verbally, address the Board during a

meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. During the public testimony on the item, the President indicates that the Board has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.

2. Repetitious Comments Prohibited

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

E. Speaker Time Limits for An Agenda Item

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

F. Waiver of Guidelines

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

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District staff. They shall work together collaboratively, assisting each other in conducting the affairs

of the District. Board members shall fully participate in public meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. Board members and the General Manager shall stay focused, stay on topic, and act efficiently during public meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

No person shall engage in harassment of another person during a public meeting. Harassment includes, but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs;
2. Physical harassment such as assault, impeding or blocking movement, or any other physical interference or threat directed at an individual; and
3. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

During public meetings, all present shall:

1. Preserve safety and order;
2. Not block the audience from viewing the proceedings;
3. Not block or impede the microphone, which audibly records the proceedings;
4. Not engage in disruptive behavior, including but not limited to: heckling, whistling, yelling, and other similar demonstrations;
5. Not willfully disrupt the peace and order of the meeting;
6. Listen to others respectfully and not interrupt those whom are speaking;
7. Refrain from making comments that personally attack an individual in a way that disrupts, disturbs, or otherwise impedes orderly conduct;
8. Avoid the use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;
9. Not use unlawful physical force. Physical force includes, but is not limited to: grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body;
10. Not harass any other person in any way;

11. Avoid obscene gestures or motions that could be viewed as threatening or an effort to intimidate. Unacceptable gestures include, but are not limited to: those of a sexual nature, finger pointing and fist shaking in an overly aggressive or accusatory manner, miming the use of weapons or other violent acts and other movements that could be seen as threatening; and
12. Avoid raising voices beyond what is necessary to be heard by the audience.

Unruly conduct that disrupts the meeting such as undue noise, hissing, profanity, inappropriate applause, insults or physical disturbance shall not be permitted.

If these rules are violated, the District has the following recourse:

1. The President/Presiding Officer can call a point of order;
2. A Board member present at the public meeting may move to require the President/Presiding Officer to enforce the rules and upon majority vote, the President/Presiding Officer shall be required to do so;
3. The President/Presiding Chair may stop the meeting and call the Sheriff's Department to enforce the rules; and
4. Once called, the Sheriff's Department may order an individual to sit, refrain from addressing the Board or remove the disruptive person from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.⁴⁸

Appendix A
ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information, or by misuse of public time is dishonest.

Appendix B

Referenced Code Citations

- ¹ Gov. Code, § 61000 *et seq.*
- ² Gov. Code, § 1770, subd. (g).
- ³ Gov. Code, § 61051.
- ⁴ Gov. Code, § 61047.
- ⁵ Gov. Code, § 53232.2
- ⁶ *Ibid.*
- ⁷ Gov. Code, § 87103.
- ⁸ *Ibid.*
- ⁹ Gov. Code, § 82033.
- ¹⁰ *Ibid.*
- ¹¹ Gov. Code, § 87105.
- ¹² Gov. Code, § 87105, subds. (a)(1)-(3).
- ¹³ Gov. Code, § 53235, subd. (f).
- ¹⁴ Gov. Code, § 53237.1.
- ¹⁵ Gov. Code, § 1780, subd. (b).
- ¹⁶ Gov. Code, § 1780, subd. (c).
- ¹⁷ Gov. Code, § 1780, subd. (d)(1).
- ¹⁸ *Ibid.*
- ¹⁹ Gov. Code, § 1780, subd. (e)(1).
- ²⁰ Gov. Code, § 1780, subd. (g)(2).
- ²¹ Gov. Code, § 1780, subd. (f)(1).
- ²² Gov. Code, § 1780, subd. (f)(2).
- ²³ Gov. Code, § 87406.3.
- ²⁴ Gov. Code, § 61044.
- ²⁵ Gov. Code, § 54959.
- ²⁶ Gov. Code, § 54960.
- ²⁷ Gov. Code, § 61045.
- ²⁸ Gov. Code, § 54954, subd. (b).
- ²⁹ Gov. Code, § 54954, subd. (e).
- ³⁰ Gov. Code, §§ 54956, 54956.5. Special meetings and emergency meetings, respectively.
- ³¹ Gov. Code, §§ 54955, 54956.
- ³² Gov. Code, § 54954.5.
- ³³ Gov. Code, § 61045.
- ³⁴ Gov. Code, § 61043
- ³⁵ Gov. Code, § 61043, subd. (b).
- ³⁶ Gov. Code, § 54954.5.
- ³⁷ Gov. Code, § 54953.
- ³⁸ Gov. Code, § 61045.
- ³⁹ Gov. Code, § 54953.5. The statute only requires maintenance of the audio or visual recording for thirty (30) days where there are other records of the meeting that are retained pursuant to Gov. Code, § 6250 *et seq.*
- ⁴⁰ Gov. Code, § 54954.

⁴¹ Gov. Code, § 54954.2, subd. (a).

⁴² Gov. Code, § 61045, subd. (c).

⁴³ Gov. Code, § 54955.

⁴⁴ Gov. Code, § 54954.2, subd. (b)(3).

⁴⁵ Gov. Code, § 87100 *et seq.* A Board member should leave the room when he or she identifies that he or she has a financial interest in the decision being discussed. Prior to leaving the room, the Board member should publicly identify the financial interest at stake and recuse himself or herself from that portion of the meeting.

⁴⁶ *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

⁴⁷ Gov. Code, § 54954.3.

⁴⁸ Gov. Code, § 54957.9.



San Miguel Community Services District

Board of Directors Staff Report

November 21, 2019

AGENDA ITEM: XI-6

SUBJECT: Discuss immediate repairs needed at the Machado Wastewater Treatment Plant, potential costs and timeline.

RECOMMENDATION: Discuss immediate repairs needed at the Machado Wastewater Treatment Plant.

Early in October the Aerator in Pond 1 suffered a dead short, after sending it to be evaluated it was determined that it was not able to be repaired.

In order to maintain the required Dissolved Oxygen (D.O.) in the Wastewater the aerator from Pond 2 was moved to pond1. When the aerator was pulled out it had a piece of liner stuck to it, finding this piece led to the draining of Pond 2 and finding multiple cuts, holes and tears in the liner.

Upon discovery of the holes in the liner, Central Coast Water Quality Control Board (CCWRCB) was notified, as is required, and staff reviewed water quality data per their direction. Based on the water quality data from before the damage is suspected to have happened and current samples there was no appreciable difference, the CCWRCB is not requiring that any additional mitigation measure be taken aside from liner and aerator repairs.

D.E. Construction (a company specializing in basin and wastewater pond liners) was contacted and provided their recommendation and provide a quote to repair the damage to the liner. The recommendation from DE Construction is to repair the liner, not replace it. In their opinion the damage is not significant enough to warrant replacing the entire liner.

They estimate to repair the liner will be approximately \$8,500 however, it may be more if additional punctures and cuts are found during the repair process or additional patches are needed to repair creased sections of liner.

The aerator motor also needs to be replaced, the estimate for the new motor from Valley Electric is \$7,675.00 plus shipping from Illinois. The motors can only be sold by Aqua Aerobics in Illinois.

As part of the proposed expansion of the WWTF Pond was to be repurposed but remain as a storage pond, requiring repairs to the pond. Based on discussion at the Special November 14th meeting this pond may be removed from service. If it remains in service, then additional alterations would be needed leading to additional work to the liner. If pond 2 is removed from service with the new plant expansion, then the repairs will still be needed to operate within our permit until the new treatment processes are operational.

DE Construction advised that they may not be able to make the repairs until January, if we get on the schedule now. Additionally, the motor replacement has a 2-week lead time in addition to freight from Illinois.

Based on the uncertainty of the fate pond 2 it is my recommendation that the Board approve making repairs to the liner in order to get on the schedule for the liner repairs.

Staff will bring this item back to the December board meeting with updated information regarding the future of this pond and any projected cost for future changes to the pond or aeration method.

Fiscal Impact:

Estimated \$8,500 for liner repairs

Estimated \$7,675 plus shipping for aerator motor

PREPARED BY:

Kelly Dodds

Director of Utilities

Attachment:



San Miguel Community Services District

Board of Directors Staff Report

November 21st, 2019

AGENDA ITEM: XI-7

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

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

CURRENT STATUS:

WWTF

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

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

FLOW – In *August* the plant averaged 145,661 gallons per day (73% of hydraulic design capacity) with a max day of 173,556 gallons (86% of hydraulic design capacity)

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

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

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

- January 2019 the District submitted the Final Engineering Report to the CCWQCB for their review and comment.
- February 2019 DE and Director of Utilities met with CCWQCB staff to discuss the engineering report and future project phases, requirements, funding, permitting and schedules.
- February 2019 the District submitted the Final Engineering Report to PG&E for their review in advance of a meeting to discuss future WWTF electrical service requirements and the potential for technical / financial assistance for the WWTF expansion / renovation.
 - The District also applied for a service change to PG&E to begin the process of determining the extent of improvements needed to service the new power requirements.
- February 2019 the District applied to SoCal Gas for service and is in the process of determining costs to bring gas to the plant.
- August 2019 DE and DOU toured manufacturing plant and installations MBR package plants
- October 2019 the Board approved a contract with Monsoon Consultants to prepare the construction plans for the WWTF expansion
- November 2019 District received an agreement for a \$250,000 planning grant for the WWTF expansion.

AERATOR PROJECT

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

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

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

FUNDS EXPENDED

Total Costs incurred to date

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

GRANT FUNDING

Awarded

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

Applied for/ to

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

NEXT STEPS:*WWTF*

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

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

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

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

AERATOR PROJECT

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

COUNT DOWN CLOCK

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

Time remaining—1 year 03 months (15 months)

FISCAL IMPACT

No impact resulting from this information.

RECOMMENDATION

This item is for information and discussion only.

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

PREPARED BY:

Kelly Dodds _____

Kelly Dodds, Director of Utilities

Blaine Reely _____

Blaine Reely, Monsoon Consulting