



BOARD OF DIRECTORS

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

THURSDAY, AUGUST 25TH, 2022
6:00 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 72 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting.

Public Comment: Sign in sheet at podium for public comment.
Comments are **limited to three (3) minutes** unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under item VII “Public Comment and Communications for items not on the agenda”. Person(s) who wish to submit written correspondence, may do so at www.sanmiguelcsd.org. All correspondence is distributed to each Board of Director and will become part of the record of that Board Meeting. Any member of the public may address the Board of Directors on items on the Consent Calendar.

Meeting Schedule: Regular Board of Director meetings are 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 posting board /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: 6:00 PM**
- II. Roll Call:** *Gregory*___ *Kalvans*___ *Roney*___ *Palafox*___ *Lara*___
- III. Approval of Regular Meeting Agenda:**

M _____ **S** _____ **V** _____

IV. ADJOURN TO CLOSED SESSION: Public Comment for items on closed session agenda**Time:** _____**A. CLOSED SESSION AGENDA:****1. PUBLIC EMPLOYMENT**

Title: Fire Chief; Public Employee Appointment Section GC 54957:5

2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

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

3. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation Pursuant toGovernment 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***V. Call to Order for Regular Board Meeting/Pledge of Allegiance:****VI. Report out of Closed Session****Time:** _____

1. Report out of closed session by District General Counsel (WhiteBrenner, LLP)

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 sign in with name and address at podium.

VIII. Special Presentations/Public Hearings/Other:

- 1. PUBLIC HEARING:** Conduct Public Hearing to Consider Adoption of the Mitigated Negative Declaration Prepared by Dudek Environmental Consultants for the Machado Wastewater Treatment Facility Upgrade and Expansion by RESOLUTION 2022-45
- 2. PUBLIC HEARING:** Conduct Public Hearing on Renewable Energy Assessment for Machado WWTF and Forefront Power Solar Project; Review and Consider RESOLUTION 2022-46 Authorizing General Manager or his designee to execute an Energy Services Agreement with ForeFront Power

IX. Staff & Committee Reports – Receive & File:**Non-District Reports:**

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. San Luis Obispo County Organizations 2. Camp Roberts—Army National Guard 3. Community Service Organizations | <p>Verbal/Report</p> <p>Verbal</p> <p>Verbal</p> |
|--|--|

District Staff & Committee Reports:

- | | | |
|---|---|---|
| <ol style="list-style-type: none"> 4. Interim General Manager 5. District General Counsel 6. District Utilities 7. Fire Chief | <p>(Mr. Roberson)</p> <p>(Mr. White)</p> <p>(Mr. Dodds)</p> <p>(Chief Roberson)</p> | <p>Verbal</p> <p>Verbal</p> <p>Report Attached</p> <p>Report Attached</p> |
|---|---|---|

X. CONSENT CALENDAR:

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

1. Approve Draft Board Meeting Minutes

- A. 4-28-2022 Regular Board Meeting Minutes Draft
- B. 5-26-2022 Regular Board Meeting Minutes Draft
- C. 6-23-2022 Regular Board Meeting Minutes Draft
- D. 7-7-2022 Special Board Meeting Minutes Draft

- 2. Approve RESOLUTION 2022-42 approving participation in the Desalination Executable Solution and Logistics (DESAL) plan.
- 3. Authorize release of Request for Qualification/ Proposal for the Water and Wastewater Masterplan update.
- 4. Reapprove revised RESOLUTION 2022-31 to include language to clarify budget adjustments and transfers between the funds. (Resolution was originally passed May 26, 2022).

Public Comments on all Consent Items: (Hear public comments prior to Board Action) M___S___V__

XI. BOARD ACTION ITEMS:**1. Review, Discuss and Receive the Enumeration of Financial Reports for June 2022 (Hido)**

- 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
- F. Investment Portfolio Report June
- G. Investment Portfolio Report Q2

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

2. Review, Discuss and Receive the Enumeration of Financial Reports for July 2022 (Hido)

- H. Claims Detail Report
- I. Statement of Revenue Budget vs Actuals
- J. Rev Budget vs Actual Summary
- K. Statement of Expenditures Budget vs Actual
- L. Cash Report
- M. Investment Portfolio Report July

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

3. **Review and Adopt RESOLUTION 2022-38 Amending the District’s Conflict of Interest Code (Parent)**

Recommendation: Review and approve amendment to the current policy and adopt RESOLUTION 2022-38. As a follow up action, staff will submit proof of the Conflict-of-Interest Code review and the updated Designated Positions List to the San Luis Obispo Board of Supervisors.

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

4. **Discussion on Status of Fire Department Code Enforcement Violation (Young/Roberson)**

Recommendation: Discuss the status and next steps of the Fire Department Code Enforcement Violation

Public Comments: (Hear public comments)

5. **Discussion of Status of Fire Department Temporary Housing unit (Young)**

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

Public Comments: (Hear public comments)

6. **Review and approve RESOLUTION 2022-43 authorizing the Director of Utilities to contract with Wallace Group to provide engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade in an amount not to exceed \$798,128 and authorize a budget adjustment to the Wastewater Department with corresponding transfers from Capital Reserves. (Object 587 – Project 20001). (Dodds)**

Recommendation: Approve RESOLUTION 2022-43 authorizing the Director of Utilities to contract with Wallace Group for engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade and corresponding budget adjustment and transfer

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

7. **Discuss and approve RESOLUTION 2022-39 changing the District Board of Directors meeting location from 1150 Mission Street San Miguel to 601 12th Street San Miguel. (Dodds)**

Recommendation: Approve RESOLUTION 2022-39 temporarily changing the District Board of Directors meeting location from 1150 Mission Street San Miguel to 601 12th Street San Miguel

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

8. **Review and approve RESOLUTION 2022-40 amending Chapter 11: Order of Business, of the San Miguel Community Service District Board Members’ Handbook. (Dodds)**

Recommendation: Approve RESOLUTION 2022-40 amending Chapter 11: Order of Business, of the San Miguel Community Service District Board Members’ Handbook

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

9. **Review and approve RESOLUTION 2022-41 authorizing the Director of Utilities to enter into contracts to install a temporary modular office at the Machado WWTF and to relocate Administrative and Utility Office Staff to the Machado WWTF with corresponding Budget Adjustments.** (Dodds)

Recommendation: Approve RESOLUTION 2022-41 authorizing the Director of Utilities to enter into contracts to relocate the Administrative and Utility Personnel to temporary modular offices at the Machado WWTF with corresponding Budget Adjustments.

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

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

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

Public Comments: (Hear public comments)

11. **Review and approve RESOLUTION 2022-44 authorizing the Director of Utilities to act as the authorized representative and accept a grant award from the Mattress Recycling Council (MRC) in an amount of \$10,000 and to purchase a forklift in an amount not to exceed \$25,000. Project 22011** (Dodds)

Recommendation: Approve RESOLUTION 2022-44 authorizing the Director of Utilities to act as the authorized representative and accept a grant award from the MRC in an amount of \$10,000 and to purchase a forklift in an amount not to exceed \$25,000. Project 22011.

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

12. **General Manager Employment Agreement between the San Miguel Community Service District and Kelly Dodds by RESOLUTION 2022-47** (White)

Recommendation: Appoint Kelly Dodds as the District General Manager and approve the General Manager Employment Agreement between the San Miguel Community Service District and Kelly Dodds.

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

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING

ATTEST:

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

I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on August 22, 2022 @10 am

Date: August 22, 2022

Raynette Gregory, SMCS D Board President 2022
Rob Roberson, Fire Chief/Interim General Manager
Tamara Parent, SMCS D Board Clerk



San Miguel Community Services District

Board of Directors

Staff Report

August 25, 2022

AGENDA ITEM: VIII-1

SUBJECT: Conduct Public Hearing to Consider Adoption of the Mitigated Negative Declaration Prepared By Dudek Environmental Consultants for the Machado Wastewater Treatment Facility Upgrade and Expansion.

RECOMMENDATION:

- Conduct a public hearing, in accordance with the requirements specified by Public Resources Code section 2100 et. seq., for public comment or opposition to the proposed project.
- Discuss and consider RESOLUTION 2022-45 regarding acceptance of the Mitigated Negative Declaration.

Adopt RESOLUTION 2022-45 making all necessary findings to receive the report.

BACKGROUND:

For years, the San Miguel Community Services District (“District”) has been planning an upgrade and expansion of the Machado Wastewater Treatment Facility which serves District customers. The Board has approved various contracts and expenditures for the project and has directed Staff to seek grant funding for other aspects of the project. Prior to breaking ground for the upgrade and expansion project, the District is obligated to comply with the California Environmental Quality Act of 1970 (“CEQA”). To that end, the District contracted with Dudek Environmental Consultants (“Dudek”) to have Dudek prepare a comprehensive analysis of the potential environmental impacts of the project and to guide the District in ensuring compliance with CEQA.

CEQA requires local agencies to evaluate or reduce, when feasible, the significant environmental impacts of their projects. An Initial Study was prepared for the proposed expansion and upgrade. The Initial Study determined that the project could have a significant effect on the environment, but revisions to the project are available to ensure that the significant effects identified are mitigated. Consequently, a Mitigated Negative Declaration was prepared. As required under the

Mitigated Negative Declaration, the District will implement mitigation measures to address potential impacts on biological resources and cultural resources as a consequence of the project.

Once a Mitigated Negative Declaration is prepared, CEQA requires that the lead agency, in this case the District, hold a public hearing to receive comment on the proposed Mitigated Negative Declaration. The Board is holding the public hearing before approving the Mitigated Negative Declaration and the Projects. After receiving all of the comments on the Mitigated Negative Declaration, the Board is asked to find that there is no substantial evidence that the Projects will have a significant effect on the environment and adopt the Mitigated Negative Declaration. The Board is also asked to approve the project and authorize the General Manager to file a Notice of Determination for the project with the County Clerk of the County of San Luis Obispo.

Public Hearing Notice Requirements:

District Staff published a public hearing notice in the Paso Robles Press on 6-9-2022 & 6-16-2022, and physically at the District Office on 6-9-2022 thru 8-30-2022.

These notices described the proposed project, the purpose of tonight's public hearing, when the public hearing would be conducted by the District Board and instructions for how to submit written protest(s) in opposition to the proposed Mitigated Negative Declaration.

IT SHOULD BE NOTED that this public hearing was originally scheduled to occur on July 28, 2022, but the Regular Board Meeting was cancelled due to lack of quorum. District Staff placed written notices at the District Office and on the District website explaining that the hearing would be held during the August 25, 2022 Regular Board meeting.

Process of the Public Hearing:

The Board must introduce the proposed Mitigated Negative Declaration and allow District residents to provide public comment at the hearing.

As of the date of this written report to the Board, no written protests have been received at the District office. Furthermore, no District resident has indicated, verbally, their intent to speak against the proposed Mitigated Negative Declaration.

Public Hearing – Adoption of the Mitigated Negative Declaration Prepared By Dudek Environmental Consultants for the Machado Wastewater Treatment Facility Upgrade and Expansion.

- a. Conduct public hearing to consider adopting Resolution making findings in compliance with California Public Utilities Government Code 4217.10 relating to the implementation of a solar project under the Renewable Energy Aggregated Procurement Program at the District-owned wastewater treatment plant located at 1765 Bonita Pl San Miguel CA 93451
 - i. Open public hearing and receive testimony.
 - ii. Close public hearing.

b. Consider Resolution making all necessary findings to adopt the Mitigated Negative Declaration.

Fiscal Impact:

All costs associated with identified mitigations will be incorporated into the planning and construction costs associated with this project.

Recommendation:

Staff recommends that the Board of Directors approve RESOLUTION 2022-45 adopting a Mitigated Negative Declaration for purposes of CEQA.

PREPARED BY:

Kelly Dodds _____

Director of Utilities

Attachments:

- 1) Dudek Final Report: <https://dudek.sharefile.com/d-sc6828964828141228c66d41711ed8ab6>
- 2) Public Notice as published and provided to District customers

RESOLUTION NO. 2022-45**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ADOPTING
A MITIGATED NEGATIVE DECLARATION AND
APPROVING THE MACHADO WASTEWATER TREATMENT
FACILITY UPGRADE AND EXPANSION PROJECT**

WHEREAS, San Miguel Community Services District ("District") has undertaken the review of a project to upgrade and expand the Machado Wastewater Treatment Facility located within the District and/or on District property; and

WHEREAS, the California Environmental Quality Act of 1970 ("CEQA") requires state, local, and other agencies to evaluate or reduce, when feasible, the significant environmental impacts of their respective projects; and

WHEREAS, Dudek Environmental Consultants prepared an Initial Study ("Initial Study") for the proposed project, in accordance with the requirements of CEQA; and

WHEREAS, on June 9th & June 16th 2022, a Notice of Intent to Adopt a Mitigated Negative Declaration for the Project was published in The Paso Robles Press newspaper, advising of the time and place of a public hearing on the Project; and

WHEREAS, on July 28th 2022, a Notice of Public Hearing was published on the District's website and posted at the District Office to notify all interested parties of the new time and place for a public hearing on the project after the July 28, 2022 meeting was cancelled due to lack of quorum; and

WHEREAS, on August 25, 2022, the Board of Directors of the District conducted a public hearing on the proposed Mitigated Negative Declaration for the project, in accordance with the requirements of CEQA.

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

1. The above recitals are true and correct.
2. Based on its review of the whole record before it, including the Initial Study, the Final Mitigated Negative Declaration, the presentations of District staff and consultants, and public comments, both written and oral, received in response to its Notice of Intent, the Board finds that there is no substantial evidence of record that the project will have a significant effect on the environment and that the Mitigated Negative Declaration represents the independent judgment and analysis of the District.
3. The Board hereby approves the adoption of the Final Mitigated Negative Declaration for the project as presented.

4. Mitigation measures are made a condition for approval of the project and the Board hereby instructs District staff to report on or monitor the changes which it has either required in the project or made a condition of approval to mitigate or avoid significant environmental impacts.
5. The documents which constitute the record of proceedings upon which the decision of the Board is based are located at the offices of San Miguel Community Services District, 1150 Mission Street, San Miguel, California 93451, and the General Manager is the custodian thereof.
6. The Board of Directors hereby approves the upgrade and expansion project at the Machado Wastewater Treatment Facility.
7. The General Manager is hereby authorized to file a Notice of Determination with the Office of the County Clerk, San Luis Obispo County.
8. This resolution shall be effective immediately.

PASSED AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a regular meeting of said Board, held on the 25th day of August 2022, by the following vote:

Ayes:

Noes:

Abstentions:

Absent:

The foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Robert Roberson, Interim General Manager

Raynette Gregory, Board President

ATTEST:

Douglas White, District General Counsel

CERTIFICATION OF PUBLICATION

STATE OF CALIFORNIA
County of **SAN LUIS OBISPO**

I hereby certify that I am the principal clerk of the printer of **The Paso Robles Press and The Atascadero News**, newspapers of general Circulation by The Superior Court of the County of San Luis Obispo, State of California: that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspapers and not in any supplement thereof on the following dates to wit:

Legal Notice:

San Miguel CSD

**NOTICE OF INTENT TO ADOPT
A MITIGATED NEGATIVE
DECLARATION**

Dates Published:

06/09, 06/16/2022

I certify (or declare) under penalty of perjury that the forgoing is true and correct.

Executed on: 06/16/2022

In Atascadero, California



Legal Clerk, Cami Martin
The Atascadero News and
The Paso Robles Press

**NOTICE OF INTENT TO
ADOPT A MITIGATED NEGA-
TIVE DECLARATION**

The San Miguel Community Services District, acting as the Lead Agency under the California Environmental Quality Act (CEQA), intends to adopt a Mitigated Negative Declaration at its regular meeting on July 28, 2022 for the San Miguel Wastewater Treatment Plan Upgrade/ Expansion Project (Project). The District owns and operates the WWTF, located in the community of San Miguel, County of San Luis Obispo, California. The WWTF occupies approximately 38.4 acres comprising four separate parcels, including Assessor's Parcel Numbers (APNs) 021-051-013, -015, -016 and -017. The main plant occupies approximately 17.8 acres, while the remaining 20.6 acres are located within the channel of the Salinas River to the east of the plant and mapped as Federal Emergency Management Agency (FEMA) Special Flood Hazard Zone A. The WWTF underwent the most recent significant upgrades in the 1990's and these were completed in 2001 bringing its current and permitted capacity up to 200,000 gallons per day (0.2 million gallons per day). The District currently treats an average of approximately 170,000 gallons per day. As noted in the Final EIR, San Miguel is expected to grow to a population of 3,658 in the year 2035 (County of San Luis Obispo 2016a). The District acknowledges that the existing WWTF is nearing capacity and has therefore proposed the

WWTF expansion and upgrade (proposed project) to meet population projections and to comply with regulatory requirements. Physical improvements that would occur as part of the proposed project include improvements to the collection system/reclaimed water system, pumping station, septic receiving station, office and laboratory facilities, and additional maintenance and equipment storage/shop facilities; upgrading and modernizing the electrical controls and supervisory control and data acquisition (SCADA) system; and upgrading the backup power generation facilities. With the exception of a new treatment processing pad and all-weather access road and associated grading as well as solar panels, all project components would be located within the main WWTF. The new treatment processing pad and grading would be located to the north of the main WWTF on land owned by the District that is routinely maintained and cleared.

Printed copies of the Negative Declaration will be available at the San Miguel Community Services District Office located at 1150 Mission St, San Miguel, CA 93451. Written comments should be submitted to the San Miguel Community Services District by 5:00 p.m. on July 11, 2022. Submit comments to the following: San Miguel Community Services District Office, 1150 Mission St, San Miguel, CA 93451 Attention: Kelly Dodds, Director of Utilities or by email at Kelly Dodds kelly.dodds@sanmiguelcsd.org.
PUB: 06/09, 06/16/2022
LEGAL CM 391



San Miguel Community Services District

Board of Directors

Staff Report

August 25, 2022

AGENDA ITEM: VIII-2

SUBJECT: Conduct Public Hearing on Renewable Energy Assessment for Machado WWTF and Forefront Power Solar Project; Review and Consider RESOLUTION 2022-46 Authorizing General Manager or his designee to execute an Energy Services Agreement with ForeFront Power.

RECOMMENDATION:

- Conduct a public hearing, in accordance with the requirements specified by California Government Code section 4217.10, for public comment or opposition to the proposed project.
 - Discuss and consider RESOLUTION 2022-33 regarding contract for services with Forefront Power (FFP BTM Solar, LLC) for the project.
 - Approve the award of a cooperative purchase Energy Services Agreement-Solar (“ESA”) with ForeFront Power, for the design, financing, construction, installation, operation, and maintenance of a solar photovoltaic systems totaling 789.66 kW (DC) (estimated) at Machado Wastewater Treatment Facility and the purchase of energy generated by the systems;
 - Adopt RESOLUTION 2022-46 making all necessary findings to approve the Energy Services Agreement (ESA) with ForeFront Power relating to the solar project, authorizing the General Manager or his designee to execute the ESA for the project.
-

BACKGROUND:

In furtherance of its dedication to clean energy resources, the San Miguel Community Services District has been considering the installation of solar energy panels at the Machado Wastewater Treatment Facility. The California Public Utilities Commission (CPUC) recently changed its Net Energy Metering framework, which significantly impacts the viability of future net metered solar energy new projects going forward at District Facilities. In 2021, the Board authorized District Staff to begin negotiations to secure legacy access to the current, more lucrative Net Energy

Metering framework (NEM 2.0) in order to achieve sustainability goals and reduce energy costs through alternative energy sources.

Director of Utilities Kelly Dodds extensively researched options for procurement programs that include electricity, renewable energy, and storage as well as energy demand response. To that end, it was determined that the District qualifies for a program which provides solar energy and battery storage programs for public agencies at transparent, pre-negotiated pricing and terms. Over the course of the past year Staff has worked with ForeFront Power, a designated provider under the public agency program, to design a system for installation at the WWTF, and has negotiated the terms and conditions of a services agreement.

District Solar Power Project Overview

The proposed project encompasses the construction of Solar PV Systems at the Machado Wastewater Treatment Facility. The proposed project will include a total capacity of 798.66 kW of solar generation resulting in 100% total energy offset of projected energy consumption. A ground mounted Single-Axis Tracker, as proposed for this project, provides the most efficient method of solar deployment, maximizing solar production while minimizing installation cost. The solar installation is contemplated in the CEQA analysis which has been prepared for the Treatment Facility construction.

Under the recommended Energy Services Agreement, ForeFront Power would finance, design, construct, implement, operate, and maintain the Solar PV Systems, from which the District would receive and purchase energy from ForeFront Power at specified, pre-negotiated rates.

Public Hearing Notice Requirements:

District Staff published a public hearing notice in the Paso Robles Press on 8-11-2022. Staff also posted a copy of the public hearing notice at the District Office located at 1150 Mission Street, San Miguel California 93514 and posted an electronic version of the notice on its website.

These notices described the proposed project, the purpose of tonight's public hearing, when the public hearing would be conducted by the District Board and instructions for how to submit written protest(s) in opposition to the proposed project.

IT SHOULD BE NOTED that this public hearing was originally scheduled to occur on July 28, 2022, but the Regular Board Meeting was cancelled due to lack of quorum. District Staff placed written notices at the District Office and on the District website explaining that the hearing would be held during the August 25, 2022 Regular Board meeting.

Process of the Public Hearing:

The Board must introduce the proposed project and agreement, and allow District residents to provide public comment on the project at the hearing.

As of the date of this written report to the Board, no written protests have been received at the District office. Furthermore, no District resident has indicated, verbally, their intent to speak against the proposed project.

Discussion

The proposed Solar Power Projects encompasses the construction of Solar Photovoltaic (PV) Systems at the Machado Wastewater Treatment Facility.

The proposed projects will include a total capacity of 798.66 kW of solar generation, resulting in a 100% total energy offset, which provides over \$37 thousand in first year utility bill savings (18%), and over \$2 million over the life of the 20-year agreement.

The School Project for Utility Rate Reduction (SPURR), a joint powers authority, offers the Renewable Energy Aggregated Procurement (REAP) Program, an aggregated solar procurement program that leverages the collective purchasing power of SPURR's large membership to secure transparent, pre-negotiated solar project pricing and terms to be made available to SPURR members and other Eligible Entities, such as the District.

CEQA

The California Environmental Quality Act of 1970 ("CEQA") requires local agencies to evaluate or reduce, when feasible, the significant environmental impacts of their projects. An Initial Study was prepared for the proposed solar photovoltaic systems by Dudek Environmental Consultants. The Initial Study determined that the project would have no negative effect on the environment based on the proposed installation. Consequently, a Final Mitigated Negative Declaration was prepared and considered by the Board on August 25, 2022.

As required under the Mitigated Negative Declaration, the District will implement mitigation measures to address potential impacts on biological resources and cultural resources as a consequence of the Projects.

Fiscal Impact:

Cost to connect the solar photovoltaic system will be incorporated in the plans and construction of the WWTF upgrade and expansion. Cost to install the system will be by Forefront.

Staff Recommendation:

Staff recommends that the Board of Directors approve RESOLUTION 2022-46 approving an Energy Services Agreement-Solar between the District and ForeFront Power.

PREPARED BY:

Kelly Dodds

Director of Utilities

Attachments:

- 1) Proposed Energy Services Agreement resolution 2022-46
- 2) Public Notice as published and provided to District customers

RESOLUTION NO. 2022-46**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING
AN ENERGY SERVICES AGREEMENT BETWEEN THE
DISTRICT AND FOREFRONT POWER TO INSTALL SOLAR
PHOTOVOLTAIC SYSTEMS AT THE MACHADO
WASTEWATER TREATMENT FACILITY**

WHEREAS, San Miguel Community Services District ("District") has an established history of dedication to use clean and renewable energy sources in its operation of a community services district; and

WHEREAS, the District has negotiated with ForeFront Power (FFP BTM Solar, LLC) for the design, financing, construction, installation, operation, and maintenance of a solar photovoltaic systems totaling 798.66 kW (DC) (estimated) at Machado Wastewater Treatment Facility and the purchase of energy generated by the systems; and

WHEREAS, on August 11th 2022, a Notice of Intent to consider entering into an energy service agreement for the solar energy project was published in The Paso Robles Press newspaper, advising of the time and place of a public hearing on the project; and

WHEREAS, the California Environmental Quality Act of 1970 ("CEQA") requires state, local, and other agencies to evaluate or reduce, when feasible, the significant environmental impacts of their respective projects; and

WHEREAS, Dudek Environmental Consultants prepared an Initial Study ("Initial Study") for the proposed project, in accordance with the requirements of CEQA; and

WHEREAS, on August 25, 2022, the Board of Directors of the District accepted the Mitigated Negative Declaration for the Machado Wastewater Treatment Facility Upgrade and Improvement project, in accordance with the requirements of CEQA; and

WHEREAS, on August 25, 2022, the Board of Directors held a public hearing to determine whether a proposed solar project complies with California Government Code section 4217.10, in that it furthers the goal of developing energy conservation, cogeneration and alternate energy supply sources at the facility of a public agency.

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

1. The above recitals are true and correct.
2. Based on its review of the whole record before it, including the Initial Study, the presentations of District staff and consultants, and public comments, both written and oral, received in response to its Notice of Intent, as well as the findings and conclusions in the CEQA Mitigated Negative Declaration represents the independent judgment and analysis of the District.

3. The documents which constitute the record of proceedings upon which the decision of the Board is based are located at the offices of San Miguel Community Services District, 1150 Mission Street, San Miguel, California 93451, and the General Manager is the custodian thereof.

4. The Board of Directors hereby approves the Energy Services Agreement-Solar between the District and ForeFront Power (FFP BTM Solar, LLC) as part of the upgrade and expansion project at the Machado Wastewater Treatment Facility.

5. This resolution shall be effective immediately.

PASSED AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a regular meeting of said Board, held on the 25th day of August 2022, by the following vote:

Ayes:

Noes:

Abstentions:

Absent:

The foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Robert Roberson, Interim General Manager

Raynette Gregory, Board President

ATTEST:

Douglas White, District General Counsel

CERTIFICATION OF PUBLICATION

STATE OF CALIFORNIA
County of **SAN LUIS OBISPO**

I hereby certify that I am the principal clerk of the printer of **The Paso Robles Press and The Atascadero News**, newspapers of general Circulation by The Superior Court of the County of San Luis Obispo, State of California: that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspapers and not in any supplement thereof on the following dates to wit:

Legal Notice:

San Miguel CSD:

PUBLIC HEARING NOTICE

Dates Published:

08/11/2022

I certify (or declare) under penalty of perjury that the forgoing is true and correct.

Executed on: 08/11/2022

In Atascadero, California



Legal Clerk, Cami Martin
The Atascadero News and
The Paso Robles Press

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that on August 25th 2022 or as soon thereafter as practicable, at a regularly scheduled public meeting of the Board of Directors of the San Miguel Community Service District (the "Board"), which will be held at 1150 Mission Street San Miguel CA, the Board will consider entering into an energy service contract with FOREFRONT POWER, LLC or its designated affiliate, for the installation of certain energy savings measures on property owned or controlled by San Miguel Community Service District.

At said meeting, the Board will hold a public hearing on and consider a resolution to adopt findings required by California Government Code section 4217.12 regarding anticipated energy cost savings and other benefits San Miguel Community Service District may receive if the Board decides to enter into the energy service contract. The resolution, agreement and supporting documents will be included with the Board's regular public agenda for the August 25th, 2022, meeting.

San Miguel Community Services District:
www.sanmiguelcsd.org

PUB: 08/11/2022

LEGAL CM 499



San Miguel Community Services District

UTILITY STATUS REPORT

6-17-2022 Thru 8-22-2022

AGENDA ITEM# IX.6

Well Status:

- Well 4 is fully operational – Well Level 105.9’ 7/18/2022 (STATIC)
- Well 3 is fully operational – Well Level 112.25’ 7/18/2022 (STATIC)
- SLT well is fully operational
- **Total combined average running hours per day (11.28)**
(threshold for stage 1 resource severity level determination is 17 hours per day)

Water System status:

Water leaks this month:0 This calendar year: 1

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

- .

Sewer System status:

Sewer overflows this month: 0 this year: 1

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

- Video inspection of all sewer lines is in progress as time permits.

WWTF status:

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

State Water Resources Control Board (SWRCB):

- .

Division of Water Resources (DWR):

- .

Billing related activity:

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

Lighting status:

- .

Mission street Landscaping:

- .

Solid Waste:

Mattress recycling

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

E-Waste collection

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

Held a cleanup day 6/25, sponsored by CalTrans Clean California. Filled 2-40 yrd rolloffs with solid waste and 1 ½-40 yrd rolloffs with metal, and collected 35 mattresses. Overall was a positive event for the community.

Planning another cleanup day with CalTrans in October.

SB-1383:

- All documents have been signed and accepted by IWMA for the restated JPA and MOA as well as the necessary ordinances.

Project status:

- **CAL OES Generator Project** (20002) started October 2019/ completed July 2022
 - (100% GRANT FUNDED).
 - All generators are installed, and in service.
- **Replacement water tank and pump station on east side of river/ water line replacement.** (21007) started February 2022
 - (POTENTIALLY GRANT FUNDED)
 - Project was proposed to the RWMG to be included in the IRWM round 2 funding.
 - Working on other funding opportunities for this project.
- **Study to determine condition and I&I of the existing sewer collection system** (21008) started February 2021
 - (100% GRANT FUNDED)
 - Application is in review by DFA awaiting award approval.
- **Mission Gardens Replacement Generator Project** (21001) started January 2022
 - (FUNDED WITH SURCHARGE FEES).
 - Generator was received and waiting for installation.
 - Natural gas line installed.
- **Cost of Service Rate Study** (22005) started June 2022
 - Held preliminary meeting with Bartle Wells Associates (BWA)

Board requested information:

- .

Staffing

- One vacant position.

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

SLO County in San Miguel:

- County published their annual report outlining the roads to be overlaid or surfaced. None of the streets within the District are on the list this year. Though they will be surfacing Indian Valley, Cross Canyon, and Estrella.

Caltrans in San Miguel:

- .

Kelly Dodds

Kelly Dodds

Director of Utilities

Date: August 22nd 2022

San Miguel Community Services District Board of Directors Meeting



Staff Report

August 25, 2022

AGENDA ITEM: IX_7

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

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

INCIDENT RESPONSE:

- Total Incidents for July 2022 **54**
- Average Calls for per 7 Months in 2022 **31.2**
- Total calls for the year to date **219**

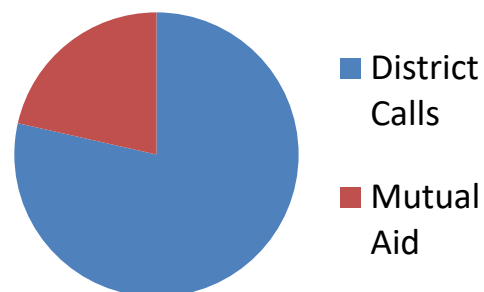
Emergency Response Man Hours in July = 172	Total	695
Stand-By Man Hours for May = 9	Total	<u>26</u>
	Total hr.	721

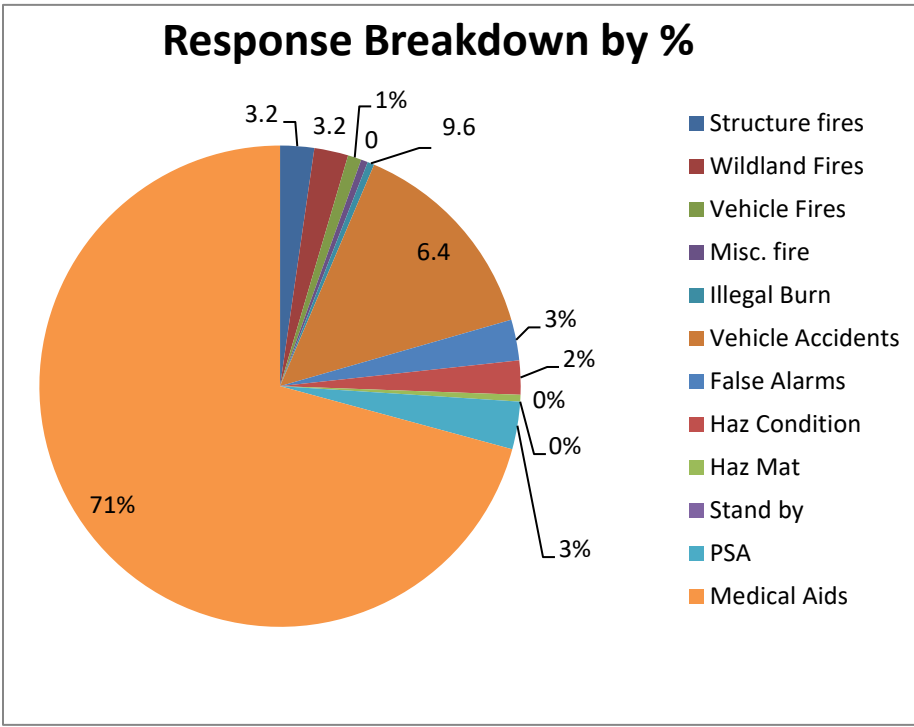
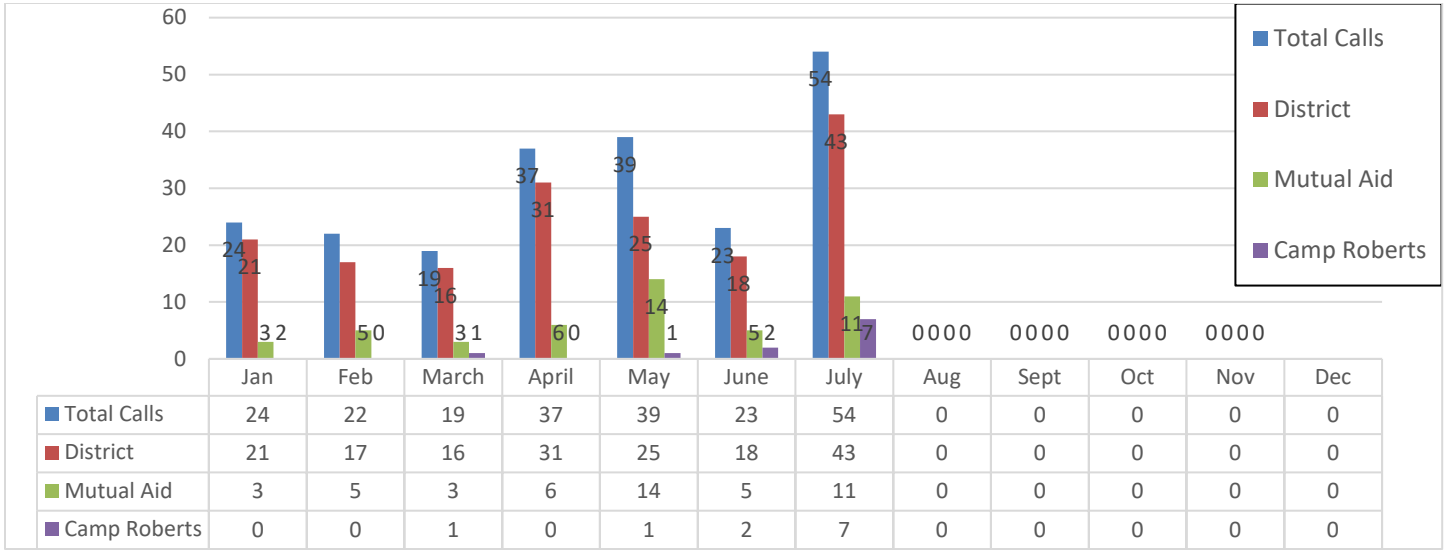
Emergency Response Man Hours = **3.1 hr.** Per call for July **3.1** Per call for the year
 Stand-By Average per Call = **.16** Per call for, July **.11** Per call for the year

June YTD 165 calls

District calls	172= 78%
Mutual aid calls	47 =21%
Assist Camp Roberts	11 = .02%

Response





For 219 calls for 7 Month in 2022

District Calls	172	78%
Mutual Aid	47	21%
XX		
Structure fires	5	2%
Wildland Fires	5	2%
Vehicle Fires	2	0.9%
Misc. fire	1	0.4%
Illegal Burn	1	0.4%
Vehicle Accidents	31	14.1%
False Alarms	6	2.7%
Haz Condition	5	2.2%
Haz Mat	1	0.4%
Stand by	0	0%
PSA	7	3.1%
Medical Aids	155	70%

Personnel:

- We currently have 15 Active Members.
- 1 Chief
- 1 Asst. Chief/ Prevention Officer
- 0 Fire Captains
- 2 Engineers
- 13 Firefighters
- 4 EMT
- 9 FR

Fire Department Financial overview

May 2022

Beginning – **\$1,051,955.71**

Received -\$110,575.72 = \$1,162,531.43

Transferred in - \$26,524.22 = \$1,189,055.65

Disbursed -0 = \$1,189,055.65

Transferred Out -\$63,073.09 = **\$1,125,982.56**

June 2022

Beginning – **\$1,125,982.56**

Received -\$7,161.95 = 1,133,144.51

Transferred in - \$19,916.15 = \$1,153,060.66

Disbursed -0 = \$1,153,060

Transferred Out- \$96,088.49 = **\$1,056,972.17**

July

Beginning – **\$1,070,268.96**

Received -\$626.82 = \$1,071,522.0

Transferred in - \$20,863.22 = \$1,092,385.22

Disbursed – \$0 = \$1,092,385.22

Transferred Out- \$142,598.06 = **\$949,133.94**

Equipment:

- All equipment is in service

Activities:

- Actively recruiting new Pay Call Firefighters. 3 new members
- Actively working within the COVID standards.
- Temporary Housing Unit permit has been submitted.
- Working on the Temporary Housing Unit Installation.
- Working on the Fire Department Strategic Master Plan with BHL.
- Working on facility plans for Phase 2 Apparatus Bay and Phase 3 Fire Station Remodel design.

Information:

- Fire Prevention Report.

County Fire Chiefs Meeting Report: No Report

Prepared By:

Rob Roberson | Scott Young

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

FIRE EQUIPMENT

2022 MILEAGE / FUEL REPORT

IX-7

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	13	0	34	19	43	0	134	20	130	43.1	106	26	460	108	4.3
E-8668	88	14	32	23	68	25	276	15	150	59	144	72.2	758	208	3.6
P-8651	65	30	26	0	65	40	93	23	104	7	39.7	6.2	392.6	106	3.7
6 Month Total												1610.6	423	3.8	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	233	18	111	9	317	21	1263	83	174	13	1566	71	3879.3	215	18.0
C-8601	266	19	201	32	330	0	327	34	190	0	921	103	2235	188	11.9
C-8600	460	30	303	28	174	0	353	36	555	24	387	34	2232	152	14.7
6 Month Total												8346.3	555	15.1	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	154	42	0	0	0	0	0	0	0	0	0	0	614	150	4.2
E-8668	229	85	0	0	0	0	0	0	0	0	0	0	758	208	3.6
P-8651	36	14.2	0	0	0	0	0	0	0	0	0	0	428.6	120	3.6
12 Month Total												1800.6	479	3.8	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	76.6	21	0	0	0	0	0	0	0	0	0	0	3955.9	236	17.4
C-8601	451	24	0	0	0	0	0	0	0	0	0	0	2686	212	12.3
C-8600	499	27	0	0	0	0	0	0	0	0	0	0	2731	179	15.3
12 Month Total												9372.9	627	15.0	

YTD 2021 Total	mi.	gal.	Avg. MPG
Diesel	1800.6	479	3.8
Gas	9372.9	555	16.9

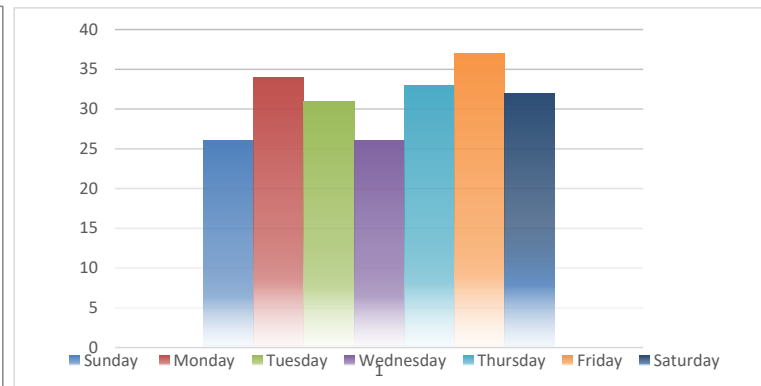
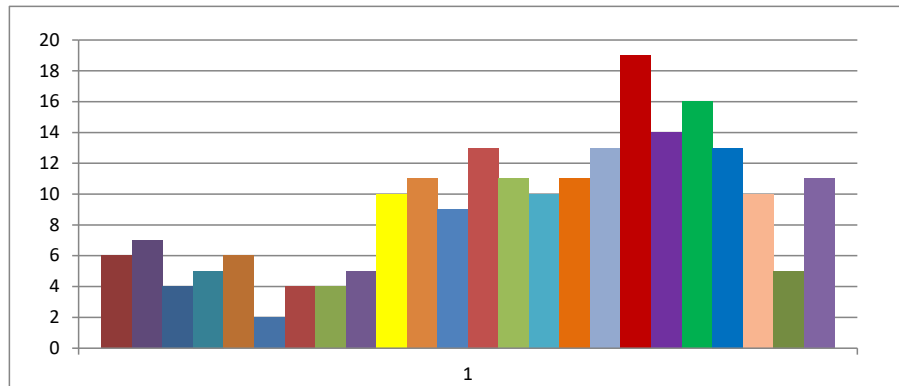
Call per time of day and day of the week 2022

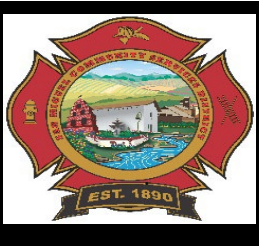
IX-7

	After Hours						CSD Work Hours										Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	1	1	1	0	1	0	0	0	1	0	1	1	2	2	2	0	3	4	0	3	1	1	1	0	26	12%
Monday	1	2	2	1	1	0	0	1	2	1	1	3	1	1	1	2	1	3	1	1	0	3	2	3	34	15%
Tuesday	1	1	1	2	1	1	1	1	1	2	3	2	0	2	1	3	1	3	1	1	1	0	1	0	31	14%
Wednesday	0	1	0	0	0	0	1	0	1	0	1	0	5	2	1	2	2	1	2	2	2	2	0	1	26	11%
Thursday	0	0	0	2	2	0	2	2	0	4	2	1	1	2	3	2	1	1	3	3	1	1	0	0	33	15%
Friday	2	1	0	0	0	1	0	0	0	2	2	1	3	2	2	1	2	2	2	3	5	1	0	5	37	16%
Saturday	1	1	0	0	1	0	0	0	0	1	1	1	1	0	0	1	3	5	5	3	3	2	1	2	32	14%
Hour Total	6	7	4	5	6	2	4	4	5	10	11	9	13	11	10	11	13	19	14	16	13	10	5	11	219	
	2%	3%	1%	2%	2%	1%	1%	1%	2%	4%	5%	4%	6%	5%	4%	5%	6%	8%	7%	7%	6%	4%	0%	5%	91%	

Total calls during CSD Work Hours	70	31%
Total calls during Off time and weekends	149	68%
After Hours calls 22:00 to 06:00	46	21%
Total Weekend Calls	58	26%
Total Calls Monday thru Friday	161	73%

8am to 8pm 44 20%



	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL		
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	
Structure Fires	0	0	0	0	0	0	0	0	0	0	1	3	1													3	2
Veg. Fires	0	0	0	0	0	0	0	0	1	2	0	0	2	0												3	2
Vehicle Fires	0	0	0	0	0	0	0	0	0	0	0	0	2	0												2	0
Misc. Fires	0	0	0	0	0	0	1	0	0	0	0	0	0	0												1	0
Illegal Burning	0	0	0	0	0	0	0	0	0	0	1	0	0	0												1	0
Vehicle Accidents	2	0	4	3	1	1	4	2	4	3	1	1	4	1												20	11
False Alarms	1	0	0	0	0	0	1	1	0	0	2	0	1	0												5	1
Hazardous Condition	0	0	2	0	0	0	0	0	1	1	0	0	1	0												4	1
Hazardous Materials	0	0	0	0	0	0	1	0	0	0	0	0	0	0												1	0
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0												0	0
Pub.Svc.Asst.	1	0	0	0	3	0	1	0	0	0	0	0	2	0												7	0
Medical Aids	18	3	11	2	12	2	23	3	19	8	14	3	28	9												125	30
Call TOTALS	22	3	17	5	16	3	31	6	25	14	18	5	43	11	0	0	0	0	0	0	0	0	0	0	0	172	47
	25		22		19		37		39		23		54		0		0		0		0		0		0	219	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0												0	0
Mutual Aid SLO/Mon.	2	0	5	0	3	0	6	0	13	0	5	0	11	0												45	
Camp Bob Asst.	0		0		1		0		1		2		7													11	
Average Calls Per	<i>Month</i>	31.2	<i>Day</i>	1	<i>SLO Co. MA</i>				45	<i>Montrey Co. MA</i>				0	<i>CPR TOTAL</i>										0		

San Miguel Fire Department

San Miguel, CA

This report was generated on 8/22/2022 9:04:51 AM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 07/01/2022 | End Date: 07/31/2022

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
07/01/2022 08:00:00	07/01/2022 17:00:00	DAYBOOK	8601	Forensic Fire Death Investigations Course	9.00
07/01/2022 17:00:00	07/02/2022 08:30:00	DAYBOOK	8601		15.50
07/02/2022 04:32:00	07/02/2022 05:51:00	INCIDENT	E8696	Incident 2022-169 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to N River RD	1.32
07/02/2022 08:30:00	07/03/2022 08:30:00	DAYBOOK	SMF 1		24.00
07/03/2022 08:30:00	07/04/2022 08:30:00	DAYBOOK	SMF 1		24.00
07/03/2022 17:56:00	07/03/2022 18:22:00	INCIDENT	E8696	Incident 2022-170 - Motor vehicle accident with injuries: Apparatus E8696 responded to S Highway 101	0.43
07/03/2022 22:55:00	07/03/2022 23:00:00	INCIDENT	E8696	Incident 2022-171 - Dispatched & cancelled en route: Apparatus E8696 responded to 202 Myrtlewood DR	0.08
07/04/2022 02:18:00	07/04/2022 02:46:00	INCIDENT	E8668	Incident 2022-172 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1522 N ST	0.47
07/04/2022 08:30:00	07/05/2022 08:30:00	DAYBOOK	SMF 1		24.00
07/04/2022 13:33:00	07/04/2022 13:56:00	INCIDENT	E8696	Incident 2022-173 - Motor vehicle accident with injuries: Apparatus E8696 responded to 2425 Mission ST	0.38
07/04/2022 19:54:00	07/04/2022 20:10:00	INCIDENT	E8668	Incident 2022-174 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1221 K ST	0.27
07/04/2022 21:14:00	07/04/2022 21:37:00	INCIDENT	SMF 1	Incident 2022-175 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 1150 Mission ST	0.38
07/06/2022 10:33:00	07/06/2022 10:54:00	INCIDENT	E8668	Incident 2022-180 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1428 K ST	0.35
07/06/2022 15:27:00	07/06/2022 15:37:00	INCIDENT	E8668	Incident 2022-181 - Dispatched & cancelled en route: Apparatus E8668 responded to 6811 Monterey RD	0.17
07/07/2022 06:37:00	07/07/2022 07:01:00	INCIDENT	E8668	Incident 2022-182 - Motor vehicle accident with injuries: Apparatus E8668 responded to 50 Laddy LN	0.40
07/07/2022 07:33:00	07/07/2022 08:10:00	INCIDENT	E8668	Incident 2022-183 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1599 K ST	0.62
07/07/2022 08:30:00	07/07/2022 17:00:00	DAYBOOK	SMF 1		8.50
07/08/2022 05:20:00	07/08/2022 06:40:00	INCIDENT	E8696	Incident 2022-184 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 14th ST	1.33
07/10/2022 12:00:00	07/11/2022 08:30:00	DAYBOOK	8601		20.50
07/10/2022 14:26:00	07/10/2022 14:54:00	INCIDENT	SMF 1	Incident 2022-187 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 560 12th ST	0.47
07/10/2022 19:36:00	07/10/2022 19:40:00	INCIDENT	E8696	Incident 2022-188 - False alarm or false call, other: Apparatus E8696 responded to 855 16th ST	0.07
07/11/2022 01:04:00	07/11/2022 01:28:00	INCIDENT	E8668	Incident 2022-189 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1516 L ST	0.40
07/11/2022 02:49:00	07/11/2022 03:00:00	INCIDENT	E8668	Incident 2022-190 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1516 L ST	0.18
07/11/2022 08:30:00	07/12/2022 08:30:00	DAYBOOK	SMF 1		24.00
07/11/2022 23:23:00	07/11/2022 23:49:00	INCIDENT	E8668	Incident 2022-191 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 4050 Arizona BLVD	0.43
07/12/2022 07:50:00	07/12/2022 07:54:00	INCIDENT	E8696	Incident 2022-192 - Alarm system activation, no fire - unintentional: Apparatus E8696 responded to 1470 Mission ST	0.07
07/12/2022 08:30:00	07/12/2022 22:00:00	DAYBOOK	SMF 1		13.50
07/12/2022 09:40:00	07/12/2022 10:05:00	INCIDENT	E8668	Incident 2022-193 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 700 N River RD	0.42
07/12/2022 13:51:00	07/12/2022 14:07:00	INCIDENT	E8668	Incident 2022-194 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to TA Y5	0.27
07/12/2022 18:00:00	07/12/2022 22:00:00	DAYBOOK		Firefighter Training: Scene Size up Lead Instructor: Roberson, Robert E	4.00
07/13/2022 08:30:00	07/13/2022 17:00:00	DAYBOOK	SMF 1		8.50
07/13/2022 21:24:00	07/13/2022 21:36:00	INCIDENT	E8668	Incident 2022-195 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to Nacimiento BLVD	0.20
07/14/2022 04:01:00	07/14/2022 04:21:00	INCIDENT	E8668	Incident 2022-196 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1596 Rio Vista PL	0.33
07/14/2022 08:30:00	07/14/2022 17:00:00	DAYBOOK	SMF 1		8.50

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



START	END	LOG TYPE	APPARATUS	NOTES	HOURS
07/14/2022 10:29:00	07/14/2022 10:54:00	INCIDENT	E8696	Incident 2022-197 - Road freight or transport vehicle fire: Apparatus E8696 responded to S Highway 101 HWY	0.42
07/15/2022 08:00:00	07/15/2022 15:00:00	DAYBOOK	8601	SLOFIST investigation and owner interview at 1148 L Street	7.00
07/15/2022 08:30:00	07/15/2022 08:30:00	DAYBOOK	SMF 1		0.00
07/16/2022 08:30:00	07/17/2022 08:30:00	DAYBOOK	8601		24.00
07/16/2022 17:21:00	07/16/2022 17:39:00	INCIDENT	E8668	Incident 2022-200 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1221 K ST	0.30
07/16/2022 20:08:00	07/16/2022 20:26:00	INCIDENT	E8668	Incident 2022-201 - Animal rescue: Apparatus E8668 responded to 331 Pala Mission WAY	0.30
07/16/2022 20:47:00	07/16/2022 21:08:00	INCIDENT	E8668	Incident 2022-202 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1940 San Marcos RD	0.35
07/17/2022 08:30:00	07/18/2022 08:30:00	DAYBOOK	8601		24.00
07/18/2022 08:30:00	07/19/2022 08:30:00	DAYBOOK	SMF 1		24.00
07/18/2022 21:05:00	07/18/2022 21:20:00	INCIDENT	E8668	Incident 2022-203 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to Range 16	0.25
07/19/2022 08:30:00	07/19/2022 22:00:00	DAYBOOK	SMF 1		13.50
07/19/2022 10:32:00	07/19/2022 11:02:00	INCIDENT	E8668	Incident 2022-204 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to McMillan Airfield	0.50
07/19/2022 11:09:00	07/19/2022 11:41:00	INCIDENT	E8668	Incident 2022-205 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1221 K ST	0.53
07/19/2022 18:00:00	07/19/2022 22:00:00	DAYBOOK		Firefighter Training: Scene Size up Lead Instructor: Roberson, Robert E	4.00
07/20/2022 08:30:00	07/20/2022 17:00:00	DAYBOOK	SMF 1		8.50
07/20/2022 14:25:00	07/20/2022 14:40:00	INCIDENT	E8668	Incident 2022-206 - Electrical wiring/equipment problem, other: Apparatus E8668 responded to 1140 K ST	0.25
07/20/2022 15:45:00	07/21/2022 18:00:00	DAYBOOK	SMF 1	Meeting with Chief John Owens	26.25
07/21/2022 08:30:00	07/21/2022 17:00:00	DAYBOOK	SMF 1		8.50
07/21/2022 11:00:00	07/21/2022 11:28:00	INCIDENT	E8668	Incident 2022-207 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to Camp Roberts	0.47
07/24/2022 08:30:00	07/25/2022 08:30:00	DAYBOOK	8601		24.00
07/24/2022 16:54:00	07/24/2022 17:33:00	INCIDENT	E8668	Incident 2022-210 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.65
07/25/2022 08:30:00	07/26/2022 08:30:00	DAYBOOK	SMF 1		24.00
07/26/2022 08:30:00	07/26/2022 22:00:00	DAYBOOK	SMF 1		13.50
07/27/2022 08:27:00	07/27/2022 09:02:00	INCIDENT	E8668	Incident 2022-211 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to Camp Roberts Range 16	0.58
07/27/2022 08:30:00	07/27/2022 17:00:00	DAYBOOK	SMF 1		8.50
07/28/2022 04:41:00	07/28/2022 05:11:00	INCIDENT	E8668	Incident 2022-212 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 660 12th ST	0.50
07/28/2022 10:30:00	07/28/2022 22:30:00	DAYBOOK	SMF 1		12.00
07/28/2022 15:28:00	07/28/2022 15:50:00	INCIDENT	E8668	Incident 2022-214 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 9960 N River RD	0.37
07/30/2022 18:19:00	07/30/2022 18:49:00	INCIDENT	E8668	Incident 2022-216 - Motor vehicle accident with no injuries.: Apparatus E8668 responded to 400 11th ST	0.50
07/30/2022 20:52:00	07/30/2022 21:12:00	INCIDENT	E8668	Incident 2022-217 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1221 K ST	0.33
07/30/2022 23:24:00	07/30/2022 23:55:00	INCIDENT	E8668	Incident 2022-218 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1078 L ST	0.52
07/31/2022 01:17:00	07/31/2022 01:52:00	INCIDENT	E8668	Incident 2022-219 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to N ST	0.58
07/31/2022 08:30:00	08/01/2022 08:30:00	DAYBOOK	8601		24.00
Total Hours for: Young, Scott F					446.19
Total of all Personnel Hours					446.19

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



Item presented by Director of Utilities Kelly Dodds, explaining that the District has secured a small population waiver from the State of California, but there was not enough time to get the language for this Ordinance, it will be brought back as a resolution that will amend this Ordinance. The State of California enacted SB1383, the Short-Lived Climate Pollutant Reduction Act of 2016 an unfunded mandate which obligates community services districts who provide collection and disposal of solid waste to adopt updated mandatory solid waste, organic waste and recycling rules, and regulations. Notably, the law requires the District to enact mandatory composting rules and obligate its customers to separate food waste from other waste for collection. Such rules must be enacted so they can go into effect by July 1, 2022

Board Comment: Director Kalvans voiced that he doesn't like unfunded mandates from Sacramento

Public Comment: None

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

1. San Luis Obispo County: Report Attached Video part 1 Time: 14:08
San Luis Obispo County Sheriff gave verbal report for March 2022 call statistics.
Board Comment: Director Kalvans asked if San Miguel had higher call volumes in certain areas.
Sherriff explained that they do not keep statistics on that.
Public Comment: None
2. Camp Roberts—Army National Guard No Report Video part 1 Time: 19:29
Board Comment: None
Public Comment: None
3. Community Service Organizations: Lion's Club Video part 1 Time: 19:29
Mr. Kalvans explained that the Lion's Club will not be participating in the Fireworks sales this year.
Board Comment: None
Public Comment: None

District Staff & Committee Reports:

4. Interim General Manager : Report Attached Video part 1 Time: 20:29
Mr. Roberson gave COVID update, auditor RFP update, Strategic Plan is scheduling a staff work session, and that first reading of FY 22-23 Budget is tonight. Mr. Roberson welcomes any questions.
Board Comment: None
Public Comment:
Ashley Sangster spoke about the purchasing process for the Temporary Housing Unit (THU) for the Fire Department. Director Gregory asked if Mr. Roberson would like to comment on that. Mr. Roberson explained the process and the outcome of the RFP for the THU.
5. District General Counsel: Counsel Goldstein has nothing to report at this time Video part 2 Time: 4:51
Board Comment: None
Public Comment: None
6. Director of Utilities: Report Attached Video part 2 Time: 5:44
Mr. Dodds explained that he has received a request for sampling for COVID from CDC, and this will be at a no cost to the District. Cal Rural water working on getting a grant from DWR to survey sewer lines. Information about new developments was presented.
Board Comment:
Director Kalvans asked about the new developments and the landscaping requirements that he would like to see, discussion ensued about shade trees and tax revenue.
Director Gregory asked questions about the Wastewater COVID testing accuracy, population and how many small areas are participating, advisory council, district positions. Discussion ensued.
Public Comment: None
7. Fire Chief: Report Attached Video part 2 time: 16:20

Report is submitted as written. Getting ready for Wildfire Season, staffing

Board Comment: None

Public Comments for all reports: None

X. Consent Calendar: Video part: 2 Time: 17:31

- 1. Review and Approve Board Meeting Minutes**
 - A. 2-24-2022 Regular Board Meeting Minutes Draft
- 2. Approve RESOLUTION 2022-15 Declaring Hazardous Weeds a Public Nuisance within the District**
- 3. Approve RESOLUTION 2022-16 adopting a standard Water and Wastewater Application for Service and an Application for 24-hour turn on.**
- 4. Approve RESOLUTION 2022-17 adopting a REVISED fee schedule for Water Meters, Notices, and other services and or Repair Installation Services provided by the District.**
- 5. Approve RESOLUTION 2022-18 authorizing E-signatures.**

Board Comment: None

Public Comment: Ashley Sangster asked questions about item 4

Motion by: Director Palafox

Second by: Director Kalvans

Motion: Approve Consent Calendar by Vote.

5/0/0

XI. Board Action Items: Video part 2 Time: 21:45

- 1. Review, Discuss and Receive the Enumeration of Financial Reports for March 2022 (Hido)**
 - 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
 - F. Investment Portfolio
 - G. Q1 Investment Portfolio Report

Michelle Hido, Financial Officer presented March Financials with note that Q3 2021 has been completed, CPA has been in to review Payroll, and preaudit is being worked on.

Board Comment:

Kalvans asked if Laverne Buckman was the same as Mr. Buckman, Director who was on the past CSD Board.

Public Comment:

Laverne Buckman had a written comment about financials

Board consensus is to re-open Public comment

Owen Davis spoke about Mrs. Buckman's comment

General Manager Rob Roberson spoke about fiscal year financials, Discussion ensued

Discussion about CSDA District Transparency ensued.

Motion by: Director Palafox

Second by: Director Gregory

Motion: Review and File Financial Reports for March 2022

Board Members	Ayes	Noes	Abstain	Recuse	Absent
C. Lara	X				
A. Kalvans	X				
H. Palafox	X				

W. Roney	X				
R. Gregory	X				

Discussion Item Only

Video part 3 Time: 0:00

2. Consider Adoption of Ordinance 01-2022 of the San Miguel Community Services District to Adopt Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations. (Dodds/Dervin)

Recommendation: Adoption Ordinance 01-2022 Adopting Mandatory Solid Waste, Organic Waste, and Recycling Materials Rules and Regulations

Board Comment:

Director Lara asked question about the consequences of not passing this Ordinance. Discussion ensued

Public Comment:

None

Motion by: Director Roney

Second by: Director Palafox

Motion: To adopt Ordinance 01-2022 as written

Board Members	Ayes	Noes	Abstain	Recuse	Absent
W. Roney	X				
C. Lara	X				
H. Palafox	X				
A. Kalvans	X				
R. Gregory	X				

5/0/0

Video part: 3 Time: 3:00

3. Review and approve RESOLUTION 2022-19 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing Solid Waste Collection Rates by 8.59% pursuant to Proposition 218. (Dodds)

Recommendation: Approve RESOLUTION 2022-19 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing commercial solid waste collection rates.

Board Comment:

Director Kalvans asked if SMG had anything to add. Mr. Kardashian from SMG spoke on the increase. Mr. Kalvans asked about average size of garbage cans in San Miguel.

Director Gregory has discussion about inflation and projected costs, calculations of audits and labor cost.

Director of Utilities clarified that the increase is for all services.

Public Comment:

None

Motion by: Director Roney

Second by: Director Gregory

Motion: Approve resolution 2022-19

Board Members	Ayes	Noes	Abstain	Recuse	Absent
H. Palafox	X				
A. Kalvans	X				
C. Lara	X				
W. Roney	X				
R. Gregory	X				

5/0/0

Video part 3 Time: 12:54

4. **Review and discuss proposed Fiscal Year 2022-2023 Operation and Maintenance Budget and Project Budget for San Miguel Community Service District. (Hido/Roberson)**

Recommendation: Review, discuss and provide feedback on FY 2022-23 Operation and Maintenance Budget and Project Budget.

Board Comment:

Director Kalvans voiced that he has ideas about Projects Budget, and would like more time to look at the projects. Discussion ensued.

Director Lara voiced that she needed more time to review

Director Roney voiced that there is a lot to look at and will be looking forward to May meeting.

Public Comment:

Owen Davis asked for a copy of the proposed Budget

Discussion Item Only

Video part 3 Time: 24:33

5. **Discuss and authorize the Director of Utilities to release an RFP for a Cost-of-Service Rate Study for Streetlighting and Landscaping, Wastewater, Water and Solid Waste. (Dodds)**

Recommendation: Through consensus, authorize the Director of Utilities to release a Cost-of-Service Rate Study.

Board Comment:

Director Roney spoke about the requirements of Prop 218

Director Kalvans asked questions about different rate structures and build out of the District, District strategic plan, and projects for infrastructure.

Director Gregory asked if the District itself could do a Rate Study? Director of Utilities made statement about transparency and needing qualified analysts of District needs.

Director Kalvans asked District General Council Doug White, about a land tax based property tax.

District Council Doug White voiced that it is a Legal issue, that would need to be researched.

Interim General Manager Rob Roberson discussed that this is a ongoing issue that Kalvans would like to discuss and reminded the Board that this is a discussion on releasing a RFP.

Director Kalvans spoke about the general property taxes, and discussion ensued

Council White asked for direction from the Board, if they have consensus to have Council look into standby charges.

Interim General Manager Rob Roberson called point of order. Should be discussed in Board Comment

Public Comment:

Ashley Sangster spoke; advising that it is not required by law to do a rate study, and raising rates.

Lavern Buckman had a written comment.

Owen Davis spoke about being against any increase

Motion by: Director Roney

Second by: Director Gregory

Motion: Approve releasing RFP for cost-of service rate study

Board Members	Ayes	Noes	Abstain	Recuse	Absent
C. Lara		X			
H. Palafox	X				
A. Kalvans	X				
W. Roney	X				
R. Gregory	X				

4/0/0

Video part 5 Time: 6:20

6. Consider Extension of Employment Agreement with Interim General Manager/Fire Chief Rob Roberson (Dervin)

Recommendation: Approve RESOLUITON 2022-23 extending employment of Interim General Manager/Fire Chief Rob Roberson by exercising the option within his current employment agreement.

Board Comment:

Director Roney asked about Mr. Roberson retiring. Discussion ensued with Council White.

Public Comment:

Owen Davis spoke, that he thinks the District needs a full-time General Manager.

Ashley Sangster spoke about extension.

Motion by: Director Kalvans

Second by: Director Roney

Motion: Approve RESOLUITON 2022-23 extending employment of Interim General Manager

Board Members	Ayes	Noes	Abstain	Recuse	Absent
H. Palafox	X				
A. Kalvans	X				
W. Roney	X				
C. Lara			X		
R. Gregory	X				

4/0/0/1

Video part 5 Time: 18:17

7. Discuss and appoint the District General Manager and Director of Utilities as real property negotiators for the sale and or trade of assessor parcel number 021-261-019. (Dodds)

Recommendation: Appoint the District General Manager and Director of Utilities as real property negotiators for the sale and or trade of assessor parcel number 021-261-019.

Board Comment:

Director Kalvans asked about the funding, and if the District could have a Public Partnership with the new owners.

Public Comment:

Owen Davis spoke about having the Director of Utilities in this negotiations, and GM.

Ashley Sangster spoke on the skill of negotiations

Motion by: Director Kalvans

Second by: Director Palafox

Motion: Appoint District General Manager & Director of Utilities as real property negotiators for the sale or trade of Parcel # 021-261-019, and ask if a public partnership would be feasible.

Board Members	Ayes	Noes	Abstain	Recuse	Absent
C. Lara		X			
A. Kalvans	X				
H. Palafox	X				
W. Roney	X				
R. Gregory	X				

4/1/0

Video part: 5 Time: 26:35

8. **Review and approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase and contract with CIO Solutions to replace computer hardware in an amount no to exceed \$24,000 and authorize a budget adjustment to all departments in an amount proportionate to their use of the hardware replaced. (object 475). (Dodds)**

Recommendation: Approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase hardware and contract with CIO Solutions to install and configure the hardware and authorizing a corresponding budget adjustment.

Board Comment:

Director Roney asked about the age of the current hardware

Director Lara asked for more of a list of items being purchased

Director Gregory asked about Software, and how many computers would be purchased. Discussion ensued

Director Lara asked for a list of items being purchased

Public Comment:

Dan Hido spoke of his experience with being in IT, and cost is reasonable and Cyber security is essential. Discussion ensued

Ashley Sangster spoke of a need of a list of purchase, and asked about hard drives

Arnold Kalvans spoke of his experience in IT services, and spoke of Cloud based servers

Motion by: Director Kalvans to table and bring back next month with a list of items

Second by: Director Palafox

Item tabled to next month

Video part 6 Time: 21:24

9. **Discuss acquiring an office trailer to be placed at the WWTF to serve as temporary District offices until permanent office space can be built at the WWTF or elsewhere (Dodds)**

Recommendation: Provide direction to staff.

Board Comment:

Director Roney would like more information

Director Kalvans discussed the future of the CSD and discussion ensued

Director Palafox, asked about the new treatment facility timeline. Discussion ensued about grant funding

Director Lara voiced that she would like to know the cost difference for staff to stay at fire station or leaving, discussion ensued. Director Lara spoke that staff should make due with the space they have.

Director Kalvans asked about the past punch list.

Director Gregory voiced that this is good information and that information is powerful

Director Roney spoke about being prepared for the future

Director Kalvans voiced that he would like more information

Public Comment:

Owen Davis spoke about the Fire Department Temporary Housing, and that should be used for District Staff

Ashley Sangster spoke about other expenses to house Staff.

Consensus of the Board is to get more information

Discussion Item Only

Video part 7 Time: 25:13

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

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

Board Comment:

None

Public Comment:

None

Discussion Item Only

Video part: 7 Time: 26:36

11. **Review and approve RESOLUTION 2022-24 authorizing the Director of Utilities to contract with Water Systems Consulting (WSC) to provide engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade in an amount not to exceed \$1,202,404 and authorize a budget adjustment to the Wastewater Department with corresponding transfers from Capital Reserves. (Object 587 – Project 20001). (Dodds)**

Recommendation: Approve RESOLUTION 2022-24 authorizing the Director of Utilities to contract with WSC for engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade and corresponding budget adjustment and transfer.

Board Comment:

Director Gregory spoke of a need for an RFP, and information is needed
 Director Roney spoke of cost
 Director Kalvans voiced he would like to get an RFP out, because of the cost
 Director Palafox asked if WSC was District Engineer, correct.
 Discussion ensued about sending out RFP

Public Comment:

Owen Davis voiced that he though that the design was already done.

Motion by: Director Kalvans

Second by: Director Palafox

Motion: To have Director of Utilities Kelly Dodds draft and release RFP

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney	X				
H. Palafox	X				
R. Gregory	X				
C. Lara	X				

5/0/0

XII. BOARD COMMENT:

Video part 8 Time: 9:40

Director Kalvans voiced that he attended the CSDA conference
 Director Kalvans voiced that he would like to see the District get the Transparency Certificate from CSDA. Discussion ensued

 Director Kalvans asked to have the Board if District Council to review land based tax, and parcel tax
 Director Roney thanked the staff

XIII. ADJOURNMENT TO NEXT REGULAR MEETING

9:45 PM



BOARD OF DIRECTORS

Raynette Gregory, President
Ward Roney, Director

Hector Palafox, Director

Anthony Kalvans, Vice-President
Crystal, Lara

SPECIAL MEETING MINUTES
6:00 P.M. Closed Session 7:00 P.M. Opened Session
SMCSD Boardroom 05-26-2022

I.	Call to Order:	6:10 PM	NO VIDEO AVAILABLE: AUDIO MALFUNCTION ✓video part 1/ Time: 0																																						
II.	Roll Call:	<i>Gregory, Kalvans, Palafox</i>	ABSENT: Roney, Lara																																						
III.	Approval of Regular Meeting Agenda:																																								
	Motion by:	Director	Kalvans																																						
	Second by:	Director	Palafox																																						
	Motion:	Voice Vote																																							
	<table border="1"> <thead> <tr> <th>Board Members</th> <th>Ayes</th> <th>Noes</th> <th>Abstain</th> <th>Recuse</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>R. Gregory</td> <td align="center">X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A. Kalvans</td> <td align="center">X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>H. Palafox</td> <td align="center">X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>W. Roney</td> <td></td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>C. Lara</td> <td></td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> </tbody> </table>	Board Members	Ayes	Noes	Abstain	Recuse	Absent	R. Gregory	X					A. Kalvans	X					H. Palafox	X					W. Roney					X	C. Lara					X				
Board Members	Ayes	Noes	Abstain	Recuse	Absent																																				
R. Gregory	X																																								
A. Kalvans	X																																								
H. Palafox	X																																								
W. Roney					X																																				
C. Lara					X																																				
	Public Comment for items on closed session agenda:	None																																							
IV.	ADJOURN TO CLOSED SESSION: 6:31 PM																																								
A.	CLOSED SESSION AGENDA:																																								
	1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS																																								
	Pursuant to Government Code Section 54956.8 Properties: 021-261-019																																								
	Agency negotiator: (Interim General Manager Rob Roberson, and Director of Utilities Kelly Dodds)																																								
	2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION																																								
	Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1																																								
	3. PUBLIC EMPLOYMENT																																								
	Title: Interim General Manager; Pursuant to Government Code Section 54954.5																																								
	4. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation Pursuant to Government Code Section 54956.9																																								
	(d)(1) Case: <i>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</i>																																								
V.	Call to Order for Regular Board Meeting/Pledge of Allegiance:	Kalvans																																							
VI.	Report out of Closed Session Approximately 7:00 PM																																								
	Time:	7:04 PM																																							
1.	Report out of closed session by District General Counsel (WhiteBrenner, LLP)																																								
	Direction was given to staff.																																								
VII.	Public Comment and Communications for items not on the Agenda:				Video part 1/ Time: 0																																				
	Owen Davis spoke about Board By-laws, and asked Director Gregory to keep order, Director Kalvans time discussion on tax issues.																																								
	District General Counsel White spoke on Director Kalvans "Board Comment" for clarification																																								
VIII.	Special Presentations/Public Hearings/Other:				Video part 1/ Time: 0																																				
1	PUBLIC HEARING: Consider adoption of RESOLUTION 2022-25 adopting the FY 2022-23 Operations and Maintenance Budget and Capital Improvement Budget.																																								
	Public Comment:	None																																							
	Closed Public Hearing @7:10 PM																																								
	Board Comment:																																								

Director Gregory asked about adding all the funds for a total for the CIP budget, utility Vehicle replacement, electric vehicle, camera replacement, and leak detection.

Director Kalvans asked about Scissor lift, department rental, recycled water grant, and lighting fund

Motion by: Director Kalvans

Second by: Director Palafox

Motion: Approve Resolution 2022-25 adopting the FY 2022-23 Operations and Maintenance Budget and Capital Improvement Budget

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X
C. Lara					X

3/0/2

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

1. San Luis Obispo County: Report Attached Video part 0 Time: 0
 San Luis Obispo County Sheriff gave verbal report for May call statistics.
Board Comment: None
Public Comment: None

2. Camp Roberts—Army National Guard No Report Video part 0 Time: 0
 Kiba Baird reported on the upcoming standard training at Camp Roberts, and control burn, sheep grazing, and gave Monterey and SLO county Air Pollution numbers for public.
Board Comment: None
Public Comment: None

3. Community Service Organizations: No Report Video part 0 Time: 0
 Firefighter Association President Scott Young reported on Sagebrush Days, street clean-up, AIDS Ride, and flags in San Miguel for Memorial Day
Board Comment: None
Public Comment:
 Owen Davis spoke about the sale of Fireworks in San Miguel

4. Interim General Manager : Report Attached Video part 0 Time: 0
 Interim General Manager Rob Roberson spoke on COVID, no mask required, Meeting with Strategic Planning Consultant BHI, State Wastewater Arrearage, posting of Job Announcement for Account Clerk 1
Board Comment: None
Public Comment: None

5. District General Counsel: Video part 0 Time: 0
 Counsel White had nothing to report at this time
Board Comment: None
Public Comment: None

6. Director of Utilities: Report Attached Video part 0 Time: 0
 Report Submitted
Board Comment:
 Director Kalvans asked about illegal dumping.
 Assistant Fire Chief Scott Young spoke about the dangers at Casa Blanca Mobile Home Park
Public Comment: None

7. Fire Chief: Report Attached Video part 0 time: 0
 Report is submitted as written, discussed Weed Abatement, and the Controlled Burn Participation
Board Comment: None

Public Comments for all reports: None

X. **Consent Calendar:** Video part 0 Time: 0

1. Review and Approve Board Meeting Minutes
2. Approve RESOLUTION 2022-27 approving the San Miguel Community Services District revised job descriptions for the Account Clerk 1
3. Approve RESOLUTION 2022-30 delegating authority to the General Manager to appoint members and alternates to the Water Resources Advisory Committee (WRAC)

Board Comment: None

Public Comment:
Ashley Sangster spoke on the Account Clerk Position

Motion by: Director Kalvans
Second by: Director Palafox

Motion: Approve all items on Consent Calendar

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney					X
H. Palafox	X				
R. Gregory	X				
C. Lara					X

3/0/2

XI. **Board Action Items:** Video part 0/0 Time: 00:00

1. **Review, discuss and receive the Enumeration of Financial Reports for April 2022 (Hido)**
 - 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
 - F. Investment Portfolio

Board Comment: None
Public Comment: None

Motion: Receive and File Enumeration of Financial Reports for April 2022

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney					X
H. Palafox	X				
R. Gregory	X				
C. Lara					X

3/0/2

2. **Review and approve RESOLUTION 2022-29 adopting the Annual FY 2022-23 Investment Policy to ensure compliance with the State Government Code 53646** Video part 0 Time:

Recommendation: Approve Resolution 2022-29 adopting the annual Investment Policy to ensure compliance with the State Government Code 53646 Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual

Board Comment: None
Public Comment: None

Motion by: Director Palafox
Second by: Director Kalvans

Motion: Approve Resolution 2022-29 Annual Investment Policy

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				

W. Roney					X
C. Lara					X

3/0/2

Video part 0 Time: 0

3. Consider approving RESOLUTION 2022-24 awarding a contract to Moss, Levy & Hartzheim, LLP to perform annual financial audit services for three-year period for years ending June 30, 2022, 2023, and 2024.

Recommendation: Approve RESOLUTION 2022-24 and direct the General Manager to award contract for Financial Auditing Services for Fiscal Years ending June 30, 2022, 2023, and 2024

Board Comment: None

Public Comment:
Ashley Sangster asked why others firms did not qualify

Motion by: Director Kalvans

Second by: Director Palafox

Motion: Approve Resolution 2022-24 awarding contract to Moss, Levy, Hartzheim, LLP

Board Members	Ayes	Noes	Abstain	Recuse	Absent
H. Palafox	X				
A. Kalvans	X				
R. Gregory	X				
W. Roney					X
C. Lara					X

3/0/2

Video part 0 Time: 0

4. Adopt RESOLUTION NO. 2022-26 authorizing the Abatement of Weeds within the District boundaries.

Recommendation: Staff requests that the Board hold a discussion to consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt Resolution 2022-26 authorizing Fire Chief to have weed abatement work performed.

Board Comment: None

Public Comment:
Owen Davis spoke of the importance of weed abatement, and asked about \$100.00 admin fee

Motion by: Director Palafox

Second by: Director Kalvans

Motion: Approve Resolution 2022-26

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X
C. Lara					X

3/0/2

Video part 0 Time: 0

5. Review and approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase and contract with CIO Solutions to replace computer hardware in an amount no to exceed \$20,463.50 and authorize a budget adjustment to all departments in an amount proportionate to their use of the hardware replaced.

Recommendation: Approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase hardware and contract with CIO Solutions to install and configure the hardware and authorizing a corresponding budget adjustment.

Board Comment:
Director Gregory asked about having an ongoing budget line for replacement in future
Director Kalvans asked about going to Cloud based
Director Kalvans asked about the construction and how that might change the cost moving forward
Discussion ensued

Public Comment:

Ashley Sangster spoke on cost of computers that had been purchased 4/5 years ago, security, VPN.

Motion by: Director Kalvans

Second by: Director Palafox

Motion: Approve Resolution 2022-20

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X
C. Lara					X

3/0/2

Video part: 0 Time: 0

6. **Consideration and approval of RESOLUTION 2022-28 requesting consolidation of the San Miguel Community Services District’s Biennial Election with County’s November 8, 2022 Consolidated General Election**

Recommendation: Approve RESOLUTION 2022-28 requesting consolidation of the San Miguel Community Services District’s Biennial Election with the County’s November 8, 2022, Consolidated General Election expansion and aeration upgrade projects.

Board Comment: None

Public Comment: None

Motion by: Director Kalvans

Second by: Director Palafox

Motion: Approve Resolution 2022-28

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X
C. Lara					X

3/0/2

Video part 0 Time: 0

7. **Fire Department Code Enforcement Violation**

Recommendation: Approve correctional measures to resolve the Code Enforcement Notice of Violation by RESOLUTION 2022-31 for the existing conditions that exist at the San Miguel Fire Station

Board Comment:

Director Kalvans asked about the history of the construction and discussion ensued about Directors responsibility at the time of the construction to house the CSD.

Director Gregory discussed the time line for each option, Assistant Fire Chief Scott Young discussed timeline. Discussion ensued on what the best way to move forward would be.

Director Kalvans asked questions about staffing and office space. Discussion ensued

Discussion on the Resolution cost of \$46,500.00 to be funded by the funds: 30 Lighting, 40 Wastewater, 50 Water, and 60 Solid Waste.

Public Comment:

Ashley Sangster spoke about holding staff accountable.

Owen Davis spoke that he agreed with Mr. Sangster, and accountability for the cost

Motion by: Director Kalvans

Second by: Director Palafox

Motion: Approve Resolution 2022-31, option #1 (see staff report)

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
H. Palafox	X				
R. Gregory	X				
W. Roney					X
C. Lara					X

3/0/2

8. **Continued discussion on the Fire Department Temporary Housing unit**

Video part 0 Time: 0

Board Comment: None**Public Comment:** None*Discussion item only*9. **Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project**

Video part 0 Time: 0

Board Comment: None**Public Comment:** None*Discussion item only***XII. Board Comment:**

Video part 0 Time: 0

Director Kalvans spoke about the CSDA Leadership conference that he attended, and voiced that they are having another one this year in September, and that the other Board Members should try and attend.

XIII. ADJOURNMENT

9:13 P.M.



BOARD OF DIRECTORS

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

SPECIAL MEETING MINUTES

6:30 P.M. Closed Session 7:00 P.M. Opened Session
SMCSD Boardroom 06-23-2022

I.	Call to Order:	6:30 PM	Video part 1/ Time: 0																																				
II.	Roll Call:	<i>Gregory, Roney, Palafox, Kalvans (arrived @6:48 PM)</i>	ABSENT: <i>Lara</i>																																				
III.	Approval of Regular Meeting Agenda:																																						
	Motion by:	Director Roney																																					
	Second by:	Director Palafox																																					
	Motion:	Voice Vote																																					
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Board Members	Ayes	Noes	Abstain	Recuse	Absent																																		
R. Gregory	X																																						
A. Kalvans					X																																		
H. Palafox	X																																						
W. Roney	X																																						
C. Lara					X																																		
	Public Comment for items on closed session agenda	None																																					
IV.	ADJOURN TO CLOSED SESSION: 6:31 PM		Video part 2/ Time: 0.15																																				
	A. CLOSED SESSION AGENDA:																																						
	1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1																																						
	3. PUBLIC EMPLOYMENT Title: General Manager; Public Employment Section GC 54957:5																																						
V.	Call to Order for Regular Board Meeting/Pledge of Allegiance: Kalvans		Video part 3/ Time: 0.15																																				
VI.	Report out of Closed Session Approximately 7:00 PM																																						
	Time:	7:05 PM																																					
	1. Report out of closed session by District General Counsel (WhiteBrenner, LLP) Direction was given to staff.																																						
VII.	Public Comment and Communications for items not on the Agenda:		Video part 3/ Time: 2:18																																				
	Owen Davis spoke on the water/sewer rate increase, cutting spending, and that employees should not use company vehicles, fuel cost																																						

President Gregory voiced that the District received one written comment or communication for item not on the agenda, from an unknown source. It has been provided to all the Board Members and will be maintained on file with the District with tonight's meeting information.

President Gregory then asked if anyone in attendance wished to make any public comment on non-agenda items.
None

VIII. Special Presentations/Public Hearings/Other:

Video part 2/ Time: 4:38

1. PUBLIC HEARING: Proposition 218—Public Hearing on Proposed Increase to Trash Collection and Disposal Service Charges by San Miguel Garbage Company and approve RESOLUTION 2022-33.

Director Of Utilitites Kelly Dodds Presented

Director Gregory asked Board of Directors if they had any questions or needed clariffication from staff or representative from San Miguel Garbage

Director Gregory opened Public Hearing

Public Comment: None

Director Gregory Closed Public Hearing

Board Comment:

Director Kalvans voiced that South County had approved an increase of 30%, and wanted to thank San Miguel Garbage for keeping their increase to 8.59%.

Protest: None

Director Gregory asked the Board Clerk for the raw count of any protest for the proposed rate increase.

Board Clerk Tamara Parent, voiced that the District has not received any protests for the proposed rate increase.

Motion by: Director Roney

Second by: Director Kalvans

Motion: Approve resolution 2022-33 granting an 8.59% rate increase to trash collection and disposal services charges by SMG with increase effective July 1,2022

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney	X				
H. Palafox	X				
R. Gregory	X				
C. Lara					X

Director Gregory declared:

1. *I find that the revenues derived from the garbage rates do not exceed the cost of providing the property-related service*
2. *I find that the revenues to be derived from the fee are not used for any other purpose*
3. *I find that the rate increase does not exceed the proportional cost of this property-related service*
4. *I find that the charges are directly tied to the property-related service being used or immediately available to the property subject to the fee charge: and*
5. *I find that the service is not available to the public in substantially the same manner as it is to property owners*

Video part 2/ Time: 11:27

2. PUBLIC HEARING: Consider approving RESOLUTION 2022-32 confirming the 2022 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.

Fire Chief Rob Roberson presented

Director Gregory asked Board of Directors if they had any questions or needed clarification from staff

Director Gregory Opened Public Hearing

Public Comment: None

Director Gregory Closed Public Hearing

Board Comment: None

Protest: None

Motion by: Director Palafox

Second by: Director Kalvans

Motion: Approve resolution 2022-32 confirming the 2022 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney	X				
H. Palafox	X				
R. Gregory	X				
C. Lara					X

IX.

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

Non-District Reports:

San Luis Obispo County:

San Luis Obispo County Sheriff gave verbal report for May call statistics.

Video part 2 Time: 16:08

Board Comment:

Director Kalvans asked if the Sheriff Department still wants citizens to "see something, say something"; Sheriff agree

Director Klavans asked about type of crimes in the San Miguel area, compared to other areas in the County.

Discussion ensued

Public Comment:

None

2. **Camp Roberts—Army National Guard** No Report

Video part 2 Time: 22:42

Ms. Baird PIO, informed the Board that they will start training on July 7th, information of fourth of July event, no control burns scheduled, and gave her number for more information 805-610-6742

Board Comment: None

Public Comment: None

3. **Community Service Organizations:**

Video part 2 Time: 25:50

Firefighter Association President Scott Young gave verbal report on participation with the June 7th, and flags are up for the July 4th celebration, cleaning of the old fire station with the help of Paso Army Recruiter.

Board Comment: None

Public Comment: None

4. District Staff & Committee Reports:

Interim General Manager :

Video part 2 Time: 27:29

Rob Roberson gave verbal report on Covid, Billing Clerk Kindsay Valencia was hired in June, information on filling pools, Auditor Update, Investment policy update, Strategic Planning update, and that 2 Board seats are up for election in November.

Board Comment:

None

Public Comment:

Owen Davis asked about new Account Clerk.

5. District General Counsel:

Video part 3 Time: 6:17

Counsel Dervin had nothing to report

Board Comment: None

Public Comment: None

6. Director of Utilities: Report Attached

Video part 3 Time: 6:27

Director pf Utilities Kelly Dodds informed the Board that a Community Clean-up day (sponsored by a grant from CalTrans) will be on June 25th from 7AM-12 Noon, and that the last generator has shipped.

Board Comment:

Director Kalvans asked about the street light on 11th & 12th Street and if it was a private, correct that it is a private Streetlight, and if there has been any interest in the Clean-up from the residents.

Director Gregory explained that there was a mattress dropped on Cross Canyon.

Public Comment: None

7. Fire Chief: Report Attached

Video part 3 time: 10:21

Report is submitted as written. 4th of July there will be full coverage

Board Comment: None

Public Comments for all reports: None

X. Consent Calendar:

Video part 3 Time: 11:00

1. Approval of RESOLUTION 2022-34 approving a rate increase from \$5.38 per HCF to \$5.55 per HCF for construction hydrant meter usage to be effective July 16th, 2022

2. Approval RESOLUTION 2022-35 adopting the 2nd amendment and restated Integrated Waste Management Authority (IWMA) JPA and MOA with Special Districts, and authorize the General Manager to sign the Amendment to the MOA

Board Comment: None

Public Comment: *Owen Davis was given a copy of the staff report for Item X-2*

Motion by: Director Palafox

Second by: Director Gregory

Motion: Approve Consent Calendar

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney	X				
H. Palafox	X				
R. Gregory	X				
C. Lara					X

4/0/1

XI. Board Action Items:

Video part 3 Time: 12:36

1. Review, Discuss and Receive the Enumeration of Financial Reports for May 2022

Board Comment: None

Public Comment: None (*Owen Davis asked about Consent Item X-2*)

Motion by: Director Kalvans

Second by: Director Palafox

Motion: Receive and file Financial Reports for May 2022

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney	X				
H. Palafox	X				
R. Gregory	X				
C. Lara					X

4/0/1

Video part 3 Time: 15:59

2. Discuss and approve RESOLUTION 2022-37 authorizing a contract with Bartle Wells Associates for a Utility Rate Study and appropriate funding from fund 30, 40, 50, and 60 Capital Reserves

Recommendation: Approve RESOLUTION 2022-37 authorizing the General Manager or Director of Utilities to contract with Bartle Wells Associates to prepare a Utility Rate Study analysis and to appropriate funding for the rate study project from Capital Reserves.

Board Comment:

Director Kalvans voiced that he is looking forward to reviewing all the information, he feels that Bartle Wells Assoc. understand Small Districts, and discussion ensued about looking at different methodologies and structures.

Director Palafox asked what the cost was five years ago. Discussion on cost ensued

Director Roney voiced that he liked that the proposal had workshops with communities involvement

Public Comment:

Owen Davis asked about community involvement, and that Director Kalvans has spent more than the aloted time for board comment, he would like to have board comment be 5 minutes per Director.

Director of Utilities Kelly Dodds voiced that public is always encouraged to attend all public meetings and to make call Board Clerk to make an appointment. Discussion ensued.

Motion by: Director Roney

Second by: Director Palafox

Motion: Approve RESOLUTION 2022-37 authorizing the General Manager or Director of Utilities to contract with Bartle Wells Associates to prepare a utility Rate Study analysis and to appropriate funding for the rate study project from capital reserves.

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney	X				
H. Palafox	X				
R. Gregory	X				
C. Lara					X

4/0/1

Video part 4 Time: 2:30

3. Consider approving RESOLUTION 2022-36 authorizing the Interim General Manager or Director of Utilities to execute a Purchase and Sale Agreement in the amount of \$100,000 for the sale of District property (Assessor parcel number 021-261-019) to Colin Weyrick.

Recommendation: Approve RESOLUTION 2022-36 authorizing the Interim General Manager or Director of Utilities to execute a Purchase and Sale Agreement in the amount of \$100,000 for the sale of District property (Assessor parcel number 021-261-019) to Colin Weyrick.

Board Comment:

Director Gregory asked if it was a "cash" offer, yes.

Director Gregory asked about the other offer, discussion on offer ensued.

Director Kalvans asked about the funds, indication about time frame for development, and what the District paid for acquiring the property. Discussion ensued about adding a line-item to financials

Public Comment: None

Motion by: Director Roney

Second by: Director Palafox

Motion: Approve Resolution 2022-36

Board Members	Ayes	Noes	Abstain	Recuse	Absent
A. Kalvans	X				
W. Roney	X				
H. Palafox	X				
R. Gregory	X				
C. Lara					X

4/0/1

Video part 4 Time: 13:09

4. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project

Director of Utilities updated the Board on the flow and status of the Machado WWTF

Board Comment: None

Public Comment: None

Discussion Item Only

XII. BOARD COMMENT: Video part 0 Time: 0

Director Kalvans reminded the Board of Directors to apply for Scholarship form SDLF for the CSDA's Special District Leadership Academy (SDLA) in September, and discussed having a policy regarding Delinquent Tax Property within the District.

Director Gregory asked about the Board time limit, Counsel Dervin explained that portion of the Board Handbook. Discussion ensued.

XIII. ADJOURNMENT TO NEXT REGULAR MEETING 8:25 PM



BOARD OF DIRECTORS

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

SPECIAL MEETING MINUTES- Closed Session Only 7:00 P.M. Opened Session SMCSD Boardroom 7-7-2022

I.	Call to Order:	7:12 PM																																				
II.	Pledge of Allegiance:	<i>Roney</i>																																				
III.	Roll Call:	<i>Roney, Palafox, Gregory Kalvans-Zoom ABSENT: Lara</i>																																				
IV.	Approval of Regular Meeting Agenda:																																					
	Motion by:	Director Roney																																				
	Second by:	Director Palafox																																				
	Motion:	Voice Vote																																				
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Board Members	Ayes	Noes	Abstain	Recuse	Absent																																	
R. Gregory	X																																					
A. Kalvans	X																																					
H. Palafox	X																																					
W. Roney	X																																					
C. Lara					X																																	
	Public Comment for items on closed session agenda:																																					
	Owen Davis asked what this meeting was about. Agenda item given.																																					
V.	ADJOURN TO CLOSED SESSION: 7:15 PM																																					
	1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION																																					
	Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1																																					
	2. PUBLIC EMPLOYMENT																																					
	Title: General Manager; Public Employee Appointment Section GC 54957:5																																					
	<i>Director Roney had to leave at 8:40 PM</i>																																					
VI.	Report out of Closed Session Approximately: 8:40 PM	Nothing to Report																																				
VII.	Public Comment and Communications for items not on the Agenda:	None																																				
VIII.	Special Presentations/Public Hearings/Other:	None																																				
IX.	Staff & Committee Reports – Receive & File:	None																																				
X.	Consent Calendar:	None																																				

XI.	Board Action Items:	None
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XII.	BOARD COMMENT:	None
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XIII.	ADJOURNMENT TO NEXT REGULAR MEETING	8:40 PM
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San Miguel Community Services District

Board of Directors Staff Report

August 25th, 2022

AGENDA ITEM: X-2

SUBJECT: Approve Resolution 2022-42 approving participation in the Desalination Executable Solution and Logistics (DESAL) Plan.

RECOMMENDATION:

Approve RESOLUTION 2022-42 approving participation in the DESAL plan and authorizing the General Manager or their designee to act on behalf of the District.

In November, at the Regular Board Meeting the Board discussed the possibility of being included in the initial feasibility studies for a regional desalination plan within the County of San Luis Obispo.

At that meeting the Board indicated that they were in favor of being included in the feasibility phase.

Subsequently to that, additional meetings were held with the Countywide Water Action Team to gather more information regarding cost share and responsibilities.

This is a long-term project that will likely take 10-years to complete the planning and 30-years to complete construction and realize any benefits.

Participating in the DESAL plan does not commit the District to continuing with the future phases of the plan if the District determines that it is no longer beneficial to the District to continue with the plan.

However, choosing to not participate now will mean that the District will not be able to participate in the future, if the project is determined to be an asset to the District.

FISCAL IMPACT

Participation in the DESAL plan will be funded by the County of SLO, and there will not be any cost to the District for the initial phases of the plan, except for staff time to participate in the discussions or minor Engineering or Legal time to prepare information for the study.

PREPARED BY: Kelly Dodds Director of Utilities



RESOLUTION NO. 2022-42

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING PARTICIPATION IN THE DESALINATION EXECUTABLE SOLUTION AND LOGISTICS (DESAL) PLAN

WHEREAS, the future reliability of existing water supplies and infrastructure that depend on rainfall, such as groundwater and surface water reservoirs and streams, is uncertain due to changing hydrologic patterns, land use, environmental regulations, population growth and aging infrastructure; and

WHEREAS, adequate water for the people, economy and environment in San Luis Obispo County is needed in perpetuity; and

WHEREAS, conflicts surrounding use of the limited existing water supplies are increasing, including limitations on groundwater use and transfers, limitations on surface water diversion and State policies that lead to water system consolidation mandates; and

WHEREAS, water use efficiency practices, low impact development, stormwater capture and recycled water have been implemented to help extend the limited water supplies but are not enough to overcome long term shortages or be relied upon to sustainably meet future additional needs and maintain a reasonable quality of life; and

WHEREAS, despite conservation efforts which have reduced per capita consumption from 231 gallons per day to 146 gallons per day over the last 25 years¹, due to our county's isolated location and dependence on rainfall, the region remains highly vulnerable to water shortages; and

WHEREAS, water management entities are better positioned to develop and utilize water supply projects that will reduce dependence on groundwater and surface water and can thereby relieve competition with individual well owners and the environment for those water supplies; and

WHEREAS, due to proximity to the ocean, and future water supply quantity, quality and reliability

¹ <https://www.ppic.org/publication/water-use-in-california/>

needs, the 2019 San Luis Obispo County Integrated Regional Water Management Plan and 2012 Countywide Master Water Report identify desalination as a water resource management strategy to pursue; and

WHEREAS, while desalination can provide a local, reliable, and sustainable water supply for decades to come, desalination projects take a long time to plan for, permit and construct; and

WHEREAS, the San Luis Obispo County Flood Control and Water Conservation District intends to develop the DESAL Plan over the next several years via a public process that, when complete, will ultimately contain balanced recommendations related to responsibly advancing the implementation of a regional desalination project that will benefit the people, economy and environment in San Luis Obispo County.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the San Miguel Community Services District Board of Directors, that;

1. The San Miguel Community Services District wishes to be included in the development of the DESAL Plan and to be evaluated as a potential partner in such a regional desalination project in the future in order to inform our decision makers and constituents.
2. The General Manager, or designee, of the San Miguel Community Service District is hereby authorized and directed to participate in the development of the DESAL Plan, and to bring forward related recommendations.

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 25th day of August 2022

Raynette Gregory, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, General Manager

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

August 25th 2022

AGENDA ITEM: X-3

SUBJECT: Discuss and authorize the Director of Utilities to release a Request for Qualifications/ Proposal for Water and Wastewater Masterplan Update.

RECOMMENDATION:

Thru consensus, authorize the Director of Utilities to release an Request for Qualifications/ Proposal for Water and Wastewater Masterplan Update

The current Water and Wastewater Masterplan was updated in 2020 by Monsoon Consultants, normally Masterplans are revised in 3 or 5-year cycles depending on development and progress on improvements. In 2020 the Masterplan was updated to reflect additional information and projections regarding Water and Wastewater demands and growth within the community.

This update will build upon the last update and provide additional framework to prioritize projects, improvements, and replacements. This update will also provide additional cost related information that will be used by our Rate Study Consultant (Bartle Wells Associates) to help correlate any rate revisions with the proposed cost.

Having an up-to-date Masterplan also assists the district in applying for Grant Funds, by identifying the need and estimated cost for projects in advance.

If approved for release, this RFP will be due August 31st, 2022, and will be scheduled for Board review at the Regular Board meeting in September.

FISCAL IMPACT

If authorized there will be minimal cost in advertising for qualified persons or firms for Water and Wastewater Masterplan Update.

PREPARED BY: Kelly Dodds, Director of Utilities

Attachment: Masterplan Update RFP



REQUEST FOR QUALIFICATIONS/ PROPOSALS

SAN MIGUEL COMMUNITY SERVICES DISTRICT WATER AND SEWER MASTER PLANS UPDATE

Issue Date:
August 25th, 2022

Proposal Due Date and Time:
Friday, September 23rd, 2022 12:00 pm (Pacific time)

Mailing Address:
PO BOX 180
San Miguel CA 93451

Delivery Address:
1150 Mission Street
San Miguel CA 93451

Contact:
Kelly Dodds, Director of Utilities Kelly.dodds@sanmiguelcsd.org
phone: 805-467-3388 / fax: 805-467-9212

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD WATER AND SEWER MASTER PLAN UPDATE**

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SAN MIGUEL COMMUNITY SERVICES DISTRICT
WATER AND SEWER MASTER PLANS UPDATE**

The San Miguel Community Services District (District) has prepared this Request for Qualifications/Proposals (RFQ/P) for engineering services for the update of the District's Water and Sewer Master Plans for the community of San Miguel, San Luis Obispo County, California.

Proposal Due Date: September 23rd, 2022, 12 p.m. local time. Any proposals received after this date/time will be returned to the proposer un-opened. It shall be the proposers' responsibility to verify and confirm receipt of the proposals by the specified due date and time.

Proposal Delivery Location: 1150 Mission Street, San Miguel, CA 93451 or via USPS at PO Box 180, San Miguel, CA 93451. To safeguard against pre-mature opening, all proposals shall be in sealed envelopes/containers, with a label containing proposal title, proposer's name, and proposal due date and time.

Number of Copies of Proposal to be Provided: 2 hard copies, one thumb drive. The thumb drive shall include a complete copy of the Proposal, EXCLUDING PROPOSED FEES.

Contact: Kelly Dodds, Director of Utilities, San Miguel Community Services District, kelly.dodds@sanmiguelcsd.org, (805) 467-3388 for details and information regarding this RFQ/P and proposal requirements. Firms must notify Kelly Dodds via email of their intent to propose in order to receive any addenda or response to questions.

BACKGROUND

San Miguel is an unincorporated community in San Luis Obispo County, with approximately 2,820 residents. San Miguel is located approximately 7 miles north of the City of Paso Robles. The San Miguel Community Services District was formed in 2000 combining the San Miguel Fire District, County Service Area 1, San Miguel Sanitary District, and San Miguel Lighting Districts. The District currently provides fire services, street lighting and landscaping, wastewater collection and treatment, potable water production and distribution, and solid waste services. The District is Governed by a Board of five Directors and has a General Manager, Director of Utilities, six admin and Utilities Personnel, a Fire Chief, Assistant Fire Chief and up to 20 paid on-call firefighters. The majority of operating funds for the District come from user fees and

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD WATER AND SEWER MASTER PLAN UPDATE

property tax.

The San Miguel Community Services District (SMCSD) completed a Water and Wastewater Master Plan Update in 2020. Since the completion of this plan, there have been some changes in the water and sewer system and more information is known about upcoming developments, necessitating this Master Plan Update. Additionally, the Master Plan Update should include a layout of facility needs to serve future developments and costs for use in the ongoing rate study and connection fee update. Much of the 2020 Master Plan analysis and projection methodology is still relevant and should be used as a basis for the update to streamline the consultant's efforts.

INFORMATION AVAILABLE

Consultants are encouraged to review current available project-related information electronically; such documents will be made available by download using the District's file sharing service. Contact Kelly Dodds for a download link. The following documents are available for review electronically:

- 2020 Water & Wastewater Master Plan Update
- EPANET hydraulic model files
- Sewer system CAD files
- Water and Sewer GIS data

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INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email to the Director of Utilities, Kelly Dodds kelly.dodds@sanmiguelcsd.org. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than Friday, September 16th, 2022 (close of business) in order to receive responses from the District.** Inquiries received after this deadline may not be responded to.

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFQ/P, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFQ/P. Consultants shall acknowledge receipt of addenda in the proposal cover letter.

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PROPOSAL REQUIREMENTS

Submit One Proposal. Prime consultants shall be limited to only one proposal/project team for the Project. Subconsultants, however, may be included in multiple proposals with various prime consultants.

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals. Proposals may be withdrawn by a signed written request submitted to the District at any time prior to 5 p.m. of the due date of the proposal.

Project Manager. The Project Manager shall be the same person named as Project Manager in the Proposal and shall be dedicated to this Project as appropriate to execute the project in a timely and effective manner. Should the designated Project Manager not be able to fulfill this commitment during the course of the Project, the Consultant shall notify the District within 10 working days of proposed personnel change and shall submit the qualifications of the new proposed Project Manager, subject to approval by the District.

Agreement. Consultants shall review the District's Standard Agreement, liability, and insurance requirements, included as **Attachment A** to this RFQ/P. Each individual firm submitting a proposal shall meet all the terms and conditions contained in the Agreement, and/or shall submit proposed exceptions to the Agreement in the Consultant's proposal. The District is willing to negotiate such requirements with candidates; however, the Proposer shall bear in mind that should a funding agency used by the District require specific terms and conditions not included in District's Agreement, Consultant shall abide by all funding agency requirements without exception. This Agreement and RFQ/P is for the design services and optional services for assistance during bidding and engineering support during construction.

Agreement Execution. The selected consultant shall execute the written contract included in Attachment A, with the District within 10 working days after notice of award has been granted by the District. Failure to accept and execute said Agreement will cancel the notice of award, and the District will continue negotiations with the next highest ranked firm.

Proof of Insurance. The District will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensations, and errors and omissions insurance. The contract will contain provisions requiring the selected firm to indemnify the District and provide that the District Engineer is an independent contractor serving at the will of the District. Other required provisions will include the District's right to terminate the agreement, at its sole discretion, upon the provision of notice. Consultant shall provide proof of insurance in the form, coverages, and amounts

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specified in the Agreement within 7 working days following notice of contract award. Such insurance proof shall be a pre-condition of contract execution.

General Conditions.

- Preference will be given to Firms with offices within 120 miles of the District, Proposer shall indicate where the office that would service this contract is located.
- The District shall not be liable for any pre-contractual expenses incurred by any proposer, nor shall any firm include such expenses as part to the proposed cost. Pre-contractual expenses include any expense incurred by a proposal and negotiation of any terms with the District.
- The District reserves the right to withdraw this RFP at any time without prior notice and to reject any all proposals submitted without indicating any reasons. Any award of contract for services shall be made to the firm best qualified and responsive in the opinion of the District.
- Proposals may, at the District's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind.
- The District reserves the right to reject any and all proposals. The District expressly reserves the right to postpone submittal opening for its convenience and to reject any and all submittals responding to this RFP.
- Proposal will NOT be opened publicly.
- The selected firm must agree to indemnify and hold harmless the District, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the District which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- The selected firm will be required to comply with all existing State and Federal labor laws including the applicable to equal opportunity employment provisions.
- The District reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected firm.
- All responses to this RFP shall become the property of the District and will be retained or disposed of accordingly.
- No amendments, additions or alternates shall be accepted after the submission date and time.
- All documents, records, designs, and specifications developed by the selected firm in the course of providing services for the District shall be the property of the District.
- Anything considered to be proprietary in the proposal should be so designated by the firm.
- Acceptance by the District of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.

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- The District reserves the right to issue a written notice to all participating firms of any change in the proposal requirements or submission schedule should the District determine, in its sole discretion, that such changes are necessary.
- All services provided by the firm shall be in accordance with State, Federal, County, and District's standards.
- The selected firm must comply with Government Code section 8355 in matters relating to providing a drug-free workplace.
- The Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. seq., are the governing factors regarding allowable elements of cost.
- The final Agreement between the District and the firm will include the administrative requirements set forth in 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments.

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PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the format specified in this section. Proposals that do not follow this format will be subject to rejection by the District. Provide proposals in the following format:

- **Provide your proposed fees in a separate sealed envelope, clearly marked with the proposer's company name and address, and labeled "Proposed Fees for SMCSD Water and Sewer Master Plan Update". Prime consultant fees shall be broken down by manhours per task, in accordance with the labor classifications and rates specified, and per Section 4 of the Proposal.**
- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the proposal to the District.
- **Table of Contents.**
- **Section 1. Project Understanding and Approach.** Provide your team's understanding and approach to the overall project. Discuss issues and concerns and express your ideas and methodology on how best to approach and execute the project. Include your approach to project management, teamwork, communications, quality assurance/control, and cost and schedule controls. Describe your team's experience with various funding agencies for similar type projects.
- **Section 2. Project Team/Qualifications.** Provide an organization chart showing design team, organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed Project Manager and corresponding qualifications. The proposed Project Manager must be a California licensed Professional Engineer. Include all subconsultants as part of the proposed team and describe your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A. Team member references shall be included in Appendix B. Provide a minimum of three references, two of which must be for the proposed Project Manager. State the contact/agency name, brief title/description of project, contact telephone number.
- **Section 3. Relevant Project Experience.** Provide your team's relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include projects of similar nature, magnitude, and complexity to this project. Provide the year(s) the Work was performed and identify key team members and their roles on the project.

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Projects listed should be specifically relevant to key aspects of the Water and Sewer Master Plan Update.

- **Section 4. Scope of Services.** Provide a detailed scope of services for the project. Embellish on the scope outline in this RFP. Include a subsection in this Section 4 specifically to present any exceptions to the Agreement for Services.
- **Section 5. Conflicts of Interest.** Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal.
- **Section 6. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, including mandatory compliance schedules, those schedule items for District and agency review, and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule. The proposal and project award schedule follows:

Item	Date
Proposal Due	9/23/2022, 12 p.m. local time
District Review of Proposals	9/26/2022 through 10/7/2022
Interviews (if desired by the District)	TBD
District Recommendation of Selected Firm/Staff Report	10/20/2022
Consultant Notice of Contract Award/Begin Contract Negotiations	10/28/2022

- Appendix A. Team Member Resumes
- Appendix B. References
- Appendix C. Billing Rates
- **Manpower Estimate/Fees. IN A SEPARATE SEALED ENVELOPE,** provide a manpower estimate, broken down by hours and task, demonstrating your

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD WATER AND SEWER MASTER PLAN UPDATE

understanding of the scope of work and level of effort required to accomplish all tasks. Provide proposed consultant fees, using the same hourly rates proposed in Consultant's billing rate schedule. Provide the standard billing rate sheets for the prime consultant and each subconsultant and include such billing rate sheets in Appendix C. **DO NOT PROVIDE THIS MANPOWER ESTIMATE/FEE AS PART OF THE PROPOSAL, AND DO NOT PROVIDE PROPOSED FEES ON THE THUMB DRIVE. THE PROPOSED FEES SHALL BE SEALED IN A SEPARATE ENVELOPE, CLEARLY MARKED SUCH, AND ENCLOSED WITHIN THE ENVELOPE FOR THE HARD COPIES OF THE PROPOSALS.**

Proposal Length. The District has no required proposal length; however, the District requests Proposers to be concise and to only include information germane to the Proposal.

Other Requirements. The hard copies of proposals shall be bound. **Minimum font size for text shall be 11 point, except for headers, footers, footnotes, etc.**

PROPOSAL RANKING CRITERIA

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative "point" values are as follows:

- Project Understanding and Approach, 40 points
- Team qualifications, 20 points
- Project Schedule, 20 points
- Responsiveness to RFP, 15 points
- Local Presence, 5 points

All proposals will be ranked on these criteria, and a short-list of a maximum of three firms will be chosen. If interviews are warranted, the District will select the interview times at random, and will notify each team as to their respective time slots for interviews. The interviews will consist of a half-hour presentation by the project team, followed by a one-hour question and answer period. The top candidates may be interviewed, and the top firm selected based on the outcome of the respective proposals and interviews. The top-ranked firm will then enter contractual and fee negotiations with the District and should the District and top-ranked firm not satisfactorily negotiate the agreement, the second-ranked firm will enter negotiations, and so forth.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD WATER AND SEWER MASTER PLAN UPDATE

OVERVIEW OF SCOPE OF SERVICES

Consultants shall prepare a scope of services to provide engineering services for the master plans update. Scope should focus on reviewing and updating the data in the 2020 Master Plans. The scope of services shall include services for the following:

1. **Progress Meetings and Coordination.** The Consultants project manager and project engineer shall attend a project kick-off meeting and progress meetings during the course of the project. The Consultant shall provide project oversight and coordination as necessary for successful completion of the contract engineering services.
2. **Research and Data Collection.** Consultant shall collect, review, and analyze all available plans, reports, and records (including the 2020 Water and Wastewater Master Plan Update) regarding the project as necessary to successfully complete the engineering services for the project.
3. **Update Water Demand and Sewer Flow Projections.** Consultant shall evaluate water consumption, production, and wastewater flow data to establish current water demand and sewer flows. Analyze existing demand by land use type. Consultant shall review existing land use data and discuss land use forecasts with the District's service area. District staff will identify potential development projects for the Consultant to review. Consultant shall evaluate historic population growth, redevelopment potential, infill potential, accessory dwelling unit (ADU) capacity, and current land use planning, and develop water and sewer flow projections for the 20-year planning period in 5-year increments. Projects may include population and forecasts for the number of new service connections.

Develop peaking factors/ratios based on historic production data, WWTP flow data, reference literature, and review of other municipalities similar to the District. Develop water maximum day and peak hour demand factors. Develop sewer design factors for average and peak dry and wet flow conditions and include allowances for infiltration and inflow into the system.

Consultant shall provide brief technical memo summarizing water and sewer projections, including spatial allocation, land use forecast, and proposed peaking factors for review and approval prior to implementation.

4. **Establish Evaluation Criteria.** Consultant shall develop evaluation criteria for the water system and sewer collection system. Criteria may include minimum and maximum pressure, pipeline velocity, storage requirements, maximum sewer depth over diameter, and other design criteria. Criteria will be developed based

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD WATER AND SEWER MASTER PLAN UPDATE

on the Districts standards, current regulations, and accepted engineering practices.

5. **Production, Pumping, and Storage Analysis.** The consultant shall evaluate the capacity of existing water system production and booster pumping facilities against current and future demands. Identify production and pumping deficiencies and recommendations to improve deficiencies. Also, the consultant shall determine the necessary water system storage volume for the system under current and project demands and compare to the current storage volume. Develop recommendations to improve storage deficiencies.

The Consultant shall evaluate the current collection system lift station capacity against current and projected flows. Identify pumping deficiencies and provide recommendations.

6. **Prepare Water System Model and Perform Hydraulic Analysis.** The Consultant shall update and calibrate the existing computer hydraulic model of the District's water system and use this tool to evaluate the hydraulic adequacy of the water system under current and projected demand. The District has an EPANET and GIS files of the water distribution system that may be used in the update of the computer hydraulic model. Consultant shall allocate existing and future demand, and establish all criteria required to successfully perform hydraulic analysis of the water distribution system. Calibrate the hydraulic model using District provided data.

Consultant shall first model existing demand and determine existing pressure and pipeline velocity for average day, maximum day, and peak hour demand. Also, the consultant shall determine the available fire flow under existing maximum day demand with a minimum residual pressure of 20 psi. Determine areas within the system that do not meet pressure, velocity, and fire flow requirements. Develop mitigation for each hydraulic deficiency. If there are multiple options for mitigation, recommend the most suitable alternative.

Then Consultant shall model projected future flows, and reevaluate system pressure, velocity, and fire flow. Consultant shall include extensions of the existing water system as needed to serve future development. Consultant shall identify locations in the water distribution system that have capacity constraints and develop mitigation for each hydraulic deficiency. If there are multiple options for mitigation, recommend the most suitable alternative.

The Consultant shall provide the data files of the hydraulic model to the District. The modeling software should be the latest version of either WaterGEMS or

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD WATER AND SEWER MASTER PLAN UPDATE

InfoWater. Please describe your proposed software intended for use on this project including the reasons for the proposed software selection.

7. **Prepare Sewer System Model and Perform Hydraulic Analysis.** The Consultant shall develop and calibrate a computer hydraulic model of the District's sewer system and use this tool to evaluate the hydraulic adequacy of the sewer system under current and projected flow conditions. The District has CAD and GIS files of the sewer collection system that may be used in the development of the computer hydraulic model. Consultant shall allocate existing and future flows, and establish all criteria required to successfully perform hydraulic analysis of the sewer collection system and calibrate hydraulic model.

Consultant shall first model existing flows and determine existing depth of flow and velocity for average dry and wet weather flows, as well as peak dry and wet weather flows for all pipes. Also, determine existing remaining capacity or capacity exceedance for all sewer pipes for these flow conditions. Identify locations in the sewer collection system that have capacity constraints under existing peak dry and peak wet weather flows. Develop mitigation for each hydraulic deficiency. If there are multiple options for mitigation, recommend the most suitable alternative.

Then Consultant shall model projected future flows and determine depth of flow and velocity for average dry and wet weather flows, as well as peak dry and wet weather flows for all pipes. Consultant shall include extensions of the existing collection system as needed to serve future development. Consultant shall also determine remaining capacity or capacity exceedance for all sewer pipes for these flow conditions. Identify locations in the sewer collection system that have capacity constraints under existing peak dry and peak wet weather flows. Develop mitigation for each hydraulic deficiency. If there are multiple options for mitigation, recommend the most suitable alternative.

The Consultant shall provide the data files of the hydraulic model to the District. The modeling software should be the latest version of either SewerGEMS or InfoSewer. Please describe your proposed software intended for use on this project including the reasons for the proposed software selection.

8. **Develop Comprehensive Capital Project List.** The Consultant shall develop a comprehensive list of capital projects that address capacity, reliability, future development, and condition related deficiencies under existing and projected demands and flows. The program list shall be designed to enable the District's water distribution and sewer collection systems to accommodate the projected growth for short, intermediate, and long-term planning (5 years, 10 years, and 20 years). Establish criteria for determining the prioritization of the identified

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD WATER AND SEWER MASTER PLAN UPDATE

projects. Consultant shall prioritize projects as short term (1-5 years), intermediate term (5-10 years), and long term (10-20 years) projects.

Develop planning-level unit cost figures and estimate costs for all projects. The prioritized projects and costs will feed into the District's overall Capital Improvement Program and annual budgeting process. The costs for the short-term projects should be developed for use in the District's upcoming rate study.

The prioritized projects and costs shall be summarized in tabular format. For each project summarize the location, need to the project, project schedule/timing, estimated construction cost, and other relevant information such as existing and proposed size, existing and proposed material, slope, design capacity, projected flow, etc. Indicate whether projects are needed to address existing capacity and performance issues, to support growth, or maintain system condition. Each project should also describe its needed CEQA coordination, including if a project is exempt or its CEQA requirements will be addressed at the time the project is completed.

9. **Prepare Draft and Final Master Plan Reports.** Consultant shall compile the information developed in the previous tasks and create a Water and Sewer Master Plan Report. Consultant shall submit a Draft and Final Draft Report to the District for review and comment. Consultant shall address District comments from Draft and Final Draft Reports and incorporate edits/corrections into subsequent submittals. The Consultant shall submit PDF and one hard copy of Draft and Final Draft Reports. Consultant shall submit the Word document, a PDF, and three hard copies of the Final Report incorporating Staff and Board Comments.
10. **Board Meeting and Presentation.** The Consultant shall develop a PowerPoint presentation that summarizes the development, conclusions, and recommendations of the Final Draft Master Plan Report. Consultant shall attend a Board meeting and provide a formal presentation of the Final Draft Report. Staff and Board comments shall be addressed and incorporated into the Final Report.
11. **Option Task: System Condition Assessment.** The Consultant shall perform a desktop condition assessment of water and sewer system pipelines and facilities considering condition information collected from the District, including Staff knowledge, age, material, and expected useful lifetimes based on literature and District experience. Prepare annual budgets for system replacement and renewal based on condition assessment for inclusion in the recommended capital project list. Supplement with District provided condition-based projects.

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD WATER AND SEWER MASTER PLAN UPDATE**

SUMMARY OF DELIVERABLES:

1. Draft Master Plan Report
2. Final Draft Master Plan Report
3. Board PowerPoint Presentation
4. Data Files for Hydraulic Models
5. Final Master Plan Report

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD WATER AND SEWER MASTER PLAN UPDATE**

ATTACHMENT A – SMCSD STANDARD AGREEMENT



San Miguel Community Services District

Board of Directors Staff Report

August 25, 2022

AGENDA ITEM: X-4

SUBJECT: Reapprove revised RESOLUTION 2022-31 to include language to clarify budget adjustments and transfers between the funds.

RECOMMENDATION: Reapprove Revised Resolution 2022-31 for clarification.

BACKGROUND:

Resolution 2022-31 was originally passed on May 26, 2022 to fund the corrective measures to resolve the Code Enforcement Notice of Violation, and after review the resolution needs to be revised to clarify budget adjustment and transfers between funds. Redline has been attached for your review.

PREPARED & APPROVED BY: *Rob Roberson*

Attachment:

1. Revised Resolution 2022-31 - REDLINE

RESOLUTION NO. 2022-31- REVISED

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING ASSISTANT
FIRE CHIEF TO PROCEED WITH CORRECTIVE MEASURES TO CLEAR THE
NOTICE OF VIOLATION RECEIVED BY THE COUNTY DEPARTMENT OF
BUILDING & PLANNING AND COUNTY OF SAN LUIS OBISPO CODE
ENFORCEMENT IN THE AMOUNT OF \$46,500.00.**

WHEREAS, San Miguel Community Services District (“District”) has the responsibility of providing emergency services to the community of San Miguel and maintain proper facilities and inter agency relationships to do so; and

WHEREAS, on February 23, 2022, the San Miguel Fire Department was served with a Notice of Violation from the San Luis Obispo Department & Planning citing unlawful construction alterations without obtaining necessary permits; and

WHEREAS, The San Miguel Fire Department / San Miguel Community Services District in order to remain in good standings with the County Agencies and the Community of San Miguel shall correct the Notice of Violation in a timely manner; and

WHEREAS, The Board of Directors wishes to provide a superior level of services to the community of San Miguel and adhere to all applicable codes and standards; and

WHEREAS, The Board of Directors authorizes the Assistant Fire Chief to proceed with Option #1, corrective measures necessary to clear the existing Notice of Violation; and

WHEREAS, The Board of Directors condemns the negligence of District leadership from 2004; and

WHEREAS, The Board of Directors is critical of the predecessor the San Miguel Fire Protection District for moving forward to create a Community Services District without a proper facilities plan; and

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

BE IT FURTHER RESOLVED, that the District Fiscal Year 2022-23 Budget be amended as follows:

- Expenditure budget Fund 20, Object Code 352 to be increased by \$46,500
- Revenue budget Fund 20, Account 46010 to be increased by \$46,500

Additionally transfers to be made as shown below:

- Fund 30, Account 10200 \$2,325 transfer to Fund 20 account 10200
- Fund 40, Account 10200 \$20,925 transfer to Fund 20 account 10200
- Fund 50, Account 10200 \$20,925 transfer to Fund 20 account 10200
- Fund 60, Account 10200 \$2,325 transfer to Fund 20 account 10200

Object Code Number 352 2021-2022 / 352-2022-2023 includes the requested amount of \$46,500.00 to be directed from funds 30 Lighting, 40 Wastewater, 50 Water, and 60 Solid Waste

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

AYES: Palafox, Kalvans, Gregory

NOES: 0

ABSENT: Lara, Roney

ABSTAINING: 0

the foregoing Resolution is hereby passed and adopted this ~~26th~~16th day of ~~May~~August 2022.

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Raynette Gregory, SMCS D Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



**San Miguel Community Services
District AGENDA ITEM: XI – 1
Financial Report**

July 28, 2022

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

JUNE 2022 Revenue: \$263,079.44 Sale Revenues, Property Taxes, and Franchise Fees.

JUNE 2022 Expenses: \$310,291.72

FIRE DEPT PROJECTS:

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

JUNE costs: \$0

Project costs to date: \$6,707.59 (34% spent)

Status: In Process

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

JUNE costs: Civil Engineer THU RFP design

Project costs to date: \$13,880.13 (5% spent)

Status: In Process

Fire Station Remodel-

JUNE costs: Storage Container, plans \$4,399.18

Project costs to date: \$7,944.52

Status: In Process

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

JUNE costs: Demo Plans \$260.00

Project costs to date: \$260.00 (0.5% spent)

Status: In Process

UTILITY DEPT PROJECTS:

Resolution 2021-06: Generator Project- \$230,000.00 CALOES Power Resiliency Grant

JUNE costs: Generator \$12,684.00

Grant use to date: \$197,363.42 (currently 86% of the Grant has been used)

Status: In Process

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

JUNE costs: Grant Coordination and Design \$4,690.00

Project costs to date: \$494,101.59

Status: In Process

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

JUNE costs: \$0

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

Status: In Process

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

JUNE costs: 0

Status: Started

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

JUNE costs: \$0.00

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

Status: In Process

Resolution 2022-03: Mission Gardens Lift Stations Generator- Budget: \$27,722.34

JUNE costs: Generator \$15,722.34

Project costs to date: \$23,722.34 (83% spent)

Status: In Process

C.S.D. PROJECTS:

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

JUNE costs: Laptop and Hardware \$3,088.54

Project costs to date: \$3,088.54 (15% spent)

Status: In Process

LEGAL SERVICES

JUNE Legal bills: None received

2021/22 LEGAL EXPENSES TO DATE:

BOARD MEETINGS:	\$ 33,621.54
CSD BOARD REQUESTS:	\$ 6,231.36
FIRE:	\$ 1,864.80
GENERAL CSD/ADMIN:	\$ 10,702.60
GENERAL HR AND HR CONTRACTS:	\$ 38,591.29
HR INVESTIGATION/ARBITRATION:	\$ 4,287.38
PUBLIC RECORDS REQUESTS:	\$ 3,134.86
RECALL:	\$ 15,878.78
SEWER:	\$ 14,896.00
SOLID WASTE:	\$ 6,139.10
STEINBECK:	\$ 48,060.03
WHITE OAK:	\$ 3,330.20
WATER:	\$ 4,471.50
	\$ 191,209.44

LEGAL BILLS TO DATE:

\$ 191,209.44

TOP 5 GENERAL OPERATING EXPENSES:

- Swift Tectonics \$10,830.00 – River/Bonita water valve replacement
- Tesco Controls \$8,625.00 – Well Sites retrofit fan, Well programming
- RS Communications \$7,557.63 – E8696 & 8651 Radio Replacements
- Shore-Tek \$7,340.62 – Gas Monitor Replacement
- Water Systems Consulting \$2,617.50 – Indian Valley Tract, Cemetery Rd Dev review

MONTHLY RECURRING EXPENSES:

CalPERS Employer	\$14,973.34
PG&E (Facilities & Lighting)	\$12,180.48
US Bank SMCSO Credit Cards	\$7,426.39
WEX Bank SMCSO District Vehicle Fuel	\$3,050.71

RECOMMENDATION:

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

PREPARED BY:

Michelle Hido

Financial Officer

REVIEWED BY:

Interim General Manager/Fire Chief

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Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8081 1	19702S 9338 06/03/22	650 13 STARS MEDIA NOI ADOPT MITIGATED NEG DECL	310.86 310.86			40 64000	393		10200
8082 1	19702S 9342 06/03/22	650 13 STARS MEDIA PUBLIC HEARING- WEED ABATEMENT	61.82 61.82*			20 62000	503		10200
8083 1	19702S 9339 06/03/22	650 13 STARS MEDIA PUBLIC HEARING- GSP	396.22 396.22			50 65000	324		10200
8084 1	19702S 9340 06/03/22	650 13 STARS MEDIA PUBLIC HEARING- PROP 218	312.18 312.18*			60 66000	393		10200
8085 1	19702S 9341 06/03/22	650 13 STARS MEDIA PUBLIC HEARING- PROP 218 SPANI	361.96 361.96*			60 66000	393		10200
		Total for Vendor:	1,443.04						
8103 Inv# 134700000002	19703S 04/01/22	682 ACTION PROFESSIONALS Acct collection fee 20277-01	209.83 104.92			40 64000	305		10200
	2	04/01/22 Acct collection fee 20277-01	104.91			50 65000	305		10200
		Total for Vendor:	209.83						
8060 1D9J-V4PL-YP94	19704S 06/01/22	689 AMAZON CAPITOL SERVICES CHNL LOCK PLIERS, DRILL BI	48.19 24.09			40 64000	351		10200
	2	1D9J-V4PL- 06/01/22 CHNL LOCK PLIERS, DRILL BI	24.10*			50 65000	351		10200
8061 171Y-66YD-WGX9	19704S 06/01/22	689 AMAZON CAPITOL SERVICES TRAFFIC MIRROR, DOCK CLEAT	31.93 31.93			40 64000	351		10200
8062 1P7G-Y41D-1HLR	19704S 06/01/22	689 AMAZON CAPITOL SERVICES P-TOUCH TAPE	95.42 95.42			20 62000	410		10200

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8063	19704S	689 AMAZON CAPITOL SERVICES	53.57						
1TK3-JYY3-XMG3									
1	1TK3-JYY3-	06/01/22 PALLET JACK WHEELS + AXLES	53.57			60 66000	351		10200
8064	19704S	689 AMAZON CAPITOL SERVICES	61.12						
1VKD-3GIL-1KXJ									
1	1VKD-3GIL-	06/01/22 SHEET PROTECTORS, STAND, P	12.53			20 62000	410		10200
2	1VKD-3GIL-	06/01/22 SHEET PROTECTORS, STAND, P	1.22			30 63000	410		10200
3	1VKD-3GIL-	06/01/22 SHEET PROTECTORS, STAND, P	23.23			40 64000	410		10200
4	1VKD-3GIL-	06/01/22 SHEET PROTECTORS, STAND, P	22.92			50 65000	410		10200
5	1VKD-3GIL-	06/01/22 SHEET PROTECTORS, STAND, P	1.22			60 66000	410		10200
8228		689 AMAZON CAPITOL SERVICES	358.95						
197W-1CVG-4YPR									
1	07/01/22	PAPER, FOLDERS, TONER	73.59			20 62000	410		10200
197W-1CVG-4YPR									
2	07/01/22	PAPER, FOLDERS, TONER	7.18			30 63000	410		10200
197W-1CVG-4YPR									
3	07/01/22	PAPER, FOLDERS, TONER	136.40			40 64000	410		10200
197W-1CVG-4YPR									
4	07/01/22	PAPER, FOLDERS, TONER	134.60			50 65000	410		10200
197W-1CVG-4YPR									
5	07/01/22	PAPER, FOLDERS, TONER	7.18			60 66000	410		10200
197W-1CVG-4YPR									
		Total for Vendor:	649.18						
8121	19728S	714 AT&T MOBILITY	88.66						
FIRE CELL PHONES									
1	06102022	06/02/22 FIRE CELL PHONE - ROBERSON	44.33*			20 62000	465		10200
2	06102022	06/02/22 FIRE CELL PHONE - YOUNG	44.33*			20 62000	465		10200
		Total for Vendor:	88.66						
8070	19705S	622 BALDWIN ELECTRIC SERVICE	360.00						
AERATOR PUMP #1-		LABOR AND TROUBLE SHOOT							
1	441 05/26/22	AERATOR PUMP #1-LABOR STARTER	360.00			40 64000	582		10200

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8086	19705S	622 BALDWIN ELECTRIC SERVICE	798.00						
#2		MOTOR CONTRACTOR REPLACEMENT FOR AERATOR #1							
1	445 05/30/22	AERATOR PUMP #1-REPLCMT CONTRT	798.00			40 64000	582		10200
		Total for Vendor:	1,158.00						
8065	19706S	709 BHI MANAGEMENT CONSULTING	1,950.00						
1	022-36 05/31/22	STRATEGIC PLAN:DRAFT DOC DEVEL	399.75*			20 62000	900		10200
2	022-36 05/31/22	STRATEGIC PLAN:DRAFT DOC DEVEL	39.00			30 63000	900		10200
3	022-36 05/31/22	STRATEGIC PLAN:DRAFT DOC DEVEL	741.00			40 64000	900		10200
4	022-36 05/31/22	STRATEGIC PLAN:DRAFT DOC DEVEL	731.25			50 65000	900		10200
5	022-36 05/31/22	STRATEGIC PLAN:DRAFT DOC DEVEL	39.00			60 66000	900		10200
8185	19753S	709 BHI MANAGEMENT CONSULTING	1,300.00						
1	022-42 06/26/22	STRATEGIC PLAN:DRAFT DOC DEVEL	266.50*			20 62000	900		10200
2	022-42 06/26/22	STRATEGIC PLAN:DRAFT DOC DEVEL	26.00			30 63000	900		10200
3	022-42 06/26/22	STRATEGIC PLAN:DRAFT DOC DEVEL	494.00			40 64000	900		10200
4	022-42 06/26/22	STRATEGIC PLAN:DRAFT DOC DEVEL	487.50			50 65000	900		10200
5	022-42 06/26/22	STRATEGIC PLAN:DRAFT DOC DEVEL	26.00			60 66000	900		10200
		Total for Vendor:	3,250.00						
8098	19707S	34 BLAKE'S INC	7.28						
1	1495432 06/06/22	PVC 1" SCH80	7.28			50 65000	535		10200
8099	19707S	34 BLAKE'S INC	19.66						
1	1494344 05/25/22	CHIP BRUSH x8, HARDWARE	19.66			40 64000	351		10200
8134	19729S	34 BLAKE'S INC	10.85						
1	1496853 06/09/22	SPRAY FOAM	10.85			40 64000	305		10200
		Total for Vendor:	37.79						
8123	19730S	573 BURT INDUSTRIAL SUPPLY	70.99						
1	108658 06/10/22	BLUE MARKING TAPE/PAINT	70.99			50 65000	353		10200
		Total for Vendor:	70.99						

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8173	-99345E	416 CALPERS	314.90						
		CalPers 1959 Survivor EMPLOYER PREMIUM FY 2021/2022 26019							
1	16841837	06/20/22 CalPers 1959 Survivor PEPRA	75.58*			20 62000	225		10250
2	16841837	06/20/22 CalPers 1959 Survivor PEPRA	7.87			30 63000	225		10250
3	16841837	06/20/22 CalPers 1959 Survivor PEPRA	113.36*			40 64000	225		10250
4	16841837	06/20/22 CalPers 1959 Survivor PEPRA	111.79*			50 65000	225		10250
5	16841837	06/20/22 CalPers 1959 Survivor PEPRA	6.30*			60 66000	225		10250
8174	-99344E	416 CALPERS	112.80						
		CalPers 1959 Survivor EMPLOYER PREMIUM FY 2021/2022 4680							
1	16841021	06/20/22 CalPers 1959 Survivor CLASSI	56.40*			40 64000	225		10250
2	16841021	06/20/22 CalPers 1959 Survivor CLASSI	56.40*			50 65000	225		10250
8186	-99343E	416 CALPERS	123.34						
		CalPers 26019 Retirement/PEPRA PPE Check Date 5/6/22							
3	16804587	05/06/22 CalPers 3100 Retirement RK	61.67			40 21851			10250
4	16804587	05/06/22 CalPers 3100 Retirement RK	61.67			50 21851			10250
8187	-99342E	416 CALPERS	501.08						
		CalPers PERPA Annual Unfunded Accrued Liability Actuarial Valuation for Rate Plan 26019							
1	16817586	06/01/22 CalPers 3100 Retirement	102.72			20 21851			10250
2	16817586	06/01/22 CalPers 3100 Retirement	10.02			30 21851			10250
3	16817586	06/01/22 CalPers 3100 Retirement	190.41			40 21851			10250
4	16817586	06/01/22 CalPers 3100 Retirement	187.91			50 21851			10250
5	16817586	06/01/22 CalPers 3100 Retirement	10.02			60 21851			10250
8188	-99341E	416 CALPERS	1,387.17						
		CalPers 4680 Annual Unfunded Accrued Liability Classic Plan 06-30-19 Actuarial Valuation							
1	16817580	06/01/22 CalPers 3100 Retirement	0.00			20 21850			10250
2	16817580	06/01/22 CalPers 3100 Retirement	69.34			30 21850			10250
3	16817580	06/01/22 CalPers 3100 Retirement	624.24			40 21850			10250

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	16817580	06/01/22 CalPers 3100 Retirement	624.24			50 21850			10250
5	16817580	06/01/22 CalPers 3100 Retirement	69.35			60 21850			10250
		Total for Vendor:	2,439.29						
8071	19708S	67 CHARTER COMMUNICATIONS	119.98						
	Acct# 8245 10 105 0040553	1765 Bonita Treatment Facility							
		Service from 5/18/2022 - 6/17/2022							
1	0553051822	05/18/22 Internet/Voice WWTP 5/18-6	59.99			40 64000	375		10200
2	0553051822	05/18/22 Internet/Voice WWTP 5/18-6	59.99			50 65000	375		10200
8135	19731S	67 CHARTER COMMUNICATIONS	129.98						
	Acct# 8245 10 105 0027311	Spectrum Business Internet/Voice							
		Service 6/11/22 - 7/10/22							
1	06/11/22	Internet/Voice CSD JULY	64.99			40 64000	375		10200
	0027311061122								
2	06/11/22	Internet/Voice CSD JULY	64.99			50 65000	375		10200
	0027311061122								
8182	19754S	67 CHARTER COMMUNICATIONS	119.98						
	Acct# 8245 10 105 0040553	1765 Bonita Treatment Facility							
		Service from 6/18/2022 - 7/17/2022							
1	0553061822	06/18/22 Internet/Voice WWTP 6/18-7	59.99			40 64000	375		10200
2	0553061822	06/18/22 Internet/Voice WWTP 6/18-7	59.99			50 65000	375		10200
		Total for Vendor:	369.94						
8100	19709S	712 CIO SOLUTIONS	2,869.79						
		RESOLUTION 2022-20							
1	94827-122	05/31/22 LAPTOP HARDWARE TP	463.21			20 62000	475		10200
2	94827-122	05/31/22 LAPTOP HARDWARE TP	45.19			30 63000	475		10200
3	94827-122	05/31/22 LAPTOP HARDWARE TP	858.64			40 64000	475		10200
4	94827-122	05/31/22 LAPTOP HARDWARE TP	847.34			50 65000	475		10200
5	94827-122	05/31/22 LAPTOP HARDWARE TP	45.19			60 66000	475		10200
6	94827-122	05/31/22 HARDWARE KD	30.51			30 63000	475		10200
7	94827-122	05/31/22 HARDWARE KD	274.60			40 64000	475		10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	94827-122	05/31/22 HARDWARE KD	274.60			50 65000	475		10200
9	94827-122	05/31/22 HARDWARE KD	30.51			60 66000	475		10200
8204	19778S	712 CIO SOLUTIONS	218.75						
3	95435-122	06/30/22 MDM SETUP	109.38			40 64000	475		10200
4	95435-122	06/30/22 MDM SETUP	109.37			50 65000	475		10200
		Total for Vendor:	3,088.54						
8226		583 COBLENTZ, BIEHLE & CRAMER	1,470.00						
1	9728	06/30/22 QTR 3,4,1 REVIEW, PR COMPLIANC	301.35*			20 62000	325		10200
2	9728	06/30/22 QTR 3,4,1 REVIEW, PR COMPLIANC	29.40			30 63000	325		10200
3	9728	06/30/22 QTR 3,4,1 REVIEW, PR COMPLIANC	558.60			40 64000	325		10200
4	9728	06/30/22 QTR 3,4,1 REVIEW, PR COMPLIANC	551.25			50 65000	325		10200
5	9728	06/30/22 QTR 3,4,1 REVIEW, PR COMPLIANC	29.40			60 66000	325		10200
		Total for Vendor:	1,470.00						
8091	19710S	584 CORE & MAIN LP	1,448.95						
799	MISSION ST								
1	Q907830	05/27/22 VALVE & FITTINGS	1,448.95			50 65000	353		10200
8146	19755S	584 CORE & MAIN LP	45.77						
		WATER METER							
1	Q899463	06/15/22 BADGER, SHROUD, LID	45.77*			50 65000	525		10200
8147	19755S	584 CORE & MAIN LP	573.79						
1	Q767577	06/15/22 MTR CF 3G WATER METER	573.79*			50 65000	525		10200
		Total for Vendor:	2,068.51						
8104	19711S	654 CULLIGAN WATER	19.22						
1	983412	05/31/22 WATER DELIVERY APRIL	9.61			40 64000	305		10200
2	990082	05/31/22 WATER DELIVERY APRIL	9.61			50 65000	305		10200
8203	19779S	654 CULLIGAN WATER	44.55						
1	10189	06/30/22 WATER DELIVERY JUNE	22.27			40 64000	305		10200
2	10189	06/30/22 WATER DELIVERY JUNE	22.28			50 65000	305		10200
		Total for Vendor:	63.77						

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8145	19756S	660 DUDEK	95.00						
1	202202236	04/11/22 TECH. ANALYSIS	95.00			40 64000	587		10200
		Total for Vendor:	95.00						
8058	19712S	109 FERGUSON ENTERPRISES	1,339.03						
1	9949504	05/19/22 PIPE & FITTINGS- RIVER/BONITA	1,339.03			50 65000	353		10200
8059	19712S	109 FERGUSON ENTERPRISES	1,310.59						
1	9941502	05/16/22 PIPE & FITTINGS- RIVER/BONITA	1,310.59			50 65000	353		10200
8125	19732S	109 FERGUSON ENTERPRISES	924.92						
1	9974887	06/02/22 BLUE PIPE C900 DR18 PVC	924.92			50 65000	353		10200
8126	19732S	109 FERGUSON ENTERPRISES	30.18						
1	9972439	06/01/22 PIPE & FITTINGS	30.18			50 65000	353		10200
8194	19780S	109 FERGUSON ENTERPRISES	42.90						
1	0011626	06/27/22 READ LID FOR B40M	42.90			50 65000	353		10200
		Total for Vendor:	3,647.62						
8073	19713S	112 FGL - ENVIRONMENTAL ANALYTICAL	173.00						
1	280219A	05/24/22 2021 CCR MULTIPLE SOURCE REPR	173.00			50 65000	305		10200
8074	19713S	112 FGL - ENVIRONMENTAL ANALYTICAL	95.00						
1	281429A	05/23/22 Metals	95.00*			50 65000	358		10200
8075	19713S	112 FGL - ENVIRONMENTAL ANALYTICAL	95.00						
1	281524A	05/24/22 Metals	95.00*			50 65000	358		10200
8076	19713S	112 FGL - ENVIRONMENTAL ANALYTICAL	156.00						
1	281523A	05/25/22 COLIFORM	52.00			50 65000	356		10200
2	281523A	05/25/22 COLIFORM	52.00			50 65000	357		10200
3	281523A	05/25/22 COLIFORM	52.00*			50 65000	358		10200

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8077 3	19713S 281525A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/25/22 COLIFORM	100.00 100.00			50 65000	359		10200
8078 2	19713S 281343A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/24/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8079 2	19713S 281417A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/24/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8080 1	19713S 281490A	112 FGL - ENVIRONMENTAL ANALYTICAL 05/25/22 WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8115 1	19733S 281577A	112 FGL - ENVIRONMENTAL ANALYTICAL 04/27/22 Metals	205.00 205.00			40 64000	355		10200
8116 1	19733S 281575A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/14/22 Metals	162.00 162.00			40 64000	355		10200
8128 1	19733S 281696A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/20/22 WET CHEMISTRY	14.00 14.00*			50 65000	358		10200
8129 1	19733S 281697A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/09/22 WET CHEMISTRY	14.00 14.00			50 65000	356		10200
8130 1	19733S 281699A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/09/22 Metals	95.00 95.00			50 65000	357		10200
8138 1	19733S 281596A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/15/22 Metals	81.00 81.00*			50 65000	358		10200
8156 1	19757S 281696A	112 FGL - ENVIRONMENTAL ANALYTICAL 06/20/22 WET CHEMISTRY	14.00 14.00*			50 65000	358		10200

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8157 1	19757S 281576A	112 FGL - ENVIRONMENTAL ANALYTICAL Metals	70.00 70.00			40 64000	355		10200
8177 1	19757S 281814A	112 FGL - ENVIRONMENTAL ANALYTICAL Metals	95.00 95.00*			50 65000	358		10200
8178 1	19757S 281977A	112 FGL - ENVIRONMENTAL ANALYTICAL Metals	95.00 95.00*			50 65000	358		10200
8179 2	19757S 281679A	112 FGL - ENVIRONMENTAL ANALYTICAL WET CHEMISTRY	159.00 159.00			40 64000	355		10200
8206 1	19781S 282108A	112 FGL - ENVIRONMENTAL ANALYTICAL Metals	346.00 346.00			40 64000	355		10200
8207 1	19781S 282109A	112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM	125.00 125.00*			50 65000	358		10200
8208 1	19781S 282107A	112 FGL - ENVIRONMENTAL ANALYTICAL Metals	148.00 148.00			40 64000	355		10200
8209 1	19781S 282106A	112 FGL - ENVIRONMENTAL ANALYTICAL Metals	95.00 95.00*			50 65000	358		10200
8210 1	19781S 282244A	112 FGL - ENVIRONMENTAL ANALYTICAL Metals	95.00 95.00*			50 65000	358		10200
Total for Vendor:			2,909.00						
8131	19734S	632 FRONTIER COMMUNICATIONS (216-5)	84.64						
Acct #805-467-2015-051216-5									
Service from 06/1/22 - 06/30/22									
SCADA									
1	JUNE 2022	06/01/22 Alarm/SCADA	42.32			40 64000	310		10200
2	JUNE 2022	06/01/22 Alarm/SCADA	42.32			50 65000	310		10200
Total for Vendor:			84.64						

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8069	19714S	308 FRONTIER COMMUNICATIONS (412-5)	61.19						
Acct #8054672818010412-5 Service from 4/22/22 - 5/21/22									
FS/CSD ALARM									
1	05/22/22	FS/CSD Alarm JUNE	12.55*			20 62000	310		10200
2	05/22/22	FS/CSD Alarm JUNE	1.22			30 63000	310		10200
3	05/22/22	FS/CSD Alarm JUNE	23.25			40 64000	310		10200
4	05/22/22	FS/CSD Alarm JUNE	22.94			50 65000	310		10200
5	05/22/22	FS/CSD Alarm JUNE	1.23			60 66000	310		10200
Total for Vendor:			61.19						
8127	19735S	348 GOLDING CONCRETE SAWING	400.00						
1	34340 06/02/22	Saw cutting	400.00			50 65000	353		10200
Total for Vendor:			400.00						
8184	19758S	125 GREAT WESTERN ALARM	83.16						
A0702 UTILITIES EMERGENCY Service Period: 7/01/22 - 7/31/22									
Inv 220602242101									
1	2206022421	07/01/22 Answering Service JULY	41.58			40 64000	380		10200
2	2206022421	07/01/22 Answering Service JULY	41.58			50 65000	380		10200
Total for Vendor:			83.16						
8102	19715S	129 HACH COMPANY	807.34						
Acct #292463 REF 320133710-1									
1	13077963	06/06/22 REGENT SET- CHLORINE	269.12			50 65000	356		10200
2	13077963	06/06/22 REGENT SET- CHLORINE	269.11			50 65000	357		10200
3	13077963	06/06/22 REGENT SET- CHLORINE	269.11*			50 65000	358		10200
8136	19736S	129 HACH COMPANY	345.82						
Acct #292463 REF 320172397-1									
1	13090779	06/13/22 DEIONIZED 4L, VIALS	115.27			50 65000	356		10200
2	13090779	06/13/22 DEIONIZED 4L, VIALS	115.27			50 65000	357		10200
3	13090779	06/13/22 DEIONIZED 4L, VIALS	115.28*			50 65000	358		10200

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8148	19759S	129 HACH COMPANY	272.67						
Acct #292463 REF 320172397-1									
1	13094712	06/14/22 STABLCAL CALIB SET 2100P	90.89			50 65000	356		10200
2	13094712	06/14/22 STABLCAL CALIB SET 2100P	90.89			50 65000	357		10200
3	13094712	06/14/22 STABLCAL CALIB SET 2100P	90.89*			50 65000	358		10200
8149	19759S	129 HACH COMPANY	92.72						
Acct #292463 REF 320172397-1									
1	13096959	06/15/22 DPD FREE DISPENSER & POWDER	30.90			50 65000	356		10200
2	13096959	06/15/22 DPD FREE DISPENSER & POWDER	30.91			50 65000	357		10200
3	13096959	06/15/22 DPD FREE DISPENSER & POWDER	30.91*			50 65000	358		10200
8176	19759S	129 HACH COMPANY	631.83						
Acct #292463 REF 320172397-1									
1	13101264	06/17/22 COLORIMETER BOX DR300	210.61			50 65000	356		10200
2	13101264	06/17/22 COLORIMETER BOX DR300	210.61			50 65000	357		10200
3	13101264	06/17/22 COLORIMETER BOX DR300	210.61*			50 65000	358		10200
8217	19782S	129 HACH COMPANY	19.00						
Acct #292463 REF 320193024-1									
1	13118602	06/29/22 FORMAZIN STD TURB WELL 3	145.83			50 65000	481		10200
2	13118602	06/29/22 FORMAZIN STD TURB WELL 4	145.84			50 65000	482		10200
9900	2201166	06/28/22 STABLCAL CALIB SET RETURN	-90.89			50 65000	356		10200
CI	9								
9901	2201166	06/28/22 STABLCAL CALIB SET RETURN	-90.89			50 65000	357		10200
CI	9								
9902	2201166	06/28/22 STABLCAL CALIB SET RETURN	-90.89*			50 65000	358		10200
CI	9								
Total for Vendor:			2,169.38						

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8101	19716S	684 INTERNATION CODE COUNCIL, INC	145.00						
1	3336365	06/06/22 ANNUAL ICC MEMBERSHIP 2022/23	145.00			20 62000	385		10200
		Total for Vendor:	145.00						
8175	19760S	147 JB DEWAR	2,590.22						
1	208950	06/17/22 Clear Diesel- 195.6 GAL	1,361.96*			20 62000	485		10200
2	208950	06/17/22 Clear Diesel- 88.20 GAL	614.13*			40 64000	485		10200
3	208950	06/17/22 Clear Diesel- 88.20 GAL	614.13*			50 65000	485		10200
		Total for Vendor:	2,590.22						
8162	19761S	626 JOHN DEER FINANCIAL	90.81						
1	768231	06/16/22 MOWER KNIFE, FILLER CAP & SCREW	45.41			40 64000	351		10200
2	768231	06/16/22 MOWER KNIFE, FILLER CAP & SCREW	45.40*			50 65000	351		10200
		Total for Vendor:	90.81						
8117	19737S	722 JOSE VENTURA	5,030.00						
2022 WEED ABATEMENT									
1	06/16/22	2022 WEED ABATEMENT	5,030.00*			20 62000	503		10200
		Total for Vendor:	5,030.00						
8122	19738S	723 MARATHON POWER	962.00						
1	9626	06/10/22 1500VA VAULT BATTERY CARTRIDGE	962.00*			50 65000	351		10200
		Total for Vendor:	962.00						
8118	19739S	696 MCD SERVICES	260.00						
1	1287	06/15/22 CIVIL ENGR- CSD DEMO PLANS	260.00*			20 62000	352		10200
8119	19739S	696 MCD SERVICES	552.50						
1	1288	06/15/22 CIVIL ENGR- THU RFP DESIGN	552.50*			20 62000	511		10200
8120	19739S	696 MCD SERVICES	617.50						
1	1289	06/15/22 CIVIL ENGR- APP BAY PRELIM DES	617.50			20 62000	326		10200
		Total for Vendor:	1,430.00						

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8088	19717S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517132983	06/01/22 Employee Uniforms	1.00			30 63000	495		10200
2	517132983	06/01/22 Employee Uniforms	24.14*			40 64000	495		10200
4	517132983	06/01/22 Employee Uniforms	24.15*			50 65000	495		10200
5	517132983	06/01/22 Employee Uniforms	1.00			60 66000	495		10200
8107	19740S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517218702	06/15/22 Employee Uniforms	1.00			30 63000	495		10200
2	517218702	06/15/22 Employee Uniforms	24.14*			40 64000	495		10200
4	517218702	06/15/22 Employee Uniforms	24.15*			50 65000	495		10200
5	517218702	06/15/22 Employee Uniforms	1.00			60 66000	495		10200
8108	19740S	646 MISSION UNIFORM SERVICE	3.00						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
		Inv# 516961570 vs CM# 516446265							
2	516961570	05/31/22 Employee Uniforms	1.50*			40 64000	495		10200
4	516961570	05/31/22 Employee Uniforms	1.50*			50 65000	495		10200
8109	19740S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517172755	06/08/22 Employee Uniforms	1.00			30 63000	495		10200
2	517172755	06/08/22 Employee Uniforms	24.14*			40 64000	495		10200
4	517172755	06/08/22 Employee Uniforms	24.15*			50 65000	495		10200
5	517172755	06/08/22 Employee Uniforms	1.00			60 66000	495		10200
8155	19762S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517260954	06/22/22 Employee Uniforms	1.00			30 63000	495		10200
2	517260954	06/22/22 Employee Uniforms	24.14*			40 64000	495		10200
4	517260954	06/22/22 Employee Uniforms	24.15*			50 65000	495		10200
5	517260954	06/22/22 Employee Uniforms	1.00			60 66000	495		10200

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8211	19783S	646 MISSION UNIFORM SERVICE	50.29						
		Uniforms; Dodds, Sobotka, Pittman, Paslay							
1	517305688	06/29/22 Employee Uniforms	1.00			30 63000	495		10200
2	517305688	06/29/22 Employee Uniforms	24.14*			40 64000	495		10200
4	517305688	06/29/22 Employee Uniforms	24.15*			50 65000	495		10200
5	517305688	06/29/22 Employee Uniforms	1.00			60 66000	495		10200
		Total for Vendor:	254.45						
8110	19741S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	78.20						
		Truck #8632							
1	60506	05/26/22 #8632 Service Truck	39.10			40 64000	354		10200
2	60506	05/26/22 #8632 Service Truck	39.10			50 65000	354		10200
		Total for Vendor:	78.20						
8068	19718S	17 N. REX AWALT CORPORATION	12.78						
		FITTINGS							
1	20445	05/26/22 FITTINGS GALV 2X6	12.78			50 65000	353		10200
8090	19718S	17 N. REX AWALT CORPORATION	265.32						
1	20452	06/03/22 2" GALV PIPE x21	265.32			50 65000	353		10200
8213	19784S	17 N. REX AWALT CORPORATION	195.77						
		FITTINGS							
1	20480	06/22/22 FITTINGS GALV PIPE & BELL REDU	195.77			50 65000	353		10200
		Total for Vendor:	473.87						
8219	19785S	182 NAPA AUTO PARTS	16.29						
1	134164	06/29/22 FILTER JETTER TRLR	16.29			40 64000	351		10200
		Total for Vendor:	16.29						
8066	19719S	425 NFPA	175.00						
		Membership Scott Young 22/23							
		ID# 3371247							
1	8153072X	05/02/22 NFPA Membership Young 22/23	175.00			20 62000	385		10200
		Total for Vendor:	175.00						

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8133	19742S	636 OFFICE1	158.25						
		Maintenance Contract #CBM6913-02							
		Samsung/X4250LX							
		Acct No. 013014							
1	AR817898	06/06/22 MAINT/COPY CNTRCT 4/4-5/3/22	23.99			20 62000	334		10200
2	AR817898	06/06/22 MAINT/COPY CNTRCT 4/4-5/3/22	2.34			30 63000	334		10200
3	AR817898	06/06/22 MAINT/COPY CNTRCT 4/4-5/3/22	44.48			40 64000	334		10200
4	AR817898	06/06/22 MAINT/COPY CNTRCT 4/4-5/3/22	43.89			50 65000	334		10200
5	AR817898	06/06/22 MAINT/COPY CNTRCT 4/4-5/3/22	2.35			60 66000	334		10200
6	AR817898	06/06/22 WEED NOTICE COPIES	41.20*			20 62000	503		10200
8180	19763S	636 OFFICE1	85.71						
		Maintenance Contract #CBM6913-02							
		Samsung/X4250LX							
		Acct No. 013014							
1	AR806897	05/03/22 MAINT/COPY CNTRCT 5/4-6/3/22	17.58			20 62000	334		10200
2	AR806897	05/03/22 MAINT/COPY CNTRCT 5/4-6/3/22	1.71			30 63000	334		10200
3	AR806897	05/03/22 MAINT/COPY CNTRCT 5/4-6/3/22	32.57			40 64000	334		10200
4	AR806897	05/03/22 MAINT/COPY CNTRCT 5/4-6/3/22	32.14			50 65000	334		10200
5	AR806897	05/03/22 MAINT/COPY CNTRCT 5/4-6/3/22	1.71			60 66000	334		10200
		Total for Vendor:	243.96						
8142	19743S	999999 PAPICH CONSTRUCTION	528.48						
		Water HYDRANT METER deposit refund							
		METER 8927371							
		27489-11							
2	27489-11	06/15/22 WATER METER 8927371 REFUND	528.48			50 20550			10200
		Total for Vendor:	528.48						
8089	19720S	681 PASLAY, TREVOR	32.58						
1	06/03/22	REIMBURSE: LOWES FITTINGS	32.58			50 65000	353		10200
8220	19786S	681 PASLAY, TREVOR	60.00						
		WATER D2 OPERATOR CERT RENEWAL REIMBURSEMENT							
1	35990	06/29/22 WATER D2 OPP CERT REIMBURSE	60.00*			50 65000	715		10200
		Total for Vendor:	92.58						

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8137	19744S	208 PG&E #6480-8	1,098.13						
Acct #8565976480-8									
1	06/15/22	12th & K 8565976725	9.69			30 63000	381		10200
2	06/15/22	11TH STREET - 8562053214	47.84			30 63000	381		10200
3	06/15/22	RIO MESA CIR - 8564394360	23.72			30 63000	381		10200
4	06/15/22	VERDE/RIO MESA - 8560673934	59.31			30 63000	381		10200
5	06/15/22	Mission Heights - 8565976482	171.54			30 63000	381		10200
6	06/15/22	Tract 2605 - 8565976109	36.75			30 63000	381		10200
7	06/15/22	9898 River Rd. - 8565976002	353.81			30 63000	381		10200
8	06/15/22	9898 River Rd. - 8565976004	44.01			30 63000	381		10200
9	06/15/22	9898 River Rd. - 8565976008	207.92			30 63000	381		10200
10	06/15/22	9898 River Rd. - 8565976014	71.66			30 63000	381		10200
11	06/15/22	9898 River Rd. - 8565976481	51.41			30 63000	381		10200
12	06/15/22	9898 River Rd. - 8565976483	20.47			30 63000	381		10200
Total for Vendor:			1,098.13						
8158	19764S	209 PG&E #6851-8	11,082.35						
Acct #3675186851-8									
1	06/20/22	Old Fire Station/1297 L St	24.85			20 62000	381		10200
2	06/20/22	Fire Station/1150 Mission	9.53			20 62000	381		10200
3	06/20/22	Water Works #1/Well 3	2,175.32			50 65000	381		10200
4	06/20/22	Bonita Pl & 16th/Well 4	1,979.23			50 65000	381		10200
5	06/20/22	N St/WWTF	6,250.89			40 64000	381		10200
6	06/20/22	2HP Booster Station	9.53			50 65000	381		10200
7	06/20/22	Mission Heights Booster	9.53			50 65000	381		10200
8	06/20/22	14th St. & K St.	82.00			50 65000	381		10200
9	06/20/22	942 Soka Way lift station	108.47			40 64000	379		10200
10	06/20/22	Missn & 12th Lanscape~St light	103.28			30 63000	381		10200
11	06/20/22	SLT Well	329.72			50 65000	381		10200
Total for Vendor:			11,082.35						
8160	19765S	600 RS COMMUNICATIONS CONSULTANTS	7,557.63						
1	SMF62122	06/21/22 8696 & 8651 RADIO REPLACEMEN	7,557.63*			20 62000	470		10200
Total for Vendor:			7,557.63						

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8092	19721S	609 SAN LUIS POWERHOUSE	225.00						
		FIRE STATION GENERATOR SERVICE CALL							
1	46780	05/26/22 FIRE STATION GENERATOR SERVICE	225.00*			20 62000	351		10200
8093	19721S	609 SAN LUIS POWERHOUSE	670.00						
		MISSION GARDENS LIFT STATION GENERATOR SERVICE CALL							
1	46781	05/26/22 MG LIFT STATION GENERATOR SERV	670.00			40 64000	349		10200
8094	19721S	609 SAN LUIS POWERHOUSE	878.59						
		WWTF GENERATOR SERVICE CALL							
1	46779	06/26/22 WWTF GENERATOR SERVICE	878.59			40 64000	351		10200
8205	19787S	609 SAN LUIS POWERHOUSE	15,722.34						
		MISSION GARDENS LIFT STATION GENERATOR RES 2022-03							
1	46196	02/02/22 MG LIFT ST GENERATOR 2022-03	15,722.34			40 64000	580		10200
		Total for Vendor:	17,495.93						
8114	19745S	481 SAN MIGUEL COMMUNITY SERVICES	340.91						
		021-391-001							
1	2022-INT	06/16/22 2022 WEED ABATEMENT	340.91*			20 62000	503		10200
8165	19766S	481 SAN MIGUEL COMMUNITY SERVICES	183.44						
		01004-00							
1	06/15/22	1150 Mission Street	91.72			50 65000	384		10200
2	06/15/22	1150 Mission Street	91.72*			40 64000	384		10200
8166	19766S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
		01004B-00							
1	1004B-00	06/15/22 1150 Mission Street	2.00*			20 62000	384		10200
8167	19766S	481 SAN MIGUEL COMMUNITY SERVICES	384.41						
		20547-00							
1	06/15/22	1203 Mission St Irrigation Mtr	384.41			30 63000	384		10200

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8168 1	19766S 06/15/22 942	SAN MIGUEL COMMUNITY SERVICES Soka Way	52.54 52.54*			40 64000	384		10200
8169 1	19766S 06/15/22 1765	SAN MIGUEL COMMUNITY SERVICES Bonita	55.54 55.54*			40 64000	384		10200
8170 1	19766S 06/15/22 1199	SAN MIGUEL COMMUNITY SERVICES Mission Irrigation Meter	150.09 150.09			30 63000	384		10200
		Total for Vendor:	1,168.93						
8105 1 2	19722S 06/01/22 06/01/22	SAN MIGUEL GARBAGE JUNE 2022 JUNE 2022	103.98 51.99 51.99			40 64000 50 65000	383 383		10200 10200
		Total for Vendor:	103.98						
8192 1	19788S 06/27/22 2X	SAN MIGUEL ROLL-OFF COMPANY, COMMUNITY CLEAN UP 40Y Roll off 40Y ROLLOFF CLEAN-UP DAY	1,088.78 1,088.78			60 66000	305		10200
		Total for Vendor:	1,088.78						
8097 1 2	19723S 06/06/22 06/06/22	SHORE-TEK TRENCH & EXCAVATION TRENCH PLATE RENTAL SAFETY VEST	119.24 97.50 21.74			50 65000 50 65000	535 348		10200 10200
8124 1	19746S 06/09/22 4	SHORE-TEK TRENCH & EXCAVATION GAS MONITOR REPLACEMENT	7,340.62 7,340.62*			20 62000	351		10200
		Total for Vendor:	7,459.86						
8072 1	19724S 05/24/22 E8696	SOUTH COAST EMERGENCY VEHICLE B.I.T. INSPECTION	1,415.52 1,415.52			20 62000	354		10200

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8199	19789S	589 SOUTH COAST EMERGENCY VEHICLE	276.00						
8668		RELIEF VALVE LEAK REPAIR							
1	508111	05/12/22 8668 RELIEF VALVE LEAK REPAIR	276.00			20 62000	354		10200
		Total for Vendor:	1,691.52						
8141	19747S	999999 SPROUSE COMMUNICATION	650.00						
		Water HYDRANT METER deposit refund							
		METER 18220550							
27485-06									
2	27485-06	06/15/22 WATER METER 18220550 REFUND	650.00			50 20550			10200
		Total for Vendor:	650.00						
8150	19767S	460 STATE WATER RESOURCES CONTROL	95.00						
		Parent WW OIT Grade 1 Application							
1	06/21/22	PARENT WW OIT-1 APPLICATION	95.00*			40 64000	715		10200
		Total for Vendor:	95.00						
8067	19725S	721 SURE FIRE TRAINING INC	500.00						
		W NAVARRO CA-219 FIRING OPS COURSE AND CERT							
1	22-014	05/31/22 WN FIRING OPS COURSE AND CERT	500.00*			20 62000	386		10200
		Total for Vendor:	500.00						
8215	19790S	378 SWIFT TECTONICS, INC.	10,830.00						
		RIVER/BONITA WATER VALVE REPLACEMENT							
1	6300	06/20/22 RIVER/BONITA WATER VALVE REP	10,830.00			50 65000	353		10200
8216	19790S	378 SWIFT TECTONICS, INC.	681.04						
		SLT WELL GAS TRENCH BACKFILL							
1	6301	06/30/22 SLT WELL GAS TRENCH BACKFILL	681.04			50 65000	353		10200
		Total for Vendor:	11,511.04						
8111	19748S	281 TESCO CONTROLS INC	4,905.00						
		Cust Number: SAN/MI							
		Job Number: 45073X3							
1	0075931-IN	02/28/22 WELL SITES RETROFIT FAN/LO	4,905.00*			50 65000	351		10200

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8112	19748S	281 TESCO CONTROLS INC	3,720.00						
Cust Number: SAN/MI Job Number: 45073X4									
1	0075932-IN	02/28/22 WELL5&SLT WELL PROGRAMMING	3,720.00*			50 65000	351		10200
8113	19748S	281 TESCO CONTROLS INC	12,684.00						
Cust Number: SAN/MI Job Number: 45073X2									
1	0076873-IN	06/15/22 ADD GENERATOR/CAL OES GRAN	12,684.00			50 65000	590		10200
SAN/MI									
Total for Vendor:			21,309.00						
8222	19791S	282 THE BLUEPRINTER	99.18						
1	122-882	06/09/22 STATION RENOVATION PLANS	99.18*			20 62000	352		10200
Total for Vendor:			99.18						
8193	19792S	491 ULINE	1,997.57						
1	150422909	06/20/22 PALLET RACKS, BEAMS, DECKIN	998.78			40 64000	305		10200
2	150422909	06/20/22 PALLET RACKS, BEAMS, DECKIN	998.79			50 65000	305		10200
Total for Vendor:			1,997.57						
8152	19768S	301 US BANK	347.70						
RR STATEMENT DATE 6/22/2022									
1	RR JUN2022	06/22/22 JIFFY LUBE 8600	338.53			20 62000	354		10200
2	RR JUN2022	06/22/22 DOLLAR GENERAL - SOAP	9.17			20 62000	354		10200
8153	19768S	301 US BANK	635.08						
TP STATEMENT DATE 6/22/2022									
1	TP JUN22	06/22/22 ZOOM - BOARD MEETINGS	3.07			20 62000	385		10200
2	TP JUN22	06/22/22 ZOOM - BOARD MEETINGS	0.30			30 63000	385		10200
3	TP JUN22	06/22/22 ZOOM - BOARD MEETINGS	5.70*			40 64000	385		10200
4	TP JUN22	06/22/22 ZOOM - BOARD MEETINGS	5.62			50 65000	385		10200
5	TP JUN22	06/22/22 ZOOM - BOARD MEETINGS	0.30			60 66000	385		10200
11	TP JUN22	06/22/22 RINGCENTRAL JUNE PHONE	58.75*			20 62000	310		10200
12	TP JUN22	06/22/22 RINGCENTRAL JUNE PHONE	5.73			30 63000	310		10200
13	TP JUN22	06/22/22 RINGCENTRAL JUNE PHONE	108.91			40 64000	310		10200

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14	TP JUN22	06/22/22 RINGCENTRAL JUNE PHONE	107.48			50 65000	310		10200
15	TP JUN22	06/22/22 RINGCENTRAL JUNE PHONE	5.73			60 66000	310		10200
19	TP JUN22	06/22/22 USPS- ELECTION CERT MAIL	1.51			20 62000	315		10200
20	TP JUN22	06/22/22 USPS- ELECTION CERT MAIL	0.15			30 63000	315		10200
21	TP JUN22	06/22/22 USPS- ELECTION CERT MAIL	2.80			40 64000	315		10200
22	TP JUN22	06/22/22 USPS- ELECTION CERT MAIL	2.77			50 65000	315		10200
23	TP JUN22	06/22/22 USPS- ELECTION CERT MAIL	0.15			60 66000	315		10200
24	TP JUN22	06/22/22 USPS STAMPS	11.89			20 62000	315		10200
25	TP JUN22	06/22/22 USPS STAMPS	1.16			30 63000	315		10200
26	TP JUN22	06/22/22 USPS STAMPS	22.04			40 64000	315		10200
27	TP JUN22	06/22/22 USPS STAMPS	21.75			50 65000	315		10200
28	TP JUN22	06/22/22 USPS STAMPS	1.16			60 66000	315		10200
29	TP JUN22	06/22/22 GFOA CLASS MH	30.56*			20 62000	386		10200
30	TP JUN22	06/22/22 GFOA CLASS MH	2.98			30 63000	386		10200
31	TP JUN22	06/22/22 GFOA CLASS MH	56.62			40 64000	386		10200
32	TP JUN22	06/22/22 GFOA CLASS MH	55.87			50 65000	386		10200
33	TP JUN22	06/22/22 GFOA CLASS MH	2.98			60 66000	386		10200
34	TP JUN22	06/22/22 RINGCENTRAL - NEW LINE	58.67			40 64000	305		10200
35	TP JUN22	06/22/22 RINGCENTRAL - NEW LINE	58.67			50 65000	305		10200
41	TP JUN22	06/22/22 USPS SWRCB	1.76			50 65000	315		10200
8154	19768S	301 US BANK	5,742.95						
SY STATEMENT DATE 5/23/22									
1	SY JUN22	06/22/22 AMAZON - COOLERS	75.06			20 62000	305		10200
2	SY JUN22	06/22/22 INTERN CODE COUNCIL	1,030.58			20 62000	385		10200
3	SY JUN22	06/22/22 SLO PARKING	4.00			20 62000	305		10200
4	SY JUN22	06/22/22 BLAKE'S- NYLOCK 1/4-20	10.86*			20 62000	351		10200
5	SY JUN22	06/22/22 BLAKE'S- BRASS TANK	12.50			20 62000	305		10200
6	SY JUN22	06/22/22 FIREQUICK- #6 CART NFES 372	88.69			20 62000	455		10200
7	SY JUN22	06/22/22 CONTAINER STOP- 20CW CODE VI	4,300.00*			20 62000	352		10200
8	SY JUN22	06/22/22 DOLLAR GENERAL- BTL WATER	73.50			20 62000	305		10200
9	SY JUN22	06/22/22 BLAKE'S- CABLE TIES	52.17			20 62000	305		10200
10	SY JUN22	06/22/22 PRW STEEL- TRAY SUPPORTS	95.59*			20 62000	351		10200

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8161	19768S	301 US BANK	700.66						
		KD STATEMENT DATE 06/22/2022							
1	KD JUN22 06/22/22	OWPSACSTATE	174.53*			50 65000	715		10200
2	KD JUN22 06/22/22	COAST PIPE- 10' TUBE GATE	289.58			40 64000	582		10200
3	KD JUN22 06/22/22	O'REILLY- CLEANER, DEF	25.52			40 64000	354		10200
4	KD JUN22 06/22/22	O'REILLY- CLEANER, DEF	25.53			50 65000	354		10200
5	KD JUN22 06/22/22	LOWES- FILTER, LOCK LUBE	25.50			50 65000	305		10200
6	KD JUN22 06/22/22	USPS- CSD PO BOX	32.80			20 62000	315		10200
7	KD JUN22 06/22/22	USPS- CSD PO BOX	3.20			30 63000	315		10200
8	KD JUN22 06/22/22	USPS- CSD PO BOX	60.80			40 64000	315		10200
9	KD JUN22 06/22/22	USPS- CSD PO BOX	60.00			50 65000	315		10200
10	KD JUN22 06/22/22	USPS- CSD PO BOX	3.20			60 66000	315		10200
		Total for Vendor:	7,426.39						
8132	19749S	327 VALLI INFORMATION SYSTEMS	885.06						
		Web Posting Service and Postage for MAY Billing							
1	82640 05/31/22	Web Posting, Postage MAY	191.32*			40 64000	374		10200
2	82640 05/31/22	Web Posting, Postage MAY	191.32*			50 65000	374		10200
3	82640 05/31/22	Printing APRIL	98.76*			40 64000	374		10200
4	82640 05/31/22	Printing APRIL	98.76*			50 65000	374		10200
5	82640 05/31/22	OTC/Online Monthly Maintenance	37.50			40 64000	334		10200
6	82640 05/31/22	OTC/Online Monthly Maintenance	37.50			50 65000	334		10200
7	82640 05/31/22	Printed insert WEED ABATEMENT	199.00*			20 62000	503		10200
8	82640 05/31/22	IVR SERVICE FEE APRIL	15.45*			40 64000	374		10200
9	82640 05/31/22	IVR SERVICE FEE APRIL	15.45*			50 65000	374		10200
8159	19769S	327 VALLI INFORMATION SYSTEMS	692.86						
		Web Posting Service and Postage for JUNE Billing							
1	82840 06/21/22	Web Posting, Postage JUNE	191.27*			40 64000	374		10200
2	82840 06/21/22	Web Posting, Postage JUNE	191.27*			50 65000	374		10200
3	82840 06/21/22	Printing JUNE	104.76*			40 64000	374		10200
4	82840 06/21/22	Printing JUNE	104.76*			50 65000	374		10200
5	06/21/22	OTC/Online Monthly Maintenance	0.00			40 64000	334		10200
6	06/21/22	OTC/Online Monthly Maintenance	0.00			50 65000	334		10200
7	82840 06/21/22	Printed insert RATE CHANGE	25.20			40 64000	395		10200
8	82840 06/21/22	Printed insert RATE CHANGE	25.20			50 65000	395		10200

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9	82840 06/21/22	Printed insert BOARD ELECTIONS	5.18			20 62000	395		10200
10	82840 06/21/22	Printed insert BOARD ELECTIONS	0.50			30 63000	395		10200
11	82840 06/21/22	Printed insert BOARD ELECTIONS	9.57			40 64000	395		10200
12	82840 06/21/22	Printed insert BOARD ELECTIONS	9.45			50 65000	395		10200
13	82840 06/21/22	Printed insert BOARD ELECTIONS	0.50			60 66000	395		10200
14	82840 06/21/22	Printed insert COMM CLEAN-UP	25.20			60 66000	395		10200
15	06/21/22	IVR SERVICE FEE	0.00*			40 64000	374		10200
16	06/21/22	IVR SERVICE FEE	0.00*			50 65000	374		10200
8221	19793S 327	VALLI INFORMATION SYSTEMS	75.00						
Web Posting Service and Postage for JUNE Billing									
11	82896 06/30/22	OTC/Online Monthly Maintenance	37.50			40 64000	334		10200
12	82896 06/30/22	OTC/Online Monthly Maintenance	37.50			50 65000	334		10200
8227	327	VALLI INFORMATION SYSTEMS	49.85						
Web Posting Service and Postage for JUNE Billing									
1	06/21/22	Web Posting, Postage JUNE	0.00*			40 64000	374		10200
2	06/21/22	Web Posting, Postage JUNE	0.00*			50 65000	374		10200
3	06/21/22	Printing JUNE	0.00*			40 64000	374		10200
4	06/21/22	Printing JUNE	0.00*			50 65000	374		10200
5	06/21/22	OTC/Online Monthly Maintenance	0.00			40 64000	334		10200
6	06/21/22	OTC/Online Monthly Maintenance	0.00			50 65000	334		10200
7	06/21/22	Printed insert RATE CHANGE	0.00			40 64000	395		10200
8	06/21/22	Printed insert RATE CHANGE	0.00			50 65000	395		10200
9	06/21/22	Printed insert BOARD ELECTIONS	0.00			20 62000	395		10200
10	06/21/22	Printed insert BOARD ELECTIONS	0.00			30 63000	395		10200
11	06/21/22	Printed insert BOARD ELECTIONS	0.00			40 64000	395		10200
12	06/21/22	Printed insert BOARD ELECTIONS	0.00			50 65000	395		10200
13	06/21/22	Printed insert BOARD ELECTIONS	0.00			60 66000	395		10200
14	06/21/22	Printed insert COMM CLEAN-UP	0.00			60 66000	395		10200
15	82995 06/30/22	IVR SERVICE FEE	24.92*			40 64000	374		10200
16	82995 06/30/22	IVR SERVICE FEE	24.93*			50 65000	374		10200
Total for Vendor:			1,702.77						

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8139	19750S	511 VERIZON	324.83						
TABLETS: UTILITIES x4									
CELL PHONE: TMP, MS, TP, KD, DP									
06/09/22 - 07/08/22									
1	9908326441	06/08/22 TABLETS UTILITY JUNE X4	20.04			40 64000	310		10200
2	9908326441	06/08/22 TABLETS UTILITY JUNE X4	20.04			50 65000	310		10200
3	9908326441	06/08/22 UTILITIES CELL PHONES	4.08			30 63000	465		10200
4	9908326441	06/08/22 UTILITIES CELL PHONES	97.86			40 64000	465		10200
5	9908326441	06/08/22 UTILITIES CELL PHONES	97.86*			50 65000	465		10200
6	9908326441	06/08/22 UTILITIES CELL PHONES	4.08			60 66000	465		10200
7	9908326441	06/08/22 T PARENT CELL PHONE	10.45*			20 62000	465		10200
8	9908326441	06/08/22 T PARENT CELL PHONE	1.02			30 63000	465		10200
9	9908326441	06/08/22 T PARENT CELL PHONE	19.27			40 64000	465		10200
10	9908326441	06/08/22 T PARENT CELL PHONE	19.11*			50 65000	465		10200
11	9908326441	06/08/22 T PARENT CELL PHONE	1.02			60 66000	465		10200
12	9908326441	06/08/22 4GB DATA PLAN	0.60			30 63000	465		10200
13	9908326441	06/08/22 4GB DATA PLAN	14.40			40 64000	465		10200
14	9908326441	06/08/22 4GB DATA PLAN	14.40*			50 65000	465		10200
15	9908326441	06/08/22 4GB DATA PLAN	0.60			60 66000	465		10200
8164	19770S	511 VERIZON	50.04						
TABLETS: FIRE x2									
06/09/22 ~ 07/08/22									
1	9908326442	06/08/22 RR DATA PLAN	25.02*			20 62000	465		10200
2	9908326442	06/08/22 SY DATA PLAN	25.02*			20 62000	465		10200
Total for Vendor:			374.87						
8140	19751S	310 VIBORG SAND & GRAVEL, INC.	180.18						
1	45012	06/08/22 CONCRETE- CART AWAY RIVER RD	180.18			50 65000	353		10200
8190	19794S	310 VIBORG SAND & GRAVEL, INC.	602.29						
1	45146	06/27/22 SCREENED SAND	301.14*			40 64000	353		10200
2	45146	06/27/22 SCREENED SAND	301.15			50 65000	353		10200

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8191	19794S	310 VIBORG SAND & GRAVEL, INC.	110.88						
1	45116	06/25/22 RECYCLED BASE CLASS 2	110.88			40 64000	582		10200
		Total for Vendor:	893.35						
8087	19726S	717 WATER SYSTEMS CONSULTING, INC	9,457.50						
2022-14	ROUND 2 GRANT								
1	6733	06/02/22 2022-14 ROUND2 GRANT	9,457.50			50 65000	577		10200
8200	19795S	717 WATER SYSTEMS CONSULTING, INC	6,287.50						
WRRF,	SRF GRANT,	INDIAN VLY TRACT, COLLECTION REHAB GRANT,	CEMETERY RD DEV REV						
1	6846	06/30/22 WRRF DESIGN, FIN COORD	3,670.00			40 64000	587		10200
2	6846	06/30/22 SRF GRANT COORD	925.00			40 64000	587		10200
3	6846	06/30/22 INDIAN VALLEY TRACT	599.38			40 64000	326		10200
4	6846	06/30/22 INDIAN VALLEY TRACT	599.37			50 65000	326		10200
5	6846	06/30/22 COLLECTION SYSTEM REHAB GRANT	225.00			40 64000	326		10200
6	6846	06/30/22 CEMETERY RD DEV REVIEW	134.37			40 64000	326		10200
7	6846	06/30/22 CEMETERY RD DEV REVIEW	134.38			50 65000	326		10200
		Total for Vendor:	15,745.00						
8106	-99346E	612 WEX BANK	987.32						
		FUEL BILL CLOSING DATE: 06/07/22							
1	81400027	05/06/22 Fuel 8600 MAY	207.39*			20 62000	485		10200
2	81400027	05/06/22 Fuel 8601 MAY	190.78*			20 62000	485		10200
3	81400027	05/06/22 Fuel 8630 MAY	77.72*			20 62000	485		10200
4	81400027	05/06/22 FUEL OES	0.00			20 62000	307		10200
5	81400027	05/06/22 Fuel U8632 MAY	100.21*			40 64000	485		10200
8	81400027	05/06/22 Fuel U8632 MAY	100.22*			50 65000	485		10200
9	81400027	05/06/22 Fuel U8634 MAY	0.00*			40 64000	485		10200
10	81400027	05/06/22 Fuel U8634 MAY	0.00*			50 65000	485		10200
11	81400027	05/06/22 Fuel U8636 MAY	163.19*			50 65000	485		10200
12	81400027	05/06/22 Fuel U8636 MAY	163.20*			40 64000	485		10200
13	81400027	05/06/22 REBATE ADJUSTMENT	-7.30*			20 62000	485		10200
14	81400027	05/06/22 REBATE ADJUSTMENT	-4.05*			40 64000	485		10200
15	81400027	05/06/22 REBATE ADJUSTMENT	-4.04*			50 65000	485		10200

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8225	E	612 WEX BANK	2,063.39						
		FUEL BILL CLOSING DATE: 07/07/22							
1	82330199	06/06/22 Fuel 8600 JUNE	208.60*			20 62000	485		10200
2	82330199	06/06/22 Fuel 8601 JUNE	425.98*			20 62000	485		10200
3	82330199	06/06/22 Fuel 8630 JUNE	625.89*			20 62000	485		10200
4	82330199	06/06/22 FUEL OES	0.00			20 62000	307		10200
5	82330199	06/06/22 Fuel U8632 JUNE	249.41*			40 64000	485		10200
8	82330199	06/06/22 Fuel U8632 JUNE	249.41*			50 65000	485		10200
9	82330199	06/06/22 Fuel U8634 JUNE	0.00*			40 64000	485		10200
10	82330199	06/06/22 Fuel U8634 JUNE	0.00*			50 65000	485		10200
11	82330199	06/06/22 Fuel U8636 JUNE	159.96*			50 65000	485		10200
12	82330199	06/06/22 Fuel U8636 JUNE	159.96*			40 64000	485		10200
13	82330199	06/06/22 REBATE ADJUSTMENT	-9.59*			20 62000	485		10200
14	82330199	06/06/22 REBATE ADJUSTMENT	-3.11*			40 64000	485		10200
15	82330199	06/06/22 REBATE ADJUSTMENT	-3.12*			50 65000	485		10200
		Total for Vendor:	3,050.71						
8095	19727S	473 WHITE BRENNER LLP	12,482.80						
		MARCH 2022							
1	45200	MAR 05/26/22 Stinebeck Legal- MARCH	2,690.00			50 65000	332		10200
2	45201	MAR 05/26/22 SOLID WASTE LEGAL	56.00*			60 66000	327		10200
3	45199	MAR 05/26/22 SOLID WASTE LEGAL SB3183	807.90*			60 66000	327		10200
4		Water Legal- GSA MEETING	0.00*			50 65000	327		10200
5		WHITE OAK LEGAL	0.00*			50 65000	327		10200
6	45202	MAR 05/26/22 HR LEGAL	542.96*			20 62000	333		10200
7	45202	MAR 05/26/22 HR LEGAL	52.97*			30 63000	333		10200
8	45202	MAR 05/26/22 HR LEGAL	1,006.40*			40 64000	333		10200
9	45202	MAR 05/26/22 HR LEGAL	993.15*			50 65000	333		10200
10	45202	MAR 05/26/22 HR LEGAL	52.97*			60 66000	333		10200
11		SEWER/WATER BILLING	0.00*			40 64000	327		10200
12		SEWER/WATER BILLING	0.00*			50 65000	327		10200
13		COVID-19: BILL FEES/LIENS	0.00*			40 64000	327		10200
14		COVID-19: BILL FEES/LIENS	0.00*			50 65000	327		10200
15		FIRE LEGAL- HR	0.00*			20 62000	333		10200
16	45199	MAR 05/26/22 ADU	67.20*			40 64000	327		10200
17	45199	MAR 05/26/22 ADU	67.20*			50 65000	327		10200

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18	45199 MAR 05/26/22	General Legal - RECALL	96.43*			20 62000	327		10200
19	45199 MAR 05/26/22	General Legal - RECALL	9.40			30 63000	327		10200
20	45199 MAR 05/26/22	General Legal - RECALL	178.75*			40 64000	327		10200
21	45199 MAR 05/26/22	General Legal - RECALL	176.40*			50 65000	327		10200
22	45199 MAR 05/26/22	General Legal - RECALL	9.40*			60 66000	327		10200
23	45199 MAR 05/26/22	General Legal - BOARD MEETI	453.85*			20 62000	327		10200
24	45199 MAR 05/26/22	General Legal - BOARD MEETI	44.28			30 63000	327		10200
25	45199 MAR 05/26/22	General Legal - BOARD MEETI	841.28*			40 64000	327		10200
26	45199 MAR 05/26/22	General Legal - BOARD MEETI	830.21*			50 65000	327		10200
27	45199 MAR 05/26/22	General Legal - BOARD MEETI	44.28*			60 66000	327		10200
28	45199 MAR 05/26/22	General Legal - ADMIN	276.54*			20 62000	327		10200
29	45199 MAR 05/26/22	General Legal - ADMIN	26.98			30 63000	327		10200
30	45199 MAR 05/26/22	General Legal - ADMIN	512.62*			40 64000	327		10200
31	45199 MAR 05/26/22	General Legal - ADMIN	505.87*			50 65000	327		10200
32	45199 MAR 05/26/22	General Legal - ADMIN	26.98*			60 66000	327		10200
33		General Legal - BOARD	0.00*			20 62000	327		10200
34		General Legal - BOARD	0.00			30 63000	327		10200
35		General Legal - BOARD	0.00*			40 64000	327		10200
36		General Legal - BOARD	0.00*			50 65000	327		10200
37		General Legal - BOARD	0.00*			60 66000	327		10200
38	45203 MAR 05/26/22	General Legal - PUBLIC REC	82.90*			20 62000	319		10200
39	45203 MAR 05/26/22	General Legal - PUBLIC REC	8.08*			30 63000	319		10200
40	45203 MAR 05/26/22	General Legal - PUBLIC REC	153.67*			40 64000	319		10200
41	45203 MAR 05/26/22	General Legal - PUBLIC REC	151.65*			50 65000	319		10200
42	45203 MAR 05/26/22	General Legal - PUBLIC REC	8.08			60 66000	319		10200
43	45199 MAR 05/26/22	General Legal - HR	350.22*			20 62000	333		10200
44	45199 MAR 05/26/22	General Legal - HR	34.17			30 63000	327		10200
45	45199 MAR 05/26/22	General Legal - HR	649.19*			40 64000	327		10200
46	45199 MAR 05/26/22	General Legal - HR	640.65*			50 65000	327		10200
47	45199 MAR 05/26/22	General Legal - HR	34.17*			60 66000	327		10200
8096	19727S 473	WHITE BRENNER LLP	17,344.90						
APRIL 2022									
1	45324 APRI 05/31/22	Stinebeck Legal- APRIL	3,276.00			50 65000	332		10200
2	45325 APRI 05/31/22	SOLID WASTE LEGAL	3,444.00*			60 66000	327		10200
3	45323 APRI 05/31/22	SOLID WASTE LEGAL SB3183	1,092.00*			60 66000	327		10200
4		Water Legal- GSA MEETING	0.00*			50 65000	327		10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5		WHITE OAK LEGAL	0.00*			50 65000	327		10200
6	45326 APRI 05/31/22	HR LEGAL	596.04*			20 62000	333		10200
7	45326 APRI 05/31/22	HR LEGAL	58.15*			30 63000	333		10200
8	45326 APRI 05/31/22	HR LEGAL	1,104.85*			40 64000	333		10200
9	45326 APRI 05/31/22	HR LEGAL	1,090.31*			50 65000	333		10200
10	45326 APRI 05/31/22	HR LEGAL	58.15*			60 66000	333		10200
11		SEWER/WATER BILLING	0.00*			40 64000	327		10200
12		SEWER/WATER BILLING	0.00*			50 65000	327		10200
13		COVID-19: BILL FEES/LIENS	0.00*			40 64000	327		10200
14		COVID-19: BILL FEES/LIENS	0.00*			50 65000	327		10200
15	45323 APRI 05/31/22	FIRE LEGAL- SPECIAL MEETIN	1,814.40*			20 62000	327		10200
16		ADU	0.00*			40 64000	327		10200
17		ADU	0.00*			50 65000	327		10200
18	45323 APRI 05/31/22	General Legal - RECALL	49.71*			20 62000	327		10200
19	45323 APRI 05/31/22	General Legal - RECALL	4.85			30 63000	327		10200
20	45323 APRI 05/31/22	General Legal - RECALL	92.15*			40 64000	327		10200
21	45323 APRI 05/31/22	General Legal - RECALL	90.94*			50 65000	327		10200
22	45323 APRI 05/31/22	General Legal - RECALL	4.85*			60 66000	327		10200
23	45323 APRI 05/31/22	General Legal - BOARD MEET	649.45*			20 62000	327		10200
24	45323 APRI 05/31/22	General Legal - BOARD MEET	63.36			30 63000	327		10200
25	45323 APRI 05/31/22	General Legal - BOARD MEET	1,203.84*			40 64000	327		10200
26	45323 APRI 05/31/22	General Legal - BOARD MEET	1,188.00*			50 65000	327		10200
27	45323 APRI 05/31/22	General Legal - BOARD MEET	63.36*			60 66000	327		10200
28	45323 APRI 05/31/22	General Legal - ADMIN	33.50*			20 62000	327		10200
29	45323 APRI 05/31/22	General Legal - ADMIN	3.27			30 63000	327		10200
30	45323 APRI 05/31/22	General Legal - ADMIN	62.09*			40 64000	327		10200
31	45323 APRI 05/31/22	General Legal - ADMIN	61.27*			50 65000	327		10200
32	45323 APRI 05/31/22	General Legal - ADMIN	3.27*			60 66000	327		10200
33		General Legal - BOARD	0.00*			20 62000	327		10200
34		General Legal - BOARD	0.00			30 63000	327		10200
35		General Legal - BOARD	0.00*			40 64000	327		10200
36		General Legal - BOARD	0.00*			50 65000	327		10200
37		General Legal - BOARD	0.00*			60 66000	327		10200
38	45327 APRI 05/31/22	General Legal - PUBLIC REC	119.29*			20 62000	319		10200
39	45327 APRI 05/31/22	General Legal - PUBLIC REC	11.64*			30 63000	319		10200
40	45327 APRI 05/31/22	General Legal - PUBLIC REC	221.12*			40 64000	319		10200
41	45327 APRI 05/31/22	General Legal - PUBLIC REC	218.21*			50 65000	319		10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
42	45327 APRI	05/31/22 General Legal - PUBLIC REC	11.64			60 66000	319		10200
43	45323 APRI	05/31/22 General Legal - HR	134.31*			20 62000	333		10200
44	45323 APRI	05/31/22 General Legal - HR	13.10			30 63000	327		10200
45	45323 APRI	05/31/22 General Legal - HR	248.98*			40 64000	327		10200
46	45323 APRI	05/31/22 General Legal - HR	245.70*			50 65000	327		10200
47	45323 APRI	05/31/22 General Legal - HR	13.10*			60 66000	327		10200
8143	19752S	473 WHITE BRENNER LLP	25,808.43						
MAY 2022									
1	45516 MAY	06/13/22 Stinebeck Legal- MAY	18,686.73			50 65000	332		10200
2	45515 MAY	06/13/22 SOLID WASTE LEGAL	134.40*			60 66000	327		10200
3		SOLID WASTE LEGAL SB3183	0.00*			60 66000	327		10200
4		Water Legal- GSA MEETING	0.00*			50 65000	327		10200
5		WHITE OAK LEGAL	0.00*			50 65000	327		10200
6	45517/8MAY	06/13/22 HR LEGAL	378.88*			20 62000	333		10200
7	45517/8MAY	06/13/22 HR LEGAL	36.96*			30 63000	333		10200
8	45517/8MAY	06/13/22 HR LEGAL	702.24*			40 64000	333		10200
9	45517/8MAY	06/13/22 HR LEGAL	693.00*			50 65000	333		10200
10	45517/8MAY	06/13/22 HR LEGAL	36.96*			60 66000	333		10200
11		SEWER/WATER BILLING	0.00*			40 64000	327		10200
12		SEWER/WATER BILLING	0.00*			50 65000	327		10200
13		COVID-19: BILL FEES/LIENS	0.00*			40 64000	327		10200
14		COVID-19: BILL FEES/LIENS	0.00*			50 65000	327		10200
15		FIRE LEGAL- SPECIAL MEETING	0.00*			20 62000	327		10200
16		ADU	0.00*			40 64000	327		10200
17		ADU	0.00*			50 65000	327		10200
18		General Legal - RECALL	0.00*			20 62000	327		10200
19		General Legal - RECALL	0.00			30 63000	327		10200
20		General Legal - RECALL	0.00*			40 64000	327		10200
21		General Legal - RECALL	0.00*			50 65000	327		10200
22		General Legal - RECALL	0.00*			60 66000	327		10200
23	45515 MAY	06/13/22 General Legal - BOARD MEETI	488.23*			20 62000	327		10200
24	45515 MAY	06/13/22 General Legal - BOARD MEETI	47.63			30 63000	327		10200
25	45515 MAY	06/13/22 General Legal - BOARD MEETI	905.00*			40 64000	327		10200
26	45515 MAY	06/13/22 General Legal - BOARD MEETI	893.10*			50 65000	327		10200
27	45515 MAY	06/13/22 General Legal - BOARD MEETI	47.63*			60 66000	327		10200
28		General Legal - ADMIN	0.00*			20 62000	327		10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
29		General Legal - ADMIN	0.00			30 63000	327		10200
30		General Legal - ADMIN	0.00*			40 64000	327		10200
31		General Legal - ADMIN	0.00*			50 65000	327		10200
32		General Legal - ADMIN	0.00*			60 66000	327		10200
33	45515 MAY 06/13/22	General Legal - BOARD OF DI	196.30*			20 62000	327		10200
34	45515 MAY 06/13/22	General Legal - BOARD OF DI	19.15			30 63000	327		10200
35	45515 MAY 06/13/22	General Legal - BOARD OF DI	363.88*			40 64000	327		10200
36	45515 MAY 06/13/22	General Legal - BOARD OF DI	359.10*			50 65000	327		10200
37	45515 MAY 06/13/22	General Legal - BOARD OF DI	19.15*			60 66000	327		10200
38	45519 MAY 06/13/22	General Legal - PUBLIC REC	114.16*			20 62000	319		10200
39	45519 MAY 06/13/22	General Legal - PUBLIC REC	11.14*			30 63000	319		10200
40	45519 MAY 06/13/22	General Legal - PUBLIC REC	211.62*			40 64000	319		10200
41	45519 MAY 06/13/22	General Legal - PUBLIC REC	208.83*			50 65000	319		10200
42	45519 MAY 06/13/22	General Legal - PUBLIC REC	11.14			60 66000	319		10200
43	45515 MAY 06/13/22	General Legal - HR	254.86*			20 62000	333		10200
44	45515 MAY 06/13/22	General Legal - HR	24.86			30 63000	327		10200
45	45515 MAY 06/13/22	General Legal - HR	472.41*			40 64000	327		10200
46	45515 MAY 06/13/22	General Legal - HR	466.20*			50 65000	327		10200
47	45515 MAY 06/13/22	General Legal - HR	24.87*			60 66000	327		10200
8233	473	WHITE BRENNER LLP	25,099.40						
JUNE 2022									
1	45726 JUNE 07/11/22	Stinebeck Legal- JUNE	448.00			50 65000	332		10200
2	45725 JUNE 07/11/22	SOLID WASTE LEGAL	604.80*			60 66000	327		10200
3		SOLID WASTE LEGAL SB3183	0.00*			60 66000	327		10200
4		Water Legal- GSA MEETING	0.00*			50 65000	327		10200
5		WHITE OAK LEGAL	0.00*			50 65000	327		10200
6	45728 JUNE 07/11/22	HR LEGAL	2,960.61*			20 62000	333		10200
7	45728 JUNE 07/11/22	HR LEGAL	288.84*			30 63000	333		10200
8	45728 JUNE 07/11/22	HR LEGAL	5,487.96*			40 64000	333		10200
9	45728 JUNE 07/11/22	HR LEGAL	5,415.75*			50 65000	333		10200
10	45728 JUNE 07/11/22	HR LEGAL	288.84*			60 66000	333		10200
11		SEWER/WATER BILLING	0.00*			40 64000	327		10200
12		SEWER/WATER BILLING	0.00*			50 65000	327		10200
13		COVID-19: BILL FEES/LIENS	0.00*			40 64000	327		10200
14		COVID-19: BILL FEES/LIENS	0.00*			50 65000	327		10200
15	45725 JUNE 07/11/22	FIRE LEGAL	50.40*			20 62000	327		10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
16	ADU		0.00*			40 64000	327		10200
17	ADU		0.00*			50 65000	327		10200
18	General Legal - RECALL		0.00*			20 62000	327		10200
19	General Legal - RECALL		0.00			30 63000	327		10200
20	General Legal - RECALL		0.00*			40 64000	327		10200
21	General Legal - RECALL		0.00*			50 65000	327		10200
22	General Legal - RECALL		0.00*			60 66000	327		10200
23	45725 JUNE 07/11/22	General Legal - BOARD MEET	482.16*			20 62000	327		10200
24	45725 JUNE 07/11/22	General Legal - BOARD MEET	47.04			30 63000	327		10200
25	45725 JUNE 07/11/22	General Legal - BOARD MEET	893.76*			40 64000	327		10200
26	45725 JUNE 07/11/22	General Legal - BOARD MEET	882.00*			50 65000	327		10200
27	45725 JUNE 07/11/22	General Legal - BOARD MEET	47.04*			60 66000	327		10200
28	45725 JUNE 07/11/22	General Legal - ADMIN	82.65*			20 62000	327		10200
29	45725 JUNE 07/11/22	General Legal - ADMIN	8.06			30 63000	327		10200
30	45725 JUNE 07/11/22	General Legal - ADMIN	153.22*			40 64000	327		10200
31	45725 JUNE 07/11/22	General Legal - ADMIN	151.20*			50 65000	327		10200
32	45725 JUNE 07/11/22	General Legal - ADMIN	8.06*			60 66000	327		10200
33	45725 JUNE 07/11/22	General Legal - BOARD OF D	582.04*			20 62000	327		10200
34	45725 JUNE 07/11/22	General Legal - BOARD OF D	56.78			30 63000	327		10200
35	45725 JUNE 07/11/22	General Legal - BOARD OF D	1,078.89*			40 64000	327		10200
36	45725 JUNE 07/11/22	General Legal - BOARD OF D	1,064.70*			50 65000	327		10200
37	45725 JUNE 07/11/22	General Legal - BOARD OF D	56.78*			60 66000	327		10200
38	45730 JUNE 07/11/22	General Legal - PUBLIC REC	97.54*			20 62000	319		10200
39	45730 JUNE 07/11/22	General Legal - PUBLIC REC	9.51*			30 63000	319		10200
40	45730 JUNE 07/11/22	General Legal - PUBLIC REC	180.80*			40 64000	319		10200
41	45730 JUNE 07/11/22	General Legal - PUBLIC REC	178.43*			50 65000	319		10200
42	45730 JUNE 07/11/22	General Legal - PUBLIC REC	9.51			60 66000	319		10200
43	45729 JUNE 07/11/22	General Legal - HR	97.58*			20 62000	333		10200
44	45729 JUNE 07/11/22	General Legal - HR	9.52*			30 63000	333		10200
45	45729 JUNE 07/11/22	General Legal - HR	180.88*			40 64000	333		10200
46	45729 JUNE 07/11/22	General Legal - HR	178.50*			50 65000	333		10200
47	45729 JUNE 07/11/22	General Legal - HR	9.52*			60 66000	333		10200
48	45728 JUNE 07/11/22	Legal - HR	45.36*			30 63000	333		10200
49	45728 JUNE 07/11/22	Legal - HR	1,814.40*			40 64000	333		10200
50	45728 JUNE 07/11/22	Legal - HR	362.88*			50 65000	333		10200
51	45728 JUNE 07/11/22	Legal - HR	45.36*			60 66000	333		10200
52	45725 JUNE 07/11/22	General Legal - HR	148.09*			20 62000	333		10200

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Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
53	45725 JUNE	07/11/22 General Legal - HR	14.45*			30 63000	333		10200
54	45725 JUNE	07/11/22 General Legal - HR	274.51*			40 64000	333		10200
55	45725 JUNE	07/11/22 General Legal - HR	270.90*			50 65000	333		10200
56	45725 JUNE	07/11/22 General Legal - HR	14.45*			60 66000	333		10200
57	45731 JUNE	07/11/22 Employee Arbit Docs	3.64*			20 62000	333		10200
58	45731 JUNE	07/11/22 Employee Arbit Docs	0.35*			30 63000	333		10200
59	45731 JUNE	07/11/22 Employee Arbit Docs	6.69*			40 64000	333		10200
60	45731 JUNE	07/11/22 Employee Arbit Docs	6.60*			50 65000	333		10200
61	45731 JUNE	07/11/22 Employee Arbit Docs	0.35*			60 66000	333		10200
Total for Vendor:			80,735.53						
8201	19796S	318 WILDHORSE PROPANE	599.05						
1	U006B027	06/29/22 WELL 4 PROPANE	599.05*			50 65000	382		10200
Total for Vendor:			599.05						
# of Claims			154	Total:	233,404.96	# of Vendors	58		
Total Electronic Claims				5,490.00					
Total Non-Electronic Claims				227914.96					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim from Another Period Cancelled in this Period
For the Accounting Period: 6/22

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Claim Line #	Check Invoice #/Inv Date	Vendor #/Name/Description	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Cancelled in 6/22 **** *** Claim from another period (11/15) ****								
1332	470	PLALE, STEPHEN	1.92					
Customer Refund Water Deposit STEPHEN PLALE 715 CRISPIN AVE 6/24/22 check never cashed. Applied to customers new account 27268.								
1	11/17/15	Account #27430-03	1.92			50 65000	805	10200
		# of Claims	1	Total:				1.92

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 6/22

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$47,141.46
10250 Pac Premier - Payroll	\$178.30
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$2,894.30
10250 Pac Premier - Payroll	\$87.23
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$59,950.45
10250 Pac Premier - Payroll	\$1,046.08
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$111,838.33
10250 Pac Premier - Payroll	\$1,042.01
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$9,139.21
10250 Pac Premier - Payroll	\$85.67
Total:	\$233,403.04

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	3,360.00	0.00	-3,360.00	** %
40310	Fireworks Refundable C/Up Bond	0.00	500.00	0.00	-500.00	** %
40370	Johnson Restitution - Unrealized Earnings	0.00	6,027.04	0.00	-6,027.04	** %
40410	Mutual Aid Fires ~ OES	0.00	71,195.26	0.00	-71,195.26	** %
40420	Ambulance Reimbursement	1,285.76	5,118.29	4,400.00	-718.29	116 %
40500	VFA Assistance Grant	0.00	0.00	20,000.00	20,000.00	0 %
40505	CFF California Fire Foundation	0.00	0.00	15,000.00	15,000.00	0 %
	Account Group Total:	1,285.76	86,200.59	39,400.00	-46,800.59	219 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	4,332.45	400,297.76	425,798.00	25,500.24	94 %
	Account Group Total:	4,332.45	400,297.76	425,798.00	25,500.24	94 %
46000	Revenues & Interest					
46000	Revenues & Interest	37.06	280.82	0.00	-280.82	** %
46009	Grants - Other	0.00	138.00	0.00	-138.00	** %
46150	Miscellaneous Income	0.00	9.88	9,750.00	9,740.12	0 %
46151	Refund/Adjustments	46.12	295.33	0.00	-295.33	** %
46153	Plan Check Fees and Inspections	300.00	2,236.45	5,500.00	3,263.55	41 %
	Account Group Total:	383.18	2,960.48	15,250.00	12,289.52	19 %
	Fund Total:	6,001.39	489,458.83	480,448.00	-9,010.83	102 %
30 STREET LIGHTING DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	-717.28	-717.28	0.00	100 %
	Account Group Total:	0.00	-717.28	-717.28	0.00	100 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	1,296.84	117,789.96	135,740.00	17,950.04	87 %
	Account Group Total:	1,296.84	117,789.96	135,740.00	17,950.04	87 %
46000	Revenues & Interest					
46000	Revenues & Interest	174.05	4,281.48	2,134.19	-2,147.29	201 %
46009	Grants - Other	0.00	12.00	12.00	0.00	100 %
46100	Realized Earnings	-1,123.20	-10,495.35	0.00	10,495.35	** %
46150	Miscellaneous Income	0.00	0.42	0.42	0.00	100 %
46151	Refund/Adjustments	4.50	20.83	11.48	-9.35	181 %
46155	Will Serve Processing Fees	0.00	200.00	50.00	-150.00	400 %
	Account Group Total:	-944.65	-5,980.62	2,208.09	8,188.71	*** %
	Fund Total:	352.19	111,092.06	137,230.81	26,138.75	81 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	8,068.59	8,068.59	0.00	100 %
40850	Wastewater Hook-up Fees	0.00	13,033.00	13,033.00	0.00	100 %
40900	Wastewater Sales	96,014.86	1,137,418.23	1,001,618.00	-135,800.23	114 %
40901	Riverzone Surcharge	1,506.27	9,088.68	0.00	-9,088.68	** %
40910	Wastewater Late Charges	1,647.90	10,479.89	3,150.81	-7,329.08	333 %
	Account Group Total:	99,169.03	1,178,088.39	1,025,870.40	-152,217.99	115 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	9,991.00	175,597.64	96,841.52	-78,756.12	181 %
	Account Group Total:	9,991.00	175,597.64	96,841.52	-78,756.12	181 %
46000 Revenues & Interest						
46000	Revenues & Interest	83.13	712.66	513.34	-199.32	139 %
46008	DWR Grants	0.00	46,989.00	180,000.00	133,011.00	26 %
46009	Grants - Other	0.00	210.00	0.00	-210.00	** %
46150	Miscellaneous Income	1,441.20	14,123.99	5,322.26	-8,801.73	265 %
46151	Refund/Adjustments	85.48	345.97	168.36	-177.61	205 %
46155	Will Serve Processing Fees	0.00	1,200.00	550.00	-650.00	218 %
	Account Group Total:	1,609.81	63,581.62	186,553.96	122,972.34	34 %
	Fund Total:	110,769.84	1,417,267.65	1,309,265.88	-108,001.77	108 %
50 WATER DEPARTMENT						
40000						
40370	Johnson Restitution - Unrealized Earnings	0.00	7,886.31	7,886.31	0.00	100 %
	Account Group Total:	0.00	7,886.31	7,886.31	0.00	100 %
41000 Water Sales						
41000	Water Sales	91,767.82	963,814.80	920,172.00	-43,642.80	105 %
41001	Water Connection Fees	0.00	13,255.00	13,255.00	0.00	100 %
41003	Water Surcharge	45.00	91.00	0.00	-91.00	** %
41005	Water Late Charges	1,011.98	9,660.57	1,368.03	-8,292.54	706 %
41010	Water Meter Fees	0.00	450.00	450.00	0.00	100 %
	Account Group Total:	92,824.80	987,271.37	935,245.03	-52,026.34	106 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	48,971.00	48,971.00	0.00	-48,971.00	** %
	Account Group Total:	48,971.00	48,971.00	0.00	-48,971.00	** %
46000 Revenues & Interest						
46000	Revenues & Interest	19.35	218.67	346.37	127.70	63 %
46007	State/Federal Grants	0.00	4,290.17	4,290.17	0.00	100 %
46009	Grants - Other	0.00	228.00	0.00	-228.00	** %
46115	CALOES Resiliency Grant	0.00	0.00	230,000.00	230,000.00	0 %
46150	Miscellaneous Income	340.91	2,715.59	1,460.56	-1,255.03	186 %
46151	Refund/Adjustments	84.35	340.27	165.01	-175.26	206 %
46155	Will Serve Processing Fees	0.00	500.00	3,000.00	2,500.00	17 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
50 WATER DEPARTMENT						
	Account Group Total:	444.61	8,292.70	239,262.11	230,969.41	3 %
	Fund Total:	142,240.41	1,052,421.38	1,182,393.45	129,972.07	89 %
60 SOLID WASTE DEPARTMENT						
40000						
	40370 Johnson Restitution - Unrealized Earnings	0.00	729.11	729.11	0.00	100 %
	Account Group Total:	0.00	729.11	729.11	0.00	100 %
46000 Revenues & Interest						
	46000 Revenues & Interest	3.29	50.70	32.69	-18.01	155 %
	46005 Franchise Fees	3,707.82	38,463.63	36,900.00	-1,563.63	104 %
	46009 Grants - Other	0.00	12.00	0.00	-12.00	** %
	46150 Miscellaneous Income	0.00	290.67	0.42	-290.25	*** %
	46151 Refund/Adjustments	4.50	16.59	7.24	-9.35	229 %
	46155 Will Serve Processing Fees	0.00	50.00	50.00	0.00	100 %
	Account Group Total:	3,715.61	38,883.59	36,990.35	-1,893.24	105 %
	Fund Total:	3,715.61	39,612.70	37,719.46	-1,893.24	105 %
	Grand Total:	263,079.44	3,109,852.62	3,147,057.60	37,204.98	99 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
 Statement of Revenue Budget vs Actuals
 For the Accounting Period: 6 / 22

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	6,001.39	489,458.83	480,448.00	-9,010.83	102 %
30 STREET LIGHTING DEPARTMENT	352.19	111,092.06	137,230.81	26,138.75	81 %
40 WASTEWATER DEPARTMENT	110,769.84	1,417,267.65	1,309,265.88	-108,001.77	108 %
50 WATER DEPARTMENT	142,240.41	1,052,421.38	1,182,393.45	129,972.07	89 %
60 SOLID WASTE DEPARTMENT	3,715.61	39,612.70	37,719.46	-1,893.24	105 %
Grand Total:	263,079.44	3,109,852.62	3,147,057.60	37,204.98	99 %

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	17,694.25	152,237.32	160,000.00	170,000.00	17,762.68	90 %
	111 BOD Stipend	154.00	2,002.00	1,380.00	1,380.00	-622.00	145 %
	115 Payroll Expenses	0.00	2,827.02	2,000.00	2,000.00	-827.02	141 %
	120 Workers' Compensation	0.00	8,938.52	8,000.00	8,000.00	-938.52	112 %
	121 Physicals	0.00	885.00	1,000.00	1,000.00	115.00	89 %
	125 Volunteer Firefighter Stipends	12,539.30	49,391.35	45,000.00	45,000.00	-4,391.35	110 %
	135 Payroll Tax - FICA/SS	744.38	3,458.21	3,100.00	3,100.00	-358.21	112 %
	140 Payroll Tax - Medicare	457.57	2,761.91	2,800.00	2,800.00	38.09	99 %
	155 Payroll Tax - SUI	327.47	2,448.73	3,918.00	3,918.00	1,469.27	62 %
	160 Payroll Tax - ETT	6.95	15.63	0.00	0.00	-15.63	*** %
	205 Insurance - Health	-1,475.38	6,885.41	4,000.00	4,000.00	-2,885.41	172 %
	210 Insurance - Dental	83.76	774.03	686.00	686.00	-88.03	113 %
	215 Insurance - Vision	8.11	121.87	250.00	250.00	128.13	49 %
	225 Retirement - PERS Expense	2,653.18	10,323.31	5,500.00	5,500.00	-4,823.31	188 %
	305 Operations & Maintenance	217.23	1,811.25	6,000.00	6,000.00	4,188.75	30 %
	310 Phone & Fax Expense	71.30	2,920.97	475.00	475.00	-2,445.97	615 %
	315 Postage, Shipping & Freight	46.20	217.57	300.00	300.00	82.43	73 %
	319 Legal: P.R.A.s - Professional Svcs	413.89	686.53	0.00	0.00	-686.53	*** %
	320 Printing & Reproduction	0.00	142.47	600.00	600.00	457.53	24 %
	321 IT Services - Professional Svcs	0.00	4,073.87	0.00	3,000.00	-1,073.87	136 %
	323 Auditor - Professional Svcs	0.00	2,341.10	4,100.00	4,100.00	1,758.90	57 %
	325 Accounting - Professional Svcs	301.35	2,038.29	2,000.00	2,000.00	-38.29	102 %
	326 Engineering - Professional Svcs	617.50	1,235.00	4,000.00	4,000.00	2,765.00	31 %
	327 Legal: General - Professional Svcs	5,255.66	16,636.31	11,000.00	11,000.00	-5,636.31	151 %
	328 Insurance - Prop & Liability	0.00	13,746.95	24,000.00	24,000.00	10,253.05	57 %
	330 Contract Labor	0.00	0.00	1,250.00	1,250.00	1,250.00	0 %
	333 Legal: HR - Professional Svcs	5,467.19	12,003.25	0.00	0.00	-12,003.25	*** %
	334 Maintenance Agreements	41.57	2,516.53	10,000.00	10,000.00	7,483.47	25 %
	335 Meals	0.00	36.67	600.00	600.00	563.33	6 %
	340 Meetings and Conferences	0.00	482.36	1,000.00	1,000.00	517.64	48 %
	345 Mileage Expense Reimbursement	0.00	86.05	500.00	500.00	413.95	17 %
	348 Safety Equipment and Supplies	0.00	225.58	2,000.00	2,000.00	1,774.42	11 %
	350 Repairs & Maint - Computers	0.00	236.08	4,500.00	4,500.00	4,263.92	5 %
	351 Repairs & Maint - Equip	7,672.07	12,870.20	7,500.00	7,500.00	-5,370.20	172 %
	352 Repairs & Maint - Structures	4,659.18	8,921.44	6,000.00	6,000.00	-2,921.44	149 %
	354 Repairs & Maint - Vehicles	2,039.22	8,793.30	13,000.00	13,000.00	4,206.70	68 %
	355 Testing & Supplies (WWTP)	0.00	69.53	0.00	0.00	-69.53	*** %
	370 Dispatch Services (Fire)	0.00	10,874.00	10,000.00	10,000.00	-874.00	109 %
	375 Internet Expenses	0.00	611.90	1,134.00	1,134.00	522.10	54 %
	376 Web Page - Upgrade/Maint	0.00	492.00	552.00	552.00	60.00	89 %
	380 Utilities - Alarm Service	0.00	0.00	120.00	120.00	120.00	0 %
	381 Utilities - Electric	34.38	3,419.30	4,500.00	4,500.00	1,080.70	76 %
	382 Utilities - Propane	0.00	299.50	500.00	500.00	200.50	60 %
	384 Utilities - Water/Sewer	2.00	4.00	0.00	0.00	-4.00	*** %
	385 Dues and Subscriptions	1,353.65	9,867.56	10,000.00	10,000.00	132.44	99 %
	386 Education and Training	530.56	9,238.63	4,000.00	6,000.00	-3,238.63	154 %
	393 Advertising and Public Notices	0.00	132.26	500.00	500.00	367.74	26 %
	394 LAFCO Allocations	0.00	1,210.52	2,250.00	2,250.00	1,039.48	54 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
395	Community Outreach	5.18	288.86	1,500.00	1,500.00	1,211.14	19 %
405	Software	0.00	2,127.04	4,000.00	4,000.00	1,872.96	53 %
410	Office Supplies	181.54	756.72	2,000.00	2,000.00	1,243.28	38 %
450	EMS Supplies	0.00	1,887.67	7,500.00	7,500.00	5,612.33	25 %
455	Fire Safety Gear & Equipment	88.69	2,073.73	3,500.00	3,500.00	1,426.27	59 %
456	VFF Assistance Grant	0.00	1,740.54	40,000.00	20,000.00	18,259.46	9 %
457	CFE Grant - California Fire Grant	0.00	7,332.30	15,000.00	15,000.00	7,667.70	49 %
460	8668 - Build Out	0.00	-1,154.14	0.00	0.00	1,154.14	*** %
465	Cell phones, Radios and Pagers	149.15	1,356.92	1,200.00	1,200.00	-156.92	113 %
470	Communication Equipment	7,557.63	13,640.07	5,000.00	5,000.00	-8,640.07	273 %
475	Computer Supplies & Upgrades	463.21	1,365.13	4,000.00	5,772.82	4,407.69	24 %
485	Fuel Expense	3,081.43	10,952.88	5,000.00	5,000.00	-5,952.88	219 %
490	Small Tools & Equipment	0.00	1,104.48	2,500.00	2,500.00	1,395.52	44 %
495	Uniform Expense	0.00	4,257.20	3,000.00	4,000.00	-257.20	106 %
500	Capital Outlay	0.00	-5,917.31	0.00	0.00	5,917.31	*** %
503	Weed Abatement Costs	5,672.93	5,928.36	5,000.00	5,000.00	-928.36	119 %
505	Fire Training Grounds	0.00	1,402.07	2,500.00	2,500.00	1,097.93	56 %
510	Fire Station Addition	0.00	130.00	5,000.00	5,000.00	4,870.00	3 %
511	Fire- Temp Housing Unit	552.50	8,697.71	0.00	0.00	-8,697.71	*** %
710	County Hazmat Dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, Permits and Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
900	District Strategic Plan	666.25	6,790.86	0.00	4,000.00	-2,790.86	170 %
940	Bank Service Charges	0.00	7.18	0.00	0.00	-7.18	*** %
960	Property Tax Expense	0.00	210.64	220.00	220.00	9.36	96 %
	Account Total:	80,335.05	438,290.19	479,935.00	481,707.82	43,417.63	91 %
	Account Group Total:	80,335.05	438,290.19	479,935.00	481,707.82	43,417.63	91 %
	Fund Total:	80,335.05	438,290.19	479,935.00	481,707.82	43,417.63	91 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	1,479.47	12,703.37	15,500.00	15,500.00	2,796.63	82 %
111	BOD Stipend	14.00	182.00	240.00	240.00	58.00	76 %
115	Payroll Expenses	0.00	86.96	250.00	250.00	163.04	35 %
120	Workers' Compensation	0.00	370.32	500.00	370.32	0.00	100 %
121	Physicals	0.00	1.60	0.00	0.00	-1.60	*** %
135	Payroll Tax - FICA/SS	4.13	47.36	300.00	300.00	252.64	16 %
140	Payroll Tax - Medicare	23.97	190.89	300.00	300.00	109.11	64 %
155	Payroll Tax - SUI	3.12	81.57	150.00	150.00	68.43	54 %
160	Payroll Tax - ETT	0.06	0.09	0.00	0.00	-0.09	*** %
205	Insurance - Health	-620.62	1,525.66	2,000.00	2,736.00	1,210.34	56 %
210	Insurance - Dental	45.58	121.79	200.00	200.00	78.21	61 %
215	Insurance - Vision	3.49	16.47	100.00	100.00	83.53	16 %
225	Retirement - PERS Expense	1,207.39	2,450.32	2,500.00	2,500.00	49.68	98 %
305	Operations & Maintenance	0.00	461.79	2,000.00	2,000.00	1,538.21	23 %
310	Phone & Fax Expense	6.95	186.19	50.00	250.00	63.81	74 %
315	Postage, Shipping & Freight	4.51	19.58	100.00	100.00	80.42	20 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
319	Legal: P.R.A.s - Professional Svcs	40.37	65.41	0.00	50.00	-15.41	131 %
320	Printing & Reproduction	0.00	16.34	500.00	500.00	483.66	3 %
321	IT Services - Professional Svcs	0.00	345.61	0.00	500.00	154.39	69 %
323	Auditor - Professional Svcs	0.00	228.40	400.00	400.00	171.60	57 %
325	Accounting - Professional Svcs	29.40	197.15	240.00	400.00	202.85	49 %
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
327	Legal: General - Professional Svcs	402.93	1,463.08	1,800.00	1,800.00	336.92	81 %
328	Insurance - Prop & Liability	0.00	925.06	1,125.00	925.06	0.00	100 %
330	Contract Labor	0.00	0.00	10,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0 %
333	Legal: HR - Professional Svcs	506.60	719.01	0.00	400.00	-319.01	180 %
334	Maintenance Agreements	4.05	227.42	700.00	700.00	472.58	32 %
335	Meals	0.00	0.00	150.00	150.00	150.00	0 %
340	Meetings and Conferences	0.00	49.06	350.00	350.00	300.94	14 %
345	Mileage Expense Reimbursement	0.00	11.35	150.00	150.00	138.65	8 %
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
350	Repairs & Maint - Computers	0.00	5.34	150.00	150.00	144.66	4 %
351	Repairs & Maint - Equip	0.00	97.42	10,000.00	10,000.00	9,902.58	1 %
352	Repairs & Maint - Structures	0.00	0.60	500.00	500.00	499.40	0 %
353	Repairs & Maint - Infrastructure	0.00	4,912.71	10,000.00	12,500.00	7,587.29	39 %
354	Repairs & Maint - Vehicles	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
375	Internet Expenses	0.00	0.00	200.00	200.00	200.00	0 %
376	Web Page - Upgrade/Maint	0.00	48.00	100.00	48.00	0.00	100 %
380	Utilities - Alarm Service	0.00	0.00	200.00	200.00	200.00	0 %
381	Utilities - Electric	1,201.41	14,592.42	20,000.00	20,000.00	5,407.58	73 %
382	Utilities - Propane	0.00	29.22	50.00	50.00	20.78	58 %
383	Utilities - Trash	0.00	0.00	200.00	200.00	200.00	0 %
384	Utilities - Water/Sewer	534.50	8,764.04	15,000.00	15,000.00	6,235.96	58 %
385	Dues and Subscriptions	0.30	224.17	200.00	300.00	75.83	75 %
386	Education and Training	2.98	219.54	4,000.00	2,000.00	1,780.46	11 %
393	Advertising and Public Notices	0.00	12.91	1,000.00	1,000.00	987.09	1 %
394	LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.52	0.00	100 %
395	Community Outreach	0.50	12.94	0.00	50.00	37.06	26 %
410	Office Supplies	8.40	57.78	500.00	500.00	442.22	12 %
465	Cell phones, Radios and Pagers	5.70	81.83	200.00	200.00	118.17	41 %
475	Computer Supplies & Upgrades	75.70	268.03	1,000.00	1,770.00	1,501.97	15 %
485	Fuel Expense	0.00	3.00	200.00	200.00	197.00	2 %
490	Small Tools & Equipment	0.00	1,551.24	5,000.00	5,000.00	3,448.76	31 %
495	Uniform Expense	5.00	100.55	200.00	200.00	99.45	50 %
581	WWTP Expansion	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
582	WWTP Plant Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	65.00	662.52	0.00	700.00	37.48	95 %
940	Bank Service Charges	0.00	0.70	0.00	15.00	14.30	5 %
	Account Total:	5,054.89	55,549.33	132,505.00	130,914.90	75,365.57	42 %
	Account Group Total:	5,054.89	55,549.33	132,505.00	130,914.90	75,365.57	42 %
	Fund Total:	5,054.89	55,549.33	132,505.00	130,914.90	75,365.57	42 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	11,158.85	187,924.05	289,546.00	289,546.00	101,621.95	65 %
	109 Stand-by Hours	0.00	3,014.50	7,500.00	7,500.00	4,485.50	40 %
	111 BOD Stipend	252.00	3,276.00	4,600.00	4,600.00	1,324.00	71 %
	115 Payroll Expenses	0.00	1,655.35	3,400.00	3,400.00	1,744.65	49 %
	120 Workers' Compensation	0.00	8,455.52	10,000.00	8,455.52	0.00	100 %
	121 Physicals	0.00	87.80	150.00	150.00	62.20	59 %
	135 Payroll Tax - FICA/SS	94.31	846.50	4,000.00	4,000.00	3,153.50	21 %
	140 Payroll Tax - Medicare	317.20	2,926.48	4,000.00	4,000.00	1,073.52	73 %
	155 Payroll Tax - SUI	77.47	1,424.96	2,200.00	2,200.00	775.04	65 %
	160 Payroll Tax - ETT	1.67	2.92	0.00	0.00	-2.92	*** %
	205 Insurance - Health	-8,964.10	23,820.92	35,000.00	43,500.00	19,679.08	55 %
	206 Insurance - CalPers Health Retiree	0.00	754.20	2,000.00	2,000.00	1,245.80	38 %
	210 Insurance - Dental	882.47	2,220.80	2,100.00	2,100.00	-120.80	106 %
	215 Insurance - Vision	52.67	271.31	350.00	350.00	78.69	78 %
	225 Retirement - PERS Expense	12,260.02	27,915.86	22,000.00	22,000.00	-5,915.86	127 %
	305 Operations & Maintenance	1,205.10	4,910.17	8,000.00	8,000.00	3,089.83	61 %
	310 Phone & Fax Expense	194.52	3,184.16	1,100.00	5,600.00	2,415.84	57 %
	315 Postage, Shipping & Freight	85.64	597.70	3,500.00	1,000.00	402.30	60 %
	319 Legal: P.R.A.s - Professional Svcs	767.21	1,221.59	0.00	900.00	-321.59	136 %
	320 Printing & Reproduction	0.00	144.17	2,500.00	1,000.00	855.83	14 %
	321 IT Services - Professional Svcs	0.00	6,870.43	0.00	5,016.00	-1,854.43	137 %
	323 Auditor - Professional Svcs	0.00	4,339.60	7,600.00	7,600.00	3,260.40	57 %
	325 Accounting - Professional Svcs	558.60	3,724.85	4,600.00	5,100.00	1,375.15	73 %
	326 Engineering - Professional Svcs	958.75	3,841.25	18,000.00	18,000.00	14,158.75	21 %
	327 Legal: General - Professional Svcs	7,723.26	31,424.74	30,400.00	30,400.00	-1,024.74	103 %
	328 Insurance - Prop & Liability	0.00	12,841.72	15,000.00	12,841.72	0.00	100 %
	329 New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	4,800.00	2,000.00	2,000.00	0 %
	333 Legal: HR - Professional Svcs	10,577.93	12,865.38	0.00	3,000.00	-9,865.38	429 %
	334 Maintenance Agreements	152.05	4,971.05	10,500.00	10,500.00	5,528.95	47 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	932.10	1,000.00	1,000.00	67.90	93 %
	345 Mileage Expense Reimbursement	0.00	191.70	1,000.00	1,000.00	808.30	19 %
	348 Safety Equipment and Supplies	0.00	335.76	2,000.00	2,000.00	1,664.24	17 %
	349 Repairs & Maint - Mission Gardens	670.00	4,704.68	10,000.00	10,000.00	5,295.32	47 %
	350 Repairs & Maint - Computers	0.00	97.46	1,600.00	1,600.00	1,502.54	6 %
	351 Repairs & Maint - Equip	1,015.97	5,945.77	10,000.00	8,500.00	2,554.23	70 %
	352 Repairs & Maint - Structures	0.00	297.86	1,500.00	1,500.00	1,202.14	20 %
	353 Repairs & Maint - Infrastructure	301.14	20,843.39	10,000.00	10,000.00	-10,843.39	208 %
	354 Repairs & Maint - Vehicles	64.62	2,329.58	3,000.00	3,500.00	1,170.42	67 %
	355 Testing & Supplies (WWTP)	1,567.00	8,558.00	12,000.00	12,000.00	3,442.00	71 %
	374 CSD Utilities - Billing Services	626.48	3,655.16	0.00	3,500.00	-155.16	104 %
	375 Internet Expenses	184.97	1,837.71	2,500.00	2,500.00	662.29	74 %
	376 Web Page - Upgrade/Maint	0.00	912.00	1,000.00	912.00	0.00	100 %
	379 Utilities - Electric Mission Gardens	108.47	1,452.68	2,000.00	2,000.00	547.32	73 %
	380 Utilities - Alarm Service	41.58	726.68	650.00	800.00	73.32	91 %
	381 Utilities - Electric	6,250.89	75,337.70	80,000.00	80,000.00	4,662.30	94 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
382	Utilities - Propane	0.00	555.12	1,000.00	1,000.00	444.88	56 %
383	Utilities - Trash	51.99	626.00	800.00	800.00	174.00	78 %
384	Utilities - Water/Sewer	199.80	1,231.05	1,000.00	1,000.00	-231.05	123 %
385	Dues and Subscriptions	5.70	4,991.00	4,000.00	4,500.00	-491.00	111 %
386	Education and Training	56.62	678.72	1,000.00	2,500.00	1,821.28	27 %
393	Advertising and Public Notices	310.86	612.51	2,000.00	1,000.00	387.49	61 %
394	LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.54	0.02	100 %
395	Community Outreach	34.77	177.63	1,200.00	1,200.00	1,022.37	15 %
396	Utilities - SoCal Gas	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	159.63	1,415.21	2,000.00	2,000.00	584.79	71 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	131.53	1,496.79	1,600.00	1,600.00	103.21	94 %
475	Computer Supplies & Upgrades	1,242.62	4,089.28	2,000.00	10,535.00	6,445.72	39 %
485	Fuel Expense	1,279.75	6,543.19	5,000.00	6,000.00	-543.19	109 %
490	Small Tools & Equipment	0.00	6,386.40	5,739.00	5,739.00	-647.40	111 %
495	Uniform Expense	122.20	2,713.10	2,000.00	2,000.00	-713.10	136 %
500	Capital Outlay	0.00	16,971.60	0.00	16,971.60	0.00	100 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. & Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
580	MISSION GARDENS LIFT STATION PROJECTS	15,722.34	23,147.83	0.00	27,722.34	4,574.51	83 %
581	WWTP Expansion	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
582	WWTP Plant Maintenance	1,558.46	18,635.79	32,000.00	32,000.00	13,364.21	58 %
583	WWTP Drying Pond Maintenance	0.00	14,821.30	20,000.00	20,000.00	5,178.70	74 %
587	WWTF Final Design/Construction	4,690.00	93,329.08	128,589.00	128,589.00	35,259.92	73 %
705	Waste Discharge Fees/Permits	0.00	45,184.00	25,000.00	77,109.00	31,925.00	59 %
715	Licenses, Permits and Fees	95.00	6,201.30	2,000.00	4,000.00	-2,201.30	155 %
805	Refundable Water/Sewer/Hydrant	0.00	1.80	0.00	25.00	23.20	7 %
900	District Strategic Plan	1,235.00	12,587.94	0.00	13,300.00	712.06	95 %
940	Bank Service Charges	0.00	13.30	0.00	25.00	11.70	53 %
950	WWTF Exp MBR	0.00	128,468.83	0.00	248,093.76	119,624.93	52 %
951	WWTF Exp Headworks Equipment	0.00	0.00	0.00	250,231.00	250,231.00	0 %
960	Property Tax Expense	0.00	127.84	250.00	127.84	0.00	100 %
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
971	Loan Principal Payment	0.00	0.00	110,000.00	110,000.00	110,000.00	0 %
972	Loan Interest Payment	0.00	0.00	110,000.00	110,000.00	110,000.00	0 %
	Account Total:	76,083.01	875,931.84	1,248,574.00	1,883,550.32	1,007,618.48	47 %
	Account Group Total:	76,083.01	875,931.84	1,248,574.00	1,883,550.32	1,007,618.48	47 %
	Fund Total:	76,083.01	875,931.84	1,248,574.00	1,883,550.32	1,007,618.48	47 %
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
105	Salaries and Wages	17,437.38	247,816.80	263,120.00	263,120.00	15,303.20	94 %
109	Stand-by Hours	0.00	3,014.50	7,500.00	7,500.00	4,485.50	40 %
111	BOD Stipend	266.00	3,458.00	4,600.00	4,600.00	1,142.00	75 %
115	Payroll Expenses	0.00	1,633.85	3,400.00	3,400.00	1,766.15	48 %
120	Workers' Compensation	0.00	8,503.67	10,000.00	8,503.67	0.00	100 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
121	Physicals	0.00	139.00	150.00	150.00	11.00	93 %
135	Payroll Tax - FICA/SS	95.22	1,024.58	4,000.00	4,000.00	2,975.42	26 %
140	Payroll Tax - Medicare	465.28	3,888.73	4,000.00	4,000.00	111.27	97 %
155	Payroll Tax - SUI	78.17	1,710.26	2,200.00	2,200.00	489.74	78 %
160	Payroll Tax - ETT	1.68	3.01	0.00	0.00	-3.01	*** %
205	Insurance - Health	-8,537.36	32,911.46	40,000.00	48,500.00	15,588.54	68 %
206	Insurance - CalPers Health Retiree	0.00	754.20	2,000.00	2,000.00	1,245.80	38 %
210	Insurance - Dental	771.36	2,473.55	2,100.00	2,100.00	-373.55	118 %
215	Insurance - Vision	164.48	446.84	350.00	350.00	-96.84	128 %
225	Retirement - PERS Expense	11,750.64	34,783.89	33,000.00	33,000.00	-1,783.89	105 %
305	Operations & Maintenance	1,392.76	5,458.61	8,000.00	8,000.00	2,541.39	68 %
310	Phone & Fax Expense	192.78	3,157.87	1,100.00	5,600.00	2,442.13	56 %
315	Postage, Shipping & Freight	86.28	593.50	3,500.00	1,000.00	406.50	59 %
319	Legal: P.R.A.s - Professional Svcs	757.12	1,231.92	0.00	900.00	-331.92	137 %
320	Printing & Reproduction	0.00	1,083.35	2,500.00	1,000.00	-83.35	108 %
321	IT Services - Professional Svcs	0.00	6,818.45	0.00	5,016.00	-1,802.45	136 %
323	Auditor - Professional Svcs	0.00	4,282.50	7,500.00	7,500.00	3,217.50	57 %
324	GSA-GSP - Professional Svcs	396.22	8,841.85	15,000.00	15,000.00	6,158.15	59 %
325	Accounting - Professional Svcs	551.25	3,700.06	4,000.00	5,100.00	1,399.94	73 %
326	Engineering - Professional Svcs	733.75	2,960.00	30,000.00	30,000.00	27,040.00	10 %
327	Legal: General - Professional Svcs	7,622.54	37,598.79	30,000.00	30,000.00	-7,598.79	125 %
328	Insurance - Prop & Liability	0.00	21,031.55	20,000.00	22,000.00	968.45	96 %
329	New Hire Screening	0.00	22.50	100.00	100.00	77.50	23 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	4,800.00	2,000.00	2,000.00	0 %
332	Legal: Steinbeck & Water -	25,100.73	48,060.03	70,000.00	60,000.00	11,939.97	80 %
333	Legal: HR - Professional Svcs	9,011.09	11,407.18	0.00	3,000.00	-8,407.18	380 %
334	Maintenance Agreements	151.03	6,414.40	9,600.00	9,600.00	3,185.60	67 %
335	Meals	0.00	0.00	200.00	200.00	200.00	0 %
340	Meetings and Conferences	0.00	919.83	1,000.00	1,000.00	80.17	92 %
345	Mileage Expense Reimbursement	0.00	282.62	1,000.00	1,000.00	717.38	28 %
348	Safety Equipment and Supplies	21.74	357.50	1,500.00	1,500.00	1,142.50	24 %
350	Repairs & Maint - Computers	0.00	100.79	1,600.00	1,600.00	1,499.21	6 %
351	Repairs & Maint - Equip	9,656.50	12,528.04	4,000.00	4,000.00	-8,528.04	313 %
352	Repairs & Maint - Structures	0.00	109.01	2,000.00	2,000.00	1,890.99	5 %
353	Repairs & Maint - Infrastructure	18,066.38	37,088.62	50,000.00	50,000.00	12,911.38	74 %
354	Repairs & Maint - Vehicles	64.63	1,809.00	3,000.00	3,000.00	1,191.00	60 %
355	Testing & Supplies (WWTP)	0.00	162.00	0.00	0.00	-162.00	*** %
356	Testing & Supplies - Well #3 (Water)	691.90	2,661.59	3,500.00	3,500.00	838.41	76 %
357	Testing & Supplies - Well #4 (Water)	772.90	2,459.58	3,500.00	3,500.00	1,040.42	70 %
358	Testing & Supplies - SLT Well (Water)	1,481.91	6,447.73	6,000.00	6,000.00	-447.73	107 %
359	Testing & Supplies - Other	100.00	3,692.00	6,000.00	6,000.00	2,308.00	62 %
362	Cross-Connection Control Svcs.	0.00	884.40	1,000.00	1,000.00	115.60	88 %
374	CSD Utilities - Billing Services	626.49	3,654.92	0.00	3,500.00	-154.92	104 %
375	Internet Expenses	184.97	1,687.73	2,500.00	2,500.00	812.27	68 %
376	Web Page - Upgrade/Maint	0.00	900.00	1,000.00	900.00	0.00	100 %
380	Utilities - Alarm Service	41.58	726.68	650.00	800.00	73.32	91 %
381	Utilities - Electric	4,585.33	45,418.15	45,452.00	45,452.00	33.85	100 %
382	Utilities - Propane	599.05	1,146.86	750.00	750.00	-396.86	153 %
383	Utilities - Trash	51.99	626.00	800.00	800.00	174.00	78 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
384	Utilities - Water/Sewer	91.72	388.94	500.00	500.00	111.06	78 %
385	Dues and Subscriptions	5.62	4,295.42	4,000.00	4,500.00	204.58	95 %
386	Education and Training	55.87	591.16	1,000.00	2,500.00	1,908.84	24 %
393	Advertising and Public Notices	0.00	298.43	2,000.00	1,000.00	701.57	30 %
394	LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.52	0.00	100 %
395	Community Outreach	34.65	553.79	1,200.00	1,200.00	646.21	46 %
396	Utilities - SoCal Gas	0.00	0.00	1,000.00	3,000.00	3,000.00	0 %
410	Office Supplies	157.52	1,165.55	2,000.00	2,000.00	834.45	58 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	131.37	1,653.06	1,500.00	1,500.00	-153.06	110 %
475	Computer Supplies & Upgrades	1,231.31	4,589.34	0.00	11,117.68	6,528.34	41 %
481	Chemicals- Well #3	145.83	2,377.39	4,000.00	4,000.00	1,622.61	59 %
482	Chemicals- Well #4	145.84	2,496.21	4,000.00	4,000.00	1,503.79	62 %
483	Chemicals- SLT Well	0.00	1,038.67	2,000.00	2,000.00	961.33	52 %
485	Fuel Expense	1,279.75	6,541.45	4,000.00	6,000.00	-541.45	109 %
490	Small Tools & Equipment	0.00	3,641.51	6,000.00	6,000.00	2,358.49	61 %
495	Uniform Expense	122.25	2,779.37	1,800.00	1,800.00	-979.37	154 %
500	Capital Outlay	0.00	23,853.00	0.00	23,853.00	0.00	100 %
517	Water Projects Well 4	0.00	12,114.04	0.00	12,114.04	0.00	100 %
520	Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
525	Water Meter Replacement	619.56	27,214.56	20,000.00	20,000.00	-7,214.56	136 %
526	Development Meters	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
535	Water Lines Repairs	104.78	104.78	20,000.00	20,000.00	19,895.22	1 %
577	PROPOSITION 1 GRANT	9,457.50	9,457.50	0.00	10,000.00	542.50	95 %
582	WWTP Plant Maintenance	0.00	554.48	10,000.00	8,000.00	7,445.52	7 %
587	WWTF Final Design/Construction	0.00	10.44	0.00	500.00	489.56	2 %
590	CALOES Resiliency Grant	12,684.00	168,597.13	230,000.00	230,000.00	61,402.87	73 %
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, Permits and Fees	234.53	6,590.17	6,500.00	6,500.00	-90.17	101 %
805	Refundable Water/Sewer/Hydrant	-1.92	-0.12	0.00	25.00	25.12	0 %
900	District Strategic Plan	1,218.75	12,422.31	0.00	13,300.00	877.69	93 %
930	Interest Fees	5,104.00	30,489.82	60,000.00	60,000.00	29,510.18	51 %
940	Bank Service Charges	0.00	15.42	0.00	25.00	9.58	62 %
	Account Total:	138,256.70	953,932.29	1,153,172.00	1,236,386.91	282,454.62	77 %
	Account Group Total:	138,256.70	953,932.29	1,153,172.00	1,236,386.91	282,454.62	77 %
	Fund Total:	138,256.70	953,932.29	1,153,172.00	1,236,386.91	282,454.62	77 %

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

105	Salaries and Wages	727.00	12,300.15	13,810.00	13,810.00	1,509.85	89 %
111	BOD Stipend	14.00	182.00	240.00	240.00	58.00	76 %
115	Payroll Expenses	0.00	87.04	250.00	250.00	162.96	35 %
120	Workers' Compensation	0.00	370.32	500.00	370.32	0.00	100 %
121	Physicals	0.00	1.60	0.00	0.00	-1.60	*** %
135	Payroll Tax - FICA/SS	4.11	49.69	250.00	250.00	200.31	20 %
140	Payroll Tax - Medicare	23.20	190.48	250.00	250.00	59.52	76 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
155	Payroll Tax - SUI	3.12	73.80	200.00	200.00	126.20	37 %
160	Payroll Tax - ETT	0.05	0.08	0.00	0.00	-0.08	*** %
205	Insurance - Health	-626.55	1,514.24	2,000.00	2,736.00	1,221.76	55 %
210	Insurance - Dental	52.13	128.30	200.00	200.00	71.70	64 %
215	Insurance - Vision	4.75	16.87	200.00	200.00	183.13	8 %
225	Retirement - PERS Expense	1,221.05	2,487.79	2,000.00	2,000.00	-487.79	124 %
305	Operations & Maintenance	1,088.78	1,543.49	2,000.00	2,000.00	456.51	77 %
310	Phone & Fax Expense	6.96	186.14	100.00	300.00	113.86	62 %
315	Postage, Shipping & Freight	4.51	31.11	100.00	100.00	68.89	31 %
319	Legal: P.R.A.s - Professional Svcs	40.37	65.41	0.00	150.00	84.59	44 %
320	Printing & Reproduction	0.00	28.98	500.00	250.00	221.02	12 %
321	IT Services - Professional Svcs	0.00	345.63	0.00	500.00	154.37	69 %
323	Auditor - Professional Svcs	0.00	470.80	400.00	700.00	229.20	67 %
325	Accounting - Professional Svcs	29.40	-45.25	250.00	250.00	295.25	-18 %
327	Legal: General - Professional Svcs	6,542.04	7,511.61	1,600.00	1,600.00	-5,911.61	469 %
328	Insurance - Prop & Liability	0.00	744.32	1,000.00	694.32	-50.00	107 %
330	Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	500.00	100.00	100.00	0 %
333	Legal: HR - Professional Svcs	506.60	633.20	0.00	400.00	-233.20	158 %
334	Maintenance Agreements	4.06	213.49	400.00	400.00	186.51	53 %
335	Meals	0.00	0.00	200.00	200.00	200.00	0 %
340	Meetings and Conferences	0.00	49.05	200.00	200.00	150.95	25 %
345	Mileage Expense Reimbursement	0.00	11.64	100.00	100.00	88.36	12 %
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
350	Repairs & Maint - Computers	0.00	18.68	150.00	150.00	131.32	12 %
351	Repairs & Maint - Equip	53.57	53.57	1,000.00	1,000.00	946.43	5 %
352	Repairs & Maint - Structures	0.00	0.60	100.00	100.00	99.40	1 %
353	Repairs & Maint - Infrastructure	0.00	1,290.92	1,000.00	2,000.00	709.08	65 %
354	Repairs & Maint - Vehicles	0.00	0.00	200.00	200.00	200.00	0 %
375	Internet Expenses	0.00	0.00	200.00	200.00	200.00	0 %
376	Web Page - Upgrade/Maint	0.00	48.00	0.00	48.00	0.00	100 %
382	Utilities - Propane	0.00	29.22	100.00	100.00	70.78	29 %
383	Utilities - Trash	0.00	0.00	200.00	200.00	200.00	0 %
384	Utilities - Water/Sewer	0.00	0.00	500.00	500.00	500.00	0 %
385	Dues and Subscriptions	0.30	202.65	150.00	350.00	147.35	58 %
386	Education and Training	2.98	264.71	500.00	500.00	235.29	53 %
393	Advertising and Public Notices	674.14	1,326.76	500.00	500.00	-826.76	265 %
394	LAFCO Allocations	0.00	1,210.52	1,600.00	1,210.52	0.00	100 %
395	Community Outreach	25.70	317.01	750.00	750.00	432.99	42 %
410	Office Supplies	8.40	59.06	150.00	150.00	90.94	39 %
465	Cell phones, Radios and Pagers	5.70	85.46	150.00	150.00	64.54	57 %
475	Computer Supplies & Upgrades	75.70	268.03	0.00	1,270.00	1,001.97	21 %
485	Fuel Expense	0.00	3.00	200.00	200.00	197.00	2 %
490	Small Tools & Equipment	0.00	353.56	500.00	500.00	146.44	71 %
495	Uniform Expense	5.00	100.50	200.00	200.00	99.50	50 %
650	SB1383 Compliance	0.00	0.00	0.00	10,000.00	10,000.00	0 %
900	District Strategic Plan	65.00	662.52	0.00	700.00	37.48	95 %
940	Bank Service Charges	0.00	0.70	0.00	15.00	14.30	5 %
Account Total:		10,562.07	35,487.45	36,900.00	50,944.16	15,456.71	70 %

07/20/22 125
16:41:25

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 22

Page: 9 of 9
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	Account Group Total:	10,562.07	35,487.45	36,900.00	50,944.16	15,456.71	70 %
	Fund Total:	10,562.07	35,487.45	36,900.00	50,944.16	15,456.71	70 %
	Grand Total:	310,291.72	2,359,191.10	3,051,086.00	3,783,504.11	1,424,313.01	62 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 6/22

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	196,203.28	46.12	7.30	0.00	60,927.08	135,329.62
10250 Pac Premier - Payroll	3,781.55	1,160.56	19,908.85	0.00	35,161.41	-10,310.45
10340 Pac Premier Operational Reserve	494,273.86	5,930.43	0.00	0.00	0.00	500,204.29
10350 Pac Premier- Capital Reserve	431,723.87	24.84	0.00	0.00	0.00	431,748.71
Total Fund	1,125,982.56	7,161.95	19,916.15		96,088.49	1,056,972.17
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	100,808.23	1,301.34	0.00	0.00	3,628.78	98,480.79
10250 Pac Premier - Payroll	4,576.38	113.23	1,250.97	0.00	2,067.79	3,872.79
10340 Pac Premier Operational Reserve	210,272.04	5.20	0.00	0.00	0.00	210,277.24
10350 Pac Premier- Capital Reserve	249,683.32	14.37	0.00	0.00	0.00	249,697.69
10460 Cantella & Co. Investment Acct.	154,604.30	154.48	0.00	1,123.20	0.00	153,635.58
Total Fund	719,944.27	1,588.62	1,250.97	1,123.20	5,696.57	715,964.09
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	709,801.24	112,234.27	1,800.59	596.48	72,526.06	750,713.56
10250 Pac Premier - Payroll	47,652.06	6,288.93	23,768.85	0.00	27,986.70	49,723.14
10260 Pac Western Bank --Long Term	400,108.72	9.87	0.00	0.00	0.00	400,118.59
10340 Pac Premier Operational Reserve	330,380.24	8.17	0.00	0.00	0.00	330,388.41
10350 Pac Premier- Capital Reserve	1,131,226.13	65.09	0.00	0.00	0.00	1,131,291.22
Total Fund	2,619,168.39	118,606.33	25,569.44	596.48	100,512.76	2,662,234.92
50 WATER DEPARTMENT						
10150 Cash in SLO County	77,412.40	0.00	0.00	0.00	0.00	77,412.40
10200 Operating Cash - Premier	183,159.83	86,970.18	278.63	441.82	127,293.61	142,673.21
10250 Pac Premier - Payroll	-13,213.04	6,260.62	23,456.10	0.00	40,177.92	-23,674.24
10340 Pac Premier Operational Reserve	155,316.79	3.84	0.00	0.00	0.00	155,320.63
10350 Pac Premier- Capital Reserve	259,560.70	14.93	0.00	0.00	0.00	259,575.63
10400 HOB - USDA Reserve	70,001.60	0.58	0.00	0.00	0.00	70,002.18
Total Fund	732,238.28	93,250.15	23,734.73	441.82	167,471.53	681,309.81
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	41,772.55	3,712.32	0.00	0.00	9,268.89	36,215.98
10250 Pac Premier - Payroll	4,976.14	113.22	1,250.97	0.00	2,057.42	4,282.91
10340 Pac Premier Operational Reserve	72,279.29	1.79	0.00	0.00	0.00	72,281.08
10350 Pac Premier- Capital Reserve	26,092.85	1.50	0.00	0.00	0.00	26,094.35
Total Fund	145,120.83	3,828.83	1,250.97		11,326.31	138,874.32
71 PAYROLL CLEARING FUND						
10250 Pac Premier - Payroll	14,587.90	0.00	105,011.95	114,894.97	0.00	4,704.88
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	39,291.19	0.00	201,924.08	162,232.92	0.00	78,982.35
10250 Pac Premier - Payroll	0.00	0.00	2,439.29	2,011.59	0.00	427.70
Total Fund	39,291.19		204,363.37	164,244.51		79,410.05
Totals	5,396,333.42	224,435.88	381,097.58	281,300.98	381,095.66	5,339,470.24

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


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

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SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

6/30/2022

SECURITY	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO % BY INVESTMENT
Fidelity Govt MMKT	N/A								\$ 14,259.93	
Morgan Stanley Bank NA	\$ 100.00	3.05%	\$ 75,000.00	3.05%	\$ 2,287.50	2/14/2024	32992	2/14/2019	\$ 74,895.00	54%
Comenity Cap. Bank	\$ 100.00	2.75%	\$ 65,000.00	2.75%	\$ 1,787.50	4/15/2024	57570	4/15/2019	\$ 64,480.65	46%
Total & Average:			\$ 140,000.00	2.90%	\$ 4,075.00				\$ 153,635.58	

SMCSD BMS Accounts: 30-46000, 30-46100



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

Disclosure Page

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

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

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

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

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

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

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

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

SMCSD STATEMENTS OF INFORMATION:

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

As of this report date the District has the ability to meet it's expenditure requirements through: December 28, 2022

Robert Roberson, Interim General Manager SMCSD

Michelle Hido

Michelle Hido, Financial Officer SMCSD

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SAN MIGUEL CSD Investment Portfolio Report - QUARTERLY

QUARTER 2

SECURITY	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	Q1 MARKET VALUE	MARKET VALUE AS OF REPORT	PORTFOLIO % BY INVESTMENT
Fidelity Govt MMKT	N/A								\$ 13,806.47	\$ 14,259.93	
Morgan Stanley Bank NA	\$ 100.00	3.05%	\$ 75,000.00	3.05%	\$ 2,287.50	2/14/2024	32992	2/14/2019	\$ 76,410.75	\$ 74,895.00	54%
Comenity Cap. Bank	\$ 100.00	2.75%	\$ 65,000.00	2.75%	\$ 1,787.50	4/15/2024	57570	4/15/2019	\$ 65,788.45	\$ 64,480.65	46%
Total & Average:			\$ 140,000.00	2.90%	\$ 4,075.00				\$ 156,005.67	\$ 153,635.58	

SMCSD BMS Accounts: 30-46000, 30-46100



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

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SMCSD STATEMENTS OF INFORMATION:

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

As of this report date the District has the ability to meet it's expenditure requirements.

Michelle Hido

Michelle Hido, Financial Officer SMCSD

Robert Roberson, Interim General Manager SMCSD



**San Miguel Community Services
District AGENDA ITEM: XI – 2
Financial Report**

August 18, 2022

BOARD ACTION: Review the enumeration of Financial Reports for July 2022,

JULY 2022 Revenue: \$209,528.83 Sales Revenue, and Franchise Fees.

JULY 2022 Expenses: \$290,457.94

FIRE DEPT PROJECTS:

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

JULY costs: \$0

Project costs to date: \$6,707.59 (34% spent)

Status: In Process

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

JULY costs: \$0

Project costs to date: \$13,880.13 (5% spent)

Status: In Process

Fire Station Remodel-

JULY costs: \$0

Project costs to date: \$7,944.52

Status: In Process

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

JULY costs: \$0

Project costs to date: \$260.00 (0.5% spent)

Status: In Process

UTILITY DEPT PROJECTS:

Resolution 2021-06: Generator Project- \$230,000.00 CALOES Power Resiliency Grant

JULY costs: \$0

Grant use to date: \$197,363.42 (currently 86% of the Grant has been used)

Status: In Process

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

JULY costs: \$0

Project costs to date: \$494,101.59

Status: In Process

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

JULY costs: \$0

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

Status: In Process

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

JULY costs: \$0

Status: Started

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

JULY costs: \$0

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

Status: In Process

Resolution 2022-03: Mission Gardens Lift Stations Generator- Budget: \$27,722.34

JULY costs: \$0

Project costs to date: \$23,722.34 (83% spent)

Status: In Process

C.S.D. PROJECTS:

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

JULY costs: Install \$787.50

Project costs to date: \$3,876.04 (19% spent)

Status: In Process

LEGAL SERVICES

JULY Legal bills: None received

2022/23 LEGAL EXPENSES TO DATE:

BOARD MEETINGS:	\$ -
CSD BOARD REQUESTS:	\$ -
FIRE:	\$ -
GENERAL CSD/ADMIN:	\$ -
GENERAL HR AND HR CONTRACTS:	\$ -
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ -
RECALL:	\$ -
SEWER:	\$ -
SOLID WASTE:	\$ -
STEINBECK:	\$ -
WHITE OAK:	\$ -
WATER:	\$ -
	\$ -
LEGAL BILLS TO DATE:	\$ 191,209.44

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

- SDRMA \$120,986.30 – 2022/23 Annual W/C, Prop/Liability Ins
- PNC Equipment Finance \$47,082.69 – E8668 2022/23 Annual payment
- LAFCO \$7,413.67 – 2022/23 Annual dues
- Granicus \$3,300.00 – Agenda Management
- Streamline \$2,400.00 – 2022/23 CSD Annual Web Page Hosting

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

CalPERS Employer (includes annual UAL)	\$26,184.45
PG&E (Facilities & Lighting)	\$15,308.43
US Bank SMCSD Credit Cards	In P8
WEX Bank SMCSD District Vehicle Fuel	In P8

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

RECOMMENDATION:

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

PREPARED BY:

Michelle Hido

Financial Officer

REVIEWED BY:

Interim General Manager/Fire Chief

RECORD¹³² OF REIMBURSEMENTS FOR INDIVIDUAL CHARGES OF \$100.00 OR MORE TO SMCSO OFFICERS AND EMPLOYEES

CA GOV CODE 53065.5

FISCAL YEAR 2021-2022

DATE	RECIPIENT	DESCRIPTION	AMOUNT	CHECK#
04/20/22	DODDS, KELLY	LOWES (CSD CARD COMPROMISED)	154.02	19600
09/21/21	DODDS, KELLY	ANNUAL PHYSICAL	150.00	19205
04/29/22	KALVANS, ANTHONY	SDLA PER DIEM	682.28	19634
10/14/21	PARENT, TAMARA	SDLA PER DIEM	264.00	19267
01/20/22	PASLAY, TREVOR	BOOT ALLOWANCE	150.00	19435
01/20/22	PASLAY, TREVOR	WW II EXAM	155.00	19435
04/28/22	PITTMAN, DUSTIN	WATER T3 EXAM	100.00	19639
04/28/22	PITTMAN, DUSTIN	BOOT ALLOWANCE	175.00	19639
11/15/21	PITTMAN, DUSTIN	WW II EXAM	155.00	19313
10/14/21	ROBERSON, ROB	SDLA PER DIEM	264.00	19264
08/25/21	SOBOTKA, MICHAEL	BOOT ALLOWANCE	168.55	19169
01/21/22	YOUNG, SCOTT	F.I. CLASS PER DIEM	305.00	19443
12/23/21	YOUNG, SCOTT	F.I. CLASS PER DIEM	244.00	19403
11/18/21	YOUNG, SCOTT	F.I. CLASS PER DIEM	305.00	19336

\$ 3,271.85

2021 California Code

Government Code - GOV

TITLE 5 - LOCAL AGENCIES

DIVISION 2 - CITIES, COUNTIES, AND OTHER AGENCIES

PART 1 - POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES

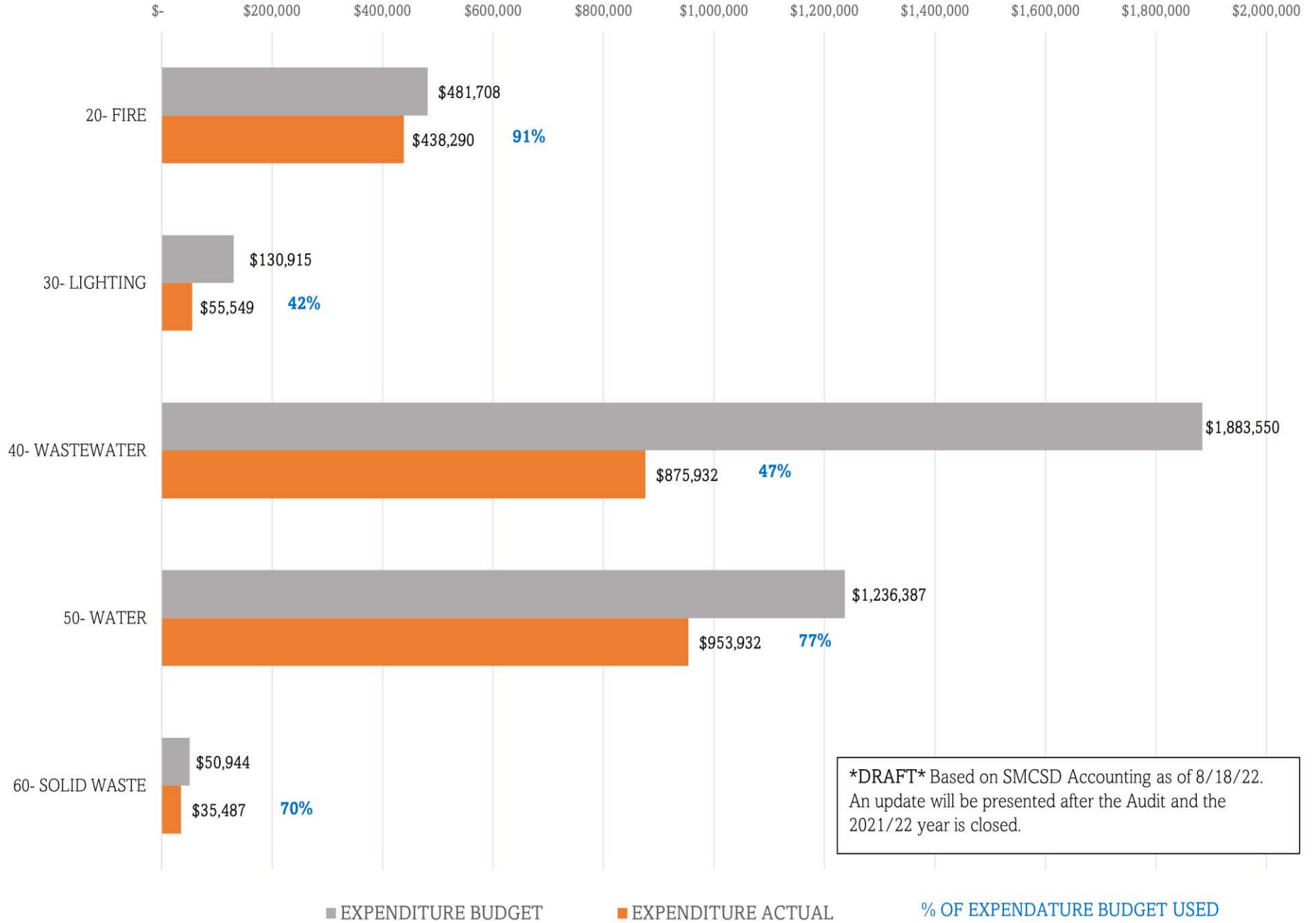
CHAPTER 1 - General

ARTICLE 4 - Miscellaneous

Section 53065.5.

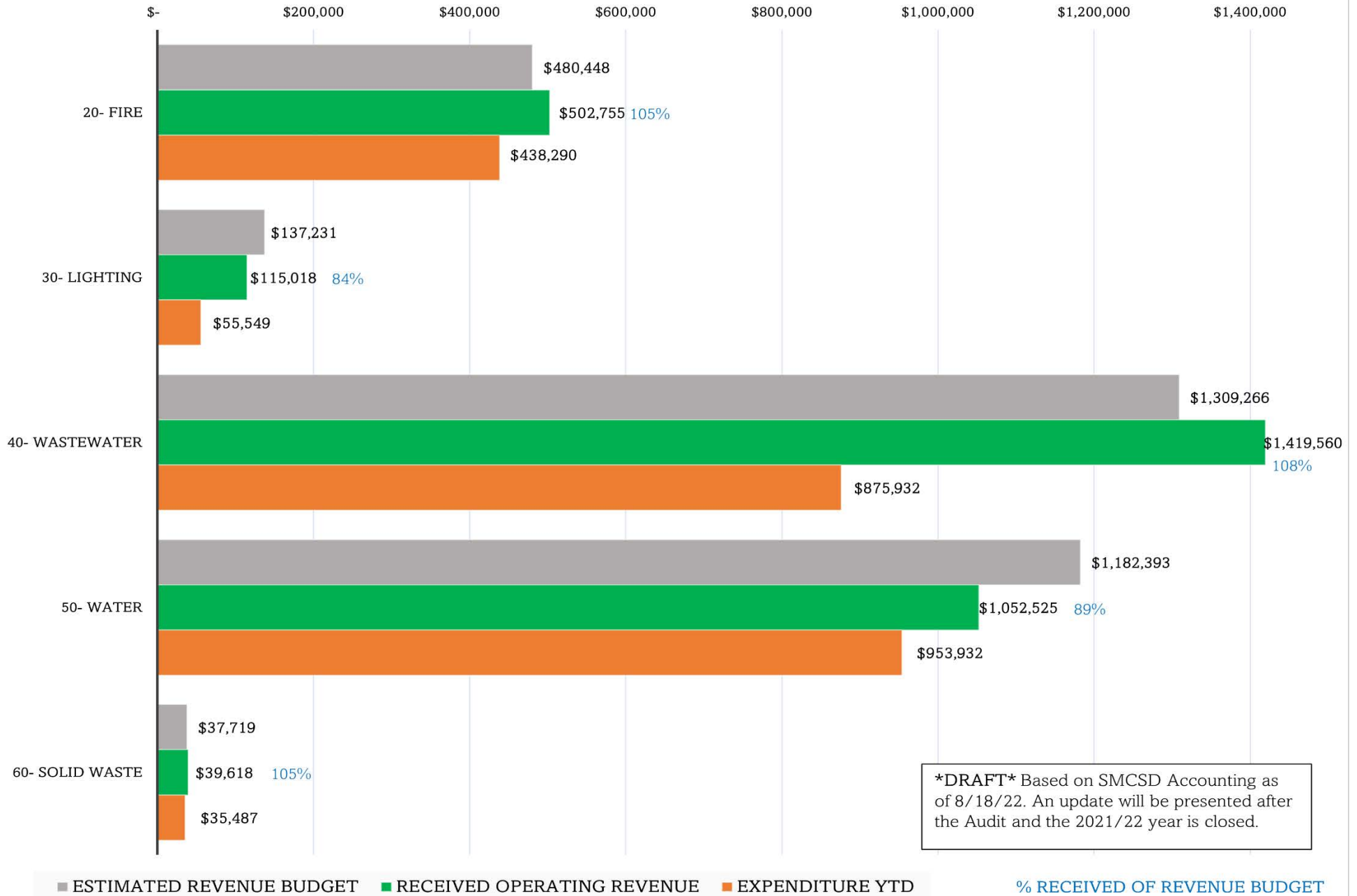
Each Special District, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the District. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that District and shall be made available for public inspection.

San Miguel CSD - Expenditure Budget vs Expenditure Actual 2021/22



DRAFT Based on SMCS D Accounting as of 8/18/22.
An update will be presented after the Audit and the 2021/22 year is closed.

San Miguel CSD Operating Revenue, Expected Revenue and Expenditures 2021/22



08/16/22
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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 7/22

Page: 1 of 12
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8263	19805S 999999	ARMSTRONG, JOYCE	83.37						
		Water deposit refund 675 12TH ST							
15917-01									
2	15917-01 07/15/22	WATER DEPOSIT REFUND 675 12T	83.37			50 20550			10200
		Total for Vendor:	83.37						
8243	19806S 714	AT&T MOBILITY	89.04						
		FIRE CELL PHONES							
1	07102022 07/02/22	FIRE CELL PHONE - ROBERSON	44.52			20 62000	465		10200
2	07102022 07/02/22	FIRE CELL PHONE - YOUNG	44.52			20 62000	465		10200
		Total for Vendor:	89.04						
8195	19797S 34	BLAKE'S INC	10.64						
1	1501641 07/08/22	STATION TOILET REPAIR PARTS	10.64*			20 62000	352		10200
		Total for Vendor:	10.64						
8171	-99340E 416	CALPERS	8,857.73						
		Annual Unfunded Accrued Liability Actuarial Valuation for GILMORE							
1	16849838 07/01/22	Annual UAL 2022/23	1,815.84			20 62000	225		10250
2	16849838 07/01/22	Annual UAL 2022/23	177.15			30 63000	225		10250
3	16849838 07/01/22	Annual UAL 2022/23	3,365.94			40 64000	225		10250
4	16849838 07/01/22	Annual UAL 2022/23	3,321.65			50 65000	225		10250
5	16849838 07/01/22	Annual UAL 2022/23	177.15			60 66000	225		10250
8172	-99339E 416	CALPERS	9,219.27						
		Annual Unfunded Accrued Liability Actuarial Valuation for HOLMES & MAULE							
2	16849838 07/01/22	Annual UAL 2022/23	4,609.63			40 64000	225		10250
3	16849838 07/01/22	Annual UAL 2022/23	4,609.64			50 65000	225		10250
8189	-99338E 416	CALPERS	1,187.00						
		Annual Unfunded Accrued Liability Actuarial Valuation for GILMORE							
1	16849845 07/01/22	Annual UAL 2022/23	243.34			20 62000	225		10250
2	16849845 07/01/22	Annual UAL 2022/23	23.74			30 63000	225		10250
3	16849845 07/01/22	Annual UAL 2022/23	451.06			40 64000	225		10250
4	16849845 07/01/22	Annual UAL 2022/23	445.12			50 65000	225		10250

08/16/22
09:58:37

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 7/22

Page: 2 of 12
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5	16849845	07/01/22 Annual UAL 2022/23	23.74			60 66000	225		10250
		Total for Vendor:	19,264.00						
8256	19807S	67 CHARTER COMMUNICATIONS	129.98						
	Acct# 8245 10 105 0027311	Spectrum Business Internet/Voice							
		Service 7/11/22 - 8/10/22							
1	07/11/22	Internet/Voice CSD JULY	64.99			40 64000	375		10200
	0027311071122								
2	07/11/22	Internet/Voice CSD JULY	64.99			50 65000	375		10200
	0027311071122								
		Total for Vendor:	129.98						
8232	19808S	712 CIO SOLUTIONS	787.50						
		RESOLUTION 2022-20							
1	95476-122	06/30/22 LAPTOP CONFIGURATION TP	161.44*			20 62000	475		10200
2	95476-122	06/30/22 LAPTOP CONFIGURATION TP	15.75			30 63000	475		10200
3	95476-122	06/30/22 LAPTOP CONFIGURATION TP	299.25			40 64000	475		10200
4	95476-122	06/30/22 LAPTOP CONFIGURATION TP	295.31			50 65000	475		10200
5	95476-122	06/30/22 LAPTOP CONFIGURATION TP	15.75			60 66000	475		10200
		Total for Vendor:	787.50						
8252	19809S	199 CITY OF PASO ROBLES	147.71						
		GSI WATER SOLUTIONS INV# 00824.003-7							
		3.03% OF PR CORRECTIVE ACTION PLAN							
1	SM20220714	07/14/22 3.03% PR GSI WATER SOLUTIO	147.71			50 65000	324		10200
8253	19809S	199 CITY OF PASO ROBLES	56.11						
		TODD GROUNDWATER INV# 30741-722 7/8/22							
		3.03% OF PR CORRECTIVE ACTION PLAN							
1	SM20220715	07/15/22 3.03% PR CORRTIVE ACTION P	56.11			50 65000	324		10200
		Total for Vendor:	203.82						
8244	19811S	429 COUNTY OF SAN LUIS OBISPO - EH	361.00						
1	IN0138305	07/06/22 CROSS CONNECTION CONTROL SR	361.00			50 65000	362		10200
		Total for Vendor:	361.00						

08/16/22
09:58:37

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 7/22

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8245	19812S	252 COUNTY PUBLIC WORKS DEPARTMENT	2,525.00						
		ANNUAL ENCROACHMENT PERMIT							
1	06/28/00	22-23 Encroachment Permit Fee	1,262.50			40 64000	715		10200
2022-23		ENCROACHMENT PERMIT							
2	06/28/22	22-23 Encroachment Permit Fee	1,262.50			50 65000	715		10200
2022-23		ENCROACHMENT PERMIT							
		Total for Vendor:	2,525.00						
8231	19813S	109 FERGUSON ENTERPRISES	1,260.72						
1	9795861-1	06/30/22 PIPE & FITTINGS	1,260.72			50 65000	353		10200
8236	19813S	109 FERGUSON ENTERPRISES	137.28						
1	5614	06/17/22 8668 SUCTION HOSE	137.28			20 62000	305		10200
8237	19813S	109 FERGUSON ENTERPRISES	70.79						
1	11626-1	07/07/22 CONC CVR 'WATER'	70.79			50 65000	353		10200
		Total for Vendor:	1,468.79						
8258	19814S	112 FGL - ENVIRONMENTAL ANALYTICAL	70.00						
1	282107C	07/12/22 Metals	70.00			40 64000	355		10200
		Total for Vendor:	70.00						
8196	19798S	114 FIRE CHIEFS ASSOC OF SLO COUNTY	2,000.00						
2022-2023		HAZ MAT Membership Fee							
1	2022-0023	07/01/22 Haz Mat Membership Fee 2022	2,000.00*			20 62000	710		10200
8197	19798S	114 FIRE CHIEFS ASSOC OF SLO COUNTY	275.00						
2022/2023		CISM MEMBERSHIP FEE							
1	2022-16	07/01/22 22/23 CISM MEMBERSHIP	275.00			20 62000	385		10200
8198	19798S	114 FIRE CHIEFS ASSOC OF SLO COUNTY	50.00						
2022/2023		Membership Fee							
1	2022-2	07/01/22 2022/2023 Membership Fee	50.00			20 62000	385		10200
		Total for Vendor:	2,325.00						

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8230	19815S	632 FRONTIER COMMUNICATIONS (216-5)	86.19						
Acct #805-467-2015-051216-5									
Service from 07/1/22 - 07/30/22									
SCADA									
1	JULY 2022	07/01/22 Alarm/SCADA	43.09			40 64000	310		10200
2	JULY 2022	07/01/22 Alarm/SCADA	43.10			50 65000	310		10200
Total for Vendor:			86.19						
8223	19799S	308 FRONTIER COMMUNICATIONS (412-5)	61.19						
Acct #8054672818010412-5									
Service from 6/22/22 - 7/21/22									
FS/CSD ALARM									
1	06/22/22	FS/CSD Alarm JULY	12.55			20 62000	310		10200
2	06/22/22	FS/CSD Alarm JULY	1.22			30 63000	310		10200
3	06/22/22	FS/CSD Alarm JULY	23.25			40 64000	310		10200
4	06/22/22	FS/CSD Alarm JULY	22.94			50 65000	310		10200
5	06/22/22	FS/CSD Alarm JULY	1.23			60 66000	310		10200
Total for Vendor:			61.19						
8181	19771S	718 GRANICUS	3,300.00						
1	152907	07/01/22 AGENDA MGT PROGRAM 2022/23	676.50			20 62000	334		10200
2	152907	07/01/22 AGENDA MGT PROGRAM 2022/23	66.00*			30 63000	334		10200
3	152907	07/01/22 AGENDA MGT PROGRAM 2022/23	1,254.00			40 64000	334		10200
4	152907	07/01/22 AGENDA MGT PROGRAM 2022/23	1,237.50			50 65000	334		10200
5	152907	07/01/22 AGENDA MGT PROGRAM 2022/23	66.00*			60 66000	334		10200
Total for Vendor:			3,300.00						
8183	19772S	125 GREAT WESTERN ALARM	32.00						
GW-661 SCADA									
Service Period: 7/1/22 - 7/31/22									
1	2206005451	07/01/22 Alarm Monitoring JULY	16.00			40 64000	380		10200
2	2206005451	07/01/22 Alarm Monitoring JULY	16.00			50 65000	380		10200
Total for Vendor:			32.00						

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8242	19816S	626 JOHN DEER FINANCIAL	43.87						
1	774980	07/21/22 TRACTOR COOLANT	21.93			40 64000	351		10200
2	774980	07/21/22 TRACTOR COOLANT	21.94			50 65000	351		10200
Total for Vendor:			43.87						
8212	19800S	646 MISSION UNIFORM SERVICE	50.29						
Uniforms; Dodds, Sobotka, Pittman, Paslay									
1	517349336	07/06/22 Employee Uniforms	1.00			30 63000	495		10200
2	517349336	07/06/22 Employee Uniforms	24.14			40 64000	495		10200
4	517349336	07/06/22 Employee Uniforms	24.15			50 65000	495		10200
5	517349336	07/06/22 Employee Uniforms	1.00			60 66000	495		10200
8262	19817S	646 MISSION UNIFORM SERVICE	50.29						
Uniforms; Dodds, Sobotka, Pittman, Paslay									
1	517390006	07/13/22 Employee Uniforms	1.00			30 63000	495		10200
2	517390006	07/13/22 Employee Uniforms	24.14			40 64000	495		10200
4	517390006	07/13/22 Employee Uniforms	24.15			50 65000	495		10200
5	517390006	07/13/22 Employee Uniforms	1.00			60 66000	495		10200
Total for Vendor:			100.58						
8229	19818S	17 N. REX AWALT CORPORATION	3.43						
1	20519	07/08/22 SCH 40 PVC CAPS	3.43			50 65000	353		10200
Total for Vendor:			3.43						
8234	19819S	182 NAPA AUTO PARTS	135.07						
1	137749	07/21/22 TRACTOR OIL CHANGE	67.53			40 64000	351		10200
2	137749	07/21/22 TRACTOR OIL CHANGE	67.54			50 65000	351		10200
8235	19819S	182 NAPA AUTO PARTS	10.54						
1	137540	07/20/22 TRUCK WAX	5.27			40 64000	354		10200
2	137540	07/20/22 TRUCK WAX	5.27			50 65000	354		10200
Total for Vendor:			145.61						

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8239	19820S	681 PASLAY, TREVOR	165.00						
		CERT APP D3 & T2 SWRCB-DWOCP							
1	07/20/22	CERT APP D3 & T2	165.00			50 65000	715		10200
		Total for Vendor:	165.00						
8241	19821S	208 PG&E #6480-8	1,102.72						
		Acct #8565976480-8							
1	07/18/22	12th & K 8565976725	9.74			30 63000	381		10200
2	07/18/22	11TH STREET - 8562053214	48.01			30 63000	381		10200
3	07/18/22	RIO MESA CIR - 8564394360	23.81			30 63000	381		10200
4	07/18/22	VERDE/RIO MESA - 8560673934	59.52			30 63000	381		10200
5	07/18/22	Mission Heights - 8565976482	172.22			30 63000	381		10200
6	07/18/22	Tract 2605 - 8565976109	36.90			30 63000	381		10200
7	07/18/22	9898 River Rd. - 8565976002	355.37			30 63000	381		10200
8	07/18/22	9898 River Rd. - 8565976004	44.21			30 63000	381		10200
9	07/18/22	9898 River Rd. - 8565976008	208.73			30 63000	381		10200
10	07/18/22	9898 River Rd. - 8565976014	71.95			30 63000	381		10200
11	07/18/22	9898 River Rd. - 8565976481	51.70			30 63000	381		10200
12	07/18/22	9898 River Rd. - 8565976483	20.56			30 63000	381		10200
		Total for Vendor:	1,102.72						
8240	19822S	209 PG&E #6851-8	14,205.71						
		Acct #3675186851-8							
1	07/19/22	Old Fire Station/1297 L St	27.89			20 62000	381		10200
2	07/19/22	Fire Station/1150 Mission	10.84			20 62000	381		10200
3	07/19/22	Water Works #1/Well 3	3,056.31			50 65000	381		10200
4	07/19/22	Bonita Pl & 16th/Well 4	2,153.37			50 65000	381		10200
5	07/19/22	N St/WWTF	8,112.21			40 64000	381		10200
6	07/19/22	2HP Booster Station	10.84			50 65000	381		10200
7	07/19/22	Mission Heights Booster	10.84			50 65000	381		10200
8	07/19/22	14th St. & K St.	107.10			50 65000	381		10200
9	07/19/22	942 Soka Way lift station	115.62			40 64000	379		10200
10	07/19/22	Missn & 12th Lanscape~St light	120.48			30 63000	381		10200
11	07/19/22	SLT Well	480.21			50 65000	381		10200
		Total for Vendor:	14,205.71						

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8257	19823S	651 PITTMAN, DUSTIN	90.00						
1	30282 T3	07/14/22 T3 Cert Reimbursement	90.00			50 65000	715		10200
		Total for Vendor:	90.00						
8151	19773S	685 PNC EQUIPMENT FINANCE	47,082.69						
		7/24/2021-7/23/2022 CONTRACT# 98992197-1							
1	1440554	05/25/22 8668 ENGINE PAYMENT FY 22/23	47,082.69*			20 62000	500		10200
		Total for Vendor:	47,082.69						
8246	19824S	481 SAN MIGUEL COMMUNITY SERVICES	194.98						
		01004-00							
1	07/15/22	1150 Mission Street	97.49			50 65000	384		10200
2	07/15/22	1150 Mission Street	97.49			40 64000	384		10200
8247	19824S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
		01004B-00							
1	1004B-00	07/15/22 1150 Mission Street	2.00			20 62000	384		10200
8248	19824S	481 SAN MIGUEL COMMUNITY SERVICES	886.86						
		20547-00							
1	07/15/22	1203 Mission St Irrigation Mtr	886.86			30 63000	384		10200
8249	19824S	481 SAN MIGUEL COMMUNITY SERVICES	52.54						
		01004-00							
1	07/15/22	942 Soka Way	52.54			40 64000	384		10200
8250	19824S	481 SAN MIGUEL COMMUNITY SERVICES	55.54						
		Acct#27475-00							
1	07/15/22	1765 Bonita	55.54			40 64000	384		10200
8251	19824S	481 SAN MIGUEL COMMUNITY SERVICES	173.28						
		ACCT# 27476-00							
1	07/15/22	1199 Mission Irrigation Meter	173.28			30 63000	384		10200
		Total for Vendor:	1,365.20						

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8260	19825S	238 SAN MIGUEL GARBAGE	116.68						
ACCT#	318691								
1	070122	07/01/22 JULY 2022	58.34			40 64000	383		10200
2	070122	07/01/22 JULY 2022	58.34			50 65000	383		10200
Total for Vendor:			116.68						
8055	19774S	247 SDRMA	53,564.18						
Workers' Compensation Program Year 2022-23									
MEMBER# 5142									
1	71820	05/16/22 WATERWORKS OPERATIONS	12,519.94*			50 65000	120		10200
2	71820	05/16/22 SANITATION OPERATIONS	8,643.90			40 64000	120		10200
3	71820	05/16/22 FIREFIGHTER,CHIEF,VFF,OES FF	11,925.62*			20 62000	120		10200
4	71820	05/16/22 GM & BOARD	186.09*			20 62000	120		10200
5	71820	05/16/22 GM & BOARD	18.13			30 63000	120		10200
6	71820	05/16/22 GM & BOARD	344.90			40 64000	120		10200
7	71820	05/16/22 GM & BOARD	340.37*			50 65000	120		10200
8	71820	05/16/22 GM & BOARD	18.15			60 66000	120		10200
9	71820	05/16/22 CSD OFFICE	463.02			40 64000	120		10200
10	71820	05/16/22 CSD OFFICE	463.03*			50 65000	120		10200
11	71820	05/16/22 FIRE EMF ADJUSTMENT 21/22	18,641.03*			20 62000	120		10200
8144	19777S	247 SDRMA	67,422.12						
Property/Liability Package Program, Annual Invoice 2022-23									
1	72272	06/10/22 Property/Liability 2022/2023	17,353.51*			20 62000	328		10200
2	72272	06/10/22 Property/Liability 2022/2023	3,168.71*			30 63000	328		10200
3	72272	06/10/22 Property/Liability 2022/2023	19,524.76*			40 64000	328		10200
4	72272	06/10/22 Property/Liability 2022/2023	30,916.43*			50 65000	328		10200
5	72272	06/10/22 Property/Liability 2022/2023	1,239.48*			60 66000	328		10200
6	72272	06/10/22 CIP CREDIT FOR PROP/LIAB 22/23	-252.61*			20 62000	328		10200
7	72272	06/10/22 CIP CREDIT FOR PROP/LIAB 22/23	-24.64*			30 63000	328		10200
8	72272	06/10/22 CIP CREDIT FOR PROP/LIAB 22/23	-468.25*			40 64000	328		10200
9	72272	06/10/22 CIP CREDIT FOR PROP/LIAB 22/23	-462.09*			50 65000	328		10200
10	72272	06/10/22 CIP CREDIT FOR PROP/LIAB 22/23	-24.65*			60 66000	328		10200
11	72272	06/10/22 MULTI PRG DISC PROP/LIAB 22/23	-727.45*			20 62000	328		10200
12	72272	06/10/22 MULTI PRG DISC PROP/LIAB 22/23	-70.97*			30 63000	328		10200
13	72272	06/10/22 MULTI PRG DISC PROP/LIAB 22/23	-1,348.44*			40 64000	328		10200

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Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
14	72272	06/10/22 MULTI PRG DISC PROP/LIAB 22/23	-1,330.70*			50 65000	328		10200
15	72272	06/10/22 MULTI PRG DISC PROP/LIAB 22/23	-70.97*			60 66000	328		10200
Total for Vendor:			120,986.30						
8214	19801S	437 SLO ACTTC	7,413.67						
LAFCO	2022-23								
1	07/01/22	LAFCO 2022-23	1,482.74			20 62000	394		10200
LAFCO	2022-23								
2	07/01/22	LAFCO 2022-23	1,482.73			30 63000	394		10200
LAFCO	2022-23								
3	07/01/22	LAFCO 2022-23	1,482.74			40 64000	394		10200
LAFCO	2022-23								
4	07/01/22	LAFCO 2022-23	1,482.73			50 65000	394		10200
LAFCO	2022-23								
5	07/01/22	LAFCO 2022-23	1,482.73			60 66000	394		10200
LAFCO	2022-23								
Total for Vendor:			7,413.67						
8163	19775S	5 SLO COUNTY AIR POLLUTION CONTROL	1,794.00						
Slo County APCD Account #4103									
1	22162	06/17/22 Equipt Permit WELL 3 2022/23	100.00			50 65000	715		10200
2	22162	06/17/22 Equipt Permit WWTF 2022/23	1,494.00			40 64000	715		10200
3	22162	06/17/22 Equipt Permit WELL 4 2022/23	100.00			50 65000	715		10200
4	22162	06/17/22 Equipt Permit SLT WELL 2022/23	100.00			50 65000	715		10200
Total for Vendor:			1,794.00						
8202	19802S	657 SOUTHERN CALIFORNIA GAS COMPANY	541.33						
WELL 3									
1	6309852306	07/05/22 WELL 3 PROPANE	541.33			50 65000	396		10200
8261	19826S	657 SOUTHERN CALIFORNIA GAS COMPANY	53.55						
SLT WELL									
1	0630707762	07/26/22 SLT WELL PROPANE	53.55			50 65000	396		10200
Total for Vendor:			594.88						

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8218	19803S	534 STREAMLINE Web Page Hosting- Annual Service for July 2022- June 2023	2,400.00						
DA029807-0011									
1	29807-0011	07/01/22 WEB PAGE ANNUAL 22/23	768.00			20 62000	376		10200
2	29807-0011	07/01/22 WEB PAGE ANNUAL 22/23	48.00			30 63000	376		10200
3	29807-0011	07/01/22 WEB PAGE ANNUAL 22/23	768.00			40 64000	376		10200
4	29807-0011	07/01/22 WEB PAGE ANNUAL 22/23	768.00			50 65000	376		10200
5	29807-0011	07/01/22 WEB PAGE ANNUAL 22/23	48.00			60 66000	376		10200
		Total for Vendor:	2,400.00						
8238	19827S	276 SWRCB-DWOC PASLAY, TREVOR - Utility Operator T1 Certification #35990	55.00						
1	35990	07/18/22 T1 CERT T.PASLAY	55.00			50 65000	715		10200
		Total for Vendor:	55.00						
8254	19829S	511 VERIZON TABLETS: FIRE x2 07/09/22 ~ 08/08/22	50.04						
1	9910636131	07/08/22 RR DATA PLAN	25.02			20 62000	465		10200
2	9910636131	07/08/22 SY DATA PLAN	25.02			20 62000	465		10200
8255	19829S	511 VERIZON TABLETS: UTILITIES x4 CELL PHONE: TMP, MS, TP, KD, DP 07/09/22 - 08/08/22	325.33						
1	9910636130	07/08/22 TABLETS UTILITY JULY X4	20.04			40 64000	310		10200
2	9910636130	07/08/22 TABLETS UTILITY JULY X4	20.04			50 65000	310		10200
3	9910636130	07/08/22 UTILITIES CELL PHONES	4.08			30 63000	465		10200
4	9910636130	07/08/22 UTILITIES CELL PHONES	98.02			40 64000	465		10200
5	9910636130	07/08/22 UTILITIES CELL PHONES	98.02			50 65000	465		10200
6	9910636130	07/08/22 UTILITIES CELL PHONES	4.08			60 66000	465		10200
7	9910636130	07/08/22 T PARENT CELL PHONE	12.26			20 62000	465		10200
8	9910636130	07/08/22 T PARENT CELL PHONE	1.27			30 63000	465		10200
9	9910636130	07/08/22 T PARENT CELL PHONE	18.38			40 64000	465		10200

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10	9910636130	07/08/22 T PARENT CELL PHONE	18.12			50 65000	465		10200
11	9910636130	07/08/22 T PARENT CELL PHONE	1.02			60 66000	465		10200
12	9910636130	07/08/22 4GB DATA PLAN	0.60			30 63000	465		10200
13	9910636130	07/08/22 4GB DATA PLAN	14.40			40 64000	465		10200
14	9910636130	07/08/22 4GB DATA PLAN	14.40			50 65000	465		10200
15	9910636130	07/08/22 4GB DATA PLAN	0.60			60 66000	465		10200
Total for Vendor:			375.37						
# of Claims			51	Total:	228,838.23	# of Vendors	33		
Total Electronic Claims				19,264.00					
Total Non-Electronic Claims				209574.23					

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Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$99,975.10
10250 Pac Premier - Payroll	\$2,059.18
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$6,996.22
10250 Pac Premier - Payroll	\$200.89
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$42,723.30
10250 Pac Premier - Payroll	\$8,426.63
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$57,096.19
10250 Pac Premier - Payroll	\$8,376.41
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$2,783.42
10250 Pac Premier - Payroll	\$200.89
Total:	\$228,838.23

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40420	Ambulance Reimbursement	0.00	0.00	5,000.00	5,000.00	0 %
	Account Group Total:	0.00	0.00	5,000.00	5,000.00	0 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	0.00	466,232.00	466,232.00	0 %
	Account Group Total:	0.00	0.00	466,232.00	466,232.00	0 %
46000	Revenues & Interest					
46000	Revenues & Interest	38.45	38.45	0.00	-38.45	** %
46151	Refund/Adjustments	138.37	138.37	0.00	-138.37	** %
46153	Plan Check Fees and Inspections	450.00	450.00	0.00	-450.00	** %
	Account Group Total:	626.82	626.82	0.00	-626.82	** %
	Fund Total:	626.82	626.82	471,232.00	470,605.18	0 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	0.00	145,677.00	145,677.00	0 %
	Account Group Total:	0.00	0.00	145,677.00	145,677.00	0 %
46000	Revenues & Interest					
46000	Revenues & Interest	174.74	174.74	0.00	-174.74	** %
46100	Realized Earnings	-130.75	-130.75	0.00	130.75	** %
46151	Refund/Adjustments	13.50	13.50	0.00	-13.50	** %
46155	Will Serve Processing Fees	350.00	350.00	0.00	-350.00	** %
	Account Group Total:	407.49	407.49	0.00	-407.49	** %
	Fund Total:	407.49	407.49	145,677.00	145,269.51	0 %
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	96,432.50	96,432.50	1,099,618.00	1,003,185.50	9 %
40901	Riverzone Surcharge	1,506.27	1,506.27	18,388.00	16,881.73	8 %
40910	Wastewater Late Charges	1,752.11	1,752.11	0.00	-1,752.11	** %
	Account Group Total:	99,690.88	99,690.88	1,118,006.00	1,018,315.12	9 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	0.00	72,713.00	72,713.00	0 %
	Account Group Total:	0.00	0.00	72,713.00	72,713.00	0 %
46000	Revenues & Interest					
46000	Revenues & Interest	151.33	151.33	0.00	-151.33	** %
46008	DWR Grants	0.00	0.00	70,000.00	70,000.00	0 %
46150	Miscellaneous Income	1,152.60	1,152.60	0.00	-1,152.60	** %
46151	Refund/Adjustments	256.51	256.51	0.00	-256.51	** %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46155	Will Serve Processing Fees	2,000.00	2,000.00	0.00	-2,000.00	** %
	Account Group Total:	3,560.44	3,560.44	70,000.00	66,439.56	5 %
	Fund Total:	103,251.32	103,251.32	1,260,719.00	1,157,467.68	8 %
50 WATER DEPARTMENT						
41000 Water Sales						
41000	Water Sales	94,532.30	94,532.30	920,172.00	825,639.70	10 %
41003	Water Surcharge	45.00	45.00	0.00	-45.00	** %
41005	Water Late Charges	1,822.20	1,822.20	0.00	-1,822.20	** %
	Account Group Total:	96,399.50	96,399.50	920,172.00	823,772.50	10 %
46000 Revenues & Interest						
46000	Revenues & Interest	19.98	19.98	0.00	-19.98	** %
46150	Miscellaneous Income	2,353.82	2,353.82	0.00	-2,353.82	** %
46151	Refund/Adjustments	253.12	253.12	0.00	-253.12	** %
46155	Will Serve Processing Fees	2,250.00	2,250.00	0.00	-2,250.00	** %
	Account Group Total:	4,876.92	4,876.92	0.00	-4,876.92	** %
	Fund Total:	101,276.42	101,276.42	920,172.00	818,895.58	11 %
60 SOLID WASTE DEPARTMENT						
46000 Revenues & Interest						
46000	Revenues & Interest	3.40	3.40	0.00	-3.40	** %
46005	Franchise Fees	3,849.88	3,849.88	39,600.00	35,750.12	10 %
46151	Refund/Adjustments	13.50	13.50	0.00	-13.50	** %
46155	Will Serve Processing Fees	100.00	100.00	0.00	-100.00	** %
	Account Group Total:	3,966.78	3,966.78	39,600.00	35,633.22	10 %
	Fund Total:	3,966.78	3,966.78	39,600.00	35,633.22	10 %
	Grand Total:	209,528.83	209,528.83	2,837,400.00	2,627,871.17	7 %

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	626.82	626.82	471,232.00	470,605.18	0 %
30 STREET LIGHTING DEPARTMENT	407.49	407.49	145,677.00	145,269.51	0 %
40 WASTEWATER DEPARTMENT	103,251.32	103,251.32	1,260,719.00	1,157,467.68	8 %
50 WATER DEPARTMENT	101,276.42	101,276.42	920,172.00	818,895.58	11 %
60 SOLID WASTE DEPARTMENT	3,966.78	3,966.78	39,600.00	35,633.22	10 %
Grand Total:	209,528.83	209,528.83	2,837,400.00	2,627,871.17	7 %

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	12,433.50	12,433.50	164,684.00	164,684.00	152,250.50	8 %
	111 BOD Stipend	0.00	0.00	2,880.00	2,880.00	2,880.00	0 %
	120 Workers' Compensation	30,752.74	30,752.74	11,312.00	11,312.00	-19,440.74	272 %
	121 Physicals	0.00	0.00	2,400.00	2,400.00	2,400.00	0 %
	125 Volunteer Firefighter Stipends	0.00	0.00	45,000.00	45,000.00	45,000.00	0 %
	135 Payroll Tax - FICA/SS	0.00	0.00	2,790.00	2,790.00	2,790.00	0 %
	140 Payroll Tax - Medicare	180.28	180.28	2,978.00	2,978.00	2,797.72	6 %
	155 Payroll Tax - SUI	0.00	0.00	2,984.00	2,984.00	2,984.00	0 %
	205 Insurance - Health	299.00	299.00	14,592.00	14,592.00	14,293.00	2 %
	210 Insurance - Dental	31.59	31.59	697.00	697.00	665.41	5 %
	215 Insurance - Vision	5.00	5.00	112.00	112.00	107.00	4 %
	225 Retirement - PERS Expense	2,706.84	2,706.84	8,503.00	8,503.00	5,796.16	32 %
	305 Operations & Maintenance	137.28	137.28	6,000.00	6,000.00	5,862.72	2 %
	310 Phone & Fax Expense	12.55	12.55	1,500.00	1,500.00	1,487.45	1 %
	315 Postage, Shipping & Freight	0.00	0.00	200.00	200.00	200.00	0 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	360.00	360.00	360.00	0 %
	321 IT Services - Professional Svcs	0.00	0.00	7,140.00	7,140.00	7,140.00	0 %
	323 Auditor - Professional Svcs	0.00	0.00	4,200.00	4,200.00	4,200.00	0 %
	325 Accounting - Professional Svcs	0.00	0.00	7,200.00	7,200.00	7,200.00	0 %
	326 Engineering - Professional Svcs	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	327 Legal: General - Professional Svcs	0.00	0.00	18,000.00	18,000.00	18,000.00	0 %
	328 Insurance - Prop & Liability	16,373.45	16,373.45	15,687.00	15,687.00	-686.45	104 %
	334 Maintenance Agreements	676.50	676.50	5,000.00	5,000.00	4,323.50	14 %
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0 %
	350 Repairs & Maint - Computers	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	351 Repairs & Maint - Equip	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	352 Repairs & Maint - Structures	10.64	10.64	6,000.00	6,000.00	5,989.36	0 %
	354 Repairs & Maint - Vehicles	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	370 Dispatch Services (Fire)	0.00	0.00	16,000.00	16,000.00	16,000.00	0 %
	375 Internet Expenses	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	376 Web Page - Upgrade/Maint	768.00	768.00	1,000.00	1,000.00	232.00	77 %
	380 Utilities - Alarm Service	0.00	0.00	288.00	288.00	288.00	0 %
	381 Utilities - Electric	38.73	38.73	6,000.00	6,000.00	5,961.27	1 %
	382 Utilities - Propane	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	384 Utilities - Water/Sewer	2.00	2.00	622.00	622.00	620.00	0 %
	385 Dues and Subscriptions	325.00	325.00	5,234.00	5,234.00	4,909.00	6 %
	386 Education and Training	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	393 Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	394 LAFCO Allocations	1,482.74	1,482.74	1,600.00	1,600.00	117.26	93 %
	395 Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	405 Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	410 Office Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	445 CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0 %
	450 EMS Supplies	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	455 Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	465 Cell phones, Radios and Pagers	151.34	151.34	1,500.00	1,500.00	1,348.66	10 %
	470 Communication Equipment	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 7 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
475	Computer Supplies & Upgrades	161.44	161.44	0.00	0.00	-161.44	*** %
485	Fuel Expense	0.00	0.00	9,000.00	9,000.00	9,000.00	0 %
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
495	Uniform Expense	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
500	Capital Outlay	47,082.69	47,082.69	0.00	0.00	-47,082.69	*** %
503	Weed Abatement Costs	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
505	Fire Training Grounds	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
510	Fire Station Addition	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
511	Fire- Temp Housing Unit	0.00	0.00	6,800.00	6,800.00	6,800.00	0 %
710	County Hazmat Dues	2,000.00	2,000.00	2,000.00	2,000.00	0.00	100 %
	Account Total:	115,631.31	115,631.31	456,013.00	456,013.00	340,381.69	25 %
	Account Group Total:	115,631.31	115,631.31	456,013.00	456,013.00	340,381.69	25 %
	Fund Total:	115,631.31	115,631.31	456,013.00	456,013.00	340,381.69	25 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	1,093.81	1,093.81	20,667.00	20,667.00	19,573.19	5 %
111	BOD Stipend	0.00	0.00	300.00	300.00	300.00	0 %
115	Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
120	Workers' Compensation	18.13	18.13	52.00	52.00	33.87	35 %
121	Physicals	0.00	0.00	50.00	50.00	50.00	0 %
135	Payroll Tax - FICA/SS	3.18	3.18	100.00	100.00	96.82	3 %
140	Payroll Tax - Medicare	16.85	16.85	300.00	300.00	283.15	6 %
155	Payroll Tax - SUI	2.41	2.41	971.00	971.00	968.59	0 %
160	Payroll Tax - ETT	0.06	0.06	0.00	0.00	-0.06	*** %
205	Insurance - Health	61.99	61.99	2,241.00	2,241.00	2,179.01	3 %
210	Insurance - Dental	3.30	3.30	115.00	115.00	111.70	3 %
215	Insurance - Vision	0.56	0.56	19.00	19.00	18.44	3 %
225	Retirement - PERS Expense	309.37	309.37	1,575.00	1,575.00	1,265.63	20 %
305	Operations & Maintenance	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
310	Phone & Fax Expense	1.22	1.22	37.00	37.00	35.78	3 %
315	Postage, Shipping & Freight	0.00	0.00	100.00	100.00	100.00	0 %
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	45.00	45.00	45.00	0 %
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0 %
321	IT Services - Professional Svcs	0.00	0.00	398.00	398.00	398.00	0 %
323	Auditor - Professional Svcs	0.00	0.00	420.00	420.00	420.00	0 %
325	Accounting - Professional Svcs	0.00	0.00	720.00	720.00	720.00	0 %
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
327	Legal: General - Professional Svcs	0.00	0.00	1,875.00	1,875.00	1,875.00	0 %
328	Insurance - Prop & Liability	3,073.10	3,073.10	1,050.00	1,050.00	-2,023.10	293 %
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
333	Legal: HR - Professional Svcs	0.00	0.00	400.00	400.00	400.00	0 %
334	Maintenance Agreements	66.00	66.00	104.00	104.00	38.00	63 %
335	Meals	0.00	0.00	150.00	150.00	150.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0 %
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
351	Repairs & Maint - Equip	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0 %
353	Repairs & Maint - Infrastructure	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
354	Repairs & Maint - Vehicles	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
375	Internet Expenses	0.00	0.00	27.00	27.00	27.00	0 %
376	Web Page - Upgrade/Maint	48.00	48.00	48.00	48.00	0.00	100 %
380	Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
381	Utilities - Electric	1,223.20	1,223.20	20,000.00	20,000.00	18,776.80	6 %
382	Utilities - Propane	0.00	0.00	50.00	50.00	50.00	0 %
383	Utilities - Trash	0.00	0.00	63.00	63.00	63.00	0 %
384	Utilities - Water/Sewer	1,060.14	1,060.14	15,100.00	15,100.00	14,039.86	7 %
385	Dues and Subscriptions	0.00	0.00	1,348.00	1,348.00	1,348.00	0 %
386	Education and Training	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0 %
394	LAFCO Allocations	1,482.73	1,482.73	1,600.00	1,600.00	117.27	93 %
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0 %
410	Office Supplies	0.00	0.00	500.00	500.00	500.00	0 %
432	Utility Rate Design Study	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
465	Cell phones, Radios and Pagers	5.95	5.95	59.00	59.00	53.05	10 %
475	Computer Supplies & Upgrades	15.75	15.75	1,000.00	1,000.00	984.25	2 %
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
495	Uniform Expense	0.99	0.99	52.00	52.00	51.01	2 %
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0 %
940	Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
949	Lease agreements	0.00	0.00	455.00	455.00	455.00	0 %
	Account Total:	8,486.74	8,486.74	145,342.00	145,342.00	136,855.26	6 %
	Account Group Total:	8,486.74	8,486.74	145,342.00	145,342.00	136,855.26	6 %
	Fund Total:	8,486.74	8,486.74	145,342.00	145,342.00	136,855.26	6 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
105	Salaries and Wages	17,007.52	17,007.52	307,977.00	307,977.00	290,969.48	6 %
109	Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
111	BOD Stipend	0.00	0.00	4,320.00	4,320.00	4,320.00	0 %
115	Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
120	Workers' Compensation	9,451.82	9,451.82	9,811.00	9,811.00	359.18	96 %
121	Physicals	0.00	0.00	150.00	150.00	150.00	0 %
135	Payroll Tax - FICA/SS	76.31	76.31	2,000.00	2,000.00	1,923.69	4 %
140	Payroll Tax - Medicare	246.07	246.07	4,466.00	4,466.00	4,219.93	6 %
155	Payroll Tax - SUI	99.71	99.71	14,475.00	14,475.00	14,375.29	1 %
160	Payroll Tax - ETT	2.12	2.12	0.00	0.00	-2.12	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
205	Insurance - Health	1,031.85	1,031.85	38,641.00	38,641.00	37,609.15	3 %
206	Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
210	Insurance - Dental	63.35	63.35	2,261.00	2,261.00	2,197.65	3 %
215	Insurance - Vision	10.01	10.01	321.00	321.00	310.99	3 %
225	Retirement - PERS Expense	9,795.08	9,795.08	18,885.00	18,885.00	9,089.92	52 %
305	Operations & Maintenance	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
310	Phone & Fax Expense	86.38	86.38	1,316.00	1,316.00	1,229.62	7 %
315	Postage, Shipping & Freight	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	540.00	540.00	540.00	0 %
320	Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
321	IT Services - Professional Svcs	0.00	0.00	5,660.00	5,660.00	5,660.00	0 %
323	Auditor - Professional Svcs	0.00	0.00	4,480.00	4,480.00	4,480.00	0 %
325	Accounting - Professional Svcs	0.00	0.00	7,680.00	7,680.00	7,680.00	0 %
326	Engineering - Professional Svcs	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
327	Legal: General - Professional Svcs	0.00	0.00	27,000.00	27,000.00	27,000.00	0 %
328	Insurance - Prop & Liability	17,708.07	17,708.07	14,448.00	14,448.00	-3,260.07	123 %
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
333	Legal: HR - Professional Svcs	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
334	Maintenance Agreements	1,254.00	1,254.00	5,739.00	5,739.00	4,485.00	22 %
335	Meals	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
348	Safety Equipment and Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
349	Repairs & Maint - Mission Gardens	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
350	Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0 %
351	Repairs & Maint - Equip	89.46	89.46	8,000.00	8,000.00	7,910.54	1 %
352	Repairs & Maint - Structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint - Infrastructure	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
354	Repairs & Maint - Vehicles	5.27	5.27	3,000.00	3,000.00	2,994.73	0 %
355	Testing & Supplies (WWTP)	70.00	70.00	12,000.00	12,000.00	11,930.00	1 %
374	CSD Utilities - Billing Services	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
375	Internet Expenses	64.99	64.99	1,187.00	1,187.00	1,122.01	5 %
376	Web Page - Upgrade/Maint	768.00	768.00	768.00	768.00	0.00	100 %
379	Utilities - Electric Mission Gardens	115.62	115.62	2,000.00	2,000.00	1,884.38	6 %
380	Utilities - Alarm Service	16.00	16.00	1,320.00	1,320.00	1,304.00	1 %
381	Utilities - Electric	8,112.21	8,112.21	80,000.00	80,000.00	71,887.79	10 %
382	Utilities - Propane	0.00	0.00	510.00	510.00	510.00	0 %
383	Utilities - Trash	58.34	58.34	504.00	504.00	445.66	12 %
384	Utilities - Water/Sewer	205.57	205.57	2,470.00	2,470.00	2,264.43	8 %
385	Dues and Subscriptions	0.00	0.00	3,984.00	3,984.00	3,984.00	0 %
386	Education and Training	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
393	Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
394	LAFCO Allocations	1,482.74	1,482.74	1,600.00	1,600.00	117.26	93 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities - SoCal Gas	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
410	Office Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
432	Utility Rate Design Study	0.00	0.00	0.00	28,507.50	28,507.50	0 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
465	Cell phones, Radios and Pagers	130.80	130.80	1,394.00	1,394.00	1,263.20	9 %
475	Computer Supplies & Upgrades	299.25	299.25	2,000.00	2,000.00	1,700.75	15 %
485	Fuel Expense	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
490	Small Tools & Equipment	0.00	0.00	5,500.00	5,500.00	5,500.00	0 %
495	Uniform Expense	24.15	24.15	1,248.00	1,248.00	1,223.85	2 %
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. & Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
580	MISSION GARDENS LIFT STATION PROJECTS	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
582	WWTP Plant Maintenance	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
583	WWTP Drying Pond Maintenance	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
705	Waste Discharge Fees/Permits	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
715	Licenses, Permits and Fees	2,756.50	2,756.50	4,000.00	4,000.00	1,243.50	69 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0 %
940	Bank Service Charges	7.00	7.00	100.00	100.00	93.00	7 %
949	Lease agreements	0.00	0.00	8,400.00	8,400.00	8,400.00	0 %
960	Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0 %
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
	Account Total:	71,038.19	71,038.19	1,258,855.00	1,287,362.50	1,216,324.31	6 %
	Account Group Total:	71,038.19	71,038.19	1,258,855.00	1,287,362.50	1,216,324.31	6 %
	Fund Total:	71,038.19	71,038.19	1,258,855.00	1,287,362.50	1,216,324.31	6 %
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
105	Salaries and Wages	21,849.05	21,849.05	303,673.00	303,673.00	281,823.95	7 %
109	Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
111	BOD Stipend	0.00	0.00	4,260.00	4,260.00	4,260.00	0 %
115	Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
120	Workers' Compensation	13,323.34	13,323.34	13,240.00	13,240.00	-83.34	101 %
121	Physicals	0.00	0.00	150.00	150.00	150.00	0 %
135	Payroll Tax - FICA/SS	76.31	76.31	2,000.00	2,000.00	1,923.69	4 %
140	Payroll Tax - Medicare	315.37	315.37	4,403.00	4,403.00	4,087.63	7 %
155	Payroll Tax - SUI	99.72	99.72	14,273.00	14,273.00	14,173.28	1 %
160	Payroll Tax - ETT	2.12	2.12	0.00	0.00	-2.12	*** %
205	Insurance - Health	1,284.06	1,284.06	28,444.00	28,444.00	27,159.94	5 %
206	Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
210	Insurance - Dental	77.45	77.45	1,987.00	1,987.00	1,909.55	4 %
215	Insurance - Vision	12.29	12.29	326.00	326.00	313.71	4 %
225	Retirement - PERS Expense	10,325.07	10,325.07	26,093.00	26,093.00	15,767.93	40 %
305	Operations & Maintenance	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
310	Phone & Fax Expense	86.08	86.08	1,316.00	1,316.00	1,229.92	7 %
315	Postage, Shipping & Freight	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	532.00	532.00	532.00	0 %
320	Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 7 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
321	IT Services - Professional Svcs	0.00	0.00	5,633.00	5,633.00	5,633.00	0 %
323	Auditor - Professional Svcs	0.00	0.00	4,480.00	4,480.00	4,480.00	0 %
324	GSA-GSP - Professional Svcs	203.82	203.82	15,000.00	15,000.00	14,796.18	1 %
325	Accounting - Professional Svcs	0.00	0.00	7,680.00	7,680.00	7,680.00	0 %
326	Engineering - Professional Svcs	0.00	0.00	27,500.00	27,500.00	27,500.00	0 %
327	Legal: General - Professional Svcs	0.00	0.00	26,625.00	26,625.00	26,625.00	0 %
328	Insurance - Prop & Liability	29,123.64	29,123.64	23,603.00	23,603.00	-5,520.64	123 %
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %
332	Legal: Steinbeck & Water -	0.00	0.00	50,000.00	50,000.00	50,000.00	0 %
333	Legal: HR - Professional Svcs	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
334	Maintenance Agreements	1,237.50	1,237.50	9,260.00	9,260.00	8,022.50	13 %
335	Meals	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
348	Safety Equipment and Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
350	Repairs & Maint - Computers	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
351	Repairs & Maint - Equip	89.48	89.48	4,000.00	4,000.00	3,910.52	2 %
352	Repairs & Maint - Structures	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
353	Repairs & Maint - Infrastructure	1,334.94	1,334.94	50,000.00	50,000.00	48,665.06	3 %
354	Repairs & Maint - Vehicles	5.27	5.27	3,000.00	3,000.00	2,994.73	0 %
356	Testing & Supplies - Well #3 (Water)	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
357	Testing & Supplies - Well #4 (Water)	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
358	Testing & Supplies - SLT Well (Water)	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
359	Testing & Supplies - Other	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
362	Cross-Connection Control Svcs.	361.00	361.00	1,000.00	1,000.00	639.00	36 %
374	CSD Utilities - Billing Services	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
375	Internet Expenses	64.99	64.99	1,187.00	1,187.00	1,122.01	5 %
376	Web Page - Upgrade/Maint	768.00	768.00	768.00	768.00	0.00	100 %
380	Utilities - Alarm Service	16.00	16.00	1,320.00	1,320.00	1,304.00	1 %
381	Utilities - Electric	5,818.67	5,818.67	46,000.00	46,000.00	40,181.33	13 %
382	Utilities - Propane	0.00	0.00	2,010.00	2,010.00	2,010.00	0 %
383	Utilities - Trash	58.34	58.34	504.00	504.00	445.66	12 %
384	Utilities - Water/Sewer	97.49	97.49	622.00	622.00	524.51	16 %
385	Dues and Subscriptions	0.00	0.00	4,072.00	4,072.00	4,072.00	0 %
386	Education and Training	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
393	Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
394	LAFCO Allocations	1,482.73	1,482.73	1,600.00	1,600.00	117.27	93 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities - SoCal Gas	594.88	594.88	1,500.00	1,500.00	905.12	40 %
410	Office Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
432	Utility Rate Design Study	0.00	0.00	0.00	28,807.50	28,807.50	0 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	130.54	130.54	1,398.00	1,398.00	1,267.46	9 %
475	Computer Supplies & Upgrades	295.31	295.31	2,500.00	2,500.00	2,204.69	12 %
481	Chemicals- Well #3	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
482	Chemicals- Well #4	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
483	Chemicals- SLT Well	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
485	Fuel Expense	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 7 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	490 Small Tools & Equipment	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	495 Uniform Expense	24.16	24.16	1,248.00	1,248.00	1,223.84	2 %
	520 Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	535 Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	605 USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
	715 Licenses, Permits and Fees	1,872.50	1,872.50	7,000.00	7,000.00	5,127.50	27 %
	805 Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0 %
	930 Interest Fees	0.00	0.00	60,000.00	60,000.00	60,000.00	0 %
	940 Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0 %
	949 Lease agreements	0.00	0.00	8,362.00	8,362.00	8,362.00	0 %
	Account Total:	91,030.12	91,030.12	920,119.00	948,926.50	857,896.38	10 %
	Account Group Total:	91,030.12	91,030.12	920,119.00	948,926.50	857,896.38	10 %
	Fund Total:	91,030.12	91,030.12	920,119.00	948,926.50	857,896.38	10 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	1,092.68	1,092.68	19,370.00	19,370.00	18,277.32	6 %
	111 BOD Stipend	0.00	0.00	240.00	240.00	240.00	0 %
	115 Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
	120 Workers' Compensation	18.15	18.15	37.00	37.00	18.85	49 %
	121 Physicals	0.00	0.00	50.00	50.00	50.00	0 %
	135 Payroll Tax - FICA/SS	3.17	3.17	150.00	150.00	146.83	2 %
	140 Payroll Tax - Medicare	15.78	15.78	281.00	281.00	265.22	6 %
	155 Payroll Tax - SUI	2.41	2.41	910.00	910.00	907.59	0 %
	160 Payroll Tax - ETT	0.05	0.05	0.00	0.00	-0.05	*** %
	205 Insurance - Health	61.93	61.93	2,132.00	2,132.00	2,070.07	3 %
	210 Insurance - Dental	3.35	3.35	105.00	105.00	101.65	3 %
	215 Insurance - Vision	0.54	0.54	17.00	17.00	16.46	3 %
	225 Retirement - PERS Expense	309.26	309.26	1,475.00	1,475.00	1,165.74	21 %
	305 Operations & Maintenance	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	310 Phone & Fax Expense	1.23	1.23	37.00	37.00	35.77	3 %
	315 Postage, Shipping & Freight	0.00	0.00	100.00	100.00	100.00	0 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	30.00	30.00	30.00	0 %
	320 Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0 %
	321 IT Services - Professional Svcs	0.00	0.00	356.00	356.00	356.00	0 %
	323 Auditor - Professional Svcs	0.00	0.00	420.00	420.00	420.00	0 %
	325 Accounting - Professional Svcs	0.00	0.00	720.00	720.00	720.00	0 %
	327 Legal: General - Professional Svcs	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	328 Insurance - Prop & Liability	1,143.86	1,143.86	837.00	837.00	-306.86	137 %
	329 New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
	330 Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
	333 Legal: HR - Professional Svcs	0.00	0.00	400.00	400.00	400.00	0 %
	334 Maintenance Agreements	66.00	66.00	104.00	104.00	38.00	63 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	100.00	100.00	100.00	0 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
 Statement of Expenditure - Budget vs. Actual Report
 For the Accounting Period: 7 / 22

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	345 Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
	348 Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
	351 Repairs & Maint - Equip	0.00	0.00	500.00	500.00	500.00	0 %
	352 Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0 %
	353 Repairs & Maint - Infrastructure	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	354 Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0 %
	375 Internet Expenses	0.00	0.00	27.00	27.00	27.00	0 %
	376 Web Page - Upgrade/Maint	48.00	48.00	48.00	48.00	0.00	100 %
	380 Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
	383 Utilities - Trash	0.00	0.00	189.00	189.00	189.00	0 %
	384 Utilities - Water/Sewer	0.00	0.00	39.00	39.00	39.00	0 %
	385 Dues and Subscriptions	0.00	0.00	1,321.00	1,321.00	1,321.00	0 %
	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	1,482.73	1,482.73	1,600.00	1,600.00	117.27	93 %
	395 Community Outreach	0.00	0.00	750.00	750.00	750.00	0 %
	410 Office Supplies	0.00	0.00	150.00	150.00	150.00	0 %
	432 Utility Rate Design Study	0.00	0.00	0.00	16,472.50	16,472.50	0 %
	465 Cell phones, Radios and Pagers	5.70	5.70	57.00	57.00	51.30	10 %
	475 Computer Supplies & Upgrades	15.75	15.75	500.00	500.00	484.25	3 %
	485 Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
	490 Small Tools & Equipment	0.00	0.00	500.00	500.00	500.00	0 %
	495 Uniform Expense	0.99	0.99	52.00	52.00	51.01	2 %
	650 SB1383 Compliance	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	940 Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
	949 Lease agreements	0.00	0.00	387.00	387.00	387.00	0 %
	Account Total:	4,271.58	4,271.58	46,492.00	62,964.50	58,692.92	7 %
	Account Group Total:	4,271.58	4,271.58	46,492.00	62,964.50	58,692.92	7 %
	Fund Total:	4,271.58	4,271.58	46,492.00	62,964.50	58,692.92	7 %
	Grand Total:	290,457.94	290,457.94	2,826,821.00	2,900,608.50	2,610,150.56	10 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 7/22

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	135,329.62	138.37	989.65	0.00	126,941.85	9,515.79
10250 Pac Premier - Payroll	-10,253.73	0.00	19,846.57	0.00	15,656.21	-6,063.37
10340 Pac Premier Operational Reserve	513,444.36	462.78	0.00	0.00	0.00	513,907.14
10350 Pac Premier- Capital Reserve	431,748.71	25.67	0.00	0.00	0.00	431,774.38
Total Fund	1,070,268.96	626.82	20,836.22		142,598.06	949,133.94
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	102,401.61	364.51	95.61	0.00	8,891.24	93,970.49
10250 Pac Premier - Payroll	3,878.33	0.00	1,282.92	0.00	1,491.53	3,669.72
10340 Pac Premier Operational Reserve	210,277.24	5.37	0.00	0.00	0.00	210,282.61
10350 Pac Premier- Capital Reserve	249,697.69	14.85	0.00	0.00	0.00	249,712.54
10460 Cantella & Co. Investment Acct.	153,635.58	154.52	0.00	130.75	0.00	153,659.35
Total Fund	719,890.45	539.25	1,378.53	130.75	10,382.77	711,294.71
40 WASTEWATER DEPARTMENT						
10200 Operating Cash - Premier	752,901.10	98,675.47	3,516.83	629.14	480,116.31	374,347.95
10250 Pac Premier - Payroll	49,828.29	0.00	24,375.92	0.00	28,332.02	45,872.19
10260 Pac Western Bank --Long Term	400,118.59	75.64	100,000.00	0.00	0.00	500,194.23
10340 Pac Premier Operational Reserve	330,388.41	8.43	0.00	0.00	0.00	330,396.84
10350 Pac Premier- Capital Reserve	1,131,291.22	67.26	300,000.00	0.00	0.00	1,431,358.48
Total Fund	2,664,527.61	98,826.80	427,892.75	629.14	508,448.33	2,682,169.69
50 WATER DEPARTMENT						
10150 Cash in SLO County	77,412.40	0.00	0.00	0.00	0.00	77,412.40
10200 Operating Cash - Premier	142,673.21	101,629.88	1,795.91	588.30	94,720.29	150,790.41
10250 Pac Premier - Payroll	-23,570.47	0.00	24,055.17	0.00	34,041.44	-33,556.74
10340 Pac Premier Operational Reserve	155,320.63	3.96	0.00	0.00	0.00	155,324.59
10350 Pac Premier- Capital Reserve	259,575.63	15.43	0.00	0.00	0.00	259,591.06
10400 HOB - USDA Reserve	70,002.18	0.59	0.00	0.00	0.00	70,002.77
Total Fund	681,413.58	101,649.86	25,851.08	588.30	128,761.73	679,564.49
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	36,215.98	3,964.39	95.62	0.00	5,283.26	34,992.73
10250 Pac Premier - Payroll	4,288.44	0.00	1,282.93	0.00	1,489.17	4,082.20
10340 Pac Premier Operational Reserve	72,281.08	1.85	0.00	0.00	0.00	72,282.93
10350 Pac Premier- Capital Reserve	26,094.35	1.55	0.00	0.00	0.00	26,095.90
Total Fund	138,879.85	3,967.79	1,378.55		6,772.43	137,453.76
71 PAYROLL CLEARING FUND						
10250 Pac Premier - Payroll	4,704.88	0.00	61,746.37	67,184.57	0.00	-733.32
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	78,982.35	0.00	238,615.82	266,393.16	0.00	51,205.01
10250 Pac Premier - Payroll	427.70	0.00	19,264.00	19,691.70	0.00	0.00
Total Fund	79,410.05		257,879.82	286,084.86		51,205.01
Totals	5,359,095.38	205,610.52	796,963.32	354,617.62	796,963.32	5,210,088.28

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


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

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

7/31/2022

SECURITY	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO % BY INVESTMENT
Fidelity Govt MMKT	N/A								\$ 14,414.45	
Morgan Stanley Bank NA	\$ 100.00	3.05%	\$ 75,000.00	3.05%	\$ 2,287.50	2/14/2024	32992	2/14/2019	\$ 74,806.50	54%
Comenity Cap. Bank	\$ 100.00	2.75%	\$ 65,000.00	2.75%	\$ 1,787.50	4/15/2024	57570	4/15/2019	\$ 64,438.40	46%
Total & Average:			\$ 140,000.00	2.90%	\$ 4,075.00				\$ 153,659.35	

SMCSD BMS Accounts: 30-46000, 30-46100



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

Disclosure Page

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

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

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

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

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

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

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

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

SMCSD STATEMENTS OF INFORMATION:

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

As of this report date the District has the ability to meet it's expenditure requirements through: January 28, 2023

Robert Roberson, Interim General Manager SMCSD

Michelle Hido

Michelle Hido, Financial Officer SMCSD



San Miguel Community Services District

Board of Directors Staff Report

August 25 2022

AGENDA ITEM: XI-3

SUBJECT:

Review and Adopt RESOLUTION 2022-38 Amending the District's Conflict of Interest Code.

RECOMMENDATION: Review and approve amendment to the current policy and adopt RESOLUTION 2022-38. As a follow up action, staff will submit proof of the Conflict of Interest Code review and the updated Designated Positions List to the San Luis Obispo Board of Supervisors.

DISCUSSION:

Each California government agency must have a conflict of interest code that lists positions within the agency that must submit financial disclosure statements ("Conflict of Interest Code"). (Gov. Code, § 87300.) The bulk of the Conflict of Interest Code is promulgated by the Fair Political Practices Commission and adopted by the San Miguel Community Services District ("District"). The District's primary responsibility is to ensure the District's list of designated positions remains accurate and up to date. After conducting its review, the District must submit a review form to the San Luis Obispo Board of Supervisors who is the District's "code reviewing body." (Gov. Code, § 87306.5.)

The current version of the District's Conflict of Interest Code was approved in August 2014 by Resolution 2014-13 and revised in December 2014 by Resolution 2014-27 to amend the "List of Designated Positions." The Board of Directors has reviewed the Conflict of Interest Code on a periodic basis since then and amended the Conflict of Interest Code in 2018 as required by Government Code section 87306.5. The Board of Directors approved minor adjustments to the Designated Positions List as necessary to correspond with employment titles utilized at that time.

District staff and General Counsel have conducted a review of its Conflict of Interest Code and determined that minor adjustments to the Designated Positions List are necessary to correspond with current titles. Specifically, the Designated Positions List will now include the position of Finance Officer to reflect the changes in job duties for this position since the last review of the Conflict of Interest Code. Accordingly, the attached Resolution and Exhibit "A" provides

corrections and amendments to the District's list of Designated Positions List to conform with Fair Political Practices Commission (FPPC) regulations and current District job titles and duties.

FISCAL IMPACT:

Review and approval of the District's Conflict of Interest Code has no financial impact.

STAFF RECOMMENDATION:

Review and approve amendments to the Conflict of Interest Code and Adopt Resolution 2022-38. As a follow up action, staff will submit the revised Conflict of Interest Code to the San Luis Obispo Board of Supervisors.

Attachments:

2022-38 Resolution with Exhibit A, amendments to the Designated Positions List

PREPARED BY:

Tamara Parent
Board Clerk

Nubia Goldstein
Attorney- White Brenner, LLP

RESOLUTION NO. XXXX-XX**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
REGARDING THE BIENNIAL REVIEW OF ITS
CONFLICT OF INTEREST CODE
AND REVISING EXHIBIT “A” AS
THE LIST OF DESIGNATED POSITIONS SUBJECT TO
THE CONFLICT OF INTEREST CODE**

WHEREAS, on April 10, 2000, the San Miguel Community Services District (“District”) approved Resolution 2000-08, adopting the Fair Political Practices Commission’s (FPPC) model Conflict of Interest Code; and

WHEREAS, pursuant to Government Code section 87306.5 the District is required to review its Conflict of Interest Code and, if a change is needed, submit an amended Conflict of Interest Code to the Board of Supervisors of the County of San Luis Obispo, which is the designated code reviewing body; and

WHEREAS, on August 28, 2014, pursuant to Government Code section 87306.5, the District Board of Directors adopted Resolution 2014-27 amending the “List of Positions Designated as Subject to the Provisions of the District’s Conflict of Interest Code and Applicable Disclosure Categories” (the “Designated Positions List”);

WHEREAS, the Board of Directors does, hereby, reaffirm its prior decision to incorporate FPPC Regulation section 18730 and the FPPC model Conflict of Interest Code by reference as the District’s Conflict of Interest Code, and

WHEREAS, the Board of Directors of the District has determined that Designated Positions List (pursuant to Government Code §87302, subd. (a)) should be amended to reflect organizational changes subject to District Conflict of Interest Code regulation, and should be sent to the County Clerk office.

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

1. The terms of Title 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the FPPC, along with the “List of Positions Designated as Subject to the Provisions of the District’s Conflict of Interest Code and Applicable Disclosure Categories” as set forth in Exhibit “A” attached hereto shall constitute the Conflict of Interest Code for the District.
2. Other than the amendment to the List of Positions Designated contained herein, the Board of Directors has determined that no other changes to the District’s Conflict of Interest Code are required.

3. In accordance with Government Code sections 87303 and 87306.5, this Resolution shall be submitted to the Board of Supervisors of the County of San Luis Obispo, as the designated code reviewing body, along with the executed "2022 Local Agency Biennial Notice".

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted this ____ day of ____ 2022

SMCSD Board of Directors

ATTEST:

Robert Roberson, General Manager

Tamara Parent, Board Clerk

APPROVED AS TO FORM:

Douglas L. White, District Counsel

Exhibit A

SAN MIGUEL COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

Designated Positions. The employees and officers listed below are designated as persons who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Persons holding designated positions listed below shall disclose interests and investments in accordance with the corresponding disclosure categories as defined below:

Designated Position	Disclosure Categories
District Board Member*	1,2,3
General Manager*	1,2,3
Board Clerk/Accounts Clerk Manager	1,2,3
Director of Utilities	1,2,3
District Fire Chief	1,2,3
Assistant Fire Chief	1,2,3
District Counsel*	1,2,3
District Engineer	1,2,3
Consultant	1,2,3
<u>Finance Officer</u>	<u>1,2,3</u>

Disclosure Categories. The disclosure categories are defined as follows:

Category 1:

All persons in this disclosure category shall disclose all interests in real property located in the District or within two miles of the District's boundaries. This disclosure category is not applicable to the person's principle residence or real property interests with a fair market value of less than \$2,000.

Category 2:

All persons in this disclosure category shall disclose all investments in business entities and business positions in business entities that have an interest in real property in the District, or that have done business with the District during the year prior to the date of the person's disclosure statement, or that are likely to do business with the District during the year subsequent to the date of the person's disclosure statement. This disclosure category is not applicable to investments with a fair market value of less than \$2,000.

Category 3:

All persons in this disclosure category shall disclose all sources of personal income and business entity income from entities that provide services, materials, machinery, equipment, or supplies of the type utilized by the District or that are located within the District, including gifts, loans and travel payments. This disclosure category is not applicable to income received from the District.

* In accordance with Government Code section 87200 and California Code of Regulations, tit. 2, section 18720, officials who manage public investments must file statements of economic interest (FPPC Form 700) pursuant to the Political Reform Act.

Consultants. “Consultant” means an individual who, pursuant to a contract with the District, either:

(A) Makes a governmental decision whether to (1) approve a rate, rule, or regulation; (2) adopt or enforce a law; (3) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study, or similar item; or (7) adopt or grant District approval of policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, section 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District’s Conflict of Interest Code. (California Code of Regulations, Title 2, §18701, subd. (a)(2).)

“Consultants” are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District’s Conflict of Interest Code, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “consultant” and “designated position,” nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to fully comply with the disclosure requirements described in this section.

The General Manager’s written determination shall include a description of the consultant’s duties, and, based on that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the same manner and location as the District’s Conflict of Interest Code.

* In accordance with Government Code section 87200 and California Code of Regulations, tit. 2, section 18720, officials who manage public investments must file statements of economic interest (FPPC Form 700) pursuant to the Political Reform Act.

RESOLUTION NO. 2022-38

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
REGARDING THE BIENNIAL REVIEW OF ITS
CONFLICT OF INTEREST CODE
AND REVISING EXHIBIT “A” AS
THE LIST OF DESIGNATED POSITIONS SUBJECT TO
THE CONFLICT OF INTEREST CODE**

WHEREAS, on April 10, 2000, the San Miguel Community Services District (“District”) approved Resolution 2000-08, adopting the Fair Political Practices Commission’s (FPPC) model Conflict of Interest Code; and

WHEREAS, pursuant to Government Code section 87306.5 the District is required to review its Conflict of Interest Code and, if a change is needed, submit an amended Conflict of Interest Code to the Board of Supervisors of the County of San Luis Obispo, which is the designated code reviewing body; and

WHEREAS, on August 28, 2014, pursuant to Government Code section 87306.5, the District Board of Directors adopted Resolution 2014-27 amending the “List of Positions Designated as Subject to the Provisions of the District’s Conflict of Interest Code and Applicable Disclosure Categories” (the “Designated Positions List”);

WHEREAS, the Board of Directors does, hereby, reaffirm its prior decision to incorporate FPPC Regulation section 18730 and the FPPC model Conflict of Interest Code by reference as the District’s Conflict of Interest Code, and

WHEREAS, the Board of Directors of the District has determined that Designated Positions List (pursuant to Government Code §87302, subd. (a)) should be amended to reflect organizational changes subject to District Conflict of Interest Code regulation, and should be sent to the County Clerk office.

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

1. The terms of Title 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the FPPC, along with the “List of Positions Designated as Subject to the Provisions of the District’s Conflict of Interest Code and Applicable Disclosure Categories” as set forth in Exhibit “A” attached hereto shall constitute the Conflict of Interest Code for the District.
2. Other than the amendment to the List of Positions Designated contained herein, the Board of Directors has determined that no other changes to the District’s Conflict of Interest Code are required.

3. In accordance with Government Code sections 87303 and 87306.5, this Resolution shall be submitted to the Board of Supervisors of the County of San Luis Obispo, as the designated code reviewing body, along with the executed "2022 Local Agency Biennial Notice".

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 25th day of August 2022.

Raynette Gregory, Board President

ATTEST:

Robert Roberson, General Manager

Tamara Parent, Board Clerk

APPROVED AS TO FORM:

Douglas L. White, District Counsel

Exhibit A to Resolution 2022-38

**SAN MIGUEL COMMUNITY SERVICES DISTRICT
CONFLICT OF INTEREST CODE
LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES**

Designated Positions. The employees and officers listed below are designated as persons who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Persons holding designated positions listed below shall disclose interests and investments in accordance with the corresponding disclosure categories as defined below:

Designated Position	Disclosure Categories
District Board Member*	1,2,3
General Manager*	1,2,3
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Director of Utilities	1,2,3
District Fire Chief	1,2,3
Assistant Fire Chief	1,2,3
District Counsel*	1,2,3
District Engineer	1,2,3
Consultant	1,2,3
Finance Officer	1,2,3

Disclosure Categories. The disclosure categories are defined as follows:

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Category 2:

All persons in this disclosure category shall disclose all investments in business entities and business positions in business entities that have an interest in real property in the District, or that have done business with the District during the year prior to the date of the person's disclosure statement, or that are likely to do business with the District during the year subsequent to the date of the person's disclosure statement. This disclosure category is not applicable to investments with a fair market value of less than \$2,000.

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All persons in this disclosure category shall disclose all sources of personal income and business entity income from entities that provide services, materials, machinery, equipment, or supplies of the type utilized by the District or that are located within the District, including gifts, loans and travel payments. This disclosure category is not applicable to income received from the District.

Consultants. “Consultant” means an individual who, pursuant to a contract with the District, either:

(A) Makes a governmental decision whether to (1) approve a rate, rule, or regulation; (2) adopt or enforce a law; (3) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study, or similar item; or (7) adopt or grant District approval of policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, section 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District’s Conflict of Interest Code. (California Code of Regulations, Title 2, §18701, subd. (a)(2).)

“Consultants” are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District’s Conflict of Interest Code, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “consultant” and “designated position,” nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to fully comply with the disclosure requirements described in this section.

The General Manager’s written determination shall include a description of the consultant’s duties, and, based on that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the same manner and location as the District’s Conflict of Interest Code.

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

Administrative Office, ATTN: Clerk of the Board, 1055 Monterey St. Ste. D430, San Luis Obispo, CA 93408
Via e-mail: AD_Form700@co.slo.ca.us

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



San Miguel Community Services District Board of Directors Staff Report

August 25, 2022

AGENDA ITEM: XI-4

SUBJECT: Fire Department Code Enforcement Violation.

RECOMMENDATION: Approve correctional measures to resolve the Code Enforcement Notice of Violation by RESOLUTION 2022-31 for the existing conditions that exist at the San Miguel Fire Station.

Background:

On February 23, 2022, the San Miguel Fire Department received a Notice of Violation, CODE2022-00043 dated February 16, 2022, from the County of San Luis Obispo Department of Building & Planning citing the San Miguel Fire Department for a violation of SLOCC22.01.080 unlawful construction / alteration to a building and or structure.

Initial contact with County Code Enforcement was made on February 24, 2022, to discuss the Notice of Violation, an onsite meeting at 1150 Mission Street San Miguel, CA. 93451 was scheduled for 9:00 AM on March 3, 2022, with County Code Enforcement, and an in-person meeting with County Building Department Staff to review the documentation and current building conditions.

Initial conversations and email correspondences resulted in two options required for correctional measures.

- Option one: Procure a demolition permit and return the structure to its originally permitted state.
- Option two: Procure a building permit for the unpermitted components of the structure.

Original construction plans preliminary "As Built" plans and a preliminary demolition plan were produced and provided on March 15, 2022, to the County Agencies for use of conversations and determination of scope necessary to correct the Notice of Violation.

Upon review, it was determined that all post construction items beyond the original fire station construction completed in September 2000 was performed without benefit of permit or inspections. No building permits for construction or alteration to the structure other than the solar project permit were on file with the County Building Department. A Commercial Addition / Alteration permit was applied for on March 29, 2003, however, no records exist relating to this application and the permit process was not completed as of June 6, 2003. The permit application was eventually closed by an Administrative Closure on June 16, 2018.

Additional construction / alterations took place between 2016 & 2018 without the benefit of permits and inspections to the existing undocumented spaces as noted on the preliminary As Built plans.

Overview:

The San Miguel Fire Station was built in 2000 using grant fund to construct an Essential Services Structure for the Fire Department's soul use.

On January 24, 2000, the San Miguel Community Services District (CSD) was formed combining Water, Wastewater, Lighting, and Fire services.

Upon completion of the Fire Station CSD staff occupied space planned for Fire Department Staff.

CSD Board of Directors elected to expand the Fire Station in 2003 without the benefit of permits and inspection to accommodate CSD administrative, utility and billing staff with little or no consideration to the Fire Department's needs. Additional construction was performed between 2016 & 2018 as an effort to remedy the overcrowding of a structure that was not designed for the use beyond the Fire Departments use.

Follow Up:

At the May 26, 2022, Regular Board Meeting the Board unanimously voted and approved by Resolution 2022-31 the authorization to proceed with Option 1 (see below) and a budget adjustment of \$46,500.00 from funds 30, 40, 50, & 60 to fund 20 object code 352 required for the corrective action necessary to remove the code violation from the property.

Option 1:

- Procure a demolition permit and return the structure to its planned approved condition.
 - i) Submit original building plans and demolition and procure a demolition permit.
 - ii) Remove all walls, floors, electrical, mechanical, plumbing, stairs, fire sprinklers, windows, doors, and other building components not part of the original permitted construction.
 - iii) Repair firewall surfaces, electrical terminations, plumbing terminations, fire sprinkler terminations, infill windows, relocate server rack systems, remove HVAC system, and finish surfaces to match the existing as closely as possible.

The relocation of contents has begun, a 20-foot lockable storage container was purchased and placed in the parking area for Fire Department storage, onsite meetings were conducted relating to the relocation of SCADA & other server items currently located on the second floor, plans have been reproduced, and contractors have been contacted regarding tentative scheduling.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson



San Miguel Community Services District Board of Directors Staff Report

August 25, 2022

AGENDA ITEM: XI-5

SUBJECT: Fire Department Temporary Housing Unit.

RECOMMENDATION: Continue with the process required to provide a Temporary Fire Department Staffing Housing Unit including space for a Sheriff's Beat Station.

Background:

The San Miguel Fire Department currently shares space with the CSD Staff and is beyond workspace capacity. Additionally, the Fire Department currently lacks the ability to provide accommodations for Department Members to provide 24-hour District coverage when required. The project shall include a "Sheriff's Beat Station" within the temporary housing unit.

During the April 21, 2022, Special Board Meeting the Board approved by resolution entering into a financial agreement with Holman Capital Corporation (HCC) and the purchase and installation of the Temporary Housing Unit / Sheriff's Beat Station.

An Escrow account was opened with the Community Bank of Santa Maria on April 26, 2022.

A Purchase agreement with Mobile Home Sales of California (MHSC) was entered into on May 5, 2022.

A 50% deposit was processed on May 9, 2022, for the purchase of the modular unit.

The District draftsman is working with the District engineer to produce the permit documentation for County submittal.

Follow-up:

- NRB was contracted with to complete the documentation and application for the project.
- Plans and construction application were submitted to the County of San Luis Obispo Building and Planning Department on July 21, 2022.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson



San Miguel Community Services District

Board of Directors Staff Report

August 25, 2022

AGENDA ITEM: XI-6

SUBJECT: Review and approve RESOLUTION 2022-43 authorizing the Director of Utilities to contract with Wallace Group Inc (Wallace) to provide engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade in an amount not to exceed \$798,128 and authorize a budget adjustment to the Wastewater Department with corresponding transfers from Capital Reserves. (Object 587 – Project 20001).

RECOMMENDATION:

Approve RESOLUTION 2022-43 authorizing the Director of Utilities to contract with Wallace for engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade and corresponding budget adjustment and transfer.

In June 2018 the District received a letter from the Waterboard indicating that District needed to move forward with upgrades and capacity expansion of the Machado Wastewater Treatment Facility.

In 2019 the Board approved a contract for project management and engineering/ design services with Monsoon Consultants, however that contract was terminated due to the closure of their firm.

In order to complete the necessary engineering, design, and project management to complete the WWTF upgrade it is necessary to contract with another firm. At the April Board meeting a proposal was presented to the Board for the District Engineer (Water Systems Consultants) to perform the necessary work. The Board requested that the project be put out to as a RFP, which it was. Four firms were present at the Mandatory Pre-proposal meeting but only two provided proposals.

Wallace Group and Water Systems consulting were the only two firms to provide proposals. Both firms have similar experience, qualifications and are proposing comparable end product.

Wallace is proposing to complete the required Project Management, Engineering, Design, Consultation, and coordination to take this project through to completion. They are aware of the tight timelines and required work effort. Wallace is proposing that their effort as well as the effort of their sub-consultants would not exceed \$798,128. This is a time and material estimate, meaning that, if the time spent is less or the sub-consultant fees are less, then the cost would be less. There is a fair amount of cost built into the proposal to account for 'unknowns' which will likely be able to be reduced as Wallace gets a better understanding of current progress and reports.

FISCAL IMPACT

Although it is possible that this cost will be reimbursed through either USDA or other grants, it is also likely that the District will not be reimbursed in full.

The following budget adjustments would be made to budget object 587 for the Wastewater Department (Project 20001) Fund 40 - \$798,128

PREPARED BY: Kelly Dodds, Director of Utilities

Attachment: RESOLUTION 2022-43

RESOLUTION NO. 2022-43

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DIRECTOR OF
UTILITIES TO CONTRACT WITH WALLACE GROUP INC. FOR ENGINEERING, DESIGN
AND PROJECT MANAGEMENT SERVICES FOR THE MACHADO WASTEWATER
TREATMENT FACILITY UPGRADE.**

WHEREAS, The expansion and upgrade of the Machado Wastewater Treatment Facility (WWTF) has been recognized by the Board as necessary and has been in progress for multiple years; and

WHEREAS, In June 2018, the District received a formal letter from the California Water Boards Central Coast Regional Water Quality Control Board (CWB) stating a Wastewater Treatment Plant expansion is required for treatment of effluent quality; and

WHEREAS, the District Board of Directors formally approves the proposal from Wallace Group Inc. (Wallace) for Engineering, design and project management services. Wallace has a strong understanding of Cloacina MBR systems and the needs and objectives of the District and is very sensitive to the aggressive timeline that must be achieved. The proposal from Wallace is a time and material proposal and in the event that additional funds are necessary, those requests will be brought back to the Board for approval; and

WHEREAS, the District Board of Directors authorizes the Director of Utilities to contract with Wallace for the scope of work as identified in the circulated RFP; and

WHEREAS, the District Board of Directors authorizes a budget adjustment in the amount of \$798,128 to expense line 40-587 WWTF Final Design/ Construction Docs. as well as a fund transfer from Wastewater Capital reserves.

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

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

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

the foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Raynette Gregory, Board President

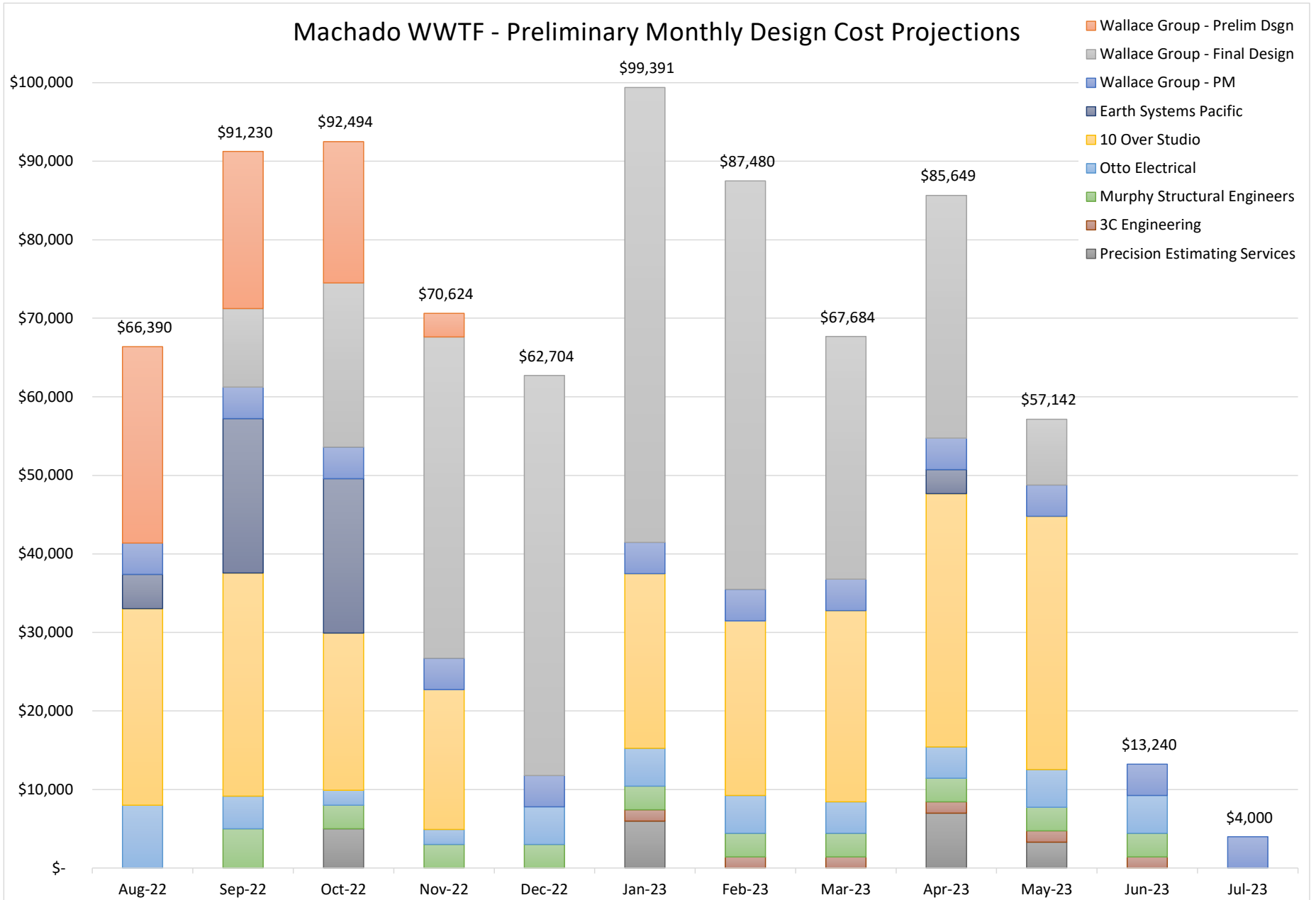
ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel

Machado WWTF - Preliminary Monthly Design Cost Projections





San Miguel Community Services District

Board of Directors Staff Report

August 25th 2022

AGENDA ITEM: XI-8

SUBJECT: Discuss and approve RESOLUTION 2022-39 changing the District Board meeting location to 601 12th street (San Miguel Senior Center).

RECOMMENDATION: Approve RESOLUTION 2022-39 changing the District Board meeting location to 601 12th street (San Miguel Senior Center).

Due to the upcoming construction in the San Miguel Fire Station, it will be necessary to change the meeting location for regular and special District Board meetings.

Staff has located three venues to hold meetings within San Miguel, those being the Community Center, Senior Center and Parish Hall. The Community Center currently has reservations for the 4th Thursday of each month and as such is unavailable unless the Board also changes meeting dates.

Due to the high rental and deposit fees, the Parish Hall is not recommended. The Senior Center, however, is available on Thursday evenings. Although they are revising their rates, it is estimated that they will remain under \$100 per day, which would result in a cost of between \$800 and \$1,600 through the end of the fiscal year, depending on the number of meetings.

Staff's recommendation is that the Board approve relocation of District Board meetings to the Senior Center starting with the September 22, 2022 regular meeting.

FISCAL IMPACT:

Changing meeting locations will result in an additional expense for space rental (between \$800 and \$1,600).

PREPARED BY:

Kelly Dodds Kelly Dodds, Director of Utilities

RESOLUTION NO. 2022-39

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A TEMPORARY CHANGE
IN DISTRICT MEETING LOCATION FROM 1150 MISSION STREET TO 601 12TH STREET.**

WHEREAS, The San Miguel Community Services District currently meets at the San Miguel Fire Station (1150 Mission Street in San Miguel) for District Board meetings; and

WHEREAS, In order to accommodate construction activities at the Fire Station it is necessary to temporarily change the Board meeting location; and

WHEREAS, the District Board of Directors authorizes temporarily changing the District Board meeting location from 1150 Mission Street to 601 12th Street in San Miguel, inside the San Miguel Senior Center; and

WHEREAS, the District Board of Directors authorizes the General Manager or their designee to take any necessary action to change the meeting location; and

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

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

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

the foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Raynette Gregory, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

August 25th 2022

AGENDA ITEM: XI-8

SUBJECT: Review and Approve **Resolution No. 2022-40** Amending Chapter 11: Order of Business, of the San Miguel Community Services District Board Members' Handbook.

The San Miguel Community Service District Board Member's Handbook was most recently revised January 2021.

In order to change the meeting location from the fire station to the Senior center it will be necessary to move Closed Session from the beginning the meeting to the end of the meeting. This is due to the lack of separate meeting rooms at the senior center to facilitate a Closed Session meeting without great inconvenience to attendees of the Public Agenda.

Additionally, this change will allow the Board more time to discuss Closed Session items, as the existing orientation occasionally limits the Board's ability to receive and discuss information in Closed Session because of the minimal time available.

The proposed change would move item IV ADJOURN TO CLOSED SESSION, and related sub-items to after XII BOARD COMMENT. All other items would be moved up on the agenda accordingly.

Recommendation:

Approve **Resolution No. 2022-40** Amending Chapter 11: Order of Business, of the San Miguel Community Services District Board Members' Handbook.

PREPARED BY:

APPROVED BY:

Kelly Dodds Director of Utilities

Rob Roberson, Interim General Manager

Attachments:

1. Redline Chapter 11: Order of Business, of the San Miguel Community Services District Board Members' Handbook.
2. Clean Chapter 11: Order of Business, of the San Miguel Community Services District Board Members' Handbook.
3. Resolution 2022-40

Chapter 11: Order of Business

A. General Order

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

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

2. ROLL CALL

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

3. APPROVAL OF AGENDA.

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

— 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.~~

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- 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.
- e. ~~The Board must adhere to the time limits for closed session in order to begin the regular meeting in a timely manner. If the Board does not conclude the closed session in the required timeframe as set forth in the agenda, the Board will temporarily conclude the closed session meeting until the close of the regular meeting.~~

~~4. CALL TO ORDER FOR REGULAR BOARD MEETING/REPORT OUT OF CLOSED SESSION~~

~~(approximately 7:00 p.m.)~~

~~5.4. PLEDGE OF ALLEGIANCE~~

~~6.5. PUBLIC COMMENT (NON AGENDA ITEMS)~~

~~7.6. SPECIAL PRESENTATIONS/PUBLIC HEARINGS~~

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

~~8.7. STAFF REPORTS/COMMITTEE REPORTS~~

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

~~9.8. AGENDA~~

~~a. Consent Calendar~~

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

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

~~10.9.~~ BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

~~11.10.~~ BOARD COMMENTS

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

11. CLOSED SESSION (IF NECESSARY)

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

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

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

12.13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

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

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

C. Action on Agenda Items

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

D. Items Placed on Written Agenda

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

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

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

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

F. Public Hearings:

1. General Procedure

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

- a. The Staff Presents its Report.
After the President/Chair announces the item as it appears on the agenda, District Staff will give a presentation to the Board and the public on the Staff report prepared for the matter.
- b. Initial Questions to Staff by the Board.
Prior to opening up a public hearing on a matter, Board Members may ask questions of Staff, or third-party consultants, regarding the Staff report and the item.
- c. President/Chair Opens the Public Hearing:
 - i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.
 - ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:
 1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.

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

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

2. Time for Consideration

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

3. Continuance of Hearing

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

4. Communications and Petitions

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

5. Ex-Parte Contacts

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

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

7. Voting & Publishing Requirements for Resolutions and Ordinances

a. Voting.

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

b. Publishing.

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

RESOLUTION NO. 2022-40**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AMENDING CHAPTER 11,
ORDER OF BUSINESS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD MEMBERS' HANDBOOK**

WHEREAS, on September 22, 2017, the San Miguel Community Services District ("District") Board of Directors ("Board") adopted a handbook for members of the Board and other District officials ("Handbook") and revised again on January 19, 2021; and

WHEREAS, the Handbook serves as a reference on adopted practices and procedures pertaining to Board meetings, committee meetings, Board powers and responsibilities, expected behavior and decorum, ethical duties, and other matters; and

WHEREAS, the Board desires to amend Chapter 11, Order of Business, of the San Miguel Community Services District Board Members' Handbook.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, amend Chapter 11: Order of Business, of the San Miguel Community Services District Board Members' Handbook, attached hereto and incorporated as Exhibit A.

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

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Raynette Gregory, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

August 25th, 2022

AGENDA ITEM: XI-9

SUBJECT: Review and approve RESOLUTION 2022-41 authorizing the Director of Utilities to enter into contracts to install a temporary modular office at the Machado WWTF and to relocate the CSD Administrative and Utility Office Staff to the Machado WWTF with corresponding budget adjustments.

RECOMMENDATION: Approve RESOLUTION 2022-41 authorizing the Director of Utilities to enter into contracts to install a temporary modular office at the Machado WWTF and to relocate the CSD Administrative and Utility Staff to the Machado WWTF with corresponding budget adjustments.

At the April Board meeting, direction was given to Staff to gather more cost information on the potential installation of a temporary office trailer and relocation of Staff to the Machado Wastewater Treatment Facility.

Below is an outline of the estimated costs to install a double wide modular office trailer. Costs identified below assume that the furniture currently in use would be reused in the temporary office. If additional furniture is needed it is assumed that the cost would be minimal.

Initial Setup (Estimated total to install modular office - \$28,645)

- Delivery and installation - \$9,695 (by API)
- If necessary to add a bathroom to a unit - \$3,750
- Installation of Communication cables within existing conduits - \$700 (by District Staff)
- Connection of Water and Sewer lines to the new modular - \$2,000 (by District Staff)
- Relocation of power to new units - \$1,500 (by electrician and District Staff)
- Removal of existing trailer - \$2,000 (by Contractor)
- Installation of temporary fencing at the WWTF - \$5,000
- Miscellaneous (reinstallation of alarm, unanticipated minor costs, etc.) - \$4,000
- Permits - \$500 (but assumed to be waived by the county)

Monthly Cost (Estimated monthly cost assuming a two-year time period \$50,400)

- Rental - \$2,100 per month / \$25,200 per year

Removal (Estimated total to remove modular office - \$12,435)

- Removal - \$9,695 (by API)
- Removal of Communication cables within existing conduits - \$ 240 (by District Staff)
- Removal of Water and Sewer lines to the new modular - \$1,000 (by District Staff)
- Removal of power to new units - \$1,500 (by electrician)

Total estimated cost the District over two years for installation, rental, and removal of a modular office trailer. \$91,480

If approved by the Board, receipt and installation of the office would take 45 to 60 days. This would coincide with the completion of other projects to increase flexibility with our computer systems which are already in progress. The completion of the computer system upgrades at the same time or before the installation of the office will save the District approximately \$4,000 in additional cost to relocate and reconfigure District Servers.

Based on the current estimated timeline for the WWTF construction, this temporary office trailer would be needed for approximately two years. However, depending on the future construction schedule of the permanent office that timeframe may be revised.

In order to proceed with the work on the Fire Station, the current Administrative and Utility Office Staff need to be relocated. To date no other suitable office space has been located within the District; installation of a temporary office at the WWTF is the most viable option.

It is recommended that the Board approve the installation of a temporary office at the WWTF and the relocation of office staff. Costs for this temporary office would be shared by all departments based on the personnel utilizing the office.

Approval of Resolution 2022-41 will result in the approval of a budget increase to project 22008 in an amount of \$1,645 for the installation of the office (total budget will be \$28,645), and \$52,200 (total increase to Lease Agreements (object 949) for FY 22-23. Lease agreement increase will be split based on personnel using the office as follows 20-\$1,921.50, 30-\$433.13, 40-\$11,245.50, 50-\$11,221.88, 60-\$378.

Information provided at the April 28th 2022 Board Meeting

In 2001, the current Fire Station's construction was completed shortly after the District offices were set up in the office space of the Fire Station. This was meant to be a temporary solution to the office space needs of the newly formed District, but has remained.

However, since then, the District's office occupancy and needs have grown significantly with very little increase in space. The need for more office space will be even more dire in the coming year with the impending replacement of the General Manager with a full-time employee, as well as the impending remodel of the Fire Station.

Several years ago, when the planning phase of the WWTF upgrade was started, it was tentatively agreed that the WWTF could become the new main offices for the District. An office/operations building is necessary at the site; whether the Main Offices were located there or not.

With the increase in staff and workload, the current office space has become unproductive, and the orientation has, in many ways, hobbled the ability of Staff to complete work efficiently. Not to mention has impeded the ability of the Fire Department to remodel the Fire Station into a functional space for emergency services.

In 2019 an office trailer was acquired and set up at the WWTF to be used by the Director of Utilities and operators. This provided some relief in the back office at the Fire Station but did little to relieve the overcrowded front office.

A survey was performed of the available office space in San Miguel which identified no existing spaces or buildings that the District could move to without extensive improvement of those spaces.

Improving an existing vacant building into office space would require, in most cases, extensive modernization of the building including complying with current ADA accessibility laws. Additionally, the funds necessary to complete a temporary functional space would reduce what is available for a long-term office solution. Potentially as much as \$200,000, the value of which would be lost once the District vacated the renovate space.

Looking long term, offices could be co-located at the WWTF as part of the current work in progress or as a new building at another location in town. Offices at the WWTF are a closer option as this project is already in progress and would likely be completed before 2025. Additionally, the cost to include the necessary office space at the WWTF would be minimal compared to building a separate building from the ground up. The estimated cost estimate to include the additional space at the WWTF is \$200,000 to \$300,000, the value of which is retained by the District in the event that the District moves offices in the future.

If the District were to decide to build on another property, assuming planning started right away, a building could be finished by the end of 2025 or possibly early 2026. This would be highly dependent on the ability to get through the planning process and availability of funds for property acquisition and construction. The benefit to building at a location separate from the WWTF is that the building could be located along Mission Street. The estimated cost estimate to build a separate building and purchase land is \$500,000 to \$750,000, the value of which is retained by the District as long as the District retained the building.

With either of the long-term options they do not provide the immediate relief that is necessary in order to provide a productive environment for office staff.

In order to provide time to either complete the WWTF offices or build another office a temporary option is to lease and install a larger office trailer at the WWTF to house office staff until a permanent office is built. This option can be implemented within four to six months and could remain as long as necessary until a permanent solution is in place. The cost for this option would be approximately \$20,000 to \$30,000 per year.

Installing a temporary office trailer at the WWTF provides the most economic sense for the District as an office can be setup without significant alteration to the existing site. Models are available which would be large enough to accommodate enough office space for the staffing that is projected for the next 2 years. The disadvantage to this option is that it would not allow for meeting space.

FISCAL IMPACT:

Approval of Resolution 2022-41 will result in a budget increase to project 22008 in an amount of \$1,645 for the installation of the office (total budget will be \$28,645), and \$52,200 (total) increase to Lease Agreements (object 949) for FY 22-23. Lease agreement increase will be split based on personnel using the office as follows 20-\$1,921.50, 30-\$433.13, 40-\$11,245.50, 50-\$11,221.88, 60-\$378

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

RESOLUTION NO. 2022-41

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DIRECTOR OF UTILITIES TO ENTER INTO CONTRACTS TO INSTALL A TEMPORARY MODULAR OFFICE AT THE MACHADO WWTF AND TO RELOCATE ADMINISTRATIVE AND UTILITY OFFICE STAFF WITH CORRESPONDING BUDGET ADJUSTMENTS.

WHEREAS, The San Miguel Community Services District Administrative and Utility Office Staff occupy the front offices of the San Miguel Fire Station which is being renovated; and

WHEREAS, In order to accommodate construction activities at the Fire Station it is necessary to relocate the Office Staff to a temporary office at the Machado WWTF; and

WHEREAS, the District Board of Directors authorizes the Director of Utilities to contract for the installation of a Temporary Modular Office for this purpose and to relocate the Administrative and Utility Office Staff; and

WHEREAS, the District Board of Directors authorizes a budget increase to Project 22008 (Temporary Office) in the amount of \$1,645 to a total of \$28,645; and

WHEREAS, the District Board of Directors authorizes a FY 2022-23 Budget Increase to Lease Agreements (Object 949) in the amount of \$25,200, allocated as follows 20-\$1,921.50, 30-\$433.13, 40-\$11,245.50, 50-\$11,221.88, 60-\$378; and

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

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

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

the foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Raynette Gregory, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

August 25th 2022

AGENDA ITEM: XI-10

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 2022 testing the plant is out of compliance for a single sample and is out of compliance for the 6-sample average in regard to TDS, Sodium and Chloride

FLOW – In *July* the plant averaged 146,294 gallons per day (73% of hydraulic design capacity) with a max day of 171,115 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.
- March 2020 RFP was released for an environmental consultant for the WWTF
- April 2020 Submitted Preliminary Engineering Report to USDA for review for Grant/ Loan funding. Comments were received back from the USDA which are being addressed by the DE
- April 23, 2020, the Board approved DUDEK proposal to perform environmental consultation for the District in relation to the WWTF and Recycled Water distribution system (purple pipe)
- May 2020 the District received the signed agreement back for the planning grant and submitted the initial invoice for reimbursement.
- June 2020 DE completed an analysis of the flooding risk to the WWTF site from Salinas River flood flows. The results of the study will be incorporated into the final design.
- June 2020 the DE completed the revisions of the USDA Preliminary Engineering Report (PER) and will resubmit to the USDA for funding consideration.
- On September 25, 2020, The Central Coast Regional Water Quality Control Board approved and adopted General Waste Discharge Requirements (Order No. R3-2020-0020) for Discharges from Domestic Wastewater Systems with Flows >100,000 GPD. The District WWTP, including the planned expansion/renovation, will be subject to the requirements in this order.
- November 2020 the DE submitted the FINAL USDA Preliminary Engineering Report (PER) to the USDA and Waterboard for review.
- January 2021 the DE submitted an application to the California Department of Water Resources for the amount of \$5,000,000 to obtain a grant under the 2019 Sustainable Groundwater Management (SGM) Grant Program Implementation – Round 1 for the upgrade and expansion of the District’s Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system (or a component thereof).
- February 2021 Dudek submitted the initial DRAFT of the CEQA / NEPA Initial Study and Mitigated Negative Declaration to the District for review and comment.

- April 22, 2021 the Board of Directors authorized the District to advertise a Request for Proposals (RFP) from qualified vendors to provide, install, test & adjust, start-up, and provide operator training of a pre-engineered package membrane bioreactor (MBR) municipal wastewater treatment system which will be a critical component of the upgrade and expansion of the DISTRICT's Machado Wastewater Treatment Facility (WWTF).
- May 6, 2021 the District submitted a revised version of the Preliminary Engineering Report (PER) to the USDA for their review.
- May 17, 2021 Dudek submitted the Phase 1 Archeological Survey Report to the District for staff review and comment.
- May 19, 2021 a Pre-Proposal meeting was held to inform qualified vendors about the District's requirements for the pre-engineered package membrane bioreactor (MBR) municipal wastewater treatment system and solicit input and answer questions.
- On June 11, 2021 the DISTRICT received one (1) cost proposal in response to the MBR RFP. The cost proposal was received from Cloacina, LLC, which is based in Arroyo Grande, CA. The DE and Director of Utilities are in the process of reviewing the proposal and pending completion of that process, will present our findings and recommendations to the Board.
- On July 7, 2021 Dudek delivered a preliminary and incomplete DRAFT CEQA/NEPA Environmental Document. The DE and Director of Utilities have reviewed the subject document and responded to Dudek with comments and revision requirements.
- On July 16, the DOU and DE participated in a TEAMS meeting with USDA and Waterboard staff to discuss the regulatory / permit requirements for the WWTF upgrade. The Preliminary Engineering Report (PER) will be revised to incorporate the issues that were discussed.
- July 30, 2021 Dudek delivered an ADMINISTRATIVE DRAFT CEQA/NEPA Environmental Document. District staff have reviewed the subject document and responded to Dudek with comments and revision requirements.
- On August 11, 2021, The DE submitted a revised DRAFT PER to the Director of Utilities for review. The revision addresses issues that were identified in discussions with the USDA and RWQCB.
- August 16, 2021: The DE and Director of Utilities participated in a TEAMS meeting with SLO County Planning, Building and Public Works Departments staff to discuss WWTF project status and the anticipated requirements from the SLO County with regard to a new Conditional Use Permit (CUP).

AERATOR PROJECT

5/17/18 WSC 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)
- Planning - \$177,740 (Reimbursed through the IRWM DAC Grant)
- Engineering / Environmental - \$163,796 (Reimbursable through the DWR CWSRF Grant)

GRANT FUNDING

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.
- State Revolving Fund (CWSRF) -- \$250,000 for project design, engineering, and environmental studies – The District received the agreement for this grant in November 2019. The grant is retroactive to 2017. As of June 30, 2021, a total of \$163,796 has been expended.

Applied for/ to

- The District submitted applications to SLO County for the 2020 and 2021 funding cycles for CDBG funds to help pay for construction. No CDBG funds were awarded to the District in either cycle.
- Preparing to apply to DWR and USDA
- Held pre-application meeting with USDA to start application process 1/10/2020
- Met with Cayucos Sanitary District to discuss how they are financing their Wastewater treatment plant currently under construction
- Discussed additional funding with the Department of Financial Assistance at the state about construction financing.
- Submitted a Pre-Application to DWR for \$14.5M in funding through the Small Community Funding Program on May 5, 2020.
- Submitted an application to the California Department of Water Resources for the amount of \$5,000,000 to obtain a grant under the 2019 Sustainable Groundwater Management (SGM) Grant Program Implementation – Round 1 for the upgrade and expansion of the District’s Machado Wastewater Treatment Facility (WWTF) and the construction of a new recycled water (“purple pipe”) distribution system (or a component thereof) in January 2021.

NEXT STEPS:*WWTF*

Based on discussions with the DE, we have nearing completion of the design development phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled completion of the final design and the preparation of the Construction / Bidding Documents by the end of 2021. On April 23, 2020, the Board awarded a contract to Dudek 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 third quarter of 2021, with the goal of having financing in place to advertise and award a construction project in 4th Quarter 2021.

Although the District staff are aggressively researching and applying for grant funding opportunities, 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— -18 months (We have met with the Waterboard to discuss the project progress and schedule.)

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



San Miguel Community Services District

Board of Directors Staff Report

August 25th, 2022

AGENDA ITEM: XI-11

SUBJECT: Review and approve RESOLUTION 2022-44 authorizing the Director of Utilities to act as the authorized representative and accept a grant award from Mattress Recycling Council in an amount of \$10,000 and to purchase a forklift in an amount not to exceed \$25,000 to be funded from solid waste (New Project 22011).

RECOMMENDATION: Approve RESOLUTION 2022-44 authorizing the Director of Utilities to accept the MRC grant award in an amount of \$10,000 and to purchase a forklift in an amount not to exceed \$25,000.

Purchase of a forklift will aid in the stacking and loading of mattresses into the mattress collection trailer. Increasing efficiency and reducing the likelihood of strains or other worker injuries. With the increase in efficiency the District can expand the program to more collection days collecting additional mattresses, that would otherwise be abandoned on the roadside or backyards. It also aides in diverting mattresses from the landfills, allowing more materials to be recycled helping the environment.

The Director of Utilities applied to the Mattress Recycling Council (MRC) for a micro grant of \$10,000 which is the max annual award amount per applicant.

On August 16th the MRC confirmed that the District was approved for the grant in the full amount.

Approval of this resolution will authorize the Director of Utilities to act as the Authorized Representative to sign for and accept the grant award of \$10,000. It will also authorize the purchase of a forklift utilizing the grant funds as well as up to \$15,000 in capital funds from solid waste with corresponding budget adjustments.

FISCAL IMPACT:

Approval of Resolution 2022-44 will result in a budget adjustment as follows;

-Increase to Fund 60 -Revenue Account 46009 in the amount of \$10,000

-Increase to Fund 60 -Expense Object 500 in the amount of \$25,000

Transfer of up to \$15,000 from Fund 60 capital funds to operational cash based on final cost.

PREPARED BY: *Kelly Dodds*

Kelly Dodds, Director of Utilities

RESOLUTION NO. 2022-44

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DIRECTOR OF UTILITIES TO ACT AS AUTHORIZED REPRESENTATIVE AND ACCEPT A \$10,000 GRANT FROM MATTRESS RECYCLING COUNCIL AS WELL AS PURCHASE A FORKLIFT IN AN AMOUNT NOT TO EXCEED \$25,000 WITH CORRESPONDING BUDGET ADJUSTMENTS.

WHEREAS, The San Miguel Community Services District operates a mattress recycling collection point at the Machado Wastewater Treatment Facility in conjunction with the Mattress Recycling Council (MRC); and

WHEREAS, In order to expand the program, increase efficiency of the program and protect workers from potential injury a forklift is needed to stack and lift mattresses into the collection trailers; and

WHEREAS, the MRC has awarded \$10,000 in grant funds for the purposes of aiding in purchase of a forklift; and

WHEREAS, the District Board of Directors authorizes the Director of Utilities to act as the authorized representative and accept the \$10,000 grant funds from MRC and to purchase a forklift in an amount not to exceed \$25,000; and

WHEREAS, the District Board of Directors authorizes a FY 2022-23 Budget adjustment and fund transfer as follows

-Increase to Fund 60 -Revenue Account 46009 in the amount of \$10,000

-Increase to Fund 60 -Expense Object 500 in the amount of \$25,000

Transfer of up to \$15,000 from Fund 60 capital funds to operational cash based on final cost.; and

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

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Raynette Gregory, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

August 25, 2022

AGENDA ITEM: XI-12

SUBJECT: General Manager Employment Agreement between the San Miguel Community Service District and Kelly Dodds by RESOLUTION 2022-47.

STAFF RECOMMENDATION:

Appoint Kelly Dodds as the District General Manager and approve the General Manager Employment Agreement between the San Miguel Community Service District and Kelly Dodds.

BACKGROUND:

Pursuant to Government Code section 61050, the San Miguel Community Services District (“District”) Board of Directors (“Board”) is authorized to appoint a General Manager to serve as the administrative head of the District’s government under the direction and control of the Board. Robert Roberson has acted as the District’s Interim General Manager on a part-time basis since 2017, as well as the District’s Fire Chief. The District has an immediate need to appoint a full-time, permanent General Manager, as Robert Roberson will be retiring soon.

DISCUSSION:

The District’s General Counsel has negotiated an employment agreement (the “Employment Agreement”) with Kelly Dodds (“Dodds”) to serve as the General Manager and maintain his current responsibilities as the Director of Utilities. The Employment Agreement will become effective upon Robert Roberson’s retirement, should the Board approve it.

Dodds currently serves as the District’s Director of Utilities and will perform the duties of General Manager in addition to his existing duties, with assistance from the District’s utility operators, until such time as the Board fills the Director of Utilities position. Dodds has extensive knowledge of the District and its internal procedures by virtue of his 15 years of service with the District. As such, Dodds is the best candidate to provide General Manager services.

Under state law, the General Manager is responsible for (a) implementing policies established by the Board for the operation of the District; (b) appointing, supervising, and disciplining District employees, consistent with the employee relations system established by the Board; (c) supervising District facilities and services; and (d) supervising District finances. As General Manager, Dodds will be required to carry out these directives under the direction of the Board and in accordance with the terms of the Employment Agreement.

FISCAL IMPACT:

The substantive terms of the proposed Employment Agreement are below:

- The term of the Employment Agreement is three (3) years.
- A base salary of \$130,771.
- Annual cost of living increase, subject to any adjustment to the All Urban Consumer Price Index for the San Francisco-Oakland-Hayward area (“CPI”), capped at 4%. The cost of living increase shall be suspended in any year in which the District projects a deficit in the annual budget, if the District is actively furloughing employees, or if the District projects laying off employees during the applicable fiscal year.
- In addition to Dodds’ base salary, until such time as the District fills the position of Director of Utilities, Dodds shall also receive compensation for any on-call service hours required pursuant to his responsibilities as the Director of Utilities. Dodds shall receive the same on-call compensation as other District employees subject to the Memorandum of Understanding between the District and the San Miguel Employees’ Association (“SMEA MOU”), as may be amended.
- The District will continue to contribute to Dodds’ retirement through the California Public Employees Retirement System (“CalPERS”) at rate currently provided for in his Director of Utilities Employment Agreement.
- The District will contribute \$1,400 per month towards medical insurance benefits for Dodds and his dependents through CalPERS. Should Dodds elect not to receive medical insurance from the District, he will receive \$250 as taxable income per pay period in addition to his base salary.
- Vision and dental coverage at the same rate and under the same terms and conditions as District employees covered by the SMEA MOU.
- Vacation accruals at the same rate as District employees under the District’s Personnel Policies, based on Dodds’ years of overall service with the District.
- Sick leave accrual at a rate of 8 hours per month, up to a maximum of 96 hours per year.
- Cash value of 50 hours deposited annually to Dodds’ deferred compensation plan.

- Should Dodds be deployed to an emergency or incident to an agency outside of the District's jurisdiction under the terms of a Mutual Aid Agreement, Dodds will be compensated for hours deployed at the rate of reimbursement provided under the Mutual Aid Agreement, after the District has received reimbursement.
- 6 months' severance and benefits for termination without good cause.

STAFF RECOMMENDATION:

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

PREPARED BY:

Douglas L. White, General Counsel

Attachment: **RESOLUTION 2022-47** Approving the Appointment of Kelly Dodds as District General Manager and Authorizing Execution of the Employment Agreement

RESOLUTION NO. 2022-47

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE
APPOINTMENT OF KELLY DODDS AS THE DISTRICT'S GENERAL MANAGER
AND AUTHORIZING THE BOARD PRESIDENT TO EXECUTE AND ENTER INTO
AN EMPLOYMENT AGREEMENT ON BEHALF OF THE DISTRICT**

WHEREAS, San Miguel Community Services District ("District") appointed Robert Roberson as the Interim General Manager on June 10, 2017; and

WHEREAS, Interim General Manager Robert Roberson will retire no later than September 30, 2022; and

WHEREAS, Kelly Dodds has been employed with the District since 2007 and has served as the District's Director of Utilities since 2017; and

WHEREAS, the District Board of Directors ("Board") has determined that Kelly Dodds is the most qualified candidate for the position of General Manager; and

WHEREAS, the District anticipates Kelly Dodds will continue to retain responsibility for, and oversight of, his current duties as Director of Utilities to the degree necessary for the efficient operation of the District unless and until the Director of Utilities position is filled; and

WHEREAS, the District's General Counsel prepared an employment agreement with Kelly Dodds detailing the terms and conditions of his employment as General Manager ("Agreement"); and

WHEREAS, the Board wishes to appoint Kelly Dodds as the District's General Manager and approve the Agreement; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution approving the Employment Agreement For General Manager between Kelly Dodds and the San Miguel Community Services District, attached hereto as Exhibit A.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 25th day of August 2022.

Raynette Gregory, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

EXHIBIT A

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into this 25th day of August 2022, by and between the San Miguel Community Services District, a California community services district ("District"), and Kelly Dodds, an individual ("Employee"). The District and Employee may individually be referred to herein as "Party" or collectively as "Parties." There are no other parties to this Agreement.

RECITALS

- A. On June 25, 2007, Employee began employment with the District as a Utility Operator, a non-exempt position.
- B. In July 2011, Employee was promoted to Utilities Supervisor, a non-exempt position.
- C. On June 22, 2017, the Board of Directors ("Board") for the District created the position of Director of Utilities for the District ("Director") to serve as the department head for the District Utilities Department, and appointed Employee to the position of Director.
- D. The District, acting by and through the Board, has evaluated Employee's knowledge, experience, administrative skills, and abilities, and desires to employ Employee as General Manager pursuant to the terms of this Agreement. The Parties anticipate that Employee will continue to retain responsibility for, and oversight of, his current duties as Director of Utilities to the degree necessary for the efficient operation of the District unless and until the Director of Utilities position is filled.
- E. The Parties agree that this Agreement shall be the sole agreement between the Parties regarding the employment of Employee as General Manager.
- F. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of California Government Code ("Government Code") section 53260 et seq.

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

AGREEMENT

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

Section 2. Effective Date. This Agreement shall be effective as of _____, 2022, once executed by both the District and Employee ("Effective Date"). The anniversary date of this Agreement shall be July 1st.

Section 3. Appointment of General Manager, Duties, and Term.

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

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

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

Section 3.3. General Manager Duties. For the Term of this Agreement, Employee shall perform all associated duties, functions, and requirements of the General Manager in accordance with the terms of this Agreement and the General Manager job description, attached hereto and incorporated herein by this reference as **Exhibit A**, and shall additionally retain responsibility for and oversight of the duties set forth in the Director of Utilities job description, attached hereto and incorporated herein by this reference as **Exhibit B**, to the degree necessary for the efficient operation of the District, unless and until the Director of Utilities position is otherwise filled during the term of this Agreement.

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

Section 3.5. Exempt Employee. The general business hours for the General Manager are Monday through Friday, 7:00 a.m. to 3:30 p.m. However, it is recognized by the Parties that Employee is an exempt employee for purposes of the Fair Labor Standards Act of 1938 (29 U.S.C. § 201 et seq.). Employee shall not receive overtime or extra compensation for hours worked

outside of the District's general business hours, which are necessary to fulfill the duties as General Manager, unless otherwise provided in this Agreement.

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

Section 3.7. No Property Right in Employment. Employee understands and agrees that, as an at-will employee, the terms of his employment are governed only by this Agreement and that no right of employment for any specific term is created by this Agreement. Employee further understands that he acquires no property interest in his employment by virtue of this Agreement, and that he is not entitled to due process for any disciplinary actions under the District's personnel policies and rules, including termination. Unless otherwise specified in this Agreement, Employee shall be bound by all the policies, rules, and regulations of the District now in force and effect applicable to Employee's position, and by all such other applicable policies, rules, and regulations as may be hereafter implemented and called to his notice and will faithfully observe and abide by the same. No such policy, rule or regulation shall alter, modify, or revoke Employee's status as an at-will employee or any other provision of this Agreement.

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

Section 4. Compensation and Evaluations.

Section 4.1. Base Salary. The District agrees to pay Employee an annual salary for fiscal year 2022-23 of One Hundred Thirty Thousand Seven Hundred Seventy-One Dollars (\$130,771) ("Base Salary"), payable in installments, at the same time the other District employees are paid. The Base Salary does not include any other benefits or supplemental pay Employee may be entitled to, as otherwise set forth in this Agreement.

Section 4.2. Cost of Living Increase. Employee's Base Salary shall increase annually by the Consumer Price Index for the period of 12 months ending in May of the preceding year, not to exceed four percent (4%). Any annual Base Salary increase shall be effective as of July 1st of each year. The annual cost of living increase provided for by this paragraph shall be suspended in the event the approved annual District budget projects a deficit in the applicable fiscal year, if the District is actively furloughing employees when the increase is to be effective in any given year, or when employee layoffs are projected for the applicable fiscal year.

Section 4.3. Standby Availability. Until such time as the District fills the position of Director of Utilities with another full-time employee, Employee may be required to participate in a standby rotation for utility service operations in order to carry out necessary tasks, including, but not limited to, plant reads, well checks, alarm response, as-needed repairs, and such other duties and functions as the District may require from time to time. If Employee is required to be on standby, he shall receive compensation in an amount determined by the rate and methodology provided for in Section 2.2.2 regarding "On-Call Pay" of the Memorandum of Understanding Between the District and the San Miguel Employees' Association, as may be amended during the Term of this Agreement.

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

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

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

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

Section 5. Employment Benefits.

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

Section 5.2. Medical Benefits. The District will contribute One Thousand Four Hundred Dollars (\$1,400.00) per month towards medical insurance benefits for Employee and his dependent(s), through CalPERS, pursuant to the terms in the District's Personnel Guidelines and Policies ("Personnel Policies"), existing as of the Effective Date of this Agreement. In the event Employee elects not to receive medical insurance from the District, Employee will receive Two Hundred Fifty Dollars (\$250) as taxable income per pay period in addition to his Base Salary.

Employee shall provide documentation that they have healthcare provided through another source in order to receive the Two Hundred Fifty Dollar (\$250) benefit.

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

Employee shall be eligible to receive vision and dental coverage, if any, at the same rate and under the same terms and conditions as District employees covered by the Memorandum of Understanding Between the District and the San Miguel Employees' Association, as may be amended during the Term of this Agreement.

Section 5.3. Vacation. Employee shall be entitled to receive vacation hours based on the accrual rate set forth in the District's Personnel Policies. Employee's accrual rate shall be based on Employee's years of overall service with the District.

Section 5.4. Holidays. Employee shall be entitled to all holidays as provided in the District's Personnel Policies. Employee may use any District holiday as a floating holiday so long as it does not adversely affect the operation of the District.

Section 5.5. Deferred Compensation. Employee is exempt from coverage under the Fair Labor Standards Act ("FLSA"). As such, he does not receive compensation for hours worked over forty (40) per week. The District recognizes that Employee must devote a great deal of time outside the normal office hours to District business. In recognition of the extra hours required, Employee shall receive equivalent cash value of fifty (50) hours deposited to his deferred compensation 457 plan, which deposit will be made within the first pay period of July annually.

Section 5.6. Sick Leave. Employee shall accrue sick leave at a rate of eight (8) hours per month, up to a maximum of ninety-six (96) hours per year. Employee shall not be entitled to cash out accrued sick time upon separation. Employee may convert unused accrued sick leave into service credits with CalPERS upon retirement pursuant to the applicable regulations effective at the time of retirement. Unused sick leave shall roll over annually and there shall not be a cap on sick leave accrual.

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

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

Section 5.9. Professional and Educational Development. The District agrees to budget reasonable costs of travel and business expenses for Employee to attend trainings, seminars, and

symposiums that are necessary or beneficial to the maintenance of the required licensing for the General Manager position, or for the continued operation of the District.

Section 5.10. Emergency Mutual Aid Services. Should Employee be deployed to an emergency or incident to an agency outside the District's jurisdiction under the terms of a Mutual Assistance Agreement in accordance with the California Emergency Services Act and the California Disaster and Civil Defense Master Mutual Aid Agreement or other applicable law or regulation, Employee will be compensated for hours deployed at the rate of reimbursement provided under the Mutual Aid Agreement, after the District has received such reimbursement. Employee will continue to receive his full salary provided that Employee is able to continue to meet his responsibilities as General Manager.

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

Section 6. Termination of Employment.

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

Section 6.2. Termination by the Board. If Employee's termination is based on charges of misconduct that publicly stigmatizes his reputation or impairs his ability to earn a living, or might damage his standing in a community, he is entitled to a "name-clearing" hearing before the termination becomes effective, as described in *Lubey v. City and County of San Francisco* (1979) 98 Cal.App.3d 340 and its progeny. Within five (5) business days of the Board's notice to Employee of his or her intent to terminate his employment, Employee may make a written request for a "name-clearing" hearing before the Board in open session. The "name-clearing" hearing is solely to provide Employee the opportunity to publicly clear his name, if he is entitled to such a hearing. The hearing shall take place at a regularly scheduled Board meeting in accordance with the District's standard practice and any applicable provisions of state law. The Board may determine whether the allegations contained in the notice of termination are supported. If the allegations are not supported, a decision shall be issued to reflect that Employee's termination was without fault. This decision will not, however, require that Employee be reinstated to his position. In the event Employee does not request a "name-clearing" hearing before the Board, the decision to terminate will be effective by the close of business on the fifth (5th) business day after the Board provided notice to Employee about his intent to terminate his employment.

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

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

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

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

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

health insurance benefit (“Severance Payment”). Severance Payment will decrease by one month for every year the Employee serves as General Manager.

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

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

Section 6.5. Reinstatement As Director of Utilities. If employee is unable to perform the duties of General Manager to the satisfaction of the Board, resulting in a termination without Good Cause (as defined in Section 6.3 of this Agreement), Employee may, by written notice to the Board within five (5) business days of the Board’s decision to terminate, opt to be reinstated to his previous position as Director of Utilities under the same terms as the agreement dated August 27, 2020 setting forth the terms and conditions for Employee’s employment as Director of Utilities, so long as that position is vacant. Should Employee opt to return to the position of Director of Utilities, Employee shall not be eligible to receive a Severance Payment pursuant to Section 6.4 of this Agreement.

Section 7. Indemnification. The District shall defend, hold harmless, and indemnify Employee against any tort, personnel, civil rights, or professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as General Manager in accordance with California's Tort Claims Act (Government Code section 825 et seq.), and shall provide a defense to Employee in accordance with Government Code sections 995-996.5. The District may decline to defend or indemnify Employee only as permitted by the Government Code. The District may compromise and settle any such claim or suit and pay the amount of any resulting settlement or judgment. Provided, however, that the District's duty to defend and indemnify shall be contingent upon Employee's good faith cooperation with such defense. In the event the District provides funds for legal criminal defense pursuant to this Section, Employee shall reimburse the District for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code sections 53243-53243.4.

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

Section 9. Notices. Any notice or communication required hereunder between the District and Employee must be in writing and may be given either personally, by facsimile (with original

forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving Party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day, or on a Saturday, Sunday, or holiday, shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (b) five (5) business days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) business days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to District: San Miguel Community Services District
 ATTN: Board President
 Po Box 180/ 1150 Mission Street
 San Miguel, California 93451
 Fax: 805.467.9212

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

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

Section 10. General Provisions.

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

Section 10.2. Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of this Agreement for duties as a General Manager between the Parties and supersedes all other prior or contemporaneous oral or written understandings and

agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement is of no effect as to any other agreement between the Parties, including any related to employment as a Director of Utilities.

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

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

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

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

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

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

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

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

Section 10.11. Attorney's Fees and Costs. If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret sections of this Agreement, the

prevailing Party shall be entitled to reasonable attorneys' fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

[SIGNATURE PAGE DIRECTLY FOLLOWS]

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

DISTRICT:

EMPLOYEE:

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

By: _____
Kelly Dodds, an individual

Date: _____

Date: _____

Approved as to Form and Content:

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

EXHIBIT A
General Manager Job Description

Exhibit B
Director of Utilities Job Description



TITLE: GENERAL MANAGER
REPORTS TO: Board of Directors
PAY GRADE: Employment Agreement
FLSA: Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: Board Clerk, Director of Utilities, District Office Staff
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the Board of Directors. The following certifications are required at the time of hire date or an equivalent combination of education and experience sufficient to successfully perform the duties of the position:

EDUCATION: Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering, or a closely related field.

EXPERIENCE: Minimum of five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets, and administrative operations.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with: Board of Directors to receive policy direction and project directives, receive specific work assignments and review results; Board Clerk and Director of Utilities to discuss outstanding issues and coordinate assignments; and all other District personnel as required.

EXTERNAL: Interaction with: general public to answer questions pertaining to the San Miguel Community Services District ("District"); intergovernmental and regulatory agencies to foster cooperative working relationships; and community groups, businesses, media, and emergency service personnel as required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS

When working indoors, work is performed in an office environment with lighting and ventilation. The indoor working environment is subject to conversational noise from other personnel, as well as standard background noise found in an office environment and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

The General Manager is the executive officer of the District and for the Board of Directors ("Board").

This at-will, exempt position plans, organizes, directs, and coordinates all District functions and activities, subject to approval by the District's Board, in order to provide customers with safe and reliable water, wastewater, and fire services. This position provides day-to-day leadership for the District, and develops

policies and objectives for the District in accordance with the Board's directives. This position must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required.

Must be able to effectively lead, supervise, motivate, train, and evaluate personnel. Must be able to exercise sound and independent judgment to prioritize and manage projects. Must be familiar with public administration and budget development as they pertain to the District's water, wastewater, and fire services. Must be able to maintain confidentiality, respond professionally to the public and emergencies, and prepare policy reports and letters. Must have knowledge of pertinent federal, state, and local laws, codes, and regulations. Must be able to communicate clearly and concisely, both orally and in writing.

Basic knowledge of personal computer use is preferred, as this position will be required to monitor timeclock use, set up video conferences for meetings, and assist in running payroll, among other duties.

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

Administrative

- Daily Administration
 - Provides day-to-day leadership for the District;
 - Plans, organizes, coordinates, and administers, either directly or through subordinate department heads, the work of the District in accordance with the adopted goals and objectives of the Board and applicable laws and regulations;
 - Directs and coordinates the development and implementation of goals, objectives, policies, procedures, and programs for the District, as defined by the Board;
 - Implements administrative policies, procedures, and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner;
 - Coordinates the activities of the waste, wastewater, fire, and administrative departments to effect operational efficiency and economy;
 - Maintains cordial relationships with all persons entitled to the services of the District and attempts to resolve all public complaints;
 - Directs the maintenance of District records and documents;
 - Supervises the District's facilities, services, and finances;
 - Maintains custody and manages the condition of all District property; and
 - Uses independent judgment and follows proper protocol to address emergencies and provide direction to department heads.
- Long-Term Operations
 - Plans, develops, and implements immediate and long-term District policies and goals, as defined by the Board;
 - Confers with administrative personnel and reviews activity, operating, and expense reports to determine if any changes in programs or operations are required;
 - Directs preparation of directives to department heads, outlining policy, programs, or operational changes to be implemented; and
 - Supports the District mission statement.
- Executive Officer for the District
 - Facilitates constructive and harmonious Board relations;
 - Attends all meetings of the District's Board and such other meetings as the Board may specify from time to time;
 - Represents the Board and District in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, District customers, and the media;
 - Consults with legal counsel concerning matters of litigation, contracts, and District operations;
 - Monitors legislation on the state, federal, and local level;

- Directs and coordinates changes required by new legislation;
- Coordinates press releases as necessary; and
- Acts as staff for the Board and advises the Board on District issues and programs.
- **Budgeting**
 - Directs and coordinates the preparation and administration of the District annual budget;
 - Evaluates and reviews current programs and formulates long-range financial goals of the District;
 - Reviews all District expenditures;
 - Provides financial management for the District;
 - Manages all departmental budget, budget requests, and controls expenditures to ensure adherence to the District budget;
 - Ensures accurate records are being developed and maintained in all District departments;
 - Prepares procedures for tracking and evaluating the budget through the year; and
 - Calculates anticipated revenue or expenditures.

Personnel Supervisor

- Appoints and employs District personnel in the competitive service as the Board or he or she deems necessary for the proper administration and operation of the District, in accordance with District regulations and other applicable laws;
- Recommends changes in organizational structure and position classification;
- Maintains the authority to hire, discipline, and discharge employees;
- Approves or disapproves merit salary increases pursuant to District policies;
- Plans and directs the selection, training, assignment, supervision, and evaluation of employees;
- Delegates authority to carry out certain duties at his or her discretion;
- Provides supervision to District employees;
- Directs all personnel in accordance with District regulations and other applicable laws;
- Functions as the District's bargaining representative in negotiations with personnel bargaining units;
- Coordinates investigations and resolutions of personnel grievances within his or her delegated authority;
- Approves overtime, vacation, and other time off for department heads;
- Trains personnel as needed;
- Analyzes problems that arise in the areas of supervision and implements solutions;
- Follows the employee relations system established by the Board when appointing, supervising, disciplining, and dismissing District employees;
- Evaluates and recommends to the Board, the hiring, promotion, or salary increase of District personnel pursuant to District policies; and
- Performs performance evaluations for department heads and other District personnel as needed.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

Related Duties

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



TITLE: DIRECTOR OF UTILITIES
REPORTS TO: General Manager
PAY GRADE: Employment Agreement
FLSA: Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: All Utility Operators, Utility Worker(s), Seasonal Worker(s)

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. The following certifications are required at the time of hire date or an equivalent combination of education and experience sufficient to successfully perform the duties of the position:

- California State Water Resources Control Board Wastewater Grade 2 certification; (Grade 3 required within 1 year of WWTF completion); and
- California State Water Resources Control Board Grade 2 in Water Distribution; and
- California State Water Resources Control Board Grade 2 in Water Treatment.

The following licenses and certifications are required:

- Valid California Commercial Driver's License Class A
- Standard First Aid certification (training and periodic updates provided by the District)
- Standard CPR certification (training and periodic updates provided by the District)
- California Water Environment Association Collection Systems Maintenance 1 Certificate
- American Backflow Preventors Association Certification as a Backflow Tester

Certification or other proof of formal training in water or wastewater fields, including automatic valves, pumps, and safety, is desirable.

EDUCATION: Minimum of a high school education. A Bachelor of Science degree or an Associate of Arts degree in Water Utility Science or related field is preferred.

EXPERIENCE: Minimum of four years of increasingly responsible experience in the construction, operation, and maintenance of water/wastewater facilities; proven ability to supervise, train, evaluate, and coordinate staff; proven ability to organize and manage competing tasks and priorities; ability to effectively utilize a personal computer.

This position requires the ability to work a varying work schedule and to be "on-call," for scheduled weekdays, weekends, furlough and holidays as needed.

This position has an assigned District vehicle for use by the employee for District purposes, and to and from the Employee's residence and any District work site. Employee will be required to provide proof of insurance coverage, pursuant to California law, annually to the District. Employee will be subject to all District policies and procedures related to use of a District vehicle.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with: General Manager and San Miguel Community Services District (“District”) personnel to give and receive specific work assignments and review results, to discuss and resolve technical issues, to coordinate assignments; and all other contact and communications as required.

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

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to walk. The employee is occasionally required to: stand, use hands to manipulate, handle, and feel objects, tools, and controls; reach with hands and arms, climb and balance, and taste and smell. The employee may be exposed to extreme dampness, heights, and vibrations.

The employee will engage in 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. The employee will be on his or her feet for most of the time, which involves bending, stopping, squatting, twisting, reaching, working on irregular surfaces, walking long distances, and climbing hills and ladders. The employee will frequently lift objects up to fifty (50) pounds and occasionally lift objects weighing over one hundred (100) pounds. The employee must have good hearing, sight, and speech capabilities.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. The employee will be 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. The employee will wear protective clothing as required. Appropriate personal safety equipment is provided.

When working indoors, work is performed in an office environment with lighting and ventilation. The indoor working environment is subject to conversational noise from other personnel within the facility, as well as standard background noise found in an office environment and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This exempt position assigns, reviews, and evaluates the work of all utility personnel in the operation, installation, maintenance, and repair of the Machado Wastewater Treatment Facility, water distribution and treatment systems, wastewater collection system, water reclamation and distribution systems, street lighting, solid waste management; and all other related District facilities and equipment. This position must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required.

Must be detail oriented. Must be able to effectively lead, supervise, motivate, train, and evaluate personnel. Must be able to exercise sound and independent judgment to prioritize and manage projects. Must be familiar with public administration and budget development as they pertain to water and wastewater system maintenance. Must be able to implement and use proper techniques and equipment used in the operations, maintenance, and repair of water and wastewater systems and facilities. Must be knowledgeable about the methods, tools, and materials used in the water and wastewater fields, including knowledge of the processes involved with the distribution and treatment of potable water and the collection and treatment of wastewater. Must ensure safety protocols are followed. Must have knowledge of computer programs and SCADA for treatment, operation, and maintenance. Must be able to use personal computers, keep accurate reports, maintain confidentiality, respond professionally to emergencies, and prepare basic reports and business letters. Must have knowledge of pertinent federal, state, and local laws, codes, and regulations. Must be able to communicate clearly and concisely, both orally and in writing.

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

Field Work

- Uses independent judgment to address routine and emergency operation, maintenance of District's water, wastewater, street lighting, and solid waste management facilities; and
- Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, and performs the following:
 - Laying and joining pipe;
 - Breaking out pavement for installations;
 - Maintenance/repair of 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 backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment; and
 - Administering, testing, and maintaining District's backflow system.
- Supervises day-to-day utility operations and emergency operations of District's water, wastewater, street lighting and solid waste facilities, including, but not limited to:
 - Overseeing operations, maintenance, and repair of the District's water, wastewater, reclaimed water, and street lighting systems;
 - Going to the work sites to oversee day-to-day operations;
 - Ensuring supplies are properly inventoried and procured;
 - Coordinating with vendors and contractors;
 - Determining work priorities and monitoring workflow;
 - Meeting with staff to identify and address problems;
 - Ensures the District complies with state and federal requirements relative to drinking water, wastewater, and reclaimed water including treatment, testing, monitoring, and reporting;
 - Reading, interpreting, and coordinating execution of plans and specifications;
 - Performing inspection of private construction of water and wastewater facilities;
 - Coordinate and ensuring equipment and facilities are maintained in proper working order; and
 - Administers/coordinates contracts with outside firms/ agencies/ contractors for goods and services.

Personnel Supervisor

- Assigns, reviews, plans, coordinates, and guides the work of other employees;
- Ensures that work schedules and operational logs are properly maintained;
- Evaluates and implements, the hiring, transfer, promotion, salary increase, discipline, or discharge of staff;
- Evaluates the work of employees and prepares performance appraisals;
- Promotes staff development and motivation;
- Approves overtime, vacation, and other time off;
- Analyzes problems that arise in the areas of supervision, recommends and implements solutions; and
- Addresses and resolves complaints.

Training

- Coordinates and provides training on procedures, safety, use and operation of equipment, machinery and vehicles; and
- Ensures that District safety rules and regulations are being followed.

Administrative

- Long-Term Utility Operations:

- Directs and participates in the development of goals, objectives, rules, policies, and operating procedures for the utilities departments;
- Coordinates the activities of the utilities departments with other District departments;
- Coordinates work with other county, state, and federal agencies;
- Maintains water rights permits and oversees preparation of periodic reports to federal, state, county, and local agencies;
- Approves the requisition of materials, supplies, and equipment;
- Supports the District Strategic Plan and Mission Statement;
- Identifies opportunities for improving service delivery methods and procedures, and implements improvements; and
- Develops long-range strategic and financial goals for the utilities department.
- Advice and Consultation:
 - Attends meetings of the District Board of Directors ("Board");
 - Prepares detailed staff reports and makes presentations to the Board;
 - Provides technical information, advice, and consultation to the Board and the General Manager on water, wastewater, or lighting activities or problems;
 - Responds to citizen inquiries and complaints concerning operations and activities;
 - Keeps the General Manager informed of pertinent matters; and
 - Participates on District or community committees, as assigned.
- Reporting and Budgeting:
 - Prepares departmental budgets, budget requests, and controls expenditures;
 - Prepares cost estimates and specifications for outside contract work;
 - Calculates anticipated revenue and expenditures;
 - Develops and maintains accurate water, wastewater, and lighting maintenance information and records;
 - Directs the preparation of and prepares a variety of reports related to operations, functions, and activities; and
 - Tracks and evaluates the budget through the year.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

Related Duties

- Performs all related duties as assigned by the General Manager.