



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

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

THURSDAY, June 27th, 2019
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 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

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

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

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

- I. **Call to Order: 6:00 PM**
- II. **Pledge of Allegiance:**
- III. **Roll Call: Green___ Parent___ Palafox___ Kalvans___ Sangster___**
- IV. **Approval of Regular Meeting Agenda:**

M_____ S_____ V_____

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

A. CLOSED SESSION AGENDA:

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

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

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

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

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

VIII. Special Presentations/Public Hearings/Other:

- 1. **PUBLIC HEARING: Consider approving Resolution No 2019-25 confirming the 2019 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.**

Recommendation: That the Board of Directors approve the Cost Report for the 2019 Weed Abatement Program (Exhibit "A" to **Resolution 2019-25**)

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

M_____ S_____ V_____

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

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

District Staff & Committee Reports:

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

X. CONSENT CALENDAR:

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

- 1. Review and Approve Board Meeting Minutes
 - a) 5-23-2019 Regular Meeting Minutes

XI. BOARD ACTION ITEMS:

- 1. Review, Discuss, Receive and File the Enumeration of Financial Report for May (Freeman)
 - A. Claims Detail Report 5-2019
 - B. Statement of Revenue Budget vs Actuals 5-2019
 - C. Rev Budget vs Actual Summary 5-2019
 - D. Statement of Expenditures Budget vs Actual 5-2019
 - E. Cash Report for Payrolls 5-2019

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

M_____ S_____ V_____

- 2. Discuss auditing firm proposals and award a contract for annual financial audit services for three-year period for years ending June 30, 2019, 2020, and 2021.

Recommendation: Interviews were held on June 19th, discuss and direct the General Manager to award contract for Financial Auditing Services for Fiscal Years ending June 30, 2019, 2020, and 2021.

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

M_____ S_____ V_____

3. Review and approve a RESOLUTION 2019-23 revising the Investment Policy for San Miguel CSD (Roberson)

Recommendation: Approve Resolution 2019-23 revising the investment policy for San Miguel CSD

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

M _____ S _____ V _____

4. Review and Discuss and Approve Resolution No 2019-27 Continuing investment management services with Cantella & Company for the District for up to a period of 5 years.

Recommendation: Review and Discuss Resolution No 2019-27 Continuing investment management services with Cantella & Company for the District for up to a period of 5 years.

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

M _____ S _____ V _____

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

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

Public Comments: (Hear public comments)

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 07-25-2019

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on 6-17-2019

Date: 6-17-2019

Rob Roberson Rob Roberson, Fire Chief/Interim General Manager

John Green President Green, SMCS D

Tamara Parent Tamara Parent, Board Clerk/ Accounts Manager



San Miguel Community Services District

BOARD OF DIRECTORS Staff Report

June 27, 2019

AGENDA ITEM: VIII-1

SUBJECT: Consider approving **Resolution No 2019-25** confirming the 2019 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.

RECOMMENDATION:

Staff recommends that the Board of Directors approve the Cost Report for the 2019 Weed Abatement Program (Exhibit "A" to **Resolution 2019-25**) After holding the hearing and making any appropriate modifications to the Cost Report, it is recommended that the Board adopt **Resolution 2019-25** confirming the Cost Report and authorizing the collection of the charges on the County Tax Rolls.

DISCUSSION:

The San Miguel Community Services District Fire Department conducts a weed abatement program in accordance with the authority and procedures in Health and Safety Code §14875 et seq., as permitted by Government Code §61100(t). Staff is recommending that the costs incurred by the District to abate weeds from properties where the property owners have failed to do so be placed upon the tax rolls for collection.

When the District performs weed abatement work, Health and Safety Code §14905 provides that an account of the costs is to be kept and an itemized report prepared for the Board showing the cost of removing the weeds from each parcel. The Cost Report is then required to be posted on or near the door of the Board Chamber for at least three (3) days, with a notice of the time when the Cost Report will be submitted to the Board for confirmation.

Staff has complied with these requirements and the 2019 Weed Abatement Cost Report is now being submitted to the Board for confirmation.

At the hearing, the Board is to consider the Cost Report and hear any objections (Health and Safety Code §14910). The Board may modify the amounts, as it deems appropriate, and then it is recommended that the Board adopt Resolution 2019-25 confirming the costs and directing that the Resolution and Cost Report be submitted to the County, so the charges can be collected on the property tax rolls.

FISCAL IMPACT:

It is anticipated that the District will recover all costs incurred abating weeds in 2019 by having the costs placed on the property owners' tax bills.

PREPARED BY:

Scott Young

Scott Young, Assistant Fire Chief / Prevention Officer

ATTACHMENTS:

- 1) **Resolution No. 2019-25**
- 2) **Exhibit "A" - 2019 Weed Abatement Cost Report & List**

RESOLUTION NO. 2019-25**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
CONFIRMING THE 2019 WEED ABATEMENT COST REPORT AND
AUTHORIZING COLLECTION OF THE CHARGES ON THE TAX ROLL**

WHEREAS, in 2019, in accordance with the procedures required by law, the District Fire Chief was directed to abate a public nuisance on certain parcels of real property located within the San Miguel Community Services District consisting of noxious or dangerous weeds growing upon said parcels and which have been abated under the power granted to the District by Health and Safety Code §14875, et seq, and Government Code §61100(t); and

WHEREAS, parcels in which the nuisance fire hazard vegetation was not removed by the owners, have been cleared and abated by the San Miguel Community Services District Fire Hazard Fuel Reduction Contractor, as approved by the Board of Directors; and

WHEREAS, an itemized report has been prepared showing the cost of said weed abatement to be charged to each parcel, which report is attached hereto marked Exhibit "A" and incorporated herein by reference as though here fully set forth.

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

1. That the recitals set forth hereinabove are true, correct and valid.
2. That said itemized report entitled "**2019 Weed Abatement Cost Report**" a copy of which is on file in the office of the San Miguel Community Services District and is available there for public inspection and also attached hereto as **Exhibit "A"** be and hereby is ordered confirmed.
3. That the District Clerk shall transmit a copy of this Resolution to the County Auditor.
4. That the County Auditor and the County Tax Collector be and hereby are authorized and directed to do all acts necessary and proper to place on the 2019-2020 Tax Rolls the respective assessments as set forth in said confirmed itemized report plus such administrative fees as are allowed under the law.
5. That as a result of said confirmation and recording of said itemized report, the amounts of the weed abatement costs set forth in said itemized report are thereby made special assessments and liens against the respective parcels of real property in the San Miguel Community Services District, all as set forth in said itemized report.

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

AYES

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 27th day of June 2019.

John Green, President
Board of Directors

ATTEST:

Rob Roberson, Interim General Manager/Fire Chief

Tamara Parent, Board Clerk/Accounts Manager

APPROVED AS TO FORM:

Douglas L. White, District General Counsel



San Miguel Community Services District					
2019 Weed Abatement Cost Report " Exhibit A "					
	Assessor's Parcel Number	Property Address	Cost of Abatement	Admin Fee	Total Cost
1	021-371-003	MONTEREY	\$ 1,200.00	\$ 50.00	\$ 1,250.00
2	021-322-015	L	\$ 550.00	\$ 50.00	\$ 600.00
3	021-311-003	L	\$ 350.00	\$ 50.00	\$ 400.00
4	021-221-038	MISSION	\$ 700.00	\$ 50.00	\$ 750.00
5	021-221-024	MISSION	\$ 300.00	\$ 50.00	\$ 350.00
6	021-221-022	MISSION	\$ 300.00	\$ 50.00	\$ 350.00
7	021-231-035	N	\$ 300.00	\$ 50.00	\$ 350.00
8	021-261-001	13TH	\$ 200.00	\$ 50.00	\$ 250.00
9	021-202-015	L	\$ 300.00	\$ 50.00	\$ 350.00
10	021-231-005	14TH	\$ 1,000.00	\$ 50.00	\$ 1,050.00
11	021-171-008	14TH	\$ 350.00	\$ 50.00	\$ 400.00
12	021-141-017	N	\$ 600.00	\$ 50.00	\$ 650.00
13	021-131-023	MISSION	\$ 600.00	\$ 50.00	\$ 650.00
14	021-122-021	K	\$ 300.00	\$ 50.00	\$ 350.00
15	021-092-002	17TH	\$ 550.00	\$ 50.00	\$ 600.00
16	021-302-010	L Street	\$ 550.00	\$ 50.00	600.00
		Totals	8,150.00	800.00	8,950.00



SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

NOTICE IS HEARBY GIVEN THAT THE San Miguel Community Services District Board of Directors will hold a public hearing on:

Thursday, June 27, 2019 at 7:00 P.M. at 1150 Mission Street, San Miguel, California 93451, to consider approving costs associated with weed abatement conducted by the District as approved by Resolution No. 2019-25. Approved costs will be liened against the affected parcels through the County tax roll for their respective assessment amount.

Pursuant to Health and Safety Code section 14905 the District accounted the cost of abatement for each affected parcel of land. The itemized report will be presented to the District Board of Directors at the June 27, 2019 hearing. A copy of the itemized report will be posted at least three (3) days prior to the hearing at the abovementioned address.

BY ORDER OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Rob Roberson, Fire Chief, District General Manager



MONSOON CONSULTANTS

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

SAN MIGUEL COMMUNITY SERVICES DISTRICT

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

h Parent

BOARD OF DIRECTORS

John Green, President
Ashley Sangster, Vice President
Anthony Kalvans

Josep

Hector Palafox

Re: DISTRICT ENGINEER REPORT - JUNE 2019

Gentlemen:

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

OVERVIEW

The District produced approximately 8.6 MGAL (11,431 CCF) of water during the month of May 2019. This represents an increase of approximately 8% from the prior month. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

MEETING PARTICIPATION

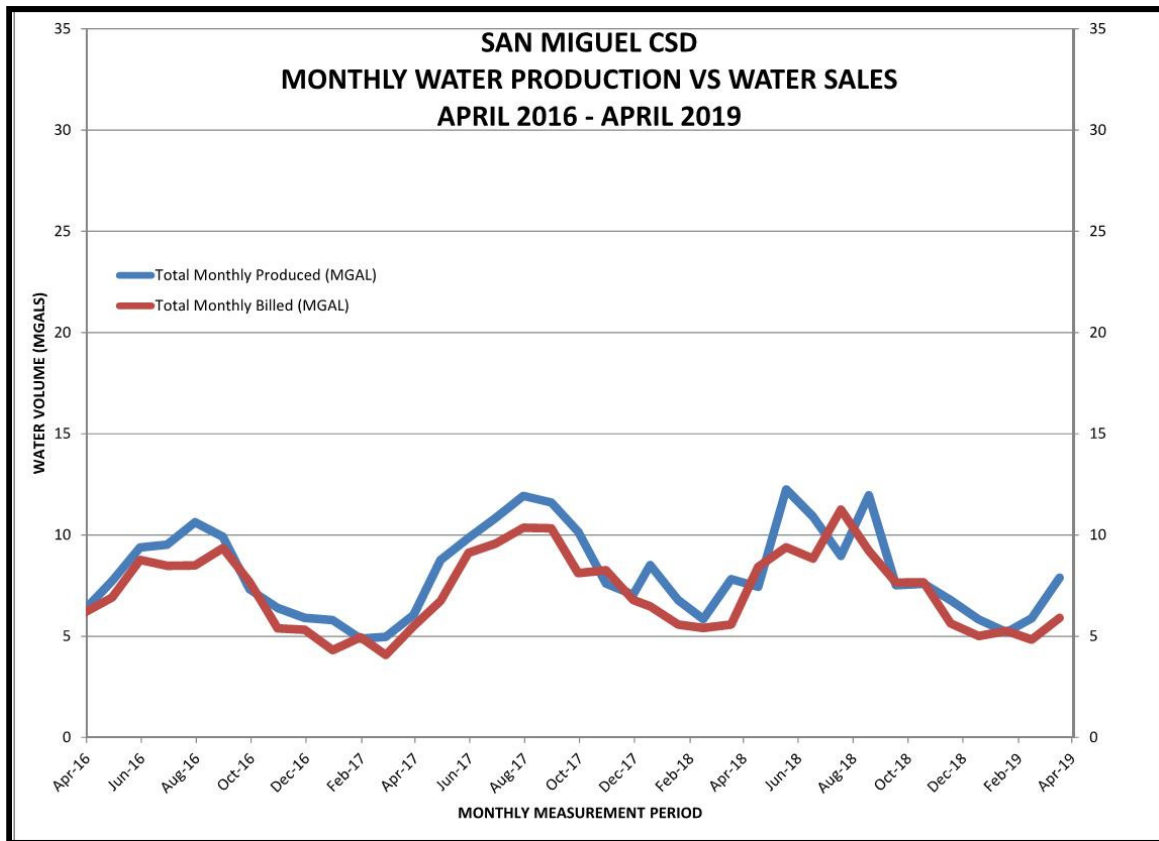
A brief summary of relevant issues that were discussed during meetings attended by the DE during the previous month are summarized below. (Note that routine meetings with SMCSO staff are not included):

1. May 23, 2019: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members to discuss the impacts to the GSP process as a consequence of revised policy direction from the Cooperative Committee.
2. June 6, 2019: The DE attended a meeting between all Paso Robles Groundwater Basin GSP Cooperative Committee in which the committee reviewed and discussed proposed revisions to DRAFT Chapter Nos. 6-8.

3. June 10, 2019: The DE participated in a meeting County staff to discuss a proposal from the GSP Consultant (Montgomery & Associates) for a fee increase to cover work associated with what the Consultants consider to be "Out of Scope" work.
4. June 11, 2019: The DE participated in a meeting between County staff and representatives from the GSP Consultant (Montgomery & Associates) to discuss the Consultant's request for a fee increase to their contract to cover costs associated with what the Consultants consider to be "Out of Scope" work. .
5. June 12, 2019: The DE participated in a meeting with representatives of J. Lohr Vineyards & Wines, the City of Paso Robles, and several owners of large agricultural properties to discuss the potential for the District providing a source of treated wastewater effluent for their vineyard irrigation use on properties on the east side of the Salinas River, in the Estrella area. The City of Paso Robles is also planning a project to supply treated wastewater effluent for vineyard irrigation use on properties on the east side of the Salinas River in the general vicinity of the municipal airport. (Note: This is an ongoing series of meetings that are planned for the next several months).

WATER PRODUCTION HISTORY

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



CAPITAL IMPROVEMENT PROGRAM

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

1. **WWTP Aeration System Upgrade:** Under the terms of an agreement between the District and the County, their consultant has completed a study to evaluate design alternatives for improvements to the WWTP aeration system. As part of the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational costs, and compatibility with the existing WWTP. In addition, the consultant evaluated various headworks alternatives for the facility. The engineering phase of this project has been completed at no cost to the District. The County's consultants have issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. This project is on hold pending completion of the WWTP expansion / upgrade engineering report at which time a decision will be made regarding further pursuit of this project. Recent conversations with the County and PG&E indicate that the program may be modified to allow for the funding to be used to partially fund the proposed WWTP expansion / upgrade project.

2. **Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Engineering Study:** The District was notified in early 2018 that the District is the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Upgrade and Recharge Basin Study. The DE has initiated work on this project. The following milestones have been completed to date:
 - Complete Data Collection / Document Review
 - Identify and Assess WWTP upgrade / expansion alternatives
 - Prepare Final of WWTP Upgrade / Expansion Engineering Report
 - Initiate hydro-geologic analysis of potential recharge basin locations

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

The DE delivered the initial DRAFT of the Preliminary Groundwater Recharge Study Report and the CEQA "Initial Study" Report at the May 2019 Regular Board Meeting. Both of these documents are currently being revised to incorporate comments from District staff and Board members, as they become available.

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

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

- 3. SLT 6-inch A.C. Waterline Replacement: A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. The DE has prepared Engineering Plans & Specifications to allow the District to solicit bids from qualified contractors to replace the existing waterline between Oak Drive and the SLT Water Tank. The DE and the Director of Utilities met with the developers and their planning & engineering consultants of February 11, 2019 to discuss the project and their proposed development schedule.
- 4. Water Storage Reservoir Access Road Improvements: The DE has completed work on this project and the construction documentation has been delivered to the Director of Utilities for review.

DEVELOPMENT

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

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The developer has completed the installation of all infra-structure and home construction has begun with approximately 30 homes currently underway. In addition, construction of 12 new homes has been started in the portion of the development that was acquired by Nino Development.
- b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction is anticipated to begin in the summer of 2019.
- c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial three (3) residences.

GROUNDWATER SUSTAINABILITY AGENCY

The HydroMetrics GSP Consultant Team continues to work on the development of the Paso Robles Groundwater Basin GSP. The DE has participated in periodic meetings of the GSA cooperative committee staff and the consultant team and has contributed information / data as requested by the consultant team for incorporation into the GSP. Draft copies of the first eight (8) chapters of the GSP, including appendices, have been distributed to the District Board members to date. Draft copies of Chapter 9,10 and 11, including appendices, will be distributed to the District Board in advance of the July 2019 meeting.

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

Respectfully Submitted,
MONSOON CONSULTANTS

Blaine T. Reely

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

June 12, 2019
Date



San Miguel Community Services District

UTILITY STATUS REPORT

5-17-19 Thru 6-17-19

AGENDA ITEM# IX.9

Well Status:

- Well 4 is fully operational - Well Level 67.2' 5-3-19
- Well 3 is fully operational - Well Level 76.26' 5-3-19
- SLT well is in service – Well Level 149.8' 5-3-19

Water System status:

Water leaks this month:0 This year: 13

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

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

WWTP status:

-

State Water Resources Control Board (SWRCB):

-

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

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

Billing related activity:

Total active accounts

- 868 water accounts
- 749 wastewater accounts
- **Overdue accounts**
 - 122 accounts 30 days past due for May billing period
 - (14.06% of total accounts, this is UP from prior billing period)
 - 28 door hangers issued after attempting to contact the past due account holders
 - (22.95% of total past due accounts, this is DOWN from prior billing period)
 - 0 account shut off for non-payment
 - (0% of total past due accounts, this is the SAME from prior billing period)
- **Meter changeouts**
 - 42 Meters changed since July 1st
 - Meters changed for age, mechanical defects, radio operability issues

Lighting status:

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

Solid Waste:

- Staff is continuing to work on options to provide additional recycling options to the community.

Project status:

- Working with PGE and Energy Watch to look at potential options to upgrade well pumps and controls to be more energy efficient.

WWTP expansion and Aerator Upgrade

- See additional agenda item(s) for ongoing information

Connection fees:

- Connection fees will be going up 1.5% across the board based on the Construction cost index per ordinance 02-2008 and 03-2008. New connection fees will be effective July 1st, 2019. Rate sheet is attached for reference.

“N” St Property Acquisition:

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

SLO County in San Miguel:

- County provided their 5 year overlay and sealing plan. The District will be working on making known repairs in the effected areas ahead of the scheduled overlays and sealing.

Caltrans in San Miguel:

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

Rain in San Miguel:

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

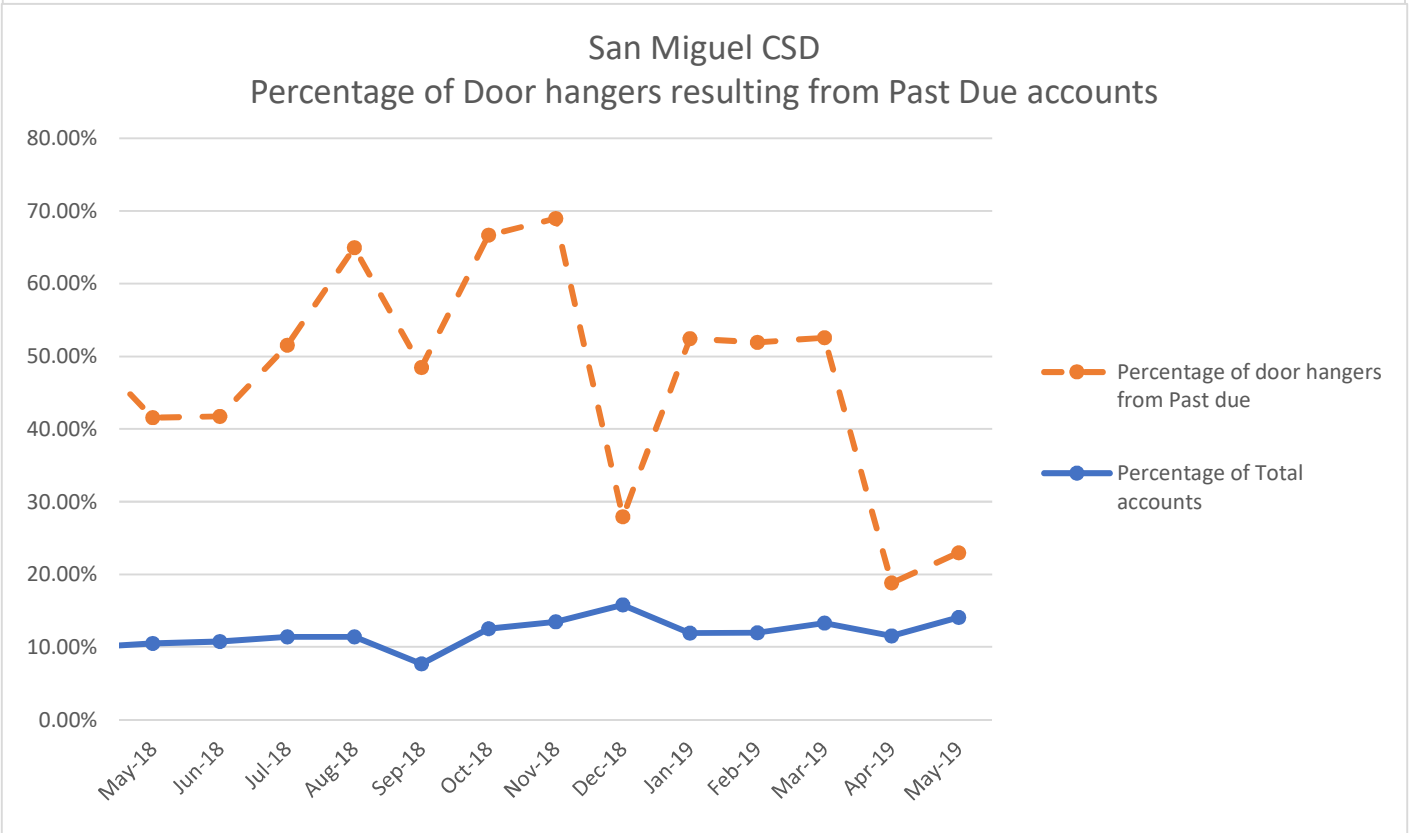
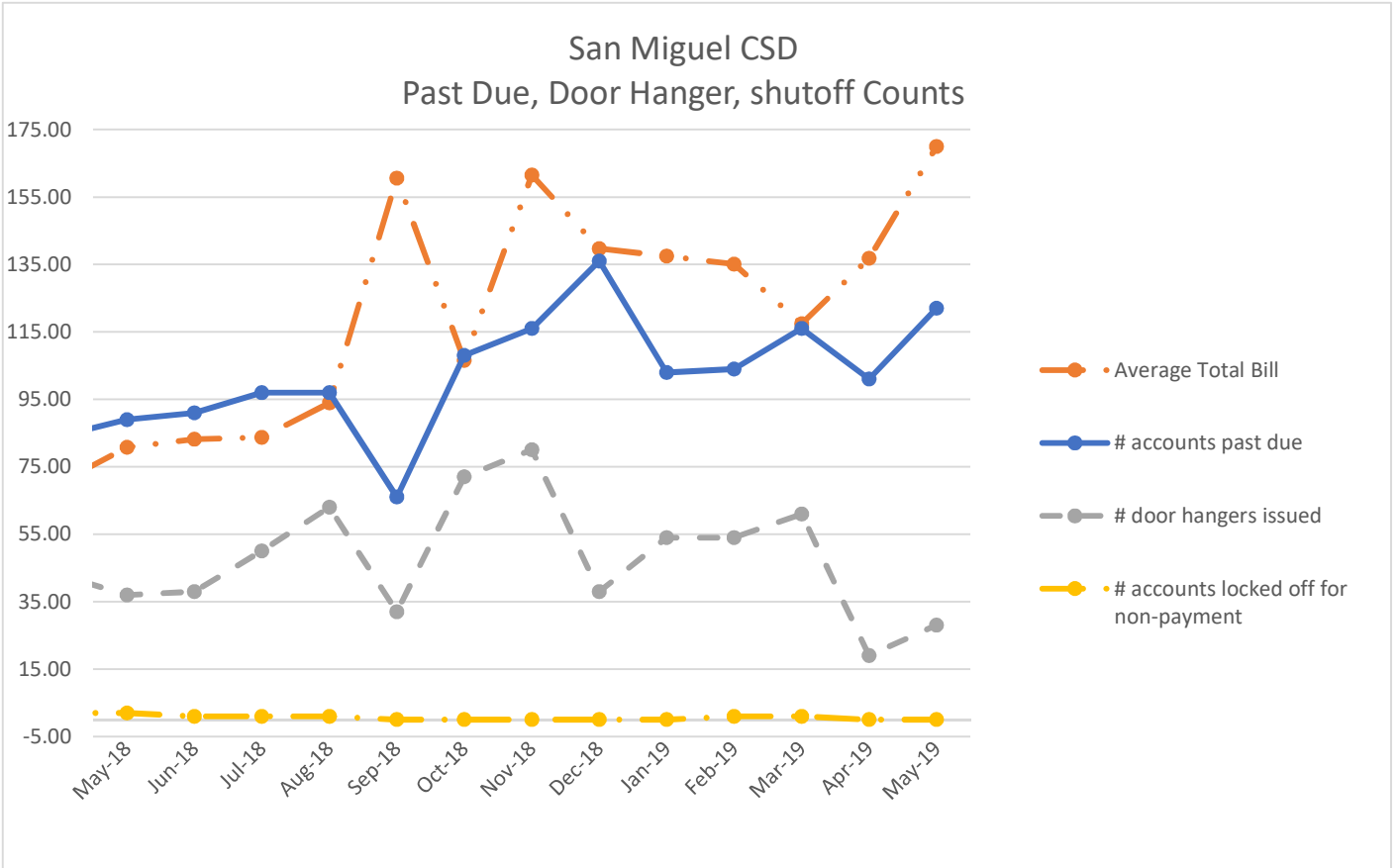
PREPARED BY:

Kelly Dodds

Kelly Dodds

Director of Utilities

Date: June 17th, 2019



San Miguel Community Services District

WASTEWATER CONNECTION FEES

As of July 1, 2019, the District's wastewater connection fees shall be as follows:

Wastewater Connection Fees	FY 19-20
<i>Meter Size</i>	
<i>Residential</i>	
Single Family (dwelling)	\$12,515
Multi-Family (per unit)	\$7,826
<i>Non-Residential (per meter)</i>	
5/8"	\$12,515
3/4"	\$18,778
1"	\$31,292
1 1/2"	\$62,595
2"	\$100,150
3"	\$200,300
4"	\$312,965
6"	\$625,920

Connection fees increase annually based on the construction cost index as authorized by District Ordinance 03-2008

WATER CONNECTION FEES

As of July 1, 2019, the District's water connection fees shall be as follows:

Water Connection Fees	FY 19-20
<i>Meter Size</i>	
<i>Residential</i>	
Single Family (Dwelling)	\$12,728
<i>Non-Residential (per meter)</i>	
5/8"	\$12,728
3/4"	\$19,092
1"	\$31,830
1 1/2"	\$63,651
2"	\$101,845
3"	\$203,690
4"	\$318,263
6"	\$636,527

Connection fees increase annually based on the construction cost index as authorized by District Ordinance 02-2008

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



Staff Report

June 27th, 2019

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for May 2019

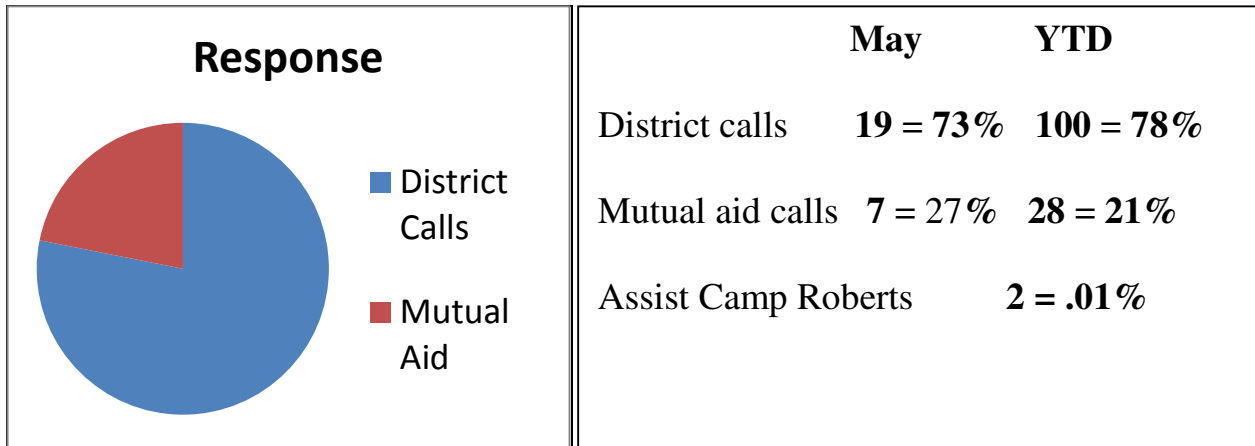
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

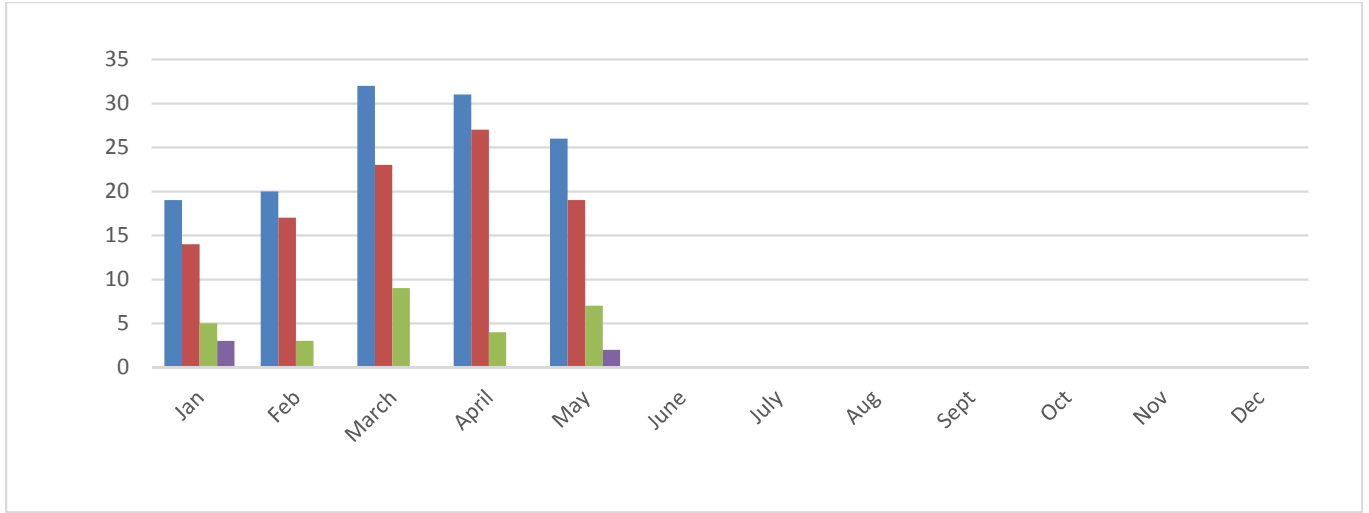
INCIDENT RESPONSE:

- Total Incidents for May 2019 **26**
- Average Calls for per 4th Month in 2019 **25.6**
- Total calls for the year to date **128**
-

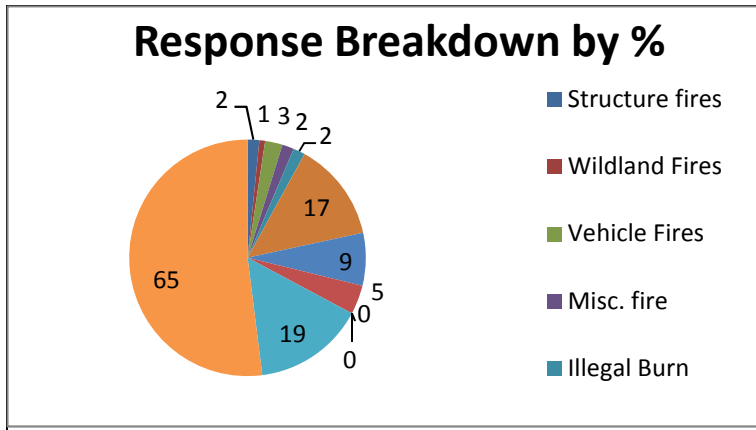
Emergency Response Man Hours in March = 69	total	315
Stand-By Man Hours for March = 25		<u>86</u>
	Total hr.	401

Emergency Response Man Hours = 2.65 hr. Per call for April	2.4 hr. Per call for the year
Stand-By Average per Call = .96 hr. Per call for, March	.67 hr. Per call for the year





- Total calls ■
- District ■
- Mutual Aid ■
- Camp Roberts ■



For 128 calls for 5 Months in 2019

District Calls	100	78%
Mutual Aid	28	21%
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Structure fires	2	1%
Wildland Fires	1	.7%
Vehicle Fires	3	3.9%
Misc. fire	2	1%
Illegal Burn	2	1%
Vehicle Accidents	17	13.2%
False Alarms	9	7%
Haz Condition	5	3.9%
Haz Mat	0	0%
Stand by	0	0%
PSA	19	14.8%
Medical Aids	65	50.7%

Personnel:

We currently have 19 active members.

- 1 Chief
- 1 Asst. Chief/ Prevention Officer
- 2 Fire Captains
- 2 Engineers
- 10 Firefighters

2 new firefighters have applied for positions and are currently being trained. One has past wildland fire experience.

Finances:**Equipment:** All Engines and Equipment in Service**Activities:****April**

<u>Date</u>	<u>Subject matter</u>
2	Ropes and Knots / Rescue Systems
9	Search and Rescue
16	Tools and Equipment Set up / Lights, Ventilation, Rescue
23	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
	Clean up	0800-1200
	Sagebrush Day's Parade	0900-1200

May

<u>Date</u>	<u>Subject matter</u>
7	Wildland Fire Weather/ Behavior, 10&18's
14	Wildland Hand Tools, Shelters, Chain Saw
21	Mobile Attack, Firing Ops, Wildland Progressive Hose Lays
28	Association Meeting

Information:

- Fire Prevention attended class for instruction on Emergency Reporting Systems.
- Camp Roberts will be conducting their 10,000 acres control burn May 30th, 31st
- Meeting scheduled With County Fire Chief May 24th to review and discuss Mutual Aid agreement.
- Working on District Emergency Evacuation Plan.

Prepared By:*Rob Roberson*

Rob Roberson, Fire Chief

FIRE EQUIPMENT 2019 MILEAGE / FUEL REPORT

IX-10

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	119	18.9	58	12.8	94	16.8	50	12.2	68	17			389	77.7	5.0
E-8687	60	10.6	37	18.5	16	0	18	0	86	34.6			217	63.7	3.4
E-8668	36	0	40	14.2	32	8.2	41	0	84.2	19.9			233.2	42.3	5.5
6 Month Total												839.2	183.7	4.6	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	0	0	129	0	115	0	192	27.5	115	10			551	37.5	14.7
C-8601	532	33	502	31	434	24	360	22	1386	80.1			3214	190.1	16.9
C-8600	341	35.5	378	15.2	306	17.8	701	50.3	554.5	56.62			2281	175.4	13.0
6 Month Total												6046	403	15.0	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696													389	77.7	5.0
E-8687													217	63.7	3.4
E-8668													233.2	42.3	5.5
6 Month Total												839.2	183.7	4.6	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630													551	37.5	14.7
C-8601													3214	190.1	16.9
C-8600													2281	175.4	13.0
6 Month Total												6046	403	15.0	

YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	1678	183.7	9.1
Gas	6046	403	15.0

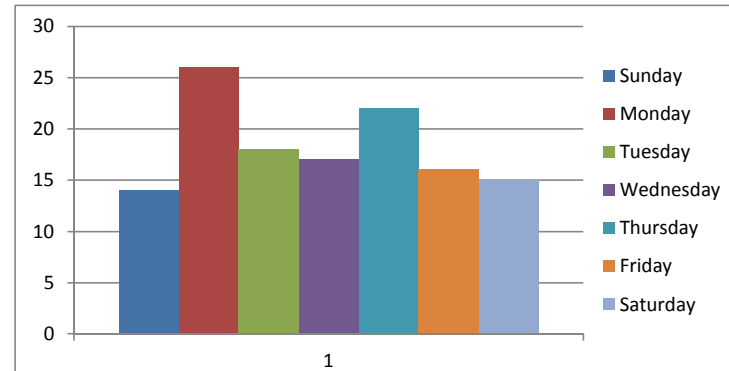
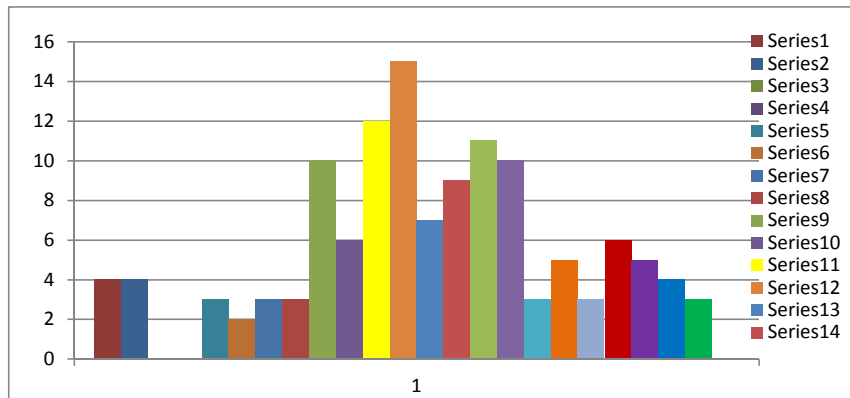
||

Call per time of day and day of the week 2019


	After Hours					CSD Work Hours										Off Hours										
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	1				1	1	2	1		1		1	2				2		1			1			14	11%
Monday							1	1		4	7	2	1	2	2	2			1	1	2				26	20%
Tuesday		1			1			3	1		1		1	3	4	1			1				1		18	14%
Wednesday	1				1			2		4			3					1	1	1	2	1			17	13%
Thursday	1	2			2			1	1		2	2	2	4	1			1	1		2				22	17%
Friday						1		1	2	2	3	1			1			1	1	2	0		1		16	13%
Saturday	1	1				1		1	2	1	2	1		2	2							1			15	12%
Hour Total	4	4	0	0	3	2	3	3	10	6	12	15	7	9	11	10	3	5	3	6	5	4	3	0	128	
	3%	3%	0%	0%	2%	1%	2%	2%	8%	4%	9%	11%	5%	7%	8%	8%	2%	4%	2%	4%	4%	3%	2%	0%		

Total calls during CSD Work Hours	65	31%
Total calls during Off time and weekends	63	68%
After Hours calls 22:00 to 06:00	16	5%
Total Weekend Calls	29	26%
Total Calls Monday thru Friday	99	73%

8am to 8pm 102



IX-10

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL			
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid		
	Structure Fires	1	0	0	0	0	0	0	0	0	1																1	1
Veg. Fires	0	0	0	0	0	0	0	0	1	0																	1	0
Vehicle Fires	0	1	1	0	0	0	1	0	1	1																	3	2
Misc. Fires	1	0	0	0	0	0	1	0	1	0																	3	0
Illegal Burning	0	0	1	0	1	0	0	0	0	0																	2	0
Vehicle Accidents	1	1	1	1	0	7	0	1	3	2																	5	12
False Alarms	1	1	3	0	1	0	2	0	1	0																	8	1
Hazardous Condition	0	0	2	0	1	0	0	0	2	0																	5	0
Hazardous Materials	0	0	0	0	0	0	0	0	0	0																	0	0
Standby	0	0	0	0	0	0	0	0	0	0																	0	0
Pub.Svc.Asst.	1	0	1	0	7	0	7	0	3	0																	19	0
Medical Aids	9	2	8	2	13	2	16	3	7	3																	53	12
Call TOTALS	14	5	17	3	23	9	27	4	19	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	28
	19		20		32		31		26		0		0		0		0		0		0		0		0		128	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	5	0	3	0	9	0	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	0
Camp Bob Asst.	0		0		0		0		0		0		0		0		0		0		0		0		0	0	0	0
Average Calls Per	<i>Month</i>		23.6	<i>Day</i>		0.7	<i>SLO Co. MA</i>					24		<i>Montrey Co. MA</i>					0		<i>CPR TOTAL</i>					0		

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MAY 23rd, 2019 REGULAR MEETING MINUTES
MEETING HELD AT DISTRICT OFFICES
1150 MISSION STREET
SAN MIGUEL, CA 93451

- I.** Meeting Called to Order by Vice President Sangster – 6:10 P.M.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Sangster, Parent, Kalvans and Palafox
Director Parent arrived at 6:09 P.M. Director Kalvans arrived at 6:10 P.M.
Directors Absent: Green
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman,
District Engineer Dr. Blaine Reely, and District General Counsel Seikaly
District Staff Absent: None
- IV. Adoption of Regular Meeting Agenda:**
- Motion by Director Kalvans to adopt Regular Meeting Agenda.
- Seconded by Director Sangster Motion was approved by Vote of 4 AYES and 0 NOES
and 1 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:11 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code section 54957)
Title: Interim General Manager
 - 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Fire Chief
 - 3. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code
Section 54954.5(f) and Government Code Section 54957.6)
District Negotiators: Interim General Manager Robert Roberson, District General
Counsel

Employee Organization: San Miguel Employees' Association

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:03 P.M.
Report out of closed session by District General Counsel Seikaly, no reportable action was taken.

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

VIII. Special Presentations/Public Hearings/Other:

1. PUBLIC HEARING: Consider Adoption of Resolution No. 2019-22 Adopting the FY 2019-20 Operations and Maintenance Budget.

Item was presented by Interim General Manager/Fire Chief Rob Roberson, staff report. Was read aloud. See Staff Report at sanmiguelcsd.org 5-23-2019 Board meeting.

Director Sangster Opened the Public Hearing portion asking for testimony from the public.

Public Comment: Owen Davis San Miguel Resident asked about the payroll expenses and explained that it was a good part of the budget. Mr. Davis said he was talking about the SMEA (San Miguel Employees Association) and how he feels that they are negotiating their own payroll, benefit and retirement. He voiced that the Board of Director should know what those expenses are and that the District needs to stop hiring their friends and relatives. Director Sangster explained that the Board as a whole knows what the payroll expenses are and thanked him for his comment.

Laverne Buckman San Miguel resident voiced that she has looked at the Districts Financials and knows what the percentage of the budget is payroll and feels that the Districts payroll is lower than other districts. Mrs. Buckman voiced her worry over the "split" between funds that was proposed at the Financial Meeting. Mrs. Buckman feels that the Fire Fund portion is to large and should be relooked at and voiced that the Fire Department doesn't have as much of an impact as Water or Wastewater. Laverne asked about the Computer fund (475/490) and asked for clarification on way it was over budget. Discussion ensued about the Fire and Water Tuffbook tablets.

Staff Comment: Interim General Manager Rob Roberson explained that the IT and Computer account is over and voiced that two Toughbook had been purchased to stay in compliance. Computers are always going to be an issue, because we will always need to be upgrading. Discussion ensued about other IT upgrades. Director Parent asked what the budgeted payroll for FY 19-20 is, for clarifying for the public. Director of Utilities voiced that the salary for the budget is \$562,698.00 for all expenses and that is 24% of the Budget. This includes the two new utility operators positions that are scheduled with the new Wastewater Facility, 10 full time employees.

Director Sangster asked for any other Public Comment.

None

Director Sangster Closed Public Hearing on Resolution 2019-22 Adopting the FY 2019-20 Operation and Maintenance Budget

Board Comment: Director Kalvans voiced that most Agencies that are in trouble financially are at 55% range for wages in their budget. Director Kalvans asked if our server room was air conditioned. Mr. Roberson explained that Yes, the District server room has their own A/C.

Director Palafox asked about the Fire Budget and, feels that they are cutting it very close. Interim General Manager Rob Roberson explained that they do not anticipate using all the stiped monies but want to be prepared.

Director Parent voiced that “this” Budget is way more understandable and better then the last few that he has seen. He thanked the staff for all the hard work.

Motion by Director Parent to approve Resolution No. 2019-22 Adopting the FY 2019-20 Operations and Maintenance Budget.

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

STAFF & COMMITTEE REPORTS:

- | | |
|---|-----------|
| 1. San Luis Obispo County Sheriff | No Report |
| 2. San Luis Obispo County Board of Supervisors | No Report |
| 3. San Luis Obispo County Planning and/or Public Works | No Report |
| 4. San Miguel Area Advisory Council | No Report |
| 5. Camp Roberts—Army National Guard (LTC Kevin Bender) | No Report |
| 6. Interim General Manager: Interim General Manager/ Fire Chief Rob Roberson, gave a verbal report. Mr. Roberson updated the Board of Directors about SMEA, and that they have had a meeting and the items were presented in closed session. Utilities Worker Matt Stiles passed his Distribution 1 test and has taken his Treatment Exam and is waiting for his results. The Board was informed that they will no longer be 1099 for there stipends but will get a W-2 this next year. The Request for Proposal for District Auditing services has had a good response to date. Landscaping discussion is on this agenda for the Board of Directors to discuss; as asked for by Director Kalvans. Interim General Manager/ Fire Chief Rob Roberson explained that we have quotes for “Translation Services” and the prices for the Water Code is \$.08 cents a word to \$1975.00. Discussion ensued. Interim General Manager/ Fire Chief Rob Roberson explained that the Fire Department is working on our San Luis Obispo Hazardous Mitigation Plan and is reviewing all potential hazards in our local district and sending the information to the County to support the County Master Plan. Explaining that he has meet with County Board Supervisor John Peschong about mutual aid response. Mr. Roberson explained that there was a meeting about the park and how the County is listening to the community about what they would like done. Laverne Buckman went to the Meeting and Interim General Manager/ Fire Chief Rob Roberson asked that she speak about what she heard. | |

Board Comment: Director Kalvans asked if the County could use that money for more parks. Mrs. Buckman explained that the funds are from a grant and can only be used for existing parks.

Public Comments: Laverne Buckman San Miguel resident explained that she did go the “Park Meeting” and informed the Board that they are getting input from residents of San

Miguel and are scheduling more meeting to get impute. Suggestions can be emailed to ekavanaugh@co.slo.ca.us

7. **District General Counsel:** Presented by Counsel Seikaly. ChurchwellWhite, LLC. Counsel Seikaly nothing to report.
Board Comments: Director Kalvans asked about the GSA and the Steinbeck litigation. Discussion ensued about the GSA and water rights within the County, Discussion ensued. District General Counsel had nothing new to report on the Steinbeck litigation. Director Parent informed the Board of Directors that he voted for the District and was the only one to vote 3/1 against allotting 136k more to the consulting team Montgomery & Associates. District Engineer Dr. Reely explained that there are a lot to go over in Chapters 8-9-10, and appendices. Dr. Reely feels that the Board should look at having a workshop meeting in July. Dr. Reely reminded the public and the Board that there is public comment and to go to the District Website for more information; link to public comment for the Paso Basin GSP. Discussion ensued, and Director Parent thanked Dr. Reely for all his help and work.
Public Comments: None
8. **District Engineer:** Written report submitted as is. Dr. Blaine Reely asked for any questions.
Board Comments: Director Kalvans asked about Tract 2729 and asked if they are moving forward with it? Staff voiced that it would be looked into. Dr. Reely explained that the District staff had met with the County Water Conservation Team and they have grant monies they would like to find a home for. District staff with gather information needed and discuss further options with in San Miguel for Conservation.
Public Comment: None
9. **Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds updated the Board that the District had two leaks one on the main and one on a service line. Asked for any questions.
Board Comment: Director Kalvans asked about the surplus property on “N” Street. Director of Utilities Kelly Dodds explained that at this point the District would have to buy the property at surplus at market value, especially now that the County had to pay to fence in the property. Discussion ensued on the process.
Public Comments: Laverne Buckman San Miguel resident asked if the District communicates with the County Planner? Director of Utilities Kelly Dodds explained that he does get referrals, but it is very inconsistent. Dr. Reely voiced that he too has left messages with the designated San Miguel planner. Mrs. Buckman voiced that the community has worked hard with the San Miguel Community Plan and would like the staff to reach out to the San Miguel Planner. Mrs. Buckman also voiced that she feels that if the District talked to County Supervisor Peschong about the surplus property and maybe he might have a solution. Discussion ensued.
10. **Fire Chief:** Fire Chief Rob Roberson, updates the Board of Directors that the District has had a couple of vandalism fires. Discussion ensued about the garbage cans at the park burning.
Board Comments: Director Kalvans asked about the Park fires.
Public Comment: None

IX. CONSENT ITEMS:

1. Review and Approve Board Meeting Minutes

- a) 4-25-2019 Draft Regular Meeting Minutes
- b) 5-2-2019 Draft Special Meeting Minutes

2. Approve revisions to the District Banner Installation & Display Policy and Permit Application.

Director Sangster asked to pull Item 1.A

Director Kalvans asked to pull Item 2.

Item 1.a – Director Sangster asked that Action Item 11, it needs be revised to not have Director Parent Motion and Second. Board Clerk voiced that it would be changed to Motion by Director Parent Second by Director Sangster.

Item 2 – Director Kalvans that Section one be revised to state that the “Purpose and Application” read “Event and/or District Business” the Banner is owned by the District. Consensus of Board to change.

Motion by Director Parent – Director Kalvans called point of order - *need public comment*. Director Parent’s Motion denied.

Board Comment: None

Public Comment: Laverne Buckman voiced that she feels that the whole policy would be better with human relations and it does need to be explained that it is the CSD’s property and the CSD lets non-profits use it. Agreed with Director Kalvans to change some wording.

Motion by Director Parent Approve consent items 1 and 2 with revisions.

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

XI. BOARD ACTION ITEMS:

- 1. Review, Discuss, Receive and File the Enumeration of Financial Report for April 2019.** Item was presented by Bookkeeper Paola Freeman, staff report submitted. Mrs. Freeman updated the Board that she is working through the payroll and accounting errors. The FUTA, is being worked out and informed the Board that they are being considered employees and will be issued W-2 this year for the stipend they receive. Paola informed the Board that the District CPA, did not charge to be at the May 2nd financial meeting.

Board Comment: Director Sangster asked how much was expected back from FUTA payments? Mrs. Freeman explained, that they are looking at around 26k and have sent in the inquiries three times and is waiting for a response.

Director Parent thanked Mrs. Freeman for the changes on the financial staff report.

Director Parent asked about receiving any reimbursements for GSA yet? Mrs. Freeman voiced that the District has not received any reimbursement as of yet.

Discussion ensued.

Public Comment: Laverne Buckman voiced that she is concerned with the water deficit and asked the board to take action in regard to making a loan between funds. Mrs. Buckman thanked the financial department for all the work they have accomplished.

Motion by Director Parent to Receive and File the Enumeration of Financial Report for April 2019

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

2. **Review and Discuss Draft Report for CEQA “Initial Study and Groundwater Recharge study for the Machado Wastewater Treatment Facility Expansion/ Renovation project.** Item was presented by District Engineer Blaine Reely informing the Board of Directors that the Initial Study and Groundwater Recharge study was funded by a grant. Discussion ensued about groundwater recharge and the new wastewater facility. The District will be looking at all options for groundwater recharge. Draft report: https://www.sanmiguelcsd.org/files/6d8f7d3c2/XI+-+2+-+2+-+05-16-19_SMCSO_WWTP_InitialStudy+PROGRESS+DRAFT_WITH+ATTACHMENTS.pdf

Board Comments: Director Parent asked about water diversion, with blended wastewater, and what needs to be done with the high salt content. Dr. Reely voiced that to correct there needs to be dilution, and that the river water has been tested and in low in salt content.

Director Kalvans voiced that he has read the report and feels that San Miguel is in a good position for most of these proposed projects.

Director Palafox asked if the District has reached out to any of the Vineyard owners? Dr. Reely explained that he has reached out and the owners are very interested in our water because they also have to become sustainable. District Engineer Blaine Reely explained that the grant is with DWR, and the application has been accepted and the release of funds will be around December 2019. Discussion ensued.

Public Comments: None

Information item only Dr. Reely asked for consent to move forward with CEQA process. Board consensus is to have Dr. Reely move forward with the CEQA process.

3. **Review and Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project**

Item presented by Director of Utilities Kelly Dodds, explained that there is not much to update from last month. Staff report states the hydraulic flow.

Board Comment: Director Kalvans asked what would happen if the District hit the 200k limits a day? Mr. Dodds explained that it would be reported to the state and if it continued, the state would levy violations.

Public Comment: None

Information item only

4. Adopt a Resolution 2019-20 approving an employment agreement of the Interim General Manager/Fire Chief Robert Roberson and authorizing the Board President to execute and enter into the agreement on behalf of the District and approve a FY2018-19 Budget Adjustment.

Item presented by District General Counsel Seikaly, asked Rob Roberson to leave as the Board discussed his contract. Counsel Seikaly explained that both positions are exempt with no benefits and the contract is for two years. Salary position of Interim General Manager/ Fire Chief will be \$74,117.76.

Board Comment: Director Parent voiced that the wage is appropriate, and Mr. Roberson is an asset to the community.

Director Sangster voiced that the position is a bargain.

Director Kalvans voiced that he knows what other General Managers make in other districts and Mr. Roberson is a community member and the contract is a bargain.

Staff Comment: Mr. Dodds asked about the resolution and it needing to say, "Two-Year Agreement". Director Kalvans agreed and asked for changes in resolution.

Director Palafox agrees and feels that the position cost is a bargain.

Public Comment: Owen Davis San Miguel resident voiced that asked why we are increasing the Fire Chief salary. Counsel Seikaly explained that the position has been changed to have both positions in one.

Laverne Buckman San Miguel resident voiced that she agrees with the Board and that it is a bargain for what the District are getting. Mrs. Buckman voiced that she has been through many General Managers and feels Mr. Roberson is a great asset not because of his expertise but for his commitment to the community. Mrs. Buckman voiced she is 100% in favor of this position appointment.

Staff Comment: Scott Young Assistant Fire Chief voiced that the District is getting a great value and is a good mentor and cares for the community.

Motion by Director Kalvans Approving Resolution No 2019-20 approving an employment of the Interim General Manager/Fire Chief Robert Roberson and authorizing the Board President to execute and enter into the agreement on behalf of the District and approve a FY2018-19 Budget Adjustment with amendment to the resolution to state two-year contract.

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

- 5. Review and approve an agreement between the County of San Luis Obispo (County) and San Miguel Community Services District (District) for the County to continue collecting Fire Public Facilities fees on behalf of the District through the County's permit process.** Item presented by Scott Young Assistant Fire Chief explaining that this agreement has been through District Legal Counsel. Mr. Young explained that these fees are set and can not be changed. Cambria and Templeton collect their own fees and they can set the fees, these are Capital Restricted Funds. The District has to manage the impact fees properly or there will be consequences.

Board Comment: Director Sangster asked if there was any negotiation with this agreement? Mr. Young voiced that District Counsel tightened up the agreement, but the fees are non-negotiable. Director Sangster asked District General Counsel what changes were made. Counsel Seikaly voiced she just made clarification and tightened up the agreement.

Director Kalvans asked what the benefits are for Templeton/Cambria collecting their own fees? Scott Young Assistant Fire Chief explained that they are able to set the rate for impact fees but doesn't feel that collecting the fees would be best at this point.

Public Comment: None

Motion by Director Kalvans approve an agreement between the County of San Luis Obispo (County) and San Miguel Community Services District (District) for the County to continue collecting Fire Public Facilities fees on behalf of the District through the County's permit process.

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

- 6. Review and Adoption of RESOLUTION NO. 2019-24 Authorizing the Abatement of Weeds Within the District Boundaries.** Item presented by Interim General Manager Rob Roberson explaining that the District again at the time of year that weeds need to be abated. Mr. Roberson, Fire Chief explained that this year is strange because we have had rain off and on and there has been a second growth of weeds. This resolution gives authorization to the Fire Chief/General Manager to have weeds abated.

Board Comment: Director Parent voiced that it was a hefty list to maintain and asked what is next in the process. Chief Roberson explained that the lots on the list will be looked at on June 1st and then the District will hire a qualified landscaper to abate the properties that have not been abated. The June 27th Regular Board meeting will have a public hearing to approve cost report for tax roll liens.

Director Kalvans asked about the property next to his residence. Chief Roberson voiced that he would look but nothing will be done until June 7th, 2019.

Public Comment: Owen Davis, San Miguel resident voiced that we should not hire the last years landscaper because they don't know what they are doing and feels that they were a danger with the tractor.

Motion by Director Parent to approve RESOLUTION NO. 2019-24 Authorizing the Abatement of Weeds Within the District Boundaries.

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

- 7. Discuss and provide direction to staff on assuming landscaping responsibilities as part of the Lighting Department.** Item was presented by Director of Utilities Kelly Dodds, explaining the background. It was explained that the San Miguel Chamber has applied for a beatification grant to fix the main lines in the flower beds.

Board Comment: Director Kalvans voiced that something has to be done and that is why he had asked to discuss this item. Discussion ensued.

Director Sangster voiced that pending the grant funding, he would like to see how that goes and would like the District staff to reach out to the San Miguel Chamber and discuss conservation. Director of Utilities Kelly Dodds, explaining that he would offer his services and help the Chamber if they needed any guidance. Discussion ensued about connecting the County Conservation group with the San Miguel Chamber and how the flowerbed are county property.

Director Kalvans voiced that the downtown area is an important part of San Miguel.

Public Comment: Laverne Buckman San Miguel Resident explained that back when they put the planters in the previous General Manager made an agreement that the District would not maintain the landscaping but would exempt the water fees. Discussion ensued on what needs to be done and who is taking care of the other County areas in the District.

Information Item only

Vice President Sangster voiced the consensus of the Board is to have the Dissector of Utilities talk with the San Miguel Chamber and offer help. The Board would like to know if they did get a grant. Director Kalvans asked for cost for weeding the San Miguel gateway sign. Then back to the Board.

- X. BOARD COMMENT:** Director Parent asked that information be brought to the Board about new well sites in the near future. Asked for Consensus.

Board gave censuses to staff to bring item forward.

Director Sangster thanked Interim General manager/Chief Roberson for his dedication to the CSD.

- XIII. ADJOURNMENT TO NEXT MEETING 6-27-2019 Regular Meeting: 10:00 P.M**



San Miguel Community Services District

Board of Directors

June 27, 2019

AGENDA ITEM: XI -1

SUBJECT: Bookkeeper Report for May 2019

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

May 2019 Payroll Expense: CSD \$37,662.86~Fire Department \$6,977.92 (including all liabilities)

April 2019 Income: \$286,425.90

April 2019 Expenses: \$86,998.59 (not including payroll)

1. PGE \$10,356.52
2. Churchwell White LLP \$8,464.70 (Not including Doug Whites monthly billing)
3. Core & Main \$2,610.38
4. Viborg \$2,414.03
5. City of El Paso de Robles \$2,088.58
6. TNT Fire Works clean up \$2,000.00
7. Fluid Resources \$1,851.25
8. Coblents Biehl & Cramer \$1,620.00
9. Wex Bank (Fuel) \$1,526.86
10. Baldwin Electric \$1,250.00

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

PREPARED BY:

Paola Freeman Paola Freeman, Bookkeeper

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 1 of 15
Report ID: AP100V

35

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4862	17796S	524 APPLIED TELECOM TECHNOLOGY	253.18					
Telephone Repairs								
1	1016060	05/10/19 repair multi-line phone syste	41.77			20 62000	310	10200
2	1016060	05/10/19 repair multi-line phone syste	7.60			30 63000	310	10200
3	1016060	05/10/19 repair multi-line phone syste	101.27			40 64000	310	10200
4	1016060	05/10/19 repair multi-line phone syste	101.27			50 65000	310	10200
5	1016060	05/10/19 repair multi-line phone syste	1.27			60 66000	310	10200
Total for Vendor:			253.18					
4885	17820S	593 ASHLEY SANGSTER	100.00					
Board Member Stipend May 23, 2019 meeting								
1	May 2019	05/23/19 May 2019 Board Mtg	16.50			20 62000	111	10200
2	May 2019	05/23/19 May 2019 Board Mtg	3.00			30 63000	111	10200
3	May 2019	05/23/19 May 2019 Board Mtg	40.00			40 64000	111	10200
4	May 2019	05/23/19 May 2019 Board Mtg	40.00			50 65000	111	10200
5	May 2019	05/23/19 May 2019 Board Mtg	0.50			60 66000	111	10200
Total for Vendor:			100.00					
4884	17821S	622 BALDWIN ELECTRICT SERVICE	1,050.00					
Checked out wiring to tank from Scada panel in building.								
1	83	05/19/19 San Lawrence Terrace Tank	1,050.00			50 65000	353	10200
4898	17821S	622 BALDWIN ELECTRICT SERVICE	200.00					
Checked out Clay-valve on Well 3								
1	85	05/26/19 Check out Clay-valve on Well 3	200.00			50 65000	353	10200
Total for Vendor:			1,250.00					
4910	17851S	596 BAUER COMPRESSORS Inc.	1,046.02					
1	0000254277	05/29/19 Face Pieces	1,046.02			20 62000	455	10200
Total for Vendor:			1,046.02					
4908	17852S	34 BLAKE'S INC	44.03					
1	1286809	05/28/19 Wire Brush	44.03			50 65000	353	10200
Total for Vendor:			44.03					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4839	17798S	432 CA STATE FIREFIGHTERS' Active Firefighter Membership Dues 05/01/19 ~ 04/30/20	1,040.00					
1	11004	04/11/19 K. Bryne	80.00			20 62000	385	10200
2	11004	04/11/19 K. Dodds	80.00			20 62000	385	10200
3	11004	04/11/19 M. Roberson	80.00			20 62000	385	10200
4	11004	04/11/19 R. Roberson	80.00			20 62000	385	10200
5	11004	04/11/19 L. Rojas	80.00			20 62000	385	10200
6	11004	04/11/19 W. Roney	80.00			20 62000	385	10200
7	11004	04/11/19 D. Sackett	80.00			20 62000	385	10200
8	11004	04/11/19 J. Springer	80.00			20 62000	385	10200
9	11004	04/11/19 N. Taylor	80.00			20 62000	385	10200
10	11004	04/11/19 D. Tracey	80.00			20 62000	385	10200
11	11004	04/11/19 N. Weir	80.00			20 62000	385	10200
12	11004	04/11/19 J. Young	80.00			20 62000	385	10200
13	11004	04/11/19 S Young	80.00			20 62000	385	10200
Total for Vendor:			1,040.00					
4837	-99699E	416 CALPERS CalPers 1800 Health	4,291.48					
1	15645565	05/09/19 CalPers 1800 Health	53.62			20 62000	205	10200
2	15645565	05/09/19 CalPers 1800 Health	22.90			20 21810		10200
3	15645565	05/09/19 CalPers 1800 Health	71.51			30 63000	205	10200
4	15645565	05/09/19 CalPers 1800 Health	5.01			30 21810		10200
5	15645565	05/09/19 CalPers 1800 Health	1,540.19			40 64000	205	10200
6	15645565	05/09/19 CalPers 1800 Health	105.13*			40 64000	206	10200
7	15645565	05/09/19 CalPers 1800 Health	417.87			40 21810		10200
8	15645565	05/09/19 CalPers 1800 Health	1,540.19			50 65000	205	10200
9	15645565	05/09/19 CalPers 1800 Health	105.13*			50 65000	206	10200
10	15645565	05/09/19 CalPers 1800 Health	417.87			50 21810		10200
11	15645565	05/09/19 CalPers 1800 Health	12.03			60 66000	205	10200
12	15645565	05/09/19 CalPers 1800 Health	0.03			60 21810		10200

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4901	-99712E	416 CALPERS	880.96					
Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 4680								
1	15655039	05/01/19 Annual Unfunded Accrued Liab	145.36*			20 62000	990	10200
2	15655039	05/01/19 Annual Unfunded Accrued Liab	26.43*			30 63000	990	10200
3	15655039	05/01/19 Annual Unfunded Accrued Liab	352.38*			40 64000	990	10200
4	15655039	05/01/19 Annual Unfunded Accrued Liab	352.38*			50 65000	990	10200
5	15655039	05/01/19 Annual Unfunded Accrued Liab	4.41*			60 66000	990	10200
4902	-99711E	416 CALPERS	66.79					
Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 26019								
1	15655047	05/01/19 Annual Unfunded Accrued Liab	11.02*			20 62000	990	10200
2	15655047	05/01/19 Annual Unfunded Accrued Liab	2.00*			30 63000	990	10200
3	15655047	05/01/19 Annual Unfunded Accrued Liab	26.72*			40 64000	990	10200
4	15655047	05/01/19 Annual Unfunded Accrued Liab	26.72*			50 65000	990	10200
5	15655047	05/01/19 Annual Unfunded Accrued Liab	0.33*			60 66000	990	10200
Total for Vendor:			5,239.23					
4838	17799S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	85.03					
Acct No. 013014								
1	437097	04/30/19 Maint Contract 5/4/19 ~ 6/3/19	32.50*			40 64000	334	10200
2	437097	04/30/19 Maint Contract 5/4/19 ~ 6/3/19	32.50*			50 65000	334	10200
3	437097	04/30/19 Overage Charges 4/4 ~ 5/3/19	10.02*			40 64000	334	10200
4	437097	04/30/19 Overage Charges 4/4 ~ 5/3/19	10.01*			50 65000	334	10200
Total for Vendor:			85.03					
4873	17822S	67 CHARTER COMMUNICATIONS	309.94					
Acct# 8245-10-105-0027311 Spectrum Business Internet/Voice								
Service 5/11/19 ~ 6/10/19								
1	7311501119	05/11/19 Internet/Voice	103.31*			20 62000	375	10200
2	7311501119	05/11/19 Internet/Voice	103.31			40 64000	375	10200
3	7311501119	05/11/19 Internet/Voice	103.32			50 65000	375	10200
Total for Vendor:			309.94					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 4 of 15
Report ID: AP100V

38

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4896	17848S	473 CHURCHWELL WHITE LLP	8,464.70					
		Professional Services Rendered through April 30, 2019						
1	34658	05/23/19 General Counsel	278.49			20 62000	327	10200
2	34658	05/23/19 General Counsel	41.91			30 63000	327	10200
3	34658	05/23/19 General Counsel	558.76			40 64000	327	10200
4	34658	05/23/19 General Counsel	670.76			50 65000	327	10200
5	34658	05/23/19 General Counsel	6.98			60 66000	327	10200
6	34659	05/23/19 Steinbeck v SLO	2,844.20			50 65000	332	10200
7	34660	05/23/19 Water	292.60			50 65000	327	10200
8	34661	05/23/19 Solid Waste	53.20			60 66000	327	10200
9	34663	05/23/19 HR	404.80			20 62000	327	10200
10	34663	05/23/19 HR	9.60			30 63000	327	10200
11	34663	05/23/19 HR	128.00			40 64000	327	10200
12	34663	05/23/19 HR	128.00			50 65000	327	10200
13	34663	05/23/19 HR	1.60			60 66000	327	10200
14	34663	05/23/19 HR	64.50			40 64000	331	10200
15	34663	05/23/19 HR	64.50			50 65000	331	10200
16	34665	05/23/19 HR Investigations	35.12			20 62000	327	10200
17	34665	05/23/19 HR Investigations	6.38			30 63000	327	10200
18	34665	05/23/19 HR Investigations	85.12			40 64000	327	10200
19	34665	05/23/19 HR Investigations	85.12			50 65000	327	10200
20	34665	05/23/19 HR Investigations	1.06			60 66000	327	10200
21	34666	05/23/19 Fire	2,704.00			20 62000	327	10200
		Total for Vendor:	8,464.70					
4912	17855S	199 CITY OF EL PASO DE ROBLES	2,088.58					
		Proportional share of the Paso Robles Basin GSP						
		Invoice #SM20190501						
1	SM20190501	05/01/19 9200-19-3A	2,084.94*			50 65000	324	10200
2	SM20190501	05/01/19 9200-19-1B	3.64*			50 65000	324	10200
		Total for Vendor:	2,088.58					
4882	17823S	583 COBLENTZ BIEHLE & CRAMER	1,620.00					
		Review Payroll/FUTA status, Unrestricted Cash Balance						
1	5800	05/20/19 Review Payroll/FUTA status	267.30*			20 62000	325	10200
2	5800	05/20/19 Unrestricted Cash Balance	48.60			30 63000	325	10200

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 5 of 15
Report ID: AP100V

39

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3	5800	05/20/19 Update Operating Financials	648.00			40 64000	325	10200
4	5800	05/20/19 IRS Refund	648.00			50 65000	325	10200
5	5800	05/20/19 PR Taxes	8.10			60 66000	325	10200
Total for Vendor:			1,620.00					
4879	17824S	584 CORE & MAIN LP	1,250.13					
Acct#210091								
1	K563163	05/16/19 BL05 MTR (6)	1,250.13*			50 65000	525	10200
4880	17824S	584 CORE & MAIN LP	208.36					
Acct#210091								
1	K469238	05/16/19 BL05 MTR 5/8x3/4 (1)	208.36*			50 65000	525	10200
4914	17856S	584 CORE & MAIN LP	1,151.89					
Acct#210091								
1	K523099	05/10/19 BL09 MTR (4)	1,151.89*			50 65000	525	10200
Total for Vendor:			2,610.38					
4895	17825S	630 Department of Motor Vehicles	70.00					
DMV Pull Notice								
14 Drivers								
1	May2019	05/28/19 DMV Pull Notice	70.00			20 62000	715	10200
Total for Vendor:			70.00					
4851	17800S	105 FAILSAFE TESTING	182.40					
Total Ft. of Ground Ladders Tested								
1	10340	05/06/19 Annual Ladder Testing	182.40			20 62000	351	10200
Total for Vendor:			182.40					
4865	17801S	109 FERGUSON ENTERPRISES	138.81					
Acct #725334								
1	7481948	05/07/19 8 Clay PVC	53.88			40 64000	353	10200
2	7481948	05/07/19 SDR35 PVC GJ SWR Pipe	84.93			40 64000	353	10200
Total for Vendor:			138.81					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 6 of 15
Report ID: AP100V

40

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4842 #8000653	17802S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
1	981195A	04/16/19 Coliform-Colilert	225.00*			50 65000	359	10200
4918 #8000653	17859S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	981453A	05/13/19 Metals	67.00			50 65000	358	10200
4919 #8000653	17859S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
1	981387A	05/30/19 Metals	67.00			50 65000	358	10200
4920 #8000653	17859S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00					
1	981452A	05/28/19 Coliform	125.00*			50 65000	359	10200
4921 #8000653	17859S	112 FGL - ENVIRONMENTAL ANALYTICAL	198.00					
1	981388A	05/29/19 Coliform	198.00*			50 65000	359	10200
		Total for Vendor:	682.00					
4869 Sewer Line hot spot cleaning	17826S	401 FLUID RESOURCE MANAGEMENT	1,851.25					
1	W18245	05/15/19 Maintenance Driver & Laborer	1,851.25			40 64000	570	10200
		Total for Vendor:	1,851.25					
4840 Acct #805-467-2015-051216-5 Service from 5/01/19 to 5/31/19	17803S	308 FRONTIER COMMUNICATIONS	74.53					
1	May 2019	05/01/19 SCADA	37.27			40 64000	310	10200
2	May 2019	05/01/19 SCADA	37.26			50 65000	310	10200
		Total for Vendor:	74.53					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 7 of 15
Report ID: AP100V

41

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4866	17804S	129 HACH	321.47					
Acct#292463								
1	11457957	05/07/19 Free chlorine replacement vi	160.74*			50 65000	359	10200
2	11457957	04/22/19 Dispenser	160.73*			50 65000	359	10200
Total for Vendor:			321.47					
4886	17827S	621 HECTOR PALAFOX	100.00					
Board Member Stipend May 23, 2019 meeting								
1	May 2019	05/23/19 May 2019 Board Mtg	16.50			20 62000	111	10200
2	May 2019	05/23/19 May 2019 Board Mtg	3.00			30 63000	111	10200
3	May 2019	05/23/19 May 2019 Board Mtg	40.00			40 64000	111	10200
4	May 2019	05/23/19 May 2019 Board Mtg	40.00			50 65000	111	10200
5	May 2019	05/23/19 May 2019 Board Mtg	0.50			60 66000	111	10200
Total for Vendor:			100.00					
4897	17828S	999999 HENRY III JACKSON	41.46					
Water & Sewer Deposit Refund 1510 Bonita Place								
1	20456-03	05/15/19 Water & Sewer deposit refund	41.46			50 20550		10200
Total for Vendor:			41.46					
4893	17829S	626 JOHN DEER FINANCIAL	900.62					
1	5443694	05/20/19 Lens~Lamp~Canopy	450.31			40 64000	351	10200
2	5443694	05/20/19 Lens~Lamp~Canopy	450.31			50 65000	351	10200
Total for Vendor:			900.62					
4887	17830S	406 KALVANS, ANTHONY	100.00					
Board Member Stipend May 23, 2019 meeting								
1	May 2019	05/23/19 May 2019 Board Mtg	16.50			20 62000	111	10200
2	May 2019	05/23/19 May 2019 Board Mtg	3.00			30 63000	111	10200
3	May 2019	05/23/19 May 2019 Board Mtg	40.00			40 64000	111	10200
4	May 2019	05/23/19 May 2019 Board Mtg	40.00			50 65000	111	10200
5	May 2019	05/23/19 May 2019 Board Mtg	0.50			60 66000	111	10200
Total for Vendor:			100.00					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 8 of 15
Report ID: AP100V

42

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4915	17861S	474 L.N. CURTIS & SONS	426.04					
1	286268	05/28/19 Xtrication gloves w/ barrier	426.04			20 62000	456	10200
		Total for Vendor:	426.04					
4870	17846S	510 LOCAL IT EXPERTS	987.50					
		IT Service ~ May 2019						
1	174	05/20/19 IT Service ~ May 2019	126.23*			20 62000	334	10200
3	174	05/20/19 IT Service ~ May 2019	26.78			30 63000	334	10200
4	174	05/20/19 IT Service ~ May 2019	306.00*			40 64000	334	10200
5	174	05/20/19 IT Service ~ May 2019	306.00*			50 65000	334	10200
6	174	05/20/19 DVR Password	22.01			20 62000	350	10200
7	174	05/20/19 DVR Password	4.68			30 63000	350	10200
8	174	05/20/19 DVR Password	53.40*			40 64000	350	10200
9	174	05/20/19 DVR Password	53.40			50 65000	350	10200
10	174	05/20/19 Site Survey WWTP	89.00			40 64000	581	10200
		Total for Vendor:	987.50					
4844	17805S	165 MAILFINANCE INC.	1,008.38					
		Lease No. N15013110						
		5-23-19 to 8-22-19						
1	N7695677	04/21/19 Qtrly Lease of mailing equip	504.19*			40 64000	334	10200
2	N7695677	04/21/19 Qtrly Lease of mailing equip	504.19*			50 65000	334	10200
		Total for Vendor:	1,008.38					
4888	17831S	547 PARENT, JOSEPH	100.00					
		Board Member Stipend May 23, 2019 meeting						
1	May 2019	05/23/19 May 2019 Board Mtg	16.50			20 62000	111	10200
2	May 2019	05/23/19 May 2019 Board Mtg	3.00			30 63000	111	10200
3	May 2019	05/23/19 May 2019 Board Mtg	40.00			40 64000	111	10200
4	May 2019	05/23/19 May 2019 Board Mtg	40.00			50 65000	111	10200
5	May 2019	05/23/19 May 2019 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	100.00					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 9 of 15
Report ID: AP100V

43

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4903	17849S	208 PG&E	1,066.59					
Acct #8565976480-8								
1	8565976480	05/17/19 12th & K 8565976725	8.76			30 63000	381	10200
2	8565976480	05/17/19 Tract 2605 - 8565976109	34.74			30 63000	381	10200
3	8565976480	05/17/19 Mission Heights - 85659764	162.12			30 63000	381	10200
4	8565976480	05/17/19 9898 River Rd. - 856597600	322.19			30 63000	381	10200
5	8565976480	05/17/19 9898 River Rd. - 856597600	41.52			30 63000	381	10200
6	8565976480	05/17/19 9898 River Rd. - 856597600	196.55			30 63000	381	10200
7	8565976480	05/17/19 9898 River Rd. - 856597601	66.15			30 63000	381	10200
8	8565976480	05/17/19 9898 River Rd. - 856597648	46.03			30 63000	381	10200
9	8565976480	05/17/19 9898 River Rd. - 856597648	18.89			30 63000	381	10200
10	8565976480	05/17/19 Tract 2710 - 8562053214	66.96			30 63000	381	10200
11	8565976480	05/17/19 Tract 2710 - 8564394360	29.34			30 63000	381	10200
12	8565976480	05/17/19 Tract 2710 - 8560673934	73.34			30 63000	381	10200
Total for Vendor:			1,066.59					
4904	17850S	209 PG&E	9,289.93					
Acct #3675186851-8								
1	3675186851	05/20/19 Old Fire Station / 1297 L	19.29			20 62000	381	10200
2	3675186851	05/20/19 New Fire Station 1150 Miss	10.41			20 62000	381	10200
3	3675186851	05/20/19 Water Works #1 / Well 3	1,892.83			50 65000	381	10200
4	3675186851	05/20/19 Bonita Pl & 16th / Well 4	1,404.81			50 65000	381	10200
5	3675186851	05/20/19 N St / WWTP	5,572.69			40 64000	381	10200
6	3675186851	05/20/19 2HP Booster Station	15.62			50 65000	381	10200
7	3675186851	05/20/19 Mission Heights Booster	9.53			50 65000	381	10200
8	3675186851	05/20/19 14th St. & K St.	41.94			50 65000	381	10200
9	3675186851	05/20/19 942 Soka Way lift station	68.17			40 64000	381	10200
10	3675186851	05/20/19 Missn & 12th Lanscape~St 1	196.36			30 63000	381	10200
11	3675186851	05/20/19 SLT Well Drink Water	58.28			50 65000	381	10200
Total for Vendor:			9,289.93					
4846	17818S	233 SAFEGUARD BUSINESS SYSTEMS	305.05					
1	033480653	05/02/19 Fire Deeparatment Envelopes	102.79*			20 62000	320	10200
3	033480653	05/02/19 CSD Envelopes	101.13*			40 64000	320	10200
4	033480653	05/02/19 CSD Envelopes	101.13*			50 65000	320	10200
Total for Vendor:			305.05					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 10 of 15
Report ID: AP100V

44

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4872	17832S	609 SAN LUIS POWER HOUSE	185.00					
		Perform quartley testing and inspection of Kohler emergency generator						
1	41212	05/14/19 Labor~Service	185.00			20 62000	351	10200
		Total for Vendor:	185.00					
4855	17809S	238 SAN MIGUEL GARBAGE	103.98					
		Account #318691						
		Service 05/01/2019 ~ 05/31/2019						
1	05/01/19	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200
2	05/01/19	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
		Total for Vendor:	103.98					
4878	17847S	352 STAPLES CREDIT PLAN	342.79					
		Office Supplies						
1	05/10/19	Printer~memo pads	32.82*			20 62000	475	10200
2	05/10/19	Printer~memo pads	5.97			30 63000	475	10200
3	05/10/19	Printer~memo pads	79.57			40 64000	475	10200
4	05/10/19	Printer~memo pads	79.57			50 65000	475	10200
5	05/10/19	Printer~memo pads	0.99			60 66000	475	10200
6	05/10/19	Yellow Pouches	2.49*			20 62000	410	10200
7	05/10/19	Yellow Pouches	0.45			30 63000	410	10200
8	05/10/19	Yellow Pouches	6.04			40 64000	410	10200
9	05/10/19	Yellow Pouches	6.04*			50 65000	410	10200
10	05/10/19	Yellow Pouches	0.09			60 66000	410	10200
11	05/10/19	Paper	34.31			40 64000	410	10200
12	05/10/19	Paper	34.31*			50 65000	410	10200
13	05/10/19	Envelopes	9.92			40 64000	410	10200
14	05/10/19	Envelopes	9.92*			50 65000	410	10200
15	05/10/19	Binders	32.16*			20 62000	410	10200
16	05/10/19	Hand Sanitizer	4.07			40 64000	410	10200
17	05/10/19	Hand Sanitizer	4.07*			50 65000	410	10200
		Total for Vendor:	342.79					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 11 of 15
Report ID: AP100V

45

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4860	17819S	534 STREAMLINE	200.00					
		Web Page Hosting						
1	100385	05/10/19 Web Page Monthly Fee April	33.00			20 62000	376	10200
2	100385	05/10/19 Web Page Monthly Fee April	6.00			30 63000	376	10200
3	100385	05/10/19 Web Page Monthly Fee April	80.00			40 64000	376	10200
4	100385	05/10/19 Web Page Monthly Fee April	80.00			50 65000	376	10200
5	100385	05/10/19 Web Page Monthly Fee April	1.00			60 66000	376	10200
		Total for Vendor:	200.00					
4874	17833S	378 SWIFT TECTONICS, INC.	880.00					
		Relocate hydrant on K Street						
1	5529	05/10/19 Relocate hydrant on K Stree	880.00			50 65000	353	10200
		Total for Vendor:	880.00					
4875	17834S	280 TEMPLETON UNIFORMS	200.65					
		Danny Sackett						
5	119702	05/13/19 Tactical Pant	200.65			20 62000	495	10200
		Total for Vendor:	200.65					
4876	17835S	629 TNT FIREWORKS	2,000.00					
		Refundable Clean up bond 1130 Mission Street 2017/2018						
		Refundable Clean up bond 1040 K Street 2017/2018						
1	564391	05/15/19 2017/2018 Clean up Bond	2,000.00			20 40310		10200
		Total for Vendor:	2,000.00					
4871	17836S	289 TOTALFUNDS BY HASLER	1,000.00					
		Acct#7900011001302978						
1	Aprl/May19	05/10/19 Postage	437.50			40 64000	315	10200
2	Aprl/May19	05/10/19 Postage	437.50			50 65000	315	10200
3	Aprl/May19	05/10/19 Postage	125.00*			20 62000	315	10200
		Total for Vendor:	1,000.00					
4864	17812S	291 TRAILER BARN, INC.	452.10					
		Cust #P50189						
1	93734	04/12/19 Hitch Locks	452.10			40 64000	581	10200
		Total for Vendor:	452.10					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 12 of 15
Report ID: AP100V

46

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

Claim/ Line #	Check #	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4894	17837S	301 US BANK	1,039.19					
1	May2019	05/22/19 BuyRolls~receipt machine pape	36.98			40 64000	410	10200
2	May2019	05/22/19 BuyRolls~receipt machine pape	36.95*			50 65000	410	10200
3	May2019	05/22/19 Best Western/S Young Training	206.08*			20 62000	386	10200
4	May2019	05/22/19 Msft Office 365 ProPlus Green	95.04			20 62000	305	10200
5	May2019	05/22/19 Msft Office 365 ProPlus Palaf	17.28			30 63000	305	10200
6	May2019	05/22/19 Msft Office 365 ProPlus Sangs	230.41			40 64000	305	10200
7	May2019	05/22/19 Msft Office 365 ProPlus Kalva	230.41			50 65000	305	10200
8	May2019	05/22/19 Msft Office 365 ProPlus	2.88*			60 66000	305	10200
9	May2019	05/22/19 Leslie Pools leaf skimmer	141.12			40 64000	582	10200
10	May2019	05/22/19 Victra ~ 3 in1 SIM	10.78			40 64000	475	10200
11	May2019	05/22/19 NAPA Oil Filter #8668	7.84*			20 62000	354	10200
12	May2019	05/22/19 Tractor Supply Ratchet set	23.42			20 62000	490	10200
		Total for Vendor:	1,039.19					
4935	17865S	303 USA BLUEBOOK	282.48					
		Customer No. 931858						
2	907278	05/28/19 Skimming Net	282.48			40 64000	582	10200
		Total for Vendor:	282.48					
4847	17813S	327 VALLI INFORMATION SYSTEMS	75.00					
		Web Posting service for April						
1	52801	04/30/19 Web Posting, Online Maint.	37.50			40 64000	305	10200
2	52801	04/30/19 Web Posting, Online Maint.	37.50			50 65000	305	10200
4868	17838S	327 VALLI INFORMATION SYSTEMS	75.00					
		Web Posting service for April						
1	52801/Apri	04/30/19 Web Posting, Online Maint.	37.50			40 64000	305	10200
2	52801/Apri	04/30/19 Web Posting, Online Maint.	37.50			50 65000	305	10200
		Total for Vendor:	150.00					
4877	17839S	511 VERIZON	71.12					
		Laptop 805-423-7591,805-591-9233,805-591-9352						
		Laptop 805-369-9703						
04/09/19 ~ 05/08/19								
1	9829707077	05/08/19 Laptop	23.70			20 62000	310	10200

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 13 of 15
Report ID: AP100V

47

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2	9829707077	05/08/19 Laptop	23.71			40 64000	310	10200
3	9829707077	05/08/19 Laptop	23.71			50 65000	310	10200
Total for Vendor:			71.12					
4852	17814S	310 VIBORG SAND & GRAVEL, INC. Screened Sand-Class 11 Base	589.03					
1	36875	05/03/18 Screened Sand-Class 11 Base	589.03			50 65000	353	10200
4883	17840S	310 VIBORG SAND & GRAVEL, INC. Disc sewer pond area	1,825.00					
1	36995	05/17/19 Labor & Equipment	1,825.00			40 64000	582	10200
Total for Vendor:			2,414.03					
4850	17815S	317 WESTERN JANITOR SUPPLY INC Account #S1235	128.58					
1	159331	01/02/19 Office Supplies	42.86			20 62000	305	10200
2	159331	01/02/19 Office Supplies	42.86			40 64000	305	10200
3	159331	01/02/19 Office Supplies	42.86			50 65000	305	10200
Total for Vendor:			128.58					
4861	17816S	612 WEX BANK	857.97					
1	58730378	04/07/19 Fuel #8600	123.51			20 62000	485	10200
3	58730378	04/07/19 Fuel #8601	323.14			20 62000	485	10200
5	58730378	04/07/19 Fuel #8630	45.70			20 62000	485	10200
6	58730378	04/07/19 Fuel #8632	182.81			40 64000	485	10200
7	58730378	04/07/19 Fuel #8632	182.81			50 65000	485	10200
4937	17866S	612 WEX BANK	668.89					
1	59224143	05/07/19 Fuel #8600	206.20			20 62000	485	10200
2	59224143	05/07/19 Fuel #8601	242.05			20 62000	485	10200
4	59224143	05/07/19 Fuel #8632	110.32			40 64000	485	10200
5	59224143	05/07/19 Fuel #8632	110.32			50 65000	485	10200
Total for Vendor:			1,526.86					

06/14/19
09:01:14

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 5/19

Page: 14 of 15
Report ID: AP100V

48

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4856	17817S	318 WILDHORSE PROPANE	697.64					
ACCT #SANMI1								
1	U004C594	04/30/19 Propane	115.11			20 62000	382	10200
2	U004C594	04/30/19 Propane	20.93			30 63000	382	10200
3	U004C594	04/30/19 Propane	279.06*			40 64000	382	10200
4	U004C594	04/30/19 Propane	279.06*			50 65000	382	10200
5	U004C594	04/30/19 Propane	3.48			60 66000	382	10200
Total for Vendor:			697.64					
# of Claims			60	Total:				53,471.54
Total Electronic Claims								5,239.23
Total Non-Electronic Claims								48232.31

06/14/19
09:01:20

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 5/19

Page: 15 of 15
Report ID: AP110

49

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$11,244.65
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$1,576.08
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$17,902.02
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$22,649.34
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$99.45
Total:	\$53,471.54

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	91,363.55	452,700.74	500,143.00	47,442.26	91 %
30 STREET LIGHTING DEPARTMENT	26,053.32	107,787.89	108,906.00	1,118.11	99 %
40 WASTEWATER DEPARTMENT	79,786.18	732,011.29	843,810.00	111,798.71	87 %
50 WATER DEPARTMENT	85,978.11	771,805.80	777,474.00	5,668.20	99 %
60 SOLID WASTE DEPARTMENT	3,244.74	33,564.86	32,323.00	-1,241.86	104 %
Grand Total:	286,425.90	2,097,870.58	2,262,656.00	164,785.42	93 %

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	3,705.30	73,049.52	66,000.00	66,000.00	-7,049.52	111 %
	110 Payroll tax expense	1,988.59	11,819.10	0.00	0.00	-11,819.10	*** %
	111 BOD Stipend	66.00	874.50	990.00	990.00	115.50	88 %
	115 Payroll Expenses	210.69	640.31	0.00	0.00	-640.31	*** %
	120 Workers' Compensation	0.00	8,019.46	8,000.00	8,019.00	-0.46	100 %
	121 Physicals	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
	125 Volunteer firefighter stipends	5,629.20	50,185.52	72,000.00	72,000.00	21,814.48	70 %
	126 Strike Team Pay - VFF	0.00	3,538.56	100,000.00	100,000.00	96,461.44	4 %
	135 Payroll Tax - FICA	0.00	3,017.22	9,000.00	8,000.00	4,982.78	38 %
	140 Payroll Tax - Medicare	0.00	934.06	4,000.00	4,000.00	3,065.94	23 %
	155 Payroll Tax - SUI	0.00	926.35	5,000.00	5,000.00	4,073.65	19 %
	160 Payroll Tax - ETT	0.00	23.15	300.00	300.00	276.85	8 %
	165 Payroll Tax - FUTA	0.00	284.08	7,000.00	284.00	-0.08	100 %
	205 Insurance - Health	53.62	770.30	800.00	1,000.00	229.70	77 %
	210 Insurance - Dental	0.00	131.98	600.00	600.00	468.02	22 %
	215 Insurance - Vision	0.00	21.17	100.00	100.00	78.83	21 %
	225 Retirement - PERS expense	0.00	805.27	1,600.00	1,600.00	794.73	50 %
	305 Operations and maintenance	137.90	4,640.14	6,000.00	6,000.00	1,359.86	77 %
	310 Phone and fax expense	65.47	204.84	800.00	800.00	595.16	26 %
	315 Postage, shipping and freight	125.00	162.86	100.00	100.00	-62.86	163 %
	320 Printing and reproduction	102.79	220.27	200.00	200.00	-20.27	110 %
	325 Professional svcs - Accounting	117.30	12,310.66	4,950.00	10,000.00	-2,310.66	123 %
	327 Professional svcs - Legal (General)	3,422.41	17,249.71	25,000.00	25,000.00	7,750.29	69 %
	328 Insurance - prop and liability	0.00	11,733.68	12,000.00	11,734.00	0.32	100 %
	331 Professional Services - Legal	0.00	0.00	8,250.00	8,250.00	8,250.00	0 %
	334 Maintenance Agreements	126.23	2,019.21	0.00	1,000.00	-1,019.21	202 %
	335 Meals - Reimbursement	0.00	50.01	600.00	600.00	549.99	8 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	239.56	500.00	500.00	260.44	48 %
	350 Repairs and maint - computers	22.01	1,756.56	3,000.00	3,000.00	1,243.44	59 %
	351 Repairs and maint - equip	367.40	3,327.73	8,000.00	8,000.00	4,672.27	42 %
	352 Repairs and maint - structures	0.00	170.55	1,000.00	1,000.00	829.45	17 %
	354 Repairs and maint - vehicles	7.84	15,247.60	15,000.00	15,000.00	-247.60	102 %
	370 Dispatch services (Fire)	0.00	10,355.38	8,000.00	10,355.00	-0.38	100 %
	375 Internet expenses	103.31	1,136.41	660.00	660.00	-476.41	172 %
	376 Webpage- Upgrade/Maint	33.00	363.00	400.00	400.00	37.00	91 %
	380 Utilities - alarm service	0.00	0.00	200.00	200.00	200.00	0 %
	381 Utilities - electric	29.70	2,043.19	4,000.00	4,000.00	1,956.81	51 %
	382 Utilities - propane	115.11	240.34	450.00	450.00	209.66	53 %
	385 Dues and subscriptions	1,040.00	3,243.36	4,000.00	4,000.00	756.64	81 %
	386 Education and training	206.08	5,868.68	5,000.00	5,000.00	-868.68	117 %
	387 Education and training: Training	0.00	211.23	0.00	0.00	-211.23	*** %
	393 Advertising and public notices	0.00	398.83	500.00	500.00	101.17	80 %
	394 LAFCO Allocations	0.00	965.41	1,010.00	965.00	-0.41	100 %
	395 Community Outreach	0.00	1,462.23	1,500.00	1,500.00	37.77	97 %
	405 Software	0.00	1,500.00	1,500.00	1,500.00	0.00	100 %
	410 Office Supplies	34.65	445.87	400.00	400.00	-45.87	111 %
	450 EMS supplies	0.00	1,902.74	3,500.00	3,500.00	1,597.26	54 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
455	Fire Safety Gear & Equipment	1,046.02	5,174.08	10,000.00	10,000.00	4,825.92	52 %
456	VFF Assistance Grant	426.04	30,029.60	40,000.00	40,000.00	9,970.40	75 %
465	Cell phones, radios and pagers	0.00	204.00	500.00	500.00	296.00	41 %
470	Communication equipment	0.00	2,431.15	3,000.00	3,000.00	568.85	81 %
475	Computer supplies and upgrades	32.82	3,129.32	3,000.00	3,000.00	-129.32	104 %
485	Fuel expense	940.60	6,147.04	6,500.00	6,500.00	352.96	95 %
490	Small tools and equipment	23.42	2,801.79	3,500.00	3,500.00	698.21	80 %
495	Uniform expense	200.65	1,938.24	3,500.00	3,500.00	1,561.76	55 %
503	Weed Abatement Costs	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	0.00	6,560.30	10,000.00	10,000.00	3,439.70	66 %
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	70.00	343.25	800.00	800.00	456.75	43 %
905	Admin Allocation Transfer	0.00	-150.00	0.00	0.00	150.00	*** %
960	Property tax expense	0.00	210.70	400.00	211.00	0.30	100 %
990	Retirement/Health Ins Liability	156.38	469.14	0.00	0.00	-469.14	*** %
	Account Total:	20,605.53	315,799.21	484,310.00	484,718.00	168,918.79	65 %
	Account Group Total:	20,605.53	315,799.21	484,310.00	484,718.00	168,918.79	65 %
	Fund Total:	20,605.53	315,799.21	484,310.00	484,718.00	168,918.79	65 %
30 STREET LIGHTING DEPARTMENT							
62000 Fire							
62000 Fire							
327	Professional svcs - Legal (General)	0.00	0.96	0.00	0.00	-0.96	*** %
	Account Total:	0.00	0.96	0.00	0.00	-0.96	*** %
	Account Group Total:	0.00	0.96	0.00	0.00	-0.96	*** %
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	663.72	8,747.16	10,000.00	10,000.00	1,252.84	87 %
110	Payroll tax expense	136.78	775.49	0.00	0.00	-775.49	*** %
111	BOD Stipend	12.00	159.00	180.00	180.00	21.00	88 %
115	Payroll Expenses	10.65	77.88	0.00	0.00	-77.88	*** %
120	Workers' Compensation	0.00	37.22	200.00	200.00	162.78	19 %
130	Payroll Tax - Fed W/H	0.00	0.00	500.00	500.00	500.00	0 %
135	Payroll Tax - FICA	0.00	12.62	500.00	500.00	487.38	3 %
140	Payroll Tax - Medicare	0.00	83.19	100.00	212.00	128.81	39 %
155	Payroll Tax - SUI	0.00	0.32	100.00	100.00	99.68	0 %
160	Payroll Tax - ETT	0.00	0.01	100.00	100.00	99.99	0 %
165	Payroll Tax - FUTA	0.00	0.22	150.00	0.00	-0.22	*** %
205	Insurance - Health	71.51	731.34	500.00	900.00	168.66	81 %
210	Insurance - Dental	0.00	34.59	75.00	75.00	40.41	46 %
215	Insurance - Vision	0.00	5.48	20.00	20.00	14.52	27 %
225	Retirement - PERS expense	0.00	324.63	500.00	650.00	325.37	50 %
305	Operations and maintenance	17.28	146.37	2,000.00	2,000.00	1,853.63	7 %
310	Phone and fax expense	7.60	7.60	120.00	120.00	112.40	6 %
315	Postage, shipping and freight	0.00	0.23	0.00	0.00	-0.23	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	320 Printing and reproduction	0.00	2.09	100.00	100.00	97.91	2 %
	325 Professional svcs - Accounting	48.60	2,241.80	900.00	2,800.00	558.20	80 %
	327 Professional svcs - Legal (General)	57.89	1,145.44	4,500.00	4,500.00	3,354.56	25 %
	328 Insurance - prop and liability	0.00	413.30	500.00	413.00	-0.30	100 %
	331 Professional Services - Legal	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	334 Maintenance Agreements	26.78	159.14	0.00	200.00	40.86	80 %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	50.81	150.00	150.00	99.19	34 %
	350 Repairs and maint - computers	4.68	177.68	1,000.00	1,000.00	822.32	18 %
	351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
	375 Internet expenses	0.00	0.00	120.00	120.00	120.00	0 %
	376 Webpage- Upgrade/Maint	6.00	66.00	100.00	100.00	34.00	66 %
	381 Utilities - electric	1,262.95	18,228.29	26,000.00	26,000.00	7,771.71	70 %
	382 Utilities - propane	20.93	43.70	100.00	100.00	56.30	44 %
	385 Dues and subscriptions	0.00	110.61	300.00	300.00	189.39	37 %
	386 Education and training	0.00	47.55	1,500.00	1,500.00	1,452.45	3 %
	393 Advertising and public notices	0.00	3.69	100.00	100.00	96.31	4 %
	394 LAFCO Allocations	0.00	175.53	200.00	176.00	0.47	100 %
	405 Software	0.00	0.00	500.00	500.00	500.00	0 %
	410 Office Supplies	0.45	11.74	0.00	100.00	88.26	12 %
	465 Cell phones, radios and pagers	0.00	48.00	0.00	120.00	72.00	40 %
	475 Computer supplies and upgrades	5.97	58.99	0.00	100.00	41.01	59 %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	715 Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
	990 Retirement/Health Ins Liability	28.43	85.29	0.00	0.00	-85.29	*** %
	Account Total:	2,382.22	34,214.75	79,065.00	81,886.00	47,671.25	42 %
	Account Group Total:	2,382.22	34,214.75	79,065.00	81,886.00	47,671.25	42 %
	Fund Total:	2,382.22	34,215.71	79,065.00	81,886.00	47,670.29	42 %

40 WASTEWATER DEPARTMENT

64000 Sanitary

64000 Sanitary

	105 Salaries and Wages	9,904.06	125,170.50	163,500.00	163,500.00	38,329.50	77 %
	109 Stand-by Hours	0.00	4,471.70	7,500.00	7,500.00	3,028.30	60 %
	110 Payroll tax expense	2,037.16	9,709.22	0.00	0.00	-9,709.22	*** %
	111 BOD Stipend	160.00	2,120.00	2,400.00	2,400.00	280.00	88 %
	115 Payroll Expenses	142.00	1,017.03	0.00	0.00	-1,017.03	*** %
	120 Workers' Compensation	0.00	4,922.00	5,000.00	4,922.00	0.00	100 %
	135 Payroll Tax - FICA	0.00	188.21	0.00	25.00	-163.21	753 %
	140 Payroll Tax - Medicare	0.00	1,163.92	2,000.00	2,000.00	836.08	58 %
	155 Payroll Tax - SUI	0.00	32.84	1,500.00	1,500.00	1,467.16	2 %
	160 Payroll Tax - ETT	0.00	0.82	200.00	200.00	199.18	0 %
	165 Payroll Tax - FUTA	0.00	20.71	2,000.00	0.00	-20.71	*** %
	205 Insurance - Health	1,540.19	15,724.21	25,000.00	18,000.00	2,275.79	87 %
	206 Insurance - CalPers Health Retiree	105.13	583.80	0.00	200.00	-383.80	292 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
210	Insurance - Dental	0.00	521.11	1,000.00	1,000.00	478.89	52 %
215	Insurance - Vision	0.00	83.88	200.00	200.00	116.12	42 %
225	Retirement - PERS expense	0.00	9,826.80	12,250.00	16,500.00	6,673.20	60 %
305	Operations and maintenance	348.27	4,724.17	6,000.00	6,000.00	1,275.83	79 %
310	Phone and fax expense	162.25	1,008.92	1,200.00	1,200.00	191.08	84 %
315	Postage, shipping and freight	437.50	3,111.26	3,000.00	4,000.00	888.74	78 %
320	Printing and reproduction	101.13	738.02	600.00	600.00	-138.02	123 %
325	Professional svcs - Accounting	648.00	29,844.00	9,000.00	36,000.00	6,156.00	83 %
326	Professional svcs - Engineering	0.00	6,907.50	24,000.00	12,000.00	5,092.50	58 %
327	Professional svcs - Legal (General)	771.88	17,639.93	30,000.00	30,000.00	12,360.07	59 %
328	Insurance - prop and liability	0.00	8,260.99	8,400.00	8,261.00	0.01	100 %
329	New Hire Screening	0.00	20.00	100.00	100.00	80.00	20 %
330	Contract labor	0.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
331	Professional Services - Legal	64.50	3,575.53	15,000.00	15,000.00	11,424.47	24 %
334	Maintenance Agreements	852.71	6,655.13	0.00	5,000.00	-1,655.13	133 %
335	Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %
350	Repairs and maint - computers	53.40	2,981.73	3,000.00	3,000.00	18.27	99 %
351	Repairs and maint - equip	450.31	563.98	21,000.00	14,000.00	13,436.02	4 %
352	Repairs and maint - structures	0.00	397.06	1,500.00	1,500.00	1,102.94	26 %
353	Repairs & Maint- Infrastructure	138.81	318.81	3,000.00	3,000.00	2,681.19	11 %
354	Repairs and maint - vehicles	0.00	753.50	2,000.00	2,000.00	1,246.50	38 %
355	Testing & Supplies (WWTP)	0.00	5,272.00	12,000.00	12,000.00	6,728.00	44 %
375	Internet expenses	103.31	1,136.44	1,600.00	1,600.00	463.56	71 %
376	Webpage- Upgrade/Maint	80.00	880.00	0.00	960.00	80.00	92 %
380	Utilities - alarm service	0.00	595.68	1,000.00	1,000.00	404.32	60 %
381	Utilities - electric	5,640.86	66,285.78	75,000.00	75,000.00	8,714.22	88 %
382	Utilities - propane	279.06	582.66	500.00	500.00	-82.66	117 %
383	Utilities - trash	51.99	579.58	650.00	650.00	70.42	89 %
385	Dues and subscriptions	0.00	3,144.01	2,100.00	2,300.00	-844.01	137 %
386	Education and training	0.00	1,724.09	1,500.00	1,500.00	-224.09	115 %
393	Advertising and public notices	0.00	153.70	600.00	600.00	446.30	26 %
394	LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	0.00	6,100.00	0.00	0.00	0 %
410	Office Supplies	91.32	681.92	750.00	750.00	68.08	91 %
432	Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
459	Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465	Cell phones, radios and pagers	0.00	523.55	1,000.00	1,000.00	476.45	52 %
475	Computer supplies and upgrades	90.35	4,501.57	5,000.00	5,000.00	498.43	90 %
485	Fuel expense	293.13	2,222.93	5,500.00	5,500.00	3,277.07	40 %
490	Small tools and equipment	0.00	1,475.21	6,000.00	4,000.00	2,524.79	37 %
495	Uniform expense	0.00	793.27	750.00	750.00	-43.27	106 %
500	Capital Outlay	0.00	44,825.40	0.00	89,650.40	44,825.00	50 %
545	Sewer System Mngmt Plan (SSMP)	0.00	8,388.75	8,500.00	8,389.00	0.25	100 %
570	Repairs, Maint. and Video Sewer Lines	1,851.25	1,851.25	16,000.00	2,000.00	148.75	93 %
581	WWTP Expansion	541.10	3,538.59	45,000.00	45,000.00	41,461.41	8 %
582	WWTP Plant Maintenance	2,248.60	4,330.15	12,000.00	12,000.00	7,669.85	36 %
585	Sludge Removal Project	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	586 WWTF Ground Water Recharging Study	0.00	177,750.00	0.00	177,750.00	0.00	100 %
	705 Waste Discharge Fees/Permits	0.00	18,633.00	20,000.00	18,633.00	0.00	100 %
	715 Licenses, permits and fees	0.00	722.50	1,000.00	1,000.00	277.50	72 %
	805 Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
	905 Admin Allocation Transfer	0.00	-875.00	0.00	0.00	875.00	*** %
	960 Property tax expense	0.00	127.88	0.00	20.00	-107.88	639 %
	990 Retirement/Health Ins Liability	379.10	1,137.30	0.00	0.00	-1,137.30	*** %
	Account Total:	29,567.37	622,077.23	588,890.00	845,887.40	223,810.17	74 %
	Account Group Total:	29,567.37	622,077.23	588,890.00	845,887.40	223,810.17	74 %
	Fund Total:	29,567.37	622,077.23	588,890.00	845,887.40	223,810.17	74 %
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	9,904.06	126,378.24	163,500.00	163,500.00	37,121.76	77 %
	109 Stand-by Hours	0.00	4,471.68	7,500.00	7,500.00	3,028.32	60 %
	110 Payroll tax expense	2,037.16	9,709.22	0.00	0.00	-9,709.22	*** %
	111 BOD Stipend	160.00	2,120.00	0.00	2,400.00	280.00	88 %
	115 Payroll Expenses	142.00	1,017.03	0.00	0.00	-1,017.03	*** %
	120 Workers' Compensation	0.00	4,388.16	4,000.00	4,388.00	-0.16	100 %
	135 Payroll Tax - FICA	0.00	188.21	0.00	25.00	-163.21	753 %
	140 Payroll Tax - Medicare	0.00	1,178.39	2,500.00	2,500.00	1,321.61	47 %
	155 Payroll Tax - SUI	0.00	34.94	1,500.00	1,500.00	1,465.06	2 %
	160 Payroll Tax - ETT	0.00	0.87	200.00	200.00	199.13	0 %
	165 Payroll Tax - FUTA	0.00	21.86	1,500.00	0.00	-21.86	*** %
	205 Insurance - Health	1,540.19	14,594.22	25,000.00	18,000.00	3,405.78	81 %
	206 Insurance - CalPers Health Retiree	105.13	583.80	0.00	200.00	-383.80	292 %
	210 Insurance - Dental	0.00	528.71	1,200.00	1,200.00	671.29	44 %
	215 Insurance - Vision	0.00	85.12	200.00	200.00	114.88	43 %
	225 Retirement - PERS expense	0.00	9,884.11	12,500.00	16,500.00	6,615.89	60 %
	305 Operations and maintenance	348.27	4,500.06	8,000.00	8,000.00	3,499.94	56 %
	310 Phone and fax expense	162.24	1,052.45	1,200.00	1,200.00	147.55	88 %
	315 Postage, shipping and freight	437.50	3,125.30	3,000.00	4,000.00	874.70	78 %
	320 Printing and reproduction	101.13	1,100.02	600.00	600.00	-500.02	183 %
	324 Professional Svcs- GSA-GSP	2,088.58	53,728.76	30,000.00	30,000.00	-23,728.76	179 %
	325 Professional svcs - Accounting	648.00	29,844.00	9,000.00	36,000.00	6,156.00	83 %
	326 Professional svcs - Engineering	0.00	14,882.50	25,000.00	25,000.00	10,117.50	60 %
	327 Professional svcs - Legal (General)	1,176.48	31,581.06	40,000.00	40,000.00	8,418.94	79 %
	328 Insurance - prop and liability	0.00	12,986.27	13,000.00	12,986.00	-0.27	100 %
	329 New Hire Screening	0.00	20.00	150.00	0.00	130.00	13 %
	330 Contract labor	0.00	1,850.00	5,000.00	5,000.00	3,150.00	37 %
	331 Professional Services - Legal	64.50	2,983.53	20,000.00	20,000.00	17,016.47	15 %
	332 Professional Services - Legal	2,844.20	366,021.28	250,000.00	400,000.00	33,978.72	92 %
	334 Maintenance Agreements	852.70	8,244.13	0.00	5,000.00	-3,244.13	165 %
	335 Meals - Reimbursement	0.00	90.92	200.00	200.00	109.08	45 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	580.70	500.00	500.00	-80.70	116 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
350	Repairs and maint - computers	53.40	2,981.71	5,000.00	5,000.00	2,018.29	60 %
351	Repairs and maint - equip	450.31	935.80	4,000.00	2,000.00	1,064.20	47 %
352	Repairs and maint - structures	0.00	535.10	1,500.00	1,000.00	464.90	54 %
353	Repairs & Maint- Infrastructure	2,763.06	13,330.96	30,000.00	30,000.00	16,669.04	44 %
354	Repairs and maint - vehicles	0.00	753.48	2,000.00	2,000.00	1,246.52	38 %
356	Testing & Supplies - Well #3 (Water)	0.00	1,962.00	2,500.00	2,500.00	538.00	78 %
357	Testing & Supplies - Well #4 (Water)	0.00	1,589.00	2,500.00	2,500.00	911.00	64 %
358	Testing & Supplies- SLT Well (Water)	134.00	4,787.89	5,000.00	5,000.00	212.11	96 %
359	Testing & Supplies-Other	869.47	5,210.18	5,000.00	5,000.00	-210.18	104 %
362	Cross-Connection Control Srvcs.	0.00	788.30	1,000.00	1,000.00	211.70	79 %
375	Internet expenses	103.32	1,136.49	1,600.00	1,600.00	463.51	71 %
376	Webpage- Upgrade/Maint	80.00	880.00	960.00	960.00	80.00	92 %
380	Utilities - alarm service	0.00	595.67	1,000.00	1,000.00	404.33	60 %
381	Utilities - electric	3,423.01	39,463.48	40,000.00	60,000.00	20,536.52	66 %
382	Utilities - propane	279.06	582.66	500.00	500.00	-82.66	117 %
383	Utilities - trash	51.99	579.58	650.00	650.00	70.42	89 %
385	Dues and subscriptions	0.00	2,921.02	3,900.00	2,300.00	-621.02	127 %
386	Education and training	0.00	1,726.49	2,500.00	2,500.00	773.51	69 %
393	Advertising and public notices	0.00	933.80	600.00	1,200.00	266.20	78 %
394	LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	0.00	6,100.00	0.00	0.00	0 %
410	Office Supplies	91.29	726.26	500.00	500.00	-226.26	145 %
415	Office Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
431	SLT Blending Line - CDBG Project	0.00	9,024.75	0.00	2,000.00	-7,024.75	451 %
432	Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
459	Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465	Cell phones, radios and pagers	0.00	468.00	0.00	500.00	32.00	94 %
475	Computer supplies and upgrades	79.57	4,401.79	5,000.00	5,000.00	598.21	88 %
481	Chemicals- Well #3	0.00	2,740.62	3,000.00	3,000.00	259.38	91 %
482	Chemicals-Well #4	0.00	2,930.92	3,000.00	3,000.00	69.08	98 %
483	Chemicals-SLT Well	0.00	1,150.65	1,500.00	1,500.00	349.35	77 %
485	Fuel expense	293.13	2,222.92	4,000.00	4,000.00	1,777.08	56 %
490	Small tools and equipment	0.00	755.18	6,000.00	3,000.00	2,244.82	25 %
495	Uniform expense	0.00	667.97	750.00	750.00	82.03	89 %
520	Water Main Valves Replacement	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
525	Water meter replacement	2,610.38	16,130.17	15,000.00	15,000.00	-1,130.17	108 %
535	Water Lines Repairs	0.00	1,331.86	30,000.00	20,000.00	18,668.14	7 %
605	USDA Loan Payment	0.00	0.00	67,000.00	18,000.00	18,000.00	0 %
715	Licenses, permits and fees	0.00	6,287.50	7,000.00	3,500.00	-2,787.50	180 %
805	Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
930	Interest Fees	0.00	48,642.47	0.00	49,756.00	1,113.53	98 %
940	Bank service charges	-1.00	93.42	0.00	0.00	-93.42	*** %
990	Retirement/Health Ins Liability	379.10	1,137.30	0.00	0.00	-1,137.30	*** %
	Account Total:	34,272.23	893,787.97	896,200.00	1,077,592.00	183,804.03	83 %
	Account Group Total:	34,272.23	893,787.97	896,200.00	1,077,592.00	183,804.03	83 %
	Fund Total:	34,272.23	893,787.97	896,200.00	1,077,592.00	183,804.03	83 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
	105 Salaries and Wages	58.04	810.73	4,500.00	4,500.00	3,689.27	18 %
	110 Payroll tax expense	12.00	72.32	400.00	400.00	327.68	18 %
	111 BOD Stipend	2.00	26.50	30.00	30.00	3.50	88 %
	115 Payroll Expenses	1.78	11.88	0.00	0.00	-11.88	*** %
	120 Workers' Compensation	0.00	6.20	100.00	100.00	93.80	6 %
	135 Payroll Tax - FICA	0.00	1.14	0.00	0.00	-1.14	*** %
	140 Payroll Tax - Medicare	0.00	5.85	400.00	400.00	394.15	1 %
	165 Payroll Tax - FUTA	0.00	0.00	50.00	0.00	0.00	0 %
	205 Insurance - Health	12.03	108.04	500.00	500.00	391.96	22 %
	210 Insurance - Dental	0.00	1.61	50.00	50.00	48.39	3 %
	215 Insurance - Vision	0.00	0.25	0.00	0.00	-0.25	*** %
	225 Retirement - PERS expense	0.00	42.40	500.00	500.00	457.60	8 %
	305 Operations and maintenance	2.88	486.57	200.00	200.00	-286.57	243 %
	310 Phone and fax expense	1.27	1.27	25.00	25.00	23.73	5 %
	320 Printing and reproduction	0.00	0.35	50.00	50.00	49.65	1 %
	325 Professional svcs - Accounting	8.10	369.54	150.00	500.00	130.46	74 %
	327 Professional svcs - Legal (General)	62.84	396.10	5,750.00	5,750.00	5,353.90	7 %
	328 Insurance - prop and liability	0.00	68.89	100.00	69.00	0.11	100 %
	331 Professional Services - Legal	0.00	0.00	250.00	250.00	250.00	0 %
	334 Maintenance Agreements	0.00	22.05	0.00	25.00	2.95	88 %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
	350 Repairs and maint - computers	0.00	28.81	50.00	100.00	71.19	29 %
	375 Internet expenses	0.00	0.00	25.00	25.00	25.00	0 %
	376 Webpage- Upgrade/Maint	1.00	11.00	15.00	15.00	4.00	73 %
	382 Utilities - propane	3.48	7.28	50.00	50.00	42.72	15 %
	384 Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	385 Dues and subscriptions	0.00	18.43	50.00	50.00	31.57	37 %
	386 Education and training	0.00	7.92	250.00	250.00	242.08	3 %
	393 Advertising and public notices	0.00	0.61	500.00	500.00	499.39	0 %
	394 LAFCO Allocations	0.00	29.25	0.00	29.00	-0.25	101 %
	405 Software	0.00	0.00	50.00	50.00	50.00	0 %
	410 Office Supplies	0.09	1.97	0.00	10.00	8.03	20 %
	475 Computer supplies and upgrades	0.99	9.83	0.00	10.00	0.17	98 %
	990 Retirement/Health Ins Liability	4.74	14.22	0.00	0.00	-14.22	*** %
	Account Total:	171.24	2,561.01	16,295.00	16,688.00	14,126.99	15 %
	Account Group Total:	171.24	2,561.01	16,295.00	16,688.00	14,126.99	15 %
	Fund Total:	171.24	2,561.01	16,295.00	16,688.00	14,126.99	15 %
	Grand Total:	86,998.59	1,868,441.13	2,064,760.00	2,506,771.40	638,330.27	75 %

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 ADMINISTRATION DEPARTMENT						
10200 Operating Cash - Premier	-183,085.87	0.00	0.00	0.00	0.00	-183,085.87
10250 HOB - Payroll	183,085.87	0.00	0.00	0.00	0.00	183,085.87
Total Fund						0.00
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	478,855.13	93,495.53	0.00	12,736.87	23,120.70	536,493.09
10250 HOB - Payroll	-75,565.33	12,779.09	0.00	11,575.46	714.57	-75,076.27
10260 Pac Western Bank --Vehicle Replm	30,130.01	0.00	0.00	0.00	0.00	30,130.01
10350 HOB - Capital Reserve Acct.	160,948.29	18.02	0.00	0.00	0.00	160,966.31
10360 HOB - Capital Projects Acct	2.86	0.00	0.00	0.00	0.00	2.86
10460 Cantella & Co. Investment Acct.	22,937.92	0.00	0.00	0.00	0.00	22,937.92
Total Fund	617,308.88	106,292.64		24,312.33	23,835.27	675,453.92
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	386,936.37	26,049.51	0.00	1,031.44	1,700.84	410,253.60
10250 HOB - Payroll	-1,787.81	1,046.99	0.00	826.70	297.96	-1,865.48
10260 Pac Western Bank --Vehicle Replm	10,125.06	0.00	0.00	0.00	0.00	10,125.06
10350 HOB - Capital Reserve Acct.	59,994.95	3.81	0.00	0.00	0.00	59,998.76
10360 HOB - Capital Projects Acct	50.52	0.00	0.00	0.00	0.00	50.52
10460 Cantella & Co. Investment Acct.	4,170.53	0.00	0.00	0.00	0.00	4,170.53
Total Fund	459,489.62	27,100.31		1,858.14	1,998.80	482,732.99
40 WASTEWATER DEPARTMENT						
10150 Cash in SLO County	96,941.47	0.00	0.00	0.00	0.00	96,941.47
10200 Operating Cash - Premier	194,919.03	77,036.83	1,246.65	16,506.07	20,341.21	236,355.23
10250 HOB - Payroll	-46,152.17	15,625.24	0.00	12,317.32	3,856.58	-46,700.83
10260 Pac Western Bank --Vehicle Replm	3,125.84	0.00	0.00	0.00	0.00	3,125.84
10340 HOB Bank Water Projects 6598	41,660.00	0.00	0.00	0.00	0.00	41,660.00
10350 HOB - Capital Reserve Acct.	122,330.06	43.68	0.00	0.00	0.00	122,373.74
10360 HOB - Capital Projects Acct	6.94	0.00	0.00	0.00	0.00	6.94
10460 Cantella & Co. Investment Acct.	58,856.16	444.69	0.00	0.00	0.00	59,300.85
Total Fund	471,687.33	93,150.44	1,246.65	28,823.39	24,197.79	513,063.24
50 WATER DEPARTMENT						
10150 Cash in SLO County	67,278.96	0.00	0.00	0.00	0.00	67,278.96
10200 Operating Cash - Premier	-120,944.16	63,644.62	0.00	16,242.03	47,948.43	-121,490.00
10250 HOB - Payroll	-46,464.92	15,625.24	0.00	12,317.32	3,856.58	-47,013.58
10260 Pac Western Bank --Vehicle Replm	3,154.03	7.91	0.00	0.00	0.00	3,161.94
10340 HOB Bank Water Projects 6598	53,249.88	0.00	0.00	0.00	0.00	53,249.88
10350 HOB - Capital Reserve Acct.	-21,955.31	43.68	0.00	0.00	0.00	-21,911.63
10360 HOB - Capital Projects Acct	-10.57	0.00	0.00	0.00	0.00	-10.57
10400 HOB - USDA Reserve	66,920.53	2.84	0.00	0.00	0.00	66,923.37
10460 Cantella & Co. Investment Acct.	55,607.05	0.00	0.00	0.00	0.00	55,607.05
Total Fund	56,835.49	79,324.29		28,559.35	51,805.01	55,795.42
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	101,148.34	3,244.74	0.00	90.19	68.98	104,233.91
10250 HOB - Payroll	-392.72	91.53	0.00	73.16	34.88	-409.23
10350 HOB - Capital Reserve Acct.	49.92	0.00	0.00	0.00	0.00	49.92
10360 HOB - Capital Projects Acct	-49.92	0.00	0.00	0.00	0.00	-49.92

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10460 Cantella & Co. Investment Acct.	695.09	0.00	0.00	0.00	0.00	695.09
Total Fund	101,450.71	3,336.27		163.35	103.86	104,519.77
71 PAYROLL CLEARING FUND						
10200 Operating Cash - Premier	3,907.26	0.00	0.00	0.00	0.00	3,907.26
10250 HOB - Payroll	-10,148.79	0.00	0.00	157.49	0.00	-10,306.28
Total Fund	-6,241.53			157.49		-6,399.02
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	1,958.50	0.00	91,933.51	77,849.14	0.00	16,042.87
10250 HOB - Payroll	0.00	0.00	8,760.57	8,627.92	0.00	132.65
Total Fund	1,958.50		100,694.08	86,477.06		16,175.52
Totals	1,702,489.00	309,203.95	101,940.73	170,351.11	101,940.73	1,841,341.84

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

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

Staff Report

June 27, 2019

AGENDA ITEM: XI - 2

SUBJECT: Consider approving Resolution No 2019-26 awarding a contract to _____ to perform annual financial audit services for three-year period for years ending June 30, 2019, 2020, and 2021.

STAFF RECOMMENDATION:

Staff recommends that the Board approve **Resolution No 2019-26** approving the award of contract to _____ to perform annual financial audits for Fiscal Years ending June 30, 2019, June 30, 2020 and June 30, 2021 for a not-to-exceed fee of \$ _____ (19) _____ (20) _____ (21) _____ per each fiscal year and authorizing the General Manager to execute a contract agreement on behalf of the District.

DISCUSSION:

The Board requested the circulation of an RFP (Request for Proposals) to solicit bids from qualified bidders available to perform the financial audit services for the 2019 2020, 2021 fiscal years. The District received bids from 6 regional certified and licensed financial firms. The District Staff reviewed all the Proposals for service and selected 3 firms as finalists for a Board to interview at a June 19th special public meeting. At the end of the interviews the Board of Directors held discussions and reviewed each of the candidates. The Board of Directors will announce their selection of the firm to perform the annual fiscal year audits at the June 27th regularly scheduled board meeting.

At its Special Meeting on June 19th, 2019, The Board conducted interviews of the 3 finalist firms. The _____ Firm was determined to be the lowest, responsive and qualified bidder to perform the requested services. The Board of Directors agreed, by a roll call vote, to award a contract to _____. The attached resolution recognizes and acknowledges the action taken by the Board at its June 27th regular meeting. Attached to this report to the Board is a copy of the contract agreement previously provided in the firm's bidding and selection process.

FISCAL IMPACT:

The _____ fees for performing the requested financial services for the next 3 fiscal years is a not-to-exceed fee of \$ _____ per each fiscal year. The annual Operations & Maintenance Budget to be approved by the Board must include an expense line item for these auditing fees. The total contract term of 3 years will cost the District a total of \$ _____

PREPARED BY:

Rob Roberson

Interim General Manager

Attachments: Resolution No 2019-26

RESOLUTION No 2019-XX

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
APPROVING A CONTRACT AGREEMENT WITH**

**_____ TO PERFORM ANNUAL FINANCIAL AUDIT SERVICES FOR
FISCAL YEARS ENDING JUNE 30, 2019, JUNE 30, 2020 AND JUNE 30, 2021**

WHEREAS, the San Miguel Community Services District (“the District”) desires to employ the professional financial auditing services of _____ (“Contractor”) to perform annual financial auditing services for Fiscal Years ending June 30, 2019, June 30, 2020 and June 30, 2021; and

WHEREAS, the Contractor desires to perform said annual financial auditing services for the above described fiscal years; and

WHEREAS, the District has determined the Contractor to be the most qualified firm to be the lowest cost that fits the needs of the district; and

WHEREAS, the District and Contractor to provide these services at a fixed price and terms as shown in the attached contract agreement.

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

1. To approve the Contractual Agreement (the “Agreement”), attached hereto as Exhibit “A”, between the District and _____ to perform the annual fiscal year audit services for the fiscal years listed above.

2. The District’s Board President is hereby authorized to execute this Agreement on behalf of the San Miguel Community Services District.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

(continued on next page)

The foregoing Resolution is hereby passed and adopted this 27th day of June 2019.

John Green, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent,
Secretary to the Board of Directors

Douglas White,
District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

June 27th, 2019

AGENDA ITEM: XI - 3

SUBJECT: Review and Approve Resolution No. 2019-23 Approving the 2019-20 Investment Policy

RECOMMENDATION:

It is recommended that the Board of Directors adopt Resolution No. 2019-23 approving the review of the annual Investment Policy to ensure it complies with the State Government Code.

BACKGROUND:

This Item is being brought to the board as part of the annual budget process. This is to ensure the policy is up to date with the 2019-20 Budget. To bring it into compliance the date has been changed to authorize the General Manager authority to manage investments for the fiscal year 2019-20. This Item will be brought annually during the budget process.

An Investment Policy's purpose establishes the cash management and investment guidelines for a public agency. The portfolio, as well as individual transactions, must comply with the applicable California Government Code sections 53600 et seq and the adopted San Miguel Community Services District ("District") Investment Policy.

The focus of the Investment Policy would be on financial assets as accounted for in the annual financial report. The "prudent investor" standard shall be used by the designated representative managing the portfolio which states "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (Government Code Section 53600.3)

Many agencies have opted to have the annual adoption of an Investment Policy align with the annual budget adoption process, i.e. on a fiscal year basis. The policy, as presented in Exhibit A or the attached resolution, would be in effect until July 2019.

Fiscal Impact:

The primary objectives stated related to investment activity in priority shall be safety, liquidity and return on investment, and as such, there is no specific fiscal impact with Board adoption of this policy. Depending on future investment of idle cash, the District could realize higher rates of investment earnings in the form of interest.

PREPARED BY:

Rob Roberson

Interim General Manager Rob Roberson

Attachment:

Exhibit A: Resolution 2019-23 with Investment Policy

**SAN MIGUEL COMMUNITY SERVICES DISTRICT
STATEMENT OF INVESTMENT POLICY**

Fiscal Year 2019-20

Introduction

The Board of the San Miguel Community Services District (“District”) recognizes its responsibility to properly direct the investments of funds. The purpose of this policy is to provide guidelines for the investment of funds based upon prudent cash management practices and in conformity with all applicable statutes. In instances in which the Policy is more restrictive than Federal or State law, the Policy supersedes.

Section 1. Investments Goals

The District’s investment philosophy sets the tone for its policies, practices, procedures and objectives that control the investment function. The investment of funds will be guided by the primary goals of safety, liquidity, and reasonable market rate of return.

- **Safety** - the District will undertake investments in a manner that ensures the preservation of capital in the overall portfolio.
- **Liquidity** - the District will maintain sufficient cash and short-term investment instruments which together with projected revenues which will cover the District’s cash flow needs
- **Reasonable Market Rate of Return** - the investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Section 2. Standard of Prudence

The standard of prudence to be used by investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. The “prudent investor” standard states that:

“When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”

Section 3. Delegation of Authority

The Board’s primary responsibilities over the investment function includes establishing investment policies, annually reviewing such policies, and authorizing any deviations from the District’s investment policies. **The Board hereby delegate(s) investment authority to the General Manager (“Manager”) for a period of one year.**

Section 4. Authorized Financial Dealers and Institutions

A list of approved financial institutions authorized to provide investment services to the District in the State of California will be maintained by District staff. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Manager or his/her designee. A current audited financial statement is required to be accessible for each financial institution and broker/dealer with which the District invests. All financial institutions which desire to become qualified bidders for investment transactions must supply the Manager with proof of FINRA registration and a statement certifying that the institution has reviewed the California Government Code Section 53600 *et seq.* and the Board’s Investment policy and that all securities offered shall comply fully and in every instance with all provisions of the California Government Code.

Section 5. Strategy

Passive investing – Given the absence of staff dedicated to investment analysis, the District will passively manage the portfolio and avoid medium to long-term investments, thereby diminishing the need for credit monitoring.

Diversification – Staff will maintain diversified call provisions rather than anticipate market conditions. Staff will diversify timing of trading and maintain diversification by type within the constraints of other provisions of this policy.

Minimum liquidity and debt considerations – A portion of the portfolio with maturities of no more than three months shall be maintained in excess of the Board established operating reserve. A portion of the portfolio with maturities of no more than one year shall be maintained in excess of the Board established operating reserve. Staff will also consider that too much liquidity is a risk and invest to ladder maturities when possible.

Section 6. Restrictions on Allowable Investments

The maximum maturity of any specific investment will not exceed the maturity limit established by this policy or expressly permitted by the District. State statutory limits will be followed unless the District maturity limits are more restrictive.

The investments made by the District will have the quality standards set forth by the Government Code. This policy sets forth investment quality standards that may be higher than those in the Government Code. When a difference in quality standard occurs, the higher quality standard will be adhered to.

All bank deposits will be FDIC insured or deposited with institutions which comply with the State collateral requirements for public funds. Certificate of deposits will not be placed with an institution once it has received a cease and desist order from any bank regulatory agency.

Section 7. General Portfolio Allowable Investments with Quality and Limit Guidelines

The California Government Code sections 53600 et seq. govern the allowable investments a local government agency can enter into. The Government Code requirements are a starting point for establishing the District quality standards, percentage limits and maturity levels. Presently, this policy exceeds the standards set forth by the State. In the event the Government Code becomes more restrictive than this policy, the Government Code restrictions shall prevail. Where this Policy specifies a percentage limitation for a particular security type or issuer, that percentage is applicable at the time the security is purchased. Credit criteria listed in this section refers to the credit rating at the time the security is purchased.

Investment Type	Maximum Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirements
U.S. Treasury bills, notes & bonds	5 Years	None	Not applicable
Government Agency Securities, including Fed. agency obligations & federally sponsored enterprises	5 Years	None	Not applicable
Calif. Local Agency Investment Fund (LAIF)	No	\$65 million	Not applicable
Bankers Acceptances	180 days	40%	A-1 or higher
Commercial Paper	270 days	25-40%	Highest letter & number rating by an NRSRO
Medium Term Notes	5 years	30% 5% issuer limit	“A” rating category or its equivalent or better
Certificates of Deposit (Negotiable)	5 years	30% 5% issuer limit	“A” rating category or its equivalent or better
Certificates of Deposit (Non-negotiable)	5 years	None \$250,000 limit	Top 25% of peer group independently rated
Money market mutual funds	Not applicable	20% No back loaded	Highest letter & number rating by an NRSRO
Bonds, notes or other indebtedness of the State of California or local agencies in California	5 years	None 5% issuer limit	None
Bonds, notes or other indebtedness of the other 49 states	5 years	None 5% issuer limit	None

Section 8. Prohibited Investment Transactions and Derivatives

The Government Code specifically prohibits certain types of investment instruments for municipalities. In addition to those prohibitions, the following investments are not permitted: reverse repurchase agreements, collateralized mortgage obligations, commodities, common stock, corporate bonds of 5 years or more, and foreign currency.

Section 9. Reporting and Miscellaneous

The Manager, or his/her designees, may maintain one or more accounts with reputable investment security dealers or brokers with which investment transactions are to be conducted. Investments may be

held in safekeeping at a designated financial institution where the District has established a safekeeping account.

Pursuant to Government Code Section 53646, a monthly report shall be submitted to the Board of Directors within 30 days following the end of the month covered by the report and a quarterly report shall be submitted. The quarterly report shall include:

- * the type of investment
- * the issuer of the investment
- * maturity date
- * coupon, discount and/or yield rate
- * paramount, dollar amount invested and market value of the investment
- * percentage of the portfolio represented by each investment

The report shall also note whether the portfolio is in compliance or the manner in which the portfolio is in non-compliance. The report shall include a statement regarding the ability of the District to meet its expenditure requirements for the next six months.

The investment policy applies to all financial assets held by the District except employee deferred compensation plans, funds held in trust with the District with specific investments instructions, and any funds held in employee pension plans. The primary guiding investment policy for any bond proceeds will be dictated by the bond documents governing such funds as long as the documents are approved by the District Board.

The Board of Directors may meet on a quarterly basis with District staff to review District investments and to review market conditions.

Section 12. Conflicts of Interest

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment function or which may impair their ability to make impartial investment decisions. Employees and investment officials shall subordinate their personal investment transactions to those of the District.

Section 13. Glossary of Terms

Terms that are used in this Policy or frequently used in connection with the investments made by public agencies are defined in the attached Appendix.

APPENDIX - GLOSSARY OF TERMS

Accrued Interest - Interest earned but not yet received.

Active Deposits - Funds which are immediately required for disbursement.

Amortization - An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Arbitrage – Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

Asked Price - The price a broker dealer offers to sell securities.

Bankers' Acceptance (BA) - A draft or bill of exchange accepted by a bank or a trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Basis Point - One basis point is one hundredth of one percent (.01%).

Bid Price - The price a broker dealer offers to purchase securities.

Bond - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Value - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - A broker brings buyers and sellers together for a commission. He does not take a position.

Callable Securities – Bonds that the issuer has the right to redeem prior to maturity under certain, specified conditions.

Certificate of Deposit - A deposit insured by the FDIC at a set rate for a specified period of time.

Collateral - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

Commercial Paper – Short-term, negotiable unsecured promissory notes of corporations.

Corporate Notes - Obligations issued by corporations bearing interest and return of principal at maturing.

Coupon - The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

Credit Analysis - A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield - The interest paid on an investment expressed as a percentage of the current price of the security.

Dealer - A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Discount - The difference between the cost of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities - Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U. S. Treasury Bills).

Diversification - Dividing investment funds among a variety of securities offering independent returns and risk profiles. The technique is used to minimize risk to the District's portfolio.

Fannie Mae - Trade name for the Federal National Mortgage Association (FNMA), a U. S. sponsored corporation.

Federal Deposit Insurance Corporation (FDIC) - A federal agency that insures bank deposits, currently up to \$250,000.

Federal Funds Rate - The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB) - The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis a vis member commercial bank.

Federal Reserve System - The central bank of the U.S. which consists of a seven-member Board of Governors, 12 regional banks, and 5,700 commercial banks that are members.

Freddie Mac - Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Ginnie Mae - Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U. S. Government.

Interest Rate - The annual yield earned on an investment, expressed as a percentage.

Investment Agreements - An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Liquidity - Refers to the ability to rapidly convert an investment into cash. A liquid asset is one that can be converted easily and rapidly to cash without a substantial loss of value.

Local Government Investment Pool - The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment. In California, the pool is called the Local Agency Investment Fund (LAIF).

Market Value - The price at which a security is trading and could presumably be purchased or sold.

Mark-to-Market – Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation. Adjustment is required under GASB #31 for reporting purposes.

Maturity - The date upon which the principal or stated value of an investment becomes due and payable.

Money Market - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Par Value – The amount of principal which must be paid at maturity. Also referred to as the face amount of the bond, normally quoted in \$1,000 increments per bond.

Portfolio - Collection of securities held by an investor. The purpose of a portfolio is to reduce risk by diversification.

Primary Dealer - A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Principal – The face value or par value of a debt instrument, or the amount of capital invested in a given security.

Prudent Investor Standard – A standard of conduct where a person acts with care, skill, prudence and diligence when investment, reinvesting, purchasing, acquiring, exchanging, selling, and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

Purchase Date - The date in which a security is purchased for settlement on that or a later date.

Rate of Return - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Rating – The designation used by investor services to rate the quality of a security's creditworthiness.

Repurchase Agreement (REPO) - A transaction where the seller (bank) agrees to buy back from the buyer (District) the securities at an agreed upon price after a stated period of time. The buyer in effect lends the seller money for the period of this agreement, and the terms of the agreement are structured to compensate the buyer for this.

Risk - Degree of uncertainty of return on an asset.

Secondary Market - A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC) - Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Settlement Date - The date on which a trade is cleared by delivery of securities against funds.

Treasury Bills - U. S. Treasury Bills which are short-term, direct obligations of the U. S. Government issued with original maturities of 13 weeks, 26 weeks, and 52 weeks; sold in minimum amounts of \$10,000 in multiples \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

Treasury Bond - Long-term U. S. Treasury securities having initial maturities of more than 10 years.

Treasury Notes - Intermediate-term coupon bearing U. S. securities having maturities from one year to ten years.

Weighted Average Maturity (WAM) – The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years.

Yield - The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity - The rate of income return on an investment, minus any premium above par or plus any discount with the adjustment spread over the period from the date of the purchase to the date of maturity of the bond.

Yield Curve - The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

RESOLUTION NO. 2019-23

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT (SMCSD) APPROVING THE
FOR 2019-20 INVESTMENT POLICY**

WHEREAS, San Miguel Community Services District (“District”) is a community services district formed under California Government Code Section 61000 et. Seq. to provide community services within the District’s service area, including water, sewer, lighting, solid waste, and fire protection services; and

WHEREAS, the District is bound by State law to invest District Funds within specific guidelines as allowed by State statute and the District’s annual Investment Policy and changes have been made to the policy (Exhibit A) including recommending that the policy should be adopted on a fiscal year basis; and

WHEREAS, it remains the intention of the District Board to delegate investment authority of funds to the General Manager, who may assign a designee to perform this function.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution approving the District’s 2019-20 annual investment policy.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 27th day of June 2019.

John Green, 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

June 27th, 2019

AGENDA ITEM: XI – 4

SUBJECT: Consider Resolution No 2019-27 Continuing Investment Management Services with Cantella & Company

RECOMMENDATION:

Review and Discuss **Resolution No 2019-27** Continuing investment management services with Cantella & Company for the District for up to a period of 5 years.

BACKGROUND:

In 2015 the district sent out an RFP for Investment Management Services. One bid was received on April 23rd from Cantella & Company, Inc... Cantella & Company is a FINRA member and SEC licensed national investment firm. Cantella & Company has a California office in Temecula California but the Houston office is designated as the servicing office for District investment.

Cantella & Company has been providing Investment Management Services for the district since 2015. The district revised its investment policy in 2019. Cantella & Company has been responsive to the policy changes and has provided information when requested in a quick and professional manner.

The investment goals, as described in the RFP, are consistent with the adopted District Investment Policies. Cantella & Company has been provided a copy of these adopted policies. Cantella & Company has a full range of research capabilities for providing recommendations to clients. Cantella & Company also performs due diligence assessment prior to presenting a recommendation to client for investment.

The district revised the investment policy in 2018 and extended the duration of the investment from a 4-year to a 5-year maximum period. The district currently has two CD funded by lighting fund with Cantella & Company that were vested in fiscal year 2018/19 that will mature in 5 years.

Cantella & Company has continued to provide monthly and quarterly reports where all representatives are monitored, and compliance is assured for federal and state regulations by company the management.

RECOMMENDATION:

Staff recommends that the Board extends the contract with Cantella & Company for the requested investment management services through the life of the current investments or for up to a period of 5 years.

PREPARED BY:

Rob Roberson

Rob Roberson

Interim General Manager

Attachments:
Resolution 2019-27

RESOLUTION No 2019-27

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
CONTINUING AGREEMENT WITH CANTELLA & COMPANY, INC.
TO PROVIDE INVESTMENT MANAGEMENT SERVICES FOR A 5-YEAR PERIOD
IN ACCORDANCE WITH ADOPTED DISTRICT INVESTMENT POLICIES**

WHEREAS, the San Miguel Community Services District (“the District”) desires to employ the services of a licensed investment management services firm to manage the District’s investment portfolio for the next 5 years beginning on or about July 1, 2019; and

WHEREAS, Cantella & Company, a national company, (the “Company”) will continue to provided investment management services; and

WHEREAS, The District recommends to approve extending the contract to Cantella & Company for a period of 5 years. Cantella & Company is providing these services to other public agencies in San Luis Obispo County.

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

1. To extend the agreement to Cantella & Company for providing investment management services to the District and

2. The District’s Board President is hereby authorizing, the Interim General Manager to execute an agreement with Cantella & Company to extend the requested investment management services for a 5 year period in accordance with adopted district investment policies

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

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 27th day of June 2019.

John Green, President
Board of Directors

ATTEST:

Rob Roberson,
Secretary to the Board of Directors

APPROVED AS TO FORM:

Douglas L. White,
District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

June 27th, 2019

AGENDA ITEM: XI-5

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

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

CURRENT STATUS:

WWTF

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

COMPLIANCE – Based on the 4th quarter 2018 testing the plant is out of compliance in regard to TDS, and Chloride

FLOW – In *May* the plant averaged 143,242 gallons per day (72% of hydraulic design capacity) with a max day of 171,065 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.

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

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

AERATOR PROJECT

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

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

The aeration project is being modified as part of the overall expansion of the WWTF. It is possible that the original project will be scrapped in favor of other assistance available from PG&E.

FUNDS EXPENDED

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant FY2016-17)
- Engineering - \$117,740 (Reimbursable through the IRWM Grant)

GRANT FUNDING

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.

The agreement for this grant was received in February 2019 and has been processed and returned, invoices have been submitted to IRWM and the District should receive reimbursement for the initial requests after July.

Applied for/ to

- State Revolving Fund (SRF) -- \$250,000 for construction design and engineering – DFA has confirmed that the application is complete, and the District is waiting on final approval before proceeding on this phase.

NEXT STEPS:

WWTF

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

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

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

AERATOR PROJECT

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

COUNT DOWN CLOCK

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

Time remaining—1 year 09 months (21 months)

FISCAL IMPACT

No impact resulting from this information.

RECOMMENDATION

This item is for information and discussion only.

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

PREPARED BY:

Kelly Dodds _____

Kelly Dodds, Director of Utilities

Blaine Reely _____

Blaine Reely, Monsoon Consulting