



SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTOR & GROUNDWATER SUSTAINABILITY AGENCY

Ward Roney, President Raynette Gregory, Vice-President
Rod Smiley, Director Owen Davis, Director Anthony Kalvans, Director

REGULAR MEETING AGENDA Open Session 6:00 PM - then convene to Closed Session 601 12th Street San Miguel, CA Date: 03-23-2023

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

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

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

Meeting Schedule: Regular Board of Director meetings are held on the fourth Thursday of each month at 6:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

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

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

5. **Public Comment and Communications for items not on the agenda** *Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are **limited to three minutes**. Please sign in with name and address at podium.*

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

1. **PUBLIC HEARING:**

Approve An Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023.

Approve an Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023 now that the 30 day review period has ended.

7. **Non- District Reports**

1. San Luis Obispo County Organizations

Verbal/Report

2. Community Service Organizations

Verbal

3. Camp Roberts—Army National Guard

Verbal

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

1. General Manager

Receive verbal report

2. District Counsel

Receive verbal report

3. District Utilities

Receive and File

4. Fire Chief Report

Receive and File

9. **Consent Calendar** *The items listed below are scheduled for consideration as a group and one vote. Any*

Director may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion

1. 02-23-2023 Draft Regular Meeting Minutes (Parent)

Receive and File

10. Board Action Items

1. Authorize Staff to prepare and deliver a Notice of Public Hearing to consider increasing solid waste collection rates by 7.4% pursuant to Proposition 218. (Dodds/ Kardashian)

Approve RESOLUTION 2023-07 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing all solid waste collection rates by 7.4% pursuant to Proposition 218

2. 2022 California Fire Code, 2022 California Building Code, and Local Ordinance 01-2023 2nd reading. (Young)

2nd Reading and Approval of an Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Section 7A including all related reference sections and Local Ordinance 01-2023.

3. Notice to HCD for assumption of code enforcement for parks within the the Districts' jurisdiction (Young)

Authorizing the Fire Chief to send the attached letter as notice of the San Miguel Community Services District's ("District") intent to assume fire prevention code enforcement responsibilities for all State-managed mobile home and special occupancy parks within the District's jurisdictional boundaries, pursuant to California Code of Regulations, Title 25, section 1302, and Health & Safety Code section 18691, subdivision (d).

4. 2015 Loan repayment correction for 2021-22 District accounting. (Dodds)

Approve RESOLUTION 2023-1 5 authorizing an "write off" adjustment to the loan repayment recording for the interfund loan repaid in FY 2015-16.

5. Financial Reports - February 2023 (Hido)

Review, Discuss and Receive the Enumeration of Financial Reports for February 2023. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

6. Review and approve changes to the Board Handbook. (Dodds, White)

Review and approve RESOLUTION 2023-09 adopting changes to the Board Handbook.

7. Water and Wastewater Capital Improvement Project (CIP) update. (Dodds)

Approve RESOLUTION 2023-14 adopting the updated Water and Wastewater CIP list to be included in the 2020 Water and Wastewater Master Plan.

8. Water, Wastewater, Streetlighting and Solid Waste Will Serve application (Dodds)

Review and approve RESOLUTION 2023-17 adopting revisions to District's Utility Will Serve application, review and inspection fees for Water, Wastewater, Lighting, and Solid Waste

9. Revise District Utility Fee Schedule

Approve RESOLUTION 2023-16 adopting a revised fee schedule for water meters, notices and other services and or repair installation services provided by the District

10. County parcels that are currently subject to the County Tax Collector's power to sell due to non-payment of real property Taxes (Dodds)

Discuss and provide direction to staff regarding Parcels that are on the County list subject to the Tax Collector's power to sell due to non-payment of real property Taxes.

11. **Adjourn to San Miguel Community Services District Groundwater Sustainability Agency**

12. **Consent Calendar for San Miguel Community Services District Groundwater Sustainability Agency** The San Miguel Community Services District Board of Directors will consider the following Consent Agenda Items sitting as the San Miguel Community Services District Groundwater Sustainability Agency (GSA)

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

1. 10-27-2022 Draft Groundwater Sustainability Agency Meeting Minutes (Parent)

Receive and File

13. **Board Action Item for San Miguel Community Services District Groundwater Sustainability Agency** The San Miguel Community Services District Board of Directors will consider the following Board Action Items sitting as the San Miguel Community Services District Groundwater Sustainability Agency (GSA)

1. Receive and file the Water Year 2022 (October 1, 2021 through September 30, 2022) GSP Annual Report for the Paso Robles Sub basin.

Receive and file the Paso Robles Sub basin Water Year 2022 Annual Report, which was prepared by GSI Water Solutions, Inc., for submission to the Department of Water Resources (DWR) by the April 1, 2023 deadline, and authorize the SLO County Director of Groundwater sustainability, or designee, to submit the Water Year 2022 GSP Annual Report.

2. Authorize letter of support for County of San Luis Obispo GSA Grant

Authorize the Board President to sign and send a letter of support for the County of San Luis Obispo (County GSA) application for a \$8.89 million block grant from the Department of Conservation Multibenefit Land Repurposing Program to fund the Paso Robles Groundwater Subbasin Multibenefit Irrigated Lands Repurposing Program (MILR).

14. **Reconvene to the San Miguel Community Services District Board of Directors Meeting**
15. **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.*
16. **Adjourn to Closed Session/Closed Session Agenda** *Public comment for items on closed session agenda.*

1. **CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representative: Douglas L. White, General Counsel

Unrepresented Employee: General Manager

Discussion

17. **Report out of Closed Session**
18. **Adjournment to Next Regular Meeting**

ATTEST:

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

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

Date:

Ward Roney, SMCSO Board President 2023
Kelly Dodds, SMCSO General Manager
Tamara Parent, SMCSO Board Clerk

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 6.1

SUBJECT: PUBLIC HEARING:

Approve An Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023.

SUGGESTED ACTION:

Approve an Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023 now that the 30 day review period has ended.

DISCUSSION:

The purpose of this ordinance is to formally adopt the 2022 Edition of the California Fire Code including Amendments, Errata, Appendices, the 2022 Edition of the California Building Code Chapter 7A including related reference sections and Local Ordinance 01-2023 as the bases for all Fire, Life & Safety items for the purpose of ratification by the County of San Luis Obispo Board of Supervisors.

The District has been operating on the 2019 California Fire Code including Local Ordinance 01-2020. It is the District's responsibility to adopt use of the California Fire Code every three (3) years, and as necessary throughout the code cycles. The District must include any Local Ordinances at the time of current Code adoption. The purpose of adopting Local Ordinances is to assure that the Fire, Life & Safety issues directly related to the Agency Having Jurisdiction (AHJ) are properly mitigated to the best of the AHJ's ability.

To remain in compliance with current County and State Regulations it is necessary to adopt the current Edition of the California Fire Code in its entirety including all Amendments, Errata, Appendices, the current Edition of the California Building Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023

FISCAL IMPACT:

There is no negative fiscal impact.



SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

AN ORDINANCE OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING AND AMENDING THE 2022 EDITION OF THE CALIFORNIA FIRE CODE INCLUDING ARTICLES, APPENDICES, AMENDMENTS, AND ERRATA AND THE 2022 EDITION OF CALIFORNIA BUILDING CODE CHAPTER 7A INCLUDING ALL RELATED REFERENCE SECTIONS

NOTICE IS HEREBY GIVEN THAT THE, San Miguel Community Services District (“District”) Board of Directors will hold a public hearing on:

Thursday, March 23, 2023, at 6:00 P.M., or soon thereafter, **in the Board of Directors’ Chambers located at 601 12th Street, San Miguel, CA.** to consider the adoption and of the 2022 California Fire Code, The 2022 California Building Code Chapter 7A including all related reference sections and Ordinance 01-2023, which amends provisions of the 2022 California Fire Code.

The purpose of adopting and amending the current Fire Code is to ensure that the fire, life and safety issues directly related to the District are properly mitigated and enforceable. In order to remain compliant with the San Luis Obispo County and State of California regulations, it is necessary to adopt the current California Fire Code in its entirety including all Articles, Amendments, Appendices A-N, and Errata and the 2022 California Building Code Chapter 7A including all related reference sections, which will be collectively referred to as San Miguel Community Services District Local Ordinance 01-2023.

ALL INTERESTED PARTIES are invited to attend the March 23, 2023, public hearing to express opinions or submit evidence for or against the approval of the ordinance. At the above noted time and place, testimony from interested persons will be heard and considered by the San Miguel Community Services District Board of Directors before taking action or making any recommendation on the proposed ordinance. On request, the agenda and the documents in the hearing agenda packet can be made available to persons with a disability. In compliance with the Americans with Disabilities Act, the San Miguel Community Services District encourages those

with disabilities to participate fully in the public hearing process. Any person requiring special assistance to participate in the meeting should notify the Board Clerk by calling 805-467-3388 or in person at 1765 Bonita Place, San Miguel, CA, at least forty-eight (48) hours before the meeting.

Interested individuals will be given an opportunity to speak in favor or opposition to the above proposed action. Written comments are also acceptable, if submitted or delivered to the Board Clerk at the District's Office (1765 Bonita Place, San Miguel, CA. 93451) prior to the public hearing. If a challenge to the above proposed action is made in court, persons may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the District before the meeting.

Copies of the proposed ordinance are available for public review at the Fire Department Office (1150 Mission Street, San Miguel, CA. 93451) or may be found on the district website, www.sanmiguelcsd.org. Any additional questions should be directed to the Board Clerk at 805-467-3388, or stop by the office at 1765 Bonita Place, San Miguel, CA. 93451.

District Contact information: www.sanmiguelcsd.org or 805-467-3388 **BY THE ORDER OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS. – Scott Young, Fire Chief**

ORDINANCE NO. 01-2023
AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
ADOPTING AND AMENDING THE 2022 EDITION OF
THE CALIFORNIA FIRE CODE 2022 CALIFORNIA BUILDING CODE SECTION 7A
AND RELATED REFERENCE SECTIONS INCLUDING ARTICALS, APPENDICES,
ERRATA AND LOCAL ORDINANCES.

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

WHEREAS, the District’s Fire Code was updated and adopted in 2020, and requires revisions as the law has changed over time.

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

Section 1. Purposes and Authority.

The Board of Directors of the San Miguel Community Services District (“District”) hereby adopts the 2022 Edition of the California Fire Code (“CFC”), which includes Articles, Appendices and Errata, with certain amendments and exceptions. The amendments and exceptions as outlined in Section 5 of this Code, are for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Each and all of the regulations, provisions, conditions, and terms of the “California Fire Code”, 2022 Edition, on file in the District Office, are hereby referred to and made a part hereof as if fully set out in this Ordinance, except as otherwise provided in this Ordinance.

Section 2. Repeal of Any Previously Adopted Ordinance

Ordinance No. 01-2020 , and or any previously adopted Ordinance adopted by the Board of Directors of the San Miguel Community Services District is hereby repealed in their entirety.

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

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

Section 4. Amendments and Exceptions to the 2022 Edition of the California Fire Code.

Pursuant to Ordinance No.01-2023, the Board found that because of certain local climatic, geological and topographical conditions existing within the District, more stringent building standards relating to Fire, Life and Safety than those standards adopted by the State of California

Fire Marshal and contained in the California Building Standards Code are necessary for fire protection within the District. Ordinance 01-2023, and the findings contained therein, are hereby incorporated by reference. The following amendments and exceptions to the 2022 California Fire Code, are therefore hereby made:

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

Storage of explosives and blasting agents are prohibited in the District boundaries. Chapter 56 of the 2022 California Fire Code provides the specific limitations.

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

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

3) ESTABLISHMENT OF LOCAL FIRE PREVENTION CODE ENFORCEMENT FOR STATE MANAGED TRAILER PARKS WITHIN JURISDICTIONAL BOUNDARIES

Per Health & Safety Code Section §1302 San Miguel Fire elects to assume the responsibility for local fire prevention code enforcement in parks within its jurisdictional boundaries.

4) ESTABLISHMENT OF TWO-STORY BUILDING HEIGHT LIMIT

Due to the current inability to perform immediate life rescue and perform rooftop fire operations above two stories in height all structures shall be limited to the following height restrictions.

- a) Maximum height of a habitable space from ground level to second floor level shall be no greater than 132 inches.
- b) Maximum height for a second floor opening to be utilized as an emergency egress shall be no greater than 176 inches from ground level.
- c) Maximum height from ground level to roof eaves shall be no greater than 216 inches from ground level.
- d) Floor Area Ratios (FAR) examples as stated within the 2016 San Miguel Community Plan page 3-17 Figure 3-H are acceptable examples of building construction FAR examples with the exception of FAR=.75 example 2 that does not conform to emergency services standards for immediate life rescue

5) LOCATION WHERE ABOVEGROUND TANKS ARE PROHIBITED

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

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

6) FIRE PROTECTION SYSTEM AND EQUIPMENT

The District Fire Chief or designee shall designate the type and number of fire appliances to be installed and maintained in and upon all buildings and premises within the District's jurisdiction other than in private dwellings. This shall be done according to the relative severity of probable fire, including the rapidity with which it may spread. All determinations shall be made based on the California Fire Code Section 9; however, the Fire Chief or his or her designee may determine that additional appliances may be deemed necessary due to a specific condition on the property such as access issues or a specific hazard. Such appliances shall be of a type suitable for the probable class of fire associated with such building or premises and shall have approval of the District Fire Chief. Portable fire extinguishers shall be in accordance with 2022 California Fire Code Chapter 9. The minimum fire extinguisher requirement shall be one (1) 2A10BC fire extinguisher for every seventy-five feet (75') of floor travel. Location of the fire extinguisher is to be determined by the Fire Chief.

7) AUTOMATIC FIRE EXTINGUISHING SYSTEMS.

In addition to the requirements of 2022 California Fire Code, Chapter 9 an automatic fire extinguishing system shall be installed in the occupancies and locations as set forth below:

- a) New Construction. An automatic fire extinguishing system shall be installed and maintained in all new buildings in "A," "B," "C," "E," "F," "H," "I," "M," "R", "S" and "U" (when "U" structure is attached to an "R") occupancies as defined by the California Uniform Building Code, regardless of type of construction or floor area, for which any Building Permit is issued after the effective date of this Ordinance.
- b) Modular homes and or mobile property use as a dwelling shall be equipped with automatic fire sprinklers.

Exception:

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

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

- c) Existing Construction. Unless the 2022 California Fire Code is more restrictive, an automatic fire extinguishing system shall be installed in all existing buildings or structures where proposed or ongoing additions, seismic retrofit, alterations, or repairs are commenced over a three-year period, which meet one or more of the following:
 - i) Increases total floor area of structure by more than 25%,
 - ii) Have a total floor area exceeding two thousand five hundred (2,500) square feet,

- iii) When a second story or higher is added,
- iv) When occupancy change increases fire risk or hazard

EXCEPTIONS

- i) When a proposed addition is less than 25% of current total floor area of existing building in all occupancies
 - ii) In single family residences of less than 2,500 square feet the proposed addition can be 25% of current floor area.
- d) Regardless of additions, alterations, or repairs in existing sprinklered buildings, sprinkler coverages shall remain as per the 2022 California Fire Code and the National Fire Protection Association 13, 13R, or 13D standards, whichever are applied by the Fire Chief.
- e) Plans for Automatic Fire Extinguishing Systems. Plans for all automatic fire extinguishing systems shall be required to be reviewed and certified by a third-party Fire Protection Engineer (at the individual's cost) and submitted for approval by the District Fire Department prior to installation. Plans are subject to all plan check and inspection fees as per the current fee schedule. The automatic fire extinguishing system shall conform to the most current requirements of the California Fire Code, State Fire Marshal regulations and requirements of the National Fire Protection Association Codes and Standards (NFPA 13, 13R or 13D).
- f) All automatic fire extinguishing systems shall be supervised by a U.L. approved central, proprietary or remote station service or a local alarm that provides an audible signal at a constantly attended location.
- g) All mechanical equipment located in a concealed space shall have a 200-degree pilot head located at an elevation no more than 18 inches below the highest elevation of the concealed space above the unit and no further than 3 feet away from the unit. Any piping located above the building insulation level shall be insulated.

Exceptions:

Isolated specialty systems such as a paint spray booth or other small systems as approved by the Fire Chief, unless the entire occupancy is equipped with an automatic fire extinguishing system.

8) VENTILATING HOOD AND DUCT SYSTEMS

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

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

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

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

b) **NEW HOOD EXTINGUISHING SYSTEMS**

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

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

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

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

9) FIRE RETARDANT ROOFING MATERIALS REQUIRED

Because of local climatic conditions, it is necessary that roof coverings for all new buildings and for any re-roofing of existing buildings within the District be no less than Class A per 2022 California Building Code Chapter 7A Section 705A , 2022 California Building Code Chapter 15

10) FIRE APPARATUS ACCESS ROADS - GRADE.

The District shall conform with 2022 California Fire Code Chapter 5 Section 503.2.1 through 503.2.8 and Appendix “D”; however, portions of these sections shall be revised to read as follows:

The standard grade for all roads, streets and driveways shall not exceed twelve percent (12%). The District Fire Chief or his/her designee may approve grades between twelve percent (12%) and twenty percent (20%) with a “non-skid” asphalt or concrete surface, which shall not exceed 500 feet in length.”

11) FIRE DEPARTMENT ACCESS ROADS

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

- a) Traffic Calming Devices shall be prohibited unless approved by the Fire Code Official as per 2022 California Fire Code 503.4.1.

12) KEY BOXES.

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

13) FIRE HYDRANTS.

The requirements of 2022 California Fire Code Chapters 1, 5, and 9 as well as Appendix C & CC shall apply to fire hydrants. The type of hydrant to be used shall be determined and installed pursuant to District water standards for installation of a fire hydrant.

- a) All fire hydrants are to be identified in the roadway by “blue” reflective markers with a minimum dimension of three (3) inches (“Botz Dot”). [UFC/CFC 901.4.3]
- b) Curb faces shall be painted safety red 3 feet from center of fire hydrants in each direction.

- c) Public Hydrants. All barrels are to be safety yellow in color. The tops and nozzle caps shall be painted with the following capacity-indicating color scheme to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition.
- Class AA-Light Blue - Rated capacity of 1500 gallons per minute (gpm) or greater
 - Class A-Green - Rated capacity of 1000-1499 gpm
 - Class B-Orange - Rated capacity of 500-999 gpm
 - Class C-Red - Rated capacity of less than 500 gpm
- Colors to be “Safety” colors
- d) Classifications. The classification and marking of hydrants provided herein anticipate determination based on individual flow test. Where a group of hydrants may be used at time of fire, some special marking designating group flow capacity may be desirable.
- e) Private Hydrants/on-site fire supply systems. On-site private hydrants and fire supply systems shall meet standards set forth in the San Miguel Fire Department’s and San Miguel Community Services District’s Standards, Specifications and Drawings, unless otherwise approved by Fire Chief. All barrels, tops and nozzle caps shall be painted safety red in color. All underground piping supplying fire sprinkler systems shall be minimum class two hundred (200) piping.
- f) Clear space around hydrants and fire protection equipment. A minimum three (3) foot clear space shall be maintained around the circumference of any fire hydrant, fire department connection or fire protection control valve, or any other fire protection system component

14) PREMISE IDENTIFICATION.

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

15) BUILDING OR PROPERTY DAMAGED BY FIRE

An owner, occupant or other person, having under his/her control any property or materials on property damaged by fire, when access by the public is possible, shall secure the property by boarding up all openings, fencing, barricading or other appropriate measures as directed by the Fire Chief or the Fire Prevention Officer within forty- eight (48) hours after the incident.

Within thirty (30) days after written notice to do so has been served, all debris and/or

materials shall be removed from the property or proof furnished that contractual arrangements have been made for demolition, replacement or repair of all fire damaged structures remaining on the property involved in the fire.

16) WILDLAND URBAN INTERFACE

When determined by the Fire Chief or designated Fire Prevention Officer, structures built in potentially high-risk fire areas shall comply with 2022 California Fire Code Chapter 49 and 2022 California Building Code Chapter 7A either in full or in part as deemed appropriate.

- a) All modular homes and or mobile structures used as a dwelling shall be constructed post 2011 and shall conform with all Wildland Urban Interface requirements as per 2022 California Fire Code Chapter 49, and 2022 California Building Code Chapter 7A either in full or in part as deemed appropriate.
- b) Any modular home and or mobile structure constructed prior to 2011 to be utilized as a dwelling shall not be permitted for installation and or placed within the District boundaries.

17) ITEMS REQUIRING PLAN SUBMITTAL AND OR INSPECTIONS

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

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

18) SALE AND USE OF "SAFE AND SANE" FIREWORKS

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

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

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

i) Definition of “Safe and Sane” Fireworks

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

ii) Application

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

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

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

iii) License as a Prerequisite

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

iv) Investigation and Report

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

v) Grant or Denial of Permit

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

- 1) The permittee shall deposit a clean-up fee in an amount set by resolution of the

District Board of Directors which may be refunded in whole or in part, as determined by the District, if the sale location, San Miguel park and other areas as determined by the Fire Chief at which “Safe and Sane” fireworks are used, are free of used and spent fireworks, and related materials by July 5, as determined by the District;

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

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

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

vii) Duration of Permit.

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

viii) Salespersons

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

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

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

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

x) Violations.

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

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

xi) Penalties.

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

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

xii) Signage

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

17) Open Burning within District Bounders

Open Burning as defined in 2019 CFC Section 202 is prohibited within the District Boundaries. The open burning of green waste, dimensional lumber, or garbage shall be prohibited within the District Boundaries.

Exemptions:

- i) Properties 10 acres or larger outside of the Urban Reserve Line, but within the District Boundaries, zoned Agricultural may be approved for Open Agricultural or Backyard Burning on a case-by-case basis, provided that a proper Air Pollution Control District, Agricultural Burning or Backyard Burning Permit has been obtained and all rules applicable to Open Burning of Agricultural Products are followed.

Section 5. Inconsistency.

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

Section 6. Severability.

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

Section 7. Posting.

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

Section 8. Effective Date.

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

This Ordinance was introduced at a regular meeting of the Board of Directors of the San Miguel Community Services District, held on the 23rd day of February 2023, and given its first reading at said meeting. Said Ordinance was given a second reading and adopted at a meeting of the Board of Directors held on the 23rd day of March 2023, and after such reading, Director _____, who moved its adoption, seconded by Director _____, and said ordinance was thereupon adopted by the following vote:

Ayes:

Noes:

Abstain:

Absent:

The foregoing ordinances was adopted the 23rd day of March, 2023

Scott Young, Fire Chief

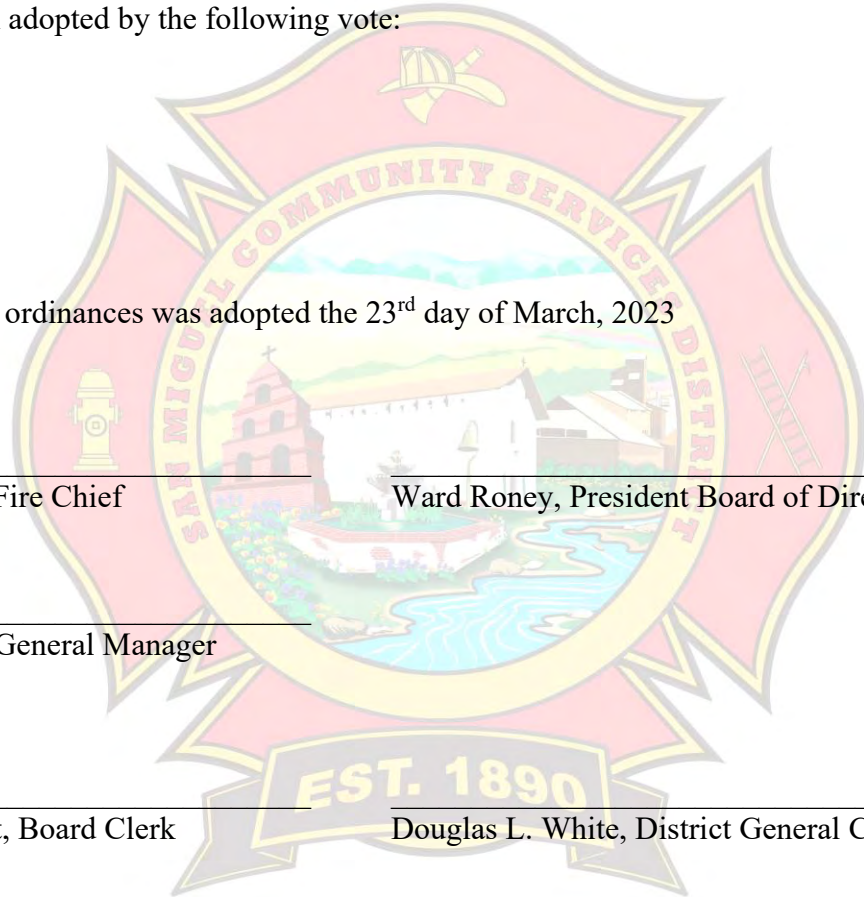
Ward Roney, President Board of Directors SMCS D

Kelly Dodds, General Manager

ATTEST:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel



**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 7.1

SUBJECT: San Luis Obispo County Organizations

SUGGESTED ACTION: Verbal/Report

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 7.2

SUBJECT: Community Service Organizations

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report.

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 7.3

SUBJECT: Camp Roberts—Army National Guard

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 8.1

SUBJECT: General Manager

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 8.2

SUBJECT: District Counsel

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 8.3

SUBJECT: District Utilities

SUGGESTED ACTION: Receive and File

DISCUSSION:

Well Status:

- Well 4 is fully operational – Well Level 107’ 2/27/2023 (STATIC)
- Well 3 is fully operational – Well Level 106’ 2/27/2023 (STATIC)
- SLT well is fully operational
- **Total combined average running hours per day (6.82)**

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

Water System status:

Water leaks this month:0 This calendar year: 1

Water related calls through the alarm company after hours this month: 1 This Year: 3

- Annual Consumer Confidence report has been completed and approved by the Water Board. Customers should be getting it in the mail later this month.

Sewer System status:

Sewer overflows this month: 0 this year: 1

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

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

WWTF status:

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

State Water Resources Control Board (SWRCB):

- .

Division of Water Resources (DWR):

- .

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

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

Billing related activity:

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

Lighting status:

- .

Mission street Landscaping:

- -

Solid Waste:

Mattress recycling

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

E-Waste collection

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

SB-1383:

- .

Project status:

- **Replacement water tank and pump station on east side of river/ water line replacement.** (21007) started February 2022
 - (POTENTIALLY GRANT FUNDED)
 - Working on other funding opportunities for this project.
- **Study to determine condition and I&I of the existing sewer collection system** (21008) started February 2021

- (100% GRANT FUNDED)
- Application is in review by DFA awaiting award approval.
- **Cost of Service Rate Study** (22005) started June 2022
 - Bartle Wells Associates (BWA) provided an overview at the October meeting.

Staffing

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

SLO County in San Miguel:

- .

Caltrans in San Miguel:

- -

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

2022 Consumer Confidence Report

Water System Name: SAN MIGUEL COMMUNITY SERVICES DISTRICT Report Date: March 2023

We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 - December 31, 2022.

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo ó hable con alguien que lo entienda bien.

Type of water source(s) in use: According to SWRCB records, Well 03, Well 04, and Terrace are Groundwater. This Assessment was done using the Default Groundwater System Method. Please see the Drinking Water Source Assessment Information section located at the end of this report for more details.

Your water comes from 3 source(s): Terrace Well - ACTIVE, WELL 03 and Well 04 (1990)
and from 6 treated location(s): 1238 L, 1287 Mission, 3495 San Pablo Drive, 8687 Martinez, SLT Well and Water Tank

Opportunities for public participation in decisions that affect drinking water quality: Regularly-scheduled San Miguel Community Services District meetings are held at 601 12th street San Miguel on the fourth Thursday of each month at 6 PM.

For more information about this report, or any questions relating to your drinking water, please call (805)467-3388 and ask for Kelly Dodds.

TERMS USED IN THIS REPORT

Maximum Contaminant Level (MCL): The highest level of contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (USEPA).

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for the contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for the contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Level 1 Assessment: A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

Level 2 Assessment: A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

ND: not detectable at testing limit

mg/L: milligrams per liter or parts per million (ppm)

ug/L: micrograms per liter or parts per billion (ppb)

pCi/L: picocuries per liter (a measure of radiation)

NTU: Nephelometric Turbidity Units

umhos/cm: micro mhos per centimeter

The sources of drinking water: (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- *Microbial contaminants*, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- *Inorganic contaminants*, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- *Pesticides and herbicides*, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- *Organic chemical contaminants*, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.
- *Radioactive contaminants*, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the USEPA and the State Water Resource Control Board (State Water Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. State Water Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Tables 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Water Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old.

Any violation of MCL, AL or MRDL is highlighted. Additional information regarding the violation is provided later in this report.

Table 1 - SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER							
Lead and Copper (complete if lead or copper detected in last sample set)	Sample Date	No. of Samples	90th percentile level detected	No. Sites Exceeding AL	AL	PHG	Typical Sources of Contaminant
Copper (mg/L)	(2020)	10	0.12	0	1.3	0.3	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (ug/L)	(2020)	10	ND	0	15	0.2	

Table 2 - SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL	PHG	Typical Sources of Contaminant
Sodium (mg/L)	(2020 - 2021)	94	73 - 109	n/a	n/a	Salt present in the water and is generally naturally occurring
Hardness (mg/L)	(2020 - 2021)	350	326 - 383	n/a	n/a	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

Table 3 - DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL	PHG	Typical Sources of Contaminant
Arsenic (ug/L)	(2022)	4	2 - 9	10	0.004	Erosion of natural deposits; runoff from orchards, glass and electronics production wastes
Barium (mg/L)	(2020)	ND	ND - 0.13	1	2	Discharge from oil drilling wastes and from metal refineries; erosion of natural deposits

Fluoride (mg/L)	(2020 - 2021)	0.3	0.3 - 0.4	2	1	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories.
Hexavalent Chromium (ug/L)	(2017)	ND	ND - 1.5	n/a	0.02	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits.
Nitrate as N (mg/L)	(2022)	4.6	ND - 8.5	10	10	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Nitrate + Nitrite as N (mg/L)	(2020 - 2021)	5	3.2 - 8.3	10	10	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Selenium (ug/L)	(2020)	5	ND - 15	50	30	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots(feed additive)
Gross Alpha (pCi/L)	(2020 - 2021)	13	7.24 - 18.0	15	(0) (MCLG)	Erosion of natural deposits.
Uranium (pCi/L)	(2020 - 2021)	10	7.62 - 12.0	20	0.43	Erosion of natural deposits

Table 4 - SYSTEM DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL	PHG	Typical Sources of Contaminant
Arsenic (ug/L)	(2022)	6	3 - 15	10	0.004	Erosion of natural deposits; runoff from orchards, glass and electronics production wastes

Table 5 - DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL	PHG	Typical Sources of Contaminant
Chloride (mg/L)	(2020 - 2021)	107	88 - 122	500	n/a	Runoff/leaching from natural deposits; seawater influence
Color (Units)	(2020 - 2022)	ND	ND - 5	15	n/a	Naturally-occurring organic materials
Specific Conductance (umhos/cm)	(2020 - 2021)	1158	975 - 1380	1600	n/a	Substances that form ions when in water; seawater influence
Sulfate (mg/L)	(2020 - 2021)	160	124 - 193	500	n/a	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (mg/L)	(2020 - 2021)	733	600 - 890	1000	n/a	Runoff/leaching from natural deposits
Turbidity (NTU)	(2020 - 2022)	ND	ND - 0.22	5	n/a	Soil runoff

Table 6 - SYSTEM DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL	PHG	Typical Sources of Contaminant
Color (Units)	(2022)	ND	n/a	15	n/a	Naturally-occurring organic materials
Turbidity (NTU)	(2022)	ND	ND - 0.13	5	n/a	Soil runoff

Table 7 - DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	Notification Level	Typical Sources of Contaminant
Boron (mg/L)	(2020 - 2021)	0.5	0.4 - 0.5	1	Boron exposures resulted in decreased fetal weight (developmental effects) in newborn rats.

Table 8 - ADDITIONAL DETECTIONS

Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	Notification Level	Typical Sources of Contaminant
Calcium (mg/L)	(2020 - 2021)	55	53 - 58	n/a	n/a
Magnesium (mg/L)	(2020 - 2021)	52	47 - 58	n/a	n/a
pH (units)	(2020 - 2021)	7.4	7.2 - 7.5	n/a	n/a
Alkalinity (mg/L)	(2020 - 2021)	250	240 - 270	n/a	n/a
Aggressiveness Index	(2020 - 2021)	11.9	11.7 - 12.1	n/a	n/a
Langelier Index	(2020 - 2021)	0	-0.2 - 0.2	n/a	n/a

Table 9 - SYSTEM ADDITIONAL DETECTIONS

Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	Notification Level	Typical Sources of Contaminant
pH (units)	(2020)	7.4	n/a	n/a	n/a
Alkalinity (mg/L)	(2020)	260	250 - 270	n/a	n/a
Aggressiveness Index	(2020)	12	11.9 - 12.0	n/a	n/a

Table 10 - DETECTION OF DISINFECTANT/DISINFECTANT BYPRODUCT RULE

Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL (MRDL)	PHG (MRDLG)	Violation	Typical Sources of Contaminant
Total Trihalomethanes (TTHMs) (ug/L)	(2022)	12	n/a	80	n/a	No	By-product of drinking water
Chlorine (mg/L)	(2020)	1.34	0.88 - 1.53	4.0 (MRDL)	4.0(MRDLG)	No	Drinking water disinfectant added for treatment.
Haloacetic Acids (five) (ug/L)	(2022)	3	n/a	60	n/a	No	By-product of drinking water

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers.

USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Lead Specific Language for Community Water Systems: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and

components associated with the service lines and home plumbing. *San Miguel CSD DW* is responsible for providing high quality drinking water but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>.

Summary Information for Violation of a MCL, MRDL, AL, TT, or Monitoring and Reporting Requirement

VIOLATION OF A MCL,MRDL,AL,TT, OR MONITORING AND REPORTING REQUIREMENT				
Violation	Explanation	Duration	Actions Taken To Correct the Violation	Health Effects Language
Gross Alpha	Gross Alpha exceeded the MCL of 15, however due to the relationship between Uranium and Gross Alpha the calculated level detected is below the MCL.		Not a violation due to methodology of the relationship between Gross Alpha and Uranium	Certain minerals are radioactive and may emit a form of radiation known as alpha radiation. Some people who drink water containing alpha emitters in excess of the MCL over many years may have an increased risk of getting cancer.
Arsenic	System Arsenic is not a MCL violation because it is a running annual average, of the 106 samples taken in 2020 the average was 7 (ug/L).		Not a violation as it is a running annual average.	Some people who drink water containing arsenic in excess of the MCL over many years could experience skin damage or problems with their circulatory system, and may have an increased risk of getting cancer.

About your Arsenic: For Arsenic detected above 5 ug/L (50% of the MCL) but below or equal to 10 ug/L: While your drinking water meets the federal and state standard for arsenic, it does contain low levels of arsenic. The arsenic standard balances the current understanding of arsenic's possible health effects against the costs of removing arsenic from drinking water. The U.S. Environmental Protection Agency continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

About your Nitrate as N: Nitrate above 5 mg/L as nitrogen (50 percent of the MCL), but below 10 mg/L as nitrogen (the MCL); Nitrate in drinking water at levels above 10 mg/L is a health risk for infants of less than six months of age. Such nitrate levels in drinking water can interfere with the capacity of the infant's blood to carry oxygen, resulting in a serious illness; symptoms include shortness of breath and blueness of the skin. Nitrate levels above 10 mg/L may also affect the ability of the blood to carry oxygen in other individuals, such as pregnant women and those with certain specific enzyme deficiencies. If you are caring for an infant, or you are pregnant, you should ask advice from your health care provider.

2022 Consumer Confidence Report

Drinking Water Assessment Information

Assessment Information

A source water assessment was completed for the WELL 03 and WELL 04 of the SAN MIGUEL COMMUNITY SERVICES DISTRICT water system in July, 2002. A source water assessment was completed for the TERRACE WELL of the SAN MIGUEL COMMUNITY SERVICES DISTRICT in August, 2007.

Terrace Well - ACTIVE - is considered most vulnerable to the following activities not associated with any detected contaminants:

Septic systems - low density [<1 /acre]

WELL 03 - is considered most vulnerable to the following activities not associated with any detected contaminants:

Sewer collection systems

Well 04 (1990) is considered most vulnerable to the following activities not associated with any detected contaminants:

Sewer collection systems

Discussion of Vulnerability

There have been no contaminants detected in the water supply, however sources are still considered vulnerable to activities located near the drinking water source.

Acquiring Information

A copy of the complete assessment may be viewed at:
SWRCB Drinking Water Field Operations Branch 1180
Eugenia Place
Suite 200
Carpinteria, CA 93013

You may request a summary of the assessment be sent to you by contacting:

Jeff Densmore
District Engineer
805.566.1326

For more info you may visit <http://swap.ice.ucdavis.edu/TSinfo/TSintro.asp> or contact the health department in the county to which the water system belongs.

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 8.4

SUBJECT: Fire Chief Report

SUGGESTED ACTION: Receive and File

DISCUSSION:

All SMFD engines are in currently service.

Grants:

1. San Miguel Fire has submitted the 2022 SAFER Grant application on March 9, 2023.
2. The 2023 RFD Grant Application has opened and SMFD will be submitting an application.

Equipment received relating to the RFD Grant:

1. 7 BKR500 radios have been received and will be in service by the beginning of January 2023.
2. 20 Sets of duel compliant Wildland pants have been received and will be issued prior to the upcoming fire season.
3. 20 Wildland coats have been received and will be issued prior to the upcoming fire season.
4. Orders have been placed for the balance of the equipment and should arrive by April 2023.

Training:

The Department has enrolled 2 students in the upcoming Wildland Fire Apparatus Driver / Operator class scheduled for May 16-18, 2023.

FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 3/15/2023 2:26:13 PM



Daily Log Items for Personnel for Date Range

Personnel: Young, Scott P | Sort By: Activity Code | Start Date: 02/01/2023 | End Date: 02/28/2023

START	END	LOG ITEM TYPE	APP.	NOTES	HOURS
Personnel: Young, Scott P					Grand Total: 525.33
Activity Code: Alarm - Alarm Response					
2/2/2023 17:28:00	2/2/2023 18:17:00	INCIDENT	8600	Incident 2023-021 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1599 K ST	0.82
2/8/2023 13:43:00	2/8/2023 14:10:00	INCIDENT	E8696	Incident 2023-024 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 655 11th ST	0.45
2/8/2023 18:12:00	2/8/2023 18:53:00	INCIDENT	E8696	Incident 2023-025 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1615 Verde PL	0.68
2/9/2023 01:57:00	2/9/2023 02:27:00	INCIDENT	E8696	Incident 2023-026 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 860 Sebastian CT	0.50
2/9/2023 11:45:00	2/9/2023 11:47:00	INCIDENT	E8696	Incident 2023-027 - Dispatched & cancelled en route: Apparatus E8696 responded to 1601 L ST	0.03
2/9/2023 13:52:00	2/9/2023 14:21:00	INCIDENT	E8696	Incident 2023-028 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 960 Makewe AVE	0.48
2/13/2023 04:49:00	2/13/2023 05:00:00	INCIDENT	8600	Incident 2023-031 - Smoke scare, odor of smoke: Apparatus 8600 responded to 1185 Mission ST	0.18
2/13/2023 10:26:00	2/13/2023 10:37:00	INCIDENT	E8696	Incident 2023-032 - Motor vehicle accident with injuries: Apparatus E8696 responded to S Highway 101 HWY	0.18
2/13/2023 20:28:00	2/13/2023 20:32:00	INCIDENT	E8696	Incident 2023-034 - Dispatched & cancelled en route: Apparatus E8696 responded to 1243 L ST	0.07
2/15/2023 10:22:00	2/15/2023 10:31:00	INCIDENT	E8696	Incident 2023-035 - False alarm or false call, other: Apparatus E8696 responded to 7765 N River RD	0.15
2/16/2023 09:21:00	2/16/2023 09:46:00	INCIDENT	E8696	Incident 2023-036 - Municipal alarm system, malicious false alarm: Apparatus E8696 responded to 775 Mission ST	0.42
2/13/2023 18:36:00	2/13/2023 19:09:00	INCIDENT	E8696	Incident 2023-033 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1355 Mission ST	0.55
2/17/2023 06:50:00	2/17/2023 07:09:00	INCIDENT	E8696	Incident 2023-037 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 600 15th ST	0.32
2/17/2023 23:03:00	2/17/2023 23:27:00	INCIDENT	E8696	Incident 2023-038 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 560 12th ST	0.40
2/21/2023 16:50:00	2/21/2023 17:13:00	INCIDENT	E8696	Incident 2023-040 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 480 San Marcos RD	0.38
2/22/2023 15:40:00	2/22/2023 15:52:00	INCIDENT	E8696	Incident 2023-041 - Lock-out: Apparatus E8696 responded to 331 Pala Mission WAY	0.20
2/23/2023 15:32:00	2/23/2023 16:30:00	INCIDENT	E8696	Incident 2023-042 - Emergency medical service, other: Apparatus E8696 responded to 1150 Mission ST	0.97
2/23/2023 20:51:00	2/23/2023 20:54:00	INCIDENT	8600	Incident 2023-043 - Dispatched & cancelled en route: Apparatus 8600 responded to 560 12th ST	0.05
2/24/2023 12:43:00	2/24/2023 13:14:00	INCIDENT	E8696	Incident 2023-044 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1099 K ST	0.52
2/24/2023 15:20:00	2/24/2023 15:49:00	INCIDENT	E8696	Incident 2023-045 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 9860 N River RD	0.48
Total Hours for: Activity Code: Alarm - Alarm Response					7.83
Activity Code: Cover 1 - Cover Station 1					
2/1/2023 08:30:00	2/2/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/3/2023 08:30:00	2/3/2023 14:30:00	DAYBOOK	SMF 1		6.00
2/5/2023 14:00:00	2/6/2023 08:30:00	DAYBOOK	8600		18.50
2/6/2023 08:30:00	2/7/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/7/2023 08:30:00	2/8/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/9/2023 08:30:00	2/10/2023 08:30:00	DAYBOOK	SMF 1		24.00

Use Report #1142 to find all Daily Log Items with bad End Dates. Daily Log Items for Incidents are only shown for Personnel assigned to an Apparatus.



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START	END	LOG ITEM TYPE	APP.	NOTES	HOURS
Personnel: Young, Scott P					Grand Total: 525.33
Activity Code: Cover 1 - Cover Station 1					
2/10/2023 08:30:00	2/13/2023 11:00:00	DAYBOOK	8600		74.50
2/12/2023 14:00:00	2/13/2023 08:30:00	DAYBOOK	8600		18.50
2/13/2023 08:30:00	2/14/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/14/2023 08:30:00	2/15/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/15/2023 08:30:00	2/16/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/16/2023 08:30:00	2/17/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/17/2023 08:30:00	2/18/2023 07:00:00	DAYBOOK	SMF 1		22.50
2/18/2023 18:00:00	2/19/2023 07:00:00	DAYBOOK	SMF 1		13.00
2/19/2023 08:30:00	2/20/2023 08:30:00	DAYBOOK	8600		24.00
2/20/2023 08:30:00	2/21/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/21/2023 08:30:00	2/22/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/22/2023 08:30:00	2/23/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/23/2023 08:30:00	2/24/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/24/2023 08:30:00	2/25/2023 08:30:00	DAYBOOK	SMF 1		24.00
2/25/2023 08:30:00	2/25/2023 22:00:00	DAYBOOK	8600		13.50
Total Hours for: Activity Code: Cover 1 - Cover Station 1					502.50
Activity Code: Equipment Repair - Equipment Repair					
2/6/2023 08:00:00	2/6/2023 08:00:00	DAYBOOK	P8651	Radio replacement on P8651 Nix Communications	0.00
2/22/2023 08:00:00	2/22/2023 08:00:00	DAYBOOK	8600	8600 in for repairs	0.00
Total Hours for: Activity Code: Equipment Repair - Equipment Repair					0.00
Activity Code: Meet and Confer - Participating in Meet and Confer Activities					
2/1/2023 09:00:00	2/1/2023 12:30:00	DAYBOOK	8600	County Chiefs Meeting at 5 Cities Fire	3.50
2/22/2023 19:00:00	2/22/2023 22:30:00	DAYBOOK	8600	San Miguel Advisory Council Meeting	3.50
Total Hours for: Activity Code: Meet and Confer - Participating in Meet and Confer Activities					7.00
Activity Code: Training - Company Training					
2/7/2023 18:00:00	2/7/2023 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
2/21/2023 18:00:00	2/21/2023 22:00:00	DAYBOOK		EMS : CPR Lead Instructor: Roberson, Robert E	4.00
Total Hours for: Activity Code: Training - Company Training					8.00

Use Report #1142 to find all Daily Log Items with bad End Dates. Daily Log Items for Incidents are only shown for Personnel assigned to an Apparatus.



San Miguel Fire Department

San Miguel, CA

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Incident Statistics

Zone(s): All Zones | Start Date: 02/01/2023 | End Date: 02/28/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		17	
FIRE		8	
TOTAL		25	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
8600	0	0	1
E8696	0	0	12
TOTAL	0	0	13
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		4	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:07:51	0:07:00	
AVERAGE FOR ALL CALLS		0:07:45	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:03:27	0:02:20	
AVERAGE FOR ALL CALLS		0:02:54	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
San Miguel Fire Department		22:53	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMESIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

San Miguel Fire Department

San Miguel, CA

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Average (Dispatch-Turnout-Response) Times per Zone per Major Incident Type

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 02/01/2023 | End Date: 02/28/2023

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAE - Auto Aid East					
False Alarm & False Call					
	Lights and Sirens	6:00	0:00	1:00	7:00
Zone: AAS - Auto Aid South					
Rescue & Emergency Medical Service					
	Lights and Sirens	6:00	0:00	5:00	11:00
Zone: AAW - Auto Aid West					
Rescue & Emergency Medical Service					
	Lights and Sirens	7:00	0:00	1:00	8:00
Zone: CBMHP - Casa Blanca Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	10:00	0:00	3:00	13:00
Zone: CSD - CSD Limits					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:40	0:00	2:00	5:40
False Alarm & False Call					
	Lights and Sirens	2:00	0:00	1:00	3:00
Zone: MH - Mission Heights					
Service Call					
	Lights and Sirens	3:00	0:00	0:00	3:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	4:10	7:10
Good Intent Call					
	Lights and Sirens	3:00	0:00	4:00	7:00
Zone: PSHH - Peoples Self Help Housing					
Rescue & Emergency Medical Service					
	Lights and Sirens	4:00	0:00	1:00	5:00
Zone: SMF - San Miguel Fire					
Rescue & Emergency Medical Service					
	No Lights or Sirens	0:00	0:00	0:00	0:00
Zone: Ter - San Laverance Terrace					

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Rescue & Emergency Medical Service					
	Lights and Sirens	8:00	0:00	3:30	11:30
False Alarm & False Call					
	Lights and Sirens	11:00	0:00	4:00	15:00

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time

San Miguel Fire Department

San Miguel, CA

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Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 02/01/2023 | EndDate: 02/28/2023

INCIDENT TYPE	AVG. # PERSONNEL
311 - Medical assist, assist EMS crew	2
320 - Emergency medical service, other	3
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	2
363 - Swift water rescue	5
511 - Lock-out	3
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	2
700 - False alarm or false call, other	2
711 - Municipal alarm system, malicious false alarm	2
745 - Alarm system activation, no fire - unintentional	5

Reviewed Incidents only.



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San Miguel Fire Department

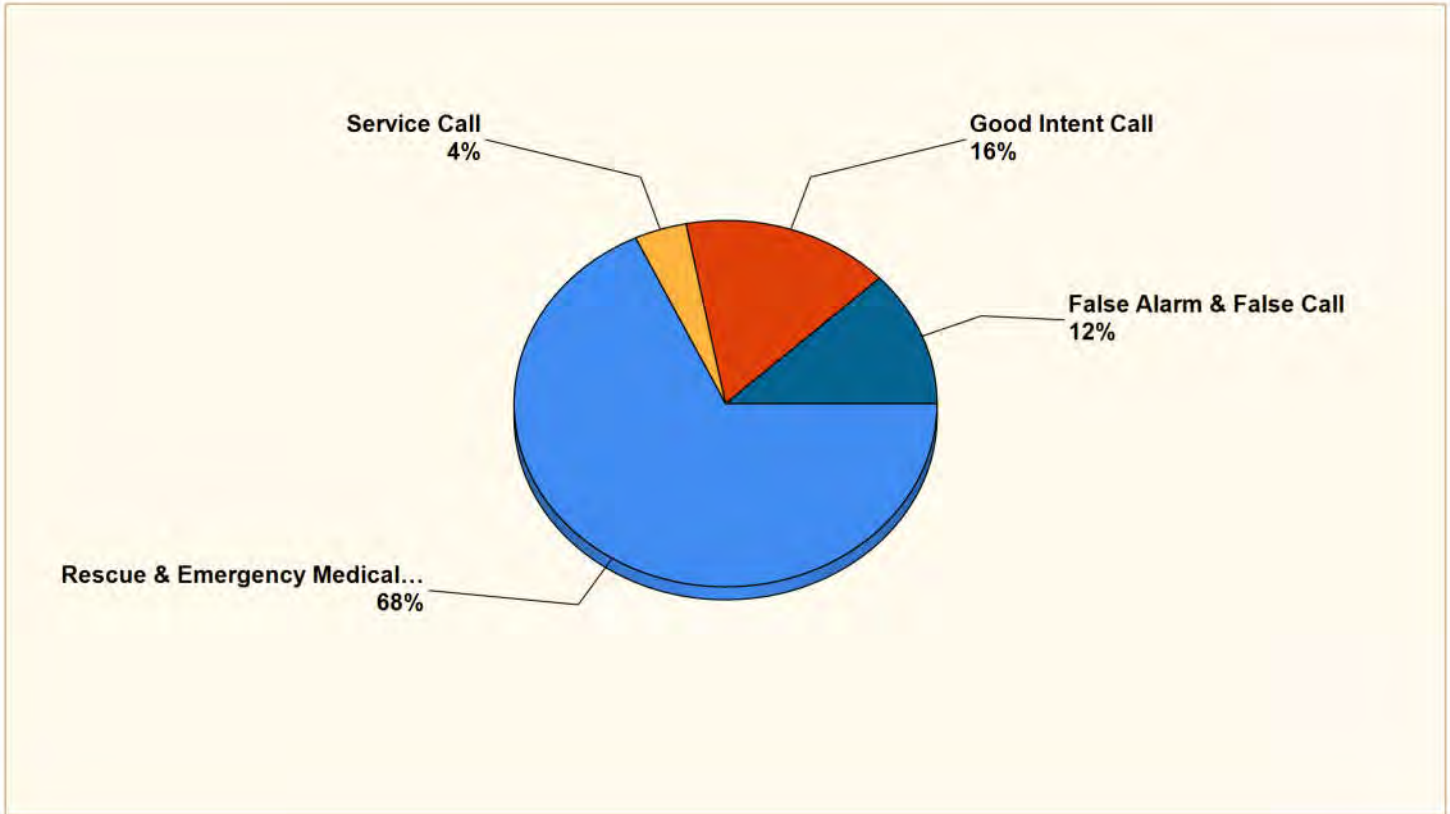
San Miguel, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2023 | End Date: 02/28/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	17	68%
Service Call	1	4%
Good Intent Call	4	16%
False Alarm & False Call	3	12%
TOTAL	25	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	1	4%
320 - Emergency medical service, other	1	4%
321 - EMS call, excluding vehicle accident with injury	13	52%
322 - Motor vehicle accident with injuries	1	4%
363 - Swift water rescue	1	4%
511 - Lock-out	1	4%
611 - Dispatched & cancelled en route	3	12%
651 - Smoke scare, odor of smoke	1	4%
700 - False alarm or false call, other	1	4%
711 - Municipal alarm system, malicious false alarm	1	4%
745 - Alarm system activation, no fire - unintentional	1	4%
TOTAL INCIDENTS:	25	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



San Miguel Fire Department

San Miguel, CA

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Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 02/01/2023 | End Date: 02/28/2023

Incident Date	Incident #	Losses - Property	Losses - Contents	Alarm Time	Total Personnel - Effective Response	First On Scene Apparatus	Last On Scene Apparatus	Earliest Turnout	Call Processing Time	First Unit Total Response Time	First Unit Travel Time	Total Travel Time Effective Response	Total Response Time Effective Response
02/02/2023	2023-021	0	0	17:28:00	4	8600	8600	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
02/03/2023	2023-022	0	0	14:21:00	2	8601	8601	03:00	00:00	00:06:00	00:03:00	00:03:00	00:06:00
02/06/2023	2023-023	0	0	01:37:00	2	E8696	E8696	06:00	00:00	00:19:00	00:13:00	00:13:00	00:19:00
02/08/2023	2023-024	0	0	13:43:00	2	E8696	E8696	01:00	00:00	00:06:00	00:05:00	00:05:00	00:06:00
02/08/2023	2023-025	0	0	18:12:00	2	E8696	E8696	03:00	00:00	00:06:00	00:03:00	00:03:00	00:06:00
02/09/2023	2023-026	0	0	01:57:00	2	E8696	E8696	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
02/09/2023	2023-028	0	0	13:52:00	2	E8696	E8696	01:00	00:00	00:05:00	00:04:00	00:04:00	00:05:00
02/12/2023	2023-030	0	0	12:37:00	2	8601	8601	05:00	00:00	00:06:00	00:01:00	00:01:00	00:06:00
02/13/2023	2023-031	0	0	04:49:00	2	8600	8600	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
02/15/2023	2023-035	0	0	10:22:00	2	E8696	E8696	01:00	00:00	00:07:00	00:06:00	00:06:00	00:07:00
02/16/2023	2023-036	0	0	09:21:00	2	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
02/17/2023	2023-037	0	0	06:50:00	2	E8696	E8696	06:00	00:00	00:09:00	00:03:00	00:03:00	00:09:00
02/17/2023	2023-038	0	0	23:03:00	3	E8696	E8696	03:00	00:00	00:13:00	00:10:00	00:10:00	00:13:00
02/21/2023	2023-040	0	0	16:50:00	3	E8696	E8696	01:00	00:00	00:08:00	00:07:00	00:07:00	00:08:00
02/22/2023	2023-041	0	0	15:40:00	3	E8696	E8696	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
02/23/2023	2023-042	0	0	15:32:00	3	E8696	E8696	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
02/24/2023	2023-044	0	0	12:43:00	3	E8696	E8696	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
02/24/2023	2023-045	0	0	15:20:00	4	E8696	E8696	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
02/25/2023	2023-046	0	0	22:52:00	4	E8696	E8696	04:00	00:00	00:08:00	00:04:00	00:04:00	00:08:00
02/26/2023	2023-047	0	0	00:28:00	4	E8696	E8696	04:00	00:00	00:15:00	00:11:00	00:11:00	00:15:00
02/26/2023	2023-048	0	0	12:43:00	5	8601	8601	05:00	00:00	00:11:00	00:06:00	00:06:00	00:11:00

This is a custom report. Only Reviewed Incidents are included. Cancelled Apparatus are excluded. Only apparatus and personnel from the earliest Dispatch Time are included in this report. Travel Time is Enroute Time to Arrive Time. Total Travel Time for the Effective Response Force (ERF) is the difference between the apparatus with the earliest Enroute Time and the apparatus with the last Arrived Time. Total Travel Time for the ERF is calculated from units that were part of the earliest Dispatch Time. Total Response Time for the ERF is earliest Alarm Time to the last Arrive Time.



**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 9.1

SUBJECT: 02-23-2023 Draft Regular Meeting Minutes (Parent)

SUGGESTED ACTION: Receive and File

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



BOARD OF DIRECTORS

Ward Roney, President Raynette Gregory, Vice-President
Anthony Kalvans, Director Owen Davis, Director Rod Smiley, Director

**REGULAR MEETING MINUTES 6:00 P.M. Opened Session
2-23-2023 601 12th Street**

- 1. Call to Order:**
Time: 6:03 PM
- 2. Roll Call:** *Raynette Gregory, Owen Davis, Anthony Kalvans, Rod Smiley*
ABSENT: Ward Roney
- 3. Approval of Regular Meeting Agenda:**

Motion By: Anthony Kalvans
Second By: Rod Smiley
Motion: To Approve Regular Meeting Agenda

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Ward Roney				X

- 4. Pledge of Allegiance:**
Lead by Director Smiley
- 5. Public Comment and Communications for items not on the agenda: Public Comment:**
None
- 6. Special Presentations/Public Hearings/Other:** None
- 7. Non- District Reports:**

- 1. San Luis Obispo County Organizations**
Listen to Verbal Report
Sheriff, Kevin Norris Gave current call statistics for January. Year to date calls are down 24% total from last year.
Board Comment: None
Public Comment: None

2. Community Service Organizations

Listen to Verbal Report

President of the Firefighters Association, Scott Young updated the Board of Directors that the next Sagebrush Days will be held on April 22nd. A small group of Firefighters met with the after-school program at Virginia Peterson, and the Association participated in this year’s annual Buzz Run. Next Firefighters Association meeting will be held at 1150 Mission Street on March 28th, 2023, at 6:00 P.M all are welcome.

Anthony Kalvans voiced that the Advisory Council meeting was held last night and heard that a lot was discussed. Mr. Kalvans asked if any staff members attended. Discussion ensued about parks, and developments that were discussed at the Advisory Council meeting.

Board Comment: None

Director Gregory asked for any public comment for all Non-District Reports

Public Comment: None

3. Camp Roberts—Army National Guard

Listen to verbal report

None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive verbal report

Item Presented by General Manager Kelly Dodds, updating the Board of Directors on the continuing storm recovery efforts (recoverslo.org) and that staff is working on a FEMA application to recoup cost from damages to the Mission Garden Lift Station as well as potential funding for a flood wall around the lift station. Mr. Dodds explained that the Machado WWTF Office Trailer was installed and signed off on by the County inspectors. The new SMCSO District Utilities Office was opened to the public on February 22nd. The Groundwater Sustainability and the General District Meetings will be combined moving forward. The District received \$1,268.00 dollars back for participating in the PG&E Emergency Load Reduction Program in 2022, this program is a voluntary load reduction program where we reduce our energy loads during identified times to prevent Brown Outs. General Manager Kelly Dodds updated the Directors on new banking powers for the District bank accounts.

Board Comment: Director Gregory asked about any flooding in Mission Gardens Lift Station and how high the water got, Discussion ensued.

Director Kalvans voiced that he noticed that some of the houses are up for sale.

Director Smiley voiced that this was not even that big of a storm, and explained the history of past rain fall in 1959 & 1969. General Manager Kelly Dodds explained that it was classified as a 30-year flood event and Director Kalvans discussed storm drains that flood the street to prevent structure damage.

Public Comment: None

2. District Counsel

Receive verbal report

Douglas L White reported that he had nothing to report.

Board Comment: None

Public Comment: None

3. District Utilities

Receive and File

Kelly Dodds voiced that report is submitted as written.

Board Comment: None

Public Comment: None

4. Fire Chief Report

Receive and File

Fire Chief Scott Young voiced that report submitted as written.

Board Comment: Director Smiley thanked Chief Young for the report, very enlightening.

Public Comment:

9. Consent Calendar:

Director Davis asked to pull Consent Agenda Item 2 for discussion. Discussion on process ensued.

Board Comment: None

Public Comment: Ashley Sangster, San Miguel Resident, voiced that he feels that having Resolutions on the Consent Calendar does not provide public input. Mr. Sangster voiced that Item 2 has liability issues for the District under the "Indemnification" section of the MOU.

Fire Chief Scott Young explained that this was an MOU between the County of San Luis Obispo and San Miguel C.S.D and not a Resolution. But is needed for the Fire Departments emergency radio repeater, and has the same language as the last few times this has been presented over the years.

Board Comment: Director Smiley asked District Counsel for their opinion. District General Counsel Doug White voiced that the nature of the MOU and indemnification portion does not provide a high risk to the District.

Public Comment: Ashley Sangster, San Miguel Resident, spoke his opinion on the Fire Chief comments.

Fire Chief Scott Young explained the nature of the equipment for the Board of Directors understanding. It was explained that it is two small pieces of equipment that resides in a server rack behind multi gates, in a building on district property.

General Manager Kelly Dodds read aloud the "Indemnification" section of the MOU. District General Counsel Doug White voiced his approval of the MOU, and recommended the Board approve as written.

Board Comment: Director Kalvans asked for clarification that this equipment is to enhance communications during emergencies between San Luis Obispo County and San Miguel. Chief Young voiced it is the hub for emergency communication between the County and neighboring agencies and San Miguel. Director Kalvans voiced that he would like to prioritize the Districts Emergency Services.

Motion By: Rod Smiley

Second By: Raynette Gregory

Motion: To Approve pull item #2 for Discussion

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Ward Roney				X

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Approve Item #2 of the Consent Calendar

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Ward Roney				X

Motion By: Anthony Kalvans

Second By: Rod Smiley

Motion: To Approve Items #1,3,4 of the Consent Calendar

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Ward Roney				X

1. 01-26-2023 Draft Special Meeting Minutes (Parent)

Receive and File

2. County Communications MOU (Young)

Review and approve the Fire Chief as the authorized signer for the County Communications MOU.

3. Authorize the General Manager to act as authorized representative for Drinking Water State Revolving Fund Grants for the San Miguel Water System Improvement Project Planning Funding (Dodds)

Approve RESOLUTION 2022-12 authorizing the General Manager, Kelly Dodds to act as authorized representative for Drinking Water State Revolving Fund Grants for the San Miguel Water System Improvement Project Planning Funding.

4. Surplus equipment designation (Dodds)

Approve RESOLUTION 2023-11 designating listed property as surplus and authorize the General Manager to dispose of that property in accordance with District policy.

10. Board Action Items:

1. Resolution of appreciation in the search for Kyle Doan (Dodds)

Approve Resolution 2023-13 showing appreciation for those who aided in and continue to search for Kyle Doan.

Board Comment: None

Public Comment: None

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Approve as Amended Resolution 2023-13

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Ward Roney				X

2. Financial Reports - January 2023 (Hido)

Review, Discuss and Receive the Enumeration of Financial Reports for January 2023. The Financial Reports are for review and information at this time. After the Audit, a final Financial Report will be presented.

Financial Officer Michelle Hido presented the Financial Report submitted as written. Mrs. Hido discussed the status of the Audit's draft review, the added graphs to the Financial Reports, and mentioned the savings the CSD receives from its insurance company for completing CIP points like Director Kalvan's certification. Last year the CSD saved \$3,000 and could save more.

Board Comment: Director Smiley voiced that the Audit should have been done months ago and is very worried. Discussion ensued.

General Manager Kelly Dodds voiced that he has spoken with the Auditor, and they provided a draft, but the draft Audit had multiple mistakes, and voiced his displeasure of it also being three months late. Discussion ensued.

Director Kalvans voiced that he wanted the rest of the Board to understand that changing the Auditor every three years is best practice.

Public Comment: None

Board Comment: Director's thanked Mrs. Hido for her detail in the monthly reports and her graphs.

Director Kalvans asked if her training through GFOA and CSDA have helped her. Financial Officer Michelle Hido voiced that it has been a good resource and how to "narrate" financials to the Board. Director Kalvans asked that Mrs. Hido incorporate what she has learned in the upcoming Budget process.

3. Revisions to District Reserve Policy (Dodds)

Review and approve Resolution 2023-10 adopting revisions to the Districts Reserve Policy

General Manager Kelly Dodds voiced that the update has minor changes, and explained that in 2019 the Board of Directors adopted a new Reserve Policy. The 2023 revisions of the Reserve Policy again align the reserve goals with the direction and operation of the District. The updates from the 2019 to 2023 version of the Reserve Policy are; updating percentages, account names, clarification on reserve purpose, and adding the funds that were initially excluded. Additionally, a statement on the funding of the Fire Department was added for reference. The District is updating this policy as part of an ongoing practice of keeping policies up to date with the current position of the District

Board Comment: Director Kalvans voiced that in addition to the said policy there are additional financial warnings in the Board Handbook.

Director Davis voiced that he has questions about a typo on the agenda resolution typed 2022 and resolution should be 2023. Typo will be amended, discussion with District Counsel about procedure ensued, and the Board will continue with item on the table; the Reserve Policy.

Director Davis voiced that the District is going to be paying retirement, and high salary for employees, and he feels that any reserves will be going toward retirement and salary, and would like to see cost cuts.

General Manager Kelly Dodds explained that what Director Davis was talking about was called "Unfunded Liabilities" and with this policy, we are setting up a Reserve fund that was never set up before. Discussion ensued. Mr. Dodds explained that the future post-employment benefit will need to have a Reserve set up that will grow; this policy provides an avenue for this, and the Board should be seeing this fund on the financial report in the future. Discussion ensued.

Director Kalvans voiced those Unfunded Liabilities are in the Audit and have legal requirements to be reviewed yearly.

Director Gregory asked if she was correct that the goal is to have 100% reserves. General Manager Kelly Dodds explained that, yes, a 100% in operational reserve of a normal year. Director Gregory asked what the District was at now? Mr. Dodds explained that the goal now is 50%, and that Wastewater is close to 50%, Water is around 10%-15%, discussion on other funds ensued.

Director Gregory asked how soon would you expect to reach your goal? General Manager Kelly Dodds explained that he is not stuck on a timeline, but that it's more that every year we conserve as much as possible and put that money aside to build up the Districts reserves.

Director Gregory asked what other small District's reserve goals are, it was explained that industry standard is around 15%-25%, with District Counsel concurring. General Manager Dodds explained that to get a loan from USDA the minimum reserve is 25% with a debt service account, and understands that 100% is a lofty goal but feels over time it can be met.

Director Davis asked if the goal of 100% reserves, is why you are wanting to go through the Prop 218 to increase the rate? General Manager Kelly Dodds reiterated to Director Davis that the District cannot raise rates for the sole purpose of increasing our Reserves. Discussion ensued.

Public Comment: Ashley Sangster, San Miguel Resident spoke about Unfunded Liabilities, and if they are fully funded by only the District? Mr. Sangster also asked which CalPERS retirement the District participate in, and if the funds are held in an interest bearing account? After asking for any other public comments, General Manager Kelly Dodds voiced that the District Unfunded Liabilities are not solely funded by the District, both the employees and the District pay into a account held by CalPERS. The fund account that is being discussed for the Reserves is for the District, and will be in an interest bearing account, and is currently looking at the best yield accounts. The District at this time participates in three different retirement plans with CalPERS.

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Approve Resolution 2023-10

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Owen Davis		X		
Ward Roney				X

4. Review and approve changes to the Board Handbook. (Dodds, White)

Review and approve resolution 2023-09 adopting changes to the Board Handbook. Item was tabled to next meeting after discussion on documentation.

Public Comment: Ashley Sangster, San Miguel Resident spoke.

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Table with full consensus of the Board

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Ward Roney				X

5. 2022 California Fire Code, 2022 California Building Code, and Local Ordinance 01-2023 (Young)

First reading of the 2022 California Fire Code, 2022 California Building Code, and Local ORDINANCE 01-2023.

Fire Chief Scott Young presented item, and explained that this is re-approved on a three year cycle. Board consensus to waive the full reading of the proposed Ordinance, and has a 30 day review period.

Board Comment: Director Kalvans thanked Chief Young, and discussed Fireworks sales, Weed Abatement, alley access, and propane tanks.

Fire Chief Young voiced that this process includes taking on the authority of Trailer Parks from the State.

Director Gregory voiced that she is in favor of keeping regulations/government local. Chief Young voiced that in Section 4, amendment needs to read 01-2023 not 01-2022, and will be amended.

Public Comment: None

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Confirm

Board consensus to waive the full reading of the proposed Ordinance 01 - 2023

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Ward Roney				X

6. Fire Department Temporary Housing Unit (Young)

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

Fire Chief Scott Young presented item and updated the Board of Directors that he is contacting Supervisor Peschong because this has been in planning for ten months. The District is not the only entity frustrated with the County Planning. Discussion ensued.

Board Comment: None

Public Comment: None

7. Fire Department Code Enforcement Violation (Young)

Proceed with the correctional measures to resolve the Code Enforcement Notice of Violation for the existing conditions at the San Miguel Fire Station.

Item presented by Fire Chief Young updating the Board of Director that Baldwin Electric has finished moving electrical items and that Chief Young has also found a local contractor to finish the drywall patching. The Server Rack relocation will be done this coming weekend.

Board Comment: Director Davis asked if any materials where able to be salvaged? Fire Chief explained that he salvaged the doors and hinges, and will be used for Fire training. Director Gregory asked who the contractor that he was using? Chief Young explained that he is using Jeff Hoffert Construction. Discussion ensued about contractors not doing small jobs.

Director Gregory asked about who will be at the 1150 Mission Street location, Chief Young said that it will only be Fire Department staff. All District Utilities will be located at the 1765 Bonita location.

Public Comment: None

11. Board Comment:

General Manager Kelly Dodds asked if Director Davis wanted to discuss the "State Revolving Fund Grant".

Director Davis asked about the new tank that is proposed on Power Road, and wanted to look at a topographical map. Discussion ensued.

Director Smiley asked about the signage for service organizations in San Miguel at the North and

South Gateway signs. General Manager Kelly Dodds explained that he will need to contact Cal-Trans and get permitting information.

Director Kalvans voiced that would still like to see a lighting and landscaping Master Plan.

Director Kalvans asked to discuss Parks, and Quimby fees in the future.

12. Adjourn to Closed Session/Closed Session Agenda:

Adjournment at 8:04 P.M, with no closed session.

13. Report out of Closed Session:

None

14. Adjournment to Next Regular Meeting: March 23rd 2023 at 6:00 P.M.

DRAFT

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.1

SUBJECT: Authorize Staff to prepare and deliver a Notice of Public Hearing to consider increasing solid waste collection rates by 7.4% pursuant to Proposition 218. (Dodds/ Kardashian)

SUGGESTED ACTION: Approve RESOLUTION 2023-07 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing all solid waste collection rates by 7.4% pursuant to Proposition 218

DISCUSSION:

Background

San Miguel Garbage Company (“SM Garbage”) and the San Miguel Community Services District (“District”) entered into its most recent franchise agreement (“Agreement”) in 2020 for the provision of solid waste services to District residents. This year, SM Garbage is requesting an 7.4% increase across all solid waste collection rates. This increase is comprised of a 7.4% Consumer Price Index (“CPI”) increase as allowed in the current Agreement to cover escalating operational cost which are outside SM Garbage control. The proposed resolution authorizes District staff to send notice to customers affected by the proposed rate increase, pursuant to Proposition 218.

Discussion

Proposition 218 established substantive and procedural requirements for a public agency increasing property related fees and charges. “Fee” under Proposition 218 means “any levy other than an ad valorem tax, a special tax, or an assessment, imposed by an agency upon a parcel or upon a person as an incident of property ownership, including a user fee or charge for a property related service.”^[1] Solid waste collection and disposal rates are deemed fees under the above definition.^[2] Proposition 218’s requirements apply to fees charged by a local government to provide solid waste collection services.

The District and SM Garbage entered into the franchise agreement in 2020 for the provision of solid waste collection within the District. Under the Agreement, the District Board of Directors (“Board”) must establish rates for the solid waste collection services provided by SM Garbage. The solid waste collection rate increases are subject to the procedural and substantive requirements of Proposition 218 because the District retains control of the rates.

Documentation provided by SM Garbage demonstrates a sharp rise in the costs related to solid waste collection and disposal services. The proposed increase is necessary for SM Garbage to fund the cost of solid waste collection and disposal services.

The proposed rates reflect an 7.4% increase in all user rates. Under the Agreement, SM Garbage may collect a reasonable return for providing solid waste collection services. Allowable SM Garbage profit on expenses is calculated using targeted operating ratio of ninety-two percent (92%), with a range of ninety percent (90%) to ninety-four percent (94%).

The proposed increase is directly related to increased operating expenses. SM Garbage’s statement of income for commercial services shows a net income of 2.48%. The proposed increase raises rates 7.4% to cover the shortfall and the increased operating costs.

Proposition 218 Substantive Requirements

Property-related fees must comply with the following substantive provisions of Proposition 218:

1. Revenues derived from the fee must not exceed the funds required to provide the property-related service;
2. Revenues derived from the fee must not be used for any purpose other than that for which the fee is imposed;
3. The amount of a fee imposed upon any parcel or person as an incident of property ownership must not exceed the proportional cost of the service attributable to the parcel;
4. The fee may not be imposed for a service unless the service is actually used by, or immediately available to, the owner of the property subject to the fee;
5. No fee or charge may be imposed for general governmental services, such as police, fire, ambulance, or libraries, where the service is available to the public in substantially the same manner as it is to property owners.

Procedural Requirements

To begin the Proposition 218 process, the District must first provide notice of the proposed increase to the affected customers by mail. The notice must state the amount of the fee to be imposed; the basis upon which the fees were calculated; a statement regarding the reason for the increase; and the date, time and location of the public hearing where the Board will consider the increase. The notice must be sent, in this case, to the customers of record, and versions of the notice must be in English and Spanish. Pursuant to Government Code section 53755, the notice may be given by including it in the agency’s regular billing statement. Notably, SM Garbage must pay the costs associated with providing notice under section 9.6 of the Agreement.

[1] Cal. Const., art. 13D, § 2.

[2] Cal. Const., art. 13D, § 6(c).

FISCAL IMPACT:

The cost of preparing and sending Proposition 218 notices must be paid by San Miguel Garbage.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING STAFF TO PREPARE AND DELIVER NOTICE OF A PUBLIC HEARING TO INCREASE SOLID WASTE RATES BY 7.4%, PURSUANT TO PROPOSITION 218

WHEREAS, the San Miguel Community Services District (“District”) provides solid waste collection services through a franchise agreement (“Agreement”) with the San Miguel Garbage Company (“SM Garbage”); and

WHEREAS, the fees for solid waste collection are insufficient to cover the costs of services and provide SM Garbage a reasonable rate of return; and

WHEREAS, the District retains control of the rates charged for solid waste collection under the Agreement; and

WHEREAS, the District must comply with the substantive and procedural requirements of Proposition 218 when increasing solid waste collection fees; and

WHEREAS, the District must deliver notice of the proposed fee increase to customers of record; and

WHEREAS, customers receiving the notice will be provided an opportunity to protest the increase, and, if a majority protest, the District may not implement the rate increase; and

NOW THEREFORE, BE IT RESOLVED, the District Board of Directors does, hereby, authorize District staff to prepare and send notice of a public hearing, pursuant to Proposition 218, to consider increasing solid waste collection rates by 7.4%.

On the motion of Director _____, seconded by Director _____, and on March 23rd, 2023 following roll call vote, to wit:

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

the foregoing Resolution is hereby passed and adopted this 23rd day of March 2023.

Kelly Dodds, General Manager

Ward Roney, Board President

ATTEST:

Douglas White, District General Counsel

		Current	Proposed	IWMA	Proposed
		Total Charges to	Solid Waste	Fee	Total Charges to
		<u>Customer</u>	<u>Rate</u>	<u>5.4%</u>	<u>Customer</u>
RESIDENTIAL CAN SERVICE					
35 GAL	monthly	\$32.08	\$32.69	\$1.77 =	\$34.46
64 GAL	monthly	\$50.57	\$51.53	\$2.78 =	\$54.31
96 GAL	monthly	\$68.51	\$69.81	\$3.77 =	\$73.58

All can rates based on standard garbage cans 35 gallon or smaller with 50-pound weight limit.
 Cans must be readily accessible.

CAN SERVICE MISCELLANEOUS

Stickers	per sticker	\$3.06	\$3.11	\$0.17 =	\$3.28
Re-Delivery Cans	per occurrence	\$32.60	\$33.22	\$1.79 =	\$35.01
Go Back Residential	per occurrence	\$6.80	\$6.93	\$0.37 =	\$7.30
					plus add additional mileage fee per mile
Walk-In Fee Service - Truck does not leave road & worker must walk in yard	per occurrence	\$3.25	\$3.31	\$0.18 =	\$3.49
2nd Recycle or Greenwaste Cart per Month	per cart monthly	\$6.60	\$6.73	\$0.36 =	\$7.10

Carts are the property of the garbage company & must be returned when service is stopped or cancelled.
 If cart is not returned the company may impose the appropriate fee to the customer for each cart not returned.

Missing Cart - 35 GAL	per cart	\$51.34	\$52.31	\$2.82 =	\$55.14
Missing Cart - 64 GAL	per cart	\$67.54	\$68.82	\$3.72 =	\$72.54
Missing Cart - 96 GAL	per cart	\$91.86	\$93.60	\$5.05 =	\$98.65

COMMERCIAL CONTAINER SERVICE For solid waste, recycle or greenwaste material (each charged seperately)

1 YARD	1X WK	monthly	\$94.73	\$96.53	\$5.21 =	\$101.74
	2X WK	monthly	\$140.50	\$149.62	\$8.08 =	\$157.70
	3X WK	monthly	\$196.70	\$209.47	\$11.31 =	\$220.78
1.5 YARD	1X WK	monthly	\$106.00	\$108.01	\$5.83 =	\$113.84
	2X WK	monthly	\$181.08	\$167.42	\$9.04 =	\$176.46
	3X WK	monthly	\$253.51	\$234.39	\$12.66 =	\$247.04
2 YARD	1X WK	monthly	\$116.67	\$118.89	\$6.42 =	\$125.31
	2X WK	monthly	\$205.96	\$184.28	\$9.95 =	\$194.23
	3X WK	monthly	\$288.34	\$258.00	\$13.93 =	\$271.93
3 YARD	1X WK	monthly	\$156.10	\$159.07	\$8.59 =	\$167.66
	2X WK	monthly	\$264.49	\$246.56	\$13.31 =	\$259.87
	3X WK	monthly	\$370.29	\$345.18	\$18.64 =	\$363.82
4 YARD	1X WK	monthly	\$208.13	\$212.08	\$11.45 =	\$223.54
	2X WK	monthly	\$352.66	\$328.73	\$17.75 =	\$346.48
	3X WK	monthly	\$493.72	\$460.22	\$24.85 =	\$485.07
6 YARD	1X WK	monthly	\$312.25	\$318.18	\$17.18 =	\$335.37
	2X WK	monthly	\$576.54	\$493.18	\$26.63 =	\$519.82
	3X WK	monthly	\$807.15	\$690.46	\$37.28 =	\$727.74

Every other week rate is the same as 1X WK rate.
 Additional days per week are as follows: 4X WK multiply 3X WK rate by 1.3 5X WK multiply 4X WK rate by 1.25

COMMERCIAL EXTRA PICKUP + PER MILE TRIP CHARGE * For solid waste, recycle or greenwaste (each charged seperately)

1 YARD	per occurrence	\$23.34	\$23.78	\$1.28 =	\$25.06
1.5 YARD	per occurrence	\$26.20	\$26.70	\$1.44 =	\$28.14
2 YARD	per occurrence	\$29.05	\$29.60	\$1.60 =	\$31.20
3 YARD	per occurrence	\$38.48	\$39.21	\$2.12 =	\$41.33
4 YARD	per occurrence	\$51.31	\$52.28	\$2.82 =	\$55.11
6 YARD	per occurrence	\$79.29	\$80.80	\$4.36 =	\$85.16

		Current	Proposed	IWMA	Proposed	
		<u>Total Charges to</u>	<u>Solid Waste</u>	<u>Fee</u>	<u>Total Charges to</u>	
		<u>Customer</u>	<u>Rate</u>	<u>5.4%</u>	<u>Customer</u>	
COMMERCIAL SERVICE MISCELLANEOUS						
* Trip Charge per Mile	per occurrence	\$5.84	\$5.95	\$0.32 =	\$6.27	
Delivery Fee & Re-Delivery Containers	per occurrence	\$35.50	\$36.17	\$1.95 =	\$38.13	
Extra Material less than 1 yard	per occurrence	\$17.26	\$17.59	\$0.95 =	\$18.54	
Extra Material per yard	per occurrence	\$23.34	\$23.78	\$1.28 =	\$25.06	
Manual Labor per yard	per occurrence	\$23.37	\$23.81	\$1.29 =	\$25.10	
Go Back Commercial	per occurrence	\$11.56	\$11.78	\$0.64 =	\$12.42	
						plus add additional mileage fee per mile
Lock Bar Set Up	per occurrence	\$52.55	\$53.54	\$2.89 =	\$56.43	
Lock Bar Set Up Plus Key & Lock	per occurrence	\$63.46	\$64.67	\$3.49 =	\$68.16	
Unlocking Fee	per occurrence	\$2.80	\$2.86	\$0.15 =	\$3.01	
Container Exchange Fee	per occurrence	\$53.12	\$54.13	\$2.92 =	\$57.05	

DRIVE IN-YARD CHARGES

Charged to customers that require the waste collection truck to enter the customers property

In-Yard 100'	monthly	\$13.44	\$13.69	\$0.74 =	\$14.43	
In-Yard 1/4 Mile	monthly	\$18.85	\$19.20	\$1.04 =	\$20.24	
In-Yard 1 Mile	monthly	\$20.82	\$21.21	\$1.15 =	\$22.36	
In-Yard Over 1 Mile	monthly	multiply "In-Yard 1 Mile" rate X total miles				

ADDITIONAL CHARGES

Can Pressure Wash Fee	per occurrence	\$32.60	\$33.22	\$1.79 =	\$35.01	
Water Heater	each	\$25.39	\$25.87	\$1.40 =	\$27.27	2023 N/C White Goods
Fridge	each	\$31.77	\$32.37	\$1.75 =	\$34.12	2023 N/C White Goods
Washer/Dryer	each	\$25.39	\$25.87	\$1.40 =	\$27.27	2023 N/C White Goods
Toilet	each	\$10.30	\$10.49	\$0.57 =	\$11.06	
Couch	each	\$31.19	\$31.78	\$1.72 =	\$33.50	
Mattress or boxspring TWN	each	\$22.52	\$22.95	\$1.24 =	\$24.19	
Mattress or boxspring Q-K	each	\$40.06	\$40.82	\$2.20 =	\$43.03	
Truck Tires	each	\$22.52	\$22.95	\$1.24 =	\$24.19	
Car Tire only	each	\$4.46	\$4.55	\$0.25 =	\$4.80	
Car Tire with Rim	each	\$6.87	\$7.00	\$0.38 =	\$7.38	
T.V.	CAN NOT TAKE					

All other items not listed call office for rate.

NSF FEES

1ST	\$20.00
2ND	\$30.00
3RD	\$35.00
4TH	\$40.00

RENT-A-BIN (all areas)

2 YARD - 1 PU 1 WEEK	60x43x38	\$92.20	\$93.95	\$5.07 =	\$99.03
3 YARD - 1 PU 1 WEEK	72x43x52	\$121.77	\$124.08	\$6.70 =	\$130.78
DAILY RENTAL after 1 wk	per day	\$3.18	\$3.24	\$0.18 =	\$3.42

For one month rental please call office for rates



San Miguel Community Services District
1765 Bonita Pl, P.O. Box 180, San Miguel, CA. 93451
805-467-3388 – Fax 805-467-9212
www.sanmiguelcsd.org

NOTICE OF PUBLIC HEARING REGARDING PROPOSED SOLID WASTE RATE INCREASES

Property Owner/Customer:

This notice is intended to inform you that the San Miguel Community Services District (SMCSD) will hold a Public Hearing regarding the proposed rate increase by San Miguel Garbage Company for customers receiving solid waste, recycling, and green waste services within the District. The proposed rate increases will be considered by the District Board of Directors at the Date, time and location specified below.

Consistent with the requirements of Proposition 218, this notice provides you with the following information:

1. Date, time and location of the public hearing;
2. The amount of proposed increases;
3. Reason for the basis upon which the amount of the proposed increases were calculated;
4. How to protest the proposed increases.

Notice of Public Hearing

The Public Hearing of the proposed rate increase will be held on:

Date: May 25th, 2023

Time: 6:00 P.M.

Place: 601 12th St., San Miguel, California 93451

If adopted by the District Board of Directors, the proposed increase will become effective June 1, 2023. The proposed rates are attached to this notice.

Reasons for the Proposed Rate Increases:

The proposed rate increases are necessary for the San Miguel Garbage Company to continue to provide safe, environmentally sound, and reliable solid waste, recycling, and green waste collection, transportation and disposal or processing services to the citizens within the San Miguel Community District. Several factors have contributed to these increased costs, including but not limited to: the continued rise in fuel, labor, insurance, recycling fees, disposal fees, and the majority of all other operating expenses.

Basis for the Proposed Rate Increases:

The proposed residential and commercial rate increase of 7.4% is based on the following:

A 7.4% change in Consumer Price Index (CPI). The Franchise Agreement between the San Miguel Community Services District (SMCSD) and San Miguel Garbage Company permits an annual increase for solid waste collection rates based on the change in Consumer Price Index (CPI).

How to Protest proposed rate increase?

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the District Board Clerk before the close of the Public Hearing referenced above:

- An owner(s) of property (parcel(s)) receiving Solid Waste service within the District's boundary. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving water service; and
- A Tenant(s) whose name appears on the Garbage Company's records as the customer of record for the corresponding parcel receiving Solid Waste services, service within the District's boundary (tenant-customer)

A valid written protest must contain a statement that you protest the increase in Solid Waste rates, the address, and Assessor's Parcel Number (APN) of the parcel or parcels which receive Solid Waste services and must be signed by either the owner or tenant-customer of the said parcel or parcels. One (1) written protest per parcel shall be counted in calculating a majority protest to the proposed Solid Waste rate increase subject to the requirements pursuant to Section 6 of Article XIII D of the California Constitution. Written protest will not be accepted by e-mail or by facsimile. Verbal protest will not be counted in determining the existence of a majority protest. To be counted, a protest must be received in writing by the District Board Clerk before the close of the Public Hearing referenced above.

Written protests regarding the Solid Waste increases may be mailed to:

**San Miguel Community Services District
P.O. Box 180
San Miguel, CA. 93451**

Written protests may also be personally delivered to the District Board Clerk at the San Miguel Community Services District Office located at 1765 Bonita Pl, San Miguel CA. 93451. If valid written protests are presented by the majority of owners and/or tenant-customers of parcels receiving Solid Waste services within the District's boundary, then the District will not adjust/increase the Solid Waste rates. Only one protest per parcel will be counted in determining whether or not a majority protest exists.

Questions:

Please review at the District website www.sanmiguelcsd.org, or contact San Miguel Garbage Company at (805)467-9283, for more information.

Attachments:

Proposed rates effective June 1, 2023.



Distrito de Servicios Comunitarios de San Miguel
1765 Bonita Pl, P.O. Box 180, San Miguel, CA. 93451
805-467-3388 – Fax 805-467-9212
www.sanmiguelcsd.org

AVISO DE AUDIENCIA PÚBLICA SOBRE LOS AUMENTOS PROPUESTOS DE LA TARIFA DE RESIDUOS SÓLIDOS

Propietario/Cliente:

Este aviso tiene la intención de informarle que el Distrito de Servicios Comunitarios de San Miguel (SMCSD) llevará a cabo una audiencia pública sobre el aumento de tarifas propuesto por San Miguel Garbage Company para los clientes que reciben servicios de desechos sólidos, reciclaje y desechos verdes dentro del Distrito. Los aumentos de tarifas propuestos serán considerados por la Junta Directiva del Distrito en la fecha, hora y lugar especificados a continuación.

De acuerdo con los requisitos de la Proposición 218, este aviso le proporciona la siguiente información:

1. Fecha, hora y lugar de la audiencia pública;
2. La cantidad de los aumentos propuestos;
3. Razón de la base sobre la que se calculó la cantidad de los aumentos propuestos;
4. Cómo protestar por los aumentos propuestos.

Aviso de audiencia pública

La audiencia pública del aumento de tarifa propuesto se llevará a cabo en:

Fecha: 25 de mayo de 2023

Hora: 6:00 P.M.

Lugar: 601 12th St., San Miguel, California 93451

Si es adoptado por la Junta Directiva del Distrito, el aumento propuesto entrará en vigencia el 1 de julio de 2023. Las tarifas propuestas se adjuntan a este aviso.

Razones para los aumentos de tarifas propuestos:

Los aumentos de tarifas propuestos son necesarios para que la Compañía de Basura de San Miguel continúe brindando servicios seguros, ambientalmente racionales y confiables de recolección de desechos sólidos, reciclaje y recolección, transporte y eliminación o procesamiento de desechos verdes a los ciudadanos dentro del Distrito Comunitario de San Miguel. Varios factores han contribuido a estos mayores costos, que incluyen, entre otros: el aumento continuo de combustible, mano de obra, seguros, tarifas de reciclaje, tarifas de eliminación y la mayoría de todos los demás gastos operativos.

Base para los aumentos de tarifas propuestos:

El aumento propuesto de la tarifa residencial y comercial del 7.4% se basa en lo siguiente:

Un cambio del 7.4% en el Índice de Precios al Consumidor (IPC). El Acuerdo de Franquicia entre el Distrito de Servicios Comunitarios de San Miguel (SMCSD) y San Miguel Garbage Company permite un aumento anual para las tarifas de recolección de residuos sólidos basado en el cambio en el Índice de Precios al Consumidor (IPC).

¿Cómo protestar por el aumento de tarifas propuesto?

De conformidad con la Sección 6 del Artículo XIII D de la Constitución de California, las siguientes personas pueden presentar una protesta por escrito contra el Aumento de Tarifas Propuesto al Secretario de la Junta de Distrito antes del cierre de la Audiencia Pública mencionada anteriormente:

- Un propietario (s) de propiedad (parcela(s)) que recibe el servicio de Residuos Sólidos dentro de los límites del Distrito. Si la(s) persona(s) que firma(n) la protesta, como propietario, no figura en la última lista de evaluación igualada como propietaria de la(s) parcela(s), entonces la protesta debe contener o ir acompañada de evidencia escrita de que dicha persona que firma la protesta es la propietaria de la(s) parcela(s) que recibe(n) el servicio de agua; y
- Un inquilino (s) cual su nombre aparece en los registros de la Compañía de Basura como el cliente registrado para la parcela correspondiente que recibe servicios de desechos sólidos, servicio dentro de los límites del Distrito (inquilino-cliente)

Una protesta válida por escrito debe contener una declaración de que usted protesta por el aumento en las tarifas de Residuos Sólidos, la dirección y el Número de Parcela del Asesor (APN) de la parcela o parcelas que reciben servicios de Residuos Sólidos y debe estar firmada por el propietario o inquilino-cliente de dicha parcela o parcelas. Una (1) protesta escrita por paquete se contará en el cálculo de una protesta mayoritaria al aumento propuesto de la tarifa de residuos sólidos sujeto a los requisitos de conformidad con la Sección 6 del Artículo XIII D de la Constitución de California. No se aceptará una protesta por escrito por correo electrónico o fax. La protesta verbal no se contará para determinar la existencia de una protesta mayoritaria. Para ser contada, una protesta debe ser recibida por escrito por el secretario de la Junta de Distrito antes del cierre de la Audiencia Pública mencionada anteriormente.

**Las protestas por escrito con respecto a los aumentos
de residuos sólidos pueden enviarse por correo a:
Distrito de Servicios Comunitarios de San Miguel
Apartado de correos 180
San Miguel, CA 93451**

Las protestas por escrito también pueden ser entregadas personalmente al Secretario de la Junta de Distrito en la Oficina del Distrito de Servicios Comunitarios de San Miguel ubicada en 1765 Bonita Pl, San Miguel CA. 93451. Si la mayoría de los propietarios y/o inquilinos-clientes de parcelas que reciben servicios de Residuos Sólidos presentan protestas válidas por escrito dentro de los límites del Distrito, entonces el Distrito no ajustará/aumentará las tasas de Residuos Sólidos. Solo se contará una protesta por paquete para determinar si existe o no una protesta mayoritaria.

Preguntas:

Por favor revise en el sitio web del Distrito www.sanmiguelcsd.org, o comuníquese con San Miguel Garbage Company al (805) 467-9283, para obtener más información.

Accesorios:

Tarifas propuestas vigente a partir del 1 de julio de 2023.

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.2

SUBJECT: 2022 California Fire Code, 2022 California Building Code, and Local Ordinance 01-2023
2nd reading. (Young)

SUGGESTED ACTION:

2nd Reading and Approval of an Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Section 7A including all related reference sections and Local Ordinance 01-2023.

DISCUSSION:

The purpose of this ordinance is to formally adopt the 2022 Edition of the California Fire Code including Amendments, Errata, Appendices, the 2022 Edition of the California Building Code Chapter 7A including all related reference sections and Local Ordinance 01-2023 as the bases for all Fire, Life & Safety items.

The District has been operating on the 2019 California Fire Code and Building Code including Local Ordinance 01-2020. It is the District’s responsibility to adopt use of the current California Codes every three (3) years, as this is the major update cycle for all Fire and Building Codes in California. In addition, the Authority Having Jurisdiction (“AHJ”), which is the San Miguel Community Services District Fire Department, must include any Local Ordinances at the time of current Code adoption. The purpose of adopting Local Ordinances is to assure that the Fire, Life & Safety issues directly related to the AHJ are properly mitigated to the best of the AHJ’s ability.

The last Code adoption was approved on May 28, 2020, presented as Local Ordinance 01-2022. Since then, the California Codes have been updated as part of the standard review and update cycle. Local conditions have been reassessed and are being presented as Local Ordinance 01-2023 for adoption.

To remain in compliance with current County and State Regulations it is necessary to adopt the current 2022 Edition of the California Fire Code in its entirety including all Amendments, Errata, Appendices, the 2022 Edition of the California Fire Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023.

FISCAL IMPACT:

Staff time, legal review, and required posting fees.
Actual cost to be determined.

PREPARED BY: Scott Young

ORDINANCE NO. 01-2023
AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN MIGUEL COMMUNITY SERVICES DISTRICT
ADOPTING AND AMENDING THE 2022 EDITION OF
THE CALIFORNIA FIRE CODE 2022 CALIFORNIA BUILDING CODE SECTION 7A
AND RELATED REFERENCE SECTIONS INCLUDING ARTICALS, APPENDICES,
ERRATA AND LOCAL ORDINANCES.

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

WHEREAS, the District’s Fire Code was updated and adopted in 2020, and requires revisions as the law has changed over time.

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

Section 1. Purposes and Authority.

The Board of Directors of the San Miguel Community Services District (“District”) hereby adopts the 2022 Edition of the California Fire Code (“CFC”), which includes Articles, Appendices and Errata, with certain amendments and exceptions. The amendments and exceptions as outlined in Section 5 of this Code, are for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Each and all of the regulations, provisions, conditions, and terms of the “California Fire Code”, 2022 Edition, on file in the District Office, are hereby referred to and made a part hereof as if fully set out in this Ordinance, except as otherwise provided in this Ordinance.

Section 2. Repeal of Any Previously Adopted Ordinance

Ordinance No. 01-2020 , and or any previously adopted Ordinance adopted by the Board of Directors of the San Miguel Community Services District is hereby repealed in their entirety.

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

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

Section 4. Amendments and Exceptions to the 2022 Edition of the California Fire Code.

Pursuant to Ordinance No.01-2023, the Board found that because of certain local climatic, geological and topographical conditions existing within the District, more stringent building standards relating to Fire, Life and Safety than those standards adopted by the State of California

Fire Marshal and contained in the California Building Standards Code are necessary for fire protection within the District. Ordinance 01-2023, and the findings contained therein, are hereby incorporated by reference. The following amendments and exceptions to the 2022 California Fire Code, are therefore hereby made:

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

Storage of explosives and blasting agents are prohibited in the District boundaries. Chapter 56 of the 2022 California Fire Code provides the specific limitations.

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

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

3) ESTABLISHMENT OF LOCAL FIRE PREVENTION CODE ENFORCEMENT FOR STATE MANAGED TRAILER PARKS WITHIN JURISDICTIONAL BOUNDARIES

Per Health & Safety Code Section §1302 San Miguel Fire elects to assume the responsibility for local fire prevention code enforcement in parks within its jurisdictional boundaries.

4) ESTABLISHMENT OF TWO-STORY BUILDING HEIGHT LIMIT

Due to the current inability to perform immediate life rescue and perform rooftop fire operations above two stories in height all structures shall be limited to the following height restrictions.

- a) Maximum height of a habitable space from ground level to second floor level shall be no greater than 132 inches.
- b) Maximum height for a second floor opening to be utilized as an emergency egress shall be no greater than 176 inches from ground level.
- c) Maximum height from ground level to roof eaves shall be no greater than 216 inches from ground level.
- d) Floor Area Ratios (FAR) examples as stated within the 2016 San Miguel Community Plan page 3-17 Figure 3-H are acceptable examples of building construction FAR examples with the exception of FAR=.75 example 2 that does not conform to emergency services standards for immediate life rescue

5) LOCATION WHERE ABOVEGROUND TANKS ARE PROHIBITED

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

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

6) FIRE PROTECTION SYSTEM AND EQUIPMENT

The District Fire Chief or designee shall designate the type and number of fire appliances to be installed and maintained in and upon all buildings and premises within the District's jurisdiction other than in private dwellings. This shall be done according to the relative severity of probable fire, including the rapidity with which it may spread. All determinations shall be made based on the California Fire Code Section 9; however, the Fire Chief or his or her designee may determine that additional appliances may be deemed necessary due to a specific condition on the property such as access issues or a specific hazard. Such appliances shall be of a type suitable for the probable class of fire associated with such building or premises and shall have approval of the District Fire Chief. Portable fire extinguishers shall be in accordance with 2022 California Fire Code Chapter 9. The minimum fire extinguisher requirement shall be one (1) 2A10BC fire extinguisher for every seventy-five feet (75') of floor travel. Location of the fire extinguisher is to be determined by the Fire Chief.

7) AUTOMATIC FIRE EXTINGUISHING SYSTEMS.

In addition to the requirements of 2022 California Fire Code, Chapter 9 an automatic fire extinguishing system shall be installed in the occupancies and locations as set forth below:

- a) New Construction. An automatic fire extinguishing system shall be installed and maintained in all new buildings in "A," "B," "C," "E," "F," "H," "I," "M," "R", "S" and "U" (when "U" structure is attached to an "R") occupancies as defined by the California Uniform Building Code, regardless of type of construction or floor area, for which any Building Permit is issued after the effective date of this Ordinance.
- b) Modular homes and or mobile property use as a dwelling shall be equipped with automatic fire sprinklers.

Exception:

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

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

- c) Existing Construction. Unless the 2022 California Fire Code is more restrictive, an automatic fire extinguishing system shall be installed in all existing buildings or structures where proposed or ongoing additions, seismic retrofit, alterations, or repairs are commenced over a three-year period, which meet one or more of the following:
 - i) Increases total floor area of structure by more than 25%,
 - ii) Have a total floor area exceeding two thousand five hundred (2,500) square feet,

- iii) When a second story or higher is added,
- iv) When occupancy change increases fire risk or hazard

EXCEPTIONS

- i) When a proposed addition is less than 25% of current total floor area of existing building in all occupancies
 - ii) In single family residences of less than 2,500 square feet the proposed addition can be 25% of current floor area.
- d) Regardless of additions, alterations, or repairs in existing sprinklered buildings, sprinkler coverages shall remain as per the 2022 California Fire Code and the National Fire Protection Association 13, 13R, or 13D standards, whichever are applied by the Fire Chief.
- e) Plans for Automatic Fire Extinguishing Systems. Plans for all automatic fire extinguishing systems shall be required to be reviewed and certified by a third-party Fire Protection Engineer (at the individual's cost) and submitted for approval by the District Fire Department prior to installation. Plans are subject to all plan check and inspection fees as per the current fee schedule. The automatic fire extinguishing system shall conform to the most current requirements of the California Fire Code, State Fire Marshal regulations and requirements of the National Fire Protection Association Codes and Standards (NFPA 13, 13R or 13D).
- f) All automatic fire extinguishing systems shall be supervised by a U.L. approved central, proprietary or remote station service or a local alarm that provides an audible signal at a constantly attended location.
- g) All mechanical equipment located in a concealed space shall have a 200-degree pilot head located at an elevation no more than 18 inches below the highest elevation of the concealed space above the unit and no further than 3 feet away from the unit. Any piping located above the building insulation level shall be insulated.

Exceptions:

Isolated specialty systems such as a paint spray booth or other small systems as approved by the Fire Chief, unless the entire occupancy is equipped with an automatic fire extinguishing system.

8) VENTILATING HOOD AND DUCT SYSTEMS

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

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

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

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

b) **NEW HOOD EXTINGUISHING SYSTEMS**

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

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

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

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

9) FIRE RETARDANT ROOFING MATERIALS REQUIRED

Because of local climatic conditions, it is necessary that roof coverings for all new buildings and for any re-roofing of existing buildings within the District be no less than Class A per 2022 California Building Code Chapter 7A Section 705A , 2022 California Building Code Chapter 15

10) FIRE APPARATUS ACCESS ROADS - GRADE.

The District shall conform with 2022 California Fire Code Chapter 5 Section 503.2.1 through 503.2.8 and Appendix “D”; however, portions of these sections shall be revised to read as follows:

The standard grade for all roads, streets and driveways shall not exceed twelve percent (12%). The District Fire Chief or his/her designee may approve grades between twelve percent (12%) and twenty percent (20%) with a “non-skid” asphalt or concrete surface, which shall not exceed 500 feet in length.”

11) FIRE DEPARTMENT ACCESS ROADS

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

- a) Traffic Calming Devices shall be prohibited unless approved by the Fire Code Official as per 2022 California Fire Code 503.4.1.

12) KEY BOXES.

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

13) FIRE HYDRANTS.

The requirements of 2022 California Fire Code Chapters 1, 5, and 9 as well as Appendix C & CC shall apply to fire hydrants. The type of hydrant to be used shall be determined and installed pursuant to District water standards for installation of a fire hydrant.

- a) All fire hydrants are to be identified in the roadway by “blue” reflective markers with a minimum dimension of three (3) inches (“Botz Dot”). [UFC/CFC 901.4.3]
- b) Curb faces shall be painted safety red 3 feet from center of fire hydrants in each direction.

- c) Public Hydrants. All barrels are to be safety yellow in color. The tops and nozzle caps shall be painted with the following capacity-indicating color scheme to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition.
- Class AA-Light Blue - Rated capacity of 1500 gallons per minute (gpm) or greater
 - Class A-Green - Rated capacity of 1000-1499 gpm
 - Class B-Orange - Rated capacity of 500-999 gpm
 - Class C-Red - Rated capacity of less than 500 gpm
- Colors to be “Safety” colors
- d) Classifications. The classification and marking of hydrants provided herein anticipate determination based on individual flow test. Where a group of hydrants may be used at time of fire, some special marking designating group flow capacity may be desirable.
- e) Private Hydrants/on-site fire supply systems. On-site private hydrants and fire supply systems shall meet standards set forth in the San Miguel Fire Department’s and San Miguel Community Services District’s Standards, Specifications and Drawings, unless otherwise approved by Fire Chief. All barrels, tops and nozzle caps shall be painted safety red in color. All underground piping supplying fire sprinkler systems shall be minimum class two hundred (200) piping.
- f) Clear space around hydrants and fire protection equipment. A minimum three (3) foot clear space shall be maintained around the circumference of any fire hydrant, fire department connection or fire protection control valve, or any other fire protection system component

14) PREMISE IDENTIFICATION.

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

15) BUILDING OR PROPERTY DAMAGED BY FIRE

An owner, occupant or other person, having under his/her control any property or materials on property damaged by fire, when access by the public is possible, shall secure the property by boarding up all openings, fencing, barricading or other appropriate measures as directed by the Fire Chief or the Fire Prevention Officer within forty- eight (48) hours after the incident.

Within thirty (30) days after written notice to do so has been served, all debris and/or

materials shall be removed from the property or proof furnished that contractual arrangements have been made for demolition, replacement or repair of all fire damaged structures remaining on the property involved in the fire.

16) WILDLAND URBAN INTERFACE

When determined by the Fire Chief or designated Fire Prevention Officer, structures built in potentially high-risk fire areas shall comply with 2022 California Fire Code Chapter 49 and 2022 California Building Code Chapter 7A either in full or in part as deemed appropriate.

- a) All modular homes and or mobile structures used as a dwelling shall be constructed post 2011 and shall conform with all Wildland Urban Interface requirements as per 2022 California Fire Code Chapter 49, and 2022 California Building Code Chapter 7A either in full or in part as deemed appropriate.
- b) Any modular home and or mobile structure constructed prior to 2011 to be utilized as a dwelling shall not be permitted for installation and or placed within the District boundaries.

17) ITEMS REQUIRING PLAN SUBMITTAL AND OR INSPECTIONS

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

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

18) SALE AND USE OF "SAFE AND SANE" FIREWORKS

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

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

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

i) Definition of “Safe and Sane” Fireworks

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

ii) Application

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

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

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

iii) License as a Prerequisite

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

iv) Investigation and Report

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

v) Grant or Denial of Permit

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

- 1) The permittee shall deposit a clean-up fee in an amount set by resolution of the

District Board of Directors which may be refunded in whole or in part, as determined by the District, if the sale location, San Miguel park and other areas as determined by the Fire Chief at which “Safe and Sane” fireworks are used, are free of used and spent fireworks, and related materials by July 5, as determined by the District;

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

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

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

vii) Duration of Permit.

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

viii) Salespersons

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

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

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

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

x) Violations.

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

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

xi) Penalties.

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

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

xii) Signage

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

17) Open Burning within District Bounders

Open Burning as defined in 2019 CFC Section 202 is prohibited within the District Boundaries. The open burning of green waste, dimensional lumber, or garbage shall be prohibited within the District Boundaries.

Exemptions:

- i) Properties 10 acres or larger outside of the Urban Reserve Line, but within the District Boundaries, zoned Agricultural may be approved for Open Agricultural or Backyard Burning on a case-by-case basis, provided that a proper Air Pollution Control District, Agricultural Burning or Backyard Burning Permit has been obtained and all rules applicable to Open Burning of Agricultural Products are followed.

Section 5. Inconsistency.

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

Section 6. Severability.

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

Section 7. Posting.

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

Section 8. Effective Date.

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

This Ordinance was introduced at a regular meeting of the Board of Directors of the San Miguel Community Services District, held on the 23rd day of February 2023, and given its first reading at said meeting. Said Ordinance was given a second reading and adopted at a meeting of the Board of Directors held on the 23rd day of March 2023, and after such reading, Director _____, who moved its adoption, seconded by Director _____, and said ordinance was thereupon adopted by the following vote:

Ayes:

Noes:

Abstain:

Absent:

The foregoing ordinances was adopted the 23rd day of March, 2023

Scott Young, Fire Chief

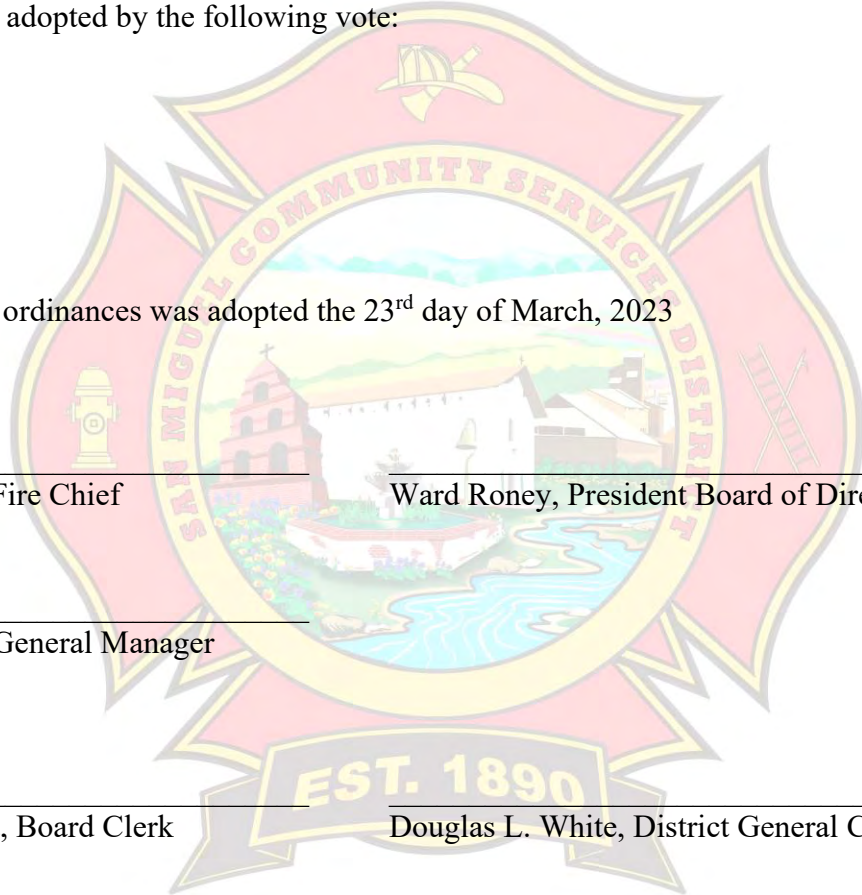
Ward Roney, President Board of Directors SMCS D

Kelly Dodds, General Manager

ATTEST:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel



**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.3

SUBJECT: Notice to HCD for assumption of code enforcement for parks within the the Districts' jurisdiction (Young)

SUGGESTED ACTION:

Authorizing the Fire Chief to send the attached letter as notice of the San Miguel Community Services District's ("District") intent to assume fire prevention code enforcement responsibilities for all State-managed mobile home and special occupancy parks within the District's jurisdictional boundaries, pursuant to California Code of Regulations, Title 25, section 1302, and Health & Safety Code section 18691, subdivision (d).

DISCUSSION:

The District seeks to bring Fire Code enforcement to the local level to ensure all residents within the District's jurisdiction, have a safe environment to live in without the unreasonable risk of unsafe conditions.

FISCAL IMPACT:

No negative financial impact

PREPARED BY: Scott Young



Board of Directors

President
Ward Roney

Vice President
Raynette Gregory

Board Members
Anthony Kalvans
Owen Davis
Rod Smiley

General Manager
Kelly Dodds

Fire Chief
Scott Young

Mission Statement

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

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

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

March 23, 2023
Department of Housing and Community Development
Attention: Martin Ford
3737 Main Street Suite 400
Riverside, CA. 92501

Re: Local Fire Prevention Code Enforcement

Dear Mr. Ford:

This letter serves as notice of the San Miguel Community Services District's ("District") intent to assume fire prevention code enforcement responsibilities for all State-managed mobile home and special occupancy parks within the District's jurisdictional boundaries, pursuant to California Code of Regulations, Title 25, section 1302, and Health & Safety Code section 18691, subdivision (d).

The District was formally created on February 1, 2000, and authorized to exercise all powers of its successor agency, San Miguel Fire Protection District pursuant to San Luis Obispo County Supervisors Resolution No. 2000-49. The geographical boundaries of the District are depicted in Exhibit A, attached hereto. The following State-managed mobile home and special occupancy parks are located within the District's jurisdiction:

1. White Oak Mobile Home Park
700 North River Road
San Miguel, California 93451
2. Mission Garden/Casa Blanca Mobile Home Park
560 12th Street
San Miguel, California 93451

The District seeks to bring Fire Code enforcement to the local level to ensure all residents within the District's jurisdiction, including those within the above-referenced parks, have a safe environment to live in without the unreasonable risk of unsafe conditions. On March 23, 2023, the San Miguel Community Services District Board of Directors authorized this notice and the District Fire Department's assumption of Fire Code enforcement for State-managed mobile home and special occupancy parks located within the District's jurisdictional boundaries.

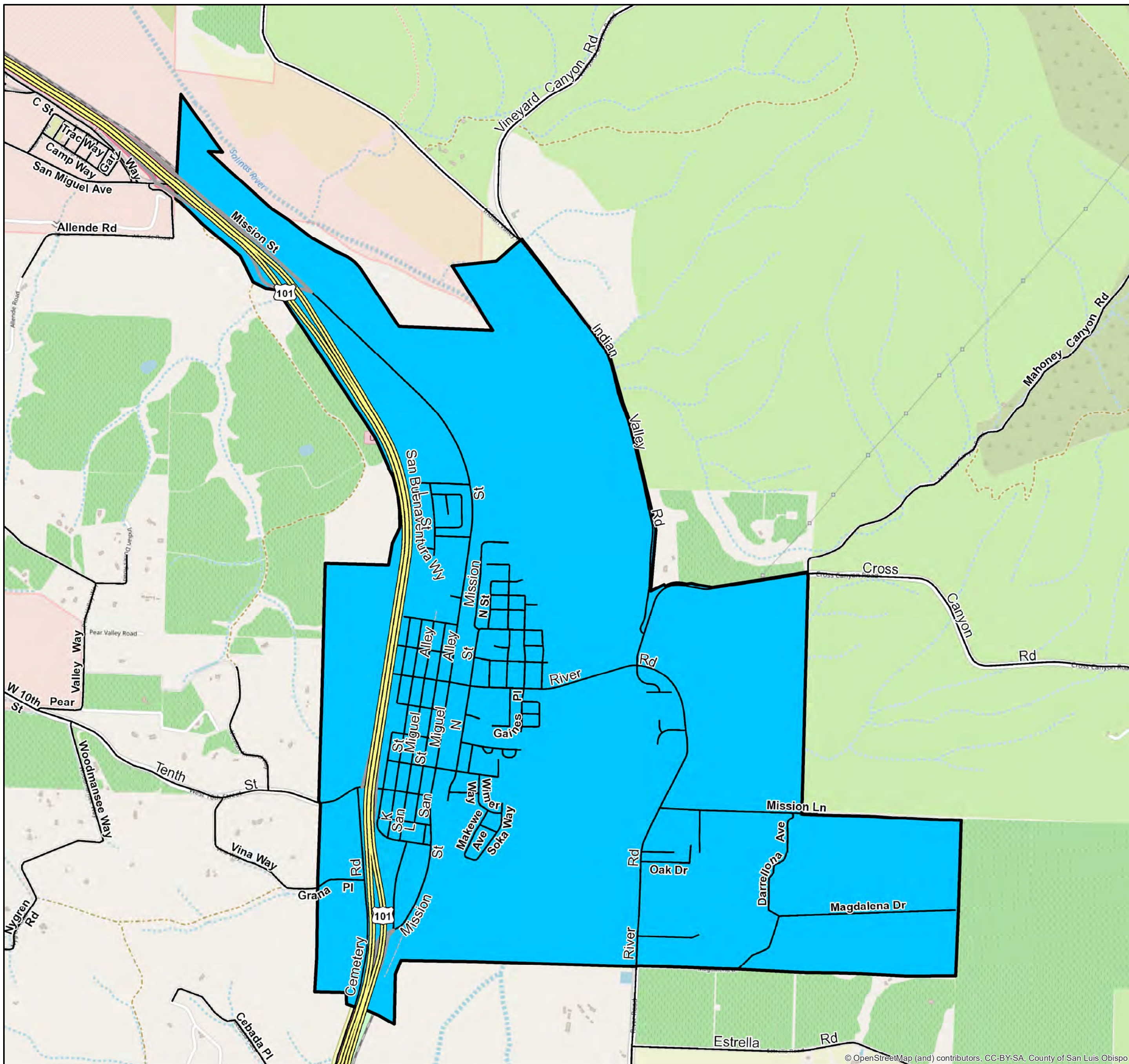
Attached hereto as Exhibit B is Ordinance No. 01-2023 of the San Miguel Community Services District Board of Directors adopting the 2022 California Fire Code. The District intends to begin enforcement of the attached Fire Code immediately upon the Department of Housing and Community Development's (the "Department") approval of the assumption of enforcement responsibilities. Please contact Scott Young at (805) 467-3300 should the Department require any additional information or cooperation from the District to complete this transition.

Respectfully submitted,

Scott Young


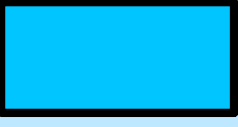

Scott Young
Fire Chief
San Miguel Community Services District

San Miguel Community Services District Service Area & Sphere of Influence Adopted: November 2013



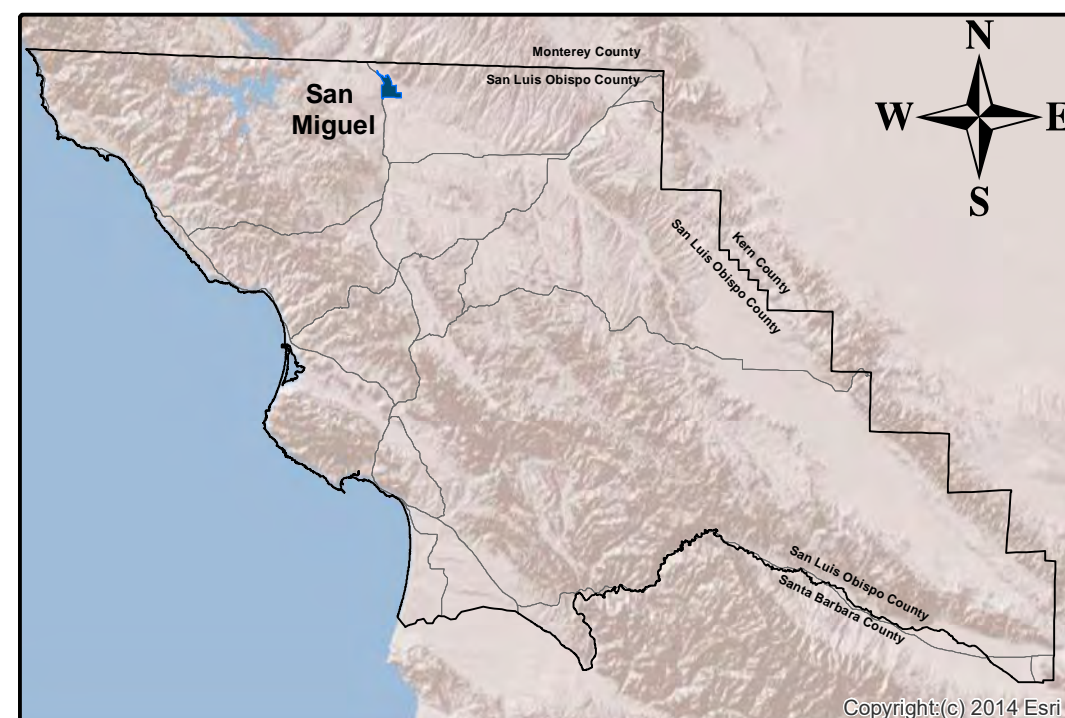
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Legend

-  Major Roads
-  Service Area
-  Sphere of Influence
(Same as Service Area)



Prepared By SLOLAFCO
Name: San Miguel_SOI Bndy
Date: 3/3/2020



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**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.4

SUBJECT: 2015 Loan repayment correction for 2021-22 District accounting. (Dodds)

SUGGESTED ACTION: Approve RESOLUTION 2023-15 authorizing an "write off" adjustment to the loan repayment recording for the interfund loan repaid in FY 2015-16.

DISCUSSION:

During the review of the draft Audit for fiscal year 2021-22, an issue was identified regarding the repayment of a interfund loan that was repaid in 2016.

The documentation that we have from our accounting software, resolutions, and other documentation indicates that the interfund transfers were entered transferring funds from the Wastewater fund to the other funds, thus repaying the loan.

However, from Fiscal Year 2015-2016 thru Fiscal Year 2021-2022 the audits have been carrying a balance owed to Water from Wastewater in an amount of \$44,669. This is despite the fact that the supporting documentation shows that Water was paid back from Wastewater in 2016.

Supporting documentation;

- Wastewater Department borrowed \$210,000 (\$234,625 including interest) from the Fire, Lighting and Water Departments.
- Resolution 2016-09 approves repayment of the loan to the separate funds, and journal entries were made transferring the funds from Wastewater to Fire, Lighting, and Water.
- 2015-16 thru 2018-19 Audits show an outstanding loan balance of \$44,669 owed from Water to Wastewater and \$8,263 owed to Wastewater from Fire.
- 2019-20 and 2020-21 Audits show an outstanding loan balance of \$44,669 owed from Water to Wastewater and the amount owed from Fire had been resolved.

The draft FY 2021-22 Audit continued to show the outstanding loan balance of \$44,669 as well but all the documentation indicates that the loan had been satisfied and that the amounts carried over since 2016 were in error.

After discussions with the auditor there is no reason to believe that there is any outstanding loan balance between Water and Wastewater. In order to resolve this issue for the 2021-22 Audit the Board needs to formally acknowledge the error and authorize Staff to 'write off' the balance. This will clear up the error in our books and remove the interfund loan from the Audit report.

Staff is requesting that the Board approve the attached resolution and direct Staff to make necessary adjustments to clear this error off the books.

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING NECESSARY
CORRECTIONS TO THE WATER AND WASTEWATER ACCOUNTING TO
CORRECT AN ERROR IN AN INTERFUND LOAN BALANCE CARRYOVER.**

WHEREAS, San Miguel Community Services District (“District”) maintains financial accounting for the Water and Wastewater Departments within the District; and

WHEREAS, in Fiscal Year 2013-14 an interfund loan was taken by the Wastewater Department from the other funds; and

WHEREAS, the Board of Directors authorized repayment of the interfund loan (plus interest) thru Resolution 2016-09, for which required interfund transfers were made and recorded in FY 2015-16; and

WHEREAS, the Board of Directors understands that an error was made in the recording of those loan repayments, effecting the subsequent Audit and carried forward from Fiscal Year 2015-16 thru to the draft 2021-22 Audit; and

WHEREAS, the Board of Directors is authorizing the General Manager and Financial Officer to correct the identified error by “writing off” the erroneous amount of the interfund loan; thereby clearing up the inaccurate interfund transaction item from the Fiscal Year 2021-22 Audit draft; and

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

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

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 23rd day of March 2023.

Ward Roney, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Kelly Dodds General Manager

Douglas L. White, District General Counsel

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.5

SUBJECT: Financial Reports - February 2023 (Hido)

SUGGESTED ACTION: Review, Discuss and Receive the Enumeration of Financial Reports for February 2023. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

DISCUSSION:
See Attachments

FISCAL IMPACT:
None

PREPARED BY: Michelle Hido



San Miguel Community Services District FEBRUARY 2023 Financial Report

March 16th, 2023

BOARD ACTION: Review the enumeration of Financial Reports for February 2023

FEBRUARY 2023 Revenue: \$235,420.56

Sales Revenue 86%, Property Taxes 12%, Franchise Fees 1%, other 2%

FEBRUARY 2023 Expenses: \$342,600.42

FIRE DEPT PROJECTS:

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

FEBRUARY costs: \$0

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

Status: In Process

Fire Temporary Housing Unit

FEBRUARY costs: \$(2,261.13) Permit Fee Refund

Resolution 2022-21, 22: Budget: \$274,378.95 Escrow amount used: \$116,130.00 (42.23% spent)

Costs not paid through Escrow to date: \$13,465.84

Status: In Process

Total THU Project costs to date: \$129,595.84

Fire Station Remodel- Budget: none

FEBRUARY costs: \$0

Project costs to date: \$3,545.34

Status: In Process

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

FEBRUARY costs: \$21,500.28 Demo, Electrical, Server move. \$(1,295.50) Demo Permit Fee Refund

Project costs to date: \$34,971.45 (75.21% spent)

Status: In Process

Resolution 2022-48,52: RFC/VFF Equipment- Budget: \$36,307.18

FEBRUARY costs: \$0

Project costs to date: \$25,808.02 (71% spent)

Status: In Process

UTILITY DEPT PROJECTS:

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

FEBRUARY costs: Engineering \$112,907.84

Project costs to date: \$696,524.12

Status: In Process

**San Miguel Community Services District
FEBRUARY 2023 Financial Report**

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

FEBRUARY costs: \$0
Project costs to date: \$128,468.83 (62% spent)
Status: In Process

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

FEBRUARY costs: \$0
Status: Started

WWTF Resolution 2022-51: Scissor Lift- Budget: \$30,000.00

FEBRUARY costs: \$18,768.75
Project costs to date: \$18,768.75 (63% spent)
Status: Completed

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

FEBRUARY costs: \$0
Project costs to date: \$18,075.00 (36% spent)
Status: In Process

WWTF Resolution 2022-66: SLT Tank & Booster Pump- Budget: \$22,960.00

FEBRUARY costs: WSC Engineering & Surveys \$2,102.50
Project costs to date: \$3,930.00 (17% spent)
Status: In Process

WWTF Resolution 2022-58: Capital Improvement Plan Update- Budget: \$12,280.00

FEBRUARY costs: WSC CIP Project/Master Plan update \$5,331.25
Project costs to date: \$7,051.25 (57% spent)
Status: In Process

C.S.D. PROJECTS:

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

FEBRUARY costs: Alarm \$4,327.35
Project costs to date: \$10,691.80 (37% spent)
Status: In Process

LEGAL SERVICES

FEBRUARY Legal bills: January billing \$7,118.20

2022/23 LEGAL EXPENSES TO DATE:

BOARD MEETINGS:	\$ 9,071.49
CSD BOARD REQUESTS:	\$ 1,124.92
FIRE:	\$ 2,323.20
GENERAL CSD/ADMIN:	\$ 18,026.60
GENERAL HR AND HR CONTRACTS:	\$ 29,198.12
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 794.58
RECALL:	\$ 1,310.39
SEWER:	\$ 7,556.20
SOLID WASTE:	\$ -
WATER:	\$ 167.80

San Miguel Community Services District
FEBRUARY 2023 Financial Report

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

- Swift Tectonics \$18,367.10 – CSD Parking, 858 10th Street
- Water Systems Consulting \$15,053.75 – Engineering
- Bartle Wells Assoc \$5,090.00 2023 Rate Study
- Clipper Control \$4,333.72 – Magmeter
- CIO Solutions \$3,406.72 – February IT Support

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

CalPERS Employer costs only	\$12,439.06
PG&E (Facilities & Lighting)	\$10,835.26
US Bank SMCSD Credit Cards	\$3,288.63
WEX Bank SMCSD District Vehicle Fuel	\$1,046.87

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

RECOMMENDATION:

The February 2023 SMCSD Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

PREPARED BY:

Michelle Hido

SMCSD Financial Officer

REVIEWED BY:

Kelly Dodds, SMCSD General Manager

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8895 1	20112S S5506919.0	671 ALAMEDA ELECTRICAL DIST 01/30/23 PVC	645.70 645.70*			40 64000	500	22008	10200
8896 1	20112S S5508039	671 ALAMEDA ELECTRICAL DIST 01/31/23 FLEX CONN	39.31 39.31			40 64000	582		10200
8897 1	20112S S5507971	671 ALAMEDA ELECTRICAL DIST 01/31/23 WIRE	1,511.19 1,511.19*			40 64000	500	22008	10200
Total for Vendor:			2,196.20						
8886 1DKC-33J6-6FKN 1	20113S 33J6-6FKN	689 AMAZON CAPITOL SERVICES 02/01/23 MONITOR ARM	75.06 75.06*			20 62000	410		10200
8887 1LCY-9Q36-3VHX 1	20113S 9Q36-3VHX	689 AMAZON CAPITOL SERVICES 02/01/23 PENS, SHEET LIFTERS	32.77 7.88*			20 62000	410		10200
2	9Q36-3VHX	02/01/23 PENS, SHEET LIFTERS	0.82			30 63000	410		10200
3	9Q36-3VHX	02/01/23 PENS, SHEET LIFTERS	11.79*			40 64000	410		10200
4	9Q36-3VHX	02/01/23 PENS, SHEET LIFTERS	11.63*			50 65000	410		10200
5	9Q36-3VHX	02/01/23 PENS, SHEET LIFTERS	0.65			60 66000	410		10200
8888 13JG-7196-6RKR 1	20113S 7196-6RKR	689 AMAZON CAPITOL SERVICES 02/01/23 HALOGEN BULB	39.78 16.09*			20 62000	305		10200
2	7196-6RKR	02/01/23 TRASH BAGS, CALENDAR	5.69*			20 62000	305		10200
3	7196-6RKR	02/01/23 TRASH BAGS, CALENDAR	0.59			30 63000	305		10200
4	7196-6RKR	02/01/23 TRASH BAGS, CALENDAR	8.53			40 64000	305		10200
5	7196-6RKR	02/01/23 TRASH BAGS, CALENDAR	8.41			50 65000	305		10200
6	7196-6RKR	02/01/23 TRASH BAGS, CALENDAR	0.47			60 66000	305		10200
8889 1LCY-9Q36-7YM7 1	20113S 9Q36-7YM7	689 AMAZON CAPITOL SERVICES 02/01/23 CANNED AIR, INK,SHELF, BK E	162.73 81.36*			40 64000	410		10200
2	9Q36-7YM7	02/01/23	81.37*			50 65000	410		10200
Total for Vendor:			310.34						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8942	-99230E	714 AT&T MOBILITY	89.16						
FIRE CELL PHONES									
1	02102023	02/02/23 FIRE CELL PHONE - ROBERSON	44.58*			20 62000	465		10200
2	02102023	02/02/23 FIRE CELL PHONE - YOUNG	44.58*			20 62000	465		10200
Total for Vendor:			89.16						
8903	20114S	622 BALDWIN ELECTRIC SERVICE	3,472.97						
AERATOR PUMP B- MOTOR SAVER REPLACED									
1	511 02/05/23	ELECTRICAL MOVED OFFICE TRLR	3,472.97*			40 64000	500	22008	10200
8995	20171S	622 BALDWIN ELECTRIC SERVICE	3,537.40						
REMOVAL ELECTRICAL WIRING IN WALLS REMOVED FOR CODE VIOLATION AND REWIRE									
1	518 02/19/23	CODE VIO-WIRE REMOVE/REWIRE	3,537.40			20 62000	352		10200
Total for Vendor:			7,010.37						
8992	20172S	548 BARTLE WELLS ASSOCIATES	5,090.00						
2022 Rate Study RES 2022-37									
1	565B-1005	02/24/23 RATE STUDY 2022-37 JAN HRS	2,545.00			40 64000	432	22005	10200
2	565B-1005	02/24/23 RATE STUDY 2022-37 JAN HRS	2,545.00			50 65000	432	22005	10200
Total for Vendor:			5,090.00						
8890	20116S	34 BLAKE'S INC	40.80						
1	1534927	02/01/23 HARDWARE	40.80			40 64000	582		10200
8948	20142S	34 BLAKE'S INC	29.34						
1	1535775	02/07/23 PAINT AND MASKING	29.34			40 64000	582		10200
Total for Vendor:			70.14						
8898	20117S	705 BOWEN ENGINEERING & ENVIROMENTAL	17,600.00						
DEMO RES 2022-31									
1	23-177	01/31/23 STATION DEMO- CODE VIOLATION	17,600.00			20 62000	352		10200
Total for Vendor:			17,600.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9002	20174S	340 C&N TRACTORS	66.80						
1	63009P	02/23/23 BEARING	66.80			40 64000	351		10200
		Total for Vendor:	66.80						
8879	-99236E	67 CHARTER COMMUNICATIONS	119.98						
	Acct# 8245101050040553	Spectrum Internet							
	Service 1/18/23 - 2/17/23								
1	01/18/23	INTERNET WWTF JAN-FEB	59.99			40 64000	375		10200
	40553011823								
2	01/18/23	INTERNET WWTF JAN-FEB	59.99			50 65000	375		10200
	40553011823								
8902	-99238E	67 CHARTER COMMUNICATIONS	648.98						
	Acct# 212691601	Spectrum Enterprise Internet							
	Service 2/01/23 - 2/28/23								
1	02/01/23	INTERNET LIFT STATION FEB	119.98			40 64000	375		10200
	212691601010123								
2	02/01/23	WWTF FIBER FEB	529.00			40 64000	375		10200
	212691601010123								
8934	-99235E	67 CHARTER COMMUNICATIONS	129.98						
	Acct# 8245 10 105 0027311	Spectrum Business Internet/Voice							
	Service 2/11/23 - 3/10/23								
1	7311021123	02/11/23 Internet/Voice CSD FEB	64.99			40 64000	375		10200
2	7311021123	02/11/23 Internet/Voice CSD FEB	64.99			50 65000	375		10200
		Total for Vendor:	898.94						
8943	20143S	712 CIO SOLUTIONS	3,406.72						
1	100115-123	02/13/23 IT SUPPORT - FEBRUARY	1,142.86			20 62000	321		10200
2	100115-123	02/13/23 IT SUPPORT - FEBRUARY	249.77*			30 63000	321		10200
3	100115-123	02/13/23 IT SUPPORT - FEBRUARY	883.92			40 64000	321		10200
4	100115-123	02/13/23 IT SUPPORT - FEBRUARY	883.92			50 65000	321		10200
5	100115-123	02/13/23 IT SUPPORT - FEBRUARY	246.25*			60 66000	321		10200
		Total for Vendor:	3,406.72						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8901	20119S	738 CLIPPER CONTROLS	4,333.72						
1	13461	01/27/23 MAGMETER	4,333.72			40 64000	349		10200
		Total for Vendor:	4,333.72						
8923	20144S	429 COUNTY OF SAN LUIS OBISPO - EH	159.20						
1	IN0143650	02/08/23 X-CONNECTION REPORT WRITING	159.20			50 65000	362		10200
		Total for Vendor:	159.20						
8894	20121S	654 CULLIGAN WATER	44.52						
1	97411	01/31/23 WATER DELIVERY JAN	22.26			40 64000	305		10200
2	97411	01/31/23 WATER DELIVERY JAN	22.26			50 65000	305		10200
		Total for Vendor:	44.52						
8871	20111S	739 EVF EQUIPMENT LLC	18,768.75						
		SCISSOR LIFT MEC 2659ERT							
		RES 2022-51 PROJECT 22001							
		SERIAL# 130000072							
1	130000072	02/01/23 SCISSOR LIFT RES#2022-51	8,445.94			30 63000	500	22001	10200
2	130000072	02/01/23 SCISSOR LIFT RES#2022-51	8,445.94*			40 64000	500	22001	10200
3	130000072	02/01/23 SCISSOR LIFT RES#2022-51	1,876.87*			50 65000	500	22001	10200
		Total for Vendor:	18,768.75						
8906	20122S	112 FGL - ENVIRONMENTAL ANALYTICAL	189.00						
1	380170A	01/30/23 WET CHEMISTRY	189.00			40 64000	355		10200
8907	20122S	112 FGL - ENVIRONMENTAL ANALYTICAL	83.00						
1	380100A	01/30/23 WET CHEMISTRY	83.00			40 64000	355		10200
8908	20122S	112 FGL - ENVIRONMENTAL ANALYTICAL	123.00						
1	380129B	01/27/23 METALS	123.00			50 65000	358		10200
8909	20122S	112 FGL - ENVIRONMENTAL ANALYTICAL	88.00						
1	380101A	01/27/23 METALS	88.00			40 64000	355		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8910 1	20122S 380099A	112 FGL - ENVIRONMENTAL ANALYTICAL 01/27/23 WET CHEMISTRY	189.00 189.00			40 64000	355		10200
8911 1	20122S 380103A	112 FGL - ENVIRONMENTAL ANALYTICAL 01/27/23 METALS	201.00 201.00			40 64000	355		10200
8912 1	20122S 380049A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/07/23 METALS	123.00 123.00			50 65000	359		10200
8913 1	20122S 380192A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/07/23 METALS	123.00 123.00			50 65000	358		10200
8914 1	20122S 380285A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/07/23 METALS	123.00 123.00			50 65000	358		10200
8925 1	20145S 380252A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/08/23 WET CHEMISTRY	89.00 89.00			40 64000	355		10200
8926 1	20145S 380193A	112 FGL - ENVIRONMENTAL ANALYTICAL 12/30/22 COLIFORM	368.00 368.00			50 65000	358		10200
8927 1	20145S 380171A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/15/23 WET CHEMISTRY	89.00 89.00			40 64000	355		10200
8928 1	20145S 380102A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/15/23 METALS	212.00 212.00			40 64000	355		10200
8929 1	20145S 380253A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/15/23 WET CHEMISTRY	189.00 189.00			40 64000	355		10200
8930 1	20145S 380296A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/16/23 WET CHEMISTRY	189.00 189.00			40 64000	355		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8931 1	20145S 380297A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/16/23 WET CHEMISTRY	89.00 89.00			40 64000	355		10200
8932 1	20145S 380355A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/16/23 METALS	123.00 123.00			50 65000	358		10200
8933 1	20145S 380434A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/17/23 METALS	123.00 123.00			50 65000	358		10200
8971 1 2 3	20176S 380432A 380432A 380432A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/28/23 COLIFORM 02/28/23 COLIFORM 02/28/23 COLIFORM	195.00 65.00 65.00 65.00			50 65000 50 65000 50 65000	356 357 358		10200 10200 10200
8972 1	20176S 380436A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/24/23 WET CHEMISTRY	20.00 20.00			50 65000	356		10200
8973 1	20176S 380435A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/24/23 WET CHEMISTRY	20.00 20.00			50 65000	358		10200
8974 1	20176S 380437A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/24/23 WET CHEMISTRY	20.00 20.00			50 65000	357		10200
8975 1	20176S 380393A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/24/23 WET CHEMISTRY	154.00 154.00			40 64000	355		10200
8976 1	20176S 380395A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/24/23 WET CHEMISTRY	89.00 89.00			40 64000	355		10200
8977 1	20176S 380484A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/24/23 WET CHEMISTRY	89.00 89.00			40 64000	355		10200
8978 1	20176S 380394A	112 FGL - ENVIRONMENTAL ANALYTICAL 02/24/23 WET CHEMISTRY	37.00 37.00			40 64000	355		10200
Total for Vendor:			3,337.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8941	-99231E	632 FRONTIER COMMUNICATIONS (216-5)	99.10						
Acct #805-467-2015-051216-5 Service from 2/1/23 - 2/28/23									
SCADA									
1	FEB 2023	02/01/23 Alarm/SCADA	49.55			40 64000	310		10200
2	FEB 2023	02/01/23 Alarm/SCADA	49.55			50 65000	310		10200
Total for Vendor:			99.10						
8885	-99239E	308 FRONTIER COMMUNICATIONS (412-5)	62.24						
Acct #8054672818010412-5 Service from 01/22/23-02/21/23									
FS/CSD ALARM									
1	01/22/23	FS/CSD Alarm FEB	14.95			20 62000	310		10200
2	01/22/23	FS/CSD Alarm FEB	1.55			30 63000	310		10200
3	01/22/23	FS/CSD Alarm FEB	22.41			40 64000	310		10200
4	01/22/23	FS/CSD Alarm FEB	22.09			50 65000	310		10200
5	01/22/23	FS/CSD Alarm FEB	1.24*			60 66000	310		10200
Total for Vendor:			62.24						
8983	20177S	125 GREAT WESTERN ALARM	1,195.75						
WWTF ALARM AND DETECTOR INSTALL									
1	0304160201	02/27/23 WWTF ALARM MOVE/INSTALL	59.78			30 63000	500		10200
2	0304160201	02/27/23 WWTF ALARM MOVE/INSTALL	538.09*			40 64000	500		10200
3	0304160201	02/27/23 WWTF ALARM MOVE/INSTALL	538.10*			50 65000	500		10200
4	0304160201	02/27/23 WWTF ALARM MOVE/INSTALL	59.78			60 66000	500		10200
Total for Vendor:			1,195.75						
8999	20178S	129 HACH COMPANY	807.34						
Acct #292463 REF 320133710-1									
1	13481220	02/24/23 REGENT SET- CHLORINE	269.11			50 65000	356		10200
2	13481220	02/24/23 REGENT SET- CHLORINE	269.11			50 65000	357		10200
3	13481220	02/24/23 REGENT SET- CHLORINE	269.12			50 65000	358		10200
Total for Vendor:			807.34						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8946	20146S	720 HERC RENTALS INC	183.79						
1	02/08/23	O2 SENSOR	183.79			40 64000	351		10200
33499897-001									
Total for Vendor:			183.79						
8873	20124S	147 JB DEWAR	1,201.71						
1	233034	01/31/23 Clear Diesel- 74 GAL	404.22			20 62000	485		10200
2	233034	01/31/23 Clear Diesel- 73 GAL	398.75			40 64000	485		10200
3	233034	01/31/23 Clear Diesel- 73 GAL	398.74			50 65000	485		10200
Total for Vendor:			1,201.71						
8877	20125S	722 JOSE VENTURA	204.70						
1	CONF SPACE	02/02/23 EDUCATION REIMBURSEMENT	204.70			20 62000	386		10200
8994	20180S	722 JOSE VENTURA	307.05						
1	02/24/23	HAZMAT/DECON EDU REIMBURSEMENT	307.05			20 62000	386		10200
Total for Vendor:			511.75						
8949	20147S	633 KELLY-MOORE PAINTS	106.80						
1	45453238	02/13/23 PAINT	161.17			40 64000	582		10200
9900	824-SA3388	09/28/22 PAINT	-54.37			40 64000	582		10200
CI 17									
Total for Vendor:			106.80						
8915	20148S	430 MASTER METER, INC.	1,750.00						
Customer #0212020 April 1, 2023- March 31, 2024									
1	256143	02/15/23 MLINK SOFTWARE SUPPORT 2023	1,750.00*			50 65000	385		10200
Total for Vendor:			1,750.00						
8892	20127S	646 MISSION UNIFORM SERVICE	33.64						
Uniforms; Sobotka, Pittman, Paslay									
1	518663387	02/01/23 Employee Uniforms	1.00			30 63000	495		10200
2	518663387	02/01/23 Employee Uniforms	15.82			40 64000	495		10200
4	518663387	02/01/23 Employee Uniforms	15.82*			50 65000	495		10200
5	518663387	02/01/23 Employee Uniforms	1.00			60 66000	495		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8893	20127S	646 MISSION UNIFORM SERVICE	33.64						
		Uniforms; Sobotka, Pittman, Paslay							
1	518705903	02/08/23 Employee Uniforms	1.00			30 63000	495		10200
2	518705903	02/08/23 Employee Uniforms	15.82			40 64000	495		10200
4	518705903	02/08/23 Employee Uniforms	15.82*			50 65000	495		10200
5	518705903	02/08/23 Employee Uniforms	1.00			60 66000	495		10200
8935	20149S	646 MISSION UNIFORM SERVICE	500.75						
		Uniforms; Sobotka, Pittman, Paslay							
1	518793191	02/01/23 Employee Uniforms	25.03			30 63000	495		10200
2	518793191	02/01/23 Employee Uniforms	225.34			40 64000	495		10200
4	518793191	02/01/23 Employee Uniforms	225.34*			50 65000	495		10200
5	518793191	02/01/23 Employee Uniforms	25.04			60 66000	495		10200
9005	20181S	646 MISSION UNIFORM SERVICE	125.48						
		PATCHES							
1	518822610	02/23/23 UNIFORM PATCHES	6.27			30 63000	495		10200
2	518822610	02/23/23 UNIFORM PATCHES	56.47			40 64000	495		10200
4	518822610	02/23/23 UNIFORM PATCHES	56.47*			50 65000	495		10200
5	518822610	02/23/23 UNIFORM PATCHES	6.27			60 66000	495		10200
		Total for Vendor:	693.51						
8904	20129S	17 N. REX AWALT CORPORATION	10.70						
1	20851	02/07/22 SCH 40 PVC	10.70			50 65000	353		10200
		Total for Vendor:	10.70						
8883	20130S	182 NAPA AUTO PARTS	293.37						
1	169433	02/01/23 U8634 AIR & FUEL FILTERS	146.68			40 64000	354		10200
2	169433	02/01/23 U8634 AIR & FUEL FILTERS	146.69			50 65000	354		10200
8962	20150S	182 NAPA AUTO PARTS	29.88						
1	173071	02/22/23 U8634 WIPERS	14.94			40 64000	354		10200
2	173071	02/22/23 U8634 WIPERS	14.94			50 65000	354		10200
		Total for Vendor:	323.25						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8960	20151S	701 NICK'S TELECOM	520.00						
1	7139 02/08/23	P8651 BK RADIO & INSTALL	520.00*			20 62000	465		10200
		Total for Vendor:	520.00						
8965	20152S	999999 PAPICH CONSTRUCTION	650.00						
		Water HYDRANT METER deposit refund							
		METER 8927371							
27489-12									
2	27489-12 02/15/23	WATER HY METER 8927371 REFUN	650.00			50 20500			10200
		Total for Vendor:	650.00						
8884	20132S	203 PASO ROBLES SAFE & LOCK, INC.	32.52						
1	173481 02/02/23	10X KEYS	16.26			50 65000	305		10200
2	173481 02/02/23	10X KEYS	16.26			40 64000	350		10200
		Total for Vendor:	32.52						
8938	-99234E	208 PG&E #6480-8	1,115.47						
		Acct #8565976480-8							
1	02/15/23	12th & K 8565976725	9.87			30 63000	381		10200
2	02/15/23	11TH STREET - 8562053214	48.48			30 63000	381		10200
3	02/15/23	RIO MESA CIR - 8564394360	24.04			30 63000	381		10200
4	02/15/23	VERDE/RIO MESA - 8560673934	60.08			30 63000	381		10200
5	02/15/23	Mission Heights - 8565976482	174.11			30 63000	381		10200
6	02/15/23	Tract 2605 - 8565976109	37.31			30 63000	381		10200
7	02/15/23	9898 River Rd. - 8565976002	359.73			30 63000	381		10200
8	02/15/23	9898 River Rd. - 8565976004	44.78			30 63000	381		10200
9	02/15/23	9898 River Rd. - 8565976008	210.99			30 63000	381		10200
10	02/15/23	9898 River Rd. - 8565976014	72.75			30 63000	381		10200
11	02/15/23	9898 River Rd. - 8565976481	52.54			30 63000	381		10200
12	02/15/23	9898 River Rd. - 8565976483	20.79			30 63000	381		10200
		Total for Vendor:	1,115.47						
8939	-99233E	209 PG&E #6851-8	9,719.79						
		Acct #3675186851-8							
1	02/16/23	Old Fire Station/1297 L St	24.40			20 62000	381		10200
2	02/16/23	Fire Station/1150 Mission	9.53			20 62000	381		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	02/16/23	Water Works #1/Well 3	1,590.21			50 65000	381		10200
4	02/16/23	Bonita Pl & 16th/Well 4	1,362.23			50 65000	381		10200
5	02/16/23	N St/WWTF	6,320.66			40 64000	381		10200
6	02/16/23	2HP Booster Station	9.53			50 65000	381		10200
7	02/16/23	Mission Heights Booster	9.57			50 65000	381		10200
8	02/16/23	14th St. & K St.	61.06			50 65000	381		10200
9	02/16/23	942 Soka Way lift station	93.38			40 64000	379		10200
10	02/16/23	Missn&12th Landscape-St light	131.35			30 63000	381		10200
11	02/16/23	SLT Well	107.87			50 65000	381		10200
		Total for Vendor:	9,719.79						
8876	20133S	740 ROJAS, ROBERT	204.70						
1	CONF SPACE	01/31/23 EDUCATION REIMBURSEMENT	204.70			20 62000	386		10200
9001	20182S	740 ROJAS, ROBERT	307.05						
1	02/24/23	HAZMAT/DECON EDU REIMBURSEMENT	307.05			20 62000	386		10200
		Total for Vendor:	511.75						
8899	20134S	600 RS COMMUNICATIONS CONSULTANTS	356.24						
1	SMF13023	01/30/23 BKR5000 DESK TOP CHARGER	356.24			20 62000	470		10200
		Total for Vendor:	356.24						
8917	20153S	481 SAN MIGUEL COMMUNITY SERVICES	147.51						
01004-00									
1	02/15/23	1150 Mission Street 1004-00	73.75			50 65000	384		10200
2	02/15/23	1150 Mission Street 1004-00	73.76			40 64000	384		10200
8918	20153S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
01004B-00									
1	02/15/23	1150 Mission Street 1004B-00	2.00			20 62000	384		10200
8919	20153S	481 SAN MIGUEL COMMUNITY SERVICES	643.23						
20547-00									
1	02/15/23	1203 Mission Irrig Mtr 20547-0	643.23			30 63000	384		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8920 1	20153S 02/15/23 942	SAN MIGUEL COMMUNITY SERVICES Soka Way 20840-00	54.09 54.09			40 64000	384		10200
8921 Acct#27475-00 1	20153S 02/15/23 1765	SAN MIGUEL COMMUNITY SERVICES Bonita 27475-00	57.09 57.09			40 64000	384		10200
8922 ACCT# 27476-00 1	20153S 02/15/23 1199	SAN MIGUEL COMMUNITY SERVICES Mission Irrig Mtr 27476-0	89.34 89.34			30 63000	384		10200
		Total for Vendor:	993.26						
8945 ACCT# 318691 1 2	20154S 02/01/23 02/01/23	SAN MIGUEL GARBAGE FEBRUARY 2023 FEBRUARY 2023	116.68 58.34 58.34*			40 64000 50 65000	383 383		10200 10200
		Total for Vendor:	116.68						
8916 FEBRUARY BOARD MEETING 1 2 3 4 5	20155S 02-2023 02/23/23 02-2023 02/23/23 02-2023 02/23/23 02-2023 02/23/23 02-2023 02/23/23	SAN MIGUEL SENIORS CENTER BOARD MEETING BOARD MEETING BOARD MEETING BOARD MEETING BOARD MEETING	150.00 30.75* 3.00 57.00 56.25 3.00			20 62000 30 63000 40 64000 50 65000 60 66000	305 305 305 305 305		10200 10200 10200 10200 10200
		Total for Vendor:	150.00						
8891 1 2 3 4 5	20137S 01/12/23 01/12/23 01/12/23 01/12/23 01/12/23	SDRMA INS CERT SENIOR CENTER INS CERT SENIOR CENTER INS CERT SENIOR CENTER INS CERT SENIOR CENTER INS CERT SENIOR CENTER	47.50 11.40* 1.19* 17.10* 16.86* 0.95*			20 62000 30 63000 40 64000 50 65000 60 66000	328 328 328 328 328		10200 10200 10200 10200 10200
		Total for Vendor:	47.50						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8953	20165S	409 SLO COUNTY FIRE/PCFA	350.00						
	PCF AREBALO								
1	2023PCFA 02/13/23	PCF ACADEMY AREBALO	350.00			20 62000	386		10200
8954	20166S	409 SLO COUNTY FIRE/PCFA	350.00						
	PCF CUMMINGS								
1	2023PCFA 02/13/23	PCF ACADEMY CUMMINGS	350.00			20 62000	386		10200
8955	20167S	409 SLO COUNTY FIRE/PCFA	350.00						
	PCF ANAYA								
1	2023PCFA 02/13/23	PCF ACADEMY ANAYA	350.00			20 62000	386		10200
8956	20168S	409 SLO COUNTY FIRE/PCFA	350.00						
	PCF ROJAS								
1	2023PCFA 02/13/23	PCF ACADEMY ROJAS	350.00			20 62000	386		10200
		Total for Vendor:	1,400.00						
8880	-99242E	657 SOCALGAS	19.91						
	ACCT 06309852306								
	610 120TH ST - WELL 3								
1	02/01/23	WELL 3 NATURAL GAS 610 12th	19.91			50 65000	396		10200
8881	-99241E	657 SOCALGAS	19.91						
	ACCT 06307077625								
	8687 MARTINEZ - SLT WELL								
1	02/01/23	SLT WELL PROPANE 8687 MARTINEZ	19.91			50 65000	396		10200
8882	-99240E	657 SOCALGAS	19.91						
	ACCT 19327007118								
	942 SOKA WAY - LIFT STATION								
1	02/01/23	LIFT STATION 942 SOKA WAY	19.91			40 64000	396		10200
		Total for Vendor:	59.73						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8988	20185S	378 SWIFT TECTONICS, INC. PARKING STALL PAVING	3,131.60						
1	6444	02/14/23 WWTF PARKING STALL PAVING	3,131.60			40 64000	582		10200
8989	20185S	378 SWIFT TECTONICS, INC. REPAIR & AC DYKE 858 10TH ST	15,235.50						
1	6447	02/13/23 REPAIR & AC DYKE 858 10TH ST	15,235.50			50 65000	353		10200
		Total for Vendor:	18,367.10						
8963	20156S	704 TAYLOR, NATHAN LOWES REIMBURSEMENT FOR MOVING SERVER OFF WALL OF FS	46.72						
1		02/22/23 SERVER MOVE @FD REIMBURSEMT	46.72			20 62000	352		10200
		Total for Vendor:	46.72						
8900	20138S	280 TEMPLETON UNIFORMS	183.51						
1	151457	01/26/23 WILDLAND PANTS CUMMINGS	166.61			20 62000	495		10200
2	151457	01/26/23 NAME TAG AREBALO	16.90			20 62000	495		10200
		Total for Vendor:	183.51						
8872	20139S	282 THE BLUEPRINTER	67.17						
1	23-080	01/16/23 CSD BOARD MEETING BANNER	16.12*			20 62000	320		10200
2	23-080	01/16/23 CSD BOARD MEETING BANNER	1.68			30 63000	320		10200
3	23-080	01/16/23 CSD BOARD MEETING BANNER	24.19			40 64000	320		10200
4	23-080	01/16/23 CSD BOARD MEETING BANNER	23.84			50 65000	320		10200
5	23-080	01/16/23 CSD BOARD MEETING BANNER	1.34			60 66000	320		10200
		Total for Vendor:	67.17						
8952	20157S	491 ULINE	2,536.47						
1	159398062	01/31/23 FILE CABINET 42" X2	1,268.24*			40 64000	410		10200
2	159398062	01/31/23 FILE CABINET 42" X2	1,268.23*			50 65000	410		10200
		Total for Vendor:	2,536.47						
8947	20158S	642 UNDERGROUND SERVICE ALERT California State Fee for Regulatory Costs	300.00						
1	2023165226	02/17/23 131 tickets	150.00			40 64000	385		10200
2	2023165226	02/17/23 131 tickets	150.00*			50 65000	385		10200
		Total for Vendor:	300.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8996	-99228E	301 US BANK	445.01						
		TP STATEMENT DATE 2/22/2023							
1	TP FEB 23 02/22/23	RINGCENTRAL FEB PHONE	77.98			20 62000	310		10200
2	TP FEB 23 02/22/23	RINGCENTRAL FEB PHONE	8.12			30 63000	310		10200
3	TP FEB 23 02/22/23	RINGCENTRAL FEB PHONE	116.98			40 64000	310		10200
4	TP FEB 23 02/22/23	RINGCENTRAL FEB PHONE	115.35			50 65000	310		10200
5	TP FEB 23 02/22/23	RINGCENTRAL FEB PHONE	6.50*			60 66000	310		10200
6	TP FEB 23 02/22/23	STAPLES- TP CABLE	7.13*			20 62000	410		10200
7	TP FEB 23 02/22/23	STAPLES- TP CABLE	0.74			30 63000	410		10200
8	TP FEB 23 02/22/23	STAPLES- TP CABLE	10.69*			40 64000	410		10200
9	TP FEB 23 02/22/23	STAPLES- TP CABLE	10.55*			50 65000	410		10200
10	TP FEB 23 02/22/23	STAPLES- TP CABLE	0.59			60 66000	410		10200
11	TP FEB 23 02/22/23	USPS - Q4 PR TAXES	0.99*			20 62000	315		10200
12	TP FEB 23 02/22/23	USPS - Q4 PR TAXES	0.10			30 63000	315		10200
13	TP FEB 23 02/22/23	USPS - Q4 PR TAXES	1.49			40 64000	315		10200
14	TP FEB 23 02/22/23	USPS - Q4 PR TAXES	1.48			50 65000	315		10200
15	TP FEB 23 02/22/23	USPS - Q4 PR TAXES	0.08			60 66000	315		10200
16	TP FEB 23 02/22/23	USPS- HR	1.98			40 64000	315		10200
17	TP FEB 23 02/22/23	SCELZI- 8634 LOCK/KEY	42.13			40 64000	354		10200
18	TP FEB 23 02/22/23	SCELZI- 8634 LOCK/KEY	42.13			50 65000	354		10200
8997	-99227E	301 US BANK	1,414.61						
		KD STATEMENT DATE 2/22/2023							
1	KD FEB 22 02/22/23	COSTCO- WWTF VACUUM	155.50			40 64000	305		10200
2	KD FEB 22 02/22/23	COSTCO- WWTF VACUUM	155.51			50 65000	305		10200
3	KD FEB 22 02/22/23	CITY OF SLO PARKING	3.00			50 65000	305		10200
4	KD FEB 22 02/22/23	LOWES- ELECT, WIRING	612.84			40 64000	582		10200
5	KD FEB 22 02/22/23	LOWES- PVC, CONDUIT	72.51			40 64000	582		10200
6	KD FEB 22 02/22/23	LOWES- SS PIPE, DW SEALER	173.34			50 65000	353		10200
7	KD FEB 22 02/22/23	LOWES- LUMBER	45.89			40 64000	582		10200
8	KD FEB 22 02/22/23	LOWES- THERM RTN 3/2023	152.23			40 64000	354		10200
9	KD FEB 22 02/22/23	P UCART- BUMPER REBAR	29.31			40 64000	582		10200
10	KD FEB 22 02/22/23	DOLLAR GEN- FLASH DRIVE OD	3.48*			20 62000	410		10200
11	KD FEB 22 02/22/23	DOLLAR GEN- FLASH DRIVE OD	0.36			30 63000	410		10200
12	KD FEB 22 02/22/23	DOLLAR GEN- FLASH DRIVE OD	5.21*			40 64000	410		10200
13	KD FEB 22 02/22/23	DOLLAR GEN- FLASH DRIVE OD	5.14*			50 65000	410		10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
14	KD FEB 22	02/22/23 DOLLAR GEN- FLASH DRIVE OD	0.29			60 66000	410		10200
8998	-99226E	301 US BANK	1,429.01						
		SY STATEMENT DATE 2/22/23							
1	SY FEB 23	02/22/23 49er COMM- RADIO HOLSTERS	240.19			20 62000	470		10200
2	SY FEB 23	02/22/23 PAYPAL- FCC RAI0 LICENSE AP	620.00			20 62000	470		10200
3	SY FEB 23	02/22/23 WALMART- RADIO MOUNT 8696	29.99			20 62000	470		10200
4	SY FEB 23	02/22/23 LOWES- TOILET SEAT	48.92*			20 62000	305		10200
5	SY FEB 23	02/22/23 D GEN- HDMI CABLES	41.83*			20 62000	475		10200
6	SY FEB 23	02/22/23 JP CUSTOM L- RADIO STRAP	128.93			20 62000	470		10200
7	SY FEB 23	02/22/23 NEWEGG- SERVER RACK RELOC	316.16			20 62000	352		10200
8	SY FEB 23	02/22/23 APPLE- CLOUD STORAGE	2.99*			20 62000	465		10200
		Total for Vendor:	3,288.63						
8951	20159S	327 VALLI INFORMATION SYSTEMS	144.50						
		Web Posting Service and Postage for JANUARY Billing							
1		Web Posting, Postage	0.00			40 64000	374		10200
2		Web Posting, Postage	0.00			50 65000	374		10200
3		Printing	0.00			40 64000	374		10200
4		Printing	0.00			50 65000	374		10200
5	86682	01/31/23 OTC/Online Monthly Maintenance	37.50			40 64000	334		10200
6	86682	01/31/23 OTC/Online Monthly Maintenance	37.50			50 65000	334		10200
7		Printed insert	0.00			20 62000	395		10200
8		WATER DEPOSIT CC FEE	0.00			50 65000	374		10200
9	86682	01/31/23 IVR SERVICE FEE	34.75			40 64000	374		10200
10	86682	01/31/23 IVR SERVICE FEE	34.75			50 65000	374		10200
8993	20186S	327 VALLI INFORMATION SYSTEMS	848.72						
		Web Posting Service and Postage for FEBRUARY Billing							
1	87064	02/28/23 Web Posting, Postage	203.82			40 64000	374		10200
2	87064	02/28/23 Web Posting, Postage	203.83			50 65000	374		10200
3	87064	02/28/23 Printing	107.33			40 64000	374		10200
4	87064	02/28/23 Printing	107.34			50 65000	374		10200
5	87064	02/28/23 OTC/Online Monthly Maintenance	37.50			40 64000	334		10200
6	87064	02/28/23 OTC/Online Monthly Maintenance	37.50			50 65000	334		10200
7	87064	02/28/23 PRINTED INSERT- CSD MOVE	49.80			40 64000	395		10200
8	87064	02/28/23 PRINTED INSERT- CSD MOVE	49.80			50 65000	395		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9		WATER DEPOSIT CC FEE	0.00			50 65000	374		10200
10	87064 02/28/23	IVR SERVICE FEE	25.90			40 64000	374		10200
11	87064 02/28/23	IVR SERVICE FEE	25.90			50 65000	374		10200
9000	20186S 327	VALLI INFORMATION SYSTEMS	144.00						
Web Posting Service and Postage for NOVEMBER Billing									
1		Web Posting, Postage	0.00			40 64000	374		10200
2		Web Posting, Postage	0.00			50 65000	374		10200
3		Printing	0.00			40 64000	374		10200
4		Printing	0.00			50 65000	374		10200
5	85624 11/30/22	OTC/Online Monthly Maintenance	37.50			40 64000	334		10200
6	85624 11/30/22	OTC/Online Monthly Maintenance	37.50			50 65000	334		10200
14		WATER DEPOSIT CC FEE	0.00			50 65000	374		10200
15	85624 11/30/22	IVR SERVICE FEE	34.50			40 64000	374		10200
16	85624 11/30/22	IVR SERVICE FEE	34.50			50 65000	374		10200
Total for Vendor:			1,137.22						
8940	-99232E 511	VERIZON	324.88						
TABLETS: UTILITIES x4									
CELL PHONE: TMP, MS, TP, KD, DP									
1/09/23 - 2/08/23									
1	9927189573 02/08/23	TABLETS UTILITY FEB X4	20.04			40 64000	310		10200
2	9927189573 02/08/23	TABLETS UTILITY FEB X4	20.04			50 65000	310		10200
3	9927189573 02/08/23	UTILITIES CELL PHONES X4 F	10.19			30 63000	465		10200
4	9927189573 02/08/23	UTILITIES CELL PHONES X4 F	91.67			40 64000	465		10200
5	9927189573 02/08/23	UTILITIES CELL PHONES X4 F	91.67			50 65000	465		10200
6	9927189573 02/08/23	UTILITIES CELL PHONES X4 F	10.19			60 66000	465		10200
7	9927189573 02/08/23	T PARENT CELL PHONE FEB	12.24*			20 62000	465		10200
8	9927189573 02/08/23	T PARENT CELL PHONE FEB	1.27			30 63000	465		10200
9	9927189573 02/08/23	T PARENT CELL PHONE FEB	18.15			40 64000	465		10200
10	9927189573 02/08/23	T PARENT CELL PHONE FEB	18.65			50 65000	465		10200
11	9927189573 02/08/23	T PARENT CELL PHONE FEB	1.02			60 66000	465		10200
12	9927189573 02/08/23	4GB DATA PLAN FEB	0.55			30 63000	465		10200
13	9927189573 02/08/23	4GB DATA PLAN FEB	14.30			40 64000	465		10200
14	9927189573 02/08/23	4GB DATA PLAN FEB	14.30			50 65000	465		10200
15	9927189573 02/08/23	4GB DATA PLAN FEB	0.60			60 66000	465		10200

* ... Over spent expenditure

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8944	-99229E	511 VERIZON	50.04						
TABLETS: FIRE x2 2/09/23 - 3/08/23									
1	9927189574	02/08/23 RR DATA PLAN	25.02*			20 62000	465		10200
2	9927189574	02/08/23 SY DATA PLAN	25.02*			20 62000	465		10200
Total for Vendor:			374.92						
8874	20141S	310 VIBORG SAND & GRAVEL, INC.	30.00						
1	46562	01/30/23 10 A/C SPOILS SMALL	30.00			50 65000	353		10200
8924	20160S	310 VIBORG SAND & GRAVEL, INC.	1,995.83						
1	46685	02/03/23 RECYCLED BASE CLASS 2	1,995.83			40 64000	582		10200
Total for Vendor:			2,025.83						
8964	20187S	732 WALLACE GROUP	42,418.96						
PROJ# 0406-0031-00									
1	58328	01/23/23 WWTF ENGINEERING 2022-43	42,418.96			40 64000	587	20001	10200
9004	20187S	732 WALLACE GROUP	68,950.13						
PROJ# 0406-0031-00									
1	58541	02/23/23 WWTF ENGINEERING 2022-43	68,950.13			40 64000	587	20001	10200
Total for Vendor:			111,369.09						
8957	20161S	717 WATER SYSTEMS CONSULTING, INC	5,331.25						
CIP UPDATE 2022-58									
1	7587	01/31/23 CIP UPDATE 2022-58	2,665.63*			40 64000	546		10200
2	7587	01/31/23 CIP UPDATE 2022-58	2,665.62*			50 65000	546		10200
8958	20161S	717 WATER SYSTEMS CONSULTING, INC	1,697.50						
SLT TANK/STATION 2022-66 PRJ 21007									
1	7585	01/31/23 SLT TANK/STATION 2022-66	1,697.50			50 65000	961	21007	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8959	20161S	717 WATER SYSTEMS CONSULTING, INC	1,538.75						
WWTF PROJECT PRJ 20001									
1	7586	01/31/23 WWTF PROJECT DESIGN	1,538.75			40 64000	587	20001	10200
9003	20188S	717 WATER SYSTEMS CONSULTING, INC	6,486.25						
1	7647	01/31/23 DISTRICT ENGINEERING 22-23	803.75			40 64000	326		10200
2	7647	01/31/23 DISTRICT ENGINEERING 22-23	803.75			50 65000	326		10200
3	7647	01/31/23 SLT TANK/BOOSTER 2022-66	405.00			50 65000	961		10200
5	7647	01/31/23 TANK REHAB	233.75			50 65000	326		10200
9	7647	01/31/23 INDIAN VALLEY TRACT	875.00			40 64000	326		10200
10	7647	01/31/23 INDIAN VALLEY TRACT	875.00			50 65000	326		10200
11	7647	01/31/23 IRWM GRANT COORD 2022-14	1,125.00*			50 65000	577		10200
12	7647	01/31/23 ALLEY WATERLINE REP 2022-14	360.00*			50 65000	577		10200
13	7647	01/31/23 LIFT STATION FLOOD IMPR	1,005.00			40 64000	326		10200
Total for Vendor:			15,053.75						
8936	20162S	317 WESTERN JANITOR SUPPLY INC	89.60						
1	202014	02/17/23 HAND TOWELS & DISPENSER	4.48			30 63000	305		10200
2	202014	02/17/23 HAND TOWELS & DISPENSER	40.32			40 64000	305		10200
3	202014	02/17/23 HAND TOWELS & DISPENSER	40.32			50 65000	305		10200
4	202014	02/17/23 HAND TOWELS & DISPENSER	4.48			60 66000	305		10200
8937	20162S	317 WESTERN JANITOR SUPPLY INC	45.12						
1	202081	02/22/23 TRASH BAGS & CLEANING SUPPLIES	2.26			30 63000	305		10200
2	202081	02/22/23 TRASH BAGS & CLEANING SUPPLIES	20.30			40 64000	305		10200
3	202081	02/22/23 TRASH BAGS & CLEANING SUPPLIES	20.30			50 65000	305		10200
4	202081	02/22/23 TRASH BAGS & CLEANING SUPPLIES	2.26			60 66000	305		10200
Total for Vendor:			134.72						
8905	-99237E	612 WEX BANK	1,046.87						
FUEL BILL CLOSING DATE: 2/07/23									
1	87147982	02/07/23 Fuel 8600 FEBRUARY	148.37			20 62000	485		10200
2	87147982	02/07/23 Fuel 8601 FEBRUARY	132.26			20 62000	485		10200
3	87147982	02/07/23 Fuel 8630 FEBRUARY	259.72			20 62000	485		10200
4	87147982	02/07/23 FUEL OES	0.00			20 62000	307		10200

* ... Over spent expenditure

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5	87147982	02/07/23 Fuel U8632 FEBRUARY	46.67			40 64000	485		10200
8	87147982	02/07/23 Fuel U8632 FEBRUARY	46.67			50 65000	485		10200
9	87147982	02/07/23 Fuel U8634 FEBRUARY	37.50			40 64000	485		10200
10	87147982	02/07/23 Fuel U8634 FEBRUARY	37.50			50 65000	485		10200
11	87147982	02/07/23 Fuel U8636 FEBRUARY	169.09			50 65000	485		10200
12	87147982	02/07/23 Fuel U8636 FEBRUARY	169.09			40 64000	485		10200
13	87147982	02/07/23 REBATE ADJUSTMENT	0.00			20 62000	485		10200
14	87147982	02/07/23 REBATE ADJUSTMENT	0.00			40 64000	485		10200
15	87147982	02/07/23 REBATE ADJUSTMENT	0.00			50 65000	485		10200
Total for Vendor:			1,046.87						
8961 20163S 473 WHITE BRENNER LLP			7,118.20						
FOR LEGAL SERVICES JANUARY 2023									
2	SOLID WASTE LEGAL		0.00			60 66000	327		10200
3	SOLID WASTE LEGAL SB3183		0.00			60 66000	327		10200
4	Water Legal- GSA MEETING		0.00			50 65000	327		10200
5	47027	JAN 02/22/23 FIRE LEGAL	54.00			20 62000	327		10200
6	47024	JAN 02/22/23 HR LEGAL	2.45*			20 62000	333		10200
7	47024	JAN 02/22/23 HR LEGAL	0.26			30 63000	333		10200
8	47024	JAN 02/22/23 HR LEGAL	3.67			40 64000	333		10200
9	47024	JAN 02/22/23 HR LEGAL	3.62			50 65000	333		10200
10	47024	JAN 02/22/23 HR LEGAL	0.20			60 66000	333		10200
11	47028	JAN 02/22/23 SEWER/WATER BILLING	179.40			40 64000	327		10200
12	SEWER/WATER BILLING		0.00			50 65000	327		10200
13	HR		0.00*			40 64000	331		10200
14	HR		0.00*			50 65000	331		10200
15	47025	JAN 02/22/23 MOU NEGOTIATION	945.00*			40 64000	331		10200
16	47025	JAN 02/22/23 MOU NEGOTIATION	945.00*			50 65000	331		10200
17	General Legal - BOARD MEETING		0.00			20 62000	327		10200
18	General Legal - BOARD MEETING		0.00*			30 63000	327		10200
19	General Legal - BOARD MEETING		0.00			40 64000	327		10200
20	General Legal - BOARD MEETING		0.00			50 65000	327		10200
21	General Legal - BOARD MEETING		0.00			60 66000	327		10200
22	47021	JAN 02/22/23 General Legal - ADMIN	652.32			20 62000	327		10200
23	47021	JAN 02/22/23 General Legal - ADMIN	67.95*			30 63000	327		10200
24	47021	JAN 02/22/23 General Legal - ADMIN	978.48			40 64000	327		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
25	47021 JAN 02/22/23	General Legal - ADMIN	1,000.89			50 65000	327		10200
26	47021 JAN 02/22/23	General Legal - ADMIN	54.36			60 66000	327		10200
27		General Legal - BOARD	0.00			20 62000	327		10200
28		General Legal - BOARD	0.00*			30 63000	327		10200
29		General Legal - BOARD	0.00			40 64000	327		10200
30		General Legal - BOARD	0.00			50 65000	327		10200
31		General Legal - BOARD	0.00			60 66000	327		10200
32	47026 JAN 02/22/23	General Legal - PUBLIC REC	4.32*			20 62000	319		10200
33	47026 JAN 02/22/23	General Legal - PUBLIC REC	0.45			30 63000	319		10200
34	47026 JAN 02/22/23	General Legal - PUBLIC REC	6.48*			40 64000	319		10200
35	47026 JAN 02/22/23	General Legal - PUBLIC REC	6.39*			50 65000	319		10200
36	47026 JAN 02/22/23	General Legal - PUBLIC REC	0.36*			60 66000	319		10200
37		General Legal - HR	0.00			20 62000	327		10200
38		General Legal - HR	0.00*			30 63000	327		10200
39		General Legal - HR	0.00			40 64000	327		10200
40		General Legal - HR	0.00			50 65000	327		10200
41		General Legal - HR	0.00			60 66000	327		10200
Total for Vendor:			7,118.20						
8950	20164S 318 WILDHORSE PROPANE		577.63						
1	U006E077 02/15/23	CSD PROPANE	123.53			20 62000	382		10200
2	U006E077 02/15/23	CSD PROPANE	12.86			30 63000	382		10200
3	U006E077 02/15/23	CSD PROPANE	248.26*			40 64000	382		10200
4	U006E077 02/15/23	CSD PROPANE	182.69			50 65000	382		10200
5	U006E077 02/15/23	CSD PROPANE	10.29			60 66000	382		10200
Total for Vendor:			577.63						
# of Claims			118	Total:	249,628.57	# of Vendors		46	
Total Electronic Claims					16,754.85				
Total Non-Electronic Claims					232873.72				

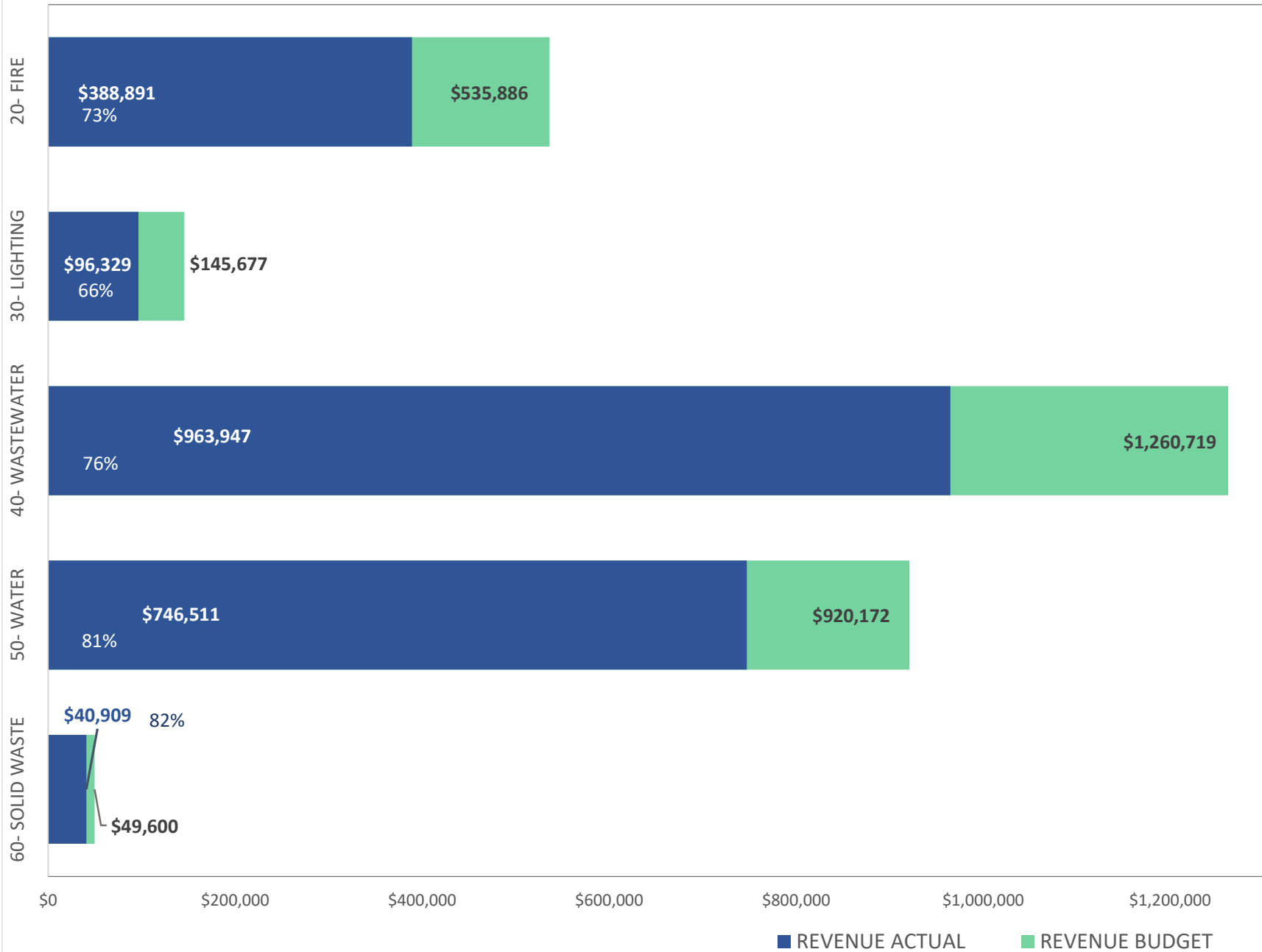
Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$29,475.32
30 STREET LIGHTING DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$10,886.60
40 WASTEWATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$162,892.41
50 WATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$45,936.03
60 SOLID WASTE DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$438.21
Total:	\$249,628.57

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40320	Fire Impact Fees	0.00	2,785.31	0.00	-2,785.31	** %
40420	Ambulance Reimbursement	0.00	2,635.81	5,000.00	2,364.19	53 %
40500	VFA Assistance Grant	0.00	0.00	18,154.00	18,154.00	0 %
	Account Group Total:	0.00	5,421.12	23,154.00	17,732.88	23 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	18,474.81	305,368.87	466,232.00	160,863.13	65 %
	Account Group Total:	18,474.81	305,368.87	466,232.00	160,863.13	65 %
46000	Revenues & Interest					
46000	Revenues & Interest	146.63	47,402.20	46,500.00	-902.20	102 %
46009	Grants - Other	0.00	132.00	0.00	-132.00	** %
46150	Miscellaneous Income	0.00	465.66	0.00	-465.66	** %
46151	Refund/Adjustments	2,353.59	5,632.55	0.00	-5,632.55	** %
46153	Plan Check Fees and Inspections	0.00	2,100.00	0.00	-2,100.00	** %
46157	Donation	0.00	500.00	0.00	-500.00	** %
46175	Sale of Surplus Property	0.00	21,869.01	0.00	-21,869.01	** %
	Account Group Total:	2,500.22	78,101.42	46,500.00	-31,601.42	168 %
	Fund Total:	20,975.03	388,891.41	535,886.00	146,994.59	73 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,624.95	94,358.67	145,677.00	51,318.33	65 %
	Account Group Total:	5,624.95	94,358.67	145,677.00	51,318.33	65 %
46000	Revenues & Interest					
46000	Revenues & Interest	1,422.45	1,944.10	0.00	-1,944.10	** %
46009	Grants - Other	0.00	13.75	0.00	-13.75	** %
46100	Realized Earnings	-291.45	-2,456.80	0.00	2,456.80	** %
46150	Miscellaneous Income	0.00	48.51	0.00	-48.51	** %
46151	Refund/Adjustments	9.63	119.29	0.00	-119.29	** %
46155	Will Serve Processing Fees	0.00	400.00	0.00	-400.00	** %
46175	Sale of Surplus Property	0.00	1,901.65	0.00	-1,901.65	** %
	Account Group Total:	1,140.63	1,970.50	0.00	-1,970.50	** %
	Fund Total:	6,765.58	96,329.17	145,677.00	49,347.83	66 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	13,289.75	29,445.35	0.00	-29,445.35	** %
40900	Wastewater Sales	99,124.02	772,386.08	1,099,618.00	327,231.92	70 %
40901	Riverzone Surcharge	1,551.70	12,369.05	18,388.00	6,018.95	67 %
40910	Wastewater Late Charges	1,694.35	12,149.36	0.00	-12,149.36	** %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	Account Group Total:	115,659.82	826,349.84	1,118,006.00	291,656.16	74 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	3,200.63	47,703.74	72,713.00	25,009.26	66 %
	Account Group Total:	3,200.63	47,703.74	72,713.00	25,009.26	66 %
46000	Revenues & Interest					
46000	Revenues & Interest	341.72	2,518.47	0.00	-2,518.47	** %
46008	DWR Grants	0.00	34,750.00	70,000.00	35,250.00	50 %
46009	Grants - Other	0.00	198.00	0.00	-198.00	** %
46150	Miscellaneous Income	1,440.00	14,715.89	0.00	-14,715.89	** %
46151	Refund/Adjustments	190.97	1,832.06	0.00	-1,832.06	** %
46155	Will Serve Processing Fees	0.00	2,600.00	0.00	-2,600.00	** %
46175	Sale of Surplus Property	0.00	33,278.95	0.00	-33,278.95	** %
	Account Group Total:	1,972.69	89,893.37	70,000.00	-19,893.37	128 %
	Fund Total:	120,833.14	963,946.95	1,260,719.00	296,772.05	76 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	71,450.04	656,369.86	920,172.00	263,802.14	71 %
41001	Water Connection Fees	13,516.12	29,944.32	0.00	-29,944.32	** %
41003	Water Surcharge	45.00	360.00	0.00	-360.00	** %
41005	Water Late Charges	1,114.56	11,049.89	0.00	-11,049.89	** %
41010	Water Meter Fees	450.00	450.00	0.00	-450.00	** %
	Account Group Total:	86,575.72	698,174.07	920,172.00	221,997.93	76 %
46000	Revenues & Interest					
46000	Revenues & Interest	61.22	460.18	0.00	-460.18	** %
46009	Grants - Other	0.00	195.25	0.00	-195.25	** %
46150	Miscellaneous Income	0.00	3,142.61	0.00	-3,142.61	** %
46151	Refund/Adjustments	189.04	4,307.49	0.00	-4,307.49	** %
46155	Will Serve Processing Fees	0.00	4,100.00	0.00	-4,100.00	** %
46175	Sale of Surplus Property	0.00	36,131.42	0.00	-36,131.42	** %
	Account Group Total:	250.26	48,336.95	0.00	-48,336.95	** %
	Fund Total:	86,825.98	746,511.02	920,172.00	173,660.98	81 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46000	Revenues & Interest	13.13	-2,226.94	0.00	2,226.94	** %
46005	Franchise Fees	0.00	31,729.67	39,600.00	7,870.33	80 %
46009	Grants - Other	0.00	11.00	10,000.00	9,989.00	0 %
46150	Miscellaneous Income	0.00	9,295.05	0.00	-9,295.05	** %
46151	Refund/Adjustments	7.70	98.11	0.00	-98.11	** %
46155	Will Serve Processing Fees	0.00	100.00	0.00	-100.00	** %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
60 SOLID WASTE DEPARTMENT						
46175	Sale of Surplus Property	0.00	1,901.65	0.00	-1,901.65	** %
	Account Group Total:	20.83	40,908.54	49,600.00	8,691.46	82 %
	Fund Total:	20.83	40,908.54	49,600.00	8,691.46	82 %
	Grand Total:	235,420.56	2,236,587.09	2,912,054.00	675,466.91	77 %

P2 2023 San Miguel CSD Revenue Actual vs Budget



Fund	Received			Revenue To Be Received	% Received
	Current Month	Received YTD	Estimated Revenue		
20 FIRE PROTECTION DEPARTMENT	20,975.03	388,891.41	535,886.00	146,994.59	73 %
30 STREET LIGHTING DEPARTMENT	6,765.58	96,329.17	145,677.00	49,347.83	66 %
40 WASTEWATER DEPARTMENT	120,833.14	963,946.95	1,260,719.00	296,772.05	76 %
50 WATER DEPARTMENT	86,825.98	746,511.02	920,172.00	173,660.98	81 %
60 SOLID WASTE DEPARTMENT	20.83	40,908.54	49,600.00	8,691.46	82 %
Grand Total:	235,420.56	2,236,587.09	2,912,054.00	675,466.91	77 %

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	11,070.78	102,979.25	164,684.00	164,684.00	61,704.75	63 %
	111 BOD Stipend	88.00	660.00	2,880.00	2,880.00	2,220.00	23 %
	120 Workers' Compensation	0.00	30,752.74	11,312.00	11,312.00	-19,440.74	272 %
	121 Physicals	0.00	0.00	2,400.00	2,400.00	2,400.00	0 %
	125 Volunteer Firefighter Stipends	7,539.10	52,549.20	45,000.00	45,000.00	-7,549.20	117 %
	135 Payroll Tax - FICA/SS	451.07	3,103.92	2,790.00	2,790.00	-313.92	111 %
	140 Payroll Tax - Medicare	271.16	2,263.56	2,978.00	2,978.00	714.44	76 %
	155 Payroll Tax - SUI	375.94	1,435.51	2,984.00	2,984.00	1,548.49	48 %
	160 Payroll Tax - ETT	8.01	25.00	0.00	0.00	-25.00	*** %
	205 Insurance - Health	1,113.97	6,137.93	14,592.00	14,592.00	8,454.07	42 %
	210 Insurance - Dental	62.70	463.26	697.00	697.00	233.74	66 %
	215 Insurance - Vision	10.07	74.43	112.00	112.00	37.57	66 %
	225 Retirement - PERS Expense	1,312.60	10,709.71	8,503.00	8,503.00	-2,206.71	126 %
	305 Operations & Maintenance	297.51	2,802.03	0.00	0.00	-2,802.03	*** %
	310 Phone & Fax Expense	92.93	705.66	1,500.00	1,500.00	794.34	47 %
	315 Postage, Shipping & Freight	0.99	333.52	200.00	200.00	-133.52	167 %
	319 Legal: P.R.A.s - Professional Svcs	4.32	406.80	360.00	360.00	-46.80	113 %
	320 Printing & Reproduction	16.12	364.34	0.00	0.00	-364.34	*** %
	321 IT Services - Professional Svcs	1,142.86	6,549.56	7,140.00	7,140.00	590.44	92 %
	323 Auditor - Professional Svcs	0.00	1,865.00	4,200.00	4,200.00	2,335.00	44 %
	325 Accounting - Professional Svcs	0.00	761.00	7,200.00	7,200.00	6,439.00	11 %
	326 Engineering - Professional Svcs	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	327 Legal: General - Professional Svcs	706.32	10,587.45	18,000.00	18,000.00	7,412.55	59 %
	328 Insurance - Prop & Liability	11.40	16,554.61	15,687.00	15,687.00	-867.61	106 %
	333 Legal: HR - Professional Svcs	2.45	9,605.20	0.00	0.00	-9,605.20	*** %
	334 Maintenance Agreements	0.00	2,341.62	5,000.00	5,000.00	2,658.38	47 %
	335 Meals	0.00	324.57	0.00	0.00	-324.57	*** %
	340 Meetings and Conferences	0.00	3.00	500.00	500.00	497.00	1 %
	345 Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0 %
	348 Safety Equipment and Supplies	0.00	365.01	0.00	0.00	-365.01	*** %
	350 Repairs & Maint - Computers	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	351 Repairs & Maint - Equip	0.00	9,048.08	5,000.00	5,000.00	-4,048.08	181 %
	352 Repairs & Maint - Structures	21,304.22	31,607.77	6,000.00	52,500.00	20,892.23	60 %
	354 Repairs & Maint - Vehicles	0.00	3,426.14	10,000.00	10,000.00	6,573.86	34 %
	359 Testing & Supplies - Other	0.00	193.14	0.00	0.00	-193.14	*** %
	370 Dispatch Services (Fire)	0.00	15,374.80	16,000.00	16,000.00	625.20	96 %
	375 Internet Expenses	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	376 Web Page - Upgrade/Maint	0.00	768.00	1,000.00	1,000.00	232.00	77 %
	380 Utilities - Alarm Service	0.00	0.00	288.00	288.00	288.00	0 %
	381 Utilities - Electric	33.93	3,859.44	6,000.00	6,000.00	2,140.56	64 %
	382 Utilities - Propane	123.53	445.68	1,000.00	1,000.00	554.32	45 %
	384 Utilities - Water/Sewer	2.00	25.54	622.00	622.00	596.46	4 %
	385 Dues and Subscriptions	0.00	12,692.14	5,234.00	5,234.00	-7,458.14	242 %
	386 Education and Training	2,423.50	3,352.64	10,000.00	10,000.00	6,647.36	34 %
	393 Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	394 LAFCO Allocations	0.00	1,482.74	1,600.00	1,600.00	117.26	93 %
	395 Community Outreach	0.00	59.13	1,000.00	1,000.00	940.87	6 %
	405 Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
410	Office Supplies	93.55	1,371.65	1,000.00	1,000.00	-371.65	137 %
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0 %
450	EMS Supplies	0.00	1,634.16	5,000.00	5,000.00	3,365.84	33 %
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
456	VFF Assistance Grant	0.00	25,808.02	36,307.00	36,307.00	10,498.98	71 %
465	Cell phones, Radios and Pagers	674.43	1,784.72	1,500.00	1,500.00	-284.72	119 %
470	Communication Equipment	1,375.35	1,543.46	7,500.00	7,500.00	5,956.54	21 %
475	Computer Supplies & Upgrades	41.83	6,266.33	0.00	1,772.82	-4,493.51	353 %
485	Fuel Expense	944.57	5,658.74	9,000.00	9,000.00	3,341.26	63 %
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
495	Uniform Expense	183.51	183.51	5,000.00	5,000.00	4,816.49	4 %
500	Capital Outlay	0.00	47,082.69	0.00	394.80	-46,687.89	*** %
503	Weed Abatement Costs	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
505	Fire Training Grounds	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
510	Fire Station Addition	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
511	Fire- Temp Housing Unit	0.00	17,953.71	6,800.00	6,800.00	-11,153.71	264 %
710	County Hazmat Dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
900	District Strategic Plan	0.00	324.00	0.00	0.00	-324.00	*** %
949	Lease agreements	0.00	428.27	0.00	1,921.50	1,493.23	22 %
960	Property Tax Expense	0.00	298.90	0.00	0.00	-298.90	*** %
	Account Total:	51,778.72	459,397.28	486,320.00	536,909.12	77,511.84	86 %
	Account Group Total:	51,778.72	459,397.28	486,320.00	536,909.12	77,511.84	86 %
	Fund Total:	51,778.72	459,397.28	486,320.00	536,909.12	77,511.84	86 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	917.10	8,606.99	20,667.00	20,667.00	12,060.01	42 %
111	BOD Stipend	8.00	60.00	300.00	300.00	240.00	20 %
115	Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
120	Workers' Compensation	0.00	18.13	52.00	52.00	33.87	35 %
121	Physicals	0.00	0.00	50.00	50.00	50.00	0 %
135	Payroll Tax - FICA/SS	0.48	17.78	100.00	100.00	82.22	18 %
140	Payroll Tax - Medicare	13.79	126.93	300.00	300.00	173.07	42 %
155	Payroll Tax - SUI	6.17	53.47	971.00	971.00	917.53	6 %
160	Payroll Tax - ETT	0.11	1.11	0.00	0.00	-1.11	*** %
205	Insurance - Health	847.33	1,644.63	2,241.00	2,241.00	596.37	73 %
210	Insurance - Dental	5.81	42.59	115.00	115.00	72.41	37 %
215	Insurance - Vision	0.94	7.37	19.00	19.00	11.63	39 %
225	Retirement - PERS Expense	99.39	1,046.57	1,575.00	1,575.00	528.43	66 %
305	Operations & Maintenance	10.33	316.84	1,500.00	1,500.00	1,183.16	21 %
310	Phone & Fax Expense	9.67	72.08	90.00	90.00	17.92	80 %
315	Postage, Shipping & Freight	0.10	-0.54	100.00	100.00	100.54	-1 %
319	Legal: P.R.A.s - Professional Svcs	0.45	42.38	45.00	45.00	2.62	94 %
320	Printing & Reproduction	1.68	1.68	150.00	150.00	148.32	1 %
321	IT Services - Professional Svcs	249.77	745.36	685.00	685.00	-60.36	109 %
323	Auditor - Professional Svcs	0.00	187.50	420.00	420.00	232.50	45 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
325	Accounting - Professional Svcs	0.00	76.50	720.00	720.00	643.50	11 %
326	Engineering - Professional Svcs	0.00	169.87	5,000.00	5,000.00	4,830.13	3 %
327	Legal: General - Professional Svcs	67.95	818.77	1,875.00	1,875.00	1,056.23	44 %
328	Insurance - Prop & Liability	1.19	3,091.97	3,091.00	3,091.00	-0.97	100 %
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
333	Legal: HR - Professional Svcs	0.26	294.72	400.00	400.00	105.28	74 %
334	Maintenance Agreements	0.00	239.45	400.00	400.00	160.55	60 %
335	Meals	0.00	0.00	150.00	150.00	150.00	0 %
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0 %
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
351	Repairs & Maint - Equip	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0 %
353	Repairs & Maint - Infrastructure	0.00	3,910.46	10,000.00	10,000.00	6,089.54	39 %
354	Repairs & Maint - Vehicles	0.00	26.05	1,000.00	1,000.00	973.95	3 %
375	Internet Expenses	0.00	0.00	27.00	27.00	27.00	0 %
376	Web Page - Upgrade/Maint	0.00	48.00	48.00	48.00	0.00	100 %
380	Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
381	Utilities - Electric	1,246.82	9,741.10	20,000.00	20,000.00	10,258.90	49 %
382	Utilities - Propane	12.86	46.41	50.00	50.00	3.59	93 %
383	Utilities - Trash	0.00	0.00	63.00	63.00	63.00	0 %
384	Utilities - Water/Sewer	732.57	7,842.39	15,100.00	15,100.00	7,257.61	52 %
385	Dues and Subscriptions	0.00	207.77	1,348.00	1,348.00	1,140.23	15 %
386	Education and Training	0.00	46.96	2,000.00	2,000.00	1,953.04	2 %
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0 %
394	LAFCO Allocations	0.00	1,491.92	1,492.00	1,492.00	0.08	100 %
395	Community Outreach	0.00	3.02	150.00	150.00	146.98	2 %
410	Office Supplies	1.92	28.27	500.00	500.00	471.73	6 %
432	Utility Rate Design Study	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
465	Cell phones, Radios and Pagers	12.01	83.76	118.00	118.00	34.24	71 %
475	Computer Supplies & Upgrades	0.00	575.77	1,000.00	1,770.00	1,194.23	33 %
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
495	Uniform Expense	33.30	128.24	160.00	160.00	31.76	80 %
500	Capital Outlay	8,505.72	8,505.72	0.00	13,541.12	5,035.40	63 %
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	0.00	33.75	0.00	0.00	-33.75	*** %
940	Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
949	Lease agreements	0.00	44.61	455.00	888.12	843.51	5 %
	Account Total:	12,785.72	50,446.35	148,078.00	162,822.24	112,375.89	31 %
	Account Group Total:	12,785.72	50,446.35	148,078.00	162,822.24	112,375.89	31 %
	Fund Total:	12,785.72	50,446.35	148,078.00	162,822.24	112,375.89	31 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	14,044.78	140,820.62	307,977.00	307,977.00	167,156.38	46 %
	109 Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
	111 BOD Stipend	144.00	1,080.00	4,320.00	4,320.00	3,240.00	25 %
	115 Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	120 Workers' Compensation	0.00	9,451.82	9,452.00	9,452.00	0.18	100 %
	121 Physicals	0.00	75.00	150.00	150.00	75.00	50 %
	135 Payroll Tax - FICA/SS	8.92	405.09	2,000.00	2,000.00	1,594.91	20 %
	140 Payroll Tax - Medicare	205.60	2,035.63	4,466.00	4,466.00	2,430.37	46 %
	155 Payroll Tax - SUI	184.35	1,150.09	14,475.00	14,475.00	13,324.91	8 %
	160 Payroll Tax - ETT	3.92	24.53	20.00	20.00	-4.53	123 %
	205 Insurance - Health	2,726.12	16,425.14	38,641.00	38,641.00	22,215.86	43 %
	206 Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
	210 Insurance - Dental	114.13	868.98	2,261.00	2,261.00	1,392.02	38 %
	215 Insurance - Vision	18.34	139.01	321.00	321.00	181.99	43 %
	225 Retirement - PERS Expense	1,365.48	20,284.72	32,000.00	32,000.00	11,715.28	63 %
	305 Operations & Maintenance	303.91	5,033.87	8,000.00	8,000.00	2,966.13	63 %
	310 Phone & Fax Expense	208.98	1,663.80	2,000.00	2,000.00	336.20	83 %
	315 Postage, Shipping & Freight	3.47	16.34	1,000.00	1,000.00	983.66	2 %
	319 Legal: P.R.A.s - Professional Svcs	6.48	610.19	540.00	540.00	-70.19	113 %
	320 Printing & Reproduction	24.19	24.19	1,000.00	1,000.00	975.81	2 %
	321 IT Services - Professional Svcs	883.92	8,064.25	9,895.00	9,895.00	1,830.75	81 %
	323 Auditor - Professional Svcs	0.00	3,160.00	4,480.00	4,480.00	1,320.00	71 %
	325 Accounting - Professional Svcs	0.00	1,145.00	7,680.00	7,680.00	6,535.00	15 %
	326 Engineering - Professional Svcs	2,683.75	8,951.36	25,000.00	25,000.00	16,048.64	36 %
	327 Legal: General - Professional Svcs	1,157.88	20,009.42	27,000.00	27,000.00	6,990.58	74 %
	328 Insurance - Prop & Liability	17.10	17,979.81	17,963.00	17,963.00	-16.81	100 %
	329 New Hire Screening	0.00	45.00	100.00	100.00	55.00	45 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	945.00	4,046.05	3,500.00	3,500.00	-546.05	116 %
	333 Legal: HR - Professional Svcs	3.67	4,546.26	6,000.00	6,000.00	1,453.74	76 %
	334 Maintenance Agreements	112.50	5,596.14	8,000.00	8,000.00	2,403.86	70 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	348 Safety Equipment and Supplies	0.00	877.64	2,000.00	2,000.00	1,122.36	44 %
	349 Repairs & Maint - Mission Gardens	4,333.72	4,333.72	7,500.00	7,500.00	3,166.28	58 %
	350 Repairs & Maint - Computers	16.26	16.26	1,600.00	1,600.00	1,583.74	1 %
	351 Repairs & Maint - Equip	250.59	3,087.90	8,000.00	8,000.00	4,912.10	39 %
	352 Repairs & Maint - Structures	0.00	138.29	1,500.00	1,500.00	1,361.71	9 %
	353 Repairs & Maint - Infrastructure	0.00	15.04	15,000.00	15,000.00	14,984.96	0 %
	354 Repairs & Maint - Vehicles	355.98	2,654.14	3,000.00	3,000.00	345.86	88 %
	355 Testing & Supplies (WWTP)	1,976.00	10,462.00	14,000.00	14,000.00	3,538.00	75 %
	374 CSD Utilities - Billing Services	406.30	2,654.74	3,500.00	3,500.00	845.26	76 %
	375 Internet Expenses	773.96	3,490.42	3,500.00	3,500.00	9.58	100 %
	376 Web Page - Upgrade/Maint	0.00	768.00	768.00	768.00	0.00	100 %
	379 Utilities - Electric Mission Gardens	93.38	701.70	2,000.00	2,000.00	1,298.30	35 %
	380 Utilities - Alarm Service	0.00	412.98	1,320.00	1,320.00	907.02	31 %
	381 Utilities - Electric	6,320.66	55,776.79	80,000.00	80,000.00	24,223.21	70 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
382	Utilities - Propane	248.26	731.49	510.00	510.00	-221.49	143 %
383	Utilities - Trash	58.34	466.72	701.00	701.00	234.28	67 %
384	Utilities - Water/Sewer	184.94	1,644.36	2,470.00	2,470.00	825.64	67 %
385	Dues and Subscriptions	150.00	3,490.86	3,984.00	3,984.00	493.14	88 %
386	Education and Training	0.00	688.73	2,500.00	2,500.00	1,811.27	28 %
393	Advertising and Public Notices	0.00	59.24	1,000.00	1,000.00	940.76	6 %
394	LAFCO Allocations	0.00	1,615.16	1,615.00	1,615.00	-0.16	100 %
395	Community Outreach	49.80	126.66	1,200.00	1,200.00	1,073.34	11 %
396	Utilities - SoCal Gas	19.91	103.22	1,000.00	1,000.00	896.78	10 %
410	Office Supplies	1,377.29	2,127.39	2,000.00	2,000.00	-127.39	106 %
432	Utility Rate Design Study	2,545.00	8,591.90	0.00	28,507.50	19,915.60	30 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	124.12	1,008.05	1,394.00	1,394.00	385.95	72 %
475	Computer Supplies & Upgrades	0.00	15,043.64	2,000.00	10,535.00	-4,508.64	143 %
485	Fuel Expense	652.01	3,581.67	6,000.00	6,000.00	2,418.33	60 %
490	Small Tools & Equipment	0.00	93.77	5,500.00	5,500.00	5,406.23	2 %
495	Uniform Expense	313.45	2,148.84	2,500.00	2,500.00	351.16	86 %
500	Capital Outlay	14,613.89	14,613.89	0.00	14,092.20	-521.69	104 %
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
546	Master Plans	2,665.63	3,525.63	6,140.00	6,140.00	2,614.37	57 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. & Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
580	MISSION GARDENS LIFT STATION PROJECTS	0.00	4,043.57	10,000.00	10,000.00	5,956.43	40 %
582	WWTP Plant Maintenance	6,104.23	24,576.75	40,000.00	40,000.00	15,423.25	61 %
583	WWTP Drying Pond Maintenance	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
587	WWTF Final Design/Construction	112,907.84	202,422.53	0.00	798,128.00	595,705.47	25 %
705	Waste Discharge Fees/Permits	0.00	28,140.00	28,140.00	28,140.00	0.00	100 %
715	Licenses, Permits and Fees	0.00	3,491.71	4,000.00	4,000.00	508.29	87 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0 %
900	District Strategic Plan	0.00	486.00	486.00	486.00	0.00	100 %
908	Cash Over/Cash Short	0.00	-24.72	0.00	0.00	24.72	*** %
940	Bank Service Charges	0.00	77.00	100.00	100.00	23.00	77 %
949	Lease agreements	0.00	642.40	8,400.00	19,645.50	19,003.10	3 %
953	WWTF Exp Site/Buildings	0.00	0.00	217,355.00	217,355.00	217,355.00	0 %
960	Property Tax Expense	0.00	127.82	128.00	128.00	0.18	100 %
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0 %
	Account Total:	181,708.05	682,686.21	1,511,952.00	2,372,460.20	1,689,773.99	29 %
	Account Group Total:	181,708.05	682,686.21	1,511,952.00	2,372,460.20	1,689,773.99	29 %
	Fund Total:	181,708.05	682,686.21	1,511,952.00	2,372,460.20	1,689,773.99	29 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
	105 Salaries and Wages	20,493.42	178,164.59	303,673.00	303,673.00	125,508.41	59 %
	109 Stand-by Hours	0.00	0.00	12,500.00	12,500.00	12,500.00	0 %
	111 BOD Stipend	152.00	1,140.00	4,260.00	4,260.00	3,120.00	27 %
	115 Payroll Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	120 Workers' Compensation	0.00	13,323.34	13,323.00	13,323.00	-0.34	100 %
	121 Physicals	0.00	75.00	150.00	150.00	75.00	50 %
	135 Payroll Tax - FICA/SS	9.44	408.92	2,000.00	2,000.00	1,591.08	20 %
	140 Payroll Tax - Medicare	298.69	2,574.48	4,403.00	4,403.00	1,828.52	58 %
	155 Payroll Tax - SUI	201.39	1,357.79	4,273.00	4,273.00	2,915.21	32 %
	160 Payroll Tax - ETT	4.29	28.96	20.00	20.00	-8.96	145 %
	205 Insurance - Health	3,695.34	20,763.95	28,444.00	28,444.00	7,680.05	73 %
	206 Insurance - CalPers Health Retiree	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
	210 Insurance - Dental	139.76	1,063.66	1,987.00	1,987.00	923.34	54 %
	215 Insurance - Vision	22.50	170.10	326.00	326.00	155.90	52 %
	225 Retirement - PERS Expense	2,018.79	25,017.49	32,000.00	32,000.00	6,982.51	78 %
	305 Operations & Maintenance	322.31	4,609.51	8,000.00	8,000.00	3,390.49	58 %
	310 Phone & Fax Expense	207.03	1,647.77	2,000.00	2,000.00	352.23	82 %
	315 Postage, Shipping & Freight	1.48	14.24	1,000.00	1,000.00	985.76	1 %
	319 Legal: P.R.A.s - Professional Svcs	6.39	601.72	532.00	532.00	-69.72	113 %
	320 Printing & Reproduction	23.84	77.34	1,000.00	1,000.00	922.66	8 %
	321 IT Services - Professional Svcs	883.92	7,943.24	9,895.00	9,895.00	1,951.76	80 %
	323 Auditor - Professional Svcs	0.00	3,117.50	4,480.00	4,480.00	1,362.50	70 %
	324 GSA-GSP - Professional Svcs	0.00	203.82	15,000.00	15,000.00	14,796.18	1 %
	325 Accounting - Professional Svcs	0.00	1,153.50	7,680.00	7,680.00	6,526.50	15 %
	326 Engineering - Professional Svcs	1,912.50	10,295.14	27,500.00	27,500.00	17,204.86	37 %
	327 Legal: General - Professional Svcs	1,000.89	14,431.65	26,625.00	26,625.00	12,193.35	54 %
	328 Insurance - Prop & Liability	16.86	29,391.59	29,375.00	29,375.00	-16.59	100 %
	329 New Hire Screening	0.00	45.00	100.00	100.00	55.00	45 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	945.00	4,046.05	3,500.00	3,500.00	-546.05	116 %
	333 Legal: HR - Professional Svcs	3.62	4,487.31	6,000.00	6,000.00	1,512.69	75 %
	334 Maintenance Agreements	112.50	5,432.99	9,260.00	9,260.00	3,827.01	59 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	348 Safety Equipment and Supplies	0.00	877.66	2,000.00	2,000.00	1,122.34	44 %
	350 Repairs & Maint - Computers	0.00	268.00	1,500.00	1,500.00	1,232.00	18 %
	351 Repairs & Maint - Equip	0.00	4,317.85	5,000.00	5,000.00	682.15	86 %
	352 Repairs & Maint - Structures	0.00	426.68	2,000.00	2,000.00	1,573.32	21 %
	353 Repairs & Maint - Infrastructure	15,449.54	25,974.01	50,000.00	50,000.00	24,025.99	52 %
	354 Repairs & Maint - Vehicles	203.76	2,411.26	3,000.00	3,000.00	588.74	80 %
	356 Testing & Supplies - Well #3 (Water)	354.11	1,520.08	3,500.00	3,500.00	1,979.92	43 %
	357 Testing & Supplies - Well #4 (Water)	354.11	1,520.07	3,500.00	3,500.00	1,979.93	43 %
	358 Testing & Supplies - SLT Well (Water)	1,337.12	5,695.10	6,000.00	6,000.00	304.90	95 %
	359 Testing & Supplies - Other	123.00	3,543.00	6,000.00	6,000.00	2,457.00	59 %
	362 Cross-Connection Control Svcs.	159.20	892.30	1,200.00	1,200.00	307.70	74 %
	374 CSD Utilities - Billing Services	406.32	2,680.01	3,500.00	3,500.00	819.99	77 %

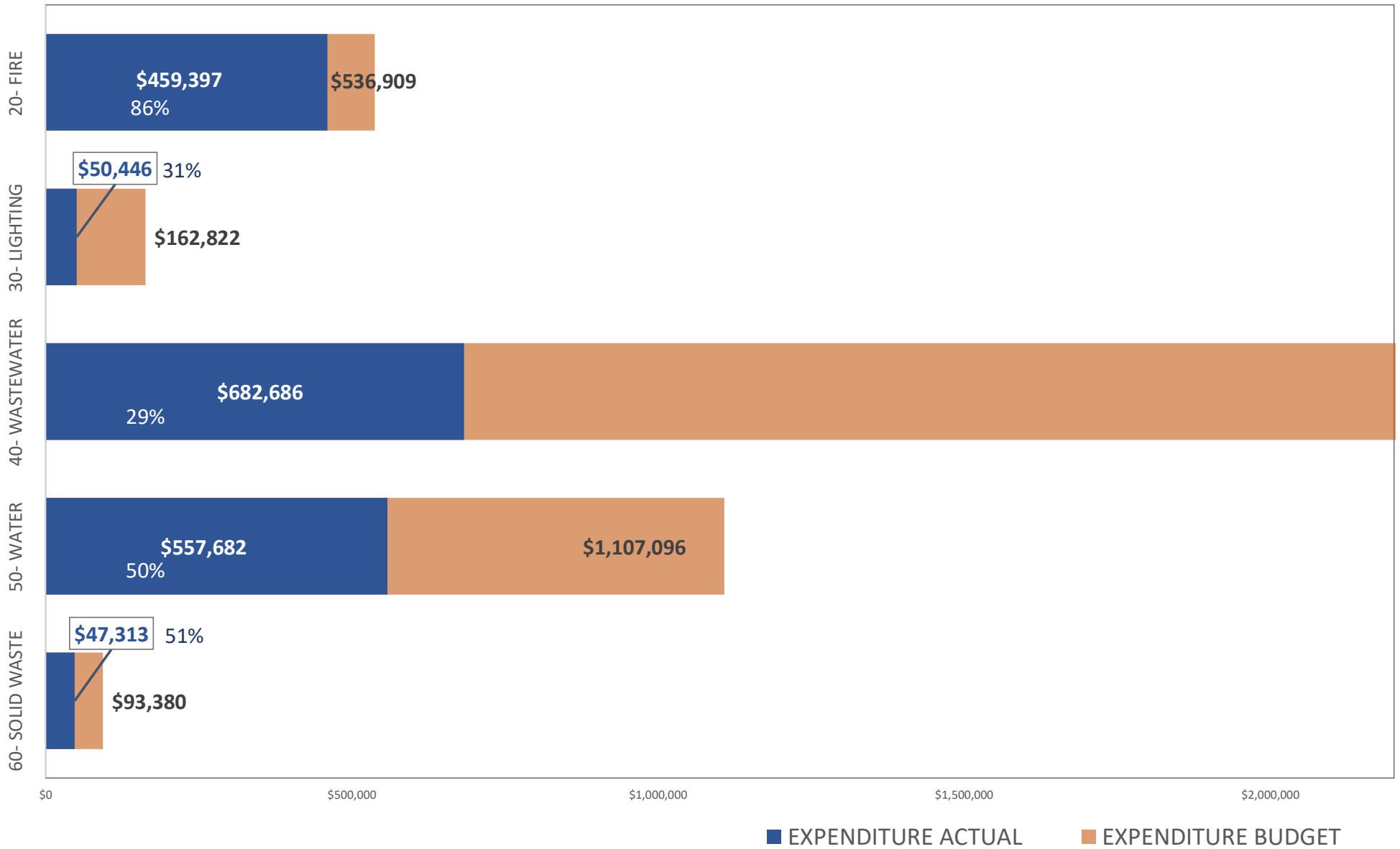
Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
375	Internet Expenses	124.98	940.74	1,187.00	1,187.00	246.26	79 %
376	Web Page - Upgrade/Maint	0.00	768.00	768.00	768.00	0.00	100 %
380	Utilities - Alarm Service	0.00	412.98	1,320.00	1,320.00	907.02	31 %
381	Utilities - Electric	3,140.47	36,031.49	46,000.00	46,000.00	9,968.51	78 %
382	Utilities - Propane	182.69	739.17	2,010.00	2,010.00	1,270.83	37 %
383	Utilities - Trash	58.34	466.72	504.00	504.00	37.28	93 %
384	Utilities - Water/Sewer	73.75	757.97	1,200.00	1,200.00	442.03	63 %
385	Dues and Subscriptions	1,900.00	4,857.20	4,500.00	4,500.00	-357.20	108 %
386	Education and Training	0.00	929.18	5,000.00	5,000.00	4,070.82	19 %
393	Advertising and Public Notices	0.00	1,165.72	1,500.00	1,500.00	334.28	78 %
394	LAFCO Allocations	0.00	1,613.31	1,613.00	1,613.00	-0.31	100 %
395	Community Outreach	49.80	816.52	1,200.00	1,200.00	383.48	68 %
396	Utilities - SoCal Gas	39.82	1,698.92	2,000.00	2,000.00	301.08	85 %
410	Office Supplies	1,376.92	2,122.96	2,000.00	2,000.00	-122.96	106 %
432	Utility Rate Design Study	2,545.00	8,591.91	0.00	28,807.50	20,215.59	30 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	124.62	1,007.73	1,398.00	1,398.00	390.27	72 %
475	Computer Supplies & Upgrades	0.00	14,966.60	2,500.00	11,115.68	-3,850.92	135 %
481	Chemicals- Well #3	0.00	2,158.40	4,000.00	4,000.00	1,841.60	54 %
482	Chemicals- Well #4	0.00	2,185.74	4,000.00	4,000.00	1,814.26	55 %
483	Chemicals- SLT Well	0.00	1,505.52	3,000.00	3,000.00	1,494.48	50 %
485	Fuel Expense	652.00	3,581.67	6,000.00	6,000.00	2,418.33	60 %
490	Small Tools & Equipment	0.00	74.50	6,000.00	6,000.00	5,925.50	1 %
495	Uniform Expense	313.45	2,148.97	1,600.00	1,600.00	-548.97	134 %
500	Capital Outlay	2,414.97	2,414.97	0.00	3,583.97	1,169.00	67 %
520	Water Main Valves Replacement	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
525	Water Meter Replacement	0.00	9,696.01	0.00	0.00	-9,696.01	*** %
535	Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
546	Master Plans	2,665.62	3,525.62	6,140.00	6,140.00	2,614.38	57 %
577	PROPOSITION 1 GRANT	1,485.00	1,485.00	0.00	0.00	-1,485.00	*** %
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, Permits and Fees	0.00	6,622.34	7,000.00	7,000.00	377.66	95 %
805	Refundable Water/Sewer/Hydrant	0.00	-16.09	100.00	100.00	116.09	-16 %
900	District Strategic Plan	0.00	479.25	479.00	479.00	-0.25	100 %
930	Interest Fees	22,402.81	25,178.11	60,000.00	60,000.00	34,821.89	42 %
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0 %
949	Lease agreements	0.00	633.48	8,362.00	19,583.88	18,950.40	3 %
961	SLT Tank and Booster Pump Project	2,102.50	3,930.00	22,960.00	45,920.00	41,990.00	9 %
962	0.65 MG Tank	0.00	0.00	67,660.00	67,660.00	67,660.00	0 %
	Account Total:	94,724.46	557,682.27	1,031,907.00	1,107,096.03	549,413.76	50 %
	Account Group Total:	94,724.46	557,682.27	1,031,907.00	1,107,096.03	549,413.76	50 %
	Fund Total:	94,724.46	557,682.27	1,031,907.00	1,107,096.03	549,413.76	50 %

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	890.28	8,431.75	19,370.00	19,370.00	10,938.25	44 %
	111 BOD Stipend	8.00	60.00	240.00	240.00	180.00	25 %
	115 Payroll Expenses	0.00	0.00	250.00	250.00	250.00	0 %
	120 Workers' Compensation	0.00	18.15	37.00	37.00	18.85	49 %
	121 Physicals	0.00	0.00	50.00	50.00	50.00	0 %
	135 Payroll Tax - FICA/SS	0.48	17.75	150.00	150.00	132.25	12 %
	140 Payroll Tax - Medicare	13.00	121.09	281.00	281.00	159.91	43 %
	155 Payroll Tax - SUI	6.18	49.95	910.00	910.00	860.05	5 %
	160 Payroll Tax - ETT	0.11	0.97	20.00	20.00	19.03	5 %
	205 Insurance - Health	145.19	901.58	2,132.00	2,132.00	1,230.42	42 %
	210 Insurance - Dental	5.52	43.11	105.00	105.00	61.89	41 %
	215 Insurance - Vision	0.87	6.85	17.00	17.00	10.15	40 %
	225 Retirement - PERS Expense	95.63	1,024.35	1,475.00	1,475.00	450.65	69 %
	305 Operations & Maintenance	10.21	2,081.21	3,000.00	3,000.00	918.79	69 %
	310 Phone & Fax Expense	7.74	61.78	50.00	50.00	-11.78	124 %
	315 Postage, Shipping & Freight	0.08	0.53	100.00	100.00	99.47	1 %
	319 Legal: P.R.A.s - Professional Svcs	0.36	33.89	30.00	30.00	-3.89	113 %
	320 Printing & Reproduction	1.34	1.34	150.00	150.00	148.66	1 %
	321 IT Services - Professional Svcs	246.25	657.30	500.00	500.00	-157.30	131 %
	323 Auditor - Professional Svcs	0.00	170.00	420.00	420.00	250.00	40 %
	325 Accounting - Professional Svcs	0.00	64.00	720.00	720.00	656.00	9 %
	326 Engineering - Professional Svcs	0.00	169.88	0.00	0.00	-169.88	*** %
	327 Legal: General - Professional Svcs	54.36	679.09	1,500.00	1,500.00	820.91	45 %
	328 Insurance - Prop & Liability	0.95	1,441.58	1,441.00	1,441.00	-0.58	100 %
	329 New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
	330 Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
	333 Legal: HR - Professional Svcs	0.20	235.77	400.00	400.00	164.23	59 %
	334 Maintenance Agreements	0.00	204.76	350.00	350.00	145.24	59 %
	335 Meals	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and Conferences	0.00	0.00	100.00	100.00	100.00	0 %
	345 Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
	348 Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0 %
	351 Repairs & Maint - Equip	0.00	311.40	500.00	500.00	188.60	62 %
	352 Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0 %
	353 Repairs & Maint - Infrastructure	0.00	2,767.41	2,000.00	2,000.00	-767.41	138 %
	354 Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0 %
	375 Internet Expenses	0.00	0.00	27.00	27.00	27.00	0 %
	376 Web Page - Upgrade/Maint	0.00	48.00	48.00	48.00	0.00	100 %
	380 Utilities - Alarm Service	0.00	0.00	36.00	36.00	36.00	0 %
	382 Utilities - Propane	10.29	99.55	150.00	150.00	50.45	66 %
	383 Utilities - Trash	0.00	0.00	189.00	189.00	189.00	0 %
	384 Utilities - Water/Sewer	0.00	0.00	39.00	39.00	39.00	0 %
	385 Dues and Subscriptions	0.00	166.52	1,321.00	1,321.00	1,154.48	13 %
	386 Education and Training	0.00	38.11	500.00	500.00	461.89	8 %
	393 Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	1,490.09	1,490.00	1,490.00	-0.09	100 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
395	Community Outreach	0.00	2.76	750.00	750.00	747.24	0 %
410	Office Supplies	1.53	24.24	150.00	150.00	125.76	16 %
432	Utility Rate Design Study	0.00	0.00	0.00	16,472.50	16,472.50	0 %
465	Cell phones, Radios and Pagers	11.81	82.26	100.00	100.00	17.74	82 %
475	Computer Supplies & Upgrades	0.00	582.46	500.00	1,270.00	687.54	46 %
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0 %
490	Small Tools & Equipment	0.00	0.00	500.00	500.00	500.00	0 %
495	Uniform Expense	33.31	128.27	150.00	150.00	21.73	86 %
500	Capital Outlay	59.78	23,274.41	0.00	25,032.90	1,758.49	93 %
580	MISSION GARDENS LIFT STATION PROJECTS	0.00	895.59	0.00	0.00	-895.59	*** %
650	SB1383 Compliance	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
715	Licenses, Permits and Fees	0.00	862.76	0.00	0.00	-862.76	*** %
900	District Strategic Plan	0.00	27.00	27.00	27.00	0.00	100 %
940	Bank Service Charges	0.00	0.00	15.00	15.00	15.00	0 %
949	Lease agreements	0.00	35.69	387.00	765.00	729.31	5 %
	Account Total:	1,603.47	47,313.20	50,727.00	93,380.40	46,067.20	51 %
	Account Group Total:	1,603.47	47,313.20	50,727.00	93,380.40	46,067.20	51 %
	Fund Total:	1,603.47	47,313.20	50,727.00	93,380.40	46,067.20	51 %
	Grand Total:	342,600.42	1,797,525.31	3,228,984.00	4,272,667.99	2,475,142.68	42 %

P2 2023 San Miguel CSD Operating Expenditures Actual vs Budget



SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 2/23

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 OPERATING CASH - PREMIER	68,491.17	2,353.59	0.00	0.00	47,635.50	23,209.26
10250 PAC PREMIER - PAYROLL	1,000.00	0.00	22,304.91	0.00	22,303.40	1,001.51
10340 PAC PREMIER OPERATIONAL RESERVE	526,034.19	18,556.13	0.00	0.00	0.00	544,590.32
10350 PAC PREMIER - CAPITAL RESERVE	434,992.66	65.31	0.00	0.00	0.00	435,057.97
10461 COMMUNITY BANK OF SANTA MARIA	158,248.95	0.00	0.00	0.00	0.00	158,248.95
Total Fund	1,188,766.97	20,975.03	22,304.91		69,938.90	1,162,108.01
30 STREET LIGHTING DEPARTMENT						
10200 OPERATING CASH - PREMIER	157,564.99	5,634.58	8,445.94	0.00	13,381.51	158,264.00
10250 PAC PREMIER - PAYROLL	81.96	0.00	1,899.12	0.00	1,899.12	81.96
10340 PAC PREMIER OPERATIONAL RESERVE	210,478.89	32.54	0.00	0.00	0.00	210,511.43
10350 PAC PREMIER - CAPITAL RESERVE	249,962.42	36.27	0.00	0.00	8,445.94	241,552.75
10460 Cambridge Investment/King	153,850.50	1,353.64	0.00	291.45	0.00	154,912.69
Total Fund	771,938.76	7,057.03	10,345.06	291.45	23,726.57	765,322.83
40 WASTEWATER DEPARTMENT						
10200 OPERATING CASH - PREMIER	1,511,341.80	100,808.72	9,164.47	216.72	62,512.81	1,558,585.46
10250 PAC PREMIER - PAYROLL	2,000.00	0.00	18,815.64	0.00	18,815.64	2,000.00
10260 PAC WESTERN BANK - LONG TERM	501,195.44	192.24	0.00	0.00	0.00	501,387.68
10340 PAC PREMIER OPERATIONAL RESERVE	330,705.21	51.13	0.00	0.00	0.00	330,756.34
10350 PAC PREMIER - CAPITAL RESERVE	650,101.92	13,388.10	0.00	0.00	8,445.94	655,044.08
Total Fund	2,995,344.37	114,440.19	27,980.11	216.72	89,774.39	3,047,773.56
50 WATER DEPARTMENT						
10150 Cash in SLO County	77,836.10	0.00	0.00	0.00	0.00	77,836.10
10200 OPERATING CASH - PREMIER	312,869.79	67,748.80	1,876.87	106.18	53,111.07	329,278.21
10250 PAC PREMIER - PAYROLL	2,000.00	0.00	27,035.62	0.00	27,035.62	2,000.00
10340 PAC PREMIER OPERATIONAL RESERVE	155,469.55	24.04	0.00	0.00	0.00	155,493.59
10350 PAC PREMIER - CAPITAL RESERVE	232,390.52	14,002.76	0.00	22,402.81	1,876.87	222,113.60
10400 HOB - USDA RESERVE	70,006.29	0.54	0.00	0.00	0.00	70,006.83
Total Fund	850,572.25	81,776.14	28,912.49	22,508.99	82,023.56	856,728.33
60 SOLID WASTE DEPARTMENT						
10200 OPERATING CASH - PREMIER	47,691.81	7.70	0.00	0.00	1,538.42	46,161.09
10250 PAC PREMIER - PAYROLL	0.00	0.00	1,165.26	0.00	1,165.26	0.00
10340 PAC PREMIER OPERATIONAL RESERVE	72,350.39	11.19	0.00	0.00	0.00	72,361.58
10350 PAC PREMIER - CAPITAL RESERVE	12,895.34	1.94	0.00	0.00	0.00	12,897.28
Total Fund	132,937.54	20.83	1,165.26		2,703.68	131,419.95
71 PAYROLL CLEARING FUND						
10250 PAC PREMIER - PAYROLL	-838.32	0.00	71,221.34	71,223.64	2.30	-842.92
73 CLAIMS CLEARING FUND						
10200 OPERATING CASH - PREMIER	63,597.24	0.00	106,240.23	130,251.79	0.00	39,585.68
Totals	6,002,318.81	224,269.22	268,169.40	224,492.59	268,169.40	6,002,095.44

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


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

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

2/28/2023

SECURITY	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO % BY INVESTMENT
Fidelity Govt MMKT	N/A								\$ 17,993.84	
Morgan Stanley Bank NA	\$ 100.00	3.05%	\$ 75,000.00	3.05%	\$ 2,287.50	2/14/2024	32992	2/14/2019	\$ 73,580.25	54%
Comenity Cap. Bank	\$ 100.00	2.75%	\$ 65,000.00	2.75%	\$ 1,787.50	4/15/2024	57570	4/15/2019	\$ 63,338.60	46%
Total & Average:			\$ 140,000.00	2.90%	\$ 4,075.00				\$ 154,912.69	

SMCSD BMS Accounts: 30-46000, 30-46100



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

Disclosure Page

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

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

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

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

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

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

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

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

SMCSD STATEMENTS OF INFORMATION:

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

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

Michelle Hido

Michelle Hido, Financial Officer SMCSD

Kelly Dodds, General Manager SMCSD

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.6

SUBJECT: Review and approve changes to the Board Handbook. (Dodds, White)

SUGGESTED ACTION: Review and approve RESOLUTION 2023-09 adopting changes to the Board Handbook.

DISCUSSION:

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

Since, the Board reviewed and provided comments on the Board Handbook, Staff and Legal have taken those comments and incorporated them into the Handbook. Based on legal's advice, some references that the Board requested regarding case law have been omitted. However, Legal assures us that the verbiage in the handbook carries the same weight as if the references were included.

The request for having an annual review of the Strategic Plan was not added, but will be calendared so that it is reviewed annually.

The request for incorporating term limits was not added at this time either. Staff and legal will be working toward creating term limits, but as it requires more work than adding it to the handbook, we will be bringing that back in the future.

The Board should review the Handbook and provide any additional comments to staff. If there are no additional inclusions, then the Board should approve the revised handbook.

At the February 23rd Board meeting the changes to the handbook were discussed and a question was raised regarding completeness of the redline.

Staff and Legal reviewed the documents provided to the Board and Public, although they did clearly outline the areas changed some of the exact wording changes were not clearly shown.

The redline included in this packet clearly shows all changes between the previously adopted handbook and the proposed revised handbook. Per the Boards request we also removed the formatting notes as they are not relevant to the wording changes and not substantive to the approval of the Board Handbook.

FISCAL IMPACT:

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

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT REVISING THE SAN MIGUEL
COMMUNITY SERVICES DISTRICT BOARD MEMBERS' HANDBOOK**

WHEREAS, on September 22, 2017, the San Miguel Community Services District ("District") Board of Directors ("Board") adopted a handbook for members of the Board and other District officials ("Handbook") and most recently revised again on January 23, 2020; and

WHEREAS, the Handbook serves as a reference on adopted practices and procedures pertaining to Board meetings, committee meetings, Board powers and responsibilities, expected behavior and decorum, ethical duties, and other matters; and

WHEREAS, the Board desires to make revisions throughout the Board Handbook to include clarifying language, update government code and legal references, in addition to other formatting and grammatical errors.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, revised the San Miguel Community Services District Board Members' Handbook, attached hereto and incorporated as Exhibit A.

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

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 23rd day of March 2023.

Ward Roney, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kelly Dodds, General Manager

Douglas L. White, District General Counsel

San Miguel
Community
Services District



Board Members'
Handbook

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Introduction & Overview

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

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

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

The Board of Directors (Board) is elected by the people of San Miguel and as such is the voice for the People who receive services from the District. The Board is committed to acting in the best interest of the people it serves.

B. Overview of Basic Documents

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

1. California Government Code

The California Government Code is a compilation of legal codes enacted by the California State Legislature which collectively form the general statutory law of California. The Government Codes contains many requirements for the operation of local government and administration of public meetings throughout the state such as open meeting laws, also known as the Brown Act which ensures public awareness of local body decisions which affects the community they live in. The District is a "Special District" which means it is organized in accordance with provisions of the California Government Code and it is bound by the state's general law.¹

2. Ordinances

An ordinance prescribes a permanent rule of conduct subject to the jurisdiction of the District and remains in effect until the ordinance is repealed. The Board shall act by ordinance or resolution. All ordinances shall be recorded as having passed or failed and individual votes will be

recorded unless the action is unanimous. All ordinances adopted by the Board shall be numbered consecutively, starting anew at the beginning of each fiscal year.

3. Annual budget

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

4. Emergency Operations Plan

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

C. Orientation of New District Officials

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

Basic Definitions

1. Chair/Presiding Officer is the individual authorized by law or District Policy to oversee, direct and preside over the public meeting of the Board or any other District Committee.
2. District Official is any elected or appointed Member of the Board or District Committee established by resolution or Board policy.
3. Board of Directors- legislative body of five members whom govern each district by establishing policies for the operation of the district. Each Board Member serves a term of four (4) years or until his or her successor qualifies and takes office.²

Chapter 2: Board—General Powers and Responsibilities

D. Board authority

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

E. Board functions

Each Board Member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board Members shall take office at noon on the first Friday in December following their election. The Board approves the budget and determines the public services to be provided and the taxes, fees, and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District.

Each Board Member shall not hold an incompatible office. Service on a municipal advisory council or area planning commission shall not be considered an incompatible office.³ Each Board Member shall hold office and discharge his or her duties with loyalty. Each Board Member shall attend all regular and special meetings of the Board, unless there is good cause.

No person shall be a candidate for the Board of directors unless he or she is a voter of the district. All members of the Board shall exercise their independent judgement on behalf of the interests of the entire district. A member of the Board shall not be a compensated employee of the district.⁴Board President and Vice-President functions

1. President

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

2. Vice-President

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

F. Attendance requirements

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

An excused absence may include:

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

A Board Member who has three (3) unexcused Absences for a period of three (3) consecutive months will result in a vacancy of his or her seat on the Board.⁵

1. Remote Attendance

Any Board member who needs to remotely attend a public meeting must notify the Board at the earliest opportunity, up to and including the start of a regular meeting, of their need to participate remotely, including a general description of the circumstances necessitating remote attendance. The general description does not require the Board member to disclose any medical diagnosis or disability, or any personal medical information.

Each member of the Board may only remotely attend a meeting for just cause twice in one calendar year. There is no restriction on the number of times remote attendance may be utilized for emergency circumstances; however, remote participation may not exceed more than three consecutive months or 20% of the regular meetings for the District within a calendar year.

When remote attendance is requested pursuant to emergency circumstances, the Board must take action to approve the request at the earliest opportunity. If the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made, the Board may take such action at the beginning of the meeting. Additionally, the remotely attending Board member must publicly disclose at the meeting, before any action is taken, whether any other individuals who are 18 years of age or older are present in the room at the remote location and the general nature of the member's relationship to such individuals.⁶

2. **Required sign-In sheets.** In order to receive his or her monthly stipend, Board Members will be required to sign-in on two separate occasions at each Board Meeting.

The sign in sheet will be circulated at the “Call to Order” agenda item of the open session of the Board Meeting. Then the sign in sheet will be circulated during the “Board Comments” agenda item of the Board Meeting.

G. Appointment of General Manager and District Counsel

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

1. General Manager

Is an employee of the District and has an employment agreement which specifies terms of employment, including an annual evaluation by the Board. The General Manager shall be the administrative head of the District under the direction of the Board. He or she shall be responsible for implementation of policies established by the Board and supervision of district employees, facilities, and finances.⁷

2. District Counsel

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

H. Role in emergency

The Board has some extraordinary powers for the protection of persons and property within the District in the event of an emergency. The District maintains an “Emergency Operations Plan” by and which the role of Board Members and District Staff is identified.

I. Standing committees

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

Chapter 3: Board Administrative Support

A. Requests for research or information

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

B. Inappropriate actions

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

Chapter 4: Board Member Finances

A. Board Member compensation

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

Board Members may waive their stipends as provided by state law⁸, however, they may not elect to assign their salary to any person or entity, including a charitable organization.

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

The following types of authorized functions are eligible for compensation:

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

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

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

- a. Half of all departments are running negative budget balances for two (2) consecutive years;
 - b. At any time in which the total Operational Reserve for the District falls below fifteen percent (15%) of the Board approved, operational revenue budget OR operational expenditure budget for that period;
 - c. Fails to complete the Statement of Economic Interest (Form 700);
 - d. Fails to complete the required training within 60 days of appointment. Compensation will be withheld until training is completed.
 - e. If the District declares bankruptcy; or
 - f. Existing departmental Staff are laid off due to budget problems.
3. Two (2) unexcused Absences will result in a forfeiture of the Board Member's stipend for the remainder of the fiscal year.

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

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

B. Expenditure allowance

The annual District budget may include an expenditure allowance for expenses necessary for Members to undertake official District business. Eligible expenses include travel expenses, including meals for Board Members, and mileage reimbursement, which are made for District business.⁹ Expenses for Board members shall be approved in advance by the Board. Donations to organizations are not eligible, nor are meals, for individuals other than Board Members.

C. Expenditure guidelines

Any expense must be related to District affairs.¹⁰ Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting. District budgetary practices and accounting controls apply to expenditures within the District budget. Board Members should plan expenditures which will allow them to remain within the annual allocation. When exceptional circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office, with receipts. Expenditure records are public information.

Chapter 5: Board Member Communications

A. Overview

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

B. Speaking “for the District”

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

C. Correspondence to Board Members

1. Written correspondence to the Board from staff will be through secure District Email.
2. Board packets will be provided to the Board through District email. Paper copies of Board packets and other information will not be provided unless an exception is granted by the Board President or General Manager.

D. Correspondence from Board Members

3. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District’s position on policy matters to outside agencies on behalf of the Board. Individual Members of Board will often prepare letters for constituents in response to inquiries or to provide requested information.
4. The following is the policy of the Board relative to official and non-official correspondence by Members of the Board:
 - a. Board Members shall not write or send letters on District stationary or letterhead without Board approval.

- b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board Member.
- c. Board Members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board Members are encouraged to notify or send copies of said endorsement to the full Board.
- d. The Board policy is that it will not support individual political candidates but may vote to support or take stands on initiatives, measures, or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

E. Confidential issues

Confidential issues, including anything which has been discussed in a closed session, shall not be disclosed to any Member of the public, including the press. Violations are subject to civil action as discussed in Chapter 9: Open Meetings- Penalties and Applicability.

F. Local ballot measures

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

G. State Legislation, Propositions

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

H. Proclamations

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

Chapter 6: District Officials—Conflicts & Liability

A. Conflict of Interest

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. Elected officials' home addresses or telephone numbers are not to be posted or provided without written permission of the official.

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

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

B. Political Reform Act

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

A Board member has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally on one (1) or more of the economic interests of the public official or a member of the public official’s immediate family.”¹¹

Economic interests include interests in businesses worth Two Thousand Dollars (\$2,000) or more, interests in real property, both ownership and leases, worth Two Thousand Dollars (\$2,000) or more, a source of income in an amount of Five Hundred Dollars (\$500) or more within one (1) year of the decision, and gifts of Five Hundred and Twenty Dollars (\$520¹) or more provided to or received within one (1) year of the decision.¹²

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more in fair market value.¹³ If a Board Member has a pro rata share interest in real property, in which the Board Member or immediate family Member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.¹⁴

Board members are also prohibited from knowingly accepting, soliciting, or directing a contribution of more than Two Hundred and Fifty Dollars (\$250) from any party (or their agent) while a proceeding involving a license, permit or entitlement is pending before the district and for twelve (12) months following the date a final decision is rendered.¹⁵

Determining whether a Board Member has a disqualifying conflict of interest is very complicated and fact specific. Please contact the District Counsel if you suspect that you may have a conflict of interest.

A Board Member who believes they may have a conflict of interest must take the following steps:¹⁶

1. **Publicly identify the financial interest.**
This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.
2. **Recuse yourself from both the discussion and the vote on the matter.**
Recusal applies to all proceedings related to the matter
3. **Leave the room until the matter has been completed.**

¹ Gift limits are updated every odd year by the Fair Political Practices Commission. This amount is effective January 1, 2021- December 31, 2022. Please check with District Counsel to confirm the current gift limit.

The matter is considered complete when there is no further discussion, vote, or any other action.¹⁷

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

C. Government Code Section 1090

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

D. Conflict of Interest Forms

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

E. Ex Parte communications

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

F. Liability

The District offers a variety of services and may often find itself subject to legal actions through lawsuits. The District must always approach its responsibilities in a manner which reduces risk to all involved. However, with such a wide variety of high profile services (e.g. fire, utilities), risk cannot be eliminated.

The District belongs to the Special District Risk Management Association to manage insurance and risk activities. When claims are filed against the District they are sent to the District's claims examiner to review and make recommendations. Unless there is a clear liability on the part of the District, the claim will normally be recommended for denial. The claim is placed on the District agenda for rejection, but will only be discussed in closed session if the Board desires. The Board should be careful discussing details of a claim or lawsuit outside of closed session.

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

G. AB 1234 Training

California State law requires any compensated member of a legislative body to receive two (2) hours of ethics training in general ethics principles and ethics law within twelve (12) months of their first date of service and then every two (2) years thereafter.¹⁸

H. AB 1661 Training

California State law requires local agency officials to receive two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.¹⁹

I. Tracking Board Member Training

Board member(s) who fail to complete the required training within the specified timeframe will be placed on each subsequent regular Board member agenda to discuss which Board member(s) is out of compliance and upcoming opportunities to bring them into compliance.

Chapter 7: District Officials—Interaction with Staff and Officials

A. Overview

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

B. Board-Manager Relationship

1. Employment Relationship Between the Board and the General Manager

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

2. Evaluation

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

3. Open communication

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

4. Staff Roles

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

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

C. General Manager Code of Ethics

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

D. Board-District Counsel Relationship

1. District Counsel

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

2. District Counsel legal responsibilities

The general legal responsibilities of the District Counsel are to:

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

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

3. District Counsel representation

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

E. General Manager-District Counsel relationship

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

1. District Officials

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

F. Access to information and communications flow

1. Objectives

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

2. Board roles

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

3. Access to information

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

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

G. Dissemination of information

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

H. **Restrictions on political involvement by staff**

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

1. **Staff members**

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

2. **Management staff**

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

3. **General employees**

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

I. **General conduct expectations**

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

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

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

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

Chapter 8: Leaving Office

A. Filling Board vacancies

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.²⁰ A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.²¹ Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

1. Appointing a new member

If the Board wishes to appoint a new Member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.²² Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.²³

2. Special Election

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.²⁴ The election shall be held on the next established election date, as long as it is at least one hundred thirty (130) days after the call of the election.²⁵

3. Intervention by the Board of Supervisors

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.²⁶ If the County Board of Supervisors call for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.²⁷

B. Conflicts of Interest while leaving office

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of the official's departure from office or employment.²⁸ However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

PART II: BOARD PROCEDURAL GUIDELINES

Chapter 9: Open Meetings—Brown Act

A. Policy

1. Introduction

The Board shall hold a regular meeting at least once every three (3) months in compliance with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the "Brown Act").²⁹

2. Penalties and Applicability

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

a. Penalties.

The law provides for misdemeanor penalties for Members of a body who violate the Brown Act.³⁰ Violations are also subject to civil action.³¹

b. Applicability.

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

B. Meetings

1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (three (3) or more Members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three (3) Board Members attend.³² Social functions do not fall under the Brown Act unless District business is discussed.

2. Serial meetings

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

C. Procedure

The following procedure shall be followed:

a. Posting the Agenda

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

- i. Time and location of the Meeting.

- ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the public and should include the contemplated Board action.
- iii. Public comments section. A section providing an opportunity for Members of the public to address the Board. (The public comments portion of the agenda meets this requirement.)

b. Agenda items

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

Requests for items to appear on a future meeting agenda, made during a board meeting, shall be made during Board comment and be supported by at least two members of the board.

D. Actions

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

E. Ex Parte Communication

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

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

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

Chapter 10: Board Meetings

A. Board Meetings

1. Regular meetings

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

a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District and upon such election, shall give public notice of the change of location in accordance with provisions of the Government Code.³³

b. Location During Local Emergency

If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the Meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or the General Manager.³⁴

c. Holidays

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

2. Special Meetings & Emergency Meetings

Special Meetings and Emergency Meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.³⁵

Notice for a Special Meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board Members. The call and notice shall specify the time and place of the Special Meeting and the business to be transacted or discussed. The call and notice shall be posted at least twenty-four (24) hours prior to the Special Meeting in a location that is freely accessible to Members of the public. Written notice to all Board Members can be waived if the majority of the Board declares an emergency situation which requires the District to act immediately to preserve public peace, health, and safety over the District.³⁶

3. Adjourned meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.³⁷

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

4. Closed session

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by state law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.³⁸

a. Time Limit

Closed session will be held following the regular or special meeting agenda, closed session items are to be agendaized and the order for their consideration is specified in the agenda. A special meeting may be held for the purpose of discussing closed session items as long as all items are agendaized and all noticing requirements are met.

5. Cancellation of regular meetings

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

6. Quorum.³⁹

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

7. Chair.⁴⁰

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

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.⁴¹

b. President & Vice President absence

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

c. Presiding Officer

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

8. Attendance by the public

Except as specifically provided by law for closed sessions,⁴² all meetings of the Board shall be open to the public in accordance with the terms, provisions, and exceptions consistent with state law.⁴³

9. Action minutes

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board and reflect the names of public speakers.⁴⁴

10. Recordings of meetings

Audio/ Video recordings of proceedings shall be made and shall be maintained by the General Manager, or his or her designee for a term defined by law or District policy.⁴⁵

B. Policy decision making process

1. Ad-Hoc Committees

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

2. Town Hall or Community Meetings

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

Chapter 11: Order of Business

A. General Order

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

1. CALL TO ORDER (approximately 6:00 p.m.)

2. ROLL CALL

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

3. APPROVAL OF AGENDA.

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

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT (NON AGENDA ITEMS)

6. SPECIAL PRESENTATIONS/PUBLIC HEARINGS

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

7. STAFF REPORTS/COMMITTEE REPORTS

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

8. AGENDA

a. Consent Calendar

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

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

9. BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

10. BOARD COMMENTS

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

11. CLOSED SESSION (IF NECESSARY)

- a. The Board meets from time to time in closed sessions which are duly held Meetings, or a portion thereof, at which certain actions may be taken and are not open to public and news media. Matters discussed in closed sessions are considered confidential and include:
 - i. Meeting the local agency's designated representatives regarding salaries or compensation paid for in the form of fringe benefits for represented and unrepresented employees.⁴⁶
 - ii. License/permit determination
 - iii. Conference with real property negotiators
 - iv. Existing/anticipated litigation
 - v. Liability claims
 - vi. Security threat to public service or facilities
 - vii. Public employee appointment
 - viii. Public employment
 - ix. Public employee performance evaluations
 - x. Public employee discipline, dismissal or release
 - xi. Conference with labor negotiators
 - xii. Case review/planning
 - xiii. Trade secrets

- xiv. Hearings
- xv. Charge or complaint involving information protected by Federal law
- xvi. Conference with joint powers agency
- xvii. California State audits⁴⁷

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

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

13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

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

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

C. Action on agenda items

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board Meeting unless an exception is made as permitted by the Government Code.⁴⁸

D. Items placed on written agenda

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

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

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

Seventy-two (72) hours before a regular meeting, Board members shall post an agenda containing a brief description of each item of business to be transacted or discussed at the meeting. The agenda shall state the time and location of the meeting and posted in a conspicuous location for members of the public to view. The agenda will also include how and to whom a request for a disability accommodation can be made.⁴⁹

F. Public Hearings:

1. General procedure

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

a. The Staff presents its report.

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

b. Initial questions to Staff by the Board.

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

c. President/Chair opens the public hearing:

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

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

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

2. Board questions of speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the President/Chair.
 3. Public oral presentations. All Board guidelines pertaining to oral presentation by Members of the public apply during public hearings. These guidelines are discussed in this Handbook in Chapter 13: "Addressing the Board."
 4. Materials for public record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence. Materials shall be submitted to the General Manager for distribution to the board, and for the record.
 5. Germane comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair, but may be appealed to the full Board.
 - a. The applicant or appellant is given an opportunity for rebuttal or closing argument.
 - b. The public input portion of the public hearing is closed.
- d. Questions and discussion from the Board.
Board Members should not express their opinions on an item prior to the close of the public hearing, as the Board Members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with Staff, or those Members of the public testifying to an opinion, until after all testimony has been received.

Any Board Member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the minutes. If the dissenting Board Member desires such dissent or protest to be entered into the minutes, this should be made clear by language such as "I would like the minutes to show that I am opposed to this action for the following reasons..."

- e. Board decision occurs.

Once the Board completes its discussion of the matter, a Board Member may make a motion to take action on the item. A Board Member may also make a motion to table, amend, substitute, postpone, or continue the matter, pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the Meeting, the motion shall be deemed to have failed.

The President/Chair, General Manager, or Board Clerk will announce the final decision of the Board.

2. Time for consideration

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

3. Continuance of hearing

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

4. Communications and petitions

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

5. Ex-Parte Contacts

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

6. Resolutions

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

7. Voting & publishing requirements for resolutions and ordinances

a. Voting.

All resolutions require a recorded majority vote of the total Membership of the Board.⁵⁰ Resolutions shall be signed by the President, attested by the General Manager and to form by Legal Counsel.

b. Publishing.

Ordinances take effect 30 days after their final passage unless they meet an exception.⁵¹ Within fifteen (15) days after its passage, the city clerk shall cause each ordinance to be published at least once with the names of the Board members voting for and against the ordinance, in a publication circulated in the city. Cost of publication shall not exceed the customary rate charged for private legal notices.⁵²

Chapter 12: Guidelines of Conduct

A. General procedures

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

B. Authority of the President/Presiding Officer

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

C. President to facilitate board meetings

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

D. Board deliberation & order of speakers

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

E. Limit deliberation to item at hand

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

F. Length of board comments

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

G. Limitations of debate

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

H. Obtaining the floor

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

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

I. Motions

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

1. Procedure for motions

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

a. Process to Make and Second a Motion.

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

2. Precedence of motions

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

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

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

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

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

b. Motion to Fix Hour of Adjournment.

Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment. ⁵³

c. Motion to Table.

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

d. Motion to Amend.

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

e. Motion to Substitute.

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

f. Motion to Continue.

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

3. Motions Introducing ordinances

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Board of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.⁵⁴

J. Voting procedures

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

1. Abstention

An abstention does not count as a vote for or against a matter. If a Board Member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those Members present and voting." If a Board Member abstains from voting on the grounds that he or she has, or may have, a conflict of interest, that abstention shall be made either at the beginning of the Board's consideration of the matter, or as soon as the Board Member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board Member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board Meeting is taking place during discussion of the item when required to do so by the Political Reform Act.⁵⁵

2. Tie votes

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

3. Motion for reconsideration

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

K. Non-observance of guidelines

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.⁵⁶

L. Non-exclusive guidelines

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

Chapter 13: Addressing the Board

A. Oral presentations by members of the public

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

1. When called upon, the person is requested to come to the podium, sign in on the speakers sign in sheet, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
2. All remarks should be addressed to the Board as a whole not to an individual Board Member.
3. Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

B. Public comment for items NOT on the agenda.

Public Comment is that period set aside at Board Meetings for Members of the public to address the Board on items of District business other than scheduled agenda items.⁵⁷

1. Timing

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

2. District matters

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

3. Response to public comment

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

C. Agenda item oral presentation

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

1. Presentations submitted in writing

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

2. Timing

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

3. Assigning time

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

4. Reading written comments

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

D. Comments in writing encouraged

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

1. Comment cards

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

2. Repetitious comments prohibited

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

E. Speaker time limits for an agenda item

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

F. Waiver of guidelines

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

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board Members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District Staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board Members shall fully participate in public Meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. Board Members and the General Manager shall stay focused, stay on topic, and act efficiently during public Meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

To preserve the integrity of Board meetings, no person shall engage in disruptive behavior of another person during a public meeting. Harassment includes, but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs, heckling, whistling, yelling, and other similar demonstrations
2. Physical harassment such as impeding or blocking movement, grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
3. use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;

If these rules are violated, the President or Presiding officer may take the following action:

1. Warn the individual prior to removal that the behavior is disrupting and failure to cease the behavior will result in their immediate removal. Behavior which a reasonable person would receive to be an actual threat of harm or use of force may result in the immediate removal of the individual without a prior warning.
2. If the behavior persists, the President or Presiding Chair may stop the meeting and contact the Sheriff's department and order the disrupting party to sit quietly and observe the remainder of the meeting without additional input or participation.
3. If the disruptive behavior continues further the President or Presiding Chair may request the Sherriff's department remove the individual from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said Meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.⁵⁸

Appendix A
ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every Member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the Members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the Members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the Member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information, or by misuse of public time is dishonest.

Appendix B
Referenced Code Citations

- ¹ Gov. Code, § 61000 *et seq.*
- ² Gov. Code, § 61040 (a)
- ³ Gov. Code, § 61040
- ⁴ *Ibid.*
- ⁵ Gov. Code, § 1770, subd. (g).
- ⁶ Assembly Bill 2449
- ⁷ Gov. Code, § 61051.
- ⁸ Gov. Code, § 61047.
- ⁹ Gov. Code, § 53232.2
- ¹⁰ *Ibid.*
- ¹¹ Gov. Code, § 87103.
- ¹² *Ibid.*
- ¹³ Gov. Code, § 82033.
- ¹⁴ *Ibid.*
- ¹⁵ Gov. Code, § 84308.
- ¹⁶ Gov. Code, § 87105.
- ¹⁷ Gov. Code, § 87105, subs. (a)(1)-(3).
- ¹⁸ Gov. Code, § 53235.1 (b)
- ¹⁹ Gov. Code, § 53237.1.
- ²⁰ Gov. Code, § 1780, subd. (b).
- ²¹ Gov. Code, § 1780, subd. (c).
- ²² Gov. Code, § 1780, subd. (d)(1).
- ²³ *Ibid.*
- ²⁴ Gov. Code, § 1780, subd. (e)(1).
- ²⁵ Gov. Code, § 1780, subd. (g)(2).
- ²⁶ Gov. Code, § 1780, subd. (f)(1).
- ²⁷ Gov. Code, § 1780, subd. (f)(2).
- ²⁸ Gov. Code, § 87406.3.
- ²⁹ Gov. Code, § 61044.
- ³⁰ Gov. Code, § 54959.
- ³¹ Gov. Code, § 54960.
- ³² Gov. Code, § 61045.
- ³³ Gov. Code, § 54954, subd. (b).
- ³⁴ Gov. Code, § 54954, subd. (e).
- ³⁵ Gov. Code, § 54956
- ³⁶ Gov. Code, § 54956.5
- ³⁷ Gov. Code, § 54955
- ³⁸ Gov. Code, § 54954.5.
- ³⁹ Gov. Code, § 61045.
- ⁴⁰ Gov. Code, § 61043
- ⁴¹ Gov. Code, § 61043, subd. (b).
- ⁴² Gov. Code, § 54954.5.
- ⁴³ Gov. Code, § 54953.
- ⁴⁴ Gov. Code, § 61045.
- ⁴⁵ Gov. Code, § 54953.5. Gov. Code, § 6250 *et seq.*
- ⁴⁶ Gov. Code, § 54957.6
- ⁴⁷ Gov. Code, § 54954.5
- ⁴⁸ Gov. Code, § 54954.
- ⁴⁹ Gov. Code, § 54954.2, subd. (a).

⁵⁰ Gov. Code, § 61045, subd. (c).

⁵¹ Gov. Code, § 36937

⁵² Gov. Code, § 36933

⁵³ Gov. Code, § 54955.

⁵⁴ Gov. Code, § 36934

⁵⁵ Gov. Code, § 87100 *et seq.*

⁵⁶ *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

⁵⁷ Gov. Code, § 54954.3.

⁵⁸ Gov. Code, § 54957.9.; Senate Bill 1100

San Miguel
Community
Services District



Board Members'
Handbook

Board Members' Handbook September 2017

~~Revised January 18, 2018~~

~~Revised January 23, 2020~~

~~Revised Chapter 4 September 24, 2020~~

~~Revised October 28, 2021~~

~~Revised Chapter 11, November 19, 2021~~

~~Revised Chapter 11, August 25, 2022 (2022-40) Comprehensive revision December 2022 (Resolution 2022-XX)~~

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Introduction & Overview

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

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

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

The Board of Directors (Board) is elected by the people of San Miguel and as such is the voice for the People whom who received services from the District. The Board is committed to acting in the best interest of the people it serves.

B. Overview of Basic ~~basic~~ Documents ~~documents~~

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

1. California Government Code

The California Government Code is a compilation of legal codes enacted by the California State Legislature which collectively form the general statutory law of California. The Government Codes contains many requirements for the operation of local government and administration of public meetings throughout the state. ~~Many of these requirements,~~ such as open meeting laws, also known as the Brown Act which is to ensure there is broad public awareness of such requirements local body decisions which affects the community they live in. The District is a "Special District" which means it is organized in accordance with provisions of the California Government Code and it is bound by the state's general law.¹

2. Ordinances

An ordinance prescribes a permanent rule of conduct subject to the jurisdiction of the District and remains in effect until the ordinance is

Commented [KD1]: Expand on code

Commented [JE2R1]: Done.

Commented [JE3]: New language added.

repealed. The Board shall act by ordinance or resolution. All ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action is unanimous. All ordinances adopted by the Board shall be numbered consecutively, starting anew at the beginning of each fiscal year.

~~2.3.~~ **Annual Budget**~~budget~~

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

~~3.4.~~ **Emergency Operations Plan**

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

C. **Orientation of New District Officials**

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

~~D.~~ **Board Member Qualifications**qualifications

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

Commented [KD4]: ?

Commented [JE5R4]: I moved this to Chapter 2.

E. Basic Definitions definitions

1. Chair/Presiding Officer is the individual authorized by law or District Policy to oversee, direct and preside over the public meeting of the Board or any other District Committee.
2. ~~Board of Directors is the governing body of the District, comprised of four (4) directors and one (1) President of the Board. Each Board Member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board Members shall take office at noon on the first Friday in December following their election.~~
2. District Official is any elected or appointed Member of the Board or District Committee established by resolution or Board policy.
3. ~~Board of Directors Directors- legislative body of five members whom govern each district by establishing policies for the operation of the district. Each Board Member serves a term of four (4) years or until his or her successor qualifies and takes office.² are District employees as defined in Gov Code XXXXXX.~~

Commented [JE6]: Moved to Chapter 2.

Commented [KD7]: Take office at the regularly scheduled meeting in December?

Commented [KD8]: Need code reference

Chapter 2: Board—General Powers and Responsibilities

F.D. Board ~~Authority~~ authority

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

G.E. Board ~~Functions~~ functions

~~Each Board Member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board Members shall take office at noon on the first Friday in December following their election. The Board is the legislative body of the District; its Members are the community's decision makers. Power is centralized in the elected Board collectively and not in an individual Board Member.~~ The Board approves the budget and determines the public services to be provided and the taxes, fees, and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District.

Commented [JE9]: I think this is established above.

~~Each Board Member shall not hold an incompatible office. Service on a municipal advisory council or area planning commission shall not be considered an incompatible office.³ Each Board Member shall hold office and discharge his or her duties with loyalty. Each Board Member shall attend all regular and special meetings of the Board, unless there is good cause. No person shall be a candidate for the Board of directors unless he or she is a voter of the district. All members of the Board shall exercise their independent judgement on behalf of the interests of the entire district. A member of the Board shall not be a compensated employee of the district.⁴~~

H. Board President and Vice-President ~~Functions~~ functions

1. President

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

2. Vice-President

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

4.F. Attendance Requirements

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

An excused absence may include:

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

A Board Member who has three (3) unexcused Absences for a period of three (3) consecutive months will result in a vacancy of his or her seat on the Board.⁵

~~1. **Consent Calendar:** At every Board Meeting, the Board will vote to determine whether an Absence, as defined above, from a meeting will be deemed "excused." Absences of a prior meeting will be considered during the Consent Calendar of the following meeting, unless a Board Member requests that the item be removed in order to further discuss it.~~

1. Remote Attendance

Any Board member who needs to remotely attend a public meeting must notify the Board at the earliest opportunity, up to and including the start of a regular meeting, of their need to participate remotely, including a general description of the circumstances necessitating remote attendance. The general description does not require the Board member to disclose any medical diagnosis or disability, or any personal medical information.

Each member of the Board may only remotely attend a meeting for just cause twice in one calendar year. There is no restriction on the number of times remote attendance may be utilized for emergency circumstances; however, remote participation may not exceed more than three consecutive months or 20% of the regular meetings for the District within a calendar year.

Commented [KD10]: Update to state law

Commented [JE11R10]: These specific absences are determined by the board; however, I did add a section on remote attendance pursuant to AB 2449.

Commented [JE12]: The gov. code just states to contact "The governing body" I would recommend we designate a particular person such as the Presiding Board Member or their designee.

When remote attendance is requested pursuant to emergency circumstances, the Board must take action to approve the request at the earliest opportunity. If the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made, the Board may take such action at the beginning of the meeting. Additionally, the remotely attending Board member must publicly disclose at the meeting, before any action is taken, whether any other individuals who are 18 years of age or older are present in the room at the remote location and the general nature of the member's relationship to such individuals.⁶

2. Required ~~Sign~~sign-In ~~Sheet~~sheets. In order to receive his or her monthly stipend, Board Members will be required to sign-in on two separate occasions at each Board Meeting.

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

J.G. Appointment of General Manager and District Counsel

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

1. General Manager

Is an employee of the District and has an employment agreement which specifies terms of employment, including an annual evaluation by the Board. The General Manager shall be the administrative head of the District under the direction of the Board. He or she shall be responsible for the efficient administration of all the affairs of the District, which are under the General Manager's control; implementation of policies established by the Board and supervision of district employees, facilities, and finances. ~~The General Manager shall also be responsible for the duties outlined in the~~ Government Code.⁷

2. District Counsel

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

K.H. Role in Emergencyemergency

Commented [KD13]: Does, or should this be revised to include the Fire Chief

Commented [JE14R13]: The Fire Chief is not statutorily recognized as a "Official" of the District. GC 34856 states the City Manager may appoint or dismiss the subordinate appointive officers; however the district ordinance may permit appointment by the Board.

Commented [KD15]: Verify code section

Commented [JE16R15]: Done.

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

4.1. Standing ~~Committees~~committees

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

Chapter 3: Board Administrative Support

- A. Requests for Research research or Information information
Board Members may request information or research from the General Manager on a given topic. All Board Member requests for research or information should only be directed to the General Manager and not directly to a District Staff Member. Requests for new information or policy direction will be brought to the full Board for consideration at a regular meeting. All written products will be provided to the full Board.
- B. Inappropriate Actions actions
The Board has delegated the General Manager the responsibility to discuss, on behalf of the full Board, any perceived or inappropriate action by a Board Member. The General Manager will discuss with the Board Member the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the General Manager will report the concern to the full Board.

Commented [KD17]: Identify further actions?

Commented [JE18R17]: If you would like, we can send a recommendation on a step by step process that can be discussed and brought to the board.

Chapter 4: ~~District-Board Member~~ Finances

A. Board Member ~~Compensation~~compensation

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

Board Members may waive their stipends as provided by state law⁸, however, they may not elect to assign their salary to any person or entity, including a charitable organization.

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

The following types of authorized functions are eligible for compensation:

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

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

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

- a. Half of all departments are running negative budget balances for two (2) consecutive years;
 - b. At any time in which the total Operational Reserve for the District falls below fifteen percent (15%) of the Board approved, operational revenue budget OR operational expenditure budget for that period;
 - c. Fails to complete the Statement of Economic Interest (Form 700);
 - ~~b.d.~~ Fails to complete the required training within 60 days of appointment. Compensation will be withheld until training is completed.
 - ~~e.e.~~ If the District declares bankruptcy; or
 - ~~f.f.~~ Existing departmental Staff are laid off due to budget problems.
3. Two (2) unexcused Absences will result in a forfeiture of the Board Member's stipend for the remainder of the fiscal year.
- Additional Requirementsrequirements.** As a condition of receiving board stipends, the collective Board shall be required to undergo a yearly Board analysis.
- Additional Compensationcompensation.** Any future increases or changes to these rules that results in an increased fiscal impact to district shall be made through an ordinance pursuant to Government Code 61047(b) and shall be brought before the voters at a regularly scheduled election.

Commented [JE19]: Based on the 10/27/22 meeting it is unclear if they will get backpay or do they forfeit that?

B. Expenditure Allowanceallowance

The annual District budget may include an expenditure allowance for expenses necessary for Members to undertake official District business. Eligible expenses include travel expenses, including meals for Board Members, and mileage reimbursement, which are made for District business.⁹ Expenses for Board members shall be approved in advance by the Board. Donations to organizations are not eligible, nor are meals, for individuals other than Board Members.

Commented [KD20]: Verify reference

Commented [JE21R20]: GC states the governing body shall adopt a written policy in a public meeting outlining the occurrences that qualify for reimbursement of expenses.

C. Expenditure Guidelinesguidelines

Any expense must be related to District affairs.¹⁰ Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting. District budgetary practices and accounting controls apply to expenditures within the District budget. Board Members should plan expenditures which will allow them to remain within the annual allocation. When exceptional circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office, with receipts. Expenditure records are public information.

Chapter 5: Board Member Communications

A. Overview

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

B. Speaking “for the District”

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

C. Correspondence to Board Members

1. Written correspondence to the Board from staff will be through secure District Email.
2. Board packets will be provided to the Board through District email. Paper copies of Board packets and other information will not be provided unless an ~~exemption~~exception is granted by the Board President or General Manager.

~~C.D.~~ Correspondence from Board Members

- 1.3. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District’s position on policy matters to outside agencies on behalf of the Board. Individual Members of Board will often prepare letters for constituents in response to inquiries or to provide requested information.
- 2.4. The following is the policy of the Board relative to official and non-official correspondence by Members of the Board:

- a. Board Members shall not write or send letters on District stationary or letterhead without Board approval.

- b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board Member.
- c. Board Members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board Members are encouraged to notify or send copies of said endorsement to the full Board.
- d. The Board policy is that it will not support individual political candidates but may vote to support or take stands on initiatives, measures, or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

D.E. Confidential ~~Issues~~issues

Confidential issues, including anything which has been discussed in a closed session, shall not be disclosed to any Member of the public, including the press. [Violations are subject to civil action as discussed in Chapter 9: Open Meetings- Penalties and Applicability.](#)

Commented [KD22]: Should this include code section or consequences

E.F. Local ~~Ballot~~ballot ~~Measures~~measures

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

Commented [JE23R22]: See addition.

F.G. State Legislation, Propositions

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

G.H. Proclamations

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

Chapter 6: District Officials—Conflicts & Liability

A. Conflict of Interest

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. ~~Written permission must be obtained before posting e~~lected officials' home addresses or telephone numbers ~~on the Internet~~ are not to be posted or provided without written permission of the official.

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

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

B. Political Reform Act

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

Commented [KD24]: Update section for references and relevance

A ~~Board member~~public official has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally” on one (1) or more of the economic interests of the public official or a ~~Member~~member of the public official’s immediate family.”¹¹

~~EAs of 2016~~, economic interests include interests in businesses worth Two Thousand Dollars (\$2,000) or more, interests in real property, both ownership and leases, worth Two Thousand Dollars (\$2,000) or more, a source of income in an amount of Five Hundred Dollars (\$500) or more within one (1) year of the decision, and gifts of ~~Four Hundred Sixty Dollars~~Five Hundred and Twenty Dollars (\$520¹⁴60) or more provided to or received within one (1) year of the decision.¹² ~~These dollar amounts are subject to annual increases. Please check with the District Counsel to verify the current dollar amounts.~~

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more in fair market value.¹³ If a Board Member has a pro rata share interest in real property, in which the Board Member or immediate family Member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.¹⁴

Board members are also prohibited from knowingly accepting, soliciting, or directing a contribution of more than Two Hundred and Fifty Dollars (\$250) from any party (or their agent) while a proceeding involving a license, permit or entitlement is pending before the district and for twelve (12) months following the date a final decision is rendered.¹⁵

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

~~Government Code section 87105 states that a~~ Board Member who believes they may ~~have~~ a conflict of interest must recuse himself or herself and leave the room, unless the matter is on the consent calendar ~~take the following steps:~~¹⁶ After it has been determined that a conflict of interest exists under the Political Reform Act, the following steps must take place:

1. Publicly identify the financial interest.

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

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

Recusal applies to all proceedings related to the matter

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

The matter is considered complete when there is no further discussion, vote, or any other action.¹⁷

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

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

C. **Government Code Section 1090**

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

D. **Conflict of Interest Forms**

¹ [Gift limits are updated every odd year by the Fair Political Practices Commission. This amount is effective January 1, 2021- December 31, 2022. Please check with District Counsel to confirm the current gift limit.](#)

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

E. Ex Parte ~~Communications~~**communications**

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

F. **Liability**

The District offers a variety of services and may often find itself subject to legal actions through lawsuits. The District must always approach its responsibilities in a manner which reduces risk to all involved. However, with such a wide variety of high profile services (e.g. fire, utilities), risk cannot be eliminated.

The District belongs to the Special District Risk Management Association to manage insurance and risk activities. When claims are filed against the District they are sent to the District’s claims examiner to review and make recommendations. Unless there is a clear liability on the part of the District, the claim will normally be recommended for denial. The claim is placed on the District agenda for rejection, but will only be discussed in closed session if the Board desires. The Board should be careful discussing details of a claim or lawsuit outside of closed session.

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

G. **AB 1234 Training**

Commented [KD25]: Update to current requirements and include time frames initial and recert

Commented [JE26R25]: Done.

California State law requires any compensated member of a legislative body to receive two (2) hours of ethics training in general ethics principles and ethics law within twelve (12) months of their first date of service and then every two (2) years thereafter. ¹⁸

H. **AB 1661 Training**

California Beginning January 1, 2017, the state law will requireState law requires local agency officials to receive two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.¹⁹

Commented [KD27]: Update

Commented [JE28R27]: Done.

I. **Tracking Board Member Training**

Board member(s) who fail to complete the required training within the specified timeframe will be placed on each subsequent regular Board member agenda to discuss which Board member(s) is out of compliance and upcoming opportunities to bring them into compliance.

Chapter 7: District Officials—Interaction with Staff and Officials

A. Overview

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

B. Board-Manager Relationship

1. Employment Relationship Between the Board and the General Manager

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

2. Evaluation

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

3. Open ~~Communication~~communication

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

4. Staff Roles

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

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

C. General Manager Code of Ethics

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

D. Board-District Counsel Relationship

1. District Counsel

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

2. District Counsel ~~Legal~~ ~~Legal Responsibilities~~ ~~responsibilities~~

The general legal responsibilities of the District Counsel are to:

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

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

~~e.~~

3. District Counsel ~~Representation~~representation

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

E. General Manager-District Counsel ~~Relationship~~relationship

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

1. District Officials

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

F. Access to ~~Information~~information and ~~Communications~~communications ~~Flow~~flow

1. Objectives

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

2. Board ~~Roles~~roles

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

3. Access to ~~Information~~information

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

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

G. Dissemination of ~~Information~~information

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

H. Restrictions on ~~Political-political Involvement-involvement~~ by ~~Staffstaff~~

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

1. Staff ~~mMembers~~

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

2. Management ~~Staffstaff~~

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

3. General ~~Employeeesemployees~~

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

I. General ~~Conduct-conduct Expectationsexpectations~~

Board Members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board Members, the public, and District Staff while in Board Meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Board Members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board Members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Board Meetings and community Meetings.

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

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

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

Chapter 8: Leaving Office

A. Filling Board ~~Vacancies~~vacancies

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.²⁰ A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.²¹ Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

1. Appointing a ~~New-new Member~~member

If the Board wishes to appoint a new Member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.²² Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.²³

2. Special Election

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.²⁴ The election shall be held on the next established election date, as long as it is at least one hundred thirty (130) days after the call of the election.²⁵

3. Intervention by the Board of Supervisors

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.²⁶ If the County Board of Supervisors call for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.²⁷

B. Conflicts of Interest ~~While-while Leaving-leaving Office~~office

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of the official's departure from office or employment.²⁸ However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

PART II: BOARD PROCEDURAL GUIDELINES

Chapter 9: Open Meetings—Brown Act

A. Policy

1. Introduction

The Board shall [hold a regular meeting at least once every three \(3\) months in compliance](#) with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the "[Brown Act](#)").²⁹

2. Penalties and Applicability

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

a. Penalties.

The law provides for misdemeanor penalties for Members of a body who violate the Brown Act.³⁰ Violations are also subject to civil action.³¹

b. Applicability.

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

B. Meetings

1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (three (3) or more Members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three (3) Board Members attend.³² Social functions do not fall under the Brown Act unless District business is discussed.

2. Serial ~~Meetings~~meetings

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

C. Procedure

The following procedure shall be followed:

a. Posting the Agenda

Agendas for regular Meetings must be made available seventy-two (72) hours in advance of the Meeting in the District's office and must include the ~~following:~~[Timefollowing:](#)

i. [Time](#) and location of the Meeting.

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

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

ii.

b. ~~Agenda Items~~ Agenda Items

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

Requests for items to appear on a future meeting agenda, made during a board meeting, shall be made during Board comment and be supported by at least two members of the board.

D. **Actions**

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

E. **Ex Parte Communication**

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

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

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

Chapter 10: Board Meetings

A. Board Meetings

1. Regular ~~Meetings~~meetings

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

a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District and upon such election, shall give public notice of the change of location in accordance with provisions of the Government Code.³³

b. Location During Local Emergency

If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the Meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or the General Manager.³⁴

c. Holidays

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

2. Special Meetings & Emergency Meetings

Special Meetings and ~~emergency~~-Emergency Meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.³⁵

Notice for a ~~special~~-Special Meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board Members. The call and notice shall specify the time and place of the ~~special~~-Special meeting-Meeting and the business to be transacted or discussed. The call and notice shall be posted at least twenty-four (24) hours prior to the ~~special~~-Special meeting-Meeting in a location that is freely accessible to Members of the public.

Written notice to all Board Members can be waived if the majority of the Board declares an emergency situation pursuant to Government Code section 54956.5, which requires the District to act immediately to preserve public peace, health, and safety over the District.³⁶

3. Adjourned ~~Meetings~~meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.³⁷

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

4. Closed ~~Session~~session

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by state law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.³⁸

a. Time Limit

Closed session ~~may begin earlier than 6:00 p.m., as needed, as long as the will be held following the regular or special meeting agenda,~~ closed session items are to agendized and the time order for their consideration is specified in the agenda. ~~Closed session must conclude promptly at 7:00 p.m. regardless of whether there is a pending action that must be taken. Closed session may be continued and reconvened after the regular meeting to finish any unfinished agenda items. A special meeting may be held for the purpose of discussing closed session items as long as all items are agendized and all noticing requirements are met.~~

5. Cancellation of ~~Regular~~regular Meetingsmeetings

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

6. Quorum.³⁹

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

7. Chair.⁴⁰

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

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.⁴¹

b. President & Vice President Absenceabsence

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

c. Presiding Officer

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

8. Attendance by the Publicpublic

Except as specifically provided by law for closed sessions,⁴² all meetings of the Board shall be open to the public in accordance with the terms, provisions, and exceptions consistent with state law.⁴³

9. Action Minutesminutes

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board and reflect the names of public speakers.⁴⁴

10. Recordings of Meetingsmeetings

Audio/ Video recordings of proceedings shall be made and shall be permanently maintained by the General Manager, or his or her designee for a term defined by law or District policy.⁴⁵

B. Policy Decisiondecision Makingmaking Processprocess

1. Ad-Hoc Committees

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

2. Town Hall or Community Meetings

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

Chapter 11: Order of Business

A. General Order

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

1. CALL TO ORDER (approximately 6:00 p.m.)

Commented [JE29]: Changing time per you request.

2. ROLL CALL

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

3. APPROVAL OF AGENDA.

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

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT (NON AGENDA ITEMS)

6. SPECIAL PRESENTATIONS/PUBLIC HEARINGS

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

7. STAFF REPORTS/COMMITTEE REPORTS

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

8. AGENDA

a. Consent Calendar

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

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

9. BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

10. BOARD COMMENTS

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

11. CLOSED SESSION (IF NECESSARY)

- a. The Board meets from time to time in closed sessions which are duly held Meetings, or a portion thereof, at which certain actions may be taken and are not open to public and news media. Matters discussed in closed sessions are considered confidential and include: These are:
 - i. Meeting the local agency's designated representatives regarding salaries or compensation paid for in the form of fringe benefits for represented and unrepresented employees.⁴⁶ ~~Closed sessions held at such times pursuant to Government Code section 54957.6 where the Board meets with its designated representatives prior to and during consultation and discussions with representatives of employee organizations.~~
 - ii. License/permit determination
 - iii. Security or emergencies.
 - iiii. Conference with real property negotiators
 - v. Personnel sessions.
 - vi.

Commented [KD30]: Update as needed

Commented [JE31R30]: Update made to (a)(i.)

Commented [JE32]: Suggest re-wording to: Meeting the local agency's designated representatives regarding salaries or compensation paid for in the form of fringe benefits for represented and unrepresented employees. (insert reference to GC 54957.6)

~~iv. Existing/anticipated litigation~~ Closed sessions to consider potential or pending litigation in which the District or an officer or employee is or could be a party.

~~iv.~~

~~v. Liability claims~~

~~vi. Security threat to public service or facilities~~

~~vii. Public employee appointment~~

~~viii. Public employment~~

~~ix. Public employee performance evaluations~~

~~x. Public employee discipline, dismissal or release~~

~~xi. Conference with labor negotiators~~

~~xii. Case review/planning~~

~~xiii. Trade secrets~~

~~xiv. Hearings~~

~~xv. Charge or complaint involving information protected by Federal law~~

~~xvi. Conference with joint powers agency~~

~~xvii. California State audits⁴⁷~~

~~b. Matters discussed in closed sessions are considered confidential:~~

~~i. Labor Relations: As a matter of policy, the Board acknowledges that the District and its taxpayers are best served if positions authorized during such sessions are presented as those of the Board as a whole. Members of the Board agree that positions and agreements shall not be divulged.~~

~~ii. Personnel Sessions: Matters discussed and reviewed in personnel sessions shall remain confidential in order to protect employees' rights to privacy.~~

~~iii. Security: Arrangements made to address threats to the District or its property must be kept confidential.~~

~~iv. Litigation: Discussion of probable or pending litigation could waive attorney-client privilege to the detriment of the District's position.~~

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

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

13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

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

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

C. Action on ~~Agenda~~ ~~agenda~~ ~~Items~~ ~~items~~

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board Meeting unless an exception is made as permitted by the Government Code.⁴⁸

D. Items ~~Placed~~ ~~placed~~ on ~~Written~~ ~~written~~ ~~Agenda~~ ~~agenda~~

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

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

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

~~These sections of the agenda provide the opportunity for brief comment on District business, District operations, District projects, and other items of general interest.~~ Seventy-two (72) hours before a regular meeting, Board members shall post an agenda containing a brief description of each item of business to be transacted or discussed at the meeting. The agenda shall state the time and location of the meeting and posted in a conspicuous location for members of the public to view. The agenda will also include how and to whom a request for a disability accommodation can be made.⁴⁹

F. Public Hearings:

1. General ~~Procedure~~ ~~procedure~~

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

- a. The Staff ~~Presents~~ ~~presents~~ its ~~Report~~ ~~report~~.

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

b. ~~Initial Questions-questions~~ to Staff by the Board.

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

c. President/Chair ~~Opens opens~~ the ~~Public-public Hearinghearing~~:

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

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

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

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

Once the Board completes its discussion of the matter, a Board Member may make a motion to take action on the item. A Board Member may also make a motion to table, amend, substitute, postpone, or continue the matter, pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the Meeting, the motion shall be deemed to have failed.

The President/Chair, General Manager, or Board Clerk will announce the final decision of the Board.

2. Time for ~~Consideration~~consideration

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

3. Continuance of ~~Hearing~~hearing

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

4. Communications and ~~Petitions~~petitions

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

5. Ex-Parte Contacts

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

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

6. Resolutions

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

7. Voting & publishing publishing Requirements requirements for Resolutions resolutions and Ordinances ordinances

a. Voting.

All resolutions require a recorded majority vote of the total Membership of the Board.⁵⁰ Resolutions shall be signed by the President, and attested by the General Manager and to form by Legal Counsel.

b. Publishing.

~~The rates of taxes to be levied, or the amount of revenue required to be raised by taxation, may be fixed either by ordinance or resolution. Where the tax rate or the amount of revenue required to be raised by taxation is fixed by resolution, such resolution shall be published in the same manner and within the same time as ordinances are required to be published. Within fifteen (15) days after the ordinance passes, the Account Board Clerk shall cause each ordinance to be published at least once, with the names of those Board Members voting for and against the ordinance, in a newspaper of general circulation circulated in the District. Ordinances shall not be published in a newspaper if the charge exceeds the customary rate charged by the newspaper for publication of private legal notices, but these ordinances shall be posted in the manner and at the time required by California law. Ordinances take effect 30 days after their final passage unless they meet an exception.⁵¹ Within fifteen (15) days after its passage, the city clerk shall cause each ordinance to be published at least once with the names of the Board members voting for and against the ordinance, in a publication circulated in the city. Cost of publication shall not exceed the customary rate charged for private legal notices.⁵²~~

Commented [KD33]: Is this required

Chapter 12: Guidelines of Conduct

- A. **General ~~Procedures~~procedures**
It is the policy of the Board not to become involved in the protracted discussion over parliamentary procedure. Consistent with any statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing, not otherwise provided for herein, may be determined by the President/Presiding Officer, subject to appeal to the full Board.
- B. **Authority of the President/Presiding Officer**
Subject to appeal to the full Board, the President/Presiding Officer shall have the authority to prevent the misuses of motions, the abuse of any privilege, or obstruction of the business of the Board, by ruling any such matter out of order. In so ruling, the President/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.
- C. **President to ~~Facilitate~~facilitate Board-board Meetings~~meetings~~**
The Board delegates the responsibility and expands the role of President/Presiding Officer to include the facilitation of Board Meetings. In the role as facilitator, the President/Presiding Officer will assist the Board to focus on their agenda, discussions and deliberations.
- D. **Board ~~Deliberation~~deliberation & ~~Order~~order of ~~Speakers~~speakers**
The President/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the President/Presiding Officer.
- E. **Limit ~~Deliberation~~deliberation to ~~Item~~item at ~~Hand~~hand**
Board Members will limit their comments to the subject matter, item, or motion being currently considered by the Board.
- F. **Length of ~~Board-board~~Comments~~comments~~**
Board Members will govern themselves as to the length of their comments or presentations. The Board delegates to the President/Presiding Officer the responsibility to assist the Board by signaling if a Board Member has been speaking for an excessive time period. Comments from Board Members are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.
- G. **Limitations of ~~Debated~~debate**

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

H. Obtaining the **Floor**

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

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

I. Motions

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

1. Procedure for **Motions**

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

a. Process to Make and Second a Motion.

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

2. Precedence of **Motions**

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

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

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

- I. When repeated after defeat without any intervening business or discussion.
- II. When made as an interruption of a Board Member who is speaking.
- III. While a vote is being taken.
A motion to adjourn "to another time" shall be debatable only as to the time which the meeting is adjourned

b. Motion to Fix Hour of Adjournment.

Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment.⁵³

~~If the subsequent meeting occurs within five (5) days of the original meeting, the Board may consider matters placed on the original meeting agenda without posting a new agenda. If the subsequent meeting occurs more than five (5) days from the original meeting, a new agenda must be prepared and posted.⁵⁴~~

c. Motion to Table.

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

d. Motion to Amend.

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

e. Motion to Substitute.

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

Commented [JE34]: This GC looks like it no longer exists. 549554.2(b)

f. Motion to Continue.

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

3. Motions Introducing Ordinancesordinances

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Board of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.⁵⁵

J. Voting Procedures-procedures

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

1. Abstention

An abstention does not count as a vote for or against a matter. If a Board Member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those Members present and voting." If a Board Member abstains from voting on the grounds that he or she has, or may have, a conflict of interest, that abstention shall be made either at the beginning of the Board's consideration of the matter, or as soon as the Board Member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board Member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board Meeting is taking place during discussion of the item when required to do so by the Political Reform Act.⁵⁶

2. Tie Votesvotes

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

3. Motion for ~~Reconsideration~~reconsideration

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

K. Non-~~Observance~~observance of ~~Guidelines~~guidelines

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.⁵⁷

L. Non-~~Exclusive~~exclusive ~~Guidelines~~guidelines

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

Chapter 13: Addressing the Board

A. Oral ~~Presentations~~ presentations by ~~Members~~ members of the ~~Public~~ public

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

- ~~1. Prior to the Meeting, or during the Meeting prior to a matter being reached, persons wishing to address the Board are requested to fill out a "Board Appearance Request Form" and submit it to the General Manager.~~
- ~~2.1~~ When called upon, the person is requested to come to the podium, sign in on the speakers sign in sheet, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
- ~~3.2~~ All remarks should be addressed to the Board as a whole not to an individual Board Member.
- ~~4.3~~ Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

B. Public ~~Comment~~ comment for items NOT on the agenda.

Public Comment is that period set aside at Board Meetings for Members of the public to address the Board on items of District business other than scheduled agenda items. ~~The Public Comment portion of the Board Meeting is the opportunity for Members of the public to address the District in compliance with the Government Code.~~⁵⁸

1. Timing

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

~~2. Board Appearance~~ appearance Request request Formform

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

~~3.2~~ District ~~Matters~~ matters

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

~~4.3~~ Response to ~~Public~~ public ~~Comment~~ comment

Commented [KD35]: Don't do this anymore

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

Commented [KD36]: Is this allowed?

Commented [JE37R36]: Please see my edits. Hopefully this clarifies the intent of this section.

C. Agenda ~~Item-item~~ Oral-oral Presentation-presentation

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

1. Presentations ~~Submitted-submitted~~ in Writing-writing

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

2. Timing

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

3. Assigning Time-time

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

4. Reading ~~Written-written~~ Comments-comments

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

D. Comments in Writing-writing ~~Encouraged-encouraged~~

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

1. Comment ~~Cards~~cards

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

2. Repetitious ~~Comments~~comments ~~Prohibited~~prohibited

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

E. Speaker ~~Time-time Limits~~limits for ~~An-an Agenda-agenda Item-item~~

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

F. Waiver of ~~Guidelines~~guidelines

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

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Commented [KD38]: Update with current law

Commented [JE39R38]: Done.

Board Members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District Staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board Members shall fully participate in public Meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. Board Members and the General Manager shall stay focused, stay on topic, and act efficiently during public Meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

To preserve the integrity of Board meetings, nNo person shall engage in harassment disruptive behavior of another person during a public meeting. Harassment includes, but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs; heckling, whistling, yelling, and other similar demonstrations
- ~~2.~~ Physical harassment such as ~~assault,~~ impeding or blocking movement, ~~grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body or any other physical interference or threat directed at an individual; and~~
2. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
3. use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;

~~During public meetings, all present shall:~~

- ~~1. Preserve safety and order;~~
- ~~2. Not block the audience from viewing the proceedings;~~
- ~~3. Not block or impede the microphone, which audibly records the proceedings;~~
- ~~4. Not engage in disruptive behavior, including but not limited to: heckling, whistling, yelling, and other similar demonstrations;~~
- ~~5. Not willfully disrupt the peace and order of the meeting;~~
- ~~6. Listen to others respectfully and not interrupt those whom are speaking;~~
- ~~7. Refrain from making comments that personally attack an individual in a way that disrupts, disturbs, or otherwise impedes orderly conduct;~~
- ~~8. Avoid the use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;~~

9. ~~Not use unlawful physical force. Physical force includes, but is not limited to: grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body;~~
10. ~~Not harass any other person in any way;~~
11. ~~Avoid obscene gestures or motions that could be viewed as threatening or an effort to intimidate. Unacceptable gestures include, but are not limited to: those of a sexual nature, finger pointing and fist shaking in an overly aggressive or accusatory manner, miming the use of weapons or other violent acts and other movements that could be seen as threatening; and~~
12. ~~Avoid raising voices beyond what is necessary to be heard by the audience.~~

Commented [JE40]: This is kind of vague- I would consider removing.

~~Unruly conduct that disrupts the meeting such as undue noise, hissing, profanity, inappropriate applause, insults or physical disturbance shall not be permitted.~~

~~If these rules are violated, the District has the following recourse:the President of Presiding officer may take the following action:~~

1. ~~The President/Presiding Officer can call a point of order;Warn the individual prior to removal that the behavior is disrupting and failure to cease the behavior will result in their immediate removal. Behavior which a reasonable person would receive to be an actual threat of harm or use of force may result in the immediate removal of the individual without a prior warning.~~
2. ~~A Board Member present at the public Meeting may move to require the President/Presiding Officer to enforce the rules and upon majority vote, the President/Presiding Officer shall be required to do so;If the behavior persists, the President or Presiding Chair may stop the meeting and contact the Sheriff's department and order the disrupting party to sit quietly and observe the remainder of the meeting without additional input or participation.~~
2.
3. ~~If the disruptive behavior continues further the President or Presiding Chair may request the Sherriff's department remove the individual from the meeting. The President/Presiding Chair may stop the Meeting and call the Sheriff's Department to enforce the rules; and~~

~~Once called, the Sheriff's Department may order an individual to sit, refrain from addressing the Board or remove the disruptive person from the meeting.~~

~~3.~~

~~Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said Meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.⁵⁹~~

Appendix A
ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every Member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the Members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the Members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the Member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the [m](#)Member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a [m](#)Member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential Information, or by misuse of public time is dishonest.

Appendix B
Referenced Code Citations

¹ Gov. Code, § 61000 *et seq.*

² [Gov. Code, § 61040 \(a\)](#)

³ [Gov. Code, § 61040](#)

⁴ [Ibid.](#)

⁵ Gov. Code, § 1770, subd. (g).

⁶ [Assembly Bill 2449](#)

⁷ Gov. Code, § 61051.

⁸ Gov. Code, § 61047.

⁹ Gov. Code, § 53232.2

¹⁰ [Ibid.](#)

¹¹ Gov. Code, § 87103.

¹² [Ibid.](#)

¹³ Gov. Code, § 82033.

¹⁴ [Ibid.](#)

¹⁵ [Gov. Code, § 84308.](#)

¹⁶ Gov. Code, § 87105.

¹⁷ Gov. Code, § 87105, subds. (a)(1)-(3).

¹⁸ [Gov. Code, § 53235.1 \(b\)](#)

¹⁹ Gov. Code, § 53237.1.

²⁰ Gov. Code, § 1780, subd. (b).

²¹ Gov. Code, § 1780, subd. (c).

²² Gov. Code, § 1780, subd. (d)(1).

²³ [Ibid.](#)

²⁴ Gov. Code, § 1780, subd. (e)(1).

²⁵ Gov. Code, § 1780, subd. (g)(2).

²⁶ Gov. Code, § 1780, subd. (f)(1).

²⁷ Gov. Code, § 1780, subd. (f)(2).

²⁸ Gov. Code, § 87406.3.

²⁹ Gov. Code, § 61044.

³⁰ Gov. Code, § 54959.

³¹ Gov. Code, § 54960.

³² Gov. Code, § 61045.

³³ Gov. Code, § 54954, subd. (b).

³⁴ Gov. Code, § 54954, subd. (e).

³⁵ Gov. Code, ~~§§ 54956, 54956.5~~ *Special meetings and emergency meetings, respectively.*

³⁶ [Gov. Code, § 54956.5](#)

³⁷ Gov. Code, ~~§§ 54955, 54956.~~

³⁸ Gov. Code, § 54954.5.

³⁹ Gov. Code, § 61045.

⁴⁰ Gov. Code, § 61043

⁴¹ Gov. Code, § 61043, subd. (b).

⁴² Gov. Code, § 54954.5.

⁴³ Gov. Code, § 54953.

⁴⁴ Gov. Code, § 61045.

⁴⁵ Gov. Code, § 54953.5. *The statute only requires maintenance of the audio or visual recording for thirty (30) days where there are other records of the meeting that are retained pursuant to Gov. Code, § 6250 et seq.*

⁴⁶ [Gov. Code, § 54957.6](#)

⁴⁷ [Gov. Code, § 54954.5](#)

⁴⁸ Gov. Code, § 54954.

⁴⁹ Gov. Code, § 54954.2, subd. (a).

⁵⁰ Gov. Code, § 61045, subd. (c).

⁵¹ [Gov. Code, § 36937](#)

⁵² [Gov. Code, § 36933](#)

⁵³ Gov. Code, § 54955.

⁵⁴ [Gov. Code, § 54955.2, subd. \(b\)\(3\)](#).

⁵⁵ [Gov. Code, § 36934](#)

⁵⁶ Gov. Code, § 87100 *et seq.* ~~A Board Member should leave the room when he or she identifies that he or she has a financial interest in the decision being discussed. Prior to leaving the room, the Board Member should publicly identify the financial interest at stake and recuse himself or herself from that portion of the meeting.~~

⁵⁷ *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

⁵⁸ Gov. Code, § 54954.3.

⁵⁹ Gov. Code, § 54957.9.; [Senate Bill 1100](#)

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.7

SUBJECT: Water and Wastewater Capital Improvement Project (CIP) update. (Dodds)

SUGGESTED ACTION: Approve RESOLUTION 2023-14 adopting the updated Water and Wastewater CIP list to be included in the 2020 Water and Wastewater Master Plan.

DISCUSSION:

During the October 27th 2022 Board meeting the Board approved a contract with Water Systems Consulting (WSC) to prepare an update to the Capital Improvement Project (CIP) list contained within the 2020 Water and Wastewater Master Plan. WSC reviewed all listed and proposed projects with staff and updated the tables including descriptions, timelines and costs.

The project costs have been updated to 2022 estimates and are only estimates. Depending on the economy at the time that any of the projects are approved the actual costs may be higher or lower.

The timeline for any given project is a projection of when the project should be started and/ or completed. Projects may be moved up or back based on funding availability as well as operational considerations.

The purpose of maintaining a CIP in the Master Plans is to provide general information on estimated project costs in order to plan user rates, secure grants or other funding. It generally provides a picture of known projects and potential short and long term project costs to help plan for the future of the water and wastewater systems.

The long term estimated cost for each system is below. These totals are estimates based on 2022 costs and may change over the life of this CIP plan.

Water CIP over 10+ years \$28,079,750

Wastewater CIP over 10+ years \$40,735,500

Understanding the long term costs for maintaining the water and wastewater systems is critical to proper financial planning for the District. Failure to plan for preventative and expansion projects could ultimately bankrupt the water and/ or wastewater departments when planned projects become emergency repairs.

This update is only a tool to properly plan for the future, with individual projects coming back to the Board for approval when the project starts moving forward. By approving this CIP list the Board is not committing to completing these projects, only acknowledging the projects exist as a future need.

FISCAL IMPACT:

Cost for this update were approved as a project under RESOLUTION 2023-14

Individual projects will be approved on an as needed basis.

PREPARED BY: Kelly Dodds

San Miguel Community Services District
Water System 10-Year Planning Horizon Project Cost Estimate



Project	Description and Project Need	Length (ft)	New Diameter / Size	Project Costs ⁽¹⁾	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Beyond 10 Years
					2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033+
High Priority (1-5 Years)					\$339,000	\$4,566,000	\$1,545,000	\$926,000	\$4,379,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
A1	4 inch C.I. and 3 inch A.C. Waterline Replacement Project (Alley Between "L" & Mission Streets - 10th St to SLO Street)	765	8-inch	\$319,000	\$319,000										
A2	New SLT Tank and Booster Pump Station		250,000 gal tank 200 HP BPS	\$4,546,000		\$4,546,000									
A3	4 inch C.I. Waterline Replacement Project (Alley Between "L" & "K" Streets)	3,653	8-inch	\$1,525,000			\$1,525,000								
A4	0.65 MG Tank Access Road Reconstruction/Rehabilitation			\$756,000				\$756,000							
A5	New 0.65 MG Steel Tank		650,000 gal	\$4,359,000					\$4,359,000						
A6	Groundwater Quality Study and Well Head Treatment Evaluation			\$150,000				\$150,000							
A7	Water Meter Replacement (Annual Cost to be Expended Each Year)			\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Medium Priority (6-10 Years)					\$0	\$0	\$0	\$0	\$0	\$302,000	\$2,301,000	\$150,000	\$2,301,000	\$2,138,000	\$0
B1	4 inch C.I. Waterline Replacement Project (Alley East of "N" Street)	523	8-inch	\$302,000						\$302,000					
B2	New Water Supply Well on West Side of River		400 gpm	\$2,301,000							\$2,301,000				
B3	New Water Supply Well on East Side of River		400 gpm	\$2,301,000									\$2,301,000		
B4	Paso Groundwater Sustainability Plan Implementation			\$150,000								\$150,000			
B5	Replace SLT Water Distribution Pipeline System	5,100	8-inch	\$2,138,000										\$2,138,000	
Long-Term Priority (10+ Years)					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,012,750
C1	Ion Exchange Well Head Treatment System for Gross Alpha Particles for Radionuclide and Arsenic Treatment at Well No. 3 (450 gpm)		450 gpm	\$1,775,000											\$1,775,000
C2	Ion Exchange Well Head Treatment System for Gross Alpha Particles for Radionuclide and Arsenic Treatment at Well No. 4 (500 gpm)		500 gpm	\$1,863,750											\$1,863,750
C3	Ion Exchange Well Head Treatment System for Gross Alpha Particles for Arsenic Treatment at the SLT Water Supply Well (320 gpm)		320 gpm	\$1,063,000											\$1,063,000
C4	PFAS treatment in Water Supply Wells (Costs are on a per well basis)		Up to 500 gpm	\$1,437,000											\$4,311,000
PLANNING ESTIMATE PER YEAR					\$339,000	\$4,566,000	\$1,545,000	\$926,000	\$4,379,000	\$322,000	\$2,321,000	\$170,000	\$2,321,000	\$2,158,000	\$9,032,750

Notes:
(1) All costs based on February 2023

**San Miguel Community Services District
Wastewater System 10-Year Planning Horizon Project Cost Estimate**



Project	Description and Project Need	Length (ft)	New Diameter / Size	Project Costs ⁽¹⁾	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Beyond 10 Years
					2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033+
High Priority (1-5 Years)					\$1,305,900	\$25,933,100	\$832,000	\$832,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A1	Wastewater Treatment Plant Upgrade / Expansion (Title 22 Recycled Water Effluent Quality)			Increase capacity to 0.325 MGD \$26,118,000	\$1,305,900	\$24,812,100									
A2	Vineyard Recycled Water Pipeline	3,100	8-inch	\$1,066,000		\$1,066,000									
A3	Multi-Year Sanitary Sewer Lining & Manhole Rehabilitation Program ⁽²⁾	12,610		\$1,664,000			\$832,000	\$832,000							
A4	16th Street Sanitary Sewer Diversion Structure ⁽³⁾			\$55,000		\$55,000									
Medium Priority (5-10 Years)					\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
B1	Groundwater Recharge Feasibility Study			\$150,000					\$150,000						
B2	Recycled Water Feasibility Study			\$150,000						\$150,000					
Long-Term Priority (10+ Years)					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,532,500
C1	SLT Sanitary Sewer Collection System (including Lift Station & Force Main)	14,800	8 to 12-inch	\$6,679,000											\$6,679,000
C2	Recycled Water "Purple Pipe" Pumping, Transmission & Distribution System	14,500	8-inch	\$4,779,000											\$4,779,000
C3	Wastewater Treatment Plant Land Acquisition for Future Expansion (UPRR)			\$74,500											\$74,500
PLANNING ESTIMATE PER YEAR					\$1,305,900	\$25,933,100	\$832,000	\$832,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$11,532,500

Notes:
 (1) All costs based on February 2023
 (2) Costs for the Multi-Year Sanitary Sewer Lining and Manhole Rehabilitation Program assume half of all VCP sewer mains and associated manholes will need rehabilitation. Initial planning tasks, including CCTV of the sewer system, will be used to refine the project extents and cost.
 (3) The 16th Street Sanitary Sewer Diversion Structure is recommended to be combined with the WWTP Upgrade/ Expansion to prevent collection system backup during a high flow event and for mobilization cost savings.

RESOLUTION NO. 2023-14

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING
UPDATES TO THE CAPITAL IMPROVEMENT PROJECT PORTION OF THE
DISTRICT’S WATER AND WASTEWATER MASTER PLANS.**

WHEREAS, San Miguel Community Services District (“District”) has the responsibility to maintain the community potable water systems and wastewater systems; and

WHEREAS, a critical resource that the District relies on is the Water and Wastewater Master Plan when considering numerous key activities, including planning for future capital improvements, setting future usage rates and connection fees, budgeting for preventative maintenance activities, and other operational and maintenance projects and expenditures; and

WHEREAS, the District Board of Directors authorized the General Manager to contract with Water Systems Consultants to review and update the Capital Improvement Project (CIP) List within the 2020 Water and Wastewater Master Plans; and

WHEREAS, the Water Systems Consultants has completed the updates to the Capital Improvement Project List, which are attached hereto.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt the updated Capital Improvement Project List approve the updates for inclusion in the 2020 Water and Wastewater Master Plan.

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

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

the foregoing Resolution is hereby passed and adopted this 23rd day of March 2023.

Ward Roney, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Kelly Dodds General Manager

Douglas L. White, District General Counsel

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.8

SUBJECT: Water, Wastewater, Streetlighting and Solid Waste Will Serve application (Dodds)

SUGGESTED ACTION: Review and approve RESOLUTION 2023-17 adopting revisions to District’s Utility Will Serve application, review and inspection fees for Water, Wastewater, Lighting, and Solid Waste

DISCUSSION:

In 2019 the San Miguel Community Services District Board of Directors (“Board”) adopted a revised Will Serve Application and Fee Schedule.

The proposed revisions to the Will Serve application clarify what fees cover for specific fee types and also increase fees for development to cover the cost of providing those review and inspection services. Additional clarification was included to clarify that pass through costs for outside engineering will be billed monthly and that additional inspections will be billed in accordance with the Utility Fee Schedule.

These changes will become effective once approved by the Board. These changes will not change any projects already under construction with active will serves.

These fees are for cost recovery only, no excess revenue is anticipated from these fees.

FISCAL IMPACT:

There is no negative fiscal impact associated with approving and adopting new application and fees related to the District’s Will Serve and Inspection application. The proposed increase in fee charges will, over time, provide cost recovery for these services being performed.

PREPARED BY: Kelly Dodds

San Miguel Community Services District
Utility Will Serve Application Packet
& Information for:
Water, Wastewater, Street Lighting and
Solid Waste



Last Revision 3/23/2023

Approved by Resolution 2023-17

Estimated Fees are due at time of application submission:

- Application Fees are estimates only, additional plan review/ inspection fees may apply and will be due at time of pickup of the will serve
- All will serve application and review/ inspection fees are non-refundable.
- Preliminary Will Serves are valid for 1 year from date of issuance
- A preliminary will serve may be granted a maximum of one extension for 6 months with proof that the project is actively progressing toward construction.
- Final Will Serves do not expire but if services are not installed within 1 year of issuance then a new application with review fees will be required.
- Final Will Serves are only issued after plans are approved and all associated review and connection fees are paid in full.
- If approved plans change after a final will serve is issued then the District may require a new application and or additional review or connection fees.

Plan review fee schedule Residential

New residential construction plan review and initial inspection

(per subdivision/ development/ tract- more than 15 units) Master site review/ inspection

- New development/ Tract (Water infrastructure) \$1,500 (\$_____)
 - New development/ Tract (Sewer infrastructure) \$1,500 (\$_____)
 - New development/ Tract (Streetlighting infrastructure) \$250 (\$_____)
- TOTAL New development plan review fees** **(\$_____)**

New residential construction plan review and initial inspection

(per subdivision/ development/ tract- 15 units or less) Master site review/ inspection

- New development/ Tract (Water infrastructure) \$750 (\$_____)
 - New development/ Tract (Sewer infrastructure) \$750 (\$_____)
 - New development/ Tract (Streetlighting infrastructure) \$200 (\$_____)
- TOTAL New development plan review fees** **(\$_____)**

New residential construction plan review and initial inspection

(per permitted SFR/ building within a subdivision/ development/ tract)

- SFR/ Building Plan review and inspection (Water services) \$200 (\$_____)
 - SFR/ Building Plan review and inspection (Sewer services) \$200 (\$_____)
 - SFR/ Building Plan review and inspection (Lighting – as applicable) \$50 (\$_____)
- TOTAL New individual permitted SFR/ Building, plan review fees** **(\$_____)**

Residential Remodel or addition plan review and initial inspection (per building)

- Plan review and inspection (Per Water service) \$150 (\$_____)
 - Plan review and inspection (Per sewer service) \$150 (\$_____)
 - Plan review No inspection needed (Per Water service) \$50 (\$_____)
 - Plan review No inspection needed (Per sewer service) \$50 (\$_____)
- TOTAL Remodel/ addition plan review fees** **(\$_____)**

(Continued on next page)

Plan review fee schedule Commercial/ Mixed use/ Multifamily

New construction plan review (per subdivision/ development/ tract)

Master site review/ initial inspection only

- New subdivision/ development/ Tract (Water infrastructure) \$1,000 (\$_____)
 - New subdivision/ development/ Tract (Sewer infrastructure) \$1,000 (\$_____)
 - New subdivision/ development/ Tract (Lighting infrastructure) \$250 (\$_____)
- TOTAL New development plan review fees (\$_____)**

New construction individual plan review and initial inspection

(per permitted building)

- Plan review and inspection (Water services) \$200 (\$_____)
 - Backflow review and inspection (per backflow) \$50 (\$_____)
 - Plan review and inspection (Sewer services) \$200 (\$_____)
 - Plan review and inspection (Lighting services) \$50 (\$_____)
- TOTAL New individual permitted building, plan review fees (\$_____)**

Remodel/ addition plan review

(per existing service)

- Plan review and inspection (Per Water service) \$150 (\$_____)
 - Plan review and inspection (Per Sewer service) \$150 (\$_____)
 - Backflow review and inspection (per backflow) \$50 (\$_____)
 - Plan review No inspection needed (Per Water service) \$50 (\$_____)
 - Plan review No inspection needed (Per sewer service) \$50 (\$_____)
- TOTAL Remodel/ addition plan review fees (\$_____)**

Plan review fee schedule fire lines and hydrants (individual installations)

New or replacement fire line (per line/ review and initial inspection)

- Dedicated fire line with/ without backflow (per line) \$200 (\$_____)

New, relocated or replacement fire hydrant (per hydrant/ review and initial inspection)

- Fire hydrant on existing water main (not part of tract plan) \$200 (\$_____)
- TOTAL Fire line/ hydrant review and inspection fees (\$_____)**

(Continued on next page)

Plan review fee schedule solid waste (commercial/ multifamily)

- Review of solid waste management \$50 (\$_____)

Plan review fee schedule landscape service (commercial/ multifamily)

- Review of landscaping \$50 (\$_____)

Additional inspections

- Initial fees include the initial inspection only. If reinspection or additional inspections are needed they will be charged at the rates listed in the fee schedule as adopted by the Board of Directors at the time of service.

Engineering/ Connection fees/ Meter fees

Outside engineering costs associated with the District Engineer or other outside consultants or engineers for the proposed project will be billed monthly at actual cost plus 15%.

Fees listed above are for plan review and inspection only.

Connection fees will be charged at the current rate in effect at the time connection fees are paid.

Water Meters will be charged at the current rate in effect at the time the meter fees are paid.

Application check list

Information required for all applications:

Completed ***Water, Wastewater, Street Lighting, Solid Waste Will Serve Application***

Items to attach to application:

1. Plot Plan
2. Construction Plans - 1 Electronic PDF file submitted by email stamped by the registered professional responsible for the plan development.
3. Grant Deed or Lot Book Guarantee
4. Initial application fee based on fees from prior page

Additional information required for all non-residential applications:

Completed ***Wastewater Survey Form***

A survey is required for all non-residential applications. A Wastewater Discharge Permit may be required based on the information provided in the Wastewater Survey.

Items to attach to application:

1. Submit ***Signature of Receipt*** for all non-residential uses.

Completed ***Wastewater Discharge Permit Application***

All food service and/or processing uses are must obtain a wastewater discharge permit and install grease interceptors. A Wastewater Discharge permit may be required for other uses based on the information provided in the Wastewater Survey. (pg. 18-26)

Items to attach to application:

Specifications of proposed Grease Trap or Interceptor
Cut Sheets for proposed Grease Trap or Interceptor
Submit ***Signature of Receipt*** for all non-residential use

NOTICE TO BUILDERS/CONTRACTORS/HOMEOWNERS

Single-family residence builders please note

Your fire sprinkler contractor's design and calculations will determine the size of the water meter required. District standard for new water services is 1" Polyethylene iron pipe size pipe, with a 1" Master Meter brand water meter. Please consult with your fire sprinkler contractor prior to submittal to ensure that this arrangement is adequate.

Multifamily/ commercial builders please note:

Your fire sprinkler contractor's design and calculations will determine the size of the meter(s) and fire line(s) required. Please consult with your fire sprinkler contractor prior to requesting any water services

A backflow prevention device will be required by the District for all commercial buildings, and any multifamily building of 4 or more units, and all services which service landscaping. The device size will be determined by the demand of the building by fixture count and or the size requirement of the fire protection systems.

Landscape meters:

You must provide calculations and plans from a landscaper or other design professional clearly outlining the water demand of the proposed landscaping. The District will determine the meter size based on the demand requirements provided.

Service connection configuration:

All new services must be installed in accordance with the applicable ordinances, standards, and policies in effect at the time of plan approval.

WATER, WASTEWATER AND LIGHTING WILL SERVE APPLICATION

Estimated Fees are required at time of application submission

APPLICANT INFORMATION (Please fill out completely)

Primary Contact Name: _____ Phone: _____

Title: _____ Email Address: _____

Owner Name: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Work Phone: (____) _____ Home: (____) _____ Cell: (____) _____

Email Address (Owner): _____

Please note that an agent acting for the owner shall submit written authorization with owner's original signature. (pg. 11)

Agent Name: _____

Agent Address: _____

City: _____ State: _____ Zip: _____

Work Phone: (____) _____ Home: (____) _____ Cell: (____) _____

Email Address (Agent.): _____ Title: _____

PROJECT INFORMATION (Please fill out completely)

PROJECT LOCATION OR ADDRESS:

Business Name/Type of Business (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

APN No: _____ Tract No: _____ Lot No: _____

TYPE OF PROJECT: (Check Appropriate Box)

Residential Zoning Code: _____ Single Family Multi-Family Residential

Please Note: New Construction, remodels and additions may require fire sprinklers or standpipes to be installed which may alter the requirements for the number and size of water services needed. Concurrent application for fire plan review will be necessary to provide final review of your plans/ project.

Commercial/Industrial Zoning code: _____

Please complete a wastewater survey form for all commercial/industrial projects.

Office Retail Medical Restaurant
 Industrial _____ Auto Body Shop Other: _____

PROJECT SIZE: Total square footage (sf). List existing and new sf separately if applicable.

1st Floor: _____

2nd Floor: _____

Garage or Accessory structure: _____

Detailed Project Description:

ESTIMATED WATER UNITS OF USE REQUIRED:

Attach water demand calculations for all projects except single family residential.

CONSTRUCTION INFORMATION: (Check Appropriate Box(es))

New Construction Addition and/or Remodel (With added SF) Remodel (No addition of SF)

If adding or remodeling Bathroom(s), Shower Room(s), Kitchen(s) or Laundry Room(s), or adding any water using fixtures, please specify the information below for any added amenities and fixtures.

Bathroom(s) or Shower Room(s) Will there be multiple shower heads? _____
Remodel or Addition? _____
of sinks: _____ **Laundry Room(s)** _____
of tubs: _____ **Remodel or Addition?** _____
of toilets: _____ # of washing machines: _____
of shower/tub combos: _____
of showers: _____

#__ **Kitchen(s)**

Remodel or Addition? _____

of sinks: _____

of icemakers: _____

of dishwashers: _____

Other Water Using Fixture(s)

WATER SUPPLY (FIRE FLOW):
(Commercial and Multifamily projects only)

Nearest Hydrant Location: _____

How far, in feet, is the building from the fire hydrant by the roadway?

COMMENTS:

Please provide any information you feel will be helpful in our evaluation.

A PLOT PLAN, CONSTRUCTION PLANS AND A GRANT DEED IS REQUIRED WITH THIS APPLICATION.

THE PLAN SHALL INCLUDE AN AREA MAP, ACCESS ROAD, DRIVEWAY, TURNOUTS, PROPOSED AND EXISTING BUILDINGS, AND THE LOCATION OF THE NEAREST FIRE HYDRANT.

If you have any questions, please feel free to contact the San Miguel Community Services District between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

SIGNATURE OF OWNER/AGENT

DATE

Company Name: _____

SITE PLAN

CONSENT OF LANDOWNER

San Miguel Community Services District

APN No: _____ - _____ - _____

I (we) the undersigned owner of record of the fee interest in the parcel of land located at (print address): _____, identified as Assessor Parcel Number (APN) _____, for which a Will Serve Letter and/or Fire Review Letter is being requested for: _____ (specify type of project, for example: addition to a single-family residence; or general plan amendment), do hereby certify that:

1. Such application may be filed and processed with my (our) full consent, and that I (we) have authorized the agent named below to act as my (our) agent in all contacts with the county and to sign for all necessary permits in connection with this matter.
2. I (we) hereby grant consent to the San Miguel Community Services District (District), its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property identified above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent also extends to governmental entities other than the District, their officers, agencies, employees, independent contractors, consultants, sub-consultants, and their officers' agents or employees if the other governmental entities are providing review, inspections and surveys to assist the county in processing this application. This consent will expire upon completion of the project.

3. If prior notice is required for an entry to survey or inspect the property. Please contact:

Print Name: _____

Daytime Telephone Number: _____

4. I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property _____

PERSON OR ENTITY GRANTING CONSENT:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of landowner: _____ Date: _____

AUTHORIZED AGENT:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of authorized agent: _____ Date: _____

All Non-Residential applicants please complete the following forms and submit with your application:

1. For all office and non-medical uses that generate only domestic wastewater. (Bathrooms only) provide a completed ***Wastewater Survey Form*** and signed ***Signature of Receipt Form***.
2. For all other commercial and industrial uses, provide a completed ***Wastewater Discharge Permit Application*** and signed ***Signature of Receipt Form***. For all food service businesses, include:
 - a. Specifications of proposed Grease Trap or Interceptor
 - b. Cut Sheets for proposed Grease Trap or Interceptor

(go to next page for application form)

Commercial/ Industrial Wastewater Survey for Will Serve Request

Section 1. APPLICANT INFORMATION (Check box for contact person)

Landowner Name _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____

Applicant Name _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____

Agent Name _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____

Section 2. PROPERTY INFORMATION

Legal Description: _____

Assessor Parcel Number(s) _____ Attached Lot Book Guarantee? yes / no

Number and size of lots to be served: _____

Proposed Zoning: _____

Address (es) if known _____

(Street)

(City)

(State)

(Zip Code)

Section 3. OPERATION(S) Check all that apply

- | | |
|-----------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Auto Detailing/Wash | <input type="checkbox"/> Medical Service |
| <input type="checkbox"/> Auto Service/Repair | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Photo Services |
| <input type="checkbox"/> Automobile Service /Repair | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Dry Cleaning/Laundry | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Food Processing | <input type="checkbox"/> Public Service |
| <input type="checkbox"/> Food Service/Restaurant | <input type="checkbox"/> Retail Sales |
| <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Tasting Room |
| <input type="checkbox"/> Laboratory | <input type="checkbox"/> Wholesale Distribution |
| <input type="checkbox"/> Machine Shop | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Manufacturing/All Types | <input type="checkbox"/> Other _____ |

Section 4. WASTEWATER INFORMATION

A. If your facility employs processes in any of the industrial categories or business activities listed below, place a check beside the category or activity.

- Adhesives
- Aluminum Forming
- Anodizing
- Automobile Maintenance and Repair
- Battery Manufacturing OR Reclaiming
- Copper Forming
- Dairy Products Processing
- Electric/Electronic Components
- Electroplating
- Fruit or Vegetable Processing
- Hospital
- Inorganic Chemicals
- Iron & Steel
- Laundries
- Leather Tanning & Finishing
- Rubber
- Soaps & Detergent
- Winery

- Mechanical Products
- Metal Etching/Chemical Milling
- Metal Coating (Phosphating, Coloring,)
- Nonferrous Materials
- Organic Chemicals
- Paint & Ink
- Petroleum Refining
- Pharmaceuticals
- Photographic Supplies
- Plastic & Synthetic Materials
- Plastics Processing
- Porcelain Enamel
- Printed Circuit Board Manufacturing
- Printing & Publishing
- Pulp & Pape

Section 5. APPLICANTS SIGNATURE:

The information provided will be used to determine whether the District has the capacity to provide wastewater treatment for the proposed project. The District will attempt to identify potential problems that may be associated with making service available to the project or parcel. At the time of request for hook-up and service, each individual business is required to complete an Industrial Wastewater Survey and Discharge Permit Application. The District may require pretreatment, testing and reporting of the industrial wastewater based on the type of operations and processes conducted at the business. Note: It is the applicant's responsibility to notify the District in writing of any changes in the information provided above within 30 days of such change.

Name (Printed)

Title

Signature

Date

Signature of Receipt Form

Applicant Information

Owner/Tenant Name: -----

Address: -----

Home/Business Phone: _____ Cell Phone: _____

Job Site Address (if different from above): -----

I have been informed that I will need to fill out a Waste Water Discharge Permit Application if my establishment is one in which Fats, Oils, and/or Greases (which are prohibited in accordance with the District's Sewer Code) are a byproduct of doing business. I understand fully that if, at any time, this establishment changes business operations and begins creating FOG byproducts, I will approach the District willfully and submit a Waste Water Discharge Permit as to remain in compliance with Federal and State laws and District codes and ordinances.

I acknowledge that I have been given a copy of the pamphlet, Your Establishment and FOG (Fats, Oils, and Greases) describing Best Management Practices to help reduce or eliminate FOG waste from entering the communities Sanitary Sewer System. I have also received the Grease Trap and Interceptor Selection and Maintenance Guide.

I understand that all District ordinances and codes are available to the public and that I may view them at any time for more information.

I am aware that the owner of this establishment is responsible for maintaining compliance with this policy. I am also aware that, if the owner of the establishment and the owner of the building are not one in the same, the owner of the building will also be held responsible for the compliance of this policy and informed if compliance has not been upheld.

I have read and understand this notice. A copy of this form will be given to me at my request.

Signature of Owner/Tenant

Date

Print Name

If you are not the owner of the building, please provide this information below so that we may send them a copy of this form.

Owner: -----

Address: -----

Phone number: -----



San Miguel Community Services District

Fats, Oils and Grease (FOG) Program

Grease Trap and Interceptor Selection and Maintenance Guide

Introduction

San Miguel Community Services District (SMCSD) has a mandated Sewer Ordinance that requires establishments engaging in the preparation of food to install approved grease removal devices and conduct regular maintenance of these devices. Appropriate and frequent grease interceptor maintenance can significantly reduce the discharge of fats, oils, and grease (FOG) into the district's wastewater system.

Questions and Answers

WHY IS FOG A PROBLEM?

When FOG enters the sewer system, they coat sewer pipes and cause blockage. This can lead to sanitary sewer overflows (SSOs) which can require costly repairs, temporary closures of your establishment, not to mention certain health hazards. Properly maintained grease removal devices prevent excess FOG and solids from entering the district's sewer system by routing wastewater from fixtures and equipment that may contain FOG through a trap or inceptor to slow the flow of wastewater. This allows the FOG to solidify and float at the top of the device instead of being washed down into the sewer laterals.

WHAT DETERMINES WHETHER I NEED A GREASE TRAP OR GREASE INTERCEPTOR?

The type of grease removal device required is determined by the number of fixtures or equipment in the facility that discharge grease to the sewer system and the flow from these fixtures. Refer to the "Sizing Worksheets" section of this guide.

WHAT ARE THE REQUIREMENTS AFTER THE GREASE TRAP/INTERCEPTOR IS INSTALLED?

Food establishments are asked to implement *best management practices (BMPs)* for FOG. Refer to the "Your Restaurant and FOG" brochure to see recommended BMPs. S M C S D will require *regular maintenance* of grease trap/interceptors in order to properly protect the District's sewer collection system. A grease trap/inceptor *maintenance log* will be required to be kept to document cleaning intervals. *Receipts* for cleaning interceptors should be maintained and available for review.

WHO PERFORMS MAINTENANCE ON GREASE TRAPS?

Generally, grease trap maintenance is performed by the maintenance staff, or other employees of a food establishment. Refer to your particular grease trap manufacturer's recommended maintenance procedures. Remember, as the owner, you are ultimately responsible for the

functionality and maintenance of your grease trap, so you may wish to oversee all maintenance procedures.

WHO PERFORMS MAINTENANCE ON GREASE INTERCEPTORS?

Grease interceptor maintenance and service is usually performed by permitted haulers or recyclers. This maintenance consists of removing all solids and liquids from the grease interceptor and properly disposing of the material in accordance with federal, state, and/or local laws. Remember, as the owner, you are ultimately responsible for the functionality and maintenance of your grease interceptor, so you may wish to oversee all maintenance procedures.

HOW OFTEN DO I NEED TO PERFORM MAINTENANCE ON MY GREASE TRAP OR INTERCEPTOR?

The required frequency for grease trap and interceptor maintenance depends greatly on the amount of FOG a facility generates as well as any best management practices (BMPs) that your establishment implements to reduce the FOG discharged into the sewer system. A good rule of thumb is to clean out grease traps on a weekly basis and grease interceptors on a monthly basis. Refer to the “Your Restaurant and FOG” brochure to see recommended BMPs.

WHAT FIXTURES OR EQUIPMENT CANNOT BE PLUMBED TO A GREASE INTERCEPTOR?

Food grinders, dishwashers, and wastes from toilets, urinals, wash basins, and other fixtures containing fecal matter should not be plumbed through the grease inceptor.

WHAT REQUIREMENTS MUST BE MET?

New facilities and remodels must install a grease interceptor (to be approved by SMCSD) per the 2016 California Plumbing Code.

Existing facilities should install a grease interceptor per the 2013 California Plumbing Code; however, grease traps may be approved by the District due to physical constraints. Multiple units may be used to achieve the intent of the law must be approved by SMCSD.

WHAT IS THE APPROVAL AND INSTALLATION PROCESS REQUIREMENTS?

- **Contact a licensed contractor** to help determine the proper sizing of the grease removal device.
- **Submit your completed Grease Trap/Interceptor Sizing Worksheet with all plan sets**, showing location and size of grease trap to SMCSD District Engineer for approval.
- **Apply for a building permit** from the County of San Luis Obispo and provide a copy of the application and receipt for permit fees to SMCSD.
- **Install the grease removal device** and obtain inspections from the County per the permit requirements and inspection approval by SMCSD representative.
- **Provide a copy of the Building Permit completion (sign-off card)** obtained from the County of San Luis Obispo to verify compliance with grease trap/interceptor installation requirements.

- **Grease Inceptors**

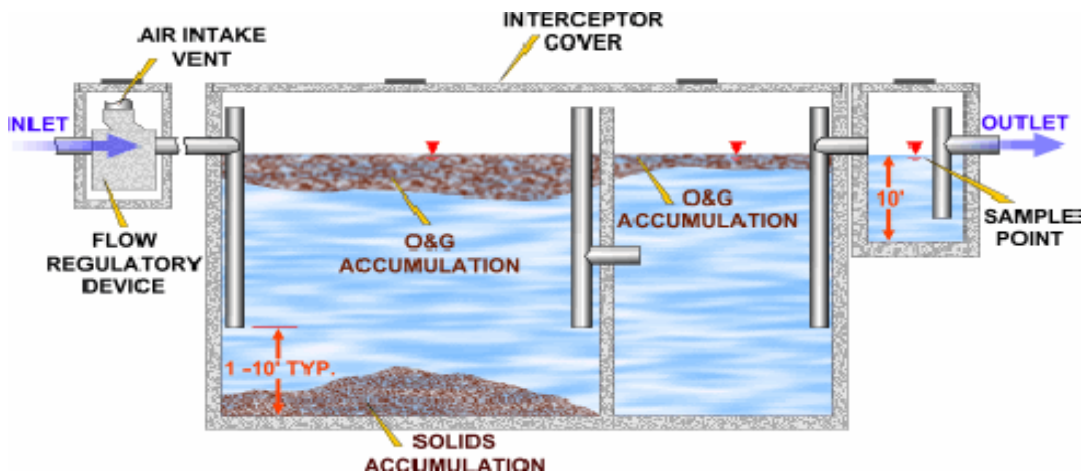
What is a Grease Inceptor? Grease inceptors are usually in-ground devices located outside of the building, made of concrete with a minimum capacity of 750 gallons, and are usually configured with multiple chambers. The capacity of the inceptor allows time for the wastewater to cool, allowing the grease time to congeal and rise to the surface. Inceptors are the most efficient method for removing grease.

Grease Inceptor Maintenance

Grease inceptors will usually be cleaned by a state licensed septic hauler, grease hauler, or recycler. It is recommended that you clean your grease inceptor once a month but is ultimately dependent on the type of establishment, the size of the inceptor, and the volume of flow discharged to the inceptor.

Proper procedure for grease inceptor maintenance:

Step 1	Schedule your grease hauler or recycler for cleaning service.
Step 2	Shut of the isolation valve to stop flow to the grease inceptor.
Step 3	Remove lid and dip out any water in the inceptor. Dispose of this water into the sewer system.
Step 4	Remove baffles, if possible.
Step 5	Scoop out the accumulated grease from the inceptor and contain in a watertight container (ex: a 55-gallon drum with lid)
Step 6	Pump out the settled solids and any remaining liquids.
Step 7	Using a putty knife or other applicable tool, scrape sides, lid, and baffles to remove as much grease residue as possible. Dispose of into a watertight container.
Step 8	Replace the baffle and lid.
Step 9	Document your maintenance on your <i>Maintenance Log</i> .



REMINDER: DEGREASERS, DETERGENTS, AND WATER EXCEEDING 140 DEGREES SHOULD NOT BE PASSED THROUGH THE GREASE REMOVAL DEVICES.

Grease Interceptor Sizing Worksheet

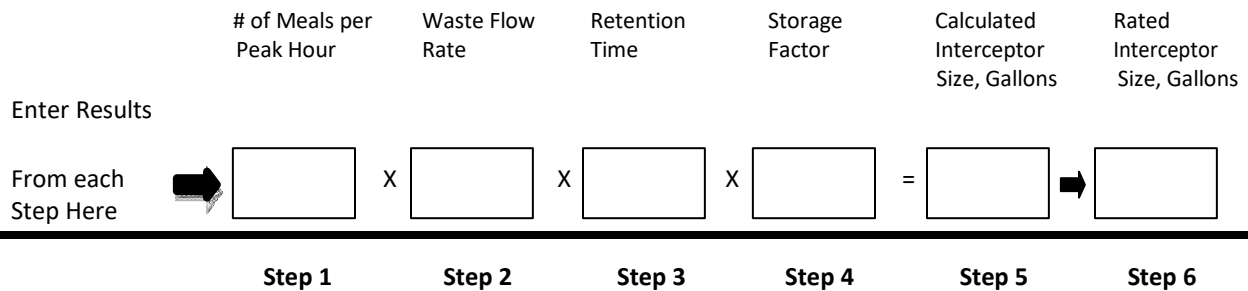
Establishment Name: _____

Address: _____

Contact Name: _____ Phone: _____

Contact Email Address: _____

Follow these six simple steps to determine the size of your grease interceptor:



Step 1 Number of Meals per Peak Hour (Recommended Formula)

1

Seating Capacity		Meal Factor		Meals per Peak Hour
<div style="border: 1px solid black; width: 40px; height: 25px; display: inline-block;"></div>	X	<div style="border: 1px solid black; width: 40px; height: 25px; display: inline-block;"></div>	=	<div style="border: 1px solid black; width: 40px; height: 25px; display: inline-block;"></div>

Establishment Type	Meal Factor
△ Fast Food (45 minutes)	1.33
△ Restaurant (60 minutes)	1.00
△ Leisure Dining (90 minutes)	0.67
△ Dinner Club (120 minutes)	0.50

Step 2 Waste Flow Rate (Add all that apply)

2

Condition	Waste Flow Rate
△ With a dishwashing machine	6 gallons
△ Without a dishwashing machine	5 gallons
△ Single service kitchen	2 gallons
△ (Disposable dishes and utensils)	
△ Food waste disposer (Grinder)	<u>1 gallon</u>

Total Waste Flow Rate: _____

Step 3 Retention Time

3

Commercial kitchen waste	
○ Dishwasher	2.5 hours
Single service kitchen	
○ Single serving	1.5 hours

Step	Storage Factor	
4	Fully equipped commercial kitchen	
	Δ 8-hr operation	1
	Δ 16-hr operation	2
	Δ 24-hr operation	3
	Single service kitchen	
	Δ Single Service Kitchen	1.5

Step 5 Calculate Hydraulic Capacity

5

Multiply the values obtained from steps 1, 2, 3, and 4. The result is the minimum approximate grease interceptor size for this application.

Step 6 Select Grease Inceptor Size

6

Using the approximate required hydraulic capacity from Step 5, select an appropriate size as recommended by the manufacturer. Attach copy of manufacturer specifications.

**Minimum size: 750 gallons

The Sewer Ordinance adopted by San Miguel Community Services District requires grease interceptors to be designed sized and designed in accordance with the Uniform Plumbing Code. This Grease Interceptor Sizing Worksheet follows the formula taken from Appendix H of the Uniform Plumbing Code.

FACTORS AFFECTING GREASE INTERCEPTOR PERFORMANCE:

- **Velocity of Incoming Water.** The higher the velocity of water coming into the system, the more turbulence there is created. This disrupts the FOG separation process, therefore reducing the efficiency of the grease interceptor.
- **FOG to Water Ratio.** The higher the ration of FOG particles to the water, the lower the efficiency of the grease interceptor.
- **Specific Gravity (Density) of FOG.** The specific gravity of FOG is lower than that of water allowing the FOG to rise to the surface quickly. Food particles having a higher specific gravity that water will accumulate on the bottom of the system and will ultimately pass through the interceptor to the sewer system.
- **Detergents in the System.** Grease-cutting and cleaning detergents will break the liquid grease into very small particles which will allow these undesirable FOGs to pass through the interceptor into the sewer system.
- **Hot Water.** Water exceeding 140 degrees should not be sent through the grease interceptor as it will dissolve grease and pass it through into the sewer system.

Grease Traps

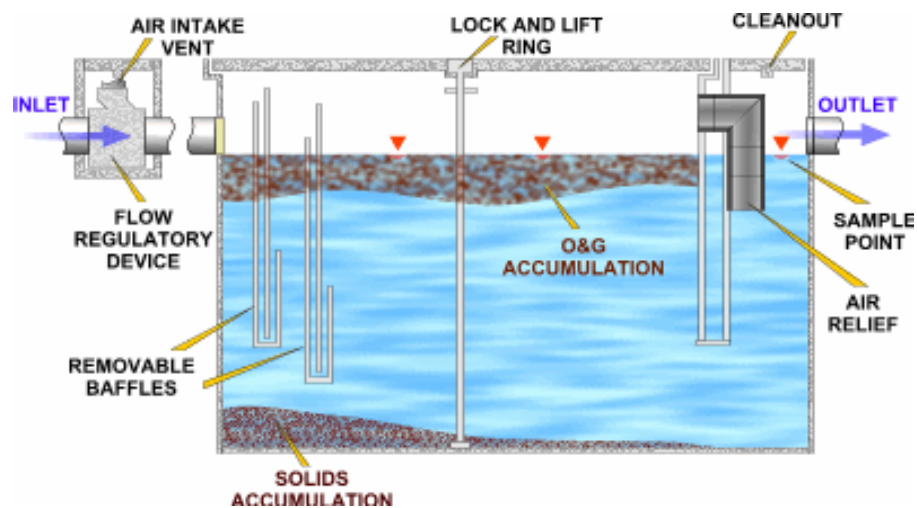
What is a Grease Trap? Grease traps are small units usually found inside the building under a sink or near the fixtures discharging grease. Grease traps are usually single chambered devices with baffles inside designed to slow the flow of wastewater allowing the grease to rise to the surface. Their capacities are rated in gallons of flow and pounds of grease they hold. Grease traps are not as efficient at removing grease as an interceptor and require more frequent cleaning in order to properly maintain them and to prevent odors.

Grease Trap Maintenance

Grease traps are usually maintained by maintenance staff or other employees of the food establishment. Since these units are much smaller than its larger interceptor counterpart, it is recommended that they are cleaned out on a weekly basis.

Proper procedures for grease trap maintenance:

Step 1	Dip out any water in the trap. Dispose of this water into the sewer system.
Step 2	Remove baffles, if possible.
Step 3	Scoop out the accumulated grease from the interceptor and contain in a watertight container (ex: a 55-gallon drum with lid)
Step 4	Using a putty knife or other applicable tool, scrape sides, lid, and baffles to remove as much grease residue as possible. Dispose of into a watertight container.
Step 5	Contact a hauler or recycler for grease pick-up as your disposal container gets close to being full.
Step 6	Replace the baffle and lid.
Step 7	Document your maintenance on your <i>Maintenance Log</i> .



REMINDER: DEGREASERS, DETERGENTS, AND WATER EXCEEDING 140 DEGREES SHOULD NOT BE PASSED THROUGH THE GREASE REMOVAL DEVICES.

Sizing Worksheet

Grease Trap Sizing Worksheet

Establishment Name: _____
 Address: _____
 Contact Name: _____ Phone: _____
 Contact Email Address: _____

For a multi-fixture grease trap, the following method may be used for grease trap sizing:

1. Calculate the capacity of each fixture.

Cubic content of each fixture = $\frac{\text{Length (in)} \times \text{Width (in)} \times \text{Depth (in)}}{231}$ = Capacity in Gallons
 (231 cubic inches per gallon)

$$\boxed{} \text{ in X } \boxed{} \text{ in X } \boxed{} \text{ in / 231 = } \boxed{} \text{ Gallons}$$

2. Calculate the flow rate.

$$\frac{\text{Capacity in Gallons}}{\text{Drainage Period in Minutes}} = \text{Flow Rate in gallons per minute (gpm)}$$

Note: The most generally accepted drainage period is one minute. The maximum drainage period allowed is 2 minutes.

$$\frac{\boxed{} \text{ gallons}}{\boxed{} \text{ mins}} = \boxed{} \text{ gpm}$$

3. Total flow rate. Add the gpm requirement for each fixture to arrive at a total flow rate. For fixtures that do not have a calculable volume, i.e. water wash hoods, wok ranges (with or without curtain) and pre-rinse stations, allow 10 gpm or the actual flow rate, whichever is greater.

4. Grease trap capacity. Use the grease trap table to approximate grease trap capacity. If the maximum flow rate is exceeded from the number of fixtures, the grease trap is to be sized by selecting a device with an appropriate flow rate.

Number of Fixtures	Maximum Rate of Flow (gpm)	Grease Capacity (lbs.)
1	20	40
2	25	50
3	35	70
4	50	100

CONSENT OF LANDOWNER

San Miguel Community Services District

APN No _____

I (we) the undersigned owner of record of the fee interest in the parcel of land located at (print address): _____, identified as Assessor Parcel Number (APN) _____, for which a Will Serve Letter and/or Fire Review Letter is being requested for: _____ (specify type of project, for example: addition to a single-family residence; or general plan amendment), do hereby certify that:

1. Such application may be filed and processed with my (our) full consent, and that I (we) have authorized the agent named below to act as my (our) agent in all contacts with the county and to sign for all necessary permits in connection with this matter.
2. I (we) hereby grant consent to the San Miguel Community Services District (District), its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property identified above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent also extends to governmental entities other than the District, their officers, agencies, employees, independent contractors, consultants, sub-consultants, and their officers' agents or employees if the other governmental entities are providing review, inspections and surveys to assist the county in processing this application. This consent will expire upon completion of the project.
3. If prior notice is required for an entry to survey or inspect the property. Please contact:
Print Name: _____
Daytime Telephone Number: _____
4. I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property _____

PERSON OR ENTITY GRANTING CONSENT:

Print Name: _____
Print Address: _____
Daytime Telephone Number: _____
Signature of landowner: _____ Date: _____

AUTHORIZED AGENT:

Print Name: _____
Print Address: _____
Daytime Telephone Number: _____
Signature of authorized agent: _____ Date: _____

San Miguel Community Services District
Utility Will Serve Application Packet
& Information for:
Water, Wastewater, Street Lighting and
Solid Waste



Last Revision 10/24/20193/23/2023

Approved by Resolution 2019-342023-17

Estimated Fees are due at time of application submission:

- Application Fees are estimates only, additional plan review/ inspection fees may apply and will be due at time of pickup of the will serve
- All will serve application and review/ inspection fees are non-refundable.
- Preliminary Will Serves are valid for 1 year from date of issuance
- A preliminary will serve may be granted a maximum of one extension for 6 months with proof that the project is actively progressing toward construction.
- Final Will Serves do not expire but if services are not installed within 1 year of issuance then a new application with review fees will be required.
- Final Will Serves are only issued after plans are approved and all associated review and connection fees are paid in full.
- If approved plans change after a final will serve is issued then the District may require a new application and or additional review or connection fees.

Plan review fee schedule Residential

New residential construction plan review and initial inspection

(per subdivision/ development/ tract- more than 15 units) Master site review/ inspection

- New development/ Tract (Water infrastructure) \$1,~~000~~500
(\$_____)
- New development/ Tract (Sewer infrastructure) \$1,~~000~~500
(\$_____)
- New development/ Tract (Streetlighting infrastructure) \$~~150~~250
(\$_____)

TOTAL New development plan review fees (\$_____)

New residential construction plan review and initial inspection

(per subdivision/ development/ tract- 15 units or less) Master site review/ inspection

- New development/ Tract (Water infrastructure) \$~~500~~750
(\$_____)
- New development/ Tract (Sewer infrastructure) \$~~500~~750
(\$_____)
- New development/ Tract (Streetlighting infrastructure) \$~~100~~200
(\$_____)

TOTAL New development plan review fees (\$_____)

New residential construction plan review and initial inspection

(per permitted SFR/ building within a subdivision/ development/ tract)

- SFR/ Building Plan review and inspection (Water services) \$200 (\$_____)
- SFR/ Building Plan review and inspection (Sewer services) \$200 (\$_____)
- SFR/ Building Plan review and inspection (Lighting – as applicable) \$50 (\$_____)

TOTAL New individual permitted SFR/ Building, plan review fees (\$_____)

Residential Remodel or addition plan review and initial inspection (per building)

- Plan review and inspection (Per Water service) \$150 (\$_____)
- Plan review and inspection (Per sewer service) \$150 (\$_____)

• Plan review No inspection needed (Per Water service)	\$50	(\$_____)
• Plan review No inspection needed (Per sewer service)	\$50	(\$_____)
TOTAL Remodel/ addition plan review fees		(\$_____)

(Continued on next page)

Plan review fee schedule Commercial/ Mixed use/ Multifamily

New construction plan review (per subdivision/ development/ tract)

Master site review/ initial inspection only

• New subdivision/ development/ Tract (Water infrastructure) \$1,000		(\$_____)
• New subdivision/ development/ Tract (Sewer infrastructure) \$1,000		(\$_____)
• New subdivision/ development/ Tract (Lighting infrastructure) \$250		(\$_____)
TOTAL New development plan review fees		(\$_____)

New construction individual plan review and initial inspection
(per permitted building)

• Plan review and inspection (Water services)	\$200	(\$_____)
• Backflow review and inspection (per backflow)	\$50	(\$_____)
• Plan review and inspection (Sewer services)	\$200	(\$_____)
• Plan review and inspection (Lighting services)	\$50	(\$_____)
TOTAL New individual permitted building, plan review fees		(\$_____)

Remodel/ addition plan review

(per existing service)

• Plan review and inspection (Per Water service)	\$150	(\$_____)
• Plan review and inspection (Per Sewer service)	\$150	(\$_____)
• Backflow review and inspection (per backflow)	\$50	(\$_____)
• Plan review No inspection needed (Per Water service)	\$50	(\$_____)
• Plan review No inspection needed (Per sewer service)	\$50	(\$_____)
TOTAL Remodel/ addition plan review fees		(\$_____)

Plan review fee schedule fire lines and hydrants (individual installations)

New or replacement fire line (per line/ review and initial inspection)

• Dedicated fire line with/ without backflow (per line)	\$200	(\$_____)
---------------------------------------------------------	-------	-----------

New, relocated or replacement fire hydrant (per hydrant/ review and initial inspection)

- Fire hydrant on existing water main (not part of tract plan) \$200 (\$_____)
- TOTAL Fire line/ hydrant review and inspection fees** (\$_____)

(Continued on next page)

Plan review fee schedule solid waste (commercial/ multifamily)

- Review of solid waste management \$50 (\$_____)

Plan review fee schedule landscape service (commercial/ multifamily)

- Review of landscaping \$50 (\$_____)

Additional inspections

- Initial fees include the initial inspection only. If reinspection or additional inspections are needed the will be changed at the rates listed in the fee schedule as adopted by the Board of Directors at the time of service.

Engineering/ Connection fees/ Meter fees

Outside engineering costs associated with the District Engineer or other outside consultants or engineers for the proposed project will be billed monthly at actual cost plus 15%.

Fees listed above are for plan review and inspection only.

Connection fees will be charged at the current rate in effect at the time connection fees are paid.

Water Meters will be charged at the current rate in effect at the time the meter fees are paid.

Application check list

Information required for all applications:

Completed ***Water, Wastewater, Street Lighting, Solid Waste Will Serve Application***

Items to attach to application:

1. Plot Plan
2. Construction Plans - 1 Electronic PDF file submitted by email stamped by the registered professional responsible for the plan development.
- ~~3. Construction Plans — 2 Complete Full-Size Printed Plan Set stamped by the design professional~~
- 4-3. Grant Deed or Lot Book Guarantee
- 5-4. Initial application fee based on fees from prior page

Additional information required for all non-residential applications:

Completed ***Wastewater Survey Form***

A survey is required for all non-residential applications. A Wastewater Discharge Permit may be required based on the information provided in the Wastewater Survey.

Items to attach to application:

1. Submit ***Signature of Receipt*** for all non-residential uses.

Completed ***Wastewater Discharge Permit Application***

All food service and/or processing uses are must obtain a wastewater discharge permit and install grease interceptors. A Wastewater Discharge permit may be required for other uses based on the information provided in the Wastewater Survey. (pg. 18-26)

Items to attach to application:

- Specifications of proposed Grease Trap or Interceptor
- Cut Sheets for proposed Grease Trap or Interceptor
- Submit ***Signature of Receipt*** for all non-residential use

NOTICE TO BUILDERS/CONTRACTORS/HOMEOWNERS

Single-family residence builders please note

Your fire sprinkler contractor's design and calculations will determine the size of the water meter required. District standard for new water services is 1" Polyethylene iron pipe size pipe, with a 1" Master Meter brand water meter. Please consult with your fire sprinkler contractor prior to submittal to ensure that this arrangement is adequate.

Multifamily/ commercial builders please note:

Your fire sprinkler contractor's design and calculations will determine the size of the meter(s) and fire line(s) required. Please consult with your fire sprinkler contractor prior to requesting any water services

A backflow prevention device will be required by the District for all commercial buildings, and any multifamily building of 4 or more units, and all services which service landscaping. The device size will be determined by the demand of the building by fixture count and or the size requirement of the fire protection systems.

Landscape meters:

You must provide calculations and plans from a landscaper or other design professional clearly outlining the water demand of the proposed landscaping. The District will determine the meter size based on the demand requirements provided.

Service connection configuration:

All new services must be installed in accordance with the applicable ordinances, standards, and policies in effect at the time of plan approval.

WATER, WASTEWATER AND LIGHTING WILL SERVE APPLICATION

Estimated Fees are required at time of application submission

APPLICANT INFORMATION (Please fill out completely)

Primary Contact Name: _____ Phone: _____

Title: _____ Email Address: _____

Owner Name: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Work Phone: (____) _____ Home: (____) _____ Cell: (____) _____

Email Address (Owner): _____

Please note that an agent acting for the owner shall submit written authorization with owner's original signature. (pg. 11)

Agent Name: _____

Agent Address: _____

City: _____ State: _____ Zip: _____

Work Phone: (____) _____ Home: (____) _____ Cell: (____) _____

Email Address (Agent.): _____ Title: _____

PROJECT INFORMATION (Please fill out completely)

PROJECT LOCATION OR ADDRESS:

Business Name/Type of Business (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

APN No: _____ Tract No: _____ Lot No: _____

TYPE OF PROJECT: (Check Appropriate Box)

Residential Zoning Code: _____ Single Family Multi-Family Residential

Please Note: New Construction, remodels and additions may require fire sprinklers or standpipes to be installed which may alter the requirements for the number and size of water services needed. Concurrent application for fire plan review will be necessary to provide final review of your plans/ project.

Commercial/Industrial Zoning code: _____

Please complete a wastewater survey form for all commercial/industrial projects.

Office Retail Medical Restaurant
 Industrial _____ Auto Body Shop Other: _____

PROJECT SIZE: Total square footage (sf). List existing and new sf separately if applicable.

1st Floor: _____

2nd Floor: _____

Garage or ~~Accessory structure~~ Accessory structure: _____

Detailed Project Description:

ESTIMATED WATER UNITS OF USE REQUIRED:

Attach water demand calculations for all projects except single family residential.

CONSTRUCTION INFORMATION: (Check Appropriate Box(es))

New Construction Addition and/or Remodel (With added SF) Remodel (No addition of SF)

If adding or remodeling Bathroom(s), Shower Room(s), Kitchen(s) or Laundry Room(s), or adding any water using fixtures, please specify the information below for any added amenities and fixtures.

Bathroom(s) or Shower Room(s) Will there be multiple shower heads? _____
Remodel or Addition? _____
of sinks: _____ **Laundry Room(s)** _____
of tubs: _____ **Remodel or Addition?** _____
of toilets: _____ # of washing machines: _____
of shower/tub combos: _____
of showers: _____

#__ **Kitchen(s)**

Remodel or Addition? _____

of sinks: _____

of icemakers: _____

of dishwashers: _____

Other Water Using Fixture(s)

WATER SUPPLY (FIRE FLOW):
(Commercial and Multifamily projects only)

Nearest Hydrant Location: _____

How far, in feet, is the building from the fire hydrant by the roadway?

COMMENTS:

Please provide any information you feel will be helpful in our evaluation.

A PLOT PLAN, CONSTRUCTION PLANS AND A GRANT DEED IS REQUIRED WITH THIS APPLICATION.

THE PLAN SHALL INCLUDE AN AREA MAP, ACCESS ROAD, DRIVEWAY, TURNOUTS, PROPOSED AND EXISTING BUILDINGS, AND THE LOCATION OF THE NEAREST FIRE HYDRANT.

If you have any questions, please feel free to contact the San Miguel Community Services District between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

SIGNATURE OF OWNER/AGENT

DATE

Company Name: _____

SITE PLAN

CONSENT OF LANDOWNER

San Miguel Community Services District

APN No: _____ - _____ - _____

I (we) the undersigned owner of record of the fee interest in the parcel of land located at (print address): _____, identified as Assessor Parcel Number (APN) _____, for which a Will Serve Letter and/or Fire Review Letter is being requested for: _____ (specify type of project, for example: addition to a single-family residence; or general plan amendment), do hereby certify that:

1. Such application may be filed and processed with my (our) full consent, and that I (we) have authorized the agent named below to act as my (our) agent in all contacts with the county and to sign for all necessary permits in connection with this matter.
2. I (we) hereby grant consent to the San Miguel Community Services District (District), its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property identified above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent also extends to governmental entities other than the District, their officers, agencies, employees, independent contractors, consultants, sub-consultants, and their officers' agents or employees if the other governmental entities are providing review, inspections and surveys to assist the county in processing this application. This consent will expire upon completion of the project.

3. If prior notice is required for an entry to survey or inspect the property. Please contact:

Print Name: _____

Daytime Telephone Number: _____

4. I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property _____

PERSON OR ENTITY GRANTING CONSENT:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of landowner: _____ Date: _____

AUTHORIZED AGENT:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of authorized agent: _____ Date: _____

All Non-Residential applicants please complete the following forms and submit with your application:

1. For all office and non-medical uses that generate only domestic wastewater. (Bathrooms only) provide a completed ***Wastewater Survey Form*** and signed ***Signature of Receipt Form***.
2. For all other commercial and industrial uses, provide a completed ***Wastewater Discharge Permit Application*** and signed ***Signature of Receipt Form***. For all food service businesses, include:
 - a. Specifications of proposed Grease Trap or Interceptor
 - b. Cut Sheets for proposed Grease Trap or Interceptor

(go to next page for application form)

Commercial/ Industrial Wastewater Survey for Will Serve Request

Section 1. APPLICANT INFORMATION (Check box for contact person)

Landowner Name _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____

Applicant Name _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____

Agent Name _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____

Section 2. PROPERTY INFORMATION

Legal Description: _____

Assessor Parcel Number(s) _____ Attached Lot Book Guarantee? yes / no

Number and size of lots to be served: _____

Proposed Zoning: _____

Address (es) if known _____

(Street)

(City)

(State)

(Zip Code)

Section 3. OPERATION(S) Check all that apply

- | | |
|-----------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Auto Detailing/Wash | <input type="checkbox"/> Medical Service |
| <input type="checkbox"/> Auto Service/Repair | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Photo Services |
| <input type="checkbox"/> Automobile Service /Repair | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Dry Cleaning/Laundry | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Food Processing | <input type="checkbox"/> Public Service |
| <input type="checkbox"/> Food Service/Restaurant | <input type="checkbox"/> Retail Sales |
| <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Tasting Room |
| <input type="checkbox"/> Laboratory | <input type="checkbox"/> Wholesale Distribution |
| <input type="checkbox"/> Machine Shop | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Manufacturing/All Types | <input type="checkbox"/> Other _____ |

Section 4. WASTEWATER INFORMATION

A. If your facility employs processes in any of the industrial categories or business activities listed below, place a check beside the category or activity.

- Adhesives
- Aluminum Forming
- Anodizing
- Automobile Maintenance and Repair
- Battery Manufacturing OR Reclaiming
- Copper Forming
- Dairy Products Processing
- Electric/Electronic Components
- Electroplating
- Fruit or Vegetable Processing
- Hospital
- Inorganic Chemicals
- Iron & Steel
- Laundries
- Leather Tanning & Finishing
- Rubber
- Soaps & Detergent
- Winery

- Mechanical Products
- Metal Etching/Chemical Milling
- Metal Coating (Phosphating, Coloring,)
- Nonferrous Materials
- Organic Chemicals
- Paint & Ink
- Petroleum Refining
- Pharmaceuticals
- Photographic Supplies
- Plastic & Synthetic Materials
- Plastics Processing
- Porcelain Enamel
- Printed Circuit Board Manufacturing
- Printing & Publishing
- Pulp & Pape

Section 5. APPLICANTS SIGNATURE:

The information provided will be used to determine whether the District has the capacity to provide wastewater treatment for the proposed project. The District will attempt to identify potential problems that may be associated with making service available to the project or parcel. At the time of request for hook-up and service, each individual business is required to complete an Industrial Wastewater Survey and Discharge Permit Application. The District may require pretreatment, testing and reporting of the industrial wastewater based on the type of operations and processes conducted at the business. Note: It is the applicant's responsibility to notify the District in writing of any changes in the information provided above within 30 days of such change.

Name (Printed)

Title

Signature

Date

Signature of Receipt Form

Applicant Information

Owner/Tenant Name: -----

Address: -----

Home/Business Phone: _____ Cell Phone: _____

Job Site Address (if different from above): -----

I have been informed that I will need to fill out a Waste Water Discharge Permit Application if my establishment is one in which Fats, Oils, and/or Greases (which are prohibited in accordance with the District's Sewer Code) are a byproduct of doing business. I understand fully that if, at any time, this establishment changes business operations and begins creating FOG byproducts, I will approach the District willfully and submit a Waste Water Discharge Permit as to remain in compliance with Federal and State laws and District codes and ordinances.

I acknowledge that I have been given a copy of the pamphlet, Your Establishment and FOG (Fats, Oils, and Greases) describing Best Management Practices to help reduce or eliminate FOG waste from entering the communities Sanitary Sewer System. I have also received the Grease Trap and Interceptor Selection and Maintenance Guide.

I understand that all District ordinances and codes are available to the public and that I may view them at any time for more information.

I am aware that the owner of this establishment is responsible for maintaining compliance with this policy. I am also aware that, if the owner of the establishment and the owner of the building are not one in the same, the owner of the building will also be held responsible for the compliance of this policy and informed if compliance has not been upheld.

I have read and understand this notice. A copy of this form will be given to me at my request.

Signature of Owner/Tenant

Date

Print Name

If you are not the owner of the building, please provide this information below so that we may send them a copy of this form.

Owner: -----

Address: -----

Phone number: -----



San Miguel Community Services District

Fats, Oils and Grease (FOG) Program

Grease Trap and Interceptor Selection and Maintenance Guide

Introduction

San Miguel Community Services District (SMCSD) has a mandated Sewer Ordinance that requires establishments engaging in the preparation of food to install approved grease removal devices and conduct regular maintenance of these devices. Appropriate and frequent grease interceptor maintenance can significantly reduce the discharge of fats, oils, and grease (FOG) into the district's wastewater system.

Questions and Answers

WHY IS FOG A PROBLEM?

When FOG enters the sewer system, they coat sewer pipes and cause blockage. This can lead to sanitary sewer overflows (SSOs) which can require costly repairs, temporary closures of your establishment, not to mention certain health hazards. Properly maintained grease removal devices prevent excess FOG and solids from entering the district's sewer system by routing wastewater from fixtures and equipment that may contain FOG through a trap or inceptor to slow the flow of wastewater. This allows the FOG to solidify and float at the top of the device instead of being washed down into the sewer laterals.

WHAT DETERMINES WHETHER I NEED A GREASE TRAP OR GREASE INTERCEPTOR?

The type of grease removal device required is determined by the number of fixtures or equipment in the facility that discharge grease to the sewer system and the flow from these fixtures. Refer to the "Sizing Worksheets" section of this guide.

WHAT ARE THE REQUIREMENTS AFTER THE GREASE TRAP/INTERCEPTOR IS INSTALLED?

Food establishments are asked to implement *best management practices (BMPs)* for FOG. Refer to the "Your Restaurant and FOG" brochure to see recommended BMPs. S M C S D will require *regular maintenance* of grease trap/interceptors in order to properly protect the District's sewer collection system. A grease trap/inceptor *maintenance log* will be required to be kept to document cleaning intervals. *Receipts* for cleaning interceptors should be maintained and available for review.

WHO PERFORMS MAINTENANCE ON GREASE TRAPS?

Generally, grease trap maintenance is performed by the maintenance staff, or other employees of a food establishment. Refer to your particular grease trap manufacturer's recommended maintenance procedures. Remember, as the owner, you are ultimately responsible for the

functionality and maintenance of your grease trap, so you may wish to oversee all maintenance procedures.

WHO PERFORMS MAINTENANCE ON GREASE INTERCEPTORS?

Grease interceptor maintenance and service is usually performed by permitted haulers or recyclers. This maintenance consists of removing all solids and liquids from the grease interceptor and properly disposing of the material in accordance with federal, state, and/or local laws. Remember, as the owner, you are ultimately responsible for the functionality and maintenance of your grease interceptor, so you may wish to oversee all maintenance procedures.

HOW OFTEN DO I NEED TO PERFORM MAINTENANCE ON MY GREASE TRAP OR INTERCEPTOR?

The required frequency for grease trap and interceptor maintenance depends greatly on the amount of FOG a facility generates as well as any best management practices (BMPs) that your establishment implements to reduce the FOG discharged into the sewer system. A good rule of thumb is to clean out grease traps on a weekly basis and grease interceptors on a monthly basis. Refer to the “Your Restaurant and FOG” brochure to see recommended BMPs.

WHAT FIXTURES OR EQUIPMENT CANNOT BE PLUMBED TO A GREASE INTERCEPTOR?

Food grinders, dishwashers, and wastes from toilets, urinals, wash basins, and other fixtures containing fecal matter should not be plumbed through the grease inceptor.

WHAT REQUIREMENTS MUST BE MET?

New facilities and remodels must install a grease interceptor (to be approved by SMCSD) per the 2016 California Plumbing Code.

Existing facilities should install a grease interceptor per the 2013 California Plumbing Code; however, grease traps may be approved by the District due to physical constraints. Multiple units may be used to achieve the intent of the law must be approved by SMCSD.

WHAT IS THE APPROVAL AND INSTALLATION PROCESS REQUIREMENTS?

- **Contact a licensed contractor** to help determine the proper sizing of the grease removal device.
- **Submit your completed Grease Trap/Interceptor Sizing Worksheet with all plan sets**, showing location and size of grease trap to SMCSD District Engineer for approval.
- **Apply for a building permit** from the County of San Luis Obispo and provide a copy of the application and receipt for permit fees to SMCSD.
- **Install the grease removal device** and obtain inspections from the County per the permit requirements and inspection approval by SMCSD representative.
- **Provide a copy of the Building Permit completion (sign-off card)** obtained from the County of San Luis Obispo to verify compliance with grease trap/interceptor installation requirements.

- **Grease Inceptors**

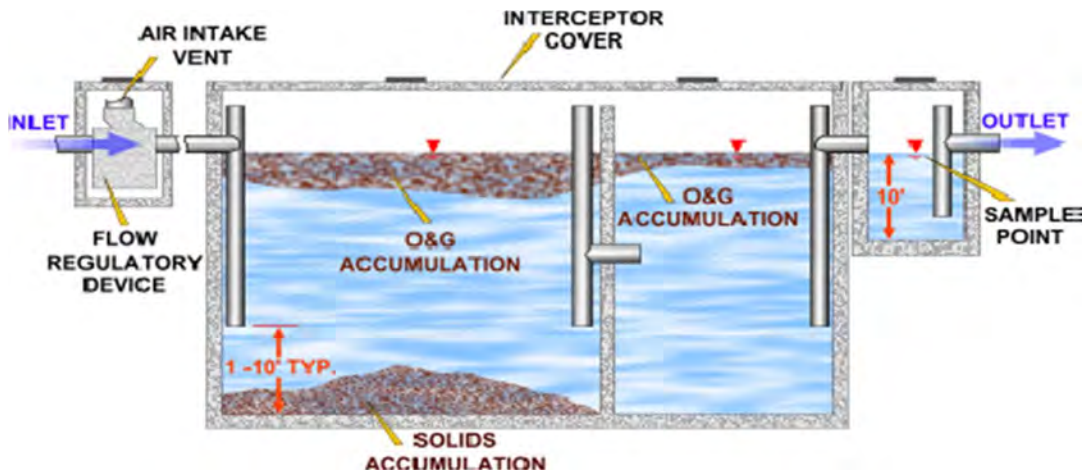
What is a Grease Inceptor? Grease inceptors are usually in-ground devices located outside of the building, made of concrete with a minimum capacity of 750 gallons, and are usually configured with multiple chambers. The capacity of the interceptor allows time for the wastewater to cool, allowing the grease time to congeal and rise to the surface. Interceptors are the most efficient method for removing grease.

Grease Interceptor Maintenance

Grease interceptors will usually be cleaned by a state licensed septic hauler, grease hauler, or recycler. It is recommended that you clean your grease interceptor once a month but is ultimately dependent on the type of establishment, the size of the interceptor, and the volume of flow discharged to the interceptor.

Proper procedure for grease interceptor maintenance:

Step 1	Schedule your grease hauler or recycler for cleaning service.
Step 2	Shut of the isolation valve to stop flow to the grease interceptor.
Step 3	Remove lid and dip out any water in the interceptor. Dispose of this water into the sewer system.
Step 4	Remove baffles, if possible.
Step 5	Scoop out the accumulated grease from the interceptor and contain in a watertight container (ex: a 55-gallon drum with lid)
Step 6	Pump out the settled solids and any remaining liquids.
Step 7	Using a putty knife or other applicable tool, scrape sides, lid, and baffles to remove as much grease residue as possible. Dispose of into a watertight container.
Step 8	Replace the baffle and lid.
Step 9	Document your maintenance on your <i>Maintenance Log</i> .



REMINDER: DEGREASERS, DETERGENTS, AND WATER EXCEEDING 140 DEGREES SHOULD NOT BE PASSED THROUGH THE GREASE REMOVAL DEVICES.

Grease Interceptor Sizing Worksheet

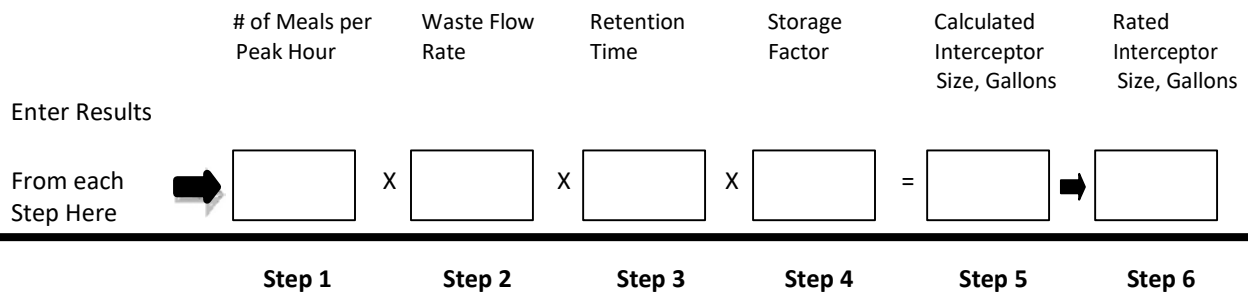
Establishment Name: _____

Address: _____

Contact Name: _____ Phone: _____

Contact Email Address: _____

Follow these six simple steps to determine the size of your grease interceptor:



Step 1 Number of Meals per Peak Hour (Recommended Formula)

1	Seating Capacity		Meal Factor		Meals per Peak Hour
	<div style="border: 1px solid black; width: 40px; height: 25px; display: inline-block;"></div>	X	<div style="border: 1px solid black; width: 40px; height: 25px; display: inline-block;"></div>	=	<div style="border: 1px solid black; width: 40px; height: 25px; display: inline-block;"></div>

Establishment Type	Meal Factor
△ Fast Food (45 minutes)	1.33
△ Restaurant (60 minutes)	1.00
△ Leisure Dining (90 minutes)	0.67
△ Dinner Club (120 minutes)	0.50

Step 2 Waste Flow Rate (Add all that apply)

Condition	Waste Flow Rate
△ With a dishwashing machine	6 gallons
△ Without a dishwashing machine	5 gallons
△ Single service kitchen	2 gallons
△ (Disposable dishes and utensils)	
△ Food waste disposer (Grinder)	<u>1 gallon</u>

Total Waste Flow Rate: _____

Step 3 Retention Time

Commercial kitchen waste	
○ Dishwasher	2.5 hours
Single service kitchen	
○ Single serving	1.5 hours

Step 4	Storage Factor	
	Fully equipped commercial kitchen	
	Δ 8-hr operation	1
	Δ 16-hr operation	2
	Δ 24-hr operation	3
	Single service kitchen	
	Δ Single Service Kitchen	1.5

Step 5 **Calculate Hydraulic Capacity**

Multiply the values obtained from steps 1, 2, 3, and 4. The result is the minimum approximate grease interceptor size for this application.

Step 6 **Select Grease Inceptor Size**

Using the approximate required hydraulic capacity from Step 5, select an appropriate size as recommended by the manufacturer. Attach copy of manufacturer specifications.

**Minimum size: 750 gallons

The Sewer Ordinance adopted by San Miguel Community Services District requires grease interceptors to be designed sized and designed in accordance with the Uniform Plumbing Code. This Grease Interceptor Sizing Worksheet follows the formula taken from Appendix H of the Uniform Plumbing Code.

FACTORS AFFECTING GREASE INTERCEPTOR PERFORMANCE:

- **Velocity of Incoming Water.** The higher the velocity of water coming into the system, the more turbulence there is created. This disrupts the FOG separation process, therefore reducing the efficiency of the grease interceptor.
- **FOG to Water Ratio.** The higher the ration of FOG particles to the water, the lower the efficiency of the grease interceptor.
- **Specific Gravity (Density) of FOG.** The specific gravity of FOG is lower than that of water allowing the FOG to rise to the surface quickly. Food particles having a higher specific gravity that water will accumulate on the bottom of the system and will ultimately pass through the interceptor to the sewer system.
- **Detergents in the System.** Grease-cutting and cleaning detergents will break the liquid grease into very small particles which will allow these undesirable FOGs to pass through the interceptor into the sewer system.
- **Hot Water.** Water exceeding 140 degrees should not be sent through the grease interceptor as it will dissolve grease and pass it through into the sewer system.

Grease Traps

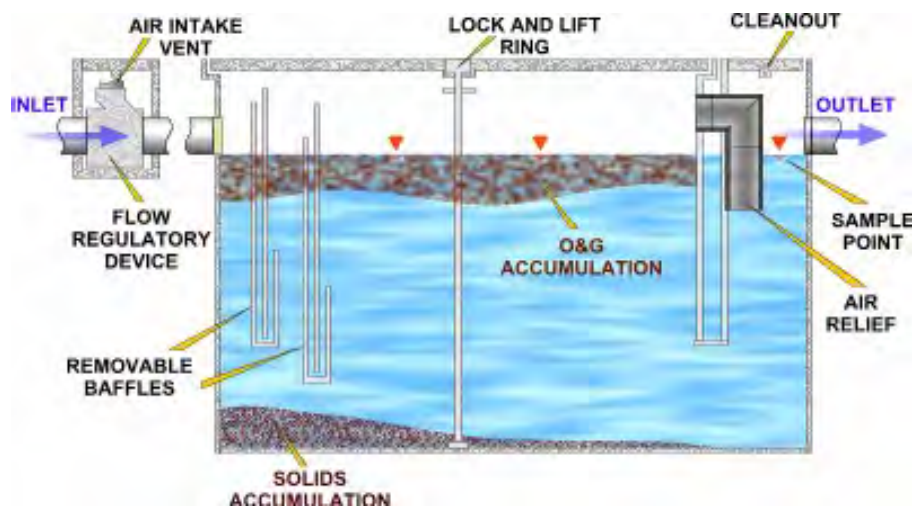
What is a Grease Trap? Grease traps are small units usually found inside the building under a sink or near the fixtures discharging grease. Grease traps are usually single chambered devices with baffles inside designed to slow the flow of wastewater allowing the grease to rise to the surface. Their capacities are rated in gallons of flow and pounds of grease they hold. Grease traps are not as efficient at removing grease as an interceptor and require more frequent cleaning in order to properly maintain them and to prevent odors.

Grease Trap Maintenance

Grease traps are usually maintained by maintenance staff or other employees of the food establishment. Since these units are much smaller than its larger interceptor counterpart, it is recommended that they are cleaned out on a weekly basis.

Proper procedures for grease trap maintenance:

Step 1	Dip out any water in the trap. Dispose of this water into the sewer system.
Step 2	Remove baffles, if possible.
Step 3	Scoop out the accumulated grease from the interceptor and contain in a watertight container (ex: a 55-gallon drum with lid)
Step 4	Using a putty knife or other applicable tool, scrape sides, lid, and baffles to remove as much grease residue as possible. Dispose of into a watertight container.
Step 5	Contact a hauler or recycler for grease pick-up as your disposal container gets close to being full.
Step 6	Replace the baffle and lid.
Step 7	Document your maintenance on your <i>Maintenance Log</i> .



REMINDER: DEGREASERS, DETERGENTS, AND WATER EXCEEDING 140 DEGREES SHOULD NOT BE PASSED THROUGH THE GREASE REMOVAL DEVICES.

Sizing Worksheet

Grease Trap Sizing Worksheet

Establishment Name: _____

Address: _____

Contact Name: _____ Phone: _____

Contact Email Address: _____

For a multi-fixture grease trap, the following method may be used for grease trap sizing:

1. Calculate the capacity of each fixture.

Cubic content of each fixture = $\frac{\text{Length (in)} \times \text{Width (in)} \times \text{Depth (in)}}{231 \text{ (cubic inches per gallon)}} = \text{Capacity in Gallons}$

$$\boxed{} \text{ in} \times \boxed{} \text{ in} \times \boxed{} \text{ in} / 231 = \boxed{} \text{ Gallons}$$

2. Calculate the flow rate.

$\frac{\text{Capacity in Gallons}}{\text{Drainage Period in Minutes}} = \text{Flow Rate in gallons per minute (gpm)}$

Note: The most generally accepted drainage period is one minute. The maximum drainage period allowed is 2 minutes.

$$\frac{\boxed{} \text{ gallons}}{\boxed{} \text{ mins}} = \boxed{} \text{ gpm}$$

3. Total flow rate. Add the gpm requirement for each fixture to arrive at a total flow rate. For fixtures that do not have a calculable volume, i.e. water wash hoods, wok ranges (with or without curtain) and pre-rinse stations, allow 10 gpm or the actual flow rate, whichever is greater.

4. Grease trap capacity. Use the grease trap table to approximate grease trap capacity. If the maximum flow rate is exceeded from the number of fixtures, the grease trap is to be sized by selecting a device with an appropriate flow rate.

Number of Fixtures	Maximum Rate of Flow (gpm)	Grease Capacity (lbs.)
1	20	40
2	25	50
3	35	70
4	50	100

San Miguel Community Services District

Fats, Oils and Grease (FOG) Program

Grease Trap/Interceptor Maintenance Log

Instructions: Please have your grease hauler, recycler, maintenance/cleaning contractor or employee complete this log each time your grease trap and/or interceptor is cleaned. This form must be available upon request for the County Health Inspector or the San Miguel Community Services District Representative. You can find additional copies of this form at WWW.SANMIGUELCSO.ORG

Facility Name: _____

Facility Address: _____

Facility Phone Number: _____

DATE	SERVICED BY (NAME OF EMPLOYEE OR SERVICE COMPANY)	GALLONS PUMPED	GREASE DISPOSAL SITE	PROBLEMS/CONDITIONS NOTED

PLEASE RETAIN THIS COPY FOR YOUR RECORDS

CONSENT OF LANDOWNER

San Miguel Community Services District

APN No _____

I (we) the undersigned owner of record of the fee interest in the parcel of land located at (print address): _____, identified as Assessor Parcel Number (APN) _____, for which a Will Serve Letter and/or Fire Review Letter is being requested for: _____ (specify type of project, for example: addition to a single-family residence; or general plan amendment), do hereby certify that:

1. Such application may be filed and processed with my (our) full consent, and that I (we) have authorized the agent named below to act as my (our) agent in all contacts with the county and to sign for all necessary permits in connection with this matter.
2. I (we) hereby grant consent to the San Miguel Community Services District (District), its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property identified above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent also extends to governmental entities other than the District, their officers, agencies, employees, independent contractors, consultants, sub-consultants, and their officers' agents or employees if the other governmental entities are providing review, inspections and surveys to assist the county in processing this application. This consent will expire upon completion of the project.
3. If prior notice is required for an entry to survey or inspect the property. Please contact:
Print Name: _____
Daytime Telephone Number: _____
4. I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property _____

PERSON OR ENTITY GRANTING CONSENT:

Print Name: _____
Print Address: _____
Daytime Telephone Number: _____
Signature of landowner: _____ Date: _____

AUTHORIZED AGENT:

Print Name: _____
Print Address: _____
Daytime Telephone Number: _____
Signature of authorized agent: _____ Date: _____

RESOLUTION NO. 2023-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A WATER, WASTEWATER,
LIGHTING AND SOLID WASTE WILL SERVE APPLICATION, REVIEW AND INSPECTION FEE
SCHEDULE AND RESCINDING ANY AND ALL PREVIOUS RELATED WILL SERVE APPLICATIONS
AND INSPECTION FEES**

WHEREAS, the San Miguel Community Services District (“District”) has established procedures and policies for governing the issuance of Will Serves and related to various inspection fee charges for cost recovery of services, such as but not limited to: plan reviews, project inspections; and

WHEREAS, the District Board of Directors (“Board”) acknowledges that there are current Will Serves for projects, which have not been constructed. Those Will Serves will remain in effect for their prescribed timeframe for the individual parcel or subdivision described in the Will Serve, but that within any subdivision all buildings will be subject to the new application and fees if a final will serve was not issued; and

WHEREAS, the Board wishes to reestablish a term limit of one (1) year in which an applicant must either be actively working on their development. Prior to the expiration of the Will Serve, the applicant must provide evidence to the District that their project is progressing, if the Will Serve expires then a new application must be submitted with new fees; and

WHEREAS, the Board has determined that these policies and procedures should be revised and updated to assure consistency with the service and inspection functions of the District and determined that said revisions are consistent with applicable provisions of state law and shall be in full effect as of the date of adoption of this Resolution; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby determines the need to update and revise its Will Serve Review and Inspection fee charges and procedures and hereby adopts the revised Will Serve Review and Inspection fee charges and procedures, as set forth in the attached Exhibits.

BE IT FURTHER RESOLVED, this Resolution shall remain in full force and effect until rescinded or replaced by the Board resolution or ordinance.

Signatures on next page

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____,
seconded by Director _____ by the following roll call vote:

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

the foregoing Resolution is hereby passed and adopted this 23rd day of March, 2023.

Ward Roney, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kelly Dodds, General Manager

Douglas L. White, District General Counsel

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.9

SUBJECT: Revise District Utility Fee Schedule

SUGGESTED ACTION:

Approve RESOLUTION 2023-16 adopting a revised fee schedule for water meters, notices and other services and or repair installation services provided by the District

DISCUSSION:

Through normal District operation, staff is requested to provide assistance to contractors, property owners and homeowners to shut down Water and Sewer services and/or mains in order to perform repairs, modifications, or additions as required by their construction plans. The proposed fees provide an avenue to recover the cost of providing these services to the contractor, property owner or homeowner. These costs are to recover the cost to the District. They are not meant to provide any additional revenue beyond cost recovery for personnel and equipment usage.

At the regular meeting of the San Miguel Community Services District Board of Directors (“Board”) in April 2022, the Board approved the previous revisions to the fee schedule for water and wastewater related cost recovery.

At this time, staff is requesting that the Board approve a revision to the schedule approved in 2022 in order to update the fees associated with hourly functions, add cost for hydraulic modeling (provided through the District Engineer), and add cost for inspections. Additionally due to the cost to create and serve door hangers the cost for each type of door hanger has been increased by \$5.

In order to keep renter deposits consistent with minimum bills the deposit for renters is also being increased from \$120 to \$150.

The remainder of the schedule fees shall remain the same.

All revised sections are highlighted.

FISCAL IMPACT:

There is no negative fiscal impact associated with approving and adopting the proposed fee schedule will provide cost recovery for these services being performed.

PREPARED BY: Kelly Dodds

San Miguel Community Service District

Water, Wastewater, Lighting Fee Schedule

Description	FEE	TYPE	Fund
During normal business hours			
Water or wastewater system tie in and repairs (staff/ hour/ min 1 hour) Staff x # hours	75	Hourly	Water/Sewer
Temporary water disconnection for contractors (door hangers)	20	Each	Water
Temporary water disconnection and standby for contractors (water shutoff and turn on) During normal hours only	75	Hourly	Water
After hours, weekend or holidays			
Water or wastewater system tie in and repairs (staff/ hourly) Number of People x hours	108	Hourly	Water/Sewer
Temporary water disconnection for contractors (door hangers)	25	Each	Water
Temporary water disconnection and standby for contractors (shutoff and turn on)	108	Hourly	Water
Engineering and Rentals			
Rental Equipment rates will be at actual rental cost plus 15%			Water/Sewer
District owned Equipment rates (not including Operators)	50	Hourly	Water/Sewer
District Engineer plan review (Billed at actual cost plus 15%)			Water/Sewer
Water meter installation fees			
1" water meter for new service (per meter)	450	Each	Water
1 1/2" water meter for new service (per meter)	600	Each	Water
2" water meter for new service (per meter)	750	Each	Water
5/8" or 1" replacement water meter for existing service (per meter)	375	Each	Water
1 1/2" replacement water meter for existing service (per meter)	550	Each	Water
2" replacement water meter for existing service (per meter)	700	Each	Water
Meters larger then 2" must be quoted at the time meters are needed.		Each	Water
Service interruption/ Door hangers			
Tampering (intentional damage to District infrastrutre will be at actual cost of repairs)	60	Each	Water/Sewer
48 hour shutoff door hanger (for non-payment)	20	Each	Water/Sewer
24 hour shutoff door hanger (for non-payment)	20	Each	Water/Sewer
Service Disconnect Door Hanger (for non-payment) - in addition to the reconnect fee	20	Each	Water/Sewer
Service Reconnect after lock off (account must be brought current)	75	Each	Water/Sewer
AFTER HOURS Reconnect after service has been locked off (account must be brought current proof of payment required)	150	Each	Water/Sewer
Will serve/ Connection fees			
See approved will serve application for a related fees			
100% of application, review and inspection fees due prior to will serve letter release			
See approved resolution for water and sewer connection fees			
100% of fees for water, sewer and lighting due prior to water meter set.			
New Accounts/ application fees			
Renter Deposit - will be refunded after deducting any outstanding balances upon leaving rental property.	150		Water/Sewer
24 hour turn-on application fee- to turn on service for a 24 hour inspection	65		
Past Due			
Penalty on balances 30 days past due	10%	Monthly	Water/Sewer
Penalty on balances 60 days or more past due	1%	Monthly	Water/Sewer
Special			
Fire Flow request from a hydrant or main	350	Each	Water
Fire flow by Hydraulic Model	250	Each	Water
Backflow testing, certification and reporting (per device, bypass' are considered separate device)	50	Each	Water
Monthly Backflow fee per Water Ordinance 01-2019 section 6.1.4 (per device)	1	Monthly	Water
Water or wastewater inspection (staff/ hour/ min 1 hour)	75	Hourly	Water/Se

RESOLUTION NO. 2023-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A FEE SCHEDULE FOR WATER
METERS, NOTICES AND OTHER SERVICES AND OR REPAIR INSTALLATION SERVICES PROVIDED
BY THE DISTRICT**

WHEREAS, the San Miguel Community Services District (“District”) has established a fee schedule to recover costs for services, such as but not limited to: notices, standbys, temporary shutoffs, repairs, engineering, equipment usage; and

WHEREAS, the District Board of Directors (“Board”) has determined that these fees are representative of the actual cost to the District, and that the fees are intended to recover costs related to these services and that these fees shall be in effect as of April 1st, 2023; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby determines the need to adopt a fee schedule as set forth in the attached Exhibits.

BE IT FURTHER RESOLVED, this Resolution shall rescind resolution 2022-17 and shall remain in full force and effect until rescinded or replaced by the Board resolution or ordinance.

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director, _____ by the following roll call vote:

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

the foregoing Resolution is hereby passed and adopted this 23rd day of March 2023.

Ward Roney, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kelly Dodds General Manager

Douglas L. White, District General Counsel

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 10.10

SUBJECT: County parcels that are currently subject to the County Tax Collector’s power to sell due to non-payment of real property Taxes (Dodds)

SUGGESTED ACTION: Discuss and provide direction to staff regarding Parcels that are on the County list subject to the Tax Collector’s power to sell due to non-payment of real property Taxes.

DISCUSSION:

February 22nd, 2023 the County provided the District with a list of properties that are in the District that are subject to sell due to non-payment of real property Taxes. There are three parcels on this list that are located within the District.

APN # 021-231-025,021-231-026,021-231-027 Located on the . East Side of “N” St. between 12th and 14th Street.

Since the date to file a “ Notice of Interest or Objection” is March 23rd 2023 at 5 pm. The General Manager directed staff to file the notice prior to the Board Meeting.

The parcels that are listed for sale are parcels which are located along “N” street, and which may be beneficial to the District for a multitude of uses.

The Board should discuss these parcels and provide direction to the General Manager to either continue with the purchase process or to notify the county that we are no longer interested in purchasing the parcels.

The combined estimated cost is \$45,700 for all three parcels, however the County Tax Collector’s office will provide an final estimated purchase price for the parcels.

The estimation will include all defaulted taxes, assessments and associated penalties and costs; redemption penalties and fees incurred through the month of the sale; all costs of the sale; and if applicable, any 1915 Bond Act liens, unless previously offered at a county tax sale.

If the process continues, the County will provide additional agreements to the District which will be brought to the Board for approval.

FISCAL IMPACT:

Potential cost to the district

- APN # 021,231,025 \$11,400.00 "N" Street
- APN# 021,231,026 \$21,200.00 "N" Street
- APN# 021,231,027 \$13,100.00 "N" Street

The estimated purchase price for the parcels indicated in this notice will include all defaulted taxes, assessments and associated penalties and costs; redemption penalties and fees incurred through the month of the sale; all costs of the sale; and if applicable, any 1915 Bond Act liens, unless previously offered at a county tax sale.

PREPARED BY: Kelly Dodds



Michael Stevens, Deputy
Justin Cooley, Deputy

Notice of Interest or Objection

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

The above referenced agency is:

Not interested in purchasing parcels by agreement pursuant to Chapter 8 of the Revenue and Taxation Code and **does not object** to the sale of any of the parcels on the list of properties Subject to Sale for Nonpayment of Taxes in Tax Sale # 261 (Sealed Bid Sale) and Tax Sale # 262 (Internet Public Auction) or to any of the parcels being sold to any other taxing agency or at any other tax auction.

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

Signed by:



Authorized Agent or Deputy

Date: 2/27/2023

NOTICE MUST BE RECEIVED IN THE TAX COLLECTOR'S OFFICE BY 5:00 P.M. MARCH 23, 2023.

James W. Hamilton, CPA

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

Properties Available For Sale - Internet Auction Sale #262

Listed in Assessment Number Order

Total Parcel Count in this Report: 52

Item	Assessment No.	Minimum Bid
262-001	012,193,032	\$5,600.00
262-002	012,242,085	\$39,600.00
262-003	015,144,019	\$16,500.00
262-004	019,181,024	\$10,000.00
262-005	019,181,025	\$10,000.00
262-006	019,181,044	\$10,000.00
262-007	019,181,045	\$10,000.00
262-008	019,181,046	\$10,000.00
262-009	019,181,058	\$10,000.00
262-010	019,231,011	\$16,900.00
262-011	019,231,012	\$8,600.00
262-012	021,231,025	\$11,400.00
262-013	021,231,026	\$21,200.00
262-014	021,231,027	\$13,100.00
262-015	025,442,005	\$10,000.00
262-016	025,442,020	\$10,000.00
262-017	025,530,003	\$2,000.00
262-018	030,332,002	\$14,400.00
262-019	034,451,009	\$10,000.00
262-020	050,121,017	\$15,900.00
262-021	050,211,001	\$8,500.00
262-022	062,305,044	\$23,300.00
262-023	090,382,017	\$25,200.00
262-026	902,000,571	\$1,300.00
262-027	902,001,025	\$1,400.00
262-028	902,002,199	\$1,400.00
262-029	902,004,297	\$1,800.00
262-030	902,008,305	\$500.00
262-031	902,008,430	\$1,300.00
262-032	902,009,001	\$500.00
262-033	902,009,133	\$500.00
262-034	902,009,200	\$500.00
262-035	902,009,324	\$1,500.00

Item	Assessment No.	Minimum Bid
262-036	902,009,383	\$1,600.00
262-037	902,009,526	\$500.00
262-038	902,009,589	\$500.00
262-039	902,009,593	\$500.00
262-040	902,009,652	\$1,400.00
262-042	902,010,493	\$1,500.00
262-044	902,010,682	\$1,500.00
262-046	902,011,148	\$1,600.00
262-047	902,011,189	\$500.00
262-049	902,011,355	\$500.00
262-050	902,011,363	\$500.00
262-051	902,011,408	\$1,400.00
262-053	902,011,632	\$1,300.00
262-054	902,011,755	\$1,500.00
262-055	902,011,790	\$1,400.00
262-057	902,011,860	\$1,500.00
262-058	902,011,883	\$1,500.00
262-059	902,011,938	\$1,500.00
262-060	902,011,973	\$1,400.00

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 12.1

SUBJECT: 10-27-2022 Draft Groundwater Sustainability Agency Meeting Minutes (Parent)

SUGGESTED ACTION: Receive and File

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



GROUNDWATER SUSTAINABILITY AGENCY

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

**REGULAR MEETING MINUTES 6:00 P.M.
 601 12th Street 10-27-2022**

1. **Call to Order:**
6:01 P.M.
2. **Roll Call:** *Raynette Gregory, Hector Palafox, Ward Roney*
ABSENT: Anthony Kalvans
3. **Approval of Regular Meeting Agenda:**

Motion By: Hector Palafox
Second By: Ward Roney
Motion: To Approve

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

4. **Call to Order for Regular Board Meeting/Pledge of Allegiance:**
Director Gregory asked Director Roney to lead the Pledge of Allegiance
5. **Public Comment and Communications for items not on the agenda:** None
6. **Special Presentations/Public Hearings/Other:** None
7. **Staff & Committee Reports - Receive & File:** None
8. **Consent Calendar:**
Board Comment: None
Public Comment: None

Motion By: Ward Roney
Second By: Hector Palafox
Motion: To Approve

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

1. **6-23-2022 Draft GSA Meeting Minutes**
Receive & File
2. **Receive and file invoices for "PR Corrective Action Plan" (Todd Groundwater)** Receive invoice (SM20220715) #7 GSP "PR Corrective Action Plan" share of cost \$56.11
3. **Receive and file invoices for 3rd annual GSP Report (GSI)**
Receive invoice (SM20220715) #7 GSP 3rd annual report share of cost \$147.71

9. Board Action Items:

1. Appoint representative to the Paso Basin Cooperative Committee

Appoint General Manager Kelly Dodds to the Paso Basin Cooperative Committee and Field Operator Lead Dustin Pittman as alternate.

General Manager Kelly Dodds explained that this item is to assign "District Personnel" to be the representative to the Paso Basin Cooperative Committee (PBCC) . Mr. Dodds explained that Robert Roberson has retired, and he was the Districts Personnel Board Member on the PBCC. The Resolution is to have General Manager Kelly Dodds replace Robert Roberson and keep Dustin Pittman as the alternate.

Board Comment: None

Public Comment: None

Motion By: Ward Roney

Second By: Hector Palafox

Motion: To Approve appointment of General Manager Kelly Dodds to the PBCC and Field Operator Dustin Pittman as alternate

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

10. Board Comment:

None

11. Adjourn to Closed Session/Closed Session Agenda:

None

12. Report out of Closed Session:

13. Adjournment to Next Regular Meeting:

Adjournment 6:06 PM

Next Meeting: TBD

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**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 13.1

SUBJECT: Receive and file the Water Year 2022 (October 1, 2021 through September 30, 2022) GSP Annual Report for the Paso Robles Sub basin.

SUGGESTED ACTION: Receive and file the Paso Robles Sub basin Water Year 2022 Annual Report, which was prepared by GSI Water Solutions, Inc., for submission to the Department of Water Resources (DWR) by the April 1, 2023 deadline, and authorize the SLO County Director of Groundwater sustainability, or designee, to submit the Water Year 2022 GSP Annual Report.

DISCUSSION:

The four Groundwater Sustainability Agencies (GSA) in the Paso Robles Subbasin developed, adopted, and submitted a Groundwater Sustainability Plan (GSP) to the State Department of Water Resources (DWR) by the January 31, 2020 statutory deadline to comply with the requirements of the Sustainable Groundwater Management Act (SGMA). In addition to adopting a GSP by January 31, 2020, the GSAs are required to submit an annual report by April 1 each year following GSP Adoption. Annual reports are intended to provide technical information on groundwater conditions and the effects of GSP implementation over the prior water year.

The four Paso Robles Subbasin GSAs continue coordinating through the Paso Basin Cooperative Committee (Committee) and MOA under which it was established. The County of San Luis Obispo is designated as the contracting agent pursuant to the MOA and with the approval of all four GSA's, retained the services of GSI Water Solutions, Inc. to prepare the Water Year 2022 GSP annual report to be submitted to the State by April 1, 2023.

FISCAL IMPACT:

There is no additional cost related to receiving and filing this annual report.

PREPARED BY: Kelly Dodds



PUBLIC DRAFT

Paso Basin Cooperative Committee
and the Groundwater Sustainability Agencies

Paso Robles Subbasin Water Year 2022 Annual Report

February 28, 2023

Prepared by:

GSI Water Solutions, Inc.

5855 Capistrano Avenue, Suite C, Atascadero, CA 93422

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Paso Robles Subbasin Water Year 2022 Annual Report

This report was prepared by the staff of GSI Water Solutions, Inc. under the supervision of professionals whose signatures appear below. The findings or professional opinion were prepared in accordance with generally accepted professional engineering and geologic practice.

Nate R. Page, PG, CHG
Supervising Hydrogeologist
Project Manager

Dave O'Rourke, PG, CHG
Principal Hydrogeologist

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- Appendix B Precipitation Data
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- Appendix E Hydrographs
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- Appendix H Work Plan: Paso Robles Basin Groundwater Level Monitoring Network Expansion and Investigation of the El Pomar Junction Area
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Abbreviations and Acronyms

AEM	airborne electromagnetic
AF	acre-feet
AFY	acre-feet per year
AMSL	above mean sea level
CASGEM	California Statewide Groundwater Elevation Monitoring
CIMIS	California Irrigation Management Information System
COC	constituent of concern
CSA	Community Service Area
CSD	Community Services District
DSOD	Division of Safety of Dams
DWR	California State Department of Water Resources
EPCWD	Estrella-El Pomar-Creston Water District
ET _o	reference evapotranspiration
gpd/ft	gallons per day per foot
gpm	gallons per minute
GSA	Groundwater Sustainability Agency
GSP	Groundwater Sustainability Plan
InSAR	interferometric synthetic-aperture radar
MOA	memorandum of agreement
NPDES	National Pollutant Discharge Elimination System
NWP	Nacimiento Water Project
PBCC	Paso Basin Cooperative Committee
PWS	public water system
RMS	representative monitoring site
S	storage coefficient
SEP	Supplemental Environmental Project
SGMA	Sustainable Groundwater Management Act
SLO	San Luis Obispo
SLOFCWCD	San Luis Obispo County Flood Control and Water Conservation District
SPI	Standardized Precipitation Index
SSJGSA	Shandon-San Juan Groundwater Sustainability Agency
SSJWD	Shandon-San Juan Water District
Subbasin	Paso Robles Area Subbasin of the Salinas Valley Groundwater Basin
SWRCB	State Water Resources Control Board
TDS	total dissolved solids
USACE	United States Army Corps of Engineers
WNND	Water Neutral New Development
WY	water year

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Annual Report Elements Guide and Checklist

California Code of Regulations – GSP Regulation Sections	Annual Report Elements	Location in Annual Report
Article 7	Annual Reports and Periodic Evaluations by the Agency	
§ 356.2	Annual Reports	
	Each Agency shall submit an annual report to the Department by April 1 of each year following the adoption of the Plan. The annual report shall include the following components for the preceding water year:	
	(a) General information, including an executive summary and a location map depicting the basin covered by the report.	Executive Summary (§356.2[a])
	(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:	Section 2.4 Monitoring Networks (§356.2[b])
	(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:	Section 3 Groundwater Elevations (§356.2[b][1])
	(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.	Section 3.2 Seasonal High and Low (Spring and Fall) (§356.2[b][1][A])
	(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.	Section 3.3 Hydrographs (§356.2[b][1][B], and Appendix E)
	(2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector, and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions.	Section 4 Groundwater Extractions (§356.2[b][2])
	(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.	Section 5 Surface Water Use (§356.2[b][3])

California Code of Regulations – GSP Regulation Sections	Annual Report Elements	Location in Annual Report
Article 7	Annual Reports and Periodic Evaluations by the Agency	
§ 356.2	Annual Reports	
	(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.	Section 6 Total Water Use (§356.2[b][4])
	(5) Change in groundwater in storage shall include the following:	Section 7 Change in Groundwater in Storage (§356.2[b][5])
	(A) Change in groundwater in storage maps for each principal aquifer in the basin.	Section 7.1 Annual Changes in Groundwater Elevation (§356.2[b][5][A])
	(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.	Section 7.2 Annual and Cumulative Change in Groundwater in Storage Calculations (§356.2[b][5][B])
	(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.	Section 8 Progress towards Basin Sustainability (§356.2[c])

Executive Summary (§ 356.2[a])

Introduction

This Water Year 2022 Annual Report for the Paso Robles Area Subbasin of the Salinas Valley Groundwater Basin (Paso Robles Subbasin or Subbasin) (see Figure 1) has been prepared in accordance with the Sustainable Groundwater Management Act (SGMA) and Groundwater Sustainability Plan (GSP) Regulations. Pursuant to the California Department of Water Resources (DWR) regulations, a GSP Annual Report must be submitted to DWR by April 1 of each year following the adoption of the GSP.

With the submittal of the adopted Paso Robles Subbasin GSP on January 31, 2020, the Groundwater Sustainability Agencies (GSAs) are required to submit an annual report for the preceding water year (October 1 through September 30) to DWR by April 1 of each subsequent year. These annual reports will convey monitoring and water use data to the DWR and to Subbasin stakeholders on an annual basis to gauge performance of the Subbasin relative to the sustainability goals set forth in the GSP.

Sections of the Water Year 2022 Annual Report include the following:

Section 1. Introduction – Paso Robles Subbasin Water Year 2022 Annual Report: A brief background of the formation and activities of the Paso Robles Subbasin GSAs and development and submittal of the GSP.

Section 2. Paso Robles Subbasin Setting and Monitoring Networks: A summary of the Subbasin setting, Subbasin monitoring networks, and ways in which data are used for groundwater management.

Section 3. Groundwater Elevations (§356.2[b][1]): A description of recent monitoring data with groundwater elevation contour maps for spring and fall monitoring events and representative hydrographs.

Section 4. Groundwater Extractions (§356.2[b][2]): A compilation of metered and estimated groundwater extractions by land use sector and location of extractions.

Section 5. Surface Water Use (§356.2[b][3]): A summary of reported surface water use.

Section 6. Total Water Use (§356.2[b][4]): A presentation of total water use by source and sector.

Section 7. Change in Groundwater in Storage (§356.2[b][5]): A description of the methodology and presentation of changes in groundwater in storage based on fall to fall groundwater elevation differences.

Section 8. Progress towards Basin Sustainability (§356.2[c]): A summary of management actions taken throughout the Subbasin by GSAs and individual entities towards sustainability of the Subbasin.

Groundwater Elevations

In general, the groundwater elevations observed in the Subbasin during water year (WY) 2022 show a decline across a majority of the Subbasin, likely due predominantly to below-average rainfall conditions in the last three years. Positive and negative changes in groundwater elevations from year to year are observed in various parts of the Subbasin, as has been observed historically, although negative changes predominated in WY 2022. Seasonal trends of slightly higher spring groundwater elevations compared with fall levels are observed annually.

Groundwater Extractions

Total groundwater extractions in the Subbasin for WY 2022 are estimated to be 87,100 acre-feet (AF). These totals include municipal and small public water systems¹ (PWS) pumping, rural domestic pumping, and irrigated agricultural water demand. Note that irrigated agricultural water demand was estimated using two different methods this year; the standard soil-water balance model method and a new satellite-based method (see Section 4.3). The satellite-based method is considered more accurate as it directly measures actual ET as it varies spatially and temporally throughout the Subbasin and throughout the year, thereby capturing nuances in crop irrigation practices, such as deficit irrigation. The soil-water balance method uses a more rigid approach to capturing ET variability in the basin that does not fully capture the actual climatic variability or nuanced crop irrigation practices that may occur each year. The intention going forward is to retire the soil-water balance model method and use the satellite-based method exclusively for estimating groundwater extractions for irrigated agriculture. Results from the satellite-based method are included below. Table ES-1 summarizes the groundwater extractions by water use sector for each water year. The values for WYs 2017–2021 (grayed out) are included for reference purposes. This convention is carried throughout the report.

Table ES-1. Groundwater Extractions by Water Use Sector

Water Year	Groundwater Extractions by Water Use Sector			Total (AF)
	Municipal PWS ¹ (AF)	Small PWS and Rural Domestic (AF)	Agriculture (AF)	
2017	1,626	5,060	64,100	70,800
2018	1,677	5,060	75,500	82,200
2019	1,729	5,060	55,800	62,600
2020	1,509	5,060	59,200	65,800
2021	1,553	5,060	75,500	82,100
2022	1,982	5,060	80,200	87,200
Method of Measure:	Metered	2016 Groundwater Model	Soil-Water Balance Model, OpenET (2022 only)	–
Level of Accuracy:	high	low-medium	medium	–

Notes

¹ These volumes include any water produced as Salinas River underflow within the Paso Robles Subbasin.

AF = acre-feet

PWS = public water systems

¹ A public water system is defined as a system that provides water for human consumption to 15 or more connections or regularly serves 25 or more people daily for at least 60 days out of the year

(https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/waterpartnerships/what_is_a_public_water_sys.pdf).

Surface Water Use

The Subbasin currently benefits from surface water entitlements from the Nacimiento Water Project (NWP) and the State Water Project to supplement municipal groundwater demands in the City of Paso Robles and the community of Shandon, respectively. In WY 2022 the City of Paso Robles used 1,913 AF of their NWP entitlement, but 1,012 AF of their NWP deliveries were recharged and extracted in the Atascadero Subbasin, so those volumes do not show up in this accounting. Locations of communities dependent on groundwater and with access to surface water are shown on Figure 8. There is currently no surface water available for agricultural or recharge project use within the Subbasin. A summary of total actual surface water use by source is provided in Table ES-2.

Table ES-2. Total Surface Water Use by Source

Water Year	Nacimiento Water Project (AF)	Imported Salinas River Underflow ¹ (AF)	State Water Project (AF)	Total Surface Water Use (AF)
2017	1,650	2,609	42	4,301
2018	1,423	3,352	55	4,829
2019	1,142	3,075	43	4,259
2020	737	3,852	0	4,589
2021	1,250	3,612	0	4,861
2022	901	3,349	0	4,250

Notes

¹ The City of Paso Robles produces Salinas River underflow, regulated as surface water by the State Water Resources Control Board, from its Thunderbird Wells located in the adjacent Atascadero Subbasin.

AF = acre-feet

Total Water Use

For WY 2022, quantification of total water use was completed through reporting of metered water production data from municipal wells (including imported Salinas River underflow²) (see Section 5), metered surface water use, and from models used to estimate agricultural crop water supply requirements. In addition, rural water use and small commercial public water system use was estimated. Table ES-3 summarizes the total annual water use in the Subbasin by source and water use sector.

Table ES-3. Total Water Use in the Subbasin by Source and Water Use Sector

Water Year	Municipal PWS ¹ (AF)		Small PWS and Rural Domestic (AF)	Agriculture (AF)	Total (AF)
	Groundwater	Surface Water ¹	Groundwater	Groundwater	—
2017	1,626	4,301	5,060	64,100	75,100
2018	1,677	4,829	5,060	75,500	87,100
2019	1,729	4,259	5,060	55,800	66,800
2020	1,509	4,589	5,060	59,200	70,400
2021	1,553	4,861	5,060	75,500	87,000
2022	1,832	4,250	5,060	80,200	91,300
Method of Measure:	Metered	Metered	2016 Groundwater Model	Soil-Water Balance Model, OpenET (2022 only)	—
Level of Accuracy:	high	high	low-medium	medium	—

Notes

¹ Includes imported Salinas River underflow, which is regulated as surface water by the State Water Resources Control Board

AF = acre-feet

PWS = public water systems

² Salinas River underflow is regulated as surface water by the State Water Resources Control Board.

Change in Groundwater in Storage

The calculation of change in groundwater in storage in the Subbasin was derived from comparison of fall groundwater elevation contour maps from one year to the next as well as taking the difference between groundwater elevations throughout the Subbasin as the aquifer becomes saturated (storage gain) or dewatered (storage loss). For this analysis, fall 2021 groundwater elevations were subtracted from the fall 2022 groundwater elevations resulting in a map depicting the changes in groundwater elevations in the Paso Robles Formation Aquifer that occurred during WY 2022. A noteworthy update for WY 2022 is the inclusion of water level data from 24 monitoring wells in the Shandon-San Juan GSA (SSJGSA) and Estrella-El Pomar-Creston Water District (EPCWD) expanded monitoring networks (see Section 8.3.5). The addition of these data points has filled previous data gaps and significantly reduced the uncertainty of the change in groundwater in storage calculation for WY 2022 compared to previous years.

The groundwater elevation change map for WY 2022 (see Figure 10) shows that compared to the previous fall, water levels were generally lower over a majority of the basin, particularly on the vegetable ground west of Shandon (see Figure 8). Note that this change in groundwater in storage analysis does not include any potential aquifer recharge related to the above average precipitation received so far in WY 2023 (including December 2022 and January 2023).

The annual change of groundwater in storage calculated for WY 2022 is presented in Table ES-4. Increases of groundwater in storage are presented as positive numbers and decreases of groundwater in storage are presented as negative numbers.

Table ES-4. Annual Change of Groundwater in Storage

Water Year	Annual Change (AF)
2017	60,100
2018	6,400
2019	59,700
2020	-80,800
2021	-41,500
2022	-117,100

Note

AF = acre-feet

Submission of Revised GSP

On June 3, 2021, the Paso Robles Subbasin GSP manager received a consultation letter from DWR. The letter was intended to initiate consultation between DWR and the Paso Robles Subbasin GSAs in advance of issuance of a plan adequacy determination. The letter indicates that DWR had identified deficiencies which may result in an incomplete determination. The letter also presents two potential corrective actions that, if addressed sufficiently, may result in GSP approval. On January 21, 2022, DWR released an official 'incomplete' determination for the Paso Robles Subbasin GSP. The Paso Robles Subbasin GSAs retained a consultant to address the deficiencies identified in the GSP and resubmitted the revised GSP to DWR before the July 20, 2022 deadline.

Progress towards Meeting Basin Sustainability

Several projects and management actions are in process or have been recently implemented in the Subbasin to attain sustainability. These projects and actions include capital projects as well as non-structural basin-wide initiatives intended to reduce or optimize local groundwater use. Some of these projects were described in concept in the GSP; some of the actions described herein are new initiatives designed to make new water supplies available to the Subbasin that may be implemented by project participants to reduce pumping and partially mitigate the degree to which the management actions would be needed. Some of the ongoing efforts include:

- Airborne Electromagnetic (AEM) Geophysical Survey
- Three-Dimensional Geologic Model of Basin using SkyTEM Survey Data
- Expansion of Monitoring Well Network
- Multi-Benefit Irrigated Land Repurposing Program
- City of Paso Robles Recycled Water Program
- San Miguel Community Services District Recycled Water Project
- Blended Water Project
- Expansion of Salinas Dam and Ownership Transfer

Relative to the basin conditions at the end of the study period as reported in the GSP, the First Annual Report (WYs 2017–2019) (GSI, 2020) and the Water Year 2020 Annual Report (GSI, 2021) indicated an improvement in groundwater conditions throughout the Subbasin and a modest increase of total groundwater in storage. However, the groundwater conditions documented in the Water Year 2021 Annual Report (GSI, 2022) and this Water Year 2022 Annual Report indicate a return to worsening conditions following three consecutive years of extreme drought. It is clear that historical groundwater pumping in excess of the sustainable yield has created challenging conditions for sustainable management. Of particular concern are communities and rural residential areas that rely solely on groundwater for their water supply³ (see Figure 10). During WY 2022, several Subbasin wells were reported to have gone dry or experienced a reduction in water pressure. The distribution of these dry well reports lodged with San Luis Obispo County Environmental Health Services and DWR during WY 2022 is shown on Figure 10.

Actions are underway to collect data, improve the monitoring and data collection networks, and coordinate with affected agencies and entities throughout the Subbasin to develop and implement solutions that address the shared mutual interest in the Subbasin’s overall sustainability goal.

The above-average rainfall water years of 2017 and 2019 improved groundwater conditions in the Subbasin. However, three consecutive below average rainfall years since 2019 have resulted in a reversal of this trend. Two of the 22 Paso Robles Formation Aquifer representative monitoring site (RMS) wells in the Subbasin groundwater monitoring network exhibit groundwater elevations below the minimum threshold established in the GSP for the first time in WY 2022, and one of the Paso Robles Formation Aquifer RMS wells exhibited groundwater elevations below the minimum threshold for the third consecutive year (see Section 3.3). Although the groundwater elevations in one of the Paso Robles Formation Aquifer RMS wells is recovering in

³ Affected communities may include Disadvantaged Communities (DACs), which are defined as: “the areas throughout California which most suffer from a combination of economic, health, and environmental burdens. These burdens include poverty, high unemployment, air and water pollution, presence of hazardous wastes as well as high incidence of asthma and heart disease” (<https://www.cpuc.ca.gov/industries-and-topics/electrical-energy/infrastructure/disadvantaged-communities>). DACs occurring within the Subbasin as identified by San Luis Obispo Council of Governments (SLOCOG) are included on Figure 10.

the past few years, groundwater elevations in several of the RMS wells are continuing to trend downward. One of the 22 Paso Robles Formation Aquifer RMS wells have current groundwater elevations greater than the measurable objective for that RMS well.

Updated Interferometric Synthetic Aperture Radar (InSAR) data has been provided by DWR through October 2022, allowing for analysis of potential land subsidence for both WY 2021 and WY 2022. As discussed in the GSP, there is a potential error of 0.1 feet (or 1.2 inches) associated with the InSAR measurement and reporting methods. A land surface change of less than 0.1 feet is therefore within the noise of the data and is equivalent to no evidence of subsidence. Considering this range of potential error, examination of the October 2020 through October 2021 InSAR and also the October 2021 through October 2022 InSAR data show that zero land subsidence has occurred since October 2020. These data indicate that there is no indication of an undesirable result. The GSAs will continue to monitor and report annual subsidence as more data become available.

At this time, there are insufficient data available to adequately assess the interconnectivity of surface water and groundwater and the potential depletion of interconnected surface water. There is at present only a single Alluvial Aquifer RMS well in the Subbasin. Additional Alluvial Aquifer wells will need to be established in the monitoring network before groundwater/surface water interaction can be more robustly analyzed. The revised GSP submitted to DWR in July 2022 includes an improved groundwater/surface water interaction discussion and identifies key data gaps that need to be filled before a sufficiently robust annual assessment of interconnected surface water can occur.

Additional time will be necessary to judge the effectiveness and quantitative impacts of the projects and management actions either now underway or in the planning and implementation stage. However, it is clear that the actions in place and as described in this Water Year 2022 Annual Report are consistent with reaching the sustainability goals laid out in the revised GSP. It is too soon to judge the observed changes in basin conditions against the interim goals outlined in the GSP, but the anticipated effects of the projects and management actions now underway are expected to positively affect the ability of the Subbasin to reach the necessary sustainability goals.

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SECTION 1: Introduction – Paso Robles Subbasin Water Year 2022 Annual Report

The Water Year 2022 Annual Report for the Paso Robles Area Subbasin of the Salinas Valley Groundwater Basin (Paso Robles Subbasin or Subbasin) has been prepared for the Paso Basin Cooperative Committee (PBCC) and the Groundwater Sustainability Agencies (GSAs) in accordance with the Sustainable Groundwater Management Act (SGMA) and Groundwater Sustainability Plan (GSP) Regulations (§ 356.2. Annual Reports) (see Appendix A, GSP Regulations for Annual Reports). Pursuant to the California Department of Water Resources (DWR) regulations, a GSP Annual Report must be submitted to DWR by April 1 of each year following the adoption of the GSP. Submittal of the adopted Paso Robles Subbasin GSP occurred on January 31, 2020. The GSAs are required to submit an annual report for the preceding water year (WY) (October 1 through September 30) to DWR by April 1 of each subsequent year. This Water Year 2022 Annual Report for the Paso Robles Subbasin documents groundwater production, water use data and water level data from October 1, 2021 through October 31, 2022.⁴

1.1 Setting and Background

The Paso Robles Subbasin GSP was prepared by Montgomery & Associates, Inc. (M&A, 2020), on behalf of and in cooperation with the Paso Basin Cooperative Committee and the Subbasin GSAs. The GSP, and subsequent annual reports including this Water Year 2022 Annual Report, covers the entire Paso Robles Subbasin (see Figure 1). The Subbasin lies in the northern portion of San Luis Obispo County. The majority of the Subbasin comprises gentle rolling topography and flatlands near the Salinas River Valley, ranging in elevation from approximately 450 to 2,400 feet above mean sea level (AMSL). The Subbasin is drained by the Salinas River and its tributaries, including the Estrella River, Huer Huero Creek, and San Juan Creek. Communities in the Subbasin are the City of Paso Robles and the communities of San Miguel, Creston, and Shandon. Highway 101 is the most significant north-south highway in the Subbasin, with Highways 41 and 46 running east-west across the Subbasin.

The GSP was jointly developed by four GSAs:

- City of Paso Robles GSA
- Paso Basin – County of San Luis Obispo GSA
- San Miguel Community Services District (CSD) GSA
- Shandon-San Juan GSA

The Paso Basin GSAs overlying the Subbasin entered into a Memorandum of Agreement (MOA) in September 2017. The purpose of the MOA was to establish a Paso Basin Cooperative Committee (PBCC) to develop a single GSP for the entire Subbasin to be considered for adoption by each GSA and subsequently submitted to DWR for approval. Under the framework of the original MOA, the GSAs engaged the public and coordinated to jointly develop the Paso Robles Subbasin GSP. At its November 20, 2019 meeting, in accordance with the MOA, the PBCC voted unanimously to recommend that the GSAs adopt the GSP and submit it to DWR by the SGMA deadline. Subsequent actions by each GSA resulted in unanimous approval of the GSP and a joint submittal of the GSP to DWR.

⁴ The required timeframe of the annual reports, pursuant to the SGMA regulations, is by water year, which is October 1 through September 30 of any year. However, because the County of San Luis Obispo Groundwater Level Monitoring Program measures water levels in October, the October 2022 measurements, for instance, are utilized to reflect conditions at the end of WY 2022.

The original MOA included provision for automatic termination upon approval of the GSP by DWR. Resolutions adopted by each GSA during the GSP approval process included an amendment to the MOA that removed automatic termination language because the GSAs will continue cooperating on the GSP and its implementation until such time as the long-term governance structure for implementation of the GSP is developed.

Each of the GSAs appointed a representative Member and Alternate to the PBCC to coordinate activities among the GSAs during the development of the GSP and the development and submittal of this Water Year 2022 Annual Report. The GSAs also agreed to designate the County of San Luis Obispo Director of Public Works as the Plan Manager with the authority to submit the GSP and annual reports and serve as the point of contact with DWR. However, on November 2, 2021, the County of San Luis Obispo filled a newly created position of Groundwater Sustainability Director, which reports directly to the County Administrative Officer, and operates independently of the Public Works Department. The new Groundwater Sustainability Director position has supplanted the Director of Public Works as the designated GSP Plan Manager.

1.2 Organization of This Report

The required contents of an annual report are provided in the GSP Regulations (§ 356.2), included as Appendix A. Organization of the report is meant to follow the regulations where possible to assist in the review of the document. The sections are briefly described as follows:

Section 1. Introduction – Paso Robles Subbasin Water Year 2022 Annual Report: A brief background of the formation and activities of the Paso Robles Subbasin GSAs and development and submittal of the GSP.

Section 2. Paso Robles Subbasin Setting and Monitoring Networks: A summary of the Subbasin setting, Subbasin monitoring networks, and the ways in which data are used for groundwater management.

Section 3. Groundwater Elevations (§356.2[b][1]): A description of recent monitoring data with groundwater elevation contours for spring and fall monitoring events and representative hydrographs.

Section 4. Groundwater Extractions (§356.2[b][2]): A compilation of metered and estimated groundwater extractions by land use sector and location of extractions.

Section 5. Surface Water Use (§356.2[b][3]): A summary of reported surface water use.

Section 6. Total Water Use (§356.2[b][4]): A presentation of total water use by source and sector.

Section 7. Change in Groundwater in Storage (§356.2[b][5]): A description of the methodology and presentation of changes in groundwater in storage based on fall to fall groundwater elevation differences.

Section 8. Progress towards Basin Sustainability (§356.2[c]): A summary of management actions taken throughout the Subbasin by the GSAs and individual entities towards sustainability of the Subbasin.

SECTION 2: Paso Robles Subbasin Setting and Monitoring Networks

2.1 Introduction

This section provides a brief description of the basin setting and the groundwater management monitoring programs described in the GSP, as well as any notable events affecting monitoring activities or the quality of monitoring results in the reported WY 2022. Much of the background information reported on in this Water Year 2022 Annual Report was taken from the GSP prepared by Montgomery & Associates, Inc. (M&A, 2020).

2.2 Subbasin Setting

The Subbasin is a structural trough trending to the northwest filled with terrestrially derived sediments sourced from the surrounding mountains. The Subbasin is surrounded by relatively impermeable geologic formations, sediments with poor water quality, and structural faults. Land surface elevation ranges from approximately 2,000 feet AMSL in the southeast extent of the Subbasin to about 600 feet AMSL in the northwest extent, where the Salinas River exits the Subbasin. Agriculture is the dominant land use. The Subbasin includes the incorporated City of Paso Robles and unincorporated communities of San Miguel, Creston, and Shandon.

The Subbasin is the southernmost portion of the Salinas Valley Groundwater Basin. As originally defined by DWR (2003), the Subbasin was in both San Luis Obispo and Monterey counties. The 2019 DWR basin boundary modification process resulted in a revision of the northern boundary of the Paso Robles Subbasin to be coincident with the San Luis Obispo/Monterey county line, thereby placing the Subbasin entirely within San Luis Obispo County.

The top of the Subbasin is defined by land surface. The bottom of the Subbasin is defined by the base of the Paso Robles Formation. Sediments below the base of the Paso Robles Formation are typically much less permeable than the overlying sediments. Although the bedrock sediments often produce usable quantities of groundwater, the water is generally of poor quality, so they are not considered part of the Subbasin. As described in the GSP, the lateral boundaries of the Subbasin include the following:

- The western boundary is defined by the contact between the sediments in the Subbasin and the sediments of the Santa Lucia Range. A portion of the western boundary is defined by the Rinconada fault system which separates the Paso Robles Subbasin from the Atascadero Subbasin.
- The eastern boundary of the Subbasin is defined by the contact between the sediments in the Subbasin and the sediments of the Temblor Range. The San Andreas Fault generally forms the eastern Subbasin boundary.
- The southern boundary of the Subbasin is defined by the contact between the sediments in the Subbasin and the sediments of the La Panza Range. To the southeast, a watershed and groundwater divide separates the Subbasin from the adjacent Carrizo Plain Basin; sedimentary layers are likely continuous across this divide.
- The northern boundary of the Subbasin is defined by the San Luis Obispo/Monterey county line.

Two principal aquifers exist in the Subbasin, including the Alluvial Aquifer and the Paso Robles Formation Aquifer. The Alluvial Aquifer is the youngest aquifer. It is unconfined and consists of predominantly coarse-grained sediments (sand and gravel) deposited along the Salinas River, Estrella River, Huer Huero Creek, and San Juan Creek. The Alluvial Aquifer varies in thickness but may be up to 100 feet thick along the channels. Much of the Alluvial Aquifer is characterized by relatively high transmissivity that may exceed

100,000 gallons per day per foot (gpd/ft). Wells screened in the Alluvial Aquifer can be very productive and may yield over 1,000 gallons per minute (gpm).

The Paso Robles Formation Aquifer underlies the Alluvial Aquifer and outcrops in the Subbasin everywhere outside of the Holocene stream channels. The Paso Robles Formation represents the largest volume of sediments in the Subbasin, with a total thickness up to 3,000 feet in the northern Estrella area and up to 2,000 feet in the Shandon area. The Paso Robles Formation has a thickness of 700 to 1,200 feet throughout most of the Subbasin. It is generally characterized by interbedded, discontinuous lenses of sand and gravel that comprise the most productive strata within the aquifer, separated vertically by comparatively thick zones of fine-grained sediments (silts and clays). Well depths generally range from approximately 200 to 1,000 feet or more. As described in the GSP, reported aquifer transmissivity estimates in the Paso Robles Formation range from approximately 1,000 to 9,000 gpd/ft, and well yields range from approximately 150 to 850 gpm.

The primary components of recharge to the Subbasin aquifers are percolation of precipitation and infiltration of surface water from rivers and streams. Natural discharge from the Subbasin aquifers occurs through springs and seeps, evapotranspiration, and discharge to surface water bodies. The most significant component of discharge is pumping of groundwater from wells. The regional direction of groundwater flow is from the southeast to the northwest. As there is no hydrogeologic barrier to flow along the northern boundary of the Subbasin, groundwater exits the Subbasin along that boundary to the adjacent Salinas Valley Basin to the north.

2.3 Precipitation and Climatic Periods

Annual precipitation recorded at the Paso Robles weather station (National Oceanic and Atmospheric Administration [NOAA] station 46730) is presented by water year in Figure 2. The total annual precipitation recorded at the Paso Robles weather station for WY 2022 is 11.95 inches. The long-term average annual precipitation for the period 1925 through 2022 is 14.5 inches per water year, as recorded at the Paso Robles weather station. Climatic periods in the Subbasin have been determined based on analysis of data from the Paso Robles weather station using the Standardized Precipitation Index (SPI), which quantifies deviations from normal precipitation patterns. The WY 2022 SPI analysis uses a 24-month period instead of the 60-month period used in the GSP.⁵ Climatic periods are categorized according to the following designations: wet, dry, and average/alternating wet and dry (see Figure 2). It is generally recognized that the eastern portion of the Subbasin receives less annual rainfall than the rest of the Subbasin. Recently, the University of California Cooperative Extension (UCCE) installed a series of sophisticated weather stations across San Luis Obispo County and nine of these are now located in the Subbasin. Two new California Irrigation Management Information System (CIMIS) stations were installed in the Subbasin during WY 2022. These new CIMIS stations include Paso Robles #265 located near the intersection of Wellsona and Airport Road at an elevation of 764 feet and Shandon #266 located near the intersection of Starkey Road and HWY 41 at an elevation of 1,105 feet. CIMIS stations #265 and #266 began collecting data on March 1 and August 1, 2022, respectively. Station locations and rainfall totals for WY 2022 are presented in Figure 3, along with the spatial distribution of long-term average annual precipitation in the Paso Robles Subbasin.⁶ Historical precipitation records for the Paso Robles weather station and monthly UCCE station records for WY 2022 are provided in Appendix B.

⁵ The 24-month period SPI analysis is considered an improvement over the 60-month period analysis due to its enhanced sensitivity to short-term climatic variations. The 24-month period SPI analysis provides insight into the relationship between water year type and groundwater elevation response (WMO, 2012).

⁶ Average distribution of annual precipitation based on 30-year normal PRISM data calibrated to the Paso Robles Station (NOAA 46730).

2.4 Monitoring Networks

This section provides a brief description of the monitoring programs currently in place and any notable events affecting monitoring activities or the quality of monitoring results. Monitoring networks are developed for each of the five sustainability indicators relevant to the Paso Robles Subbasin:

- Chronic lowering of groundwater levels
- Reduction of groundwater in storage
- Degraded water quality
- Land subsidence
- Depletion of interconnected surface water

Monitoring for the first two sustainability indicators (chronic lowering of water levels and reduction of groundwater in storage) is implemented using the representative monitoring sites (RMS), discussed in Section 2.4.1. Monitoring for the remaining three sustainability indicators (degraded water quality, land subsidence, and depletion of interconnected surface water) is discussed in Section 2.4.2.

2.4.1 Groundwater Elevation Monitoring Network (§ 356.2[b])

The GSP provided a summary of existing groundwater monitoring efforts currently promulgated under various existing local, state, and federal programs. SGMA requires that monitoring networks be developed in the Subbasin to provide sufficient data quality, frequency, and spatial distribution to evaluate changing aquifer conditions in response to GSP implementation.

The GSP identifies an existing network of 23 RMS wells for water level monitoring. Of these 23 wells, 22 are wells that screen the Paso Robles Formation⁷, and one is an Alluvial Aquifer well. These RMS wells have been monitored biannually, in April and October, for various periods of record. The RMS groundwater monitoring network developed in the GSP is intended to support efforts to do the following:

- Monitor changes in groundwater conditions and demonstrate progress towards achieving measurable objectives and minimum thresholds documented in the GSP.
- Quantify annual changes in water use.
- Monitor impacts to the beneficial uses and users of groundwater.

The RMS wells are displayed in Figure 4, and a summary of information for each of the wells is included in Appendix C.

2.4.1.1 Monitoring Data Gaps

The GSP noted numerous data gaps in the current RMS network. It should be noted that efforts are continuing during the implementation phase of the GSP to identify existing wells that can be added to the network, or to construct new wells for the network. As a start to this effort, the GSP identified nine additional wells that may be incorporated into the RMS network once the depth and screened aquifer are established. These wells are displayed in Figure 4, and a summary of available well information is included in Appendix D.

⁷ Since initial establishment of the monitoring well network, two of the 22 Paso Robles Formation Aquifer RMS wells (27S/13E-30N01 and 26S/12E-2607) have become either inactive or inaccessible.

2.4.2 Additional Monitoring Networks

Evaluation of the water quality sustainability indicator is achieved through monitoring of an existing network of supply wells in the Subbasin. Constituents of concern (COCs) identified in the GSP that have the potential to impact suitability of water for public supply or agricultural use include salinity (as indicated by electrical conductivity), total dissolved solids (TDS), sodium, chloride, nitrate, sulfate, boron, and gross alpha.

COCs for drinking water are monitored at public water systems⁷ (PWS), including municipal and small PWSs. There are 41 PWSs in the Subbasin which serve potable water to small communities, schools, and rural businesses such as restaurants and wineries. PWSs constitute part of the monitoring network for water quality in the Subbasin. In addition, the GSP identified 28 agricultural supply wells that are monitored for COCs under the Irrigated Lands Regulatory Program (see GSP Figure 7-4 [M&A, 2020]).

Land subsidence in the Subbasin is monitored using interferometric synthetic-aperture radar (InSAR) data collected using microwave satellite imagery provided by DWR. Available data to date indicate no significant subsidence in the Subbasin that impacts infrastructure. The GSAs will annually assess subsidence using the InSAR data provided by DWR.

A monitoring network to assess the sustainability indicator of groundwater/surface water interconnection is a current data gap that will be addressed during GSP implementation. There is at present only a single Alluvial Aquifer RMS well in the Subbasin. However, the City of Paso Robles installed two new Alluvial Aquifer wells using Supplemental Environmental Project (SEP) funding during WY 2021.⁸ The GSAs should incorporate these two new Alluvial Aquifer wells into the RMS network during WY 2023. Additional Alluvial Aquifer wells will need to be established in the monitoring network before groundwater/surface water interaction can be more robustly analyzed. The revised GSP submitted to DWR in July 2022 includes an improved groundwater/surface water interaction discussion and identifies key data gaps that need to be filled before a sufficiently robust annual assessment of interconnected surface water can occur.

⁸ The City of Paso Robles GSA and the SWRCB agreed to the use of SEP funds that are available as a result of a settlement agreement between the SWRCB and the City of Paso Robles for violations of the City's National Pollutant Discharge Elimination System (NPDES) permit related to wastewater treatment releases.

SECTION 3: Groundwater Elevations (§ 356.2[b][1])

3.1 Introduction

This section provides a detailed report on groundwater elevations in the Subbasin measured during spring and fall of 2022. These maps present the most up-to-date seasonal conditions in the Basin. Most of the data presented characterizes conditions in the Paso Robles Formation Aquifer. Data for the Alluvial Aquifer are too sparse for regional analysis. Monitoring data is reviewed for quality and an appropriate time frame is chosen to provide the highest consistency in the wells used for each reporting period. Data quality is often difficult to ascertain when measurements are taken by other agencies or private well owners, and well construction information may be incomplete or unavailable. This means that a careful review of the data is required prior to uploading to DWR's Monitoring Network Module⁹ to verify whether measurements are trending consistent with trends of previous years and with the current year's hydrology and level of extractions.

3.1.1 Principal Aquifers

As discussed in Section 2, there are two principal aquifers in the Subbasin. The Paso Robles Formation Aquifer is several hundreds of feet thick, represents the greatest volume of saturated sediments in the Subbasin, and is the aquifer that is most utilized for supply. The Alluvial Aquifer is limited in extent to the active channels of the streams in the Subbasin and is generally less than 100 feet thick.

3.2 Seasonal High and Low Groundwater Elevations (Spring and Fall) (§ 356.2[b][1][A])

The assessment of groundwater elevation conditions in the Subbasin as described in the GSP is largely based on data from the San Luis Obispo County Flood Control and Water Conservation District (SLOFCWCD) groundwater monitoring program. Groundwater levels are measured by the SLOFCWCD through a network of public and private wells in the Subbasin. Data from many of the wells in the monitoring program are collected subject to confidentiality agreements between the SLOFCWCD and well owners. Consistent with the terms of such agreements, the well owner information and specific locations for these wells are not published in the GSP and that convention is continued in this Water Year 2022 Annual Report. Beginning in 2021, monitoring network expansion efforts by Shandon-San Juan GSA (SSJGSA) and Estrella-El Pomar-Creston Water District (EPCWD) have resulted in water level data being available from several additional wells, located strategically in previous data gap areas. Groundwater level data from 55 wells (vs 42 wells in WY 2021) were used to create the spring 2022 groundwater elevation contour map and data from 59 wells (vs 44 wells in WY 2021) were used for the fall 2022 contour map. The well locations and data points are not shown on the maps to preserve confidentiality of the data between the well owner and the SLOFCWCD. Of these wells, owners of 23 of the wells have agreed to allow public use of the well data and are therefore used as RMS wells for the purpose of monitoring sustainability indicators. As implementation of the GSP progresses, it is anticipated that additional wells will be added to the data set and that many of the wells with current confidentiality agreements will be modified to allow for public use of the data.

⁹ The Paso Robles Subbasin is no longer in the CASGEM program since implementation of the GSP. The GSAs are now responsible for monitoring and reporting of groundwater elevation data.

In accordance with the SGMA regulations, the following information is presented based on available data:

- Groundwater elevation contour maps for the seasonal high and seasonal low groundwater conditions for the previous water year. Groundwater elevation contour maps are presented for spring 2022 and fall 2022.
- A map depicting the change in groundwater elevation for the preceding water year. A change in groundwater elevation map is shown here for the period fall 2021 to fall 2022 (see Section 7.1).
- Hydrographs for wells with publicly available data (Appendix E).

3.2.1 Alluvial Aquifer Groundwater Elevation Contours

Groundwater elevation data for the Alluvial Aquifer are too limited to prepare representative contour maps of the seasonal high and seasonal low groundwater elevations. Figure 5 shows the current (as of 2017) groundwater elevation contours for the Alluvial Aquifer, as shown in the GSP. This map, however, was developed using 2017 data (when available) as well as the most recent data prior to 2017. A reasonable data set of Alluvial Aquifer groundwater elevations specific to 2022 is not available, so the map as presented in the GSP is the most recent map available. This same map was also presented in previous annual reports (GSI, 2020, 2021, and 2022). Work is currently underway to identify existing alluvial wells that along with the two newly constructed SEP funded wells (see Section 2.4.2) can be added to the RMS network.

Groundwater elevations range from approximately 1,400 feet AMSL in the southeastern portion of the Subbasin to approximately 600 feet AMSL near San Miguel. Groundwater flow direction in the Alluvial Aquifer generally follows the alignment of the creeks and rivers. Overall, groundwater in the Alluvial Aquifer flows from southeast to northwest across the Subbasin. On a basin-wide scale, the average horizontal hydraulic gradient in the alluvium is about 0.004 feet per foot (ft/ft) from the southeastern portion of the Subbasin to San Miguel.

3.2.2 Paso Robles Formation Aquifer Groundwater Elevation Contours

Spring and fall 2022 (high and low) groundwater elevation data for the Paso Robles Formation Aquifer in the Subbasin were contoured to assess spatial variations, yearly fluctuations, trends in groundwater conditions, groundwater flow directions, and horizontal groundwater gradients. Contour maps were prepared for the seasonal high groundwater levels, which typically occur in the spring, and the seasonal low groundwater levels, which typically occur in the fall. In general, the spring groundwater data are for April and the fall groundwater data are for October. Information identifying the owner or detailed location of private wells is not shown on the maps to preserve confidentiality.

Figures 6 and 7 show contours of groundwater elevations in the Paso Robles Formation Aquifer for spring 2022 and fall 2022, respectively. Overall, groundwater conditions in the Subbasin in the spring and fall of 2022 were similar, with groundwater elevations in the fall generally lower than in the spring, a typical seasonal trend for the Subbasin. Groundwater flow direction is generally to the northwest and west over most of the Subbasin. In general, groundwater flow in the western portion of the Subbasin tends to converge toward areas of low groundwater elevations. These areas of low groundwater elevation are in the area between the City of Paso Robles and the communities of San Miguel and Whitley Gardens. Horizontal groundwater gradients range from approximately 0.002 ft/ft in the southeast portion of the Subbasin to approximately 0.02 ft/ft in the area southeast of Paso Robles.

In general, the groundwater elevations observed in the Subbasin during WY 2022 show a decline across a majority of the Subbasin, likely due predominantly to below-average rainfall conditions in the last three years. Positive and negative changes in groundwater elevations from year to year are observed in various

parts of the Subbasin, as has been observed historically, although the negative changes predominated in WY 2022. Seasonal trends of slightly higher spring groundwater elevations compared with fall levels are observed annually.

3.3 Hydrographs (§ 356.2[b][1][B])

Groundwater elevation hydrographs are used to evaluate aquifer behavior over time. Changes in groundwater elevation at a given point in the Subbasin can result from many influencing factors, with all or some occurring at any given time. Factors can include changing climatic trends, seasonal variations in precipitation, varying Subbasin extractions, changing inflows and outflows along boundaries, availability of recharge from surface water sources, and influence from localized pumping conditions. Climatic variation can be one of the most significant factors affecting groundwater elevations over time. For this reason, the hydrographs also display periods of climatic variation categorized as wet, dry, or average/alternating wet and dry (see Figure 2).

3.3.1 Hydrographs

Groundwater elevation hydrographs and associated location maps for the 22 RMS wells that are constructed in and extract groundwater from the Paso Robles Formation Aquifer and the single Alluvial Aquifer RMS well are presented in Appendix E. These hydrographs also include information on well screen interval (if available), reference point elevation, as well as measurable objectives and minimum thresholds for each well that were developed during the preparation of the GSP. Many of the hydrographs illustrate a condition of declining water levels since the late 1990s, although some indicate relative water level stability over the same period.

As described in the GSP for the Paso Robles Formation Aquifer RMS wells¹⁰, an average of the 2017 non-pumping groundwater levels was selected as the measurable objectives and minimum thresholds are set below those levels. Going forward from 2017, the average of the spring and fall measurements in any one water year will be the benchmark against which trends will be assessed.

One of the 22 Paso Robles Formation Aquifer RMS wells has average WY 2022 groundwater elevations greater than the measurable objective for that RMS well. Although groundwater elevations in a few of the Paso Robles Formation Aquifer RMS wells are stable over the past few years, groundwater elevations in several of the RMS wells are continuing to trend downward. Two of the 22 Paso Robles Formation Aquifer RMS wells in the Subbasin groundwater monitoring network exhibit groundwater elevations below the minimum threshold established in the GSP for the first time in WY 2022, and one of the Paso Robles Formation Aquifer RMS wells exhibited groundwater elevations below the minimum threshold for the third consecutive year (27S/13E-28F01). This condition constitutes a chronic lowering of groundwater elevation undesirable result as defined in the GSP. Based on initial observation this appears to be an isolated local issue. However, according to Section 8.4.5.1 of the GSP¹¹, the GSAs must initiate an investigation to determine if local or Subbasin-wide actions are required to address this undesirable result. Work was initiated on this investigation as part of a monitoring network expansion study during 2022 (see Section 8.3.5) and will continue into 2023.

¹⁰ A measurable objective and minimum threshold were not set for the single Alluvial Aquifer monitoring network well due to lack of available historical groundwater elevation data at the time of GSP submittal (M&A, 2020).

¹¹ Section 8.4.5.1 of the GSP – Criteria for Defining Undesirable Results includes the text: “A single monitoring well in exceedance for two consecutive years also represents an undesirable result for the area of the Basin represented by the monitoring well. Geographically isolated exceedances will require investigation to determine if local or Basin wide actions are required in response.”

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SECTION 4: Groundwater Extractions (§ 356.2[b][2])

4.1 Introduction

This section presents the metered and estimated groundwater extractions from the Subbasin for WY 2022. The types of groundwater extraction described in this section include municipal (Table 1), agricultural (Table 3), rural domestic (Table 4), and small PWSs¹² (Table 5). Each following subsection includes a description of the method of measurement and a qualitative level of accuracy for each estimate. The level of accuracy is rated on a qualitative scale of low, medium, and high. The annual groundwater extraction volumes for all water use sectors are shown in Table 6.

4.2 Municipal Metered Well Production Data

The municipal groundwater extractions documented in this report are metered data. Metered groundwater pumping extraction data are from the City of Paso Robles, San Miguel CSD, and the County of San Luis Obispo for Community Service Area (CSA) 16, providing service to the community of Shandon. The data shown in Table 1 reflect metered data reported by the respective agencies. The accuracy level rating of these metered data is high.

Table 1. Municipal PWS Groundwater Extractions

Water Year	Metered Groundwater Extractions			Total (AF)
	City of Paso Robles ¹ (AF)	San Miguel CSD (AF)	CSA 16 (AF)	
2017	1,261	295	70	1,626
2018	1,302	325	50	1,677
2019	1,392	289	48	1,729
2020	1,121	297	91	1,509
2021	1,157	300	96	1,553
2022	1,617	279	86	1,982

Notes:

¹ – The City of Paso Robles produces water from wells located in both the Paso Robles Subbasin and the Atascadero Subbasin. Only the portion produced from within the Paso Robles Subbasin is included here. These volumes include any water produced as Salinas River underflow within the Paso Robles Subbasin.

AF = acre-feet

CSA = Community Service Area

CSD = Community Services District

4.3 Estimate of Agricultural Extraction

Agricultural water use constituted 92 percent of the total anthropogenic groundwater use in the Subbasin in WY 2022. Groundwater extraction for agricultural irrigation was estimated in two ways for WY 2022:

- 1) using the standard **soil-water balance model** that was developed for the Paso Robles Groundwater Basin Model Update (GSSI, 2014), and
- 2) using a **satellite-based method** that measures actual evapotranspiration (ET) at the field level.

¹² Small PWSs in the Subbasin generally serve water produced from their own private wells.

Both methods of estimation utilize a WY 2022-specific land use dataset purchased from Land IQ. The Land IQ dataset is a significant upgrade from the previously used datasets available from San Luis Obispo County, primarily because the Land IQ dataset encompasses actual planted acreage rather than parcel acreage and because crop types and acreages are verified on the ground. Although not a significant factor in the Subbasin, the Land IQ dataset documents multi-cropping that occurs throughout the growing season.

The two agricultural water demand estimation methodologies are described below, followed by a discussion of the results from each.

Soil-Water Balance Model

To estimate agricultural water demand, land use data along with climate and soil data were analyzed and processed using the soil-water balance model that was developed for the Paso Robles Groundwater Basin Model Update (GSSI, 2014). WY 2022 specific land use data from Land IQ was used to appropriate crop categories, distribution, and acreages. Land use types were grouped within seven crop categories, including alfalfa, citrus, deciduous, nursery, pasture, vegetable, and vineyard, each with a respective set of crop water demand coefficients from the San Luis Obispo County Master Water Report¹³ (Carollo et al., 2012). Climate data inputs include precipitation from the Paso Robles Station (NOAA station 46730) and reference evapotranspiration (ET_o) data from the Atascadero California Irrigation Management Information System (CIMIS)¹⁴ station and several private stations in the Subbasin operated by Western Weather Group. Soil water holding capacity data from National Resources Conservation Service soil surveys of San Luis Obispo County were used. The soil-water balance model includes consideration for regulated deficit irrigation, cover crop, and frost protection water demands for vineyards as well as irrigation system efficiencies (GSSI, 2014). The results of this method are summarized in Table 3.

Satellite-Based Method

To estimate agricultural groundwater extraction, WY 2022 specific land use data from Land IQ was used in conjunction with the OpenET ensemble model.¹⁵ OpenET provides satellite-based estimates of the total amount of water that is transferred from the land surface to the atmosphere through the process of evapotranspiration (ET). The OpenET ensemble model uses Landsat satellite data to produce ET data at a spatial resolution of 30 meters by 30 meters (0.22 acres per pixel). Additional inputs include gridded weather variables such as solar radiation, air temperature, humidity, wind speed, and precipitation (OpenET, 2023). OpenET provides estimates of ET for the entire land surface, or in other words, “wall to wall”. To produce an estimate of ET specific to the irrigated crop acreage in the Subbasin the OpenET ensemble model results are screened by the Land IQ land use data set, thereby removing the estimated ET volumes associated with bare ground, non-irrigated crops or native vegetation. A total of 20 irrigated crop types were identified in the WY 2022 Land IQ spatial dataset. These 20 crop types have been grouped into five basic crop groups: orchard, pasture, alfalfa, vegetable, and vineyard which are shown on Figure 8. A summary of acreage by crop type is presented in Table 2. Irrigated agricultural crop types were identified by inspection of monthly ET for each mapped crop type versus monthly ET for fallow ground. Essentially, crop types were

¹³ Vineyard crop coefficients were modified based on discussions with Mark Battany, University of California Extension (GSSI, 2014).

¹⁴ California Irrigation Management Information System: <https://cimis.water.ca.gov>.

¹⁵ OpenET uses reference ET data calculated using the American Society of Civil Engineers (ASCE) Standardized Penman-Monteith equation for a grass reference surface, and usually notated as ‘ET_o’. For California, OpenET uses Spatial CIMIS meteorological datasets generated by the California DWR to compute ASCE grass reference ET. OpenET provides ET data from multiple satellite-driven models, and also calculates a single “ensemble value” from those models. The models currently included are ALEXI/DisALEXI, eeMETRIC, geeSEBAL, PT-JPL, SIMS, and SSEBop. More information about these models can be found at: <https://openetdata.org/methodologies/>. All of the models included in the OpenET ensemble have been used by government agencies with responsibility for water use reporting and management in the western U.S., and some models are widely used internationally (OpenET, 2023).

considered irrigated if monthly ET remained high throughout the latter part of the growing season as opposed to the diminishing monthly ET following the rainy season on fallow ground. ET associated with precipitation events were removed from the analysis by subtracting the volume of rain received (irrigated acreage times decimal feet of spatially variable precipitation received based on gridMET¹⁶) on a monthly time-step. Applied irrigation volumes are estimated by scaling up the estimated irrigated crop ET volumes using assumed crop specific irrigation efficiency factors.¹⁷ The resulting volumes are summed by water year, which then represent estimated annual agricultural groundwater extraction. Deficit irrigation is captured in the satellite-based method through the measurement of actual ET. Groundwater extractions for frost protection are captured to the extent that the produced water results in increased ET. It is assumed that the remainder of the water produced for frost protection remains within the Subbasin and percolates back to groundwater. The results of this method are summarized in Table 3.

Results and Discussion

As shown in Table 3, the estimates of groundwater extraction for agricultural irrigation in WY 2022 from the soil-water balance model and the satellite-based method are 78,700 acre-feet (AF) and 80,200 AF, respectively. The similarity in results between the methods demonstrates the utility of the satellite-based method. The satellite-based method is considered more accurate as it directly measures actual ET as it varies spatially and temporally throughout the Subbasin and throughout the year, thereby capturing nuances in crop irrigation practices, such as deficit irrigation. The soil-water balance method uses a more rigid approach to capturing ET variability in the basin that does not fully capture the actual climatic variability or nuanced crop irrigation practices that may occur each year. Based on the similarity in results and the stated benefits of the satellite-based method, the intention going forward is to retire the soil-water balance model method and use the satellite-based method exclusively for estimating groundwater extractions for irrigated agriculture.

The soil-water balance model was utilized to estimate agricultural water demands through WY 2016 during completion of the GSP (M&A, 2020) and for WYs 2017, 2018, and 2019 in the First Annual Report (GSI, 2020), WY 2020 in the Water Year 2020 Annual Report (GSI, 2021), and for WY 2021 in the Water Year 2021 Annual Report (GSI, 2022). Agricultural water demand for this Water Year 2022 Annual Report was estimated for WY 2022 using both the soil-water balance model and the satellite-based method. The resulting estimated groundwater extractions for agricultural demands are summarized in Table 3. Results from the satellite-based method are carried forward into the total water use calculations (see Section 6). The accuracy level rating of this satellite-based method estimated volume is medium-high.

¹⁶ gridMET is a public domain dataset of daily high-spatial resolution (~4-km, 1/24th degree) surface meteorological data covering the contiguous United States from 1979-yesterday (<https://www.climatologylab.org/gridmet.html>). The methodology behind gridMET is described in Abatzoglou (2013).

¹⁷ Irrigation efficiencies were assigned based on FAO (1989) and Martin (2011). Vineyard, the dominant crop in the Subbasin was assigned an irrigation efficiency of 90 percent.

Table 2. Irrigated Acreage by Basic Crop Group

Basic Crop Group	WY 2022 Irrigated Acreage
Orchard	1,410
Pasture	1,000
Alfalfa	1,387
Vegetable	1,123
Vineyard	32,683
Total	37,604

Table 3. Estimated Agricultural Irrigation Groundwater Extractions

Water Year	Agricultural Demand (AF)	
	Soil-Water Balance Model	Satellite-Based Method
2017	64,100	--
2018	75,500	--
2019	55,800	--
2020	59,200	--
2021	75,500	--
2022	78,700	80,200

Notes

AF = acre-feet

Strikethrough text indicates value not used in the Total Water Use calculations (see Section 6)

4.4 Rural Domestic and Small Public Water System Extraction

Rural domestic and small PWS groundwater extractions in the Subbasin were estimated using the methods described here.

4.4.1 Rural Domestic Demand

As documented in the Paso Robles Groundwater Basin Model Update (GSSI, 2014), the rural domestic water demand was originally estimated as the product of County estimates of rural domestic units (DUs) and a water demand factor of 1.7 acre-feet per year (AFY) per DU, which included small PWS water demand (Fugro, 2002). This factor was subsequently modified to 1.0 AFY/DU in the San Luis Obispo County Master Water Report, not including small PWS demand (Carollo et al., 2012). Based on further investigation completed for the 2014 groundwater model update, the rural domestic water use factor was refined to 0.75 AFY/DU (GSSI, 2014). To simulate rural water demand over time in the groundwater model, an annual growth rate of 2.25 percent for the rural population was assumed, based on recommendation from the San Luis Obispo County Planning Department (GSSI, 2014). The groundwater model update completed for the GSP (M&A, 2020) used a linear regression projection based on the 2014 model update to estimate rural domestic demand through WY 2016. The projected future water budget presented in the GSP (M&A, 2020) assumes water neutral growth in rural domestic water demand from WY 2016 going forward. Therefore, the rural domestic demand has been held constant at the estimated WY 2016 volume for this Water Year 2022 Annual Report.

The resulting groundwater extractions for rural domestic demands are summarized in Table 4. The accuracy level rating of these estimated volumes is low-medium.

Table 4. Estimated Rural Domestic Groundwater Extractions

Water Year	Rural Domestic (AF)
2017	3,530
2018	3,530
2019	3,530
2020	3,530
2021	3,530
2022	3,530

Note

AF = acre-feet

4.4.2 Small Public Water System Extractions

The category of small PWSs includes a wide variety of establishments and facilities including small mutual water companies, golf courses, wineries, rural schools, and rural businesses. Various studies over the years used a mix of pumping data and estimates for type-specific water demand rates to estimate small PWS groundwater demand (Fugro, 2002; Todd Engineers, 2009). The 2012 San Luis Obispo County Master Water Report used the County of San Luis Obispo geographic information services mapping to define the distribution and number of commercial systems at the time and applied a single annual factor of 1.5 AFY per system (Carollo et al., 2012).

For the 2014 model update, actual pumping data were used as available to provide a monthly record over the study period (GSSI, 2014). Groundwater demand for four major golf courses (at the time) in the Subbasin (The Links, Hunter Ranch, Paso Robles, and River Oaks) was estimated using the following factors: ETo data measured in Paso Robles, the crop coefficient for turf grass, monthly rainfall data, and golf course acreage (GSSI, 2014). Water use for wineries was estimated by identifying each winery and its permitted capacity and applying a water use rate of 5 gallons of water per gallon of wine produced. Minor landscaping, wine tasting/restaurant functions, and return flows were also accounted for (GSSI, 2014). Water use for several small commercial/institutional water systems was estimated using water duty factors specific to the water system type (i.e., camp, school, restaurant, and other uses) (GSSI, 2014).

The groundwater model update completed for the GSP (M&A, 2020) used a linear regression projection for the 2014 model update to estimate small PWS demand through WY 2016. The projected future water budget presented in the GSP (M&A, 2020) assumes water neutral growth in small PWS water demand from WY 2016 going forward. Therefore, the small PWS demand has been held constant at the estimated WY 2016 volume for this Water Year 2022 Annual Report. The resulting groundwater extractions for small PWS demands are summarized in Table 5. The accuracy level rating of these estimated volumes is low-medium.

Table 5. Estimated Small Public Water System Groundwater Extractions

Water Year	Small PWS (AF)
2017	1,530
2018	1,530
2019	1,530
2020	1,530
2021	1,530
2022	1,530

Note

AF = acre-feet

4.5 Total Groundwater Extraction Summary

Total groundwater extractions in the Subbasin for WY 2022 are estimated to be 82,700 AF. Table 6 summarizes the total groundwater use by sector and indicates the method of measure and associated level of accuracy. Approximate points of extraction were spatially distributed and colored according to a grid system to represent the relative pumping across the basin in terms of AF per acre (see Figure 8).

Table 6. Total Groundwater Extractions

Water Year	Groundwater Extractions by Water Use Sector			Total (AF)
	Municipal PWS ¹ (AF)	Small PWS and Rural Domestic (AF)	Agriculture (AF)	
2017	1,626	5,060	64,100	70,800
2018	1,677	5,060	75,500	82,200
2019	1,729	5,060	55,800	62,600
2020	1,509	5,060	59,200	65,800
2021	1,553	5,060	75,500	82,100
2022	1,982	5,060	80,200	87,200
Method of Measure:	Metered	2016 Groundwater Model	Soil-Water Balance Model, OpenET (2022 only)	–
Level of Accuracy:	high	low-medium	medium	–

Notes

AF = acre-feet

PWS = public water systems

SECTION 5: Surface Water Use (§ 356.2[b][3])

5.1 Introduction

This section addresses the reporting requirement of providing surface water supplies used, or available for use, and describes the annual volume and sources for WY 2022. This section also reports quantities of Salinas River underflow, regulated as surface water by the State Water Resources Control Board (SWRCB), produced and imported into the Subbasin by the City of Paso Robles from the adjacent Atascadero Subbasin. The method of measurement and level of accuracy is rated on a qualitative scale. The Subbasin currently benefits from surface water entitlements from the Nacimiento Water Project (NWP) and the State Water Project (SWP) to supplement municipal groundwater demands in the City of Paso Robles and the community of Shandon, respectively. Locations of communities dependent on groundwater and with access to surface water are shown on Figure 9.

5.2 Surface Water Available for Use

Table 7 provides a breakdown of surface water available for municipal use in the Subbasin. There is currently no surface water available for agricultural or recharge project use within the Subbasin.

Table 7. Surface Water Available for Use

Water Year	Nacimiento Water Project ¹ (AF)	State Water Project ² (AF)	Total Available Surface Water (AF)
2017	6,488	100	6,588
2018	6,488	100	6,588
2019	6,488	100	6,588
2020	6,488	100	6,588
2021	6,488	100	6,588
2022	6,488	100	6,588

Notes

¹ Contract annual entitlement to the City of Paso Robles

² Contract annual entitlement to CSA 16

AF = acre-feet

CSA = Community

Service Area

5.3 Imported Salinas River Underflow

Salinas River underflow, which is regulated as surface water by the SWRCB, is produced by the City of Paso Robles from the adjacent Atascadero Subbasin and imported into the Subbasin. These imported underflow volumes are integrated into the City of Paso Robles water distribution system and served to municipal customers located predominantly within the Subbasin.¹⁸ The annual volumes of imported Salinas River underflow production are presented in Table 8. The accuracy level rating of these metered data is high.

Table 8. Imported Salinas River Underflow

Water Year	Imported Salinas River Underflow ¹ (AF)
2017	2,609
2018	3,352
2019	3,075
2020	3,852
2021	3,612
2022	3,349

Notes

¹ The City of Paso Robles produces Salinas River underflow, regulated as surface water by the State Water Resources Control Board, from wells located in both the Paso Robles Subbasin and the Atascadero Subbasin. Only the portion produced from within the Atascadero Subbasin is included here.

AF = acre-feet

¹⁸ A minor portion of the City of Paso Robles municipal water supply is used by customers located outside of the Subbasin.

5.4 Total Surface Water Use

A summary of total actual surface water use by source is provided in Table 9. The accuracy level rating of these metered data is high.

Environmental uses of surface water are also recognized but not estimated due to insufficient data to make an estimate of surface water use. It is expected that environmental uses will be quantified in future annual reports as more data become available.

Table 9. Surface Water Use

Water Year	Nacimiento Water Project (AF)	Imported Salinas River Underflow ¹ (AF)	State Water Project (AF)	Total Surface Water Use (AF)
2017	1,650	2,609	42	4,301
2018	1,423	3,352	55	4,829
2019	1,142	3,075	43	4,259
2020	737	3,852	0	4,589
2021	1,250	3,612	0	4,861
2022	901	3,349	0	4,250

Notes

¹ The City of Paso Robles produces Salinas River underflow, regulated as surface water by the State Water Resources Control Board, from its Thunderbird Wells located in the adjacent Atascadero Subbasin

AF = acre-feet

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SECTION 6: Total Water Use (§ 356.2[b][4])

This section summarizes the total annual groundwater and imported surface water used to meet municipal, agricultural, and rural demands within the Subbasin. For WY 2022, the quantification of total water use was completed from reported metered municipal water production and metered surface water delivery, and from models used to estimate agricultural and rural water demand. Table 10 summarizes the total water use in the Subbasin by source and water use sector for WY 2022. The method of measurement and a qualitative level of accuracy for each estimate is rated on a qualitative scale of low, medium, and high.

Table 10. Total Water Use by Source and Water Use Sector, Water Year 2022

Water Year	Municipal PWS ¹ (AF)		Small PWS and Rural Domestic (AF)	Agriculture (AF)	Total (AF)
	Groundwater	Surface Water ¹	Groundwater	Groundwater	—
2017	1,626	4,301	5,060	64,100	75,100
2018	1,677	4,829	5,060	75,500	87,100
2019	1,729	4,259	5,060	55,800	66,800
2020	1,509	4,589	5,060	59,200	70,400
2021	1,553	4,861	5,060	75,500	87,000
2022	1,982	4,250	5,060	80,200	91,500
Method of Measure:	Metered	Metered	2016 Groundwater Model	Soil-Water Balance Model, OpenET (2022 only)	—
Level of Accuracy:	high	high	low-medium	medium	—

Notes

¹ Includes imported Salinas River underflow, which is regulated as surface water by the State Water Resources Control Board

AF = acre-feet

PWS = public water systems

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SECTION 7: Change in Groundwater in Storage (§ 356.2[b][5])

7.1 Annual Changes in Groundwater Elevation (§ 356.2[b][5][A])

Annual changes in groundwater elevation in the Paso Robles Formation Aquifer for WY 2022 are derived from a comparison of fall groundwater elevation contour maps from one year to the next. For this analysis, fall 2021 groundwater elevations were subtracted from the fall 2022 groundwater elevations resulting in a map depicting the changes in groundwater elevations in the Paso Robles Formation Aquifer that occurred during WY 2022 (see Figure 10). Beginning in 2021, monitoring network expansion efforts by SSJGSA and EPCWD have resulted in water level data being available from several additional wells, located strategically in previous data gap areas. Because of the monitoring network expansion efforts begun in 2021 the WY 2022 groundwater elevation change map is more highly constrained than similar maps produced in previous years. The WY 2022 map is based on data from 58 wells (vs only 40 wells in WY 2021). As stated in Section 3, groundwater elevation data for the Alluvial Aquifer are too limited to prepare annual groundwater elevation contour maps. Therefore, the change in groundwater in storage analysis is limited to the Paso Robles Formation Aquifer for this Water Year 2022 Annual Report.

The groundwater elevation change map for WY 2022 (see Figure 10) shows that compared to the previous fall, water levels were generally lower over a majority of the basin, particularly on the vegetable ground west of Shandon. The groundwater elevation change map represents the difference in groundwater elevations between two snapshots in time, made approximately one year apart. Considering that groundwater elevations may fluctuate dynamically throughout each year in response to changing climatic conditions and groundwater pumping patterns, the specific patterns of ‘higher’ versus ‘lower’ water level areas shown on Figure 10 may not necessarily be representative of conditions occurring throughout the entire water year.

7.2 Annual and Cumulative Change in Groundwater in Storage Calculation (§ 356.2[b][5][B])

The groundwater elevation change map presented above represents a volume change within the Paso Robles Formation Aquifer for WY 2022. The volume change inferred from the groundwater elevation change map (see Figure 10) represents a total volume, including the volume displaced by the aquifer material and the volume of groundwater stored within the void space of the aquifer. The portion of void space in the aquifer that can be utilized for groundwater storage is represented by the aquifer storage coefficient (S), a unitless factor, which is multiplied by the total volume change to derive the change in groundwater in storage. Based on work completed for the GSP, S is estimated to be 7 percent.¹⁹ The annual change of groundwater in storage calculated for WY 2022 is presented in Table 11 and the annual and cumulative change in groundwater in storage since 1981 are presented on Figure 11.

¹⁹ Appendix F includes derivation of the storage coefficient from the GSP groundwater model files and a sensitivity analysis.

Table 11. Annual Change in Groundwater in Storage - Paso Robles Formation Aquifer

Water Year	Annual Change (AF)
2017	60,100
2018	6,400
2019	59,700
2020	-80,800
2021	-41,500
2022	-117,100

Note

AF = acre-feet

The 117,100 AF decrease of groundwater in storage in WY 2022 shown in Table 11 is coincident with below average precipitation in 2022 (11.95 inches) and the sustained drought conditions prevailing since the last above average precipitation water year in 2019. Historical comparison of annually tabulated precipitation, total groundwater extractions, and annual change in groundwater in storage reveals a close correlation between annual total precipitation and change in groundwater in storage (see Figure 12). Specifically, years with well above average precipitation (i.e., 1983, 1993, 1995, 1998, 2005, and 2017) are all associated with years of large increases in groundwater in storage. Conversely, nearly all²⁰ below average precipitation years are associated with years of decline in groundwater in storage. The influence of total annual groundwater extractions on annual change in groundwater in storage is also apparent, although to a lesser degree. The influence of groundwater extractions on annual changes in groundwater in storage is most apparent during the drought of the mid-1980s through the early 1990s, when below average precipitation prevailed, but a trend of decreasing groundwater extractions resulted in a slight upward trend in annual changes of groundwater in storage.

Annual Change in Groundwater in Storage was calculated using the groundwater model for WYs 1981 through 2016 and by groundwater elevation change maps for WYs 2017 through present. The groundwater elevation method has been calibrated to groundwater model results (see Appendix F), however, some noteworthy differences between the methods remain. While the estimated value of S, used in the groundwater elevation change method, is based on sound science and using the best readily available information, it is necessary to acknowledge that the true value of S in the Paso Robles Formation Aquifer is spatially variable (as indicated in the GSP groundwater model) and ranges in value both above and below the estimated value of 7 percent. This, coupled with the necessity to rely on interpolated groundwater elevations through data gap areas in the groundwater level monitoring network (see Section 2.4.1), contributes to a moderate amount of method uncertainty. In addition, the groundwater elevation change method is susceptible to potential over or under-estimation due to the method's inability to account for groundwater in transit.²¹ Regardless, the groundwater elevation change method is considered the best available tool for estimating annual change in groundwater in storage until the GSP groundwater model can be updated. Additionally, inclusion of newly available water level data from monitoring network expansion efforts begun in 2021 has significantly improved the accuracy of the groundwater elevation change method for WY 2022.

²⁰ The exception to this is WY 2018, which was a below average precipitation year associated with a minor increase in groundwater in storage. It should be noted that this change in groundwater in storage was calculated independently from the groundwater model using the groundwater elevation change map method described above.

²¹ Groundwater in transit refers to recharged groundwater that is in the process of percolating downward through the unsaturated zone and is not yet contributing to a measurable change in groundwater elevation. The amount of groundwater in transit is assumed to be highly spatially and temporally variable in the Subbasin.

SECTION 8: Progress towards Basin Sustainability (§ 356.2[c])

8.1 Introduction

This section describes several projects and management actions that are in process, have been initiated, or have been recently implemented in the Subbasin as a means to improve groundwater conditions, avoid potential undesirable results, attain subbasin sustainability, and improve understanding of the Subbasin groundwater dynamics as well as implications of GSP implementation. These projects and actions include capital projects and non-structural policies intended to reduce or optimize local groundwater use. Some of these projects were described in concept in the GSP; some of the actions described herein are new initiatives designed to make new water supplies available to the Subbasin that may be implemented by the GSAs to reduce pumping and partially mitigate the degree to which the management actions would be needed.

As described in the GSP, the need for projects and management actions is based on emerging Subbasin conditions, including the following:

- Groundwater levels are declining in some parts of the Subbasin, indicating that the amount of groundwater pumping is more than the natural recharge.
- The calculated water budget of the Paso Robles Formation aquifer indicates that the amount of groundwater in storage is in decline and will continue to decline if there is no net decrease in groundwater extractions.

To mitigate declines in groundwater levels in some parts of the Subbasin, achieve the Subbasin sustainability goal by 2040, and avoid undesirable results as required by SMGA regulations, new water supplies must be imported into the Subbasin [i.e., project(s)] and groundwater pumping must be reduced through management action(s).

In addition to project and management actions that address chronic declines in groundwater levels and depletion of groundwater in storage, this section also provides a brief discussion of land subsidence, potential depletion of interconnected surface waters, and groundwater quality trends that occurred during WY 2022.

The projects and management actions described in this section are all intended to help achieve groundwater sustainability in the Subbasin and avoid undesirable results.

8.2 Implementation Approach

As described in the GSP, the volume of groundwater pumping in the Subbasin is more than the estimated sustainable yield and, as a result, groundwater levels are persistently declining in some parts of the Subbasin. In response, the GSAs have initiated several projects and management actions designed to address the impacts of the decline in groundwater levels and reductions of groundwater in storage. It is anticipated that additional new projects and management actions, some of which are described herein, will be implemented in the future to continue progress towards avoiding or mitigating undesirable results.

Some of the projects and management actions described in this section are Subbasin-wide initiatives and some are area-specific. Generally, the basin-wide management actions apply to all areas of the Subbasin. Area-specific projects have been designed to aid in mitigating persistent water level declines in certain parts of the Subbasin.

8.3 Basin-Wide Management Actions and Projects

8.3.1 Sustainable Groundwater Management Grant Program – Sustainable Groundwater Management Implementation Round 1

In February 2022, the County of San Luis Obispo Groundwater Sustainability Director submitted an application for DWR Sustainable Groundwater Management (SGM) Grant Program – Implementation Round 1 grant funding on behalf of the PBCC. The application was for \$10 million, of which \$7.6 million was awarded by DWR in July 2022. The grant package includes funding for the following list of GSP implementation items:

▪ Grant administration	\$250,000
▪ City of Paso Robles Recycled Water Project	\$3,500,000
▪ San Miguel Recycled Water Project	\$1,000,000
▪ Address GSP Data Gaps – High Priority	\$1,400,000
a. Expand/Improve Existing Basin Monitoring Network	
b. Supplemental Hydrogeologic Investigations	
c. Install New Monitoring Wells, Stream Gauges, Climatologic Stations	
▪ High Priority Management Actions	\$800,000
a. Well Verification and Registration Program	
b. Groundwater Extraction Measurement Program	
c. Well Interference Mitigation Program to address equitable access to groundwater by rural residential communities of concern	
d. Multi-Benefit Land Repurposing Program	
▪ Supplemental Water Supply Feasibility / Engineering Studies	\$650,000
a. Nacimiento Lake	
b. State Water Project	
c. Santa Margarita Lake	
d. Well Impact Mitigation and Alternative Water Supply Projects	

8.3.2 Paso Basin Land Use Ordinance

On August 24, 2021, the board adopted Ordinance No. 3456, amending Title 22 of the San Luis Obispo County code by amending section 22.30.204 agricultural offset requirements to extend the termination date to August 31, 2022, and to add a table grapes specific water duty factor. This action effectively extends the

existing Water Neutral New Development amendments to Title 22.²² A copy of Ordinance No. 3456 is included in Appendix G.

8.3.3 Airborne Electromagnetic Geophysical Survey

The DWR has been conducting airborne electromagnetic (AEM) surveys in California's high- and medium-priority groundwater basins, where data collection is feasible, to assist local water managers as they implement SGMA to manage groundwater for long term sustainability. The surveys are funded by voter-approved Proposition 68, Senate Bill 5, and from the State general fund.

In August 2021 DWR, together with Ramboll and SkyTEM, conducted additional AEM geophysical surveying in San Luis Obispo County, including portions of the Paso Robles Subbasin that had not been previously surveyed during the initial AEM survey of the Subbasin in November 2019 (see WY 2021 Annual Report [GSI, 2022]). Results from this 2021 survey were made publicly available in May 2022. The results have improved the understanding of the geologic framework that controls groundwater flow in the Subbasin specifically within previous data gap areas of the initial AEM survey dataset. The dataset generated from this 2021 survey has been input into the 3D geologic model, which is described in greater detail below.

8.3.4 Three-Dimensional Geologic Model of Basin using SkyTEM Survey Data

SSJWD retained the services of a consultant to conduct a basin-wide groundwater recharge desktop study utilizing all available science, including the results of the Paso Basin Aerial Groundwater Mapping Study (Ramboll, 2020). This ongoing study has resulted in the creation of a digital 3D geologic model of the Paso Robles Subbasin incorporating the SkyTEM geophysical survey results (Ramboll, 2020) developed in Leapfrog Works®. The 3D model has been used to enhance data visualization and communication with stakeholders and to help identify favorable groundwater recharge areas in the Subbasin. The initial concept of the ongoing desktop study is to focus on the physical characteristics of the basin materials, including aquifers and aquitards, and to identify areas with favorable conditions to recharge the major aquifers of the basin (primarily the Paso Robles Formation Aquifer) regardless of location within the basin or proximity to potential recharge water sources. The 2021 AEM geophysical survey (see above) were incorporated into the 3D geologic model during WY 2022. As more datasets continue to be developed, they can be incorporated into the model to produce an ever-improving understanding of the geologic framework and groundwater flow within the Subbasin. It is anticipated that this 3D geologic model will ultimately be used to select key target areas where high resolution, site specific subsurface investigations may be performed for the purpose of developing groundwater recharge project(s) that would benefit areas of the Subbasin that are experiencing the greatest groundwater elevation declines.

²² In October 2015, the County Board of Supervisors adopted the Water Neutral New Development (WNND) amendments to the County Land Use Ordinance (Title 22) and Building and Construction Ordinance (Title 19). The amendments require a 1:1 water offset for new non-agricultural development and new or expanded irrigated commercial crop production while providing a 5 AFY exemption for irrigated properties outside of an "area of severe decline" defined based on changes in groundwater elevation measurements from spring 1997 to spring 2013. The action to amend the ordinances was taken in response to declining groundwater levels to minimize further depletion of the groundwater resource. The 1:1 water offset requirement was originally intended to be a stopgap measure to avoid further depletion of the groundwater basin until SGMA implementation and included a termination clause to expire upon the effective date of a final and adopted GSP. On November 5, 2019, the County Board of Supervisors extended the termination date of the WNND ordinances to January 1, 2022 and removed "off-site" agricultural water offsets.

8.3.5 Expansion of Monitoring Well Network

As described in the GSP, SGMA regulations require a sufficient density of monitoring wells to characterize the groundwater elevation in each principal aquifer. The GSP concluded that a significant data gap existed in the number of monitoring wells in both the Alluvial Aquifer and Paso Robles Formation Aquifer within the Subbasin. The City of Paso Robles GSA project (using SEP funds) has partially addressed this data gap by drilling new monitoring wells, as described in the WY 2021 Annual Report (GSI, 2022).

The 22 wells in the Paso Robles Formation Aquifer monitoring network are insufficient to develop representative and sufficiently detailed groundwater contour maps. The lack of publicly available data for the aquifer is identified as a data gap that must be addressed in GSP implementation. This section describes ongoing and new projects and initiatives undertaken by SSJGSA, EPCWD, and the Groundwater Sustainability Director to expand the collection of water level data in the Subbasin.

8.3.5.1 SSJGSA Program to Expand the Monitoring Well Network

The SSJGSA initiated a program in WY 2020 to enlist many well owners that are members of the SSJWD to join a pilot study to measure water levels in wells throughout the District. Beginning in March 2021 water levels have been measured approximately monthly in nearly 70 wells. This initial effort is being undertaken to gain a better understanding of the time of year of the seasonal high and low water levels and to identify key representative wells in each area throughout the District. Data collection is continuing into WY 2023.

As this groundwater elevation dataset grows the data are being analyzed with the intent to reduce the number of measuring points as key wells are identified. The eventual goal of the program is to develop a network of 20 to 30 new wells to incorporate into the GSP RMS monitoring network. The water level data from this expanded monitoring network has been incorporated into the groundwater elevation and change in groundwater in storage analyses for WY 2022. These data points infilled several prior data gaps and have had the effect of substantially reducing the uncertainty in the WY 2022 analyses.

8.3.5.2 EPCWD Program to Expand the Monitoring Well Network

The EPCWD initiated a program in WY 2020 similar to the SSJGSA program. Beginning in April 2021 water levels have been measured quarterly in approximately 30 wells throughout the EPCWD membership area. Data collection is continuing into WY 2023. Like the SSJGSA program, the eventual goal of the EPCWD initiative is to develop a network of 20 to 30 new wells to incorporate into the GSP RMS monitoring network. The water level data from this expanded monitoring network has been incorporated into the groundwater elevation and change in groundwater in storage analyses for WY 2022. These data points infilled several prior data gaps and have had the effect of substantially reducing the uncertainty in the WY 2022 analyses.

8.3.5.3 Paso Robles Basin Groundwater Level Monitoring Network Expansion and Refinement and Investigation of the El Pomar Junction Area

The Groundwater Sustainability Director retained the services of a consultant to prepare a draft work plan for expansion and refinement of the Subbasin groundwater level monitoring network and to investigate the hydrogeology in the El Pomar Junction area in response to the chronic lowering of groundwater elevation undesirable result recorded in RMS well 27S/13E-28F01 (see Section 3.3.1). The purpose of the groundwater monitoring network expansion portion of the work plan is two-fold: (1) to refine the set of monitoring wells throughout the Basin that are measured manually in April and October; and (2) establish a subset of wells equipped with continuous water level monitoring devices to better understand the hydrogeology of the Basin and to capture the annual high and low groundwater elevations in each well, which are often at some date other than April and October.

The chronic lowering of groundwater elevation undesirable result identified in RMS well 27S/13E-28F01 in the WY 2021 and this year's Annual Reports requires an investigation to determine if this undesirable result is a localized or basin-wide issue. The draft work plan details a hydrogeologic investigation of the El Pomar Junction area to satisfy this requirement and to generally improve upon the hydrogeologic understanding of the area. Details from this investigation shall be incorporated into the expansion and refinement of the groundwater monitoring network.

Based on preliminary review of well completion reports (WCRs) provided by San Luis Obispo County Environmental Health Services, lithologic evidence was discovered indicating that several wells located in the El Pomar Junction area, including active irrigation wells, are completed either partially or completely within the Santa Margarita Formation, a non-Basin aquifer. Among these wells are three of the existing RMS wells (27S/12E-13N01, 27S/13E-30J01, and 27S/13E-30N01), which each appear to be completed entirely within the Santa Margarita Formation. It is anticipated that further review of El Pomar Junction area WCRs and any other discoverable hydrogeologic information shall be undertaken during WY 2023.

The ultimate goal of the draft work plan is to identify a refined set of RMS wells equipped with continuous water level monitoring devices that are ideally suited to annually evaluate the Subbasin condition in regard to the six undesirable results. The refined RMS well network shall be spatially distributed to minimize data gap areas. The draft work plan is attached as Appendix H.

8.3.6 Multi-Benefit Irrigated Land Repurposing Program

The Groundwater Sustainability Director presented the concept of a multi-benefit irrigated land repurposing (MILR) program to the PBCC in October 2022. The combined impacts to groundwater resources from the multi-year drought and lack of available and reliable supplemental surface water supplies may increase the likelihood of requiring some irrigated agriculture in the Subbasin to temporarily come out of production. Statewide, the ongoing drought conditions have created momentum for new voluntary incentivized programs for growers facing the difficult decision of taking land out of production and to support some amount of continued farming even if in a smaller irrigated footprint. Typically called repurposing, these programs can provide a strategically designed way to approach following decisions and potentially find new uses for areas taken out of production. It is anticipated that the next steps for the MILR program in WY 2023 will be to convene an ad hoc committee to develop recommendations to bring back to the PBCC for further consideration, develop a request for proposal to develop program details and assist in program implementation, and ultimately retain a consultant team to perform the work. As one of the high priority management actions funded by the SGM Grant Program – Implementation Round 1 (see Section 8.3.1) the MILR program is expected to be a critical component in achieving long-term groundwater sustainability in the Subbasin.

8.4 Area-Specific Projects

8.4.1 City of Paso Robles Recycled Water Program

In 2016, the City of Paso Robles completed a major upgrade of its Wastewater Treatment Plant to remove all harmful pollutants efficiently and effectively from the wastewater. The City's master plan is to produce tertiary-quality recycled water and distribute it to various locations within the City as well as east Paso Robles, where it may be used for irrigation of city parks, golf courses, and vineyards. This will reduce the need to pump groundwater from the Subbasin and will further improve the sustainability of the City's water supply. In 2019, the City completed an upgrade to full tertiary treatment and began producing high-quality recycled water. Design and environmental permitting of the recycled water distribution system are complete.

The City is currently awaiting low-interest financing from the State of California in order to construct the distribution system. The City has been taking opportunities to construct some segments of the system where appropriate. For example, in 2022, a segment of the recycled water pipeline was completed in conjunction with a new housing subdivision. In 2022, the City received \$3.5 million in SGM Grant Program – Implementation Round 1 grant funding, via the County of San Luis Obispo (see Section 8.3.1), for construction of a difficult 1,900 lineal foot segment of the distribution system under the Salinas River. That segment will be under construction in 2023. In 2022, the City applied for SGM Grant Program – Implementation Round 2 grant funding for an additional \$5.7 million. These grant funds will help reduce the ultimate price of the recycled water, thus help maximize its use. Also in 2022, Caltrans completed a major retrofit of their irrigation system in order to use recycled water for irrigation of the US 101 corridor. Caltrans became the City’s first official recycled water customer in January 2023. In 2022, the City also established interim recycled water user rates. The City also established a new Recycled Water Manager position as part of the formation of a new Utilities Department, which will create much more capacity for advancement and further development of the recycled water program.

The program will have the capacity to use up to 2,200 AFY of tertiary quality recycled water for in-lieu recharge inside the City of Paso Robles and in the central portion of the Subbasin (see Section 8.4.3). Water that is not used for recycled water purposes may be discharged to surface infiltration facilities, such as Huer Huero Creek, with the possibility for additional recharge benefits.

The primary benefit from the City’s Recycled Water Program is higher groundwater elevations in the central portion of the Subbasin due to in-lieu recharge from the direct use of the recycled water and potential surface recharge opportunities.

8.4.2 San Miguel Community Services District Recycled Water Project

The San Miguel CSD Recycled Water project is currently in the final design phase. This planned project will upgrade the CSD wastewater treatment plant to meet California Code of Regulations Title 22 criteria for disinfected tertiary recycled water for irrigation use by vineyards. Potential customers include a group of agricultural irrigators on the east side of the Salinas River, and a group of agricultural customers northwest of the wastewater treatment plant. The project could provide between 200 AFY and 450 AFY of additional water supplies. The primary benefit from the CSD’s Recycled Water project is higher groundwater elevations in the vicinity of the community of San Miguel due to in-lieu recharge from the direct use of the recycled water.

8.4.3 Blended Water Project

Private entities and individuals are working actively with the City of Paso Robles and numerous agricultural irrigators to develop a project that can bring recycled water to the central portion of the Subbasin. As described above, the City estimates that as much as 2,200 AFY of recycled water will be available, and the volume will likely increase in the future as the City grows. The wastewater treatment plant is designed to process and deliver up to 4,000 AFY.

The goal of the Blended Water Project is to design and construct a pipeline system to connect to the City’s Recycled Water Program and convey recycled water into the agricultural areas east of the City. Although there are many ways to utilize the Recycled Water Program water directly, certain challenges exist to make the water quality of the recycled water attractive to some agricultural users. Blending the recycled water with surplus Nacimiento Water Project water, when available, may mitigate these challenges. Additional challenges with the use of NWP water include acreage limitations on the place of use for irrigated agricultural lands within SLO County – a constraint in the existing water right held by the Monterey County Water Resources Agency.

Numerous challenges exist to develop the project, but considerable time and effort has been expended by several private entities as well as City and County staff to develop this conceptual project. Key developments in 2022 include progress on the City of Paso Robles Recycled Water Program (see Section 8.4.1) and ongoing negotiations with Monterey County regarding modification to the point of use requirements for Nacimiento Water Project water. The primary benefit from the Blended Water Project is higher groundwater elevations in the central portion of the Subbasin east of the City of Paso Robles due to reductions in groundwater pumping for irrigation and in-lieu recharge from the direct use of the blended water. Associated benefits may include improved groundwater quality from the use and recharge of high-quality irrigation water.

8.4.4 Expansion of Salinas Dam and Ownership Transfer

One of the conceptual projects discussed in the GSP (Section 9.5.2.7 of the GSP) is expansion of the Salinas Dam. The dam is owned by the United States Army Corps of Engineers (USACE), which jointly holds Santa Margarita Reservoir water rights permits with the City of San Luis Obispo (City of SLO). The USACE leases the dam to the SLOFCWCD, who oversees its operation and maintenance, including water delivery to the City of SLO.

The original dam design included the installation of spillway gates that would raise the reservoir elevation, however they were not installed due to seismic safety concerns. The storage capacity of Santa Margarita Reservoir could be expanded by installing the spillway gates, potentially increasing the maximum volume in the reservoir from 23,843 AF to 41,792 AF.

As described in the GSP, expanded reservoir storage might benefit the Subbasin by scheduling summer releases from reservoir storage to the Salinas River, which would benefit the Subbasin by increasing streamflow recharge through augmented flows in the Salinas River. Another way the project might indirectly benefit the Subbasin is if the City of SLO could increase their Santa Margarita Reservoir deliveries, thereby freeing up a portion of their NWP water allocation for purchase by the GSAs.

In 2018, the USACE initiated a Disposition Study to evaluate options to dispose of the Salinas Dam, including transferring ownership to a local agency. An option under investigation is to transfer the dam to a local agency such as the SLOFCWCD, thus the USACE has requested that the County Board of Supervisors, acting in their role as the SLOFCWCD, submit a letter expressing interest in potentially moving forward with the ownership transfer process. Such an ownership transfer would help facilitate the dam expansion, should it prove to be a cost-effective and worthwhile project.

Some of the known issues with transferring ownership of the dam include:

- The USACE has indicated that the Salinas Dam has some deficiencies but is considered low risk. As such, the USACE has indicated that the dam would need to be transferred “as-is”, with the USACE only willing to consider providing minimal funding to support retrofit.
- The State, as the California DWR Division of Safety of Dams (DSOD), has indicated that seismic rehabilitation of Salinas Dam would be required. Any retrofit or structural improvements, including expanding the dam’s capacity, will require coordination with and approval by the DSOD following acquisition of the dam by the SLOFCWCD.
- Since the USACE has indicated they are unlikely to install the gates, ownership of the dam would need to be transferred from the federal government to a local agency to pursue the opportunity. This transfer would result in the Salinas Dam oversight responsibilities transferring from federal to state jurisdiction and require the dam retrofit and expansion to meet any additional requirements from the State.

On September 22, 2020, the County Board of Supervisors approved sending a letter to the USACE expressing interest in moving forward with the ownership transfer process. Coordination between agencies and advocacy for the ownership transfer by United States Congressman Salud Carbajal continued through WY 2022. It will require considerable time and expense to eventually bring this potential project to fruition and increase the local water supply resiliency, including potential benefits to the Subbasin and other public or private entities downstream of the dam along or near the Salinas River.

8.5 Summary of Progress towards Meeting Subbasin Sustainability

Relative to the basin conditions at the end of the study period as reported in the GSP, the First Annual Report (WYs 2017–2019) (GSI, 2020) and the Water Year 2020 Annual Report (GSI, 2021) indicated an improvement in groundwater conditions throughout the Subbasin and a modest increase of total groundwater in storage. However, the groundwater conditions documented in the Water Year 2021 Annual Report (GSI, 2022) and this Water Year 2022 Annual Report indicate a return to worsening conditions following three consecutive years of extreme drought. Historical groundwater pumping in excess of the sustainable yield has created challenging conditions for sustainable management. Of particular concern are communities and rural residential areas that rely solely on groundwater for their water supply³ (see Figure 10). During WY 2022, several Subbasin wells were reported to have gone dry or experienced a reduction in water pressure. The distribution of these dry well reports lodged with San Luis Obispo County Environmental Health Services and DWR during WY 2022 is shown on Figure 10.

Actions are underway to collect data, improve the monitoring and data collection networks, and coordinate with affected agencies and entities throughout the Subbasin to develop solutions that address the shared mutual interest in the Subbasin's overall sustainability goal.

8.5.1 Submittal of Revised GSP

On June 3, 2021, the Paso Robles Subbasin GSP manager received a consultation letter from DWR. The letter was intended to initiate consultation between DWR and the Paso Robles Subbasin GSAs in advance of issuance of a plan adequacy determination. The letter indicates that DWR had identified deficiencies which may result in an incomplete determination. The letter also presents two potential corrective actions that, if addressed sufficiently, may result in GSP approval. On January 21, 2022, DWR released an official 'incomplete' determination for the Paso Robles Subbasin GSP. The Paso Robles Subbasin GSAs retained a consultant to address the deficiencies identified in the GSP and resubmitted the revised GSP to DWR before the July 20, 2022 deadline. The final determination from DWR on the adequacy of the revised GSP is outstanding as of the date of this WY 2022 Annual Report.

8.5.2 Subsidence

Land subsidence is the lowering of the land surface. As described in the GSP, several human-induced and natural causes of subsidence exist, but the only process applicable to SGMA are those due to permanently lowered ground surface elevations caused by groundwater pumping (M&A, 2020). Historical subsidence can be estimated using Interferometric Synthetic Aperture Radar (InSAR) data provided by DWR. InSAR measures ground elevation using microwave satellite imagery data. The GSP documents minor subsidence in the Subbasin using data provided by DWR depicting the difference in InSAR measured ground surface elevations between June 2015 and June 2018. These data show that subsidence of up to 0.025 feet may have occurred over this three-year period in a few small, isolated areas of the Subbasin (M&A, 2020).

Updated Interferometric Synthetic Aperture Radar (InSAR) data has been provided by DWR through October 2022, allowing for analysis of potential land subsidence for both WY 2021 and WY 2022. As discussed in the GSP, there is a potential error of 0.1 feet (or 1.2 inches) associated with the InSAR measurement and

reporting methods. A land surface change of less than 0.1 feet is therefore within the noise of the data and is equivalent to no evidence of subsidence. Considering this range of potential error, examination of the October 2020 through October 2021 InSAR and also the October 2021 through October 2022 InSAR data show that zero land subsidence has occurred since October 2020. These data indicate that there is no indication of an undesirable result. The GSAs will continue to monitor and report annual subsidence as more data become available.

8.5.3 Interconnected Surface Water

Ephemeral surface water flows in the Subbasin make it difficult to assess the interconnectivity of surface water and groundwater and to quantify the degree to which surface water depletion has occurred. The revised GSP submitted to DWR in July 2022 identifies potential surface water/alluvial groundwater connection along certain sections of the Salinas River, along the middle reach of the Estrella River (from Shedd Canyon to Martingale Circle) and along San Juan Creek upstream of Spring Creek (Paso Robles Subbasin GSAs, 2022). There is no evidence that the Salinas River surface water flows are connected to the underlying Paso Robles Formation Aquifer (Paso Robles Subbasin GSAs, 2022). The potential connection between the surface water system along the middle reach of the Estrella River (from Shedd Canyon to Martingale Circle) and along San Juan Creek upstream of Spring Creek, and the underlying Paso Robles Formation Aquifer is unknown but sufficient evidence exists that there could potentially be a connection, and therefore further investigation in these areas is recommended (Paso Robles Subbasin GSAs, 2022). At this time, there are insufficient data available to adequately assess the interconnectivity of surface water and groundwater and the potential depletion of interconnected surface water. Although there is at present only a single Alluvial Aquifer RMS well in the Subbasin, seven existing alluvial wells are monitored including three wells along the Salinas River, one well next to the Estrella River near Jardine Road and one well next to San Juan Creek about 7 miles above Shandon (Paso Robles Subbasin GSAs, 2022). Additional Alluvial Aquifer wells will need to be established in the monitoring network before groundwater/surface water interaction can be more robustly analyzed. The revised GSP submitted to DWR in July 2022 identifies key data gaps that need to be filled before a sufficiently robust annual assessment of interconnected surface water can occur.

8.5.4 Groundwater Quality

Although groundwater quality is not a primary focus of SGMA, actions or projects undertaken by GSAs to achieve sustainability cannot degrade water quality to the extent that they would cause undesirable results. As stated in the GSP, groundwater quality in the Subbasin is generally suitable for both drinking water and agricultural purposes (M&A, 2020). Eight COCs were identified and discussed in the GSP that have the potential to be impacted by groundwater management activities. These COCs identified in the GSP are salinity (as indicated by electrical conductivity), total dissolved solids (TDS), sodium, chloride, nitrate, sulfate, boron, and gross alpha. For this WY 2022 Annual Report, trends of concentrations of these eight COCs were analyzed through WY 2022 using data from the GeoTracker GAMA database (GAMA, 2023). All COCs reviewed show a steady concentration trend since 2016.

Overall, there are no significant changes to groundwater quality since 2016, as documented in the GSP, preceding annual reports, and this WY 2022 Annual Report. Implementation of sustainability projects and/or management actions, as presented in the GSP, in this WY 2022 Annual Report, or in future reports or GSP updates, are not anticipated to result in degraded groundwater quality in the Subbasin. Any potential changes in groundwater quality will be documented in future annual reports and GSP updates.

8.5.5 Summary of Changes in Basin Conditions

The above-average rainfall water years of 2017 and 2019 improved groundwater conditions in the Subbasin. However, three consecutive below average rainfall years since 2019 have resulted in a reversal of this trend.

Although the groundwater elevations in one of the Paso Robles Formation Aquifer RMS wells is recovering in the past few years, groundwater elevations in several of the RMS wells are continuing to trend downward. Groundwater pumping continues to exceed the estimated future sustainable yield and the projects and management actions described in the GSP and in this Water Year 2022 Annual Report will be necessary in order to bring the Subbasin into sustainability.

8.5.6 Summary of Impacts of Projects and Management Actions

Additional time will be necessary to judge the effectiveness and quantitative impacts of the projects and management actions either now underway or in the planning and implementation stage. However, it is clear that the actions in place and as described in this Water Year 2022 Annual Report are a good start towards reaching the sustainability goals laid out in the GSP. It is too soon to judge the observed changes in basin conditions against the interim goals outlined in the GSP, but the anticipated effects of the projects and management actions now underway are expected to significantly affect the ability of the Subbasin to reach the necessary sustainability goals.

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FIGURES

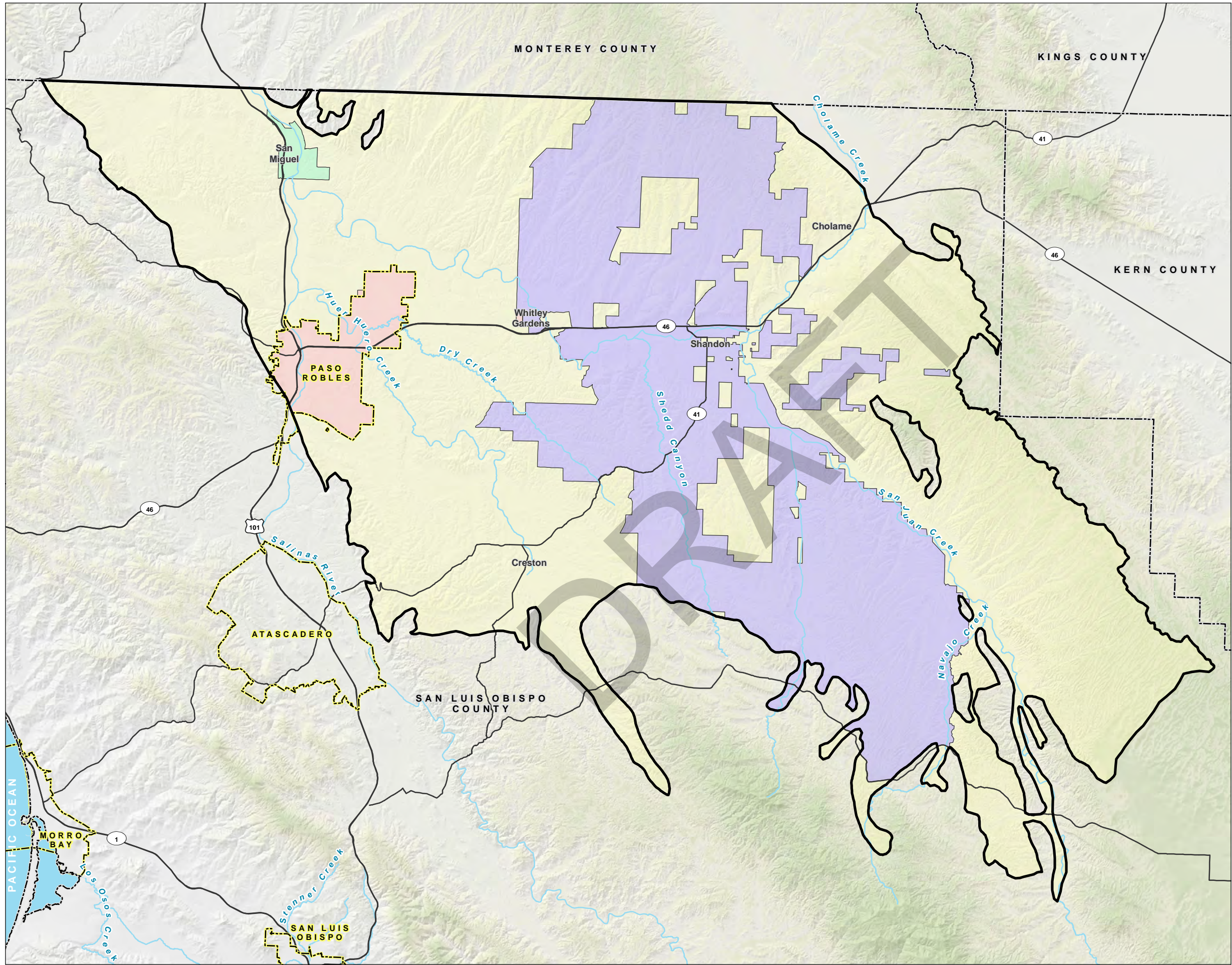
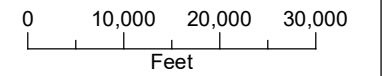
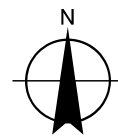


FIGURE 1
Extent of the Paso Robles Subbasin
and Exclusive Groundwater
Sustainability Agencies

Paso Robles Subbasin
 Water Year 2022 Annual Report

LEGEND

- Paso Robles Subbasin
- Exclusive Groundwater Sustainability Agencies**
 - San Miguel Community Services District
 - City of Paso Robles
 - Shandon- San Juan Water District
 - Paso Basin - County of San Luis Obispo
- All Other Features**
 - County Boundary
 - City Boundary
 - Major Road
 - Watercourse
 - Waterbody



Date: February 2, 2023
 Data Sources: CA DWR, SLO Co., USGS

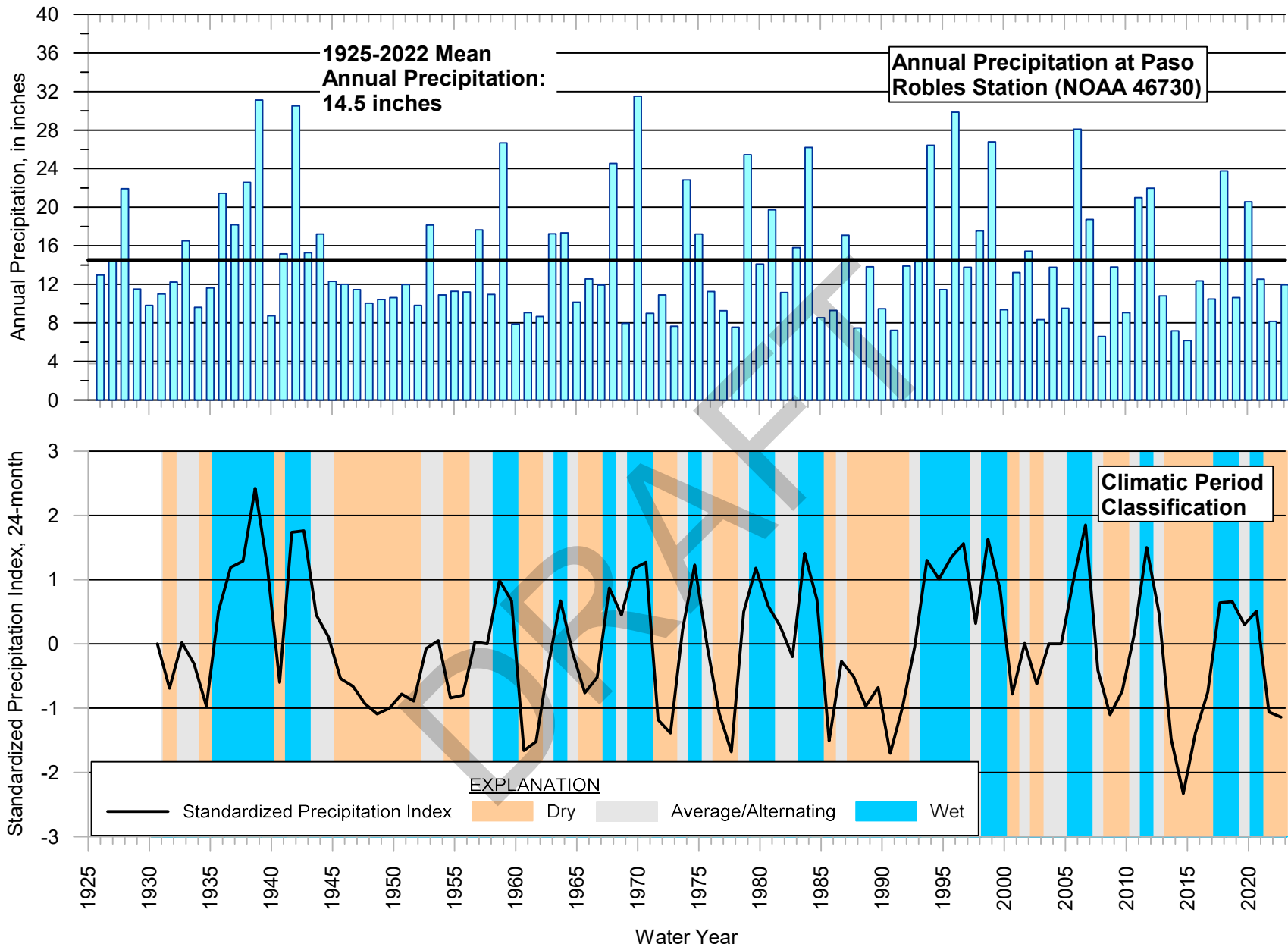


FIGURE 2
Annual Precipitation and Climatic Periods
in the Paso Robles Subbasin
 Paso Robles Subbasin Water Year 2022 Annual Report

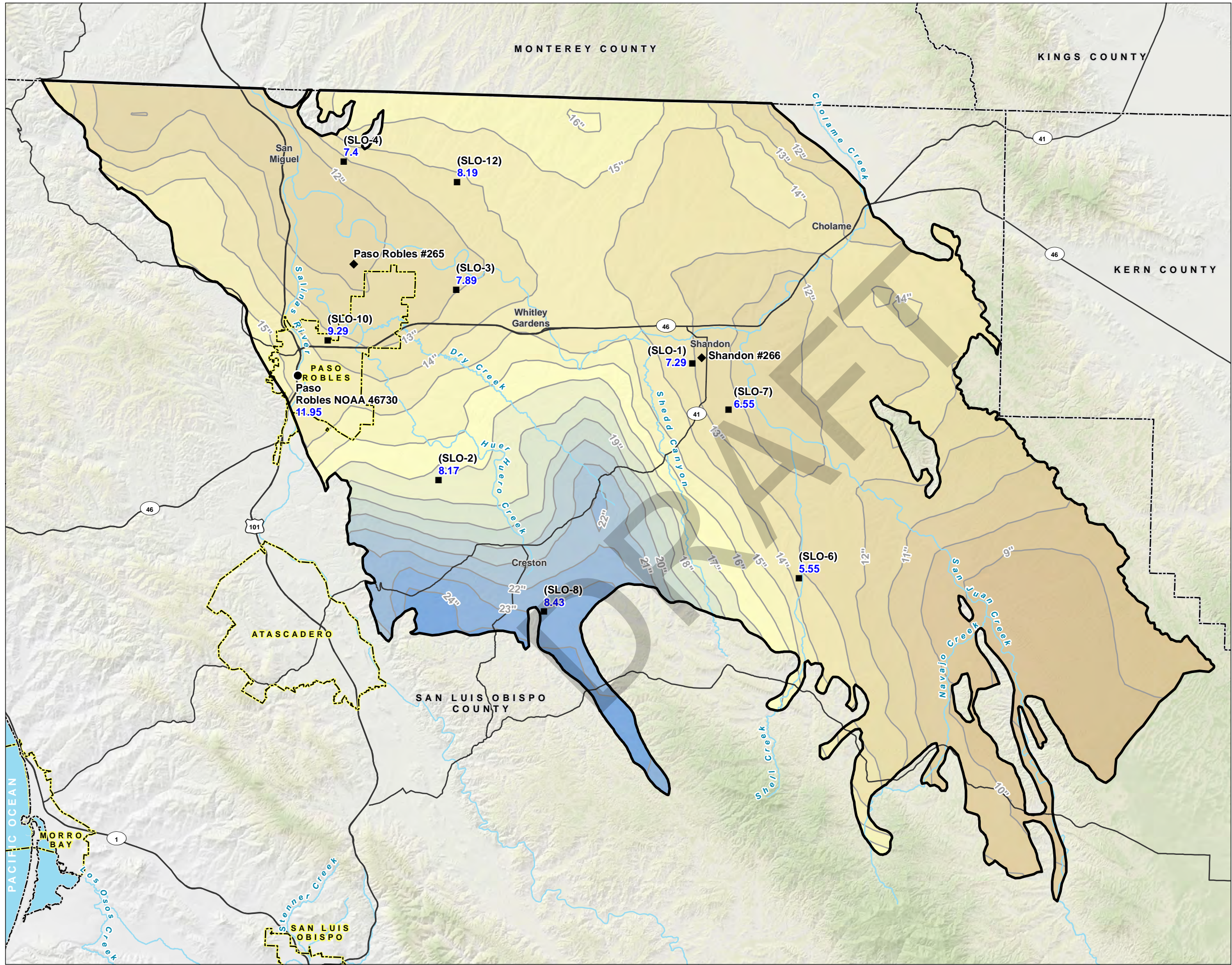


FIGURE 3
Water Year 2022 Precipitation Totals and Average Distribution of Annual Precipitation in the Paso Robles Subbasin

Paso Robles Subbasin
 Water Year 2022 Annual Report

LEGEND

- Paso Robles NOAA Precipitation Station
 WY 2022 Precipitation Total (inches)
- UCCE Precipitation Station
 WY 2022 Precipitation Total (inches)
- ◆ CIMIS stations installed during WY 2022
- ⬭ Paso Robles Subbasin
- ~ 1 in. Precipitation Contour

Annual Precipitation (in.)

- 8 - 9
- 9 - 10
- 10 - 11
- 11 - 12
- 12 - 13
- 13 - 14
- 14 - 15
- 15 - 16
- 16 - 17
- 17 - 18
- 18 - 19
- 19 - 20
- 20 - 21
- 21 - 22
- 22 - 23
- 23 - 24
- 24 - 25

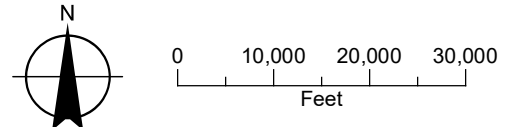
All Other Features

- ⬭ County Boundary
- ⬭ City Boundary
- ⬭ Major Road
- ~ Watercourse
- ~ Waterbody

NOTES

Average distribution of annual precipitation based on 30-year normal PRISM data calibrated to the Paso Robles Station (NOAA 46730).

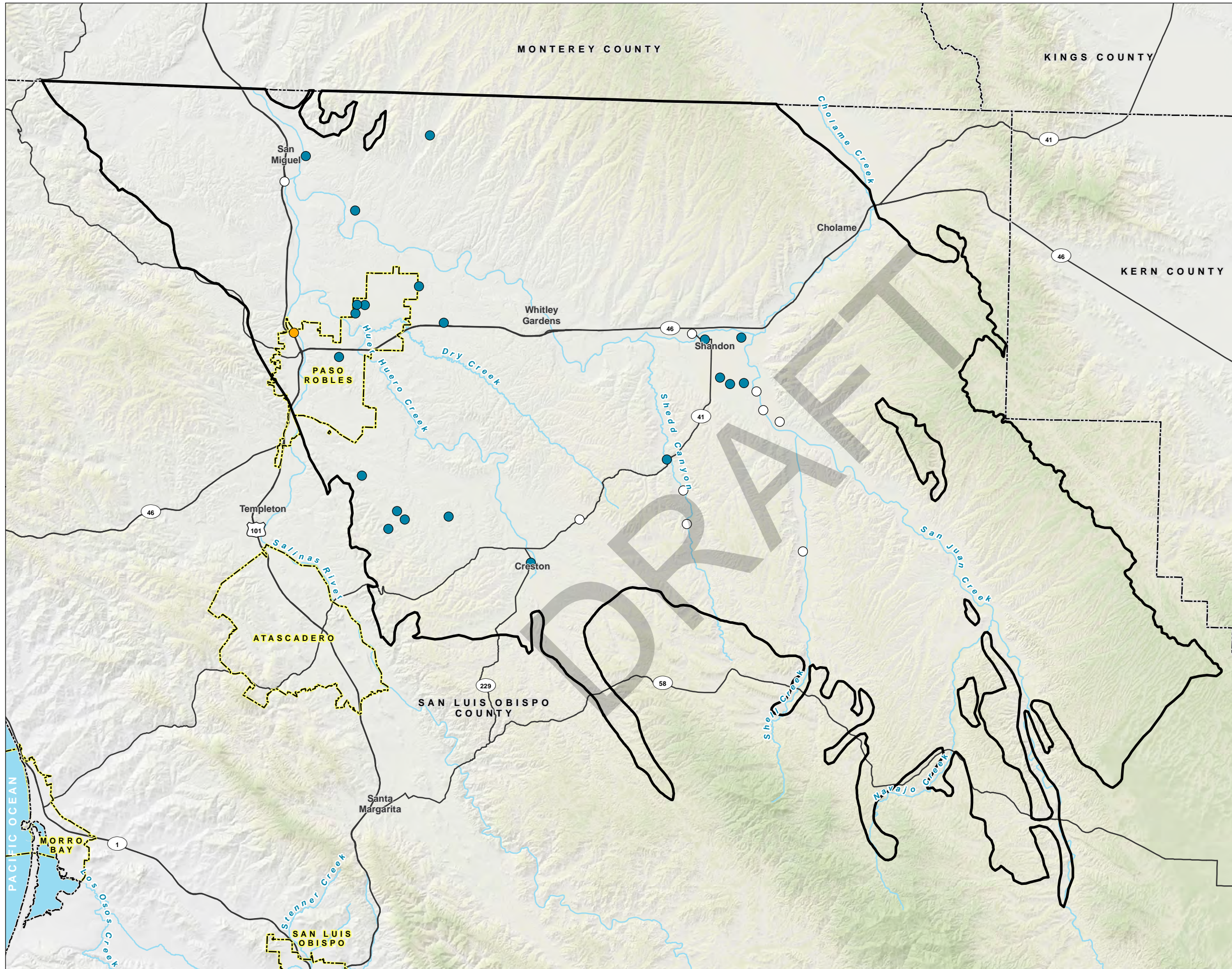
CIMIS: California Irrigation Management Information System
 UCCE: University of California Cooperative Extension



Date: February 28, 2023
 Data Sources: CA DWR, SLO Co., USGS, PRISM (OregonState), NOAA, UCCE

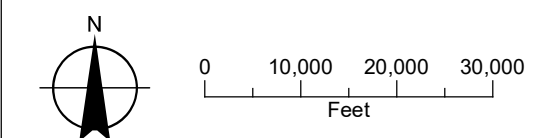


FIGURE 4
Groundwater Elevation Monitoring
Well Network in the
Paso Robles Subbasin
 Paso Robles Subbasin
 Water Year 2022 Annual Report



LEGEND

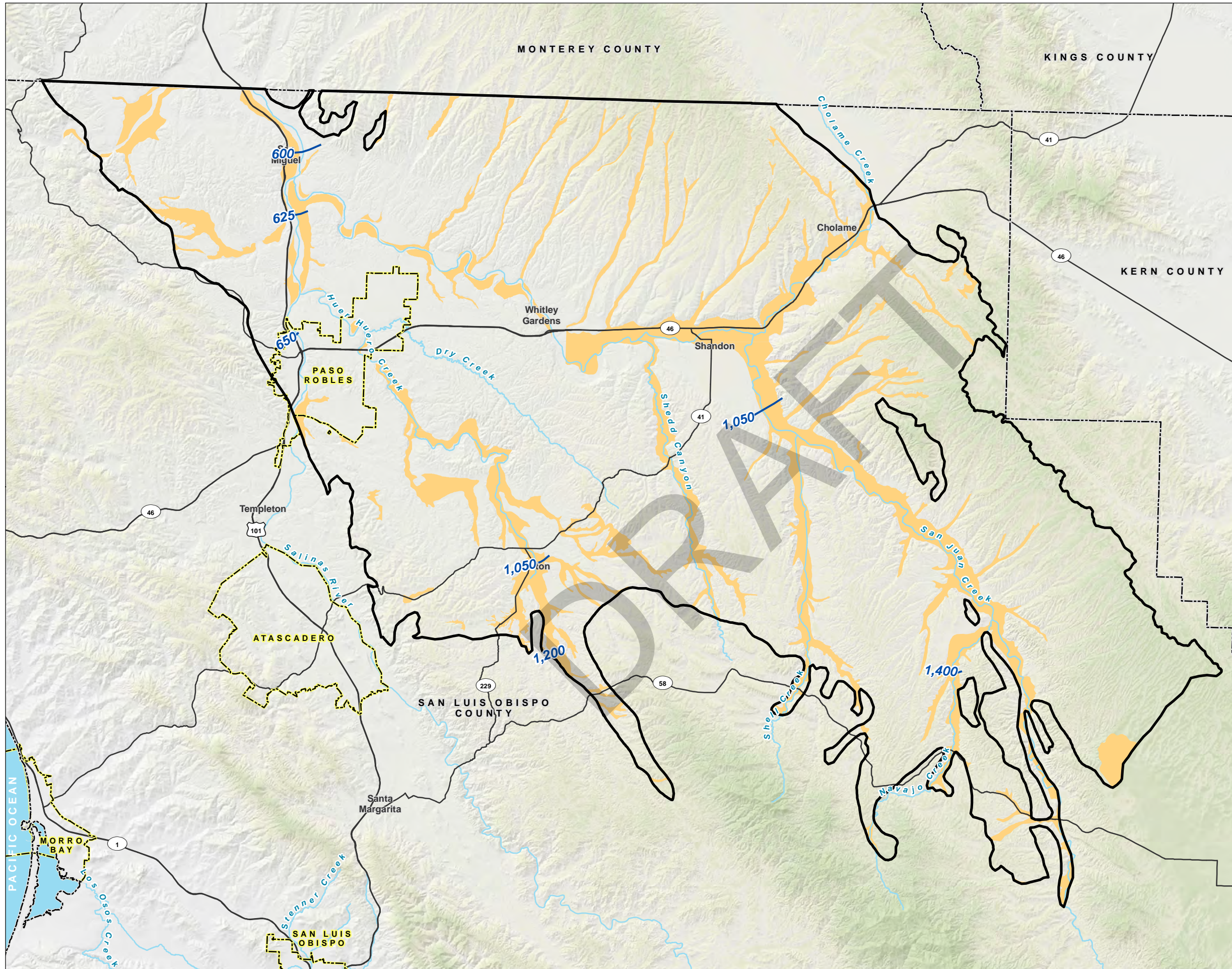
- Paso Robles Subbasin
- Wells**
- Paso Robles Formation
- Alluvial Aquifer
- Potential Future Monitoring Well
- All Other Features**
- County Boundary
- City Boundary
- Major Road
- Watercourse
- Waterbody











Date: February 2, 2023
 Data Sources: CA DWR, SLO Co.,
 City of Paso Robles, USGS

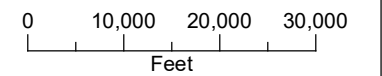
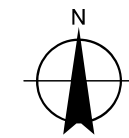


FIGURE 5
Alluvial Aquifer Groundwater Elevation Contours
 Paso Robles Subbasin
 Water Year 2022 Annual Report



LEGEND

-  Alluvial Groundwater Elevation Contour, in feet above mean sea level
-  Paso Robles Subbasin
- Geologic Alluvial Units**
-  Qal: Alluvial Deposits
- All Other Features**
-  County Boundary
-  City Boundary
-  Major Road
-  Watercourse
-  Waterbody

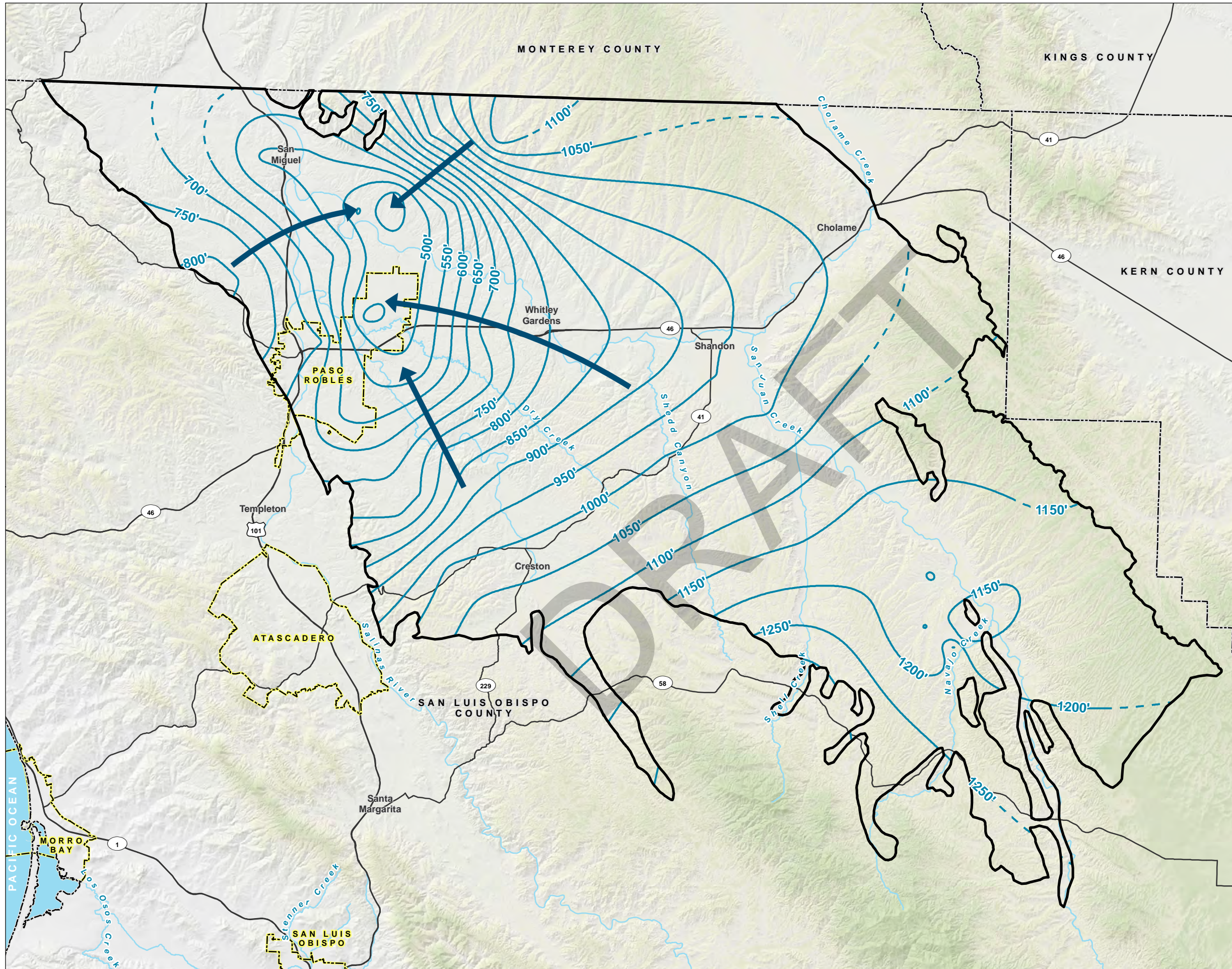


Date: February 2, 2023
 Data Sources: CA DWR, SLO Co.,
 Montgomery, USGS



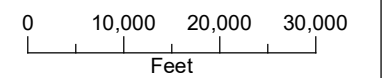
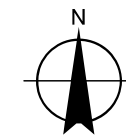
FIGURE 6
Paso Robles Formation Aquifer
Spring 2022 Groundwater
Elevation Contours

Paso Robles Subbasin
 Water Year 2022 Annual Report



LEGEND

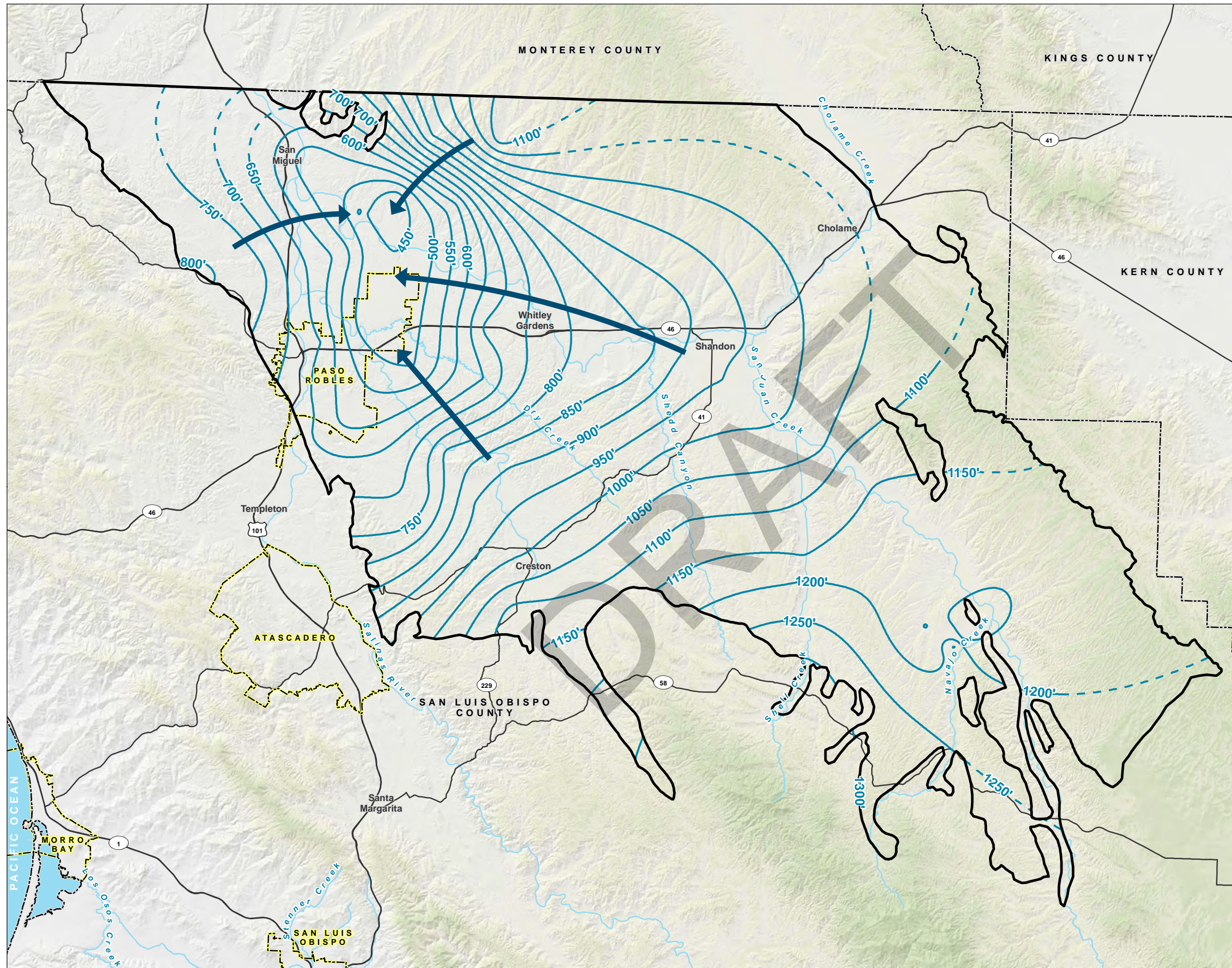
- Spring 2022 Groundwater Elevation Contour in feet above mean sea level; dashed where inferred
- Inferred Groundwater Flow Direction
- Paso Robles Subbasin
- All Other Features**
- County Boundary
- City Boundary
- Major Road
- Watercourse
- Waterbody



Date: February 2, 2023
 Data Sources: CA DWR, SLO Co., USGS

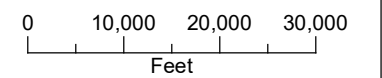
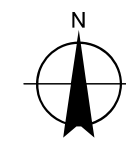
FIGURE 7
Paso Robles Formation Aquifer
Fall 2022 Groundwater
Elevation Contours

Paso Robles Subbasin
 Water Year 2022 Annual Report



LEGEND

- Fall 2022 Groundwater Elevation Contour in feet above mean sea level; dashed where inferred
- Inferred Groundwater Flow Direction
- Paso Robles Subbasin
- All Other Features**
- County Boundary
- City Boundary
- Major Road
- Watercourse
- Waterbody



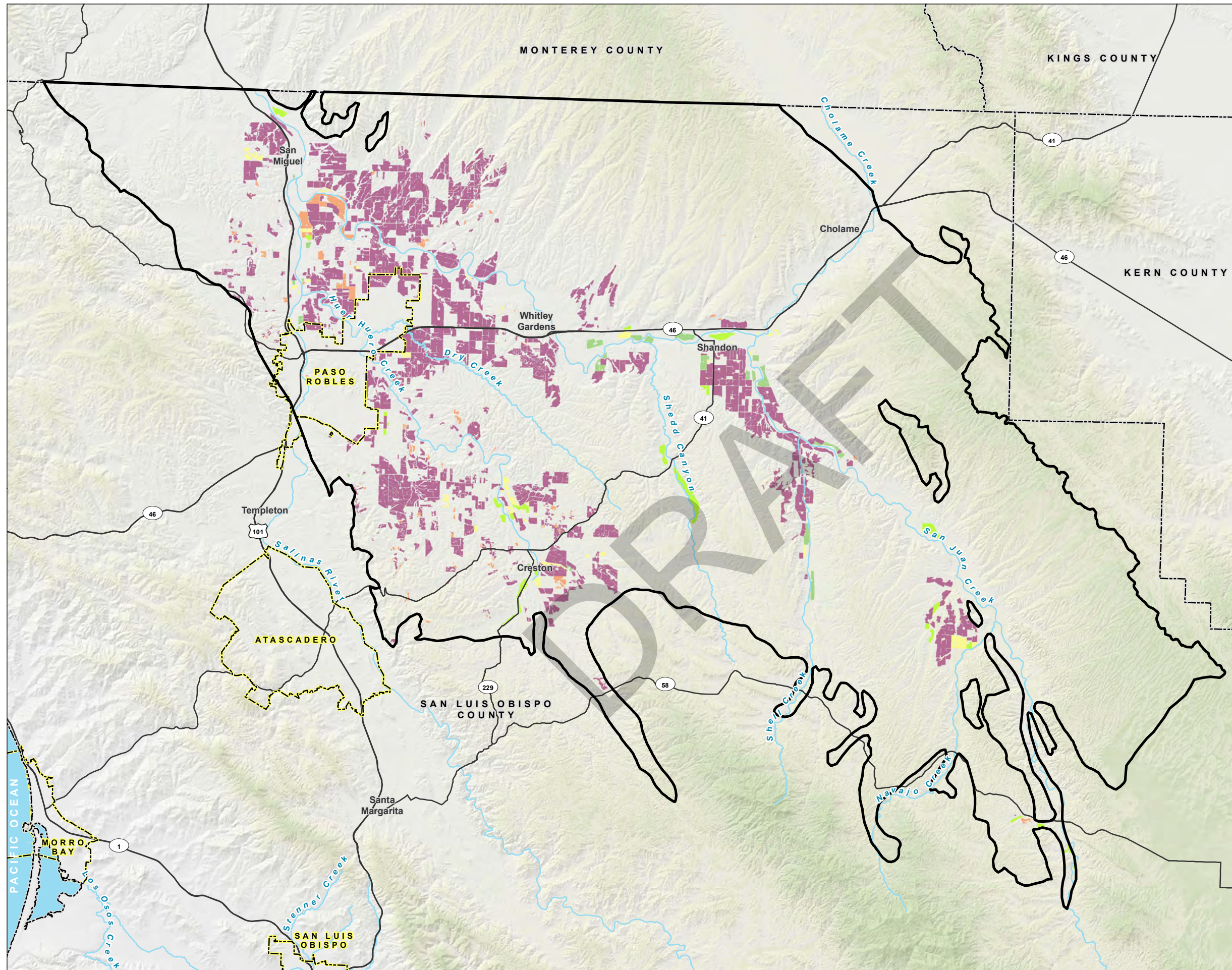
Date: February 2, 2023
 Data Sources: CA DWR, SLO Co., USGS



FIGURE 8

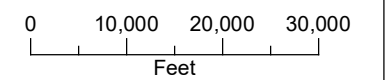
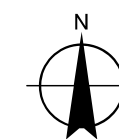
**Irrigated Agriculture –
Water Year 2022**

Paso Robles Subbasin
Water Year 2022 Annual Report



LEGEND

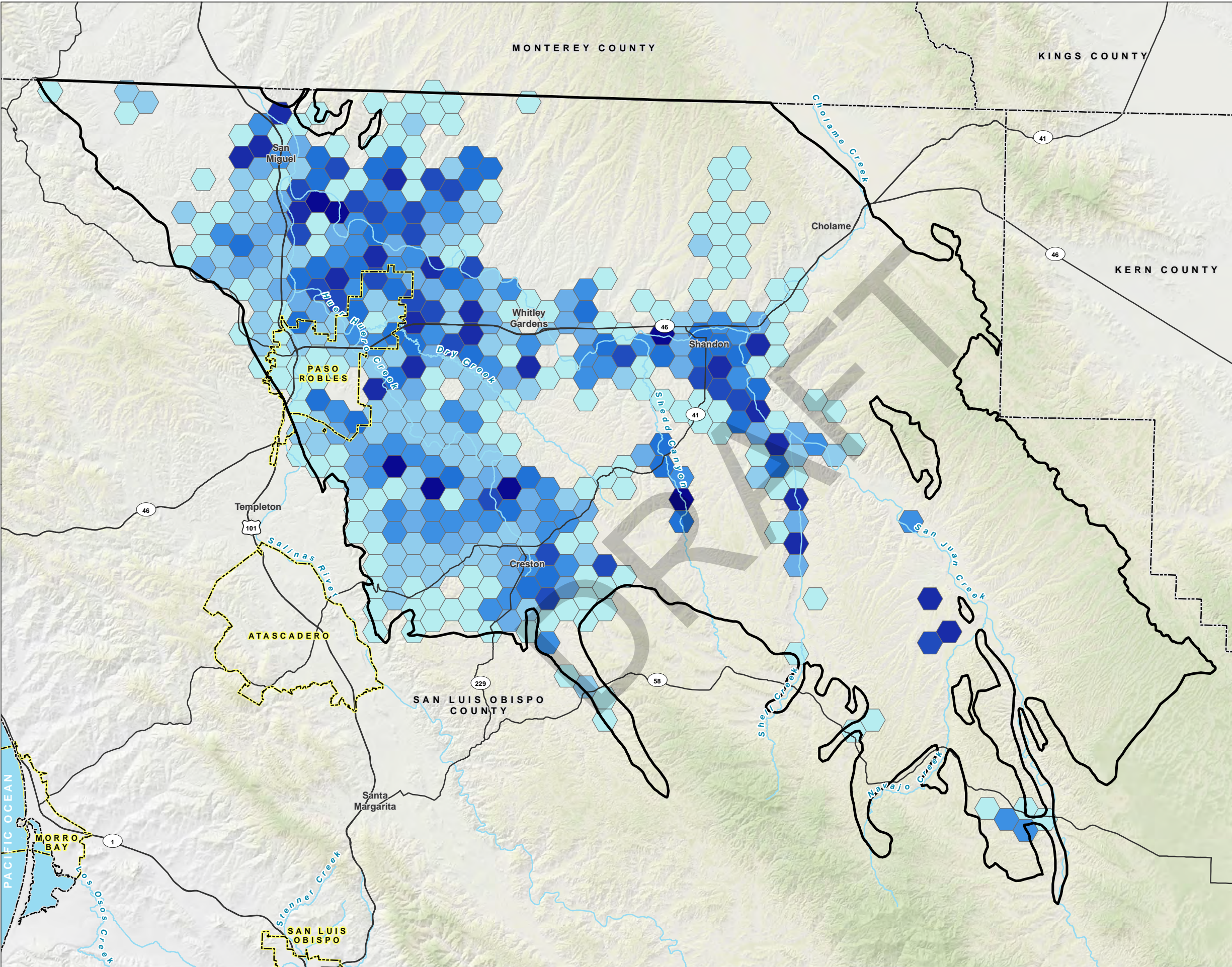
- Paso Robles Subbasin
- 2022 Irrigated Agriculture by Crop Type**
 - Orchard
 - Pasture
 - Alfalfa
 - Vegetable
 - Vineyard
- All Other Features**
 - County Boundary
 - City Boundary
 - Major Road
 - Watercourse
 - Waterbody



Date: February 27, 2023
Data Sources: CA DWR, SLO Co.,
LandIQ (2022), USGS



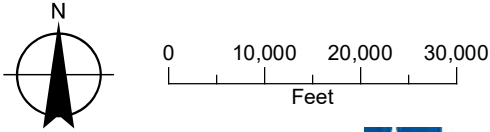
FIGURE 9
General Locations and
Volumes of Groundwater Extraction
 Paso Robles Subbasin
 Water Year 2022 Annual Report



LEGEND

- Paso Robles Subbasin
- Water Year 2022 Groundwater Extraction (AFY)**
- 1 - 27
- 28 - 89
- 90 - 183
- 184 - 308
- 309 - 496
- 497 - 744
- 745 - 1172
- 1173 - 1948
- All Other Features**
- County Boundary
- City Boundary
- Major Road
- Watercourse
- Waterbody

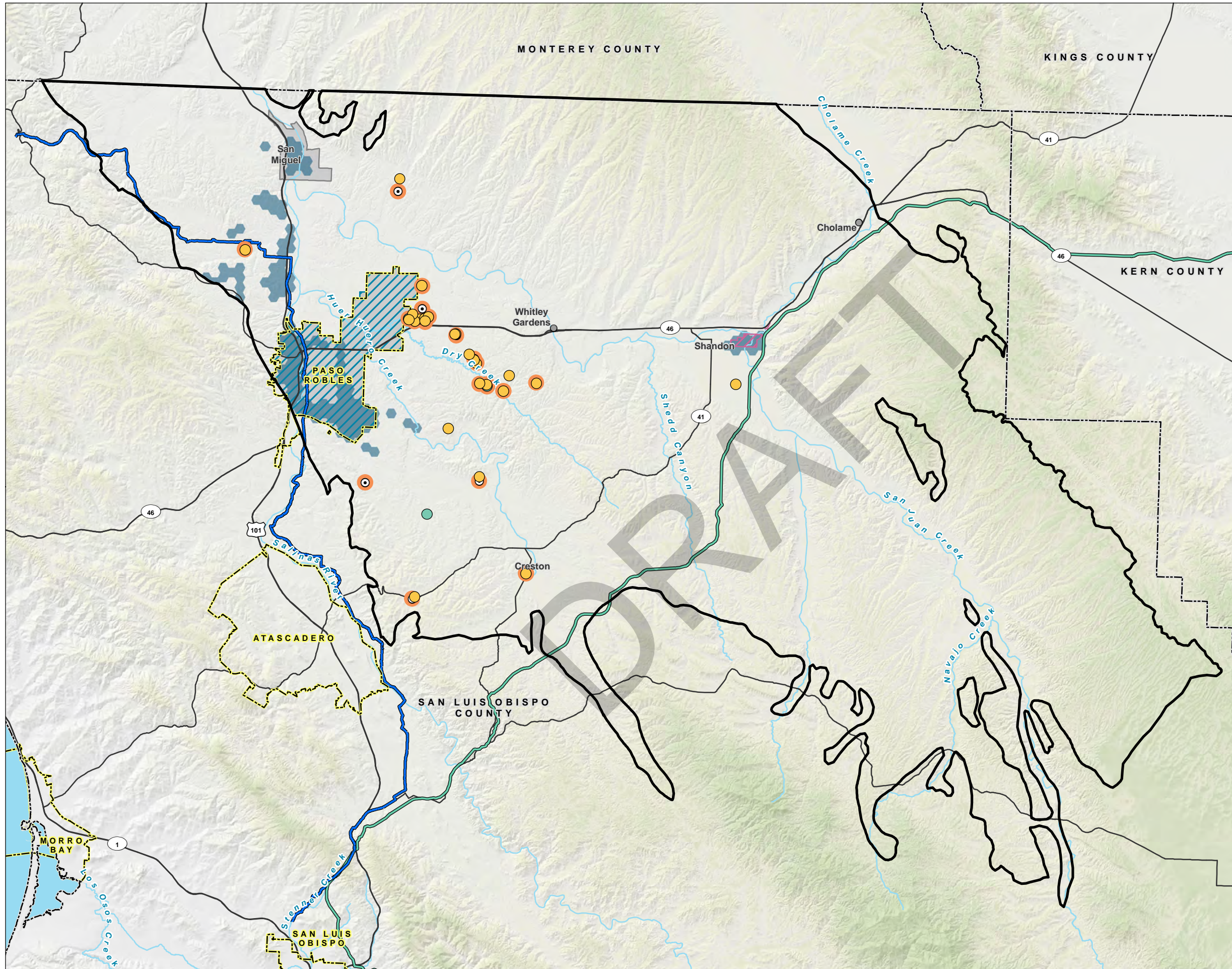
NOTE
 AFY: Acre-Feet per Year



Date: February 27, 2023
 Data Sources: CA DWR, SLO Co.,
 Soil Water Balance Model, USGS



FIGURE 10
Communities Dependent on Groundwater and with Access to Surface Water
 Paso Robles Subbasin
 Water Year 2022 Annual Report

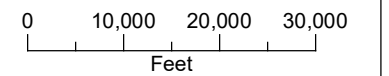
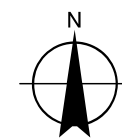


LEGEND

- Disadvantaged Communities (DACs)
- DWR Well Report: Reduction in water pressure, lower flows
- DWR Well Report: Well is dry (no longer producing water)
- County Dry Well Reports (WY 2022)
- Nacimiento Water Project Pipeline
- State Water Project Pipeline
- Community Dependent Solely on Groundwater
- Community Served by Groundwater and Nacimiento Water Project
- Community Served by Groundwater and State Water Project
- Paso Robles Subbasin
- All Other Features**
- County Boundary
- City Boundary
- Major Road
- ~ Watercourse
- ~ Waterbody

NOTE

DWR: California Department of Water Resources

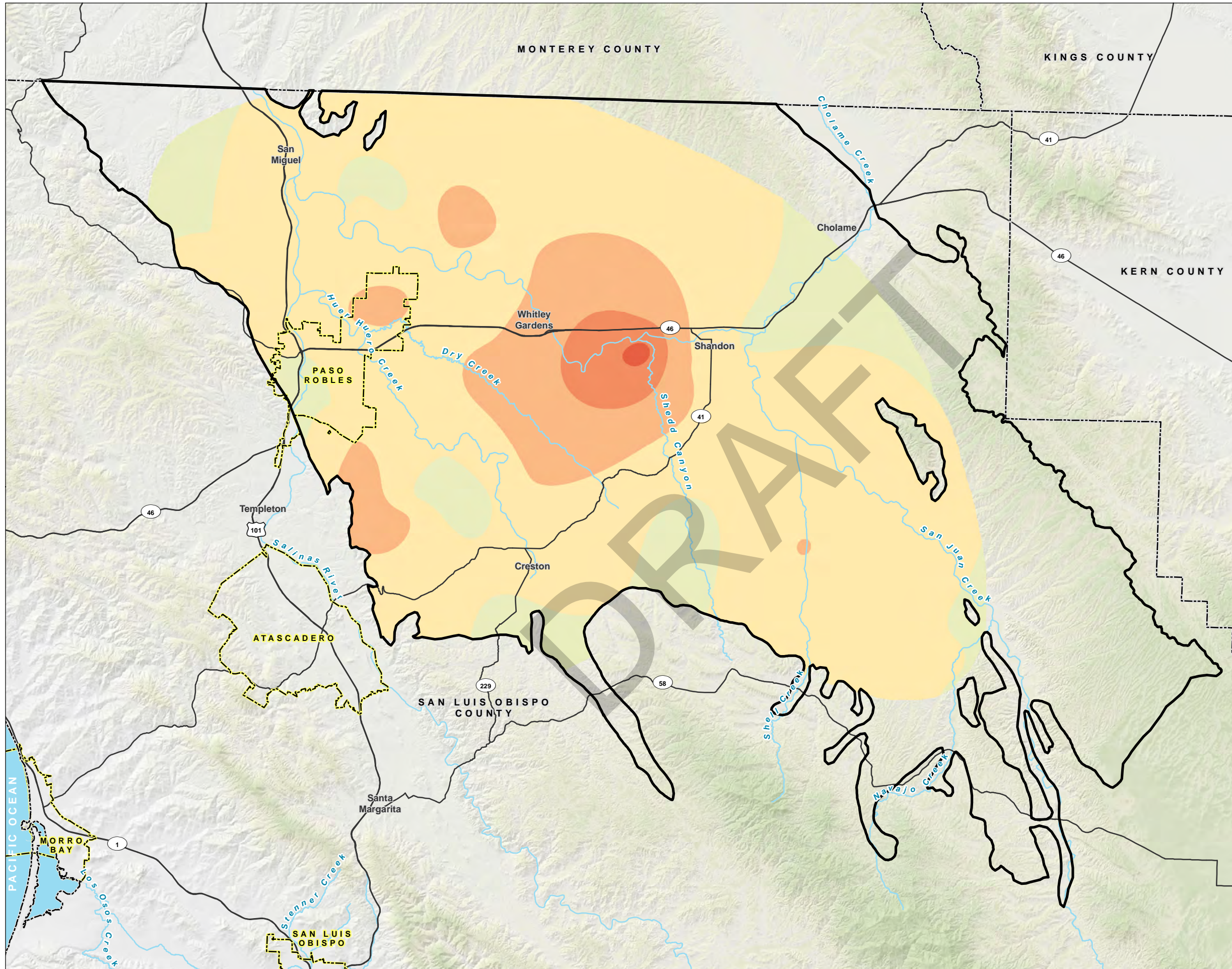


Date: February 27, 2023
 Data Sources: CA DWR, SLO Co., USGS, SLOCOG (2022)



FIGURE 11
Paso Robles Formation Aquifer
Change in Groundwater Elevation
Fall 2021 to Fall 2022

Paso Robles Subbasin
 Water Year 2022 Annual Report



LEGEND

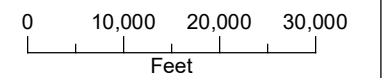
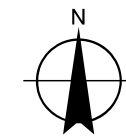
Paso Robles Subbasin

Fall 2021 to Fall 2022

- < -40 feet
- 40 to -30 feet
- 30 to -20 feet
- 20 to -10 feet
- 10 to 0 feet
- 0 to 10 feet
- 10 to 20 feet
- 20 to 30 feet
- 30 to 40 feet
- > 40 feet

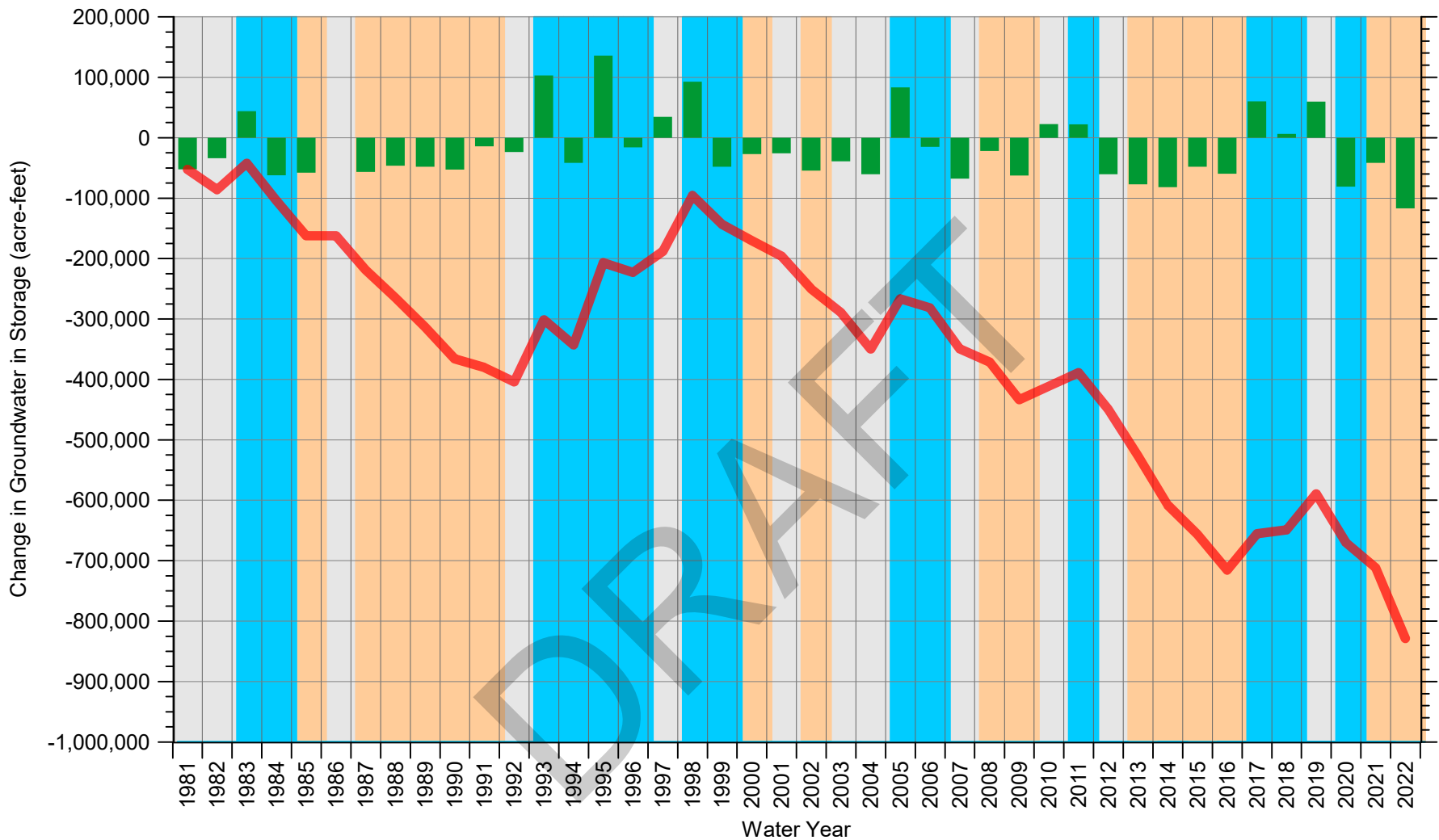
All Other Features

- County Boundary
- City Boundary
- Major Road
- Watercourse
- Waterbody



Date: February 27, 2023
 Data Sources: CA DWR, SLO Co., USGS





EXPLANATION

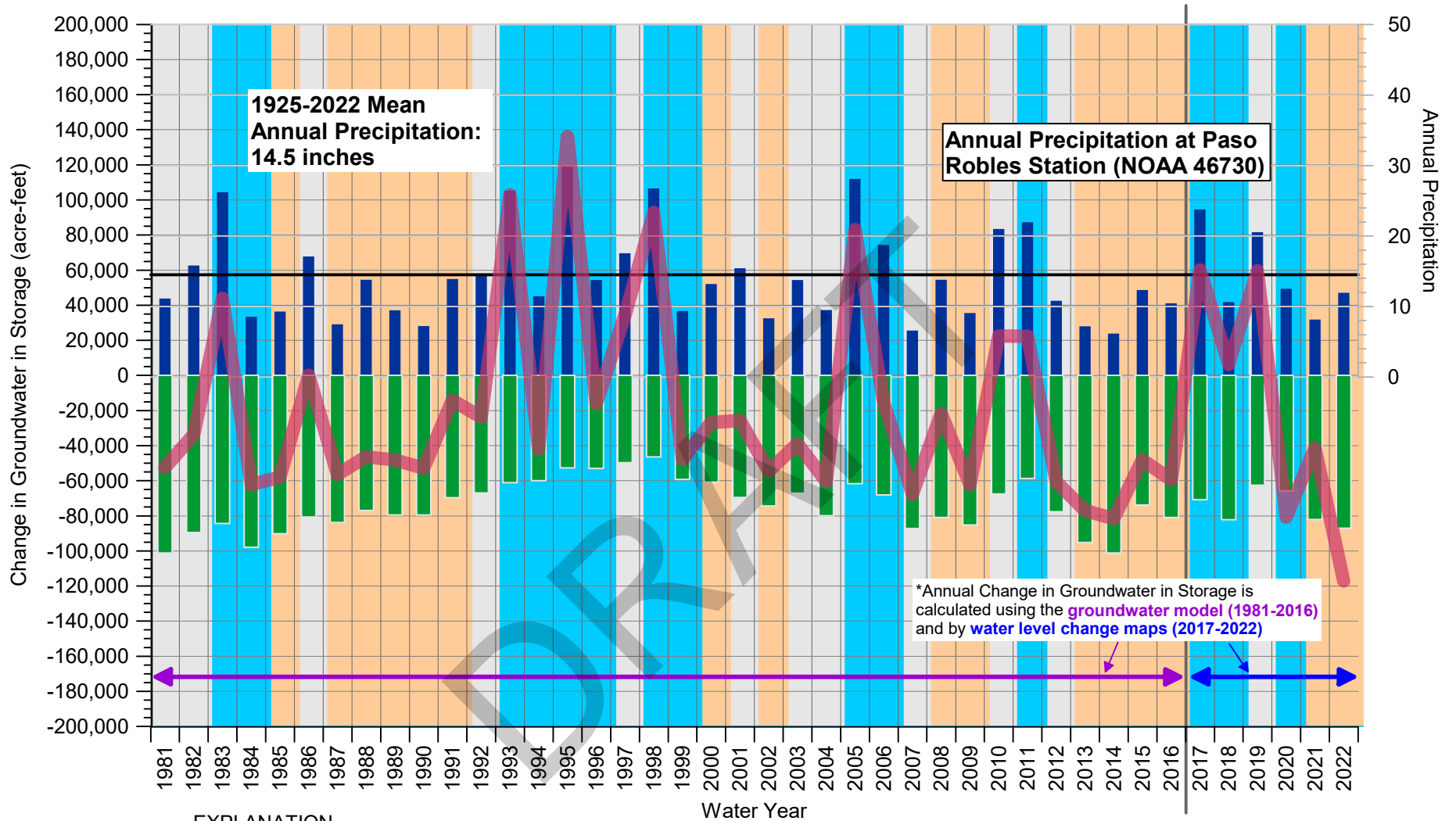
— Cumulative Change in Groundwater Storage ■ Annual Change in Groundwater Storage

CLIMATIC PERIOD CLASSIFICATION

■ Dry ■ Avg/Alternating ■ Wet



FIGURE 12
Estimated Annual and Cumulative Change in Groundwater in Storage
in the Paso Robles Subbasin
 Paso Robles Subbasin Water Year 2022 Annual Report



EXPLANATION

- Annual Precipitation
- Total Groundwater Extraction
- Annual Change in Groundwater in Storage*

CLIMATE PERIOD CLASSIFICATION

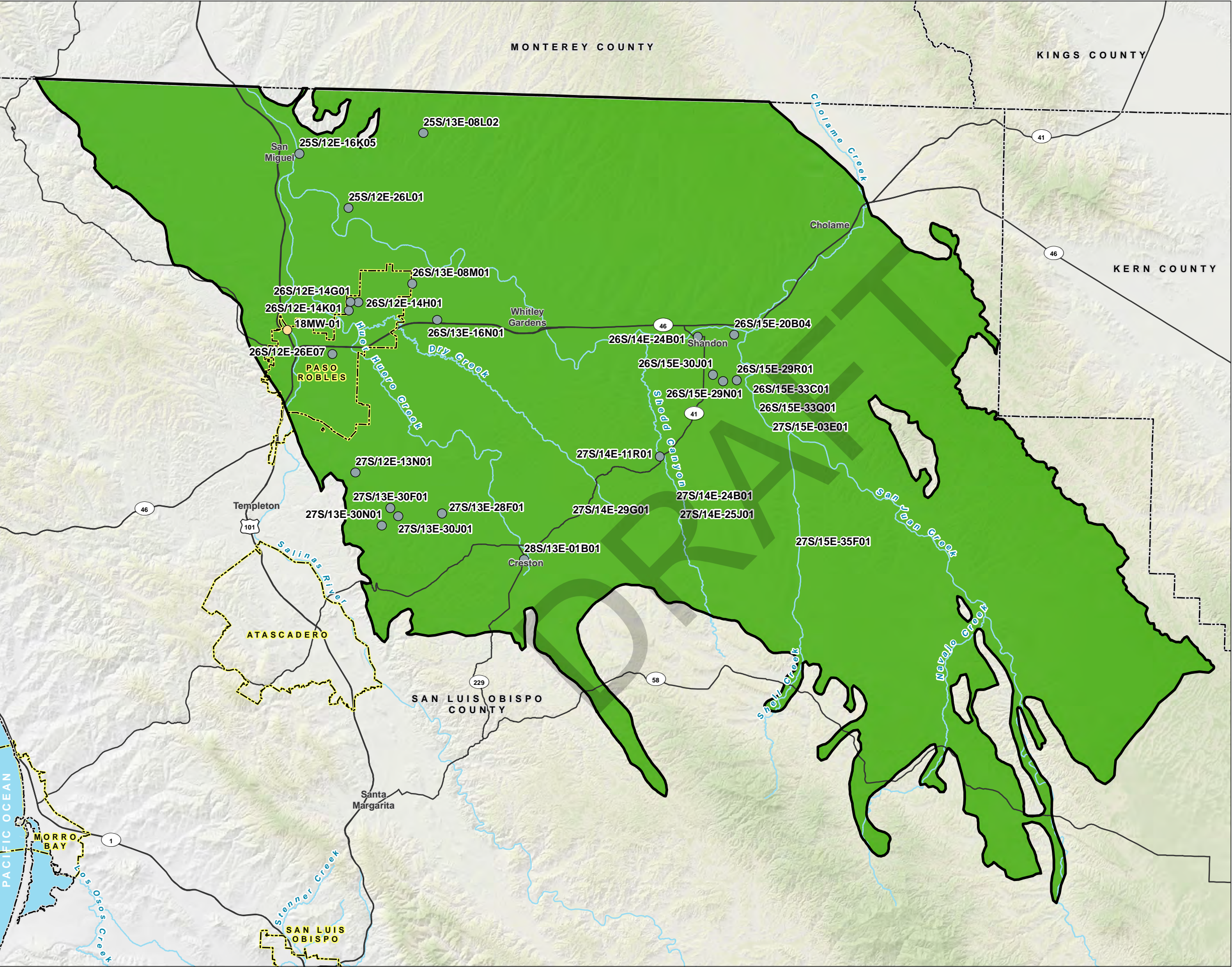
- Dry
- Avg/Alternating
- Wet



FIGURE 13
Annual Precipitation and Groundwater Extraction vs Annual Change in Groundwater in Storage
 Paso Robles Subbasin Water Year 2022 Annual Report

FIGURE 14
Land Subsidence
Measured by InSAR
(October 2020 - October 2021)

Paso Robles Subbasin
 Water Year 2022 Annual Report

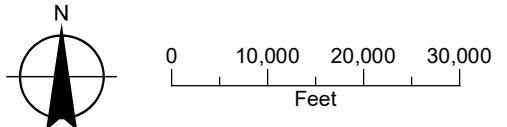


LEGEND

- Paso Robles Subbasin
- Wells**
 - Paso Robles Formation
 - Alluvial Aquifer
- Estimated Subsidence (decimal ft)**
October 2020 - October 2021
 - 0.1 - 0.1
- All Other Features**
 - County Boundary
 - City Boundary
 - Major Road
 - Watercourse
 - Waterbody

NOTE

InSAR: Interferometric Synthetic Aperture Radar

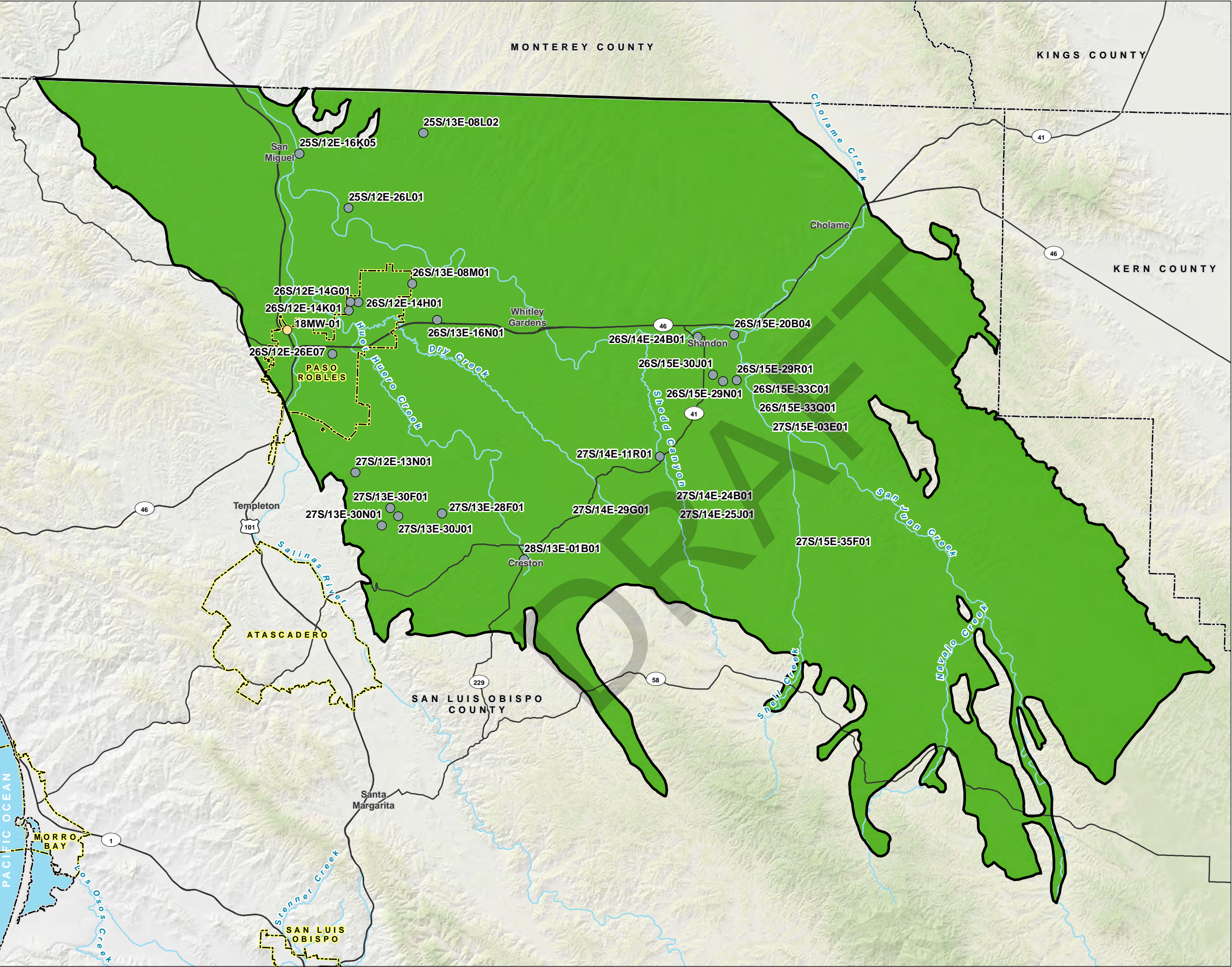


Date: February 27, 2023
 Data Sources: CA DWR, SLO Co.,
 City of Paso Robles, USGS,
 TRE Altamira InSAR dataset



FIGURE 15
Land Subsidence
Measured by InSAR
(October 2021 - October 2022)

Paso Robles Subbasin
 Water Year 2022 Annual Report



LEGEND

Paso Robles Subbasin

Wells

- Paso Robles Formation
- Alluvial Aquifer

Estimated Subsidence (decimal ft)

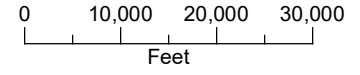
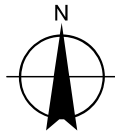
October 2021 - October 2022
 -0.1 - 0.1

All Other Features

- County Boundary
- City Boundary
- Major Road
- Watercourse
- Waterbody

NOTE

InSAR: Interferometric Synthetic Aperture Radar



Date: February 27, 2023
 Data Sources: CA DWR, SLO Co.,
 City of Paso Robles, USGS,
 TRE Altamira InSAR dataset



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APPENDIX A
GSP Regulations for Annual Reports

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§ 356.2. Annual Reports

Each Agency shall submit an annual report to the Department by April 1 of each year following the adoption of the Plan. The annual report shall include the following components for the preceding water year:

(a) General information, including an executive summary and a location map depicting the basin covered by the report.

(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:

(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:

(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.

(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.

(2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector, and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions.

(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.

(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.

(5) Change in groundwater in storage shall include the following:

(A) Change in groundwater in storage maps for each principal aquifer in the basin.

(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.

(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.

Note: Authority cited: Section 10733.2, Water Code.

Reference: Sections 10727.2, 10728, and 10733.2, Water Code.

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APPENDIX B
Precipitation Data

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Monthly Precipitation at the Paso Robles Station (NOAA 46730)

(inches)



Source: <https://wrcc.dri.edu/cgi-bin/cliMAIN.pl?ca6730>

Source: <https://www.prcity.com/462/Rainfall-Totals>

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	WY Total
1925	0.34	2.44	2.57	2.01	2.41	0.08	0.09	0.12	0.02	0.17	0.21	1.98	12.95
1926	2.13	6.26	0.27	3.52	0.00	0.02	0.00	0.00	0.00	0.25	7.14	0.90	14.56
1927	1.84	9.04	1.45	1.27	0.00	0.02	0.00	0.00	0.00	1.33	2.02	1.63	21.91
1928	0.23	2.87	2.76	0.37	0.29	0.00	0.00	0.00	0.00	0.01	1.82	2.87	11.50
1929	1.27	1.65	1.22	0.49	0.00	0.49	0.00	0.00	----	0.00	0.00	0.24	9.82
1930	4.32	1.80	3.00	0.54	1.01	0.04	0.00	0.00	0.04	0.00	1.64	0.16	10.99
1931	4.58	1.87	0.39	0.56	2.01	0.93	0.00	0.09	0.00	0.01	1.89	7.04	12.23
1932	2.74	3.89	0.50	0.30	0.13	0.00	0.00	0.00	0.00	0.04	0.11	1.28	16.50
1933	6.05	0.08	0.84	0.22	0.32	0.68	0.00	0.00	0.00	0.64	0.00	4.26	9.62
1934	2.06	3.75	0.04	0.00	0.12	0.75	0.00	0.00	0.00	1.56	2.61	2.66	11.62
1935	6.23	0.65	4.08	3.41	0.02	0.00	0.00	0.16	0.07	0.18	1.58	1.66	21.45
1936	0.61	11.07	1.24	1.52	0.01	0.04	0.25	0.00	0.00	1.93	0.00	6.10	18.16
1937	4.59	4.54	5.25	0.16	0.00	0.00	0.00	0.00	0.00	0.16	0.66	7.40	22.57
1938	1.73	12.74	6.77	0.93	0.30	0.00	0.00	0.00	0.41	0.23	0.33	1.45	31.10
1939	3.11	1.45	1.58	0.05	0.09	0.00	0.00	0.00	0.43	0.55	0.78	1.29	8.72
1940	5.28	5.57	1.13	0.54	0.00	0.00	0.00	0.00	0.00	0.19	0.13	8.18	15.14
1941	4.73	8.16	6.14	2.76	0.19	0.00	0.00	0.02	0.00	1.34	0.70	5.15	30.50
1942	2.40	0.76	1.77	3.01	0.15	0.00	0.00	0.00	0.00	0.58	1.01	1.64	15.28
1943	8.00	1.68	3.63	0.72	0.00	0.00	0.00	0.00	0.00	0.34	0.12	3.38	17.26
1944	0.94	5.96	0.64	0.65	0.13	0.00	0.00	0.00	0.00	0.26	2.64	1.38	12.16
1945	0.80	4.17	2.76	0.26	0.04	0.00	0.00	0.00	0.00	1.09	0.49	1.72	12.31
1946	0.31	1.64	3.01	0.05	0.72	0.00	0.26	0.00	0.10	0.00	4.57	2.17	9.39
1947	0.56	0.97	1.14	0.13	0.28	0.00	0.00	0.00	0.04	0.32	0.18	0.62	9.86
1948	0.00	1.85	3.51	3.50	0.45	0.00	0.00	0.00	0.00	0.06	0.00	3.04	10.43
1949	1.09	1.95	3.73	0.36	0.38	0.00	0.00	0.00	0.00	0.78	0.78	2.33	10.61
1950	2.39	2.43	1.65	0.89	0.05	0.00	0.68	0.00	0.00	1.24	1.18	2.50	11.98
1951	2.50	0.68	0.58	1.11	0.00	0.00	0.00	0.00	0.03	0.33	1.94	4.64	9.82
1952	5.54	0.20	3.92	1.50	0.03	0.00	0.07	0.00	0.02	0.02	1.76	4.78	18.19
1953	1.71	0.00	0.66	1.90	0.06	0.01	0.00	0.00	0.00	0.00	2.46	0.00	10.90
1954	3.06	1.89	3.12	0.64	0.10	0.00	0.00	0.00	0.00	0.00	1.29	1.51	11.27
1955	3.57	1.85	0.37	1.16	1.31	0.00	0.00	0.13	0.00	0.00	1.36	8.14	11.19
1956	3.82	1.00	0.01	1.87	1.45	0.00	0.00	0.00	0.00	1.07	0.00	0.17	17.65
1957	4.77	1.90	0.31	1.63	0.71	0.47	0.00	0.00	0.02	0.62	0.30	3.30	11.05
1958	2.93	6.02	6.35	5.22	0.37	0.00	0.00	0.38	1.20	0.00	0.13	0.48	26.69
1959	1.69	4.53	0.03	0.44	0.05	0.00	0.00	0.00	0.52	0.00	0.00	0.31	7.87
1960	2.42	4.20	0.70	1.40	0.04	0.00	0.00	0.00	0.00	0.10	3.63	1.17	9.07
1961	1.72	0.20	0.88	0.22	0.74	0.00	0.00	0.00	0.00	0.01	1.99	2.59	8.66
1962	2.05	8.49	1.98	0.00	0.12	0.00	0.00	0.00	0.00	0.79	0.01	2.52	17.23
1963	4.41	3.79	2.10	3.32	0.17	0.01	0.00	0.00	0.24	1.00	4.25	0.01	17.36
1964	1.87	0.15	1.46	0.68	0.55	0.06	0.00	0.08	0.03	1.05	2.27	2.37	10.14
1965	2.50	0.51	1.16	2.48	0.00	0.00	0.04	0.03	0.15	0.00	6.43	3.24	12.56
1966	1.17	0.68	0.08	0.00	0.01	0.14	0.08	0.00	0.11	0.00	2.43	8.60	11.94
1967	3.93	0.35	3.99	4.41	0.03	0.02	0.00	0.00	0.79	0.14	1.74	1.70	24.55
1968	1.19	0.68	1.76	0.70	0.04	0.00	0.00	0.00	0.00	1.83	1.14	3.13	7.95
1969	13.93	9.12	0.35	1.68	0.06	0.01	0.25	0.00	0.00	0.24	0.44	0.68	31.50
1970	3.71	1.66	1.83	0.37	0.00	0.04	0.00	0.00	0.00	0.08	3.14	4.56	8.97
1971	1.08	0.24	0.85	0.69	0.21	0.00	0.00	0.00	0.05	0.29	0.88	4.27	10.90
1972	1.35	0.30	0.00	0.53	0.00	0.00	0.00	0.00	0.03	1.68	4.14	0.85	7.65
1973	6.54	6.95	2.60	0.01	0.06	0.00	0.00	0.00	0.00	0.68	3.09	1.61	22.83
1974	6.39	0.05	4.56	0.91	0.00	0.00	0.00	0.00	0.00	0.64	0.43	2.33	17.29
1975	0.01	4.12	2.81	0.89	0.00	0.00	0.00	0.01	0.00	0.76	0.03	0.10	11.24

Monthly Precipitation at the Paso Robles Station (NOAA 46730)

(inches)

Source: <https://wrcc.dri.edu/cgi-bin/cliMAIN.pl?ca6730>
 Source: <https://www.prcity.com/462/Rainfall-Totals>

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	WY Total
1976	0.00	2.61	1.09	0.66	0.00	0.08	0.00	1.02	2.90	0.58	0.55	1.80	9.25
1977	1.47	0.03	1.41	0.00	1.71	0.00	0.00	0.00	0.00	0.08	0.25	5.25	7.55
1978	5.77	7.31	3.10	2.77	0.00	0.00	0.00	0.00	0.92	0.00	2.47	1.04	25.45
1979	4.70	3.52	2.30	0.00	0.00	0.00	0.00	0.00	0.06	0.93	0.85	2.31	14.09
1980	4.47	8.05	1.88	0.65	0.24	0.00	0.35	0.00	0.00	0.00	0.02	0.44	19.73
1981	4.00	1.60	4.52	0.56	0.00	0.00	0.00	0.00	0.00	1.01	1.44	0.62	11.14
1982	2.65	0.88	5.10	3.05	0.00	0.02	0.00	0.00	1.04	0.90	3.98	1.96	15.81
1983	5.86	4.53	4.69	3.35	0.05	0.00	0.00	0.52	0.37	1.34	2.07	3.68	26.21
1984	0.20	0.24	0.66	0.35	0.00	0.00	0.00	0.00	0.00	0.38	2.10	3.01	8.54
1985	0.52	0.92	2.11	0.19	0.00	0.00	0.02	0.00	0.04	0.40	1.07	0.97	9.29
1986	2.11	6.73	4.64	0.32	0.00	0.00	0.03	0.00	0.62	0.02	0.15	0.64	16.89
1987	0.88	2.01	3.40	0.14	0.06	0.07	0.00	0.00	0.00	1.50	2.63	2.73	7.37
1988	1.94	2.54	0.10	2.02	0.21	0.14	0.00	0.00	0.00	0.00	1.16	2.87	13.81
1989	0.98	1.59	0.71	0.37	0.07	0.00	0.00	0.00	1.59	0.97	0.22	0.00	9.34
1990	3.02	1.48	0.24	0.12	0.66	0.00	0.00	0.00	0.51	0.00	0.14	0.20	7.22
1991	0.63	2.17	10.25	0.08	0.03	0.20	0.00	0.10	0.10	0.50	0.16	3.00	13.90
1992	1.44	6.09	2.99	0.10	0.00	0.03	0.03	0.00	0.01	0.79	0.00	3.59	14.35
1993	9.63	6.96	3.43	0.06	0.01	0.14	0.00	0.00	0.00	0.17	0.86	1.28	24.61
1994	1.90	3.37	1.16	0.49	1.05	0.00	0.00	0.00	1.17	0.70	2.32	0.93	11.45
1995	11.51	1.42	12.31	0.09	0.44	0.14	0.00	0.00	0.00	0.00	0.12	1.92	29.86
1996	1.84	6.52	2.03	0.72	0.55	0.00	0.00	0.00	0.00	1.78	1.52	5.78	13.70
1997	7.93	0.00	0.00	0.00	0.00	0.00	0.01	0.05	0.10	0.07	4.05	3.93	17.17
1998	2.99	9.06	2.71	1.96	2.05	0.11	0.00	0.00	0.08	0.21	0.99	0.73	27.01
1999	1.84	1.26	2.68	1.19	0.00	0.00	0.00	0.00	0.47	0.00	0.71	0.22	9.37
2000	3.16	5.89	1.55	1.56	0.05	0.04	0.00	0.00	0.03	1.34	0.05	0.16	13.21
2001	4.43	5.14	3.59	1.08	0.00	0.00	0.04	0.00	0.00	0.24	2.81	2.19	15.83
2002	0.87	0.33	1.40	0.23	0.25	0.00	0.00	0.00	0.00	0.00	2.54	4.52	8.32
2003	0.13	2.10	1.86	1.70	1.18	0.00	0.16	0.03	0.00	0.00	1.36	2.31	14.22
2004	0.91	4.31	0.30	0.32	0.00	0.00	0.00	0.00	0.00	5.11	1.39	6.75	9.51
2005	4.81	5.02	3.07	0.76	1.10	0.01	0.00	0.08	0.00	0.02	0.46	2.54	28.10
2006	5.78	1.23	4.50	2.92	1.48	0.00	0.00	0.00	0.00	0.61	0.28	1.13	18.93
2007	0.74	2.98	0.13	0.37	0.00	0.00	0.00	0.31	0.04	0.96	0.00	2.23	6.59
2008	8.44	1.83	0.00	0.33	0.01	0.00	0.00	0.00	0.00	0.14	1.26	1.13	13.80
2009	0.91	3.89	1.37	0.17	0.12	0.02	0.00	0.00	0.05	4.04	0.02	3.96	9.06
2010	6.09	3.38	0.64	2.75	0.12	0.00	0.03	0.00	0.00	1.06	1.57	7.14	21.03
2011	2.07	3.05	5.29	0.28	0.95	0.53	0.00	0.00	0.03	0.90	1.93	0.12	21.97
2012	2.38	0.25	2.44	2.60	0.18	0.00	0.00	0.00	0.00	0.28	0.75	3.94	10.80
2013	1.02	0.28	0.69	0.07	0.15	0.00	0.00	0.00	0.00	0.01	0.26	0.30	7.18
2014	0.00	2.75	1.96	0.85	0.00	0.00	0.03	0.00	0.00	0.00	1.00	5.48	6.16
2015	0.32	2.16	0.10	0.37	0.05	0.00	2.82	0.00	0.05	0.07	1.45	0.89	12.35
2016	4.13	0.85	2.92	0.15	0.00	0.00	0.00	0.00	0.00	1.61	1.46	1.80	10.46
2017	9.50	6.44	0.92	1.45	0.24	0.00	0.00	0.00	0.16	0.08	0.22	0.04	23.58
2018	2.08	0.25	7.74	0.21	0.00	0.00	0.00	0.00	0.00	0.28	3.23	1.12	10.62
2019	5.30	6.72	3.01	0.08	0.82	0.00	0.00	0.00	0.00	0.00	1.40	5.22	20.56
2020	0.65	0.00	3.53	1.59	0.03	0.00	0.00	0.11	0.00	0.00	0.29	0.89	12.53
2021	6.07	0.01	0.90	0.00	0.00	0.00	0.00	0.00	0.00	2.02	0.05	7.70	8.16
2022	0.11	0.11	1.25	0.42	0.00	0.00	0.00	0.00	0.29	0.00	0.89	6.77	11.95
Water Year Average (1925 - 2022):													14.50

**University of California Cooperative Extension Weather Stations in Paso Robles Subbasin
Total Monthly Precipitation for Water Year 2022**

(inches)

[Source: https://ucce-slo.westernweathergroup.com/](https://ucce-slo.westernweathergroup.com/)

WY 2022	Shandon (SLO-1)	Creston Rd (SLO-2)	NE Paso Robles (SLO-3)	Cross Canyon Rd (SLO-4)	Shell Creek Rd (SLO-6)	South Shandon (SLO-7)	South Creston (SLO-8)	Experimental Station (SLO-10)	Von Dollen Road (SLO-12)
OCT	1.14	1.33	1.23	1.36	0.94	1.16	1.48	1.72	1.41
NOV	0.02	0.02	0.00	0.04	0.05	0.03	0.01	0.01	0.04
DEC	4.15	5.23	4.78	4.58	3.43	3.80	4.98	6.09	4.99
JAN	0.10	0.01	0.21	0.00	0.14	0.11	0.01	0.03	0.06
FEB	0.03	0.08	0.02	0.04	0.03	0.07	0.00	0.05	0.12
MAR	0.57	0.95	1.10	1.12	0.34	0.42	0.87	1.02	1.00
APR	0.15	0.23	0.22	0.15	0.15	0.16	0.31	0.20	0.22
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUL	0.05	0.00	0.00	0.00	0.00	0.06	0.00	0.00	0.00
AUG	0.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEP	0.94	0.32	0.33	0.11	0.47	0.74	0.77	0.17	0.35
WY Total	7.29	8.17	7.89	7.40	5.55	6.55	8.43	9.29	8.19

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APPENDIX C

Groundwater Level and Groundwater Storage Monitoring Well Network

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Table C-1 – Groundwater Level and Groundwater Storage Monitoring Well Network

Well ID (alt ID)	Well Depth (feet)	Screen Interval(s) (feet bls)	Reference Point Elevation (feet AMSL)	First Year of Data	Last Year of Data	Years Measured	Number of Measurement	Aquifer
18MW-0191 ¹	50	10-50	672 (LSE)	2018	2018	<1	1	Qa
25S/12E-16K05 (PASO-0345)	350	300-310, 330-340	669.8	1992	2019	27	56	PR
25S/12E-26L01 (PASO-0205)	400	200-400	719.72	1970	2019	49	107	PR
25S/13E-08L02 (PASO-0195)	270	110-270	1,033.81	2012	2019	7	15	PR
26S/12E-14G01 (PASO-0048)	740	---	789.3	1969	2019	50	121	PR
26S/12E-14G02 (PASO-0017)	840	640-840	787	1993	2019	26	28	PR
26S/12E-14H01 (PASO-0184)	1230	180-?	790	1969	2019	50	48	PR
26S/12E-14K01 (PASO-0238)	1100	---	786	1979	2019	40	84	PR
26S/12E-26E07 (PASO-0124)	400	---	835	1958	2018	60	131	PR
26S/13E-08M01 (PASO-0164)	400	260-400	827.92	2013	2019	6	16	PR
26S/13E-16N01 (PASO-0282)	400	200-400	890.17	2012	2019	7	16	PR
26S/15E-19E01 (PASO-0073)	512	223-512	1,020	1987	2019	32	56	PR
26S/15E-20B04 (PASO-0401)	461	297-461	1,036.36	1984	2019	35	71	PR
26S/15E-29N01 (PASO-0226)	350	---	1,135	1958	2019	61	127	PR
26S/15E-29R01 (PASO-0406)	600	180-600	1,109.5	2012	2019	7	12	PR
26S/15E-30J01 (PASO-0393)	605	195-605	1,123.3	1970	2019	49	83	PR
27S/12E-13N01 (PASO-0223)	295	195-295	972.42	2012	2019	7	15	PR
27S/13E-28F01 (PASO-0243)	230	118-212	1,072	1969	2019	50	108	PR
27S/13E-30F01 (PASO-0355)	310	200-310	1,043.2	2012	2019	7	14	PR
27S/13E-30J01 (PASO-0423)	685	225-685	1,095	2012	2019	7	10	PR
27S/13E-30N01 (PASO-0086)	355	215-235, 275-355	1,086.73	2012	2016	4	6	PR
27S/14E-11R01 (PASO-0392)	630	180-630	1,160.5	1974	2019	45	75	PR
28S/13E-01B01 (PASO-0066)	254	154-254	1,099.93	2012	2019	7	17	PR

NOTES: ¹ New alluvial monitoring well information provided by City of Paso Robles; well not included in County database.

"—" = unknown; AMSL – above mean sea level; PR Paso Robles Formation Aquifer; Qa Alluvial Aquifer

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APPENDIX D
Potential Future
Groundwater Monitoring Wells

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Table D-1 – Potential Future Groundwater Monitoring Wells

Well ID (alt ID)	Well Depth (feet)	Screen Interval(s) (feet bls)	Reference Point Elevation (feet AMSL)	First Year of Data	Last Year of Data	Years Measured (years)	Number of Measurements	Aquifer
25S/12E-20K03 (PASO-0304)	---	---	625	1974	2019	45	86	---
26S/14E-24B01 (PASO-0302)	---	---	1001	1962	2019	57	99	---
26S/15E-33C01 (PASO-0314)	---	---	1095	1973	2019	46	80	---
26S/15E-33Q01 (PASO-0381)	---	---	1102	1973	2019	46	82	---
27S/15E-03E01 (PASO-0277)	---	---	1120.8	1968	2019	51	109	---
27S/14E-24B01 (PASO-0391)	---	---	1180.5	1973	2019	46	74	---
27S/14E-25J01 (PASO-0074)	---	---	1,225.5	1972	2019	47	72	--
27S/14E-29G01 (PASO-0041)	---	---	1201.5	1974	2019	45	78	---
27S/15E-35F01 (PASO-0053)	---	---	1230	1965	2019	54	82	---

NOTES: "--" = unknown

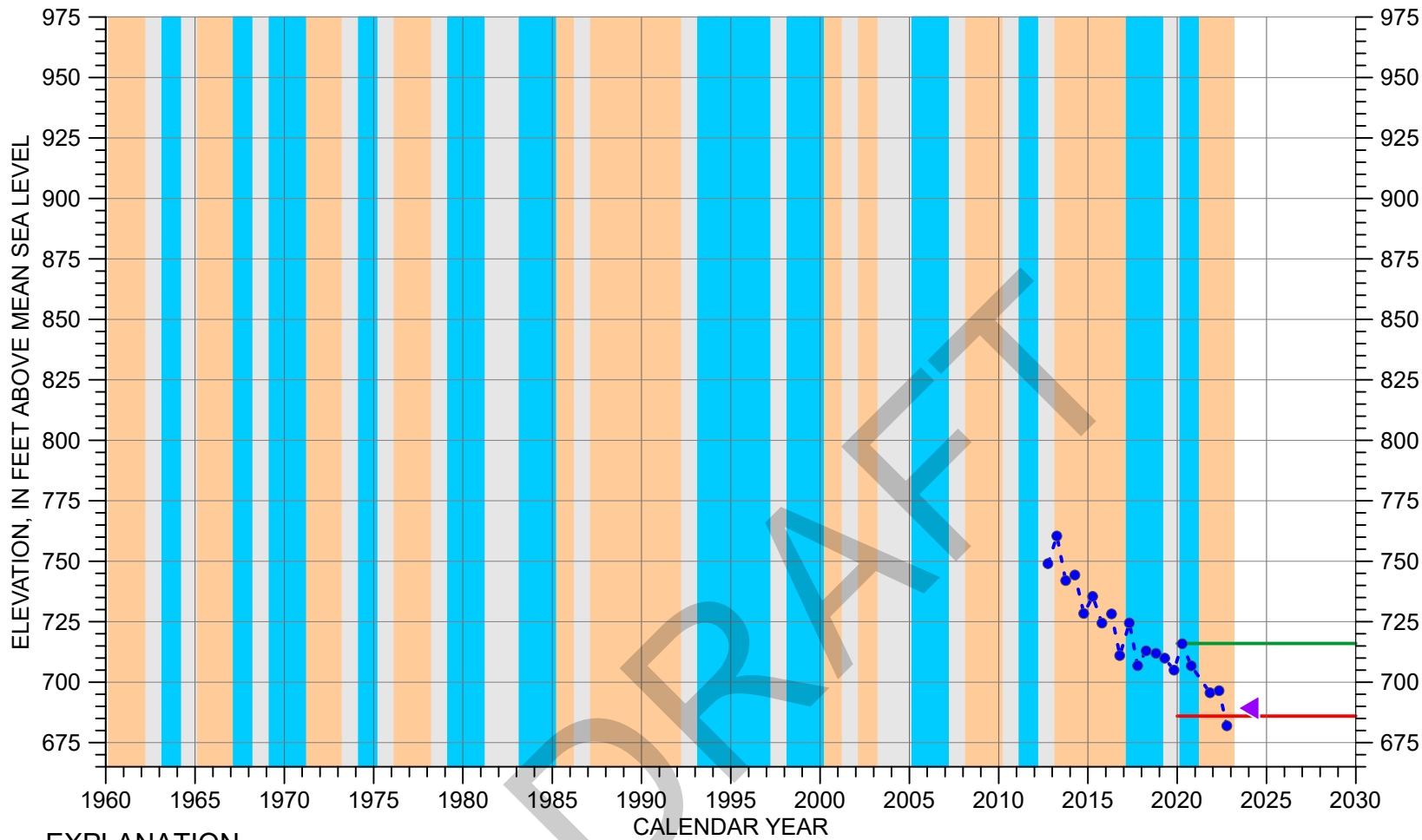
DRAFT

DRAFT

APPENDIX E
Hydrographs

Paso Robles Formation Aquifer Hydrographs

DRAFT



EXPLANATION

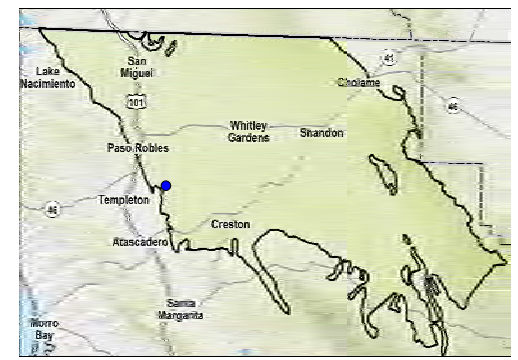
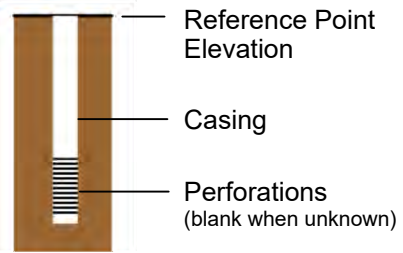
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

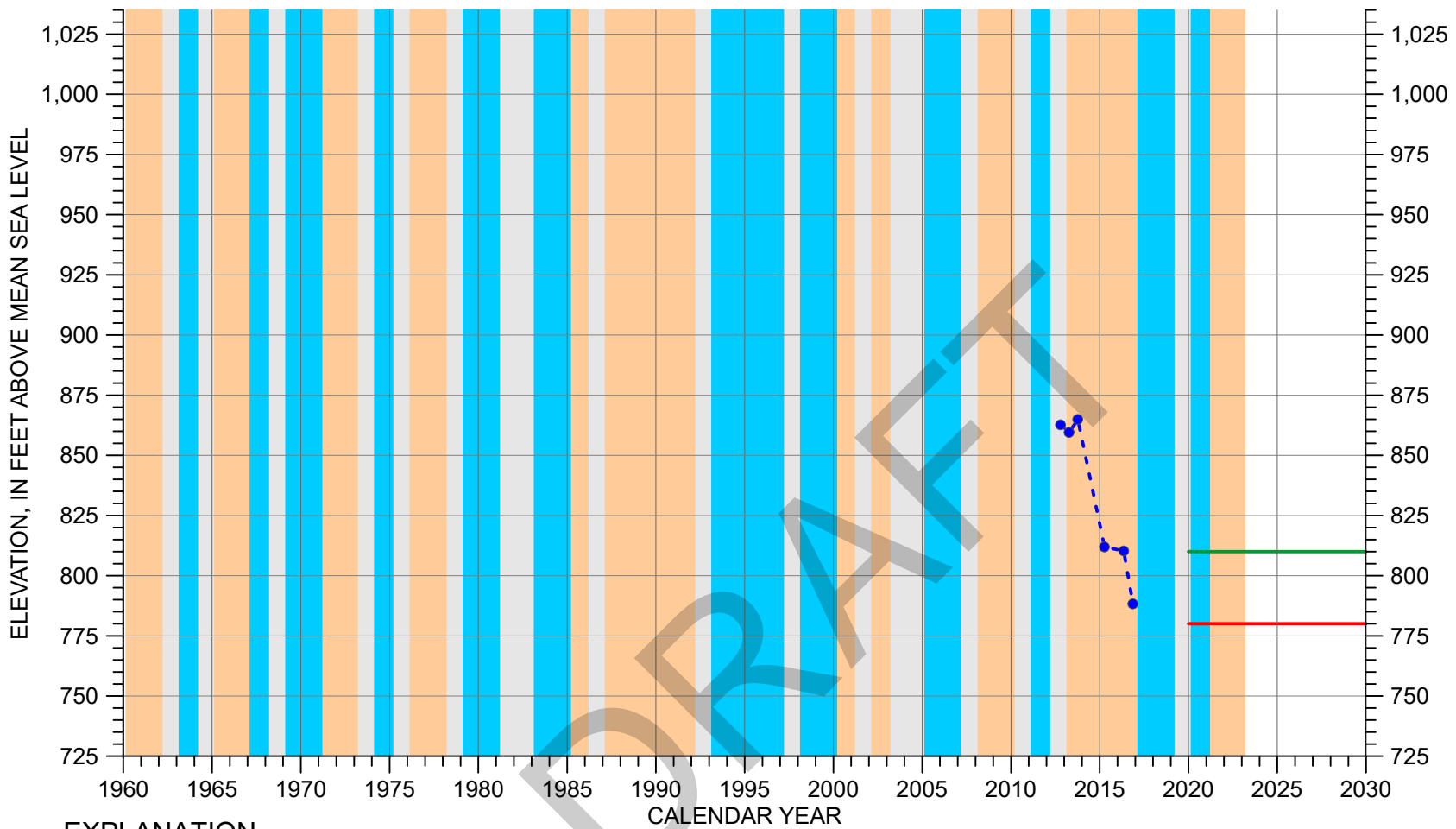
Well Depth: 295 feet
 Screened Interval: 195-295 feet below ground surface
 Reference Point Elevation: 972.4 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 27S/12E-13N01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_27S_12E-13N01.grf



EXPLANATION

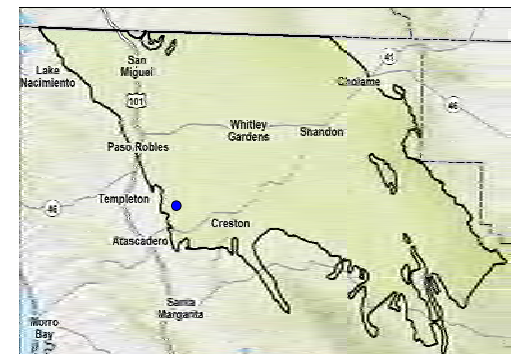
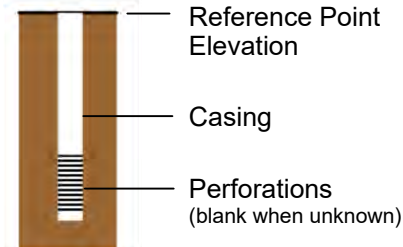
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

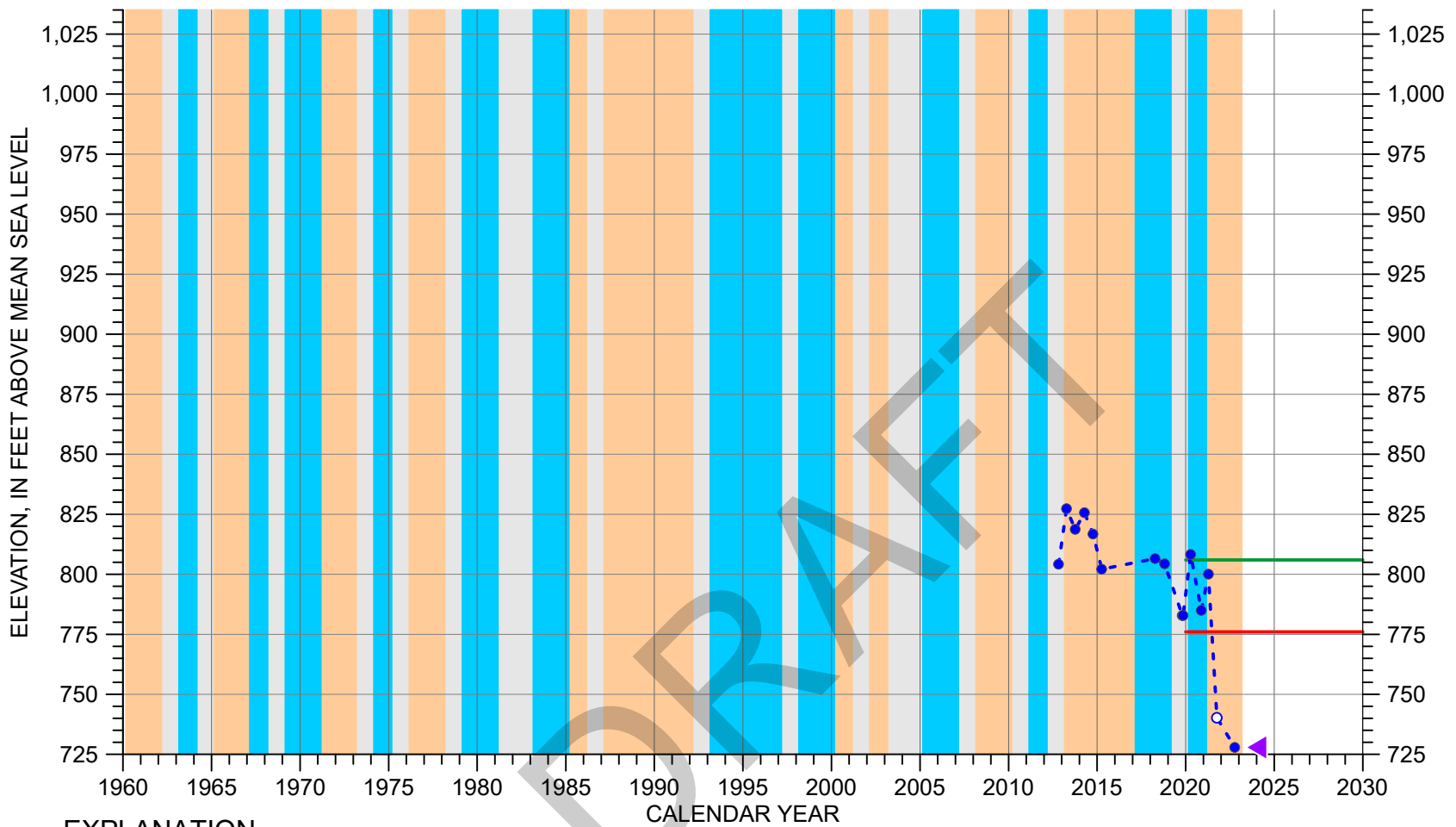
Well Depth: 355 feet
 Screened Interval: 215-235, 275-355 feet below ground surface
 Reference Point Elevation: 1086.7 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 27S/13E-30N01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_27S_13E-30N01.grf



EXPLANATION

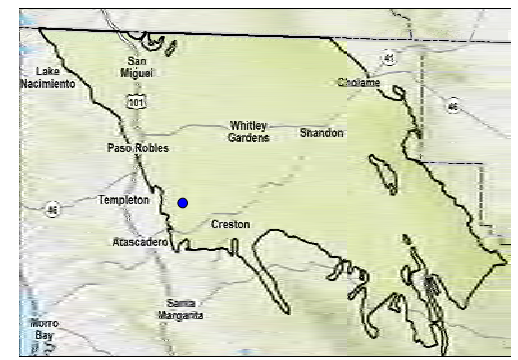
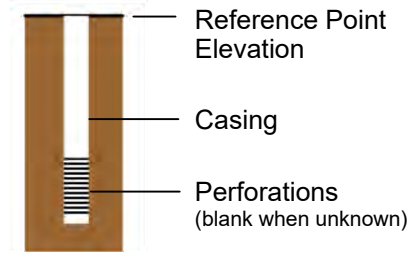
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

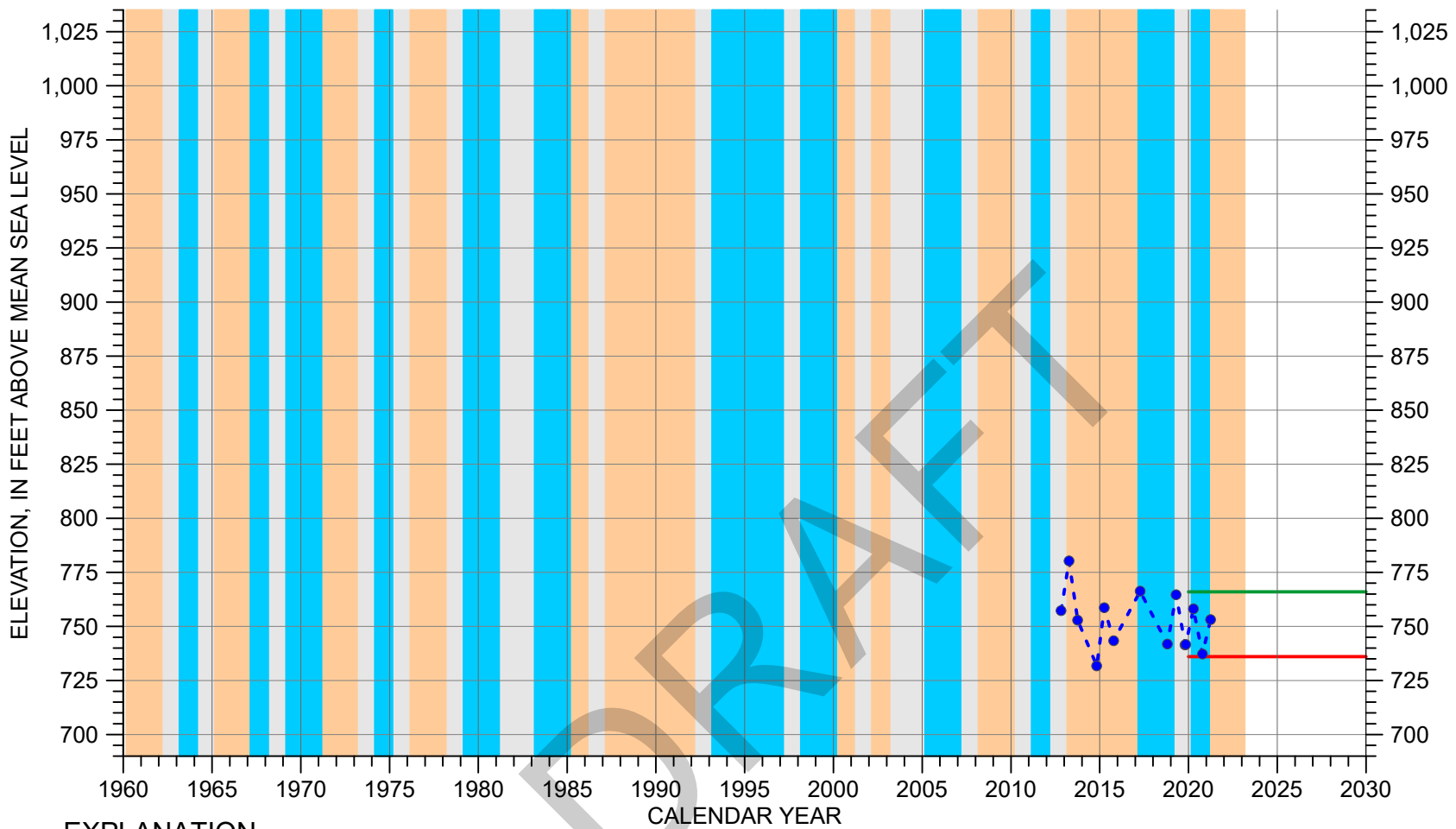
Well Depth: 685 feet
 Screened Interval: 225-685 feet below ground surface
 Reference Point Elevation: 1095 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 27S/13E-30J01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_27S_13E-30J01.grf



EXPLANATION

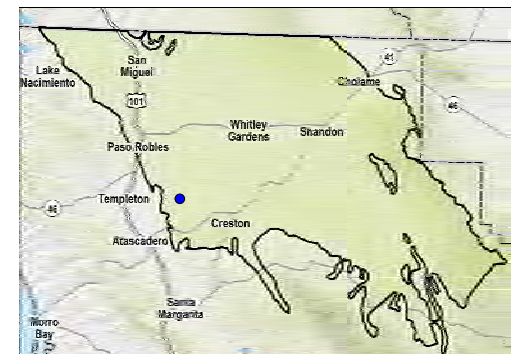
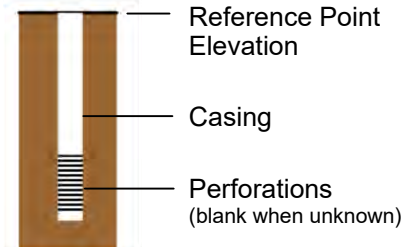
- Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold

CLIMATE PERIOD CLASSIFICATION

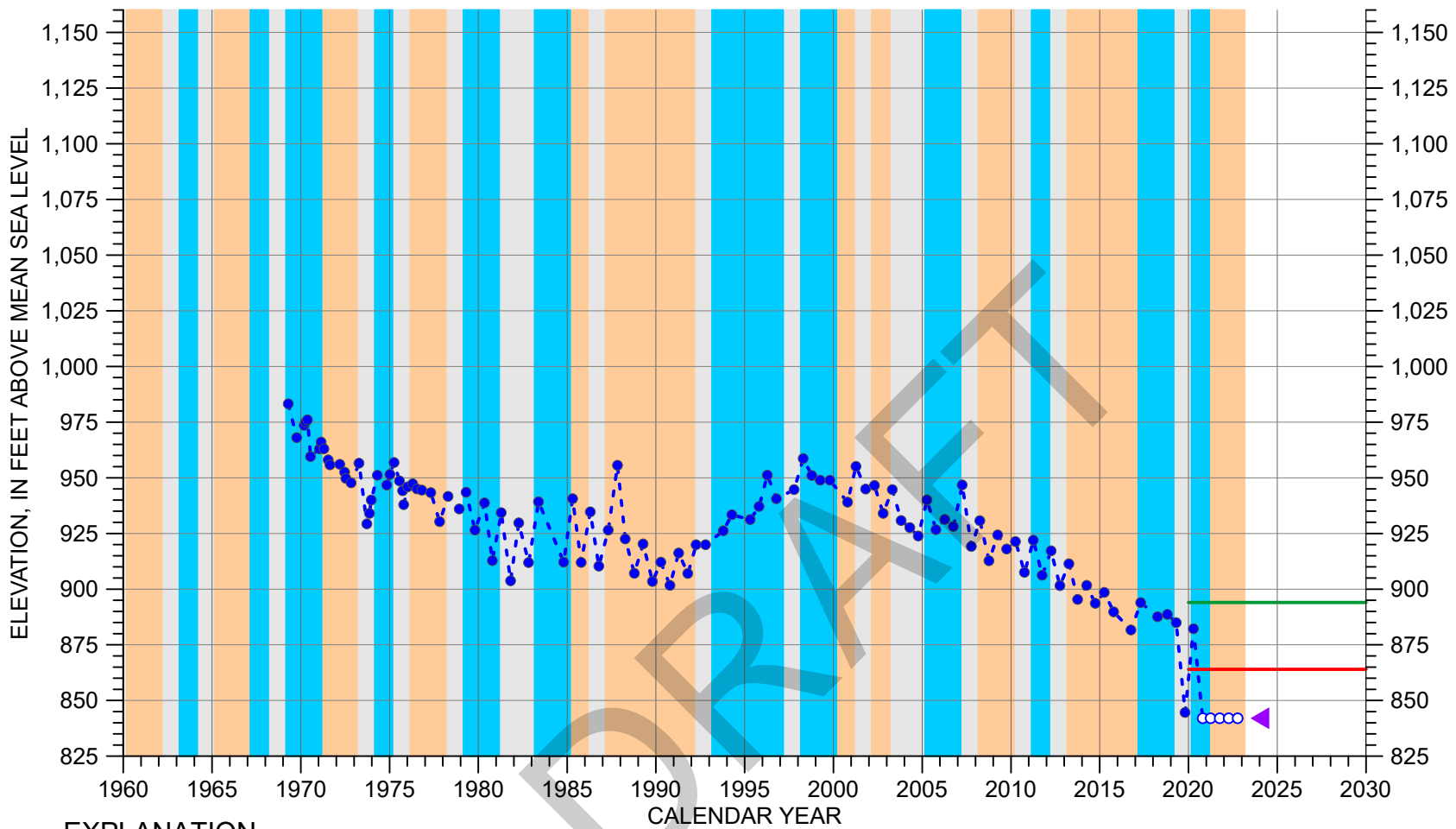
- Dry
- Avg/Alternating
- Wet

Well Depth: 310 feet
 Screened Interval: 200-310 feet below ground surface
 Reference Point Elevation: 1043.2 feet above mean sea level

* Measurement recorded at elevation below reported bottom of well.



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 27S/13E-30F01



EXPLANATION

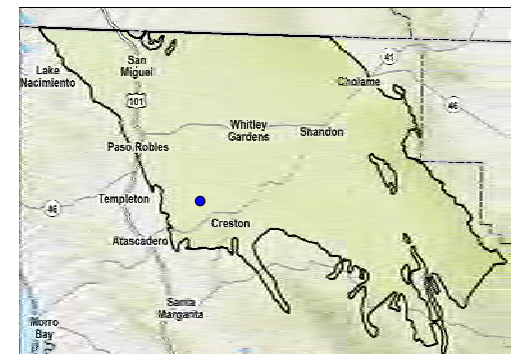
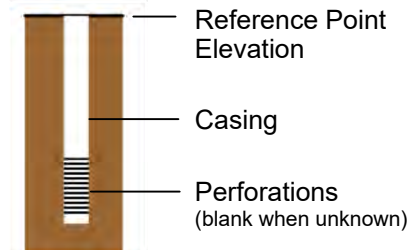
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

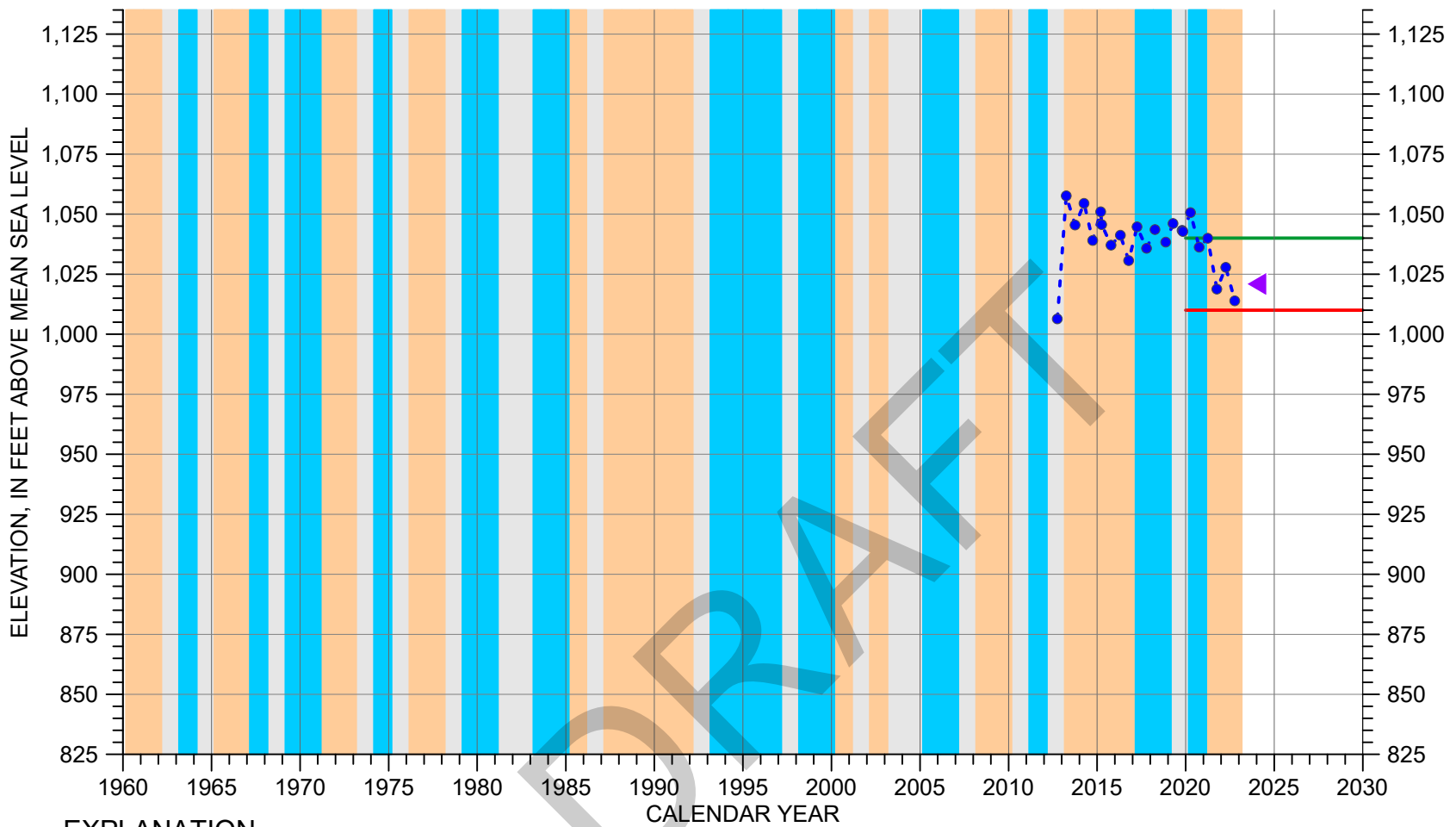
Well Depth: 212 feet
 Screened Interval: 118-212 feet below ground surface
 Reference Point Elevation: 1072 feet above mean sea level

* Measurement recorded at bottom of well (dry well). Actual elevation may be lower.



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 27S/13E-28F01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_27S_13E-28F01.grf



EXPLANATION

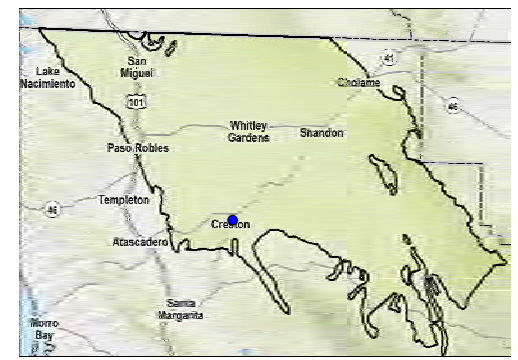
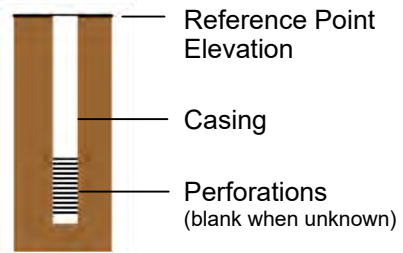
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

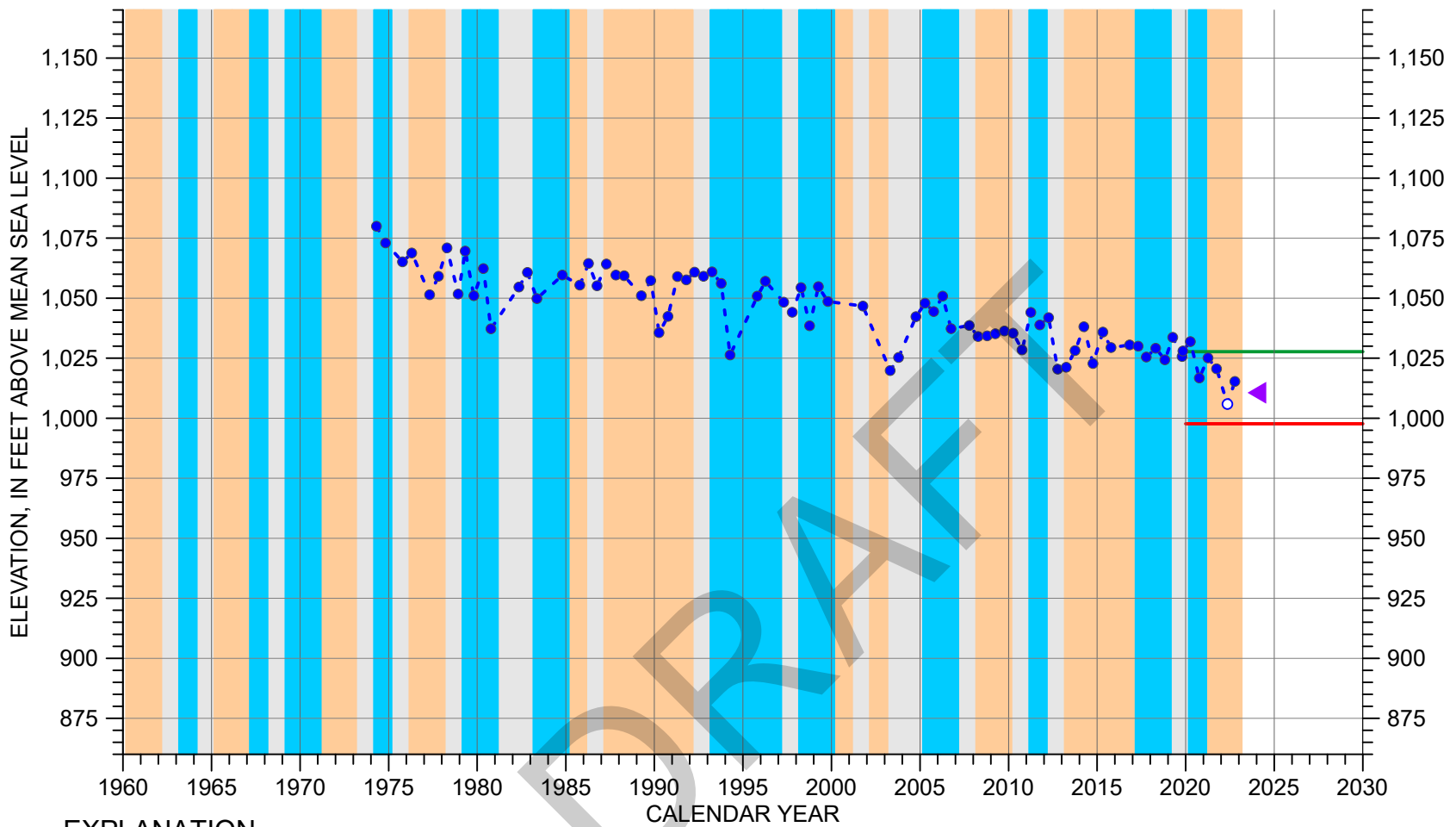
Well Depth: 254 feet
 Screened Interval: 154-254 feet below ground surface
 Reference Point Elevation: 1099.9 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 28S/13E-01B01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_28S_13E-01B01.grf



EXPLANATION

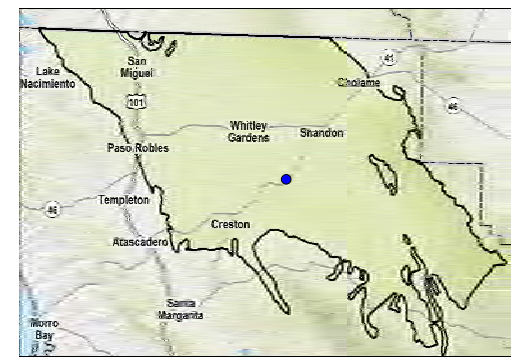
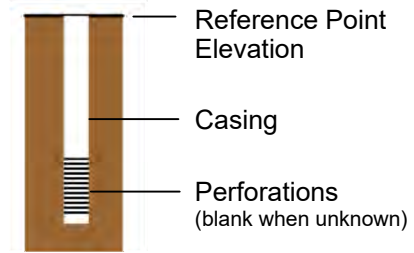
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

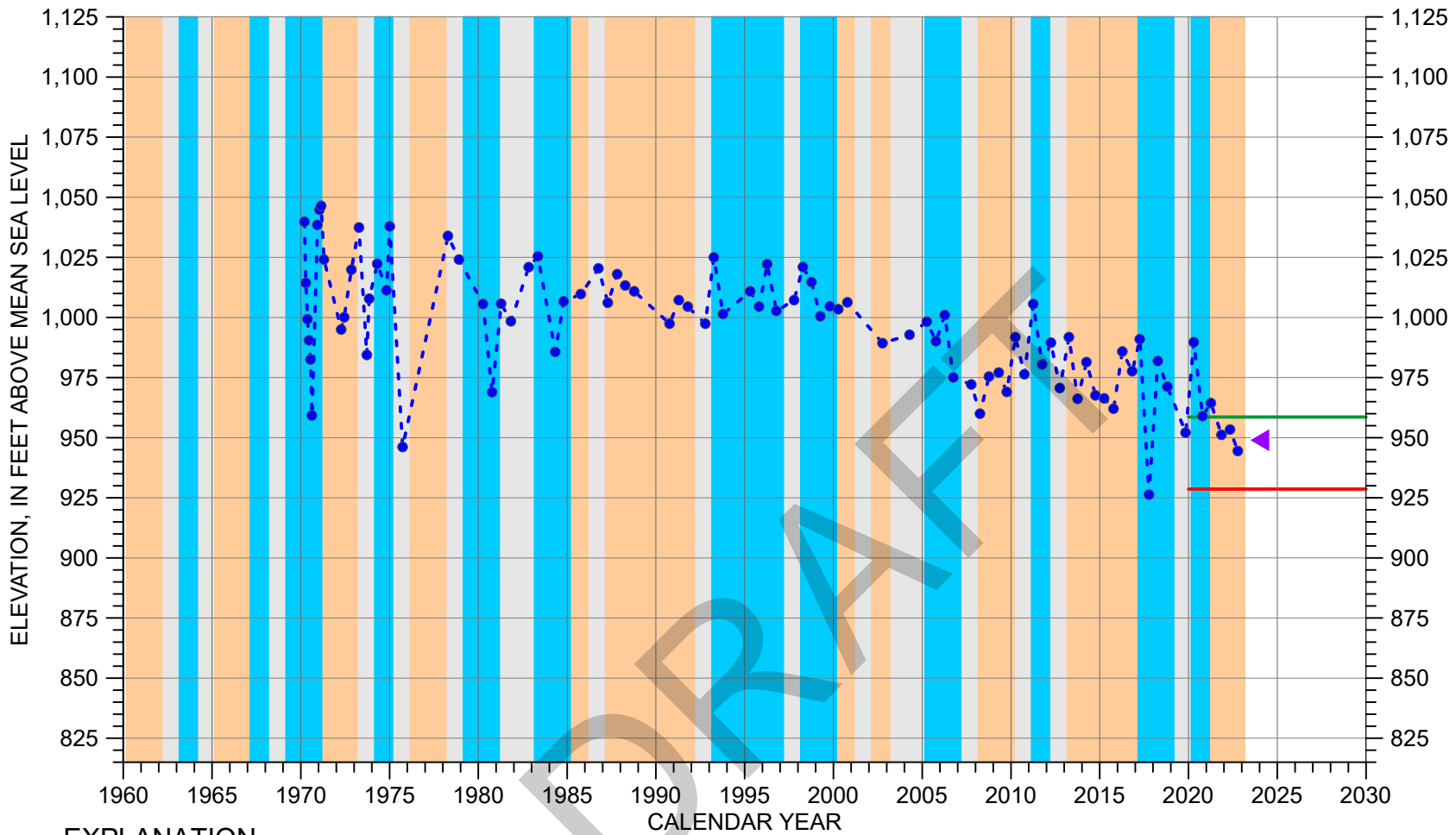
Well Depth: 630 feet
 Screened Interval: 180-630 feet below ground surface
 Reference Point Elevation: 1160.5 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 27S/14E-11R01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_27S_14E-11R01.grf



EXPLANATION

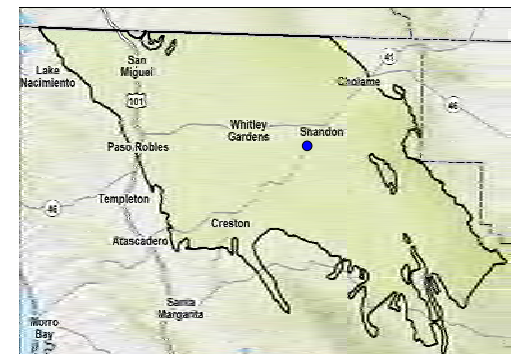
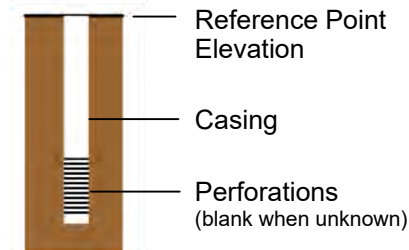
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

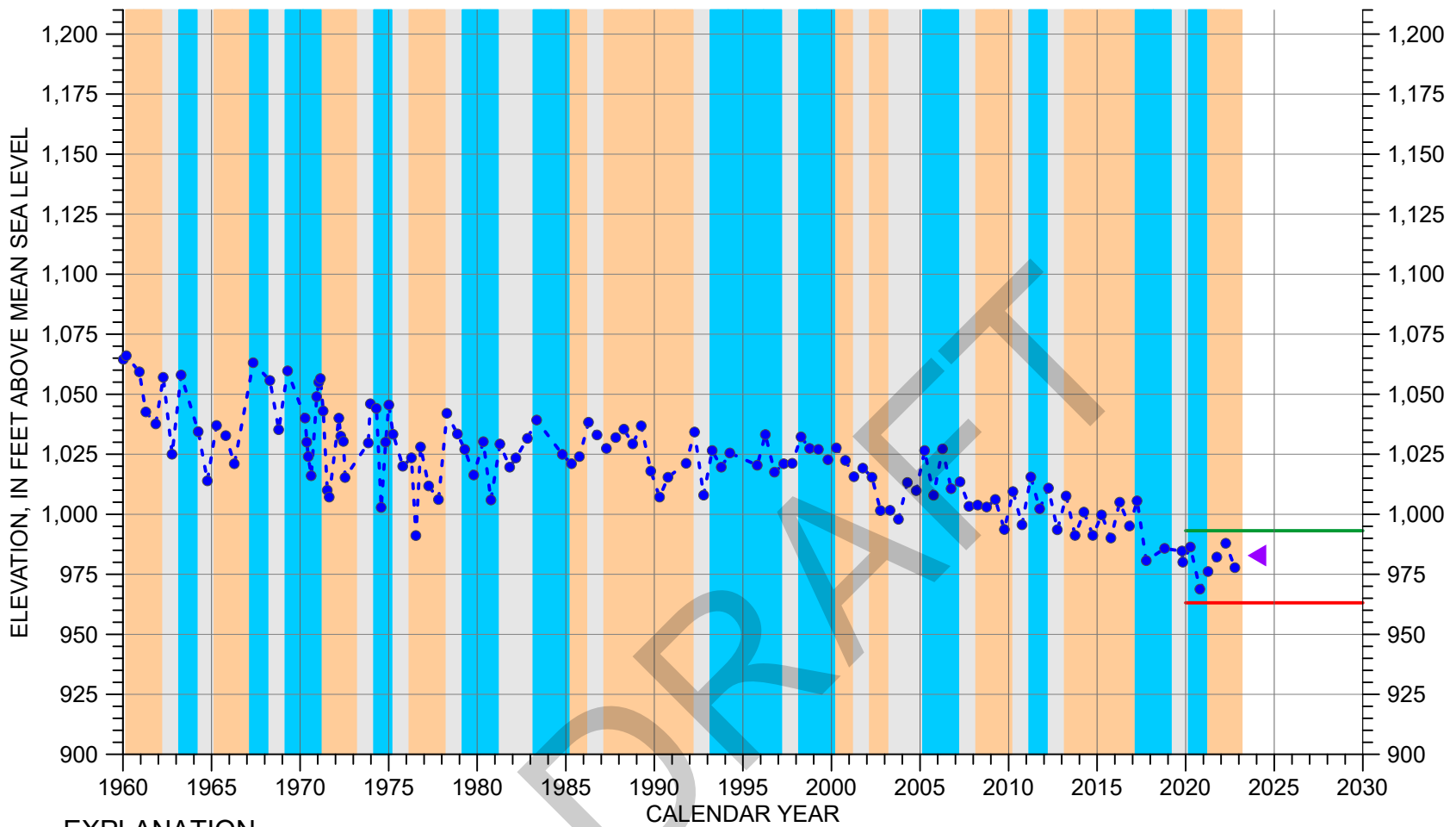
Well Depth: 605 feet
 Screened Interval: 195-605 feet below ground surface
 Reference Point Elevation: 1123.3 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/15E-30J01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_15E-30J01.grf



EXPLANATION

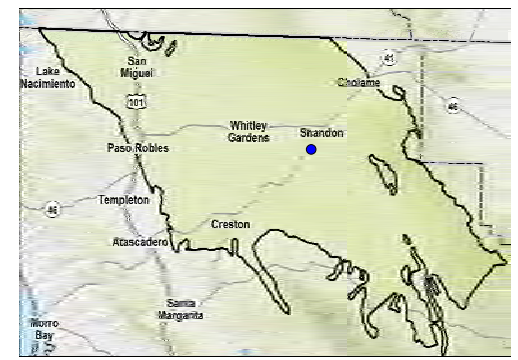
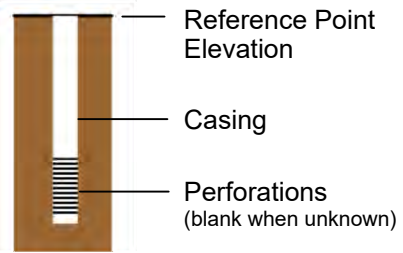
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

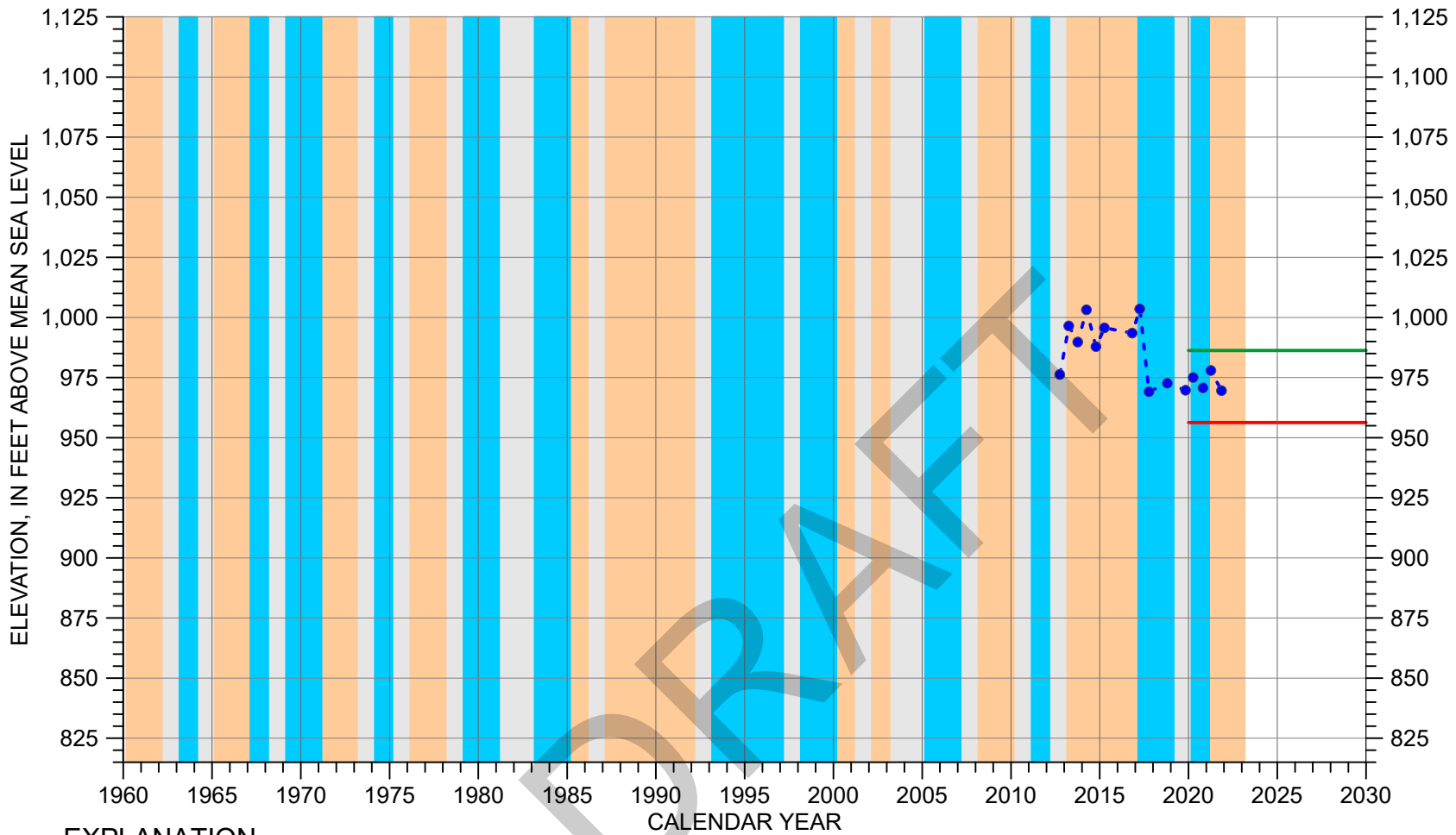
Well Depth: 350 feet
 Screened Interval: unknown
 Reference Point Elevation: 1135 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/15E-29N01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_15E-29N01.grf



EXPLANATION

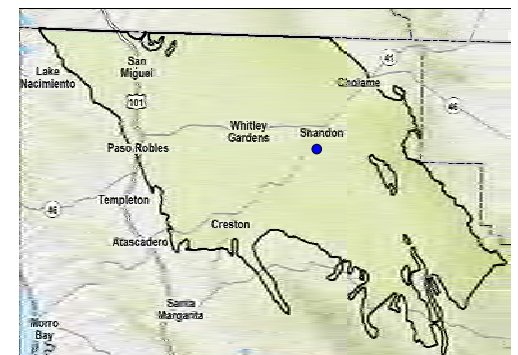
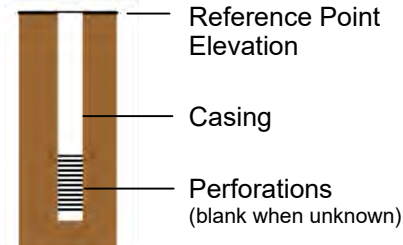
- Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

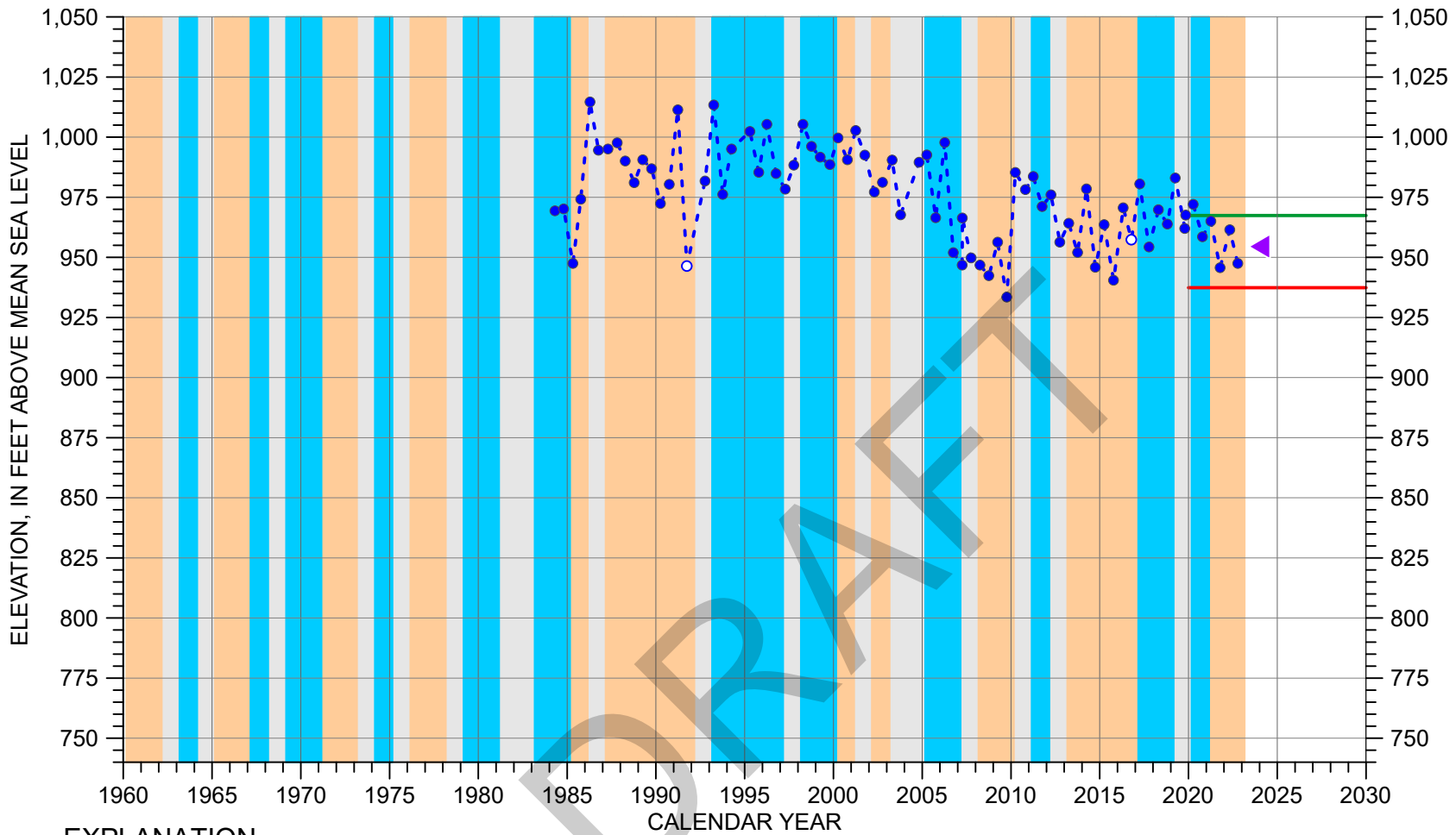
Well Depth: 600 feet
 Screened Interval: 180-600 feet below ground surface
 Reference Point Elevation: 1109.5 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/15E-29R01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_15E-29R01.grf



EXPLANATION

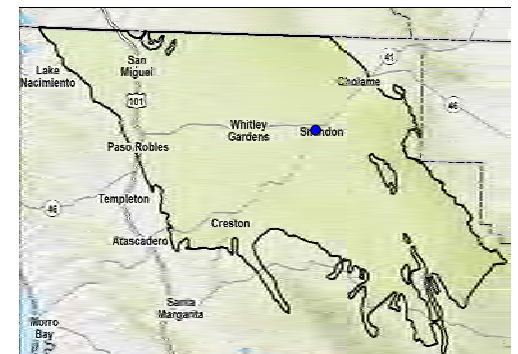
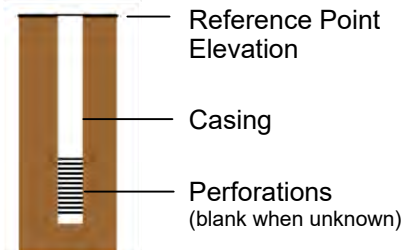
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

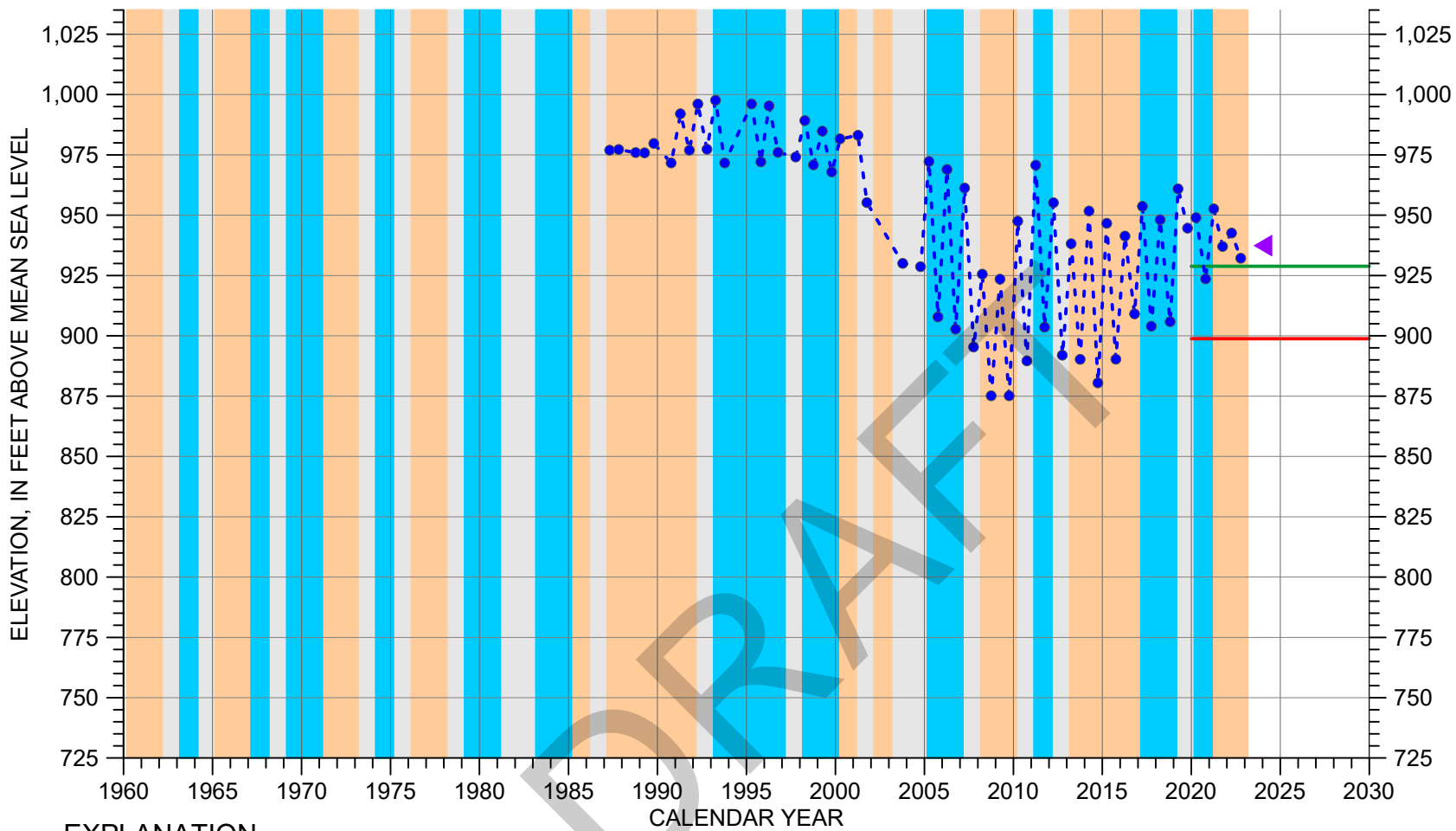
Well Depth: 461 feet
 Screened Interval: 297-461 feet below ground surface
 Reference Point Elevation: 1036.36 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/15E-20B04

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_15E-20B04.grf



EXPLANATION

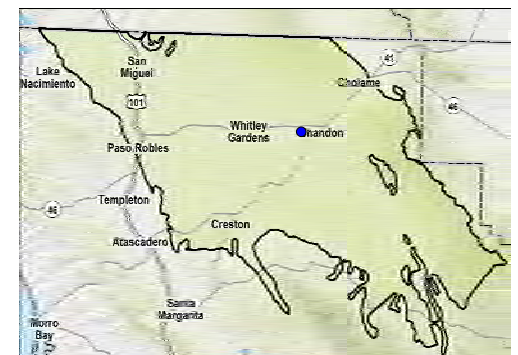
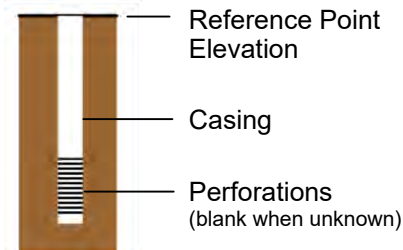
- - - Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

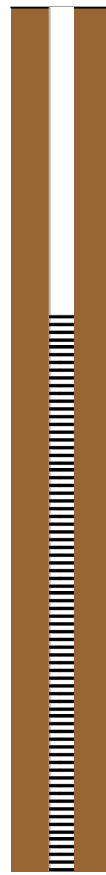
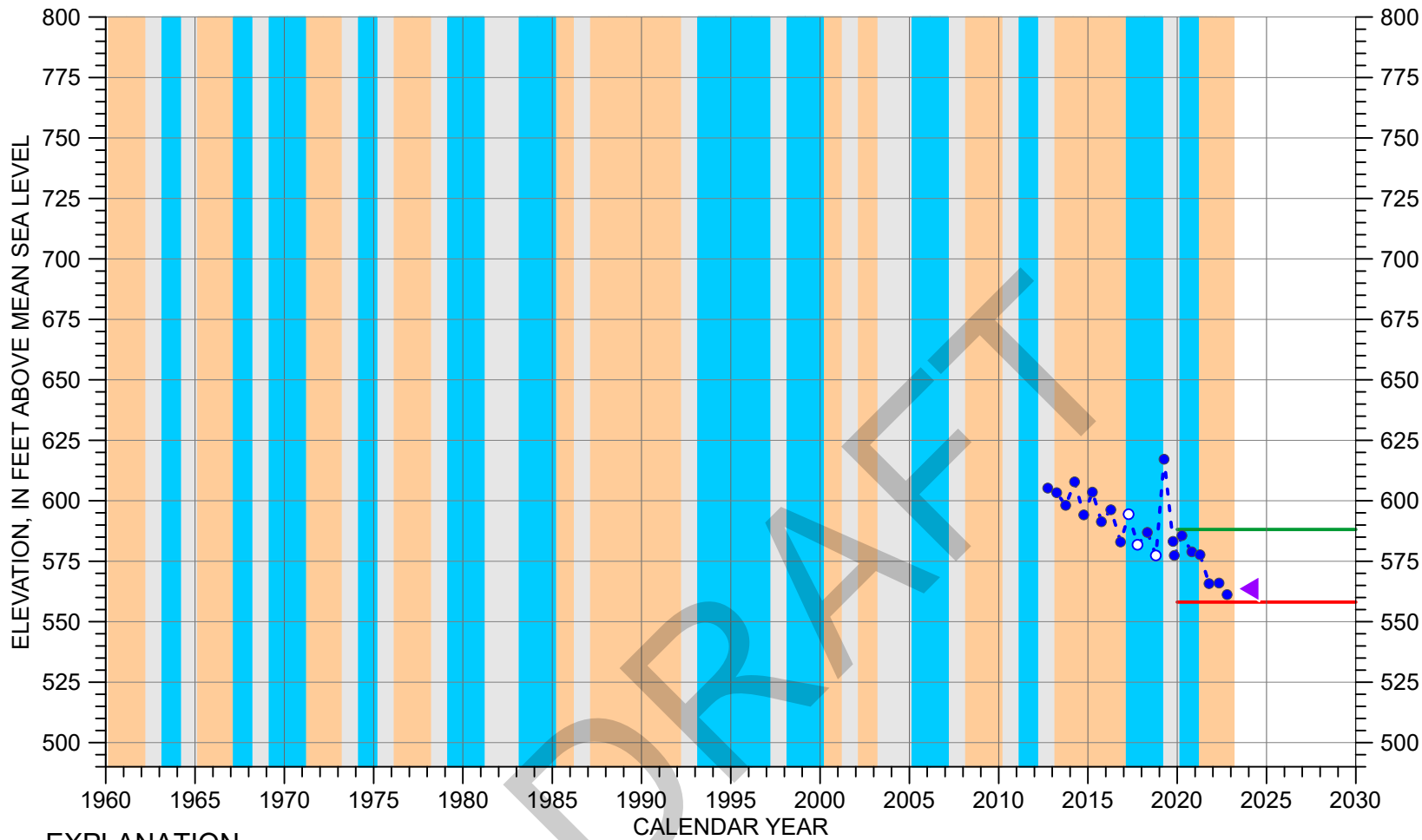
Well Depth: 512 feet
 Screened Interval: 223-512 feet below ground surface
 Reference Point Elevation: 1020 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/15E-19E01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_15E-19E01.grf



EXPLANATION

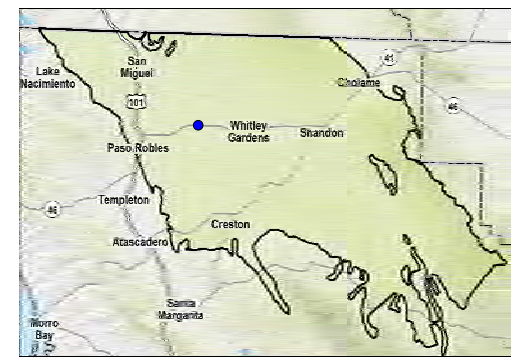
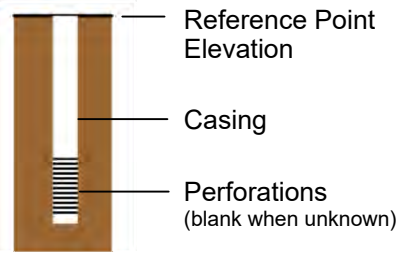
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

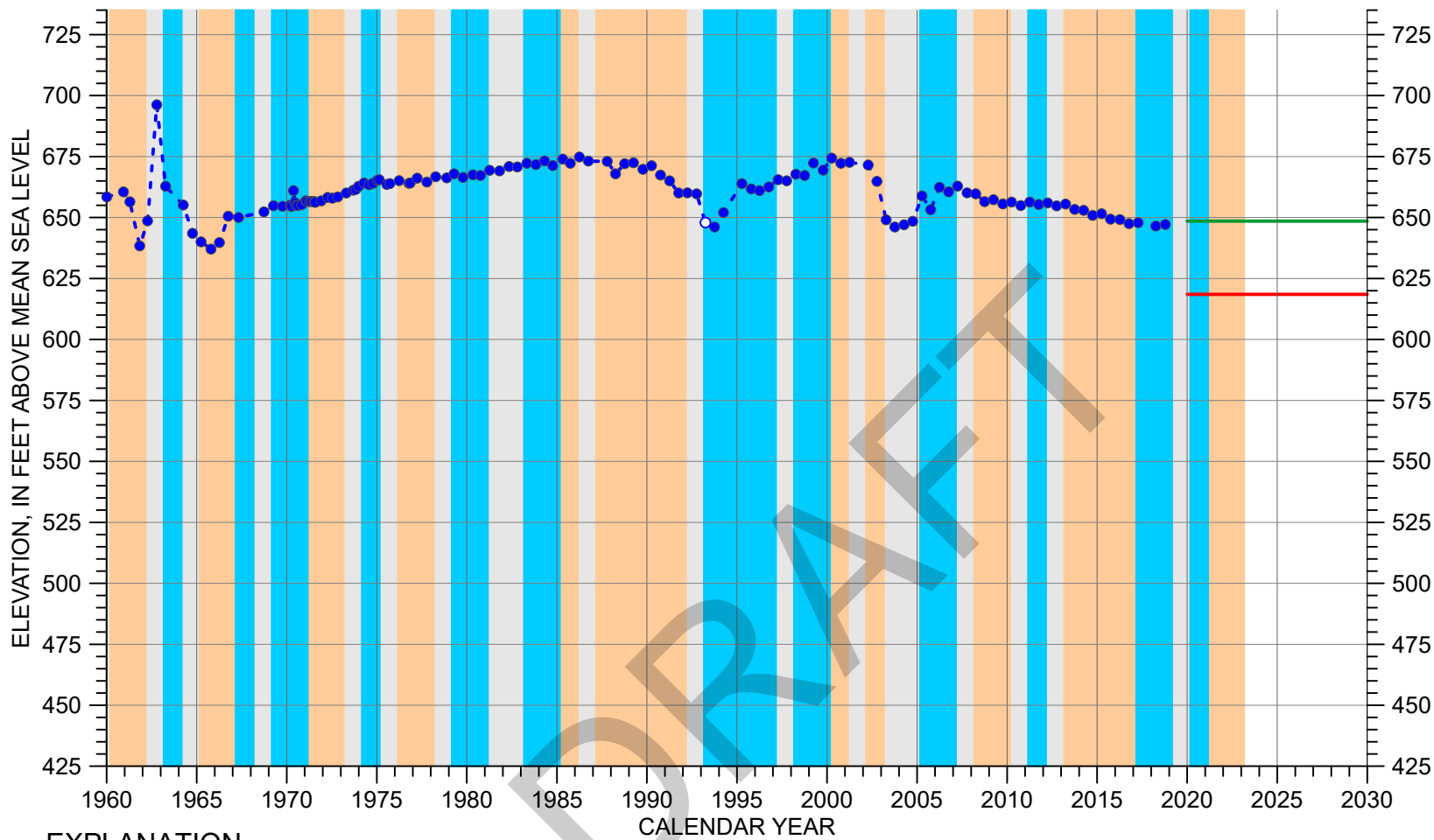
Well Depth: 400 feet
 Screened Interval: 200-400 feet below ground surface
 Reference Point Elevation: 890.2 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/13E-16N01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_13E-16N01.grf



EXPLANATION

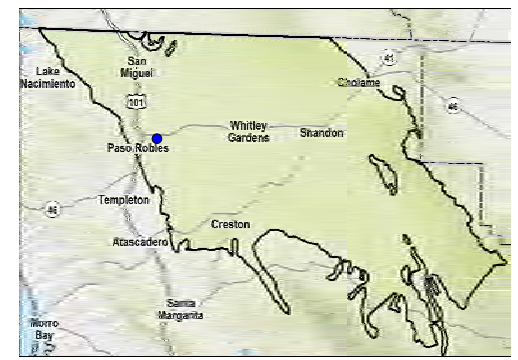
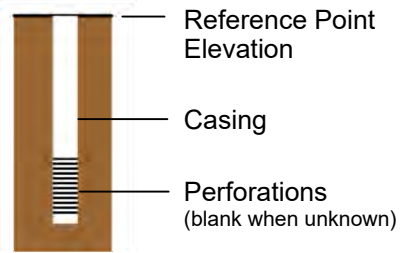
- Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

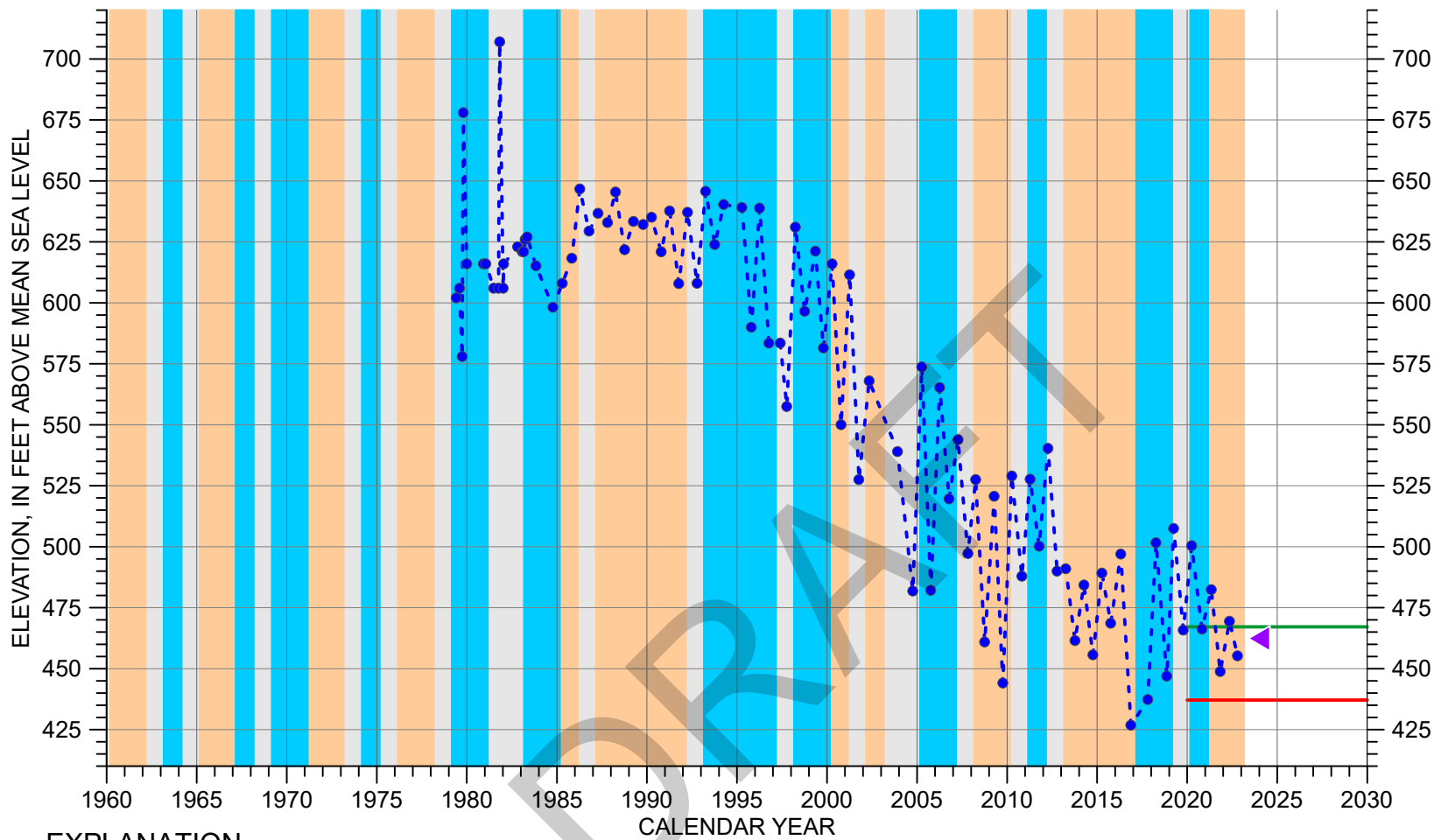
Well Depth: 400 feet
 Screened Interval: unknown
 Reference Point Elevation: 835 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/12E-26E07

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_12E-26E07.grf



EXPLANATION

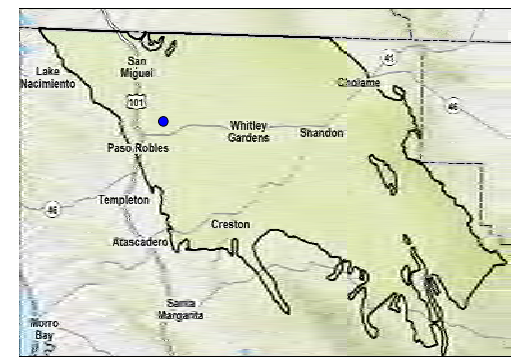
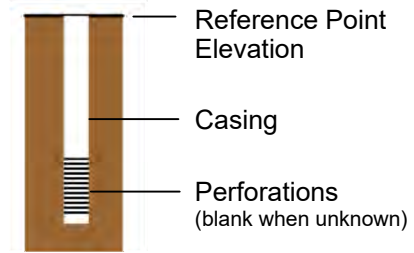
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

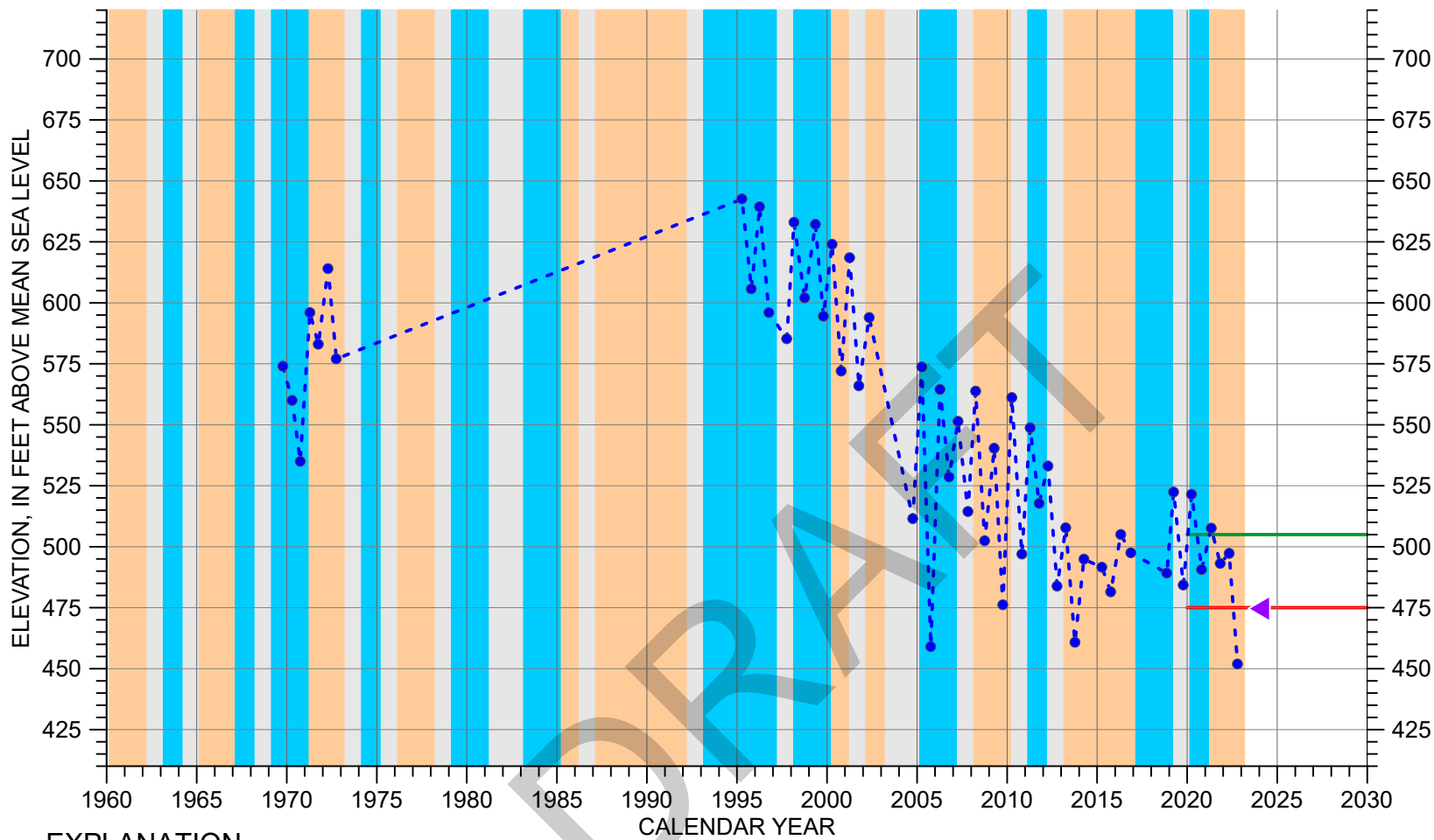
Well Depth: 1100 feet
 Screened Interval: unknown
 Reference Point Elevation: 786 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/12E-14K01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_12E-14K01.grf



EXPLANATION

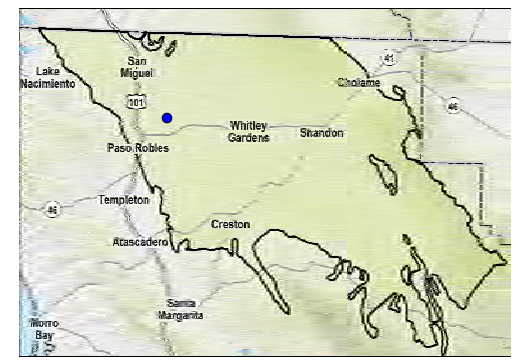
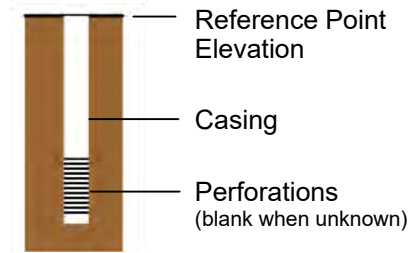
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

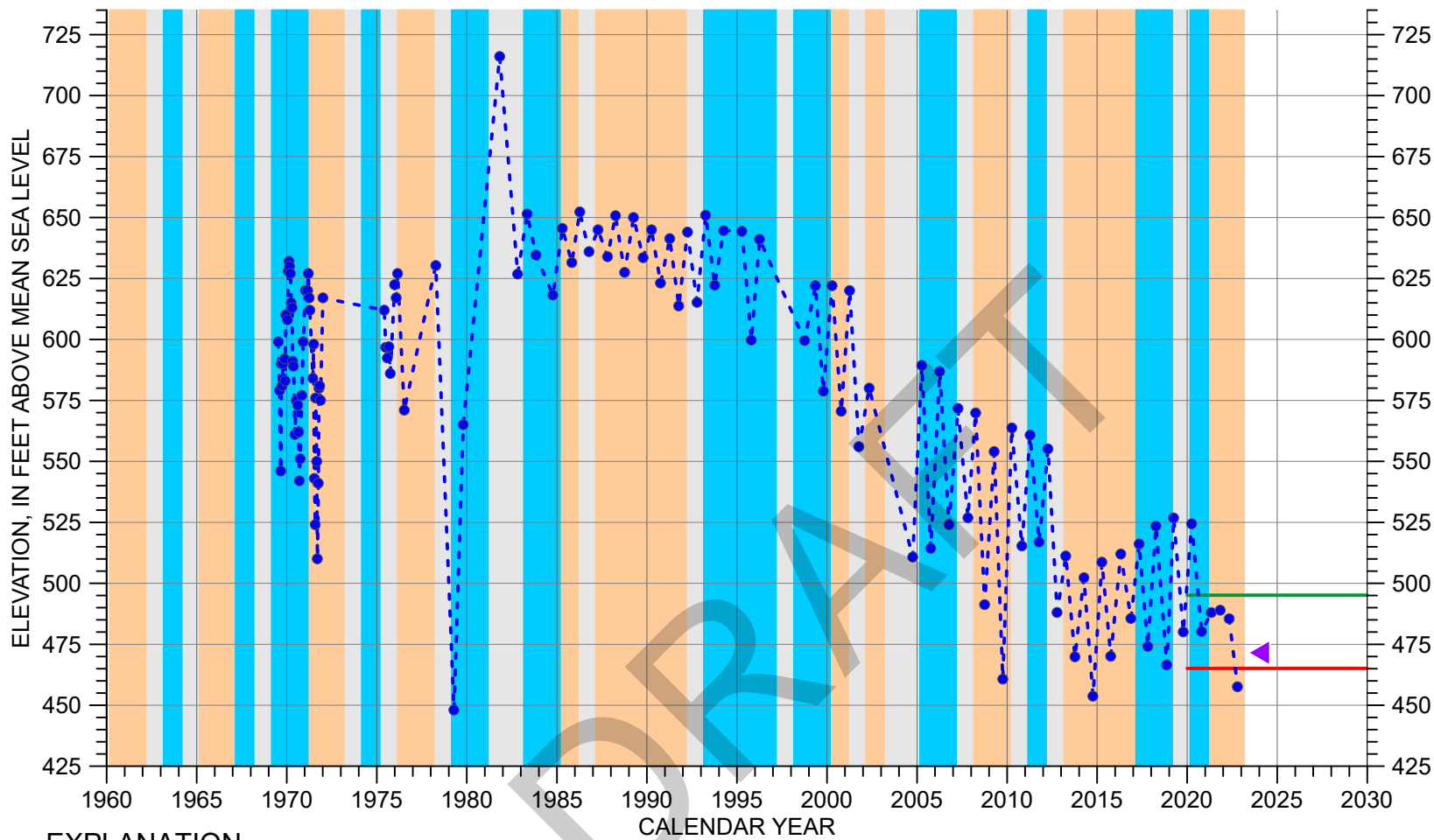
- Dry
- Avg/Alternating
- Wet

Well Depth: 1230 feet
 Screened Interval: 180-1230 feet below ground surface
 Reference Point Elevation: 790 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/12E-14H01



EXPLANATION

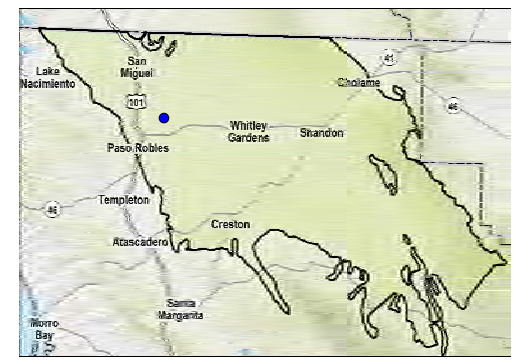
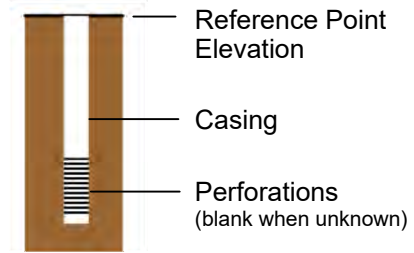
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

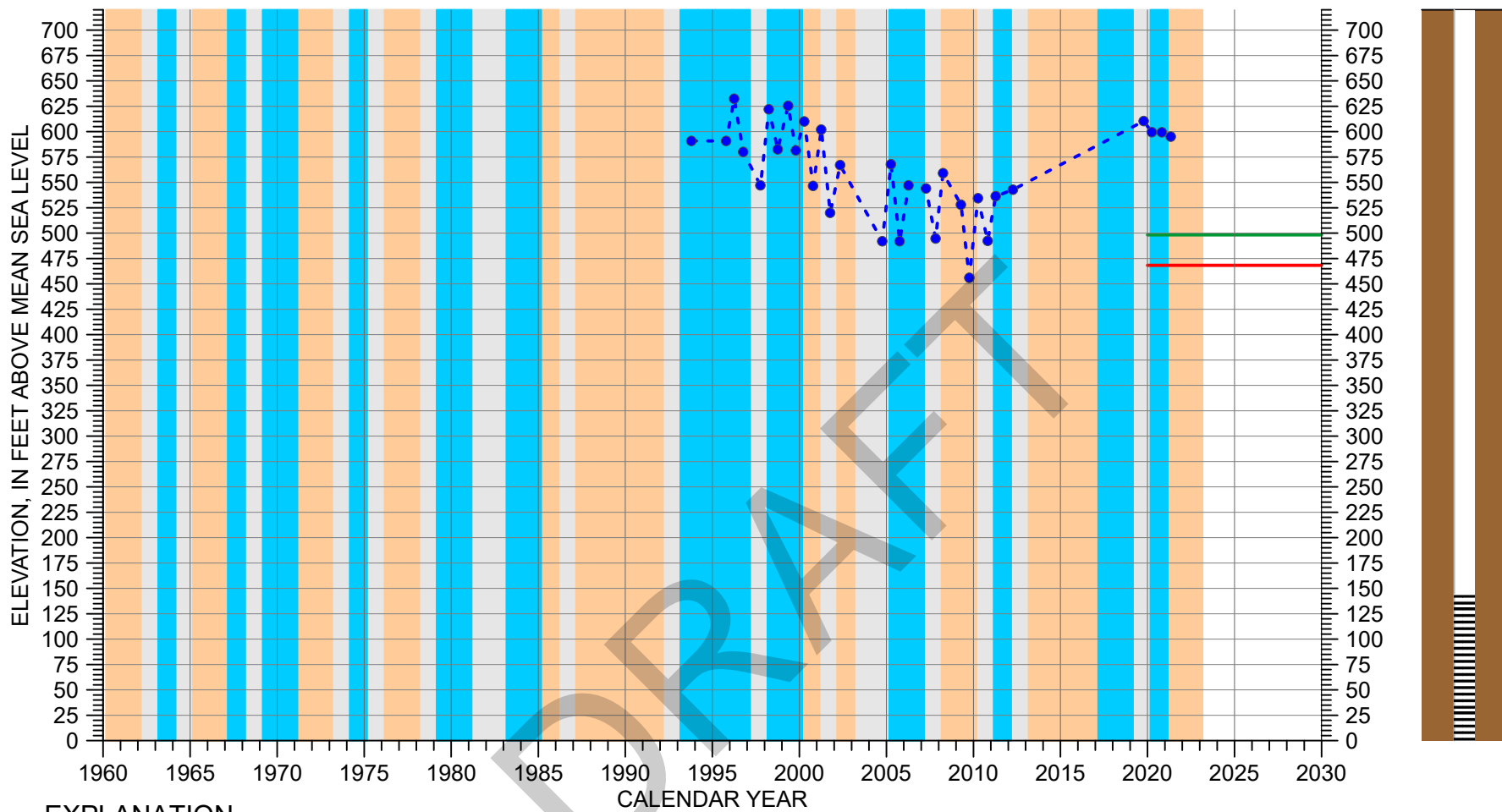
Well Depth: 740 feet
 Screened Interval: unknown
 Reference Point Elevation: 789.3 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/12E-14G01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_12E-14G01.grf



EXPLANATION

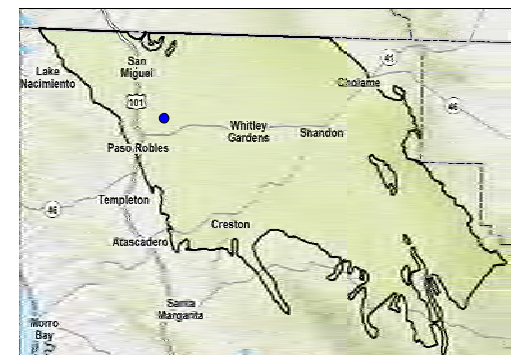
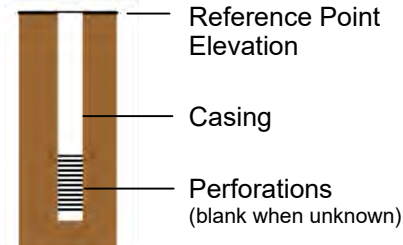
- Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

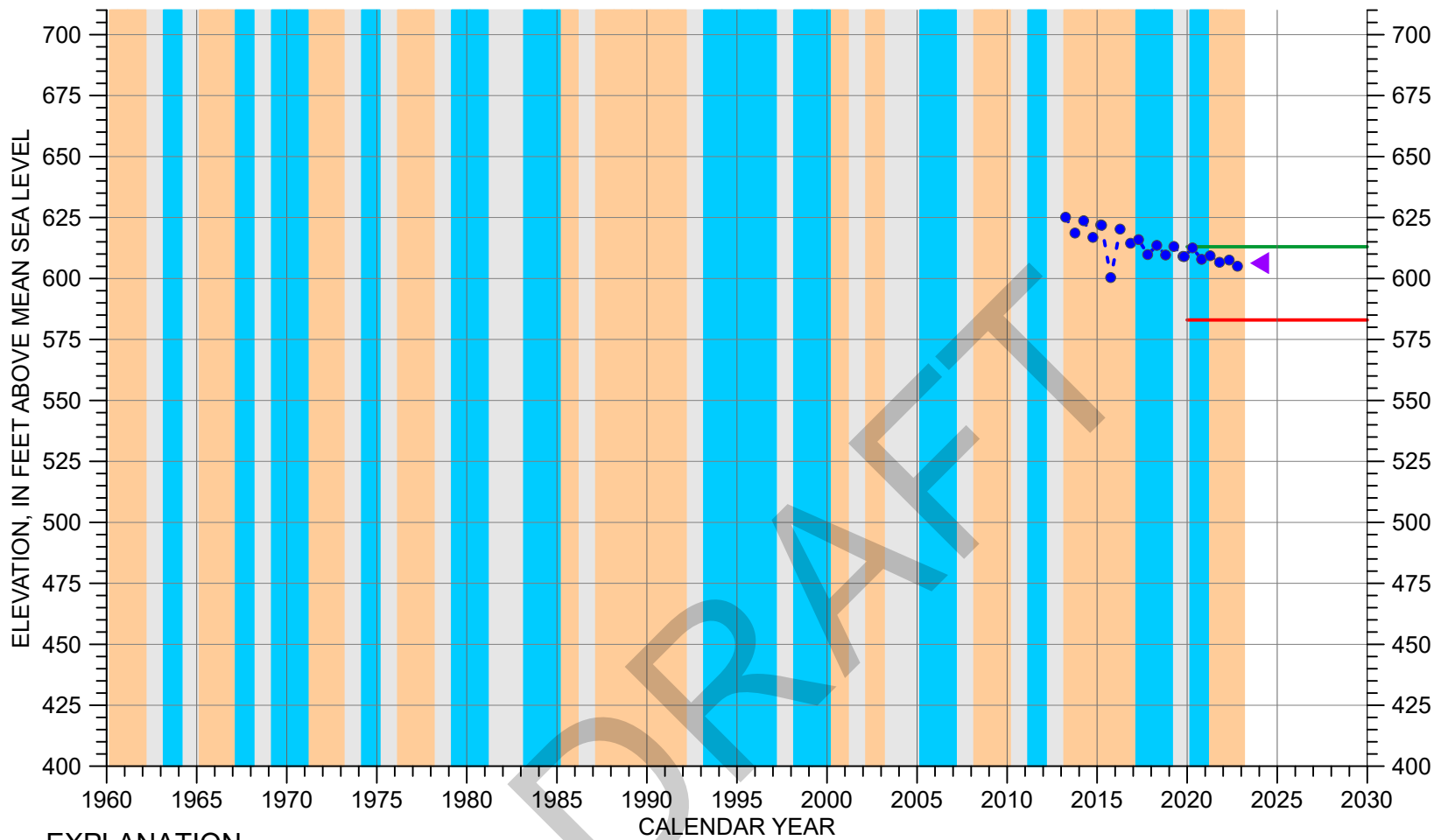
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 Reference Point Elevation: 787 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/12E-14G02

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_12E-14G02.grf



EXPLANATION

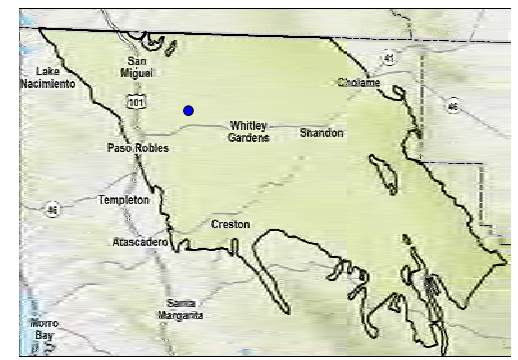
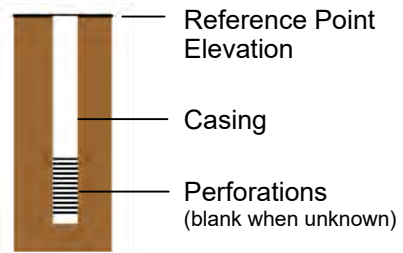
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

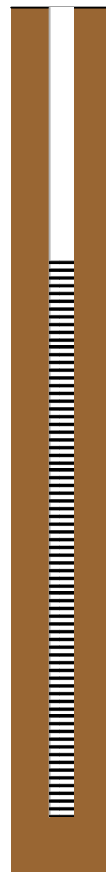
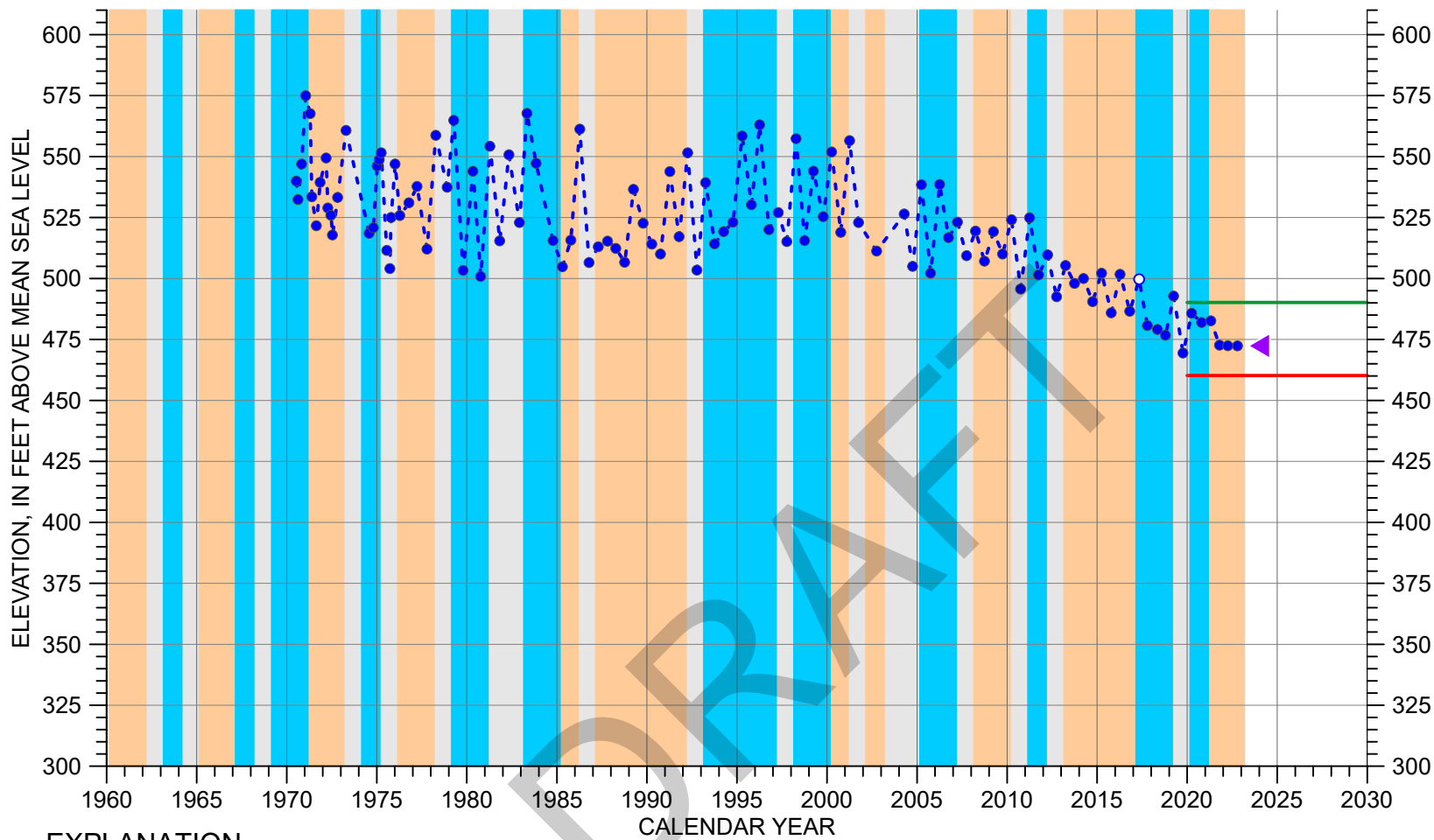
Well Depth: 400 feet
 Screened Interval: 260-400 feet below ground surface
 Reference Point Elevation: 827.9 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 26S/13E-08M01

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\Hydr_26S_13E-08M01.grf



EXPLANATION

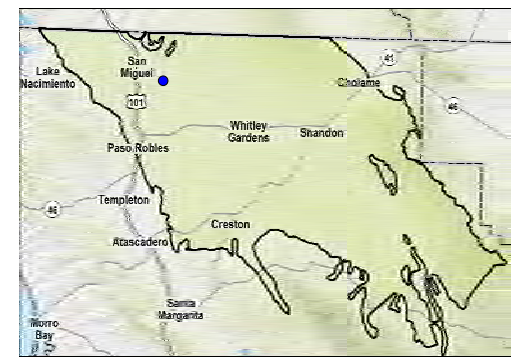
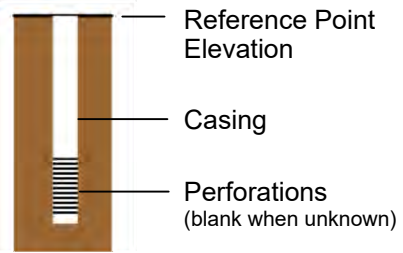
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

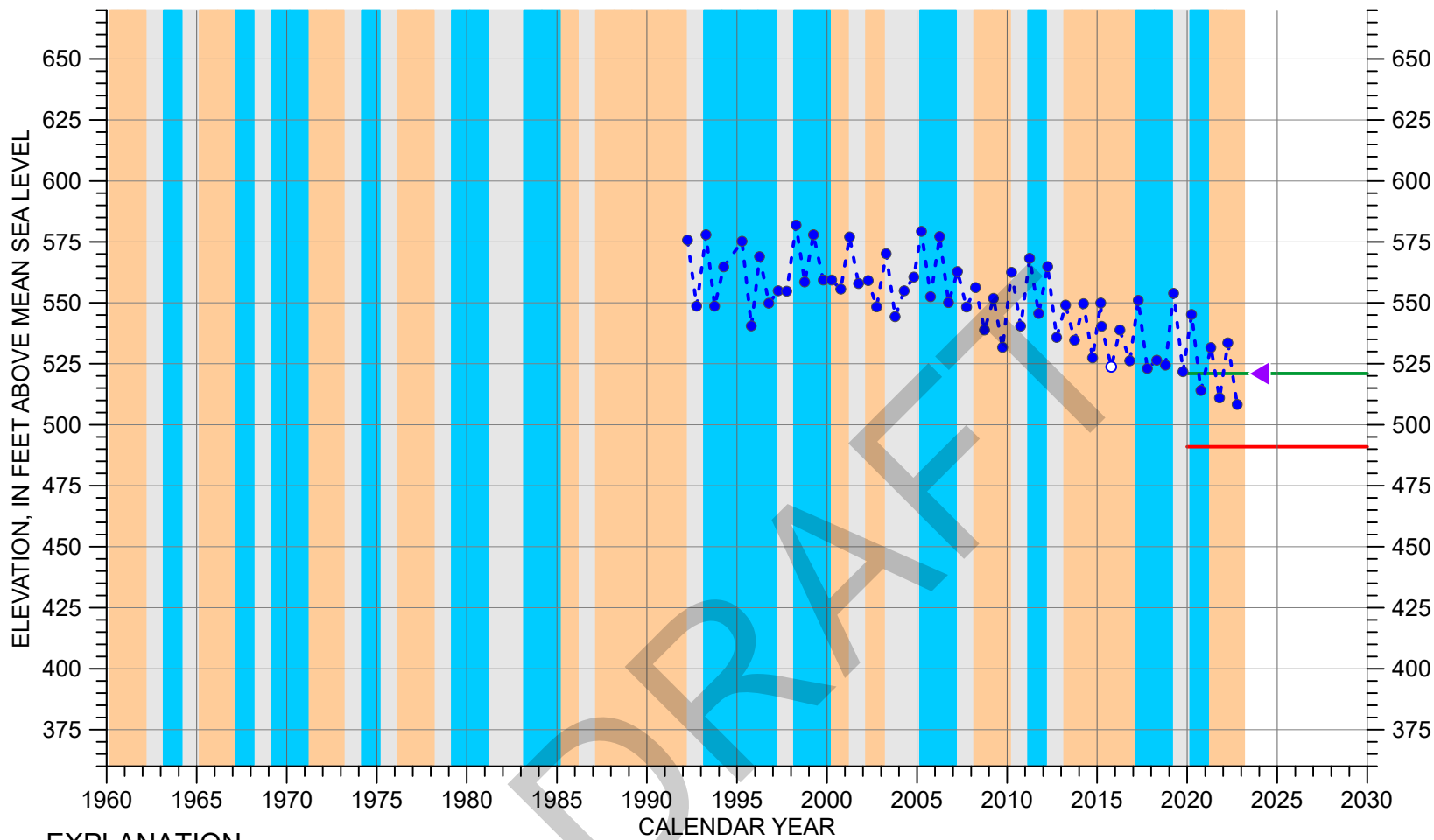
Well Depth: 400 feet
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 Reference Point Elevation: 719.7 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 25S/12E-26L01

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EXPLANATION

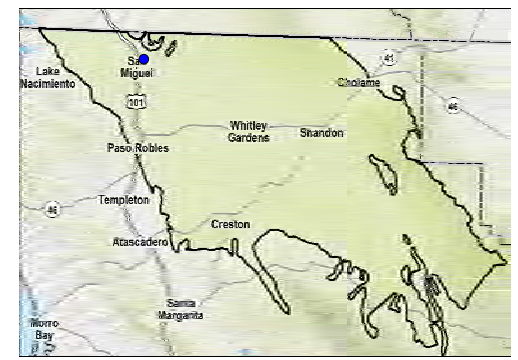
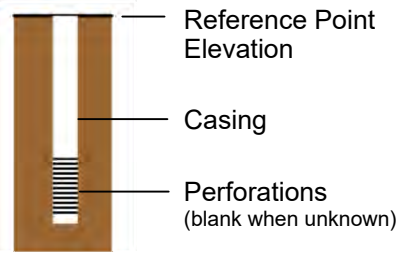
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

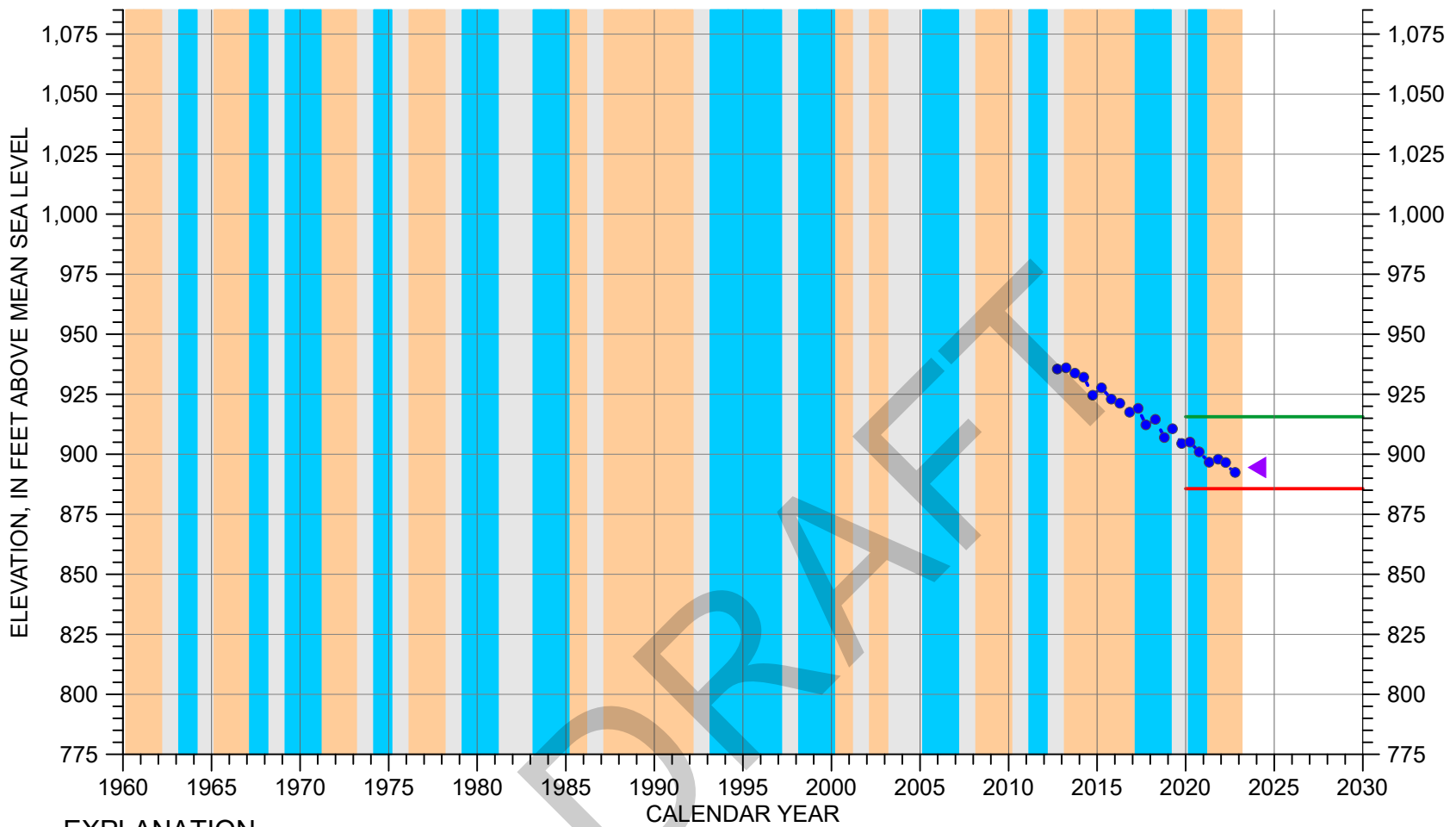
Well Depth: 350 feet
 Screened Interval: 300-310, 330-340 feet below ground surface
 Reference Point Elevation: 669.8 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 25S/12E-16K05

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EXPLANATION

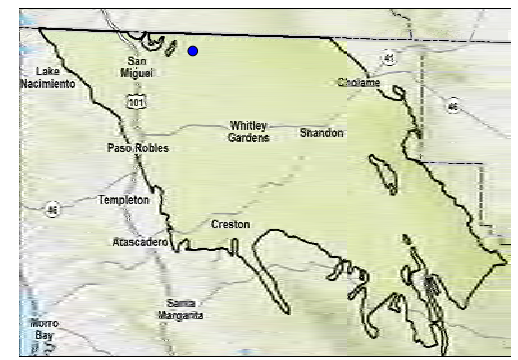
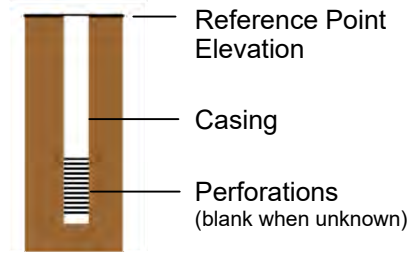
- - - ● Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

Well Depth: 270 feet
 Screened Interval: 110-270 feet below ground surface
 Reference Point Elevation: 1033.8 feet above mean sea level

* Measurement reported as not static

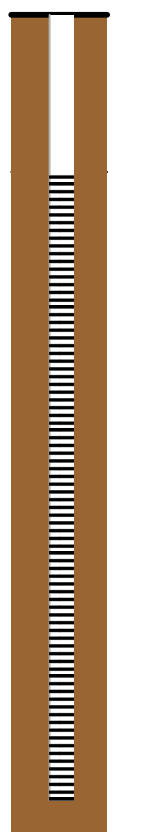
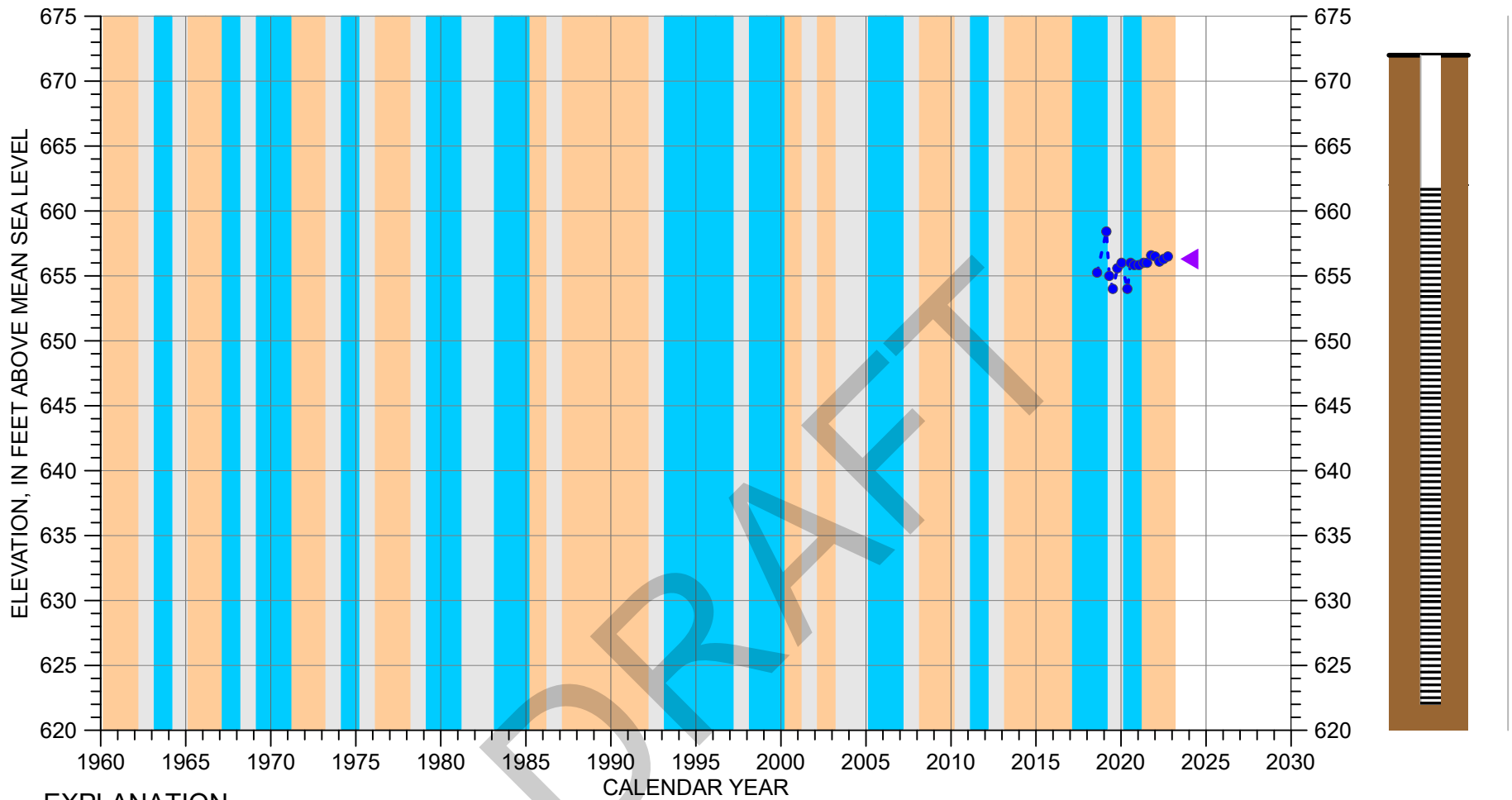


HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 25S/13E-08L02

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Alluvial Aquifer Hydrographs

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EXPLANATION

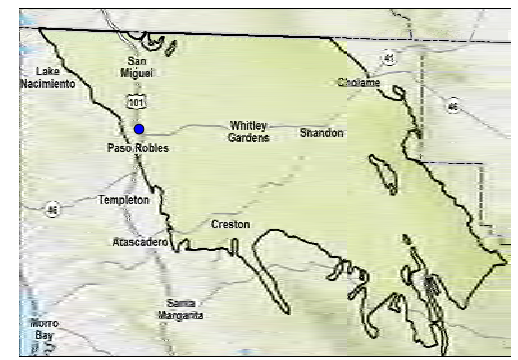
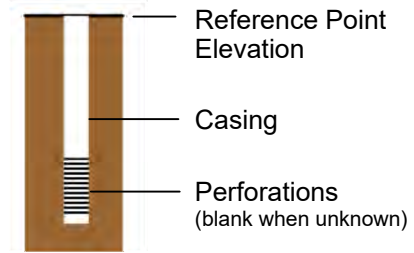
- - - Groundwater Elevation
- Measurement Not Verified*
- Measurable Objective
- Minimum Threshold
- ▲ Average of spring and fall 2022 water elevations

CLIMATE PERIOD CLASSIFICATION

- Dry
- Avg/Alternating
- Wet

Well Depth: 50 feet
 Screened Interval: 10-50 feet below ground surface
 Reference Point Elevation: 672 feet above mean sea level

* Measurement reported as not static



HYDROGRAPH OF MEASURED GROUNDWATER ELEVATION FOR 18MW-0191

P:\Portland\667-County of San Luis Obispo\025-PasoBasinAR_WYs22-23\Analysis\Hydrographs\Grapher\18MW-0191.gpj

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APPENDIX F
Paso Robles Formation Aquifer Storage Coefficient
Derivation and Sensitivity Analysis (GSI, 2020)

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Paso Robles Formation Aquifer Storage Coefficient Derivation and Sensitivity Analysis

The annual changes in groundwater in storage calculated for water years 2017, 2018, and 2019 in the Paso Robles Formation Aquifer presented in this first annual report are based on a fixed storage coefficient (S) value derived from groundwater modeling and groundwater elevation data presented in the Groundwater Sustainability Plan (GSP) for water year 2016. The derivation of S for the Paso Robles Formation Aquifer and a sensitivity analysis are presented below. It should be noted that while the GSP groundwater model utilizes a spatially variable S (both laterally and vertically) the S value derived here and used in this first annual report is a single average value representing the Paso Robles Formation Aquifer within the Subbasin.

1.1 Derivation of the Storage Coefficient Term

Derivation of S was accomplished through a back calculation using the change in groundwater in storage in the Paso Robles Formation Aquifer determined from the GSP groundwater model for water year 2016 and the total volume change represented by a Paso Robles Formation Aquifer groundwater elevation change map prepared for water year 2016. The change in groundwater in storage for water year 2016 in the Paso Robles Formation Aquifer is -59,459 acre-feet (AF) based on the GSP groundwater model.

The Paso Robles Formation Aquifer groundwater elevation change map for water year 2016 was prepared for this annual report by comparing the fall 2015 groundwater elevation contour map to the fall 2016 groundwater elevation contour map. The fall 2015 groundwater elevations were subtracted from the fall 2016 groundwater elevations resulting in a map depicting the changes in groundwater elevations in the Paso Robles Formation Aquifer that occurred during the 2016 water year (not pictured, but similar to Figures 12, 13, and 14 in this first annual report).

The groundwater elevation change map for water year 2016 represents a total volume change within the Paso Robles Formation Aquifer of -807,490 AF. As described in Section 7.2 of this annual report, this total volume change includes the volume displaced by the aquifer material and the volume of groundwater stored within the void space of the aquifer. The portion of void space in the aquifer that can be utilized for groundwater storage is represented by S. The change in groundwater in storage is equivalent to the product of S and the total volume change, as shown here:

$$\text{Change of Groundwater in Storage} = S \times \text{Total Volume Change}$$

This equation can be re-arranged and solved for S:

$$S = \frac{\text{Change of Groundwater in Storage}}{\text{Total Volume Change}} = \frac{-59,459 \text{ AF}}{-807,490 \text{ AF}} = 0.07$$

Therefore, based on analysis of data for water year 2016, an average S value for the Paso Robles Formation Aquifer in the Paso Robles Subbasin is 0.07.

1.2 Sensitivity Analysis

The annual changes in groundwater in storage in the Paso Robles Formation Aquifer calculated for water years 2017, 2018, and 2019 presented in this first annual report are 60,106, 6,398, and 59,682 AF, respectively. These values, calculated using an S value of 0.07, appear reasonable when compared to historical changes in groundwater in storage (see Figure 15 in this first annual report). While the calculated value of S, presented above, is based on sound science and using the best readily available information, it is

necessary to acknowledge that the true value of S in the Paso Robles Formation Aquifer is spatially variable (as indicated in the GSP groundwater model) and ranges in value both above and below the calculated value of 0.07. A sensitivity analysis was performed to demonstrate the range of annual changes in groundwater in storage that result from using a range of S values. Table F1 shows that the annual change in groundwater in storage volumes can range from 27 percent less to 27 percent more than presented in this first annual report based on S values ranging from 0.05 to 0.09. This shows the sensitivity of the S value to determination of annual change in groundwater in storage. However, neither the 27 percent lower nor the 27 percent higher annual change in groundwater in storage volumes seem reasonable when compared to historical changes in groundwater in storage (as shown in Figure 15 in this first annual report). Based on this sensitivity analysis, GSI believes that the calculated value of S (0.07) is reasonable and defensible for the purposes of this first annual report.

Table F 1. Change in Groundwater in Storage Sensitivity Analysis

Water Year	Total Volume of Change (AF)	Change in Groundwater in Storage (AF), based on:									
		S = 0.05		S = 0.06		Calculated S [0.07]	S = 0.08		S = 0.09		
		(AF)	% Diff	(AF)	% Diff	(AF)	(AF)	% Diff	(AF)	% Diff	
2017	816,274	43,781		51,943		60,106	68,269		76,432		
2018	86,885	4,660	-27%	5,529	-14%	6,398	7,267	14%	8,135	27%	
2019	810,508	43,471		51,577		59,682	67,787		75,892		

notes:

AF = acre-feet, S = storage coefficient, % Diff = percent difference from calculated S

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APPENDIX G
**San Luis Obispo County
Ordinance 3456**

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ORDINANCE NO. 3456

AN ORDINANCE AMENDING TITLE 22 OF THE SAN LUIS OBISPO COUNTY CODE,
 THE LAND USE ORDINANCE, BY AMENDING SECTION 22.30.204
 AGRICULTURAL OFFSET REQUIREMENTS TO EXTEND THE TERMINATION DATE
 AND CHANGE TABLE GRAPES WATER DUTY FACTOR

The Board of Supervisors of the County of San Luis Obispo, State of California, does ordain as follows:

SECTION I: That Section 22.30.204 of Title 22 of the San Luis Obispo County Code be amended as follows:

Chapter 22.30.204 – New or Expanded Irrigated Crop Production Using Water from the Paso Robles Groundwater Basin, Excluding the Atascadero Sub-basin.

Table 2 – Crop Group and Commodities Used for the Agricultural Demand Analysis

Crop Group	Primary Commodities
Alfalfa	Alfalfa
Nursery	Christmas trees, miscellaneous nursery plants, flowers
Pasture	Miscellaneous grasses, mixed pastures
Citrus	Avocados, grapefruits, lemons, oranges, olives, kiwis, pomegranates (non-deciduous)
Deciduous	Apples, apricots, berries, peaches, nectarines, plums, figs, pistachios, persimmons, pears, quinces
Strawberries	Strawberries
Vegetables	Artichokes, beans, miscellaneous vegetables, mushrooms, onions, peas, peppers, tomatoes
CBD Hemp	Field Grown CBD Hemp
Vineyard	Wine grapes, table grapes
<u>Wine grapes</u>	<u>Wine grapes</u>
<u>Table grapes</u>	<u>Table grapes</u>

Supplementally Irrigated Dry Cropland*	Barley, wheat, oat, grain/forage hay, safflower
----------------------------------------	-------------------------------------------------

Source: Table 3 of the Agricultural Water Offset Program, Paso Robles Groundwater Basin, October 2014.

*San Luis Obispo County General Plan Agriculture Element

Table 3 – Existing Crop-Specific Applied Water by Crop Type

Crop Group	Applied Water (AF/Ac/Yr)
Alfalfa	4.5
Citrus	2.3
Deciduous	3.5
Strawberries	2.3 ⁽¹⁾
Nursery	2.5
Pasture	4.8
Vegetables	1.9
CBD Hemp	1.5 ⁽²⁾
Vineyard Wine Grapes	1.25 ⁽¹⁾
Table Grapes	3.0⁽⁴⁾
Supplementally Irrigated Dry Cropland	0.1 ⁽³⁾

1. Information obtained from RCD Program, UCCE, UC Davis (Strawberries 2011 data)
2. Information obtained from UCCE, San Luis Obispo County Cooperative Extension, April 2019
3. Supplementally irrigated Dry Cropland application requirements outlined per Section G.3.C above.
4. [Information obtained from UCCE, San Luis Obispo County Cooperative Extension, April 2021](#)

Source: Table 9 of the Agricultural Water Offset Program, Paso Robles Groundwater Basin, October 2014.

H. Termination. The provisions of this section for the Paso Robles Groundwater Basin (excluding the Atascadero Sub-basin) shall expire on ~~January 1, 2022~~ August 31, 2022.

SECTION II: If any section, subsection, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and each section, subsection, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

SECTION III: This ordinance shall take effect and be in full force and effect thirty (30) days after its passage and before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once with the names of the members of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of San Luis Obispo, State of California.

SECTION IV: An addendum to the Supplemental Environmental Impact Report (SEIR) (SCH 2014081056) certified for the Countywide Water Conservation Program in 2015 was prepared in accordance with the applicable provisions of the California Environmental Quality Act, Public Resources Code Section 21000 et. seq. for the proposed changes to the County Code Section 22.30.204.

SECTION V: In accordance with Government Code Section 25131, after reading the title of this Ordinance, further reading of the Ordinance in full is waived.

Partially recommended at a regular meeting of the San Luis Obispo County Planning Commission held on the 19th day of September, 2019, introduced at a regular meeting of the Board of Supervisors held on the 10th day of August, 2021, and passed and adopted by the Board of Supervisors of the County of San Luis Obispo, State of California, on the 24th day of August, 2021, by the following roll call to vote, to wit:

AYES: Supervisors John Peschong, Dawn Ortiz-Legg, Bruce S. Gibson, and
Chairperson Lynn Compton

NOES: Supervisor Debbie Arnold

ABSENT: None

ABSTAINING: None

Lynn Compton

Lynn Compton
Chairperson of the Board of Supervisors,
County of San Luis Obispo, State of California

ATTEST:

WADE HORTON
Ex-Officio Clerk of the Board of Supervisors,
County of San Luis Obispo State of California

By: _____
Deputy Clerk

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APPENDIX H
**WORK PLAN: Paso Robles Basin Groundwater
Level Monitoring Network Expansion and
Investigation of the El Pomar Junction Area**

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Paso Robles Basin Groundwater Level Monitoring Network Expansion and Investigation of the El Pomar Junction Area

To: Blaine Reely, Groundwater Sustainability Director, County of San Luis Obispo

From: GSI Water Solutions, Inc.
Nate Page, PG, Managing Hydrogeologist,
Lee Knudtson, Staff Hydrologist
Dave O'Rourke, PG, CHG, Principal Hydrogeologist

Date: November 30, 2022

GSI is pleased to present this work plan to expand and refine the existing groundwater monitoring network in the Paso Robles Area Subbasin of the Salinas Valley Groundwater Basin (Basin) and to investigate the hydrogeology in the El Pomar Junction area. The purpose of the groundwater monitoring network expansion portion of the work plan is two-fold; 1) to refine the set of monitoring wells throughout the Basin that are measured manually in April and October and 2) establish a subset of wells equipped with continuous water level monitoring devices to better understand the hydrogeology of the Basin and to capture the annual high and low groundwater elevations in each well, which are often at some date other than April and October.

The chronic lowering of groundwater elevation undesirable result identified in Representative Monitoring Site (RMS) well 27S/13E-28F01 in the Paso Robles Subbasin Water Year 2021 Annual Report requires an investigation to determine if this undesirable result is a localized or Basin-wide issue¹. This work plan details a hydrogeologic investigation of the El Pomar Junction area to satisfy this requirement and to generally improve upon the hydrogeologic understanding of the area. Details from this investigation shall be incorporated into the expansion and refinement of the groundwater monitoring network.

The ultimate goal of this work plan is to identify a refined set of RMS wells equipped with continuous water level monitoring devices that are ideally suited to annually evaluate the Basin condition in regard to the six undesirable results². The refined RMS well network shall be spatially distributed to minimize data gap areas.

Background

This work plan is presented in conjunction with a master spreadsheet of existing historically monitored wells in the Basin and geographic information systems (GIS) mapping of these same wells. These datasets are the culmination of a desktop study performed by GSI Water Solutions, Inc. (GSI) to compile existing datasets and identify key wells in the Basin for ongoing manual measurements and continuous monitoring device utilization. A set of 102 key wells have been preliminarily identified based on their spatial distribution, historical water level

¹ This investigation is required according to Section 8.4.5.1 of the GSP.

² California Water Code 10721 (x)

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=10721.&lawCode=WAT

data, and representativeness of groundwater conditions within a localized area. These key wells are discussed in further detail below.

The existing historically monitored wells in the Basin include:

- San Luis Obispo Flood Control and Water Conservation District (SLOFCWCD) groundwater monitoring program wells³ [252 total, 104 have recent measurements],
- The Paso Robles Basin Groundwater Sustainability Plan (GSP) Representative Monitoring Sites (RMS) wells⁴ [23 wells],
- City of Paso Robles Supplemental Environmental Project (SEP) wells [4 wells],
- Wells monitored by the Shandon-San Juan Water District (SSJWD)⁵ [65 wells], and
- Wells monitored by the Estrella-El Pomar-Creston Water District (EPCWD)⁶ [35 wells].

Priorities in expanding and refining the Basin groundwater monitoring network include infilling spatial data gap areas, addressing monitoring deficiencies in the alluvial aquifer (key to determining surface water-groundwater interactions), and addressing deficiencies associated with ongoing Dry Well⁷ occurrences, generally reported for rural domestic wells. While GSI's selection of key wells take these issues into consideration, the key wells list only includes historically and currently monitored wells. As specified below in the work plan scope, additional wells will need to be identified within areas of concern and added to the monitoring network. These may include existing wells that have not been previously monitored and/or new dedicated monitoring wells, such as the potential new well locations identified by Todd Groundwater in developing the revised GSP, and the proposed additional SEP wells.

During review of well completion reports provided by San Luis Obispo County Environmental Health Services (EHS), GSI discovered compelling lithologic evidence suggesting that several wells located in the El Pomar Junction area, some of which are active irrigation wells, are completed either partially or completely within the Santa Margarita Formation, a non-Basin aquifer that underlies the Paso Robles Formation⁸. Among these wells are three of the existing RMS wells (27S/12E-13N01, 27S/13E-30J01, and 27S/13E-30N01), which each appear to be completed entirely within the Santa Margarita Formation. Further work is required to assess these findings, as specified below. The reason that this assessment is important is that, if verified, these Santa Margarita Formation wells should be removed from the RMS network as these wells would not be representative of the Paso Robles Formation aquifer (and therefore not representative of the Basin).

An additional task described in this work plan is to develop a separate work plan to assess the connectivity between the non-Basin Santa Margarita Formation aquifer and the Paso Robles Formation aquifer within the El Pomar Junction area to inform future monitoring efforts and groundwater management decisions.

Key Wells

Manual Measurements

GSI has preliminarily identified **102** key wells among the historically and currently monitored wells in the Basin. In general, the currently monitored wells are considered the most likely pool from which to select a refined set of

³ These include wells monitored by the City of Paso Robles.

⁴ Nearly all of the existing RMS wells are included in the SLOFCWCD groundwater monitoring program (all except for the single alluvial well 18MW-01 in the City of Paso Robles)

⁵ As many as 13 wells monitored by SSJWD are also included in the SLOFCWCD groundwater monitoring program (three of these 13 wells are possible matches to wells in the SLOFCWCD program and need to be verified).

⁶ A single well monitored by EPCWD is also included in the SLOFCWCD groundwater monitoring program (26S/12E-03H04).

⁷ <https://mydrywell.water.ca.gov/report/publicpage>

⁸ The Paso Robles Formation is the defined bottom of the Basin.

RMS wells due to existing well owner land access agreements. The key wells identified for manual measurements are presented with three levels of priority:

1. **[83 wells]** Priority 1 wells are all currently monitored wells in either the SLOFCWCD program, the SSJWD program, or the EPCWD program (with six exceptions⁹). These wells exhibit the following criteria:
 - a. Are evenly distributed spatially throughout the Basin or are currently monitored alluvial wells,
 - b. Appear to represent groundwater conditions within a localized area (i.e. similar trends are exhibited in neighboring wells),
 - c. Historical water level hydrographs generally show a significant period of record and/or tell an interesting/important story (applies specifically to SLOFCWCD wells),
2. **[7 wells]** Priority 2 wells include seven historically monitored alluvial wells in the SLOFCWCD program.
3. **[12 wells]** Priority 3 wells include historically monitored SLOFCWCD program wells that further infill spatial gaps.

Continuous Monitoring

Instrumenting as many key wells as possible with continuous monitoring devices will improve the understanding of the Basin hydrogeology. GSI recommends that the 83 Priority 1 key wells are assessed for continuous monitoring. It is likely that many of these wells will be found to be inappropriate for continuous monitoring due to issues ranging from well owners opting out to physical limitations of the well or wellhead construction or lack of access to cellular signal or wireless internet. For these reasons GSI recommends starting with this large list, with the assumption that the actual number of devices ultimately installed will be far less. One important purpose of instrumenting as many key wells as possible with continuous monitoring devices is to refine our understanding of the timing and degree to which groundwater levels fluctuate annually within the Basin. Based on the availability of several private continuous monitoring device datasets and private monitoring programs it is known that the bi-annual manual groundwater level measurements recorded by the SLOFCWCD program often do not capture the high and low groundwater elevations of the year. This can result in an ‘apples to oranges’ comparison of groundwater conditions from one year to the next. Because the condition of the Basin, assessed annually, is largely based on groundwater elevation measurements it is in the best interest of all stakeholders to identify the true nature and timing of groundwater elevation fluctuations throughout the year.

Work Plan Scope Items

Task 1 – Identify Current Well Owners

The provided compilation of existing historically monitored wells contains legacy well ownership information, inherited from the SLOFCWCD project as well as ownership information provided by SSJWD and EPCWD programs. The compilation of historically monitored wells will be overlaid with an up-to-date Assessor’s Parcel Number (APN) dataset in GIS to verify and/or identify current well owners for each of the wells contained in the dataset. It is assumed that the APN dataset will be made available by the County of San Luis Obispo Groundwater Sustainability Department (GSD). An inventory will be compiled of well owner information, including contact information for well owners and property managers, and other information necessary to access the wells.

⁹ Six exceptions to this include the four newly installed City of Paso Robles SEP wells and two historically monitored SLOFCWCD program wells located near reported Dry Wells on Jardine Road (<https://mydrywell.water.ca.gov/report/publicpage>).

Task 2 – Establish Communication with Well Owners

With priority given to the Key Wells identified in the provided materials, the next step is to contact the current well owners and gather the following information:

- Verify the well information on file to the best ability of the landowner
- Document how the well is used. If a pumping well, determine how often the well is pumping and inquire if there are periods when the well can be shut down for 24-hours prior to taking a water level measurement,
- Review their current well monitoring agreement or if they don't have one, discuss creating an agreement via a consent form,
- Discuss data privacy concerns, if any, and encourage public sharing of data¹⁰,
- Inquire if the well already has a private continuous monitoring device, if so ask if they willing to share the data,
- Make a plan to visit each well.

Task 3 – Research Missing Well Information

If well completion information is missing in the materials provided and the well owner is unable to provide a well completion report (WCR) then use the County EHS dataset to look for potential WCR matches to the well in question. If a WCR is identified with high to moderate confidence (primarily based on spatial proximity) review the lithologic log and the perforated interval to determine aquifer of completion, record in the master spreadsheet and GIS, and print a copy of the WCR to bring to the field (Task 4).

Task 4 – Field Investigation

Each well identified in Task 2 shall be visited to evaluate suitability for manual water level monitoring and for continuous monitoring based on the physical characteristics of the well and wellhead. The field visit shall be documented with photography and detailed notes. While in the field, the well shall be evaluated for monitoring potential as follows:

- Document access to the well including identification of private roads and gates
- Document size of access port(s),
- Determine if a sounding tube exists,
- Document well-head configuration including dimensions of discharge pipes and relative locations of well-head infrastructure to access ports to ensure enough space is available for manual monitoring and/or installation of continuous monitoring equipment,
- Document telemetry feasibility by identifying available cell service or local internet,
- Document site for well-head modification feasibility for well servicer.

Task 5 – Identify Additional Wells in Areas of Concern

This task is meant to address monitoring deficiencies in the alluvial aquifer (key to determining surface water-groundwater interactions), and to address monitoring deficiencies associated with ongoing Dry Well⁷ occurrences, generally reported for rural domestic wells. Additional wells, beyond the key wells listed above, will need to be identified within areas of concern and added to the monitoring network. The areas of concern for monitoring the alluvial aquifer include areas adjacent to the Salinas River, Huer Huero Creek, Estrella Creek, Cholame Creek, and San Juan Creek. The areas of concern for Dry Wells are indicated by the distribution of dry well reports, primarily in the Almond Drive, Jardine Road, Geneseo Road, and Ground Squirrel Hollow areas. These additional wells may include wells that have been previously monitored by SLOFCWCD, existing wells that have not been previously monitored and/or new dedicated monitoring wells, such as the potential new well locations identified by Todd Groundwater in developing the revised GSP, and the proposed additional SEP wells.

¹⁰ Wells with confidentiality agreements can still be monitored but are not RMS well candidates.

For any existing wells added to the monitoring network, a workflow similar to that specified in Tasks 1 through 4 will be followed. Any additional wells identified shall be added to the master spreadsheet and GIS.

Task 6 – Investigate El Pomar Junction Area

During review of WCRs provided by County EHS, GSI discovered compelling lithologic evidence indicating that several wells located in the El Pomar Junction area, including active irrigation wells, are completed either partially or completely within the Santa Margarita Formation, a non-Basin aquifer. Among these wells are three of the existing RMS wells (27S/12E-13N01, 27S/13E-30J01, and 27S/13E-30N01), which each appear to be completed entirely within the Santa Margarita Formation. In this task further review of El Pomar Junction area WCRs and any other discoverable hydrogeologic information shall be undertaken to verify these findings and more clearly identify distinct sets of Paso Robles Formation wells, Santa Margarita Formation wells, and wells that straddle both aquifers. In addition, a separate work plan shall be developed to assess the connectivity between the non-Basin Santa Margarita Formation aquifer and the Paso Robles Formation aquifer within this area to inform future monitoring efforts and groundwater management decisions.

Task 7 – Recommend a Refined RMS Network and Associated Sustainable Management Criteria

The ultimate goal of this work plan is to identify a refined set of RMS wells equipped with continuous monitoring devices that are ideally suited to annually evaluate the Basin condition in regard to the six undesirable results. The refined RMS well network shall be spatially distributed to minimize data gap areas. This work product will be a culmination of the prior tasks and will require input and coordination with Basin stakeholders and Groundwater Sustainability Agencies (GSA) staff and executive committee. It is assumed that sustainable management criteria (SMCs) established for the refined RMS network will be subject to future revisions as new water level datasets are developed and the understanding of Basin hydrogeology improves.

We value this opportunity to provide you with this work plan, and we look forward to continuing to serve you on this important project. Please contact us if you have any questions.

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 13.2

SUBJECT: Authorize letter of support for County of San Luis Obispo GSA Grant

SUGGESTED ACTION: Authorize the Board President to sign and send a letter of support for the County of San Luis Obispo (County GSA) application for a \$8.89 million block grant from the Department of Conservation Multibenefit Land Repurposing Program to fund the Paso Robles Groundwater Subbasin Multibenefit Irrigated Lands Repurposing Program (MILR).

DISCUSSION:

The County of San Luis Obispo GSA is applying for a \$8.89 million dollar grant to provide funding for the Paso Robles Groundwater Subbasin Multibenefit Irrigated Lands Repurposing Program (MILR). If awarded this grant will help fund the program in the beginning, instead of the startup cost being born by the GSAs of this subbasin.

Supporting this application will increase the chances of being awarded the grant and being able to move forward with, what can be, an meaningful part of the overall goal to reduce pumping and provide long term stabilization of the subbasin.

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds



Board of Directors

President
Ward Roney

Vice President
Raynette Gregory

Board Members
Anthony Kalvans
Owen Davis
Rod Smiley

General Manager
Kelly Dodds

Fire Chief
Scott Young

Mission Statement

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

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

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

March 23, 2023

County of San Luis Obispo
Groundwater Sustainability Department
Blaine Reely, Director
1055 Monterey Street, STE D430
San Luis Obispo, CA 93408

Re: Support for the Paso Basin – County of San Luis Obispo GSA's grant application for the California Department of Conservation Multibenefit Land Repurposing Program Grant Application

Dear Mr. Reely:

The San Miguel Community Service District GSA (District GSA) provides this letter of commitment as a **partner** and in support of the Paso Basin – County of San Luis Obispo GSA's (County GSA) application for a \$8.89 million block grant from the Department of Conservation Multibenefit Land Repurposing Program to fund the Paso Robles Groundwater Subbasin Multibenefit Irrigated Lands Repurposing (MILR) Program.

The San Miguel Community Service District GSA encompasses approximately 5.8 square miles in northern Paso Robles subbasin representing residential and commercial properties, with several irrigated farms and vineyards. The SMCSGSA is completely surrounded by large parcels, vineyards, and irrigated and non-irrigated farmlands within the County GSA.

The San Miguel Community Service District GSA is an important stakeholder in the Paso Robles Subbasin and provides key input and feedback on Groundwater Sustainability Plan implementation activities through the Paso Basin Cooperative Committee (PBCC) which is comprised of the County GSA, City of Paso Robles GSA, San Miguel Community Services District GSA and the Shandon-San Juan Water District GSA.

The San Miguel Community Service District GSA commits to partnering with the County GSA on the MILR Program and will provide funds or in-kind services, as deemed appropriate, to (1) perform outreach, (2) provide education and training to stakeholders (including farmers, ranchers, disadvantaged community members, tribes, and other interested practitioners, as appropriate) for development and implementation of a Multibenefit Agricultural Land Repurposing Plan as part of the MILR program, (3) provide technical review of specific program elements, (4) assist with project development and permitting, (5) assist with implementation of selected projects, and (6) assist with monitoring of selected projects to ensure Program objectives are being met. As a MILR Program partner, the San Miguel Community

Service District GSA commits to supporting the critical capacity needs of Program partners and collaborators to ensure participation can be sustained and meaningful to meet MILR Program goals.

Thank you for the opportunity to partner in the County GSA's application for the Multibenefit Land Repurposing Grant.

Sincerely,

Ward Roney
Board President
San Miguel Community Service District

**San Miguel Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

March 23, 2023

AGENDA ITEM: 16.1

SUBJECT:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Douglas L. White, General Counsel

Unrepresented Employee: General Manager

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds
