



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

Rod Smiley, President Raynette Gregory, Vice-President
Berkley Baker, Director Anthony Kalvans, Director Owen Davis, Director

REGULAR MEETING AGENDA Open Session 6:00 PM - then convene to Closed Session 601 12th Street San Miguel, CA Date: 10-26-2023

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**
7. **Non- District Reports**
 1. San Luis Obispo County Organizations
 2. Community Service Organizations
 3. Camp Roberts—Army National Guard
8. **Staff & Committee Reports - Receive & File**
 1. General Manager
 2. District Counsel
 3. District Utilities
 4. Fire Chief
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. Public Comment*
 1. Authorize General Manager as the Authorized Representative for Clean Water State Revolving Fund grant for the San Miguel Septic to Sewer Project - RESOLUTION 2023-49
10. **Board Action Items**
 1. **CONTINUATION OF DISCUSSION AND POTENTIAL ACTION REGARDING THE ADOPTION OF WATER RATES FROM SEPTEMBER 28TH 2023 BOARD MEETING**
Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is continuing the discussion regarding the protest ballots submitted and will consider taking action to update the rate structure and increase its rates for water services.
 2. Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2023-47 (Recommend review and approve)
 3. Discuss parameters for a Proposition 218 Protest Procedure. (Discussion and direction to staff)
 4. Monthly Financial Reports for September 2023 (Recommend review and comment)
**Once the FY2022-23 audit is approved formal approval of monthly reports will be

presented***

5. Sanitary Sewer Lining and Manhole Rehabilitation project budget adjustment - RESOLUTION 2023-44 (Recommend review and approve)
6. Contract award to APS Environmental for sewer main cleaning and inspections services in an amount of \$105,032.70 - Part of Sanitary Sewer Lining and Manhole Inspection Project- RESOLUTION 2023-48 (Recommend review and approve)
7. Authorize a professional services contract with Water Systems Consulting (WSC) to provide design services (engineering, design and project management) for the Sanitary Sewer lining and manhole rehabilitation project in an amount not to exceed \$240,860. - RESOLUTION 2023-50 (Recommend review and approve)

Adjourn to the San Miguel Community Service District Groundwater Sustainability Agency (GSA)

11. GSA Board action items

1. Paso Basin Cooperative Committee MOA amendment #2 (Recommend review and approve)

Reconvene to the San Miguel Community Service District Board of Directors

12. **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.*

13. Adjournment to Next Regular Meeting - Next meeting November 16th 2023

ATTEST:

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

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

Date:

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

October 26, 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**

October 26, 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**

October 26, 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**

October 26, 2023

AGENDA ITEM: 8.1

SUBJECT: General Manager

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**

October 26, 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**

October 26, 2023

AGENDA ITEM: 8.3

SUBJECT: District Utilities

SUGGESTED ACTION: Receive and File

DISCUSSION:

Well Status:

- Well 4 is fully operational – Well Level 88.9’ 10/18/23 (STATIC)
- Well 3 is fully operational – Well Level 73’ 10/11/23 (STATIC)
- SLT well is out of service due to a pump and radio issue. - Well Level 168.6’ 10/18/23 (STATIC)
- **Total combined average running hours per day (13.18)**

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

Water System status:

Water leaks this month: 0 This calendar year: 2

Water related calls through the alarm company after hours this month: 0 This Year: 4

- SLT well is down for repairs, well was pulled on 10/11 and found a damaged pump and motor. A new pump and motor are being sourced. Once repaired the well will need to be disinfected and tested prior to placing back in service.
- SLT tank was cleaned and inspected. Significant silt was removed from the floor and significant rust damage was noted in the ceiling and above the water line.

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- .

WWTF status:

- Pond 2 aerator was damaged when it rolled over in the pond. A new motor is at the plant and is scheduled to be put together on 10/24 and placed back in service.

California Regional Water Resources Control Board:

- The District received the draft General Order Permit for the WWTF. The final permit is being

process and should be received in the next month or two.

State Water Resources Control Board (SWRCB):

- .

Division of Water Resources (DWR):

-

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

- .

Billing related activity:

- **Total active accounts (at the time of this report)**
- 903 water accounts
- 806 wastewater accounts
- **Overdue accounts (at the time of this report)**
- 13 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement**
- 3 accounts have started an arrangement
- **Service orders (for this month at the time of this report)**
- 4 service orders issued and completed

Lighting/ Landscaping status:

- Fixed several more leaks in the irrigation main lines

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)**
 - Application submitted
- **Recycled water line from WWTF to Vineyard/ Gallo**
 - Progressing through design, survey

- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - Items on this agenda for review and approval
- **Cost of Service Rate Study** (22005) started June 2022
 - Public hearing was held September 28th 2023.
 - Continuation of Board discussion at this meeting October 26th 2023

Staffing

- Two vacant positions.
- WWTF Operator Lead and WWTF Operator, both are out for applications.
- 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: Kelly Dodds

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

October 26, 2023

AGENDA ITEM: 8.4

SUBJECT: Fire Chief

SUGGESTED ACTION: Receive and File

DISCUSSION:

All SMFD engines are in currently service.

1. U8630 has been decommissioned and sent to 777 Auctions for sale on 10/28/2023.

Code Adoption 2023:

1. Local Ordinance 01-2023 has been forwarded to County Fire for submission to the County Board of Supervisors for ratification as required. County Planning has taken issue with the photovoltaic plan submission requirement well beyond the required review period. The Fire Chief is currently working with Legal to prepare for a presentation before the Board of Supervisors during Public Comment Board letter of support has been signed.
2. The HCD has confirmed the assumption of Fire Code Enforcement within State managed parks within the San Miguel District Boundaries on May 4th, 2023. notification was sent via certified mail to the 2 property owners. Return receipts for delivery confirmation were received on May 8th & 10th. The Department shall be contacting outside agencies regarding inspections. A potential inspection date of 26 July has been pushed back due to the ratification issues between the County and SMF. This item is still pending ratification.

Grants:

2023/2024 RFC Grant

1. The 2023/2024 RFC Grant Application has been submitted and an award was granted. However, the awarded amount was lower than the requested amount. A vital piece of testing equipment was not approved for funding. The Department is presenting Resolution 2023-46 to fund the purchase of the necessary testing equipment.
2. Award has been finalized on September 6, 2023.

SAFER Grant.

1. SAFER Grant awards were posted on 9/28/2023 only 174 out of 300 awards were approved and all funding expended. No official notice of denial has been received to date.
2. SMF has been working with a local grant writer for future grant funding.

Training:

1. SMF in conjunction with SLOFIST are planning on hosting a FI210 Course in the fall of 2024. Date has been tentatively set for May 6-10, 2024 locations TBD.
 2. Regular weekly training is continuing and a 18 month training schedule has been developed.
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FISCAL IMPACT:

None

San Miguel Fire Department

San Miguel, CA

This report was generated on 10/17/2023 3:56:48 PM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 09/01/2023 | End Date: 09/30/2023

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
09/01/2023 00:02:00	09/01/2023 03:35:00	INCIDENT	8600	Incident 2023-233 - Fire in motor home, camper, recreational vehicle: Apparatus 8600 responded to 1010 K ST	3.55
09/01/2023 08:30:00	09/01/2023 16:30:00	DAYBOOK	SMF 1		8.00
09/03/2023 14:00:00	09/04/2023 08:30:00	DAYBOOK	8600		18.50
09/03/2023 20:06:00	09/03/2023 20:23:00	INCIDENT	E8668	Incident 2023-236 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 850 Sebastian CT	0.28
09/04/2023 08:30:00	09/05/2023 08:30:00	DAYBOOK	8600		24.00
09/05/2023 08:30:00	09/06/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/05/2023 18:00:00	09/05/2023 22:00:00	DAYBOOK		Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P	4.00
09/06/2023 08:30:00	09/07/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/06/2023 09:00:00	09/06/2023 12:00:00	DAYBOOK	8600	County Chiefs Meeting SLO Station 1	3.00
09/06/2023 12:10:00	09/06/2023 12:23:00	INCIDENT	8600	Incident 2023-237 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to S Highway 101 HWY	0.22
09/07/2023 06:35:00	09/07/2023 06:47:00	INCIDENT	P8651	Incident 2023-238 - False alarm or false call, other: Apparatus P8651 responded to 101 Highway 101 HWY	0.20
09/07/2023 08:30:00	09/08/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/07/2023 11:39:00	09/07/2023 11:56:00	INCIDENT	E8668	Incident 2023-239 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 6578 North Star	0.28
09/07/2023 21:26:00	09/07/2023 22:16:00	INCIDENT	E8668	Incident 2023-240 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1402 Mission ST	0.83
09/07/2023 23:06:00	09/07/2023 23:27:00	INCIDENT	8600	Incident 2023-241 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 560 12th ST	0.35
09/08/2023 02:39:00	09/08/2023 05:57:00	INCIDENT	E8668	Incident 2023-242 - Rescue or EMS standby: Apparatus E8668 responded to 271 San Marcos Road RD	3.30
09/08/2023 08:30:00	09/08/2023 14:30:00	DAYBOOK	SMF 1		6.00
09/08/2023 10:34:00	09/08/2023 10:50:00	INCIDENT	E8668	Incident 2023-243 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 9th ST	0.27
09/10/2023 13:30:00	09/11/2023 08:30:00	DAYBOOK	8600		19.00
09/11/2023 08:30:00	09/12/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/11/2023 09:00:00	09/11/2023 11:00:00	DAYBOOK	U8630	911 Memorial Stair Climb Mid State Fair Grounds	2.00
09/11/2023 14:30:00	09/11/2023 19:00:00	DAYBOOK	SMF 1	9/11 Memorial Blood Drive	4.50
09/11/2023 17:24:00	09/11/2023 17:41:00	INCIDENT	E8668	Incident 2023-244 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST #17	0.28
09/12/2023 06:15:00	09/12/2023 06:33:00	INCIDENT	E8668	Incident 2023-245 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1440 K ST 2	0.30
09/12/2023 07:54:00	09/12/2023 07:57:00	INCIDENT	E8668	Incident 2023-246 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 670 Crispin AVE	0.05
09/12/2023 08:30:00	09/13/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/12/2023 17:08:00	09/12/2023 17:23:00	INCIDENT	E8668	Incident 2023-247 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.25
09/12/2023 18:00:00	09/12/2023 22:00:00	DAYBOOK		Firefighter Training: Water Supply Lead Instructor: Navarro, Wyatt P	4.00
09/13/2023 08:30:00	09/14/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/13/2023 09:06:00	09/13/2023 09:35:00	INCIDENT	E8668	Incident 2023-248 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1601 Prado PL	0.48
09/14/2023 08:30:00	09/15/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/14/2023 10:15:00	09/14/2023 10:50:00	INCIDENT	E8668	Incident 2023-249 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 8715 N River RD	0.58
09/15/2023 08:30:00	09/16/2023 05:30:00	DAYBOOK	SMF 1		21.00

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



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Doc Id: 1514

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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
09/15/2023 18:16:00	09/15/2023 18:41:00	INCIDENT	E8668	Incident 2023-250 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1935 San Buenavenaventura WAY	0.42
09/16/2023 08:30:00	09/17/2023 08:30:00	DAYBOOK	8600		24.00
09/17/2023 00:00:00	09/17/2023 00:11:00	INCIDENT	E8668	Incident 2023-251 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.18
09/17/2023 08:30:00	09/18/2023 08:30:00	DAYBOOK	8600		24.00
09/18/2023 08:30:00	09/19/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/19/2023 08:30:00	09/20/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/19/2023 18:00:00	09/20/2023 00:00:00	DAYBOOK		Firefighter Training: Scene Size up Lead Instructor: Young, Scott P	6.00
09/20/2023 08:30:00	09/21/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/20/2023 18:48:00	09/20/2023 19:32:00	INCIDENT	E8668	Incident 2023-252 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 8525 Centra AVE	0.73
09/20/2023 22:19:00	09/20/2023 22:44:00	INCIDENT	E8668	Incident 2023-253 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.42
09/21/2023 08:30:00	09/22/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/21/2023 09:21:00	09/21/2023 10:02:00	INCIDENT	E8668	Incident 2023-254 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1150 Mission ST	0.68
09/21/2023 16:19:00	09/21/2023 16:25:00	INCIDENT	E8668	Incident 2023-255 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1150 Mission ST	0.10
09/22/2023 08:30:00	09/23/2023 08:30:00	DAYBOOK	SMF 1		24.00
09/22/2023 10:30:00	09/22/2023 13:00:00	DAYBOOK	E8668	Attended memorial services for Supervisor Harry Ovitt	2.50
09/22/2023 19:33:00	09/22/2023 19:51:00	INCIDENT	E8668	Incident 2023-256 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1575 Verde PL	0.30
09/23/2023 08:30:00	09/24/2023 08:30:00	DAYBOOK	8600		24.00
09/24/2023 08:30:00	09/25/2023 05:00:00	DAYBOOK	8600		20.50
09/24/2023 12:30:00	09/24/2023 12:50:00	INCIDENT	8600	Incident 2023-257 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1150 Mission ST	0.33
09/25/2023 13:00:00	09/25/2023 17:00:00	DAYBOOK	8600	Remote working	4.00
09/26/2023 13:30:00	09/26/2023 18:00:00	DAYBOOK	8600	Remote working	4.50
09/27/2023 11:00:00	09/27/2023 15:30:00	DAYBOOK	8600	Remote Working	4.50
09/28/2023 08:00:00	09/28/2023 10:00:00	DAYBOOK		Working Remote	2.00
09/28/2023 17:30:00	09/28/2023 23:00:00	DAYBOOK	8600	BOD Meeting	5.50
Total Hours for: Young, Scott P					537.88
Total of all Personnel Hours					537.88

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 10/17/2023 3:58:25 PM



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: 09/01/2023 | End Date: 09/30/2023

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
09/01/2023	2023-233	15000	1500	00:02:00	6	E8668	E8668	03:00	00:00	00:06:00	00:03:00	00:03:00	00:06:00
09/01/2023	2023-234	0	0	15:37:00	2	E8668	E8668	03:00	00:00	00:34:00	00:31:00	00:31:00	00:34:00
09/02/2023	2023-235	0	0	23:25:00	1	P8651	P8651	03:00	00:00	00:05:00	00:02:00	00:02:00	00:05:00
09/03/2023	2023-236	0	0	20:06:00	3	E8668	E8668	05:00	00:00	00:08:00	00:03:00	00:03:00	00:08:00
09/06/2023	2023-237	0	0	12:10:00	1	8600	8600	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
09/07/2023	2023-240	0	0	21:26:00	3	E8668	E8668	04:00	00:00	00:05:00	00:01:00	00:01:00	00:05:00
09/07/2023	2023-241	0	0	23:06:00	5	8600	8600	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
09/08/2023	2023-243	0	0	10:34:00	2	E8668	E8668	02:00	00:00	00:03:00	00:01:00	00:01:00	00:03:00
09/11/2023	2023-244	0	0	17:22:00	3	E8668	E8668	00:00	02:00	00:04:00	00:02:00	00:02:00	00:04:00
09/12/2023	2023-245	0	0	06:15:00	4	E8668	E8668	06:00	00:00	00:08:00	00:02:00	00:02:00	00:08:00
09/12/2023	2023-247	0	0	17:07:00	4	E8668	E8668	00:00	01:00	00:03:00	00:02:00	00:02:00	00:03:00
09/13/2023	2023-248	0	0	09:05:00	3	E8668	E8668	00:00	01:00	00:03:00	00:02:00	00:02:00	00:03:00
09/14/2023	2023-249	0	0	10:15:00	2	E8668	E8668	01:00	00:00	00:08:00	00:07:00	00:07:00	00:08:00
09/15/2023	2023-250	0	0	18:16:00	2	E8668	E8668	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
09/20/2023	2023-252	0	0	18:47:00	3	E8668	E8668	03:00	01:00	00:09:00	00:05:00	00:05:00	00:09:00
09/20/2023	2023-253	0	0	22:18:00	5	E8668	E8668	04:00	01:00	00:07:00	00:02:00	00:02:00	00:07:00
09/21/2023	2023-254	0	0	09:21:00	3	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
09/21/2023	2023-255	0	0	16:18:00	1	E8668	E8668	00:00	01:00	00:01:00	00:00:00	00:00:00	00:01:00
09/24/2023	2023-257	0	0	12:28:00	2	8600	8600	00:00	02:00	00:04:00	00:02:00	00:02:00	00:04:00
09/25/2023	2023-258	0	0	09:37:00	2	E8668	E8668	01:00	01:00	00:09:00	00:07:00	00:07:00	00:09:00
09/25/2023	2023-259	0	0	13:04:00	1	E8668	E8668	00:00	01:00	00:03:00	00:02:00	00:02:00	00:03:00
09/26/2023	2023-260	0	0	07:38:00	2	E8668	E8668	05:00	01:00	00:08:00	00:02:00	00:02:00	00:08:00
09/26/2023	2023-261	0	0	13:29:00	2	E8668	E8668	00:00	01:00	00:05:00	00:04:00	00:04:00	00:05:00

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.



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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
09/26/2023	2023-262	0	0	18:04:00	3	E8668	E8668	03:00	01:00	00:07:00	00:03:00	00:03:00	00:07:00
09/29/2023	2023-264	0	0	09:32:00	2	E8696	E8696	02:00	01:00	00:06:00	00:03:00	00:03:00	00:06:00
09/30/2023	2023-266	0	0	17:55:00	3	E8668	E8668	03:00	01:00	00:07:00	00:03:00	00:03:00	00:07:00

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 Fire Department

San Miguel, CA

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Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAE - Auto Aid East					
2023-249	321	09/14/2023	Reviewed	8715 N River RD	E8668
AAE - Auto Aid East Incidents: 1					
Zone: AAS - Auto Aid South					
2023-263	132	09/27/2023	Reviewed	S Highway 101 HWY	E8696
2023-265	321	09/30/2023	Reviewed	1880 Wellsona RD	E8668
AAS - Auto Aid South Incidents: 2					
Zone: AAW - Auto Aid West					
2023-252	321	09/20/2023	Reviewed	8525 Centra AVE	E8668
AAW - Auto Aid West Incidents: 1					
Zone: CBMHP - Casa Blanca Mobile Home Park					
2023-241	321	09/07/2023	Reviewed	560 12th ST	8600, E8668
2023-244	321	09/11/2023	Reviewed	560 12th ST	E8668, SMF 1
2023-247	321	09/12/2023	Reviewed	560 12th ST	E8668, SMF 1
2023-251	321	09/16/2023	Reviewed	560 12th ST	E8668
2023-253	321	09/20/2023	Reviewed	560 12th ST	E8668
CBMHP - Casa Blanca Mobile Home Park Incidents: 5					
Zone: CSD - CSD Limits					
2023-233	122	09/01/2023	Reviewed	1010 K ST	8600, 8601, E8668
2023-235	321	09/02/2023	Reviewed	1942 L Street	P8651
2023-238	700	09/07/2023	Reviewed	101 Highway 101 HWY	P8651
2023-240	321	09/07/2023	Reviewed	1402 Mission ST	E8668
2023-243	321	09/08/2023	Reviewed	9th ST	E8668
2023-245	321	09/12/2023	Reviewed	1440 K ST	E8668
2023-256	321	09/22/2023	Reviewed	1575 Verde PL	E8668
2023-262	321	09/26/2023	Reviewed	1584 K ST	E8668, P8651
2023-266	321	09/30/2023	Reviewed	1440 L ST	E8668
CSD - CSD Limits Incidents: 9					
Zone: LLS - Lillian Larson School					
2023-259	321	09/25/2023	Reviewed	1601 L ST	E8668
2023-264	622	09/29/2023	Reviewed	1601 L ST	E8696, SMF 1
LLS - Lillian Larson School Incidents: 2					
Zone: MAN - Mutial Aid North					
2023-234	142	09/01/2023	Reviewed	4363 Interlake RD	E8668
MAN - Mutial Aid North Incidents: 1					

Displays incidents for a given zone and incident status over a given date range. Grouped by Zone.



Zone: MAS - Mutual Aide South					
2023-239	321	09/07/2023	Reviewed	6578 North Star	E8668
2023-242	381	09/08/2023	Reviewed	271 San Marcos Road RD	E8668
MAS - Mutual Aide South Incidents: 2					
Zone: MH - Mission Heights					
2023-250	321	09/15/2023	Reviewed	1935 San Buenavenaventura WAY	E8668
MH - Mission Heights Incidents: 1					
Zone: MM - Mission Meadows					
2023-236	321	09/03/2023	Reviewed	850 Sebastian CT	E8668
2023-246	321	09/12/2023	Reviewed	670 Crispin AVE	E8668
2023-248	321	09/13/2023	Reviewed	1601 Prado PL	E8668, SMF 1
MM - Mission Meadows Incidents: 3					
Zone: SMF - San Miguel Fire					
2023-237	324	09/06/2023	Reviewed	S Highway 101 HWY	8600
2023-254	321	09/21/2023	Reviewed	1150 Mission ST	E8668
2023-255	321	09/21/2023	Reviewed	1150 Mission ST	E8668
2023-257	321	09/24/2023	Reviewed	1150 Mission ST	8600, E8668
SMF - San Miguel Fire Incidents: 4					
Zone: Ter - San Lawerance Terrace					
2023-258	321	09/25/2023	Reviewed	8375 Magdalena ST	E8668
2023-261	321	09/26/2023	Reviewed	9850 N River RD	E8668
Ter - San Lawerance Terrace Incidents: 2					
Zone: WOMHP - White Oaks Mobile Home Park					
2023-260	321	09/26/2023	Reviewed	700 N River RD	E8668
WOMHP - White Oaks Mobile Home Park Incidents: 1					

Total Incidents: 34

Displays incidents for a given zone and incident status over a given date range. Grouped by Zone.



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San Miguel Fire Department

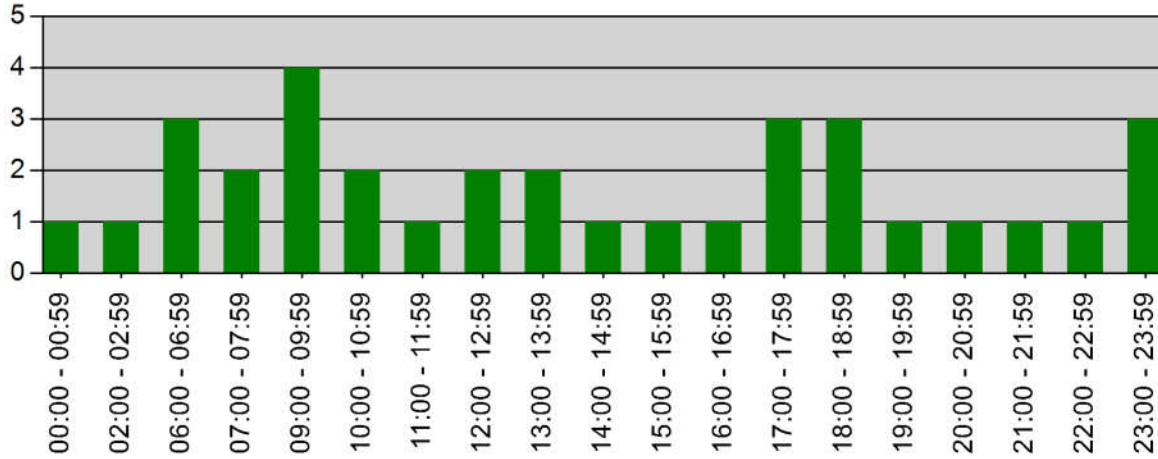
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Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



TIME	COUNT
00:00 - 00:59	1
02:00 - 02:59	1
06:00 - 06:59	3
07:00 - 07:59	2
09:00 - 09:59	4
10:00 - 10:59	2
11:00 - 11:59	1
12:00 - 12:59	2
13:00 - 13:59	2
14:00 - 14:59	1
15:00 - 15:59	1
16:00 - 16:59	1
17:00 - 17:59	3
18:00 - 18:59	3
19:00 - 19:59	1
20:00 - 20:59	1
21:00 - 21:59	1
22:00 - 22:59	1

Only REVIEWED incidents included



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TIME	COUNT
23:00 - 23:59	3

Only REVIEWED incidents included



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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: 09/01/2023 | End Date: 09/30/2023

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAE - Auto Aid East					
Rescue & Emergency Medical Service					
	Lights and Sirens	7:00	0:00	1:00	8:00
Zone: AAW - Auto Aid West					
Rescue & Emergency Medical Service					
	Lights and Sirens	5:00	1:00	3:00	9:00
Zone: CBMHP - Casa Blanca Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:15	1:00	1:15	4:30
Zone: CSD - CSD Limits					
Fires					
	Lights and Sirens	3:00	0:00	3:00	6:00
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:20	3:30	5:50
Zone: LLS - Lillian Larson School					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	1:00	0:00	3:00
Good Intent Call					
	Lights and Sirens	3:00	1:00	2:00	6:00
Zone: MAN - Mutial Aid North					
Fires					
	Lights and Sirens	31:00	0:00	3:00	34:00
Zone: MH - Mission Heights					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	4:00	7:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:30	0:30	2:30	5:30
Zone: SMF - San Miguel Fire					
Rescue & Emergency Medical Service					
	Lights and Sirens	0:30	0:45	0:00	1:15
Zone: Ter - San Lawerance 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		5:30	1:00	0:30	7:00
Zone: WOMHP - White Oaks Mobile Home Park					
Rescue & Emergency Medical Service					
Lights and Sirens		2:00	1:00	5:00	8:00

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: 09/01/2023 | EndDate: 09/30/2023

INCIDENT TYPE	AVG. # PERSONNEL
122 - Fire in motor home, camper, recreational vehicle	6
132 - Road freight or transport vehicle fire	2
142 - Brush or brush-and-grass mixture fire	2
321 - EMS call, excluding vehicle accident with injury	2
324 - Motor vehicle accident with no injuries.	1
381 - Rescue or EMS standby	5
622 - No incident found on arrival at dispatch address	2
700 - False alarm or false call, other	3

Reviewed Incidents only.



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San Miguel Fire Department

San Miguel, CA

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Incident Count by Weekday and Hour for Zone for Shift for Date Range

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	1	0
01:00	0	0	0	0	0	0	0
02:00	0	0	0	0	0	1	0
03:00	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0
06:00	0	0	1	1	1	0	0
07:00	0	0	2	0	0	0	0
08:00	0	0	0	0	0	0	0
09:00	0	1	0	1	1	1	0
10:00	0	0	0	0	1	1	0
11:00	0	0	0	0	1	0	0
12:00	1	0	0	1	0	0	0
13:00	0	1	1	0	0	0	0
14:00	0	0	0	0	0	0	1
15:00	0	0	0	0	0	1	0
16:00	0	0	0	0	1	0	0
17:00	0	1	1	0	0	0	1
18:00	0	0	1	1	0	1	0
19:00	0	0	0	0	0	1	0
20:00	1	0	0	0	0	0	0
21:00	0	0	0	0	1	0	0
22:00	0	0	0	1	0	0	0
23:00	0	0	0	0	1	0	2
Total Responses for Day	2	3	6	5	7	7	4
% of Responses for Day	50.00%	33.33%	33.33%	20.00%	14.29%	14.29%	50.00%
% of Responses for Week	5.88%	8.82%	17.65%	14.71%	20.59%	20.59%	11.76%

Hour	Total per Hour	Percent
00:00	1	2.94%
01:00	0	0.00%
02:00	1	2.94%
03:00	0	0.00%
04:00	0	0.00%
05:00	0	0.00%
06:00	3	8.82%
07:00	2	5.88%
08:00	0	0.00%
09:00	4	11.76%
10:00	2	5.88%
11:00	1	2.94%
12:00	2	5.88%
13:00	2	5.88%
14:00	1	2.94%
15:00	1	2.94%
16:00	1	2.94%
17:00	3	8.82%
18:00	3	8.82%
19:00	1	2.94%
20:00	1	2.94%
21:00	1	2.94%
22:00	1	2.94%
23:00	3	8.82%
Total	34	100.00%

Incident Count by Weekday and Hour for Zone, for Shift and Date Range. Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Maximum call volumes for each day are shown with a RED background, and maximum call volumes for each hour are shown with a BLUE background. "% of Responses for Day" indicates the maximum hourly call volume as percentage of total calls for the day of the week. "% of Responses for Week" indicates the total number of calls for the day of the week as a percentage of total calls.

San Miguel Fire Department

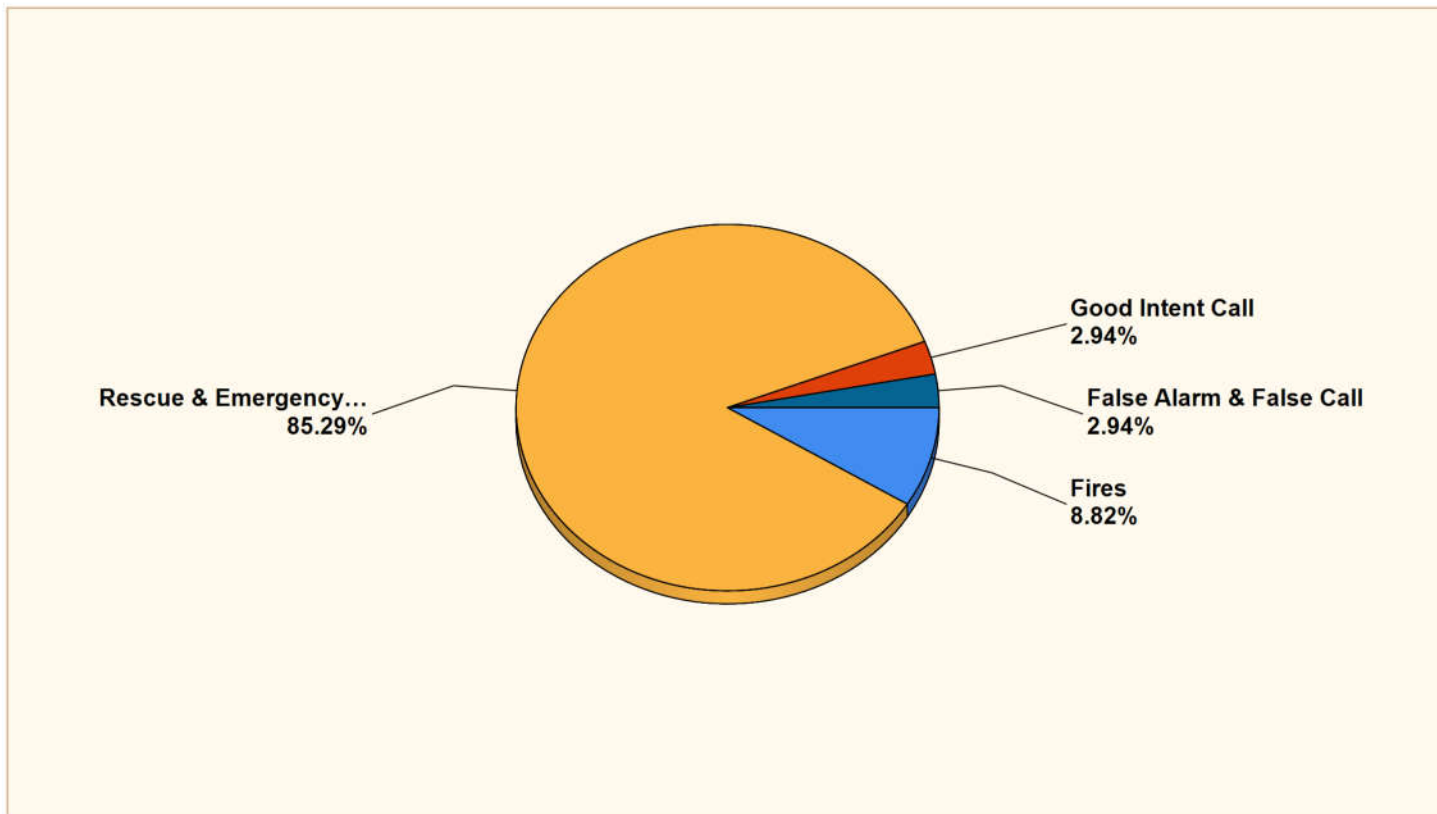
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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	8.82%
Rescue & Emergency Medical Service	29	85.29%
Good Intent Call	1	2.94%
False Alarm & False Call	1	2.94%
TOTAL	34	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
122 - Fire in motor home, camper, recreational vehicle	1	2.94%
132 - Road freight or transport vehicle fire	1	2.94%
142 - Brush or brush-and-grass mixture fire	1	2.94%
321 - EMS call, excluding vehicle accident with injury	27	79.41%
324 - Motor vehicle accident with no injuries.	1	2.94%
381 - Rescue or EMS standby	1	2.94%
622 - No incident found on arrival at dispatch address	1	2.94%
700 - False alarm or false call, other	1	2.94%
TOTAL INCIDENTS:	34	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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Incident Count per Location Type per Zone per Address for Date Range

StartDate: 09/01/2023 | EndDate: 09/30/2023

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Farm			
	MAN - Mutial Aid North		
		4363 Interlake RD San Luis Obispo (County), CA	1
		Total for Location Type:	1
Home/Residence			
	AAS - Auto Aid South		
		1880 Wellsona RD El Paso de Robles (corporate name for Paso Robles), CA	1
	AAW - Auto Aid West		
		8525 Centra AVE El Paso de Robles (corporate name for Paso Robles), CA	1
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST San Miguel, CA	4
		560 12th ST #17 San Miguel, CA	1
	CSD - CSD Limits		
		1010 K ST San Miguel, CA	1
		1440 K ST 2 San Miguel, CA	1
		1440 L ST San Miguel, CA	1
		1575 Verde PL San Miguel, CA	1
		1584 K ST San Miguel, CA	1
	MH - Mission Heights		
		1935 San Buenavenaventura WAY San Miguel, CA	1
	MM - Mission Meadows		
		1601 Prado PL San Miguel, CA	1
		670 Crispin AVE San Miguel, CA	1

Group by Incident Location Type, then Zone. Completed and Reviewed Incidents



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LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	MM - Mission Meadows		
		850 Sebastian CT San Miguel, CA	1
	Ter - San Lawrence Terrace		
		8375 Magdalena ST San Miguel, CA	1
		9850 N River RD San Miguel, CA	1
	WOMHP - White Oaks Mobile Home Park		
		700 N River RD San Miguel, CA	1
Total for Location Type:			19
Not Specified			
	CSD - CSD Limits		
		1942 L Street San Miguel, CA	1
	MAS - Mutual Aide South		
		271 San Marcos Road RD San Miguel, CA	1
		6578 North Star Paso Robles (corporate name El Paso de Robles), CA	1
Total for Location Type:			3
Public Building (schools, gov. offices)			
	LLS - Lillian Larson School		
		1601 L ST San Miguel, CA	2
	SMF - San Miguel Fire		
		1150 Mission ST San Miguel, CA	3
Total for Location Type:			5
Street or Highway			
	AAS - Auto Aid South		
		S Highway 101 HWY San Miguel, CA	1
	CSD - CSD Limits		
		9th ST / L Street, San Miguel, CA (Intersection)	1
		101 Highway 101 HWY / Mission Street, San Miguel, CA (Directions)	1

Group by Incident Location Type, then Zone. Completed and Reviewed Incidents



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Street or Highway			
	SMF - San Miguel Fire		
		S Highway 101 HWY / 58, Santa Margarita, CA (Directions)	1
Total for Location Type:			4
Trade or service (business, bars, restaurants, etc)			
	AAE - Auto Aid East		
		8715 N River RD El Paso de Robles (corporate name for Paso Robles), CA	1
	CSD - CSD Limits		
		1402 Mission ST San Miguel, CA	1
Total for Location Type:			2

Group by Incident Location Type, then Zone. Completed and Reviewed Incidents



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

October 26, 2023

AGENDA ITEM: 9.1

SUBJECT: Authorize General Manager as the Authorized Representative for Clean Water State Revolving Fund grant for the San Miguel Septic to Sewer Project - RESOLUTION 2023-49

SUGGESTED ACTION: Approve Resolution 2023-49 authorizing the General Manager to act as the Authorized Representative for the Clean Water State Revolving Fund Grants for the San Miguel Septic to Sewer Project.

DISCUSSION:

The approval of RESOLUTION 2023-49 approves the General Manager, Kelly Dodds to be the Authorized Representative for the acceptance, signing, and administration of CWSRF planning, design and construction grants for the San Miguel 'Septic to Sewer' Project. All grants through the State Revolving Fund (SRF) require designation of a Authorized Representative.

The Board approved applying to SRF for this project at the September 28th, 2023, meeting.

Future budget adjustments and expenditures relating to an approved grant, will be approved in accordance with the Districts Purchasing Policy.

FISCAL IMPACT:

Approval of this resolution does not have additional financial impact to the District aside from staff, legal, and engineering time already committed or budgeted.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-49

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE
GENERAL MANAGER TO SIGN AND FILE A FINANCIAL ASSISTANCE
APPLICATION FOR A FINANCING AGREEMENT FROM THE STATE WATER
RESOURCES CONTROL BOARD FOR THE PLANNING DESIGN AND
CONSTRUCTION OF THE SAN MIGUEL ‘SEPTIC TO SEWER’ PROJECT ON
BEHALF OF SAN MIGUEL COMMUNITY SERVICES DISTRICT.**

WHEREAS, San Miguel Community Services District (“District”) operates the wastewater system within the community; and

WHEREAS, the San Lawrence Terrace and several other pockets within San Miguel are not connected to the District sanitary sewer collection system and are negatively impacting groundwater through the use of septic systems; and

WHEREAS, the installation of sewer collection on the San Lawrence Terrace is identified within the District’s water and wastewater masterplan; and

WHEREAS, there may be grant funds available from the CA State Water Resources Control Board Clean Water State Revolving Fund Program to use for funding the planning, design, and construction of the septic to sewer conversion project to develop sewer mains and lift stations to facilitate sewer service to the east side of the Salinas River and to connect existing residences that are on septic systems with the west side of the Salinas River to the San Miguel sanitary sewer collection system.

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

The General Manager (the “Authorized Representative”) or designee is hereby authorized and directed to sign and file, for and on behalf of the District, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design and construction of the San Miguel ‘Septic to Sewer’ project (the “Project”).

This Authorized Representative, or his/her designee is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the San Miguel Community Services District Board of Directors held on the 26th day of October, 2023.

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 26th day of October, 2023.

Rod Smiley, 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**

October 26, 2023

AGENDA ITEM: 10.1

SUBJECT: CONTINUATION OF DISCUSSION AND POTENTIAL ACTION REGARDING THE ADOPTION OF WATER RATES FROM SEPTEMBER 28TH 2023 BOARD MEETING

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is continuing the discussion regarding the protest ballots submitted and will consider taking action to update the rate structure and increase its rates for water services.

SUGGESTED ACTION: Receive report from General Manager regarding protest verification and continue Board discussion and potential approval of water rate structure change and increase.

DISCUSSION:

A Public Hearing was held on September 28th 2023 at which public testimony was heard, protests were received, and at the conclusion of receiving all public comment, the public hearing was closed. After the close of the public hearing the General Manager, in front of the Board and Public, counted the protests received. 538 protests were counted at the Board meeting and, following established procedure, Board President Smiley requested that the item be continued to the October 26th Board meeting in order for the protests to be verified prior to moving forward. A motion and second were received and the item was continued to the October 26th Board meeting.

As stated in the September 28th meeting, pursuant to Government Code section 53755 the threshold for a successful protest is 50% plus one of the existing property owners/ customers. This number is established as 453 protests.

Following the September 28th Board meeting, under the direction of the General Manager, the protests received were logged, inspected for the required information, per the notice supplied to customers and owners, and the provided information was verified against information available from San Miguel Community Service District water billing records as well as the County of San Luis Obispo Assessor records.

Protests were logged and classified into one of five categories: (1) accepted, (2) unable to verify, (3) incomplete, (4) duplicate, or (5) out of district.

Notifications mailed to customers and property owners required protests to contain the following information:

- a service address or Assessor Parcel Number (APN)
- customer or owner name
- statement that they oppose the water rate increase.
- signature of the customer or owner.

Category Descriptions:

Accepted –For a protest to be accepted, the required information must have been legible and able to

be verified through District billing records or County of San Luis Obispo Assessor Records.

Unable to Verify – If a protest contained information that was not able to be verified through District or County records, or if the address or name were illegible, then it was marked as ‘*Unable to Verify.*’

Incomplete – If a protest was missing any of the required information, then the protest was marked as ‘*incomplete.*’

Duplicate – If multiple protests were received for the same service address or APN, then they were marked as ‘*duplicate.*’ Only one protest was accepted for each verified service address or APN.

Out of District – If a protest was received with a service address or APN which was outside the District water service area, then it was marked as ‘*out of district.*’

After all the protests were logged and categorized, they were reviewed, and verified by the General Manager. Of the original 538 protests, all were reviewed and the totals for the classification are as follows:

334 were classified as accepted

92 were classified as unable to verify

15 were classified as incomplete

83 were classified as duplicate

14 were classified as out of district

Additional information relating to 'unable to verify'.

- 12 of the “unable to verify” protests were ultimately covered by a protest submitted by the actual owner/customer. Most appear to be members of the same household (by family name) protesting in addition to the family-member owner.

Additional information relating to 'duplicates'

- 23 protests were true duplicates, meaning the same owner/customer submitted multiple protests. These do not appear to be instances where individual tenants protested in addition to the primary property owner/customer.
- 10 of the duplicates share a family name with the owner/customer who also submitted a validated protest. This could be categorized as “true duplicates” as well, as these do not appear to be tenants.

At this time the Board should continue Board deliberation and determine whether the proposed rate structure and rates are appropriate and take one of the following proposed actions;

- Approve the proposed structure and rates as presented in the presented financial plan, with initial implementation on November 16th or later.
- Approve the proposed structure with a lesser rate increase than is presented in the financial plan, with initial implementation on November 16th or later.
- Deny the proposed structure and rate increase.

Background information from prior meetings.

During the June Board meeting several options were presented in order to provide adequate revenue for current and future district expenses necessary to continue to provide quality water to the District community. At that meeting the Board approved proceeding with 'Scenario 1' and starting the mandatory public hearing period as prescribed by Proposition 218.

Due to a clerical error, new notices were mailed extending the public hearing period from August 24th to September 28th 2023.

During the public hearing period staff spoke with numerous customers regarding the rates.

The proposed rate increase will increase revenues by 4.5% in the first year and increases of 5% are proposed for each of the other 4 years.

The proposed rate increase will also modify the rate structure, the existing structure includes five units of water in the fixed charge where as the proposed rate structure does not include any units in the fixed charge. The proposed structure will reduce the overall cost for users using less than 4 units of water compared to the current fixed charge.

The proposed structure and rates are attached.

CEQA does not apply to this rate setting per section 15273(a)(1), (3), and (4)

FISCAL IMPACT:

Net increase in water revenue if the increase is passed.

Does not increase expenses without further Board action.

If the increase is not passed the District could experience budget shortfalls due to underfunded costs related to water service.

If the increase is not passed the District will not be able meet its obligation under current grants and loans. Potentially hindering the District's ability to secure additional grants and loans.

PREPARED BY: Kelly Dodds

San Miguel CSD

DRAFT Water Rate Study 2023

Scenario 1: Baseline Recommendation



June 12, 2023



BARTLE WELLS ASSOCIATES
Independent Public Finance Advisors

Table A
San Miguel CSD - Water
Recommended Water Rates
Scenario 1: Baseline Recommendation

Volumetric Rates	Current Rates	Proposed August 16, 2023	Proposed July 16, 2024	Proposed July 16 2025	Proposed July 16, 2026	Proposed July 16, 2027
Single-Family Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(6-12 CCF)	\$4.77					
(>12 CCF)	\$7.97					
Non-Residential						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(>5 CCF)	\$5.55					
Monthly Fixed Rates						
All Customers	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>Meter Size</i>	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
5/8"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
3/4"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1 1/2"	\$88.34	\$64.60	\$67.83	\$71.23	\$74.80	\$78.54
2"	\$130.64	\$103.36	\$108.53	\$113.96	\$119.66	\$125.65
6"	\$722.87	\$646.00	\$678.30	\$712.22	\$747.84	\$785.24

Table 1
San Miguel CSD - Water
Customer Data*
Scenario 1: Baseline Recommendation

All Customers		Capacity	Equivalent Demand
Meter Size	Customers	Factor**	Units
1" or below***	889	1.0	889.0
1 1/2"	4	2.0	8.0
2"	10	3.2	32.0
6"	2	20.0	40.0
Total	905.0		969.0

* Customer data as of June 2022 provided by City staff

** Capacity factors based on AWWA operating capacity standards by meter size

*** Meters 1" or below reflect the varying meter sizes in single family homes

Residential

1" or below***	847	1.0	847.0
1 1/2"	1	2.0	2.0
2"	1	3.2	3.2
6"		20.0	0.0
Total	849.0		852.2

Non-Residential	Customers	Capacity	Equivalent Demand
		Factor**	Units
1" or below***	42	1.0	42.0
1 1/2"	3	2.0	6.0
2"	9	3.2	28.8
6"	2	20.0	40.0
Total	56.0		116.8

Table 2
San Miguel CSD - Water
Growth Calculations
Scenario 1: Baseline Recommendation

Draft

Metered Water Demand	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Demand (CCF)	107,816	106,810	123,180	117,347	114,030	114,030	117,810	121,590	126,630	126,630	126,630	126,630	126,630	126,630	126,630
Customers	862	891	913	905	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005
Additional Customers ¹							30	30	40						
Total Customers	862	891	925	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005	1,005
Consumption per Customer	125	120	133	129	126	126	126	126	126	126	126	126	126	126	126
Growth²						0.00%	3.31%	3.21%	4.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

¹Assumption based on District's estimate

²Escalation factor used to escalate revenue (demand growth with no inflation)

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Salaries and Wages	All Volume	\$268,240	\$303,673	\$318,856	\$334,799	\$351,539	\$369,116	\$387,571	\$406,950	\$427,298	\$448,662	\$471,096	\$494,650
Stand-by Hours	Administration	\$3,015	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOD Stipend	Administration	\$3,458	\$4,260	\$1,896	\$1,991	\$2,090	\$2,195	\$2,305	\$2,420	\$2,541	\$2,668	\$2,801	\$2,941
Payroll Expenses	Administration	\$1,634	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	All Volume	\$8,131	\$13,323	\$18,000	\$18,900	\$19,845	\$20,837	\$21,879	\$22,973	\$24,122	\$25,328	\$26,594	\$27,924
Physicals	Administration	\$139	\$150	\$150	\$158	\$165	\$174	\$182	\$191	\$201	\$211	\$222	\$233
Payroll Tax - FICA/SS	All Volume	\$1,025	\$2,000	\$1,169	\$1,227	\$1,289	\$1,353	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
Payroll Tax	All Volume	\$3,889	\$4,403	\$4,932	\$5,179	\$5,438	\$5,709	\$5,995	\$6,295	\$6,609	\$6,940	\$7,287	\$7,651
Payroll Tax	All Volume	\$1,710	\$4,273	\$1,710	\$1,796	\$1,885	\$1,980	\$2,079	\$2,182	\$2,292	\$2,406	\$2,526	\$2,653
Payroll Tax	All Volume	\$3	\$20	\$30	\$32	\$33	\$35	\$36	\$38	\$40	\$42	\$44	\$47
Insurance -	Administration	\$33,959	\$28,444	\$46,122	\$48,428	\$50,850	\$53,392	\$56,062	\$58,865	\$61,808	\$64,898	\$68,143	\$71,550
Insurance -	Administration	\$19,984	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance -	Administration	\$2,474	\$1,987	\$1,854	\$1,947	\$2,044	\$2,146	\$2,254	\$2,366	\$2,485	\$2,609	\$2,739	\$2,876
Insurance -	Administration	\$447	\$326	\$310	\$326	\$342	\$359	\$377	\$396	\$415	\$436	\$458	\$481
Retirement - PERS Expense	Administration	\$32,421	\$32,000	\$30,869	\$32,412	\$34,033	\$35,735	\$37,521	\$39,398	\$41,367	\$43,436	\$45,608	\$47,888
Operations & Maintenance	All Volume	\$5,459	\$8,000	\$8,000	\$8,400	\$8,820	\$9,261	\$9,724	\$10,210	\$10,721	\$11,257	\$11,820	\$12,411
Phone & Fax Expense	Administration	\$3,158	\$2,000	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Postage, Shipping & Freight	Administration	\$594	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Legal: P.R.A.s - Professi	Administration	\$1,232	\$532	\$600	\$630	\$662	\$695	\$729	\$766	\$804	\$844	\$886	\$931
Printing & Reproduction	Administration	\$1,083	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
IT Services - Professiona	Administration	\$6,818	\$9,895	\$12,800	\$13,440	\$14,112	\$14,818	\$15,558	\$16,336	\$17,153	\$18,011	\$18,911	\$19,857
Auditor - Professional Sv	Administration	\$4,283	\$4,480	\$3,600	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585
GSA-GSP - Professional Sv	All Volume	\$8,842	\$15,000	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270
Accounting - Professional	Administration	\$3,700	\$7,680	\$4,500	\$4,725	\$4,961	\$5,209	\$5,473	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Engineering - Professiona	Maintenance	\$2,960	\$27,500	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936	\$38,783
Legal: General - Professi	Administration	\$37,599	\$26,625	\$27,000	\$28,350	\$29,768	\$31,256	\$32,819	\$34,460	\$36,183	\$37,992	\$39,891	\$41,886
Insurance - Prop & Liabil	Administration	\$21,032	\$29,375	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$40,841	\$42,883	\$45,027	\$47,279	\$49,643
New Hire Screening	Administration	\$23	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Contract Labor	Administration		\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Legal: SMEA - Professiona	Administration		\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Legal: Steinbeck & Water	Administration	\$48,060	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Legal: HR - Professional	Administration	\$11,407	\$6,000	\$7,500	\$7,875	\$8,269	\$8,682	\$9,116	\$9,572	\$10,051	\$10,553	\$11,081	\$11,635
Maintenance Agreements	All Volume	\$6,414	\$9,260	\$9,000	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962
Meals	Administration		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Meetings and Conferences	Administration	\$920	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Mileage Expense Reimburse	Administration	\$283	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Safety Equipment and Supp	Administration	\$358	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Compute	All Volume	\$101	\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Repairs & Maint - Equip	All Volume	\$12,528	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Repairs & Maint - Structu	All Volume	\$109	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Infrast	All Volume	\$37,089	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Repairs & Maint - Vehicle	All Volume	\$1,809	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Testing & Supplies (WWTP)	All Volume	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Supplies - Well	All Volume	\$2,662	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - Well	All Volume	\$2,460	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - SLT	All Volume	\$6,448	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Testing & Supplies - Othe	All Volume	\$3,692	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308

Table 3
San Miguel CSD - Water
Projected Operating Expenses

Draft

Expenses ¹		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Cross-Connection Control	All Volume	\$884	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
CSD Utilities - Billing S	Administration	\$3,655	\$3,500	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Internet Expenses	Administration	\$1,688	\$1,187	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Web Page - Upgrade/Maint	Administration	\$900	\$768	\$800	\$840	\$882	\$926	\$972	\$1,021	\$1,072	\$1,126	\$1,182	\$1,241
Utilities - Alarm Service	Administration	\$727	\$1,320	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utilities - Electric	All Volume	\$45,418	\$46,000	\$46,000	\$48,300	\$50,715	\$53,251	\$55,913	\$58,709	\$61,644	\$64,727	\$67,963	\$71,361
Utilities - Propane	All Volume	\$1,147	\$2,010	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Utilities - Trash	Administration	\$626	\$504	\$700	\$735	\$772	\$810	\$851	\$893	\$938	\$985	\$1,034	\$1,086
Utilities - Water/Sewer	Administration	\$389	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Dues and Subscriptions	Administration	\$4,295	\$4,500	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Education and Training	Administration	\$591	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Advertising and Public No	Administration	\$298	\$1,500	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
LAFCO Allocations	Administration	\$1,211	\$1,613	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Community Outreach	Administration	\$554	\$1,200	\$1,200	\$1,260	\$1,323	\$1,389	\$1,459	\$1,532	\$1,608	\$1,689	\$1,773	\$1,862
Utilities - SoCal Gas	All Volume		\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Office Supplies	Administration	\$1,166	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utility Rate Design Study	Administration		\$28,808	\$20,000					\$30,000		\$0	\$0	\$0
SCADA - Maintenance Fees	Administration		\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Cell phones, Radios and P	Administration	\$1,653	\$1,398	\$1,920	\$2,016	\$2,117	\$2,223	\$2,334	\$2,450	\$2,573	\$2,702	\$2,837	\$2,979
Computer Supplies & Upgra	Capital	\$4,589	\$11,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #3	All Volume	\$2,377	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #4	All Volume	\$2,496	\$4,000	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Chemicals- SLT Well	All Volume	\$1,039	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Fuel Expense	All Volume	\$6,541	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Small Tools & Equipment	All Volume	\$3,642	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Uniform Expense	Administration	\$2,779	\$1,600	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694	\$3,878
Capital Outlay	Capital	\$23,853	\$3,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Main Valves Replace	Capital		\$10,000	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775	\$15,513
Water Meter Replacement	Capital	\$27,215	\$0	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Development Meters	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Lines Repairs	Capital	\$105	\$20,000	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Master Plans	Capital		\$6,140	\$6,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPOSITION 1 GRANT	Capital	\$9,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Expansion	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Plant Maintenance	Capital	\$554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTF Final Design/Constru	Capital	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CALOES Resiliency Grant	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, Permits and Fee	All Volume	\$6,590	\$7,000	\$7,000	\$7,350	\$7,718	\$8,103	\$8,509	\$8,934	\$9,381	\$9,850	\$10,342	\$10,859
Refundable Water/Sewer/Hy	Capital		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
District Strategic Plan	Capital	\$12,422	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bank Service Charges	Capital	\$31	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Lease agreements	Capital		\$19,584	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719
Total Operating Expenses		\$780,717	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209

¹ Based on San Miguel FY 23-24 budget

Table 4
San Miguel CSD - Water
Projected Operating Revenues
Scenario 1: Baseline Recommendation

Revenue		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Actual</i>	<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Rate Revenue	Demand	\$951,263	\$963,815	\$986,799	\$986,799	\$1,031,205	\$1,118,658	\$1,212,279	\$1,325,655	\$1,391,938	\$1,468,494	\$1,549,262	\$1,634,471	\$1,724,367
Additional Rate Revenue^{1,2}					\$44,406	\$51,560	\$55,933	\$60,614	\$66,283	\$76,557	\$80,767	\$85,209	\$89,896	\$94,840
Other Revenue														
Johnson Restitution - Unrealized	None		\$7,886	\$0										
CDBG Grant	None	164,388		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Surcharge	None		91	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Late Charges	None		\$9,661	\$0										
Water Meter Fees	None	12,150	450	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Taxes Collected	None	48,991	48,971	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues & Interest	None	945	219	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
State/Federal Grants	None		4,290	-										
Grants - Other	None		228	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
CALOES Resiliency Grant	None	230,000		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	None	14,351	2,716	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refund/Adjustments	None	987	340	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycling	None	1,977		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Will Serve Processing Fees	None	2,700	500	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Revenue		\$809,341	\$88,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenue		\$1,760,604	\$1,052,422	\$986,799	\$1,031,205	\$1,082,766	\$1,174,591	\$1,272,893	\$1,391,938	\$1,468,494	\$1,549,262	\$1,634,471	\$1,724,367	\$1,819,207

¹Additional revenue based on recommended increase

²Additional adjusted if adopted mid-fiscal year

Table 5
San Miguel CSD - Water
Capital Improvement Costs - Draft
Scenario 1: Baseline Recommendation

Project Description	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
CIP (Current Dollars)										
4 inch C.I. and 3 inch A.C. Waterline Replacement Project (Alley Between "L" & New SLT Tank and Booster Pump Station	\$19,000									
4 inch C.I. Waterline Replacement Project (Alley Between "L" & "K" Streets)					\$1,525,000					
0.65 MG Tank Access Road Reconstruction / Rehabilitation				\$756,000						
New 0.65 MG Steel Tank										
Groundwater Quality Study and Well Head Treatment Evaluation										
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
4 inch C.I. Waterline Replacement Project(Alley East of "N" Street)						\$302,000				
New Water Supply Well on West Side of River										
New Water Supply Well on East Side of River										
Paso Groundwater Sustainability Plan Implementation								\$150,000		
Replace SLT Water Distribution Pipeline System										\$2,138,000
Total CIP (Current Dollars)	\$39,000	\$20,000	\$20,000	\$776,000	\$1,545,000	\$322,000	\$20,000	\$170,000	\$20,000	\$2,158,000
CIP (Inflated Dollars)										
Total CIP (Inflated Dollars)	\$39,000	\$21,000	\$22,050	\$898,317	\$1,877,957	\$410,963	\$26,802	\$239,207	\$29,549	\$3,347,766
<i>Projected Annual Inflation Rate</i>		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

Table 6
San Miguel CSD - Water
Existing and Proposed Debt
Scenario 1: Baseline Recommendation

Description	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Existing Debt											
USDA Loan Payment	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Total Current Debt Service	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Proposed Borrowing											
Net Proceeds Needed					\$2,200,000						\$2,900,000
Repayment Term (yrs)					30						30
Coupon Rate					5.0%						5.0%
Month of Issue					6						6
Issuance Cost					\$200,000						\$200,000
Debt Service Reserve											
Total Debt Issue Size					\$2,400,000						\$3,100,000
Prorated Debt Service Payment - Current Yr. Only					\$78,000						\$101,000
Annual Debt Service Payment (rounded)					\$156,000						\$202,000
Total Proposed Annual Water Debt Service	\$0	\$0	\$0	\$0	\$78,000	\$156,000	\$156,000	\$156,000	\$156,000	\$156,000	\$257,000

Table 7
San Miguel CSD - Water
Cash Flow Projections
Scenario 1: Baseline Recommendation

Water Fund	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Beginning Reserves	\$681,310	\$689,295	\$693,306	\$752,241	\$855,221	\$838,682	\$747,124	\$826,532	\$932,095	\$1,090,105	\$1,245,436
Revenues											
Rate Revenue Increase		4.5%	5.0%	5.0%	5.0%	5.0%	5.5%	5.5%	5.5%	5.5%	5.5%
Rate Revenue	\$986,799	\$986,799	\$1,031,205	\$1,118,658	\$1,212,279	\$1,325,655	\$1,391,938	\$1,468,494	\$1,549,262	\$1,634,471	\$1,724,367
Additional Rate Revenue	0	44,406	51,560	55,933	60,614	66,283	76,557	80,767	85,209	89,896	94,840
Other Revenue	0	0	0	0	0	0	0	0	0	0	0
Interest on Reserves	\$1,703	\$1,723	\$1,733	\$1,881	\$2,850	\$2,808	\$3,529	\$2,700	\$2,964	\$2,761	\$3,149
Total Revenue	\$988,503	\$1,032,929	\$1,084,499	\$1,176,472	\$1,275,742	\$1,394,746	\$1,472,023	\$1,551,961	\$1,637,434	\$1,727,127	\$1,822,356
Expenses											
Operating Expenses	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209
Existing Debt Service	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
New Debt Service	\$0	\$0	\$0	\$0	\$78,000	\$156,000	\$156,000	\$156,000	\$156,000	\$156,000	\$257,000
Rate Funded Capital	\$0	\$39,000	\$21,000	\$22,050	\$113,617	\$177,957	\$0	\$26,802	\$0	\$29,549	\$433,636
Total Expenses	\$980,517	\$1,028,918	\$1,025,564	\$1,073,492	\$1,292,281	\$1,486,304	\$1,392,615	\$1,446,398	\$1,479,425	\$1,571,796	\$2,142,845
Net Revenues	\$7,986	\$4,011	\$58,935	\$102,980	-\$16,539	-\$91,558	\$79,408	\$105,563	\$158,009	\$155,331	-\$320,489
Ending Reserves	\$689,295	\$693,306	\$752,241	\$855,221	\$838,682	\$747,124	\$826,532	\$932,095	\$1,090,105	\$1,245,436	\$924,947
Debt Coverage (Target 1.3)	1.12	1.64	2.19	7.12	3.63	3.09	1.36	1.59	1.71	1.83	1.35

Table 8
San Miguel CSD - Water
Cost Allocation
Scenario 1: Baseline Recommendation

Functional Allocation

Allocation Category	Amount	Capacity	All Volume	Total
Maintenance	\$26,250		100%	100%
Administration	\$283,522	90%	10%	100%
All Volume	\$560,382		100%	100%
Debt	\$113,800	75%	25%	100%
Capital	\$131,665	50%	50%	100%
Functional Allocation \$	\$406,352		\$709,266	\$1,115,619
Functional Allocation %	36.42%		63.58%	100%
Revenue Requirement	\$375,565		\$655,640	\$1,031,205

Table 9
San Miguel CSD - Water
2023 Water Rates
Scenario 1: Baseline Recommendation

Allocation Units	Capacity	All Volume
	<i>EDU</i>	<i>CCF</i>
Allocation Units	969	114,030
Revenue Requirement	<u>\$375,565</u>	<u>\$655,640</u>
Charge	\$387.60	\$5.75

Fixed Charge Calculation	Capacity Factor	Meter Charge	Annual Charge	Monthly Charge
Meter Size				
1"	1.0	\$387.60	\$387.60	\$32.30
1 1/2"	2.0	\$775.20	\$775.20	\$64.60
2"	3.2	\$1,240.32	\$1,240.32	\$103.36
3"	6.4	\$2,480.64	\$2,480.64	\$206.72
4"	10.0	\$3,876.00	\$3,876.00	\$323.00
6"	20.0	\$7,752.00	\$7,752.00	\$646.00

RESOLUTION NO. 2023-40

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

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

WHEREAS, a Water Rate Study, dated June 13 2023, prepared by Bartle Wells Associates (“Water Rate Study”), establishes various rates proposed therein, which the District Board of Directors (“Board”) finds are reasonably related and proportional to the cost of providing water service to District customers; and

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

WHEREAS, at its June 22, 2023 regular meeting, the Board considered and approved the Water Rate Study and, at that same meeting, the Board instructed staff to set a public hearing pursuant to Article XIID, Section 6 of the California Constitution (a portion of “Proposition 218”) with respect to the water rate increase described in the Water Rate Study; and

WHEREAS, on July 10, 2023 and August 4, 2023, notice of public hearing, including all information required by applicable law, was mailed to (i) the record owner of each parcel served by the District and (ii) any other person to whom the District customarily sends a bill for water service at the address shown on District records; and

WHEREAS, the Board finds that the revenues derived from the proposed rates, as provided in the notice, are in reasonable proportion for each customer to the funds required to continue District operations and water services; and

WHEREAS, under Proposition 218, the District shall not impose the proposed water rates if written, valid protests against the proposed rates are presented to the District for a majority of the affected parcels prior to the close of the public hearing; and

WHEREAS, on September 28, 2023, at the time and date set forth in the mailed notice, the Board held a public hearing at which all interested persons had an opportunity

to present oral and written testimony, written materials, and written protests concerning the rate increase; and

WHEREAS, a majority protest requires receipt of protests from 50% plus one of the parcels within the District’s water service area, or 453 protests; and

WHEREAS, the District has counted the protests and determined that the total protests received did not meet the majority protest threshold of 453 protests.

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

1. The Board does hereby accept and close the Proposition 218 public notification and protest process with receipt of less than a majority protest vote.
2. The Board does hereby approve and adopt the rate increase for water customers, in accordance with the rate schedule attached hereto as Exhibit A, which shall be effective on November 16, 2023.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a special meeting held on the 26th day of October 2023; motioned by _____, seconded by _____, and upon roll call was carried by the following vote of:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Kelly Dodds, General Manager

Rod Smiley, President Board of Directors

Tamara Parent, Board Clerk

APPROVED AS TO FORM:

Douglas L. White, District General Counsel

EXHIBIT A

Water Rate Schedule

Volumetric Rates		Current Rates	Proposed October 16, 2023	Proposed July 16, 2024	Proposed July 16 2025	Proposed July 16, 2026	Proposed July 16, 2027
Single-Family Residential							
Existing Structure		Proposed Structure					
(0-5 CCF)		\$0.00 (All Use)	\$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(6-12 CCF)		\$4.77					
(>12 CCF)		\$7.97					
Non-Residential							
Existing Structure		Proposed Structure					
(0-5 CCF)		\$0.00 (All Use)	\$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(>5 CCF)		\$5.55					
Monthly Fixed Rates							
All Customers		FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Meter Size	Existing	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
5/8"		\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
3/4"		\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1"		\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1 1/2"		\$88.34	\$64.60	\$67.83	\$71.23	\$74.80	\$78.54
2"		\$130.64	\$103.36	\$108.53	\$113.96	\$119.66	\$125.65
6"		\$722.87	\$646.00	\$678.30	\$712.22	\$747.84	\$785.24



Board of Directors

President
Rod Smiley

Vice President
Raynette Gregory

Board Members
Anthony Kalvans
Owen Davis
Berkley Baker

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
1765 Bonita Place
San Miguel, CA 93451

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

Date: 10/12/2023

San Miguel Board of Directors

On September 28th 2023, at a regularly scheduled meeting of the San Miguel Community Service District Board of Directors, the Board held a Public Hearing to consider a potential water rate increase.

At the conclusion of the public hearing period, all the protest ballots that were presented prior to the close of the public hearing were counted by the General Manager in full view of the Board and Public. At the conclusion of the initial count, there were 538 protests collected, of which nine were collected by mail or dropped off at the District Office, and 529 were presented by Mr. Ashley Sangster during the protest hearing, neatly stacked in boxes. Additionally, as stated at the September 28th meeting, the threshold to meet the necessary 50% plus one, pursuant to Government Code section 53755, is 453 protests.

Following the Board Meeting, District staff were instructed by the General Manager on the handling and processing of the protest verification. Protests were to be logged and classified into one of five categories: (1) accepted, (2) unable to verify, (3) incomplete, (4) duplicate, or (5) out of district.

Notifications mailed to customers and property owners required protests to contain the following information:

- a service address or Assessor Parcel Number (APN)
- customer or owner name
- statement that they oppose the water rate increase.
- signature of the customer or owner.

Category Descriptions:

Accepted –For a protest to be accepted, the required information must have been legible and able to be verified through District billing records or County of San Luis Obispo Assessor Records.

Unable to Verify – If a protest contained information that was not able to be verified through District or County records, or if the address or name were illegible, then it was marked as ‘*Unable to Verify.*’

Incomplete – If a protest was missing any of the required information, then the protest was marked as ‘*incomplete.*’

Duplicate – If multiple protests were received for the same service address or APN, then they were marked as ‘*duplicate.*’ Only one protest was accepted for each verified service address or APN.

Out of District – If a protest was received with a service address or APN which was outside the District water service area, then it was marked as ‘*out of district.*’

After all the protests were logged and initially categorized, every protest was reviewed and confirmed by the General Manager and Board Clerk.

Through the verification process, the 538 protests were classified as follows:

- Accepted - 334
- Unable to Verify - 92
- Incomplete - 15
- Duplicate - 83
- Out of District – 14

Based on the threshold of 453 protests required to meet the 50% plus one, and having 334 accepted protests, the protest effort is 119 accepted protests short of this threshold. The Board, at its discretion, may move forward with discussion and or approval of a rate structure change and increase.

Kelly Dodds, General Manager

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

October 26, 2023

AGENDA ITEM: 10.2

SUBJECT: Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2023-47
(Recommend review and approve)

SUGGESTED ACTION: Review and approve RESOLUTION 2023-47 adopting revisions to the District water and wastewater billing policy.

DISCUSSION:

Changes to the Billing Policy are contingent on the approval of the proposed rate structure. If the proposition 218 rate hearing and adoption fails, then this item should be tabled to an unidentified future meeting.

Approval of RESOLUTION 2023-47 will adopt and implement changes to the existing Billing Policy. The proposed revisions pertain to changes in the rate structure that are proposed in the proposition 218 hearing, predominantly removing language referring to the inclusion of water units within the flat rate fees.

No changes are proposed for specific wastewater sections at this time, those sections will be brought back as appropriate after the wastewater rate study is completed.

FISCAL IMPACT:

Staff time to review and revise customer accounts to comply with policy changes.

PREPARED BY: Kelly Dodds



San Miguel Utility Billing Policy
—~~October 2020~~June September
2023 Effective as of November 16th
2023

Section 1. Policy Purpose and Application

The Board of Directors adopts this policy to:

- a. Provide procedures for billing of varied occupancies based on the approved rate structure;
- b. Provide a fair and impartial procedure for customers to dispute fees assessed by the District;
- c. Establish a comprehensive policy for District billing practices and provide customers notice of their payment duties and obligations;
- d. Facilitate timely payment from District customers to meet the District's financial obligations;
- e. Ensure that customers that meet their obligation of timely payment do not bear the additional cost of those who do not;
- f. Establish enforcement mechanisms to obtain payment when a customer refuses to pay or cannot be found;
- g. Establish procedures for District customers to dispute the accuracy of any utility bill, late fee, or other enforcement mechanism used by the District for the collection of utility charges.

Section 2. Payment Due

Payment for services shall be due upon receipt and are deemed past due by the 14⁰th of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, ~~60-60~~ days after the billing date shown on the bill ("Discontinuation of Services Amount Due After Date").¹

¹ This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

Section 3: Late Fees

- a. Payments received after the due date (Penalty Date) will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115, subdivision (A)(3)(c). For every month a balance remains unpaid, the District will assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.
- b. The District will waive interest charges on a delinquent bills once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.²
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney's fees and costs should it become necessary to use such measures to collect the charges on the customer's account.

Section 4 application of monthly water and wastewater rates based on occupancy

a. Water Billing

i. Meters 1 1/2" and larger

All services with water meters 1 1/2" and larger in size, regardless of occupancy, will be considered commercial and charged according to the size of the meter in addition to the non-residential usage tier rates for actual usage. ~~Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 hundred cubic feet ("HCF"). Actual usage fees will apply after the initial 5 HCF.~~

ii. Meters 1" and smaller (single family)

All water meters 1" and smaller in size which serve single-family residences will be charged one (1) 1" meter fixed rate per separate residence and usage based on the Single-Family Residential Tier structure. ~~Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 HCF per separate residence. Actual usage fees will apply after the initial 5 HCF per separate residence.~~

~~-ADUs sharing a service with a single familySingle-Family residence are not considered a separate residence and not billed a separate fixed rate.~~

~~-ADUs with separate services are considered Ssingle--Ffamily for the purposes of this policy.~~

iii. Meters 1" and smaller (multifamily)

All water meters 1" and smaller in size which serve properties with multi-family residential units will be charged one (1) 1" meter fixed rate per separate residential building and usage based on the Single-Family ~~-Tier~~Residential Tier structure.

² This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

~~Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 HCF per separate residential building within the fixed rate. Actual usage fees will apply after the initial 5 HCF per residential building.~~

iv. Meters 1" and smaller (commercial and mixed use)

All water meters 1" and smaller in size which serve properties with commercial or mixed-use occupancies will be classified as commercial and charged one (1) 1" meter fixed rate per separate building and usage based on the non-residential Tier structure. ~~The service will be granted 5 HCF per separate building within the fixed rate. Actual usage fees will apply the initial 5 units per building.~~

Wastewater Billing

i. Single Family Residential

All water meters 1" and smaller in size that serve single-family residence(s) will be charged one (1) single family fixed charge per residence.

ii. Multifamily residential

All water meters 1" and smaller in size that serve multifamily dwelling units will be charged one (1) multifamily fixed charge per dwelling unit.

iii. Multiple Unit residential

Properties with multiple single-family residential buildings which are each 500 square feet or less in size and served by a single meter will be considered commercial in nature and charged one (1) commercial fixed charge and usage rate based on their volumetric strength as determined by the strength listing.

Properties with multiple single-family residential buildings which are each in excess of 500 square feet in size and served by a single meter will be considered single-family residences and be charged one (1) single family fixed charge per separate residence.

iv. Commercial and Mixed use

Commercial and mixed-use services will be charged one (1) commercial fixed charge per separate building and a usage rate based on their volumetric strength, as determined by the current strength listing adopted by board resolution.

The volumetric rate will be based on the predominant building usage based on square footage within the building. If a building has two occupancies of equal square footage within the building, then the usage rate will be the higher of the two.

Section 5: Long term Suspension of service

- a. Upon written request to the District General Manager, a customer can request that their water and sewer service be suspended for a period of no less than six (6) months.

- b. A written request must be made at least 15 days prior to the requested suspension date indicating the reason for the suspension, date of shutoff, and date of restart. The written request must contain the name of a contact, and that person's contact information for the customer while they are out of the area or an alternate contact for someone able to make financial commitments on behalf of the current customer.
- c. If the customer is not the property owner, written authorization from the property owner must also be provided prior to approval of the suspension.
- d. In order to process the request for suspension the account must be paid in full at the time of suspension.
- e. Only one suspension will be allowed per year per account.
- f. On the day of the suspension the water meter will be turned off and locked.
- g. The District is not responsible for damage to piping or personal property past the water meter due to the long-term suspension of water and sewer service.
- h. If the service to be suspended also provide water to residential or commercial fire sprinklers, then the suspension of that service will cause the fire sprinklers to not work. The District is not responsible for damage to the building, fire sprinkler system, or any other property as a result of the water being turned off at the account holders request.

Section 6: Discontinuance of Service

Notice to Residential Owner

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges.
- b. The District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;

6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable); and
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment.
- c. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
 - d. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to the Discontinuation of Service Date.
 - e. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
 - f. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.
 - g. Services shall not be disconnected pending an appeal, as outlined in Section 9 of this Policy below, or pending a request for relief, until the Board of Directors rules on the appeal.
 - h. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Individual Meter

For residential occupants receiving services through an individual meter in a detached single-family dwelling, a multi-unit residential structure, mobile home park, or a permanent residential structure in a labor camp, and the owner, manager, or operator is listed as the customer of record, and the District will provide notice to the residential occupant(s) that account is delinquent.

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least ten (10) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;

2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services; and
 9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account.
- b. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
 - c. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to any termination of service.
 - d. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
 - e. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.
 - f. Services not disconnected prior to an appeal, as outlined in Section 9 of this Policy below, or request for relief shall not be disconnected until the Board of Directors rules on the appeal.
 - g. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Master Meter

For residential occupants receiving services through a master meter in a multi-unit residential structure, mobile home park, or permanent residential structures in a labor camp, and the owner, manager, or operator is listed as the customer of record, provide notice to each residential unit that account is delinquent.

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services;
 9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account; and
 10. Must specify, in plain language, what the residential occupants are required to do in order to prevent discontinuation of service, or to reestablish service; and
 11. The telephone number of a qualified legal services project, which has been recommended by the local county bar association.

Notice to Elderly or Dependent Adult

If a customer is 65 years of age or older, or a dependent adult, the following must apply:

- a. The District must provide an option to these customers for third-party notification services. For example, a qualified customer may designate his or her adult child as the designated third-party to be notified about a delinquent payment.

- b. The qualified customer shall make a request to designate a third-party to be notified on a form provided by the District and shall include the written consent of the designated third-party.
- c. The third-party notification does not obligate the third-party to pay the overdue charges, nor shall it prevent or delay the termination of services.
- d. If a qualified customer requests third-party notification, the District must attempt to notify the designated third-party to receive notification when the qualified customer's account is past due and subject to discontinuation of services.
- e. Notification shall include information on requirements to prevent discontinuation of services.

Exceptions to Discontinuation of Services

The District will not discontinue services in the following instances:

- a. On Saturday, Sunday, legal holiday, or hours during which business offices of the District's Utility Department are not open to the public;
- b. If the customer disputes the bill and during the pendency of an investigation into the customer's dispute or complaint, as outlined in Section 7 of this Policy;
- c. When the customer has been granted an extension of the period to pay the bill (however, termination may be applicable if the extension period expires);
- d. If the customer is compliant with an amortization agreement and the customer also keeps the account current as charges accrue in each subsequent billing period; and
- e. A licensed physician or surgeon has certified that termination of services will be life threatening to the customer, and the customer is financially unable to pay for service in the normal payment period, and the customer is willing to enter into an amortization agreement for all charges that the customer is unable to pay prior to delinquency.

Section 7: Request for Relief

- a. Any customer of the District may file a written request with the General Manager disputing any fee or charge assessed by the District or water service disconnection within five (5) days of the fee becoming due or water service becoming disconnected. Time limitations prescribed by this subsection shall not apply within the first ninety (90) days of this policy's adoption.
- b. Within thirteen (13) days of submitting the request in writing, the customer may make a request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment.
- c. The General Manager shall review all written requests for relief and either deny the request or grant the relief requested or a portion thereof. Factors for consideration shall include:
 - 1. Billing errors;

2. Faulty meter or a misread meter;
3. A water leak was present necessitating a leak adjustment;
4. Consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time; and
5. Any other factor deemed relevant by the General Manager.

Section 8: Request for Relief, leak adjustments

- a. Any customer of the District may file a written request for a leak adjustment.
 - i. The written request must include the following information: account number, name on the account, date leak was fixed, cause of the leak, supporting information of the leak repair (receipts, pictures, etc.).
- b. To apply for a leak adjustment, the following conditions must be met:
 - i. The customer's account must be current, the customer must have taken immediate action to repair the leak once the leak was identified, and the customer must not have had any other leak adjustment within 12 months of the current request.
- c. If approved by the General Manager, the amount of the credit will be determined by subtracting the average of the previous 12 months' bills from the bill for the period in which the leak occurred and dividing that amount by two.

Section 9: Appeals

- a. Any customer of the District who disputes the General Manager's final decision under section 7 and 8 of this policy, may appeal the decision by filing a "Notice of Appeal" no later than fifteen (15) days from the date of the General Manager's final decision. Appeals of the General Manager's decision shall be heard by the Board of Directors.
- b. No customer shall be entitled to a hearing before the Board of Directors without first requesting relief pursuant to Section 7 or Section 8.
- c. The Notice of Appeal shall set forth the basis for the appeal and all facts upon which the appeal is based.
- d. Within fifteen (15) days of receiving the Notice of Appeal, the General Manager shall notify the appellant of the time and place for the hearing. The General Manager shall provide notice of the hearing to the appellant no later than fourteen (14) days prior to the hearing.
- e. The customer may present evidence demonstrating that the utility bill is inaccurate, or the amount owed is improper. The General Manager may present evidence that demonstrates the accuracy of the utility bill and evidence that justifies the amount of the utility bill.
- f. The Board of Directors may affirm the amounts assessed by the General Manager, reduce any portion of the delinquent amount or penalties, or find that the imposition of the penalty is not warranted. When reducing the amount sought by the utility bill, the Board shall make a finding on the record that the reduction is in the public interest.

- g. The Board of Directors' decision shall be final, and outstanding balances shall be due immediately, unless otherwise extended by the Board of Directors.
- h. The Board of Directors, in its sole discretion, may refuse to hear an appeal and instead have the appeal heard by a neutral arbitrator. Costs of arbitration prescribed by this subsection shall be split evenly by the District and the customer.

Section 10. Collection Via Tax Roll

Any amount that remains outstanding thirty (30) days after the appeal hearing or any amount that becomes final and unappealable may be collected on the tax roll in the same manner as property taxes, pursuant to Government Code section 61115. The General Manager shall prepare and file a report with the Board of Directors that describes the affected property and the amount of charges and delinquencies for the year. The General Manager shall publish notice of the filing of the report and of the time and place for a public hearing in a newspaper of general circulation once a week for two weeks at least fourteen (14) days prior to the public hearing.

At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board of Directors may adopt or revise the charges and penalties prior to adopting the final report. The Board of Directors determination on each affected parcel and its determinations shall be final.

After the Board of Directors adopts the final report, the General Manager shall submit the final report to the County of San Luis Obispo Clerk Recorder on or before June 1st of each year, and the delinquent charges shall become an assessment against each affected parcel and collected in the same manner as property taxes.

Section 11. Severability

If any part of this policy, or the application thereof to any person or circumstance, is held invalid, the remainder of the policy, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, the sections of this policy are severable.



RESOLUTION NO. 2023-47

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL
COMMUNITY SERVICES DISTRICT ADOPTING REVISIONS TO THE UTILITY
BILLING POLICY**

WHEREAS, the San Miguel Community Services District (“District”) established governing policies and procedures for water and wastewater utility billing through resolution 2018-35 (“Policies”); and

WHEREAS, the District Board of Directors (“Board”) has determined that these governing policies and procedures should be established with formal processes to appeal a utility billing statement, and to allow the District to recover appropriate late fee charges through a public hearing; and

WHEREAS, thru regular review of District Policies and procedures it was determined that revisions were needed to the Utility Billing Policy to maintain currency and applicability with current practice; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby approve and adopt the revised Utility Billing policy as shown as Exhibit “A” attached hereto.

BE IT FURTHER RESOLVED, this Resolution shall be in effect upon adoption of this resolution by the Board and remain in full force and effect until rescinded or replaced by a Board resolution or ordinance.

PASSED AND ADOPTED by the Board of Directors on a motion with amendments of Director _____, seconded by Director _____ by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 28th day of September 2023.

Rod Smiley, 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**

October 26, 2023

AGENDA ITEM: 10.3

SUBJECT: Discuss parameters for a Proposition 218 Protest Procedure. (Discussion and direction to staff)

SUGGESTED ACTION: The Board should discuss the scope of any proposed Proposition 218 Procedure it would like drafted for future consideration and exactly what the parameters of such a procedure will be. This item will likely need multiple discussions to work out all details necessary for a clear and unambiguous process.

DISCUSSION:

At the September Board meeting, Director Baker, seconded by Director Davis, requested a policy allowing the District to count all units, rather than property owners or customers, for purposes of meeting the protest requirements under Proposition 218.

The District's General Counsel has reviewed this request and determined that additional parameters will be required to ensure any such policy is not vague and ambiguous, which could result in invalidation of the policy, as well as invalidation of any Proposition 218 process carried forward under such a policy.

FISCAL IMPACT:

This drafting of any policy or legal research requested by the Board would result in some legal costs to the District. An estimated cost is unknown at this time.

PREPARED BY: Christina Pritchard

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

October 26, 2023

AGENDA ITEM: 10.4

SUBJECT: Monthly Financial Reports for September 2023 (Recommend review and comment)
Once the FY2022-23 audit is approved formal approval of monthly reports will be presented*

SUGGESTED ACTION:

Please *Review* the September 2023 SMCSD Financial Reports.

After the SMCSD Audit is completed, all adjusting journal entries are processed, and the 22/23 FY is closed- all Financial Reports that were presented for Review Only will be finalized. Those reports will then be presented to the Board for *Receive and File* approvals.

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Michelle Hido



San Miguel Community Services District SEPTEMBER 2023 Financial Report

October 18th, 2023

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

SEPTEMBER 2023 Revenue: \$218,069.99

Sales Revenue 92.1%, Property Taxes 0.7%, Franchise Fees 2.1%, Other 5.0%

SEPTEMBER 2023 Expenses: \$222,324.80

FIRE DEPT PROJECTS:

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

SEPTEMBER costs: \$0

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

Status: In Process

Fire Temporary Housing Unit

SEPTEMBER costs: WSC Engineering - \$1,170.00

Resolution 2022-21, 22: Budget: \$274,378.95 Escrow amount used: \$127,898.58 (46.61% spent)

Costs not paid through Escrow to date: \$5,498.02

Status: In Process

Total THU Project costs to date: \$133,396.60

Fire Station Remodel- Budget: none

SEPTEMBER costs: \$0

Project costs to date: \$3,545.34

Status: In Process

Resolution 2023-36: 23-24 VFCP Grant- Budget: \$34,246.76

SEPTEMBER costs: \$0

Project costs to date: \$0 (0% spent)

Status: Started

UTILITY DEPT PROJECTS:

WWTF Expansion Resolution 2021-20, 32, 2022-43, 2023-21- by SWRCB Order June 2018

SEPTEMBER costs: WSC, Wallace, Quest Planning – Permit, Engineering \$61,654.53

Project costs to date: \$956,386.79

Status: In Process

WWTF Resolution 2021-33,34, 2023-21: MBR- Budget: \$287,590.58/\$8,309,288.94

SEPTEMBER costs: – \$0

Project costs to date: \$333,247.20 (116% spent)

Status: In Process

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

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

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

WWTF Resolution 2022-67: Recycled Water Pipeline- Budget: \$217,355.00

SEPTEMBER costs: WSC Engineering – \$4,346.03
 Project costs to date: \$24,459.78 (11% spent)
 Status: In Process

WWTF Resolution 2022-64: 0.65M Tank Inspection & Coating Repair- Budget: \$67,660.00

SEPTEMBER costs: \$0
 Project costs to date: \$44,330.00 (66% spent)
 Status: In Process

LEGAL SERVICES

2023/24 LEGAL EXPENSES TO DATE:

Legal bills: AUGUST 2023

BOARD MEETINGS:	\$ 7,746.00
CSD BOARD REQUESTS:	\$ 990.00
FIRE:	\$ 1,080.00
GENERAL CSD/ADMIN:	\$ 8,122.00
GENERAL HR AND HR CONTRACTS:	\$ 7,078.80
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 18.00
SEWER:	\$ 2,458.70
SOLID WASTE:	\$ 1,764.00
WATER:	\$ 3,667.20

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

- Herc Rentals \$8,154.61 – Sludge Pump Vac
- FGL \$5,427.00 – Water/Wastewater testing and analysis
- South Coast Emergency Vehicles \$4,568.54 – E8696 Battery, Charging System
- CIO Solutions \$3,387.60 – District IT Services
- SBRPSTC \$2,550.00 – Fire Chief Officer Courses

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

CalPERS (Employer costs only)	\$11,212.73
PG&E (Facilities & Lighting)	\$17,738.94
US Bank SMCSD Credit Cards	\$2,352.67
WEX Bank SMCSD District Vehicle Fuel	\$966.45

The information provided is current as of the time of this report.

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

RECOMMENDATION:

Please Review the September 2023 SMCSD Financial Reports.

After the 2022/23 SMCSD Audit is completed, all adjusting journal entries are processed, and the 2022/23 FY is closed- all Financial Reports that were presented for Review only will be finalized and presented to the Board for Receive and File approvals.

PREPARED BY:

Michelle Hido, Financial Officer

REVIEWED BY:

Kelly Dodds, 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
9586	20429S	650 13 STARS MEDIA	525.00						
1	2023CI3241	08/29/23 PROP 218 PUBLIC HEARING NO	525.00			50 65000	393		10200
9587	20429S	650 13 STARS MEDIA	320.98						
1	2023CI3233	08/28/23 SEWER LINING/REHAB BID ADV	320.98			40 64000	393		10200
		Total for Vendor:	845.98						
9567	20431S	689 AMAZON CAPITOL SERVICES	63.22						
1HKY-V414-6FPR									
1	1HKY-V414	09/01/23 CHANNELLOCK PLIERS	31.61			40 64000	490		10200
2	1HKY-V414	09/01/23 CHANNELLOCK PLIERS	31.61			50 65000	490		10200
9568	20431S	689 AMAZON CAPITOL SERVICES	18.29						
1LJP-1JJG-6GJM									
1	1LJP-1JJG	09/01/23 HEADLIGHT RESTORATION KIT	9.14			40 64000	354		10200
2	1LJP-1JJG	09/01/23 HEADLIGHT RESTORATION KIT	9.15			50 65000	354		10200
9569	20431S	689 AMAZON CAPITOL SERVICES	126.98						
1MDX-DK99-41Y4									
1	1MDX-DK99	09/01/23 TONER	63.49			40 64000	410		10200
2	1MDX-DK99	09/01/23 TONER	63.49			50 65000	410		10200
9573	20431S	689 AMAZON CAPITOL SERVICES	41.79						
1YLN-3F9Y-64QQ									
1	1YLN-3F9Y	09/01/23 SAMSUNG FAST CHARGER	20.89			40 64000	305		10200
2	1YLN-3F9Y	09/01/23 SAMSUNG FAST CHARGER	20.90			50 65000	305		10200
9574	20431S	689 AMAZON CAPITOL SERVICES	825.23						
1PQ1-9T3T-7QT6									
1	1PQ1-9T3T	09/01/23 DISPOSABLE GLOVES	391.19			40 64000	348		10200
2	1PQ1-9T3T	09/01/23 DISPOSABLE GLOVES	391.20			50 65000	348		10200
3	1PQ1-9T3T	09/01/23 WARNING SIGNS	21.42			40 64000	305		10200
4	1PQ1-9T3T	09/01/23 WARNING SIGNS	21.42			50 65000	305		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9575	20431S	689 AMAZON CAPITOL SERVICES	46.98						
1XLR-94TN-9NQY									
1	1XLR-94TN	09/01/23 FILE PRONGS	4.82			40 64000	410		10200
2	1XLR-94TN	09/01/23 FILE PRONGS	4.82			50 65000	410		10200
3	1XLR-94TN	09/01/23 AP FILES, TAB DIVIDERS	9.35			20 62000	410		10200
4	1XLR-94TN	09/01/23 AP FILES, TAB DIVIDERS	0.92			30 63000	410		10200
5	1XLR-94TN	09/01/23 AP FILES, TAB DIVIDERS	13.26			40 64000	410		10200
6	1XLR-94TN	09/01/23 AP FILES, TAB DIVIDERS	13.07			50 65000	410		10200
7	1XLR-94TN	09/01/23 AP FILES, TAB DIVIDERS	0.74*			60 66000	410		10200
		Total for Vendor:	1,122.49						
9564	20432S	743 API ATLAS PERFORMANCE	2,200.00						
1	RI142761	09/06/23 SEPT CSD OFFICE TRAILER RENT	110.00			30 63000	949		10200
2	RI142761	09/06/23 SEPT CSD OFFICE TRAILER RENT	990.00			40 64000	949		10200
3	RI142761	09/06/23 SEPT CSD OFFICE TRAILER RENT	990.00			50 65000	949		10200
4	RI142761	09/06/23 SEPT CSD OFFICE TRAILER RENT	110.00			60 66000	949		10200
		Total for Vendor:	2,200.00						
9627	-99111E	714 AT&T MOBILITY	95.65						
FIRE CELL PHONES									
1	09022023	09/02/23 AUG FIRE CELL PHONE - ROBERS	50.34			20 62000	465		10200
2	09022023	09/02/23 AUG FIRE CELL PHONE - YOUNG	45.31			20 62000	465		10200
		Total for Vendor:	95.65						
9585	20433S	622 BALDWIN ELECTRIC SERVICE	187.50						
LIGHT POLE REPAIR									
1	587	08/21/23 WWTF LIGHT POLE REPAIR	187.50			40 64000	582		10200
		Total for Vendor:	187.50						
9560	20434S	34 BLAKE'S INC	39.14						
1	1570310	09/05/23 BYPASS LOPPER 25"	19.57			40 64000	490		10200
2	1570310	09/05/23 BYPASS LOPPER 25"	19.57			50 65000	490		10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9570	20434S	34 BLAKE'S INC	15.63						
1	1568208	08/22/23 WASP/HORNET KILLER	7.81			40 64000	305		10200
2	1568208	08/22/23 WASP/HORNET KILLER	7.82			50 65000	305		10200
9624	20456S	34 BLAKE'S INC	43.80						
1	1571151	09/11/23 TAPE, PAINT PLASTIC	43.80			40 64000	582		10200
		Total for Vendor:	98.57						
9611	-99118E	67 CHARTER COMMUNICATIONS	129.98						
Acct# 8245 10 105 0027311 Spectrum Business Internet/Voice									
Service 9/11/23 - 10/10/23									
1	101090723	09/07/23 SEPT Internet/Voice FIRE	129.98			20 62000	375		10200
9621	-99112E	67 CHARTER COMMUNICATIONS	648.98						
Acct# 212691601 Spectrum Enterprise Internet									
Service 9/01/23 - 9/30/23									
1	09/01/23	SEPT INTERNET LIFT STATION	119.98			40 64000	375		10200
2	09/01/23	SEPT WWTF FIBER	10.58			30 63000	375		10200
3	09/01/23	SEPT WWTF FIBER	253.92			40 64000	375		10200
4	09/01/23	SEPT WWTF FIBER	253.92			50 65000	375		10200
5	09/01/23	SEPT WWTF FIBER	10.58			60 66000	375		10200
		Total for Vendor:	778.96						
9620	-99113E	712 CIO SOLUTIONS	3,387.60						
1	104891-123	09/13/23 SEPT IT SUPPORT	813.02			20 62000	321		10200
2	104891-123	09/13/23 SEPT IT SUPPORT	84.69			30 63000	321		10200
3	104891-123	09/13/23 SEPT IT SUPPORT	1,219.54			40 64000	321		10200
4	104891-123	09/13/23 SEPT IT SUPPORT	1,202.60			50 65000	321		10200
5	104891-123	09/13/23 SEPT IT SUPPORT	67.75			60 66000	321		10200
		Total for Vendor:	3,387.60						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9622	20457S	583 COBLENTZ, BIEHLE & CRAMER	1,620.00						
1	11173	08/31/23 FY 22/23 AUDIT PREP WORK	486.00			20 62000	325		10200
2	11173	08/31/23 FY 22/23 AUDIT PREP WORK	48.60			30 63000	325		10200
3	11173	08/31/23 FY 22/23 AUDIT PREP WORK	518.40			40 64000	325		10200
4	11173	08/31/23 FY 22/23 AUDIT PREP WORK	518.40			50 65000	325		10200
5	11173	08/31/23 FY 22/23 AUDIT PREP WORK	48.60			60 66000	325		10200
		Total for Vendor:	1,620.00						
9623	20458S	429 COUNTY OF SAN LUIS OBISPO - EH	283.40						
1	IN0144820	09/07/23 REPORT WRITING	283.40			50 65000	362		10200
		Total for Vendor:	283.40						
9561	20435S	252 COUNTY OF SLO PUBLIC WORKS	325.70						
		COUNTY MAP CHECK & RIGHT OF WAY REVIEW							
1	2946	08/31/23 MAP CK & RIGHT OF WAY REVIEW	325.70			50 65000	961		10200
		Total for Vendor:	325.70						
9571	20436S	277 CSC OF SALINAS	32.21						
		REMIT PAYMENT TO CSC OF SALINAS							
1	000960904	09/07/23 PIPE & HOSE	32.21			40 64000	351		10200
		Total for Vendor:	32.21						
9578	20437S	654 CULLIGAN WATER	34.12						
1	204621	08/31/23 AUG WATER DELIVERY	17.06			40 64000	305		10200
2	204621	08/31/23 AUG WATER DELIVERY	17.06			50 65000	305		10200
		Total for Vendor:	34.12						
9559	20438S	109 FERGUSON ENTERPRISES	916.99						
1	0762267	08/30/23 LF AIR VLV POTABLE WTR X3	916.99			50 65000	353		10200
		Total for Vendor:	916.99						
9592	20439S	112 FGL - ENVIRONMENTAL ANALYTICAL	663.00						
1	382259A	08/28/23 WELL 4 PFAS MONITORING	663.00			50 65000	357		10200

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9593 1	20439S 382260A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 WELL3 PFAS MONITORING	663.00 663.00			50 65000	356		10200
9594 1	20439S 382744A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/01/23 GROUP A MONITORING	163.00 163.00			50 65000	359		10200
9595 1	20439S 382620A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/31/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00			40 64000	355		10200
9596 1	20439S 382504A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00			40 64000	355		10200
9598 1	20439S 382584A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 ARSENIC MONITORING METALS	123.00 123.00			50 65000	358		10200
9599 1	20439S 382622A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 WATER SUPPLY MONITOR	88.00 88.00			40 64000	355		10200
9600 1	20439S 382619A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 GROUNDWATER MONITORING	201.00 201.00			40 64000	355		10200
9601 1	20439S 382623A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 TSS & SS MONITORING	65.00 65.00			40 64000	355		10200
9602 1	20439S 382658A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 ARSENIC MONITORING METALS	123.00 123.00			50 65000	358		10200
9603 1	20439S 382621A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 WWTF LIFT STATION WET CHEM	89.00 89.00			40 64000	355		10200
9604 1	20439S 382694A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 TSS & SS MONITORING	65.00 65.00			40 64000	355		10200

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9605 1	20439S 382743A	112 FGL - ENVIRONMENTAL ANALYTICAL 08/28/23 ARSENIC MONITORING METALS	71.00 71.00			50 65000	358		10200
9606 1	20439S 382693A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/07/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00			40 64000	355		10200
9607 1	20439S 382695A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/07/23 WWTF LIFT STATION WET CHEM	89.00 89.00			40 64000	355		10200
9608 1	20439S 382925A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/07/23 ARSENIC MONITORING METALS	123.00 123.00			50 65000	358		10200
9609 1	20439S 382816A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/07/23 ARSENIC MONITORING METALS	123.00 123.00			50 65000	358		10200
9648 1	20473S 382999A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/23/23 ARSENIC MONITORING METALS	106.00 106.00			50 65000	358		10200
9649 1	20473S 383000A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 ROUTINE MONITORING	368.00 368.00			50 65000	359		10200
9650 1	20473S 383105A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 ARSENIC MONITORING METALS	106.00 106.00			50 65000	358		10200
9651 1	20473S 383054A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/22/23 GROUNDWATER MONITORING	201.00 201.00			40 64000	355		10200
9652 1	20473S 383056A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/22/23 TSS & SS MONITORING	65.00 65.00			40 64000	355		10200
9653 1	20473S 382782A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 TSS & SS MONITORING	65.00 65.00			40 64000	355		10200

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9654 1	20473S 382783A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00			40 64000	355		10200
9655 1	20473S 382784A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 WWTF LIFT STATION WET CHEM	89.00 89.00			40 64000	355		10200
9656 1	20473S 382873A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 WWTF LIFT STATION WET CHEM	89.00 89.00			40 64000	355		10200
9657 1	20473S 382874A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00			40 64000	355		10200
9658 1	20473S 382877A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 TSS & SS MONITORING	65.00 65.00			40 64000	355		10200
9659 1	20473S 382961A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 WWTF LIFT STATION WET CHEM	89.00 89.00			40 64000	355		10200
9660 1	20473S 382962A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 WASTEWATER INFLUENT WET CHEM	189.00 189.00			40 64000	355		10200
9661 1	20473S 382963A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 TSS & SS MONITORING	65.00 65.00			40 64000	355		10200
9662 1	20473S 383055A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 EFFLUENT MONITORING METALS	247.00 247.00			40 64000	355		10200
9663 1	20473S 383057A	112 FGL - ENVIRONMENTAL ANALYTICAL 09/27/23 WWTF LIFT STATION WET CHEM	89.00 89.00			40 64000	355		10200
		Total for Vendor:	5,427.00						
9579	-99120E	308 FRONTIER COMMUNICATIONS (412-5)	64.42						
		Acct #8054672818010412-5							
		Service from 07/22/23-08/21/23							
FS/CSD	ALARM								
1	08/22/23	SEPT FIRE STATION ALARM	64.42			20 62000	375		10200
		Total for Vendor:	64.42						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9588 GW-661 Service Period: 9/2023	20440S 125	GREAT WESTERN ALARM	35.00						
1	2308005451	09/01/23 AUG Alarm Monitoring	35.00			20 62000	380		10200
		Total for Vendor:	35.00						
9557 33853849-005	20441S 1 08/23/23	HERC RENTALS INC SLUDGE PUMP VAC	1,819.79 1,819.79			40 64000	582		10200
9558 33853849-004	20441S 1 08/07/23	HERC RENTALS INC SLUDGE PUMP VAC	5,148.41 5,148.41			40 64000	582		10200
9566 34002173-001	20441S 1 09/01/23	HERC RENTALS INC GAS MONITOR CALIBRATION	54.38 27.19			40 64000	351		10200
34002173-001	2 09/01/23	GAS MONITOR CALIBRATION	27.19			50 65000	351		10200
9572 34003557-001	20441S 1 09/01/23	HERC RENTALS INC LIFTING STRAPS	1,132.03 566.01			40 64000	348		10200
34003557-001	2 09/01/23	LIFTING STRAPS	566.02			50 65000	348		10200
		Total for Vendor:	8,154.61						
9580	20442S 1 261765	147 JB DEWAR 08/23/23 Clear Diesel- 43.25 GAL	465.73 257.91			20 62000	485		10200
	2 261765	08/23/23 Clear Diesel- 17.425 GAL	103.91			40 64000	485		10200
	3 261765	08/23/23 Clear Diesel- 17.425 GAL	103.91			50 65000	485		10200
		Total for Vendor:	465.73						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9576	20443S	633 KELLY-MOORE PAINTS	262.62						
1	131352	09/01/23 PAINT	262.62			40 64000	582		10200
		Total for Vendor:	262.62						
9584	20444S	17 N. REX AWALT CORPORATION	2.96						
1	21107	08/30/23 SCH40 PVC FITTINGS	2.96			30 63000	353		10200
		Total for Vendor:	2.96						
9616	20459S	182 NAPA AUTO PARTS	33.09						
1	205695	09/07/23 U8696 CONN, TUBING	33.09			20 62000	354		10200
9617	20459S	182 NAPA AUTO PARTS	35.32						
1	207382	09/18/23 BELT, TAPE	35.32			20 62000	305		10200
9688	20475S	182 NAPA AUTO PARTS	20.56						
1	208565	09/25/23 8632 FUEL CAP	10.28			40 64000	354		10200
2	208565	09/25/23 8632 FUEL CAP	10.28			50 65000	354		10200
		Total for Vendor:	88.97						
9589	20445S	701 NICK'S TELECOM	240.00						
1	7215	08/23/23 REPROG KENWOOD RADIOS, TESTNG	240.00			20 62000	470		10200
		Total for Vendor:	240.00						
9614	-99115E	208 PG&E #6480-8	1,152.82						
Acct #8565976480-8									
1	09/15/23	12th & K 8565976725	10.26			30 63000	381		10200
2	09/15/23	11TH STREET - 8562053214	49.89			30 63000	381		10200
3	09/15/23	RIO MESA CIR - 8564394360	24.70			30 63000	381		10200
4	09/15/23	VERDE/RIO MESA - 8560673934	61.76			30 63000	381		10200
5	09/15/23	Mission Heights - 8565976482	179.63			30 63000	381		10200
6	09/15/23	Tract 2605 - 8565976109	38.49			30 63000	381		10200
7	09/15/23	9898 River Rd. - 8565976002	372.48			30 63000	381		10200
8	09/15/23	9898 River Rd. - 8565976004	46.46			30 63000	381		10200
9	09/15/23	9898 River Rd. - 8565976008	217.65			30 63000	381		10200
10	09/15/23	9898 River Rd. - 8565976014	75.09			30 63000	381		10200
11	09/15/23	9898 River Rd. - 8565976481	54.96			30 63000	381		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
12	09/15/23 9898	River Rd. - 8565976483	21.45			30 63000	381		10200
		Total for Vendor:	1,152.82						
9613	-99116E 209	PG&E #6851-8	16,586.12						
	Acct #3675186851-8								
1	09/18/23	Old Fire Station/1297 L St	25.43			20 62000	381		10200
2	09/18/23	Fire Station/1150 Mission	9.86			20 62000	381		10200
3	09/18/23	Water Works #1/Well 3	2,139.79			50 65000	381		10200
4	09/18/23	Bonita Pl & 16th/Well 4	3,750.24			50 65000	381		10200
5	09/18/23	N St/WWTF	10,221.20			40 64000	381		10200
6	09/18/23	2HP Booster Station	9.86			50 65000	381		10200
7	09/18/23	Mission Heights Booster	9.86			50 65000	381		10200
8	09/18/23	14th St. & K St.	101.66			50 65000	381		10200
9	09/18/23	942 Soka Way lift station	92.25			40 64000	379		10200
10	09/18/23	Missn&12th Landscape-St light	141.23			30 63000	381		10200
11	09/18/23	SLT Well	84.74			50 65000	381		10200
		Total for Vendor:	16,586.12						
9563	20446S 651	PITTMAN, DUSTIN	190.26						
1	09/06/23	UNIFORM PANTS	3.81			30 63000	495		10200
2	09/06/22	UNIFORM PANTS	30.43			40 64000	495		10200
3	09/06/23	UNIFORM PANTS	152.21			50 65000	495		10200
4	09/06/23	UNIFORM PANTS	3.81			60 66000	495		10200
		Total for Vendor:	190.26						
9577	20447S 25	QUEST PLANNING, INC	1,020.00						
1	1588 08/31/23	WWTF PERMIT ASSISTANCE	1,020.00			40 64000	587	20001	10200
		Total for Vendor:	1,020.00						
9590	20448S 111	REGIONAL GOVERNMENT SERVICES	366.32						
1	15445 07/31/23	JULY MEETING W GM	183.16			40 64000	305		10200
2	15445 07/31/23	JULY MEETING W GM	183.16			50 65000	305		10200
9591	20448S 111	REGIONAL GOVERNMENT SERVICES	285.20						
1	15470 07/31/23	JULY KICK OFF/PROJECT MEETING	142.60			40 64000	305		10200
2	15470 07/31/23	JULY KICK OFF/PROJECT MEETING	142.60			50 65000	305		10200
		Total for Vendor:	651.52						

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9565	20450S	600 RS COMMUNICATIONS CONSULTANTS	269.40						
1	SMF83123	09/01/23 BKR5000 DESK TOP CHARGER	269.40			20 62000	470		10200
		Total for Vendor:	269.40						
9626	20460S	238 SAN MIGUEL GARBAGE	124.12						
ACCT#	318691								
1	090123	09/01/23 SEPT 2023	62.06			40 64000	383		10200
2	090123	09/01/23 SEPT 2023	62.06			50 65000	383		10200
		Total for Vendor:	124.12						
9615	20461S	731 SAN MIGUEL SENIORS CENTER	150.00						
		SEPTEMBER BOARD MEETING							
1	09-2023	09/21/23 SEPT 28TH BOARD MEETING	30.75			20 62000	341		10200
2	09-2023	09/21/23 SEPT 28TH BOARD MEETING	3.00*			30 63000	341		10200
3	09-2023	09/21/23 SEPT 28TH BOARD MEETING	57.00*			40 64000	341		10200
4	09-2023	09/21/23 SEPT 28TH BOARD MEETING	56.25*			50 65000	341		10200
5	09-2023	09/21/23 SEPT 28TH BOARD MEETING	3.00*			60 66000	341		10200
		Total for Vendor:	150.00						
9628	20462S	761 SBRPSTC	500.00						
1	160192	09/20/23 EXEC CHIEF OFF. 4A COURSE	500.00			20 62000	386		10200
9629	20462S	761 SBRPSTC	400.00						
1	160193	09/20/23 EXEC CHIEF OFF. 4B COURSE	400.00			20 62000	386		10200
9630	20462S	761 SBRPSTC	500.00						
1	160194	09/20/23 EXEC CHIEF OFF. 4C COURSE	500.00			20 62000	386		10200
9631	20462S	761 SBRPSTC	650.00						
1	160195	09/20/23 EXEC CHIEF OFF. 4D COURSE	650.00			20 62000	386		10200
9632	20462S	761 SBRPSTC	500.00						
1	160197	09/20/23 LABOR MGMT RELATIONS COURSE	500.00			20 62000	386		10200
		Total for Vendor:	2,550.00						

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9583	-99121E	657 SOCALGAS	53.00						
1	2420019	09/01/23 AUG LIFT STATION 942 SOKA WAY	18.86			40 64000	396		10200
2	2420029	09/01/23 AUG SLT WELL PROPN 8687 MARTN	17.07			50 65000	396		10200
3	2420009	09/01/02 AUG WELL 3 NAT.GAS610 12th SL	17.07			50 65000	396		10200
		Total for Vendor:	53.00						
9625	20463S	589 SOUTH COAST EMERGENCY VEHICLE	4,568.54						
E8696									
1	515339	09/08/23 E8696 BATTERY, CHRG SYSTEM	4,568.54			20 62000	351		10200
		Total for Vendor:	4,568.54						
9700	-99102E	301 US BANK	459.49						
		TP STATEMENT DATE 9/22/2023							
1	TP SEPT 23	08/03/23 RINGCENTRAL SEPT PHONE	78.60			20 62000	310		10200
2	TP SEPT 23	08/03/23 RINGCENTRAL SEPT PHONE	8.19			30 63000	310		10200
3	TP SEPT 23	08/03/23 RINGCENTRAL SEPT PHONE	117.90			40 64000	310		10200
4	TP SEPT 23	08/03/23 RINGCENTRAL SEPT PHONE	116.24			50 65000	310		10200
5	TP SEPT 23	08/03/23 RINGCENTRAL SEPT PHONE	6.56			60 66000	310		10200
6	TP SEPT 23	08/29/23 USPS- STAMPS	31.68			20 62000	315		10200
7	TP SEPT 23	08/29/23 USPS- STAMPS	3.30			30 63000	315		10200
8	TP SEPT 23	08/29/23 USPS- STAMPS	47.52			40 64000	315		10200
9	TP SEPT 23	08/29/23 USPS- STAMPS	46.86			50 65000	315		10200
10	TP SEPT 23	08/29/23 USPS- STAMPS	2.64			60 66000	315		10200
9701	-99101E	301 US BANK	1,241.42						
		KD STATEMENT DATE 9/22/2023							
1	KD SEPT 23	09/13/23 LOWES- HARDWARE	128.26			50 65000	353		10200
2	KD SEPT 23	09/17/23 CWEA WORKSHOP DP & TP	70.00			40 64000	386		10200
3	KD SEPT 23	09/24/23 AWC- WATER TREAT. REVIEW	179.95			50 65000	386		10200
4	KD SEPT 23	08/23/23 ANTHONY TIRE- BALANCING	431.60			40 64000	354		10200
5	KD SEPT 23	08/23/23 ANTHONY TIRE- BALANCING	431.61			50 65000	354		10200
9702	-99100E	301 US BANK	651.76						
		SY STATEMENT DATE 9/22/23							
1	SY SEPT 23	09/01/23 AMZ- CHARGE IN ERROR	16.08			20 62000	305		10200
2	SY SEPT 23	09/04/23 AMZ- CHARGE IN ERROR	128.65			20 62000	305		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
3	SY SEPT 23 09/04/23	AMZ- CHARGE IN ERROR	268.11			20 62000	305		10200
4	SY SEPT 23 09/04/23	AMZ- 8696 BACK UP CAMERA	193.04			20 62000	351		10200
5	SY SEPT 23 09/06/23	AMZ- CHARGE IN ERROR	42.89			20 62000	305		10200
6	SY SEPT 23 09/13/23	APPLE ICLOUD 200 GB STORAG	2.99			20 62000	465		10200
		Total for Vendor:	2,352.67						
9562	20453S 327	VALLI INFORMATION SYSTEMS	139.15						
1	90105 08/31/23	AUG OTC/Online Monthly Mainte	37.50			40 64000	334		10200
2	90105 08/31/23	AUG OTC/Online Monthly Mainte	37.50			50 65000	334		10200
3	90105 08/31/23	AUG IVR SERVICE FEE/ALERT	32.07			40 64000	374		10200
4	90105 08/31/23	AUG IVR SERVICE FEE/ALERT	32.08			50 65000	374		10200
9633	20464S 327	VALLI INFORMATION SYSTEMS	793.74						
		SEPTEMBER BILLING							
1	90423 09/21/23	SEPT Web Posting, Postage	209.95			40 64000	374		10200
2	90423 09/21/23	SEPT Web Posting, Postage	209.95			50 65000	374		10200
3	90423 09/21/23	SEPT Printing	106.92			40 64000	374		10200
4	90423 09/21/23	SEPT Printing	106.92			50 65000	374		10200
5	90423 09/21/23	SEPT OTC/Online Monthly Mainte	0.00			40 64000	334		10200
6	90423 09/21/23	SEPT OTC/Online Monthly Mainte	0.00			50 65000	334		10200
7	90423 09/21/23	Printed insert LIHWAP CAPSLO	160.00			50 65000	395		10200
10	90423 09/21/23	SEPT IVR SERVICE FEE/ALERT	0.00			40 64000	374		10200
11	90423 09/21/23	SEPT IVR SERVICE FEE/ALERT	0.00			50 65000	374		10200
9671	20487S 327	VALLI INFORMATION SYSTEMS	141.90						
		SEPTEMBER BILLING							
1	90610 09/30/23	SEPT Web Posting, Postage	0.00			40 64000	374		10200
2	90610 09/30/23	SEPT Web Posting, Postage	0.00			50 65000	374		10200
3	90610 09/30/23	SEPT Printing	0.00			40 64000	374		10200
4	90610 09/30/23	SEPT Printing	0.00			50 65000	374		10200
5	90610 09/30/23	SEPT OTC/Online Monthly Mainte	37.50			40 64000	334		10200
6	90610 09/30/23	SEPT OTC/Online Monthly Mainte	37.50			50 65000	334		10200
7	90610 09/30/23	Printed insert	0.00			50 65000	395		10200
10	90610 09/30/23	SEPT IVR SERVICE FEE/ALERT	33.45			40 64000	374		10200
11	90610 09/30/23	SEPT IVR SERVICE FEE/ALERT	33.45			50 65000	374		10200
		Total for Vendor:	1,074.79						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9612	-99117E	511 VERIZON	50.04						
TABLETS: FIRE x2 8/09/23 - 9/08/23									
1	9943906364	09/08/23 SEPT RR DATA PLAN	25.02			20 62000	465		10200
2	9943906364	09/08/23 SEPT SY DATA PLAN	25.02			20 62000	465		10200
9619	-99114E	511 VERIZON	329.88						
TABLETS: UTILITIES x4 CELL PHONE: TMP, MS, TP, KD, DP 08/09/23 - 9/08/23									
1	9941506117	08/08/23 AUG UTILITIES CELL PHONES	12.40			30 63000	465		10200
2	9941506117	08/08/23 AUG UTILITIES CELL PHONES	111.56			40 64000	465		10200
3	9941506117	08/08/23 AUG UTILITIES CELL PHONES	111.56			50 65000	465		10200
4	9941506117	08/08/23 AUG UTILITIES CELL PHONES	12.40			60 66000	465		10200
6	9941506117	08/08/23 AUG T PARENT CELL PHONE	2.60			30 63000	465		10200
7	9941506117	08/08/23 AUG T PARENT CELL PHONE	23.40			40 64000	465		10200
8	9941506117	08/08/23 AUG T PARENT CELL PHONE	23.37			50 65000	465		10200
9	9941506117	08/08/23 AUG T PARENT CELL PHONE	2.59			60 66000	465		10200
10	9941506117	08/08/23 AUG 4GB DATA PLAN	1.50			30 63000	465		10200
11	9941506117	08/08/23 AUG 4GB DATA PLAN	13.50			40 64000	465		10200
12	9941506117	08/08/23 AUG 4GB DATA PLAN	13.50			50 65000	465		10200
13	9941506117	08/08/23 AUG 4GB DATA PLAN	1.50			60 66000	465		10200
Total for Vendor:			379.92						
9581	20454S	732 WALLACE GROUP	49,024.53						
PROJ# 0406-0031-00									
1	60093	08/29/23 WWTF ENGINEERING 2022-43	49,024.53			40 64000	587	20001	10200
Total for Vendor:			49,024.53						
9582	20455S	717 WATER SYSTEMS CONSULTING, INC	3,110.00						
PROJECTS 2295-11366 PRJ# 21008									
1	8309	07/31/23 SEWER LINING & MANHOLE REHAB	3,110.00*			40 64000	963	21008	10200

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9684	20489S	717 WATER SYSTEMS CONSULTING, INC	11,610.00						
WWTF PROJECT PRJ 20001									
1	8429	08/31/23 WWTF PROJECT DESIGN	11,610.00			40 64000	587	20001	10200
9685	20489S	717 WATER SYSTEMS CONSULTING, INC	10,657.50						
PROJECTS 2295-11366 PRJ# 21008									
1	8406	08/31/23 SEWER LINING & MANHOLE REHAB	10,657.50*			40 64000	963	21008	10200
9686	20489S	717 WATER SYSTEMS CONSULTING, INC	6,258.75						
1	8407	08/31/23 DISTRICT ENGINEERING 22-23	1,116.87			40 64000	326		10200
2	8407	08/31/23 DISTRICT ENGINEERING 22-23	1,116.88			50 65000	326		10200
3	8407	08/31/23 FIRE THU RES2022-21,22	1,170.00*			20 62000	326	21006	10200
4	8407	08/31/23 TANK REHAB RES2022-64	1,250.00			50 65000	326		10200
5	8407	08/31/23 SLT TANK/BOOSTER RES2022-66	270.00			50 65000	326	21007	10200
6	8407	08/31/23 INDIAN VALLEY TRACT	251.25			40 64000	326		10200
7	8407	08/31/23 INDIAN VALLEY TRACT	251.25			50 65000	326		10200
8		ALLEY WATERLINE REPLACEMENT	0.00			50 65000	326		10200
9	8407	08/31/23 PASO BASIN COOP COMMITTEE	322.50			50 65000	324		10200
10		3W COORDINATION	0.00			40 64000	955	22010	10200
11		DWSRF GRANT COORD	0.00			50 65000	326		10200
12	8407	08/31/23 FIRE FLOW ANALYSIS L ST	510.00			50 65000	326		10200
9687	20489S	717 WATER SYSTEMS CONSULTING, INC	4,346.03						
PROJECTS 2295-11332 PRJ# 22010									
1	8408	08/31/23 3W ENGINEERNG	4,346.03			40 64000	955	22010	10200
Total for Vendor:			35,982.28						
9556	20428S	744 WESTERN FENCE	2,000.00						
1	08/30/23	CSD OFFICE INSTALL GATE	2,000.00			40 64000	582		10200
Total for Vendor:			2,000.00						

* ... Over spent expenditure

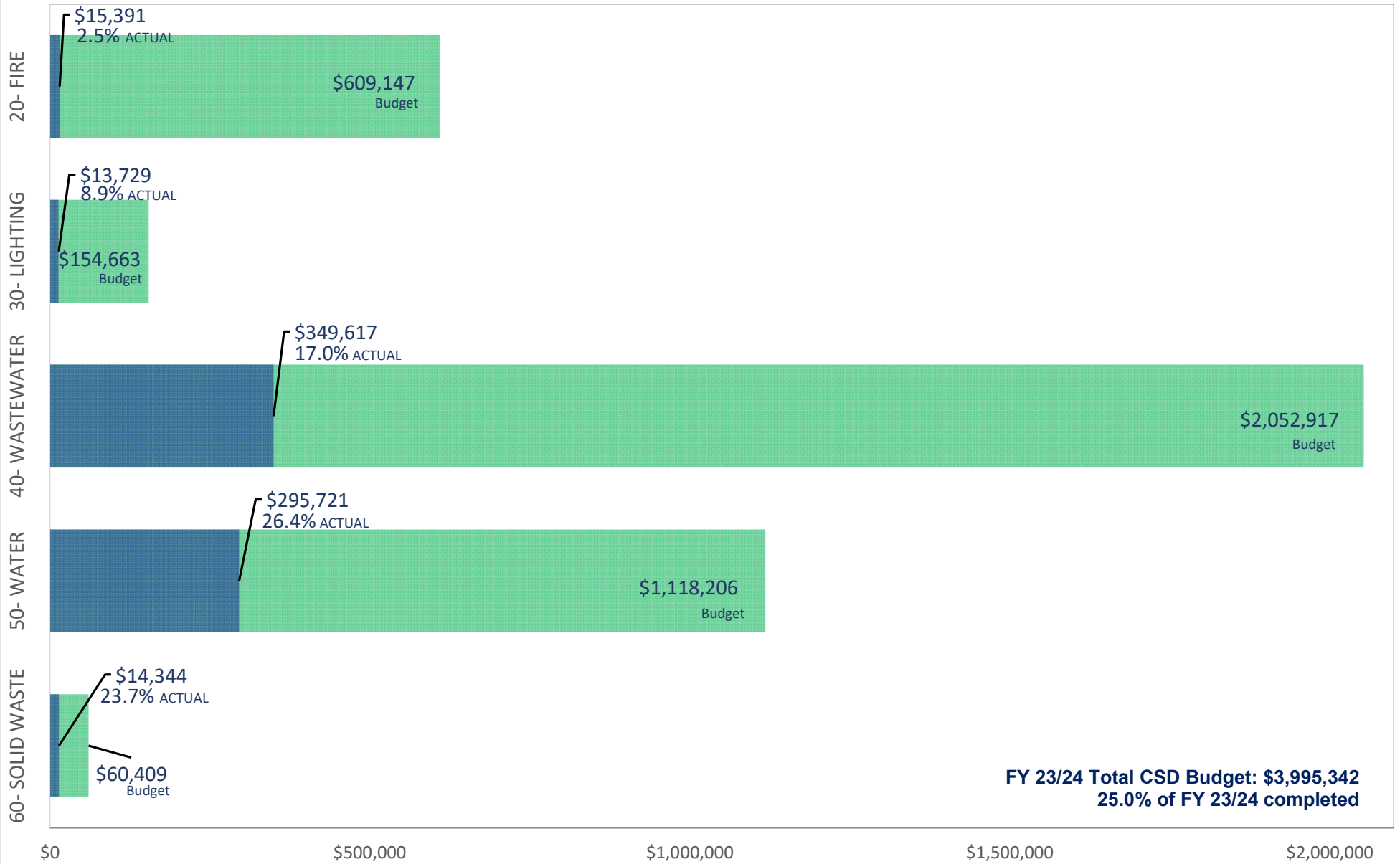
Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9610	-99119E	612 WEX BANK	966.45						
		FUEL BILL CLOSING DATE: 09/07/23							
1	91740575	09/07/23 Fuel 8600 SEPT	158.21			20 62000	485		10200
2	91740575	09/07/23 Fuel 8601 SEPT	83.57			20 62000	485		10200
3	91740575	09/07/23 Fuel 8630 SEPT	41.41			20 62000	485		10200
4	91740575	09/07/23 FUEL OES	0.00*			20 62000	307		10200
5	91740575	09/07/23 Fuel U8632 SEPT	233.48			40 64000	485		10200
8	91740575	09/07/23 Fuel U8632 SEPT	233.49			50 65000	485		10200
9	91740575	09/07/23 Fuel U8634 SEPT	0.00			40 64000	485		10200
10	91740575	09/07/23 Fuel U8634 SEPT	0.00			50 65000	485		10200
11	91740575	09/07/23 Fuel U8636 SEPT	114.53			50 65000	485		10200
12	91740575	09/07/23 Fuel U8636 SEPT	114.53			40 64000	485		10200
13	91740575	09/07/23 REBATE ADJUSTMENT	-3.69			20 62000	485		10200
14	91740575	09/07/23 REBATE ADJUSTMENT	-4.54			40 64000	485		10200
15	91740575	09/07/23 REBATE ADJUSTMENT	-4.54			50 65000	485		10200
		Total for Vendor:	966.45						
9618	20465S	473 WHITE BRENNER LLP	6,479.20						
		FOR LEGAL SERVICES AUGUST 2023							
1		AUG SOLID WASTE LEGAL	0.00*			60 66000	327		10200
2		SOLID WASTE LEGAL SB1383	0.00*			60 66000	327		10200
3	48557	SEPT 08/08/23 AUG WATER LEGAL	1,524.90			50 65000	327		10200
5	48559	SEPT 08/08/23 AUG FIRE LEGAL	972.00			20 62000	327		10200
6	48560	SEPT 08/08/23 AUG SEWER LEGAL	508.30			40 64000	327		10200
7	48558	SEPT 08/08/23 AUG SMEA LEGAL	279.00			40 64000	331		10200
8	48558	SEPT 08/08/23 AUG SMEA LEGAL	279.00			50 65000	331		10200
9	48558	SEPT 08/08/23 AUG HR LEGAL	558.00			20 62000	333		10200
10		AUG HR LEGAL	0.00			30 63000	333		10200
11		AUG HR LEGAL	0.00			40 64000	333		10200
12		AUG HR LEGAL	0.00			50 65000	333		10200
13		AUG HR LEGAL	0.00*			60 66000	333		10200
14	48556	SEPT 08/08/23 AUG General Legal - ADMIN	276.48			20 62000	327		10200
15	48556	SEPT 08/08/23 AUG General Legal - ADMIN	28.80			30 63000	327		10200
16	48556	SEPT 08/08/23 AUG General Legal - ADMIN	936.72			40 64000	327		10200
17	48556	SEPT 08/08/23 AUG General Legal - ADMIN	1,092.96			50 65000	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
18	48556	SEPT 08/08/23 AUG General Legal - ADMIN	23.04*			60 66000	327		10200
		Total for Vendor:	6,479.20						
		# of Claims 102	Total:	152,246.10	# of Vendors	32			
		Total Electronic Claims		25,817.61					
		Total Non-Electronic Claims		126428.49					

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$13,721.78
30 STREET LIGHTING DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$1,615.40
40 WASTEWATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$112,303.90
50 WATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$24,311.81
60 SOLID WASTE DEPARTMENT	
10200 OPERATING CASH - PREMIER	\$293.21
Total:	\$152,246.10

P9 2023 San Miguel CSD Revenue Actual vs Budget



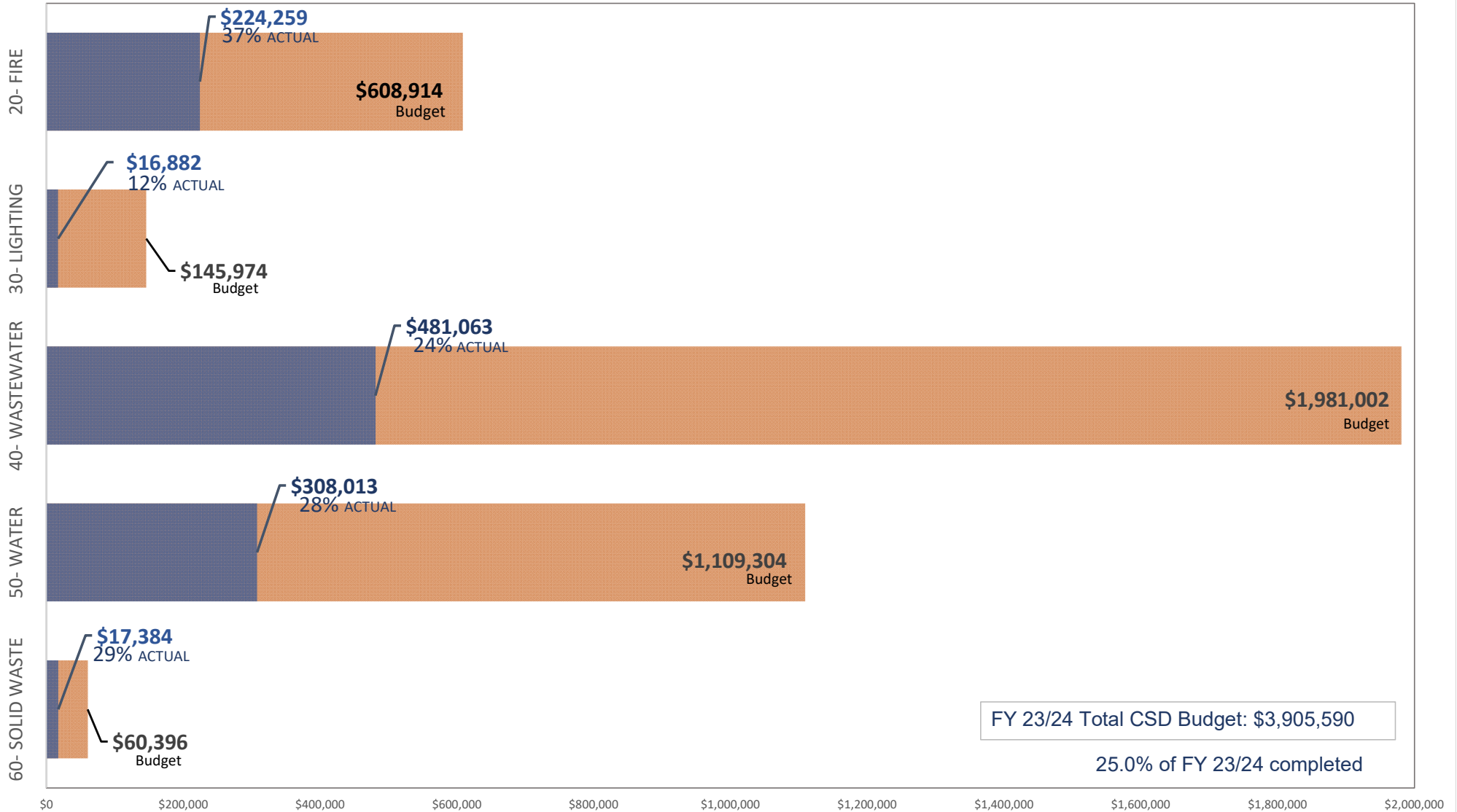
Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	0.00	0.00	3,450.00	3,450.00	0 %
40320	Fire Impact Fees	0.00	3,956.00	3,000.00	-956.00	132 %
40420	Ambulance Reimbursement	1,350.05	1,350.05	3,000.00	1,649.95	45 %
40500	State Fire Grants	0.00	0.00	20,000.00	20,000.00	0 %
	Account Group Total:	1,350.05	5,306.05	29,450.00	24,143.95	18 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	1,059.76	11,098.94	497,467.00	486,368.06	2 %
	Account Group Total:	1,059.76	11,098.94	497,467.00	486,368.06	2 %
46000	Interest Revenue					
46000	Interest Revenue	54.35	186.25	0.00	-186.25	** %
46010	Transfer In	0.00	-1,953.36	0.00	1,953.36	** %
46012	Fire Transfers from Cap Reserve	0.00	0.00	80,730.00	80,730.00	0 %
46151	Refund/Adjustments	94.62	94.62	0.00	-94.62	** %
46153	Plan Check Fees and Inspections	0.00	658.50	1,500.00	841.50	44 %
	Account Group Total:	148.97	-1,013.99	82,230.00	83,243.99	-1 %
	Fund Total:	2,558.78	15,391.00	609,147.00	593,756.00	3 %
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	328.78	3,239.29	154,663.00	151,423.71	2 %
	Account Group Total:	328.78	3,239.29	154,663.00	151,423.71	2 %
46000	Interest Revenue					
46000	Interest Revenue	13.17	4,866.57	0.00	-4,866.57	** %
46100	Realized Earnings	0.00	433.35	0.00	-433.35	** %
46150	Miscellaneous Income	0.00	150.00	0.00	-150.00	** %
46151	Refund/Adjustments	39.37	5,039.37	0.00	-5,039.37	** %
	Account Group Total:	52.54	10,489.29	0.00	-10,489.29	** %
	Fund Total:	381.32	13,728.58	154,663.00	140,934.42	9 %
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	100,614.90	304,593.50	1,099,618.00	795,024.50	28 %
40901	Riverzone Surcharge	1,552.57	4,655.97	18,388.00	13,732.03	25 %
40910	Wastewater Late Charges	1,839.57	5,622.61	0.00	-5,622.61	** %
	Account Group Total:	104,007.04	314,872.08	1,118,006.00	803,133.92	28 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	165.11	499.38	77,556.00	77,056.62	1 %
	Account Group Total:	165.11	499.38	77,556.00	77,056.62	1 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
46000	Interest Revenue					
46000	Interest Revenue	137.05	6,273.34	0.00	-6,273.34	** %
46003	CWSRF Grants	0.00	0.00	630,000.00	630,000.00	0 %
46009	Grants - Other	0.00	0.00	217,355.00	217,355.00	0 %
46100	Realized Earnings	0.00	522.47	0.00	-522.47	** %
46150	Miscellaneous Income	6,850.00	25,630.39	10,000.00	-15,630.39	256 %
46151	Refund/Adjustments	1,669.64	1,669.64	0.00	-1,669.64	** %
46155	Will Serve Processing Fees	0.00	150.00	0.00	-150.00	** %
	Account Group Total:	8,656.69	34,245.84	857,355.00	823,109.16	4 %
	Fund Total:	112,828.84	349,617.30	2,052,917.00	1,703,299.70	17 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	95,317.10	287,447.67	984,276.00	696,828.33	29 %
41003	Water Surcharge	44.00	132.00	350.00	218.00	38 %
41005	Water Late Charges	1,520.86	5,400.30	0.00	-5,400.30	** %
	Account Group Total:	96,881.96	292,979.97	984,626.00	691,646.03	30 %
46000	Interest Revenue					
46000	Interest Revenue	21.59	1,550.47	0.00	-1,550.47	** %
46002	DWSRF Grants	0.00	0.00	45,920.00	45,920.00	0 %
46010	Transfer In	0.00	0.00	87,660.00	87,660.00	0 %
46100	Realized Earnings	0.00	130.62	0.00	-130.62	** %
46150	Miscellaneous Income	250.00	500.00	0.00	-500.00	** %
46151	Refund/Adjustments	409.63	409.63	0.00	-409.63	** %
46155	Will Serve Processing Fees	0.00	150.00	0.00	-150.00	** %
	Account Group Total:	681.22	2,740.72	133,580.00	130,839.28	2 %
	Fund Total:	97,563.18	295,720.69	1,118,206.00	822,485.31	26 %
60 SOLID WASTE DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	1,446.69	0.00	-1,446.69	** %
	Account Group Total:	0.00	1,446.69	0.00	-1,446.69	** %
46000	Interest Revenue					
46000	Interest Revenue	11.80	45.48	0.00	-45.48	** %
46005	Franchise Fees	4,686.69	12,812.89	43,936.00	31,123.11	29 %
46010	Transfer In	0.00	0.00	16,473.00	16,473.00	0 %
46151	Refund/Adjustments	39.38	39.38	0.00	-39.38	** %
	Account Group Total:	4,737.87	12,897.75	60,409.00	47,511.25	21 %
	Fund Total:	4,737.87	14,344.44	60,409.00	46,064.56	24 %

Grand Total:	218,069.99	688,802.01	3,995,342.00	3,306,539.99	17 %
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Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	2,558.78	15,391.00	609,147.00	593,756.00	3 %
30 STREET LIGHTING DEPARTMENT	381.32	13,728.58	154,663.00	140,934.42	9 %
40 WASTEWATER DEPARTMENT	112,828.84	349,617.30	2,052,917.00	1,703,299.70	17 %
50 WATER DEPARTMENT	97,563.18	295,720.69	1,118,206.00	822,485.31	26 %
60 SOLID WASTE DEPARTMENT	4,737.87	14,344.44	60,409.00	46,064.56	24 %
Grand Total:	218,069.99	688,802.01	3,995,342.00	3,306,539.99	17 %

P9 2023 San Miguel CSD Operating Expenditures Actual vs Budget



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	10,185.75	33,614.18	128,416.00	128,416.00	94,801.82	26 %
	111 BOD Stipend	0.00	312.00	1,704.00	1,704.00	1,392.00	18 %
	120 Workers' Compensation	0.00	29,428.53	35,000.00	35,000.00	5,571.47	84 %
	121 Physicals	0.00	16.20	2,000.00	2,000.00	1,983.80	1 %
	125 Volunteer Firefighter Stipends	5,862.30	10,548.30	60,000.00	60,000.00	49,451.70	18 %
	126 OES Strike Team Payroll	5,320.62	14,747.64	0.00	0.00	-14,747.64	*** %
	135 Payroll Tax - FICA/SS	546.83	1,209.25	106.00	106.00	-1,103.25	*** %
	140 Payroll Tax - Medicare	309.92	817.08	1,887.00	1,887.00	1,069.92	43 %
	155 Payroll Tax - SUI	163.73	434.83	1,789.00	1,789.00	1,354.17	24 %
	160 Payroll Tax - ETT	3.50	9.25	33.00	33.00	23.75	28 %
	205 Insurance - Health	999.28	2,997.83	11,342.00	11,342.00	8,344.17	26 %
	210 Insurance - Dental	58.20	174.52	674.00	674.00	499.48	26 %
	215 Insurance - Vision	9.33	28.04	108.00	108.00	79.96	26 %
	225 Retirement - PERS Expense	1,239.31	3,742.60	15,085.00	15,085.00	11,342.40	25 %
	305 Operations & Maintenance	491.05	711.59	10,900.00	10,900.00	10,188.41	7 %
	307 OES Strike Team Expenses	0.00	555.09	0.00	0.00	-555.09	*** %
	310 Phone & Fax Expense	78.60	235.77	1,500.00	1,500.00	1,264.23	16 %
	315 Postage, Shipping & Freight	31.68	34.51	300.00	300.00	265.49	12 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0 %
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	321 IT Services - Professional Svcs	813.02	2,445.02	8,000.00	8,000.00	5,554.98	31 %
	323 Auditor - Professional Svcs	0.00	1,500.00	4,000.00	4,000.00	2,500.00	38 %
	325 Accounting - Professional Svcs	486.00	1,089.00	2,500.00	2,500.00	1,411.00	44 %
	326 Engineering - Professional Svcs	1,170.00	1,260.00	0.00	0.00	-1,260.00	*** %
	327 Legal: General - Professional Svcs	1,248.48	5,233.78	18,000.00	18,000.00	12,766.22	29 %
	328 Insurance - Prop & Liability	0.00	20,175.05	16,000.00	16,000.00	-4,175.05	126 %
	333 Legal: HR - Professional Svcs	558.00	2,604.43	10,000.00	10,000.00	7,395.57	26 %
	334 Maintenance Agreements	0.00	2,471.82	5,000.00	5,000.00	2,528.18	49 %
	335 Meals	0.00	45.18	500.00	500.00	454.82	9 %
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0 %
	341 Space Rental	30.75	92.25	1,000.00	1,000.00	907.75	9 %
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0 %
	346 OES Equipt Repairs & Maint	0.00	41.75	0.00	0.00	-41.75	*** %
	348 Safety Equipment and Supplies	0.00	77.20	5,000.00	5,000.00	4,922.80	2 %
	350 Repairs & Maint - Computers	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	351 Repairs & Maint - Equip	4,761.58	6,146.38	10,000.00	10,000.00	3,853.62	61 %
	352 Repairs & Maint - Structures	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
	354 Repairs & Maint - Vehicles	33.09	200.22	8,000.00	8,000.00	7,799.78	3 %
	359 Testing & Supplies - Other	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	370 Dispatch Services (Fire)	0.00	14,936.04	17,000.00	17,000.00	2,063.96	88 %
	375 Internet Expenses	194.40	583.18	2,000.00	2,000.00	1,416.82	29 %
	376 Web Page - Upgrade/Maint	0.00	717.12	2,000.00	2,000.00	1,282.88	36 %
	380 Utilities - Alarm Service	35.00	105.00	1,000.00	1,000.00	895.00	11 %
	381 Utilities - Electric	35.29	108.33	6,000.00	6,000.00	5,891.67	2 %
	382 Utilities - Propane	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	384 Utilities - Water/Sewer	0.00	323.11	800.00	800.00	476.89	40 %
	385 Dues and Subscriptions	0.00	332.48	6,000.00	6,000.00	5,667.52	6 %
	386 Education and Training	2,550.00	2,596.00	8,000.00	8,000.00	5,404.00	32 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
388	Education and training: CPR/FIRST AID	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
393	Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
394	LAFCO Allocations	0.00	1,932.52	2,000.00	2,000.00	67.48	97 %
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
405	Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
410	Office Supplies	9.35	9.35	2,000.00	2,000.00	1,990.65	0 %
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0 %
450	EMS Supplies	0.00	381.44	5,000.00	5,000.00	4,618.56	8 %
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
456	State Fire Grants	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
458	Grants- Professional Services	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
465	Cell phones, Radios and Pagers	148.68	446.04	2,000.00	2,000.00	1,553.96	22 %
470	Communication Equipment	509.40	749.40	5,000.00	5,000.00	4,250.60	15 %
475	Computer Supplies & Upgrades	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
485	Fuel Expense	537.41	2,136.88	9,000.00	9,000.00	6,863.12	24 %
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
495	Uniform Expense	0.00	579.69	5,000.00	5,000.00	4,420.31	12 %
503	Weed Abatement Costs	0.00	5,150.00	3,500.00	3,500.00	-1,650.00	147 %
505	Fire Training Grounds	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
510	Fire Station Renovation	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
511	Fire- Temp Housing Unit	0.00	590.68	4,240.00	4,240.00	3,649.32	14 %
710	County Hazmat Dues	0.00	2,000.00	2,500.00	2,500.00	500.00	80 %
820	Fireworks Clean Up	0.00	500.00	0.00	0.00	-500.00	*** %
949	Lease agreements	0.00	0.00	5,760.00	5,760.00	5,760.00	0 %
981	Debt Svcs Equipt - Principle	0.00	36,397.19	36,482.00	36,482.00	84.81	100 %
982	Debt Svcs Equipt - Interest	0.00	10,685.50	10,711.00	10,711.00	25.50	100 %
983	Debt Svcs Structure- Principle	0.00	0.00	23,899.00	23,899.00	23,899.00	0 %
984	Debt Svcs Structure - Interest	0.00	0.00	9,678.00	9,678.00	9,678.00	0 %
	Account Total:	38,420.55	224,259.24	608,914.00	608,914.00	384,654.76	37 %
	Account Group Total:	38,420.55	224,259.24	608,914.00	608,914.00	384,654.76	37 %
	Fund Total:	38,420.55	224,259.24	608,914.00	608,914.00	384,654.76	37 %

30 STREET LIGHTING DEPARTMENT

63000 Lighting
63000 Lighting

101	EE Timekeeping Costs	0.00	135.70	0.00	0.00	-135.70	*** %
105	Salaries and Wages	1,028.71	3,281.15	16,745.00	16,745.00	13,463.85	20 %
111	BOD Stipend	0.00	35.00	264.00	264.00	229.00	13 %
120	Workers' Compensation	0.00	-14.73	100.00	100.00	114.73	-15 %
121	Physicals	0.00	5.06	50.00	50.00	44.94	10 %
135	Payroll Tax - FICA/SS	0.00	2.19	60.00	60.00	57.81	4 %
140	Payroll Tax - Medicare	14.85	45.54	247.00	247.00	201.46	18 %
155	Payroll Tax - SUI	0.00	1.66	82.00	82.00	80.34	2 %
160	Payroll Tax - ETT	0.00	0.04	1.00	1.00	0.96	4 %
205	Insurance - Health	154.63	464.04	1,783.00	1,783.00	1,318.96	26 %
210	Insurance - Dental	5.67	17.06	66.00	66.00	48.94	26 %
215	Insurance - Vision	0.91	2.79	12.00	12.00	9.21	23 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	225 Retirement - PERS Expense	128.56	383.97	1,389.00	1,389.00	1,005.03	28 %
	305 Operations & Maintenance	0.00	10.96	1,500.00	1,500.00	1,489.04	1 %
	310 Phone & Fax Expense	8.19	24.56	100.00	100.00	75.44	25 %
	315 Postage, Shipping & Freight	3.30	3.59	100.00	100.00	96.41	4 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	150.00	150.00	150.00	0 %
	320 Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0 %
	321 IT Services - Professional Svcs	84.69	254.69	3,300.00	3,300.00	3,045.31	8 %
	323 Auditor - Professional Svcs	0.00	150.00	600.00	600.00	450.00	25 %
	325 Accounting - Professional Svcs	48.60	105.35	750.00	750.00	644.65	14 %
	326 Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	327 Legal: General - Professional Svcs	28.80	1,274.19	2,000.00	2,000.00	725.81	64 %
	328 Insurance - Prop & Liability	0.00	2,014.42	3,400.00	3,400.00	1,385.58	59 %
	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	300.00	300.00	300.00	0 %
	333 Legal: HR - Professional Svcs	0.00	473.81	500.00	500.00	26.19	95 %
	334 Maintenance Agreements	0.00	232.95	600.00	600.00	367.05	39 %
	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 %
	341 Space Rental	3.00	9.00	0.00	0.00	-9.00	*** %
	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	2.96	338.39	10,000.00	10,000.00	9,661.61	3 %
	354 Repairs & Maint - Vehicles	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	375 Internet Expenses	10.58	31.74	150.00	150.00	118.26	21 %
	376 Web Page - Upgrade/Maint	0.00	74.70	425.00	425.00	350.30	18 %
	381 Utilities - Electric	1,294.05	3,858.26	20,000.00	20,000.00	16,141.74	19 %
	384 Utilities - Water/Sewer	0.00	1,422.03	15,500.00	15,500.00	14,077.97	9 %
	385 Dues and Subscriptions	0.00	0.78	1,500.00	1,500.00	1,499.22	0 %
	386 Education and Training	0.00	19.00	2,000.00	2,000.00	1,981.00	1 %
	393 Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	1,932.52	1,500.00	1,500.00	-432.52	129 %
	395 Community Outreach	0.00	0.00	150.00	150.00	150.00	0 %
	410 Office Supplies	0.92	5.93	500.00	500.00	494.07	1 %
	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	16.50	49.44	100.00	100.00	50.56	49 %
	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	3.81	3.81	100.00	100.00	96.19	4 %
	715 Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0 %
	940 Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0 %
	949 Lease agreements	110.00	330.00	600.00	600.00	270.00	55 %
	Account Total:	2,948.73	16,979.59	145,974.00	145,974.00	128,994.41	12 %
	Account Group Total:	2,948.73	16,979.59	145,974.00	145,974.00	128,994.41	12 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
70000	Transfers						
70000	Transfers						
	352 Repairs & Maint - Structures	0.00	-97.67	0.00	0.00	97.67	*** %
	Account Total:	0.00	-97.67	0.00	0.00	97.67	*** %
	Account Group Total:	0.00	-97.67	0.00	0.00	97.67	*** %
	Fund Total:	2,948.73	16,881.92	145,974.00	145,974.00	129,092.08	12 %
40 WASTEWATER DEPARTMENT							
64000	Sanitary						
64000	Sanitary						
	101 EE Timekeeping Costs	0.00	1,221.27	0.00	0.00	-1,221.27	*** %
	105 Salaries and Wages	11,178.93	35,461.14	330,338.00	330,338.00	294,876.86	11 %
	110 Payroll Tax Expense	0.00	218.98	0.00	0.00	-218.98	*** %
	111 BOD Stipend	0.00	468.00	1,872.00	1,872.00	1,404.00	25 %
	120 Workers' Compensation	0.00	8,647.54	12,500.00	12,500.00	3,852.46	69 %
	121 Physicals	0.00	54.68	150.00	150.00	95.32	36 %
	135 Payroll Tax - FICA/SS	0.00	28.99	1,167.00	1,167.00	1,138.01	2 %
	140 Payroll Tax - Medicare	162.07	499.57	4,817.00	4,817.00	4,317.43	10 %
	155 Payroll Tax - SUI	0.00	21.97	1,425.00	1,425.00	1,403.03	2 %
	160 Payroll Tax - ETT	0.00	0.48	25.00	25.00	24.52	2 %
	205 Insurance - Health	1,572.00	4,716.13	54,582.00	54,582.00	49,865.87	9 %
	210 Insurance - Dental	75.05	225.15	2,234.00	2,234.00	2,008.85	10 %
	215 Insurance - Vision	12.10	36.24	309.00	309.00	272.76	12 %
	225 Retirement - PERS Expense	1,292.51	12,850.69	20,463.00	20,463.00	7,612.31	63 %
	305 Operations & Maintenance	392.94	577.79	8,000.00	8,000.00	7,422.21	7 %
	310 Phone & Fax Expense	117.90	353.66	1,500.00	1,500.00	1,146.34	24 %
	315 Postage, Shipping & Freight	47.52	51.76	1,000.00	1,000.00	948.24	5 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	321 IT Services - Professional Svcs	1,219.54	3,672.74	10,800.00	10,800.00	7,127.26	34 %
	323 Auditor - Professional Svcs	0.00	1,600.00	3,600.00	3,600.00	2,000.00	44 %
	325 Accounting - Professional Svcs	518.40	1,196.90	4,500.00	4,500.00	3,303.10	27 %
	326 Engineering - Professional Svcs	1,368.12	3,315.62	20,000.00	20,000.00	16,684.38	17 %
	327 Legal: General - Professional Svcs	1,445.02	8,873.65	30,000.00	30,000.00	21,126.35	30 %
	328 Insurance - Prop & Liability	0.00	17,608.84	19,350.00	19,350.00	1,741.16	91 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	279.00	873.00	3,500.00	3,500.00	2,627.00	25 %
	333 Legal: HR - Professional Svcs	0.00	5,212.91	7,500.00	7,500.00	2,287.09	70 %
	334 Maintenance Agreements	75.00	3,779.23	8,000.00	8,000.00	4,220.77	47 %
	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 %
	341 Space Rental	57.00	171.00	0.00	0.00	-171.00	*** %
	345 Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	348 Safety Equipment and Supplies	957.20	1,069.00	2,000.00	2,000.00	931.00	53 %
	349 Repairs & Maint - Mission Gardens	0.00	0.00	7,500.00	7,500.00	7,500.00	0 %
	350 Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
351	Repairs & Maint - Equip	59.40	246.91	8,000.00	8,000.00	7,753.09	3 %
352	Repairs & Maint - Structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint - Infrastructure	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
354	Repairs & Maint - Vehicles	451.02	1,248.43	3,000.00	3,000.00	1,751.57	42 %
355	Testing & Supplies (WWTP)	2,795.00	5,687.00	15,000.00	15,000.00	9,313.00	38 %
374	CSD Utilities - Billing Services	382.39	1,087.53	4,000.00	4,000.00	2,912.47	27 %
375	Internet Expenses	373.90	1,121.70	4,500.00	4,500.00	3,378.30	25 %
376	Web Page - Upgrade/Maint	0.00	1,075.68	800.00	800.00	-275.68	134 %
379	Utilities - Electric Mission Gardens	92.25	287.17	2,000.00	2,000.00	1,712.83	14 %
380	Utilities - Alarm Service	0.00	100.00	2,000.00	2,000.00	1,900.00	5 %
381	Utilities - Electric	10,221.20	31,635.92	80,000.00	80,000.00	48,364.08	40 %
382	Utilities - Propane	0.00	28.23	600.00	600.00	571.77	5 %
383	Utilities - Trash	62.06	186.18	700.00	700.00	513.82	27 %
384	Utilities - Water/Sewer	0.00	385.46	3,500.00	3,500.00	3,114.54	11 %
385	Dues and Subscriptions	0.00	11.22	6,000.00	6,000.00	5,988.78	0 %
386	Education and Training	70.00	370.00	2,500.00	2,500.00	2,130.00	15 %
393	Advertising and Public Notices	320.98	320.98	1,000.00	1,000.00	679.02	32 %
394	LAFCO Allocations	0.00	1,932.53	1,500.00	1,500.00	-432.53	129 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
396	Utilities - SoCal Gas	18.86	52.84	500.00	500.00	447.16	11 %
410	Office Supplies	81.57	165.78	2,000.00	2,000.00	1,834.22	8 %
432	Utility Rate Design Study	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	148.46	445.05	1,920.00	1,920.00	1,474.95	23 %
475	Computer Supplies & Upgrades	0.00	875.50	0.00	0.00	-875.50	*** %
485	Fuel Expense	447.38	1,359.09	6,000.00	6,000.00	4,640.91	23 %
490	Small Tools & Equipment	51.18	392.99	5,500.00	5,500.00	5,107.01	7 %
495	Uniform Expense	30.43	30.43	2,500.00	2,500.00	2,469.57	1 %
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
560	Sewer Line Repairs	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
570	Repairs, Maint. & Video Sewer Lines	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
580	Mission Gardens Lift Station Projects	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
582	WWTP Plant Maintenance	9,462.12	12,516.00	40,000.00	40,000.00	27,484.00	31 %
583	WWTP Drying Pond Maintenance	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
585	Sludge Removal Project	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
587	WWTF Final Design/Construction	61,654.53	118,536.44	450,000.00	450,000.00	331,463.56	26 %
705	Waste Discharge Fees/Permits	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
715	Licenses, Permits and Fees	0.00	1,084.00	4,000.00	4,000.00	2,916.00	27 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0 %
908	Cash Over/Cash Short	0.00	0.05	0.00	0.00	-0.05	*** %
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0 %
949	Lease agreements	990.00	2,970.00	14,000.00	14,000.00	11,030.00	21 %
950	WWTF Exp MBR	0.00	165,281.55	0.00	0.00	-165,281.55	*** %
955	3W Water Line SGMA	4,346.03	5,933.03	200,000.00	200,000.00	194,066.97	3 %
960	Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0 %
963	Collection System Projects	13,767.50	13,767.50	0.00	0.00	-13,767.50	*** %
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 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	Account Total:	126,596.56	481,942.12	1,981,002.00	1,981,002.00	1,499,059.88	24 %
	Account Group Total:	126,596.56	481,942.12	1,981,002.00	1,981,002.00	1,499,059.88	24 %
70000	Transfers						
70000	Transfers						
	352 Repairs & Maint - Structures	0.00	-879.01	0.00	0.00	879.01	*** %
	Account Total:	0.00	-879.01	0.00	0.00	879.01	*** %
	Account Group Total:	0.00	-879.01	0.00	0.00	879.01	*** %
	Fund Total:	126,596.56	481,063.11	1,981,002.00	1,981,002.00	1,499,938.89	24 %
50 WATER DEPARTMENT							
65000	Water						
65000	Water						
	101 EE Timekeeping Costs	0.00	1,221.28	0.00	0.00	-1,221.28	*** %
	105 Salaries and Wages	21,715.57	67,050.91	318,856.00	318,856.00	251,805.09	21 %
	111 BOD Stipend	0.00	464.00	1,896.00	1,896.00	1,432.00	24 %
	120 Workers' Compensation	0.00	6,099.60	18,000.00	18,000.00	11,900.40	34 %
	121 Physicals	0.00	54.34	150.00	150.00	95.66	36 %
	135 Payroll Tax - FICA/SS	0.00	28.75	1,169.00	1,169.00	1,140.25	2 %
	140 Payroll Tax - Medicare	314.90	957.70	4,932.00	4,932.00	3,974.30	19 %
	155 Payroll Tax - SUI	0.00	21.81	1,710.00	1,710.00	1,688.19	1 %
	160 Payroll Tax - ETT	0.00	0.48	30.00	30.00	29.52	2 %
	205 Insurance - Health	3,759.11	11,277.37	46,122.00	46,122.00	34,844.63	24 %
	210 Insurance - Dental	142.63	428.07	1,854.00	1,854.00	1,425.93	23 %
	215 Insurance - Vision	22.95	68.83	310.00	310.00	241.17	22 %
	225 Retirement - PERS Expense	2,534.84	16,380.64	30,869.00	30,869.00	14,488.36	53 %
	305 Operations & Maintenance	392.96	577.79	8,000.00	8,000.00	7,422.21	7 %
	310 Phone & Fax Expense	116.24	348.69	1,500.00	1,500.00	1,151.31	23 %
	315 Postage, Shipping & Freight	46.86	51.04	1,000.00	1,000.00	948.96	5 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	600.00	600.00	600.00	0 %
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	321 IT Services - Professional Svcs	1,202.60	3,616.60	12,800.00	12,800.00	9,183.40	28 %
	323 Auditor - Professional Svcs	0.00	1,600.00	3,600.00	3,600.00	2,000.00	44 %
	324 GSA-GSP - Professional Svcs	322.50	987.03	15,000.00	15,000.00	14,012.97	7 %
	325 Accounting - Professional Svcs	518.40	1,323.65	4,500.00	4,500.00	3,176.35	29 %
	326 Engineering - Professional Svcs	3,398.13	6,693.13	25,000.00	25,000.00	18,306.87	27 %
	327 Legal: General - Professional Svcs	2,617.86	10,727.43	27,000.00	27,000.00	16,272.57	40 %
	328 Insurance - Prop & Liability	0.00	32,485.00	32,000.00	32,000.00	-485.00	102 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	331 Legal: SMEA - Professional Svcs	279.00	873.00	3,500.00	3,500.00	2,627.00	25 %
	333 Legal: HR - Professional Svcs	0.00	5,177.77	7,500.00	7,500.00	2,322.23	69 %
	334 Maintenance Agreements	75.00	3,732.64	9,000.00	9,000.00	5,267.36	41 %
	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 %
	341 Space Rental	56.25	168.75	0.00	0.00	-168.75	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
345	Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
348	Safety Equipment and Supplies	957.22	1,019.42	2,000.00	2,000.00	980.58	51 %
350	Repairs & Maint - Computers	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
351	Repairs & Maint - Equip	27.19	672.45	5,000.00	5,000.00	4,327.55	13 %
352	Repairs & Maint - Structures	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
353	Repairs & Maint - Infrastructure	1,045.25	2,811.40	50,000.00	50,000.00	47,188.60	6 %
354	Repairs & Maint - Vehicles	451.04	1,248.45	3,000.00	3,000.00	1,751.55	42 %
356	Testing & Supplies - Well #3 (Water)	663.00	759.66	3,500.00	3,500.00	2,740.34	22 %
357	Testing & Supplies - Well #4 (Water)	663.00	759.67	3,500.00	3,500.00	2,740.33	22 %
358	Testing & Supplies - SLT Well (Water)	775.00	1,609.67	6,000.00	6,000.00	4,390.33	27 %
359	Testing & Supplies - Other	531.00	1,430.00	6,000.00	6,000.00	4,570.00	24 %
362	Cross-Connection Control Srvcs.	283.40	573.70	1,500.00	1,500.00	926.30	38 %
374	CSD Utilities - Billing Services	382.40	1,087.58	4,000.00	4,000.00	2,912.42	27 %
375	Internet Expenses	253.92	761.76	3,500.00	3,500.00	2,738.24	22 %
376	Web Page - Upgrade/Maint	0.00	1,060.74	800.00	800.00	-260.74	133 %
380	Utilities - Alarm Service	0.00	100.00	2,000.00	2,000.00	1,900.00	5 %
381	Utilities - Electric	6,096.15	18,825.55	46,000.00	46,000.00	27,174.45	41 %
382	Utilities - Propane	0.00	28.24	1,000.00	1,000.00	971.76	3 %
383	Utilities - Trash	62.06	186.18	700.00	700.00	513.82	27 %
384	Utilities - Water/Sewer	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
385	Dues and Subscriptions	0.00	11.06	4,500.00	4,500.00	4,488.94	0 %
386	Education and Training	179.95	390.95	5,000.00	5,000.00	4,609.05	8 %
393	Advertising and Public Notices	525.00	525.00	2,000.00	2,000.00	1,475.00	26 %
394	LAFCO Allocations	0.00	1,932.53	1,500.00	1,500.00	-432.53	129 %
395	Community Outreach	160.00	324.00	1,200.00	1,200.00	876.00	27 %
396	Utilities - SoCal Gas	34.14	98.82	2,000.00	2,000.00	1,901.18	5 %
410	Office Supplies	81.38	165.59	2,000.00	2,000.00	1,834.41	8 %
432	Utility Rate Design Study	0.00	29,951.29	20,000.00	20,000.00	-9,951.29	150 %
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
465	Cell phones, Radios and Pagers	148.43	444.97	1,920.00	1,920.00	1,475.03	23 %
475	Computer Supplies & Upgrades	0.00	875.50	0.00	0.00	-875.50	*** %
481	Chemicals- Well #3	0.00	1,229.53	4,000.00	4,000.00	2,770.47	31 %
482	Chemicals- Well #4	0.00	1,638.78	4,000.00	4,000.00	2,361.22	41 %
483	Chemicals- SLT Well	0.00	918.93	3,000.00	3,000.00	2,081.07	31 %
485	Fuel Expense	447.39	1,359.44	6,000.00	6,000.00	4,640.56	23 %
490	Small Tools & Equipment	51.18	51.18	6,000.00	6,000.00	5,948.82	1 %
495	Uniform Expense	152.21	152.21	2,500.00	2,500.00	2,347.79	6 %
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	0.00	20,000.00	20,000.00	20,000.00	0 %
535	Water Lines Repairs	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, Permits and Fees	0.00	1,144.00	7,000.00	7,000.00	5,856.00	16 %
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0 %
930	Interest Fees	0.00	22,402.81	60,000.00	60,000.00	37,597.19	37 %
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0 %
949	Lease agreements	990.00	2,970.00	14,000.00	14,000.00	11,030.00	21 %
961	SLT Tank and Booster Pump Project	325.70	2,190.85	38,726.00	38,726.00	36,535.15	6 %
962	0.65 MG Tank	0.00	32,970.00	67,660.00	67,660.00	34,690.00	49 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	Account Total:	52,801.81	308,892.21	1,109,304.00	1,109,304.00	800,411.79	28 %
	Account Group Total:	52,801.81	308,892.21	1,109,304.00	1,109,304.00	800,411.79	28 %
70000	Transfers						
70000	Transfers						
	352 Repairs & Maint - Structures	0.00	-879.01	0.00	0.00	879.01	*** %
	Account Total:	0.00	-879.01	0.00	0.00	879.01	*** %
	Account Group Total:	0.00	-879.01	0.00	0.00	879.01	*** %
	Fund Total:	52,801.81	308,013.20	1,109,304.00	1,109,304.00	801,290.80	28 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000	SOLID WASTE						
	101 EE Timekeeping Costs	0.00	135.70	0.00	0.00	-135.70	*** %
	105 Salaries and Wages	976.54	3,122.19	16,745.00	16,745.00	13,622.81	19 %
	111 BOD Stipend	0.00	21.00	264.00	264.00	243.00	8 %
	120 Workers' Compensation	0.00	13.82	100.00	100.00	86.18	14 %
	121 Physicals	0.00	4.73	50.00	50.00	45.27	9 %
	135 Payroll Tax - FICA/SS	0.00	1.30	60.00	60.00	58.70	2 %
	140 Payroll Tax - Medicare	14.17	43.20	246.00	246.00	202.80	18 %
	155 Payroll Tax - SUI	0.00	1.01	75.00	75.00	73.99	1 %
	160 Payroll Tax - ETT	0.00	0.00	1.00	1.00	1.00	0 %
	205 Insurance - Health	142.52	427.25	1,783.00	1,783.00	1,355.75	24 %
	210 Insurance - Dental	5.35	15.90	66.00	66.00	50.10	24 %
	215 Insurance - Vision	0.84	2.49	12.00	12.00	9.51	21 %
	225 Retirement - PERS Expense	124.52	371.47	1,389.00	1,389.00	1,017.53	27 %
	305 Operations & Maintenance	0.00	10.95	2,000.00	2,000.00	1,989.05	1 %
	310 Phone & Fax Expense	6.56	19.67	50.00	50.00	30.33	39 %
	315 Postage, Shipping & Freight	2.64	2.87	50.00	50.00	47.13	6 %
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	50.00	50.00	50.00	0 %
	320 Printing & Reproduction	0.00	0.00	50.00	50.00	50.00	0 %
	321 IT Services - Professional Svcs	67.75	203.75	3,300.00	3,300.00	3,096.25	6 %
	323 Auditor - Professional Svcs	0.00	150.00	600.00	600.00	450.00	25 %
	325 Accounting - Professional Svcs	48.60	105.10	750.00	750.00	644.90	14 %
	327 Legal: General - Professional Svcs	23.04	7,952.65	1,500.00	1,500.00	-6,452.65	530 %
	328 Insurance - Prop & Liability	0.00	1,646.35	1,800.00	1,800.00	153.65	91 %
	329 New Hire Screening	0.00	0.00	50.00	50.00	50.00	0 %
	330 Contract Labor	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	331 Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0 %
	333 Legal: HR - Professional Svcs	0.00	438.68	400.00	400.00	-38.68	110 %
	334 Maintenance Agreements	0.00	186.36	600.00	600.00	413.64	31 %
	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 %
	341 Space Rental	3.00	9.00	0.00	0.00	-9.00	*** %
	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 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	351 Repairs & Maint - Equip	0.00	0.00	500.00	500.00	500.00	0 %
	352 Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0 %
	353 Repairs & Maint - Infrastructure	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	354 Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0 %
	375 Internet Expenses	10.58	31.74	150.00	150.00	118.26	21 %
	376 Web Page - Upgrade/Maint	0.00	59.76	132.00	132.00	72.24	45 %
	382 Utilities - Propane	0.00	0.00	150.00	150.00	150.00	0 %
	385 Dues and Subscriptions	0.00	0.63	1,000.00	1,000.00	999.37	0 %
	386 Education and Training	0.00	19.00	500.00	500.00	481.00	4 %
	393 Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0 %
	394 LAFCO Allocations	0.00	1,932.52	1,500.00	1,500.00	-432.52	129 %
	395 Community Outreach	0.00	164.00	500.00	500.00	336.00	33 %
	410 Office Supplies	0.74	5.75	0.00	0.00	-5.75	*** %
	432 Utility Rate Design Study	0.00	0.00	16,473.00	16,473.00	16,473.00	0 %
	465 Cell phones, Radios and Pagers	16.49	49.43	100.00	100.00	50.57	49 %
	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	3.81	3.81	150.00	150.00	146.19	3 %
	650 SB1383 Compliance	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	940 Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0 %
	949 Lease agreements	110.00	330.00	600.00	600.00	270.00	55 %
	Account Total:	1,557.15	17,482.08	60,396.00	60,396.00	42,913.92	29 %
	Account Group Total:	1,557.15	17,482.08	60,396.00	60,396.00	42,913.92	29 %
70000 Transfers							
70000 Transfers							
	352 Repairs & Maint - Structures	0.00	-97.67	0.00	0.00	97.67	*** %
	Account Total:	0.00	-97.67	0.00	0.00	97.67	*** %
	Account Group Total:	0.00	-97.67	0.00	0.00	97.67	*** %
	Fund Total:	1,557.15	17,384.41	60,396.00	60,396.00	43,011.59	29 %
	Grand Total:	222,324.80	1,047,601.88	3,905,590.00	3,905,590.00	2,857,988.12	27 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 9/23

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 FIRE PROTECTION DEPARTMENT						
10200 OPERATING CASH - PREMIER	426,559.46	94.62	3.69	0.00	52,177.93	374,479.84
10250 PAC PREMIER - PAYROLL	5,476.31	0.00	24,698.77	0.00	24,698.77	5,476.31
10340 PAC PREMIER OPERATIONAL	153,037.37	2,428.94	0.00	0.00	0.00	155,466.31
10350 PAC PREMIER - CAPITAL	280,109.18	35.22	0.00	0.00	0.00	280,144.40
10461 COMMUNITY BANK OF SANTA	146,289.11	0.00	0.00	0.00	0.00	146,289.11
Total Fund	1,011,471.43	2,558.78	24,702.46		76,876.70	961,855.97
30 STREET LIGHTING DEPARTMENT						
10200 OPERATING CASH - PREMIER	183,362.34	368.15	0.00	0.00	2,937.24	180,793.25
10250 PAC PREMIER - PAYROLL	81.94	0.00	1,333.33	0.00	1,333.33	81.94
10340 PAC PREMIER OPERATIONAL	60,598.35	7.46	0.00	0.00	0.00	60,605.81
10350 PAC PREMIER - CAPITAL	45,428.95	5.71	0.00	0.00	0.00	45,434.66
10460 CAMBRIDGE INV- LIGHTING	500,117.64	0.00	0.00	0.00	0.00	500,117.64
Total Fund	789,589.22	381.32	1,333.33		4,270.57	787,033.30
40 WASTEWATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10200 OPERATING CASH - PREMIER	1,354,161.50	103,694.35	1,235.84	444.28	96,290.20	1,362,357.21
10250 PAC PREMIER - PAYROLL	2,252.47	0.00	14,292.66	0.00	14,292.66	2,252.47
10260 PAC WESTERN BANK - LONG	201,673.68	49.73	0.00	0.00	0.00	201,723.41
10340 PAC PREMIER OPERATIONAL	331,101.50	40.75	0.00	0.00	0.00	331,142.25
10350 PAC PREMIER - CAPITAL	370,356.82	46.57	0.00	0.00	0.00	370,403.39
10460 CAMBRIDGE INV- LIGHTING	602,978.37	0.00	0.00	0.00	0.00	602,978.37
Total Fund	2,862,674.34	103,831.40	15,528.50	444.28	110,582.86	2,871,007.10
50 WATER DEPARTMENT						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10150 Cash in SLO County	79,227.50	0.00	0.00	0.00	0.00	79,227.50
10200 OPERATING CASH - PREMIER	315,588.91	85,270.07	22,930.80	384.99	82,534.68	340,870.11
10250 PAC PREMIER - PAYROLL	1,980.47	0.00	28,490.00	0.00	28,490.00	1,980.47
10340 PAC PREMIER OPERATIONAL	155,655.85	19.16	0.00	0.00	0.00	155,675.01
10350 PAC PREMIER - CAPITAL	37,644.79	1.85	0.00	0.00	22,926.26	14,720.38
10400 HOB - USDA RESERVE	70,010.35	0.58	0.00	0.00	0.00	70,010.93
10460 CAMBRIDGE INV- LIGHTING	150,744.59	0.00	0.00	0.00	0.00	150,744.59
Total Fund	811,002.46	85,291.66	51,420.80	384.99	133,950.94	813,378.99
60 SOLID WASTE DEPARTMENT						
10200 OPERATING CASH - PREMIER	42,239.27	4,726.07	0.00	0.00	1,547.95	45,417.39
10250 PAC PREMIER - PAYROLL	0.00	0.00	1,263.94	0.00	1,263.94	0.00
10340 PAC PREMIER OPERATIONAL	72,437.11	8.92	0.00	0.00	0.00	72,446.03
10350 PAC PREMIER - CAPITAL	22,912.31	2.88	0.00	0.00	0.00	22,915.19
Total Fund	137,588.69	4,737.87	1,263.94		2,811.89	140,778.61
71 PAYROLL CLEARING FUND						
10250 PAC PREMIER - PAYROLL	-794.99	0.00	70,078.70	70,078.70	0.00	-794.99
73 CLAIMS CLEARING FUND						
10200 OPERATING CASH - PREMIER	23,470.80	0.00	164,165.23	156,007.10	0.00	31,628.93
Totals	5,635,001.95	196,801.03	328,492.96	226,915.07	328,492.96	5,604,887.91

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

October 26, 2023

AGENDA ITEM: 10.5

SUBJECT: Sanitary Sewer Lining and Manhole Rehabilitation project budget adjustment -
RESOLUTION 2023-44 (Recommend review and approve)

SUGGESTED ACTION: Review and approve RESOLUTION 2023-44 authorizing a budget adjustment in the amount of \$396,500 for the Sanitary Sewer Lining and Manhole Rehabilitation project.

DISCUSSION:

The District was awarded a grant of \$396,500 for The Sewer Lining and Manhole Rehabilitation Project by the Clean Water State Revolving Fund (CWSRF) which the District received a signed agreement in July 2023.

Since that time, the Board has authorized the cleaning and inspection portion to be bid. The cleaning and inspection as well as the project management and planning portions of this grant are being presented at this meeting for separate approval. (item 10.6 & 10.7)

This resolution is to increase the revenue and expense budgets to accommodate this project.

The proposed budget adjustments are:

Increase of \$396,500 to fund 40 (wastewater) account 46003 (CWSRF grants)

Increase of \$396,500 to fund 40 object 963 (collection system projects)

These adjustments are to encompass the revenue and expenses for the duration of the grant. Contract approvals are separate from this resolution and approval. Approval of this resolution is necessary to fund the work outlined within this grant project.

FISCAL IMPACT:

This project is a CWSRF grant funded project. The cost of this project will be reimbursed up to the full amount of the grant to the District through regular billing to the program.

Grant award is in the amount of \$396,500.00, the budget adjustments will equal a net zero budget increase to revenue and expense budgets

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-44

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT BUDGET ADJUSTMENT FOR
SANITARY SEWER LINING AND MANHOLE REHABILITATION PROJECT**

WHEREAS, the San Miguel Community Services District (“District”) operates and maintains the wastewater collection system within the community; and

WHEREAS, the District was awarded a \$396,500 Clean Water State Revolving Fund (CWSRF) Grant to clean inspect and plan for Sanitary Sewer lining and Manhole rehabilitation of existing sewer mains and manholes to reduce inflow and infiltration (I&I) into the collection system which unnecessarily increases flow and debris to the Machado Wastewater Treatment Facility; and

WHEREAS, the San Miguel Community Services District Board of Directors (“Board”) authorizes a budget adjustment for this project in total; and

NOW THEREFORE, BE IT RESOLVED, the Board does hereby resolve, determine, and order as follows:

1. The Board authorizes a FY 2023-24 Budget adjustment as follows:
 - Increase to Fund 40 - Expense Object 963 in the amount of \$396,500
 - Increase to Fund 40 - Revenue Account 46003 in the amount of \$396,500

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 26th day of October 2023.

Rod Smiley, 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**

October 26, 2023

AGENDA ITEM: 10.6

SUBJECT: Contract award to APS Environmental for sewer main cleaning and inspections services in an amount of \$105,032.70 - Part of Sanitary Sewer Lining and Manhole Inspection Project- RESOLUTION 2023-48 (Recommend review and approve)

SUGGESTED ACTION: Review and approve RESOLUTION 2023-48 awarding a contract to APS Environmental for Sewer main and manhole cleaning and inspection services in an amount of \$105,032.70.

DISCUSSION:

The District was awarded a grant of \$396,500 for The Sewer Lining and Manhole Rehabilitation Project by the Clean Water State Revolving Fund (CWSRF) which the District received a signed agreement in July 2023. Since that time, the Board has authorized the cleaning and inspection portion to be bid.

A pre-bid conference was held September 5, 2023, at which two companies participated. However, as of the bid closing date on September 22, 2023, only one bid was received.

The sole bid received was provided by APS Environmental (APS) at a cost of \$105,032.70. This is under the engineers' estimated cost of \$124,000 and within the amount stipulated in the approved grant.

After reviewing the bid submittal, the bid submittal substantially conforms to the bid requirements and it is recommended that the Board waive any irregularities which may be present, and approve a notice of award for APS in an amount not to exceed \$105,032.70. Additionally, authorize the General Manager to execute a contract with APS. The bid packet contained the general contract documents which are approved for use by USDA and The State Waterboard.

As a matter of practice, General Counsel reviews all contracts prior to signing.

Approval of resolution 2023-48 will authorize the General Manager to issue a notice of award and start the contract review process with the contractor. Once all required documentation is received and a contract is approved between the District and Contractor then a notice to proceed will be issued and work will begin. The inspection portion of the project is expected to take approximately 60 days to complete.

This project is funded entirely by a CWSRF grant, cost related to this grant will be reimbursed by the grant on a quarterly basis.

The cleaning and inspection phase of this project is exempt from CEQA, section 15309

FISCAL IMPACT:

This project is a CWSRF grant funded project. The cost of this portion of the project will be reimbursed to the district through regular billing to the program.

Bid proposal is in the amount of \$105,032.70

Grant award is in the amount of \$396,500.00



RE: Sanitary Sewer Main and Manhole Inspection Services

September 27, 2023

**San Miguel
Community Services
District**
Kelly Dodds
General Manager

Dear Kelly Dodds,

This letter recommends awarding the Sanitary Sewer Main and Manhole Inspection Services to APS Environmental, Inc. (APS). The project was advertised for bids on August 24, 2023, and a mandatory pre-bid conference was held on September 5, 2023. On September 22, 2023, the San Miguel Community Services District received and publicly opened bids from the bidders summarized below.

Summary of Bids Received

BIDDER	BID TOTAL
APS Environmental, Inc.	\$ 105,032.70

APS attended the mandatory pre-bid conference and was the only bidder. The Engineer's Estimate and budget for this Project was \$124,000 and the bid received was \$105,032.70.

WSC has reviewed the bid from APS for compliance with the bidding instructions and overall bidding requirements. The table on the next page summarizes the bid analysis and results.

Bidder's Responsibility

WSC received and reviewed the bidder's project references and experience in accordance with the bidding requirements. WSC finds APS have project experience similar to this Work and meet the experience qualifications defined in the Contract Documents.

Bidder's Responsiveness

WSC found that APS was responsive to the bid requirements as indicated in the table below.

Summary of The Bidder Analysis and Results

BID ITEMS	APS
Proposal Form (signed)	✓
Bidder's Bond	✓
Addenda Receipt	✓
Acknowledgment of Insurance Requirements	✓
Experience Qualifications	✓
State Contractor's License	✓
List of Proposed Subconsultants	None Required
Evidence of authority to do business in CA	✓
Contractor's Licensing Statement	✓
Bid Deemed Responsive	✓
Base Bid	\$105,032.70

Conclusion

WSC finds the bid of APS both responsible and responsive based upon the explanations noted above. Based on our analysis, we believe that they have the requisite qualifications, experience, and financial capability to successfully complete the project. We recommend waiving minor irregularities that might be present and award the Sanitary Sewer Main and Manhole Inspection Services to APS.

Sincerely,
Water Systems Consulting, Inc.



Joshua Reynolds, PE
District Engineer

RESOLUTION NO. 2023-48

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AWARDING A CONTRACT TO APS
ENVIRONMENTAL FOR SANITARY SEWER MAIN AND MANHOLE INSPECTION
SERVICES IN AN AMOUNT OF \$105,032.70.**

WHEREAS, the San Miguel Community Services District (“District”) operates and maintains the wastewater collection system within the community; and

WHEREAS, the District was awarded a Clean Water State Revolving Fund (CWSRF) Grant to clean inspect and plan for the lining and rehabilitation of existing sewer mains and manholes to reduce inflow and infiltration (I&I) into the collection system which unnecessarily increases flow and debris to the Machado Wastewater Treatment Facility; and

WHEREAS, the District circulated an request for bids for Sanitary Sewer main and manhole inspection services for which one Bid was received and accepted from APS Environmental in an amount of \$105,032.70; and

WHEREAS, the San Miguel Community Services District Board of Directors (“Board”) authorizes a contract award and directs the General Manager to execute a contract with APS Environmental for work within the scope of the accepted bid; and

NOW THEREFORE, BE IT RESOLVED, the Board does hereby resolve, determine, and order as follows:

1. The Board authorizes award of a contract to APS Environmental.
2. The Board directs the General Manager to execute a contract with APS Environmental

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 26th day of October 2023.

Rod Smiley, 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**

October 26, 2023

AGENDA ITEM: 10.7

SUBJECT: Authorize a professional services contract with Water Systems Consulting (WSC) to provide design services (engineering, design and project management) for the Sanitary Sewer lining and manhole rehabilitation project in an amount not to exceed \$240,860. - RESOLUTION 2023-50 (Recommend review and approve)

SUGGESTED ACTION: Approve RESOLUTION 2023-50 Authorize the General Manager execute a professional services contract with WSC to provide design service (engineering, design, and project management) for the Sanitary Sewer lining and manhole rehabilitation project.

DISCUSSION:

The District was awarded a grant of \$396,500 for The Sewer Lining and Manhole Rehabilitation Project by the Clean Water State Revolving Fund (CWSRF) which the District received a signed agreement in July 2023.

From the grant award to today Water System Consulting (WSC), as the District Engineer, has been providing grant assistance, prepared the specifications and bid documents for the inspection and cleaning portion of the project and has also been providing project administration assistance under the District Engineering contract. Because of the intimate knowledge that WSC has of the project, it is recommended that they continue to provide design, engineering, and project administration services through the completion of this grant.

WSC has proposed to complete the condition assessment, preliminary engineering report, plans and specifications, coordinate with the environmental consultant, prepare the construction application for this project and provide project administration. Part of the condition assessment has already been completed as stated above, and the project administration component is also currently in progress. Both of these items have been billed under the District Engineering contract but, if approved, will be redistributed to this contract and reduce the overall amount to be billed. In total, including the amount already billed, WSC proposed to complete all the required and proposed work on a time basis for a not to exceed of \$240,860.

Approval of the proposed resolution will authorize the General Manager to execute a professional services contract with WSC for design services in the amount of \$240,860.

As a matter of practice, General Counsel reviews all contracts prior to signing.

This project is funded entirely by a CWSRF grant, cost related to this grant will be reimbursed by the grant on a quarterly basis.

CEQA documentation will be prepared in conjunction with the environmental portion of this project. A separate proposal will be presented to the Board at a later date for a separate environmental services contractor.

FISCAL IMPACT:

This project is a CWSRF grant funded project. The cost of this portion of the project will be reimbursed to the district through regular billing to the program.

WSC proposal is in the amount of \$240,860.00 (approximately \$13,767 of this contract amount/ work

has already been under the District Engineer contract that will be distributed to this project if approved)
Grant award is in the amount of \$396,500.00

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2023-50

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AWARDING A CONTRACT TO WATER
SYSTEM CONSULTANTS FOR SANITARY SEWER LINING AND MANHOLE
REHABILITATION PROJECT DESIGN SERVICES IN AN AMOUNT OF \$240,860.00.**

WHEREAS, the San Miguel Community Services District (“District”) operates and maintains the wastewater collection system within the community; and

WHEREAS, the District was awarded a Clean Water State Revolving Fund (CWSRF) Grant to clean inspect and plan for the lining and rehabilitation of existing sewer mains and manholes to reduce inflow and infiltration (I&I) into the collection system which unnecessarily increases flow and debris to the Machado Wastewater Treatment Facility; and

WHEREAS, Water System Consulting has previously provided support to this project through grant administration and development of specifications and bid preparation for the inspection and cleaning phase of the project. They continue to provide management support for quarterly reporting and updates per grant requirements; and

WHEREAS, the San Miguel Community Services District Board of Directors (“Board”) authorizes a contract award and directs the General Manager to execute a contract with Water System Consulting to provide project design, engineering and project management for this project; and

NOW THEREFORE, BE IT RESOLVED, the Board does hereby resolve, determine, and order as follows:

1. The Board authorizes a professional services contract with Water System Consultants for design services for the Sanitary Sewer Lining and Manhole Rehabilitation grant project.
2. The Board directs the General Manager to execute a contract with Water System Consultants for this project.

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 26th day of October 2023.

Rod Smiley, 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**

October 26, 2023

AGENDA ITEM: 11.1

SUBJECT: Paso Basin Cooperative Committee MOA amendment #2 (Recommend review and approve)

SUGGESTED ACTION: Approve MOA Amendment #2 and authorize approval at the next PBCC Board meeting.

DISCUSSION:

Over the past year the County of San Luis Obispo has been acting as the contracting agent for the PBCC. Prior to the County, the City of Paso Robles was the contracting agent.

Initially the proposal was to change the City to the County, however the other agencies wanted to make it more broad to allow any of the PBCC agencies to be able to contract on behalf of the PBCC with the unanimous approval of the PBCC agencies.

This amendment only affects section 6.7 of the MOA. The remainder of the MOA will remain the same.

FISCAL IMPACT:

No additional cost to the District outside of staff and legal time that is already committed to the PBCC is expected.

PREPARED BY: Kelly Dodds

**AMENDMENT NO. 2
TO MEMORANDUM OF AGREEMENT REGARDING
PREPARATION OF A GROUNDWATER SUSTAINABILITY PLAN
FOR THE PASO ROBLES GROUNDWATER BASIN**

This Amendment No. 2 to Memorandum of Agreement regarding Preparation of a Groundwater Sustainability Plan for the Paso Robles Groundwater Basin (“Amendment No. 2”) is entered into by and between the City of El Paso de Robles (“City”), the San Miguel Community Services District (“SMCSD”), the County of San Luis Obispo (“County”), the Shandon-San Juan Water District (“SSJWD”) and the Estrella-El Pomar-Creston Water District (“EPCWD”) (each a “Party” and collectively, “Parties”).

WHEREAS, on or about September 20, 2017, City, SMCSD, County, SSJWD and the Heritage Ranch Community Services District (“HRCSD”) entered into a Memorandum of Agreement Regarding Preparation of a Groundwater Sustainability Plan for the Paso Robles Groundwater Basin (“MOA”) for purposes of establishing a framework for preparing a single groundwater sustainability plan for the Paso Robles Area Subbasin (“GSP”) and for continued cooperation among the Parties; and

WHEREAS, HRCSD provided written notice of its withdrawal from the MOA pursuant to Section 9.1 on or around January 18, 2019, and its withdrawal became effective shortly thereafter; and

WHEREAS, on or about March 3, 2020, City, SMCSD, County and SSJWD entered into Amendment No. 1 to the MOA (“Amendment No. 1”) expanding the purpose of the MOA to include serving as the basis for continued cooperation among the Parties during the period between adoption of the GSP by each Party and development of a long-term governance structure for GSP implementation and deleting the provision stating that the MOA would automatically terminate upon the Department of Water Resources’ (“DWR”) approval of the GSP (a copy of Amendment No. 1 is attached hereto as Attachment 1 and incorporated herein by this reference); and

WHEREAS, on June 6, 2023, the County Board of Supervisors adopted a resolution accepting and approving the Addition of Party to Memorandum of Agreement regarding Preparation of a Groundwater Sustainability Plan for the Paso Robles Groundwater Basin signed by EPCWD; and

WHEREAS, subsequent to entering into the MOA, the County created a Groundwater Sustainability Department, and its Department head has taken on a leadership role with respect to implementation of the MOA by e.g. preparing Paso Basin Cooperative Committee (“Cooperative Committee”) meeting agendas, applying for and administering grant funding and engaging consultants for preparation of the annual

reports notwithstanding the terms of the MOA, including, without limitation, Section 6 pursuant to which the City agrees to act as the contracting agent on behalf of the Cooperative Committee; and

WHEREAS, on or about June 20, 2023, DWR approved the GSP developed under the terms of the MOA; and

WHEREAS, given that long-term governance options for the Basin are still being explored and will likely be informed by recent Cooperative Committee initiatives related to implementation of the GSP and for which consultants will likely be retained, the Parties would like to amend the MOA to clarify that the County as well as other Parties subject to certain limitations may also serve as the contracting agent consistent with the terms and conditions set forth in Section 6 of the MOA.

NOW, THEREFORE, the Parties agree with the above recitals, and hereby further agree as follows:

1. Section 6.7 is hereby added to the MOA and shall hereafter be and read as follows:

Notwithstanding the foregoing and the approval thresholds set forth in Section 4.8, a Party other than the City may also act as the contracting agent on behalf of the Cooperative Committee with respect to the retention of any and all consultants subject to the following: unanimous approval by the Cooperative Committee that said Party may act as the contracting agent; said Party's adoption and adherence to procurement policies that are as extensive as those of the City, which policies shall be provided to all Party staff at least ten (10) days prior to approval by the Cooperative Committee; and each Party's approval of a budget that includes such consultant costs or its share of such consultant costs. If another Party acts as the contracting agent, the same provisions applicable to the City under this Section 6 shall apply to the that Party excepting that the Party shall follow its own procurement policies in the engagement of such consultant(s) with inclusion of the other Parties and Cooperative Committee in the selection of any consultant as set forth in Section 6.3 above. In addition, notwithstanding Section 5.3, the Parties agree that the contracting Party shall calculate each Party's payment obligation based on the following percentages: City – 15.2%; SMCS D – 3.0%; SSJWD – 20.2%; County – 32.3% and EPCWD – 29.3%; and each Party shall remit payment to the contracting Party within thirty (30) days upon receipt of an invoice from the contracting Party that reflects the above percentages.

2. Except as expressly modified by this Amendment No. 2, all terms and provisions of the MOA, as amended by Amendment No. 1, shall remain in full force and effect.

3. This Amendment No. 2 shall be effective as of the date that it has been signed by all Parties.

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 2 on the dates shown below.

CITY OF EL PASO DE ROBLES

By: _____

Its:

SHANDON SAN JUAN WATER DISTRICT

By: _____

Its:

COUNTY OF SAN LUIS OBISPO

By: _____

Its:

SAN MIGUEL COMMUNITY SERVICES DISTRICT

By: _____

Its:

ESTRELLA-EL POMAR-CRESTON WATER DISTRICT

By: _____

Its:

ATTACHMENT 1
AMENDMENT NO. 1

DRAFT