



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 BOARD OF DIRECTORS & GROUNDWATER SUSTAINABILITY AGENCY AGENDA

Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 03-28-2024

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 Report
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. 1-25-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes
 2. 2-22-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes
 3. 3-7-2024 Draft San Miguel CSD Board of Directors meeting minutes
 4. SAFER Grant Applicant Approval by RESOLUTION 2024-09 (Young)
10. **Board Action Items**
 1. Monthly Financial Reports for February 2024 (Recommend receive and file by Board consensus)
 2. **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. (Resolution 2024-01)

3. Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02 (Recommend review and approve by 3/5 vote)
4. Review and approve RESOLUTION 2024-10 authorizing the General Manager to execute a proposed employment agreement with Board Clerk/Executive Assistant and approve changes to job title and description. (Recommend review and approve by 3/5 vote)

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

11. GSA 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*

12. GSA Board Action Items

1. Paso Basin Cooperative Committee MOA amendment #2 (Recommend review and approve by 3/5 vote to approve the amendment at the scheduled PBCC meeting)

Reconvene to the San Miguel Community Services District Board of Directors

13. 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.*

14. Adjourn to Closed Session/Closed Session Agenda *Public comment for items on closed session agenda.*

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

15. Report out of Closed Session

16. Adjournment to Next Regular Meeting

ATTEST:

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

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

Date:

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

March 28, 2024

AGENDA ITEM: 7.1

SUBJECT: San Luis Obispo County Organizations

SUGGESTED ACTION: Verbal/Report

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

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

March 28, 2024

AGENDA ITEM: 7.2

SUBJECT: Community Service Organizations

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report.

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

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

March 28, 2024

AGENDA ITEM: 7.3

SUBJECT: Camp Roberts—Army National Guard

SUGGESTED ACTION: Verbal

DISCUSSION:
Verbal/Report

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent

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

March 28, 2024

AGENDA ITEM: 8.1

SUBJECT: General Manager

SUGGESTED ACTION: Receive report

DISCUSSION:

I encourage any Board member or member of the public with questions, comments, or complaints about the District operations to contact me at the District office or by email.

District Office phone: 805-467-3388 My email: kelly.dodds@sanmiguelcsd.org

If an inquiry is outside of the Districts scope we will usually be able to direct individuals to the responsible organization or department.

General information about the District can also be found on the District website - www.sanmiguelcsd.org

FISCAL IMPACT:

None

PREPARED BY: Kelly Dodds

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

March 28, 2024

AGENDA ITEM: 8.2

SUBJECT: District Counsel

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent

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

March 28, 2024

AGENDA ITEM: 8.3

SUBJECT: District Utilities

SUGGESTED ACTION: Receive and file

DISCUSSION:

Well Status:

- Well 4 is fully operational – Well Level 89.’ 1/10/24 (STATIC)
- Well 3 is fully operational – Well Level 78.’ 1/10/24 (STATIC)
- SLT well if off line -Well Level 168’ 11/1/23(STATIC)

Water System status:

Water leaks this month: 2 This calendar year: 7

Water related calls through the alarm company after hours this month: 0 This Year: 5

- Repaired water service leak on River Road
- New water leak on K street alley between 12th and 13th

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:

- .

California Regional Water Resources Control Board:

- .

State Water Resources Control Board (SWRCB):

- .

Division of Water Resources (DWR):

- Electronic Annual Report Submitted and approved.

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

- .

Billing related activity:

- **Total active accounts (at the time of this report)**
- 909 water accounts
- 810 wastewater accounts
- **Overdue accounts (at the time of this report)**
- 22 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)**
- 15 service orders issued and completed

Lighting/ Landscaping status:

- .

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
 - Site assessment underway
- **Recycled water line from WWTF to Vineyard/ Gallo**
 - Working on plans and easements
- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - All cleaning and videoing completed.
 - WSC is reviewing videos to develop action plan
- **Cost of Service Rate Study** (22005) started June 2022
 - Board Discussion has been continued
 - Staff reviewed additional possibilities based on board comment.
- **Septic to Sewer conversion grant application** (#) started September 2023

- **(POTENTIALLY GRANT FUNDED)**
- Application complete and submitted.

Staffing

- Two vacant positions.
- WWTF Operator Lead and WWTF Operator, both are out for applications.
- Hired a Utility Worker who will be trained as an operator.
- 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**

March 28, 2024

AGENDA ITEM: 8.4

SUBJECT: Fire Chief Report

SUGGESTED ACTION: Receive and File

DISCUSSION:

Equipment:

1. All SMFD engines are currently in service.
2. P8651 required extensive repairs replacing the turbos and fuel rails. It is currently back in service and operating properly.
3. SMF may receive up to 2- new BKR 5000's as part of a County wide Homeland Security. Five Cities Fire Authority is the point for this purchase.
4. 8601 will begin being decommissioned in the future as budget or funding opportunities allow.
5. Options for a new command vehicle are being explored.

Cost Recovery:

1. SMF currently has 3 incidents submitted for reimbursement.

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. The BOD signed a letter of support regarding the request for PV plan submission to the District Fire Department for review. The Department is attempting to reengage County Staff prior to presentation to the Board of Supervisors and is still awaiting a response.
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 two 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 Grants

1. The award has been finalized on September 6, 2023. All grant funded items have been ordered and awaiting delivery.
2. SMF applied for the 2024 OTS Grant on January 26, 2024, for replacement of necessary Auto Extrication Equipment.
3. SMF applied for the 2024 AFG grant in February. SMF applied for a replacement breathing air refill station and upgraded SCBA bottles. The current breathing air refill station is over 30 years old and requires replacement.
4. The request from Paso Robles Fire for SMF hosting a regional grant along with other local government agencies for a breathing support unit to service the North County has been postponed until 2025.
5. The SAFER Grant opens in March 2024.

Training:

1. SMF in conjunction with SLOFIST are hosting a FI210 Course in the Spring of 2024. The dates have been set for May 6-10, 2024. The classroom location will be at Paso Robles Fire EOC. The burn plot locations are in Templeton. SMF C8600 is the primary POC for the training. A cost summary has been received on January 12, 2024 and a final class budget has being formulated. The class was released on February 9 2024.
2. Regular weekly training is continuing to adhere to the annual training schedule.
3. Additional outside training shall commence as courses become available.
4. Two Department members successfully completed rope rescue technician, and confined space technician certified courses.

San Luis Obispo County Fire Chiefs Association:

No update, Fire Chief Young was appointed as the County Fire Chiefs Association representative to SLOFIST. Regular monthly meetings are being attended.

San Miguel Advisory Council:

1. A District Fire Chief Report is being provided for SMAC meetings.

FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 3/19/2024 9:31:45 AM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 02/01/2024 | End Date: 02/29/2024

| START | END | LOG TYPE | APPARATUS | NOTES | HOURS |
|-----------------------|---------------------|----------|-----------|--|-------|
| Young, Scott P | | | | | |
| 02/01/2024 08:30:00 | 02/02/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/01/2024 10:58:00 | 02/01/2024 11:14:00 | INCIDENT | 8600 | Incident 2024-025 - Hazardous condition, other: Apparatus 8600 responded to 254 13th ST | 0.27 |
| 02/01/2024 15:00:00 | 02/01/2024 16:00:00 | DAYBOOK | SMF 1 | Ops area meeting re repositioning SLU units | 1.00 |
| 02/02/2024 08:30:00 | 02/03/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/02/2024 10:00:00 | 02/02/2024 11:00:00 | DAYBOOK | SMF 1 | Ops area meeting re storm event | 1.00 |
| 02/02/2024 16:02:00 | 02/02/2024 17:39:00 | INCIDENT | E8696 | Incident 2024-026 - Fire in mobile home used as fixed residence: Apparatus E8696 responded to 1122 K ST | 1.62 |
| 02/03/2024 00:38:00 | 02/03/2024 01:10:00 | INCIDENT | 8600 | Incident 2024-027 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1245 Mission ST | 0.53 |
| 02/03/2024 09:40:00 | 02/03/2024 10:16:00 | INCIDENT | E8668 | Incident 2024-028 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1617 Mission ST | 0.60 |
| 02/04/2024 08:00:00 | 02/06/2024 08:00:00 | INCIDENT | E8668 | Incident 2024-029 - Severe weather or natural disaster standby: Apparatus E8668 responded to 1150 1150 Mission Street ST | 48.00 |
| 02/04/2024 08:00:00 | 02/06/2024 08:00:00 | DAYBOOK | E8668 | E8668 assigned to CA-SLC-001673 TF1474 | 48.00 |
| 02/04/2024 08:30:00 | 02/05/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/04/2024 10:42:00 | 02/04/2024 11:15:00 | INCIDENT | E8668 | Incident 2024-030 - Hazardous condition, other: Apparatus E8668 responded to 5000 Nacimiento Lake DR | 0.55 |
| 02/04/2024 15:27:00 | 02/04/2024 15:57:00 | INCIDENT | E8668 | Incident 2024-033 - Alarm system sounded due to malfunction: Apparatus E8668 responded to Highway 1 | 0.50 |
| 02/04/2024 21:36:00 | 02/04/2024 21:53:00 | INCIDENT | 8600 | Incident 2024-034 - Hazardous condition, other: Apparatus 8600 responded to N Highway 101 HWY | 0.28 |
| 02/05/2024 08:30:00 | 02/06/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/06/2024 08:30:00 | 02/07/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/06/2024 18:00:00 | 02/06/2024 22:00:00 | DAYBOOK | | Firefighter Training: Live Fire Training Lead Instructor: Young, Scott P | 4.00 |
| 02/06/2024 21:09:00 | 02/06/2024 21:14:00 | INCIDENT | E8668 | Incident 2024-035 - Smoke scare, odor of smoke: Apparatus E8668 responded to 780 Armand AVE | 0.08 |
| 02/07/2024 06:25:00 | 02/07/2024 06:49:00 | INCIDENT | E8668 | Incident 2024-036 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST | 0.40 |
| 02/07/2024 08:30:00 | 02/08/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/07/2024 09:00:00 | 02/07/2024 12:00:00 | DAYBOOK | 8600 | County Chiefs Meeting 5 Cities Fire Station 1 | 3.00 |
| 02/08/2024 08:30:00 | 02/09/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/08/2024 09:00:00 | 02/08/2024 10:00:00 | DAYBOOK | 8600 | Meeting with Brian Matherly re Pablo Roman projects. | 1.00 |
| 02/09/2024 08:30:00 | 02/09/2024 11:00:00 | DAYBOOK | SMF 1 | | 2.50 |
| 02/09/2024 09:00:00 | 02/09/2024 10:00:00 | DAYBOOK | SMF 1 | Meeting with Randy Harris regarding breathing support unit | 1.00 |
| 02/09/2024 17:30:00 | 02/10/2024 08:30:00 | DAYBOOK | 8600 | | 15.00 |
| 02/10/2024 14:30:00 | 02/11/2024 08:30:00 | DAYBOOK | 8600 | | 18.00 |
| 02/11/2024 08:30:00 | 02/12/2024 08:30:00 | DAYBOOK | 8600 | | 24.00 |
| 02/12/2024 08:30:00 | 02/13/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/12/2024 09:00:00 | 02/12/2024 10:00:00 | DAYBOOK | 8600 | Care Facility at 1522 N street Passed | 1.00 |
| 02/12/2024 15:00:00 | 02/12/2024 17:00:00 | DAYBOOK | 8600 | Meeting with Chief Peterson re FI-210 | 2.00 |
| 02/13/2024 08:30:00 | 02/14/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/13/2024 13:49:00 | 02/13/2024 13:58:00 | INCIDENT | E8696 | Incident 2024-038 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to N Highway 101 HWY | 0.15 |

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



emergencyreporting.com

Doc Id: 1514

Page # 1 of 2

| START | END | LOG TYPE | APPARATUS | NOTES | HOURS |
|--|---------------------|----------|-----------|--|---------------|
| 02/13/2024 16:55:00 | 02/13/2024 17:48:00 | INCIDENT | E8696 | Incident 2024-039 - EMS call, excluding vehicle accident with injury: Apparatus E8696 responded to 1675 Mission ST | 0.88 |
| 02/13/2024 18:00:00 | 02/13/2024 22:00:00 | DAYBOOK | | Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P | 4.00 |
| 02/14/2024 08:00:00 | 02/14/2024 12:30:00 | DAYBOOK | E8668 | Gary Nix looking at E8668 MDC & base radio | 4.50 |
| 02/14/2024 08:30:00 | 02/15/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/14/2024 10:00:00 | 02/14/2024 11:00:00 | DAYBOOK | SMF 1 | Planning Meeting re THU Matt & Sylvia | 1.00 |
| 02/14/2024 16:44:00 | 02/14/2024 17:09:00 | INCIDENT | 8600 | Incident 2024-040 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1145 K ST | 0.42 |
| 02/14/2024 21:29:00 | 02/14/2024 21:34:00 | INCIDENT | E8696 | Incident 2024-041 - Motor vehicle accident with no injuries.: Apparatus E8696 responded to 7575 Monterey RD | 0.08 |
| 02/15/2024 08:30:00 | 02/16/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/16/2024 08:30:00 | 02/17/2024 07:30:00 | DAYBOOK | SMF 1 | | 23.00 |
| 02/16/2024 13:22:00 | 02/16/2024 13:45:00 | INCIDENT | 8600 | Incident 2024-042 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1955 L ST | 0.38 |
| 02/16/2024 15:00:00 | 02/16/2024 15:00:00 | DAYBOOK | P8651 | P8651 in for service | 0.00 |
| 02/17/2024 02:15:00 | 02/17/2024 02:23:00 | INCIDENT | E8668 | Incident 2024-043 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to N ST | 0.13 |
| 02/17/2024 08:30:00 | 02/18/2024 08:30:00 | DAYBOOK | 8600 | | 24.00 |
| 02/18/2024 08:30:00 | 02/19/2024 08:30:00 | DAYBOOK | 8600 | | 24.00 |
| 02/19/2024 02:07:00 | 02/19/2024 03:06:00 | INCIDENT | 8600 | Incident 2024-045 - Extrication of victim(s) from vehicle: Apparatus 8600 responded to N Highway 101 HWY | 0.98 |
| 02/19/2024 06:31:00 | 02/19/2024 07:25:00 | INCIDENT | E8668 | Incident 2024-046 - Swift water rescue: Apparatus E8668 responded to San Marcos RD | 0.90 |
| 02/19/2024 08:30:00 | 02/20/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/20/2024 08:30:00 | 02/21/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/20/2024 10:00:00 | 02/20/2024 10:00:00 | DAYBOOK | P8651 | P8651 back in service | 0.00 |
| 02/20/2024 18:00:00 | 02/20/2024 22:00:00 | DAYBOOK | | Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P | 4.00 |
| 02/21/2024 08:30:00 | 02/22/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/21/2024 09:59:00 | 02/21/2024 10:28:00 | INCIDENT | E8668 | Incident 2024-047 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 4019 Arizona BLVD | 0.48 |
| 02/22/2024 08:30:00 | 02/23/2024 08:30:00 | DAYBOOK | SMF 1 | | 24.00 |
| 02/22/2024 17:30:00 | 02/22/2024 22:00:00 | DAYBOOK | 8600 | BOD Meeting | 4.50 |
| 02/23/2024 08:30:00 | 02/24/2024 08:30:00 | DAYBOOK | 8600 | | 24.00 |
| 02/26/2024 11:30:00 | 02/26/2024 15:30:00 | DAYBOOK | 8600 | Remote work | 4.00 |
| 02/26/2024 14:00:00 | 02/26/2024 14:00:00 | DAYBOOK | P8651 | P8651 in for service. Turbo replacement | 0.00 |
| 02/27/2024 08:00:00 | 02/27/2024 10:00:00 | DAYBOOK | 8600 | | 2.00 |
| Total Hours for: Young, Scott P | | | | | 657.73 |
| Total of all Personnel Hours | | | | | 657.73 |

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 3/19/2024 9:36:46 AM



Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 02/01/2024 | End Date: 02/29/2024

| Incident Date | Incident # | Losses - Property | Losses - Contents | Alarm Time | Total Personnel - Effective Response | First On Scene Apparatus | Last On Scene Apparatus | Earliest Turnout | Call Processing Time | First Unit Total Response Time | First Unit Travel Time | Total Travel Time Effective Response | Total Response Time Effective Response |
|---------------|------------|-------------------|-------------------|------------|--------------------------------------|--------------------------|-------------------------|------------------|----------------------|--------------------------------|------------------------|--------------------------------------|--|
| 02/01/2024 | 2024-025 | 0 | 0 | 10:58:00 | 4 | E8696 | E8696 | 00:00 | 00:00 | 00:14:00 | 00:14:00 | 00:14:00 | 00:14:00 |
| 02/02/2024 | 2024-026 | 10000 | 3000 | 16:02:00 | 4 | E8696 | E8696 | 04:00 | 00:00 | 00:04:00 | 00:00:00 | 00:00:00 | 00:04:00 |
| 02/03/2024 | 2024-027 | 0 | 0 | 00:38:00 | 2 | 8600 | 8600 | 03:00 | 00:00 | 00:07:00 | 00:04:00 | 00:04:00 | 00:07:00 |
| 02/03/2024 | 2024-028 | 0 | 0 | 09:40:00 | 5 | E8668 | E8668 | 05:00 | 00:00 | 00:07:00 | 00:02:00 | 00:02:00 | 00:07:00 |
| 02/04/2024 | 2024-029 | 0 | 0 | 08:00:00 | 3 | E8668 | E8668 | 00:00 | 00:00 | 00:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |
| 02/04/2024 | 2024-030 | 0 | 0 | 10:42:00 | 3 | E8668 | E8668 | 01:00 | 00:00 | 00:13:00 | 00:12:00 | 00:12:00 | 00:13:00 |
| 02/04/2024 | 2024-031 | 0 | 0 | 13:20:00 | 4 | P8651 | P8651 | 00:00 | 00:00 | 00:00:00 | 00:00:00 | 00:00:00 | 00:00:00 |
| 02/04/2024 | 2024-032 | 0 | 0 | 14:35:00 | 4 | P8651 | P8651 | 00:00 | 00:00 | 00:03:00 | 00:03:00 | 00:03:00 | 00:03:00 |
| 02/04/2024 | 2024-033 | 0 | 0 | 15:27:00 | 4 | E8668 | E8668 | 03:00 | 00:00 | 00:09:00 | 00:06:00 | 00:06:00 | 00:09:00 |
| 02/04/2024 | 2024-034 | 0 | 0 | 21:36:00 | 7 | 8600 | 8600 | 06:00 | 00:00 | 00:07:00 | 00:01:00 | 00:01:00 | 00:07:00 |
| 02/06/2024 | 2024-035 | 0 | 0 | 21:09:00 | 6 | E8668 | E8668 | 01:00 | 00:00 | 00:03:00 | 00:02:00 | 00:02:00 | 00:03:00 |
| 02/07/2024 | 2024-036 | 0 | 0 | 06:25:00 | 4 | E8668 | E8668 | 07:00 | 00:00 | 00:08:00 | 00:01:00 | 00:01:00 | 00:08:00 |
| 02/07/2024 | 2024-037 | 0 | 0 | 11:29:00 | 3 | E8668 | E8668 | 00:00 | 00:00 | 00:04:00 | 00:04:00 | 00:04:00 | 00:04:00 |
| 02/13/2024 | 2024-038 | 0 | 0 | 13:49:00 | 5 | E8696 | E8696 | 01:00 | 00:00 | 00:05:00 | 00:04:00 | 00:04:00 | 00:05:00 |
| 02/13/2024 | 2024-039 | 0 | 0 | 16:55:00 | 6 | E8696 | E8696 | 01:00 | 00:00 | 00:07:00 | 00:06:00 | 00:06:00 | 00:07:00 |
| 02/14/2024 | 2024-040 | 0 | 0 | 16:42:00 | 3 | E8696 | E8696 | 00:00 | 00:00 | 00:05:00 | 00:01:00 | 00:03:00 | 00:05:00 |
| 02/16/2024 | 2024-042 | 0 | 0 | 13:22:00 | 3 | E8668 | E8668 | 01:00 | 00:00 | 00:04:00 | 00:03:00 | 00:03:00 | 00:04:00 |
| 02/17/2024 | 2024-044 | 0 | 0 | 11:40:00 | 2 | E8668 | E8668 | 06:00 | 00:00 | 00:08:00 | 00:02:00 | 00:02:00 | 00:08:00 |
| 02/19/2024 | 2024-045 | 0 | 0 | 02:07:00 | 1 | 8600 | 8600 | 06:00 | 00:00 | 00:12:00 | 00:06:00 | 00:06:00 | 00:12:00 |
| 02/19/2024 | 2024-046 | 0 | 0 | 06:31:00 | 2 | E8668 | E8668 | 07:00 | 00:00 | 00:12:00 | 00:05:00 | 00:05:00 | 00:12:00 |
| 02/21/2024 | 2024-047 | 0 | 0 | 09:59:00 | 3 | E8668 | E8668 | 02:00 | 00:00 | 00:10:00 | 00:08:00 | 00:08:00 | 00:10:00 |
| 02/25/2024 | 2024-049 | 0 | 0 | 19:57:00 | 4 | E8696 | E8696 | 06:00 | 00:00 | 00:11:00 | 00:05:00 | 00:05:00 | 00:11:00 |

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 3/19/2024 9:39:54 AM



Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 02/01/2024 | End Date: 02/29/2024

| INCIDENT NUMBER | INCIDENT TYPE | DATE | INCIDENT STATUS | LOCATION | APPARATUS |
|--|---------------|------------|-----------------|-----------------------------|--------------------|
| Zone: AAE - Auto Aid East | | | | | |
| 2024-049 | 324 | 02/25/2024 | Reviewed | 8555 Estrella RD | 8601, E8696 |
| AAE - Auto Aid East Incidents: 1 | | | | | |
| Zone: AAS - Auto Aid South | | | | | |
| 2024-038 | 321 | 02/13/2024 | Reviewed | N Highway 101 HWY | E8696 |
| 2024-041 | 324 | 02/14/2024 | Reviewed | 7575 Monterey RD | E8696 |
| 2024-045 | 352 | 02/19/2024 | Reviewed | N Highway 101 HWY | 8600 |
| AAS - Auto Aid South Incidents: 3 | | | | | |
| Zone: AAW - Auto Aid West | | | | | |
| 2024-046 | 363 | 02/19/2024 | Reviewed | San Marcos RD | E8668 |
| AAW - Auto Aid West Incidents: 1 | | | | | |
| Zone: BOB - Camp Roberts | | | | | |
| 2024-047 | 321 | 02/21/2024 | Reviewed | 4019 Arizona BLVD | E8668 |
| 2024-048 | 321 | 02/24/2024 | Reviewed | E Perimeter RD | P8651 |
| BOB - Camp Roberts Incidents: 2 | | | | | |
| Zone: CBMHP - Casa Blanca Mobile Home Park | | | | | |
| 2024-036 | 321 | 02/07/2024 | Reviewed | 560 12th ST | E8668 |
| CBMHP - Casa Blanca Mobile Home Park Incidents: 1 | | | | | |
| Zone: CSD - CSD Limits | | | | | |
| 2024-025 | 400 | 02/01/2024 | Reviewed | 254 13th ST | 8600, E8696 |
| 2024-026 | 121 | 02/02/2024 | Reviewed | 1122 K ST | E8696 |
| 2024-027 | 321 | 02/03/2024 | Reviewed | 1245 Mission ST | 8600, P8651 |
| 2024-028 | 321 | 02/03/2024 | Reviewed | 1617 Mission ST | E8668 |
| 2024-031 | 400 | 02/04/2024 | Reviewed | 301 L ST | 8601, P8651, SMF 1 |
| 2024-032 | 812 | 02/04/2024 | Reviewed | 1499 K ST | 8601, P8651 |
| 2024-034 | 400 | 02/04/2024 | Reviewed | N Highway 101 HWY | 8600, 8601, E8668 |
| 2024-039 | 321 | 02/13/2024 | Reviewed | 1675 Mission ST | E8696, SMF 1 |
| 2024-040 | 321 | 02/14/2024 | Reviewed | 1145 K ST | 8600, E8696 |
| 2024-042 | 321 | 02/16/2024 | Reviewed | 1955 L ST | 8600, E8668 |
| 2024-043 | 321 | 02/17/2024 | Reviewed | N ST | E8668 |
| CSD - CSD Limits Incidents: 11 | | | | | |
| Zone: MAS - Mutual Aide South | | | | | |
| 2024-029 | 815 | 02/04/2024 | Reviewed | 1150 1150 Mission Street ST | E8668 |
| MAS - Mutual Aide South Incidents: 1 | | | | | |

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



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Doc Id: 1675

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| Zone: MAW - Mutual Aid West | | | | | |
|---|-----|------------|----------|-------------------------|--------------|
| 2024-030 | 400 | 02/04/2024 | Reviewed | 5000 Nacimiento Lake DR | E8668 |
| 2024-033 | 735 | 02/04/2024 | Reviewed | Highway 1 | E8668, SMF 1 |
| MAW - Mutual Aid West Incidents: 2 | | | | | |
| Zone: MM - Mission Meadows | | | | | |
| 2024-035 | 651 | 02/06/2024 | Reviewed | 780 Armand AVE | E8668, SMF 1 |
| 2024-037 | 531 | 02/07/2024 | Reviewed | 775 Tielo ST | E8668 |
| MM - Mission Meadows Incidents: 2 | | | | | |
| Zone: WOMHP - White Oaks Mobile Home Park | | | | | |
| 2024-044 | 400 | 02/17/2024 | Reviewed | 700 N River RD | E8668 |
| WOMHP - White Oaks Mobile Home Park Incidents: 1 | | | | | |

Total Incidents: 25

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



San Miguel Fire Department

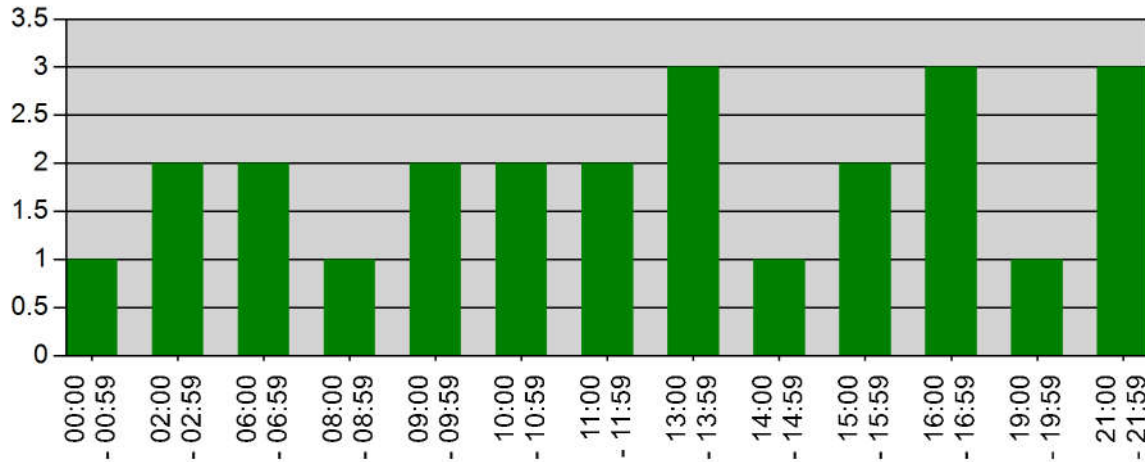
San Miguel, CA

This report was generated on 3/19/2024 9:41:06 AM



Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 02/01/2024 | End Date: 02/29/2024



| TIME | COUNT |
|---------------|-------|
| 00:00 - 00:59 | 1 |
| 02:00 - 02:59 | 2 |
| 06:00 - 06:59 | 2 |
| 08:00 - 08:59 | 1 |
| 09:00 - 09:59 | 2 |
| 10:00 - 10:59 | 2 |
| 11:00 - 11:59 | 2 |
| 13:00 - 13:59 | 3 |
| 14:00 - 14:59 | 1 |
| 15:00 - 15:59 | 2 |
| 16:00 - 16:59 | 3 |
| 19:00 - 19:59 | 1 |
| 21:00 - 21:59 | 3 |

Only REVIEWED incidents included



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Doc Id: 9

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San Miguel Fire Department

San Miguel, CA

This report was generated on 3/19/2024 9:42:02 AM



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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 02/01/2024 | End Date: 02/29/2024

| 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 | 5:00 | 0:00 | 6:00 | 11:00 |
| Zone: AAS - Auto Aid South | | | | | |
| Rescue & Emergency Medical Service | | | | | |
| | Lights and Sirens | 5:00 | 0:00 | 3:30 | 8:30 |
| Zone: AAW - Auto Aid West | | | | | |
| Rescue & Emergency Medical Service | | | | | |
| | Lights and Sirens | 5:00 | 0:00 | 7:00 | 12:00 |
| Zone: BOB - Camp Roberts | | | | | |
| Rescue & Emergency Medical Service | | | | | |
| | Lights and Sirens | 8:00 | 0:00 | 2:00 | 10:00 |
| Zone: CBMHP - Casa Blanca Mobile Home Park | | | | | |
| Rescue & Emergency Medical Service | | | | | |
| | Lights and Sirens | 1:00 | 0:00 | 7:00 | 8:00 |
| Zone: CSD - CSD Limits | | | | | |
| Fires | | | | | |
| | Lights and Sirens | 0:00 | 0:00 | 4:00 | 4:00 |
| Rescue & Emergency Medical Service | | | | | |
| | Lights and Sirens | 3:12 | 0:00 | 2:24 | 5:36 |
| Hazardous Condition (No Fire) | | | | | |
| | Lights and Sirens | 1:00 | 0:00 | 6:00 | 7:00 |
| | No Lights or Sirens | 7:00 | 0:00 | 0:00 | 7:00 |
| Severe Weather & Natural Disaster | | | | | |
| | Lights and Sirens | 3:00 | 0:00 | 0:00 | 3:00 |
| Zone: MAS - Mutual Aide South | | | | | |
| Severe Weather & Natural Disaster | | | | | |
| | Lights and Sirens | 0:00 | 0:00 | 0:00 | 0:00 |
| Zone: MAW - Mutual Aid West | | | | | |
| Hazardous Condition (No Fire) | | | | | |
| | Lights and Sirens | 12:00 | 0:00 | 1:00 | 13:00 |

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

| Major Incident Type | Response Mode | Avg Travel | Avg Dispatch | Avg TurnOut | Avg Response |
|---|---------------------|------------|--------------|-------------|--------------|
| False Alarm & False Call | | | | | |
| | Lights and Sirens | 6:00 | 0:00 | 3:00 | 9:00 |
| Zone: MM - Mission Meadows | | | | | |
| Service Call | | | | | |
| | No Lights or Sirens | 4:00 | 0:00 | 0:00 | 4:00 |
| Good Intent Call | | | | | |
| | Lights and Sirens | 2:00 | 0:00 | 1:00 | 3:00 |
| Zone: WOMHP - White Oaks Mobile Home Park | | | | | |
| Hazardous Condition (No Fire) | | | | | |
| | Lights and Sirens | 2:00 | 0:00 | 6:00 | 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

This report was generated on 3/19/2024 9:45:17 AM



Incident Count per Location Type per Zone per Address for Date Range

StartDate: 02/01/2024 | EndDate: 02/29/2024

| LOCATION TYPE | ZONE | ADDRESS / LOCATION | # INCIDENTS |
|---------------------------------|--------------------------------------|--|-------------|
| Home/Residence | | | |
| | CBMHP - Casa Blanca Mobile Home Park | | |
| | | 560 12th ST San Miguel, CA | 1 |
| | CSD - CSD Limits | | |
| | | 1122 K ST San Miguel, CA | 1 |
| | | 1145 K ST San Miguel, CA | 1 |
| | | 1499 K ST San Miguel, CA | 1 |
| | | 1617 Mission ST San Miguel, CA | 1 |
| | | 1675 Mission ST San Miguel, CA | 1 |
| | | 1955 L ST San Miguel, CA | 1 |
| | | 301 L ST San Miguel, CA | 1 |
| | MM - Mission Meadows | | |
| | | 775 Tielo ST San Miguel, CA | 1 |
| | | 780 Armand AVE San Miguel, CA | 1 |
| | WOMHP - White Oaks Mobile Home Park | | |
| | | 700 N River RD San Miguel, CA | 1 |
| Total for Location Type: | | | 11 |
| Lake, River, Ocean | | | |
| | AAW - Auto Aid West | | |
| | | San Marcos RD / West Water Crossing, Paso Robles (corporate name El Paso de Robles), CA (Intersection) | 1 |
| Total for Location Type: | | | 1 |
| Not Specified | | | |
| | BOB - Camp Roberts | | |
| | | 4019 Arizona BLVD 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 |
|--|-------------------------|--|-------------|
| Not Specified | | | |
| | MAW - Mutual Aid West | | |
| | | 5000 Nacimiento Lake DR Paso Robles (corporate name El Paso de Robles), CA | 1 |
| | | Total for Location Type: | 2 |
| Other Location | | | |
| | BOB - Camp Roberts | | |
| | | E Perimeter RD San Miguel, CA | 1 |
| | MAS - Mutual Aide South | | |
| | | 1150 1150 Mission Street ST San Miguel, CA | 1 |
| | | Total for Location Type: | 2 |
| Place of Recreation or Sport | | | |
| | CSD - CSD Limits | | |
| | | 254 13th ST San Miguel, CA | 1 |
| | | Total for Location Type: | 1 |
| Public Building (schools, gov. offices) | | | |
| | MAW - Mutual Aid West | | |
| | | Highway 1 San Luis Obispo, CA | 1 |
| | | Total for Location Type: | 1 |
| Street or Highway | | | |
| | AAE - Auto Aid East | | |
| | | 8555 Estrella RD San Miguel, CA | 1 |
| | AAS - Auto Aid South | | |
| | | N Highway 101 HWY San Miguel, CA (Adjacent to) | 1 |
| | | N Highway 101 HWY / North of Mission St On-Ramp, San Miguel, CA (Intersection) | 1 |
| | | 7575 Monterey RD San Miguel, CA | 1 |

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



| LOCATION TYPE | ZONE | ADDRESS / LOCATION | # INCIDENTS |
|---------------------------------|------------------|--|-------------|
| Street or Highway | | | |
| | CSD - CSD Limits | | |
| | | N Highway 101 HWY San Miguel, CA | 1 |
| | | N ST / River Road, San Miguel, CA (Intersection) | 1 |
| | | 1245 Mission ST / 12th Street, San Miguel, CA (Intersection) | 1 |
| Total for Location Type: | | | 7 |

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



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Doc Id: 1134

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San Miguel Fire Department

San Miguel, CA

This report was generated on 3/19/2024 9:47:26 AM



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: 02/01/2024 | End Date: 02/29/2024

| Hour | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|--------|--------|--------|--------|---------|--------|--------|
| 00:00 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 01:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 02:00 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 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 | 1 | 0 | 1 | 0 | 0 | 0 |
| 07:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08:00 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 09:00 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 10:00 | 1 | 0 | 0 | 0 | 1 | 0 | 0 |
| 11:00 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 12:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13:00 | 1 | 0 | 1 | 0 | 0 | 1 | 0 |
| 14:00 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15:00 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 16:00 | 0 | 0 | 1 | 1 | 0 | 1 | 0 |
| 17:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19:00 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21:00 | 1 | 0 | 1 | 1 | 0 | 0 | 0 |
| 22:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23:00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Responses for Day | 7 | 2 | 3 | 5 | 1 | 2 | 5 |
| % of Responses for Day | 14.29% | 50.00% | 33.33% | 20.00% | 100.00% | 50.00% | 20.00% |
| % of Responses for Week | 28.00% | 8.00% | 12.00% | 20.00% | 4.00% | 8.00% | 20.00% |

| Hour | Total per Hour | Percent |
|-------|----------------|---------|
| 00:00 | 1 | 4.00% |
| 01:00 | 0 | 0.00% |
| 02:00 | 2 | 8.00% |
| 03:00 | 0 | 0.00% |
| 04:00 | 0 | 0.00% |
| 05:00 | 0 | 0.00% |
| 06:00 | 2 | 8.00% |
| 07:00 | 0 | 0.00% |
| 08:00 | 1 | 4.00% |
| 09:00 | 2 | 8.00% |
| 10:00 | 2 | 8.00% |
| 11:00 | 2 | 8.00% |
| 12:00 | 0 | 0.00% |
| 13:00 | 3 | 12.00% |
| 14:00 | 1 | 4.00% |
| 15:00 | 2 | 8.00% |
| 16:00 | 3 | 12.00% |
| 17:00 | 0 | 0.00% |
| 18:00 | 0 | 0.00% |
| 19:00 | 1 | 4.00% |
| 20:00 | 0 | 0.00% |
| 21:00 | 3 | 12.00% |
| 22:00 | 0 | 0.00% |
| 23:00 | 0 | 0.00% |
| Total | 25 | 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

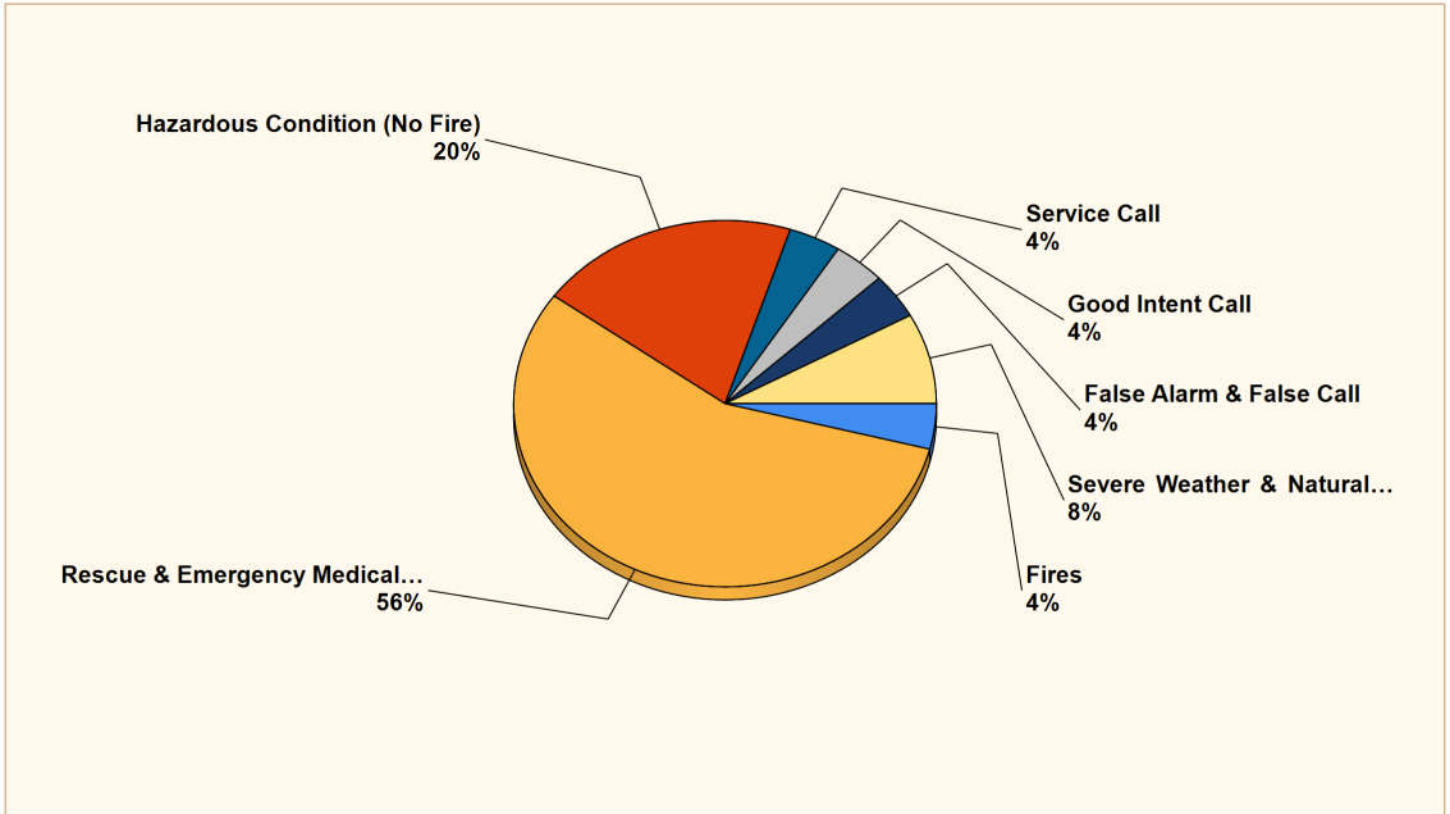
San Miguel, CA

This report was generated on 3/19/2024 9:49:12 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2024 | End Date: 02/29/2024



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 1 | 4% |
| Rescue & Emergency Medical Service | 14 | 56% |
| Hazardous Condition (No Fire) | 5 | 20% |
| Service Call | 1 | 4% |
| Good Intent Call | 1 | 4% |
| False Alarm & False Call | 1 | 4% |
| Severe Weather & Natural Disaster | 2 | 8% |
| TOTAL | 25 | 100% |

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



Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|-------------|-------------|
| 121 - Fire in mobile home used as fixed residence | 1 | 4% |
| 321 - EMS call, excluding vehicle accident with injury | 10 | 40% |
| 324 - Motor vehicle accident with no injuries. | 2 | 8% |
| 352 - Extrication of victim(s) from vehicle | 1 | 4% |
| 363 - Swift water rescue | 1 | 4% |
| 400 - Hazardous condition, other | 5 | 20% |
| 531 - Smoke or odor removal | 1 | 4% |
| 651 - Smoke scare, odor of smoke | 1 | 4% |
| 735 - Alarm system sounded due to malfunction | 1 | 4% |
| 812 - Flood assessment | 1 | 4% |
| 815 - Severe weather or natural disaster standby | 1 | 4% |
| TOTAL INCIDENTS: | 25 | 100% |

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



San Miguel Fire Department

San Miguel, CA

This report was generated on 3/19/2024 9:50:21 AM



Incident Count per Location Type per Zone per Address for Date Range

StartDate: 02/01/2024 | EndDate: 02/29/2024

| LOCATION TYPE | ZONE | ADDRESS / LOCATION | # INCIDENTS |
|---------------------------------|--------------------------------------|--|-------------|
| Home/Residence | | | |
| | CBMHP - Casa Blanca Mobile Home Park | | |
| | | 560 12th ST San Miguel, CA | 1 |
| | CSD - CSD Limits | | |
| | | 1122 K ST San Miguel, CA | 1 |
| | | 1145 K ST San Miguel, CA | 1 |
| | | 1499 K ST San Miguel, CA | 1 |
| | | 1617 Mission ST San Miguel, CA | 1 |
| | | 1675 Mission ST San Miguel, CA | 1 |
| | | 1955 L ST San Miguel, CA | 1 |
| | | 301 L ST San Miguel, CA | 1 |
| | MM - Mission Meadows | | |
| | | 775 Tielo ST San Miguel, CA | 1 |
| | | 780 Armand AVE San Miguel, CA | 1 |
| | WOMHP - White Oaks Mobile Home Park | | |
| | | 700 N River RD San Miguel, CA | 1 |
| Total for Location Type: | | | 11 |
| Lake, River, Ocean | | | |
| | AAW - Auto Aid West | | |
| | | San Marcos RD / West Water Crossing, Paso Robles (corporate name El Paso de Robles), CA (Intersection) | 1 |
| Total for Location Type: | | | 1 |
| Not Specified | | | |
| | BOB - Camp Roberts | | |
| | | 4019 Arizona BLVD 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 |
|--|-------------------------|--|-------------|
| Not Specified | | | |
| | MAW - Mutual Aid West | | |
| | | 5000 Nacimiento Lake DR Paso Robles (corporate name El Paso de Robles), CA | 1 |
| | | Total for Location Type: | 2 |
| Other Location | | | |
| | BOB - Camp Roberts | | |
| | | E Perimeter RD San Miguel, CA | 1 |
| | MAS - Mutual Aide South | | |
| | | 1150 1150 Mission Street ST San Miguel, CA | 1 |
| | | Total for Location Type: | 2 |
| Place of Recreation or Sport | | | |
| | CSD - CSD Limits | | |
| | | 254 13th ST San Miguel, CA | 1 |
| | | Total for Location Type: | 1 |
| Public Building (schools, gov. offices) | | | |
| | MAW - Mutual Aid West | | |
| | | Highway 1 San Luis Obispo, CA | 1 |
| | | Total for Location Type: | 1 |
| Street or Highway | | | |
| | AAE - Auto Aid East | | |
| | | 8555 Estrella RD San Miguel, CA | 1 |
| | AAS - Auto Aid South | | |
| | | N Highway 101 HWY San Miguel, CA (Adjacent to) | 1 |
| | | N Highway 101 HWY / North of Mission St On-Ramp, San Miguel, CA (Intersection) | 1 |
| | | 7575 Monterey RD San Miguel, CA | 1 |

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



| LOCATION TYPE | ZONE | ADDRESS / LOCATION | # INCIDENTS |
|---------------------------------|------------------|--|-------------|
| Street or Highway | | | |
| | CSD - CSD Limits | | |
| | | N Highway 101 HWY San Miguel, CA | 1 |
| | | N ST / River Road, San Miguel, CA (Intersection) | 1 |
| | | 1245 Mission ST / 12th Street, San Miguel, CA (Intersection) | 1 |
| Total for Location Type: | | | 7 |

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



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Doc Id: 1134

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

March 28, 2024

AGENDA ITEM: 9.1

SUBJECT: 1-25-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent



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 BOARD OF DIRECTORS & GROUNDWATER SUSTAINABILITY AGENCY MINUTES

**6:00 P.M. Opened Session
 SMCS D Boardroom 01-25-2024**

1. **Call to Order:**
 At: 6:01 P.M (Director Kalvans arrived at 6:04 P.M.)
2. **Roll Call:** *Rod Smiley, Raynette Gregory, Anthony Kalvans, Owen Davis, Berkley Baker*
3. **Approval of Regular Meeting Agenda:**

Motion By: Raynette Gregory

Second By: Berkley Baker

Motion: To Approve

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Owen Davis | X | | | |
| Anthony Kalvans | | | | X |

4. **Pledge of Allegiance:**
 Lead by Director Smiley
5. **Public Comment and Communications for items not on the agenda:**
 Greg Grewal, Creston resident spoke about letters written to the State of California back in 2019. Mr. Grewal gave a history and information regarding the Paso Robles Groundwater Basin.
6. **Special Presentations/Public Hearings/Other:**
 1. **San Miguel Community Services District 2022-2027 Strategic plan one year review (Review and provide direction to staff thru consensus)**
 Review and discuss the 2022-2027 Strategic Plan, provide direction to staff as appropriate

for any revisions or updates by the Board. Revisions or updates will be agendized for approval at a future meeting.

Item was presented by General Manager Kelly Dodds and Fire Chief Scott Young.

PowerPoint presentation for each section of the adopted Strategic Plan was presented.

Throughout the presentation the Board was asked if they had any questions. Mr. Dodds explained that any changes to the District Strategic Plan will be done by a majority vote.

Board Comment: Director Kalvans thanked staff for the presentation. Director Kalvans spoke about District Transparency and Board Training and how that helps the District. Director Kalvans voiced that he was excited about the Fire Department moving forward with redistricting plans and collaborating with the Sheriff Department.

Public Comment: Greg Grewal, Creston resident spoke about the upgrade to the Wastewater Facility, Court Order, and on-going Steinbeck litigation cost.

7. **Non- District Reports:**

1. **San Luis Obispo County Organizations**

Verbal/Report

Commander Manuele gave report on the call of service for December 2023, with San Miguel increasing calls for service in December by 28% from last year.

Board Comment: Director Davis expressed that he was concerned with Fireworks in San Miguel and explained that drones have worked in other areas. Director Davis wanted to know if that could be possible in San Miguel.

Commander Manuele voiced that drones do work well, but there is a need to implement a Civil Penalty. Commander Manuele explained the difference between a Civil Penalty and a Criminal Penalty, and how the County Board of Supervisors are looking at passing an ordinance that will address this issue. Discussion ensued.

Director Kalvans said that he has been receiving scam email and wants everyone to be aware.

Public Comment: None

2. **Community Service Organizations**

Verbal

Scott Young from the San Miguel Firefighter's Association (SMFA) updated the Board of Directors on the San Miguel Christmas Parade/Santa Visit and the SMFA was able to handout 260 toys. The Annual Sagebrush Day's Parade will be on April 20th starting at noon.

Rod Smiley from the North County Cypress Mountain Masonic Lodge explained that the lodge is working with the County and the Rios-Caledonia Adobe for the new Signage and has had word from the County Parks that they will be bringing heavy equipment to help with the clean up in March.

Anthony Kalvans from the San Miguel Lion's explained that they had a great turn out for the BBQ at the Christmas Parade and thanked everyone who participated. The Lion's should be able to return to the remodeled Community Center this next month.

Public Comment: None

3. **Camp Roberts—Army National Guard**

Verbal

Tamara Parent, Board Clerk update the Board of Directors that the Information Officer from Camp Robert's will be attending the February 22nd Board Meeting.

Board Comment: None

Public Comment: None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive report

General Manager Kelly Dodds presented an appreciation plaque to Board Clerk Tamara Parent for her 10 years of loyal dedication and unwavering commitment to the people and District of San Miguel.

Board Comment: Board of Directors thanked Board Clerk

Public Comment: None

2. District Counsel

Receive verbal report

District General Counsel Christina Pritchard had nothing to report.

Board Comment: None

Public Comment: None

3. District Utilities

Receive and file

Item presented by General Manager Kelly Dodds with report submitted as written.

Board Comment: Director Gregory asked for clarification on the "Septic to Sewer Conversion".

General Manager Kelly Dodds explained that the "Septic to Sewer Conversion" is a grant through the State of California to help low-income communities to convert septic systems, due to groundwater contamination. This would bring septic systems that are in San Miguel onto a sewer collection system. San Miguel has properties that are within the main part of San Miguel that are not connected to the sewer, and we also have the entire eastside of the river not connected to the sewer. General Manager Kelly Dodds explained that this grant would not encompass every single property that is not connected to the sewer, but it would encompass the properties that are within a reasonable reach of a sewer main. Discussion ensued about the connections and how the grant would pay for all the design, engineering, and installation/abandonment of the systems.

Director Gregory asked about the non-east side connections, and the main street lots.

General Manager Kelly Dodds explained that this grant is for only existing residences and cannot be used for vacant lots or commercial properties.

Director Baker asked about the status of the San Lawrence Terrace Well, and if it was back up and running. General Manager Kelly Dodds explained that there have been some supply issues and are waiting on one-hundred and sixty feet of pipe.

Director Kalvans asked about the "Septic to Sewer Conversion" and if mixed-use would be considered.

General Manager Kelly Dodds explained that it is for residences and was not aware of any mixed use properties in San Miguel that was not already connected to the sewer collection system.

Public Comment: None

4. Fire Chief Report

Receive and File

Fire Chief Scott Young had to leave the meeting due to a response call, General Manager Kelly Dodds asked for any questions and he could relay them to the Fire Chief when he

returns.

Board Comment: Director Davis asked about the location of vehicle 8601 and voiced that he has not seen it in San Miguel for months.

Director Kalvans asked about the Temporary Housing Unit (THU) and what the status was with the County Planning Department. Discussion ensued.

Director Kalvans voiced that this is one of the reasons he wants to discuss a Planning Commission.

Public Comment: None

9. Consent Calendar:

Board Comment: None

Public Comment: None

Motion By: Berkley Baker

Second By: Raynette Gregory

Motion: To Approve

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | X | | | |

1. 12-14-2023 Draft San Miguel CSD Board of Directors meeting minutes

Receive and file

2. Injury and Illness Prevention Policy routine revision to comply with current law and regulation - RESOLUTION 2024-05

Review and approve RESOLUTION 2024-05 adopting revisions to the District Injury and Illness Prevention Policy.

3. Receive and file Finalized Financial Reports for June 2023 - November 2023 - returned post Audit

Receive and file the enumeration of Financial Reports held for the adoption of the District Audit; June 2023 - November 2023.

4. Designate listed material and equipment as surplus by RESOLUTION 2024-04 and authorize the disposal of that material and equipment in accordance with the District Surplus Policy

Approve RESOLUTION 2024-04 designating listed property as surplus and authorize the General Manager to dispose of that property in accordance with the District's Surplus policy.

10. Board Action Items:

1. Monthly Financial Reports for December 2023 (Recommend receive and file by Board consensus)

Please review, receive and file the December 2023 SMCSO Financial Reports.

Financial Officer Michelle Hido voiced that financials are on pages 406-445 of the Board Packet, and report was submitted as written.

Board Comment: Director Baker asked about the large insurance payments. Financial Officer Michelle Hido explained that they are Worker's Compensation and Property Liability that are all paid at once.

Director Kalvans thanked Mrs. Hido for her work and reminded people that he asked the Auditor about any corruption going on and he voiced that in his investigation of the financials there is no corruption or misappropriation of funds.

Public Comment: None

2. Adopt Mid-Year Operation and Maintenance (O&M) Budget adjustments by RESOLUTION 2024-03 (Recommend approval by 3/5 vote)

Review and approve Mid-Year Budget adjustments for FY2023/24

Item was presented by Financial Officer Michelle Hido explaining that pages 446-455 of the Board Packet are requests for Budget adjustments by Department with a total accounting of proposed Budget adjustment attached.

Board Comment: None

Public Comment: None

Motion By: Berkley Baker

Second By: Raynette Gregory

Motion: To Approve

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | | X | | |

3. Annual Board assessment discussion (general discussion by Board members)

The Board should assess the functionality and performance of the Board.

Item presented by General Manager Kelly Dodds, explaining to the Board of Directors that this item is required under the Board Handbook. The Board shall annually assess themselves, the assessments were sent out by the District Counsel for Directors to fill out, this would be the appropriate time to discuss and reflect on your answers.

Board Comment: Director Davis voiced that he has filled out the assessment and that feels that it is a little unfair how certain Board Members treat other Board Members.

Director Gregory voiced that she had not had time to finish the self-assessment, but feels that the Board works pretty good together, has open discussions and hears each other's opinion. Director Gregory would like a smaller agenda so the Board can have more time for discussion.

Director Smiley voiced that he had finished the assessment and sent it to the District Counsel.

District General Counsel explained that the policy is very vague, and asked if there needs to be a better process. Discussion ensued on what the intent was with this Board self-assessment.

Director Smiley voiced that he likes the communication with the Board and would like for the Board of Directors to be properly prepared before the meeting by reading and

understanding the material before the Board Meetings.

Director Baker voiced that he would like more information in advance; like what will be on the next agenda. Director Baker would like to have items that would have more public comment to be placed at the beginning of the agenda. He feels that the Board is very cordial to one another even if there is a difference in opinions, and that it is appreciated.

Director Kalvans explained that he is the one who pushed this item, and understands that the process is a bit vague, but the intent was to have a check in with Directors to qualify for Board Stipends. Director Kalvans explained that in the past there have been times where Board Members have fought amongst themselves, and he is appreciative of the efforts that the other Directors put in.

Public Comment: Greg Grewal, Creston resident voiced that he comes to speak at public comment and would like more clarification on questions that he asks.

4. Discussion regarding water and sewer services crossing parcel lines.(Discuss and provide direction to Staff)

Discuss District responsibility and property owner responsibility

Item was presented by General Manager Kelly Dodds, explaining that information regarding a property on Mission Street and 11th Street where a water line crosses property lines, was received at public comment. From this public comment, Director Davis, with support from Director Baker, requested an item be placed on a future agenda to discuss the situation at this property and properties throughout the District with similar issues. General Manager Kelly Dodds explained that at this property, the water line crosses another property after it goes through the water meter which is located in the alley. The occupant of the property on Mission and 11th is asserting that the occupant of the property directly behind his (the property that the water line crosses) is stealing his water. At the December Board meeting the occupant of the property indicated that he witnessed the neighbor using his water and that he confirmed that it was going through his meter. The General Manager Kelly Dodds explained that he had previously discussed some options with the current occupants regarding this parcel prior to the Board meeting, which included; investigating where the water was being taken from to prevent additional theft, contacting the Sheriff Department to file a report, pursue civil action against the neighbor, and replacing the service with a water service to the water line in 11th street. Although it is a known issue throughout the District, there is no way to know for sure how many instances there are of water or sewer services crossing one or more parcels before they reach the end user parcel. The General Manager Kelly Dodds explained that every year the District is made aware of issues with services crossing parcel lines, most frequently its sewer lines. The current standards preclude water and sewer lines from crossing parcel lines (without recorded easements), this was not the case when most of the development of the community occurred. For the large majority of the community's history, the various entities that oversaw the installation and construction of the water and sewer lines allowed lines to be installed where they were the cheapest or easiest. Coupled with the limited options to connect to water and sewer mains back then, led to many laterals being installed across parcel lines. General Manager Kelly Dodds gave a brief history of District responsibilities for water and sewer services, and the District's current standards that apply to new construction. Discussion ensued on what the Board can do about water and sewer services crossing parcel lines.

Board Comment: Director Smiley asked if there was any immediate relief for this customer, around his property? General Manager Kelly Dodds explained that it all depends on where the neighbor is allegedly stealing water from; explaining that if it is from a hose bib then replacing the line would not really be changing anything. If the neighbor is

stealing water from in between where the old meter was and where the new meter is then replacing the service with a new service somewhere else would remove that piece. General Manager Kelly Dodds gave the Board a usage history on the property and explained that water being stolen from the service between the two meters is unlikely, not impossible but unlikely. If the service was to be moved, then it would be put in on 11th Street.

Director Kalvans asked if the District had any water locating devices. General Manager Kelly Dodds explained that the District does not have that kind of equipment. It was explained that in this particular case the homeowner has said that he has seen the neighbor using water and that his meter was actively spinning, which would mean that they are using it through something that can be turn on and off. Discussion ensued on tracing down a water line from that meter.

Director Kalvans voiced that policy changes can be made to phase out some of these wonky types of service lines and discussed issues with people tapping into another location. Director Kalvans voiced that if any money is going to be spent it needs to be a long-term solution. General Manager Kelly Dodds explained that the District's current water and sewer ordinances require new services be on the frontage of properties. Discussion ensued on creating a policy or ordinance that if you build anything you would be required to replace your water or sewer connection, and how that would be enforced.

Director Kalvans voiced that he has been working with Director Baker on the rates and would like to look at this process as well, if that would be okay with the rest of the Board.

Director Davis voiced that he met with Mr. Patterson and looked at the set up he has and explained that Mr. Patterson was being billed from the meter in the alley, but has a meter in front of his house. Director Davis asked why Mr. Patterson could not just use that meter. General Manager Kelly Dodds explained that the service was moved to the alley and the one in front of his house is not being read or billed. Discussion ensued on the meters, and General Manager Kelly Dodds explained that if the meters are reading the same, then that would further my theory that water is being taken from somewhere other than that line.

Director Davis voiced his opinion that he feels that it would be an easy fix, because you can trace that metal line.

General Manager Kelly Dodds explained that the District maintains the meter but from the meter to the house is the customers responsibility.

Director Davis explained that at some point the San Miguel CSD put in that original meter and if the CSD put in a different meter for their convenience then the District is responsible for fixing it for the customer.

Director Kalvans asked for clarification on the meter and what would happen if it was shut off.

General Manager Kelly Dodds explained that if the District shut off the meter that is in the alley, then Mr. Patterson would have no water, and if you shut off the old meter Mr. Patterson would have no water.

Director Kalvans discussed design standards.

Director Baker asked about moving the new radio meter to where the old meter is.

General Manager Kelly Dodds explained that he does not recall why they did not replace it at that old meter point, but that old meter is partially under a wall so it could have been that the meter was not accessible to be take out.

Director Baker asked for clarification about the wall the old water meter was under.

General Manager Kelly Dodds explained that there is a block wall at the edge of the property that is on the edge of the meter box, and generally you're able to dig up all around it and replace it as necessary. Discussion ensued about meters and old pipes within the District.

Director Davis voiced that saw that the meter was in there with brass fitting, and that the

old meter still works.

General Manager Kelly Dodds advised the Board that the District is not going to use the old meter. Either we are going to replace the old meter with a new meter and take the chances that we have to remove everything, or we are going to leave the meter where it is. Director Davis said he would like to put the new AMR meter where the original meter was located.

District General Counsel explained to the Board of Directors that they are starting to delve into what actual solutions there are to this problem and explained that there are a lot of legal implications to everything that you are discussing as far as dealing with infrastructure on private property. District Counsel recommends that the Board put together a list of solutions and have a legal evaluation before any solutions are decided on.

Director Gregory asked if there has been an evaluation of the bills and usage. Mr. Patterson explained that he has lived there for one summer and other place he has lived he averages 6 to 8 units of water. Mr. Patterson asked to talk and wanted to give clarification on things the General Manager has said to him. Director Gregory asked Mr. Patterson to wait for public comment.

Director Gregory voiced that she understands that this is an issue that has other implications for the District with the infrastructure being so old.

Director Smiley voiced that he agrees that if the District caused the problem then the District needs to find a way to fix the problem. Director Smiley would like to have the General Manager provide some solutions and costs for each. Then take the information to legal counsel for evaluation of any violations of the law.

Public Comment: Brandon Patterson San Miguel resident voiced that if that line that goes through the neighbor's property leaks or breaks that the property owner is liable for fixing all the damages. Mr. Patterson would like to have the service line moved to the street and voiced that the service line was put through his neighbor's yard was just lazy. Mr. Patterson spoke about the legal implications for water theft, and how he thinks the services should be run to solve the problem.

General Manager Kelly Dodds explained that the option that he had brought up initially was to bring a new service line off of 11th Street, this is what we would be require per our current ordinance and standards. Running a line from the alley meter over to 11th Street, down 11th Street and back over to his meter would be a violation of the County ordinance, explaining that service lines cannot run down the street, unless there is no other way to get there.

General Manager Kelly Dodds asked the Board of Directors if they would like to agendize this to a future meeting.

Director Gregory voiced that the District can't be in violation of the County ordinance, but what can the District do without going onto the other property? General Manager Kelly Dodds explained that realistically if the District was going to move the service, then it should be moved to a new service off of 11th Street. Discussion ensued about the cost.

Director Smiley would like to see this brought back to the Board with a solution to Mr. Patterson property with cost and legal analysis.

Director Gregory voiced that she would like to see the problem made right, because it was the District who moved the meter.

General Manager Kelly Dodds reminded the Board that the District was formed in 2000, and before that was County Waterworks 1, and before that it was multiple separate water groups. Discussion ensued on how this was an inherited problem from before the district was created and there being a need to create a solution.

Consensus of the Board is to table to the February meeting.

5. 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. (Resolution 2024-01)

Discussion and potential approval of water rate structure change and increase.

Item was presented by General Manager Kelly Dodds, explaining that this is a continuation of the water rates item started at the Public Hearing in September 2023 to continue discussion. The Board has agreed that they like the new structure. Discussion ensued about the future of the District and how the fixed charge might not be enough.

Board Comment: Director Baker explained that he was still not satisfied and would like to table this item for one more month. Director Baker voiced that after looking at all the needs of the District the base rate is too low. Director Baker voiced that the District has paid for large expenses, for legal that have nothing to do with serving customers with water. Discussion ensued on the requirements of Prop 218.

Director Kalvans explained that discussions have been productive and that Director Baker and himself have discussed current rates, capital projects, and would like to have customers understand that they have been working very hard on this item.

Director Gregory asked if major changes were needed, then there would need to be a new Prop 218 and what that cost would be.

General Manager Kelly Dodds explained that there would be a posting cost, and the other cost would be hourly for the consultant to formalize the rate and legal review.

Director Gregory asked if legal fees are being budgeted for as much as you have historically or has that been adjusted. General Manager Kelly Dodds explained that legal fees have been budgeted for less the last several years. The District still has pending litigation and that is in the budget.

Director Davis voiced his opinion that the District has owed legal counsel eight hundred and fifty thousand dollars from litigation. General Manager Kelly Dodds voiced that Director Davis is incorrect and that the District doesn't owe anybody anything except USDA. Discussion ensued with Director Davis clarifying that legal fees were given as a reason for the last rate increase.

Director Smiley voiced that he would like to continue this until the March meeting.

Director Kalvans thanked Director Baker and informed the public that he would like to wait until July for the rates to increase.

Public Comment: Ashley Sangster San Miguel resident spoke and thanked the Board for being thoughtful about this item and discussed the increase for water and sewer rates in 2018.

Motion By: Rod Smiley

Second By: Anthony Kalvans

Motion: To Continue March 28th

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |

| | | | | |
|------------|---|--|--|--|
| Owen Davis | X | | | |
|------------|---|--|--|--|

6. Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02 (Recommend review and approve by 3/5 vote)

Review and approve RESOLUTION 2024-02 adopting revisions to the District water and wastewater billing policy.

Motion By: Rod Smiley

Second By: Berkley Baker

Motion: To Table to March 28th

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | X | | | |

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

At 8:24 P.M.

11. GSA Board Action Items:

1. Paso Basin Cooperative Committee MOA amendment #2 (Recommend review and approve by 3/5 vote to approve the amendment at the scheduled PBCC meeting)

Approve MOA Amendment #2 and authorize approval at the next PBCC Board meeting. Item presented by San Miguel General Manager/Alternate on the Paso Robles Cooperative Committee (PBCC) Board Kelly Dodds, explaining that over the past year the County of San Luis Obispo has been acting as the contracting agent for the Paso Basin Cooperative Committee (PBCC). Prior to the County, the City of Paso Robles was the contracting agent. Based on prior feedback from this San Miguel Groundwater Sustainability Agency (SMGSA) Board the PBCC staff has changed the proposal to only allow for the City and County to act as contracting agencies for the PBCC.

Board Comment: Director Kalvans discussed San Luis Obispo County Supervisor Debbie Arnold and Estrella-El Pomar-Creston (EPC) Water District GSA.

Director Davis voiced that he feels that the Board could vote no on this item, and it would not change anything.

General Manager Kelly Dodds explained that right now San Luis Obispo County is acting as the contracting agency but is in violation of the Paso Robles Cooperative Committee Memorandum of Agreement (MOA), this item, if approved would allow the County to do what they are already doing. Discussion ensued.

Director Baker asked General Counsel, if the MOA can be violated what is the point of having an MOA and who is the legal authority over this.

General Manager Kelly Dodds voiced that the PBCC approved the County becoming the contracting agency because Paso City was unable to continue being the contracting agency. The cooperative committee violated its own MOA. Mr. Dodds explained that San Miguel being part of the PBCC is a financial benefit at this point. Discussion ensued.

District General Counsel voiced that the longer you allow the County to operate outside of the MOA for a service that is necessary because Paso City cannot continue to do it, the less meaning the MOA has and more of an argument for the other agencies to argue they need to do the same thing. District Counsel explained that this should be accepted now with specific parameters that only the County and City can only be the contracting agency with no delegation authority. Discussion ensued on acknowledgement of the breach of the MOA and moving forward.

Director Kalvans spoke about being allies with the City of Paso Robles.

Public Comment: Murray Powell, Templeton resident spoke about the MOA, and the votes for approving purchasing.

Greg Grewal, Creston resident spoke about the MOA violation, and EPC.

Board Comment: General Manager Kelly Dodds explained for clarification that as the MOA reads; it requires the City of Paso Robles to be the contracting agent and all of the city's purchasing policies, noticing policies, everything they do in purchasing applies to the PBCC. The County would still have to abide by all the purchasing requirements that the city has in place.

Director Baker asked what would happen if San Miguel wanted to be the contracting agency.

General Manager Kelly Dodds explained that if projects came up that were being authorized by the PBCC, as an example the monitoring project then San Miguel would have to put together a Request for Proposal (RFP) that would go back to the PBCC for authorization. San Miguel would have to post and notice the RFP and that would be on San Miguel and our staff. Director Baker asked if San Miguel would get financial reimbursement. General Manager Kelly Dodds explained that the District has not been billed for 3% of administrative costs at this time.

Director Kalvans explained that the the San Miguel GSA was the one that recommended it be the County and City only when this was originally opened to everyone. Director Kalvans voiced that he would like Staff and Counsel to have a discussion with the City of Paso Robles about future breaches with the MOA and make sure that we are on the same page.

Motion by Director Kalvans failed, Discussion ensued on what the SMGSA would like to see and how to move forward. General Manager Kelly Dodds discussed purchasing policies and state law. Discussion on clarification that the County has to follow the City's policies per section 6 of the MOA was discussed.

Director Baker voiced that he is concerned with the breach of the MOA and wants them to know that San Miguel is not happy with that process. Director Baker explained that if the PBCC wanted to change the MOA, it should have been done before the breach, and would like to have some kind of agreement that the MOA is going to be followed and if it is not other agencies will sue them and they have to pay for the legal cost of that litigation.

Discussion ensued on options to move forward.

Motion By: Anthony Kalvans

Second By: Rod Smiley

Motion: To Approve -Failed

| Board Members | Ayes | Noes | Abstain | Absent |
|-----------------|------|------|---------|--------|
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Berkley Baker | | X | | |

| | | | | |
|------------------|--|---|---|--|
| Owen Davis | | X | | |
| Raynette Gregory | | | X | |

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Table to next meeting

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | | X | | |

Reconvene to the San Miguel Community Services District Board of Directors:

At 9:09 P.M.

12. Board Comment:

Director Kalvans asked about a timeline to bring back his requested Planning Commission, Gibson recall, Street lighting standards and County Planning department issues.

Director Gregory asked for clarification on when Director Bakers seat would be up for election. Board Clerk, Tamara Parent explained that his seat was an appointment therefore the seat will be up for election in December 2024.

Director Kalvans asked if anyone was attending the California Special District Association (CSDA) Leadership Academy conference.

13. Adjourn to Closed Session/Closed Session Agenda:

Public Comment: None

At 9:12 P.M

1. CONFERENCE WITH LABOR NEGOTIATORS

Unrepresented employee: Board Clerk/Account Clerk Manager

Pursuant to Government Code Section 54954.6

Discussion

2.

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code, § 54957.6)

Agency designated representatives: District General Manager and General Counsel

Employee Organization: San Miguel Employees' Association

Discussion

14. Report out of Closed Session:

Nothing to report

15. **Adjournment to Next Regular Meeting:**
At 10:15 P.M.

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

March 28, 2024

AGENDA ITEM: 9.2

SUBJECT: 2-22-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:
None

PREPARED BY: Tamara Parent



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 BOARD OF DIRECTORS & GROUNDWATER SUSTAINABILITY AGENCY
MINUTES**

**6:00 P.M. Opened Session
SMCSD Boardroom 02-22-2024**

- 1. **Call to Order:**
At: 6:05 P.M.
- 2. **Roll Call:** *Rod Smiley, Raynette Gregory, Anthony Kalvans, Owen Davis, Berkley Baker*
- 3. **Approval of Regular Meeting Agenda:**

Motion By: Anthony Kalvans

Second By: Berkley Baker

Motion: To Approve regular meeting agenda for 2-22-2024

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | X | | | |

- 4. **Pledge of Allegiance:**
Lead by Director Kalvans
- 5. **Public Comment and Communications for items not on the agenda:**
Greg Grewal Creston resident spoke that the Paso Subbasin water year 2023 draft Annual Report was posted, and would like the San Miguel Board to review. link: [Public Draft Paso Robles Subbasin Water Year 2023 Annual Report](#)
- 6. **Special Presentations/Public Hearings/Other:**
None
- 7. **Non- District Reports:**

1. San Luis Obispo County Organizations

Verbal/Report

Deputy Strobridge with the San Luis Obispo County Sheriff Department north station spoke and gave statistics for January 2024, with San Miguel increasing calls for service by 9% from January 2023.

Board Comment: None

Public Comment: None

2. Community Service Organizations

Verbal

Scott Young from the San Miguel Firefighter's Association (SMFA) updated the Board that the SMFA was able to get some additional gym equipment for the firefighter's and are planning for the Sagebrush Day's Parade on April 20th.

Raynette Gregory from Locatelli Winery spoke about a fundraiser for earthquake repair at the San Miguel Mission on June 1st, 2024, event tickets will be sold on Eventbright. Pleasant Valley Wine Trail is having an event "Twilight Tastings" on May 17th to benefit the Paso Youth Arts event tickets are on Eventbright.

Board Comment: None

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal

None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive report

General Manager Kelly Dodds explained that there are two Board Seats available for California Special Districts Association (CSDA) Coastal Network Seat and Special District Risk Management Authority (SDRMA). Information on the election will be e-mailed out, but if any Director would like to discuss please contact the Board Clerk or General Manager.

Board Comment: None

Public Comment: None

2. District Counsel

Receive verbal report

Item presented by District General Counsel Tom Hallinan from White Brenner with nothing to report.

Board Comment: None

Public Comment: Greg Grewal spoke about the ongoing Steinbeck litigation.

3. District Utilities

Receive and file

Item present by General Manager Kelly Dodds with report submitted as written and updated the Board that the San Lawrence Terrace (SLT) has been repaired, the testing and disinfection will be next. Mr. Dodds explained that the Utilities Department has repaired a water line on 11th and K Street and repaired a manhole on Mission Street.

Board Comment: Director Davis explained that he read that a tank has been repaired, and

asked if it was the SLT tank. Discussion ensued, General Manager Kelly Dodds asked for clarification. Director Davis explained he was talking about was an inspection for one-thousand and that turned into inspection and repair for twenty-five thousand but expressed that he was not sure.

General Manager Kelly Dodds explained that there were two different inspections; one was for the .65 million gallon tank and that was for inspection, plans, and specifications for the re-coating of that tank, and the repair of the damaged sections. There was also an inspection for the 50,000 thousand gallon tank, and was only an inspection. General Manager Kelly Dodds asked Director Davis to contact him when he had more information on what he saw in the Board Packet and that they could then discuss.

Director Gregory discussed the Utility accounts that are in arrears and expressed that it was very low. General Manager Kelly Dodds explained that it is at the time of the report and it's always a moving target.

Public Comment: None

4. **Fire Chief Report**

Receive and File

Item was presented by Fire Chief Scott Young with report submitted as written.

Board Comment: Director Kalvans asked about a weather-related emergency incident call out and asked if that would qualify for cost recovery? Fire Chief Young explained that yes, it did.

Director Kalvans asked for an update on the Temporary Housing Unit (THU). Fire Chief Scott Young explained that he is working with a local architect, and on the fourth review with San Luis Obispo County Planning Department. Discussion ensued about the curb and gutter waiver.

Director Kalvans thanked Chief Young for his diligence with the San Luis Obispo County Planning Department and discussed the San Miguel community plan.

Director Davis discussed the lease for the property that the THU will be on. Director Davis explained that he would like to have the lease to be for a longer term, and in writing. Fire Chief Young explained that the lease is in writing and when dirt is moved, he will reengage with the property owner.

Public Comment: None

9. **Consent Calendar:**

None

10. **Board Action Items:**

1. **Monthly Financial Reports for January 2024 (Recommend receive and file by Board consensus)**

Please *Review, Receive and File* the January 2024 SMCS D Financial Reports.

Item was presented by Financial Officer Michelle Hido voiced that the January Financials where on pages 27-71. Mrs. Hido explained the chart on page 31, with the District being at 59% complete for this fiscal year. Discussion ensued about the Budget process that will start in April for the Fiscal Year 2024-25. Financial Officer Michelle Hido spoke about the District's reserves and the District's Reserve Policy.

Board Comment: Director Smiley voiced that there is a requirement that the District is supposed to keep in reserves? Financial Officer Michelle Hido explained that the District

has a policy for Capital Reserves and Operating Reserves.

Director Baker asked about a 1.2 million Wastewater Grant in the revenue chart, and Mrs. Hido explained that is the total of grants that are anticipated. General Manager Kelly Dodds explained that the Grant that is being discussed is related to the Wastewater Treatment Facility and is a grant that was awarded but is a reimbursable grant. Discussion ensued on that grant.

Director Gregory asked about the IT support, and the monthly cost. Discussion ensued about what the District is getting from the contracted IT company.

Director Kalvans asked for an estimate cost savings on the District's insurance because Director Baker participated in the Special District Leadership Academy Conference (SDLF) held in San Luis Obispo February 4th-7th. Financial Officer Michelle Hido explained that an estimate of around three-thousand dollars off the District's insurance cost. Director Davis voiced that he is worried that the County will give District problems because of the plan to put a public office building up at the Wastewater Treatment Facility. General Manager Kelly Dodds asked why Director Davis would be worried about the County and the proposed office building. Director Davis explained that his worry was because it is a wastewater facility. General Manager Kelly Dodds explained that the office building at the Wastewater Treatment Facility has already been discussed with San Luis Obispo County Planning, and that other agencies have office buildings at treatment facilities. Discussion ensued about the controlled facility.

Public Comment: Dan Hido, San Miguel resident spoke about the IT services.

Consensus of the Board of Directors is to receive and file January 2024 Financials

2. Establish the dates for applications and sales of "Safe and Sane" fireworks, for the 2024 calendar year by RESOLUTION 2024-07 (Review and approve by 3/5 vote)

Staff recommends that the Board of Directors adopt RESOLUTION 2024-07, establishing the dates for applications and sales duration of "Safe and Sane" fireworks can be sold during the 2024 calendar year.

Item presented by Fire Chief Scott Young recommending that the Board pass proposed resolution establishing dates for sales and use of Safe and Sane Fireworks. The dates proposed for the sale of fireworks are 12:00 pm Monday, July 1st through 11:59 pm Thursday, July 4th for the 2024 calendar year only. Application period to apply to sell is 8:30 AM Wednesday, May 1st through 4:30 PM Friday, May 31st for the 2024 calendar year only.

Board Comment: Director Davis voiced that he is opposed to Safe and Sane Fireworks in San Miguel and gave his opinion that the sale of Safe and Sane fireworks makes it okay to have illegal fireworks.

Director Kalvans voiced that in his opinion the sale of Safe and Sane fireworks helps deter illegal fireworks and thinks that there are options to explore for dealing with illegal fireworks.

Public Comment: None

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Approve Resolution 2024-07

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |

| | | | | |
|-----------------|---|---|--|--|
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | | X | | |

3. Review and approve firework permit fees for 2024 calendar year by RESOLUTION 2024-08 (Review and approve by 3/5 vote)

Review and approve RESOLUTION 2024-08 establishing "Safe and Sane" firework permit fees

Item presented by Fire Chief Scott Young recommending that the Board pass the proposed resolution approving firework permit fees for calendar year 2024. Fire Chief Young explained that the fee is for each permit that is approved. Fire Chief Scott Young explained that the Permit Fees are collected to assure adequate emergency response personnel are available throughout the sales duration. The fees collected offset the District's cost for Fire Department personnel. Fees are based on the current Firefighter Stand-By Pay rate.

Board Comment: Director Baker asked what the Permit Fee cost was last year. Fire Chief Young voiced that it was eighteen hundred and fifty dollars (\$1,850.00) and the increase was due to minimum wage going up, and that there are only three permits available. Discussion ensued about cost.

Director Gregory asked if it was a comparable cost to other cities' fees. Fire Chief Young explained that the cost is to cover the cost for emergency response personnel, and that Templeton and Five Cities are the only other places that he knows that sell Safe and Sane fireworks.

Director Smiley voiced that he is upset that there is nothing that can be done about illegal fireworks.

Public Comment: Greg Grewal Creston resident gave his opinion that Safe & Sane fireworks are to cover up illegal fireworks and spoke about California insurance companies.

Board Comment: Director Gregory voiced that Safe and Sane are the responsible option, but understands the points being made.

Chief Young voiced that over the years there has been no emergency issues with Safe and Sane fireworks.

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Approve Resolution 2024-08

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | | X | | |

4. Mission Street Landscape irrigation replacement budget adjustment by RESOLUTION 2024-06 (Review and approve by 3/5 vote)

Review and approve Resolution 2024-06 authorizing a budget adjustment for irrigation replacement along Mission Street from 11th Street to 14th Street.

Item was presented by General Manager Kelly Dodds explaining that he is asking to replace the irrigation in all three sections of Mission Street from 11th Street to 14th Street. The current schedule 120 pipe will be replaced, and water loss and tree collars were discussed.

Board Comment: Director Gregory asked about the concrete replacement, and where it will be replaced. Discussion ensued about concrete.

Director Baker asked about the water loss, and how much that is costing the Lighting Department.

Director Kalvans asked about the budget cost for leaks, and asked if he was correct that along 12th & 14th Street, no tree collars were put in. General Manager Kelly Dodds voiced that he was correct and discussed stamped concrete.

Director Davis discussed the removal of concrete and the cost, voicing that he does not think it needs replacing. Discussion on testing for leaks, trees and pavers ensued.

Director Gregory explained that she would like the hollyhocks be cut back for safety reasons.

Director Smiley voiced his frustration on the schedule 120 pipes in his housing development, and explained that the trees are buckling up the sidewalks. Director Smiley gave his opinion that you cannot dig under the concrete, and getting someone to work on it is very expensive.

Director Kalvans explained that he has spoken with the General Manager about contacting Upper Salinas-Las Tablas Resource Conservation District (US-LT RCD) about figuring out a plan that would be appropriate for our downtown corridor for soil and tree management. Discussion on contractors and developments ensued.

Public Comment: Greg Grewal Creston resident spoke about his experience with irrigation and ideas that might work better for the District's landscaping.

Dan Hido San Miguel resident spoke about the water loss and the small amount of time it would take to recoup the pipe replacement cost.

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Approve Resolution 2024-06

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Berkley Baker | | X | | |
| Owen Davis | | X | | |

5. Continue discussion regarding water and sewer services crossing parcel lines.(Discuss and provide direction to Staff)

Continue discussing District responsibility and property owner responsibility

Item was presented by General Manager Kelly Dodds asking for direction from the Board of Directors and explained the options and background.

Board Comment: Director Baker voiced that his opinion is that the meter should be on the property that it services and felt that having the meter in the alley was not the correct place for the District to have put the meter when it was updated.

General Manager Kelly Dodds explained that until two years ago there was no water main on 11th Street. Discussion on current standards ensued.

Director Gregory voiced her concern with a policy change, and the cost of those changes. General Manager Kelly Dodds explained that changing the policy could have unknown costs to the District, but could be evaluated case by case.

Director Gregory voiced that she was not in favor of a policy change due to the unknown cost to the District, and explained that the reason this is being addressed is because water was allegedly being stolen. Discussion on past district water history was discussed.

Director Kalvans voiced that if the District does propose a policy change it should be focused on only new water main sections that the District installs, then replace the service lines at that time. Director Kalvans voiced that he would like to look into what could be done when people sell their properties.

Director Davis explained that he personally went and looked at Mr. Patterson's situation, and still needs clarification on why the meter on the side of his house was not used. Director Davis asked what that meter was hooked up to and thought that it would be the best place for Mr. Patterson's water meter. Discussion ensued.

Director Smiley voiced that his opinion is to correct the problem for Mr. Patterson, and to work on a policy to deal with this kind of issue in the future.

Public Comment: Greg Grewal Creston resident spoke about the District liability on the water service line.

Brandon Patterson San Miguel resident voiced that he was the property owner. Mr. Patterson voiced that he wanted to make sure that the Board of Directors understood that if something happens to the service line that runs through his neighbors property, he was told that he would be liable for any damages. Mr. Patterson voiced that he did not want his service line to be on his neighbors property.

Motion By: Rod Smiley

Second By: Owen Davis

Motion: To Approve Direct staff to replace the water service line at 1097 Mission Street

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | X | | | |

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

At 7:49 P.M.

11. GSA Board Action Items:

1. Paso Basin Cooperative Committee (PBCC) draft budget (Discuss and provide direction to Staff)

INFORMATIONAL ONLY

Discuss the draft PBCC budget as discussed in the February 7th 2024 PBCC meeting.

Provide direction to staff as appropriate.

Item presented by General Manager Kelly Dodds explaining that this item is informational

only. During the February 7th, 2024, Paso Robles Cooperative Committee (PBCC) meeting the PBCC Board discussed a Draft budget for the PBCC. The Draft budget is presented for discussion.

Board Comment: Director Baker/PBCC Board member voiced that he was at the meeting and discussed the budget. Director Baker voiced that he thinks these expenses are just the beginning, and feels that the question is why the CSD should stay in this PBCC. Director Baker explained that he would like to have a cost benefit analysis, and asked what fund department was paying for all this.

General Manager Kelly Dodds explained that the funding comes from the Water fund. Discussion ensued about the PBCC budget and how it would look for the District moving forward outside the PBCC.

Director Baker explained that he doesn't know how this budget could benefit San Miguel. General Manager Kelly Dodds discussed the items on the PBCC budget and what the cost might become.

Director Gregory voiced her concern on where this all is going in the future and discussed how the voting was at the PBCC.

Discussion ensued about agendaizing a discussion on removing San Miguel from the PBCC, and the obligations of the GSA's.

Director Kalvans spoke on the history of the GSA's and felt that it might be best to stay in the PBCC.

Director Kalvans voiced that he would like to get more information on the 3% of this budget and clarification on how the voting power works.

Director Davis voiced that he is collecting information and that there is a lot to discuss.

Public Comment: Greg Grewal Creston resident spoke about the Estrella-El-Pomar Creston water district (EPC) and Shandon San-Juan water district and how the Sustainable Groundwater Management Act (SGMA) was supposed to benefit the Basin not individuals. *Consensus of the Board is to get more information on votes, and how the proposed budget would be a benefit to San Miguel.*

Reconvene to the San Miguel Community Services District Board of Directors:

At: 8:19 PM

12. Board Comment:

Director Davis expressed that he would like to discuss how the landscaping project will be performed, and spoke about cost.

Director Kalvans voiced that he would like to have the San Miguel Fire Department and the Sheriff Department work together to find long-term funding to be used to fight illegal fireworks and general safety. Supported by Director Smiley

Director Kalvans voiced that he still would like staff to start an Policy or Ordinance for the Water and Sewer connections that cross parcel lines. Supported by Director Smiley

Director Kalvans would like staff to work with Upper Salinas-Las Tables Resource Conservation District (US-LT RCD) for the landscaping master plan.

13. Adjourn to Closed Session/Closed Session Agenda:

Public Comment: None

8:26 P.M.

1. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code, § 54957.6)

Agency designated representatives: District General Manager and General Counsel

Unrepresented employee: Board Clerk/Account Clerk Manager
Discussion

2.

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code, § 54957.6)

Agency designated representatives: District General Manager and General Counsel

Employee Organization: San Miguel Employees' Association

Discussion

14. Report out of Closed Session:

No reportable action

15. Adjournment to Next Regular Meeting:

At: 9:21

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

March 28, 2024

AGENDA ITEM: 9.3

SUBJECT: 3-7-2024 Draft San Miguel CSD Board of Directors meeting minutes

SUGGESTED ACTION: Receive and file

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Tamara Parent



BOARD OF DIRECTORS

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

SPECIAL MEETING MINUTES

6:00 P.M. Opened Session

SMCSD Boardroom 03-07-2024

1. Call to Order:

(Director Kalvans arrived at 6:04 P.M.)

2. Roll Call: *Owen Davis, Rod Smiley, Raynette Gregory, Anthony Kalvans, Berkley Baker*

3. Approval of Special Meeting Agenda:

Motion By: Raynette Gregory

Second By: Berkley Baker

Motion: To Approve Special Meeting agenda

| Board Members | Ayes | Noes | Abstain | Absent |
|------------------|------|------|---------|--------|
| Berkley Baker | X | | | |
| Raynette Gregory | X | | | |
| Rod Smiley | X | | | |
| Anthony Kalvans | X | | | |
| Owen Davis | X | | | |

4. Pledge of Allegiance:

Lead by Director Smiley

5. Public Comment and Communications for items not on the agenda:

John Green San Miguel resident spoke about the Mission Street Landscaping and Irrigation.

6. Board Comment:

Director Davis voiced that he felt that the Special Meeting could have waited.

7. Adjourn to Closed Session/Closed Session Agenda::

At: 6:08 P.M.

Public Comment: John Green San Miguel resident voiced that there has been to much pending litigation.

1.

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): Two (2) potential matters

Discussion

2.

Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to Gov. Code, § 54956.9(d)(4): One (1) potential matter

Discussion

8. Report out of Closed Session::

No reportable action

9. Adjournment to Next Regular Meeting:

At: 7:31 P.M.

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

March 28, 2024

AGENDA ITEM: 9.4

SUBJECT: SAFER Grant Applicant Approval by RESOLUTION 2024-09 (Young)

SUGGESTED ACTION:

Review and approve Resolution 2024-09 appointing the District Fire Chief as the representative in all matters relating to the SAFER Grant process. (Recommend review and approve by 3/5 vote)

DISCUSSION:

The San Miguel Fire Department is responsible for providing emergency services throughout the San Miguel Community Services District, the County of San Luis Obispo, and the State of California and understands the need for adequate staffing to meet the level of service required to service this need.

In order to achieve this level of staffing the San Miguel Fire Department is in the process of applying for the 2024 SAFER Grant cycle.

FISCAL IMPACT:

San Miguel Fire has requested the assistance of Aroua William to assist with the grant writing process on an hourly basis.

PREPARED BY: Scott Young

RESOLUTION NO. 2024-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT
FIRE CHIEF TO APPLY FOR AND REPRESENT SAN MIGUEL COMMUNITY
SERVICES DISTRICT FIRE DEPARTMENT IN ALL MATTERS RELATING TO THE
STAFFING FOR ADEQUATE FIRE EMERGENCY RESPONSE (SAFER) GRANT**

WHEREAS, San Miguel Community Services District Fire Department ("Department") has undertaken the responsibility of providing fire protection and emergency services within the San Miguel Community Services District ("District"), County of San Luis Obispo ("County"), and State of California ("State"); and

WHEREAS, the Department recognizes the need for staffing in order to perform daily operations in addition to preventing and fighting wildland, rural, structure, vehicle, and other types of fires, in addition to providing emergency services within the District, County, and State; and

WHEREAS, Scott Young, as the Chief of the Department, is the most appropriate person to represent the Department in all matters relating to the Staffing for Adequate Fire Emergency Response ("SAFER") Grant Program application, implementation, and agreement.

NOW, THEREFORE, BE IT RESOLVED that the San Miguel Community Services Board of Directors ("Board") appoints Scott Young to represent the Department in all matters relating to the SAFER Grant Program application, implementation, and agreement.

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 28th day of March 2024.

Rod Smiley, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Tamara Parent, Board Clerk

Douglas L. White, District General
Counsel

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

March 28, 2024

AGENDA ITEM: 10.1

SUBJECT: Monthly Financial Reports for February 2024 (Recommend receive and file by Board consensus)

SUGGESTED ACTION:

Please Review, Receive and File the February 2024 SMCSD Financial Reports.

DISCUSSION:

FISCAL IMPACT:

None

PREPARED BY: Michelle Hido



San Miguel Community Services District FEBRUARY 2024 Financial Report

March 18th, 2024

BOARD ACTION: Review the enumeration of Financial Reports for February 2024

FEBRUARY 2024 Revenue: \$227,143.23

Sales Revenue 77.0%, Property Taxes 11.8%, Franchise Fees 1.9%, Other 9.3%

FEBRUARY 2024 Expenses: \$206,453.76

FIRE DEPT PROJECTS:

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

FEBRUARY costs: \$1,715.99 Amazon – Touch Screen

Project costs to date: \$9,660.33 (48% spent)

Status: In Process

Fire Temporary Housing Unit

FEBRUARY costs: \$1,200.00 Gabriel Architects – Permit Design Service Deposit

Resolution 2022-21, 22: Budget: \$274,378.95 Escrow amount used: \$135,968.58 (49.56% spent)

Costs not paid through Escrow to date: \$4,238.02

Status: In Process

Total THU Project costs to date: \$140,206.60

Fire Station Remodel- Budget: none

FEBRUARY costs: \$0

Project costs to date: \$3,545.34

Status: In Process

Resolution 2023-36: 23-24 Volunteer Fire Capacity Program Grant- Budget: \$34,246.76

FEBRUARY costs: \$106.05 RS Communications – Radio Tethers x6

Project costs to date: \$1,158.51 (3.4% spent)

Status: In Process

UTILITY DEPT PROJECTS:

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

FEBRUARY costs: SLO County, Avila, Quest – Permitting, Engineering \$14,167.06

Project costs to date: \$1,237,695.02

Status: In Process

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

FEBRUARY costs: – \$0

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

Status: In Process

**San Miguel Community Services District
FEBRUARY 2024 Financial Report**

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

FEBRUARY costs: \$0
 Project costs to date: \$21,118.75 (42% spent)
 Status: In Process

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

FEBRUARY costs: WSC – Engineering \$27,642.38
 Project costs to date : \$81,923.17 (38% spent)
 Project costs reimbursed by grant to date: \$29,880.34
 Status: In Process

WWTF Resolution 2023-43: Septic to Sewer- Budget: \$15,700.00

FEBRUARY costs: \$0
 Project costs to date: \$3,608.75 (23.0% spent)
 Status: In Process

WWTF Resolution 2022-59,2023-44,48,50: Sewer Lining & Manhole- Budget: \$396,500.00

FEBRUARY costs: SMCSD – Cost of Water \$105.05
 Project costs to date: \$18,305.94 (5% spent)
 Status: In Process

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

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

LEGAL SERVICES

2023/24 LEGAL EXPENSES TO DATE:

Legal bills: JANUARY 2024

| | |
|-------------------------------|--------------|
| BOARD MEETINGS: | \$ 12,827.50 |
| CSD BOARD REQUESTS: | \$ 2,143.00 |
| FIRE: | \$ 3,417.50 |
| GENERAL CSD/ADMIN: | \$ 11,283.73 |
| GENERAL HR AND HR CONTRACTS: | \$ 20,358.73 |
| HR INVESTIGATION/ARBITRATION: | \$ - |
| PUBLIC RECORDS REQUESTS: | \$ 36.50 |
| SEWER: | \$ 4,962.60 |
| SOLID WASTE: | \$ 1,838.00 |
| WATER: | \$ 7,033.70 |

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

- Swift Tectonics \$24,762.20 – Waterline replacement & paving 11th /K St, Manhole repair Mission St/ SLO
- Fence Factory \$6,051.98 – SLT Well fencing
- CIO \$3,208.60 – Monthly IT Support
- Avila & Assoc \$2,884.20 – Hydrology and hydraulic analysis of WWTF perc ponds
- FGL Environmental Analytical \$2,774.00 – Monthly Water/Wastewater testing & analysis

**San Miguel Community Services District
FEBRUARY 2024 Financial Report**

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

| | |
|--------------------------------------|-------------|
| CalPERS (Employer costs only) | \$11,313.36 |
| PG&E (Facilities & Lighting) | \$13,111.90 |
| US Bank SMCSD Credit Cards | \$7,206.17 |
| WEX Bank SMCSD District Vehicle Fuel | \$949.16 |

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

RECOMMENDATION:

Please Review and File these February 2024 SMCSD Financial Reports.

PREPARED BY:

Michelle Hido, Financial Officer

REVIEWED BY:

Kelly Dodds, General Manager

* ... Over spent expenditure

| Claim/ Line # | Check Invoice #/Inv Date | Vendor #/Name/ Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|-----------------------------|------------------------------------|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10088 | 20624S | 689 AMAZON CAPITOL SERVICES | 77.74 | | | | | | |
| 1 | 02/01/24 | MULTIMETER, HEADPHONE | 38.87 | | | 40 64000 | 490 | | 10200 |
| | | 1H6C-WCGH-CJG7 | | | | | | | |
| 2 | 02/01/24 | MULTIMETER, HEADPHONE | 38.87 | | | 50 65000 | 490 | | 10200 |
| | | 1H6C-WCGH-CJG7 | | | | | | | |
| 10089 | 20624S | 689 AMAZON CAPITOL SERVICES | 79.02 | | | | | | |
| 1 | 02/01/24 | NOTEBOOKS, LABEL MAKER | 39.51 | | | 40 64000 | 305 | | 10200 |
| | | 1PJ1-3VQL-CVNW | | | | | | | |
| 2 | 02/01/24 | NOTEBOOKS, LABEL MAKER | 39.51 | | | 50 65000 | 305 | | 10200 |
| | | 1PJ1-3VQL-CVNW | | | | | | | |
| 10090 | 20624S | 689 AMAZON CAPITOL SERVICES | 394.49 | | | | | | |
| 1 | 02/01/24 | INTERCOM | 394.49 | | | 40 64000 | 582 | | 10200 |
| | | 1H6C-WCGH-7TPG | | | | | | | |
| 10091 | 20624S | 689 AMAZON CAPITOL SERVICES | 29.77 | | | | | | |
| 1 | 02/01/24 | MECHANICAL HOUR METER | 29.77 | | | 40 64000 | 351 | | 10200 |
| | | 1LR9-97TV-9W9Y | | | | | | | |
| 10092 | 20624S | 689 AMAZON CAPITOL SERVICES | 46.94 | | | | | | |
| 1 | 02/01/24 | FILES RECYCLED, INK RIBBON | 20.79 | | | 20 62000 | 410 | | 10200 |
| | | 1KFH-6XXJ-49TX | | | | | | | |
| 2 | 02/01/24 | FILES RECYCLED, INK RIBBON | 2.07 | | | 30 63000 | 410 | | 10200 |
| | | 1KFH-6XXJ-49TX | | | | | | | |
| 3 | 02/01/24 | FILES RECYCLED, INK RIBBON | 22.18 | | | 40 64000 | 410 | | 10200 |
| | | 1KFH-6XXJ-49TX | | | | | | | |
| 4 | 02/01/24 | FILES RECYCLED, INK RIBBON | 22.18 | | | 50 65000 | 410 | | 10200 |
| | | 1KFH-6XXJ-49TX | | | | | | | |
| 5 | 02/01/24 | FILES RECYCLED, INK RIBBON | 2.08 | | | 60 66000 | 410 | | 10200 |
| | | 1KFH-6XXJ-49TX | | | | | | | |
| 9900 | 02/01/24 | RECEIPT PRINTER RIBBON | -6.70 | | | 20 62000 | 410 | | 10200 |
| | | CI 27 | | | | | | | |
| 9901 | 02/01/24 | RECEIPT PRINTER RIBBON | -0.67 | | | 30 63000 | 410 | | 10200 |
| | | CI 27 | | | | | | | |
| 9902 | 02/01/24 | RECEIPT PRINTER RIBBON | -7.16 | | | 40 64000 | 410 | | 10200 |
| | | CI 27 | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 9903 | 02/01/24 | RECEIPT PRINTER RIBBON | -7.16 | | | 50 65000 | 410 | | 10200 |
| CI | 27 | | | | | | | | |
| 9904 | 02/01/24 | RECEIPT PRINTER RIBBON | -0.67 | | | 60 66000 | 410 | | 10200 |
| CI | 27 | | | | | | | | |
| 10093 | 20624S | 689 AMAZON CAPITOL SERVICES | 27.84 | | | | | | |
| 1 | 02/01/24 | DOOR SIGNS | 27.84 | | | 40 64000 | 305 | | 10200 |
| | | 1QRX-TP33-6333 | | | | | | | |
| 10094 | 20624S | 689 AMAZON CAPITOL SERVICES | 46.03 | | | | | | |
| 1 | 02/01/24 | W2 FORMS, FOLDER DIVIDERS | 13.81 | | | 20 62000 | 410 | | 10200 |
| | | 1NHP-9PWH-4TD3 | | | | | | | |
| 2 | 02/01/24 | W2 FORMS, FOLDER DIVIDERS | 1.38 | | | 30 63000 | 410 | | 10200 |
| | | 1NHP-9PWH-4TD3 | | | | | | | |
| 3 | 02/01/24 | W2 FORMS, FOLDER DIVIDERS | 14.73 | | | 40 64000 | 410 | | 10200 |
| | | 1NHP-9PWH-4TD3 | | | | | | | |
| 4 | 02/01/24 | W2 FORMS, FOLDER DIVIDERS | 14.73 | | | 50 65000 | 410 | | 10200 |
| | | 1NHP-9PWH-4TD3 | | | | | | | |
| 5 | 02/01/24 | W2 FORMS, FOLDER DIVIDERS | 1.38 | | | 60 66000 | 410 | | 10200 |
| | | 1NHP-9PWH-4TD3 | | | | | | | |
| 10095 | 20624S | 689 AMAZON CAPITOL SERVICES | 101.09 | | | | | | |
| 3 | 02/01/24 | TRANSMITTER, BROCHURE HLDRS | 101.09 | | | 40 64000 | 582 | | 10200 |
| | | 1NHP-9PWH-4QNH | | | | | | | |
| | | Total for Vendor: | 802.92 | | | | | | |
| 10083 | 20625S | 743 API ATLAS PERFORMANCE | 2,200.00 | | | | | | |
| 1 | 02/07/24 | FEB CSD OFFICE TRAILER RENTAL | 110.00 | | | 30 63000 | 949 | | 10200 |
| | | RI145421 | | | | | | | |
| 2 | 02/07/24 | FEB CSD OFFICE TRAILER RENTAL | 990.00 | | | 40 64000 | 949 | | 10200 |
| | | RI145421 | | | | | | | |
| 3 | 02/07/24 | FEB CSD OFFICE TRAILER RENTAL | 990.00 | | | 50 65000 | 949 | | 10200 |
| | | RI145421 | | | | | | | |
| 4 | 02/07/24 | FEB CSD OFFICE TRAILER RENTAL | 110.00 | | | 60 66000 | 949 | | 10200 |
| | | RI145421 | | | | | | | |
| | | Total for Vendor: | 2,200.00 | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|--------|-------|-----------------|
| 10096 | -99025E | 714 AT&T MOBILITY | 95.93 | | | | | | |
| | | FIRE CELL PHONES | | | | | | | |
| 1 | 02/02/24 | JAN FIRE CELL PHONE - ROBERSO | 50.48 | | | 20 62000 | 465 | | 10200 |
| | | 02102024 | | | | | | | |
| 2 | 02/02/24 | JAN FIRE CELL PHONE - YOUNG | 45.45 | | | 20 62000 | 465 | | 10200 |
| | | 02102024 | | | | | | | |
| | | Total for Vendor: | 95.93 | | | | | | |
| 10071 | 20639S | 23 AVILA & ASSOC CONSULTING | 2,884.20 | | | | | | |
| | | HYDRO/HYDRA ANALYSIS OF WTF PERC PONDS | | | | | | | |
| | | SALINAS RIVER HYDROLOGY AND HYDRAULICS | | | | | | | |
| 1 | 02/07/24 | HYD ANALYSIS OF WWTF PERC POND | 2,884.20* | | | 40 64000 | 587 | 20001 | 10200 |
| | | 5665 | | | | | | | |
| | | Total for Vendor: | 2,884.20 | | | | | | |
| 10069 | 20627S | 622 BALDWIN ELECTRIC SERVICE | 250.00 | | | | | | |
| 1 | 02/05/24 | WET WELL PUMP #1 WWTP | 250.00 | | | 40 64000 | 582 | | 10200 |
| | | 641 | | | | | | | |
| | | Total for Vendor: | 250.00 | | | | | | |
| 10140 | 20640S | 548 BARTLE WELLS ASSOCIATES | 225.00 | | | | | | |
| | | 2022 Rate Study RES 2022-37 | | | | | | | |
| 2 | 02/07/24 | RATE STUDY 2022-37 NOV HR | 225.00* | | | 50 65000 | 432 | 22005 | 10200 |
| | | 656B-1012 | | | | | | | |
| | | Total for Vendor: | 225.00 | | | | | | |
| 10064 | -99030E | 67 CHARTER COMMUNICATIONS | 648.98 | | | | | | |
| | | Acct# 212691601 | | | | | | | |
| | | Spectrum Enterprise Internet | | | | | | | |
| | | Service 1/01/24 - 2/30/24 | | | | | | | |
| 1 | 02/01/24 | FEB INTERNET LIFT STATION | 119.98 | | | 40 64000 | 375 | | 10200 |
| | | 212691601020124 | | | | | | | |
| 2 | 02/01/24 | FEB WWTF FIBER | 10.58 | | | 30 63000 | 375 | | 10200 |
| | | 212691601020124 | | | | | | | |
| 3 | 02/01/24 | FEB WWTF FIBER | 253.92 | | | 40 64000 | 375 | | 10200 |
| | | 212691601020124 | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 4 | 02/01/24 | FEB WWTF FIBER | 253.92 | | | 50 65000 | 375 | | 10200 |
| | 212691601020124 | | | | | | | | |
| 5 | 02/01/24 | FEB WWTF FIBER | 10.58 | | | 60 66000 | 375 | | 10200 |
| | 212691601020124 | | | | | | | | |
| 10102 | -99020E | 67 CHARTER COMMUNICATIONS | 129.98 | | | | | | |
| | Acct# 8245 10 105 0027311 | Spectrum Business Internet/Voice | | | | | | | |
| | Service 2/11/24 - 3/10/24 | | | | | | | | |
| 1 | 02/07/24 | FEB Internet/Voice FIRE | 129.98 | | | 20 62000 | 375 | | 10200 |
| | 170616101020724 | | | | | | | | |
| | | Total for Vendor: | 778.96 | | | | | | |
| 10101 | -99021E | 712 CIO SOLUTIONS | 3,208.60 | | | | | | |
| 1 | 02/15/24 | FEB IT SUPPORT | 962.58 | | | 20 62000 | 321 | | 10200 |
| | 108686-124 | | | | | | | | |
| 2 | 02/15/24 | FEB IT SUPPORT | 96.26 | | | 30 63000 | 321 | | 10200 |
| | 108686-124 | | | | | | | | |
| 3 | 02/15/24 | FEB IT SUPPORT | 1,026.75 | | | 40 64000 | 321 | | 10200 |
| | 108686-124 | | | | | | | | |
| 4 | 02/15/24 | FEB IT SUPPORT | 1,026.75 | | | 50 65000 | 321 | | 10200 |
| | 108686-124 | | | | | | | | |
| 5 | 02/15/24 | FEB IT SUPPORT | 96.26 | | | 60 66000 | 321 | | 10200 |
| | 108686-124 | | | | | | | | |
| | | Total for Vendor: | 3,208.60 | | | | | | |
| 10068 | 20628S | 429 COUNTY OF SAN LUIS OBISPO - EH | 251.00 | | | | | | |
| 1 | 12/31/23 | REPORT WRITING | 251.00 | | | 50 65000 | 362 | | 10200 |
| | IN0149945 | | | | | | | | |
| | | Total for Vendor: | 251.00 | | | | | | |
| 10073 | 20629S | 252 COUNTY OF SLO PUBLIC WORKS | 81.81 | | | | | | |
| | COUNTY MAP CHECK & RIGHT OF WAY REVIEW | | | | | | | | |
| 1 | 01/31/24 | MAP CK & RIGHT OF WAY REVIEW | 81.81 | | | 50 65000 | 961 | | 10200 |
| | 2999 | | | | | | | | |
| | | Total for Vendor: | 81.81 | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice #/Inv Date | Vendor #/Name/ Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|--|---|---|--|---------|------|--|--------------------------|-------|---|
| 10107 1 2024-31702 | -99019E 02/21/24 | 50 COUNTY SAN LUIS OBISPO DEPT OF CUP PERMIT WWTF | 10,682.86 10,682.86* | | | 40 64000 | 587 | 20001 | 10200 |
| Total for Vendor: | | | 10,682.86 | | | | | | |
| 10085 1 270855 2 277591 | 20630S 01/31/24 01/31/24 | 654 CULLIGAN WATER JAN WATER DELIVERY JAN WATER DELIVERY | 34.12 17.06 17.06 | | | 40 64000 50 65000 | 305 305 | | 10200 10200 |
| Total for Vendor: | | | 34.12 | | | | | | |
| 10075 1 EI01622482 2 EI01622482 3 EI01622482 4 EI01622482 5 EI01622482 | -99028E 02/12/24 02/12/24 02/12/24 02/12/24 02/12/24 | 16 EIDE BAILLY LLP CPA SERVICES CONSULT/REVIEW CPA SERVICES CONSULT/REVIEW CPA SERVICES CONSULT/REVIEW CPA SERVICES CONSULT/REVIEW CPA SERVICES CONSULT/REVIEW | 2,295.50 688.65 68.86 734.56 734.56 68.87 | | | 20 62000 30 63000 40 64000 50 65000 60 66000 | 325 325 325 325 | | 10200 10200 10200 10200 10200 |
| Total for Vendor: | | | 2,295.50 | | | | | | |
| 10063 1 | -99031E 02/07/24 | 22 EXPERTPAY- SUPPORT PAYMENTS REGISTRATION FEES JAN FF PR | 2.50 2.50* | | | 20 62000 | 115 | | 10250 |
| Total for Vendor: | | | 2.50 | | | | | | |
| 10077 1 565093 | 20631S 02/14/24 | 346 FENCE FACTORY ATASCADERO SALES SLT WELL FENCING | 6,051.98 6,051.98 | | | 50 65000 | 353 | | 10200 |
| Total for Vendor: | | | 6,051.98 | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|----------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10112 | 20641S | 109 FERGUSON ENTERPRISES | 519.10 | | | | | | |
| 1 | 02/14/24 | BLND FLG, FLG BLT SET | 519.10 | | | 50 65000 | 353 | | 10200 |
| 4879277 | | | | | | | | | |
| | | Total for Vendor: | 519.10 | | | | | | |
| 10065 | 20632S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 91.00 | | | | | | |
| 1 | 02/09/24 | WWTF LIFT STATION WET CHEM | 91.00* | | | 40 64000 | 355 | | 10200 |
| 480209A | | | | | | | | | |
| 10066 | 20632S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 90.00 | | | | | | |
| 1 | 02/09/24 | WATER SUPPLY MONITOR | 90.00* | | | 40 64000 | 355 | | 10200 |
| 480207A | | | | | | | | | |
| 10067 | 20632S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 67.00 | | | | | | |
| 1 | 02/09/24 | TSS & SS MONITORING | 67.00* | | | 40 64000 | 355 | | 10200 |
| 480206A | | | | | | | | | |
| 10078 | 20632S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 108.00 | | | | | | |
| 1 | 02/06/24 | ARSENIC MONITORING METALS | 108.00 | | | 50 65000 | 358 | | 10200 |
| 480440A | | | | | | | | | |
| 10079 | 20632S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 91.00 | | | | | | |
| 1 | 02/02/24 | WWTF LIFT STATION WET CHEM | 91.00* | | | 40 64000 | 355 | | 10200 |
| 480117A | | | | | | | | | |
| 10080 | 20632S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 96.00 | | | | | | |
| 1 | 02/13/24 | WWTF LIFT STATION WET CHEM | 96.00* | | | 40 64000 | 355 | | 10200 |
| 480470A | | | | | | | | | |
| 10081 | 20632S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 69.00 | | | | | | |
| 1 | 02/13/24 | TSS & SS MONITORING | 69.00* | | | 40 64000 | 355 | | 10200 |
| 480469A | | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|-----------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10113 1 480472A | 20642S 02/21/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER INFLUENT WET CHEM | 191.00 191.00* | | | 40 64000 | 355 | | 10200 |
| 10114 1 480468A | 20642S 02/21/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL EFFLUENT MONITORING METALS | 249.00 249.00* | | | 40 64000 | 355 | | 10200 |
| 10115 1 480560A | 20642S 02/20/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM SOURCE MONITORING | 133.00 133.00 | | | 50 65000 | 359 | | 10200 |
| 10116 1 480208A | 20642S 02/19/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER INFLUENT WET CHEM | 191.00 191.00* | | | 40 64000 | 355 | | 10200 |
| 10117 1 480391A | 20642S 02/19/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL WWTF LIFT STATION WET CHEM | 96.00 96.00* | | | 40 64000 | 355 | | 10200 |
| 10118 1 480392A | 20642S 02/19/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER INFLUENT WET CHEM | 191.00 191.00* | | | 40 64000 | 355 | | 10200 |
| 10119 1 480393A | 20642S 02/19/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL TSS & SS MONITORING | 69.00 69.00* | | | 40 64000 | 355 | | 10200 |
| 10120 1 480558A | 20642S 02/19/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM, WET CHEM ROUTINE MONITORING | 370.00 370.00 | | | 50 65000 | 359 | | 10200 |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|---|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10121 1 480473A | 20642S 02/16/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL GROUNDWATER MONITORING | 203.00 203.00* | | | 40 64000 | 355 | | 10200 |
| 10122 1 480561A | 20642S 02/19/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL PFAS MONITORING - WELL4 | 22.00 22.00 | | | 50 65000 | 357 | | 10200 |
| 10123 1 480559A | 20642S 02/19/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL PFAS MONITORING - WELL3 | 22.00 22.00 | | | 50 65000 | 356 | | 10200 |
| 10124 1 480314A | 20642S 02/15/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL WWTF LIFT STATION WET CHEM | 96.00 96.00* | | | 40 64000 | 355 | | 10200 |
| 10125 1 480315A | 20642S 02/15/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL TSS & SS MONITORING | 69.00 69.00* | | | 40 64000 | 355 | | 10200 |
| 10126 1 480313A | 20642S 02/15/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER INFLUENT WET CHEM | 191.00 191.00* | | | 40 64000 | 355 | | 10200 |
| 10127 1 480598A | 20642S 02/22/24 | 112 FGL - ENVIRONMENTAL ANALYTICAL TSS & SS MONITORING | 69.00 69.00* | | | 40 64000 | 355 | | 10200 |
| Total for Vendor: | | | 2,774.00 | | | | | | |
| 10098 Acct #8054672818010412-5 Service from 1/22/24-2/21/24 | -99024E | 308 FRONTIER COMMUNICATIONS (412-5) | 65.50 | | | | | | |
| FS/CSD ALARM 1 | 01/22/24 | FEB FIRE STATION ALARM | 65.50 | | | 20 62000 | 375 | | 10200 |
| Total for Vendor: | | | 65.50 | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice #/Inv Date | Vendor #/Name/ Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|-----------------------------|--|-------------------------|---------|------|---------------|--------|-------|-----------------|
| 10129 | -99012E | 56 GABRIEL ARCHITECTS | 1,200.00 | | | | | | |
| 1 | 02/20/24 | DESIGN SERVICES DEPOSIT THU | 1,200.00* | | | 20 62000 | 512 | 21006 | 10461 |
| | | Total for Vendor: | 1,200.00 | | | | | | |
| 10110 | -99018E | 720 HERC RENTALS INC | 1,427.76 | | | | | | |
| 1 | 02/16/24 | SEWERLINE REPAIR | 1,427.76 | | | 40 64000 | 353 | | 10200 |
| | | 34377859-001 | | | | | | | |
| 10111 | -99017E | 720 HERC RENTALS INC | 543.61 | | | | | | |
| 1 | 02/14/24 | STEEL PLATES | 543.61 | | | 50 65000 | 353 | | 10200 |
| | | 34357949-001 | | | | | | | |
| | | Total for Vendor: | 1,971.37 | | | | | | |
| 10145 | 20643S | 430 MASTER METER, INC. | 1,925.00 | | | | | | |
| | | Customer #0212020 April 1, 2024- March 31, 2025 | | | | | | | |
| 1 | 02/16/24 | MLINK SOFTWARE SUPPORT 2024 | 1,925.00* | | | 50 65000 | 385 | | 10200 |
| | | 269097 | | | | | | | |
| | | Total for Vendor: | 1,925.00 | | | | | | |
| 10084 | 20633S | 182 NAPA AUTO PARTS | 137.52 | | | | | | |
| 1 | 02/01/24 | BATTERY | 137.52 | | | 40 64000 | 349 | | 10200 |
| | | 227697 | | | | | | | |
| | | Total for Vendor: | 137.52 | | | | | | |
| 10103 | 20644S | 201 PASO ROBLES FORD | 849.63 | | | | | | |
| | | Equipment #8651 | | | | | | | |
| 1 | 02/08/24 | P8651 CHECK ENGINE LIGHT | 849.63 | | | 20 62000 | 354 | | 10200 |
| | | Total for Vendor: | 849.63 | | | | | | |
| 10100 | -99022E | 208 PG&E #6480-8 | 1,282.95 | | | | | | |
| | | Acct #8565976480-8 | | | | | | | |
| 1 | 02/15/24 | 12th & K 8565976725 | 11.13 | | | 30 63000 | 381 | | 10200 |
| 2 | 02/15/24 | 11TH STREET - 8562053214 | 52.94 | | | 30 63000 | 381 | | 10200 |
| 3 | 02/15/24 | RIO MESA CIR - 8564394360 | 26.17 | | | 30 63000 | 381 | | 10200 |
| 5 | 02/15/24 | MISSION/14TH - 8569413449 | 32.14 | | | 30 63000 | 381 | | 10200 |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|---------------------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 6 | 02/15/24 | VERDE/RIO MESA - 8560673934 | 65.42 | | | 30 63000 | 381 | | 10200 |
| 7 | 02/15/24 | Mission Heights - 8565976482 | 191.75 | | | 30 63000 | 381 | | 10200 |
| 8 | 02/15/24 | MISSION S. 14TH - 8561483265 | 16.08 | | | 30 63000 | 381 | | 10200 |
| 9 | 02/15/24 | Tract 2605 - 8565976109 | 41.09 | | | 30 63000 | 381 | | 10200 |
| 10 | 02/15/24 | 9898 River Rd. - 8565976002 | 400.47 | | | 30 63000 | 381 | | 10200 |
| 11 | 02/15/24 | 9898 River Rd. - 8565976004 | 50.11 | | | 30 63000 | 381 | | 10200 |
| 12 | 02/15/24 | 9898 River Rd. - 8565976008 | 232.22 | | | 30 63000 | 381 | | 10200 |
| 13 | 02/15/24 | 9898 River Rd. - 8565976014 | 80.22 | | | 30 63000 | 381 | | 10200 |
| 14 | 02/15/24 | 9898 River Rd. - 8565976481 | 60.29 | | | 30 63000 | 381 | | 10200 |
| 15 | 02/15/24 | 9898 River Rd. - 8565976483 | 22.92 | | | 30 63000 | 381 | | 10200 |
| Total for Vendor: | | | 1,282.95 | | | | | | |
| 10099 -99023E 209 PG&E #6851-8 | | | 11,828.24 | | | | | | |
| Acct #3675186851-8 | | | | | | | | | |
| 1 | 02/20/24 | Old Fire Station/1297 L St | 24.83 | | | 20 62000 | 381 | | 10200 |
| 2 | 02/20/24 | Fire Station/1150 Mission | 9.53 | | | 20 62000 | 381 | | 10200 |
| 3 | 02/20/24 | Water Works #1/Well 3 | 1,370.10 | | | 50 65000 | 381 | | 10200 |
| 4 | 02/20/24 | Bonita Pl & 16th/Well 4 | 2,631.19 | | | 50 65000 | 381 | | 10200 |
| 5 | 02/20/24 | N St/WWTF | 7,289.93 | | | 40 64000 | 381 | | 10200 |
| 6 | 02/20/24 | 2HP Booster Station | 9.53 | | | 50 65000 | 381 | | 10200 |
| 7 | 02/20/24 | Mission Heights Booster | 10.13 | | | 50 65000 | 381 | | 10200 |
| 8 | 02/20/24 | 14th St. & K St. | 79.62 | | | 50 65000 | 381 | | 10200 |
| 9 | 02/20/24 | 942 Soka Way lift station | 103.78 | | | 40 64000 | 379 | | 10200 |
| 10 | 02/20/24 | Missn&12th Landscape-St light | 200.93 | | | 30 63000 | 381 | | 10200 |
| 11 | 02/20/24 | SLT Well | 98.67 | | | 50 65000 | 381 | | 10200 |
| Total for Vendor: | | | 11,828.24 | | | | | | |
| 10087 -99026E 210 PG&E PROJECTS | | | 3,500.00 | | | | | | |
| PRJ P000249742 | | | | | | | | | |
| NOTIFICATION# 128103768 | | | | | | | | | |
| 1 | 02/01/24 | 942 SOKA LIFT ST. ENGINEERING | 3,500.00 | | | 40 64000 | 349 | | 10200 |
| PRJ P000249742 | | | | | | | | | |
| Total for Vendor: | | | 3,500.00 | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------------------|--------------------|---|-------------------------|---------|------|---------------|--------|-------|-----------------|
| 10086 1 1680 | 20634S 01/31/24 | 25 QUEST PLANNING, INC WWTF PERMIT ASSISTANCE | 600.00 600.00* | | | 40 64000 | 587 | 20001 | 10200 |
| Total for Vendor: | | | 600.00 | | | | | | |
| 10082 1 SM12224 | 20635S 01/26/24 | 600 RS COMMUNICATIONS CONSULTANTS RADIO CASE TETHER X6 | 106.05 106.05 | | | 20 62000 | 456 | | 10200 |
| Total for Vendor: | | | 106.05 | | | | | | |
| 10131 01004-00 1 | 20645S 02/15/24 | 481 SAN MIGUEL COMMUNITY SERVICES 1150 MISSION ST SMFD 1004-00 | 147.51 147.51 | | | 20 62000 | 384 | | 10200 |
| 10132 01004-00 1 | 20645S 02/15/24 | 481 SAN MIGUEL COMMUNITY SERVICES 1150 MISSION ST SMFD 1004B-00 | 2.00 2.00 | | | 20 62000 | 384 | | 10200 |
| 10133 Acct#27475-00 1 | 20645S 02/15/24 | 481 SAN MIGUEL COMMUNITY SERVICES 1765 BONITA 27475-00 | 138.64 138.64 | | | 40 64000 | 384 | | 10200 |
| 10134 1 | 20645S 02/15/24 | 481 SAN MIGUEL COMMUNITY SERVICES 942 SOKA WAY 20840-00 | 54.09 54.09 | | | 40 64000 | 384 | | 10200 |
| 10135 20547-00 1 | 20645S 02/15/24 | 481 SAN MIGUEL COMMUNITY SERVICES 1203 MISSION IRIG MTR 20547-0 | 188.94 188.94 | | | 30 63000 | 384 | | 10200 |
| 10136 ACCT# 27476-00 1 | 20645S 02/15/24 | 481 SAN MIGUEL COMMUNITY SERVICES 1199 MISSION IRRIG MTR 27476-0 | 89.34 89.34 | | | 30 63000 | 384 | | 10200 |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|-----------------------|--------------------|---|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10137 27486-00 | 20645S 481 | SAN MIGUEL COMMUNITY SERVICES | 105.05 | | | | | | |
| 1 | 02/15/24 | APS- SEWER LINING/MH REHAB | 105.05 | | | 40 64000 | 963 | | 10200 |
| | | Total for Vendor: | 725.57 | | | | | | |
| 10070 ACCT# 318691 | 20636S 238 | SAN MIGUEL GARBAGE | 128.00 | | | | | | |
| 1 | 02/01/24 | JAN 2024 | 64.00 | | | 40 64000 | 383 | | 10200 |
| 020124 | | | | | | | | | |
| 2 | 02/01/24 | JAN 2024 | 64.00 | | | 50 65000 | 383 | | 10200 |
| 020124 | | | | | | | | | |
| | | Total for Vendor: | 128.00 | | | | | | |
| 10104 | 20646S 731 | SAN MIGUEL SENIORS CENTER | 1,200.00 | | | | | | |
| | | DEPOSIT FOR SMSC BOARD MEETING - REFUNDABLE | | | | | | | |
| 1 | 02/21/24 | SMSC BM REFUNDABLE DEPOSIT | 360.00 | | | 20 62000 | 341 | | 10200 |
| | | DEPOSIT- REFUNDABLE | | | | | | | |
| 2 | 02/21/24 | SMSC BM REFUNDABLE DEPOSIT | 36.00 | | | 30 63000 | 341 | | 10200 |
| | | DEPOSIT- REFUNDABLE | | | | | | | |
| 3 | 02/21/24 | SMSC BM REFUNDABLE DEPOSIT | 384.00 | | | 40 64000 | 341 | | 10200 |
| | | DEPOSIT- REFUNDABLE | | | | | | | |
| 4 | 02/21/24 | SMSC BM REFUNDABLE DEPOSIT | 384.00* | | | 50 65000 | 341 | | 10200 |
| | | DEPOSIT- REFUNDABLE | | | | | | | |
| 5 | 02/21/24 | SMSC BM REFUNDABLE DEPOSIT | 36.00 | | | 60 66000 | 341 | | 10200 |
| | | DEPOSIT- REFUNDABLE | | | | | | | |
| 10105 JAN 24 | 20646S 731 | SAN MIGUEL SENIORS CENTER | 225.00 | | | | | | |
| | | BOARD MEETING @ SMSC | | | | | | | |
| 1 | 02/21/24 | JAN 24 BOARD MEETING 4.5 HRS | 67.50 | | | 20 62000 | 341 | | 10200 |
| 2 | 02/21/24 | JAN 24 BOARD MEETING 4.5 HRS | 6.75 | | | 30 63000 | 341 | | 10200 |
| 3 | 02/21/24 | JAN 24 BOARD MEETING 4.5 HRS | 72.00 | | | 40 64000 | 341 | | 10200 |
| 4 | 02/21/24 | JAN 24 BOARD MEETING 4.5 HRS | 72.00* | | | 50 65000 | 341 | | 10200 |
| 5 | 02/21/24 | JAN 24 BOARD MEETING 4.5 HRS | 6.75 | | | 60 66000 | 341 | | 10200 |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10106 | 20646S | 731 SAN MIGUEL SENIORS CENTER | 200.00 | | | | | | |
| FEB 24 | | BOARD MEETING @ SMSC | | | | | | | |
| 1 | 02/21/24 | FEB 24 BOARD MEETING 4 HRS | 60.00 | | | 20 62000 | 341 | | 10200 |
| 2 | 02/21/24 | FEB 24 BOARD MEETING 4 HRS | 6.00 | | | 30 63000 | 341 | | 10200 |
| 3 | 02/21/24 | FEB 24 BOARD MEETING 4 HRS | 64.00 | | | 40 64000 | 341 | | 10200 |
| 4 | 02/21/24 | FEB 24 BOARD MEETING 4 HRS | 64.00* | | | 50 65000 | 341 | | 10200 |
| 5 | 02/21/24 | FEB 24 BOARD MEETING 4 HRS | 6.00 | | | 60 66000 | 341 | | 10200 |
| | | Total for Vendor: | 1,625.00 | | | | | | |
| 10074 | -99029E | 657 SOCALGAS | 49.41 | | | | | | |
| 1 | 02/01/24 | JAN LIFT STATION 942 SOKA WAY | 17.06 | | | 40 64000 | 396 | | 10200 |
| 2 | 02/01/24 | JAN SLT WELL 8687 MARTNZ | 17.06 | | | 50 65000 | 396 | | 10200 |
| 3 | 02/01/24 | JAN WELL 3 NAT.GAS610 12TH | 15.29 | | | 50 65000 | 396 | | 10200 |
| | | Total for Vendor: | 49.41 | | | | | | |
| 10109 | 20647S | 378 SWIFT TECTONICS, INC. | 7,868.00 | | | | | | |
| | | MANHOLE REPAIR PAVING | | | | | | | |
| 1 | 02/20/24 | MANHOLE REPAIR PAVING | 7,868.00 | | | 40 64000 | 353 | | 10200 |
| 6707 | | | | | | | | | |
| 10139 | 20647S | 378 SWIFT TECTONICS, INC. | 16,894.00 | | | | | | |
| | | WATERLINE REPAIR, 11TH/K PAVING, SEWER CLEAN OUT | | | | | | | |
| 1 | 02/20/24 | WTR LINE,REPAVING 11/K,SWR CLN | 4,172.00 | | | 50 65000 | 535 | | 10200 |
| 6703 | | | | | | | | | |
| 2 | 02/20/24 | WTR LINE,REPAVING 11/K,SWR CLN | 4,172.00 | | | 50 65000 | 520 | | 10200 |
| 6703 | | | | | | | | | |
| 3 | 02/20/24 | WTR LINE,REPAVING 11/K,SWR CLN | 3,900.00 | | | 50 65000 | 535 | | 10200 |
| 6703 | | | | | | | | | |
| 4 | 02/20/24 | WTR LINE,REPAVING 11/K,SWR CLN | 3,900.00 | | | 50 65000 | 520 | | 10200 |
| 6703 | | | | | | | | | |
| 5 | 02/20/24 | WTR LINE,REPAVING 11/K,SWR CLN | 375.00 | | | 40 64000 | 353 | | 10200 |
| 6703 | | | | | | | | | |
| 6 | 02/20/24 | WTR LINE,REPAVING 11/K,SWR CLN | 375.00 | | | 50 65000 | 353 | | 10200 |
| 6703 | | | | | | | | | |
| | | Total for Vendor: | 24,762.00 | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10142 | -99015E | 301 US BANK | 1,537.82 | | | | | | |
| | | KD STATEMENT DATE 2/22/2024 | | | | | | | |
| 1 | 02/05/24 | LOWES- SUMP PUMP | 162.02 | | | 50 65000 | 351 | | 10200 |
| | | KD FEB 24 | | | | | | | |
| 2 | 01/25/24 | TRACTOR SUPPLY- GLYPHOSATE | 108.74 | | | 40 64000 | 305 | | 10200 |
| | | KD FEB 24 | | | | | | | |
| 3 | 01/25/24 | TRACTOR SUPPLY- GLYPHOSATE | 108.74 | | | 50 65000 | 305 | | 10200 |
| | | KD FEB 24 | | | | | | | |
| 4 | 02/14/24 | DJI DRONES | 579.16 | | | 40 64000 | 490 | | 10200 |
| | | KD FEB 24 | | | | | | | |
| 5 | 02/14/24 | DJI DRONES | 579.16 | | | 50 65000 | 490 | | 10200 |
| | | KD FEB 24 | | | | | | | |
| 10143 | -99014E | 301 US BANK | 1,164.03 | | | | | | |
| | | TP STATEMENT DATE 2/22/2024 | | | | | | | |
| 1 | 02/01/24 | RINGCENTRAL FEB PHONE | 99.18 | | | 20 62000 | 310 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 2 | 02/01/24 | RINGCENTRAL FEB PHONE | 9.91 | | | 30 63000 | 310 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 3 | 02/01/24 | RINGCENTRAL FEB PHONE | 105.78 | | | 40 64000 | 310 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 4 | 02/01/24 | RINGCENTRAL FEB PHONE | 105.78 | | | 50 65000 | 310 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 5 | 02/01/24 | RINGCENTRAL FEB PHONE | 9.91 | | | 60 66000 | 310 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 6 | 01/24/24 | EFILE 2024 1099 FILING | 17.57 | | | 20 62000 | 325 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 7 | 01/24/24 | EFILE 2024 1099 FILING | 1.75 | | | 30 63000 | 325 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 8 | 01/24/24 | EFILE 2024 1099 FILING | 18.71 | | | 40 64000 | 325 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 9 | 01/24/24 | EFILE 2024 1099 FILING | 18.71 | | | 50 65000 | 325 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 10 | 01/24/24 | EFILE 2024 1099 FILING | 1.75 | | | 60 66000 | 325 | | 10200 |
| | | TP FEB 24 | | | | | | | |
| 11 | 01/26/24 | CSDA ACADEMY BB | 232.50 | | | 20 62000 | 386 | | 10200 |
| | | TP FEB 24 | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 12 TP FEB 24 | 01/26/24 | CSDA ACADEMY BB | 23.23 | | | 30 63000 | 386 | | 10200 |
| 13 TP FEB 24 | 01/26/24 | CSDA ACADEMY BB | 248.00 | | | 40 64000 | 386 | | 10200 |
| 14 TP FEB 24 | 01/26/24 | CSDA ACADEMY BB | 248.00 | | | 50 65000 | 386 | | 10200 |
| 15 TP FEB 24 | 01/26/24 | CSDA ACADEMY BB | 23.25 | | | 60 66000 | 386 | | 10200 |
| 10144 | -99013E | 301 US BANK | 4,504.32 | | | | | | |
| | | SY STATEMENT DATE 2/22/24 | | | | | | | |
| 1 SY FEB 24 | 01/29/24 | PASO ROBLES FORD- P8651 | 1,011.36 | | | 20 62000 | 354 | | 10200 |
| 2 SY FEB 24 | 02/01/24 | AMZ- BATTERIES, GLOVES | 100.49 | | | 20 62000 | 450 | | 10200 |
| 3 SY FEB 24 | 02/02/24 | CURTIS- HYDRANT TOOL BAG | 62.98 | | | 20 62000 | 348 | | 10200 |
| 4 SY FEB 24 | 02/05/24 | TRCTR SUP- POLYSUITS, GLOVES | 167.14* | | | 20 62000 | 307 | | 10200 |
| 5 SY FEB 24 | 02/05/24 | OSH- RAINSUIT, RAINX | 89.78 | | | 20 62000 | 305 | | 10200 |
| 6 SY FEB 24 | 02/06/24 | GILLIGANS SANDWICH SHOP | 54.58* | | | 20 62000 | 307 | | 10200 |
| 7 SY FEB 24 | 02/06/24 | JOSES COUNTRY KITCHEN | 69.96* | | | 20 62000 | 307 | | 10200 |
| 8 SY FEB 24 | 02/07/24 | HPFY- OBSTETRICAL KIT | 60.49 | | | 20 62000 | 450 | | 10200 |
| 9 SY FEB 24 | 02/07/24 | AMZ- GLUCOSE TEST STRIPS | 80.09 | | | 20 62000 | 450 | | 10200 |
| 10 SY FEB 24 | 02/09/24 | WPSG- STRUCTURE GLOVES | 381.67 | | | 20 62000 | 348 | | 10200 |
| 11 SY FEB 24 | 02/13/24 | APPLE ICLOUD | 2.99 | | | 20 62000 | 465 | | 10200 |
| 12 SY FEB 24 | 02/16/24 | GOKEYLESS- KEYPAD ELEC DOORLOK | 652.95 | | | 20 62000 | 352 | | 10200 |
| 13 SY FEB 24 | 02/16/24 | AMZ- VGA CABLE, HDMI | 53.85* | | | 20 62000 | 470 | | 10200 |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 14 | 02/16/24 | AMZ- TOUCH SCREEN | 1,715.99 | | | 20 62000 | 456 | | 10200 |
| | SY FEB 24 | | | | | | | | |
| | | Total for Vendor: | 7,206.17 | | | | | | |
| 10072 | 20638S | 327 VALLI INFORMATION SYSTEMS | 135.25 | | | | | | |
| | | JANUARY BILLING | | | | | | | |
| 1 | 01/31/24 | JAN Web Posting, Postage | 0.00 | | | 40 64000 | 374 | | 10200 |
| 92775 | | | | | | | | | |
| 2 | 01/31/24 | JAN Web Posting, Postage | 0.00 | | | 50 65000 | 374 | | 10200 |
| 92775 | | | | | | | | | |
| 3 | 01/31/24 | JANPrinting | 0.00 | | | 40 64000 | 374 | | 10200 |
| 92775 | | | | | | | | | |
| 4 | 01/31/24 | JAN Printing | 0.00 | | | 50 65000 | 374 | | 10200 |
| 92775 | | | | | | | | | |
| 5 | 01/31/24 | JAN OTC/Online Monthly Maint | 37.50 | | | 40 64000 | 334 | | 10200 |
| 92775 | | | | | | | | | |
| 6 | 01/31/24 | JAN OTC/Online Monthly Maint | 37.50 | | | 50 65000 | 334 | | 10200 |
| 92775 | | | | | | | | | |
| 7 | 01/31/24 | Printed insert | 0.00 | | | 50 65000 | 395 | | 10200 |
| 92775 | | | | | | | | | |
| 10 | 01/31/24 | JAN IVR SERVICE FEE/ALERT | 30.12 | | | 40 64000 | 374 | | 10200 |
| 92775 | | | | | | | | | |
| 11 | 01/31/24 | JAN IVR SERVICE FEE/ALERT | 30.13 | | | 50 65000 | 374 | | 10200 |
| 92775 | | | | | | | | | |
| 10128 | 20648S | 327 VALLI INFORMATION SYSTEMS | 791.97 | | | | | | |
| | | FEBRUARY BILLING | | | | | | | |
| 1 | 02/21/24 | FEB Web Posting, Postage | 209.38 | | | 40 64000 | 374 | | 10200 |
| 93003 | | | | | | | | | |
| 2 | 02/21/24 | FEB Web Posting, Postage | 209.38 | | | 50 65000 | 374 | | 10200 |
| 93003 | | | | | | | | | |
| 3 | 02/21/24 | FEB Printing | 101.44 | | | 40 64000 | 374 | | 10200 |
| 93003 | | | | | | | | | |
| 4 | 02/21/24 | FEB Printing | 101.44 | | | 50 65000 | 374 | | 10200 |
| 93003 | | | | | | | | | |
| 5 | 02/21/24 | FEB OTC/Online Monthly Maint | 0.00 | | | 40 64000 | 334 | | 10200 |
| 93003 | | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|---------------------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 6 93003 | 02/21/24 FEB | OTC/Online Monthly Maint | 0.00 | | | 50 65000 | 334 | | 10200 |
| 7 93003 | 02/21/24 | PRINTED INSERT- PAY OPT | 84.30 | | | 40 64000 | 395 | | 10200 |
| 8 93003 | 02/21/24 | PRINTED INSERT- PAY OPT | 84.30 | | | 50 65000 | 395 | | 10200 |
| 11 93003 | 02/21/24 FEB | IVR SERVICE FEE/ALERT | 0.87 | | | 40 64000 | 374 | | 10200 |
| 12 93003 | 02/21/24 FEB | IVR SERVICE FEE/ALERT | 0.86 | | | 50 65000 | 374 | | 10200 |
| Total for Vendor: | | | 927.22 | | | | | | |
| 10141 -99016E 511 VERIZON | | | 320.16 | | | | | | |
| TABLETS: UTILITIES x4 | | | | | | | | | |
| CELL PHONE: TMP, MS, TP, KD, DP | | | | | | | | | |
| 2/09/24 - 3/08/24 | | | | | | | | | |
| 1 9956156911 | 02/08/24 FEB | UTILITIES CELL PHONES X4 | 11.90 | | | 30 63000 | 465 | | 10200 |
| 2 9956156911 | 02/08/24 FEB | UTILITIES CELL PHONES X4 | 107.17 | | | 40 64000 | 465 | | 10200 |
| 3 9956156911 | 02/08/24 FEB | UTILITIES CELL PHONES X4 | 107.17 | | | 50 65000 | 465 | | 10200 |
| 4 9956156911 | 02/08/24 FEB | UTILITIES CELL PHONES X4 | 11.90 | | | 60 66000 | 465 | | 10200 |
| 6 9956156911 | 02/08/24 FEB | T PARENT CELL PHONE | 2.60 | | | 30 63000 | 465 | | 10200 |
| 7 9956156911 | 02/08/24 FEB | T PARENT CELL PHONE | 23.41 | | | 40 64000 | 465 | | 10200 |
| 8 9956156911 | 02/08/24 FEB | T PARENT CELL PHONE | 23.41 | | | 50 65000 | 465 | | 10200 |
| 9 9956156911 | 02/08/24 FEB | T PARENT CELL PHONE | 2.60 | | | 60 66000 | 465 | | 10200 |
| 10 9956156911 | 02/08/24 FEB | 4GB DATA PLAN | 1.50 | | | 30 63000 | 465 | | 10200 |
| 11 9956156911 | 02/08/24 FEB | 4GB DATA PLAN | 13.50 | | | 40 64000 | 465 | | 10200 |
| 12 9956156911 | 02/08/24 FEB | 4GB DATA PLAN | 13.50 | | | 50 65000 | 465 | | 10200 |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 13 | 02/08/24 | FEB 4GB DATA PLAN | 1.50 | | | 60 66000 | 465 | | 10200 |
| | 9956156911 | | | | | | | | |
| | | Total for Vendor: | 320.16 | | | | | | |
| 10076 | -99027E | 612 WEX BANK | 949.16 | | | | | | |
| | | FUEL BILL CLOSING DATE: 2/07/24 | | | | | | | |
| 1 | 02/07/24 | Fuel 8600 FEB | 131.14 | | | 20 62000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 2 | 02/07/24 | Fuel 8601 FEB | 0.00 | | | 20 62000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 3 | 02/07/24 | Fuel 8630 FEB | 0.00 | | | 20 62000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 4 | 02/07/24 | FUEL OES | 150.95* | | | 20 62000 | 307 | | 10200 |
| | 95082685 | | | | | | | | |
| 5 | 02/07/24 | Fuel U8632 FEB | 178.85 | | | 40 64000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 8 | 02/07/24 | Fuel U8632 FEB | 178.85 | | | 50 65000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 9 | 02/07/24 | Fuel U8634 FEB | 0.00 | | | 40 64000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 10 | 02/07/24 | Fuel U8634 FEB | 0.00 | | | 50 65000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 11 | 02/07/24 | Fuel U8636 FEB | 159.01 | | | 50 65000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 12 | 02/07/24 | Fuel U8636 FEB | 159.02 | | | 40 64000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 13 | 02/07/24 | REBATE ADJUSTMENT | -2.55 | | | 20 62000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 14 | 02/07/24 | REBATE ADJUSTMENT | -3.05 | | | 40 64000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| 15 | 02/07/24 | REBATE ADJUSTMENT | -3.06 | | | 50 65000 | 485 | | 10200 |
| | 95082685 | | | | | | | | |
| | | Total for Vendor: | 949.16 | | | | | | |

* ... Over spent expenditure

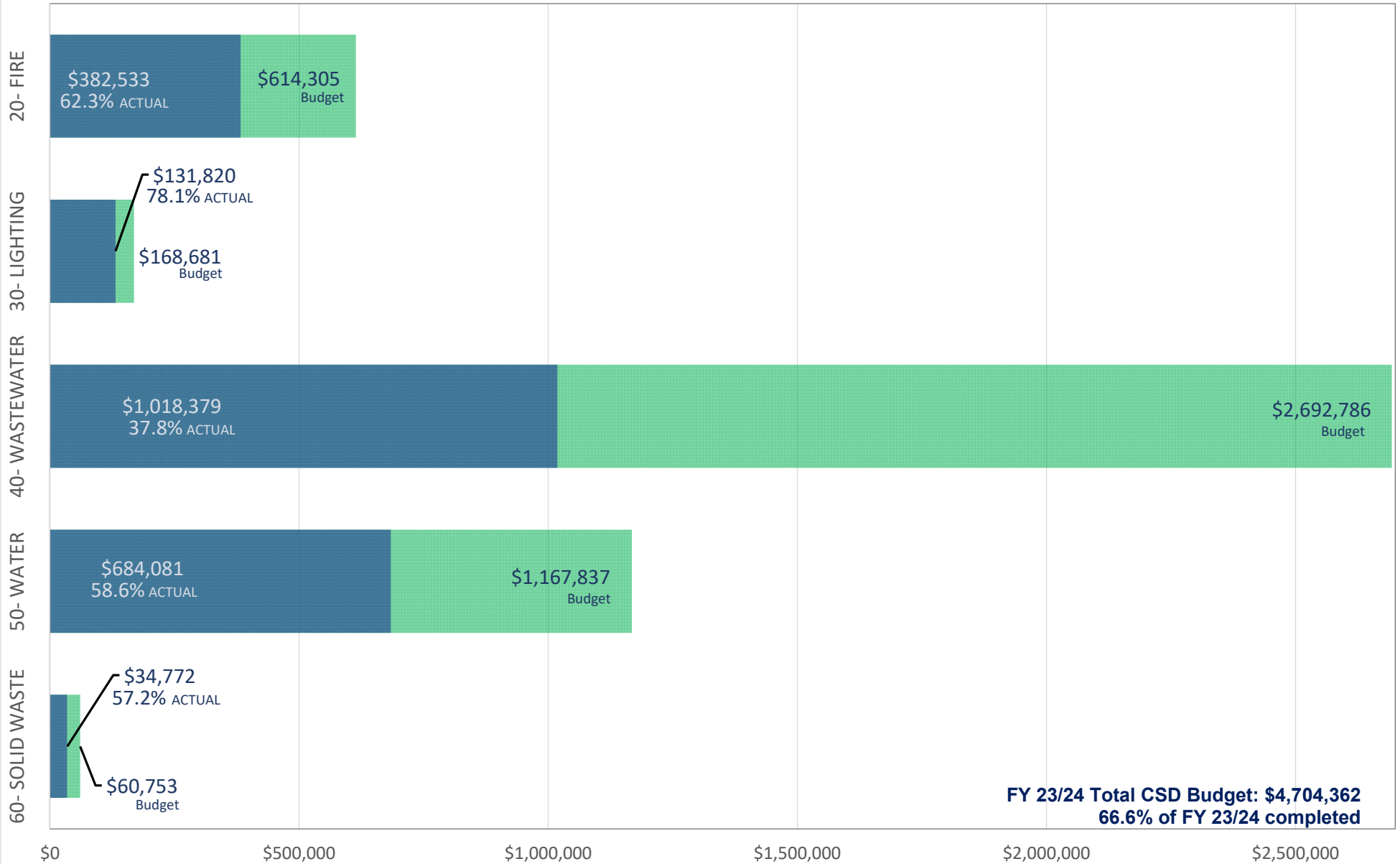
| Claim/ Line # | Check Invoice # | Vendor #/Name/ Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|--------------------------|--------------------|--|-------------------------|---------|------|---------------|--------|------|-----------------|
| 10138 | 20649S | 473 WHITE BRENNER LLP FOR LEGAL SERVICES JAN 2024 | 6,653.50 | | | | | | |
| 1 | 02/15/24 | JAN SOLID WASTE LEGAL | 0.00 | | | 60 66000 | 327 | | 10200 |
| 2 | 02/15/24 | SOLID WASTE LEGAL SB1383 | 0.00 | | | 60 66000 | 327 | | 10200 |
| 3 | 02/15/24 | JAN WATER LEGAL | 0.00 | | | 50 65000 | 327 | | 10200 |
| 49378 | FEB | | | | | | | | |
| 5 | 02/15/24 | JAN FIRE LEGAL | 314.50 | | | 20 62000 | 327 | | 10200 |
| 49381 | FEB | | | | | | | | |
| 6 | 02/15/24 | JAN SEWER LEGAL | 893.20 | | | 40 64000 | 327 | | 10200 |
| 49381 | FEB | | | | | | | | |
| 7 | 02/15/24 | JAN SMEA LEGAL | 111.00 | | | 40 64000 | 331 | | 10200 |
| 49380 | FEB | | | | | | | | |
| 8 | 02/15/24 | JAN SMEA LEGAL | 111.00 | | | 50 65000 | 331 | | 10200 |
| 49380 | FEB | | | | | | | | |
| 9 | 02/15/24 | JAN HR LEGAL | 550.57 | | | 20 62000 | 333 | | 10200 |
| 49380 | FEB | | | | | | | | |
| 10 | 02/15/24 | JAN HR LEGAL | 57.35 | | | 30 63000 | 333 | | 10200 |
| 49380 | FEB | | | | | | | | |
| 11 | 02/15/24 | JAN HR LEGAL | 825.84* | | | 40 64000 | 333 | | 10200 |
| 49380 | FEB | | | | | | | | |
| 12 | 02/15/24 | JAN HR LEGAL | 814.37* | | | 50 65000 | 333 | | 10200 |
| 49380 | FEB | | | | | | | | |
| 13 | 02/15/24 | JAN HR LEGAL | 45.88* | | | 60 66000 | 333 | | 10200 |
| 49380 | FEB | | | | | | | | |
| 14 | 02/15/24 | JAN General Legal - ADMIN | 288.89 | | | 20 62000 | 327 | | 10200 |
| 49377 | FEB | | | | | | | | |
| 15 | 02/15/24 | JAN General Legal - ADMIN | 30.09 | | | 30 63000 | 327 | | 10200 |
| 49377 | FEB | | | | | | | | |
| 16 | 02/15/24 | JAN General Legal - ADMIN | 1,454.23 | | | 40 64000 | 327 | | 10200 |
| 49377 | FEB | | | | | | | | |
| 17 | 02/15/24 | JAN General Legal - ADMIN | 482.81 | | | 50 65000 | 327 | | 10200 |
| 49377 | FEB | | | | | | | | |
| 18 | 02/15/24 | JAN General Legal - ADMIN | 24.07 | | | 60 66000 | 327 | | 10200 |
| 49377 | FEB | | | | | | | | |
| Total for Vendor: | | | 6,653.50 | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object | Proj | Cash Account |
|------------------------------------|--------------------|--|-------------------------|---------------|-------------------|---------------------|-----------|------|-----------------|
| 10108 | 20650S | 318 WILDHORSE PROPANE | 203.20 | | | | | | |
| 1 | 02/21/24 | SMF PROPANE | 203.20 | | | 20 62000 | 382 | | 10200 |
| U006I179 | | | | | | | | | |
| Total for Vendor: | | | 203.20 | | | | | | |
| # of Claims | | | 81 | Total: | 100,154.13 | # of Vendors | 23 | | |
| Total Electronic Claims | | | 45,437.31 | | | | | | |
| Total Non-Electronic Claims | | | 54716.82 | | | | | | |

| Fund/Account | Amount |
|-------------------------------------|-------------------|
| 20 FIRE PROTECTION DEPARTMENT | |
| 10200 OPERATING CASH - PREMIER | 10,087.86 |
| 10250 PAC PREMIER - PAYROLL | 2.50 |
| 10461 COMMUNITY BANK OF SANTA MARIA | 1,200.00 |
| 30 STREET LIGHTING DEPARTMENT | |
| 10200 OPERATING CASH - PREMIER | 2,237.72 |
| 40 WASTEWATER DEPARTMENT | |
| 10200 OPERATING CASH - PREMIER | 47,227.65 |
| 50 WATER DEPARTMENT | |
| 10200 OPERATING CASH - PREMIER | 38,940.29 |
| 60 SOLID WASTE DEPARTMENT | |
| 10200 OPERATING CASH - PREMIER | 458.11 |
| Total: | 100,154.13 |

P2 2024 San Miguel CSD Revenue Actual vs Budget



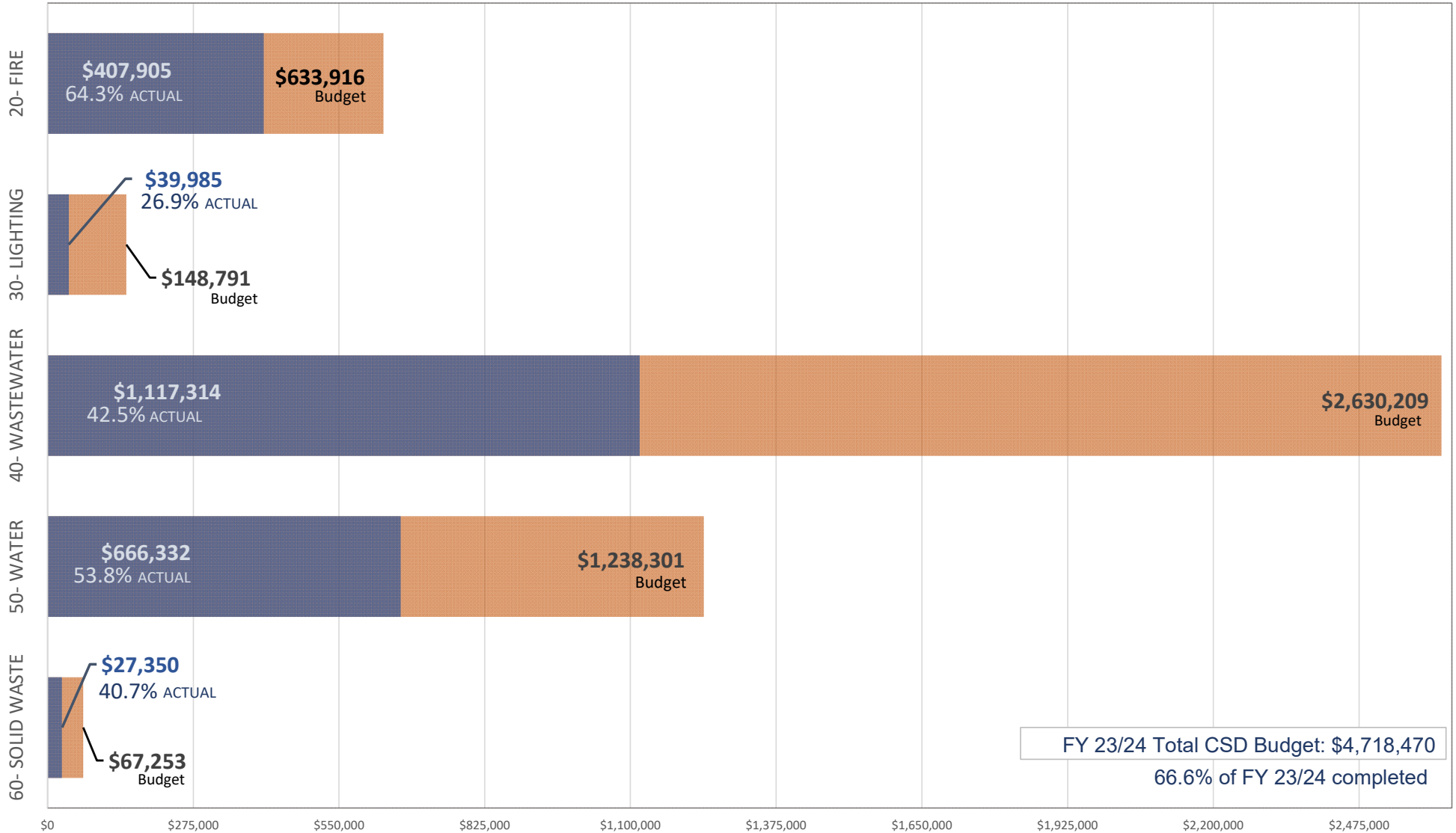
| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|-------------------------------|---------------------------------|---------------------------|-------------------|---------------------|---------------------------|---------------|
| 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 | 16,727.77 | 3,000.00 | -13,727.77 | 558 % |
| 40410 | Mutual Aid Fires ~ OES | 0.00 | 27,510.16 | 0.00 | -27,510.16 | % |
| 40420 | Ambulance Reimbursement | 0.00 | 2,736.55 | 3,000.00 | 263.45 | 91 % |
| 40500 | State Fire Grants | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 0 % |
| | Account Group Total: | 0.00 | 46,974.48 | 29,450.00 | -17,524.48 | 160 % |
| 43000 | Property Taxes Collected | | | | | |
| 43000 | Property Taxes Collected | 17,925.62 | 329,520.40 | 497,467.00 | 167,946.60 | 66 % |
| | Account Group Total: | 17,925.62 | 329,520.40 | 497,467.00 | 167,946.60 | 66 % |
| 46000 | Interest Revenue | | | | | |
| 46000 | Interest Revenue | 111.11 | 611.48 | 0.00 | -611.48 | % |
| 46010 | Transfer In | 0.00 | -1,953.36 | 0.00 | 1,953.36 | % |
| 46012 | Fire Transfers from Cap Reserve | 0.00 | 0.00 | 85,887.56 | 85,887.56 | 0 % |
| 46150 | Miscellaneous Income | 0.00 | 15.00 | 0.00 | -15.00 | % |
| 46151 | Refund/Adjustments | 41.68 | 631.82 | 0.00 | -631.82 | % |
| 46153 | Plan Check Fees and Inspections | 0.00 | 1,108.50 | 1,500.00 | 391.50 | 74 % |
| 46175 | Sale of Surplus Property | 0.00 | 5,625.00 | 0.00 | -5,625.00 | % |
| | Account Group Total: | 152.79 | 6,038.44 | 87,387.56 | 81,349.12 | 7 % |
| | Fund Total: | 18,078.41 | 382,533.32 | 614,304.56 | 231,771.24 | 62 % |
| 30 STREET LIGHTING DEPARTMENT | | | | | | |
| 43000 | Property Taxes Collected | | | | | |
| 43000 | Property Taxes Collected | 5,557.25 | 100,839.02 | 154,663.00 | 53,823.98 | 65 % |
| | Account Group Total: | 5,557.25 | 100,839.02 | 154,663.00 | 53,823.98 | 65 % |
| 46000 | Interest Revenue | | | | | |
| 46000 | Interest Revenue | 3,759.33 | 14,391.00 | 10,419.00 | -3,972.00 | 138 % |
| 46100 | Realized Earnings | -513.26 | 10,991.61 | -1,839.00 | -12,830.61 | *** % |
| 46150 | Miscellaneous Income | 0.00 | 301.50 | 150.00 | -151.50 | 201 % |
| 46151 | Refund/Adjustments | 4.17 | 5,296.61 | 5,288.00 | -8.61 | 100 % |
| | Account Group Total: | 3,250.24 | 30,980.72 | 14,018.00 | -16,962.72 | 221 % |
| | Fund Total: | 8,807.49 | 131,819.74 | 168,681.00 | 36,861.26 | 78 % |
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 40000 | | | | | | |
| 40900 | Wastewater Sales | 100,137.00 | 804,082.34 | 1,099,618.00 | 295,535.66 | 73 % |
| 40901 | Riverzone Surcharge | 1,551.70 | 12,414.47 | 18,388.00 | 5,973.53 | 68 % |
| 40910 | Wastewater Late Charges | 1,619.51 | 14,607.83 | 9,070.00 | -5,537.83 | 161 % |
| | Account Group Total: | 103,308.21 | 831,104.64 | 1,127,076.00 | 295,971.36 | 74 % |
| 43000 | Property Taxes Collected | | | | | |

| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|---------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------------|---------------|
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 43000 | Property Taxes Collected | 3,427.64 | 51,875.85 | 77,556.00 | 25,680.15 | 67 % |
| | Account Group Total: | 3,427.64 | 51,875.85 | 77,556.00 | 25,680.15 | 67 % |
| 46000 | Interest Revenue | | | | | |
| 46000 | Interest Revenue | 7,715.71 | 21,008.20 | 12,959.00 | -8,049.20 | 162 % |
| 46003 | CWSRF Grants | 0.00 | 1,671.00 | 1,026,500.00 | 1,024,829.00 | 0 % |
| 46009 | Grants - Other | 0.00 | 29,880.34 | 217,355.00 | 187,474.66 | 14 % |
| 46014 | Wastewater Transfers from Cap Reserve | 0.00 | 0.00 | 15,700.00 | 15,700.00 | 0 % |
| 46050 | Transfer In -Water (40%) | 0.00 | 0.00 | 165,282.00 | 165,282.00 | 0 % |
| 46100 | Realized Earnings | 248.54 | 14,394.33 | 6,405.00 | -7,989.33 | 225 % |
| 46150 | Miscellaneous Income | 7,909.00 | 62,907.39 | 39,654.00 | -23,253.39 | 159 % |
| 46151 | Refund/Adjustments | 44.48 | 2,586.88 | 2,499.00 | -87.88 | 104 % |
| 46155 | Will Serve Processing Fees | 750.00 | 2,950.00 | 1,800.00 | -1,150.00 | 164 % |
| | Account Group Total: | 16,667.73 | 135,398.14 | 1,488,154.00 | 1,352,755.86 | 9 % |
| | Fund Total: | 123,403.58 | 1,018,378.63 | 2,692,786.00 | 1,674,407.37 | 38 % |
| 50 WATER DEPARTMENT | | | | | | |
| 41000 | Water Sales | | | | | |
| 41000 | Water Sales | 70,499.49 | 661,325.54 | 984,276.00 | 322,950.46 | 67 % |
| 41003 | Water Surcharge | 44.00 | 352.00 | 350.00 | -2.00 | 101 % |
| 41005 | Water Late Charges | 1,082.24 | 12,371.48 | 8,298.00 | -4,073.48 | 149 % |
| | Account Group Total: | 71,625.73 | 674,049.02 | 992,924.00 | 318,874.98 | 68 % |
| 46000 | Interest Revenue | | | | | |
| 46000 | Interest Revenue | 37.79 | 3,318.49 | 3,202.00 | -116.49 | 104 % |
| 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 % |
| 46050 | Transfer In -Water (40%) | 0.00 | 0.00 | 35,390.00 | 35,390.00 | 0 % |
| 46100 | Realized Earnings | -100.50 | 1,937.33 | -455.00 | -2,392.33 | *** % |
| 46150 | Miscellaneous Income | 0.00 | 591.49 | 500.00 | -91.49 | 118 % |
| 46151 | Refund/Adjustments | 44.47 | 1,116.94 | 1,030.00 | -86.94 | 108 % |
| 46152 | Recycling | 201.00 | 201.00 | 0.00 | -201.00 | % |
| 46155 | Will Serve Processing Fees | 750.00 | 2,850.00 | 1,650.00 | -1,200.00 | 173 % |
| 46175 | Sale of Surplus Property | 0.00 | 16.25 | 16.00 | -0.25 | 102 % |
| | Account Group Total: | 932.76 | 10,031.50 | 174,913.00 | 164,881.50 | 6 % |
| | Fund Total: | 72,558.49 | 684,080.52 | 1,167,837.00 | 483,756.48 | 59 % |
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| 46000 | Interest Revenue | | | | | |
| 46000 | Interest Revenue | 14.11 | 109.96 | 70.00 | -39.96 | 157 % |
| 46005 | Franchise Fees | 4,277.01 | 34,377.26 | 43,936.00 | 9,558.74 | 78 % |
| 46010 | Transfer In | 0.00 | 0.00 | 16,473.00 | 16,473.00 | 0 % |
| 46150 | Miscellaneous Income | 0.00 | 237.10 | 235.00 | -2.10 | 101 % |
| 46151 | Refund/Adjustments | 4.17 | 47.53 | 39.00 | -8.53 | 122 % |

| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|---------------------------|-----------------------------|-----------------------------------|---------------------|--------------------------|-----------------------------------|-----------------------|
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| | Account Group Total: | 4,295.29 | 34,771.85 | 60,753.00 | 25,981.15 | 57 % |
| | Fund Total: | 4,295.29 | 34,771.85 | 60,753.00 | 25,981.15 | 57 % |
| | Grand Total: | 227,143.26 | 2,251,584.06 | 4,704,361.56 | 2,452,777.50 | 48 % |

| Fund | Received | | Estimated Revenue | Revenue % | |
|-------------------------------|-------------------|---------------------|---------------------|---------------------|-------------|
| | Current Month | Received YTD | | To Be Received | Received |
| 20 FIRE PROTECTION DEPARTMENT | 18,078.41 | 382,533.32 | 614,304.56 | 231,771.24 | 62 % |
| 30 STREET LIGHTING DEPARTMENT | 8,807.49 | 131,819.74 | 168,681.00 | 36,861.26 | 78 % |
| 40 WASTEWATER DEPARTMENT | 123,403.58 | 1,018,378.63 | 2,692,786.00 | 1,674,407.37 | 38 % |
| 50 WATER DEPARTMENT | 72,558.49 | 684,080.52 | 1,167,837.00 | 483,756.48 | 59 % |
| 60 SOLID WASTE DEPARTMENT | 4,295.29 | 34,771.85 | 60,753.00 | 25,981.15 | 57 % |
| Grand Total: | 227,143.26 | 2,251,584.06 | 4,704,361.56 | 2,452,777.50 | 48 % |

P2 2024 San Miguel CSD Operating Expenditures Actual vs Budget



SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 24

| 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 | 10,708.69 | 92,740.69 | 128,416.00 | 128,416.00 | 35,675.31 | 72% |
| | 111 BOD Stipend | 120.00 | 912.00 | 1,704.00 | 1,704.00 | 792.00 | 54% |
| | 115 Payroll Expenses | 2.50 | 2.50 | 0.00 | 0.00 | -2.50 | 0% |
| | 120 Workers' Compensation | 0.00 | 29,428.53 | 29,429.00 | 29,429.00 | 0.47 | 100% |
| | 121 Physicals | 0.00 | 16.20 | 1,000.00 | 1,000.00 | 983.80 | 2% |
| | 125 Volunteer Firefighter Stipends | 10,357.16 | 46,479.41 | 60,000.00 | 60,000.00 | 13,520.59 | 77% |
| | 126 OES Strike Team Payroll | 5,999.04 | 20,746.68 | 14,748.00 | 14,748.00 | -5,998.68 | 141% |
| | 135 Payroll Tax - FICA/SS | 868.01 | 3,601.41 | 2,278.00 | 2,278.00 | -1,323.41 | 158% |
| | 140 Payroll Tax - Medicare | 394.27 | 2,291.59 | 2,087.00 | 2,087.00 | -204.59 | 110% |
| | 155 Payroll Tax - SUI | 580.82 | 2,054.62 | 6,115.00 | 6,115.00 | 4,060.38 | 34% |
| | 160 Payroll Tax - ETT | 12.90 | 37.42 | 130.00 | 130.00 | 92.58 | 29% |
| | 205 Insurance - Health | 1,103.37 | 8,306.44 | 11,342.00 | 11,342.00 | 3,035.56 | 73% |
| | 210 Insurance - Dental | 57.08 | 462.74 | 674.00 | 674.00 | 211.26 | 69% |
| | 215 Insurance - Vision | 9.37 | 74.85 | 108.00 | 108.00 | 33.15 | 69% |
| | 225 Retirement - PERS Expense | 1,302.47 | 10,969.18 | 16,585.00 | 16,585.00 | 5,615.82 | 66% |
| | 305 Operations & Maintenance | 89.78 | 1,330.90 | 10,900.00 | 10,900.00 | 9,569.10 | 12% |
| | 307 OES Strike Team Expenses | 442.63 | 997.72 | 555.00 | 555.00 | -442.72 | 180% |
| | 310 Phone & Fax Expense | 99.18 | 696.78 | 1,500.00 | 1,500.00 | 803.22 | 46% |
| | 315 Postage, Shipping & Freight | 0.00 | 105.79 | 300.00 | 300.00 | 194.21 | 35% |
| | 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 | 962.58 | 6,942.47 | 8,000.00 | 8,000.00 | 1,057.53 | 87% |
| | 323 Auditor - Professional Svcs | 0.00 | 3,415.50 | 4,000.00 | 4,000.00 | 584.50 | 85% |
| | 325 Accounting - Professional Svcs | 706.22 | 2,201.57 | 2,500.00 | 2,500.00 | 298.43 | 88% |
| | 326 Engineering - Professional Svcs | 0.00 | 1,840.00 | 3,000.00 | 3,000.00 | 1,160.00 | 61% |
| | 327 Legal: General - Professional Svcs | 603.39 | 9,826.51 | 18,000.00 | 18,000.00 | 8,173.49 | 55% |
| | 328 Insurance - Prop & Liability | 0.00 | 20,175.05 | 20,175.00 | 20,175.00 | -0.05 | 100% |
| | 333 Legal: HR - Professional Svcs | 550.57 | 5,493.01 | 10,000.00 | 10,000.00 | 4,506.99 | 55% |
| | 334 Maintenance Agreements | 0.00 | 2,654.40 | 5,000.00 | 5,000.00 | 2,345.60 | 53% |
| | 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 | 487.50 | 702.75 | 1,000.00 | 1,000.00 | 297.25 | 70% |
| | 345 Mileage Expense Reimbursement | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0% |
| | 346 OES Equipt Repairs & Maint | 0.00 | 41.75 | 42.00 | 42.00 | 0.25 | 99% |
| | 348 Safety Equipment and Supplies | 444.65 | 2,611.31 | 5,000.00 | 5,000.00 | 2,388.69 | 52% |
| | 350 Repairs & Maint - Computers | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0% |
| | 351 Repairs & Maint - Equip | 0.00 | 6,855.49 | 10,000.00 | 10,000.00 | 3,144.51 | 69% |
| | 352 Repairs & Maint - Structures | 652.95 | 1,016.32 | 4,000.00 | 4,000.00 | 2,983.68 | 25% |
| | 354 Repairs & Maint - Vehicles | 1,860.99 | 2,104.63 | 8,000.00 | 8,000.00 | 5,895.37 | 26% |
| | 359 Testing & Supplies - Other | 0.00 | 386.28 | 1,000.00 | 1,000.00 | 613.72 | 39% |
| | 370 Dispatch Services (Fire) | 0.00 | 14,936.04 | 17,000.00 | 17,000.00 | 2,063.96 | 88% |
| | 375 Internet Expenses | 195.48 | 1,558.78 | 2,000.00 | 2,000.00 | 441.22 | 78% |
| | 376 Web Page - Upgrade/Maint | 0.00 | 717.12 | 2,000.00 | 2,000.00 | 1,282.88 | 36% |
| | 380 Utilities - Alarm Service | 0.00 | 280.00 | 1,000.00 | 1,000.00 | 720.00 | 28% |
| | 381 Utilities - Electric | 34.36 | 261.48 | 6,000.00 | 6,000.00 | 5,738.52 | 4% |
| | 382 Utilities - Propane | 203.20 | 1,388.78 | 2,000.00 | 2,000.00 | 611.22 | 69% |
| | 384 Utilities - Water/Sewer | 149.51 | 1,220.17 | 1,700.00 | 1,700.00 | 479.83 | 72% |
| | 385 Dues and Subscriptions | 0.00 | 5,023.52 | 6,000.00 | 6,000.00 | 976.48 | 84% |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|-----------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | | |
| 386 | Education and Training | 232.50 | 3,268.75 | 8,000.00 | 8,000.00 | 4,731.25 | 41% |
| 388 | Education and training: CPR/FIRST | 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 | 27.90 | 728.17 | 2,000.00 | 2,000.00 | 1,271.83 | 36% |
| 445 | CPR/FIRST AID TRAINING MATERIAL | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0% |
| 450 | EMS Supplies | 241.07 | 1,254.74 | 5,000.00 | 5,000.00 | 3,745.26 | 25% |
| 455 | Fire Safety Gear & Equipment | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0% |
| 456 | State Fire Grants | 1,822.04 | 2,874.50 | 34,247.00 | 34,247.00 | 31,372.50 | 8% |
| 458 | Grants- Professional Services | 0.00 | 320.00 | 4,000.00 | 4,000.00 | 3,680.00 | 8% |
| 465 | Cell phones, Radios and Pagers | 98.92 | 1,040.51 | 2,000.00 | 2,000.00 | 959.49 | 52% |
| 470 | Communication Equipment | 53.85 | 843.54 | 1,000.00 | 1,000.00 | 156.46 | 84% |
| 475 | Computer Supplies & Upgrades | 0.00 | 4,247.77 | 4,396.00 | 4,396.00 | 148.23 | 97% |
| 485 | Fuel Expense | 128.59 | 4,185.88 | 9,000.00 | 9,000.00 | 4,814.12 | 47% |
| 490 | Small Tools & Equipment | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0% |
| 495 | Uniform Expense | 0.00 | 1,637.61 | 5,000.00 | 5,000.00 | 3,362.39 | 33% |
| 502 | Capital Outlay- Fire | 0.00 | 10,910.80 | 10,911.00 | 10,911.00 | 0.20 | 100% |
| 503 | Weed Abatement Costs | 0.00 | 5,150.00 | 5,150.00 | 5,150.00 | 0.00 | 100% |
| 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% |
| 512 | Fire- Escrow Temp Housing Unit | 1,200.00 | 6,820.68 | 4,240.00 | 4,240.00 | -2,580.68 | 161% |
| 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 | 500.00 | 500.00 | 0.00 | 100% |
| 949 | Lease agreements | 0.00 | 0.00 | 5,760.00 | 5,760.00 | 5,760.00 | 0% |
| 960 | Property Tax Expense | 0.00 | 153.68 | 154.00 | 154.00 | 0.32 | 100% |
| 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: | 42,803.54 | 407,905.40 | 633,916.00 | 633,916.00 | 226,010.60 | 64% |
| | Account Group Total: | 42,803.54 | 407,905.40 | 633,916.00 | 633,916.00 | 226,010.60 | 64% |
| | Fund Total: | 42,803.54 | 407,905.40 | 633,916.00 | 633,916.00 | 226,010.60 | 64% |

30 STREET LIGHTING DEPARTMENT

63000 Lighting

63000 Lighting

| | | | | | | | |
|-----|------------------------|----------|----------|-----------|-----------|----------|-----|
| 101 | EE Timekeeping Costs | 0.00 | 135.70 | 300.00 | 300.00 | 164.30 | 45% |
| 105 | Salaries and Wages | 1,101.12 | 9,386.13 | 16,745.00 | 16,745.00 | 7,358.87 | 56% |
| 111 | BOD Stipend | 15.00 | 109.00 | 264.00 | 264.00 | 155.00 | 41% |
| 120 | Workers' Compensation | 0.00 | -14.73 | 0.00 | 0.00 | 14.73 | 0% |
| 121 | Physicals | 0.00 | 6.41 | 50.00 | 50.00 | 43.59 | 13% |
| 135 | Payroll Tax - FICA/SS | 0.95 | 6.87 | 60.00 | 60.00 | 53.13 | 11% |
| 140 | Payroll Tax - Medicare | 16.08 | 135.12 | 247.00 | 247.00 | 111.88 | 55% |
| 155 | Payroll Tax - SUI | 6.44 | 49.20 | 800.00 | 800.00 | 750.80 | 6% |
| 160 | Payroll Tax - ETT | 0.13 | 1.06 | 12.00 | 12.00 | 10.94 | 9% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 24

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 30 STREET LIGHTING DEPARTMENT | | | | | | | |
| 205 | Insurance - Health | 154.80 | 1,242.10 | 1,783.00 | 1,783.00 | 540.90 | 70% |
| 210 | Insurance - Dental | 5.58 | 45.54 | 66.00 | 66.00 | 20.46 | 69% |
| 215 | Insurance - Vision | 0.96 | 7.50 | 12.00 | 12.00 | 4.50 | 63% |
| 225 | Retirement - PERS Expense | 130.41 | 1,093.05 | 1,389.00 | 1,389.00 | 295.95 | 79% |
| 305 | Operations & Maintenance | 0.00 | 28.59 | 1,500.00 | 1,500.00 | 1,471.41 | 2% |
| 310 | Phone & Fax Expense | 9.91 | 71.31 | 100.00 | 100.00 | 28.69 | 71% |
| 315 | Postage, Shipping & Freight | 0.00 | 10.85 | 100.00 | 100.00 | 89.15 | 11% |
| 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 | 96.26 | 714.69 | 3,300.00 | 3,300.00 | 2,585.31 | 22% |
| 323 | Auditor - Professional Svcs | 0.00 | 341.55 | 600.00 | 600.00 | 258.45 | 57% |
| 325 | Accounting - Professional Svcs | 70.61 | 216.60 | 750.00 | 750.00 | 533.40 | 29% |
| 326 | Engineering - Professional Svcs | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0% |
| 327 | Legal: General - Professional Svcs | 30.09 | 1,527.11 | 3,000.00 | 3,000.00 | 1,472.89 | 51% |
| 328 | Insurance - Prop & Liability | 0.00 | 2,014.42 | 2,100.00 | 2,100.00 | 85.58 | 96% |
| 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 | 57.35 | 759.71 | 1,500.00 | 1,500.00 | 740.29 | 51% |
| 334 | Maintenance Agreements | 0.00 | 251.47 | 600.00 | 600.00 | 348.53 | 42% |
| 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 | 48.75 | 69.75 | 150.00 | 150.00 | 80.25 | 47% |
| 345 | Mileage Expense Reimbursement | 0.00 | 0.00 | 150.00 | 150.00 | 150.00 | 0% |
| 348 | Safety Equipment and Supplies | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0% |
| 350 | Repairs & Maint - Computers | 0.00 | 0.00 | 150.00 | 150.00 | 150.00 | 0% |
| 351 | Repairs & Maint - Equip | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0% |
| 352 | Repairs & Maint - Structures | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0% |
| 353 | Repairs & Maint - Infrastructure | 0.00 | 481.27 | 10,000.00 | 10,000.00 | 9,518.73 | 5% |
| 354 | Repairs & Maint - Vehicles | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0% |
| 375 | Internet Expenses | 10.58 | 84.64 | 150.00 | 150.00 | 65.36 | 56% |
| 376 | Web Page - Upgrade/Maint | 0.00 | 74.70 | 425.00 | 425.00 | 350.30 | 18% |
| 381 | Utilities - Electric | 1,483.88 | 10,725.79 | 20,000.00 | 20,000.00 | 9,274.21 | 54% |
| 384 | Utilities - Water/Sewer | 278.28 | 7,278.92 | 15,500.00 | 15,500.00 | 8,221.08 | 47% |
| 385 | Dues and Subscriptions | 0.00 | 215.78 | 1,500.00 | 1,500.00 | 1,284.22 | 14% |
| 386 | Education and Training | 23.23 | 55.38 | 2,000.00 | 2,000.00 | 1,944.62 | 3% |
| 393 | Advertising and Public Notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0% |
| 394 | LAFCO Allocations | 0.00 | 1,932.52 | 1,933.00 | 1,933.00 | 0.48 | 100% |
| 395 | Community Outreach | 0.00 | 0.00 | 150.00 | 150.00 | 150.00 | 0% |
| 410 | Office Supplies | 2.78 | 11.58 | 500.00 | 500.00 | 488.42 | 2% |
| 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 | 16.00 | 130.77 | 200.00 | 200.00 | 69.23 | 65% |
| 485 | Fuel Expense | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0% |
| 490 | Small Tools & Equipment | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0% |
| 495 | Uniform Expense | 0.00 | 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% |
| 908 | Cash Over/Cash Short | 0.00 | -0.02 | 0.00 | 0.00 | 0.02 | 0% |
| 925 | Bank Fees | 0.00 | -1.20 | 5.00 | 5.00 | 6.20 | -24% |
| 940 | Bank Service Charges | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0% |
| 949 | Lease agreements | 110.00 | 880.00 | 1,200.00 | 1,200.00 | 320.00 | 73% |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|--|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 30 STREET LIGHTING DEPARTMENT | | | | | | | |
| | Account Total: | 3,669.19 | 40,082.94 | 148,891.00 | 148,891.00 | 108,808.06 | 27% |
| | Account Group Total: | 3,669.19 | 40,082.94 | 148,891.00 | 148,891.00 | 108,808.06 | 27% |
| 70000 | Transfers | | | | | | |
| 70000 | Transfers | | | | | | |
| | 352 Repairs & Maint - Structures | 0.00 | -97.67 | -100.00 | -100.00 | -2.33 | 98% |
| | Account Total: | 0.00 | -97.67 | -100.00 | -100.00 | -2.33 | 98% |
| | Account Group Total: | 0.00 | -97.67 | -100.00 | -100.00 | -2.33 | 98% |
| | Fund Total: | 3,669.19 | 39,985.27 | 148,791.00 | 148,791.00 | 108,805.73 | 27% |
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 64000 | Sanitary | | | | | | |
| 64000 | Sanitary | | | | | | |
| | 101 EE Timekeeping Costs | 0.00 | 1,221.27 | 2,400.00 | 2,400.00 | 1,178.73 | 51% |
| | 105 Salaries and Wages | 11,773.06 | 101,023.40 | 330,338.00 | 330,338.00 | 229,314.60 | 31% |
| | 110 Payroll Tax Expense | 0.00 | 218.98 | 500.00 | 500.00 | 281.02 | 44% |
| | 111 BOD Stipend | 180.00 | 1,368.00 | 1,872.00 | 1,872.00 | 504.00 | 73% |
| | 120 Workers' Compensation | 0.00 | 8,647.54 | 9,500.00 | 9,500.00 | 852.46 | 91% |
| | 121 Physicals | 0.00 | 65.48 | 150.00 | 150.00 | 84.52 | 44% |
| | 135 Payroll Tax - FICA/SS | 11.15 | 84.74 | 1,167.00 | 1,167.00 | 1,082.26 | 7% |
| | 140 Payroll Tax - Medicare | 173.29 | 1,463.01 | 4,817.00 | 4,817.00 | 3,353.99 | 30% |
| | 155 Payroll Tax - SUI | 125.89 | 615.24 | 15,614.00 | 15,614.00 | 14,998.76 | 4% |
| | 160 Payroll Tax - ETT | 2.81 | 13.68 | 211.00 | 211.00 | 197.32 | 6% |
| | 205 Insurance - Health | 1,624.71 | 12,733.68 | 54,582.00 | 54,582.00 | 41,848.32 | 23% |
| | 210 Insurance - Dental | 73.54 | 596.47 | 2,234.00 | 2,234.00 | 1,637.53 | 27% |
| | 215 Insurance - Vision | 12.04 | 96.59 | 309.00 | 309.00 | 212.41 | 31% |
| | 225 Retirement - PERS Expense | 1,309.97 | 11,210.16 | 35,463.00 | 35,463.00 | 24,252.84 | 32% |
| | 305 Operations & Maintenance | 193.15 | 7,910.11 | 8,000.00 | 8,000.00 | 89.89 | 99% |
| | 310 Phone & Fax Expense | 105.78 | 916.20 | 1,500.00 | 1,500.00 | 583.80 | 61% |
| | 315 Postage, Shipping & Freight | 0.00 | 141.52 | 1,000.00 | 1,000.00 | 858.48 | 14% |
| | 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 | 1,026.75 | 9,532.86 | 14,800.00 | 14,800.00 | 5,267.14 | 64% |
| | 323 Auditor - Professional Svcs | 0.00 | 3,643.20 | 3,644.00 | 3,644.00 | 0.80 | 100% |
| | 325 Accounting - Professional Svcs | 753.27 | 2,383.61 | 4,500.00 | 4,500.00 | 2,116.39 | 53% |
| | 326 Engineering - Professional Svcs | 0.00 | 8,611.24 | 20,000.00 | 20,000.00 | 11,388.76 | 43% |
| | 327 Legal: General - Professional Svcs | 2,347.43 | 14,760.35 | 30,000.00 | 30,000.00 | 15,239.65 | 49% |
| | 328 Insurance - Prop & Liability | 0.00 | 17,608.84 | 17,650.00 | 17,650.00 | 41.16 | 100% |
| | 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 | 111.00 | 1,435.10 | 3,500.00 | 3,500.00 | 2,064.90 | 41% |
| | 333 Legal: HR - Professional Svcs | 825.84 | 9,617.78 | 9,500.00 | 9,500.00 | -117.78 | 101% |
| | 334 Maintenance Agreements | 37.50 | 4,151.75 | 8,000.00 | 8,000.00 | 3,848.25 | 52% |
| | 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 | 520.00 | 919.00 | 1,000.00 | 1,000.00 | 81.00 | 92% |
| | 345 Mileage Expense Reimbursement | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0% |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|--------------------------|-----------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 348 | Safety Equipment and Supplies | 0.00 | 1,069.00 | 2,000.00 | 2,000.00 | 931.00 | 53% |
| 349 | Repairs & Maint - Mission Gardens | 3,637.52 | 4,952.17 | 7,500.00 | 7,500.00 | 2,547.83 | 66% |
| 350 | Repairs & Maint - Computers | 0.00 | 0.00 | 1,600.00 | 1,600.00 | 1,600.00 | 0% |
| 351 | Repairs & Maint - Equip | 29.77 | 2,410.93 | 8,000.00 | 8,000.00 | 5,589.07 | 30% |
| 352 | Repairs & Maint - Structures | 0.00 | 73.34 | 1,500.00 | 1,500.00 | 1,426.66 | 5% |
| 353 | Repairs & Maint - Infrastructure | 9,670.76 | 9,670.76 | 15,000.00 | 15,000.00 | 5,329.24 | 64% |
| 354 | Repairs & Maint - Vehicles | 0.00 | 4,429.27 | 5,000.00 | 5,000.00 | 570.73 | 89% |
| 355 | Testing & Supplies (WWTP) | 2,119.00 | 16,233.00 | 17,000.00 | 17,000.00 | 767.00 | 95% |
| 374 | CSD Utilities - Billing Services | 341.81 | 2,754.35 | 4,000.00 | 4,000.00 | 1,245.65 | 69% |
| 375 | Internet Expenses | 373.90 | 2,991.20 | 4,500.00 | 4,500.00 | 1,508.80 | 66% |
| 376 | Web Page - Upgrade/Maint | 0.00 | 1,075.68 | 1,076.00 | 1,076.00 | 0.32 | 100% |
| 379 | Utilities - Electric Mission | 103.78 | 737.74 | 2,000.00 | 2,000.00 | 1,262.26 | 37% |
| 380 | Utilities - Alarm Service | 0.00 | 350.00 | 2,000.00 | 2,000.00 | 1,650.00 | 18% |
| 381 | Utilities - Electric | 7,289.93 | 66,031.64 | 80,000.00 | 80,000.00 | 13,968.36 | 83% |
| 382 | Utilities - Propane | 0.00 | 28.23 | 600.00 | 600.00 | 571.77 | 5% |
| 383 | Utilities - Trash | 64.00 | 498.42 | 700.00 | 700.00 | 201.58 | 71% |
| 384 | Utilities - Water/Sewer | 192.73 | 1,541.84 | 3,500.00 | 3,500.00 | 1,958.16 | 44% |
| 385 | Dues and Subscriptions | 0.00 | 3,618.22 | 6,000.00 | 6,000.00 | 2,381.78 | 60% |
| 386 | Education and Training | 248.00 | 1,035.19 | 2,500.00 | 2,500.00 | 1,464.81 | 41% |
| 393 | Advertising and Public Notices | 0.00 | 320.98 | 1,000.00 | 1,000.00 | 679.02 | 32% |
| 394 | LAFCO Allocations | 0.00 | 1,932.53 | 1,933.00 | 1,933.00 | 0.47 | 100% |
| 395 | Community Outreach | 84.30 | 184.05 | 1,200.00 | 1,200.00 | 1,015.95 | 15% |
| 396 | Utilities - SoCal Gas | 17.06 | 142.90 | 500.00 | 500.00 | 357.10 | 29% |
| 410 | Office Supplies | 29.75 | 823.57 | 2,000.00 | 2,000.00 | 1,176.43 | 41% |
| 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 | 144.08 | 1,175.98 | 1,920.00 | 1,920.00 | 744.02 | 61% |
| 475 | Computer Supplies & Upgrades | 0.00 | 875.50 | 1,000.00 | 1,000.00 | 124.50 | 88% |
| 485 | Fuel Expense | 334.82 | 3,426.55 | 6,000.00 | 6,000.00 | 2,573.45 | 57% |
| 490 | Small Tools & Equipment | 618.03 | 1,367.31 | 5,500.00 | 5,500.00 | 4,132.69 | 25% |
| 495 | Uniform Expense | 0.00 | 302.90 | 2,500.00 | 2,500.00 | 2,197.10 | 12% |
| 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 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0% |
| 580 | Mission Gardens Lift Station | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0% |
| 582 | WWTP Plant Maintenance | 745.58 | 17,032.08 | 40,000.00 | 40,000.00 | 22,967.92 | 43% |
| 583 | WWTF 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 | 14,167.06 | 446,844.67 | 450,000.00 | 478,756.00 | 31,911.33 | 93% |
| 705 | Waste Discharge Fees/Permits | 0.00 | 33,574.75 | 33,575.00 | 33,575.00 | 0.25 | 100% |
| 715 | Licenses, Permits and Fees | 0.00 | 2,314.00 | 4,000.00 | 4,000.00 | 1,686.00 | 58% |
| 805 | Refundable Water/Sewer/Hydrant | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0% |
| 908 | Cash Over/Cash Short | 0.00 | 0.06 | 1.00 | 1.00 | 0.94 | 6% |
| 925 | Bank Fees | 0.00 | -1.44 | -2.00 | -2.00 | -0.56 | 72% |
| 940 | Bank Service Charges | -0.15 | -0.15 | 100.00 | 100.00 | 100.15 | 0% |
| 949 | Lease agreements | 990.00 | 7,920.00 | 14,000.00 | 14,000.00 | 6,080.00 | 57% |
| 950 | WWTF Exp MBR | 0.00 | 165,281.55 | 165,282.00 | 165,282.00 | 0.45 | 100% |
| 955 | 3W Water Line SGMA | 0.00 | 63,396.42 | 200,000.00 | 200,000.00 | 136,603.58 | 32% |
| 960 | Property Tax Expense | 0.00 | 95.82 | 96.00 | 96.00 | 0.18 | 100% |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|--------------------------|------------------------------------|----------------------------|---------------------|---------------------------|--------------------------|----------------------------|----------------|
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 963 | Collection System Projects | 105.05 | 18,305.94 | 396,500.00 | 396,500.00 | 378,194.06 | 5% |
| 964 | SEPTIC TO SEWER PRJ | 0.00 | 3,608.75 | 15,700.00 | 15,700.00 | 12,091.25 | 23% |
| 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% |
| 990 | Retirement/Health Ins Liability | 0.00 | 8,778.00 | 0.00 | 0.00 | -8,778.00 | 0% |
| | Account Total: | 62,513.96 | 1,118,193.50 | 2,602,332.00 | 2,631,088.00 | 1,512,894.50 | 42% |
| | Account Group Total: | 62,513.96 | 1,118,193.50 | 2,602,332.00 | 2,631,088.00 | 1,512,894.50 | 42% |
| 70000 | Transfers | | | | | | |
| 70000 | Transfers | | | | | | |
| 352 | Repairs & Maint - Structures | 0.00 | -879.01 | -879.00 | -879.00 | 0.01 | 100% |
| | Account Total: | 0.00 | -879.01 | -879.00 | -879.00 | 0.01 | 100% |
| | Account Group Total: | 0.00 | -879.01 | -879.00 | -879.00 | 0.01 | 100% |
| | Fund Total: | 62,513.96 | 1,117,314.49 | 2,601,453.00 | 2,630,209.00 | 1,512,894.51 | 42% |
| 50 WATER DEPARTMENT | | | | | | | |
| 65000 | Water | | | | | | |
| 65000 | Water | | | | | | |
| 101 | EE Timekeeping Costs | 0.00 | 1,221.28 | 2,400.00 | 2,400.00 | 1,178.72 | 51% |
| 105 | Salaries and Wages | 27,313.89 | 196,260.81 | 338,264.00 | 338,264.00 | 142,003.19 | 58% |
| 111 | BOD Stipend | 180.00 | 1,363.00 | 1,896.00 | 1,896.00 | 533.00 | 72% |
| 120 | Workers' Compensation | 0.00 | 6,099.60 | 8,000.00 | 8,000.00 | 1,900.40 | 76% |
| 121 | Physicals | 0.00 | 175.84 | 150.00 | 150.00 | -25.84 | 117% |
| 135 | Payroll Tax - FICA/SS | 11.15 | 84.44 | 1,169.00 | 1,169.00 | 1,084.56 | 7% |
| 140 | Payroll Tax - Medicare | 398.69 | 2,843.61 | 4,932.00 | 4,932.00 | 2,088.39 | 58% |
| 155 | Payroll Tax - SUI | 179.34 | 1,134.83 | 15,988.00 | 15,988.00 | 14,853.17 | 7% |
| 160 | Payroll Tax - ETT | 4.01 | 25.26 | 283.00 | 283.00 | 257.74 | 9% |
| 205 | Insurance - Health | 3,842.60 | 30,319.18 | 46,122.00 | 46,122.00 | 15,802.82 | 66% |
| 210 | Insurance - Dental | 139.79 | 1,133.94 | 1,854.00 | 1,854.00 | 720.06 | 61% |
| 215 | Insurance - Vision | 22.94 | 183.45 | 310.00 | 310.00 | 126.55 | 59% |
| 225 | Retirement - PERS Expense | 2,707.07 | 21,767.07 | 45,869.00 | 45,869.00 | 24,101.93 | 47% |
| 305 | Operations & Maintenance | 165.31 | 6,640.07 | 8,000.00 | 8,000.00 | 1,359.93 | 83% |
| 310 | Phone & Fax Expense | 105.78 | 907.80 | 1,500.00 | 1,500.00 | 592.20 | 61% |
| 315 | Postage, Shipping & Freight | 0.00 | 149.13 | 1,000.00 | 1,000.00 | 850.87 | 15% |
| 319 | Legal: P.R.A.s - Professional Svcs | 0.00 | 0.00 | 600.00 | 600.00 | 600.00 | 0% |
| 320 | Printing & Reproduction | 0.00 | 171.25 | 1,000.00 | 1,000.00 | 828.75 | 17% |
| 321 | IT Services - Professional Svcs | 1,026.75 | 9,425.36 | 12,800.00 | 12,800.00 | 3,374.64 | 74% |
| 323 | Auditor - Professional Svcs | 0.00 | 3,643.20 | 3,644.00 | 3,644.00 | 0.80 | 100% |
| 324 | GSA-GSP - Professional Svcs | 0.00 | 3,997.03 | 15,000.00 | 15,000.00 | 11,002.97 | 27% |
| 325 | Accounting - Professional Svcs | 753.27 | 2,510.36 | 4,500.00 | 4,500.00 | 1,989.64 | 56% |
| 326 | Engineering - Professional Svcs | 0.00 | 21,906.26 | 25,000.00 | 52,310.00 | 30,403.74 | 42% |
| 327 | Legal: General - Professional Svcs | 482.81 | 17,429.77 | 27,000.00 | 27,000.00 | 9,570.23 | 65% |
| 328 | Insurance - Prop & Liability | 0.00 | 32,485.00 | 32,485.00 | 32,485.00 | 0.00 | 100% |
| 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 | 111.00 | 1,435.10 | 3,500.00 | 3,500.00 | 2,064.90 | 41% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 24

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------|----------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 50 WATER DEPARTMENT | | | | | | | |
| 333 | Legal: HR - Professional Svcs | 814.37 | 9,525.46 | 9,500.00 | 9,500.00 | -25.46 | 100% |
| 334 | Maintenance Agreements | 37.50 | 4,103.83 | 9,000.00 | 9,000.00 | 4,896.17 | 46% |
| 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 | 520.00 | 913.75 | 800.00 | 800.00 | -113.75 | 114% |
| 345 | Mileage Expense Reimbursement | 0.00 | 0.00 | 250.00 | 250.00 | 250.00 | 0% |
| 348 | Safety Equipment and Supplies | 0.00 | 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 | 162.02 | 3,927.09 | 5,000.00 | 5,000.00 | 1,072.91 | 79% |
| 352 | Repairs & Maint - Structures | 0.00 | 126.81 | 2,000.00 | 2,000.00 | 1,873.19 | 6% |
| 353 | Repairs & Maint - Infrastructure | 7,489.69 | 29,502.41 | 50,000.00 | 59,163.00 | 29,660.59 | 50% |
| 354 | Repairs & Maint - Vehicles | 0.00 | 4,429.32 | 4,500.00 | 4,500.00 | 70.68 | 98% |
| 356 | Testing & Supplies - Well #3 | 22.00 | 2,683.00 | 3,500.00 | 3,500.00 | 817.00 | 77% |
| 357 | Testing & Supplies - Well #4 | 22.00 | 2,683.02 | 3,500.00 | 3,500.00 | 816.98 | 77% |
| 358 | Testing & Supplies - SLT Well | 108.00 | 3,768.52 | 6,000.00 | 6,000.00 | 2,231.48 | 63% |
| 359 | Testing & Supplies - Other | 503.00 | 4,224.00 | 6,000.00 | 6,000.00 | 1,776.00 | 70% |
| 362 | Cross-Connection Control Svcs. | 251.00 | 1,060.60 | 1,500.00 | 1,500.00 | 439.40 | 71% |
| 374 | CSD Utilities - Billing Services | 341.81 | 2,754.45 | 4,000.00 | 4,000.00 | 1,245.55 | 69% |
| 375 | Internet Expenses | 253.92 | 2,031.36 | 3,500.00 | 3,500.00 | 1,468.64 | 58% |
| 376 | Web Page - Upgrade/Maint | 0.00 | 1,060.74 | 1,061.00 | 1,061.00 | 0.26 | 100% |
| 380 | Utilities - Alarm Service | 0.00 | 350.00 | 2,000.00 | 2,000.00 | 1,650.00 | 18% |
| 381 | Utilities - Electric | 4,199.24 | 41,275.44 | 46,000.00 | 46,000.00 | 4,724.56 | 90% |
| 382 | Utilities - Propane | 0.00 | 701.66 | 1,000.00 | 1,000.00 | 298.34 | 70% |
| 383 | Utilities - Trash | 64.00 | 498.42 | 700.00 | 700.00 | 201.58 | 71% |
| 384 | Utilities - Water/Sewer | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 | 0% |
| 385 | Dues and Subscriptions | 1,925.00 | 5,139.06 | 4,500.00 | 4,500.00 | -639.06 | 114% |
| 386 | Education and Training | 248.00 | 873.80 | 5,000.00 | 5,000.00 | 4,126.20 | 17% |
| 393 | Advertising and Public Notices | 0.00 | 525.00 | 2,000.00 | 2,000.00 | 1,475.00 | 26% |
| 394 | LAFCO Allocations | 0.00 | 1,932.53 | 1,933.00 | 1,933.00 | 0.47 | 100% |
| 395 | Community Outreach | 84.30 | 832.05 | 1,200.00 | 1,200.00 | 367.95 | 69% |
| 396 | Utilities - SoCal Gas | 32.35 | 284.83 | 2,000.00 | 2,000.00 | 1,715.17 | 14% |
| 410 | Office Supplies | 29.75 | 823.34 | 2,000.00 | 2,000.00 | 1,176.66 | 41% |
| 432 | Utility Rate Design Study | 225.00 | 30,963.79 | 20,000.00 | 20,000.00 | -10,963.79 | 155% |
| 459 | SCADA - Maintenance Fees | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 | 0% |
| 465 | Cell phones, Radios and Pagers | 144.08 | 1,175.81 | 1,920.00 | 1,920.00 | 744.19 | 61% |
| 475 | Computer Supplies & Upgrades | 0.00 | 875.50 | 1,000.00 | 1,000.00 | 124.50 | 88% |
| 481 | Chemicals- Well #3 | 0.00 | 2,390.86 | 4,000.00 | 4,000.00 | 1,609.14 | 60% |
| 482 | Chemicals- Well #4 | 0.00 | 3,527.66 | 4,000.00 | 4,000.00 | 472.34 | 88% |
| 483 | Chemicals- SLT Well | 0.00 | 2,128.14 | 3,000.00 | 3,000.00 | 871.86 | 71% |
| 485 | Fuel Expense | 334.80 | 3,428.13 | 6,000.00 | 6,000.00 | 2,571.87 | 57% |
| 490 | Small Tools & Equipment | 618.03 | 1,025.51 | 6,000.00 | 6,000.00 | 4,974.49 | 17% |
| 495 | Uniform Expense | 0.00 | 424.69 | 2,500.00 | 2,500.00 | 2,075.31 | 17% |
| 518 | Water Projects SLT Well | 0.00 | 0.00 | 0.00 | 35,390.00 | 35,390.00 | 0% |
| 520 | Water Main Valves Replacement | 8,072.00 | 8,072.00 | 10,000.00 | 10,000.00 | 1,928.00 | 81% |
| 525 | Water Meter Replacement | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 | 0% |
| 535 | Water Lines Repairs | 8,072.00 | 8,072.00 | 20,000.00 | 20,000.00 | 11,928.00 | 40% |
| 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 | 6,006.38 | 7,000.00 | 7,000.00 | 993.62 | 86% |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------------|------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 50 WATER DEPARTMENT | | | | | | | |
| 805 | Refundable Water/Sewer/Hydrant | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0% |
| 925 | Bank Fees | 0.00 | -0.36 | 1.00 | 1.00 | 1.36 | -36% |
| 930 | Interest Fees | 21,923.40 | 44,326.21 | 60,000.00 | 60,000.00 | 15,673.79 | 74% |
| 940 | Bank Service Charges | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0% |
| 949 | Lease agreements | 990.00 | 7,920.00 | 14,000.00 | 14,000.00 | 6,080.00 | 57% |
| 961 | SLT Tank and Booster Pump Project | 81.81 | 10,842.49 | 38,726.00 | 49,626.00 | 38,783.51 | 22% |
| 962 | 0.65 MG Tank | 0.00 | 32,970.00 | 67,660.00 | 67,660.00 | 34,690.00 | 49% |
| 990 | Retirement/Health Ins Liability | 0.00 | 8,778.00 | 0.00 | 0.00 | -8,778.00 | 0% |
| | Account Total: | 95,663.17 | 667,211.46 | 1,156,417.00 | 1,239,180.00 | 571,968.54 | 54% |
| | Account Group Total: | 95,663.17 | 667,211.46 | 1,156,417.00 | 1,239,180.00 | 571,968.54 | 54% |
| 70000 Transfers | | | | | | | |
| 70000 Transfers | | | | | | | |
| 352 | Repairs & Maint - Structures | 0.00 | -879.01 | -879.00 | -879.00 | 0.01 | 100% |
| | Account Total: | 0.00 | -879.01 | -879.00 | -879.00 | 0.01 | 100% |
| | Account Group Total: | 0.00 | -879.01 | -879.00 | -879.00 | 0.01 | 100% |
| | Fund Total: | 95,663.17 | 666,332.45 | 1,155,538.00 | 1,238,301.00 | 571,968.55 | 54% |
| 60 SOLID WASTE DEPARTMENT | | | | | | | |
| 66000 SOLID WASTE | | | | | | | |
| 66000 SOLID WASTE | | | | | | | |
| 101 | EE Timekeeping Costs | 0.00 | 135.70 | 300.00 | 300.00 | 164.30 | 45% |
| 105 | Salaries and Wages | 1,045.23 | 8,936.34 | 16,745.00 | 16,745.00 | 7,808.66 | 53% |
| 111 | BOD Stipend | 5.00 | 48.00 | 264.00 | 264.00 | 216.00 | 18% |
| 120 | Workers' Compensation | 0.00 | 13.82 | 100.00 | 100.00 | 86.18 | 14% |
| 121 | Physicals | 0.00 | 6.08 | 50.00 | 50.00 | 43.92 | 12% |
| 135 | Payroll Tax - FICA/SS | 0.30 | 2.93 | 60.00 | 60.00 | 57.07 | 5% |
| 140 | Payroll Tax - Medicare | 15.25 | 127.91 | 246.00 | 246.00 | 118.09 | 52% |
| 155 | Payroll Tax - SUI | 5.15 | 43.28 | 800.00 | 800.00 | 756.72 | 5% |
| 160 | Payroll Tax - ETT | 0.10 | 0.87 | 12.00 | 12.00 | 11.13 | 7% |
| 205 | Insurance - Health | 142.34 | 1,139.76 | 1,783.00 | 1,783.00 | 643.24 | 64% |
| 210 | Insurance - Dental | 5.20 | 42.22 | 66.00 | 66.00 | 23.78 | 64% |
| 215 | Insurance - Vision | 0.82 | 6.65 | 12.00 | 12.00 | 5.35 | 55% |
| 225 | Retirement - PERS Expense | 126.40 | 1,058.29 | 1,389.00 | 1,389.00 | 330.71 | 76% |
| 305 | Operations & Maintenance | 0.00 | 25.97 | 2,000.00 | 2,000.00 | 1,974.03 | 1% |
| 310 | Phone & Fax Expense | 9.91 | 63.03 | 65.00 | 65.00 | 1.97 | 97% |
| 315 | Postage, Shipping & Freight | 0.00 | 9.47 | 50.00 | 50.00 | 40.53 | 19% |
| 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 | 96.26 | 612.42 | 3,300.00 | 3,300.00 | 2,687.58 | 19% |
| 323 | Auditor - Professional Svcs | 0.00 | 341.55 | 600.00 | 600.00 | 258.45 | 57% |
| 325 | Accounting - Professional Svcs | 70.62 | 216.35 | 750.00 | 750.00 | 533.65 | 29% |
| 327 | Legal: General - Professional Svcs | 24.07 | 8,214.57 | 9,500.00 | 9,500.00 | 1,285.43 | 86% |
| 328 | Insurance - Prop & Liability | 0.00 | 1,646.35 | 1,646.00 | 1,646.00 | -0.35 | 100% |
| 329 | New Hire Screening | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0% |
| 331 | Legal: SMEA - Professional Svcs | 0.00 | 0.00 | 250.00 | 250.00 | 250.00 | 0% |
| 333 | Legal: HR - Professional Svcs | 45.88 | 667.39 | 600.00 | 600.00 | -67.39 | 111% |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------------|----------------------------------|----------------------------|---------------------|---------------------------|--------------------------|----------------------------|----------------|
| 60 SOLID WASTE DEPARTMENT | | | | | | | |
| 334 | Maintenance Agreements | 0.00 | 203.55 | 600.00 | 600.00 | 396.45 | 34% |
| 341 | Space Rental | 48.75 | 69.75 | 100.00 | 100.00 | 30.25 | 70% |
| 345 | Mileage Expense Reimbursement | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0% |
| 348 | Safety Equipment and Supplies | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0% |
| 350 | Repairs & Maint - Computers | 0.00 | 0.00 | 150.00 | 150.00 | 150.00 | 0% |
| 351 | Repairs & Maint - Equip | 0.00 | 182.31 | 500.00 | 500.00 | 317.69 | 36% |
| 352 | Repairs & Maint - Structures | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0% |
| 353 | Repairs & Maint - Infrastructure | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0% |
| 354 | Repairs & Maint - Vehicles | 0.00 | 0.00 | 150.00 | 150.00 | 150.00 | 0% |
| 375 | Internet Expenses | 10.58 | 84.64 | 150.00 | 150.00 | 65.36 | 56% |
| 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 | 172.63 | 1,000.00 | 1,000.00 | 827.37 | 17% |
| 386 | Education and Training | 23.25 | 54.15 | 500.00 | 500.00 | 445.85 | 11% |
| 393 | Advertising and Public Notices | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0% |
| 394 | LAFCO Allocations | 0.00 | 1,932.52 | 1,933.00 | 1,933.00 | 0.48 | 100% |
| 395 | Community Outreach | 0.00 | 303.50 | 500.00 | 500.00 | 196.50 | 61% |
| 410 | Office Supplies | 2.79 | 11.32 | 25.00 | 25.00 | 13.68 | 45% |
| 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 | 16.00 | 130.59 | 150.00 | 150.00 | 19.41 | 87% |
| 485 | Fuel Expense | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0% |
| 490 | Small Tools & Equipment | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0% |
| 495 | Uniform Expense | 0.00 | 3.81 | 150.00 | 150.00 | 146.19 | 3% |
| 650 | SB1383 Compliance | 0.00 | 0.00 | 250.00 | 250.00 | 250.00 | 0% |
| 940 | Bank Service Charges | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0% |
| 949 | Lease agreements | 110.00 | 880.00 | 1,200.00 | 1,200.00 | 320.00 | 73% |
| | Account Total: | 1,803.90 | 27,447.48 | 67,351.00 | 67,351.00 | 39,903.52 | 41% |
| | Account Group Total: | 1,803.90 | 27,447.48 | 67,351.00 | 67,351.00 | 39,903.52 | 41% |
| 70000 Transfers | | | | | | | |
| 70000 | Transfers | | | | | | |
| 352 | Repairs & Maint - Structures | 0.00 | -97.67 | -98.00 | -98.00 | -0.33 | 100% |
| | Account Total: | 0.00 | -97.67 | -98.00 | -98.00 | -0.33 | 100% |
| | Account Group Total: | 0.00 | -97.67 | -98.00 | -98.00 | -0.33 | 100% |
| | Fund Total: | 1,803.90 | 27,349.81 | 67,253.00 | 67,253.00 | 39,903.19 | 41% |
| | Grand Total: | 206,453.76 | 2,258,887.42 | 4,606,951.00 | 4,718,470.00 | 2,459,582.58 | 48% |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 2/24

| Fund/Account | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|----------------------------------|---------------------|-------------------|------------------|------------------|-------------------|---------------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | |
| 10200 OPERATING CASH - PREMIER | 259,664.11 | 41.68 | 9.25 | 0.00 | 41,612.79 | 218,102.25 |
| 10250 PAC PREMIER - PAYROLL | 5,476.31 | 0.00 | 31,515.68 | 0.00 | 31,515.68 | 5,476.31 |
| 10340 PAC PREMIER OPERATIONAL | 457,944.96 | 18,000.40 | 0.00 | 0.00 | 0.00 | 475,945.36 |
| 10350 PAC PREMIER - CAPITAL | 305,640.73 | 36.33 | 0.00 | 0.00 | 0.00 | 305,677.06 |
| 10461 COMMUNITY BANK OF SANTA | 139,419.11 | 0.00 | 0.00 | 0.00 | 1,200.00 | 138,219.11 |
| Total Fund | 1,168,145.22 | 18,078.41 | 31,524.93 | | 74,328.47 | 1,143,420.09 |
| 30 STREET LIGHTING DEPARTMENT | | | | | | |
| 10200 OPERATING CASH - PREMIER | 253,793.43 | 5,561.42 | 0.67 | 0.00 | 3,669.86 | 255,685.66 |
| 10250 PAC PREMIER - PAYROLL | 81.94 | 0.00 | 1,431.47 | 0.00 | 1,431.47 | 81.94 |
| 10340 PAC PREMIER OPERATIONAL | 60,637.70 | 9.53 | 0.00 | 0.00 | 0.00 | 60,647.23 |
| 10350 PAC PREMIER - CAPITAL | 45,458.96 | 5.40 | 0.00 | 0.00 | 0.00 | 45,464.36 |
| 10459 CAMBRIDGE INV- LIGHT RESV | 153,955.20 | 13.61 | 0.00 | 105.00 | 0.00 | 153,863.81 |
| 10460 CAMBRIDGE INV- LIGHT CAP | 362,944.09 | 3,730.79 | 0.00 | 408.26 | 0.00 | 366,266.62 |
| Total Fund | 876,871.32 | 9,320.75 | 1,432.14 | 513.26 | 5,101.33 | 882,009.62 |
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 10000 CASH DRAWER | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| 10200 OPERATING CASH - PREMIER | 1,460,743.70 | 110,489.35 | 10.21 | 325.08 | 63,446.61 | 1,507,471.57 |
| 10250 PAC PREMIER - PAYROLL | 2,246.21 | 0.13 | 15,286.46 | 0.00 | 15,286.46 | 2,246.34 |
| 10260 PAC WESTERN BANK - LONG | 201,927.42 | 48.13 | 0.00 | 0.00 | 0.00 | 201,975.55 |
| 10340 PAC PREMIER OPERATIONAL | 331,316.48 | 52.06 | 0.00 | 0.00 | 0.00 | 331,368.54 |
| 10350 PAC PREMIER - CAPITAL | 205,292.56 | 24.40 | 0.00 | 0.00 | 0.00 | 205,316.96 |
| 10457 CAMBRIDGE INV- WW CAPITAL | 315,694.60 | 3,302.05 | 0.00 | 0.00 | 0.00 | 318,996.65 |
| 10458 CAMBRIDGE INV- WW LT MAINT | 307,552.64 | 7,591.12 | 0.00 | 3,053.51 | 174.37 | 311,915.88 |
| 10460 CAMBRIDGE INV- LIGHT CAP | -174.37 | 0.00 | 174.37 | 0.00 | 0.00 | 0.00 |
| Total Fund | 2,824,749.24 | 121,507.24 | 15,471.04 | 3,378.59 | 78,907.44 | 2,879,441.49 |
| 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 | 429,213.28 | 66,948.40 | 107.51 | 178.35 | 75,633.99 | 420,456.85 |
| 10250 PAC PREMIER - PAYROLL | 1,980.47 | 0.00 | 34,799.48 | 0.00 | 34,799.48 | 1,980.47 |
| 10340 PAC PREMIER OPERATIONAL | 155,756.91 | 24.48 | 0.00 | 0.00 | 0.00 | 155,781.39 |
| 10350 PAC PREMIER - CAPITAL | 14,744.51 | -0.85 | 0.00 | 21,923.40 | 0.00 | -7,179.74 |
| 10400 HOB - USDA RESERVE | 70,013.28 | 0.55 | 0.00 | 0.00 | 0.00 | 70,013.83 |
| 10456 CAMBRIDGE INV- W CAPITAL | 153,949.20 | 13.61 | 341.06 | 100.50 | 0.00 | 154,203.37 |
| 10460 CAMBRIDGE INV- LIGHT CAP | 341.06 | 0.00 | 0.00 | 0.00 | 341.06 | 0.00 |
| Total Fund | 905,376.21 | 66,986.19 | 35,248.05 | 22,202.25 | 110,774.53 | 874,633.67 |
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| 10200 OPERATING CASH - PREMIER | 53,328.44 | 4,281.18 | 0.67 | 0.00 | 1,804.57 | 55,805.72 |
| 10250 PAC PREMIER - PAYROLL | 0.00 | 0.00 | 1,345.79 | 0.00 | 1,345.79 | 0.00 |
| 10340 PAC PREMIER OPERATIONAL | 72,484.15 | 11.39 | 0.00 | 0.00 | 0.00 | 72,495.54 |
| 10350 PAC PREMIER - CAPITAL | 22,927.44 | 2.72 | 0.00 | 0.00 | 0.00 | 22,930.16 |
| Total Fund | 148,740.03 | 4,295.29 | 1,346.46 | | 3,150.36 | 151,231.42 |
| 71 PAYROLL CLEARING FUND | | | | | | |
| 10250 PAC PREMIER - PAYROLL | -788.73 | 0.00 | 84,376.38 | 80,696.91 | 0.00 | 2,890.74 |
| 73 CLAIMS CLEARING FUND | | | | | | |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 2/24

| Fund/Account | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|--------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| 10200 OPERATING CASH - PREMIER | 128,211.22 | 0.00 | 101,660.63 | 4,504.32 | 0.00 | 225,367.53 |
| 10250 PAC PREMIER - PAYROLL | 0.00 | 0.00 | 2.50 | 2.50 | 0.00 | 0.00 |
| 10461 COMMUNITY BANK OF SANTA | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| Total Fund | 128,211.22 | | 102,863.13 | 5,706.82 | | 225,367.53 |
| Totals | 6,051,304.51 | 220,187.88 | 272,262.13 | 112,497.83 | 272,262.13 | 6,158,994.56 |

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

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

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

2/29/2024



| | SECURITY | TYPE | PRICE | COUPON | AMOUNT | YIELDS AVG YIELD | ANNUAL CASH FLOW | MATURITY DATE | FDIC CERT # | SETTLE DATE | MARKET VALUE AS OF REPORT | PORTFOLIO % |
|-----------------------------|---------------------------|------|-----------|--------|------------------------|---------------------|---------------------|------------------|----------------|----------------|------------------------------|----------------|
| Lighting - Capital | Fidelity Govt MMKT | CASH | \$ 1.00 | 4.47% | \$ 24,112.83 | 4.43% | \$ 1,068.20 | | | | \$ 24,112.83 | 1.9% |
| | JP Morgan Chase NA | CD | \$ 100.00 | 5.25% | \$ 138,000.00 | 5.25% | \$ 7,245.00 | 8/15/2028 | 628 | 8/15/2023 | \$ 138,684.48 | 10.6% |
| | BMW Bank NA | CD | \$ 100.00 | 4.60% | \$ 200,000.00 | 4.60% | \$ 9,200.00 | 3/10/2028 | 35141 | 3/10/2028 | \$ 203,636.00 | 15.4% |
| | | | | | | | | | | | total: \$ 366,433.31 | |
| Lighting- Reserve | Fidelity Govt MMKT | CASH | \$ 1.00 | 4.47% | \$ 3,872.81 | 4.43% | \$ 171.57 | | | | \$ 3,872.81 | 0.3% |
| | Morgan Stanley Bank NA | CD | \$ 100.00 | 5.05% | \$ 150,000.00 | 5.05% | \$ 7,575.00 | 3/10/2028 | 32992 | 3/10/2028 | \$ 149,991.00 | 11.5% |
| | | | | | | | | | | | total: \$ 153,863.81 | |
| Wastewater- LT Mnt | Fidelity Govt MMKT | CASH | \$ 1.00 | 4.47% | \$ 3,587.55 | 4.43% | \$ 158.93 | | | | \$ 3,587.55 | 0.3% |
| | Freddie Mac | AGCY | \$ 99.78 | 5.00% | \$ 310,000.00 | 4.64% | \$ 14,725.00 | 2/6/2029 | N/A | 2/9/2024 | \$ 308,502.70 | 23.8% |
| | | | | | | | | | | | total: \$ 312,090.25 | |
| Wastewater - Capital | Fidelity Govt MMKT | CASH | \$ 1.00 | 4.47% | \$ 15,370.90 | 4.47% | \$ 680.93 | | | | \$ 15,370.90 | 1.2% |
| | BMO HARRIS BANK NA | CD | \$ 100.00 | 5.00% | \$ 200,000.00 | 5.00% | \$ 10,000.00 | 5/18/2028 | 16571 | 5/18/2023 | \$ 200,394.00 | 15.4% |
| | MEDALLION BANK | CD | \$ 100.00 | 5.00% | \$ 103,000.00 | 5.00% | \$ 5,150.00 | 5/24/2028 | 57449 | 3/8/2023 | \$ 103,231.75 | 7.9% |
| | | | | | | | | | | | total: \$ 318,996.65 | |
| Water - Capital | Fidelity Govt MMKT | CASH | \$ 1.00 | 4.47% | \$ 3,872.81 | 4.43% | \$ 171.73 | | | | \$ 3,872.81 | 0.3% |
| | Morgan Stanley Private Bk | CD | \$ 100.00 | 5.05% | \$ 150,000.00 | 5.05% | \$ 7,575.00 | 3/10/2028 | 34221 | 3/10/2023 | \$ 149,989.50 | 11.5% |
| | | | | | | | | | | | total: \$ 153,862.31 | |
| Total & Average: | | | | | \$ 1,301,816.90 | 4.87% | \$ 63,721.36 | | | | \$ 1,305,246.33 | 100% |

Disclosure

Registered Representative Securities offered through Cambridge Investment Research, Inc., a broker-dealer, member FINRA/SIPC. Investment Advisor Representative Cambridge Investment Research Advisors, Inc., a Registered Investment

SMCSD STATEMENTS OF INFORMATION:

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

As of this report date the District has the ability to meet it's expenditure requirements through: August 28, 2024

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

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

March 28, 2024

AGENDA ITEM: 10.2

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. (Resolution 2024-01)

SUGGESTED ACTION: Discussion and potential approval of water rate structure change and increase.

DISCUSSION:

Directors Kalvans and Baker met with the General Manager to discuss other options for rate changes on two occasions since the December Board meeting.

Prior meeting information:

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

RESOLUTION NO. 2024-01

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 April 16, 2024.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a regular meeting held on the 28th day of March 2024; 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 February 16, 2024 | 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 | |

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 |



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



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

Date: 3/19/24

Water Department Reserves

The Water Department maintains funds in several accounts.

- Operational Cash – funds for daily needs and expenses
- Operational Reserve – reserve funds to back up operational cash and act as an unrestricted reserve for planned and unplanned expenses for each fund.
- Capital Reserve – Restricted funds that are for purchase and replacement of equipment and facilities. Not to be used for operation and maintenance activities.
- Investments – the District maintains some Operational Reserve and Capital Reserve funds in investments. Each investment is designated by department and by Operational Reserve or Capital Reserve to maintain its status as restricted or Unrestricted.

As of 2/28/24 the Water Department has the following funds available.

| | |
|----------------------------|-----------|
| Operating Cash | \$397,237 |
| Operational Reserve | \$155,757 |
| Capital Reserve | \$14,744 |
| Capital Reserve Investment | \$154,290 |

As of 2/28/24 the Water Department has the following funds which are unavailable.

| | |
|----------------|----------|
| USDA reserve | \$70,013 |
| Cash in County | \$79,227 |

The Water department is required to maintain, at a minimum, three months of operating expenses in reserve.

- Based on the current approved budget, the District has approximately eight (8) months of operating expenses in available funds.

The Water department is required to maintain, at a minimum, a ratio of 1.1 Revenue to Expenses.

- This ratio is dictated by the loan agreement with USDA.

The District reserve policy, approved February 21st 2023, outlines the following thresholds for reserves for the Water fund.

The goals for the Water Department are as follows:

- Operational Reserve
 - Operational reserve should be equal to or greater than 50 percent of the annual budgeted operating expenses for each fund (not including budgeted projects or other capital replacement)
 - This fund shall not be used to artificially suppress water and wastewater rates (i.e. to maintain or sustain rates at levels below the cost of service)
- Capital Reserve
 - Target criteria for capital reserve is \$1,000,000

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

March 28, 2024

AGENDA ITEM: 10.3

SUBJECT: Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02
(Recommend review and approve by 3/5 vote)

SUGGESTED ACTION: Review and approve RESOLUTION 2024-02 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, or is continued then this item should be tabled to a future meeting.

Approval of RESOLUTION 2024-02 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



RESOLUTION NO. 2024-02

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 March 2024.

Kelly Dodds, General Manager

Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel



San Miguel Utility Billing Policy
~~October 2020~~June September December
2023
Effective as of January 16th 2024

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 14th 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.



San Miguel Utility Billing Policy
December 2023
Effective as of January 16th 2024

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 14th of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, 60 days after the billing date shown on the bill ("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 bill 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 ½” 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.

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.

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

-ADUs with separate services are considered Single-Family 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 Residential Tier structure.

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.

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

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.

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

March 28, 2024

AGENDA ITEM: 10.4

SUBJECT: Review and approve RESOLUTION 2024-10 authorizing the General Manager to execute a proposed employment agreement with Board Clerk/Executive Assistant and approve changes to job title and description. (Recommend review and approve by 3/5 vote)

SUGGESTED ACTION:

Approve RESOLUTION 2024-10 authorizing the General Manager to execute a proposed employment agreement with Board Clerk/Executive Assistant Tamara Parent to continue in the position for five years and to approve changes in job title and description.

DISCUSSION:

Mrs. Parent has been the San Miguel Community Services District (“District”) Board Clerk/Account Clerk Manager since 2017 and has been employed by the District since 2014. In her capacity as Board Clerk/Account Clerk Manager, she is in charge of overseeing all of the District’s accounting duties, interfacing with vendors, customers and service providers, preparing minutes for Board and committee meetings, preparing meeting agendas, coordinating staff reports, coordinating legal notices, and serving as the custodian of the District’s records as well as some training and supervision of District staff in a variety of tasks.

The proposal before the Board is to approve an Employment Agreement with Mrs. Parent as the Board Clerk/ Executive Assistant and approve revisions to the job title and description for this position.

Upon adopting the proposed resolution, the District will extend the employment of Mrs. Parent as the Board Clerk/ Executive Assistant for a period of five years, with an option for the District to renew the agreement for two additional one-year period at the expiration of the five-year term.

Basic terms of the agreement negotiated between Mrs. Parent and the District are;

- The Board Clerk/ Executive Assistant has a proposed salary of \$74,998 per year.
 - Cost of Living Allowance (COLA) of up to 4% based on the Consumer Price Index (CPI)
 - Equivalent of 40 hours to be deposited into employees deferred compensation plan annually.
 - District to pay up to \$1,200 per month toward employee health insurance through the District. or \$300 per pay period if employee has alternative health insurance.
 - Length of the agreement is five years.
 - If approved the agreement will be effective July 1st 2024.
-

FISCAL IMPACT:

Approval of this agreement will result in an approximate increase to payroll and related expenses of \$7,475.

PREPARED BY: Kelly Dodds

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into this ____ day of ____, 2024, by and between the San Miguel Community Services District, a California community services district ("District"), and Tamara Parent, an individual ("Employee"). District and Employee may individually be referred to herein as "Party" or collectively as "Parties." There are no other parties to this Agreement.

RECITALS

- A. On January 17, 2014, Employee began employment with the District as an Account Clerk, a non-exempt position.
- B. On February 7, 2016, Employee was promoted to an Account Clerk 2/Operations Coordinator, a non-exempt position.
- C. On July 27, 2017, Employee was appointed as the Board Clerk/Account Clerk Manager for the District.
- D. The District, acting by and through the Board of Directors ("Board"), has evaluated Employee's knowledge, experience, administrative skills, and abilities, and desires to continue to employ Employee as Board Clerk/Executive Assistant pursuant to the terms of this Agreement.
- E. The Parties agree that this Agreement shall be the sole agreement between the Parties regarding the employment of Employee as Board Clerk/Executive Assistant.
- F. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of California Government Code ("Government Code") section 53260 et seq.

NOW, THEREFORE, in consideration of the mutual covenants entered into between the Parties, and in consideration of the benefits that accrue to each, it is agreed as follows:

AGREEMENT

Section 1. Recitals. The recitals set forth above ("Recitals") are incorporated herein by this reference and made a part of this Agreement. In the event of any inconsistencies between the Recitals and Sections 1 through 10 of this Agreement, Sections 1 through 10 will prevail.

Section 2. Effective Date. This Agreement shall be effective as of July 1, 2024, once it has been executed by both the District and Employee ("Effective Date").

Section 3. Appointment, Duties, and Term.

Section 3.1. Appointment and Duties. The Board hereby appoints Employee to the position of Board Clerk/Executive Assistant, in and for the District, to perform the functions and duties of the Board Clerk/Executive Assistant under the direction of the District General Manager (the "General Manager"). Employee accepts such appointment and employment pursuant to the terms of this Agreement. Employee shall further perform the functions and duties specified under the laws of the State of California, Resolutions of the District, and such other duties and functions as the General Manager may from time-to-time assign.

Section 3.2. Term. The term of this Agreement shall be for five (5) years from the Effective Date ("Term"), unless this Agreement is terminated earlier pursuant to Section 6 of this Agreement. Two (2) additional one (1) year extensions may be granted by the General Manager at the same terms.

No later than six (6) months prior to the expiration of the Term, the General Manager shall provide written notice to Employee as to whether the General Manager intends to extend or renegotiate this Agreement. If the contract is to be renegotiated, then negotiations shall commence no later than five (5) months prior to the expiration of the existing Agreement.

Section 3.3. Duties. For the Term of this Agreement, Employee shall perform all associated duties, functions, and requirements of the Board Clerk/Executive Assistant in accordance with the terms of the Agreement and the Board Clerk/Executive Assistant Job Description, which is attached hereto as **Exhibit A**. Employee shall devote Employee's productive time, ability, and attention to the District's business, as necessary, to the full accomplishments of Employee's duties.

Section 3.4. Secondary Employment. Employee shall not hold any secondary employment or engage in activities which conflict with, or present the appearance or possibility of conflicting with, the District's legitimate business interests. As such, Employee agrees that Employee will notify the General Manager in writing if Employee wishes to accept secondary employment sufficiently in advance to allow the General Manager to determine whether there is the appearance of, or an actual conflict or potential conflict with, the satisfactory performance of Employee's duties or the best interest of the District. Should the General Manager make such a determination, Employee agrees that Employee will forgo the proposed secondary employment. Notwithstanding the foregoing, Employee shall have the right to volunteer for such nonprofit organizations as Employee may see fit, provided that such volunteer services shall not interfere with Employee's duties on behalf of the District

Section 3.5. Exempt Employee. The general business hours for District employees are Monday through Friday, 8:00 a.m. to 4:30 p.m. However, it is recognized by the Parties that Employee is an exempt employee for purposes of the Fair Labor Standards Act of 1938 (29 U.S.C. § 201 et seq.). Employee shall not receive overtime or extra compensation for hours worked outside of the District's general business hours, which are necessary to fulfill the duties of the position, unless otherwise provided in this Agreement.

Section 3.6. Schedule. Employee's daily and weekly work schedule shall vary in accordance with the work required to be performed. The Board Clerk/Executive Assistant position includes attendance at evening Board meetings and frequent irregular hours, as necessary to meet deadlines and achieve objectives. The Board and the General Manager recognize that Employee must devote a great deal of Employee's time outside normal office hours to business of the District and, to that end, will be allowed to adjust Employee's weekly or daily schedule as the General Manager deems reasonable, so long as all objectives have been met and Employee averages eighty (80) hours per pay period. Paid leave may be used to fulfill the average of eighty (80) hours with the approval of the General Manager.

Section 3.7. No Property Right in Employment. Employee understands and agrees that the terms of Employee's employment are governed only by this Agreement and that no right of employment for any specific term is created by this Agreement. Employee further understands that Employee acquires no property interest in Employee's employment by virtue of this Agreement, and that Employee is not entitled to due process for any disciplinary actions, including termination. Unless otherwise specified in this Agreement, Employee shall be bound by all the policies, rules, and regulations of the District now in force and effect applicable to Employee's position, and by all such other applicable policies, rules, and regulations as may

be hereafter implemented and called to Employee's notice and will faithfully observe and abide by the same. No such policy, rule, or regulation shall alter, modify, or revoke Employee's status as an at-will employee or any other provision of this Agreement.

Section 3.8. No Membership in Bargaining Unit. Employee understands that Employee is not a member of any bargaining unit and is not covered by the terms of any Memorandum of Understanding with any represented or unrepresented group of District employees.

Section 4. Compensation and Evaluations.

Section 4.1. Base Salary. The District agrees to pay Employee an annual salary for fiscal year 2024-25 of Seventy-Four Thousand Nine Hundred Ninety-Eight Dollars (\$74,998.00) ("Base Salary"), payable in installments, at the same time the other District employees are paid. The Base Salary does not include any other benefits or supplemental pay Employee may be entitled to, as otherwise set forth in this Agreement.

Employee's Base Salary shall increase annually by the Consumer Price Index for the period of twelve (12) months ending in May of the preceding year, not to exceed four percent (4%). Any annual Base Salary increase shall be effective as of July 1st of each year. The annual cost of living increase provided for by this paragraph shall be suspended in the event the approved annual District budget projects a deficit in the applicable fiscal year, if the District is actively furloughing employees when the increase is to be effective in any given year, or when employee layoffs are projected for the applicable fiscal year.

Section 4.2. Pro-rata Decrease. Employee acknowledges that the Base Salary may be subject to pro-rata decrease based on the Board's adoption of a District-wide unpaid Mandatory Furlough Program adopted as a budgetary measure. Employee's Base Salary shall not be decreased if Employee is required to work on Furlough days in order to meet minimum staffing.

Section 4.3. Reopener. Upon mutual agreement, the District or Employee may reopen negotiations of this Agreement if:

- a) At the end of a given fiscal year the total Operational Reserve for the District falls below fifteen percent (15%) of the Board approved, budgeted revenue for that fiscal year; or
- b) There are significant changes in the duties or responsibilities of Employee.

Section 4.4. Review and Evaluation. The General Manager agrees to review and evaluate Employee's performance of Employee's duties pursuant to the terms of this Agreement ("Review and Evaluation") on not less than an annual basis, and to provide Employee with a written performance review. The annual Review and Evaluation shall be conducted no later than one (1) month prior to Employee's anniversary date of this Agreement each year; however, it may be conducted earlier or at the General Manager's discretion.

Section 5. Employment Benefits.

Section 5.1. Retirement Benefits. The District participates in the California Public Employees Retirement System ("CalPERS"). The District will continue to contribute to Employee's retirement at the rate which it is currently, and Employee will continue to pay Employee's share at Employee's current rate, subject to any changes required by CalPERS during the Term of this Agreement.

Section 5.2. Medical Benefits. The District will contribute One Thousand Two Hundred Dollars (\$1,200.00) towards medical insurance benefits for Employee and Employee's dependent(s), through CalPERS, pursuant to the terms in the District's Personnel Guidelines and Policies ("Personnel Policies"), existing as of the Effective Date of this Agreement. In the event Employee elects not to receive medical insurance from the District, Employee will receive Three Hundred Dollars (\$300.00) as taxable income per pay period in addition to Employee's Base Salary. Employee shall provide documentation that Employee has healthcare provided through another source in order to receive the Three Hundred Dollars (\$300.00) benefit.

At such time as the District offers a cafeteria plan to District employees, Employee may elect to transfer the cash in lieu payment towards such cafeteria plan based on Employee's eligibility.

The District will pay one hundred percent (100%) of vision and dental coverage for Employee only. Employee may enroll a spouse and dependents for the District's vision or dental coverage but shall be responsible for the benefit cost for any spouse or dependents enrolled in vision or dental coverage. The District shall provide payroll deductions for these expenses.

Section 5.3. Vacation. Employee shall be entitled to receive vacation hours based on the accrual rate set forth in the District's Personnel Policies. Employee's accrual rate shall be based on Employee's years of overall service with the District.

Section 5.4. Holidays. Employee shall be entitled to all holidays as provided in the District's Personnel Policies.

Section 5.5 Deferred Compensation. Employee is exempt from coverage under the Fair Labor Standards Act ("FLSA"). As such, Employee does not receive compensation for hours worked over forty (40) per week. The District recognizes that Employee must devote a great deal of time outside the normal office hours to District business. In recognition of the extra hours required, Employee shall receive equivalent cash value of forty (40) hours deposited to Employee's deferred compensation 457 plan, which deposit will be made within the first pay period of July, annually.

Section 5.6. Sick Leave. Employee shall accrue sick leave at a rate of eight (8) hours per month, up to a maximum of ninety-six (96) hours per year. Employee shall not be entitled to cash out accrued sick time upon separation. Employee may convert unused accrued sick leave into service credits with CalPERS upon retirement pursuant to the applicable regulations effective at the time of retirement. Unused sick leave shall roll over annually and there shall not be a cap on sick leave accrual.

Section 5.7. Cell Phone Allowance. District shall provide a District-owned smart phone, with phone, text, and data plan, for use solely by Employee in Employee's position as Board Clerk/Executive Assistant. If the District does not provide a District-owned smart phone, then the District will pay Employee Fifty Dollars (\$50.00) per month for a phone stipend.

Section 5.8. Professional and Educational Development. The District agrees to budget on an annual basis for reasonable costs of travel and business expenses for Employee to attend trainings, seminars, and symposiums that are necessary or beneficial to the Board Clerk/Executive Assistant position, or for the continued operation of the District.

Section 5.9. Other Benefits. During the Term of this Agreement, Employee shall be entitled to receive the benefits set forth in this Agreement. Any benefits listed in Sections 5.1-5.8 of this Agreement shall be in lieu of those benefits provided in the District's Personnel Policies. Any benefits not specifically listed in Sections 5.1-5.8 of this Agreement are enumerated in the District's Personnel Policies, which may be amended from time to time.

Section 6. Termination of Employment and Severance.

Section 6.1. Voluntary Resignation. Employee may resign at any time and agrees to give the District at least thirty (30) calendar days' advance written notice of the effective date of Employee's resignation unless the Parties otherwise agree in writing. If Employee retires from full-time public service with the District, Employee shall provide three (3) months' advance written notice. Employee's actual retirement date will be mutually established between the Parties. During the notice period, all rights and obligations of the Parties under this Agreement shall remain in full force and effect. Promptly after the effective date of resignation, the District shall pay to Employee all salary and benefit amounts, both accrued and owing under this Agreement.

Section 6.2. Termination by General Manager. The General Manager may terminate this Agreement and remove Employee from Employee's position with the District at any time, with or without cause. If Employee's termination is based on charges of misconduct that publicly stigmatize Employee's reputation or impair Employee's ability to earn a living or might damage Employee's standing in the community, Employee is entitled to a "name-clearing" hearing before the termination becomes effective, as described in *Lubey v. City and County of San Francisco* (1979) 98 Cal.App.3d 340 and its progeny. Within five (5) business days of the General Manager's notice to Employee of his or her intent to terminate Employee's employment, Employee may make a written request for a "name-clearing" hearing before the Board. The hearing shall take place at a regularly scheduled Board meeting in accordance with the District's standard practice and any applicable provisions of state law.

The "name-clearing" hearing is solely to provide Employee the opportunity to publicly clear Employee's name, if Employee is entitled to such a hearing. The Board may determine whether the allegations contained in the notice of termination are supported. If the allegations are not supported, a decision shall be issued to reflect that Employee's termination was without fault. This decision will not, however, require that Employee be reinstated to Employee's position. In the event Employee does not request a "name-clearing" hearing before the Board, the General Manager's decision to terminate will be effective by the close of business on the fifth (5th) business day after the General Manager provided notice to Employee about his or her intent to terminate Employee's employment.

Notwithstanding any provision in this Agreement to the contrary, the General Manager may suspend Employee with full pay and benefits at any time during the Term of this Agreement.

Section 7. Indemnification. The District shall defend, hold harmless, and indemnify Employee against any tort, personnel, civil rights, or professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties in accordance with California's Tort Claims Act (Government Code section 825 et seq.), and shall provide a defense to Employee in accordance with Government Code sections 995-996.5. The District may decline to defend or indemnify Employee only as permitted by the Government Code. The District may compromise and settle any such claim or suit and pay the amount of any resulting settlement or judgment; provided, however, that the District's duty to defend and indemnify shall be contingent upon Employee's good faith cooperation with such defense. In the event the District provides funds for legal criminal defense pursuant to this Section, Employee shall reimburse

the District for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code sections 53243-53243.4.

Section 8. Bonding. The District shall bear the full cost of any fidelity or other bonds required of Employee under any federal or state law or ordinance.

Section 9. Notices. Any notice or communication required hereunder between the District and Employee must be in writing, and may be given either personally, by facsimile (with original forwarded by regular U.S. Mail), by registered or certified mail (return receipt requested), or by Federal Express, UPS, or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by facsimile transmission, a notice or communication shall be deemed to have been given and received upon actual physical receipt of the entire document by the receiving Party's facsimile machine. Notices transmitted by facsimile after 5:00 p.m. on a normal business day or on a Saturday, Sunday, or holiday shall be deemed to have been given and received on the next normal business day. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (b) five (5) business days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered, as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) business days' written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to District: San Miguel Community Services District
ATTN: General Manager
1765 Bonita Place
San Miguel, CA 93451

and

White Brenner, LLP
ATTN: Douglas L. White
1414 K Street, 3rd Floor
Sacramento, CA 95814

If to Employee: San Miguel Community Services District
ATTN: Tamara Parent
1765 Bonita Place
San Miguel, CA 93451
w/CC: home address on file

Section 10. General Provisions.

Section 10.1. Modification of Agreement. This Agreement may be supplemented, amended, or modified only by a writing signed by the District and Employee.

Section 10.2. Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the Parties and supersedes all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement.

Section 10.3. Severability of Agreement. If a court or an arbitrator of competent jurisdiction holds any section of this Agreement to be illegal, unenforceable, or invalid for any reason, the validity and enforceability of the remaining sections of this Agreement shall not be affected.

Section 10.4. Authority. All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented, or purported to be represented by such entities, persons, states, or firms and that all former requirements necessary or required by state or federal law in order to enter into this Agreement had been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

Section 10.5. Headings. The headings in this Agreement are included for convenience only and neither affect the construction or interpretation of any section in this Agreement, nor affect any of the rights or obligations of the Parties to this Agreement.

Section 10.6. Necessary Acts and Further Assurances. The Parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

Section 10.7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

Section 10.8. Waiver. No covenant, term, or condition, or the breach thereof, shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

Section 10.9. Counterparts. This Agreement may be executed in counterparts, and all so executed shall constitute an agreement which shall be binding upon the Parties hereto, notwithstanding that the signatures of all Parties and Parties' designated representatives do not appear on the same page.

Section 10.10. Venue. Venue for all legal proceedings shall be in the Superior Court of California in and for the County of San Luis Obispo.

Section 10.11. Attorney's Fees and Costs. If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret sections of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

[SIGNATURE PAGE DIRECTLY FOLLOWS]

IN WITNESS WHEREOF, this Agreement has been entered into by and between EMPLOYEE and DISTRICT as of the date of the Agreement set forth above.

DISTRICT:

EMPLOYEE:

By: _____
Kelly Dodds, General Manager
San Miguel Community Services District,
a California community services District

By: _____
Tamara Parent, an individual

Date: _____

Date: _____

Approved as to Form and Content:

By: _____
Counsel for the District

EXHIBIT A
Job Description

BOARD CLERK/EXECUTIVE ASSISTANT

DEFINITION

Performs a variety of highly responsible, confidential, and complex administrative support duties for the General Manager; prepares Board meeting agendas and meeting minutes; oversees general office functions and staff; serves as District Custodian of Records and Elections Official; provides general information and assistance to the public; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single incumbent management-level classification requires a high degree of administrative and leadership skills to manage and coordinate the assigned programs and activities. Responsibilities require the frequent use of tact, discretion, and independent judgment, and the interpretation and application of policies, procedures, and regulations. This class is distinguished from other administrative positions by the wider variety of more complex tasks performed, the greater degree of independence exercised, and the high degree of confidentiality required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager or his/her designee. Exercises direct supervision over assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises assigned staff providing administrative support services; assigns and reviews work; evaluates work performance; participates in selection, training, and discipline of staff.
- Performs a wide variety of complex, responsible, and confidential administrative support duties for the General Manager, Board of Directors, and others.
- Serves as the Clerk of the Board; sets and attends Board and other meetings; drafts resolutions and staff reports, prepares documents, notices, minutes, and agendas while ensuring procedural compliance with regulatory requirements; ensures follow up on meeting actions as required.
- Prepares, organizes, prints, distributes, follows up, and documents Board and committee agenda items.
- Serves as Election Official and Custodian of Records; ensures compliance with processes; produces and submits requested records adhering to all applicable laws, rules, and regulations.

- Assists the General Manager with budget preparation and monitoring.
- Acts as purchasing agent for administrative needs.
- Administers workers compensation claims.
- Assists with research, processing, and administration of grants.
- Assists in administering contracts and agreements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Business correspondence writing and report preparation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Brown Act, Fair Political Practices and Conflict of Interest, and Public Records Act.
- Requirements and restrictions related to release of requested records.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of customer service.
- Records management principles and procedures including record keeping and filing principles and practices.

Ability to:

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Supervise, train, and evaluate assigned staff.
- Interpret and apply District policies, procedures, rules, and regulations.
- Maintain confidential data and information.
- Take and transcribe accurate minutes of meetings of the Board of Directors and others.
- Maintain the District's official records and files in accordance with applicable laws and regulations.
- Independently prepare correspondence, resolutions, reports, and memorandums.
- Use initiative and independent judgment within established policy and procedural guidelines.

- Organize own work, coordinate projects, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment, technology, and applicable software.
- Establish and maintain effective and collegial working relationships with a diverse range of individuals, including coworkers, consultants, professional agencies, Board members, and the general public.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education

Equivalent of an Associate's degree from an accredited college or university with major coursework in business or public administration, or a closely related field.

Experience

Four (4) years of progressively responsible administrative or executive support experience including at least one (1) year in a supervisory capacity.

Licenses and Certifications:

For specific positions, possession and maintenance of a valid California driver's license and the ability to meet the automobile insurance requirements of the agency or the ability to provide suitable transportation needs as a condition of continued employment.

Special District Board Secretary/Clerk Certificate shall be obtained through the California Special District's Association within the first eighteen (18) months of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach,

push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to twenty-five (25) pounds.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and occasionally travel to other sites where they may be exposed to inclement weather. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DRAFT

RESOLUTION NO. 2024-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL
MANAGER TO RE-APPOINT TAMARA PARENT AS THE DISTRICT'S BOARD
CLERK/EXECUTIVE ASSISTANT, APPROVING THE EMPLOYMENT AGREEMENT
AND JOB DESCRIPTION**

WHEREAS, Tamara Parent has served as the San Miguel Community Services District (“District”) Board Clerk/Account Clerk Manager since 2017; and

WHEREAS, in the capacity of Board Clerk/Account Clerk Manager, Parent has satisfactorily achieved the goals and aims of the District and the General Manager;

WHEREAS, the proposed Board Clerk/Executive Assistant Employment Agreement thoroughly describes the rights and obligations of the District and the Board Clerk/Executive Assistant, and is attached hereto as Exhibit A; and

WHEREAS, the Board Clerk/Executive Assistant Job Description thoroughly describes the duties assigned to the Board Clerk/Executive Assistant, which is attached hereto and incorporated as an attachment to Exhibit B.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution authorizing the Interim General Manager to execute an employment agreement with the Board Clerk/Executive Assistant to extend her employment pursuant to the terms and conditions of the employment agreement attached hereto as Exhibit A.

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

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 28th day of March, 2024.

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**

March 28, 2024

AGENDA ITEM: 12.1

SUBJECT: Paso Basin Cooperative Committee MOA amendment #2 (Recommend review and approve by 3/5 vote to approve the amendment at the scheduled PBCC meeting)

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. Based on prior feedback from this Board the PBCC staff has changed the proposal to only allow for the City and County to act as contracting agencies for the PBCC.

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 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, the County 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 approval by the Cooperative Committee. If the County acts as the contracting agent, the same provisions applicable to the City under this Section 6 shall apply to the County excepting that the County shall follow its own procurement policies in the engagement of such consultant(s) with inclusion of the 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 County 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 provided that each Party has approved a budget that includes such consultant costs or its share of such consultant costs, each Party shall remit payment to the County within thirty (30) days upon receipt of an invoice from the County 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

SHANDON SAN JUAN WATER DISTRICT

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

APPROVED AS TO LEGAL FORM AND EFFECT:

APPROVED AS TO LEGAL FORM AND EFFECT:

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

COUNTY OF SAN LUIS OBISPO

SAN MIGUEL COMMUNITY SERVICES DISTRICT

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

APPROVED AS TO LEGAL FORM AND EFFECT:

APPROVED AS TO LEGAL FORM AND EFFECT:

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

ESTRELLA-EL POMAR-CRESTON
WATER DISTRICT

By: _____

Its: _____

Date: _____

APPROVED AS TO LEGAL
FORM AND EFFECT

By: _____

Its: _____

Date: _____

ATTACHMENT 1
AMENDMENT NO. 1

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

March 28, 2024

AGENDA ITEM: 14.1

SUBJECT: CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation

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

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

No additional cost for this time.

PREPARED BY: Kelly Dodds
