



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: 09-26-2024

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**
 1. 20 minute presentation on the background of the PBCC and groundwater basin by Greg Grewal and Murray Powell
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. 8-22-2024 Draft San Miguel CSD Board of Directors meeting minutes
 2. 2024 Volunteer Fire Assistance Grant (VFA) acceptance RESOLUTION 2024-43
10. **Board Action Items**
 1. PARTIAL Monthly Financial Reports for August 2024
 2. Establishment of a Wastewater Service approved and waiting list. (Receive and File)
 3. Update on the San Miguel Fire Department Temporary Housing Unit (THU)
 4. 10 year Interfund loan between the Street Lighting fund and Fire fund in an amount of \$80,000 by RESOLUTION 2024-44 (approve by 3/5 vote)
 5. Review and approve changes to the Board Handbook. (RESOLUTION 2024-45)
 6. Accept Rose Foundation Grant for \$47,000 (Resolution 2024-46)

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

11. GSA Board Action Items

- 1. Update from September 25, 2024 Paso Basin Cooperative Committee meeting

Reconvene to the San Miguel Community Services District Board of Directors

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

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

CLOSED SESSION ADMONISHMENT:

The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waiver of the privilege.

- 1. Conference with Real Property Negotiators (Gov. Code, § 54956.8)

Property: Assessor's Parcel Numbers 027-011-019 and 027-061-019
Agency Negotiator: Kelly Dodds
Negotiating Parties: E&J Gallo Winery
Under Negotiation: Price and terms of payment for a right of way easement

14. Report out of Closed Session

15. Adjournment to Next Regular Meeting

ATTEST:

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

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

Date:

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

September 26, 2024

AGENDA ITEM: 6.1

SUBJECT: 20 minute presentation on the background of the PBCC and groundwater basin by Greg Grewal and Murray Powell

SUGGESTED ACTION: Receive presentation.

DISCUSSION:

Receive presentation.

No decision is to be made at this time, the Board may request that an item be added to a future agenda for Board consideration and action.

FISCAL IMPACT:

No projected financial cost to receive this presentation.

PREPARED BY: Kelly Dodds

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

September 26, 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**

September 26, 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**

September 26, 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**

September 26, 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 and 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**

September 26, 2024

AGENDA ITEM: 8.2

SUBJECT: District Counsel

SUGGESTED ACTION: Receive verbal report

DISCUSSION:

Verbal

FISCAL IMPACT:

None

PREPARED BY: Christina Pritchard

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

September 26, 2024

AGENDA ITEM: 8.3

SUBJECT: District Utilities

SUGGESTED ACTION: Receive and file

DISCUSSION:

Well Status:

- Well 4 is fully operational – Well Level 98’ 9/3/24 (STATIC)
- Well 3 is operational – Well Level 69.3’ 9/3/24 (STATIC)
- SLT well is operational -Well Level 177’ 9/3/24 (STATIC)

Water System status:

Water leaks this month: 0 This calendar year: 10

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

- .

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- .

California Regional Water Resources Control Board:

- .

State Water Resources Control Board (SWRCB):

- .

Division of Water Resources (DWR):

- .

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

- .

Billing related activity:

- **Total active accounts (as of 9/17/24)**
- 914 water accounts
- 814 wastewater accounts
- **Overdue accounts (as of 9/17/24)**
- 21 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement (as of 9/17/24)**
- 4 accounts have started an arrangement.
- **Service orders this month (as of 9/17/24)**
- 4 service orders issued and completed

Lighting/ Landscaping status:

- .

Solid Waste:

- Household Hazardous Waste HHW Facility
 - Met with CleanEarth and IWMA to discuss HHW
- Community Cleanup scheduled for September 20th & 21st 2024
- 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 & SB-54 & SB-343:

- .

Project status:

- **WWTF status:**
 - Nearing 90% plan completion
 - Continuing to review additional grant and financing options.
- **Replacement water tank and pump station on east side of river/ water line replacement.** (21007) started February 2022
 - **(POTENTIALLY GRANT FUNDED)**
 - Waiting for BOS to approve easement agreement with the District
- **Recycled water line from WWTF to Vineyard/ Gallo**
 - Working on easements, agreements
 - Let out to bid 8/2024, pre bid meeting 9/11/24, Potential contract award 10/2024
- **Alley water line relocation 10th st to San Luis Obispo St**
 - Let out to bid 8/2024, pre bid meeting 9/11/24, Potential contract award 10/2024
- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
 - **(100% GRANT FUNDED)**
 - Report accepted by the Board 8/2024
 - WSC finalizing deliverables per the grant.
 - Preparing a construction grant application to perform repairs.
- **Cost of Service Rate Study WASTEWATER** (22005) started June 2022

- Staff reviewing options and preparing proposal for Board consideration
- **Septic to Sewer conversion grant application** (#) started September 2023
 - (POTENTIALLY 100% GRANT FUNDED)
- **SLT well VFD installation**
 - Equipment ordered
- **Well 4 Discharge relocation**
 - On site meeting with county for pre construction
 - Scheduling a work start date.

Staffing

- Vacant position(s).
 - WWTF Operator Lead

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**

September 26, 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. 8601 will be re identified as U8630 prior to being decommissioned in the future as budget or funding opportunities allow.
3. Options for a new command vehicle are being placed on hold.
4. Annual hose testing is continuing. All large diameter hose (LDH) has been tested. The balance shall be tested upon staffing availability.

Cost Recovery:

1. SMF is continuing to submit qualifying incidents for reimbursement. See financial report for the details.

Grants:

2023/2024 Grants

1. SMF applied for the 2024 OTS Grant on January 26, 2024, for replacement of necessary Auto Extrication Equipment and the grant was awarded. The process is moving forward with the potential funding becoming available in October 2024.
2. 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. No status update is available to date.
3. The SAFER was submitted on 4/12/2024. No status update is available to date.
4. The 2024/2025 VFD / RFD grant has been submitted and approved for funding.
5. SMF applied for FEMA grant funding to construct an EOC.
6. SMF submitted a CFF grant on August 16, 2024. The grant was not awarded.
7. SMF has received the reimbursement for the 2023/2024 VFD / RFD award.

Training:

1. Regular weekly training is continuing to adhere to the annual training schedule.
2. Additional training has been occurring during the week as schedules allow.
3. SMF has scheduled training with SLA & Mercy Air. Dates TBD.
4. Additional outside training shall commence as courses become available.
5. 1- Recruit is attending the Allan Hancock Firefighter Academy.
6. Engineer Rojas has been selected to represent SMF for the County Training Officers Association.

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:

No update, a District Fire Chief Report is being provided for SMAC monthly meetings and Chief Young attends the monthly meetings as scheduling allows.

FISCAL IMPACT:

None

PREPARED BY: Scott Young

San Miguel Fire Department

San Miguel, CA

This report was generated on 9/16/2024 2:46:20 PM



Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 08/01/2024 | End Date: 08/31/2024

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
08/01/2024 08:30:00	08/02/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/01/2024 20:14:00	08/01/2024 20:39:00	INCIDENT	8600	Incident 2024-188 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1420 K ST	0.42
08/02/2024 06:52:00	08/02/2024 07:41:00	INCIDENT	E8668	Incident 2024-189 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 700 N River RD	0.82
08/02/2024 08:30:00	08/03/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/03/2024 21:06:00	08/03/2024 21:19:00	INCIDENT	8600	Incident 2024-190 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1263 Mission ST	0.22
08/05/2024 14:26:00	08/05/2024 14:37:00	INCIDENT	E8668	Incident 2024-192 - HazMat release investigation w/no HazMat: Apparatus E8668 responded to 1553 L ST	0.18
08/06/2024 08:30:00	08/06/2024 14:00:00	DAYBOOK	SMF 1		5.50
08/11/2024 14:00:00	08/12/2024 08:30:00	DAYBOOK	8600		18.50
08/11/2024 18:32:00	08/11/2024 19:00:00	INCIDENT	8600	Incident 2024-197 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 560 12th ST Unit 9	0.47
08/12/2024 07:16:00	08/12/2024 07:42:00	INCIDENT	E8668	Incident 2024-198 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1955 L ST	0.43
08/12/2024 08:30:00	08/13/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/13/2024 08:30:00	08/14/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/13/2024 08:52:00	08/13/2024 09:16:00	INCIDENT	8600	Incident 2024-199 - Passenger vehicle fire: Apparatus 8600 responded to N HWY 101	0.40
08/13/2024 18:00:00	08/14/2024 00:00:00	DAYBOOK		Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P	6.00
08/14/2024 08:30:00	08/15/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/14/2024 09:00:00	08/14/2024 13:00:00	DAYBOOK	8600	County Fire Chiefs Meeting at SLO Station 1	4.00
08/15/2024 08:30:00	08/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/15/2024 09:00:00	08/15/2024 10:00:00	DAYBOOK	8600	PSHH on site meeting	1.00
08/15/2024 17:40:00	08/15/2024 17:56:00	INCIDENT	8600	Incident 2024-200 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1635 Bonita PL	0.27
08/15/2024 19:31:00	08/15/2024 19:48:00	INCIDENT	8600	Incident 2024-201 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1221 K ST	0.28
08/16/2024 08:30:00	08/17/2024 05:00:00	DAYBOOK	SMF 1		20.50
08/17/2024 16:00:00	08/18/2024 08:30:00	DAYBOOK	8600		16.50
08/18/2024 08:30:00	08/19/2024 08:30:00	DAYBOOK	8600		24.00
08/18/2024 09:58:00	08/18/2024 11:09:00	INCIDENT	8600	Incident 2024-202 - Forest, woods or wildland fire: Apparatus 8600 responded to 3265 Cypress Mountain DR	1.18
08/18/2024 18:58:00	08/18/2024 19:33:00	INCIDENT	8600	Incident 2024-203 - Smoke detector activation, no fire - unintentional: Apparatus 8600 responded to 775 Mission ST	0.58
08/19/2024 08:30:00	08/20/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/20/2024 08:30:00	08/21/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/20/2024 12:52:00	08/20/2024 13:05:00	INCIDENT	E8668	Incident 2024-204 - Grass fire: Apparatus E8668 responded to 1860 rancho lomas WAY	0.22
08/20/2024 18:00:00	08/21/2024 00:00:00	DAYBOOK		Firefighter Training: Ladder Drills Lead Instructor: Young, Scott P	6.00
08/21/2024 01:49:00	08/21/2024 02:18:00	INCIDENT	E8668	Incident 2024-205 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 292 St Francis WAY	0.48
08/21/2024 08:30:00	08/22/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/22/2024 08:30:00	08/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/22/2024 09:00:00	08/22/2024 13:00:00	DAYBOOK	8600	San Luis Obispo Building & Planning for THU	4.00

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



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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
08/22/2024 18:00:00	08/22/2024 22:00:00	DAYBOOK	8600	BOD	4.00
08/23/2024 08:30:00	08/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/23/2024 17:54:00	08/23/2024 18:17:00	INCIDENT	8600	Incident 2024-207 - Public service: Apparatus 8600 responded to 700 Mission ST	0.38
08/24/2024 16:00:00	08/25/2024 08:30:00	DAYBOOK	8600		16.50
08/24/2024 21:23:00	08/24/2024 21:24:00	INCIDENT	8600	Incident 2024-208 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 630 Crispan AVE	0.02
08/25/2024 08:30:00	08/26/2024 08:30:00	DAYBOOK	8600		24.00
08/26/2024 08:30:00	08/27/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/27/2024 08:30:00	08/28/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/27/2024 13:23:00	08/27/2024 13:45:00	INCIDENT	E8668	Incident 2024-209 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 1601 L ST	0.37
08/28/2024 08:30:00	08/29/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/28/2024 19:00:00	08/28/2024 22:00:00	DAYBOOK	8600	SMAC Meeting	3.00
08/29/2024 08:30:00	08/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
08/30/2024 08:30:00	08/31/2024 06:00:00	DAYBOOK	SMF 1		21.50
08/31/2024 17:00:00	09/01/2024 08:00:00	DAYBOOK	8600		15.00
Total Hours for: Young, Scott P					556.72
Total of all Personnel Hours					556.72

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 9/16/2024 2:47:44 PM



Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 08/01/2024 | End Date: 08/31/2024

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
08/01/2024	2024-188	0	0	20:14:00	4	8600	E8668	01:00	00:00	00:05:00	00:04:00	00:05:00	00:06:00
08/02/2024	2024-189	0	0	06:52:00	4	E8668	E8668	05:00	00:00	00:07:00	00:02:00	00:02:00	00:07:00
08/03/2024	2024-190	0	0	21:04:00	2	E8668	E8668	00:00	00:00	00:06:00	00:02:00	00:04:00	00:06:00
08/04/2024	2024-191	0	0	14:29:00	2	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
08/05/2024	2024-192	0	0	14:26:00	4	E8668	E8668	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
08/09/2024	2024-193	0	0	22:28:00	1	P8651	P8651	12:00	00:00	00:15:00	00:03:00	00:03:00	00:15:00
08/11/2024	2024-196	0	0	14:23:00	1	E8668	E8668	08:00	00:00	00:30:00	00:22:00	00:22:00	00:30:00
08/11/2024	2024-197	0	0	18:32:00	3	8600	E8668	01:00	00:00	00:05:00	00:04:00	00:05:00	00:06:00
08/12/2024	2024-198	0	0	07:16:00	3	E8668	E8668	04:00	00:00	00:07:00	00:03:00	00:03:00	00:07:00
08/13/2024	2024-199	0	0	08:52:00	3	8600	8600	03:00	00:00	00:13:00	00:10:00	00:10:00	00:13:00
08/15/2024	2024-200	0	0	17:40:00	2	8600	8600	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
08/15/2024	2024-201	0	0	19:31:00	2	8600	8600	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
08/17/2024	2024-202	0	0	09:58:00	1	8600	8600	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
08/18/2024	2024-203	0	0	18:58:00	2	E8696	E8696	02:00	00:00	00:05:00	00:00:00	00:03:00	00:05:00
08/21/2024	2024-205	0	0	01:49:00	1	E8668	E8668	06:00	00:00	00:09:00	00:03:00	00:03:00	00:09:00
08/22/2024	2024-206	0	0	12:43:00	3	E8668	E8668	04:00	00:00	00:12:00	00:08:00	00:08:00	00:12:00
08/23/2024	2024-207	0	0	17:54:00	4	8600	8600	09:00	00:00	00:11:00	00:02:00	00:02:00	00:11:00
08/27/2024	2024-209	0	0	13:23:00	5	E8668	E8668	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
08/31/2024	2024-210	0	0	10:25:00	2	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00

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



San Miguel Fire Department

San Miguel, CA

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Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
Zone: AAE - Auto Aid East					
2024-204	143	08/20/2024	Reviewed	1860 rancho lomas WAY	E8668
AAE - Auto Aid East Incidents: 1					
Zone: AAN - Auto Aid North					
2024-199	131	08/13/2024	Reviewed	N HWY 101	8600, E8696
AAN - Auto Aid North Incidents: 1					
Zone: AAS - Auto Aid South					
2024-196	142	08/11/2024	Reviewed	815 El Camino Real DR	E8668
AAS - Auto Aid South Incidents: 1					
Zone: AAW - Auto Aid West					
2024-194	321	08/10/2024	Reviewed	1090 Indian Dunes RD	SMF 1
2024-202	141	08/17/2024	Reviewed	3265 Cypress Mountain DR	8600, E8668
AAW - Auto Aid West Incidents: 2					
Zone: CBMHP - Casa Blanca Mobile Home Park					
2024-197	321	08/11/2024	Reviewed	560 12th ST	8600, E8668
2024-210	321	08/31/2024	Reviewed	560 12th ST	E8668
CBMHP - Casa Blanca Mobile Home Park Incidents: 2					
Zone: CDR - Camino Del Rio					
2024-191	321	08/04/2024	Reviewed	1167 Cortez CIR	E8668
CDR - Camino Del Rio Incidents: 1					
Zone: CSD - CSD Limits					
2024-188	321	08/01/2024	Reviewed	1420 K ST	8600, E8668
2024-190	321	08/03/2024	Reviewed	1263 Mission ST	8600, E8668
2024-192	671	08/05/2024	Reviewed	1553 L ST	E8668, SMF 1
2024-193	321	08/09/2024	Reviewed	1243 L ST	P8651
2024-198	321	08/12/2024	Reviewed	1955 L ST	E8668
2024-201	321	08/15/2024	Reviewed	1221 K ST	8600, E8668
2024-203	743	08/18/2024	Reviewed	775 Mission ST	8600, E8696
2024-206	140	08/22/2024	Reviewed	N Highway 101 HWY	E8668
2024-207	553	08/23/2024	Reviewed	700 Mission ST	8600, E8668
CSD - CSD Limits Incidents: 9					
Zone: LLS - Lillian Larson School					
2024-209	321	08/27/2024	Reviewed	1601 L ST	E8668
LLS - Lillian Larson School Incidents: 1					

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



Zone: MH - Mission Heights					
2024-195	553	08/11/2024	Reviewed	358 Ladrillos WAY	SMF 1
2024-205	321	08/21/2024	Reviewed	292 St Francis WAY	E8668
MH - Mission Heights Incidents: 2					
Zone: MM - Mission Meadows					
2024-200	321	08/15/2024	Reviewed	1635 Bonita PL	8600, E8668
2024-208	321	08/24/2024	Reviewed	630 Crispan AVE	8600, E8668
MM - Mission Meadows Incidents: 2					
Zone: WOMHP - White Oaks Mobile Home Park					
2024-189	321	08/02/2024	Reviewed	700 N River RD	E8668
WOMHP - White Oaks Mobile Home Park Incidents: 1					

Total Incidents: 23

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



San Miguel Fire Department

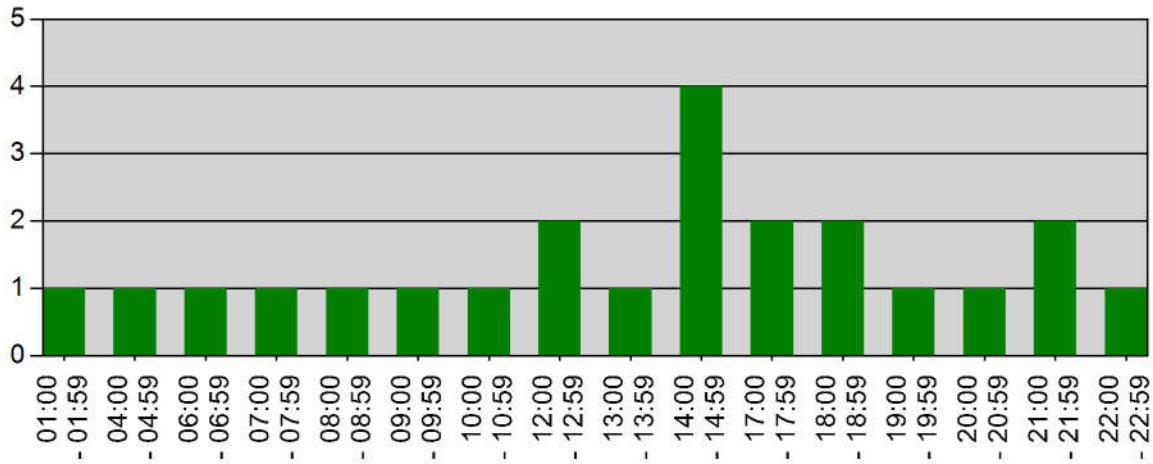
San Miguel, CA

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Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024



TIME	COUNT
01:00 - 01:59	1
04:00 - 04:59	1
06:00 - 06:59	1
07:00 - 07:59	1
08:00 - 08:59	1
09:00 - 09:59	1
10:00 - 10:59	1
12:00 - 12:59	2
13:00 - 13:59	1
14:00 - 14:59	4
17:00 - 17:59	2
18:00 - 18:59	2
19:00 - 19:59	1
20:00 - 20:59	1
21:00 - 21:59	2
22:00 - 22:59	1

Only REVIEWED incidents included



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San Miguel Fire Department

San Miguel, CA

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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAN - Auto Aid North					
Fires					
	Lights and Sirens	10:00	0:00	3:00	13:00
Zone: AAS - Auto Aid South					
Fires					
	Lights and Sirens	22:00	0:00	8:00	30:00
Zone: AAW - Auto Aid West					
Fires					
	Lights and Sirens	48:00	0:00	7:00	55:00
Zone: CBMHP - Casa Blanca Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	2:30	5:30
Zone: CDR - Camino Del Rio					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	4:00	6:00
Zone: CSD - CSD Limits					
Fires					
	Lights and Sirens	8:00	0:00	4:00	12:00
Rescue & Emergency Medical Service					
	Lights and Sirens	3:30	0:00	4:45	8:15
	No Lights or Sirens	3:00	0:00	0:00	3:00
Service Call					
	Initial No Lights or Sirens, Upgraded to Lights and Sirens	2:00	0:00	9:00	11:00
Good Intent Call					
	No Lights or Sirens	0:00	0:00	0:00	0:00
False Alarm & False Call					
	Lights and Sirens	3:00	0:00	2:00	5:00
Zone: LLS - Lillian Larson School					
Rescue & Emergency Medical Service					
	Lights and Sirens	4:00	0:00	2:00	6:00
Zone: MH - Mission Heights					

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

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	6:00	9:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:00	0:00	0:00	3:00
Zone: WOMHP - White Oaks Mobile Home Park					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:00	0:00	5:00	7:00

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

San Miguel Fire Department

San Miguel, CA

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Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 08/01/2024 | EndDate: 08/31/2024

INCIDENT TYPE	AVG. # PERSONNEL
131 - Passenger vehicle fire	4
142 - Brush or brush-and-grass mixture fire	3
321 - EMS call, excluding vehicle accident with injury	2
553 - Public service	4
671 - HazMat release investigation w/no HazMat	4
743 - Smoke detector activation, no fire - unintentional	2

Reviewed Incidents only.



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San Miguel Fire Department

San Miguel, CA

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

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	0	0
01:00	0	0	0	1	0	0	0
02:00	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0
06:00	0	0	0	0	0	1	0
07:00	0	1	0	0	0	0	0
08:00	0	0	1	0	0	0	0
09:00	0	0	0	0	0	0	0
10:00	0	0	0	0	0	0	1
11:00	0	0	0	0	0	0	0
12:00	0	0	1	0	1	0	0
13:00	0	0	1	0	0	0	0
14:00	2	1	0	0	0	0	1
15:00	0	0	0	0	0	0	0
16:00	0	0	0	0	0	0	0
17:00	0	0	0	0	1	1	0
18:00	2	0	0	0	0	0	0
19:00	0	0	0	0	1	0	0
20:00	0	0	0	0	1	0	0
21:00	0	0	0	0	0	0	2
22:00	0	0	0	0	0	1	0
23:00	0	0	0	0	0	0	0
Total Responses for Day	4	2	3	1	4	3	4
% of Responses for Day	50.00%	50.00%	33.33%	100.00%	25.00%	33.33%	50.00%
% of Responses for Week	19.05%	9.52%	14.29%	4.76%	19.05%	14.29%	19.05%

Hour	Total per Hour	Percent
00:00	0	0.00%
01:00	1	4.76%
02:00	0	0.00%
03:00	0	0.00%
04:00	0	0.00%
05:00	0	0.00%
06:00	1	4.76%
07:00	1	4.76%
08:00	1	4.76%
09:00	0	0.00%
10:00	1	4.76%
11:00	0	0.00%
12:00	2	9.52%
13:00	1	4.76%
14:00	4	19.05%
15:00	0	0.00%
16:00	0	0.00%
17:00	2	9.52%
18:00	2	9.52%
19:00	1	4.76%
20:00	1	4.76%
21:00	2	9.52%
22:00	1	4.76%
23:00	0	0.00%
Total	21	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

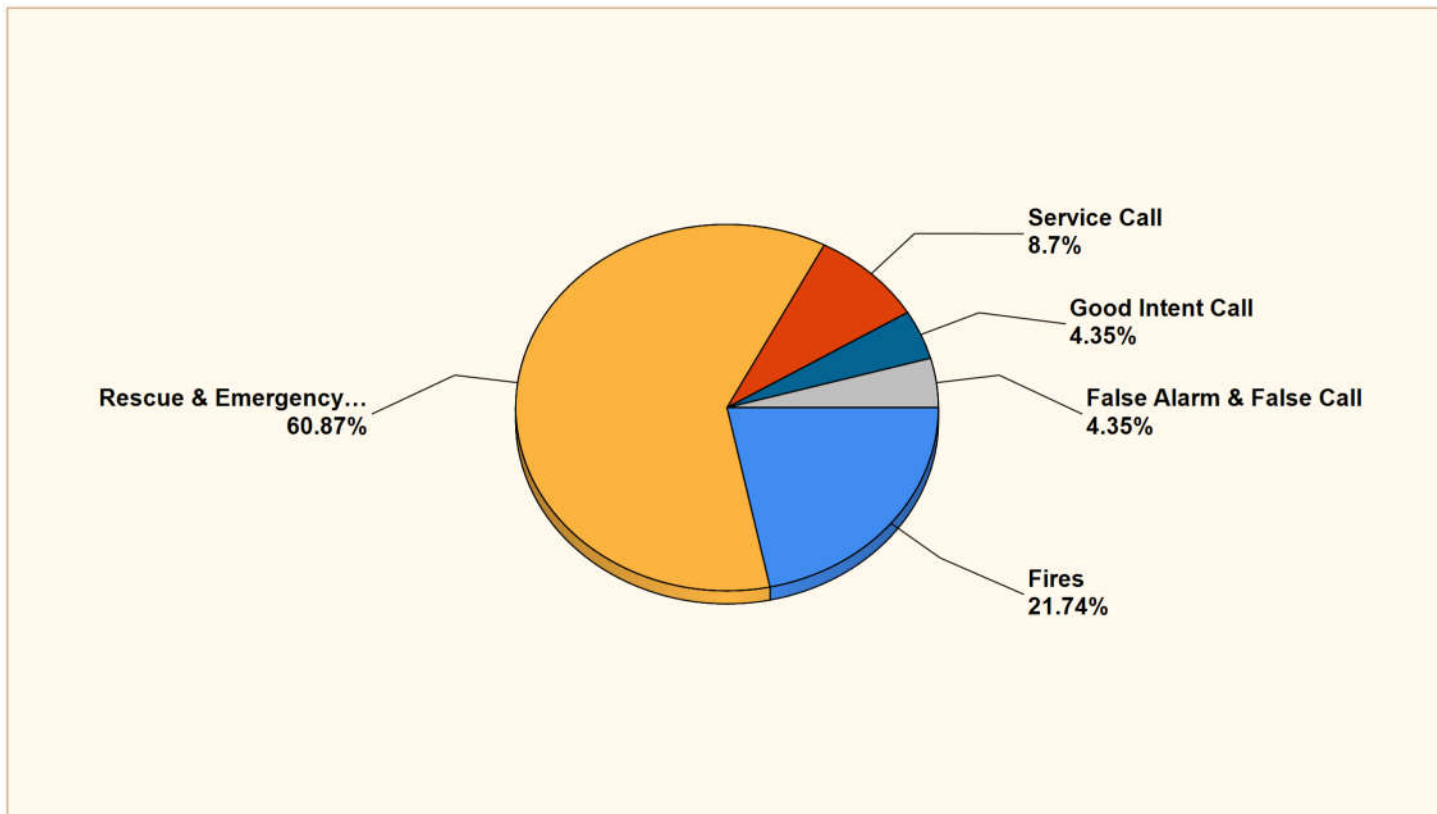
San Miguel, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	21.74%
Rescue & Emergency Medical Service	14	60.87%
Service Call	2	8.7%
Good Intent Call	1	4.35%
False Alarm & False Call	1	4.35%
TOTAL	23	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
131 - Passenger vehicle fire	1	4.35%
140 - Natural vegetation fire, other	1	4.35%
141 - Forest, woods or wildland fire	1	4.35%
142 - Brush or brush-and-grass mixture fire	1	4.35%
143 - Grass fire	1	4.35%
321 - EMS call, excluding vehicle accident with injury	14	60.87%
553 - Public service	2	8.7%
671 - HazMat release investigation w/no HazMat	1	4.35%
743 - Smoke detector activation, no fire - unintentional	1	4.35%
TOTAL INCIDENTS:	23	100%

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



San Miguel Fire Department

San Miguel, CA

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

StartDate: 08/01/2024 | EndDate: 08/31/2024

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Home/Residence			
	AAE - Auto Aid East		
		1860 rancho lomas WAY San Miguel, CA	1
	AAW - Auto Aid West		
		1090 Indian Dunes RD San Miguel, CA	1
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST Unit 9 San Miguel, CA	1
		560 12th ST Unit D San Miguel, CA	1
	CDR - Camino Del Rio		
		1167 Cortez CIR San Miguel, CA	1
	CSD - CSD Limits		
		1420 K ST San Miguel, CA	1
		1553 L ST San Miguel, CA	1
		1955 L ST San Miguel, CA	1
	MH - Mission Heights		
		292 St Francis WAY San Miguel, CA	1
		358 Ladrillos WAY San Miguel, CA	1
	MM - Mission Meadows		
		1635 Bonita PL San Miguel, CA	1
		630 Crispan AVE San Miguel, CA	1
	WOMHP - White Oaks Mobile Home Park		
		700 N River RD San Miguel, CA	1
Total for Location Type:			13

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



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LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Not Specified			
	AAN - Auto Aid North		
		N HWY 101 San Miguel, CA	1
	AAS - Auto Aid South		
		815 El Camino Real DR / River Bed, Atascadero, CA (Directions)	1
		Total for Location Type:	2
Other Location			
	AAW - Auto Aid West		
		3265 Cypress Mountain DR / Highway 46 West, Templeton, CA (US National Grid)	1
	CSD - CSD Limits		
		1243 L ST San Miguel, CA	1
		Total for Location Type:	2
Place of Recreation or Sport			
	CSD - CSD Limits		
		775 Mission ST San Miguel, CA	1
		Total for Location Type:	1
Public Building (schools, gov. offices)			
	LLS - Lillian Larson School		
		1601 L ST San Miguel, CA	1
		Total for Location Type:	1
Street or Highway			
	CSD - CSD Limits		
		N Highway 101 HWY / Mission Street Off Ramp, San Miguel, CA (Directions)	1
		1221 K ST San Miguel, CA (In front of)	1
		700 Mission ST San Miguel, CA	1
		Total for Location Type:	3

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



LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
Trade or service (business, bars, restaurants, etc)			
	CSD - CSD Limits		
		1263 Mission ST San Miguel, CA	1
Total for Location Type:			1

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



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

September 26, 2024

AGENDA ITEM: 9.1

SUBJECT: 8-22-2024 Draft San Miguel CSD Board of Directors 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 08-22-2024**

1. **Call to Order:**
 At: 6:01 PM
2. **Roll Call:** *Rod Smiley, Raynette Gregory, Anthony Kalvans, Owen Davis*
 ABSENT: *Berkley Baker*
3. **Approval of Regular Meeting Agenda:**
 Director Kalvans arrived at 6:07 P.M.

Motion By: Raynette Gregory

Second By: Rod Smiley

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Rod Smiley	X			
Owen Davis	X			
Berkley Baker				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 a Creston resident spoke about the Groundwater item needing to be in the GSA portion of the agenda.
6. **Special Presentations/Public Hearings/Other:**

1. **Public Hearing; Consider adoption of the Mitigated Negative Declaration prepared by SWCA for the Machado Wastewater Treatment Facility Upgrade and Recycled Water Distribution Project by RESOLUTION 2024-41.**

- Conduct a Public Hearing, in accordance with the requirements specified by Public Resources Code section 2100et. seq., for public comment or opposition to the proposed project.
- Discuss and consider RESOLUTION 2024-41 regarding the acceptance of the Mitigated Negative Declaration.
- Adopt RESOLUTION 2024-41 making all necessary findings to receive the report.

Director Smiley opened the Public Hearing related to the adoption of the Mitigated Negative Declaration (MND) for the Wastewater Facility upgrade and the Recycled Water Distributions. This item was presented by General Manager Kelly Dodds explaining that the District is obligated to comply with the California Environmental Quality Act of 1970 (CEQA). The District contracted with SWCA Environmental Consultants (SWCA) to have SWCA prepare a comprehensive analysis of the potential environmental impacts of the project and to guide the District in ensuring compliance with CEQA. An initial study was prepared for the proposed expansion and upgrade. The District had two parties present comments, County of San Luis Obispo, and Murray Powell a Templeton resident; both with no significant changes. The County of San Luis Obispo had a question regarding the water usage and asked that the District have a Native American present with the Archaeologist. The Initial Study determined that the project could have a significant effect on the environment, but there were revisions to the project to ensure that the significant effects identified are mitigated. Once a MND is prepared, CEQA requires that the lead agency hold a public hearing to receive comment on the proposed MND.

Board Comment: Director Davis wanted to know specifics on the Wastewater Treatment Facility upgrade and the Recycled water pipeline, and what the "project" was. General Manager Kelly Dodds explained that the recycled portion of the project is attached to the treatment facility, but recycled water is considered the "Project", and that the WWTF upgrade has been presented to the Board of Directors multiple times. The documents being proposed tonight are the environmental impact for the recycled water project and clarified the information in the environmental impact report.

Director Davis explained that he would like more clarification on where and what directions the pipes would be going, and thought that there should be more of a presentation to the Board. General Manager explained that all the information and maps are provided in the Board Packet through a "Link" to the environmental package on the District website, clarifying that the environmental report was around 1,500 pages and that Director Davis might have missed the link. General Manager gave a brief description of the recycled water line project.

Director Davis asked who was paying for the project, who we are selling the water to and what would be the cost of the recycled water. General Manager Kelly Dodds explained that the project is mostly grant funded, and California State law is that we can only charge what it cost to treat the water, and the cost would be negotiated.

Discussion ensued about the WWTF upgrade and the recycled water.

Director Davis asked if the General Manager knew what the treatment costs would be for the recycled water to be used in irrigation for the vineyards, and voiced that he wanted to know how much the vineyards where going to be paying.

General Manager Kelly Dodds explained that the treatment process that has been proposed for the WWTF upgrade has not changed. The District will be putting the cost to process recycled water to be paid by the end user. Discussion on the benefits and cost of the recycled water ensued.

Director Davis feels that the cost to the end user should be disclosed to the public, before the project gets started.

District General Counsel explained that there would be a negotiation with the contract for serving the water, and that it could compromise the negotiations if discussed in public.

Director Kalvans explained that the recycled water project has been along time coming, with years of sewer planning. This project is mostly grant funded through the Groundwater Sustainability Agency and voiced his supports of the recycled water line.

Director Smiley opened Public Comment

Public Comment: Greg Grewal a Creston resident spoke about not disclosing the end user cost and discussion that the Grant funds where to recharge the Paso Basin as a whole.

Director Smiley Closed the Public Hearing

Board Comment: Director Kalvans explained that the State does not care about political boundaries and is interested in geological boundaries. Use of groundwater does not just stop at the district boundaries and feels that it is important that the District works with other partners to stabilize the Basin.

Director Davis voiced that Director Kalvans did not make any sense, and explained that the discussion is not on purple pipe, but the discussion is on how much it is going to cost the District, in his opinion a lot of money, without even know what we can sell it for. Director Davis explained that he feels that the wastewater should go back into the Basin through the perk ponds, and is not in favor of the recycled pipeline.

Director Kalvans voiced that the problem with the using the perk ponds for recharge is that water goes into the Salinas River and North away from the area. Director Kalvans voiced his frustrations on discussing this repeatedly over the last fifteen years; and the lack of knowledge by other Directors on all the ways this recycled water project that San Miguel is doing will help stabilizing the Basin.

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve Resolution 2024-41

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

7. Non- District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

Sergeant McFarland, from the Sheriff's Office North Station gave report on calls for service for July 2024. North Station calls where down by -22% and San Miguel's calls where down by -19% in July 2024. Sergeant McFarland explained that North Station had responded to multiple reports of grass and structure fires in the general area of San Miguel in July.

Board Comment: None

Public Comment: None

2. Community Service Organizations

Verbal

Scott Young President of the San Miguel Firefighters Association (SMFA), explained that there is a scheduled Blood Drive for September 11, 2024. from 2:30 PM to 6 PM.

September 14, 2024 SMFA will be partnering with Paso Robles Firefighters for the "9/11 Memorial Stair Climb" at the Paso Robles Event Center. All are welcome with all proceeds going to the Alisa Ann Ruch Burn Foundation's Champ Camp.

Director Smiley voiced that he had spoken with the Chairman of the Pioneer Day Committee and had some ideas for a better turn-out for the San Miguel Sagebrush Day's Parade.

Director Kalvans explained that the San Miguel's Lion's Club will be hosting the annual "Old-Timers BBQ" and that it will be on Sunday, August 25th at the San Miguel Park.

Board Comment: None

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal

None

Board Comment: None

Public Comment: None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive report

General Manager Kelly Dodds, explained that the District had three Board Seats available for the November 5th election and did have three community member's apply. Community members Ashley Sangster, Brendin Beatty, and John Green and explained that there will not be an election and all three will be appointed.

Board Comment: None

Public Comment: None

2. District Counsel

Receive verbal report

District General Counsel Pritchard, had nothing to report.

Board Comment: None

Public Comment: None

3. District Utilities

Receive and file

General Manager Kelly Dodds submitted report as written and asked for any questions.

Board Comment: Director Gregory asked about the Household Hazardous Waste Facility (HHWF). General Manager Kelly Dodds explained that the District is working with Integrated Waste Management Authority (IWMA), and should have more information soon. It was explained that San Miguel would be the only non-landfill area in North County to have a HHWF. Staff will bring back information on a timeline per request.

Director Gregory asked about the proposed San Miguel Community Clean up dates. General Manager Kelly Dodds explained that there is a potential date set September 20th-

21st and will be held at the Senior Center. General Manager Kelly Dodds explained that tires, and hazardous waste are not accepted at this event.

Director Kalvan asked how the San Miguel Mattress Recycling, and E-Waste was going. General Manager Kelly Dodds explained that the E-waste is slow, but mattresses are steady and are picked up to be recycled every four months from Bye-Bye Mattress.

Director Davis spoke about what he calls "Honey Hut Trucks" revenue and asked why the District would want to be part of hosting a Household Hazardous Waste Facility (HHWF). Director Davis voiced that he does not want San Miguel to be a dumping site for everyone else in the County, and feels that we are being forced into it.

General Manager Kelly Dodds gave examples of why a HHWF would make San Miguel a better, cleaner town, and explained again that the District does not accept what Director Davis calls "Honey Hut Trucks" also called portable toilet waste. General Manager clarified that the District does not accept that kind of material and only accepts Residential Septic Waste, and explained that portable toilet material is not accepted because it has so many chemicals in it that will destroy the biology of the Wastewater Plant, and that he would not risk that. The District does accept septage waste on a limited basis.

Discussion ensued on Septage Waste revenue and recycling.

Director Davis explained that the General Manager has said in the past that no other Wastewater Facility in the County takes septage, and asked then why does San Miguel have to take it; voicing his opinion that there must be something wrong with taking it.

General Manager explained that the only other place he is aware of that take septage is Santa Maria, or Lost Hills.

Director Davis feels that they can take it there then, and that it becomes the Districts problem if the General Manager is receiving sewer material for everywhere in San Luis County. The General Manager explained the requirements of taking septage, and that all of the septage companies are required to log where it is coming from and to do testing on the contents.

Director Gregory voiced that we could probably increase the cost to the companies and they would still bring it, and voiced that she is in favor of taking septage and having a HHWF recycling program. Director Gregory explained that it only helps the community.

Director Kalvans explained that accepting septage is a revenue stream and reminded other directors that a large part of the San Miguel Community is still on septic, and since not all of our community has converted over to sewer then this can only benefit the people in the community.

Public Comment: None

4. **Fire Chief Report**

Receive and File

Fire Chief Scott Young submitted report as written and asked for any questions.

Board Comment: None

Public Comment: None

9. **Consent Calendar:**

Public Comment: Greg Grewal a Creston resident spoke about the grant funds, and feels that the funds should be used for a more constructive and beneficial project for the area. Mr. Grewal spoke about the vineyard that would be receiving the recycled water, and provided comments on how that would effect the Paso Water Basin.

Murray Powell a Templeton resident spoke about Consent Item 9.5, and the layout of the Agenda and Board Packet.

Board Comment: Director Davis asked to pull consent items 9.3, 9.5, 9.6, and 9.8 for

discussion.

Public Comment on items 9.1, 9.2, 9.4, 9.7, 9.9, and 9.10: None

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve Consent Item 9.1, 9.2, 9.4, 9.7, 9.9, and 9.10

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

1. 6-27-2024 Draft San Miguel CSD Board of Directors meeting minutes

Receive and file

2. 7-25-2024 Draft San Miguel CSD Board of Directors meeting minutes

Receive and file

3. Amend the District’s Conflict of Interest Code by RESOLUTION 2024-33

Review and approve an amendment to the current policy and adopt RESOLUTION 2024-33. As a follow up action, staff will submit proof of the Conflict-of-Interest Code review and the updated Designated Positions List to the San Luis Obispo Board of Supervisors. Discussion on Item #9.3 Conflict of Interest Code was presented by General Manager Kelly Dodds, and explained that the only change to the Districts Conflict of Interest Code is a title change from Board Clerk/Accounts Manager to Board Clerk/Executive Assistant. Director Kalvans explained that it is required by law that the District has to do a review of the Conflict of Interest code.

Davis asked for clarification on the changes that are in the Conflict of Interest code. General Manager explained that the Conflict of Interest Code is reviewed semi-annually and is required to be sent to the San Luis Obispo County for approval and basically it is about who fills out the FPPC 700 Form, and that there was only one change.

Public Comment: Grewal spoke about a conflict of interest within the Paso Basin Cooperative Committee Board.

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Approve Consent Item 9.3, by Resolution 2024-33

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

4. Designation of equipment as surplus by RESOLUTION 2024-37

Approve RESOLUTION 2024-37 designating listed property as surplus and authorize the Fire Chief to dispose of that property in accordance with the District's Surplus Equipment policy.

5. REQUEST FOR BIDS -- San Miguel Recycled Water Pipeline Project.

Authorize the General Manager to release a Request for Bids for the San Miguel Recycled Water Pipeline project.

Discussion on item #9.5 Bids Recycled Water Pipeline Project was presented by General Manager Kelly Dodds explained that the item is to authorize the release of plans and specifications to receive competitive bids for the Recycled Water Pipeline Project from San Miguel Machado Wastewater Plant to Vino Farms.

Board Comment: Director Davis explained that he feels that before the Bids are released the Board should know what the contractors would be bidding on and would like to see exactly where this pipeline would be going. General Manager Kelly Dodds asked if Director Davis was able to review the items in the Board Packet, and explained that there is a "Link" that takes you to all the plan specifications. It was explained that everything for all three Bid packets were put in links to "Plan Room" site and just the environmental for one project is over fifteen-hundred pages.

General Manager gave a brief description on the project specifications.

Public Comment: Greg Grewal a Creston resident voiced that he was in favor of bidding out this project. Mr. Grewal spoke about Vino Farms/Gallo and how much they make in a year.

Murray Powell a Templeton resident voiced that he was in favor of the bid packet, and would have liked to have a map of the site plan at the meeting. Mr. Powell explained that he has discussed this project with the General Manger in the past about this project.

Board Comment: Director Kalvans discussed the loss of the San Miguel Ranch project and how that has effected the San Miguel Community.

After Director Davis motion to postpone for more information, and the motion failed. General Manager Kelly Dodds explained that he would be glad to review the project with Director Davis, and offered to set a time to meet.

Motion By: Anthony Kalvans

Second By: Raynette Gregory

Motion: To Authorize Consent Item 9.5

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

Motion By: Owen Davis

Second By:

Motion: To Postpone Consent Item 9.5, for more information

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker				X

6. REQUEST FOR BIDS -- San Miguel Alley (#6020) Waterline Relocation Project

Authorize the General Manager to release a 'Request for Bid' for the San Miguel Alley (#6020) Waterline relocation project.

Discussion on Item #9.6 Bids San Miguel Alley (#6020) Waterline Relocation Project was presented by General Manager Kelly Dodds updating the Board that this project was approved many years ago, and the District was awarded a grant for \$300,000 by the Integrated Regional Water Management (IRWM) for the replacement of the water line in the San Miguel Alley #6020 at Mission Street and L Street, from San Luis Obispo Road to 10th Street. This would be replacing a water line and all the services in the construction portion of the alley. The plans and specs are provided in links.

Board Comment: None

Public Comment: None

Board Comment: After vote on Item 9.6 Director Kalvans voiced that he could not understand why any Director would vote against repairing the Districts infrastructure.

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Authorize Consent Item 9.6

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

7. REQUEST FOR RFP - Mission Gardens Lift Station Flood Mitigation

Authorize the General Manager to release a Request for Proposals (RFP) for the Mission Gardens Lift Station Flood Mitigation

8. Revise Water, Wastewater, Streetlighting and Solid Waste Will Serve application by RESOLUTION 2024-34

Review and approve RESOLUTION 2024-34 adopting revisions to District's Utility Will Serve application for Water, Wastewater, Lighting, and Solid Waste

Discussion on Item #9.8 Revision of Water, Wastewater, Street-lighting and Solid Waste Will Serve Application was presented by General Manager Kelly Dodds explaining that this is a routine item to update the Districts Utility Will Serve Application, no cost changes were proposed. Changes are only formatting, clarifying requirements, and simplifying the application.

Board Comment: None

Public Comment: None

Motion By: Raynette Gregory

Second By: Rod Smiley

Motion: To Approve Consent Item 9.8 by Resolution 2024-34

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

9. Approval of RESOLUTION 2024-35 adopting the 2022 County of San Luis Obispo Public improvement standards and drawings with specific additions and modifications, and specific District standards for public improvement standards within District Boundaries.

Approve RESOLUTION 2024-35 adopting the 2022 County of San Luis Obispo Public improvement standards and drawings with specific additions and modifications, and specific District standards for public improvement standards within District Boundaries.

10. Machado WWTF Construction grant/ loan authorized applicant for Division of Financial Assistance by RESOLUTION 2024-36

Approve Resolution 2024-36 authorizing the General Manager to sign and submit applications for grants and loans, on behalf of the District, for the purposes of securing funding for the Machado Wastewater Treatment Facility Expansion/ Upgrade.

10. Board Action Items:

1. Monthly Financial Reports for July 2024 (Review only)

Review the DRAFT July 2024 Financial Reports.

Item was presented by Financial Officer Michelle Hido, July Financials are pages 162-208. It was explained that the District is still in the process of closing the 2023-24 Fiscal Year, and that the District has had their first appointment with the Auditors and the second one is scheduled for September. Mrs. Hido pointed out that on page 192 of the Board Packet is where the Directors can see the income for "Wastewater Receiving" that was discussed earlier by Director Davis, asking about the revenue from the Septage truck deliveries, and that there is a line item for Wastewater Receiving in every financial packet.

Board Comment: None

Public Comment: None

2. Approve RESOLUTION 2024-38 authorizing a rate increase for construction hydrant meter usage. (Approve by 3/5 vote)

Approve Resolution 2024-38 approving a rate increase from \$5.55 to \$5.75 per HCF for construction hydrant meter usage effective September 16th 2024.

Item was presented by General Manager Kelly Dodds explaining that this item is to update the Hydrant Construction water usage to mirror the non-residential increase from \$5.55 to \$5.75

Board Comment: Director Davis asked if the majority of water used with District Hydrants are from contractors, and does the District provide the meters? General Manager

clarified that hydrant meters are for contractors and that the District rents out the meter. It was explained that the District is increasing the usage price to match what the rest of the community is paying for water.

Public Comment: None

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve Resolution 2024-38

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

3. San Lawrence Terrace (SLT) Well control repair authorization and budget adjustment RESOLUTION 2024-40 (Approve by 3/5 vote)

Review and approve RESOLUTION 2024-40 authorizing the General Manager to negotiate and contract for San Lawrence Terrace (SLT) well control repairs and authorize a budget adjustment to the Fiscal year 2024-25 operational budget for the Water fund, object 518. Item presented by General Manager Kelly Dodds explaining that this is to authorize the General Manager to negotiate a contract for the San Lawrence Terrace (SLT) Well control repair from a "soft start" to a Variable Frequency Drive (VFD). General Manager Kelly Dodds updated the Board that the long-term plans for this Well will require the installation of a VFD which will enable the Well to run at a variable flow to meet the needs of the District. The item will also authorize a budget adjustment increase to the to Water Project SLT Well in the amount of \$22,167.

Board Comment: Director Kalvans voiced that he is frustrated with this Well and that it has had issue after issue.

Director Davis explained that he feels that the VFD system is a good system to convert to, and expressed that the District is always having problems with the pressure on the Terrace, and provided comments. General Manager discussed how the pump is being used for a pressure increase on the Terrace, and provided comments on the system.

Discussion ensued on the pressure at the Terrace, how the VFD works, and the future of the SLT Well.

Public Comment: None

Motion By: Rod Smiley

Second By: Raynette Gregory

Motion: To Approve Resolution 2024-40

Board Members	Ayes	Noes	Abstain	Absent
Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			

Owen Davis	X			
Berkley Baker				X

4. Water Well #4 waste discharge relocation authorization, budget adjustment and transfer from Water Capital reserve by RESOLUTION 2024-39 (Approve by 3/5 vote)

Review and approve RESOLUTION 2024-39 authorizing the General Manager to relocate Well #4 waste discharge from the storm drain system to the sanitary sewer and approve related budget adjustment and transfer.

Item was presented by General Manager Kelly Dodds explained to the Board that this Well was constructed in 1994. At the time of Well 4's construction, the San Miguel water system (including all the wells) were under the ownership of the County of San Luis Obispo. Well #4 was constructed with a pump-to-waste line which discharged to the County storm drain system leading to the Salinas River. The storm water regulations have changed significantly over the previous 30 years and the current discharge method is no longer allowed. The County visited San Miguel on July 10th 2024 to survey the storm water system to determine if a connection did exist and the degree of discharge. On August 9th 2024 the District received a Notice to Cease-Illicit Connection and Un-Permitted Discharge. The County is requesting that the District relocate the discharge from the storm drain and connect it to the sanitary sewer system. Connection to the sanitary sewer will require installation of a new manhole at the entrance to the driveway for the Well site, as well as modifications within the Well site to prevent cross contamination and to relocate the above ground Well piping to accommodate those changes. Initial estimates for the proposed manhole work is \$22,520. The additional cost for the work within the Well site is estimated to be \$5,000 to \$10,000 dollars depending on the difficulty of the actual changes needed. While the work within the Well site will predominately be performed by District labor and projected expenses mainly consisting of material cost. It was explained that the work to install a new manhole in Bonita Place would have to be performed by a contractor. The request before the Board is to approve the presented resolution authorizing the General Manager to contract or perform work as necessary to make the required changes to the Well #4 discharge and remove the Well discharge from the County Storm Drain System, approving a budget adjustment to the FY 2024-25 budget for Water Fund in the amount of \$32,000 and authorizing a transfer from Water Capital Reserve to Water Operational Cash in the amount actually expended up to a maximum of \$32,000.

Board Comment: Director Kalvans asked if the County had to do a drain study, and some how still missed this. General Manager explained that there has been a lot of changes by the State of California in storm-water regulations.

Director Davis asked if he was correct that Well #4 waste discharge is currently going into the storm pipe and that it goes to the river. General Manager explained that he was correct. Director Davis also wanted clarification on why the District would not want to pump into the river, providing comments. General Manager explained that water can no longer be pumped into the river due to storm-water regulations, and explained that the County of San Luis Obispo is responsible for Storm Water.

Director Davis expressed his opinion that he would like the District to get a Storm Water Permit, and take the storm water system away from the County of San Luis Obispo. Discussion ensued on becoming a storm water discharger.

Public Comment: None

After Motion from Director Davis, failed for lack of second, Director Smiley allowed more Board Comments.

Board Comment: Director Gregory asked what the cost would be to become a storm water discharger. General Manager Kelly Dodds explained that if the District were to get a permit for discharge to the storm water system, the District would need to get a National Pollutant Discharge Elimination System (NPDES) Permit. For the District to get a NPDES Permit, it would have to go through the County of San Luis Obispo and the State of California, and explained that his best guess would be that the permit would be around \$10k a year, depending on the amount of discharge there actually was. There will also be a cost to the District for any required testing as part of the permit conditions.

Motion By: Owen Davis

Second By:

Motion: To Authorize the General Manager to get a permit to become a storm water discharger from the County of San Luis Obispo and State of California

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker				X

Motion By: Raynette Gregory

Second By: Rod Smiley

Motion: To Approve Resolution 2024-39

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

5. Review and accept Sanitary Sewer Lining and Manhole Rehabilitation condition assessment report.

Discuss and adopt the Technical Memorandum, 'Sanitary Sewer Lining and Manhole Rehabilitation Condition Assessment Report' as prepared by WSC

Item was presented by General Manager Kelly Dodds, who explained that in 2018 the District applied for grant funding to assess the sewer mains and manholes throughout the District. In June 2023 the Sanitary Sewer Lining and Manhole Rehabilitation project grant agreement was completed in the amount of \$366,530. This planning grant funded the videoing and inspection of 87 sewer main sections and 79 manholes. The Grant also funded the preparation of 90% construction plans and application for construction funding. The General Manager Kelly Dodds explained that all the Manholes and Sewer Mains were inspected and graded according to the National Association of Sewer Service Companies (NASSCO's) pipeline assessment certification program (PACP) and assigned a condition score to the defect on a 1 to 5 basis. 87 sewer mains were inspected, of which 31 were assigned a LOF (Likelihood of Failure) score of 4 or more and 79 manholes were inspected, of which 16 were assigned a LOF (Likelihood of Failure) score of 3 or more. The next phase of this project will be to prepare a Preliminary Engineering Report (PER).

The PER is necessary to apply for construction funding, it will contain; background of the project, information on the system, grouping and priority of the projects cost opinions and a Risk Assessment. It identifies the consequences of failure and gives an understanding of the impact a failure would be on the main sections or manholes. The Board is being asked to only review and accept the presented report by consensus.

Board Comment: Director Gregory asked about page 236 of the Board Packet (Figure 4-1 Map of sewer main) and asked for clarification on the scores and color associated with that score, and explained that it looked like the highest priority is in the oldest part of town.

General Manager Kelly Dodds clarified the scale and explained that the purple (6 highest priority) sewer line located near the Mission has been settling and moving. Discussion ensued and the high priorities and how they would be addressed.

Director Gregory asked if any of the work could be done by District employees? General Manager Kelly Dodds explained that the District does not have the equipment or the training for District employees to line manholes, and discussed the things that the District employees could do.

Director Kalvans explained that historically water and sewer lines were put close together, and wanted to know if that had been resolved. General Manager Kelly Dodds explained that generally the water line is on top of the sewer line; but in the alleys they are very close together. Discussion ensued on the "San Miguel Alley (#6020 Waterline Relocation") ensued.

Director Kalvans asked how many situations there were with both a failing sewer line and a failing water line within the District. General Manager Kelly Dodds provided comments and explained that during the inspection they did not see any water intrusion at the joints.

Public Comment: None

Consensus of the Board is to accept the Sanitary Sewer Lining and Manhole Rehabilitation Condition Assessment report.

6. Censure of Director Owen Davis regarding conduct on May 23rd 2024 (Approve by 3/5 vote)

Review and approve RESOLUTION 2024-42 censuring Director Davis for his conduct at the May 23rd 2024 Board meeting.

Director Smiley asked District Counsel to address this item.

District General Counsel Pritchard explained that at the May 23rd Board Meeting, during the water rate action item Director Owen Davis attempted to influence Director Anthony Kalvans' vote on an item before the Board, during a roll call vote, by stating to Director Anthony Kalvans' "you've got an election coming up" right after Director Anthony Kalvans was called to vote and before his vote had been cast.

On June 27, 2024, President Smiley requested a resolution of censure against Director Davis for his engagement in political activity on the dais in an attempt to influence the vote of another director to be placed on a future agenda. President Smiley's request was seconded by Director Gregory.

District General Counsel explained that the District did not currently have a Board Policy on official reprimand, therefore, the Resolution of Censure is limited to a public admonishment of Director Davis' behavior and allows the Board to inform the public that such behavior is not condoned by the Board and is considered a violation of the District Board Members' Handbook. The Resolution of Censure before the Board is mostly to express the Board's discontent with Director Davis's actions.

Board Comment: Director Gregory voiced that she would like to have policy changed in the Board Handbook, to have an official reprimand policy. Director Gregory voiced that this is repeatedly happening.

Director Smiley voiced that he is in favor of having an official policy and hopes to have something put on a future agenda.

Director Davis voiced that as far as he was concerned it is called "Freedom of Speech", and that he did not insult anybody. Director Davis explained that he was just reminding Director Kalvans that there was an election coming up, but did not call anyone names. Director Davis also explained that Director Kalvans is always commenting that he has never voted for a rate increase, and that it was always someone else that raised the rates; voicing he has freedom of speech to say what he wants.

Public Comment: Greg Grewal a Creston resident spoke about expressing different opinions, and explained his experience with the San Luis Obispo County Board of Supervisors "Civility Code" voicing his frustrations.

Board Comment: Director Kalvans spoke about the ongoing harassment he's experienced from Director Davis. Director Kalvans gave a list of examples and explained that he is extremely concerned for his personal safety. Director Kalvans read a statement aloud, and voiced that he would not be running in the upcoming election, but instead would be retiring at the end of his term as a Board member.

Director Davis stated that everything Director Kalvans said in his statement about Director Davis harassing Director Kalvans was a lie.

Director Kalvans voiced that he is submitting all of the proof of Director Davis's Harassment and a statement for the official record.

Director Davis explained that there was no proof and spoke about some of the examples Director Kalvans stated. Director Davis discussed his incident with (previous) Director Ward Roney, explaining that when Mr. Roney walked out he belittled Mr. Davis by saying the he was a "dirty little man". At that time, Mr. Davis a citizen was upset and explained that he bent down and said to Mr. Roney "you want to see how little I am".

Director Smiley explained that the information for the Censure was correct and that there is video, and feels that it was an attempt to intimidate a fellow Director, and that it will not be tolerated.

Motion By: Anthony Kalvans

Second By: Rod Smiley

Motion: To Approve Resolution 2024-42

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

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

At 8:15 P.M

11. GSA Board Action Items:

1. Strategy for Implementation of the Paso Basin Groundwater Sustainability Plan (GSP)

(Discussion only, direction may be provided to Legal or General Manager for future action)

Discuss requirements and options for implementing the Paso Basin Groundwater Sustainability Plan.

Item was presented by District Legal Counsel Pritchard explaining that this item is for discussion only. At the last San Miguel Groundwater Sustainability Agency (SMGSA) meeting the Board had a discussion regarding the future implementation of the Groundwater Sustainability Plan (GSP) for the Paso Basin. The SMGSA Board was encouraged to review the GSP. Counsel explained that they wanted to continue the discussion to gauge if this SMGSA Board would like to continue cooperating with the other Groundwater Sustainability Agencies and how far does this SMGSA Board wants to extend that cooperation.

District General Counsel also explained that as discussed previously the Memorandum of Agreement (MOA) with the Paso Basin Cooperative Committee (PBCC) was meant to be temporary and has exceeded it's usefulness. It was explained that the most cooperative way to move forward is with a Joint Powers Authority (JPA) with the other GSA's, or the SMGSA could also choose to implement it's portion of the GSP responsibilities on it's own. The GSP is for the basin as a whole and it makes sense to continue to cooperate so that the SMGSA does not have to create it's own GSP, and explained that it would be difficult to separate out certain things in the plan. The staff report lays out the initial question; does the SMGSA want to continue coordination of the Paso Basin Groundwater Sustainability Plan, and if so what effort do you want to put into a JPA? District Counsel wanted to know if a JPA was established; how many Board Members should it have, should it be based on GSA's or acreage, and if they should be elected officials or District staff.

Board Comment: Director Kalvans voiced that he feels that the PBCC has outlived it's usefulness, and that there are some valid issues that have been brought up by Counsel. Director Kalvans would like to know why the Upper Salinas-Las Tables Resource Conservation District has not been involved and that he would like to see them involved with the JPA since they are supposed to be conservation experts over the Paso Basin.

General Manager Kelly Dodds explained that the Salinas-Las Tables Resource Conservation District does not do the same thing that the PBCC but would look at bring them into the conversation, going forward if a JPA is formed.

Discussion ensued about decisions that need to be made to move forward.

District Counsel Pritchard explained that this Board needs to decide if they want to move forward with a JPA, and what that would look like for San Miguel's District groundwater sustainability. If the SMGSA does want to be on it's own it will need to update the GSP periodically and/or could choose to cooperate under that plan with the other agencies. It was explained that the other agencies are discussing pooling resources in order to maintain funding. And feels that the whole purpose of their discussion was that they want to gain funding through a JPA, so that each of the other GSA's is not bearing the costs directly out of their own funds but shares the costs. It was explained that it would be the "Groundwater Extractor" that would be bearing the cost of the GSP. It was asked if the SMGSA wanted to continue approving funding on a project by project basis, basically how they have been doing so far, or do they want more of a structure where it is more of a foreseeable cost, and does SMGSA want a seat at the table.

Director Smiley asked about the cost benefit, and asked if the SMGSA was to go alone, would it cost more then being part of a JPA? General Manager Kelly Dodds explained that at this point it is unknown what the actual cost to the District would be. At some level the District is still responsible for participating in an annual report for the GSP. Discussion

ensued on what the District would be responsible for in the GSP and the costs associated. Director Gregory explained that in her opinion the problem would be that the District is paying a percentage of what projects are approved, and the cost depends on what projects get approved.

It was discussed that some of the projects that get approved will not benefit the SMGSA area and Director Gregory also asked what the SMGSA boundaries were, and it was explained that the SMGSA boundaries are the same as the District boundaries.

Director Gregory asked if there was any way that the SMGSA could get swallowed up by another GSA? General Manager Kelly Dodds explained that if this SMGSA was to become part of another GSA; both SMGSA and the other GSA would have to agree to relinquish its area, and accept that area through the LAFCo process.

Director Gregory asked what the cost associated with managing our own GSA/GSP would be and would like to know of other costs and what the responsibilities are for the SMGSA portion of the GSP.

General Manager Kelly Dodds explained that there are two cost avenues; one being the actual management of the SMGSA, and number two what the District needs to do for the annual report. Those costs are projected to be minimal, with this year's projected cost; as part of the PBCC being around \$18k. It was discussed that if the SMGSA was on their own it would be an estimate of \$30k to \$40k a year, but that does not include the five-year review report or any projects.

Discussion on other projects, and what is required as we move toward sustainability of the Paso Basin ensued.

Director Gregory voiced that she is in favor of one board member per GSA, elected and not based on population or acres within the GSA.

District General Counsel Pritchard explained that District staff is looking for general direction, asking the Board if staff should continue bringing the potential of a JPA up for discussion. The unknowns are because most of the GSP requirements are triggered when issues arise within the basin, those are not currently happening. Discussion ensued on the triggers within the GSP.

Director Kalvans voiced his concern with spill over; giving an example that Estrella and River Road has a depletion in groundwater going on that was spilling over into the District and how does that effect the District. General Manager Kelly Dodds explained that the SMGSA is really only responsible for things that are going on inside the District GSA area, unless we do something that effects areas outside the SMGSA boundaries. It was clarified that part of what the JPA would do is carrying on the monitoring efforts that the PBCC is trying to get set-up now, and their other efforts.

Director Kalvans voiced that staff is saying that the JPA should be comprised of elected officials, but wondered what it would be if it was based on a technocratic government structure taking away that political conflict. Comments on elected official being representatives of the people that elected them and staff members having the pressure of keeping their jobs, was discussed.

Public Comments: Greg Grewal a Creston resident gave his opinion about the political conflicts that are happening right now in the PBCC, and how Supervisor Gibson kicked the two elected official off the PBCC Board for political reasons. Mr. Grewal also discussed the allocation of Nacimiento water, State water and how San Luis Obispo Board of Supervisor is meeting with the other GSA's in private.

Murray Powell a Templeton resident spoke about the cost, and the violations that are going on within the MOA. Mr. Powell also spoke about how there is no approved budget and that Supervisor Gibson manipulated the budget to get it approved at the County level, and that

there should not be any funds spent because there is not budget.

Counsel Comment: Counsel Pritchard clarified that the PBCC budget did have some issues but that there is an approved PBCC budget, and explained that it just doesn't have the three line items that were removed by the San Luis Obispo County Board of Supervisors for unknown reasons. All of the GSA's approved the budget but there is some question over the three items that the County Board of Supervisors removed.

Director Smiley asked if the SMGSA approved the budget that counsel was speaking about? District General Counsel explained that, yes this SMGSA approved the budget, then the three items were removed. The funds for those three items can not be spent, due to their removal before the Budget was passed

Counsel encouraged the SMGSA to read Chapter 3 of the GSP, explaining that it lays out the triggers for when you are required to do certain things and what the responsibility is of the GSA's.

General Manager Kelly Dodds explained that the SMGSA's cost this year was our 3% (around 18k).

District Counsel spoke about the MILR Program and discussion ensued.

General Manager stated that the District staff would still move forward and bring back information to the board.

Director Smiley voiced he would like to see the Board made up of elected officials.

Director Kalvans agreed and explained that he would like to see some legal mechanisms and safeguards to the agreement.

Director Davis voiced that he had not learned anything nor gotten any answers during this conversation, and feels that there will be some answers after the September meeting with the presentation by Mr. Powell and Mr. Grewal.

Murray Powell a Templeton resident gave documentation to Board Clerk for disbursement to the San Miguel GSA Board members.

Consensus of the Board is elected to have an official on the Board and one vote per GSA.

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

At 9:04

12. Board Comment:

Director Smiley voiced that he would like to have the San Miguel CSD Board Handbook amended to include Censure for members that violate adopted practices and procedures pertaining to Board Meetings, Committee Meetings, Board Powers and Responsibilities included the expected behavior, decorum, ethical duties and other matters. He voiced that he would like to have something with teeth, more than just a reprimand, and language that can be voted on. Seconded by Director Kalvans and added that it should cover the Trainings for District Board Members who do not do their required trainings. Director Gregory and Director Smiley accepted the add on.

Director Smiley would like to add the harassment documentation that Director Kalvans referenced during item 10.6 to the meeting minutes, after redacting any personal information.

Director Davis asked to have page numbers on the Agendas before the day of the meetings. It was explained that it can be sent with the board packet. General Manager Kelly Dodds explained that our program will not add the page numbers, and that would be done by staff. Seconded by Director Kalvans

13. Adjourn to Closed Session/Closed Session Agenda:

Public Comment: None

At 9:10

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1)) Title: Fire Chief**

Discussion

2. **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***

Discussion

14. **Report out of Closed Session:**

The San Miguel Community Services District Board of Directors acted to waive privilege, for the cost associated with the Steinbeck v. City of Paso Robles and Eidemiller v. City of Paso Robles cases.

15. **Adjournment to Next Regular Meeting:**

At: 9:45

8-22-2024 Anthony Kalvans Statement

My fellow colleagues:

I am a lifelong resident of this town, I went to our local elementary school, and have been a proud member of the local lion's club for over 21 years. As a person who has spent their youth here, I have a unique experience that has led me to form a different political viewpoint than others in the room. Also, as many of you know, I am an Asian American, with immigrant roots, and I am the only Asian American to have ever served as an elected official for this community.

I can say wholeheartedly that I am extremely concerned about the actions of Director Davis. Director Davis has consistently sought to threaten the safety of myself, my family and others he has disagreed with. The first threat I ever received from him was in September of 2021 (**present screenshot**). In March of 2022, He showed his true colors when I watched Ward Roney, a veteran and first responder, have a medical crisis, the meeting be stopped, our fire chief be asked to perform aid, and the ambulance be called to the meeting. Director Davis callously watched Mr. Roney be at the edge of death and then proceeded to file a complaint against Mr. Roney (**present video and letter if available, SMCS D General Board Meeting 3-24-22 Part 3 of 7 Timestamp: 11:50 minute mark**).

Director Davis' actions have caused the sheriff to be at meetings, and Director Davis' continued behavior has culminated with the May 2024 threat that this board is reviewing tonight. Director Davis along with his associates have sought to silence my voice, even at the meeting last month, Director Davis complained about me talking about critical policy issues, a core part of my elected duty. He has viewed my own life with disdain and showed no remorse after the November 2023 board meeting in which he was called out for inciting hatred, threats, and abuse against those who disagreed with. (**present video link and his response, SMCS D General Board Meeting 11-16-23 Part 1 of 3 Timestamp: 1:48**). His grievances towards myself include complaining about board authorized requests to spend legal time to lower property taxes, legal research to restore youth sports to the community, which would have benefited underprivileged Latino youth, and a rate reform which resulted in a \$2.34 increase to my utility bill (**present water bills**). It is tragic that he views my life as worth less than a candy bar. He has never once backed any of my efforts to increase transparency and instead sought to slander my reputation and told lies about my employment. Spoiler alert, Here is my work badge. (**present work badge**)

My family has discussed this issue at length and believed that if I was to run again my life would have been in jeopardy. I wholeheartedly believe that my civil rights to participate in the electoral process have been violated. Perhaps that is why there will be no election for the CSD Board in November.

I hereby ask that the board move to censure Director Davis and consider any other actions deemed necessary. Director Davis here is your \$2 that you highly prize so much over the life of another human.

November Meeting

<https://www.youtube.com/watch?v=toSzbe5GODk&t=104s>

March Meeting

<https://youtu.be/A9SDciSe-qA?list=PLL5arQpQB3MpjuPcFqN5ZJ4P6GsHVMwEu&t=710>

(If Needed)

August 19 2021 Meeting

SMCSD General Board Meeting 8-19-21 Part 1 of 5, Timestamp: 18:02

<https://youtu.be/rcWiSBWQKqo?list=PLL5arQpQB3MrIM88DOCT8eLtqrkyDkID0&t=1082>

Continued:

SMCSD General Board Meeting 8-19-21 Part 2 of 5

https://www.youtube.com/watch?v=wuFJFwp_Vw&list=PLL5arQpQB3MrIM88DOCT8eLtqrkyDkID0&index=2

San Miguel Ca neighbors

St Joined [> Invite](#)

Write a reply...

Berni Dupre
Now folks here will see some of what goes on..thanks...Crystal...

like Reply 1x

Crystal Wilson Admin
Berni Dupre you're welcome.

like Reply 1x

Write a reply...

Owen Davis
Dead kalvans

Like Reply 1x

Owen Davis
Rigged out of control meeting

Like Reply 4x

Write a reply...

Write- 411 jishwet...

About

This page is to inform and discuss anything pertaining to San Miguel. Please be kind! No name calling please! Everyone has different opinions, ... See More

- A Private**
Only members can see wire's in the group and what they post.
- Visible**
Anyone can find this group.
- Q San Miguel, California**
- St General**



Anthony Kalvans

To: Kelly Dodds; Christina M. Pritchard + 2

Tue 2/20/2024 8:00 AM [View more](#)



Dear Staff and President Smiley:

I just wanted to report that around 8:20am on Friday February 16 I was getting gas at the San Paso Truck Stop. Mr. Davis pulled into the gas station and pulled up to the pumps closest to the semi-trucks. He noticed my car, backed his truck out of the spot and pulled in directly behind me, but never got out of his truck. Mind you, I was on a pump nowhere near the pump he originally went to. I find his behavior highly concerning as all the pumps were open at the time and his ongoing pattern of questionable behavior.

Sincerely,



San Miguel Ca neighbors

Anonymous member · 12h ·



Water rate increase was postponed for vote until March.



Like



Comment



Send

22

Most recent



Jaclyn Clements

I heard from my mom at Templeton CSD it takes 60% to stop a water increase. We all need to send emails.

10h Like Reply

2



Crystal Wilson

[Jaclyn Clements](#) we should storm the CSD like those who did so at the capital 😊

32m Like Reply

Write a reply...



Leo Martinez

So who is truly willing to do something to prevent the increase, other than comment on

March 27, 2022

Board President Raynette Gregory
PO Box 180
San Miguel, CA 93451

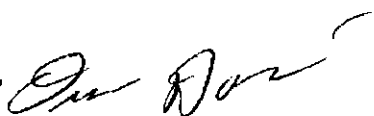
This letter constitutes is a formal compliant regarding the actions of Board member Ward Roney at CSD Regular Board Meeting that took place at the District offices on Thursday, March 24, 2022.

During the meeting, I stood for public comment and addressed the Board. At the conclusion of my comments, Director Roney personally insulted me without cause. Demonstrating respect for one another should be expected protocol and this personal attack is a direct violation of the Brown Act and the provisions listed in the San Miguel Community Services District Board Policies.

The public is expected to uphold a level of decorum in the public meetings held to discuss District business. Board members are bound to also uphold an even greater standard since they serve and represent the public members of the entire community.

Disciplinary action for Mr. Roney is not only warranted, but if no action is taken, will be further insult to me personally. I would like confirmation of receipt of this formal complaint to be noted in the next Regular Board Meeting as well as the intended actions of the District.

Respectfully,



Owen Davis
P.O. Box 391, 1401 Prado Place
San Miguel, CA 93451
(805) 674-5429
onddavis@hotmail.com

Service				Current	Past Due	Balance	Important Messages				
WATER					84.05		<p>Current Water Rates: <u>Residential & Non-Residential</u> All Customers Fixed rate - \$32.30 All Usage - \$5.75</p> <p>Note: 1 HCF = 100 Cubic Feet (748 gallons) = 1 unit http://www.sanmiguelcsd.org/</p>				
0.00				84.05							
SEWER					135.44						
0.00				135.44			<p>THANK YOU FOR YOUR PROMPT PAYMENT</p>				
Totals:					219.49						
0.00				219.49							
Annual Water Usage											
AUG2023	SEP2023	OCT2023	NOV2023	DEC2023	JAN2024	FEB2024	MAR2024	APR2024	MAY2024	JUN2024	JUL2024
1000	1300	1700	600	1000	1100	1000	800	900	600	1100	1000

Service	Current	Past Due	Balance	Important Messages							
WATER		81.71		<p align="center">Current Water Rates:</p> <p><u>Residential</u> First 5 HCF - \$53.09 (Based on Current Minimum) RES next 6 HCF - \$4.77 Res next 12 HCF - \$7.97</p> <p><u>Non-Residential:</u> Non-Res First 5 HCF - \$53.09 Non-Res Next 12 HCF & Higher - \$5.55</p> <p>Note: 1 HCF = 100 Cubic Feet (748 gallons) = 1 unit</p>							
0.00	81.71										
SEWER		135.44									
0.00	135.44			<p align="center">THANK YOU FOR YOUR PROMPT PAYMENT</p>							
Totals:		217.15									
0.00	217.15										
Annual Water Usage											
JUL2023	AUG2023	SEP2023	OCT2023	NOV2023	DEC2023	JAN2024	FEB2024	MAR2024	APR2024	MAY2024	JUN2024
1200	1000	1300	1700	600	1000	1100	1000	800	900	900	1100

Please return this portion with your payment. For ease do not use paper clips or staples. Thank you.

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

September 26, 2024

AGENDA ITEM: 9.2

SUBJECT: 2024 Volunteer Fire Assistance Grant (VFA) acceptance RESOLUTION 2024-43

SUGGESTED ACTION: Approve RESOLUTION 2024-43 authorizing the Fire Chief to accept the 2024 Volunteer Fire Assistance Grant (VFA) award agreement number 7GF24315 from Cal Fire in matching grant funding in the amount of **\$19,867.70** for the purchase of equipment as described and approved within the grant application.

Total purchases shall not exceed **\$39,735.40**

DISCUSSION:

San Miguel Fire applied for the 2024 Volunteer Fire Assistance (VFA) Grant requesting a 50% matching grant for funding for a total project amount of \$39,735.40 to assist with the procurement of essential items required for Firefighter safety.

The San Miguel Fire Department's application was approved in the amount of \$19,867.70 for a total of purchases to not exceed \$39,735.40. \$40,000.00 (20-456)

FISCAL IMPACT:

Acceptance of the VFA grant will result in a cost to the District of \$19,867.70 which is already included in the FY 24-25 Fire Department Budget.

No additional adjustments or allocations are required.

PREPARED BY: Scott Young

**BEFORE THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 2024-43

Approving the Department of Forestry and Fire Protection Agreement #7GF24315 for services from the date of last signatory on page 1 of the Agreement to June 30, 2025, under the Volunteer Fire Assistance Program of the Infrastructure Investment and Jobs Act of 2021.

BE IT RESOLVED by the Board of Directors of the San Miguel Community Services District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Infrastructure Investment and Jobs Act of 2021 during the State Fiscal Year 2024-25 up to and no more than the amount of **\$19,867.70**.

BE IT FURTHER RESOLVED that Scott Young, Fire Chief of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the San Miguel Community Services District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the San Miguel Community Services District at a regular meeting thereof, held on the 26th day of September 2024, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

Rod Smiley, Board President
Printed Name and Title

ABSENT:

Signature, Board of Directors Member

Raynette Gregory, Board Vice-President
Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I Tamara Parent, Clerk of the San Miguel Community Services District Board of Directors, County of San Luis Obispo, California do hereby certify that this is a true and correct copy of the original Resolution Number 2024-43.

WITNESS MY HAND OR THE SEAL OF THE San Miguel Community Services District, on this 24th day of September, 2024.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Board Clerk/Executive Assistant, San Miguel Community Services District
Title and Name of Local Agency

Budget Worksheet (List individual items for funding. Include tax and shipping in unit cost):

	Type	Item	Quantity	Unit Cost	Item Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

CAL FIRE USE ONLY (Formula-Driven)

Project Total Cost:
<i>ME</i> Proposed Award:

Organization Name:

CAL FIRE Unit:

**State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT**

APPLICANT: San Miguel Community Services District- Fire Department
PROJECT TITLE: Volunteer Fire Assistance
GRANT AGREEMENT: 7GF24315

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2025.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ 19,867.70 (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

<p>San Miguel CSD-Fire</p> <hr/> <p style="text-align: center;">Applicant</p>	<p>STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION</p> <hr/>
<p>By _____</p> <p style="text-align: center;">Signature of Authorized Representative</p>	<p>By _____</p>
<p>Title</p> <p style="text-align: center;">Fire Chief, Scott Young</p>	<p>Title: David Scheurich Staff Chief, Cooperative Fire Programs</p>
<p>Date</p> <p style="text-align: center;">9-27-2024</p>	<p>Date</p>

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354024DG2012171	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ 19867.7
GL UNIT 3540	BUD REF 001	CHAPTER 35
PROGRAM NUMBER 9999000FED	ENY 2024	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92766	UNENCUMBERED BALANCE \$ 19867.7

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer

Date

**VOLUNTEER FIRE ASSISTANCE PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and San Miguel CSD-Fire hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Assistance program in California, hereinafter referred to as VFA, authorized by the Cooperative Forestry Assistant Act of 1978 (PL 95-313, 92 Stat, 365, 16 U.S.C. 2106 as amended).
2. This is a subaward under the 2024 Volunteer Fire Assistance Grant #24-DG-11052012-171 awarded to STATE by the Forest Service on August 23, 2024. The Federal Assistance Listing for the award is 10.698, Cooperative Fire Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFA and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Assistance Program 2024.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **INCORPORATION: The Procedural Guide for Volunteer Fire Assistance Program 2024, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.**
6. **TIMELINESS: Time is of the essence in this Agreement.**
7. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2024 or LOCAL AGENCY will forfeit the funds.**

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2024** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$19,867.70** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2025.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2025 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds.

12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: San Miguel CSD- Fire
1150 Mission St.
San Miguel, CA. 93451
Attention: Scott Young
Telephone Number(s): 805-467-3388 x103 or 805-975-8586 Cell
E-mail scott.young@sanmiguelcsd.org

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: VFA
P. O. Box 944246
Sacramento, California 94244-2460
E-MAIL: CALFIRE.GRANTS@fire.ca.gov

13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFA Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM: The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2025.**
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the VFA program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

September 26, 2024

AGENDA ITEM: 10.1

SUBJECT: PARTIAL Monthly Financial Reports for August 2024

SUGGESTED ACTION:

Please *Review* the August 2024 SMCSD Financial Reports.

DISCUSSION:

Due to bank changes and reconciliation issues the complete District Financial report was not able to be completed and reviewed prior to the publication of the Board Packet. Attached are the August Claims Detail and August Investment report which are complete and presented for your review. The full August Financial Report is expected to be presented for approval in October with the September Financial Report.

The information provided tonight will be presented again in October with the full report.

FISCAL IMPACT:

None

PREPARED BY: Michelle Hido

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10720	50033S	650 13 STARS MEDIA	424.77						
1	08/23/24	RFP LIFTSTATION FLOODPROOF	86.90			40 64000	393		10205
2024CI-7053									
2	08/23/24	RECYCLED WATER LINE	167.48			40 64000	393		10205
2024CI-7053									
3	08/23/24	WATERLINE RELOCATION	170.39			50 65000	393		10205
2024CI-7053									
		Total for Vendor:	424.77						
10686	50011S	9 A.WILLIAM CONSULTING	731.25						
1	08/02/24	GRANT WORK	731.25			20 62000	458		10205
		Total for Vendor:	731.25						
10698	50012S	41 AIR RITE	150.00						
1	08/15/24	ICE MACHINE DIAGNOSIS	150.00			40 64000	351		10205
24-3453									
		Total for Vendor:	150.00						
10687	50013S	689 AMAZON CAPITOL SERVICES	762.30						
1	08/01/24	RESPIRATOR, COVERALLS	381.15			40 64000	348		10205
1MW3-FCMV-9911									
2	08/01/24	RESPIRATOR, COVERALLS	381.15			50 65000	348		10205
1MW3-FCMV-9911									
10688	50013S	689 AMAZON CAPITOL SERVICES	214.48						
1	08/01/24	UPS, CABLES, SPEAKER	107.24			40 64000	305		10205
1YCQ-TPRW-7YXT									
2	08/01/24	UPS, CABLES, SPEAKER	107.24			50 65000	305		10205
1YCQ-TPRW-7YXT									
10689	50013S	689 AMAZON CAPITOL SERVICES	440.64						
1	08/01/24	TONER, HEADSET, KEYBOARD, HUB	145.41			40 64000	410		10205
14FR-47QJ-6QPX									
2	08/01/24	TONER, HEADSET, KEYBOARD, HUB	145.41			50 65000	410		10205
14FR-47QJ-6QPX									
3	08/01/24	TONER, HEADSET, KEYBOARD, HUB	22.03			30 63000	410		10205
14FR-47QJ-6QPX									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	08/01/24	TONER, HEADSET, KEYBOARD, HUB	110.16			20 62000	410		10205
14FR-47QJ-6QPX									
5	08/01/24	TONER, HEADSET, KEYBOARD, HUB	17.63			60 66000	410		10205
14FR-47QJ-6QPX									
10690	50013S	689 AMAZON CAPITOL SERVICES	169.38						
1	08/01/24	PAPER, KEYBOARD	50.82			20 62000	410		10205
1YCD-HRQH-6PV7									
2	08/01/24	PAPER, KEYBOARD	5.08			30 63000	410		10205
1YCD-HRQH-6PV7									
3	08/01/24	PAPER, KEYBOARD	54.20			40 64000	410		10205
1YCD-HRQH-6PV7									
4	08/01/24	PAPER, KEYBOARD	54.20			50 65000	410		10205
1YCD-HRQH-6PV7									
7	08/01/24	PAPER, KEYBOARD	5.08			60 66000	410		10205
1YCD-HRQH-6PV7									
Total for Vendor:			1,586.80						
10684	50014S	743 API ATLAS PERFORMANCE	2,200.00						
1	07/08/24	AUG CSD OFFICE TRAILER RENTAL	110.00			30 63000	949		10205
RI148610									
2	07/08/24	AUG CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10205
RI148610									
3	07/08/24	AUG CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10205
RI148610									
4	07/08/24	AUG CSD OFFICE TRAILER RENTAL	110.00			60 66000	949		10205
RI148610									
Total for Vendor:			2,200.00						
10660	-98905E	714 AT&T MOBILITY	95.90						
FIRE CELL PHONES									
1	08/02/24	JUL FIRE CELL PHONE - ROBERSO	45.43			20 62000	465		10205
08102024									
2	08/02/24	JUL FIRE CELL PHONE - YOUNG	50.47			20 62000	465		10205
08102024									
Total for Vendor:			95.90						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10652	50015S	622 BALDWIN ELECTRIC SERVICE	737.03						
1	08/07/24	20 AMP CIRCUIT BREAK ROOM	737.03			40 64000	582		10205
692									
		Total for Vendor:	737.03						
10655	50016S	33 BLACK MOUNTAIN SOFTWARE	14,045.00						
		Annual Maintenances Cloud, Accounting, Budget Prep., Permitting, CR, UB, SO, ACH, BILL EMAILS,							
		PAYROLL							
		2024/2025							
1	08/16/24	24/25 CSD SERVICE/SUPPORT SPLI	1,402.24			20 62000	334		10205
		INV-01028							
2	08/16/24	24/25 CSD SERVICE/SUPPORT SPLI	1,402.24*			30 63000	334		10205
		INV-01028							
3	08/16/24	24/25 CSD SERVICE/SUPPORT SPLI	1,402.24*			40 64000	334		10205
		INV-01028							
4	08/16/24	24/25 CSD SERVICE/SUPPORT SPLI	1,402.24*			50 65000	334		10205
		INV-01028							
5	08/16/24	24/25 CSD SERVICE/SUPPORT SPLI	1,402.24*			60 66000	334		10205
		INV-01028							
6	08/16/24	24/25 CSD SUPPORT SO UB CR AR	3,376.90*			40 64000	334		10205
		INV-01028							
7	08/16/24	24/25 CSD SUPPORT SO UB CR AR	3,376.90*			50 65000	334		10205
		INV-01028							
8	08/16/24	24/25 CSD SUPPORT TIMECLOCK	14.00*			30 63000	334		10205
		INV-01028							
9	08/16/24	24/25 CSD SUPPORT TIMECLOCK	126.00*			40 64000	334		10205
		INV-01028							
10	08/16/24	24/25 CSD SUPPORT TIMECLOCK	126.00*			50 65000	334		10205
		INV-01028							
11	08/16/24	24/25 CSD SUPPORT TIMECLOCK	14.00*			60 66000	334		10205
		INV-01028							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10737	50034S	33 BLACK MOUNTAIN SOFTWARE	1,200.00						
		BMS PAY							
1	08/15/24	BMS PAY SOFTWARE	600.00*			40 64000	334		10205
01123									
2	08/15/24	BMS PAY SOFTWARE	600.00*			50 65000	334		10205
01123									
		Total for Vendor:	15,245.00						
10730	50035S	34 BLAKE'S INC	21.91						
1	08/02/24	FUNNELS AND PAILS	21.91*			40 64000	355		10205
1620627									
		Total for Vendor:	21.91						
10664	50017S	573 BURT INDUSTRIAL SUPPLY	70.39						
1	08/16/24	PIPE SEALANT, PTFE TAPE	70.39			50 65000	353		10205
145457									
		Total for Vendor:	70.39						
10658	-98906E	416 CALPERS	1,050.00						
		Fees for GASB-68 1900 Reports & Schedules							
		Customer ID: 5069981886							
1	08/14/24	GASB-68 Fees 2023/24 SAFETY	350.00			20 62000	325		10255
17644945									
2	08/14/24	GASB-68 Fees 2023/24 CLASSIC	17.50			30 63000	325		10255
17644945									
3	08/14/24	GASB-68 Fees 2023/24 CLASSIC	157.50			40 64000	325		10255
17644945									
4	08/14/24	GASB-68 Fees 2023/24 CLASSIC	157.50			50 65000	325		10255
17644945									
5	08/14/24	GASB-68 Fees 2023/24 CLASSIC	17.50			60 66000	325		10255
17644945									
6	08/14/24	GASB-68 Fees 2023/24 PERPA	17.50			30 63000	325		10255
17644945									
7	08/14/24	GASB-68 Fees 2023/24 PERPA	157.50			40 64000	325		10255
17644945									
8	08/14/24	GASB-68 Fees 2023/24 PERPA	157.50			50 65000	325		10255
17644945									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9 17644945	08/14/24	GASB-68 Fees 2023/24 PERPA	17.50			60 66000	325		10255
Total for Vendor:			1,050.00						
10696 113445-124	-98899E 08/15/24	712 CIO SOLUTIONS AUG IT SUPPORT	3,132.55 939.76			20 62000	321		10205
2 113445-124	08/15/24	AUG IT SUPPORT	93.98			30 63000	321		10205
3 113445-124	08/15/24	AUG IT SUPPORT	1,002.42			40 64000	321		10205
4 113445-124	08/15/24	AUG IT SUPPORT	1,002.41			50 65000	321		10205
5 113445-124	08/15/24	AUG IT SUPPORT	93.98			60 66000	321		10205
Total for Vendor:			3,132.55						
10662 1 20240723	50018S 08/12/24	15 CLEATH-HARRIS GEOLOGISTS, INC Q3 GROUNDWATER MONITORING EVEN	6,175.80 6,175.80*			40 64000	355		10205
Total for Vendor:			6,175.80						
10651 1 2024019	50019S 08/12/24	648 COUNTY OF SAN LUIS OBISPO- HAZARDOUS MATERIALS RESPONSE TEAM HAZARDOUS MAT RESPONSE TEAM	2,146.00 2,146.00			20 62000	710		10205
Total for Vendor:			2,146.00						
10701 1 CBLD2022-00021	50032S 08/19/24	252 COUNTY OF SLO PUBLIC WORKS THU ROAD IMPROVEMENT FEE THU ROAD IMPROVEMENT FEE	6,636.00 6,636.00*			20 62000	511		10205
10719 1 3062	50036S 07/31/24	252 COUNTY OF SLO PUBLIC WORKS COUNTY RIGHT OF WAY REVIEW RIGHT OF WAY REVIEW	175.84 175.84			50 65000	961		10205
Total for Vendor:			6,811.84						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10682	-98903E	654 CULLIGAN WATER	43.88						
1	07/30/24	JUL WATER DELIVERY	21.94			40 64000	305		10205
800359299									
2	07/30/24	JUL WATER DELIVERY	21.94			50 65000	305		10205
800366083									
Total for Vendor:			43.88						
10665	50020S	20 EFI GLOBAL INC	760.00						
1	08/12/24	FIRE DEBRIS ANALYSIS 1140 K ST	760.00*			20 62000	360		10205
400000267237									
Total for Vendor:			760.00						
10653	-98908E	16 EIDE BAILLY LLP	995.93						
1	07/27/24	CPA SERVICES CONSULT/REVIEW	298.77			20 62000	325		10205
EI01718122									
2	07/27/24	CPA SERVICES CONSULT/REVIEW	29.88			30 63000	325		10205
EI01718122									
3	07/27/24	CPA SERVICES CONSULT/REVIEW	318.70			40 64000	325		10205
EI01718122									
4	07/27/24	CPA SERVICES CONSULT/REVIEW	318.70			50 65000	325		10205
EI01718122									
5	07/27/24	CPA SERVICES CONSULT/REVIEW	29.88			60 66000	325		10205
EI01718122									
Total for Vendor:			995.93						
10667	50021S	109 FERGUSON ENTERPRISES	592.56						
1	08/01/24	6X1 DBL SS DI/PVC, 12GA WIRE	592.56			50 65000	353		10205
5303065									
10699	50021S	109 FERGUSON ENTERPRISES	203.78						
1	08/08/24	6X1 IP DBL SS STRP	203.78			50 65000	353		10205
5303065-1									

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10707 1 5353147	50037S 08/21/24	109 FERGUSON ENTERPRISES 6X7, 6X12 CLAMPS	579.16 579.16			50 65000	353		10205
Total for Vendor:			1,375.50						
10668 1 482909A	50022S 08/08/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER MONITORING	144.00 144.00*			40 64000	355		10205
10669 1 482910A	50022S 08/07/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING METALS	170.00 170.00			50 65000	358		10205
10670 1 482828A	50022S 08/07/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING METALS	170.00 170.00			50 65000	358		10205
10671 1 482827A	50022S 08/07/24	112 FGL - ENVIRONMENTAL ANALYTICAL EFFLUENT MONITORING METALS	144.00 144.00*			40 64000	355		10205
10672 1 482752A	50022S 08/07/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER MONITORING	144.00 144.00*			40 64000	355		10205
10673 1 482753A	50022S 08/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING METALS	170.00 170.00			50 65000	358		10205
10674 1 482619A	50022S 08/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER MONITORING	144.00 144.00*			40 64000	355		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10675 1 482620A	50022S 08/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING METALS	200.00 200.00			50 65000	358		10205
10676 1 482826A	50022S 08/15/24	112 FGL - ENVIRONMENTAL ANALYTICAL WWTF SEPTAGE MONITORING	187.00 187.00*			40 64000	355		10205
10677 1 482829A	50022S 08/14/24	112 FGL - ENVIRONMENTAL ANALYTICAL WWTF SEPTAGE MONITORING	304.00 304.00*			40 64000	355		10205
10678 1 483000A	50022S 08/14/24	112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM	65.00 65.00			50 65000	359		10205
10679 1 483020A	50022S 08/14/24	112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM- QUANTI TRAY	113.00 37.66			50 65000	356		10205
2 483020A	08/14/24	COLIFORM- QUANTI TRAY	37.67			50 65000	357		10205
3 483020A	08/14/24	COLIFORM- QUANTI TRAY	37.67			50 65000	358		10205
10704 1 482999A	50038S 08/26/24	112 FGL - ENVIRONMENTAL ANALYTICAL WQ MONITORING	242.00 242.00			50 65000	358		10205
10705 1 481788A	50038S 07/10/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER MONITORING	293.00 293.00*			40 64000	355		10205
10731 1 482998A	50038S 08/20/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER MONITORING	144.00 144.00*			40 64000	355		10205
Total for Vendor:			2,634.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10713	50039S	401 FLUID RESOURCE MANAGEMENT	130.00						
1	08/22/24	SCADA CALL	65.00			40 64000	361		10205
A24080									
2	08/22/24	SCADA CALL	65.00			50 65000	361		10205
A24080									
10714	50039S	401 FLUID RESOURCE MANAGEMENT	6,102.28						
1	08/23/24	CONTRACT OPERATOR- WW 7/24	6,102.28			40 64000	361		10205
TWW24040									
10729	50039S	401 FLUID RESOURCE MANAGEMENT	7,670.36						
1	08/20/24	CONTRACT OPERATOR- W 7/2024	2,682.50			50 65000	361		10205
TW24041									
2	08/20/24	COMPIANCE W 7/2024	4,987.86			50 65000	361		10205
TW24041									
		Total for Vendor:	13,902.64						
10703	-98895E	308 FRONTIER COMMUNICATIONS (412-5)	65.83						
		Acct #8054672818010412-5							
		Service from 6/22/24-7/21/24							
		FS/CSD ALARM							
1	08/22/00	AUG FIRE STATION ALARM	65.83			20 62000	375		10205
		Total for Vendor:	65.83						
10715	50040S	125 GREAT WESTERN ALARM	100.00						
		A0702 UTILITIES EMERGENCY							
		Service Period: 9/2024							
1	09/01/24	SEPTAnswering Service	50.00			40 64000	380		10205
240802242101									
2	09/01/24	SEPTAnswering Service	50.00			50 65000	380		10205
240802242101									
10716	50040S	125 GREAT WESTERN ALARM	35.00						
		GW-661							
		Service Period: 8/2024							
1	09/01/24	SEPTAlarm Monitoring	35.00			20 62000	380		10205
240800545101									
		Total for Vendor:	135.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10692	50023S	703 GSI WATER SOLUTIONS	904.28						
		5-YEAR PERIODIC EVALUTION							
1	08/16/24	5-YR PERIODIC EVALUATION	904.28			50 65000	324		10205
0667.031									
		Total for Vendor:	904.28						
10666	-98904E	720 HERC RENTALS INC	361.47						
1	08/12/24	COLD MIX ASPHALT PATCH	361.47			50 65000	353		10205
34844374-001									
		Total for Vendor:	361.47						
10700	-98897E	182 NAPA AUTO PARTS	53.14						
1	08/01/24	SILICONE GREASE	53.14			50 65000	353		10205
256567									
		Total for Vendor:	53.14						
10694	-98900E	208 PG&E #6480-8	1,250.33						
Acct #8565976480-8									
1	08/15/24	12th & K 8565976725	10.81			30 63000	381		10205
2	08/15/24	11TH STREET - 8562053214	51.80			30 63000	381		10205
3	08/15/24	RIO MESA CIR - 8564394360	25.63			30 63000	381		10205
5	08/15/24	MISSION/14TH - 8569413449	30.70			30 63000	381		10205
6	08/15/24	VERDE/RIO MESA - 8560673934	64.05			30 63000	381		10205
7	08/15/24	Mission Heights - 8565976482	187.24			30 63000	381		10205
8	08/15/24	MISSION S. 14TH - 8561483265	15.36			30 63000	381		10205
9	08/15/24	Tract 2605 - 8565976109	40.12			30 63000	381		10205
10	08/15/24	9898 River Rd. - 8565976002	390.06			30 63000	381		10205
11	08/15/24	9898 River Rd. - 8565976004	48.75			30 63000	381		10205
12	08/15/24	9898 River Rd. - 8565976008	226.81			30 63000	381		10205
13	08/15/24	9898 River Rd. - 8565976014	78.31			30 63000	381		10205
14	08/15/24	9898 River Rd. - 8565976481	58.31			30 63000	381		10205
15	08/15/24	9898 River Rd. - 8565976483	22.38			30 63000	381		10205
		Total for Vendor:	1,250.33						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10693	-98901E	209 PG&E #6851-8	19,628.65						
	Acct #3675186851-8								
1	08/16/24	Old Fire Station/1297 L St	25.48			20 62000	381		10205
2	08/16/24	Fire Station/1150 Mission	9.86			20 62000	381		10205
3	08/16/24	Water Works #1/Well 3	480.92			50 65000	381		10205
4	08/16/24	Bonita Pl & 16th/Well 4	6,515.16			50 65000	381		10205
5	08/16/24	N St/WWTF	12,058.67			40 64000	381		10205
6	08/16/24	2HP Booster Station	9.86			50 65000	381		10205
7	08/16/24	Mission Heights Booster	9.87			50 65000	381		10205
8	08/16/24	14th St. & K St.	133.14			50 65000	381		10205
9	08/16/24	942 Soka Way lift station	91.91			40 64000	379		10205
10	08/16/24	Missn&12th Landscape-St light	158.57			30 63000	381		10205
11	08/16/24	SLT Well	135.21			50 65000	381		10205
		Total for Vendor:	19,628.65						
10685	50024S	25 QUEST PLANNING, INC	156.25						
1	07/31/24	WWTF PERMIT ASSISTANCE	156.25			40 64000	587	20001	10205
1818									
		Total for Vendor:	156.25						
10721	50041S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
	01004-00								
1	08/15/24	1150 MISSION ST SMFD 1004B-00	2.00			20 62000	384		10205
10722	50041S	481 SAN MIGUEL COMMUNITY SERVICES	138.22						
	01004-00								
1	08/15/24	1150 MISSION ST SMFD 1004-00	138.22			20 62000	384		10205
10723	50041S	481 SAN MIGUEL COMMUNITY SERVICES	32.30						
	01004-00								
1	08/15/24	1144 Mission Street 1001-00	32.30			20 62000	384		10205
10724	50041S	481 SAN MIGUEL COMMUNITY SERVICES	317.11						
	20547-00								
1	08/15/24	1203 MISSION IRIG MTR 20547-0	317.11			30 63000	384		10205

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10725 1	50041S 08/15/24	481 SAN MIGUEL COMMUNITY SERVICES 942 SOKA WAY 20840-00	39.05 39.05			40 64000	384		10205
10726 Acct#27475-00 1	50041S 08/15/24	481 SAN MIGUEL COMMUNITY SERVICES 1765 BONITA 27475-00	116.85 116.85			40 64000	384		10205
10727 Acct#27475-00 1	50041S 08/15/24	481 SAN MIGUEL COMMUNITY SERVICES 1765 BONITA 27475A-00	17.57 17.57			40 64000	384		10205
10728 ACCT# 27476-00 1	50041S 08/15/24	481 SAN MIGUEL COMMUNITY SERVICES 1199 MISSION IRRIG MTR 27476-0	100.10 100.10			30 63000	384		10205
		Total for Vendor:	763.20						
10681 ACCT# 318691 080124 2 080124	50025S 08/01/24 08/01/24	238 SAN MIGUEL GARBAGE JUL 2024 JUL 2024	122.46 61.23 61.23			40 64000 50 65000	383 383		10205 10205
		Total for Vendor:	122.46						
10661 1 2024638 2 2024638 3 2024638	50026S 08/12/24 08/12/24 08/12/24	13 SCHMITZ PLUMBING INC BACKFLOW TESTING BACKFLOW TESTING BACKFLOW TESTING	610.00 152.50 152.50 305.00			20 62000 30 63000 40 64000	351 353 353		10205 10205 10205
		Total for Vendor:	610.00						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10657	-98907E	657 SOCALGAS	61.47						
1	08/12/24	AUG LIFT STATION 942 SOKA WAY	27.23			40 64000	396		10205
2	08/12/24	AUG SLT WELL 8687 MARTNZ	16.34			50 65000	396		10205
3	08/12/24	AUG WELL 3 NAT.GAS610 12TH	17.90			50 65000	396		10205
10735	-98894E	657 SOCALGAS	48.90						
1	08/29/24	SEPTLIFT STATION 942 SOKA WAY	17.34			40 64000	396		10205
2	08/29/24	SEPTSLT WELL 8687 MARTNZ	15.78			50 65000	396		10205
3	08/29/24	SEPTWELL 3 NAT.GAS610 12TH	15.78			50 65000	396		10205
		Total for Vendor:	110.37						
10734	50042S	707 SUPERB GRAPHICS INC	1,488.38						
1	06/27/24	FIRE DEPT SHIRTS	1,488.38			20 62000	495		10205
15672									
		Total for Vendor:	1,488.38						
10656	50027S	629 TNT FIREWORKS	500.00						
		Refundable Clean up bond SMF 2024							
1	08/16/24	REFUND OF CLEANUP BONDS	500.00			20 62000	820		10205
2024									
		Total for Vendor:	500.00						
10738	-98893E	301 US BANK	1,508.16						
		KD STATEMENT DATE 8/22/2024							
1	07/22/24	LOWES- MINI FRIDGE	147.63*			40 64000	355		10205
		KD AUG 24							
2	07/22/24	LOWES- MINI FRIDGE	147.63			50 65000	359		10205
		KD AUG 24							
3	07/25/24	COSTCO- WATER	267.99			40 64000	348		10205
		KD AUG 24							
4	07/25/24	COSTCO- WATER	268.00			50 65000	348		10205
		KD AUG 24							
5	08/05/24	AM WATER COLLEGE WW CE'S	349.99			40 64000	386		10205
		KD AUG 24							
6	08/12/24	WALMART- WALL MOUNT	16.35			30 63000	305		10205
		KD AUG 24							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7	08/12/24	WALMART- WALL MOUNT	147.11			40 64000	305		10205
	KD AUG 24								
8	08/12/24	WALMART- WALL MOUNT	147.11			50 65000	305		10205
	KD AUG 24								
9	08/12/24	WALMART- WALL MOUNT	16.35			60 66000	305		10205
	KD AUG 24								
10739	-98892E	301 US BANK	1,554.82						
		TP STATEMENT DATE 8/22/24							
1	08/01/24	RINGCENTRAL AUG PHONE	98.43			20 62000	310		10205
	TP AUG 24								
2	08/01/24	RINGCENTRAL AUG PHONE	9.84			30 63000	310		10205
	TP AUG 24								
3	08/01/24	RINGCENTRAL AUG PHONE	104.98			40 64000	310		10205
	TP AUG 24								
4	08/01/24	RINGCENTRAL AUG PHONE	104.98			50 65000	310		10205
	TP AUG 24								
5	08/01/24	RINGCENTRAL AUG PHONE	9.84			60 66000	310		10205
	TP AUG 24								
6	07/25/24	CSDA TP BOARD SEC/CLRK CONF	151.81			20 62000	386		10205
	TP AUG 24								
7	07/25/24	CSDA TP BOARD SEC/CLRK CONF	13.20			30 63000	386		10205
	TP AUG 24								
8	07/25/24	CSDA TP BOARD SEC/CLRK CONF	231.00			40 64000	386		10205
	TP AUG 24								
9	07/25/24	CSDA TP BOARD SEC/CLRK CONF	250.80			50 65000	386		10205
	TP AUG 24								
10	07/25/24	CSDA TP BOARD SEC/CLRK CONF	13.20			60 66000	386		10205
	TP AUG 24								
11	07/23/24	OFF WATER PRG JM OWTP1-A	55.00			40 64000	386		10205
	TP AUG 24								
12	07/25/24	CSDA TP BOARD SEC/CLRK FLIGHT	45.13			20 62000	386		10205
	TP AUG 24								
13	07/25/24	CSDA TP BOARD SEC/CLRK FLIGHT	3.92			30 63000	386		10205
	TP AUG 24								
14	07/25/24	CSDA TP BOARD SEC/CLRK FLIGHT	68.68			40 64000	386		10205
	TP AUG 24								

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
15 TP AUG 24	07/25/24	CSDA TP BOARD SEC/CLRK FLIGHT	74.55			50 65000	386		10205
16 TP AUG 24	07/25/24	CSDA TP BOARD SEC/CLRK FLIGHT	3.92			60 66000	386		10205
17 TP AUG 24	07/29/24	OFF WATER PRG JM OWTP1-A	55.00			40 64000	386		10205
18 TP AUG 24	08/05/24	CSDA TP BOARD SEC/CLRK HOTEL	45.37			20 62000	386		10205
19 TP AUG 24	08/05/24	CSDA TP BOARD SEC/CLRK HOTEL	3.94			30 63000	386		10205
20 TP AUG 24	08/05/24	CSDA TP BOARD SEC/CLRK HOTEL	69.03			40 64000	386		10205
21 TP AUG 24	08/05/24	CSDA TP BOARD SEC/CLRK HOTEL	74.95			50 65000	386		10205
22 TP AUG 24	08/05/24	CSDA TP BOARD SEC/CLRK HOTEL	3.95			60 66000	386		10205
23 TP AUG 24	08/21/24	STAPLES- INK	22.19			40 64000	305		10205
24 TP AUG 24	08/21/24	STAPLES- INK	22.19			50 65000	305		10205
25 TP AUG 24	07/29/24	USPS- IRS PR	2.90			20 62000	315		10205
26 TP AUG 24	07/29/24	USPS- IRS PR	0.29			30 63000	315		10205
27 TP AUG 24	07/29/24	USPS- IRS PR	3.09			40 64000	315		10205
28 TP AUG 24	07/29/24	USPS- IRS PR	3.10			50 65000	315		10205
29 TP AUG 24	07/29/24	USPS- IRS PR	0.29			60 66000	315		10205
30 TP AUG 24	07/23/24	USPS- EASEMENT	2.77			20 62000	315		10205
31 TP AUG 24	07/23/24	USPS- EASEMENT	0.28			30 63000	315		10205
32 TP AUG 24	07/23/24	USPS- EASEMENT	2.96			40 64000	315		10205
33 TP AUG 24	07/23/24	USPS- EASEMENT	2.96			50 65000	315		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
34	07/23/24	USPS- EASEMENT	0.28			60 66000	315		10205
	TP	AUG 24							
10740	-98891E	301 US BANK	1,395.62						
		SY STATEMENT DATE 8/22/24							
1	08/17/24	APPLE ICLOUD	2.99			20 62000	465		10205
	SY	AUG 24							
2	08/28/24	SOUTH BAY PUBLIC SAFETY	714.00			20 62000	386		10205
	SY	AUG 24							
3	08/01/24	DG- DRINKS	63.30			20 62000	305		10205
	SY	AUG 24							
4	08/05/24	AMZ- CABLE USB C	19.29			20 62000	475		10205
	SY	AUG 24							
5	08/15/24	USPS- RETURN BOND	30.45			20 62000	315		10205
	SY	AUG 24							
6	08/20/24	LEO'S- CYPRESS FIRE	45.24*			20 62000	355		10205
	SY	AUG 24							
7	08/20/24	LOWES- TAPE, SCANNER	61.40			20 62000	305		10205
	SY	AUG 24							
8	08/28/24	49ER COMM- HOLSTER, STRAP	458.95			20 62000	470		10205
	SY	AUG 24							
		Total for Vendor:	4,458.60						
10717	50043S	303 USA BLUEBOOK	292.70						
1	08/08/24	MANHOLE NET MESH	292.70			40 64000	582		10205
	447740								
10718	50043S	303 USA BLUEBOOK	241.08						
1	08/16/24	METER BOX LID LIFTER	241.08			50 65000	305		10205
	456444								
		Total for Vendor:	533.78						
10683	50028S	327 VALLI INFORMATION SYSTEMS	105.35						
		JUNE BILLING							
1	JULY	Web Posting, Postage	0.00			40 64000	374		10205
2	JULY	Web Posting, Postage	0.00			50 65000	374		10205
3	JULY	Printing	0.00			40 64000	374		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	JULY Printing		0.00			50 65000	374		10205
5	07/31/24 JULY OTC/Online Monthly Maint		37.50*			40 64000	334		10205
95859									
6	07/31/24 JULY OTC/Online Monthly Maint		37.50*			50 65000	334		10205
95859									
7	Printed insert		0.00			20 62000	395		10205
10	07/31/24 JULY IVR SERVICE FEE/ALERT		15.17			40 64000	374		10205
95859									
11	07/31/24 JULY IVR SERVICE FEE/ALERT		15.18			50 65000	374		10205
95859									
10702	50044S 327 VALLI INFORMATION SYSTEMS		837.03						
	AUG BILLING								
1	08/24/24 AUG Web Posting, Postage		230.24			40 64000	374		10205
96229									
2	08/24/24 AUG Web Posting, Postage		230.23			50 65000	374		10205
96229									
3	08/24/24 AUG Printing		101.04			40 64000	374		10205
96229									
4	08/24/24 AUG Printing		101.05			50 65000	374		10205
96229									
5	08/24/24 AUG OTC/Online Monthly Maint		0.00*			40 64000	334		10205
96229									
6	08/24/24 AUG OTC/Online Monthly Maint		0.00*			50 65000	334		10205
96229									
7	08/24/24 Printed insert PAYMENT PORTAL		80.00			40 64000	395		10205
96229									
8	08/24/24 Printed insert PAYMENT PORTAL		80.00			20 62000	395		10205
96229									
11	08/24/24 AUG IVR SERVICE FEE/ALERT		7.23			40 64000	374		10205
96229									
12	08/24/24 AUG IVR SERVICE FEE/ALERT		7.24			50 65000	374		10205
96229									
Total for Vendor:			942.38						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10624	-98910E	511 VERIZON	320.16						
		TABLETS: UTILITIES x4							
		CELL PHONE: TMP, MS, TP, KD, DP							
7/09/24 - 8/08/24									
1	07/08/24	JUL UTILITIES CELL PHONES X4	11.90			30 63000	465		10200
		9968553258							
2	07/08/24	JUL UTILITIES CELL PHONES X4	107.18			40 64000	465		10200
		9968553258							
3	07/08/24	JUL UTILITIES CELL PHONES X4	107.16			50 65000	465		10200
		9968553258							
4	07/08/24	JUL UTILITIES CELL PHONES X4	11.90			60 66000	465		10200
		9968553258							
6	07/08/24	JUL T PARENT CELL PHONE	2.60			30 63000	465		10200
		9968553258							
7	07/08/24	JUL T PARENT CELL PHONE	23.40			40 64000	465		10200
		9968553258							
8	07/08/24	JUL T PARENT CELL PHONE	23.42			50 65000	465		10200
		9968553258							
9	07/08/24	JUL T PARENT CELL PHONE	2.60			60 66000	465		10200
		9968553258							
10	07/08/24	JUL 4GB DATA PLAN	1.50			30 63000	465		10200
		9968553258							
11	07/08/24	JUL 4GB DATA PLAN	13.50			40 64000	465		10200
		9968553258							
12	07/08/24	JUL 4GB DATA PLAN	13.50			50 65000	465		10200
		9968553258							
13	07/08/24	JUL 4GB DATA PLAN	1.50			60 66000	465		10200
		9968553258							
10697	-98898E	511 VERIZON	586.82						
		TABLETS: UTILITIES x4							
		CELL PHONE: TMP, MS, TP, KD, DP							
7/09/24 - 8/08/24									
1	08/08/24	AUG UTILITIES CELL PHONES X5	19.15			30 63000	465		10205
		9970970650							
2	08/08/24	AUG UTILITIES CELL PHONES X5	172.39			40 64000	465		10205
		9970970650							

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3	08/08/24	AUG UTILITIES CELL PHONES X5	172.38			50 65000	465		10205
9970970650									
4	08/08/24	AUG UTILITIES CELL PHONES X5	19.15			60 66000	465		10205
9970970650									
6	08/08/24	AUG T PARENT CELL PHONE	2.60			30 63000	465		10205
9970970650									
7	08/08/24	AUG T PARENT CELL PHONE	23.40			40 64000	465		10205
9970970650									
8	08/08/24	AUG T PARENT CELL PHONE	23.42			50 65000	465		10205
9970970650									
9	08/08/24	AUG T PARENT CELL PHONE	2.60			60 66000	465		10205
9970970650									
10	08/08/24	AUG 4GB DATA PLAN	1.50			30 63000	465		10205
9970970650									
11	08/08/24	AUG 4GB DATA PLAN	13.50			40 64000	465		10205
9970970650									
12	08/08/24	AUG 4GB DATA PLAN	13.50			50 65000	465		10205
9970970650									
13	08/08/24	AUG 4GB DATA PLAN	1.50			60 66000	465		10205
9970970650									
14	08/08/24	AUG FO CELL PHONE	6.08			30 63000	465		10205
9970970650									
15	08/08/24	AUG FO CELL PHONE	54.79			40 64000	465		10205
9970970650									
16	08/08/24	AUG FO CELL PHONE	54.78			50 65000	465		10205
9970970650									
17	08/08/24	AUG FO CELL PHONE	6.08			60 66000	465		10205
9970970650									
Total for Vendor:			906.98						
10733	50045S	310 VIBORG SAND & GRAVEL, INC.	759.77						
1	08/20/24	SCREENED SAND & BASE	379.88			40 64000	353		10205
50812									
2	08/20/24	SCREENED SAND & BASE	379.89			50 65000	353		10205
50812									
Total for Vendor:			759.77						

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10659	50029S	717 WATER SYSTEMS CONSULTING, INC PROJECTS 2295-11682	2,625.00						
1	03/28/24	STANDARD SPEC DEV	1,312.50			40 64000	326		10205
9184	PRJ 2295-11682								
2	03/28/24	STANDARD SPEC DEV	1,312.50			50 65000	326		10205
9184	PRJ 2295-11682								
10708	50046S	717 WATER SYSTEMS CONSULTING, INC PROJECTS 2295-11332 PRJ# 22010	21,618.49						
2022-67									
1	07/31/24	RCYCL WATER PIPELNE ENG2022-67	21,618.49			40 64000	955	22010	10205
9828	PRJ 2295-11332								
10709	50046S	717 WATER SYSTEMS CONSULTING, INC WWTF PROJECT PRJ 20001	5,448.00						
1	07/31/24	WWTF PROJECT DESIGN	5,448.00			40 64000	587	20001	10205
9825	PRJ 2295-11951								
10710	50046S	717 WATER SYSTEMS CONSULTING, INC PROJECTS 2295-11366 PRJ# 21008	2,187.75						
2023-44									
1	07/31/24	SEWER LINING & MANHOLE REHAB	2,187.75			40 64000	963	21008	10205
9826	PRJ 2295-11951								
10711	50046S	717 WATER SYSTEMS CONSULTING, INC PRJ 2295-11951	9,438.50						
1	07/31/24	DISTRICT ENGINEERING 22-23	709.62			40 64000	326		10205
9827	PRJ 2295-11951								
2	07/31/24	DISTRICT ENGINEERING 22-23	709.63			50 65000	326		10205
9827	PRJ 2295-11951								
3		TANK REHAB RES2022-64	0.00			50 65000	326		10205
4		SLT TANK/BOOSTER RES2022-66	0.00			50 65000	326	21007	10205
5		INDIAN VALLEY TRACT	0.00			40 64000	966		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	07/31/24	INDIAN VALLEY TRACT	210.00*			50 65000	966		10205
9827	PRJ 2295-11951								
7	07/31/24	ALLEY WATERLINE REPLACEMENT	6,409.00			50 65000	326		10205
9827	PRJ 2295-11951								
8	07/31/24	PASO BASIN COOP COMMITTEE	1,097.25			50 65000	324		10205
9827	PRJ 2295-11951								
9	07/31/24	3W COORDINATION	303.00			40 64000	326	22010	10205
9827	PRJ 2295-11951								
10		DWSRF GRANT COORD	0.00			50 65000	326		10205
11		MAGDELENA WILL SERVE	0.00			40 64000	326		10205
12		MAGDELENA WILL SERVE	0.00			50 65000	326		10205
13		TRACT 3131 PLAN REVIEW	0.00			40 64000	966		10205
14		TRACT 3131 PLAN REVIEW	0.00*			50 65000	966		10205
15		777 MONTEREY RD DEV	0.00			40 64000	326		10205
16		777 MONTEREY RD DEV	0.00			50 65000	326		10205
Total for Vendor:			41,317.74						
10663	50030S	317 WESTERN JANITOR SUPPLY INC	201.91						
1	08/12/24	CLEANING SUPPLIES, TP	90.86			40 64000	305		10205
215664									
2	08/12/24	CLEANING SUPPLIES, TP	90.85			50 65000	305		10205
215664									
3	08/12/24	CLEANING SUPPLIES, TP	10.10			30 63000	305		10205
215664									
4	08/12/24	CLEANING SUPPLIES, TP	10.10			60 66000	305		10205
215664									
Total for Vendor:			201.91						
10691	-98902E	612 WEX BANK	752.89						
FUEL BILL CLOSING DATE: 8/07/24									
1	08/07/24	FUEL 8600 JULY	91.91			20 62000	485		10205
98963756									
2	08/07/24	FUEL 8601 JULY	0.00			20 62000	485		10205
98963756									
3	08/07/24	FUEL 8668 JULY	0.00			20 62000	485		10205
98963756									
4	08/07/24	FUEL OES	0.00*			20 62000	307		10205
98963756									

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5	08/07/24 FUEL	U8632 JULY	115.35			40 64000	485		10205
98963756									
8	08/07/24 FUEL	U8632 JULY	115.35			50 65000	485		10205
98963756									
9	08/07/24 FUEL	U8634 JULY	0.00			40 64000	485		10205
98963756									
10	08/07/24 FUEL	U8634 JULY	0.00			50 65000	485		10205
98963756									
11	08/07/24 FUEL	U8636 JULY	221.87			50 65000	485		10205
98963756									
12	08/07/24 FUEL	U8636 JULY	221.87			40 64000	485		10205
98963756									
13	08/07/24 REBATE	ADJUSTMENT	-1.61			20 62000	485		10205
98963756									
14	08/07/24 REBATE	ADJUSTMENT	-5.92			40 64000	485		10205
98963756									
15	08/07/24 REBATE	ADJUSTMENT	-5.93			50 65000	485		10205
98963756									
Total for Vendor:			752.89						
10680	50031S	473 WHITE BRENNER LLP	3,733.90						
FOR LEGAL SERVICES JUL 2024									
1	JUL	SOLID WASTE LEGAL	0.00			60 66000	327		10205
2	SOLID WASTE	LEGAL SB1383	0.00			60 66000	327		10205
3	08/15/24 JUL	WATER LEGAL	554.40			40 64000	327		10205
50626	AUG								
4	08/15/24 JUL	WATER LEGAL	1,915.40			50 65000	327		10205
50626	AUG								
5	08/15/24 JUL	STEINBECK V SLO	61.60			50 65000	332		10205
50625	AUG								
6	08/15/24 JUL	FIRE LEGAL	55.50			20 62000	327		10205
50628	AUG								
7	JUL	SEWER LEGAL	0.00			40 64000	327		10205
8	JUL	SMEA LEGAL	0.00			40 64000	331		10205
9	JUL	SMEA LEGAL	0.00			50 65000	331		10205
10	JUL	HR LEGAL	0.00			20 62000	333		10205
11	JUL	HR LEGAL	0.00			30 63000	333		10205

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12	JUL HR LEGAL		0.00			40 64000	333		10205
13	JUL HR LEGAL		0.00			50 65000	333		10205
14	JUL HR LEGAL		0.00			60 66000	333		10205
15	08/15/24 JUL GENERAL LEGAL - ADMIN		293.04			20 62000	327		10205
50624	AUG								
16	08/15/24 JUL GENERAL LEGAL - ADMIN		18.96			30 63000	327		10205
50624	AUG								
17	08/15/24 JUL GENERAL LEGAL - ADMIN		310.06			40 64000	327		10205
50624	AUG								
18	08/15/24 JUL GENERAL LEGAL - ADMIN		306.27			50 65000	327		10205
50624	AUG								
19	08/15/24 JUL GENERAL LEGAL - ADMIN		15.17			60 66000	327		10205
50624	AUG								
20	08/15/24 JUL PUBLIC RECORDS REQ		13.32			20 62000	327		10205
50627	AUG								
21	08/15/24 JUL PUBLIC RECORDS REQ		1.39			30 63000	327		10205
50627	AUG								
22	08/15/24 JUL PUBLIC RECORDS REQ		93.98			40 64000	327		10205
50627	AUG								
23	08/15/24 JUL PUBLIC RECORDS REQ		93.70			50 65000	327		10205
50627	AUG								
24	08/15/24 JUL PUBLIC RECORDS REQ		1.11			60 66000	327		10205
50627	AUG								
10706	50047S 473 WHITE BRENNER LLP FOR LEGAL SERVICES JUN 2024		18.50						
12	08/26/24 JUL HR LEGAL		9.25			40 64000	333		10205
50699	AUG								
13	08/26/24 JUL HR LEGAL		9.25			50 65000	333		10205
50699	AUG								
Total for Vendor:			3,752.40						
10736	50048S 318 WILDHORSE PROPANE		124.10						
1	08/14/24 SMF PROPANE		124.10			20 62000	382		10205
U006J831									
Total for Vendor:			124.10						
# of Claims			87	Total:	140,191.10	# of Vendors	31		
Total Electronic Claims					32,906.52				
Total Non-Electronic Claims					107284.58				

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10205 OPERATING CASH - 5 STAR	18,018.76
10255 PAYROLL - 5 STAR	350.00
30 STREET LIGHTING DEPARTMENT	
10200 OPERATING CASH - PREMIER	16.00
10205 OPERATING CASH - 5 STAR	3,763.42
10255 PAYROLL - 5 STAR	35.00
40 WASTEWATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	144.08
10205 OPERATING CASH - 5 STAR	72,379.40
10255 PAYROLL - 5 STAR	315.00
50 WATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	144.08
10205 OPERATING CASH - 5 STAR	42,883.01
10255 PAYROLL - 5 STAR	315.00
60 SOLID WASTE DEPARTMENT	
10200 OPERATING CASH - PREMIER	16.00
10205 OPERATING CASH - 5 STAR	1,776.35
10255 PAYROLL - 5 STAR	35.00
Total:	140,191.10

SAN MIGUEL CSD Investment Portfolio Report - MONTHLY

8/31/2024



	SECURITY	TYPE	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO %
Fire - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.43%	\$ -	4.44%					\$ -	0.0%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ 17.37	0.45%	\$ 0.08				\$ 17.37	0.0%
	Fed. Home Loan Bank	AGCY	\$ 100.00	5.02%	\$ 100,000.00	5.02%	\$ 5,020.00	3/13/2026	N/A	4/12/2024	\$ 99,829.00	5.4%
	total:										\$ 99,846.37	
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.47%	\$ 29,191.05	4.43%	\$ 1,293.16				\$ 29,191.05	1.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ 4,194.05	0.45%	\$ 18.87				\$ 4,194.05	0.2%
	JP Morgan Chase NA	CD	\$ 100.00	5.25%	\$ 138,000.00	5.25%	\$ 7,245.00	8/15/2028	628	8/15/2023	\$ 138,407.10	7.5%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 204,646.00	10.9%
	total:										\$ 376,438.20	
Lighting- Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	5.01%	\$ 7,549.40	5.01%	\$ 378.22				\$ 7,549.40	0.4%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ 253.70	0.45%	\$ 1.14				\$ 253.79	0.0%
	Morgan Stanley Bank NA	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	32992	3/10/2028	\$ 150,766.50	8.2%
	total:										\$ 158,569.69	
Wastewater- LT Mnt	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ 8,196.50	0.45%	\$ 36.88				\$ 8,196.50	0.4%
	FNMA	AGCY	\$ 99.55	4.375%	\$ 205,000.00	4.48%	\$ 8,968.75	8/6/2029	N/A	8/6/2024	\$ 203,634.70	11.2%
	Fannie Mae	AGCY	\$ 99.56	5.00%	\$ 200,000.00	5.10%	\$ 10,000.00	4/17/2029	N/A	4/17/2024	\$ 200,248.00	10.9%
	Fed. Home Loan Bank	AGCY	\$ 100.47	4.75%	\$ 310,000.00	4.64%	\$ 14,725.00	2/6/2029	N/A	2/9/2024	\$ 311,007.50	16.9%
	total:										\$ 723,086.70	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	5.01%	\$ 19,628.46	5.01%	\$ 983.39				\$ 19,628.46	1.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ 3,669.50	0.45%	\$ 16.51				\$ 3,669.50	0.2%
	BMO HARRIS BANK NA	CD	\$ 100.00	5.00%	\$ 200,000.00	5.00%	\$ 10,000.00	5/18/2028	16571	5/18/2023	\$ 200,444.00	10.9%
	MEDALLION BANK	CD	\$ 100.00	5.00%	\$ 103,000.00	5.00%	\$ 5,150.00	5/24/2028	57449	3/8/2023	\$ 103,066.95	5.6%
	total:										\$ 326,808.91	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	5.01%	\$ 7,549.40	5.01%	\$ 378.22				\$ 7,549.40	0.4%
	Insured Bank MMKT	CASH	\$ 1.00	0.45%	\$ 253.79	0.45%	\$ 378.22				\$ 253.79	0.0%
	Morgan Stanley Private Bk	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	34221	3/10/2023	\$ 150,735.00	8.2%
	total:										\$ 158,538.19	
Total & Average:					\$ 1,836,503.22	4.83%	\$ 88,943.44				\$ 1,843,288.06	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:

February 28, 2025

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

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

September 26, 2024

AGENDA ITEM: 10.2

SUBJECT: Establishment of a Wastewater Service approved and waiting list. (Receive and File)

SUGGESTED ACTION: Receive and file the 2024 Wastewater Service approved and waiting list.

DISCUSSION:

The District adopted the San Miguel Community Service District Wastewater Code by Ordinance 03-2019 at the August 22, 2019 Board meeting. This ordinance governs, among other things, the establishment of a 'waiting list' for new sewer services.

Section 8 (Sewer availability & Will Serve commitments) of the ordinance provides for the establishment of a 'waiting list' for applicants who require District Sewer Service. As the Machado Wastewater Treatment Facility (MWWTF) is currently operating at ~75% of capacity, and the District is experiencing an influx of requests for multi-unit developments, it is time to establish a list of approved and waiting wastewater services.

In the attached Exhibit 'A' the current developments have been listed as either Approved or Waitlisted. Per our District ordinance the projects have been prioritized in the following order: Projects Dedicating sewer capacity, Public Agencies, Low income housing, then all other requests. Additionally, applicants with the same priority status were listed in order of application as approved or waitlisted.

The attached list will be added to or updated as necessary, and as projects are completed they will be removed. In conjunction with the State Water Resources Control Board (SWRCB) some development projects have been, and may be in the future, approved with phasing which will show on the attached list. Additionally, projects which have gone stale (will serves expired) may be lowered in priority or move to the waitlist depending on project status.

FISCAL IMPACT:

Other than staff and legal time in reviewing and updating information there are no proposed cost in the establishment of this list.

PREPARED BY: Kelly Dodds

SAN MIGUEL COMMUNITY SERVICES DISTRICT

Totals as of September 9th 2024

NEW WASTEWATER SERVICE LIST

Tract or address	Application Date	SFR/ MFR/ COM	# Requested units	# Low Income Units	# pending units	# Approved units	Total new units	Will serve issued (Y/N)	Will serve Expiration	Connection fees paid (Y/N)
1 Tract 3131		SFR	15	15	0	15	15	Y	FINAL	Y
2 Tract 3207 Phase 1	4/12/2022	SFR	88	88	88	0	88	Y	5/13/2025	N
3 0 L Street 6 units + laundry	7/13/2022	MFR	7	0	7	0	7	Y	7/26/2023	N
4 777 Monterey Road	7/13/2022	MFR	36	0	36	0	36	Y	4/5/2025	N
5 Tract 3124	1/31/2024	SFR	9	0	9	0	9	Y	2/21/2025	N
6 0 L street 4 plex	6/19/2024	MFR	4	0	4	0	4	Y	7/12/2025	N
7 Proposed ADUs various locations		ADU	5		5		5			
			REQUESTED		PENDING	APPROVED	TOTAL	MAX REMAINING AVAILABLE UNITS CONSIDERING TOTAL		
			164		149	15	164	15		

NEW WASTEWATER SERVICE WAITLIST (IN ORDER OF PRIORITY)

Tract or address	Application Date	SFR/ MFR/ COM	# Requested units	# Low Income Units	# pending waitlist units	# Approved for Waitlist units	Total new units waiting	Will serve issued (Y/N)	Will serve Expiration	Connection fees paid (Y/N)
1 Tract 3207 Phase 2	4/12/2022	SFR	42	0	42	0	42	Y	5/13/2025	N
2 Tract 3207 Phase 3	4/12/2022	SFR	52	0	52	0	52	Y	5/13/2025	N
3 Tract 3207 Phase 4	4/12/2022	COM	6	NA	6	0	6	N	5/13/2025	N
4 Tract 3234	NONE	SFR	71	0	71	0	71	N	NONE	N
5 Tract 2723	NONE	SFR	38	0	38	0	38	N	NONE	N
6 0 Soka Way	NONE	SFR	4	0	4	0	4	N	NONE	N
7 SLT SEPTIC TO SEWER	NONE	SFR	98	NA	98	0	98	N	NONE	N
8										
			REQUESTED		PENDING	APPROVED	TOTAL	MIN PERMIT CAPACITY TO SERVE ALL PROPOSED UNITS		
			311		311	0	311	259,111		

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

September 26, 2024

AGENDA ITEM: 10.3

SUBJECT: Update on the San Miguel Fire Department Temporary Housing Unit (THU)

SUGGESTED ACTION: Review update on the Temporary Housing Unit by the Fire Chief and review and approve Resolution 2024-44.

DISCUSSION:

Update:

A building permit was issued on August 22, 2024. Staff has meet and developed a path forward to overcome the financial impact generated by the permitting process. This process has been detailed in the interfund Loan agenda item.

Background:

The Minor Use Permit has been approved with notes. However, the notes have not been received at this time.

Construction drawings were submitted to the County of San Luis Obispo on November 29, 2022, and in invoice for the fees was generated.

On November 30, 2022, Chief Young received a call from County of Planning and Building Supervisor Michael Stoker stating that the project as submitted would be reclassified and the previously submitted permit application and invoice for fees would be withdrawn and a new application with a modified fee invoice would be submitted by the County Staff.

On December 1, 2022, an email was received from the County of San Luis Obispo Planning and Building Department Staff with a new permit number of CBLD2022-00021 and invoice number of INV2022-20755 reflecting the current assessed fees.

Chief Young paid the invoice for the assessed fees via credit card upon receipt of the invoice. Later the same day a second email from the County of San Luis Obispo Planning and Building Department Staff was received containing an additional invoice numbered INV2022-20766 containing "some fees that were missed on the first installment invoice". Once again Chief Young paid the requested fees via credit card.

The project was presented to the San Miguel Advisory Council on Jan. 25, 2023, and approved.

The building permit submittal timeline is as follows:

- 5/25/2021 Preapplication meeting was held at SLOP&B.
- 11/29/2022 Original Submittal received. Zoning approved; application approved.
- 11/30/2024 SLOP&B reclassified and withdrew the submitted plan submittal requiring a revised application and plan submittal.
- 5/11/2023 resubmitted plans were returned with corrections.
- 7/5/2023 resubmitted plans were returned with additional corrections.

- 12/26/2024 resubmitted plans were returned with more additional corrections.
- 2/2024 Gabriel Architects (GA) were brought onboard to assist NRB with the plan check process.
- 4/9/2024 resubmitted plans were again returned with more additional corrections.
- 6/14/2024 a in person meeting was held at SLOP&B with County Staff, Chief Young and Johnathan Braddy from GA to review the resubmittal.
- 6/17/2024 SMF was notified by GA that the resubmittal has been approved pending a review of the soils report by Beacon Technologies.
- 6/17/2024 GA requested a review of the soils report. Review and approval letter is pending as of 6/19/2024.
- 8/6/2024 CGSW bond was submitted to Public Works.
- 8/6/2024 CGSW bond was rejected by Public Works and was required to be reproduced on San Luis Obispo County formatted document.
- 8/21/2024 CGSW bond was resubmitted.
- 8/22/2024 Chief Young went to the County of San Luis Obispo to submit final documentation and pay remaining fees.
- 8/22/2024 Road Impact Fees (RIF) of \$6,636.00 were paid to the County of San Luis Obispo Department of Public Works.
- 8/22/2024 CGSW bond was accepted by Public Works.
- 8/22/2024 Building Permit CBLD2022-00021 was issued.

The Minor Use Permit submittal timeline is as follows:

- 7/29/2022 MUP application and plans were submitted.
- Solicit referrals passed.
- Site visit passed.
- Appeal period passed.
- 11/4/2022 application reviewed not approved.
- 8/30/2023 Public Hearing Notice.
- 9/18/2023 Application review passed.
- 10/6/2023 Planning Department Hearing passed.
- 8/22/2024 MUP conditions were finalized.

Curb, Gutter, & Sidewalk Waiver timeline:

- 6/7/2023 SLO PW required CG&SW for the project frontage.
- 6/16/2023 CG&SW Fee Waiver was submitted based on “Premature Development”.
- 7/12/2023 Resubmittal of CG&SW Fee Waiver previously submitted on 6/16/2023.
- 10/3/2023 Site improvement plans submitted to SLO PW.
- 10/16/2023 SLO PW required a Checking & Inspection Agreement for CG&SW.
- 10/18/2023 Teams meeting with SMF, WSC, & SLO PW.
- 11/27/2023 WSC began CG&WS conceptual plans.
- 12/5/2023 Conceptual plans for the future Fire Department were prepared for CG&SW deferral agreement.
- 12/7/2023 CG&SW Deferral Agreement was submitted.
- 1/25/2024 CG&SW frontage cost estimate was submitted to SLO PW.
- 2/22/2024 CG&SW frontage cost estimate was resubmitted to SLO PW and approved.
- 2/22/2024 CG&SW Deferral Agreement was resubmitted.
- 3/29/2024 CG&SW Deferral Agreement was resubmitted
- 4/9/2024 CG&SW fee waiver was sent by County Council.
- 5/10/2024 CG&SW Deferral Agreement was resubmitted.

- 6/7/2024 CG&SW Deferral Agreement was resubmitted.
- 6/18/2024 Storm Water Waiver was submitted by SMF.
- 6/18/2024 CG&SW Deferral Agreement was resubmitted.
- 8/6/2024 CGSW bond was submitted to Public Works.
- 8/6/2024 CGSW bond was rejected by Public Works and was required to be reproduced on San Luis Obispo County formatted document.
- 8/21/2024 CGSW bond was resubmitted.
- 8/22/2024 Chief Young went to the County of San Luis Obispo to submit final documentation and pay remaining fees.
- 8/22/2024 Road Impact Fees (RIF) of \$6,636.00 were paid to the County of San Luis Obispo Department of Public Works.
- 8/22/2024 CGSW bond was accepted by Public Works.
- 8/22/2024 Permit was issued.

Encroachment Permit timeline:

- 6/19/2024 WSC is preparing an Encroachment Permit.
- 8/6/2024 Encroachment Permit ENC20250001 was issued.

FISCAL IMPACT:

As stated in the June 27, 2024 update, a full review of all expenditures has been completed upon final permit approval to determine the actual cost impact associated with the permitting process, design requirements generated by the permitting process and cost impact to the installation as a result of the site plan requirements.

The attached financial impact report has been attached outlining the financial impact to the original project budget.

It is Staffs recommendation that the Board approves an inter departmental loan as described in Resolution 2024-44 to fund the balance of the project.

PREPARED BY: Scott Young

GENERAL NOTES

- THE CONTRACTOR SHALL CONSULT PLANS OF ALL TRADES AND CONSULTANTS, INCLUDING DESIGN-BUILD DOCUMENTS TO VERIFY SIZE, LOCATION, WEIGHT, POWER, AND OTHER REQUIREMENTS PRIOR TO BIDDING AND AGAIN PRIOR TO COMMENCING WORK
- THE CONTRACTOR IS TO VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, DETAILS, ETC. AND AS SOON AS DISCOVERED SHALL NOTIFY THE ARCHITECT OF ANY AND ALL DISCREPANCIES PRIOR TO PROCEEDING WITH THE WORK
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UTILITIES WHETHER SHOWN HEREON OR NOT AND PROTECT THEM FROM DAMAGE
- THE CONTRACTOR SHALL VERIFY AND CONFIRM TO ALL REQUIREMENTS OF THE UTILITY COMPANIES. THE CONTRACTOR SHALL REQUEST VERIFICATION FROM UTILITY COMPANIES OF UNDERGROUND UTILITY LOCATIONS PRIOR TO BEGINNING EXCAVATIONS
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATUM, AND LEVELS PRIOR TO CONSTRUCTION
- ALL BIDDERS SHALL VISIT THE SITE TO VERIFY CONDITIONS AND SHALL OBTAIN COMPLETE SETS OF THE MOST RECENT CONSTRUCTION DOCUMENTS BEFORE SUBMITTING BIDS
- THE CONTRACTOR SHALL PROVIDE TEMPORARY BRACING FOR THE STRUCTURE AND STRUCTURAL COMPONENTS UNTIL ALL FINAL CONNECTIONS HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENTS
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SAFETY PRECAUTIONS AND METHODS, TECHNIQUES, SEQUENCES, OR AND UNTIL COMPLETED
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COMPLETE SECURITY OF THE JOB WHILE THE PROJECT IS IN PROGRESS AND UNTIL COMPLETED
- THE CONTRACTOR SHALL REPORT ANY CONFLICTS BETWEEN THE SPECIFICATIONS AND THE DRAWINGS BEFORE PROCEEDING
- PROVIDE A NEAT CUT WHERE UTILITIES PENETRATE RATED WALL AND FLOOR ASSEMBLIES. SEAL WITH FIRE-RATED, NON-COMBUSTIBLE MATERIAL, IMPERVIOUS TO THE PASSAGE OF SMOKE, CONFORMING TO THE CODE AND BUILDING OFFICIAL'S REQUIREMENTS
- NO BUILDING OR PORTION OF THE BUILDING SHALL BE OCCUPIED OR USED FOR STORAGE PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE BUILDING OR PORTION OF THE BUILDING
- MAINTAIN ALL EXIT PATHWAYS DURING CONSTRUCTION
- ALL WASTE MATERIALS SHALL BE DISPOSED OF OFF-SITE BY THE CONTRACTOR IN A LEGAL MANNER
- CONSTRUCTION WASTE MANAGEMENT. RECYCLE AND/OR SALVAGE FOR REUSE A MINIMUM OF 65 PERCENT OF THE NON-HAZARDOUS CONSTRUCTION AND DEMOLITION WASTE IN ACCORDANCE WITH EITHER SECTION 4.408.2, 4.408.3 OR 4.408.4, OR MEET A MORE STRINGENT LOCAL CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT ORDINANCE.
- SLOPE ALL WALKS AND DRIVEWAYS AWAY FROM THE BUILDING
- PROVIDE APPROVED FIRE EXTINGUISHERS AS REQUIRED BY THE FIRE MARSHAL. VERIFY LOCATIONS INDICATED IN THE CONSTRUCTION DOCUMENTS WITH THE FIRE MARSHAL PRIOR TO FRAMING
- ALL DIMENSIONS ARE TO FACE OF STUD, FACE OF STOREFRONT MULLION, FACE OF CONCRETE OR CENTERLINE OF COLUMN, UNLESS NOTED OTHERWISE
- PROVIDE BLOCKING IN WALLS TO SUPPORT CABINETS, SHELVING, BATHROOM FIXTURES, DISPLAY RAILS, AND OTHER IMPROVEMENTS AS REQUIRED
- DO NOT SCALE DRAWINGS, DIMENSIONS GOVERN. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT IMMEDIATELY OF ANY AND ALL DISCREPANCIES
- DO NOT MODIFY THE WORK SHOWN EXCEPT WITH WRITTEN INSTRUCTIONS FROM THE ARCHITECT
- THESE DRAWINGS ARE EXCLUSIVE PROPERTY OF THE ARCHITECTS MAY BE REPRODUCED ONLY WITH THE WRITTEN PERMISSION OF THE ARCHITECT. AUTHORIZED REPRODUCTIONS MUST BEAR THE NAME OF THE ARCHITECT
- AN APPROVED PUBLIC SAFETY BOX (KNOX BOX) SHALL BE INSTALLED NEXT TO THE MAIN ENTRANCE MOUNTED AND SHALL BE CLEARLY VISIBLE MOUNTED SIX FEET OF GRADE AND APPROVED BY THE LOCAL JURISDICTION. THE FOLLOWING KEYS SHALL BE AVAILABLE TO OPEN DOORS AND MEANS OF ACCESS AS FOLLOWS:
MAIN ENTRANCE
ROOMS CONTROLLING VALVES FOR AUTOMATIC SPRINKLER SYSTEMS
ROOMS CONTAINING ELEVATOR EQUIPMENT
ROOMS CONTAINING MAIN ELECTRICAL SERVICES PANELS
ELEVATOR RECALL AND EMERGENCY OVERRIDE SYSTEMS
THE KEY SHALL BE CLEARLY MARKED AS TO WHAT DOOR, ROOM, AREA OR LOCK THEY EACH SERVE
- WHEN ABRUPT CHANGES IN LEVEL EXCEEDING 1/4" OCCUR, THEY SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1:2, EXCEPT THAT CHANGES NOT EXCEEDING 1/4" MAY BE VERTICAL
- OBSTRUCTIONS OVERHANGING WALKWAYS SHALL BE AT LEAST 80" CLEAR ABOVE THE WALKING SURFACE. OBSTRUCTIONS SHALL NOT REDUCE THE WALK CLEAR WIDTH BY MORE THAN 12"
- PARKING SPACES, ACCESS AISLES, AND VEHICULAR ROUTES SERVING THEM SHALL PROVIDE A VERTICAL CLEARANCE OF 98" MINIMUM
- ALL ACCESSIBLE AREAS, PEDESTRIAN WALKS AND SIDEWALKS SHALL BE SLIP-RESISTANT AND NOT ACCUMULATE WATER
- COVER DUCT OPENINGS AND PROTECT MECHANICAL EQUIPMENT DURING CONSTRUCTION PER CBGSC SECTION A5.602 APPLICATION 5.504.3.
- NO CONSTRUCTION SHALL BE COMMENCED WITHOUT APPROVED PLANS AND PERMITS
- NEW BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY AND OF REFLECTIVE MATERIAL WHERE ACCESS IS BY MEANS OF A PRIVATE ROAD AND THE BUILDING CANNOT BE VIEWED BY AND THE BUILDING CANNOT BE VIEWED FROM THE PUBLIC WAY, A MONUMENT, POLE OR OTHER SIGN OR MEANS SHA BE USED TO IDENTIFY THE STRUCTURE. ADDRESS NUMBERS SHALL BE MAINTAINED. THESE NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND. ADDRESS NUMBERS SHALL BE ARABIC NUMERALS OR ALPHABET LETTERS. NUMBERS SHALL BE A MINIMUM OF 6 INCHES HIGH WITH A MINIMUM STROKE WIDTH OF 0.5 INCH. [§19.03.020 SLO COUNTY MUNICIPAL CODE]
- ANY CHANGE ORDERS MADE DURING THE CONSTRUCTION PROCESS WHICH REQUIRE THE SUBMITTAL OF A PLAN SET BY THE PROPERTY OWNER, REQUIRE A COPY TO BE PROVIDED TO THE ASSESSOR.



SAN MIGUEL FIRE DEPT.

H O U S I N G A D D I T I O N
S A N M I G U E L , C A 9 3 4 5 1

CODES

NO CONSTRUCTION SHALL BE STARTED WITHOUT PLANS AND PERMITS APPROVED BY THE CITY. ALL PLANS AND CONSTRUCTION SHALL CONFORM TO THE FOLLOWING:

- 2019 CALIFORNIA BUILDING CODE
- 2019 CALIFORNIA ELECTRICAL CODE
- 2019 CALIFORNIA ENERGY CODE
- 2019 CALIFORNIA FIRE CODE
- 2019 CALIFORNIA GREEN BUILDING CODE
- 2019 CALIFORNIA MECHANICAL CODE
- 2019 CALIFORNIA PLUMBING CODE
- TITLE 24 - CALIFORNIA STATE ENERGY AND ACCESSIBILITY STANDARDS
- CURRENT COUNTY ENGINEERING STANDARDS AND SPECIFICATIONS
- CURRENT RECOMMENDATIONS FROM THE SOILS ENGINEER
- COUNTY BUILDING AND CONSTRUCTION ORDINANCE - TITLE 19
- COUNTY LAND USE ORDINANCE - TITLE 22
- 2022 CALIFORNIA CODE OF REGULATIONS TITLE 24
- COUNTY COASTAL ZONE LAND USE ORDINANCE - TITLE 23
- COUNTY FIRE CODE ORDINANCE - TITLE 16

THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS FOR DIMENSIONS, GRADE, CONFIGURATION AND OTHER ASPECTS OF COMPATIBILITY WITHIN THE WORK OF THESE CONSTRUCTION DOCUMENTS. **ANY CONDITIONS WHICH INTERFERE WITH THE WORK SHALL IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND THE WORK SHALL NOT PRECEDE IN THE AREAS OF CONFLICT UNTIL SUCH CONFLICTS HAVE BEEN FORMALLY RESOLVED. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER DRAWING SCALE OR PROPORTION.**

FIRE SAFETY REQUIREMENTS

PRIOR TO OCCUPANCY OR FINAL INSPECTION, THE APPROVED PROJECT TO BE CONSTRUCTED BY THIS BUILDING PERMIT SHALL CONFORM TO THE FIRE SAFETY PLAN REQUIREMENTS AS DEEMED NECESSARY BY THE FIRE DEPARTMENT HAVING JURISDICTION FOR THIS PERMIT. PRIOR TO BEGINNING CONSTRUCTION, THE PROPERTY OWNER SHALL READ THE FIRE SAFETY PLAN ISSUED BY THE FIRE DEPARTMENT AND BECOME FULLY AWARE OF ALL NECESSARY FIRE PROTECTION REQUIREMENTS, BEING THAT MANY OF THESE FIRE PROTECTION REQUIREMENTS MAY REQUIRE THE INSTALLATION OF FIRE SPRINKLERS, SPECIAL SAFETY GLAZED WINDOWS, NON-COMBUSTIBLE EXTERIOR CONSTRUCTION AND ROOFS, SPECIAL SETBACKS, SPECIAL DRIVEWAY AND ROADWAY REQUIREMENTS, AND OTHER SPECIAL CONSTRUCTION.

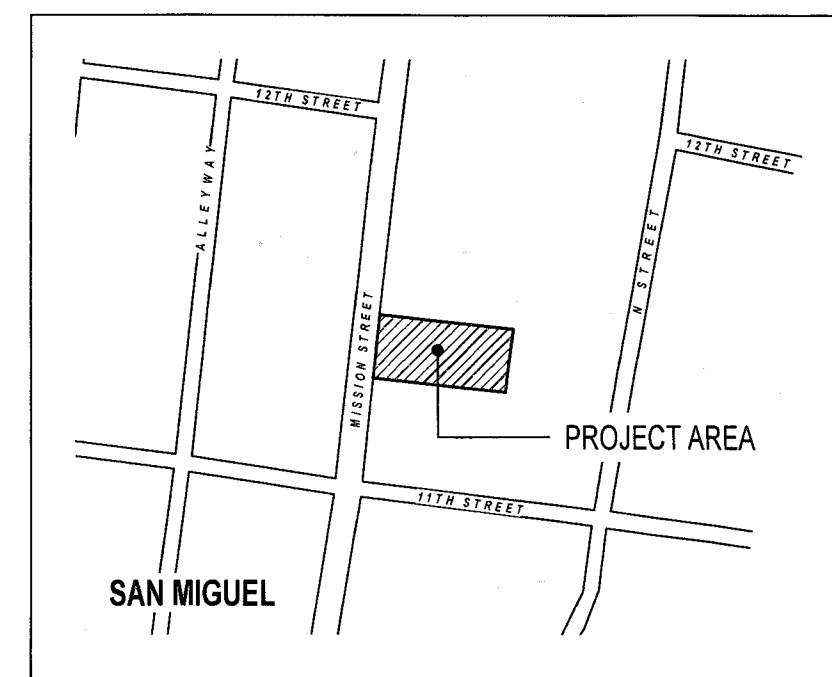
WASTE DISPOSAL

SLO COUNTY CODE 19.08.060(1)(B)

A MINIMUM OF 75%, WITH A GOAL TO INCREASE TO 80% OF THE CONSTRUCTION WASTE GENERATED AT THIS SITE IS DIVERTED TO RECYCLE OR SALVAGE, VERIFY WITH LOCAL ORDINANCE.

*PRIOR TO THE FINAL BUILDING INSPECTION, THE PERMITTEE MUST PROVIDE DOCUMENTATION TO SHOW COMPLIANCE WITH THE 75% RECYCLING REQUIREMENT. TO AVOID DELAYING FINAL APPROVAL, SUBMIT ORIGINAL WASTE HANDLING AND RECYCLING RECEIPTS TO THE ENVIRONMENTAL SPEC. COORDINATOR AT LEAST 7 WORKING DAYS PRIOR TO REQUESTING A FINAL INSPECTION. CONTACT THE ENVIRONMENTAL SPEC. COORDINATOR AS NEEDED. FAILURE TO PROVIDE ALL RECEIPTS OR TO ARCHIVE THE 75% RECYCLING REQUIREMENT WILL PREVENT THE FINALING OF YOUR PROJECT. EMAIL RECEIPTS TO THE ENVIRONMENTAL SPEC. COORDINATOR AS NEEDED. PLEASE BE AWARE THAT THEY WILL NEED TO BE READABLE AND CLEAR OTHERWISE A PRINTED COPY WILL BE NEEDED.

LOCATION MAP



COORDINATE WITH SITE PLAN SCALE: 1/4" = 1' S

DEFERRED ITEMS

- FIRE ALARM SYSTEM
- PUBLIC WORKS IMPROVEMENTS

HAZARDOUS MATERIALS

- NO HAZARDOUS MATERIALS SHALL BE STORED OR USED WITHIN THE BUILDING WHICH EXCEED THE QUANTITIES LISTED IN CBC TABLES 307.1(1) & 307.1(2). [§ 307.1 CBC]

SYMBOLS

- # SHT DETAIL CALL-OUT
DETAIL NUMBER + SHEET NUMBER
- X SHT SECTION CALL-OUT
SECTION-CUT LETTER + SHEET NUMBER
- XXX DOOR CALL-OUT
REFER TO DOOR SCHEDULE
- ◆ WINDOW CALL-OUT
REFER TO WINDOW SCHEDULE

PROJECT DATA

LOCATION
1144 MISSION STREET,
SAN MIGUEL, CA 93451
APN# : 021-221-015 & -016
CLBD2022-00021
PERMIT # :
RELATED APPROVALS :
MINOR USE PERMIT # : N-DRC2022-00031

BUILDING DATA
ZONING : CR (COMMERCIAL RETAIL)

SCOPE OF WORK : NEW MANUFACTURED HOME UNIT FOR FIREFIGHTER HOUSING. NEW MECHANICAL, PLUMBING, ELECTRIC. NEW PARKING LOT AREA + GRADING.

BUILDING SUMMARY
GROUP OCCUPANCY : R-2

TYPE OF CONSTRUCTION : V-B (RISK CATEGORY IV)
FIRE SPRINKLERS : YES

ALLOWABLE AREA (TABLE 506.2) : 28,000 SF (SPRINKLERED)
ACTUAL AREA : 1,173 SF

ALLOWABLE HEIGHT (TABLE 504.3) : 60'-0" (SPRINKLERED)
ACTUAL HEIGHT : 16'-4"

NUMBER OF STORIES : 1
FIRE HAZARD SEVERITY ZONE : HIGH

CUT 6 CY±, FILL 78 CY±, TOTAL 72 CY±
MAX. CUT = 2 FT, MAX. FILL = 2 FT
AVERAGE SLOPE < 3.0% MAX SLOPE = 3.5%
PARCEL AREA = 0.15 AC±

PRE-PROJECT (SF ±)
IMPERVIOUS AREA = 0 SF, TOTAL PROJECT AREA = 8670 SF

POST-PROJECT (SF ±)
TOTAL IMPERVIOUS AREA = 1650 SF, PVIOUS AREA = 7020 SF
NEW IMP. AREA = 1650 SF, REMOVED IMP. AREA = 0 SF
REPLACED IMP. SURFACE = 0 SF
TOTAL SITE DISTURBANCE = 7000 SF

RETAINING WALL : N/A

PROJECT DIRECTORY

PROJECT OWNER
KELLER TRUST
9681 NACIMIENTO LAKE RD. / SAN MIGUEL, CA 93451

TENANT
SAN MIGUEL COMMUNITY SERVICE DISTRICT
1150 MISSION RD. / SAN MIGUEL, CA 93451
SAN MIGUEL FIRE CHIEF: SCOTT YOUNG
PHONE : (805) 467-3300
scott.young@sanmiguelcsd.org

ARCHITECT OF RECORD
GABRIEL ARCHITECTS
530 10TH STREET / PASO ROBLES, CA 93446
OFFICE : (805) 238-9600
LARRY GABRIEL : lg@gabriel-architects.com
JONATHAN BRADY : jb@gabriel-architects.com
AMIZAH VAUGHN : av@gabriel-architects.com

CIVIL ENGINEER
WATER SYSTEMS CONSULTING, INC.
805 AEROVISTA PLACE STE. 201 / SAN LUIS OBISPO, CA 93401
760-953-4604
HEATHER FREED P.E. : HFREED@WSC-INC.COM

STRUCTURAL ENGINEER
BARCUS STRUCTURAL ENGINEERING
7600 NORTH PALM AVE. / FRESNO, CA 93711
OFFICE : (559) 261-8585
BRIAN BARCUS : brianbarcus@barcusinc.com

SOILS REPORT
BEACON GEOTECHNICAL
P.O. BOX 4814 / PASO ROBLES, CA 93447
OFFICE : (805) 239-9457
beacongeotechnical@gmail.com

MANUFACTURED HOMES
SKYLINE HOMES
P.O. BOX 743 / ECKHART, IN 46515
OFFICE : (574) 294-6521

DRAWING INDEX

TS - TITLE SHEET
TS 1.0 TITLE SHEET + PROJECT DATA
TS 1.1 CODE ANALYSIS + GENERAL NOTES
TS 1.2 FEDERAL MH CONSTRUCTION STANDARDS
TS 1.3 SPECIAL INSPECTIONS
TS 1.4 CONDITIONS OF APPROVAL

C - CIVIL
C-1 SITE PLAN
D-1 DETAILS
EC-1 EROSION CONTROL NOTES

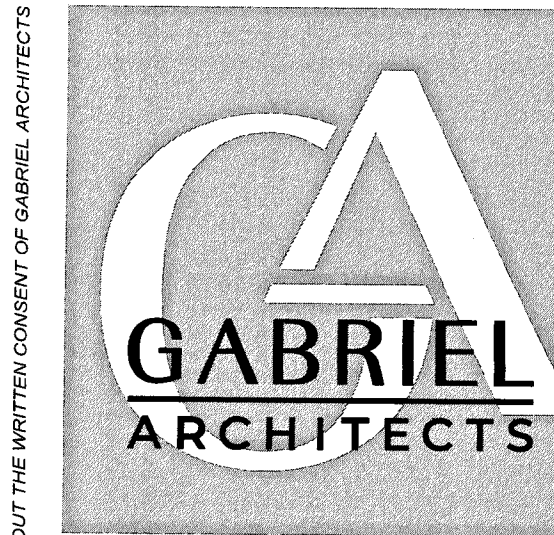
A - ARCHITECTURAL
A 1.0 SITE PLAN + DETAILS
A 2.0 FLOOR PLAN
A 6.0 EXTERIOR ELEVATIONS
A 8.0 EXTERIOR DETAILS

S - STRUCTURAL
S 1.0 STRUCTURAL SPECIFICATIONS + PROJECT DATA + PIER LAYOUT PLAN + DETAILS

MPE - MOBILE HOME MANUFACTURER
MPE 1.0 LIGHTING/ELECTRICAL PLAN
MPE 2.0 DRAIN LINE PLAN
MPE 3.0 GAS LINE PLAN 1
MPE 3.1 GAS LINE PLAN 2

FS - FIRE SPRINKLER
FS 1.0 FIRE SPRINKLER PLAN

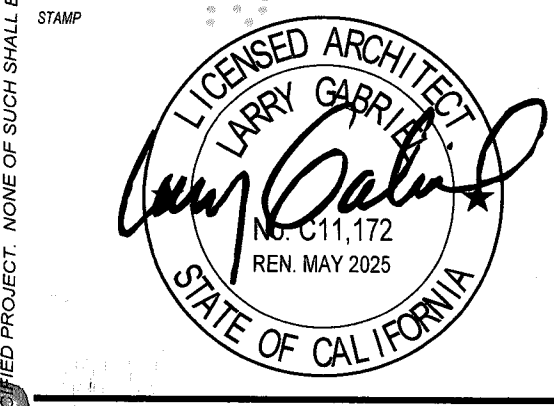
CG - CAL GREEN CHECKLISTS
CG 1.1 CAL GREEN CHECKLIST : NON-RESIDENTIAL
CG 1.2 CAL GREEN CHECKLIST : NON-RESIDENTIAL
CG 1.3 CAL GREEN CHECKLIST : NON-RESIDENTIAL



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PASO ROBLES OFFICE
530 10TH STREET
PASO ROBLES, CA 93446
805 238 9600



JOB COPY

COUNTY OF SLO PLANNING AND BUILDING
REVIEWED FOR CODE COMPLIANCE
by Matt Wenzel

CEBD2022-00021 Date: 7/18/24
The approval of these plans shall not permit violations of county or state laws. The County may revoke this permit or require corrections if they are in error. These approved plans shall be made available when inspections are requested. All changes must be approved.

PROJECT

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN : 021-221-015 & -016

PROJECT NUMBER 24-400-01

NO.	DESCRIPTION	DATE
△	PC04 SUBMITTAL SET	06-14-2024
△		
△		
△		
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DRAWN BY AV CHECKED BY LG/JDB

SHEET CONTENTS

TITLE SHEET
+ PROJECT DATA

SHEET NUMBER

TS 1.0

EXIT SYSTEM

NUMBER OF EXITS REQUIRED:

OCCUPANCY: NON-SEPARATED MIXED-USE
R-2 (RESIDENTIAL), A-2 (LIVING ROOM), F-2 (LAUNDRY), S-2 (STORAGE)

MAXIMUM TRIBUTARY LOAD FOR AN INDIVIDUAL SPACE: 20
20 > 50

MAXIMUM EXIT ACCESS TRAVEL DISTANCE: 36'-9" (36'-9" < 100')

ONE EXIT IS SUFFICIENT FROM EACH MAJOR SPACE

EXIT ACCESS:

AISLES CHECK WIDTH BASED ON MAXIMUM INDIVIDUAL EXIT ACCESS LOAD OF 29 OCCUPANTS:
MIN. WIDTH SHOWN = 44"
(29 OCC) x 0.2' = 5.8" < 44" THEREFORE OK (\$1005.3.2)

EXITS:

DOORS AND GATES CHECK WIDTH BASED ON MAXIMUM EGRESS LOAD OF 29 OCCUPANTS (WORST CASE):
MINIMUM WIDTH PROVIDED: 32" (32" MIN. CLEAR)
(29 OCC) x 0.2' = 5.8" < 32" OK (\$1005.3.2)

EXITING PATH OF TRAVEL:

(250'-0" MAX ALLOWED PER 2022 CBC 1017.2)

EXIT #1: MAIN EXIT
35'-8" TRAVEL DIST. ACTUAL
(250'-0" MAX ALLOWED PER 2022 CBC 1017.2)
29 OCCUPANTS MAX
29 OCC @ (0.2' / OCC) = MIN. 5.8" TOTAL 2.9' CLR EA. DOOR

EXIT LIGHTING:

SEE ARCHITECTURAL FLOOR PLAN FOR LOCATIONS OF EXIT SIGNAGE. COORDINATE WITH ARCHITECTURAL CEILING PLAN + ELECTRICAL LIGHTING PLAN FOR ILLUMINATED EXIT SIGNAGE.

AT EACH EXTERIOR EXIT: PROVIDE ILLUMINATED "EXIT" SIGNAGE AT EACH EXTERIOR EXIT.

AT EACH INTERIOR EXIT ACCESS LOCATION: PROVIDE EXIT SIGNAGE (INCLUDING TACTILE EXIT SIGNS) AT EACH INTERIOR EXIT ACCESS LOCATION, INCLUDING EXIT STAIRS AND EXIT ROUTES.

BUILDING CODE ANALYSIS:

OCCUPANCY: NON-SEPARATED MIXED-USE
R-2 (RESIDENTIAL), A-2 (LIVING ROOM), F-2 (LAUNDRY), S-2 (STORAGE)

EXITING PLAN LEGEND

EXIT ACCESS:

PATH OF EGRESS
MAX 5% SLOPE, MAX 2% CROSS SLOPE
3'-0" CLR. PATH. MIN. 32" CLR. OPENINGS

ACCUMULATIVE OCCUPANCY LOAD

MIN. 44" WIDE EXIT ACCESS AISLES

OUTLINE OF OCCUPANCY AREAS

EXIT:

ACCUMULATIVE OCCUPANCY LOAD AT REQUIRED EXIT

EXIT DISCHARGE:

MIN. 48" WIDE EXIT DISCHARGE PATH ALONG ACCESSIBLE WAY (MAX 5% SLOPE, MAX 2% CROSS SLOPE). MEANS OF EGRESS & EXIT DISCHARGE SHALL BE ILLUMINATED AT ALL TIMES ROOM OR SPACE IS OCCUPIED.

PLUMBING SUMMARY

OCCUPANCY: NON-SEPARATED MIXED-USE
R-2 (RESIDENTIAL), A-2 (LIVING ROOM), F-2 (LAUNDRY), S-2 (STORAGE)

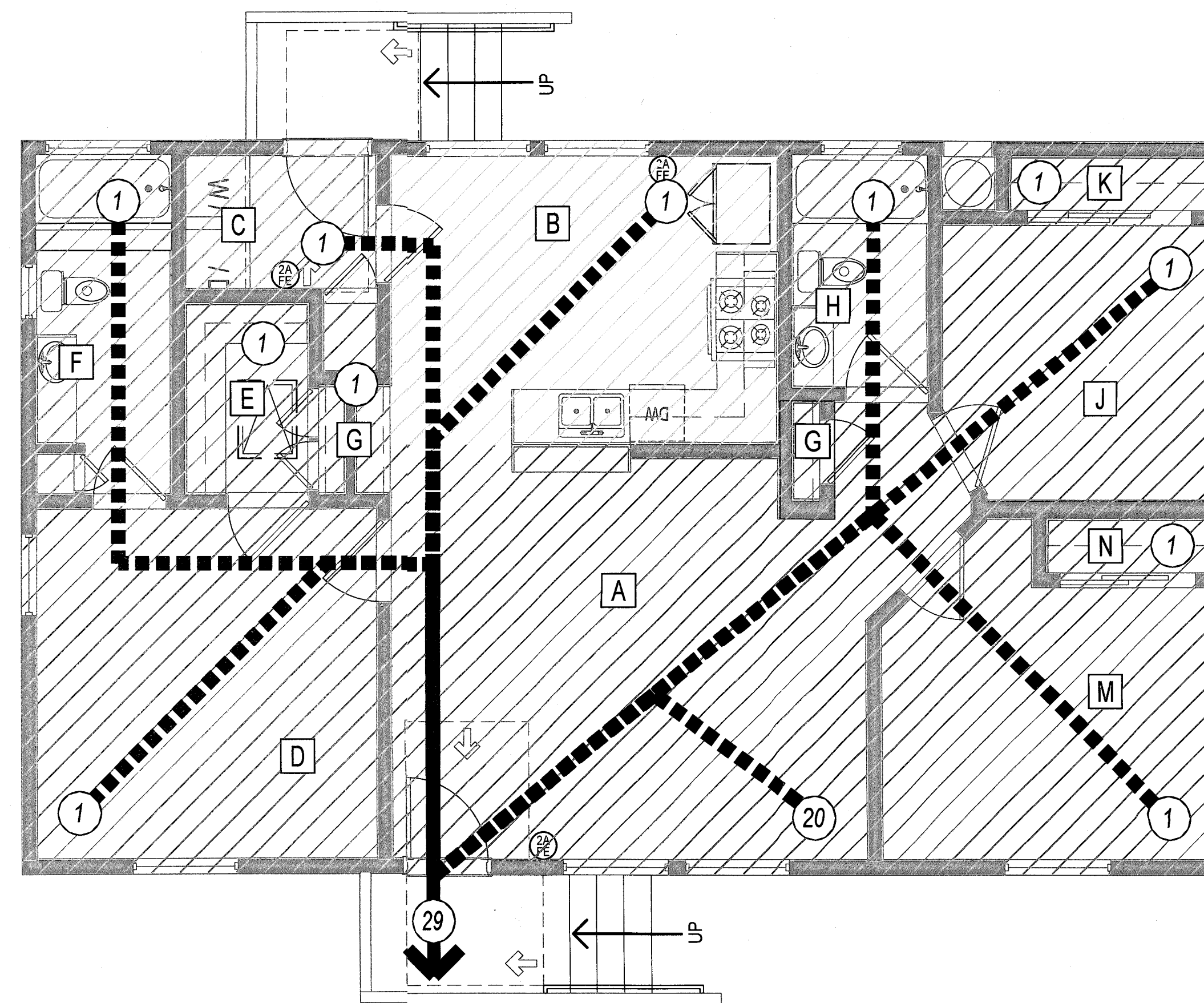
NET OCC. COUNT FOR RESTROOMS: 19 OCC.
MALE 10 OCC.
FEMALE 10 OCC.

REQUIRED FACILITIES (R-2 OCCUPANCY, MOST RESTRICTIVE):

MALE: 1 WATER CLOSET, 1 LAVATORY
FEMALE: 1 WATER CLOSET, 1 LAVATORY
GENERAL: 1 SERVICE SINK

FACILITIES PROVIDED:
UNISEX (FAMILY): 2 WATER CLOSET, 3 LAVATORY
GENERAL: KITCHEN INCLUDED IN PLANS

OCCUPANT LOADS			CBC		CPC		
LOCATION	USE GROUP	AREA	LOAD FACTOR	OCC. COUNT	AREA	LOAD FACTOR	OCC. COUNT
A LIVING ROOM	A-2	292 SQ. FT.	1/15	20	292 SQ. FT.	1/30	10
B KITCHEN/DINING	R-2	158 SQ. FT.	1/200	1	158 SQ. FT.	1/200	1
C LAUNDRY	F-2	44 SQ. FT.	1/200	1	44 SQ. FT.	1/500	1
D BEDROOM 1	R-2	180 SQ. FT.	1/200	1	180 SQ. FT.	1/200	1
E CLOSET 1	S-2	37 SQ. FT.	1/500	1	37 SQ. FT.	1/4000	1
F BATHROOM 1	R-2	79 SQ. FT.	1/200	1	79 SQ. FT.	0	0
G STORAGE	S-2	27 SQ. FT.	1/500	1	27 SQ. FT.	1/4000	1
H BATHROOM 2	F-2	44 SQ. FT.	1/200	1	44 SQ. FT.	0	0
J BEDROOM 2	R-2	107 SQ. FT.	1/200	1	107 SQ. FT.	1/200	1
K CLOSET 2	S-2	32 SQ. FT.	1/500	1	32 SQ. FT.	1/4000	1
M BEDROOM 3	R-2	145 SQ. FT.	1/200	1	145 SQ. FT.	1/200	1
N CLOSET 3	S-2	21 SQ. FT.	1/500	1	21 SQ. FT.	1/4000	1
TOTAL BUILDING EGRESS OCCUPANCY				29.0			
TOTAL PLUMBING OCCUPANCY							19.0
MALE PLUMBING OCCUPANTS							10.0
FEMALE PLUMBING OCCUPANTS							10.0

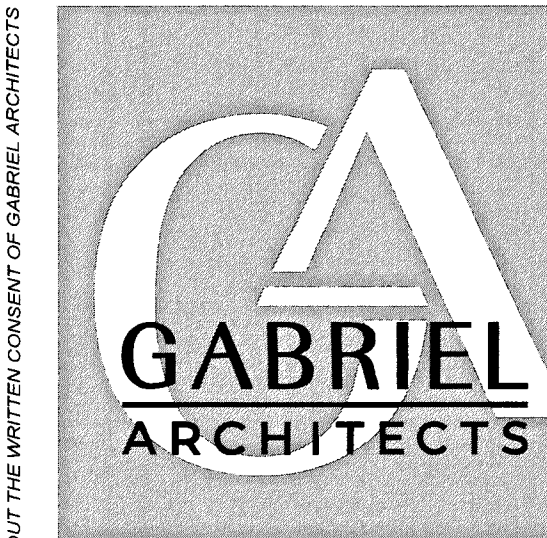


EXITING PATHS OF TRAVEL : INTERIOR

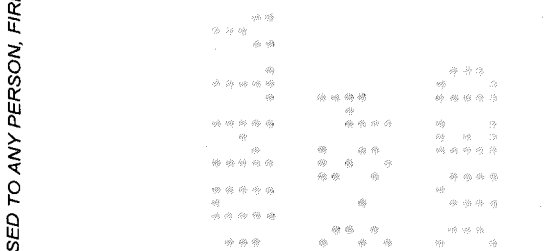
COORDINATE WITH SHEET TS1.2 FOR SITE EXIT PATHS

SCALE: 1/4" = 1'-0"

PLAN NORTH
TRUE NORTH



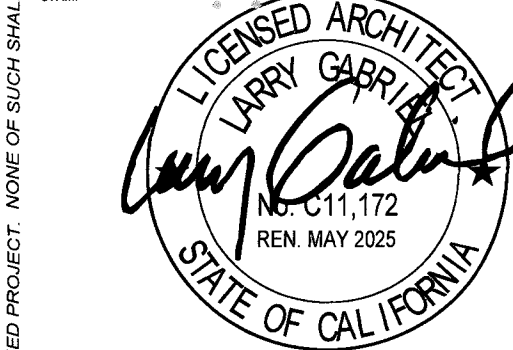
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430 10TH STREET
PASO ROBLES, CA 93446
805.236.9000

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CONSULTANT

PROJECT

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN : 021-221-015 & -016

PROJECT NUMBER

24-400.01

NO.	DESCRIPTION	DATE
△	PC04 SUBMITTAL SET	06-14-2024
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DRAWN BY: AV
CHECKED BY: LG/JDB

SHEET CONTENTS

CODE ANALYSIS +
GENERAL NOTES

SHEET NUMBER

TS 1.1



Sec.: 4
Ill.: 58

FEDERAL PREEMPTION

Skyline manufactured homes are designed and constructed in accordance with the Federal Manufactured Home Construction and Safety Standards (MHCSS) of the US Department of Housing and Urban Development (24 CFR Part 3280, commonly referred to as the HUD Code) in effect on the date of manufacture. Furthermore, Skyline manufactured homes are inspected in the factory by an independent third party inspector as required by the Federal Manufactured Home Procedural and Enforcement Regulations (MHPER) of the US Department of Housing and Urban Development (24 CFR Part 3282). Because the HUD Code is a federal building code it supersedes and preempts state and local codes covering the same aspects of construction. See 3282.11 for more information.

Manufacturer Contact Information:

Skyline Corporation
P.O. Box 743
Elkhart, IN 46515
Phone: (574) 294-6521
Website: www.skylinehomes.com

HUD LABEL INFORMATION

The Certification Label (also known as a HUD label or tag) is a permanent label that is attached to each transportable section of each manufactured home. The label is approximately 2"x4" in size and is permanently attached to the manufactured home by means of 4 blind rivets, drive screws, or other means that render it difficult to remove without defacing it. It shall be etched on 0.32 inch thick aluminum plate. The label number shall be etched or stamped with a 3 letter designation which identifies the production agency and which the Secretary shall assign. Each label shall be marked with a 6 digit number which the label supplier shall furnish. The labels shall be stamped with numbers sequentially. This label is evidence of the manufactured home's compliance with the Federal Manufactured Home Construction and Safety Standards (MHCSS).

DATA PLATE INFORMATION

The Data Plate is a label affixed in a permanent manner inside the home and is the size of a standard sheet of paper (8-1/2" x 11"). The Data Plate is located near the main electrical panel, inside a kitchen cabinet or inside a bedroom closet. The Data Plate will contain:

- a) The name and address of the manufacturing plant in which the manufactured home was manufactured.
- b) The serial number and model designation of the unit, and the date the unit was manufactured.
- c) The Statement: This manufactured home is designed to comply with the Federal Manufactured Home Construction and Safety Standards in force at the time of manufacture.
- d) A list of the certification label number(s) that are affixed to each transportable manufactured section under 3280.8.
- e) A list of major factory-installed equipment, including the manufacturer's name and the model designation of each appliance.
- f) Reference to the roof load zone and wind load zone for which the home is designed and duplicated of the maps as set forth in 3280.305(c). This information may be combined with the heating/cooling certificate and insulation zone map required by 3280.510 and 3280.511.

The Data Plate is further evidence of the manufactured home's compliance with the Federal Manufactured Home Construction and Safety Standards.

SETUP AND LOCAL JURISDICTIONS

Skyline Corporation provides detailed instructions for proper home on-site setup. Foundation construction and setup inspections are typically under the scope of the local authority having jurisdiction (State or local authorities). Contact your State Administrative Agency (SAA) for more information.



Skyline Homes
230 WIBCO Parkway
Suite 200 (46516-3574)
P.O. Box 743
Elkhart, Indiana 46515-0743
574-294-6521

March 19, 2024

Mr. Jonathan Braddy
Gabriel Architects
530 10th Street
Paso Robles, CA 93446

Dear Mr. Braddy,

This letter is in response to our March 18 and 19 e-mail conversation. That conversation concerned a manufactured home that was built at the Skyline Homes facility located in Woodland, CA. That manufactured home is to be sited in San Luis Obispo County California. It is my understanding the County Department of Planning & Building is requesting calculations as part of a plan review process.

The home in question is built to the Federal Manufactured Home Construction and Safety Standards (MHCSS - 24 CFR 3280), more commonly known as the HUD code. The HUD code is a federal building code that preempts all state and local building codes covering the same aspects of construction. Homes built to the HUD code have already been plan reviewed by an independent 3rd party agency. Skyline Home's 3rd party agency is PFS/TECO. PFS/TECO is also a State of California recognized 3rd party agency. PFS/TECO also performs in-plant inspections at the Woodland, CA plant to assure compliance with the approved plans.

The Manufactured Home Procedural and Enforcement Regulations (MHPER - 24 CFR 3282) part 3282.11 clearly describes the preemption status of the MHCSS. I have included a copy of this section with this letter. If there are additional questions concerning the MHCSS and how that affects state and local authorities, you may wish to contact the State of California State Administrative Agency. Contact information for the California SAA is as follows:

John J. Westfall, District Representative II
Department of Housing and Community Development
Manufactured and Factory-Built Housing Programs
9342 Tech Center Dr., Suite 500
Sacramento, CA 95826
PH: (916) 263-7430
FAX: (916) 263-4713
Email: john.westfall@hcd.ca.gov

Also, tested structural components that meet the proof load test must have a design factor of 1.75. Tested structural components meeting the ultimate load test have a design factor of 2.5. See 24 CFR 3280.401 for additional information.

I trust this information will meet your needs. Feel free to contact me if you require further information.

Sincerely,

Jeffrey T. Legault, PE
Director - Product Development & Engineering

Enclosure

CC: Roger Carignan (237)
File

Bringing America Home. Bringing America Fun.

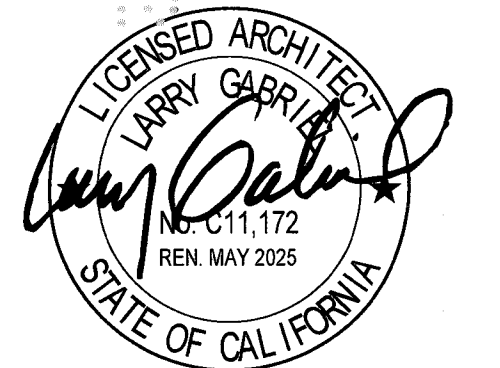


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805.238.6600

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CONSULTANT

24 CFR Part 3282 (up to date as of 3/15/2024)
Manufactured Home Procedural and Enforcement Regulations

24 CFR 3282.9

§ 3282.9 Computation of time.

- (a) In computing any period of time prescribed by the regulations in this part, refer to § 26.16(a) of this title.
- (b) Extensions of any of the time periods set out in these regulations may be granted by the Secretary or, as appropriate, by a State Administrative Agency, upon a showing of good cause by the party governed by the time period.

[42 FR 2580, Jan. 12, 1977, as amended at 61 FR 10859, Mar. 15, 1996]

§ 3282.10 Civil and criminal penalties.

Link to an amendment published at 89 FR 13617, Feb. 23, 2024.

Failure to comply with these regulations may subject the party in question to the civil and criminal penalties provided for in section 611 of the Act, 42 U.S.C. 5410. The maximum amount of penalties imposed under section 611 of the Act shall be \$3,446 for each violation, up to a maximum of \$4,307,160 for any related series of violations occurring within one year from the date of the first violation.

[88 FR 9749, Feb. 15, 2023]

§ 3282.11 Preemption and reciprocity.

- (a) No State manufactured home standard regarding manufactured home construction and safety which covers aspects of the manufactured home governed by the Federal standards shall be established or continue in effect with respect to manufactured homes subject to the Federal standards and these regulations unless it is identical to the Federal standards.
- (b) No State may require, as a condition of entry into or sale in the State, a manufactured home certified (by the application of the label required by § 3282.362(c)(2)(i)) as in conformance with the Federal standards to be subject to State inspection to determine compliance with any standard covering any aspect of the manufactured home covered by the Federal standards. Nor may any State require that a State label be placed on the manufactured home certifying conformance to the Federal standard or an identical standard. Certain actions that States are permitted to take are set out in § 3282.303.
- (c) States may participate in the enforcement of the Federal standards enforcement program under these regulations either as SAAs or PIAs or both. These regulations establish the exclusive system for enforcement of the Federal standards. No State may establish or keep in effect through a building code enforcement system or otherwise, procedures or requirements which constitute systems for enforcement of the Federal standards or of identical State standards which are outside the system established in these regulations or which go beyond this system to require remedial actions which are not required by the Act and these regulations. A State may establish or continue in force consumer protections, such as warranty or warranty performance requirements, which respond to individual consumer complaints and so do not constitute systems of enforcement of the Federal standards, regardless of whether the State qualifies as an SAA or PIA.

24 CFR 3282.11(c) (enhanced display)

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24 CFR Part 3282 (up to date as of 3/15/2024)
Manufactured Home Procedural and Enforcement Regulations

24 CFR 3282.12(d)

- (d) No State or locality may establish or enforce any rule or regulation or take any action that stands as an obstacle to the accomplishment and execution of the full purposes and objectives of Congress. The test of whether a State rule or action is valid or must give way is whether the State rule can be enforced or the action taken without impairing the Federal superintendence of the manufactured home industry as established by the Act.

[42 FR 2580, Jan. 12, 1977, as amended at 56 FR 65186, Dec. 16, 1991; 61 FR 10859, Mar. 15, 1996]

§ 3282.12 Excluded structures—modular homes.

- (a) The purpose of this section is to provide the certification procedure authorized by section 604(h) of the National Manufactured Housing Construction and Safety Standards Act under which modular homes may be excluded from coverage of the Act if the manufacturer of the structure elects to have them excluded. If a manufacturer wishes to construct a structure that is both a manufactured home and a modular home, the manufacturer need not make the certification provided for by this section and may meet both the Federal manufactured home requirements and any modular housing requirements. When the certification is not made, all provisions of the Federal requirements shall be met.
- (b) Any structure that meets the definition of *manufactured home* at 24 CFR 3282.7(u) is excluded from the coverage of the National Manufactured Housing Construction and Safety Standards Act, 42 U.S.C. 5401 et seq., if the manufacturer certifies as prescribed in paragraph (c) of this section that:
 - (1) The structure is designed only for erection or installation on a site-built permanent foundation;
 - (i) A structure meets this criterion if all written materials and communications relating to installation of the structure, including but not limited to designs, drawings, and installation or erection instructions, indicate that the structure is to be installed on a permanent foundation.
 - (ii) A site-built permanent foundation is a system of supports, including piers, either partially or entirely below grade which is:
 - (A) Capable of transferring all design loads imposed by or upon the structure into soil or bedrock without failure,
 - (B) Placed at an adequate depth below grade to prevent frost damage, and
 - (C) Constructed of concrete, metal, treated lumber or wood, or grouted masonry; and
 - (2) The structure is not designed to be moved once erected or installed on a site-built permanent foundation;
 - (i) A structure meets this criterion if all written materials and communications relating to erection or installation of the structure, including but not limited to designs, drawings, calculations, and installation or erection instructions, indicate that the structure is not intended to be moved after it is erected or installed and if the towing hitch or running gear, which includes axles, brakes, wheels and other parts of the chassis that operate only during transportation, are removable and designed to be removed prior to erection or installation on a site-built permanent foundation; and
 - (3) The structure is designed and manufactured to comply with the currently effective version of one of the following:
 - (i) One of the following nationally recognized building codes:

24 CFR 3282.12(b)(3)(i) (enhanced display)

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U.S. Department of Housing and Urban Development Preemption Authority

The Manufactured Home Construction and Safety Standards—the federal building code for manufactured home construction—preempt state and local building codes. Federal law clearly states that, “whenever a federal manufactured home construction and safety standard established under [the National Manufactured Housing Construction and Safety Standards Act] is in effect, no state or political subdivision of a state shall have any authority either to establish, or to continue in effect, with respect to any manufactured home covered, any standard regarding the construction or safety applicable to the same aspect of performance of such manufactured home, which is not identical to the federal manufactured home construction and safety standard.” Simply put, Congress intended for the federal building code to preempt regulations promulgated by state and local jurisdictions. Further, this preemption, “shall be broadly and liberally construed to ensure that disparate state or local requirements or standards do not affect the uniformity and comprehensiveness of the [federal] standards.”²

HUD has confirmed that state and local building codes, including other similar construction requirements, cannot conflict with the Manufactured Home Construction and Safety Standards. The HUD Code explains, “no state manufactured home standard regarding manufactured home construction and safety, which covers aspects of the manufactured home governed by the federal standards, shall be established or continue in effect . . . unless it is identical to the federal standards.”³ Further, “no state or locality may establish or enforce any rule or regulation or take any action that stands as an obstacle to the accomplishment and execution of the full purposes and objectives of Congress.”⁴

HUD has issued a policy statement regarding state and local restrictions that discriminate against manufactured housing. In 1997, under authority from the National Manufactured Housing Construction and Safety Standards Act, HUD issued its “Statement of Policy 1997-1 State and Local Zoning Determinations Involving HUD Code.”⁵ This policy statement summarizes HUD’s position concerning federal preemption and certain zoning and/or planning decisions made by state or local governments. In its statement, HUD clarifies, “if a locality is attempting to regulate and even exclude certain manufactured homes through zoning enforcement that is based solely on a construction and safety code different than that prescribed by the [National Manufactured Housing Construction and Safety Standards] Act, the locality is without authority to do so.”⁶

¹ 42 U.S.C. § 5403(d).
² *Id.*
³ 24 C.F.R. § 3282.11(g).
⁴ *Id.* at 3282.11(d).
⁵ 62 Fed. Reg. 24337 (May 5, 1997).
⁶ *Id.* at 24337.

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(703) 558-0400 | info@mhihome.org
www.manufacturedhousing.org

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN : 021-221-015 & -016

PROJECT NUMBER

24-400.01

NO.	DESCRIPTION	DATE
△	PC04 SUBMITTAL SET	06-14-2024
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SHEET CONTENTS

FEDERAL MH CONSTRUCTION STANDARDS

SHEET NUMBER



For a permitted project requiring special inspection, per California Building Code (CBC) Section 1704

Project Address: _____ Permit No.: _____

BEFORE A PERMIT CAN BE ISSUED, two (2) copies of this agreement shall be completed and submitted to the building official by the owner or the registered design professional in responsible charge acting as the owner's agent and shall include the **required acknowledgments**. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures. The Statement Of Required Special Inspections imprinted on a sheet of the project plans shall be considered a part of this agreement.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building official prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of Sections 1704 and 1705 of the California Building Code. The following conditions are also applicable:

Duties and Responsibilities of the Special Inspector

- Special inspectors shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements found in the Statement of Special Inspections, including work and materials.
- Special inspectors shall notify contractor personnel of their presence and responsibilities at the job site.
- Special inspectors shall inspect all work according to the Statement Of Required Special Inspections for which they are responsible for determining compliance with the building department-approved (stamped) plans and specifications, and the applicable provisions of Section 1704 of the CBC.
- Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the design professional in responsible charge and the building official should be notified immediately and the item noted in the special inspectors written report (see Section 1704.2.4). The building official may require this report to be posted in a conspicuous place on the job site. The special inspector should include in the report, as a minimum, the following information about each nonconforming item:
 - Description and exact location
 - Reference to applicable detail of approved plans/specifications

Statement Of Special Inspection Agreement

- Name and title of each individual notified and method of notification
 - Resolution or corrective action taken
- The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official and to the design professional in responsible charge as required by Section 1704.2.4. These reports should be organized on a daily format and may be submitted weekly at the option of the building official. In these reports, special inspectors should:
 - Describe inspections and tests made with applicable locations
 - Indicate nonconforming items (discrepancies) and how they were resolved
 - List unresolved items, parties notified, and time and method of notification
 - Itemize changes authorized by the design professional in responsible charge if not included in nonconforming items
 - Special inspectors or inspection agencies shall submit a final signed report to the building inspector stating that all items requiring special inspection and testing by the Statement Of Required Special Inspections were fulfilled and reported, and, to the best of their knowledge, conform to the approved plans and specifications (see Section 1704.2.4). Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) shall be specifically itemized in this report.

Owner Responsibilities

The project owner, the design professional in responsible charge or an agent of the owner is responsible for funding special inspection services. Measures should be taken to ensure that the scope of work and duties of the special inspector as outlined in the Statement Of Required Special Inspections are not compromised. The special inspector/agency shall not be in the employ of the contractor, subcontractor or material supplier (see Section 1704.1). In the case of an owner/contractor, the special inspector/agency shall be employed as determined by the Building Official.

Registered Design Professional(s) in Responsible Charge

The design professional (architect, structural engineer) in responsible charge shall be a consenting party by written acknowledgment of the Statement Of Special Inspection Agreement. The duties and responsibilities of the design professional in responsible charge include the following:

- The Statement Of Required Special Inspections shall be prepared and imprinted on a sheet of the plan set submitted with the permit application, and shall contain the following information:
 - Materials, systems, components and work required to have special inspection
 - Type and extent of each special inspection
 - Type and extent of each test



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CONSULTANT

Statement Of Special Inspection Agreement

- Special inspection of required seismic-resistant systems and components
 - Special inspection of required wind-resistant systems and components
- Respond to special inspector reports of uncorrected noncompliant items (discrepancies) and approve remedial measures.
 - Review shop drawings and submit revisions to approved plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the building official and the special inspector/inspection agency written approval of any verbally approved deviations from the approved plans and shall submit revised plans for to the building official for approval.

Contractor Responsibilities

- Acknowledgement of awareness of the special requirements contained in the Statement Of Special Inspections.
- Acknowledgement that control will be exercised to obtain compliance with the construction documents approved by the building official.
- Establish procedures for exercising control within the contractor's organization, the method and frequency of reporting, and the distribution of the reports, and identify the person(s) exercising such control and their position(s) in the organization.
- Provide adequate notice to allow the special inspector time to become familiar with the project.
- Provide the special inspector access to approved plans.
- Provide, at the job site, all special inspection records submitted by the inspector for review by the building inspector upon request.

Building Department Responsibilities

- Review submittal documents for compliance with special inspection requirements as outlined in the Statement Of Required Special Inspections. The building official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.
- Approve the fabricator(s) used for building components installed on-site.
- Approve the special inspection program submitted by the design professional in responsible charge (see Section 107.1) and may require a preconstruction conference to review the program with all applicable members of the construction team.
- Monitor special inspection activities at the job site to ensure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
- Issuance of stop work orders. The building official is recognized as having the authority to stop work at the job site.

Statement Of Special Inspection Agreement

- Approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given.
- Review inspection reports. The building official receives and reviews special inspection progress reports and final reports for compliance with the approved plans, specifications and provisions of the code.
- Perform final inspection. The building official will not perform the final inspection and approval for a project until the final special inspection report has been reviewed and approved.



ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Note: Acceptance by the building official requires completion of all signature lines below. Where a special inspection agency is retained to provide multiple special inspection services, the agency may acknowledge this agreement without providing names of individual special inspectors and discipline. However, individual special inspectors shall be named and submitted to the Building Division representative attending the required preconstruction conference at the project site.

Scott Young Owner Name (printed)	<i>Scott Young</i> Owner Signature	06/05/2023 Date
LARRY A GABRIEL Architect Name (printed)	<i>Larry Gabriel</i> Architect Signature	06-13-2024 Date
Nicholas A McClure Soils Engineer Name (printed)	<i>Nicholas McClure</i> Soils Engineer Signature	05-30-2023 Date
Beacon Geotechnical, Inc. Special Inspection Agency Name (printed)	<i>Nicholas McClure</i> Agency Principal Signature	05-30-2023 Date
Cory McKay Soils Special Inspector Spec. Inspector Name/Discipline (printed)	<i>Cory McKay</i> Special Inspector Signature	05-30-2023 Date
Matt Costello Soils Special Inspector Spec. Inspector Name/Discipline (printed)	<i>Matt Costello</i> Special Inspector Signature	05-30-2023 Date
Greg McKay Soils Special Inspector Spec. Inspector Name/Discipline (printed)	<i>Greg McKay</i> Special Inspector Signature	05-30-2023 Date
Spec. Inspector Name/Discipline (printed)	Special Inspector Signature	Date
Accepted for the Building Division (Staff Name)		Date

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN : 021-221-015 & -016

PROJECT NUMBER
24-400.01

NO.	DESCRIPTION	DATE
△	PC04 SUBMITTAL SET	06-14-2024
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SHEET CONTENTS

SPECIAL INSPECTIONS

SHEET NUMBER

TS 1.3

EXHIBIT B – CONDITIONS OF APPROVAL
KELLER MINOR USE PERMIT / N-DRC2022-00031

Approved Development

This approval authorizes a Minor Use Permit for:

- Construction of a 1,166 square-foot (sf) mobile home to be utilized by San Miguel Fire Department to house Fire Fighters,
- 5,000 sf of parking
- 125 sf of landscaping
- Associated infrastructure for utilities

Conditions required to be completed at the time of permit application:

Access

1. At the time of application for construction permits, the applicant shall submit to the Department of Public Works plans, fees, and post a cash damage bond, to install improvements within the public right-of-way in accordance with Section 22.54.030 (Curbs, Gutters and Sidewalks) of the Land Use Ordinance and County Public Improvement Standards. The plans are to include, as applicable:
 - a. Street plan and profile for widening Mission Street to complete the project side of the subject property, and all neighboring properties in the same ownership as the project, to an A-3b urban street section with diagonal parking. The driveway shall be constructed to the B-3a driveway standard.
 - b. Pedestrian easements as necessary to contain all sidewalk, driveway and curb ramp improvements that extend beyond the existing right-of-way. Offers are to be recorded by separate document with the County Clerk upon review and approval by Public Works.
 - c. Drainage ditches, culverts, and other structures (if drainage calculations require).
 - d. Public utility plan, showing all existing utilities and installation of all new utilities to serve the site.
 - e. Tree removal/retention plan for trees to be removed and retained associated with the required public improvements. The plan shall be approved jointly with the Department of Planning and Building.
 - f. Traffic control plan for construction in accordance with the California Manual on Uniform Traffic Control Devices (CA-MUTCD).

Drainage & Flood Hazard

2. At the time of application for construction permits, the applicant shall submit complete drainage plans for review and approval in accordance with Section 22.52.110 of the Land Use Ordinance.

3. At the time of application for construction permits, the applicant shall submit complete erosion and sedimentation control plan for review and approval in accordance with Section 22.52.120 of the Land Use Ordinance.
4. At the time of application for construction permits, the applicant shall demonstrate that the project construction plans are in conformance with their Stormwater Control Plan.

Stormwater Pollution Prevention Plan (SWPPP)

5. At the time of application for construction permits, if the project disturbs more than 1.0 acre or is part of a common plan of development, the applicant must enroll for coverage under California's Construction General Permit. Sites that disturb less than 1.0 acre must implement all required elements within the site's erosion and sediment control plan as required by San Luis Obispo County Codes.

Stormwater Control Plan (SWCP)

6. At the time of application for construction or grading permits, the applicant shall demonstrate whether the project is subject to post-construction stormwater requirements by submitting a Stormwater Control Plan application or Stormwater Post Construction Requirements (PCRs) Waiver Request Form.
 - a. The applicant must submit a SWCP for all regulated projects subject to Performance Requirement #2 and above. The SWCP must be prepared by an appropriately licensed professional and submitted to the County for review and approval. Applicants must utilize the County's latest SWCP template.
 - b. If post-construction stormwater control measures (SCMs) are proposed, the applicant must submit a draft Stormwater Operations and Maintenance Plan for review by the County. The plan must consist of the following Planning & Building Department forms:
 1. Structural Control Measure Description (Exhibit B)
 2. Stormwater System Contact Information
 3. Stormwater System Plans and Manuals
 - c. If applicable, following approval by the County, the applicant shall record with the County Clerk-Recorder the Stormwater Operation and Maintenance Plan and an agreement or provisions in the CCRs for the purpose of documenting on-going and permanent storm drainage control, management, treatment, inspection and reporting.
7. Prior to acceptance of the improvements (if applicable), the Stormwater Operations and Maintenance plan and General Notice must be updated to reflect as-built changes, approved by the County, and re-recorded with the County Clerk-Recorder as amendments to the original document.

Fire Safety

8. At the time of application for construction permits, all plans submitted to the Department of Planning and Building shall meet the fire and life safety requirements of the California Fire Code in effect at time of application.

Environmental Site Assessment

9. Prior to application for construction permits, The Applicant shall obtain a certified Phase 2 Environmental Site Assessment (ESA) for all parcels which development occurs. Any recommendations made by the ESA must be included in the submittal for any grading or construction applications.

Site Design

10. At the time of application for construction permits, and as part of the landscaping plan, the applicant shall demonstrate compliance with the San Miguel Community Plan standards for street trees. Street trees are required with all new development at a ratio of one tree for each 30 feet of street frontage. Trees shall be selected from the San Miguel Master Tree List, Appendix C of the San Miguel Community Plan.

Conditions to be completed prior to permit issuance:

Fees

11. Prior to the issuance of construction permits, and in accordance with Title 13.01 of the County Code, the applicant must pay to the Department of Public Works the San Miguel Road Improvement Fee based on the latest adopted area fee schedule and 0.94 peak hour trips as estimated based on the project description. The estimated fee is \$5,990 (\$6,372/PHT x 0.94 PHT).
The applicant shall be responsible for paying to the Department of Public Works the San Miguel Road Improvement Fee consistent with the approved fee schedule at the time of issuance of building permit, or within 30 days of land use permit approval if no building permit is required. In accordance with Government Code section 66020(d)(1), the County provides notice to the applicant that the 90-day approval period in which the applicant may protest imposition of the Road Improvement Fee has begun.

Conditions required to be completed prior to the start of construction:

Access

12. Prior to commencing permitted activities, all work in the public right-of-way must be constructed or reconstructed to the satisfaction of the Public Works Inspector and in accordance with the County Public Improvement Standards; the project conditions of approval, including any related land use permit conditions; and the approved improvement plans.

Conditions required to be completed during construction:

13. In the event archaeological resources are unearthed or discovered during any construction activities, the following standards apply:
 - a. Construction activities shall cease, and the Department shall be notified so that the extent and location of discovered materials may be recorded by a qualified archaeologist, and disposition of artifacts may be accomplished in accordance with state and federal law.
 - b. In the event archeological resources are found to include human remains, or in any other case when human remains are discovered during construction, the County Coroner shall be notified in addition to the Department so proper disposition may be accomplished.

Conditions required to be completed prior to the acceptance of improvements:

Drainage & Flood Hazard

14. Prior to acceptance of the improvements (if applicable), the Stormwater Operations and Maintenance plan and General Notice must be updated to reflect as-built changes, approved by the County, and re-recorded with the County Clerk-Recorder as amendments to the original document.

Conditions required to be completed prior to occupancy or final building inspection/establishment of the use:

Fire Safety

15. Prior to occupancy or final inspection, whichever occurs first, the applicant shall obtain final inspection and approval from CAL FIRE/County Fire of all required fire and life safety measures.

On-going conditions of approval (valid for the life of the project):

16. This land use permit is valid for a period of 24 months from its effective date unless time extensions are granted pursuant to Land Use Ordinance Section 22.64.070 or the land use permit is considered vested. This land use permit is considered to be vested once a construction permit has been issued and substantial site work has been completed. Substantial site work is defined by Land Use Ordinance Section 22.64.080 as site work progressed beyond grading and completion of structural foundations; and construction is occurring above grade.

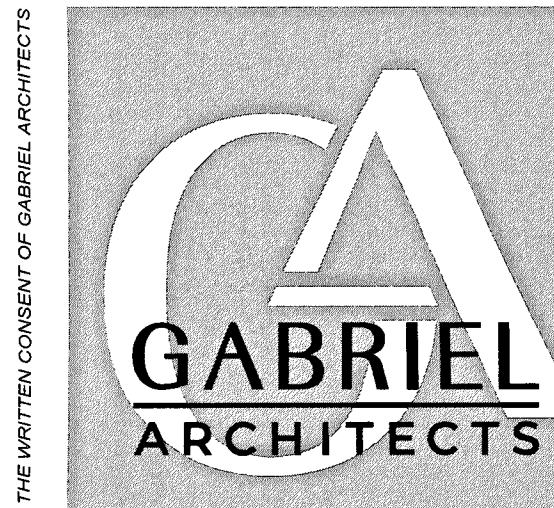
17. All conditions of this approval shall be strictly adhered to, within the timeframes specified, and in an on-going manner for the life of the project. Failure to comply with these conditions of approval may result in an immediate enforcement action by the Department of Planning and Building. If it is determined that violation(s) of these conditions of approval have occurred, or are occurring, this approval may be revoked pursuant to Section 22.74.160 of the Land Use Ordinance.

Access

18. On-going condition of approval (valid for the life of the project), and in accordance with County Code Section 13.08, no activities associated with this permit shall be allowed to occur within the public right-of-way including, but not limited to, project signage, tree planting, fences, etc., without a valid encroachment permit issued by the Department of Public Works.

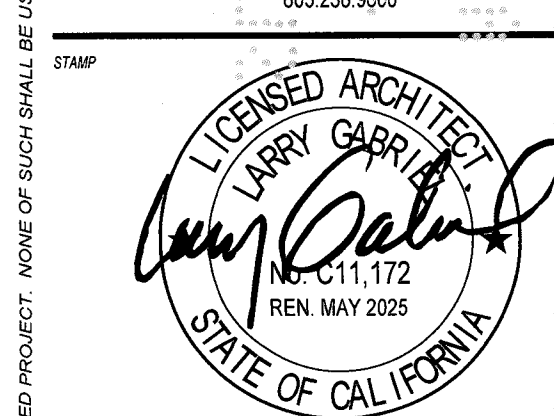
19. On-going condition of approval (valid for the life of the project), the property owner shall be responsible for operation and maintenance of public road frontage sidewalks, landscaping, maintaining County driveway sight distance standards and pedestrian amenities in a viable condition and on a continuing basis into perpetuity.

CONDITIONS OF APPROVAL




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PROJECT

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN: 021-221-015 & -016

PROJECT NUMBER: 24-400.01

NO.	DESCRIPTION	DATE
△	PC04 SUBMITTAL SET	06-14-2024
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CONDITIONS OF APPROVAL

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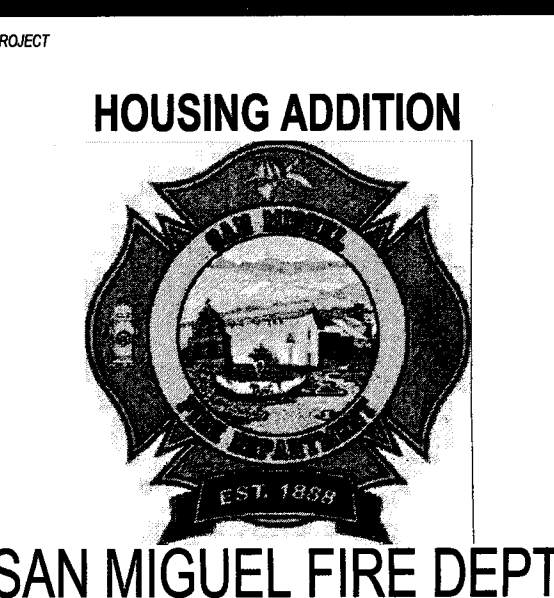


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APN : 021-221-016, 021-221-015

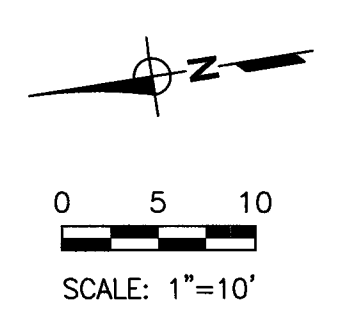
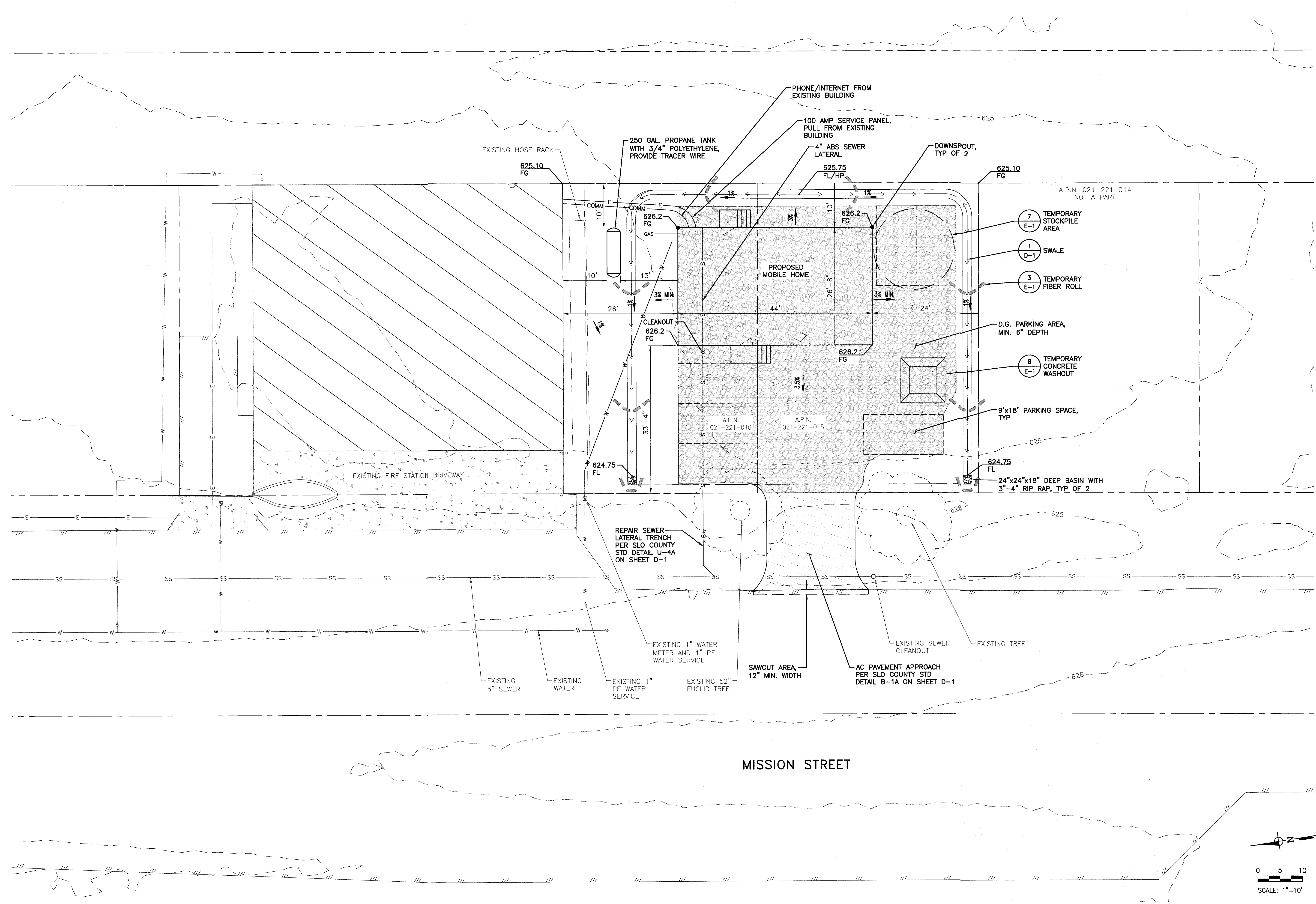
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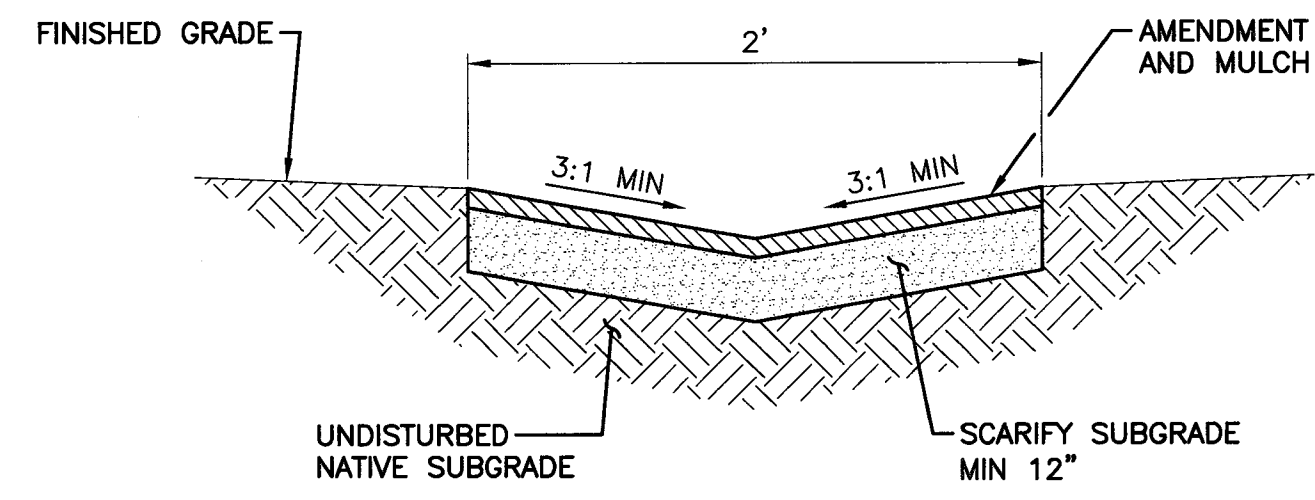
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SHEET NUMBER
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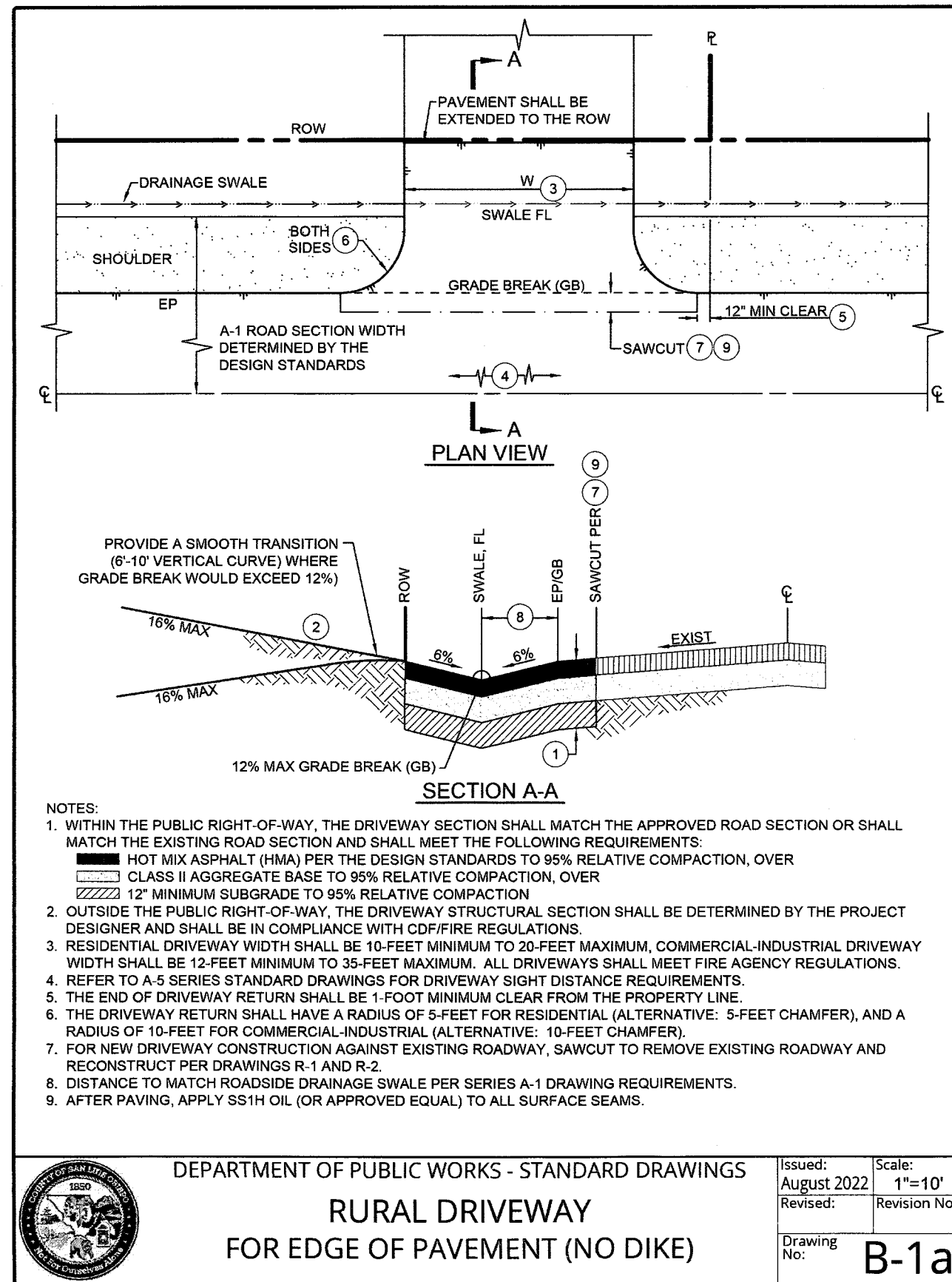


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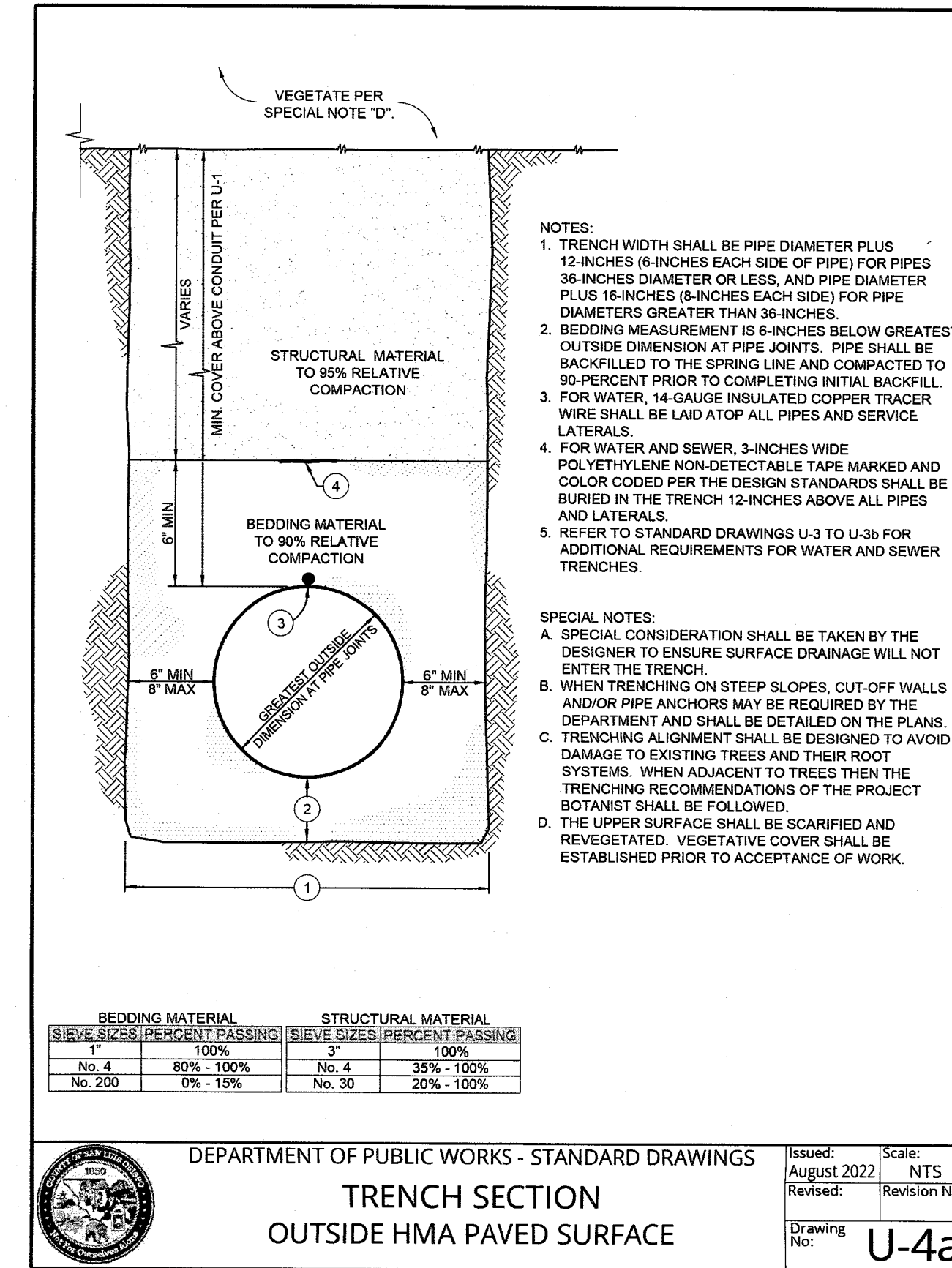
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INFILTRATION SWALE DETAIL
SCALE: NTS



DEPARTMENT OF PUBLIC WORKS - STANDARD DRAWINGS
RURAL DRIVEWAY FOR EDGE OF PAVEMENT (NO DIKE)
Scale: 1"=10'
Issued: August 2022
Revised:
Drawing No:
Revision No:
B-1a



DEPARTMENT OF PUBLIC WORKS - STANDARD DRAWINGS
TRENCH SECTION OUTSIDE HMA PAVED SURFACE
Scale: NTS
Issued: August 2022
Revised:
Drawing No:
Revision No:
U-4a

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SAN MIGUEL FIRE DEPT.
1144 MISSION STREET
SAN MIGUEL, CA 93451
APN : 021-221-016, 021-221-015

PROJECT NUMBER: 21-402.04

NO.	DESCRIPTION	DATE
△	PC04 RESUBMITTAL SET	04-11-2024

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SHEET CONTENTS
DETAILS
SHEET NUMBER
D-1

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FIBER ROLL EROSION CONTROL

FINE GRADE THE SUBGRADE BY HAND DRESSING WHERE NECESSARY TO REMOVE LOCAL DEVIATIONS AND TO REMOVE LARGER STONES OR DEBRIS THAT WILL INHIBIT FULL CONTACT OF THE FIBER ROLL WITH THE SUBGRADE.

PRIOR TO ROLL INSTALLATION, CONTOUR A CONCAVE KEY TRENCH 50 TO 100MM (2 - 4 INCHES) DEEP ALONG THE PROPOSED INSTALLATION ROUTE.

SOIL EXCAVATED IN TRENCHING SHOULD BE PLACED ON THE UPHILL OR FLOW SIDE OF THE ROLL TO PREVENT WATER FROM UNDERCUTTING THE ROLL.

PLACE FIBER ROLLS INTO THE KEY TRENCH AND STAKE ON BOTH SIDES OF THE ROLL WITHIN 3 FEET OF EACH END AND THEN EVERY 3 FEET WITH 1X2X23" STAKES.

STAKES ARE TYPICALLY DRIVEN IN ON ALTERNATING SIDES OF THE ROLL. WHEN MORE THAN ONE FIBER ROLL IS PLACED IN A ROW, THE ROLLS SHOULD BE ABUTTED SECURELY TO ONE ANOTHER AND STAKED WITHIN 6" OF THE END OF THE ROLL TO PROVIDE A TIGHT JOINT, NOT OVERLAPPED.

ON SITE MATERIALS CONTROL

REDUCE AND/OR PREVENT CONTAMINANTS FROM ENTERING THE STORM WATER SYSTEM. USE WATER CONSERVATION PRACTICES.

SPILL AND SOLID WASTE CONTROL

CONTROL MAY REQUIRE A PERIODIC REMOVAL OF WASTE BY REMOVAL FROM JOB SITE TO PROPER DISPOSAL SITE. REDUCE DISCHARGE OF POLLUTANTS FROM SURFACING OPERATION.

HYDROSEEDING

ALL DISTURBED AREA WITH NO IMPROVEMENTS SHALL BE HYDROSEED AS A FINAL FINISH, AND MAY NEED STRAW MULCHING AND OR GEOTEXTILE MATTING TO ENSURE ADEQUATE VEGETATION ESTABLISHMENT AND COVERAGE.

DUST CONTROL

WATER SITE WHERE NEEDED AS OFTEN AS NECESSARY TO CONTROL DUST.

CLEANING AND MAINTAINING EQUIPMENT

IF THE EQUIPMENT CLEANING, FUELING AND MAINTENANCE IS TO BE PERFORMED ON SITE DESIGNATED AREA SHALL BE SET ASIDE.

SANITARY / SEPTIC WASTE CONTROL

PORTABLE TOILETS MUST BE AVAILABLE AND REGULARLY SERVICED.

BANK STABILIZATION

BANK STABILIZATION ACTIVITIES NECESSARY FOR EROSION PREVENTION PROVIDED THE ACTIVITY MEETS ALL THE FOLLOWING CRITERIA:

- A. NO MATERIAL IS PLACED MORE THAN THE MINIMUM NEEDED FOR EROSION PROTECTION;
- B. THE BANK STABILIZATION ACTIVITY IS LESS THAN 500' IN LENGTH;
- C. THE ACTIVITY WILL NOT EXCEED AN AVERAGE OF ONE CUBIC YARD PER RUNNING FOOT PLACED ALONG THE BANK BELOW THE PLANE OF THE ORDINARY HIGH WATER MARK OR THE HIGH TIDE LINE;
- D. NO MATERIAL IS PLACED IN ANY SPECIAL AQUATIC SITE, INCLUDING WETLANDS;
- E. NO MATERIAL IS OF THE TYPE, OR IS PLACED IN ANY LOCATION, OR IN ANY MANNER, TO IMPAIR SURFACE WATER FLOW INTO OR OUT OF ANY WETLAND AREA;
- F. NO MATERIAL IS PLACED IN A MANNER THAT WILL BE ERODED BY NORMAL OR EXPECTED HIGH FLOWS (PROPERLY ANCHORED TREES AND TREETOPS MAY BE USED IN LOW ENERGY AREAS); AND
- G. THE ACTIVITY IS PART OF A SINGLE AND COMPLETE PROJECT.

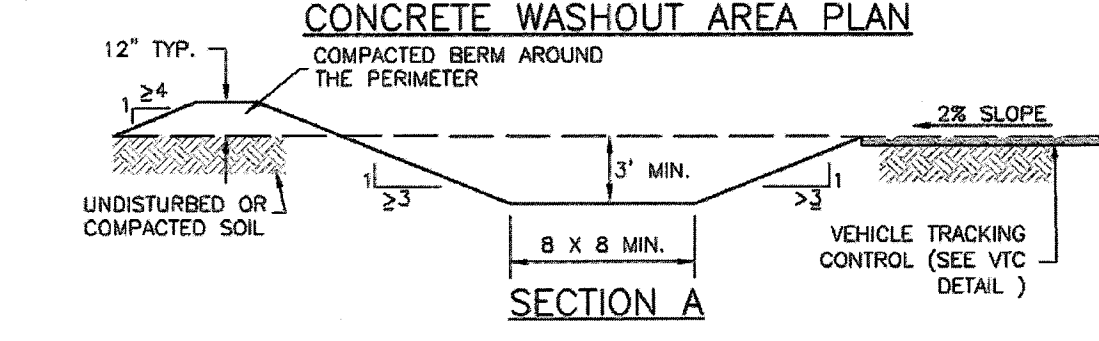
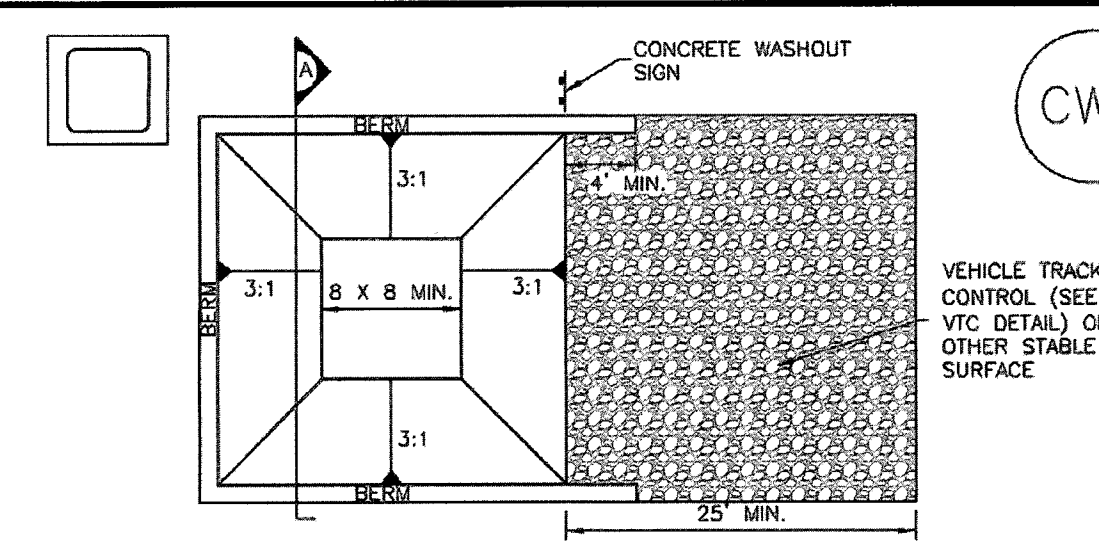
SEDIMENTATION AND EROSION CONTROL

- 1. EROSION AND SEDIMENTATION CONTROL MEASURES WILL BE IN PLACE AND OPERABLE DURING THE RAINY SEASON, OCTOBER 15TH TO APRIL 15TH.
- 2. EROSION AND SEDIMENT CONTROL MEASURES WILL BE INSPECTED AND REPAIRED AT THE END OF EACH WORKING DAY AND, IN ADDITION, JUST BEFORE AND AFTER EACH STORM.
- 3. ALL NEWLY CONSTRUCTED DRAIN INLETS SHALL BE PROTECTED WITH STRAW BALE SEDIMENT BARRIERS TO CATCH SEDIMENT AND FILTER RUN-OFF.
- 4. ALL GRADED SLOPES SHALL BE SEED OR PLANTED AS SOON AS IS PRACTICAL AND IRRIGATED AS NEEDED TO FACILITATE A GOOD BEINGING GROWTH. SEED AND FERTILIZER WILL BE APPLIED HYDRAULICALLY OR BY HAND.
- 5. STRAW BALE BARRIERS PLACED AT ALL POINTS OF CONCENTRATED RUN-OFF SHALL REMAIN IN PLACE AS LONG AS GRADING OPERATIONS ARE UNDERWAY AND UNTIL NEW VEGETATION IS ESTABLISHED. STRAW BALES SHALL BE INSTALLED PER THE FOLLOWING REQUIREMENTS:
 - A) THE BARRIER SHOULD FOLLOW THE SLOPE CONTOUR.
 - B) PLACE BALES IN THE TRENCH WITH THEIR ENDS TIGHTLY ABUTTING OR OVERLAPPING. CORNER ABUTMENT IS NOT ACCEPTABLE. BALES TO BE SET IN 4" DEEP TRENCH.
 - C) ALL BALES MUST BE WIRE-BOUND. INSTALL BALES SO THAT BINDINGS ARE ORIENTED AROUND THE SIDES.
 - D) SECURELY ANCHOR EACH BALE BY DRIVING AT LEAST TWO STAKES THROUGH THE BALE. DRIVE THE FIRST STAKE IN EACH BALE TOWARD THE PREVIOUSLY LAID BALE TO FORCE THE BALES TOGETHER. DRIVE THE STAKES AT LEAST ONE (1) FOOT INTO THE GROUND. USE 2X2" WOOD STAKES OR #4 REBAR STAKES.
 - E) FILL ANY GAPS BETWEEN BALES BY WEAVING LOOSE STRAW BETWEEN THE BALES.
 - F) INSPECT AND REPAIR OR REPLACE DAMAGED BALES PROMPTLY. STRAW BALES TYPICALLY DETERIORATE WITHIN 3 MONTHS WHEN WET. REMOVE THE STRAW BALES WHEN THE UPSLOPE AREAS HAVE BEEN PERMANENTLY STABILIZED.

- 6. FIBER BLANKET SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS AND HYDRO SEEDING INSTALLED PER THE RECOMMENDATIONS OF THE NATURAL RESOURCES CONSERVATION SERVICE (NRCS).
- 7. CHANGES TO THIS EROSION AND SEDIMENT CONTROL PLAN TO MEET FIELD CONDITIONS WILL BE MADE ONLY WITH THE APPROVAL OF OR AT THE DIRECTION OF THE ENGINEER.
- 8. DURING THE RAINY SEASON, ALL PAVED AREAS WILL BE KEPT CLEAR OF EARTH MATERIAL AND DEBRIS. THE SITE WILL BE MAINTAINED SO THAT A MINIMUM OF SEDIMENT-LADEN RUN-OFF ENTERS THE STORM DRAINAGE SYSTEM. THIS PLAN COVERS ONLY THE FIRST WINTER FOLLOWING GRADING. PLANS SHALL BE RESUBMITTED FOR APPROVAL PRIOR TO SEPTEMBER 1ST OF EACH SUBSEQUENT YEAR UNTIL THE IMPROVEMENTS ARE ACCEPTED BY THE CITY. THE CONTRACTOR WILL INFORM ALL CONSTRUCTION SITE WORKERS ABOUT THE MAJOR PROVISIONS OF THE EROSION AND SEDIMENT CONTROL PLAN, AND SEEK THEIR COOPERATION IN AVOIDING THE DISTURBANCE OF THESE CONTROL MEASURES.
- 9. IF FIELD OR WEATHER CONDITIONS WARRANT, THE ENGINEER MAY REQUIRE EROSION AND SEDIMENTATION CONTROL IF NOT ORIGINALLY REQUIRED, OR MODIFICATION OF THE EROSION AND SEDIMENTATION CONTROL METHODS, PROCEDURES, OR DEVICES AFTER GRADING ACTIVITIES COMMENCE.
- 10. EXISTING VEGETATION IS TO BE PRESERVED AND PROTECTED FROM ALL CONSTRUCTION ACTIVITY TO ENSURE ITS SURVIVAL FOR SHADE, BEAUTIFICATION, AND EROSION CONTROL.
- 11. NECESSARY MEASURES SHALL BE TAKEN TO PREVENT SOIL AND MUD TRACKING ONTO THE STREET WHEN VEHICLES LEAVE THE CONSTRUCTION SITE.
- 12. CUT SLOPES OR AREAS SHALL BE PROTECTED WITH STRAW MAT, JUTE NETTING, HYDROSEEDING OR OTHER STANDARD EROSION CONTROL PRACTICE. STRAW MAT AND JUTE NETTING SHALL BE ATTACHED BIOTACKS OR METAL STAPLES. ALL CUTS SHALL BE PROTECTED UNTIL THE END OF THE RAINY SEASON. SLOPE SEEDING USING NATIVE GRASSES SHALL BE USED UNDER JUTE NETTING OR STRAW MATS PRIOR TO PLACEMENT.
- 13. FILL SLOPES OR AREAS SHALL BE VERTICALLY TRACK WALKED PRIOR TO EROSION CONTROL PLACEMENT. STRAW MULCH, JUTE NETTING, STRAW MAT, HYDROSEEDING OR OTHER STANDARD EROSION CONTROL PRACTICE SHALL BE EMPLOYED DURING THE RAINY SEASON. SLOPES SHALL BE SEED TO PRIOR TO PLACEMENT OF JUTE NETTING OR STRAW MAT. STRAW MULCH SHALL BE SPREAD NO DEEPER THAN 4" AND TRACK WALKED OR CRIMPED IN. EROSION CONTROL FENCING SHALL BE PLACED AT THE BOTTOM OF SLOPES NEAR CREEKS OR SENSITIVE HABITAT AREAS. ALL FILL SLOPES BE PROTECTED FROM WASHOUT CAUSED BY ROAD RUNOFF OR RUN-ON.
- 14. TEMPORARY OR PERMANENT DOWNDRAINS SHALL BE INSTALLED TO CONVEY WATER AWAY FROM CUT AND FILL AREAS. TEMPORARY DRAIN DRAIN INLETS SHALL BE ANCHORED (I.E. SANDBAGS) TO PREVENT FAILURE. DRAIN DRAIN OUTLETS SHALL BE DIRECTED TO A MINIMUM OF TWO HAY BALES SET AT 45 DEGREES. ALL HAY BALES MUST BE ANCHORED TO PREVENT MOVEMENT OR UNDERCUTTING. ALL INLETS SHALL BE PROTECTED WITH HAY BALES OR FILTER FABRIC TO REMOVE LARGE SEDIMENT PARTICLES.
- 15. SILT FENCE AND/OR STRAW BALES SHALL BE USED TO ABSORB OR REDUCE THE VELOCITY WATER AND TO PROTECT AREAS FROM DEVELOPING RILLS OR GULLIES. SILT FENCE SHALL BE PLACED A MAXIMUM OF 3' FROM PROPERTY LINE BELOW DISTURBED AREAS, IF JUTE NET OR STRAW MAT IS NOT USED ON SLOPES OR HYDROSEEDING HAS RECENTLY BEEN USED.
- 16. FINAL EROSION CONTROL MEASURES (RE-VEGETATION) SHALL BE IN PLACE NO LATER THAN 30 DAYS AFTER COMPLETION OF GRADING, UNLESS THE GRADED AREAS ARE COVERED WITH IMPERVIOUS OR OTHER IMPROVED SURFACES AUTHORIZED BY APPROVED PLANS.

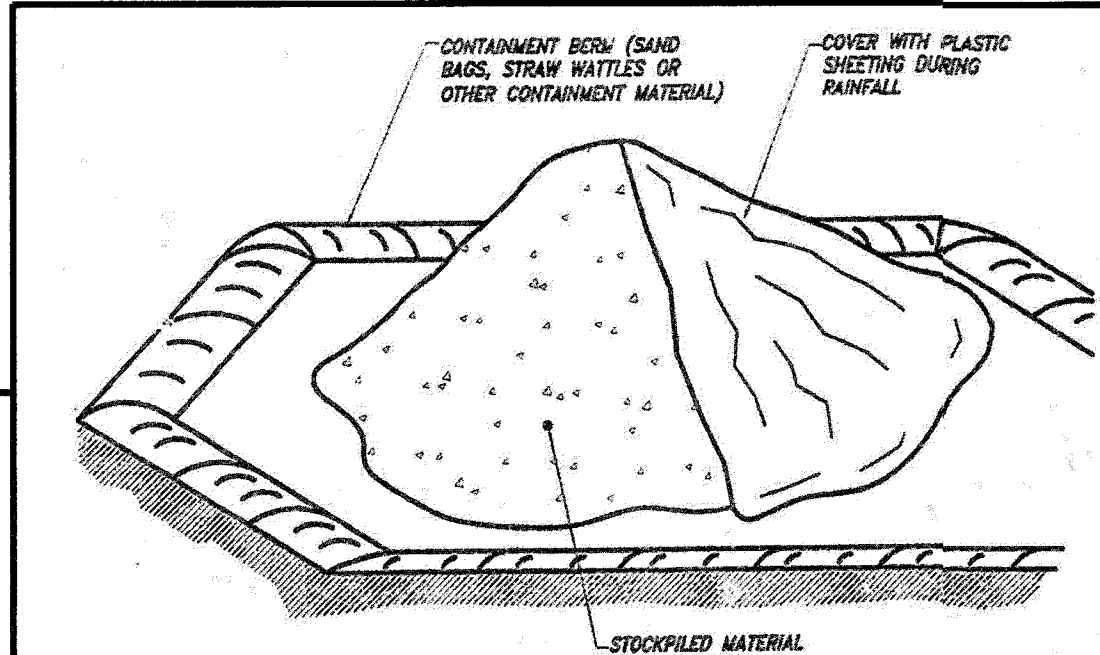
GRADING AND EROSION CONTROL NOTES

- 1. ALL GRADING CONSTRUCTION SHALL CONFORM TO THE APPLICABLE CODES AS NOTED.
- 2. DUST CONTROL IS TO BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION.
- 3. AREAS OF FILL SHALL BE SCARIFIED, BENCHED, AND RECOMPACTED PRIOR TO REPLACING FILL, AND OBSERVED BY A SOILS OR CIVIL ENGINEER.
- 4. FILL MATERIAL SHALL BE COMPACTED TO 90% OF MAXIMUM DENSITY.
- 5. REMOVE ANY DELETERIOUS MATERIAL ENCOUNTERED BEFORE PLACING FILL.
- 6. MINIMUM SETBACK TO CREEKS AND BLUFFS SHALL BE MAINTAINED. MINIMUM SETBACK OF TWO FEET FROM ALL PROPERTY LINES WILL BE MAINTAINED FOR ALL GRADING.
- 7. AN APPROVED EROSION CONTROL PLAN WILL BE REQUIRED TO BE SUBMITTED, APPROVED AND IMPLEMENTED SHOULD GRADING OCCUR BETWEEN OCTOBER 15TH AND APRIL 15TH.
- 8. A SOILS ENGINEER SHALL DETERMINE THAT THE SOIL IS SUITABLE TO SUPPORT THE INTENDED STRUCTURE. A REPORT SHALL BE SUBMITTED TO THE FIELD INSPECTOR PRIOR TO THE FINAL INSPECTION. THE REPORT SHALL INCLUDE PROGRESS AND/OR COMPACTION REPORTS. THE COUNTY POLICY REGARDING PAD CERTIFICATION SHALL BE FOLLOWED. WHEN APPLICABLE THE ENGINEER SHALL OBSERVE THE GRADING OPERATION(S) AND PROVIDE THE FIELD INSPECTOR WITH REQUIRED COMPACTION REPORTS AND A REPORT STATING THAT THE GRADING PERFORMED HAS BEEN OBSERVED AND IS IN CONFORMANCE WITH THE CBC AND COUNTY ORDINANCES.
- 9. ENGINEERING REPORTS FOR CUT OR FILL SLOPES STEEPER THAN TWO HORIZONTAL TO ONE VERTICAL (2:1) SHALL BE SUBMITTED TO THE FIELD INSPECTOR.



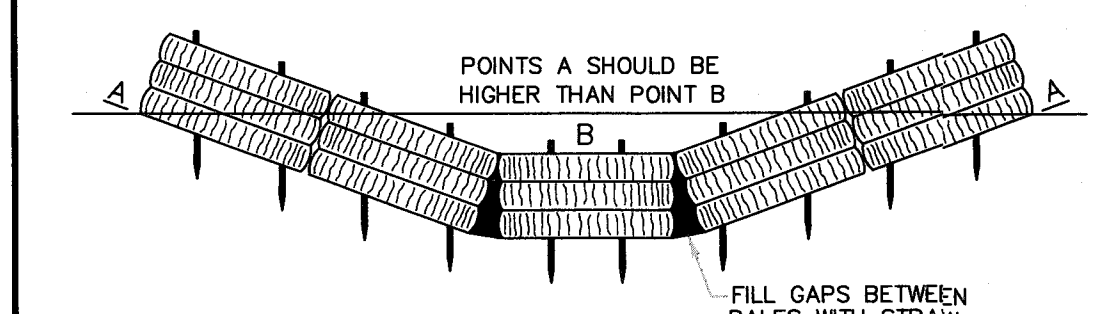
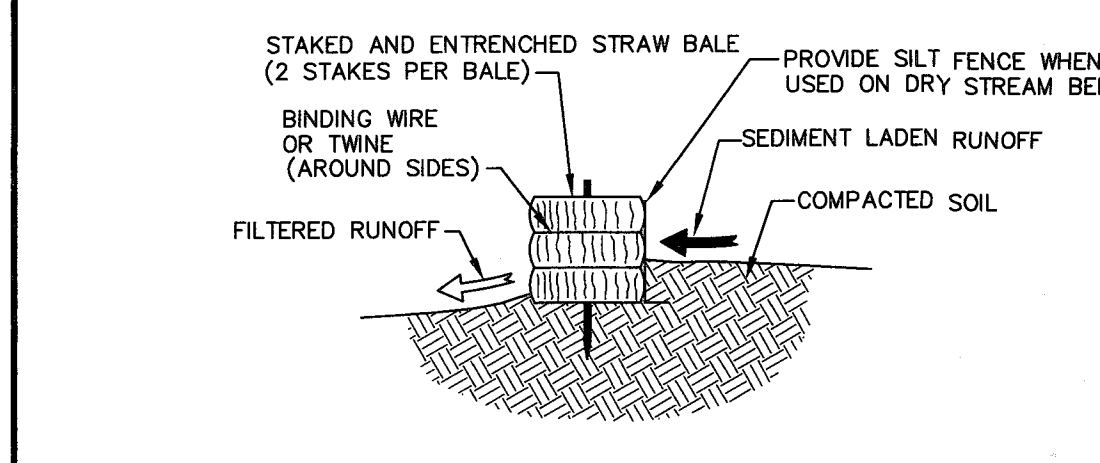
- CWA INSTALLATION NOTES**
1. SEE PLAN VIEW FOR:
 - CWA INSTALLATION LOCATION.
 2. DO NOT LOCATE AN UNLINED CWA WITHIN 400' OF ANY NATURAL DRAINAGE PATHWAY OR WATERBODY. DO NOT LOCATE WITHIN 1,000' OF ANY WELLS OR DRINKING WATER SOURCES. IF SITE CONSTRAINTS MAKE THIS UNFEASIBLE, OR IF HIGHLY PERMEABLE SOILS EXIST ON SITE, THE CWA MUST BE INSTALLED WITH AN IMPERMEABLE LINER (1/8 IN. MIN. THICKNESS) OR SURFACE STORAGE ALTERNATIVES USING PREFABRICATED CONCRETE WASHOUT DEVICES OR A LINED ABOVE GROUND STORAGE ARE SHOULD BE USED.
 3. THE CWA SHALL BE INSTALLED PRIOR TO CONCRETE PLACEMENT ON SITE.
 4. CWA SHALL INCLUDE A FLAT SUBSURFACE PIT THAT IS AT LEAST 8' BY 8' SLOPES LEADING OUT OF THE SUBSURFACE PIT SHALL BE 3:1 OR FLATTER. THE PIT SHALL BE AT LEAST 3' DEEP.
 5. BERM SURROUNDING SIDES AND BACK OF THE CWA SHALL HAVE MINIMUM HEIGHT OF 1'.
 6. VEHICLE TRACKING PAD SHALL BE SLOPED 2% TOWARDS THE CWA.
 7. SIGNS SHALL BE PLACED AT THE CONSTRUCTION ENTRANCE AT THE CWA, AND ELSEWHERE AS NECESSARY TO CLEARLY INDICATE THE LOCATION OF THE CWA TO OPERATORS OF CONCRETE TRUCKS AND PUMP RIGS.
 8. USE EXCAVATED MATERIAL FOR PERIMETER BERM CONSTRUCTION.

CONCRETE WASHOUT AREA 8



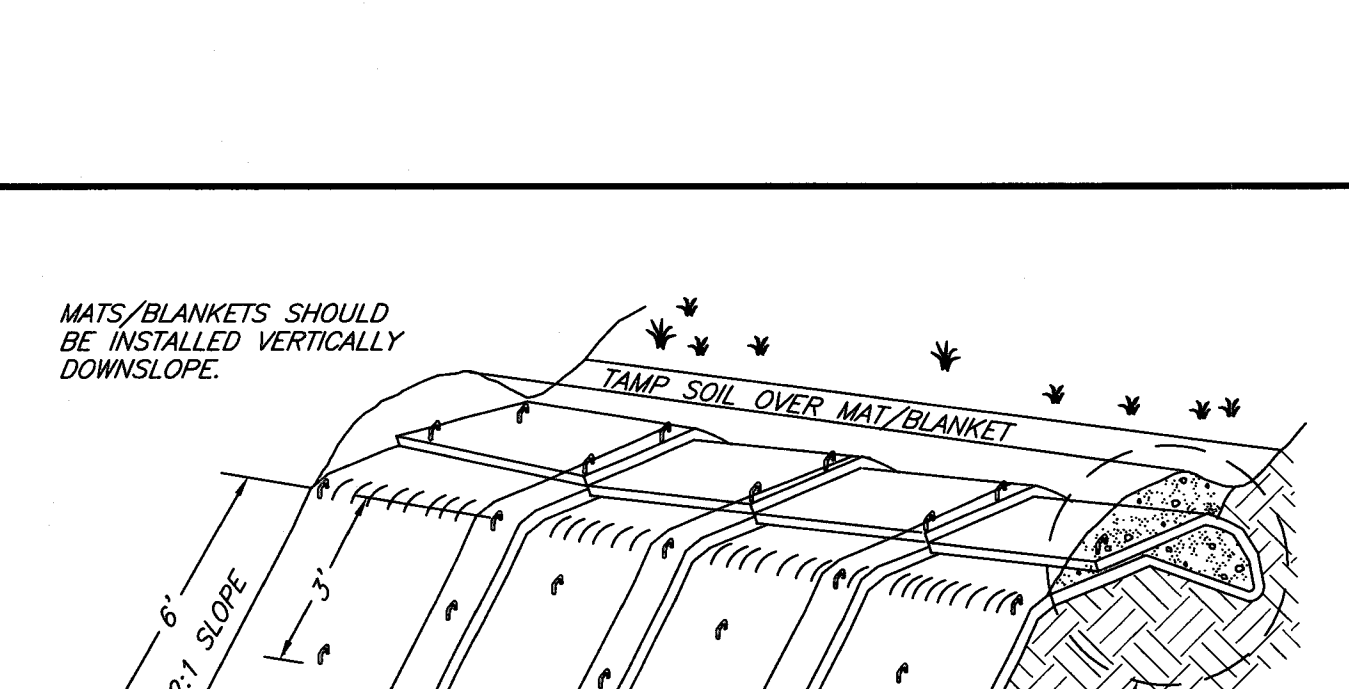
- NOTES:**
1. SOIL, SAND AND OTHER CONSTRUCTION MATERIALS PLACED IN THE STREET OR ON OTHER IMPERVIOUS SURFACES MUST BE CONTAINED WITH SAND BAGS OR OTHER CONTAINMENT MATERIAL TO PREVENT IRRIGATION TO STORM DRAIN INLETS AND WATERCOURSES.
 2. ANY CONSTRUCTION MATERIAL STORED OR STOCKPILED ON THE SITE SHALL BE PROTECTED FROM WIND AND WATER FORCES.
 3. IT MAY BE NECESSARY TO COVER STOCKPILED MATERIALS WITH PLASTIC SHEETING TO PROTECT AGAINST RAINFALL AND EROSION.

STOCKPILE/MATERIAL STORAGE CONTAINMENT AREA 7

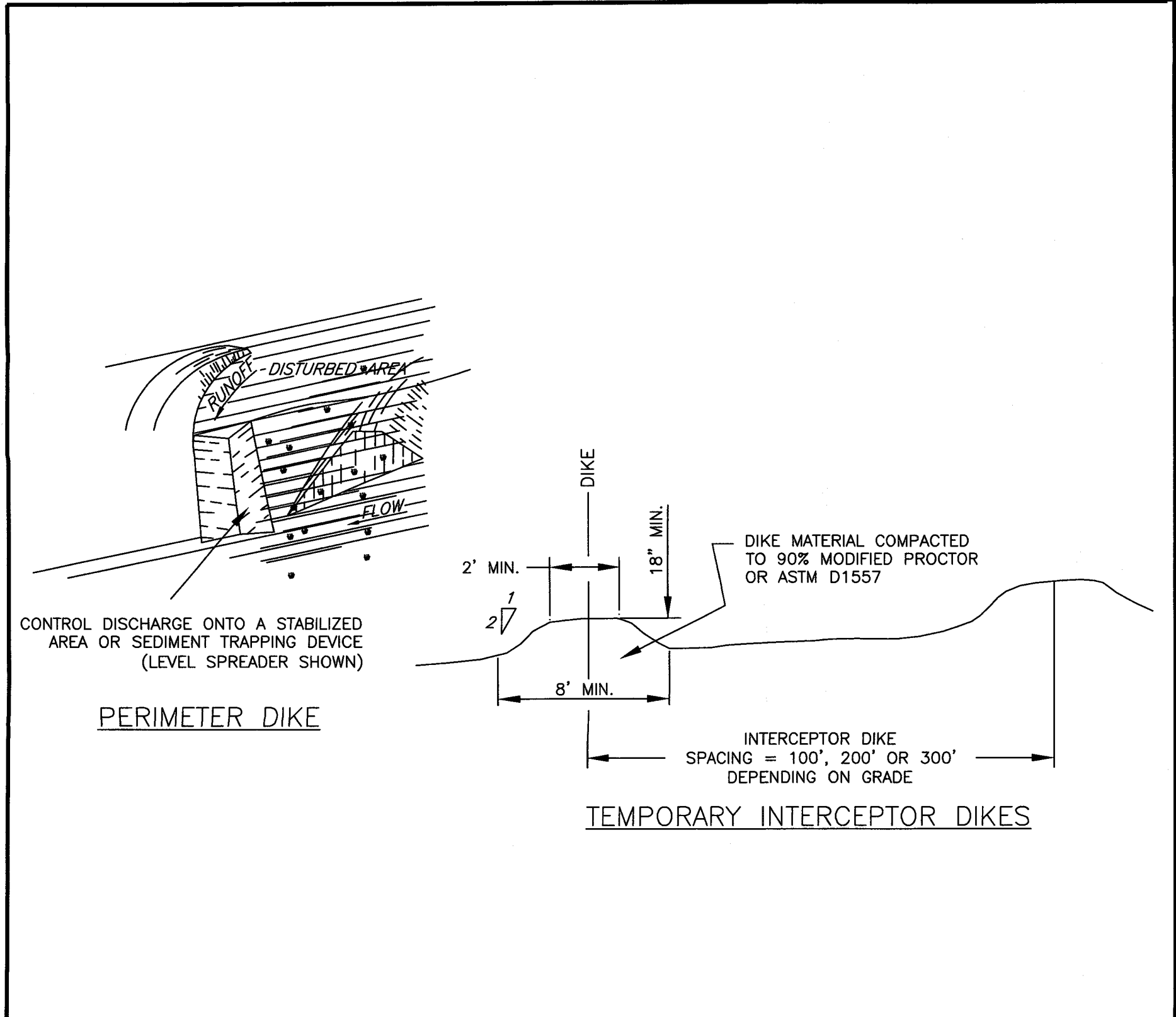


STRAW BALE BARRIER 6

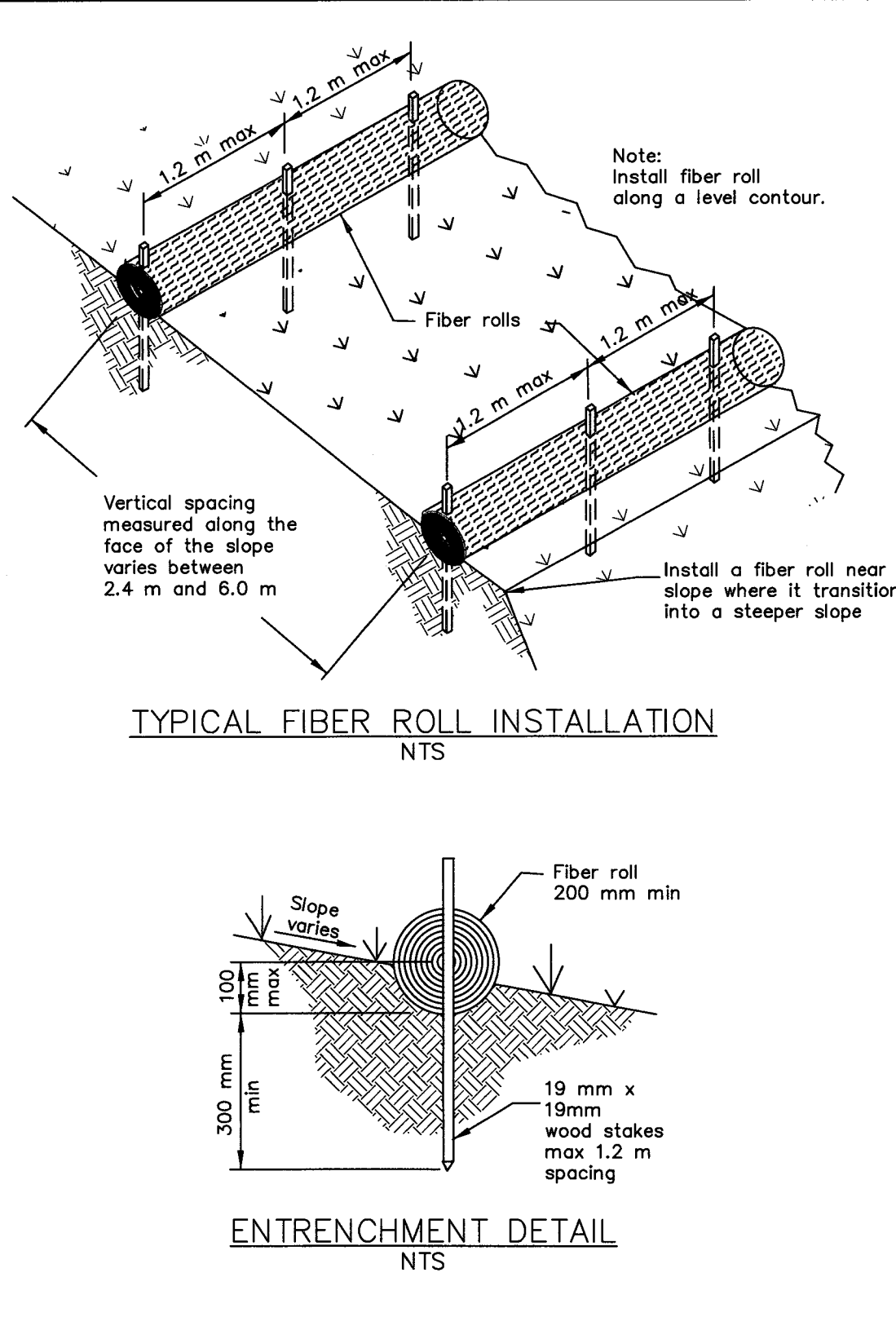
EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES MUST BE IN PLACE AND FUNCTIONAL PRIOR TO THE FIRST INSPECTION. NO INSPECTIONS CAN BE PERFORMED IF THEY ARE NOT IN PLACE OR HAVE FAILED TO PROVIDE EROSION CONTROL. FAILURE TO MAINTAIN EROSION CONTROL MEASURES ARE INSPECTIONS TO BE DELAYED UNTIL EROSION CONTROL MEASURES ARE FUNCTIONAL. CONTACT SCOTT YOUNG (805) 467-3300 FOR IMPLEMENTATION AND MONITORING.



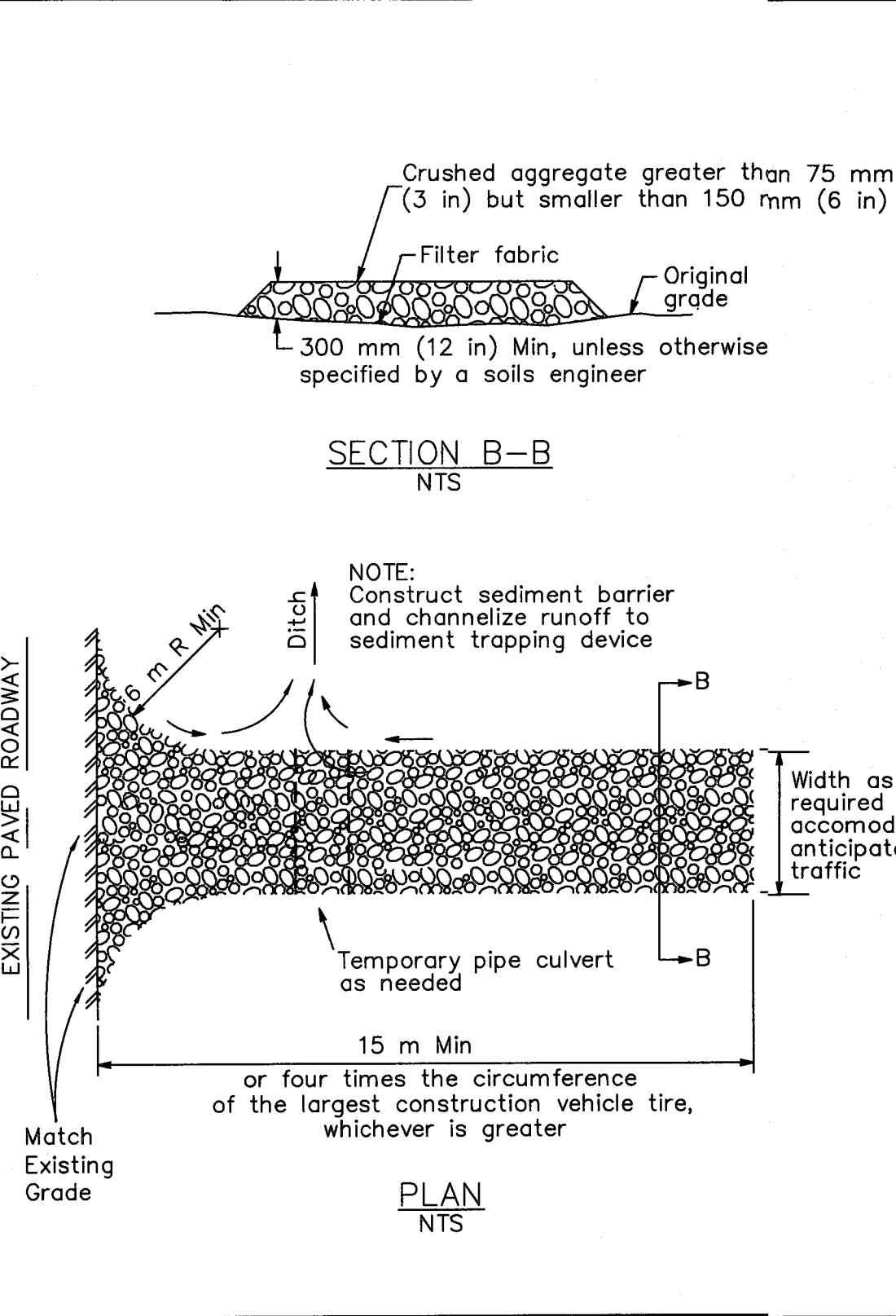
TYPICAL SLOPE SOIL STABILIZATION 5



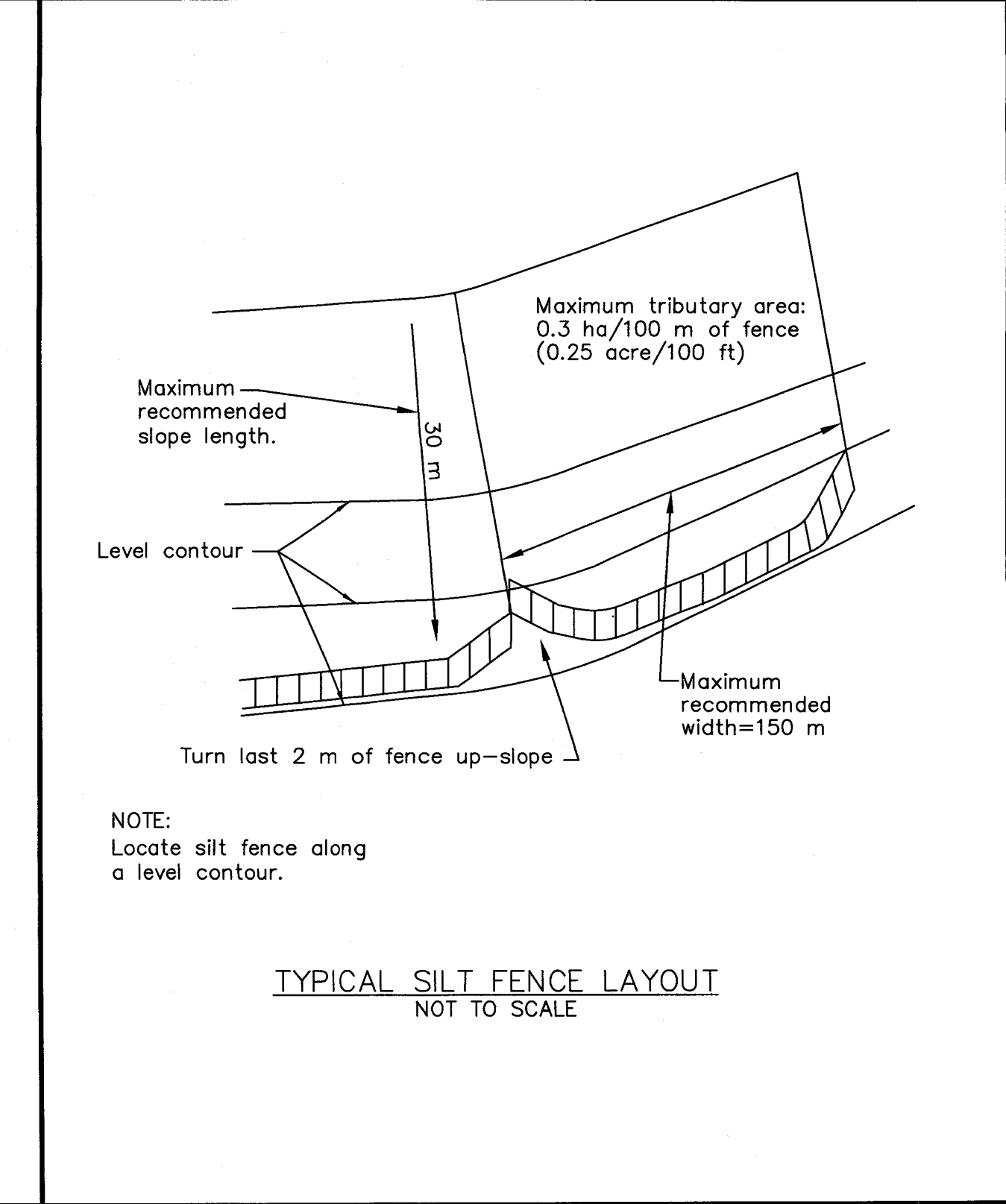
EARTH DIKES 4



FIBER ROLL 3



CONSTRUCTION ENTRANCE 2

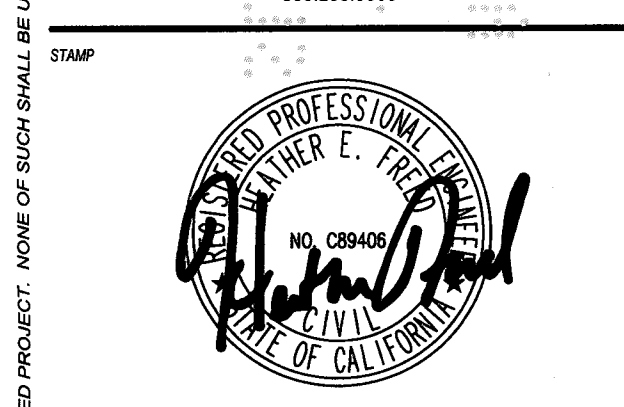


SILT FENCE 1

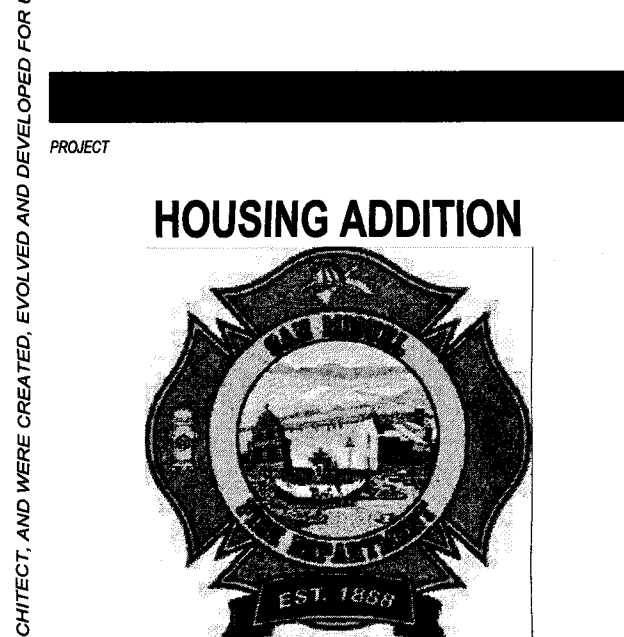


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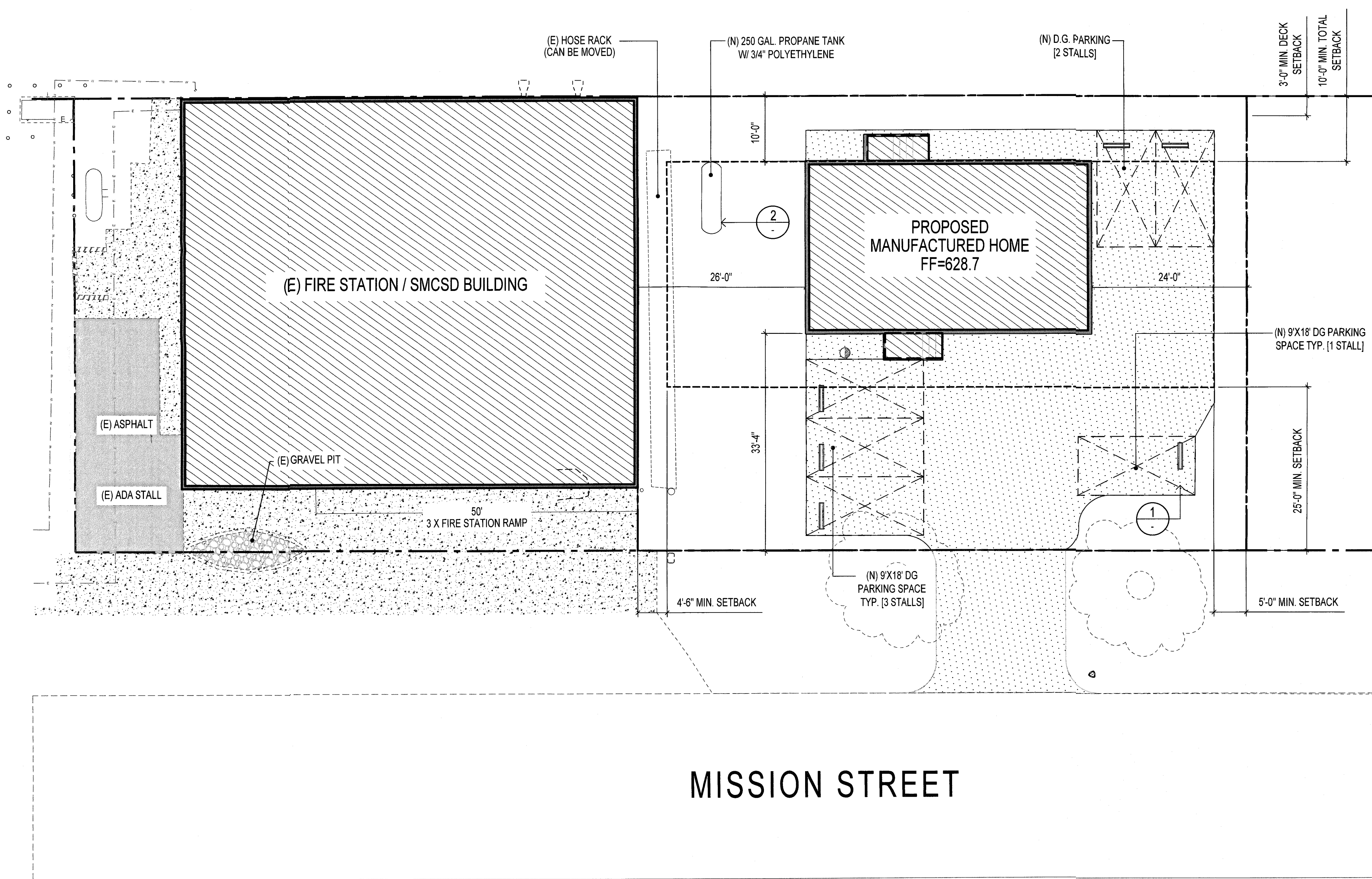
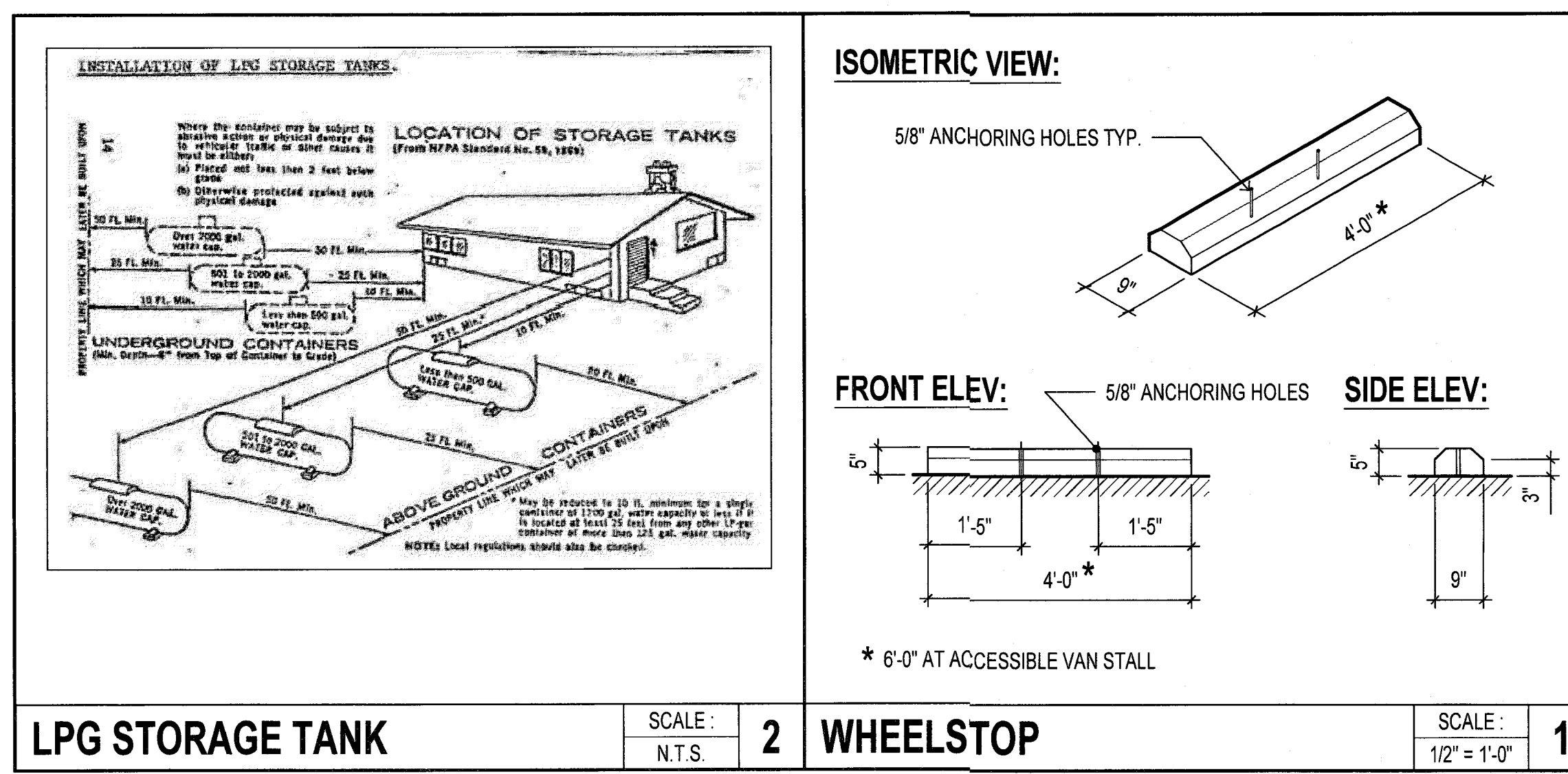


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SAN MIGUEL FIRE DEPT.
 1144 MISSION STREET
 SAN MIGUEL, CA 93451
 APN : 021-221-016, 021-221-015

PROJECT NUMBER	21-402.04	
NO.	DESCRIPTION	DATE
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DRAWN BY	HEF	HEF
CHECKED BY	HEF	HEF
SHEET CONTENTS	EROSION CONTROL NOTES	
SHEET NUMBER	EC-1	



- LEGEND**
- EXISTING ASPHALT CONCRETE PARKING AREA PER PLAN + NOTES (COORD. w/ CIVIL)
 - EXISTING CONCRETE SIDEWALK AREAS PER PLAN + NOTES (COORD. w/ CIVIL)
 - SITE SETBACKS PER CBC AND LOCAL ORDINANCE
 - NEW DECOMPOSED GRANITE AREAS PER PLAN + NOTES (COORD. w/ CIVIL)

- GENERAL NOTES**
- WALKS AND SIDEWALKS SHALL BE A MINIMUM OF 48" CLEAR IN WIDTH AND HAVE A CONTINUOUS COMMON SURFACE NOT INTERRUPTED BY STEPS OR BY ABRUPT CHANGES IN LEVEL EXCEED 1/4" IN HEIGHT.
 - WHEN ABRUPT CHANGES IN LEVEL EXCEEDING 1/4" OCCUR, THEY SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1:2, EXCEPT THAT CHANGES NOT EXCEEDING 1/4" MAY BE VERTICAL.
 - OBSTRUCTIONS OVERHANGING WALKWAYS SHALL BE AT LEAST 80" CLEAR ABOVE THE WALKING SURFACE. OBSTRUCTIONS SHALL NOT REDUCE THE WALK CLEAR WIDTH BY MORE THAN 12."
 - PARKING SPACES, ACCESS AISLES, AND VEHICULAR ROUTES SERVING THEM SHALL PROVIDE A VERTICAL CLEARANCE OF 98" MINIMUM.
 - ALL ACCESSIBLE AREAS, PEDESTRIAN WALKS AND SIDEWALKS SHALL BE SLIP-RESISTANT AND NOT ACCUMULATE WATER.



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HOUSING ADDITION FOR:

SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN : 021-221-015 & -016

PROJECT NUMBER: 24-400.01

NO.	DESCRIPTION	DATE
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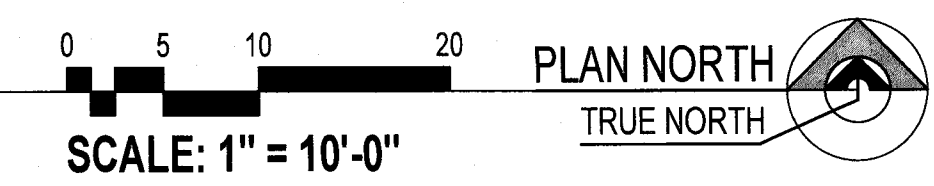
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SHEET CONTENTS

SITE PLAN + DETAILS

A1.0

SITE PLAN



4-4 Structural Skirting.

4-4.1. Structural skirting may be used to anchor a manufactured dwelling and to replace recessed perimeter piers. Structural skirting may be constructed on site or prefabricated.

4-4.2. Structural skirting shall be installed according to the following and Figure 4-4.2:

- (1) Structural skirting shall fit tight to the footing and to the bottom of the manufactured dwelling floor.
- (2) The skirting shall be supported by a concrete foundation footing or slab.
- (3) The framework shall be made of wood or metal and have top and bottom plates and vertical studs spaced at 16 in. on center.
- (4) The bottom plate shall be foundation grade pressure treated lumber attached to a concrete footing with 1/2 in. x 7 in. foundation bolts or other approved anchoring devices at 6 ft. on center and beginning within 12 in. from each end.

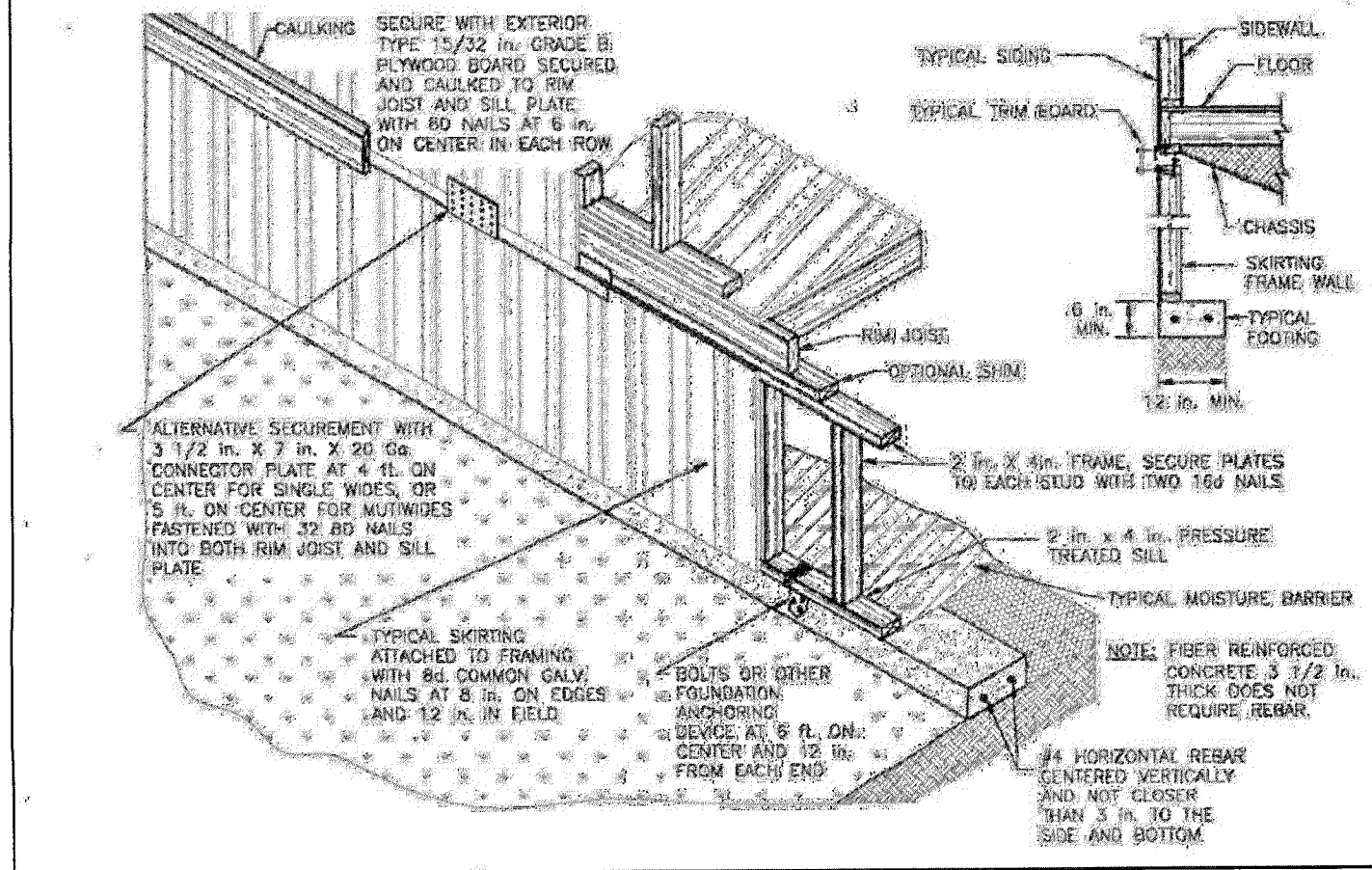
(5) The top plate shall be attached to the under side of the manufactured dwelling floor joists. Shimming may be permitted between outriggers and other permanent obstructions.

(6) The framework shall be covered on the outside with a minimum of 1/2 in. CDX plywood sheathing rated for ground contact, or equal material.

(7) Up to 6 in. of unbalanced fill may be supported by this type skirting.

(8) Skirting shall not be braced horizontally against the manufactured dwelling chassis or any part of the manufactured dwelling foundation system.

(9) Sheathing or siding shall be secured to the framework according to the sheathing or siding manufacturer's installation instructions.



SCALE: N.T.S. 2

SKIRT DETAIL



ADDENDUM TO INSTALLATION INSTRUCTIONS FOR MULTI-SECTION HOMES WITH SINGLE MATING WALLS

CONNECT ROOF:

Check to make sure the ceiling joint is flush before installing the connections. If not, use a jack and tee to raise whichever ceiling is low, starting at the front and working to the rear of the home. Fasten the roof along the marriage line using one of the methods below for either double or triple-section homes.

Make roof structural connections in double or triple-section homes according to the method described below.

Install fasteners through ridge beam.

To obtain access into the ceiling cavity, fold back the underlayment paper and remove the 16" wide sheathing panel(s) at the peak. The beam halves may be bolted or lag screwed together. Install bolts or lag screws at 24" o.c. with 6 additional bolts/lags over interior beam supports (Figure 1). Pre-drill 1/4" pilot holes for lag screws at 1-1/2" down from the top of the beam and with a maximum offset from horizontal of 45 degrees. Use fastener sizes as specified in Table 1 below. Stagger fasteners on each side of the marriage line. Spacing indicated is on-center, both sides of ridge. Fasteners may be installed from one-side of ridge beam only.

NOTE: (1) When beam support consists of a column instead of centerline bearing wall, use 6 bolts/lags at 3" o.c. each side of column. (2) Beam marked with paint at column locations.

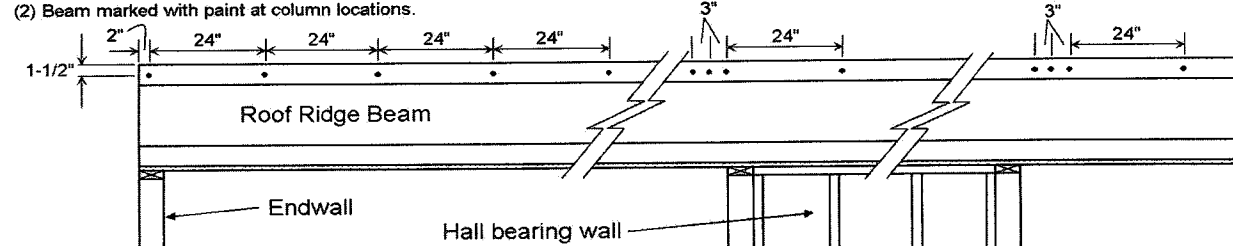
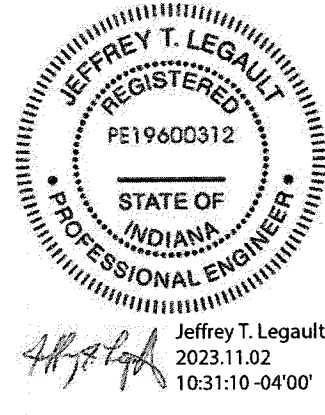


FIGURE 1

TABLE 1. ROOF CONNECTION SPECIFICATIONS

Type	Size	Spacing
Bolts with washers both sides	3/8" x 4-1/2"	24 in.
Lag Screws with washers	3/8" x 5"	24 in.



Applicable to:
20', 24', 28' and 42' Wide Units
20, 30 & 40 PSF Roof Zones
Wind Zone I

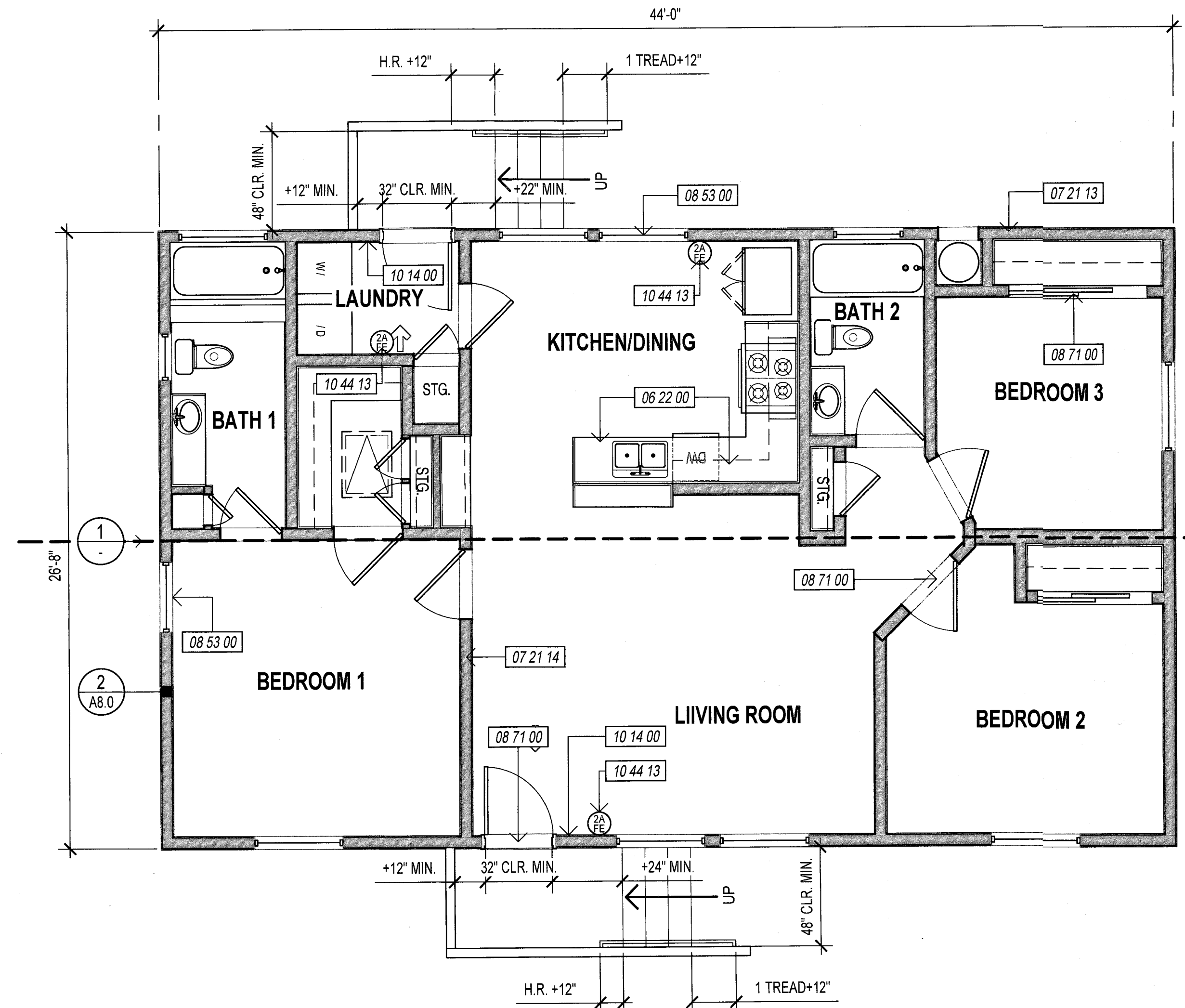
Notes:
1) For all other requirements refer to the Skyline Homes Manufactured Home Installation Manual.
2) Applicable to Wind Zone I only.
7-302-92-001 and 004.

Sec. 4
Ill. 51 Page 167

MULTI-WIDE CONNECTION LINE

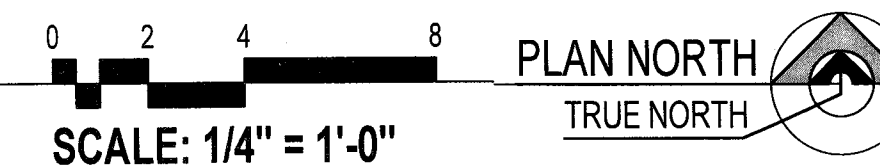
SCALE: N.T.S. 1

*PER MOBILE HOME MANUFACTURER



FLOOR PLAN LAYOUT

ALL DIMENSIONS ARE TO FACE-OF-STUD UNLESS NOTED OTHERWISE.



GENERAL NOTES

- MOISTURE CONTENT OF BUILDING MATERIALS USED IN WALL AND FLOOR FRAMING IS CHECKED BEFORE ENCLOSURE
- AN OPERATION AND MAINTENANCE MANUAL SHALL BE PROVIDED TO THE BUILDING OCCUPANT OWNER.

INSULATION (PER T24 SHEETS)

- PAPER-FACED INSULATION IS PROHIBITED IN ATTICS OR OTHER VENTILATED SPACES
- REFER TO TITLE 24 REPORT FOR MORE INFORMATION.

WATER HEATERS:

- ALL WATER HEATERS TO BE ANCHORED OR STRAPPED TO RESIST HORIZONTAL DISPLACEMENT DUE TO EARTHQUAKE MOTION
- WATER HEATERS SHALL BE SELF-VENTILATED PACKAGE UNITS.

FINISHES:

- ADHESIVES, SEALANTS, AND CAULKS SHALL BE COMPLIANT WITH PRODUCT-WEIGHTED MIR LIMITS FOR ROC AND OTHER TOXIC COMPOUNDS

- AEROSOL PAINTS AND OTHER COATINGS SHALL BE COMPLIANT WITH PRODUCT-WEIGHTED MIR LIMITS FOR ROC AND OTHER TOXIC CHEMICALS

- DOCUMENTATION SHALL BE PROVIDED TO VERIFY THAT COMPLIANT VOC-LIMIT FINISHED MATERIALS HAVE BEEN USED.

ANNULAR SPACES AROUND PIPES, ELECTRIC CABLES, CONDUITS OR OTHER OPENINGS IN PLATES AT EXTERIOR WALLS SHALL BE PROTECTED AGAINST THE PASSAGE OF RODENTS BY CLOSING SUCH OPENINGS WITH CEMENT MORTAR, CONCRETE MASONRY, OR SIMILAR METHODS ACCEPTABLE TO THE ENFORCING AGENCY.

ALL EXTERIOR DOORS SHALL COMPLY WITH THE FOLLOWING:

THE EXTERIOR SURFACE OR CLADDING SHALL BE IGNITION RESISTANT OR OF NON-COMBUSTIBLE MATERIAL, OR 20 MIN. RATED, OR 1 3/8" MIN SOLID CORE WOOD OR PANEL DOORS. RAISED PANELS ARE TO BE 1 1/4" THICK MIN TAPERING TO NOT LESS THAN 3/8" THICK. SHALL BE TESTED TO MEET THE PERFORMANCE REQUIREMENTS OF SFI STANDARD 12-7A-1.

WATER USE REQUIREMENTS PER 2019 CALIFORNIA STATE PLUMBING CODE (CPC 407.0 - 420.0):
SHOWERHEADS = 1.8 GPM @ 80 PSI
LAVS (NON RESI) = 0.5 GPM @ 60 PSI
LAV FAUCETS (RESI) = 1.2 GPM @ 60 PSI
KITCHEN FAUCETS = 1.8 GPM @ 60 PSI
WATER CLOSETS = 1.28 GALLONS / FLUSH
URINALS (FLOOR-MOUNTED) = 0.5 GALLONS / FLUSH
URINALS (WALL-MOUNTED) = 0.125 GALLONS / FLUSH

INSTALL PERMANENT PAPER TOWEL AND SOAP DISPENSERS @ ALL HAND SINKS.

EACH KITCHEN SHALL HAVE AN EXHAUST FAN DUCTED TO THE OUTSIDE WITH A MINIMUM VENTILATION RATE OF 100 CFM. THE DUCTING SHALL BE SIZED ACCORDING TO ASHRAE STANDARD 62.2 TABLE 7.1

ACCESSIBLE COUNTER TO BE 34" HIGH AND 24" DEEP MAX.

STAIRS:

- CBC 2019 718.2.4 STAIRWAYS: FIREBLOCKING SHALL BE PROVIDED IN CONCEALED SPACES BETWEEN STAIR STRINGERS AT THE TOP AND BOTTOM OF THE RUN. ENCLOSED SPACES UNDER STAIRWAYS SHALL COMPLY WITH SECTION 1011.7.3

- CBC 2019 1011.5.2 RISER HEIGHT AND TREAD DEPTH: STAIR RISER HEIGHTS SHALL BE 7 INCHES MAXIMUM AND 4 INCHES MINIMUM. THE RISER HEIGHT SHALL BE MEASURED VERTICALLY BETWEEN THE NOSINGS OF ADJACENT TREADS. RECTANGULAR TREAD DEPTHS SHALL BE 11 INCHES MINIMUM MEASURED HORIZONTALLY BETWEEN THE VERTICAL PLANES OF THE FOREMOST PROJECTION OF ADJACENT TREADS AND AT A RIGHT ANGLE TO THE TREAD'S NOSING.
- CBC 2019 1011.5.4 DIMENSIONAL UNIFORMITY: STAIR TREADS AND RISERS SHALL BE OF UNIFORM SIZE AND SHAPE. THE TOLERANCE BETWEEN THE LARGEST AND SMALLEST RISER HEIGHT OR BETWEEN THE LARGEST AND SMALLEST TREAD DEPTH SHALL NOT EXCEED 3/8 INCH IN ANY FLIGHT OF STAIRS. THE GREATEST WINDER TREAD DEPTH AT THE WALKLINE WITHIN ANY FLIGHT OF STAIRS SHALL NOT EXCEED THE SMALLEST BY MORE THAN 3/8 INCH.
- CBC 2019 11B-504.4.1 CONTRASTING STRIPE: INTERIOR STAIRS SHALL HAVE THE UPPER APPROACH AND LOWER TREAD MARKED BY A STRIPE PROVIDING CLEAR VISUAL CONTRAST. EXTERIOR STAIRS SHALL HAVE THE UPPER APPROACH AND ALL TREADS MARKED BY A STRIPE PROVIDING CLEAR VISUAL CONTRAST. THE STRIPE SHALL BE A MINIMUM OF 2 INCHES WIDE TO A MAXIMUM OF 4 INCHES WIDE PLACED PARALLEL TO, AND NOT MORE THAN 1 INCH FROM, THE NOSE OF THE STEP OR UPPER APPROACH. THE STRIPE SHALL EXTEND THE FULL WIDTH OF THE STEP OR UPPER APPROACH AND SHALL BE OF MATERIAL THAT IS AT LEAST AS SLIP RESISTANT AS THE OTHER TREADS OF THE STAIR. A PAINTED STRIPE SHALL BE ACCEPTABLE. GROOVES SHALL NOT BE USED TO SATISFY THIS REQUIREMENT.

- CBC 2019 1011.5.5 NOSING AND RISER PROFILE: NOSINGS SHALL HAVE A CURVATURE OR BEVEL OF NOT LESS THAN 1/16 INCH BUT NOT MORE THAN 9/16 INCH FROM THE FOREMOST PROJECTION OF THE TREAD. RISERS SHALL BE SOLID AND VERTICAL OR SLOPED UNDER THE TREAD ABOVE FROM THE UNDERSIDE OF THE NOSING ABOVE AT AN ANGLE NOT MORE THAN 30 DEGREES FROM THE VERTICAL.
- CBC 2019 1011.5.5.1 NOSING PROJECTION SIZE: THE LEADING EDGE (NOSINGS) OF TREADS SHALL PROJECT NOT MORE THAN 1/14 INCHES BEYOND THE TREAD BELOW.
- CBC 2019 1011.5.5.2 NOSING PROJECTION UNIFORMITY: NOSING PROJECTIONS OF THE LEADING EDGES SHALL BE OF UNIFORM SIZE, INCLUDING THE PROJECTIONS OF THE NOSING'S LEADING EDGE OF THE FLOOR AT THE TOP OF A FLIGHT.
- CBC 2019 1011.5.5.3 SOLID RISERS: RISERS SHALL BE SOLID.
- CBC 2019 1011.3 HEADROOM: STAIRWAYS SHALL HAVE A HEADROOM CLEARANCE OF NOT LESS THAN 80 INCHES MEASURED VERTICALLY FROM A LINE CONNECTING THE EDGE OF THE NOSINGS, SUCH HEADROOM SHALL BE CONTINUOUS ABOVE THE STAIRWAY TO THE POINT WHERE THE LINE INTERSECTS THE LANDING BELOW, ONE TREAD DEPTH BEYOND THE BOTTOM RISER. THE MINIMUM CLEARANCE SHALL BE MAINTAINED THE FULL WIDTH OF THE STAIRWAY AND LANDINGS.
- CBC 2019 1127A.6 LOCKERS: 1127A.6.1 GENERAL: WHERE LOCKERS ARE PROVIDED FOR RESIDENTS OR GUESTS, AT LEAST ONE LOCKER AND NOT LESS THAN 1 PERCENT OF ALL LOCKERS SHALL BE ACCESSIBLE TO PERSONS WITH DISABILITIES.

WALL LEGEND

W1 EXT. WALL: 2x6 DF FRAMING FULL HEIGHT 06 00 00

W2 INT. WALL: 2x4 DF FRAMING FULL HEIGHT 06 00 00

W3 INT. WALL: 2x6 DF FRAMING FULL HEIGHT 06 00 00

W4 INT. WALL: 2x8 DF FRAMING FULL HEIGHT 06 00 00

WALL MOUNTED FIRE EXTINGUISHER MINIMUM RATING OF 2A10BC.4A10BC (AS NOTED) MOUNT +40" TO TOP OF UNIT

ATTIC ACCESS PER CRC R807.1 (22"x30" MIN) (30" CLR. HD. RM. MIN)

CONSTRUCTION NOTES

DIV 06 WOOD, PLASTICS + COMPOSITES

06 00 00 WOOD STUD FRAMING THROUGHOUT
SEE LEGEND ABOVE. COORDINATE w/ STRUCTURAL DRAWINGS
06 22 00 MILLWORK PER PLAN
+34" MAX. A.F.F. COUNTERTOP SURFACE,
27" UNDER-COUNTER CLEAR HEIGHT

DIV 07 THERMAL + MOISTURE PROTECTION

07 21 10 CONC SLAB PER STRUCTURAL SHEETS
07 21 13 INSULATION AT EXTERIOR WALLS PER T-24
07 21 14 3-1/2" SOUND BATT AT ALL INTERIOR WALLS AND DEMISING WALLS

DIV 08 OPENINGS

08 53 00 WINDOWS PER HOME MANUFACTURER PLANS
08 71 00 DOORS + HARDWARE PER HOME MANUFACTURER PLANS

DIV 09 FINISHES

09 20 00 GYPSUM BOARD PER M.H. MANUFACTURER PLANS
09 65 20 FLOORING PER HOME MANUFACTURER PLANS
09 65 21 BASE PER HOME MANUFACTURER PLANS
09 91 23 PAINT AND PRIMER PER HOME MANUFACTURER PLANS

DIV 10 SPECIALTIES

10 14 00 ROOM SIGNAGE, EXIT SIGNAGE, ADA SIGNS
10 44 13 FIRE EXTINGUISHER AT EACH EXIT (WALL-MOUNTED). SELECT PER CALIFORNIA CODE OF REGULATIONS, TITLE 19, DIVISION 1, CHAPTER 3. PROVIDE 30" X 48" CLEAR AREA PER PLAN.

DIV 12 FURNISHINGS

12 00 00 MOVEABLE FURNITURE (INSTALLED BY TENANT)
ADA REQUIREMENTS -
MIN. CLEAR WIDTH: 60" X 19"
MIN. UNDER-COUNTER CLR HT: 27"
MAX. COUNTERTOP HT.: 30"-34"

DIV 22 PLUMBING

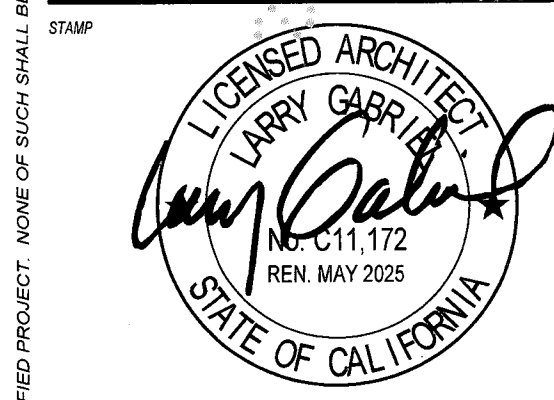
22 42 13 PLUMBING FIXTURES PER PLUMBING PLANS



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PASO ROBLES OFFICE
500 10TH STREET
PASO ROBLES, CA 93446
805.238.9600



CONSULTANT

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN: 021-221-015 & -016

PROJECT NUMBER: 24-000-01

NO.	DESCRIPTION	DATE
1	PC04 SUBMITTAL SET	06-14-2024
2		
3		
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10		

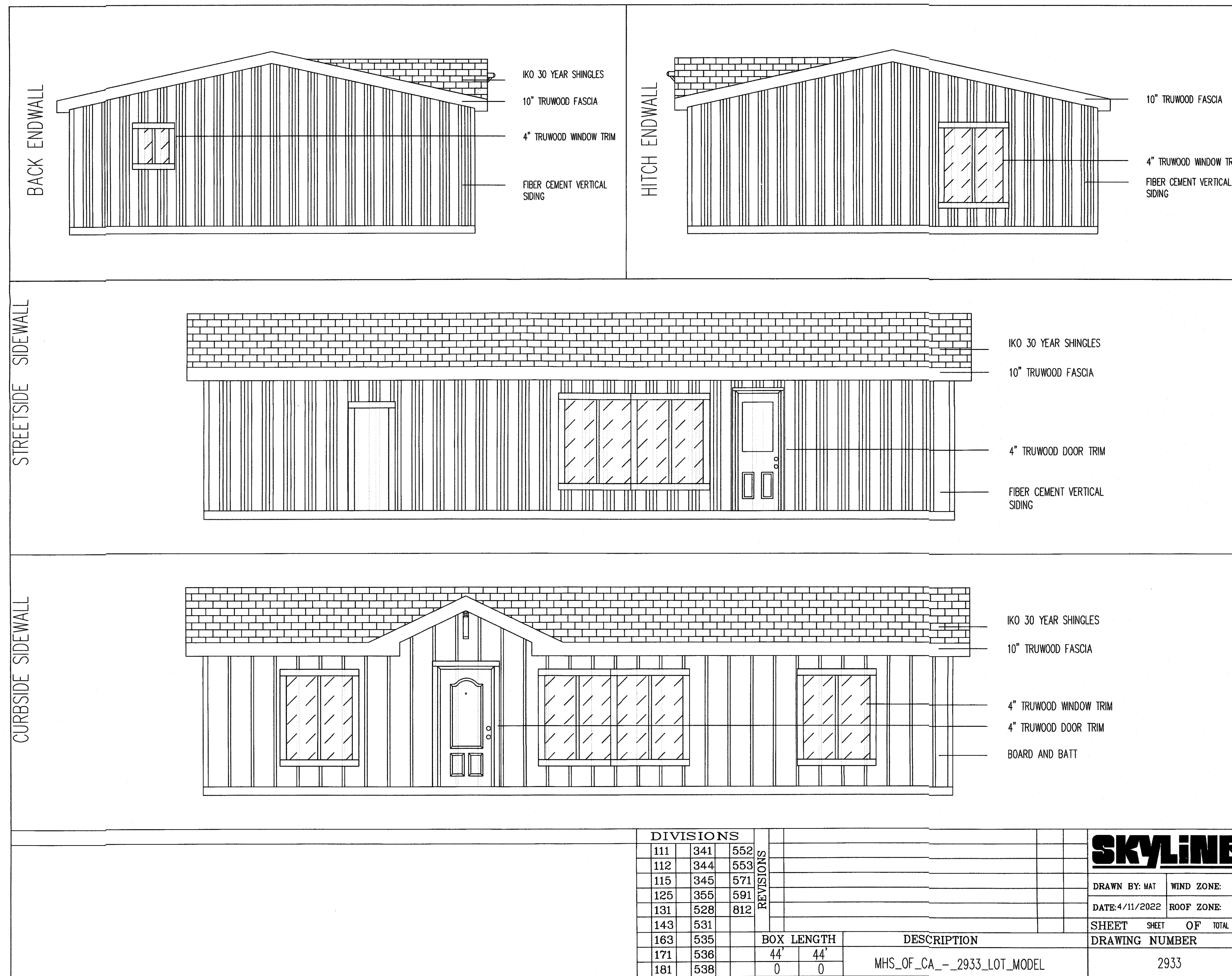
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SHEET CONTENTS

FLOOR PLAN

SHEET NUMBER

A2.0

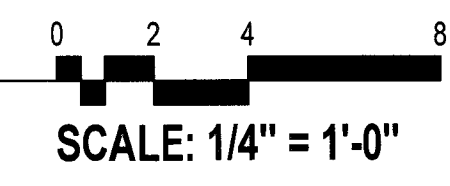


DIVISIONS			BOX LENGTH		DESCRIPTION	DRAWING NUMBER
111	341	552	44'	44'		
112	344	553	0	0	MHS_OF_CA_-_2933_LOT_MODEL	2933
115	345	571				
125	355	591				
131	528	812				
143	531	812				
163	535					
171	536					
181	538					



DRAWN BY: MAT	WIND ZONE:
DATE: 4/11/2022	ROOF ZONE:
SHEET	SHEET OF TOTAL
DRAWING NUMBER	

EXTERIOR ELEVATIONS



CONSTRUCTION NOTES

DIV 06 WOOD, PLASTICS, COMPOSITES
06 46 00 FRAMING PER M.H. MANUFACTURER

DIV 07 THERMAL + MOISTURE PROTECTION
07 00 00 WATERPROOFING PER M.H. MANUFACTURER

DIV 08 OPENINGS
08 31 13 PROVIDE 18" WIDE BY 24" TALL UNDER-FLOOR ACCESS DOOR IN CRIPPLE WALL. PROVIDE 6X8 D.F. #1 HEADER MINIMUM ABOVE UNDER-FLOOR ACCESS OPENING.
08 50 00 WINDOWS PER M.H. MANUFACTURER
08 71 00 DOORS + HARDWARE PER M.H. MANUFACTURER

DIV 09 FINISHES
09 91 13 EXTERIOR FINISHES PER M.H. MANUFACTURER

DIV 26 ELECTRICAL
26 56 00 LIGHTING AND POWER PER M.H. MANUFACTURER

FOUNDATION VENTILATION CALCULATIONS

1. AREA UNDERFLOOR = 1173 SF

2. AREA TO VENT = $\frac{1173 \text{ SF}}{150} = 7.82 \text{ SF}$
 $7.82 \text{ SF} \times 144 = 1126.08 \text{ in}^2$

3. VENT AREA REQUIRED = 1126.08 in²

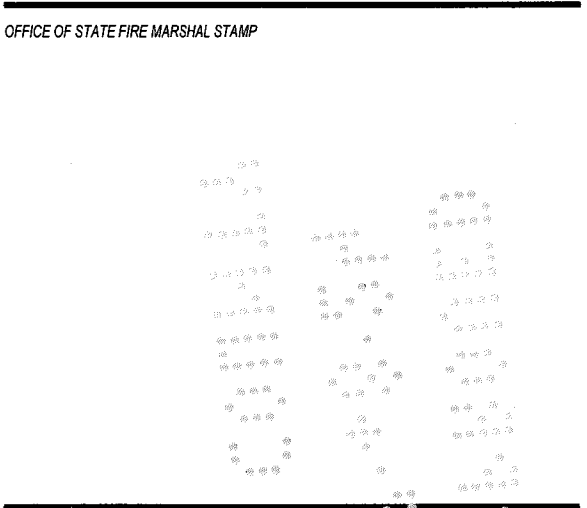
4. VENT AREA PROVIDED = GIBRALTAR 14"x8" VENT [TW148] @ 71 in² NFVA PER VENT:
 $71 \text{ in}^2 \times 16 = 1136 \text{ in}^2$
 $1136 \text{ in}^2 > 1126.08 \text{ in}^2$

NOTES:

- VENTILATION OPENINGS SHALL BE COVERED FOR THEIR HEIGHT AND WIDTH WITH CORROSION-RESISTANT WIRE MESH, WITH THE LEAST DIMENSION NOT GREATER THAN 1/8" INCH (3.2 MM).
- THE TOTAL AREA OF VENTILATION OPENINGS IS PERMITTED TO BE REDUCED TO 1/1,500 OF THE UNDER-FLOOR AREA WHERE THE GROUND SURFACE IS COVERED WITH A CLASS I VAPOR RETARDER MATERIAL AND THE REQUIRED OPENINGS ARE PLACED SO AS TO PROVIDE CROSS VENTILATION OF THE SPACE. THE INSTALLATION OF OPERABLE LOUVERS SHALL NOT BE PROHIBITED.

WILDLAND URBAN INTERFACE NOTES

- SPACES AT EAVE ENDS SHALL BE CONSTRUCTED TO PREVENT THE INTRUSION OF FLAMES AND EMBERS AND BE FIRE-STOPPED WITH NON-COMBUSTIBLE BIRDSTOP, OR HAVE ONE LAYER OF NO. 72 ASTM CAP SHEET INSTALLED OVER THE COMBUSTIBLE DECKING
- EXPOSED VALLEY FLASHINGS SHALL BE AT LEAST NO. 26-GAUGE CORROSION-RESISTANT METAL INSTALLED OVER A MINIMUM 36"-WIDE UNDERLAYMENT CONSISTING OF ONE LAYER OF NO. 72 ASTM CAP SHEET RUNNING THE FULL LENGTH OF THE VALLEY



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530 10TH STREET
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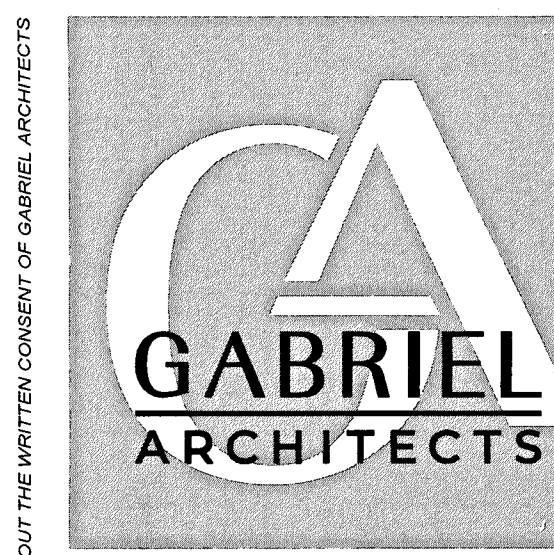
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NO.	DESCRIPTION	DATE
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EXTERIOR ELEVATIONS

SHEET NUMBER

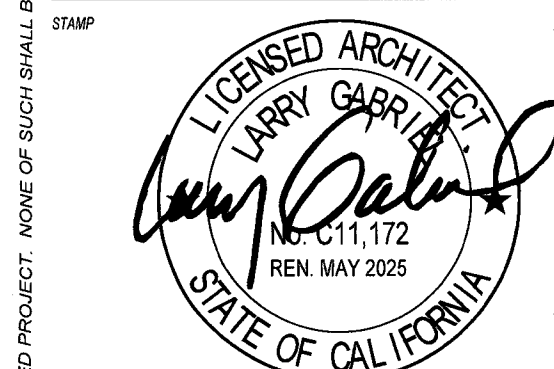
A 6.0



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CONTRACT

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
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APN: 021-221-015 & 016

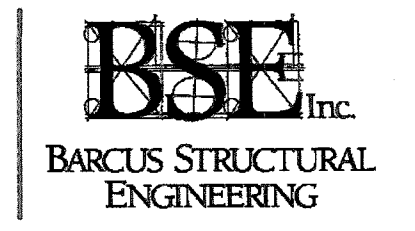
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STRUCTURAL SPECS + DATA, PIER LAYOUT PLAN + DETAILS

SHEET NUMBER

7500 North Palm Avenue
Suite 200 / Fresno, CA 93711
office 559.261.8585
fax 559.261.8580
website www.BarcusEng.com



S1.0

1. PLANS AND CALCULATIONS FOR THE STRUCTURAL DESIGN WERE BASED UPON:

- 2022 CALIFORNIA BUILDING CODE
- ASCE STANDARD 7-16
- DRAWINGS BY AED DRAFTING SERVICES, INC., JOB No. 22060 DATED MAY 17, 2023
- VARIOUS CENTRAL PIERS APPROVALS BY ROCK SOLID ENGINEERING
- SKYLINE CENTERLINE SUPPORT REQUIREMENTS (DWS #28-1051-060)
- INSTALLATION MANUAL
- GEOTECHNICAL REPORT BY BEACON GEOTECHNICAL, INC; F-102712, DATED JULY 28, 2021

2. DESIGN DATA IS AS FOLLOWS:

VERTICAL

ROOF LIVE LOAD 20 PSF (REDUCIBLE)
ROOF DEAD LOAD 15 PSF
FLOOR LIVE LOAD 40 PSF
FLOOR DEAD LOAD 10 PSF
WALL DEAD LOAD 10 PSF

LATERAL

SEISMIC BASE SHEAR COEFFICIENT
 $V = C_s W$
 $C_s = (S_{ds}) / (R/I) = 0.28$
SEISMIC DESIGN CATEGORY = D
 $I = 1.5$ (OCCUPANCY IMPORTANCE FACTOR)
 $R = 4.0$ (LIGHT-FRAMED SYSTEM USING FLAT STRAP BRACING)
 $S_1 = 0.45, S_2 = 1.85, S_{d1} = 0.56$
 $S_3 = 1.21, F_a = 1.20, S_{d3} = 1.02$
SOIL SITE CLASS "D"

WIND PRESSURE: ASCE 7-16, ENVELOPE PROCEDURE (PART 2)
 $F_s = \lambda K_{zt} F_{base}$
 $\lambda = 1.21$ (EXPOSURE CATEGORY C)
 $K_{zt} = 1.0$
 $F_{base} =$ VARIES PER STRUCTURE LOCATION/ELEMENT
 $V = 103$ MPH FOR RISK CATEGORY IV BUILDINGS AND OTHER STRUCTURES

FOUNDATIONS

BEARING PRESSURES 1,650 PSF (DEAD + LIVE LOADING)
2,200 PSF (DEAD + LIVE + SEISMIC/WIND LOADING)
0.34
FRICTION COEFFICIENT 0.34
EQUIVALENT PASSIVE PRESSURE 275 PCF
EQUIVALENT ACTIVE PRESSURE 35 PCF
EQUIVALENT 'AT REST' PRESSURE 35 PCF

GENERAL
THE OWNER SHALL EMPLOY A SPECIAL INSPECTOR DURING CONSTRUCTION ON THE FOLLOWING TYPES OF WORK, AND FOR ANY ADDITIONAL REQUIREMENTS OF THE BUILDING OFFICIAL WHERE APPLICABLE:

GRADING, EXCAVATION & FILLING
PROVIDE PERIODIC INSPECTION DURING GRADING, EXCAVATION AND FILLING OPERATIONS AS SPECIFIED BY THE GEOTECHNICAL REPORT, AND IN CONFORMANCE WITH CBC SECTION 1705.6, UNLESS EXCEPTED BY CBC SECTION 1809.2

TASK

1. VERIFY MATERIALS	PERIODIC
2. VERIFY EXCAVATIONS	PERIODIC
3. CLASSIFICATION AND TESTING	PERIODIC
4. VERIFY LIFTS AND COMPACTION	CONTINUOUS
5. OBSERVE SUBGRADE	PERIODIC

SPECIAL INSPECTOR
THE SPECIAL INSPECTOR SHALL BE A QUALIFIED PERSON WHO SHALL DEMONSTRATE HIS OR HER COMPETENCE, TO THE SATISFACTION OF THE BUILDING OFFICIAL, FOR INSPECTION OF THE PARTICULAR TYPE OF CONSTRUCTION OR OPERATION REQUIRING SPECIAL INSPECTION. THE SPECIAL INSPECTOR OF RECORD MUST BE CERTIFIED BY INTERNATIONAL ACCREDITATION SERVICE (IAS), AND SHALL FURNISH A SPECIAL INSPECTION PROPOSAL OR STATEMENT OF SPECIAL INSPECTIONS BASED UPON THE APPLICABLE DESIGN DRAWINGS, SPECIFICATIONS, AND SPECIAL INSPECTION REQUIREMENTS DESCRIBED HEREIN IN CONFORMANCE WITH CBC CHAPTER 17.

DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR
THE SPECIAL INSPECTOR SHALL OBSERVE THE WORK ASSIGNED FOR CONFORMANCE WITH THE APPLICABLE DESIGN DRAWINGS, SPECIFICATIONS AND SPECIAL INSPECTION PROGRAM AS DEFINED BY CBC SECTION 1704, AS WELL AS SECTION 1705.12 FOR WIND RESISTANCE AND 1705.13 FOR SEISMIC RESISTANCE. THE SPECIAL INSPECTOR SHALL FURNISH INSPECTION REPORTS TO THE BUILDING OFFICIAL, THE OWNER OR OWNER'S DESIGNATED REPRESENTATIVE, THE ARCHITECT OR PROJECT MANAGER, THE ENGINEER, THE CONTRACTOR, AND OTHER PERSONS DESIGNATED BY THE OWNER OR OWNER'S REPRESENTATIVE. ALL DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE CONTRACTOR FOR CORRECTION, AND IF UNCORRECTED TO THE PROPER DESIGN AUTHORITY AND TO THE BUILDING OFFICIAL.

THE SPECIAL INSPECTOR SHALL SUBMIT A FINAL SIGNED REPORT STATING WHETHER THE WORK REQUIRING SPECIAL INSPECTION WAS, TO THE BEST OF THE INSPECTOR'S KNOWLEDGE, IN CONFORMANCE WITH THE APPROVED PLANS AND SPECIFICATIONS AND THE APPLICABLE WORKMANSHIP PROVISIONS OF THE CBC AS REQUIRED BY CBC SECTION 1704.2.4.

DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR
CONTRACTOR SHALL REVIEW AND COMPLY WITH CONTRACTOR RESPONSIBILITIES FOR SPECIAL INSPECTION AS DEFINED BY CBC SECTION 1704.4.

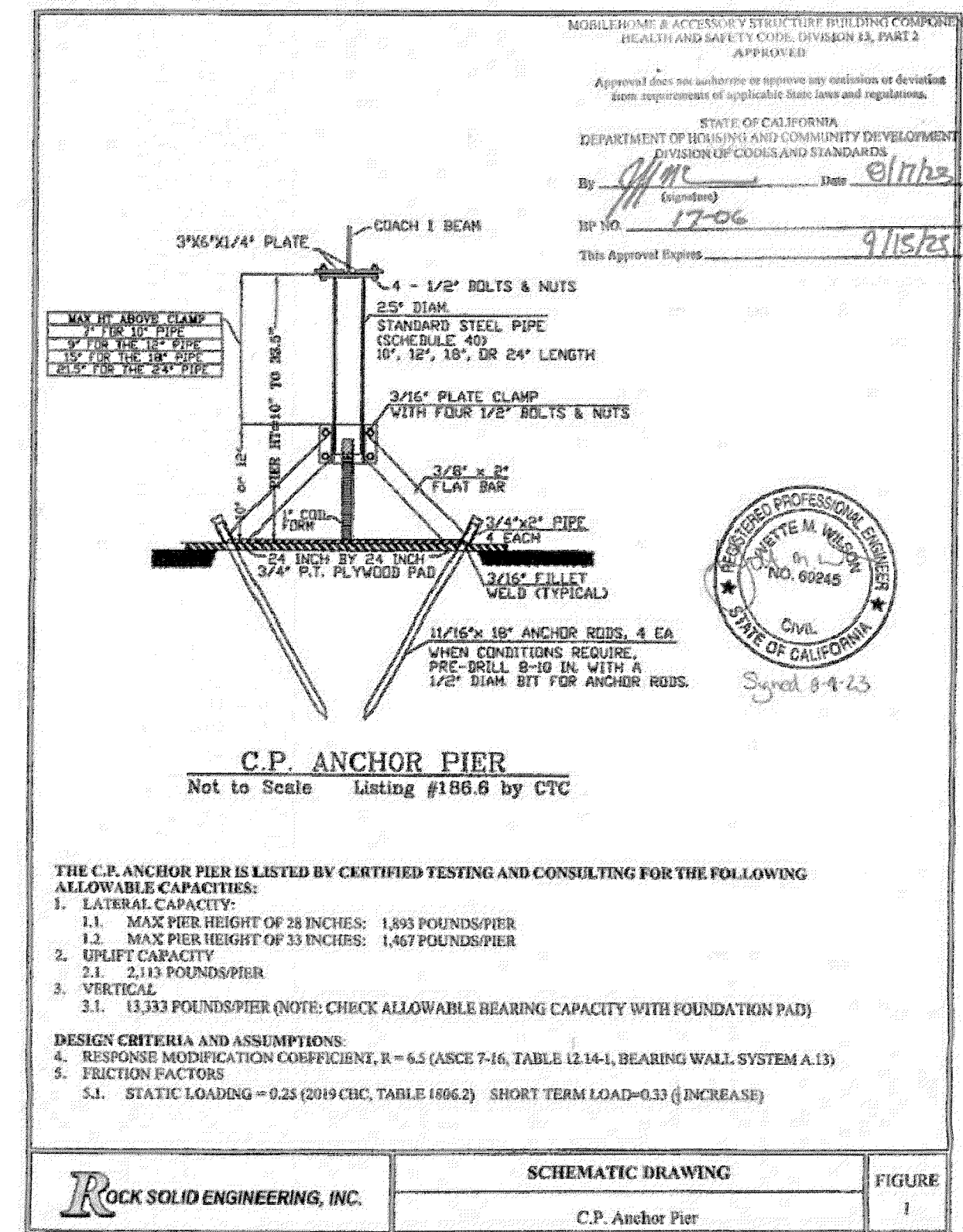
GENERAL
ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE 2022 CALIFORNIA BUILDING CODE (CBC).

REQUESTS FOR SUBSTITUTION
THE CONTRACTOR MAY SUBMIT A REQUEST FOR SUBSTITUTION (RFS) FOR SPECIFIED STRUCTURAL MATERIALS OR PRODUCTS FOR REVIEW BY THE ENGINEER. ANY SUCH RFS SHALL DOCUMENT THE ITEM(S) UNDER CONSIDERATION, THE EFFECTS OF SUBSTITUTION ON COST, PERFORMANCE AND SCHEDULE, AND SHALL INCLUDE RESPECTIVE APPROVAL(S) BY ICC OR RELATED AGENCIES. ALL COSTS INCURRED BY THE ENGINEER AS PART OF ANY RFS SUBMITTAL, SUCH FOR ADDITIONAL RESEARCH, REVIEW OR REDESIGN OF STRUCTURAL ELEMENTS OR SYSTEMS, SHALL BE DIRECTLY REIMBURSED BY THE CONTRACTOR.

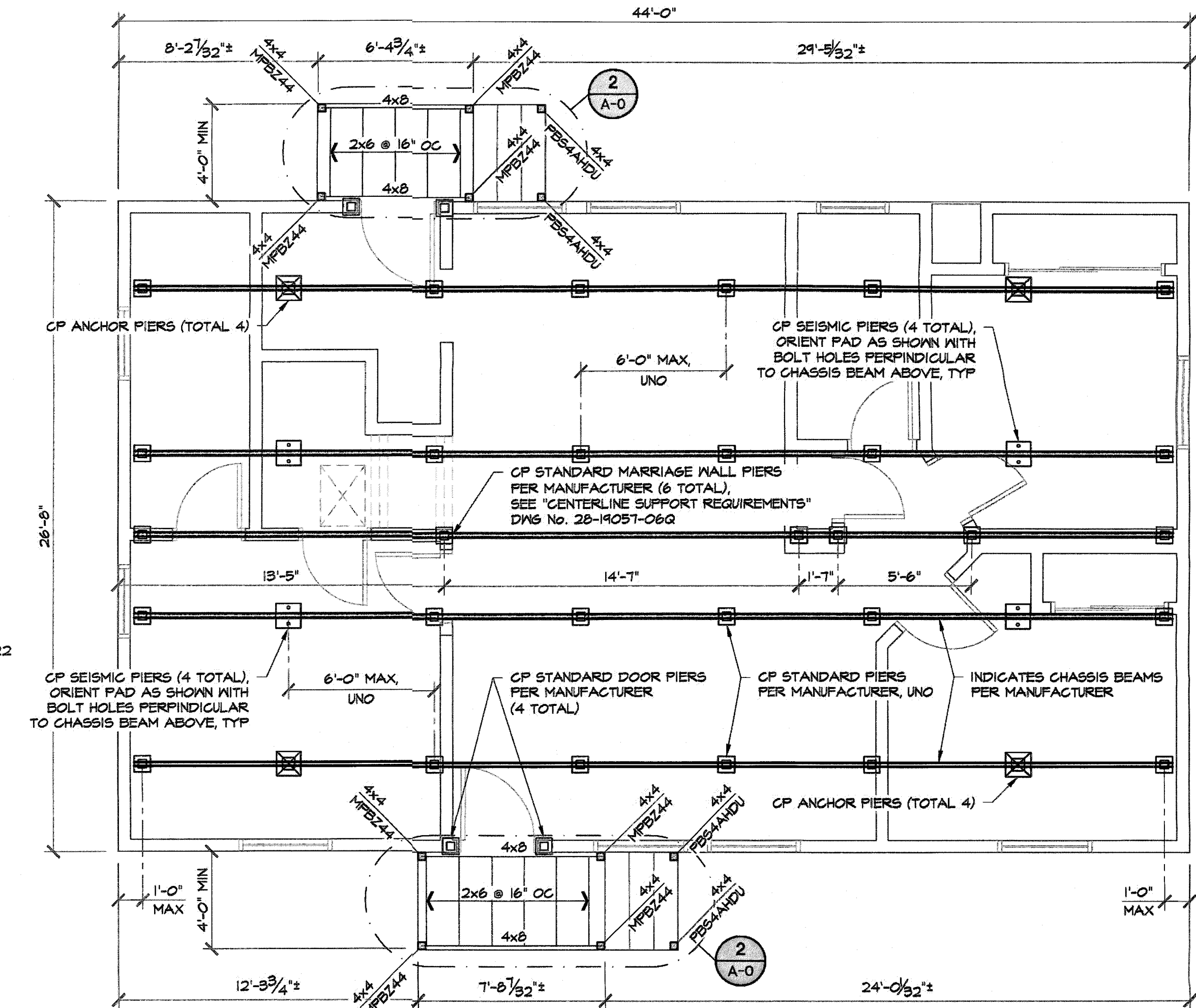
EXISTING CONDITIONS
PRIOR TO ORDERING OR FABRICATING ANY MATERIAL, THE CONTRACTOR SHALL FIELD VERIFY ALL CONTROLLING FIELD DIMENSIONS AND CONDITIONS. ANY DISCREPANCIES BETWEEN THE EXISTING CONDITIONS AND CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT AND ENGINEER. IN ADDITION, THE CONTRACTOR IS ALERTED TO THE POSSIBILITY THAT EXISTING STRUCTURAL MATERIALS UNSUITABLE FOR REUSE DUE TO DETERIORATION MAY BE DISCOVERED DURING THE COURSE OF CONSTRUCTION. THESE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND ENGINEER FOR REVIEW AND APPROVAL OF PROPOSED REPLACEMENT MATERIALS.

CONSTRUCTION LIABILITY
THE CONTRACTOR AND HIS SUBCONTRACTORS AGREE THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONSTRUCTION CONTRACTOR AND HIS SUBCONTRACTORS WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF PROJECT CONSTRUCTION, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT LIMITED TO NORMAL WORKING HOURS; AND THE CONSTRUCTION CONTRACTOR AND HIS SUBCONTRACTORS FURTHER AGREE TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK IN THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.

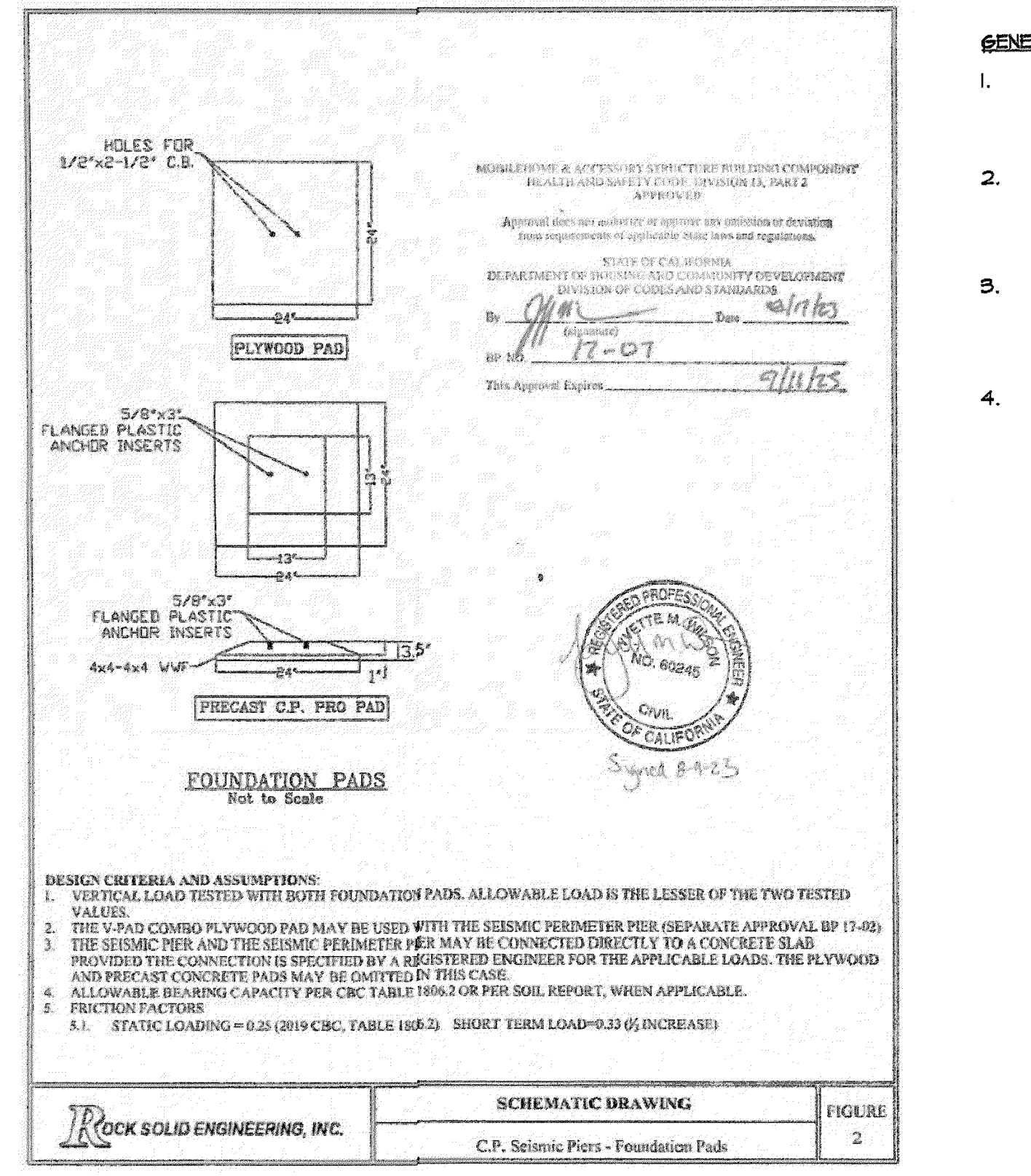
1 STRUCTURAL SPECIFICATIONS 2 SPECIAL INSPECTIONS 3 PROJECT DATA



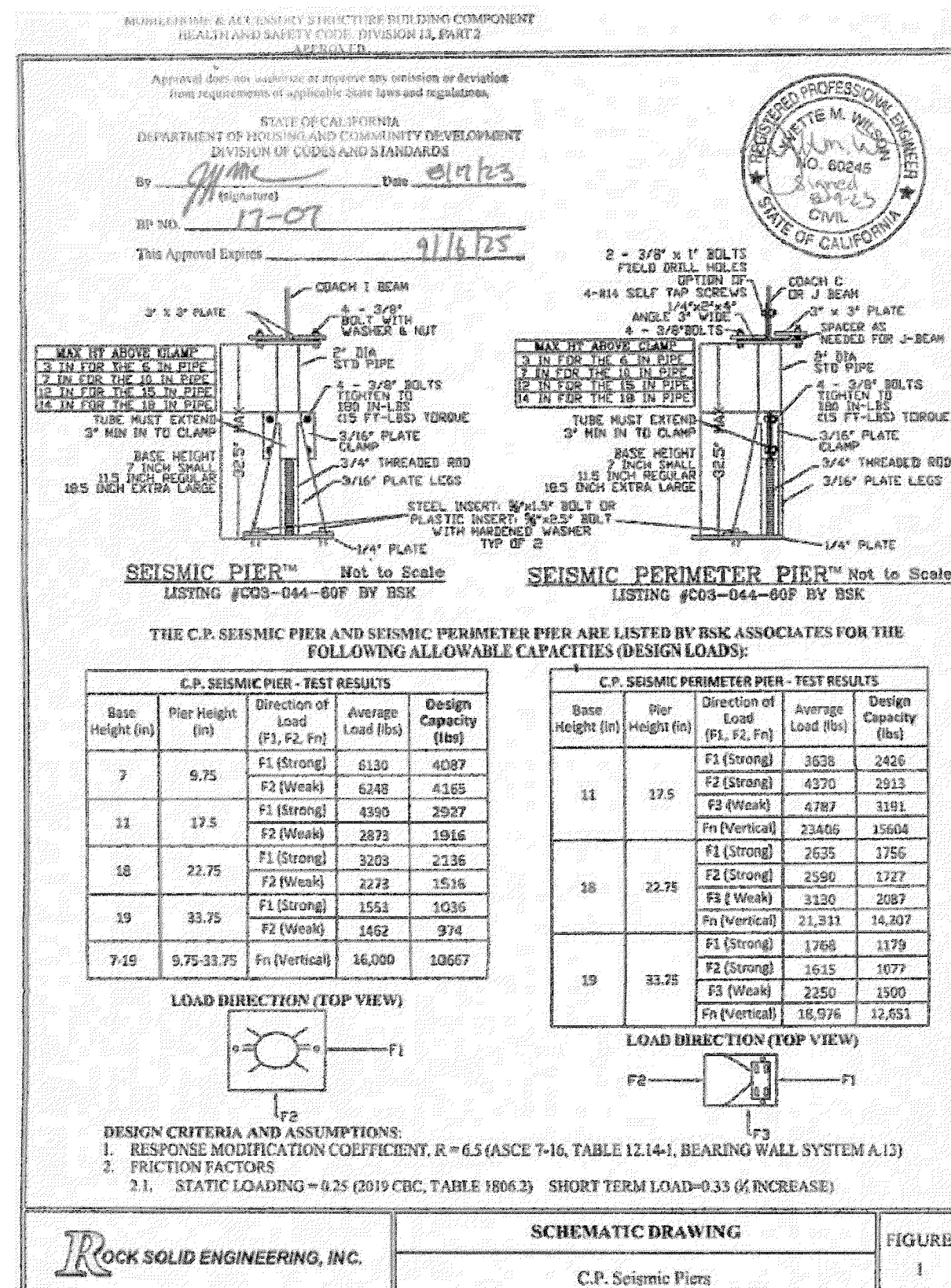
1 CP ANCHOR PIER NTS



PIER LAYOUT PLAN 1/4" = 1'-0"



2 CP SEISMIC PIER NTS

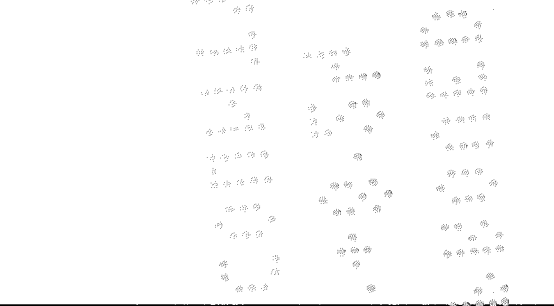


2 CP SEISMIC PIER NTS

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 805 238 9600



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SHEET CONTENTS

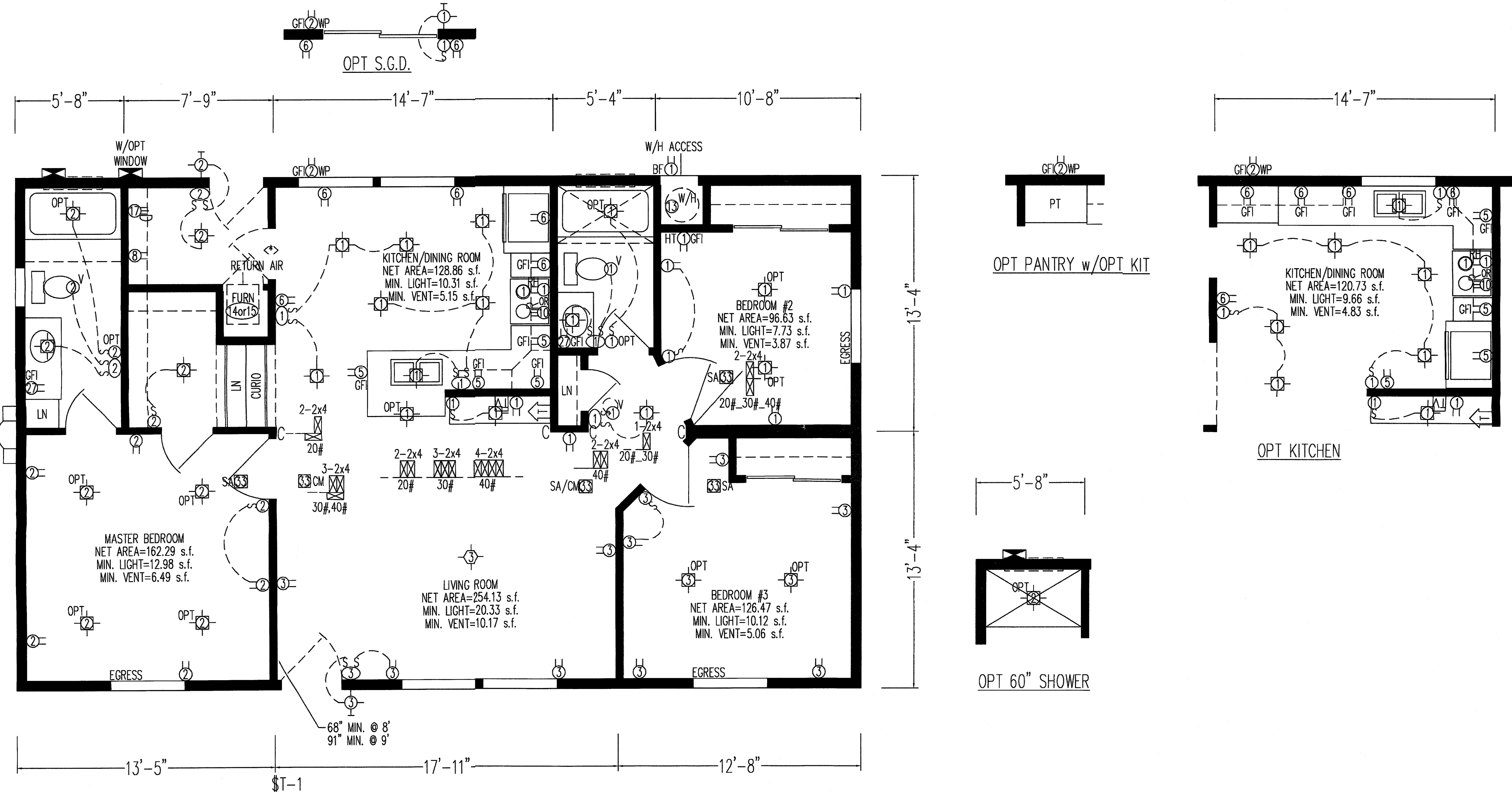
M.H. MANUF. LIGHTING/
 ELECTRICAL PLANS 1

SHEET NUMBER

MPE 1.0

2933

REF. 28-19057-06Q



* VENT/LIGHT COMBINATION REQ'D. IN HEAT ZONE 3 <*> LOCKING HARDWARE NOT PERMITTED.

- NOTES:
- SEE W-1 FOR TYPICAL WATER LINE DETAILS
 - SEE SECTION 3 PAGE 9 (3-000-S-009) FOR SAFETY GLAZING REQUIREMENTS
 - SEE SECTION 4 PAGE 17 (4-PAGE 17) FOR RETURN AIR REQUIREMENTS
 - SEE SECTION 2 PAGE 1 (2-PAGE 1) FOR GENERAL FLOORPLAN OPTIONS
 - SEE SECTION 3 PAGE 29 (3-000-S-029) FOR REQUIRED PIER SUPPORT LOCATION MARKERS



DIVISIONS	
231	SUGARCREEK
233	ARKANSAS CITY
235	SAN JACINTO
X 237	WOODLAND
239	OCALA
241	LEOLA
243	LANCASTER
245	McMINNVILLE

REVISIONS	BOX LENGTH	DESCRIPTION
	44'-0"	4428-3CK-2B

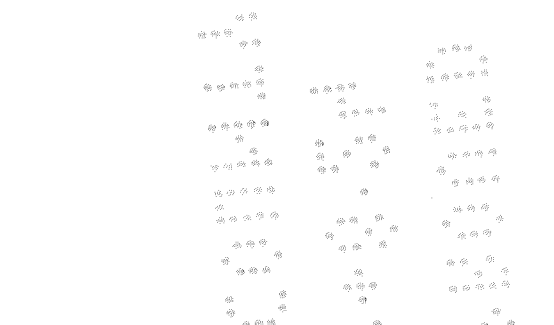
SKYLINE	
DRAWN BY: KS	WIND ZONE 15#
DATE: 12/21/2021	ROOF ZONE S,M,N
SHEET _____ OF _____	
DRAWING NUMBER *	28-19057-06Q

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MSB



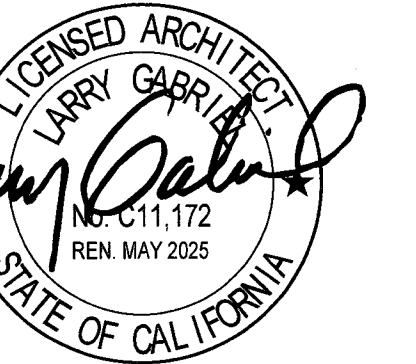
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530 19TH STREET
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STAMP



CONSULTANT

PROJECT

HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN: 021-221-015 & -016

PROJECT NUMBER

24-400.01

NO.	DESCRIPTION	DATE
△	PC04 SUBMITTAL SET	06-14-2024
△		
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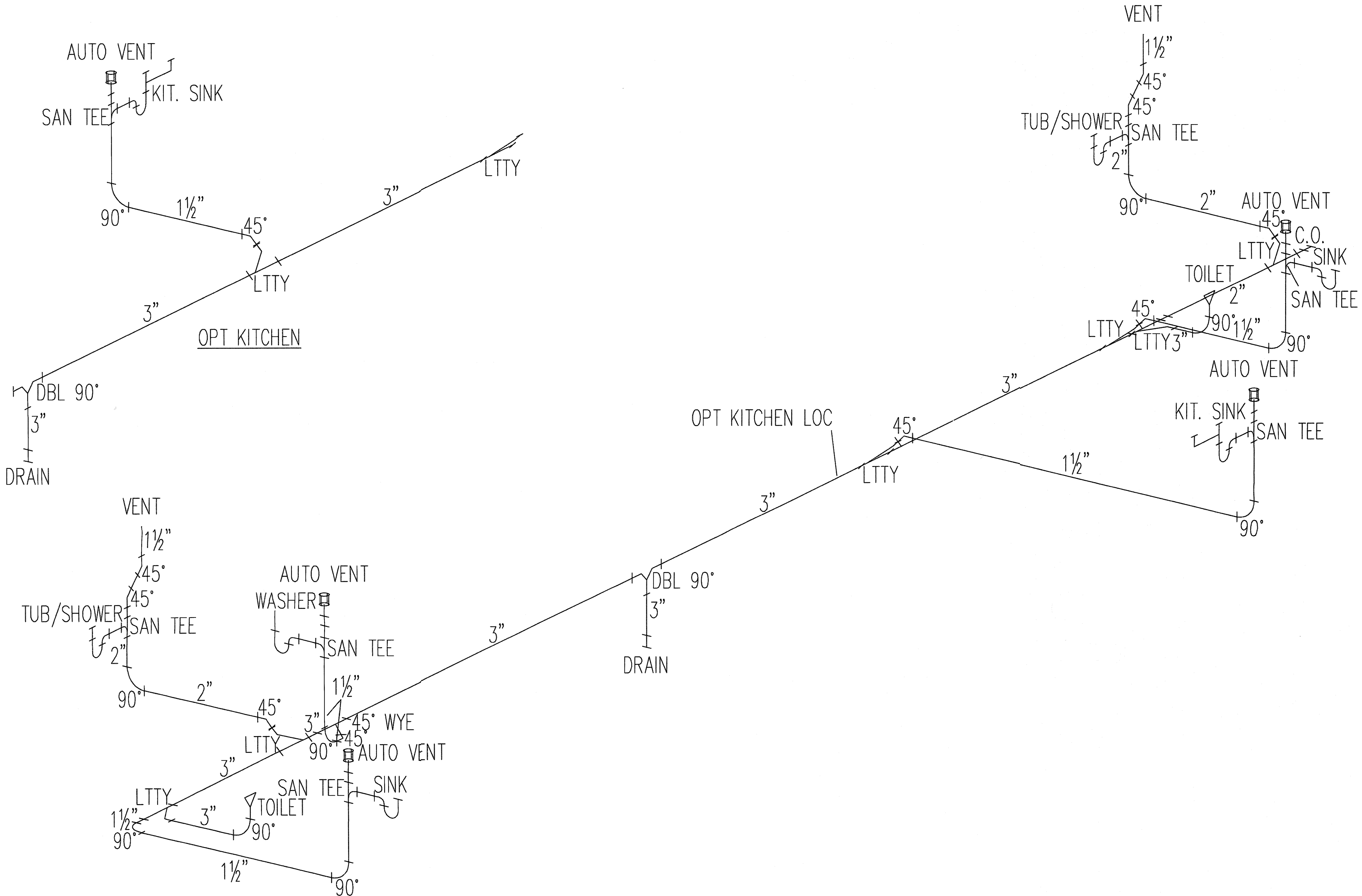
DRAWN BY: AV CHECKED BY: LG/JDB

SHEET CONTENTS

M.H. MANUF. DRAIN LINE PLANS

SHEET NUMBER

MPE 2.0



NOTES:

1. PITCH: 1/4" PER FOOT OR 1/8" PER FOOT w/ CLEANOUT
2. TRAP ARMS MAY BE SWUNG PER FLOOR PLAN
3. ALL ELL'S TO BE LONG TURN
4. MATERIAL: ABS-DWV PLASTIC OR OTHER LISTED MATERIALS
5. VENT = VENT THRU ROOF
6. DRAIN = TERMINATION POINT
7. LTTY = LONG TURN T-Y or COMBINATION WYE w/ 1/8 BEND
8. FITTINGS DEPICTED AS HUB TO HUB SHALL HAVE A PIECE OF PIPE JOINING THEM. THAT PIPE SHALL BE SIZED THE SAME AS THE PIPE UPSTREAM OF THOSE FITTINGS. ALTERNATELY, THE FITTINGS MAY ALSO BE STREET FITTINGS.



DIVISIONS

231	SUGARCREEK
233	ARKANSAS CITY
235	SAN JACINTO
X 237	WOODLAND
239	OCALA
241	LEOLA
243	LANCASTER
245	McMINNVILLE

BOX LENGTH
28' WIDE

DESCRIPTION
DRAIN LINE - 2933

SKYLINE

DRWN: MSB WIND ZONE:

DATE: 01/12/2022 ROOF ZONE:

SHEET _____ OF _____
DRAWING NUMBER

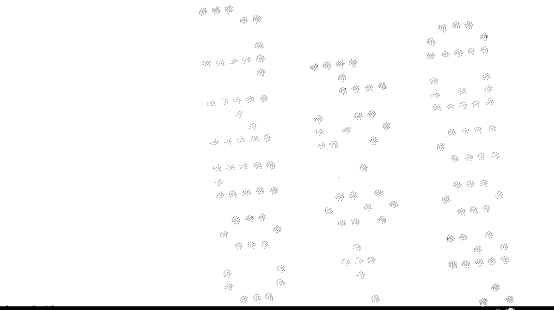
28-19057-06Q

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CONSULTANT

PROJECT HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
 SAN MIGUEL, CA 93451
 APN: 021-221-015 & -016

PROJECT NUMBER 24-400.01

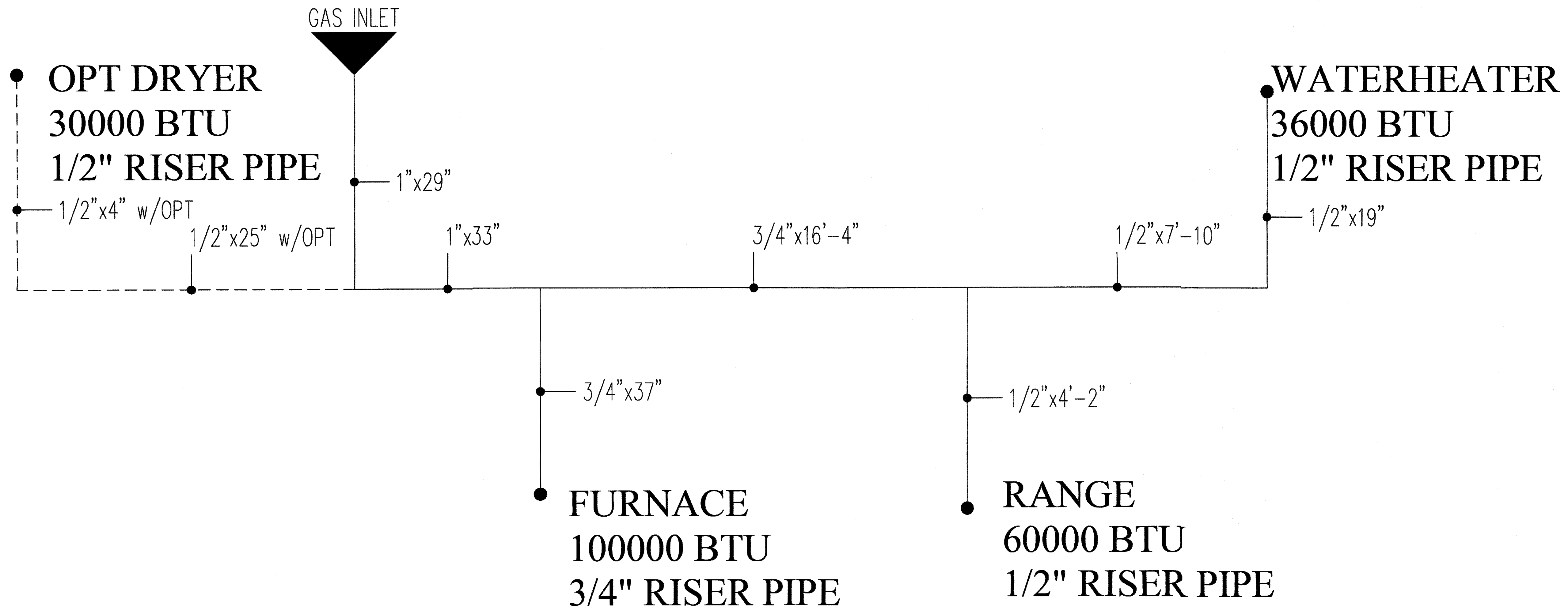
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△	PC04 SUBMITTAL SET	06-14-2024
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SHEET CONTENTS
 M.H. MANUF. GAS LINE PLANS 1

SHEET NUMBER

MPE 3.0



NOTES:

1. MAXIMUM DISTANCE TO REMOTE OUTLET: 40'
2. PIPE LENGTHS SHOWN MAY VARY (NOT TO EXCEED TOTAL MAXIMUM DISTANCE)
3. PIPING TO BE STEEL OR WROUGHT IRON



DIVISIONS	
231	SUGARCREEK
233	ARKANSAS CITY
235	SAN JACINTO
X 237	WOODLAND
239	OCALA
241	LEOLA
243	LANCASTER
245	McMINNVILLE

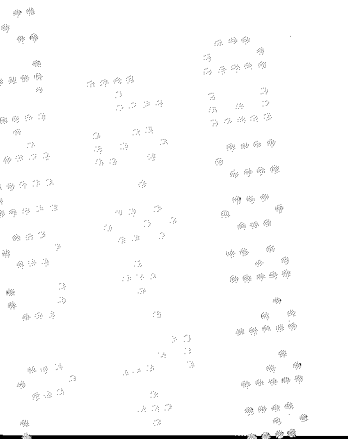
BOX LENGTH	DESCRIPTION	DRAWING NUMBER
	GAS LINE -- 2933	28-19057-06Q



DRWN: KSMITH WIND ZONE:
 DATE: 12/21/2021 ROOF ZONE:
 SHEET ____ OF ____



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HOUSING ADDITION FOR:



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
 SAN MIGUEL, CA 93451
 APN : 021-221-015 & -016

PROJECT NUMBER 24-400.01

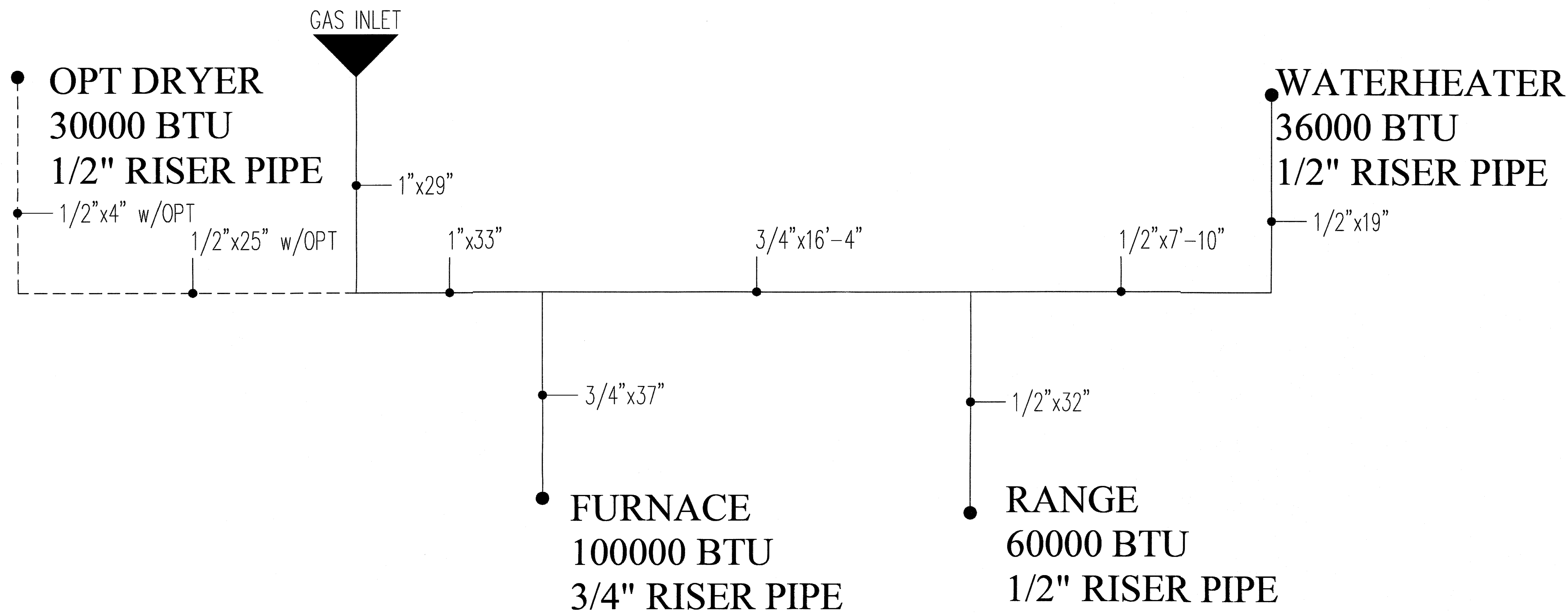
NO.	DESCRIPTION	DATE
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DRAWN BY AV CHECKED BY LG/JDB

M.H. MANUF. GAS LINE PLANS 2

SHEET NUMBER

MPE 3.1



OPT KITCHEN

SKYLINE

DRWN: KSMITH WIND ZONE:

DATE: 12/21/2021 ROOF ZONE:

SHEET _____ OF _____

DRAWING NUMBER

GAS LINE -- 2933

28-19057-06Q

NOTES:

1. MAXIMUM DISTANCE TO REMOTE OUTLET: 40'
2. PIPE LENGTHS SHOWN MAY VARY (NOT TO EXCEED TOTAL MAXIMUM DISTANCE)
3. PIPING TO BE STEEL OR WROUGHT IRON



DIVISIONS	
231	SUGARCREEK
233	ARKANSAS CITY
235	SAN JACINTO
X 237	WOODLAND
239	OCALA
241	LEOLA
243	LANCASTER
245	McMINNVILLE

BOX LENGTH	DESCRIPTION
	GAS LINE -- 2933

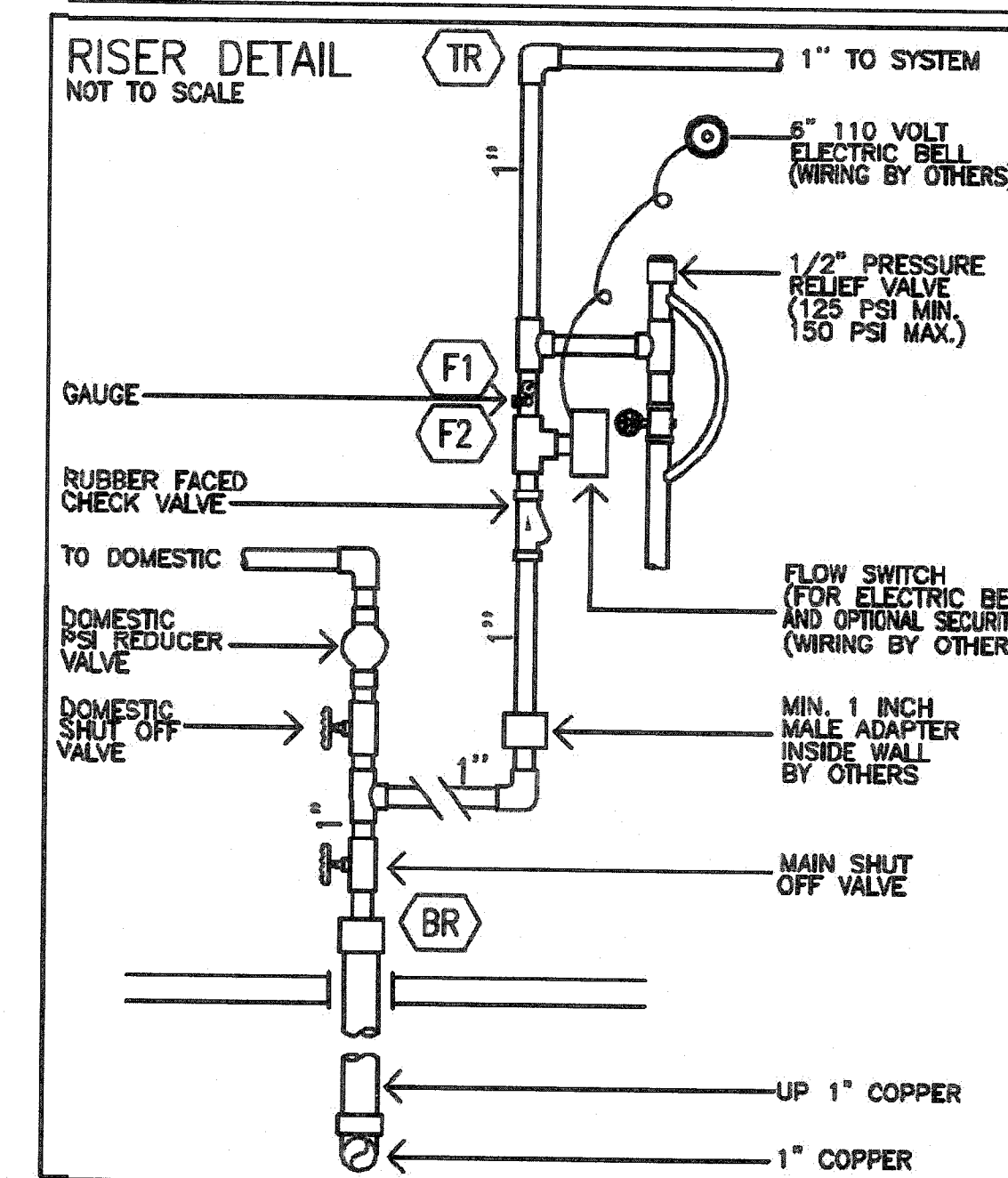
NOTES

- ALL ELEMENTS OF THIS DESIGN AND INSTALLATION ARE TO CONFORM WITH NFPA-13D, 2016 ED.
- THE WATER SUPPLY AND FEMALE ADAPTER TO BE PROVIDED BY OTHERS AT APPROX. 3'-0" A.F.F. AT THE RISER LOCATION(S) SHOWN.
- (1) 6" MIN 110 VO. ELEC. BELL AND/OR HORN SUPPLIED BY HOUSE CURRENT WILL BE MOUNTED ON THE STRUCTURES EXTERIOR. THE FLOW SWITCH WILL BE CONNECTED INTO THE ELECTRIC BELL/HORN FOR ON-SITE DEVICE ACTIVATION REPORTING.
- ALL ELECTRIC WIRING IS BY OTHERS.
- DO NOT SCALE DRAWINGS. PLEASE REFER TO DIMENSIONS AND CUT LENGTHS.
- HANGER SPACING AS FOLLOWS: 5-6 O.C. FOR 3/4 PIPE, 6-0 O.C. FOR 1" PIPE, 6-6 O.C. FOR 1-1/4 PIPE, 7-0 O.C. FOR 1-1/2 THRU 2" PIPE.
- FOR SPRINKLER HEAD SPACING AND DESIGN CRITERIA, SEE MFR'S SPECS.
- ALL INSULATION TO BE INSTALLED ABOVE OR AROUND CENTRAL BLAZEMASTER PIPING, BY OTHERS.
- THIS SYSTEM TO BE HYDROSTATICALLY TESTED AT NOT LESS THAN 100 PSI FOR 2 HOURS.
- ALL OVERHEAD SYSTEM PIPE MATERIALS TO BE CPVC.
- ALL REPLACEMENT SPRINKLERS TO BE EQUAL TO EXISTING.
- (1-0): INDICATES PIPE C.L. DIMENSION ON THE SLOPE.
- ALL PIPING TO BE 1" UNLESS NOTED OTHERWISE.
- PER NFPA 13D - 2016 SECTION 7.3.5 AND AS THE MAXIMUM AMBIENT CEILING TEMPERATURE IS EXPECTED TO EXCEED 100 DEGREES F, INTERMEDIATE TEMPERATURE RATED SPRINKLERS SHALL BE INSTALLED THROUGHOUT THE HOUSE.
- THE SPRINKLER SYSTEM TO BE HYDROSTATICALLY TESTED AT THE MANUFACTURING FACILITY FOR EACH COMPLETELY ASSEMBLED TRANSPORTABLE SECTION AT 100PSI FOR 2 HOURS WITH NO PRESSURE LOSS OR WATER LEAKAGE.

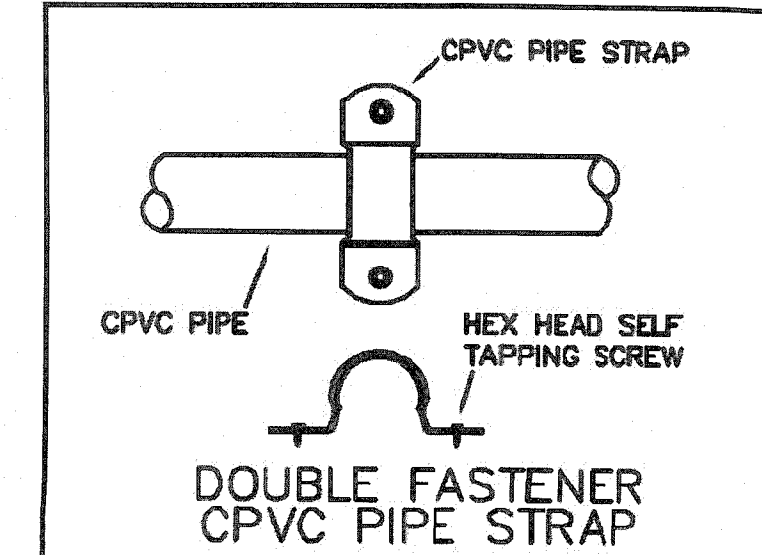
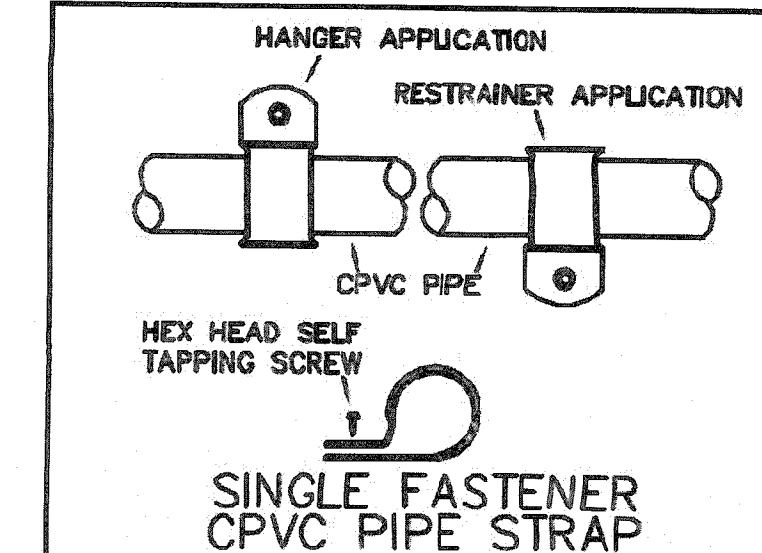
SPRINKLER LEGEND											
SYM	CNT	NAME	METAL	TEMP	K	NPT	ORIF	IMFG.	MODEL#	ESCU	S. I. N.
☉	2	PEND	WHITE	175	4.90	1/2"	7/16	TYCO	LF2-REC'D	WHITE	TY2234
☉	12	PEND	WHITE	160	4.90	1/2"	7/16	TYCO	LF2-CONC'D	WHITE	TY3596
	14	TOTAL HEADS									

HYDRAULIC DATA	
REMOTE AREA #1 (2 HEAD CALC 16X16 SPACING)	
OCCUPANCY CLASS	RESIDENTIAL
TOTAL HEADS FLOWING	2
K-FACTOR	4.9
TOTAL WATER REQUIRED	31.4
TOTAL PRESSURE REQUIRED	28.7

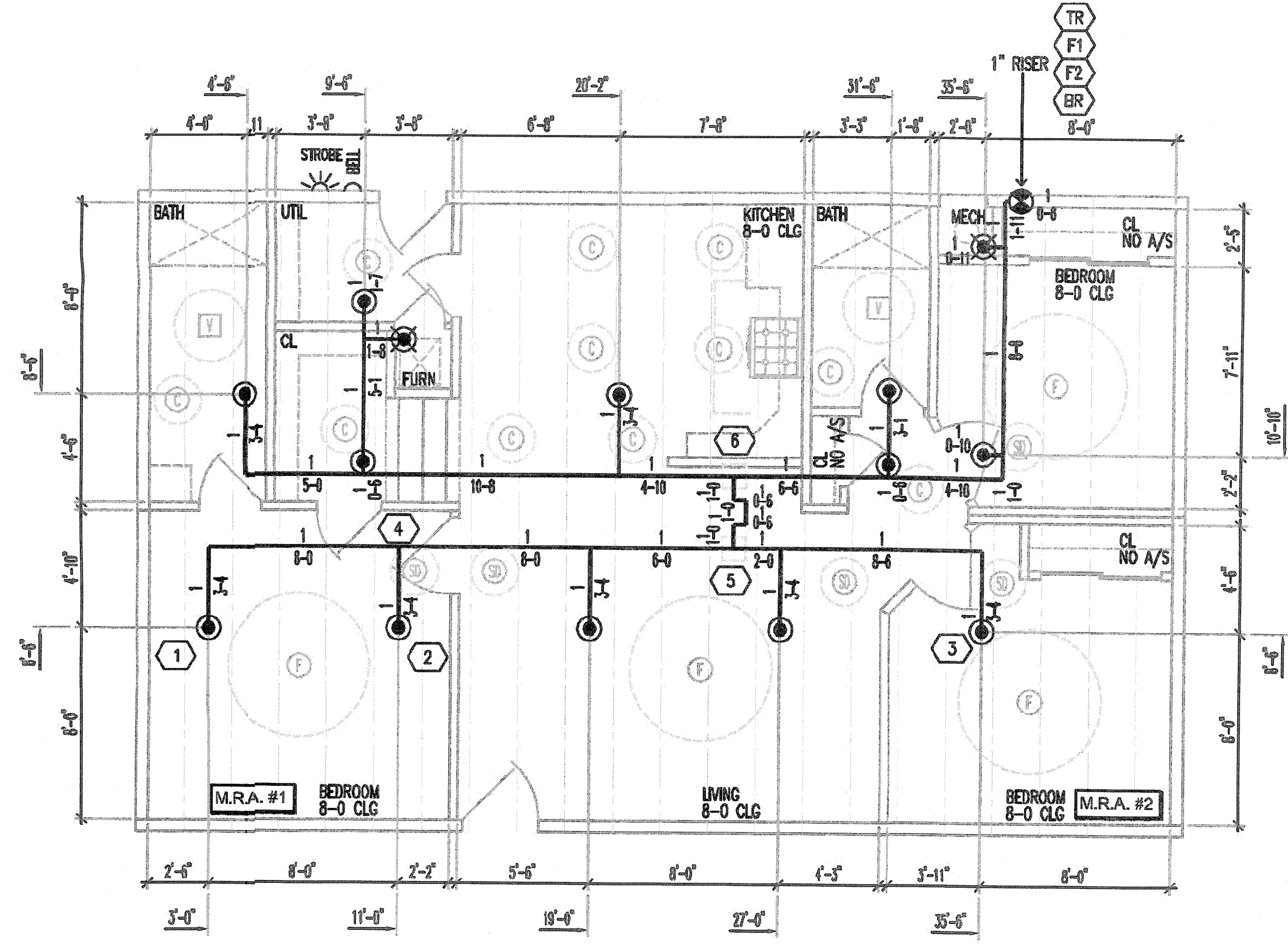
HYDRAULIC DATA	
REMOTE AREA #2 (1 HEAD CALC 16X16 SPACING)	
OCCUPANCY CLASS	RESIDENTIAL
TOTAL HEADS FLOWING	1
K-FACTOR	4.9
TOTAL WATER REQUIRED	19.3
TOTAL PRESSURE REQUIRED	20.0



DESIGN CRITERIA
 FIRE SPRINKLER SYSTEM DESIGN & INSTALLATION IN MANUFACTURED SINGLE FAMILY HOME IN COMPLIANCE WITH CALIFORNIA HEALTH AND SAFETY CODE SECTION 18015, CCR TITLE 25, ARTICLE 2.5, NFPA 13D 2016 EDITION.



MIN WATER / PUMP REQUIREMENTS
 A MINIMUM OF 40 PSI AT 35 GPM AT THE BOTTOM OF THE FIRE SPRINKLER RISER IS REQUIRED. IF ANY LESS WATER IS PROVIDED, IT MAY RENDER THE SYSTEMS UNUSABLE.



FIRE SPRINKLER PIPING PLAN
 SCALE: 1/8" = 1'-0"
 NOTE: PIPE LENGTHS ARE CENTER TO CENTER

PROJECT NAME
 SKYLINE WOODLAND
 MODEL: #1014 2933 Lot Model
 165 VOLPI YSABEL ROAD
 PASO ROBLES, CA 93446

SKYLINE HOMES

16211 N. Scottsdale Rd.
 Suite A-9-A #431
 Scottsdale, AZ 85254
 Phone: 602-330-5893
 Website: valleyfiresprinkler.com
 Email: admin@valleyfiresprinkler.com
 AZ ROC 1806580 / CA 814327

VALLEY FIRE SPRINKLER

DESIGN BY: [Signature]
 FIRE SPRINKLER PLAN
 DRAWN BY: HG
 01-17-2022
 SHEET
 FP-1
 OF 1

PFS APPROVED
 BASED ON THE REQUIREMENTS OF TITLE 25 CALIFORNIA CODE OF REGULATIONS CHAPTER 3 SUBCHAPTER 2 COMMERCIAL MODULAR / HUD HOME FIRE SPRINKLERS
 DATE: 4/11/2022
 EXPIRES: 7/31/2023
 APPROVAL # PFS- 22-003294
 THIS APPROVAL DOES NOT AUTHORIZE OR APPROVE ANY OMISSION OR DEVIATION FROM THE REQUIREMENTS OF STATE LAWS OR APPLICABLE LOCAL ORDINANCES
 THIS APPROVAL APPLIES TO THE FACTORY BUILT PORTION ONLY
 PFS CORPORATION - Los Angeles, California

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 PASO ROBLES OFFICE
 530 10TH STREET
 PASO ROBLES, CA 93446
 805.238.9600
 LARRY GABRIEL
 LICENSED ARCHITECT
 No. C-11,172
 REN. MAY 2025
 STATE OF CALIFORNIA
 HOUSING ADDITION FOR:
 SAN MIGUEL FIRE DEPT.
 1144 MISSION STREET
 SAN MIGUEL, CA 93451
 APN: 021-221-015 & -016
 PROJECT NUMBER: 24-400.01
 NO. DESCRIPTION DATE
 1 PC04 SUBMITTAL SET 06-14-2024
 SHEET NUMBER: FIRE SPRINKLER PLAN

2022 CALIFORNIA GREEN BUILDING STANDARDS CODE NONRESIDENTIAL MANDATORY MEASURES, SHEET 1 (January 2023)

CHAPTER 3 GREEN BUILDING SECTION 301 GENERAL 301.1 SCOPE. Buildings shall be designed to include the green building measures specified as mandatory in the application checklists contained in this code. Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7.

5.106.2 STORMWATER POLLUTION PREVENTION FOR PROJECTS THAT DISTURB ONE OR MORE ACRES OF LAND. Comply with all lawfully enacted stormwater discharge regulations for projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of a larger common plan of development sale.

5.106.5.3 Use of automatic load management systems (ALMS). ALMS shall be permitted for EVCS. When ALMS is installed, the required electrical load capacity specified in Section 5.106.5.3.1 for each EVCS may be reduced when serviced by an EVSE controlled by an ALMS. Each EVSE controlled by an ALMS shall deliver a minimum 30 amperes to an EV when charging one vehicle and shall deliver a minimum 3.3 kW while simultaneously charging multiple EVs.

Table with 6 columns: MAXIMUM ALLOWABLE GLARE RATING (G), G1, G2, G3, G4. Rows for different building types and lighting zones.

- 1. IESNA Lighting Zones 0 and 5 are not applicable; refer to Lighting Zones as defined in the California Energy Code and Chapter 10 of the California Administrative Code.
- 2. For property lines that abut public walkways, bikeways, plazas and parking lots, the property line may be considered to be 5 feet beyond the actual property line for purpose of determining compliance with this section.

- 5.106.8.1 Facing-Backlight. Luminaires within 2MH of a property line shall be oriented so that the nearest property line is behind the fixture, and shall comply with the backlight rating specified in Table 5.106.8 based on the lighting zone and distance to the nearest point of that property line.

- 5.106.8.2 Facing-Glare. For luminaires covered by 5.106.8.1, if a property line also exists within or extends into the front hemisphere within 2MH of the luminaire then the luminaire shall comply with the more stringent glare rating specified in Table 5.106.8 based on the lighting zone and distance to the nearest point on the nearest property line within the front hemisphere.

- 5.106.10 GRADING AND PAVING. Construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings. Examples of methods to manage surface water include, but are not limited to, the following:

- 5.106.12 SHADE TREES (DSA-SS). Shade Trees shall be planted to comply with Sections 5.106.12.1, 5.106.12.2, and 5.106.12.3. Percentages shown shall be measured at noon on the summer solstice. Landscape irrigation necessary to establish and maintain tree health shall comply with Section 5.304.6.

- 5.106.12.1 Surface parking areas. Shade tree plantings, minimum #10 container size or equal, shall be installed to provide shade over 50 percent of the parking area within 15 years.

- 5.106.12.2 Landscape areas. Shade tree plantings, minimum #10 container size or equal shall be installed to provide shade of 20% of the landscape area within 15 years.

- 5.106.12.3 Hardscape areas. Shade tree plantings, minimum #10 container size or equal shall be installed to provide shade over 20 percent of the hardscape area within 15 years.

- 5.106.12.4 Walkways. Hardscape areas covered by solar photovoltaic shade structures or shade structures with roofing materials that comply with Table A5.106.11.2.2 in Appendix A5 shall be permitted in whole or in part in lieu of shade tree planting.

- 5.106.12.5 Designated and marked play areas of organized sport activity are not included in the total area calculation.

- 5.106.12.6 Footprint area (DSA-SS). The total area of the furthest exterior wall of the structure projected to natural grade, not including exterior areas such as stairs, covered walkways, patios and decks.

- 5.106.12.7 Metering faucet. A self-closing faucet that dispenses a specific volume of water for each actuation cycle. The volume or cycle duration can be fixed or adjustable.

- 5.106.12.8 Graywater. Pursuant to Health and Safety Code Section 17922.12, "graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines and laundry tubs, but does not include waste water from kitchen sinks or dishwashers.

- 5.106.12.9 Model Water Efficient Landscape Ordinance (MWELO). The California ordinance regulating landscape design, installation and maintenance practices that will ensure commercial, multifamily and other developer installed landscapes greater than 2500 square feet meet an irrigation water budget developed based on landscaped area and climatological parameters.

- 5.106.12.10 Model Water Efficient Landscape Ordinance (MWELO). [HCD] The California model ordinance (California Code of Regulations, Title 23, Division 2, Chapter 2.7), regulating landscape design, installation and maintenance practices. Local agencies are required to adopt the updated MWELO, or adopt a local ordinance at least as effective as the MWELO.

- 5.106.12.11 Potable Water. Water that is drinkable and meets the U.S. Environmental Protection Agency (EPA) Drinking Water Standards. See definition in the California Plumbing Code, Part 5.

TABLE 5.106.5.4.1 RACEWAY CONDUIT AND PANEL POWER REQUIREMENTS FOR MEDIUM- AND HEAVY-DUTY EVSE [N]

Table with 4 columns: BUILDING TYPE, BUILDING SIZE (SQ. FT.), NUMBER OF OFF-STREET LOADING SPACES, ADDITIONAL CAPACITY REQUIRED (KVA) FOR RACEWAY & BUSWAY AND TRANSFORMER & PANEL.

5.106.8 LIGHT POLLUTION REDUCTION. [N]. 1. Outdoor lighting systems shall be designed and installed to comply with the following:

- 1. The minimum requirements in the California Energy Code for Lighting Zones 0-4 as defined in Chapter 10, Section 10-114 of the California Administrative Code; and
- 2. Backlight (B) ratings as defined in IES TM-15-11 (shown in Table A-1 in Chapter 8);
- 3. Uplight and glare ratings as defined in California Energy Code (shown in Tables 130.2-A and 130.2-B in Chapter 8); and
- 4. Allowable BUG ratings not exceeding those shown in Table 5.106.8. [N] or Comply with a local ordinance lawfully enacted pursuant to Section 101.7, whichever is more stringent.

TABLE 5.106.8 [N] MAXIMUM ALLOWABLE BACKLIGHT, UPLIGHT AND GLARE (BUG) RATINGS

Table with 6 columns: ALLOWABLE RATING, LIGHTING ZONE LZ0, LIGHTING ZONE LZ1, LIGHTING ZONE LZ2, LIGHTING ZONE LZ3, LIGHTING ZONE LZ4.

TABLE 5.106.5.3.1

Table with 3 columns: TOTAL NUMBER OF ACTUAL PARKING SPACES, NUMBER OF REQUIRED EV CAPABLE SPACES, NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE)*2.

- 5.106.5.3.2 Electric vehicle charging stations (EVCS). EV capable spaces shall be provided with EVSE to create EVCS in the number indicated in Table 5.106.5.3.1. The EVCS required by Table 5.106.5.3.1 may be provided with EVSE in any combination of Level 2 and Direct Current Fast Charging (DCFC), except that at least one Level 2 EVSE shall be provided.

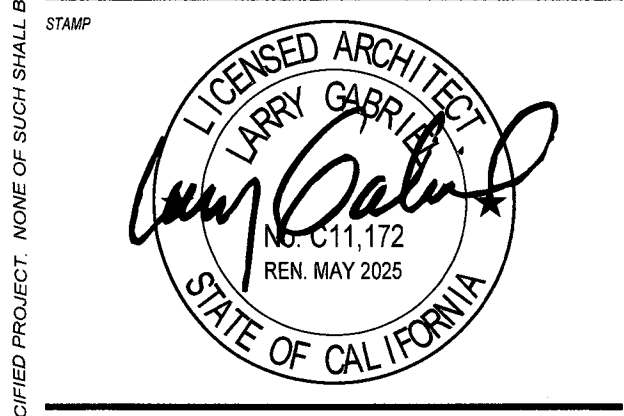
One EV charger with multiple connectors capable of charging multiple EVs simultaneously shall be permitted if the electrical load capacity required by Section 5.106.5.3.1 for each EV capable space is cumulatively supplied to the EV charger.

DISCLAIMER: THIS DOCUMENT IS PROVIDED AND INTENDED TO BE USED AS A MEANS TO INDICATE AREAS OF COMPLIANCE WITH THE CALIFORNIA GREEN BUILDING STANDARDS (CALGREEN) CODE. DUE TO THE VARIABLES BETWEEN BUILDING DEPARTMENT JURISDICTIONS, THIS CHECKLIST IS TO BE USED ON AN INDIVIDUAL PROJECT BASIS AND MAY BE MODIFIED BY THE END USER TO MEET THOSE INDIVIDUAL NEEDS. THE END USER ASSUMES ALL RESPONSIBILITY ASSOCIATED WITH THE USE OF THIS DOCUMENT, INCLUDING VERIFICATION WITH THE FULL CODE.

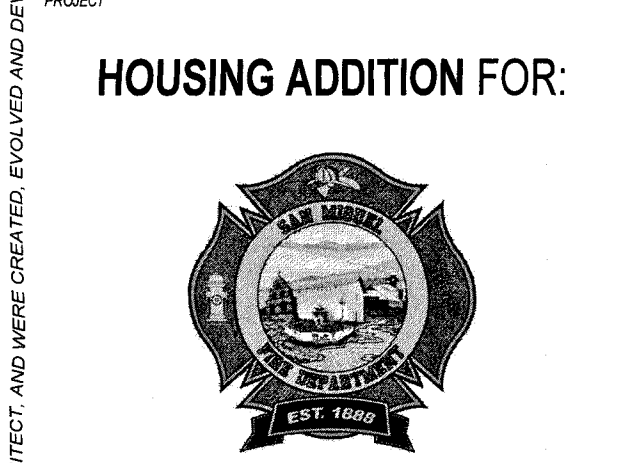


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HOUSING ADDITION FOR: SAN MIGUEL FIRE DEPT. 1144 MISSION STREET SAN MIGUEL, CA 93451 APN: 021-221-015 & -016



PROJECT NUMBER 24-0001

Table with 3 columns: NO., DESCRIPTION, DATE. Row 1: PC04 SUBMITTAL SET 06-14-2024

Table with 3 columns: NO., DESCRIPTION, DATE. Rows for MWELO, POTABLE WATER, RECYCLED WATER, SUBMETER, WATER BUDGET.

CAL GREEN CHECKLIST NON-RESIDENTIAL

CG 1.0

2022 CALIFORNIA GREEN BUILDING STANDARDS CODE NONRESIDENTIAL MANDATORY MEASURES, SHEET 3 (January 2023)

Y NA RESPON PARTY YES NOT APPLICABLE RESPONSIBILITY PARTY (i.e. ARCHITECT, ENGINEER, OWNER, CONTRACTOR, INSPECTOR ETC.)

5.504.4 FINISH MATERIAL POLLUTANT CONTROL. Finish materials shall comply with Sections 5.504.4.1 through 5.504.4.6.

5.504.4.1 Adhesives, sealants and caulks. Adhesives, sealants, and caulks used on the project shall meet the requirements of the following standards:

- Adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers and caulks shall comply with local or regional air pollution control or air quality management district rules where applicable, or SCAQMD Rule 1168 VOC limits, as shown in Tables 5.504.4.1 and 5.504.4.2. Such products also shall comply with the Rule 1168 prohibition on the use of certain toxic compounds (chloroform, ethylene dichloride, methylene chloride, perchloroethylene and trichloroethylene), except for aerosol products as specified in subsection 2, below.
- Aerosol adhesives, and smaller unit sizes of adhesives, and sealant or caulking compounds (in units of product, less packaging, which do not weigh more than one pound and do not consist of more than 16 fluid ounces) shall comply with statewide VOC standards and other requirements, including prohibitions on use of certain toxic compounds, of California Code of Regulations, Title 17, commencing with Section 94507.

Less Water and Less Exempt Compounds in Grams per Liter	CURRENT VOC LIMIT
ARCHITECTURAL APPLICATIONS	
INDOOR CARPET ADHESIVES	50
CARPET PAD ADHESIVES	50
OUTDOOR CARPET ADHESIVES	150
WOOD FLOORING ADHESIVES	100
RUBBER FLOOR ADHESIVES	50
SUBFLOOR ADHESIVES	65
CERAMIC TILE ADHESIVES	50
VCT & ASPHALT TILE ADHESIVES	50
DRYWALL & PANEL ADHESIVES	50
COVE BASE ADHESIVES	50
MULTIPURPOSE CONSTRUCTION ADHESIVES	70
STRUCTURAL GLAZING ADHESIVES	100
SINGLE-PLY ROOF MEMBRANE ADHESIVES	250
OTHER ADHESIVES NOT SPECIFICALLY LISTED	50
SPECIALTY APPLICATIONS	
PVC WELDING	510
CPVC WELDING	490
ABS WELDING	325
PLASTIC CEMENT WELDING	250
ADHESIVE PRIMER FOR PLASTIC	550
CONTACT ADHESIVE	80
SPECIAL PURPOSE CONTACT ADHESIVE	250
STRUCTURAL WOOD MEMBER ADHESIVE	140
TOP & TRIM ADHESIVE	250
SUBSTRATE SPECIFIC APPLICATIONS	
METAL TO METAL	30
PLASTIC FOAMS	50
POROUS MATERIAL (EXCEPT WOOD)	30
WOOD	30
FIBERGLASS	80

1. IF AN ADHESIVE IS USED TO BOND DISSIMILAR SUBSTRATES TOGETHER, THE ADHESIVE WITH THE HIGHEST VOC CONTENT SHALL BE ALLOWED.

2. FOR ADDITIONAL INFORMATION REGARDING METHODS TO MEASURE THE VOC CONTENT SPECIFIED IN THIS TABLE, SEE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 1168, www.arb.ca.gov/DROB/SCCURHMLR1168.PDF

TABLE 5.504.4.3 - CONT.

GRAMS OF VOC PER LITER OF COATING, LESS WATER & LESS EXEMPT COMPOUNDS	CURRENT VOC LIMIT
COATING CATEGORY	
SPECIALTY COATINGS	
ALUMINUM ROOF COATINGS	400
BASEMENT SPECIALTY COATINGS	400
BITUMINOUS ROOF COATINGS	50
BITUMINOUS ROOF PRIMERS	350
BOND BREAKERS	350
CONCRETE CURING COMPOUNDS	350
CONCRETE/MASONRY SEALERS	100
DRIVEWAY SEALERS	50
DRY FOG COATINGS	150
FAUX FINISHING COATINGS	350
FIRE RESISTIVE COATINGS	350
FLOOR COATINGS	100
FORM-RELEASE COMPOUNDS	250
GRAPHIC ARTS COATINGS (SIGN PAINTS)	500
HIGH-TEMPERATURE COATINGS	420
INDUSTRIAL MAINTENANCE COATINGS	250
LOW SOLIDS COATINGS	120
MAGNESITE CEMENT COATINGS	450
MASTIC TEXTURE COATINGS	100
METALLIC PIGMENTED COATINGS	500
MULTICOLOR COATINGS	70
PRETREATMENT WASH PRIMERS	420
PRIMERS, SEALERS, & UNDERCOATERS	100
REACTIVE PENETRATING SEALERS	350
RECYCLED COATINGS	250
ROOF COATINGS	50
RUST PREVENTATIVE COATINGS	250
SHELLAC	730
CLEAR	730
OPAQUE	550
SPECIALTY PRIMERS, SEALERS & UNDERCOATERS	100
STAIN	250
STONE CONSOLIDANTS	450
SWIMMING POOL COATINGS	340
TRAFFIC MARKING COATINGS	100
TUB & TILE FINISH COATINGS	420
WATERPROOFING MEMBRANES	250
WOOD COATINGS	275
WOOD PRESERVATIVES	350
ZINC-RICH PRIMERS	340

1. GRAMS OF VOC PER LITER OF COATING, INCLUDING WATER & EXEMPT COMPOUNDS

2. THE SPECIFIED LIMITS REMAIN IN EFFECT UNLESS REVISED LIMITS ARE LISTED IN SUBSEQUENT COLUMNS IN THE TABLE

3. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, ARCHITECTURAL COATINGS SUGGESTED CONTROL MEASURE, FEB. 1, 2008. MORE INFORMATION IS AVAILABLE FROM THE AIR RESOURCES BOARD.

5.504.4.3.2 Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency. Documentation may include, but is not limited to, the following:

- Manufacturer's product specification
- Field verification of on-site product containers

5.504.4.4 Carpet Systems. All carpet installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specifications 01350).

See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDPH/PDEDC/EHLBIAQ/Pages/VOC.aspx#material>

5.504.4.4.1 Carpet cushion. All carpet cushion installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specifications 01350).

See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDPH/PDEDC/EHLBIAQ/Pages/VOC.aspx#material>

5.504.4.4.2 Carpet adhesive. All carpet adhesive shall meet the requirements of Table 5.504.4.1.

5.504.4.5 Composite wood products. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the buildings shall meet the requirements for formaldehyde as specified in ARB's Air Toxics Control Measure (ATCM) for Composite Wood (17 CCR 93120 et seq.). Those materials not exempted under the ATCM must meet the specified emission limits, as shown in Table 5.504.4.5.

5.504.4.5.3 Documentation. Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following:

- Product certifications and specifications.
- Chain of custody certifications.
- Product labeled and invoiced as meeting the Composite Wood Products regulation (see CCR, Title 17, Section 93120, et seq.).
- Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269 or European 636 3S standards.
- Other methods acceptable to the enforcing agency.

TABLE 5.504.4.5 - FORMALDEHYDE LIMITS:

PRODUCT	CURRENT LIMIT
HARDWOOD PLYWOOD VENEER CORE	0.05
HARDWOOD PLYWOOD COMPOSITE CORE	0.05
PARTICLE BOARD	0.09
MEDIUM DENSITY FIBERBOARD	0.11
THIN MEDIUM DENSITY FIBERBOARD	0.13

1. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, AIR TOXICS CONTROL MEASURE FOR COMPOSITE WOOD AS TESTED IN ACCORDANCE WITH ASTM E 1333. FOR ADDITIONAL INFORMATION, SEE CALIFORNIA CODE OF REGULATIONS, TITLE 17, SECTIONS 93120 THROUGH 93120.12.

2. THIN MEDIUM DENSITY FIBERBOARD HAS A MAXIMUM THICKNESS OF 5/16 INCHES (8 MM).

5.504.4.6 Resilient flooring systems. Where resilient flooring is installed, at least 80 percent of floor area receiving resilient flooring shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specifications 01350).

See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDPH/PDEDC/EHLBIAQ/Pages/VOC.aspx#material>

5.504.4.6.1 Verification of compliance. Documentation shall be provided verifying that resilient flooring materials meet the pollutant emission limits.

5.504.4.7 Thermal insulation
Comply with the requirements of the California Department of Public Health, "Standard Method of the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 12, January 2017 (Emission testing method for California Specification 01350). See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDPH/PDEDC/EHLBIAQ/Pages/VOC.aspx#material>

5.504.4.7.1 Verification of compliance.
Documentation shall be provided verifying that thermal insulation materials meet the pollutant emission limits.

5.504.4.8 Acoustical ceiling and wall panels.
Comply with the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350). See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDPH/PDEDC/EHLBIAQ/Pages/VOC.aspx#material>

5.504.4.8.1 Verification of compliance. Documentation shall be provided verifying that acoustical finish materials meet the pollutant emission limits.

5.504.5.3 Filters. In mechanically ventilated buildings, provide regularly occupied areas of the building with air filtration media for outside and return air that provides at least a Minimum Efficiency Reporting Value (MERV) of 13. MERV 13 filters shall be installed prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual.

Exceptions: Existing mechanical equipment.

5.504.5.3.1 Labeling. Installed filters shall be clearly labeled by the manufacturer indicating the MERV rating.

5.504.7 ENVIRONMENTAL TOBACCO SMOKE (ETS) CONTROL. Where outdoor areas are provided for smoking, prohibit smoking within 25 feet of building entries, outdoor seating areas and within the building as already prohibited by other laws or regulations, or as enforced by ordinances, regulations or policies of any city, county, city and county, California Community College, campus of the California State University, or campus of the University of California, whichever is more stringent. When ordinances, regulations or policies are not in place, post signage to inform building occupants of the prohibitions.

SECTION 5.505 INDOOR MOISTURE CONTROL
5.505.1 INDOOR MOISTURE CONTROL. Buildings shall meet or exceed the provisions of California Building Code, CCR, Title 24, Part 2, Sections 1202 (Ventilation) and Chapter 14 (Exterior Walls). For additional measures, see Section 5.407.2 of this code.

SECTION 5.506 INDOOR AIR QUALITY
5.506.1 OUTSIDE AIR DELIVERY. For mechanically or naturally ventilated spaces in buildings, meet the minimum requirements of Section 120.1 (Requirements For Ventilation) of the California Energy Code, or the applicable local code, whichever is more stringent, and Division 1, Chapter 4 of CCR, Title 8.

5.506.2 CARBON DIOXIDE (CO₂) MONITORING. For buildings or additions equipped with demand control ventilation, CO₂ sensors and ventilation controls shall be specified and installed in accordance with the requirements of the California Energy Code, Section 120.1(4).

5.506.3 Carbon dioxide (CO₂) monitoring in classrooms. (DSA-35) Each public K-12 school classroom, as listed in Table 120.1-A of the California Energy Code, shall be equipped with a carbon dioxide monitor or sensor that meets the following requirements:

- The monitor or sensor shall be permanently affixed in a tamper-proof manner in each classroom between 3 and 6 feet (914 mm and 1829 mm) above the floor and at least 5 feet (1524 mm) away from door and operable windows.
- When the monitor or sensor is not integral to an Energy Management Control System (EMCS), the monitor or sensor shall display the carbon dioxide readings on the device. When the sensor is integral to an EMCS, the carbon dioxide readings shall be available to and regularly monitored by facility personnel.
- A monitor shall provide notification through a visual indicator on the monitor when the carbon dioxide levels in the classroom have exceeded 1,100ppm. A sensor integral to an EMCS shall provide notification to facility personnel through a visual and/or audible indicator when the carbon dioxide levels in the classroom have exceeded 1,100ppm.
- The monitor or sensor shall measure carbon dioxide levels at minimum 15-minute intervals and shall maintain a record of previous carbon dioxide measurements of not less than 30 days duration.
- The monitor or sensor used to measure carbon dioxide levels shall have the capacity to measure carbon dioxide levels with a range of 400ppm to 2000ppm or greater.
- The monitor or sensor shall be certified by the manufacturer to be accurate within 75ppm at 1,000ppm carbon dioxide concentration and shall be certified by the manufacturer to require recalibration no more frequently than once every 5 years.

SECTION 5.507 ENVIRONMENTAL COMFORT
5.507.4 ACOUSTICAL CONTROL. Empty building assemblies and components with Sound Transmission Class (STC) values determined in accordance with ASTM E 90 and ASTM E 413, or Outdoor-Indoor Sound Transmission Class (OITC) determined in accordance with ASTM E 1332, using either the prescriptive or performance method in Section 5.507.4.1 or 5.507.4.2.

Exception: Buildings with few or no occupants or where occupants are not likely to be affected by exterior noise, as determined by the enforcement authority, such as factories, stadiums, storage, enclosed parking structures and utility buildings.

Exception: [DSA-35] For public schools and community colleges, the requirements of this section and all subsections apply only to new construction.

5.507.4.1 Exterior noise transmission, prescriptive method. Wall and roof-ceiling assemblies exposed to the noise source making up the building or addition envelope shall meet a composite STC rating of at least 50 or a composite OITC rating of no less than 40, with exterior windows of a minimum STC of 40 or OITC of 30 in the following locations:

- Within the 65 CNEL noise contour of an airport.

Exceptions:

- L_w or CNEL for military airports shall be determined by the facility Air Installation Compatible Land Use Zone (AICLZ) plan.
- L_w or CNEL for other airports and heliports for which a land use plan has not been developed shall be determined by the local general plan noise element.

5.507.4.2 Site Features. Exterior features such as sound walls or earth berms may be utilized as appropriate to the building, addition or alteration project to mitigate sound migration to the interior.

5.507.4.2.2 Documentation of Compliance. An acoustical analysis documenting complying interior sound levels shall be prepared by personnel approved by the architect or engineer of record.

5.507.4.3 Interior sound transmission. Wall and floor-ceiling assemblies separating tenant spaces and tenant spaces and public places shall have an STC of at least 40.

Note: Examples of assemblies and their various STC ratings may be found at the California Office of Noise Control: www.toolbase.org/PDF/CaseStudies/scr_jcc_ratings.pdf

SECTION 5.508 OUTDOOR AIR QUALITY
5.508.1 Ozone depletion and greenhouse gas reductions. Installations of HVAC, refrigeration and fire suppression equipment shall comply with Sections 5.508.1.1 and 5.508.1.2.

5.508.1.1 Chlorofluorocarbons (CFCs). Install HVAC, refrigeration and fire suppression equipment that do not contain CFCs.

5.508.1.2 Halons. Install HVAC, refrigeration and fire suppression equipment that do not contain Halons.

5.508.2 Supermarket refrigerant leak reduction. New commercial refrigeration systems shall comply with the provisions of this section when installed in retail food stores 8,000 square feet or more conditioned area, and that utilize either refrigerated display cases, or walk-in coolers or freezers connected to remote compressor units or condensing units. The leak reduction measures apply to refrigeration systems containing high-global-warming potential (high-GWP) refrigerants with a GWP of 150 or greater. New refrigeration systems include both new facilities and the replacement of existing refrigeration systems in existing facilities.

Exception: Refrigeration systems containing low-global warming potential (low-GWP) refrigerant with a GWP value less than 150 are not subject to this section. Low-GWP refrigerants are nonozone-depleting refrigerants that include ammonia, carbon dioxide (CO₂), and potentially other refrigerants.

5.508.2.1 Refrigerant piping. Piping compliant with the California Mechanical Code shall be installed to be accessible for leak protection and repairs. Piping runs using threaded pipe, copper tubing with an outside diameter (OD) less than 1/4 inch, flared tubing connections and short radius elbows shall not be used in refrigeration systems except as noted below.

5.508.2.1.1 Threaded pipe. Threaded connections are permitted at the compressor rack.

5.508.2.1.2 Copper pipe. Copper tubing with an OD less than 1/4 inch may be used in systems with a refrigerant charge of 5 pounds or less.

5.508.2.1.2.1 Anchorage. One-fourth-inch OD tubing shall be securely clamped to a rigid base to keep vibration levels below 8 mils.

5.508.2.1.3 Flared tubing connections. Double-flared tubing connections may be used for pressure controls, valve pilot lines and oil.

Exception: Single-flared tubing connections may be used with a multiring seal coated with industrial sealant suitable for use with refrigerants and tightened in accordance with manufacturer's recommendations.

5.508.2.1.4 Elbows. Short radius elbows are only permitted where space limitations prohibit use of long radius elbows.

5.508.2.2 Valves. Valves and fittings shall comply with the California Mechanical Code and as follows:

5.508.2.2.1 Pressure relief valves. For vessels containing high-GWP refrigerant, a rupture disc shall be installed between the outlet of the vessel and the inlet of the pressure relief valve.

5.508.2.2.1.1 Pressure detection. A pressure gauge, pressure transducer or other device shall be installed in the space between the rupture disc and the relief valve inlet to indicate a disc rupture or discharge of the relief valve.

5.508.2.2.2 Access valves. Only Schrader access valves with a brass or steel body are permitted for use.

5.508.2.2.2.1 Valve caps. For systems with a refrigerant charge of 5 pounds or more, valve caps shall be brass or steel and not plastic.

5.508.2.2.2.2 Seal caps. If designed for it, the cap shall have a neoprene O-ring in place.

5.508.2.2.2.1 Chain tethers. Chain tethers to fit over the stem are required for valves designed to have seal caps.

Exception: Valves with seal caps that are not removed from the valve during stem operation.

5.508.2.3 Refrigerated service cases. Refrigerated service cases holding food products containing vinegar and shall have evaporator coils of corrosion-resistant material, such as stainless steel, or be coated to prevent corrosion from these substances.

5.508.2.3.1 Coil coating. Consideration shall be given to the heat transfer efficiency of coil coating to maximize energy efficiency.

5.508.2.4 Refrigerant receivers. Refrigerant receivers with capacities greater than 200 pounds shall be fitted with a device that indicates the level of refrigerant in the receiver.

5.508.2.5 Pressure testing. The system shall be pressure tested during installation prior to evacuation and charging.

5.508.2.5.1 Minimum pressure. The system shall be charged with regulated dry nitrogen and appropriate tracer gas to bring system pressure up to 300 psig minimum.

5.508.2.5.2 Leaks. Check the system for leaks, repair any leaks, and retest for pressure using the same gauge.

5.508.2.5.3 Allowable pressure change. The system shall stand, unaltered, for 24 hours with no more than a +1-one pound pressure change from 300 psig, measured with the same gauge.

5.508.2.6 Evacuation. The system shall be evacuated after pressure testing and prior to charging.

5.508.2.6.1 First vacuum. Pull a system vacuum down to at least 1000 microns (+/- 50 microns), and hold for 30 minutes.

5.508.2.6.2 Second vacuum. Pull a second system vacuum to a minimum of 500 microns and hold for 30 minutes.

5.508.2.6.3 Third vacuum. Pull a third vacuum down to a minimum of 300 microns, and hold for 24 hours with a maximum drift of 100 microns over a 24-hour period.

**CHAPTER 7
INSTALLER & SPECIAL INSPECTOR QUALIFICATIONS**

702 QUALIFICATIONS
702.1 INSTALLER TRAINING. HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program. Uncertified persons may perform HVAC installations when under the direct supervision and responsibility of a person trained and certified to install HVAC systems or contractor licensed to install HVAC systems. Examples of acceptable HVAC training and certification programs include but are not limited to the following:

- State certified apprenticeship programs.
- Public utility training programs.
- Training programs sponsored by trade, labor or statewide energy consulting or verification organizations.
- Programs sponsored by manufacturing organizations.
- Other programs acceptable to the enforcing agency.

702.2 SPECIAL INSPECTION [HCD]. When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition to other certifications or qualifications acceptable to the enforcing agency, the following certifications or qualifications may be considered by the enforcing agency when evaluating the qualifications of a special inspector:

- Certification by a national or regional green building program or standard publisher.
- Certification by a statewide energy consulting or verification organization, such as HERS raters, building performance contractors, and home energy auditors.
- Successful completion of a third party apprentice training program in the appropriate trade.
- Other programs acceptable to the enforcing agency.

Notes:

- Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.
- HERS raters are special inspectors certified by the California Energy Commission (CEC) to rate homes in California according to the Home Energy Rating System (HERS).

[BSC-CG] When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition, the special inspector shall have a certification from a recognized state, national or international association, as determined by the local agency. The area of certification shall be closely related to the primary job function, as determined by the local agency.

Note: Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.

703 VERIFICATIONS
703.1 DOCUMENTATION. Documentation used to show compliance with this code shall include but is not limited to, construction documents, plans, specifications, builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which demonstrate substantial conformance. When specific documentation of special inspection is necessary to verify compliance, that method of compliance will be specified in the appropriate section or identified applicable checklist.

TABLE 5.504.4.2 - SEALANT VOC LIMIT

Less Water and Less Exempt Compounds in Grams per Liter	CURRENT VOC LIMIT
SEALANTS	
ARCHITECTURAL	250
MARINE DECK	760
NONMEMBRANE ROOF	300
ROADWAY	250
SINGLE-PLY ROOF MEMBRANE	450
OTHER	420
SEALANT PRIMERS	
ARCHITECTURAL	250
NONPOROUS	775
POROUS	775
MODIFIED BITUMINOUS	500
MARINE DECK	760
OTHER	750

NOTE: FOR ADDITIONAL INFORMATION REGARDING METHODS TO MEASURE THE VOC CONTENT SPECIFIED IN THESE TABLES, SEE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 1168.

5.504.4.3 Paints and coatings. Architectural paints and coatings shall comply with VOC limits in Table 1 of the ARB Architectural Coatings Suggested Control Measure, as shown in Table 5.504.4.3, unless more stringent local limits apply. The VOC content limit for coatings that do not meet the definitions for the specialty coatings categories listed in Table 5.504.4.3 shall be determined by classifying the coating as a Flat, Nonflat or Nonflat-High Gloss coating, based on its gloss, as defined in Subsections 4.21, 4.38 and 4.37 of the 2007 California Air Resources Board Suggested Control Measure, and the corresponding Flat, Nonflat or Nonflat-High Gloss VOC limit in Table 5.504.4.3 shall apply.

5.504.4.3.1 Aerosol Paints and coatings. Aerosol paints and coatings shall meet the PVMIR Limits for VOC in Section 94522(a)(3) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances, in Sections 94522(c)(2) and (d)(2) of California Code of Regulations, Title 17, commencing with Section 94520, and in areas under the jurisdiction of the Bay Area Air Quality Management District additionally comply with the percent VOC by weight of product limits of Regulation 8 Rule 49.

TABLE 5.504.4.5 - FORMALDEHYDE LIMITS:

PRODUCT	CURRENT LIMIT
HARDWOOD PLYWOOD VENEER CORE	0.05
HARDWOOD PLYWOOD COMPOSITE CORE	0.05
PARTICLE BOARD	0.09
MEDIUM DENSITY FIBERBOARD	0.11
THIN MEDIUM DENSITY FIBERBOARD	0.13

1. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, AIR TOXICS CONTROL MEASURE FOR COMPOSITE WOOD AS TESTED IN ACCORDANCE WITH ASTM E 1333. FOR ADDITIONAL INFORMATION, SEE CALIFORNIA CODE OF REGULATIONS, TITLE 17, SECTIONS 93120 THROUGH 93120.12.

2. THIN MEDIUM DENSITY FIBERBOARD HAS A MAXIMUM THICKNESS OF 5/16 INCHES (8 MM).

SECTION 5.508 OUTDOOR AIR QUALITY
5.508.1 Ozone depletion and greenhouse gas reductions. Installations of HVAC, refrigeration and fire suppression equipment shall comply with Sections 5.508.1.1 and 5.508.1.2.

5.508.1.1 Chlorofluorocarbons (CFCs). Install HVAC, refrigeration and fire suppression equipment that do not contain CFCs.

5.508.1.2 Halons. Install HVAC, refrigeration and fire suppression equipment that do not contain Halons.

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GABRIEL ARCHITECTS
OFFICE OF STATE FIRE MARSHAL STAFF

GABRIEL-ARCHITECTS.COM
PASO ROBLES OFFICE
530 10TH STREET
PASO ROBLES, CA 93446
805.238.9600

LICENSED ARCHITECT
LARRY GABRIEL
No. 011,172
REN. MAY 2025
STATE OF CALIFORNIA

HOUSING ADDITION FOR:

SAN MIGUEL FIRE DEPT.
1144 MISSION STREET
SAN MIGUEL, CA 93451
APN : 021-221-015 & -016

PROJECT NUMBER: 24-000.01

NO.	DESCRIPTION	DATE
△	PO4 SUBMITTAL SET	06-14-2024
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DRAWN BY: AVT
CHECKED BY: LG/JDB

**CAL GREEN CHECKLIST
NON-RESIDENTIAL**

CG 1.2

DISCLAIMER: THIS DOCUMENT IS PROVIDED AND INTENDED TO BE USED AS A MEANS TO INDICATE AREAS OF COMPLIANCE WITH THE CALIFORNIA GREEN BUILDING STANDARDS (CALGREEN CODE). DUE TO THE VARIABLES BETWEEN BUILDING DEPARTMENT JURISDICTIONS, THIS CHECKLIST IS TO BE USED ON AN INDIVIDUAL PROJECT BASIS AND MAY BE MODIFIED BY THE END USER TO MEET THOSE INDIVIDUAL NEEDS. THE END USER ASSUMES ALL RESPONSIBILITY ASSOCIATED WITH THE USE OF THIS DOCUMENT, INCLUDING VERIFICATION WITH THE FULL CODE.

Inspection Record Card - Commercial

COUNTY OF SAN LUIS OBISPO
PLANNING & BUILDING DEPT.
 976 OSOS ST., ROOM 200
 SAN LUIS OBISPO, CA 93408
 805-781-5600
www.sloplanning.org

Please call **805-788-6602** or email pl-inspections@co.slo.ca.us one business day before an inspection. The approved plans and inspection card **MUST** be in an obvious place on site the day of inspection. **SITE ID OR ADDRESS MUST BE POSTED IN CONSPICUOUS PLACE.** You may call your inspector between 7:00 - 8:00 a.m. any business day with questions.

PLACE LABEL HERE

CBLD2022-00021

KELLER FRANCES M TRE / 021-221-016
 Essential Services
 1140 MISSION ST, SAN MIGUEL 93451
 MANUFACTURED MULTI-FAMILY BUILDING (1,166 SF) FOR SAN MIGUEL FIRE DEPARTMENT

PLEASE COMPLETE ANY SPECIAL REQUIREMENTS LISTED ON THE PERMIT PRIOR TO REQUESTING INSPECTIONS. PARTIAL APPROVALS RECORDED ON REVERSE SIDE.

EROSION CONTROL MEASURES MUST BE IN PLACE FOR THE DURATION OF PROJECT

FOUNDATIONS: THESE MUST BE APPROVED BEFORE CONCRETE IS PLACED			
Footings	1500	PregROUT/Shotcrete	1900
Setbacks	1500	Footing (Fence/Ret. Wall)	2100
Ufer Ground	1500	Waterproofing	2100
Concrete Slab	1500	Gravity Wall Tieback	2100
Pier Footings	1500	Wall Drains	2100
Stem Walls	1500	Electrical Tag/Temporary Power	2600
SUB-FLOOR AND UNDER SLAB INSPECTIONS:			
Under-floor Mechanical	2550	Under-slab Electrical	2700
Under-floor Plumbing	2550	Under-slab Mechanical	2700
Joist and Girders	2550	Under-slab Plumbing	2700
Hold-down Anchors	2550	Radiant Floor Heating	2050
Cripple Wall Shear	2550		
*** OSHA APPROVED LADDER MUST BE PROVIDED***			
FRAMING INSPECTIONS: SEE SPECIAL INSPECTION REQUIREMENTS		SUB TRADE INSPECTIONS: THESE MUST BE APPROVED BEFORE INSULATING	
Lateral Shear	2150	Rough Framing	2350
Roof Framing	2150	Rough Electrical	2350
Roof Nailing	2150	Rough Plumbing	2350
Epoxy Bolts (max 6)	2150	Rough Mechanical	2350
Metal Building Frame	1750	Fire Damper/Stopping	2350
Concrete Tilt Up Panels	1100	Roof Drains	2350
LATH / INSULATION / DRYWALL INSPECTIONS: THESE MUST BE APPROVED BEFORE COVERED			
Stucco Lath	2500	Drywall	1250
Insulation - Wall	1550	Fire Caulking	1250
Insulation - Ceiling	1550	Interior Gas Test	1600
Insulation - Roof Deck	1550	Suspended Ceiling Grid (T-Bar)	2350
Insulation - Floor	1550		
OUTDOOR UTILITY INSPECTIONS: THESE MUST BE APPROVED PRIOR TO BACKFILL			
Sewer Line	2800	U/G Gas Line	2450
Back Water Valve	2800	U/G LP Tank	2450
Septic Tank	2800	U/G Water Lines	2450
Leach Field	2800	U/G Conduit	2450
Abandon Septic Tank	1050		
FINAL INSPECTIONS - Call Agencies Prior to Building Final		DO NOT OCCUPY BUILDING UNTIL FINAL APPROVAL	
Fire Department		Final Building	1400
Public Works	805-781-5252	Final Electrical	1400
Service District		Final Plumbing	1400
Development Review	805-788-2009	Final Mechanical	1400
Recycle	805-781-5628	Final Grading	1400
Health Department	805-781-5544	Erosion Control	1300
		Accessibility	1400

Roof Nailing Inspection will not be performed in wet, icy, or other hazardous conditions.

BLD-1023 04/25

PARTIAL APPROVAL STATEMENT

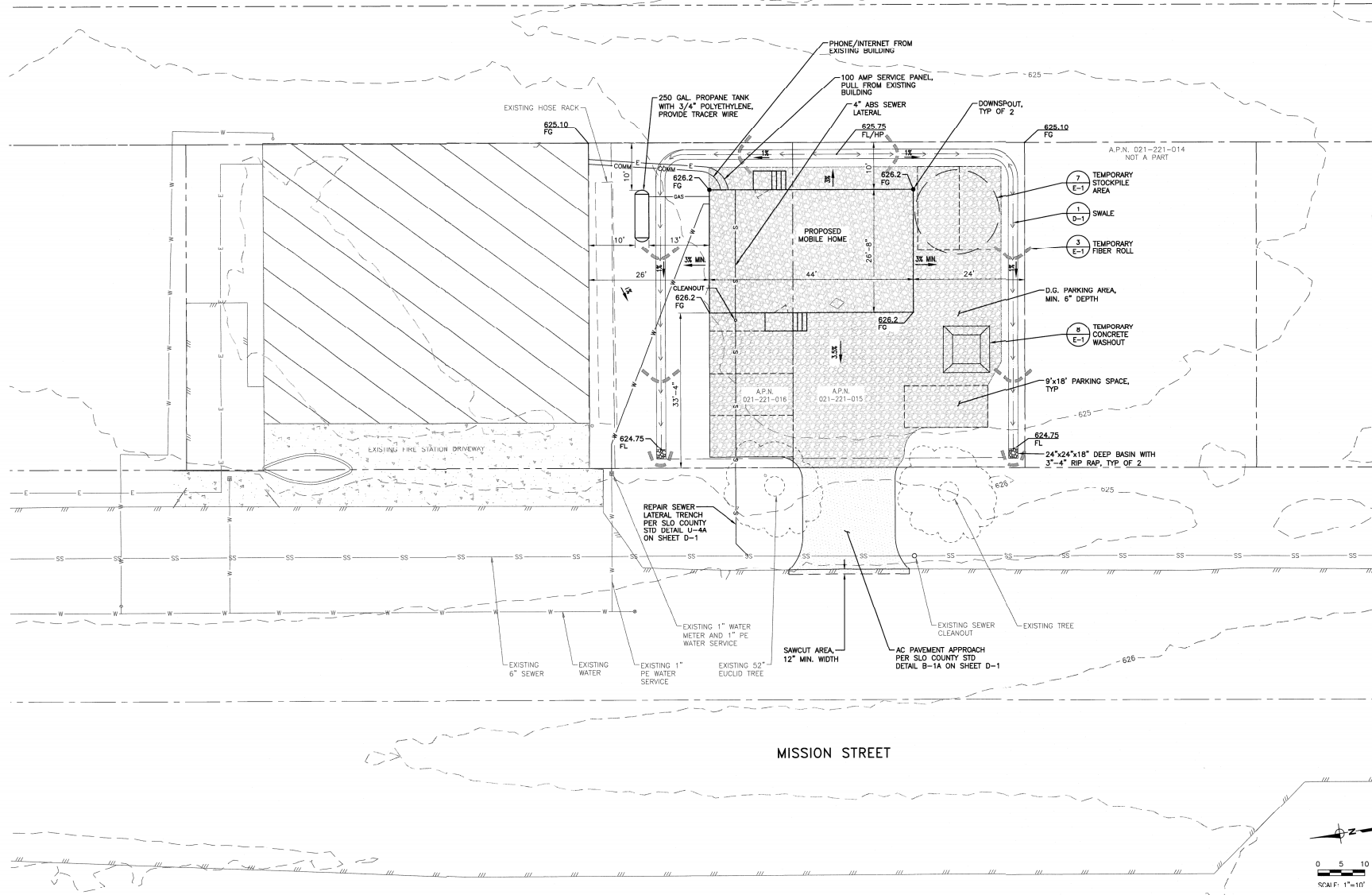
Inspections recorded on this side are supplemental inspection to those listed on the front of the card.
APPROVAL of each category will be recorded on the front side only.
SITE ID OR ADDRESS MUST BE POSTED IN A CONSPICUOUS PLACE.
You may call your inspector between 7:00 – 8:00 a.m. any business day with questions.

**COUNTY OF SAN LUIS OBISPO
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976 OSOS ST., ROOM 200
SAN LUIS OBISPO, CA 93408
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www.sloplanning.org**



FOUNDATIONS: (Date, Initial, Description)	
SUB-FLOOR AND UNDER SLAB INSPECTIONS: (Date, Initial, Description)	
FRAMING INSPECTIONS: (Date, Initial, Description)	SUB TRADE INSPECTIONS: (Date, Initial, Description)
Concrete Tilt Up Panels By Panel # (1100):	
LATH / INSULATION / DRYWALL INSPECTIONS: (Date, Initial, Description)	
	Type I/II Hood (2650):
OUTDOOR UTILITY INSPECTIONS: (Date, Initial, Description)	
Grease Trap/ Interceptor (2800):	
Dosing Tank (2800):	
Pump (2800):	
Alarms (2800):	
FINAL INSPECTIONS - Call Agencies Prior to Building Final (Date, Initial, Description)	

PRINTED: 06/11/24 - FILE: W:\13\SanMiguel\Community Services\Draw\220511551\5. PG Station Temporary Housing_CAD\220511551\5. H020616.dwg



MISSION STREET



OFFICE OF OVER THE HILL SPECIAL STAFF

DATE	DESCRIPTION
06/11/2024	PCMR RESUBMITTAL SET

GABRIEL-ARCHITECTS.COM

1430 NOBLE'S OFFICE
330 10TH STREET
PASO ROBLES, CA 94648
805.238.9523



CREATED BY: [Signature]



805 AEROVISTA PLACE, SUITE 201
SAN LUIS OBISPO, CA 93401
PHONE: (805) 452-8833
FAX: (805) 888-2764

PROJECT: HOUSING ADDITION



SAN MIGUEL FIRE DEPT.

1144 MISSION STREET
SAN MIGUEL, CA 93451
APN: 021-221-016, 021-221-015

PROJECT NUMBER: 21-402.04

NO.	DESCRIPTION	DATE
1	PCMR RESUBMITTAL SET	06-11-2024

DRAWN BY: PMD
CHECKED BY: HEF
DATE: 06/11/2024

SITE PLAN

REVISIONS:

C-1



AED/CST Br23
 3730 La Cruz Way
 PASO ROBLES, CA 93446-5907
 Phone 805-434-5666
 Fax 805-434-5515



Quotation

EXPIRATION DATE	QUOTE NUMBER
10/06/2024	S5885023
AED/CST Br23 3730 La Cruz Way PASO ROBLES, CA 93446-5907 Phone 805-434-5666 Fax 805-434-5515	PAGE NO.
	1 of 2

QUOTE TO:

SHIP TO:

BALDWIN ELECTRIC SERVICE
 7930 SANTA ROSA ROAD
 ATASCADERO, CA 93422

BALDWIN ELECTRIC SERVICE
 7930 SANTA ROSA ROAD
 ATASCADERO, CA 93422

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
58870	SAN MIGUEL CSD		AED House 23	
WRITER	SHIP VIA	TERMS	SHIP DATE	
Lewis, Kim	2311	WC WILL CALL	NET 30 DAYS	09/06/2024
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
1ea	ITE Q2100 2P 100A 120/240V CB Pn: 5249		58.450/ea	58.45
80ft	EMT 112 1-1/2 IN EMT CONDUIT (GSI) Pn: 2785		280.030/c	224.02
2ea	BRDGPORT 254-SRTI 1-1/2" EMT RAINTIGHT INSULATED COMPRESSION CONNECTOR Pn: 6679440		587.030/c	11.74
7ea	BRDGPORT 264-SRT 1-1/2IN EMT RAINTIGHT COMPRESSION COUPLING Pn: 6679332		495.060/c	34.65
1ea	ITE GF223NR 2P 240V 100A SFTY SW Pn: 6501145		164.450/ea	164.45
10ft	PVC 1-1/2 11280 SCHEDULE 80 PVC CONDUIT Pn: 7149		196.630/c	19.66
30ft	PVC 1-1/2 112 SCHEDULE 40 PVC CONDUIT (GSI) Pn: 7147		120.750/c	36.23
2ea	PVC 1-1/2 11290 90D COND ELBOW (GSI) - Above not returnable w/o RGA - Pn: 7150		377.080/c	7.54
4ea	PVC 1-1/2 112CP CONDUIT CP (GSI) Pn: 7153		65.820/c	2.63
1ea	PVC 1-1/2 112TA TERMINAL ADAPTOR (GSI) Pn: 7155		85.740/c	0.86
1ea	PVC 1-1/2 112FA FEMALE ADP (GSI) Pn: 7154		79.510/c	0.80

** Continued on Next Page **



Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
10/06/2024	S5885023	2 of 2

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
15ea	UNISTRUT P1430ASEG 1-1/2IN CLAMP FOR EMT (GSI) (100/CTN) Pn: 7170307	155.670/c	23.35
20ft	UNISTRUT P1000T-10PG 1-5/8 SLOTTED STRUT ** 10FT ** DEEP PRE-GALV 12GA (GSI) !!!!! SLOTTED !!!!! Pn: 7170313	256.250/c	51.25
1ea	ITE ECHS150 1-1/2" W/P HUB Pn: 6518461	22.160/ea	22.16
2ea	T&B 5336 1-1/2 INS L/T FLEX CONN Pn: 2165947	3615.260/c	72.31
4ft	FLX 112UA 1-1/2-UA/LA-GRAY LIQ LA015 CUTTING REEL Pn: 2991	619.210/c	24.77
1ea	ERICO 615880 (BLKBRN 6258) 5/8X8 CU BOND GRND Pn: 1428	23.020/ea	23.02
1ea	DOTTIE 26 1/2-1 ARMRD GRD CLAMP Pn: 45999	646.860/c	6.47
8ft	WIRE 6-SOLID-BARE-CU CUTTING REEL Cuts: 1 @ 8 ft Pn: 1105	734.890/m	5.88
360ft	WIRE 2-THHN-STR-BLACK CU CUTTING REEL Cuts: 1 @ 360 ft Pn: 43990	1883.770/m	678.16
120ft	WIRE 8-THHN-STR-GREEN CU CUTTING REEL Cuts: 1 @ 120 ft Pn: 43947	488.240/m	58.59
3ea	NSI IT-1/0 1/0-14AWG INSD-TAP CON Pn: 312321	13.780/ea	41.34
1ea	BLKBRN ADR2 14-2 ALCU SCR LUG Pn: 142708	91.330/c	0.91

Terms and Conditions: The quoted pricing reflected on this document is open for acceptance for a period of 24 hours. Taxes, Freight and/or other charges may not be included. Imported products containing raw materials which fluctuate with the market are subject to change without notice. In the event of errors or omissions, this price quote is void and will be corrected upon request.	Subtotal	1569.24
	S&H Charges	0.00
	Amount Due	1569.24



◆PROPOSAL & CONTRACT◆

To: San Miguel CSD.
 Re. Dirt work
 Email: Kelly.dodds@sanmiguelcsd.org
 Billing Address. PO BOX 180
 San Miguel Ca. 93451

Date 8-27-24
 Contact: Kelly.
 Phone: 805-2910815
 Site Address: 1144 Mission St
 San Miguel Ca. 93451

Att: Ben.

We propose to:

1. Dirt work.
 We will over x and compact pad as shown on drawings and soils report.
 We will also dig out and compact subgrade for new asphalt drive approach
 and swale and parking lot. \$42,760.00

2. Base work approximately 5,828 square feet.
 We will haul in DG as shown on drawings and install 6" thick grade and compact
 for building pad, parking lot and Recycled class II base for drive approach.
 Material to be used:
 195-ton DG. \$21,530.00
 30-ton Recycled class II road base.

3. Asphalt drive approach.
 We will haul in hot mix asphalt and install 3" thick, roll and compact to a professional
 finish.
 Material to be used:
 15-ton ½" type B hot mix asphalt. \$7,178.00

- TOTAL RPICE: \$71,468.00

Note #1. This proposal excludes all underground utilities, propane tank, erosion control
 amendment & mulch for swale.

Note #2. Prevailing wages to be paid.

All the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of
 SEVENTY-ONE THOUSAND-FOUR HUNDRED-SIXTY-EIGHT DOLLARS

Exclusions if needed:

- ◆ Permits/Fees. ◆ Compaction Tests.
- ◆ Surveying. ◆ Existing utilities not currently deep enough for construction.
- ◆ Erosion and Environmental Control Measures.

The entire amount of the contract to be paid within ten 10 days after completion. Any alterations or deviation from the above specifications, involving extra cost of material, will only be executed upon written orders for same and will become an extra charge over the sum stated in this contract. Any and all-over due contract sums shall entitle contractor to interest at the rate of 1.5% monthly. All agreements/changes must be made in writing. Should any dispute arise as to any of the above stated terms, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Name and registration number of Salesperson who Solicited or negotiated this contract:

Name: **Paul Viborg/Number: 507523**
 Contractors are required by law to be licensed and are regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar at the Board.
Contractors State License Board
3132 Bradshaw Road
Sacramento, Ca. 95826

Respectfully Submitted,

Paul Viborg, Viborg Sand and Gravel, Inc.
 Contractor's License No: **507523**
 1529 N. River Rd, Paso Robles CA 93446
 Telephone: (805)238-4368
 Fax: (805) 238-2386
 Email: viborg@viborgsand.com

Note: You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Prices are good for 30 days.

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work stated in the above proposal for which I/We/They agree to pay the amount stated in the said proposal, and according to the terms thereof.

Accepted By: _____ Company: _____ Date: _____

Notice to Owner: Under the Mechanic's Lien law, any contractor or sub-Contractor, laborer, material man or other person who helps to improve your property and is not paid for labor, service, or material, has the right to enforce his claim against your property. Under the law you may protect yourself against such claims by filing, before commencing such work of improvement or modification thereof in the office of the county recorder where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount no less than 50% of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of the persons furnishing labor, services, equipment or materials for the work described in said contract.

SWIFT TECTONICS, INC.
P. O. BOX 379
SAN ARDO, CA 93450
831-627-2526

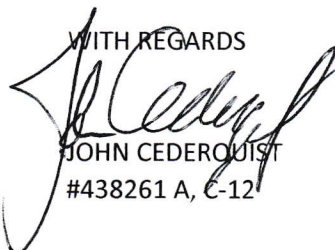
AUGUST 7, 2024

KELLY DODDS
SAN MIGUEL CSD
PO BOX 180
SAN MIGUEL, CA 93451

QUOTE FOR SAN MIGUEL COMMUNITY SERVICES DISTRICT
SAN MIGUEL FIRE DEPT PLAN DATED 4/22/24

	<u>QUANTITY</u>		<u>RATE</u>		<u>TOTAL</u>
PREVAILING WAGE					
MOVE IN			LS		\$2,000.00
EARTHWORK					
DEMO- SAW CUT & REMOVE ASPHALT	26 SF	\$	20.00 SF		\$520.00
GRUG & CLEAR	6220 SF	\$	0.15 SF		\$933.00
OVEREX BUILDING PAD 4' (2,052SF)	365 CY	\$	15.00 CY		\$5,475.00
RIP & RECOMPACT	4051 SF	\$	1.20 SF		\$4,861.20
6" DG IN PARKING AREA	4051 SF	\$	1.80 SF		\$7,291.80
2' WIDE EARTHEN SWALE (MULCH NIC)	400 SF	\$	15.00 SF		\$6,000.00
RIP RAP	10 SF	\$	25.00 SF		\$250.00
2 X 2 CATCH BASIN, 18" DEEP	1 EA	\$	3,200.00 EA		\$3,200.00
FINISH GRADING	6220 SF	\$	0.40 SF		\$2,488.00
SURFACE IMPROVEMENT DRIVEWAY APPROACH					
6" CLASS II BASE (580 SF)	21 TN	\$	100.00 TN		\$2,100.00
3" A/C	480 SF	\$	19.20 SF		\$9,216.00
					\$44,335.00

QUOTE TOTAL \$44,335.00

WITH REGARDS

JOHN CEDEROQUIST
#438261 A, C-12

Fire Station THU Interfund Loan

	Swift	District			Total
		Equipment	Material	Labor	
Mob/ Demob	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Demo - Saw cut and remove asphalt	\$ 520.00	\$ -	\$ -	\$ 150.00	\$ 150.00
Grub and Clear	\$ 933.00	\$ 190.84	\$ -	\$ 150.00	\$ 340.84
Overex Building Pad	\$ 5,475.00	\$ 3,850.00	\$ -	\$ 4,800.00	\$ 8,650.00
Rip & recompact	\$ 4,861.20	\$ 3,850.00	\$ -	\$ 3,600.00	\$ 7,450.00
6" DG in parking area	\$ 7,291.80	\$ 2,595.00	\$ 2,815.00	\$ 5,400.00	\$ 10,810.00
2' Wide earthen swale	\$ 6,000.00	\$ 505.28	\$ -	\$ 600.00	\$ 1,105.28
Rip Rap	\$ 250.00	\$ -	\$ 125.00	\$ 112.50	\$ 237.50
2x2 Catch basin	\$ 3,200.00	\$ -	\$ 1,500.00	\$ 600.00	\$ 2,100.00
Finish Grade	\$ 2,488.00	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00
6" base approach	\$ 2,100.00		\$ 375.00	\$ 750.00	\$ 1,125.00
3" AC approach	\$ 9,216.00		\$ 9,216.00	\$ 75.00	\$ 9,291.00
	\$ 44,335.00	\$ 11,991.12	\$ 14,031.00	\$ 17,437.50	\$ 43,459.62

Sewer lateral	\$ -	\$ 744.00	\$ 460.00	\$ 600.00	\$ 1,804.00
Water line	\$ -	\$ 558.00	\$ 190.00	\$ 450.00	\$ 1,198.00
Gas line and LPG pad (line and tank by Wildhorse)	\$ -	\$ 186.00	\$ 450.00	\$ 150.00	\$ 786.00
Phone and Power	\$ -	\$ 186.00	\$ 175.00	\$ 150.00	\$ 511.00
					\$ 4,299.00

Viborg	\$ 71,468.00
SWIFT	\$ 44,335.00
DISTRICT	\$ 43,459.62
SWIFT + UTILITIES	\$ 48,634.00
Viborg + UTILITIES	\$ 75,767.00
DISTRICT + UTILITIES	\$ 47,758.62

Wildhorse propane tanks and service	\$ 550.00	\$ 550.00	\$ 550.00	Site Prep	\$ 47,113.00
Howard Baldwin Electric power	\$ 5,885.23	\$ 5,885.23	\$ 5,885.23	Utilities	\$ 10,734.23
Soils testing	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	furnishing	\$ 5,000.00
Survey	\$ 500.00	\$ 500.00	\$ 500.00		
Temp fencing	\$ 1,278.00	\$ 1,278.00	\$ 1,278.00		\$ 62,847.23
				10% contingency	\$ 69,063.00
	\$ 57,847.23	\$ 84,980.23	\$ 56,971.85	Other overage:	
Swift + Dist		Dist	Viborg + Dist	Road impact	\$ 6,637.00
				Design Civil/ Arch	\$ 1,341.00
				Bond	\$ 3,217.00
				THU Escrow remaining balance:	\$ (258.00)
				Total	\$ 80,000.00
					\$ 274,276.81
					\$ 354,276.81

Project: **Temporary Housing Unit**
Fund: 20-Fire
Resolutions: 2022-21,22, 2024-44

THU Projected Cost Summary:		THU Actual Cost Summary:	
	4/21/2022 Estimate		9/5/2024 Project Status
Modular home:	\$ 214,110.58	COSTS PAID BY LOAN ESCROW	\$ 214,110.00
Electrical Service:	\$ 5,885.23	Modular home:	\$ -
Utility Connections:	\$ 5,281.00	Electrical Service: (now in Interfund loan)	\$ -
Interior furnishings:	\$ 5,000.00	Utility Connections: (now in Interfund loan)	\$ -
Site Prep allowance:	\$ 10,000.00	Interior furnishings: (now in Interfund loan)	\$ -
Permit fee allowance:	\$ 8,000.00	Site Prep allowance: (now in Interfund loan)	\$ -
Permit design documents:	\$ 3,000.00	Permit fee allowance:	\$ 3,583.40
	<u>\$ 251,276.81</u>	Permit design documents:	\$ 5,902.50
8% project contingency:	\$ 20,102.14	UNANTICIPATED <i>Permit design/engineering:</i>	\$ 18,610.00
	<u>\$ 271,378.95</u>	<i>Curb, Gutter, Sidewalk Plan Ck Design:</i>	\$ 18,090.20
		<i>Public Work- Plan Check fees</i>	\$ 3,065.68
Master Financing Agreement:	\$ 3,000.00	<i>MUP Design:</i>	\$ 1,700.00
		<i>MUP Permit:</i>	\$ 6,058.62
		Master Financing Agreement:	\$ 3,000.00
			<u>\$ 274,120.40</u>
		Remainder of Loan available:	\$ 258.55
		Holman Interest over 10 years:	\$ 61,384.15
Holman Loan	\$ 274,378.95		
Holman Interest over 10 years:	\$ 61,384.15	Interfund Loan	\$ 80,000.00
Total RES# 2022-21 Cost:	<u>\$ 335,763.10</u>	Interfund Loan Interest @ 4.579%	\$ 21,496.15
		Total Project Cost:	<u>\$ 437,000.70</u>

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

September 26, 2024

AGENDA ITEM: 10.4

SUBJECT: 10 year Interfund loan between the Street Lighting fund and Fire fund in an amount of \$80,000 by RESOLUTION 2024-44 (approve by 3/5 vote)

SUGGESTED ACTION: Review and approve Resolution 2024-44 authorizing an Interfund loan between Street Lighting and Fire for \$80,000 in order to complete the Temporary Housing Unit.

DISCUSSION:

The Fire department started the Temporary Housing Unit (THU) project in 2022 with a loan from Holman Capital in the amount of \$335,763.10 (including interest). The permitting process for the THU led to additional requirements and significant time delays which escalated project costs beyond the original loan amount.

The Fire Chief, General Manager, and Financial Officer have met and discussed the remaining costs and after reviewing the expended and projected project costs there is a projected deficit of \$80,000 through completion of the project. The projected deficit includes all existing overages for Road fees, Design, and Bonding as well as projected costs for site-work, utilities, and furnishings.

The proposed Interfund loan will have the following terms;

- 10 year repayment with annual payments
- Maximum principal amount \$80,000 - The final loan amount and payment will be based on the actual amount spent, up to the maximum.
- 4.579% maximum annual interest, interest percentage to adjust annually with the actual interest percentage in the Capital Reserve Money Market account as of June 30th annually.
- Principal and interest payment will be evaluated annually to incorporate any additional principal payments and changes in interest.
- Annual payments will be made in July of each year.
- There will be no penalty for early payoff or for additional principal payments.
- Upon the sale of the Temporary Housing Unit this loan will be paid off, if any balance remained at the time of sale.

Based on the terms above the Fire Fund will be committing to an annual Payment of \$10,118.26. Assuming 10 years of payments at the maximum loan amount and interest rate, the Fire fund will pay a total of \$80,000 in principle and \$21,182.61 in interest for a total debt repayment of \$101,182.61.

Fiscal year 2024-25 revenue and expense budgets will be adjusted as follows;

- Increase of \$80,000 to 20-511 Fire- Temp Housing Unit
- Increase of \$80,000 to 20-46010 Transfers in
- Increase of \$80,000 to 30-989 Interfund loan out
- A transfer from fund 30 Capital Reserve to fund 20 Operational Cash will be made in the actual amount spent, up to \$80,000, at the completion of the project.

Starting with the fiscal year 2025-26 operation and maintenance budget, the Fire Department will budget the principal and interest payments of the loan as indicated in Exhibit A part of their annual budget with the annual payment being processed in July of each year.

Staff recommends that the Board approve the inter-fund loan and proposed terms to complete the THU.

Related resolutions/Board approvals;

- Resolution 2022-21 Approval of loan agreement with Holman Capital Group
 - Resolution 2022-22 Approval of modular home purchase
-

FISCAL IMPACT:

Approval of the proposed Interfund loan will provide funding to the Fire fund to complete the Temporary Housing Unit (THU). This will create a principal and interest payment obligation from Fire to Lighting to pay the loan, reducing available Fire operating fund.

Utilizing Cash Reserves to make Interfund loans in no way increases utility rates and assessments or encumbers funds that could otherwise be used for operations.

PREPARED BY: Kelly Dodds

EXHIBIT A RESOLUTION 2024-44
 San Miguel Community Services District Interfund Loan
 Principal and Interest repayment schedule due to Fund 30 from Fund 20

		10 Year loan duration			Initial loan principal		\$ 80,000.00			
Year	Date	Beginning balance	Payment	Interest	Principal	End balance	Interest rate	Additional principal payment		
1	7/1/2025	\$ 80,000.00	\$10,149.61	\$ 3,663.20	\$6,486.41	\$ 73,513.59	4.579%	\$	-	
2	7/1/2026	\$ 73,513.59	\$10,149.61	\$ 3,366.19	\$6,783.43	\$ 66,730.16	4.579%	\$	-	
3	7/1/2027	\$ 66,730.16	\$10,149.61	\$ 3,055.57	\$7,094.04	\$ 59,636.12	4.579%	\$	-	
4	7/1/2028	\$ 59,636.12	\$10,149.61	\$ 2,730.74	\$7,418.88	\$ 52,217.24	4.579%	\$	-	
5	7/1/2029	\$ 52,217.24	\$10,149.61	\$ 2,391.03	\$7,758.59	\$ 44,458.65	4.579%	\$	-	
6	7/1/2030	\$ 44,458.65	\$10,149.61	\$ 2,035.76	\$8,113.85	\$ 36,344.80	4.579%	\$	-	
7	7/1/2031	\$ 36,344.80	\$10,149.61	\$ 1,664.23	\$8,485.39	\$ 27,859.41	4.579%	\$	-	
8	7/1/2032	\$ 27,859.41	\$10,149.61	\$ 1,275.68	\$8,873.93	\$ 18,985.48	4.579%	\$	-	
9	7/1/2033	\$ 18,985.48	\$10,149.61	\$ 869.35	\$9,280.27	\$ 9,705.21	4.579%	\$	-	
10	7/1/2034	\$ 9,705.21	\$10,149.61	\$ 444.40	\$9,705.21	\$ (0.00)	4.579%	\$	-	
Total:			Payments	Interest	Principal			20-983 Debt Service Principal		
			\$ 101,496.15	\$ 21,496.15	\$80,000.00			20-984 Debt Service Interest		



RESOLUTION NO. 2024-44

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING A EIGHTY THOUSAND DOLLAR INTERFUND LOAN BETWEEN THE STREET LIGHTING AND FIRE DEPARTMENTS

WHEREAS, the San Miguel Community Services District operates five different Departments (Funds); including Fire, Lighting, Wastewater, Water and Solid Waste, and;

WHEREAS, in 2022 the Board of Directors approved a \$335,763.10 loan with Holman Capital for the purchase and installation of a Temporary Housing Unit (THU). Due to time delays and unforeseen cost overruns the project is behind schedule and over budget. The funding with Holman Capital cannot be extended, requiring alternate funding to complete the THU, and;

WHEREAS, the Board of Directors desires to complete the THU for the benefit of community and an interfund loan between the Street Lighting fund and the Fire fund will allow the project to be completed without further outside funding obligation. The interfund loan will not affect the financial stability of the Street Lighting fund and will allow the Fire fund to retain reserves for regular and emergency operational funding, and;

WHEREAS, the Fire fund may, without penalty, make additional principal payments after which the annual principal and interest payments will be recalculated, and in the event that the THU is sold prior to the complete repayment of the interfund loan, the remaining balance will be repaid with the proceeds of the sale of the THU, and;

WHEREAS, The loan term will be for a maximum of ten (10) years, with annual payments due in July annually for principal and interest, and;

WHEREAS, The interest rate will be adjusted annually based on the interest rate of the Capital Reserve money market account held at Five Star Bank as of June 30th. The adjusted rate will be applied to the payment due in July annually. The maximum interest rate will be 4.579%, and;

WHEREAS, The actual initial loan principal amount will be adjusted to the actual amount spent to complete the THU up to the maximum amount of \$80,000 and;

WHEREAS, Utilizing cash reserves to make interfund loans in no way increases utility rates and assessments or encumbers funds that could otherwise be used for operations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Miguel Community Services District (“District”) hereby approves an Interfund loan in the amount of \$80,000 from Lighting (Fund 30) to Fire (Fund 20) at a 4.579% interest for the term of ten (10) years with annual payments as outlined in Exhibit ‘A’. Payments shall be budgeted in the Fire fund annual budget and paid in July each year beginning July 2025.

BE IT FURTHER RESOLVED, the Board of Directors of the San Miguel Community Services District (“District”) hereby approves:

- Budget increase Fund 20 - 511 (Fire-Temp Housing Unit) by \$80,000
- Budget increase Fund 20 - 46010 (Transfers in) by \$80,000
- Budget increase Fund 30 - 989 (interfund loan out) by \$80,000
- The final Fund transfer from Fund 30 Capital Reserve to Fund 20 Operating Cash will be for actual amount spent up to \$80,000 at completion of the project.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 26th day of September 2024

Kelly Dodds, General Manager

Rod Smiley, President Board of Directors

Scott Young, Fire Chief

ATTEST:

APPROVED AS TO FORM:

Tamara Parent, Board Clerk

Douglas L. White, District General Counsel

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

September 26, 2024

AGENDA ITEM: 10.5

SUBJECT: Review and approve changes to the Board Handbook. (RESOLUTION 2024-45)

SUGGESTED ACTION: Review and approve RESOLUTION 2024-45 adopting changes to the Board Handbook.

DISCUSSION:

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

At the August Board meeting the Board asked that a new subsection be added that outlines an officials disciplinary procedure, as well as adding page numbers to the agenda.

Chapter 9(C)(a)(iv) was added to include the starting page of each item on the agenda.

Chapter 12 (K) was added to include 'Officials Disciplinary Procedure' as shown in the provided redline copy of the Board Handbook.

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

FISCAL IMPACT:

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

PREPARED BY: Kelly Dodds

San Miguel
Community
Services District



Board Members'
Handbook

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Introduction & Overview

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

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

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

B. Overview of Basic Documents

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

1. California Government Code

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

2. Ordinances

An ordinance prescribes a permanent rule of conduct subject to the jurisdiction of the District and remains in effect until the ordinance is repealed. The Board

shall act by ordinance or resolution. All ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action is unanimous. All ordinances adopted by the Board shall be numbered consecutively, starting anew at the beginning of each fiscal year.

3. Annual Budget

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

4. Emergency Operations Plan

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

C. Orientation of New District Officials

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

Basic Definitions:

1. Chair/Presiding Officer is the individual authorized by law or District Policy to oversee, direct and preside over the public meeting of the Board or any other District Committee.
2. District Official is any elected or appointed Member of the Board or District Committee established by resolution or Board policy.
3. Board of Directors is the legislative body of five (5) members who govern each district by establishing policies for the operation of the District. Each Board Member serves a term of four (4) years or until his or her successor qualifies and takes office.²

Chapter 2: Board—General Powers and Responsibilities

A. Board Authority

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

B. Board Functions

Each Board Member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board Members shall take office at noon on the first Friday in December following their election.³ The Board approves the budget and determines the public services to be provided, as well as the taxes, fees, and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District.

Each Board Member shall not hold an incompatible office. Service on a municipal advisory council or area planning commission shall not be considered an incompatible office.⁴ Each Board Member shall hold office and discharge his or her duties with loyalty. Each Board Member shall attend all regular and special meetings of the Board, unless there is good cause.

No person shall be a candidate for the Board of Directors unless he or she is a voter of the District. All Members of the Board shall exercise their independent judgement on behalf of the interests of the entire District. A Member of the Board shall not be a compensated employee of the District.⁵

Board President and Vice-President Functions:

1. President

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

is also recognized as the official head of the District for all ceremonial purposes. The Board shall select the President annually in December.

2. Vice-President

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

C. Attendance Requirements

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

An excused absence may include:

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

A Board Member who has three (3) unexcused Absences for a period of three (3) consecutive months will result in a vacancy of his or her seat on the Board.⁶

1. Remote Attendance

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

Each member of the Board may only remotely attend a meeting for just cause twice in one calendar year. There is no restriction on the number of times remote attendance may be utilized for emergency circumstances; however, remote participation may not exceed more than three (3) consecutive months or twenty percent (20%) of the regular meetings for the District within a calendar year.

When remote attendance is requested pursuant to emergency circumstances, the Board must take action to approve the request at the earliest opportunity. If the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made, the Board may take such action at the beginning of the meeting. Additionally, the remotely attending Board Member must publicly disclose at the meeting, before any action is taken, whether any other individuals who are 18 years of age or older are present in the room at the remote location and the general nature of the member's relationship to such individuals.⁷

2. Required Sign-In Sheets

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

The sign-in sheet will be circulated at the "Call to Order" agenda item of the open session of the Board Meeting. The sign-in sheet will then be circulated during the "Board Comments" agenda item of the Board Meeting.

D. Appointment of General Manager and District Counsel

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

1. General Manager

The General Manager is an employee of the District and has an employment agreement which specifies terms of employment, including an annual evaluation by the Board. The General Manager shall be the administrative head of the District under the direction of the Board. He or she shall be responsible for implementation of policies established by the Board and supervision of district employees, facilities, and finances.⁸

2. District Counsel

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

E. Role in Emergency

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

F. Standing Committees

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

Chapter 3: Board Administrative Support

A. Requests for Research or Information

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

B. Inappropriate Actions

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

Chapter 4: Board Member Finances

A. Board Member Compensation

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

Board Members may waive their stipends as provided by state law⁹; however, they may not elect to assign their salary to any person or entity, including a charitable organization.

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

The following types of authorized functions are eligible for compensation:

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

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

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

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

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

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

B. Expenditure Allowance

The annual District budget may include an expenditure allowance for expenses necessary for Members to undertake official District business. Eligible expenses include travel expenses, including meals for Board Members, and mileage reimbursement, which are made for District business.¹⁰ Expenses for Board Members shall be approved in advance by the Board. Donations to organizations are not eligible, nor are meals, for individuals other than Board Members.

C. Expenditure Guidelines

Any expense must be related to District affairs.¹¹ Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting.

District budgetary practices and accounting controls apply to expenditures within the District budget. Board Members should plan expenditures which will allow them to remain within the annual allocation. When exceptional

circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office, with receipts. Expenditure records are public information.

Chapter 5: Board Member Communications

A. Overview

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

B. Speaking “for the District”

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

C. Correspondence to Board Members

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

D. Correspondence from Board Members

1. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District’s position on policy matters to outside agencies on behalf of the Board. Individual Members of the Board will often prepare letters for constituents in response to inquiries or to provide requested information.
2. The following is the policy of the Board relative to official and non-official correspondence by Members of the Board:

- a. Board Members shall not write or send letters on District stationary or letterhead without Board approval.
- b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board Member.
- c. Board Members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board Members are encouraged to notify or send copies of said endorsement to the full Board.
- d. The Board policy is that it will not support individual political candidates but may vote to support or take stands on initiatives, measures, or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

E. Confidential Issues

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

F. Local Ballot Measures

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

G. State Legislation, Propositions

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

H. Proclamations

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

not issue proclamations but may request that the President issue a proclamation.

Chapter 6: District Officials—Conflicts & Liability

A. Conflict of Interest

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. Elected officials' home addresses or telephone numbers are not to be posted or provided without written permission of the official.

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

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

B. Political Reform Act

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

A Board Member has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally on one (1) or more of the economic interests of the public official or a member of the public official’s immediate family.”¹²

Economic interests include interests in businesses worth Two Thousand Dollars (\$2,000) or more, interests in real property, both ownership and leases, worth Two Thousand Dollars (\$2,000) or more, a source of income in an amount of Five Hundred Dollars (\$500) or more within one (1) year of the decision, and gifts of Five Hundred and Twenty Dollars (\$520¹³) or more provided to or received within one (1) year of the decision.¹⁴

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more in fair market value.¹⁵ If a Board Member has a pro rata share interest in real property, in which the Board Member or immediate family Member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.¹⁶

Board Members are also prohibited from knowingly accepting, soliciting, or directing a contribution of more than Two Hundred Fifty Dollars (\$250) from any party (or their agent) while a proceeding involving a license, permit or entitlement is pending before the district and for twelve (12) months following the date a final decision is rendered. If a Board Member accepts more than \$250 prior to rendering a decision, they shall disclose that on the record of the proceeding and recuse themselves from participating in the decision-making. However, if the Board Member returns the contribution within thirty (30) days from the time the Member knew or reasonably should have known of the contributions, the Member shall be permitted to participate in the proceedings.¹⁷

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

A Board Member who believes they may have a conflict of interest must take the following steps:¹⁸

- 1. Publicly identify the financial interest.**

This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.

2. Recuse yourself from both the discussion and the vote on the matter.

Recusal applies to all proceedings related to the matter.

3. Leave the room until the matter has been completed.

The matter is considered complete when there is no further discussion, vote, or any other action.¹⁹

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

C. Government Code Section 1090

Government Code section 1090 is similar to the Political Reform Act, but it applies only to District contracts in which a public official has a financial interest. The financial interests covered by Government Code section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the District from entering into the contract at all. In addition, the penalties for violating Government Code section 1090 are severe. If a District Official believes that he or she may have any financial interest in a contract that will be before the Board, the District Official should immediately seek advice from the District Counsel or the District Official's personal attorney.

There are a number of other restrictions placed on Board actions, which include prohibitions on secrecy and discrimination, as well as assurance that all District funds are spent for public purposes. Violations of these restrictions may result in a personal liability for individual District Officials.

D. Conflict of Interest Forms

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

E. Ex Parte Communications

All Board Members may have "ex parte" communications—meaning communications outside the meeting forum. However, such communications should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the District Official in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself, or others. This

guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 9 of this Handbook and provides more detail as to Board Members' obligations under California State law.

F. Liability

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

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

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

G. AB 1234 Training

California State law requires any compensated member of a legislative body to receive two (2) hours of ethics training in general ethics principles and ethics law within twelve (12) months of their first date of service and then every two (2) years thereafter.²⁰

H. AB 1661 Training

California State law requires local agency officials to receive two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.²¹

I. Tracking Board Member Training

Board Member(s) who fail to complete the required training within the specified timeframe will be placed on each subsequent regular Board Member agenda to discuss which Board Member(s) is out of compliance and upcoming opportunities to bring them into compliance. Additionally, the Board Member(s) will forfeit his/her stipend consistent with the rules set forth in Chapter 4(A)(a).

Chapter 7: District Officials—Interaction with Staff and Officials

A. Overview

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

B. Board-Manager Relationship

1. Employment Relationship Between the Board and the General Manager

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

2. Evaluation

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

3. Open Communication

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

4. Staff Roles

The Board recognizes the primary functions of Staff as executing Board policy and actions taken by the Board and in keeping the Board informed. Staff is obligated to take guidance and direction only from the Board as a whole through the General Manager or from the appropriate management supervisors. The Board is discouraged from instructing Staff directly, but should instead submit any requests to the General Manager or District Counsel. Further, any

comments or concerns from the Board should be communicated to the General Manager or District Counsel. Staff is directed to reject any attempts by individual Members of the Board to unduly direct, or otherwise pressure, them into making, changing, or otherwise influencing recommendations.

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

C. General Manager Code of Ethics

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

D. Board-District Counsel Relationship

1. District Counsel

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

2. District Counsel Legal Responsibilities

The general legal responsibilities of the District Counsel are to:

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

3. District Counsel Representation

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

E. General Manager-District Counsel Relationship

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

1. District Officials

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

F. Access to Information and Communications Flow

1. Objectives

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

2. Board Roles

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

3. Access to Information

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

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

G. Dissemination of Information

In cases where a Staff response to an individual Board Member request involves written materials which may be of interest to other Board Members, the General Manager will provide copies of the material to all other Board Members. In making this judgment, the General Manager will consider whether the

information is significant, new, otherwise not available to the Board, or of interest to the Board.

H. Restrictions on Political Involvement by Staff

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

1. Staff Members

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

2. Management Staff

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

3. General Employees

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

I. General Conduct Expectations

Board Members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board Members, the public, and District Staff while in Board Meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Board Members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board Members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Board Meetings and community Meetings.

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

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

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

Chapter 8: Leaving Office

A. Filling Board Vacancies

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.²² A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.²³ Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

1. Appointing a New Member

If the Board wishes to appoint a new Member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.²⁴ Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.²⁵

2. Special Election

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.²⁶ The election shall be held on the next established election date, as long as it is at least one hundred thirty (130) days after the call of the election.²⁷

3. Intervention by the Board of Supervisors

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.²⁸ If the County Board of Supervisors calls for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.²⁹

B. Conflicts of Interest While Leaving Office

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of the official's departure from office or employment.³⁰ However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

PART II: BOARD PROCEDURAL GUIDELINES

Chapter 9: Open Meetings—Brown Act

A. Policy

1. Introduction

The Board shall hold a regular meeting at least once every three (3) months in compliance with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the "Brown Act").³¹

2. Penalties and Applicability

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

a. Penalties.

The law provides for misdemeanor penalties for Members of a body who violate the Brown Act.³² Violations are also subject to civil action.³³

b. Applicability.

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

B. Meetings

1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (three (3) or more Members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three (3) Board Members attend.³⁴ Social functions do not fall under the Brown Act unless District business is discussed.

2. Serial Meetings

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

C. Procedure

The following procedure shall be followed:

a. Posting the Agenda

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

- i. Time and location of the Meeting.
- ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the public and should include the contemplated Board action.
- iii. Public comments section. A section providing an opportunity for Members of the public to address the Board. (The public comments portion of the agenda meets this requirement.)
- iv. Identification of the starting page number for supporting documentation provided in the complete agenda for each and every agenda item.

b. Agenda Items

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

Requests for items to appear on a future meeting agenda, made during a Board meeting, shall be made during Board comment and be supported by at least two (2) members of the Board.

D. Actions

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

E. Ex Parte Communication

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

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

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

Chapter 10: Board Meetings

A. Board Meetings

1. Regular Meetings

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

a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District and upon such election, shall give public notice of the change of location in accordance with provisions of the Government Code.³⁵

b. Location During Local Emergency

If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the Meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or the General Manager.³⁶

c. Holidays

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

2. Special Meetings & Emergency Meetings

Special Meetings and Emergency Meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.³⁷

Notice for a Special Meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board Members. The call and notice shall specify the time and place of the Special Meeting and the business to be transacted or discussed. The call and notice shall be posted at least twenty-four (24) hours prior to the Special Meeting in a location that is freely accessible to members of the public. Written notice to all Board Members can be waived if the majority of the Board declares an emergency situation which requires the District to act immediately to preserve public peace, health, and safety over the District.³⁸

3. Adjourned Meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.³⁹

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

4. Closed Session

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by state law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.⁴⁰

a. Time Limit

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

5. Cancellation of Regular Meetings

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

6. Quorum⁴¹

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

7. Chair⁴²

The President shall preside over all Board Meetings. The President shall have the authority to preserve order at all Board Meetings, to call for the removal of any person or persons from any meeting of the Board for disorderly conduct, to

interpret and enforce the procedural guidelines of the Board, and to determine the order of business under the guidelines of the Board.

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.⁴³

b. President & Vice President Absence

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

c. Presiding Officer

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

8. Attendance by the Public

Except as specifically provided by law for closed sessions,⁴⁴ all meetings of the Board shall be open to the public in accordance with the terms, provisions, and exceptions consistent with state law.⁴⁵

9. Action Minutes

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board and reflect the names of public speakers.⁴⁶

10. Recordings of Meetings

Audio/ Video recordings of proceedings shall be made and shall be maintained by the General Manager, or his or her designee for a term defined by law or District policy.⁴⁷

B. Policy Decision-Making Process

1. Ad-Hoc Committees

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

2. Town Hall or Community Meetings

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

Chapter 11: Order of Business

A. General Order

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

1. CALL TO ORDER (approximately 6:00 p.m.)

2. ROLL CALL

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

3. APPROVAL OF AGENDA

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

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT (NON-AGENDA ITEMS)

6. SPECIAL PRESENTATIONS/PUBLIC HEARINGS

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

7. STAFF REPORTS/COMMITTEE REPORTS

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

8. AGENDA

a. Consent Calendar

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

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

9. BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

10. BOARD COMMENTS

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

11. CLOSED SESSION (IF NECESSARY)

- a. The Board meets from time to time in closed sessions which are duly held Meetings, or a portion thereof, at which certain actions may be taken and are not open to public and news media. Matters discussed in closed sessions are considered confidential and include:
 - i. Meeting the local agency's designated representatives regarding salaries or compensation paid for in the form of fringe benefits for represented and unrepresented employees⁴⁸
 - ii. License/permit determination
 - iii. Conference with real property negotiators
 - iv. Existing/anticipated litigation
 - v. Liability claims
 - vi. Security threat to public service or facilities
 - vii. Public employee appointment
 - viii. Public employment
 - ix. Public employee performance evaluations
 - x. Public employee discipline, dismissal or release

- xi. Conference with labor negotiators
- xii. Case review/planning
- xiii. Trade secrets
- xiv. Hearings
- xv. Charge or complaint involving information protected by Federal law
- xvi. Conference with joint powers agency
- xvii. California State audits⁴⁹

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

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

13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

The following is the preferred sequence of the decision-making process:

- a. Announce business item;
- b. Review Staff report;
- c. Board comment and discussion;
- d. Hear public comment;
- e. Board comment and discussion;
- f. Present motion;
- g. Second;
- h. Roll call or voice vote; and
- i. Announcement of the decision.

C. Action on Agenda Items

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board Meeting unless an exception is made as permitted by the Government Code.⁵⁰

D. Items Placed on Written Agenda

Items of business shall be placed upon the written agenda prior to the deadline announced, or observed for the preparation thereof, at the request of the General Manager or the District Counsel.

Any Member of the Board may place an item on a future agenda by making a formal request to the General Manager at a Meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable based on the Staff time and research necessary to prepare the item for Board consideration.

E. Items from the Board, General Manager, or District Counsel

These sections of the agenda provide the opportunity for brief comment on the District business, District operations, District projects, and other items of general interest.⁵¹

F. Public Hearings

1. General Procedure

The Board may, at its discretion or in compliance with applicable law, call a public hearing on any subject within its purview. The Board procedure for the conduct of public hearings is generally as follows:

a. The Staff Presents its Report

After the President/Chair announces the item as it appears on the agenda, District Staff will give a presentation to the Board and the public on the Staff report prepared for the matter.

b. Initial Questions to Staff by the Board

Prior to opening up a public hearing on a matter, Board Members may ask questions of Staff, or third-party consultants, regarding the Staff report and the item.

c. President/Chair Opens the Public Hearing:

i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.

ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:

1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.

2. Board Questions of Speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the President/Chair.
3. Public Oral Presentations. All Board guidelines pertaining to oral presentation by members of the public apply during public hearings. These guidelines are discussed in this Handbook in Chapter 13: “Addressing the Board.”
4. Materials for Public Record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence. Materials shall be submitted to the General Manager for distribution to the board, and for the record.
5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair but may be appealed to the full Board.
 - a. The applicant or appellant is given an opportunity for rebuttal or closing argument.
 - b. The public input portion of the public hearing is closed.

d. Questions and Discussion from the Board

Board Members should not express their opinions on an item prior to the close of the public hearing, as the Board Members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with Staff, or those Members of the public testifying to an opinion, until after all testimony has been received.

Any Board Member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the minutes. If the dissenting Board Member desires such dissent or protest to be entered into the minutes, this should be made clear by language such as “I would like the minutes to show that I am opposed to this action for the following reasons...”

e. Board Decision Occurs

Once the Board completes its discussion of the matter, a Board Member may make a motion to take action on the item. A Board Member may also make a motion to table, amend, substitute, postpone, or continue the matter,

pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the Meeting, the motion shall be deemed to have failed.

The President/Chair, General Manager, or Board Clerk will announce the final decision of the Board.

2. Time for Consideration

Matters noticed to be heard by the Board will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made.

3. Continuance of Hearing

Any hearing being held, noticed, or ordered to be held by the Board at any Board Meeting may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing.

4. Communications and Petitions

Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the President/Chair. A reading in full shall take place where a majority of the Board votes to have that correspondence read into the record.

5. Ex Parte Contacts

Should a Board Member, and one (1) or more members of the public, make contact outside of the hearing process regarding a matter which is, or may be, before the Board for a quasi-judicial hearing, as soon as the Board is informed that the matter will come before it as a quasi-judicial hearing, that Board Member must disclose the substance of the contact and the names of the parties on the record at the beginning of the Board's quasi-judicial hearing. Visits by Board Members to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Board's quasi-judicial hearing.

6. Resolutions

A resolution is generally adopted by the Board to deal with temporary or special matters, such as when the Board makes only a factual determination or certification that certain necessary conditions or requirements set by statute have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e., amount of processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the General Manager or the Board Clerk.

7. A resolution may be sponsored by two (2) Directors for consideration by the remainder of the Board. Sponsored Directors will present a written presentation explaining the proposed resolution to the General Manager no later than 4:30 p.m. three (3) weeks prior to the next scheduled meeting date, so that it may be placed in the agenda packet for the upcoming Board meeting, for direction and consideration from the Board as a whole and for Public Comment. Once direction is given by consensus of the Board, the Directors shall present the written resolution to the General Manager no later than 4:30 p.m. three (3) weeks prior to the next scheduled meeting date so that it may be placed in the agenda packet for the upcoming Board meeting.

8. Voting & Publishing Requirements for Resolutions and Ordinances

a. Voting

All resolutions require a recorded majority vote of the total Membership of the Board.⁵² Resolutions shall be signed by the President, attested by the General Manager and to form by Legal Counsel.

b. Publishing

Ordinances take effect thirty (30) days after their final passage unless they meet an exception.⁵³ Within fifteen (15) days after its passage, the Board clerk shall cause each ordinance to be published at least once with the names of the Board Members voting for and against the ordinance, in a publication circulated in the District. Cost of publication shall not exceed the customary rate charged for private legal notices.⁵⁴

Chapter 12: Guidelines of Conduct

A. General Procedures

It is the policy of the Board not to become involved in the protracted discussion over parliamentary procedure. Consistent with any statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing, not otherwise provided for herein, may be determined by the President/Presiding Officer, subject to appeal to the full Board.

B. Authority of the President/Presiding Officer

Subject to appeal to the full Board, the President/Presiding Officer shall have the authority to prevent the misuses of motions, the abuse of any privilege, or obstruction of the business of the Board, by ruling any such matter out of order. In so ruling, the President/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.

C. President to Facilitate Board Meetings

The Board delegates the responsibility and expands the role of President/Presiding Officer to include the facilitation of Board Meetings. In the role as facilitator, the President/Presiding Officer will assist the Board to focus on their agenda, discussions and deliberations.

D. Board Deliberation & Order of Speakers

The President/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the President/Presiding Officer.

E. Limit Deliberation to Item at Hand

Board Members will limit their comments to the subject matter, item, or motion being currently considered by the Board.

F. Length of Board Comments

Board Members will govern themselves as to the length of their comments or presentations. The Board delegates to the President/Presiding Officer the responsibility to assist the Board by signaling if a Board Member has been speaking for an excessive time period. Comments from Board Members are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

G. Limitations of Debate

Board Members will be allowed to speak once before the President/Presiding Officer opens the matter for public comment. Board Members may speak a second time after the close of Public Comment if more time is allowed by the President/Presiding Officer or the majority of the Board. Comments from Board Members are limited to the question under debate, avoiding all personalities and indecorous language. Comments are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

H. Obtaining the Floor

Any Member of the Board wishing to speak must first obtain the floor by being recognized by the President/Presiding Officer. The President/Presiding Officer must recognize any Board Member who seeks the floor when appropriately entitled to do so.

Once recognized, a Board Member shall not be interrupted when speaking unless it shall be to call him or her to order. If a Board Member, while speaking, is called to order, he or she shall cease speaking until the question of order has been determined and, if in order, he or she shall be permitted to proceed.

I. Motions

Motions may be made by any Member of the Board, including the President/Presiding Officer, providing that before a motion is offered by the President/Presiding Officer, the opportunity for making a motion is offered to the other Board Members. Any Members of the Board, other than the person offering the motion, may second the motion.

1. Procedure for Motions

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the President/Presiding Officer shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Board Member properly recognized by the President/Presiding Officer. Once the matter has been fully discussed and the vote is called for, no further discussion will be allowed; however, Board Members may be allowed to explain their vote.

a. Process to Make and Second a Motion.

Board Members wanting to make or second a motion may do so through a verbal request to the President/Presiding Officer.

2. Precedence of Motions

When a motion is on the floor, no other motion shall be entertained except the following, which shall have precedence in the following order:

a. Motion to Adjourn the Meeting (not debatable)

A motion to adjourn shall be in order at any time, except as follows:

- I. When repeated after defeat without any intervening business or discussion.
- II. When made as an interruption of a Board Member who is speaking.
- III. While a vote is being taken. A motion to adjourn “to another time” shall be debatable only as to the time which the meeting is adjourned.

b. Motion to Fix Hour of Adjournment

Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment.⁵⁵

The Board may take action on an item not appearing on the agenda if the item was posted on the agenda for a prior meeting occurring not more than five (5) calendar days prior to the date action is taken on the item and the prior meeting was continued to the meeting at which action is being taken.⁵⁶

c. Motion to Table

A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. The tabled item may be “taken from the table” at any time by a motion made prior to the end of the meeting. If the item is not taken from the table prior to the end of the meeting, it shall be placed on a future agenda as a new matter.

d. Motion to Amend

A motion to amend can be made after a motion is introduced and seconded. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A motion to amend shall be voted on first, followed by a vote on the original motion, as amended or as originally stated, depending on whether the motion to amend carries.

e. Motion to Substitute

A motion to substitute can be made after a motion is introduced and seconded. A substitute motion on the same subject shall be acceptable and voted on before a vote on a motion to amend the main motion amendment.

f. Motion to Continue

Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and time set. If desired, the Board Member who initiates the motion to continue may also move to reopen the hearing to receive further testimony.

3. Motions Introducing Ordinances

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Board of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.⁵⁷

J. Voting Procedures

Any Board Member present at a meeting when a question comes up for a vote should vote for or against the measure, unless he or she is disqualified from voting and abstains because of such disqualification. All votes shall be roll call votes, except for minute actions and approval of regular meeting agendas. The call of roll call votes shall not be interrupted. Minute actions may be taken by voice vote. The results reflecting all "ayes" and "noes" and "abstentions" must be clearly set forth for the record. Unless a Board Member clearly states that he or she is not voting because of a conflict of interest, his or her silence shall be recorded as an affirmative vote. Any Director may call for clarification of a voice vote.

1. Abstention

An abstention does not count as a vote for or against a matter. If a Board Member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those Members present and voting." If a Board Member abstains from voting on the grounds that he or she has, or may have, a conflict of interest, that abstention shall be made either at the beginning of the Board's

consideration of the matter, or as soon as the Board Member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board Member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board Meeting is taking place during discussion of the item when required to do so by the Political Reform Act.⁵⁸

2. Tie Votes

A tie vote results in a lost motion. In such an instance, any Member of the Board may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

3. Motion for Reconsideration

Motions for reconsideration of a matter may only be made at the same meeting at which the Board takes action on a matter. Such motion may only be made by a Board Member who voted with the side that prevailed on the matter in question. With regard to a tie vote resulting in a lost motion, the prevailing side will be deemed to be those Board Members who voted in the negative. Any Member of the Board may second a motion for reconsideration. A motion to reconsider shall be debatable.

K. OFFICIALS' DISCIPLINARY PROCEDURE

1. Purpose

The purpose of this policy is to establish a process for enforcement of the duties and standards of conduct for District Directors. Directors themselves have the primary responsibility to assure that these duties and standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of local government.

2. Responsibility to Intervene

The chairs of committees, the Board President, and all Board and committee members have the additional responsibility to intervene when actions of Directors appear to be in violation of District policies or local, state, or federal laws.

3. Grounds for Disciplinary Action

The failure of a Director to comply with the provisions of this policy or District policies constitute grounds for disciplinary action against that Director. Any

Director may submit a request to consider disciplinary action of another Director or Directors. The request should contain specific allegations of conduct that, if true, violate this policy, District policies, or state, federal or local law.

4. Disciplinary Actions

The Board may impose the following disciplinary actions on a Director found to have violated the District policies, depending upon the severity or frequency of the violation:

A. Admonishment. An admonishment is appropriate for allegations of a violation of law or District policy. An admonishment serves as a formal reminder of the rules and is not disciplinary in nature.

B. Reprimand. A reprimand is appropriate when the Board of Directors finds that a Director has committed misconduct but determines that the misconduct does not rise to the level of requiring censure.

C. Censure. A censure is a formal resolution to reprimand an individual for misconduct and is a disciplinary action.

5. Notice

Notice and the request shall be served upon the accused Director or Directors through personal service or certified mail, unless the Director accepts an alternative method of service, at least ten (10) days before the Board meeting where the request will be evaluated. Such notice shall be prepared by District staff and reviewed by legal counsel. The notice will include the time, place, and date of the meeting, as well as state the Director's right to submit oral or written evidence.

6. Participation of Director Who is Subject to Disciplinary Action

A Director who is the subject of an alleged violation will have the opportunity to respond to the accusations at the hearing. However, an accused Director shall be ineligible to vote on any matter related to a disciplinary action including, but not limited to, adjourning the hearing and adopting a Resolution of Censure.

7. Opportunity to be Heard

At the disciplinary action hearing, the accused Director shall have an opportunity to be heard concerning the allegations. The Director may submit a written response to the allegations in addition to, or in lieu of, speaking at the disciplinary action hearing if they so choose. The hearing may be continued from time to time at the discretion of the Board.

8. Resolution of Censure

If, at the close of the disciplinary action hearing, the Board finds that the Director's conduct does not comply with the District's standards, the Board may direct staff to prepare a Resolution of Censure which may include the imposition of sanctions against the Director as a majority of the Board deems appropriate. Such sanctions may include, but are not limited to, removal from a committee, restrictions on District-related travel privileges, and exclusion from certain closed session discussions. At the next Board meeting, the Board may consider and adopt the Resolution of Censure including any sanctions imposed by the Board.

9. Alternative Discipline

If the Board finds that a Director has violated District Policies, but the violation does not rise to the level requiring formal censure, the Board may impose an admonishment or reprimand.

10. No Basis for Challenging a Board Decision

A violation of this Policy shall not be considered a basis for challenging the validity of a Board decision.

11. Conflicts

In the event that a majority of the Board is unable to vote at a disciplinary hearing due to a conflict of interest, the General Manager may appoint an ad hoc committee of nonbiased members of the community to conduct an investigation and present a formal report to the Board during a regular open session meeting.

L. Non-Observance of Guidelines

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.⁵⁹

M. Non-Exclusive Guidelines

These guidelines are not exclusive and do not limit the inherent power and general legal authority of the Board or of the President/Presiding Officer to govern the conduct of Board Meetings, as may be considered appropriate from time to time or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the District.

Chapter 13: Addressing the Board

A. Oral Presentations by Members of the Public

The rules governing oral presentations by members of the public at Board Meetings are as follows:

1. When called upon, the person is requested to come to the podium, sign in on the speakers sign-in sheet, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
2. All remarks should be addressed to the Board as a whole, not to an individual Board Member.
3. Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

B. Public Comment for Items NOT on the Agenda

Public Comment is the period set aside at Board Meetings for members of the public to address the Board on items of District business other than scheduled agenda items.⁶⁰

1. Timing

Public Comment for each speaker is limited to three (3) minutes, unless the Board, by concurrence, extends such time.

2. District Matters

Presentations under Public Comment are limited to items within the subject matter jurisdiction of the District.

3. Response to Public Comment

The Board, at its discretion, may direct Staff to respond to a concern or question raised, place items on the agenda for consideration at a future Board Meeting, or permit a Board Member to address the individual providing the Public Comment for the purposes of clarification or discovery of facts, subject to recognition.

C. Agenda Item Oral Presentation

Any member of the public wishing to address the Board orally on District business matters appearing on the Board Agenda, may do so when that item is taken up by the Board, or as otherwise specified by the Board or the President/Presiding Officer.

1. Presentations Submitted in Writing

Persons who anticipate oral presentations exceeding three (3) minutes are encouraged to submit comments in writing, in advance, care of the General Manager, for prior distribution to the Board and other interested parties. Submission of comments in writing is encouraged in lieu of possible lengthy oral presentations which may not be permitted.

2. Timing

Comments by the public on District business matters appearing on the agenda may do so once the President/Presiding Officer opens the matter for public comment. Members of the public may speak a second time after the close of Public Comment only if more time is allowed by the President/Presiding Officer or the majority of the Board.

3. Assigning Time

Persons wishing to assign their time for oral presentations to other individuals may do so only with authorization of the President/Presiding Officer or a majority of the Board.

4. Reading Written Comments

Persons wishing to read written comments into the record may do so only with authorization of the President/Presiding Officer or a majority of the Board. Additional procedures for written comments are detailed below.

D. Comments in Writing Encouraged

Members of the public may submit, and are encouraged to submit, comments in writing to the Board, care of the General Manager, relating to any items of District business, whether on the Board agenda or otherwise. Such comments will be distributed to Members of the Board and considered and acted upon, or not acted upon, as the Board, in its judgment, may deem appropriate. All written comments submitted prior to or during the item the comments relate to, will be part of the record on that particular item. Written comments will not be read aloud at the Board Meeting.

1. Comment Cards

Comment cards may be used by members of the public in attendance at the Meeting who do not wish to, or cannot verbally, address the Board during a Meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. During the public testimony on the item, the President indicates that the Board has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.

2. Repetitious Comments Prohibited

Speakers shall not present the same, or substantially the same, items or arguments to the Board repeatedly or be repetitious in presenting their oral comments. If a matter has been presented orally before the Board, whether the Board has taken action, or determined to take no action, the same or substantially the same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the Board in writing for such action or non-action as the Board, in its discretion, may deem appropriate.

E. Speaker Time Limits for an Agenda Item

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Board on the same subject matter, the President/Presiding Officer may request that a spokesperson be chosen by the group, and in case additional matters are to be presented by any other member of the group, that there be a limit on the number of such persons addressing the Board. A specific time limit may also be set for the total presentation. No group shall arrange themselves so as to use individual speakers' times in sequential order to circumvent the time limits.

F. Waiver of Guidelines

Any of the foregoing guidelines may be waived by majority vote of the Board Members present when it is deemed that there is good cause to do so, based upon the particular facts and circumstances involved.

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board Members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District Staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board Members shall fully participate in public meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. Board Members and the General

Manager shall stay focused, stay on topic, and act efficiently during public meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

To preserve the integrity of Board meetings, no person shall engage in disruptive behavior of another person during a public meeting. Harassment includes, but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs, heckling, whistling, yelling, and other similar demonstrations;
2. Physical harassment such as impeding or blocking movement, grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment; and
3. Use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct.

If these rules are violated, the President or Presiding Officer may take the following action:

1. Warn the individual prior to removal that the behavior is disrupting and failure to cease the behavior will result in their immediate removal. Behavior which a reasonable person would receive to be an actual threat of harm or use of force may result in the immediate removal of the individual without a prior warning.
2. If the behavior persists, the President or Presiding Chair may stop the meeting and contact the Sheriff's department and order the disrupting party to sit quietly and observe the remainder of the meeting without additional input or participation.
3. If the disruptive behavior continues further, the President or Presiding Chair may request the Sheriff's department remove the individual from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said Meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.⁶¹

Appendix A
ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every Member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the Members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the Members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the Member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information, or by misuse of public time is dishonest.

Appendix B
Referenced Code Citations

- ¹ Gov. Code, § 61000 *et seq.*
- ² Gov. Code, § 61040 (a)
- ³ Gov. Code, § 61042 (a)
- ⁴ Gov. Code, § 61040
- ⁵ *Ibid.*
- ⁶ Gov. Code, § 1770, subd. (g).
- ⁷ Assembly Bill 2449
- ⁸ Gov. Code, § 61051.
- ⁹ Gov. Code, § 61047.
- ¹⁰ Gov. Code, § 53232.2
- ¹¹ *Ibid.*
- ¹² Gov. Code, § 87103.
- ¹³ Gift limits are updated every odd year by the Fair Political Practices Commission. This amount is effective January 1, 2021 - December 31, 2022. Please check with District Counsel to confirm the current gift limit.
- ¹⁴ *Ibid.*
- ¹⁵ Gov. Code, § 82033.
- ¹⁶ *Ibid.*
- ¹⁷ Gov. Code, § 84308.
- ¹⁸ Gov. Code, § 87105.
- ¹⁹ Gov. Code, § 87105, subds. (a)(1)-(3).
- ²⁰ Gov. Code, § 53235.1 (b)
- ²¹ Gov. Code, § 53237.1.
- ²² Gov. Code, § 1780, subd. (b).
- ²³ Gov. Code, § 1780, subd. (c).
- ²⁴ Gov. Code, § 1780, subd. (d)(1).
- ²⁵ *Ibid.*
- ²⁶ Gov. Code, § 1780, subd. (e)(1).
- ²⁷ Gov. Code, § 1780, subd. (g)(2).
- ²⁸ Gov. Code, § 1780, subd. (f)(1).
- ²⁹ Gov. Code, § 1780, subd. (f)(2).
- ³⁰ Gov. Code, § 87406.3.
- ³¹ Gov. Code, § 61044.
- ³² Gov. Code, § 54959.
- ³³ Gov. Code, § 54960.
- ³⁴ Gov. Code, § 61045.
- ³⁵ Gov. Code, § 54954, subd. (b).
- ³⁶ Gov. Code, § 54954, subd. (e).
- ³⁷ Gov. Code, § 54956
- ³⁸ Gov. Code, § 54956.5
- ³⁹ Gov. Code, § 54955
- ⁴⁰ Gov. Code, § 54954.5.
- ⁴¹ Gov. Code, § 61045.
- ⁴² Gov. Code, § 61043
- ⁴³ Gov. Code, § 61043, subd. (b).
- ⁴⁴ Gov. Code, § 54954.5.
- ⁴⁵ Gov. Code, § 54953.
- ⁴⁶ Gov. Code, § 61045.
- ⁴⁷ Gov. Code, § 54953.5. Gov. Code, § 6250 *et seq.*

⁴⁸ Gov. Code, § 54957.6

⁴⁹ Gov. Code, § 54954.5

⁵⁰ Gov. Code, § 54954.

⁵¹ *Ibid.*

⁵² Gov. Code, § 61045, subd. (c).

⁵³ Gov. Code, § 36937

⁵⁴ Gov. Code, § 36933

⁵⁵ Gov. Code, § 54955.

⁵⁶ Gov. Code, § 54954.2 (b)(3)

⁵⁷ Gov. Code, § 36934

⁵⁸ Gov. Code, § 87100 *et seq.*

⁵⁹ *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

⁶⁰ Gov. Code, § 54954.3.

⁶¹ Gov. Code, § 54957.9.; Senate Bill 1100

San Miguel
Community
Services District



Board Members'
Handbook

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Introduction & Overview

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

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

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

B. Overview of Basic Documents

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

1. California Government Code

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

2. Ordinances

An ordinance prescribes a permanent rule of conduct subject to the jurisdiction of the District and remains in effect until the ordinance is repealed. The Board

shall act by ordinance or resolution. All ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action is unanimous. All ordinances adopted by the Board shall be numbered consecutively, starting anew at the beginning of each fiscal year.

3. Annual Budget

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

4. Emergency Operations Plan

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

C. Orientation of New District Officials

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

Basic Definitions:

1. Chair/Presiding Officer is the individual authorized by law or District Policy to oversee, direct and preside over the public meeting of the Board or any other District Committee.
2. District Official is any elected or appointed Member of the Board or District Committee established by resolution or Board policy.
3. Board of Directors is the legislative body of five (5) members who govern each district by establishing policies for the operation of the District. Each Board Member serves a term of four (4) years or until his or her successor qualifies and takes office.²

Chapter 2: Board—General Powers and Responsibilities

A. Board Authority

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

B. Board Functions

Each Board Member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board Members shall take office at noon on the first Friday in December following their election.³ The Board approves the budget and determines the public services to be provided, as well as the taxes, fees, and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District.

Each Board Member shall not hold an incompatible office. Service on a municipal advisory council or area planning commission shall not be considered an incompatible office.⁴ Each Board Member shall hold office and discharge his or her duties with loyalty. Each Board Member shall attend all regular and special meetings of the Board, unless there is good cause.

No person shall be a candidate for the Board of Directors unless he or she is a voter of the District. All Members of the Board shall exercise their independent judgement on behalf of the interests of the entire District. A Member of the Board shall not be a compensated employee of the District.⁵

Board President and Vice-President Functions:

1. President

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

is also recognized as the official head of the District for all ceremonial purposes. The Board shall select the President annually in December.

2. Vice-President

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

C. Attendance Requirements

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

An excused absence may include:

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

A Board Member who has three (3) unexcused Absences for a period of three (3) consecutive months will result in a vacancy of his or her seat on the Board.⁶

1. Remote Attendance

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

Each member of the Board may only remotely attend a meeting for just cause twice in one calendar year. There is no restriction on the number of times remote attendance may be utilized for emergency circumstances; however, remote participation may not exceed more than three (3) consecutive months or twenty percent (20%) of the regular meetings for the District within a calendar year.

When remote attendance is requested pursuant to emergency circumstances, the Board must take action to approve the request at the earliest opportunity. If the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made, the Board may take such action at the beginning of the meeting. Additionally, the remotely attending Board Member must publicly disclose at the meeting, before any action is taken, whether any other individuals who are 18 years of age or older are present in the room at the remote location and the general nature of the member's relationship to such individuals.⁷

2. Required Sign-In Sheets

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

The sign-in sheet will be circulated at the "Call to Order" agenda item of the open session of the Board Meeting. The sign-in sheet will then be circulated during the "Board Comments" agenda item of the Board Meeting.

D. Appointment of General Manager and District Counsel

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

1. General Manager

The General Manager is an employee of the District and has an employment agreement which specifies terms of employment, including an annual evaluation by the Board. The General Manager shall be the administrative head of the District under the direction of the Board. He or she shall be responsible for implementation of policies established by the Board and supervision of district employees, facilities, and finances.⁸

2. District Counsel

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

E. Role in Emergency

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

F. Standing Committees

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

Chapter 3: Board Administrative Support

A. Requests for Research or Information

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

B. Inappropriate Actions

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

Chapter 4: Board Member Finances

A. Board Member Compensation

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

Board Members may waive their stipends as provided by state law⁹; however, they may not elect to assign their salary to any person or entity, including a charitable organization.

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

The following types of authorized functions are eligible for compensation:

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

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

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

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

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

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

B. Expenditure Allowance

The annual District budget may include an expenditure allowance for expenses necessary for Members to undertake official District business. Eligible expenses include travel expenses, including meals for Board Members, and mileage reimbursement, which are made for District business.¹⁰ Expenses for Board Members shall be approved in advance by the Board. Donations to organizations are not eligible, nor are meals, for individuals other than Board Members.

C. Expenditure Guidelines

Any expense must be related to District affairs.¹¹ Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting.

District budgetary practices and accounting controls apply to expenditures within the District budget. Board Members should plan expenditures which will allow them to remain within the annual allocation. When exceptional

circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office, with receipts. Expenditure records are public information.

Chapter 5: Board Member Communications

A. Overview

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

B. Speaking “for the District”

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

C. Correspondence to Board Members

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

D. Correspondence from Board Members

1. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District’s position on policy matters to outside agencies on behalf of the Board. Individual Members of the Board will often prepare letters for constituents in response to inquiries or to provide requested information.
2. The following is the policy of the Board relative to official and non-official correspondence by Members of the Board:

- a. Board Members shall not write or send letters on District stationary or letterhead without Board approval.
- b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board Member.
- c. Board Members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board Members are encouraged to notify or send copies of said endorsement to the full Board.
- d. The Board policy is that it will not support individual political candidates but may vote to support or take stands on initiatives, measures, or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

E. Confidential Issues

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

F. Local Ballot Measures

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

G. State Legislation, Propositions

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

H. Proclamations

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

not issue proclamations but may request that the President issue a proclamation.

Chapter 6: District Officials—Conflicts & Liability

A. Conflict of Interest

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. Elected officials' home addresses or telephone numbers are not to be posted or provided without written permission of the official.

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

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

B. Political Reform Act

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

A Board Member has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally on one (1) or more of the economic interests of the public official or a member of the public official’s immediate family.”¹²

Economic interests include interests in businesses worth Two Thousand Dollars (\$2,000) or more, interests in real property, both ownership and leases, worth Two Thousand Dollars (\$2,000) or more, a source of income in an amount of Five Hundred Dollars (\$500) or more within one (1) year of the decision, and gifts of Five Hundred and Twenty Dollars (\$520¹³) or more provided to or received within one (1) year of the decision.¹⁴

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more in fair market value.¹⁵ If a Board Member has a pro rata share interest in real property, in which the Board Member or immediate family Member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.¹⁶

Board Members are also prohibited from knowingly accepting, soliciting, or directing a contribution of more than Two Hundred Fifty Dollars (\$250) from any party (or their agent) while a proceeding involving a license, permit or entitlement is pending before the district and for twelve (12) months following the date a final decision is rendered. If a Board Member accepts more than \$250 prior to rendering a decision, they shall disclose that on the record of the proceeding and recuse themselves from participating in the decision-making. However, if the Board Member returns the contribution within thirty (30) days from the time the Member knew or reasonably should have known of the contributions, the Member shall be permitted to participate in the proceedings.¹⁷

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

A Board Member who believes they may have a conflict of interest must take the following steps:¹⁸

- 1. Publicly identify the financial interest.**

This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.

2. Recuse yourself from both the discussion and the vote on the matter.

Recusal applies to all proceedings related to the matter.

3. Leave the room until the matter has been completed.

The matter is considered complete when there is no further discussion, vote, or any other action.¹⁹

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

C. Government Code Section 1090

Government Code section 1090 is similar to the Political Reform Act, but it applies only to District contracts in which a public official has a financial interest. The financial interests covered by Government Code section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the District from entering into the contract at all. In addition, the penalties for violating Government Code section 1090 are severe. If a District Official believes that he or she may have any financial interest in a contract that will be before the Board, the District Official should immediately seek advice from the District Counsel or the District Official's personal attorney.

There are a number of other restrictions placed on Board actions, which include prohibitions on secrecy and discrimination, as well as assurance that all District funds are spent for public purposes. Violations of these restrictions may result in a personal liability for individual District Officials.

D. Conflict of Interest Forms

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

E. Ex Parte Communications

All Board Members may have "ex parte" communications—meaning communications outside the meeting forum. However, such communications should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the District Official in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself, or others. This

guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 9 of this Handbook and provides more detail as to Board Members' obligations under California State law.

F. Liability

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

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

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

G. AB 1234 Training

California State law requires any compensated member of a legislative body to receive two (2) hours of ethics training in general ethics principles and ethics law within twelve (12) months of their first date of service and then every two (2) years thereafter.²⁰

H. AB 1661 Training

California State law requires local agency officials to receive two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.²¹

I. Tracking Board Member Training

Board Member(s) who fail to complete the required training within the specified timeframe will be placed on each subsequent regular Board Member agenda to discuss which Board Member(s) is out of compliance and upcoming opportunities to bring them into compliance. Additionally, the Board Member(s) will forfeit his/her stipend consistent with the rules set forth in Chapter 4(A)(a).

Chapter 7: District Officials—Interaction with Staff and Officials

A. Overview

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

B. Board-Manager Relationship

1. Employment Relationship Between the Board and the General Manager

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

2. Evaluation

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

3. Open Communication

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

4. Staff Roles

The Board recognizes the primary functions of Staff as executing Board policy and actions taken by the Board and in keeping the Board informed. Staff is obligated to take guidance and direction only from the Board as a whole through the General Manager or from the appropriate management supervisors. The Board is discouraged from instructing Staff directly, but should instead submit any requests to the General Manager or District Counsel. Further, any

comments or concerns from the Board should be communicated to the General Manager or District Counsel. Staff is directed to reject any attempts by individual Members of the Board to unduly direct, or otherwise pressure, them into making, changing, or otherwise influencing recommendations.

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

C. General Manager Code of Ethics

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

D. Board-District Counsel Relationship

1. District Counsel

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

2. District Counsel Legal Responsibilities

The general legal responsibilities of the District Counsel are to:

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

3. District Counsel Representation

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

E. General Manager-District Counsel Relationship

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

1. District Officials

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

F. Access to Information and Communications Flow

1. Objectives

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

2. Board Roles

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

3. Access to Information

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

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

G. Dissemination of Information

In cases where a Staff response to an individual Board Member request involves written materials which may be of interest to other Board Members, the General Manager will provide copies of the material to all other Board Members. In making this judgment, the General Manager will consider whether the

information is significant, new, otherwise not available to the Board, or of interest to the Board.

H. Restrictions on Political Involvement by Staff

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

1. Staff Members

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

2. Management Staff

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

3. General Employees

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

I. General Conduct Expectations

Board Members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board Members, the public, and District Staff while in Board Meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Board Members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board Members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Board Meetings and community Meetings.

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

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

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

Chapter 8: Leaving Office

A. Filling Board Vacancies

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.²² A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.²³ Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

1. Appointing a New Member

If the Board wishes to appoint a new Member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.²⁴ Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.²⁵

2. Special Election

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.²⁶ The election shall be held on the next established election date, as long as it is at least one hundred thirty (130) days after the call of the election.²⁷

3. Intervention by the Board of Supervisors

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.²⁸ If the County Board of Supervisors calls for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.²⁹

B. Conflicts of Interest While Leaving Office

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of the official's departure from office or employment.³⁰ However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

PART II: BOARD PROCEDURAL GUIDELINES

Chapter 9: Open Meetings—Brown Act

A. Policy

1. Introduction

The Board shall hold a regular meeting at least once every three (3) months in compliance with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the "Brown Act").³¹

2. Penalties and Applicability

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

a. Penalties.

The law provides for misdemeanor penalties for Members of a body who violate the Brown Act.³² Violations are also subject to civil action.³³

b. Applicability.

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

B. Meetings

1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (three (3) or more Members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three (3) Board Members attend.³⁴ Social functions do not fall under the Brown Act unless District business is discussed.

2. Serial Meetings

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

C. Procedure

The following procedure shall be followed:

a. Posting the Agenda

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

- i. Time and location of the Meeting.
- ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the public and should include the contemplated Board action.
- iii. Public comments section. A section providing an opportunity for Members of the public to address the Board. (The public comments portion of the agenda meets this requirement.)
- iv. Identification of the starting page number for supporting documentation provided in the complete agenda for each and every agenda item.

b. Agenda Items

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

Requests for items to appear on a future meeting agenda, made during a Board meeting, shall be made during Board comment and be supported by at least two (2) members of the Board.

D. Actions

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

E. Ex Parte Communication

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

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

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

Chapter 10: Board Meetings

A. Board Meetings

1. Regular Meetings

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

a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District and upon such election, shall give public notice of the change of location in accordance with provisions of the Government Code.³⁵

b. Location During Local Emergency

If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the Meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or the General Manager.³⁶

c. Holidays

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

2. Special Meetings & Emergency Meetings

Special Meetings and Emergency Meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.³⁷

Notice for a Special Meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board Members. The call and notice shall specify the time and place of the Special Meeting and the business to be transacted or discussed. The call and notice shall be posted at least twenty-four (24) hours prior to the Special Meeting in a location that is freely accessible to members of the public. Written notice to all Board Members can be waived if the majority of the Board declares an emergency situation which requires the District to act immediately to preserve public peace, health, and safety over the District.³⁸

3. Adjourned Meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.³⁹

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

4. Closed Session

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by state law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.⁴⁰

a. Time Limit

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

5. Cancellation of Regular Meetings

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

6. Quorum⁴¹

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

7. Chair⁴²

The President shall preside over all Board Meetings. The President shall have the authority to preserve order at all Board Meetings, to call for the removal of any person or persons from any meeting of the Board for disorderly conduct, to

interpret and enforce the procedural guidelines of the Board, and to determine the order of business under the guidelines of the Board.

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.⁴³

b. President & Vice President Absence

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

c. Presiding Officer

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

8. Attendance by the Public

Except as specifically provided by law for closed sessions,⁴⁴ all meetings of the Board shall be open to the public in accordance with the terms, provisions, and exceptions consistent with state law.⁴⁵

9. Action Minutes

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board and reflect the names of public speakers.⁴⁶

10. Recordings of Meetings

Audio/ Video recordings of proceedings shall be made and shall be maintained by the General Manager, or his or her designee for a term defined by law or District policy.⁴⁷

B. Policy Decision-Making Process

1. Ad-Hoc Committees

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

2. Town Hall or Community Meetings

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

Chapter 11: Order of Business

A. General Order

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

1. CALL TO ORDER (approximately 6:00 p.m.)

2. ROLL CALL

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

3. APPROVAL OF AGENDA

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

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT (NON-AGENDA ITEMS)

6. SPECIAL PRESENTATIONS/PUBLIC HEARINGS

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

7. STAFF REPORTS/COMMITTEE REPORTS

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

8. AGENDA

a. Consent Calendar

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

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

9. BOARD ACTION ITEMS

- a. Unfinished Business
- b. New Business

10. BOARD COMMENTS

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

11. CLOSED SESSION (IF NECESSARY)

- a. The Board meets from time to time in closed sessions which are duly held Meetings, or a portion thereof, at which certain actions may be taken and are not open to public and news media. Matters discussed in closed sessions are considered confidential and include:
 - i. Meeting the local agency's designated representatives regarding salaries or compensation paid for in the form of fringe benefits for represented and unrepresented employees⁴⁸
 - ii. License/permit determination
 - iii. Conference with real property negotiators
 - iv. Existing/anticipated litigation
 - v. Liability claims
 - vi. Security threat to public service or facilities
 - vii. Public employee appointment
 - viii. Public employment
 - ix. Public employee performance evaluations
 - x. Public employee discipline, dismissal or release

- xi. Conference with labor negotiators
- xii. Case review/planning
- xiii. Trade secrets
- xiv. Hearings
- xv. Charge or complaint involving information protected by Federal law
- xvi. Conference with joint powers agency
- xvii. California State audits⁴⁹

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

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

13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)

B. Conduct of Business

The following is the preferred sequence of the decision-making process:

- a. Announce business item;
- b. Review Staff report;
- c. Board comment and discussion;
- d. Hear public comment;
- e. Board comment and discussion;
- f. Present motion;
- g. Second;
- h. Roll call or voice vote; and
- i. Announcement of the decision.

C. Action on Agenda Items

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board Meeting unless an exception is made as permitted by the Government Code.⁵⁰

D. Items Placed on Written Agenda

Items of business shall be placed upon the written agenda prior to the deadline announced, or observed for the preparation thereof, at the request of the General Manager or the District Counsel.

Any Member of the Board may place an item on a future agenda by making a formal request to the General Manager at a Meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable based on the Staff time and research necessary to prepare the item for Board consideration.

E. Items from the Board, General Manager, or District Counsel

These sections of the agenda provide the opportunity for brief comment on the District business, District operations, District projects, and other items of general interest.⁵¹

F. Public Hearings

1. General Procedure

The Board may, at its discretion or in compliance with applicable law, call a public hearing on any subject within its purview. The Board procedure for the conduct of public hearings is generally as follows:

a. The Staff Presents its Report

After the President/Chair announces the item as it appears on the agenda, District Staff will give a presentation to the Board and the public on the Staff report prepared for the matter.

b. Initial Questions to Staff by the Board

Prior to opening up a public hearing on a matter, Board Members may ask questions of Staff, or third-party consultants, regarding the Staff report and the item.

c. President/Chair Opens the Public Hearing:

i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.

ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:

1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.

2. Board Questions of Speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the President/Chair.
3. Public Oral Presentations. All Board guidelines pertaining to oral presentation by members of the public apply during public hearings. These guidelines are discussed in this Handbook in Chapter 13: “Addressing the Board.”
4. Materials for Public Record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence. Materials shall be submitted to the General Manager for distribution to the board, and for the record.
5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair but may be appealed to the full Board.
 - a. The applicant or appellant is given an opportunity for rebuttal or closing argument.
 - b. The public input portion of the public hearing is closed.

d. Questions and Discussion from the Board

Board Members should not express their opinions on an item prior to the close of the public hearing, as the Board Members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with Staff, or those Members of the public testifying to an opinion, until after all testimony has been received.

Any Board Member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the minutes. If the dissenting Board Member desires such dissent or protest to be entered into the minutes, this should be made clear by language such as “I would like the minutes to show that I am opposed to this action for the following reasons...”

e. Board Decision Occurs

Once the Board completes its discussion of the matter, a Board Member may make a motion to take action on the item. A Board Member may also make a motion to table, amend, substitute, postpone, or continue the matter,

pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the Meeting, the motion shall be deemed to have failed.

The President/Chair, General Manager, or Board Clerk will announce the final decision of the Board.

2. Time for Consideration

Matters noticed to be heard by the Board will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made.

3. Continuance of Hearing

Any hearing being held, noticed, or ordered to be held by the Board at any Board Meeting may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing.

4. Communications and Petitions

Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the President/Chair. A reading in full shall take place where a majority of the Board votes to have that correspondence read into the record.

5. Ex Parte Contacts

Should a Board Member, and one (1) or more members of the public, make contact outside of the hearing process regarding a matter which is, or may be, before the Board for a quasi-judicial hearing, as soon as the Board is informed that the matter will come before it as a quasi-judicial hearing, that Board Member must disclose the substance of the contact and the names of the parties on the record at the beginning of the Board's quasi-judicial hearing. Visits by Board Members to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Board's quasi-judicial hearing.

6. Resolutions

A resolution is generally adopted by the Board to deal with temporary or special matters, such as when the Board makes only a factual determination or certification that certain necessary conditions or requirements set by statute have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e., amount of processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the General Manager or the Board Clerk.

7. A resolution may be sponsored by two (2) Directors for consideration by the remainder of the Board. Sponsored Directors will present a written presentation explaining the proposed resolution to the General Manager no later than 4:30 p.m. three (3) weeks prior to the next scheduled meeting date, so that it may be placed in the agenda packet for the upcoming Board meeting, for direction and consideration from the Board as a whole and for Public Comment. Once direction is given by consensus of the Board, the Directors shall present the written resolution to the General Manager no later than 4:30 p.m. three (3) weeks prior to the next scheduled meeting date so that it may be placed in the agenda packet for the upcoming Board meeting.

8. Voting & Publishing Requirements for Resolutions and Ordinances

a. Voting

All resolutions require a recorded majority vote of the total Membership of the Board.⁵² Resolutions shall be signed by the President, attested by the General Manager and to form by Legal Counsel.

b. Publishing

Ordinances take effect thirty (30) days after their final passage unless they meet an exception.⁵³ Within fifteen (15) days after its passage, the Board clerk shall cause each ordinance to be published at least once with the names of the Board Members voting for and against the ordinance, in a publication circulated in the District. Cost of publication shall not exceed the customary rate charged for private legal notices.⁵⁴

Chapter 12: Guidelines of Conduct

A. General Procedures

It is the policy of the Board not to become involved in the protracted discussion over parliamentary procedure. Consistent with any statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing, not otherwise provided for herein, may be determined by the President/Presiding Officer, subject to appeal to the full Board.

B. Authority of the President/Presiding Officer

Subject to appeal to the full Board, the President/Presiding Officer shall have the authority to prevent the misuses of motions, the abuse of any privilege, or obstruction of the business of the Board, by ruling any such matter out of order. In so ruling, the President/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.

C. President to Facilitate Board Meetings

The Board delegates the responsibility and expands the role of President/Presiding Officer to include the facilitation of Board Meetings. In the role as facilitator, the President/Presiding Officer will assist the Board to focus on their agenda, discussions and deliberations.

D. Board Deliberation & Order of Speakers

The President/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the President/Presiding Officer.

E. Limit Deliberation to Item at Hand

Board Members will limit their comments to the subject matter, item, or motion being currently considered by the Board.

F. Length of Board Comments

Board Members will govern themselves as to the length of their comments or presentations. The Board delegates to the President/Presiding Officer the responsibility to assist the Board by signaling if a Board Member has been speaking for an excessive time period. Comments from Board Members are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

G. Limitations of Debate

Board Members will be allowed to speak once before the President/Presiding Officer opens the matter for public comment. Board Members may speak a second time after the close of Public Comment if more time is allowed by the President/Presiding Officer or the majority of the Board. Comments from Board Members are limited to the question under debate, avoiding all personalities and indecorous language. Comments are limited to five (5) minutes for each Board Member, unless the Board, by concurrence, extend such time.

H. Obtaining the Floor

Any Member of the Board wishing to speak must first obtain the floor by being recognized by the President/Presiding Officer. The President/Presiding Officer must recognize any Board Member who seeks the floor when appropriately entitled to do so.

Once recognized, a Board Member shall not be interrupted when speaking unless it shall be to call him or her to order. If a Board Member, while speaking, is called to order, he or she shall cease speaking until the question of order has been determined and, if in order, he or she shall be permitted to proceed.

I. Motions

Motions may be made by any Member of the Board, including the President/Presiding Officer, providing that before a motion is offered by the President/Presiding Officer, the opportunity for making a motion is offered to the other Board Members. Any Members of the Board, other than the person offering the motion, may second the motion.

1. Procedure for Motions

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the President/Presiding Officer shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Board Member properly recognized by the President/Presiding Officer. Once the matter has been fully discussed and the vote is called for, no further discussion will be allowed; however, Board Members may be allowed to explain their vote.

a. Process to Make and Second a Motion.

Board Members wanting to make or second a motion may do so through a verbal request to the President/Presiding Officer.

2. Precedence of Motions

When a motion is on the floor, no other motion shall be entertained except the following, which shall have precedence in the following order:

a. Motion to Adjourn the Meeting (not debatable)

A motion to adjourn shall be in order at any time, except as follows:

- I. When repeated after defeat without any intervening business or discussion.
- II. When made as an interruption of a Board Member who is speaking.
- III. While a vote is being taken. A motion to adjourn “to another time” shall be debatable only as to the time which the meeting is adjourned.

b. Motion to Fix Hour of Adjournment

Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment.⁵⁵

The Board may take action on an item not appearing on the agenda if the item was posted on the agenda for a prior meeting occurring not more than five (5) calendar days prior to the date action is taken on the item and the prior meeting was continued to the meeting at which action is being taken.⁵⁶

c. Motion to Table

A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. The tabled item may be “taken from the table” at any time by a motion made prior to the end of the meeting. If the item is not taken from the table prior to the end of the meeting, it shall be placed on a future agenda as a new matter.

d. Motion to Amend

A motion to amend can be made after a motion is introduced and seconded. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A motion to amend shall be voted on first, followed by a vote on the original motion, as amended or as originally stated, depending on whether the motion to amend carries.

e. Motion to Substitute

A motion to substitute can be made after a motion is introduced and seconded. A substitute motion on the same subject shall be acceptable and voted on before a vote on a motion to amend the main motion amendment.

f. Motion to Continue

Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and time set. If desired, the Board Member who initiates the motion to continue may also move to reopen the hearing to receive further testimony.

3. **Motions Introducing Ordinances**

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Board of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.⁵⁷

J. **Voting Procedures**

Any Board Member present at a meeting when a question comes up for a vote should vote for or against the measure, unless he or she is disqualified from voting and abstains because of such disqualification. All votes shall be roll call votes, except for minute actions and approval of regular meeting agendas. The call of roll call votes shall not be interrupted. Minute actions may be taken by voice vote. The results reflecting all "ayes" and "noes" and "abstentions" must be clearly set forth for the record. Unless a Board Member clearly states that he or she is not voting because of a conflict of interest, his or her silence shall be recorded as an affirmative vote. Any Director may call for clarification of a voice vote.

1. **Abstention**

An abstention does not count as a vote for or against a matter. If a Board Member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those Members present and voting." If a Board Member abstains from voting on the grounds that he or she has, or may have, a conflict of interest, that abstention shall be made either at the beginning of the Board's

consideration of the matter, or as soon as the Board Member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board Member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board Meeting is taking place during discussion of the item when required to do so by the Political Reform Act.⁵⁸

2. Tie Votes

A tie vote results in a lost motion. In such an instance, any Member of the Board may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

3. Motion for Reconsideration

Motions for reconsideration of a matter may only be made at the same meeting at which the Board takes action on a matter. Such motion may only be made by a Board Member who voted with the side that prevailed on the matter in question. With regard to a tie vote resulting in a lost motion, the prevailing side will be deemed to be those Board Members who voted in the negative. Any Member of the Board may second a motion for reconsideration. A motion to reconsider shall be debatable.

K. OFFICIALS' DISCIPLINARY PROCEDURE

1. Purpose

The purpose of this policy is to establish a process for enforcement of the duties and standards of conduct for District Directors. Directors themselves have the primary responsibility to assure that these duties and standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of local government.

2. Responsibility to Intervene

The chairs of committees, the Board President, and all Board and committee members have the additional responsibility to intervene when actions of Directors appear to be in violation of District policies or local, state, or federal laws.

3. Grounds for Disciplinary Action

The failure of a Director to comply with the provisions of this policy or District policies constitute grounds for disciplinary action against that Director. Any

Director may submit a request to consider disciplinary action of another Director or Directors. The request should contain specific allegations of conduct that, if true, violate this policy, District policies, or state, federal or local law.

4. Disciplinary Actions

The Board may impose the following disciplinary actions on a Director found to have violated the District policies, depending upon the severity or frequency of the violation:

A. Admonishment. An admonishment is appropriate for allegations of a violation of law or District policy. An admonishment serves as a formal reminder of the rules and is not disciplinary in nature.

B. Reprimand. A reprimand is appropriate when the Board of Directors finds that a Director has committed misconduct but determines that the misconduct does not rise to the level of requiring censure.

C. Censure. A censure is a formal resolution to reprimand an individual for misconduct and is a disciplinary action.

5. Notice

Notice and the request shall be served upon the accused Director or Directors through personal service or certified mail, unless the Director accepts an alternative method of service, at least ten (10) days before the Board meeting where the request will be evaluated. Such notice shall be prepared by District staff and reviewed by legal counsel. The notice will include the time, place, and date of the meeting, as well as state the Director's right to submit oral or written evidence.

6. Participation of Director Who is Subject to Disciplinary Action

A Director who is the subject of an alleged violation will have the opportunity to respond to the accusations at the hearing. However, an accused Director shall be ineligible to vote on any matter related to a disciplinary action including, but not limited to, agendaizing the hearing and adopting a Resolution of Censure.

7. Opportunity to be Heard

At the disciplinary action hearing, the accused Director shall have an opportunity to be heard concerning the allegations. The Director may submit a written response to the allegations in addition to, or in lieu of, speaking at the disciplinary action hearing if they so choose. The hearing may be continued from time to time at the discretion of the Board.

8. Resolution of Censure

If, at the close of the disciplinary action hearing, the Board finds that the Director's conduct does not comply with the District's standards, the Board may direct staff to prepare a Resolution of Censure which may include the imposition of sanctions against the Director as a majority of the Board deems appropriate. Such sanctions may include, but are not limited to, removal from a committee, restrictions on District-related travel privileges, and exclusion from certain closed session discussions. At the next Board meeting, the Board may consider and adopt the Resolution of Censure including any sanctions imposed by the Board.

9. Alternative Discipline

If the Board finds that a Director has violated District Policies, but the violation does not rise to the level requiring formal censure, the Board may impose an admonishment or reprimand.

10. No Basis for Challenging a Board Decision

A violation of this Policy shall not be considered a basis for challenging the validity of a Board decision.

11. Conflicts

In the event that a majority of the Board is unable to vote at a disciplinary hearing due to a conflict of interest, the General Manager may appoint an ad hoc committee of nonbiased members of the community to conduct an investigation and present a formal report to the Board during a regular open session meeting.

L. Non-Observance of Guidelines

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.⁵⁹

M. Non-Exclusive Guidelines

These guidelines are not exclusive and do not limit the inherent power and general legal authority of the Board or of the President/Presiding Officer to govern the conduct of Board Meetings, as may be considered appropriate from time to time or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the District.

Chapter 13: Addressing the Board

A. Oral Presentations by Members of the Public

The rules governing oral presentations by members of the public at Board Meetings are as follows:

1. When called upon, the person is requested to come to the podium, sign in on the speakers sign-in sheet, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
2. All remarks should be addressed to the Board as a whole, not to an individual Board Member.
3. Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

B. Public Comment for Items NOT on the Agenda

Public Comment is the period set aside at Board Meetings for members of the public to address the Board on items of District business other than scheduled agenda items.⁶⁰

1. Timing

Public Comment for each speaker is limited to three (3) minutes, unless the Board, by concurrence, extends such time.

2. District Matters

Presentations under Public Comment are limited to items within the subject matter jurisdiction of the District.

3. Response to Public Comment

The Board, at its discretion, may direct Staff to respond to a concern or question raised, place items on the agenda for consideration at a future Board Meeting, or permit a Board Member to address the individual providing the Public Comment for the purposes of clarification or discovery of facts, subject to recognition.

C. Agenda Item Oral Presentation

Any member of the public wishing to address the Board orally on District business matters appearing on the Board Agenda, may do so when that item is taken up by the Board, or as otherwise specified by the Board or the President/Presiding Officer.

1. Presentations Submitted in Writing

Persons who anticipate oral presentations exceeding three (3) minutes are encouraged to submit comments in writing, in advance, care of the General Manager, for prior distribution to the Board and other interested parties. Submission of comments in writing is encouraged in lieu of possible lengthy oral presentations which may not be permitted.

2. Timing

Comments by the public on District business matters appearing on the agenda may do so once the President/Presiding Officer opens the matter for public comment. Members of the public may speak a second time after the close of Public Comment only if more time is allowed by the President/Presiding Officer or the majority of the Board.

3. Assigning Time

Persons wishing to assign their time for oral presentations to other individuals may do so only with authorization of the President/Presiding Officer or a majority of the Board.

4. Reading Written Comments

Persons wishing to read written comments into the record may do so only with authorization of the President/Presiding Officer or a majority of the Board. Additional procedures for written comments are detailed below.

D. Comments in Writing Encouraged

Members of the public may submit, and are encouraged to submit, comments in writing to the Board, care of the General Manager, relating to any items of District business, whether on the Board agenda or otherwise. Such comments will be distributed to Members of the Board and considered and acted upon, or not acted upon, as the Board, in its judgment, may deem appropriate. All written comments submitted prior to or during the item the comments relate to, will be part of the record on that particular item. Written comments will not be read aloud at the Board Meeting.

1. Comment Cards

Comment cards may be used by members of the public in attendance at the Meeting who do not wish to, or cannot verbally, address the Board during a Meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. During the public testimony on the item, the President indicates that the Board has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.

2. Repetitious Comments Prohibited

Speakers shall not present the same, or substantially the same, items or arguments to the Board repeatedly or be repetitious in presenting their oral comments. If a matter has been presented orally before the Board, whether the Board has taken action, or determined to take no action, the same or substantially the same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the Board in writing for such action or non-action as the Board, in its discretion, may deem appropriate.

E. Speaker Time Limits for an Agenda Item

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Board on the same subject matter, the President/Presiding Officer may request that a spokesperson be chosen by the group, and in case additional matters are to be presented by any other member of the group, that there be a limit on the number of such persons addressing the Board. A specific time limit may also be set for the total presentation. No group shall arrange themselves so as to use individual speakers' times in sequential order to circumvent the time limits.

F. Waiver of Guidelines

Any of the foregoing guidelines may be waived by majority vote of the Board Members present when it is deemed that there is good cause to do so, based upon the particular facts and circumstances involved.

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board Members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District Staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board Members shall fully participate in public meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. Board Members and the General

Manager shall stay focused, stay on topic, and act efficiently during public meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

To preserve the integrity of Board meetings, no person shall engage in disruptive behavior of another person during a public meeting. Harassment includes, but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs, heckling, whistling, yelling, and other similar demonstrations;
2. Physical harassment such as impeding or blocking movement, grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment; and
3. Use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct.

If these rules are violated, the President or Presiding Officer may take the following action:

1. Warn the individual prior to removal that the behavior is disrupting and failure to cease the behavior will result in their immediate removal. Behavior which a reasonable person would receive to be an actual threat of harm or use of force may result in the immediate removal of the individual without a prior warning.
2. If the behavior persists, the President or Presiding Chair may stop the meeting and contact the Sheriff's department and order the disrupting party to sit quietly and observe the remainder of the meeting without additional input or participation.
3. If the disruptive behavior continues further, the President or Presiding Chair may request the Sheriff's department remove the individual from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said Meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.⁶¹

Appendix A
ICMA Code of Ethics

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every Member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the Members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the Members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the Member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information, or by misuse of public time is dishonest.

Appendix B
Referenced Code Citations

- ¹ Gov. Code, § 61000 *et seq.*
- ² Gov. Code, § 61040 (a)
- ³ Gov. Code, § 61042 (a)
- ⁴ Gov. Code, § 61040
- ⁵ *Ibid.*
- ⁶ Gov. Code, § 1770, subd. (g).
- ⁷ Assembly Bill 2449
- ⁸ Gov. Code, § 61051.
- ⁹ Gov. Code, § 61047.
- ¹⁰ Gov. Code, § 53232.2
- ¹¹ *Ibid.*
- ¹² Gov. Code, § 87103.
- ¹³ Gift limits are updated every odd year by the Fair Political Practices Commission. This amount is effective January 1, 2021 - December 31, 2022. Please check with District Counsel to confirm the current gift limit.
- ¹⁴ *Ibid.*
- ¹⁵ Gov. Code, § 82033.
- ¹⁶ *Ibid.*
- ¹⁷ Gov. Code, § 84308.
- ¹⁸ Gov. Code, § 87105.
- ¹⁹ Gov. Code, § 87105, subds. (a)(1)-(3).
- ²⁰ Gov. Code, § 53235.1 (b)
- ²¹ Gov. Code, § 53237.1.
- ²² Gov. Code, § 1780, subd. (b).
- ²³ Gov. Code, § 1780, subd. (c).
- ²⁴ Gov. Code, § 1780, subd. (d)(1).
- ²⁵ *Ibid.*
- ²⁶ Gov. Code, § 1780, subd. (e)(1).
- ²⁷ Gov. Code, § 1780, subd. (g)(2).
- ²⁸ Gov. Code, § 1780, subd. (f)(1).
- ²⁹ Gov. Code, § 1780, subd. (f)(2).
- ³⁰ Gov. Code, § 87406.3.
- ³¹ Gov. Code, § 61044.
- ³² Gov. Code, § 54959.
- ³³ Gov. Code, § 54960.
- ³⁴ Gov. Code, § 61045.
- ³⁵ Gov. Code, § 54954, subd. (b).
- ³⁶ Gov. Code, § 54954, subd. (e).
- ³⁷ Gov. Code, § 54956
- ³⁸ Gov. Code, § 54956.5
- ³⁹ Gov. Code, § 54955
- ⁴⁰ Gov. Code, § 54954.5.
- ⁴¹ Gov. Code, § 61045.
- ⁴² Gov. Code, § 61043
- ⁴³ Gov. Code, § 61043, subd. (b).
- ⁴⁴ Gov. Code, § 54954.5.
- ⁴⁵ Gov. Code, § 54953.
- ⁴⁶ Gov. Code, § 61045.
- ⁴⁷ Gov. Code, § 54953.5. Gov. Code, § 6250 *et seq.*

⁴⁸ Gov. Code, § 54957.6

⁴⁹ Gov. Code, § 54954.5

⁵⁰ Gov. Code, § 54954.

⁵¹ *Ibid.*

⁵² Gov. Code, § 61045, subd. (c).

⁵³ Gov. Code, § 36937

⁵⁴ Gov. Code, § 36933

⁵⁵ Gov. Code, § 54955.

⁵⁶ Gov. Code, § 54954.2 (b)(3)

⁵⁷ Gov. Code, § 36934

⁵⁸ Gov. Code, § 87100 *et seq.*

⁵⁹ *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

⁶⁰ Gov. Code, § 54954.3.

⁶¹ Gov. Code, § 54957.9.; Senate Bill 1100

RESOLUTION NO. 2024-45

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

WHEREAS, on September 22, 2017, the San Miguel Community Services District (“District”) Board of Directors (“Board”) adopted a handbook for members of the Board and other District officials (“Handbook”) and most recently revised again on March 23,2023; and

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

WHEREAS, the Board desires to make revisions throughout the Board Handbook to include agenda page numbers and disciplinary procedures, in addition to other formatting and grammatical errors.

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

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

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

the foregoing Resolution is hereby passed and adopted this 26th day of September 2024.

Kelly Dodds, General Manager

ATTEST:

Tamara Parent, Board Clerk

Rod Smiley, President Board of Directors

APPROVED AS TO FORM:

Douglas L. White, District General Counsel

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

September 26, 2024

AGENDA ITEM: 10.6

SUBJECT: Accept Rose Foundation Grant for \$47,000 (Resolution 2024-46)

SUGGESTED ACTION: Authorize the General Manager to accept and manage a grant award from the Rose Foundation to the District in an amount of \$47,000.

DISCUSSION:

The District applied to the Rose Foundation for the San Miguel CSD Drought Related Water Supply Resiliency Project - Monitoring Improvements. This project will enable the District to install additional metering and real time well monitoring equipment throughout the Districts water system, including wells.

The grant award includes the estimated hard and soft costs for the proposed work, and no 'out of pocket' costs are proposed.

Approval of the attached resolution will authorize the General Manager to accept and manage the grant on behalf of the District. Additionally the resolution will authorize a revenue increase of \$47,00 to account 50-46009 and expense increase to object 50-591.

FISCAL IMPACT:

Approval of the attached resolution will authorize revenue and expense budget adjustments. There are no anticipated expenses above the grant amount.

PREPARED BY: Kelly Dodds

RESOLUTION NO. 2024-46

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL
MANAGER TO ACCEPT AND MANAGE A \$47,000 DROUGHT RELATED WATER
SUPPLY RESILIENCY PROJECT- MONITORING IMPROVEMENTS GRANT AND
AUTHORIZE RELATED A BUDGET ADJUSTMENTS.**

WHEREAS, San Miguel Community Services District (“District”) has the responsibility to maintain the communities public water supply and distribution system; and

WHEREAS, the District applied for and was awarded a grant from the Rose Foundation for a Drought Related Water Supply Resiliency Project – Montoring Improvements at all District wells; and

WHEREAS, the District authorizes the General Manager to accept and manage the grant from the Rose Foundation on behalf of the District; and

WHEREAS, the District Board of Directors authorizes the following budget adjustments

- Increase revenue account 50-46009 by \$47,000
- Increase expense object 50-591 by \$47,000

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

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

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

the foregoing Resolution is hereby passed and adopted this 26th day of September 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 Community Services District Board Of Director & Groundwater
Sustainability Agency
Staff Report**

September 26, 2024

AGENDA ITEM: 11.1

SUBJECT: Update from September 25, 2024 Paso Basin Cooperative Committee meeting

SUGGESTED ACTION: Discuss action taken at recent PBCC meeting.

No action to be taken at this time. Direction may be given to the General Manager to agendize for a future meeting.

DISCUSSION:

FISCAL IMPACT:

No proposed cost at this time

PREPARED BY: Kelly Dodds

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

September 26, 2024

AGENDA ITEM: 13.1

SUBJECT:

Conference with Real Property Negotiators (Gov. Code, § 54956.8)

Property: Assessor's Parcel Numbers 027-011-019 and 027-061-019

Agency Negotiator: Kelly Dodds

Negotiating Parties: E&J Gallo Winery

Under Negotiation: Price and terms of payment for a right of way easement

SUGGESTED ACTION: Discussion

DISCUSSION:

FISCAL IMPACT:

To be discussed in closed session.

PREPARED BY: Kelly Dodds
