

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
June 23, 2018 SPECIAL MEETING MINUTES  
MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I.** Meeting Called to Order by President Green – 9:01 A.M.
- II.** Pledge of Allegiance: Director Green
- III.** Roll Call: Directors Present: Buckman, Green, Parent, Sangster
- Director Kalvans arrived at 9:15 A.M.
- District Staff in attendance: Rob Roberson, Kelly Dodds, Tamara Parent, And Paola Freeman
- IV.** Adoption of Special Meeting Agenda:  
Motion by Director Buckman to adopt Special Meeting Agenda as presented.  
Seconded by Director Green Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT
- V. ADJOURN TO CLOSED SESSION:** None
- VI. Call to Order for Regular Board Meeting/Report out of Closed:** None
- VII. Public Comment and Communications:** Interim General Manager Rob Roberson informed the Board of Directors that the Fire Department had received a letter from Cal Fire about a county wide survey and would talk more about the survey on the June 28<sup>th</sup> regular board meeting.
- VIII. Special Presentations/Public Hearings/Other:**
- 1. BOARD WORKSHOP - FY 2018-19 BUDGETS-** FF drug testing
- Recommendation:** Conduct a Board Workshop & Discussion about the FY 2018-19 operations and maintenance budget provide direction to staff.
- Item presented by Interim General Manager/Fire Chief Rob Roberson, informing the Board that they will be going through the Budget for FY 2018-19 starting with the revenues then going on to expenditures. This is a Board Workshop and will be taking any

comments at any time. General Manager Rob Roberson explained what objects are and the board was given an object description index and why the district decided to remove the Administration fund. Discussion ensued.

Interim General Manager/Fire Chief Rob Roberson, explained that they based this fiscal year's Revenue on last fiscal year and invoices already received.

**Board Comment:** Director Green asked about Administration fund 10 and if it was being funded at the time of invoice, Director of Utilities explained that the administration fund is gone, and everything is being paid throughout the funds account by percentage.

Mr. Dodds Explained how to read the reports. Discussion ensued. Board asked about the revenue for the Fire- VFF Grant, it was explained that the District has received that grant every year and has been approved for this next year already. It was explained about OES and county tax monies for each revenue account.

Director Sangster asked about the Fireworks fund and it was discussed that the clean-up fee needs to be put in the correct fund.

Director Kalvans asked about a map of influence for the Lighting Department, staff will contact SLO County Tax Assessor and try and get a map.

Discussion ensued about proposed tax revenues.

President Green called a lunch recess from 12:00 P.M. to 12:45 P.M.

Expenditures Water & Sewer:

Director Green asked about radios for Fire Department and grant funding. Fire Chief explained that the dispatch is always changing and that the district must invest in the right equipment for the future and we try and use grant funding.

Board asked about standby pay for water and sewer department, Interim General Manager/Fire Chief Rob Roberson explained and Discussion ensued.

Health and all Insurances through SDRMA was discussed and explained that they have sent projected cost to the district.

Discussion about Utilities worker pants and shirts and Fire Department and Pre-employment Drug testing. Director's discussed Sewer Jetter purchase and adding expense to budget, would like to remove from budget and bring back to board for public discussion. Board asked for bids for Jetter to be brought back to the Board. Discussion ensued about the WW Aeration project and PG&E.

Board would like to see the General Engineering agreement. Discussion ensued about having staff to use agenda order to have the least amount of time spent with Engineer and Attorneys.

Solid Waste: Board would like to see more trash cans but would need to check with the San Miguel Garbage Co.

Board Consensuses to raise legal to \$5,750.00 in Solid Waste for a review of the SMCSO Garbage Ordinance.

Lighting: Board would like to keep working on getting more lighting within the District, and all lights changed to LED. The District staff has a list and is in the process of working with PG&E. Director Green would like more lighting at the Park N' Ride.

Director Kalvans would like to see lighting at the 16<sup>th</sup> street RR crossing.

Fire: Budget 72k for stipend and adding firefighter staffing during targeted dates. This is to meet our obligations within the District.

Board would like to have Legal separated for General legal services and Steinbeck.

\*Direction given to staff regarding changes to the Budget FY 2018-19 requested by BOD was changed at meeting and printed to give time for review before the next regular Board Meeting on June 28<sup>th</sup>, 2018

**Public Comment:** None

**2. Review and Discuss the existing District purchasing policy and procedure manual.**

**Recommendation:** Review and Discuss the existing District purchasing policy and procedure manual and provide direction to staff

Item presented by Interim General Manager/Fire Chief Rob Roberson, informing the Board that this item was asked to be reviewed by the Board and would like to open discussion and get direction from the board.

**Board Comment:** Director Green voiced his concern about the amounts that can be spent without board approval, Discussion ensued.

Director Sangster asked about the bidding process.

Consensus of the board is to lower the amount to \$5,000, direction was given to staff to revise Sections 3,4,5 and remove Section 2 of the Districts Purchasing Policy. These changes will be made unless it is a public health and safety issue.

Director Sangster doesn't see any issue with document as written, with all cost going through General Manager. Definitive version will be presented to The Board on July 23, 2018 Board Meeting.

**Public Comment:** Terry Gore, San Miguel Resident sent in an email and her email was read aloud. Her concerns where the Purchasing amounts being approved without board action and would like to have three estimates when purchasing larger items. (email on file at District Office)

**IX. Staff & Committee Reports – Receive & File:** None

**X. CONSENT ITEMS:** None

**XI. BOARD ACTION ITEMS:** None

**XII. BOARD COMMENT:** None

**XIII. ADJOURNMENT:** @ Approximately 4:12 P.M