



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President  
Anthony Kalvans, Director

Joseph Parent, Vice President  
Gib Buckman, Director

Ashley Sangster, Director

### THURSDAY, JANUARY 25, 2018 6:00 P.M. Closed session 7:00 P.M. Open session BOARD OF DIRECTORS SPECIAL MEETING AGENDA

**SMCSD Boardroom  
1150 Mission St.  
San Miguel, CA 93451**

**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. Assisted listening devices are available for the hearing impaired.

**Public Comment:** Please complete a “Request to Speak” form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. 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 “Oral Communications.” Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a “Request to Speak” form as noted above and mark which item number you wish to address.

**Meeting Schedule:** Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**Agendas:** Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, 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 at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

**I. Call to Order: 6:00 PM**

**II. Pledge of Allegiance:**

**III. Roll Call:**

**IV. Approval of Special Meeting Agenda &**

**1. Swearing in & Oath of Office:**

Administering the Oath of Office to newly appointed Board Member: Ashley Sangster to fill the terms of office ending December 2018.

**V. ADJOURN TO CLOSED SESSION: Time: \_\_\_\_\_**

**A. CLOSED SESSION AGENDA:**

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

**2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code section 54957(b)(1)

Title: General Counsel (Summary will be emailed to ChurchwellWhite)

**3. PUBLIC EMPLOYEE APPOINTMENT**

Pursuant to Government Code section 54957(b)(1)

Title: General Manager

**4. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 : (1 case)

**5. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)

District Representatives: District General Counsel, Director Kalvans, and Director Green.

Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

**VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM**

1. Report out of closed session by District General Counsel

**VII. Public Comment and Communications:**

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 complete a "Request to Speak" form and place in basket provided.

**VIII. Special Presentations/Public Hearings/Other:**

**1. Presentation by Bartle-Wells:**

San Miguel Water and Wastewater Rate Study proposal – PowerPoint

**IX. Staff & Committee Reports – Receive & File:**

**Non-District Reports:**

- |    |   |                 |
|----|---|-----------------|
| 1. | San Luis Obispo County Sheriff (Commander K.Scott)  | Introduction    |
| 2. | San Luis Obispo County Board of Supervisors         | No Report       |
| 3. | San Luis Obispo County Planning and/or Public Works | No Report       |
| 4. | San Miguel Area Advisory Council                    | No Report       |
| 5. | Camp Roberts—Army National Guard (LTC Kevin Bender) | Report Attached |

**District Staff & Committee Reports:**

- |     |  |                 |
|-----|--|-----------------|
| 6.  | Interim General Manager (Mr. Roberson) | Verbal          |
| 7.  | District General Counsel (Mr. White)   | Verbal          |
| 8.  | District Engineer (Dr. Reely)          | Report Attached |
| 9.  | Director of Utilities (Mr Dodds)       | Report Attached |
| 10. | Fire Chief (Chief Roberson)            | Report Attached |

**X. CONSENT CALENDAR:**

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

1. Review and Approve Board Meeting Minutes
  - a) 11-16-2017 Regular Meeting Minutes
  - b) 12-14-2017 Regular Meeting Minutes
2. Approve **Resolution 2018-03**, Updating SDRMA Workers’ Compensation coverage for Governing Body members, and Volunteer Firefighters. Section 3363.5 California Labor Code.
3. Approving **RESOLUTION 2018-09**, assignment of banking powers for John Green, Gilbert Buckman, Anthony Kalvans, Joseph Parent, Ashley Sangster, and Interim General Manager Robert Roberson for District Bank accounts and revoking banking powers for all others.
4. Approve design option for a change to the District logo.

**Item withdrawn to discuss:** \_\_\_\_\_

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

**XI. BOARD ACTION ITEMS:**

1. Review, Discuss, Receive and File the Enumeration of Financial Report for **December 2017**
  - a) Claims Detail Report 12-2017
  - b) Statement of Revenue Budget vs Actuals 12-2017
  - c) Statement of Expenditures Budget vs Actual 12-2017
  - d) Cash Report for Payrolls 12-2017

**Public Comments:** (Hear public comments prior to Board Action)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

- 2. Review and approve **Resolution 2018-02** authorizing the purchase of a Trailer mounted Sewer Jetter from Jetter Northwest in amount Not to Exceed \$41,397.40 to be funded from the Wastewater Capital Reserve fund.

**RECOMMENDATION:** Approval of Resolution 2018-02 authorizing the purchase of a Trailer Mounted Sewer Jetter in an amount not to exceed \$41,397.40 to be funded from the Wastewater Capital Reserve fund.

**Public Comments:** (Hear public comments prior to Board Action)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

- 3. Review and approve **Resolution 2018-06** authorizing \$27,798.86 for the purchase and installation of a new well pump, motor, column, and controls at Well 3 from Aqua Engineering. And authorize a budget adjustment to Water Fund Well 3 Rehab (50-425) in the same amount, transferring funds from Water capital reserve.

**RECOMMENDATION:** Approve Resolution 2018-06 authorizing \$27,798.86 for the purchase and installation of a new well pump, motor, column, and controls at Well 3 from Aqua Engineering. And authorize a budget adjustment to Water Fund Well 3 Rehab (50-425) in the same amount, transferring funds from Water capital reserve.

**Public Comments:** (Hear public comments prior to Board Action)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

- 4. Review and approve Resolution **2018-05** authorizing the Director of Utilities to enter into an agreement with Monsoon Consulting for the Update and audit of the District’s Sewer System Management Plan (SSMP) in an amount not to exceed \$28,000. And authorize a budget adjustment to Wastewater Fund Sewer System Management plan (40-575) in the same amount.

**RECOMMENDATION:** Approve Resolution **2018-05** authorizing the Director of Utilities to enter into an agreement with Monsoon Consulting for the Update and audit of the District’s Sewer System Management Plan (SSMP) in an amount not to exceed \$28,000. And authorize a budget adjustment to Wastewater Fund Sewer System Management plan (40-575) in the same amount.

**Public Comments:** (Hear public comments prior to Board Action)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

- 5. Review and Approve Resolution No. **2018-07** authorizing the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of approximately 1400’ of AC water line between Oak Drive and the SLT water tank at a cost not to exceed \$13,500. And authorized

a budget adjustment and transfer from Capital Reserve to Water Fund Professional services engineering (50-326) in the same amount

**RECOMMENDATION:** Approve Resolution **2018-07** authorizing the Director of Utilities to contract with Monsoon Consulting to develop plans and specifications for the replacement of approximately 1400' of AC water line between Oak Drive and the SLT water tank at a cost not to exceed \$13,500. And authorized a budget adjustment and transfer from Capital Reserve to Water Fund Professional services engineering (50-326) in the same amount

**Public Comments:** (Hear public comments prior to Board Action)

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

**XII. 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.

**XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 2-22-2018** Time: \_\_\_\_\_

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on January 19, 2018

Date: January 19, 2018

Tamara Parent Approved 1-19-2018

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Tamara Parent, Board Clerk/ Accounts Manager

Robert Roberson Approved 1-19-2018

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Rob Roberson, Fire Chief/Interim General Manager

John Green Approved 1-19-2018

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Approved by: President Green