



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

Anthony Kalvans, President

John Green, Director

Gib Buckman, Director

Larry Reuck, Vice President

Joe Parent, Director

**THURSDAY FEBRUARY 23, 2017 7:00 P.M.**

### BOARD OF DIRECTORS REGULAR 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 the 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: 7:00 PM**

**II. Pledge of Allegiance:**

**III. Roll Call:**

**IV. Adoption of Regular Meeting Agenda**

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

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

**Non-District Reports:**

- |  |           |
|--|-----------|
| 1. San Luis Obispo County Sheriff                      | No Report |
| 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                    | Verbal    |
| 5. Camp Roberts—Army National Guard                    | No Report |

**District Staff & Committee Reports:**

- |  |                 |
|--|-----------------|
| 6. General Manager (Mr. Gentry)                    | Verbal          |
| 7. District General Counsel (Attorney White)       | Verbal          |
| 8. District Engineer/Utility Services (Mgr. Reely) | Report Attached |
| 9. Fire Chief (Chief Roberson)                     | Report Attached |
| 10. Finance/Budget Committee (Chair Reuck)         | Report Attached |
| 11. Organization/Personnel Committee (Chair Green) | Report Attached |
| 12. Equipment & Facilities Comm. (Chair Parent)    | Report Attached |
| 13. GSA Advisory Committee (Chair)                 | No Meeting      |

**VII. CONSENT ITEMS:**

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.

**14. Board Minutes:**

- 14 a.** Approval—Special/Regular Board Minutes for December 22, 2016.
- 14 b.** Approval--Special Board Meeting Minutes for January 19, 2017.
- 14 c.** Approval--Special Board Meeting Minutes for February 9,2017

- 15.** Approve **Resolution No. 2017-02** Affirming Board Appreciation and Support for Fire Department and Volunteers.

**VIII. BOARD ACTION ITEMS:**

- 16.** Discussion and consideration adopting **Resolution No 2017-03** establishing the calendar year 2017 fireworks fees.

**Staff Recommendation:** Discuss and approve **Resolution No 2017-03** for the 2017 fireworks fees.

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

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

17. Review and consideration of **Resolution 2017-04** establishing the dates to sell “Safe and Sane” fireworks, and the application period for the 2017 calendar year.

**Staff Recommendation:** Discuss and approve **Resolution No 2017-04** for the 2017 fireworks sales period.

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

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

18. **Discuss and Approve Purchase of a Thermal Imaging camera for Fire Department.**

**Staff Recommendation:** Discuss and approve purchase of a Thermal Imaging camera for Fire Department and authorize appropriation and FY 2016-17 budget increase of \$18,450 from Fire Impact Fee funds.

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

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

19. **Discuss Appointing public members to serving on a Citizen’s Budget Oversight Review Ad-Hoc Committee and establish the Committee’s oversight responsibilities.**

**Staff Recommendation:** Staff recommends that Board discuss and make appointments to Citizen’s Budget Oversight Review Ad-Hoc Committee and establish purpose and responsibilities.

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

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

20. **Discuss and authorize a job announcement and recruitment of administrative position.**

**Staff Recommendation:** Staff recommends that Board discuss and authorize a job announcement and recruitment of Administrative position.

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

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

**IX. 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.

**X. ADJOURNMENT**

**Time:** \_\_\_\_\_

ATTEST:

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

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on February 17, 2017.

Date: February 17, 2017

*Tamara Parent*

\_\_\_\_\_  
Tamara Parent, Account Clerk II/Operations Coordinator

Next Scheduled Regular Board Meeting is March 23, 2017.



## FUTURE BOARD MEETING 2017 AGENDA ITEMS

(Revised 2-17-2017)

### MARCH 2017:

- 1) Resolution adopting 2017 District Annual Investment Policy
- 2) Review of Recruitment and Hiring for Administrative Dept. position
- 3) Continue Budgeting Process with F & B Committee and Citizen Budget Review for FY 2017-18 and 2018-19 budgets
- 4) Continued review of Existing District Contractual Service Agreements, as needed
- 5) Review & Authorization of Prop 1 Grant Application—WWTP Planning & Design Study
- 6) Bids for preparing a revision/update to District SSMP
- 7) Bids for preparing an updated Master Plan of Facilities
- 8) 1<sup>st</sup> public outreach meeting regarding rate study (tentative—subject to change)
- 9) Continued scheduled Site Visits of District Facilities

### APRIL 2017:

- 1) Continue Budget review process by F & B Committee and Citizen's Budget Review for FY 2017-18 and 2018-19 budgets.
- 2) Review of Preliminary District Disaster Preparedness Plan document
- 3) Review & Authorization of Prop 1 Grant Application--WWTP Planning & Design Study Wk
- 4) Review of Annual Vehicle Replacement Evaluation Report & Recommendations
- 5) Revision of Board Handbook re: Board Rules, Duties & Responsibilities

### MAY 2017:

- 1) Continue Budget review process by F & B Committee and Citizen's Budget Review for FY 2017-18 and 2018-19 budgets.
- 2) Revision of District Records Retention Policy
- 3) Specific Funding Allocations to Investment Portfolio, Capital Reserves and Vehicle Replacement Fund Accounts
- 4) 2<sup>nd</sup> public outreach meeting regarding rate study (tentative –subject to change)



## MONSOON CONSULTANTS

P.O. Box 151 San Luis Obispo, CA 93406  
(805) 476-6168 [www.monsoonconsultants.com](http://www.monsoonconsultants.com)

### **SAN MIGUEL COMMUNITY SERVICES DISTRICT**

Darrell Gentry, General Manager  
Post Office Box 180  
San Miguel, CA 93451  
(805) 467-3300

### **BOARD OF DIRECTORS**

John Green, President  
Larry Reuck, Vice President  
Anthony Kalvans  
Gib Buckman  
Travis Dawes

**Re: MONTHLY DISTRICT ENGINEER'S REPORT - FEBRUARY 2017**

Gentlemen:

The following is a summary of the activities performed by the District Engineer (DE) and the status of relevant issues which pertain to the duties and responsibilities of this position:

### **OVERVIEW**

The responsibilities of the District Engineer (DE) were assumed by Monsoon Consultants on February 1, 2017. Blaine Reely, who is the President / CEO of the firm, will serve as the primary representative of the firm and perform the duties of the position on a routine basis. Since coming onboard, Blaine has focused his attention on familiarizing himself with the water and wastewater utility infrastructure and operations.

### **MEETING PARTICIPATION**

A brief summary of relevant issues that were discussed during meetings attended by the District Engineer during the previous month are summarized below. (Note that routine meetings with SMCSO staff are not included):

1. February 8, 2017: DE attended a meeting with Steve Tanaka of the Wallace Group to discuss the status of work currently underway and issues that may be important during the transition process. Steve agreed to compile, organize and deliver all relevant files to the District.
2. February 10, 2017: DE participated in a conference call to discuss PROP 1, project and funding opportunities. Attendees included Darrell & Kelly along with staff from SLO County, Rural Community Assistance Corporation (RCAC) and the State Water Resources Control Board.

**CIVIL ENGINEERING / HYDROLOGY**

3. February 14, 2017: DE attended a meeting with Wade Horton, SLO County Director of Public Works, to discuss opportunities for improved collaboration between the County and the District. Wade agreed to meet with District staff within the next 30-60 days to discuss issues and strategies for improved agency cooperation.

### **SUMMARY OF SERVICES PROVIDED**

The following is a summary of the principal activities that were undertaken by the DE during the previous month:

1. Water & Wastewater Infrastructure Inspection: DE accompanied Kelly on a tour of the District's service area. Site inspections were made of the wastewater treatment plant; water supply well sites; water storage reservoir sites; areas where new development is occurring; and locations where infrastructure repairs are planned.
2. Capital Projects Projected for FY 2017-18 & 2018-19: DE initiated a review of the proposed capital outlays for the water, wastewater and street lighting departments.
3. Salt & Nutrient Management Plan: DE initiated a review of the plan to determine what actions SMCS D should be considering for implementation and potential budgeting costs to be figured in over next 2 fiscal years.

### **SUMMARY OF ACTIVE PROJECTS**

1. San Lawrence Terrace Arsenic Blending Pipeline & Tank Improvements: At the 12/22/16 Board Meeting, the Board directed Staff to award design contract to Wallace Group. The District since issued a notice to proceed and work is under way. The survey was previously completed by Twin Cities Surveying and has been transmitted to the Wallace Group for use in plan preparation. The County is in the process of performing the NEPA environmental review required for the Project. ***Date of last change 01/18/17.***
2. Waterline Replacement on 11<sup>th</sup> Street & UPRR and 10<sup>th</sup> Street & Mission: A CDBG application was submitted in October, to request funding for the water main upgrade, crossing beneath UPRR at 11th Street. This has become a critical project based on recent observations and required repairs on this water main. ***Date of last change 11/17/16.***
3. San Miguel Park / "L" Street Improvements: The County has awarded contract for this Project (Sosa), and work on L Street has already begun. Staff is taking action to plan for the anticipated water main replacement in K Street in the area of the Park, to avoid costs of street/pavement restoration. This work is expected to take place February 2017. A fire hydrant relocation on L Street may still be required, but may not be able to be determined until after construction starts. ***Date of last change 12/8/16.***

## **SUMMARY OF ACTIVE WILL SERVES**

The following is a summary of the active "Will Serves" staff is currently reviewing or inspecting during Construction:

- a) Butterfield Downtown Mixed Use. Butterfield submitted plans for a mixed use project on Mission Street. Staff conducted preliminary review of the plans, and met with Mr. Butterfield to discuss the project. Final plan check comments were issued in November 2009, and District Staff/District Engineer and Fire Chief signed and approved the plans at that time. Recent discussions with the Developer indicate the possibility that early phases of the Project may be moving forward in the near future. If so, District Staff will issue a new preliminary will-serve letter for the Development, and will conduct a re-review of the plans since nearly 3 years has elapsed since approval of the prior plans. ***Date of last change 12/22/11.***
- b) People's Self Help (Tract 2527, formerly Mission Garden Estates). Plans have been approved, preconstruction meeting was held 12/6/16. Grading expected to be under way prior to end of December 2016. ***Date of last change 12/8/16.***
- c) Nino (formerly Ritter). This Development Project, Tract 2637, is complete with all phases of infrastructure improvements. Phase 2 and 3 home construction is under way. ***Date of last change 7/28/16.***
- d) People's Self Help (Tract 2710). Construction of water and sewer lines complete, tested and passed inspection. Homes are now under construction (all 8 homes). ***Date of last change 12/8/16.***
- e) Arciero (formerly Stuntman) Tract 2750. See Utilities Supervisor report on the status of this Project. The final home is being constructed at this time, and is nearing overall project completion. ***Date of last change 8/27/15.***
- f) Hasting Family Trust, Tract 2647. Development construction is complete, and individual lots are in progress of being sold. The tract map is satisfied and recorded. ***Date of last change 12/8/16.***
- g) 972 K Street/Commercial. Preliminary will serve was issued, DE and staff have reviewed and approved plans, and the property closes escrow December 2016. ***Date of last change 12/8/16.***

I would like to take this opportunity to thank each of you and District staff that will review the information contained in this report. If there are any questions or you wish to discuss, please do not hesitate to contact me.

Respectfully Submitted,

**MONSOON CONSULTANTS**

*Blaine T. Reely*

Blaine T. Reely, Ph.D., P.E.  
President, Monsoon Consultants

February 17, 2017  
Date





## San Miguel Community Services District Board of Directors Meeting

### Staff Report

February 23, 2017

AGENDA ITEM: VI 9

**SUBJECT: Fire Chief Report for January 2017**

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**STAFF RECOMMENDATION:** Receive and File Monthly Reports for the Fire Department

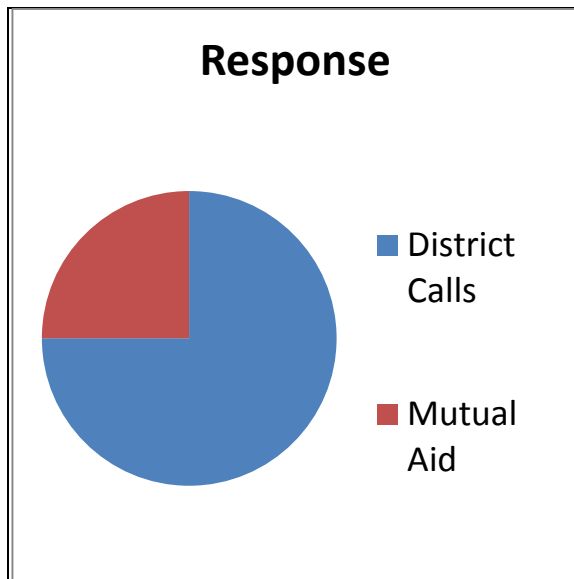
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**INCIDENT RESPONSE:**

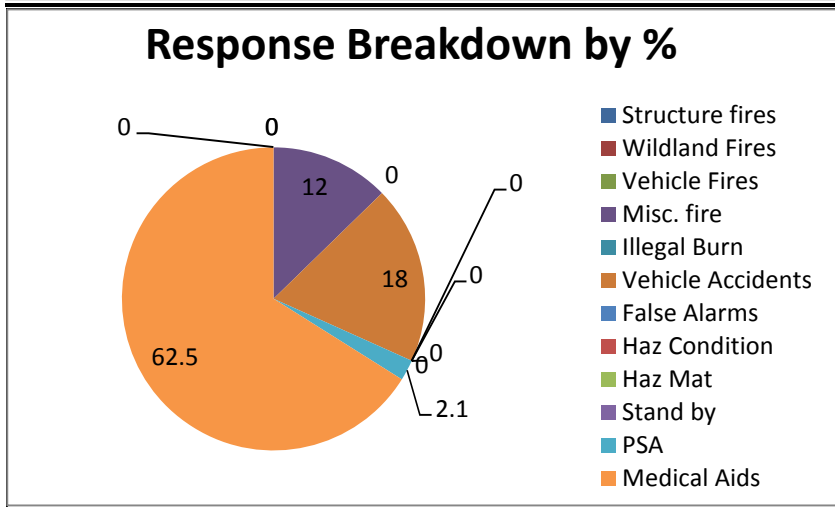
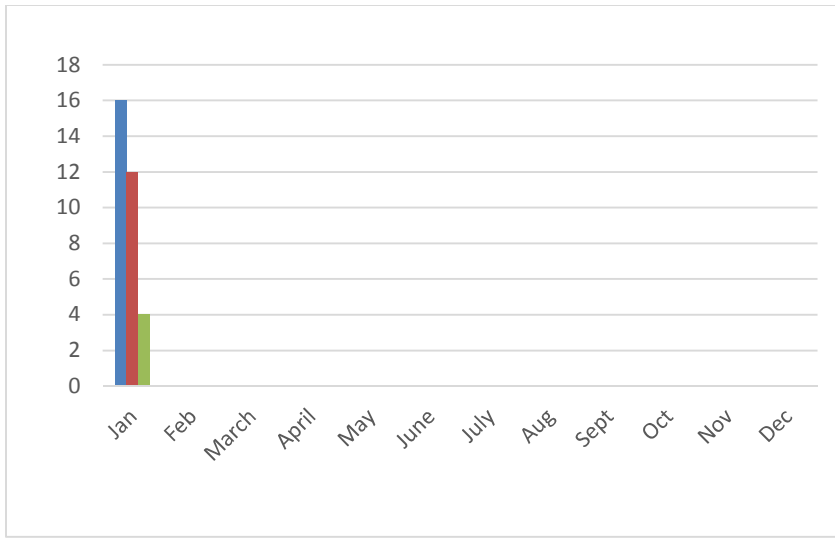
- Total Incidents for January 2017     **16**
- Average Calls per Month in 2017    **16**
- Total calls for the year to date      **16**

Emergency Response Man Hours in January = <b>30</b>	2016 total	30
Stand-By Man Hours for January = 34		<u>34</u>
	<b>Total hr.</b>	<b>64</b>

Emergency Response Man Hours = <b>1.8 hr.</b> Per call for December	<b>1.8 hr.</b> Per call for the year
Stand-By Average per Call = <b>2.1 hr.</b> Per call for, December	<b>2.1 hr.</b> Per call for the year



	<b>January</b>	<b>YTD</b>
District calls	12 = <b>75%</b>	12 = <b>75%</b>
Mutual aid calls	4 = <b>25%</b>	4 = <b>25%</b>
Assist Camp Roberts	<b>1</b>	



For 16 calls for 1 Month in 2017

District Calls	75%
Mutual Aid	25%
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Structure fires	0%
Wildland Fires	0%
Vehicle Fires	0%
Misc. fire	12%
Illegal Burn	0%
Vehicle Accidents	18%
False Alarms	0%
Haz Condition	0%
Haz Mat	0%
Stand by	0%
PSA	2.1%
Medical Aids	62.5%

**Personnel:**

1 Chief Hours: 40 hours and 14 days of 24-hour coverage.  
 1 Asst. Chief: 25 hours and 17 days of 24-hour coverage.

We currently have 17 active members.

- 3 Fire Captains
- 2 Engineers
- 12 Firefighters

3 drills 17 members, 32/51 attendance 62.7% Drill Attendance  
 Year average attendance 10.6 members per drill

16 calls, 17 members, 64/272 responders, 23.5% Response Attendance, with three missed calls  
 16 calls, 17 members 64/272 responders, 23.5% average 2017 annual response.

## Equipment:

- All equipment is in service.
- Request for new equipment will be submitted in the near future
  1. (TIC) Thermal Imaging Camera

## Activities:

### January

<u>Date</u>	<u>Subject matter</u>
3	Haz-Mat ERG Use
10	Patient Packaging Backboard and Stokes Basket
17	Basic Ladder Operations
24	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
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### February

<u>Date</u>	<u>Subject Matter</u>
7	Annual Physical Agility
14	Pump Operations
21	SCBA / Air Aware / Fit Test
28	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
19	BUZZ run at Camp BOB	All Day

## Information:

Prepared By:

*Rob Roberson*

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Rob Roberson, Fire Chief

Approved By:


*Darrell W. Gentry*

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Darrell W. Gentry, General Mgr.

# SAN MIGUEL FIRE DEPARTMENT 2017 RESPONSES

VI-9

	<b>JAN</b>		<b>FEB</b>		<b>MAR</b>		<b>APR</b>		<b>MAY</b>		<b>JUN</b>		<b>JUL</b>		<b>AUG</b>		<b>SEP</b>		<b>OCT</b>		<b>NOV</b>		<b>DEC</b>		<b>TOTAL</b>	
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid
Structure Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Veg. Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Fires	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Illegal Burning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Accidents	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
False Alarms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Condition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pub.Svc.Asst.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical Aids	9	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	2
<b>Call TOTALS</b>	12	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	4
	<b>16</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>16</b>	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Camp Bob Asst.	1		0		0		0		0		0		0		0		0		0		0		0		1	
Average Calls Per	<i>Month</i>		0.0	<i>Day</i>	0		<i>SLO Co. MA</i>			<b>4</b>		<i>Montrey Co. MA</i>			<b>0</b>		<i>CPR TOTAL</i>						<b>0</b>			

# FIRE EQUIPMENT

## 2017 MILEAGE / FUEL REPORT

VI 9-3

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
<b>Diesel</b>															
E-8696	9	0											9	0	#DIV/0!
E-8687	0	0											0	0	#DIV/0!
E-8668	68												68	0	#DIV/0!
<b>6 Month Total</b>												<b>77</b>	<b>0</b>	<b>#DIV/0!</b>	
<b>Gas</b>															
U-8630													0	0	#DIV/0!
C-8600	694	26.4											694	26.4	26.3
<b>6 Month Total</b>												<b>694</b>	<b>26.4</b>	<b>26.3</b>	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
<b>Diesel</b>															
E-8696													9	0	#DIV/0!
E-8687													0	0	#DIV/0!
E-8668													68	0	#DIV/0!
<b>6 Month Total</b>												<b>77</b>	<b>0</b>	<b>#DIV/0!</b>	
<b>Gas</b>															
U-8630													0	0	#DIV/0!
C-8600													694	26.4	26.3
<b>6 Month Total</b>												<b>694</b>	<b>26.4</b>	<b>26.3</b>	

YTD 2016 Total	mi.	gal.	Avg. MPG
<b>Diesel</b>	<b>154</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Gas</b>	<b>1388</b>	<b>52.8</b>	<b>26.3</b>

## Call per time of day and day of the week 2016

	After Hours						CSD Work Hours										Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	0	0	1	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	25%
Monday	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0	0	4	25%
Tuesday	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	6%
Wednesday	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	12%
Thursday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	6%
Friday	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	3	19%
Saturday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	6%
Hour Total	0	1	1	0	1	1	1	1	0	1	1	0	0	1	2	0	0	1	1	1	0	0	0	0	16	
	0%	6%	6%	0%	6%	6%	6%	6%	0%	6%	6%	0%	0%	6%	12%	0%	0%	6%	6%	6%	0%	0%	0%	0%		

Total calls during CSD Work Hours	4	25%
Total calls during Off time and weekends	12	75%

After Hours calls 22:00 to 06:00	5	31%
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Total Weekend Calls	5	31%
Total Calls Monday thru Friday	11	69%



## **Finance & Budget Committee Summary Notes**

### **Special Meeting**

**TUESDAY, FEBRUARY 16, 2017 11:30 A.M.**

Meeting was cancelled due to Financial Auditing work in progress by Moss, Levy & Hartzheim, in conjunction with work on utility rate study analysis requiring added attention by District staff.

Meeting is intended to be re-scheduled for 2-22-2017 and additional dates as needed to complete the agenda.

###



## **ORGANIZATION & PERSONNEL COMMITTEE SUMMARY NOTES For January 27, 2017 Meeting**

### **I. Call to Order:**

Chair Green called the meeting to order at 9:32 AM.

### **II. Pledge of Allegiance:**

Director Kalvans lead the Pledge of Allegiance as requested by Chair.

### **III. Roll Call:**

All Committee Members were present based on roll call of members.

Also in attendance: General Manager Gentry.

### **IV. Selection of Chair:**

By unanimous consent of Committee, Director Green was selected as Chair. He assumed position and commenced with agenda items.

### **V. Oral and Written Communications:**

There were no persons in attendance wishing to speak on a matter not on the agenda.

## **VI. AGENDA**

### **1. Review and Discuss Revisions to Board Rules and By-Laws Manual**

General Manager introduced this request item and reviewed the background information as detailed in the submitted written report. GM pointed out that this comprehensive revision is a part of the annual work program approved by the Board. Revisions have been prompted by changing conditions, new Directors, new Board functions, any applicable regulations and new District personnel.

The Board Handbook/Manuel is based substantially on the previous handbook but there have been some specific content changes worth noting.

GM then asked the Committee members how they would like to conduct this review and exchange of ideas.

Chair Green commented that he would like to be able to compare the existing document to this revision so he could see the intended changes, a redlined version would work for him.



Director Parent agreed that might be helpful in speeding up the Committee's discussion but he also need more time to review in depth the entire Handbook.

On the basis of this discussion, Committee members asked and agreed that this item be brought back for the next meeting prior to Committee making a recommendation to the Board.

## **2. Review and Discussion of Job Opening Recruitment of Administrative Department position.**

GM gave a supplemental report to the submitted written report which is seeking authorization to proceed with the job announcement and recruitment of Administrative Department position.

The submitted report will be scheduled for Board consideration in February so the recruiting process can proceed.

Chair Green commented the need for some flexibility in hiring and salary level if a qualified candidate with Black Mountain experience can be found. He believes it might be useful for the Board to provide GM with some hiring/salary level flexibility. He supports use of temporary help if needed.

Director Parent commented that he does not believe it pays to be too frugal and District has to focus on grow in what the District does and will be doing in the future. He also asked if GM could check with legal on his ability to discuss.

Committee members unanimously agreed to advance this request to the Board at its next agenda.

## **3. Review and Discussion of Existing District Contractual Agreements— Continued Review**

General Manager introduced this report which represents a continued discussion of the "global review" of existing service-related agreements. Future reviews will be done as a matter of routine reporting and status reviews. The other reason for providing detailed background on this item is due to new Director coming on board.

GM indicated that Committee may provide direction or refer to the Board with a recommendation. There are 3 categories of service related contacts described in the written report. Each of those categories were briefly reviewed by GM for Committee discussion. The written report description provides information regarding each contract situation. As stated in the report, the remaining discussion item is how to hold a frank discussion on evolving the Fire Department staffing. GM reported that there is growing evidence that the Department needs to grow and

evolve into some paid positions, or utilize contractual services without taking on additional District employees and related costs at this time. The option of hiring 1-2 persons would need a full cost analysis so the Board could determine the best, most cost effective means to evolve the Department.

Chair Green commented that Board should have an examination and understanding of all feasible options but he supports splitting fire functions/duties from other District department job functions and duties. He also expressed comments about how equipment has been used in the past. He remains concerned but did not elaborate further in his remarks.

Chair Green asked about the current separation of fire contract hours and utility services. He believed that it is time to evaluate how best to meet present and future operational needs for the two functional areas of duties and consider splitting the functions.

Director Parent spoke about need to focus on how positions are being recruited and hired. He believes the District Board should discuss how to relax some of the procedures and grant more authority to the GM. He thinks there is micro-managing going on which could be hurting the ability to attract and even retain personnel.

Director Parent also stated that he would be willing to exam options but is not convinced one way or the other. If information is presented then he will determine what direction should be taken, if any. He stated that morale among staff members is quite low and is concerned how such a condition affects work performance overall.

There was no further discussion. Committee did ask for additional follow-up by GM and bring it back to Committee in near future.

There were no public comments or requests to speak on this item.

#### **4. Review and Discuss General Manager's Report on Status of Utility Services Recruitment**

GM provided supplemental verbal information to the submitted written report. GM stated that since the report was published, a website has been identified and being used to advertise and list the 2 open Utility Services positions. That website is free cost and has, as of the meeting dated, generated several candidates and applications. The results of this approach has produced more candidates with qualifications than has been previously realized by the District. Recruitment closes on February 22<sup>nd</sup>.

Director Parent commented that District needs to get these personnel in place because they are sorely needed.

There were no further comments or questions.

**VI. COMMITTEE COMMENT:**

Chair Green asked GM to include an update on Utility Services Recruitment, to continue discussions on existing contractual agreements and to review the defined scope of District Engineer/Utility Services Manager and continued review of Board Handbook. GM noted that these items are noted for next agenda.

There were no other Committee comments to consider.

Chair adjourned the meeting at 10:59 AM.

###

Next Committee meeting is March 17<sup>th</sup>.



## **EQUIPMENT & FACILITIES COMMITTEE SUMMARY NOTES For February 17, 2017 Meeting**

### **I. Call to Order**

Chair Parent called meeting to order at 9:35 A M

### **II. Pledge of Allegiance**

Chair Parent lead the Pledge of Allegiance.

### **III. Roll Call**

Directors Parent and Reuck were present. All Committee members were in attendance.

Others present: District Fire Chief Roberson, Kelly Dodds, Scott Young, a public member, were in attendance at meeting.

### **IV. Oral and Written Communications:**

There were no persons present requesting to speak to Committee members.

### **V. AGENDA**

#### **1. Review and Discuss Purchase of Thermal Imaging Cameras for Fire Department and make a recommendation to Board.**

General Manager Gentry introduced this item for purposes of review and discussion. The Fire Chief has made a request for authorization to purchase 2 thermal imaging cameras at this time instead of waiting for the customary and usual budgeting process for this purchase request.

Committee members asked questions of Fire Chief about the need for equipment and whether or not this request could be delayed for the budgeting process.

Chief Roberson stated about the Fire Department bringing in more dollars than it spends and also stated that there may be confusion about line item budgeting process versus capital expenditures.

He also spoke about the NFPA standards which are expected by are not legal requirements. Kelly Dodds also spoke about the NFPA standards.

#### **Public Comments**

Scott Young, a resident and Department Fire Captain, spoke about the need and wants the Committee to know that the District is falling short of standards. He

believes that the District needs to define what is a capital expense. He thinks it is a million dollars or more.

Chair asked if there were other comments by Committee. Director Reuck supports use of the fire impact fees for the purchase and believes such use is consistent with why the impact fees are collected in the first place.

Chair Parent spoke about the need for budget process to include such line item in the future. He supports using the Fire Impact Fees to make this purchase.

Committee reviewed and discussed the requested purchase and made a determination about option of how to pay for the cameras.

The Committee, by unanimous voice vote, recommended that the Board approve the purchase of 2 thermal imaging cameras for a not-to-exceed cost of \$18,477 using Fire Impact fees.

## **2. Review and Discussion of a request to acquire SCADA software and consider alternatives for purchasing**

General Manager Gentry introduced this request and asked Utility Supervisor to provide added details to submitted written report.

There was Committee discussion and questions. Utility Supervisor Dodds stated that this software was not included in original specifications for acquiring the TESCO system. This software would allow the District to convert its reporting of water and wastewater volumes in a more efficient manner that does not require as many staff hours, his or others, to compile and publish.

Chair Parent expressed concern about the remaining “bugs” in the SCADA system. He sees these “bugs” as separate from this request but understands why it may be useful to get all those worked out. He questioned Utility Supervisor on the “bugs”; where they communication problems or something else. Supervisor Dodds replied that the “bugs” are a separate issue and TESCO has reported that all problems are fixed. He stated the new District Engineer has some ideas about the software that should be reviewed before making any purchase.

Chair Parent asked additional questions about licensing and maintenance annual costs related to SCADA. Supervisor Dodds answered with detailed response of annual costs, which are \$1,500 annually but the new software may require added annual maintenance and upgrade costs.

GM Gentry responded that these costs, if any, should be determined prior to a purchase so proper budgeting can be done. He also stated that the new Engineer should have an opportunity to provide his ideas for Committee and Board consideration. He also supports including this purchase in the upcoming budget process.

Supervisor Dodds stated that he also supports this purchase being included in the upcoming budget process, unless the Committee wants to make a recommendation to the Board now.

#### Public Comments

There was no public comment or requests to speak on this item.

Committee members stated their support for including this purchase as a part of upcoming budget process and recommended to staff that it be specifically included. There was no Committee recommendation to the Board at this time.

### **3. Receive and Review a status report on 10<sup>th</sup> Street and Mission Street water lines conditions.**

General Manager Gentry introduced this update report so that new Director Parent is up to speed on status of current activities for completing this replacement work using CDBG grant funding. GM reviewed status of CDBG application and processing. Utility Supervisor provided added details to submitted written report.

## **VI. COMMITTEE COMMENTS:**

There were no further Committee comments.

## **ADJOURNMENT**

Chair adjourned the Committee meeting at 10:39AM.

Next Committee meeting is scheduled for March 10, 2017. Tentative agenda includes:

- 1) Revisit of Master Plans preparation and what is required for such plans
- 2) Review and revisit of Regional Wastewater Treatment Plant study.
- 3) Review of Vehicle and Equipment Assessment per Vehicle & Equipment Replacement Policy.
- 4) Review of Annual Work Program for 2016-17 and Discuss Work Program items for 2017-18 period.

###



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
December 22, 2016 SPECIAL AND REGULAR MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Green—6:00 pm
- II. Pledge of Allegiance: lead by Director Buckman
- III. Roll Call: Directors Present: Buckman, Green, Dawes, Kalvans, and Reuck.  
  
District Staff in attendance: General Manager Gentry, District General Counsel Schweikert (participating via Skype video conference call), Utility Supervisor Dodds, District Engineer Tanaka
- IV. Adoption of Special Meeting Agendas:  
Motion by Director Kalvans to adopt Special and Regular Meeting Agenda as presented. Seconded by Director Reuck. Motion was approved by vote of 5 AYES and 0 NOES.
- V. Public Comment and Communications:  
Laverne Buckman spoke about her concerns on financial reports and need to assure that District financial accounts are in order and reflect accuracy. District is 6 months into the current Fiscal Year and confidence level is not good.  
  
There were no other public requests to speak.
- VI. **Swearing In & Oath of Office:**  
Administering the Oath of Office to newly elected Board members: John Green, Anthony Kalvans and Joe Parent to fill the terms of office ending December 2020.  
  
General Manager Gentry announced now is the time for Swearing in and Oath of Office to be administered into incoming elected Directors. General Manager asked for Directors Green, Kalvans and Parent to stand for Oath to be given by District General Counsel Schweikert.  
  
District General Counsel administered the Oath of Office and newly elected Directors took their seats.

**VII. Election of Board Officers and Board Appointments:**

General Manager Gentry announced that now is the time for the election of Board Officers to serve throughout the calendar year 2017 as set forth in Board Rules and Handbook procedures.

There was brief discussion about the procedures to use, since last election, it was determined to nominate and vote on Board of Director President, who would then conduct the remaining election of Officers and recommend Board appointments subject to Director consent. Board members agreed to follow this procedure and accepted nominations from the floor. Director Kalvans nominated himself for office of President, seconded by Director Parent. Roll call vote was 3 AYES, 2 NOES and 0 ABSENT.

Director Kalvans assumed the chair and position of Board President and conducted the remainder of the agenda and election process. President Kalvans announced that he would use Roberts Rule of Order to conduct this and all other meeting matters. He also announced that now is the time to consider nominations for Vice-President.

Director Buckman nominated Director Reuck as Vice-President, seconded by Director Green. Roll call vote was 4 AYES, 1 NO and 0 ABSENT.

President Kalvans made appointments, with Board member unanimous consent, to District Standing Committees:

Organization & Personnel Committee appointees are: Directors Green and Parent.

Finance & Budget Committee appointees are: Directors Buckman and Reuck

Equipment & Facilities Committee appointees are: Directors Parent and Reuck

The Water Conservation Ad Hoc Committee was discussed briefly by Board with unanimous agreement to convert this committee to a Groundwater Sustainability Advisory Committee with appointees: Directors Green and Kalvans

Board members indicated that this Advisory Committee may need to be converted to Standing Committee status in the future, especially with the formation of the District's Groundwater Sustainability Agency.

**VIII. ADJOURN TO CLOSED SESSION:**

President Kalvans announced now is the time for a Closed Session. Director Parent announced his intent to recuse himself due to a potential conflict of interest involving the matters in Closed Session. Director Parent left the room at 6:09 PM.

Remaining Board members convened in Closed Session at 6:09pm. President Kalvans announced the following Closed Session items to be discussed:

**IX. CLOSED SESSION AGENDA:**

**1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated Litigation**

Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)



**RECONVENE TO OPEN SESSION**

President Kalvans reconvene to Open Session at 6:49pm and immediately announced a recess until 7pm.

**Call to Order for Regular Board Meeting**

President Kalvans reconvene from recess at 7pm and requested District General Counsel to report out of Closed Session.

**REPORT OUT OF CLOSED SESSION**

Report out of Closed Session by District General Counsel

**X. Public Comment and Communication (for agenda items):**

Travis Dawes, resident and former Board member spoke to Board questioned the Board about his belief that prior Board members would be eligible to serve as Board members for at least half of this meeting, instead of oath of office and swearing in of new officers done at the start of meeting.

There were no other persons requesting to speak.

**XI. Staff & Committee Reports – Receive & File:  
Non-District Reports:**

**San Luis Obispo County Sheriff**

There was no report submitted or person representing the Sheriff's Department in attendance.

**San Luis Obispo County Board of Supervisors**

There was no report submitted or person representing the Supervisor in attendance.

**San Luis Obispo County Planning and/or Public Works**

There was no report submitted or person representing the County Departments in attendance.

**San Miguel Area Advisory Council**

There was no report submitted or given.

**Camp Roberts—Army National Guard**

There was no report submitted or person representing the Sheriff's Department in attendance.

**District Staff & Committee Reports:**

**General Manager Report (Mr. Gentry)**

GM provided a verbal report on CalPERS assessment and reporting on unfunded liabilities. He also announced that he would be taking 3 days of vacation time the last week of the month.

**District General Counsel Report (Attorney Schweikert)**

General Counsel stated that there was nothing to report.

**Utility Supervisor Report (Mr. Dodds)**

GM advised the Board that Utility Supervisor was ill and indicated that a written report is submitted with agenda packet and asked if there were any questions by the Board.

There were no questions by Board.

**Fire Chief Report (Chief Roberson)**

GM advised the Board that Fire Chief was not able to attend meeting due to work conflict and indicated that a written report is submitted with agenda packet. GM asked if there were any questions by the Board that would need to be followed up with further reporting.

There were no questions by Board.

**District Engineer Report (Mr. Tanaka)**

GM advised the Board that Mr. Tanaka was not able to attend meeting and indicated that a written report is submitted with agenda packet. GM asked if there were any questions by the Board that would need to be followed up with further reporting.

There were no questions by Board.

**PUBLIC COMMENT:**

Laverne Buckman, a resident, asked to speak on this report as presented. She wanted to know if the Board when the Salt & Nutrient Management Plan was done and is it due for an update. GM answered that the Management Plan was done in 2015 and should have been audited for performance in 2016. He also indicated that with a pending change in District Engineer services that the new engineer will be assigned the task of evaluating and preparing a recommendation.

**Finance/Budget Committee (Chair Reuck)**

Chair stated a written report of for 2 meeting summaries is in agenda packet. Asked if there were any questions.

**Organization/Personnel Committee (Chair Green)**

Chair reported that there had been no meeting of Committee, but a meeting is scheduled. There was nothing additional to report.

**Equipment & Facilities Committee (Chair Parent)**

Chair reported that there had been no meeting of Committee, but a meeting is scheduled. There was nothing additional to report.

**GSA Advisory Committee (Chair - Vacant)**

There has been no scheduled meeting of this advisory committee.

**XII. CONSENT ITEMS:**

President Kalvans announced that now is the time to consider all items listed under Consent. He asked the Board had any items to be pulled for discussion but if there were none then a motion to approve the Consent Items would be in order.

General Manager Gentry asked the Board to pull Item # 17 since the Finance Committee had not finished its review and requested added details and work by staff. Item would need to be brought back when ready or as recommended by Finance Committee.

There was a motion by Director Buckman to approve Consent Items #15 a, 15b, 16 and 18 as presented, seconded by Director Green. Motion was approved by roll call of 4 AYES, 0 NOES 1 ABSTENTION.

Director Buckman asked for reconsideration on his vote and discussed how to do this with General Counsel. General Counsel advised there would need to be a new motion to reconsider whatever Consent Item was involved then there would need to be a vote on that motion before reconsidering the Consent Items again.

**PUBLIC COMMENT:**

Travis Dawes, resident and former Board member, asked about procedures. He wondered if this was an “oversight” by staff or someone that was prohibiting the District in getting its reimbursement of funds.

GM answered that County advised District earlier this month (December) about the need for the Notice of Completion after concluding its mandatory auditing procedures with the District. There was no prior notification.

There were no other questions or comments.

Director Buckman made a motion to reconsider Consent Item No. 18 as Director Buckman had reason to reconsider and rescind his previous vote, seconded by Director Reuck. Motion was approved by roll call vote, 5 AYES and 0 NOES.

There was brief discussion by Director Buckman about his changing of vote on Item # 18, Notice of Completion for Fire Hydrant Replacement project because he believed that this action had already been done by Board. He questioned GM about the status. GM replied that the Board had not taken any formal action for a Notice of Completion that is recorded with County Clerk and required by County Planning for CDBG funded projects.

There was no further discussion or questions. Director Green made a motion to approve Item No 18 as presented, seconded by Director Buckman. Motion was approved 5 AYES, 0 NOES.

President Kalvans announced now is the time to consider Board Action Items and asked GM to introduce the first item.

GM stated that the first action item is:

**19.** Discuss and Approve **Resolution No. 2016-39** awarding a bid contract to Bartle Wells Associates to perform a utility rate study analysis.

GM indicated that this Item had been reviewed by Finance & Budget Committee, which gave a recommendation to award a bid contract to Bartle Wells Associates to perform a utility rate study analysis and to appropriate funding from capital reserves.

GM stated that a written staff report summarizing the need for this study is included for this discussion. Also there was brief summary of the competitive bidding process and the Finance & Budget Committee recommendation to the Board. Bartle Wells Associates was determined to be the lowest, qualified bidder meeting the District's specification in the RFP document.

GM re-stated the Staff Report recommendation to the Board and asked if there were questions by the Board. He also pointed out that a Bartle Wells representative, Alison Lechowicz, was present to answer any questions and introduced her to Board.

Alison Lechowicz, Bartle Wells representative, gave a brief overview of the firm's experience with preparing rate studies including local and regional special districts and public agencies. She briefly described the firm's approach to this project and the intent to assist the District all the way through a 218 public hearing process. She further indicated that the firm had done this type of work throughout the state for which Alison had been assigned as principal project manager.

She stated that the deliverables for the District are in accordance with the RFP requirements which included a 5-year term and a 10-year financial plan for cost allocation. She reminded everyone that rates must be based on actual and projected needs.

President Kalvans asked her about tier rate structure because San Miguel has one. Alison replied that it is possible to have and maintain a tier rate structure but actual costs must be identified for each tier by use of peaking factors. President Kalvans also asked if Bartle Wells will be looking at poverty levels or rate zones.

Alison Lechowicz replied that the firm will assess and evaluate, working with District staff, all reasonable, feasible and legal methods of "smoothing out" rate increases, if the study shows the need. She stated that she has done some homework about the District and how long since rates were last adjusted. She believed that there has been no adjustment for approximately 10 years or more. She re-stated the need to tie rate increases into actual costs, even for planned but not constructed projects, operating costs, debt, maintain reserves, population growth rates and other factors.

Director Green asked why the study would be evaluating street lighting costs. He believes that the street lighting funds are more than sufficient.

President Kalvans remarked that there has been a long standing discussion, sometimes dispute, about the Mission Street decorative lighting and related landscaping in terms of who maintains and who pays for it. He believed that this study should include some analysis which make assist the District in getting a final answer to this lingering question. He also believes that there may be additional decorative street lights in the future.

Alison replied that the District had requested some evaluation but if the Board wants to do more or less than the firm can adjust its scope of work accordingly.

President Kalvans asked if there were any further Board questions. There were none. President Kalvans asked if there were any public comments or questions.

**PUBLIC COMMENT:**

Laverne Buckman, a resident, asked the Board about how mitigation fees and other adjustments, specifically how such mitigation or impact fees, affect a rate study. Board asked GM to respond. GM answered that the rate study does not include restricted funds, such as impact or mitigation fees received by the District. The study must be based on the actual and planned needs of the District as well as the other factors outlined by Ms. Lechowicz in her answers.

Travis Dawes, a resident and former Board member, asked the Board if there would be pricing adjustment by Bartle Wells if street lighting component is removed. Board asked GM to reply.

GM answered if the scope of work is reduced for street lighting and related landscaping costs then a potential reduction of \$15,000 might be achieved. District would have to refine this costs with BW as a part of reduced scope of work to be done.

Public comment was closed by President Kalvans, who requested that if there are any other questions by Board then now is the time. If not, then he would welcome a motion. There was a short discussion about re-opening the public comment. Board members agreed to re-open for purposes of hearing 1 additional comment or question.

Travis Dawes was concerned about clarity on reducing costs for modifying pricing cost associated with the street lighting analysis. He believes that those pricing costs should be reduced and lower the overall costs.

There were no further public questions or comments.

President Kalvans asked each Board member if they had any further questions or comments. Several Board members stated that they realize this study is important even with the related costs for getting it done. Also expressed thoughts that rates are likely to be increased but want to see what can be done.

There was a motion by Director Green to approve **Resolution No. 2016-39** awarding a bid contract not -to-exceed \$64,880 to Bartle Wells Associates for preparing a utility rate study and financial plan as recommended but wants the consultant and GM to reduce scope of work on street lighting analysis with appropriate and related lower pricing costs to the District, seconded by Director Buckman. Motion was approved by a roll call vote, 4 AYES, 1 NO and 0 ABSTENTION.

President Kalvans asked GM to introduce the next agenda item.

**20.** GM Gentry stated that this Item is: Discuss and Approve **Resolution No 2016-38** granting a Sole Source Award for Engineering Design Work related to SLT Blending Well Line at a not-to-exceed cost of \$18,123.

GM introduced the request and Staff Recommendation to award a sole source contract to Wallace Group, District Engineer, to prepare engineering design plans related to SLT Blending Well line, a 2016-17 CDBG grant funded project. GM indicated that Mr. Tanaka was available to answer any Board questions.

The Equipment & Facilities Committee reviewed this request at its October and November meetings. Committee made a recommendation to Board for approving the award as presented after getting its questions fully answered.

GM pointed out that the District will front-end these costs until reimbursed by CDBG after project is completed. This project will need a Notice of Completion approved by the Board after construction is complete and accepted by the District. The appropriation of funding will be from Water Capital Reserves.

Director Reuck stated that he believed this project is needed.

Director Parent questioned whether or not the District would receive “AS BUILT” drawings. Mr. Tanaka replied that the work being done now is simply the engineering design work needed for public advertisement and competitive, construction bidding process. The District will make its specifications and requirements for the construction docs. That is where the District would need to specify “as built” drawings.

There were no further Board questions or comments.

President Kalvans asked if there were any public requests to speak or make comment to the Board about this project. There were no requests to speak or persons asking to be heard.

Director Green made a motion to approve **Resolution No. 2016-38** to Wallace Group as sole source contract award pursuant to District Purchasing Policies as described in Staff Report, seconded by Director Buckman. Motion was approved by a roll call vote of 5 AYES, 0 NOES and 0 ABSTENTION.

President Kalvans asked GM to introduce the next Item.

**21.** GM stated that this item is to Discuss and Approve **Resolution No. 2016-35** authorizing General Manager to make a salary adjustment for 1 employee eligible.

GM stated that a written staff report had been presented to the Board in the agenda packet detailing the reason for this item to be discussed. GM gave a brief verbal report supplementing the written report in packet and re-stated the recommendation to approve the attached resolution authorizing

a salary adjustment in accordance with District Compensation Schedule. The recommended adjustment is to correct a step one level placement for the affected position. GM stated that an annual performance evaluation for the eligible employees is satisfactory and specific goals were met.

GM also stated that 2 Standing Committees, O & P and F & B, had reviewed the proposed adjustment and made a recommendation to the Board to approve as presented.

President Kalvans asked if there were any Board questions of GM. Director Parent asked about “what is missing” and wondered why this matter was in front of the Board when GM should be authorized to grant merit increase when budgeted and approved by Board. He also commented that he hadn’t completed his review of Personnel Policies.

Director Green stated he understood the compensation schedule for merit or step increases but wanted to know when it applied in this case. GM replied that the revised compensation schedule occurred after the eligible employee began working as a District employee. This adjustment will align the step 1 pay to this position.

President Kalvans asked if there were any public questions or comments.

Travis Dawes, resident and former Board member, questioned the Board where in the Personnel Policy does it apply to full time versus part time employees. GM replied, on behalf of Board, that full and part time positions fall in alignment with the Compensation Schedule step levels. There is no distinction between full or part time positions related to compensation levels.

Mr. Dawes stated that he did not believe that was correct and wanted the Board to answer where in the Personnel Policy such provisions were to be found.

Director Green commented that he agreed with Mr. Dawes and believes they are true. He is concerned about salaries and wages, which already comprise 40% of the total budget are out of line and excessive. He hopes that the upcoming rate study provides more factual information for the Board to consider. He stated that is not his intent to stand in opposition to this request but wants to be consistent about his concerns.

General Counsel Schweikert replied with a citation found in the District Personnel Policies that specifically applies to no distinction between full and part time employees as it relates to merit or step increase and/or the compensation schedule. Full and part time employees are treated the same for specific job classes and positions as described on that schedule.

Director Green made a motion to approve Resolution No. 2016-35 to authorize General Manager to make a salary adjustment for 1 eligible employee as presented, seconded by Director Parent. Motion was approved by roll call vote of 5 AYES, 0 NOES and 0 ABSENTIONS.

President Kalvans asked GM to introduce the next Item.

**22.** GM stated that this request is to Discuss and Approve **Resolution No. 2016-40** authorizing an application for new credit card account with CSDA affiliate, Bank of West.

GM stated that a written staff report had been presented to the Board in the agenda packet detailing the reason for considering this item. GM gave a brief verbal report supplementing the written report in packet and re-stated the recommendation to approve the attached resolution.

GM also stated that Finance & Budget Committee had reviewed this request and made a recommendation to the Board to approve as presented. Committee expressed concern about the use of the Chevron commercial card and concluded that there were fees which could be reduced or eliminated.

The recommendation is to authorize an application for a new commercial credit card with a CSDA affiliate, Bank of West. This account would offer access to combined or pooled purchasing opportunities and commodities needed by the District, fraud protection/alerts, low fees and detailed statement for each purchase.

GM asked if there were any questions by the Board.

Director Green asked about the cards having the CSD name on the cards. GM replied that it is possible and is planned to be a part of the application. Director Green also asked about access during weekend and overnight time periods. He believed that it might be important to purchase a key coded safe for such access by firefighter crews needing to re-fuel or use for out-of-town calls. Access should be limited to Captains and Chief.

President Kalvans asked if there were any public comments or requests to speak.

Travis Dawes, a resident and former Board member, spoke about the Chevron account being terminated. F & B Committee had recommended account be ended some time ago. He wants the Board to verify the account is closed. He also spoke about being in favor of fleet card versus commercial cards and wanted to know if the Union card was a fleet card.

GM replied to the Board that the Union card is a fleet card. These cards are the ones that would be used for vehicle fueling. Access would be provided through a key coded safe with access by Fire Chief and Captains.

There were no more public comments or Board questions.

President Kalvans asked if there was a motion to be made. Director Green made a motion to approve Resolution No. 2016-40 as presented with an amendment to purchase a key code safe for fire fighter access to cards, seconded by Director Buckman. Motion was approved by roll call vote, 5AYES, 0 NOES and 0 ABSENTION.



**XIV. BOARD COMMENT:**

President Kalvans asked if there were any Board comments.

Director Buckman commented that he is willing to trade Committee assignments, F & B for E & F, if anyone is interested.

Director Green commented about the news given about CalPERS costs increasing and knows there is nothing District can do about. He expressed concern about how the existing rates could support these ongoing and increasing costs. He also asked if a report on Union card be brought to the Board by GM.

President Kalvans asked General Counsel to speak about the recent Little Hoover Commission findings. General Counsel Schweikert commented that the Commission findings will have little or no effect on special districts.

He also commented about the approved design and community plans for San Miguel. He commented that now is the time to work with County on putting together an AB 2 district for San Miguel and would like the Board to support fast tracking such an effort.

President Kalvans also commented about the need for SMCS D to rebuild its reputation with CSDA by taking advantage of training opportunities and participation. Lastly, he spoke about the need to schedule a GSA Advisory Committee as soon as possible.

There were no other Board comments.

**XV. ADJOURNMENT:**

President Kalvans adjourned the meeting at 9:02 pm.

###



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
JANUARY 19, 2017 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

**I. Call to Order:**

Meeting called to order by President Kalvans at 3:00 PM

**II. Pledge of Allegiance:**

Director Buckman asked to lead the Pledge of Allegiance.

**III. Roll Call:** Directors Present: Buckman, Kalvans and Reuck. Absent: Green and Parent

District Staff Attending: General Manager Gentry,  
District General Counsel: Helane Seikaly and Embert Madison participated  
via Skype video conference call.

Others in Attendance: None

**IV. Adoption of Special Meeting Agenda:**

Director Buckman made a motion to adopt Special Meeting Agenda as presented,  
Seconded by Director Reuck. Motion was approved by voice vote of 3 AYES, 2 ABSENT  
and 0 NOES.

**V. Public Comment and Communications (for items not on the agenda):**

There were no public requests or persons wishing to speak to the Board.

**VI. BOARD TRAINING:**

1. Conduct Mandatory Board Training Session on Code of Ethics, Sexual Harassment Prevention and Conflict of Interest requirements per State requirements for certifying regulatory compliance by elected and appointed officials.

President Kalvans announced the purpose of Special Board meeting was to receive mandatory training by District General Counsel on topics of AB 1234 and Sexual Harassment Prevention as required by State law. He also announced that if there were public members in the audience during this training, the Board would not be accepting public questions or comments. This training

session is mandatory for elected officials and certain appointed District staff and will be done every 2 years as required by law.

General Manager Gentry stated that District staff have already done this mandatory training through CSDA and received confirmation of course completion. General Manager also indicated that Directors Green and Parent have received their required training by participating in State agency conducted training courses and will or have provided copies of their required certifications.

President Kalvans requested District General Counsel to begin the training session.

District General Counsel Embert Madison, training presenter, began the session on AB1234 Ethics and Conflicts of Interests.

Directors and District General Manager attending required training session asked questions of presenter throughout the session. Mr. Madison replied to various questions and responded to individual remarks or comments.

Counsel Madison requested a short break at 4:33 pm  
Session resumed at 4:50 pm.

District General Counsel Helane Seikaly with assistance by Elaine Won, ChurchwellWhite attorney began the session on Sexual Harassment Prevention at 5:10 pm.

Counsel Seikaly began by stating this is a new mandatory training session required by State law. ChurchwellWhite offers this training at no cost to the District and is a part of their services.

She presented topical scenario situations involving real-world incidents that have been reported and talked about in terms of sexual harassment or hostile workplace environments.

Directors and District General Manager were asked to respond to a series of questions after a brief presentation of circumstances, which continued throughout the entire training session period.

Counsel Seikaly requested a short break at 6:05 pm.  
Session resumed at 6:17 pm

There was additional training in sexual harassment and hostile workplace environments or situations that have occurred in the past and in other public agencies.

Counsel spoke about the risks and liabilities to the District as well potentially to individual persons who might get involved with abuse behavior and practices. She stressed the District Board's role and duty to ensure that every employee must be respected and treated within the Personnel Guidelines and Policies. She stressed the importance of the Board members and General Manager recognizing that this is area of law that has grown tremendously over the years.

**VII. BOARD COMMENT:**

There were no further Board comments.

**VIII. ADJOURNMENT:**

President Kalvans adjourned the Board meeting at 7:04 PM.

###



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
FEBRUARY 9, 2017 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

**I. Call to Order:**

Meeting called to order by Vice-President Reuck at 6:01 PM.

**II. Pledge of Allegiance:**

Director Buckman asked to lead the Pledge of Allegiance.

**III. Roll Call:**

Directors Present: Buckman, Green, Parent and Reuck. Absent: Kalvans

District Staff Attending: General Manager Gentry,  
District General Counsel: Helane Seikaly, Karl Schweikert and Kurt Hendrickson  
participating via Skype video conference call.

Others in Attendance: None

**IV. Adoption of Special Meeting Agenda:**

Director Buckman made a motion to adopt Special Meeting Agenda as presented,  
Seconded by Director Green. Motion was approved by voice vote of 4 AYES, 1 ABSENT  
and 0 NOES.

**V. Public Comment and Communications (for items not on the agenda):**

There were no public requests or persons wishing to speak to the Board.

**VI. ADJOURN TO CLOSED SESSION:** Vice-President Reuck convened the  
Closed Session regarding anticipated litigation pursuant to cited Government Code Section.  
Closed Session began at 6:03 pm.

**A. CLOSED SESSION AGENDA:**

**1. CONFERENCE WITH DISTRICT GENERAL COUNSEL**

**Anticipated Litigation**

Pursuant to Government Code Section 54956.7 (2) (d) (3 cases)

Title: District General Counsel

Director Parent recused himself from Closed Session for the last Closed Session item  
discussions and left the meeting building at 6:33pm.

**B. RECONVENE TO OPEN SESSION:**

**Vice-President Reuck reconvened the open session at 6:50**

**C. REPORT OUT OF CLOSED SESSION**

**2.** Report out by General Counsel Schweikert reported of Closed Session by District General Counsel at 7:01 pm. that Board gave direction to General Counsel and General Manager. There was no further reportable action.

**VII. BOARD COMMENT:**

There were no further Board comments.

**VIII. ADJOURNMENT:**

Vice-President Reuck adjourned the meeting at 6:52 pm.

###



**RESOLUTION No 2017-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT  
REAFFIRMING THEIR APPRECIATION AND SUPPORT TO THE SAN MIGUEL  
FIRE DEPARTMENT**

**WHEREAS**, the San Miguel Community Services District (“the District”) is comprised of multiple departments inherited from predecessor agencies which, once consolidated, as a single service district would unify these community services under one banner, including the former San Miguel Fire District, which was founded in 1890; and

**WHEREAS**, the men and women who comprise the volunteer firefighters of the District’s Fire Department, have worked at some peril, often to their own lives and safety, in a manner demonstrating diligence to provide protection and safety to the community; and

**WHEREAS**, the Board commends the men and women of the District’s Fire Department for its bravery, service and leadership on mutual aid fires and several other wildland fires across the entire State of California.

**THEREFORE, BE IT RESOLVED**, that the Board of Directors reaffirms its support of the District’s Fire Department with its service legacy, and the entire volunteer firefighting crew; the appreciation for those firefighter volunteer services; and dedicated commitment to serve and protect all citizens and properties of the District.

**PASSED AND ADOPTED** on January 26, 2017 by the Board of Directors on a motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following Roll Call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

---

Anthony Kalvans, President  
Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

---

Darrell W. Gentry, General Manager and  
Secretary to the Board of Directors

---

Doug White,  
District General Counsel

I, Darrell W Gentry, Secretary of the Board of Directors of the San Miguel Community Services District, hereby certify the foregoing to be a full, true and correct copy of the record of the action of the action as the same appears in the Official Minutes of Board of Directors at its meeting of January 26, 2017.





## San Miguel Community Services District Board of Directors

### Staff Report

February 23, 2017

AGENDA ITEM: VIII. 16

**SUBJECT:** Discussion and consideration to establish fireworks fees for the 2017 calendar year and adopt Resolution 2017-03.

---

#### **STAFF RECOMMENDATION:**

Staff recommends the Board adopt Resolution 2017-03 establishing fireworks fees for 2017.

---

#### **BACKGROUND:**

The District receives annual requests from the non-profit groups that want to sell fireworks in San Miguel as fundraising events for their various community programs.

When the original fees were established, a fee of \$500.00 per permit or booth was adopted to cover the reasonable costs of administering and enforcing the fireworks ordinance. In 2006, the fee was raised to \$1000.00 per booth, but was lowered back to the original \$500.00 per booth in 2012. In 2014 the fee was set at \$100.00 per day per booth.

This year, Staff is recommending that the Board set permit fees as follows:

1. A \$400.00 non-refundable permit fee to cover District costs for enforcing and administering the provisions of District Ordinance No. 2013-01.
2. A \$500.00 clean-up fee which may be refunded in whole or in part if the sale location and public areas where fireworks are used that are free of used and spent fireworks and related materials by July 5<sup>th</sup>, as determined by Fire Chief.

The permittee shall also furnish to the Fire Chief a copy of liability and property damage insurance with no deductible with limits of \$100,000 bodily injury for one person OR \$300,000 for each occurrence with property damage liability of not less than \$100,000 for each occurrence. The District shall be named as additional insured under such liability policy.

**FISCAL IMPACT:**

The \$400.00 permit fee per booth will cover all administrative and staffing costs associated with standby coverage for fireworks sales. There will be no additional cost for coverage to the district.

PREPARED BY:

APPROVED BY

**Rob Roberson**

*Darrell W. Gentry*

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
General Manager

Attachment: Resolution No 2017-04

**RESOLUTION NO. 2017-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ESTABLISHING FEES FOR THE SALE AND USE OF  
“SAFE AND SANE” FIREWORKS IN SAN MIGUEL**

**WHEREAS**, the San Miguel Community Services District was initially formed and established on February 1, 2000; and

**WHEREAS**, the Board of Directors, meeting in regular session on November 21<sup>st</sup> 2013 adopted Ordinance 2013-01 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel; and

**WHEREAS**, it is necessary to establish a fee schedule for the sale of “Safe and Sane” fireworks in San Miguel.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS  
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

- 1) A \$100.00 per day, if paid by March 31<sup>st</sup>, a non-refundable permit fee, due and payable upon approval of the permit, is to be charged to those organizations that desire to sell “Safe and Sane” fireworks, in order to cover the District’s reasonable costs in administering and enforcing the provisions of Ordinance 2013-01. These fees may be refundable on a pro-rata basis if permit is returned on or before July 3<sup>rd</sup>, as determined by the District Fire Chief.
- 2) A \$500 clean-up fee is to be charged, which may be refunded in whole or in part if the sale location and public areas where “Safe and Sane” fireworks are used are free of used and spent fireworks and related materials by July 5, as determined by the Fire Chief.
- 3) The permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with no deductible, with limits of bodily injury of not less than one hundred thousand dollars (\$100,000) for one person or three-hundred thousand dollars (\$300,000) for each occurrence annually and with a limit of property damage liability of not less than one-hundred thousand dollars (\$100,000) for each occurrence as payment for damages to persons or property which may result from, or be caused by, any negligence

on the part of the permittee or his or its agents, servants, employees, or subcontractors.

The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance consistent with the above shall be presented prior to sale and shall provide that the insurer will not cancel or reduce the coverage without thirty (30) days prior written notice to the District.

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 by a roll call vote and adopted this 23rd of February 2017.

\_\_\_\_\_  
Anthony Kalvans, President  
Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Darrell Gentry, General Manager

\_\_\_\_\_  
Doug White, District General Counsel

/Secretary to the Board of Director



## San Miguel Community Services District Board of Directors

### Staff Report

February 23, 2017

AGENDA ITEM: VIII 17

**SUBJECT:** Review and consideration of Resolution 2017-04 establishing the dates to sell “Safe and Sane” fireworks, and the application period for the 2017 calendar year.

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**STAFF RECOMMENDATION:**

Staff recommends that the Board adopt Resolution 2017-04 establishing the dates when “Safe and Sane” fireworks can be sold during the 2017 calendar year.

---

**DISCUSSION:**

The Districts adopted Fire Code allows for the sale of “Safe and Sane” fireworks from July 1<sup>st</sup> to July 4<sup>th</sup> at midnight, as defined in Ordinance No. 01-2013.

In past years’ staff has presented a resolution to extend the sales period to June 28<sup>th</sup>, however since this sales period falls over a weekend we are not requesting any additional sales time.

Staff has prepared a resolution to permit the sale of fireworks for the period commencing on July 1st, 2017 at 12:00 noon and ending on July 4, 2017 at 11:59pm.

Due to confusion in prior years regarding the filing dates for firework sales applications, we are also identifying the application period for the acceptance of permits as February 1<sup>st</sup> 2017 at 8 am through March 31<sup>st</sup> 2017 at 12 noon as the permit filing period for fireworks applications. Only complete applications will be accepted by the Utility Account Clerk during business hours. No incomplete applications will be accepted. **ALL** fireworks applications that are received after that time will be rejected. The State Fire Code limits the use of fireworks to July 4th only.

**FISCAL IMPACT:**

These fees are a part of FY 2016-17 budgeted revenues for Fire Fund account.

**PREPARED BY:**

*Rob Roberson*

---

Fire Chief

**APPROVED BY:**

*Darrell W. Gentry*

---

General Manager

**ATTACHMENT:** Resolution 2017-04

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE DATES TO SELL “SAFE AND SANE” FIREWORKS,  
AND THE APPLICATION PERIOD FOR CALENDAR YEAR 2017**

**WHEREAS**, the San Miguel Community Services District was initially formed and established on the first day of February 2000, and

**WHEREAS**, the Board of Directors, meeting in regular session on November 21<sup>st</sup> 2013, adopted Ordinance 2013-01 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel, and

**WHEREAS**, Ordinance 2013-01 established the period to use or discharge “Safe and Sane” fireworks as only on July 4 in each year, and

**WHEREAS**, the Board of Directors desires to establish the period to sell “Safe and Sane” fireworks as noon July 1<sup>st</sup> through midnight July 4 for the 2017 calendar year only.

**WHEREAS**, the Board of Directors desires to establish the period to apply to sell “Safe and Sane” fireworks as February 1<sup>st</sup> through Noon March 31<sup>st</sup> for the 2017 calendar year only.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DOES HEREBY ASSERT, DECLARE AND PROCLAIM** that the period to sell “Safe and Sane” fireworks in San Miguel is noon July 1<sup>st</sup> through midnight July 4<sup>th</sup>, and the application period for the sale of “Safe and Sane” fireworks is February 1<sup>st</sup> through March 31<sup>st</sup> at noon for calendar year 2017.

On the motion of **Director** \_\_\_\_\_, seconded by **Director** \_\_\_\_\_, and by following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing Resolution is hereby passed by a roll call vote and adopted this 23rd day of February 2017.

\_\_\_\_\_  
Anthony Kalvans, President  
Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Darrell Gentry,  
Secretary to the Board/District General Manager

\_\_\_\_\_  
Doug White,  
District General Counsel



## San Miguel Community Services District Board of Directors

### Staff Report

February 23, 2017

AGENDA ITEM: VIII. 18

**SUBJECT: Review and Discuss purchase of two thermal imaging cameras for use by the Fire Department**

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#### **STAFF RECOMMENDATION:**

Review and Discuss purchasing two thermal imaging cameras for Fire Department and approve a budget appropriation of not-to-exceed \$18,447 including tax from Fire Impact fees.

---

#### **BACKGROUND:**

The E & F Committee reviewed and discussed this request at its February 17<sup>th</sup> meeting. The Committee unanimously agreed to recommend the Board approve an appropriation of not-to-exceed \$18,447 including tax for 2 thermal cameras from the Fire Impact fees available. The General Manager provided added analysis pertaining to this purchase.

There is no doubt about the value of these camera units to fighting fires and protecting lives.

#### **Fire Chief Analysis:**

In the fire service great efforts have been made in making fighting fire as safe as possible thru fire safety gear and equipment with new technologies. Although we can't eliminate the dangers all together, we can drastically reduce the time and exposure to the dangerous elements with newer safety gear and equipment that helps us achieve our goals.

Firefighters are already limited to the time they can be in a burning structure due to the amount of air in there SCBA, a thermal image camera (TIC) can speed the process up drastically and reduce the time exposed by giving the firefighter the ability to see through smoke and dark buildings so they can move quicker. This reduces the time and exposure firefighters have to be subjected to heat and toxic gasses or a building structure that has been compromised by fire or earthquake. The (TIC) also has the potential of locating victims quicker in a hazardous situation, whom otherwise would not survive.

In the past 5 years, San Miguel Firefighters have on average responded to 53 calls per year where a (TIC) could have been put to use. The TIC has become a standard piece of fire safety equipment in emergency serves and is a very versatile tool, through its ability to detect temperature variations. A TIC can ensure that all heat and fire extension has been suppressed after fire attack.

The use of a TIC will reduce the time it takes to locate the heat in walls, floors, ceilings, hard to access areas and limit the time and amount of damage created in searching out the fires extension in a structure when the firefighters are making sure the fire is completely out. There are several applications were a TIC would benefit first responders in locating a heat sources far quicker than searching without. Not only can a TIC locate victims and heat sources quickly. In other applications a TIC can be used to detect gas leaks or fluid levels in a container from a distance without getting up close. The TIC is capable of finding victims in a car accident who have been thrown from a vehicle, it can even identify how many victims were in a car if they have fled the scene thru heat signatures in the seats where the bodies were prior to the accident.

There are countless applications were a (TIC) can and will improve our safety and abilities in serving the district.

The reason we are requesting this specific brand (Bullard) it is built and designed for the firefighting environment. Where other brand may appear to provide the same function, they will not hold up to the abuse they are subjected by water, physical trauma during an interior search. Bullard (TIC's) have been tested, warrantied and widely used throughout the fire service.

**General Manager's Analysis and Recommendation:**

The E & F Committee recommended the purchase of these 2 TIC units at this time rather than wait for the fiscal year budgeting process.

There is, however, much misunderstanding about how and why a fiscal budget is supposed to function in a public agency, such as the CSD. A District created over 16 years by consolidating other districts into a single public district.

The purchase of the requested equipment should be a part of the customary budget approval process used by the Board and Standing Committees. A process that has been used effectively for the past 2 years to control expenses while providing needed or budget requested equipment or facilities. This practice is consistent with financial accounting practices and requirements. There have been no requests for this purchase in the past 2 years of fiscal budgeting.

**Fiscal Impact:**

The quote of \$18,447 including tax, if 2 cameras are necessary for operational purposes. Purchase would require an appropriation from Fire Impact fee account as recommended by the E & F Committee. Fire Impact fees available are in excess of \$41,000. This request will reduce that amount accordingly. Use of Fire Impact fees is allowed for equipment and facilities, and would preserve Capital Reserves.



**Staff Recommendation:**

Staff recommends that the Board approve an appropriation as presented for the not-to-exceed amount as recommended by the E & F Committee.

The requested equipment is an unallocated budget item and will require an appropriation by the Board of Directors for the purchase of 2 thermal imaging cameras at a cost of \$18,447 including taxes.

PREPARED BY:

**Rob Roberson**

---

Rob Roberson, Fire Chief

REVIEWED BY:

*Darrell Gentry*

---

Darrell Gentry, General Manager

Attachment: LN Curtis quote

Bullard Brochure

Ph: 510-839-5111  
 TF: 800-443-3556  
 Fax: 510-839-5325  
 oaksales@lncurtis.com  
 DUNS#: 00-922-4163



Pacific North Division  
 1800 Peralta Street  
 Oakland, CA 94607  
 www.LNCURTIS.com  
 Quotation No. 29530

# Quotation

**CUSTOMER:**  
 SAN MIGUEL COMMUNITY  
 SERVICE DISTRICT  
 P.O. BOX 180  
 SAN MIGUEL CA 93451

**SHIP TO:**  
 SAN MIGUEL COMM. SERV.  
 DIST.  
 ATTN: CHIEF DODDS  
 1150 MISSION STREET  
 SAN MIGUEL CA 93451

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
29530	01/05/2017	02/28/2017

SALESPERSON	CUSTOMER SERVICE REP
Trevor Murphy tmurphy@lncurtis.com 408-314-3789	Ken Perry kperry@lncurtis.com 510-268-3326

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Kelly Dodds	C33181	Net 30	FR

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
DEST	Best Way	

### NOTES & DISCLAIMERS

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

TRANSPORTATION IS INCLUDED IN BELOW PRICING.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	EA	T4XBUNDLE BULRD	METALLIC BLUE T4X THERMAL IMAGER WITH POWERHOUSE BUNDLE	\$8,600.00	\$8,600.00

SMALL BUSINESS  
 CAGE CODE: 5E720  
 DUNS NUMBER: 009224163  
 SIC CODE: 5099  
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 02/28/2017. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

<b>Subtotal</b>	\$8,600.00
<b>Tax Total</b>	\$623.50
<b>Transportation</b>	\$0.00
<b>Total</b>	<b>\$9,223.50</b>

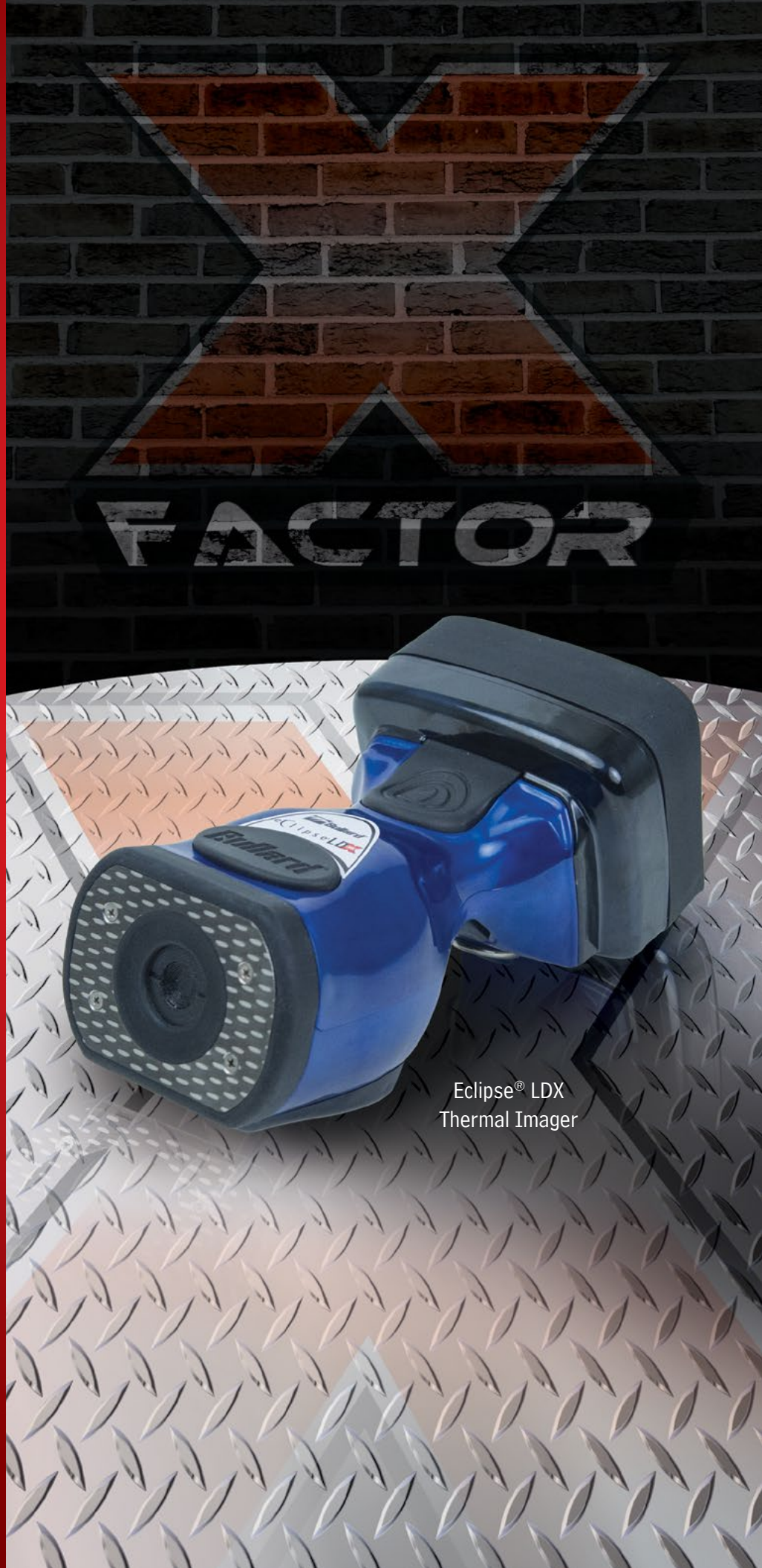
SEE THE CLARITY.



THERMAL IMAGERS

# Thermal Imaging

for the Fire Service



Eclipse® LDX  
Thermal Imager



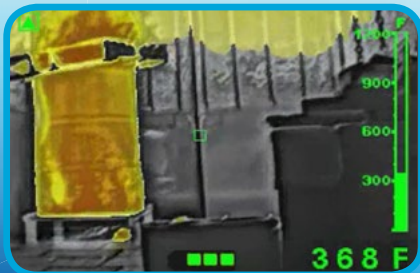
# SEE THE CLARITY.

Seeing critical details in fires is essential. Modern construction materials burn fast and unpredictably. Thermal imagers offer an important understanding of fire load and progression so that firefighters can make quick decisions in the heat of battle.

With X Factor Thermal Imagers, firefighters are better equipped than ever before to capably address ever-changing fire conditions, identify egress points next to raging fire, and reveal potential victims in hot and smoky scenes. Quite simply, it's the best image quality. Ever.



Past



Present



## X Factor Thermal Imagers with ICE™ Technology

Exhilarating performance. Awesome detail. This describes the capability of X Factor Thermal Imagers equipped with Image Contrast Enhancement (ICE™) technology.

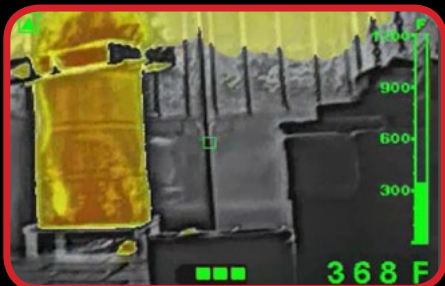
ICE utilizes three state-of-the-art image processing techniques:

- **Edge Enhancement** algorithms sharpen distinctions between objects and regions yielding enhanced image sharpness and clarity.
- **Dynamic Contrast Thresholding** isolates the most significant image content and applies additional image processing to boost image contrast.
- **Adaptive Rescaling** decomposes the image into three spatial frequencies which independently process high, mid, and low frequency scene elements delivering optimal image performance.

X Factor Thermal Imagers have additional important performance benefits:

- All new high-performance displays
- Ultra-fast 60 Hertz frame rates
- Faster shutter speeds that reduce image “freeze” times

# THE RIGHT FEATURES, DONE RIGHT



## Super Red Hot

With Super Red Hot colorization, objects are colorized yellow starting at 500° progressing to red at 1000°.



## Electronic Thermal Throttle

When Electronic Thermal Throttle is engaged, hotter objects are colorized blue, isolating areas of potential concern.



Bullard thermal imagers have all the features you expect from a thermal imager. Our difference is that we design these features to work in concert with the task of firefighting. Colors on our **Super Red Hot** colorization are constant and predictable, enabling firefighters to better comprehend changing heat conditions and isolate the seat of the fire. Colors disappear only when the threat diminishes.

The patented **Electronic Thermal Throttle® (ETT)** pinpoints heat sources in scenes. Beneficial in operations such as size-up, overhaul, and hazmat, ETT saves time and effort by quickly identifying problem areas that could otherwise become active fire or rekindles.



Eclipse LDX Thermal Imagers after freezer test

## Proven Bullard Tough in All Environments

Long before any industry consensus standard emerged, Bullard TIs were enduring torture test after torture test to ensure their ruggedness for firefighting. Bullard TIs are subjected to repeated drops on concrete, tested in the harshest environmental temperature extremes, and committed to countless hours in real burn conditions. Nothing goes to market that doesn't first meet the standard, Bullard Tough!

## Everything Follows Function

Thermal imagers are tools. Designs need to facilitate firefighting tasks enabling firefighters to quickly, effectively, and comfortably do their jobs. Simplicity is paramount. Accessible buttons and intuitive features facilitate function. With Bullard Thermal Imagers, if it complicates the task it doesn't make the cut.



# X FACTOR SERIES THERMAL IMAGERS



## eclipse<sup>®</sup> LDX

Eclipse LDX is a sleek, compact thermal imager enhanced with the newest infrared engine technology and ICE image processing techniques with a price that accommodates any budget. The 1.9 lb. Eclipse LDX is the ideal, lightweight workhorse for any fire department.

- 240 x 180 or 320 x 240 resolutions
- Equipped with ICE image processing technology for greater image clarity
- New LCD display increases brightness and improves contrast
- Super Red Hot colorization alerts firefighters to areas of intense heat
- Temperature measurement in numeric and relative heat indicator formats
- Optional Electronic Thermal Throttle enables firefighters to isolate heat sources
- Optional SceneCatcher DVR records up to five hours of video

**NOW  
STANDARD  
FEATURES**



Standard Five-Year Warranty

## T3X

A traditional handheld favorite is now equipped with the newest state-of-the-art infrared engine technology for the highest quality performance. Now weighing only 2.5 lbs., the T3X is lighter and smaller than most competitive thermal imagers.

- 240 x 180 or 320 x 240 resolutions
- Equipped with ICE image processing technology for greater image clarity
- New LCD display increases brightness and improves contrast
- Super Red Hot colorization alerts firefighters to areas of intense heat
- Temperature measurement in numeric and relative heat indicator formats
- Optional Electronic Thermal Throttle enables firefighters to isolate heat sources
- A handle can be purchased additionally to allow users a different grip and optional Digital Video Recording (DVR) and/or Transmission



Standard Five-Year Warranty

## T4X

The T4X combines advanced features and the industry's largest widescreen display along with the newest infrared engine technology for maximum thermal imaging performance. With all features standard, the T4X gives fire departments everything they'll need in a high performance thermal imager.

- 320 x 240 ultra-high resolution
- Equipped with ICE image processing technology for greater image clarity
- Extra-large 4.3" widescreen format on a new LCD display increases brightness and improves contrast
- Electronic Thermal Throttle enables firefighters to isolate heat sources
- Super Red Hot colorization alerts firefighters to areas of intense heat
- Temperature measurement in numeric and relative heat indicator formats
- 2x and 4x Zoom allows users to get closer to the action
- A handle can be purchased additionally to allow users a different grip and optional Digital Video Recording (DVR) and/or Transmission



Standard Five-Year Warranty

### Upgrade to X Factor TI for a special price

Upgrade your Bullard Thermal Imager to the new Bullard X Factor Series of Thermal Imagers for **\$3999**. Get the **best image quality** of X Factor Technology installed in your TI. **Upgrade now!** Program available through **December 31st, 2016**. For details visit [www.bullard.com/xfactor/upgrade](http://www.bullard.com/xfactor/upgrade).

# X FACTOR SERIES THERMAL IMAGERS



## Five-Year Thermal Imaging Warranty Program

All X Factor Series Thermal Imagers come standard with a five-year full service warranty on parts and labor. Upgrade to the CareFree® warranty to get five years of coverage on batteries. For details visit [www.bullard.com/CareFree](http://www.bullard.com/CareFree).





**SceneCatcher:**

Capture five hours of video from a Bullard Thermal Imager. Digital images and videos download easily through a USB. The SceneCatcher Digital Video Recorder (DVR) also offers seamless operation with the Bullard transmitter system.

**Transmitter System:**

For T3 and T4 Series Thermal Imagers, Bullard offers a high-powered transmitter for remote viewing of two thermal imagers (typical performance of up to 600 feet inside commercial construction).

T3/T4 Series  
Powerhouse

Eclipse Series  
Powerhouse



**Powerhouse Truck Charger:**

The Powerhouse truck mount conveniently stores and charges your thermal imager and a spare battery. Mountable in multiple orientations.

**Accessories**



**TacPort:**

T3 and T4 Series Thermal Imagers can be converted from a highly mobile, handheld device to a longer term, fixed-position surveillance unit. The TacPort attachment provides video-out functionality and auxiliary power ports for extended operation from an external power supply.

**MobileLink:**

An exclusive innovation from Bullard, MobileLink handheld receiver enables safety officers and incident commanders to monitor transmitted thermal imaging video while being entirely mobile.

**Glare Shield:**

The Glare Shield eliminates glare in daylight operations and can be held at arm's length or close to the user's face.\*

**Other Accessories:**

Retractable straps  
Hard case for T3/T4 Series  
Alkaline pack for T3/T4 Series



\* Not available for Eclipse LDX

**POWERUP**

**Charger, Analyzer, Conditioner**

**Keep Your Batteries at Peak Performance**

Using PowerUp in conjunction with a regular inspection and maintenance process, a fire department can restore or replace non-performing batteries in inventory before they impact operations. The multi-functional PowerUp keeps thermal imager batteries in peak condition.



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## San Miguel Community Services District Board of Directors

### Staff Report

February 23, 2017

AGENDA ITEM: VIII. 19

**SUBJECT: Review and Discuss making appointments to Citizen's Oversight and Budget Review Committee**

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#### **STAFF RECOMMENDATION:**

Review and Discuss making appointments to Citizen's Oversight and Budget Review Ad Hoc Committee.

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#### **BACKGROUND:**

The Board requested this item be brought back as an action item and consideration of making appointments to this Committee.

The purpose of this Committee is solicit public input into the District's budgeting process and allow for citizen input prior to the annual budget adoption by the Board.

This Committee is supplemental to the Finance & Budget Committee and is obligated to make advisory recommendations to the Board of Directors during its consideration and adoption of the annual budgets. This Committee role is advisory only. Finance & Budget Committee should also receive and review these recommendations prior to forwarding its recommendations to the Board of Directors.

This Committee should have as its primary responsibility to:

- 1) Review and provide input for proposed annual budgets for operations & maintenance, capital projects and expenses, capital reserve maintenance and restricted fund allocations, such as Vehicle Replacement, Investment, Connection fee use and any other restricted funds.
- 2) Review and provide input for staffing levels and salaries/wages, benefits and contract labor.
- 3) Committee should use District public noticing and posting of agendas and packet materials as a standard practice, including noticing and posting of special meeting notices and subject to the provisions/requirements of the Brown Act.
- 4) Committee members shall not be eligible for a stipend or other compensation.

- 5) Committee members, as appointees, shall be subject to filing of Form 700 Disclosure annual forms, including assuming and leaving appointed office as required by law.

This Committee will meet only at times when the budget is being formulated, primarily from the months of March to June each year and again in January to review mid-year adjustments, if any are needed.

**Appointees:**

There were 2 individuals who expressed an interest, at the January Board meeting, in serving on this Committee, however, additional persons may, at this Board meeting, request to be interviewed or answer questions about their experience in fiscal matters and want to serve on this Committee. If that should occur, the Board should consider any such person(s) appearing before the Board and before the Board makes its appointment.

The two individual previously expressing an interest in serving are: Travis Dawes and Laverne Buckman. The Board should determine what their interest and availability is.

The Board may also determine that added time should be given to allow other candidates to appear and be considered by the Board before making any appointments.

**STAFF RECOMMENDATION:**

**Board should review and discuss making appointments to this Citizen's Oversight and Budget Review Ad Hoc Committee.**

**Prepared by:**

Darrell Gentry

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Darrell Gentry, General Manager



# San Miguel Community Services District Board of Directors

## Staff Report

February 23, 2017

AGENDA ITEM: VIII. 20

**SUBJECT: Review and Discussion of Job Opening Recruitment**

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### **STAFF RECOMMENDATION:**

Staff recommends that the Board authorizes General Manager to complete job recruitment for 1 open position in Administration Department and provide flexibility make a recommendation to Board of Directors for confirming applicant selection prior to employment offers being extended for hiring per Chapter 2, section 2.2 District Personnel Guidelines.

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### **BACKGROUND**

The O & P Committee reviewed and discussed this request at its January 13<sup>th</sup> meeting. GM initiated request to authorize the job recruitment for this budget part-time position. The Committee members agreed that the report to the Board should include a request to seek recruitment of an experienced Black Mountain System accounting/utility billing person. Additionally, the Committee discussed how to provide more flexibility in compensation level pay if a Black Mountain System qualified person is found in the recruitment process.

The Board approved a new Administration position for up to 32 hours per week in the FY 2016-17 Budget. This request for approval and authorization to be given to complete job recruitment for this open part-time position.

Rationale: Account Clerk 1, Step 1 salary level @ \$14.99/hr. per balance of fiscal 2016-17 years = 17 weeks at 32 hours/week= \$8,155. This position is vacant at the present time. It is assumed that recruitment and confirmation by Board would occur on February 23<sup>rd</sup> with an official job offer and hiring after that date.

### **FISCAL IMPACT:**

The adopted FY 2016-17 Budget included salary and wage calculation for 1 p-t positions in Administration. If this position recruitment had included a full year, then anticipated cost could have been \$24,943. Anticipated cost with recruitment process is an estimated 1/3th of full year cost.

**STAFF RECOMMENDATION:**

Staff recommends that the Board authorize General Manager to complete recruitment for Account Clerk, Step 1, part-time up to 32 hours per week and allow for flexibility in compensation pay level, if a Black Mountain System qualified person is found. When a selected, qualified candidate is known then make a recommendation(s) to Board prior to employment offers for hiring.

**PREPARED BY:**

*Darrell W. Gentry*

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General Manager