

SAN MIGUEL COMMUNITY SERVICES DISTRICT
 Minutes from the Board of Directors Special Meeting
 Thursday, July 7, 2011, 7:00 pm

ITEM #: 13

<u>AGENDA ITEM</u>	<u>DISCUSSION OR ACTION</u>
I. CALL TO ORDER	President Harrison called the meeting to order at 7:00pm
II. PLEDGE OF ALLEGIANCE	
III. ROLL CALL	Director Smithen Present Director Jarvis Present President Harrison Present Director Buckman Present Director Hamblin Present
IV. NON-DISTRICT REPORTS – RECEIVE & FILE	
1. San Luis Obispo County Sheriff 2. San Luis Obispo County Board of Supervisors 3. San Miguel Area Advisory Council 4. Camp Roberts – Army National Guard	No Reports
V. DISTRICT STAFF & COMMITTEE REPORTS – RECEIVE & FILE	
5. General Manager 6. Fire Chief 7. Engineer 8. Finance/Budget 9. Equipment/Facilities 10. Organization/Personnel	No Reports
VI. PUBLIC COMMENT	None
VII. AGENDA	
A. PUBLIC HEARINGS/SPECIAL PRESENTATIONS	
B. CONSENT AGENDA	
Routine Items:	
C. ACTION AGENDA	
Unfinished Business:	
11. Update of Board's Unfinished Business Report.	No Comment/No Action
12. Continued discussion, consideration, and action regarding purchasing fidelity bonds for District employees.	Motion was made by Director Buckman and seconded by Director Smithen to purchase Security Bonds required for district employees and Treasurer for the San Miguel Community Services District. Motion passed 5-0 with a Roll Call Vote
13. Continued discussion, consideration, and action to adopt Resolution 2011-06 establishing the San Miguel Community Services District Records Retention Policy.	Motion was made by Director Buckman and seconded by Director Hamblin to Adopt Resolution 2011-06 establishing a Records Retention Policy. The policy is approved with the correction/removal of the word "Interpretation" in section #3 of the policy. Motion passed 5-0.
14. Report on status of Audit and total cost to date for accounting consulting.	Written staff report received and filed. Board comments: all board members would like Crosby to begin 2010-2011 Audit as soon as the 2009-2010 Audit is complete.
15. Discussion, consideration and action to retain Jan Porco for accountant services on a monthly or bi-monthly basis, or, in the alternative, authorize the Interim General manager to retain an accounting specialist on a monthly or bi-monthly basis.	Motion was made by Director Hamblin and seconded by Director Buckman to hire an Accounting Consultant on a Monthly Basis for up to three months. Motion passed 5-0 roll call vote.
NEW BUSINESS:	
16. Discussion, consideration, and action regarding replacement, repair or disposition of District vehicle (8633-Ford Ranger). Current estimate to repair is \$1500.00.	Board would like to do nothing at this time. No repairs and keep vehicle in use.
17. Authorization to submit ballot to elect candidate for California Special Districts Association Board of Directors. Ballot due by August 5,	Board selected Steve Perez 4-1

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D. <u>BOARD AND STAFF COMMENT</u>	<ul style="list-style-type: none"> a. Reminder of Equipment and Facilities meeting on Thursday July 17, 2011 with Director Jarvis and Director Smithen. b. President Harrison spoke about a Monthly News Letter. This item has been added to the Unfinished Business list. c. President Harrison gave a verbal update on General Manager Recruitment.
VIII. CLOSED SESSION	None.
IX. NEXT BOARD MEETING	Regular Meeting: July 28, 2011
X. ADJOURNMENT	8:30 pm