



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President

Anthony Kalvans, Director

Gib Buckman, Director

Larry Reuck, Vice President

Travis Dawes, Director

**THURSDAY, MARCH 24, 2016**  
**6:00 P.M.**

### BOARD OF DIRECTORS SPECIAL AND 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:** **6:00 PM**
- II. **Pledge of Allegiance:** **Director Reuck**
- III. **Roll Call:**

**IV. Adoption of Special and Regular Meeting Agendas**

**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. ADJOURN TO CLOSED SESSION:**

**A. CLOSED SESSION AGENDA:**

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

Pursuant to Government Code Section 54956.9 (d) (1)

**Case:** *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and **Case:** *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

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

Pursuant to Government Code Section 54956.7 (2) (d) (1 case)

**B. RECONVENE TO OPEN SESSION**

**C. REPORT OUT OF CLOSED SESSION**

3. Report out of Closed Session by District General Counsel

**VII. Call to Order for Regular Board Meeting (estimated to be 7:00 pm)**

**VIII. Public Comment and Communications:**

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

**IX. 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                    | No Report |
| 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. Utility Supervisor       | (Mr. Dodds)      | Written Report Attached |

- |     |                                     |                          |                         |
|-----|-------------------------------------|--------------------------|-------------------------|
| 9.  | Fire Chief                          | (Chief Roberson)         | Written Report Attached |
| 10. | District Engineer                   | (Mr. Tanaka)             | Written Report Attached |
| 11. | Finance & Budget Committee          | (Director Dawes-Chair)   | Meeting to be 3-23-2016 |
| 12. | Organization/Personnel Committee    | (Director Green-Chair)   | Report Next Month       |
| 13. | Equipment & Facilities Committee    | (Director Kalvans-Chair) | Report Next Month       |
| 14. | Water Conservation Ad-Hoc Committee | (Director Kalvans-Chair) | Verbal                  |
| 15. | Water Resources Advisory Committee  | (Director Kalvans)       | Verbal                  |

**X. 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.

16. Board Minutes:
- 16 a. Approval of Special and Regular Board Meeting Minutes for December 17, 2015
  - 16 b. Approval of Special Board Meeting Minutes for February 5, 2016
  - 16 c. Approval of Special and Regular Board Meeting Minutes for January 28, 2016
  - 16 d. Approval of Special Board Meeting Minutes for January 21, 2016
  - 16 e. Approval of Special and Regular Board Meeting Minutes for February 25, 2016
17. Review and Discuss Finance & Budget Committee recommendation to approve March 2016 YTD and Monthly Financial Reports with Treasurer’s Report

**XI. BOARD ACTION ITEMS:**

18. Review and Discuss approving **Resolution No. 2016-12** authorizing stipend pay increases for Fire Department line positions

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors approve **Resolution No. 2016-12** authorizing stipend increases for Fire Department line positions.

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

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

19. Review and consider **Resolution No. 2016-11** approving revisions to Will Serve Letters procedures and fee schedule.

**STAFF RECOMMENDATION:**

Review and consider **Resolution No. 2016-11** approving revisions to Will Serve Letters procedures and fees.

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

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

20. Review and Discuss Mid-Year Adjustments to FY 2015-16 Operations and Capital Projects Budgets and approve **Resolution No 2016-13** authorizing recommended budget adjustments.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors approve **Resolution No. 2016-13** approving mid-year adjustments to FY 2015-16 Operations and Capital Projects budgets as recommended by Finance & Budget Committee.

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

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

21. Discuss and approve salary adjustment for non-management, non-confidential staff members eligible for step increase in compensation and approve job classification changes.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors approve step increases in compensation and approve job reclassification change for 2 eligible staff members.

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

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

**XII. BOARD COMMENT:**

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

**XIII. ADJOURNMENT**

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

ATTEST:

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

I, Tamara Parent, Account Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on March 18, 2016.

Date: March 18, 2016

*Tamara Parent*

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Tamara Parent, Account Clerk