

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
JULY 26, 2018 REGULAR MEETING MINUTES
MEETING HELD AT DISTRICT OFFICES
1150 MISSION STREET
SAN MIGUEL, CA 93451

- I.** Meeting Called to Order by President Green – 6:30 p.m.
- II.** Pledge of Allegiance lead by President Green.
- III. Roll Call:** Directors Present: Green, Buckman, Sangster.
Directors Absent: Kalvans, Parent
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel Schweikert.
- IV. Adoption of Special Meeting Agenda:**
- Motion by Director Buckman to adopt Regular Meeting Agenda.
- Seconded by Director Sangster Motion was approved by vote of 3 AYES and 0 NOES and 2 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:32 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. LIABILITY CLAIMS**
Claimant: (EDD pursuant to Section 54961)
Agency claimed against: (San Miguel CSD) (e)
 - 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Bookkeeper
 - 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Fire Chief
 - 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Assistant Fire Chief

Call to Order for Regular Board Meeting/Report out of Closed Session: 7:05 P.M.
Report out of closed session by District General Counsel Schweikert: Direction was given to staff.

VI. Public Comment and Communications for matters not on the Agenda: None

VII. Special Presentations/Public Hearings/Other: None

VIII. STAFF & COMMITTEE 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 (LTC Kevin Bender) No Report
6. **Interim General Manager:** Verbal Report updating the Board that the staff has been working on getting a Lighting District boundary map from the County Tax Assessor. Mr. Roberson updated board on the progress of the work the contracted CPA and what is being working on. Kelly Dodds Director of Utilities just finished a Backflow Certification class and Tamara Parent, Board Clerk will be taking an Board Clerk Continuing education class in October. District General Manager informed the Board that when Kramer and Assc., contracted CPA are done with their work the staff would like to have a board workshop and asked the Board to start thinking about what kind of reports they want to see. The District Auditor will be here on Aug 3rd and new financial reports will be in August.
Board Comment: Director Green read emails from Director Kalvans and wanted to make sure that the he had his question answered and would like to make sure all emailed are replied to in a timely manner.
Director Green asked about “Rate Audit” that district staff do? It was explained that billing and utilities work together a few times a year to check properties and make sure that the District is billing correctly.
Public Comments: Laverne Buckman, San Miguel Resident asked what the map for lighting is all about, and what is the difference between an CPA Audit and an Audit from Moss Levy, District Auditor. Discussion ensued. Mrs. Buckman asked D.O.U Kelly Dodds about the Sewer Connection Audit, and does the District have a sewer map. Because if people start building or changing they might need to be billed differently.
7. **District General Counsel:** Presented by Counsel Schweikert. ChurchwellWhite, LLC. Informed the Board that they will be bringing a HOA Resolution/Ordinance to the Board for review and adoption at the August Board Meeting.
Board Comments: None
Public Comments: None
8. **District Engineer:** Written report submitted as is. Blaine Reely asked for any questions.
Board Comments: Director Sangster asked about the water usage increase and if that was normal. Mr. Reely explained that it is within normal trend.
Public Comments: None

- 9. Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds asked for any questions and updated the Board that he finished the Backflow certification class.

Board Comment: Director Buckman asked about the cost and how it will work for the District. It was explained, that the class was \$1,000 and that the Backflows for the District can be performed in house. The License/certification will be in Kelly Dodds, Director of Utilities name, but the equipment will be owned by the District. This is continuing education.

Director Green asked about who is paying for light at 9898 River road. It was explained that the resident is paying for the cost of that light.

Public Comments: None

- 10. Fire Chief:** Fire Chief Rob Roberson, updates the Directors that the Fire Department calls are up again this month and that Camp Roberts has more troops than he has ever seen. Chief Roberson, informed the Board of Directors that some of the equipment (8687 & 8668) has had to have some minor repairs done.

Board Comments: None

Public Comment: None

IX. CONSENT ITEMS:

- 1. Review and Approve Board Meeting Minutes**
a) 6-23-2018 Budget Workshop

Motion by Director Sangster to Approve Consent Item #1

Seconded by Director Buckman. Motion was approved by Vote of 3 AYES and 0 NOES and 2 ABSENT.

X. BOARD ACTION ITEMS:

- 1. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project (Dodds)**

Item presented by Director of Utilities Kelly Dodds explaining that this item is to inform the Board about the timeline regarding next steps for the expansion of the Wastewater facility and the aeration upgrade projects. The State Water Control Board feels that the District will be at capacity in 2.9 years.

Board Comments: Director Sangster asked Director of Utilities, Kelly Dodds if he feels that it the correct timeline? Mr. Dodds feels that it is more like 2.5 years before the plant hits capacity.

Director Green asked that if the district is not on schedule can the District make a moratorium on building? Mr. Dodds explains that the District can make a moratorium, but the plan must be in place and not just postponed.

Director Buckman reminds the Board that when they bought the large Water Tank that a moratorium was prohibited with the loan. Discussion ensued. District Engineer explained that they are looking at grants and is fast tracking engineering for Prop 1 money for

Construction and the grant deadline is Nov 1st, but the District can get up to 5 million for construction. He is also looking at tertiary treatment and has already talked with some wineries that would be able to use or can be used as recharge water.

Director Green asked about the progress on the purchase of the property next to the Sewer Treatment facility. He was informed that the purchase has been finalized and is now district property.

Director Sangster asked if there are any grants being held up by audit. Mr. Reely explained that yes, a \$250k grant.

Public Comments: None

2. Review, Discuss, Receive and File the Enumeration of Financial Report for June 2018.

Item presented by Interim General Manager and Fire Chief Rob Roberson and Paola Freeman, Bookkeeper. Asking the Board if they had any questions on the monthly financials.

Board Comment: Director Sangster asked about page 7 of 13 Claims Detail report 80468, and why there are three entries for Diesel fuel and what the difference is between the District Fuel cards. It was explained that it is the tank at the yard where all the fire trucks fill up, it has three entered because different codes, like Fire, Water, Sewer are all separated out on what portions they use. The District fuel credit cards are in the trucks and are used when they are out of district.

Public Comment: Laverne Buckman, San Miguel Resident asked when we might have the official year-end reports and would like to see what all the funds have for Capital Reserves. Discussion ensued, about what CPA is doing and timeline.

Motion by Director Sangster to Receive and File the Enumeration of Financial Report for June 2018.

Seconded by Director Buckman, Motion was approved by Vote of 3 AYES and 0 NOES and 2 ABSENT.

3. Review and approve Director of Utilities Recommendation for Utility Worker 1. (Dodds)

Item presented by Director of Utilities Kelly Dodds, explaining that this is the second time we have posted the job and have had two applications with one not being interested any longer. The applicant is a full-time position and it was explained that the District is competing with Templeton and Heritage Ranch that have the same job available.

Board Comment: Director Green asked for updates.

Public Comments: None

Director Buckman Motion to approve Utility Worker one at step one.

Seconded by Director Sangster, Motion was approved by Vote of 3 AYES and 0 NOES and 2 ABSENT.

4. Review and Adopt Resolution 2018- 23 Revised District Purchasing Policy and Procedure Manual.

Item presented by Interim General Manager/Fire Chief Rob Roberson, explaining that this was part of the Board Workshop discussion and is being brought back for any changes and approval.

Board Comment: Director Sangster asked that page 6 of 18 Section 5 paragraph 2 to read \$5,000 but less than \$10,000, and paragraph 3 to read greater than \$10,000.

Public Comment: None

Motion by Director Sangster to approve Resolution 2018-23 with changes to section 5.0

Seconded by Director Buckman, Motion was approved by Vote of 3 AYES and 0 NOES and 2 ABSENT.

5. Review and Discuss and Adopt Resolution 2018-24 Amending the District's Conflict of Interest Code. (Annually)

Item was presented by Interim General Manager/Fire Chief Rob Roberson and Board Clerk Tamara Parent, explaining to the Board of Directors that this is a Resolution adopting any changes made to the list of designated positions that are required to file disclosure statements. This has not been done since 2014 and needs to be done annually and sent to the SLO County Clerk Recorders Office, and then the Clerk will send it off to the FPPC.

Board Comment: None

Public Comment: None

Director Buckman Motion to approve Adopt Resolution 2018-24 Amending the District's Conflict of Interest Code.

Seconded by Director Sangster, Motion was approved by Vote of 3 AYES and 0 NOES and 2 ABSENT.

XII. BOARD COMMENT:

Director Sangster voiced that the Jazzy Town community has been asking about the speed on River Road and if there is anything they could do about it. Discussion ensued.

Director Buckman would like to make sure the District has a life preserver at the Wastewater facility.

Director Green asked about the water pooling at the end of 10th street. It was explained that the Chevron Station runs the sprinklers between 4:00 A.M. and 5:00 A.M. and that it the run off from those sprinklers. Discussion ensued.

XIII. ADJOURNMENT TO NEXT MEETING August 23, 2018 : 8:24 P.M.