



BOARD OF DIRECTORS

Raynette Gregory, President Anthony Kalvans, Vice-President
Ward Roney, Director Hector Palafox, Director Vacancy, Director

SPECIAL MEETING MINUTES 7:00 P.M. 601 12th Street 10-13-2022

1. **Call to Order:**
7:05 P.M

2. **Roll Call:** *Raynette Gregory, Anthony Kalvans, Hector Palafox, Ward Roney*

3. **Approval of Regular Meeting Agenda:**

Motion By: Raynette Gregory

Second By: Anthony Kalvans

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

4. **Call to Order for Regular Board Meeting/Pledge of Allegiance:**
7:06 PM

5. **Public Comment and Communications for items not on the agenda:**

Public Comment: Shelly Anderson, Army Recruiter and San Miguel Resident wanted to inform the Community Members that in August the SMFA worked with getting donations from the Community and got a great deal through Walmart for backpacks and donations were dispersed to San Miguel Schools and Pleasant Valley School.

Public Comment: Owen Davis San Miguel Resident has a concern about cancelled meetings, and spoke about his request for names of the Board Members that did not show up.

6. **Special Presentations/Public Hearings/Other:** None

7. **Non-District Reports:**

1. San Luis Obispo County Organizations

Verbal/Report

None

2. Camp Roberts—Army National Guard

Verbal

None

3. Community Service Organizations

Verbal

Scott Young President of the San Miguel Firefighters Association- updated the Board of Directors on the events that the SMFA has been doing. School Donation that has been donated to Lillian Larsen School and Pleasant Valley School. The San Miguel Bell has been rehabbed and they are getting ready to return it to the San Miguel Park as a static display. SMFA has also participated Alisha Ann Burn Foundation "Burn Relay" on 10-13-2022 and they donated \$1500 to Champ Camp, and this was done by using money from the proceeds of the Safe and Sane Fireworks sales in July. Mr. Young also spoke about the upcoming San Miguel Christmas Parade and Santa Visit scheduled for December 17th, the SMFA also Participated to Pioneer Day Parade on October 8th and received the Queens Award.

Board Comment: Director Kalvans thanked SMFA and their great work, and that the Fireworks sales is the only fund raiser and gives back to the community.

Public Comment: None

8. Staff & Committee Reports - Receive & File:

1. General Manager

Receive Verbal Report

General Manager Kelly Dodds Presented. He thanked everyone for coming and updated the Board of Directors on these items. The County Election Office asked the CSD to have a Voter Ballot Box at the CSD, available to voters during regular business hours. Mr. Dodds explained that the temporary office trailer for the staff at the WWTF is awaiting approval from the County Planning Department. The District will be having a Community Clean-up day on Saturday, October 29 at 7am to 12 noon, it is sponsored by CalTrans.

Board Comment: Director Kalvans asked how long it took at the last community clean up to fill the bins.

General Manager Kelly Dodds explained that it was full by 11 AM.

Director Gregory asked if the District was checking ID's for cleanup day? General Manager Kelly Dodds explained that it is for San Miguel residents, and hopefully people will not abuse it.

Public Comment: Owen Davis, spoke about the Temporary Office Trailer and wants to look at getting a single wide for staffing.

2. District Counsel

Receive Verbal Report

District Counsel Doug White informed the Board of Directors that Sacramento has been busy with the closing of the legislative session, and will be sending a memo out about any changes that would effect the CSD. Counsel White also explained that he will be setting up training for the incoming Board Member in November.

Board Comment: None

Public Comment: None

3. District Utilities

Receive and File

General Manager Kelly Dodds presented report as written

Board Comment: Director Kalvans asked about the old wood chipping program, and if the District could start that up again. General Manager Kelly Dodds explained that San Miguel Garbage (SMG) takes residents green-waste and that the new laws under SB1383 makes reporting green-waste hard unless SMG processes it..

Public Comment: Robyn Johnson, a San Miguel Resident, spoke about understanding that we are in a drought, but that she lives in a single family house and only uses 2-units of water but has to pay the minimum bill of \$163.00. She would like the Board to look at lowering the rates for people who use under the minimum units.

Ashley Sangster San Miguel Resident spoke about the Board of Directors authorizing a rate study with likelihood that a rate increase will be coming.

Owen Davis San Miguel Resident, spoke in response to the first comment voicing that \$108 sewer \$56 water with a \$161.00 minimum bill is too high, and that the CSD does not need to do a rate study to raise the rates. Mr. Davis voiced his opposition to further spending.

General Manager Kelly Dodds responded to Mrs. Johnson to please come back to the October 27th Regular Meeting and that the District will be having a presentation on the Rate Study.

Board Comment: Director Kalvans voiced his position on the rate structure and feels that it is not the best structure, and he will be asking to look at other structures at the October 27th, 2022 Board Meeting.

4. Fire Chief Report

Receive and File

Presented by retiring Fire Chief Rob Roberson, voiced that is submitted as written, and voiced that SMFD will be working on the communication systems.

Board Comment: None

Public Comment: None

9. Consent Calendar:

Board Comment: None

Public Comment: None

Motion By: Hector Palafox

Second By: Anthony Kalvans

Motion: To Approve whole consent calendar

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

- 1. Authorize the General Manager to act as authorized representative for Clean Water State Revolving Fund Grants for the Machado Wastewater Treatment Facility**
Approve RESOLUTION 2022-49 authorizing the General Manager, Kelly Dodds to act as authorized representative for Clean Water State Revolving Fund Grants for the Machado Wastewater Treatment Facility
- 2. Authorize release of Tank Coating RFQ/P**
Authorize the General Manager to release an RFQ/P for the inspection and assessment of the .65 Million Gallon Water tank.
- 3. 8-16-2022 Draft Special Meeting Minutes- Closed Session Only**
Receive and File
- 4. 8-16-2022 Draft Special BHI #2 Meeting Minutes**
Receive and File
- 5. 8-25-2022 Draft Regular Board Meeting Minutes**
Receive and File
- 6. Approve revised job descriptions for General Manager, Director of Utilities, Fire Chief, Fire Prevention Officer, and Board Clerk/ Account Manager**
Approved RESOLUTION 2022-53 adopting revised job descriptions for General Manager, Director of Utilities, Fire Chief, Fire Prevention Officer, and Board Clerk/Account Manager.
- 7. Approve contract language for the previously approved agreement with ForeFront Power to install photovoltaic power at the Machado Wastewater Treatment Facility**
Approve contract language for the previously approved agreement with ForeFront Power to install photovoltaic power at the Machado Wastewater Treatment Facility

10. Board Action Items:

1. Financial Reports - August 2022

Review, Discuss and Receive the Enumeration of Financial Reports for August 2022. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

Financial Officer Michelle Hido updated the Board of Directors on the August 2022

Financial reports and reminded the Board that they are just receiving the information until after the Audit, because there will be Journal entries that will affect the reports. Mrs. Hido

explained that once the Audit is complete she will bring back these Financials to officially file. Mrs. Hido informed the Board of Directors that the District Auditors have been the CSD for the field work and will return on October 24th, they are now working on their reports and will hopefully have final audit in early November.

Board Comment: None

Public Comment: None

Board Comment: Director Kalvans thanked Financial Officer Michelle Hido for her report. Director Kalvans voiced that he has finished the SDLA governance training and that taking the classes saves the District on the cost on the Workers Comp and Liability insurance.

2. Authorize purchase of a replacement scissor lift (Project 22001).

Approve RESOLUTION 2022-51 authorizing the General Manager to purchase a replacement scissor lift in an amount not to exceed \$30,000 (Project 22001).

Item was Presented by General Manager Kelly Dodds, he explained that the old scissor lift was getting old, has limited functionality and needs expensive repairs. Mr. Dodds explained what the proposed purchase of a new/used scissor lift would be used for.

Board Comment: Director Roney asked how often the CSD uses the Lift? General Manager Kelly Dodds explained that it gets used many times a week.

Director Kalvans feels that the District is going forward with the items that have been identified in the Strategic Planning work sessions, so the Scissor Lift would be a prudent purchase. Discussion ensued.

Director Gregory asked if he had something in mind, and General Manager Kelly Dodds explained that he has looked at a few kinds that would be around cost listed, and these would be a all-terrain scissor lift. Discussion about tires ensued.

Director Palafox asked what would happen to the old Scissor lift? Mr. Dodds explained that per policy it would be surplus and the funds would go back to the departments that paid for it.

Public Comment: Owen Davis San Miguel Resident spoke about the purchase and was opposed because the District already has a scissor lift. Mr. Davis voiced that these kinds of purchases are why the poor lady has to pay such a high water bill.

Shelly Anderson San Miguel Resident asked if community members could rent the old one out? Director Gregory and Counsel White voiced that the insurance company would not like that.

Director Kalvans voiced that the Scissor Lift would be paid from the Lighting fund, and not from Water/Sewer rates, like Mr. Davis implied.

Motion By: Anthony Kalvans

Second By: Hector Palafox

Motion: To Approve as written

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

- 3. Authorizing banking powers for General Manager and Financial Officer, and removing banking powers for former Interim General Manager Robert Roberson**
 Approve RESOLUTION 2022-50 authorizing banking powers for General Manager Kelly Dodds and Financial Officer Michelle Hido for District bank accounts and removing banking powers for former Interim General Manager Robert Roberson
 Item was Presented by General Manager Kelly Dodd explaining the banking powers and process.

Board Comment: None

Public Comment: Owen Davis voiced that there was a code enforcement violation; Director Gregory stopped Mr. Davis and explained that this was not the item to discuss the Code Enforcement Violation.

Motion By: Ward Roney

Second By: Anthony Kalvans

Motion: To Approve as written

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

- 4. Rural Fire Capacity (RFC) / Volunteer Fire Capacity (VFC) Grant**

Approve RESOLUTION 2022-48 authorizing the Assistant Fire Chief to accept the Rural Fire Capacity (RFC) / Volunteer Fire Capacity (VFC) grant award from Cal Fire in the amount of \$18,153.59 for the purchase of equipment as described and approved within the grant application submitted March 8, 2022.

Total purchases shall not exceed \$36,307.18

Item Presented by Interim Fire Chief Scott Young, he explained to the Board that this Resolution was written by the Department of Forestry and Fire Protection from the State.

Board Comment: None

Public Comment: None

Motion By: Ward Roney

Second By: Hector Palafox

Motion: To Approve as written

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

- 5. Rural Fire Capacity / Volunteer Fire Capacity Grant Budget adjustment**

Approve RESOLUTION 2022-52 authorizing a budget adjustment required to accept the Rural Fire Capacity (RFC) / Volunteer Fire Capacity (VFC) grant award from Cal Fire in

the amount of \$18,153.59 for the purchase of equipment as described and approved within the grant application submitted March 8, 2022. Total purchases shall not exceed \$36,307.18

Item Presented by Interim Fire Chief Scott Young, he explained that this connects to the last item and this is a Resolution for the Grant Budget Adjustment needed.

Board Comment: None

Public Comment: None

Motion By: Ward Roney

Second By: Hector Palafox

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Ward Roney	X			
Hector Palafox	X			
Raynette Gregory	X			

6. Fire Department Code Enforcement Violation

Continue discussion on the correctional measures to resolve the Code Enforcement Notice of Violation for the existing conditions at the San Miguel Fire Station

Item Presented by Interim Fire Chief Scott Young, he has been working with the County Planning Department.

Board Comment: Director Gregory asked if anything has changed at the Fire Station?

Interim Fire Chief Scott Young explained that nothing has been started yet, but because it is taking so long for the County Permits that he has now asked County Board of Supervisors John Peschong to check on it. Discussion ensued.

Director Kalvans voiced that the District has no control over the County.

Public Comment: Owen Davis, San Miguel Resident, spoke about his displeasure with the violation and feels that someone owes the taxpayers over \$200k.

Rob Roberson Spoke about the history and explained that, it was a budgeted item for Fire Department remodel and that the previous General Manager threatened to redistribute the funds if they were not used. Discussion ensued.

Interim Fire Chief Scott Young voiced that he did not want anyone to misunderstand. This all started back in 2003, the Fire Department was built by grant funding in 2000. The 2003 Board of Directors approved to have the CSD move in and they started the un-permitted construction, it was built on a faulty foundation.

Board Comment: Director Kalvans voiced that the decisions was made a long time ago, to put a band-aid on the lack of room for staffing, and we are moving forward at this time to make things better for the community.

7. Fire Department Temporary Housing Unit

Continue discussion on the process required to provide a Temporary Fire Department Staffing Housing Unit including space for a Sheriff's Beat Station

Item Presented by Interim Fire Chief Scott Young updating the Board of Directors that a minor use permit was needed and that per the San Miguel Community Plan, anything on Mission Street has a \$8k cost for a minor use permit. Mr. Young talked about fee waivers

and is hopeful that we can recover \$5k. Mr. Young explained that he has talked to the County Board of Supervisors office, because it was submitted to the County back in July and he is frustrated with the process.

Board Comment: Director Kalvans voiced that the County is very aware of this project, and thanked Mr. Young for the update.

Director Roney thanked Interim Chief Young for his work on this.

Board Comment: None

Public Comment: None

8. Machado Wastewater Treatment Facility expansion and upgrade project.

Continued discussion on the status of the Machado Wastewater Treatment Facility expansion and upgrade project.

Item Presented by General Manager Kelly Dodds, he explained that we are moving forward again and has meet with the Wallace Group and all the Subcontractors. Everyone is on board to move forward, and an additional meeting is planned for this month. Mr. Dodds explained that he is applying for addition funding for the balance of what was approved by the Board. Mr. Dodds spoke about his discussions on construction funding and that the CA Water Board has shown interest in funding this project and that the goal is to get as much Grant funding as possible.

Board Comment: none

Public Comment: none

11. Board Comment:

Director Roney, Thanked Dr, Bruce Jones for coming, and hope he visits more of the CSD meetings.

Director Kalvans explained to the Board that he has applied for the SDLA Special District Governance.

12. Adjourn to Closed Session/Closed Session Agenda: None

13. Report out of Closed Session: None

14. Adjournment to Next Regular Meeting:

Time: 8:23 PM

October 27th Regular Board Meeting