



BOARD OF DIRECTORS

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

REGULAR MEETING AGENDA

Open Session 7:00 - then convene to Closed Session

601 12th Street San Miguel, CA Date: 09-22-2022

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.

Public Comment: Sign in sheet at podium for public comment. 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 item "Public Comment and Communications for items not on the agenda". Person(s) who wish to submit written correspondence, may do so at www.sanmiguelcsd.org. All correspondence is distributed to each Board Director and will become part of the record of that board meeting. Any member of the public may address the Board of Directors on items on the consent calendar.

Meeting Schedule: Regular Board of Director meetings are held on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Posting Board/ San Miguel CSD office, 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.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Regular Meeting Agenda**
4. **Call to Order for Regular Board Meeting/Pledge of Allegiance**

5. 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 sign in with name and address at podium.*

6. Special Presentations/Public Hearings/Other

1. Presentation from Bartle Wells and Associates (BWA) regarding the current rate study process.

Receive presentation and ask questions regarding the rate study process.

7. Non- District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

2. Camp Roberts—Army National Guard

Verbal

3. Community Service Organizations

Verbal

8. Staff & Committee Reports - Receive & File

1. General Manager

Receive report

2. District Counsel

Receive and File

3. District Utilities

Receive and File

4. Fire Chief Report

Receive and File

- 9. Consent Calendar:** *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.*

1. 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

2. 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

3. 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.

4. 8-16-2022 Draft Special Meeting Minutes- Closed Session Only

Receive and File

5. 8-16-2022 Draft Special BHI #2 Meeting Minutes

Receive and File

6. 8-25-2022 Draft Regular Board Meeting Minutes

Receive and File

7. 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.

10. Board Action Items

1. Fire Chief Employment Agreement between the San Miguel Community Services District and Scott Young

Appoint Scott Young as the District Fire Chief and Approve the Fire Chief Employment Agreement between the San Miguel Community Services District and Scott Young

2. 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.

3. 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).

4. 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

5. Discussion on the Board Handbook.

Discuss previously mentioned changes and provide any additional changes or language to staff for inclusion in the handbook revision

6. 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

7. 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

8. 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

9. Machado Wastewater Treatment Facility expansion and upgrade project.

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

11. 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.

12. Adjourn to Closed Session/Closed Session Agenda *Public comment for items on closed session agenda.*

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1

Discussion

13. Report out of Closed Session: Report out of closed session by District General Counsel (WhiteBrenner, LLP)

14. Adjournment to Next Regular Meeting

ATTEST:

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

I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office.

Date:

Raynette Gregory, SMCS D Board President 2022
Kelly Dodds, SMCS D General Manager
Tamara Parent, SMCS D Board Clerk