



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

FRIDAY AUGUST 26, 2016 12:00 P.M.

BOARD OF DIRECTORS SPECIAL 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.

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- I. Call to Order: 12:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**
- IV. Adoption of Special and Regular Meeting Agendas**
- V. Public Comment and Communications (for items not on the agenda):**

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VI. ADJOURN TO CLOSED SESSION:

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated Litigation

Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b) (1):

Title: General Manager

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 (approximately 1:00 pm)

VIII. Public Comment and Communications:

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- 14. Water Resources Advisory Committee (Director Kalvans, Rep) Verbal

X. CONSENT ITEMS:

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- 15. Board Minutes:
 - 15 a. Approval of Special Board Meeting Minutes for July 29, 2016
- 16. Review and Discuss Finance & Budget Committee recommendation to approve July 2016 YTD and Monthly Financial Reports.

XI. BOARD ACTION ITEMS:

- 17. Consider approving **Resolution No. 2016-29** appropriating funds for replacement of water line project on K Street between 12th and 13th and relocate 1 fire hydrant on L Street between 13th and 14th Streets.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-29** authorizing an appropriation of \$25,200 from Water Capital Reserves for this project.

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

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Staff Recommendation: Approve Change Order #1 to Tesco Controls for installing backup floats at the wastewater treatment plant wet well at a cost of \$2,800.00 to SCADA System.

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STAFF RECOMMENDATION:

Staff recommends that the Board of Directors discuss and advise the proposed reactivation plan for monthly siren alerts.

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

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20. Review and Discuss approving **Resolution No. 2016-25** accepting and approving the Independent Auditor's report and Financial Statements for FY 2014-15.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-25** approving the Independent Auditor's report and Financial Statements for FY 2014-15.

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21. Consider and Discuss approving **Resolution No. 2016- 30** adopting a revision to District Personnel Guidelines and Procedures Policy.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors continue this agenda item until the September Board meeting to allow General Manager and District General Counsel to complete its assessment of meet and confer comments received prior to Board consideration and action.

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22. Review and Discuss **Resolution No. 2016-22** adopting the FY 2016-17 Operations and Maintenance Budget and approving for planning purposes the FY 2017-18 O & M Budget.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-22** adopting the FY 2016-17 District O & M Budget and approving for planning purposes only the FY 2017-18 O & M Budget.

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XIII. ADJOURNMENT

Time: _____

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

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on August 19, 2016.

Date: August 19, 2016

Tamara Parent

Tamara Parent, Account Clerk/Operations Coordinator



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STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-22** adopting the FY 2016-17 District O & M Budget and approving for planning purposes only the FY 2017-18 O & M Budget.

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- 21. Consider and Discuss approving **Resolution No. 2016- 30** adopting a revision to District Personnel Guidelines and Procedures Policy.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors continue this agenda item until the September Board meeting to allow General Manager and District General Counsel to complete its assessment of meet and confer comments received prior to Board consideration and action.

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

M _____ S _____ V _____

- 22. Review and Discuss **Resolution No. 2016-22** adopting the FY 2016-17 Operations and Maintenance Budget and approving for planning purposes the FY 2017-18 O & M Budget.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-22** adopting the FY 2016-17 District O & M Budget and approving for planning purposes only the FY 2017-18 O & M Budget.

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/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on August 19, 2016.

Date: August 19, 2016

Tamara Parent

Tamara Parent, Account Clerk/Operations Coordinator



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

FRIDAY AUGUST 26, 2016 12:00 P.M.

BOARD OF DIRECTORS SPECIAL 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

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: 12:00 PM**
- II. Pledge of Allegiance:**
- 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—Anticipated Litigation

Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b) (1):

Title: General Manager

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 (approximately 1:00 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) | Report Attached |
| 9. | Fire Chief | (Chief Roberson) | Report Attached |
| 10. | District Engineer | (Mr. Tanaka) | Report Attached |
| 11. | Finance/Budget Committee | (Director Dawes, Chair) | Report Attached |
| 12. | Organization/Personnel Committee | (Director Green, Chair) | Report Attached |

- 13. Equipment & Facilities Comm. (Director Kalvans, Chair) Report Attached
- 14. Water Resources Advisory Committee (Director Kalvans, Rep) 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.

- 15. Board Minutes:
 - 15 a. Approval of Special Board Meeting Minutes for July 29, 2016
- 16. Review and Discuss Finance & Budget Committee recommendation to approve July 2016 YTD and Monthly Financial Reports.

XI. BOARD ACTION ITEMS:

- 17. Consider approving **Resolution No. 2016-29** appropriating funds for replacement of water line project on K Street between 12th and 13th and relocate 1 fire hydrant on L Street between 13th and 14th Streets.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-29** authorizing an appropriation of \$25,200 from Water Capital Reserves for this project.

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

M _____ S _____ V _____

- 18. Review and Discuss a Change Order request for Tesco Controls, Inc. for Change Order #1 to install backup floats at the wastewater treatment plant wet well at a cost of \$2,800.00 to SCADA system.

Staff Recommendation: Approve Change Order #1 to Tesco Controls for installing backup floats at the wastewater treatment plant wet well at a cost of \$2,800.00 to SCADA System.

M _____ S _____

- 19. Consider and Discuss Proposed Reactivation Plan for Monthly Siren Alerts

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors discuss and advise the proposed reactivation plan for monthly siren alerts.

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

M _____ S _____ V _____

- 20. Review and Discuss approving **Resolution No. 2016-25** accepting and approving the Independent Auditor’s report and Financial Statements for FY 2014-15.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-25** approving the Independent Auditor’s report and Financial Statements for FY 2014-15.

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

M _____ S _____ V _____

- 21. Consider and Discuss approving **Resolution No. 2016- 30** adopting a revision to District Personnel Guidelines and Procedures Policy.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors continue this agenda item until the September Board meeting to allow General Manager and District General Counsel to complete its assessment of meet and confer comments received prior to Board consideration and action.

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M _____ S _____ V _____

- 22. Review and Discuss **Resolution No. 2016-22** adopting the FY 2016-17 Operations and Maintenance Budget and approving for planning purposes the FY 2017-18 O & M Budget.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-22** adopting the FY 2016-17 District O & M Budget and approving for planning purposes only the FY 2017-18 O & M Budget.

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

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Time: _____

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Tamara Parent, Account Clerk/Operations Coordinator