

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
NOVEMBER 14, 2019 FUNCTIONAL SPACE WORK SESSION

MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Green – 6:02 p.m.
- II. Pledge of Allegiance led by Director Kalvans.
- III. **Roll Call:** Directors Present: Green, Sangster, Kalvans, and Parent (Arrived at 6:36 P.M.)  
Directors Absent: Palafox  
District Staff in attendance: Interim General Manager/ Fire Chief Rob Roberson, Director of Utilities Kelly Dodds, Assistant Fire Chief Scott Young.
- IV. **Adoption of Regular Meeting Agenda:** Motion by Director Sangster to adopt Meeting Agenda as presented.  
Seconded by Director Kalvans, Motion was approved by vote of 3 AYES and 0 NOES 2 ABSENT.
- V. **ADJOURN TO CLOSED SESSION:** None
- VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** None
- VII. **Public Comment and Communications for matters not on the Agenda:** None
- VIII. **Special Presentations/Public Hearings/Other:** None
- IX. **STAFF & COMMITTEE REPORTS:** None
- X. **CONSENT ITEMS:** None
- XI. **BOARD WORK SESSION ITEMS:**
  1. **Discuss, District Functional Space in a Work Session.**  
Item was presented by Director of Utilities Kelly Dodds explaining the building plan map. Discussion ensued about the office space that is mandatory (including OSHA requirements) and the office space that could be added to relieve some of the space issues the CSD is experiencing. Director of Utilities Kelly Dodds explained the personnel needed for the new Wastewater Treatment Facility. Director's asked questions during the presentation. Director Green asked about the personnel needs for the future. Director Parent asked about contracting out the facilities operations. Director of Utilities Kelly

Dodds explained that the cost is too excessive. Discussion ensued. Director of Utilities Kelly Dodds explained that three-quarters of the building is already required and to add offices would be very cost-effective. Discussion ensued about the number of people that come into the District office. 6.5 people a day visit the office to pay Utility Bills and method of payments was also discussed. Other business for the CSD has people coming into office as well. Eight people have come to the last four meetings total. Director of Utilities Kelly Dodds discussed the frontage road by railroad tracks for commercial traffic. The discussion ensued about deliveries. Director Parent asked how the building plans would change if the District decided to not build the office space. Director of Utilities Kelly Dodds explained that it will be a little shorter, but there would be a re-organization of the space and would be some dead space because the building is designed to have all equipment covered on the other side. Fire Department would have training space and there will be space for the recycling programs for electronics/mattresses. Director Green asked about the wastewater ponds and how far the building would be away from the wastewater ponds. Discussion ensued.

See Plans at: <https://www.sanmiguelcsd.org/files/2afb6a06d/Merge+11-14-2019+Functional+Space+Work+Session.pdf>

Director of Utilities Kelly Dodds explained the treatment process and the recycled water program. Discussion ensued about the wastewater lines and what material will be used. Previous liner issues were discussed. Director Sangster asked about the cost of a new liner? Replacement would be around sixty to eighty thousand dollars and patching would be around eighty-five hundred dollars. Director Kalvans asked how the liner got damaged; Director of Utilities Kelly Dodds explained it is underwater and there is really no way of knowing.

Director Green asked for Public Comment on items discussed.

**Public Comment:** Laverne Buckman San Miguel Resident had questions about having a Community Services District Offices on a dead-end street in a residential area. Mrs. Buckman voiced her concern about traffic. Discussion ensued about area and funding.

Director Green asked about a plan for the 1150 Mission Street Building. Assistant Fire Chief Scott Young voiced that this meeting was intended to discuss the Wastewater Treatment Facility only. Discussion ensued with Interim General Manager/Fire Chief Roberson explaining that they can't determine what to do with the Fire Department until we know what is decided with the Utilities Department. Director Green voiced that his intent is to look at all the space the District has and determine what the best use for space would be, then decide what build-out should be. Director Parent voiced that he was under the impression that by having the CSD non-emergency departments at this current location, it would restrict grants and funding for the Fire Department and asked if he was correct. Assistant Fire Chief Scott Young that this facility is "Essentials Needs Facility" and explained that because of that all construction must be built to a compliance of one and half times standard construction. Discussion ensued about what do about the knowledge of needed compliance. Director Sangster asked if this facility was strictly a Fire Station would that open the department up for grant funding from remodeling? General Manager/Fire

Chief Rob Roberson explained that the CSD is Fire, Water, Sewer, Lighting, and Solid Waste and doesn't feel like this would restrict any funding and explained that Templeton CSD has mixed space also. General Manager/Fire Chief Roberson voiced that he understands what the Directors want but explained that an actual floor plan would be determined on if the Utility moved or not. Discussion ensued about property lines and essential needs cost. General Manager/Fire Chief Roberson explained that there is a lot to look at and the District is expanding.

Directors voiced options with part of CSD staying for payments and other more confidential employees moving to the new facility, all ideas were discussed between directors and staff.

Director Green voiced that he did not feel it is appropriate to have District Board Meetings in a residential area and cannot in clear conscious bring that many customers down a residential road. Director Green asked that he would like to see a way to expand the existing meeting room/training room and have customers make payments at the current CSD building. Director of Utilities Kelly Dodds voiced that the District could not have one employee left at the existing office to take payment without some protection from the public. Discussion ensued about office space at the current location. Assistant Fire Chief Scott Young voiced that the vision is to increase the Fire Department staffing to perform as an effective Fire Department and recruit people for coverage.

Director Kalvans voiced that he thinks that the Board of Directors should take a step back and look at all of the CSD's properties and what the Districts needs really are. Interim General Manager/Fire Chief Roberson explained that this meeting was called for because of the need for more office space. It was explained that all plans will be looked at, but all things come with a price, and with the new facility being built it is the most cost-effective to look at. The District departments all have needs and the community has voiced that they want a Sheriff Substation; all these future needs need to be looked at.

Director Sangster voiced that he understands that having offices at the new facility is the most cost-effective for the office space needs but feels that the discussion is missing key components. Director Sangster explained that the Board is not seeing what the operational needs are for this current building for the from a Fire Department standpoint or a Sheriff Substation and there needs to be a discussion on what this building would look like if the other departments moved to the new facility.

Director Green voiced that permitting issues at the existing CSD location needs to be addressed. Director Green voiced that he feels the issues that need to be figured out is 1. Have a place for customers can come and make payment other than the new facility 2. A place to hold meetings other than the new facility 3. Fire Department growth. Discussion ensued.

Director of Utilities Kelly Dodds voiced that the issues are the same and reminded the Board that there is little to no funding for office buildings. Mr. Dodds recommends that we should not waste the space at the new treatment facility; that we could build out after a few years when the District is in better financial shape, and could afford to build something in the middle of town. Directors discussed the size of the new meeting room and what it could be used for. Director Green voiced that the people that have houses in that neighborhood have certain expectations when purchasing their homes, and it is not to have more traffic.

Director Parent asked about the new facility and how the public will be protected from the treatment. Director of Utilities Kelly Dodds explained the fencing and the public will be

contained to the parking lot and front door. Mr. Dodds also explained that there will be recycling areas and dump station area.

**Public Comment:** Michelle Hido, San Miguel resident voiced that the District should ask the Post Office if they could take payments for the CSD.

Owen Davis, San Miguel resident voiced that he did not understand what the big deal about payment was and that he finds a way to pay his bill.

Laverne Buckman San Miguel resident voiced because there is not a master plan, she feels that other than the Wastewater Facility other District needs have been overlooked. Mrs. Buckman voiced that the Wastewater Facility is suspect, and doesn't know if they really even have to do it and voiced that she has still has not seen the supposed letter that the State had mandated the District to build a new Wastewater Treatment Facility. The Board had never come up with a plan of what they feel is needed for the CSD, and the different possibilities. Mrs. Buckman also, voiced that she understands that the Board has a lot of issues to deal with for the whole District and it is hard to find time but for this facilities issue the Board needs to decide which pieces need to be where and understands that some options mentioned would be a temporary fix for working out something different with the facilities. There are lots of options and the Board needs to stop throwing those options out because then you are just spinning your wheels.

General Manager/Fire Chief Roberson explained that the District has run in a reactive way and with ever-changing needs, and the District growth is expanding quickly. The Board and District need to plan ahead with this growth in mind and this option was the cheapest for the current District needs and would like to look further ahead. Discussion ensued about other entities needing space within the District offices.

Director Kalvans voiced that all the community services including the Post Office have no room and no money and the District should really look at partnering with these other entities to build something nice downtown. Director Kalvans expressed the need for a Master Plan of the needs of the District in the next five and ten years.

Director Green voiced that the District could stop taking cash. Discussion ensued about the different ways the District could take cash.

Director Parent voiced that the District does need a District Master Plan, but when you deal with authoring that kind of document it is fifty thousand dollars or more.

Director Kalvans thanked General Manager/Fire Chief Roberson for bringing up the District needing to be more proactive and voiced that the City of Paso Robles has the "Beautiful Mission San Miguel" under their budget (Pg. 19) community profile, they think the mission is part of the City of Paso Robles and voiced that this is why the District needs to be proactive.

Director of Utilities Kelly Dodds voiced that it seems like we are at a cross-roads and explained that everyone understands that the District has to move forward with the new Wastewater Facility, and some of the space is for Utilities and compliance with state regulations, but the Board needs to understand is the footprint would stay the same, just reconfigured if there will be no other District office space.

Director Green asked why the need for two bathrooms. Director of Utilities Kelly Dodds that they could lose a bathroom, but it was put there for the meeting room. Discussion about bathrooms and cost ensued. Director Green voiced that he has no problem with the

Wastewater facility but wants to control the cost and really doesn't want the public down there because it is a neighborhood.

Director of Utilities Kelly Dodds voiced that he needs direction from the Board at this point, and a decision to move forward or not; so, we can make changes to plans.

Director Sangster voiced that the new facility will have more people working out of the new office and that means more traffic, the 6.4 people coming to the office to pay their bill will not be the problem.

**Public Comment:** Laverne Buckman asked about how the distribution of cost and the feels that the Fire Department is not getting a fair shake. Discussion ensued about how much the General Manager/Fire Chief will be down there, and percentages of cost allocated.

Michelle Hido San Miguel Resident asked why the District doesn't have their meetings at the Community Center. General Manager/Fire Chief Roberson explained that the acoustic is bad and the charge for use.

Director Kalvans asked about the "Old Airport Property" and if the rumors were true that they will be building a community building? Assistant Fire Chief Scott Young voiced that they are looking at doing commercial multi-family and residential and open space. Director Kalvans asked if we could ask that they build a CSD building. Director of Utilities Kelly Dodds explained that they seem that they want to work with the community and their needs. The District staff could see if the developer would allow the District to build something on the land, but the District would have to buy the land and would have to build the building.

Director Parent voiced that he would have to leave due to a work issue. Director Green asked what his final word is. Director Parent voiced that he would like to have some outreach to neighbors that would be affected, and he is in favor of the idea to build out the new Wastewater Facility with the office space, there might be some tuning up of the design but having the office buildings there would give the space the District needs and could repurpose them as needed.

Director Parent left at 6:50 P.M.

Director of Utilities Kelly Dodds explained that the other idea is to use the frontage road for all traffic, but the cost.

Director Kalvans voiced that the community is growing so quickly, that the needs will change as quickly.

Director Sangster voiced that the District might need to look at having their meetings elsewhere in San Miguel. General Manager/Fire Chief Roberson reminded the Board that the large meeting room would be used for classes and we could charge for group business or group classes. Discussion ensued.

Director of Utilities Kelly Dodds asked if the Board was okay with the plans if there were no payments taken and if the meeting room was not as large.

Director Green voiced that he doesn't want a large meeting room and fewer bathrooms. Discussion ensued about ADA and bathrooms.

Director Sangster voiced that he doesn't have a problem with the way it is laid out, but his issue is if we do decide to move all the CSD staff to that building, this current space will be repurposed as a Fire Station, which means that we need to find a place to have meetings.

Director Green asked if he would be okay with the District not accepting cash payments.

Director Sangster expressed that he would be okay with that. Director Kalvans voiced that the direction of the State is to ban not taking cash.

Director of Utilities Kelly Dodds asked again for Direction.

Director Sangster voiced that the Board would like to see “Operational Needs and Use of Space” for this current building. Director Green asked with a payment station included.

Discussion ensued about payments.

Director Kalvans wants to know if the Fire Department is moving towards a non-paid call station but have Firefighters on staff. General Manager/Fire Chief Roberson explained that the Department will be moving forward in an on-duty/shift Fire Department. Discussion ensued about Fire Department personnel.

**Public Comment:** Owen Davis, San Miguel Resident voiced that he would like to see the Board look at using the access road for customer access to the new facility, and he is okay with people not taking cash.

Laverne Buckman, San Miguel Resident voiced that she thinks that the public needs to have access to the District office. Mrs. Buckman asked if the Board plans at the next meeting to give direction or vote on what the staff should move forward with.

Director of Utilities Kelly Dodds voiced what he has heard not opposed to the office being down there if we can mitigate the customers' traffic at that location, and it is not a permanent location of the CSD office.

Director Green voiced that he did not think it couldn't be the permanent location but was not okay with the traffic. Discussion ensued about the traffic and outreach to the residence in that area. Director of Utilities Kelly Dodds voiced that to move forward in a productive manner will need to have direction, and everyone understands the timeline. Director Green voiced that they want to have information gathered for a discussion on the access road, public outreach to the residence in the area, plans for the Fire Department building. Director of Utilities Kelly Dodds explained that if they want to look at access for the N St location it will take months due to contacting the railroad. Discussion ensued about the ponds and traffic.

Link to Board Packet:

<https://www.sanmiguelcsd.org/files/2afb6a06d/Merge+11-14-2019+Functional+Space+Work+Session.pdf>

**XII. BOARD COMMENT:** The Board's consensus is to schedule another meeting, all functional space, and needs within the District.

Director Kalvans talked about the fenced off, on 14<sup>th</sup> street. Asked about access at the property. Director of Utilities Kelly Dodds explained that the owner is aware that it is the District property and discussion ensued about why he has fenced it in, and if it was big enough for a well.

**XIII. ADJOURNMENT TO NEXT MEETING:** at 8:41 P.M.