



BOARD OF DIRECTORS

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

SPECIAL BOARD MEETING AGENDA 6:30 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 12-16-2021

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

to minimize the spread of the Corona Virus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not opened to the public at this time, please call 805-467-3388
- The Meeting will be conducted with social distancing observed.
- All members of the public seeking to observe and comment to the local legislative body may do so in person or telephonically/email in the manner described below.

HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

Written / Read Aloud: Please email your comments to tamara.parent@sanmiguelcsd.org (Board Clerk), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (keep to three minutes) prominently write "Read Aloud at Meeting" at the top of your email. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

Voice Mail: Leave a message on the District phone line at 805-467-3388 after 4:30pm before 4:30pm District Staff will take down message. Voice "Public Comment" at beginning of message and include agenda item number and title. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

PUBLIC RECORD

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all of the members of the Board. The documents may also be obtained by calling the District Board Clerk.

Please see: www.sanmiguelcsd.org

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 see notice. 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. 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. If you wish to speak on an item not on the agenda, you may do so under item VII "Public Comment and Communications for items not on the agenda". 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 SMCS D 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 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: 6:30 PM**
- II. Roll Call:** *Gregory* ___ *Kalvans* ___ *Roney* ___ *Palafox* ___ *Vacant* ___
- III. Approval of Regular Meeting Agenda:**
M _____ S _____ V _____

- IV. ADJOURN TO CLOSED SESSION:** Public Comment for items on closed session agenda (*Time*)
- A. CLOSED SESSION AGENDA:**

- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

- V. Pledge of Allegiance:**
- VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM**
Time: _____

- 1. Report out of closed session by District General Counsel (WhiteBrenner, LLP)

VII. 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" and "Sign in".

VIII. Special Presentations/Public Hearings/Other:

1. Election of Board Officers and Board Appointments for 2022:

- A. Nominate and Elect Board of Director Officers:
 - A.1. President
 - A.2 Vice-President

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | | |
|----|---|-----------|
| 1. | San Luis Obispo County | No Report |
| 2. | Camp Roberts—Army National Guard (Mitten) | Verbal |
| 3. | Community Service Organizations | Verbal |

District Staff & Committee Reports:

- | | | | |
|----|--------------------------|------------------|-----------------|
| 4. | Interim General Manager | (Mr. Roberson) | Verbal |
| 5. | District General Counsel | (Mr. White) | Verbal |
| 6. | District Utilities | (Mr. Dodds) | Report Attached |
| 7. | Fire Chief | (Chief Roberson) | Report Attached |

X. 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. Review and Approve Board Meeting Minutes

- A. 10-28-2021 Regular Board Meeting Minutes Draft

2. Approve RESOLUTION 2021-41 assignment of banking powers for Anthony Kalvans, Hector Palafox, Raynette Gregory, and Ward Roney and removing Ashley Sangster from District Bank accounts.

XI. BOARD ACTION ITEMS:

1. Review and approve RESOLUTION 2021-42 approving the FY 2020-21 Independent Audit Report by Moss Levy Hartzheim and authorizing the filing of the report to the State of California and County of San Luis Obispo County Clerk’s office (Roberson & Alex Hon)

Recommendation: Approve RESOLUTION 2021-42 approving the FY 2020-21 independent audit report and authorize the filing of the report to the State of California and County of San Luis Obispo County Clerk’s office.

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

2. Review and approve Letter of Intent with ForeFront Power in connection with proposed development, installation, and operation of a Photovoltaic Energy System at the Machado Wastewater Treatment Facility. (Dodds)

Recommendation: Approve Letter of Intent and authorize Director of Utilities to sign Letter of Intent.

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

3. Review and approve contract by RESOLUTION 2021-43 with Scott Young as Assistant Fire Chief/Fire Prevention Officer (Roberson/Dervin)

Recommendation: Review and approve the Employment Agreements appointing Scott Young as the Assistant Fire Chief / Fire Prevention Officer for another three-year term.

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

4. Review, discuss and receive the Enumeration of Financial Reports for November 2021 (Hido)

- A. Claims Detail Report
- B. Statement of Revenue Budget vs Actuals
- C. Rev Budget vs Actual Summary
- D. Statement of Expenditures Budget vs Actual
- E. Cash Report
- F. Investment Portfolio

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

5. Review and approve RESOLUTION 2021-44 adopting the Amended District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual

Recommendation: Approve Resolution 2021-44 adopting the amended District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual

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

6. Review and approve RESOLUTION 2021-45 adopting the Annual FY 21-22 Investment Policy to ensure compliance with the State Government Code 53646 (Roberson/Parent)

Recommendation: Approve Resolution 2021-45 adopting the annual Investment Policy to ensure compliance with the State Government Code 53646.

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

7. Review and approve RESOLUTION 2021-46 authorizing the Director of Utilities to execute a contract with CIO Solutions to serve as Managed Service Provider (MSP) for the District's Information Technology systems. (Dodds)

Recommendation: Approve Resolution 2021-46 authorizing the Director of Utilities to execute a contract with CIO Solutions to serve as Managed Service Provider (MSP) for the District's Information Technology systems.

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

8. Continued discussion on the Fire Department Temporary Housing unit (Young)

Recommendation: Discuss the status and next steps for the Fire Department Temporary Housing unit

Public Comments: (Hear public comments)

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

Recommendation: Discuss the status and next steps of the Machado Wastewater Treatment Facility expansion and aeration upgrade projects.

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

10. Discuss, review and approve RESOLUTION 2021-47 establishing calendar year 2022 Regular Board of Director Meeting Dates (Parent)

Recommendation: Discuss and Approve Resolution 2021-47

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 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 SMCSO office on 12-9-2021

Date: December 9, 2021

Rob Roberson, Fire Chief/Interim General Manager
Raynette Gregory, SMCSO Board President 2021
Tamara Parent, Board Clerk