



## BOARD OF DIRECTORS

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

## REGULAR MEETING AGENDA 6:00 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 05-26-2022

### IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

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](mailto: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](http://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](http://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: 6:00 PM**
- II. **Roll Call:** *Gregory* \_\_\_ *Kalvans* \_\_\_ *Roney* \_\_\_ *Palafox* \_\_\_ *Lara* \_\_\_
- 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 REAL PROPERTY NEGOTIATORS**  
Pursuant to Government Code Section 54956.8 Properties: 021-261-019  
Agency negotiator: (Interim General Manager Rob Roberson, and Director of Utilities Kelly Dodds)
- 2. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1
- 3. **PUBLIC EMPLOYMENT**  
Title: Interim General Manager; Pursuant to Government Code Section 54954.5
- 4. **CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation** Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

V. **Call to Order for Regular Board Meeting/Pledge of Allegiance:**

**VI. Report out of Closed Session**

**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 sign in with name and address at podium.

**VIII. Special Presentations/Public Hearings/Other:**

1. **PUBLIC HEARING:** Consider adoption of RESOLUTION 2022-25 adopting the FY 2022-23 Operations and Maintenance Budget and Capital Improvement Budget.

**Recommendation:** After public hearing; approve RESOLUTION 2022-25 adopting the FY 2022-23 Operations and Maintenance Budget and Capital Improvement Budget.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_S\_\_\_V\_\_\_

**IX. Staff & Committee Reports – Receive & File:**

**Non-District Reports:**

- |    |                                      |               |
|----|--------------------------------------|---------------|
| 1. | San Luis Obispo County Organizations | Verbal/Report |
| 2. | Camp Roberts—Army National Guard     | 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. **Approve Draft Board Meeting Minutes**
  - a. 3-24-2022 Regular Board Meeting Minutes Draft
  - b. 4-21-2022 Special Meeting Minutes Draft
2. **Approve RESOLUTION 2022-27 approving the San Miguel Community Services District revised job descriptions for the Account Clerk 1.**
3. **Approve RESOLUTION 2022-30 delegating authority to the General Manager to appoint members and alternates to the Water Resources Advisory Committee (WRAC)**

**Public Comments on all Consent Items:** (Hear public comments prior to Board Action) M\_\_\_S\_\_\_V\_\_\_

**XI. BOARD ACTION ITEMS:**

**1. Review, Discuss and Receive the Enumeration of Financial Reports for April 2022 (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 Report

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**2. Review and approve RESOLUTION 2022-29 adopting the Annual FY 22-23 Investment Policy to ensure compliance with the State Government Code 53646 (Roberson)**

**Recommendation:** Approve Resolution 2022-29 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\_\_\_\_\_

**3. Consider approving RESOLUTION 2022-24 awarding a contract to Moss, Levy & Hartzheim, LLP to perform annual financial audit services for three-year period for years ending June 30, 2022, 2023, and 2024. (Roberson)**

**Recommendation:** Approve RESOLUTION 2022-24 and direct the General Manager to award contract for Financial Auditing Services for Fiscal Years ending June 30, 2022, 2023, and 2024.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**4. Adopt RESOLUTION NO. 2022-26 authorizing the abatement of weeds within the District boundaries. (Young/ Roberson)**

**Recommendation:** Staff requests that the Board hold a discussion to consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt Resolution 2022-26 authorizing Fire Chief to have weed abatement work performed.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**5. Review and approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase and contract with CIO Solutions to replace computer hardware in an amount no to exceed \$20,463.50 and authorize a budget adjustment to all departments in an amount proportionate to their use of the hardware replaced. (object 475). (Dodds)**

**Recommendation:** Approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase hardware and contract with CIO Solutions to install and configure the hardware and authorizing a corresponding budget adjustment.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

**6. Consideration and approval of RESOLUTION 2022-28 requesting consolidation of the San Miguel Community Services District’s Biennial Election with County’s November 8, 2022 Consolidated General Election. (Parent)**

**Recommendation:** Approve RESOLUTION 2022-28 requesting consolidation of the San Miguel Community Services District’s Biennial Election with the County’s November 8, 2022, Consolidated General Election.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

**7. Fire Department Code Enforcement Violation (Young/Roberson)**

**Recommendation:** Approve correctional measures to resolve the Code Enforcement Notice of Violation by RESOLUTION 2022-31 for the existing conditions that exist at the San Miguel Fire Station.

**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)

**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 May 19, 2022

**Date: May 19, 2022**

Rob Roberson, Fire Chief/Interim General Manager  
Raynette Gregory, SMCSO Board President 2022  
Tamara Parent, SMCSO Board Clerk