



BOARD OF DIRECTORS

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

REGULAR MEETING AGENDA 6:30 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 08-26-2021

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 SMCSO 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. Pledge of Allegiance:

III. Roll Call: *Gregory* ___ *Kalvans* ___ *Roney* ___ *Palafos* ___ *Sangster* ___

IV. Approval of Regular Meeting Agenda:

M _____ S _____ V _____

V. ADJOURN TO CLOSED SESSION: Public Comment for items on closed session agenda
Time: _____

A. CLOSED SESSION AGENDA:

1. **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*

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: None

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

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

District Staff & Committee Reports:

- | | | | |
|----|--------------------------|------------------|-----------------|
| 4. | Interim General Manager | (Mr. Roberson) | Verbal |
| 5. | District General Counsel | (Mr. White) | Verbal |
| 6. | District Engineer | (Dr. Reely) | Report Attached |
| 7. | Director of Utilities | (Mr. Dodds) | Report Attached |
| 8. | 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. 7-22-2021 Regular Board Meeting

2. Approving **RESOLUTION 2021-29**, assignment of banking powers for interim general manager Robert Roberson and Financial Officer Michelle Hido for district bank accounts and removing former Financial Officer Paola Freeman.

XI. BOARD ACTION ITEMS:

1. Review, Discuss, Receive and File the Enumeration of Financial Report for JULY 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

Public Comments: (Hear public comments prior to Board Action) M ___ S ___ V ___

2. **Presentation and discussion on status of the Machado Wastewater Treatment Facility Upgrade Project (Dodds/ Reely)**

Recommendation: Receive and discuss status update for Machado Wastewater Treatment Facility Upgrade Project. *Information item only*

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

- 3. Discussion and Consideration by the Board of Directors of the San Miguel Community Services District to approve the Request for Proposals (RFP) & Technical Specifications for the Wastewater Treatment Facility Upgrade & Expansion Headworks Screening and Grit Removal Equipment and authorize the Director of Utilities to advertise for qualified cost proposals. (Dodds)**

Recommendation: Discuss and authorize Director of Utilities to advertise for cost proposals from qualified Headworks Screening and Grit Removal Equipment Vendors.

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

- 4. Discussion on the Integrated Waste Management Authority (IWMA) (Dodds)**

Recommendation: Discuss the status if the IWMA.

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

- 5. Review and approve Resolution 2021-28 authorizing a FY 2021-22 budget adjustment of \$10,000 to new Solid Waste object SB1383 Compliance (60-650) to be transferred from Solid Waste Operational reserve. (Dodds)**

Recommendation: Approve Resolution 2021-28 approving a budget adjustment of \$10,000 to new Solid Waste object SB1383 Compliance (60-650) to be transferred from Solid Waste Operational reserve

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

- 6. Discuss and authorize the Director of Utilities to release a RFP for District Engineering services. (Dodds)**

Recommendation: Authorize Director of Utilities release a RFP for District Engineering Services.

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

- 7. Discuss and authorize the Director of Utilities to purchase and install an air conditioner for the server room/ office at the Machado WWTF in an amount of \$5452.00. (Dodds)**

Recommendation: Authorize Director of Utilities purchase and install an air conditioner at the Machado WWTF.

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 SMCSD office on August 23, 2021

Date: August 23, 2021

Raynette Gregory, President- Board of Directors
Rob Roberson, Fire Chief/Interim General Manager
Tamara Parent, Board Clerk