



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
February 23, 2017 REGULAR MEETING MINUTES

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

- I. Meeting Called to Order by President Kalvans—7:01 pm
- II. Pledge of Allegiance: lead by President Kalvans
- III. **Roll Call:** Directors Present: Buckman, Green, Kalvans, Parent and Reuck.

District Staff in attendance: General Manager Gentry, District General Counsel Schweikert (participating via Skype video conference call), Fire Chief Roberson, District Engineer/Utility Services Manager Reely
- IV. **Adoption of Regular Meeting Agendas:**
Motion by Director Green to adopt Regular Meeting Agenda as presented. Seconded by Director Buckman. Motion was approved by vote of 5 AYES and 0 NOES.
- V. **Public Comment and Communications:**
Laverne Buckman spoke about missing minutes for January meeting which will mean two minutes will have to be done next month.

Scott Young spoke about District needs to have more PR that gives more information to the public and asked the Board to look into it.

There were no other public requests to speak.
- VI. **Staff & Committee Reports:**
Non-District Reports:

San Luis Obispo County Sheriff
There was no report submitted or person representing the Sheriff's Department in attendance.

San Luis Obispo County Board of Supervisors
There was no report submitted or person representing the Supervisor in attendance.

San Luis Obispo County Planning and/or Public Works

There was no report submitted or person representing the County Departments in attendance.

San Miguel Area Advisory Council

There was no report submitted or given.

Camp Roberts—Army National Guard

There was no report submitted or person representing Camp Roberts in attendance.

District Staff & Committee Reports:

General Manager Report (Mr. Gentry)

GM provided a verbal report on upcoming Form 700 filing deadline; financial audit work is proceeding smoothly but intensively with a scheduled April completion; and finally spoke about the need to secure an Actuarial service for the financial audit. Actuarial price quote is up to a maximum of \$2,000.

President Kalvans asked if there were any public comments or questions.

PUBLIC COMMENT:

Laverne Buckman, resident, asked if the actuarial service costs had not been reviewed and approved. President Kalvans asked GM to respond. GM indicated that this evening is the first opportunity to speak about these services but the service quote is within the GM's authority as detailed in District Purchasing Policies. The real need for these services is tied to the current annual audit being done now and is at the urging of the District's financial auditor to get it done now and not wait.

There were no other public comments or questions.

District General Counsel Report (Attorney Schweikert)

General Counsel stated that firm is still working on the Steinbeck litigation matters.

President Kalvans asked if there were any public comments or questions.

There were no public comments or questions.

District Engineer/Utility Services Manager (Mr. Reely)

GM advised the Board that District Engineer/Utility Services Manager, Dr. Reely. Will be presenting both reports, Engineer's and Utility Services, which will continue to be combined for future meetings.

Engineer/Manager Reely spoke about the submitted report and how in future meetings the two reports will be combined into one report from Engineer/Manager. He described briefly what activities he has been involved since the Board approved the change in Engineering services. The transition from Wallace Group is going very smoothly. Engineer/Manager has had a tour of District facilities; been involved with grant proposal discussions with GM, Utility Supervisor and State Water Resources Board about funding

of WWTP expansion planning; has reviewed and is continuing to review District documents, including Master Plans, other grant funding applications and a proposed Capital Projects listing for FY 2017-18.

Director Parent asked about how and who compiled this report. Dr. Reely replied that he had prepared but did have some assistance by former engineer and Mr. Dodds.

President Kalvans asked if there were any public comments or questions.

PUBLIC COMMENT

Laverne Buckman asked the Board if the GM had spoken to new Engineer/Manager about the Finance & Budget Committee's discussions on the proposed Capital Projects list.

Dr Reely replied yes, there had been lots of discussion with GM and Utility Supervisor Dodds as well as former engineer, Mr. Tanaka.

There were no other questions by Board.

Fire Chief Report (Chief Roberson)

Chief Roberson stated that his report is submitted for Board's review and asked if there were any questions. GM advised the Board that Fire Chief was not able to attend meeting due to work conflict and indicated that a written report is submitted with agenda packet. GM asked if there were any questions by the Board that would need to be followed up with further reporting.

Chief Roberson clarified some information included with the report, specifically the numbers listed under personnel is meant to show the number of volunteers responding for drills and calls. He gave an example.

There were no questions by Board.

PUBLIC COMMENT

Laverne Buckman, a resident, thanked Rob for his clarifications on the numbers and percentage related to personnel. She asked about consequences of not answering calls or attending drills. Chief Roberson answered the question as directed by Board. He stated that a volunteer, who misses consecutive drill/training meetings or does not make calls, is likely to receive a written notice from Chief. If performance and/or attendance does not improve then a letter vacating their volunteer status is sent out.

There were no further questions from the public.

Finance/Budget Committee Report (Chair Reuck)

Chair stated that the Committee had met earlier this week to review and discuss agenda items, some were on this evening's agenda for Board consideration. He also stated that the Committee will be doing extra meetings to review monthly and YTD financial

reports, review of draft audit report once it is available; and to begin discussion and review of FY 2017-18 budgets. He asked if there were any questions.

There were no Board questions.

President Kalvans asked if there were any public questions or comments.

PUBLIC COMMENT

Laverne Buckman, resident, spoke about the last Finance & Budget Committee meeting and need to get the monthly and YTD financial report reviews done based on accurate Black Mountain reporting.

Organization/Personnel Committee (Chair Green)

Chair reported that a written report was in the Board's packet and asked if there were any questions.

Director Parent stated that these summary notes were not complete or accurate. He would like to see the Committee have a discussion about these report formats and contents because he is not happy with this report. He believes there is a lot missing.

Chair Green asked him what was missing since many of the items on that agenda were scheduled to come back to the Committee. Director Parent replied that he would have to look at the previous agenda to know.

Chair Green asked GM to put on a future Committee agenda. GM noted that item is so noted for a future agenda discussion.

Equipment & Facilities Committee (Chair Parent)

Chair reported that there is a written report in packet and noted that some items are on this agenda for Board action.

President Kalvans asked if there were any Board questions prior to opening for public comment. There was no Board comment or questions.

PUBLIC COMMENT

Scott Young, resident and volunteer firefighter, made comment about written notes referencing his remarks at that meeting. He believes his statement was "The world, he come from, capital expenses are a million dollars or more. He also noted that these Committee meetings should be held at a time where it is more convenient for the public, such as evening time. Lastly, he spoke about a GM description that seemed to apply a label of "spoiled children" to firefighters and he was offended, if that is the case.

Chair Parent commented that he did not feel that way but does sense the formation of a dispute. He wants to head that off as quickly as possible. Director Reuck stated that he concurs with Chair's statement but he did not see or hear the reference given as a "put-down" of firefighters or referring to firefighters directly.

President Kalvans asked the Chair about reviewing street lighting in alleyways and whether or not the Committee can do a review at its next meeting. Chair Parent stated that it can be done. GM replied that an agenda item for next meeting is now listed.

GSA Advisory Committee (Chair - Vacant)

There has been no scheduled meeting of this advisory committee.

XII. CONSENT ITEMS:

President Kalvans announced that now is the time to consider all items listed under Consent. He asked the Board had any items to be pulled for discussion but if there were none then a motion to approve the Consent Items would be in order.

Items 14 a – c

Director Parent asked for Items 14 a through c be pulled because he believes that there is a lot missing from these minutes and wants to discuss contents of minutes.

General Counsel Schweikert commented that the Board could pull these items from Consent and table for corrections to be made for a later Consent Calendar or set an agenda item for Board discussion on format and content.

Director Green made a motion to set an agenda discussion on the format and contents of Board minutes to determine what is appropriate for future and these minutes, seconded by Director Parent.

President Kalvans asked the Board to delay a vote until the public had an opportunity to address the Board.

PUBLIC COMMENT

Laverne Buckman, resident, stated that she believes this discussion is important. She would like the Board to determine what goes into minutes.

Motion made by Director Green was acted on by voice vote. Vote to approve motion was unanimous consent of Board.

Item 15

President Kalvans asked for a motion on remaining Consent Item, # 15, Resolution No 2017-02 reaffirming appreciation and support to the San Miguel Fire Department.

Motion to approve as presented made by Director Green, seconded by Director Buckman. Motion was approved by unanimous voice vote and consent of Board.

VIII. BOARD ACTION ITEMS:

President Kalvans asked GM to introduce the first item for discussion.

Item 16. GM introduced this item as consideration of **Resolution No 2017-03** to establish calendar year 2017 Fireworks fees. GM spoke about the staff recommendation to approve as presented and asked the Fire Chief to present the full report.

Chief Roberson stated that the written report summarized the request for the resolution. He also explained how this action is in keeping with past years and stated that 4th is on a Tuesday this year which means that will be allowing firework sales on 1st til the 4th. Fees proposed are the same as last year's. He asked if there were any Board questions.

Director Parent asked the Chief to repeat the dates again. Chief replied with July 1st to 4th as the sale dates. The fees are listed in the written report. Chief spoke about the program's past success.

President Kalvans asked the Chief about the availability of a 3rd permit this year. Chief indicated that he believes past years have shown that two permits is more realistic than applying and paying for a 3rd permit then not having a vendor. Would cost the Department money.

Director Buckman asked the Chief about the program deadlines. Chief replied that the dates were a part of the next report to be acted on by the Board.

President Kalvans asked if there were any public comments or questions.

There were no public comments.

Director Green made a comment that the dates should be decided before the fees are approved.

Director Green made a motion to approve Resolution No 2017-02 as presented establishing the 2017 Fireworks fee charges, seconded by Director Parent. Motion was approved by roll call vote, 5 AYES, 0 NOES.

President Kalvans asked GM to introduce the next Item.

17. GM introduced this agenda item as consideration of to approve **Resolution No. 2017-04** establishing the dates to sell fireworks and the application period. GM spoke about the staff recommendation to approve as presented and asked the Fire Chief to present the full report.

Chief Roberson stated that the written report, as submitted, spells out the dates clearly. The noted change from past years was to commence sales on July 1st and ending on July 4th at midnight. He asked the Board to approve.

Board discussed whether or not there was sufficient time for getting applications for permit to sell fireworks in to the District since resolution states from February 1st to March 31st. Board members questioned Chief about possibility of changing the dates.

General Counsel offered a change that could be used to allow completed applications to be received by April 30th 2017 as an amendment to the submitted resolution.

President Kalvans asked if there were any public questions or comments.

Scott Young, resident and firefighter, commented about the process to get dates altered for sale dates but would like the Board to approve the request.

There were no other public comments or questions.

Director Green made a motion to amend the Resolution as presented to state that applications would need to be completed by April 30th, seconded by Director Parent. Motion was approved by roll call vote, 5 AYES, 0 NOES.

President Kalvans asked GM to introduce the next Item.

18. GM stated that this request is to Discuss and Approve Purchase of Thermal Imaging cameras for Fire Department. GM stated that the Equipment & Facilities Committee had reviewed this item at its February 17th meeting. The Committee unanimously agreed to recommend the Board approve an appropriation of not-to-exceed \$18,447 including tax for 2 thermal cameras from the Fire Impact fees available. There is no doubt about the value of these camera units to fighting fires and protecting lives.

GM asked the Fire Chief to present the report and highlight the details in the submitted written report. Chief Roberson stated that he had added discussion with GM and believes it is important to note that the GM does not and did not oppose acquiring this equipment. There may be a case of misunderstanding how budgeting process is done. Any confusion that may have existed does not exist now.

Fire Chief Analysis:

In the fire service, great efforts have been made in making fighting fire as safe as possible thru fire safety gear and equipment with new technologies. Time and exposure to the dangerous elements with newer safety gear and equipment can be reduced with use of TIC equipment.

Firefighters are already limited time in a burning structure due to the amount of air in their SCBA, a thermal image camera (TIC) can speed the process up drastically and reduce the time exposed by giving the firefighter the ability to see through smoke and dark buildings.

TIC units has become a standard piece of fire safety equipment in emergency serves and is a very versatile tool, through its ability to detect temperature variations. TIC units can ensure that all heat and fire extension has been suppressed after fire attack.

In other application, TIC units can detect gas leaks or fluid levels in a container from a distance without getting up close. The TIC is also capable of finding victims in a car

accident and can even identify how many victims were in a car if they have fled the scene thru heat signatures in the seats where the bodies were prior to the accident.

This specific brand (Bullard) is built and designed for the firefighting environment. Where other brand may appear to provide the same function, the Bullard TIC's have been tested, warrantied and widely used throughout fire service.

General Manager's Analysis and Recommendation:

The E & F Committee recommended the purchase of these 2 TIC units now rather than wait for the next fiscal year budgeting process.

The purchase of the requested equipment should be a part of the customary budget approval process used by the Board and Standing Committees. A process that has been used effectively for the past 2 years to control expenses while providing needed or budget requested equipment or facilities. This practice is consistent with financial accounting practices and requirements. There have been no requests for this purchase in the past 2 years of fiscal budgeting.

The quote of \$18,447 including tax, if 2 cameras are necessary for operational purposes. Purchase would require an appropriation from Fire Impact fee account as recommended by the E & F Committee. Fire Impact fees available are available and exceed \$41,000. This request will reduce that amount accordingly. Use of Fire Impact fees is allowed for equipment and facilities.

President Kalvans announced now is the time for public comment on this item.

Public Comments:

Scott Young, a resident, thanked the Board for acting on this request. He spoke in favor of purchasing this equipment now rather than waiting. He also discussed the value in fire protection and firefighter safety that comes from using this equipment. He stated that he thought it was sensible to use available fire impact monies available and supported its use.

There were no other public comments or requests to speak.

Director Green made a motion to approve the purchase of 2 Thermal Imaging cameras with funding coming from Fire Impact fees, seconded by Director Kalvans. Motion was approved by roll call vote, 5 AYES, 0 NOES, 0 ABSENT.

President Kalvans asked GM to introduce the next Item.

19. GM stated this request involves a discussion about appointing public members to serving on a Citizen's Budget Oversight Review Ad-Hoc Committee and establish the Committee's oversight responsibilities. GM also spoke about the written report mitted

for the Board's discussion which provides further details on how to structure this Committee and the authority of the Board to appoint persons to the Committee.

The Board requested this item be brought back as an action item and consideration of making appointments to this Committee.

The purpose of this Committee is soliciting public input into the District's budgeting process and allow for citizen input prior to the annual budget adoption by the Board.

This Committee is supplemental to the Finance & Budget Committee and is obligated to make advisory recommendations to the Board of Directors during its consideration and adoption of the annual budgets. This Committee role is advisory only. Finance & Budget Committee should also receive and review these recommendations prior to forwarding its recommendations to the Board of Directors.

This Committee should have as its primary responsibility to:

- 1) Review and provide input for proposed annual budgets for operations & maintenance, capital projects and expenses, capital reserve maintenance and restricted fund allocations, such as Vehicle Replacement, Investment, Connection fee use and any other restricted funds.
- 2) Review and provide input for staffing levels and salaries/wages, benefits and contract labor.
- 3) Committee should use District public noticing and posting of agendas and packet materials as a standard practice, including noticing and posting of special meeting notices and subject to the provisions/requirements of the Brown Act.
- 4) Committee members shall not be eligible for a stipend or other compensation.
- 5) Committee members, as appointees, shall be subject to filing of Form 700 Disclosure annual forms, including assuming and leaving appointed office as required by law.

This Committee will meet only at times when the budget is being formulated, primarily from the months of March to June each year and again in January to review mid-year adjustments, if any are needed.

GM stated that there were 2 individuals who expressed an earlier interest, at the January Board meeting, in serving on this Committee. Additional persons may, at this Board meeting, request to be interviewed or answer questions about their experience in fiscal matters and want to serve on this Committee. If that should occur, the Board should consider any such person(s) appearing before the Board and before the Board makes its appointment.

The two individual previously expressing an interest in serving are: Travis Dawes and Laverne Buckman. The Board should determine what their interest and availability is. The Board may also determine that added time should be given to allow other candidates to appear and be considered by the Board before making any appointments.

Staff recommends that Board discuss and make appointments to Citizen's Budget Oversight Review Ad-Hoc Committee and establish purpose and responsibilities.

President Kalvans asked if there were any Board questions. Director Green asked if the Board could make the term different from the staff recommendation. General Counsel stated, in reply, that it is possible to make this Committee's term longer or as needed, if that is preferred by the Board.

Director Parent asked how extensive was the notice of solicitation for this Committee. GM replied that there was a posting at the District office, at the Post Office location and in the District's, outdoor bulletin board. GM also believed that we posted a notice on District website but was corrected later that no webpage posting had occurred.

He stated that he believes that this is a good idea but would like to see more participation on the Committee by more community residents. The issue of staffing levels is difficult enough now; does not want to see the current process worsen when this is an administrative task.

Director Green commented that he did not believe that enough posting and notice had been done and would like to see more done.

Directors Reuck and Buckman spoke in favor of creating this Citizen's Committee as presented but added support for getting more people involved.

President Kalvans asked if there were any other comments. There were none.

President Kalvans asked if there were any persons who wanted to speak on this item.

Public Comments:

Laverne Buckman, a resident, spoke in favor of creating this Committee and believes this Committee should be a longer term than presented in the report. She also spoke about this Committee offering input on how and what staffing needs.

Scott Young, a resident, asked for more information on how the notice was posted and how the Board should continue to consider all potential candidates. He asked the Board to do more outreach.

Director Green made a motion to appoint 2 candidates, Laverne Buckman and Travis Dawes, to this Citizen's Committee as presented and added a requirement that public notice seeking other persons to be consider be continued by staff, seconded by Director Buckman. Motion carried by a roll call vote of 5 AYES, 0 NOES, 0 ABSENT.

President Kalvans asked the General Manager to introduce the next Item.

20. General Manager stated this request is to consider authorizing the release of a job announcement and recruitment of administrative position. GM also stated that the submitted written report asks for Board authority, per existing Board policy, to initiate a job announcement and recruitment of the proposed administrative position that included in this year's FY budget.

President Kalvans asked if there were Board questions. Board members asked to hear from the public first before discussing further.

President Kalvans asked if there were any public comments.

Public Comments:

Scott Young, a resident, asked the Board about how many people are needed for the CSD functions. He also wanted the Board to consider outsourcing as many CSD positions as possible. He believed that local knowledge in local firms would be less costly than hiring additional people. He also wants the Board if they know where and how any new people can be housed in this building. He hoped the Board would consider "streamlining the system" before adding any new people.

Director Green asked Mr. Young what outsourcing meant to him. Mr. Young responded by stating, his previous description of getting local knowledge in local firms as most cost effective but offered no other specifics.

Laverne Buckman, a resident, asked the Board to not do this action as presented. She agrees that outsourcing may be a better option and should be investigated before hiring a person.

She also spoke about the need to have a list of positions in District and to use the F & B Committee to determine staffing needs. She is aware that current employees are not happy and thinks it is a problem to be addressed.

There were no other public comments.

Director Green commented that outsourcing was not explored and added remarks about investigating potential for outsourcing for accounting or other functions. He believes this option should be investigated further before deciding about this position as presented.

Director Parent commented that he is hesitant about this position because he does not have enough information. He believes that salary levels are a problem; thinks a salary survey is needed; and the lack of a labor agreement is also a problem for the District. All these factors are having an impact on employees.

President Kalvans stated that he believes a need is to have more attention given to how minutes are taken, who takes, and what is the cost. He thinks that it may be time for the

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District Board to have a dedicated Board Secretary or Clerk to attend meetings' take minutes by transcription and prepare written minutes currently done by GM. Thinks there may be other options, such as outsourcing this task for instance.

Director Green made a motion to refer this item back to the O & P Committee for additional evaluation of outsourcing possibilities for Board consideration, seconded by Director Buckman. Motion was approved by voice vote, 5AYES and 0 NOES.

IX. BOARD COMMENT:

President Kalvans asked if there were any Board comments.

Director Buckman commented that he was prepared to suggest addressing employee morale concerns but will pass on it for now.

Director Green commented about be sure to use the microphones as turned on so the light is on and is being recorded.

Director Reuck had no comments.

Director Parent spoke about his continuing concern about no labor agreement being in place. He believes much of the current situation is due to a lack of an MOU agreement.

President Kalvans asked how the District could improve its ISO rating and asked the Fire Chief to provide some information to the Board. Fire Chief replied that some information could be provided for a future meeting and spoke about using District vehicles to promote the District website address by displaying it on the vehicles. GM advised the Board that we will investigate the idea and bring back information to the Board.

There were no other Board comments.

XV. ADJOURNMENT:

President Kalvans adjourned the meeting at 9:17 pm.

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