



BOARD OF DIRECTORS

Ashley Sangster, President
John Green, Director
Anthony Kalvans, Vic-President
Hector Palafox, Director
Raynette Gregory, Director

REGULAR MEETING AGENDA 6:30 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 8-27-2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, 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.

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. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." 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: *Sangster* ___ *Kalvans* ___ *Green* ___ *Palafos* ___ *Gregory* ___

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-ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: w/o

2. PUBLIC EMPLOYMENT

Title: Director of Utilities

Pursuant to Government Code Section 54954.5

3. PUBLIC EMPLOYMENT

Title: Board Clerk/Account Clerk Manager

Pursuant to Government Code Section 54954.5

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 Derwin

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" form and place in basket provided.

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | | |
|----|---|-----------------|
| 1. | San Luis Obispo County | No Report/Email |
| 2. | Camp Roberts—Army National Guard (LTC Robert Horvath) | No Report/Email |
| 3. | Community Service Organizations | SMFFA/Email |

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) 7-23-2020 Regular Board Meeting

2. Approval of Resolution No. 2020-31 approving a rate increase from \$5.01 per HCF to \$5.22 per HCF for construction hydrant meter usage to be effective September 16th, 2020

3. Receive and File 2020 audit of the Sanitary Sewer Management Plan (SSMP) dated July 31st, 2020. SSMP available on the District website at this link: [SSMP 8-2020 Report](http://sanmiguelcsd.org/Wastewater-SSMP) (sanmiguelcsd.org- Wastewater-SSMP)

XI. BOARD ACTION ITEMS:

1. Review, Discuss, Receive and File the Enumeration of Financial Report for July 2020 (Freeman)

- 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. **Adopt a Resolution 2020-29 approving an employment agreement for the Director of Utilities and authorizing the General Manager to execute and enter into the agreement on behalf of the San Miguel Community Services District.**

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

M _____ S _____ V _____

- 3. **Adopt a Resolution 2020-30 approving an employment agreement for the Board Clerk/Account Clerk Manager and authorizing the General Manager to execute and enter into the agreement on behalf of the San Miguel Community Services District.**

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

M _____ S _____ V _____

- 4. **Review and approve Resolution 2020-32 authorizing the Director of Utilities to contract with Monsoon Consultants to provide plans and specifications for the replacement of existing water lines in the L street alleyway in an amount not to exceed \$6,500 and authorize a budget adjustment from capital reserve to Professional Services Engineering in the same amount. (Dodds)**

Recommendation: Approve Resolution 2020-32 authorizing the Director of Utilities to contract with Monsoon Consultants to provide plans and specifications for the replacement existing water line in the L street alleyway in an amount not to exceed \$6,500 and authorize a budget adjustment from capital reserve to Professional Services Engineering in the same amount.

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

M _____ S _____ V _____

- 5. **Review and approve Resolution 2020-33 authorizing the Director of Utilities to contract with Terrain for land surveying services for purposes of plan preparation for the replacement of existing water lines in the L street alleyway in an amount not to exceed \$3,800 and authorize a budget adjustment from capital reserve to Professional Services Engineering in the same amount. (Dodds)**

Recommendation: Approve Resolution 2020-33 authorizing the Director of Utilities to contract with Terrain for land surveying services for purposes of plan preparation for the replacement of existing water lines in the L street alleyway in an amount not to exceed \$3,800 and authorize a budget adjustment from capital reserve to Professional Services Engineering in the same amount.

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

M _____ S _____ V _____

6. 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)

7. 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.

8. Review and discuss Chapter 4.A (Board Member Compensation) of the San Miguel Community Services District Board Members’ Handbook. (Roberson/Kalvans)

Recommendation: Discuss Chapter 4.A of the Board Members Handbook and provide direction to Staff.

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/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on August 21, 2020

Date: August 21, 2020

Rob Roberson Rob Roberson, Fire Chief/Interim General Manager -Approved 8-13-2020

Ashley Sangster, SMCSO Board President -Approved 8-17-2020 e-signature

Tamara Parent, Board Clerk/ Accounts Manager