

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

September 28, 2017 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES

1150 MISSION STREET

SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Green – 6:00 p.m.
- II. Pledge of Allegiance lead by President Green.
- III. Roll Call: Directors Present: Buckman, Green, Reuck, and Parent.  
Director Absent: Kalvans  
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds,  
District General Counsel White, and Schweikert,
- IV. Adoption of Special Meeting Agenda:  
Motion by Director Parent to adopt Special Meeting Agenda as presented.  
Seconded by Director Reuck Motion was approved by vote of 4 AYES and 0 NOES and 1  
ABSENT
- V. **Public Comment and Communications (for items not on the agenda):**  
No public comment.
- VI. **ADJOURN TO CLOSED SESSION: 6:03 P.M.**
  - A. **CLOSED SESSION AGENDA:**
    - 1. **CONFERENCE WITH LABOR AGREEMENT NEGOTIATORS**  
Pursuant to Government Code Section 54957.6  
District Representatives: District General Counsel, Director Kalvans, and President  
Green.  
Unrepresented Bargaining Units:
      - 1. Non-Management Non-Confidential unit; and
      - 2. Non-Management Confidential unit.
    - 2. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED  
LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) subdivision (d) of Section  
54956.9: (1 case)
  - B. **RECONVENE TO OPEN SESSION** President Green reconvened to Open Session at  
6:46 p.m.

**C. REPORT OUT OF CLOSED SESSION**

Report out of Closed Session by District General Counsel. Nothing to report

**VII. Call to Order for Regular Board Meeting @6:47 P.M.**

**VIII. Public Comment and Communications:**

*President Green asked that Public Comment be moved to after Staff & Committee Reports.  
Majority Agreed*

**IX. STAFF & COMMITTEE REPORTS:**

1. San Luis Obispo County Sheriff No Report
2. San Luis Obispo County Board of Supervisors No Report
3. San Luis Obispo County Planning and/or Public Works No Report
4. San Miguel Area Advisory Council No Report
5. Camp Roberts—Army National Guard (Col. Nicole Balliet): No Report
6. **Interim General Manager:** Verbal Report updated the Board of Directors that the District Audit is being completed and will be at the November Board Meeting. The District office will be closed October 13<sup>th</sup>, because of the electrical conversion due to generator. District Personnel will be painting front office on that day.  
**Board Comments:** None  
**Public Comments:** None
7. **District General Counsel:** Presented by Counsel White, ChurchwellWhite has nothing else to report.  
**Board Comments:** None  
**Public Comments:** None
8. **District Engineer:** Written report submitted as is. Blaine Reely  
**Board Comments:** Director Parent is excited to see the Water and Wastewater Master Plans being scheduled for the October Board Meeting.  
Director Reuck thanked Dr. Reely for his report update on the SLT well.  
Director Buckman asked about the Water vs. Billing spike in January 2014.  
Tamara Parent Accounts Manager, explained that the spike in billing was when she started with the District as an Account Clerk and the reporting after January 2014 are more accurate.  
Dr. Reely explained that reporting was not accurate at that time, due to metering issues.  
Director of Utilities Kelly Dodds, pointed out that the spike is a billing issue and has been addressed.  
**Public Comments:** No Public Comments
9. **Director of Utilities:** Presented by Director of Utilities, Kelly Dodds. He explained that he has been in touch with PG&E, and the poles in the District with power already are little to no cost to put a streetlight on. Mr. Dodds explains that when we have to start bringing power to the poles, that is when charges start adding up and it gets expensive if we have to put up a whole new pole. Discussion ensued about places and different problems with locations. Director of Utilities Kelly Dodds updates the Board on Tract 2779, 12<sup>th</sup> Street by the District well #3 and how the project has already been started. Peoples Self-Help

Housing Tract #2710 off 11<sup>th</sup> Street, the first eight houses have been finished and the new residence have moved in, and there are 16 more under construction. The other Self-Help Development Tract 2527 of 60 new homes have started with water and sewer mains being put in now.

**Board Comments:** No Board Comment

**Public Comments:** No Public Comment

*President Green opens Public Comment up on items not on the Agenda @ 7:07 p.m.*

**Public Comments:** Richard Smithen, San Miguel resident voiced his concern on the Board starting the Board Meeting this evening before 7:00 p.m. It was pointed out that the Agenda says approximately 7:00 p.m.

Donelle Arrowsmith, San Miguel Resident spoke of the issues he has been having with the homeless in the riverbed off Rio Vista. He has talked to the SLO County Sherriff Department and the garbage accumulation has become more like a landfill. He has not received any help and asked if the Board can do anything. Director Green, asked if this issue is in the riverbed? Mr. Arrowsmith explained that “yes” it was. At this time, Interim General Manager/Fire chief Rob Roberson asked to introduce his new Safety Offices Jason Taylor, informing the Board the he had information pertaining to Mr. Arrowsmith’s concerns.

San Miguel Safety Officer Jason Taylor, updated the Board and community members. Mr. Taylor explained, that on his first day of call he responded to a call about a fire in the riverbed. When he arrived, there was a fire and it exploded a cadmium lamp they had for lighting. Mr. Taylor explains from his experience, he was able to find a Fire Code to charge them and arrest them under a felony. Mr. Taylor has been in touch with the Fish and Game and the Homeless Sherriff task force.

Ashley Sangster San Miguel Resident, spoke to the Board of Directors about the nuisance of these homeless individuals and stated that he has seen that the fence to the riverbed has been cut. Mr. Sangster, has been in touch with the County to patch up the fence and feels that if we make it harder on them to get down to the riverbed, then they might leave.

Interim General Manager/Fire chief Rob Roberson, explained that everybody needs to contact the SLO County District Attorney’s office to ask them to enforce the citations and pick up the cases for these homeless. The community needs to get involved. Discussion ensued about why they keep arresting them and they get right back out.

Nanette Roe San Miguel resident, informed the Board that she heard that the mom, of the group will not go into get help from Social Services. Mrs. Roe stated that if the community gets the mother to go and then the boys will go with her.

Richard Smithen, asked who owns the river property, that is being discussed. Director Buckman explains that where the old pool on River Road was is County Property. Discussion Ensued about who owns the fence and if property owners could get involved.

*President Green ended Public Comment, not on the agenda*

- 10. Fire Chief:** Written report submitted with formal introduction of Safety Officer Jason Taylor; former Cal fire, Paso City Fire, SLO county Sheriff, and SLO school safety officer.

Mr. Taylor will be doing Fire Safety, and coverage for the District and he will be paid hourly. Fire Chief Rob Roberson feels that this will be a great asset to San Miguel.

**Board Comments:** None

**Public Comment:** None

- 11. Bookkeeper:** Paola Freeman was introduced by Rob Roberson Interim General Manager and explained that the reports are attached.

**Board Comments:** None

**Public Comments:** None

## VIII. CONSENT ITEMS:

1. Review, Receive and File the Enumeration of Claims Report for August 2017, Interim General Manager/Fire chief Rob Roberson informed the Board of Directors that if they see anything that needs to be changed, this would be the time to do that. The Financials will be filed once they vote.
2. Review and Approve Board Meeting Minutes

Motion by Director Buckman to Review, Receive and File the Enumeration of Claims Report for July 2017 and all Draft Board Meeting minutes.

Seconded by Director Reuck. Motion was approved by Voice Vote of 4 AYES and 0 NOES and 1 ABSENT.

## XI. PUBLIC HEARINGS:

- 1. Proposition 218—Public Hearing on Proposed Increase to Trash Collection and Disposal Service Charges by San Miguel Garbage Company and approve Resolution No. 2017-47**

Item presented by Interim General Manager Rob Roberson, explained that all Pro218 directives have been done.

Aron Kardashian voiced that they are only asking for a raise to the commercial solid waste price.

**Board Comments:** None

**Public Comments:** Richard Smithen San Miguel Resident, voiced that the San Miguel Garbage Company has the cleanest truck in the county and are always very helpful to the community. Mr. Smithen agrees with the raise in price.

Motion by Director Buckman to adopt Resolution No. 2017-47 to Increase to Trash Collection and Disposal Service Charges by San Miguel Garbage Company

Seconded by Director Parent. Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT.

## XII. BOARD ACTION ITEMS:

### 2. Review proposed Amendments to the FY 2017-18 Operational and Capital Budgets and approve Resolution No 2017-44 adopting amendments to the budget.

Item presented by Joan Aguilar consultant, PowerPoint. Ms. Aguilar commended and thanked Director of Utilities Kelly Dodds for all the work he had put into these amendments.

Consultant Joan Aguilar, informed the Board that as they directed for (fund10) Admin. department there has been reductions in the amount by \$345,347.00 in the transfer of revenue. In expenditures side, salary and benefits have been removed resulting in a reduction of \$268,874.00. There were also decreases for actual webpage maintenance and removal of engineering cost in the amount of \$17,500.00. There is an increase in legal services in the admin fund. Fire (fund20), the inclusion of VFFA Grant in the revenue and appropriation side. The appropriation side will show the full amount \$36k and the revenue side will show the fifty percent or 18k, the matching funds required. There is also the transfer from Capital Reserve for approved purchases in the amount of \$163,021.00 and some minor adjustment related to Firework permit fees reduced, and increase in ambulance reimbursements. On the expenditures side, there is a reduction on Strike Team pay, increase in new report writing station, and the removal of all vehicle replacement funds throughout the budget transfers. Lighting (Fund30), Revenue has a reduction in the amount of \$95,867.00. Salary/Wages has had an increase of \$8,400.00, and we are accounting for an additional \$6,000 for legal fees, and CPA services, and a percentage allocated for the District generator. Wastewater (Fund40) sales are projected to be higher by \$14,355.00 and increase in revenue by Prop1 grant funds of \$45,000.00. As before Salary/Wages redistribution from Admin Fund Wastewater will go up by \$59,920.00. It was also noticed that fuel and energy cost are trending higher and those categories have been increased. Additionally, with generator and 50% of new utility vehicle and 10k reduction in vehicle replacement fund. Water (Fund50), revenue amount that is withdrawn from the Capital reserves account has been decreasing by \$25,299.00 and again we see on the Salary/Wages side the distribution from Admin has increased by \$59,920.00. There is an increase in the chemicals and water line repairs for 11<sup>th</sup> and 10<sup>th</sup> Street and SLT Blending line (CBDG). There is also a percentage for the Utility Vehicle and District generator. Solid Waste (Fund60), there is a decrease in Salary/Wages of \$4,800. There has also been an increase in the transfer to administration that had previously not been accounted for and we are eliminating the transfer for legal cost. Overall Revenues will be decreasing by \$226,221.00 and Expenditures decreasing \$364,273.00, and total amended Revenues \$2,222,454.00 and Expenditures 2,589,413. The necessary Budget Amendments have been entered into the financial system, Black Mountain and the reports show that those changes have been made

**Board Comment:** Director Buckman asked about Fire Capital Reserve and Kelly Dodds explained what was in the appropriated money and what it was to be used for.

Director Reuck asked about Fire impact fees and getting SCBA, and aware that it needs to be replaced.

**Public Comments:** No Comment

Motion by Director Buckman to adopt proposed Amendments to the FY 2017-18 Operational and Capital Budgets and approve Resolution No 2017-44.

Seconded by Director Reuck. Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT.

3. Review & Appoint Director Parent as the SMCSD GSA Member and Mr. Kelly Dodds, Director of Utilities, as the Alternate Member to the GSP Cooperative Committee in accordance with Section 4 of the Memorandum of Agreement (MOA) for the Groundwater Sustainability Plan (GSP) preparation among all groundwater sustainability agencies in the Paso Robles Basin

Item presented by Dr. Blaine Reely explained that this is an item that has already been approved and only needs to appoint of members. These members will be making policy with the GSP Cooperative Committee.

**Board Comment:** President Green, asked if Director Parent and Director of Utilities Kelly Dodds where “okay” with this appointment. Director Parent voiced that “yes” he had been approached and would be okay with appointment.

**Public Comments:** No public comment.

Motion by Director Parent to Appoint Director Parent as the SMCSD GSA Member and Mr. Kelly Dodds, Director of Utilities, as the Alternate Member to the GSP Cooperative Committee in accordance with Section 4 of the Memorandum of Agreement (MOA) for the Groundwater Sustainability Plan (GSP) preparation among all groundwater sustainability agencies in the Paso Robles Basin

Seconded by Director Buckman. Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT.

4. **Review and approve RESOLUTION 2017-50 authorizing the Director of Utilities to purchase a utility truck for Utilities not to exceed \$70,000 to be paid from water and wastewater Capital Reserves.**

Item presented by Director of Utilities explained that this item has been brought back per the Board’s request and it is defiantly a needed in the Utilities Department. Mr. Dodds showed pictures of what the vehicle would look like but does explained that it will be a single cab.

**Board Comment:** Director Buckman feels it is just like the Fire vehicle 8668.

Director Green asked what brand of vehicle they have been looking at. Director of Utilities explains, that he has sent out information for a cost and Ford has not returned a cost estimate and so far, the best prices have been GMC or RAM trucks.

Director Green asked if the truck would be diesel?

The Majority agreed that a Diesel Truck is preferred.

Director Parent asked about where the vehicle would be stored, with Mr. Dodds explaining that it would be stored at the Wastewater facility under cover, and when the Wastewater facility is upgraded they will make a spot for the vehicles. Funding would be \$60k for truck and 5-8k for equipment.

Director Buckman, voiced that he would like to sell the Fire vehicle 8668 to the water department. Discussion ensued about the use of the Fire vehicle and the problems it has had and what has been done to fix those problems.

Director Green voiced that he is having a tough time approving 70k and was worried about firefighters in harm's way. Director Green asked that the new Pump on of Engine 8668 be tested.

Interim General Manager/ Fire Chief Rob Roberson, explained that most of the new VFF need to start out driving the smaller fire vehicle 8668.

Director Green asked if new or used, it was explained with utilities vehicle are always worked hard and would be in the best interest of the District to buy new and have vehicle for the life of the vehicle.

Director Green and Parent voiced that they would prefer a diesel vehicle.

**Public Comments:** No public comment.

Motion by Director Parent to approve RESOLUTION 2017-50 authorizing the Director of Utilities to purchase a *Diesel* utility truck for Utilities not to exceed \$70,000 to be paid from water and wastewater Capital Reserves.

Seconded by Director Reuck. Motion was approved by vote of 3 AYES and 1 NOES and 1 ABSENT.

**5. Review and Approve Resolution 2017-51 authorizing the Fire Chief to purchase replacement Self Contained Breathing Apparatus (SCBA) at a cost not to exceed \$151,021.00 from Bauer Compressors.**

Item presented by Interim General Manager/ Fire Chief Rob Roberson, explained that the San Miguel Fire Departments SCBA hydro date is expired and can't be extended any longer. Example of the Bauer SCBA were shown to the Board of Directors. Replacement of the SCBAs is a life safety equipment purchase. Firefighters use these SCBA's for protection during emergency incidents, so they must function properly and reliable 100% of the time. Normally any purchase of this amount would need to be sent out to bid and the lowest responsive bid accepted. However, since this purchase is a life safety item, and to

ensure compatibility with the neighboring agencies we do not have to follow those same bidding procedures.

**Board Comment:** President Green asked if they will still be use some SCBA's for training?

**Staff Comment:** Assistant Fire Chief Kelly Dodds explained that they would have SCBA designated for training and will be compatible with other departments in the area. The new SCBA's from Bauer will have a life span of approximately, 15 years.

**Board Comment:** Director Parent asked about filling the bottles, it was explained that we have the capabilities to fill in house.

Discussion ensued about SCBA, mask use and training.

**Public Comments:** No Comment

Motion by Director Reuck to Adopt Resolution 2017-51 authorizing the Fire Chief to purchase replacement Self Contained Breathing Apparatus (SCBA) at a cost not to exceed \$151,021.00 from Bauer Compressors.

Seconded by Director Buckman. Motion was approved by vote of 4 AYES and 0 NOES and 1 ABSENT.

*Staff Comment: Tamara Parent Board Clerk/Accounts Manager informs the Board that the Staff would like to have a Special Finance meeting. Interim General Manager Rob Roberson explained that the Special Financial Meeting will be about policy for the fund accounts, and where money can be attributed too. He feels the meeting would be about 2 to 3 hours. Discussion ensued about dates.*

*Majority of the board decided on October 19, 2017 at 6pm*

## X. BOARD COMMENT

Director Parent informed the Board that he will not be available for October 26<sup>th</sup>.

*Director Green re-opened public comment*

Public Comment: Richard Smithen, San Miguel Resident, asked about the water and wastewater fund accounts and how they are in the red. He would like to see the Board look at getting a rate increase. President Green explained that we have hired Bartle Wells to perform a rate study in January 2017.

*Director Green closed public comment*

Interim General Manager/ Fire Chief Rob Roberson would like it known that Director Kalvans had sent him a text at 17:08 (5:08 p.m.) explaining that he would not be able to make closed session due to work schedule conflict.

## XI. ADJOURNMENT

President Green adjourned the open session meeting at 8:17 p.m.