



BOARD OF DIRECTORS

Ashley Sangster, President

Brendin Beatty, Director

Owen Davis, Director

Rod Smiley, Director

REGULAR MEETING AGENDA

Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 12-18-2025

Item 10.4 has been revised

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.

Public Comment: 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. If you wish to speak on an item not on the agenda, you may do so under item "Public Comment and Communications for items not on the agenda". Person(s) who wish to submit written correspondence, may do so at www.sanmiguelcsd.org. All correspondence is distributed to each Board Director and will become part of the record of that board meeting. Any member of the public may address the Board of Directors on items on the consent calendar.

Meeting Schedule: Regular Board of Director meetings are held on the fourth Thursday of each month at 6:00 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 Posting Board/ San Miguel CSD office, 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.

1. **Call to Order**

2. **Roll Call**

Moment of silence for the late Director John Green.

3. **Approval of Regular Meeting Agenda**
4. **Pledge of Allegiance**
5. **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 (Gov Code 54954.2). Speakers are **limited to three minutes**. Please sign in with name and address at podium.*
6. **Special Presentations/Public Hearings/Other**
 1. Wave First Reading, Read by Title Only, and Introduce and An Ordinance of the San Miguel Community Services District Board of Directors Amending the San Miguel Community Services District Fire Code to Prohibit the Use or Sale of Fireworks. **(Approve by 3/5 vote)**(Pg. 6-10)
 2. Annual election of Board President and Vice President for calendar year 2026. **(Discuss and appoint president and vice president)** (Pg. 11)
7. **Non- District Reports**
 1. San Luis Obispo County Organizations
 2. Community Service Organizations
 3. Camp Roberts—Army National Guard
8. **Staff & Committee Reports - Receive & File**
 1. General Manager (Pg. 12-13)
 2. District Counsel
 3. District Utilities (Pg. 14-16)
 4. Fire Chief Report (Pg. 17-29)
9. **Consent Calendar** *The items listed below are scheduled for consideration as a group and one vote. Any Director 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. Public Comment*
 1. 10-23-2025 Draft San Miguel CSD Board of Directors REGULAR meeting minutes **(approve by 3/5 vote)**(Pg. 30-37)
 2. 11-20-2025 Draft San Miguel CSD Board of Directors regular meeting minutes **(approve by 3/5 vote)**(Pg. 38-49)
 3. Authorize the San Miguel Fire Department, in partnership with the San Miguel Firefighters Association, to host Santa Clause at the San Miguel Fire Station **(Approve by 3/5 Vote)** (Pg. 50-52)
 4. Authorize the Fire Chief to administer and execute an Office of Traffic Safety (OTS) Grant

for \$12,600 including associated budget adjustments - Resolution 2025-45 (**Approve by 3/5 vote**) (Pg. 53-88)

5. 2025 Volunteer Fire Assistance Grant (VFA) acceptance by RESOLUTION 2025-46 (**Approve by 3/5 vote**) (Pg. 89-100)
6. Authorize the General Manager to act as authorized representative for Water Recycling Funding Program Grant (WRFP) planning grant to evaluate and recommend potential uses of recycled water within the community of San Miguel by RESOLUTION 2025-43. (**Approve by 3/5 vote**) (Pg. 101-103)
7. **Release request for proposal**
Authorize the General Manager release a Request for Proposals (RFP) for removal and dewatering of biosolids from the Machado Wastewater Treatment Facility treatment ponds. (**Approve by 3/5 vote**) (Pg. 104-105)
8. **Release request for proposal**
San Lawrence Terrace Booster Pump Station Design (**Approve by 3/5 vote**) (Pg. 106-126)
9. Review and approve the 2025 Update and Audit to the District Sewer System Management Plan (SSMP) by RESOLUTION 2025-44 (**Approve by 3/5 Vote**) (Pg. 127-191)

10. Board Action Items

1. Adoption of San Miguel CSD Board of Director regular meeting dates for calendar year 2026 by RESOLUTION 2025-47 (Pg. 192-194)
2. Monthly claim detail and investment reports for October 2025 (**Recommend receive and file claim detail and investment report by 3/5 vote**) (Pg. 195-234)
When ancillary reports are provided they are for reference only and are subject to change.
3. Monthly claim detail and investment reports for November 2025 (**Recommend receive and file claim detail and investment report by Board consensus**) (Pg. 235-274)
When ancillary reports are provided they are for reference only and are subject to change.
4. Declaration of Board Member vacancy and vote to proceed with appointment or special election to fill the vacancy. (**Approve by 3/5 vote**) (Pg. 275-282)
5. Authorize the General Manager to contract with Awalt Engineering for repairs to Well 3, installation of a Variable Frequency Drive (VFD) at Well 3 and associated budget adjustment up to \$26,000 by RESOLUTION 2025-XX (**Approve by 3/5 vote**) (Pg. 283-284)
6. Tabled from 10/23/2025 Board meeting
Authorize the General Manager to execute a Not to Exceed, Time and Material Contract with Water System Consulting (WSC) for program management support through permitting and construction phases of the Expansion and Upgrade of the Machado WWTF by RESOLUTION 2025-41 (**Approve by 3/5 vote**) (Pg. 285-290)
7. Review and approve contract amendments, # 7 and #8, with Wallace Group for additional work related to the separation and preparation of separate construction documents, bid phase support, and support during construction for 1) The installation and connection of the

switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel. (**Approve by 3/5 vote**) (Pg. 291-300)

8. Authorize the General Manager to contract with Geo Solutions in an amount not to exceed \$11,920 for soils engineering and boring work, and SWCA in an amount not to exceed \$32,274 for environmental work, related to the SLT Booster Station design and Tank site with related budget adjustment by RESOLUTION 2025-50 (**Approve by 3/5 Vote**) (Pg. 301-314)

9. Continued from 11/20/2025 Board meeting
Discussion on District administrative office space and potential alternatives to relocate the offices away from the Machado Wastewater Treatment Facility for administrative staff.
(**Approve by 3/5 vote**) (Pg. 315-319)
Requested by Directors Green and Davis 2/27/2025 and 6/26/2025

10. Continuation of 9/25/2025 Board Meeting
Discussion on proposed District Facility Use Policy RESOLUTION 2025-40 (**Provide direction to staff or approve by 3/5 vote**) (Pg. 320-331)
Requested by Director Green, Sangster & Davis

11. Continued from 11/20/2025 Board meeting
Provide direction on the installation and use of a red light outside the Temporary Housing Unit (THU). (**Provide direction by 3/5 vote**) (Pg. 332)
Requested by Director Green and Davis at September 2025 Board meeting

11. **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.*

12. **Adjourn to Closed Session/Closed Session Agenda** *Public comment for items on closed session agenda.*

CLOSED SESSION ADMONISHMENT:

The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waiver of the privilege.

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1))** Title: Fire Chief

2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code, § 54956.8)** Property: Assessor's Parcel Numbers 027-420-016

Agency Negotiator: Kelly Dodds

Negotiating Parties: Tannahill Ranch II LLC

Under Negotiation: Price and terms of payment for real property purchase

13. **Report out of Closed Session**

14. 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.