

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

June 19, 2019 Special Meeting Minutes

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

- I. Meeting Called to Order by President Green – 6:30 p.m.
- II. Pledge of Allegiance led by Director Green.
- III. **Roll Call:** Directors Present: Green, Sangster, and Palafox  
Directors Absent: Kalvans, Parent  
District Staff in attendance: Interim General Manager Rob Roberson, Bookkeeper Paola Freeman.  
District Staff Absent: Board Clerk Tamara Parent, Director of Utilities Kelly Dodds, and District Engineer Dr. Blaine Reely
- IV. **Adoption of Regular Meeting Agenda:**  
Motion by Director Sangster to approve agenda.  
Seconded by Director Palafox. Motion was approved by Vote of 3 AYES and 0 NOES and 2 ABSENT.
- V. **ADJOURN TO CLOSED SESSION:**
  - A. **CLOSED SESSION AGENDA:** None
- VI. **Call to Order for Regular Board Meeting/Report out of Closed Session:** None
- VII. **Public Comment and Communications for matters not on the Agenda:** None
- VIII. **Special Presentations/Public Hearings/Other:**

**Conduct interviews and discuss selection of a firm to conduct the District annual financial Auditing Services for Fiscal Years ending June 30, 2019, June 30, 2020, and June 30, 2021.** Item was presented by Interim General Manager Rob Roberson explaining that the Board of Directors authorized the solicitation of financial auditing service bids. The approved RFP was posted on the District and CSDA websites.

The General Manager, Board Clerk and Director A. Sangster reviewed all submitted bids and decided to recommend that the Board of Directors conduct interviews of the 3 finalists for purpose of selecting a firm to conduct the requested financial fiscal year audits. The 3 finalists have been

invited to attend this Board meeting for purpose an interview and to present any information about their firm's qualifications and experience. There were 6 firms submitting bids by the deadline. The three firms that have been invited to interview are:

Harshwal & Company Oakland, CA 858-939-0017 – Presentation was made interview question were asked.

McGilloway, Ray, Brown & Kaufman Salines, CA 831-424-2737 – Phone call presentation made, and interview question asked.

Moss, Levy & Hartzhein Santa Maria, CA 805-925-8579 - Presentation was made interview question were asked.

After all interviews were done Interim General Manager Rob Roberson explaining that the Board of Directors that they will have an action item to pick the District Auditor at the opened Regular Board Meeting on June 27, 2019.

**Board Comment:** Discussion ensued between Directors and Interim General Manager discussing communication between staff and auditor.

Director Sangster voiced that when the auditors where asked if they had anything to add, they voiced that they did not. Discussion ensued.

Director Green voiced that the absent Board members should have been at the meeting.

**Staff Comment:** Paola Freeman asked if any of the candidates worked with Fire Departments.

**Public Comment:** Michelle Hido, San Miguel Resident voiced that there is a difference between Governmental Accounting and fund accounting. Discussion ensued.

**IX. STAFF & COMMITTEE REPORTS:** None

**X. CONSENT ITEMS:** None

**XI. BOARD ACTION ITEMS:** None

**XII. BOARD COMMENT:**

**XIII. ADJOURNMENT TO NEXT MEETING June 27, 2019: 7:34 P.M.**