



BOARD OF DIRECTORS

Ashley Sangster, President John Green, Vice-President
Brendin Beatty, Director Owen Davis, Director Rod Smiley, Director

REGULAR MEETING MINUTES

6:00 P.M. Opened Session

SMCSD Boardroom 10-23-2025

1. Call to Order:

At: 6 PM

2. Roll Call: *Ashley Sangster, Rod Smiley, Owen Davis*

ABSENT: *John Green, Brendin Beatty*

3. Approval of Regular Meeting Agenda:

Deputy General Counsel Pritchard suggested to move Closed Session to the next Board meeting, for a full Board of Directors.

Motion By: Ashley Sangster

Second By: Owen Davis

Motion: To Approve as amended to move closed session item to November

Board Members	Ayes	Noes	Abstain	Absent
Owen Davis	X			
Rod Smiley	X			
Ashley Sangster	X			
Brendin Beatty				X
John Green				X

4. Pledge of Allegiance:

Lead by Director Davis

5. Public Comment and Communications for items not on the agenda:

Director Davis read a statement about the September 28th Board Meeting and how Director Smiley admitted during that meeting; to driving by his house multiple times a day, taking pictures and talking to his employer. Director Davis explained that he felt harassed and asked if the CSD wants a person on the Board that lies, trespasses, and harasses people. Video can be viewed at <https://www.youtube.com/@sanmiguelcsd/playlists>

6. Non- District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

Sheriff North Station Commander Arauza gave monthly report for September 2025 and spoke about the CHP and Sheriff response to the unsanctioned cruise night/car show in San Miguel. Commander Arauza explained that calls for service and assault and battery was up in San Miguel in September. Next cruise night/car show is October 31st, and the Sheriff Department will be partnering with CHP again.

Board Comment: Director Sangster thanked the Commander for her time and asked if San Miguel was the only area with increased calls for service. Discussion ensued.

Public Comment: None

2. Community Service Organizations

Verbal

Board Comment: None

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal

Board Comment: None

Public Comment: None

7. Staff & Committee Reports - Receive & File:

1. General Manager (Pg. 4)

Receive report

Item was submitted as written and General Manager Kelly Dodds reminded everyone that he is available for any questions or concerns in person, by email, or phone.

Board Comment: None

Public Comment: None

2. District Counsel

Receive verbal report

Nothing to report **Board**

Comment: None **Public**

Comment: None

3. District Utilities (Pg.5-7)

Receive and file

Item was submitted as written by General Manager Kelly Dodds

Board Comment: Director Davis asked for clarification on the booster pump and the SLT Water Tank. General Manager Kelly Dodds responded and clarified the information.

Public Comment: None

4. Fire Chief Report (Pg. 8-21)

Receive and File

Fire Chief Scott Young was absent. General Manager Kelly Dodds submitted report as written, and asked if Directors had questions, it could be relayed to the Fire Chief.

Board Comment: Director Davis asked about 8668 and who drove that vehicle. General Manager Kelly Dodds explained that 8668 was a Fire Engine, and clarified that 8630 is the

white Ford F150 and used as an On Call vehicle.

Director Davis asked where 8630 was located because he does not see it parked at the Fire Station. General Manager Kelly Dodds explained that 8630 is usually stored inside and recommended that Director Davis have a discussion with the Fire Chief if he needed more information.

Public Comment: None

8. Consent Calendar:

Board Comment: None

Public Comment: None

Motion By: Rod Smiley

Second By: Owen Davis

Motion: To Approve items 8.1, 8.2, and 8.3

Board Members	Ayes	Noes	Abstain	Absent
Owen Davis	X			
Rod Smiley	X			
Ashley Sangster	X			
Brendin Beatty				X
John Green				X

1. 9-9-2025 Draft San Miguel CSD Board of Directors SPECIAL meeting minutes (Pg. 22-27)

Receive and file

2. 9-25-2025 Draft San Miguel CSD Board of Directors REGULAR meeting minutes (Pg. 28-42)

Receive and file

3. REQUEST FOR PROPOSAL- Street Lighting Design Services (Review and approve by 3/5 vote) (Pg. 43-104)

Authorize the General Manager to release a Request for Proposals (RFP) for Street Lighting Design Services within the District.

9. Board Action Items:

1. Monthly claim detail and investment reports for September 2025 (Recommend receive and file claim detail and investment report by Board consensus) (Pg. 105-139) *When ancillary reports are provided they are for reference only and are subject to change.*

Review, Receive and File the attached claim detail and investment reports.

When ancillary reports are provided they are for reference only and are subject to change.

Item was presented by General Manager Kelly Dodds submitting reports as written and recommending the Board receive and file the claims detail and investment reports starting

on page 105 of the Board packet.

Board Comment: None

Public Comment: None

Consensus of the Board is to receive and file the September 2025 Claims Detail report and Investment report.

2. Adopt a District Bill Payment Policy. RESOLUTION 2025-33 (Approve by 3/5 vote) (Pg. 140-148)

Review and adopt Resolution 2025-33 adopting a Bill Payment Policy for the District. Item was presented by General Manager Kelly Dodds explaining that the proposed Bill Payment Policy is being proposed to clarify and codify procedure for acceptance of payment against debts owed to the district. Though the District offers multiple ways to pay debts owed to the District, some payment attempts fail due to non-sufficient funds, incorrect information or simply failure to comply with agreed upon payment arrangements. This proposed policy clarifies the way that a person can make a payment, the number of times that they can have a failed payment, and payment arrangements.

Board Comment: Director Davis explained that he thought that it was fair and asked about termination of service. General Manager Kelly Dodds clarified that termination of service is regulated under state law. Discussion ensued regarding the process of termination and associated fees.

Director Sangster explained that he feels that it reads in a way that it is pretty punitive. Clarifying that per the proposed policy if a customer has an issue twice in six months, then they cannot use that form of payment again for one year. Director Sangster spoke about the District only having 922 accounts, and around 17 people who are past due, and feels like the District should just collaborate with them more, then their only recourse is to bring it to the Board.

General Manager Kelly Dodds clarified that this policy is not for customers that are chronically behind on their bill, but for the few that chronically send checks that they know are bad. This takes a lot of office time to fix and resolve, and we also have people that go online to pay and then immediately cancel the payment. General Manager Kelly Dodds explained that the District works with all our customers and the issues with payments that arise, but generally you don't see the same mistake over and over again; stating that this policy is driven towards resolving that issue. The policy can change to six months and customers always have the option to pay with cash or money order.

Director Sangster clarified that the policy does not say that and would like it to say something like that the checks will no longer be accepted, but that we do accept cash, traveler's checks, and money orders. Director Sangster explained that he feels like he is being punished by just reading the proposed policy and would like it to feel more collaborative with the community, and not like we are punishing them since the District works for the people in the community. The people need to feel like the District cares about what is going on with them and the District needs to take into consideration that maybe their direct deposit did not go through due; giving example of the Federal shutdown.

General Manager Kelly Dodds clarified that the appeal to the Board is only if they don't agree with the General Managers decision, and that the staff works with all the customers. General Manager Kelly Dodds gave examples of issues the District has had with payments. Deputy General Counsel Pritchard explained that there is not a lot included in this policy in regard to working with customers and that the point of the policy is to address these common issues. It was suggested that we could add a preface to the policy that gives a warmer customer service tone, and that it is not to punish ratepayers. The policy is meant to deal with chronic issues and save other ratepayers the money that it costs to deal with these

issues.

Discussion ensued about changing the wording in the Bill Payment Policy.

Public Comment: None

Item will be continued to the November Board Meeting

3. Discuss preparing a policy for the Sitting Board President to have access to building keys for district facilities.(Provide direction to General Manager) (Pg.149-150) Requested by Director Green and Director Davis 8/28/2025

Discuss and provide direction to the the General Manager to develop a policy for the sitting Board President to have access to building keys for district facilities.

Item was presented by Kelly Dodds who explained that during Board Comment at the August 28, 2025, meeting, Directors Green and Davis requested that the Board consider providing facility keys to the Board President. Currently, no Board members have unfettered access to the District facilities, and no policy exists that permits such access. Should the Board wish to pursue this request, a formal policy would need to be developed and adopted. Staff recommend that the Board first discuss the intended purpose of granting facility access to Directors and evaluate the potential risks and operational impacts. General Manger Kelly Dodds provided more information in regards the pros and cons to Directors having keys and the current protocols for District staff.

Board Comment: Director Sangster asked about confidential personnel and legal files. General Manager Kelly Dodds explained that as the District General Manager he maintains those files and that they are locked up.

Discussion on Board President having access to the facilities, and that it would all depend on what level of access the Board wants, and they could want access to those files as well. Director Sangster explained that he did not want to speak for Director Green, but the way he was interpreting his request was access to just the facilities, not the confidential files. He further explained that it was not necessarily giving the Board President a key, instead it could be in a lock box for use in an emergency by the Board President. Director Sangster explained that he feels the intent of the request by Director Green was not to have Board Members have random access to just wander around and check things out and does not feel there is a confidential file risk.

General Manager Kelly Dodds commented that he must have misunderstood the request, because when the request was being discussed Director Green specifically asked for the Board President to have it.

Director Sangster again explained that his interpretation of what Director Green said was access to the different facilities, should it be necessary in an emergency situation.

General Manager Kelly Dodds thanked Director Sangster for the clarification and informed the Board on who has keys for emergency situations.

Discussion ensued on keys being in a lock box for access in an emergency situation, and the intent of the request.

Director Smiley spoke about the General Manager having access and does not want keys being duplicated. Director Smiley explained that he is in favor of a key in a lock box for emergency but overall does not think the Board of Directors should have free access to offices when no one else is around.

Director Davis explained that he feels that the Board President should have access to a key, whether it's put in a lock box or whatever for emergencies/catastrophes. Director Davis discussed the District contractors and septage haulers, and asked if they where certified. General Manager Kelly Dodds clarified that the District contractors used by the District are trained and licensed operators and do not have access to the offices; limiting liability. In regards to septage haulers, the General Manager is informed when they are coming and

knows when they are leaving and that is not the same issue.

Discussion ensued about safety and liability. Deputy General Counsel Pritchard suggested an Access to Facilities Policy; defining not just the people that have access to the lock box; but anyone who has keys, safety concerns, and not allowing people at the facilities who are not supposed to be there. General Manager Kelly Dodds asked for clarification on moving forward, Director Sangster explained that whoever is going to have authorization should have that code and the person will be restricted based on the policy that is going to be written. Basing the limitations of to use to whatever circumstances that the Board decides are adequate to use the code to get the keys from the lockbox during emergencies. General Manager asked if it should be written as the Board President having access to the combination. Director Sangster replied that, yes, the Board President should be the one to have that access.

Public Comment: None

Item will be continued to the November Board Meeting

4. Authorize the General Manager to execute a Not to Exceed, Time and Material Contract with Water System Consulting 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. 151-155)

Authorize the General Manager to execute a Time and Material contract with Water System Consulting for program management support services through construction. Item was presented by General Manager Kelly Dodds explaining that this item was to authorize the General Manager to execute a time and material contract with Water System Consulting (WSC), the District Engineers, for program management and support. This is to provide services that are outside the District's General Engineering contract. The proposed contract would be a not to exceed cost of \$55,571.00, it was explained that there is an approved contract with Wallace Group for engineering services through the end of the construction for the Wastewater Treatment expansion (WWTF). This is an extension of what work WSC has already been doing.

Board Comment: Director Sangster asked what the initial scope was for. General Manager Kelly Dodds explained that the original scope was to provide plan review for 30%, 60% and 90%, for plan design, which ended up taking more time in those phases than anticipated. It was explained that the District Engineer must coordinate with Wallace Group and the Contractors, to make sure everything is compliant with the grant, with the plans and with the specs that are provided.

Director Sangster asked what the initial contract amount was, and what was the scope for that work. General Manager Kelly Dodds explained that the scope of work was to provide plan review, as stated at a 30%-90% plan design at that those phases took more time than anticipated, at no fault of WSC. WSC is currently working on 100% design review. General Manager Kelly Dodds apologized for not having the cost of the initial amount but thinks that it was around the same amount but would have to clarify.

Director Sangster asked for clarification that this proposed cost was to review the last 10%. General Manager Kelly Dodds clarified that this covering the re-review of the 100% from the Wallace Group, and it is also providing service through the bidding, coordination with Cloacina, the Wallace Group and whoever is bidding on this project. WSC will also coordinate with the County of San Luis Obispo for permitting and necessary contract documents.

Director Sangster asked if he was correct that WSC will be running all the formal bidding processes with each phase or portion of the project. General Manager Kelly Dodds clarified that WSC will be providing support in preparing the engineering documents for

the RFP's and provide support through the RFI process, the actual bids and award process. Discussion ensued about the phases of the WWTF, and compliance responsibility. Director Sangster asked if the District was obligated to report anything to the Capital Planning, Design and Construction (CPDC) for public works projects or capital projects. General Manager Kelly Dodds and Deputy General Counsel explained that they are not aware of any District Public Works projects that would require that.

Director Davis asked about the 9,000 square foot building, and if it was still planned to go at the WWTF. General Manager Kelly Dodds clarified that even though the plans have the building on them, the direction from this Board has been to not include that in the construction. Discussion ensued on the phases of the WWTF and the recycled water project.

Director Davis asked for clarification on where the grant funding was coming from. General Manager Kelly Dodds explained that the grant funding for the expansion of the WWTF is a State funded grant. Discussion ensued.

Public Comment: None

Item will be continued to the November Board Meeting, Director Sangster requesting additional information.

Motion By: Rod Smiley

Second By: Ashley Sangster

Motion: To Approve Resolution 2025-41

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Ashley Sangster	X			
Owen Davis		X		
Brendin Beatty				X
John Green				X

10. Board Comment:

None

11. Adjourn to Closed Session/Closed Session

Agenda: Public Comment: None

Closed Session item was moved to November Board Meeting

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

Fire Chief (Pg.156)

Discussion

12. Report out of Closed Session:

Closed Session item was moved to November Board Meeting

13. Adjournment to Next Regular Meeting: At: 7:01 PM

As per Chapter 10.9 of the SMCS D Board Member Handbook, meeting minutes reflect actions taken and are not a complete record. Please visit the SMCS D website:

<https://www.youtube.com/@sanmiguelcsd/playlists> to view full recordings of meetings