

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
DECEMBER 12, 2019 2nd FUNCTIONAL SPACE WORK SESSION

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 led by Director Kalvans.
- III. **Roll Call:** Directors Present: Palafox, Green, Sangster, Kalvans, and Parent
Directors Absent: none
District Staff in attendance: Interim General Manager/ Fire Chief Rob Roberson, Director of Utilities Kelly Dodds, Assistant Fire Chief Scott Young, and Board Clerk Tamara Parent
- IV. **Adoption of Regular Meeting Agenda:** Motion by Director Sangster to adopt Meeting Agenda as presented.
Seconded by Director Kalvans, Motion was approved by vote of 5 AYES and 0 NOES 0 ABSENT.
- V. **ADJOURN TO CLOSED SESSION:** 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:** None
- IX. **STAFF & COMMITTEE REPORTS:** None
- X. **CONSENT ITEMS:** None
- XI. **BOARD WORK SESSION ITEMS:**
 1. **Discuss, the need for District Master Plan.**
Item was presented by Interim General Manager/ Fire Chief Rob Roberson explaining that there are a lot of options to consider and asked the Board for input and direction. The plan can be based on 5 years, 10 years, 20 years or with the population growth.
Board Comment: Director Sangster voiced that a Master Plan would benefit the District but would like to know if the plan would have any authority over the County “San Miguel Community Plan”. Discussion ensued about the authority.

Director of Utilities Kelly Dodds explained that the County “San Miguel Community Plan” is for Land Use and should have nothing to do with a San Miguel C.S.D master plan. Director Kalvans voiced that he feels that the CSD could better manage the Land Use and would like to look at where the District will be in ten years with the population. Discussion ensued about the new census.

Director of Utilities Kelly Dodds explained that Staff is overwhelmed and would need to look at a facilitator for a master plan or a strategic plan.

Director Parent asked for an estimated guess on what a master plan would cost, taking into consideration that Water and Wastewater have a current master plan.

Director of Utilities Kelly Dodds explained that the best guess without researching, it would be around thirty to sixty thousand dollars.

Interim General Manager/ Fire Chief Rob Roberson explained that in the last two years the District has seen two times the growth and reminded the Board that Director Green asked for these Functional Space meetings so we could talk about the Wastewater Treatment Facility upgrade. The District knows that we will not be getting less wastewater, but voiced that he did not want to build something and have to redo because it was not planned correctly.

Director Green voiced that he would like to hear what the Fire Department needs and what the Wastewater Treatment Facility needs are.

Public Comment: Laverne Buckman San Miguel resident voiced that, in the past, the District has started District Master Plans but it always gets put aside due to other obligations. Because a master plan has not been made; she feels that everything is an immediate need. Mrs. Buckman voiced that she doesn't feel the Wastewater Treatment Facility upgrade would be part of the plan due to the time frame but, Mrs. Buckman also voiced that she would like to see the letter from RWCB.

Board Comment: Director Parent voiced that the Wastewater Master plan has been used to plan this new Facility upgrade and was used for the Rate Study.

Director Green voiced that he knows that the District needs a District Master Plan but doesn't know about the funding.

Director Sangster voiced that it is costly, but it does need to be looked into.

Director Green voiced that over the next year it needs to be discussed and with the growth in the District will the new Wastewater Treatment Facility upgrade is concerned that it will not be enough or will it be too little.

Director of Utilities Kelly Dodds explained that the plan for the Treatment Facility is for build-out and 30 to 50 years. Discussion ensued about Camp Roberts Wastewater, and how they have upgraded their plant recently.

Interim General Manager/ Fire Chief Rob asked the board to get back on track with the discussion.

Director Kalvans voiced that an overall District Master Plan is needed, but would like to look at the census when it comes out for projections of growth. Director Kalvans asked about having the District Engineer do any updates to the District Water and Wastewater Master Plan and if Fire could do some research on the Fire Department needs through a contact that was mentioned. Interim General Manager/ Fire Chief Rob Roberson explained that he did have some resources to look into, that might be an option.

Director Green asked if the Rate Study was for build-out at the 1150 Mission Street facility. Interim General Manager/ Fire Chief Rob Roberson explained that it was not included, but

voiced that 1150 Mission Street is not big enough for current staff much less the staff that will be hired with the treatment facility expansion.

Director Green asked about the County surplus property and voiced that he would like to build a new fire station and give the current 1150 Mission St. building to the C.S.D. Interim General Manager/ Fire Chief Rob asked the board to get back on track with the topic.

The consensus of the Board of Directors is to have staff look into the cost of a District Master Plan, with updates to the Water and Wastewater Master Plan. Interim General Manager/ Fire Chief Rob Roberson will look at his resources for the Fire Department.

2. Discuss, District Functional Space in a Work Session.

Item was presented by Interim General Manager/ Fire Chief Rob Roberson explaining that Assistant Fire Chief Scott Young has done a lot of research from the last meeting; at the last meeting, the Board of Directors asked what the Fire Department would look like without the CSD utility staff. Assistant Chief Young explained the previous construction at 1150 Mission Street building. Discussion ensued about planning, with the Fire Department needing to know if the CSD front office staff will stay at the 1150 Mission Street Building or move to the Wastewater facility. Assistant Chief Young explained that he was asked to provide the needs of the Fire Department facility without the CSD utility staff and has provided a detailed staff report that gives different options and that he would need input and direction from the Board on what direction to pursue. Discussion ensued about the option.

Board Comment: Director Green asked if the Staff has heard from the Mission Meadows Homeowners Association or Union Pacific Railroad. Director of Utilities Kelly Dodds explained that there is an HOA meeting in January at Lillian Larsen School, and has tried to contact Union Pacific without success.

Discussion ensued about Bonita and the easement road off “N” Street for access to the treatment facility.

Director of Utilities Kelly Dodds explained that the easement for “N” Street is for Gallo and the CSD for access to the treatment facility and he will need to get information on if the easement can be used for the general public.

Director Parent asked about the consideration of having the Sherriff beat station at the new Wastewater Facility and feels that the residence in the neighborhood would not complain about having them there.

Director Sangster asked if the Sherriff would help with the cost, if at the 1150 Mission St. or the Wastewater facility. Discussion ensued about where the beat station would be, with the consensus being at the 1150 Mission Street Fire Station.

Public Comment: Laverne Buckman San Miguel Resident voiced that she doesn't know if any other Community Service Districts are at wastewater facilities, and she asked for clarification on what parts of the wastewater facilities upgrade, would be paid for by what fund. Mrs. Buckman also asked about the schedule of monies for reimbursement and questioned the long term maintenance.

Director of Utilities Kelly Dodds explained that the District did get a one-hundred and seventy-seven thousand dollar engineering grant and is working on a two-hundred and fifty thousand dollar grant for finishing construct drawings. An estimated 50% loan for the building is the best-case scenario that is being worked on. The Long term

maintenance is for the membranes that are going to be used in the treatment, and in ten years it is expected to need replacing. Mrs. Buckman asked in ten years could the cost be more? Director of Utilities Kelly Dodds explained that it was budgeted on the upside, it is a newer technology and feels that the cost will only go down.

Gilbert Buckman San Miguel resident voiced that the crossing by Gallo was used for years when the blacksmith and hog farm was there.

Laverne Buckman asked about the cost split for building from Water, Sewer, Lighting, Solid Waste. Director of Utilities Kelly Dodds explained that if the direction is to incorporate funds, other than water and sewer, then they will pay a prepositional share. Discussion ensued.

Board Comment: Director Kalvans asked if because it is a metal building would it be easy to expand if needed in the future? Director of Utilities Kelly Dodds explained that it could be, but he would need input and direction from the Board to plan the building that way. Discussion ensued about the position of the new facility, with the Director of Utilities Kelly Dodds explaining that the decision on access would need to be made first. Director Green voiced that he would like the cost of improving the easement road and if we could get Gallo to help with any of the costs. Discussion ensued about Railroad crossing.

Director Kalvans voiced that he would like to see what the fire department comes up with after talking to a consultant. Interim General Manager/ Fire Chief Rob Roberson explaining that the Master Plan would need to be for all the District's authority. Interim General Manager/ Fire Chief Rob Roberson also explained that the fire department has the opportunity to furnish and install temporary housing; discussion ensued about a modular being donated and would need around ten thousand in construction to get it livable with the correct permits. Assistant Fire Chief Young voiced that the District cannot currently provide accommodations for Department members to provide 24- hour coverage when required. The Department has two options to look at; the donated modular or a new ready prefab modular but would need Board approval. Interim General Manager/ Fire Chief Rob Roberson explaining that the ten-thousand-dollar is already budgeted, with the mid-year budget adjustments.

The consensus of the board is to have Assitant Chief Young explore the donated modular, and come back to the Board with ideas.

Director Kalvans voiced that he sees the problems being traffic and will need more information. Supports the used modular for fire staff.

Director Green voiced his issue was the traffic down a residential road for CSD payments and would like staff to go to the January 23rd HOA meeting.

The consensus of the Board is to have staff contact the Railroad, the HOA, and get Fire needs if CSD utility staff moves. The consensus for Fire is to look at the used modular and to bring back fro discussion after talking with County Planning. The Board would like to get cost for easement road and consultants for Master Plan, then come back for discussion.

XII. BOARD COMMENT: Director Kalvans voiced that he has done research on property tax data in the District, and feels that the tax program has issues. Director Kalvans handed out a proposal that he would like the Board to consider his property tax changes and would like a consensus of the Board to have legal staff look at his proposal for consideration of legality. (see attached at www.sanmiguelcsd.org) Discussion Ensued. Interim General Manager/ Fire Chief Rob Roberson explaining that the Board of Directors needs to read then give consensus for District General Counsel to look at.

XIII. ADJOURNMENT TO NEXT MEETING: at 8:11 P.M.