



San Miguel Community Services District

BOARD OF DIRECTORS

Ashley Sangster, President Anthony Kalvans, Vic-President
John Green, Director Hector Palafox, Director Raynette Gregory, Director

THURSDAY, SEPTEMBER 10th, 2020

6:00 P.M. Opened Session

STRATEGIC PLANNING WORK SESSION

BOARD OF DIRECTORS SPECIAL MEETING AGENDA

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the Corona Virus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not opened to the public at this time, please call 805-467-3388
- The Meeting will be conducted with social distancing observed.
- All members of the public seeking to observe and comment to the local legislative body may do so in person or telephonically/email in the manner described below.

HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

Written / Read Aloud: Please email your comments to tamara.parent@sanmiguelcsd.org (Board Clerk), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (keep to three minutes) prominently write "Read Aloud at Meeting" at the top of your email. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

Voice Mail: Leave a message on the District phone line at 805-467-3388 after 4:30pm before 4:30pm District Staff will take down message. Voice "Public Comment" at beginning of message and include agenda item number and title. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

PUBLIC RECORD

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all of the members of the Board. The documents may also be obtained by calling the District Board Clerk.

Please see: www.sanmiguelcsd.org

I. Call to Order: 6:00 PM

II. Pledge of Allegiance: _____

III. Roll Call: *Sangster* ___ *Kalvans* ___ *Palafox* ___ *Green* ___ *Gregory* ___

IV. Approval of Special Meeting Agenda:

M _____ **S** _____ **V** _____

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 items not on the Agenda: None

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. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File: None

X. CONSENT CALENDAR: None

The items listed below are scheduled for consideration as a group and one vote. Any Director or a member of the public 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.

XI. BOARD WORK SESSION ITEMS:

1. District Strategic Planning Work Session.

Recommendation: Discuss and provide direction to staff.

Public Comments: (Hear public comments prior to Board Direction)

XII. 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.

XIII. ADJOURNMENT TO NEXT MEETING

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO) ss.
COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on 09-03-2020

Robert Roberson Interim General Manager

Ashley Sangster, President of the Board of Directors, SMCS D

Tamara Parent Board Clerk/ Accounts Manager



San Miguel Community Services District

Board of Directors Report

September 10, 2020

AGENDA ITEM: XI-1

SUBJECT: Discuss, the background information for the San Miguel Community service district strategic plan.

RECOMMENDATION: Review background information relating to the strategic plan.

BACKGROUND:

The San Miguel CSD has been in existence for 20 years. The CSD currently has a water and sewer master plan, but it has never had a district-wide strategic plan. During those 20 years, several other agencies have imposed their “own” vision on the district and the community. However, few were able to truly understand the rapid growth of the community and most plans have become outdated.

Why CREST?

Most strategic plans are not user friendly. They are often full of unrealistic goals and don't allow for creative flexibility that empowers the people who carry them out. Developing such a plan would be a waste of district resources. The idea would be to create not a typical strategic plan but instead to empower staff, the community, and the Board to proactively develop multiple small low-cost projects that would improve, not only the district but the town as well. Being proactive will also save the district money and staff time in the long run.

DISCUSSION:

1. In the lead up to this meeting, read the relevant documents to prep for the meeting:

In the lead up to the first meeting, the board should review any existing documents that are relevant and will be a part of our discussions. Several strategic plans pertain to San Miguel and the operations of the CSD. Many of these documents were influenced by outside parties who may have had conflicting interests against San Miguel. The following documents have been sent out by email as a link.

a. *The San Miguel Community Design Plan and Market Study (2016)*

This document was created by the county of San Luis Obispo with influence by the San Miguel Advisory Council and the San Miguel Forward Committee. The plan directly references the CSD in many parts, but unfortunately, it did not anticipate the rapid development of the housing tracts in the community. Several comments and requests that were made by the participating community

were overruled by county staff, and the City of Paso Robles also imposed its vision on us in this document.

<https://www.slocounty.ca.gov/getattachment/b38465a3-1134-40b9-aa4a-5eb43915630c/San-Miguel-Community-Plan.aspx>

b. *SLO County Special District Fire Protection Study (2018)*

This study was commissioned by the county of San Luis Obispo after the Cayucos Fire District dissolved. This study looked at the needs of the San Miguel Fire Department and its relationship with the county-wide fire department. (Attached PDF)

c. *San Miguel CSD Water and Sewer Master Plan (2020)*

This study was commissioned by the CSD itself and is currently going through updates and revisions.

<https://www.sanmiguelcsd.org/water-wastewater-master-plan-passed-11-2017>

d. *LAFCO San Miguel CSD Municipal Services Review (2013)*

The Local Agency Formation Commission (LAFCO) is a seven-member board comprised of county supervisors, city council members, CSD directors, and a public representative. The commission documents that govern the boundaries of the San Miguel CSD and the services we provide. This document was supposed to be updated this year. Depending on what happens during our workshops, this document could be extremely different. (Attached PDF)

e. *Government Codes 61100, 53313 and 53313.5*

These are the laws that list the services that San Miguel CSD can legally provide.

f. *Paso Robles Groundwater Sustainability Plan (2019)*

This document was created in collaboration with users of the Paso Robles Groundwater Basin. It was designed to meet state mandates with regards to water usage. It governs the use of water and potential water projects.

<https://www.sanmiguelcsd.org/county-s-paso-basin-sigma-page-final>

g. *IWMA Regional Strategy to Meet California Solid Waste Diversion Mandates (2018)*

The SLO County Integrated Waste Management Authority oversees the regional strategy for all cities and CSDs with trash service. This document also highlights the statewide recycling laws that communities must meet. (Attached PDF)

2. Select dates for the next meeting:

Ideally, the second meeting would consist of analyzing our current Mission, and Vision. After going over the existing documents and then having a “walking audit” to get a better idea of current deficiencies and opportunities in the community. In some planning groups,

a “walking audit” is highly encouraged as it allows staff and elected officials to slow down and experience the existing spaces in our community, how they connect, and how residents, businesses, and tourists interact with those spaces. On top of that, having input in an outdoor setting would allow the public to participate while socially distancing.

FISCAL IMPACT

Staff time to research and refresh on the existing documents impacting San Miguel and the CSD.

PREPARED BY:

Anthony Kalvans

Anthony Kalvans, Director