



BOARD OF DIRECTORS

Raynette Gregory, President Anthony Kalvans, Vice-President
Ward Roney, Director Hector Palafox, Director Ashley Sangster, Director

REGULAR MEETING AGENDA 6:00 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 10-28-2021

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

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

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. Assisted listening devices are available for the hearing impaired.

Public Comment: please see notice. 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. Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. If you wish to speak on an item not on the agenda, you may do so under item VII "Public Comment and Communications for items not on the agenda". Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held in the SMCS D Boardroom on the fourth Thursday of each month at 7:00 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 Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, 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 at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

I. Call to Order: 6:00 PM

II. Pledge of Allegiance:

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

IV. Approval of Regular Meeting Agenda:

M _____ S _____ V _____

V. ADJOURN TO CLOSED SESSION: Public Comment for items on closed session agenda

Time: _____

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
Confidential Complainant

VI. Call to Order for Regular Board Meeting/Report out of Closed Session Approximately 7:00 PM

Time: _____

1. Report out of closed session by District General Counsel (WhiteBrenner, LLP)

VII. 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. Speakers are **limited to three minutes**. Please complete a "Request to Speak" and "Sign in" .

VIII. Special Presentations/Public Hearings/Other:

1. Renewable Energy Assessment for Machado WWTF by REAP and Forefront Power

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | | |
|----|---|-----------|
| 1. | San Luis Obispo County | No Report |
| 2. | Camp Roberts—Army National Guard (Mitten) | Verbal |
| 3. | Community Service Organizations | Verbal |

District Staff & Committee Reports:

- | | | | |
|----|--------------------------|------------------|-----------------|
| 4. | Interim General Manager | (Mr. Roberson) | Verbal |
| 5. | District General Counsel | (Mr. White) | Verbal |
| 6. | District Engineer | (..) | No Report |
| 7. | Director of Utilities | (Mr. Dodds) | Report Attached |
| 8. | Fire Chief | (Chief Roberson) | Report Attached |

X. CONSENT CALENDAR:

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.

1. Review and Approve Board Meeting Minutes

- A. 8-19-2021 Special Board Meeting Amended-draft
- B. 8-26-2021 Regular Board Meeting-draft
- C. 9-23-2021 Regular Board Meeting-draft
- D. 10-14-2021 Special Board Meeting-draft

XI. BOARD ACTION ITEMS:

1. Review, Discuss and Receive the Enumeration of Financial Report for September 2021 (Hido)

- A. Claims Detail Report
- B. Statement of Revenue Budget vs Actuals
- C. Rev Budget vs Actual Summary
- D. Statement of Expenditures Budget vs Actual
- E. Cash Report

Public Comments: (Hear public comments prior to Board Action) M ___ S ___ V ___

2. Review and Approve Resolution No. 2021-31 Amending Chapter 7: District Officials – Interaction with Staff and Officials with grammar changes of the Board Members’ Handbook. (Dervin)

Recommendation: Approve **Resolution No. 2021-31** Amending Chapter 7: District Officials – Interaction with Staff and Officials of the San Miguel Community Services District Board Members’ Handbook.

Public Comments: (Hear public comments prior to Board Action) M ___ S ___ V ___

3. Consider a request by CSDA requesting a vote from San Miguel C.S.D for the IWMA alternate representative from the twelve Community Service Districts which have solid waste powers.

Recommendation: Board of Directors vote on one (1) of the two (2) candidates to serve as an alternate.

Public Comments: (Hear public comments prior to Board Action) M____ S____ V____

4. Discuss and authorize the Director of Utilities release a RFP for a Managed Service Provider (MSP) for IT Services. (Dodds)

Recommendation: Authorize Director of Utilities release a RFP for MSP/ IT Services.

Public Comments: (Hear public comments prior to Board Action) M____ S____ V____

5. Review and approve Resolution 2021-26 authorizing a contract with Water Systems Consulting (WSC) to act as District Engineer for the San Miguel Community Service District at rates outlined in the contract. (Dodds)

Recommendation: Approve resolution 2021-26, authorizing the Director of Utilities to Contract with WSC to serve as District Engineer, providing engineering, hydrology and project management services.

Public Comments: (Hear public comments prior to Board Action) M____ S____ V____

6. Review and approve Resolution 2021-32 authorizing the Director of Utilities to contract with Fluid Resource Management (FRM) for replacement of Dissolved Oxygen (DO) sensors and monitors at the Machado WWTF in an amount not to exceed \$16,971.60 and authorize a budget adjustment to Wastewater Capital outlay (40-500) from Wastewater Capital reserve. (Dodds)

Recommendation: Approve resolution 2021-32, authorizing the Director of Utilities to Contract with FRM to provide equipment and installation of replacement DO meters at the Machado WWTF.

Public Comments: (Hear public comments prior to Board Action) M____ S____ V____

7. Discussion and Consideration by the Board of Directors of the San Miguel Community Services District to Issue a Notice of Contract Award to Ellison Environmental, Inc. dba Fluid Resource Management (Contractor) in an amount of \$6,894,512.30 to fabricate and install a Pre Engineered Package Membrane Bioreactor Municipal Wastewater Treatment System as part of the Machado Wastewater Treatment Facility Upgrade & Expansion Project per the Request for Proposals for the San Miguel Community Services District Wastewater Treatment Facility Upgrade & Expansion Pre-Engineered Package Membrane Bioreactor Municipal Wastewater Treatment System, which was prepared by Monsoon Consultants, dated April 22, 2021 and authorizing the interim general manager to execute the construction contract documents subject to the submittal of approved executed agreement, bonds, insurance certificates and other required contract forms & documentation by the contractor. Resolution 2021-33

Recommendation: Approve a contract with Ellison Environmental, Inc. dba Fluid Resource Management in an amount of \$6,894,512.30 and issue a notice to proceed for the initial phase of work consisting of the preparation of the Engineering, Plans, Specifications, Shop Drawings and Cost Opinion for the project in the amount of \$206,835.37.

Public Comments: (Hear public comments prior to Board Action) M ___ S ___ V ___

8. Discussion and Consideration by the Board of Directors of the San Miguel Community Services District to Approve Change Order No.1 to the Base Contract with Ellison Environmental, Inc. dba Fluid Resource Management (Contractor) in an amount of \$1,375,279.82 for additional work items for the Pre-Engineered Package Membrane Bioreactor Municipal Wastewater Treatment System as part of the Machado Wastewater Treatment Facility Upgrade & Expansion Project and authorizing the interim general manager to execute the Change Order No.1 Resolution 2021-34

Recommendation: Approve Change Order No. 1 with Ellison Environmental, Inc. dba Fluid Resource Management in an amount of \$1,375,279.82 for additional work items for the Pre-Engineered Package Membrane Bioreactor Municipal Wastewater Treatment System

Public Comments: (Hear public comments prior to Board Action) M ___ S ___ V ___

9. Discussion and Consideration by the Board of Directors of the San Miguel Community Services District to Issue a Purchase Order to Duperon Corporation (Equipment Supplier) in the amount of \$250,231 to provide headworks equipment, including a mechanically cleaned influent bar screen, washer compactor, and screw conveyor system and provide equipment test & adjust and start up support services, and provide operator training, as part of the Machado Wastewater Treatment Facility Upgrade & Expansion Project per the Request for Bids for the San Miguel Community Services District Wastewater Treatment Facility Upgrade & Expansion Headworks Screening & Grit Removal Equipment, which was prepared by Monsoon Consultants, dated August 26, 2021 and authorizing the interim general manager to issue a Purchase Order to acquire the equipment. Resolution 2021-35

Recommendation: Issue a Purchase Order to the Duperon Corporation in the amount of \$250,231 to provide headworks equipment, including mechanically cleaned influent bar screen, washer compactor, and screw conveyor systems and provide equipment test & adjust and start-up support services, and provide operator training, as part of the Machado Wastewater Treatment Facility Upgrade & Expansion Project.

Public Comments: (Hear public comments prior to Board Action) M ___ S ___ V ___

10. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project (Dodds)
Discussion only

11. Discuss and authorize the Assistant Fire Chief to release an RFP for the Fire Department Temporary Housing unit. (Young)

Recommendation: Discuss the status and next steps of the Machado Wastewater Treatment Facility expansion and aeration upgrade projects.

Public Comments: (Hear public comments)

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 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 on October 22, 2021

Date: October 22, 2021

Rob Roberson, Fire Chief/Interim General Manager
Raynette Gregory, SMCSO Board President 2021
Tamara Parent, Board Clerk