



BOARD OF DIRECTORS

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

SPECIAL MEETING AGENDA 6:00 P.M. Open Session & Closed Session Following SMCSD Boardroom 01-06-2022

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.

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. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." 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 SMCSO 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*___ *Vacancy*___

IV. Approval Special Meeting Agenda:

M_____ S_____ V_____

V. 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" form and place in basket provided.

VI. SPECIAL PRESENTATIONS/PUBLIC HEARINGS/OTHER: None

VII. STAFF & COMMITTEE REPORTS – Receive & File: None

VIII. CONSENT CALENDAR: None

IX. BOARD ACTION ITEMS:

1. Interview and appoint a new Director to fill the existing Board Vacancy.

Recommendation: Interview and Select a Candidate to fill an existing Board of Directors vacancy for the remaining term that expires December 2022

Public Comment: (Hear public comments prior to Board Action)

M___ S___ V_____

X. 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.

XI. ADJOURN TO CLOSED SESSION: (Take public comment for items on closed session agenda)
Time:_____

A. CLOSED SESSION AGENDA:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)(1)

Title: General Counsel

XI. Report out of Closed: District General Counsel WhiteBrenner, LLP

XII. ADJOURNMENT TO NEXT REGULAR BOARD MEETING 01-27-2022

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 January 3rd, 2022

Raynette Gregory, **SMCS D Board President**
Rob Roberson, **Fire Chief/Interim General Manager**
Tamara Parent, **Board Clerk**

San Miguel Community Services District

Special Board of Directors Meeting Staff Report

January 6, 2022

AGENDA ITEM: IX-1

SUBJECT: Appointment to fill an Existing Board Vacancy

STAFF RECOMMENDATION:

Interview and Select a Candidate to fill an existing Board of Directors vacancy for the remaining term that expires December 2022.

BACKGROUND DISCUSSION:

The resignation of Ashley Sangster in November 2021 left a vacancy on the Board of Directors for the remaining term of office that expires in December 2022.

A Notice of Vacancy was posted in public locations within the community and posted on the District's website on November 22, 2021. Notice of vacancy was also sent out in all District water bills in December 2021.

ACTION DISCUSSION:

Letter of interest and qualifications have been submitted to the Board for consideration.

It is appropriate to interview these candidates and seek information that will lead to a Board decision regarding the prospective candidates. The Board has elected to interview these candidates regarding their qualifications the Board should consider the following format:

1. Interview each candidate separately, by asking all candidates to step out until called.
2. Give each candidate 2 minutes to state reasons and qualifications for filling the Board vacancy.
3. Ask questions, from the list that has been prepared, related to duties and responsibilities of Board Member.

After the interviews are completed, have public comment, hold Board discussions as needed, then proceed with a Board vote.

Following the Board's action, staff will advise the County Clerk's office of the appointment and provide appointee information as required.

Prepared By:

Tamara Parent

Board Clerk/Accounts Manager

Approved By:

Rob Roberson

Interim General Manager/Fire Chief

Attachment: Letter of Interest

Vacancy for Board of Directors Position

To: San Miguel Community Services District Administration

From: Michael Downs

9510 N. River Rd

San Miguel, CA 93451

805 701 4776

Date: January 3, 2022

Re: Vacant Position on San Miguel Board of Directors

I would like to be considered for the vacant position on the San Miguel Board of Directors. My name is Michael Downs, and my family and I have lived in San Miguel for approximately 8 years. The four of us are rooted here in this town, and we have every desire to remain a part of this community. And in this regard, I would like to help create a bright future for the town of San Miguel, as I wish prosperity amongst this community. I would like to be a part of the crafting and honing of this town. I feel that my integrity and commitment to our community are key factors in not only shaping our futures, but more importantly, maintaining the trust of our community members. I feel that my loyalty, progressive thinking and desire the help the community would be an asset to the Board.

Professionally, I have worked in law enforcement for 20 years, and I continue to do so as a well-respected individual known for honesty and integrity. My personality would be described as hard working, loyal, and trustworthy, while remaining up-front and transparent to those around me.

I would like to thank you for consideration for this position to help my community.

Regards,

Michael Downs

To whom it may concern;

My name is Kristin Giles. This is my formal acknowledgement of intent to fill the vacant seat for the San Miguel Community Services Board of Directors. I live within the San Miguel community services district boundaries and understand the obligation of this position.

Respectfully,

Kristin Giles 805-423-8233

610 Tielo

San Miguel Ca. 93451

Kristin_giles@superiorpluspropane.com

DRUMMA_GIRL89@MSN.COM

John Green
8797 Oak drive
San Miguel, CA. 93451



San Miguel C.S.D. Board of Directors
P.O. Box 180
San Miguel, CA. 93451

December 18, 2021

San Miguel CSD Board of Directors,

I am interested in being considered for appointment to the vacant position on the board of directors for the remaining term vacated by Mr. Sangster, ending December 2, 2022.

The purpose for my desire to serve the CSD Board is to work collaboratively with the Board and Staff in moving the District forward towards completing the Sanitary waste expansion project as well as the many other needed repairs and upgrades throughout the District, while preserving the transparency and financial responsibility of the District to the community.

My experience and qualifications go back over 25 continuous years of volunteering my skills and dedication to the community of San Miguel (see Resolution 2020-44). I served in the San Miguel Fire Department for over 18 years from 1995 – 2013 where I reached the rank of Captain in 1996 and became inactive in 2013 due to an injury I received in the course of my regular employment as a Supervisor for the California Department of Transportation. In 1998 I was elected to the Board of Trustees on the San Miguel Joint Union School District where I served 14 years before being elected to the San Miguel CSD board. During my tenure on the SMJUSD I participated in two major project in which we constructed a gymnasium at Lillian Larsen School and an entirely new K-5 Elementary School in our District near Heritage Ranch. In 2012 I was elected to the San Miguel CSD where I served 2 terms, I was appointed by the Board to serve on 2 committees as well as being appointed as Vice President of the board for 1 year and served as Board President 2 consecutive years. I am knowledgeable of most of the Districts activities, past legal exposures and operational challenges it has faced.

I look forward to the opportunity to serve my Community and the District again in the capacity of CSD Director should I be the chosen candidate and I pledge to execute the responsibilities of the position with integrity and transparency.

A handwritten signature in black ink, appearing to read "John Green", written in a cursive style.

John Green

805-441-2751

From: [Crystal Lara](#)
To: [Tamara Parent](#)
Subject: Letter of interest
Date: Monday, December 27, 2021 1:42:39 PM

Tamara,

Hello, my name is Crystal Lara, and I am interested in interviewing for the open csd board position. I am a resident of San miguel, and I feel I could be a valuable asset to your organization. I look forward to discussing this opportunity with you. Thank you for your time.

Crystal Lara

Louise Orozco

655 Crispin Ave
San Miguel, CA 93451
(209)400-3997
Domenyc.orozco@gmail.com

January 3, 2022

San Miguel Community Services District
1150 Mission Street
San Miguel, CA 93451
P: (805)467-3388 F:(805)467-9212

To whom this may concern,

I would like to apply for the position for the Board of Directors. Since I am new to the community I would love to become as active as I can. I am a young entrepreneur who is very interested in expanding my knowledge and giving back to the community. I see so much potential in San Miguel that I feel as if we can grow and benefit so much from each other. I am very positive and have a great outlook on things. I am confident you'll find me a great fit for your needs as a board member. Please contact me through phone or email to set up an in person meeting. I look forward to hearing from you. Thank you for your time.

Sincerely yours,

Louise Orozco



28 December 2021

San Miguel Community Services District

Tamara Parent

Board Clerk-Accounts Manager

1150 Mission Street – P. O. Box 180

San Miguel, CA. 93451

www.sanmiguelcsd.org

805-467-3388

Tamara.parent@sanmiguelcsd.org

Dear Tamara,

Thank you for taking the time to talk with me this afternoon. I am writing to inform you that I am interested in filling the vacancy for the Board of Directors of the San Miguel Community Services District.

Best regards,

Rod Smiley

861 Avenida Vista

San Miguel, CA. 93451

Cell: 805-712-8185

Smileydog1@earthlink.net