



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

Anthony Kalvans, President
John Green, Director

Gib Buckman, Director

Larry Reuck, Vice President
Joseph Parent, Director

THURSDAY, JUNE 29, 2017
4:00 P.M.

BOARD OF DIRECTORS SPECIAL MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

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 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 SMCSD 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 regularly 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: 4:00 P.M.

II. Pledge of Allegiance:

III. Roll Call:

IV. Adoption Special Meeting Agenda

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. ADJOURN TO CLOSED SESSION:

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: District General Counsel, President Kalvans and Director Green

Employee Organization: San Luis Obispo County Employees Association

Title: Memorandum of Understanding Negotiations with the Association

2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9: (17 cases)

3. PUBLIC EMPLOYMENT

Title: Director of Utilities

Pursuant to Government Code Section 54954.5

4. PUBLIC EMPLOYMENT

Title: Board Clerk/Account Clerk Manager

Pursuant to Government Code Section 54954.5

5. PUBLIC EMPLOYMENT

Title: Account Clerk I

Pursuant to Government Code Section 54954.5

B. RECONVENE TO OPEN SESSION

C. REPORT OUT OF CLOSED SESSION

1. Report out of Closed Session by District General Counsel

VII. Call to Order for Open Board Meeting (estimated to be 5:30 p.m.)

VIII. Public Comment and Communications:

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.

IX. PRESENTATION BY SAN MIGUEL GARBAGE

X. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | |
|--------------------------------------------------------|-----------|
| 1. San Luis Obispo County Sheriff | No Report |
| 2. San Luis Obispo County Board of Supervisors | No Report |
| 3. San Luis Obispo County Planning and/or Public Works | No Report |
| 4. San Miguel Area Advisory Council | No Report |
| 5. Camp Roberts—Army National Guard | No Report |

District Staff & Committee Reports:

- | | | |
|------------------------------------|------------------------|-----------|
| 6. Interim General Manager | (Chief Roberson) | Verbal |
| 7. District General Counsel | (Mr. White) | No Report |
| 8. Dist. Eng./Utility Service Mgr. | (Mr. Reely) | Written |
| 9. Utility Supervisor | (Mr. Dodds) | Verbal |
| 10. Fire Chief | (Chief Roberson) | Written |
| 11. Finance & Budget Committee | (Director Reuck-Chair) | No Report |

XI. CONSENT ITEMS:

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. Public Surplus Items.

XII. BOARD ACTION ITEMS:

- 1. Review and Approve Resolution 2017-___ Creating a Board Clerk/Account Clerk Manager and Authorizing the Interim General Manager to Hire an Individual to Fill the Board Clerk/Account Clerk Manager Position.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution 2017-___ creating the position of Board Clerk/Account Clerk Manager and authorizing the Interim General Manager to hire an individual to fill the Board Clerk/Account Clerk Manager position.

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

M _____ S _____ V _____

2. Review and Approve Resolution 2017-___ Approving the Interim General Manager’s Appointment of Tamara Parent as the District’s Board Clerk/Account Clerk Manager and approving an Employment Agreement.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution 2017-___ approving the Interim General Manager’s appointment of Tamara Parent as the District’s Board Clerk/Account Clerk Manager and approving an Employment Agreement.

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

M _____ S _____ V _____

3. Review and Approve Resolution 2017-___ Creating the Director of Utilities Position and Authorizing the Interim General Manager to Hire an Individual to Fill the Director of Utilities Position.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution 2017-___ creating the Director of Utilities position and authorizing the Interim General Manager to hire an individual to fill the Director of Utilities Position.

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

M _____ S _____ V _____

4. Review and Approve Resolution 2017-___ Approving the Interim General Manager’s Appointment of Kelly Dodds as the District’s Utilities Supervisor and Approving the Employment Agreement.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution 2017-___ approving the Interim General Manager’s appointment of Kelly Dodds as the District’s Utilities Supervisor and approving the Employment Agreement.

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

M _____ S _____ V _____

5. Review and Approve Resolution 2017-___ Authorizing the Interim General Manager to Recruit and Hire an Account Clerk I.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution 2017-___ authorizing the Interim General Manager to recruit and hire an Account Clerk I.

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

M _____ S _____ V _____

6. Review and Approve Resolution 2017-___ Revising the District’s Compensation Step Schedule for the Utility Operator I, Utility Operator II, and Utility Operator III Positions and Authorizing Staff to Recruit a Utility Operator.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution No. 2017___ revising the District’s compensation step schedule for the Utility Operator I, Utility Operator II, and Utility Operator III positions and authorizing staff to recruit a Utility Operator.

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

M _____ S _____ V _____

7. Authorize Staff to Release the San Lawrence Terrace Arsenic Blending Pipeline and Tank Improvements Project Plans & Specifications and Authorize the Interim General Manager to Direct Staff to Advertise for Bids.

STAFF RECOMMENDATION:

Authorize staff to release the Plans & Specifications for the San Lawrence Terrace Arsenic Blending Pipeline and Tank Improvements project and authorize the Interim General Manager to direct the staff to advertise for bids from qualified contractors to complete the construction phase of the project.

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

M _____ S _____ V _____

8. Discuss and Adopt Resolution 2017-___ Approving the Subrecipient Agreement for 2015 Community Development Block Grant Funds in the Amount of \$150,000 Between the County of San Luis Obispo and the San Miguel Community Services District and Directing the President of the Board of Directors to Execute the Agreement.

STAFF RECOMMENDATION:

Discuss and adopt Resolution 2017-___ of the Board of Directors approving the Subrecipient Agreement for 2015 Community Development Block Grant Funds in the amount of \$150,000 between the County of San Luis Obispo and the San Miguel Community Services District and directing the President of the Board of Directors to execute the agreement.

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

M _____ S _____ V _____

9. Review and Approve Resolution 2017-__ Approving Monsoon Consulting’s Proposal to Provide Plans, Specifications, and Support Services for the Replacement of the 11th and 10th Street Waterlines at a Cost not to Exceed \$25,000.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution 2017-__ approving the proposal by Monsoon Consulting to provide plans, specifications, and support services for the replacement of the 11th and 10th street waterlines at a cost not to exceed \$25,000.

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

M _____ S _____ V _____

10. Review and approve Resolution 2017-__ Authorizing the Interim General Manager to Enter an Agreement with Monsoon Consulting to Update the Water and Wastewater Master Plans at a Cost not to Exceed \$43,300.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution 2017-__ authorizing the Interim General Manager to enter an agreement with Monsoon Consulting to update the Water and Wastewater Master plans at a cost not to exceed \$43,300.

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

M _____ S _____ V _____

11. Consider Adoption of Resolution 2017-___ Authorizing Continuing Appropriations to Pay Normal Operational Costs for SMCSO and Authorizing Preparation of the Final Budget Document.

STAFF RECOMMENDATION:

Staff recommends that the Board approve Resolution No. 2017-___ authorizing continuing appropriations to pay normal operational costs for the District and Board authorization to prepare the Final Budget Document.

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

M _____ S _____ V _____

12. Review and Discuss Annual Vehicle Replacement Evaluation Report and Recommendations.

STAFF RECOMMENDATION:

Staff recommends that the Board review and discuss the assessment of current District vehicles and review recommendations for replacement and new vehicles.

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

M _____ S _____ V _____

13. Discuss Options for Temporary Operator Services to Relieve the Utility Supervisor from 24/7 on Call Status.

STAFF RECOMMENDATION:

Discuss options for temporary Operator Services to Relieve the Utility Supervisor from 24/7 on Call Status and provide necessary direction to staff for acquiring temporary Operator services.

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

M _____ S _____ V _____

XIII. 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.

XIV. ADJOURNMENT

Time: _____

ATTEST:

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

COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Account Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSD office on June 28, 2017.

Date: June 28, 2017

Tamara Parent, Account Clerk II/Operations Coordinator