



## BOARD OF DIRECTORS

Ashley Sangster, President  
John Green, Director

Anthony Kalvans, Vic-President  
Hector Palafox, Director

Vacancy, Director

## REGULAR MEETING AGENDA APRIL 23<sup>rd</sup>, 2020 6:00 P.M. Closed Session 7:00 P.M. Opened Session

### IMPORTANT NOTICE REGARDING COVID-19 AND 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; but will be open to the public for open session.**
- **All members of the public seeking to comment to the local legislative body may do so in person or one of the methods below.**

### HOW TO SUBMIT PUBLIC COMMENT:

**Written / Read Aloud:** Please email your comments to [tamara.parent@sanmiguelcsd.org](mailto: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:** After 4:30pm leave a message on the District phone line at 805-467-3388 Voice "Public Comment" at beginning of message and include agenda item number and title. Before 4:30pm District Staff will take down message. 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](http://www.sanmiguelcsd.org)

**SMCSD Boardroom**

**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:** (*change during "shelter at home"*) 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 SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: [www.sanmiguelcsd.org](http://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:** *Sangster* \_\_\_ *Kalvans* \_\_\_ *Green* \_\_\_ *Palafos* \_\_\_ *Vacancy* \_\_\_
- 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 DISTRICT GENERAL COUNSEL – Existing Litigation** Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
- 2. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)  
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

**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. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

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

**Time:** \_\_\_\_\_

1. Report out of closed session by District General Counsel Seikaly

**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" form and place in basket provided.

**VIII. Special Presentations/Public Hearings/Other:**

1. Interview and appoint a new Director to fill vacancy on District Board
  - a) Ward Roney
  - b) Raynette Gregory

**IX. Staff & Committee Reports – Receive & File:**

**Non-District Reports:**

- |    |   |                 |
|----|---|-----------------|
| 1. | San Luis Obispo County                                | Email           |
| 2. | Camp Roberts—Army National Guard (LTC Robert Horvath) | No Report       |
| 3. | Community Service Organizations                       | No Report/Email |

**District Staff & Committee Reports:**

- |    |                          |                  |                  |
|----|--------------------------|------------------|------------------|
| 4. | Interim General Manager  | (Mr. Roberson)   | Verbal           |
| 5. | District General Counsel | (Mr. White)      | Verbal/Telephone |
| 6. | District Engineer        | (Dr. Reely)      | Report Attached  |
| 7. | Director of Utilities    | (Mr. Dodds)      | Report Attached  |
| 8. | Fire Chief               | (Chief Roberson) | Report Attached  |

**X. CONSENT CALENDAR:**

*Each item in the consent agenda will be voted on separately by voice vote per Executive Order 33-20. 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) 02-27-2020 Regular Board Meeting
2. **Approving RESOLUTION 2020-09, assignment of banking powers for John Green, Anthony Kalvans, Ashley Sangster, Hector Palafox for District Bank accounts and revoking banking powers for Joseph Parent.**
3. **Review and Discuss Resolution No 2020-10 Declaring Hazardous Weeds a Public Nuisance within the District.**
4. **Review and approve RESOLUTION 2020-13 adopting job description and pay scale for Financial Officer position.**

**XI. BOARD ACTION ITEMS:**

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for February 2020 (Freeman)**
  - 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, Discuss, Receive and File the Enumeration of Financial Report for March 2020 (Freeman)**
  - F. Claims Detail Report
  - G. Statement of Revenue Budget vs Actuals
  - H. Rev Budget vs Actual Summary
  - I. Statement of Expenditures Budget vs Actual
  - J. Cash Report

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

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

3. **Receive and discuss presentation on proposed Fiscal Year 2020-21 Operation and Maintenance Budget for San Miguel Community Services District.**

**Recommendation:** Provide comments to Staff after reviewing proposed budget presentation.

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

- 4. Review and approve RESOLUTION 2020-11 declaring a local emergency and temporarily authorizing an increase in authority for the Interim General Manager.

Recommendation: Approve Resolution 2020-11 declaring a local emergency and temporarily authorizing an increase in authority for the Interim General Manager.

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

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

- 5. Review and approve RESOLUTION 2020-12 suspending the late payment charges and discontinuation of Water and Sewer service for nonpayment.

Recommendation: Approve Resolution 2020-12 suspending the late payment charges and Discontinuation of water and Sewer service for nonpayment.

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

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

- 6. Review and approve RESOLUTION 2020-08 adopting revising Purchasing Policy to include required language. (Roberson)

Recommendation: Approve Resolution 2020-08 adopting revising purchasing policy to include required language.

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

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

- 7. Review and approve RESOLUTION 2020-14 approving a contract Monsoon Consultants to update the water and wastewater master plans and to create a Recycled water master plan in an amount not to exceed \$12,500 (Dodds)

Funded by: Wastewater Department (40-326), Water Department (50-326)

Recommendation: Approve resolution 2020-14 approving a contract with Monsoon Consultants in an amount not to exceed \$12,500.

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

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

- 8. Review and approve Resolution 2020-15 approving a proposal from DUDEK in an amount not to exceed \$71,900 for Environmental Consultant Services for preparation of CEQA and NEPA documents for the WWTF expansion and proposed recycled water pipeline alignments.

Funded by: Wastewater Department (40-587) SRF GRANT

**Recommendation:** Approve Resolution 2020-15 and the Proposal from DUDEK in an amount not to exceed \$71,900.

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

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**9. First reading of proposed *ORDINANCE 01-2020* SMCSD Fire Code for ratification by the San Luis Obispo Board of Supervisors (Roberson/ Young)**

**Recommendation:** First reading of proposed Ordinance 01-2020 SMCSD Fire Code

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

**10. Continued discussion on the Fire Department Temporary Housing unit (Young)**

**Recommendation:** Discuss the status and next steps for the Fire Department Temporary Housing unit

**Public Comments:** (Hear public comments)

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

**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/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSD office on April 17, 2020

Date: April 17, 2020

Rob Roberson Rob Roberson, Fire Chief/Interim General Manager

Ashley Sangster, SMCSD Board President Approved vis email/RR

Tamara Parent, Board Clerk/ Accounts Manager