



## BOARD OF DIRECTORS

Raynette Gregory, President                      Anthony Kalvans, Vice-President  
 Ward Roney, Director                      Hector Palafox, Director (End of Term 12/2022)  
 Owen Davis & Rod Smiley, Incoming Directors 12/2022

### SPECIAL MEETING MINUTES 7:00 P.M. Opened Session 601 12<sup>th</sup> Street 12-15-2022

1. **Call to Order:**  
7:00 P.M.
2. **Roll Call:** *Raynette Gregory, Anthony Kalvans, Hector Palafox, Ward Roney, Rod Smiley, Owen Davis*

3. **Approval of Special Meeting Agenda:**

**Motion By:**            Hector Palafox  
**Second By:**        Ward Roney  
**Motion:**            To Approve

Board Members	Ayes	Noes	Abstain	Absent
Ward Roney	X			
Anthony Kalvans	X @7:03			
Raynette Gregory	X			
Hector Palafox	X			

4. **Pledge of Allegiance:**  
Lead by Director Roney
5. **Public Comment and Communications for items not on the agenda:** None
6. **Special Presentations/Public Hearings/Other:**

1. **Presentation of Certificate of Appreciation for Public Service to Robert Roberson, Retiring Fire Chief by Resolution 2022-60 San Miguel Community Services District, and the County Board of Supervisor John Peschong, and Assembly Member Jordan Cunningham's Office (Parent)**

Present Retired Fire Chief Robert Roberson with Resolution from the San Miguel CSD, and Certificate of Appreciation from San Luis Obispo County Supervisor John Peschong (attending), and Certificate of Recognition from Assembly Member Jordan Cunningham's Office (absent).

Presentation of Resolution 2022-60 to honor retired Fire Chief Robert Roberson presented by the San Miguel C.S.D. Certificate of Appreciation presented by San Luis Obispo Board of Supervisor John Peschong and Assemblymember Jordan Cunningham's office.

**Motion By:** Anthony Kalvans

**Second By:** Hector Palafox

**Motion:** To Approve

<b>Board Members</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>	<b>Absent</b>
Ward Roney	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Hector Palafox	X			

**2. Presentation of Certificate of Appreciation for Public Service to Hector Palafox, Retiring Board of Director, by RESOLUTION 2022-61 San Miguel Community Services District and the County Board of Supervisor John Peschong. (Parent)**

Present Director Palafox with Resolution from the San Miguel CSD and from San Luis Obispo County Supervisor John Peschong office.

Presentation of Resolution 2022-61 to honor Hector Palafox for his Public Service presented by the San Miguel C.S.D. Certificate of Appreciation presented by San Luis Obispo Board of Supervisor John Peschong.

**Motion By:** Ward Roney

**Second By:** Anthony Kalvans

**Motion:** To Approve

<b>Board Members</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>	<b>Absent</b>
Ward Roney	X			
Anthony Kalvans	X			
Raynette Gregory	X			
Hector Palafox	X			

**3. Swearing in & Oath of Office (Dodds)**

Administering the Oath of Office to newly elected Board members: Owen Davis and Rod Smiley (2)

General Manager Kelly Dodds gave Oath of Office to new Board of Directors Owen Davis and Rod Smiley. Director Smiley and Director Owen took their Director seats on the Board. Mr. Palafox left his Director seat.

**4. Election of Board Officers and Board Appointments for 2023 (Dodds)**

Nominate and Elect Board of Director Officers for 2023:

A.1. President

A.2 Vice-President

Nominations made and secret vote cast for the 2023 President and Vice President.

Results of Vote for Board Officers 2023:

**President:** Ward Roney

**Vice President:** Raynette Gregory

**7. Non-District Reports:**

**1. Community Service Organizations**

Verbal

Item presented by Scott Young, President of the Firefighters Association. Mr. Young explained that the SMFA participated in the December 3<sup>rd</sup>, Paso Robles Christmas Parade, and took 2<sup>nd</sup> place in the Fire Truck category. The SMFA is having a Toy Drive, for the Santa Vista at the San Miguel Lighted Christmas Parade, Mr. Young thanked Army recruiter Shelly Anderson for all her help. SMFA annual Christmas dinner was held on Dec 13th.

Director and San Miguel Lions member Anthony Kalvans voiced that the San Miguel Lions is bringing Santas to the area Elementary Schools in December and that the San Miguel Lions have been doing this for over 40 years.

Board Comment: None

Public Comment: Shelly Anderson, San Miguel Resident asked how many entries for the Christmas Parade were received? Mr. Young explained that he has received entries but that most people enter just days before the Parade.

**2. San Luis Obispo County Organizations**

Verbal/Report

None

**3. Camp Roberts—Army National Guard**

Verbal

None

**8. Staff & Committee Reports - Receive & File:**

**1. General Manager**

Receive verbal report

General Manager Kelly Dodds updated the Board of Directors on multiple items. Rain damaged the access road to the 0.65 Million Gallon water tank, and explained that the District will need to move forward with repairing the access road. The new Directors will need to file their assuming office 700 forms within 30 days. The District will be reviewing the mid-year budget adjustments tentatively in January. There was a main break on K Street, discussion ensued.

Board Comment: Director Gregory asked for clarification on which tank he was talking about. Discussion ensued about the repairs

Director Kalvans asked about leak on 12th Street. Discussion ensued about project to replace the 11th/10th Street water line, as a capital project.

Public Comment: None

**2. District Counsel**

Receive verbal report

Item Presented by Doug White and had nothing new to report

Board Comment: None

Public Comment: None

**3. District Utilities**

Receive and File

General Manager Kelly Dodds, submitted report as written.

Board Comment: Director Roney asked if the rain has had any impact on the operations?

Mr. Dodds explained that it did not at this time, just made things a little messier.

Public Comment: None

**4. Fire Chief Report**

Receive and File

Fire Chief Scott Young, submitted report as written Board Comment: None

Public Comment: None

**9. Consent Calendar:**

Item was presented by President Roney. Counsel White voiced that Directors should abstain if they where not present on the Board for Meeting Minute approval.

Board Comment: None

Public Comment: Ashley Sangster, San Miguel Resident voiced that he felt that Resolutions should be passed in Action Item section of the meeting that way they could have more discussion.

**Motion By:** Raynette Gregory

**Second By:** Anthony Kalvans

**Motion:** To Approve Items 1, 2, 3, 4, and 5

<b>Board Members</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>	<b>Absent</b>
Ward Roney	X			
Raynette Gregory	X			
Anthony Kalvans	X			
Rod Smiley	X			
Owen Davis	X			

**1. 10-27-2022 Draft Regular Meeting Minutes**

(Parent) Receive and File

**2. 11-17-2022 Draft Special Meeting Minutes**

(Parent) Receive and File

**3. Authorize the General Manager to act as authorized representative for Clean Water State Revolving Fund Grants for the Machado Wastewater Treatment Facility Construction Funding (Dodds)**

Approve RESOLUTION 2022-62 authorizing the General Manager, Kelly Dodds to act as authorized representative for Clean Water State Revolving Fund Grants for the Machado Wastewater Treatment Facility Construction Funding.

**4. Authorized representative for Prop 1 Round 2 IRWM funding (Dodds)**

Approve Resolution 2022-69 designating the General Manager as the authorized representative for the PROP 1 Round 2 IRWM funding application and award representative for the PROP 1 Round 2 IRWM funding application and award.

5. **SAFER Grant Applicant Approval by RESOLUTION 2022-63(Young)**  
Review and approve Resolution 2022-63 appointing the District Fire Chief as the representative in all matters relating to the SAFER Grant process.

**10. Board Action Items:**

1. **Financial Reports - November 2022 (Hido)**

Review, Discuss and Receive the Enumeration of Financial Reports for November 2022. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

Presented by Financial Officer Michelle Hido, updated the Board of Directors that the Governmental Accounting Standards Board 75 report (GASB75) has been finished and sent off to the Auditors, but that the District was unable to acquire a grant for the cost this year, so will have to pay the full cost of \$2,500. Discussion about the State oversight of the District's financials and required annual reports to be submitted to the State Controller Office. Mrs. Hido explained that the November 2022 Financial reports are just for receiving the information.

Board Comment: None

Public Comment: None

2. **Establish calendar year 2023 regular Board of Director meeting dates (Dodds)**

Review and approve RESOLUTION 2022-65 establishing regular board meeting dates for calendar year 2023

General Manager Kelly Dodds presented item and explained that Exhibit A is proposed scheduled for 2023. Forth Thursday of the month at 7 PM

Board Comment: Director Kalvans discussed November and December 2023 and how that would be for the Staff if it was changed to the 5th Thursday instead of the 3rd Thursday. Discussion ensued.

Director Davis voiced that he would like to keep it the same dates and time.

Director Gregory voiced that she would like to change the meeting time to start at 6PM.

Discussion ensued.

Public Comment: None

Motion by Director Smiley to change meeting to 6:30 PM; Director Kalvans seconded. Director Kalvans asked to continue the discussion. Discussion ensued about 6PM start time. Director Smiley amended his motion to 6 PM after confirming that all the Directors could attend at that time.

Board Comment: Director Davis voiced that he wants to remind the Director's that they need to think about the public. Discussion on protocol for closed session ensued for clarification for Director Davis.

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Approve Regular Meeting Start time to 6PM

<b>Board Members</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>	<b>Absent</b>
Raynette Gregory	X			
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			
Ward Roney	X			

**3. Contract amendment for the Safety Category with CalPERS (Dodds)**

Review and approve RESOLUTION 2022-68 Amending the contract between the Board of Administration California Public Employees Retirement System and the Board of Directors San Miguel Community Services District.

General Manager Kelly Dodds presented the final resolution to authorize creation of the "Safety Category" within CalPERS

Board Comment: None

Public Comment: None

**Motion By:** Raynette Gregory

**Second By:** Rod Smiley

**Motion:** To Approve

<b>Board Members</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>	<b>Absent</b>
Anthony Kalvans	X			
Rod Smiley	X			
Owen Davis	X			
Raynette Gregory	X			
Ward Roney	X			

**4. Discussion on SLT Tank and Booster Pump Station project.**

Discuss the SLT Tank and Booster Pump Station project and provide direction to the General Manger

General Manager Kelly Dodds presented the item, he explained that this is a project that is in our District Master Plan and is to increase fire flow on the terrace. It was explained that this item has a second Resolution coming forward to apply for a grant but will be brought back to the Board for any cost or approval. Mr. Dodds explained that the County is willing to make a parcel out of an easement to sell on the bluff at Power Road and River Road. General Manager explained that he would need a consensus of the Board to move forward with the purchase of the parcel from the County, but that there are a lot of unknowns.

Board Comment: Director Roney asked if he had an idea on what the County cost will be to purchase the property. General Manager Kelly Dodds explained that he did not know, but explained that there is not a lot of use for that area, but it is 3 to 5 acres and would most likely be fair market value.

Director Smiley asked about the low water pressure. General Manager Kelly Dodds explained that history of the east-side water system and the PSI is 20 or lower.

Director Smiley asked Fire Chief Scott Young about the fire flow. Chief Young explained that it is too low, and a larger capacity would definitely help.

Director Smiley asked about a timeline on this project. General Manager Kelly Dodds that if everything goes as planned it would be the end of next year.

Director Gregory asked if the new tank would be as big as the one on the Westside?

Mr. Dodds explained that it will be 250-thousand-gallon tank and in the future another 250 thousand gallon tank, and would help the sustainability and liability of the eastside of the river.

Director Gregory asked if this would play into the new development proposed on eastside?

Mr. Dodds explained that the proposed development would not need this project to move forward, but would provide much needed infrastructure.

Director Kalvans asked if it would be better to do a real property negotiation with the County? Discussion ensued about cost of property. General Manager Kelly Dodds explained that he has go around with the County, the District engineers have also gone the rounds with the county, Discussion ensued.

Director Davis asked what the elevation of the proposed tanks would be? General Manager Kelly Dodds explained that the proposed tank is lower than the .65 Million Gallon tank, and would need to be pressurized.

Director Roney asked Chief Young if this would improve the ISO rating for that area. Chief Young explained that yes, because of the increased storage.

Public Comment: None

**Motion By:** Raynette Gregory

**Second By:** Rod Smiley

**Motion:** To Authorize moving forward with Discussion on SLT tank and booster pump station project.

Board Members	Ayes	Noes	Abstain	Absent
Anthony Kalvans	X			
Rod Smiley	X			
Raynette Gregory	X			
Owen Davis	X			
Ward Roney	X			

#### 5. SLT Tank and Booster Pump application preparation (Dodds)

Approve RESOLUTION 2022-66 authorizing the General Manager to contract with Water Systems Consulting in an amount not to exceed \$22,960 to prepare a grant application for the SLT Tank and Booster Pump project.

Item presented by General Manager Kelly Dodds explaining that this item is related to the previous item, and it is to authorize the District Engineer (WSC) to preparation the application for the SLT Tank and Booster Pump Station Project for a not to exceed \$22,960.

Board Comment: Director Gregory asked who would be funding this? General Manager Kelly Dodds explained that it would be "Clean Water Revolving Fund".

Public Comment: None

**Motion By:** Raynette Gregory

**Second By:** Rod Smiley

**Motion:** To Approve

<b>Board Members</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>	<b>Absent</b>
Owen Davis	X			
Rod Smiley	X			
Raynette Gregory	X			
Anthony Kalvans	X			
Ward Roney	X			

**6. Tank inspection and coating repair contract with Advantage Technical Services. (Dodds)**

Approve RESOLUTION 2022-64 authorizing the General Manager to contract with Advantage Technical Services.

Item Presented by General Manager Kelly Dodds that the .65 Million Gallon water tank on the westside and explained that at this time they are seeing needed maintenance. Mr. Dodds explained that a few months back the Board authorized a release of an RFP. The only proposal that was received was from Advantage Technical Services. Discussion ensued on the process and cost.

Director Roney asked if it was usual to receive only one proposal? General Manager Kelly Dodds told him yes, and explained that this project very specialized. Director Gregory voiced that she was disappointed that with a \$67,000 cost, with no competitive bids. Mr. Dodds explained that the District sent the RFP off to a lot of entities and received 3 acknowledgment but only one sent a bid.

Director Kalvans explained that this a complicated issue, and that they have nothing to compare it too.

General Manager Kelly Dodds explained that we will be going in phases, to determine the true cost, and hoping for a lower cost. Discussion ensued on the bidding process. Director Smiley asked if we could look at getting information from the California Contractors Registration. Discussion ensued

Public Comment: None

**Motion By:** Raynette Gregory

**Second By:** Rod Smiley

**Motion:** To Approve

<b>Board Members</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>	<b>Absent</b>
Anthony Kalvans	X			
Owen Davis	X			
Rod Smiley	X			
Raynette Gregory	X			
Ward Roney	X			

**7. Funding agreement between the County of San Luis Obispo and San Miguel Community Service District. (Dodds)**

Adopt RESOLUTION 2022-70 approving a funding agreement between the County of San Luis Obispo and San Miguel Community Services District for implementation of the Recycled Water Supply Project under Grant Agreement No. 4600014639 between the California Department of Water Resources (“DWR”) and the County of San Luis Obispo and authorizing the General Manager to execute and administer the funding agreement.



Item Presented by General Manager Kelly Dodds explaining that this is an agreement between the County of San Luis Obispo and San Miguel CSD. Mr. Dodds explained that back in January 2020 the Board authorized the district to apply for a grant for the recycled water line, and the grant has been approved for 1 million dollars.

Board Comment: Director Roney again that this resolution is to authorize the General Manager to execute and administer the funding agreement.

Public Comment: None

**Motion By:** Rod Smiley  
**Second By:** Raynette Gregory  
**Motion:** To Approve Rod Smiley

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis	X			
Raynette Gregory	X			
Ward Roney	X			

**8. Recycle water line design and engineering contract (Dodds)**

Approve RESOLUTION 2022-67 authorizing the General Manager to contract with Water Systems Consulting (WSC) for the design and engineering of the recycled water line from the Machado WWTF to vineyards as is described in the grant awarded to by DWR.

General Manager Kelly Dodds explained that this Resolution is to have the Districts engineers (WSC) to design and engineering of the recycled water line. All the cost will be reimbursed by the grant, and this project will have a Not To Exceed.

Board Comment: Director Davis asked if the engineering firm. Discussion ensued.

Public Comment: None

**Motion By:** Raynette Gregory  
**Second By:** Rod Smiley  
**Motion:** To Approve

Board Members	Ayes	Noes	Abstain	Absent
Owen Davis	X			
Rod Smiley	X			
Raynette Gregory	X			
Anthony Kalvans	X			
Ward Roney	X			

**9. Fire Department Code Enforcement Violation (Young)**

Proceed with the correctional measures to resolve the Code Enforcement Notice of Violation for the existing conditions at the San Miguel Fire Station.

Item Presented by Fire Chief Scott Young, he explained that this is a follow up and that the Demolition permit has been issued on December 6th, 2022 and plan check fees have been paid, the Board will get a full accounting in January. Chief Young voiced that it was looking like demolition would start around the second week in January and is working with the General Manager on the time frame.

Board Comment: Director Gregory asked what was next and thought that he would want to get a building permit also. Chief Young explained that it would be costly to rebuild due to the building being Essential Services. Discussion ensued.

Director Davis voiced that it has been costly mistake, and asked if anyone going to take responsibility. Director Smiley voiced that the best thing would be to move forward, and we need not to cast blame.

Director Gregory voiced that she feels that it is making lemonade out of lemons. Director Kalvans voiced that we need to move forward, and conduct ourselves professionally.

Public Comment: None

#### **10. Fire Department Temporary Housing Unit (Young)**

Continue discussion on the process required to provide a Temporary Fire Department Staffing Housing Unit including space for a Sheriff's Beat Station by Fire Chief Scott Young updating the Board that the minor use permits have been issued with notes, still waiting for the notes. Discussion about the Advisory Council ensued. Chief Young will be attending the next council meeting in January. Chief Young explained that his had paid all the fees in full, and has asked for a \$5,000 fee waiver, and that the San Miguel Schools waived the fees.

Board Comment: Director Kalvans asked about the San Miguel Advisory Council, and it was discussed that they have not had the meeting yet. It was explained that the Clerk looked at the SMAC website and the layout looked like they had a meeting on Tuesday, January 13th, but that was incorrect.

Director Gregory asked if Chief Young felt that the Advisory Council would be holding up this project, discussion ensued.

Public Comment: None

#### **11. Board Comment:**

Board Comment: Director Kalvans asked about the streetlight in the alley. It was explained that it was a private streetlight, but General Manager Kelly Dodds would look into it.

Rod Smiley invited the District to the dedication of the new Paso Robles Fire Training Facility - June 28th, 2023

#### **12. Adjourn to Closed Session/Closed Session Agenda:**

Public comment: None

Adjourn to Closed Session at 9:01 P.M.

Reconvene to Closed session 9:17 P.M

##### **1. CONFERENCE WITH LABOR NEGOTIATORS**

**Agency designated representative: Kelly Dodds, General Manager / Douglas L. White, General Counsel**

**Represented Employee Union: San Miguel Employee Association (SMEA)**

Discussion

**2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

**Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:1**

Discussion

**13. Report out of Closed Session:**

Report out of Closed session 9:46 P.M. Direction was given to staff  
Adjournment 9:48 P.M.

**14. Adjournment to Next Regular Meeting - January 26<sup>th</sup>, 2023, at 6PM**