



BOARD OF DIRECTORS

Ashley Sangster, President John Green, Vice-President
 Brendin Beatty, Director Owen Davis, Director Rod Smiley, Director

REGULAR MEETING MINUTES

6:00 P.M. Opened Session
SMCSD Boardroom 11-20-2025

1. Call to Order:

2. Roll Call: *Ashley Sangster, John Green (Via Teleconference), Owen Davis*

ABSENT: Rod Smiley, Brendin Beatty

3. Approval of Regular Meeting Agenda:

Motion By: Owen Davis

Second By: John Green

Motion: To Approve

Board Members	Ayes	Noes	Abstain	Absent
John Green	X			
Owen Davis	X			
Ashley Sangster	X			
Brendin Beatty				X
Rod Smiley				X

4. Pledge of Allegiance:

Lead By Director Davis

5. Public Comment and Communications for items not on the agenda:

Raynette Gregory a San Miguel resident asked about Director Green's Teleconference location, and explained that she called Massachusetts General Hospital (MGH); they said he had been discharged.

Director Sangster asked Director Green about his location and explained that Director Green is an elected official and that they should take him on his word that he is at MGH.

Director Green comments over phone were inaudible.

Discussion ensued with Director Sangster asking for Deputy General Counsel Pritchard to advise. Deputy General Counsel Pritchard explained that she spoke with Director Green earlier in the day to confirm that he was at the hospital in Massachusetts. It was also explained that

there was no reason to question his location at this time, and that there was no evidence other than Director Green's own Facebook post.

Director Sangster spoke about accepting Director Green's own verification of his location and that Legal Counsel had no reservations on moving forward.

6. Non- District Reports:

1. San Luis Obispo County Organizations

Verbal/Report

Board Comment: None

Public Comment: None

2. Community Service Organizations

Verbal

Board Comment: None

Public Comment: None

3. Camp Roberts—Army National Guard

Verbal

Board Comment: None

Public Comment: None

7. Staff & Committee Reports - Receive & File:

1. General Manager (Pg. 5-6)

Receive report

General Manager Kelly Dodds explained that Senate Bill 852, signed into law in October 2025, includes amendments to the Political Reform Act that affect how certain public officials file their Statement of Economic Interests (Form 700). Specifically, Section 18700.3(b) now requires electronic filing through the Fair Political Practices Commission (FPPC) for officials who manage public investments. General Manager Kelly Dodds explained that each Director will be receiving correspondence from the FPPC.

Board Comment: Director Sangster asked when these would be due. Board Clerk Tamara Parent explained that the annual 700 reporting is due April 1st of each year.

Public Comment: None

2. District Counsel

Receive verbal report

Deputy General Counsel Pritchard had nothing to report.

Board Comment: None

Public Comment: None

3. District Utilities (Pg. 7-9)

Receive and file

Board Comment: None

Public Comment: None

4. Fire Chief Report (Pg. 10-24)

Receive and File

Fire Chief Scott Young submitted report as written.

Board Comment: Director Davis asked about funds collected by the San Miguel

Firefighters Association (SMFA) back when John Green was part of the SMFA. General Manager Kelly Dodds explained that those funds were controlled by the SMFA not the San Miguel Fire Department, and that the questions have nothing to do with the Fire Chief Report.

Director Green voiced that he feels that it is very deceptive that the SMFA is not at the District meetings ever since the question came up and feels that it is very convenient. Fire Chief Scott Young explained that he could not hear Director Green's comments. Director Sangster summarized what Director Green said, explaining that Director Green feels that the SMFA should be more transparent.

Public Comment: None

8. **Consent Calendar:**

Deputy General Counsel Pritchard apologized for the oversight and explained that because there is not a quorum of the members participating from a location within the boundaries of the territory, no action can be taken tonight per *Government Code section 54953(b)(3)*.

Discussion ensued about the Board of Directors being able to give direction to staff on items.

Board Comment: Director Davis voiced that he would like to challenge that information, expressing that he has read the Board Handbook. General Manager Kelly Dodds explained that it is not in the Board Handbook but is from the Brown Act.

Deputy General Counsel Pritchard provided directions that the Board can discuss the items and provide direction for staff to bring specific action items back to the Board.

Director Green explained that he could not hear, and Director Sangster summarized District Counsel's comments.

Director Green voiced that he did not understand what the point was of having the meeting and said that we are all wasting our time by bringing everyone here today. Deputy General Counsel Pritchard explained that the first three items are not action items and can be discussed.

Director Sangster explained to Director Green that the three items he was interested in could still be discussed, and that he could still direct staff on those items. Director Green comments over phone were inaudible.

Director Green made statement that "in fact that we have two people who represent the District that have conspired to not have this meeting in an effort to not allow the process to go forward and allow this community to have a CSD meeting".

Director Sangster voiced that he agreed with Director Green's statement wholeheartedly.

Director Davis said that he agreed with Director Green, because of a discussion on a Brown Act violation in an email earlier and figured something was up.

General Manager Kelly Dodds explained that he spoke with both Directors and that they are both sick and would advise moving on to discuss the items that can be discussed.

Public Comment: None

No Action was taken on the Consent Calendar

1. **10-23-2025 Draft San Miguel CSD Board of Directors REGULAR meeting minutes (approve by 3/5 vote)(Pg. 25-32)**

Receive and file

2. **Authorize the General Manager to act as authorized representative for Water Recycling Funding Program Grant (WRFP) planning grant to evaluate and recommend potential uses of recycled water within the community of San Miguel by RESOLUTION 2025-43. (Approve by 3/5 vote) (Pg. 33-35)**

Approve RESOLUTION 2025-43 authorizing the General Manager, Kelly Dodds to act as authorized representative for Water Recycling Funding Program Grant (WRFP) planning

grant to evaluate and recommend potential uses of recycled water within the community of San Miguel.

3. Release requests for proposals

Authorize the General Manager release a Request for Proposals (RFP) for removal and dewatering of sludge from the Machado Wastewater Treatment Facility treatment ponds. (Approve by 3/5 vote) (Pg. 36-48)

Authorize the General Manager to release a Request for Proposal (RFP) for removal and dewatering of sludge from the Machado Wastewater Treatment Facility treatment ponds

4. Authorize the San Miguel Fire Department, in partnership with the San Miguel Firefighters Association, to host Santa Clause at the San Miguel Fire Station (Approve by 3/5 Vote) (Pg. 49-51)

Approve the San Miguel Fire Department(SMFD), in partnership with the San Miguel Firefighters Association (SMFA), to host Santa Clause at the San Miguel Fire Station.

5. Authorize the Fire Chief to administer and execute an Office of Traffic Safety (OTS) Grant for \$12,600 including associated budget adjustments - Resolution 2025-45 (Approve by 3/5 vote) (Pg. 52-87)

Approve RESOLUTION 2025-45 authorizing the Fire Chief to accept and execute the Office of Traffic Safety (OTS) grant award in the amount of \$12,600.00 (including related budget adjustments) for the purchase of Auto Extrication equipment and digital alerting technology equipment as described and approved within the grant application.

6. 2025 Volunteer Fire Assistance Grant (VFA) acceptance by RESOLUTION 2025-46 (Approve by 3/5 vote) (Pg. 88-99)

Approve RESOLUTION 2025-46 authorizing the Fire Chief to accept and administer the 2025 Volunteer Fire Assistance Grant (VFA) award agreement number 7FG25101 from Cal Fire in matching grant funding in the amount of \$14,826.28 for the purchase of equipment as described and approved within the grant application.

Total purchases shall not exceed: \$29,652.56

9. Board Action Items:

1. Discussion on the continued sale and use of 'Safe and Sane' Fireworks within District Boundaries (Discuss and provide direction by 3/5 vote) (Pg. 100-114) Requested by Director Davis, Sangster, and Green (7/3/25, 7/24/25)

The Board should discuss the benefits that fireworks sales provide to the community and the risks associated with those sales and subsequent use. After discussion the Board should provide direction to staff as to what, if any, action the Board would like to take in regard to 'Safe and Sane' fireworks sale and use; modifying allowable sale, use and or permit process.

Board Comment: Director Green said that he wanted an ordinance banning fireworks for five years. Director Green explained that it will be a test to see if the District can eliminate illegal fireworks because the Sheriff will be able to come around and enforce the law. If all fireworks are illegal then it simplifies the law, and if anyone uses any fireworks it will be violating the ban.

Director Green explained that he would like this on the December 4th Meeting as an action item. Director Davis seconded, and stated that he wants to ban all fireworks and use of

fireworks within the District.

Public Comment: General Manager Kelly Dodds read aloud public comment from Laryn Tracey a San Miguel resident.

General Manager Kelly Dodds read aloud public comment from Shaunna P. a San Miguel resident, letter was over three minutes long and District Green asked that the statement be read in full. Director Sangster approved.

Board Comment: Director Green asked why the other letters were not read aloud, Director Sangster explained that they did not comply with the policy. Director Green said that some of the letters looked like they were form letters from the same person.

Direction to staff is to bring back an ordinance to the December 4th Board Meeting to ban the sales and use of fireworks for 5 years.

Discussion on difference between an ordinance and resolution ensued.

2. Discussion on District administrative office space and potential alternatives to relocate the offices away from the Machado Wastewater Treatment Facility for administrative staff. (Discuss and provide direction to the General Manager by 3/5 vote) (Pg. 115-118)

Requested by Directors Green and Davis 2/27/2025 and 6/26/2025

It is recommended that the Board discuss the potential options and provide direction to the General Manager for one to the following;

1) Provide direction to the General Manager to negotiate and enter into a contract with the property owner of 1271 Mission for a long term lease and begin transitioning the administrative offices to that location, as well as to negotiate the purchase of the currently rented modular office at the treatment plant for continued use as a utility office.

OR

2) Direct the General Manager to immediately locate a vacant parcel to purchase in order to build a new office building away from the treatment plant AND Bring back a proposal to start the planning process for the building of a new office building.

OR

3) Direct the General Manager to immediately locate a parcel with an existing building to purchase and renovate for the purpose of relocating the administrative offices away from the treatment plant. AND bring back a proposal for board consideration.

OR

4) Direct the General Manager to look at alternative options to build an office at the treatment plant at a lesser proposed cost than the initial proposed building

OR

5) Direct the General Manager to maintain the existing office space at the treatment plant. Item was presented by General Manager Kelly Dodds explaining that since there can't be an official vote on anything, he is looking for direction to bring this back with more information; potentially on one of the five proposed options. Potential options were listed and discussed.

Board Comment: Director Green said that his concern is the exposure to employees and public going to the wastewater facility. Director Green stated that he feels that it is inappropriate and not done anywhere else, and that he had a suggestion. The suggestion is to move the three office staff workers back to the Firehouse and move the Fire staff into the new Temporary Housing Unit (THU) . The treatment plant is going to be under construction, so Kelly Dodds can move into a contractor's trailer, and will at least save \$2,400 a month on rent for a trailer that should not have been placed there.

Director Sangster asked about office furniture, and the proposal to purchase other furnishings. General Manager Kelly Dodds explained the office furniture that we currently have and explained that there might be a need for dividers between offices if the staff rented the space on Mission St.

Director Green said that two office staff work in the same office currently and that there was one person at the front desk. Director Green explained that he feels that the two staff can move into the Fire Chiefs current office and the front desk can be set up like it was before. Director Green explained that the Fire Chief can convert one of the bedrooms of the THU into an office. He feels that there is no need for two firefighters to be there overnight, and Kelly can move into a contractor's trailer.

Director Sangster expressed that he felt that Director Green's idea was interesting and explained that the estimates for office furniture could be looked at for DGS has surplus furniture that is available.

Director Green asked why they would need furniture, and that there was already furniture that could be moved back to the Firehouse.

General Manager Kelly Dodds explained that going back to the Fire Station was not an optimal situation.

Director Green asked who was talking and said that he does not know why there is any pushback on going back to what we were already doing. Director Green said that there is no explanation needed, staff used to work there, and they can go work there again.

General Manager Kelly Dodds tried to explain that the Fire Station set up was not the same as it used to be years ago.

Director Green explained what he wanted to Fire Chief to move into the THU and the General Manager into a contractor trailer; saying that he did not want to hear any more push back on this because it is a Board direction.

General Manager Kelly Dodds explained that there are three other employees that would be displaced. Director Green suggested that they get a bigger contractor trailer, and utility workers don't need office space. Director Green comments over phone were inaudible. Director Green explained again that he really did not want to hear any push back and that it is a Board of Directors decision.

Director Sangster explained that he feels that the only viable options are some form of what Director Green is suggesting, or 1271 Mission Street.

Director Davis explained that he agreed with Director Green, and asked questions about cost of a construction trailer. General Manager Kelly Dodds explained that he did not have a cost estimate for a construction trailer.

Director Green explained that there are two-door construction trailers and advised how employees could complete their paperwork without needing office space. Discussion ensued.

Director Davis said that he feels that everything was really good with the single trailer that was down at the Treatment Facility for a long time, until all the fighting went on and someone had to get out of the Fire Station.

Fire Chief Scott Young asked to comment, Director Sangster approved. Fire Chief Scott Young reminded the Board that the reason that staff moved out of the Fire Station started

because of a code violation dating back to 2003. It was explained that the Board is failing to realize is how the Fire Department functions and that the Fire Department has staff that come in on a daily basis, and the THU is permitted by the County as a Temporary Housing Unit only, that is not ADA compliant as part of the permit requirement is off limits to public. The THU is only available to Fire Department and Sheriff Department staff, and is not an office space and to do any construction or modification on it would require a new permit. Fire Chief Scott Young advised that doing any modifications would put the District back to having a code violation, and there would be no space for meeting with planners, or project planning.

Director Green comments over phone were inaudible, talking about the THU needing to have a ramp installed.

Public Comment: Raynette Gregory a San Miguel resident spoke about the Fire Department being a place where people come when in need of medical aid and discussed how CSD staff is not trained to assist the public in that manner, nor should they be. Mrs. Gregory also spoke about how traumatic it can be for office staff, and that there should be a clear separation of Fire Department and CSD.

Director Green asked to comment on Raynette Gregory's public comment, Director Sangster approved.

Board Comment: Director Green explained that the public arriving at the Fire Department with emergencies can use the side door, and the Fire Chief can respond from his THU. Director Green commented that they will put a red light on the building and then everyone will know that it is occupied. Director Green remaining comments over phone were inaudible.

Public Comment: General Manager Kelly Dodds read aloud public comment from J. Brown a San Miguel resident.

Board Comment: Director Green spoke about how the Booster Station comments had nothing to do with this item, and explained that he thinks that the move would save money for the district. Director Green explained that he is saving the District money and that the \$2,200 unit would be gone and everything else is free, except the ramp and contractor trailer.

General Manager Kelly Dodds asked for Direction on this item.

Director Sangster explained that he would like it brought back as an action item, again expressing that the only viable solution is incorporating some of Director Green's ideas or the 1271 Mission Street building.

Consensus of the Board is to have staff to bring back information as an action item that would cover all the possibilities with both of those options.

3. **Discuss and provide direction on the installation and use of a red light outside the Temporary Housing Unit. (Discuss and provide direction by 3/5 vote) (Pg. 119)**
Requested by Director Green and Davis at September 2025 Board meeting Discuss the installation and or use of a red light on the exterior of the Temporary Housing Unit and provide direction to staff.

Item presented by General Manager Kelly Dodds explaining that this item was requested by Director Green and Director Davis to discuss the installation and use of a red light on the exterior of the THU. General Manager Kelly Dodds asked for direction from the Board about what exactly they wanted to do, replacing the light bulb or installing a dedicated light.

Board Comment: Director Green explained that there is currently a red light at the Fire Station, and originally the red light was a way to let public know that there was either an alarm, phone, or personnel that could render help in an emergency situation. Director

Green also said that times have changed, but if the District is going to have a housing unit for firefighters, then there should be an indication to the public that the space is occupied by emergency personnel. Director Green explained that he wanted to have the Fire Department shut off the red light at the Fire Station and, then turn on a red light at the THU, when there is someone there that can offer emergency services. Director Green stated that he would like this item to come back on December 4th as an action item.

Director Sangster discussed having the red light on during the day at the Fire Station when it is occupied.

Director Green said that it is like someone just got a red light and put it up as a decoration, and it should not be it should be an indicator that emergency services are available there, and that he has had this conversation with the Fire Chief, who does not seem to get the meaning.

Director Davis said that he feels that this has an easy solution, there is already a red light at the Fire Station so there should be one at the THU. It was explained by Director Davis that if a Firefighter goes into the building turn on the lights and if they leave, turn off the lights. Director Green said that it is two switches, and if that is too complicated for them, use a double switch.

Director Davis feels that the lights are pretty important, and people need to know if anyone is at the Fire Station or THU; stating that he did not understand why anyone would be arguing about something like this. Director Davis explained that when the lights get installed, it must be mandatory that they are used properly.

Fire Chief Scott Young asked if there would be a District use policy on lights? Director Sangster explained that it could be discussed when it is brought back on December 4th.

Fire Chief Scott Young asked to comment on the item. Director Davis approved.

Fire Chief Scott Young explained that the "red light" is an antiquated procedure that nobody knows about or uses anymore. It was explained that the Sheriff's Department is under no obligation to turn on and off a light, and they have no desire to advertise that they are occupying that building.

Fire Chief Scott Young stated that the light at the Fire Station is on and has always been on a photocell, and that there is no "switch" for that light. The light was taken out of service by Mr. Ellison years ago and around four years ago the Fire Department changed the bulb and added a red lens. Historically, if there was a red light outside a Fire Station, it would be to flash when emergency personnel was leaving the station; the light at the Fire Station does not have that ability. In regard to the THU, the light would be drawing people to a building that is not ADA compliant, and at that point it causes a hazard. Fire Chief Scott Young expressed that he was not trying to argue just trying to share both sides of this conversation, especially considering that you want to add some kind of repercussions for lack of use of the light. Discussion ensued on a light use policy, liability, and the need to call 911.

Director Green spoke about the public comment by Raynette Gregory that said CSD staff could not handle the emergencies that come to the Fire Station, and Director Green stated that people bring their emergencies to the Fire Station, because it is a Fire Station. Director Green explained that he wants to identify the building as "here is where you get help" and that the Fire Chief can come out of the THU to administer help.

Director Green said that he feels that the District has been in the hole for lots of years, and the only way to pull this together is to stop spending money, and that the Fire Chief can be in the engine bay.

Director Sangster explained that he feels that the THU was proposed to the Board for the objective to be sometimes occupied by the Sheriff's staff, deputy, and that their vehicle would be parked there to deter crime. If the Sheriff is trying to be on the down low and not

have anyone aware of their presence in the community, this it is the opposite of what was being sold to the Board of Directors. Director Sangster talked about the Fire Department deterring someone who is having an emergency from going to the THU; red light or not.

Fire Chief Scott Young explained that the THU is not ADA compliant and was permitted as a space for the Sheriff's Department and for Fire Department staff that is ambulatory to use. Fire Chief Scott Young spoke about liability issues and explained that the Sheriff Department parks in the back and is visible. It was also explained that because the THU is non-ADA compliant the Sheriff cannot bring anybody there and is used as a report writing station and a place to get out of the weather.

Discussion ensued about calling 911 for the fastest response to any emergency. and how CSD personnel are not prepared for those emergencies.

Director Green comments over phone were inaudible.

Director Green stated that he would like the Board of Directors to direct staff to find a positive path to get what the Board is requesting instead of coming up with all of these reasons why we can't. Director Green wants staff to sit down and make a plan for how it can get done, stating because it is going to be done! He explained that he is tired of arguing with staff and that the Board is here to serve the public, and is happy to hear from the public, but that staff need to work vigorously to meet the wishes of the Board.

Fire Chief Scott Young explained that there is no argument on the solution, but the question is how this is being used and how is it going to be used in a productive manner.

Director Sangster suggested that this item be brought back as an action item with a simple cost-effective solution.

Director Green explained that all emergencies can go walk to the side door and that CSD staff does not need to be traumatized by emergencies coming through the front door, and that they will call 911 for them.

Director Davis said that he feels that what Director Green said happens all the time with the Fire Chief and General Manger; the Board will direct them to do something and half the time they do not do it.

General Manager Kelly Dodds explained that the Fire Chief and General Manager work for the whole Board not individual Board Members.

Public Comment: Robert Rojas a San Miguel resident spoke about emergency services, not understanding the antiquated red light and that the Firefighters will always be there for the community, with or without a red light.

Board Comment: Director Green said that people do not know that the THU has fire personnel in it.

Board consensus is to have this item be brought back as an action item with a simple cost effective solution.

4. Monthly claim detail and investment reports for October 2025 (Recommend receive and file claim detail and investment report by 3/5 vote) (Pg. 120-159)

When ancillary reports are provided they are for reference only and are subject to change.

Review, Receive and File the attached claim detail and investment reports.

When ancillary reports are provided they are for reference only and are subject to change.

Continued to the December 4th Board Meeting

5. Continuation of 10/23/2025 Board Meeting

Adopt a District Bill Payment Policy. RESOLUTION 2025-33 (Approve by 3/5 vote) (Pg. 160-175)

Review and adopt Resolution 2025-33 adopting a Bill Payment Policy for the District. Continued to the December 4th Board Meeting

6. **Review and approve the 2025 Update and Audit to the District Sewer System Management Plan (SSMP) by RESOLUTION 2025-44 (Approve by 3/5 Vote) (Pg. 176-240)**

Review and adopt the 2025 Sanitary Sewer Management Plan (SSMP) update and the audit of the current SSMP.

Continued to the December 4th Board Meeting

7. **Tabled from 10/23/2025 Board meeting**

Authorize the General Manager to execute a Not to Exceed, Time and Material Contract with Water System Consulting for program management support through permitting and construction phases of the Expansion and Upgrade of the Machado WWTF by RESOLUTION 2025-41 (Approve by 3/5 vote) (Pg. 241-246)

Authorize the General Manager to execute a Time and Material contract with Water System Consulting for program management support services through construction. Continued to the December 4th Board Meeting

8. **Review and approve contract amendments, # 7 and #8, with Wallace Group for additional work related to the separation and preparation of separate construction documents, bid phase support, and support during construction for 1) The installation and connection of the switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel. (Approve by 3/5 vote) (Pg. 247-256)**

It is recommended that after review and discussion that the Board approve, by 3/5 vote of the Board, and authorize the General Manager to execute, contract amendments # 7 and #8 with Wallace Group Inc for the preparation of construction documents, bid phase support, and support during construction for; 1) The installation and connection of the switchgear purchased under separate board action and 2) Construction of perimeter fencing around the Machado WWTF expansion parcel.

Continued to the December 4th Board Meeting

9. **Continuation of 9/25/2025 Board Meeting**

Discussion on proposed District Facility Use Policy RESOLUTION 2025-40 (Provide direction to staff or approve by 3/5 vote) (Pg. 257-268)

Requested by Director Green, Sangster & Davis

Review, discuss, and provide direction to staff regarding revision or adoption of a District Facility Use Policy

Continued to the December 4th Board Meeting

10. **Review and approve RESOLUTION 2025-42 removing references to Censure throughout Section 12 (K) of the Board Handbook most recently approved on October 24th, 2024. (approve by 3/5 Vote) (Pg. 269-335)**

Requested by Director Green, Davis and Sangster 9/25/25

Review and approve RESOLUTION 2025-42 adopting changes to the Board Handbook.

Continued to the December 4th Board Meeting

10. Board Comment:

Director Davis spoke about everyone being worried about Director Green's location and asked if the two Board Members that were supposedly sick need to bring in a Doctor's note; stating that he feels this was all a set up.

Director Green said that he agreed with Director Davis.

11. Adjourn to Closed Session/Closed Session Agenda:

Public Comment: None

1.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1)) Title:
Fire Chief**

Discussion

Continued to the December 4th Board Meeting

2.

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code, § 54956.8)
Property: Assessor's Parcel Numbers 027-420-016**

Agency Negotiator: Kelly Dodds

Negotiating Parties: Tannahill Ranch II LLC

Under Negotiation: Price and terms of payment for real property purchase

Discussion

Continued to the December 4th Board Meeting

12. Report out of Closed Session:

None

13. Adjournment to Next Regular Meeting:

At: 7:28 PM