



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President

Anthony Kalvans, Director

Gib Buckman, Director

Larry Reuck, Vice President

Travis Dawes, Director

THURSDAY DECEMBER 22, 2016 6:00 P.M.

BOARD OF DIRECTORS

SPECIAL AND REGULAR 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 the 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 for Special Meeting: 6:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**
- IV. Adoption of Special and Regular 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, but, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. **Complete a “Request to Speak” form and place in basket provided.**

VI. Swearing in & Oath of Office:

Administering the Oath of Office to newly elected Board members: John Green, Anthony Kalvans and Joe Parent to fill the terms of office ending December 2020.

VII. Election of Board Officers and Board Appointments:

- 1. Nominate and Elect Board of Director Officers:**
 - 1.a. President
 - 1.b. Vice-President
- 2. Appoint Board members to Standing Committees:**
 - 2.a. Organization & Personnel
 - 2.b. Finance & Budget
 - 2.c. Equipment & Facilities
 - 2.d. Water Conservation

VIII. ADJOURN TO CLOSED SESSION:

A. CLOSED SESSION AGENDA:

1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated Litigation

Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)

B. RECONVENE TO OPEN SESSION

C. REPORT OUT OF CLOSED SESSION

- 2. Report out of Closed Session by District General Counsel**

IX. Call to Order for Regular Board Meeting (approximately 7:00 pm)

X. Public Comment and Communication (for agenda items):

Persons wishing to speak on an agenda item may be heard at this time. Speakers are limited to three minutes with longer periods, up to 15 minutes, if allowed. **Complete a “Request to Speak” form and place in basket provided.**

XI. 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.	General Manager	(Mr. Gentry)	Verbal Report
7.	District General Counsel	(Attorney White)	Verbal Report
8.	Utility Supervisor	(Mr. Dodds)	Report Attached
9.	Fire Chief	(Chief Roberson)	Report Attached
10.	District Engineer	(Mr. Tanaka)	Report Attached
11.	Finance/Budget Committee	(Chair)	Report Attached
12.	Organization/Personnel Committee	(Chair)	No Meeting
13.	Equipment & Facilities Comm.	(Chair)	No Meeting
14.	Water Resources Advisory Comm.	(Dir Rep)	Verbal Report

XII. 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.

- 15. Board Minutes:
 - 15 a. Approval of Special & Regular Board Meeting Minutes for November 17, 2016.
 - 15 b. Approval of Special Board Meeting Minutes for December 1, 2016.
- 16. Approve **Resolution No. 2016-42** establishing Regular Board of Director Meeting Dates for 2017.
- 17. Discuss and Approve Monthly Financial Reports for October 2016.
- 18. Approve **Resolution No. 2016-41** accepting completion of 2015 CDBG funded, fire hydrant replacement improvements and authorize the filing of a Notice of Completion with County Clerk.

XIII. BOARD ACTION ITEMS:

- 19. Discuss and Approve **Resolution No. 2016-39** awarding a bid contract to Bartle Wells Associates to perform a utility rate study analysis.

STAFF RECOMMENDATION:

Staff recommends the Board of Directors approve **Resolution No. 2016-39** to award a bid contract to Bartle Wells Associates to perform a utility rate study analysis and appropriate funding from capital reserves.

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

M _____ S _____ V _____

20. Discuss and Approve **Resolution No 2016-38** granting a Sole Source Award for Engineering Design Work related to SLT Blending Well Line.

STAFF RECOMMENDATION: Discuss and approve **Resolution No. 2016-38** Review and Discuss a proposed sole source award to Wallace Group, District Engineer to prepare engineering design plans related to SLT Blending Well Line, a 2016-17 CDBG grant funded project.

M_____ S_____

21. Discuss and Approve **Resolution No. 2016-35** authorizing General Manager to make a salary adjustment for 1 employee eligible.

STAFF RECOMMENDATION:

Staff recommends the Board of Directors approve **Resolution No. 2016-35** to authorize General Manager to make salary adjustment for 1 employee eligible.

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

M_____ S_____ V_____

22. Discuss and Approve **Resolution No. 2016-40** authorizing an application for new credit card account with CSDA affiliate, Bank of West.

STAFF RECOMMENDATION:

Staff recommends the Board of Directors approve **Resolution No. 2016-40** to authorizing General Manager to make an application with Bank of West, a CSDA (California Special District Association) affiliate.

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

M_____ S_____ V_____

XIV. 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.

XV. ADJOURNMENT

Time: _____

FROM SMCSO TO YOU AND YOURS



ATTEST:
STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO) ss.
COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on December 16, 2016.

Date: December 16, 2016

Tamara Parent

Tamara Parent, Account Clerk/Operations Coordinator

Next Scheduled Regular Board Meeting is January 26, 2017.