



Agenda

San Miguel Community Services District

Organization & Personnel Committee Special Meeting

THURSDAY, MAY 19, 2017 9:00 A.M.

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: When public attendance is over ten (10) persons, the following policies will go into effect: Any person wishing to address the Board or Standing Committee, please complete a "Request to Speak" form located at the podium in the boardroom 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 indicate which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held on the fourth Thursday of each month at 7:00 P.M in the CSD boardroom. Agendas are posted on the CSD's website 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, Fire Station 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, Fire Station located at 1150 Mission St., San Miguel, Ca during normal business hours.

- I. Call to Order- 9:00 AM
- II. Pledge of Allegiance Director _____
- III. Roll Call: Members Present: Director _____ Director _____

IV. Oral and Written Communications:

Persons wishing to speak on a matter **not on the agenda** may be heard now; 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.

V. AGENDA ITEMS:

- 1. **Review and Discussion of Proposed Adoption of Utility Billing Late Fees and Collection Procedures – Referred to Committee**

Staff Recommendation: Review and make recommendations to the Board of Directors regarding adoption of revised utility billing late fees and collection procedures.

M _____ S _____

- 2. **Review and Discussion of General Manager’s report on qualified operator services for Utility Services Department operations weekend coverage.**

Staff Recommendation: Review and Discuss recommendation to use temporary, qualified operator services for Utility Services Department operations weekend coverage.

M _____ S _____

- 3. **Review and Discussion of General Manager’s Report on Surrounding Agency Compensation levels—Utility Services.**

Staff Recommendation: Review and Discuss General Manager’s Report and give direction.

M _____ S _____

- 4. **Review and Discuss adopting revisions to Board of Directors Rules and By-Laws Handbook—Referred to Committee**

Staff Recommendation: Review and discuss adopting revisions to Board of Directors Rules and By-Laws Handbook.

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

M _____ S _____ V _____

5. Review and Discussion of Fire Station Cleaning Services

Staff Recommendation: Review and Discuss with direction given.

M_____ S_____

6. Review and Discussion of Status Report on Connection Fees, Fire Impact Fees and OES reimbursement funds.

Staff Recommendation: Review and Discuss Status Report

M_____ S_____

7. Review & Discuss Status Report on Delinquent Property Tax Sale

Staff Recommendation: Review and Discuss Status Report

M_____ S_____

VI. COMMITTEE COMMENTS:

This section is intended as an opportunity for Committee 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.

VII. ADJOURNMENT

Time: _____

ATTEST:

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

I, Tamara Parent, Account Clerk 2/Operations Coordinator of San Miguel Community Services District, herby certify that I caused the posting of this agenda at the SMCSO office on May 11, 2017.

Date: May 11, 2017

Tamara Parent

Darrell Gentry,
Account Clerk 2/Operations Coordinator

Next O & P Committee Meeting is tentatively set for Friday, June 16, 2017.



San Miguel Community Services District Board of Directors

Staff Report

May 18, 2017

ITEM: V-1

SUBJECT: Review and Discuss adopting proposed Utility Billing Late Fees and Collection Procedures

STAFF RECOMMENDATION:

Staff recommends that the Committee review and discuss adopting proposed utility billing late fees and collection procedures.

BACKGROUND:

The Board of Directors referred this item back to O & P Committee for additional input on added information related to surrounding agency requirements for new account deposits and other input on the proposed late fee and collection procedures. The Organization and Personnel Committee had reviewed these proposed billing collection procedures and policy statement at its March 24th and April 14th meetings. The District currently lacks a formal utility bill appeal and collection procedure policy statement.

The O & P Committee had, previously, requested policy and procedure language be added to include some policy parameters for relief due to catastrophic events, medical conditions or treatments requiring an absence from a residence and/or conditions resulting in uninhabitable living conditions. O & P Committee also made a recommendation for increasing the required service deposit to \$200.00. This increase was discussed because increase would be equivalent to 2 months of water and sewer service charges. Present deposit is \$100.

Surrounding agency information related to new account deposits required is:

Water Agency	Billing to	Fee	Deposit Req'd
Heritage Ranch	owner	\$25.00	No
Oceano CSD	owner	\$30.00	No
Cambria CSD	owner/tenant	\$38.50	Yes, \$100 for tenants only
Los Osos CSD	owner/tenant	\$50.00	No
Atascad. Mutual	owner	\$0.00	No
City of Paso Robles	owner/tenant	\$45.00	Yes, \$100 for tenants only
Templeton CSD	owner/tenant	\$10.00	No

In comparison to other agencies, the proposed recommended deposit would be higher. The comparison is not equal because each agency has some distinction when compared to SMCSO.

For instance, Heritage Ranch does not pump any groundwater or operate wells relying on surface water pumping from the lake, but does operate water and wastewater treatment facilities largely to a highly restricted population/residence customer base. Atascadero Mutual is a private water company. Los Osos CSD is fragmented by private water companies and limited wastewater facilities in operation. Oceano and Cambria CSD is similar, in operations to SMCSO but population demographics are different. Neither of these two CSD's are experiencing or planned for growth and development and have California Coastal Commission land use procedures and requirements that do not apply to SMCSO. This added land use review for Oceano and Cambria can significantly complicate or even prohibit future growth potential.

An option to the deposit recommendation is to discuss applying the \$200 deposit requirement for tenants only, since the most significant complaint that we learn about is from landlords having to remedy an outstanding unpaid bill resulting from a departed tenant. Many landlords ask their tenants to apply for water and sewer service with SMCSO and vacate a rental without paying an outstanding bill.

The O & P Committee did not discuss this particular option in its meeting. A later question arose that prompted inclusion of the option approach to deposit amount that is recommended. The Board can consider either approach or ask that other options be presented before making its decision.

Proposed Policy to be adopted:

Account Deposits:

For all new accounts opened after the effective date of this policy shall be subject to a deposit payment of \$200.00. All deposits received shall be accounted for by a separate revenue and expense accounts to maintain accuracy in funds received and available for deposit refunds as may be needed.

Billing Process:

The policy codifies the District's existing late fee schedule. The District typically sends bills out on the 15th of each month with the outstanding balance due on the 10th of the subsequent month. Under the proposed policy, customers must remit payment by the day indicated on their utility bill or they will be subject to fines. The District will add a ten percent (10%) late fee if a customer's account has any remaining balance on the date indicated by the bill.

For example, a customer fails to pay their fifty-dollar (\$50) water bill, due February 10, 2017. The District will charge a five dollar (\$5) late fee, and the customer must pay fifty-five (\$55) for the account to become current. The customer then accrues another fifty dollars (\$50) in water usage, and must pay \$105 by March 10, 2017. If he or she fails to make a payment by the deadline, the District will assess a second late penalty at ten percent (10%) and the customer would owe \$115.50.

Appeal Process:

The policy establishes a formal appeals process for customers to dispute any utility charge, first with the General Manager and then with the Board of Directors. A customer, to dispute a bill, must first file a request for relief with the General Manager. The request must present evidence of why relief should be granted. The General Manager may grant the request in full or in part or deny the request.

Special Conditions Relief to Be Considered in an Appeal Process:

General Manager may also grant an appeal relief due to any one or more conditions that may due to:

- a) catastrophic events, such as fire, mold or similar medical diagnosis,
- b) seasonal adjustments due to extended periods of vacation or medical conditions or treatment requiring an absence from residence and/or
- c) conditions of uninhabitable residence conditions that may result from property damage, building or fire code notice of non-occupancy or uninhabitable conditions.

If the customer remains unsatisfied with the General Manager's final decision, the customer may file a Notice of Appeal with the General Manager. Within fifteen (15) days of receiving the Notice of Appeal, the General Manager must notify the appellant of the time and place set for the hearing in front of the Board of Directors. The customer may present evidence to the Board of Directors at the hearing demonstrating why the bill is inaccurate or improper. The Board of Directors may deny the appeal or revise the amount owed; however, the Board of Directors must make findings on the record justifying any reduction of the total amount owed by the customer.

Alternatively, the Board of Directors may refuse to hear the customer's appeal, and instead have the appeal heard by a neutral arbitrator. If the Board of Directors sends the appeal to arbitration, the cost of the arbitration will be split evenly between the District and the customer.

Termination of Service:

The policy also codifies the District's procedure for terminating services in the event of nonpayment. The District will commence the termination process when a water account remains delinquent for thirty (30) days. The process for terminating water service includes a 10-day notice of termination and a subsequent forty-eight (48) hour notice. If a customer ignores both notices, and their account remains delinquent, then the District will terminate water service. The proposed policy also authorizes the Board of Directors to adopt a disconnection and reconnection fee by resolution.

Collection through County Tax Roll:

Pursuant to Government Code section 61115, the District may collect unpaid utility charges through the tax bills of affected parcels of real property. The policy provides the procedure for the District to collect unpaid utility bills in this manner. First, the General Manager must prepare and submit a report to the Board of Directors that describes the amount of charges and delinquencies for each affected parcel in a year. The Board of Directors will then conduct a public hearing on the report and consider objections and protests. The Board of Directors may adjust the charges and penalties prior to adopting the final report. The General Manager will then submit the final report

to the county on or before August 10 of each year, and the delinquent charges will become assessment against each affected parcel and collected in the same manner as property taxes.

FISCAL IMPACT:

None. The adoption of a new collection procedure and late fee schedule will allow any expenses to be recovered by related charges for late payment and/or payment collection.

Staff Recommendation:

Staff recommends the Committee make a recommendation to the Board to approve adoption of a Utility Billing, Late Fee, Appeal, and Collections Policy as amended and presented.

PREPARED BY:

Darrell W. Gentry

General Manager



San Miguel Community Services District

Organization & Personnel Committee Staff Report

May 18, 2017

AGENDA ITEM: V. 2

SUBJECT: Review & Discussion of General Manager's Report on qualified operator services for Utility Services operations and weekend coverage

STAFF RECOMMENDATION:

Review & Discussion of recommendation to us temporary, qualified operator services for Utility Services operations weekend coverage

BACKGROUND:

As the Committee recalls, there have been attempts to recruit and hire qualified operators for Utility Services Department needs. There were 2 positions, a Utility Worker and a certified, qualified Utility Operator 1 or 2, involved with attempts to recruit and hire for the Department. Both persons selected for hiring and presented with District conditional job offers rejected those offers because the salary levels were considered too low. Committee recommended some flexibility on salary levels but those salary levels were also rejected by both persons as too low.

This flexibility allowed for the hiring of one position, the Utility Worker as full-time with terms and conditions related to operator certification testing. This position is filled. The remaining position is the certified Operator position which remains unfilled now.

A separate O & P Committee agenda item addresses this situation because it is apparent that another round of recruitment will not be different unless the District can offer something different for salary levels. This later report also shows how uncompetitive the District is for certified operator personnel salary levels.

Meantime, there is an immediate need to obtain qualified Operator services for weekend and holiday coverage. There were 2 qualified operator persons interviewed for purpose of determining their cost for such service and availability. Currently, the only qualified, certified District operator is doing this coverage which has resulted in ongoing weekend coverage since December 2016 and no weekends free of standby status. Weekend coverage is necessary due to plant reads, well checks, alarm response and as needed repairs.

One individual, who previously worked for the District, is interested in providing weekend and holiday coverage. A copy of his proposed weekend coverage costs is attached with this report. The cost of these services would be \$1,000/month or \$250.00 per day and every other weekend period, subject to restrictions for his regular duties with another employer.

A private SLO firm would require greater costs for these same services. The firm is FRM, who was also interviewed for feasibility and cost of same services. The higher costs are tied to the firm's cost schedule for travel time, number of persons, equipment used, services used, etc.

If the present proposal is acceptable then a recommendation to the Board to approve the temporary services for weekend and holiday coverage on a rotation basis and as outlined by the submitted, written proposal. If approved by the Board, a standard agreement for services would be prepared and signed as authorized by the Board.

The temporary period length is uncertain since there is no specific timeframe known for adjusting salary levels for Utility Services Department certified personnel.

NEXT STEPS

Next steps are:

- Year-end budget adjustment for this line item is being prepared for this year's fiscal budget numbers.
- FY 2017-18 budget will propose the continued use of these operator services until position is filled by recruitment and hiring.

Fiscal Impact:

The fiscal impact related to these proposed temporary services is approximately \$1,500 for balance of this fiscal year. FY 2017-18 budget will need to include these costs as a budget O & M line item expense until recruitment and hiring is completed successfully with a candidate.

Staff Recommendation:

Staff recommends that the Committee review and discuss the status report as presented.

PREPARED BY:

Darrell Gentry

Darrell Gentry, General Manager

Attachment: Proposal for Temporary Certified Operator Weekend and Holiday Coverage

Proposal for coverage for water and wastewater at the San Miguel CSD

General conditions

- Can be available for Weekend or Holiday coverage (on-call and plant reading) only when it does not conflict with the on-call rotation with the county.
- Any changes in the county rotation will take priority over any scheduled time at the SMCSD.
- Will not be available for any response during any work hours at the county.
- Schedule must be made at least 1 month in advance.
- I will be responsible to and report to the SMCSD Utilities supervisor
- Any abnormal conditions or actions taken will be reported to the SMCSD Utility Supervisor

Authority

- Will, at my discretion, either make a repair or, if safe, leave the repair until regular CSD staff is available to make repairs
- I will have the authority as the Shift operator when I am on call, if additional personnel are needed for a repair on an on-call day then I will have the authority to call them back.

Fee Schedule

- Plant reading and well checks for weekends and holidays \$250.00 per day (2-hour maximum on site and standby for day)
- Additional hours past the 2 hours or Calls from the alarm company on scheduled weekends or holidays will be at \$50 an hour. (1-hour minimum, billed in whole hours)
- If I must purchase materials to make a repair while on-call, then that purchase will be reimbursed within 5 days of submittal of receipts to the SMCSD

David Tracey
(Licenses held D3-T2- WW1)



San Miguel Community Services District

Organization & Personnel Committee

Staff Report

May 18, 2017

AGENDA ITEM: V. 3

SUBJECT: Review & Discussion of General Manager's Report on Surrounding Agency Compensation levels—Utility Services

STAFF RECOMMENDATION:

Review & Discuss Report and give direction on Utility Services compensation levels

BACKGROUND:

As the Committee knows, recruitment and hiring of qualified, certified Utility Services Operators has been constrained by the non-competitive nature of the District's compensation levels for hire-in and advancement. An adjustment to Compensation Schedule was done in 2015-16 but these adjustments were not sufficient to recent efforts to hire qualified, certified operators. Both selected candidates rejected conditional job offers and subsequent efforts to raise the hire-in level as a means of attracting and hiring those individuals selected.

There was follow-up direction to bring back information about how SMCSDD compensation compares to similar CSD's and other surrounding agencies. The attached comparison matrix shows the distinction between CSDs and with SMCSDD Utility crews. The comparative only focuses on agencies which are similar but not the same as SMCSDD in terms of crew numbers, agency size, connections, population or other demographics, such as income levels.

Analysis shows step levels per agency, if provided by that agency and for positions that are common with SMCSDD. One agency, Heritage Ranch provides a longevity step which was not included in this comparison. One agency uses 6 compensation steps, instead of 5. These differences were considered in computing averages.

NEXT STEPS

Next steps are:

- Committee conduct its review and discussion of comparative and provide comments to GM.

- Committee may elect to consider at the time of bargaining agreement for MOU is being finalized but provide some direction to GM about further analysis or other information needed.
- Committee could elect to forward a recommendation to the Board that may result from this discussion and analysis provided.

Fiscal Impact:

There is no fiscal impact related to this status report review and discussion.

Staff Recommendation:

Staff recommends that the Committee review and discuss the report and comparison analysis.

PREPARED BY:

Darrell Gentry

Darrell Gentry, General Manager

Attachment: Comparison of SMCSO to Surrounding Agencies with similar utility services

2017 Compensation Comparison

PAGE 1 of 3

Agency	Classifications		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Longevity
So SLO Sanitation	Plant Superintendent	monthly	7,885	8,279	8,693	9,127	9,584	0	0
		yearly	94,620	99,348	104,316	109,524	115,008		
	Plant Operator 1	monthly	4,053	4,256	4,468	4,692	4,926	0	0
		yearly	48,636	51,072	53,616	56,304	59,112		
	Plant Operator 2	monthly	4,365	4,583	4,812	5,052	5,305	0	0
		yearly	52,380	54,996	57,744	60,624	63,660		
	Plant Operator 3	monthly	4,841	5,083	5,337	5,604	5,884	0	0
		yearly	58,092	60,996	64,044	67,248	70,608		
Lead Operator	monthly	4,492	4,717	4,953	5,201	5,461	0	0	
	yearly	53,904	56,604	59,436	62,412	65,532			
Shift Supervisor	monthly	5,452	5,724	6,010	6,311	6,626	0	0	
	yearly	65,424	68,688	72,120	75,732	79,512			
Operator in Training Intern	monthly	3,663	3,846	4,039	4,241	4,453	0	0	
	yearly	43,956	46,152	48,468	50,892	53,436			
Oceano CSD	Utility System Supervisor	monthly	4,872	4,995	5,120	5,375	5,644	5,916	0
		yearly	59,613	61,110	62,650	65,770	69,056	72,384	
	Utilities Operator I	monthly	3,120	3,196	3,276	3,441	3,614	3,791	0
		yearly	38,168	39,104	40,082	42,099	44,221	46,384	
	Utilities Operator II	monthly	3,352	3,436	3,522	3,699	3,885	4,063	0
yearly		41,018	42,037	43,098	45,261	47,528	49,712		
Utilities Operator III	monthly	3,604	3,694	3,788	3,976	4,175	4,369	0	
	yearly	44,096	45,198	46,343	48,651	51,085	53,456		
Heritage Ranch CSD	Operations Manager	monthly	7,803	No Data Provided for Step intervals			11,262	0	0
		yearly	93,636				135,144		
	Treatment Operator 2	monthly	5,135				7,854	0	0
	yearly	61,620				94,248			
Treatment Operator 3	monthly	5,816				8,685	0	0	
	yearly	69,792				104,220			

2017 Compensation Comparison

PAGE 2 of 3												
San Miguel CSD												
Utility Services Supervisor	monthly	3,910	4,293	4,675	5,058	5,313	0	0				
	yearly	47,840	52,520	57,200	61,880	65,000						
Operator 1	monthly	2,295	2,411	2,531	2,659	2,791	0	0				
	yearly	28,080	29,495	30,971	32,531	34,154						
Operator 2	monthly	2,975	3,125	3,281	3,446	3,618	0	0				
	yearly	36,400	38,230	40,144	42,162	44,262						
Operator 3	monthly	3,281	3,446	3,618	3,798	3,988	0	0				
	yearly	40,144	42,162	44,263	46,467	48,797						
Utility Worker -Part Time	monthly	1,020	1,071	1,125	1,181	1,240	0	0				
	yearly	12,240	12,852	13,500	14,172	14,880						
Utility Worker - Full Time	monthly	2,040	2,142	2,249	2,361	2,479	0	0				
	yearly	24,960	26,208	27,519	28,891	30,327						

2017 Compensation Comparison

PAGE 3 of 3														
SM CSD	Utility Services Supervisor	yearly	47,840		52,520		57,200		61,880		65,000		0	0
HR CSD	Operations Manager	yearly	93,636								135,144		0	0
Oceano CSD	Utility System Supervisor	yearly	59,613		61,110		62,650		65,770		69,056		72,384	0
So SLO Sanitation		yearly	65,424		68,688		72,120		75,732		79,512		0	0
AVERAGE			66,628		60,773		63,990		67,794		87,178			
SM CSD	Operator 1	yearly	28,080		29,495		30,971		32,531		34,154			
HR CSD	No Operator 1 position stated													
Oceano CSD	Utilities Operator 1	yearly	38,168		39,104		40,082		42,099		44,221		46,384	
So SLO Sanitation	Plant Operator 1	yearly	48,636		51,072		53,616		56,304		59,112			
AVERAGE			38,295		39,890		41,556		43,645		45,829			
SM CSD	Operator 2	yearly	36,400		38,230		40,144		42,162		44,262			
HR CSD	Treatment Operator 2	yearly	61,620		No data provided for interval steps							94,248		
Oceano CSD	Utilities Operator II	yearly	41,018		42,037		43,098		45,261		47,528		49,712	
So SLO Sanitation	Plant Operator 2	yearly	52,380		54,996		57,744		60,624		63,660			
AVERAGE			47,855								62,425			



San Miguel Community Services District Organization & Personnel Committee

Staff Report

May 18, 2017

AGENDA ITEM: V 4

SUBJECT: Review and Discuss adopting revisions to Board of Directors Rules and By-Laws Handbook

STAFF RECOMMENDATION:

Review and Discuss with recommendation to Board adopting revisions to Board of Directors Rules and By-Laws Handbook. (USE HANDBOOKS PREVIOUSLY DISTRIBUTED)

BACKGROUND:

The Board of Directors discussed this item at its April 27th meeting and gave input to General Counsel and General Manager related to changes. Because of this discussion and language changes to proposed Handbook, the Board referred this item to O & P Committee.

The Organization & Personnel Committee reviewed this revision document at its February/March meetings. After finishing a review of changes, the Committee asked that the revised Handbook be distributed to all Board Members, except for themselves. If there were no comments or changes suggested or made by any Board Member, then the Handbook was to be scheduled for full Board discussion at its April Board meeting. If Board comments had been received, then the Handbook would come back to the Committee for added discussion. No comments had been received until the Board's April 27th meeting which resulted in a referral to Committee prior to Board adoption.

District General Counsel prepared this revision for consideration and included specific areas, such as Chapter 1 of the Handbook and incorporated ideas discussed during last year's Board training session with David Aranda, BHI Consulting. This proposed revision, once adopted, will supersede and replace the existing Board Handbook. Future reviews of this Handbook should be scheduled every 3 years to maintain the Handbook over time, changing circumstances or situations.

BOARD APRIL 27TH CHANGES:

The Board asked General Counsel and General Manager to explain or to provide modifications:

- 1) Ch. 4, A. – intent of this section is to “Prohibition on assignment of the Board stipend to any person or entity including a charitable organization or association.”

- 2) Ch. 7, E. – **should be modified to read** “District Counsel keeps the Board of Directors and General Manager apprised of current relevant court rulings and state legislation.”
- 3) Ch 11, A, 5. – **should be modified to read** “No public comment prior to closed session about items on the closed session agenda.”
- 4) Ch. 11, D versus Ch. 9, C, b -- 11 D is specific language on how Board Member requests for agenda item placement and states any Board Member may place an item on a future agenda by making a formal request at a meeting of the Board.

9,C, b states agenda items must be delivered 2 weeks before the meeting date. **Should be modified to read:** “Members of the public requesting an item for agenda discussion must deliver, in detailed written explanation what is the reason for the request and what action is being requested from the Board of Directors.” **ADD**—“Board Members may request an agenda item be added for agenda discussion and consideration with Board President consent and direction to General Manager 1 week in advance of a scheduled, regular Board meeting.”

- 5) 11, F, c., 1. The Board question was “Can members of the public distribute printed materials to the Board. Should they be allowed, should they be denied, who does what, etc.” The intent of this section is to allow the public to present and distribute printed materials to the Board at the meeting.” This section is consistent with transparency requirements of state law and is a typical, common practice for public agencies.

The purpose of the public meeting is to allow submittal of public print or presentation materials for Board consideration. Often, this information can result in a Board member or the entire Board in delaying a final decision or further consideration until there has been adequate evaluation and conclusions brought back to the Board for future deliberation.

No change to this section is recommended.

- 6) 12 J – Consent Items are an example of Minute Action with a bundled voice vote, rather than roll call by name. The other more common example is the tabling of an agenda item which can be by Minute Action by voice vote. This is done commonly by Board.

Would like an additional section to discuss when employees bypass their chain of command to raise concerns directly with the Board (e.g. complaints about GM behavior).

Chapter 12 is not an appropriate section to include such guidelines for discussion of personnel matters or complaints. The District Personnel Policies and Procedures specifies, in detail, what steps and actions are necessary for handling any employee complaint.

Chapter 13 could be modified to provide some guidelines and rules for Board, if a rule need is evident or determined for Board Rules and By-laws.

Chapter 13, B, 5 could be added to be titled: "Response to District Agency Staff Matters" New section could read as: "District Board Members have a reasonable expectation that employees respect and adhere to a chain of command organization structure where the General Manager reports to the Board of Directors on administrative and organizational needs and the Board of Directors set policy, guidelines and procedures for District administrative and organizational needs through the General Manager.

District employees are expected to know and follow a variety of District policies and procedures in the conduct and performance of their assigned duties, including a recognition of and adherence to a chain of command organization structure."

Individual Board Members should avoid direct employee contact and communication outside this described chain of command structure and employ the ICMA Code of Ethics found in Appendix A of this Handbook."

- 7) Would like a section to discuss committee members, the use of committee member alternates, and how those get used/exercised. (No specific existing discussion pointed to).

Chapter 10, B should be modified to add a new section, Chapter 10, B, 3. on use of alternates and how they are to be used. New section should read as:

"The President may, with Board majority consent, appoint alternate Standing Committee Members at any time during the term of Presidency for purpose of providing continuity and operation of a Standing Committee and its agenda considerations and recommendations provided to the Board of Directors. Standing Committee Members shall be Board Members, not members of the public and are expected to examine topics, issues and matters of concern or importance in depth of analysis, seek reasonable, feasible solutions or options that address District functions, operational and staffing needs, organizational purpose and financial conditions."

FISCAL IMPACT:

The cost for the adoption of a new Board Handbook was incurred by District General Counsel for general legal services for preparing the draft revision and reviewing prior Handbook.

ACTION DISCUSSION:

Staff recommends that the Committee recommend that the Board adopt revisions to Board's Rules and By-Laws Handbook as presented or modified by further Committee discussion and agreement.

PREPARED BY:

Darrell W. Gentry

General Manager



San Miguel Community Services District

Organization & Personnel Committee Staff Report

May 18, 2017

AGENDA ITEM: V. 5

SUBJECT: Review & Discussion of Fire Station Cleaning Services

STAFF RECOMMENDATION:

Review & Discussion of Fire Station Cleaning Services

BACKGROUND:

As Committee may recall, Director Buckman previously stated that he would forego his Board stipend so that the District budget could be used without any increase costs for cleaning services.

These services were initiated last year, 2016, with present continuation by a successful bid contract vendor, Brendler Janitorial. The cost of these services is \$275/month or \$3,300/year. Once a Week, 2-person crew services include: cleaning and vacuuming all floors up and downstairs, cleaning of 2 bathrooms and toilets, washing windows, dusting and cleaning Board Meeting room, all work areas/offices, trash removal and kitchen area cleaning. There is minimal disruption to regular work tasks while cleaning is being done.

Recently, Director Buckman rescinded his suspension of receiving a Board stipend and asked to receive the pay. This results in a situation where the budget may need a year-ending adjustment to reconcile the line item budgeted amount.

There was much discussion about using an outside vendor for these janitorial services. The original reasons still exist for continuing these services. It is not practical or reasonable to expect that the level of cleaning performed to be done by District employees as a part of duties. This practice was done for some time over the past 4-5 years with spotty results ending with dirtier room areas, dirtier computer equipment and high incidence of allergy conditions due to dusty environment.

These past results were evident because there was not enough time available to perform the same level of janitorial services provided by Brendler Janitorial over the past several months and do other regular work tasks and duties. There was also a "cost" factor for using employees which generally had higher hourly rates than the vendor crew.

NEXT STEPS

Next steps are:

- Year-end budget adjustment for this line item is being prepared for this year's fiscal budget numbers.
- FY 2017-18 budget will propose the continued use of these vendor services..

Fiscal Impact:

There is no fiscal impact related to this status report review and discussion.

Staff Recommendation:

Staff recommends that the Committee review and discuss the status report as presented.

PREPARED BY:

Darrell Gentry

Darrell Gentry, General Manager



San Miguel Community Services District

Organization & Personnel Committee Staff Report

May 18, 2017

AGENDA ITEM: V. 6

SUBJECT: Review & Discuss Status Report on Connection Fees, Fire Impact Fees and OES reimbursement funds.

STAFF RECOMMENDATION:

Review & Discuss Status Report on Connection Fees, Fire Impact Fees and OES reimbursement funds.

BACKGROUND:

The District receives revenues that are restricted and can only be used for equipment, system infrastructure or facilities, not salaries, stipend pay or benefits. These restricted revenues are: water and wastewater system connection fees, fire impact fees and OES reimbursement funds.

Water and wastewater connection fees are charges that the District imposes for new connections and hook-ups to these systems. The collected fees are recorded in financial accounting as segregated revenues that are different from water or wastewater sales from monthly billings.

Fire Impact fees are County imposed impact mitigation fees for all new developments, residential and non-residential construction done in community boundaries. These revenues are also restricted to equipment and facilities, not salaries, stipend pay or benefits.

OES reimbursement funds are revenues received from County or State for fire protection crews and/or equipment used for out-of-district fire events, such as wildland fires. These funds can only be used for equipment replacement or purchase and facilities, not salaries, stipend pay or benefits.

STATEMENT OF FEE REVENUES:

Fee revenues received, as of April 30, 2017, per Black Mountain System, are:

Water Connection Fees	\$250,735.00
Wastewater Hook-up Fees	\$124,980.00
Fire Impact Fees	\$ 63,882.19
OES reimbursement funds	\$ 9,982.97

District anticipates additional fees, fire impact fees specifically, will be received prior to year's end closing as a part of 2nd half property tax distributions from County. Year-end closing adjustments and reconciliation of accounts are expected to show additional fee amounts available in these fee revenues, which can then be reported to Committee and the Board.

NEXT STEPS

Next steps are:

- Water--A FY 2017-18 budget allocation in Capital Projects is being provided to carry out a Capital project for CDBG grant. If County does not approve CDBG funding, the District will still need to proceed with this project and cost using a combination of connection fee revenues and other funding available.
- Wastewater—A FY 2017-18 budget allocation in Capital Projects identified items to be purchased, such as DO meters, in the new fiscal year, if approved by the Board.
- Fire—Fire impact and OES funds have been identified for use in the FY 2017-18 Budget allocation in Capital Projects, which includes items like the SCBA equipment and other items listed, if approved by the Board.

These next steps described here are not sequential but many have already begun by staff action and investigation.

Fiscal Impact:

There are no costs related to this review and discussion.

Staff Recommendation:

Staff recommends that the Committee Review & Discuss Status Report as presented. Staff will provide Committee with regular status reports related to Capital Project or other District projects.

PREPARED BY:

Darrell Gentry

Darrell Gentry, General Manager



San Miguel Community Services District

Organization & Personnel Committee Staff Report

May 18, 2017

AGENDA ITEM: V. 7

SUBJECT: Review & Discuss Status Report on Delinquent Property Tax Sale

STAFF RECOMMENDATION:

Review & Discuss Status Report on Delinquent Property Tax Sale parcels

BACKGROUND:

As the Committee knows, direction was given at last Board meeting to contact and discuss with the County the possibility of acquiring the 3 parcels located on N Street at 12th Street for District use. A meeting with County Public Works representative was done on Tuesday, May 2nd.

The County has begun their internal work to transfer these parcels for the cost paid in the delinquent tax sale value, \$1,500. The County does not anticipate any foreseeable need for the property now or in the future, thus is willing to convey these properties to District, if for a public purpose, such as relocating fire station facilities to these parcels.

NEXT STEPS

Next steps are:

- County Public Works is working with their Right of Way Department on the procedural steps needed for a transfer/sale. Once the process steps are known, then if needed, Board of Directors action will be taken. County will work with District on trash and debris removal off the property.
- Upon possession of the parcels, the District should install temporary security fencing for the property.
- Begin the site design work for relocating the fire station operations to these parcels and initiate search for building design and construction funding. Also, evaluate and plan for the conversion of the existing fire station into Administrative and Board Room uses with added site improvements, such as required street improvements and parking lot improvements.

Fiscal Impact:

There is no fiscal impact related to this status report review and discussion. Future cost for acquiring the parcels is \$1,500 for delinquent tax payment made by County Public Works and cost of temporary fencing around parcels.

Staff Recommendation:

Staff recommends that the Committee review and discuss the status report as presented.

PREPARED BY:

Darrell Gentry

Darrell Gentry, General Manager