



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
May 26, 2016 SPECIAL AND REGULAR MEETING MINUTES  
MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Green—6:05 pm
- II. Pledge of Allegiance: lead by Director Buckman
- III. Roll Call: Directors Present: Buckman, Green and Kalvans Directors  
Absent: Reuck
- IV. Adoption of Special and Regular Meeting Agendas: Motion by Director Reuck to adopt Special and Regular Meeting Agendas as presented. Seconded by Director Kalvans. Motion was approved by vote of 4 AYES, 0 NOES AND 1 ABSENT.

Director Dawes arrived at 6:08 pm

- V. Public Comment and Communications: None
- VI. President Green announced that meeting was adjourning to Closed Session at 6:09 PM to consider:
1. **CONFERENCE WITH DISTRICT GENERAL COUNSEL—Existing Litigation**  
Pursuant to Government Code Section 54956.9 (d) (1)  
**Case:** *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV- 265039 and Case: Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
  2. **CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated Litigation**  
Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)
  3. **CONFERENCE WITH GENERAL MANAGER—Acquisition of property**  
Pursuant to Government Code Section 50701 - 50703)

**B. RECONVENE TO OPEN SESSION**

President Green reconvene meeting to open session at 7:01PM and asked District General Counsel to report out of closed session.

**C. REPORT OUT OF CLOSED SESSION**

3. District General Counsel White stated that there was no reportable action out of Closed Session.

**VII. Call to Order for Regular Board Meeting at 7:02 pm**

**VIII. Public Comment and Communications:**

President Green asked if there was anyone wishing to speak to the Board at this time on a matter not on the agenda. There were no requests to speak.

**IX. Staff & Committee Reports:**

President Green called for Staff and Committee Reports.

**Non-District Reports:**

1. San Luis Obispo County Sheriff

There was no report submitted. Director Kalvans spoke about the town center cameras that have been installed recently.

2. San Luis Obispo County Board of Supervisors

There was no report submitted or given.

3. San Luis Obispo County Planning and/or Public Works

There was no report submitted or given.

4. San Miguel Area Advisory Council

There was no report submitted. Director Kalvans reported that SLOCOG is seeking nominees for a vacant seat on that Board.

5. Camp Roberts—Army National Guard

There was no report submitted or given.

**District Staff & Committee Reports:**

6. General Manager Gentry spoke about AB 272 requirements that are applicable to providing public disclosure of software programs used by the District. Staff participated in a webinar training session. We expect to be in compliance on July 1, 2016 as required by new law. District is using new website provider, Streamline and CSDA resources, to achieve compliance.

7. District General Counsel White stated that he had nothing to report.

8. Utility Supervisor Dodds indicated that a written report on Utility Department's activities and projects is in the Board packet. He reported that the SCADA system is about 95% operational. System debugging is now underway. Mostly communication issues remain to be resolved.

9. Fire Chief Roberson reported that his written report was also included in Board packet. He briefly reviewed the number of incidents that Fire Department responded to in the Month. He also spoke about the case in court involving an incident at local bar was completed with ruling of not guilty for law enforcement officer(s) involved. There was no further report given.

10. District Engineer Tanaka's written report was noted, by General Manager, included with the Board packet materials.

11. Finance/Budget Committee Chair Dawes stated that the Committee written report is included with Board packet. He stated that Committee and staff have come a long ways in resolving any concerns or questions. Committee reported gaining more and more confidence about the financial information and the Black Mountain reporting.

12. Organization/Personnel Committee Chair Green stated that the Committee did not meet but is scheduled for a June 9<sup>th</sup> meeting.

13. Equipment & Facilities Committee Chair Kalvans indicated that there was no meeting in month but there is a meeting scheduled for June.

14. Water Conservation Ad-Hoc Committee Chair Kalvans reported that the Committee did not meet and no meetings are scheduled.

15. Water Resources Advisory Committee Representative Director Kalvans advised that there will be more information about water resources/conservation released in July by County. He also spoke about the WRAC budget which announced potential grant funding opportunities and guidelines that is expected to be released in near future. He asked that GM keep an eye out for the release.

#### X. CONSENT ITEMS:

16. Board Minutes:

16 a. Approval of Special and Regular Board Meeting Minutes for April 26, 2016. Director Dawes asked for this item to be pulled for discussion.

16 b. Approval of Special Board Meeting/Workshop Minutes for April 30, 2016. GM requested that the Board table consideration due to corrections noted by staff which must be done prior to Board action.

17. Review and Discuss Finance & Budget Committee recommendation to approve April 2016 YTD and Monthly Financial Reports with Treasurer's Report.

18. Adopt **Resolution No. 2016-18** ratifying the Board's March 24, 2016 approval of job reclassifications for 2 District employees and authorizing a change in compensation for said job reclassifications. This item was tabled from last meeting for lack of quorum.

Director Kalvans requested that this item be pulled for short discussion.

President Green called for a motion on the remaining Consent Calendar item, #17. Motion by Director Kalvans to approve as recommended. Seconded by Director Reuck. Motion was approved by a unanimous voice vote, 5-0.

President Green asked Director Dawes to proceed with question on item 16a. Director Dawes had a question about correcting the date as noted on agenda. The correct meeting date is April 28<sup>th</sup>, not 26<sup>th</sup> as shown. He noted that the minutes show the correct date. Correction was noted for change by General Manager. Director Reuck stated that he would be abstaining due to his absence from that meeting.

Director Dawes made a motion to approve minutes with correction noted. Seconded by Director Kalvans. Motion was approved by a voice vote, 4-0-1 (abstention).

President Green asked Director Kalvans to proceed with his question or comment regarding item 18. Director Kalvans reported that he asked for this item to be pulled in order to reclude himself from any discussion or decision due to a possible conflict of interest that may or may not arise from his participating considering this Resolution affirming a previous Board action. He removed himself from seat and left the room at 7:26 pm.

Motion was made by Director Dawes to approve Resolution No. 2016-18 as recommended by staff implementing authorized changes in job status and compensation for 2 District employees. Seconded by Director Buckman. Motion was approved by a roll call vote of 4 AYES, 0 NOES and 1 ABSTAINS.

Director Kalvans returned to the room at 7:29 pm.

## **XI. BOARD ACTION ITEMS:**

President Green announced that was the time for considering action item and asked General Manager to proceed.

**19.** Consider and Discuss approving a proposed I T interim service improvement agreement.

General Manager gave a brief overview of the requested interim I T services improvement agreement between District and Mr. Allen Mapalo, an independent, certified specialist. The terms of the agreement were included with Board packet materials. This interim agreement is intended for a period up to one year with option to extend the agreement and is intended to allow the District to resolve an immediate security issue, resolve computer equipment and systemic issues as well as guide the District on future specifications for continuing I T services at the hourly rates and maximum amounts specified in the agreement

Staff recommended that the Board of Directors approve a Finance & Budget Committee recommendation to enter into an interim service agreement with Allen Mapalo for ongoing I T services.

There were no questions by the Board. There was no public request to speak on the item.

A motion was made by Director Kalvans to approve the agreement as recommended by staff. Seconded by Director Dawes. Motion was approved by a roll call vote, 5 AYES, 0 NOES.

**20.** Consider and Discuss a Finance & Budget Committee recommendation to approve Change Order #1 for Whitaker Construction for costs exceeding awarded contract agreement.

General Manager introduced this item's request and asked the Utility Supervisor to provide additional comments about the reasons for the Change Order.

Utility Supervisor Dodds spoke about the need for the additional work done to complete the fire hydrant replacement project involving additional valves and other parts that had not been identified until contractor work had begun. The Change Order request is for an increase of \$9,000 for these additional valves and other parts that have already been installed to complete the project.

Staff recommended that the Board approve Change Order #1 request and authorize an increase of \$9,000 be paid to Whitaker Construction for additional work performed in fire hydrant replacement CDBG project.

There were no Board questions. There was no public request to speak on the item.

A motion was made by Director Buckman to approve as recommended by staff. Seconded by Director Kalvans. Motion was approved by a roll call vote of 5 AYES, 0 NOES.

**21.** Discuss and recommend approval to Board authority to proceed with executing a contract with Mike Roach Electric for installing a breathing air compressor in the fire station.

General Manager introduced this item's request and asked Assistant Fire Chief Dodds to provide additional comments about the reasons for this request.

Assistant Fire Chief Dodds stated this request will allow installation of a breathing air compressor that the Fire Department was able to purchase, at a nominal price, late last year. Fire Department has been delayed in getting the installation done but is now prepared. The requested work is for an electrical contractor to do the wiring installation needed for the compressor unit.

The compressor would be installed along the southern wall of the rear portion of the apparatus bay. Staff obtained 3 bid quotes for consideration. The lowest was Mike Roach Electric in the amount of \$4,345.00.

Staff recommended that the Board approve Finance & Budget Committee recommendation to authorize executing a contract in amount of \$4,345.00 to Mike Roach for the breathing air

compressor installation.

Director Dawes questioned the reasons for using a contractor. AFC Dodds explained the past Contractor work by Mike Roach Electric for the District, including the recent SCADA connection work.

Director Green commented that the breathing air compressor will greatly improve District's ability to re-fill firefighter breathing tanks.

There were no other Board questions or comments. There was no public request to speak on this item.

Motion to approve as recommended by staff was made by Director Dawes. Seconded by Director Kalvans. Motion was approved by a roll call vote of 5 AYES, 0 NOES.

**22.** Consider Adoption of **Resolution No. 2016-20** authorizing the abatement of weeds within the District boundaries and the recovery of costs.

General Manager introduced this item's request and asked Assistant Fire Chief Dodds to make a report and comments regarding the request. Assistant Fire Chief spoke about annual weed abatement as fire safety measure. This year, there seem to be fewer parcels with owners already taking steps to remove weeds. This request will authorize the District to abate after posting notification of intent to remove weeds and other materials.

Staff recommended that the Board hold a hearing to consider objections to the "Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris", overrule any objections and adopt **Resolution No 2016-20** authorizing Fire Chief to have weed abatement work performed and recover costs of abatement from property owners.

There were no further Board questions. There were no public requests to speak on this item.

A motion to approve as recommended by staff was made by Director Dawes. Seconded by Director Buckman. Motion was approved by a roll call vote of 5 AYES, 0 NOES.

**23.** Review and Discuss authorizing General Manager to apply for a technical assistance grant from State Water Resource Board for potential Machado WWTP expansion.

General Manager introduced this item's request and spoke briefly about the need for using grant funding for a proposed planning design study and environmental documentation for potential expansion of Machado WWTP facility and operations. He described the availability of such funding from the State Office of Technical Assistance which can provide such funding assistance to disadvantaged communities up to \$500,000.

This is the first step toward an application to State Office and seeks authorization to General

Manager to apply for described technical assistance grant. The written report in the Board packet provides additional information regarding the grant process.

Staff recommends that the Board authorize General Manager to apply for a technical assistance grant up to \$500,000 for purposes of preparing a planning design study and environmental documentation of the Machado WWTP facility potential expansion.

There were no Board questions or comments. There were no public requests to speak.

A motion to approve as staff recommended was made by Director Kalvans. Seconded by Director Buckman. Motion was approved by a roll call vote of 4 AYES, 0 NOES and 1 ABSTAIN (Director Dawes).

## **XII. BOARD COMMENT:**

President Green asked about the budget workshops. General Manager asked Board to determine possible calendar dates for a budget workshop on FY 2016-17 budget. Board discussed possible dates and asked General Manager to schedule workshops for June 9<sup>th</sup>, 6PM and June 16<sup>th</sup>, 6 PM. Director Kalvans indicated that he may be unavailable for the June 16<sup>th</sup> workshop. President Green asked General Manager to email all Board Members copies of proposed budget in advance and as a follow up to this discussion. Director Dawes also requested that all Board Members receive copies of the Statement of Expenses and Revenues Reports that have been used by F & B Committee as well.

Director Kalvans spoke about the CTAG, a transportation advisory body, is identifying the Wellsona Road intersection as a #1 work improvement project. He is optimistic that some meaningful changes will occur. Director Buckman spoke about the recent overlay road work done and how badly it had been done.

**President Green adjourned the Board meeting at 8:08 PM.**

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