



**SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTOR &  
GROUNDWATER SUSTAINABILITY AGENCY**

Ward Roney, President      Raynette Gregory, Vice-President  
Rod Smiley, Director      Owen Davis, Director      Anthony Kalvans, Director

**REGULAR MEETING MINUTES  
6:00 P.M. Opened Session then Closed Session  
601 12th Street on 03-23-2023**

1. **Call to Order:**  
6:04 PM
2. **Roll Call:** *Ward Roney, Anthony Kalvans, Owen Davis, Rod Smiley*  
*ABSENT: Raynette Gregory*
3. **Approval of Regular Meeting Agenda:**

**Motion By:** Anthony Kalvans  
**Second By:** Rod Smiley  
**Motion:** To Table Action Item 7

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

**Motion By:** Anthony Kalvans  
**Second By:** Rod Smiley  
**Motion:** To Approve all agenda items except Action Item 7

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

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

1. **PUBLIC HEARING:**

**Approve An Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023.**

Approve an Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Chapter 7A including all related reference sections, and Local Ordinance 01-2023 now that the 30 day review period has ended.

Director Roney presented item and asked Fire Chief Scott Young to update the Board of Directors on any information received since the first reading at the February 23rd Board Meeting. Fire Chief Scott Young informed the Board that the 30-day review period has ended with no objections received, and explained that this process is done every three years to stay current with Fire, Life, and Safety codes.

Director Roney opened the public comment portion of the Public Hearing

**Public Comment:** None

Director Roney closed the public comment portion of the Public Hearing

Director Roney opened Board Discussion

**Board Comment:** None

Director Roney informed the Board that this item would be voted on in the Action Items section of the agenda

7. **Non- District Reports:**

1. **San Luis Obispo County Organizations**

Verbal/Report

Sheriff Manuele gave current call statistics for February 2023; Sheriff station had 1491 calls and 171 of those calls were to San Miguel.

**Public Comment:** None

**Board Comment:** Director Roney presented San Luis Obispo County Sheriff Department with a resolution of appreciation, in the search for Kyle Doan from the San Miguel Fire Department. Chief Young left due to emergency call.

2. **Community Service Organizations**

Verbal

San Miguel Firefighters Association, April 22nd Sagebrush Days [San Miguel Firefighters Association - San Miguel Firefighters Association \(smfirefightersassoc.org\)](http://smfirefightersassoc.org)

San Miguel Library: Opened and on April 5th the San Luis Obispo County is sponsoring a

"Touch a Truck" program and will have events everyday of Spring Break [San Miguel Library \(slolibrary.org\)](http://slolibrary.org)

San Miguel Advisory Council: Mike Sanders spoke about the Meeting held on March 22nd, and for more information [San Miguel Advisory Council \(sanmigueladvisorycouncil.com\)](http://sanmigueladvisorycouncil.com)

Fuente De Agua Viva Church: Pastor Mike spoke about upcoming events. Easter eggs hunt after Sunday service, April 29th plant sale, and Harvest event in October. Fuente De Agua Vivais has a service to providing needed furniture called "Love San Miguel" and will have a "Love San Miguel" event in August for back to school supplies.

Mission San Miguel: Secretary Mickey Sanders spoke about the new Rev. Lucas Pantoja and how he has three Fiesta's planned for spring, fall, and late September and look for more events at [Home | Mission San Miguel \(missionsanmiguel.org\)](http://missionsanmiguel.org)

San Miguel Historic Rios Caledonia Adobe: Lynne Schmitz spoke that the Historic Adobe is opened Friday, Saturday, and Sunday from 12 pm to 3 pm and are looking for volunteers. [The Historic Rios-Caledonia Adobe \(historic-rios-caledonia.org\)](http://historic-rios-caledonia.org)

Masonic Lodge: Director Smiley spoke about the Paso Robles Lodge and how they service San Miguel, Atascadero, and Santa Margarita for more info [Masonic Service Association of North America \(msana.com\)](http://msana.com)

**Public Comment:** None

**Board Comment:** None

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

Verbal

Director Roney asked if there was anyone from Camp Roberts, seeing none voiced that in June they will be having XTCT of around 70k troops and the Camp Roberts Historical Museum is opened Thursday, Friday and Saturday and is free for all to attend. Director Roney reminded everyone that to get to the museum you have to go through the base and will need your registration for the vehicle and ID. For more information: [Home - Camp Roberts Historical Museum \(camprobertshistoricalmuseum.com\)](http://camprobertshistoricalmuseum.com)

**Public Comment:** None

**Board Comment:** Board discussed highway signage

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

### 1. **General Manager**

Receive verbal report

General Manager Kelly Dodds spoke about submitting the FEMA application for damages to the "Mission Garden Lift Station" and is waiting to hear back from them. The District has moved Capital Reserve funds per District Investment Policy and will be getting between 4.6% to 5.05% depending on the investment. General Manager Kelly Dodds voiced that all San Miguel Departments have separated investments to aid in tracking and management. San Miguel CSD has approximately 1.3 Million invested, and will be working on setting up along-term retirement liability account later this year. Mr. Dodds explained that he has looked into the request from Director Smiley on signage for service clubs in San Miguel at the gateway sign. It was explained that CalTrans does not permit any clubs or non-traffic related signs in the right of way, and that the existing signage is grandfathered or on private property. General Manager Kelly Dodds voiced that the Paso Basin GSA met on March 16th and approved the annual report, three technical advisory committees, a blending irrigation water supply project, MILR, and expanding the Monitoring network. Mr. Dodds informed the Board of Directors that the Bank is ready for the Directors to physically go in and sign for banking powers, and that the Annual 700 forms are due April 3rd, and to see

the Clerk for any needed information. The District will be have a voting box to drop ballots off at 1765 Bonita Place for the April 18th election.

**Board Comment:** Director Kalvans spoke about the Caltrans signage and discussed way-finding signage and a central website for the community. Discussion ensued.

**Public Comment:** Mike Sanders talked about the large sign next to the Fire Station and maybe we could put up club signage at that location.

Lynne Schmitz voiced that there are community signage at the Father Reginald park. Discussion ensued.

**Board Comment:** Director Kalvans discussed way-finding signage and lighting/landscaping. Director Kalvans would like to talk about this with LAFCO and the Districts Municipal Service Review (MSR) that is being done at this time.

**Public Comment:** Mike Sanders spoke about the gateway signage and that we should review, and that there has to be some land that in not in the right of way.

## 2. **District Counsel**

Receive verbal report

Douglas L White reported that he had nothing to report.

**Public Comment:** None

**Board Comment:** None

## 3. **District Utilities**

Receive and File

General Manager Kelly Dodds submitted report as written.

**Public Comment:** None

**Board Comment:** Director Davis asked about the qualifications of our Water and Wastewater Treatment Operators. General Manager Kelly Dodds informed the Board that the District employs three operator that are all licensed by the State of California to operate the Districts Water and Wastewater facilities.

## 4. **Fire Chief Report**

Receive and File

Fire Chief Scott Young was not available due to emergency call out. General Manager asked if anyone had questions about the Fire Chief Report, and that he would get the questions to Chief Young.

**Board Comment:** None

**Public Comment:** None

## 9. **Consent Calendar:**

### 1. **02-23-2023 Draft Regular Meeting Minutes (Parent)**

Receive and File

**Public Comment:** Ashley Sangster, San Miguel resident. Spoke about resolutions in the Consent Calendar and voiced that he wanted the minutes to reflect his comments on the Board Handbook item.

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Approve all Consent Calendar

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

**10. Board Action Items:**

**1. Authorize Staff to prepare and deliver a Notice of Public Hearing to consider increasing solid waste collection rates by 7.4% pursuant to Proposition 218. (Dodds/Kardashian)**

Approve RESOLUTION 2023-07 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing all solid waste collection rates by 7.4% pursuant to Proposition 218

Item presented by General Manager Kelly Dodds/Aron Kardahian; to authorize staff to start the process of Proposition 218 for a solid rate increase of 7.4%, in line with Cost of Living.

**Board Comment:** Director Kalvans thanked San Miguel Garbage and asked if the increase was also due to San Luis Obispo County removing themselves from IWMA, San Miguel Garbage confirmed that he was correct. Director Kalvans asked about street sweeping, and Discussion ensued about the San Luis Obispo County Roads Department and street sweeping.

Director Smiley voiced that he felt that the increase was very conservative.

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Ward Roney

**Motion:** To Approve Resolution 2023-07

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

**2. 2022 California Fire Code, 2022 California Building Code, and Local Ordinance 01-2023 2nd reading. (Young)**

2<sup>nd</sup> Reading and Approval of an Ordinance of the San Miguel Community Services District Board of Directors Adopting and Amending the 2022 Edition of the California Fire Code Including Articles, Appendices, Errata, the 2022 Edition of the California Building Code Section 7A including all related reference sections and Local Ordinance 01-2023.

Fire Chief Young was not present due to emergency call. General Manager Kelly Dodds presented item and explained that this was the second reading of the proposed District Fire Code, and explained that this is the formal adopting portion after the closer of the Public Hearing held 3-23-2023.

**Board Comment:** None

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Ward Roney

**Motion:** To Approve

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

**3. Notice to HCD for assumption of code enforcement for parks within the the Districts' jurisdiction (Young)**

Authorizing the Fire Chief to send the attached letter as notice of the San Miguel Community Services District's ("District") intent to assume fire prevention code enforcement responsibilities for all State-managed mobile home and special occupancy parks within the District's jurisdictional boundaries, pursuant to California Code of Regulations, Title 25, section 1302, and Health & Safety Code section 18691, subdivision (d).

Fire Chief Young was not present due to emergency call. General Manager Kelly Dodds presented item and informed the Board of Directors that the letter presented will officially notify the HCD (Housing Community Development) that the San Miguel Fire Department will be assuming code enforcement for trailer parks within the District boundaries. **Board Comment:** Director Kalvans voiced that this item is a long time coming and feels that Local control is the best.

Director Davis asked about all mobile homes even if they are not in a park. General Manager Kelly Dodds explained that this is only for "parks" that are enforced by the state. Director Davis asked about enforcement of Fire Sprinklers. General Manager Kelly Dodds explained that the Fire Code has specific requirements.

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Authorize

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			

Anthony Kalvans	X			
Ward Roney	X			
Raynette Gregory				X

**4. 2015 Loan repayment correction for 2021-22 District accounting. (Dodds)**

Approve RESOLUTION 2023-15 authorizing an "write off" adjustment to the loan repayment recording for the interfund loan repaid in FY 2015-16.

Item presented by General Manager Kelly Dodds updating the Board that this is a long saga of getting the District audit correct for FY2022-23 final Audit. Mr. Dodds explained that the District Auditor, C.P.A, and Staff all agree that this inter-fund loan has been paid off, and timeline was discussed.

**Board Comment:** Directors discussed timeline, and had additional questions.

**Public Comment:** Ashley Sangster, San Miguel resident Spoke and asked if the loan was tabulating the interest when it was entered into the Accounting system, all the other funds where paid to fire, lighting then how does this figure pop up, and last what will be the tax ramifications if this is just written off.

General Manager Kelly Dodds responded to public comment and voiced that the loan interest was done when the inter-fund loan was formally acknowledge and that all funds had been paid back. The District does not file Income Tax or Sales Tax. Discussion ensued.

**Motion By:** Owen Davis

**Second By:** Anthony Kalvans

**Motion:** To Table to an undetermined date

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

**5. Financial Reports - February 2023 (Hido)**

Review, Discuss and Receive the Enumeration of Financial Reports for February 2023. The Financial Reports are for review and information. After the Audit a final Financial Report will be presented.

Item was presented by Financial Officer Michelle Hido, Pages 85-147 in the board packet, report submitted as written. The Scissor Lift project was completed and came in at 63% of the project's approved budget, presented information about the District's investments, and sources of the District's revenues.

**Board Comment:** Director Davis voiced that he feels that there is a large fuel expense at the District and wanted to get an itemized fuel expense listed out. Director Davis asked General Manager Kelly Dodds if he could get a expense list for each truck, with fuel and all maintenance information. Financial Officer Michelle Hido explained that on page 107 of the packet in the monthly Expense Report under WEX, those fuel expenses are listed. General Manager explained what the numbers on the vehicles mean, and discussion ensued on the different vendors and where to look in the financial reports. General Manager Kelly

Dodds asked Director Davis to visit the office to go over the vendor invoices, and maintenance logs.

Director Smiley voiced that in his on-boarding as a new director, he met with Mr. Dodds and the vehicles and maintenance services were explained. Director Smiley thanked Kelly for his time.

Director Davis explained that he was pressed for time during his on-boarding as a new director, and was asked again to come by or make an appointment to go over the information.

**Public Comment:** None

**6. Review and approve changes to the Board Handbook. (Dodds, White)**

Review and approve RESOLUTION 2023-09 adopting changes to the Board Handbook. Item presented by General Manager Kelly Dodds, explaining that this item was tabled last month, and a true redline was attached.

**Board Comment:** Director Davis voiced that he still thinks the changes are not necessary. Director Kalvans asked to add a clarification if needed on voice votes, and a two director sponsored resolution. Director Kalvans was fine with District Counsel wording the changes for the Board Handbook revisions.

**Public Comment:** Ashely Sangster San Miguel resident spoke about the changes made on Chapter 2.G.1- General Manager and that it changed the description of the General Manager's operational standards, and the Government Code was removed, and feels that it should reference the General Managers Job Description. Mr. Sangster voiced that all the Government Codes had been removed and that they are listed in the last portion of the handbook, and that he feels that the change in the Handbook; that Board Packets will not be printed, is not okay.

**Motion By:** Anthony Kalvans

**Second By:** Ward Roney

**Motion:** To Approve Resolution 2013-09 as amended

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

**7. Water and Wastewater Capital Improvement Project (CIP) update. (Dodds)**

Approve RESOLUTION 2023-14 adopting the updated Water and Wastewater CIP list to be included in the 2020 Water and Wastewater Master Plan.

Item was tabled at the "Approval of the Regular Meeting Agenda Item"

**8. Water, Wastewater, Streetlighting and Solid Waste Will Serve application (Dodds)**

Review and approve RESOLUTION 2023-17 adopting revisions to District's Utility Will Serve application, review and inspection fees for Water, Wastewater, Lighting, and Solid Waste

Item presented by General Manager Kelly Dodds explaining that this item is to approve an



updated Will Serve application that was last updated in 2019. The proposed revisions to the Will Serve application clarify what fees cover for specific fee type, and also increase fees for development to cover the cost of providing those review and inspection services. Additional clarification was included to clarify that pass through costs for outside engineering will be billed monthly and that additional inspections will be billed in accordance with the Utility Fee Schedule.

**Board Comment:** Director Kalvans discussed Planting Plans, Irrigation Plans, Water Demand and/or Well Calculations. General Manager Kelly Dodds explained that the Planting Plans, Irrigation Plans, Wells are all requirements that the County requires in the permit process, and the District works with the County on these requirements. Discussion ensued.

Director Smiley and Roney voiced that they did not want to be redundant. Discussion on growth ensued.

Fire Chief Scott Young voiced that Utilities should add Cannabis to the application.

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Ward Roney

**Motion:** To Approve Resolution 2023-17 and amend to adding Cannabis

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

## 9. Revise District Utility Fee Schedule

Approve RESOLUTION 2023-16 adopting a revised fee schedule for water meters, notices and other services and or repair installation services provided by the District

Item presented by General Manager Kelly Dodds explaining to the Board that last time the District Utility Fee Schedule was updated was in April of 2022. This time it is being brought back due to cost increase, material cost increases and employee time to perform the task. Mr. Dodds explained the increasing items.

**Board Comment:** Director Kalvans discussed recycled water and needing a fee for connecting to the recycled water, when that comes online.

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Approve Resolution 2023-16

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			

Anthony Kalvans	X			
Ward Roney	X			
Raynette Gregory				X

**10. County parcels that are currently subject to the County Tax Collector’s power to sell due to non-payment of real property Taxes (Dodds)**

Discuss and provide direction to staff regarding Parcels that are on the County list subject to the Tax Collector’s power to sell due to non-payment of real property Taxes.

Item presented by General Manager Kelly Dodds explaining on February 22nd the District received a letter from the County of San Luis Obispo with a list of properties that will be up for tax sales, and that there are three properties within San Miguel. General Manager Kelly Dodds informed the Board of Directors that because of the timeline, he did submit the "Notice of Interest" to purchase the three listed properties within San Miguel, at a cost of \$45,700.00

**Public Comment:** None

**Board Comment:** Director Roney voiced that he was in agreement with the notice of interest.

Director Kalvans voiced that he thought that it would be a good parcel to have, and would like to use it as a bargaining chip for other properties as a swap.

Director Davis voiced that as he understood it that it is a tax properties and it would go up for bid, and sell to the highest bidder. General Manager Kelly Dodds explained that the District is a Public Agency, and after putting in this Notice of Interest for the properties within the District the County will remove the properties off the list for auction, and they start the process of selling the property to the District. This will come back to the Board if the property sale moves forward.

**Public Comment:** None

**Motion By:** Anthony Kalvans

**Second By:** Ward Roney

**Motion:** To Authorize pursuing tax lien properties

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

**11. Adjourn to San Miguel Community Services District Groundwater Sustainability Agency:  
At 8:42 PM**

**12. Consent Calendar for San Miguel Community Services District Groundwater Sustainability Agency:**

Item was presented by General Manager Kelly Dodds, and discussion on Directors not at the last meeting to approve the Minutes from the 10-27-2022 Meeting. Item will be postponed to next meeting.

**1. 10-27-2022 Draft Groundwater Sustainability Agency Meeting Minutes (Parent)**

Receive and File

**13. Board Action Item for San Miguel Community Services District Groundwater Sustainability Agency:**

**1. Receive and file the Water Year 2022 (October 1, 2021 through September 30, 2022) GSP Annual Report for the Paso Robles Sub basin.**

Receive and file the Paso Robles Sub basin Water Year 2022 Annual Report, which was prepared by GSI Water Solutions, Inc., for submission to the Department of Water Resources (DWR) by the April 1, 2023 deadline, and authorize the SLO County Director of Groundwater sustainability, or designee, to submit the Water Year 2022 GSP Annual Report.

Item presented by General Manager Kelly Dodds explaining that at the March 16th Paso Basin Cooperative Committee Meeting the Water Year 2022 GSP Annual report for Paso Robles Sub Basin was approved for submission to the Department of Water Resources by the April 1st deadline. Discussion on any changes ensued, and General Manager Kelly Dodds asked for San Miguel Board of Directors to officially receive and file the annual report.

**Board Comment:** Director Davis voiced that this was for last year and this year he feels that the area is no longer in a drought. Discussion ensued on why that is not a true statement.

Director Kalvans talked about groundwater demand, and voiced that in the San Miguel data shows that there are large water users in our area, that use more water than the town.

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Receive and File

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

**2. Authorize letter of support for County of San Luis Obispo GSA Grant**

Authorize the Board President to sign and send a letter of support for the County of San Luis Obispo (County GSA) application for a \$8.89 million block grant from the Department of Conservation Multibenefit Land Repurposing Program to fund the Paso Robles Groundwater Subbasin Multibenefit Irrigated Lands Repurposing Program (MILR).

Item presented by General Manager Kelly Dodds explaining that this item is to send a letter of support for the County GSA to apply for a block grant. The District has no liability in doing this, if the County receives the grant the District will work with the County to have a meaningful program.

**Public Comment:** None

**Board Comment:** Director Davis voiced that he was hopeful that small farmers will be able to start pumping water.

**Motion By:** Rod Smiley

**Second By:** Owen Davis

**Motion:** To Authorize letter of support

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

- 14. **Reconvene to the San Miguel Community Services District Board of Directors Meeting:**  
Adjourn the San Miguel Groundwater Sustainability Agency Meeting and reconvene to the San Miguel Community Services District Board of Directors Meeting at 8:59 PM

- 15. **Board Comment:**  
Director Kalvans voiced that he would like staff to find out about Street Sweeping in San Miguel and have an RFP for a Capital improvements for Solid Waste and Landscaping. Director Kalvans voiced that at the Advisory Council meeting it was asked if the CSD could look into having a partnership with San Luis Obispo County for landscaping and parks, and would like to have a discussion or official statement from the Board of Directors.  
Director Davis voiced that Director Kalvans was at the Advisory Council Meeting and spoke as public.  
Fire Chief Scott Young asked if there was any questions on the Fire Chiefs report after returning from emergency call out. Director Roney explained that there was no questions or comments from the public.

- 16. **Adjourn to Closed Session/Closed Session Agenda:**

**Public Comment:** None

Adjournment to closed session: 9:02 PM

1.

**CONFERENCE WITH LABOR NEGOTIATORS**

**Agency designated representative: Douglas L. White, General Counsel**

**Unrepresented Employee: General Manager**

Discussion

- 17. **Report out of Closed Session:**  
Nothing to report from closed session

- 18. **Adjournment to Next Regular Meeting:**  
At 9:52 PM