



San Miguel Community Services District

BOARD OF DIRECTORS

Ashley Sangster, President Anthony Kalvans, Vic-President
 John Green, Director Hector Palafox, Director Raynette Gregory, Director

THURSDAY, NOVEMBER 5, 2020

6:00 P.M. Opened Session

STRATEGIC PLANNING INFORMAL WORK SESSION **BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the Corona Virus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not opened to the public at this time, please call 805-467-3388
- The Meeting will be conducted with social distancing observed.
- All members of the public seeking to observe and comment to the local legislative body may do so in person or telephonically/email in the manner described below.

HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

Written / Read Aloud: Please email your comments to tamara.parent@sanmiguelcsd.org (Board Clerk), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (keep to three minutes) prominently write "Read Aloud at Meeting" at the top of your email. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

Voice Mail: Leave a message on the District phone line at 805-467-3388 after 4:30pm before 4:30pm District Staff will take down message. Voice "Public Comment" at beginning of message and include agenda item number and title. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

PUBLIC RECORD

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all of the members of the Board. The documents may also be obtained by calling the District Board Clerk.

Please see: www.sanmiguelcsd.org

I. Call to Order: 6:00 PM

II. Pledge of Allegiance: _____

III. Roll Call: *Sangster* ___ *Kalvans* ___ *Palafox* ___ *Green* ___ *Gregory* ___

IV. Approval of Special Meeting Agenda:

M _____ **S** _____ **V** _____

V. ADJOURN TO CLOSED SESSION: None

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: None

VII. Public Comment and Communications for items not on the Agenda: None

Persons wishing to speak on a matter not on the agenda may be heard at this time; 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.

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File: None

X. CONSENT CALENDAR: None

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.

XI. BOARD WORK SESSION ITEMS:

1. Review and Discuss Board Member Goals

Recommendation: Discuss and provide direction to staff.

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

2. Discuss and provide direction regarding the LAFCO SOI/MIR request

Recommendation: Provide direction to staff.

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

XII. 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.

XIII. ADJOURNMENT TO NEXT MEETING

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on **09-03-2020**

Ashley Sangster, President of the Board of Directors, SMCS D

Tamara Parent Board Clerk/ Accounts Manager



San Miguel Community Services District

Board of Directors Report

November 5, 2020

AGENDA ITEM: XI-1

SUBJECT: Discuss Board goals and provide direction to staff

RECOMMENDATION: Review and discuss the goals provided by the Board and provide direction to Staff.

At the first strategic planning informal work session on September 10th, 2020 the Consensus of the Board was to have ten (10) goals sent to the San Miguel Community Services District's Board Clerk from the Board of Directors and see where we are with those goals, and this will be better to narrow down goals for short and long term.

The District currently provides Fire, Lighting/ Landscaping, Wastewater, Water and Solid Waste within the Community. Each department is funded by either property taxes, user rates or franchise fees, those fees, with limited exceptions, must be used for the purpose they are collected. The District does not have a 'General Fund', so all monies spent should be directly related to the department from which they came.

If through the strategic planning process, the Board identifies additional functions (Powers) that the 'District' should pursue or incorporate as part of the 'District', then funding mechanisms will need to be identified prior to approaching LAFCO to request those functions.

The Board should assess whether combining goals makes more practical or economic sense.

An example of combining goals is remodeling the fire station to meet current fire department needs as well as inclusion of a space for a Sherriff beat station. The combination of these goals provides a better overall benefit to the Community and District as compared to pursuing them separately.

Many of the goals proposed by the Directors are related to improving the downtown corridor and bringing businesses to the District. Since the 'District' does not directly provide services that would facilitate those proposed goals, over the course of these strategic planning workshops the District will need to determine how proposed goals can be accomplished within the existing District departments or proposed new departments.

It is important to be open about proposing goals for the District, as many great things started from a simple idea. However, as these strategic planning workshops progress the goals need to be refined and quantified as to whether the District is able to address them independently or if they need to be addressed by another agency with support from the District.

During this meeting the Board should review the goals presented by the Board members and provide direction to staff on which goals, or types of goals, the Board would like to see move forward.

Four Board Directors provided goals which are shown below.

San Miguel CSD Proposed Goals **Director Kalvans**

1. Identify opportunities, partnerships, and funding to bring critical infrastructure services to the community; potentially including but not limited: water, sewer, natural gas and fiber optic.
2. Develop a multi-pronged approach to community beautification that includes but is not limited to: a community street tree network, development of community space on disused right of ways or existing owned community property, community murals (potentially on district facilities), graffiti abatement, and litter removal.
3. Create a public safety action plan that includes but is not limited to: better equipment for fighting vegetation fires; quicker emergency response times; public safety infrastructure for students, residents, and tourists; developing avenues to support the sheriff's department; and discouraging people from coming into San Miguel to break the law.
4. Develop a cutting-edge program to retain and hire high quality employees.
5. Reorganize the San Miguel CSD into a "County Town" (As defined in the *2006 State Senate Report "Community Needs, Community Services"*), and identify additional service requirements that the community needs as it reaches specific population intervals. Specific population intervals could be set at: at 6,000 people, 10,000 people, and a potential path to incorporation at 15,000 people. Seek out potential partnerships from nonprofits and other government organizations to deliver on those services.
6. Identify and leverage existing community assets/opportunities to bring increased economic benefit and amenities to the community.
7. Maximize our Return on Investment (as demonstrated in the *Strong Towns* article "What's In Your City's Wallet?") by either increasing the average value per acre to \$600,000 District wide and \$1.2 Million per acre in the existing urban reserve line area and develop a target of \$3 Million per acre for new subdivisions; or by developing a new financing mechanism. All with the intended goal of funding district services.
8. Reform our existing rates, fees, and tax structures to lower the cost of living and promote job growth in the community.
9. Develop a minimum of 5 projects for each existing CSD Department/Fund with a cost of less than \$50,000 per project.
10. Boost community morale by pursuing awards, designations, improving the CSDs reputation, and general improvement in the quality of life.

San Miguel CSD proposed goals **A. Sangster (9)**

1. Develop downtown corridor
2. Add park space
3. Initiate Community programs - sports, clubs, etc.
4. Solicit businesses and restaurants
5. Remove solid waste and derelict vehicles
6. Install curbs, gutters and streetlights the length of Mission

7. Adda museum or other cultural interest facility
8. Train station/stop
9. Add multi-brand tasting room downtown

San Miguel CSD proposed goals **R. Gregory**

1. Utilities through downtown Mission Street for Commercial expansion and upgrade such as sewer, water, natural gas, etc.
2. Promote Tourism through the use of signage for museums (Mission, Caledonia, Camp Roberts) & signage for wine trail.
3. Sheriff Substation
4. Expansion of Fire Station & relocation of CSD Offices.
5. Expansion of sidewalk and lighting from the Mission to downtown.
6. Develop of sidewalk/lighting on east side of Mission Street.
7. Once or twice per year have a city clean up where residents place their discards on the street side including but not limited to furniture, appliances etc and it is removed. (City of Clovis does this.) Makes it easy for residents to do the cleanup.
8. Encourage/partner with other groups to beautify town via murals.
9. Expansion of CSD boundaries.
10. Add additional park in downtown corridor.

San Miguel CSD proposed goals **H. Palafox**

1. Integrate trees and landscaping (drought resistant) into future development .. especially our downtown area
2. preserve the historic buildings, and landmarks because that is what brings people to San Miguel (the mission of San Miguel, the bell in the San Miguel park)
3. maintain and enhance the recreational and scenic amenities to San Miguel (many kids use the San Miguel park having more recreational activities will attract more traffic ,ex: AYSO)
4. murals that will attract people to come out and look (ex: gum wall, murals, interactive murals)



5. utilize the towns website to communicate with and provide information and resources to residents and other interested individuals
6. promote the qualities of San Miguel that are attractive to residents and visitors (San Miguel Mission)
7. keep on working and getting the sheriffs in San Miguel
8. provide for necessary growth while maintain the small-town persona (many people don't like that San Miguel is growing) while ensuring positive fiscal impact
9. Make the downtown area look like a place to spend an afternoon
10. Grocery store is very well needed a "Trader Joe's" would really bring people

FUTURE MEETING

Select date for the next meeting: (proposed January 7th) third meeting (fire department goals)

FISCAL IMPACT

Staff time to research and refresh on the existing documents impacting San Miguel and the CSD.

PREPARED BY:

District Staff



San Miguel Community Services District

Board of Directors Staff Report

November 5, 2020

AGENDA ITEM: XI-2

SUBJECT: Discussion on LAFCO review SOI (Sphere of Influence) and Municipal Service Review (MSR).

RECOMMENDATION: Discuss the San Miguel Community Services District LAFCO Sphere of Influence (SOI) and Municipal Service Review (MSR) and give direction.

At the October 22, 2020, Regular Board Meeting consensus of the Board was to bring back it at the 2nd Informal Strategic Planning Work Session on November 5th, 2020 for discussion.

At the May 28th, 2020 Regular Board Meeting, the staff was directed to wait for the Strategic Planning Work Session (held on 9-10-2020) before sending the information requested by LAFCO for review.

A large portion of the information requested is readily available. Some items will need to be researched, and some need to be determined.

In order to keep the process moving forward, we need to provide the currently available information to LAFCO. Staff is requesting approval to provide existing documentation to LAFCO to keep the process moving forward while the Board discusses the items below.

Other items that need Board Input are:

- Possible Sphere Boundaries and Study Areas- Areas Agency Plans to Serve
- Strategic Plans and Goal Setting

The Board needs to direct staff on how the Board would like to proceed with the two items above.

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

Tamara Parent

Tamara Parent, Board Clerk/ Accounts Manager

Attachment: LAFCO letter & Info Documents requested



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

April 2, 2020

SENT VIA E-MAIL

COMMISSIONERS

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TOM MURRAY
Public Member

Vice-Chair
ROBERT ENNS
Special District Member

DEBBIE ARNOLD
County Member

MARSHALL OCHYLSKI
Special District Member

ROBERTA FONZI
City Member

LYNN COMPTON
County Member

ED WAAGE
City Member

ALTERNATES

ED EBY
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STEVE GREGORY
City Member

HEATHER JENSEN
Public Member

JOHN PESCHONG
County Member

STAFF

DAVID CHURCH
Executive Officer

BRIAN A. PIERIK
Legal Counsel

MIKE PRATER
Deputy Executive Officer

IMELDA MARQUEZ
Commission Clerk

Mr. Rob Roberson, Fire Chief/General Manager
San Miguel Community Services District
1150 Mission Street
San Miguel, CA 93451

Dear Mr. Roberson:

The San Luis Obispo Local Agency Formation Commission (LAFCO) is responsible for updating the Sphere of Influence (SOI) for each City and Special District in San Luis Obispo County. This program is continuing during the Covid-19 emergency situation, but we certainly acknowledge staff resource constraints at this time. Also, the update is to the Municipal Service Review (MSR) which provides information about the service capabilities of a jurisdiction. Updating the SOIs every five years is a requirement of the Cortese-Knox-Hertzberg Act that was passed in 2000. The update provides an opportunity for jurisdictions and LAFCO to evaluate service issues and determine the Sphere of Influence for the District.

We request your help in updating the MSR for San Miguel CSD which was last updated by LAFCO in 2013. The preparation of an updated Municipal Service Review is an information-gathering and analysis process. Much of the information needed for the Service Review is contained in existing documents; e.g. General Plans, Capital Improvement Plans, Master Plans, Budgets, etc. LAFCO will be downloading much of this information from your website. However, for any additional informational needs we kindly ask for your assistance in submitting any missing information in either; hard copy, or in a digital form as PDF's.

This information would be used to complete the MSR that in turn would be the basis for updating the District's Sphere of Influence. If necessary, and after the COVID19 order is lifted we would be happy to come and meet with you and your staff regarding the gathering of information and possible areas to focus our study on.

We look forward to working with you in updating the District's Sphere of Influence. If you have any questions, please call me at (805) 781-5795 or contact us by e-mail at mprater@slolafco.com.

Sincerely,

Mike Prater
Deputy Executive Officer
San Luis Obispo Local Agency Formation Commission

SAN LUIS OBISPO – LOCAL AGENCY FORMATION COMMISSION

MUNICIPAL SERVICE REVIEW INFORMATION NEEDS

The following information would assist LAFCO in completing the Sphere Update and Service Review:

- ❑ Annual Budget for the last 3 years
- ❑ Capital Improvement Plans and or Programs (last 3 years-usually part of budgets)
- ❑ Master Service Plans/Studies; Water, Sewer, Roads
- ❑ Urban Water Management Plan
- ❑ Maps – digital, and or hard copy
- ❑ Water Resource Studies
- ❑ Rates for Public Services-process for establishing rates
- ❑ Fee and Rate Studies
- ❑ Customer Service Surveys
- ❑ Possible Sphere Boundaries and Study Areas- Areas Agency Plans to Serve
- ❑ Project and Program Environmental Documents/Studies
- ❑ Service and Capacity Studies
- ❑ Location and Condition of Service Infrastructure-Maintenance Program
- ❑ Financial Status of the Jurisdiction: Comprehensive Annual Financial Report (CAFR) or Annual Audit
- ❑ Demographic Information and Studies
- ❑ Key Service Issues and associated Studies
- ❑ Customer Service Surveys
- ❑ Strategic Plans and Goal Setting
- ❑ Other Studies or Reports