



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director

Gib Buckman, Director

Joseph Parent, Vice President
Ashley Sangster, Director

THURSDAY, JULY 26, 2018

6:30 P.M. closed session 7:00 P.M. opened session

BOARD OF DIRECTORS REGULAR MEETING AGENDA

**SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451**

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

Public Comment: Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. Call to Order: 6:30 PM**
- II. Pledge of Allegiance:**
- III. Roll Call: Green___ Parent___ Buckman___ Kalvans___ Sangster___**
- IV. Approval of Special Meeting Agenda:**

M_____ S_____ V_____

V. ADJOURN TO CLOSED SESSION: Time:_____

A. CLOSED SESSION AGENDA:

1. LIABILITY CLAIMS

Claimant: (EDD pursuant to Section 54961)
 Agency claimed against: (San Miguel CSD) (e)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code §54957)
 Title: Bookkeeper

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code §54957)
 Title: Fire Chief

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code §54957)
 Title: Assistant Fire Chief

**VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM
 Time:_____**

- 1. Report out of closed session by District General Counsel

VII. Public Comment and Communications for items not on the Agenda:

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

Non-District Reports:

- | | |
|--|-----------|
| 1. San Luis Obispo County Sheriff (Commander K.Scott) | No Report |
| 2. San Luis Obispo County Board of Supervisors | No Report |
| 3. San Luis Obispo County Planning and/or Public Works | No Report |
| 4. San Miguel Area Advisory Council | No Report |
| 5. Camp Roberts—Army National Guard (LTC Kevin Bender) | No Report |

District Staff & Committee Reports:

6.	Interim General Manager	(Mr. Roberson)	Verbal
7.	District General Counsel	(Mr. White)	Verbal
8.	District Engineer	(Dr. Reely)	Report Attached
9.	Director of Utilities	(Mr. Dodds)	Report Attached
10.	Fire Chief	(Chief Roberson)	Report Attached

X. CONSENT CALENDAR:

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.

1. Review and Approve Board Meeting Minutes
 - a) 6-23-2018 Budget Workshop

XI. BOARD ACTION ITEMS:

1. **Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project** (Dodds)

Recommendation: Discuss the status and next steps of the Machado Wastewater Treatment Facility expansion and aeration upgrade projects.

Public Comments: (Hear public comments)

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for June 2018**
 - a) Claims Detail Report 6-2018
 - b) Statement of Revenue Budget vs Actuals 6-2018
 - c) Statement of Expenditures Budget vs Actual 6-2018
 - d) Cash Report for Payrolls 6-2018

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

M_____ S_____ V_____

3. **Review and approve Director of Utilities Recommendation for Utility Worker 1.** (Dodds)

Recommendation: Review and approve Director of Utilities recommendation to Hire the candidate for Utility Worker 1 at Step One.

Public Comments: (Hear public comments)

M_____ S_____ V_____

4. **Review and Adopt Resolution 2018- 23 Revised District Purchasing Policy and Procedure Manual.**

Recommendation: Review and Adopt Resolution 2018- 23 Revised District purchasing policy and procedure manual and provide direction to staff

Public Comments: (Hear public comments)

M _____ S _____ V _____

5. Review and Discuss and Adopt Resolution 2018-24 Amending the District’s Conflict of Interest Code. (Annually)

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

Recommendation: Review and Discuss Resolution and list of designated positions that are required to file disclosure statements, should be discussed and approved annually by the Board, and sent to the County Clerk office.

M _____ S _____ V _____

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 REGULAR MEETING OF 8-23-2018

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 July 19 ,2018

Date: July 19, 2018

Tamara Parent
Tamara Parent, Board Clerk/ Accounts Manager

Rob Roberson 7-17-2018

Rob Roberson, Fire Chief/Interim General Manager

7-13-2018 over phone approval-tp
President Green