



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President  
Anthony Kalvans, Director

Larry Reuck, Vice President  
Gib Buckman, Director  
Joseph Parent, Director

**THURSDAY, DECEMBER 14, 2017**  
**6:00 P.M. closed session 7:00 P.M. opened session**  
**BOARD OF DIRECTORS SPECIAL 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](http://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: 6:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**
- IV. Approval of Special Meeting Agenda**
  
- V. ADJOURN TO CLOSED SESSION: Time:\_\_\_\_\_**

**A. CLOSED SESSION AGENDA:**

- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 : (1 case)
  
- 2. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) subdivision (d) of Section 54956.9:  
(1 case)
  
- 3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
Pursuant to Government Code Section 54956.8  
Properties: 021-051-017 and 021-051-016.  
Agency negotiator: (Blaine T. Reely, PhD,PE/Monsoon Consultants, SMCSO Interim General Manager Rob Roberson, and Director of Utilities Kelly Dodds )  
Property Negotiator: San Miguel Ranch, LLC.  
Under negotiation: Purchase price & terms of payment.
  
- 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Pursuant to Government Code section 54957(b)(1)  
Title: General Counsel
  
- 5. PUBLIC EMPLOYEE APPOINTMENT**  
Pursuant to Government Code section 54957(b)(1)  
Title: General Manager

**VI. Call to Order for Regular Board Meeting/Report out of Closed Session**

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

**VII. Public Comment and Communications:**

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:**

**1. Election of Board Officers and Board Appointments:**

- A. Nominate and Elect Board of Director Officers:
  - A.1. President
  - A.2. Vice-President

**IX. Staff & Committee Reports – Receive & File:**

**Non-District Reports:**

- |    |   |           |
|----|---|-----------|
| 1. | San Luis Obispo County Sheriff                      | 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 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)       | Verbal          |
| 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. Approve **Resolution No. 2017-54** establishing Regular Board of Director Meeting Dates for 2018
2. Approve a five-year renewal of the Memorandum of Understanding between the County of San Luis Obispo and the District for the use of radio rack space at the Districts radio shack.
3. Review and Approve Board Meeting Minutes
  - a) 9-28-2017 Draft Minutes of Special Board Meeting
  - b) 10-19-2017 Draft Minutes of Special Board Meeting
  - c) 10-26-2017 Draft Minutes of Regular Board Meeting

**XI. BOARD ACTION ITEMS:**

1. **Review, Discuss, Receive and File the Financial Report for November 2017**
  - a) Claims Detail Report 11-2017
  - b) Statement of Revenue Budget vs Actuals 11-2017
  - c) Statement of Expenditures Budget vs Actual 11-2017
  - d) Cash Report for Payrolls 11-2017

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

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

**2. Review and Discuss Approving Resolution 2017-55 accepting and approving of the FY 2015-16 Financial Audit Report by Moss Levy Hartzheim (Alex Hom)**

**RECOMMENDATION:** The Board should approve the attached Resolution 2017-55 that accepts and approves the FY 2015-16 Independent Audit Report and authorize the filing of the report to the State and County of San Luis Obispo County Clerk’s office.

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

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**3. Authorization for Submission of an Application for Financial Assistance for The Planning and Design of Improvements To The Districts Wastewater Treatment Plant by Resolution 2017-57 (Reely)**

**RECOMMENDATION:** Approve Resolution 2017-57 authorizing the Interim General Manager to submit a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and design of improvements to the Districts WWTP

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

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**4. Review and approve Resolution 2017-49 authorizing the purchase of a Trailer mounted Sewer Jetter from Jetter Northwest in amount Not to Exceed \$37,659.90 to be funded from the Wastewater Capital Reserve fund. (Dodds)**

**RECOMMENDATION:** Approval of Resolution 2017-49 authorizing the purchase of a Trailer Mounted Sewer Jetter.

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

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**5. Review and Approve Resolution No. 2017-56 authorizing the Director of Utilities to contract with Aqua Engineering to pull and evaluate the pump equipment at well 3 in an amount not to exceed \$7,700 and authorize up to \$9,000 to make repairs to the well equipment if necessary. (Dodds)**

**RECOMMENDATION:** Approve Resolution No. 2017-56 authorizing the Director of Utilities to contract with Aqua Engineering to pull and evaluate the pump equipment at well 3 in an amount not to exceed \$7,700 and authorize up to \$9,000 to make repairs to the well equipment if necessary.

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

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**6. Review and Approve Resolution 2017-58 Adopting General Manager job description.**  
(Counsel Seikaly)

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

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

**7. Adopt Resolution 2017-59 appointing Robert Roberson as General Manager of the San Miguel Community Services District.** (Counsel Seikaly)

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

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 1-25-2018**

Time: \_\_\_\_\_

**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 SMCSO office on December 8, 2017**

**Date: December 8, 2017**

\_\_\_\_\_  
**Tamara Parent, Board Clerk/ Accounts Manager**

\_\_\_\_\_  
**Rob Roberson, Fire Chief/Interim General Manager**