



BOARD OF DIRECTORS

Raynette Gregory, President Anthony Kalvans, Vice-President
Ward Roney, Director Hector Palafox, Director Vacancy, Director

SPECIAL MEETING AGENDA 6:00 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 11-18-2021

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

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

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 see notice. Sign in sheet at podium for public comment. Comments are **limited to three minutes** unless you have registered your organization with CSD Clerk prior to the meeting. 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. If you wish to speak on an item not on the agenda, you may do so under item VII “Public Comment and Communications for items not on the agenda”. 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: 6:00 PM

II. Pledge of Allegiance:

III. Roll Call: *Gregory* ___ *Kalvans* ___ *Roney* ___ *Palafox* ___ *Vacancy* ___

IV. Approval of Regular Meeting Agenda:

M _____ S _____ V _____

V. ADJOURN TO CLOSED SESSION: Public Comment for items on closed session agenda

Time: _____

A. CLOSED SESSION AGENDA:

1. PUBLIC EMPLOYMENT

Title: Asst: Fire Chief / Fire Prevention Officer

Pursuant to Government Code Section 54954.5

2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Two Matters-Confidential Complainant

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 (WhiteBrenner, LLP)

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" and "Sign in".

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | | |
|----|---|-----------|
| 1. | San Luis Obispo County | No Report |
| 2. | Camp Roberts—Army National Guard (Mitten) | Verbal |
| 3. | Community Service Organizations | Verbal |

District Staff & Committee Reports:

- | | | | |
|----|--------------------------|------------------|-----------------|
| 4. | Interim General Manager | (Mr. Roberson) | Verbal |
| 5. | District General Counsel | (Mr. White) | Verbal |
| 6. | District Engineer | (.) | No Report |
| 7. | Director of Utilities | (Mr. Dodds) | Report Attached |
| 8. | 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. 8-19-2021 Special Board Meeting Amended- draft
 - B. 8-26-2021 Regular Board Meeting-draft
 - C. 9-23-2021 Regular Board Meeting-draft
 - D. 10-14-2021 Special Board Meeting-draft

XI. BOARD ACTION ITEMS:

- 1. Discuss Board Member resignation and provide staff direction on posting a Notice of Vacancy to fill the vacant position.**

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

- 2. Review, Discuss, and Receive the Enumeration of Financial Report for October 2021 (Hido)**
 - A. Claims Detail Report
 - B. Statement of Revenue Budget vs Actuals
 - C. Rev Budget vs Actual Summary
 - D. Statement of Expenditures Budget vs Actual
 - E. Cash Report

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

- 3. Review and approve RESOLUTION 2021-36 adopting changes to the Integrated Waste Management Authority (IWMA) JPA and MOA with Special Districts, and authorize the General Manager to sign the First Amendment to the MOA (Dodds)**

Recommendation: Approve RESOLUTION 2021-36 and authorize the General Manager to sign the First amendment to the MOA with IWMA

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

- 4. Review and Approve Resolution 2021-37 Amending Chapter 11: Order of Business, of the San Miguel Community Services District Board Members' Handbook (Dodds)**

Recommendation: Approve Resolution 2021-37 Amending Chapter 11: Order of Business, of the San Miguel Community Services District Board Members' Handbook

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

- 5. Discuss potential for regional desalination plant and whether the District should participate in initial studies. (Dodds)**

Recommendation: Discuss authorizing the Director of Utilities to provide initial interest in participation in studies.

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

- 6. Discuss sole source contacting with BHI Management Consulting (BHI) to assist the District in preparation of a District Strategic Plan and approve Resolution 2021-38 authorizing the Interim General Manager to negotiate a contract with BHI not to exceed \$35,000. (Roberson)**

Recommendation: Approve Resolution 2021-38 authorizing the Interim General Manager to negotiate a contract with BHI not to exceed \$35,000 to be split between all funds.

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

- 7. Review and approve RESOLUTION 2021-39 authorizing expenditure of up to \$20,000 to flush main water lines on the San Lawrence Terrace per direction from the State Waterboard - Division of Drinking Water and authorize the Director of Utilities to enter into contracts to that effect. (Dodds)**

Recommendation: Approve Resolution 2021-39 authorizing \$20,000 from capital reserve, with corresponding budget adjustment to 50-518 Water projects SLT Well and authorizing the Director of Utilities to enter into contracts for this project.

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

- 8. Continued discussion on the Fire Department Temporary Housing unit (Young)**

Recommendation: Discuss the status and next steps for the Fire Department Temporary Housing unit

Public Comments: (Hear public comments)

9. 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)

10. Review and Approve Resolution No. 2021-40 recognizing the hard work and dedication of the District staff (White)

Recommendation: Approve Resolution No. 2021-40 Reaffirming the San Miguel Community Services District Board’s Appreciation and Support for Staff.

Public Comments: (Hear public comments)

11. Discussion on Board self-assessment and Board analysis

Public Comments: (Hear public comments)

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

ATTEST:

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

I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on November 17, 2021 @5:40 pm

Date: November 17, 2021

Rob Roberson, Fire Chief/Interim General Manager

Raynette Gregory, SMCSO Board President 2021

Tamara Parent, Board Clerk