

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
DECEMBER 19th, 2019 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES
1150 MISSION STREET
SAN MIGUEL, CA 93451

- I.** Meeting Called to Order by President Green – 6:30 P.M.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Green, Palafox, Kalvans, Sangster, Parent
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman, Scott Young, District General Counsel Fuller
- IV. Adoption of Special Meeting Agenda:**
- Motion by Director Sangster to adopt Special Meeting Agenda
- Seconded by Director Kalvans Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:33 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. CONFERENCE WITH LABOR NEGOTIATORS**
Agency designated representatives: Interim General Manager and District General Counsel
Employee organization: San Miguel Employees' Association
- 2. CONFERENCE WITH DISTRICT GENERAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 2 case
- 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: Interim General Manager
- VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:02 P.M.**
Report out of closed session by Director Green; no action, direction was given to staff.
- VII. Public Comment and Communications for matters not on the Agenda: None**

VIII. Special Presentations/Public Hearings/Other:

1. **Election of Board Officers and Board Appointments:** Nominate and Elect Board of Director Officers. Interim General Manager/ Fire Chief Rob Roberson presented the item.

Board Comment: None

Public Comment: None

A.1. President

Motion by Director Kalvans nominating Director Sangster for Board President for the calendar year 2020.

Seconded by Director Green

(no other nominations made for Board President)

Motion was approved by Written Vote of 5 AYES and 0 NOES and 0 ABSENT and 0 Abstained.

A.2. Vice-President

Motion by Director Palafox nominating Director Kalvans for Board Vice-President for the calendar year 2020.

Seconded by Director Sangster

(no other nominations made for Board Vice-President)

Motion was approved by Written Vote of 5 AYES and 0 NOES and 0 ABSENT and 0 ABSTAINED.

IX. STAFF & COMMITTEE 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—Cpt. Barret Army National Guard gave holiday wishes to the community and informed the Board of Directors that they have around fifteen hundred troops training in the last month. Discussion about the Camp Roberts Elk population ensued.
Public Comment: Michelle Hido San Miguel Resident informed Cpt. Barret that Santa would be at the Fire Station on December 21st after the San Miguel Lighted Parade, and wanted to invite the families at Camp Roberts.
6. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson, explained that the Board will be making the the mid-year budget adjustments after approval from the Board, and voiced that the Water Fund is recovering around 27.6% in the last year, but it is a slow process. Interim General Manager/ Fire Chief Rob Roberson updated

the Board on refinancing the USDA loan and would be working with CSDA financial, and would update the Board when he had more information. An update on K. Johnson's embezzlement case would be next month's court date should be on January 9, 2020.

Board Comment: None

Public Comments: None

7. **District General Counsel:** District General Counsel Fuller, voiced they had nothing to report

Board Comments: None

Public Comments: None

8. **District Engineer:** Written report submitted as-is. Dr. Blaine Reely was not in attendance and Director of Utilities Kelly Dodds asked for any questions.

Board Comments: None

Public Comment: None

9. **Director of Utilities:** Written report submitted, and updated the Board of Directors that Well 3 had a failure, and is covered under warranty. Director of Utilities Kelly Dodds voiced that the emergency notification plan was updated and submitted. Mr. Dodds informed the Board that the District had the sanitary survey and received a clean bill of health. They have recommendations to update our emergency plan and sampling plan. The Arsenic levels will need to be looked at and there is a possibility that the state might be changing the acceptable standards and at that point, all District wells would be in violation and need some kind of treatment. Discussion Ensued about treatment options.

Board Comment: Director Sangster asked when the emergency plan and sampling plan should be updated, annually or as needed. Director Green and Director Sangster asked about the cost of treatment and Director of Utilities Kelly Dodds voiced that he will be looking into the cost. Discussion ensued.

Director Kalvans asked about other contaminants that might out of the water and feels that it would be nice to get more than just arsenic.

Director Parent asked about the process and talked about how water softener will remove radioactivity.

Director Sangster voiced contact information for Pure Tec Industrial Water- Cody George. Director Parent would like to have staff investigate new well sites in town. Director Parent asked about meters, and discussion about conversation register warranty ensued.

Director Green asked about the Cal-Trans grindings from the freeway construction and would like Director of Utilities Kelly Dodds to look into acquiring them for the tank road. Director of Utilities Kelly Dodds explained that he will contact CalTrans, and update the board with information. Board gave consensus that they would like staff to contact CalTrans about the grindings.

Director Kalvans asked if San Miguel Garbage has contacted the District and voiced that Los Osos will be having a 25% garbage increase.

Public Comments: None

10. **Fire Chief:** Written report submitted as-is. Fire Chief Rob Roberson voiced that he has posted for "Accepting Applications" for paid call Firefighter recruitment with application deadline ending January 31st 2020. Fire Chief Rob Roberson, explained that CPR classes had been held on December 17th for all District Staff and that Assistant chief reports will be streamlined through our ER system for future Board reports. District Staff thanked Fire Chief Rob Roberson and Assistant Chief Scott Young for providing CPR training.

Board Comments: Director Sangster thanked the Fire Department for all they do for the community.

Public Comment: None

X. CONSENT ITEMS:

Director Kalvans pulled item 1 for discussion

1. Approve Resolution No. 2019-42 establishing Regular Board of Director Meeting Dates for 2020.

Board Comment: Director Kalvans asked for consensus to have the 2nd Meeting reserved for the second Thursday of the month. Discussion ensued, with Board not giving consensus to schedule a second meeting a month unless needed.

2. Review and Approve Board Meeting Minutes

a) 11-14-2019 Functional Space Work Session Board Meeting

b) 11-21-2019 Regular Board Meeting

Board Comment: None

Public Comment: None

Motion by Director Green to Approve Consent Item 1 and 2

Seconded by Director Kalvans. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT and 0 ABSTAINED.

XI. BOARD ACTION ITEMS:

1. Review, Discuss, Receive and File the Enumeration of Financial Report for November 2019. Item presented by Interim General Manager/ Fire Chief Rob as-is and asked for any questions.

Board Comment: None

Public Comment: None

Motion by Director Green to Approve Enumeration of Financial Report for November 2019

Seconded by Director Kalvans. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT and 0 ABSTAINED.

2. Review and approve Resolution 2019-43 authorizing proposed Midyear Budget adjustments to the approved FY 2019-20 budget.

Item was presented by Interim General Manager/ Fire Chief Rob Roberson updating the board of Directors that the FY2018-19 Audit is done; each fund was reviewed and the item is being presented for mid-year budget adjustments for each fund. Interim General Manager/ Fire Chief Rob Roberson explained that Budget line 110 shows zero percent

spent for payroll and that the twenty-eight thousand dollars will be distributed out between Object 135/140/155. The district funds are recovering and it is starting to show in the financials.

Board Comment: Director Sangster voiced that based on the payroll cost that is not always the same, payroll will need corrections made for cost calculations.

Director Palafox voiced that there is a typo on 225 and should read lower

Director Kalvans asked about Object 381 Utilities- Electric and wanted to know why the large increase. Director of Utilities Kelly Dodds explained that it was the wastewater pumps and the increase from PG&E.

Director Sangster asked if the District has ever discussed Solar? Director of Utilities Kelly Dodds explained that there is not enough room, a discussion ensued.

Director Sangster asked about Object 325- Professional Services Accounting and the proposed increase would be a 41% increase, and only being halfway through the year. Interim General Manager/ Fire Chief Rob Roberson explained that District Auditing services are paid out of that object as well. Director Sangster voiced that he knows what Auditing services cost per the contract and voiced that he wanted the other Directors to be aware of the cost.

Director Green voiced that he figures that Object 325 would be down by June. Discussion ensued about contracts and what type of scope of work would be needed in the future form a District CPA.

Director Sangster asked about Fire 450- EMS. Interim General Manager/ Fire Chief Rob Roberson explained the Object 450-EMS Supplies; Discussion about AED purchases for fire, water, wastewater was discussed.

Discussion about Object 490 water and wastewater, two thousand each. Assistant Chief Young voiced that he would like the Purchase Orders separated; Fire and Water to keep the funds clean.

Public Comment: None

Motion by Director Green to Approve Resolution 2019-43 authorizing proposed Midyear Budget adjustments to the approved FY 2019-20 budget with an amendment to Fund 40 & 50 object 490 two-thousand dollars water and sewer fund.

Seconded by Director Sangster, Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT and 0 ABSTAINED.

3. Review and approve RESOLUTION 2019-41 the purchase of 6-New Zoll Plus AED's with additional pads.

Item presented by Interim General Manager/ Fire Chief Rob Roberson explaining that the Fire Department has outdated AED's and is asking for approval to purchase AED's with District funds and donated funds. Assistant Fire Chief Scott Young found a company that will buy back old units, and the new units are the same as the paramedic and sheriff and with that, the Fire Department might get reimbursement on pad replacement. Discussion ensued about what was included in the purchase price and what a great of a price Assistant Chief Young found. Director Sangster thanked him for his efforts. Interim General Manager/ Fire Chief Rob Roberson explained the number of donation monies from the Garbage Man's Association and the funds that will be used for that purchase.

Board Comments: Director Kalvans voiced that the shipping address needs to be changed. Assistant Fire Chief Scott Young explained that it had been done.

Director Green voiced where the devices will go. Interim General Manager/ Fire Chief Rob Roberson explained that 8600, 8601, E8687, E8668, E8696, U8632, U8634, District Office and Wastewater Facility.

Public Comments: None

Motion by Director Green approve RESOLUTION 2019-41 the purchase of 6-New Zoll Plus AED's with additional pads.

Seconded by Director Palafox, Motion approved by Vote of 5 AYES and 0 NOES and 0 ABSENT and 0 ABSTAINED.

- 4. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project** Item presented by Director of Utilities Kelly Dodds updated the Board of Directors on the compliance: Based on the 1st quarter 2019 testing the plant complies with the single sample but is out of compliance for the 6-sample average regarding TDS, Sodium and Chloride. Flow: In November the plant averaged 162,858 gallons per day (81% of hydraulic design capacity) with a max day of 200,982 gallons (100% of hydraulic design capacity). Director of Utilities Kelly Dodds explained that Based on discussions with the DE, we anticipate that in February 2019, the DE will initiate the preparation of the work plan for the CEQA "Initial Study" and begin the final design phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled approximately 9 months to complete the final design and the preparation of the Construction / Bidding Documents. Pending receipt of notification of a grant award for the SRF funds, we plan to prepare and issue an RFP for Environmental Studies as required for CEQA/ NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the second quarter of 2019, with the goal of having financing in place to advertise and award a construction project in the 4th Quarter 2019. Mr. Dodds explained that he is in contact with USDA for loans, and will meet with them in January 2020.

Board Comment: Director Parent asked if the rain was an influence in the capacity. Director of Utilities Kelly Dodds explained that it is not due to the amount of rain in November.

Public Comment: None

- XII. BOARD COMMENT:** Director Green asked for a consensus from the Board to have a special meeting, closed session only in January. The consensus of the Board is to have Special Meeting on January 16th at 6 pm closed session only. Director Green asked that the Board of Directors look at Director Kalvan's information on land tax information and agenda for January for discussion then the Board will have more

information to consider giving consent for the District's General Counsel to look at, his proposal.

Director Green asked that staff attend the HOA meeting on January 23rd. Discussion.

Director Green asked for an update on USDA refinancing.

Director Sangster thanked the Fire Department for all their hard work.

XIII. ADJOURNMENT TO NEXT MEETING January 23, 2019: 8:49 P.M.