



## BOARD OF DIRECTORS

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

## REGULAR MEETING AGENDA 6:30 P.M. Closed Session 7:00 P.M. Opened Session SMCSD Boardroom 4-28-2022

### IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

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](mailto: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](http://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 SMCSO 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: 6:30 PM**
- II. Roll Call:** *Gregory*\_\_\_ *Kalvans*\_\_\_ *Roney*\_\_\_ *Palafox*\_\_\_ *Lara*\_\_\_
- III. Approval of Regular Meeting Agenda:**

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

**IV. ADJOURN TO CLOSED SESSION:** Public Comment for items on closed session agenda  
**Time:**\_\_\_\_\_

**A. CLOSED SESSION AGENDA:**

- 1. PUBLIC EMPLOYMENT**  
Title: Interim General Manager; 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 54956.9:1

**V. Call to Order for Regular Board Meeting/Pledge of Allegiance:**

**VI. Report out of Closed Session**  
**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:**

1. **PUBLIC HEARING:** To consider approving an Ordinance 01-2022 of the San Miguel Community Services District Board of Directors adopting a Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations.

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

**Non-District Reports:**

- |    |                                      |               |
|----|--------------------------------------|---------------|
| 1. | San Luis Obispo County Organizations | Verbal/Report |
| 2. | Camp Roberts—Army National Guard     | 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 Utilities       | (Mr. Dodds)      | Report Attached |
| 7. | 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 Draft Board Meeting Minutes**

A. 2-24-2022 Regular Board Meeting Minutes Draft

2. **Approve RESOLUTION 2022-15 Declaring Hazardous Weeds a Public Nuisance within the District**
3. **Approve RESOLUTION 2022-16 adopting a standard water and wastewater application for service and an application for 24-hour turn on.**
4. **Approve RESOLUTION 2022-17 adopting a REVISED fee schedule for water meters, notices, and other services and or repair installation services provided by the District.**
5. **Approve RESOLUTION 2022-18 authorizing E-signatures**

**Public Comments on all Consent Items:** (Hear public comments prior to Board Action) M\_\_\_S\_\_\_V\_\_\_

**XI. BOARD ACTION ITEMS:**

**1. Review, Discuss and Receive the Enumeration of Financial Reports for March 2022 (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
- F. Investment Portfolio Report
- G. Q1 Investment Portfolio Report

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**2. Consider Adoption of Ordinance 01-2022 of the San Miguel Community Services District to Adopt Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations. (Dodds/Dervin)**

**Recommendation:** Adoption Ordinance 01-2022 Adopting Mandatory Solid Waste, Organic Waste and Recycling Materials Rules and Regulations

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**3. Review and approve RESOLUTION 2022-19 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing solid waste collection rates by 8.59% pursuant to Proposition 218. (Dodds)**

**Recommendation:** Approve RESOLUTION 2022-19 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing commercial solid waste collection rates.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**4. Review and discuss proposed Fiscal Year 2022-2023 Operation and Maintenance Budget and Project Budget for San Miguel Community Service District. (Hido/Roberson)**

**Recommendation:** Review, discuss and provide feedback on FY 2022-23 Operation and Maintenance Budget and Project Budget.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**5. Discuss and authorize the Director of Utilities to release an RFP for a Cost-of-Service Rate Study for Streetlighting and Landscaping, Wastewater, Water and Solid Waste. (Dodds)**

**Recommendation:** Thru consensus, authorize the Director of Utilities to release a Cost-of-Service Rate Study.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_\_S\_\_\_\_\_V\_\_\_\_\_

**6. Consider Extension of Employment Agreement with Interim General Manager/Fire Chief Rob Roberson (Dervin)**

**Recommendation:** Approve RESOLUTON 2022-23 extending employment of Interim General Manager/Fire Chief Rob Roberson by exercising option within his current employment agreement.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

**7. Discuss and appoint the District General Manager and Director of Utilities as real property negotiators for the sale and or trade of assessor parcel number 021-261-019. (Dodds)**

**Recommendation:** Appoint the District General Manager and Director of Utilities as real property negotiators for the sale and or trade of assessor parcel number 021-261-019.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

**8. Review and approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase and contract with CIO Solutions to replace computer hardware in an amount no to exceed \$24,000 and authorize a budget adjustment to all departments in an amount proportionate to their use of the hardware replaced. (object 475). (Dodds)**

**Recommendation:** Approve RESOLUTION 2022-20 authorizing the Director of Utilities to purchase hardware and contract with CIO Solutions to install and configure the hardware and authorizing a corresponding budget adjustment.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

**9. Discuss acquiring an office trailer to be placed at the WWTF to serve as temporary District offices until permanent office space can be built at the WWTF or elsewhere (Dodds)**

**Recommendation:** Provide direction to staff.

**Public Comments:** (Hear public comments prior to Board Action) M\_\_\_\_S\_\_\_\_V\_\_\_\_

**10. 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)

**11. Review and approve RESOLUTION 2022-24 authorizing the Director of Utilities to contract with Water Systems Consulting (WSC) to provide engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade in an amount not to exceed \$1,202,404 and authorize a budget adjustment to the Wastewater Department with corresponding transfers from Capital Reserves. (object 587 – Project 20001). (Dodds)**

**Recommendation:** Approve RESOLUTION 2022-24 authorizing the Director of Utilities to contract with WSC for engineering, design and project management services for the Machado Wastewater Treatment Facility upgrade and corresponding budget adjustment and transfer.

**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**

**ATTEST:**

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

**I, Kelly Dodds, Director of Utilities of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on April 21, 2022**

**Date: April 21, 2022**

Kelly Dodds, Director of Utilities  
Rob Roberson, Interim General Manager/ Fire Chief  
Raynette Gregory, SMCSO Board President 2022