



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

Anthony Kalvans, President

John Green, Director

Gib Buckman, Director

Larry Reuck, Vice President

Joseph Parent, Director

THURSDAY MAY 18, 2017 5:30 P.M.

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

Agendas: Agenda packets are available for the 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: 5:30 PM

II. Pledge of Allegiance:

III. Roll Call:

IV. Adoption of Special Meeting Agenda

V. Public Comment and Communications (for items not on the agenda):

Persons wishing to speak on a matter not on the agenda may be heard now; 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.

VI. ADJOURN TO CLOSED SESSION:

A. CLOSED SESSION AGENDA:

1. PUBLIC EMPLOYEE RESIGNATION AND RELEASE

Title: District General Manager

2. PUBLIC EMPLOYEE APPOINTMENT

Title: Acting District General Manager

3. CONFERENCE WITH LABOR AGREEMENT NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: District General Counsel

Employee Organization: San Luis Obispo County Employees Association

Title: Memorandum of Understanding Negotiations with the Association

B. RECONVENE TO OPEN SESSION

C. REPORT OUT OF CLOSED SESSION

4. Report out of Closed Session by District General Counsel

VII. Public Comment and Communications:

Persons wishing to speak on a matter on the agenda must submit a complete "Request to Speak" form. Speakers are limited to three minutes. Please place the completed "Request to Speak" form in basket provided.

VIII. CONSENT ITEMS

The items listed on this portion of the agenda 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 permit discussion 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.

IX. BOARD ACTION ITEMS:

- 1. Review and Approve Resolution No. 2017-11 Authorizing the Board President to Execute A First Amendment to the Agreement for General Counsel Legal Services.**

Staff Recommendation: Approve Resolution No 2017-11 authorizing the Board President to execute a First Amendment to the Agreement for General Counsel Legal Services appointing District General Counsel as the temporary Acting General Manager.

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

- 2. Review and Approve Resolution No. 2017-12 Authorizing the Acting General Manager to Enter Into An Agreement with Regional Government Services for Interim General Manager Services.**

Staff Recommendation: Approve Resolution No. 2017-12 authorizing the Acting General Manager to enter into an agreement with Regional Government Services for Interim General Manager services.

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

- 3. Review and Approve Resolution No. 2017-13 To Dissolve the Organizations & Personnel Committee and the Equipment & Facilities Committee.**

Staff Recommendation: Approve Resolution No. 2017-13 to dissolve the Organizations & Personnel Committee and the Equipment & Facilities Committee.

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

- 4. Review and Approve Resolution No. 2017-14 To Form a Labor Negotiations Sub-Committee and Appoint Two (2) Board Members and Alternates for the San Luis Obispo County Employees' Association Memorandum of Understanding Negotiations.**

Staff Recommendation: Approve Resolution No. 2017-14 to form a labor negotiations sub-committee and appoint two (2) Board members and alternates.

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

- 5. Review and Approve Resolution No. 2017-15 Appointing Real Property Negotiators For Real Property Acquisition of APN 021-121-003, APN 021-231-017, APN 021-231-024, and APN 021-231-041.**

Staff Recommendation: Approve Resolution No. 2017-15 appointing two (2) Board Members and Churchwell White LLP as negotiators for the property acquisition of APNs 021-121-003, 021-231-017, 021-231-024, and 021-231-041.

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

6. Review and Approve Resolution No. 2017-16 Hiring Paola Freeman as a Full-Time Bookkeeper For the District.

Staff Recommendation: Approve Resolution 2017-16 to hire Paola Freeman as a Full-Time Bookkeeper.

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

7. Review and Approve Resolution No. 2017-17 Authorizing David Tracy As A Qualified Utility Operator for Weekend Coverage.

Staff Recommendation: Approve Resolution No. 2017-17 authorizing David Tracy to act as a qualified Utility Operator for weekend coverage.

Public Comment: (Hear public comment prior to Board Approval)

8. Discuss Status of Time Clock and Potential Alternatives.

Staff Recommendation: Discuss and advise staff on the implementation of employee time clock and time keeping rules.

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

9. Review and Approve Resolution No. 2017-18 Authorizing the Acting General Manager to Enter Into An Agreement with Allen Mapalo For Up to Five (5) Hours of Work To Determine the Operational Status of the Security Camera.

Staff Recommendation: Approve Resolution No. 2017-18 authorizing the Acting General Manager to enter into an agreement with Allen Mapalo for up to 5 hours of work to determine the operational status of the security camera.

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

10. Review and Approve Resolution No. 2017-19 Authorizing Acting General Manager to Hire a Consultant to Complete the 2017-2018 Budget.

Staff Recommendation: Discuss status of the 2017-2018 budget and approve Resolution No. 2017-19 authorizing Acting General Manager to hire a consultant to complete the fiscal year 2017-2018 budget.

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

X. 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.

XI. ADJOURNMENT

Time: _____

ATTEST:

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

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby, certify that I caused the posting of this agenda at the SMCS D office on May 17, 2017.

Date: May 10, 2017

Tamara Parent

Tamara Parent, Account Clerk II/Operations Coordinator



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX.1

SUBJECT: Review and Approve Resolution No. 2017-11 Authorizing the Board President to Execute A First Amendment to the Agreement For General Counsel Legal Services.

STAFF RECOMMENDATION:

Approve Resolution No 2017-11 authorizing the Board President to execute a First Amendment to the Agreement for General Counsel Legal Services appointing District General Counsel as the temporary Acting General Manager.

BACKGROUND:

Due to the recently created vacancy in the General Manager position, the San Miguel Community Services District (“District”) requires time to evaluate its options in hiring an Interim General Manager. In the intervening time, the District requires general manager services. Based on this immediate need, the District Board of Directors (the “Board”) may consider amending the Agreement for General Counsel Legal Services (“Agreement”) with Churchwell White LLP (“Firm”) to modify the Firm’s scope of services. In doing so, the District can appoint Douglas L. White, General Counsel, as the temporary Acting General Manager to manage the day to day District needs while the search for an Interim General Manager is conducted. This appointment is intended for a short duration, as General Counsel will work with the Board to fill this position as soon as possible.

The proposed First Amendment to the Agreement (the “Amendment”) modifies the Firm’s scope of services to include General Manager services under item 14 of Exhibit A to the Agreement, entitled “Scope of Work”. Under the Amendment, General Counsel may carry out all the necessary services as Acting General Manager and may assign related duties and tasks to other attorneys from the Firm as necessary.

FISCAL IMPACT:

The Amendment does not modify or amend the Firm's billing structure. The Firm's standard rates set forth in the Agreement will apply.

STAFF RECOMMENDATION:

Staff recommends that the Board approve Resolution No. 2017-11, authorizing the Board President to execute a First Amendment to the Agreement for General Counsel Legal Services appointing District General Counsel as the temporary Acting General Manager.

PREPARED BY:

Douglas L. White, District General Counsel

FIRST AMENDMENT TO AGREEMENT FOR GENERAL COUNSEL LEGAL SERVICES

THIS FIRST AMENDMENT TO AGREEMENT FOR GENERAL COUNSEL LEGAL SERVICES (“First Amendment”) is made and entered into this _____ day of _____, 2017, by and between the San Miguel Community Services District, a California political subdivision (“District”), and the law firm of Churchwell White LLP, a California limited liability partnership (“Firm”). District and Firm may be referred to herein individually as a “Party” or collectively as the “Parties”. There are no other parties to this Agreement.

RECITALS

A. On or about September 24, 2015, the District approved and entered into an agreement for general counsel legal services with the Firm (the “Agreement”). In the Agreement, Douglas L. White was appointed the District’s General Counsel (“General Counsel”).

B. The Parties now desire to amend the terms and conditions of the Agreement based on the terms set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants entered into between the Parties, and in consideration of the benefits that accrue to each, it is agreed as follows:

AGREEMENT

Section 1. Recitals. The recitals set forth above are incorporated herein by this reference and made part of this First Amendment. In the event of any inconsistencies between the recitals and Sections 1 through 9 of this First Amendment, Sections 1 through 9 will prevail.

Section 2 Effect of Original Agreement. Except as otherwise provided herein, all provisions, defined terms, and obligations in the original Agreement remain in full force and effect. The Parties agree that they continue to be bound by all terms of the Agreement except as modified by this First Amendment. All capitalized terms used in this First Amendment which are not otherwise defined in this First Amendment shall have the meanings given to such terms in the Agreement.

Section 3. Definitions of Agreement. The Agreement, attached hereto as Exhibit 1, together with this First Amendment collectively make and are defined together to collectively be the “Agreement.”

Section 4. Amendments. The Agreement is amended as follows:

- **Exhibit A, “Scope of Work”** is deleted in its entirety and replaced with **Exhibit A, “Scope of Work”** attached hereto.

Section 5. Integrated Agreement. The Agreement, as modified by this First Amendment, contains all of the agreements of the Parties and all previous understandings, negotiations, and agreements are integrated into the Agreement.

Section 6. Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this First Amendment are declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this First Amendment which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties herein.

Section 7. Counterparts. This First Amendment may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall be deemed one and the same instrument.

Section 8. Authority. All Parties to this First Amendment warrant and represent that they have the power and authority to enter into this First Amendment and the names, titles and capacities herein stated on behalf of any entities, persons, states or firms represented or purported to be represented by such entities, persons, states or firms and that all former requirements necessary or required by the state or federal law in order to enter into this First Amendment had been fully complied with.

Section 9. Document Preparation. This First Amendment will not be construed against the Party preparing it, but will be construed as if prepared by all Parties.

IN WITNESS WHEREOF, this First Amendment has been entered into by and between District and Firm as of the date of execution by the District.

SAN MIGUEL COMMUNITY SERVICES DISTRICT, a California Political Subdivision

By: _____
Anthony Kalvans, Board President

Date Signed: _____

CHURCHWELL WHITE, LLP
a California Limited Liability Partnership

By: _____
Douglas L. White, Managing Partner

Date Signed: _____

Exhibit A

SCOPE OF WORK

Firm shall perform the following Legal Services for the District:

1. The review of agendas and related consultation with District staff and members of the Board of Directors regarding the proper placement or description of business items on agendas;
2. Attendance at meetings of the District and their duly appointed committees, for which attendance is requested by the General Manager or Board President, unless excused by the General Manager or the Board President;
3. Routine preparation of ordinances and resolutions by District staff with form content and format reviewed by General Counsel;
4. Preparation and approval as to legal form all contracts, agreements, and any other legal documents or matters which are referred to for advice, review, or handling during the Term of this Agreement;
5. Preparation of all legal advice on behalf of the District to Board members, General Manager, and other designated departmental heads or personnel as directed by the General Manager;
6. Review and evaluation of the need as well as the engagement, coordination, and supervision of activities of any special counsel retained by Board. This will include financial management, including cost containment strategies; and administration of contracts that District may execute with special legal counsel. Such administration shall include oversight services such as review of attorney invoices coordination of special legal counsel's activities, and direction to special legal counsel with regard to strategies and communication;
7. Provide conflict of interest assistance to the Board and General Manager on behalf of the District, and assist Board members and staff in seeking advice from the Fair Political Practices Commission;
8. Review, analyze, redact or develop written responses to any single California Public Records Act request (Gov. Code section 6250 et seq.);
9. Provide advice as it pertains to the general powers and duties assigned to the District and ensure its operational compliance with all applicable federal, state, and local legislation, statutes, codes and procedures. This includes, monitoring and applicability of pending state and federal legislation and regulations, and new case law, as appropriate; including and not limited to:

- a. Ralph M. Brown Act;
- b. Public Records Act;
- c. Political Reform Act;
- d. California Government Code;
- e. General Municipal Law;
- f. California Water Code; and
- g. California Community Services District Code

- 10. Provide advice pertaining to District activities and participation in the formation of the Paso Robles Groundwater Basin formation establishment by County of San Luis Obispo actions and the implementation of State law regarding said basin formation and eventual operation;
- 11. Provide advice pertaining to District activities and operations for wastewater treatment, street lighting, fire protection and solid waste collection/disposal;
- 12. Provide advice on applicable state and federal legislation and regulations solid waste management issues, including new case law related to Integrated Waste Management; and
- 13. Provide legal expertise in the Firm's areas of practice including but not limited to: municipal law, ethics, public contracting, employment and personnel matters, environmental law, real estate, water law, litigation, elections law, and in-service training and development as requested by District.
- 14. Perform the necessary services as temporary Acting General Manager should the General Manager position become vacant without an interim or permanent General Manager immediately available to perform the duties of the General Manager. General Counsel may carry out all the necessary services as Acting General Manager and may assign related duties and tasks to other attorneys at the Firm as necessary.

RESOLUTION NO. 2017-11

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE BOARD
PRESIDENT TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT FOR
GENERAL COUNSEL LEGAL SERVICES**

WHEREAS, the San Miguel Community Services District (“District”) has an immediate need for General Manager services as a result of the recent vacancy to this position; and

WHEREAS, the District is in the process of recruiting an Interim General Manager to fill the role of General Manager until a permanent General Manager is hired; and

WHEREAS, the District requires a temporary Acting General Manager while it recruits for an Interim General Manager; and

WHEREAS, General Counsel Douglas L. White, has served as the District’s General Counsel since September 2015; and

WHEREAS, the Board hereby appoints General Counsel Douglas L. White, managing partner of Churchwell White LLP, as a temporary Acting General Manager; and

WHEREAS, the Board hereby approves the First Amendment to the Agreement for General Counsel Legal Services with Churchwell White LLP, providing that the General Counsel’s scope of services can include the temporary duties of Acting General Manager.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

_____, Board Director



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX. 2

SUBJECT: Review & Approve **Resolution 2017-12** Authorizing the Acting General Manager to Enter Into An Agreement With Regional Government Services For Interim General Manager Services.

STAFF RECOMMENDATION:

Approve **Resolution 2017-12** authorizing the Acting General Manager to execute an agreement with Regional Government Services for Interim General Manager services.

BACKGROUND:

Currently, the San Miguel Community Services District (“District”) is in need of a permanent General Manager. During the recruitment to fill the position with a permanent candidate, the District is in need of an Interim General Manager to conduct the daily business of the District.

The California Special Districts Association recommends Regional Government Services (“RGS”) to assist the District in searching for and hiring an Interim General Manager. RGS is a joint powers authority specializing in providing local governments with administrative, staffing, and advisory services.

Staff requests authorization to enter into contract with RGS to assist the District in finding and hiring an Interim General Manager. RGS’s role is that of an independent contractor that will conduct the necessary recruitment process and provide the District with Interim General Manager candidates. Once the District selects a final candidate, that individual will be hired through RGS and not directly with the District. RGS will then bill its services, and those of an Interim General Manager, to the District.

Staff is currently in discussions with RGS and has requested estimates for RGS’s proposed services. In order to secure an agreement with RGS in a timely manner and initiate the recruitment and hiring process as quickly as possible, staff requests the Board authorize the Acting General Manager to enter into an agreement with RGS in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000).

FISCAL IMPACT:

The District will incur additional costs not currently contemplated in the Fiscal Year 2016-2017 budget in order to account for the necessary services to hire an Interim General Manager. While these costs will be offset by the elimination of the former District Manager's salary, an agreement with RGS will require a budget amendment.

STAFF RECOMMENDATION:

Staff recommends that the Board authorize the Acting General Manager to negotiate and enter into an agreement with RGS for an amount not to exceed \$25,000, and amend the Fiscal Year 2016-2017 budget accordingly.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2017-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE ACTING
GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH REGIONAL
GOVERNMENT SERVICES FOR INTERIM GENERAL MANAGER SERVICES**

WHEREAS, the recent departure of San Miguel Community Services District's ("District") General Manager created a vacancy in the District's administration; and

WHEREAS, the District is currently evaluating all available options to recruit an Interim General Manager until such time as a permanent General Manager is appointed; and

WHEREAS, the District has determined Regional Government Services ("RGS") is an entity qualified to provide local governments with administrative, staffing, and advisory services; and

WHEREAS, the District desires to enter into an agreement with RGS for recruitment and hiring services associated with filling an Interim General Manager position; and

WHEREAS, the District authorizes the Acting General Manager to enter into an agreement with RGS in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000); and

WHEREAS, a Fiscal Year 2016-2017 budget amendment is needed for the costs associated with entering into a contract with RGS for Interim General Manager recruitment and hiring services; and

WHEREAS, the Board authorizes District staff to effectuate a Fiscal Year 2016-2017 budget amendment in an amount up to \$25,000 for RGS's services.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX.3

SUBJECT: Review & Approve **Resolution 2017-13** To Dissolve the Organizations & Personnel Committee and the Equipment & Facilities Committee.

STAFF RECOMMENDATION:

Approval of Resolution 2017-13 dissolving the Organization & Personnel Committee and the Equipment & Facilities Committee.

BACKGROUND:

Currently, the San Miguel Community Services District (“District”) Board of Directors (“Board”) has three (3) standing committees: (1) Finance & Budget; (2) Organization & Personnel; and (3) Equipment & Facilities.

Staff recommends the Board dissolve the Organization & Personnel Committee and the Equipment & Facilities Committee (“Committees”) as the business of these Committees can be considered and carried out by the Board. The Committees do not have independent authority to carry out any business on the Board’s behalf and any recommendation by the Committees must be approved by the entire Board. The Board can streamline District business and encourage efficiency by the elimination of these Committees. Removing these Committees will also relieve the workload of the future General Manager as he or she will not have to prepare and staff multiple committee meetings in addition to Board meetings.

If the Board approves this elimination, any future items that normally would have fallen under the purview of the Committees will go before the Board as part of its regular and special meeting agendas moving forward.

FISCAL IMPACT:

The reduction in Board committees will not have an immediate fiscal impact but will likely lead to cost savings in the future through the reduction in staff time preparing for these Committee meetings.

STAFF RECOMMENDATION:

Staff recommends that the Board approve Resolution 2017-13 dissolving the Organization & Personnel Committee and the Equipment & Facilities Committee.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2017-13

RESOLUTION OF THE BOARD OF DIRECTORS OF SAN MIGUEL COMMUNITY SERVICES DISTRICT TO DISSOLVE THE ORGANIZATION & PERSONNEL COMMITTEE AND EQUIPMENT & FACILITIES COMMITTEE

WHEREAS, the San Miguel Community Services District (“District”) Board of Directors (“Board”) currently has several standing committees, including the Organizations & Personnel Committee and Equipment & Facilities Committee (“Committees”); and

WHEREAS, these Committees provide recommendations to the Board, which require Board approval to become final; and

WHEREAS, the Board desires to dissolve these Committees to streamline District business and encourage efficiency; and

WHEREAS, any agenda items that normally would have fallen under the purview of the Committees will go before the Board as part of its regular and special meeting agendas moving forward.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and _____ on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX.4

SUBJECT: Review & Approve **Resolution 2017-14** to Form a Labor Negotiations Sub-Committee and Appoint Two (2) Board Members and Alternates for the San Luis Obispo County Employees' Association Memorandum of Understanding Negotiations.

STAFF RECOMMENDATION:

Approve **Resolution 2017-14** forming a labor negotiations sub-committee to carry out the San Luis Obispo County Employees' Association Memorandum of Understanding negotiations.

BACKGROUND:

On April 14, 2017, the San Miguel Community Services District ("District") began labor negotiations for a Memorandum of Understanding ("MOU") with the San Luis Obispo County Employees' Association ("SLOCEA"). Until the District fills the Interim General Manager position, the District's Acting General Manager and District Counsel will carry out the responsibilities as the District's labor negotiator.

In order to ensure that the District's labor negotiators have clear direction during meetings with SLOCEA, staff recommends that the District Board of Directors ("Board") form a labor negotiations sub-committee ("Committee") comprised of two (2) Board members that will participate in labor negotiations along with the District's negotiators. The Committee will review proposals submitted by SLOCEA and will provide direction to the negotiators pertaining to the parameters of the negotiation proposals. While the Committee will work with the District's negotiators to finalize MOU proposals, the entire Board will consider and approve a final MOU.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends that the Board approve **Resolution 2017-14**, to form the Committee for the purpose of carrying out MOU negotiations between the District and SLOCEA.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2017-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT TO FORM A LABOR NEGOTIATIONS SUB-COMMITTEE AND APPOINT TWO BOARD MEMBERS AND ALTERNATES FOR THE SAN LUIS OBISPO COUNTY EMPLOYEES’ ASSOCIATION MEMORANDUM OF UNDERSTANDING NEGOTIATIONS

WHEREAS, on April 14, 2017, the San Miguel Community Services District (“District”) representatives met with the San Luis Obispo County Employees’ Association (“SLOCEA”) to begin negotiations for a Memorandum of Understanding; and

WHEREAS, the District Board of Directors (“Board”) desires to form a sub-committee to consider and discuss any proposals by SLOCEA during the labor negotiations between the District and SLOCEA, and provide the District’s negotiators with directions during labor negotiations; and

WHEREAS, the District hereby appoints Director _____ and Director _____ to the labor negotiations sub-committee for purposes of carrying out labor negotiations between the District and SLOCEA; and

WHEREAS, the District hereby appoints Director _____ and Director _____ as alternate sub-committee members in the event an appointed sub-committee member is unable to attend a labor negotiations meeting between the District and SLOCEA.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and _____ on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX.5

SUBJECT: Review & Approve **Resolution 2017-15** Appointing Real Property Negotiators for Real Property Acquisition of Assessor Parcel Numbers 021-121-003, 021-231-017, 021-231-024, and 021-231-041.

STAFF RECOMMENDATION:

Approve **Resolution 2017-15** designating two (2) Board members and District General Counsel as the San Miguel Community Services District representatives for purposes of negotiating property acquisition for Assessor Parcel Numbers 021-121-003, 021-231-017, 021-231-024, and 021-231-041.

BACKGROUND:

On or about May 3, 2017, the San Miguel Community Services District ("District") began negotiations to acquire the following property: APN 021-121-003 (K Street), APN 021-231-017 (N Street), APN 021-231-024 (N Street), and APN 021-231-041 (N Street) ("Properties").

The District seeks to acquire these Properties for various district needs, including potential future projects including district offices or a new firehouse, to be determined at a later date.

The Properties were acquired by San Luis Obispo County general services prior to the actual tax auction. The Properties are encumbered by the possibility of redemption by the former owner for one (1) year from purchase by the County (until approximately April, 2018).

Since the departure of the District General Manager, the District does not have a designated negotiator for purposes of property acquisition. As such, the District Board of Directors ("Board") should consider appointing District General Counsel and two (2) Board members to continue these acquisition efforts.

FISCAL IMPACT:

There is no fiscal impact associated with appointing real property negotiators. The anticipated acquisition costs associated with purchasing the Properties are tied to the tax acquisition costs. This would amount to an estimated \$1,500 for the N Street properties and \$13,200 for the K Street property.

STAFF RECOMMENDATION:

Staff recommends that the Board approve **Resolution 2017-15**, designating two (2) Board members and District General Counsel as the District's representatives for purposes of the acquisition of APNs 021-121-003, 021-231-017, 021-231-024, and 021-231-041.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2017-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPOINTING REAL
PROPERTY NEGOTIATORS FOR REAL PROPERTY ACQUISITION
FOR ASSESSORS PARCEL NUMBERS 021-121-003, 021-231-017, 021-231-024,
AND 021-231-041**

WHEREAS, San Miguel Community Services District (“District”) is currently in negotiations for the acquisition of Assessor Parcel Numbers (“APN”) 021-121-003, 021-231-017, 021-231-024, and 021-231-041 (“Properties”); and

WHEREAS, the former District General Manager was appointed the lead negotiator for the purposes of acquiring the Property on behalf of the District; and

WHEREAS, the District is currently without a General Manager and therefore does not have a lead negotiator; and

WHEREAS, the Board hereby designates Board members _____, _____, and District General Counsel as its representatives for purposes of negotiating the acquisition of the Properties.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and _____ on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX.6

SUBJECT: Review and Approve Resolution No. 2017-16 Hiring Paola Freeman as a Full-Time Bookkeeper for the District.

STAFF RECOMMENDATION:

Approve **Resolution No. 2017-16** to hire Paola Freeman as a full-time bookkeeper for the District.

BACKGROUND:

The San Miguel Community Services District (“District”) is in need of a competent full-time bookkeeper. Paola Freeman is employed as a bookkeeper by Select Staffing, a temporary employment agency, and is currently a temporary, part-time Administrative Assistant for the District. Ms. Freeman has expressed strong interest in working for the District in a full-time capacity.

Select Staffing requires that Ms. Freeman work five hundred twenty (520) hours with the District before the District is released from its contractual obligations with Select Staffing. To date, she has worked 287.75 hours. In order for the District to complete its contractual obligations with Select Staffing, the District must pay Select Staffing Four Thousand Seven Hundred Dollars and Eighty Cents (\$4,700.80), which includes a fifteen percent (15%) conversion fee of half of her salary, under the terms in the contract.

Ms. Freeman has experience as a bookkeeper with Roy Grandy Hospital and Paso Robles Community Services District. She has been working with the District in a part-time, temporary capacity since February 2017. She has demonstrated her ability to work well with District staff and members of the public. On the basis of her demonstrated abilities and competency, a change in status was deemed appropriate and necessary in order to retain her as a full-time Bookkeeper, which is her preference.

Ms. Freeman currently makes \$23.00 per hour as an employee at Select Staffing. Due to her experience as a bookkeeper, staff recommends paying Ms. Freeman \$23.26, which is Step 3 in the District’s Compensation Step Schedule for the bookkeeper position. This is the hourly rate Staff recommends if the District desires to offer her a full-time employee position. If hired, Ms. Freeman will be subject to a twelve (12) month probationary status. She will receive eligible

benefits, vacation, and retirement provided to all full-time employees. In total, Ms. Freeman will make roughly Sixty-Four Thousand Three Hundred and Five Dollars (\$64,305) per year, which includes her hourly rate and eligible benefits.

Fiscal Impact:

The District will pay Ms. Freeman an hourly rate of \$23.26 per hour, plus eligible benefits, vacation, and retirement provided to all full-time employee. This amount is estimated at \$64,305.00 per year.

The District will incur additional costs not currently contemplated in the Fiscal Year 2016-2017 budget in order to account for hiring a full-time bookkeeper, including paying Select Staffing for the remainder of Ms. Freeman's obligations under the contract between the District and Select Staffing. These costs will require a budget amendment.

Staff Recommendation:

Staff recommends that the Board approve and confirm the hiring of Paola Freeman as a full-time bookkeeper, and amend the Fiscal Year 2016-2017 budget accordingly.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2017-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT HIRING PAOLA FREEMAN AS
A FULL-TIME, BOOKKEEPER FOR THE SAN MIGUEL COMMUNITY SERVICES
DISTRICT**

WHEREAS, San Miguel Community Services District (“District”) is currently in need of a bookkeeper to process payroll and ensure that the District’s vendors are paid; and

WHEREAS, Paola Freeman has been working at the District in a temporary, part-time capacity as an Administrative Assistant through a temporary staffing agency; and

WHEREAS, Ms. Freeman is currently being paid Twenty-Three Dollars (\$23.00) per hour through a temporary staffing agency; and

WHEREAS, the District has determined that Ms. Freeman has the requisite background and experience to fulfill the duties of the District’s bookkeeper; and

WHEREAS, the District desires to pay Ms. Freeman \$23.26 per hour and any eligible benefits for her employment as a full-time, permanent bookkeeper; and

WHEREAS, a Fiscal Year 2016-2017 budget amendment is needed for the costs associated with hiring Ms. Freeman and terminating the contract with Select Staffing; and

WHEREAS, the Board authorizes District staff to effectuate a Fiscal Year 2016-2017 budget amendment.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and _____ on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX.7

SUBJECT: Review and Approve Resolution No. 2017-17 Authorizing David Tracey As A Qualified Utility Operator for Weekend and Holiday Coverage.

STAFF RECOMMENDATION:

Review & Discussion of recommendation to hire temporary, qualified operator services for Utility Services operations weekend and holiday coverage.

BACKGROUND:

The San Miguel Community Services District (“District”) has attempted to recruit and hire qualified operators for Utility Services Department (“Department”) needs on multiple occasions. The District has tried to fill two (2) positions, a Utility Worker and a certified, qualified Utility Operator 1 or 2. The two individuals previously selected as potential candidates have rejected the District’s conditional job offers on the basis that the salary levels are too low. The Organization and Personnel Committee (“O & P Committee”) recommended some flexibility on salary levels, but those higher salary levels were also rejected by both candidates.

There is an immediate need to obtain qualified Utility Operator services for weekend and holiday coverage. There were two (2) qualified operator individuals interviewed for purposes of determining the cost for such service and availability. Currently, only the Utility Supervisor is licensed to perform this coverage, without any backup. The District needs a qualified individual to provide weekend and holiday coverage in order to carry out necessary tasks, including plant reads, well checks, alarm response, and as-needed repairs. State regulations require that a licensed operator be available at all times, day and night, in the event of an emergency.

David Tracey has worked for the District in the past and is interested in providing weekend and holiday coverage. A copy of his proposed weekend and holiday coverage costs is attached with this report. The cost of these services would be \$250.00 per day (or \$500 per weekend). If Mr. Tracey is called out for work that takes longer than two (2) hours, he will be paid fifty dollars

(\$50.00) per hour for each hour worked over 2 hours. Mr. Tracey's availability would be subject to restrictions for his regular duties with his regular employer.

The Department already has a schedule for standby. If the District hires Mr. Tracey, he would be included in that schedule on a monthly basis. It is unclear how long the District will need outside services to fill this position, as there has been no further discussion in adjusting the salary levels for open positions within the Department in order to attract candidates.

Staff has also obtained estimates from Fluid Resource Management, a private San Luis Obispo firm, for the same services. Contracting with Fluid Resource Management would result in greater costs for the same services. The higher costs are tied to the firm's cost schedule for travel time, number of persons, equipment used, services used, etc.

If Mr. Tracey's proposal is acceptable, staff recommends the District Board of Directors approve the temporary services for weekend and holiday coverage on a rotating basis and as outlined by the submitted, written proposal. A standard agreement for services will be prepared and signed by the Acting General Manager.

Fiscal Impact:

These temporary services will add an approximately \$1,500 cost to the fiscal year 2016-2017 budget. The fiscal year 2017-2018 budget will need to include these ongoing costs as a budget Operations & Maintenance line item expense until recruitment and hiring is completed to fill the necessary permanent position.

Staff Recommendation:

Staff recommends that the Board approve Resolution No. 2017-17 hiring Mr. Tracey, a qualified Utility Operator, for weekend and holiday coverage.

PREPARED BY:

Douglas L. White, District General Counsel

April 25, 2017

Darrell Gentry, General Manager SMCSO

Proposal for coverage for water and wastewater at the San Miguel CSD

General conditions

- Can be available for Weekend or Holiday coverage (on-call and plant reading) only when it does not conflict with the on-call rotation with the county.
- Any changes in the county rotation will take priority over any scheduled time at the SMCSO.
- Will not be available for any response during any work hours at the county.
- Schedule must be made at least 1 month in advance.
- I will be responsible to and report to the SMCSO Utilities supervisor
- Any abnormal conditions or actions taken will be reported to the SMCSO Utility Supervisor

Authority

- Will, at my discretion, either make a repair or, if safe, leave the repair until regular CSD staff is available to make repairs
- I will have the authority as the Shift operator when I am on call, if additional personnel are needed for a repair on an on-call day then I will have the authority to call them back.

Fee Schedule

- Plant reading and well checks for weekends and holidays \$250.00 per day (2-hour maximum on site and standby for day)
- Additional hours past the 2 hours or Calls from the alarm company on scheduled weekends or holidays will be at \$50 an hour. (1-hour minimum, billed in whole hours)
- If I must purchase materials to make a repair while on-call, then that purchase will be reimbursed within 5 days of submittal of receipts to the SMCSO

David Tracey

(Licenses held D3-T2- WW1)

Cell Phone: 805-286-5936

email: david-tracey@hotmail.com

RESOLUTION NO. 2017-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING DAVID
TRACEY AS A QUALIFIED UTILITY OPERATOR FOR WEEKEND AND HOLIDAY
COVERAGE**

WHEREAS, San Miguel Community Services District (“District”) only has one employee who has the requisite licensing to be employed as a Utility Operator or Supervisor; and

WHEREAS, there are no other Utility employees in the District who can provide weekend and holiday coverage to the Utility Supervisor; and

WHEREAS, the District’s Utility Worker is in the process of obtaining the required licenses to provide weekend and holiday coverage to the Utility Supervisor, but will not complete the process for the next six (6) months; and

WHEREAS, former Utility Operator, David Tracey, currently works for San Luis Obispo County as a Utility Operator and has expressed interest in helping the District with weekend and holiday coverage on a temporary basis; and

WHEREAS, the District desires to contract with Mr. Tracey for Two Hundred Fifty Dollars (\$250.00) per day for the time he provides weekend and holiday coverage and Fifty Dollars (\$50.00) per hour over two (2) hours he is called out to work; and

WHEREAS, a Fiscal Year 2016-2017 budget amendment is needed for the costs associated with entering into an agreement with Mr. Tracey; and

WHEREAS, the Board authorizes District staff to effectuate the necessary Fiscal Year 2016-2017 budget amendment.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and _____ on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Doug White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX. 8

SUBJECT: Discuss Status of Time Clock and Potential Alternatives.

STAFF RECOMMENDATION:

Discuss status of Time Clock and Potential Alternatives.

BACKGROUND:

The San Miguel Community Services District (“District”) Board of Directors (“Board”) authorized the purchase of a biometric timekeeping system from TimeClock Plus and software in early 2016 (“TimeClock”). The installation and the timekeeping system was completed between April and May 2016. However, TimeClock has recently been unreliable in recording the hours worked by District employees. As of May 17, 2017, TimeClock is functional.

Non-administrative employees have complained that coming to the District offices to clock in and out at the beginning of the day, during lunch, and at the end of the day is inconvenient if their job responsibilities take them outside of the District offices. Based on the feedback from District employees, staff has the following recommendations:

1) The Current TimeClock System

In order for the TimeClock to function properly at the wastewater treatment facility, the District would have to install internet connectivity at the wastewater treatment facility. Should the Board want to explore this option, Staff can research and provide an estimate on installing internet at the wastewater treatment facility and purchasing an additional TimeClock.

Furthermore, the TimeClock has a biometric feature. This means that, if set up properly, employees would clock in and out using his or her thumbprint. This feature would prevent unauthorized adjustments and tampering of employees time records.

2) Implement a Computer Software System for Clocking In and Out - Paylocity

Paylocity is a cloud-based payroll software that has the capability to keep track of employee time, as well as run payroll. Paylocity has several options for employees to clock in and out of

work. The cost of this option depends on the number of employees and the subscription the District chooses.

Paylocity can be used on a computer, through a smartphone application, or the District can install a Paylocity machine in the District offices for its employees to use. The District Paylocity administrator would restrict where employees clock in and out by only allowing employees to clock in and out when connected to certain IP addresses. This will prevent employees from clocking in and out at home. Should the District want more information about the cost of this system, staff can provide more detailed information.

FISCAL IMPACT:

The fiscal impact will depend on the amount the Board authorizes the District General Counsel to negotiate with for these consulting services.

STAFF RECOMMENDATION:

Staff recommends that the Board consider alternative timekeeping options for its employees.

PREPARED BY:

Douglas L. White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: XI.9

SUBJECT: Review & Approve **Resolution 2017-18** Authorizing the Acting General Manager to Enter Into An Agreement with Allen Mapalo For Up To Five (5) Hours of Work to To Determine the Operational Status of the San Miguel Community Services District Office Security Camera.

STAFF RECOMMENDATION:

Approve **Resolution 2017-__** authorizing Allen Mapalo to work up to five (5) hours At Eighty-Nine Dollars (\$89.00) per hour to determine the operational status of the San Miguel Community Services District office security camera.

BACKGROUND:

The San Miguel Community Services District (“District”) has a security camera installed in its office above the Account 2 Clerks’ desk, as a security precaution. The security camera has not been operational since January 2016.

The security camera was installed as a security measure to protect the District employees, as members of the public frequently visit the District offices to pay their utility and water bills.

The District contracts with Allen Mapalo to perform day-to-day IT duties. His contract does not include special projects, such as determining the functionality of the security camera. As such, staff requests authorization from the District Board of Directors to contract with Mr. Mapalo for up to five (5) hours at his hourly rate of Eighty-Nine Dollars (\$89.00) per hour, for a total of no more than Four Hundred Forty-Five Dollars (\$445.00) to determine whether the security camera is functional, including a determination of whether the camera records sound, or if the District needs to purchase a new security camera.

FISCAL IMPACT:

Any additional work by Mr. Mapalo is not contemplated in his contract with the District. The District will incur additional costs in authorizing any additional work by Mr. Mapalo.

STAFF RECOMMENDATION:

Staff recommends that the Board approve **Resolution No. 2017-18** authorizing payment to Mr. Mapalo up to \$445.00 to evaluate the functionality of the security camera.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2017-18

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE ACTING
GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH ALLEN MAPALO
FOR UP TO FIVE (5) HOURS OF WORK TO DETERMINE THE OPERATIONAL
STATUS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT SECURITY
CAMERA**

WHEREAS, the San Miguel Community Services District (“District”) office currently has a security camera installed above the Account 2 Clerk’s desk; and

WHEREAS, the security camera has not been functional since January 2016; and

WHEREAS, the District desires to contract with the District IT contractor, Allen Mapalo, to determine the security camera’s functionality; and

WHEREAS, the Board authorizes Mr. Mapalo to work up to five (5) hours of time at Eighty-Nine Dollars (\$89.00) per hour to determine the security camera’s functionality; and

WHEREAS, a Fiscal Year 2016-2017 budget amendment is needed for the costs associated with authorizing Mr. Mapalo to perform the necessary work; and

WHEREAS, the Board authorizes District staff to effectuate a Fiscal Year 2016-2017 budget amendment as necessary.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Doug White, District General Counsel



San Miguel Community Services District

Board of Directors Staff Report

May 18, 2017

AGENDA ITEM: IX.10

SUBJECT: Review and Approve **Resolution No. 2017-19** Authorizing the Acting General Manager to Hire a Consultant to Complete the 2017-2018 Budget.

STAFF RECOMMENDATION:

Approve **Resolution No. 2017-19** authorizing the Acting General Manager to hire a consultant to complete the 2017-2018 budget.

BACKGROUND:

The San Miguel Community Services District ("District") does not have a qualified individual to complete the budget for the 2017-2018 fiscal year following the departure of the former General Manager. The fiscal year ends on June 30, 2017.

Staff recommends that the District Board of Directors ("Board") authorize the Acting General Manager to negotiate and enter into a contract with a consultant to complete the budget for the 2017-2018 fiscal year. Staff requests authorization in an amount not to exceed Fifteen Thousand Dollars (\$15,000) to complete the necessary work.

FISCAL IMPACT:

The fiscal impact to the 2016-2017 budget will depend on the final amount contemplated in an agreement between the District and a consultant. Any necessary budget amendment will not exceed \$15,000, the amount authorized by the Board.

STAFF RECOMMENDATION:

Staff recommends that the Board approve **Resolution No. 2017-19** authorizing the Acting General Manager to negotiate and enter into an agreement with a consultant to complete the budget for the 2017-2018 fiscal year.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2017-19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE ACTING
GENERAL MANAGER TO HIRE A CONSULTANT TO COMPLETE THE 2017-2018
BUDGET.**

WHEREAS, San Miguel Community Services District (“District”) currently does not have a General Manager to complete the budget for the 2017-2018 fiscal year; and

WHEREAS, the 2017-2018 fiscal year begins on July 1, 2017; and

WHEREAS, the District Board of Directors authorizes the Acting General Manager to negotiate and enter into a contract with a consultant to complete the budget for the 2017-2018 fiscal year; and

WHEREAS, the Board authorizes the Acting General Manager to negotiate and enter into an agreement with a consultant to complete the budget for the 2017-2018 fiscal year, in an amount not to exceed Fifteen Thousand Dollars (\$15,000); and

WHEREAS, a Fiscal Year 2016-2017 budget amendment is needed for the costs associated with entering into a contract with a consultant to perform the necessary services for the 2017-2018 budget; and

WHEREAS, the Board authorizes District staff to effectuate a Fiscal Year 2016-2017 budget amendment as necessary.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____, seconded by Director _____ and _____ on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 18th day of May, 2017.

Anthony Kalvans, Board President

ATTEST:

Douglas L. White, District General Counsel