



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President  
Anthony Kalvans, Director

Gib Buckman, Director

Joseph Parent, Vice President  
Ashley Sangster, Director

**THURSDAY, December 20<sup>th</sup>, 2018**  
**6:30 P.M. closed session 7:00 P.M. opened session**  
**BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

**SMCSD Boardroom**  
**1150 Mission St.**  
**San Miguel, CA 93451**

**Cell Phones:** As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

**Public Comment:** Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

**Meeting Schedule:** Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**Agendas:** Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. **Call to Order:** **6:30 PM**
- II. **Pledge of Allegiance:**
- III. **Roll Call:** *Green* \_\_\_ *Parent* \_\_\_ *Buckman* \_\_\_ *Kalvans* \_\_\_ *Sangster* \_\_\_
- IV. **Approval of Regular Meeting Agenda:**

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

- V. **ADJOURN TO CLOSED SESSION: Time:** \_\_\_\_\_

**A. CLOSED SESSION AGENDA:**

1. **CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation** Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

2. **CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)  
District Representatives: District General Counsel, Director Kalvans, and Director Green.  
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

- 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

**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" form and place in basket provided.

**VIII. Special Presentations/Public Hearings/Other:**

- 1. Presentation of Certificate of Appreciation for Public Service to Gib Buckman, Retiring Board of Director, by County Supervisor John Peschong, San Luis Obispo County Board of Supervisors and Resolution 2018-36 San Miguel Community Services District
- 2. **Swearing in & Oath of Office:**  
Administering the Oath of Office to newly elected Board members: Ashley Sangster, Hector Palafox
- 3. **Election of Board Officers and Board Appointments:**
  - A. Nominate and Elect Board of Director Officers:
    - A.1. President
    - A.2. Vice-President

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

**Non-District Reports:**

- |    |   |           |
|----|---|-----------|
| 1. | San Luis Obispo County Sheriff (Commander K. Scott)                             | 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  | Verbal    |
| 5. | Camp Roberts—Army National Guard<br>(LTC Robert Horvath or LTC Arnold Andersen) | No Report |

**District Staff & Committee Reports:**

- |     |                          |                  |                 |
|-----|--------------------------|------------------|-----------------|
| 6.  | Interim General Manager  | (Mr. Roberson)   | Verbal          |
| 7.  | District General Counsel | (Mr. White)      | Verbal          |
| 8.  | District Engineer        | (Dr. Reely)      | Report Attached |
| 9.  | Director of Utilities    | (Mr. Dodds)      | Report Attached |
| 10. | Fire Chief               | (Chief Roberson) | Report Attached |

**X. CONSENT CALENDAR:**

The items listed below are scheduled for consideration as a group and one vote. Any Director or a member of the public may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion.

1. Approve **Resolution No. 2017-37** establishing Regular Board of Director Meeting Dates for 2019
2. **Review and Approve Board Meeting Minutes**
  - a) 11-15-2018 Special Board Meeting

**XI. BOARD ACTION ITEMS:**

1. **Review and approve Resolution 2018-38 authorizing proposed Midyear Budget adjustments to the approved FY 2018-19 budget.** (Roberson)

**Recommendation:** Approve resolution 2018-38 authorizing proposed Midyear Budget adjustments to the approved FY 2018-19 budget

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

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

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for November 2018** (Freeman)
  - A. Claims Detail Report 11-2018
  - B. Statement of Revenue Budget vs Actuals 11-2018
  - C. Rev Budget vs Actual Summary 11-2018
  - D. Statement of Expenditures Budget vs Actual 11-2018
  - E. Cash Report for Payrolls 11-2018

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

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

**3. Review and Discuss using a Payroll service. (Freeman)**

**Recommendation:** Provide direction to staff regarding a District payroll service.

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

**4. Discuss and Approve the Formation of Ad-Hoc Committee for the District Personnel Guidelines by Resolution 2018-39.**

**Recommendation:** Discuss and elect members to the Personnel Guidelines Ad-Hoc Committee

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

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

**XII. BOARD COMMENT:**

This section is intended as an opportunity for Board members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

**XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 01-24-2018**

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on December 13, 2018

Date: December 13, 2018

*Rob Roberson approved 12-6-2018*

Rob Roberson, Fire Chief/Interim General Manager

**John Green approved 12-6-2018**

President Green, SMCS D

Tamara Parent

Tamara Parent, Board Clerk/ Accounts Manager