



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director Hector Palafox, Director Joseph Parent, Director
Ashley Sangster, Director

THURSDAY, January 24th, 2019
6:00 P.M. closed session 7:00 P.M. opened session
BOARD OF DIRECTORS REGULAR 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 public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. Call to Order: 6:00 PM**
II. Pledge of Allegiance:
III. Roll Call: *Green*___ *Parent*___ *Palafox*___ *Kalvans*___ *Sangster*___
IV. Approval of Regular Meeting Agenda:

M_____ S_____ V_____

- V. ADJOURN TO CLOSED SESSION:** Public Comment for items on closed session agenda
Time:_____

A. CLOSED SESSION AGENDA:

- 1. 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 DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:(1 case)WO
- 3. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit
- 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Fire Chief
- 5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Assistant Fire Chief

- 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 Seikaly

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. Election of Board Officers and Board Appointments:

- A. Nominate and Elect Board of Director Officers:
- A.2. Vice-President

2. PUBLIC HEARING FOR PETITION FOR RECOGNITION OF THE SAN MIGUEL EMPLOYEES' ASSOCIATION: Pursuant to Article II, Section 2 of the Resolution of the Board of Directors of the San Miguel Community Services District Implementing Chapter 10, Division 2, Title 1 of the Government Code of the State of California Relative to Employer-Employee Relations, that the San Miguel Community Services District is holding a public hearing to determine whether the proposed San Miguel Employees' Association is in compliance with the requirement for formal acknowledgment as a recognized employee organization and whether the proposed representation unit is an appropriate unit. (District General Counsel Seikaly)

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 | No Report |
| 5. | Camp Roberts—Army National Guard
(LTC Robert Horvath or LTC Arnold Andersen) | Verbal |

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. Review and Approve Board Meeting Minutes

- a) 12-20-2018 Special Board Meeting Minutes

2. Approving RESOLUTION 2019-01, assignment of banking powers for John Green, Anthony Kalvans, Joseph Parent, Ashley Sangster, Hector Palafox for District Bank accounts and revoking banking powers for Gilbert Buckman.

3. Approving RESOLUTION 2019-02, assignment of banking powers for General Manager Rob Roberson and Bookkeeper Paola Freeman for District Bank.

4. Approving **RESOLUTION 2019-03**, identifying the bookkeeper classification as a confidential employee pursuant to the district's employer-employee relations resolution.

XI. BOARD ACTION ITEMS:

1. **Discuss a green waste program for San Miguel residential and commercial customers and hear a presentation from San Miguel Garbage on the current programs available to the District customers (Dodds / Kardashian)**

Recommendation: Based on the available information the recommendation is NOT to start a District program at this time, but instead increase awareness of the existing programs available through San Miguel Garbage

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

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for December 2018 (Freeman)**

- A. Claims Detail Report 12-2018
- B. Statement of Revenue Budget vs Actuals 12-2018
- C. Rev Budget vs Actual Summary 12-2018
- D. Statement of Expenditures Budget vs Actual 12-2018
- E. Cash Report for Payrolls 12-2018

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

M _____ S _____ V _____

3. **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)

4. **Review and discuss future staffing needs and reorganization of Utility staffing structure as part of the expansion/ upgrade of the Wastewater Treatment Facility (Dodds)**

Recommendation: Discuss future staffing needs and reorganization of Utility staffing structure as part of the expansion/ upgrade of the Wastewater Treatment Facility

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

5. **Review and approve the 2019 Engineering report for the WWTP Expansion and upgrade Project as prepared by Monsoon Consulting (Dodds/ Reely)**

Recommendation: Review and approve the 2019 Engineering report for the WWTP Expansion and upgrade Project as prepared by Monsoon Consulting

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

M _____ S _____ V _____

- 6. **Review and Discuss changes recommended by the Ad Hoc Personnel Committee to sections one (1) thru four (4) of the District Personnel Guidelines & Policy Manual, previously adopted by the Board September 15, 2016 (Roberson/ Seikaly)**

Recommendation: Review and discuss changes recommended to sections one thru four of the current District Personnel Guidelines & Policy Manual.

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 02-28-2019

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 SMCSO office on January 18, 2019

Date: January 18, 2019

Rob Roberson Rob Roberson, Fire Chief/Interim General Manager

John Green
President Green, SMCSO

Tamara Parent
Tamara Parent, Board Clerk/ Accounts Manager