



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President

Anthony Kalvans, Director

Larry Reuck, Vice President

Gib Buckman, Director

Travis Dawes, Director

THURSDAY OCTOBER 27, 2016 6:00 P.M.

BOARD OF DIRECTORS SPECIAL AND 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 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: 6:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**

- IV. Adoption of Special and Regular Meeting Agendas**

- 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 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.

- VI. ADJOURN TO CLOSED SESSION:**
 - A. CLOSED SESSION AGENDA:**
 - 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated Litigation**
Pursuant to Government Code Section 54956.7 (2) (d) (1 case)
 - 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code Section 54957(b) (1):
Title: General Manager
 - 3. DISTRICT GENERAL COUNSEL PERFORMANCE EVALUATION**
Pursuant to Government Code Section 54957(b) (1):
Title: District General Counsel
 - B. RECONVENE TO OPEN SESSION**
 - C. REPORT OUT OF CLOSED SESSION**
 - 3. Report out of Closed Session by District General Counsel**

VII. Call to Order for Regular Board Meeting (approximately 7:00 pm)

VIII. Public Comment and Communication:

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.

IX. Staff & Committee Reports – Receive & File:

Non-District 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—Army National Guard | No Report |

District Staff & Committee Reports:

- | | | |
|-----|--|--------------------|
| 6. | General Manager (Mr. Gentry) | Verbal |
| 7. | District General Counsel (Attorney White) | Verbal |
| 8. | Utility Supervisor (Mr. Dodds) | Report Attached |
| 9. | Fire Chief (Chief Roberson) | Report Attached |
| 10. | District Engineer (Mr. Tanaka) | Report Attached |
| 11. | Finance/Budget Committee (Director Dawes, Chair) | No Report Attached |
| 12. | Organization/Personnel Committee (Director Green, Chair) | No Meeting Held |
| 13. | Equipment & Facilities Comm. (Director Kalvans, Chair) | No Meeting Held |
| 14. | Water Resources Advisory Committee (Director Kalvans, Rep) | Verbal |

X. CONSENT ITEMS:

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.

15. Board Minutes:
- 15 a. Approval of Special Board Meeting Minutes for October 14, 2016
 - 15 b. Approval of Special and Regular Board Minutes for September 22, 2016
 - 15.c Approval of Special Board Meeting Minutes for September 15, 2016

XI. BOARD ACTION ITEMS:

PUBLIC HEARING:

16. Conduct a public hearing and Consider approving **Resolution No. 2016-34** to form a Groundwater Sustainability Agency (GSA) pursuant to the State Groundwater Sustainability Act.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve **Resolution No. 2016-34** to initiate the process for forming a Groundwater Sustainability Agency (GSA) pursuant to the State Groundwater Sustainability Act.

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

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 SMCSO office on October 20, 2016.

Date: October 20, 2016

Tamara Parent

Tamara Parent, Account Clerk/Operations Coordinator

Next Scheduled Regular Board Meeting is November 17, 2016.

Meeting is rescheduled due to upcoming Thanksgiving Holiday.

SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# IX.8

UTILITY REPORT

Well Status:

MCL = maximum contaminate level ----- ppb = parts per billion ----- ppm = parts per million

- SLT well Arsenic levels are 12 ppb; MCL is 10 ppb Sampled 9/26/16
- SLT well Nitrate levels are 3.2 ppb; MCL is 45 ppb Sampled 7/18/16
- Arsenic levels on Oak Drive are 5 ppb; MCL is 10 ppb Sampled 9/26/16
- Well 3 and 4 are both in operation.
- Well 4 water static level 102.2 9/26/16
- SLT Water static level 156' 4/5/16

Water System status:

Water leaks this month: 0 This year: 5

Water related calls through the alarm company after hours this month: 1 this Year: 10

- SLT Well is being run to system, blending in the Terrace Tank. Current trending is shown in chart attached.

Sewer System status:

Sewer overflows this month: 0 this year: 0

Sewer related calls through the alarm company this month: 1 this Year: 9

- Continuing to work on SSMP (Sewer System Management Plan) audit corrections

WWTP status:

- The aerator in pond 4 had bearing failure and was sent for repair. After reconnecting the motor we found that the contactor failed as well. The electrician isolated the problem and will be ordering new contactors for the both speeds.

Lighting status:

Project status:

- Continuing raising valves and manholes around town.

SCADA progress:

- Installation is complete and final corrections are being made.

Grants/ funding:

- CDBG for blending line for the SLT well. Surveying and Biological review are underway Still working out what engineer will be used for the plans.
- CDBG grant proposal to County for Hydrant replacements. Contract was awarded to Whitaker Construction, Construction started 2/16/16 and was completed 2/29/16 finalizing paperwork with the county and waiting on paperwork from Whitaker

Development:

Currently working with;

- Tract 2637 (Nino--60 lots) All phases of infrastructure have been installed and inspected. Phase 2-3 home construction is underway again
- Tract 2647 (Hastings--12 Lots) Infrastructure is complete development is selling individual lots. (no update)
- Tract 2710 (Peoples Self help Housing-24 Lots) Water and sewer lines are complete and have been tested and passed homes are now under construction
- Tract 2527 (Peoples Self help Housing – 60 lots) –all plans are approved. Construction estimated to begin Spring 2017
- Tract 2779 (Fortune Co. - 34 lots) – revised plans have been submitted to the county. (no update)
- 968 L street – 4 unit development – a preliminary will serve was issued and we are waiting on complete set of plans (no update)
- 972 K street – commercial – a preliminary will serve was issued and we have received preliminary plans, we have sent preliminary comments

Potential development:

- Tract 2723 (Wittstrom – 37 Lots) – Will serve is expired (no update)
- 965 L street – 4 unit development – Information is being requested for an expired project (no update)
- 1010 L street Single Family home – Plans have been submitted and approved, no timeline for construction. – (no update)
- 1222 N street – 22 unit development – (no update)

San Miguel Community Cleanup:

- Chipping has been suspended until further notice
- Community Cleanup TBD

SLO County in San Miguel:

- Park improvements: The County has provided plans for both the park and L Street improvements to which the District provided a response. We will be proposing to replace the water main in K between 12th and 13th as well as making some necessary relocation to the hydrants on L Street to accommodate the proposed sidewalk and retaining wall. The preliminary schedule for L Street is November 2016 and the Park will follow in January 2017 which means that we need to be completed with our part prior to those months. The District and the County are working together to minimize costs to the District.

Caltrans in San Miguel:

- Caltrans is underway on improvements to the HWY 101 corridor. Bidding is underway for what will be a 2-year project. We have been in contact with several bidding contractors who are interested in non-potable water for construction use.

Rain in San Miguel:

Calendar year as measured at our WWTP

2014 total	14.25"
2015 total	5"
1/4-10/16	2"
1/18-19/16	.75"
1/31/16	.75"
2/17/16	Not measureable
3/4-6/16	1.5"
3/7-15/16	2.25"
2016 total	7.25"

PREPARED BY:

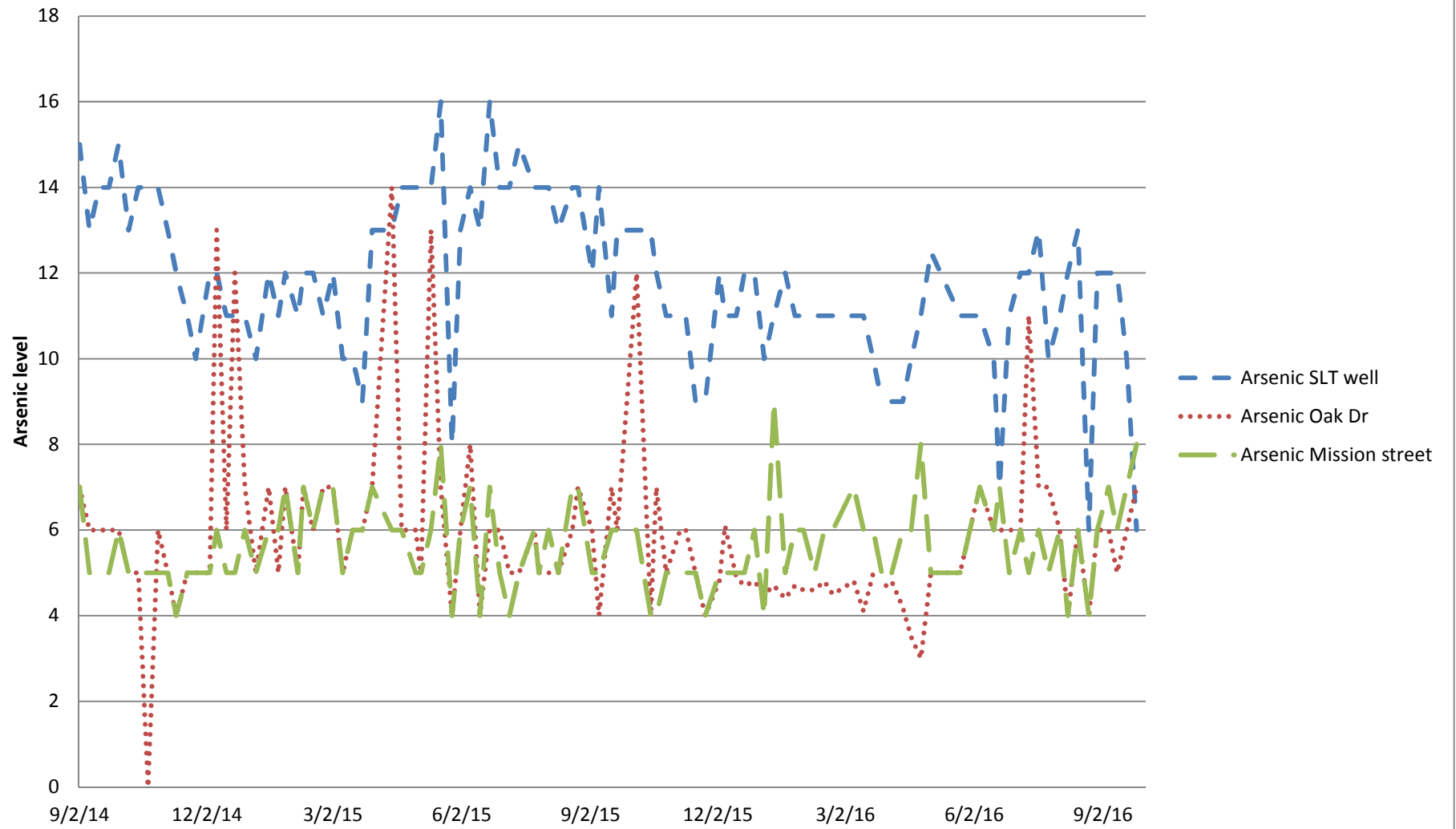
Kelly Dodds
Kelly Dodds
Utility Supervisor

APPROVED BY:

Darrell Gentry
Darrell W. Gentry
General Manager

Date: October 11, 2016

Arsenic Trending





San Miguel Community Services District Board of Directors Meeting

Staff Report

October 27, 2016

AGENDA ITEM: IX 9

SUBJECT: Fire Chief Report for September 2016

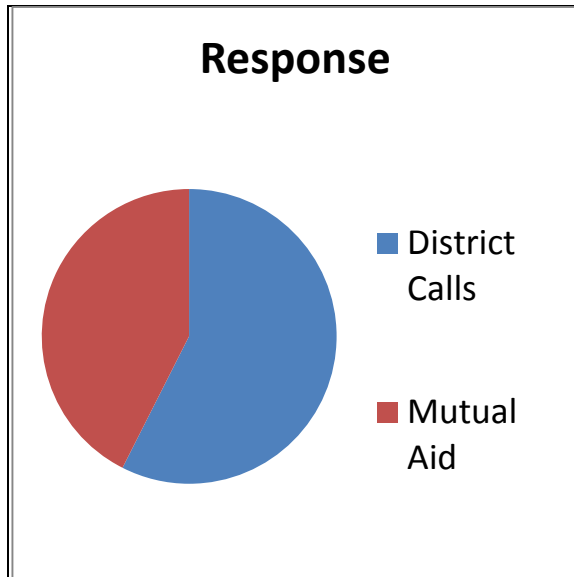
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for September 2016 **17**
- Average Calls per Month in 2016 **25.3**
- Total calls for the year to date **228**

Emergency Response Man Hours in July = 55	2016 total	846
Stand-By Man Hours for July = 18		<u>418</u>
	Total hr.	1246

Emergency Response Man Hours = 3.2 hr. Per call for September		3.7 hr. Per call for the year
Stand-By Average per Call = 1.0 hr. Per call for, September		1.8 hr. Per call for the year



	September	YTD
District calls	12 = 70.5%	131 = 57.4%
Mutual aid calls	5 = 29.4%	97 = 42.5%
Assist Camp Roberts	2	34

Activities:

September

<u>Date</u>	<u>Subject matter</u>
6	Engine Company Operations, Hose and Ladder Operations
13	Ventilation Operations
20	Engine Company Operations / Training Prop
27	Association Meeting

End of 1st Quarter

October

<u>Date</u>	<u>Subject matter</u>
4	Medical Scenarios Company Op's CPR/ MCI
11	Victim Rescue / Rescue Systems
18	Engine Company Operations
25	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
8 th	Pioneer Day Parade	07:30
15 th	Burn Relay starts at the station at	07:30
15 th	Fire Prevention Classes at the school	09:00

Information:

- Assistant Chief is back to full duty providing coverage and response.
- Air Machine is operational. Thank You Kelly
- Currently conducting CPR Classes for all staff and fire department personnel.
- E-8696 was assigned to the Canyon Fire in Lompoc providing crash fire rescue coverage as the helicopter ground support unit. They were assigned for 8 days.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief


Approved By:

Darrell W. Gentry

Darrell W. Gentry, General Mgr.

SAN MIGUEL FIRE DEPARTMENT 2016 RESPONSES

IX-9

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL	
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid
Structure Fires	0	0	0	1	1	0	1	0	0	2	0	1	0	0	1	0	1	0							4	4
Veg. Fires	0	0	0	0	0	0	0	2	2	6	1	9	2	4	0	1	0	2							5	24
Vehicle Fires	0	1	0	0	0	0	0	0	1	1	0	2	0	1	0	1	0	0							1	6
Misc. Fires	1	0	0	0	0	0	0	0	3	0	0	0	0	0	2	0	0	0							6	0
Illegal Burning	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0							1	0
Vehicle Accidents	1	1	1	0	1	2	2	1	2	0	0	2	2	4	1	1	1	1							11	13
False Alarms	2	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0	0							5	1
Hazardous Condition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0
Hazardous Materials	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0							1	0
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0
Pub.Svc.Asst.	0	0	0	0	0	0	0	0	0	0	0	0	1	0	3	0	1	0							5	0
Medical Aids	15	4	4	2	10	6	19	4	11	2	8	18	9	6	7	6	9	2							92	54
Call TOTALS	19	6	5	3	15	9	23	7	19	11	10	32	14	15	14	9	12	5	0	0	0	0	0	0	131	97
	25		8		24		30		30		42		29		23		17		0		0		0		228	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	6	0	1	1	9	0	7	0	11	0	32	0	14	1	9	0	5	0					0		96	
Camp Bob Asst.	0		0		3		0		8		18		2		1		2				0				34	
Average Calls Per	<i>Month</i>	26.2	<i>Day</i>	0.8	<i>SLO Co. MA</i>				94		<i>Montrey Co. MA</i>				2		<i>CPR TOTAL</i>				0					

FIRE EQUIPMENT

2016 MILEAGE / FUEL REPORT

IX. 9-3

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	106	19.5	70	11	144	35.4	19	0	138	40.5	275	17.6	752	124	6.1
E-8687	39	15	12	8	80	24	15	10	225	65.2	129	14	500	136.2	3.7
E-8668	18	0	44	7.8	64	8	38	8.5	75	13	24	10	263	47.3	5.6
6 Month Total												1515	307.5	4.9	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	468	37.95	330	19.9	681	51.1	213	19.1	506	53.12	936	62.5	3134	243.7	12.9
C-8600	592	46.4	335	31	420	51.1	509	54.8	467	36.7	564	45	2887	265	10.9
6 Month Total												6021	508.7	11.8	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	100	10	342	19.8	42	29.5							1236	183.3	6.4
E-8687	89	25	9	9	121	0							719	170.2	3.9
E-8668	59	0	42	42	27	11.5							391	100.8	4.7
6 Month Total												2346	454.3	5.2	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	268	26	268	26	268	16.1							3938	311.8	12.7
C-8600	407	42.3	204	30	787	56.3							4285	393.6	10.9
6 Month Total												8223	705.4	11.7	

YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	3861	761.8	5.1
Gas	14244	1214	11.7

Call per time of day and day of the week 2016

	After Hours						CSD Work Hours										Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	2	1	2	0	0	1	1	0	0	0	0	1	2	0	3	3	2	5	5	1	1	3	1	1	35	16%
Monday	1	0	0	2	0	1	0	1	1	0	2	0	3	0	3	4	1	2	1	3	1	2	0	2	30	13%
Tuesday	0	0	0	0	0	1	1	1	1	2	2	0	3	2	3	1	3	3	2	1	1	0	0	28	13%	
Wednesday	0	2	0	1	0	0	2	2	1	1	0	1	0	2	3	2	5	4	2	3	2	0	0	2	35	14%
Thursday	2	0	0	0	0	0	0	2	1	1	2	1	3	2	2	2	0	2	2	4	2	2	1	0	31	13%
Friday	2	0	1	0	0	3	0	4	2	1	1	1	1	3	2	3	2	3	2	2	1	1	1	37	17%	
Saturday	1	0	1	0	1	1	0	3	1	2	0	3	1	1	2	2	1	1	1	3	2	2	1	2	32	14%
Hour Total	8	3	4	3	1	7	4	13	7	6	7	9	10	9	18	18	13	19	17	18	11	11	4	8	228	
	3%	1%	1%	1%	0%	3%	2%	5%	3%	3%	3%	4%	4%	4%	9%	8%	6%	9%	7%	8%	5%	5%	1%	4%		

Total calls during CSD Work Hours	73	31%
Total calls during Off time and weekends	155	68%
After Hours calls 22:00 to 06:00	38	15%
Total Weekend Calls	67	29%
Total Calls Monday thru Friday	161	70%

San Miguel Community Services District
Darrell Gentry, General Manager
Post Office Box 180
San Miguel, CA 93451
(805) 467-3300

BOARD OF DIRECTORS
John Green, President
Larry Reuck, Vice President
Anthony Kalvans
Gib Buckman
Travis Dawes

MONTHLY DISTRICT ENGINEER'S REPORT
September 2016

DATE: October 27, 2016
TO: Board of Directors
VIA: Darrell Gentry, General Manager
FROM: Steven G. Tanaka, P.E.
SUBJECT: Monthly District Engineer's Report – September 2016

SUMMARY OF ACTIVE PROJECTS

1. Salt & Nutrient Management Plan
2. Water Well Quality/Radioactivity
3. Sewer System Management Plan (SSMP) Audit
4. Capital Improvements Planning
5. San Miguel Park/L Street Improvements (County)
6. 2015 CDBG Grant Cycle
7. 2016 CDBG Grant Cycle
8. CDBG – Fire Hydrant Replacements
9. Active Will Serves, Plan Checks and Inspections:
 - a. Butterfield Downtown Mixed Use
 - b. Mission Garden Estates - 60 Single Family Residential (SFR) Units
 - c. Nino (formerly Ritter) – Tract 2637, River Road
 - d. People's Self Help, Tract 2710
 - e. Arciero (formerly Stuntman) Tract 2750
 - f. Hasting Family Trust, Tract 2647
 - g. 972 K Street/Commercial
11. Inactive Will Serves
 - h. Wittstrom – 38 SFR Units (Will serve expired; Developer indicated desire to pursue new will serve, no update).
 - i. Paulo Pecora Laundromat and Retail, 1143 Mission Street

DISCUSSION:

1. **Salt & Nutrient Management Plan (S&NMP)**. The final S&NMP was submitted by the City

of Paso Robles to the Regional Board on 5/13/15, fulfilling this region's requirements of the State's recycled water policy. This document is intended to be a working document that adapts over time as the groundwater basin changes. It is anticipated that this Plan will be incorporated into a future Groundwater Sustainability Plan required by the recently enacted Sustainable Groundwater Management Act. A full hard copy of this document will be forthcoming from the City of Paso Robles in the near future. ***Date of last change 5/28/15.***

2. **Water Well Quality/Radioactivity.** Re-testing of radioactivity levels in Wells 3 and 4 indicate compliance with primary drinking water standards, and State Division of Drinking Water (formerly California Department of Public Health (CDPH)) acknowledged keeping the wells in service. Although the re-testing yielded positive results in this regard, it is a reminder that radioactivity levels in both wells will continue to be a growing concern over the coming years. ***Date of last change 12/22/11.***
3. **SSMP Update (2015) and Audit (2016).** District Engineer completed the bi-annual SSMP audit with staff in 2014, and the final audit report was transmitted to the General Manager. The audit has been on file at the District office. This audit is required every two years. The audit does not require adoption/certification by the Board, but must remain on file at the District's office. District staff is working on SSMP audit corrections/updates at this time. The 2016 audit is due in August 2016 (this month). The SSMP Update was due in August 2015. ***Date of last change 2/25/16.***
4. **Capital Improvements Planning.** DE and staff met on December 15, 2015, to discuss various water and sewer system capital improvement projects anticipated for the coming years. Based on this meeting, DE and staff prepared a CIP memorandum, laying out general recommendations for upcoming needed CIPs in the coming years. This report has been reviewed by utilities staff, and now is currently being reviewed by the General Manager. It is expected that this report will be presented at an upcoming committee meeting. In June, DE provided staff with a budgetary cost breakdown for WWTP upgrade hard and soft costs, for use in funding. Staff is pursuing a DAC grant for some of the expected costs. ***Date of last change 9/22/16.***
5. **San Miguel Park/L Street Improvements.** The County and Wallace Group Design team submitted the final plans for the Project. This Project has now been combined into a single bid document set, with the San Miguel Park being an additive bid item. The Project will bid September 2016, and construction commencement is anticipated to start January 2017. Staff has been advised to plan to replace the water main in the area of the Park during this time, to avoid costs of street/pavement restoration. A fire hydrant relocation on L Street may still be required, but may not be able to be determined until after construction starts. The project will be bidding this month (September). ***Date of last change 8/25/16.***
6. **2015 CDBG Grant Cycle.** Staff submitted one application (SLT well blending piping to tank) for possible grant funding consideration by the County, and addressed the Board of Supervisors at the 10/23/14 public hearing to express the District's needs for various infrastructure projects. County has indicated that this Project will be funded through CDBG grant funds. DE submitted a letter proposal to District staff a letter proposal in early December 2015 for professional services. Staff is in the process of acquiring services for a

biologist and archaeologist to address CEQA/NEPA requirements. District staff is reviewing other engineering proposals for possible selection to perform the Work. District staff also asked Wallace Group to update and resubmit their letter proposal, which was done in August 2016, and again on 9/27/16. County is now requiring a more extensive biological review of the Project, and District staff is in the process of addressing the County's request. **Date of last change 10/28/16.**

7. **2016 CDBG Grant Cycle.** A needs workshop was conducted on 9/8/15 by the County Planning staff, to hear from various project proponents seeking CDBG grant funds during this cycle. General Manager attended this meeting. The District should consider submitting applications for additional CDBG funds for various water/sewer related improvement projects. District Staff and DE will discuss and identify potential projects to pursue grant funding. **Date of last change 9/25/15.**
8. **CDBG – Fire Hydrant Replacements.** The project was awarded to Whitaker Construction. The physical work is complete, and District staff is in the process of closing out the Project. **Date of last change 6/23/16.**
9. **Active Will Serves.** The following is a summary of the active “Will Serves” staff is currently reviewing, or Inspecting during Construction:
 - a) **Butterfield Downtown Mixed Use.** Butterfield submitted plans for a mixed use project on Mission Street. Staff conducted preliminary review of the plans, and met with Mr. Butterfield to discuss the project. Final plan check comments were issued in November 2009, and District Staff/District Engineer and Fire Chief signed and approved the plans at that time. Recent discussions with the Developer indicate the possibility that early phases of the Project may be moving forward in the near future. If so, District Staff will issue a new preliminary will-serve letter for the Development, and will conduct a re-review of the plans since nearly 3 years has elapsed since approval of the prior plans. **Date of last change 12/22/11.**
 - b) **People's Self Help (Tract 2527, formerly Mission Garden Estates).** Plans have been approved, construction expected to begin Spring 2017. **Date of last change 7/28/16.**
 - c) **Nino (formerly Ritter).** This Development Project, Tract 2637, is complete with all phases of infrastructure improvements. Phase 2 and 3 home construction is under way. **Date of last change 7/28/16.**
 - d) **People's Self Help (Tract 2710).** Construction of water and sewer lines complete, tested and passed inspection. **Date of last change 7/28/16.**
 - e) **Arciero (formerly Stuntman) Tract 2750.** See Utilities Supervisor report on the status of this Project. The final home is being constructed at this time, and is nearing overall project completion. **Date of last change 8/27/15.**
 - f) **Hasting Family Trust, Tract 2647.** Development construction is complete, and individual lots are in progress of being sold. **Date of last change 7/28/16.**
 - g) **972 K Street/Commercial.** Preliminary will serve was issued, DE and staff have reviewed and commented on first round of plans received. **Date of last change 9/22/16.**



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
October 14, 2016 SPECIAL MEETING MINUTES

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

- I. Meeting Called to Order by Vice- President Reuck—8:25 am
- II. Pledge of Allegiance: lead by Director Buckman
- III. Roll Call: Directors Present: Buckman, Dawes, Kalvans and Reuck. Absent: Green
District Staff in attendance: General Manager Gentry, District General
Counsels Schweikert and Seikaly participated by conference call
- IV. Adoption of Special Meeting Agendas: Motion by Director Kalvans to adopt Special
Meeting Agendas as presented. Seconded by Director Dawes. Motion was approved
by vote of 5 AYES and 0 NOES.
- V. Public Comment and Communications: None
- VI. President Green announced that meeting was adjourning to Closed Session at 8:27 am
to consider:
 - A. **1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated
Litigation**
Pursuant to Government Code Section 54956.7 (2) (d) (1 case)
 - B. **RECONVENE TO OPEN SESSION**
President Green reconvened meeting to open session at 8:43 am.
 - C. **REPORT OUT OF CLOSED SESSION**
Acting President Reuck asked District General Counsel to report out of Closed Session.
General Counsel stated that there was no reportable action out of Closed Session.

Acting President Reuck called Regular Board Meeting to Open Session order at 8:44 am.

VII. Public Comment and Communications:

Acting President Reuck announced now was the time for public comment or requests to speak
about any item not on the agenda. There were no requests to speak.

VIII. BOARD COMMENT:

No Board comments were given.

MEETING WAS ADJOURNED AT 8:46 am

###



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
SEPTEMBER 22, 2016 MEETING MINUTES

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

I. Call to Order:

President Green called the Special and Regular Board Meeting to order at 5:11 PM

II. Pledge of Allegiance:

Director Kalvans lead the Board in the Pledge of Allegiance.

III. Roll Call: All Board Members were present.

III. Adoption of Special and Regular Meeting Agenda

A motion to adopt the Special and Regular Meeting Agenda as presented was made by Director Reuck, Seconded by Director Kalvans. Motion was approved by unanimous voice vote of Board Members.

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

There was no public comment or requests to speak.

President Green announced now is the time to adjourn to Closed Session at 5:13pm for purposes of:

**1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated
Litigation**

Pursuant to Government Code Section 54956.7 (2) (d) (1 case)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b) (1):

Title: General Manager

B. RECONVENE TO OPEN SESSION

President Green reconvene meeting to Open Session at 7:09 pm and announced a short break recess at 7:09pm.

C. REPORT OUT OF CLOSED SESSION

President Green reconvene the meeting to Open Session at 7:15pm and requested that General Counsel provide a report out of Closed Session

3. Report out of Closed Session by District General Counsel

District General Counsel stated that there was no reportable action out of Closed Session.

VII. Call to Order for Regular Board Meeting at 7:15pm

VIII. Public Comment and Communication:

Director Kalvans asked to read a written letter of special thanks into record from the Oak Shores Community Association thanking all local area fire departments and fire personnel for their service and assistance during the recent wildfire events.

There were no other public comments or requests to speak.

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

1. San Luis Obispo County Sheriff
There was no report given.
2. San Luis Obispo County Board of Supervisors
There was no report given.
3. San Luis Obispo County Planning and/or Public Works
There was no report given.
4. San Miguel Area Advisory Council
Director Kalvans gave a brief report on Council providing update information about the upcoming public hearings for the Community Plan and future discussion about the Wellsona/101 Interesection and safety measures for the intersection. Board members expressed interest in the any updates about the intersection and asked Director Kalvans to update them when appropriate.
5. Camp Roberts—Army National Guard
There was no report given.

District Staff & Committee Reports:

6. General Manager (Mr. Gentry)
General Manager Gentry reported that County would be considering the Community Plan revisions in October and early November. The DEIR was out for public review and comments. District will be submitting comments on DEIR focusing on water w, wastewater and fire service issues or concerns. There was no other remarks or reports given.
7. District General Counsel (Attorney White)
General Counsel had no report.

8. Utility Supervisor (Mr. Dodds)
Utility Supervisor Dodds stated that a written report was in Board packet and asked if there were any questions.

There were no questions.

9. Fire Chief (Chief Roberson)
Fire Chief was unavailable for meeting. General Manager stated that a written report was in packet. Assistant Fire Chief or GM will answer any questions. There were no questions.
10. District Engineer (Mr. Tanaka)
GM reported that the Engineer's written monthly report was included in Board's packet. President Green asked if future reports could include the date when an item on report was last updated. GM will follow with Engineer.
11. Finance/Budget Committee (Director Dawes, Chair)
Director Dawes reported that Committee report is in Board's packet and asked if there were any questions. There were no questions.
12. Organization/Personnel Committee (Director Green, Chair)
President Green reported that meeting was cancelled due a family death for a member.
13. Equipment & Facilities Comm. (Director Kalvans, Chair)
No Meeting Held.
14. Water Resources Advisory Committee (Director Kalvans, Rep)
There was no report given.

X. CONSENT ITEMS:

15. Board Minutes:
 - 15 a. Approval of Special Board Meeting Minutes for August 26, 2016
 16. Review and Discuss Finance & Budget Committee recommendation to approve August 2016 YTD and Monthly Financial Reports.

President Green asked if there was an item to be pulled for discussion, if there was nothing to be pulled then a motion would be appropriate.

There were no questions and no requests from public to speak in either item on Consent.

Director Dawes made a motion to approve the Consent Items as presented, Seconded by Director Kalvans. Motion was approved by unanimous voice vote of Board members.

XI. BOARD ACTION ITEMS:

17. Review and Discuss approving Resolution No. 2016-25 accepting and approving the Independent Auditor's report and Financial Statements for FY 2014-15

President Green asked GM to introduce this agenda item. GM stated a written report is included discussing changes to Auditor Management letter addressing Board prior questions. GM also indicated that Auditor, Mr Crosby is in attendance and available to present his audit findings and opinion on District financial conditions, which is unqualified.

Mr Crosby spoke briefly about his revised Management Discussion letter changes intended to address prior Board questions. In summary, he spoke about the higher quality of present District staff and his finding of no material concern or qualification for the 2014-15 Audit. He stated that his independent results agreed with the final year end balances of District books.

He spoke briefly about District needing to purchase a depreciation computer program so that District can set up a system and maintain it. Also spoke about GASB requirements, especially GASB 68 reporting to become a standardization with District accounting system.

Director Dawes asked Mr Crosby if there was anything unusual about the number of interfund transfers. Mr Crosby answered no, it is fairly typical in operation of public agency fund accounts.

Director Buckman asked about delays for getting audit finished and would it be same for 2015-16 year. Mr Crosby replied about the delays in getting prior auditor info for his review and use. Also indicated that he does not see any reason for a delay. He spoke about the required report to State due in near future which is important because there are penalties associated with not filing on time.

Director Kalvans asked if there was anything that District can do to assist. He also asked about the Management letter being different from the prior Bloomberg audit report. Mr. Crosby stated that yes it is because that is what the Board wanted but the District and its staff have made significant progress in straighten out accounting and finance. Mr. Crosby also answered that staff just needs to get the files requested to him for the preparation of the report.

Director Green asked Mr. Crosby about a capitalization policy, what is it. Mr., Crosby described the needed policy as a way to track and identify assets for depreciation and value. He also stated that this would tie to accounting procedures to reduce or eliminate outstanding aged checks which were evident in 2014 audit. Director Green asked if these were the same as "bad debt". Mr. Crosby stated no, they are not the same. The outstanding aged checks were attributed, mostly, to payroll checks that being cashed in a timely manner. These were stipend pays.

Director Buckman asked if there was any indication of vacation accrual or abusive usage. Mr. Crosby stated that he did not discover any abuse or overstatement of earned vacation accruals.

There were no further Board questions.

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

President Green asked if there was anyone who wanted to speak on this agenda item.

Laverne Buckman asked about what Mr. Crosby means when he talks about account reconciliation and needing an outstanding checks policy or reconciliation procedure. She commented that there are a lot of good comments in revised Management Discussion letter. The revision points to more to do for Finance & Budget Committee as well as staff.

There were no other questions or requests to speak.

President Green asked if there was a motion by the Board. Director Buckman made a motion to approve Resolution No. 2016-25 accepting the 2014-15 Financial Audit as presented, Seconded by Director Kalvans.

Motion was approved by a roll call vote of 5 AYES, 0 NOES.

18. Review and Discuss Resolution No. 2016-22 adopting the FY 2016-17 Operations and Maintenance Budget and approving for planning purposes the FY 2017-18 O & M Budget.

President Green introduced agenda item and asked GM to give staff report. GM stated that this latest version of budget reflects the recent discussions by Finance & Budget Committee to resolve salary questions for recommended new staffing and related expenses.

President Green also asked about use of a flex work schedule for Utility Services to eliminate call back, stand-by and overtime hours as more efficient.

GM replied that flex work week schedules will be included for new recruitment and employment. If flex work week schedule requires meet and confer with SLOCEA then District will do so.

Director Dawes, as F & B Committee Chair, spoke about this budget being most realistic budget in the past several years and supports GM recommendation for staffing, especially part time positions in Utility Services. He said that the best course of action is approve the budget as presented with the knowledge that the

amount of work done by staff and Committee is beginning to show benefit. He announced that the more data that is now entered in Black Mountain will be more and more beneficial.

On legal expenses, Director Dawes indicated that he would propose a 25% split from operating funds for Fire, Street Lighting, Water and Wastewater to support the legal expenses equally since the District as a whole, a single legal entity, is being involved with a lawsuit or legal proceeding.

Director Dawes also commented about the reality of the legal expenses and use of capital reserves to support those expenses. Should continue to look at means to cut expenses throughout the budget year. It will be important to look at the Prop 218 rate study process in this fiscal year and initiate whatever steps.

District General Counsel Schweikert spoke about the 218 process which may include a 5-year projection of rate adjustments that the Board ultimately may choose whether or not to do.

Public Comments:

President Green asked if there were any requests to speak on this agenda item.

Laverne Buckman asked for clarification on the proposed new staffing position, specifically whether or not these new employees would be part time or full time. She also commented that the fiscal year budget needs to be approved. She favors using a janitorial service as recommended by GM and Finance & Budget Committee and thinks it is a need step.

There were no other requests to speak.

President Green asked if there was a motion to be made.

Director Dawes made a motion to approve Resolution No 2016-22 adopting the FY 2016-17 Operations & Maintenance Budget with a change in legal expenses split from recommended to 25% for each operations fund account; to initiate 218 process this year and to look at new recruitment for Utility Services using a weekend coverage work schedule, Seconded by Director Kalvans. Motion was approved by a roll call vote: 4 AYES 1 NOES (Director Green).

19. Consider approving Resolution No. 2016-33 to form a Groundwater Sustainability Agency (GSA) pursuant to the State Groundwater Sustainability Act.

President Green asked GM to introduce the agenda item.

GM reported that this request is intended to determine whether or not the Board wishes to consider the formation of a GSA pursuant to the State Groundwater

Management Act. A written report in Board's packet explains the formation process and steps with reasons for District to pursue the GSA formation on its own, independent of the County's more recent efforts. The District formation would still require coordination and cooperation with other agencies in preparing and implementing an eventual plan to restore the groundwater basin overdraft condition.

The resolution in packet authorizes the District to provide a public hearing and noticing of intent to formation. Actual public hearing for formation would occur in October.

GM also reported that there are other adjacent agencies intending to form their own GSA's or already making progress on their GSP's, Groundwater Sustainability Plans for implementation, including Atascadero and Templeton agencies. City of Paso Robles is considering its own GSA formation.

GM asked if there were any Board questions.

President Green asked what benefit there would be to the District by doing the formation. GM replied that the initial benefits are local control over water resource/supply sources within District for ratepayers benefit; manage its own projects that can assist with basin restoration; assure the District that there is a GSA in place if no other GSA, by County, does not get formed and finally gives the District a continued seat and voice at the regional table and organization.

Director Kalvans stated that he is in favor but wanted to know more about the other GSA's being formed. GM replied that in addition to those mentioned earlier the new CSD agency being formed in Shandon will also be forming its own GSA. It had been reported that another new CSD for Estrella El Pomar Creston is also considering such a formation.

Monterey County, for their part in the Paso Robles Basin, has formed its GSA.

President Green asked GM how much time it would take to get the item ready for an OCTOBER hearing. GM answered that approximately four hours since most work is already completed.

There were no other Board questions.

Public Comments:

There were no public questions or comments.

President Green asked if there was a motion. Director Kalvans made a motion to approve Resolution No 2016-33 as presented by staff, Seconded by Director Buckman.

Motion was approved by a Roll Call vote of 5 AYES, 0 NOES.

XII. BOARD COMMENT:

Director Buckman asked if a future agenda item could be scheduled to discuss installation of vents in Apparatus Bay of the Fire Station with cost estimates.

Director Dawes questioned whether or not this needed to be an agenda item right away or if direction could be given to staff for getting the information and presenting it through Committee(s) and then to Board.

GM replied that if there is Board direction, staff will proceed with putting information together and presenting to Committee. There was concurrence by Board that direction should be given. GM indicated that this direction is sufficient.

There were no other Board comments.

XIII. ADJOURNMENT

President Green adjourned meeting at: 9:15 pm

###



SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
September 15, 2016 SPECIAL MEETING MINUTES

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

- I. Meeting Called to Order by President Green—6:01 pm
- II. Pledge of Allegiance: lead by Director Buckman
- III. Roll Call: Directors Present: Buckman, Green and Reuck. Absent: Dawes and Kalvans

District Staff in attendance: General Manager Gentry, District General Counsel Schweikert, Utility Supervisor Dodds
- IV. Adoption of Special Meeting Agendas: Motion by Director Reuck to adopt Special Meeting Agenda as presented. Seconded by Director Buckman. Motion was approved by vote of 3 AYES, 2 ABSENT and 0 NOES.

Director Kalvans arrived—6:06 pm

- V. Public Comment and Communications: There were no public requests to speak.
- VI. President Green asked the General Manager why the usual Committee reports were not included for this meeting. GM Gentry replied that it was not understood that the customary Committee Reports for Staff & Committee were to be a part of this Special Meeting since they are ordinarily a part of the scheduled Regular Board Meeting, not Special Meeting agendas. President Green expressed his concerns that this would mean a heavier meeting load for next week's meeting and take longer for that meeting.

VII. Board Action Items:

President Green asked if there were any Board requests to pull an item out of order. There were no such requests. GM was asked to introduce the first item.

(continued on next page)

1. Review and Discuss Approving Resolution NO. 2016-31 appropriating \$53,000 for purchase of a mini-excavator for Utility Services Department

GM Gentry introduced Item #1 and gave a brief overview and recommendation to approve the purchase. GM asked Utility Supervisor Dodds to provide further details regarding the proposed purchase of an excavator and related equipment with justifications for expense.

Utility Supervisor Dodds reported on the details and equipment included with the basic excavator equipment and costs associated with basic unit and accessories. He also indicated that a written Staff Report is included with the Board's packet for this agenda.

He spoke about the pending park improvements to be made by the County Public Works crew and the conflicts with District water and sewer systems and facilities on K Street between 12th and 13th, and a relocation of 1 fire hydrant on L Street. County would begin its project work in November of this year. District facilities should be replaced and relocated prior to their beginning construction work in order to avoid extra costs of doing the work later

President Green asked if there were any Board questions of Utility Supervisor regarding the recommendation or purchase.

President Green asked about the necessity of a closed cabin with air conditioning and heating especially for the price quoted. He indicated that this may be a "perk" that could be eliminated to reduce the overall cost. Utility Supervisor Dodds responded to questions about the cabin and accessories necessity and indicated that the cabin could be taken out of the purchase package but wouldn't recommend it.

Directors Buckman and Kalvans added questions about the other various appliances, such as the various blades and other accessories. Utility Supervisor Dodds stated that the accessories needed would include the quick coupler, hydraulic thumb, 12" and 24" buckets.

Director Reuck stated that he could support the purchase but agreed with eliminating the cabin and its accessories and keeping the minimal extra equipment.

President Green asked what would be the recalculated appropriation amount if the reductions discussed were taken into account. Utility Supervisor Dodds stated that the total with taxes is an estimated \$46,000.

There were no further questions by Board

President Green asked if there was any public comment or requests to speak.

There were no public comments.

President Green called for a motion on this requested purchase.

Director Reuck made a motion to approve Resolution No. 2016-31 with an amendment to accessory package of equipment and to appropriate \$46,000 from capital reserves, unless the District qualifies for financing, to purchase a mini-excavator from C & N Tractor as the lowest, qualified low bidder, Seconded by Director Kalvans. Roll call vote was taken. Motion was approved by a vote of 4 AYES, 0 NOES and 1 ABSENT.

2. Approving Resolution No. 2016-32 designating the District's representative for purposes of negotiating a Memorandum of Understanding Agreement with San Luis Obispo County Employees Association

President Green asked GM to introduce the next item.

GM Gentry reported that this request is to consider tied to the initiation of negotiating proceedings with San Luis Obispo County Employees Association (SLOCEA) for purposes of a Memorandum of Understanding Agreement for District's represented employees.

GM also stated that the additional background and history of previous efforts by the District and SLOCEA. GM reported the Board, previously, reviewed a tentative MOU agreement but left a decision pending for possibility of further negotiation with SLOCEA. No further Board action or decision has taken place regarding this tentative MOU. This previous MOU agreement had described the agreement term of 2 years which would expire in June 2017 unless a new agreement were enacted prior to that expiration.

Prior negotiations between SLOCEA and District negotiators took approximately 8-9 months for tentative agreement terms to be concluded for Board's final approval. It is estimated that any new round of negotiations would be approximately the same in terms of number of months. Therefore, it is prudent to consider initiating negotiations for a MOU agreement now rather than waiting.

Staff is seeking Board authorization to designate an authorized negotiator(s) to proceed with said MOU agreement negotiations. Additionally, the Board should consider designating the General Manager and/or District General Counsel as authorized negotiators on behalf of the District with power to negotiate a tentative agreement and terms. The attached resolution authorizes the General Manager and District General Counsel to meet and confer with the purposes of presenting a negotiated tentative Memorandum of Understanding agreement with SLOCEA for Board approval.

GM recommended that the Board approve Resolution No. 2016-32 designating the District's negotiating team comprised of the District General Manager and General Counsel with authority to negotiate a tentative agreement subject to final Board approval prior to execution of a MOU Agreement.

President Green asked if there were any Board questions or comments. Director Buckman There were no further public questions or comments.

President Green asked if there was a motion by the Board. Director Kalvans made a motion to approve Resolution No 2016-32, as presented, designating the District's representatives for purposes of negotiating a Memorandum of Understanding Agreement with San Luis Obispo County Employees Association, Seconded by Director Buckman. Roll call vote was taken. Motion was approved by vote of 4 AYES, 0 NOES 1 ABSENT.

3. Discuss and Approve Resolution No 2016-10 adopting the District drug & Alcohol Free Workplace Policy and Guidelines

President Green asked GM to introduce this item.

General Manager introduced this agenda item and gave specific statements, as shown in the written report for the Board packet, regarding staff's recommendation for the request to approve Resolution No. 2016-10 adopting the District Drug & Alcohol Free Workplace Policy and Guidelines. GM described the meet and confer process with the San Luis Obispo County Employees Association (SLOCEA) as required by law in a good faith effort to address their questions and concerns. This meet and confer was held on August 5, 2016 at SLOCEA's offices.

GM reported added background and further described the meet and confer session in the following manner. General Manager and General Counsel representatives met with SLOCEA representatives to discuss the proposed Drug & Alcohol Free Workplace Policy and Guidelines as reviewed by the District's Organization & Personnel Committee and by District General Counsel for compliance with state and federal laws.

SLOCEA representatives provided comments and suggested changes at the meet and confer meeting for District consideration. The District has reviewed and noted some modifications to these Guidelines, but rejected some proposed language changes presented by SLOCEA. The agreed changes are provided in red-line format and are as follows:

The District continued to disagree with the proposed language for "Last Chance Agreement" ("Agreement") as presented by SLOCEA, but has agreed to use and include a "Last Chance Agreement" language and document form to be included as a part of these Guidelines, Section 3.8.1. The District maintains a management right to enforce a stricter standard for any Agreement by allowing for immediate discharge of an employee that violates the terms of said Agreement. District believes that this standard is appropriate for specific and key safety-sensitive positions.

District has also agreed to clarify Section 4.2, "Off the Job Conduct" language to remove some confusing language. Furthermore, the District agrees to SLOCEA's changes proposed for Section 5.0, "Confidentiality".

District has agreed to simplify Sections 3.5, 3.6 and 3.7 by consolidating said sections as a part of subsections of Section 3.4 with appropriate renumbering of all policy sections thereafter. The

District has reviewed Section 3.5.4, “Effects of Criminal Convictions” and determined to retain and renumber this Section as a part of the policy document, if approved by the Board.

The attached version of the District Drug & Alcohol Free Workplace Policy and Guidelines includes some modifications as suggested by SLOCEA during meet and confer but not all of their suggestions lead to a modification.

The meet and confer procedure is intended to provide an opportunity for both parties involved with policy discussion within the scope of representation of a bargaining unit authority, such as SLOCEA, then there must be a clear demonstration, by record, of a “good faith” effort, not a negotiation process prior to any action by the legislative body.

President Green asked the Board if there were any questions for General Manager.

Director Buckman asked if these policies will be replacing the existing policy. GM replied that these policies are new to the District but in the past there had been isolated policies that dealt with drug and alcohol conditions but not comprehensively as the proposed document does.

There were no further questions by the Board.

President Green asked if there were any public comment or requests to speak. There were no public comment or questions.

President Green called for a motion. Director Kalvans made a motion to approve with changes as identified by Board comments and recommended by staff, seconded by Director Reuck. Motion was approved by roll call vote of 4 AYES, 0 NOES, 1 ABSENT.

4. Discuss and Approve Resolution No 2016-30 adopting a comprehensive revision to District Personnel Guidelines and Policy Manual

President Green asked General Manager to introduce this item.

General Manager Gentry introduced this item to include a discussion and consider a recommendation to approve a comprehensive revision to the District Personnel Guidelines & Policy Manual which has been reviewed by the Organization & Personnel Committee as well as by District General Counsel for compliance with state and federal laws.

GM pointed out that the District provided a copy of the comprehensive revision to the Policy to the San Luis Obispo County Employees Association (“SLOCEA”) and held a meet and confer session with their representatives in a good faith effort to resolve their questions and concerns. This meet and confer was held August 5, 2016 at SLOCEA’s offices.

SLOCEA representatives provided comments and suggested changes at that meet and confer meeting for the District’s consideration. The District has reviewed and noted some modifications to this Policy, but rejected some proposed language changes presented by SLOCEA. The agreed changes were provided in red-line format and are included as follows:

The District agreed to modify Section 2.4, "Promotion" to specify a three (3) month probationary period instead of twelve (12) months. The District also agreed to modify other probationary periods to 3-month periods for consistency throughout the Policy. District agrees to modifications to Chapter 1, Sections 1.1 and 1.6 as suggested by SLOCEA.

District disagree with any modification that suggests the insertion of a meet and confer process for a variety of employment practices as described throughout Chapter 2. District agreed to clarify some language in Chapter 2 and has provided alternate language changes for the Board's consideration.

The District disagree with inserting language that provides or suggests "a preferential treatment for hiring" clause that would be included in "Hiring" section of the Policy, section 2.3. The District wants to maintain a management right to "hire the best qualified person" that meets the needs of the District at the time and circumstances of recruitment.

The District also wants to maintain the ability to conduct a three (3) and/or six (6) month employee performance evaluation as well as a mandatory twelve (12) month evaluations as described in Section 2.6 to determine whether achieving the recruitment and hiring of the best qualified person has indeed taken place. District disagreed with SLOCEA suggestion for an appeal process be added to this Section.

The District agreed to modify and add clarifying language to Section 10 of the Policy and have provided legal citations wherever appropriate to the examples listed in this section.

President Green asked if there were any Board questions for staff.

Director Buckman asked if this policy will be used instead of the previous one for any future discussions with SLOCEA. General Manager replied that he is confident that SLOCEA will want to hold additional discussion about Personnel policies that affect the represented members, including this comprehensive revision.

Director Kalvans asked about the outlined changes, particularly why we did not want to accept all the proposed SLOCEA changes. GM replied that the first reason is that meet and confer process is not a bargaining or negotiating event as differently as SLOCEA may desire it to be. Secondly, these policies, Personnel and Drug & Alcohol, have been distributed to SLOCEA for over 60 days which should have allowed ample time for earlier review and comment by SLOCEA but failed until these policies were scheduled for a Board meeting. Third, the entirety of the SLOCEA suggested changes were viewed as an attempt to "hamstring" the District's ability to retain and exercise management rights in its day-to-day operations.

President Green asked if there were any other Board questions. There were no further questions.

President Green asked if there was anyone wishing to speak on this item.

There were no public comments or requests to speak.

President Green asked if there was a motion to be made. Director Kalvans made a motion to approve Resolution No 2016-30 adopting a comprehensive revision to District Personnel Guidelines and Policy with amendments as presented in written report to the Board, Seconded by Director Reuck. Motion was approved by roll call vote of 4 AYES, NOES and 1 ABSENT.

X. BOARD COMMENT:

President Green commented that next week's scheduled meeting may be lengthy and was concern with "getting things" started on time but not finishing. He asked the Board if there are any objections to starting earlier in the evening. There are 2 items for Closed Session are likely to take some time and delay the open session start time at 7:00pm. There was brief Board discussion with an agreement that meeting should start at 5:30 pm with open session beginning at 6:30pm. GM was so advised to make the meeting changes.

There were no further Board comments.

MEETING WAS ADJOURNED AT 7:45 pm

###



San Miguel Community Services District Board of Directors Staff Report

October 27, 2016

AGENDA ITEM: XI 16

SUBJECT: Conduct a Public Hearing and Consider approving **Resolution No 2016-34** to form a Groundwater Sustainability Agency (GSA) pursuant to the State Groundwater Sustainability Management Act (SGMA).

STAFF RECOMMENDATION:

Approve **Resolution No 2016-34** establishing the Groundwater Sustainability Agency (GSA) pursuant to the State Groundwater Sustainability Management Act.

BACKGROUND:

What process must the San Miguel Community Services District (“District”) follow to form a Groundwater Sustainability Agency (“GSA”) pursuant to the Sustainability Groundwater Management Act (“SGMA”) by June 30, 2017.

Answer:

The GSA formation process requires that the District:

1. Hold a public hearing with notice given once a week for two (2) successive weeks before the public hearing is held.
2. Adopt a resolution to form the GSA.
3. Submit all required documents to the Department of Water Resources (“DWR”) for a completeness review.
4. Notice of formation will be posted on DWR’s website within fifteen (15) days of completeness determination.
5. Wait ninety (90) days for the public notice period on DWR’s website.

Discussion:

GSA Formation is a five (5) step process that requires a public hearing and a ninety (90) day public notice period on DWR’s website. Each step, and the associated materials for those steps, is outlined below.

Step 1: Hold a public hearing following a two-week public notice period

Once the District decides to become a GSA, it must hold a public hearing in the county overlying the groundwater basin or portion of that basin for which it will serve as a GSA. That public

hearing must be publically noticed following the requirements under Government Code section 6066.¹ To comply with Government Code section 6066, the notice must be published once a week for two (2) successive weeks with at least five (5) days intervening between each publication date. The publication period is fourteen (14) days.

The District publically noticed this meeting for the specified period of 14 days once a week for 2 weeks in the Paso Robles Press. Additionally, the notice was continuously posted on the District website since early October until this meeting date. A proof of publication is on file with District office.

Step 2: Adopt a resolution to form the GSA

At the public hearing, the District must adopt a resolution forming the new GSA. That resolution must be submitted, along with several other documents, to DWR as part of the packet of information to form the GSA. An adopting resolution, **Resolution No. 2016-34** is attached for Board approval as a part of this required process.

Step 3: Submit all required documents to DWR for a completeness review

Submission to DWR must include:

1. The service area boundaries of the GSA to be formed, the boundary map should be submitted as a shapefile.
2. The resolution forming the new GSA.
3. Any bylaws, ordinance, or new authorities adopted by the District related to the GSA.
4. A list of interested parties and an explanation of how their interest will be considered in the development and operation of the GSA and the development and implementation of the Groundwater Sustainability Plan (“GSP”).

The District must submit the packet of information showing what actions were taken to form the GSA within thirty (30) days of adoption by the Board resolution action. DWR will review and advise the District if there are any missing elements required for the GSA formation or if there is an overlap of service areas with another entity’s GSA. If there should be an overlap between the service areas of the District’s GSA and another entity GSA, a completeness determination by DWR will be withheld until the two entities eliminate the overlap of service areas.

ACTION DISCUSSION:

Staff recommends that the Board approve **Resolution No 2016-34** establishing the formation of a Groundwater Sustainability Agency pursuant to State Groundwater Management Act.

PREPARED BY:

Darrell W. Gentry

General Manager

Attachments:

- | | |
|---------------------------------|---|
| a) Resolution No 2016-34 | c) Map of GSA Boundary |
| b) Copy of Public Notice | d) Listing of Interested Parties |

RESOLUTION NO. 2016- 34

RESOLUTION OF THE BOARD OF DIRECTORS OF SAN MIGUEL COMMUNITY SERVICES DISTRICT TO BECOME A GROUNDWATER SUSTAINABILITY AGENCY FOR A PORTION OF THE PASO ROBLES GROUNDWATER BASIN WITHIN THE BOUNDARIES AND SPHERE OF INFLUENCE FOR SAN MIGUEL COMMUNITY SERVICES DISTRICT

WHEREAS in September 2014, the Sustainable Groundwater Management Act SGMA was signed into law with an effective date of January 1, 2015 and codified at California Water Code Section 10720 et seq., and

WHEREAS the legislative intent of SGMA is to among other goals: provide sustainable management of alluvial groundwater basins and sub-basins AS defined by the California Department of Water Resources (DWR); to enhance local management of groundwater; to establish minimum standards for sustainable groundwater management and to provide specified local agencies authority and the technical and financial assistance necessary to sustainably manage groundwater, and

WHEREAS the Water Code, Section 10723a authorizes a local agency with water supply water management or local land use responsibilities or a combination of local agencies with such responsibilities overlying a groundwater basin to decide to become a Groundwater Sustainability Agency GSA under SGMA, and

WHEREAS San Miguel Community Services District (SMCSD) is a local agency with water management responsibilities exercised per Government Code 61100 b within SMCSD's service area including management and infiltration of treated wastewater throughout the SMCSD service area, and

WHEREAS sustainable groundwater management of high priority basins as designated by DWR is required by SGMA, and

WHEREAS the service area of SMCSD overlies portions of the Estrella sub-basin of a portion of the Paso Robles Groundwater Basin DWR Bulletin 118 Basin No. 9-7 hereinafter the SLR Basin which is designated by DWR as a high priority basin, and

WHEREAS California Water Code Section 10723.8 requires that a local agency deciding to serve as a GSA notify DWR within 30 days of the local agency's decision to become a GSA authorized to undertake sustainable groundwater management within a basin and

WHEREAS California Water Code Section 10723.8 mandates that 90 days following the posting by DWR of the local agency's decision to become a GSA that entity shall be presumed to be the exclusive GSA for the designated area within the basin the agency is managing as described in the notice provided that no other GSA formation notice covering the same area has been submitted to DWR, and

WHEREAS SMCS D intends to pursue a memorandum of understanding or other Agreement(s) with one or more local agencies in the PR Basin that will achieve the common purpose of creating a governance structure for the entire PR Basin that ensures all of the PR Basin is sustainably managed in a transparent and effective manner under one or more groundwater sustainability plans GSPs, and

WHEREAS in accordance with Section 10723b of the California Water Code and Section 6066 of the California Government Code, a notice of public hearing was published in a general circulation newspaper in San Luis Obispo County regarding SMCS Ds intent to consider becoming a GSA for a portion of the PR Basin, and

WHEREAS becoming a GSA supports the SMCS D's ongoing efforts to maintain and replenish the PR Basin, while working to eliminate over-drafting and ensure water supply sustainability within its service area boundaries in cooperation with the state recognized GSA's located within the Paso Robles Basin.

NOW THEREFORE THE SMCS D BOARD OF DIRECTORS HEREBY FINDS DETERMINES RESOLVES AND ORDERS AS FOLLOWS:

Section 1. The above recitals and each of them are true and correct.

Section 2. The SMCS D Board of Directors hereby decides and determines that SMCS D shall become the GSA for all of those portions of the PR Basin underlying or within the jurisdictional boundaries/sphere of influence of SMCS D.

Section 3. SMCS D Staff is directed to submit to DWR within thirty 30 days of the approval of this Resolution all documentation and information required by Water Code Section 10723.8 to support SMCS D's formation of a GSA.

Section 4. The Board President of SMCS D is authorized to execute memorandum(s) of understanding that memorializes the synergistic manner in which SMCS D maintains and/or replenishes its portion of the PR Basin with treated wastewater and otherwise cooperates in the management of the PR Basin in accordance with developed groundwater model(s) and groundwater management plan(s) that protects basin water quality in the Estrella portion of the PR Basin, while ensuring groundwater levels do not drop below specified levels.

Section 5. Board President and District General Manager are further authorized to pursue and negotiate with other local agencies and interested parties in the Estrella portion of the PR Basin such other agreements associated with SGMA compliance as may be deemed prudent by the Board President and/or General Manager. Such agreements-which shall generally be for the purpose of developing and implementing a cooperative and coordinated governance structure for future management of groundwater in some or the entire PR Basin-shall be submitted by the President to the SMCS D Board for consideration and possible approval.

Section 6. The approval of this Resolution and the actions described herein are exempt from the requirements of the California Environmental Quality Act CEQA since:
1) they are not a project for purposes of CEQA Guidelines 14 Cal. Code Regs. 15378 b5 because the approval will not result in direct or indirect physical changes in the environment, and
2) it can be seen with certainty that there is no possibility that the approval in question may have a significant effect on the environment. CEQA Guidelines 14 Cal. Code Regs. 15061b3. Staff is directed to file and post within five 5 business days a Notice of Exemption associated with this approval with the Clerk of the Board of Supervisors of San Luis Obispo County.

Section 7. The Secretary to the Board does hereby certifies the adoption of this resolution.

PASSED APPROVED AND ADOPTED this 27th day of October 2016 by the following Vote:

AYES

NOES

ABSENT

John Green, Board President
San Miguel Community Services District

ATTEST:

APPROVED AS TO FORM:

Darrell W. Gentry, General Manager and
Secretary to the Board of Directors

Doug White, District General Counsel



SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE San Miguel Community Services District Board of Directors will hold a public hearing on:

Thursday, October 27, 2016, 7:00 P.M., 1150 Mission Street to consider the following:

1. Adopting **Resolution No 2016-33**, To Form a Groundwater Sustainability Agency (GSA) pursuant to California Water Code section 10723.8 of the Sustainable Groundwater Management Act of 2014 for all properties within the District water service and sphere of influence boundaries.

Description:

2. To consider approving the enacting resolution to form and establish a GSA for purpose of managing water resources within the jurisdictional and sphere of influence boundaries of the San Miguel Community Services District that establishes the following objectives:

A consistent and minimum reliable water supply is essential to the public health, safety and welfare of the people and community of San Miguel, and

Will enact rules, regulations and standards for water reuse, recycling, conservation, and

Work collaboratively with others to eliminate or reduce overdraft conditions that may exist in the SMCSDD's portion of the PR Basin, while protecting water quality and ensuring future water supply sustainability in the San Miguel area (in cooperation with the County of San Luis Obispo and other water supply agencies in the PR Basin), and to assure that the San Miguel Area portion of the Basin is managed in accordance with the requirements of SGMA

The GSA will be comprised of the SMCSDD Board of Directors who may enact voluntary and mandatory measures to achieve these specified objectives.

Proposed Environmental Determination:

Categorical Exemption, Class 7, Regulatory Action Taken to Protect Natural Resource.

A copy of the Categorical Exemption form is available at District office and available upon request or at the District website. District contact information is: www.sanmiguelcsdd.org or phone – (805) 467-3388.

Interested persons are invited to be present at the public hearing and will be given an opportunity to speak in favor or in opposition to the above-proposed ordinance. Written comments are also acceptable, if submitted or delivered to the District office prior to the public hearing.

Information regarding the proposed ordinance is on file at the District office or may be found on the District's website, www.sanmiguelcsd.org.

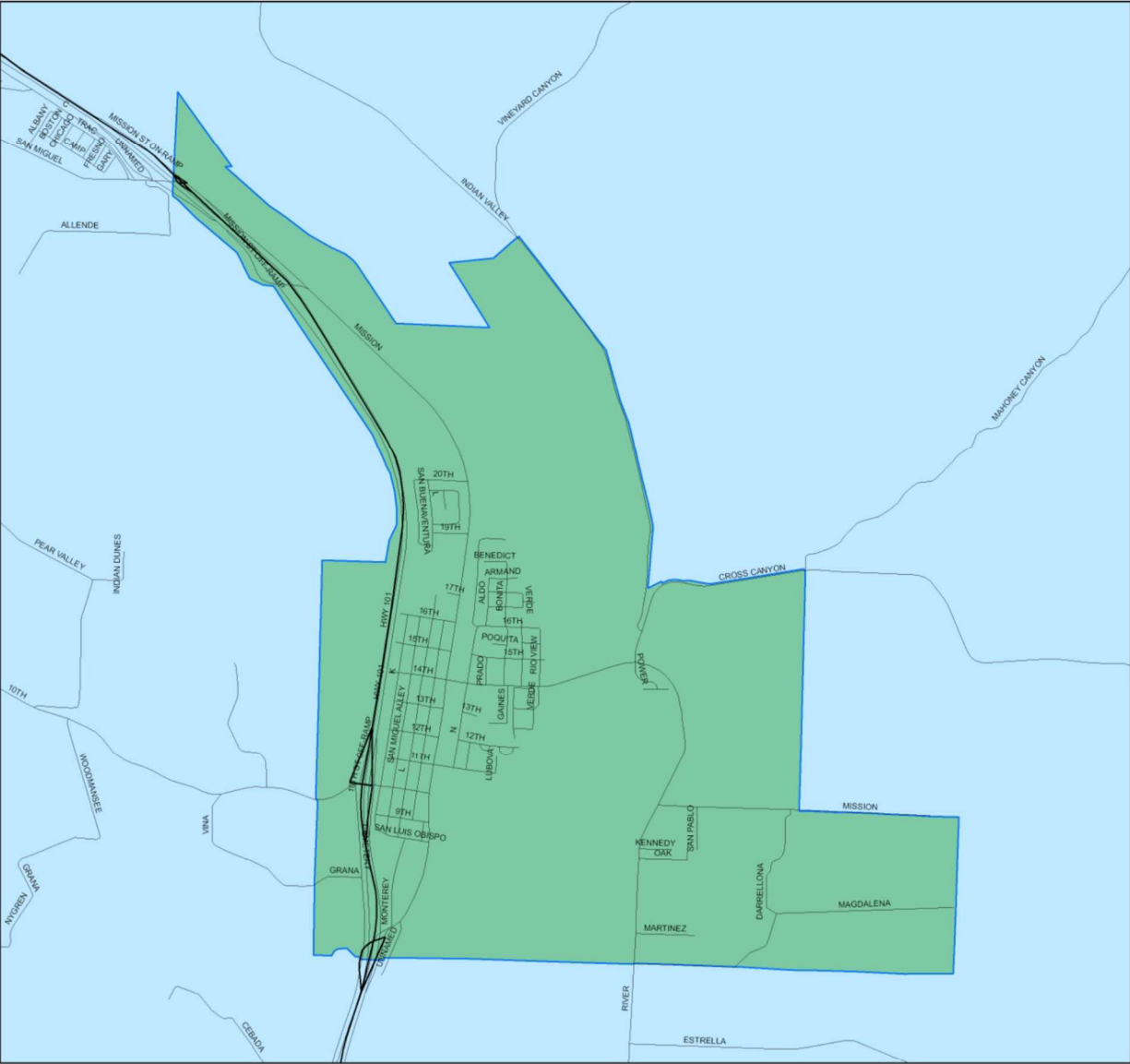
BY ORDER OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS.

DARRELL W. GENTRY, GENERAL MANAGER AND SECRETARY TO THE BOARD

Date: September 28, 2016

Published Once on Friday, October 7, 2016
and Once on Friday, October 14, 2016

San Miguel Community Services District Service Area & Sphere of Influence Recommendation

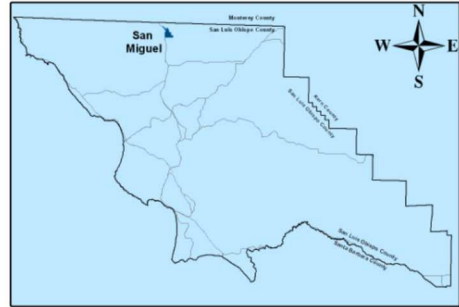


Legend

- Major Roads
- Service Area
- Sphere of Influence
(Same as Service Area)



Prepared By: SLOLAFCO
Name: San Miguel_SOI Bndy
Date: 7/1/2013



<p>4-H Clubs- Paso Robles 807 Sycamore canyon Paso Robles, CA 93446</p>	<p>4-H Clubs- San Luis Obispo 2156 Sierra Way #C San Luis Obispo, CA 93422</p>	<p>Agricultural Liaison Advisory Board (ALAB)</p>
<p>Almira Water Association P.O. Box 752 Paso Robles, CA 93447</p>	<p>Arciero Winery 5011 CA-46 Paso Robles, CA 93446</p>	<p>Atascadero Mutual Water Company 5005 El Camino Real Atascadero, CA 93422</p>
<p>Atascadero State Hospital 10333 El Camino Real Atascadero, CA 93422</p>	<p>Cal Trans Shandon Rest Stop 1120 N Street MS 49 Ca-46 Sacramento, CA 95814</p>	<p>Camp Roberts billeting office, bldg 6037 Camp Roberts, CA 93451</p>
<p>Central Coast Salmon Enhancement 229 Stanley Ave. Arroyo Grande, CA 93420</p>	<p>Central Coast Vineyard Team 5915 El Camino Real Atascadero, CA 93422</p>	<p>Central Coast Wine Grape Growers Association</p>
<p>Chumash Casino Resort 3400 E. Hwy 246 Santa Ynez, CA 93460</p>	<p>City of Atascadero 6500 Palma Ave. Atascadero, CA 93422</p>	<p>City of Atascadero 6500 Palma Ave. Atascadero, CA 93422</p>
<p>City of Paso Robles 1000 Spring Street Paso Robles, CA 93446</p>	<p>City of Paso Robles 1000 Spring Street Paso Robles, CA 93446</p>	<p>County of Monterey 168 West Alisal Street 3rd fl Salinas, CA 93901</p>
<p>County of Monterey 240 Church St Salinas, CA 93901</p>	<p>County of San Luis Obispo 1055 Monterey Street San Luis Obispo, CA 93408</p>	<p>County of San Luis Obispo Planning Department & Planning Commission 976 Osos Street #200 San Luis Obispo, CA 93408</p>
<p>Courtside Cellars 2425 Mission Street San Miguel, CA 93451</p>	<p>Creston Country Store 6330 Webster Rd. Creston, CA 93432</p>	<p>Creston Elementary School 5105 O'donovan Rd. Creston, CA 93432</p>
<p>Department of Water Resources 1416 9th Street Sacramento, CA 95814</p>	<p>El Paso De Robles Youth Correction Facility 4545 Airport Road Paso Robles, CA 93446</p>	<p>Garden Farms Community Water District 17005 Walnut Ave. Atascadero, CA 93422</p>
<p>Green River Mutual Water Company 25 Grace Dr. Paso Robles, CA 93446</p>	<p>Grower-Shipper Association 512 Pajaro Street Salinas, CA 93901</p>	

Heritage Ranch CSD 4870 Heritage Road Paso Robles, CA 93446	Heritage Ranch CSD 4870 Heritage Road Paso Robles, CA 93446	Huerhuero Ranch 9620 Huer Huero Road Creston, CA 93432
Hunter Ranch Golf Course 4041 CA-46 Paso Robles, CA 93446	Independent Grape Growers of Paso Robles P.O. Box 599 Paso Robles, CA 93447	Jack Ranch Cafe 19215 CA-46 Shandon, CA 93461
Land Conservancy of San Luis Obispo 1137 Pacific Street #A San Luis Obispo, CA 93401	Las Posas Tablas Resource Conservation District 65 S. Main Street #107 Templeton, CA 93465	Loading Chute 6350 Webster Road Creston, CA 93432
Local Chapter California Certified Organic Farms P.O. Box 838 Paso Robles, CA 93447	Longbranch Saloon 6258 Webster Road Creston, CA 93432	Los Robles Mobile Estates 3165 Theatre Dr. Paso Robles, CA 93446
Meridian Vineyard 7000 Hwy 46 Paso Robles, CA 93446	Monterey County Parks Department 168 West Alisal Street 2nd fl Salinas, CA 93901	Monterey County Water Resources Agency 893 Blanco Circle Salinas, CA 93901
Mustang Springs Mutual Water Company 1606 Spring Street Paso Robles, CA 93446	Native American Heritage Commission 915 Capital Mall #364 Sacramento, CA 95814	North County Farmers Market Association P.O. Box 1783 Paso Robles, CA 93447
Paso Robles Chamber of Commerce 1225 Park Street Paso Robles, CA 93446	Paso Robles RV Ranch 398 Exline Road Paso Robles, CA 93446	Paso Robles Truck Plaza (San Paso) 81 Wellsona Rd. Paso Robles, CA 93446
Paso Robles Vintners and Growers Association 530 10th Street Paso Robles, CA 93446	Paso Robles Wine Country Alliance 1446 Spring Street #103 Paso Robles, CA 93446	Pete Johnston GM 2485 Theater Drive Paso Robles, CA 93446
Pleasant Valley Elementary 2025 Ranchita Canyon Road San Miguel , CA 93451	Rancho Salinas Mutual Benefit Water Company 3563 Empleo Street San Luis Obispo, CA 93408	Regional Water Quality Control Board 320 West Fourth St #200 Los Angeles, CA 90013
Salinan Nation Cultural Association P.O. Box 56 Lockwood, CA 93932	San Luis Obispo Council of Government (SLO COG) 919 Palm Street #T San Luis Obispo, CA 93401	

San Luis Obispo County Flood Control
& Water Conservation
976 Osos Street #206
San Luis Obispo, CA 93408

San Miguel Cemetery District
P.O. Box 237
San Miguel, CA 93451

San Miguel School District
1601 L Street
San Miguel, CA 93451

SATCOM- Camp Roberts
billeting office, bldg 6037
Camp Roberts, CA 93451

SLO County Farm Supply
2450 Ramada Dr.
Paso Robles, CA 93446

Spanish Lakes Mutual Water Company
8330 Morro Road
Atascadero, CA 93422

The Nature Conservancy
99 Pacific St
Monterey, CA 93940

UC Cooperative Extension
649 San Benito Street #115
Hollister, CA 95023

USDA Farm Service Agency
680 Campus Drive
Handford, CA 93230

San Miguel Advisory Council
P.O. Box 822
San Miguel, CA 93451

San Miguel Chamber of Commerce
P.O. Box 385
San Miguel, CA 93451

Santa Ynez Band of Mission Indians
P.O. Box 517
Santa Ynez, CA 93460

SLO County Cattlemen
P.O. Box 302
Paso Robles, CA 93447

SLO County Visitors & Conference
Bureau
1334 Marsh Street
San Luis Obispo, CA 93401

Templeton CSD
420 Crocker St.
Templeton, CA 93465

The Nature Conservancy
895 Napa Ave
Morro Bay, CA 93442

Upper Salinas-Las Tablas Resource
Conservation District
65 S. Main St. #107
Templeton, CA 93465

Walnut Hills Mutual Water Company
245 Nutwood Circle
Paso Robles, CA 93446

San Miguel Catholic Church—
Monterey Diocese
P.O. Box 69
San Miguel, CA 93451

San Miguel CSD
P.O. Box 180
San Miguel, CA 93451

Santa Ysabel Ranch Mutual Water
Company
P.O. Box 1988
Atascadero, CA 93422

SLO County Cattlewomen
9765 Carrisa Hwy
Santa Margarita, CA 93453

SLO Farm Bureau
4875 Morabito Place
San Luis Obispo, CA 93401

Templeton CSD
420 Crocker St.
Templeton, CA 93465

U.S. Fish & Wildlife
1849 C Street NW
Washington, DC 20240

USDA Conservation Service
21001 Elliot Road
Lockeford, CA 95237