

TO: BOARD OF DIRECTORS
FROM: MICHAEL S. LEBRUN *MSL*
GENERAL MANAGER
DATE: OCTOBER 22, 2015

**AGENDA ITEM
C
OCTOBER 28, 2015**

PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) DIRECTOR OF ENGINEERING AND OPERATIONS
Summary of recent activities
- C-2) REPORT ON PREVIOUS MEETING CLOSED SESSION
Announcement of actions, if any, taken during Closed Session at previous Board Meeting
- C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.
Receive Announcements and Reports from Directors
- C-4) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN
GENERAL MANAGER

DATE: OCTOBER 23, 2015

**AGENDA ITEM
C-1
OCTOBER 28, 2015**

**DIRECTOR OF ENGINEERING AND OPERATIONS
SUMMARY OF ACTIVITIES**

ITEM

Engineering and Operations update for September 2015 [NO ACTION REQUESTED].

BACKGROUND

Director of Engineering and Operations, Peter Sevcik will overview his update (attached) and discuss recent activities in engineering and operations.

RECOMMENDATION

Staff recommends that your Honorable Board receive the update.

ATTACHMENTS

- A. Engineering and Operations Update for September 2015

October 28, 2015

ITEM C-1

ATTACHMENT A



NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326
NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932
Web site address www.ncsd.ca.gov

MEMORANDUM

TO: MICHAEL S. LEBRUN, P.E., GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E., DIRECTOR OF ENGINEERING & OPERATIONS *PVS*
DATE: OCTOBER 22, 2015
RE: ENGINEERING AND OPERATIONS UPDATE FOR SEPTEMBER 2015

PROJECTS IN CONSTRUCTION

- **Supplemental Water Project Phase 1 Bid Package 4 – Joshua Road Pump Station**
 - SCOPE OF WORK – 1930 lineal feet of 24-inch diameter waterline, 400 gpm pump station with back-up power, controls, and instrumentation systems, a pressure reducing station and chloramination systems at 5 existing District wells. Work also includes Blosser Road flow control and metering station.
 - STATUS
 - Water delivery began July 2, 2015
 - Knollwood Well chloramination system under construction
 - Scheduled Contract Completion – January 2016

SWP Bid Package 4 Construction Contract Cost Summary	
Contract Amount – Spiess Construction Co. Inc.	\$4,364,030
Change Orders	\$1,171,569
Revised Contract Amount	\$5,535,599
Completed to Date	\$5,350,673

PROJECTS IN DESIGN

- **Supplemental Water Project – Joshua Road Pump Station Reservoir**
 - SCOPE OF WORK – construction of a partially buried 500,000 gallon circumferentially strand wrapped pre-stressed concrete reservoir at the District's Joshua Road Pump Station; approximately 120 LF of 24-inch ductile iron pipe, valves, and fittings; electrical, instrumentation and controls improvements; and site grading, aggregate road and fencing.
 - STATUS
 - Bid document preparation in progress
 - Pre-qualification document advertisement pending

OPERATIONS

• **Wells and Water Distribution System – September 2015**

<u>GROUNDWATER</u>	<u>PURCHASED WATER</u>	<u>TOTAL WATER PRODUCTION</u>
44.7 Million Gallons	17.2 Million Gallons	61.9 Million Gallons
137.2 Acre Feet	52.8 Acre Feet	190 Acre Feet

- Converted entire water system to chloramination
- 1 water main break

• **Southland Wastewater Treatment Facility and Collection System – September 2015**

<u>TOTAL EFFLUENT TREATED</u>	<u>AVERAGE DAILY FLOW TREATED</u>	<u>BOD₅</u>	<u>TSS</u>
16.6 Million Gallons	.55 Million Gallons Per Day	3 mg/l Monthly Average	4 mg/l Monthly Average
50.9 Acre Feet	1.7 Acre Feet Per Day	3 mg/l Daily Maximum	7 mg/l Daily Maximum

- All effluent parameters within permit limits
- No reportable sewer system overflow
- Warranty repairs in progress

• **Blacklake Wastewater Reclamation Facility and Collection System – September 2015**

<u>TOTAL EFFLUENT TREATED</u>	<u>AVERAGE DAILY FLOW TREATED</u>	<u>BOD₅</u>	<u>TSS</u>
1.2 Million Gallons	.041 Million Gallons Per Day	17 mg/l Monthly Average	19 mg/l Monthly Average
3.7 Acre Feet	.13 Acre Feet Per Day	26 mg/l Daily Maximum	26 mg/l Daily Maximum

- All effluent parameters within permit limits
- No reportable sewer system overflow

SAFETY PROGRAM

- SDRMA Safety Review/Inspection - 9/18
- Traffic Control Training - 9/22
- First Aid/CPR Training - 9/23
- Annual Hearing Testing - 9/29
- On-going weekly safety meetings

TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN
GENERAL MANAGER



DATE: OCTOBER 23, 2015

AGENDA ITEM
C-2
OCTOBER 28, 2015

CLOSED SESSION REPORT

ITEM

Announcement of actions, if any, taken during Closed Session at previous Board Meetings [NO ACTION REQUESTED]

BACKGROUND

The October 14, 2015 Regular Meeting Closed Session included:

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
 - a) SMVWCD VS. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).
2. ANNUAL PERFORMANCE REVIEW OF DISTRICT LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54957
3. CONFERENCE WITH LEGAL COUNSEL RE: ANTICIPATED LITIGATION PURSUANT TO GC §54956.9(B): Heal

Staff will report on closed session action taken, if any.

TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN *ML*
GENERAL MANAGER

DATE: OCTOBER 22, 2015

AGENDA ITEM

D

OCTOBER 28, 2015

CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Administrative Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

**Questions or clarification may be made by the Board members
without removal from the Consent Agenda.**

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE OCTOBER 14, 2015 REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVAL]

D-3) INVESTMENT POLICY – THIRD QUARTER REPORT [RECOMMEND ACCEPT
REPORT]

TO: BOARD OF DIRECTOR
 REVIEWED: MICHAEL S. LEBRUN *MSL*
 GENERAL MANAGER
 FROM: LISA BOGNUDA *LSB*
 FINANCE DIRECTOR
 DATE: OCTOBER 23, 2015

**AGENDA ITEM
 D-1
 OCTOBER 28, 2015**

PAGE ONE

HAND WRITTEN CHECKS

10-14-15 20439 CAVALIER INN, INC.
 10-28-15 20440 COSTA PACIFIC HOA
 10-28-15 20441 SWRCB

TOTAL COMPUTER CHECKS

\$208,417.35
 REFURBISHED SERVER CABINET \$500.00
 REFUND \$70.00
 D1 CERTIFICATION-BROWN \$70.00

VOIDS - 20432

COMPUTER GENERATED CHECKS

24929	10/23/15	EMP01	EMPLOYMENT DEVELOP DEPT	1865.16	.00	1865.16	B51019	STATE INCOME TAX
24930	10/23/15	MID01	RABOBANK-PAYROLL TAX DEPO	5748.53	.00	5748.53	B51019	FEDERAL INCOME TAX
				49.60	.00	49.60	1B51019	FICA
				1307.28	.00	1307.28	2B51019	MEDICARE (FICA)
			Check Total.....:	7105.41	.00	7105.41		
24931	10/23/15	MID02	RABOBANK-DIRECT DEPOSIT	34827.26	.00	34827.26	B51019	NET PAY
24932	10/23/15	PER01	PERS RETIREMENT	7949.00	.00	7949.00	B51019	PERS PAYROLL REMITTANCE
24933	10/23/15	STA01	CALPERS 457 DEFERRED COMP	480.00	.00	480.00	B51019	457 DEFERRED COMP
024934	10/28/15	ABA01	ABALONE COAST BACTERIOLOG	45.00	.00	45.00	15-5414	LAB TEST
				270.00	.00	270.00	15-5415	LAB TESTS
			Check Total.....:	315.00	.00	315.00		
024935	10/28/15	AME02	AMERICAN INDUSTRIAL SUPPL	50.42	.00	50.42	285864	STRAP WRENCH
				327.24	.00	327.24	286152	COUPLERS, WIRE ROPE SLING
			Check Total.....:	377.66	.00	377.66		
024936	10/28/15	AME03	AMERI PRIDE	255.98	.00	255.98	501472823	UNIFORMS
				229.23	.00	229.23	501477533	UNIFORMS
			Check Total.....:	485.21	.00	485.21		
024937	10/28/15	ATT01	AT&T	192.73	.00	192.73	7146885	TELEPHONE
024938	10/28/15	BAU01	BAUMGARTEN, MICHAEL	311.00	.00	311.00	B51021	REIMBURSEMENT OF CERTIFIC
024939	10/28/15	BRE02	BRENNTAG PACIFIC INC.	228.06	.00	228.06	562352	SODIUM HYPOCHLORITE
				268.79	.00	268.79	566507	SODIUM HYPOCHLORITE
				314.01	.00	314.01	566508	SODIUM HYPOCHLORITE
				503.89	.00	503.89	566509	SODIUM HYPOCHLORITE
				332.08	.00	332.08	566510	SODIUM HYPOCHLORITE
				214.54	.00	214.54	566511	SODIUM HYPOCHLORITE
				223.59	.00	223.59	566512	SODIUM HYPOCHLORITE
				230.82	.00	230.82	568584	SODIUM HYPOCHLORITE
			Check Total.....:	2315.78	.00	2315.78		
024940	10/28/15	BUR01	BURDINE PRINTING	1370.36	.00	1370.36	28016	BILLING PAPER, LATE NOTIC
024941	10/28/15	CAL03	CALIFORNIA ELECTRIC SUPPL	57.76	.00	57.76	626560	HOOR METER, TAPE
024942	10/28/15	CLA03	CLA-VAL GRISWOLD IND	1229.60	.00	1229.60	676170	SERVICE AND REPAIR FOR JO
024943	10/28/15	CLE06	CNSSLO INC	2535.00	.00	2535.00	20858	MONTHLY COMPUTER SUPPORT
024944	10/28/15	COR01	CORBIN WILLITS SYSTEMS	755.83	.00	755.83	510151	MONTHLY SOFTWARE SUPPORT
024945	10/28/15	DEE02	DEERE & COMPANY	2819.08	.00	2819.08	114883210	LIFT-TYPE ROTARY CUTTER
024946	10/28/15	DEW01	J B DEWAR INC	382.31	.00	382.31	126669	OIL FILTER, GEAR LUBRICANT
				666.78	.00	666.78	126788	WELL PUMP OIL, COMPRESSOR
			Check Total.....:	1049.09	.00	1049.09		

**AGENDA ITEM D-1 Warrants
OCTOBER 28, 2015**

024947	10/28/15	DLT01	DLT SOLUTIONS INC	354.87	.00	354.87	4469946A	AUTOCAD SUBSCRIPTION
024948	10/28/15	ELE03	ELECTRICRAFT, INC.	5115.00	.00	5115.00	8927	CONNECTION OF NEW PUMPS
				304.50	.00	304.50	8939	SERVICE CALL L/S
				2045.35	.00	2045.35	8940	REPLACE CHATTERING CONTAC
			Check Total.....:	7464.85	.00	7464.85		
024949	10/28/15	FGL01	FGL ENVIRONMENTAL	45.38	.00	45.38	582792	LAB TESTS
				1064.50	.00	1064.50	583273	LEAD AND COPPER TESTING
			Check Total.....:	1109.88	.00	1109.88		
024950	10/28/15	HAC01	HACH COMPANY	3970.97	.00	3970.97	9618030	CHEMKEYS AND PROBES
				1023.06	.00	1023.06	9624865	CHEMKEY KITS, CHLORINATIN
			Check Total.....:	4994.03	.00	4994.03		
024951	10/28/15	INT02	INTEGRATED INDUSTRIAL SUP	75.24	.00	75.24	33632	BATTERY MAINTAINER
				98.82	.00	98.82	34716	BALL VALVE
			Check Total.....:	174.06	.00	174.06		
024952	10/28/15	JOB01	JOBS AVAILABLE INC	721.50	.00	721.50	1522026	EMPLOYMENT AD POSTING
024953	10/28/15	LEB02	LeBRUN, MICHAEL	65.00	.00	65.00	B51022	CELL PHONE REIMBURSEMENT
024954	10/28/15	MAT01	MATSON, JESSICA	1010.71	.00	1010.71	B51022	CSDA BOARD CLERK CONFEREN
024955	10/28/15	MET03	METTLER-TOLEDO, LLC	523.10	.00	523.10	641285508	SERVICE ON LAB EQUIPMENT
024956	10/28/15	MOR02	MORE OFFICE SOLUTIONS	38.85	.00	38.85	1040689	COLOR/B&W COPIES
				225.50	.00	225.50	1041837	COLOR/B&W COPIES
			Check Total.....:	264.35	.00	264.35		
024957	10/28/15	MUN01	MUNICIPAL CODE CORPORATIO	650.00	.00	650.00	261427	ANNUAL WEB HOSTING FOR DI
024958	10/28/15	NEX03	NEXTRAQ	399.50	.00	399.50	1221409	GPS SUBSCRIPTION
024959	10/28/15	NIP08	NIPOMO CSD	58.23	.00	58.23	OCT2015A	805 ALTA VISTA-DOMESTIC M
				54.77	.00	54.77	OCT2015B	805 ALTA VISTA-IRRIGATION
				425.37	.00	425.37	OCT2015C	BL WWTP WATER
			Check Total.....:	538.37	.00	538.37		
024960	10/28/15	PER04	PERRY'S ELECTRIC MOTORS	3517.16	.00	3517.16	18625	AERATOR SERVICE AND REPAI
				2454.95	.00	2454.95	18637	5HP AERATOR SERVICE AND R
			Check Total.....:	5972.11	.00	5972.11		
024961	10/28/15	POO01	POOR RICHARD'S PRESS	120.22	.00	120.22	267863A	MAIL LATE NOTICES
				239.11	.00	239.11	267863B	POSTAGE FOR LATE BILLS
				351.06	.00	351.06	267874A	MAIL BILLS
				865.73	.00	865.73	267874B	POSTAGE FOR BILLS
			Check Total.....:	1576.12	.00	1576.12		
024962	10/28/15	QUI03	QUINN COMPANY	900.00	.00	900.00	WON3-1216	ANNUAL SERVICE - TEFFT LI
				233.18	.00	233.18	WON3-1217	ANNUAL INSPECTION -TEFFT
				1250.00	.00	1250.00	WON3-1218	ANNUAL SERVICE - WWTP #1
				282.18	.00	282.18	WON3-1219	SEMI-ANNUAL INSPECTION -
				282.18	.00	282.18	WON3-1220	SEMI-ANNUAL INSPECTION-YA
				282.18	.00	282.18	WON3-1221	SEMI-ANNUAL INSPECTION-YA
				194.18	.00	194.18	WON3-1222	ENGINE/GENERATOR SERVICE
				200.18	.00	200.18	WON3-1223	ENGINE/GENERATOR SERVICE-
			Check Total.....:	3624.08	.00	3624.08		
024963	10/28/15	RIC01	RICHARDS, WATSON, GERSHON	1335.00	.00	1335.00	203794	WATER RIGHTS ADJUDICATION
024964	10/28/15	SAG02	SAGE DESIGNS, INC	395.00	.00	395.00	1510538	RENEWAL OF SOFTWARE MAINT
024965	10/28/15	SPI01	SPIESS CONSTRUCTION CO.	100464.87	.00	100464.87	20	PROGRESS PAYMENT #20
024966	10/28/15	SPI02	RABOBANK	5287.62	.00	5287.62	20	RETENTION PMT #20
024967	10/28/15	STA03	STATEWIDE SAFETY & SIGNS	54.21	.00	54.21	3002054	CAUTION PAPER, MARKING PA
024968	10/28/15	STA05	STATE WATER RESOURCES CB	130.00	.00	130.00	B51022	GRADE D4 EXAM - GERMAN
024969	10/28/15	USA01	USA BLUEBOOK	2074.70	.00	2074.70	767090	LED LIGHTING SYSTEM
				442.51	.00	442.51	769221	FLOAT SWITCH, DIPPER
				1505.48	.00	1505.48	773995	DECHLOR. TABLETS
			Check Total.....:	4022.69	.00	4022.69		
024970	10/28/15	WSC01	WSC	1244.50	.00	1244.50	1592	BMP IMPLEMENTATION/CUWCC

TO: BOARD OF DIRECTORS

FROM: MICHAEL S. LEBRUN
GENERAL MANAGER

DATE: OCTOBER 22, 2015

**AGENDA ITEM
D-2
OCTOBER 28, 2015**

APPROVE OCTOBER 14, 2015 REGULAR BOARD MEETING MINUTES

ITEM

Approve action minutes from previous Board meetings. [RECOMMEND APPROVE MINUTES]

BACKGROUND

The draft minutes are a written record of the previous Board Meeting action.

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. October 14, 2015 draft Regular Board Meeting Minutes

October 28, 2015

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

DRAFT REGULAR MINUTES

OCTOBER 14, 2015, AT 9:00 A.M.

JON S. SEITZ BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

BOARD of DIRECTORS

CRAIG ARMSTRONG, PRESIDENT
DAN GADDIS, VICE PRESIDENT
BOB BLAIR, DIRECTOR
ED EBY, DIRECTOR
DAN WOODSON, DIRECTOR

PRINCIPAL STAFF

MICHAEL S. LEBRUN, GENERAL MANAGER
LISA BOGNUDA, FINANCE DIRECTOR
MICHAEL W. SEITZ, GENERAL COUNSEL
PETER SEVCIK, DIRECTOR OF ENG. & OPS.
JESSICA MATSON, BOARD CLERK

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.

00:00:00

A. CALL TO ORDER AND FLAG SALUTE

President Armstrong called the Regular Meeting of October 14, 2015 to order at 9:00 a.m. and led the flag salute.

00:00:37

B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

At Roll Call, Directors Armstrong, Gaddis, Eby and Woodson were present. Director Blair was absent.

There were no public comments.

00:00:48

C. PRESENTATIONS AND REPORTS

C-1) REPORT ON SEPTEMBER 30, 2015 SPECIAL MEETING CLOSED SESSION Announcement of actions, if any, taken in Closed Session

Michael LeBrun, General Manager, announced that the Board discussed Item I.1(a) from the September 30, 2015 Special Meeting (pending litigation pursuant to GC §54956.9 SMVWCD VS. NCSD) in closed session, but took no reportable action.

Mr. LeBrun also reported that the Board continued performance review of District Legal Counsel and plan to complete the review during Closed Session at today's meeting.

00:01:43

C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS. Receive Announcements and Reports from Directors

Director Eby

- ◇ *The next Blacklake Management Association (BLMA) meeting will take place on October 20th at 2 PM in the community room.*

Director Armstrong

- ◇ *Attended the Water Resources Advisory Council (WRAC) meeting.*

00:02:12

C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE and FILE PRESENTATIONS AND REPORTS

There were no public comments.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

Upon the motion of Director Dan Allen Gaddis and seconded, the Board unanimously approved to receive and file the presentations and reports as submitted.
Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Gaddis, Eby, Woodson, and Armstrong	None	Director Blair

00:02:30

D. CONSENT AGENDA

D-1) WARRANTS

D-2) APPROVE MINUTES OF PREVIOUS BOARD MEETINGS

- SEPTEMBER 30, 2015 SPECIAL MEETING

Director Woodson requested clarification on warrants. Michael LeBrun, General Manager, responded.

There were no public comments.

Upon the motion of Director Ed Eby and seconded, the Board unanimously approved the Consent Agenda.
Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Gaddis, Woodson, and Armstrong	None	Director Blair

E. ADMINISTRATIVE ITEMS

00:03:27

E-1) ESTABLISH PRE-QUALIFICATION POLICY AND APPEALS PROCEDURE FOR SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION RESERVOIR

Peter Sevcik, Director of Engineering & Operations, reviewed the report as presented in the Board packet. Mr. Sevcik answered questions from the Board.

Director Woodson requested staff make edits to the Essential Requirements section of the proposed Resolution.

There were no public comments.

Upon the motion of Director Ed Eby and seconded, the Board unanimously adopted the Resolution as amended.
Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Woodson, Gaddis, and Armstrong	None	Director Blair

RESOLUTION NO. 2015-1389
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING A PRE-QUALIFICATION POLICY AND APPEALS PROCEDURE FOR SUPPLEMENTAL WATER
PROJECT JOSHUA ROAD PUMP STATION RESERVOIR

00:09:31

E-2) VALVE AND MANHOLE ADJUSTMENT CONTRACT FOR SAN LUIS OBISPO COUNTY OVERLAY PROJECT

Peter Sevcik, Director of Engineering & Operations, reviewed the report as presented in the Board packet. Mr. Sevcik answered questions from the Board.

There were no public comments.

Upon the motion of Director Dan Allen Gaddis and seconded, the Board unanimously adopted the Resolution.

Vote 4-0.

YES VOTES	NO VOTES	ABSENT
<i>Directors Gaddis, Eby, Woodson, and Armstrong</i>	<i>None</i>	<i>Director Blair</i>

RESOLUTION NO. 2015-1390
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR VALVE AND MANHOLE ADJUSTMENT FOR COUNTY OF SAN LUIS OBISPO OVERLAY PROJECT TO CALPORTLAND CONSTRUCTION IN THE AMOUNT OF \$61,645 AND AUTHORIZING CONSTRUCTION CONTINGENCY OF \$12,000.

00:12:56

E-3) DOCUMENT HANDLING POLICY AND ELECTRONIC MAIL POLICY

Michael LeBrun, General Manager, reviewed the report as presented in the Board packet. Mr. LeBrun answered questions from the Board.

Mike Seitz, District Legal Counsel, commented that the proposed email policy was similar to a correspondence policy and he will review further for consideration at a future Board meeting.

Director Woodson requested staff make additions to the Records Retention Policy.

There were no public comments.

Upon the motion of Director Craig Armstrong and seconded, the Board unanimously adopted the Resolution, Records Retention Policy, as amended and directed staff to bring the proposed email policy back at a future Board meeting.

Vote 4-0.

YES VOTES	NO VOTES	ABSENT
<i>Directors Armstrong, Woodson, Eby, and Gaddis</i>	<i>None</i>	<i>Director Blair</i>

RESOLUTION NO. 2015-1391
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING RECORDS RETENTION POLICY.

00:34:56

E-4) ANNUAL REVIEW OF CASH RESERVES

Lisa Bognuda, Finance Director, reviewed the report as presented in the Board packet. Ms. Bognuda answered questions from the Board.

There were no public comments.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

Upon the motion of Director Craig Armstrong and seconded, the Board unanimously accepted the staff report.

Vote 4-0.

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Gaddis, Woodson, and Eby	None	Director Blair

00:38:31

F. GENERAL MANAGER'S REPORT

Michael LeBrun, General Manager, reviewed the report as presented in the Board packet. Mr. LeBrun also reported the following:

- *The District received notice that South County Sanitary is starting a new organics diversion program.*
- *The California Special District Association (CSDA) SLO County Chapter meeting will be Friday, October 23rd at Wallace Group. Director Eby will attend.*

Mr. LeBrun answered questions from the Board.

The Board requested that a SLO County Integrated Waste Management Authority representative come speak about their new program at a future meeting.

There were no public comments.

00:51:56

G. COMMITTEE REPORTS

None.

00:54:04

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Woodson

- ◇ *Followed-up regarding the garbage spillover on Joshua Road. Staff will contact the garbage company.*

00:57:24

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH LEGAL COUNSEL RE: ANTICIPATED LITIGATION PURSUANT TO GC §54956.9(B): Heal
2. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
 - a) SMWWCD VS. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).
3. ANNUAL PERFORMANCE REVIEW OF DISTRICT LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54957

00:58:08

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

K. ADJOURN TO CLOSED SESSION

President Armstrong adjourned to closed session at 9:59 a.m.

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 10:59 a.m.

Mike Seitz, District Legal Counsel, announced that the Board discussed Item I.1, heard a report, but took no reportable action.

Mr. Seitz also announced that the Board discussed Item I.2 (a), heard a report, but took no reportable action.

Michael LeBrun, General Manager, reported that the Board discussed and concluded the District Legal Counsel evaluation and announced Counsel is exceeding the Boards' expectations.

ADJOURN

President Armstrong adjourned the meeting at 11:02 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 2 minutes
Closed Session	1 hour
TOTAL HOURS	2 hours 2 minutes

Respectfully submitted,

Michael S. LeBrun, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS
 FROM: MICHAEL S. LEBRUN *msl*
 GENERAL MANAGER
 DATE: OCTOBER 23, 2015

**AGENDA ITEM
 D-3
 OCTOBER 28, 2015**

INVESTMENT POLICY – THIRD QUARTER REPORT

ITEM

Review Investment Policy Third Quarter Report [RECOMMEND ACCEPT]

BACKGROUND

The District's Investment Policy requires the Finance Officer file a quarterly report that identifies the District's investments and their compliance with the policy. The quarterly report is considered by the Board of Directors and is filed with the District's auditor.

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

INVESTMENT POLICY-THIRD QUARTER REPORT 9/30/15

Investment	Institution	Amount of Deposit 9/30/15	Rate of Interest	Quarterly Interest Earned or Accrued 9/30/15	Amount of Deposit 9/30/14	Rate of Interest	Quarterly Interest Earned or Accrued 9/30/14
Public Checking	Rabobank	\$289,773.23	0.00%	\$0.00	\$131,163.31	0.00%	\$0.00
Savings-Improvement Bonds	Rabobank	\$207,911.33	0.20%	\$101.39	\$172,973.16	0.26%	\$109.71
Savings-Performance Bonds	Rabobank	\$201,187.84	0.20%	\$98.20	\$200,734.65	0.26%	\$127.32
Savings-NMWCA Fees (1)	Rabobank	\$467,198.26	0.20%	\$234.01	n/a	n/a	n/a
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$16,056,401.54	0.32%	\$13,478.26	\$20,290,540.87	0.24%	\$12,508.56

n/a = not applicable

(1)=account opened 12/11/14 – funds transferred from Public Checking

RECOMMENDATION

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report by motion and minute order and direct staff to file the Report with District Auditor.

ATTACHMENTS

None