

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: FEBRUARY 18, 2016

AGENDA ITEM

C

FEBRUARY 24, 2016

PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) REPORT ON PREVIOUS MEETING CLOSED SESSION
Announcement of actions, if any, taken during Closed Session at previous Board Meeting
- 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
- C-3) 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: MARIO IGLESIAS
GENERAL MANAGER
DATE: FEBRUARY 18, 2016

**AGENDA ITEM
C-1
FEBRUARY 24, 2016**

CLOSED SESSION REPORT

ITEM

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

BACKGROUND

The February 10, 2016 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).
 - b) HEAL VS. NCSD (SAN LUIS OBISPO COUNTY CASE NO CV 15-0539)
 - c) INTERINSURANCE EXCHANGE OF THE AUTO CLUB (AN INTERINSURANCE EXCHANGE) VS. NCSD ET.AL. SAN LUIS OBISPO SUPERIOR COURT CASE NO. 15CV3808

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

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: FEBRUARY 18, 2016

AGENDA ITEM
D
FEBRUARY 24, 2016

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 FEBRUARY 10, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVAL]

TO: BOARD OF DIRECTOR

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: FEBRUARY 19, 2016

**AGENDA ITEM
D-1
FEBRUARY 24, 2016**

PAGE ONE

HAND WRITTEN CHECKS

02-10-15 20469 VERIZON WIRELESS
02-10-15 20470 CSDA SLO CHAPTER
02-24-16 20471 RICHARD MALVAROSE
02-24-16 20472 MARK SCHWIND
02-24-16 20473 GAIL STEELE
VOIDS - NONE

TOTAL COMPUTER CHECKS
\$159,325.68
CELL SERVICE/EQUIPMENT \$866.59
ANNUAL MEETING \$240.00
WASHER REBATE \$75.00
WASHER REBATE \$75.00
WASHER REBATE \$75.00

COMPUTER GENERATED CHECKS

25350	02/12/16	EMP01	EMPLOYMENT DEVELOP DEPT	93.72	.00	93.72	B60208	STATE INCOME TAX
				1450.99	.00	1450.99	1B60208	STATE INCOME TAX
			Check Total.....:	1544.71	.00	1544.71		
25351	02/12/16	MID01	RABOBANK-PAYROLL TAX DEPO	355.00	.00	355.00	B60208	FEDERAL INCOME TAX
				41.18	.00	41.18	1B60208	MEDICARE (FICA)
				4927.16	.00	4927.16	2B60208	FEDERAL INCOME TAX
				62.00	.00	62.00	3B60208	FICA
				1315.98	.00	1315.98	4B60208	MEDICARE (FICA)
			Check Total.....:	6701.32	.00	6701.32		
25352	02/12/16	MID02	RABOBANK-DIRECT DEPOSIT	34491.88	.00	34491.88	B60208	NET PAY
25353	02/12/16	PER01	PERS RETIREMENT	.00	.00	.00	B60208	PERS PAYROLL REMITTANCE
				8799.71	.00	8799.71	1B60208	PERS PAYROLL REMITTANCE
			Check Total.....:	8799.71	.00	8799.71		
25354	02/12/16	STA01	CALPERS 457 DEFERRED COMP	2000.00	.00	2000.00	B60208	457 DEFERRED COMP
025355	02/24/16	AME02	AMERICAN INDUSTRIAL SUPPL	154.22	.00	154.22	290252	SS BUSHINGS, NIPPLES, TEE
				204.48	.00	204.48	290308	PLASTIC BINS, HOLES AW, C
			Check Total.....:	358.70	.00	358.70		
025356	02/24/16	AME03	AMERI PRIDE	219.32	.00	219.32	01562094	UNIFORMS
				215.46	.00	215.46	501567293	UNIFORMS
			Check Total.....:	434.78	.00	434.78		
025357	02/24/16	AQU01	AQUA-METRIC SALES CO.	14579.78	.00	14579.78	0059597	WATER METERS
025358	02/24/16	ATT01	AT&T	52.60	.00	52.60	7592223	TELEPHONE
				324.19	.00	324.19	7592224	TELEPHONE
				417.72	.00	417.72	7592225	TELEPHONE
				1040.73	.00	1040.73	7661277	TELEPHONE
			Check Total.....:	1835.24	.00	1835.24		
025359	02/24/16	BRE02	BRENNTAG PACIFIC INC.	601.66	.00	601.66	598407	SODIUM HYPOCHLORITE
025360	02/24/16	CAL03	CALIFORNIA ELECTRIC SUPPL	133.84	.00	133.84	636346	TIME DELAY FUSES
				231.13	.00	231.13	636347	RELAY, CONTROL
				129.70	.00	129.70	637904	AUXILIARY CONTACTOR
				15.16	.00	15.16	638472	LIGHT BULBS
			Check Total.....:	509.83	.00	509.83		
025361	02/24/16	CAN02	CANNON CORPORATION	679.50	.00	679.50	60543	WOODGREEN LS REHAB
				1801.17	.00	1801.17	60544	NIPOMO PALMS LS REHAB
			Check Total.....:	2480.67	.00	2480.67		
025362	02/24/16	CAR04	CAR QUEST AUTO PARTS	29.79	.00	29.79	825228	DIESEL EXHAUST FLUID
025363	02/24/16	CLE06	CNSSL0 INC	1176.96	.00	1176.96	21367	COMPREHENSIVE SECURITY SU
				1350.00	.00	1350.00	21441	SERVER RACK FOR YARD
				2535.00	.00	2535.00	21466	MONTHLY COMPUTER SUPPORT
			Check Total.....:	5061.96	.00	5061.96		

**AGENDA ITEM D-1 Warrants
FEBRUARY 24, 2016**

025364	02/24/16	COR04	CORIX WATER PRODUCTS (US)	248.98 260.70	.00 .00	248.98 268.70	613001939 613002431	METER BOX LIDS SAFTEY GLOVES
			Check Total.....:	517.68	.00	517.68		
025365	02/24/16	CRY01	CRYSTAL SPRINGS	30.30	.00	30.30	FEB2016	DISTILLED WATER
025366	02/24/16	ELE03	ELECTRICRAFT, INC.	420.00 203.00	.00 .00	420.00 203.00	9260 9282	REPLACE CIRCUIT BREAKERS- TROUBLESHOOT MOTOR OVERLO
			Check Total.....:	623.00	.00	623.00		
025367	02/24/16	FGL01	FGL ENVIRONMENTAL	48.93	.00	48.93	680250	LAB TESTS
025368	02/24/16	FRA02	FRANK'S LOCK AND KEY	75.00	.00	75.00	40672	REPAIR DROP BOX
025369	02/24/16	GAD02	GADDIS, DAN	36.86	.00	36.86	B60217	TRAVEL REIMBURSEMENT
025370	02/24/16	HAC01	HACH COMPANY	456.87 2090.09	.00 .00	456.87 2090.09	9775707 9787552	CHEMKEY TRAY CHEMKEY PACKS
			Check Total.....:	2546.96	.00	2546.96		
025371	02/24/16	IGL01	MARIO IGLESIAS	5997.96 65.00	.00 .00	5997.96 65.00	B60218 FEB2016	MOVING EXPENSE REIMBURSEM CELL PHONE REIMBURSEMENT
			Check Total.....:	6062.96	.00	6062.96		
025372	02/24/16	INT02	INTEGRATED INDUSTRIAL SUP	109.65 21.29 159.62	.00 .00 .00	109.65 21.29 159.62	36938 36994 37014	DISPOSABLE GLOVES HEX HEAD PLUGS PIPE, ADAPTER, COUPLING,
			Check Total.....:	290.56	.00	290.56		
025373	02/24/16	JAM02	JAMES MARTA & COMPANY	1500.00	.00	1500.00	9385	PROFESSIONAL SERVICE
025374	02/24/16	MOR02	MORE OFFICE SOLUTIONS	118.75 75.71 449.67	.00 .00 .00	118.75 75.71 449.67	1139734 1146075 1148178	COLOR/B&W COPIES COLOR/B&W COPIES COLOR/B&W COPIES
			Check Total.....:	644.13	.00	644.13		
025375	02/24/16	NEW06	RUSS NEWMAN	685.60	.00	685.60	B60217	TRAVEL REIMBURSEMENT - TR
025376	02/24/16	NIP08	NIPOMO CSD	428.14 61.84 58.12	.00 .00 .00	428.14 61.84 58.12	FEB2016A FEB2016B FEB2016C	BLWWT 805 ALTA VISTA - DOMESTIC 805 ALTA VISTA - IRR
			Check Total.....:	548.10	.00	548.10		
025377	02/24/16	OFF01	OFFICE DEPOT	277.45	.00	277.45	651637001	OFFICE SUPPLIES
025378	02/24/16	PER04	PERRY'S ELECTRIC MOTORS	15.12 10123.48	.00 .00	15.12 10123.48	19004 19005	ELECTRIC MOTOR GREASE SERVICE AND REPAIR FOR PU
			Check Total.....:	10138.60	.00	10138.60		
025379	02/24/16	POL02	POLYDYNE, INC.	570.83	.00	570.83	1026764	CLARIFLOC
025380	02/24/16	POO01	POOR RICHARD'S PRESS	110.26 179.45 351.73 865.73	.00 .00 .00 .00	110.26 179.45 351.73 865.73	269550A 269550B 269551A 269551B	MAILING LATE NOTICES POSTAGE FOR LATE NOTICES MAILING BILLS POSTAGE FOR BILLS
			Check Total.....:	1507.17	.00	1507.17		
025381	02/24/16	PRI02	PRICE, POSTEL & PARMA, LL	1324.80	.00	1324.80	127989	WATER INTERTIE PROJECT
025382	02/24/16	SHI01	SHIPSEY & SEITZ, INC	10189.55	.00	10189.55	108248	LEGAL SERVICES THROUGH 01
025383	02/24/16	THE02	THE TRIBUNE SLO CO NEWSPAP	686.07	.00	686.07	JAN2016	PUBLIC NOTICE FOR BIDS
025384	02/24/16	TYL01	TYLER TECHNOLOGIES, INC.	125.00 156.25	.00 .00	125.00 156.25	147052 148548	TYLER IMPLEMENTATION TYLER IMPLEMENTATION
			Check Total.....:	281.25	.00	281.25		
025385	02/24/16	TYL02	TYLER BUSINESS FORMS	864.37	.00	864.37	237340	CHECKS
025386	02/24/16	UPS01	UPS STORE #6031	38.46	.00	38.46	5458	PACKAGE DELIVERY
025387	02/24/16	USA01	USA BLUEBOOK	249.80 6205.61 324.67	.00 .00 .00	249.80 6205.61 324.67	862333 865869 865892	OXYGEN STANDARD, BUFFER S PRESSURE TRANSMITTER DISP SECURITY LOCKS, PIPETTE
			Check Total.....:	6780.08	.00	6780.08		
025388	02/24/16	WAL01	WALLACE GROUP	170.00 153.75	.00 .00	170.00 153.75	40938 40994	FOG CONTROL PROGRAM FOG INSPECTION
			Check Total.....:	323.75	.00	323.75		
025389	02/24/16	PGE01	P G & E	33303.19	.00	33303.19	021716	ELECTRICITY

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: FEBRUARY 18, 2016



**AGENDA ITEM
D-2
FEBRUARY 24, 2016**

**APPROVE FEBRUARY 10, 2016
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. February 10, 2016 draft Regular Board Meeting Minutes

February 24, 2016

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

DRAFT REGULAR MINUTES

FEBRUARY 10, 2016 AT 9:00 A.M.

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

BOARD of DIRECTORS

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

PRINCIPAL STAFF

MARIO IGLESIAS, 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.
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00:00:00 A. CALL TO ORDER AND FLAG SALUTE

President Armstrong called the Regular Meeting of February 10, 2016 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, all Directors were present.

There were no public comments.

C. PRESENTATIONS AND REPORTS

00:00:45 C-1) PRESENT A RESOLUTION OF APPRECIATION TO FORMER GENERAL MANAGER MICHAEL S. LEBRUN

President Armstrong introduced former District General Manager, Michael S. LeBrun, and commended him for his service to the District.

Vicki Jansen, District Director for Assemblyman Katcho Achadjian, presented Mr. LeBrun with a Resolution for his service.

County 4th District Supervisor, Lynn Compton, presented Mr. LeBrun with a Resolution for his service.

President Armstrong presented Mr. LeBrun with a Resolution of Appreciation for his dedicated service to the District.

The following members of the public spoke:

Michael S. LeBrun, former District General Manager, commented on the presentations and thanked the Board and public for the recognition.

President Armstrong called a recess at 9:15 a.m.

President Armstrong called the meeting back into session at 9:52 a.m.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

00:11:18

C-2) REPORT ON PREVIOUS MEETING CLOSED SESSION

Announcement of actions, if any, taken during Closed Session at previous Board Meeting

Mike Seitz, District Legal Counsel, announced that the Board discussed Item I.1(a) from the January 27, 2016 Regular Meeting (Conference with District Legal Counsel re: pending litigation pursuant to GC §54956.9 SMVWCD VS. NCSD) in closed session, heard a report but took no reportable action.

Mr. Seitz reported that the Board discussed Item I.1(b), 1(c), and 1(d), heard a report but took no reportable action.

Mr. Seitz also reported that the Board discussed Item I.2, voted unanimously to reject the claim and directed the General Manager to prepare and send the rejection notice.

00:12:06

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

Director Eby

- ◇ February 3, Attended the Water Resources Advisory Council (WRAC) meeting.

Director Gaddis

- ◇ February 3, Attended the Regional Water Management meeting where they discussed new Proposition 1 funds and the central coast funding area.
- ◇ February 3, Attended the Water Resources Advisory Council (WRAC) meeting.

Director Armstrong

- ◇ February 3, Attended the Water Resources Advisory Council (WRAC) meeting.

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.

*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 5-0.*

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

00:17:23

D. CONSENT AGENDA

D-1) WARRANTS

D-2) APPROVE MINUTES OF PREVIOUS BOARD MEETINGS

- JANUARY 27, 2016 REGULAR MEETING

D-3) SUPPLEMENTAL WATER PROJECT PHASE I, CONSIDER REQUEST FOR PARTIAL RELEASE OF RETENTION

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
REGULAR MEETING
MINUTES

There were no public comments.

Directors Woodson, Gaddis and Blair asked questions regarding the warrants. Lisa Bognuda, Finance Director, and Peter Sevcik, Director of Engineering & Operations, responded.

*Upon the motion of Director Dan Woodson and seconded, the Board unanimously approved the Consent Items.
Vote 5-0.*

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

E. ADMINISTRATIVE ITEMS

00:23:18

E-1) REVIEW BOARD BY-LAWS AND POLICIES AND PROPOSE EDITS FOR CONSIDERATION

Mario Iglesias, General Manager, reviewed the report as presented in the Board packet.

Mike Seitz, District Legal Counsel, commented that there were no laws passed during 2015 that would require a revision to the By-Laws.

Director Woodson commented on the presence of more than two directors at a public meeting and whether it is a violation of the Brown Act. Mr. Seitz responded that it is not a violation if the meeting is open to the public and no District business is discussed.

Director Eby suggested a non-substantive edit to the By-Laws.

President Armstrong encouraged Board discussion on reducing Regular meetings to once a month. Administrative items needing Board attention are tapering off. The Board discussed the pros and cons of reducing the number of Board Meetings. Mario Iglesias, General Manager, and Lisa Bognuda, Finance Director, answered questions from the Board.

Mr. Iglesias handed out copies of the District's Purchasing Policy to the Board (available for review at the District office).

There were no public comments.

The Board members agreed that the current process for scheduling and cancelling Regular meetings would remain in effect, but directed staff, in an effort to increase efficiencies, to inform the Board Officers of meeting consolidation opportunities throughout the year.

00:42:17

E-2) REVIEW NEW LAWS IMPACTING DISTRICT ADMINISTRATION AND GOVERNANCE

Mike Seitz, District Legal Counsel, reviewed the report as presented in the Board packet. Mr. Seitz answered questions from the Board.

There were no public comments.

00:52:38 F. GENERAL MANAGER'S REPORT

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

- *District groundwater pumping is the lowest it's been thanks to the arrival of supplemental water.*
- *The District's Supplemental Water Project received Project of the Year award from the American Public Works Association (APWA), California Central Coast Chapter and will be nominated at the National level.*
- *The Governor currently has proposed legislation that will extend drought regulation through October 2016.*

Mr. Iglesias answered questions from the Board.

There were no public comments.

00:59:39 G. COMMITTEE REPORTS

Director Gaddis reported that the Finance & Audit Committee met on February 9th and discussed the FY 2016-2017 Budget timeline, a Request for Proposal (RFP) process for audit services, and the District's Cash Reserve Policy. The next meeting is scheduled for March 7, 2016.

01:00:46 H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby

- *Requested the Board re-visit the Intent-to-Serve (ITS) Policy at a future meeting.*

01:01:33 I. CLOSED SESSION ANNOUNCEMENTS

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).
 - b) HEAL VS. NCSD (SAN LUIS OBISPO COUNTY CASE NO CV 15-0539)
 - c) INTERINSURANCE EXCHANGE OF THE AUTO CLUB (AN INTERINSURANCE EXCHANGE) VS. NCSD ET.AL. SAN LUIS OBISPO SUPERIOR COURT CASE NO. 15CV3808

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

K. ADJOURN TO CLOSED SESSION

President Armstrong adjourned to closed session at 10:52 a.m.

Nipomo Community Services District
REGULAR MEETING
MINUTES

L. OPEN SESSION
ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 11:12 a.m.

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

ADJOURN

President Armstrong adjourned the meeting at 11:13 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 16 minutes
Closed Session	20 minutes
TOTAL HOURS	1 hour 36 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date