

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: MARCH 4, 2022



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Directors

- C-2) 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: MARCH 4, 2022

AGENDA ITEM

D

MARCH 9, 2022

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 23, 2022, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) DECLARE 2007 FORD ESCAPE SURPLUS AND AUTHORIZE SALE [RECOMMEND
DECLARE 2007 FORD ESCAPE SURPLUS AND AUTHORIZE STAFF TO DISPOSE
OF BY SALE]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 

FROM: LISA BOGNUDA 
FINANCE DIRECTOR

DATE: MARCH 4, 2022

AGENDA ITEM
D-1(A)
MARCH 9, 2022

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$122,977.19
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

Item D-1(A) Warrants MARCH 9, 2022

Nipomo Community Services District

By Payment Number

Payment Dates 03/09/2022 - 03/09/2022

Vendor Name	Description	Payable Number	Payment Date	Amount
Payment: 8166				
Abalone Coast Analytical, Inc.	Lab tests	5488	03/09/2022	6,764.70
Payment 8166 Total:				6,764.70
Payment: 8167				
Allweather Landscape Maintenance,	LMD	43324	03/09/2022	325.00
Payment 8167 Total:				325.00
Payment: 8168				
Amazon Capital Services, Inc.	Check endorser	1C1C-HJ9F-3THR	03/09/2022	975.63
Amazon Capital Services, Inc.	Masks	1J6Q-W17R-FYCM	03/09/2022	81.44
Payment 8168 Total:				1,057.07
Payment: 8169				
AT&T	Telephone	17799766	03/09/2022	220.94
AT&T	Telephone	9391035886	03/09/2022	27.79
AT&T	Telephone	9391035888	03/09/2022	297.56
Payment 8169 Total:				546.29
Payment: 8170				
CalPortland Construction	Gravel blend	95358774	03/09/2022	484.64
Payment 8170 Total:				484.64
Payment: 8171				
Carquest Auto Parts	Vehicle	7314-1290262	03/09/2022	118.90
Payment 8171 Total:				118.90
Payment: 8172				
Charter Communications	Internet - Shop and/or0224495022022		03/09/2022	734.20
Payment 8172 Total:				734.20
Payment: 8173				
Charter Communications	Internet - Shop and/or0225708022222		03/09/2022	734.20
Payment 8173 Total:				734.20
Payment: 8174				
Clever Ducks	Computer expense	31995	03/09/2022	3,939.94
Payment 8174 Total:				3,939.94
Payment: 8175				
DataProse, LLC	Postage	DP2200432B	03/09/2022	1,877.19
DataProse, LLC	Mail Bills	DP2200432A	03/09/2022	533.93
Payment 8175 Total:				2,411.12
Payment: 8176				
Electricraft, Inc.	Electrical	17108	03/09/2022	710.57
Payment 8176 Total:				710.57
Payment: 8177				
Executive Janitorial	Janitorial services	83089	03/09/2022	780.00
Payment 8177 Total:				780.00
Payment: 8178				
Farm Supply Company	Operating supplies	83227	03/09/2022	135.02
Payment 8178 Total:				135.02
Payment: 8179				
FGL Environmental	Lab tests	280028A	03/09/2022	768.00
Payment 8179 Total:				768.00
Payment: 8180				
Frontier Communications	BL phone	FEB 2022	03/09/2022	58.75
Payment 8180 Total:				58.75

Item D-1(A) Warrants MARCH 9, 2022

Payment Dates: 03/09/2022 - 03/09/2022

Vendor Name	Description	Payable Number	Payment Date	Amount
Payment: 8181				
GLM Landscape Management	Landscape	Feb 2022	03/09/2022	1,518.70
Payment 8181 Total:				1,518.70
Payment: 8182				
Great Western Alarm and	Alarm monitoring	220202107101	03/09/2022	70.00
Great Western Alarm and	Alarm monitoring	220200640101	03/09/2022	37.00
Great Western Alarm and	Alarm monitoring	220202062101	03/09/2022	70.00
Payment 8182 Total:				177.00
Payment: 8183				
Home Depot Credit Services Dept.	Operating supplies	4610960	03/09/2022	73.69
Home Depot Credit Services Dept.	Operating supplies	1521016	03/09/2022	43.36
Payment 8183 Total:				117.05
Payment: 8184				
Iconix Waterworks (US) Inc.	Operating supplies	U2216008671	03/09/2022	69.60
Payment 8184 Total:				69.60
Payment: 8185				
Integrated Industrial Supply, Inc.	Gloves	82290	03/09/2022	281.75
Payment 8185 Total:				281.75
Payment: 8186				
Mechanics Bank	Petty Cash	MARCH 2022	03/09/2022	169.66
Payment 8186 Total:				169.66
Payment: 8187				
Miner's Ace Hardware	Supplies	FEB 2022	03/09/2022	750.63
Payment 8187 Total:				750.63
Payment: 8188				
Mission Uniform Service	Uniforms	516514573	03/09/2022	183.70
Payment 8188 Total:				183.70
Payment: 8189				
Newton Geo-Hydrology Consulting	Litigation Support	FEB 2022	03/09/2022	3,653.75
Payment 8189 Total:				3,653.75
Payment: 8190				
NexTraq	GPS subscription	MAR2022	03/09/2022	419.25
Payment 8190 Total:				419.25
Payment: 8191				
Nu-Tech Pest Management	Pest Control	0163650	03/09/2022	265.00
Nu-Tech Pest Management	Rodent Control	0163653	03/09/2022	75.00
Payment 8191 Total:				340.00
Payment: 8192				
Office Depot	Office supplies	229071798001	03/09/2022	299.96
Office Depot	Office supplies	214166608001	03/09/2022	27.52
Office Depot	Office supplies	225789015001	03/09/2022	105.08
Payment 8192 Total:				432.56
Payment: 8193				
R. Baker, Inc.	Work on Blume St	20220218 BLUME	03/09/2022	14,841.91
R. Baker, Inc.	Work on Beverly Drive	20220218 -BEVERLY	03/09/2022	8,544.75
R. Baker, Inc.	Repair Sewer main on	20220216-Vintage	03/09/2022	4,100.00
Payment 8193 Total:				27,486.66
Payment: 8194				
ReadyRefresh by Nestle	Distilled water	FEB 2022	03/09/2022	35.47
Payment 8194 Total:				35.47
Payment: 8195				
Richards, Watson & Gershon	Water Rights	235910	03/09/2022	1,917.50
Payment 8195 Total:				1,917.50

Item D-1(A) Warrants MARCH 9, 2022

Payment Dates: 03/09/2022 - 03/09/2022

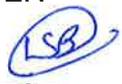
Vendor Name	Description	Payable Number	Payment Date	Amount
Payment: 8196				
Richards, Watson & Gershon	Eureka Well Site	235912	03/09/2022	1,091.50
Payment 8196 Total:				1,091.50
Payment: 8197				
Richards, Watson & Gershon	Dana Reserve Specific	235911	03/09/2022	139.50
Payment 8197 Total:				139.50
Payment: 8198				
Richards, Watson & Gershon	General Legal Services	235909	03/09/2022	9,517.65
Payment 8198 Total:				9,517.65
Payment: 8199				
Simplot Grower Solutions	CAN 17	780148918	03/09/2022	811.24
Payment 8199 Total:				811.24
Payment: 8200				
SoCalGas	Heat - shop/office	FEB 2022A	03/09/2022	67.98
SoCalGas	Heat - shop/office	FEB 2022B	03/09/2022	16.17
Payment 8200 Total:				84.15
Payment: 8201				
Terminix Commercial	Pest Control	416255401	03/09/2022	65.00
Payment 8201 Total:				65.00
Payment: 8202				
Tesco Controls, Inc.	Joshua Road Pump	0075805-IN	03/09/2022	31,995.00
Payment 8202 Total:				31,995.00
Payment: 8203				
Unified Field Services Corporation	Joshua Road Pump	5	03/09/2022	16,240.92
Payment 8203 Total:				16,240.92
Payment: 8204				
US Bank National Association	Employment ads	FEB2022G	03/09/2022	460.00
US Bank National Association	Recording Fees	FEB2022F	03/09/2022	122.98
US Bank National Association	Travel and Meals	FEB2022B	03/09/2022	91.46
US Bank National Association	Software	FEB2022C	03/09/2022	326.00
US Bank National Association	Board meeting	FEB2022A	03/09/2022	21.00
US Bank National Association	Storage Unit	FEB2022D	03/09/2022	218.50
US Bank National Association	Postage	FEB2022H	03/09/2022	27.20
US Bank National Association	Operating supplies	FEB2022I	03/09/2022	840.42
US Bank National Association	Conference calls and	FEB2022E	03/09/2022	35.66
Payment 8204 Total:				2,143.22
Payment: 8205				
USA Bluebook	Moisture balance	881941	03/09/2022	2,912.96
USA Bluebook	Operating supplies	887613	03/09/2022	145.22
Payment 8205 Total:				3,058.18
Payment: 8206				
Voelker, Tyler	Training	FEB2022	03/09/2022	100.00
Payment 8206 Total:				100.00
Payment: 8207				
Wade, Laura	Washer rebate	2/24/2022	03/09/2022	75.00
Payment 8207 Total:				75.00
Payment: 8208				
Waste Connections	Waste collection -	759715U120	03/09/2022	48.60
Waste Connections	Waste collection -	7598377U120	03/09/2022	227.79
Waste Connections	Waste collection -Old	7598029U120	03/09/2022	257.76
Payment 8208 Total:				534.15

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: LISA BOGNUDA
FINANCE DIRECTOR



DATE: MARCH 4, 2022

AGENDA ITEM
D-1(B)
MARCH 9, 2022

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED
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\$13,333.25

Item D-1(B) Warrants MARCH 9, 2022

Nipomo Community Services District

By Payment Number

Payment Dates 03/09/2022 - 03/09/2022

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 47 Cannon Corporation	BL Sewer Consolidation Project	79436	03/09/2022	13,333.25
			Payment 47 Total:	<u>13,333.25</u>



TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER 
DATE: MARCH 4, 2022

AGENDA ITEM
D-2
MARCH 9, 2022

**APPROVE FEBRUARY 23 2022
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 23, 2022 draft Regular Board Meeting Minutes

MARCH 9, 2022

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

FEBRUARY 23, 2022 AT 9:00 A.M.

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

BOARD of DIRECTORS

ED EBY, PRESIDENT
RICHARD MALVAROSE, VICE PRESIDENT
DAN ALLEN GADDIS, DIRECTOR
DAN WOODSON, DIRECTOR
CRAIG ARMSTRONG, DIRECTOR

PRINCIPAL STAFF

MARIO IGLESIAS, GENERAL MANAGER
LISA BOGNUDA, FINANCE DIRECTOR
PETER SEVCIK, DIRECTOR OF ENG. & OPS.
CRAIG STEELE, GENERAL COUNSEL

Mission Statement:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of February 23, 2022, to order at 9:00 a.m. and led the flag salute.

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

President Eby announced Item C-2 would be taken out of order.

C-2) DANA RESERVE EVALUATION PRESENTATION BY MKN ENGINEERS [RECOMMEND RECEIVE AND FILE]

Michael Nunley, from MKN and Associates, presented the item and answered questions from the Board and Staff.

Laurie Tamura, from Urban Planning Concepts, commented on the inclusion of water and wastewater improvements in the EIR.

Rick Sweet, Dana Reserve Consultant, said he had briefly reviewed the report and looks forward to collaborating with District Staff and Michael Nunley on the Dana Reserve.

The following member of the public spoke:

Pam Wilson, NCS D Resident, asked the question of who provides the final approval of the Dana Reserve Project.

Director Eby explained the process.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

C-1) ANNUAL REVIEW OF NIPOMO COMMUNITY SERVICES DISTRICT'S STRATEGIC PLAN [RECEIVE PRESENTATION]

Mario Iglesias, General Manager, presented the item and answered questions from the Board of Directors.

There were no public comments.

C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.

Receive Announcements and Reports from Directors

Director Woodson

- *February 10, attended Blacklake Oversight Committee Meeting*

Director Malvarose

- *February 11, attended Board Officers' meeting*
- *February 11, attended Dana Reserve Ad-Hoc Committee meeting*

Director Eby

- *February 10, Blacklake Oversight Committee Meeting*
- *February 11, attended Dana Reserve Ad-Hoc Committee meeting*
- *February 11, attended Board Officers' meeting*
- *February 12, attended Blacklake Management Association meeting remotely*
- *February 22, attended NMMA Technical Group meeting remotely*

C-4) 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 Gaddis and seconded, the Board unanimously approved receiving and filing presentations and reports.

Vote 5-0.

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

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE FEBRUARY 9, 2022, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) REVIEW BOARD BY-LAWS AND POLICIES AND PROPOSE EDITS FOR CONSIDERATION [RECOMMEND REVIEW OF BY-LAWS AND DIRECT STAFF TO

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

RETURN WITH REVISIONS, IF ANY, FOR FUTURE BOARD APPROVAL OR RECEIVE AND FILE IF NO REVISIONS]

- D-4) ACCEPT SECOND QUARTER FISCAL YEAR 2021-2022 QUARTERLY FINANCIAL REPORT [RECOMMEND RECEIVE AND FILE REPORT]
D-5) ADOPT RESOLUTION TO DIRECT AND AUTHORIZE THE DISTRICT'S DIRECTOR OF ENGINEERING AND OPERATIONS TO PREPARE AN ENGINEER'S ANNUAL LEVY REPORT FOR THE BLACKLAKE STREET LIGHTING DISTRICT [RECOMMEND ADOPT RESOLUTION]

Lisa Bognuda, Finance Director, answered questions from the Board regarding item D-4.

There were no public comments.

Director Eby pulled item D-3 for discussion and suggest changes.

Upon the motion of Director Gaddis and seconded, the Board approved the Consent Agenda items D-1, D-2, D-4, and D-5.

Vote 5-0-0.

Table with 3 columns: YES VOTES, NO VOTES, ABSENT. Row 1: Directors Gaddis, Armstrong, Woodson, Malvarose, and Eby; None; None.

RESOLUTION NO. 2022-1616
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS WITHIN THE BLACKLAKE STREET LIGHTING MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2022-23 AND ORDERING THE PREPARATION OF AN ENGINEER'S REPORT PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 16 OF THE STREETS AND HIGHWAYS CODE

- D-3) REVIEW BOARD BY-LAWS AND POLICIES AND PROPOSE EDITS FOR CONSIDERATION [RECOMMEND REVIEW OF BY-LAWS AND DIRECT STAFF TO RETURN WITH REVISIONS, IF ANY, FOR FUTURE BOARD APPROVAL OR RECEIVE AND FILE IF NO REVISIONS]

Upon the motion of Director Armstrong and seconded, the Board approved item D-3 with typographical corrections made on pages 5 and 12.

Vote 5-0-0.

Table with 3 columns: YES VOTES, NO VOTES, ABSENT. Row 1: Directors Armstrong, Woodson, Gaddis, Malvarose, and Eby; None; None.

President Eby called for a 5-minute break.

E. ADMINISTRATIVE ITEMS

- E-1) LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT SEAT NOMINATION [RECOMMEND CONSIDER NOMINATING A NIPOMO COMMUNITY SERVICES DISTRICT ("District") DIRECTOR TO FILL THE ALTERNATIVE SPECIAL DISTRICT MEMBER SEAT ON LAFCO]

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Director Armstrong nominated Director Eby to fill the alternative Special District Member Seat on LAFCO.

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board voted to nominate Director Eby to fill the alternative Special District Member Seat on LAFCO.
Vote 5-0-0.

Table with 3 columns: YES VOTES, NO VOTES, ABSENT. Row 1: Directors Woodson, Malvarose, Armstrong, Gaddis, and Eby, None, None.

F. GENERAL MANAGER'S REPORT

Mario Iglesias, General Manager, presented the item and answered questions from the Board.

There were no public comments.

G. COMMITTEE REPORTS

Mario Iglesias, General Manager, provided an overview of the Feb. 10: BlacklakeWCSD Oversight Committee – Preparing for BLMA Annual Meeting.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced the Board would move item 2 to next meeting and there would be no closed session.

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

ADJOURN MEETING

President Eby adjourned the meeting at 10:45 a.m.

Table with 2 columns: MEETING SUMMARY, HOURS & MINUTES. Rows: Regular Meeting (1 hour 45 minutes), Closed Session (0 hour 00 minutes), TOTAL HOURS (1 hour 45 minutes).

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board Date

SUBJECT TO BOARD APPROVAL

TO: BOARD OF DIRECTOR
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: FEBRUARY 25, 2022

**AGENDA ITEM
D-3
MARCH 9, 2022**

**DECLARE 2007 FORD ESCAPE SURPLUS
AND AUTHORIZE SALE**

ITEM

Consider request to declare 2007 Ford Escape surplus and authorize disposal by sale.
[RECOMMEND DECLARE 2007 FORD ESCAPE SURPLUS AND AUTHORIZE STAFF TO DISPOSE OF BY SALE]

BACKGROUND

Government agencies that wish to dispose of obsolete equipment and other items need to declare that these items are surplus by the governing board prior to disposal of these items. The District's 2007 Ford Escape is no longer serviceable and staff requests that the Board declare the vehicle surplus and authorize disposal by sale.

FISCAL IMPACT

Development of the staff report required budgeted staff time.

RECOMMENDATION

Staff recommends that the Board declare the 2007 Ford Escape as surplus and authorize staff to dispose of the vehicle by sale.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: MARCH 4, 2022

AGENDA ITEM

E-1

MARCH 9, 2022

**CONSIDER GRANT PROPOSAL FROM THE ACHIEVEMENT HOUSE IN
AMOUNT OF \$34,950 FOR SOLID WASTE REMOVAL IN NIPOMO
COMMUNITY COMMON AREAS**

ITEM

Consider awarding grant funds to Achievement House, Inc. in the amount of \$34,950 for clean-up of solid waste in the Nipomo area. [RECOMMEND APPROVE GRANT FUNDS AND DIRECT STAFF]

BACKGROUND

Achievement House, Inc. provides a variety of services including community based vocational training which encourage and support individuals with disabilities.

Achievement House has provided clean-up services for the community of Nipomo in the past through a Nipomo Community Services District ("District") grant supported by solid waste franchise fees. A pilot program started in 2012 with a combined effort between the Nipomo Chamber of Commerce, Achievement House and the District. In early 2017 the program was discontinued due to irregularities within one of the contract parties, which resulted in the District cancelling the agreement. Since that time your Board has not approved a solid waste program grant request.

As the Nipomo Chamber of Commerce ("Chamber") is no longer in existence as it was when the grant was first created, the District proposes to work directly with the Achievement House. Therefore, the Achievement House would do the work that the Nipomo Chamber of Commerce did: receive and process customer calls, provide written monthly report of activities, and invoice the District for the hours of service provided. The District staff would act as auditor by completing a quarterly audit report to be included in the General Manager's Report to the Board of Directors.

In the past, the clean-up efforts in Nipomo through this program have been well-received by the community in large part to the efforts of the individuals at Achievement House. Below is the history of the grant fund amounts from its inception in 2012 to March 2017, the time at which the District dissolved the agreement with the Chamber.

2012 – \$ 6,556

2013 – \$10,230

2014 – \$24,552

2015 – \$30,000

2016 – \$35,000

2017 – \$ 4,600

Future: \$34,950 (FY 2022-23)

FISCAL IMPACT

Funds to support solid waste services may be allocated from the District solid waste fund. Solid waste reserves are approximately \$465,000. Solid waste net fund revenue from franchise fees is approximately \$16,000 monthly. It is anticipated that the Solid Waste fund will have a balance of over \$500,000 by the end of the fiscal year. Should the Board elect to engage Achievement House, Inc. and start the program in April 2022, the \$9,000 cost for the program in Fiscal Year 2021-22 could be appropriated and have an insignificant impact on the Solid Waste Fund #300 balance.

STRATEGIC PLAN

Goal 8. ADDITIONAL COMMUNITY SERVICES. Staff should focus on meeting the goals and objectives of existing services. Adding new services will be considered on a case-by-case basis and entered into only if funding can be found and existing services are not harmed.

- A.1 SOLID WASTE. Seek to maximize solid waste services for community and build understanding of services like hazardous waste, recycling, etc. and District's role.

RECOMMENDATION

Staff recommends that the Board direct the General Manager to enter into the grant agreement with Achievement House, Inc.

ATTACHMENTS

- A. Achievement House Proposal
- B. Grant Agreement

MARCH 9, 2022

ITEM E-1

ATTACHMENT A



February 3, 2022

Mario Iglesias
General Manager
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Re: Request for Proposal - Trash Pick-up & Removal on a Bi-monthly Schedule

Dear Mario,

Thank you for taking the time to meet with us and for reviewing our proposals for the Nipomo Chamber & Nipomo Rotary contracts.

For the Nipomo Community Services District (District), Achievement House Inc. would like to provide one grounds working crew (4-person) to perform trash pick-up & removal services for the District Monday-Thursday, up to 4 hours per day on a bi-monthly schedule. Services will be provided along the pre-designated zones as defined in the District's Grant Agreement (Agreement), Exhibit A - Scope of Work. The Agreement is for a period of 12 months commencing April 1, 2022, and ending March 31, 2023, with an option to reinstate for continual service years.

April 1, 2022, through March 31, 2023, the rate will be \$78.00 per hour for up to 16 hours per week (\$1,248) approximately twice monthly (26 weeks) or \$32,450 annually plus \$2,500.00 for dumping fees for a total not to exceed the Agreement amount of \$34,950 annually.

If you have any questions, please contact me.

Best Regards,

Courtney Musgrave

Courtney Musgrave
Program Coordinator
Achievement House, Inc.
(805) 938 - 6201
cmusgrave@achievementhouse.org

MARCH 9, 2022

ITEM E-1

ATTACHMENT B

NIPOMO COMMUNITY SERVICES DISTRICT

Community Grant Agreement

THIS GRANT AGREEMENT is made and effective as of April 1, 2022, by and between the NIPOMO COMMUNITY SERVICES DISTRICT (“NCS D”), and the Achievement House, Inc. (“RECIPIENT”). In consideration of the mutual covenants, conditions and undertakings set forth herein, the parties agree as follows:

- 1. RECITALS.** This Agreement is made with respect to the following facts and purposes which each of the parties acknowledge and agree are true and correct:
 - A. NCS D intends to award grant funding to a community-based organization to conduct and supervise the activity specified in Exhibit A, attached hereto and incorporated herein by this reference, within the boundaries of NCS D (“Project”).
 - B. Recipient is a nonprofit organization dedicated to providing vocational & community services, independent from NCS D.
 - C. Recipient is willing to receive grant funds and carry out the project under the terms and conditions specified herein.

- 2. GRANT.** Within 30 days of full execution and delivery of this Agreement to NCS D, NCS D shall provide funding to RECIPIENT in the amount of [Thirty-four Thousand, Nine Hundred and Fifty dollars] (\$34,950) by way of invoice in equal quarterly amounts, with the first invoice and payment in April 2022 and thereafter every 3 months for the Project subject to the provisions of this Agreement (“Grant Funds”).

- 3. USE OF GRANT FUNDS.**
 - A. Recipient shall use the Grant Funds only to support the Project and for no other purposes.
 - B. Grant Funds will be separately accounted for by Recipient any Grant Funds not used by Recipient for the Project shall be returned to NCS D within thirty (30) days following completion of the Project.
 - C. Grant Funds shall not be used for any personal purposes of the Recipient, or to support or oppose any candidates for elected or appointive office or to support or oppose any ballot measure on local or state ballots.

- 4. TERM.** This Agreement shall commence on April 1, 2022, and shall remain and continue in effect until March 31, 2023, unless sooner terminated pursuant to the provisions of this Agreement.

- 5. GRANT REPORT.** Within thirty (30) days following the second quarter invoice June 2022 of the Project, Recipient shall provide to NCS D a quarterly grant report that includes the following information and documentation:

- A. Description of how the grant was used to support and improve the Nipomo community.
- B. The measurable and/or quantifiable impacts attributable to the Grant Funds (e.g., the number of volunteers who participated in the Project, the number of sites cleaned, quantity of waste removed, etc.).

In addition to the information listed here, RECIPIENT must provide any other information requested by NCS D as it relates to the use of the Grant Funds.

6. PAYMENT. Payment will be made to RECIPIENT upon receipt of a fully executed Grant Agreement, and a W9 form.

7. LEGAL RESPONSIBILITIES. Recipient shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement, including without limitation, wage and hour laws, and laws prohibiting harassment and discrimination. Recipient shall at all times observe and comply with all such ordinances, laws and regulations. Recipient shall not cause or permit its employees, contractors, or volunteers to enter into real property or secure identifiable personal property without the consent of the property owner. NCS D and its officers and employees shall not be liable at law or in equity occasioned by failure of Recipient to comply with this Agreement.

8. MODIFICATION OR TERMINATION. NCS D reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds, if it, in NCS D's sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of this Agreement; (2) to protect the purpose and objectives of the Grant Funds; or (3) to comply with any law or regulation applicable to the Grantee, to NCS D, or this Agreement. In the case of misappropriation of Grant Funds or the expenditure of Grant Funds for an improper purpose, NCS D shall have the right to seek refund of such funds by any remedy available at law or equity, and shall be entitled to recover its reasonable costs to recover such funds.

9. NOTICES. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by mail or e-mail to the following addresses:

NCS D: Nipomo Community Services District
148 S. Wilson Street
Nipomo, CA 93444
Attention: Mario Iglesias, General Manager
miglesias@ncsd.ca.gov

RECIPIENT: Achievement House, Inc.
2414 S. Broadway
Santa Maria, CA 93454
Attention: Courtney Musgrave
Email: cmusgrave@achievementhouse.org

10. INDEPENDENT CONTRACTOR.

A. Recipient shall at all times remain as to NCS D a wholly independent contractor. The personnel and volunteers performing the services under this Agreement on behalf of Recipient shall at all times be under Recipient's exclusive direction and control. Neither NCS D nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Recipient or any of Recipient's officers, employees, volunteers, or agents except as set forth in this Agreement. Recipient shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of NCS D.

B. Except for the Grant Funds paid to Recipient as provided in the Agreement, NCS D shall not pay salaries, wages, or other compensation to Recipient or its employees or contractors for performing services hereunder for NCS D. Recipient shall maintain Workers Compensation insurance for its employees as required by applicable law.

11. INDEMNIFICATION. Recipient shall indemnify, protect, defend and hold harmless NCS D, its elected officials, officers, employees, volunteers, and representatives from any and all suits, claims, demands, losses, defense costs or expenses, actions, liability or damages of whatsoever kind and nature which NCS D, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Recipient's negligent or wrongful acts or omissions arising out of or in any way related to the performance or non-performance of this Agreement.

12. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year written above.

NIPOMO COMMUNITY SERVICES DISTRICT

Mario Iglesias, General Manager

RECIPIENT

By: _____
Name:
Title:

By: _____
Name:
Title:

EXHIBIT A
SCOPE OF WORK

Trash Pick-up Bi-Monthly Schedule

Monday

Zone 5 North Frontage Road (Sandydale to Juniper)

Zone 7 Pomeroy (Tefft to Camino Cabillo)

As needed: Orchard Rd (Tefft to Southland)

Tuesday

Zone 6 South Frontage Rd (Tefft to Southland)

Zone 3 Mallagh St to Eve St (Tefft to Eve)

As needed: Division St. from Orchard to S. Frontage, Grande St. from Orchard to S. Frontage

Thursday

Zone 1 Thompson Ave (Knotts to Leaf)

Zone 2 Tefft (Thompson to Hwy 101)

As needed: N. Thompson from Leaf to Willow, Willow Rd from N. Thompson to 101

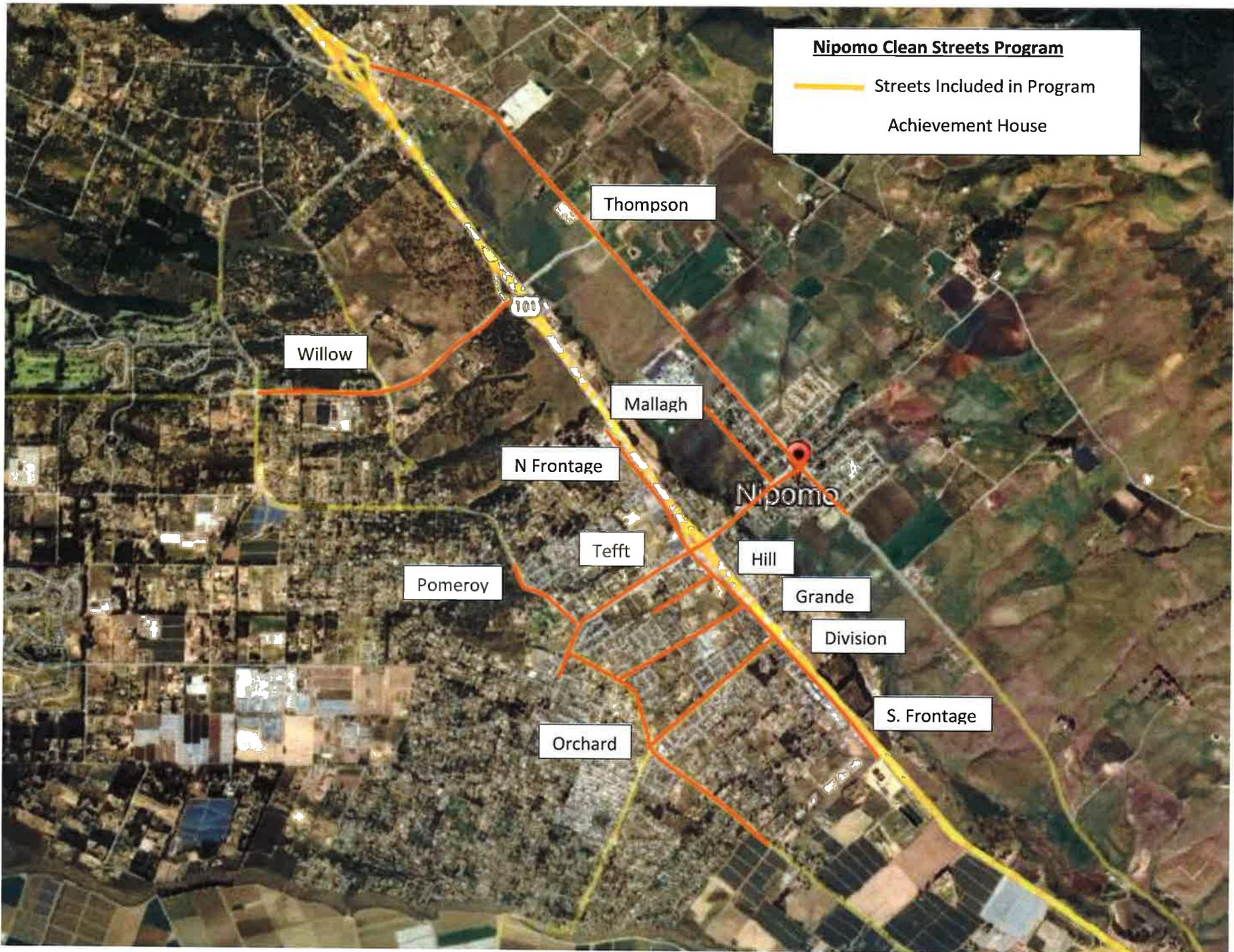
Friday

Zone 4 Tefft (Hwy 101 to Pomeroy)

Zone 8 Tefft (Pomeroy to Hazel)

As needed: Willow from Pomeroy to 101, Hill St. from S. Frontage to Blume)

Any other areas that may be requested on an as needed basis.



Monday



Monday - Zone 5: North Frontage Road (Sandysdale to Juniper)

Monday



Tuesday

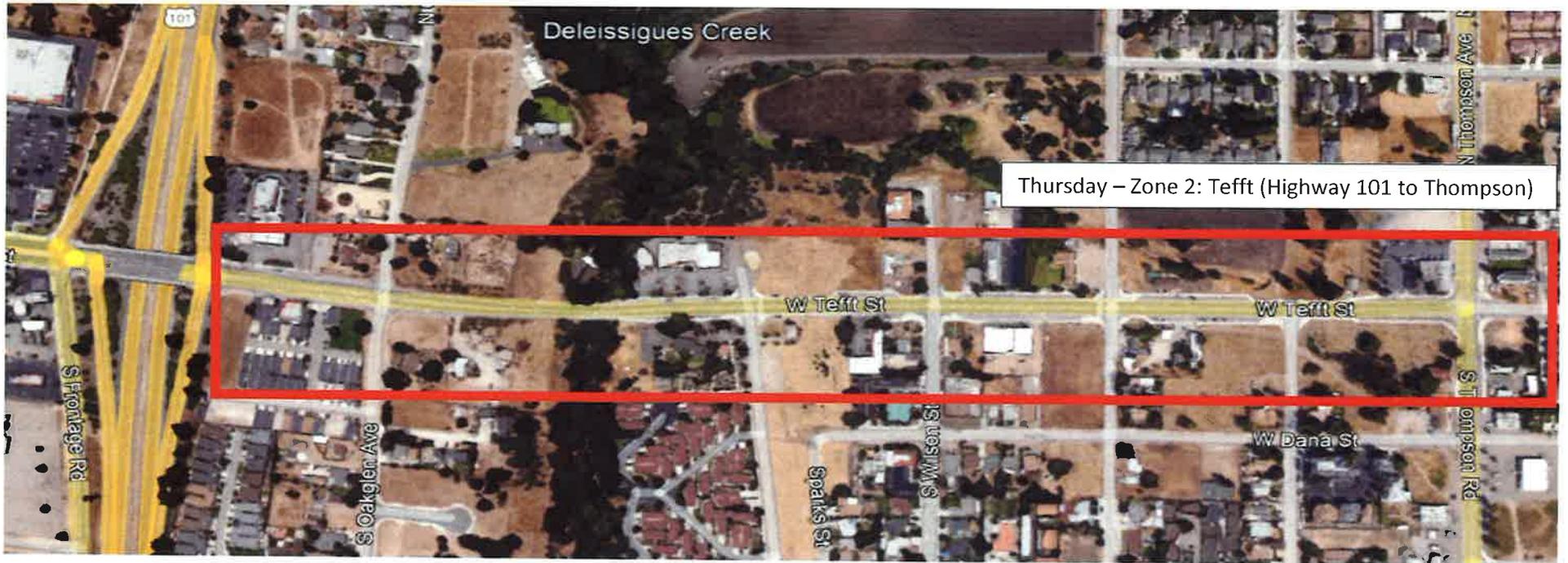




Tuesday - As Needed: Grand (Orchard to Frontage)

Tuesday - As Needed: Division (Orchard to Frontage)

Thursday





Friday





Friday – As Needed: Hill Street (Frontage Rd to Blume Str.)



Friday – As Needed: Willow (Pomeroy to Hwy 101)

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TO: BOARD OF DIRECTORS
 FROM: MARIO IGLESIAS
 GENERAL MANAGER
 DATE: MARCH 4, 2022



AGENDA ITEM
F
MARCH 9, 2022

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is February 20, 2022 through March 5, 2022.*

DISTRICT BUSINESS

Administrative

The District encourages residents to provide reports of any observed water waste. The District also keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks as well as tracking late fee waivers. The table below provides February and Calendar Year-to-date data for these items.

OFFICE ACTIVITIES

	Feb 22	Jan 22 - Feb 22
Reports of Water Waste	0	0
Leak Adjustments	2	4
Leak Adjustment Amount	\$1,142	\$2,125
Late Fee Waivers	0	22
Late Fee Waiver Adjustment Amount	\$0	\$758

Water Resources

	Feb - 22	Jul 21 - Feb 22
Groundwater Production	61.8	572.2
Supplemental Water Imported	<u>76.6</u>	<u>719.0</u>
Total Production	138.4	1,291.2

The District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 138.4 AF for the month of February 2022. This amount of demand is higher than the most recent 7-year average (107.5 AF/Month), but not the highest in that same period. In 2018 and 2020, the demand exceeded 140 AF/Month for the month of February.

NCSD imported 76.6 AF of water over the 28 day period in February, averaging 619 gallons per minute for an average total just under .9 million gallons per day. For fiscal year 2021-22 the District must import at least 1,000 AF (84 AF per month on average) of supplemental water to meet the contractual obligation it has with the City of Santa Maria. The District has imported 719 AF of water for the first eight months of the 12 month period, July 2021 through June 2022. Compared to the District's required 1,000 AF [Contract Amount], the District is 47 AF over the minimum water import requirement for the eight month period July 2021 through February 2022.

NCSD GW Reduction

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each claim 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSWP. Of the 1,000 AF minimum imported water from the City of Santa Maria, 333 AF or 33.33% of the total imported water – whichever is greater – will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 2 below demonstrates the calculus for determining the District's adjusted groundwater pumping reduction.

	Feb-22	Jul 21 – Feb 22
NCSD GW Well Production	61.8	572.2
Purveyor Customer Credit (33.3% of Import Water)	25.5	239.6
NCSD Total Calculated GW Production	87.3	811.8
Average GW Production for 2009-2013	122.0	1,648.7
NCSD Percentage of GW Reduction	28.4%	50.8%

February has been dry with little to no measurable rainfall for the month. It is not surprising that the customer demand is higher than the normal level as compared to the overall average demand. This can be attributed to irrigation demand.

2022 Fiscal Year Groundwater Pumping Forecast

Table 3 projects the District's groundwater pumping reduction for the 2022 Fiscal Year. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the targeted groundwater pumping reduction goal is to pump a total of 1,266 AFY (50% of 2009-2013 average District GW Pumping). July 2021 through February 2022 actual production and March 2021 through June 2021 historic production are combined in this table to provide a projected estimate year end status.

	<i>Feb-22</i>	Year-to-Date Jul-Jun 2022	Target	Over/(Under)	
NCSD GW Well Production	61.8	918.7			
Purveyor Customer Credit (33.3% of Import Water)	25.5	360.8			
NCSD Total Calculated GW Production	87.3	1,279.5	1,266.0	(13)	AcFt
Average GW Production for 2009-2013	122.0	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	28%	49.5%	50.0%		

Each year water demand trends slightly different depending upon the weather, a major factor that drives water consumption. As actual data replaces projected data, the value of the table to provide year-end groundwater reduction targets becomes more reliable and aids staff in recognizing opportunities for shifting water production strategies. Table 3 shows the District falling short of its pumping reduction goals for fiscal year 2022 by approximately 13 AF, representing a half percent shortfall that can be overcome before the end of the fiscal year.

Table 4 compares the previous year's groundwater pumping with the current year's groundwater pumping for the same period.

	<u>Feb-22</u>	<u>Jul 21 -Feb 22</u>	<u>Feb-21</u>	<u>Jul 20-Feb 21</u>
NCSW GW Well Production	61.8	572.2	51.3	670.1
Purveyor Customer Credit (33.3% of Import Water)	<u>25.5</u>	<u>239.6</u>	<u>23.3</u>	<u>237.5</u>
NCSW Total Calculated GW Production	87.3	811.7	74.6	907.6
Average GW Production for 2009-2013	<u>122.0</u>	<u>1,648.7</u>	<u>122.0</u>	<u>1,648.7</u>
NCSW Percentage of GW Reduction	28.4%	50.8%	38.9%	45.0%

Table 4 is showing that even with the current month's significant shortfall, an improving trend towards reducing groundwater pumping is still achievable.

Rainfall Gauge

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
Feb 2022 Total	0.08	0.07
July-2021 through June-2022 (Season Total)	8.69	6.82
Mar 1, 2022 – Mar 4, 2022	<u>0.00</u>	<u>0.00</u>
Total Rainfall to date	8.77	6.89
County Reported Avg. Ann. Year Rainfall	18.0	14.0
2006 - 2020 Avg. Ann. Year Rainfall*	15.39	13.30
2006 - 2020 Median Ann. Rainfall*	12.64	11.30

*Data from County website

Connection Report

Nipomo Community Services District Water and Sewer Connections	END OF MONTH REPORT											
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Water Connections (Total)	4500	4500										
Sewer Town connections	2726	2726										
Sewer Blacklake connections	559	559										
Subtotal	3285	3285										
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	480	481										
Sewer Connections (Total)	3765	3766										
New Water Connections	4	0										
New Sewer Connection	4	0										

The Connection Report as of March 4, 2022

Safety Program

No Safety Incidents to Report

Supplemental Water Capacity Accounting

Summary Since January 25, 2008

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	132	-69.7
Subtotal Net Supplemental Water Available for Allocation	815	430.3
Supplemental Water Assigned (Intent-to-Serve Issued)	177	-93.4
Total Remaining Supplemental Water Available for Allocation	638	336.9

As of March 2, 2022

Other Items

- COVID19 NCSD Response Plan Update [Attachment A]

Meetings (February 20 through March 5)

Meetings Attended (telephonically or in person):

- Feb 20, Holiday – President's Day
- Feb 22, NMMA-TG Meeting
- Feb 22, Eng/Admin Coordination Meeting
- Feb 22, Arrearage Program Meeting
- Feb 22, Personnel Evaluation - Internal
- Feb 23, NCSD Regular Board Meeting
- Feb 23, COP Signing Session
- Feb 23, After-Board Exec. Team Meeting
- Feb 24, Board Member Tour of SWTF & JRPS
- Feb 25, Staff Mtg. - Cust. Service Specialist
- Feb 25, Board Officer Meeting
- Feb 28, Staff Mtg. - Admin Supervisor Mtg.
- Mar 1, BLMA Monthly Meeting
- Mar 2, PG&E Rate Review & Updates
- Mar 2, Personnel Evaluation – Internal
- Mar 2, CSD Monthly Manager's Meeting
- Mar 3, Wastewater COP Closing Meeting
- Mar 3, Community Member Outreach – Board Service
- Mar 3, Dana Reserve Infrastructure Discussion
- Mar 4, Staff Mtg. Customer Service Specialist
- Mar 4, NMMA-TG Purveyor Manager's Meeting

Meetings Scheduled (March 6 through March 12):

Upcoming Meetings (telephonically or in person):

- Mar 7, Staff Mtg. - Admin Supervisor Mtg.
- Mar 8, Eng/Admin Coordination Meeting
- Mar 9, Rotary
- Mar 9, NCSD Regular Board Meeting
- Mar 9, After-Board Exec. Team Meeting
- Mar 10, LAFCO – Coordination Meeting Dana Res.
- Mar 11, Staff Mtg. - Cust. Service Specialist
- Mar 11, Board Officer Meeting

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: March 17 (Thursday) @ 10:00 AM, Conf. Call
- RWMG: April 6th (Wednesday) @ 10:00 AM, Zoom Meeting
- WRAC: April 6th (Wednesday) @ 1:30 PM, Zoom Meeting
- NMMA Manager's Meeting: March 4th (Friday) @ 10:00 AM, Zoom Meeting
- NCSD Board Officer Meeting: March 11th (Friday) @ 10:00 am, NCSD Conf. Rm.

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan

MARCH 9, 2022

ITEM F

ATTACHMENT A

Date: March 9, 2022 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

DISTRICT RESPONSE TO COVID-19, Updated March 5, 2022

New Actions

Mask Mandate Status:

- Effective March 1, 2022, the requirement that unvaccinated individuals mask in indoor public settings will move to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking.
- Universal masking shall remain required in specified high-risk settings.
- After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts.

Mask Required at:

- On public transit
- Emergency[8] shelters and cooling and heating centers
- Healthcare settings (applies to all healthcare settings, including those that are not covered by the State Health Officer Order issued on July 26, 2021)
- State and local correctional facilities and detention centers
- Homeless shelters
- Long Term Care Settings & Adult and Senior Care Facilities

Personnel on Quarantine

Office Personnel: 0

Operational Personnel: 0

Vaccine Update: (No Change)

Ongoing Actions

1. Unvaccinated Employees testing at least once per week
2. Following SLO Co. Masking guidelines (Unvaccinated must wear mask indoors)
3. Following Cal/OSHA guidelines
4. Participate in SLO County EOC Briefings
5. Review SLO County EOC Status Reports
6. Practicing Social Distancing
7. Face coverings are required when employees are in District Buildings when they are away from their work stations
8. Office Rules for Safe Customer Management – CDC Guidance Enforced

Previous Actions

1. For the Month of September, District Staff Tested 44 times (all negative results)
2. Mask Mandate Requirement Update – As of September 1, 2021, masks must be worn indoors at public facilities.
3. COVID19 Rapid Test Kits secured from SLO County at no cost to provide weekly work-place testing.

Date: March 9, 2022 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

4. NCSB Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
5. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
6. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
7. Received directions for FEMA Public Assistance – Cost Tracking Guidance
8. Governor’s Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
9. Wipe-down between shifts
10. Each operator in separate designated vehicle.
11. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
12. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
13. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
14. Trailers for quarantine have been returned – May 1
15. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
16. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
17. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
18. Board Meetings open to the public.
19. County Offices Continued Closed with Appointments provided to some departments as needed.
20. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
21. The customer counter window modifications at the office are completed.
22. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
23. Administrative Office open to public – April 19, 2021
24. Mask Mandate in SLO County (reinstated on September 1st) will be lifted when:
 - a. The county reaches the yellow, “moderate” level of COVID-19 community transmission, as defined by the Centers for Disease Control and Prevention (CDC), and stay there for at least 10 days, and
 - b. Public Health Officer Dr. Penny Borenstein determines that COVID-19 hospitalizations are low and stable and area hospitals are able to meet the needs of patients.
25. County Health provided COVID19 Rapid Test that will get us through January 2022. NCSB requesting additional tests for February and March. The District has sufficient tests to sustain routine testing practices through January 2022.
26. February 16, 2022, Indoor Mask Mandate Lifted in San Luis Obispo County for vaccinated individuals.