

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



## AGENDA ITEM

# F

MARCH 8, 2017

DATE: March 3, 2017

### GENERAL MANAGER'S REPORT

#### ITEM

Standing report to your Honorable Board -- *Period covered by this report is February 18, 2017 through March 4, 2017.*

#### DISTRICT BUSINESS

##### Administrative

The District encourages residents to provide reports of any observed water waste. During the wetter winter months, there are fewer calls about water wasting. February calculations will be presented at the March 22, 2017 Board Meeting.

##### **Office Activities**

	Jan-17	Jul-16/Jan-17
Reports of water waste followed up on	0	2
Leak Adjustments	1	13
Leak Adjustment Amount	\$203	\$3,410

##### Water Resources

February production numbers will be presented at the March 22, 2017 Board Meeting.

##### **1) Total Production (AF)**

	Jan-17	Year to date July-Jan-17
Groundwater Production	19.8	557.5
Supplemental Water Imported	<u>72.9</u>	<u>500.1</u>
Total Production	<u>108.8</u>	<u>985.0</u>

In January 2017, NCSD imported 72.9 AF of water over the 31 day period: averaging 531 gallons per minute for a daily total of over 766,000 gallons per day. For the seven months, July through January, the District imported 500 AF of supplemental water. NCSD is 33 AF over the minimum scheduled take of 467 AF for this time period. For Fiscal Year 2017, NCSD is obligated to take or pay for a minimum of 800 AF from the City of Santa Maria ("CSM"). To import this amount of water, NCSD must average 66.7 AF per month from CSM.

**2) Production vs. 28% State Reduction Target in Acre Feet (AF)**

	Jan-17	Year-to-Date Jul-16/Jan-17
Total Production (Annual Running Average)	92.6	1,077.6
Total Production for 2013	<u>124.0</u>	<u>1,562.2</u>
Reduction	<u>-31.4</u>	<u>-484.6</u>
Percentage Reduction	25.3%	31.0%
State Reduction Mandate	28.0%	28.0%
Difference in Percent Reduction vs. Targeted Reduction	<u>-2.7%</u>	<u>3.0%</u>

For January 2017, the community fell short of the month-to-month State-mandated reduction by 2.7%. However, the cumulative State-mandated reduction was met; there has been a 31.0% reduction to date from cumulative 2013 consumption levels.

**3) Production vs. NMMA Reduction Target for the Period**

	Jan-17	July-16/Jan-17
Total GW Production	19.8	557.5
Average Production for 2009-2013	<u>142.1</u>	<u>1,526.8</u>
Reduction	<u>-105.4</u>	<u>-949.4</u>
GW Reduction Percentage	86.1%	62.2%
Target Reduction per NMMA	50.0%	50.0%
Difference in Percent Reduction vs. Targeted Reduction	<u>36.1%</u>	<u>12.2%</u>

Table 3 does not include the 33.3% purveyor credit. Refer to Table 4 for the calculated groundwater pumping reduction NCS D claims for this time period.

**4) NCS D GW Reduction**

<b>NCS D GW Well Production adding Purveyor Credit</b>	<u>Jan-17</u>	<u>July-16/Jan-17</u>
NCS D GW Well Production	19.8	557.5
Purveyor Customer Credit (33.3% of Import Water)	<u>24.3</u>	<u>141.6</u>
NCS D Total Calculated GW Production	44.0	744.2
Average GW Production for 2009-2013	<u>142.1</u>	<u>1,526.8</u>
NCS D Percentage of GW Reduction	69.0%	51.3%

The District's purveyor customers, GSWC and WMWC, each claim 16.66% (cumulatively 33.33%) of the imported water NCS D brings onto the basin through the NSWP. Of the 800 AF planned to be imported from CSM, 266.6 AF will be credited to these two customers. A portion of this 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 wet water from the District.

The District reduced groundwater pumping by 89% for the month of January compared to the 5-year average (2009-2013). Taking into consideration the above referenced purveyor customer credit the District can claim a cumulative groundwater pumping reduction for the first seven months of fiscal year 2017 of 51.3%. At the current Stage IV level of NMMA's Water Shortage Condition and Response Plan, the District must reduce its dependency on groundwater by 50% for the year, a goal the community has achieved.

**Rainfall Gauge**

Rainfall Summary (Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
February 2017 Total	8.51	6.30
July-2016 through Feb. 28, 2017 (Seasonal Total)	28.76	21.27
<hr/>		
Average Annual Year Rainfall	18	16

**Safety Program**

- No accidents or incidents to report.

**Public Outreach**

- The following Public Outreach Program materials are attached:
  - A summary of recent outreach and education activities
    - District related outreach, advertising and news coverage
    - Press release log
    - Social media traffic summary and website statistics

**Other Items and News of Interest**

1. Supreme Court Rules Private Email Accounts Subject to CPRA [Attachment B]
2. SLO County Board of Supervisors – Hearing of Phillips 66 [Attachment C]
3. SLO County GSA Meeting – March 9<sup>th</sup>, Nipomo High School [Attachment D]
4. SDRMA Notification of Nominations 2017 Election of Board Members [Attachment E]
5. IRWM Final Grant Funding for NSWP Phase 1 received (\$110,000)

**Supplemental Water Capacity Accounting**

The District is not currently accepting applications for new water service.

<b>Supplemental Water Available for Allocation</b>	500	AFY
<b>Supplemental Water Reserved (Will Serve Letters Issued)</b>	-23.2	AFY
<b>Subtotal Net Supplemental Water Available for Allocation</b>	476.8	AFY
<b>Supplemental Water Assigned (Intent-to-Serve Issued)</b>	-189.4	AFY
<b>Total Remaining Supplemental Water Available for Allocation</b>	287.4	AFY

This information is accurate up to January 31, 2017. February 2017 numbers are being calculated and will be reported out at the March 22, 2017, Board Meeting.

**Connection Report**

The Connection Report is current through January 2017. This table is updated the second Board Meeting of the month.

**Nipomo Community Services District**

**Water and Sewer Connections**

	JUL-16	AUG-16	SEP-16	OCT-16	NOV-16	DEC-16	JAN-17
Water Connections (Total)	4352	4355	4365	4365	4367	4368	4364
Sewer Connections (Total)	3137	3139	3149	3149	3153	3154	3154
New Water Connections	0	3	10	0	2	1	-4*
New Sewer Connection	0	2	10	0	4	1	0
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	468	468	468	468	469	469	469

\*4 irrigation meters were shut and locked.

**Meetings (February 19 through March 4)**

*Meetings Attended (telephonically or in person):*

- Feb 20 , President's Holiday
- Feb 21, NMMA Purveyor Managers
- Feb 21, Eng/Admin Bimonthly Meeting
- Feb 21, BLMA Meeting
- Feb 22, Rotary
- Feb 22, Regular Board Meeting
- Feb 22, Public Information Director
- Feb 23, W. McDonald – RWG/NCSD Update
- Feb 23, Management Team Meeting
- Feb 23, Clever Ducks Annual Review
- Feb 24, NMMA-TG Meeting
- Feb 27, Bening Case – P. Lyon
- Feb 27, City of Santa Maria – Shad Springer
- Feb 27, Facilities & Water Resource Committee
- Feb 27, Board Officers
- Feb 27, SCAC

- Feb 28, Tuckfield Rate Plan Review
- Feb 28, Public Information Director
- Feb 28, Management Team
- Mar 1, Rotary
- Mar 1, RWG & Seitz Meeting
- Mar 1, NMMA-TG GW Model
- Mar 3, SLO County PW Director

**Meetings Scheduled (March 5 through March 11):**

- Mar 6, Finance & Audit Committee
- Mar 6, Opterra Engergy – Solar Power Eval.
- Mar 7, Public Information Director
- Mar 7, Eng/Admin Bimonthly Meeting
- Mar 8, Rotary
- Mar 8, Regular Board Meeting
- Mar 8, Management Team Meeting with General Counsel
- Mar 9, Management Team
- Mar 9, SGMA – GSA – Meeting Nipomo High School
- Mar 10, MKN – Blacklake Sewer Master Plan
- Mar 11, Blacklake Annual Meeting

*Water Resource Meetings*

- NMMA-TG: March 24th @ 10:00 AM, NCSD Office
- RWMG: April 5th @ 10:00 AM, SLO Library
- WRAC: April 5th @ 1:30 PM, SLO Library
- NMMA Purveyor Meeting: March 14<sup>th</sup> @ 9:30 AM
- NCMA/NMMA Managers Meeting: April 28<sup>th</sup> @ 1:30

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board

**ATTACHMENTS**

- A. NCSD Outreach Summary
- B. CSDA Supreme Court Ruling – Personal Email Accounts
- C. Notice of Public Hearing – SLO County BOS appeal by Phillips 66
- D. Notice of Public Meeting – GSA Formation, Nipomo High School
- E. SDRMA Notification of Nominations 2017 Election of Board Members

March 8, 2017

ITEM F

ATTACHMENT A

**NCSO Outreach Summary  
March 2017**

<b>Date Started</b>	<b>Outreach</b>	<b>Description</b>	<b>Status</b>	<b>Date Completed</b>
2/2/2016	Blacklake Outreach	Outreach plan for Blacklake Master Plan	In Progress	
10/25/2016	Customer Info Packets	Creation of information packets for new customers	In Progress	
* 2/13/2017	Ad	Conservation ad in 2/17 Adobe	Complete	2/13/2017
* 2/16/2017	Manager's Column	Article for Manager's Column in Adobe Press, pub date 2/24	Complete	2/17/2017
* 2/20/2017	Chamber Email Blast	Conservation Tip for Chamber of Commerce weekly email update	Complete	2/21/2017
9/28/2017	Customer Satisfaction Survey	Analysis of results; recommendations; posted summary online	Complete	2/22/2017
* 2/6/2017	District Newsletter	2017 1st quarter newsletter for February distribution	Complete	2/24/2017
* 2/23/2017	Press Release	Board Approves Agreement for Legal Services	Complete	2/24/2017
2/27/2017	Chamber Email Blast	Conservation Tip for Chamber of Commerce weekly email update	Complete	2/27/2017
2/27/2017	Ad	Conservation ad in 3/3 Adobe	Complete	2/27/2017
* 2/28/2017	E-Newsletter	February E-Newsletter	Complete	2/28/2017
2/17/2017	Social Media	Content posting	Complete	3/2/2017
2/17/2017	Website Updates	Home page; minutes; packets; Board updates; articles; newsletter; compensation report; pay schedule; etc	Complete	3/2/2017
1/3/2017	Rate Study	Outreach plan for 2017 Rate Study	In Progress	
2/21/2017	Public Workshop	Planning for Vista Verde Landscape Maintenance District public meeting	In Progress	
3/1/2017	St. Joseph Festival	Preparation for District booth at event on 3/19	In Progress	

\* Included in Packet



NIPOMO LIBRARY

# Essay contest winners announced, programs planned

The annual Nipomo Library School Essay Contest winner presentations were held at the Nipomo Library on Feb. 9, and the winners were presented a County Commendation Certificate by our Board of Supervisors

**SUSAN GALAZZO** representative, Lynn Compton, medals and cash prizes.

The room was full of proud parents, grandparents, brothers and sisters, as well as two principals, the students' teachers and several Friends of the Nipomo Library members.

The winners are: First Place, Lauren Boersma and Preston Krier; Runner Up, Joe Hunt, Jay Hunt, and Kamren Case; and Honorable Mention, Sasha Perrett, Carli Link-Starck, Bella Gonzalez, Emily Glidden, and Adrianna Dart.

The winners read their essays and delighted the crowd with their intelligence, humor and charm. Congratulations to you all! The Friends of the Nipomo Library would like to thank Susan Gillespie, board president, who spearheads the contest, and all the participating teachers from Dana School, Nipomo School and Dorothea Lange School and their principals. The younger student's, grades kindergarten through third grade, had their essays on display at the library for the last several weeks and the students, as well as all of their entries from the upper grades, also received awards for their entries



The Nipomo Library Essay Contest winners, left to right, are Emily Glidden, Adrianna Dart, Carli Link-Starck, Lauren Boersma, Sasha Perrett, Preston Krier, Kamren Case, Bella Gonzalez, Joe Hunt, and his twin brother, Jay Hunt.

in the contest. Great job students and teachers! The Nipomo Library is excited to have a new branch manager, Heidi LoCascio. She will begin working soon at the library. She comes from the San Luis Obispo Library and we all look forward to meeting her. Please watch for a new face at the library and introduce yourself, so she can begin meeting the patrons and Friends of the Nipomo Library. The Trilogy Art Group Art

Show is opening on Feb. 28 and the display is open to the public during regular library hours. The group is also inviting you, your family and friends to a reception to meet the artists and view the art, on Saturday, March 4, from 2:30 to 4:30 p.m., in the Nipomo Library meeting room. Refreshments will be served. It will be your chance to ask questions of the artists and see the new artwork. All the art

is for sale and the Trilogy Art Group is donating a portion of their sales to the Friends of the Nipomo Library, so please come by, enjoy the art and maybe find a new art piece for your collection, which will also benefit the library. The art display will be held from Feb. 28 - March 31. Upcoming events at the library are the Seed Saver Workshop, being held on March 16, at 3:30 p.m. and a program for

children, ages 10-17 entitled Squishy Circuits, being held on Thursday, April 16, at 3:30 p.m. The children's program does require sign-up, which will begin soon, so mark your calendar and please sign up. Also, a new Silent Auction is coming to the library the month of April and the next Big Book Sale and Treasures Sale will be held on Saturday, May 13. The library is a busy place and we hope to see you there soon.

# Recreational pot operations temporarily banned

County staff told to develop permanent regulations, registry

**MARIJUANA** Nonmedical marijuana operations were temporarily banned in Santa Barbara County on Tuesday by the Board of Supervisors, to allow the staff and board time to adopt a permanent ordinance, including plans for licensing, permitting and tax and fee schedules. In a series of 4-1 votes, the supervisors banned cultivation, packaging and distribution of recreational marijuana and directed staff to bring back an ordinance to regulate the industry for the board to consider as well as a registry of all the cultivation operations in the county.

They also created a short-term ad hoc committee consisting of supervisors Das Williams and Steve Lavagnino to help develop the ordinance, license and permit processes, fees and taxes.

For the time being, staff said the county will keep medical and recreational marijuana regulation separate, but the board could choose to merge the two into a single regulatory process in the future. Staff recommended adopting the temporary ban to have some kind of regulations in place by January 2018; otherwise, the county would lose local control over recreational marijuana and the state would regulate the industry in the county.

Just how to regulate it, though, is a complex issue, which one res-



One spectator in the audience wore a T-shirt that read "I am not a criminal in California," during a hearing by the Board of Supervisors to discuss implementation of Proposition 64 in Santa Barbara County.

ident described as "trying to fly an airplane while building it." County staff said it was unlikely an entire set of permanent regulations could be worked out before the state deadline.

For example, Dennis Boznich, deputy county executive officer, noted in his report to the board that there are 19 categories of state licenses, and 13 of those relate to cultivation. The rest apply to other aspects like processing, transportation and delivery.

"The board could consider licensing or prohibiting any or all use types," he said, noting certain conditions could be attached to various licensing types or the county could have its own different licenses.

However, he and County Coun-

cil Michael C. Ghizoni noted it's unlikely the state will have the ability to start issuing licenses in January 2018, and likely won't be able to until later that year.

Ghizoni said the board could start off with an ordinance regulating recreational marijuana, then move into regulating it through zoning codes.

"There's probably a million different ways we could go after this," Lavagnino said, noting supervisors must come up with something they can live with.

He also pointed out that although the county banned medical marijuana dispensaries in the unincorporated areas, some 50 organizations are dispensing medical marijuana in the county through mobile deliveries.

"Pandora's box has been opened and society has gone off on what will be a very expensive experiment," Supervisor Peter Adam said. "We have to stand aside because we can make it so expensive to close all these down. ... It's out there, it's ubiquitous."

He also pointed out marijuana is still a Class I substance under federal law, and he didn't want it to "back into agriculture" but to be dealt with as a "pharmaceutical product."

"This is a mess and we've got to do the best that we can to protect public safety and enforce the law," Williams said, adding the status quo is not working. "The only way we can regulate it is to permit something."

Most of those who spoke during public comment at the meeting in the board's Santa Maria meeting room favored the county regulating the industry and collecting fees or taxes to cover the cost of enforcement.

Some supported regulation to provide a way to take enforcement action against growing operations that create a nuisance or are not operating in compliance with state and local laws. More than one public speaker pointed out the state had classified marijuana as an agricultural product.

"Unless you apply heat to cannabis, you don't have THC," said Jonathan McKee, referring to the active ingredient. "The Ag Element is how to regulate it."

Several people who are involved in cultivation and other aspects of the industry spoke in favor of the county regulating and taxing the industry, although one noted "extreme taxation" is not the way to

pay for enforcing the regulations. John Thiela, of the Santa Barbara Cannabis Business Council, presented the board with a recommended ordinance that could be used by the county as a template and expressed interest in working with the ad hoc committee.

Several of the speakers urged the board to create a registry of all those working in the industry.

"A local registry is urgently needed to prevent a black market and to recognize legal operations," said Michael Grillo of Elite Garden, which provides products and services to the cannabis industry.

Two people from the cut flower industry said they have struggled for decades, but the medical marijuana industry has given them new opportunities with no increase in water use and they favored permitting all aspects of the industry. But Renee O'Neill, of Tepusquel, said while she is not personally opposed to medical marijuana use, she wants to see strong regulations that provide enforcement of problem operations.

She said there are four illegal cultivation operations in her community, and one has bulldozed oak woodlands, produces light pollution and hards in 50,000 to 60,000 gallons of water a week, 2,000 gallons at a time.

She said her neighbors have been threatened, but the problems can't be resolved because the county has no ordinances to regulate the operations.

Andy Caldwell, who said he only half represented COLAB because the board hasn't discussed the issue, told supervisors he had mixed feelings about recreational marijuana.

# Don't wash money down the drain.

Fixing leaks can save hundreds of gallons.



**SAVE WATER, SAVE MONEY!**

For tips go to our website: [www.ncsd.ca.gov](http://www.ncsd.ca.gov) or social media [f](#) [t](#) [@NipomoCSD](#)



Nipomo Community Services District



[http://santamariatimes.com/news/san\\_luis\\_obispo\\_county\\_news/inside-ncsd-are-you-a-percenter-here-s-what/article\\_7cf1c855-c98b-503f-b44f-36a06afde895.html](http://santamariatimes.com/news/san_luis_obispo_county_news/inside-ncsd-are-you-a-percenter-here-s-what/article_7cf1c855-c98b-503f-b44f-36a06afde895.html)

INSIDE NCSD

## **Inside NCSD: Are you a 2-percenter? Here's what we found out from you**

Feb 22, 2017 Updated Feb 22, 2017

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

Nipomo CSD recently completed a customer satisfaction survey and found 54 percent of its customers believe the rate setting process is not satisfactory. Seventy-eight percent of these same customers rated the district's overall performance as favorable. The cost of service can be a difficult hurdle to overcome when trying to satisfy consumers. The district's rates are built on the predominant principle of charging only what it costs to provide the service. There is no other option.

The survey was not scientific. Statisticians would discount the information altogether because only 2 percent of the total pool of customers responded. Of the District's 4,300 water customers, only 87 people took time to answer the 25 question survey. So what can be learned from this small sample?

If we understand the limits of the information that was made available by the 2 percent that did respond, we can build a profile of this subgroup's sentiments. You as the reader can compare your sentiments against the sentiments of the profiled customers and judge for yourself the value of the data.

Based on the survey's six categories, the profile of the 2-percenter is:

- 1) Concerned with area water supply but satisfied with the District's efforts for securing a reliable source of water;
- 2) Concerned that the cost of service is unreasonable and believe that the District sets rates unfairly;
- 3) Accepting of the water quality at their home;
- 4) Conserved more water this year than in past years and would like to see an end to development and the creation of drought rates for high water users;
- 5) Confident that the District can provide services following an emergency and feels well-informed on District activities;

6) Prefer to receive communications from the District via email and direct mail rather than bill stuffers, social media, and other forms of mass communication.

How do your perceptions compare with this snapshot of respondents? If you're interested in reviewing the questions and the responses, the information can be found on the District's website at [ncsd.ca.gov](http://ncsd.ca.gov).

It may not come close to statistical accuracy, but the survey results do provide some insight. Customers dislike paying for one option. They want to believe a service provider has their best interest in mind. In a competitive world, if that service provider forgets who's paying the bill, the customer can go somewhere else for services. There is the perception that the District charges what it wants without regard to the customer, so the District has work to do to change that perception.

As stewards of the water and wastewater systems, we all have a role. Board members, staff, and customers need to be aware of and engaged in the success of these valued enterprises. Collectively, we cannot fail. Understanding what drives the cost of services is crucial to building trust. Improving and maintaining the unseen infrastructure the community relies on guarantees we leave a lasting legacy for our children so they too can rely on these services.

Until next time...

Mario Iglesias is the general manager of the Nipomo Community Services District. He can be reached by calling 929-1133 or by email at [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov). For more information, visit <http://nipomocsd.com>. Follow NCSD on Facebook or on Twitter @NipomoCSD.

## Currents



**Photos: Stunning spectacle as penguins flock Argentine peninsula**



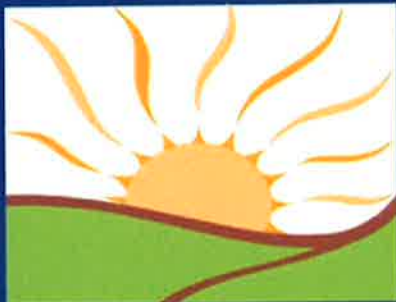
**50 iconic photos to celebrate Black History Month**



**Get a good deal on a bank owned home**

**Jessica Matson**

**From:** Nipomo Chamber of Commerce <info@nipomochamber.org>  
**Sent:** Tuesday, February 21, 2017 12:27 PM  
**To:** Jessica Matson  
**Subject:** Weekly News - February 21, 2017



**Nipomo**  
CHAMBER OF  
COMMERCE

**Weekly News**

**February 21, 2017**

**Luncheon this Thursday!**

Our first luncheon of the year promises to be a doozy with Katcho as our featured speaker. In an effort to bring more value to you, our members, the Chamber is embarking on a number of exciting improvements. One of those is a sorely needed upgrade to our website, making it more user friendly and driving improved business your way. At the end of this column there's a link to take you to the Events page where you may purchase your luncheon tickets and make your menu choice. The site is still under construction, so if you click around you may run across some fake news, but everything should be hunky dory in a few days. Any feedback you may have would be appreciated.

[Click Here for Lunch](#)

**For Info Contact:**

Board of Directors  
[admin@nipomochamber.org](mailto:admin@nipomochamber.org)

**Chamber Hours**

By Appointment

239 W. Tefft St.  
Nipomo, CA 93444

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[info@nipomochamber.org](mailto:info@nipomochamber.org)

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Nipomo Community  
Services District

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[Rotary Club of  
Nipomo](#)

[The Monarch Club](#)

[Obispo Wealth  
Management](#)

Contact us at 805-929-1133 | [www.ncsd.ca.gov](http://www.ncsd.ca.gov) | [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov)



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PO Box 326  
Nipomo, CA 93444

**NIPOMO COMMUNITY SERVICES DISTRICT**

**ELECTED BOARD**

- Dan A. Gaddis, *President*
- Ed Eby, *Vice President*
- Bob Blair, *Director*
- Craig Armstrong, *Director*
- Dan Woodson, *Director*

**STAFF**

- Mario Iglesias, *General Manager*
- Lisa Bognuda, *Finance Director*
- Peter Sevcik, *Director of Engineering and Operations*
- Jessica Matson, *Public Information Director*

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FEBRUARY 2017

# Nipomo Community Services District

Important Information from Nipomo Community Services District • Issue 17

## The Drought is Not Over Conservation Objectives Met; Further Review in the Spring

### U.S. Drought Monitor California

California has received measurable rain over the past couple months. On the central coast we are seeing reservoirs fill up but, for Nipomo, the groundwater level is a better indicator of a healthy water supply. As of February 21st, San Luis Obispo County is still considered to be in a Moderate Drought/Abnormally Dry.

After five consecutive years of below average rainfall, water is absorbed by the ground at a slower rate. We will likely see an improvement in area groundwater levels. However, we will not know how much of an improvement until area Key Wells are measured in the spring. Conservation is still needed.

**February 21, 2017**  
(Released Thursday, Feb. 23, 2017)  
11AM 7 AM EST

Station	1/25/17	2/1/17	2/8/17	2/15/17	2/22/17	2/29/17
Current	49.88	38.34	16.87	4.19	0.06	0.03
Last Week	43.34	30.58	24.19	7.41	0.72	0.20
3-Month Average	12.23	18.47	22.04	18.27	12.88	21.34
5-Year Average	18.87	18.33	18.83	14.02	16.17	16.31
Normal Year	8.00	100.00	100.00	12.27	12.10	23.34
One Year Ago	0.43	19.57	16.38	13.82	10.10	10.43

**Legend:**

- 0-1: Abnormally Dry
- 2: Moderate Drought
- 3: Severe Drought
- 4: Extreme Drought
- 5: Exceptional Drought

**Attribution:**  
The Drought Monitor is a non-profit endeavor of the University of California, Berkeley, and the National Drought Mitigation Center, Iowa State University, and the National Center for Environmental Prediction, NCEP/NOAA.

**Richard Heintz**  
NCEP/NOAA

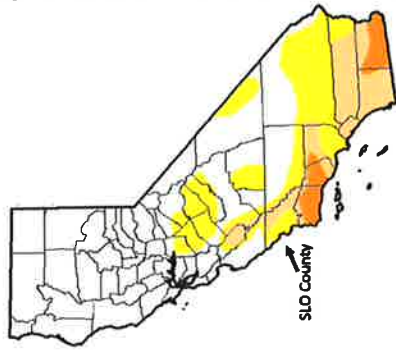
**USDA**  
NCEP/NOAA

**UC**  
NCEP/NOAA

**UC**  
NCEP/NOAA

**UC**  
NCEP/NOAA

<http://droughtmonitor.unl.edu/>



production compared to January 2013.

Thanks to the arrival of supplemental water in July 2015, groundwater pumping during January was 69% lower than the 5-year average for January and 51.3% lower for the July-January period!

The District met its 50% reduction goal set when the Board declared Stage IV water shortage conditions in July. Read more inside about Board action following review of conservation efforts.

**Nipomo Community Services District**

148 S. Wilson St, PO Box 326, Nipomo, CA 93444 | 805-929-1133 | [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov) | [www.ncsd.ca.gov](http://www.ncsd.ca.gov)

**Our Website Has Resources for You**

**CONSERVATION TIPS**

The District's website provides tips on how to reduce water use at home. Visit [www.ncsd.ca.gov](http://www.ncsd.ca.gov) and click on the "Conservation" quick link in the upper right of the home page.

**SIGN UP FOR NEWS AND ALERTS**

Sign up on our website to receive meeting, news, and emergency notifications from the District.

**YOU CAN ALSO CALL OR EMAIL ANY TIME**

As always, if you have any questions, concerns, or feedback, we want to hear from you. Feel free to contact us at [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov) or at 805-929-1133.

**Go to: [www.ncsd.ca.gov](http://www.ncsd.ca.gov)**

**Connect with us:** [f](https://www.facebook.com/nipomocsd) [t](https://www.twitter.com/nipomocsd) [i](https://www.instagram.com/nipomocsd) [y](https://www.youtube.com/nipomocsd) /NipomoCSD

**Students Share Water Conservation Knowledge**

70 Nipomo 3rd-6th grade students shared their water conservation knowledge as part of the District's Fall 2016 Conservation Poster Contest. Students and teachers were recognized by the Board in January. Winning artwork will be displayed at the District office.

**MAKE WASTE DEWASTE**



# Listening to the Community and Planning Ahead

## Board Defers Additional Actions



In January the District's Board of Directors heard the final presentation in a series on the current status of groundwater levels, the District's Water Shortage Response and Management Plan, and active Intent-to-Serve (ITS) letters.

At previous meetings, the Board reviewed the list of ITS letters and the potential water service obligations should the projects be completed. The Board has also monitored water demand from the community and been briefed by the District's geohydrologist on the condition of the groundwater basin.

Staff reviewed the Nipomo Mesa Management Area Technical Group's criteria and the District's current Stage IV water shortage conditions. Thanks to supplemental water and the conservation efforts of the community, the District's groundwater pumping reduced by 51.3% for the Jul 2016 – Jan 2017 period, exceeding the target reduction goal of 50%. January alone experienced a 69% reduction in groundwater pumping.

After discussion and hearing public comment, the Board unanimously agreed that keeping current actions in place and deferring additional actions until well readings are received in the spring best serves the community's interests. Allowing some outdoor irrigation for high-valued landscaping and processing of existing ITS letters will continue until further review late spring/early summer.

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The Nipomo Supplemental Water Project (NSWP) Joshua Road Pump Station Reservoir is nearing completion.

To date the District has dedicated \$2.7 million to the Reservoir.

This phase of the project saw some delays due to a rainy winter, but still remains on schedule. Once complete the Reservoir will be able to hold 500,000 gallons of water imported from the City of Santa Maria.

Completion of the Reservoir is scheduled for late April 2017.

*The NSWP connects the City of Santa Maria's water system with NCSCD's. The completion of the NSWP will fulfill NCSCD's obligation to build pipes and pumps to bring import water onto the Nipomo Mesa. Once complete, the District will have the ability to bring the Court-ordered 2,500 acre feet per year ("AFY") of import water onto the Mesa. The District has a financial plan and a target date of 2022 to secure the project funding needed to complete the project.*

## Save-the-Date

The District invites the public to help celebrate completion of this milestone in the Supplemental Water Project with a ribbon cutting ceremony on Wednesday, May 24, 2017. More information to come.

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

Last fall the District launched its first customer satisfaction survey in an effort to hear from customers on a variety of subjects: Awareness of the District's Water Supply; Perception of Rates; Perception of Water Quality; Individual Water Conservation Behaviors; Sources of Information; and Emergency Preparedness.

Below is a snapshot of community perceptions based on a small sample.

Concerned with area water supply but are satisfied with District's efforts for securing a reliable source of water

Do not feel that the cost of service is reasonable and that the District sets rates fairly

Water quality at their home is acceptable

Conserved more water this year than in past years and would like to see an end to development and drought rates for high water users

Confident that the District can provide services following an emergency

Feel well-informed and prefer communications via email and direct mail

Satisfied with the District overall

As the results are further analyzed, they will be shared with the public. To view the survey results summary, visit the District's website at [www.ncsd.ca.gov](http://www.ncsd.ca.gov).

The District aims to provide quality services for its customers and will continue to provide opportunities for feedback. Suggestions and comments are always welcomed by emailing [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov).



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- Sign up for Auto Pay with the District
- Use your bank's online bill-pay service

## Answers to Frequently Asked Questions

**Jessica Matson**

---

**From:** Nipomo CSD <info=ncsd.ca.gov@mail250.atl101.mcdlv.net> on behalf of Nipomo CSD <info@ncsd.ca.gov>  
**Sent:** Tuesday, February 28, 2017 3:15 PM  
**To:** Jessica Matson  
**Subject:** Quarterly Newsletter: The Drought is Not Over



Tuesday, February 28, 2017

[View this email in your browser](#)



[Click here to view the whole newsletter](#)





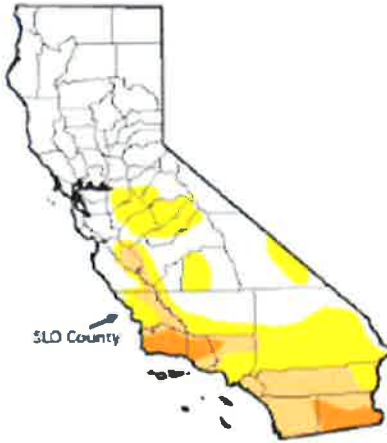
# Nipomo Community Services District

Important Information from Nipomo Community Services District • Issue 17

## The Drought is Not Over

Conservation Objectives Met; Further Review in the Spring

### U.S. Drought Monitor California



California has received measurable rain over the past couple months. On the central coast we are seeing reservoirs fill up but, for Nipomo, the groundwater level is a better indicator of a healthy water supply. As of February 21st, San Luis Obispo County is still considered to be in a Moderate Drought/Abnormally Dry.

After five consecutive years of below average rainfall, water is absorbed by the ground at a slower rate. We will likely see an improvement in area groundwater levels. However, we will not know how much of an improvement until area Key Wells are measured in the spring. Conservation is still needed.

District customer's conservation efforts have been strong overall. In January the District produced 92 acre feet or about 30 Million gallons of water to meet customer demand. This equates to a 25.3% reduction in overall

production compared to January 2013.

Thanks to the arrival of supplemental water in July 2015, groundwater pumping during January was **69% lower** than the 5-year average for January and **51.3% lower** for the July-January period!

The District met its 50% reduction goal set when the Board declared Stage IV water shortage conditions in July. Read more inside about Board action following review of conservation efforts.

February 21, 2017  
(Observed Thursday, Feb 23, 2017)  
Time: 7:30 AM PST

	STATION CONTOUR (INCHES PER YEAR)				
	0.00	0.50	1.00	1.50	2.00
Observed	0.00	0.14	0.27	0.40	0.53
5-Year Mean (1981-2010)	0.04	0.18	0.31	0.44	0.57
3-Month Avg. (1981-2010)	0.00	0.12	0.24	0.37	0.50
10-Year Normal (1981-2010)	0.00	0.12	0.24	0.37	0.50
10-Year Avg. (1981-2010)	0.00	0.12	0.24	0.37	0.50
10-Year Avg. (1981-2010)	0.00	0.12	0.24	0.37	0.50

Legend:  
 0.00-0.49: Moderate Drought  
 0.50-0.99: Severe Drought  
 1.00-1.49: Extreme Drought  
 1.50-1.99: Very Extreme Drought  
 2.00-2.49: Exceptional Drought

ALERT:  
 Higher values  
 indicate drier



<http://droughtmonitor.unl.edu/>

**Nipomo Community Services District**  
 148 S. Wilson St, PO Box 526, Nipomo, CA 93444 | 805-929-1133 | [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov) | [www.ncsd.ca.gov](http://www.ncsd.ca.gov)

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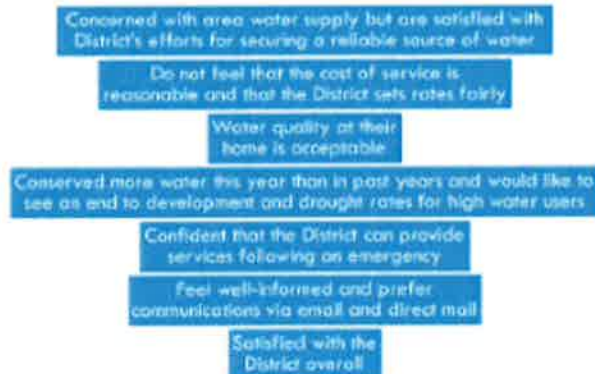
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148 S. Wilson Ave.  
PO Box 326  
Nipomo, CA 93444

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Permit # 106

## NIPOMO COMMUNITY SERVICES DISTRICT ELECTED BOARD

Dan A. Gaddis, *President*  
Ed Eby, *Vice President*  
Bob Blair, *Director*  
Craig Armstrong, *Director*  
Dan Woodson, *Director*

## STAFF

Mario Iglesias, *General Manager*  
Lisa Bognuda, *Finance Director*  
Peter Sevcik, *Director of  
Engineering and Operations*  
Jessica Matson, *Public  
Information Director*

### Our Website Has Resources for You

#### CONSERVATION TIPS

The District's website provides tips on how to reduce water use at home. Visit [www.ncsd.ca.gov](http://www.ncsd.ca.gov) and click on the "Conservation" quick link in the upper right of the home page.

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We welcome feedback and comments. Reach out to us using one of the links below and feel free to share with others.



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You are receiving this email because you opted in on our website.

**Our mailing address is:**  
Nipomo Community Services District  
PO Box 326  
148 S. Wilson St.  
Nipomo, CA 93444

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**FOR IMMEDIATE RELEASE**

Date: February 24, 2017  
Contact: Mario Iglesias, General Manager  
Nipomo Community Services District  
148 S. Wilson St., Nipomo, CA 93444  
Phone: (805) 929-1133 – Email: miglesias@ncsd.ca.gov



**Board Approves Agreement for Legal Services**

At its February 22<sup>nd</sup> Regular Meeting the District's Board of Directors approved an Agreement with Richards, Watson and Gershon (RW&G) for legal services.

For more than twenty years, Shipsey & Seitz provided general counsel services and led the District to its current position of outstanding legal and policy standing. In 2014, the District honored the late Jon S. Seitz by naming the District Board Room in his memory.

Due to the changing legal needs of the District the Board approved a Request for Qualification and Proposals (RFQP) for legal services at a January meeting and directed staff to disseminate. An Ad-Hoc Committee reviewed the proposals and recommended the Board enlist the services of RW&G.

RW&G has represented public agencies for over sixty years with offices all over California including a newly opened office in San Luis Obispo. RW&G has provided special counsel services to the District since 1999.

General Manager, Mario Iglesias, stated "Generations have benefited from the hard work and dedicated service provided by the law firm of Shipsey & Seitz. Nipomo Community Services District owes a debt of gratitude to the firm for their service of protecting and promoting the interests of Nipomo."

The new general counsel will be present at the next Board Meeting on Wednesday, March 8<sup>th</sup>, 9AM, District Jon S. Seitz Board Room, 148 South Wilson, Nipomo.

For more information please contact the Nipomo Community Services District at 929-1133, [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov) or visit [www.ncsd.ca.gov](http://www.ncsd.ca.gov).

###

Established in 1965 to meet the health and sanitation needs of the local community, Nipomo Community Services is pleased to provide a wide variety of services throughout its district including the provision of water, sewer, and waste management services as well as lighting and drainage in limited areas. The mission of Nipomo Community Services District is to provide its customers with reliable, quality, and cost-effective services now and in the future.





## Nipomo residents urged to continue water conservation efforts

Posted: Feb 28, 2017 5:50 PM PST  
Updated: Feb 28, 2017 5:50 PM PST

By Megan Abundis

With all of the recent rain, the Nipomo Community Services District is looking forward to a new measure of its groundwater supply.

According to the Nipomo CSD, residents have reduced their water usage to about 100 gallons per person per day, but they're being encouraged to keep conserving, despite the wet weather.



Nipomo Community Services District (KSBY photo)

"Thirteen-thousand people in the boundary of the Nipomo Community Services District rely on groundwater and the mix of supplemental water coming from Santa Maria," said Nipomo CSD General Manager Mario Iglesias.

The \$30 million project to import water from Santa Maria and pump it into Nipomo's distribution system is expected to be completely finished by the end of the April. In the meantime, the community remains in a Stage IV Water Shortage.

"Right now we have to reduce our groundwater pumping by 50 percent. If we did not have this supplemental water to make up that difference the community would have to stop all outside irrigation," said Iglesias.

It was a project started three years ago to assist the seven groundwater wells that Nipomo residents relied on for their water.

"We don't have the groundwater levels back yet. We can't tell the community that we are out of a drought situation until we get our groundwater table measurements," said Iglesias.

- Los Osos CSD optimistic about impact of rain on groundwater supply

"I believe that the rain we've had has helped but I'm sure we're not out of the drought," said Nipomo resident Debbie Nelly.

"It's been a blessing but I don't think we're out of the woods just yet," said Nipomo visitor Jason Pimento.

"I think anything we can do as customers in water district areas, anything we can do to conserve is only going to help make it better," said Nelly.

"So the district and the community are hopeful that we will be moving out of Stage IV with all this rainfall where we can live our lives normally," said the Iglesias.

Nipomo CSD water directors won't have updated data on the groundwater levels until June. Then, they can determine whether to move out of that Stage IV Shortage.

## WEATHER

# County rain totals now double averages to date

BY GABBY FERREIRA

[gferreira@thetribunenews.com](mailto:gferreira@thetribunenews.com)

## Season-to-date rainfall totals as of Tuesday, Feb. 21 (in inches)

Community	Season-to-date	Normal-to-date
Arroyo Grande	25.42	15
Atascadero Mutual Water	26.33	13.25
Baywood Park	21.1	21.1
Cal Poly	32.17	16.25
Camp San Luis Obispo	30	16.7
Diablo Canyon	27.17	14.75
Lopez Lake	31.2	16.44
Los Osos	24.42	15
Morro Bay	21	14.5
Nipomo, East	28.72	14.9
Nipomo, South	21.24	11.7
Oceano	22.53	13.1
Paso Municipal Airport	14.32	11.25
Rocky Butte	73.56	33.2
SLO County Regional Airport	22.42	14.32
SLOWeather.com	34.64	16.69
San Simeon	30.33	19.7
Templeton	24.90	15.1

Source: John Lindsey, PG&E

The latest trio of storms has pushed rainfall totals to double their season-to-date averages in many communities throughout San Luis Obispo County, according to PG&E meteorologist John Lindsey.

"Every station that's listed has gone over what we would expect for the year," Lindsey said.

Much of the county is at more than 200 percent of normal season-to-date totals.

He credits the county's above-average rain to

atmospheric rivers, which have been the source for most of the precipitation.

"It's really amazing how much water, how much precipitation these systems can produce."

The rain station at Cal Poly has recorded more than 32 inches, Los Osos is at 24 inches, Atascadero is at 26 and Nipomo is at 28.

From Sunday through Tuesday morning, rainfall in San Luis Obispo County ranged from 0.31 inches of rain at the Paso Robles Municipal Airport to 5.52 inches at Rocky Butte, Lindsey said. Cal Poly recorded 2.02 inches, Arroyo Grande, 1.25, and Cambria, 1.60.

Meanwhile, various roads around the county remain closed because of the heavy rains, and three people were rescued from rushing water Tuesday near San Miguel, as the latest storm to hit the county dissipated.

Highway 41 from Old Morro Road to San Gabriel Road was closed for much of the morning because of a small rock slide, but it had reopened by about 4:10 p.m. Other roads were closed because of mudslides, downed trees or minor flooding, according to the county public works department.

The three people rescued by Cal Fire in the North County needed help after their car stalled on a low-water crossing at San Marcos Creek. No one was injured, and the car was towed to dry land.

At Cal Poly, Fremont Hall remained closed for a fourth day. The dorm has been evacuated since Saturday because of an unstable hillside behind the building.

Cal Poly spokesman Matt Lazier said in an email that authorities are monitoring the hillside, as mud is continuing to slide. He emphasized that students, employees and community members should stay away from the site.

*Gabby Ferreira: 805-781-7858, @Its\_GabbyF*

# Central Coast endures more rain, outages and car crashes

BY GABBY FERREIRA

[gferreira@thetribunenews.com](mailto:gferreira@thetribunenews.com)



DAVID MIDDLECAMP [dmiddlecamp@thetribunenews.com](mailto:dmiddlecamp@thetribunenews.com)

On Monday, a man moves barricades away from a temporary retaining wall that has fractured from the weight of the hillside slipping behind Fremont Hall at Cal Poly. The dorm was evacuated over the weekend.

San Luis Obispo County weathered another day of power outages and car crashes and one Cal Poly dorm remained evacuated Monday as a slow-moving storm approached.

More than 1,000 people remained without power as PG&E crews worked to repair power lines broken during the weekend's storms. Reports of car crashes and spinouts grew Monday afternoon, but the number stayed fairly small at about five incidents at any given time, according to the California Highway Patrol's website.

Residents of Fremont Hall at Cal Poly remained evacuated as crews worked to remove dirt from an unstable hillside threatening the dorm, according to the University Housing website. Fremont Hall residents will be allowed back in at certain times Tuesday to gather their belongings, but there is no





JOHN LINDSEY PG&amp;E

PG&E crews work to restore power to areas of Arroyo Grande on Monday afternoon. More than 1,000 SLO County residents were left without power after storms downed power lines over the weekend.

estimate for when students can move back in.

While Monday saw some showers, the heaviest rain and strongest winds are forecast for about 4 a.m. Tuesday morning, PG&E meteorologist John Lindsey said. The storm is moving down from Northern California at a slower rate than anticipated.

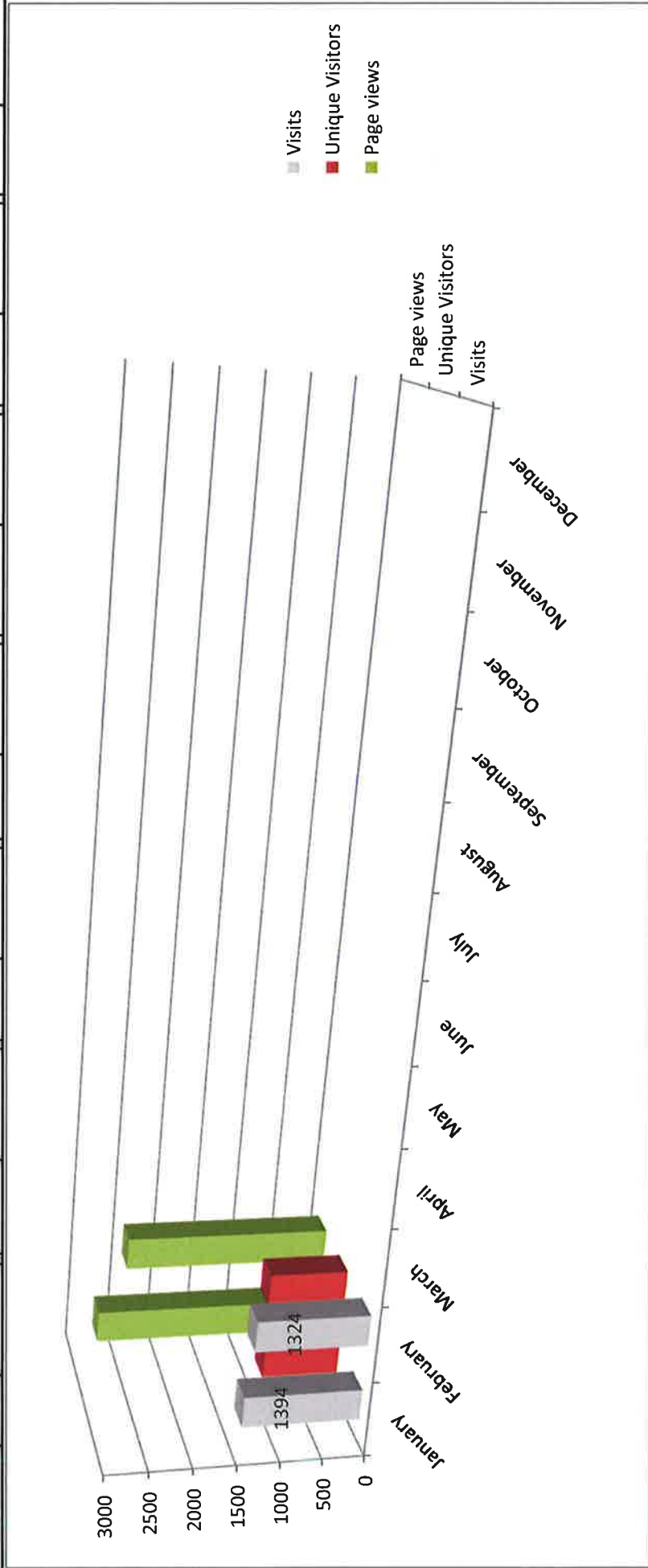
As of 5 p.m. Monday, Rocky Butte had received 3 inches of rain in the preceding 24 hours, Cambria reported an inch of rain and Templeton reported 0.75 inches of rain. Los Osos received a half-inch of rain while Arroyo Grande, Oceano and Nipomo all received about a third of an inch, Lindsey said.

Lindsey predicted there will be a few showers after 10 a.m. Tuesday, but the rain will be finished by Tuesday night. The rain is forecast to start again this weekend.



Website Traffic Summary

2016	Visits	Chg from Prev Mo	Unique Visitors	Chg from Prev Mo	Page views	Chg from Prev Mo	Pages/ Visit	Chg from Prev Mo	Avg. Visit Duration	Chg from Prev Mo	Bounce Rate	Chg from Prev Mo	% New Visits	Chg from Prev Mo
January	1394		921		2733		1.96		0:01:57		53.37%		53.73%	
February	1324	-5.02%	934	1.41%	2436	-10.87%	1.84	-6.12%	0:01:47	-8.55%	61.03%	14.35%	56.34%	4.86%
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														









March 8, 2017

ITEM F

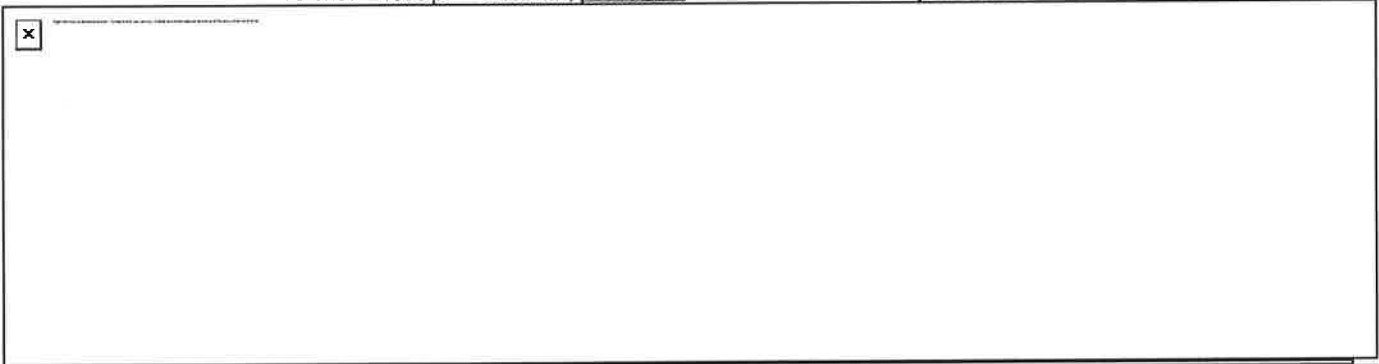
ATTACHMENT B

**Lisa Bognuda**

---

**From:** Neil McCormick <neilm@csga.net>  
**Sent:** Thursday, March 02, 2017 3:05 PM  
**To:** Lisa Bognuda  
**Subject:** Supreme Court Rules Private Email Accounts Subject to CPRA

If you are on a mobile device or want to view this as a web page, please [click here](#).  
To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



## **Supreme Court Rules Private Email Accounts Subject to CPRA**

Today, the California Supreme Court held that the public has a right to emails and other communications, such as text messages, regarding government business written or received by public officials and employees, regardless of whether the communication was done using a private account or device.

Writing for a unanimous court, Justice Carol Corrigan relied on a broad interpretation of the California Public Records Act (CPRA) along with the mandate provided by the Proposition 59 amendment to the California Constitution in 2004, providing that statutes be broadly construed if they further the people's right of access. The court recognized that "In today's environment, not all employment-related activity occurs during a conventional workday, or in an employer-maintained workplace."

The court concluded that a writing prepared by a public employee or official conducting agency business is considered to be "prepared by" the agency within the meaning of the CPRA, even if the writing is prepared using the employee or official's personal account. Documents or communications that meet the CPRA's definition of a "public record" do not lose their status merely because they are located in a private account or device.

Stay tuned to CSDA's e-News next Tuesday for more information on the decision and its impact on special districts. In addition, register for CSDA's March 9 webinar on the court's ruling. Attorneys Nicholas Norvell and Ruthann Ziegler at Meyers Nave will discuss the impact of this decision on local governments. [Click here](#) to sign up for this webinar.

A full copy of the Supreme Court opinion can be found by [clicking here](#).

For additional information, please contact CSDA Legislative Analyst Mustafa Hessabi at [mustafah@csga.net](mailto:mustafah@csga.net).

California Special Districts Association | 1112 | Street | Suite 200 | Sacramento, CA 95814



If you do not wish to receive e-mail newsletters from CSDA, [click here to unsubscribe](#). Please note: unsubscribing from individual mailings will unsubscribe you from all mailings, including the CSDA e-News - one of CSDA's major benefits and sources of news to our members.

March 8, 2017

ITEM F

ATTACHMENT C

NOTICE OF PUBLIC HEARING  
BOARD OF SUPERVISORS

RECEIVED  
FEB 27 2017  
NIPOMO COMMUNITY  
SERVICES DISTRICT

**WHO:** San Luis Obispo County Board of Supervisors

**WHEN:** **Monday, March 13, 2017**, at 9:00 a.m. The Board of Supervisors Hearing is scheduled to begin on March 13, 2017 and may continue through the entire week (**March 13<sup>th</sup> through March 17<sup>th</sup>**), or longer, if needed. Additional information regarding the hearing process is available on the Board of Supervisors website <http://www.slocounty.ca.gov> and click on the Board of Supervisors.

**WHAT:** Hearing to consider appeals by **Phillips 66** and **Jeff Edwards** of the Planning Commission's denial of a Development Plan/Coastal Development Permit to allow for construction of a 6,915-foot long rail spur, an unloading facility, onsite pipelines, replacement of coke rail loading tracks, the construction of five parallel tracks with the capacity to hold a 5,190-foot-long unit train consisting of 80 tank cars (60 feet each), two buffer cars (60 feet each), and three locomotives (90 feet each), and accessory improvements which would allow three trains per week to deliver heavy crude to the refinery. The site is in the Industrial Land Use Category, and is located at 2555 Willow Road, approximately 3 miles west of the Nipomo Urban Reserve Line.

**County File Number: DRC2012-00095**

Assessor Parcel Numbers: 092-401-011 – 013 &  
-005 and 092-411-005

Supervisorial District: 4

Date Accepted: July 12, 2013

**WHERE:** The hearing will be held in the San Luis Obispo County Board of Supervisors Chambers, 1055 Monterey St., Room #D170, County Government Center, San Luis Obispo, CA. The Board of Supervisors Chambers are located on the corner of Santa Rosa and Monterey Streets. At the hearing all interested persons may express their views for or against, or to change the proposal.

**FOR FURTHER INFORMATION:** You may contact **Ryan Hostetter, Project Manager**, or Kate Shea in the San Luis Obispo County Department of Planning and Building, 976 Osos Street, Room 200, San Luis Obispo, California 93408 (805) 781-5600. The staff report will be available on the County's website at <http://www.slocounty.ca.gov> and click on the Board of Supervisors.


**ENVIRONMENTAL INFORMATION:** Also to be considered at the hearing will be the Final Environmental Impact Report for the project. The FEIR addresses all the information required by the California Environmental Quality Act (CEQA) including but not limited to potential impacts on: Aesthetics, Agricultural Resources, Air Quality, Biological Resources, Cultural Resources, Geology and Soils, Hazards, Land Use, Noise, Population and Housing, Public Services, Transportation and Water Resources.

**FINAL ENVIRONMENTAL IMPACT REPORT AVAILABILITY:** Copies for review can be found at the following locations: City/County Library of San Luis Obispo, the Arroyo Grande branch library, Cal Poly library, Cuesta College library and the City of Paso Robles library. The document can also be viewed at the County Planning Department at 976 Osos Street Room 200 (Permit Center) in San Luis Obispo. The document can be downloaded from the County Planning Department website [www.sloplanning.org](http://www.sloplanning.org) and click on the link for Phillips 66 under Environmental Impact Reports.

**\*\*If you challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this public notice or in written correspondence delivered to the appropriate authority at or before the public hearing\*\***

DATED: 2/24/2017

TOMMY GONG, COUNTY CLERK-RECORDER

By   
Deputy Clerk

March 8, 2017

ITEM F

ATTACHMENT D



# SGMA and YOU

## A Groundwater Management Stakeholder Forum

March 9th, 2017

6:30–8:30pm

Nipomo High School (The Forum Building)  
525 N. Thompson Avenue, Nipomo, CA

Please take an active role in planning for your community and join us for the second in a series of important forums on local sustainable groundwater management. At this forum we will discuss the future of groundwater management in the Santa Maria Basin “Fringe Areas”, which lie outside of the adjudicated basin.

Please note that this workshop forum is specifically intended for groundwater users and stakeholders in the **non-adjudicated “Fringe Areas” of the Santa Maria Groundwater Basin east of Highway 101 (outside of adjudicated basin)**. Please visit <http://slocountywater.org/sgma> for an interactive map of these “Fringe Areas”.

The Santa Maria Basin is designated by the State of California as a high priority basin. The Sustainable Groundwater Management Act (SGMA) is a new state law that requires the formation of Groundwater Sustainability Agencies (GSAs) for all medium and high priority basins by June 30, 2017 to plan for the sustainable management of the basins. GSAs are formed by local public agencies and other eligible entities, and must include participation by all affected stakeholders.

The focus of this forum is to provide information and engage participants in discussions on the following topics:

- Stakeholder assessment findings conducted in Fall 2016
- Proposed GSA governance structure options
- GSA advisory committee make-up and appointment process

We hope you will join us!



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IMPORTANT information on  
the non-adjudicated portions of the  
Santa Maria Groundwater Basin

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## THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT

**Your input is needed regarding:**  
How your interests will be represented in  
the groundwater sustainability planning process

### Questions?

Contact Dick Tzou at: (805)781–4473 OR  
[dtzou@co.slo.ca.us](mailto:dtzou@co.slo.ca.us)

Visit our website at [slocountywater.org/sgma](http://slocountywater.org/sgma) to  
get more information and sign up for our email list.

The County gratefully acknowledges DWR's grant funding support to offset some costs associated with the local GSA formation processes. Grant funding is provided under the Water Quality, Supply, and Infrastructure Improvement Act of 2014, (Sustainable Groundwater Planning Grant Program).

March 8, 2017

ITEM F

ATTACHMENT E

**Notification of Nominations – 2017 Election  
SDRMA Board of Directors**

RECEIVED  
FEB 06 2017  
NIPOMO COMMUNITY  
SERVICES DISTRICT

February 3, 2017

Mr. Craig Armstrong  
Board President  
Nipomo Community Services District  
Post Office Box 326  
Nipomo, California 93444-0326

Dear Mr. Armstrong:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2017 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-03, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Four Director seats are up for election. The nomination filing deadline is Friday, May 5, 2017. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA Tuesday, August 29, 2017.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-03, Section 4.1) and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidates Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:



*From the SDRMA homepage, click on the "2017 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.*

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2018 and expire December 31, 2021.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 5, 2017.**

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2017 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority

  
Gregory S. Hall, ARM  
Chief Executive Officer

# 2017 Nomination Packet Checklist



## SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 5, 2017, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2017.

**For your convenience we have enclosed the necessary nomination documents and election process schedule.** Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website [www.sdrma.org](http://www.sdrma.org) and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- \_\_\_ **Attachment One:**     **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
  
- \_\_\_ **Attachment Two:**     **SDRMA Board of Directors 2017 Nomination/Election Schedule:** Please review this document for important deadlines.
  
- \_\_\_ **Attachment Three:**   **SDRMA Election Policy No. 2017-03:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_ **Attachment Four:**     **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
  
- \_\_\_ **Attachment Five:**     **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

**Please complete and return all required nomination and election documents to:**

SDRMA Election Committee  
C/O Paul Frydendal, COO  
Special District Risk Management Authority  
1112 "I" Street, Suite 300  
Sacramento, California 95814

## SDRMA BOARD OF DIRECTORS FACT SHEET

## SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.
Four Seats For this Election	4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2018 and end on December 31, 2021.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	7-Board Meetings Annually: Generally not more than one meeting per month, with an average of seven board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	3:00 p.m. and 8:00 a.m.: Meetings are from 3:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to 10:00 a.m.
Meeting Length	4 - 6 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

*"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost efficient manner."*

**SDRMA BOARD OF DIRECTORS  
2017 NOMINATION/ELECTION SCHEDULE**





# 2017 Nomination/Election Schedule

**JANUARY**

S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

**FEBRUARY**

S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28			

**MARCH**

S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

**APRIL**

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
23/30	24	25	26	27	28	29

**MAY**

S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

**JUNE**

S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

**JULY**

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
23/30	24/31	25	26	27	28	29

**AUGUST**

S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

**SEPTEMBER**

S	M	T	W	T	F	S
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
						30

**OCTOBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

**NOVEMBER**

S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	

**DECEMBER**

S	M	T	W	T	F	S
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24/31	25	26	27	28	29
						30

**TASK TIMELINE**

1/5 Board approves Election Schedule

2/3 Mail Notification of Election and Nomination Procedure to Members in January 90 days prior to mailing Ballots (103 actual days)

5/5 Deadline to return Nominations

5/11 Tentative Election Comm. Reviews Nominations

5/17-18 Mail Ballots 60 days prior to ballot receipt deadline (103 actual days)

8/29 Deadline to Receive Ballots

8/30 Tentative Election Committee Counts Ballots

8/31 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule

9/27 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session

11/1-2 Directors' Elect Invited to SDRMA Board Meeting

1/2018 Newly Elected Directors Seated and Election of Officers



SDRMA BOARD OF DIRECTORS  
ELECTION POLICY NO. 2017-03



**A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE**

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

#### 4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

#### 5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

#### 6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

#### 7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

#### 8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

#### 9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.
- 10.0. Election Results
- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.
- PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
  - i) a letter of interest; and
  - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
  - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 2<sup>nd</sup> day of February 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-03 supercedes Policy No. 2015-01 and all other policies inconsistent herewith.

APPROVED:

  
\_\_\_\_\_  
Jean Bracy, President  
Board of Directors

ATTEST:

  
\_\_\_\_\_  
Gregory S. Hall, ARM  
Chief Executive Officer



**SAMPLE  
RESOLUTION FOR  
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)

[AGENCY NAME]

RESOLUTION NO.

**A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING  
[CANDIDATE'S NAME] AS A  
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

**WHEREAS**, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

**WHEREAS**, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

**WHEREAS**, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-03, Section 4.1 and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 5 filing deadline in order for the candidate's name to be placed on the official ballot.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-03, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 5, 2017 filing deadline.

**ADOPTED** this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]  
NAYES: "  
ABSTAIN: "  
ABSENT: "

APPROVED

ATTEST

\_\_\_\_\_  
President – Governing Body

\_\_\_\_\_  
Secretary

**CANDIDATE'S STATEMENT  
OF  
QUALIFICATIONS**

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)

## Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate \_\_\_\_\_  
District/Agency \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

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**What is your overall vision for SDRMA? (Response Required)**

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**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_