

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: APRIL 19, 2019

**AGENDA ITEM**

**C**

**APRIL 24, 2019**

## **PRESENTATIONS AND REPORTS**

The following presentations and reports are scheduled:

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.  
[RECEIVE ANNOUNCEMENTS AND REPORTS FROM DIRECTORS]
  
- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: APRIL 19, 2019

**AGENDA ITEM**

**D**

**APRIL 24, 2019**

## **CONSENT AGENDA**

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

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

- D-1) WARRANTS  
[RECOMMEND APPROVAL]
- D-2) APPROVE MARCH 27, 2019 REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) INVESTMENT POLICY – FIRST QUARTER REPORT  
[RECOMMEND ACCEPT AND FILE REPORT]
- D-4) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR  
STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1  
[RECOMMEND ADOPT RESOLUTION]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

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FROM: LISA BOGNUDA (LSB)  
FINANCE DIRECTOR

DATE: APRIL 19, 2019

**AGENDA ITEM**  
**D-1**  
**APRIL 24, 2019**

## WARRANTS

TOTAL COMPUTER CHECKS  
\$600,009.38

HANDWRITTEN CHECKS  
None

VOIDS – 4680

**COMPUTER GENERATED CHECKS – SEE ATTACHED**



Nipomo Community Services District

Item D-1 Warrants APRIL 24, 2019

By Payment Number

Payment Dates 04/10/2019 - 04/10/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
<b>Payment: 4726</b>						
Abalone Coast Analytical, Inc.	Lab tests	4566	04/10/2019		7,638.50	
					<b>Payment 4726 Total:</b>	<b>7,638.50</b>
<b>Payment: 4727</b>						
Advantage Answering Plus, In	Answering service	13-564-611	04/10/2019		196.63	
					<b>Payment 4727 Total:</b>	<b>196.63</b>
<b>Payment: 4728</b>						
Alexander's Contract Services,	Meter reading	201903270872	04/10/2019		2,498.47	
					<b>Payment 4728 Total:</b>	<b>2,498.47</b>
<b>Payment: 4729</b>						
AmeriPride	Uniforms	1502365596	04/10/2019		254.21	
AmeriPride	Uniforms	1502360939	04/10/2019		251.82	
					<b>Payment 4729 Total:</b>	<b>506.03</b>
<b>Payment: 4730</b>						
Big Brand Tire & Service	Vehicle repair/maintenance	333519	04/10/2019		673.97	
					<b>Payment 4730 Total:</b>	<b>673.97</b>
<b>Payment: 4731</b>						
Brenntag Pacific, Inc.	Sodium hypochlorite	929906	04/10/2019		557.52	
Brenntag Pacific, Inc.	Sodium hypochlorite	929459	04/10/2019		561.78	
Brenntag Pacific, Inc.	Sodium hypochlorite	929460	04/10/2019		469.11	
					<b>Payment 4731 Total:</b>	<b>1,588.41</b>
<b>Payment: 4732</b>						
Cal-Coast Machinery, Inc.	Service on Gator	531542	04/10/2019		251.23	
					<b>Payment 4732 Total:</b>	<b>251.23</b>
<b>Payment: 4733</b>						
Carquest Auto Parts	Garage jack, tire repair kit	7319-416089	04/10/2019		148.26	
					<b>Payment 4733 Total:</b>	<b>148.26</b>
<b>Payment: 4734</b>						
Charter Communications	Internet - Shop and/or Office	APR2019B	04/10/2019		224.97	
Charter Communications	Internet - Shop and/or Office	APR2019A	04/10/2019		214.97	
					<b>Payment 4734 Total:</b>	<b>439.94</b>
<b>Payment: 4735</b>						
Crystal Springs	Distilled water	MAR2019	04/10/2019		38.49	
					<b>Payment 4735 Total:</b>	<b>38.49</b>
<b>Payment: 4736</b>						
EMCOR Services Mesa Energy	HVAC repair and maintenance	013491432	04/10/2019		400.57	
EMCOR Services Mesa Energy	HVAC repair and maintenance	013492440	04/10/2019		3,254.00	
					<b>Payment 4736 Total:</b>	<b>3,654.57</b>
<b>Payment: 4737</b>						
Environmental Water Solution	Air release valve	2875	04/10/2019		415.63	
Environmental Water Solution	Repair kit	2886	04/10/2019		134.63	
					<b>Payment 4737 Total:</b>	<b>550.26</b>
<b>Payment: 4738</b>						
Excel Personnel Services, Inc.	Employment agency	2746183	04/10/2019		434.00	
Excel Personnel Services, Inc.	Employment agency	2750876	04/10/2019		434.00	
					<b>Payment 4738 Total:</b>	<b>868.00</b>
<b>Payment: 4739</b>						
Farm Supply Company	Cat litter, Round-up	60946/61275	04/10/2019		405.87	
					<b>Payment 4739 Total:</b>	<b>405.87</b>

Item D-1 Warrants APRIL 24, 2019

Payment Dates: 04/10/2019 - 04/10/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
<b>Payment: 4740</b>						
FGL Environmental	Lab tests	980417	04/10/2019		521.00	
					<b>Payment 4740 Total:</b>	<b>521.00</b>
<b>Payment: 4741</b>						
Ford Hall Company	Replacement brushes for clari	4467	04/10/2019		485.94	
					<b>Payment 4741 Total:</b>	<b>485.94</b>
<b>Payment: 4742</b>						
GLM Landscape Management	Landscape maintenance	MAR2019	04/10/2019		405.00	
					<b>Payment 4742 Total:</b>	<b>405.00</b>
<b>Payment: 4743</b>						
Hach Company	Repair for DR2800 Spectro	11398845	04/10/2019		517.75	
					<b>Payment 4743 Total:</b>	<b>517.75</b>
<b>Payment: 4744</b>						
Heacock Trailers & Truck Acce	Roof vent for confined space t	6136	04/10/2019		23.71	
					<b>Payment 4744 Total:</b>	<b>23.71</b>
<b>Payment: 4745</b>						
Home Depot Credit Services D	Operating supplies	FEB2019	04/10/2019		338.72	
					<b>Payment 4745 Total:</b>	<b>338.72</b>
<b>Payment: 4746</b>						
Lee Central Coast Newspapers	Public notice - Bids for WWTF	MAR2019	04/10/2019		474.27	
					<b>Payment 4746 Total:</b>	<b>474.27</b>
<b>Payment: 4747</b>						
Miner's Ace Hardware	Supplies	MAR2019	04/10/2019		1,066.44	
					<b>Payment 4747 Total:</b>	<b>1,066.44</b>
<b>Payment: 4748</b>						
More Office Solutions	Copier maintenance	2473445	04/10/2019		768.49	
					<b>Payment 4748 Total:</b>	<b>768.49</b>
<b>Payment: 4749</b>						
Nipomo Community Services	BLWWTF	APR2019A	04/10/2019		159.28	
Nipomo Community Services	805 Alta Vista - domestic	APR2019C	04/10/2019		46.52	
Nipomo Community Services	805 Alta Vista - irrigation	APR2019B	04/10/2019		46.52	
					<b>Payment 4749 Total:</b>	<b>252.32</b>
<b>Payment: 4750</b>						
Office Depot	Office supplies	293794363001	04/10/2019		2.02	
Office Depot	Office supplies	293794364001	04/10/2019		9.64	
Office Depot	Office supplies	289651339001	04/10/2019		85.78	
					<b>Payment 4750 Total:</b>	<b>97.44</b>
<b>Payment: 4751</b>						
Plumbers Depot, Inc	Nozzle overhaul kit	PD-41349	04/10/2019		363.42	
					<b>Payment 4751 Total:</b>	<b>363.42</b>
<b>Payment: 4752</b>						
Polydyne, Inc.	Clarifloc	1333014	04/10/2019		649.38	
Polydyne, Inc.	Clarifloc	1337101	04/10/2019		649.38	
					<b>Payment 4752 Total:</b>	<b>1,298.76</b>
<b>Payment: 4753</b>						
Praxair Distribution, Inc.	Carbon dioxide	88352362	04/10/2019		46.98	
					<b>Payment 4753 Total:</b>	<b>46.98</b>
<b>Payment: 4754</b>						
Quinn Company	Credit for Work Order No. NS	BON20000216	04/10/2019		-2,674.86	
Quinn Company	Generator repair - Sundale	WON20006785	04/10/2019		2,688.02	
Quinn Company	Generator repair - CAT 279D	WO030043049	04/10/2019		1,080.93	
					<b>Payment 4754 Total:</b>	<b>1,094.09</b>
<b>Payment: 4755</b>						
Santa Maria Ford Lincoln	Vehicle repair/maintenance	177911	04/10/2019		135.26	
					<b>Payment 4755 Total:</b>	<b>135.26</b>

## Item D-1 Warrants APRIL 24, 2019

Payment Dates: 04/10/2019 - 04/10/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 4756</b>					
Santa Maria Sun, LLC	Conservation ads	295402	04/10/2019		396.00
Santa Maria Sun, LLC	Conservation ads	295807	04/10/2019		396.00
<b>Payment 4756 Total:</b>					<b>792.00</b>
<b>Payment: 4757</b>					
SLO County Environmental He	Backflow program	IN0120066	04/10/2019		1,583.30
<b>Payment 4757 Total:</b>					<b>1,583.30</b>
<b>Payment: 4758</b>					
South County Sanitary Service	Solid waste tax liens	APR2019	04/10/2019		129.37
<b>Payment 4758 Total:</b>					<b>129.37</b>
<b>Payment: 4759</b>					
Spless Construction Co.	Retention payment	3	04/10/2019		5,825.00
<b>Payment 4759 Total:</b>					<b>5,825.00</b>
<b>Payment: 4760</b>					
Staples	Office supplies	MAR2019	04/10/2019		93.90
<b>Payment 4760 Total:</b>					<b>93.90</b>
<b>Payment: 4761</b>					
State Water Resources Contro	SRF Debt Service Contract No.	APR2019	04/10/2019		34,868.35
<b>Payment 4761 Total:</b>					<b>34,868.35</b>
<b>Payment: 4762</b>					
State Water Resources Contro	ELAP fees	0619-2797	04/10/2019		2,741.00
<b>Payment 4762 Total:</b>					<b>2,741.00</b>
<b>Payment: 4763</b>					
Terminix Commercial	Pest control	384357611	04/10/2019		52.00
<b>Payment 4763 Total:</b>					<b>52.00</b>
<b>Payment: 4764</b>					
Tribune	Public notice - Bids for WWTF	MAR2019	04/10/2019		631.62
<b>Payment 4764 Total:</b>					<b>631.62</b>
<b>Payment: 4765</b>					
Tribune	Subscription renewal	APR2019	04/10/2019		351.35
<b>Payment 4765 Total:</b>					<b>351.35</b>
<b>Payment: 4766</b>					
US Bank National Association	Employment ads	MAR2019C	04/10/2019		15.00
US Bank National Association	Operating supplies	MAR2019D	04/10/2019		276.58
US Bank National Association	Office supplies	MAR2019E	04/10/2019		49.32
US Bank National Association	Storage unit	MAR2019B	04/10/2019		168.50
US Bank National Association	Travel and meals	MAR2019A	04/10/2019		148.72
<b>Payment 4766 Total:</b>					<b>658.12</b>
<b>Payment: 4767</b>					
USA Bluebook	Chlorine reagent sets	839925	04/10/2019		1,274.32
<b>Payment 4767 Total:</b>					<b>1,274.32</b>
<b>Payment: 4768</b>					
Verizon Wireless	Cell service	9826772577	04/10/2019		599.86
<b>Payment 4768 Total:</b>					<b>599.86</b>
<b>Payment: 4769</b>					
Waste Connections	Waste collection - Olde Towne	6419565	04/10/2019		218.69
Waste Connections	Waste collection - Southland	6419958	04/10/2019		193.27
Waste Connections	Waste collection - Office	6418588	04/10/2019		41.23
<b>Payment 4769 Total:</b>					<b>453.19</b>



Nipomo Community Services District

Item D-1 Warrants APRIL 24, 2019  
By Payment Number

Payment Dates 04/24/2019 - 04/24/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
<b>Payment: 4770</b>						
AECOM USA Inc.	Nipomo Area Pipeline Improv	2000196660	04/24/2019		7,240.23	
					<b>Payment 4770 Total:</b>	<b>7,240.23</b>
<b>Payment: 4771</b>						
Allweather Landscape Mainte	LMD	34422	04/24/2019		325.00	
					<b>Payment 4771 Total:</b>	<b>325.00</b>
<b>Payment: 4772</b>						
AmeriPride	Uniforms	1502371224	04/24/2019		260.93	
AmeriPride	Uniforms	1502375245	04/24/2019		252.21	
					<b>Payment 4772 Total:</b>	<b>513.14</b>
<b>Payment: 4773</b>						
Applied Technology Group, In	SCADA survey	17154	04/24/2019		3,747.50	
					<b>Payment 4773 Total:</b>	<b>3,747.50</b>
<b>Payment: 4774</b>						
Brenntag Pacific, Inc.	Sodium hypochlorite	934153	04/24/2019		225.54	
Brenntag Pacific, Inc.	Sodium hypochlorite	934152	04/24/2019		649.27	
					<b>Payment 4774 Total:</b>	<b>874.81</b>
<b>Payment: 4775</b>						
Burdine Printing	Postage for bills	38913B	04/24/2019		828.95	
Burdine Printing	Postage for bills	38889B	04/24/2019		191.50	
Burdine Printing	Mail bills	38913A	04/24/2019		180.92	
Burdine Printing	Mail bills	38889A	04/24/2019		126.66	
					<b>Payment 4775 Total:</b>	<b>1,328.03</b>
<b>Payment: 4776</b>						
Cannon Corporation	Woodgreen LS Rehab	68655	04/24/2019		10,753.00	
Cannon Corporation	Eureka Well Drilling Project	68606	04/24/2019		2,625.25	
					<b>Payment 4776 Total:</b>	<b>13,378.25</b>
<b>Payment: 4777</b>						
Central Coast Fence	Fence installed at BL WWTF	854	04/24/2019		1,985.00	
					<b>Payment 4777 Total:</b>	<b>1,985.00</b>
<b>Payment: 4778</b>						
City of Santa Maria	Water purchase 1-1-19 to 3-3	78543	04/24/2019		377,731.36	
					<b>Payment 4778 Total:</b>	<b>377,731.36</b>
<b>Payment: 4779</b>						
Clever Ducks	Computer expense	26708	04/24/2019		2,535.00	
					<b>Payment 4779 Total:</b>	<b>2,535.00</b>
<b>Payment: 4780</b>						
Corix Water Products (US) Inc.	Sewer cover	17913008509	04/24/2019		1,190.48	
Corix Water Products (US) Inc.	Air release valve	17913007415	04/24/2019		878.29	
					<b>Payment 4780 Total:</b>	<b>2,068.77</b>
<b>Payment: 4781</b>						
Electricraft, Inc.	Service call - Misty Glen Inter	13343	04/24/2019		328.50	
Electricraft, Inc.	Service call - GFI receptacles	13359	04/24/2019		595.40	
					<b>Payment 4781 Total:</b>	<b>923.90</b>
<b>Payment: 4782</b>						
Engel & Gray, Inc.	Biosolids collection	93X00085	04/24/2019		1,715.45	
					<b>Payment 4782 Total:</b>	<b>1,715.45</b>
<b>Payment: 4783</b>						
Excel Personnel Services, Inc.	Employment agency	2755548	04/24/2019		434.00	
					<b>Payment 4783 Total:</b>	<b>434.00</b>

Item D-1 Warrants APRIL 24, 2019

Payment Dates: 04/24/2019 - 04/24/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 4784</b>					
Fisher Pump & Well Service, I	Monitoring wells control boxe	5969	04/24/2019		581.00
				<b>Payment 4784 Total:</b>	<b>581.00</b>
<b>Payment: 4785</b>					
Great Western Alarm and Co	Alarm monitoring service	190401450201	04/24/2019		255.00
				<b>Payment 4785 Total:</b>	<b>255.00</b>
<b>Payment: 4786</b>					
Hach Company	CHEMKEYS	11384232	04/24/2019		3,685.68
				<b>Payment 4786 Total:</b>	<b>3,685.68</b>
<b>Payment: 4787</b>					
Hayes Advanced Design	Asphalt repair - Price, Woodgr	MAR2019	04/24/2019		1,375.00
				<b>Payment 4787 Total:</b>	<b>1,375.00</b>
<b>Payment: 4788</b>					
Iglesias, Mario	Mileage reimbursement	APR2019B	04/24/2019		198.80
Iglesias, Mario	Cell phone reimbursement	APR2019	04/24/2019		65.00
				<b>Payment 4788 Total:</b>	<b>263.80</b>
<b>Payment: 4789</b>					
Integrated Industrial Supply, I	Plastic tube fitting	60367	04/24/2019		29.69
				<b>Payment 4789 Total:</b>	<b>29.69</b>
<b>Payment: 4790</b>					
Jan-Pro Central Coast	Janitorial services	82573	04/24/2019		727.14
				<b>Payment 4790 Total:</b>	<b>727.14</b>
<b>Payment: 4791</b>					
More Office Solutions	B&W/Color copies	2481199	04/24/2019		242.29
More Office Solutions	B&W/Color copies	2484273	04/24/2019		117.06
				<b>Payment 4791 Total:</b>	<b>359.35</b>
<b>Payment: 4792</b>					
Municipal Maintenance Equip	Leader hose	0136667	04/24/2019		185.09
				<b>Payment 4792 Total:</b>	<b>185.09</b>
<b>Payment: 4793</b>					
Newton Geo-Hydrology Cons	Litigation support through 03-	MAR2019	04/24/2019		9,611.55
				<b>Payment 4793 Total:</b>	<b>9,611.55</b>
<b>Payment: 4794</b>					
Nunley & Associates, Inc.	Sludge Drying Beds Covers ES	5398	04/24/2019		3,684.00
Nunley & Associates, Inc.	Supplemental Water Project I	5379	04/24/2019		20,430.00
Nunley & Associates, Inc.	PCIA - Rocky Place	5385	04/24/2019		320.00
Nunley & Associates, Inc.	2017 Water Audit Validation	5380	04/24/2019		1,828.25
Nunley & Associates, Inc.	Southland WWTP Screw Press	5347	04/24/2019		2,103.00
Nunley & Associates, Inc.	PCIA - Frank Ct.	5386	04/24/2019		403.00
Nunley & Associates, Inc.	JRPS ESDC	5407	04/24/2019		571.50
Nunley & Associates, Inc.	PCIA - Tract 2441 Blume St	5384	04/24/2019		911.60
Nunley & Associates, Inc.	PCIA - Tract 2650	5406	04/24/2019		85.00
Nunley & Associates, Inc.	PCIA - Tract 2558	5387	04/24/2019		328.75
				<b>Payment 4794 Total:</b>	<b>30,665.10</b>
<b>Payment: 4795</b>					
Nu-Tech Pest Management	Pest control	0142484	04/24/2019		75.00
Nu-Tech Pest Management	Rodent control	0142483	04/24/2019		265.00
				<b>Payment 4795 Total:</b>	<b>340.00</b>
<b>Payment: 4796</b>					
Office Depot	Office supplies	298077583001	04/24/2019		265.83
				<b>Payment 4796 Total:</b>	<b>265.83</b>
<b>Payment: 4797</b>					
Perry's Electric Motors & Cont	Pump service	22915	04/24/2019		3,318.56
				<b>Payment 4797 Total:</b>	<b>3,318.56</b>

Item D-1 Warrants APRIL 24, 2019

Payment Dates: 04/24/2019 - 04/24/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 4798</b>					
PG&E	Temporary electric service - E	0007832304-5	04/24/2019		1,200.00
<b>Payment 4798 Total:</b>					<b>1,200.00</b>
<b>Payment: 4799</b>					
Pollard Water	Dechlorination tablets	WP003103	04/24/2019		1,754.98
<b>Payment 4799 Total:</b>					<b>1,754.98</b>
<b>Payment: 4800</b>					
Polydyne, Inc.	Clarifloc	1338282	04/24/2019		2,597.49
<b>Payment 4800 Total:</b>					<b>2,597.49</b>
<b>Payment: 4801</b>					
Santa Maria Sun, LLC	Conservation ads	296395	04/24/2019		396.00
Santa Maria Sun, LLC	Conservation ads	296102	04/24/2019		396.00
<b>Payment 4801 Total:</b>					<b>792.00</b>
<b>Payment: 4802</b>					
SLO County Air Pollution Cont	Renewal of equipment permit	19731	04/24/2019		5,021.50
SLO County Air Pollution Cont	New permit to operate	19727	04/24/2019		562.50
<b>Payment 4802 Total:</b>					<b>5,584.00</b>
<b>Payment: 4803</b>					
SLO County Public Works	Encroachment permit - Lyn Rd	367	04/24/2019		342.00
<b>Payment 4803 Total:</b>					<b>342.00</b>
<b>Payment: 4804</b>					
Statewide Traffic Safety & Sign	Blue marking paint	03012563	04/24/2019		46.54
<b>Payment 4804 Total:</b>					<b>46.54</b>
<b>Payment: 4805</b>					
Tesco Controls, Inc.	SCADA - JRPS	0067141	04/24/2019		38,500.00
<b>Payment 4805 Total:</b>					<b>38,500.00</b>
<b>Payment: 4806</b>					
Tuckfield & Associates	Wastewater utilities consolida	0528	04/24/2019		1,100.00
<b>Payment 4806 Total:</b>					<b>1,100.00</b>
<b>Payment: 4807</b>					
United Rentals	Water truck rental	165510172-003	04/24/2019		2,608.69
United Rentals	Mower rental	167114803-001	04/24/2019		937.72
<b>Payment 4807 Total:</b>					<b>3,546.41</b>
<b>Payment: 4808</b>					
USA Bluebook	Dessicant, pH buffer	849522	04/24/2019		401.74
<b>Payment 4808 Total:</b>					<b>401.74</b>
<b>Payment: 4809</b>					
Wallace Group	FOG control program	48050	04/24/2019		279.39
<b>Payment 4809 Total:</b>					<b>279.39</b>

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: APRIL 19, 2019

**AGENDA ITEM**  
**D-2**  
**APRIL 24, 2019**

**APPROVE MARCH 27, 2019  
REGULAR BOARD MEETING MINUTES**

**ITEM**

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

**BACKGROUND**

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

**RECOMMENDATION**

Approve Minutes

**ATTACHMENT**

- A. March 27, 2019 draft Regular Board Meeting Minutes

APRIL 24, 2019

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community Since 1965*

## DRAFT REGULAR MINUTES

MARCH 27, 2019 AT 9:00 A.M.

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

### BOARD of DIRECTORS

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

### PRINCIPAL STAFF

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

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

#### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of March 27, 2019, to order at 9:00 a.m. and led the flag salute.*

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

*At Roll Call, Directors Woodson, Armstrong, Blair and Eby were present. Director Gaddis had a planned absence.*

*There were no public comments.*

#### C. PRESENTATIONS AND REPORTS

##### C-1) TOWN SEWER SYSTEM AND BLACKLAKE SEWER SYSTEM CONSOLIDATED FEASIBILITY STUDY PRESENTATION [RECEIVE AND FILE PRESENTATION AND DIRECT STAFF ACCORDINGLY]

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

*Dan Hall, NCS D resident, stated the date of January 2021 used in the report for implementation may be misleading and cost estimates may need to be updated.*

*President Eby directed the General Manager to meet with Mr. Hall and prepare for a meeting with the Ad Hoc/Blacklake Oversight Committee in April.*

##### C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS [RECEIVE ANNOUNCEMENTS AND REPORTS FROM DIRECTORS]

###### Director Woodson

- March 20, attended Citizen Transportation Advisory Committee meeting.
- March 21, attended El Campo Closure update meeting.
- March 24, attended SCAC meeting.

###### Director Eby

- March 18, attended Blacklake Ad Hoc meeting.
- March 19, attended Board Officers' meeting.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

- March 21, attended LAFCO meeting.
- March 23, attended Blacklake annual meeting.
- March 25, attended SCAC meeting.
- March 29 is the Five Cities Orchid Society Show.
- April 6 is the Central Coast Greenhouse Grower Association Open House.

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

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved receiving and filing presentations and reports.  
Vote 4-0.*

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

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE MARCH 13, 2019 REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) AUTHORIZE STAFF TO PURCHASE REPLACEMENT TRUCK IN ACCORDANCE WITH APPROVED FY 18-19 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE REPLACEMENT TRUCK FROM PERRY FORD AT A COST OF \$42,022]

D-4) ADOPT RESOLUTION ACCEPTING WATER LINE EASEMENT AND DEED RESTRICTION FOR MAP CO 15-0065, 1650 ROCKY PLACE, NIPOMO [RECOMMEND ADOPT RESOLUTION]

*There were no public comments.*

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

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

RESOLUTION 2019-1502  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ACCEPTING A WATER LINE EASEMENT AND DEED RESTRICTION FROM  
CARLOS CASTANEDA JR. AND ROCIO CASTANEDA FOR MAP CO 15-0065

E. ADMINISTRATIVE ITEMS

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

- E-1) AUTHORIZE AGREEMENT FOR DEWATERING OF SOUTHLAND WASTEWATER TREATMENT FACILITY BIOSOLIDS WITH KARL NEEDHAM ENTERPRISES IN THE AMOUNT OF \$154,900 AND APPROVE BUDGET AMENDMENT [RECOMMEND ADOPT RESOLUTION AUTHORIZING STAFF TO EXECUTE AGREEMENT FOR DEWATERING BIOSOLIDS AND AMENDING FY 2018-2019 BUDGET]

*Peter Sevcik, Director of Engineering and Operations, presented the item and answered questions from the Board*

*There were no public comments.*

*Upon the motion of Director Armstrong, and seconded, the Board unanimously approved Vote. 4-0.*

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

**RESOLUTION 2019-1503**  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING STAFF TO EXECUTE AN AGREEMENT FOR DEWATERING SOUTHLAND WASTEWATER TREATMENT FACILITY BIOSOLIDS WITH KARL NEEDHAM ENTERPRISES IN THE AMOUNT OF \$154,900, AND AMENDING FY 2018-19 BUDGET

F. GENERAL MANAGERS REPORT

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

*There were no public comments.*

G. COMMITTEE REPORTS

- AD HOC COMMITTEE – BLACKLAKE/NCSD OVERSIGHT COMMITTEE

*There were no public comments*

H. DIRECTORS' REQUEST TO STAFF AND SUPPLEMENTAL REPORTS

Director Woodson asked if project on Grande and Blume has permits to construct.

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
  - a) SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND A LITIGATION PURSUANT TO GC §54956.9 ALL CONSOLIDATED CASES)

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

- b) BENING Company, LLC v. Nipomo Community Services District  
(Court of Appeal, 2<sup>nd</sup> Dist., Case B286035

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

The Board took a 5 minute recess.

*Whitney McDonald, District Legal Counsel, announced that the Board discussed Item 1(a) and 1(b). The Board took no reportable action*

ADJOURN

*President Eby adjourned the meeting at 11:31 a.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 05 minutes
Closed Session	1 hour 26 minutes
TOTAL HOURS	2 hours 31 minutes

Respectfully submitted,

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Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

*MIG*

FROM: LISA BOGNUDA  
FINANCE DIRECTOR

DATE: APRIL 19, 2019

**AGENDA ITEM  
D-3  
APRIL 24, 2019**

**INVESTMENT POLICY – FIRST QUARTER REPORT**

**ITEM**

Review Investment Policy First Quarter Report [RECOMMEND ACCEPT AND FILE REPORT]

**BACKGROUND**

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

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

**INVESTMENT POLICY-FIRST QUARTER REPORT 3/31/19**

Investment	Institution	Amount of Deposit 3/31/19	Rate of Interest as of 3/31/19	Quarterly Interest Earned or Accrued 3/31/19	Amount of Deposit 3/31/18	Rate of Interest as of 3/31/18	Quarterly Interest Earned or Accrued 3/31/18
Public Checking (1)	Rabobank	\$211,690.95	0.00%	\$0.00	\$148,738.59	0.00%	\$0.00
Pooled Money Investment	Local Agency Investment Fund (LAIF)	\$19,090,613.12	2.55%	\$119,488.59	\$16,229,923.33	1.51%	\$59,553.50
Savings-NSWP Funded Replace (2)	Five Star/Rabobank	\$735,978.98	2.41%	\$4049.24	\$518,389.52	0.20%	\$245.41
Savings-Improvement Bonds(3)	Five Star/Rabobank	\$205,505.93	2.41%	\$1,174.91	\$202,195.67	0.20%	\$100.79
Savings-Improvement Bond(3)	Rabobank	\$29,260.65	0.08%	\$5.65	\$29,257.31	0.08%	\$5.84

- (1) Analyzed Account
- (2) Nipomo Supplemental Water (NSWP) Funded Replacement Fund (Held at Rabobank until 7/3/18)
- (3) Held in Trust – to be returned to developer upon completion of project (Held at Rabobank until 7/3/18)

**RECOMMENDATION**

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

**ATTACHMENTS**

None

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: APRIL 19, 2019



**AGENDA ITEM**  
**D-4**  
**APRIL 24, 2019**

**INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS  
FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1**

**ITEM**

Resolution initiating proceedings for annual levy of Street Landscape Maintenance District No. 1  
[RECOMMEND ADOPT RESOLUTION]

**BACKGROUND**

In 2003, the Board of Directors formed Street Landscape Maintenance District No. 1 to provide the street landscape maintenance for Tract 2409 (Sculpture Homes located on Vista Verde and Ida Street). The Street Landscape Maintenance District formed under Government Code Section 61601.20 and the Landscaping and Lighting Act of 1972.

Annually, the District follows the procedures outlined in the Government Code and Prop. 218 to levy the assessment on each of the 28 property owners served by the Landscape Maintenance District. In order to proceed, the attached Resolution should be adopted to initiate the proceedings and appoint Director of Engineering and Operations, Peter Sevcik as the Assessment Engineer.

**RECOMMENDATION**

Staff recommends adoption of Resolution 2019-XXXX LMD initiation

**ATTACHMENT**

- A. Resolution 2019-XXXX LMD Initiation

APRIL 24, 2019

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR ANNUAL  
LEVY OF ASSESSMENTS FOR THE STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1  
FOR FISCAL YEAR 2019-2020 PURSUANT TO THE PROVISIONS OF PART 2 OF  
DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

**WHEREAS**, the Nipomo Community Services District Board of Directors (“NCS D”) has, by previous Petition and Resolution, formed the Nipomo Community Services District Street Landscape Maintenance District No. 1 (hereinafter referred to as “Street Landscape Maintenance District No. 1”) pursuant to the provisions of Government Code §61122 (prior §61601.20) and the Landscaping and Lighting Act of 1972 (hereinafter referred to as the “Act”) that provides for the levy and collection of assessments by the County of San Luis Obispo for the Nipomo Community Services District to pay for the installation, planting and maintenance of landscaping within public streets, right of ways or easements within the Nipomo Community Services District; and

**WHEREAS**, Street Landscape Maintenance District No. 1 and the associated assessments are in compliance with the provisions of California Constitution Article XIII D; and

**WHEREAS**, the NCS D has appointed Peter Sevcik, a registered professional engineer, as assessment engineer for the purpose of assisting with the Annual Levy of the Street Landscape Maintenance District No. 1 and to prepare and file a report in accordance with the Act.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED** by the Board of Directors of the Nipomo Community Services District for the Nipomo Street Landscape Maintenance District No. 1, as follows:

**SECTION 1:** The NCS D hereby initiates proceedings for annual levy of assessments for Street Landscape Maintenance District No. 1 for Fiscal Year 2019-2020 pursuant to the provisions of the Act.

**SECTION 2:** The improvements within Street Landscape Maintenance District No. 1 include: trees, shrubs, grass, other ornamental vegetation, and appurtenant facilities, including irrigation system within the Street Landscape Maintenance District No. 1. The Board of Directors does not anticipate new improvements or substantial changes in existing improvements.

**SECTION 3: Engineer’s Annual Levy Report:** The NCS D Board of Directors hereby orders that Peter Sevcik, District Director of Engineering and Operations and a registered professional engineer in CA, prepare the Engineer’s Annual Levy Report concerning the levy of assessments for Street Landscape Maintenance District No. 1 in accordance with *Chapter 3, Section 22622* of the Act.

Upon the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:  
NOES:  
ABSENT:  
CONFLICTS:**

the foregoing resolution is hereby adopted this 24<sup>th</sup> day of April 2019.

\_\_\_\_\_  
**ED EB Y**  
President of the Board

ATTEST:

APPROVED AS TO FORM  
AND LEGAL EFFECT:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**WHITNEY G. MCDONALD**  
District Legal Counsel

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER   
 DATE: APRIL 18, 2019

**AGENDA ITEM  
 E-1  
 APRIL 24, 2019**

**REVIEW PROPOSED LATE FEE POLICY  
 AND ADOPT RESOLUTION**

**ITEM**

Review proposed late fee policy and adopt resolution. [REVIEW AND DISCUSS PROPOSED POLICY, EDIT AS NEEDED, AND CONSIDER ADOPTING A RESOLUTION IN SUPPORT OF LATE-FEE WAIVER POLICY]

**BACKGROUND**

The proposed Late Fee Policy ("Policy") is intended to provide customer relief from late fees and charges as a result of a delinquent payment. Late fees are imposed on customers who exceed the allotted period of time to pay their utility bill as defined in the Nipomo Community Services District ("District") Code of Ordinances. The following table provides a guide for understanding types of late fees and charges, the time allotted customers to provide payment before additional late fees and charges are imposed, the amount of the late fee, along with citations to applicable District and Government Code sections.

Bill Payment Process	Time Allotted	Late Fee Assessment	District/Government Code
Bill issued	25 days	-NA-	3.03.050/60373
Late Notice	15 days	10% of Bill	2.07.020/3.03.050/61115
Shut Off Notice ( Door Hanger)	2 days	\$20.00	2.07.020/3.03.070/60373
Non Payment	-NA-	\$50.00	2.07.020/3.03.070(1)/61115

The District extends the time allotted for making payments to prevent late fees when due-dates for penalty assessments fall on a weekend or legally recognized holiday.

The policy as proposed has three criteria that customers must meet and the General Manager must evaluate and determine if a customer qualifies for the program prior to removing a late fee:

1. The property owner on record with the District must be the signatory on the Late Fee Waiver Request Application.
2. The Program is available to property owners who have not filed and received the benefit of a late fee waiver over the last 24 months.
3. The Late Fee Waiver Request Application must be filed prior to the property owner's next billing cycle.

The proposed Policy recognizes that on occasion, circumstances may develop beyond the control of a customer who routinely pays their utility bill within the allotted time provided by District Code, but for such circumstances fails to do so and incurs late fees and charges.

The table below provides totals, averages, and costs for the number of Late Notices, Shut Off Notice (Door Hanger), and Non-payment notices issued in 2018.

Calendar Year 2018	Number of Notices	Monthly Avg.	Fees & Charges
Bills issued	26,461	-NA-	\$1,108,043
Late Notice	3,351	280	\$78,537
Shut Off Notice (Door Hanger)	811	67	\$16,220
Non Payment	172	14	\$8,600

### **FISCAL IMPACT**

The fiscal impact of enacting this policy, while uncertain to its full affect, will be to reduce late fees and charges collected from delinquent accounts. Fees and charges collected from delinquent accounts pay the cost of administering this process. Receiving customer payments for services in a timely manner is critical to maintain cash flow sufficient for the District to meet its financial obligations.

Using the 2018 calendar year quantities as a model to calculate the maximum loss of dollars to support the late fee collection process, the \$103,357 collected would be divided by 2, (if, in a two year period, every customer with late fees and charges takes advantage of the program). The results, \$51,785, would be the maximum loss of support to the late fee collection process. The minimum loss of revenue is \$0.00 – occurs when no customers apply for the late fee waiver.

The loss of revenue from the late fee collection process would affect the water and sewer budgets. Utility rates are calculated to meet budgetary requirements. Because the proposed policy is occurring between rate studies, there is no mechanism to regain uncollected late fees and charges to cover the cost of service until a future rate study is conducted. Losses will be made up from each enterprise's operating reserves. Future rate studies will evaluate and adjust for revenue losses that the proposed policy changes will affect. It is expected that costs to support the work needed to manage delinquent bills will not be reduced with this program.

### **STRATEGIC PLAN**

Goal 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

- A.2 Ensure billing processes are efficient, cost-effective and fair. Evaluate the potential costs and benefits of monthly compared to bi-monthly billing.

### **RECOMMENDATION**

Staff recommends that your Honorable Board review and discuss the proposed Policy and give direction to staff as needed.

**ATTACHMENTS**

- A. NCSD Schedule of Miscellaneous Fees
- B. NCSD Late Fee Waiver Request Application
- C. Draft Resolution Adopting Late Fee Waiver Policy

APRIL 24, 2019

ITEM E-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
SCHEDULE OF MISCELLANEOUS FEES**

FEE	CODE SECTION	AS OF JULY 1, 2015
Account Set Up Fee	3.03.020(A)	\$42.00
Duplicate Billing	3.03.030(E)	\$1.50
Late Fee	3.03.050	Greater of \$10.00 or 10% of unpaid balance
Shut Off Notice (Door Hanger)	3.030.070(A)(1)	\$20.00
Non-Payment Fee	3.03.070(7)(B)	\$50.00
Returned Check	3.03.150	\$28.00
Tampering Fee	3.03.170(B)	\$137.00
Turn On/Off after hours	3.03.100 (B)	\$147.00
Repair Authorization	3.03.170(C)	Actual cost with \$75.00 minimum
Meter Read Surcharge	3.03.030(C)(2)	\$36.00
Backflow Administration	3.04.070(A)(1)	\$1.00 per month
Meter Remove/Re-install	3.030.060(C) and 3.04.090(A) and (B)	Actual cost plus \$118.00 minimum plus capacity charge, if applicable
Outside Water Sales	3.16.020	Double inside rates
Outside Sewer Sales	4.08.220	Double inside rates
Water Meter Calibration Check	3.03.160(A)	\$118.00 plus cost of calibration
Fire Flow Letter	3.20.010(D)	\$50.00
Verification of Water and/or Sewer Service Letter	3.28.010 and 4.16.010	\$50.00
Application fees for Intent-to-Serve Letter	2.09.020	See 2.09.020 Appendix A
Renewal Fee for Intent-to-Serve	3.28.030(A)(1) and 4.16.030(A)(1)	\$50.00
Water or Sewer Lateral Inspection	2.14.010	\$115.00 per lateral
Annexation Fee	3.04.310(B)	\$500.00 per acre or parcel, if less than one acre
Variance Fee	1.04.030(D)	Actual cost with \$900.00 deposit
District Hydrant Access	3.20.030	\$39.00 plus account set up fee plus cost of water
Fire Hydrant Meter	3.20.030	\$2,000.00 deposit, \$30.00 per month equipment rental with one month minimum; \$39.00 month flat charge plus cost of water and applicable Supplemental Water Charges
Fire Hydrant Meter Relocation Charge	3.20.030	\$150.00
Fire Hydrant Flow Test	3.20.010(E)	\$175.00 per hour with 1.5 hour minimum

FEE	CODE SECTION	AS OF JULY 1, 2015
In-house copy charge, Black and White	2.11.010	\$1.50 for first page and \$0.20 each page thereafter
In-house copy charge, Color	2.11.010	\$1.50 for first page and \$0.40 each page thereafter
Outside Copy Charge	2.11.010	\$25.00 plus actual cost
CD Copy Charge	2.11.010	\$15.00
Board Room Use	2.13.010	See Resolution No. 2007-1035

APRIL 24, 2019

ITEM E-1

ATTACHMENT B



# NIPOMO COMMUNITY SERVICES DISTRICT

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

## LATE FEE WAIVER REQUEST APPLICATION

(Not retroactive; application must be filed before customer's next bill is issued)

THIS PROGRAM IS AVAILABLE TO PROPERTY OWNERS WHO HAVE NOT FILED AND RECEIVED ANY WAIVER OF LATE FEES IN THE LAST 24 MONTHS.

DATE \_\_\_\_\_ CUSTOMER ACCOUNT NO. \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

As the property owner, I hereby request Nipomo Community Services District ("NCSD") remove the following late fee(s) assessed on my property for the current billing cycle.

10% Late Fee       \$20 Door Hanger Fee       \$50 Non-payment Fee

This request is for the "Water Usage Period\*" (months) From \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

*\*This information is found on your bill.*

\_\_\_\_\_  
*Initial* I understand that the fee(s) removal is available to me once every two years as measured from the last successfully granted, in full or in part, Late Fee Waiver Request Application filing.

\_\_\_\_\_  
*Initial* I understand that the billing procedure is as follows:

My NCSD bill is mailed out on the 10<sup>th</sup> of the month every other month,  
My NCSD bill must be paid no later than 4:30PM on the 5<sup>th</sup> of the month,

NCSD payments must be received **in the office** no later than 4:30PM on the due date stated on the bill. Please be advised that a postal marking made on an envelope is not a measure of timeliness by NCSD. All payments received by NCSD after the due date are considered delinquent regardless of the postal marking and are subject to late fee(s).

I agree to and accept the conditions of this Late Fee Waiver Request. I have read and understand the District's billing procedures.

\_\_\_\_\_  
**Signature (Property Owner or Bona fide Agent)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

OFFICIAL USE	
DATE REMOVED	_____
AMOUNT REMOVED \$	_____
STAFF	_____

APRIL 24, 2019

ITEM E-1

ATTACHMENT C

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING A POLICY GOVERNING  
THE EXERCISE OF THE GENERAL MANAGER'S AUTHORITY TO  
WAIVE FEES ASSESSED ON CUSTOMER UTILITY ACCOUNTS  
AS A RESULT OF A DELINQUENT UTILITY BILL**

**WHEREAS**, the Nipomo Community Services District ("District") is formed under the Community Services District Law (Govt. Code §61100 et seq.) and provides water and sewer service within its service area pursuant to Govt. Code §61100 of the Community Services District Law; and

**WHEREAS**, the District is authorized by state law to impose and collect rates and charges for the provision of water and sewer service to its customers and, where such rates and charges become delinquent, to impose and collect late fees and charges associated with such delinquencies; and

**WHEREAS**, the District has adopted and collects certain late fees and charges as stated in District Code sections 2.07.020, 3.03.050, and 3.05.070 where customers' utility bills become delinquent; and

**WHEREAS**, the District Board of Directors ("Board") recognizes that, on occasion, circumstances may develop beyond the control of a customer who routinely pays their water and sewer bills in the allotted time period provided by District Code, but for such circumstances, fails to do so and incurs late fees and charges pursuant to the District Code, and, in recognition of such situations and the hardship late fees and charges may cause customers, the Board wishes to adopt a limited late fee waiver program to be administered by the District General Manager.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Nipomo Community Services District, as follows:

1. The recitals stated above are true and correct and incorporated herein.
2. The Board hereby adopts and directs the General Manager to implement the Policy Governing the Exercise of the General Manager's Authority to Waive Fees Assessed on Customer Utility Accounts as a Result of a Delinquent Utility Bill, attached hereto and incorporated herein as Exhibit A.
3. This Resolution is effective as of the date of adoption and does not apply retroactively to any late fees or charges assessed and paid prior to this effective date.

Upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

the foregoing resolution is hereby passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING A POLICY GOVERNING  
THE EXERCISE OF THE GENERAL MANAGER'S AUTHORITY TO  
WAIVE FEES ASSESSED ON CUSTOMER UTILITY ACCOUNTS  
AS A RESULT OF A DELINQUENT UTILITY BILL**

\_\_\_\_\_  
**ED EBY**  
President of the Board

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
**MARIO E. IGLESIAS**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**WHITNEY G. McDONALD**  
District Legal Counsel

EXHIBIT "A"

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**POLICY GOVERNING THE EXERCISE OF**  
**THE GENERAL MANAGER'S AUTHORITY TO**  
**WAIVE FEES ASSESSED ON CUSTOMER UTILITY ACCOUNTS**  
**AS A RESULT OF A DELINQUENT UTILITY BILL**

**APPLICABILITY:**

This Policy applies to all property owners who receive either water, sewer, or water and sewer services from the Nipomo Community Services District ("District").

**DEFINITIONS:**

"District Code" means the Nipomo Community Services District's Code of Ordinances.

"Utility Bill" shall mean a monthly or bimonthly invoice issued by Nipomo Community Services District to its customers for water and/or sewer utility services.

"Late Fees and Charges" means those fees and charges defined in the District's Code of Ordinances, Section 2.07.020 - Miscellaneous Fee Schedule, more specifically and limited to, "Late Fee", "Shut Off Notice" charge, and "Non-payment Fee".

"Allotted Time Period" are those time periods referenced in the Nipomo Community Services District's Code of Ordinances, more specifically sections "3.03.050 Late Fee", "3.03.060 Discontinuance of Service", and "3.03.070 Notice of discontinuance of residential service for nonpayment".

"General Manager" shall mean the General Manager for the Nipomo Community Services District or her/his designee.

**PURPOSE:**

This Policy governs the actions of the General Manager with regard to waiving or removing any and all Late Fees and Charges assessed on a District customer's Utility Bill when the Utility Bill becomes delinquent. The Policy recognizes that, on occasion, circumstances may develop beyond the control of a customer who routinely pays their Utility Bill within the Allotted Time Period provided by District Code, but for such circumstances, fails to do so and incurs Late Fees and Charges.

## EXHIBIT "A"

### **POLICY:**

The General Manager is authorized to act in the interest of the District by overseeing and managing the Late Fee Waiver Request Program ("Program"), including the review of all Program applications, determining customer qualifications, and carrying out the intent of the Program consistent with the Purpose stated above. In addition to any other provisions of law and District Code governing the application and collection of Late Fees and Charges, the General Manager is authorized to waive Late Fees and Charges in accordance with the following:

- a) The property owner on record with the District must be the signatory on a Late Fee Waiver Request Application in a form provided by the District.
- b) The Program is available to property owners who have not applied for and received a waiver of any Late Fees and Charges during the 24 months prior to the date of the Late Fee Waiver Request Application.
- c) The Late Fee Waiver Request Application must be filed prior to the property owner's next billing cycle.

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER  
 DATE: APRIL 19, 2019

**AGENDA ITEM  
 F  
 APRIL 24, 2019**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is March 23, 2019 through April 20, 2019.*

**DISTRICT BUSINESS**

**Administrative**

The District encourages residents to provide reports of any observed water waste. The District keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks. The table below provides the February data and the cumulative data for these activities. March data will be presented at the first meeting in April.

**Office Activities**

	Feb-19	Jul-Feb 2019
Reports of water waste followed up on	0	4
Leak Adjustments	3	18
Leak Adjustment Amount	\$430	\$4,971

**Water Resources**

**Table 1. Total Production Acre Feet (AF)**

	Mar-19	Jul 18 - Mar 19
Groundwater Production	24.6	623.2
Supplemental Water Imported	<u>77.7</u>	<u>728.1</u>
Total Production	<u>102.3</u>	<u>1,351.3</u>

NCSD imported 77.7 AF of water over the 31 day period in March averaging 567 gallons per minute for a daily total of 816,730 gallons per day. For fiscal year 2018-19 [July-2018 through June-2019] the District must import 800 AF of supplemental water. However, at the current import level, the District could see up to 960 AF for this time period. The District's total production, including groundwater wells and imported water measured at the Joshua Road Pump Station, registered 1,351.3 AF of water for the current fiscal year.

On the following page, Table 2 compares the District's total water production for the month of March and the fiscal year (July 2018 through June 2019) year-end total against those same periods for 2013 (pre-drought production). 2013 is the year the Department of Water Resources ("DWR") designated as the pre-drought production year. The pre-drought production data is included in the monthly water production report and compared to current usage, all of which is submitted by water purveyors statewide to DWR. For March 2019, the community's water conservation effort reached approximately 45% compared to February 2013. The District's year-end conservation effort for fiscal year 2019 will continue to be monitored throughout the year.

**Table 2. FY 2019 Total Demand To-date Compared to 2013**

	Mar-19	Jul 18 - Mar 19
Total Production (AF) for FY 2018-19	102.3	1,351.3
Total Production (AF) for 2013	<u>185.5</u>	<u>1,767.6</u>
Reduction (AF)	<u>83.2</u>	<u>416.3</u>
Percentage Reduction	44.9%	23.5%

**NCSW GW Reduction**

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each claim 16.66% (cumulatively 33.33%) of the imported water NCSW brings onto the basin through the NSWP. Of the 800 AF minimum imported water from the City of Santa Maria, 266.6 AF will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 3 below demonstrates the calculus for determining the District's groundwater pumping reduction.

**Table 3. NCSW GW Production (NCSW GW Well Production plus Purveyor Credit)**

	Mar -18	Jul 18 - Mar 19
NCSW GW Well Production	24.6	623.2
Purveyor Customer Credit (33.3% of Import Water)	<u>25.9</u>	<u>243.1</u>
NCSW Total Calculated GW Production	50.5	866.4
Average GW Production for 2009-2013	<u>160.4</u>	<u>1,809.1</u>
NCSW Percentage of GW Reduction	69%	52%

Taking into consideration the above referenced purveyor customer credit, the District can claim a groundwater pumping reduction of 69% for the month of February compared to the 5-year average from 2009 to 2013 (NMMA-TG assigned comparator). For Fiscal Year 2019, the cumulative groundwater pumping reduction is 52%. At the current Stage IV level of NMMA's Water Shortage Condition and Response Plan, the District has targeted groundwater pumping reduction level of 50% for the year.

**Table 4. 2019 Fiscal Year Forecasted Groundwater Pumping**

	Mar-19	Jul 18-Jun 19	Target	Over_(Under)	
NCSW GW Well Production	24.6	922.0			
Purveyor Customer Credit (33.3% of Import Water)	<u>25.9</u>	<u>319.6</u>			
NCSW Total Calculated GW Production	50.5	1,241.8	1,266.7	25	AcFt
Average GW Production for 2009-2013	<u>160.4</u>	<u>2,533.4</u>	<u>2,533.4</u>		
NCSW Percentage of GW Reduction	69%	51%	50%		

Table 4 is a forward looking view of the District's groundwater pumping reduction efforts for Fiscal Year 2019. The targeted groundwater pumping reduction is 50%. For future months, April 2019 through June 2019, Fiscal Year 2018 production values from the previous year are used as estimates future use. Looking at the nine months of actual data, July 2018 through March 2019, and completing the year using last year's monthly data where necessary, the District can forecast an "Over\_(Under)" value. By using this method to forecast groundwater pumping into fiscal year 2019, it can be estimated that the District will be 25 acre feet under the groundwater reduction target. Each year trends slightly different depending upon the weather, a major factor that drives consumer water demand. As actual data replaces projected data, the reliability of the table to provide year-end groundwater reduction becomes more reliable and aids staff in recognizing opportunities for shifting water production strategies.

**Table 5. FY 2018 v. FY 2019 Groundwater Pumping**

	<u>Mar-19</u>	<u>Jul 18-Mar 19</u>	<u>Mar-18</u>	<u>Jul 17-Mar 18</u>
NCSD GW Well Production	24.6	922.0	33.7	731.1
Purveyor Customer Credit (33.3% of Import Water)	<u>25.9</u>	<u>319.6</u>	<u>25.9</u>	<u>245.4</u>
NCSD Total Calculated GW Production	50.5	1,241.8	59.6	976.5
Average GW Production for 2009-2013	<u>160.4</u>	<u>2,533.4</u>	<u>160.4</u>	<u>1,809.2</u>
NCSD Percentage of GW Reduction	69%	51%	63%	46%

Table 5 compares the previous year's groundwater pumping with the current year groundwater pumping for the same time period (July through March). The comparison demonstrates a favorable consumption forecast emerging where demand on groundwater supplies diminished over time putting the District in a stronger position to reach the target reduction of 50%.

**Rainfall Gauge**

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
March 2019 Total	4.01	3.51
July-2018 through March-2019 (Seasonal Total)	17.37	15.17
Average Annual Year Rainfall	18.0	16.0
April 1, 2019 to April 19, 2019	<u>0.04</u>	<u>0.04</u>
Total to date	17.41	15.21

**Safety Program**

None

**Other Items and News of Interest**

No Items

**Supplemental Water Capacity Accounting**

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

Supplemental Water Available for Allocation	500 AFY
Supplemental Water Reserved (Will Serve Letter Issued)	-51.2 AFY
Subtotal Net Supplemental Water Available for Allocation	448.8 AFY
Supplemental Water Assigned (Intent-to-Serve Issued)	-45.8 AFY
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>403.0 AFY</b>

This information is accurate through March 2019.

**Connection Report**

Nipomo Community Services District  
 Water and Sewer Connections

**END OF MONTH REPORT**

	Jan-19	Feb-19	Mar-19
Water Connections (Total)	4434	4434	4437
Sewer Connections (Total)	3197	3197	3199
New Water Connections	0	0	3
New Sewer Connection	0	0	2
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	475	475	475

The Connection Report is current through March.

**Meetings (March 23, through April 19)**

*Meetings Attended (telephonically or in person):*

- Mar. 27, Rotary
- Mar. 27, Regular NCSD Board Meeting
- Mar. 27, Exec. Team After Board Meeting
- Mar. 28, NMMA Purveyor Managers
- Mar. 28, Eng/Admin Meeting
- Apr. 1, Board Officer Meeting
- Apr. 2, Internal IWMA Agreement Review
- Apr. 2, Management Team Meeting
- Apr. 2, Blacklake Master Assoc. Mtg.
- Apr. 3, Rotary
- Apr. 3, IRWM Meeting
- Apr. 4, R. Rossi, BL Development
- Apr. 4, Blacklake Assess. Distr. Mtg.
- Apr. 5, Comm. Cust. Use Review – Continental Flavors
- Apr. 8, Eng/Admin Meeting

- Apr. 9, Admin Staffing Mtg.
- Apr. 9, SCSS Regional Users Mtg.
- Apr. 10, Rotary
- Apr. 10, Benham Hearing
- Apr. 11, Blacklake Ad Hoc Committee
- Apr. 12, NMMA-TG Mtg.
- Apr. 12, Mr. Witmer – Eureka Well Easement
- Apr. 12, Blacklake\NCSD Oversight Committee
- Apr. 15, Board Officer Mtg.
- Apr. 16, Conf w/Legal Counsel – Developer issue
- Apr. 16, Management Team Mtg.
- Apr. 17, Rotary
- Apr. 17, Tompkins, Sweet Mtg.
- Apr. 19, Finance and Audit Committee – Budget Review

**Meetings Scheduled (April 20 through April 27):**

*Upcoming Meetings (telephonically or in person):*

- Apr. 23, Eng/Admin Mtg.
- Apr. 24, Rotary
- Apr. 24, Regular NCSD Board Meeting
- Apr. 24, Exec. Team After Board Meeting
- Apr. 25, Hazard Mitigation Plan Committee – SLO Cnty

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- NMMA-TG: May 23<sup>rd</sup> (Friday) @ 10:00 AM, NCSD Board Room
- RWMG: June 5<sup>th</sup> @ 10:00 AM, SLO Library (Working Group)
- WRAC: April 3<sup>rd</sup> @ 1:30 PM, SLO Library
- NMMA Purveyor Meeting: April 25<sup>th</sup> @ 11:00 AM, NCSD Admin Office
- County Hazard Mitigation Planning Committee: April 25<sup>th</sup> @ 9:00AM SLO City Libr.

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board

**ATTACHMENTS**

NONE

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER *MIG*

DATE: APRIL 19, 2019



## COMMITTEE REPORTS

### ITEM

Review and discuss Committee reports.

### BACKGROUND

The following committee meetings were held for which oral reports are being provided:

- Finance and Audit Committee
- Ad Hoc Blacklake/NCSD Oversight Committee

### RECOMMENDATION

It is recommended that your Honorable Board discuss the meeting reports as appropriate.