

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER

DATE: FEBRUARY 22, 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 FEBRUARY 13, 2019 REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) APPROVE REVISED BOARD BY-LAWS AND POLICIES [RECOMMEND REVIEW  
AND APPROVAL REVISED BOARD BY-LAWS]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



FROM: LISA BOGNUDA  
FINANCE DIRECTOR



DATE: FEBRUARY 22, 2019

**AGENDA ITEM**  
**D-1**  
**FEBRURY 27, 2019**

**WARRANTS**

HANDWRITTEN CHECKS			TOTAL COMPUTER CHECKS	
20488	02-27-19	SAC WIRELESS LLC		\$145,708.00
20489	02-27-19	ROBERT MARINAI	DEPOSIT REFUND	\$3,815.00
20490	02-27*19	QUIRING GENERAL LLC	PCIA DEPOSIT REFUND	\$63.29
			PCIA DEPOSIT REFUND	\$2,929.93

VOIDS – 4397

**COMPUTER GENERATED CHECKS – SEE ATTACHED**



Nipomo Community Services District

Item D-1 Warrants FEBRUARY 27, 2019

By Payment Number

Payment Dates 02/27/2019 - 02/27/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 4584</b>					
AECOM USA Inc.	Nipomo area pipeline improv	2000172433	02/27/2019		29,744.94
					<b>Payment 4584 Total:</b>
					<b>29,744.94</b>
<b>Payment: 4585</b>					
Allweather Landscape Mainte	LMD	34027	02/27/2019		325.00
					<b>Payment 4585 Total:</b>
					<b>325.00</b>
<b>Payment: 4586</b>					
AmeriPride	Uniforms	1502338018	02/27/2019		250.54
					<b>Payment 4586 Total:</b>
					<b>250.54</b>
<b>Payment: 4587</b>					
Baumgarten, Michael	Vehicle repair/maintenance	BAUMGARTEN2019	02/27/2019		31.01
					<b>Payment 4587 Total:</b>
					<b>31.01</b>
<b>Payment: 4588</b>					
Bee Safe Lock & Key	Keys and service call	INV0006119	02/27/2019		89.30
					<b>Payment 4588 Total:</b>
					<b>89.30</b>
<b>Payment: 4589</b>					
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI917181	02/27/2019		135.33
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI917180	02/27/2019		664.63
					<b>Payment 4589 Total:</b>
					<b>799.96</b>
<b>Payment: 4590</b>					
Burdine Printing	Postage for bills	38436B	02/27/2019		822.53
Burdine Printing	Postage for bills	38416B	02/27/2019		220.50
Burdine Printing	Mail bills	38436A	02/27/2019		155.38
Burdine Printing	Mail bills	38416A	02/27/2019		265.51
					<b>Payment 4590 Total:</b>
					<b>1,463.92</b>
<b>Payment: 4591</b>					
California Electric Supply	Relay	7826-769714	02/27/2019		156.38
					<b>Payment 4591 Total:</b>
					<b>156.38</b>
<b>Payment: 4592</b>					
California Water Environment	Brown-Collections Grade 2	Brown	02/27/2019		280.00
					<b>Payment 4592 Total:</b>
					<b>280.00</b>
<b>Payment: 4593</b>					
Clever Ducks	Computer expense	26414	02/27/2019		2,535.00
					<b>Payment 4593 Total:</b>
					<b>2,535.00</b>
<b>Payment: 4594</b>					
Core & Main, LP	PVC/couplings/fittings	K108611	02/27/2019		1,600.44
					<b>Payment 4594 Total:</b>
					<b>1,600.44</b>
<b>Payment: 4595</b>					
Crystal Springs	Distilled water	January 2019	02/27/2019		30.92
					<b>Payment 4595 Total:</b>
					<b>30.92</b>
<b>Payment: 4596</b>					
Electricraft, Inc.	Lift station repair-Juniper	13109	02/27/2019		438.00
Electricraft, Inc.	Lift Station repair-Misty Glen	13107	02/27/2019		219.00
					<b>Payment 4596 Total:</b>
					<b>657.00</b>
<b>Payment: 4597</b>					
Engel & Gray, Inc.	Biosolids collection	91X00008	02/27/2019		1,288.34
					<b>Payment 4597 Total:</b>
					<b>1,288.34</b>
<b>Payment: 4598</b>					
Excel Personnel Services, Inc.	Employment agency	2718907	02/27/2019		434.00

Item D-1 Warrants FEBRUARY 27, 2019

Payment Dates: 02/27/2019 - 02/27/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Excel Personnel Services, Inc.	Employment agency	2714378	02/27/2019		434.00
<b>Payment: 4599</b>					
Frontier Communications	BL phone	MAR2019	02/27/2019		62.54
<b>Payment: 4600</b>					
Gaddis, Dan Allen	Travel & mileage reimbursem	FEB2019	02/27/2019		34.22
<b>Payment: 4601</b>					
Home Depot Credit Services D	Filter/basin outlet/leach syste	3213663	02/27/2019		284.31
<b>Payment: 4602</b>					
Iglesias, Mario	Cell phone reimbursement	FEB2019	02/27/2019		65.00
<b>Payment: 4603</b>					
Jan-Pro Central Coast	Janitorial services	81651	02/27/2019		727.14
<b>Payment: 4604</b>					
JB Dewar, Inc.	Oil	47235	02/27/2019		588.28
<b>Payment: 4605</b>					
Left Coast T-Shirt Company	Uniforms	27816	02/27/2019		1,915.45
<b>Payment: 4606</b>					
M&M Backflow and Meter M	Meter testing	597	02/27/2019		330.00
<b>Payment: 4607</b>					
NexTraq	GPS subscription	AT03508719	02/27/2019		479.40
<b>Payment: 4608</b>					
Nu-Tech Pest Management	Rodent control	141350	02/27/2019		75.00
Nu-Tech Pest Management	Rodent control	141349	02/27/2019		265.00
<b>Payment: 4609</b>					
Office Depot	Office supplies	268488497001	02/27/2019		181.89
<b>Payment: 4610</b>					
Perry's Electric Motors & Cont	Repair/rewind motor	22698	02/27/2019		9,663.19
Perry's Electric Motors & Cont	Baldor motor	22694	02/27/2019		852.65
<b>Payment: 4611</b>					
PG&E	NSWP Interconnection-GSWC	7814806-1	02/27/2019		2,500.00
<b>Payment: 4612</b>					
PG&E	Electricity	Feb 2019	02/27/2019		30,584.37
<b>Payment: 4613</b>					
PG&E	NSWP Interconnection-WMW	7814808-7	02/27/2019		2,500.00
<b>Payment: 4614</b>					
PMC Engineering LLC	Cable and sink weight	99686	02/27/2019		2,930.44

Item D-1 Warrants FEBRUARY 27, 2019

Payment Dates: 02/27/2019 - 02/27/2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
<b>Payment: 4615</b>					
Proto Die Manufacturing, Inc.	Deflector Assembly	1105	02/27/2019		395.00
					<b>Payment 4615 Total:</b>
					<u>395.00</u>
<b>Payment: 4616</b>					
Richards, Watson & Gershon	Legal services thru 1-31-19	220613	02/27/2019		10,774.55
					<b>Payment 4616 Total:</b>
					<u>10,774.55</u>
<b>Payment: 4617</b>					
Richards, Watson & Gershon	Water rights adjudication	220614	02/27/2019		2,835.00
					<b>Payment 4617 Total:</b>
					<u>2,835.00</u>
<b>Payment: 4618</b>					
Santa Maria Sun, LLC	Water Conservation advertisi	293398	02/27/2019		396.00
Santa Maria Sun, LLC	Water Conservation Advertisi	293685	02/27/2019		396.00
					<b>Payment 4618 Total:</b>
					<u>792.00</u>
<b>Payment: 4619</b>					
SGS Guadalupe	Can 17	780125036	02/27/2019		694.98
					<b>Payment 4619 Total:</b>
					<u>694.98</u>
<b>Payment: 4620</b>					
SLO County Tax Collector	Revised Tax Bill-Reassessment	091-232-016	02/27/2019		83.02
					<b>Payment 4620 Total:</b>
					<u>83.02</u>
<b>Payment: 4621</b>					
SoCalGas	Heat - shop/office	INV0006120	02/27/2019		35.59
					<b>Payment 4621 Total:</b>
					<u>35.59</u>
<b>Payment: 4622</b>					
Spieß Construction Co.	Southland WWTF Drying Bed	1	02/27/2019		32,157.50
					<b>Payment 4622 Total:</b>
					<u>32,157.50</u>
<b>Payment: 4623</b>					
Underground Service Alert of	CA State Fee for Regulatory C	1552822019DIG	02/27/2019		287.28
					<b>Payment 4623 Total:</b>
					<u>287.28</u>
<b>Payment: 4624</b>					
United Rentals	Water truck rental	165510172-001	02/27/2019		2,608.69
					<b>Payment 4624 Total:</b>
					<u>2,608.69</u>
<b>Payment: 4625</b>					
Wallace Group	FOG program	47674	02/27/2019		208.00
					<b>Payment 4625 Total:</b>
					<u>208.00</u>
<b>Payment: 4626</b>					
WaterISAC	Annual membership	10799-2018	02/27/2019		524.00
					<b>Payment 4626 Total:</b>
					<u>524.00</u>
<b>Payment: 4627</b>					
Bognuda, Lisa	Reimbursement	INV0006121	02/27/2019		152.76
					<b>Payment 4627 Total:</b>
					<u>152.76</u>

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: FEBRUARY 22, 2019



**APPROVE FEBRUARY 13, 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. February 13, 2019 draft Regular Board Meeting Minutes

FEBRUARY 27, 2019

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community Since 1965*

## DRAFT REGULAR MINUTES

FEBRUARY 13, 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 February 13, 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, all Directors were present.*

*There were no public comments.*

#### C. PRESENTATIONS AND REPORTS

##### 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]

###### Director Woodson

- January 23 attended Citizen Transportation Advisory Committee meeting.
- January 28, attended SCAC meeting.

###### Director Blair

January 28, attended SCAC meeting.

###### Director Gaddis

- January 25, attended SLO Chapter CSDA annual meeting.
- February 6, attended IRWM meeting.
- February 4, attended Board Officer's meeting.
- February 12, Flume technician meeting.

###### Director Armstrong

- February 6, attended WRAC meeting.

###### Director Eby

- January 25, attended SLO Chapter CSDA annual meeting.
- February 4, attended Board Officer's meeting.
- February 6, attended WRAC meeting.
- February 8, attended NMMA Technical Group Advisory meeting.

##### C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

SUBJECT TO BOARD APPROVAL



**Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES**

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved receiving and filing presentations and reports.  
Vote 5-0.*

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

**D. CONSENT AGENDA**

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JANUARY 23, 2019 REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) INVESTMENT POLICY – FOURTH QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-4) ACCEPT SECOND QUARTER FISCAL YEAR 2018-2019 QUARTERLY FINANCIAL REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-5) REVIEW BOARD BY-LAWS AND POLICIES AND PROPOSE EDITS FOR CONSIDERATION [RECOMMEND REVIEW OF BY-LAWS AND DIRECT STAFF TO RETURN WITH REVISIONS, IF ANY, FOR FUTURE BOARD APPROVAL]

*President Eby pulled Item D-5 for separate consideration.*

*There were no public comments.*

*Upon the motion of Director Blair and seconded, the Board unanimously approved Consent Agenda Items D-1 to D-4.  
Vote 5-0.*

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

*Item D-5 - President Eby requested that Section 2.8 of the Board By-Laws include a definition of abstention and when an abstention vote can be used.*

*Item D-5 was continued until the next Board Meeting.*

**E. ADMINISTRATIVE ITEMS**

- E-1) CONSIDERATION OF INTEGRATED WASTE MANAGEMENT AUTHORITY HOUSEHOLD HAZARDOUS WASTE COLLECTION SITE LEASE AGREEMENT [RECOMMEND REVIEW PROPOSED AGREEMENT AND DIRECT STAFF]

*Mario Iglesias, General Manager, presented the item. The IWMA requested the Board approve an Affirmation and Restatement of the Household Hazardous Waste Agreement and extend the agreement until November 7, 2021. Staff recommends a new agreement be drafted to include improvements and/or refinements to the operations of the collection site.*

SUBJECT TO BOARD APPROVAL

*Mike Giancola, Interim Manager of IWMA, answered questions from the Board.*

*Director Gaddis requested the new agreement be for ten years beginning in 2019 rather than renegotiating in 2021.*

*There were no public comments.*

*The Board unanimously agreed to direct Staff to renegotiate the agreement and extend it to 2029, if possible. This item will be considered at a future Board meeting.*

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

*None*

H. DIRECTORS' REQUEST TO STAFF AND SUPPLEMENTAL REPORTS

*Director Woodson requested Staff update the Board on proposed legislation by Governor Newsom on a water meter tax.*

*President Eby directed Staff to place an item on a future agenda that describes the late fee process, the amount of fees and the ability of the General Manager to waive fees under certain circumstances.*

*Director Armstrong suggested the above item also include discussion of SB 998 and how it will be incorporated into our late fee process.*

*Director Blair would like hand blowers placed in the restrooms to eliminate paper waste.*

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9

- a) SMWWCD 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)
- b) SMART, ET AL. V. NCSD (SAN LUIS OBISPO COUNTY SUPERIOR COURT, CASE NO. 18LC-0908)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

The Board took a 10 minute recess.

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

K. ADJOURN TO CLOSED SESSION

L. OPEN SESSION

ANNOUNCEMENTS OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

*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 10:46 a.m.*

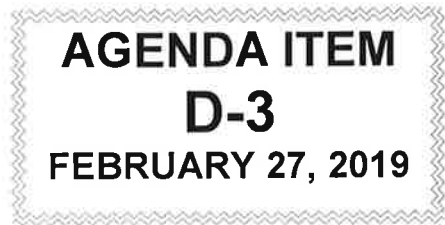
MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 58 minutes
Closed Session	0 hour 48 minutes
TOTAL HOURS	1 hour 46 minutes

Respectfully submitted,

\_\_\_\_\_  
Mario Iglesias, General Manager and Secretary to the Board

\_\_\_\_\_  
Date

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: FEBRUARY 22, 2019



## **APPROVE REVISED BOARD BY-LAWS AND POLICIES**

### **ITEM**

Approve Revised Board By-Laws and Policies [RECOMMEND REVIEW AND, IF APPROPRIATE, ADOPT RESOLUTION APPROVING BOARD BY-LAWS AND POLICIES]

### **BACKGROUND**

Pursuant to Section 17 of the Board By-Laws, the Board By-Laws and Policy shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

Your Board reviewed the Board By-Laws and Policies at the February 13, 2019, Regular Meeting and directed staff to make a few minor edits on page 2, Section 2.8.

Attached are the Board By-Laws and Policies with the edits as directed in 'mark-up' view for your review and approval.

### **RECOMMENDATION**

Staff recommends that your Honorable Board review the Board By-Laws and Policies, propose any additional changes and by motion and roll call vote, approve the changes to the 2019 Board By-Laws and Policies, and adopt the attached Resolution to approve the revised Board By-Laws and Policies.

### **ATTACHMENT**

- A. Resolution with Proposed changes to the Board By-Laws and Policies
- B. Black-line Markup showing Proposed changes to the Board By-Laws and Policies

FEBRUARY 27, 2019

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-1498**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING AMENDED BOARD BY-LAWS AND POLICIES**

**WHEREAS**, the Board of Directors of Nipomo Community Services District (District) is committed to providing excellence in legislative leadership; and

**WHEREAS**, Section 16 of the Board By-Laws and Policies provides for the annual review of the Board By-Laws and Policies by District Legal Counsel; and

**WHEREAS**, Government Code §61045 requires the Board of Directors to adopt Rules or By-laws governing its proceedings; and

**WHEREAS**, on February 13, 2019, District Legal Counsel reviewed the District's previously adopted Board By-Laws and Policies and the District Board of Directors instructed staff to return with a revised version for Board adoption; and

**WHEREAS**, on February 27, 2019, the District Board considered public comment regarding the adoption of the revised Board By-Laws and Policies.

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

1. The Nipomo Community Services District Board By-Laws and Policies attached hereto as Exhibit "A" are hereby approved and adopted.
2. All prior District Board By-Laws and Policies, Resolutions and Policies of the District that are inconsistent with the Board By-Laws and Policies attached hereto as Exhibit "A" are hereby repealed.

Upon motion of 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 February 2019.

\_\_\_\_\_  
ED EBY, Board President  
Nipomo Community Services District

ATTEST:

APPROVED:

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

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

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are President and Vice President.
- 1.2 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as chairperson of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.

2. MEETINGS

- 2.1 Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 9:00 a.m. on the second and fourth Wednesday of each calendar month in the Board Room at the District Office located at 148 South Wilson, Nipomo, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.
- 2.2 Special Meetings.  
  
Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager or the Assistant General Manager in consultation with the President or, in his or her absence, the Vice President or those Directors calling the meeting.
- 2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:
  - (a) Directors may briefly respond to statements or questions from the public;

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
  - (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
  - (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.
- 2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions, and on roll call votes his/her name shall be called last.
- 2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of District business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.8 A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those temporarily absent or abstaining from voting because of a conflict of interest, and those absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.10 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.11 All recording devices, including but not limited to, audio or video recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated in plain public view and from behind the public speaker's podium. The President retains the discretion to alter these guidelines, including the authority to require that all audio or video recorders, still and/or motion picture cameras be located in the back of the room.



NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

3. AGENDAS

- 3.1. The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. twelve calendar days prior to the meeting date. Such a request must be also submitted in writing either at the time of communication with the General Manager or delivered to the office within the next working day.
- 3.2. The following applies to reconsideration of prior Board actions.
- (a) After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 3.1, above, or other provisions of the Brown Act.
  - (b) Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
  - (c) The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.
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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.

- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, an abstention or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, an abstention or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, an abstention or conflict of interest, in the minutes on the item identified by the Director.

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- 4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.
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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

- 4.7 Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. During the 30-day period, the District will provide, without charge, the necessary equipment for inspection of said recordings at the District Office during regular business hours. In addition to the 30-day requirement, the District will maintain the recordings- in accordance with its current Records Retention Policy

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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

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6.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.

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Pursuant to Government Code §61051, the General Manager shall be responsible for the following:

7.1. The implementation of the policies established by the Board of Directors for the operation of the District;

7.2 The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors;

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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

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- 8.1 Directors, by making a request to the General Manager or Assistant General Manager, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or the Assistant General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or Assistant General Manager shall inform the individual Director why the information is not or cannot be made available.
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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

- 9.3 Each Director appointed to an ad hoc committee is authorized to receive seventy-five dollars (\$75.00) as compensation for each ad hoc committee meeting attended by him/her.
- 9.4 In no event shall Director compensation exceed \$100 per day.
- 9.5 Director compensation shall not exceed six full days in any one calendar month.

10. DIRECTOR REIMBURSEMENT

10.1 Subject to the following rules and budgetary limitations, each Director is entitled to reimbursement for their actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments, and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

- 10.2 All expenses that do not fall within the reimbursement policy set forth in 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.
- 10.3 Board members shall submit an expense report on the District form within thirty (30) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense. Expense reports for mileage, as referenced in Section 10.1(b), shall be submitted no later than the end of each quarter (March, June, September, and December).
- 10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

11. TRAINING

11.1 Ethics Training

- (a) Pursuant to sections 53234 et seq. of the Government Code, all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- (b) Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

11.2 Harassment Prevention Training

Board members, the General Manager, and supervisors that are designated in the Districts conflict of interest code, shall receive harassment prevention training in accordance with the law.

12. COMMITTEES

12.1 Ad Hoc Committees

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

12.2 Standing Committees

- (a) The Board may create standing committees at its discretion. The Board President shall propose and the Board of Directors shall approve standing committee membership.

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

(b) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.

(c) All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these By-Laws. Summary notes for each meeting of each committee shall be forwarded to the NCS D Board of Directors as a public record.

13. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors by Monday of each week and/or with agenda packet.

13.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the District, and

13.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

14. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

14.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. FPPC regulations related to interests in real property provide that, if the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by a decision, that interest is now deemed to be directly involved in the decision.

14.2 Interest in Contracts, Government Code Section 1090



NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

14.3 Incompatible Office, Government Code Section 1099

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. BOARD BY-LAWS REVIEW POLICY

Subject to 3.1 the Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

17. RESTRICTIONS ON BY-LAWS

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

FEBRUARY 27, 2019

ITEM D-3

ATTACHMENT B

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are President and Vice President.
- 1.2 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as chairperson of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.

2. MEETINGS

- 2.1 Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 9:00 a.m. on the second and fourth Wednesday of each calendar month in the Board Room at the District Office located at 148 South Wilson, Nipomo, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.
- 2.2 Special Meetings.  
  
Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager or the Assistant General Manager in consultation with the President or, in his or her absence, the Vice President or those Directors calling the meeting.
- 2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:
  - (a) Directors may briefly respond to statements or questions from the public;

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
  - (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
  - (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.
- 2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions, and on roll call votes his/her name shall be called last.
- 2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of District business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.8 A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those temporarily absent or abstaining from voting because of a conflict of interest, and those absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.10 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.11 All recording devices, including but not limited to-, audio or video recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated in plain public view and from behind the public speaker's podium. The President retains the discretion to alter these guidelines, including the authority to require that all audio or video recorders, still and/or motion picture cameras be located in the back of the room.

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

3. AGENDAS

- 3.1. The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. twelve calendar days prior to the meeting date. Such a request must be also submitted in writing either at the time of communication with the General Manager or delivered to the office within the next working day.
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NIPOMO COMMUNITY SERVICES DISTRICT  
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BOARD BY-LAWS AND POLICIES  
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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

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NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

- 9.3 Each Director appointed to an ad hoc committee is authorized to receive seventy-five dollars (\$75.00) as compensation for each ad hoc committee meeting attended by him/her.
- 9.4 In no event shall Director compensation exceed \$100 per day.
- 9.5 Director compensation shall not exceed six full days in any one calendar month.

10. DIRECTOR REIMBURSEMENT

10.1 Subject to the following rules and budgetary limitations, each Director is entitled to reimbursement for their actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments, and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

- 10.2 All expenses that do not fall within the reimbursement policy set forth in 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.
- 10.3 Board members shall submit an expense report on the District form within thirty (30) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense. Expense reports for mileage, as referenced in Section 10.1(b), shall be submitted no later than the end of each quarter (March, June, September, and December).
- 10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

11. TRAINING

11.1 Ethics Training

- (a) Pursuant to sections 53234 et seq. of the Government Code, all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- (b) Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

11.2 Harassment Prevention Training

Board members, the General Manager, and supervisors that are designated in the Districts conflict of interest code, shall receive harassment prevention training in accordance with the law.

12. COMMITTEES

12.1 Ad Hoc Committees

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

12.2 Standing Committees

- (a) The Board may create standing committees at its discretion. The Board President shall propose and the Board of Directors shall approve standing committee membership.

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

- (b) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.
- (c) All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these By-Laws. Summary notes for each meeting of each committee shall be forwarded to the NCSD Board of Directors as a public record.

13. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors by Monday of each week and/or with agenda packet.

- 13.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the District, and
- 13.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

14. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

14.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. FPPC regulations related to interests in real property provide that, if the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by a decision, that interest is now deemed to be directly involved in the decision.

14.2 Interest in Contracts, Government Code Section 1090

NIPOMO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTOR  
BOARD BY-LAWS AND POLICIES  
EXHIBIT "A"

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

14.3 Incompatible Office, Government Code Section 1099

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

15. CONTINUING EDUCATION


Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. BOARD BY-LAWS REVIEW POLICY

Subject to 3.1 the Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

17. RESTRICTIONS ON BY-LAWS

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER   
 DATE: February 22, 2019

**AGENDA ITEM  
 F  
 FEBRUARY 27, 2019**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is February 9, 2019 through February 23, 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 January data and the cumulative data on these activities. February Data will be presented at the March 13, 2019 Board Meeting.

**Office Activities**

	Jan-19	Jul-Jan 2019
Reports of water waste followed up on	0	4
Leak Adjustments	2	15
Leak Adjustment Amount	\$363	\$4,541

**Water Resources**

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

	Jan-19	Jul 18 - Jan 19
Groundwater Production	27.0	581.9
Supplemental Water Imported	<u>78.0</u>	<u>579.8</u>
Total Production	<u>111.4</u>	<u>1,161.7</u>

NCSD imported 78 AF of water over the 31 day period in January averaging 569 gallons per minute for a daily total of 819,883 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 1,161.7 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 January 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 January 2019, the community's water conservation effort reached approximately 19% compared to January 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**

	Jan-19	Jul 18 - Jan 19
Total Production (AF) for FY 2018-19	105.0	1,161.7
Total Production (AF) for 2013	<u>124.0</u>	<u>1,321.8</u>
Reduction (AF)	<u>19.0</u>	<u>160.1</u>
Percentage Reduction	15.3%	12.1%

**NCSD GW Reduction**

The District’s purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each claim 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSWP. Of the 800 AF minimum imported water from the CSM, 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. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)**

	Dec -18	Jul 18 - Dec 18
NCSD GW Well Production	27.0	581.9
Purveyor Customer Credit (33.3% of Import Water)	<u>26.0</u>	<u>193.6</u>
NCSD Total Calculated GW Production	53.0	775.5
Average GW Production for 2009-2013	<u>142.1</u>	<u>1,526.7</u>
NCSD Percentage of GW Reduction	63%	49%

Taking into consideration the above referenced purveyor customer credit, the District can claim a groundwater pumping reduction of 63% for the month of January compared to the 5-year average from 2009 to 2013 (NMMA-TG assigned comparator). For Fiscal Year 2019, the cumulative groundwater pumping reduction is 49%. 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**

	Jan-19	Jul 18-Jun 19	Target	Over_(Under)	
NCSD GW Well Production	27.0	984.7			
Purveyor Customer Credit (33.3% of Import Water)	<u>26.0</u>	<u>319.4</u>			
NCSD Total Calculated GW Production	53.0	1,304.1	1,266.7	(37)	AcFt
Average GW Production for 2009-2013	<u>142.1</u>	<u>2,533.4</u>	2,533.4		
NCSD Percentage of GW Reduction	63%	49%	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, February 2019 through June 2019, Fiscal Year 2018 production values from the previous year are used as estimates for future use. Looking at the seven months of actual data, July 2018 through January 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 37 acre feet over 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**

	Jan-19	Jul 18-Jan 19	Jan-18	Jul 17-Jan 18
NCSW GW Well Production	27.0	984.7	45.3	652.0
Purveyor Customer Credit (33.3% of Import Water)	26.0	319.4	26.4	196.2
NCSW Total Calculated GW Production	53.0	1,304.1	71.7	848.2
Average GW Production for 2009-2013	142.1	2,533.4	142.1	1,526.7
NCSW Percentage of GW Reduction	63%	49%	50%	44%

Table 5 compares the previous year’s groundwater pumping with the current year groundwater pumping for the same time period (July through January). The comparison demonstrates a favorable consumption forecast emerging where demand on groundwater supplies diminished 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)
January 2019 Total	5.12	4.45
July-2018 through Jun-2019 (Seasonal Total)	8.78	7.17
Average Annual Year Rainfall	18	16
Feb. 1, 2019 to Feb. 8, 2019	1.90	1.58
Total to date	10.68	8.75

**Safety Program**

1 – Accident: District vehicle backed into bollard at southland wastewater plant.

**Other Items and News of Interest**

CSDA Seeking Board Member Nominations  
 San Luis Obispo County Out of Drought Conditions



**Supplemental Water Capacity Accounting**

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

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

This information is accurate through January 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		
Sewer Connections (Total)	3197		
New Water Connections	0		
New Sewer Connection	0		
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	475		

The Connection Report is current through January.

**Meetings (January 20 through February 9)**

*Meetings Attended (telephonically or in person):*

- Feb. 11, Vacation Day
- Feb. 12, NCSD Eng/Admin Meeting
- Feb. 12, Flume Technology
- Feb. 13, Rotary
- Feb. 13, Regular Board Meeting
- Feb. 13, Exec. Team After-Board Meeting
- Feb. 14, City of Grover Beach
- Feb. 14, Tuckfield – BL Sewer Rate Study
- Feb. 15, Oceano CSD
- Feb. 18, Holiday – Presidents Day
- Feb. 19, NCSD Management Team
- Feb. 19, BLMA Meeting
- Feb. 19, NCSD Board Officer's Meeting
- Feb. 20, Rotary
- Feb. 20, Training w/Exec. Team & Board

- Feb. 20, CSDA Manager's Meeting
- Feb. 21, NMMA Manager's Meeting
- Feb. 21, Witmer Property Negotiations
- Feb. 22, Clever Ducks IT - Communications
- Feb. 22, Tuckfield – BL Rate Analysis
- Feb. 22, Staff Training

**Meetings Scheduled (February 10 through February 16):**

*Upcoming Meetings (telephonically or in person):*

- Feb. 25, Spectrum Communications
- Feb. 26, Management Team (Shift Change)
- Feb. 26, Management Team (Budget Prep)
- Feb. 26, Eng/Admin Meeting
- Feb. 27, Rotary
- Feb. 27, Regular NCSD Board Meeting
- Feb. 27, Exec. Team After Board Meeting
- Mar. 1, NMMA-TG

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- NMMA-TG: March 1<sup>st</sup> (Friday) @ 10:00 AM, NCSD Board Room
- RWMG: March 13<sup>th</sup> @ 10:00 AM, SLO Library (Working Group)
- WRAC: March 13<sup>th</sup> @ 1:30 PM, SLO Library
- NMMA Purveyor Meeting: February 21<sup>st</sup> @ 10:00 AM, NCSD Admin Office
- NCMA/NMMA Managers Meeting: TBA

**RECOMMENDATION**

Staff seeks direction and input from your Honorable Board

**ATTACHMENTS**

- A. CSDA Board Nomination Form
- B. U.S. Drought Monitor – California February Map

FEBRUARY 27, 2019

ITEM F

ATTACHMENT A



**California Special  
Districts Association**  
*Districts Stronger Together*

RECEIVED  
FEB 14 2019  
NIPOMO COMMUNITY  
SERVICES DISTRICT

**DATE:** February 15, 2019  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat B-Greg Orsini, GM, McKinleyville Community Services District\*  
**Sierra Network** Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District \*  
**Bay Area Network** Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District\*  
**Central Network** Seat B-Tim Ruiz, GM, West Niles Community Services District  
**Coastal Network** Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District\*  
**Southern Network** Seat B-Bill Nelson, Director, Orange County Cemetery District  
(\* = Incumbent is running for re-election)

#### **AGAIN, THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.**

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) by **April 17, 2019** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

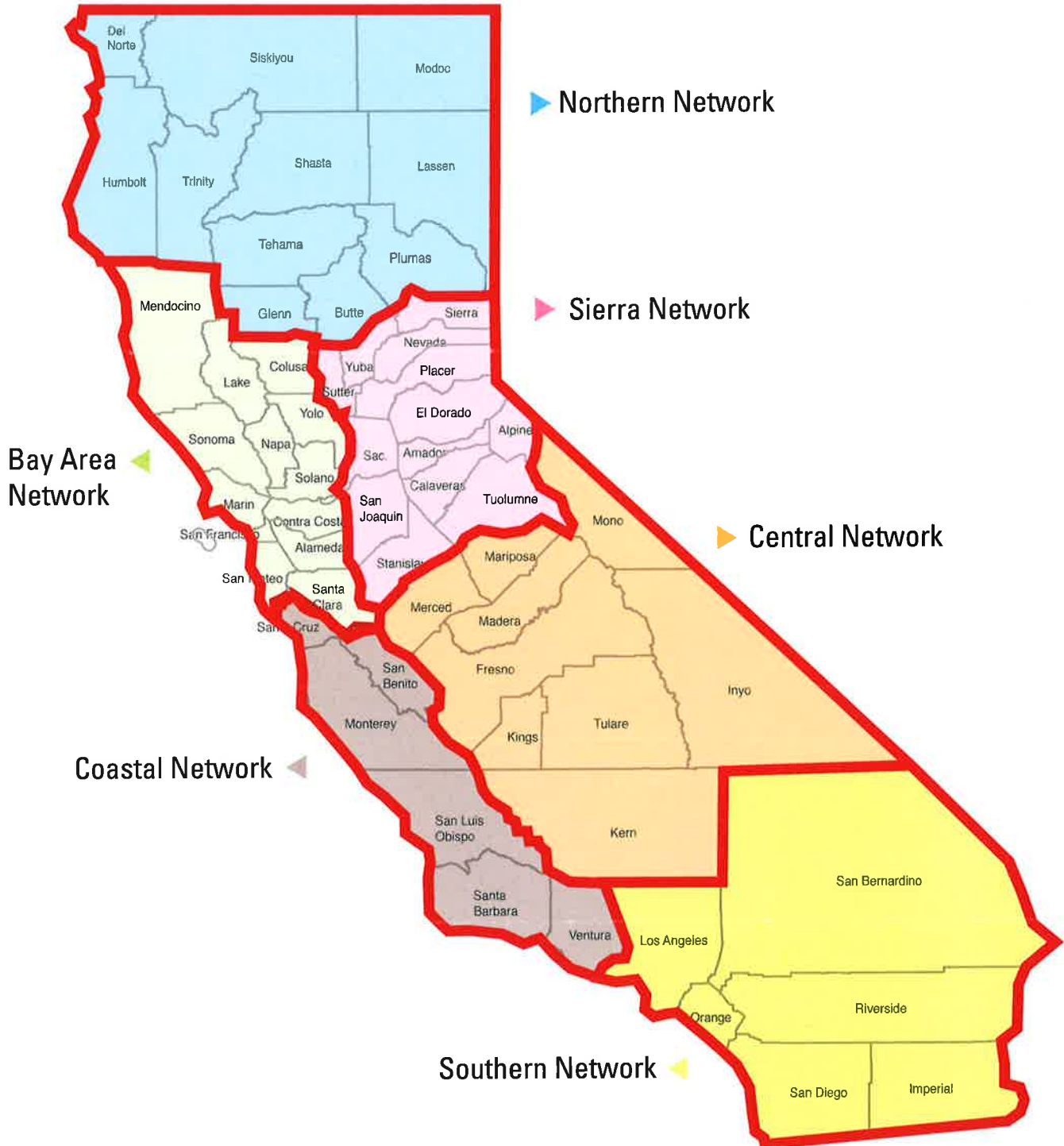
The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



California Special Districts Association

# DISTRICT NETWORKS



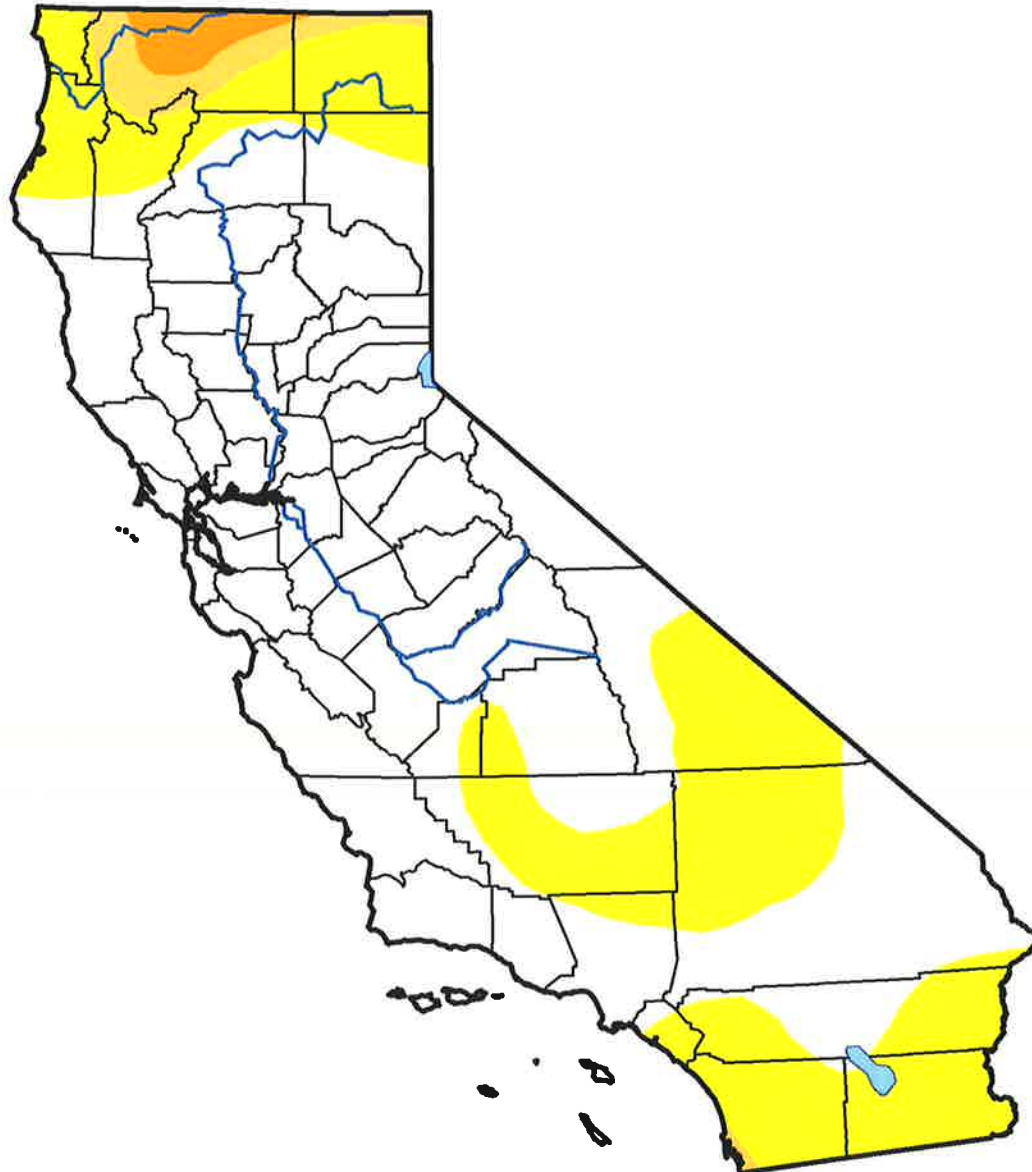
FEBRUARY 27, 2019

ITEM F





ATTACHMENT B

# U.S. Drought Monitor California

**February 19, 2019**  
(Released Thursday, Feb. 21, 2019)  
Valid 7 a.m. EST



### Intensity:

-  D0 Abnormally Dry
-  D1 Moderate Drought
-  D2 Severe Drought
-  D3 Extreme Drought
-  D4 Exceptional Drought

*The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.*

### Author:

Brad Rippey  
U.S. Department of Agriculture



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