


TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER   
DATE: MAY 22, 2020



## **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: MAY 22, 2020

**AGENDA ITEM**

**D**

**MAY 27, 2020**

## **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 MAY 13, 2020, REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT THIRD QUARTER FISCAL YEAR 2020 QUARTERLY FINANCIAL REPORT  
[RECOMMEND RECEIVE AND FILE]
- D-4) ACCEPT WATER AND SEWER IMPROVEMENTS FOR TRACT 2441 – BLUME AND  
GRANDE [RECOMMEND ACCEPT IMPROVEMENTS]
- D-5) REJECT ALL BIDS RECEIVED FOR THE SOUTHLAND WASTEWATER  
TREATMENT FACILITY SCREW PRESS PROJECT [RECOMMEND REJECT ALL  
BIDS]
- D-6) REQUEST CONSOLIDATION OF DISTRICT BOARD ELECTION  
WITH FALL GENERAL ELECTION [RECOMMEND ADOPT RESOLUTION]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



FROM: LISA BOGNUDA   
FINANCE DIRECTOR

DATE: MAY 22, 2020

**AGENDA ITEM**  
**D-1**  
**MAY 27, 2020**

## WARRANTS

HANDWRITTEN CHECKS  
NONE

TOTAL COMPUTER CHECKS  
\$187,138.98

VOIDS – 5955

**COMPUTER GENERATED CHECKS – SEE ATTACHED**



Nipomo Community Services District

Item D-1 Warrants MAY 27, 2020

By Payment Number

Payment Dates 05/27/2020 - 05/27/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 6013</b>				
Advantage Answering Plus, In	Answering service	000016-785-741	05/27/2020	185.92
<b>Payment 6013 Total:</b>				<u>185.92</u>
<b>Payment: 6014</b>				
Allweather Landscape Mainte	LMD	37680	05/27/2020	325.00
<b>Payment 6014 Total:</b>				<u>325.00</u>
<b>Payment: 6015</b>				
American Industrial Supply	Hydrant hoses	0343667	05/27/2020	366.08
American Industrial Supply	Stainless steel and Sch 80 PVC	0343691	05/27/2020	141.41
<b>Payment 6015 Total:</b>				<u>507.49</u>
<b>Payment: 6016</b>				
Burdine Printing	Postage for bills	41788B	05/27/2020	1,356.08
Burdine Printing	Mail bills	41788A	05/27/2020	212.80
<b>Payment 6016 Total:</b>				<u>1,568.88</u>
<b>Payment: 6017</b>				
CalPortland Construction	Gravel blend	94589468	05/27/2020	439.42
<b>Payment 6017 Total:</b>				<u>439.42</u>
<b>Payment: 6018</b>				
Cannon Corporation	Construction management - E	72251	05/27/2020	7,375.40
Cannon Corporation	Construction Management - S	72254	05/27/2020	7,452.56
<b>Payment 6018 Total:</b>				<u>14,827.96</u>
<b>Payment: 6019</b>				
Coombs Service Group	Cleaning and inspection of Bio	1081	05/27/2020	20,950.00
<b>Payment 6019 Total:</b>				<u>20,950.00</u>
<b>Payment: 6020</b>				
Electricraft, Inc.	Service call - Hetrick Tank	14790	05/27/2020	452.77
<b>Payment 6020 Total:</b>				<u>452.77</u>
<b>Payment: 6021</b>				
Engel & Gray, Inc.	Biosolids collection	04X00008	05/27/2020	8,684.20
<b>Payment 6021 Total:</b>				<u>8,684.20</u>
<b>Payment: 6022</b>				
Environmental Systems Resea	ArcGIS software subscription	93827448	05/27/2020	2,000.00
<b>Payment 6022 Total:</b>				<u>2,000.00</u>
<b>Payment: 6023</b>				
Executive Janitorial	Janitorial services	77886	05/27/2020	780.00
<b>Payment 6023 Total:</b>				<u>780.00</u>
<b>Payment: 6024</b>				
Frontier Communications	BL phone	JUN2020	05/27/2020	58.36
<b>Payment 6024 Total:</b>				<u>58.36</u>
<b>Payment: 6025</b>				
Iconix Waterworks (US) Inc.	PVC and galvanized pipes	U2016012849	05/27/2020	508.08
<b>Payment 6025 Total:</b>				<u>508.08</u>
<b>Payment: 6026</b>				
Iglesias, Mario	Cell phone reimbursement	MAY2020	05/27/2020	65.00
<b>Payment 6026 Total:</b>				<u>65.00</u>
<b>Payment: 6027</b>				
Integrated Industrial Supply, I	Cap screws, earplugs, washers	68996	05/27/2020	36.89
Integrated Industrial Supply, I	Gaskets	68874	05/27/2020	6.13

## Item D-1 Warrants MAY 27, 2020

Payment Dates: 05/27/2020 - 05/27/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Integrated Industrial Supply, I	Spring nuts, hex bolts, wedge	68943	05/27/2020	355.82
<b>Payment: 6027 Total:</b>				<b>398.84</b>
<b>Payment: 6028</b>				
Iron Mountain	Document shredding	CPZJ823	05/27/2020	73.25
<b>Payment: 6028 Total:</b>				<b>73.25</b>
<b>Payment: 6029</b>				
Mission Uniform Service	Uniforms	512427059	05/27/2020	170.94
Mission Uniform Service	Office supplies	512269610	05/27/2020	18.58
Mission Uniform Service	Office supplies	512225853	05/27/2020	256.28
Mission Uniform Service	Uniforms	512470845	05/27/2020	170.94
Mission Uniform Service	Uniforms	512198009	05/27/2020	170.94
<b>Payment: 6029 Total:</b>				<b>787.68</b>
<b>Payment: 6030</b>				
Municipal Maintenance Equip	Toggle switches, boot seals, hi	0148865	05/27/2020	101.99
<b>Payment: 6030 Total:</b>				<b>101.99</b>
<b>Payment: 6031</b>				
NexTraq	GPS subscription	AT01502524	05/27/2020	479.40
<b>Payment: 6031 Total:</b>				<b>479.40</b>
<b>Payment: 6032</b>				
Nipomo Community Services	Juniper LS	MAY2020F	05/27/2020	25.79
Nipomo Community Services	LMD	MAY2020C	05/27/2020	299.49
Nipomo Community Services	805 Alta Vista - domestic	MAY2020A	05/27/2020	25.79
Nipomo Community Services	805 Alta Vista - landscape	MAY2020B	05/27/2020	25.79
Nipomo Community Services	BLWWTP	MAY2020E	05/27/2020	86.81
Nipomo Community Services	SWWTP	MAY2020D	05/27/2020	45.16
<b>Payment: 6032 Total:</b>				<b>508.83</b>
<b>Payment: 6033</b>				
Nu-Tech Pest Management	Rodent control	0150929	05/27/2020	75.00
Nu-Tech Pest Management	Pest control	0150928	05/27/2020	265.00
<b>Payment: 6033 Total:</b>				<b>340.00</b>
<b>Payment: 6034</b>				
Office Depot	Office supplies	490017599001	05/27/2020	88.47
Office Depot	Office supplies	484580614001	05/27/2020	97.85
<b>Payment: 6034 Total:</b>				<b>186.32</b>
<b>Payment: 6035</b>				
PG&E	Electricity	MAY2020	05/27/2020	53,691.77
<b>Payment: 6035 Total:</b>				<b>53,691.77</b>
<b>Payment: 6036</b>				
Quinn Company	Semi-annual maintenance - Ya	WON30002985	05/27/2020	327.00
Quinn Company	Semi-annual maintenance - P	WON30002987	05/27/2020	327.00
Quinn Company	Semi-annual maintenance - Ya	WON30002980	05/27/2020	227.00
Quinn Company	Semi-annual maintenance - Ya	WON30002988	05/27/2020	327.00
Quinn Company	Semi-annual maintenance - Ya	WON30002984	05/27/2020	327.00
Quinn Company	Push button adapters	PC910056830	05/27/2020	49.96
Quinn Company	Semi-annual maintenance - LS	WON30002982	05/27/2020	271.00
Quinn Company	Semi-annual maintenance - LS	WON30002981	05/27/2020	234.00
Quinn Company	Semi-annual maintenance - W	WON30002983	05/27/2020	327.00
Quinn Company	Semi-annual maintenance - W	WON30002986	05/27/2020	377.00
<b>Payment: 6036 Total:</b>				<b>2,793.96</b>
<b>Payment: 6037</b>				
Ray Morgan Company	B&W/Color copies	2955901	05/27/2020	45.53
Ray Morgan Company	B&W/Color copies	2954176	05/27/2020	180.75
Ray Morgan Company	B&W/Color copies	2955902	05/27/2020	134.49
<b>Payment: 6037 Total:</b>				<b>360.77</b>

Item D-1 Warrants MAY 27, 2020

Payment Dates: 05/27/2020 - 05/27/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 6038</b>				
Richards, Watson & Gershon	Water Rights Adjudication	226797	05/27/2020	3,012.30
<b>Payment 6038 Total:</b>				<b>3,012.30</b>
<b>Payment: 6039</b>				
Richards, Watson & Gershon	Legal Services thru 4-30-20	226796	05/27/2020	13,003.60
<b>Payment 6039 Total:</b>				<b>13,003.60</b>
<b>Payment: 6040</b>				
SGS Guadalupe	CAN 17	780134920	05/27/2020	772.20
<b>Payment 6040 Total:</b>				<b>772.20</b>
<b>Payment: 6041</b>				
SoCalGas	Heat - shop/office	MAY2020B	05/27/2020	18.70
SoCalGas	Heat - shop/office	MAY2020A	05/27/2020	15.39
SoCalGas	Heat - shop/office	APR2020B	05/27/2020	44.23
<b>Payment 6041 Total:</b>				<b>78.32</b>
<b>Payment: 6042</b>				
State Water Resources Contro	D1 renewal	VIKER2020	05/27/2020	55.00
<b>Payment 6042 Total:</b>				<b>55.00</b>
<b>Payment: 6043</b>				
State Water Resources Contro	Debt service payment	98819-20-20	05/27/2020	42,180.25
<b>Payment 6043 Total:</b>				<b>42,180.25</b>
<b>Payment: 6044</b>				
Statewide Traffic Safety & Sign	Marking stick applicator, mini	03015833	05/27/2020	267.06
<b>Payment 6044 Total:</b>				<b>267.06</b>
<b>Payment: 6045</b>				
Tesco Controls, Inc.	Transmitter replacements	0070236	05/27/2020	8,684.87
<b>Payment 6045 Total:</b>				<b>8,684.87</b>
<b>Payment: 6046</b>				
Tribune	Notice of Public Hearing	04292020	05/27/2020	344.85
<b>Payment 6046 Total:</b>				<b>344.85</b>
<b>Payment: 6047</b>				
United Rentals	Water truck rental	165510172-019	05/27/2020	2,567.25
<b>Payment 6047 Total:</b>				<b>2,567.25</b>
<b>Payment: 6048</b>				
USA Bluebook	QuickPro roller assembly	225766	05/27/2020	117.87
USA Bluebook	Float switch with cable	234223	05/27/2020	525.24
USA Bluebook	CHEMKEYS	225972	05/27/2020	4,333.23
USA Bluebook	Pump tubes	227840	05/27/2020	121.05
<b>Payment 6048 Total:</b>				<b>5,097.39</b>

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: MAY 22, 2020



**APPROVE MAY 13, 2020  
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. May 13, 2020 draft Regular Board Meeting Minutes

MAY 27, 2020

ITEM D-2

ATTACHMENT A



# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

**MAY 13, 2020 AT 9:00 A.M.**

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

### **BOARD of DIRECTORS**

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

### **PRINCIPAL STAFF**

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

#### Mission Statement:

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

*Pursuant to Governor Newsom's Executive Order N-25-20, members of the Nipomo Community Services District Board or staff may participate in this meeting via teleconference. Members of the public may observe the meeting and public hearing telephonically by calling (800) 567-5900 (code 242-2614#). Pursuant to Governor Newsom's Executive Order N-29-20, members of the public may also comment on items on this agenda via email sent to info@ncsd.ca.gov prior to the 9:00 am meeting start time. There will be limited space outside the Board Room where those interested in attending can properly social distance and hear the proceedings from the District's outdoor audio system. There will be opportunities for public comment before the Board of Directors during the public comment periods throughout the meeting. For those interested in viewing the Board Meeting, the Zoom link can be found on the District's website home page. Select "View Board Meeting" and follow the prompts. The Zoom meeting starts at 9:00 am and also will broadcast the "Blacklake Assessment District 2020-1" ballot tabulation. There is an option to view the meeting without downloading the Zoom software. Viewers will not be able to comment using Zoom. Public participation in the meeting and public hearing will be taken as described above. If any individual with a disability requires assistance to observe or participate in the meeting, please contact the District office by telephone at least 24 hours in advance.*

President Gaddis announced that there is a short-range NCSD radio station, 98.5, which the public can listen to in their cars in the parking lot.

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

*President Gaddis called the Regular Meeting of May 13, 2020, 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 Gaddis, Eby and Blair were present in the Board Room. Director Armstrong, and Woodson were present telephonically.*

*There were no public comments. No emails were received at info@ncsd.ca.gov address prior to the time the meeting started.*

#### 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 Armstrong*

- *May 6, attended WRAC meeting.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

Director Eby

- May 6, attended WRAC meeting.

Director Gaddis

- May 4, attended Board Officers' meeting.

C-2) 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 Eby and seconded, the Board unanimously approved receiving and filing presentations and reports.  
Vote 5-0.*

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

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE APRIL 22, 2020, SPECIAL BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) APPROVAL OF THE ENGINEER'S LEVY REPORT AND DECLARATION OF INTENTION TO LEVY ANNUAL ASSESSMENTS FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2020-2021 [RECOMMEND ADOPT RESOLUTION]

*There were no public comments.*

*Upon the motion of Director Eby and seconded, the Board unanimously approved Consent Agenda.  
Vote 5-0.*

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

E. ADMINISTRATIVE AGENDA

E-1) PUBLIC HEARING REGARDING PROPOSED FORMATION OF THE NIPOMO COMMUNITY SERVICES DISTRICT ASSESSMENT DISTRICT NO. 2020-1 (BLACKLAKE SEWER CONSOLIDATION).

*President Gaddis announced the public hearing is officially opened. This is the time and place for community input concerning the proposed formation of the Nipomo Community Services District Assessment District No. 2020-1 (Blacklake Sewer Consolidation), the proposed levy of assessments and issuance of assessment bonds. Ballots will be tabulated following the close of the public hearing. We will receive comments and questions and any oral protests from any interested persons.*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

*Director Woodson asked if values or percentages would be inserted into the resolution to be adopted, if the assessment district is successful.*

*Director Eby made a correction to Section 8, remove the word "water" and replace it with "sewer".*

*Public comment was requested, including the reading of four protest letters.*

*Mario Iglesias, Secretary to the Board, read the following public comments in their entirety, received via email at [info@ncsd.ca](mailto:info@ncsd.ca):*

*Blair Shurtleff, Shane Hayward and Peggy Shurtleff, received via email on May 11, 2020, 9:26 a.m. (see email attached).*

*Shane Hayward, received via email on May 11, 2020, 9:35 a.m. (see email attached).*

*Joanne Crowder, received via email on May 11, 2020, 4:58 p.m. (see email attached)*

*Joanne Crowder, received via email on May 11, 2020, 5:02 p.m. (see email attached)*

*Brad Miller, asked about timing of payment of the assessments and the monthly sewer charges.*

*Lisa Bognuda, Finance Director, confirmed the drop box had been checked for ballots and the [info@ncsd.ca.gov](mailto:info@ncsd.ca) had been checked at 9:00 a.m. and no further ballots or email comments were submitted.*

*President Gaddis requested any ballots not previously delivered to be turned in at this time and asked if there were any property owners that wanted to amend their ballots (seeing none), closed the public hearing.*

*President Gaddis announced under the direction of the Secretary, and in view of the public, we ask that the assessment ballots be tabulated during the recess until completed. The tabulation of the ballots will be conducted in the Board Room. The Secretary will announce if a majority protest exists at the conclusion of the tabulation.*

*Mike Medve and Samantha Labitan of Willdan Financial Services conducted the counting of the ballots and Maryann Goodkind, Bond Counsel, of Norton Rose Fulbright observed.*

*Tom Hill and Brad Miller, Blacklake residents, observed the counting of the ballots.*

*At 9:15 a.m., President Gaddis announced the meeting would adjourn and reconvene at 1:00 p.m. to announce the results of the assessment ballot proceedings.*

*The counting of the votes was made available to the public via Zoom.*

*At 1:00 p.m., President Gaddis reconvened the meeting.*

SUBJECT TO BOARD APPROVAL

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

*President Gaddis announced the landowners of record within the Assessment District as of the close of the Public Hearing, did cast their ballots, with \$7,381,737.55 for the Assessment District and \$2,109,849.30 against the Assessment District.*

*Certificate of Secretary Regarding Ballots is attached.*

*Upon the motion of Director Blair and seconded, the Board unanimously adopted the Resolution, with the values inserted.  
Vote 5-0.*

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

**RESOLUTION NO. 2020-1554**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT DECLARING THE RESULTS OF A PROPERTY OWNER PROTEST BALLOT PROCEEDING FOR THE NIPOMO COMMUNITY SERVICES DISTRICT ASSESSMENT DISTRICT NO. 2020-1 (BLACKLAKE SEWER CONSOLIDATION)**

*Upon the motion of Director Eby and seconded, the Board unanimously adopted the Resolution, as amended.  
Vote 5-0.*

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

**RESOLUTION NO. 2020-1555**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT MAKING CERTAIN FINDINGS, APPROVING THE ENGINEER'S REPORT, APPROVING THE FORMATION OF THE NIPOMO COMMUNITY SERVICES DISTRICT ASSESSMENT DISTRICT NO. 2020-1 (BLACKLAKE SEWER CONSOLIDATION), CONFIRMING THE ASSESSMENTS IN SAID ASSESSMENT DISTRICT, ORDERING THE IMPROVEMENTS AND ACQUISITIONS TO BE MADE AND DESIGNATING THE TREASURER TO COLLECT AND RECEIVE MONEY**

**F. GENERAL MANAGER'S REPORT**

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

*There were no public comments.*

**G. COMMITTEE REPORTS**

*None*

**H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS**

Director Blair suggested a letter be sent to SLO County Board of Supervisors about opening up for business.

**I. CLOSED SESSION ANNOUNCEMENTS**

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

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

Closed Session was not necessary.

ADJOURN MEETING

*President Gaddis adjourned the meeting at 1:16 p.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 31 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	0 hour 31 minutes

Respectfully submitted,

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Mario Iglesias, General Manager and Secretary to the Board

Date

**Lisa Bognuda**

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**From:** Shane Hayward <info@yelapacasa.com>  
**Sent:** Monday, May 11, 2020 9:35 AM  
**To:** Info; Peggy Shurtleff  
**Subject:** Fwd: Nipomo service meeting  
**Attachments:** A-05-13-20.pdf

This meeting should be cancelled until after this Pandemic so more property owners can properly respond to;

E-1) PUBLIC HEARING REGARDING PROPOSED FORMATION OF THE NIPOMO COMMUNITY SERVICES DISTRICT ASSESSMENT DISTRICT NO. 2020-1 (BLACKLAKE SEWER CONSOLIDATION).

**There is much protest over this proposed formation and assesment.**

**Regards**

<https://ncsd.ca.gov/wp-content/uploads/2020/05/A-05-13-20.pdf>

## Lisa Bognuda

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**From:** Blair Shurtleff <getblair@icloud.com>  
**Sent:** Monday, May 11, 2020 9:26 AM  
**To:** Info; Peggy Shurtleff; shane hayward; newsroom@thetribunenews.com  
**Subject:** URGENT! The Meeting on May 13th must be postponed until after the Corona Virus!

NCSD Board Members and staff  
Newsroom The SLO Tribune

To have this meeting at this critical time is corrupt and wrong. I know many refusing to attend or not being allowed to attend due to being quarantined including a 90 year old multiple homeowner in Black Lake. She has no clue what Zoom is nor will she learn before WEDNESDAY. She is beside herself with worry of 2 assessments of approx. \$46,000 plus interest!

The entire economy may collapse, many will lose their jobs and property values may plummet and to saddle massive liens on homeowners is so wrong at this time!

What is the rush? Let the dust settle and see what the new normal is going to be.

Don't shove this down Black Lake homeowner's throats right now.

If the meeting happens, with a vote (we are totally against this project), then it will need to be tied up in court for as long as possible for fairness. Please cancel the meeting until life returns to normal.

Blair Shurtleff  
Shane Hayward  
Peggy Shurtleff

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[https://us3.proofpointessentials.com/index01.php?mod\\_id\[\] &mod\\_option=gitem&mail\\_id\[\] 89214392-du5xkEzar9DV&r\\_address=fo%40ncsd.ca.gov&report=](https://us3.proofpointessentials.com/index01.php?mod_id[] &mod_option=gitem&mail_id[] 89214392-du5xkEzar9DV&r_address=fo%40ncsd.ca.gov&report=)

**Lisa Bognuda**

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**From:** Joanne Crowder <cjcrowder38@gmail.com>  
**Sent:** Monday, May 11, 2020 4:58 PM  
**To:** Info  
**Subject:** vote counting go BLMA

The votes should be counted during the meeting, Security and the appearance of such is paramount in these financial matters.

Thank you. Joanne Crowder. Fairways Owner 2002 - 2020

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This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.



**Lisa Bognuda**

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**From:** Joanne Crowder <cjcrowder38@gmail.com>  
**Sent:** Monday, May 11, 2020 5:02 PM  
**To:** Info  
**Subject:** vote counting

Which press will be at the vote counting monitor as well?

Joanne Crowder  
Fairways Ownwe

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TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER



FROM: LISA BOGNUDA  
FINANCE DIRECTOR



DATE: MAY 22, 2020

## AGENDA ITEM

### D-3

MAY 27, 2020

## ACCEPT THIRD QUARTER FISCAL YEAR 2019-2020 QUARTERLY FINANCIAL REPORT

### ITEM

Review third quarter Fiscal Year 2019-2020 quarterly financial report [RECOMMEND ACCEPT AND FILE REPORT].

### BACKGROUND

As of March 31, 2020, the 2019-2020 Fiscal year is 75% complete. The consolidated operating revenues are 77.34% of budget, operating expenditures are at 75.07% of budget and general and administrative expenditures are at 60.83% of budget.

Attached are the following which provide an overview of the first nine months of the fiscal year:

Page 1	Consolidated Statement of Net Position
Page 2-3	Consolidated Statement of Revenues and Expenses
Page 4	Summary of Revenues, Expenses and Cash Balances by Fund
Page 5	Summary of Approved Budget Adjustments
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-10	Graphs for major funds (Water, Town Sewer, and Blacklake Sewer)

### STRATEGIC PLAN

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

### RECOMMENDATION

It is recommended that your Honorable Board accept report and direct Staff to file the quarterly financial report for the third quarter of fiscal year 2019-2020.

### ATTACHMENT

A. Pages 1-10 – NCSD Quarterly Financial Report

MAY 27, 2020

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF NET POSITION - (Unaudited)  
MARCH 31, 2020**

**ASSETS**

Current assets:

Cash and cash equivalents	\$ 21,187,000
Accounts receivable	464,380
Unbilled utilities receivable	1,049,000
Accrued interest receivable	105,593
Due from partner purveyors	187,366
Contracts receivable, current portion	110,002
Total current assets	<u>23,103,341</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	961,925
Cash with fiscal agent	708,630
Deposits and other assets	319,136
Contracts receivable, less current portion	6,084,385
Capital assets:	
Capital assets, net of depreciation	65,167,497
Total noncurrent assets	<u>73,241,573</u>

    Total assets 96,344,914 (A)

Deferred Outflows of Resources

OPEB related	709,003
Pension related	588,116
Total deferred outflows of resources	<u>1,297,119</u> (B)

**LIABILITIES**

Current liabilities:

Accounts payable	824,727
Deposits	92,341
Accrued Liabilities	475,000
Current portion of long-term debt	492,180
Total current liabilities	<u>1,884,248</u>

Noncurrent liabilities:

Net OPEB liability	1,112,199
Net pension liability	1,607,847
Long-term debt, less current portion	19,285,000
Total noncurrent liabilities	<u>22,005,046</u>

    Total liabilities 23,889,294 (C)

Deferred Inflows of Resources

OPEB related	45,837
Pension related	73,380
Total deferred inflows of resources	<u>119,217</u> (D)

**NET POSITION**

Net investment in capital assets	44,743,341
Restricted for system expansion, replacement and debt service	13,534,450
Unrestricted	15,355,731
Total net position <span style="float: left;">(A)+(B)-(C)-(D)</span>	<u>\$ 73,633,522</u>

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE NINE MONTHS ENDED MARCH 31, 2020**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 985,890	1,273,000	77.45%
Water usage charges	3,393,685	4,170,000	81.38%
Sewer charges	2,037,519	2,774,000	73.45%
Miscellaneous fees and charges	120,385	145,000	83.02%
Street light and landscape maintenance charges	30,789	40,030	76.91%
Franchise fees	75,986	62,000	122.56%
NSWP - collections from purveyors for water purchased	433,568	481,474	90.05%
NSWP - collections from purveyors for related expenses	46,028	55,024	83.65%
NSWP - collections for funded replacement	155,150	206,865	75.00%
Operating transfers in - Funded Administration	301,179	557,685	54.01%
Operating transfers in - Funded Replacement	883,500	1,178,000	75.00%
Total Operating Revenues	<u>8,463,679</u>	<u>10,943,078</u>	<u>77.34%</u>
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	1,183,296	1,767,900	66.93%
Purchased water -NCSD share	867,654	963,526	90.05%
Purchased water-purveyors	433,568	481,474	90.05%
Operating costs, admin and funded replacement-NCSD share	200,254	314,577	63.66%
Electricity	430,805	608,000	70.86%
Water	3,273	5,150	63.55%
Chemicals	61,917	76,000	81.47%
Lab tests	72,165	107,000	67.44%
Operating supplies	172,885	210,000	82.33%
Outside services	370,185	537,100	68.92%
Permits and operating fees	47,083	50,000	94.17%
Repairs and maintenance	171,276	212,500	80.60%
Engineering	23,954	18,000	133.08%
Fuel	33,439	40,000	83.60%
Meters	33,784	50,000	67.57%
Safety program	4,075	5,000	81.50%
Uniforms	10,683	20,000	53.42%
Landscape maintance district	6,108	13,500	45.24%
Solid waste program	2,179	8,000	27.24%
Conservation program	14,460	30,000	48.20%
Operating transfer out - Funded Replacement	883,500	1,178,000	75.00%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>5,026,543</u>	<u>6,695,727</u>	<u>75.07%</u>

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE NINE MONTHS ENDED MARCH 31, 2020**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	571,706	921,774	62.02%
Outside services	24,566	12,000	204.72%
Bank charges and fees	9,059	10,200	88.81%
Computer expense	104,799	150,900	69.45%
Dues and subscriptions	42,863	20,150	212.72%
Education and training	7,445	17,000	43.79%
Elections	0	0	0.00%
Liability insurance	84,740	110,000	77.04%
Landscape and janitorial	11,580	15,000	77.20%
Legal counsel-general	65,125	101,500	64.16%
Legal counsel-water	28,154	75,000	37.54%
Professional services	79,551	192,900	41.24%
Miscellaneous	3,959	8,800	44.99%
Newsletters and mailers	0	5,800	0.00%
Office supplies	17,076	17,000	100.45%
Postage	12,279	21,200	57.92%
Public notices	451	8,300	5.43%
Repairs and maintenance	13,508	28,550	47.31%
Property taxes	1,505	1,500	100.33%
Telephone	5,037	8,500	59.26%
Travel and mileage	9,674	12,500	77.39%
Utilities	14,461	19,500	74.16%
Operating transfer out - Funded Administration	301,179	557,685	54.01%
Subtotal - Operating Expenses (General and Administrative)	1,408,717	2,315,759	60.83%
Total Operating Expenses	6,435,260	9,011,486	71.41%
Total Operating Surplus (Deficit)	2,028,419	1,931,592	
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	592,852	343,650	172.52%
Property tax revenue	535,964	699,000	76.68%
Cell site revenue	32,603	38,000	85.80%
Other revenue - purveyors	64,086	390,802	16.40%
Gain (loss) on disposal of assets	27,685	0	0.00%
Capacity Charges collected	40,234	0	0.00%
COVID-19 expense	(4,300)	0	0.00%
Interest expense	(621,453)	(836,748)	74.27%
Total non-operating revenues (expenses)	667,671	634,704	
Total Operating and Non-operating Surplus (Deficit)	\$ 2,696,090	2,566,296	

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF REVENUES AND EXPENSES BY FUND  
NINE MONTHS ENDING MARCH 31, 2020

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRLUS/ (DEFICIT)
Administration	110	330,820	(330,820)	0	0	0	0
Water	125	4,546,554	(3,345,856)	1,200,698	(457,500)	0	743,198
Water Rate Stabilization	128	7,059	0	7,059	0	0	7,059
Town Sewer	130	1,680,777	(1,187,641)	493,136	(296,250)	0	196,886
Town Sewer Rate Stabilization	135	5,308	0	5,308	0	0	5,308
Blacklake Sewer	150	372,499	(238,619)	133,880	(129,750)	0	4,130
Blacklake Sewer Rate Stabilization	155	882	0	882	0	0	882
Blacklake Street Lighting	200	21,238	(23,940)	(2,702)	0	0	(2,702)
Street Landscape Maintenance	250	10,026	(6,224)	3,802	0	0	3,802
Solid Waste	300	81,811	(11,851)	69,960	0	0	69,960
Drainage Maintenance	400	16,219	0	16,219	0	0	16,219
Supplemental Water Capacity Fees	500	352,109	(288,494)	63,615	0	476,200	539,815
Property Taxes	600	525,896	(76,862)	449,034	0	(476,200)	(27,166)
Water Capacity Fees	700	40,624	0	40,624	0	0	40,624
Town Sewer Capacity Fees	710	34,680	0	34,680	0	0	34,680
Funded Replacement-Water	805	77,137	(2,486)	74,651	457,500	0	532,151
Funded Replacement-Town Sewer	810	76,558	0	76,558	296,250	0	372,808
Funded Replacement-BL Sewer	830	16,549	(207,397)	(190,848)	129,750	0	(61,098)
NSWP Operations & Maintenance	910	1,439,356	(1,389,396)	49,960	0	0	49,960
NSWP Funded Replacement	915	169,573	0	169,573	0	0	169,573
TOTAL		9,805,675	(7,109,586)	2,696,089	0	0	2,696,089

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE 3/31/2020
Administration	110	(239,435)
Water	125	2,677,482
Water Rate Stabilization	128	427,364
Town Sewer	130	313,009
Town Sewer Rate Stabilization	135	321,360
Blacklake Sewer	150	205,653
Blacklake Sewer Rate Stabilization	155	53,420
Blacklake Street Lighting	200	14,210
Street Landscape Maintenance	250	17,813
Solid Waste	300	392,839
Drainage Maintenance	400	72,933
Supplemental Water	500	3,417,488
Property Taxes	600	287,425
Water Capacity Fees	700	1,920,790
Town Sewer Capacity Fees	710	744,493
Funded Replacement-Water	805	4,841,438
Funded Replacement-Town Sewer	810	4,781,494
Funded Replacement-BL Sewer	830	927,053
NSWP	910	10,171
TOTAL		21,187,000

NOTE:  
BALANCE SHEETS AND STATEMENTS OF REVENUES AND EXPENSES FOR EACH FUND ARE AVAILABLE FOR REVIEW UPON REQUEST



NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF APPROVED BUDGET AMENDMENTS  
FISCAL YEAR JUNE 30, 2019

FIRST QUARTER ENDING SEPTEMBER 30, 2019

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
8/28/2019	Replacement Return Activated Sludge Pump	810	\$0	\$41,419	\$41,419

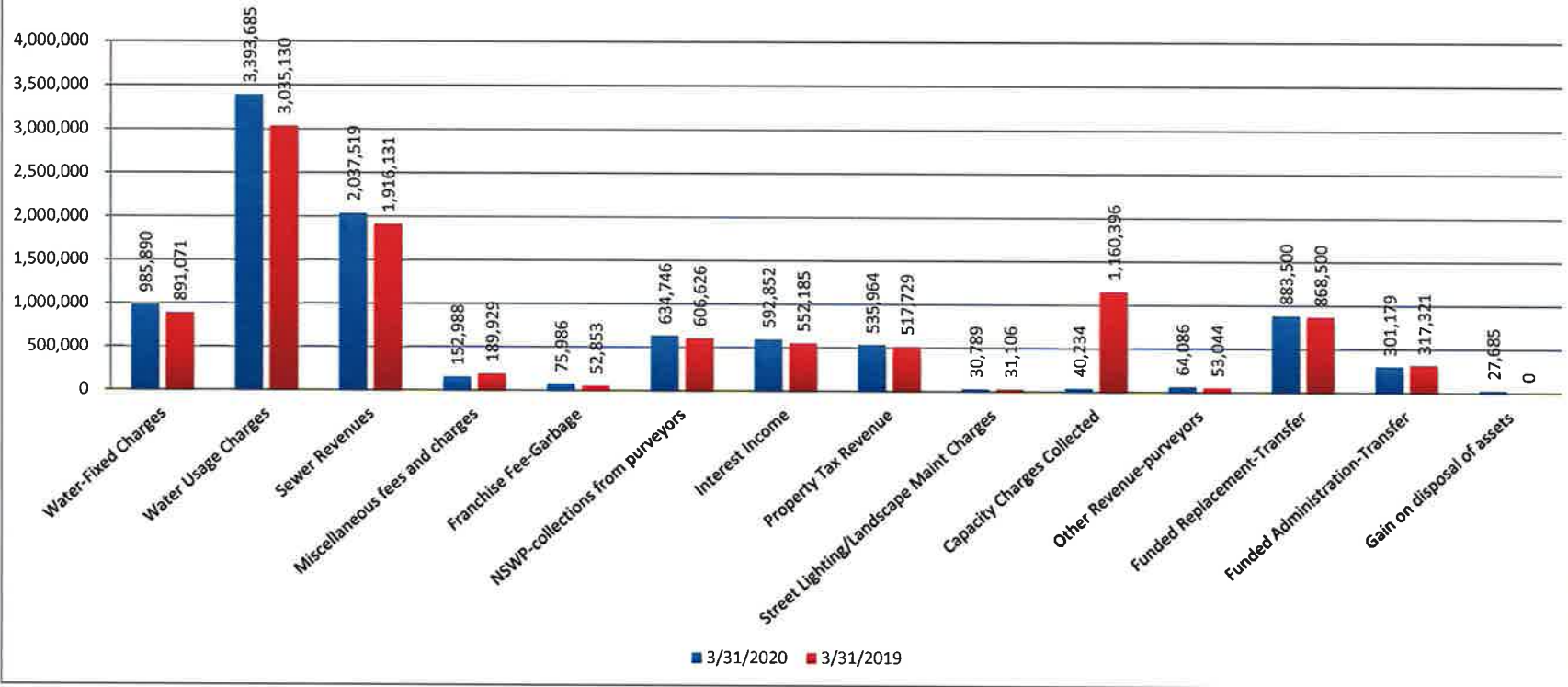
SECOND QUARTER ENDING DECEMBER 31, 2019

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
12/11/2019	Southland WWTF Storage Building	710	\$200,000	\$30,000	\$300,000

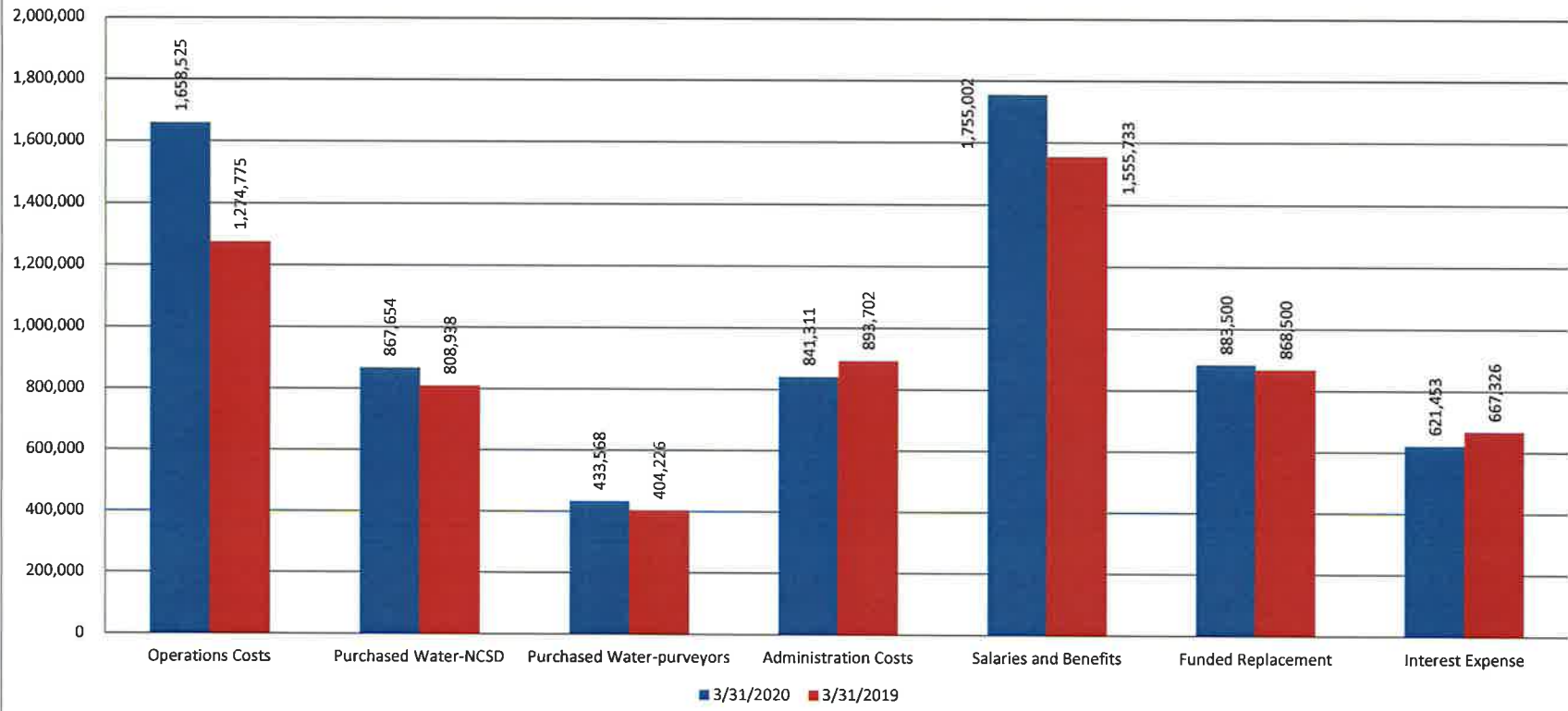
THIRD QUARTER ENDING MARCH 31, 2020

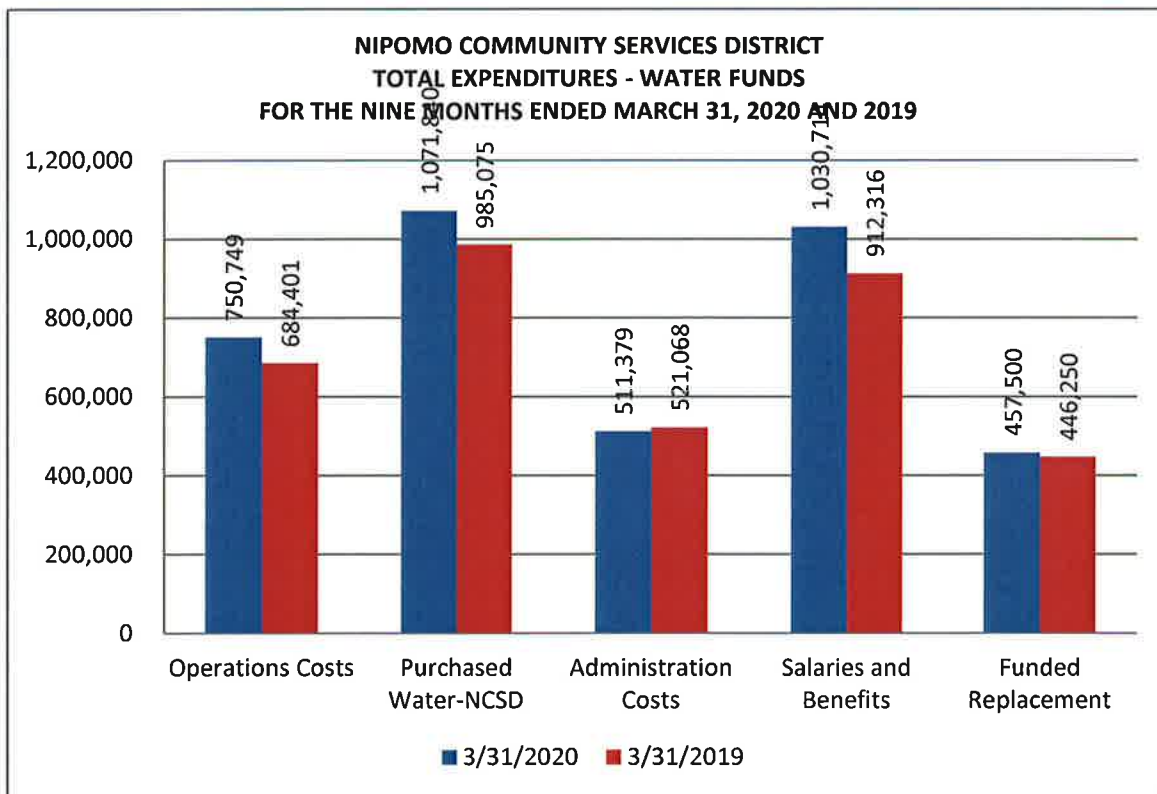
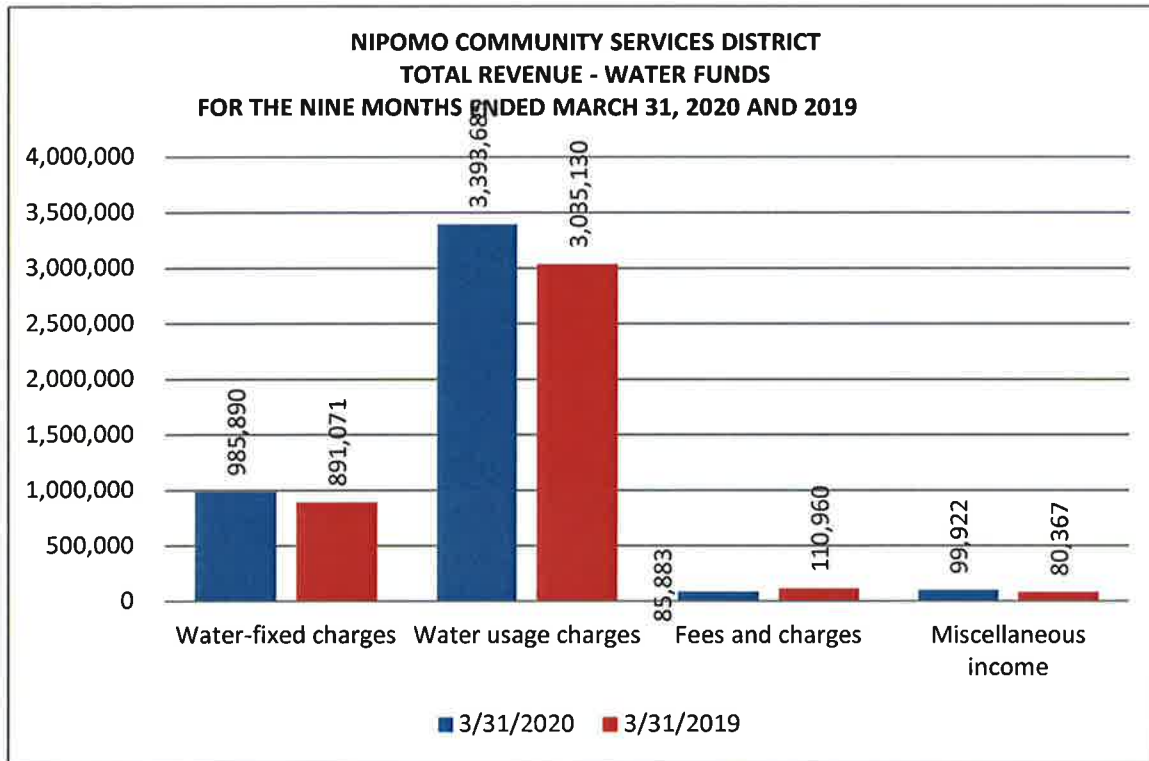
DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
NONE	NONE	NONE	\$0	\$0	\$0

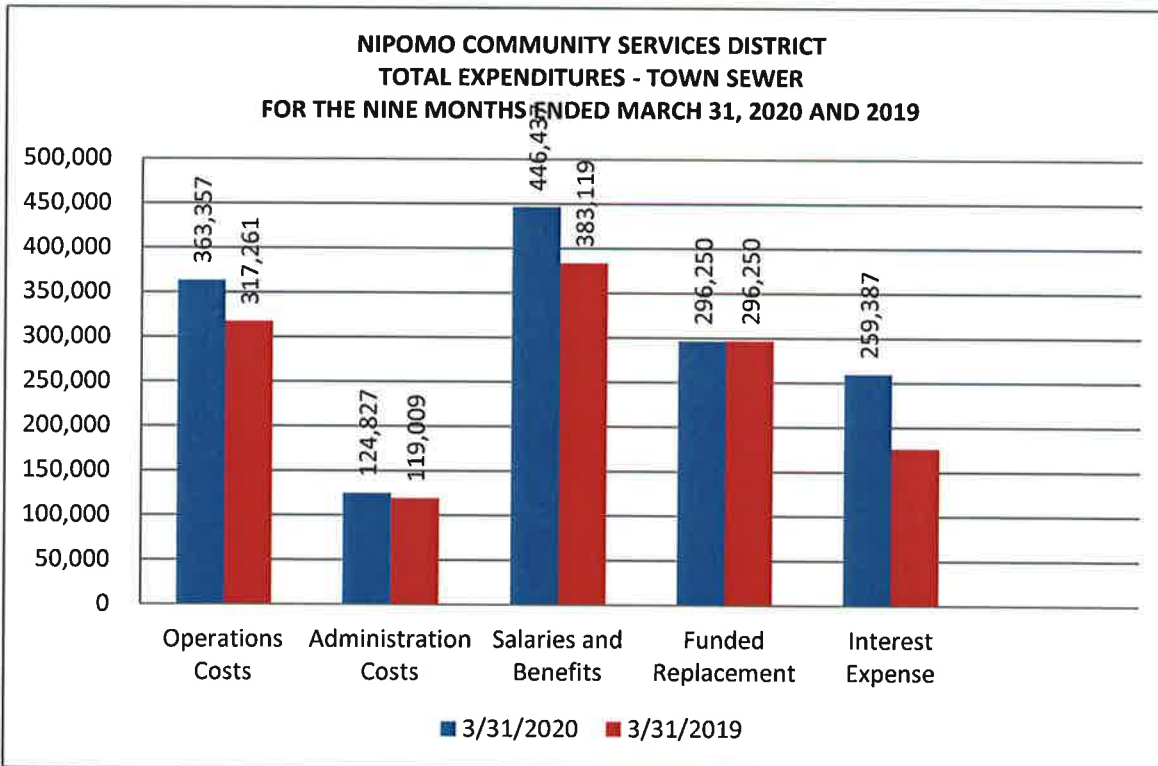
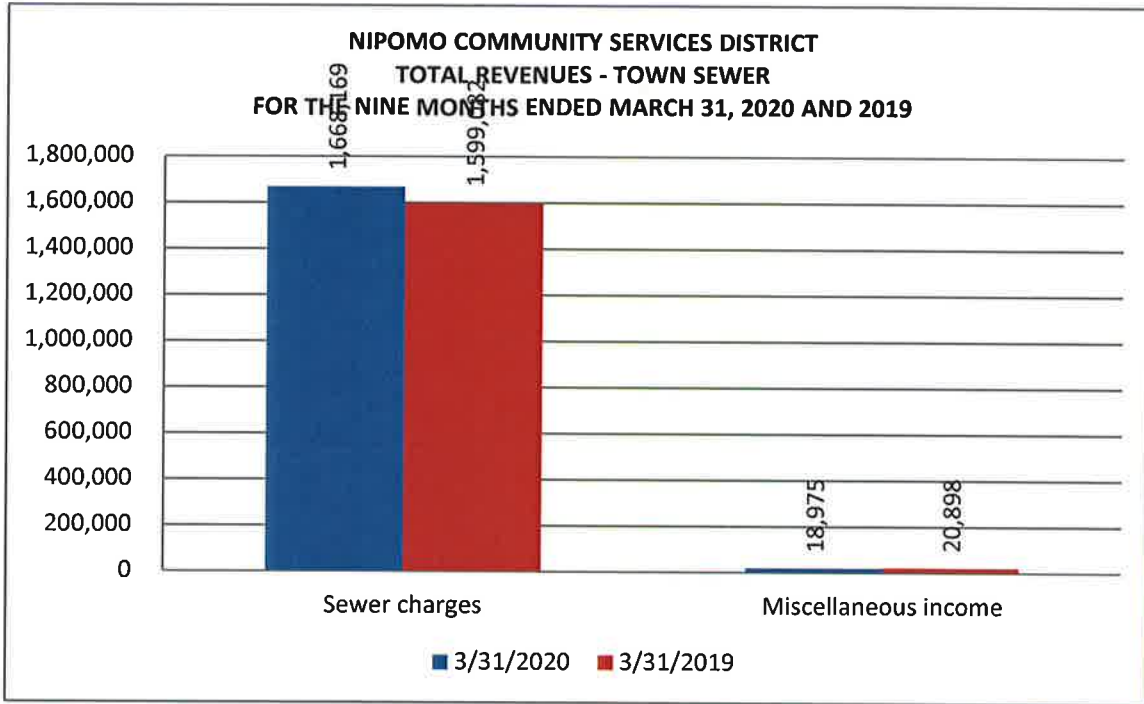
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES  
FOR NINE MONTHS ENDED MARCH 31, 2020 AND 2019**

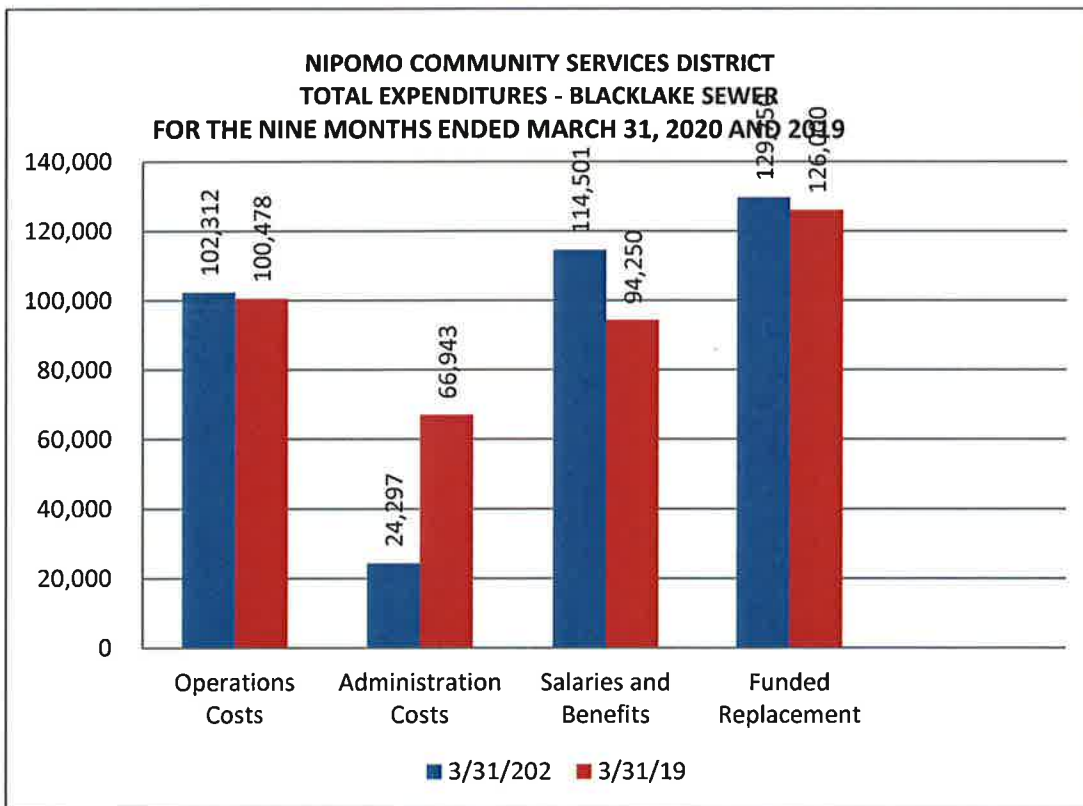
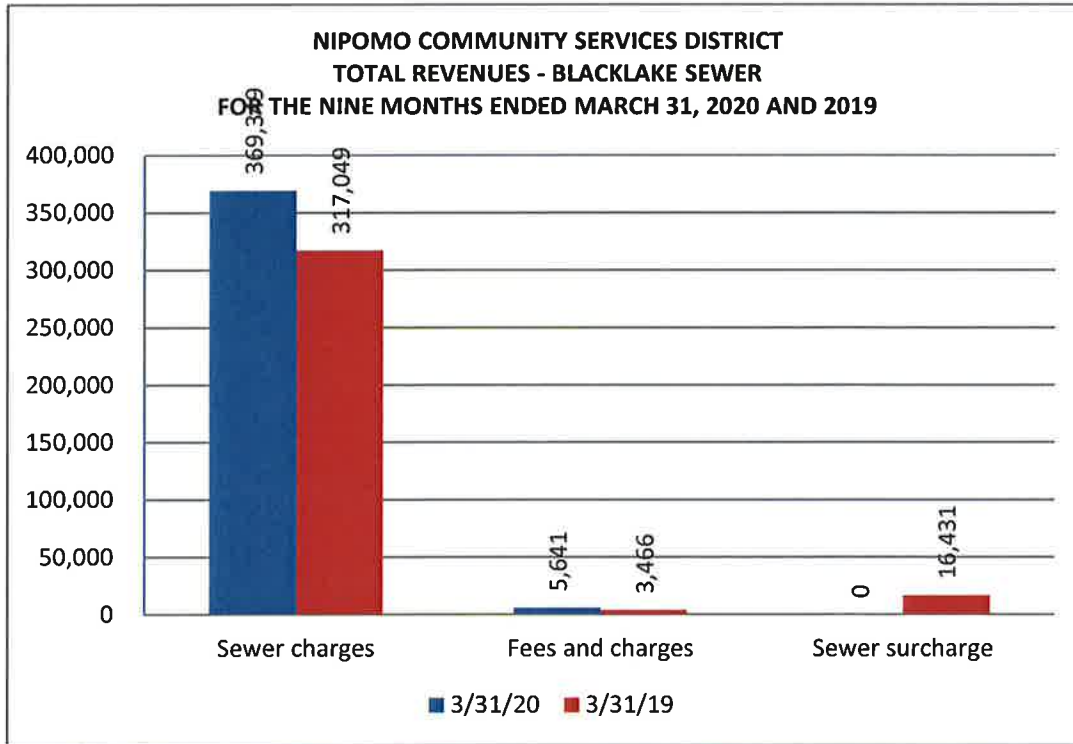


**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES  
FOR THE NINE MONTHS ENDED MARCH 31, 2020 AND 2019**









TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: MAY 21, 2020

**AGENDA ITEM  
D-4  
MAY 27, 2020**

**ACCEPT OFFER OF WATER AND SEWER IMPROVEMENTS  
FOR TRACT 2441**

**ITEM**

Accept offer of water and sewer improvements for Tract 2441, a 38 lot residential development located at 676 Grande Avenue, APN 092-578-005, in Nipomo [RECOMMEND ADOPT RESOLUTION ACCEPTING OFFER OF IMPROVEMENTS].

**BACKGROUND**

Upon completion of a developer's project, the District accepts improvements for the project after all requirements have been met. Blume and Grande, LLC, the developer of Tract 2441, a 38-lot residential development located at 676 Grande Avenue, has met the District's standard conditions:

- Installed water and sewer improvements that are to be dedicated to the District
- Paid associated capacity charges
- Provided an Offer of Dedication
- Provided required easements
- Provided project as-built drawings
- Provided Engineer's certification

Regarding the Plan Check and Inspection Fees, the developer may owe the District for inspection and other costs which have yet to be billed by the District. Historically, the District has recovered these costs after the Board accepts the project as part of staff's project close out procedure. Staff will not physically set water meters and allow sewer connection until all of these costs are paid and all project conditions are satisfied.

**FISCAL IMPACT**

The developer paid a District Capacity Fee Deposit in the amount of \$852,828. The project's plan check and inspection account has a balance of approximately \$3,200.

**RECOMMENDATION**

By motion and roll call vote, adopt Resolution 2020-XXXX Accept Tract 2441, to accept offer of water and sewer improvements for Tract 2441.

**ATTACHMENTS**

- A. Resolution 2020-XXXX Accept Tract 2441

MAY 27, 2020

ITEM D-4

ATTACHMENT A



**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2020-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ACCEPTING TRACT 2441 WATER AND SEWER IMPROVEMENTS**

**WHEREAS**, Blume and Grande, LLC (herein the "Owner") is the owner of certain real property identified as Tract 2441, a 38 lot residential development, APN 092-578-005 (herein the "Project") situated within the Nipomo Community Services District (the "District") located at 676 Grande Avenue in Nipomo; and

**WHEREAS**, the District approved the construction plans on March 31, 2017 for water and sewer improvements to be constructed to serve the Project; and

**WHEREAS**, the water and sewer improvements have been constructed and said improvements are complete and certified by the Owners' Engineer; and

**WHEREAS**, on April 1, 2020, Owner offered the water and sewer improvements to the District; and

**WHEREAS**, all water and sewer capacity fees for service required in conformance with District ordinances have been paid for the Project.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

1. The above recitals and findings are true and correct, to the best of its knowledge, and incorporated herein by reference.
2. That water and sewer improvements constructed to serve Tract 2441 in Nipomo are accepted by the District.
3. That staff is authorized to set water meters to serve the Project once all outstanding Plan Check and Inspection Fees have been paid, and all other Project conditions are satisfied.

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2020-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ACCEPTING TRACT 2441 WATER AND SEWER IMPROVEMENTS**

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

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

The foregoing resolution is hereby adopted this \_\_\_\_\_day of May 2020.

\_\_\_\_\_  
**DAN ALLEN GADDIS**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND  
LEGAL EFFECT:

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

\_\_\_\_\_  
**CRAIG A. STEELE**  
District Legal Counsel

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: May 21, 2020



**AGENDA ITEM  
D-5  
MAY 27, 2020**

**REJECT ALL BIDS RECEIVED FOR CONSTRUCTION OF  
SOUTHLAND WASTEWATER TREATMENT FACILITY  
SCREW PRESS PROJECT**

**ITEM**

Reject all bids received for construction contract for Southland Wastewater Treatment Facility Screw Press Project. [RECOMMEND REJECT ALL BIDS RECEIVED]

**BACKGROUND**

The District's Southland Wastewater Treatment Facility (SWWTF) consists of screening, grit removal, extended aeration treatment, effluent disposal ponds and biosolids handling equipment. Biosolids are processed using a gravity belt thickener (GBT) and concrete-lined drying beds to reduce the water content of the waste biosolids (sludge) from the SWWTF. Water is removed from the biosolids to reduce weight and volume before hauling offsite for beneficial reuse. Reducing the weight and volume of biosolids allows the biosolids to be hauled offsite as well as minimizes hauling and disposal costs.

During the summer, the biosolids drying beds are extremely effective at dewatering the thickened biosolids (increasing the solids content of the biosolids prior to hauling offsite). However, longer residence times in the drying beds during wet weather periods can cause increased odors. In March 2018, the District received a Notice of Violation from the San Luis Obispo County Air Pollution Control District (SLOAPCD) for creating nuisance odors. The District has taken several operational corrective actions to address the issue on an interim basis and per the mutual settlement agreement with the SLOAPCD, the District needs to install a screw press to dewater thickened biosolids from the GBT in order to avoid use of the drying beds during periods of wet weather.

The Board authorized staff to bid the project at the December 11, 2019 Board meeting. On March 26, 2020, bids for the Project were opened from four (4) contractors as listed below:

Contractor	Total Base Bid Price
W.M. Lyles Co.	\$1,047,350
J.R. Filanc Construction Company, Inc.	\$1,425,694
Specialty Construction, Inc.	\$ 970,112
GSE Construction Company, Inc.	\$1,094,500

MKN, the District's design engineer, and staff reviewed the bids. Specialty Construction, Inc. protested staff's proposed rejection of its bid based upon non-responsiveness. Staff and its consultant disagree with Specialty's contentions, but nevertheless, staff recommends that the Board reject all bids.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, reject all bids and direct staff to rebid this project.

TO: BOARD OF DIRECTORS  
FROM: MARIO E. IGLESIAS  
GENERAL MANAGER  
DATE: MAY 22, 2020

**AGENDA ITEM  
D-6  
MAY 27, 2020**

REQUEST CONSOLIDATION OF DISTRICT BOARD ELECTION  
WITH FALL GENERAL ELECTION

**ITEM**

Request Consolidation of District Board Election with Fall General Election [RECOMMEND ADOPT RESOLUTION]

**BACKGROUND**

On May 6, 2020, the Office of the County Clerk-Recorder contacted the District and requested the District:

1. File a Notice of Offices to be Filled;
2. Provide a map of District Boundary; and
3. Provide a Resolution requesting consolidation with the November 3, 2020 General Election.

The draft Resolution provides for the election of the District's Board of Directors to be included on the ballot with the County-wide General Election.

The Notice and Map are due back to the County by July 1, 2020. The Resolution must be adopted and provided to the County Clerk Recorder no later than August 7, 2020.

**RECOMMENDATION**

Adopt attached Resolution approving consolidation of Board election with General Election and direct staff to submit all election related material to the County Clerk Recorder no later than July 1, 2020.

**ATTACHMENTS**

- A. Draft Resolution
- B. Copy of Notice and Map
- C. Calendar of Events for the November 3, 2020 Consolidated General Election

MAY 27, 2020

ITEM D-6

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2020-15XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
REQUESTING THE BOARD OF SUPERVISORS OF  
THE COUNTY OF SAN LUIS OBISPO CONSOLIDATE THE  
DISTRICT ELECTION, WITH THE STATEWIDE GENERAL ELECTION  
TO BE HELD ON NOVEMBER 3, 2020 PURSUANT TO  
SECTION 10403 OF THE ELECTION CODE**

**WHEREAS**, the Board of Directors of the Nipomo Community Services District has called a District Election to be held on November 3, 2020, for the purpose of the election of two members of the Board of Directors for full terms of four years, and

**WHEREAS**, pursuant to Section 10555 of the Elections Code, said election may be consolidated with other elections to be held on the same day pursuant to Chapter 3, Part 3, Division 10 of the Elections Code (commencing with Section 10400); and

**WHEREAS**, Section 13307 of the Elections Code of the State of California provides that the governing body of the local agency adopt regulations pertaining to the materials prepared by any candidate for election, including the costs of the candidate's statement; and

**WHEREAS**, the Board of Directors of the Nipomo Community Services District desires to request the San Luis Obispo County Board of Supervisors to consolidate the District's General Election with the Statewide General Election to be held on the same date.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. That pursuant to the requirements of Section 10403 of the Election Code, the Board of Supervisors of the County of San Luis Obispo is hereby requested to consent and agree to consolidate the District's General Election with the Statewide General Election to be held on Tuesday, November 3, 2020, for the purpose of the election of two members to the Nipomo Community Services District Board of Directors.

- A. This request is made pursuant to Section 10555 and 10400, et seq of the Election Code.
- B. That the County Election Department is authorized to canvas the returns of the District election.
- C. That the District recognizes that additional costs will be incurred by the County by reasons of this consolidation and agrees to reimburse the County for the additional costs.
- D. The Board of Supervisors is requested to issue instructions to the County Elections Department to take any and all steps necessary for the holding of the consolidated election.

Section 2. The Notice to County Election Official attached hereto as Exhibit "A" provides that the candidate will pay for the printing and handling of the Statement of Qualifications is hereby approved and adopted.

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2020-15XX

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
REQUESTING THE BOARD OF SUPERVISORS OF  
THE COUNTY OF SAN LUIS OBISPO CONSOLIDATE THE  
DISTRICT ELECTION, WITH THE STATEWIDE GENERAL ELECTION  
TO BE HELD ON NOVEMBER 3, 2020 PURSUANT TO  
SECTION 10403 OF THE ELECTION CODE

Section 3. The Secretary to the Board is hereby directed to file a certified copy of this Resolution, with attachments, with the Board of Supervisors and the County Elections Department of the County of San Luis Obispo.

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 May 2020.

\_\_\_\_\_  
**DAN ALLEN GADDIS**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
**MARIO E. IGLESIAS**  
Secretary to the Board

\_\_\_\_\_  
**CRAIG A. STEELE**  
District Legal Counsel



MAY 27, 2020

ITEM D-6

ATTACHMENT B

**NOTICE TO COUNTY ELECTIONS OFFICIAL  
ELECTIVE OFFICES TO BE FILLED, MAP OF DISTRICT BOUNDARIES,  
PAYMENT OF CANDIDATE STATEMENT OF QUALIFICATIONS**  
Elections Code §10509 & 10522

**NIPOMO COMMUNITY SERVICES DISTRICT**

Name of District

TO THE COUNTY ELECTIONS OFFICIAL OF SAN LUIS OBISPO COUNTY:

1. Notice is hereby given that the elective offices of the district to be filled at the Consolidated General Election on November 3, 2020, are as follows:

NUMBER OF DIRECTORS TO BE ELECTED OFFICE	TERM OF
<u>2</u>	Four Year Term
<u>0</u>	Two Year Term

Name of Elected officials whose term will be expiring.

Craig William Armstrong

Robert L. Blair

2. The qualifications of a nominee and of an elective office of the District are as follows:

SHALL BE A REGISTERED ELECTOR RESIDING IN THE DISTRICT

3. Pursuant to Elections Code §10522, a map showing the boundaries of the district is attached.

Have the boundaries changed since 2018?

YES X NO \_\_\_\_\_

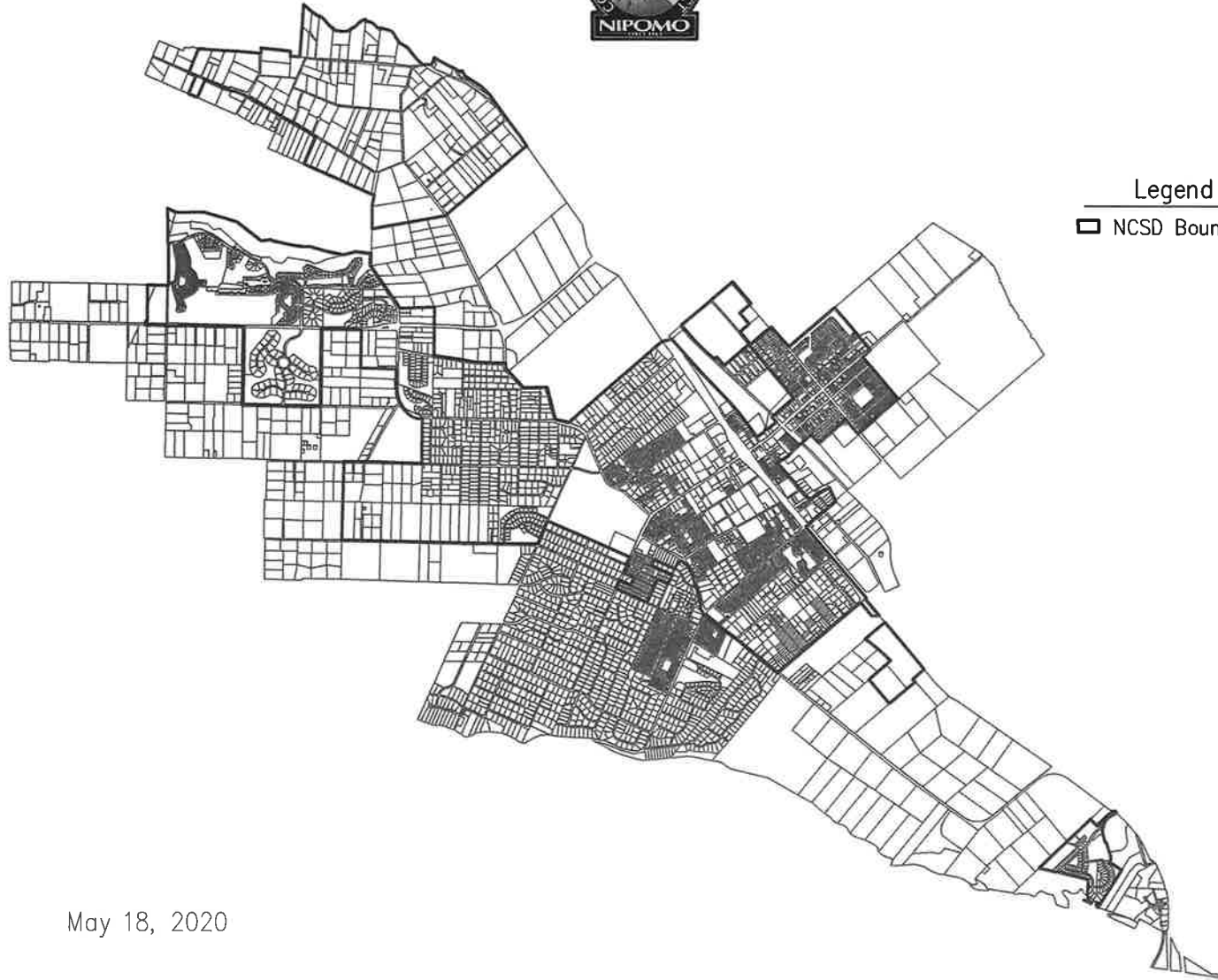
4. Please indicate whether the DISTRICT or the CANDIDATE will pay for the printing and handling of the Statement of Qualifications, per Elections Code §13307

DISTRICT X CANDIDATE \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: 5/11/20

Print Name and Title: Mario Iglesias, General Manager

# NIPOMO COMMUNITY SERVICES DISTRICT



Legend  
□ NCS D Boundary



May 18, 2020

MAY 27, 2020

ITEM D-6

ATTACHMENT C

## IMPORTANT DATES FOR CANDIDATES NOVEMBER 3, 2020 CONSOLIDATED GENERAL ELECTION

DATE	EVENT
July 13 – Aug 7 E-113 to E-88	Nomination Period. Incumbents must file by Aug 7th at 5:00pm. EC §8070, §8082. <b>Please call the Elections Division at 805-781-5228 to make an appointment.</b>
July 28 E-98	Last day to change candidate designation on ballot for Legislative and Congressional candidates.
July 31	Semi-Annual filing Period covering ** - 6/30/20
Aug 8 – Aug 12 E-87 to E-83	Extension of Nomination Period. <b>(Non-Incumbents Only)</b> EC §8022 & §8024. DOES NOT APPLY WHERE THERE IS NO INCUMBENT DUE TO TERM LIMITS.
Aug 10	Last Day to withdraw Candidate Statement of Qualifications by 5:00PM for races closing Aug 7th (EC §13307(a)(3))
Aug 13	Random Alphabet Drawing (EC §13112)
Aug 13	Last Day to withdraw Candidate Statement of Qualifications by 5:00PM for races closing Aug 12 <sup>th</sup> (EC §13307(a)(3))
Sept 7* – Oct 20 E-57 to E-14	Write-In Candidate Period (EC §8601)
Sept 24	1 <sup>st</sup> Pre-Election Campaign Statement Due (Gov Code §84200.5, §84200.7(a)) (7/1/20-9/19/20)
Oct 5 E-29	29 Day Close of Registration - First day Vote by Mail Ballots are available - Last day to register to vote in order to receive a Sample Ballot & State Ballot Pamphlet (EC §3001, §3003) (E-29)
Oct 19 E-15	15 Day Close of Registration - Voters registering between Oct 5th & 19th will receive notification of their polling place but will not receive any other voter information. (EC §2102, 2107) (E-15)
Oct 22 E-12	2 <sup>nd</sup> Pre-Election Campaign Statement Due (Gov Code §84200.5, §84200.7(a)) (9/20/20-10/17/20)
Oct 27 E-7	Last day for Elections Office to mail Vote-by-Mail Ballots to voters. (EC §3001)
Nov 3, 2020	<b>Election Day. Polls open at 7:00am and close at 8:00pm.</b>
Dec 3	Last day to complete official canvass and certify results.
Jan 31, 2021	Semi-Annual Campaign Statement Due

**\*If a filing deadline falls on a weekend or a holiday, it is moved to the next business day.**

**\*\*The period covered by any statement begins on the day after the closing date of the last statement filed or January 1, if no previous statement has been filed.**