

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: MAY 6, 2021



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 6, 2021

AGENDA ITEM

D

MAY 12, 2021

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 APRIL 28, 2021, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT THIRD QUARTER FISCAL YEAR 2020-2021 QUARTERLY FINANCIAL
REPORT [RECOMMEND RECEIVE AND FILE REPORT]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: MAY 6, 2021

AGENDA ITEM
D-1(A)
MAY 12, 2021

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$140,893.04
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE



Nipomo Community Services District

Item D-1(A) Warrants MAY 12, 2021
By Payment Number

Payment Dates 05/12/2021 - 05/12/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount	
Payment: 7152						
Abalone Coast Analytical, Inc.	Lab tests	5240	05/12/2021		8,091.90	
					Payment 7152 Total:	8,091.90
Payment: 7153						
Advantage Answering Plus, In	Answering service	21-084-171	05/12/2021		254.99	
					Payment 7153 Total:	254.99
Payment: 7154						
Allweather Landscape Mainte	LMD	40966	05/12/2021		325.00	
					Payment 7154 Total:	325.00
Payment: 7155						
Amazon Capital Services, Inc.	Trigger lever for Stihl	1TG4-H7D1-XP37	05/12/2021		52.43	
Amazon Capital Services, Inc.	SmartSign label kit/Carbon fil	1J6V-HLHV-TJQW	05/12/2021		108.62	
Amazon Capital Services, Inc.	Public personnel managemen	1W47-HGCM-DMWL	05/12/2021		107.24	
Amazon Capital Services, Inc.	Computer expense	13M3-YF94-FHJX	05/12/2021		14.88	
Amazon Capital Services, Inc.	Trimmer parts	1FM9-XQNG-YFF3	05/12/2021		127.57	
Amazon Capital Services, Inc.	Public Administration handbo	1FXV-P43M-3LCQ	05/12/2021		109.13	
Amazon Capital Services, Inc.	Bungee cords	1NPT-NPNJ-QM93	05/12/2021		20.37	
Amazon Capital Services, Inc.	Credit Memo	1XM3-D4M7-PQQC	05/12/2021		-35.38	
Amazon Capital Services, Inc.	Budget tools book	1GDL-HXHQ-X3QV	05/12/2021		58.27	
					Payment 7155 Total:	563.13
Payment: 7156						
Aqua-Metric Sales, Co.	3/4" to 1.5" meters and smart	INV0082299	05/12/2021		24,857.53	
Aqua-Metric Sales, Co.	2" Meter	INV0082298	05/12/2021		1,459.51	
					Payment 7156 Total:	26,317.04
Payment: 7157						
AT&T	Telephone	16360230	05/12/2021		252.85	
AT&T	Telephone	16360229	05/12/2021		175.20	
AT&T	Telephone	16360228	05/12/2021		30.18	
					Payment 7157 Total:	458.23
Payment: 7158						
Bognuda, Lisa	Mileage reimbursement- SLO	APRIL 2021 Mileage	05/12/2021		27.44	
					Payment 7158 Total:	27.44
Payment: 7159						
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI136141	05/12/2021		360.80	
Brenntag Pacific, Inc.	Sodium Hypochlorite	BPI137912	05/12/2021		471.00	
					Payment 7159 Total:	831.80
Payment: 7160						
Burdine Printing	Prop 218 Town Sewer Notice	43670B	05/12/2021		1,426.78	
Burdine Printing	Postage for Prop 218 Town Se	43670A	05/12/2021		794.20	
					Payment 7160 Total:	2,220.98
Payment: 7161						
California Water Environment	Membership renewal - Germa	36849-German	05/12/2021		192.00	
					Payment 7161 Total:	192.00
Payment: 7162						
Clever Ducks	Computer expense	30351	05/12/2021		3,076.00	
					Payment 7162 Total:	3,076.00
Payment: 7163						
Excel Personnel Services, Inc.	Employment agency	3715678	05/12/2021		465.00	
Excel Personnel Services, Inc.	Employment agency	3719782	05/12/2021		93.00	
					Payment 7163 Total:	558.00

Item D-1(A) Warrants MAY 12, 2021

Payment Dates: 05/12/2021 - 05/12/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 7164					
Famcon Pipe and Supply, Inc.	Meter supplies	S100053077.001	05/12/2021		39.15
Famcon Pipe and Supply, Inc.	Operating supplies	S100052192.001	05/12/2021		150.08
Payment 7164 Total:					189.23
Payment: 7165					
Farm Supply Company	Operating supplies	77470	05/12/2021		353.40
Payment 7165 Total:					353.40
Payment: 7166					
FGL Environmental	Lab tests	180920A	05/12/2021		114.00
FGL Environmental	Lab tests	180922A	05/12/2021		87.00
FGL Environmental	Lab tests	180358A	05/12/2021		763.00
Payment 7166 Total:					964.00
Payment: 7167					
GLM Landscape Management	Landscape maintenance	APRIL 2021	05/12/2021		430.00
Payment 7167 Total:					430.00
Payment: 7168					
Great Western Alarm and Co	Alarm monitoring service	210402107101	05/12/2021		70.00
Great Western Alarm and Co	Alarm monitoring service	210402062101	05/12/2021		70.00
Great Western Alarm and Co	Alarm monitoring service	210400640101	05/12/2021		37.00
Payment 7168 Total:					177.00
Payment: 7169					
Home Depot Credit Services D	Operating supplies	7020621	05/12/2021		81.24
Home Depot Credit Services D	Operating supplies	5060914	05/12/2021		84.62
Home Depot Credit Services D	Operating supplies	9645825	05/12/2021		67.04
Payment 7169 Total:					232.90
Payment: 7170					
Iconix Waterworks (US) Inc.	Meter supplies	U2116019384	05/12/2021		2,165.31
Payment 7170 Total:					2,165.31
Payment: 7171					
Integrated Industrial Supply, I	Nitrile gloves	76290	05/12/2021		241.74
Integrated Industrial Supply, I	Operating supplies	76460	05/12/2021		261.97
Integrated Industrial Supply, I	Gloves	76556	05/12/2021		257.27
Integrated Industrial Supply, I	Nitrile gloves	76235	05/12/2021		241.74
Integrated Industrial Supply, I	Gloves	76291	05/12/2021		42.88
Payment 7171 Total:					1,045.60
Payment: 7172					
JB Dewar, Inc.	Pail	157096	05/12/2021		290.99
Payment 7172 Total:					290.99
Payment: 7173					
Miner's Ace Hardware	Supplies	APRIL 2021	05/12/2021		670.94
Payment 7173 Total:					670.94
Payment: 7174					
Mission Uniform Service	Uniforms	514631401	05/12/2021		170.25
Mission Uniform Service	Uniforms	514588379	05/12/2021		173.25
Mission Uniform Service	Uniforms	514675370	05/12/2021		170.25
Payment 7174 Total:					513.75
Payment: 7175					
MNS Engineers, Inc.	Construction Management- S	77672	05/12/2021		35,468.80
Payment 7175 Total:					35,468.80
Payment: 7176					
Municipal Maintenance Equip	Rotary joints 3/4"	0158629-IN	05/12/2021		604.81
Payment 7176 Total:					604.81
Payment: 7177					
Newton Geo-Hydrology Cons	Litigation Support	APR 2021	05/12/2021		8,694.34
Payment 7177 Total:					8,694.34

Item D-1(A) Warrants MAY 12, 2021

Payment Dates: 05/12/2021 - 05/12/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 7178					
Nu-Tech Pest Management	Pest control	0157603	05/12/2021		265.00
Nu-Tech Pest Management	Rodent control	0157606	05/12/2021		75.00
				Payment 7178 Total:	340.00
Payment: 7179					
Office Depot	Office supplies	168620617001	05/12/2021		105.08
Office Depot	Office supplies	168300727001	05/12/2021		43.92
Office Depot	Office supplies	169225600001	05/12/2021		4.24
Office Depot	Office supplies	168809228001	05/12/2021		63.00
Office Depot	Office supplies	164949593001	05/12/2021		13.66
				Payment 7179 Total:	229.90
Payment: 7180					
PC Mechanical, Inc	Repair on crane truck	20944	05/12/2021		3,603.53
				Payment 7180 Total:	3,603.53
Payment: 7181					
Praxair Distribution, Inc.	Cyliner rental	63138921	05/12/2021		59.81
				Payment 7181 Total:	59.81
Payment: 7182					
Quinn Company	Caterpillar service	17410001	05/12/2021		1,656.90
				Payment 7182 Total:	1,656.90
Payment: 7183					
R. Baker, Inc.	Unloading of blower	700NCSD42021	05/12/2021		598.87
				Payment 7183 Total:	598.87
Payment: 7184					
ReadyRefresh by Nestle	Distilled water	01D0900023136	05/12/2021		32.93
				Payment 7184 Total:	32.93
Payment: 7185					
Richards, Watson & Gershon	General Legal Services Mar 20	231575	05/12/2021		18,304.37
				Payment 7185 Total:	18,304.37
Payment: 7186					
Richards, Watson & Gershon	Water Rights Adjudication Ma	231544	05/12/2021		11,544.95
				Payment 7186 Total:	11,544.95
Payment: 7187					
Simplot Grower Solutions	CAN 17	780142098	05/12/2021		419.89
Simplot Grower Solutions	CAN 17	780142393	05/12/2021		564.67
				Payment 7187 Total:	984.56
Payment: 7188					
South County Sanitary Service	Solid waste tax liens	APR 2021	05/12/2021		497.81
				Payment 7188 Total:	497.81
Payment: 7189					
State Water Resources Contro	D3 certification renewal - Sevc	SEVCIK2021	05/12/2021		120.00
				Payment 7189 Total:	120.00
Payment: 7190					
State Water Resources Contro	D3 certification - Ayala	AYALA2021	05/12/2021		90.00
				Payment 7190 Total:	90.00
Payment: 7191					
Tuckfield & Associates	Rate consultant	0620	05/12/2021		2,234.12
				Payment 7191 Total:	2,234.12
Payment: 7192					
Tyler Technologies, Inc.	Annual software maintenance	025-331031	05/12/2021		480.00
				Payment 7192 Total:	480.00
Payment: 7193					
UPS Store #6031	Shipping	26	05/12/2021		11.19
				Payment 7193 Total:	11.19

Item D-1(A) Warrants MAY 12, 2021

Payment Dates: 05/12/2021 - 05/12/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 7194					
US Bank National Association	Board meeting supplies/Recor	APR2021A	05/12/2021		149.49
US Bank National Association	Storage unit	APR2021D	05/12/2021		199.50
US Bank National Association	Office supplies/envelopes	APR2021F	05/12/2021		277.40
US Bank National Association	Software subscription	APR2021C	05/12/2021		157.88
US Bank National Association	Travel and meals	APR2021B	05/12/2021		151.03
US Bank National Association	Conference calls and Zoom	APR2021E	05/12/2021		74.37
US Bank National Association	Education and training	APR2021G	05/12/2021		751.52
US Bank National Association	Computer expense	APR2021H	05/12/2021		431.55
				Payment 7194 Total:	2,192.74
Payment: 7195					
USA Bluebook	Operating supplies	576404	05/12/2021		689.56
USA Bluebook	Operating supplies	580322	05/12/2021		17.43
USA Bluebook	Tray for Hach	579386	05/12/2021		752.78
				Payment 7195 Total:	1,459.77
Payment: 7196					
Verizon Wireless	Cell service	9878275146	05/12/2021		758.98
				Payment 7196 Total:	758.98
Payment: 7197					
Wallace Group	FOG Program	53206	05/12/2021		440.88
				Payment 7197 Total:	440.88
Payment: 7198					
Waste Connections	Waste collection - Southland	7252962	05/12/2021		227.79
Waste Connections	Waste collection - Office	7251700	05/12/2021		48.60
Waste Connections	Waste collection - Old Town	7252607	05/12/2021		257.76
				Payment 7198 Total:	534.15

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: MAY 6, 2021

AGENDA ITEM
D-1(B)
MAY 12, 2021

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020 -1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$9,083.69
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Nipomo Community Services District

Item D-1(B) Warrants MAY 12, 2021

By Payment Number

Payment Dates 05/12/2021 - 05/12/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 18 SWCA, Inc.	BL Consolidation Project CEQ	125855	05/12/2021		9,083.69
				Payment 18 Total:	9,083.69

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS 
GENERAL MANAGER
DATE: MAY 6, 2021



**APPROVE APRIL 28, 2021
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. April 28, 2021 draft Regular Board Meeting Minutes

MAY 12, 2021

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

APRIL 28, 2021 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
DAN WOODSON, DIRECTOR
RICHARD MALVAROSE, DIRECTOR

PRINCIPAL STAFF

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

Mission Statement:

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

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 in person, or via teleconference. To protect the health and safety of the public, Board members, and staff, social distancing will be practiced at the District's physical location, 148 S. Wilson Street. Members of the public may choose to participate in person at this location or monitor the audio- via email sent to info@ncsd.ca.gov prior to the 9:00 am meeting start time. All emails received portion of the meeting and any public hearings 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 or items not on the agenda but within the jurisdiction of the Board by that time will be distributed to the Board. Public participation in the meeting and public hearings will be taken only 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.

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of April 28, 2021, 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.

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

- *April 26, attended the South County Advisory Committee meeting remotely.*

Director Gaddis

- *April 19, attended Board Officers' meeting.*
- *April 20, attended Finance and Audit Committee meeting.*

Director Eby

- *April 15, attended a LAFCO meeting remotely.*
- *April 19, attended Board Officers' meeting.*
- *April 20, attended Finance and Audit Committee meeting.*
- *April 26, attended NMMA Technical Group meeting remotely.*

SUBJECT TO BOARD APPROVAL

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

- 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 Woodson and seconded, the Board unanimously approved receiving and filing presentations and reports.
Vote 5-0.*

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE APRIL 14, 2021, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) INVESTMENT POLICY – FIRST QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-4) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR PARCEL MAP CO 20-0027, A 2 PARCEL RESIDENTIAL SUBDIVISION LOCATED AT 187 EAST BRANCH STREET [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-5) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR TRACT 3135, A 25 PARCEL RESIDENTIAL SUBDIVISION LOCATED AT 247 HILL STREET [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]

District staff, answered questions from the Board regarding the warrants and Item D-5.

There were no public comments.

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

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

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

E. ADMINISTRATIVE ITEMS

- E-1) CONSIDER TOWN SEWER SYSTEM RATE STUDY [RECOMMEND BY MOTION AND ROLL CALL VOTE, APPROVE RATE STUDY, SET DATE FOR RATE ADOPTION HEARING, AND APPROVE NOTICE OF RATE HEARING]

Mario Iglesias, General Manager, presented the Town Sewer Rate Study and answered questions from the Board.

Clayton Tuckfield of Tuckfield & Associates answered questions from the Board.

Kenneth Pacofsky, NCSD resident, had questions regarding the Town Sewer Rate Study and the Blacklake Sewer Rate Study and the different rates. Staff responded to Mr. Pacofsky's questions.

*Upon the motion of Director Malvarose and seconded, the Board unanimously approved the Rate Study, the Rate Adoption Hearing date, and the Notice of Rate Hearing as amended.
Vote 5-0.*

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

F. GENERAL MANAGER'S REPORT

Mario Iglesias, General Manager, presented the General Manager's Report and answered questions from the Board.

There were no public comments.

G. COMMITTEE REPORTS

Director Gaddis and Eby attended the Finance and Audit Committee meeting where the draft budgets for fiscal year 2021/2022 for Nipomo Supplemental Water and Nipomo Community Services District were presented and reviewed. The Draft Budgets for fiscal year 2021/2022 will be presented to the full Board in May 2021.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

I. CLOSED SESSION ANNOUNCEMENTS

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

- a. SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES

2. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL INITIATION OF LITIGATION PURSUANT TO GOV. CODE SECTION 54956.9(D)(4) ONE (1) POTENTIAL CASES

Craig Steele, District General Counsel, reported that the Board discussed Closed Session Item 1.a. SMVWCD V. NCSD, CASE NO. CV 770214, approving the Nipomo Mesa Management Area Technical Group 2020 Annual Report. President Eby made the motion to approve the Annual Report and Director Woodson seconded the motion. The motion passed unanimously.

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

No other reportable action was taken.

ADJOURN MEETING

President Eby adjourned the meeting at 10:42 p.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 45 minutes
Closed Session	0 hour 57 minutes
TOTAL HOURS	1 hour 42 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: MAY 5, 2021

AGENDA ITEM

D-3

MAY 12, 2021

**ACCEPT THIRD QUARTER FISCAL YEAR 2020-2021
QUARTERLY FINANCIAL REPORT**

ITEM

Accept Third Quarter Financial Report [RECOMMEND RECEIVE AND FILE REPORT]

BACKGROUND

As of March 31, 2021, the 2020-2021 Fiscal year is 75% complete. The consolidated operating revenues are 75.82% of budget, operating expenditures are at 72.04% of budget and general and administrative expenditures are at 58.40% 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 receive report and direct Staff to file the quarterly financial report for the third quarter of fiscal year 2020-2021.

ATTACHMENT

A. Pages 1-10 – NCSD Quarterly Financial Report

MAY 12, 2021

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - (Unaudited)
MARCH 31, 2021**

ASSETS

Current assets:

Cash and cash equivalents	\$ 17,696,157
Accounts receivable	545,824
Unbilled utilities receivable	1,262,000
Accrued interest receivable	19,269
Due from partner purveyors	187,394
Contracts receivable, current portion	123,249
Total current assets	<u>19,833,893</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	1,178,589
Restricted cash - Held in Trust	724,109
Cash with fiscal agent	60,562
Deposits and other assets	327,778
Contracts receivable, less current portion	6,739,526

Capital assets:

Capital assets, net of depreciation	<u>69,152,511</u>
Total noncurrent assets	<u>78,183,075</u>

 Total assets 98,016,968 (A)

Deferred Outflows of Resources

OPEB related	719,574
Pension related	536,445
Total deferred outflows of resources	<u>1,256,019</u> (B)

LIABILITIES

Current liabilities:

Accounts payable	891,250
Deposits	244,220
Accrued Liabilities	483,383
Current portion of long-term debt	500,000
Total current liabilities	<u>2,118,853</u>

Noncurrent liabilities:

Net OPEB liability	1,162,091
Net pension liability	1,727,302
Long-term debt, less current portion	18,785,000
Total noncurrent liabilities	<u>21,674,393</u>

 Total liabilities 23,793,246 (C)

Deferred Inflows of Resources

OPEB related	29,406
Pension related	83,951
Total deferred inflows of resources	<u>113,357</u> (D)

NET POSITION

Net investment in capital assets	47,607,041
Restricted for system expansion, replacement and debt service	11,180,805
Unrestricted	<u>16,578,538</u>

 Total net position (A)+(B)-(C)-(D) \$ 75,366,384

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE NINE MONTHS ENDING MARCH 31, 2021**

	YEAR-TO- <u>DATE</u>	<u>BUDGET</u>	% OF <u>BUDGET</u>
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 1,082,891	1,465,000	73.92%
Water usage charges	3,900,289	4,682,000	83.30%
Sewer charges	2,133,580	2,869,000	74.37%
Miscellaneous fees and charges	78,978	162,800	48.51%
Street light and landscape maintenance charges	31,727	40,030	79.26%
Franchise fees	102,918	178,000	57.82%
NSWP - collections from purveyors for water purchased	550,604	743,102	74.10%
NSWP - collections from purveyors for related expenses	54,308	74,058	73.33%
NSWP - collections for funded replacement	155,150	206,866	75.00%
Operating transfers in - Funded Administration	286,604	614,435	46.65%
Operating transfers in - Funded Replacement	898,500	1,198,000	75.00%
Total Operating Revenues	<u>9,275,549</u>	<u>12,233,291</u>	<u>75.82%</u>
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	1,242,378	1,902,800	65.29%
Purchased water -NCS D share	1,101,872	1,487,000	74.10%
Purchased water-purveyors	550,604	743,102	74.10%
Operating costs, admin and funded replacement-NCS D share	202,801	298,000	68.05%
Electricity	449,430	606,000	74.16%
Water	7,733	5,150	150.16%
Chemicals	51,043	85,000	60.05%
Lab tests	82,961	106,000	78.27%
Operating supplies	157,785	246,000	64.14%
Outside services	192,265	205,000	93.79%
Permits and operating fees	50,146	47,500	105.57%
Repairs and maintenance	165,471	250,000	66.19%
Engineering	47,446	15,000	316.31%
Fuel	34,754	44,000	78.99%
Meter Change Out Program	81,767	120,000	68.14%
Safety program	1,025	5,000	20.50%
Uniforms	8,763	20,000	43.82%
Landscape maintance district	8,850	13,500	65.56%
Solid waste program	233,832	315,000	74.23%
Conservation program	675	20,000	3.38%
Operating transfer out - Funded Replacement	898,500	1,198,000	75.00%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>5,570,101</u>	<u>7,732,052</u>	<u>72.04%</u>

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE NINE MONTHS ENDING MARCH 31, 2021**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	647,206	1,044,760	61.95%
Outside services	25,001	30,000	83.34%
Bank charges and fees	5,190	12,700	40.87%
Computer expense	140,822	160,000	88.01%
Dues and subscriptions	46,229	50,800	91.00%
Education and training	5,455	17,000	32.09%
Elections	14,622	10,000	146.22%
Liability insurance	120,201	159,500	75.36%
Landscape and janitorial	11,294	17,000	66.44%
Legal counsel-general	39,846	102,000	39.06%
Legal counsel-water	11,360	75,000	15.15%
Professional services	94,021	176,100	53.39%
Miscellaneous	799	12,000	6.66%
Newsletters and mailers	3,121	3,200	97.53%
Office supplies	10,083	18,000	56.02%
Postage	13,510	20,200	66.88%
Public notices	1,568	5,900	26.58%
Repairs and maintenance	19,302	28,850	66.90%
Property taxes	1,574	1,550	101.55%
Telephone	5,369	8,500	63.16%
Travel and mileage	1,688	12,500	13.50%
Utilities	13,481	20,000	67.41%
Operating transfer out - Funded Administration	286,604	614,435	46.65%
Subtotal - Operating Expenses (General and Administrative)	1,518,346	2,599,995	58.40%
 Total Operating Expenses	 7,088,447	 10,332,047	 68.61%
 Total Operating Surplus (Deficit)	 2,187,102	 1,901,244	 115.04%
 <u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	305,300	572,780	53.30%
Property tax revenue	581,172	696,000	83.50%
Cell site revenue	31,623	38,000	83.22%
Other revenue - purveyors	808,466	1,237,925	65.31%
Capacity Charges collected	117,534	0	0.00%
Interest expense	(608,059)	(817,936)	74.34%
COVID-19 expense	(6,888)	0	0.00%
Total non-operating revenues (expenses)	1,229,148	1,726,769	
 Total Operating and Non-operating Surplus (Deficit)	 \$ 3,416,250	 3,628,013	

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
NINE MONTHS ENDING MARCH 31, 2021

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRLUS/ (DEFICIT)
Administration	110	345,985	(345,985)	0	0	0	0
Water	125	5,046,344	(3,682,592)	1,363,752	(468,750)	0	895,002
Water Rate Stabilization	128	2,053	0	2,053	0	0	2,053
Town Sewer	130	1,709,122	(1,341,450)	367,672	(296,250)	603,123	674,545
Town Sewer Rate Stabilization	135	1,544	0	1,544	0	0	1,544
Blacklake Sewer	150	428,870	(258,107)	170,763	(133,500)	0	37,263
Blacklake Sewer Rate Stabilization	155	257	0	257	0	0	257
Blacklake Street Lighting	200	22,191	(22,336)	(145)	0	0	(145)
Street Landscape Maintenance	250	9,657	(14,009)	(4,352)	0	0	(4,352)
Solid Waste	300	105,206	(250,561)	(145,355)	0	0	(145,355)
Drainage Maintenance	400	16,393	0	16,393	0	(44,000)	(27,607)
Supplemental Water Capacity Fees	500	1,066,380	(285,504)	780,876	0	474,325	1,255,201
Property Taxes	600	566,783	(502,033)	64,750	0	0	64,750
Water Capacity Fees	700	24,585	0	24,585	0	0	24,585
Town Sewer Capacity Fees	710	65,267	0	65,267	0	0	65,266
Funded Replacement-Water	805	490,667	0	490,667	0	0	490,667
Funded Replacement-Town Sewer	810	317,899	0	317,899	0	(603,123)	(285,224)
Funded Replacement-BL Sewer	830	134,585	0	134,585	0	0	134,585
NSWP Operations & Maintenance	910	1,815,469	(1,743,198)	72,271	0	0	72,271
NSWP Funded Replacement	915	160,944	0	160,944	0	0	160,944
TOTAL		12,330,201	(8,445,775)	3,884,426	0	0	3,416,250

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE 3/31/2021
Administration	110	(168,249)
Water	125	3,065,189
Water Rate Stabilization	128	432,627
Town Sewer	130	697,843
Town Sewer Rate Stabilization	135	325,318
Blacklake Sewer	150	306,361
Blacklake Sewer Rate Stabilization	155	54,078
Blacklake Street Lighting	200	11,887
Street Landscape Maintenance	250	12,623
Solid Waste	300	331,941
Drainage Maintenance	400	50,904
Supplemental Water	500	538,952
Property Taxes	600	373,326
Water Capacity Fees	700	1,965,671
Town Sewer Capacity Fees	710	542,153
Funded Replacement-Water	805	4,591,419
Funded Replacement-Town Sewer	810	4,465,553
Funded Replacement-BL Sewer	830	71,340
NSWP	910	27,221
TOTAL		17,696,157

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, 2021

FIRST QUARTER ENDING SEPTEMBER 30, 2020

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NIMBER
n/a	n/a	n/a	n/a	n/a	n/a	n/a

SECOND QUARTER ENDING DECEMBER 31, 2020

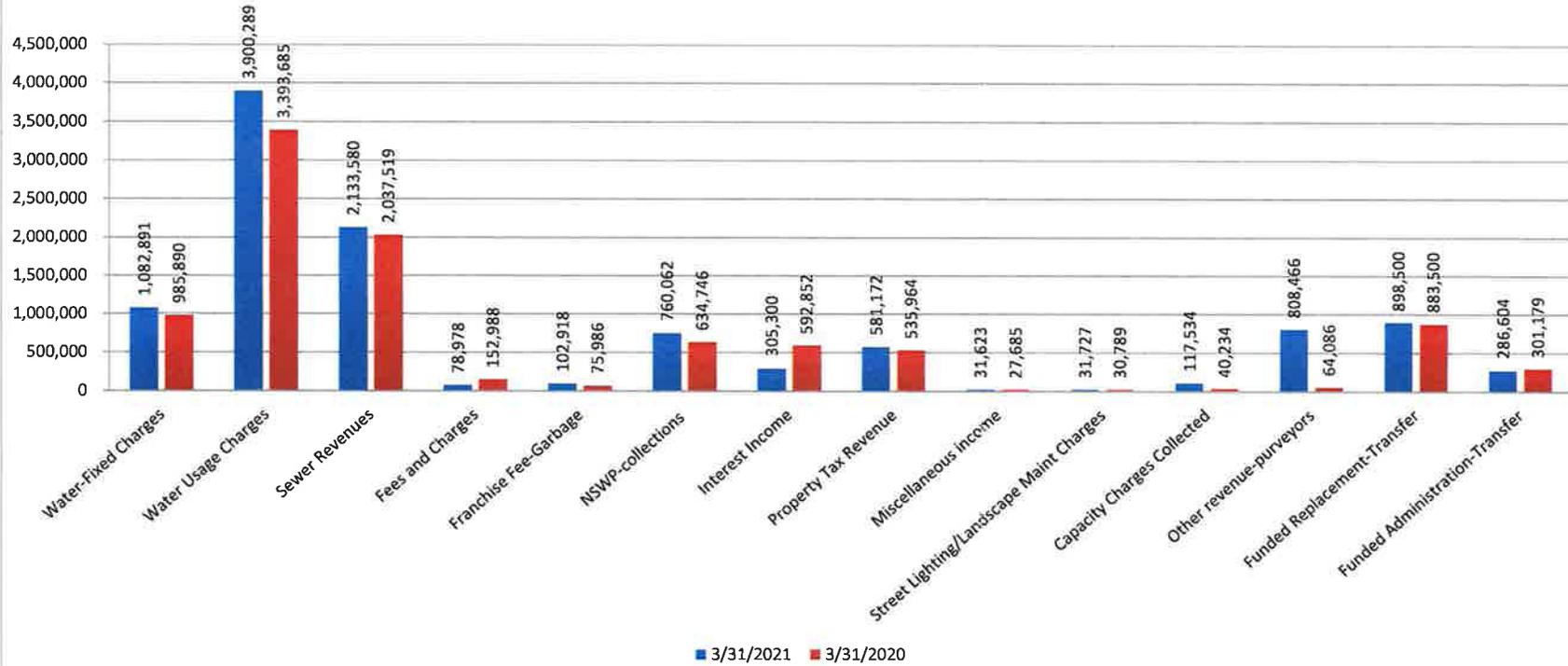
DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NIMBER
12/9/2020	Compost Aeartor	130	\$0	\$35,434	\$35,434	2020-1579

THIRD QUARTER ENDING MARCH 31, 2021

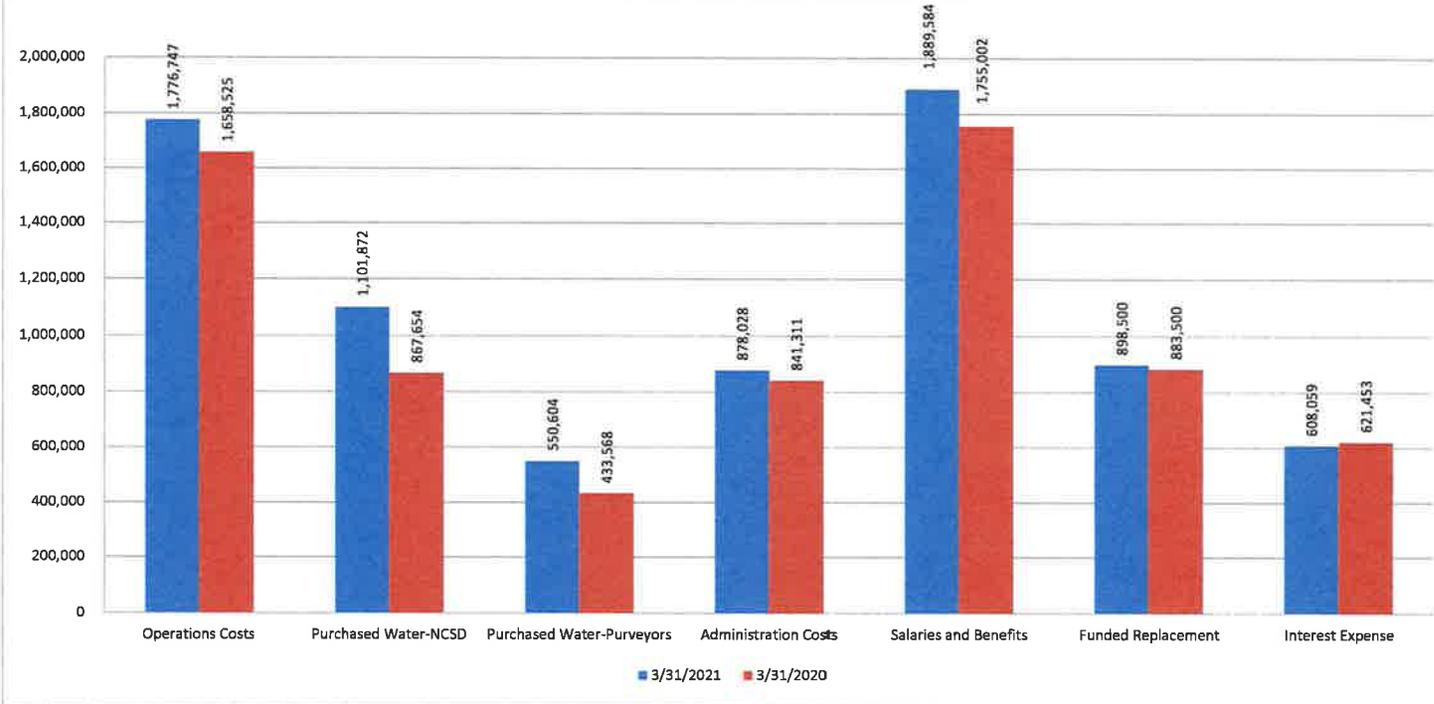
DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NIMBER
1/13/2021	Meter Replacement Program	125	\$50,000	\$70,000	\$120,000	2021-1585
3/24/2021	Nipomo Palms Lift Station	810	\$820,000	\$431,000	\$1,251,000	2021-1588
3/24/2021	Landscape SWTTF	810	\$0	\$38,344	\$38,344	2021-1590

n/a = not applicable

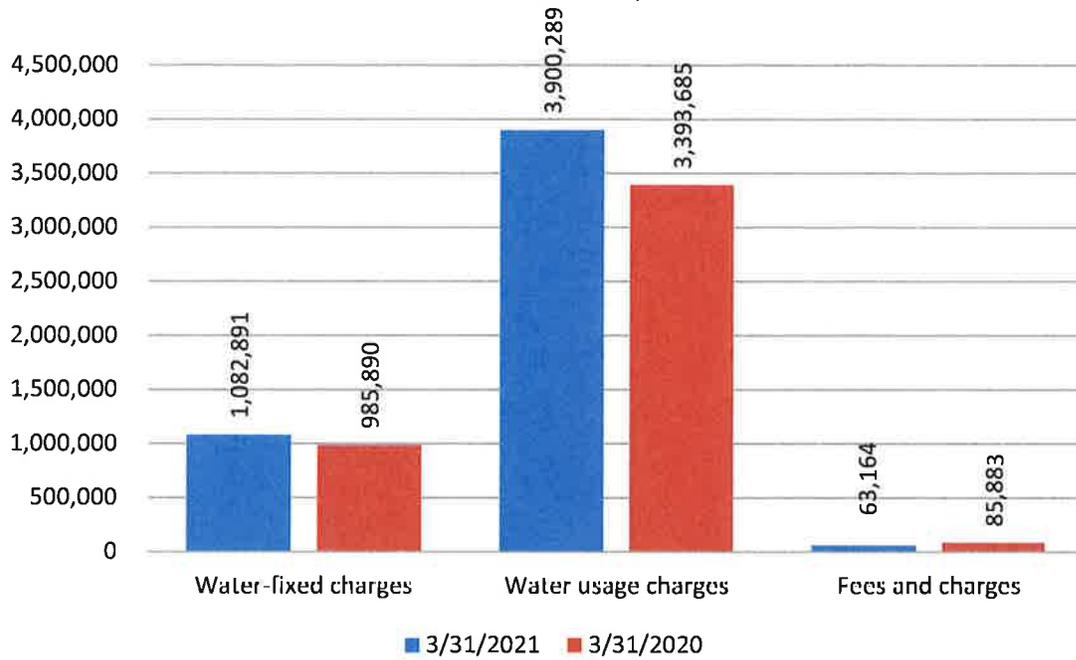
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES
FOR NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



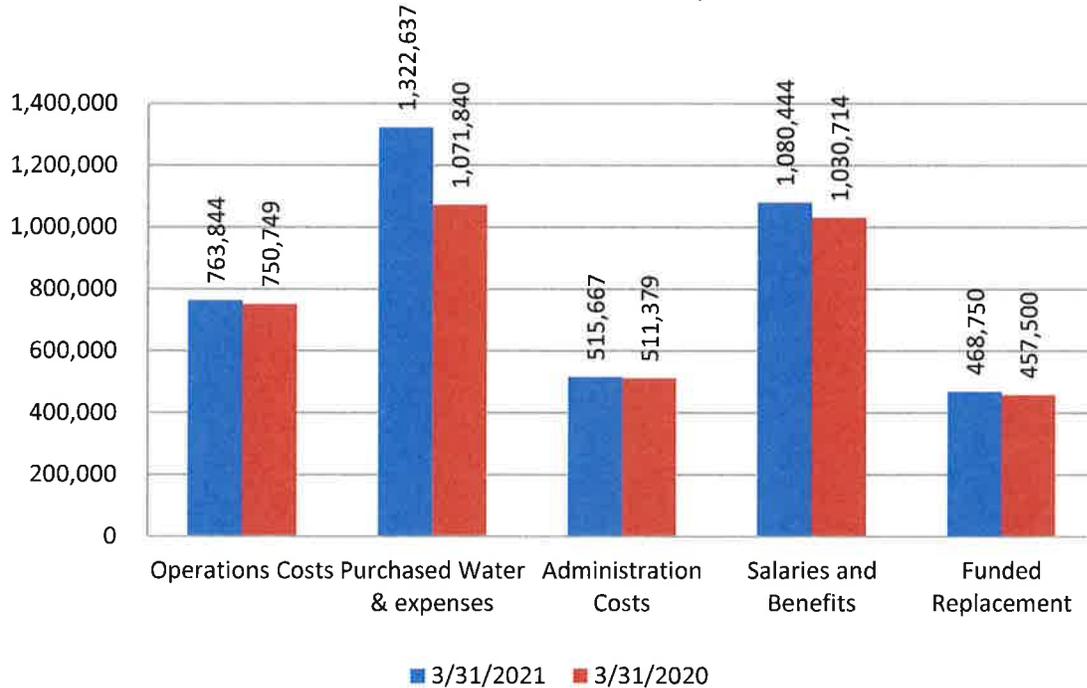
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES
FOR THE NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



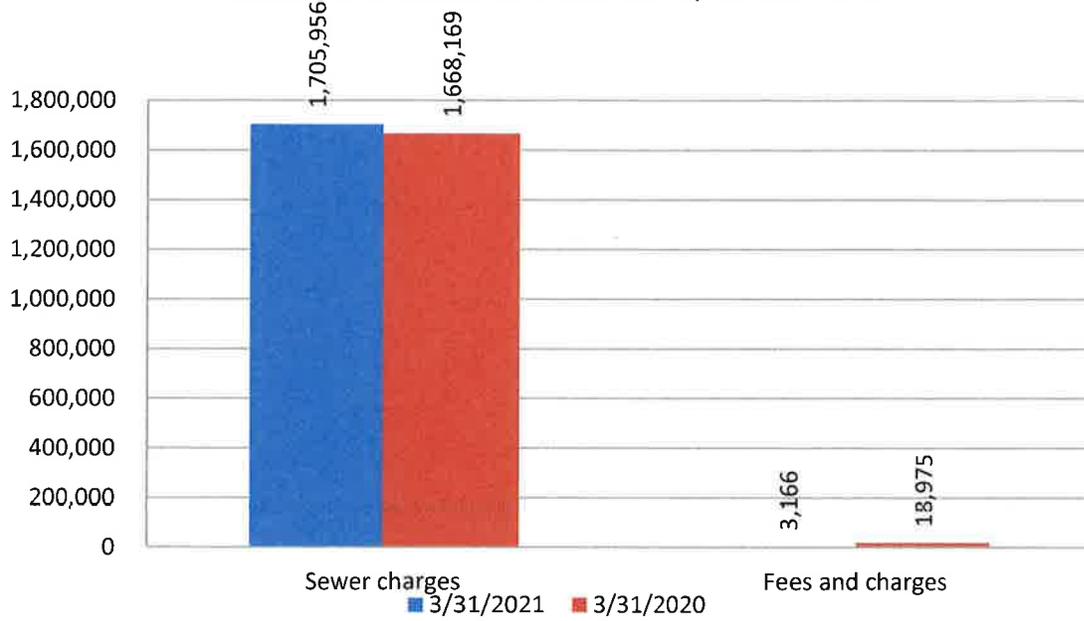
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUE - WATER FUNDS
FOR THE NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



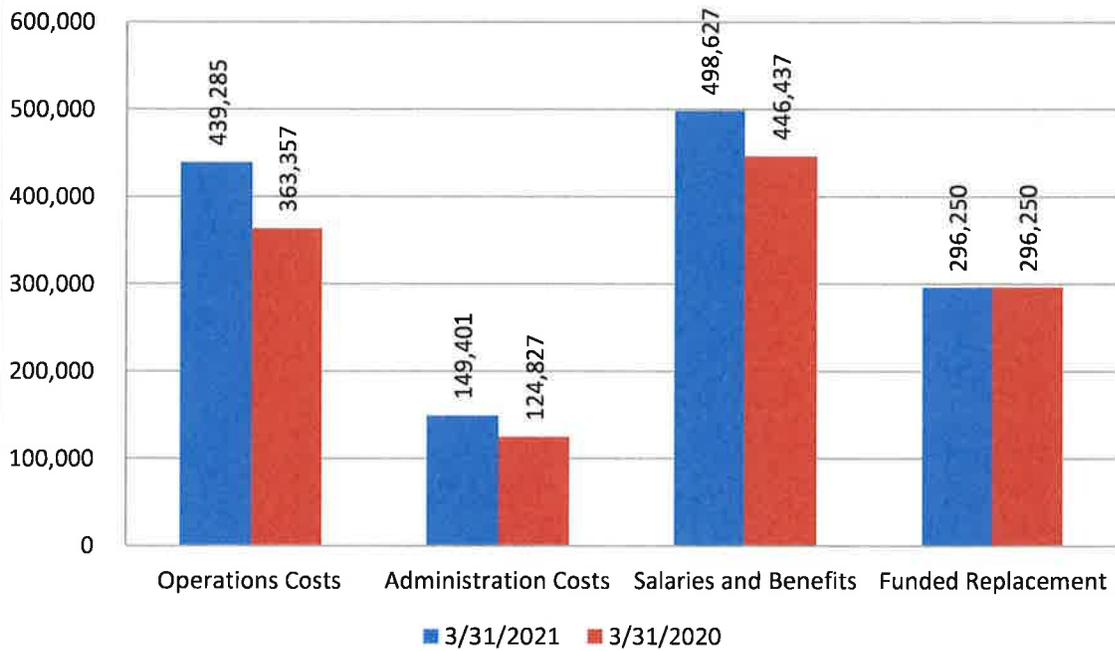
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - WATER FUNDS
FOR THE NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



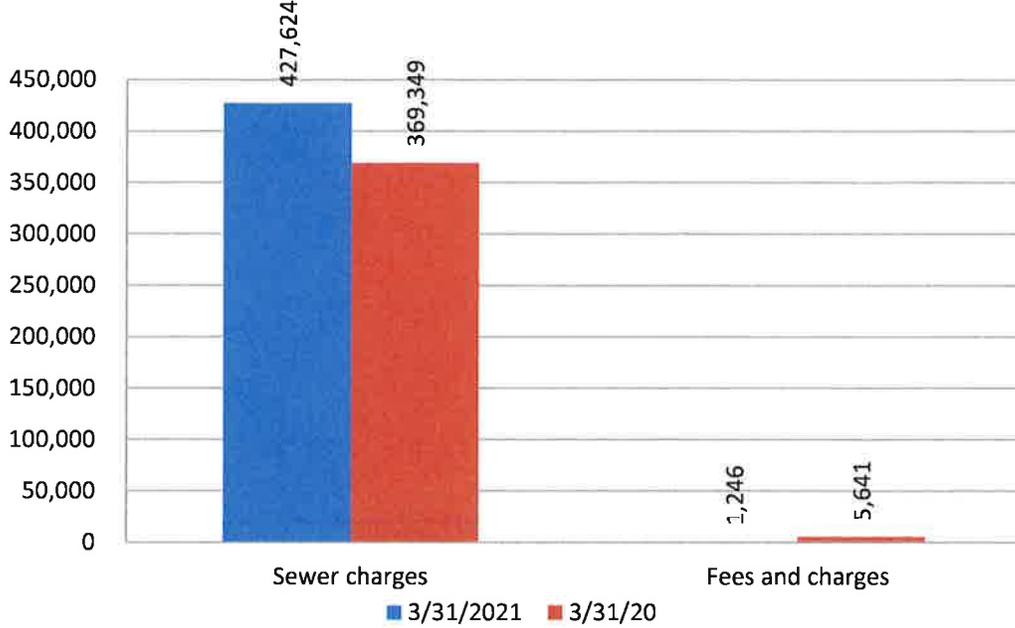
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES - TOWN SEWER
FOR THE NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



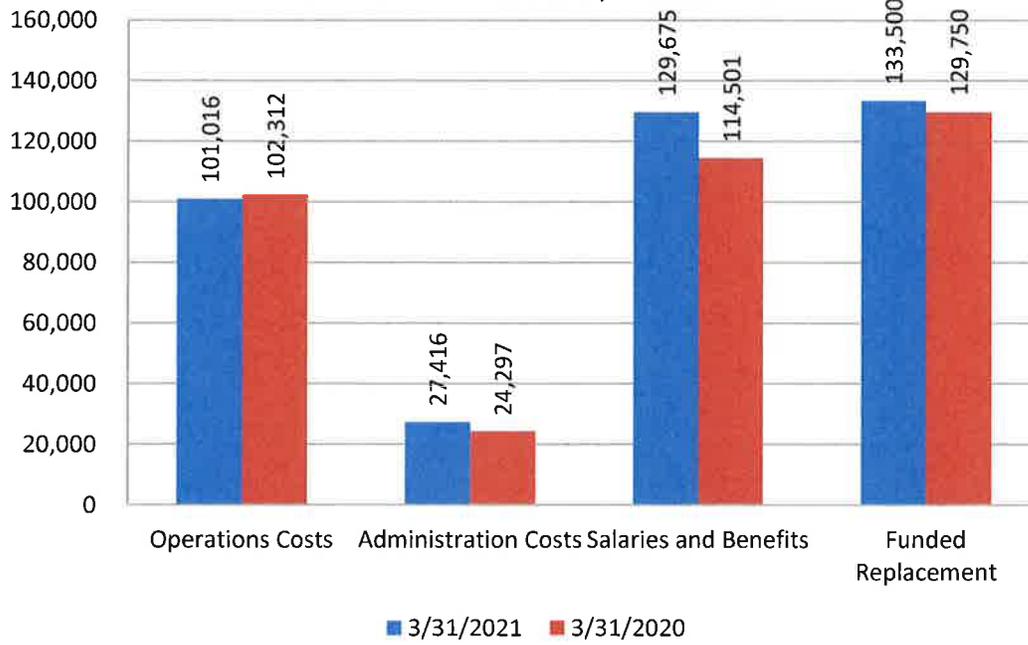
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - TOWN SEWER
FOR THE NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES - BLACKLAKE SEWER
FOR THE NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - BLACKLAKE SEWER
FOR THE NINE MONTHS ENDED MARCH 31, 2021 AND 2020**



TO: BOARD OF DIRECTOR
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: MAY 5, 2021

AGENDA ITEM
E-1
MAY 12, 2021

**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 2021-2022**

ITEM

Consider adoption of resolution approving the engineer's levy report and declaration of intention to levy annual assessments for Street Landscape Maintenance District No. 1 for Fiscal Year 2021-2022. [RECOMMEND ADOPT RESOLUTION]

BACKGROUND

On April 14, 2021, the Board of Directors adopted Resolution 2021-1592 entitled:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR THE STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2021-2022 PURSUANT TO THE PROVISIONS OF PART 2 OF THE DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

Peter Sevcik, P.E., Director of Engineering and Operations, was directed to prepare the annual levy report (attached). Pursuant to Proposition 218 and the Petition Requesting Formation of the Street Landscape Maintenance District, the annual levy may be increased by a percentage equal to or less than the Consumer Price Index (CPI) without conducting a Protest Vote. The actual amount to be assessed is based on the annual budget and may be less or more than the CPI. Property owners within the Maintenance District must approve any proposed assessment that exceeds the adjusted maximum rate based on the CPI (via a Proposition 218 Protest Vote).

While no improvements are planned in FY 2021-2022, the reserve balance has decreased over the last several years due to landscaping improvement expenses. It is recommended that the assessment increase to \$490 for FY 2021-2022 (See Page 4 of Engineer's Levy Report). The County of San Luis Obispo adds a \$2.00 per parcel handling fee for processing special district benefit assessments on the tax roll. Total amount of \$492 per parcel will be billed on the tax roll. The computed Maximum Assessment Allowable is \$538.12.

With the proposed assessment amount, the Maintenance District is projected to have an approximate surplus of \$690 in 2021-2022 and reserve balance at the end of FY 2021-2022 of \$12,690 (See Page 5 of Engineer's Levy Report). The Cash Reserve Goal is \$20,000. As the history of the Maintenance District's annual levy and maximum allowable levy shows, the levy can be lowered in the future when reserves are adequate.

History of Annual Levy and Maximum Allowable Levy

Period Covered	Amount Assessed per Parcel	Maximum Assessment Allowable
Fiscal Year 2003-2004 (first year)	\$345.00	\$345.00
Fiscal Year 2004-2005	\$346.96	\$346.96
Fiscal Year 2005-2006	\$354.94	\$354.94
Fiscal Year 2006-2007	\$365.34	\$365.34
Fiscal Year 2007-2008	\$365.34	\$376.75
Fiscal Year 2008-2009	\$387.74	\$387.74
Fiscal Year 2009-2010	\$301.78	\$391.14
Fiscal Year 2010-2011	\$303.57	\$400.60
Fiscal Year 2011-2012	\$303.57	\$408.85
Fiscal Year 2012-2013	\$315.00	\$423.29
Fiscal Year 2013-2014	\$330.00	\$433.40
Fiscal Year 2014-2015	\$330.00	\$442.19
Fiscal Year 2015-2016	\$360.00	\$450.59
Fiscal Year 2016-2017	\$380.00	\$463.84
Fiscal Year 2017-2018	\$380.00	\$479.05
Fiscal Year 2018-2019	\$435.00	\$497.30
Fiscal Year 2019-2020	\$435.00	\$513.71
Fiscal Year 2020-2021	\$435.00	\$528.61

Proposed Annual Levy and Maximum Allowable Levy for FY 2021-2022

Proposed FY 2021-2022	\$490.00	\$538.12
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FISCAL IMPACT

Budgeted staff time was used to prepare this staff report.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve Resolution 2021-XXXX Approving the Engineer's Report and Declaring the Intention to Levy the Annual Assessment.

ATTACHMENTS

- A. Resolution 2021-XXXX Approving Engineer's Report and Declaring Intention to Levy
- B. FY 2021-2022 LMD No 1. Engineer's Report

MAY 12, 2021

ITEM E-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING THE ANNUAL ENGINEER'S LEVY REPORT,
DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS
FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FOR FISCAL YEAR 2021-2022,
AND SETTING A PUBLIC HEARING THEREON**

WHEREAS, the Board of Directors of the Nipomo Community Services District ("NCSD") has, by previous Petition and Resolutions, formed the Nipomo Community Services District Street Landscape Maintenance District No. 1 (hereinafter referred to as "Street Landscape Maintenance District No. 1") and initiated proceedings for the annual assessments for Fiscal Year 2021-2022 pursuant to the provisions of the Landscaping and Lighting Act of 1972, Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as "Act"), which provides for the levy and collection of assessments by the County of San Luis Obispo for the NCSD to pay for the maintenance and services of all improvements and facilities related thereto; and

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

WHEREAS, by previous Resolution, the Board of Directors initiated proceedings for the annual levy of assessments for Street Landscape Maintenance District No. 1 for fiscal year 2021-2022 and appointed Peter Sevcik, P.E., Director of Engineering and Operations, as assessment engineer for the purpose of assisting with the annual levy and to prepare and file a Report in accordance with Chapter 1, Article 4 of the Act, and

WHEREAS, said Report has been prepared, filed, and presented to the Board of Directors, as required by Chapters 1 and 3 of said Act; and

WHEREAS, the Board of Directors has carefully examined and reviewed the Report as presented, is satisfied with the budget items and documents as set forth therein, and is satisfied that the proposed assessments have been spread in accordance with the Petition for Street Landscape Maintenance District No. 1 and with benefits received from the improvements, operation, maintenance, and services to be performed within Street Landscape Maintenance District No. 1 as set forth in said Report, and

WHEREAS, the NCSD intends to levy and collect the annual assessments for Street Landscape Maintenance District No. 1 as set forth in said Report, pursuant to the Act.

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

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING THE ANNUAL ENGINEER'S LEVY REPORT,
DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS
FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FOR FISCAL YEAR 2021-2022,
AND SETTING A PUBLIC HEARING THEREON

SECTION 1: That the above recitals are all true and correct and incorporated herein by reference.

SECTION 2: That the presented Report consists of the following:

- a. A Description of the Improvements
- b. The Annual Budget (Costs and Expenses of Services, Operation, and Maintenance)
- c. The Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.
- d. The District Roll containing the proposed assessment for each parcel within the District for fiscal year 2021-2022.

SECTION 3: That the Report (Attached as Exhibit "A") is hereby approved and ordered to be filed in the NCSO Offices as a permanent record and remain open to public inspection.

SECTION 4: That the NCSO General Manager shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's Annual Levy Report.

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT, PURSUANT TO SECTION 22624 OF THE ACT, AS FOLLOWS:

SECTION 5: Intention: The NCSO hereby declares that it intends to levy and collect annual assessments pursuant to the Act over and including the land within the Street Landscape Maintenance District No. 1 boundary, and to levy and collect the assessments on all such land to pay the costs of the operation, maintenance, and servicing of landscaping and all appurtenant facilities and operations related thereto.

SECTION 6: Description of Improvements and Any Substantial Changes Proposed: The improvements within the Street Landscape Maintenance District No. 1 include: the maintenance and operation of and the furnishing of services and materials for landscaping which includes trees, shrubs, grass, and other ornamental vegetation, and appurtenant facilities, including irrigation systems within the Street Landscape Maintenance District No. 1. The Engineer's Annual Levy Report describes any new improvements or substantial changes in existing improvements.

SECTION 7: Boundaries and Designation: The boundaries of the Street Landscape Maintenance District No. 1 are generally described as Lots 1 through 29 of Tract 2409 located in the County of San Luis Obispo and more particularly described in the Report.

SECTION 8: Increase in Assessments: The assessment is proposed to increase to \$490.00.

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2021-XXXX

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING THE ANNUAL ENGINEER'S LEVY REPORT,
DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS
FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FOR FISCAL YEAR 2021-2022,
AND SETTING A PUBLIC HEARING THEREON

SECTION 9: Engineer's Report: The Report is attached hereto as Exhibit "A" and is on file with the Secretary of NCSB Board of Directors. The Report contains a full and detailed description of the improvements, the boundaries of Street Landscape Maintenance District No. 1, and the proposed assessments upon assessable lots and parcels of land within Street Landscape Maintenance District No. 1.

SECTION 10: Time of Public Hearing: Notice is hereby given that a public hearing will be held by the Board of Directors of the Nipomo Community Services District on June 9, 2021, at 9:00 a.m. in the Regular Meeting Room located within the District Offices located at 148 South Wilson Street, Nipomo, California 93444.

SECTION 11: Notice: Pursuant to Sections 22552, 22553, and 22626 of the Act, notice of the Public Hearing shall be provided in accordance with Section 6061 of the Government Code, including publication of this Resolution once in the Santa Maria Times not less than ten (10) days before the date of the public hearing and by posting a copy of this Resolution on the official bulletin board customarily used by the NCSB for the posting of notices.

SECTION 12: Incorporation of Recitals: The above Recitals are true and correct and incorporated herein by reference.

SECTION 13: Other Actions: The Board of Directors and such employees of the NCSB as are appropriate are authorized and directed to execute such other documents and take such further action as shall be consistent with the intent and purpose of this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Nipomo Community Services District this 12th day of May, 2021.

AYES:
NOES:
ABSTAIN:
ABSENT:

ED EBY
President of the Board

ATTEST:
EFFECT:

APPROVED AS TO FORM AND LEGAL

MARIO IGLESIAS
General Manager and Secretary to the Board

CRAIG A. STEELE
District Legal Counsel

MAY 12, 2021

ITEM E-1

ATTACHMENT B

NIPOMO COMMUNITY SERVICES DISTRICT
ENGINEER'S ANNUAL LEVY REPORT
STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FISCAL YEAR 2021-2022

=====

Introduction

Nipomo Community Services District (“NCSD”) annually levies and collects special assessments to maintain improvements within Street Landscape Maintenance District No. 1 (“District”). The District was formed and annual assessments are established pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the “1972 Act”).

This Engineer’s Annual Report (“Report”) describes the District and the proposed assessments for the fiscal year 2021-2022. The assessments are based on the historical and estimated future costs to maintain the improvements that provide a direct and special benefit to properties within the District.

For the purposes of this Report, the word “parcel” refers to an individual property assigned its own Assessor Parcel Number by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor Parcel Numbers and specific Fund Numbers to identify properties assessed for special district benefit assessments on the tax roll.

Effect of Proposition 218

In November 1996, California voters approved Proposition 218 that established specific requirements for the on-going imposition of taxes, assessments and fees. The provisions of the Proposition are now contained in the California Constitutional Articles XIIC and XIID.

All assessments described in this Report and approved by the Board of Directors are prepared in accordance with the 1972 Act and are in compliance with the provisions of the California Constitution Article XIID.

The assessments adopted include the District’s annual inflationary adjustment to the maximum assessment rate. This annual inflationary adjustment to the maximum assessment rate is provided in this Report.

Description of the District and Services

The District (formed on April 9, 2003) provides and ensures the continued maintenance, servicing, administration and operation of landscaping located within a portion of the public rights-of-way and dedicated landscape easements in Tract 2409, a 28 lot subdivision commonly known as Vista Verde Estates, located off of West Tefft across from Dana Elementary School.

NIPOMO COMMUNITY SERVICES DISTRICT
ENGINEER'S ANNUAL LEVY REPORT
STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
FISCAL YEAR 2021-2022

=====
Improvements within the District include the maintenance and operation and the furnishing of services and materials for landscaping which include trees, shrubs, grasses and other ornamental vegetation, and appurtenant facilities, including irrigation systems.

The landscape maintenance obligation is limited to the following:

- Landscaping bordering the frontage of lots 1 through 6 on Tefft Street
- Landscaping bordering the frontage of lots 1, 15, 16, and 28 on Tejas Place
- Landscaping bordering the southwest and northwest sides of lot 29 (drainage basin) on Tejas Place
- The pathway between lots 4 and 5 between Tefft Street and Vista Verde

No changes to the improvements are planned in FY 2021-2022.

Method of Apportionment

General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The formula used for calculating assessments of the District therefore reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on the benefits to each parcel.

Benefit Analysis

The associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the California Constitution and 1972 Act. The improvements associated with the District have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the proposed development plans. As such, these improvements would be necessary and required of individual property owners for the development of such properties, and the ongoing operation, servicing and maintenance of these

NIPOMO COMMUNITY SERVICES DISTRICT
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improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are of direct and special benefit to the properties.

The method of apportionment (method of assessment) is based on the premise that each assessed parcel within the District receives special benefit from the improvements provided by the District. The desirability of properties is enhanced by the presence of local improvements in close proximity to those properties.

The special benefits associated with landscaped improvements are specifically:

- Enhanced desirability of properties through association with the improvements.
- Improved aesthetic appeal of properties providing a positive representation of the area.
- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
- Environmental enhancement through improved erosion resistance, dust and debris control.
- Increased sense of pride in ownership of property within the District resulting in well-maintained improvements associated with the properties.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings.

Based on the preceding special benefits, it has been determined that the improvements provided through the District and for which parcels are assessed, contribute to aesthetic value and desirability of those properties. It has further been determined that these improvements, either individually or collectively are provided for the special benefit and enhancement of properties within the District and provide no measurable general benefit to properties outside the District or to the public at large.

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Assessment Methodology

The maximum annual assessment that may be levied each fiscal year includes an annual inflationary adjustment to the maximum assessment rate based on the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers in San Francisco/San Jose for February 28 of the current year over the previous year's index on the same date. Although the maximum rate for the District may increase each year, the actual amount to be assessed is based on the annual budget and may be less than the maximum rate. The property owners must approve any proposed assessment that exceeds the adjusted maximum rate before it can be imposed.

The maximum assessment that may be levied in a fiscal year is increased annually by the following formula

$$\left. \begin{array}{l}
 \text{(Prior Year's Annual Maximum Assessment x CPI)} \\
 \text{Plus} \\
 \text{Prior Year's Annual Maximum Assessment}
 \end{array} \right\} = \begin{array}{l}
 \text{Current Year's} \\
 \text{Annual} \\
 \text{Maximum} \\
 \text{Assessment}
 \end{array}$$

The percentage change used is the annual change for the preceding 12 months. The annual inflation factor applied for the fiscal year 2021-2022 is based on the percentage change from February 2020 to February 2021 and has been identified as 1.8% (annual percentage change currently available).

MAXIMUM ALLOWABLE ASSESSMENT PER PARCEL (APPLYING INFLATIONARY ADJUSTMENT)	
2020-2021 Maximum Assessment	(A) \$528.61
X CPI (1.8%)	(B) \$9.51

Maximum Assessment Allowable 2021-2022	(A) + (B) \$538.12 =====
Proposed 2021-2022 Annual Assessment	\$490.00 =====

The County of San Luis Obispo adds a \$2.00 per parcel handling fee for processing special district benefit assessments on the tax roll. Total amount of \$492 per parcel will be billed on tax roll.

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Fiscal Year 2021-2022 District Budget

DESCRIPTION		2021-2022 BUDGET
Beginning Estimated Fund Balance (July 1, 2021)		\$12,000
Proposed Assessment Levy		\$13,720
Estimated Interest Income		\$120
Estimated Expenditures		
Contract Landscape Maintenance	(\$5000)	
Water	(\$6000)	
Electricity	(\$150)	
Public Notifications	(\$500)	
Administration	(\$1,500)	
Total Estimated Expenditures		(\$13,150)
Estimated Ending Fund Balance (1) (June 30, 2022)		\$12,690

(1) In accordance with the Reserve Policy adopted by the Nipomo Community Services District Board in 2012, the target fund balance reserve for Street Landscape Maintenance District No. 1 is \$20,000. Reserve is for landscaping repair/replacement and irrigation system repair/replacement.

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Lot Number	Assessor Parcel Number	Annual Assessment
1	092-512-001	\$490.00
2	092-512-002	\$490.00
3	092-512-003	\$490.00
4	092-512-004	\$490.00
5	092-512-005	\$490.00
6	092-512-006	\$490.00
7	092-512-007	\$490.00
8	092-512-008	\$490.00
9	092-512-009	\$490.00
10	092-512-010	\$490.00
11	092-512-011	\$490.00
12	092-512-012	\$490.00
13	092-512-013	\$490.00
14	092-512-014	\$490.00
15	092-512-015	\$490.00
16	092-512-016	\$490.00
17	092-512-017	\$490.00
18	092-512-018	\$490.00
19	092-512-019	\$490.00
20	092-512-020	\$490.00
21	092-512-021	\$490.00
22	092-512-022	\$490.00
23	092-512-023	\$490.00
24	092-512-024	\$490.00
25	092-512-025	\$490.00
26	092-512-026	\$490.00
27	092-512-027	\$490.00
28	092-512-028	\$490.00
	TOTAL	\$13,720.00

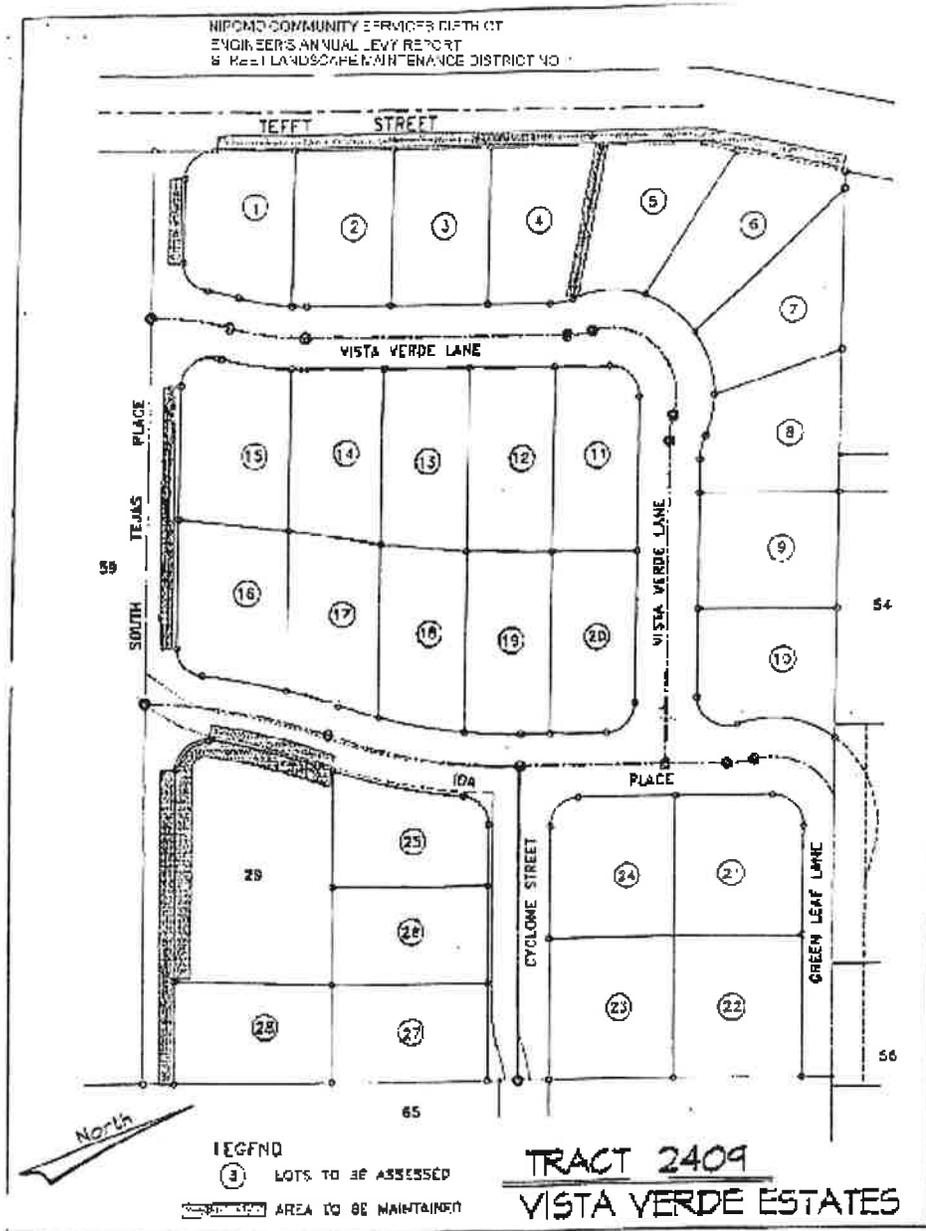
Annual assessment amount does not include the County of San Luis Obispo \$2.00 per parcel handling fee for processing special district benefit assessments on the tax roll.



Peter V. Sevcik
PETER V. SEVCIK, P.E.
DISTRICT ENGINEER

5/5/2021
DATE

NIPOMO COMMUNITY SERVICES DISTRICT
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 STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1
 FISCAL YEAR 2021-2022



TO: BOARD OF DIRECTORS
 FROM: MARIO IGLESIAS
 GENERAL MANAGER
 DATE: May 7, 2021

**AGENDA ITEM
 F
 MAY 12, 2021**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is April 25, 2021 through May 8, 2021.*

DISTRICT BUSINESS

Administrative

OFFICE ACTIVITIES

	Apr 21	Jan 21 - Apr 21
Official Payment (Count March-June)	14	57
Official Payments cost to District	\$55	\$399

Water Resources

<u>Table 1. Total Production Acre Feet (AF)</u>		
	Apr-21	Jul 20 - Apr 21
Groundwater Production	77.2	818.0
Supplemental Water Imported	<u>94.2</u>	<u>882.4</u>
Total Production	171.4	1,700.4

The District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 171.4 AF for the month of March.

NCSD imported 94.2 AF of water over the 30 day period in April, averaging 710 gallons per minute for an average total over a 1 million gallons per day. For fiscal year 2020-21 the District must import at least 1,000 AF (84 AF per month on average) of supplemental water to meet the contractual obligation it has with the City of Santa Maria. The District has imported 882 AF of water for the ten month period July through April. Compared to our required 588 AF [10 months x 84 AF = 840 AF] the District is 42 AF over the minimum for the 10 month period.

NCSD GW Reduction

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

imported water from the District. Table 2 below demonstrates the calculus for determining the District's adjusted groundwater pumping reduction.

	Apr-21	Jul 20 - Apr 21
NCSD GW Well Production	77.2	818.0
Purveyor Customer Credit (33.3% of Import Water)	<u>31.4</u>	<u>294.0</u>
NCSD Total Calculated GW Production	108.6	1,112.0
Average GW Production for 2009-2013	<u>199.0</u>	<u>2,025.0</u>
NCSD Percentage of GW Reduction	45%	45%

2021 Fiscal Year Groundwater Pumping Forecast

Table 3 projects the District's groundwater pumping reduction for the Fiscal Year 2021. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the targeted groundwater pumping reduction is 1,266 AFY (50% of 2009-2013 average District GW Pumping). At the current usage rate through the ten months of the fiscal year, the District is predicted to fall short of its pumping reduction goals for fiscal year 2021 by approximately 44 acft.

Table 3 projects the District's groundwater pumping reduction for the Fiscal Year 2021.

	Apr-21	Year-to-Date Jul-Jun 2021	Target	Over/(Under)	
NCSD GW Well Production	77.2	968.0			
Purveyor Customer Credit (33.3% of Import Water)	<u>31.4</u>	<u>341.8</u>			
NCSD Total Calculated GW Production	108.6	1,309.9	1,266.0	(43.86)	AcFt
Average GW Production for 2009-2013	<u>199.0</u>	<u>2,533.4</u>	2,533.4		
NCSD Percentage of GW Reduction	45%	48%	50.0%		

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

	Apr-21	Jul 20 - Jun 21	Apr-20	Jul 19 - Jun 20
NCSD GW Well Production	77.2	968.0	61.3	1,026.0
Purveyor Customer Credit (33.3% of Import Water)	<u>31.4</u>	<u>341.8</u>	<u>25.8</u>	<u>323.1</u>
NCSD Total Calculated GW Production	108.6	1,309.9	87.1	1,349.1
Average GW Production for 2009-2013	<u>199.0</u>	<u>2,533.4</u>	<u>199.0</u>	<u>2,533.4</u>
NCSD Percentage of GW Reduction	45%	48%	56%	47%

The District is required to import 8% more water in Fiscal Year 2021 from the City of Santa Maria than it imported in Fiscal Year 2020. This increase is a requirement found in the water purchase agreement between the two parties.

Rainfall Gauge – (gathered from the following websites)

Note 1: SLO County Website
https://wr.slocountywater.org/site.php?site_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44

Note 2: SLO County Website
https://wr.slocountywater.org/site.php?site_id=2&site=878bfdbf-5c40-4398-8226-418372e4039b

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
April 2021 Total	0.00	0.00
July-2020 through June-2021 (Season Total)	7.41	6.81
May 1, 2021 - May 7, 2021	0.00	0.00
Total Rainfall to date	7.41	6.81
County Reported Avg. Ann. Year Rainfall	18.0 ¹	14.0 ²
2006 - 2020 Avg. Ann. Year Rainfall*	15.39	13.30
2006 - 2020 Median Ann. Rainfall*	12.64	11.30

*Data from County website

Safety Program

No safety issue to report.

Other Items

- COVID19 NCSD Response Plan Update [Attachment A]

Supplemental Water Capacity Accounting

As of May 7, 2021

Summary Since January 25, 2008	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500
Supplemental Water Reserved (Will Serve Letter Issued)	124	-65.5
Subtotal Net Supplemental Water Available for Allocation	823	434.5
Supplemental Water Assigned (Intent-to-Serve Issued)	182	-96.1
Total Remaining Supplemental Water Available for Allocation	641	338.5

Connection Report

Nipomo Community Services District
 Water and Sewer Connections

END OF MONTH REPORT

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Water Connections (Total)	4476	4477	4485									
Sewer Connections (Total)	3243	3243	3250									
New Water Connections	1	1	8									
New Sewer Connection	1	0	7									
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	477	477	477									

The Connection Report is current through April 5, 2021. Connections added to the system in April will be reported in the May 26, 2021 Manager's Report.

Meetings (April 26 through May 8)

Meetings Attended (telephonically or in person):

- Apr 26, Vacation Day
- Apr 27, Staff Mtg. - Cust. Service Specialist
- Apr 27, RCAC Training; Prep. for Sanitary Survey
- Apr 27, Eng/Admin Coordination Meeting
- Apr 28, Rotary
- Apr 28, Regular NCSD Board Meeting
- Apr 28, Exec. Team After-Board Meeting
- Apr 30, Staff Mtg. - Cust. Service Specialist
- May 3, Admin Supervisor Mtg.
- May 3, NCSD Management Team Mtg.
- May 4, Staff – Annual Evaluation
- May 4, Admin Supervisor Mtg. (Public Relations)
- Mar 5, NCSD Board Officer Mtg.
- May 5, CSDA Manager's Mtg.
- May 6, Nipomo Chamber of Commerce
- May 6, Staff Mtg. - Cust. Service Specialist

Meetings Scheduled (May 9 through May 15):

Upcoming Meetings (telephonically or in person):

- May 10, Admin Supervisor Mtg.
- May 10, SLO County/City of Santa Maria Planning Mtg.
- May 11, Staff Mtg. - Cust. Service Specialist
- May 11, Eng/Admin Planning Mtg.
- May 12, Rotary
- May 12, Regular NCSD Board Meeting
- May 12, Exec. Team After-Board Meeting
- May 12, Staff Mtg. - Cust. Service Specialist

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: May 27th (Thursday) @ 10:00 AM, Conf. Call
- RWMG: No Schedule Posted –
- WRAC: June 2nd (Wednesday) @ 1:30 PM, Zoom Meeting

- *NMMA Purveyor Meeting: May 28th (Friday) @ 10:00 PM, Zoom Meeting*
- *NCSD Board Officer Meeting: May 17th (Monday) @ 2:00 PM, NCSD Conf. Rm.*

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan

MAY 12, 2021

ITEM F

ATTACHMENT A

Date: May 12, 2021 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

DISTRICT RESPONSE TO COVID-19, Updated May 7, 2021

New Actions

No new actions

Personnel on Quarantine

Office Personnel:

No administrative personnel affected at this time

Operational Personnel:

No operational personnel affected at this time.

Ongoing Actions

1. Participate in SLO County EOC Briefings
2. Review SLO County Daily EOC Status Report
3. Practicing Social Distancing
4. Face coverings are required when employees are in District Buildings when they are away from their work stations
5. Office Rules for Safe Customer Management – CDC Guidance Enforced

Previous Actions

1. NCSB Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
2. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
3. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
4. Received directions for FEMA Public Assistance – Cost Tracking Guidance
5. Governor's Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
6. Wipe-down between shifts
7. Each operator in separate designated vehicle.
8. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
9. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
10. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
11. Trailers for quarantine have been returned – May 1
12. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
13. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1

Date: May 12, 2021 Board Meeting
Response Activities to COVID19 Health Emergency
Prepared by: Mario Iglesias, General Manager

14. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
15. Board Meetings open to the public.
16. County Offices Continued Closed with Appointments provided to some departments as needed.
17. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
18. The customer counter window modifications at the office are completed.
19. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
20. Administrative Office open to public – April 19, 2021