

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

REGULAR MINUTES

APRIL 12, 2023 AT 9:00 A.M.

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

BOARD of DIRECTORS

RICHARD MALVAROSE, PRESIDENT
DAN ALLEN GADDIS, VICE PRESIDENT
ED EBY, DIRECTOR
DAN WOODSON, DIRECTOR
GARY HANSEN, 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.

A. CALL TO ORDER AND FLAG SALUTE

President Malvarose called the Regular Meeting of April 12, 2023, to order at 9:00 a.m. and led the flag salute.

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

At Roll Call, all Directors were present.

There were no public comments.

C. PRESENTATIONS AND REPORTS

C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.

Receive Announcements and Reports from Director

Director Woodson

- *April 5, attended SLOCOG meeting*

Director Gaddis

- *March 22, attended Ad-hoc Committee Meeting*
- *April 6, attended Ad-hoc Committee Meeting*

Director Eby

- *March 22, attended Ad-hoc Committee Meeting*
- *March 23, Lopez Lake started to spill*
- *April 5, attended WRAC meeting*
- *April 6, attended Ad-hoc Committee Meeting*

Director Malvarose

- *April 4, attended Board Officers' Meeting*

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- 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 approved receiving and filing presentations and reports.
Vote 5-0.*

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE MARCH 22, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 [RECOMMEND ADOPT RESOLUTION]
- D-4) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR BLACKLAKE STREET LIGHTING MAINTENANCE ASSESSMENT DISTRICT 2022-1 [RECOMMEND ADOPT RESOLUTION]
- D-5) APPROVE TERMINATION AND RELEASE OF AGREEMENT AFFECTING REAL PROPERTY ESTABLISHING SEWAGE GRINDER PUMP SERVICE [RECOMMEND APPROVE TERMINATION AND RELEASE AND DIRECT STAFF TO FILE DOCUMENT WITH COUNTY RECORDER]
- D-6) REVIEW AND CONSIDER ADDITION OF OPERATIONS MANAGER POSITION TO ORGANIZATION AND ADJUST RELATED OPERATIONAL JOB DESCRIPTIONS [RECOMMENDATION ADDING AN OPERATIONS MANAGER TO THE ORGANIZATION AND ADJUST JOB DESCRIPTIONS OF RELATED POSITIONS]

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Director Gaddis requested to pull items D-7 and D-8.

Staff answered questions regarding item D-1.

There were no public comments.

Upon the motion of Director Eby and seconded, the Board approved Consent Agenda items D-1 through D-6.

Vote 5-0.

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

RESOLUTION NO. 2023-1659
 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 2023-2024 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

RESOLUTION NO. 2023-1670
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN BLACKLAKE STREET LIGHTING MAINTENANCE ASSESSMENT DISTRICT NO. 2022-1 FOR FISCAL YEAR 2023-2024, AND ORDERING THE PREPARATION OF AN ENGINEER'S REPORT PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972, PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

Director Gaddis requested to discuss items D-8 before item D-7.

- D-8) REVIEW AND CONSIDER THE ADDITION OF AN ASSISTANT GENERAL MANAGER POSITION TO ORGANIZATION AND ADOPT JOB DESCRIPTION [RECOMMENDATION ADDING AN ASSISTANT GENERAL MANAGER TO THE ORGANIZATION AND ADOPT JOB DESCRIPTION]
- D-7) REVIEW AND CONSIDER RECOMMENDING ADJUSTING SALARY RANGE OF NIPOMO COMMUNITY SERVICES DISTRICT FINANCE DIRECTOR [RECOMMEND APPROVE ADJUSTMENT OF THE SALARY RANGE FOR THE FINANCE DIRECTOR]

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

Peter Sevcik, Director of Engineering and Operations, answered questions from the Board.

Lisa Bognuda, Finance Director, answered questions from the Board.

There were no public comments.

Upon the motion of Director Eby and seconded, the Board approved Consent Agenda items D-7 through D-8.

Vote 5-0.

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

E. ADMINISTRATIVE ITEMS

- E-1) AUTHORIZE CONTRACT WITH BOB MURRAY & ASSOCIATES TO RECRUIT THE NIPOMO COMMUNITY SERVICES DISTRICT'S GENERAL MANAGER POSITION AND APPROVE BUDGET ADJUSTMENT [RECOMMEND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF \$29,500 WITH BOB MURRAY & ASSOCIATES FOR RECRUITING SERVICE TO RECRUIT FOR THE GENERAL MANAGER POSITION, AND ADOPT RESOLUTION APPROVING FY 2022-2023 BUDGET ADJUSTMENT IN THE AMOUNT OF \$29,500]

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

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board unanimously approved the General Manager to authorize the contract with Bob Murray & Associates and adopt the Resolution.

Vote 5-0.

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

RESOLUTION NO. 2023-1661
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AWARDING A CONTRACT FOR EXECUTIVE RECRUITING SERVICES FOR THE GENERAL MANAGER POSITION TO BOB MURRAY & ASSOCIATES IN THE AMOUNT NOT TO EXCEED \$29,500, AND AMENDING THE FISCAL YEAR 2022/2023 BUDGET

- E-2) REVIEW UPDATES TO NIPOMO COMMUNITY SERVICES EMPLOYEE HANDBOOK [RECOMMEND REVIEW UPDATED EMPLOYEE HANDBOOK AND ADOPT RESOLUTION]

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

There were no public comments.

Upon the motion of Director Eby and seconded, the Board unanimously approved the Resolution.

Vote 5-0.

YES VOTES	NO VOTES	ABSENT
<i>Directors</i>	<i>None</i>	<i>None</i>

RESOLUTION NO. 2023-1662
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING THE 2023 EMPLOYEE HANDBOOK

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

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Director Gaddis announced the Ad-hoc Committee met on March 22. The Committee reviewed the applications and decided to recommend the District hire a recruiter.

Director Gaddis announced the Ad-hoc Committee met on April 6. The Committee reviewed the recruitment submittals and decided to recommend Bob Murray & Associates.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Woodson asked about looking into ChatGPT.

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced the Item 1(a) would be discussed in Closed Session.

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

There were no public comments.

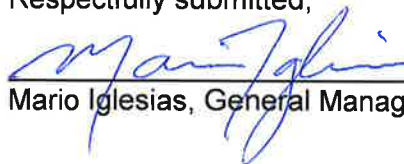
There was no reportable action from closed session.

ADJOURN MEETING

President Malvarose adjourned the meeting at 11:01 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 01 minutes
Closed Session	1 hour 00 minutes
TOTAL HOURS	2 hour 1 minutes

Respectfully submitted,



Mario Iglesias, General Manager and Secretary to the Board

4/26/2023

Date