

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: JUNE 9, 2023



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: June 8, 2023

AGENDA ITEM

D

JUNE 14, 2023

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 24, 2023, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: JANA ETTEDDGUE
FINANCE DIRECTOR

DATE: JUNE 9, 2023

**AGENDA ITEM
D-1(A)
JUNE 14, 2023**

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$426,956.71
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

Item D-1(A) Warrants JUNE 14, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 06/14/2023 - 06/14/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11223				
Abalone Coast Analytical, Inc.	Lab tests	6121	06/14/2023	9,877.00
				Payment 11223 Total: 9,877.00
Payment: 11224				
Advantage Answering Plus, Inc.	Answering service	000029-113-401	06/14/2023	333.32
				Payment 11224 Total: 333.32
Payment: 11225				
Alexander's Contract Services,	Meter reading	202305260012	06/14/2023	5,043.78
				Payment 11225 Total: 5,043.78
Payment: 11226				
Allweather Landscape	LMD	47537	06/14/2023	325.00
				Payment 11226 Total: 325.00
Payment: 11227				
Aqua-Metric Sales, Co.	208 single port smart points	INV0094901	06/14/2023	42,211.20
				Payment 11227 Total: 42,211.20
Payment: 11228				
AT&T	Telephone	000019979615	06/14/2023	291.07
AT&T	Telephone	000019979613	06/14/2023	30.88
AT&T	Telephone	000019979614	06/14/2023	181.71
				Payment 11228 Total: 503.66
Payment: 11229				
AT&T Mobility	Telephone	287318508827X06022023	06/14/2023	1,202.92
				Payment 11229 Total: 1,202.92
Payment: 11230				
Bob Murray & Associates	Executive search	10081	06/14/2023	12,889.39
				Payment 11230 Total: 12,889.39
Payment: 11231				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI331741	06/14/2023	1,294.29
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI328208	06/14/2023	972.35
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI334873	06/14/2023	839.61
				Payment 11231 Total: 3,106.25
Payment: 11232				
Brough Construction Inc.	Retention payment release	09	06/14/2023	43,341.37
				Payment 11232 Total: 43,341.37
Payment: 11233				
Cal-Coast Machinery, Inc.	Vehicle repair/maintenance - 19 833096		06/14/2023	782.31
Cal-Coast Machinery, Inc.	Vehicle repair/maintenance - 14 833090		06/14/2023	348.47
				Payment 11233 Total: 1,130.78
Payment: 11234				
CalPortland Construction	Sand, cement, fly ash	95893201	06/14/2023	620.86
				Payment 11234 Total: 620.86
Payment: 11235				
Canvas Solutions, Inc.	New user subscription - work	INV00132934	06/14/2023	212.68
				Payment 11235 Total: 212.68
Payment: 11236				
Charter Communications	Dedicated fiber line - Shop	0224495052023	06/14/2023	734.20
				Payment 11236 Total: 734.20
Payment: 11237				
Charter Communications	Dedicated fiber line - Shop	0225708052223	06/14/2023	734.20

Item D-1(A) Warrants JUNE 14, 2023

Payment Dates: 06/14/2023 - 06/14/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11237 Total:				734.20
Payment: 11238				
CivicPlus LLC	Online hosting of District Code	259372	06/14/2023	225.00
Payment 11238 Total:				225.00
Payment: 11239				
Clever Ducks	Computer expense	34500	06/14/2023	4,319.62
Clever Ducks	Computer expense -	34660	06/14/2023	1,284.84
Payment 11239 Total:				5,604.46
Payment: 11240				
Column, Enotice Inc.	Public Notice- LMD FY23-24	B0A9D0E7-0011	06/14/2023	368.83
Column, Enotice Inc.	Public Notice - FY 23-24 Budget	B0A9D0E7-0013	06/14/2023	120.19
Column, Enotice Inc.	Public notice - BL Street Lighting	B0A9D0E7-0010	06/14/2023	355.35
Column, Enotice Inc.	Public Notice - Solid Waste Liens	B0A9D0E7-0012	06/14/2023	150.68
Payment 11240 Total:				995.05
Payment: 11241				
DataProse, LLC	Mail bills/late notices	DP2301841	06/14/2023	667.88
DataProse, LLC	Postage bills/late notices	DP2301841-B	06/14/2023	2,432.92
DataProse, LLC	Sewer Consolidation Project Bill	3P71755	06/14/2023	179.64
DataProse, LLC	CCR bill insert	3P71674	06/14/2023	275.10
Payment 11241 Total:				3,555.54
Payment: 11242				
Detection Instruments	OdaLog and Acrulog calibration	4494-55060	06/14/2023	248.05
Payment 11242 Total:				248.05
Payment: 11243				
Dwight's Automotive	Vehicle repair/maintenance - 13	87716/87760	06/14/2023	104.00
Payment 11243 Total:				104.00
Payment: 11244				
Engel & Gray, Inc.	Biosolids collection	34X00338	06/14/2023	8,991.16
Engel & Gray, Inc.	Biosolids collection	35X00010	06/14/2023	8,048.48
Payment 11244 Total:				17,039.64
Payment: 11245				
Famcon Pipe and Supply Inc.	(4) B24 dual utility steel checker	S100101192.002	06/14/2023	1,587.30
Famcon Pipe and Supply Inc.	(8) 1" angle ball meter valves	S100085414.005	06/14/2023	1,098.58
Famcon Pipe and Supply Inc.	(3) 1" angle ball meter valves	S100098123.005	06/14/2023	434.36
Famcon Pipe and Supply Inc.	Hydrant flanges	S100103441.001	06/14/2023	279.49
Famcon Pipe and Supply Inc.	(4) pack joint couplings	S100098123.004	06/14/2023	167.30
Famcon Pipe and Supply Inc.	(2) plumbers curb stop wrench	S100103113.001	06/14/2023	134.85
Payment 11245 Total:				3,701.88
Payment: 11246				
FGL Environmental	Lab tests - CCR	380180A	06/14/2023	1,319.00
FGL Environmental	Lab tests	381109A	06/14/2023	847.00
FGL Environmental	Lab tests	381110A	06/14/2023	653.00
Payment 11246 Total:				2,819.00
Payment: 11247				
Frontier Communications	BL Telephone	MAY2023	06/14/2023	72.11
Payment 11247 Total:				72.11
Payment: 11248				
Gibbs International Truck	Repair/maintenance -	57094	06/14/2023	776.99
Payment 11248 Total:				776.99
Payment: 11249				
GLM Landscape Management	Landscape maintenance	CI-1986	06/14/2023	935.00
Payment 11249 Total:				935.00
Payment: 11250				
Gomez, Enrique Tapia	448 SOUZA - Reimbursement	JUNE2023	06/14/2023	1,145.54
Payment 11250 Total:				1,145.54

Item D-1(A) Warrants JUNE 14, 2023

Payment Dates: 06/14/2023 - 06/14/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11251				
Great Western Alarm and	Alarm monitoring service	230502062101	06/14/2023	80.00
Great Western Alarm and	Install of 2nd TG-7 fire cell unit,	230502497201	06/14/2023	799.19
Great Western Alarm and	Alarm monitoring service -	230400640101	06/14/2023	45.00
Great Western Alarm and	Alarm monitoring service -	230402062101	06/14/2023	80.00
Great Western Alarm and	Alarm monitoring service	230502107101	06/14/2023	80.00
Great Western Alarm and	Alarm monitoring service -	230402107101	06/14/2023	80.00
Great Western Alarm and	Alarm monitoring service -	230500640101	06/14/2023	45.00
Payment 11251 Total:				1,209.19
Payment: 11252				
Iconix Waterworks (US) Inc.	(4) manhole frames and covers	U2316018673	06/14/2023	2,915.99
Payment 11252 Total:				2,915.99
Payment: 11253				
Iglesias, Mario	Cell phone reimbursement	JUNE2023	06/14/2023	65.00
Payment 11253 Total:				65.00
Payment: 11254				
Integrated Industrial Supply, Inc.	Disposable gloves	91784	06/14/2023	232.14
Integrated Industrial Supply, Inc.	Couplings, adapters, ball valves	91925	06/14/2023	328.80
Payment 11254 Total:				560.94
Payment: 11255				
Miner's Ace Hardware	Supplies	MAY2023	06/14/2023	933.60
Payment 11255 Total:				933.60
Payment: 11256				
Mission Uniform Service	Uniforms	519374975	06/14/2023	210.36
Mission Uniform Service	Uniforms	519243786	06/14/2023	203.76
Mission Uniform Service	Uniforms	519286688	06/14/2023	247.30
Mission Uniform Service	Uniforms	519421888	06/14/2023	253.97
Mission Uniform Service	Uniforms	519330396	06/14/2023	203.76
Payment 11256 Total:				1,119.15
Payment: 11257				
Modern Welding And Design	Repair grates	1380	06/14/2023	300.00
Payment 11257 Total:				300.00
Payment: 11258				
NewLane Finance Company	Telephone	114526-04/06/2023	06/14/2023	313.98
Payment 11258 Total:				313.98
Payment: 11259				
Newton Geo-Hydrology	Litigation support through 5-31-	MAY2023	06/14/2023	2,266.25
Payment 11259 Total:				2,266.25
Payment: 11260				
NexTraq	GPS subscription	AT1511519	06/14/2023	535.10
Payment 11260 Total:				535.10
Payment: 11261				
Nipomo Area Recreation	May 2023 Clean Streets Program	MAY2023	06/14/2023	474.00
Payment 11261 Total:				474.00
Payment: 11262				
Nipomo Community Services	Water	MAY2023	06/14/2023	918.37
Payment 11262 Total:				918.37
Payment: 11263				
Nunley & Associates, Inc.	Frontage Road Trunk Sewer	102626	06/14/2023	11,409.82
Nunley & Associates, Inc.	Supplemental Water Project	102580	06/14/2023	2,517.07
Nunley & Associates, Inc.	Southland WWTF O&M Manual	102270	06/14/2023	821.60
Nunley & Associates, Inc.	Dana Reserve Water & Sewer	102579	06/14/2023	3,798.14
Nunley & Associates, Inc.	Branch St Waterline Project	102627	06/14/2023	5,012.24
Nunley & Associates, Inc.	Track 3163 PCIA	102637	06/14/2023	2,424.11
Nunley & Associates, Inc.	Supplemental Water Project	102578	06/14/2023	2,835.00

Item D-1(A) Warrants JUNE 14, 2023

Payment Dates: 06/14/2023 - 06/14/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Nunley & Associates, Inc.	NOI for General Waste	102625	06/14/2023	2,358.96
Payment 11263 Total:				31,176.94
Payment: 11264				
Nu-Tech Pest Management	Rodent control	0172785	06/14/2023	75.00
Nu-Tech Pest Management	Pest control	0172781	06/14/2023	265.00
Payment 11264 Total:				340.00
Payment: 11265				
Office Depot	Office supplies	314270118001	06/14/2023	60.24
Office Depot	Office supplies	311991970001	06/14/2023	105.08
Office Depot	Office supplies	310144828001	06/14/2023	26.50
Payment 11265 Total:				191.82
Payment: 11266				
Perry's Electric Motors &	Maria Vista LS pump repair	26841	06/14/2023	6,948.47
Perry's Electric Motors &	Pump repair - PES155759	26891	06/14/2023	4,079.60
Payment 11266 Total:				11,028.07
Payment: 11267				
PG&E	Electricity	MAY2023	06/14/2023	58,462.23
Payment 11267 Total:				58,462.23
Payment: 11268				
Powerstride Battery Co., Inc.	(12) 12V-7Ah and (8) 12V-8Ah	85721	06/14/2023	398.76
Payment 11268 Total:				398.76
Payment: 11269				
Quinn Company	Service - CAT 914K	WO030055532	06/14/2023	2,127.96
Quinn Company	Service call - CAT 279D	WO030055530	06/14/2023	4,494.48
Payment 11269 Total:				6,622.44
Payment: 11270				
R. Baker, Inc.	6" in-line valve - Tefft & Avocado	571	06/14/2023	13,000.00
R. Baker, Inc.	Sewer manhole repairs - Tefft,	576	06/14/2023	37,200.00
Payment 11270 Total:				50,200.00
Payment: 11271				
Raminha Construction, Inc	Progress payment #1 - Branch St 1		06/14/2023	28,466.63
Payment 11271 Total:				28,466.63
Payment: 11272				
ReadyRefresh by Nestle	Distilled water	03E0900023136	06/14/2023	123.94
Payment 11272 Total:				123.94
Payment: 11273				
Sancon Technologies, Inc	Sewer mnahole repairs - Grande	28149	06/14/2023	52,628.00
Payment 11273 Total:				52,628.00
Payment: 11274				
Santa Maria Ford Lincoln	Oil change - 22 F250sd #222	228463	06/14/2023	68.43
Payment 11274 Total:				68.43
Payment: 11275				
Simplot Grower Solutions	CAN 17	780159502	06/14/2023	1,220.19
Simplot Grower Solutions	CAN 17	780159981	06/14/2023	997.64
Payment 11275 Total:				2,217.83
Payment: 11276				
SoCalGas	Heat - shop/office	MAY2023	06/14/2023	15.91
SoCalGas	Heat - shop/office	APR2023	06/14/2023	62.39
SoCalGas	Heat - shop/office	MAY2023B	06/14/2023	30.79
Payment 11276 Total:				109.09
Payment: 11277				
South County Sanitary Services,	Solid Waste Tax Liens	MAY2023	06/14/2023	265.91
Payment 11277 Total:				265.91

Item D-1(A) Warrants JUNE 14, 2023

Payment Dates: 06/14/2023 - 06/14/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 11278				
State Water Resources Control	D1 exam application - Maycotte	MAYCOTTE2023	06/14/2023	50.00
Payment 11278 Total:				50.00
Payment: 11279				
State Water Resources Control	D1 application for exam - Riley	RILEY2023	06/14/2023	50.00
Payment 11279 Total:				50.00
Payment: 11280				
Terminix Commercial	Pest control	433356165	06/14/2023	69.00
Payment 11280 Total:				69.00
Payment: 11281				
Tyler Technologies, Inc.	Billing software conversion	025-422139	06/14/2023	130.00
Tyler Technologies, Inc.	Billing software conversion	025-421887	06/14/2023	5,000.00
Tyler Technologies, Inc.	Billing software conversion	025-422694	06/14/2023	65.00
Payment 11281 Total:				5,195.00
Payment: 11282				
UPS Store #6031	Package handling	MAY2023	06/14/2023	99.50
Payment 11282 Total:				99.50
Payment: 11283				
USA Bluebook	Sulfuric acid standard, NitraVer	INV00017726	06/14/2023	217.54
USA Bluebook	CHEMKEYS	INV00017105	06/14/2023	537.08
USA Bluebook	10x14 danger signs	INV00024342	06/14/2023	228.43
USA Bluebook	Ammonia tests, disposable	INV00027662	06/14/2023	702.50
Payment 11283 Total:				1,685.55
Payment: 11284				
Verizon Wireless	Cell service - voice lines	9935590908	06/14/2023	614.78
Payment 11284 Total:				614.78
Payment: 11285				
Wallace Group	FOG program	59354	06/14/2023	1,982.52
Wallace Group	FOG program - SSMP Update	59355	06/14/2023	2,318.75
Payment 11285 Total:				4,301.27
Payment: 11286				
Waste Connections	Waste collection - Old Town	8085806U120	06/14/2023	357.69
Waste Connections	Waste collection - Old Town	8113667U120	06/14/2023	357.69
Waste Connections	Waste collection - Office	8112835U120	06/14/2023	71.44
Waste Connections	Waste collection - Southland	8086125U120	06/14/2023	316.41
Waste Connections	Waste collection - Office	8084975U120	06/14/2023	71.44
Waste Connections	Waste collection - Southland	8113986U120	06/14/2023	316.41
Payment 11286 Total:				1,491.08

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: JANA ETTEDDGUE
FINANCE DIRECTOR



DATE: JUNE 9, 2023

**AGENDA ITEM
D-1(B)
JUNE 14, 2023**

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$297,711.84
VOIDED CHECKS	NONE


Item D-1(B) Warrants JUNE 14, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 06/14/2023 - 06/14/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 94				
ASAP Reprographics	Foam board signs	229719	06/14/2023	35.69
Payment 94 Total:				35.69
Payment: 95				
Nunley & Associates, Inc.	Construction management -	102581	06/14/2023	22,940.40
Payment 95 Total:				22,940.40
Payment: 96				
R. Baker, Inc.	Blacklake Sewer Consolidation - 1		06/14/2023	272,227.97
Payment 96 Total:				272,227.97
Payment: 97				
The Sign Place	4x6 site signs with wood posts	SLO 43747	06/14/2023	2,507.78
Payment 97 Total:				2,507.78

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER 
DATE: JUNE 8, 2023



**APPROVE MAY 24, 2023
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 24, 2023 draft Regular Board Meeting Minutes

JUNE 14, 2023

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

MAY 24, 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, **ASST GENERAL MANAGER**
JANA ETTEDDGUE, **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 May 24, 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, Director Woodson, Eby, Gaddis and Malvarose were present. Director Hansen was absent.

There were no public comments.

C. PRESENTATIONS AND REPORTS

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

Director Gaddis

- *May 17, attended Finance and Audit Committee Meeting*

Director Eby

- *May 12, attended Blacklake Consolidation Pipeline Project Groundbreaking*
- *May 17, attended Finance and Audit Committee Meeting*
- *May 18, attended LAFCO meeting*

Director Malvarose

- *May 16, 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.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Upon the motion of Director Eby and seconded, the Board approved receiving and filing presentations and reports.

Vote 4-0.

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE MAY 10, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE CONTRACT AMENDMENT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT FORCE MAIN IN THE AMOUNT OF \$16,415 WITH MKN & ASSOCIATES, INC. [RECOMMEND AUTHORIZE CONTRACT AMENDMENT].
- D-4) DECLARE 2013 FORD PICKUP TRUCK SURPLUS AND AUTHORIZE SALE [RECOMMEND DECLARE 2013 FORD PICKUP SURPLUS AND AUTHORIZE STAFF TO DISPOSE OF BY SALE].
- D-5) AUTHORIZE CONTRACT AMENDMENT FOR SURVEY SERVICES FOR THE BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT FORCE MAIN [RECOMMEND AUTHORIZE CONTRACT AMENDMENT]

Staff answered questions regarding items D-2 and D-5.

Jessy McGraw, Blacklake Resident, asked about item D-5 regarding the timing of the staking.

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

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

E. ADMINISTRATIVE ITEMS

- E-1) AUTHORIZE INVESTMENT PURCHASES PER THE INVESTMENT POLICY [RECOMMEND AUTHORIZE STAFF TO PURCHASE SECURITIES ACCORDING TO THE INVESTMENT POLICY AND GUIDELINES]

Mario Iglesias, General Manager, introduced the item.

Jana Etteddgue, Finance Director, presented the item and answered questions from the Board.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Director Gaddis requested his statement be included in the minutes:

"NCSD Board.

The Finance and Audit Committee met on Wednesday, May 17, 2023. The Committee authorized staff to purchase \$2 million in short-term Treasuries & \$1 million in CD's 3 years or less.

The open question was when to implement

The Committee provided alternatives for the entire Board to consider on when to move funds out of LAIF and into securities:

Implement right away, or implement after the new General Manager is hired and in place.

The Board of Directors has appointed the General Manager as the District Finance Officer and Treasurer.

The Finance Officer/Treasurer (General Manager) will handle the District's investment Portfolio.

The Finance Officer/Treasurer (General Manager) is authorized to deposit or invest District funds.

The District Finance Officer/Treasurer (General Manager) shall make monthly reports to the Board.

The District Finance Officer/Treasurer (General Manager) shall file a quarterly report

The District Finance Officer/Treasurer (General Manager) shall file & submit an Annual report to the District's Auditors & Board of Directors.

The District has not invested in T-Bills or CD's in the past 50 years of operation.

The Recruitment for a new General Manager Plan is to appoint a new General Manager on Monday, August 21, 2023. This is less than 3 months away.

With the investment responsibilities of the General Manager, I believe it is disrespectful to implement this new investment strategy prior to the new General Manager soon to be in place. He should also be part of this decision making process."

Director Eby stated that by waiting, the District is losing money and he would like to go with option number 1 and give the General Manager authorization to purchase securities.

Jess McGraw, Blacklake Resident, asked if the Blacklake funds were to be invested.

Staff answered no, Blacklake funds are not available for investment by the District.

There were no public comments.

Upon the motion of Director Eby and seconded, the Board did not approve the Resolution. Vote 2-2.

YES VOTES	NO VOTES	ABSENT
Directors Eby and Malvarose	Woodson and Gaddis	Hansen

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Director Eby motioned to take the item to the next Board meeting.

Upon the motion of Director Eby and seconded, the Board concluded that this item would be presented at the next Board meeting.
Vote 4-0.

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

E-2) (A) REVIEW DRAFT BUDGET FOR FISCAL YEAR 2023-2024 [RECOMMEND CONSIDER DRAFT BUDGET AND SCHEDULE FOR ADOPTION ON JUNE 14, 2023]

Mario Iglesias, General Manager, introduced the item.

Jana Etteddgue, Finance Director, presented the item and answered questions from the Board.

There were no public comments.

The Board agreed to set the Public Hearing to consider adoption of the Fiscal Year 2023-2024 Budget on June 14, 2023 at 9:00 a.m.

E-2) (B) REVIEW THE DRAFT BUDGET FOR FISCAL YEAR 2023-2024 FOR THE NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP) [RECOMMEND CONSIDER DRAFT BUDGET AND SCHEDULE FOR ADOPTION ON JUNE 14, 2023]

Mario Iglesias, General Manager, introduced the item.

Jana Etteddgue, Finance Director, presented the item and answered questions from the Board.

There were no public comments.

The Board agreed to set the Public Hearing to consider adoption of the Fiscal Year 2023-2024 Nipomo Supplemental Water Budget on June 14, 2023 at 9:00 a.m.

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

Finance and Audit Committee meeting held on May 17, 2023 was discussed in item E-1.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced that there would be no 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.

ADJOURN MEETING

President Malvarose adjourned the meeting at 9:45 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 45 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	0 hour 45 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

AGENDA ITEM

E-1

JUNE 14, 2023

DATE: June 9, 2023

**CONSIDER GRANT REQUEST FROM ONE COOL EARTH
IN THE AMOUNT OF \$15,000 TO SUPPORT THE
NIPOMO ELEMENTARY SCHOOL GARDEN PROGRAM**

ITEM

Consider grant request from One Cool Earth in the amount of \$15,000 to support the Nipomo Elementary School Garden Program [RECOMMEND AUTHORIZE GENERAL MANAGER TO EXECUTE AGREEMENT WITH ONE COOL EARTH].

BACKGROUND

One Cool Earth Inc. is a local non-profit organization, founded in 2001, that provides education and outreach programs for local schools that teach students about water conservation, solid waste management, and food production. Understanding composting of food waste, efficient use of water, and teaching children where food comes from through the organizations Garden Program, One Cool Earth creates and operates gardens as learning labs that grow healthy, happy and smart youth.

The attached proposal from One Cool Earth highlights, on Page 6, the program outputs and outcomes. With California's increased focus on solid waste management, in particular food waste and composting, the program's outputs are timely and pertinent. The program's stated outcomes help build a youth community of environmentally conscience students who will grow into adulthood with the "skills, confidence and knowledge about environmental concepts involving waste and water...." Students will take these skills home, share them with family members, and expand the knowledge base within their communities.

FISCAL IMPACT

The District has funds dedicated in the current year budget to support community education and outreach for the services it provides; water, wastewater, and solid waste. The grant request is for \$15,000. Staff is recommending \$13,000 of the request to be funded from Fund #300 Solid Waste and \$2,000 from Fund #125 Water. Both funding sources have adequate funds available.

STRATEGIC PLAN

Goal 7. COMMUNICATION. Use public outreach to communicate effectively with the public to obtain their input and build understanding and support for the District.

- B.1 Maintain productive communication and relationships with key stakeholders, such as city, County, State and Federal legislators, service clubs, etc. As appropriate, plan and assign for this role.

Goal 8. ADDITIONAL COMMUNITY SERVICES. Staff should focus on meeting the goals and objectives of existing services. Adding new services will be considered on a case-by-case basis and entered into only if funding can be found and existing services are not harmed.

- A.1 SOLID WASTE. Seek to maximize solid waste services for community and build understanding of services like hazardous waste, recycling, etc. and District's role.

RECOMMENDATION

It is recommended that your Board review and consider the presentation from One Cool Earth and, if appropriate, authorize the General Manager to execute a one-year grant agreement for an amount not to exceed \$15,000.

ATTACHMENTS

- A. One Cool Earth Proposal
- B. NCSD Grant Agreement

JUNE 14, 2023

ITEM E-1

ATTACHMENT A



One Cool Earth
Nipomo Education Proposal
May 18, 2023

1. Organization Background

One Cool Earth (OCE), a 501(c)3 nonprofit, operates in San Luis Obispo and Northern Santa Barbara County. OCE believes that every child deserves a place to grow--physically, personally, and intellectually. Our school garden program creates and operates gardens as learning labs that grow healthy, happy and smart youth.

Over the past twenty years OCE has steadily expanded, refining our mission and adding partners to support garden-based educational opportunities at public schools throughout the county. In the 2021-22 school year, OCE worked with 2000 students/week on garden-related educational projects at 23 schools, focusing on elementary grade levels. In the 2022-23 school year, we are working with 28 schools averaging 3000 students/week. In the 2023-24 school year, we expect to continue with 28 schools but increase programming options to include the Premium Program allowing our educators to spend two days per week at their school site and deepen the learning experience.

2. Program Summary

One Cool Earth requests funding to support our garden education programs at Nipomo Elementary School and Lange Elementary in Nipomo. Our School Garden Program facilitates student-led projects that create real-world impacts (water savings, waste reduction, food production), building student wellbeing by encouraging responsibility, teamwork, environmental stewardship, and pride for their campus. In addition, our program makes water conservation and waste reduction relevant and personal by tying these concepts to growing food in school gardens. All our lessons are aligned with NGSS standards-based academics to support student learning in many subject areas, but especially science.

One Cool Earth provides a dedicated, weekly outdoor educator to each school who works directly with approximately 100 students each week (Standard Program) or 200 students each week (Premium Program), teaching a series of 18 project-based lessons to students outdoors on campus. Our program engages students with all five of their senses by completing garden improvement projects that reinforce science, technology, engineering, and math concepts. Example lessons include operating a school-wide vermicomposting and recycling program to reduce school waste hauling costs and provide fertilizer for garden beds, conducting home water audits, installing home water conservation fixtures, and building habitat gardens to reduce school water use, increase pollinators and beneficial predatory insects, and reduce pesticide use.

In addition, the lessons involve planting and harvesting vegetables, and our schedule produces a minimum of 3 harvests per year at a school site. Harvested vegetables are used in cooking lessons and tastings. Excess vegetables are provided to the Food Services department to be included in school lunches.

Besides teaching lessons directly to students, our program builds schools' capacity to



One Cool Earth
Nipomo Education Proposal
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incorporate outdoor education as a standard practice. Our educators work with teachers to model student management and age-appropriate, standards-based lessons. In addition, working with students and volunteer community groups, we build and maintain outdoor education infrastructure, ensuring that compost systems, garden irrigation, soil, pathways, and other vital features are safe, attractive, and functional.

3. Program Needs

School gardens address several local needs of County residents. Overall, our program has developed at the invitation of local school administrators, teachers, parents, and students. School gardens are a resource requested by the community. The percentage of Nipomo Elementary students on free and reduced lunch assistance (**75.0%**) is slightly higher than the state average of **60.7%**. The percentage of Lange Elementary students on free and reduced lunch assistance (**68%**) is slightly higher than the state average of **60.7%**. Our School Garden Program addresses several inter-related needs of students--environmental wellbeing, academics, and health--this holistic approach has proven more effective and engaging than addressing any one need in isolation from the others.

Environment

South San Luis Obispo county currently faces many environmental issues. Students represent key influencers in their family and community. By involving them in meaningful projects to improve their campuses, they gain knowledge, skills, attitudes and behaviors that they pass on to their families and communities.

One Cool Earth's School Garden Program encourages wise water-use. In an area of drought and groundwater overdraft, water conservation supports the stability of an area dependent on agricultural crops. Low-income residents are often hardest-hit by increasing utility prices, and water conservation provides direct financial savings. Overall, the current widespread community debate over water and land use presents an opportunity to inform decisions and promote both urban and agricultural watershed conservation behaviors through community education, using the schools as an entry point to discussion and action. Students versed in basic agricultural practices and urban water conservation techniques will be well-suited as watershed stewards now and in the future. One Cool Earth will incorporate stormwater and Low Impact Design (LID) education with the upcoming Nipomo Elementary and Lange Elementary capital improvement project and education funding yet to be determined from a Prop 1 grant awarded to Nipomo CSD.

Furthermore, OCE's School Garden Program addresses school waste costs as well as state mandates to reduce waste. Our garden programs are linked with school-wide recycling and



One Cool Earth
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composting programs. We process the compost in bins using worms to produce fertilizer for our gardens. By recycling, we reduce school waste hauling costs by up to \$3000 per year per school, helping to justify schools in partially funding garden programs. Increased student waste-disposal awareness leads to reduced pollution from improper waste disposal.

School Garden Program takes place entirely outdoors, in school gardens, and encourages student familiarity and comfort in outdoor settings, encouraging outdoor activity and recreation on their own, which leads to appreciation for and stewardship of natural resources--if they connect with nature, they will protect nature.

Education

US students lag behind their international peers in Science (including Health), Technology, Engineering, and Math (STEM) education, and the gap is greatest for low-income students. Science is a challenging subject for many students, even more so since elementary² schools lack dedicated lab space where hands-on science projects can take place. In addition, multi-subject elementary teachers often lack strong background training in scientific subjects and science education pedagogy. Elementary science achievement is important, as success forms a basis for continued student learning in STEM subjects through middle school and high school. Basic science education will also allow students to make more informed and reasoned decisions in their personal and civic lives.³

One Cool Earth's Program bridges textbook learning with the real world, and garden-based lessons aligned to classroom standards serve as effective, engaging, and low-cost⁴ laboratories as they model many of the basic concepts in earth science, life sciences, and physical sciences. Also, by providing teachers with training, coaching, and resources, and by maintaining gardens, increases the capacity of schools to teach science effectively.

Health

Our program includes best-practices in nutrition education by involving students in every step of the food system, from growing and harvesting, to cooking, eating, and sharing and operating the program over the duration of the school year. Nutrition makes outdoor education personal and relevant, and ties resource conservation and outdoor appreciation and recreation to health, a critical feature of our program at schools like Nipomo Elementary and Lange Elementary.

The body of research has found that garden-based nutrition education programs are a more effective method for increasing nutrition knowledge, fruit and vegetable identification.² National Math + Science Initiative, "The STEM Crisis."

skills, and fruit and vegetable consumption than in-classroom nutrition education programs.



One Cool Earth
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Research also supports that garden-based interventions that involved consistent⁶⁷⁸ exposure to the garden over a longer period of time were more likely to increase consumption of fruits and vegetables¹². Three determinants lead to the most effective nutritional behavior change: 1) decrease fear of trying new foods (neophobia); 2) increase perception that it is socially acceptable to eat fruits and vegetables; and 3) increase self-efficacy in abilities to eat fruits and vegetables. The hands-on nature of our school garden program is a key component for nutritional behavior change in children because it directly connects them to new foods in a supportive environment, offers many opportunities to taste and eat new foods, and provides skills that students can use to independently choose and prepare healthy foods.⁹

4. Collaboration

One Cool Earth closely partners with public schools to thoroughly integrate garden education with the curriculum. In addition, our program has formed partnerships with many local agencies.

We partner with the National Oceanic and Atmospheric Administration, Creeklands Conservation, the Central Coast State Parks and the Resource Conservation Districts to enhance our science programming through the use of their facilities, funding, and technical expertise.

We have received funding and technical support from the County Public Health Department, the Food Bank Coalition, and the UC Cooperative Extension for the health components of our garden-education. City Farm, a 501(3)c, and OCE collaborate to cross promote our efforts, as we continue to work towards a common goal of community access to local, sustainable food. Additionally we partner with the National Oceanic and Atmospheric Administration to enhance our science programming through the use of their facilities, funding, and expertise.

In addition, we have partnered deeply with the communities we serve, taking the time to understand our student's needs and meet them where they are: culturally and linguistically. We have built our organization's cultural competency through diversity trainings, Spanish language lessons, and by soliciting input and advice from our diverse community partners, including teachers, social workers, and parents as we design and implement our programs.

<https://www.nmsi.org/AboutNMSI/TheSTEMCrisis.aspx> Accessed: 29 November 2016.³
Marincola, Elizabeth. "Why Is Public Science Education Important?" *Journal of Translational Medicine* 4 (2006): 7. *PMC*. Web. 30 Jan. 2017.

⁴Pigg, A., Waliczek, T., & Zajicek, J. (2006). Effects of a Gardening Program on the Academic Progress of Third, Fourth, and Fifth Grade Math and Science Students. *HortTechnology*, 16(2), 262-264. ⁵Smith, L., & Motsenbocker, C. (2005). Impact of Hands-on Science through School Gardening in Louisiana Public Elementary Schools. *HortTechnology*, 15(3), 439-443.



⁶ Morgan, P., Warren, J., Lubans, D., Saunders, K., Quick, G., & Collins, C. (2010). The impact of nutrition education with and without a school garden on knowledge, vegetable intake and preferences and quality of school life among primary-school students. *Public Health Nutrition*, 13(11), 1931-1940. ⁷ McAleese, J. D., & Rankin, L. L. (2007). Garden-Based Nutrition Education Affects Fruit and Vegetable Consumption in Sixth-Grade Adolescents. *Journal of the*

American Dietetic Association [H.W. Wilson - GS], 107(4), 662.

⁸ Wright, W., & Rowell, L. (2010). Examining the effect of gardening on vegetable consumption among youth in kindergarten through fifth grade. *Wisconsin Medical Journal*. 3(109), 125-129. ⁹ Roche, E., Conner, D., Kolodinsky, J. M., Buckwalter, E., Berlin, L., & Powers, A. (2012). Social Cognitive Theory as a Framework for Considering Farm to School Programming. *Childhood Obesity*, 8(4), 357-363.

5. Proposed Scope of Work for Fiscal Year 2023 -2024

Program/Project Summary:

<p>Standard Program OUTPUTS:</p> <ul style="list-style-type: none"> ● 18 Solid Waste-focused Lessons taught over the course of the year as part of 108 class package reaching 367 students at Nipomo Elementary and 528 students at Lange Elementary. Lessons are offered every week. ● Campus Waste Audit; ● Green Team with composting and lunchtime waste sorting; ● Waste Handling Manual for Schools and waste consultation for leadership and teachers;
<p>Program OUTCOMES:</p> <ol style="list-style-type: none"> 1) 90% of students will increase their skills, confidence and knowledge about environmental concepts involving waste and water, measured using pre- and post-tests 2) 70% of students will improve nutrition behaviors as evidenced by vegetable identification and preference pre- and post- test evaluations. 3) Schools will save an average of \$1500 per year, per school in waste hauling costs by reducing waste through student-run recycling and composting programs, measured using school waste-hauling bills and waste audits to calculate diversion rates. 4) Students will save an average of 1000 gallons of water per year per student (230K gallons total) through the use of water savings measures in their homes and landscapes, and through water reduction projects at school, measured based on water conservation projects savings on school campus, through self-reported behavior changes in pre- and post-test, as



One Cool Earth
Nipomo Education Proposal
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well as through participation rate in pledges to implement water-savings behaviors and technologies at home and in school.

Budget

Budget Item	Total Cost	Requested from NCS D
<u>Personnel</u>		
Educators (two educators teaches lessons to students; 1280 hours @ \$25/hour includes wage + taxes/insurance)	\$36,000	\$15,000
Support Staff (Program Director provides regular training, reviews and lesson support; Garden Specialist provides outdoor classroom maintenance; 306 hours @ \$30/hour includes wage + taxes/insurance;)	\$18,400	\$0
Volunteer Outdoor Classroom Labor	\$2,000	\$0
<u>Materials</u>		
Outdoor Classroom Materials (soil, compost, plants, lesson materials)	\$2,000	\$0
<u>Travel</u>		
Field Trips (two trips to local watershed educational center, including bus costs and entrance fees for 50 students)	\$2,000	\$0
<u>Indirect Costs</u>		
Indirect Costs (insurance, office, accounting, etc. < 10% of direct costs)	\$5,600	\$0
Totals:	\$66,000	\$15,000

JUNE 14, 2023

ITEM E-1

ATTACHMENT B



Nipomo Community Services District

148 S. Wilson Street | P.O. Box 326 | Nipomo, CA 93444

PHONE (805) 929-1133 | FAX (805) 929-1932

THIS AGREEMENT is made and entered into this 14th day of October 2023, by and between the Nipomo Community Services District, Nipomo, California, hereinafter referred to as "District", and One Cool Earth, whose principal place of business is in San Luis Obispo County, California, hereinafter referred to as "Contractor".

IT IS AGREED THAT:

1. Contractor will provide the services as set forth in the attachment (Exhibit A), subject to an executed agreement between Contractor and the Lucia Mar Unified School District ("LMUSD") on behalf of Nipomo Elementary School ("School"), who is the intended recipient of the services. All such efforts shall be in coordination with the District General Manager or his designee, LMUSD and the School.
2. This Agreement shall commence on this 14th day of October 2023, and end on 13th Day of October 2024.
3. The compensation paid by the District to Contractor under this Agreement shall not exceed Fifteen-Thousand Dollars (\$15,000).
4. Payments for services and reimbursement for expenses under this Agreement shall be made, upon receipt of invoice from Contractor, following the completion of services performed on a monthly basis.
5. Contractor warrants and represents that it is in compliance with all applicable conditions and/or necessary agreements with LMUSD.
6. Contractor shall include the District logo on any and all printed information materials related to the services identified herein in recognition of the District funding.
7. Contractor agrees that, at a minimum and at the request of the District, it will include a District representative in one lesson plan wherein the District representative may inform students about the Nipomo Community Services District and its support of Contractor and its programs.
8. Contractor will provide a representative at one (1) District Board Meeting in order to inform the public of the District efforts in support of Contractor and its services.
9. Contractor shall not assign or transfer in any way his or her interest or obligations under this Agreement without the written consent of the District and LMUSD.
10. This Agreement may be amended or modified at any time by mutual agreement of the parties in writing.

11. It is understood and agreed that the Contractor is at all times an independent contractor and neither he/she nor his/her employees are employees of the District.
12. Contractor shall maintain general liability insurance sufficient to cover any and all loss, liabilities, or judgments arising out of or related to its performance of the services identified herein. Contractor agrees to indemnify, defend, and hold harmless, the District, its Board of Directors, employees, agents, representatives, and assigns from any and all loss, liability, claims, damages, causes of actions, or accusations related to or arising out of this agreement.
13. Contractor will not engage in any services identified herein prior to the execution of an agreement between Contractor and LMUSD to accept delivery of the services identified herein. Contractor shall provide the District with a copy said agreement with the LMUSD within five (5) days of execution and will notify the District immediately upon termination of the agreement for any reason whatsoever.
14. District or Contractor may cancel this Agreement at any time without cause, providing a 30 day notice of intent to terminate is executed and delivered in a timely manner, and under these condition, only those funds already invoiced shall be paid to Contractor.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

General Manager
Mario Iglesias
Nipomo Community Services District

Katherine Rondthaler Krieg
Executive Director
One Cool Earth