

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER




DATE: FEBRUARY 3, 2023



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1 QUARTERLY DISTRICT ENGINEER'S REPORT TO THE BOARD [RECOMMEND RECEIVE AND FILE]
- C-2) TRANSPARENCY CERTIFICATE OF EXCELLENCE [RECOMMEND RECEIVE CERTIFICATE]
- C-3) 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-4) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: ELIZABETH VILLANUEVA
ACTING DISTRICT ENGINEER
DATE: FEBRUARY 3, 2022

**AGENDA ITEM
C-1
FEBRUARY 8, 2023**

QUARTERLY DISTRICT ENGINEER'S REPORT TO THE BOARD

ITEM

Engineering and Operations update for October through December 2022. [RECOMMEND
RECEIVE AND FILE]

BACKGROUND

Acting District Engineer, Elizabeth Villanueva will overview this update [Attachment A] and discuss District projects for the October 2022 through December 2022 period.

RECOMMENDATION

Staff recommends that your Honorable Board receive the update.

ATTACHMENTS

- A. Engineering and Operations Update for October 2022 through December 2022.

FEBRUARY 8, 2023

ITEM C-1

ATTACHMENT A

Engineering and Operations Update – October 2022 to December 2022



Elizabeth Villanueva, E.I.T.
Acting District Engineer
Nipomo Community Services District
February 8, 2023

Projects in Construction

Nipomo Palms Lift Station Replacement

- Contract cost – \$918,368
- Revised contract cost - \$866,827
- Notice to Proceed Issued – 5/17/2021
- District furnishing pumps - \$53,000
- Revised project completion date – 2/2023
- Construction in progress





Projects in Construction

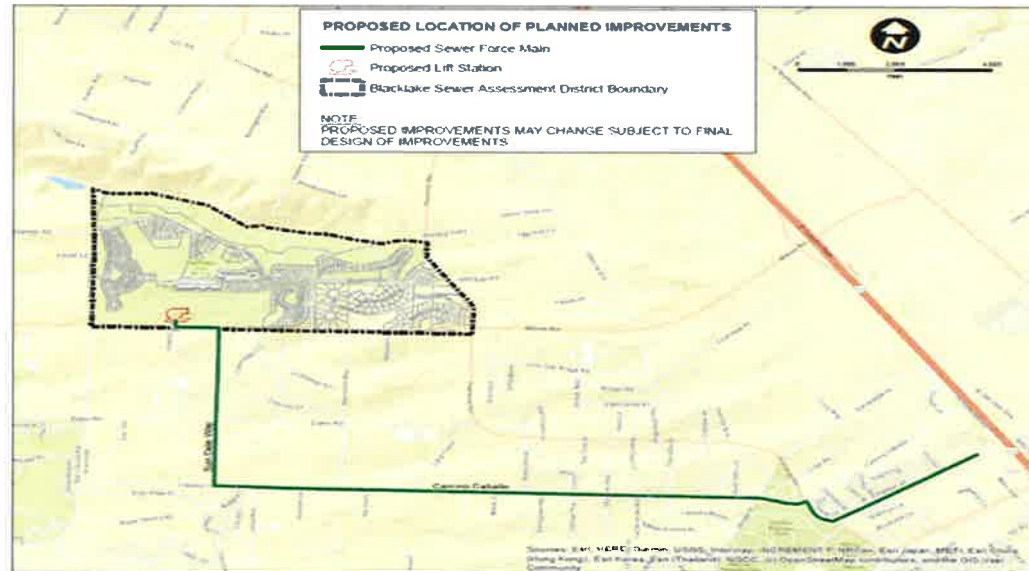
- Branch Street Watermain Replacement
 - Construction contract awarded – 12/2022
 - Contract cost - \$793,864
 - Notice to Proceed anticipated – 2/13/2023
- Branch Street Watermain Replacement
 - Construction contract awarded – 1/2023
 - Contract cost - \$4,705,801.50
 - Notice to Proceed anticipated – 2/2023



Projects in Bid Stage

- District Office Generator
 - Generator and automatic transfer switch received
 - Anticipated bid award – 3/2023
- Southland WWTF Influent Pump Station Repair
 - Bid documents complete
 - Anticipated bid award – 6/2023

Blacklake Sewer System Consolidation Project



- Construction of lift station and force main to pump wastewater to Southland Wastewater Treatment Facility
- Decommission existing Blacklake Water Reclamation Facility



Blacklake Sewer System Consolidation Project

Major Task Status

- Blacklake WRF permitting in progress
 - Submitted application to RWQCB to enroll facility in general order for facilities with flows less than 100,000 gallons per day in order to minimize compliance costs for existing facility
 - Anticipate to cancel new permit once Blacklake WRF is decommissioned
- Southland WWTF permitting in progress
 - RWQCB has advised District that facility needs new permit in order to accept flow from Blacklake Sewer Service area and suggested enrollment in general permit for facilities with flows greater than 100,000 gallons per day
 - Finalizing Report of Waste Discharge for Southland WWTF for submittal to RWQCB



Blacklake Sewer System Consolidation Project

Major Task Status

- Design Status
 - Project plans and specifications separated so that force main and lift station can be bid separately
 - Force main construction contract awarded to R. Baker, Inc.
 - 100% lift station plans and specifications pending completion of CEQA process
 - Lift station contractor prequalification pending completion of CEQA process
- CEQA
 - Mitigated Negative Declaration (MND) complete
 - California Red Legged Frog (CRLF) Habitat Conservation Plan (HCP) submitted to USFWS
 - HCP based on mitigating for potential CRLF habitat loss by paying into federal CRLF mitigation fund

Blacklake Sewer System Consolidation Project

Schedule Milestones	Original	Revised Force Main	Revised Lift Station
Design Completion	12/2021	10/2022	3/2023
Construction Permitting Completion	12/2021	10/2022	3/2023
Board Authorization to Pre-Qualify	1/2022	7/2022	3/2023
Board Authorization to Bid	3/2022	10/2022	6/2023
Board Construction Contract Award	6/2022	1/2023	9/2023
Construction Completion	3/2024	1/2024	3/2025

Blacklake Sewer System Consolidation Project

Item Description	Project Budget Costs	Actual Costs to Date	% Budget Actual Costs to Date
1 Blacklake Lift Station	\$ 605,550	\$ -	0.0%
2 Force Main	\$ 5,162,350	\$ 9,400.00	0.2%
3 WRF Demolition	\$ 915,400	\$ -	0.0%
4 Construction Subtotal	\$ 6,683,300	\$ 9,400.00	0.1%
5 Permitting (CEQA)	\$ 116,240	\$ 57,168.64	49.2%
6 Engineering Design	\$ 871,800	\$ 592,260.62	67.9%
7 Construction Management and Inspection	\$ 871,800	\$ 2,090.00	0.2%
8 CEQA/Design/CM Subtotal	\$ 1,859,840	\$ 651,519.26	35.0%
9 Contingency	\$ 1,743,600	\$ -	0.0%
10 Total Project Cost	\$ 10,286,740	\$ 660,919.26	6.4%

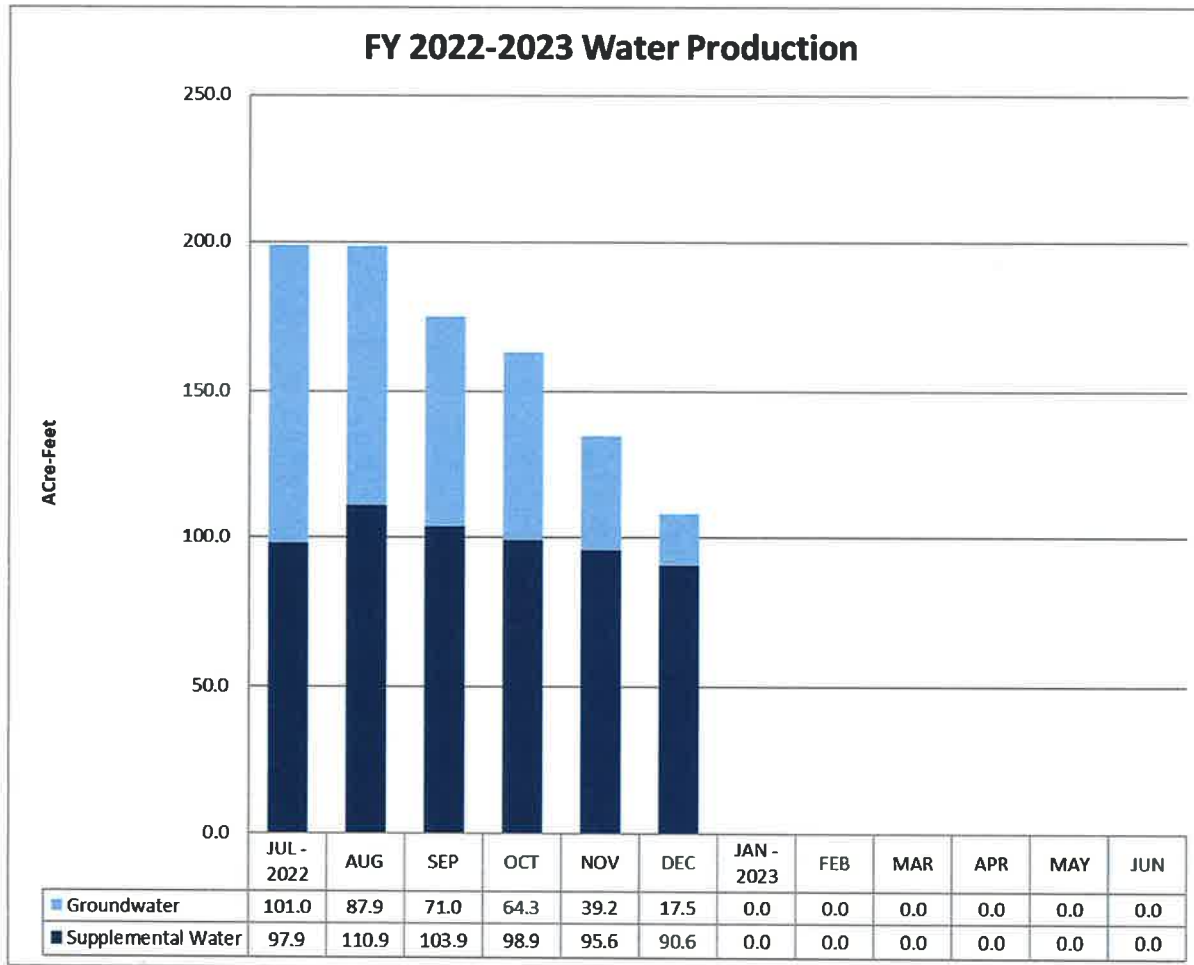
Status Report Date 12/31/2022



Other Projects in Design

- Frontage Road Trunk Sewer Replacement
 - Preliminary design initiated
- Foothill Tank Land Acquisition
 - Mitigated Negative Declaration (MND) complete
- Sundale Well Nitrate Analyzer
 - Design initiated

Operations – Water System



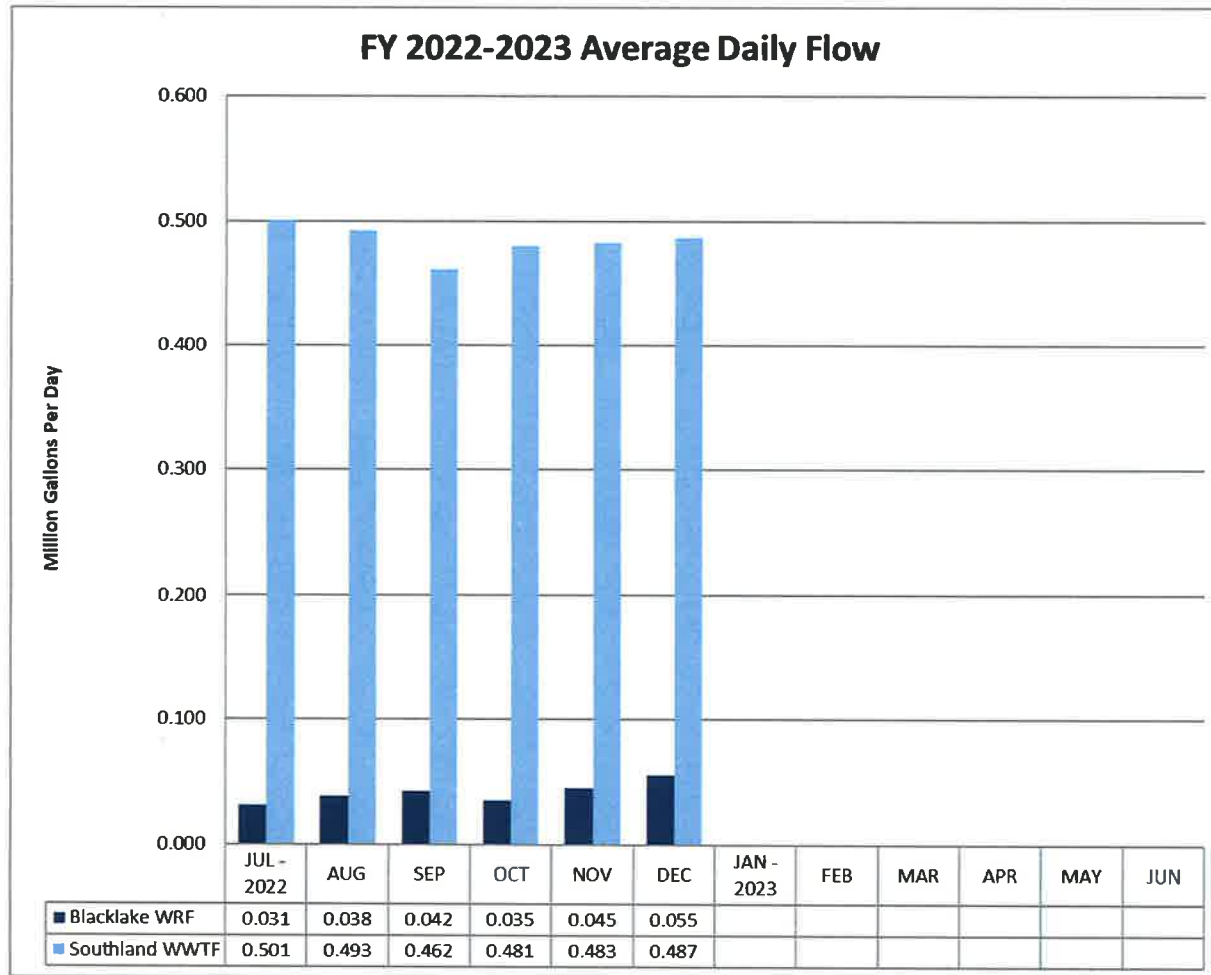
Supplemental Water	597.9 AF
Groundwater	381.0 AF
FY 21-22 Total Production To Date	978.8 AF



Operations – Water System

- **Regulatory**
 - State Water Resources Control Board Division of Drinking Water
 - Submitted routine monthly coliform, quarterly raw water coliform, quarterly nitrate, quarterly disinfection byproducts
- **Other Water Operations**
 - Completed annual electrical system preventative maintenance
 - Completed extended pump test for Sundale Well
 - Valve replacement project scheduled 2/2023

Operations – Wastewater



Blacklake WRF	7.6 MG
Southland WWTF	89.2 MG
FY 22-23 Total Wastewater Flow Treated To Date	96.8 MG or 297 AF



Operations – Wastewater System

- **Regulatory**

- State Water Resources Control Board
 - Routine monthly and quarterly reports submitted

- **Other Wastewater Operations**

- Completed annual electrical system preventative maintenance
- Completed annual clarifier maintenance and inspection
- Continued Biobot sampling
- Emergency replacement of discharge piping at Bracken Lift Station



Engineering and Operations

Questions

TO: BOARD OF DIRECTORS
FROM: Mario Iglesias
GENERAL MANAGER
DATE: February 3, 2023



**AGENDA ITEM
C-2
FEBRUARY 8, 2023**

TRANSPARENCY CERTIFICATE OF EXCELLENCE

ITEM

The Special District Leadership Foundation awarded the District a Transparency Certificate of Excellence [RECOMMEND RECEIVE CERTIFICATE]

BACKGROUND

On January 27, 2023, Nipomo Community Services District ("District") received the District Transparency Certificate of Excellence from Special District Leadership Foundation from Senator John Laird and Assemblymember Dawn Addis.

Special District Leadership Foundation ("Foundation") is an affiliate of California Special District Association (CSDA). The Foundation developed the Transparency Certificate of Excellence program to recognize Special Districts which display a dedication to being fully transparent as well as open and accessible to the public and stakeholders.

The District is the first special district in San Luis Obispo County to be so recognized in 2013, and one of the first hand full of districts state-wide to receive the honor. With the recent Foundation award, the District has been recognized and has received this prestigious award for the past 10 years without interruption. The certificate application process included developing a thorough record of District information policies, ethics training, newsletters, web site information, public involvement activities and communication protocol.

District staff will continue to seek improvement in transparency and public involvement.

FISCAL IMPACT

Funds for staff time to support the Board's direction to fulfill the criterion to achieve a high level of transparency, is included in the FY 2021-22 Budget.

STRATEGIC PLAN

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

ATTACHMENT

- A. January 27, 2023 District Transparency Certificate of Excellence – Senator Laird's Office
- B. January 27, 2023 District Transparency Certificate of Excellence – Assemblymember Dawn Addis' Office

FEBRUARY 8, 2023

ITEM C-2

ATTACHMENT A

Senate

CERTIFICATE OF RECOGNITION

Joins with the

Special District Leadership Foundation (SDLF)

In Recognition of

Nipomo Community Services District

District Transparency Certificate of Excellence

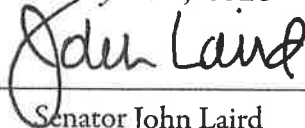
California Special Districts Association (CSDA)

San Luis Obispo County Chapter Meeting

In Recognition for Your District's Completion of All District Transparency Program Requirements Designed to Promote Transparency in Their Operations and Governance to the Public and Other Stakeholders. These Efforts Demonstrate a Higher Level of Public Confidence While Refining Internal Operations That Builds a Better Good Government Culture.

Congratulations and Best Wishes for Continued Success.

January 27th, 2023



Senator John Laird
17th District

FEBRUARY 8, 2023

ITEM C-2

ATTACHMENT B

Assembly

CERTIFICATE OF RECOGNITION

Joins with the

Special District Leadership Foundation

In Recognition of

Nipomo Community Services District

District Transparency Certificate of Excellence

California Special District Association

San Luis Obispo County Chapter Meeting

For completing District Transparency Certificate of Excellence Program requirements, and for promoting transparency in the operations and governance of a special district and demonstrating engagement with the public.

January 27th, 2023



A handwritten signature in black ink, appearing to read "Dawn Addis", written over a horizontal line.

Assemblymember Dawn Addis

30th District

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: FEBRUARY 3, 2023

AGENDA ITEM

D

FEBRUARY 8, 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 JANUARY 25, 2023, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT SECOND QUARTER FISCAL YEAR 2022-2023 FINANCIAL REPORT
[RECOMMEND RECEIVE AND FILE]
- D-4) ANNUAL REVIEW OF BOARD BY-LAWS AND POLICIES [RECOMMEND RECEIVE
AND FILE REPORT]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA (LSB)
FINANCE DIRECTOR

DATE: FEBRUARY 3, 2023

AGENDA ITEM
D-1(A)
FEBRUARY 3, 2023

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$220,867.52
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	#9148

Item D-1(A) Warrants FEBRUARY 8, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 02/08/2023 - 02/08/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 9177				
Abalone Coast Analytical, Inc.	Lab tests	6003	02/08/2023	9,399.50
				Payment 9177 Total: <u>9,399.50</u>
Payment: 9178				
Alexander's Contract Services,	Meter reading	202301270012	02/08/2023	5,251.77
				Payment 9178 Total: <u>5,251.77</u>
Payment: 9179				
Allweather Landscape	LMD	46367	02/08/2023	325.00
				Payment 9179 Total: <u>325.00</u>
Payment: 9180				
Aqua-Metric Sales, Co.	3/4" Ally meters	INV0092746	02/08/2023	7,239.38
Aqua-Metric Sales, Co.	Extended warranty 01/23-01/24	INV0092855	02/08/2023	3,753.46
				Payment 9180 Total: <u>10,992.84</u>
Payment: 9181				
AT&T	Telephone	000019395680	02/08/2023	29.04
AT&T	Telephone	000019395682	02/08/2023	283.10
AT&T	Telephone	000019395681	02/08/2023	179.59
				Payment 9181 Total: <u>491.73</u>
Payment: 9182				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI305472	02/08/2023	1,182.81
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI305473	02/08/2023	497.57
				Payment 9182 Total: <u>1,680.38</u>
Payment: 9183				
Cal-Coast Machinery, Inc.	Bulbs	800617	02/08/2023	17.61
				Payment 9183 Total: <u>17.61</u>
Payment: 9184				
Charter Communications	Internet - Shop and/or Office	0225708012223	02/08/2023	734.20
				Payment 9184 Total: <u>734.20</u>
Payment: 9185				
Charter Communications	Internet - Shop and/or Office	0224495012023	02/08/2023	734.20
				Payment 9185 Total: <u>734.20</u>
Payment: 9186				
Clever Ducks	Upgrade Wireless Access Points	33729	02/08/2023	600.00
Clever Ducks	Computer expense	33825	02/08/2023	4,181.62
				Payment 9186 Total: <u>4,781.62</u>
Payment: 9187				
Electricraft, Inc.	Repairs - SWWTP	17581	02/08/2023	10,640.00
				Payment 9187 Total: <u>10,640.00</u>
Payment: 9188				
EMCOR Services Mesa Energy	HVAC maintenance	962010913	02/08/2023	1,365.00
				Payment 9188 Total: <u>1,365.00</u>
Payment: 9189				
Excel Personnel Services, Inc.	Employment agency	4113984	02/08/2023	775.00
Excel Personnel Services, Inc.	Employment agency	4110068-REVISED	02/08/2023	155.00
				Payment 9189 Total: <u>930.00</u>
Payment: 9190				
Executive Janitorial	Janitorial services	85735	02/08/2023	780.00
				Payment 9190 Total: <u>780.00</u>
Payment: 9191				
Famcon Pipe and Supply Inc.	Materials for overlay project -	S100095072.001	02/08/2023	1,436.51

Item D-1(A) Warrants FEBRUARY 8, 2023

Payment Dates: 02/08/2023 - 02/08/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Famcon Pipe and Supply Inc.	Materials for overlay project -	S100095068.001	02/08/2023	5,763.51
Famcon Pipe and Supply Inc.	Materials for overlay project -	S100095073.001	02/08/2023	5,525.31
Famcon Pipe and Supply Inc.	Meter box lids	S100095294.001	02/08/2023	374.10
Famcon Pipe and Supply Inc.	Meter box lids, ball valve	S100095102.001	02/08/2023	490.46
Famcon Pipe and Supply Inc.	Materials for overlay project -	S100095069.001	02/08/2023	5,284.64
Payment 9191 Total:				18,874.53
Payment: 9192				
FGL Environmental	Lab tests	380044A	02/08/2023	97.00
FGL Environmental	Lab tests	283775A	02/08/2023	618.00
FGL Environmental	Lab tests	380043A	02/08/2023	862.00
FGL Environmental	Lab tests	283090A	02/08/2023	802.00
Payment 9192 Total:				2,379.00
Payment: 9193				
Frontier Communications	BL Telephone	JAN2023	02/08/2023	73.92
Payment 9193 Total:				73.92
Payment: 9194				
Great Western Alarm and	Reprogramming - alarm	221301450201	02/08/2023	125.00
Payment 9194 Total:				125.00
Payment: 9195				
Home Depot Credit Services	Operating supplies	JAN2023	02/08/2023	619.63
Payment 9195 Total:				619.63
Payment: 9196				
Iconix Waterworks (US) Inc.	Meter adapters	U2216060242	02/08/2023	174.00
Iconix Waterworks (US) Inc.	Ford pack joints - (2)	U2316001027	02/08/2023	65.25
Payment 9196 Total:				239.25
Payment: 9197				
Integrated Industrial Supply, Inc. Tee		88994	02/08/2023	26.52
Integrated Industrial Supply, Inc. Electrical tape, sweeper nozzle,		89037	02/08/2023	268.02
Payment 9197 Total:				294.54
Payment: 9198				
Maldonado, Francisco	D2 renewal, Lab Analyst renewal	JAN2023	02/08/2023	135.00
Payment 9198 Total:				135.00
Payment: 9199				
Miner's Ace Hardware	Operating supplies	JAN2023	02/08/2023	327.71
Payment 9199 Total:				327.71
Payment: 9200				
Mission Uniform Service	Uniforms	518601155	02/08/2023	181.36
Mission Uniform Service	Uniforms	518644980	02/08/2023	182.02
Payment 9200 Total:				363.38
Payment: 9201				
MNS Engineers, Inc.	Construction management -	82155	02/08/2023	19,885.50
Payment 9201 Total:				19,885.50
Payment: 9202				
NewLane Finance Company	Telephone	114526-04/02/2023	02/08/2023	313.98
Payment 9202 Total:				313.98
Payment: 9203				
Newton Geo-Hydrology	Litigation support through 1-31- JAN 2023-1		02/08/2023	4,162.50
Newton Geo-Hydrology	General consultation through 1- JAN 2023-2		02/08/2023	2,910.33
Payment 9203 Total:				7,072.83
Payment: 9204				
Nipomo Area Recreation	January 2023 Clean Streets	JAN2022	02/08/2023	474.00
Payment 9204 Total:				474.00
Payment: 9205				
Nunley & Associates, Inc.	Frontage Road Trunk Sewer	101839	02/08/2023	3,403.79
Payment 9205 Total:				3,403.79

Item D-1(A) Warrants FEBRUARY 8, 2023

Payment Dates: 02/08/2023 - 02/08/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 9206				
Nu-Tech Pest Management	Pest control	0170555	02/08/2023	265.00
Nu-Tech Pest Management	Rodent control	0170559	02/08/2023	75.00
Payment 9206 Total:				340.00
Payment: 9207				
Office Depot	Office supplies	286272215001	02/08/2023	105.08
Office Depot	Office supplies	285464434001	02/08/2023	8.13
Office Depot	Office supplies	28546827001	02/08/2023	37.53
Office Depot	Office supplies	288770234001	02/08/2023	18.68
Payment 9207 Total:				169.42
Payment: 9208				
Pacific Overhead Door Service	Gate repair	7695	02/08/2023	163.41
Payment 9208 Total:				163.41
Payment: 9209				
Patrick Nelson	Electrical work for new security	689	02/08/2023	1,236.18
Payment 9209 Total:				1,236.18
Payment: 9210				
Perry's Electric Motors &	Pump repair - 16.8hp Piranha	26609	02/08/2023	4,605.72
Payment 9210 Total:				4,605.72
Payment: 9211				
PG&E	Electricity	JAN2023	02/08/2023	42,001.56
Payment 9211 Total:				42,001.56
Payment: 9212				
Pryor Learning Solutions, Inc.	Pryor+ training renewal - Cahua	5849082	02/08/2023	478.00
Payment 9212 Total:				478.00
Payment: 9213				
ReadyRefresh by Nestle	Distilled water	03A0900023136	02/08/2023	41.97
Payment 9213 Total:				41.97
Payment: 9214				
Richards, Watson & Gershon	Eureka Well Site Acquisition	240984	02/08/2023	521.90
Richards, Watson & Gershon	Dana Reserve Project	240983	02/08/2023	2,511.00
Richards, Watson & Gershon	Water rights adjudication	240982	02/08/2023	1,681.50
Richards, Watson & Gershon	Legal services through 12-31-22	240981	02/08/2023	3,262.50
Richards, Watson & Gershon	Dana Foothill Site Acquisition	240985	02/08/2023	12,500.00
Payment 9214 Total:				20,476.90
Payment: 9215				
Simplot Grower Solutions	CAN 17	780157540	02/08/2023	1,066.15
Simplot Grower Solutions	CAN 17	780157553	02/08/2023	1,143.45
Simplot Grower Solutions	Credit memo for invoice	780157552	02/08/2023	-1,066.15
Payment 9215 Total:				1,143.45
Payment: 9216				
SoCalGas	Heat - shop/office	JAN2023 - A	02/08/2023	185.89
SoCalGas	Heat - shop/office	JAN2023 - B	02/08/2023	30.87
Payment 9216 Total:				216.76
Payment: 9217				
South County Sanitary Services,	Solid Waste Tax Liens	FEB2023	02/08/2023	426.89
Payment 9217 Total:				426.89
Payment: 9218				
State Water Resources Control	Annual water system fees	LW-1040325	02/08/2023	28,929.96
Payment 9218 Total:				28,929.96
Payment: 9219				
Sterling Communications	Service for new truck radios	0010427-IN	02/08/2023	1,326.56
Payment 9219 Total:				1,326.56

Item D-1(A) Warrants FEBRUARY 8, 2023

Payment Dates: 02/08/2023 - 02/08/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 9220				
Swan Analytical USA, Inc	Nitrate analyzer	CD10005865	02/08/2023	5,565.37
Payment 9220 Total:				5,565.37
Payment: 9221				
Terminix Commercial	Pest control	429066593	02/08/2023	69.00
Payment 9221 Total:				69.00
Payment: 9222				
US Bank National Association	CWEA embership renewal -	JAN2023C	02/08/2023	100.00
US Bank National Association	Employment ads	JAN2023H	02/08/2023	398.00
US Bank National Association	Storage unit	JAN2023B	02/08/2023	243.00
US Bank National Association	Website domain renewal	JAN2023E	02/08/2023	10.17
US Bank National Association	Zoom subscription	JAN2023I	02/08/2023	14.99
US Bank National Association	Computer expense	JAN2023G	02/08/2023	56.00
US Bank National Association	Travel & meals	JAN2023D	02/08/2023	253.05
US Bank National Association	Board meeting supplies	JAN2023A	02/08/2023	14.50
US Bank National Association	Operating supplies	JAN2023F	02/08/2023	700.70
Payment 9222 Total:				1,790.41
Payment: 9223				
USA Bluebook	Tube housing cover with leak	248781	02/08/2023	99.48
USA Bluebook	CHEMKEYS	247407	02/08/2023	6,454.42
USA Bluebook	Ammonia tests, zero oxygen	247391	02/08/2023	840.75
Payment 9223 Total:				7,394.65
Payment: 9224				
Verizon Wireless	Cell service - data lines	9926027984	02/08/2023	709.29
Payment 9224 Total:				709.29
Payment: 9225				
Wallace Group	FOG program	58316	02/08/2023	315.50
Payment 9225 Total:				315.50
Payment: 9226				
Waste Connections	Waste collection - Office	7973869U120	02/08/2023	66.44
Waste Connections	Waste collection - Southland	7975041U120	02/08/2023	311.41
Waste Connections	Waste collection - Old Town	7974713U120	02/08/2023	352.40
Payment 9226 Total:				730.25
Payment: 9227				
Gonzales, Hendrik	UB Refund	04-0850-02	02/08/2023	30.36
Payment 9227 Total:				30.36

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: LISA BOGNUDA
FINANCE DIRECTOR



DATE: FEBRUARY 3, 2023

AGENDA ITEM
D-1(B)
FEBRUARY 8, 2023

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$5,416.00
VOIDED CHECKS	NONE

Item D-1(B) Warrants FEBRUARY 8, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 02/08/2023 - 02/08/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 83				
Cannon Corporation	Blacklake Sewer Consolidation	82721	02/08/2023	4,786.00
Payment 83 Total:				<u>4,786.00</u>
Payment: 84				
Richards, Watson & Gershon	Legal services - Blacklake Sewer	240981BL	02/08/2023	630.00
Payment 84 Total:				<u>630.00</u>

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: FEBRUARY 3, 2023



**APPROVE JANUARY 25, 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. January 25, 2023 draft Regular Board Meeting Minutes

FEBRUARY 8, 2023

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

JANUARY 25, 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 January 25, 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.

Phil Guldeman, Golden State Water Company Customer, talked about the District's water supply and encouraged the Board to consider putting an item on the agenda about selling more water to Golden State Water Company.

Linda Simko, Golden State Water Company Customer, encouraged the Board to consider putting an item on the agenda about selling more water to Golden State Water Company.

Marine Johnston, Golden State Water Company Customer, would like the District to sell more supplemental water to Golden State Water Company and requested the item be put on the agenda.

C. PRESENTATIONS AND REPORTS

C-1) 2022 FALL GROUNDWATER INDEX REVIEW [RECOMMEND RECEIVE AND FILE REPORT]

Brad Newton, Newton Geo-Hydrology Consulting Services, presented the item and answered questions from the Board.

C-2) 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 Gaddis

- *January 13, attended Board Officers' meeting*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Director Eby

- January 19, attended NMMA Technical Group meeting remotely

C-3) 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
Directors Eby, Woodson, Hansen, Gaddis, and Malvarose	None	None

D. CONSENT AGENDA

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE JANUARY 11, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) INVESTMENT POLICY - FOURTH QUARTER REPORT [RECOMMEND ACCEPT AND FILE]

D-4) ANNUAL REVIEW OF INVESTMENT POLICY [RECOMMEND ADOPT RESOLUTION]

D-5) ANNUAL REVIEW OF DEBT MANAGEMENT POLICY AND CONTINUING DISCLOSURE UNDERTAKING POLICY [RECOMMEND REVIEW AND REAFFIRM]

Staff answered questions about item D-1.

Director Eby announced he would like items D-3 and D-4 pulled for further discussion.

There were no public comments.

Upon the motion of Director Eby and seconded, the Board approved Consent Agenda items D-1, D-2 and D-5.

Vote 5-0.

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

SUBJECT TO BOARD APPROVAL

D-3) INVESTMENT POLICY - FOURTH QUARTER REPORT [RECOMMEND ACCEPT AND FILE]

D-4) ANNUAL REVIEW OF INVESTMENT POLICY [RECOMMEND ADOPT RESOLUTION]

Director Eby asked about moving some investments of District funds to U.S. Treasury instruments that could provide higher interest rates.

Lisa Bognuda, Finance Director, discussed the limits of the District's investment policy and applicable guidelines, and recommended that the Finance and Audit Committee meet to consider issues associated with Treasury investments as stated in the investment policy item 7.A.4.

Director Gaddis requested that staff see what other agencies are investing in.

There were no public comments.

Upon the motion of Director Eby and seconded, the Board approved Consent Agenda items D-3 and D-4.

Vote 5-0.

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

RESOLUTION NO. 2023-1652
 A RESOLUTION OF THE
 BOARD OF DIRECTORS OF THE
 NIPOMO COMMUNITY SERVICES DISTRICT
 ADOPTING DISTRICT INVESTMENT POLICY

E. ADMINISTRATIVE ITEMS

E-1) AUTHORIZE TASK ORDER WITH R. BAKER INC., FOR OLD TOWN DISTRICT VALVE REPLACEMENT PROGRAM [RECOMMEND ADOPT RESOLUTION AUTHORIZING NIPOMO COMMUNITY SERVICES DISTRICT GENERAL MANAGER EXECUTE A TASK ORDER WITH R. BAKER INC. IN THE AMOUNT OF \$45,200 AND AUTHORIZE A CHANGE ORDER CONTINGENCY OF \$4,500]

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

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board unanimously adopted the Resolution.

Vote 5-0.

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

RESOLUTION NO. 2023-1653
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
 NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING
 THE GENERAL MANAGER TO ENTER INTO A TASK ORDER
 CONTRACT WITH R. BAKER INC. IN THE AMOUNT OF \$45,200
 AND AUTHORIZE A CHANGE ORDER CONTINGENCY OF \$4,500
 FOR REPLACEMENT OF WATER DISTRIBUTION VALVES

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- E-2) APPROVE TASK ORDER WITH MICHAEL K. NUNLEY & ASSOCIATES FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE BLACKLAKE SEWER CONSOLIDATION FORCE MAIN PROJECT [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MKN IN THE AMOUNT OF \$451,312 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER]

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

Elizabeth Villanueva, Acting District Engineer, answered questions from the Board.

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board unanimously approved the task order with MKN in the amount of \$451,312 and authorized staff to execute the task order. Vote 5-0.

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

F. GENERAL MANAGER’S REPORT

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

There were no public comments.

Mario Iglesias, General Manager, in response to a question from a Board member, stated that he has communicated with Golden State Water customers and management regarding selling supplemental water, and the allocation of supplemental water is subject to the Board’s discretion.

G. COMMITTEE REPORTS

None.

H. DIRECTORS’ REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None.

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced that item 1 would be discussed in closed session.

- 1. ANNUAL REVIEW OF LEGAL COUNSEL - Government Code 54957(a)

There were no public comments.

There were no reportable actions.

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

ADJOURN MEETING

President Eby adjourned the meeting at 11:05 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 44 minutes
Closed Session	0 hour 21 minutes
TOTAL HOURS	2 hour 05 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: FEBRUARY 2, 2023

**AGENDA ITEM
D-3
FEBRUARY 8, 2023**

**ACCEPT SECOND QUARTER FISCAL YEAR 2022-2023
QUARTERLY FINANCIAL REPORT**

ITEM

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

BACKGROUND

As of December 31, 2022, the 2022-2023 Fiscal year is 50% complete. The consolidated operating revenues are 50.17% of budget, operating expenditures are at 49.92% of budget and general and administrative expenditures are at 45.66% of budget.

Attached are the following which provide an overview of the first six 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 second quarter of fiscal year 2022-2023.

ATTACHMENT

A. Pages 1-10 – NCSD Quarterly Financial Report

FEBRUARY 8, 2023

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - (Unaudited)
DECEMBER 31, 2022**

ASSETS

Current assets:

Cash and cash equivalents	\$ 19,645,973
Accounts receivable	177,686
Unbilled utilities receivable	832,000
Accrued interest receivable	99,018
Due from partner purveyors	248,003
Contracts receivable, current portion	148,854
Total current assets	<u>21,151,534</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	1,557,973
Restricted cash - Held in Trust	3,081,032
Cash with fiscal agent	271,560
Deposits and other assets	454,972
Contracts receivable, less current portion	6,861,781
Capital assets:	
Capital assets, net of depreciation	<u>69,238,102</u>
Total noncurrent assets	<u>81,465,420</u>

Total assets 102,616,954 (A)

Deferred Outflows of Resources

OPEB related	811,020
Pension related	<u>543,670</u>
Total deferred outflows of resources	<u>1,354,690</u> (B)

LIABILITIES

Current liabilities:

Accounts payable	1,107,587
Deposits	274,201
Accrued Liabilities	1,011,749
Current portion of long-term debt	<u>557,867</u>
Total current liabilities	<u>2,951,404</u>

Noncurrent liabilities:

Net OPEB liability	1,113,770
Net pension liability	955,076
Long-term debt, less current portion	<u>19,932,133</u>
Total noncurrent liabilities	<u>22,000,979</u>
Total liabilities	<u>24,952,383</u> (C)

Deferred Inflows of Resources

OPEB related	307,886
Pension related	<u>841,605</u>
Total deferred inflows of resources	<u>1,149,491</u> (D)

NET POSITION

Net investment in capital assets	47,205,936
Restricted for system expansion, replacement and debt service	18,319,434
Unrestricted	<u>12,344,400</u>
Total net position	<u>\$ 77,869,770</u>

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022**

	YEAR-TO- DATE	BUDGET	% OF BUDGET
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 835,962	1,770,000	47.23%
Water usage charges	2,770,691	5,563,000	49.81%
Sewer charges	1,667,726	3,290,400	50.68%
Miscellaneous fees and charges	109,575	96,000	114.14%
Street light and landscape maintenance charges	34,752	61,345	56.65%
Franchise fees	81,149	183,000	44.34%
NSWP - collections from purveyors for water purchased	441,336	813,212	54.27%
NSWP - collections from purveyors for related expenses	46,056	83,092	55.43%
NSWP - collections for funded replacement	103,433	206,865	50.00%
Operating transfers in - Funded Administration	249,833	579,450	43.12%
Operating transfers in - Funded Replacement	528,279	1,045,000	50.55%
Total Operating Revenues	<u>6,868,791</u>	<u>13,691,364</u>	<u>50.17%</u>
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	980,483	2,200,950	44.55%
Purchased water -NCS D share	883,202	1,627,399	54.27%
Purchased water-purveyors	441,336	813,212	54.27%
Operating costs, admin and funded replacement-NCS D share	163,137	315,723	51.67%
Electricity	382,137	687,400	55.59%
Water	5,190	6,150	84.39%
Chemicals	72,714	108,000	67.33%
Lab tests	58,651	126,000	46.55%
Operating supplies	115,115	281,000	40.97%
Outside services	130,577	338,400	38.59%
Permits and operating fees	26,586	58,000	45.84%
Repairs and maintenance	103,542	302,000	34.29%
Engineering	19,879	101,000	19.68%
Fuel	37,149	74,000	50.20%
Meter Program	110,858	200,000	55.43%
Safety program	1,365	4,500	30.33%
Uniforms	11,016	19,400	56.78%
Landscape maintenance district	2,395	5,000	47.90%
Solid waste program	172,387	220,995	78.00%
Conservation program	22,059	15,000	147.06%
Operating transfer out - Funded Replacement	528,279	1,045,000	50.55%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>4,268,057</u>	<u>8,549,129</u>	<u>49.92%</u>

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022**

	YEAR-TO- <u>DATE</u>	<u>BUDGET</u>	% OF <u>BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	512,064	1,139,380	44.94%
Outside services	12,993	30,900	42.05%
Bank charges and fees	5,198	12,100	42.96%
Computer expense	157,531	251,750	62.57%
Dues and subscriptions	48,159	82,900	58.09%
Education and training	6,423	17,000	37.78%
Elections	0	16,080	0.00%
Liability insurance	134,936	255,210	52.87%
Landscape and janitorial	10,365	21,950	47.22%
Legal counsel-general	30,938	103,000	30.04%
Legal counsel-water	45,797	75,000	61.06%
Professional services	48,617	154,000	31.57%
Miscellaneous	4,749	10,250	46.33%
Newsletters and mailers	1,495	7,300	20.49%
Office supplies	6,711	19,100	35.14%
Postage	19,557	44,100	44.35%
Public notices	0	5,700	0.00%
Repairs and maintenance	7,533	33,850	22.25%
Property taxes	2,185	1,700	128.50%
Telephone	7,335	7,160	102.44%
Travel and mileage	2,548	12,500	20.38%
Utilities	11,267	24,150	46.65%
Operating transfer out - Funded Administration	249,833	579,450	43.12%
Subtotal - Operating Expenses (General and Administrative)	<u>1,326,233</u>	<u>2,904,530</u>	<u>45.66%</u>
 Total Operating Expenses	 <u>5,594,290</u>	 <u>11,453,659</u>	 <u>48.84%</u>
 Total Operating Surplus (Deficit)	 1,274,501	 2,237,705	 56.96%
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	298,179	493,852	60.38%
Property tax revenue	504,317	845,764	59.63%
Cell site revenue	11,825	43,900	26.94%
Other revenue - purveyors	147,530	147,530	100.00%
Capacity Charges collected	306,217	0	0.00%
Interest expense	(394,967)	(787,109)	50.18%
Total non-operating revenues (expenses)	<u>873,101</u>	<u>743,937</u>	
 Total Operating and Non-operating Surplus (Deficit)	 \$ <u>2,147,602</u>	 <u>2,981,642</u>	

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
SIX MONTHS ENDING DECEMBER 31, 2022

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRPLUS/ (DEFICIT)
Administration	110	273,327	(273,327)	0	0	0	0
Water	125	3,730,814	(3,068,630)	662,184	(328,500)	0	333,684
Water Rate Stabilization	128	3,660	0	3,660	0	0	3,660
Town Sewer	130	1,259,193	(1,017,311)	241,882	(100,002)	0	141,880
Town Sewer Rate Stabilization	135	2,752	0	2,752	0	0	2,752
Blacklake Sewer	150	439,427	(221,361)	218,066	(94,002)	0	124,064
Blacklake Sewer Rate Stabilization	155	457	0	457	0	0	457
Blacklake Street Lighting	200	27,562	(17,864)	9,698	(5,775)	0	3,923
Funded Replacement-BL Street Lighting	205	15		15	5,775		5,790
Street Landscape Maintenance	250	7,349	(5,838)	1,511	0	0	1,511
Solid Waste	300	85,404	(186,482)	(101,078)	0	0	(101,078)
Drainage Maintenance	400	14,266	0	14,266	0	0	14,266
Supplemental Water Capacity Fees	500	406,161	(189,807)	216,354	0	533,100	749,454
Property Taxes	600	493,822	(42,775)	451,047	0	(533,100)	(82,053)
Water Capacity Fees	700	67,191	0	67,191	0	0	67,191
Town Sewer Capacity Fees	710	131,466	0	131,466	0	0	131,466
Funded Replacement-Water	805	34,310	0	34,310	328,500	0	362,810
Funded Replacement-Town Sewer	810	25,266	0	25,266	100,002	0	125,268
Funded Replacement-BL Sewer	830	2,960	0	2,960	94,002	0	96,962
NSWP Operations & Maintenance	910	1,462,763	(1,412,955)	49,808	0	0	49,808
NSWP Funded Replacement	915	115,787	0	115,787	0	0	115,787
TOTAL		8,583,952	(6,436,350)	2,147,602	0	0	2,147,602

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE 12/31/2022
Administration	110	(156,423)
Water	125	4,332,536
Water Rate Stabilization	128	436,498
Town Sewer	130	335,930
Town Sewer Rate Stabilization	135	328,228
Blacklake Sewer	150	659,960
Blacklake Sewer Rate Stabilization	155	54,562
Blacklake Street Lighting	200	10,332
Funded Replacement-BL Street Lighting	205	5,775
Street Landscape Maintenance	250	12,082
Solid Waste	300	432,787
Drainage Maintenance	400	64,940
Supplemental Water	500	2,908,820
Property Taxes	600	117,169
Water Capacity Fees	700	2,075,716
Town Sewer Capacity Fees	710	537,970
Funded Replacement-Water	805	4,214,243
Funded Replacement-Town Sewer	810	2,885,124
Funded Replacement-BL Sewer	830	394,900
NSWP	910	(5,176)
TOTAL		19,645,973

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, 2023

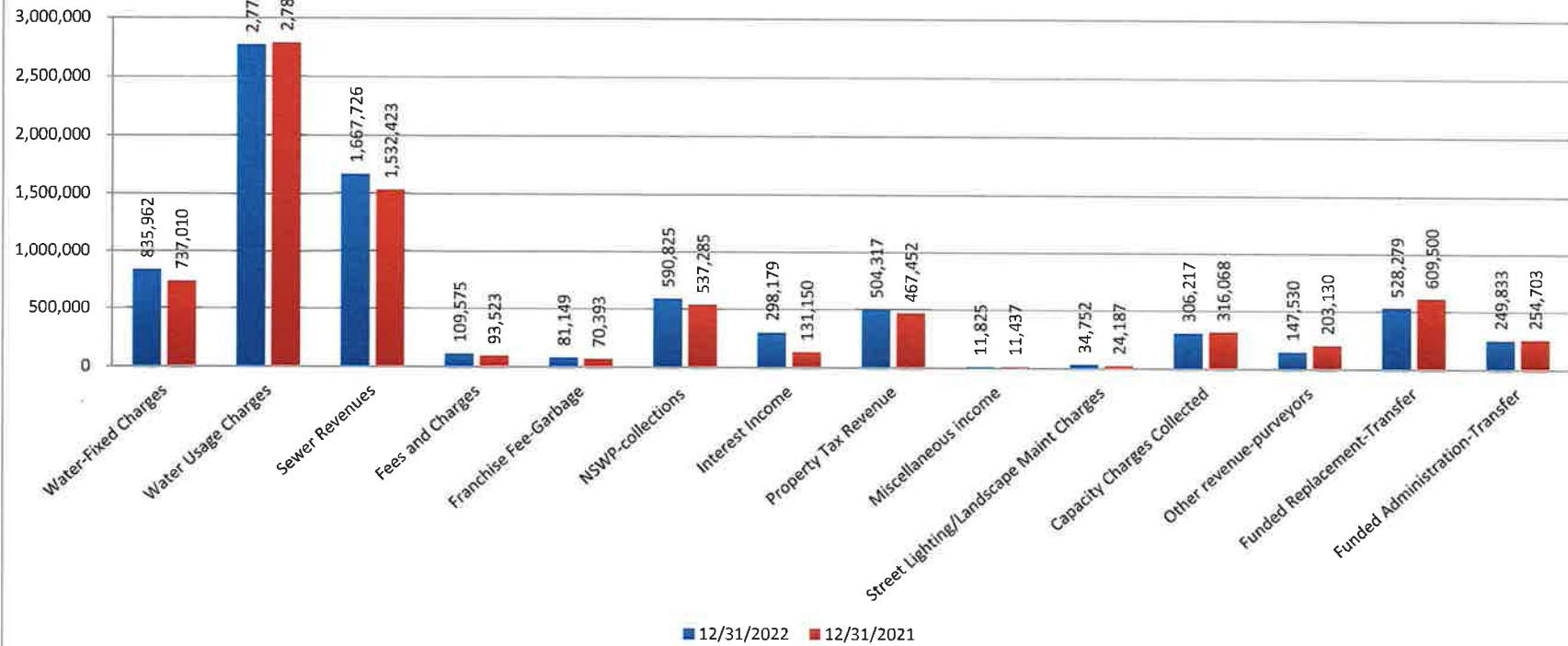
FIRST QUARTER ENDING SEPTEMBER 30, 2022

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NUMBER
9/14/2022	Vactor Jetter Truck	810	\$0	\$567,086	\$567,086	2022-1639
9/28/2022	Yard Security System	110	\$0	\$10,000	\$10,000	2022-1643

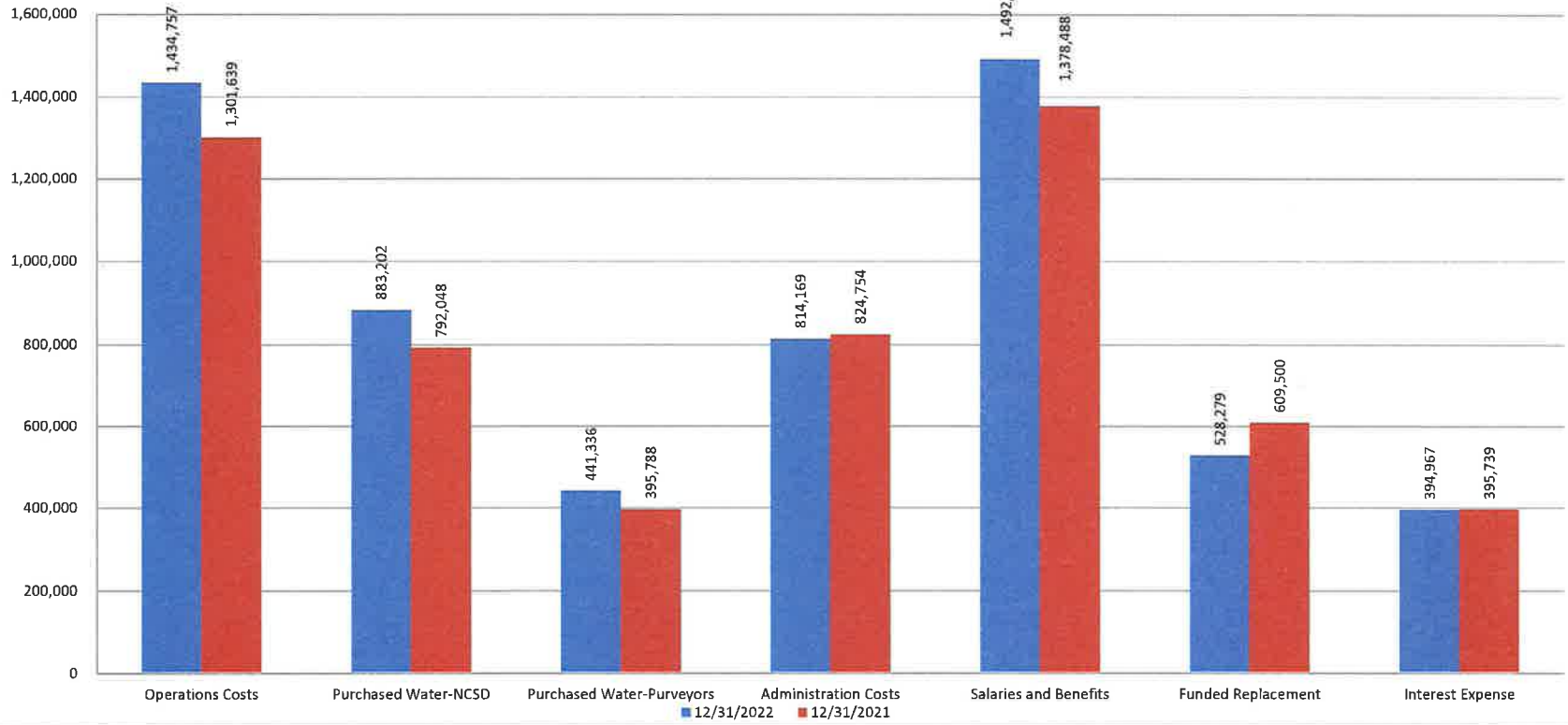
SECOND QUARTER ENDING DECEMBER 31, 2022

DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET	RESOLUTION NUMBER
12/14/2022	CM Agreement with MNS	810	\$0	\$30,025	\$30,025	2022-1647

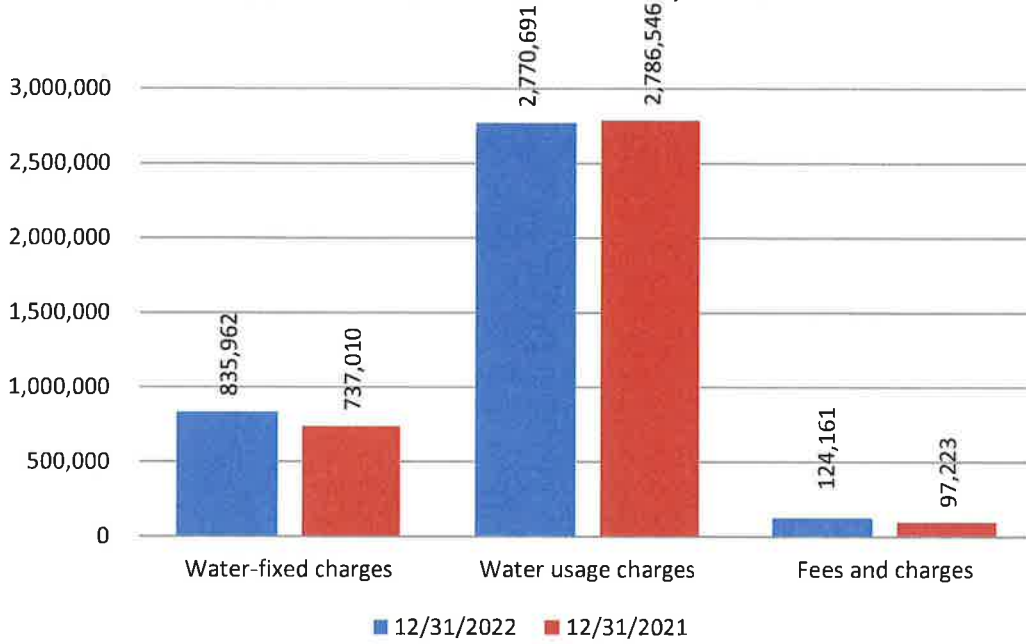
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES
FOR SIX MONTHS ENDED DECEMBER 30, 2022 AND 2021**



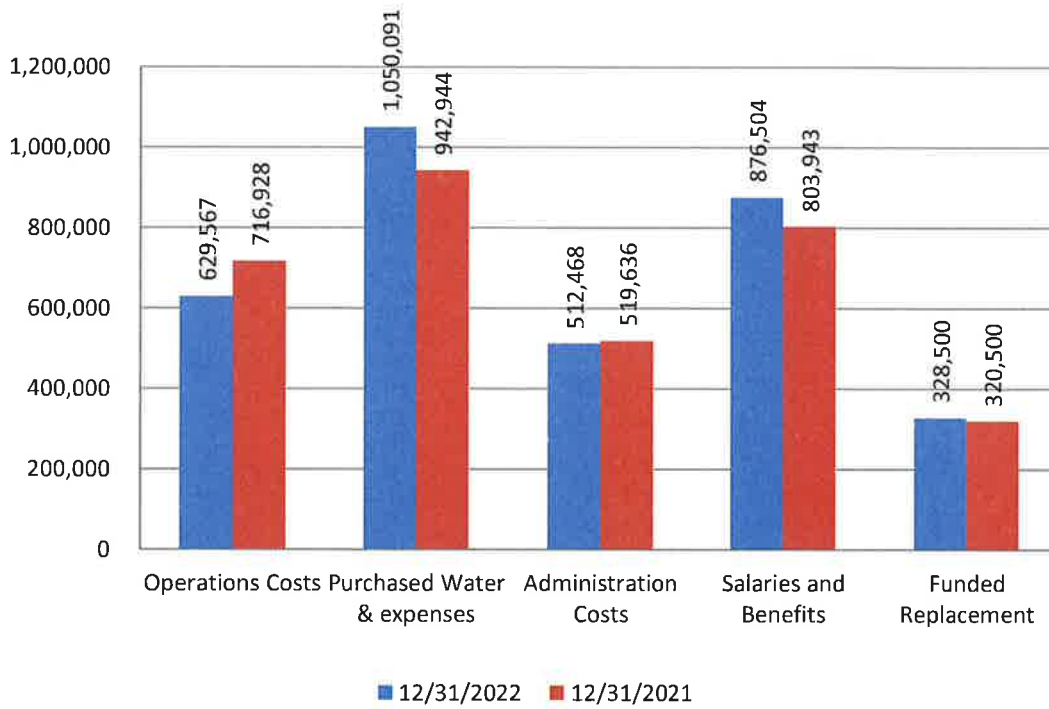
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022 AND 2021**



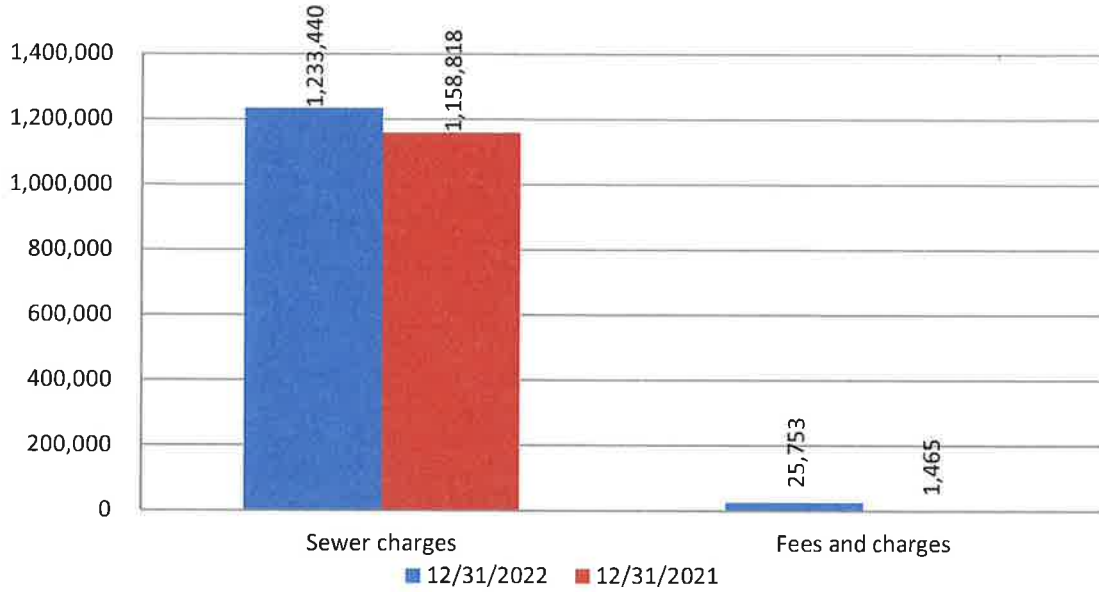
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUE - WATER FUNDS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022 AND 2021**



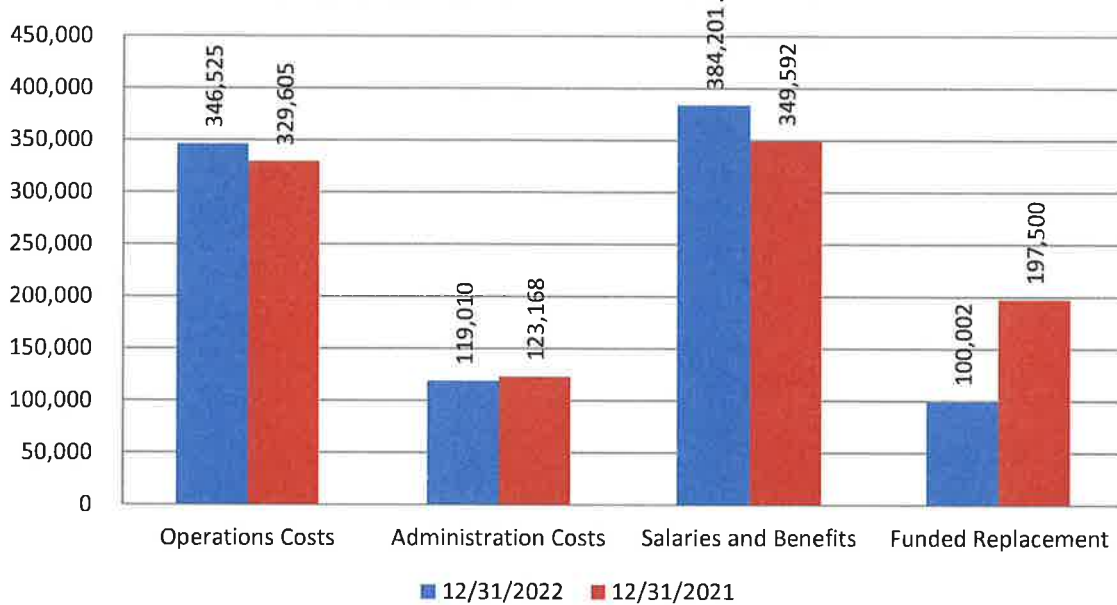
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - WATER FUNDS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022 AND 2021**



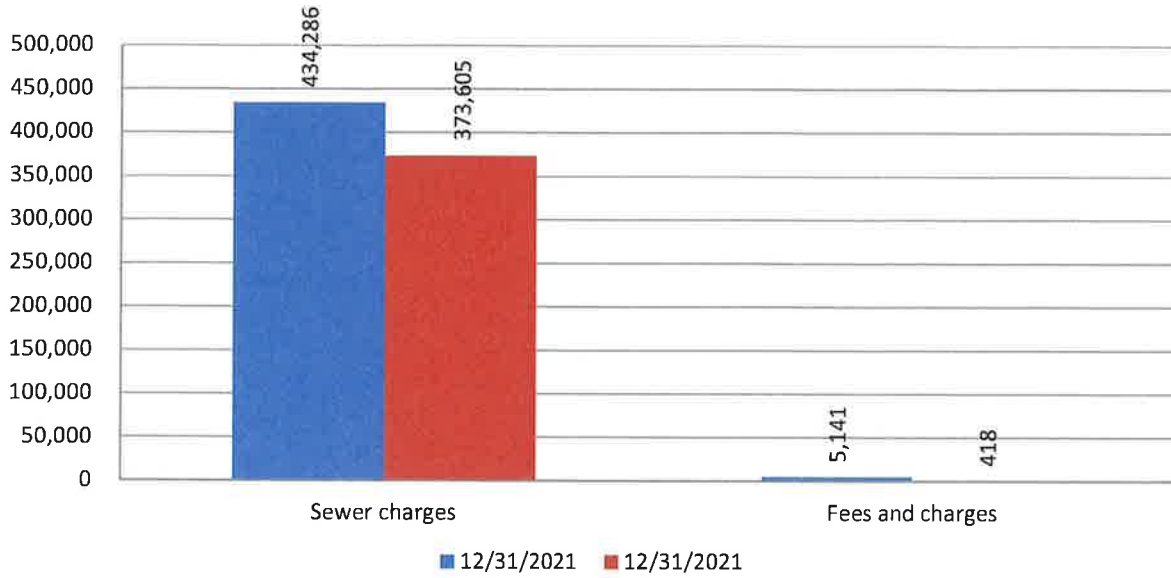
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES - TOWN SEWER
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022 AND 2021**



**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - TOWN SEWER
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022 AND 2021**



**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES - BLACKLAKE SEWER
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022 AND 2021**



**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES - BLACKLAKE SEWER
FOR THE SIX MONTHS ENDED DECEMBER 31, 2022 AND 2021**

