

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: DECEMBER 9, 2022



## 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: DECMEBER 9, 2022

**AGENDA ITEM**

**D**

**DECEMBER 14, 2022**

## **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 NOVEMBER 9, 2022, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) REJECT ALL BIDS FOR EUREKA WELL [RECOMMEND REJECT ALL BIDS]
- D-4) FIRST QUARTER FINANCIAL REPORT [RECOMMEND RECEIVE AND FILE]
- D-5) ADOPT RESOLUTION TO AMEND BUDGET IN THE AMOUNT OF \$30,000 FOR THE CONSTRUCTION MANAGEMENT AGREEMENT WITH MNS [RECOMMEND ADOPT RESOLUTION]
- D-6) APPROVE NEWTON GEO-HYDROLOGY 2023 CONSULTING SERVICES CONTRACT SCOPE AND \$90,000 BUDGET [RECOMMEND APPROVE SCOPE AND BUDGET FOR NEWTON GEO-HYDROLOGY TO PROVIDE 2023 CONSULTING SERVICES TO NIPOMO COMMUNITY SERVICES DISTRICT]
- D-7) APPROVE 2023 BOARD MEETING SCHEDULE [RECOMMEND REVIEW AND APPROVE 2023 BOARD MEETING SCHEDULE]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

FROM: LISA BOGNUDA   
FINANCE DIRECTOR

DATE: DECEMBER 9, 2022



**WARRANTS WILL BE DISTRIBUTED TUESDAY, DECEMBER 13, 2022**

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TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: DECEMBER 8, 2022

**AGENDA ITEM**  
**D-2**  
**DECEMBER 14, 2022**

**APPROVE NOVEMBER 9, 2022  
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. November 9, 2022 draft Regular Board Meeting Minutes

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DECEMBER 14, 2022

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

NOVEMBER 9, 2022 AT 9:00 A.M.

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

### BOARD of DIRECTORS

ED EBY, PRESIDENT  
RICHARD MALVAROSE, VICE PRESIDENT  
DAN ALLEN GADDIS, DIRECTOR  
DAN WOODSON, DIRECTOR  
CRAIG ARMSTRONG, 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

*Vice President Malvarose called the Regular Meeting of November 9, 2022, 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 Armstrong, Woodson, Gaddis and Malvarose were present. Director Eby had a planned absence.*

*Phill Widerman, Golden State Water Company Resident, commented the District's water supply and encouraged the Board to consider selling excess water to Golden State Water Company.*

### 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*

- *November 2, attended meeting with State Senator Laird and his Legislative Assistant.*

*Director Malvarose*

- *October 28, attended Board Officers' meeting*
- *November 2, attended meeting with State Senator Laird and his Legislative Assistant.*

- 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 Armstrong and seconded, the Board approved receiving and filing presentations and reports.*

*Vote 4-0.*

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

**D. CONSENT AGENDA**

D-1) WARRANTS [RECOMMEND APPROVAL]

D-2) APPROVE OCTOBER 26, 2022, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]

D-3) AUTHORIZE PURCHASE OF TRUCKS IN ACCORDANCE WITH APPROVED FY 22-23 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE TWO TRUCKS FROM PERRY FORD AT A COST OF \$96,292]

*Staff answered questions regarding items D-1 and D-3.*

*There were no public comments.*

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

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

**E. ADMINISTRATIVE ITEMS**

E-1) ANNUAL COMPREHENSIVE FINANCIAL REPORT (AUDIT REPORT) FOR FISCAL YEAR 2021-2022 [RECOMMEND RECEIVE AND FILE 2021-2022 AUDIT REPORT]

*Scott Manno, CPA, of Rogers Anderson, Malody and Scott LLP, presented the audit report.*

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved to receive and file the Annual Comprehensive Financial Report for Fiscal Year 2021-2022.*

*Vote 4-0.*

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

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

F. GENERAL MANAGER'S REPORT

*Mario Iglesias, General Manager, presented the item and answered questions from the Board. The General Manager announced the following:*

- *Garbage Company will implement a 9% CPI rate increase on January 1.*
- *Senator Laird contacted DWR regarding the disbursement of Prop 1 funds.*

*Mr. Iglesias presented Director Armstrong with a token of the District's appreciation for serving on the Board of Directors over the past 9 years and read a farewell note from President Eby. This was Director Armstrong's last Board Meeting.*

*There were no public comments.*

G. COMMITTEE REPORTS

*None.*

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

*None*

I. CLOSED SESSION ANNOUNCEMENTS

*Craig Steele, District Legal Counsel, announced there would be no closed session.*

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

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

ADJOURN MEETING

*President Eby adjourned the meeting at 9:28 a.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 28 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	0 hour 28 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER  
FROM: ELIZABETH VILLANUEVA, E.I.T.  
ACTING DISTRICT ENGINEER  
DATE: DECEMBER 7, 2022

**AGENDA ITEM  
D-3  
DECEMBER 14, 2022**

**REJECT ALL BIDS RECEIVED FOR CONSTRUCTION OF  
EUREKA WELL #2 EQUIPPING PROJECT**

**ITEM**

Reject all bids received for construction contract for Eureka Well No. 2 Equipping Project.  
[RECOMMEND REJECT ALL BIDS RECEIVED]

**BACKGROUND**

The Eureka Well had historically been one of the District's largest producing wells. The well was drilled in 1979 and the 2007 Master Plan Update identified a nominal flow capacity of 890 gallons per minute (gpm) for the well, based on the long-term average of flow records. In late 2016, the well casing failed and staff determined that the well was no longer serviceable.

The well was properly destroyed and a new well was drilled, Eureka #2, on the same site in 2020. The replacement well was drilled on the same site as the old well since the old well had excellent water quality and quantity characteristics. In addition, using the existing site for the replacement well maximizes use of the District's investment in support infrastructure at the site. The next phase of the project is to equip the new well so that it can be utilized to provide water to the District's water system. The work involves, but is not limited to, equipping the new well with a new pump and motor, constructing a prefabricated steel building, site piping, bladder tank, generator pad, electrical equipment, telemetry, and site improvements.

The Board authorized staff to bid the project at the September 22, 2022 Board meeting. The District developed an engineer's estimate and budgeted \$1.5 million to complete the project. On November 18, 2022, bids for the Project were opened from one (1) contractor as listed below:

Contractor	Total Base Bid Price	Total Alternate Bid Price
W.M. Lyles Co.	\$3,217,450	\$3,062,750

Staff reviewed the bid and, due to the extraordinary imbalance between the project budget and the bid results staff recommends that the Board reject all bids based on insufficient budget. Staff will return to the Board when it can devise a plan to fund the project.

**RECOMMENDATION**

Staff recommends that the Board reject all bids and direct staff to rebid this project with substantial changes as soon as practicable.

**ATTACHMENT**

None.

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TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER 

FROM: LISA BOGNUDA   
FINANCE DIRECTOR

DATE: DECEMBER 8, 2022



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

**ITEM**

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

**BACKGROUND**

As of September 30, 2022, the 2022-2023 Fiscal year is 25% complete. The consolidated operating revenues are 25.74% of budget, operating expenditures are at 25.07% of budget and general and administrative expenditures are at 25.41% of budget.

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

**ATTACHMENT**

- A. Pages 1-10 – NCS D Quarterly Financial Report

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DECEMBER 14, 2022

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF NET POSITION - (Unaudited)  
SEPTEMBER 30, 2022**

**ASSETS**

Current assets:

Cash and cash equivalents	\$ 18,846,373
Accounts receivable	175,257
Unbilled utilities receivable	832,000
Accrued interest receivable	63,508
Due from partner purveyors	268,103
Contracts receivable, current portion	148,854
Total current assets	<u>20,334,095</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	1,498,743
Restricted cash - Held in Trust	3,158,243
Cash with fiscal agent	531
Deposits and other assets	567,732
Contracts receivable, less current portion	6,898,277
Capital assets:	
Capital assets, net of depreciation	<u>68,876,248</u>
Total noncurrent assets	<u>80,999,774</u>

    Total assets 101,333,869 (A)

Deferred Outflows of Resources

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

**LIABILITIES**

Current liabilities:

Accounts payable	914,838
Deposits	413,110
Accrued Liabilities	967,384
Current portion of long-term debt	557,867
Total current liabilities	<u>2,853,199</u>

Noncurrent liabilities:

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

    Total liabilities 24,854,178 (C)

Deferred Inflows of Resources

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

**NET POSITION**

Net investment in capital assets	47,205,935
Restricted for system expansion, replacement and debt service	16,171,832
Unrestricted	<u>13,307,123</u>
Total net position	<u>\$ 76,684,890</u>

(A)+(B)-(C)-(D)



**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022**

	YEAR-TO- DATE	BUDGET	% OF BUDGET
<b><u>OPERATING REVENUES</u></b>			
Water fixed charges	\$ 417,903	1,770,000	23.61%
Water usage charges	1,490,562	5,563,000	26.79%
Sewer charges	830,945	3,290,400	25.25%
Miscellaneous fees and charges	43,849	96,000	45.68%
Street light and landscape maintenance charges	0	61,345	0.00%
Franchise fees	35,419	183,000	19.35%
NSWP - collections from purveyors for water purchased	229,768	813,212	28.25%
NSWP - collections from purveyors for related expenses	23,978	83,092	28.86%
NSWP - collections for funded replacement	51,717	206,865	25.00%
Operating transfers in - Funded Administration	136,404	579,450	23.54%
Operating transfers in - Funded Replacement	261,252	1,034,900	25.24%
Total Operating Revenues	<u>3,521,797</u>	<u>13,681,264</u>	<u>25.74%</u>
<b><u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u></b>			
Wages and benefits	495,308	2,200,950	22.50%
Purchased water -NCS D share	459,811	1,627,399	28.25%
Purchased water-purveyors	229,768	813,212	28.25%
Operating costs, admin and funded replacement-NCS D share	90,914	315,723	28.80%
Electricity	209,067	687,400	30.41%
Water	2,662	6,150	43.28%
Chemicals	39,501	108,000	36.58%
Lab tests	31,393	126,000	24.92%
Operating supplies	51,891	281,000	18.47%
Outside services	68,858	338,400	20.35%
Permits and operating fees	3,076	58,000	5.30%
Repairs and maintenance	92,659	302,000	30.68%
Engineering	17,234	101,000	17.06%
Fuel	13,705	74,000	18.52%
Meters	36,751	200,000	18.38%
Safety program	0	4,500	0.00%
Uniforms	2,690	19,400	13.87%
Landscape maintenance district	1,070	5,000	21.40%
Solid waste program	15,888	220,995	7.19%
Conservation program	20,060	15,000	133.73%
Operating transfer out - Funded Replacement	261,252	1,045,000	25.00%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>2,143,558</u>	<u>8,549,129</u>	<u>25.07%</u>

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	250,589	1,139,380	21.99%
Outside services	9,882	30,900	31.98%
Bank charges and fees	2,601	12,100	21.50%
Computer expense	111,004	251,750	44.09%
Dues and subscriptions	36,147	82,900	43.60%
Education and training	1,368	17,000	8.05%
Elections	0	16,080	0.00%
Liability insurance	66,818	255,210	26.18%
Landscape and janitorial	5,109	21,950	23.28%
Legal counsel-general	19,696	103,000	19.12%
Legal counsel-water	35,848	75,000	47.80%
Professional services	34,092	154,000	22.14%
Miscellaneous	794	10,250	7.75%
Newsletters and mailers	533	7,300	7.30%
Office supplies	3,685	19,100	19.29%
Postage	9,384	44,100	21.28%
Public notices	0	5,700	0.00%
Repairs and maintenance	3,338	33,850	9.86%
Property taxes	0	1,700	0.00%
Telephone	4,618	7,160	64.50%
Travel and mileage	548	12,500	4.38%
Utilities	5,530	24,150	22.90%
Operating transfer out - Funded Administration	136,404	579,450	23.54%
Subtotal - Operating Expenses (General and Administrative)	<u>737,988</u>	<u>2,904,530</u>	<u>25.41%</u>
 Total Operating Expenses	 <u>2,881,546</u>	 <u>11,453,659</u>	 <u>25.16%</u>
 Total Operating Surplus (Deficit)	 640,251	 2,227,605	 28.74%
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	68,374	493,852	13.85%
Property tax revenue	12,143	845,764	1.44%
Cell site revenue	5,836	43,900	13.29%
Other revenue - purveyors	147,530	147,530	100.00%
Capacity Charges collected	287,067	0	0.00%
Interest expense	(198,479)	(787,109)	25.22%
Total non-operating revenues (expenses)	<u>322,471</u>	<u>743,937</u>	
 Total Operating and Non-operating Surplus (Deficit)	 \$ <u>962,722</u>	 <u>2,971,542</u>	

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF REVENUES AND EXPENSES BY FUND  
THREE MONTHS ENDED SEPTEMBER 30, 2022

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPPLUS/ (DEFICIT)
Administration	110	149,962	(149,962)	0	0	0	0
Water	125	1,957,714	(1,612,873)	344,841	(164,250)	0	180,591
Water Rate Stabilization	128	1,438	0	1,438	0	0	1,438
Town Sewer	130	615,151	(563,785)	51,366	(50,001)	0	1,365
Town Sewer Rate Stabilization	135	1,081	0	1,081	0	0	1,081
Blacklake Sewer	150	219,232	(102,758)	116,474	(47,001)	0	69,473
Blacklake Sewer Rate Stabilization	155	180	0	180	0	0	180
Blacklake Street Lighting	200	14	(8,080)	(8,066)	0	0	(8,066)
Street Landscape Maintenance	250	40	(2,888)	(2,848)	0	0	(2,848)
Solid Waste	300	37,172	(23,205)	13,967	0	0	13,967
Drainage Maintenance	400	524	0	524	0	0	524
Supplemental Water Capacity Fees	500	270,398	(97,182)	173,216	0	0	173,216
Property Taxes	600	13,594	(22,700)	(9,106)	0	0	(9,106)
Water Capacity Fees	700	51,296	0	51,296	0	0	51,296
Town Sewer Capacity Fees	710	128,726	0	128,726	0	0	128,726
Funded Replacement-Water	805	13,240	0	13,240	164,250	0	177,490
Funded Replacement-Town Sewer	810	10,360	0	10,360	50,001	0	60,361
Funded Replacement-BL Sewer	830	1,068	0	1,068	47,001	0	48,069
NSWP Operations & Maintenance	910	761,542	(743,133)	18,409	0	0	18,409
NSWP Funded Replacement	915	56,556	0	56,556	0	0	56,556
TOTAL		4,289,288	(3,326,566)	962,722	0	0	962,722

CASH BALANCE OF EACH FUND

FUND	FUND #	9/30/2022
Administration	110	(130,220)
Water	125	4,082,785
Water Rate Stabilization	128	435,060
Town Sewer	130	281,246
Town Sewer Rate Stabilization	135	327,147
Blacklake Sewer	150	595,165
Blacklake Sewer Rate Stabilization	155	54,383
Blacklake Street Lighting	200	8,387
Street Landscape Maintenance	250	10,584
Solid Waste	300	548,377
Drainage Maintenance	400	58,233
Supplemental Water	500	2,210,998
Property Taxes	600	464,111
Water Capacity Fees	700	2,067,341
Town Sewer Capacity Fees	710	536,390
Funded Replacement-Water	805	4,041,190
Funded Replacement-Town Sewer	810	2,961,300
Funded Replacement-BL Sewer	830	346,831
NSWP	910	(52,935)
TOTAL		18,846,373

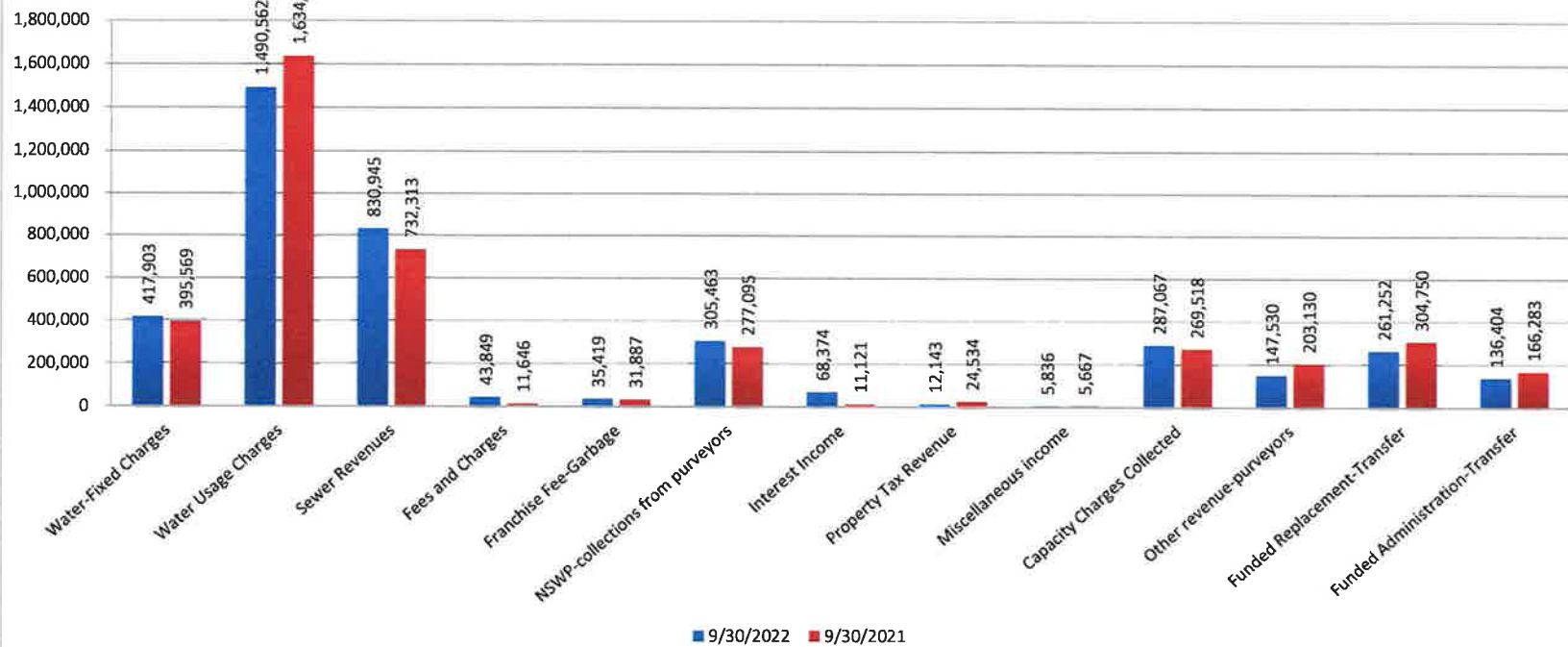
BALANCE SHEETS AND STATEMENTS  
OF REVENUES AND EXPENSES FOR  
EACH FUND ARE AVAILABLE FOR REVIEW  
UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF APPROVED BUDGET AMENDMENTS  
FISCAL YEAR JUNE 30, 2023

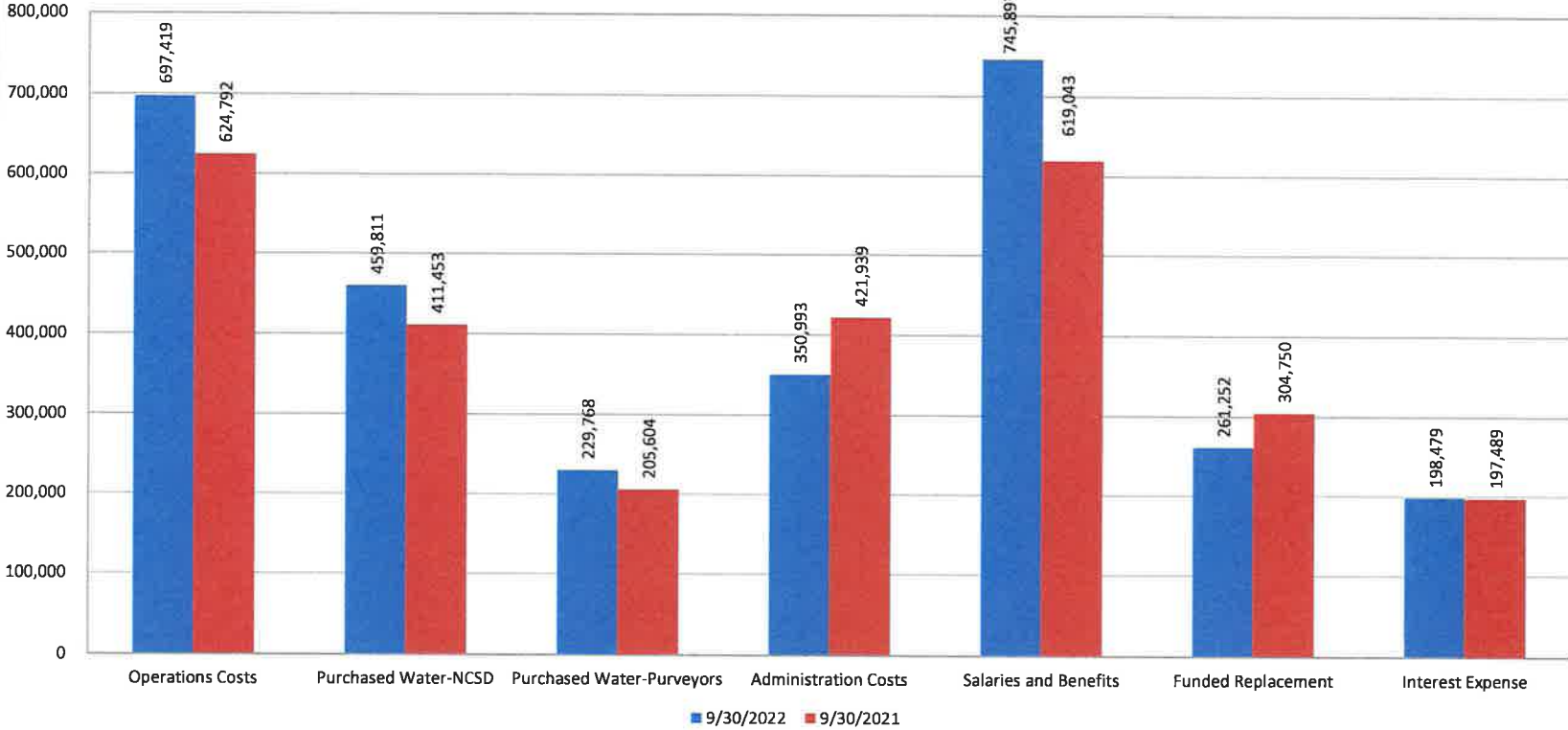
FIRST QUARTER ENDING SEPTEMBER 30, 2022

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

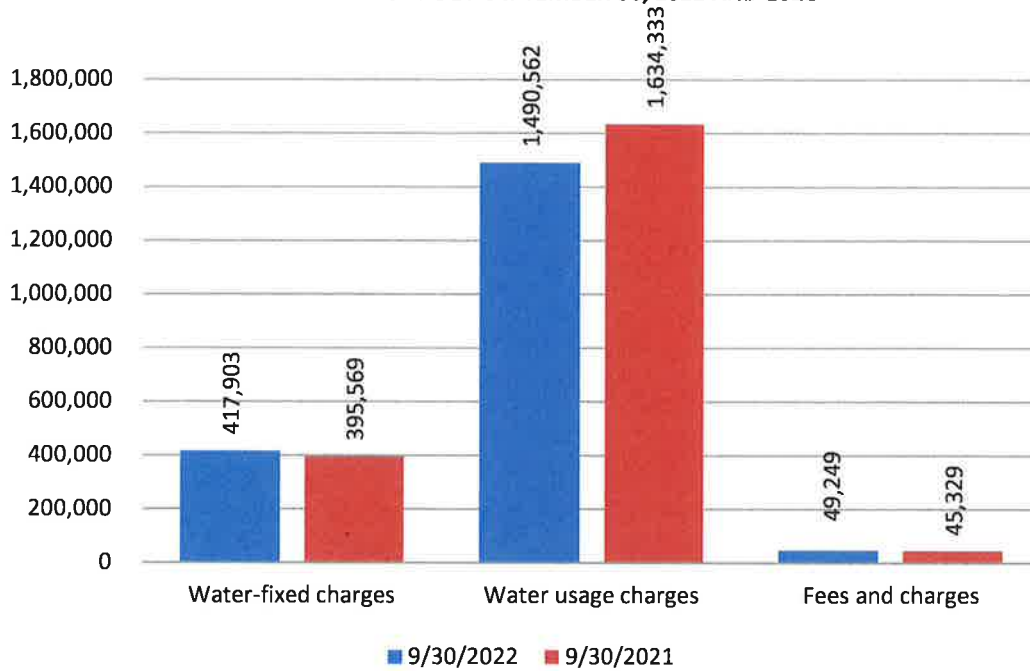
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES  
FOR THREE MONTHS ENDED SEPTEMBER 30, 2022 AND 2021**



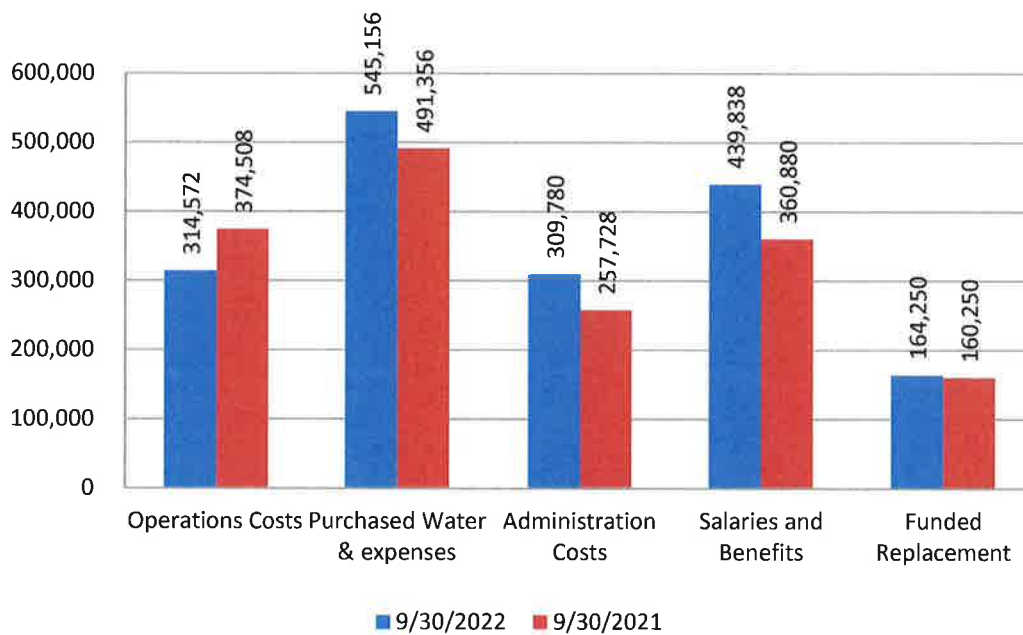
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022 AND 2021**

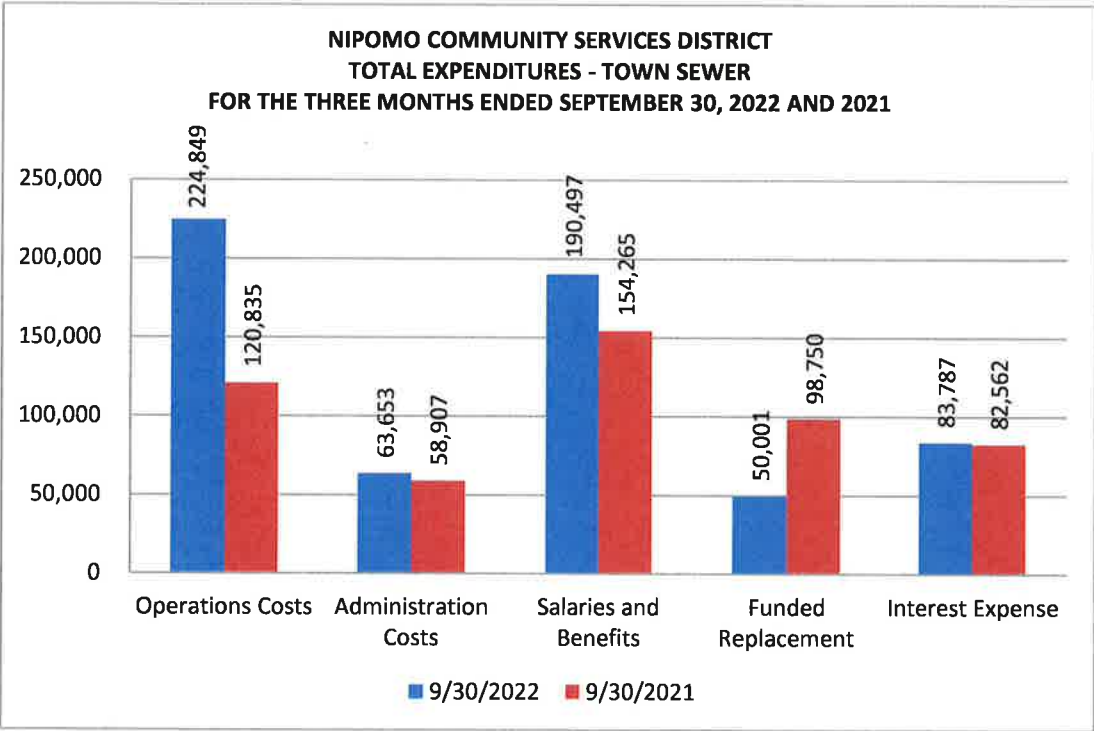
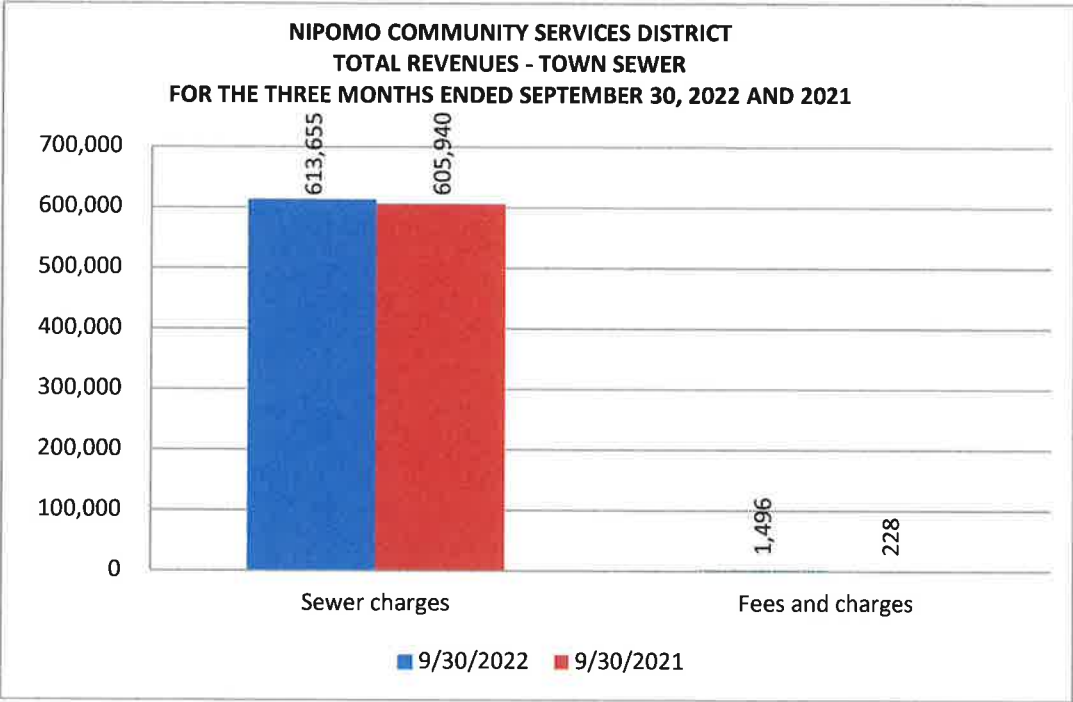


**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUE - WATER FUNDS  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022 AND 2021**



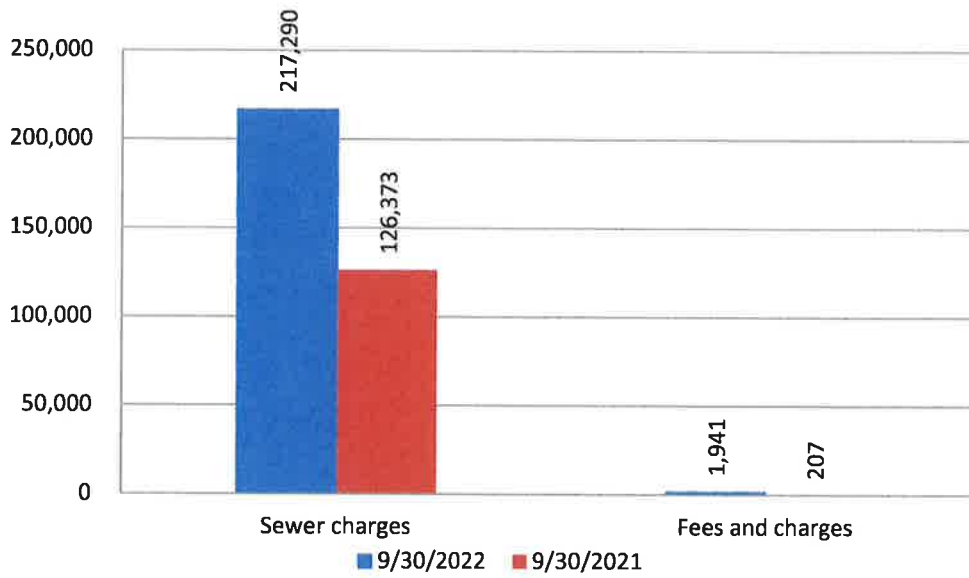
**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES - WATER FUNDS  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022 AND 2021**



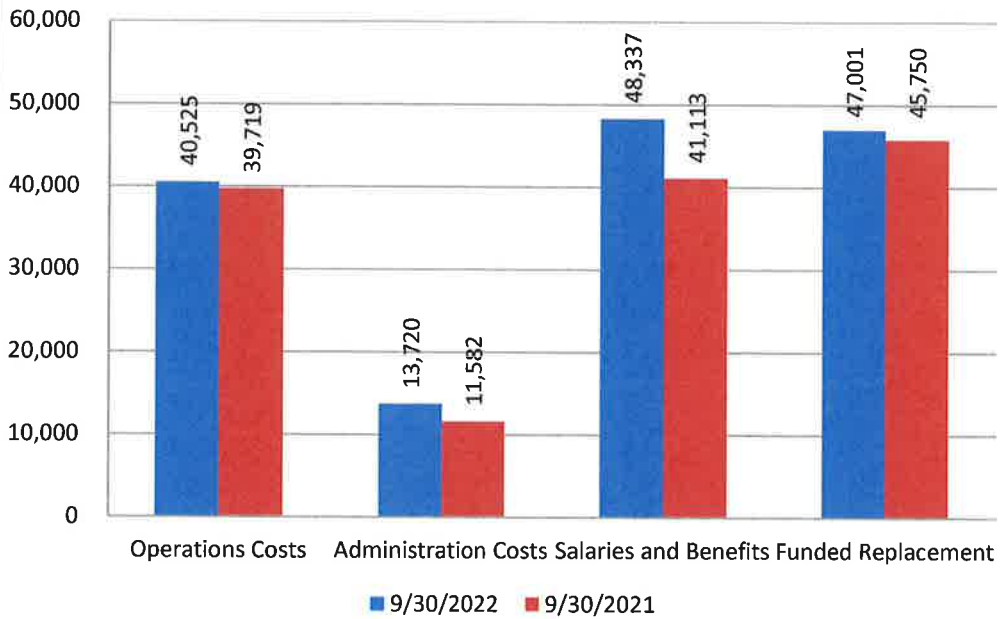




**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES - BLACKLAKE SEWER  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022 AND 2021**



**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES - BLACKLAKE SEWER  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022 AND 2021**



TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: DECEMBER 9, 2022

**AGENDA ITEM**  
**D-5**  
**DECEMBER 14, 2022**

**APPROVE TASK ORDER AMENDMENT WITH MNS ENGINEERS INC.  
FOR ADDED CONSTRUCTION MANAGEMENT SERVICES FOR  
NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT AND  
APPROVE BUDGET AMENDMENT IN THE AMOUNT OF \$30,025**

**ITEM**

Approve Task Order with MNS Engineers Inc. in the amount of \$30,025, for added construction management services for Nipomo Palms Lift Station Replacement Project, adding to the March 25, 2021 Task Order 21-01 of \$190,000 and resulting in a total cost of MNS services of \$120,025, and approve budget amendment in the amount of \$30,025 [RECOMMEND APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$30,025, AUTHORIZE STAFF TO EXECUTE TASK ORDER AND APPROVE BUDGET AMENDMENT].

**BACKGROUND**

MNS Engineers, Inc. was selected by the Board to provide construction management services for the Nipomo Palms Lift Station Replacement Project in March 2021. The Nipomo Palms Lift Station Replacement Project involves construction of a replacement lift station next to the existing lift station and demolition of the existing lift station once the replacement lift station is operational.

The Nipomo Palms Lift Station Replacement Project has exceeded the estimated construction schedule by over one year. Like other District projects, supply chain interruptions was an unforeseeable issue causing cost escalation. In addition, the District is working with a construction contractor that is requiring greater oversight by MNS due to the construction contractors experience and staffing issues. Due to the added oversight and extension of time the project is taking, MNS Engineers, Inc. is requiring additional resources to complete the task of construction management for the project.

MNS originally provided a proposal for construction management services for the Nipomo Palms Lift Station Replacement Project in March 2021, submitting a proposal to perform the work for a not to exceed amount of \$190,000. The proposal included full-time inspection, materials testing, and environmental monitoring required for the project. With the attached request for amendment totaling \$30,025, construction management cost escalate to \$120,025.

**FISCAL IMPACT**

Funding in the amount of \$30,025 will need to be transferred from Fund #810 Funded Replacement-Town Sewer Reserves for the requested Task Order amendment in FY 2022-2023 budget. Without transferring reserves from Fund #810, Funded Replacement-Town Sewer, the District could not fund the additional construction management effort by MNS and, without MNS services, would need to rely on internal staff to complete the tasks identified in November 30, 2022 MNS's contract amendment request.

**STRATEGIC PLAN**

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

**RECOMMENDATION**

Staff recommends that the Board approve a Task Order for Nipomo Palms Lift Station Replacement Project Construction Management Services with MNS Engineers, Inc. in the amount of \$30,025, authorize the General Manager to execute the Task Order and approve resolution to amend the project budget by \$30,025.

**ATTACHMENTS**

- A. MNS Engineers Inc. proposal dated November 30, 2022
- B. MNS Engineers Inc. proposal dated March 11, 2021
- C. Resolution 2022-XXXX, MNS Nipomo Palms Lift Station Amendment

DECEMBER 14, 2022

ITEM D-5

ATTACHMENT A

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: MARCH 17, 2021

**AGENDA ITEM  
D-5  
MARCH 24, 2021**

**APPROVE TASK ORDER WITH MNS ENGINEERS INC. FOR  
CONSTRUCTION MANAGEMENT SERVICES FOR  
NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT**

**ITEM**

Approve Task Order with MNS Engineers Inc. for construction management services for Nipomo Palms Lift Station Replacement Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$190,000 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

**BACKGROUND**

MNS Engineers, Inc. was selected by the Board to provide constructability, bid phase services and construction management services for the Southland Wastewater Treatment Facility (SWWTF) Phase 1 Improvement Project in 2008. Construction of Phase 1 was authorized by the Board in June 2012 and was completed in October 2014. MNS is currently providing construction management services for the SWWTF Screw Press Project.

The Nipomo Palms Lift Station Replacement Project involves construction of a replacement lift station next to the existing lift station and demolition of the existing lift station once the replacement lift station is operational.

Staff requested that MNS Engineers, Inc. provide a proposal for construction management services for the Nipomo Palms Lift Station Replacement Project. MNS Engineers, Inc. submitted the attached proposal to perform the work for a not to exceed amount of \$190,000. The proposal includes full-time inspection, materials testing, and environmental monitoring required for the project.

**FISCAL IMPACT**

Funding in the amount of \$1,251,000 is available for the project in the amended FY 2020-2021 budget. Total project costs are estimated as follows:

Construction	\$920,000
Construction Contingency	\$60,000
Construction Management and Inspection - MNS	\$190,000
Engineering Services During Construction - Cannon	\$36,000
SCADA Integration - Tesco	\$45,000
<b>Total</b>	<b>\$ 1,251,000</b>

**STRATEGIC PLAN**

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for Nipomo Palms Lift Station Replacement Project Construction Management Services with MNS Engineers, Inc. in the amount of \$190,000 and authorize the General Manager to execute the Task Order.

**ATTACHMENTS**

- A. MNS Engineers Inc. proposal dated March 11, 20210

DECEMBER 14, 2022

ITEM D-5

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2022-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AMENDING THE CONSTRUCTION  
CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR NIPOMO PALMS LIFT  
STATION REPLACEMENT PROJECT WITH MNS FOR ADDED SERVICES AND APPROVE  
BUDGET AMENDMENT IN THE AMOUNT OF \$30,025**

**WHEREAS**, the Nipomo Palms Lift Station Replacement Project involves the construction of a sewer lift station and replacement of existing facilities and components that are at the end of their useful life, and need to be replaced to ensure reliability of service and protection of the community's sanitation service; and

**WHEREAS**, MNS provides construction management services to the Nipomo Community Services District ("District") on numerous construction projects including the Nipomo Palms Lift Station Replacement Project; and

**WHEREAS**, MNS provided the District with a proposal for construction management services for \$190,000 for the Nipomo Palms Lift Station Replacement Project and the District entered into an agreement, Task Order #21-01, on March 25, 2021; and

**WHEREAS**, the Nipomo Palms Lift Station Replacement Project was delayed by materials supplies and the construction contractor required additional oversight due to their staffing experience and execution of the work caused MNS additional time and effort to oversee the work; and

**WHEREAS**, MNS has calculated the time necessary to oversee the project through completion and provided a proposal dated November 30, 2022 and includes a cost of \$30,025 to reach this objective, and District staff has determined that the cost MNS has calculated is necessary and sufficient for MNS to complete construction oversight;

**WHEREAS**, based on the staff report, staff presentation and public comment, the Board makes the following findings:

1. The proposal provided by MNS is calculated based on experience with the construction contractor,
2. The construction contractor for the Nipomo Palms Lift Station Replacement Project is subject to delays.
3. MNS, as the construction manager for the District estimates an additional \$30,025 is needed to complete their oversight of the Nipomo Palms Lift Station Replacement Project.
4. Additional funding from Fund #810, Funded Replacement-Town Sewer, must be transferred to the Nipomo Palms Lift Station Replacement Project.



**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2022-XXXX**

**NIPOMO COMMUNITY SERVICES DISTRICT AMENDING THE CONSTRUCTION  
CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR NIPOMO PALMS LIFT  
STATION REPLACEMENT PROJECT WITH MNS FOR ADDED SERVICES AND APPROVE  
BUDGET AMENDMENT IN THE AMOUNT OF \$30,025**

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

1. The General Manager is authorized to issue a Task Order for construction management to MNS not to exceed \$30,025.
2. The Board authorizes transfer of \$30,025 from Fund #810, Funded Replacement-Town Sewer, to provide additional funding for the project in the FY 2022-2023 Budget.
3. The above recitals and findings are incorporated herein by this reference.

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

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

The foregoing resolution is hereby adopted this \_\_\_\_\_ day of December 2022.

\_\_\_\_\_  
**ED EBY**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND  
LEGAL EFFECT:

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

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

DECEMBER 14, 2022

ITEM D-5

ATTACHMENT C

**November 30, 2022**

Nipomo Community Services District  
**Attention: Elizabeth Villanueva, Assistant Engineer**  
PO Box 326  
Nipomo, CA 93444

**SUBJECT: Nipomo Palms Lift Station Contract Amendment**

Dear Ms. Villanueva,

As you are aware, the completion of the Nipomo Palms Lift Station Project has taken more time and effort than originally anticipated. Although we have been able to stretch our budget to accommodate the increased construction duration, the cost required for these additional services will soon exceed our current contract amount; therefore, MNS is requesting a contract amendment to provide additional funds for this increase in scope and services. Our original staffing plan assumed a project duration of 270 days, with a construction period of 5 months, but the project is now in month 18 and is estimated to be completed by the end of December 2022. Thus, the project required an additional ten to eleven months of service than originally estimated.

The primary cause for the increased services is due to the extended contract completion time, which was caused by pump procurement issues and delays. The additional tasks remaining to complete the contract work are as indicated below:

- Startup and commissioning
- Site cleanup and fine grading
- Punchlist item completion / inspection and sign off
- Project closeout / Archives and Electronic Documentation

Based on the cost of services performed to date and the remaining balance in our current contract, we estimate the cost to complete the work described above including closeout to be \$30,024.00 as outlined in the attached closeout cost estimate.

Thank you for your consideration on this matter. Please contact me at [gchelini@mnsengineers.com](mailto:gchelini@mnsengineers.com) or 805.692-6921 with any questions you may have.

Sincerely,

**MNS Engineers, Inc.**



Gregory Chelini, PE  
Vice President/Principal Construction Manager

Encl. Cost Proposal





**M & Inspection Services  
Nipomo Palms Lift Station Project  
Nipomo Community Services District**

<b>Additional Services Cost Estimate</b>			
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Role	2015			TOTAL HOURS	HOURLY RATE	TOTAL COST
	Dec	Jan	Feb			
<b>CONSTRUCTION PHASE</b>						
Construction Manager	16			16	205.00	\$ 3,280.00
Construction Inspector	136			136	156.00	\$ 21,216.00
<b>CONSTRUCTION MANAGEMENT SUB-TOTAL</b>	<b>152</b>	<b>0</b>	<b>0</b>	<b>152</b>		<b>\$ 24,496.00</b>
<b>PROJECT CLOSEOUT</b>						
Construction Manager	16			16	205.00	\$ 3,280.00
Construction Inspector	8			8	156.00	\$ 1,248.00
<b>PROJECT CLOSEOUT SUB-TOTAL</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>24</b>		<b>\$ 4,528.00</b>
<b>TOTALS</b>	<b>176</b>	<b>0</b>	<b>0</b>	<b>176</b>		<b>\$ 29,024.00</b>

Sub Consultants				TOTAL COST
Materials Testing				\$ 1,000.00
<b>SUB CONSULTANTS SUB-TOTAL</b>				<b>\$ 1,000.00</b>

<b>CM &amp; INSPECTION ADDITIONAL SEVERICES TOT</b>	<b>\$ 30,024.00</b>
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TO: BOARD OF DIRECTORS

## AGENDA ITEM

FROM: MARIO IGLESIAS  
GENERAL MANAGER



## D-6

DATE: DECEMBER 9, 2022

DECEMBER 14, 2022

### **APPROVE NEWTON GEO-HYDROLOGY 2023 CONSULTING SERVICES CONTRACT SCOPE AND \$90,000 BUDGET**

#### **ITEM**

Consider scope and budget for calendar year 2023 for Newton Geo-Hydrology Consulting Services [RECOMMEND APPROVE SCOPE AND BUDGET FOR NEWTON GEO-HYDROLOGY TO PROVIDE 2023 CONSULTING SERVICES TO NIPOMO COMMUNITY SERVICES DISTRICT]

#### **BACKGROUND**

Dr. Brad Newton has provided litigation support services and general hydrologic consulting services to the District throughout the groundwater adjudication process. Dr. Newton represents the District on the Nipomo Mesa Management Area Technical Group.

The contracts for Dr. Newton's services are reviewed by your Board each calendar year. The attached scopes of work from Newton Geo-Hydrology present the proposed scope of services and budget for 2023.

The proposal covers two tasks, General Consultation (not to exceed limit of \$10,000) and Santa Maria Groundwater Adjudication support (not to exceed limit of \$80,000).

#### **FISCAL IMPACT**

The approved FY 22-23 Budget includes funding for six months of Dr. Newton's services. The remaining six months of services will be included in the FY 23-24 Budget.

#### **STRATEGIC PLAN**

Goal 1. WATER SUPPLIES. Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

1.6 Continue to monitor and participate in water supply issues and programs with other local and regional organizations

#### **RECOMMENDATION**

Staff recommends the Board of Directors by motion and roll-call vote, approve the 2022 Support Services Contract with Newton Geo-Hydrology Consulting Services, LLC for a not-to-exceed amount of \$90,000.00 and direct staff to issue Task Order 2023-1 in the amount of \$10,000 and Task Order 2023-2 in the amount of \$80,000.

#### **ATTACHMENTS**

A. Newton Geo-Hydrology Consulting Services, LLC 2023 Task Orders and Exhibits

DECEMBER 14, 2022

ITEM D-6

ATTACHMENT A

**ATTACHMENT #1 To EXHIBIT "A"**

**to  
AGREEMENT FOR PROFESSIONAL SERVICES**

**Between  
NIPOMO COMMUNITY SERVICES DISTRICT  
and  
NEWTON GEO-HYDROGEOLOGY CONSULTING SERVICES, LLC**

**January 1, 2023**

**REQUEST FOR SERVICES – TASK ORDER # 2023-1**

**AUTHORIZATION FOR SERVICES:**

At the request of the Nipomo Community Services District, Engineer Consultant is to provide services as described herein. The terms and conditions of the Agreement for Professional Engineering Services, dated June 11, 2013 are incorporated herein by this reference. The scope of services requested along with the schedule and fees for said services are set forth below as follows:

**SCOPE OF SERVICES REQUESTED** (Additional information may be attached as an Exhibit.);

General consultation as further described in the NCSD-EXH A TO 2023-1 Proposal for Services attached as Exhibit A.

**TIME FOR PERFORMANCE** (Additional information may be attached as an Exhibit.):

Continuing


**ENGINEERING FEES:**

The Engineering fees for these services is not to exceed \$10,000.

**NIPOMO COMMUNITY SERVICES**

\_\_\_\_\_  
Approved By: Mario E. Iglesias  
Title: General Manager  
Date:

**ENGINEER-CONSULTANT**

  
Approved By: Brad Newton  
Title: Manager  
Date: 12/4/2022



## Newton Geo-Hydrology Consulting Services, LLC

### Exhibit A for Task Order # 2023-1

Task Order #2023-1, General Consultation, is to allow for Newton Geo-Hydrology Consulting Services (Consultant) to provide the following services, on an as-requested basis, that are not included within the scope of other Task Orders. Such services include Part A and Part B as follows:

- A. Preparation of Spring and Fall Ground Water Index (GWI) technical memoranda and presentation thereof to the District Board of Directors. It is understood that reports will, in whole or in part, be based on confidential information obtained in confidence from landowners related to private wells, (see specifically Section 26 of the Agreement related to confidential information). The estimated cost for the GWI technical memorandum and presentation at NCS D Board of Directors meeting under Task Order #2023-1 Part A is eight thousand (\$8,000) dollars, which accounts for forty (40) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs.
- B. Preparation of other technical memorandums at the request of either the General Manager or the District Board of Directors. The estimated budget for other technical memorandums under Task Order #2023-1 Part B is two thousand dollars (\$2,000).

### Budget

The total budget for Task Order #2023-1 Parts A and B, through December 31, 2023, is ten thousand (\$10,000) dollars to be billed on a time and material basis in accordance with the Agreement.



**ATTACHMENT #1 To EXHIBIT "A"**

**to  
AGREEMENT FOR PROFESSIONAL SERVICES**

**Between  
NIPOMO COMMUNITY SERVICES DISTRICT  
and  
NEWTON GEO-HYDROGEOLOGY CONSULTING SERVICES, LLC**

**January 1, 2023**

**"REQUEST FOR SERVICES – TASK ORDER # 2023-2**

**AUTHORIZATION FOR SERVICES:**

**At the request of the Nipomo Community Services District, Engineer Consultant is to provide services as described herein. The terms and conditions of the Agreement for Professional Engineering Services, dated June 11, 2013 are incorporated herein by this reference. The scope of services requested along with the schedule and fees for said services are set forth below as follows:**

**SCOPE OF SERVICES REQUESTED (Additional information may be attached as an Exhibit.);**

General consultation related to Santa Maria Groundwater Adjudication as further described in the NCSD-EXH A TO 2023-2 Proposal for Services attached as Exhibit A.

**TIME FOR PERFORMANCE (Additional information may be attached as an Exhibit.):**

Continuing

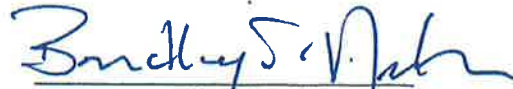
**ENGINEERING FEES:**

The Engineering fees for these services is not to exceed \$80,000.

**NIPOMO COMMUNITY SERVICES**

**ENGINEER-CONSULTANT**

\_\_\_\_\_  
Approved By: Mario E. Iglesias  
Title: General Manager  
Date:

  
Approved By: Brad Newton  
Title: Manager  
Date: 12/4/2022



## Newton Geo-Hydrology Consulting Services, LLC

### Exhibit A for Task Order # 2023-2

Task Order # 2023-2 is to allow for Newton Geo-Hydrology Consulting Services (Consultant) to provide the following litigation support services related to the Groundwater Adjudication presented in Part A through Part D as follows:

- A. Preparation for, travel, and attendance/participation at Nipomo Mesa Management Area (NMMA) Technical Group (TG) regular monthly meetings. The estimated cost for each of NMMA TG fourteen (14) regular meetings under Task Order # 2023-2 is three thousand (\$3,000) dollars, which accounts for fourteen (14) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs. The estimated budget for Task Order # 2023-2 Part A is forty-two thousand dollars (\$42,000).
- B. Preparation for, travel, and attendance/participation at Management Areas (MAs) Subcommittee ad hoc meetings, including meetings with the NCMA and SMVMA representatives. The estimated cost for each of MAs Subcommittee four (4) regular meetings under Task Order # 2023-2 is one thousand five hundred (\$1,500) dollars, which accounts for six (6) hours of Dr. Newton's efforts plus budget for travel. The estimated budget for Task Order # 2023-2 Part B is six thousand dollars (\$6,000).
- C. Preparation of the Annual Report to the Court pursuant to the Final Judgment of the Santa Maria Groundwater Litigation. The estimated budget for Task Order # 2023-2 Part C, which accounts for one hundred seventy (170) hours of Dr. Newton's efforts plus budget for travel, plus materials and other direct costs, is thirty-two thousand dollars (\$32,000).
- D. Preparation of reports and technical memorandums related to NMMA TG functions with the prior approval of either the District General Manager or District Legal Counsel, and other opinions requested by District Legal Counsel. It is understood that reports will, in whole or in part, be based on confidential information obtained in confidence from landowners related to private wells. (see specifically Section 26 of the Agreement related to confidential information). The estimated budget for Task Order # 2023-2 Part D is unknowable in advance of a specific scope and schedule for said reports, technical memorandums, or other opinions.

#### **Budget**

The total budget for Task Order # 2023-2 Part A, Part B, and Part C through December 31, 2023, is eighty thousand (\$80,000) dollars to be billed on a time and material basis in accordance with the Agreement.

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: December 8, 2022



## APPROVE 2023 BOARD MEETING SCHEDULE

### ITEM

Review and approve 2023 schedule of Regular Board Meetings. [RECOMMEND REVIEW AND APPROVE 2023 BOARD MEETING SCHEDULE]

### BACKGROUND

Section 2.1 of the Board By-Laws states:

*Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 9:00 a.m. on the second and fourth Wednesday of each calendar month in the Board Room at the District Office located at 148 South Wilson, Nipomo, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.*

Proposed Regular Board Meeting Schedule for 2023

<b>1<sup>st</sup> Meeting of Month</b>	<b>2<sup>nd</sup> Meeting of Month</b>
January 11	January 25
February 8	February 22
March 8	March 22
April 12	April 26
May 10	May 24
June 14	June 28
July 12	July 26
August 9	August 23
September 13	September 27
October 11	October 25
November 8	November 22
December 13	Recess – Holiday Season

Special Meetings will be called subject to Section 2.2 of the Board By-Laws as follows:

*Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice.*

All meetings will be noticed pursuant to the Brown Act.

### RECOMMENDATION

Staff recommends that your Board by motion and roll call vote approve the 2023 Board Meeting Schedule as presented above.