

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: FEBRUARY 3, 2017

**AGENDA ITEM**

**D**

**FEBRUARY 8, 2017**

## **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 REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVAL]
- D-3) ACCEPT SECOND QUARTER FISCAL YEAR 2017 QUARTERLY FINANCIAL  
REPORT [RECOMMEND ACCEPT REPORT]

TO: BOARD OF DIRECTOR

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

FROM: LISA BOGNUDA   
FINANCE DIRECTOR

DATE: FEBRUARY 3, 2017

**AGENDA ITEM**  
**D-1**  
**FEBRUARY 8, 2017**

**HAND WRITTEN CHECKS**

None

VOIDS – NONE

**TOTAL COMPUTER CHECKS**  
\$606,705.78

**COMPUTER GENERATED CHECKS – SEE ATTACHED**



Nipomo Community Services District

Item D-1 Warrants February 8, 2017  
By Payment Number

Payment Dates 02/08/2017 - 02/08/2017

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 2137</b>				
1st Enterprise Bank	Retention payment #9	INV0002860	02/08/2017	10,110.00
				<b>Payment 2137 Total: 10,110.00</b>
<b>Payment: 2138</b>				
Abalone Coast Analytical, Inc.	Lab tests	INV0002814	02/08/2017	5,983.00
				<b>Payment 2138 Total: 5,983.00</b>
<b>Payment: 2139</b>				
Advantage Answering Plus, In	Answering service	INV0002815	02/08/2017	140.30
				<b>Payment 2139 Total: 140.30</b>
<b>Payment: 2140</b>				
AECOM USA Inc.	Joshua Road Pump Station	INV0002816	02/08/2017	2,856.60
AECOM USA Inc.	Phase 1 engineering during co	INV0002875	02/08/2017	1,026.00
				<b>Payment 2140 Total: 3,882.60</b>
<b>Payment: 2141</b>				
Alexander's Contract Services,	Meter reading	INV0002817	02/08/2017	2,621.74
				<b>Payment 2141 Total: 2,621.74</b>
<b>Payment: 2142</b>				
AmeriPride	Uniforms	INV0002876	02/08/2017	202.10
AmeriPride	Uniforms	INV0002819	02/08/2017	199.95
AmeriPride	Uniforms	INV0002818	02/08/2017	208.73
				<b>Payment 2142 Total: 610.78</b>
<b>Payment: 2143</b>				
AT&T	Telephone	INV0002820	02/08/2017	158.70
AT&T	Telephone	INV0002821	02/08/2017	26.13
AT&T	Telephone	INV0002822	02/08/2017	212.81
AT&T	Telephone	INV0002794	02/08/2017	171.79
				<b>Payment 2143 Total: 569.43</b>
<b>Payment: 2144</b>				
Bentley Systems, Inc.	Water/Sewer GEMS subscript	INV0002824	02/08/2017	1,834.00
				<b>Payment 2144 Total: 1,834.00</b>
<b>Payment: 2145</b>				
BNI Building News	Public works cost book 2017	INV0002858	02/08/2017	131.10
				<b>Payment 2145 Total: 131.10</b>
<b>Payment: 2146</b>				
Brenntag Pacific, Inc.	Sodium hypochlorite	INV0002855	02/08/2017	917.13
				<b>Payment 2146 Total: 917.13</b>
<b>Payment: 2147</b>				
California Electric Supply	Meter load monitor	INV0002826	02/08/2017	273.49
California Electric Supply	Spring nut/angle clamp	INV0002825	02/08/2017	63.00
				<b>Payment 2147 Total: 336.49</b>
<b>Payment: 2148</b>				
California Water Environment	Grade 2 Collections	INV0002812	02/08/2017	165.00
				<b>Payment 2148 Total: 165.00</b>
<b>Payment: 2149</b>				
California Water Environment	Grade 3 Collections	INV0002811	02/08/2017	83.00
				<b>Payment 2149 Total: 83.00</b>
<b>Payment: 2150</b>				
Canvas Solutions, Inc.	Work order software subscrip	INV0002827	02/08/2017	1,155.00
				<b>Payment 2150 Total: 1,155.00</b>

## Item D-1 Warrants February 8, 2017

Payment Dates: 02/08/2017 - 02/08/2017

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 2151</b>				
Charter Communications	Internet - Shop and/or Office	INV0002829	02/08/2017	225.00
Charter Communications	Internet - Shop and/or Office	INV0002828	02/08/2017	225.00
<b>Payment 2151 Total:</b>				<b>450.00</b>
<b>Payment: 2152</b>				
City of Santa Maria	Water purchased 10-01-16 to	70927	02/08/2017	344,449.29
<b>Payment 2152 Total:</b>				<b>344,449.29</b>
<b>Payment: 2153</b>				
Clever Ducks	Server warranty renewal	INV0002799	02/08/2017	1,321.75
Clever Ducks	Upgrade Acrobat/relocate sof	INV0002830	02/08/2017	270.00
Clever Ducks	Replacement workstation set	INV0002831	02/08/2017	495.00
<b>Payment 2153 Total:</b>				<b>2,086.75</b>
<b>Payment: 2154</b>				
Corix Water Products (US) Inc	Enclosure sand	INV0002834	02/08/2017	450.09
Corix Water Products (US) Inc	Repair clamp/bolt sets/gasket	INV0002878	02/08/2017	464.98
Corix Water Products (US) Inc	Water meter gaskets	INV0002877	02/08/2017	177.12
<b>Payment 2154 Total:</b>				<b>1,092.19</b>
<b>Payment: 2155</b>				
Engel & Gray, Inc.	Biosolid removal	INV0002801	02/08/2017	115.00
Engel & Gray, Inc.	Biosolid removal	INV0002870	02/08/2017	115.00
Engel & Gray, Inc.	Biosolid removal	INV0002802	02/08/2017	115.00
Engel & Gray, Inc.	Biosolid removal	INV0002869	02/08/2017	115.00
<b>Payment 2155 Total:</b>				<b>460.00</b>
<b>Payment: 2156</b>				
Ferguson Enterprises, Inc.	PVC SOC flg	INV0002835	02/08/2017	26.45
Ferguson Enterprises, Inc.	Sphere expansion jt	INV0002837	02/08/2017	75.54
Ferguson Enterprises, Inc.	Hydrant bury	INV0002838	02/08/2017	468.82
Ferguson Enterprises, Inc.	Valve kits	INV0002836	02/08/2017	252.79
<b>Payment 2156 Total:</b>				<b>823.60</b>
<b>Payment: 2157</b>				
FGL Environmental	Lab tests	INV0002841	02/08/2017	55.00
FGL Environmental	Lab tests	INV0002840	02/08/2017	83.00
FGL Environmental	Lab tests	INV0002839	02/08/2017	649.00
<b>Payment 2157 Total:</b>				<b>787.00</b>
<b>Payment: 2158</b>				
Flo-Systems, Inc.	Washer seal/plug/ring	INV0002879	02/08/2017	321.43
<b>Payment 2158 Total:</b>				<b>321.43</b>
<b>Payment: 2159</b>				
Frontier Communications	Telephone	INV0002842	02/08/2017	52.48
<b>Payment 2159 Total:</b>				<b>52.48</b>
<b>Payment: 2160</b>				
Great Western Alarm and Co	Alarm monitoring service	INV0002806	02/08/2017	35.00
Great Western Alarm and Co	Alarm monitoring service	INV0002807	02/08/2017	67.00
Great Western Alarm and Co	Alarm monitoring service	INV0002804	02/08/2017	67.00
<b>Payment 2160 Total:</b>				<b>169.00</b>
<b>Payment: 2161</b>				
Hach Company	Chemkeys	INV0002854	02/08/2017	1,874.90
<b>Payment 2161 Total:</b>				<b>1,874.90</b>
<b>Payment: 2162</b>				
HD Supply Waterworks, Ltd.	Sandbags	INV0002843	02/08/2017	462.78
<b>Payment 2162 Total:</b>				<b>462.78</b>
<b>Payment: 2163</b>				
Heritage Environmental Servi	Labpack	INV0002844	02/08/2017	598.51
<b>Payment 2163 Total:</b>				<b>598.51</b>

## Item D-1 Warrants February 8, 2017

Payment Dates: 02/08/2017 - 02/08/2017

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 2164</b>				
Hopkins Technical Products, I	Float flow control/sitrrer	INV0002845	02/08/2017	470.63
<b>Payment 2164 Total:</b>				<u>470.63</u>
<b>Payment: 2165</b>				
Integrated Industrial Supply, I	Latex gloves	INV0002846	02/08/2017	125.21
Integrated Industrial Supply, I	disposable coverall/gloves	INV0002847	02/08/2017	294.65
<b>Payment 2165 Total:</b>				<u>419.86</u>
<b>Payment: 2166</b>				
Landmark Landscape Compan	Landscape maintenance distri	INV0002848	02/08/2017	550.00
<b>Payment 2166 Total:</b>				<u>550.00</u>
<b>Payment: 2167</b>				
Lee Central Coast Newspaper	Water conservation advertisi	INV0002850	02/08/2017	390.00
<b>Payment 2167 Total:</b>				<u>390.00</u>
<b>Payment: 2168</b>				
Lee Central Coast Newspaper	Annual subscription	INV0002849	02/08/2017	219.10
<b>Payment 2168 Total:</b>				<u>219.10</u>
<b>Payment: 2169</b>				
Mainline Utility Company	Locate sewer laterals	INV0002851	02/08/2017	650.00
<b>Payment 2169 Total:</b>				<u>650.00</u>
<b>Payment: 2170</b>				
Maldonado, Francisco	WW Grade 3 exam reimburse	INV0002880	02/08/2017	350.00
<b>Payment 2170 Total:</b>				<u>350.00</u>
<b>Payment: 2171</b>				
Newman, Russ	Reimbursement WW Grade I	INV0002809	02/08/2017	340.00
<b>Payment 2171 Total:</b>				<u>340.00</u>
<b>Payment: 2172</b>				
Newton Geo-Hydrology Cons	Litigation support	INV0002856	02/08/2017	8,973.23
<b>Payment 2172 Total:</b>				<u>8,973.23</u>
<b>Payment: 2173</b>				
NexTraq	GPS subscription	INV0002798	02/08/2017	399.50
<b>Payment 2173 Total:</b>				<u>399.50</u>
<b>Payment: 2174</b>				
Office Depot	Office supplies	INV0002852	02/08/2017	189.50
<b>Payment 2174 Total:</b>				<u>189.50</u>
<b>Payment: 2175</b>				
Pacific Hydrotech Corporation	Progress payment #9	INV0002859	02/08/2017	192,090.00
<b>Payment 2175 Total:</b>				<u>192,090.00</u>
<b>Payment: 2176</b>				
Polydyne, Inc.	Clarifloc	INV0002881	02/08/2017	569.50
<b>Payment 2176 Total:</b>				<u>569.50</u>
<b>Payment: 2177</b>				
Precision Janitorial	Janitorial services	INV0002797	02/08/2017	700.00
<b>Payment 2177 Total:</b>				<u>700.00</u>
<b>Payment: 2178</b>				
Richards, Watson & Gershon	Water rights adjudication	INV0002853	02/08/2017	2,602.00
<b>Payment 2178 Total:</b>				<u>2,602.00</u>
<b>Payment: 2179</b>				
SoCalGas	Heat - shop/office	INV0002810	02/08/2017	61.76
<b>Payment 2179 Total:</b>				<u>61.76</u>
<b>Payment: 2180</b>				
Tesco Controls, Inc.	Analyzer panels	INV0002882	02/08/2017	10,000.00
<b>Payment 2180 Total:</b>				<u>10,000.00</u>

Item D-1 Warrants February 8, 2017

Payment Dates: 02/08/2017 - 02/08/2017

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 2181</b>				
Tuckfield & Associates	Rate Study progress payment	INV0002857	02/08/2017	4,185.00
<b>Payment 2181 Total:</b>				<u>4,185.00</u>
<b>Payment: 2182</b>				
US Bank National Association	Board/mgmt photos	INV0002866	02/08/2017	325.00
US Bank National Association	Rewritable disk	INV0002865	02/08/2017	40.46
US Bank National Association	Survey fee/ads	INV0002864	02/08/2017	46.00
US Bank National Association	Secretary of State filing fee	INV0002862	02/08/2017	20.00
US Bank National Association	Chamber installation/Awards	INV0002867	02/08/2017	130.00
US Bank National Association	Notary class/supplies	INV0002863	02/08/2017	413.02
<b>Payment 2182 Total:</b>				<u>974.48</u>
<b>Payment: 2183</b>				
Verizon Wireless	Cell service	INV0002868	02/08/2017	403.72
<b>Payment 2183 Total:</b>				<u>403.72</u>

TO: BOARD OF DIRECTORS  
FROM: MARIO IGLESIAS  
GENERAL MANAGER  
DATE: FEBRUARY 3, 2017

**AGENDA ITEM  
D-2  
FEBRUARY 8, 2017**

**APPROVE JANUARY 25, 2017  
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, 2017 draft Regular Board Meeting Minutes

February 8, 2017

ITEM D-2

ATTACHMENT A



# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community Since 1965*

## DRAFT REGULAR MINUTES

**JANUARY 25, 2017 AT 9:00 A.M.**

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

### **BOARD of DIRECTORS**

DAN ALLEN GADDIS, **PRESIDENT**  
ED EBY, **VICE PRESIDENT**  
BOB BLAIR, **DIRECTOR**  
CRAIG ARMSTRONG, **DIRECTOR**  
DAN WOODSON, **DIRECTOR**

### **PRINCIPAL STAFF**

MARIO IGLESIAS, **GENERAL MANAGER**  
LISA BOGNUDA, **FINANCE DIRECTOR**  
MICHAEL W. SEITZ, **GENERAL COUNSEL**  
PETER SEVCIK, **DIRECTOR OF ENG. & OPS.**  
JESSICA MATSON, **BOARD CLERK**

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.

00:00:00 A. CALL TO ORDER AND FLAG SALUTE

*President Gaddis called the Regular Meeting of January 25, 2017 to order at 9:00 a.m. and led the flag salute.*

00:00:31 B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

*At Roll Call, all Directors were present.*

*There were no public comments.*

C. PRESENTATIONS AND REPORTS

00:00:41 C-1) REVIEW OF PUBLIC INFORMATION PROGRAM ACTIVITIES

*Mario Iglesias, General Manager, introduced the item as presented in the Board Packet.*

*Jessica Matson, Public Information Director, gave a presentation on the District's outreach efforts during the 2016 calendar year. Ms. Matson answered questions from the Board.*

*There were no public comments.*

00:07:13 C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.

Receive Announcements and Reports from Directors

Director Woodson

- *January 23, Attended the South County Advisory Council (SCAC) meeting*

Director Blair

- *January 19, Attended the Nipomo Chamber of Commerce 2017 Installation Dinner*
- *January 12, Attended the Coastal Commission Reception*

Director Eby

- *January 17, Attended the NCSO Board Officer's meeting*
- *January 19, Attended Local Area Formation Committee (LAFCO) meeting*
- *January 23, Attended the Nipomo Mesa Management Area Technical Group (NMMA-TG) meeting*

SUBJECT TO BOARD APPROVAL

Director Gaddis

- January 17, Attended the NCSD Officer’s meeting
- January 23, Attended the Nipomo Mesa Management Area Technical Group (NMMA-TG) meeting

C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE and FILE PRESENTATIONS AND REPORTS

*The following members of the public spoke:*

Noel Heal, Blacklake resident, asked if the Board could report on items discussed in the NMMA-TG meeting. Director Gaddis responded that it is a closed meeting so he is not able to report. Mario Iglesias, General Manager, commented that Blacklake has a NMMA-TG representative.

*Upon the motion of Director Craig Armstrong and seconded, the Board unanimously approved to receive and file the presentations and reports as submitted.  
 Vote 5-0.*

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

00:09:37

D. CONSENT AGENDA

- D-1) WARRANTS
- D-2) APPROVE JANUARY 11, REGULAR BOARD MEETING MINUTES
- D-3) INVESTMENT POLICY – FOURTH QUARTER REPORT

*There were no public comments.*

*Upon the motion of Director Ed Eby and seconded, the Board unanimously approved the consent Agenda.  
 Vote 5-0.*

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

E. ADMINISTRATIVE ITEMS

00:10:13

- E-1) REVIEW NIPOMO CSD WATER SHORTAGE RESPONSE AND MANAGEMENT PLAN STAGES AND POSSIBLE ACTIONS

*Mario Iglesias, General Manager, gave a presentation on the Nipomo Mesa Management Area Technical Group’s (NMMA-TG) water shortage criteria and current status of the District’s conservation efforts.*

*Mr. Iglesias reported that the District has reduced groundwater pumping by 51.2% for the July 2016 – January 2017 period, exceeding NMMA-TG’s target reduction goal of 50%. The District saw a 68.1% reduction in groundwater pumping in January.*

SUBJECT TO BOARD APPROVAL

*Mr. Iglesias also reviewed possible actions available for consideration by the Board.*

*Director Blair commented that Nipomo is in better shape due to the recent rains.*

*Director Eby commented on the District's pumping levels and recommended not taking further actions since the pumping reduction target was met.*

*Director Armstrong suggested the Board defer any actions until well readings in the spring.*

*Director Gaddis commented that the District has met the target and suggested the Board not take action until further review of well levels in the spring.*

*Director Woodson recommended the Board not take further action and asked staff if projects in the Intent-to-Serve (ITS) process will be prioritized. Mr. Iglesias responded that there's no need for the District to prioritize projects unless it is a health and safety issue.*

*The following members of the public spoke:*

*Dan Hall, Blacklake resident, commented on the District hydrogeologist's rainfall report and asked about official rainfall reports. Mr. Iglesias directed Mr. Hall to the County's website for official rainfall totals.*

*Bill Kengel, developer, asked about the District's pumping amounts from Santa Maria and when the supplemental water project will reach full capacity. Peter Sevcik, Director of Engineering & Operations, responded that the project is scheduled to be completed by 2025. Mr. Sevcik also commented about the Joshua Road Pump Station Reservoir Project currently in progress.*

*Emily York, developer representative, encouraged the Board to continue current Stage IV actions until further review of key wells in the spring.*

*Craig Neilson, representative for Tract 2652, commented that his client would like to process their application within the next six months and all fees will be paid to the District.*

*Noel Heal, Blacklake resident, commented on the timing of the Key Wells Index and the process for Board decision.*

*Director Eby commented on rainfall levels.*

*Director Armstrong asked staff to explain the rain year. Mr. Iglesias clarified that the rain year begins in October and ends in September.*

*Director Eby commented that the Key Wells Index is only calculated once a year due to a decision made by the NMMA-TG when it was first formed.*

*Mike Seitz, District Legal Counsel, commented on the Key Wells Index process and stated that the District also pays for a fall reading from a hydrogeologist.*

*The Board agreed no action was necessary at this time and directed staff to not enforce additional conservation measures until further review of well levels in the spring.*

00:34:18

00:51:36

E-2) AUTHORIZE STAFF TO NEGOTIATE CONTRACT FOR ENGINEERING SERVICES FOR THE NIPOMO PALMS LIFT STATION REHABILITATION PROJECT WITH CANNON CORPORATION

*Peter Sevcik, Director of Engineering and Operations, reviewed the report as presented in the Board Packet. Mr. Sevcik answered questions from the Board.*

*The following members of the public spoke:*

*Dan Hall, Blacklake resident, commented that Blacklake is also in need of a lift station replacement and design work could be done at the same time.*

*Upon the motion of Director Craig Armstrong and seconded, the Board authorized staff to negotiate a contract for Engineering Services with Cannon Corporation.*

*Vote 5-0.*

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

01:01:25

F. MANAGER'S REPORT

*Mario Iglesias, General Manager, reviewed the report as presented in the Board packet. Mr. Iglesias answered questions from the Board.*

*There were no public comments.*

G. COMMITTEE REPORTS

*None.*

01:02:55

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

*None.*

01:03:09

I. CLOSED SESSION ANNOUNCEMENTS

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

a) SMVWCD VS. NCSO (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

*There were no public comments.*

K. ADJOURN TO CLOSED SESSION

*President Gaddis adjourned to closed session at 10:03 a.m.*

Nipomo Community Services District  
REGULAR MEETING  
MINUTES

- L. OPEN SESSION  
ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

*The Board came back into Open Session at 10:24 AM.*

*Mike Seitz, District Legal Counsel, announced that the Board discussed Item I.1(a), heard a report, but took no reportable action.*

ADJOURN

*President Gaddis adjourned the meeting at 10:25 AM.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 4 minutes
Closed Session	21 minutes
TOTAL HOURS	1 hour 25 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 3, 2017



**ACCEPT SECOND QUARTER FISCAL YEAR 2017  
QUARTERLY FINANCIAL REPORT**

**BACKGROUND**

As of December 31, 2016, the 2016-2017 Fiscal year is 50% complete. The consolidated operating revenues are 52.23% of budget, operating expenditures are at 47.46% of budget and general and administrative expenditures are at 46.31% 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 accept report and direct Staff to file the quarterly financial report for the second quarter of fiscal year 2016-2017.

**ATTACHMENT**

- A. Pages 1-10 – NCSD Quarterly Financial Report

February 8, 2017

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF NET POSITION - (Unaudited)  
DECEMBER 31, 2016**

**ASSETS**

Current assets:

Cash and cash equivalents	\$ 16,486,741
Accounts receivable	307,705
Unbilled utilities receivable	937,000
Accrued interest receivable	26,485
Due from the State	110,000
Due from partner purveyors	140,331
Contracts receivable, current portion	<u>70,036</u>
Total current assets	<u>18,078,298</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	258,916
Cash with fiscal agent	605,227
Deposits and other assets	101,072
Contracts receivable, less current portion	6,021,208
Net OPEB asset	73,140

Capital assets:

Capital assets, net of depreciation	<u>65,987,717</u>
Total noncurrent assets	<u>73,047,280</u>

Total assets 91,125,578 (A)

Deferred Outflows of Resources

Pension related 373,960 (B)

**LIABILITIES**

Current liabilities:

Accounts payable	623,853
Deposits	859,906
Accrued Liabilities	293,468
Current portion of long-term debt	<u>482,049</u>
Total current liabilities	<u>2,259,276</u>

Noncurrent liabilities:

Net pension liability	1,174,145
Long-term debt, less current portion	<u>20,731,519</u>
Total noncurrent liabilities	<u>21,905,664</u>

Total liabilities 24,164,940 (C)

Deferred Inflows of Resources

Pension related 173,064 (D)

**NET POSITION**

Net investment in capital assets	42,717,685
Restricted for system expansion, replacement and debt service	11,831,772
Unrestricted	<u>12,612,077</u>

Total net position (A)+(B)-(C)-(D) \$ 67,161,534



**NIPOMO COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)  
FOR THE SIX MONTHS ENDED DECEMBER 31, 2016**

	YEAR-TO- DATE	BUDGET	% OF BUDGET
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 615,298	1,221,000	50.39%
Supplemental fixed charges	182,640	362,000	50.45%
Water usage charges	1,304,940	2,295,000	56.86%
Supplemental water usage charges	404,014	754,500	53.55%
Sewer charges	1,194,833	2,453,000	48.71%
Miscellaneous fees and charges	121,391	146,459	82.88%
Street light and landscape maintenance charges	20,624	24,508	84.15%
Franchise fees	28,310	103,000	27.49%
NSWP - collections from purveyors	274,277	523,628	52.38%
Operating transfers in - Funded Administration	201,364	392,445	51.31%
Operating transfers in - Funded Replacement	564,500	1,129,000	50.00%
Total Operating Revenues	<u>4,912,191</u>	<u>9,404,540</u>	<u>52.23%</u>

OPERATING EXPENSES - OPERATIONS AND MAINTENANCE

Wages and benefits	652,503	1,396,300	46.73%
Purchased water-NCSD	447,715	850,304	52.65%
Purchased water - purveyors	223,723	424,896	52.65%
Electricity	338,891	605,050	56.01%
Water	10,036	17,500	57.35%
Chemicals	38,668	85,000	45.49%
Lab tests	37,878	102,000	37.14%
Operating supplies	107,098	131,000	81.75%
Outside services	107,306	272,000	39.45%
Permits and operating fees	17,825	38,000	46.91%
Repairs and maintenance	93,871	310,000	30.28%
Engineering	2,310	18,000	12.83%
Fuel	13,160	33,000	39.88%
Meters	12,150	50,000	24.30%
Safety program	1,522	11,000	13.84%
Uniforms	6,360	14,600	43.56%
Insurance-NSWP	4,186	5,100	82.08%
Landscape maintenance district	3,860	9,600	40.21%
Solid waste program	12,129	150,000	8.09%
Conservation program	10,605	50,000	21.21%
Operating transfer out - Funded Replacement	564,500	1,129,000	50.00%
Subtotal - Operating Expenses (Operations and Maintenance)	<u>2,706,296</u>	<u>5,702,350</u>	<u>47.46%</u>

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**NIPOMO COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUES AND EXPENSES - (Unaudited)**  
**FOR THE SIX MONTHS ENDED DECEMBER 31, 2016**

	<u>YEAR-TO- DATE</u>	<u>BUDGET</u>	<u>% OF BUDGET</u>
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	379,314	828,565	45.78%
Outside services	9,907	22,535	43.96%
Bank charges and fees	4,038	8,000	50.48%
Computer expense	65,770	90,000	73.08%
Dues and subscriptions	38,676	43,100	89.74%
Education and training	6,837	12,500	54.70%
Elections	0	10,000	0.00%
Liability insurance	37,113	80,000	46.39%
Landscape and janitorial	6,518	15,000	43.45%
Legal counsel-general	60,181	100,000	60.18%
Legal counsel-water	26,188	150,000	17.46%
Professional services	71,250	187,000	38.10%
Miscellaneous	1,262	6,000	21.03%
Newsletters and mailers	3,208	11,550	27.77%
Office supplies	6,918	17,000	40.69%
Postage	10,512	28,000	37.54%
Public notices	441	8,000	5.51%
Repairs and maintenance	6,735	16,550	40.69%
Property taxes	1,241	1,700	73.00%
Telephone	3,871	9,660	40.07%
Travel and mileage	8,587	13,500	63.61%
Utilities	9,485	20,500	46.27%
Operating transfer out - Funded Administration	201,364	392,445	51.31%
Subtotal - Operating Expenses (General and Administrative)	959,416	2,071,605	46.31%
 Total Operating Expenses	 3,665,712	 7,773,955	 47.15%
 Total Operating Surplus (Deficit)	 1,246,479	 1,630,585	 76.44%
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	148,455	390,000	38.07%
Property tax revenue	365,434	612,600	59.65%
Cell site revenue	19,457	38,500	50.54%
Other revenue - purveyors	438,728	0	0.00%
Gain (Loss) on disposal of assets	2,046	0	0.00%
Capacity Charges collected	157,757	0	0.00%
Interest expense	(420,091)	(878,908)	47.80%
Total non-operating revenues (expenses)	711,786	162,192	438.85%
 Total Operating and Non-operating Surplus (Deficit)	 \$ 1,958,265	 1,792,777	

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF REVENUES AND EXPENSES BY FUND  
SIX MONTHS ENDING SEPTEMBER 30, 2016

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRPLUS/ (DEFICIT)
Administration	110	210,861	(210,861)	0	0	0	0
Water	125	2,034,069	(1,425,355)	608,714	(283,000)	0	325,714
NCSD Supplemental Water	126	586,997	(566,143)	20,854	0	0	20,854
Water Rate Stabilization	128	1,245	0	1,245	0	0	1,245
Town Sewer	130	964,669	(735,873)	228,796	(197,500)	181,227	212,523
Town Sewer Rate Stabilization	135	935	0	935	0	0	935
Blacklake Sewer	150	249,881	(136,130)	113,751	(84,000)	0	29,751
Blacklake Sewer Rate Stabilization	155	155	0	155	0	0	155
Blacklake Street Lighting	200	15,003	(15,583)	(580)	0	0	(580)
Street Landscape Maintenance	250	5,769	(5,060)	709	0	0	709
Solid Waste	300	29,202	(20,854)	8,348	0	0	8,348
Drainage Maintenance	400	9,964	0	9,964	0	0	9,964
Supplemental Water Capacity Fees	500	599,357	(196,501)	402,856	0	372,950	775,806
Property Taxes	600	357,217	(59,508)	297,709	0	(372,950)	(75,241)
Water Capacity Fees	700	39,187	0	39,187	0	0	39,187
Town Sewer Capacity Fees	710	79,205	0	79,205	0	0	79,205
Funded Replacement-Water	805	9,754	0	9,754	283,000	0	292,754
Funded Replacement-Town Sewer	810	7,349	0	7,349	197,500	0	204,849
Funded Replacement-BL Sewer	830	2,653	0	2,653	84,000	0	86,653
Town Sewer Sinking Fund	880	1,623	0	1,623	0	(181,227)	(179,604)
NSWP Operations & Maintenance	910	736,985	(715,579)	21,406	0	0	21,406
NSWP Funded Replacement	915	103,632	0	103,632	0	0	103,632
TOTAL		6,045,712	(4,087,447)	1,958,265	0	0	1,958,265

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE 12/31/2016
Administration	110	610,288
Water	125	1,669,517
NCSD Supplemental Water	126	140,446
Water Rate Stabilization	128	405,158
Town Sewer	130	1,973,354
Town Sewer Rate Stabilization	135	304,126
Blacklake Sewer	150	206,346
Blacklake Sewer Rate Stabilization	155	50,645
Blacklake Street Lighting	200	30,613
Street Landscape Maintenance	250	23,719
Solid Waste	300	296,075
Drainage Maintenance	400	57,688
Supplemental Water	500	2,110,416
Property Taxes	600	119,065
Water Capacity Fees	700	1,632,860
Town Sewer Capacity Fees	710	407,449
Funded Replacement-Water	805	3,300,167
Funded Replacement-Town Sewer	810	2,468,451
Funded Replacement-BL Sewer	830	894,284
Sinking Fund-Town Sewer	880	394,863
NSWP	910	(3,562)
NSWP-Funded Replacement	915	258,916
Funds held by Trustee		(605,227)
Restricted		(258,916)
TOTAL		16,486,741

NOTE:  
BALANCE SHEETS AND INCOME STATEMENTS  
FOR EACH FUND ARE AVAILABLE FOR REVIEW  
UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT  
SUMMARY OF APPROVED BUDGET AMENDMENTS  
FISCAL YEAR JUNE 30, 2017

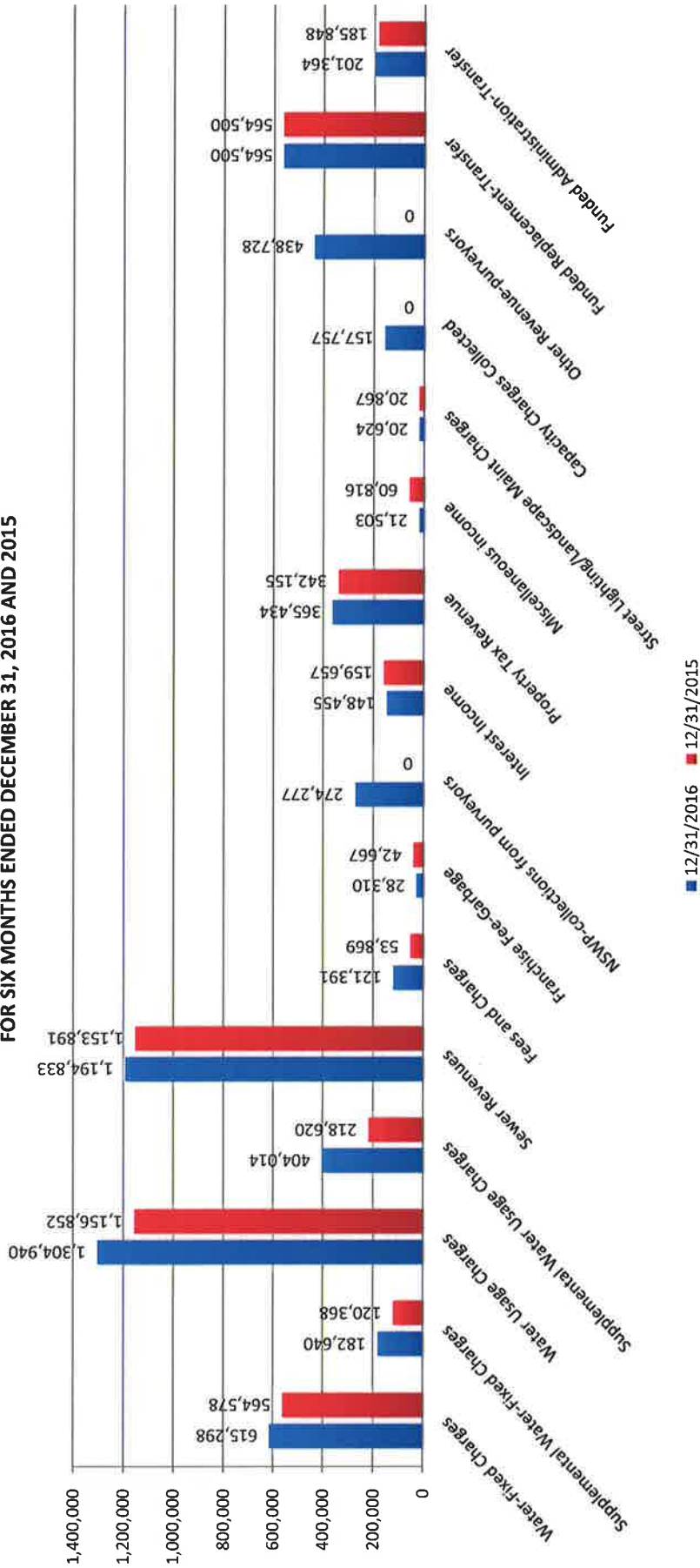
FIRST QUARTER ENDING SEPTEMBER 30, 2016

DATE	DESCRIPTION	FUND(S)	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
	None				

FIRST QUARTER ENDING DECEMBER 31, 2016

DATE	DESCRIPTION	FUND(S)	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
11/9/2016	BI Water Reclamation Facility Headworks Rehabilitation	830	160,000	87,865	247,865

**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL REVENUES  
FOR SIX MONTHS ENDED DECEMBER 31, 2016 AND 2015**



**NIPOMO COMMUNITY SERVICES DISTRICT  
TOTAL EXPENDITURES  
FOR THE SIX MONTHS ENDED DECEMBER 31, 2016 AND 2015**

