

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: FEBRUARY 17, 2017



AGENDA ITEM
G
FEBRUARY 22, 2017

COMMITTEE REPORTS

ITEM

Review and discuss Committee meeting minutes.

BACKGROUND

The following committee meetings were held for which meeting minutes are being provided:

- February 3, 2017 Finance and Audit Committee Meeting
- February 6, 2017 Administration Committee Meeting

RECOMMENDATION

It is recommended that your Honorable Board discuss the meeting minutes as appropriate.

ATTACHMENTS

- A. Finance and Audit Committee Meeting Minutes
- B. Administration Committee Meeting Minutes

February 22, 2017

ITEM G

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

FRIDAY, FEBRUARY 3, 2017

2:00 P.M.

SPECIAL MEETING MINUTES

FINANCE AND AUDIT COMMITTEE

1. CALL TO ORDER, FLAG SALUTE AND ROLL CALL

Chairman Armstrong called the meeting to order at 2:00 p.m. Chairman Armstrong and Director Gaddis were in attendance along with Staff members Mario Iglesias and Lisa Bognuda. Director Eby observed. No public was in attendance.

Maryann Goodkind, Bond Counsel of Norton Rose and Fulbright and Curt de Crinis, Managing Director of CM de Crinis & Co. attended the meeting remotely via teleconference.

2. REVIEW DEBT MANAGEMENT POLICY

Staff gave an overview of the item and answered questions from the Committee.

Director Armstrong presented suggested wording changes to the Debt Management Policy and suggested that a statement be made by Staff during the annual review regarding compliance monitoring pursuant to Section IV(C). The Committee directed Staff to present the revisions to the Debt Management Policy to the Board of Directors for consideration.

3. REVIEW CASH RESERVE POLICY

Staff gave an overview of the item and answered questions from the Committee.

The Committee discussed the cash reserve requirements for the Town Sewer Rate Stabilization Fund. Maryann Goodkind and Curt de Crinis both concurred that the Rate Stabilization Fund could be included with other Town Sewer Reserves when evaluating the overall reserve balance requirements.

The Committee directed Staff to prepare draft revisions to the Town Sewer Cash Reserve Policy and distribute it to Ms Goodkind and Mr. de Crinis for review and comment. Staff is then directed to present the revisions to the Board of Directors for consideration.

4. ADJOURN

The meeting was adjourned at 3:48 p.m.

February 22, 2017

ITEM G

ATTACHMENT B

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, FEBRUARY 6, 2017

2:00 P.M.

SPECIAL MEETING MINUTES

ADMINISTRATION COMMITTEE

1. CALL TO ORDER, FLAG SALUTE AND ROLL CALL

Chairman Blair called the meeting to order at 2:00 p.m. Chairman Blair and Director Armstrong were in attendance along with Staff members Mario Iglesias, Lisa Bognuda and Peter Sevcik. Director Eby observed. No public was in attendance.

2. REVIEW WATER AND WASTEWATER OPERATION'S ORGANIZATIONAL STRUCTURE

Staff gave an overview of the item and answered questions from the Committee.

The Committee suggested that a Wastewater Operator Grade III and Water Operator Grade III be incorporated into the Organizational chart rather than a Lead Operator.

The Committee directed Staff to make the suggested changes to be presented at the next Administration Committee meeting.

3. REVIEW WATER FUND OPERATOR AND ADMINISTRATION SUPPORT STAFFING LEVELS

Staff gave an overview of the item and answered questions from the Committee.

The Committee requested additional information and analysis on the following:

- a) Cost benefit for Automatic Meter Reading system
- b) The need for a customer service specialist
- c) The need for an additional water utility operator
- d) Ramifications/justifications for changing from bi-monthly billing to monthly billing

The Committee directed Staff to prepare the information and present it at the next Administration Committee meeting.

4. ADJOURN

The meeting was adjourned at 2:50 p.m.