NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

JANUARY 24, 2018 AT 9:00 A.M.

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

BOARD of DIRECTORS ED EBY, PRESIDENT DAN ALLEN GADDIS, VICE PRESIDENT BOB BLAIR, DIRECTOR CRAIG ARMSTRONG, DIRECTOR DAN WOODSON, DIRECTOR PRINCIPAL STAFF

MARIO IGLESIAS, GENERAL MANAGER LISA BOGNUDA, FINANCE DIRECTOR WHITNEY MCDONALD, GENERAL COUNSEL PETER SEVCIK, DIRECTOR OF ENG. & OPS. LISA BOGNUDA, BOARD CLERK

Mission Statement: Provide our customers with reliable, guality, and cost-effective services now and in the future.

NOTE:

- All comments concerning any item on the agenda are to be directed to the Board President.
- Consistent with the Americans with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the below referenced public meeting by contacting the District General Manager at 805-929-1133.
- District-prepared staff reports and documents are generally posted on the District's website {**NCSD.CA.GOV**} on the same date the agenda is posted.
- Any writing or document pertaining to an open session item on this agenda which is distributed to the Board of Directors after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review at the District Secretary's Office, 148 S. Wilson Street, Nipomo, CA, during normal business hours, and may be posted on the District's web site at <u>http://www.ncsd.ca.gov</u>.
- Items may be taken out of order. The Board typically breaks for lunch at approximately 12 noon and conducts Closed Session at that time, reconvening to public session at approximately 1:00 p. m.
- Please silence all cell phones during the meeting, as a courtesy to others.

Α.	CALL TO ORDER AND FLAG SALUTE	NEXT RESOLUTION	2018-1465
		NEXT ORDINANCE	2018-126

- B. ROLL CALL, AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA Any member of the public may address the Board relating to any matter within the Board's jurisdiction but <u>not</u> on the Board's agenda. Public Comment is limited to three (3) minutes or otherwise at the discretion of the President.
- C. PRESENTATIONS AND REPORTS
 - C-1) CONSERVATION POSTER CONTEST AWARDS
 - C-2) 2018 FIRST QUARTER ENGINEER'S REPORT DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE
 - C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS. Receive Announcements and Reports from Directors

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- C-4) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS
- D. 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. Questions or clarification may be made by the Board members without removal from the Consent Agenda. 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.
 - D-1) WARRANTS [RECOMMEND APPROVAL]
 - D-2) APPROVE JANUARY 10, 2018, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVAL]
 - D-3) INVESTMENT POLICY FOURTH QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]
 - D-4) ACCEPT SECOND QUARTER FISCAL YEAR 2017-2018 QUARTERLY FINANCIAL REPORT [RECOMMEND ACCEPT AND FILE REPORT]
 - D-5) APPROVE JOB DESCRIPTION AMENDMENTS AND SALARY RANGE ADJUSTMENT TO NIPOMO COMMUNITY SERVICES DISTRICT'S FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER POSITION [RECOMMEND APPROVE AMENDED JOB DESCRIPTION AND SALARY RANGE FOR THE DISTRICT'S FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER]
- E. ADMINISTRATIVE ITEMS
 - E-1) ADOPT UPDATED DOCUMENT RETENTION AND DESTRUCTION POLICY [RECOMMEND ADOPT RESOLUTION APPROVING RECORDS RETENTION AND DESTRUCTION POLICY]
 - E-2) ANNUAL REVIEW OF DISTRICT DEBT MANAGEMENT, CASH RESERVE AND INVESTMENT POLICY AND PROPOSED ADOPTION OF REVISED INVESTMENT POLICY [RECOMMEND ADOPT REVISED INVESTMENT POLICY AND REVIEW RESERVE AND DEBT MANAGEMENT POLICIES]
- F. GENERAL MANAGER'S REPORT
- G. COMMITTEE REPORTS
- H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

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- I. CLOSED SESSION ANNOUNCEMENTS
 - 1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
 - a) SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND A LITIGATION PURSUANT TO GC §54956.9 ALL CONSOLIDATED CASES).
 - CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION (Gov. Code §54956.9): Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – 1 potential case PURSUANT TO GC §54957.6
- J. PUBLIC COMMENT ON CLOSED SESSION ITEMS
- K. ADJOURN TO CLOSED SESSION
- L. OPEN SESSION ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

ADJOURN MEETING

Next Regular Board Meeting is Wednesday, February 14, 2018, 9AM