

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community Since 1965*

## REGULAR MINUTES

**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.**

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.

#### A. CALL TO ORDER AND FLAG SALUTE

*President Eby called the Regular Meeting of January 24, 2018 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.*

There were no public comments.

#### C. PRESENTATIONS AND REPORTS

##### C-1) CONSERVATION POSTER CONTEST AWARDS

*Mario Iglesias, General Manager, thanked the teachers and students for participating in Science Discovery's conservation education program.*

*President Eby presented awards to participants of the District's conservation poster contest.*

*3<sup>rd</sup> and 4<sup>th</sup> grade students and teachers from Dorothea Lange Elementary were recognized.*

*5<sup>th</sup> and 6<sup>th</sup> grade students and teachers from Dana Elementary were recognized.*

*There were no public comments.*

President Eby announced there would be a 10 minute recess. The meeting resumed at 9:15 AM.

##### C-2) 2018 FIRST QUARTER ENGINEER'S REPORT – DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE

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

*Mr. Sevcik answered questions from the Board.*

*There were no public comments.*

No  
recording

00:00:00  
Start  
Recording

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

Director Woodson

- January 17, Attended the Ad Hoc Committee meeting to review County septic management plan.
- January 22, Attended South County Advisory Council (SCAC) and presented NCSD activities.

Director Blair

- January 17, Attended the Ad Hoc Committee meeting to review County septic management plan.
- January 18, Attended Nipomo Chamber of Commerce awards dinner.

Director Gaddis

- January 16, Attended the Blacklake Sewer Master Plan Presentation to BLMA.
- January 17, Attended the District Board Officer's meeting.
- January 18, Attended the Nipomo Mesa Management Area (NMMA) Technical Group meeting.

Director Eby

- January 16, Attended the Blacklake Sewer Master Plan Presentation to BLMA.
- January 17, Attended the District Board Officer's meeting.
- January 18, Attended the Local Agency Formation Commission (LAFCO) meeting where the draft Municipal Services Review (MSR) for NCSD was presented.
- January 18, Attended the Nipomo Mesa Management Area (NMMA) Technical Group meeting.
- January 19, Attended the farewell party of Jessica Matson, Public Information Director.
- January 20, Attended the Leak Detection Seminar at NCSD.
- January 22, Attended South County Advisory Council (SCAC).

C-4) 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 Robert Blair 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 Blair, Woodson, Armstrong, Gaddis and Eby	None	None

- D-1) WARRANTS
- D-2) APPROVE JANUARY 10, 2018, REGULAR BOARD MEETING MINUTES
- 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]

*Director Gaddis asked for clarification on warrants and non-interest bearing account at Rabobank. Director Gaddis requested Finance Director check with Wells Fargo Bank about public checking accounts.*

*Director Eby asked Finance Director to review investments on City of Arroyo Grande investment report.*

*There were no public comments.*

*Upon the motion of Director Dan Allen Gaddis and seconded, the Board unanimously approved the Consent Items.  
Vote 5-0.*

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

**E. ADMINISTRATIVE ITEMS**

- E-1) ADOPT UPDATED DOCUMENT RETENTION AND DESTRUCTION POLICY [RECOMMEND ADOPT RESOLUTION APPROVING RECORDS RETENTION AND DESTRUCTION POLICY]

*Whitney McDonald, District Legal Counsel, reviewed the policy as presented in the Board Packet.*

*There were no public comments.*

*Upon the motion of Director Craig Armstrong and seconded, the Board unanimously adopted the Resolution.  
Vote 5-0.*

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

**RESOLUTION 2017-1465  
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING RECORD 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]

*Mario Iglesias, General Manager, reviewed the report as presented in the Board Packet. There were no recommended changes to the Debt Management Policy and Cash Reserve Policy.*

*Whitney McDonald, District Legal Counsel, reviewed the recommended changes to the Investment Policy. She stated that Section 8(B) of the Investment Policy should include the sentence "Required elements of the quarterly report are as follows:"*

*There were no public comments.*

*Upon the motion of Director Dan Allen Gaddis and seconded, the Board unanimously adopted the Resolution with clarification to Section 8(B).  
Vote 5-0.*

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

**RESOLUTION 2018-1466  
AN RESOLUTION OF THE BOARD OF DIRECTORS OF NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING A REVISED DISTRICT INVESTMENT POLICY**

F. MANAGER'S REPORT

*Mario Iglesias, General Manager, reviewed the report as presented in the Board packet. Mr. Iglesias also reported the following:*

- *He will be on vacation starting January 25 and will return on February 10 or 11.*

*Director Gaddis commented that the RWMG Climate Change Workshop will be on January 31 at 9:00 a.m. at the SLO County Library meeting room.*

*There were no public comments.*

G. COMMITTEE REPORTS

*The Ad Hoc Committee met to review the County's septic management plan met on January 17. Committee members Director Woodson and Blair initially concluded there was no need for comment. After further consideration, Director Blair suggested that the District consider commenting on the allowance of septic tanks on one acre or greater, if in sand. Director Armstrong requested justification for such recommendation. President Eby directed the Ad Hoc Committee to reconvene and report back to the Board.*

H. DIRECTORS' REQUEST TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby  
*Requested Directors be given a copy of the LAFCO draft Municipal Services Review (MSR)*

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and submit comments to staff. He also directed Staff to review the numerical values in the MSR and prepare a draft letter to LAFCO for Board consideration at the February 14 Board Meeting. Comments to LAFCO are due by February 26.

I. CLOSED SESSION ANNOUNCEMENTS

- 1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
  - a) SMWWCD VS. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).
- 2. 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

There were no public comments.

K. ADJOURN TO CLOSED SESSION

President Eby adjourned to Closed Session at 10:37 a.m.

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

The Board came back into Open Session at 10:51 a.m.

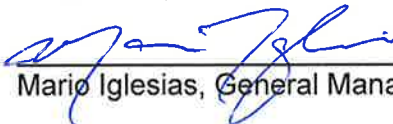
Whitney McDonald, District Legal Counsel, announced that the Board discussed Item I.1(a) and I.2, but took no reportable action.

ADJOURN

President Eby adjourned the meeting at 10:53 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 37 minutes
Closed Session	16 minutes
TOTAL HOURS	1 hour 53 minutes

Respectfully submitted,

  
 \_\_\_\_\_  
 Mario Iglesias, General Manager and Secretary to the Board

2-14-18  
 \_\_\_\_\_  
 Date