

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: NOVEMBER 8, 2019



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: NOVEMBER 8, 2019



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 OCTOBER 23, 2019, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) ADOPT RESOLUTION AMENDING APPENDIX D OF THE NCSD EMPLOYEE
HANDBOOK [RECOMMEND ADOPT RESOLUTION AMENDING THE NCSD
EMPLOYEE HANDBOOK]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: NOVEMBER 8, 2019



WARRANTS

HANDWRITTEN CHECKS
None

TOTAL COMPUTER CHECKS
\$574,520.36

VOIDS - NONE

COMPUTER GENERATED CHECKS - SEE ATTACHED



Nipomo Community Services District

Item D-1 Warrants NOVEMBER 13, 2019

By Payment Number

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 5389				
Charter Communications	Internet - Shop and/or Office	NOV2019A	11/07/2019	734.20
				Payment 5389 Total:
				<u>734.20</u>
Payment: 5390				
Frontier Communications	BL phone	NOV2019	11/07/2019	59.06
				Payment 5390 Total:
				<u>59.06</u>
Payment: 5391				
Great Western Alarm and Co	Alarm monitoring service	191000640101	11/07/2019	35.00
Great Western Alarm and Co	Alarm monitoring service	191002062101	11/07/2019	67.00
Great Western Alarm and Co	Alarm monitoring service	191002107101	11/07/2019	67.00
				Payment 5391 Total:
				<u>169.00</u>
Payment: 5392				
NexTraq	GPS subscription	AT01463864	11/07/2019	479.40
NexTraq	GPS subscription	SV022961	11/07/2019	150.00
				Payment 5392 Total:
				<u>629.40</u>
Payment: 5393				
PG&E	Electricity	OCT2019	11/07/2019	56,880.58
				Payment 5393 Total:
				<u>56,880.58</u>
Payment: 5394				
Ray Morgan Company	B&W/Color copies	2713777	11/07/2019	256.30
Ray Morgan Company	B&W/Color copies	2717077	11/07/2019	135.10
				Payment 5394 Total:
				<u>391.40</u>
Payment: 5396				
Abalone Coast Analytical, Inc.	Lab tests	4758	11/13/2019	7,348.00
				Payment 5396 Total:
				<u>7,348.00</u>
Payment: 5397				
Alexander's Contract Services,	Meter reading	201910300871	11/13/2019	3,575.19
				Payment 5397 Total:
				<u>3,575.19</u>
Payment: 5398				
Allweather Landscape Mainte	LMD	36174	11/13/2019	184.25
				Payment 5398 Total:
				<u>184.25</u>
Payment: 5399				
ASAP Reprographics	Bid documents - NSWP Pipeli	207389	11/13/2019	179.83
ASAP Reprographics	Bid documents - NSWP Pipeli	207388	11/13/2019	1,258.64
				Payment 5399 Total:
				<u>1,438.47</u>
Payment: 5400				
AT&T	Telephone	13794290	11/13/2019	168.23
AT&T	Telephone	13794289	11/13/2019	28.91
AT&T	Telephone	13794291	11/13/2019	241.79
				Payment 5400 Total:
				<u>438.93</u>
Payment: 5401				
Ayala, Sandro	Travel reimbursement - T2 rev	OCT2019	11/13/2019	388.64
				Payment 5401 Total:
				<u>388.64</u>
Payment: 5402				
Bentley Systems, Inc.	WaterGEMS/SewerGEMS sub	48040134	11/13/2019	2,069.75
				Payment 5402 Total:
				<u>2,069.75</u>
Payment: 5403				
Blair, Robert	Travel reimbursement - CSDA	OCT2019	11/13/2019	320.58
				Payment 5403 Total:
				<u>320.58</u>

Item D-1 Warrants NOVEMBER 13, 2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 5404				
Bognuda, Lisa	Travel reimbursement - SB998	OCT2019	11/13/2019	30.92
Payment 5404 Total:				<u>30.92</u>
Payment: 5405				
Brax Company, Inc.	Spare parts kit for pump	28610	11/13/2019	1,113.42
Payment 5405 Total:				<u>1,113.42</u>
Payment: 5406				
Brenntag Pacific, Inc.	Sodium hypochlorite	991852	11/13/2019	568.35
Brenntag Pacific, Inc.	Sodium hypochlorite	991853	11/13/2019	225.54
Brenntag Pacific, Inc.	Sodium hypochlorite	991851	11/13/2019	360.86
Brenntag Pacific, Inc.	Sodium hypochlorite	991850	11/13/2019	912.68
Brenntag Pacific, Inc.	Sodium hypchlorite	991854	11/13/2019	162.39
Brenntag Pacific, Inc.	Sodium hypochlorite	991855	11/13/2019	243.59
Brenntag Pacific, Inc.	Sodium hypochlorite	995899	11/13/2019	654.67
Payment 5406 Total:				<u>3,128.08</u>
Payment: 5407				
Burdine Printing	Postage for bills	40158B	11/13/2019	1,293.92
Burdine Printing	Mail bills	40158A	11/13/2019	192.26
Payment 5407 Total:				<u>1,486.18</u>
Payment: 5408				
Camacho, Miguel	Reimbursement	NOV2019	11/13/2019	100.00
Payment 5408 Total:				<u>100.00</u>
Payment: 5409				
Cannon Corporation	Nipomo Palms LS Rehab	70237	11/13/2019	2,179.15
Payment 5409 Total:				<u>2,179.15</u>
Payment: 5410				
City of Santa Maria	Water Purchased 7-1-19 to 9-	80228	11/13/2019	418,690.23
Payment 5410 Total:				<u>418,690.23</u>
Payment: 5411				
Clever Ducks	Computer expense	27737	11/13/2019	1,336.34
Payment 5411 Total:				<u>1,336.34</u>
Payment: 5412				
Detection Instruments Corpor	L2 calibration, OdaLog top cap	5513-44095	11/13/2019	299.90
Payment 5412 Total:				<u>299.90</u>
Payment: 5413				
DLT Solutions, LLC	Computer expense	SI454546	11/13/2019	542.40
Payment 5413 Total:				<u>542.40</u>
Payment: 5414				
Electricraft, Inc.	Electrical service call - Southla	14051	11/13/2019	301.13
Payment 5414 Total:				<u>301.13</u>
Payment: 5415				
EMCOR Services Mesa Energy	Service call - HVAC	013525985	11/13/2019	247.50
EMCOR Services Mesa Energy	HVAC preventative maintenanc	013524428	11/13/2019	1,286.75
Payment 5415 Total:				<u>1,534.25</u>
Payment: 5416				
Engel & Gray, Inc.	Biosolids collection	9AX00010	11/13/2019	3,487.48
Payment 5416 Total:				<u>3,487.48</u>
Payment: 5417				
Excel Personnel Services, Inc.	Employment agency	2893472	11/13/2019	930.00
Excel Personnel Services, Inc.	Employment agency	2888563	11/13/2019	767.25
Excel Personnel Services, Inc.	Employment agency	2898374	11/13/2019	837.00
Payment 5417 Total:				<u>2,534.25</u>
Payment: 5418				
Famcon Pipe and Supply, Inc.	Meter boxes and lids, washers	S100014848.001	11/13/2019	953.99
Payment 5418 Total:				<u>953.99</u>

Item D-1 Warrants NOVEMBER 13, 2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 5419				
Farm Supply Company	Schedule 80 parts	66010	11/13/2019	48.17
Farm Supply Company	Valve diaphragm	65979	11/13/2019	16.63
Farm Supply Company	Valve support rings, diaphrag	66362	11/13/2019	63.01
Payment 5419 Total:				127.81
Payment: 5420				
FGL Environmental	Lab tests	983098	11/13/2019	87.00
FGL Environmental	Lab tests	983100	11/13/2019	521.00
FGL Environmental	Lab tests	983099	11/13/2019	87.00
Payment 5420 Total:				695.00
Payment: 5421				
Gibbs International Truck Cen	Vehicle repair/maintenance	52221	11/13/2019	470.48
Gibbs International Truck Cen	Vehicle repair/maintenance	52256	11/13/2019	1,308.86
Payment 5421 Total:				1,779.34
Payment: 5422				
GLM Landscape Management	Landscape maintenance	OCT2019	11/13/2019	460.00
Payment 5422 Total:				460.00
Payment: 5423				
Hayes Advanced Design	Asphalt repair - Beverly	220	11/13/2019	2,912.00
Payment 5423 Total:				2,912.00
Payment: 5424				
Heacock Trailers & Truck Acce	Truck accessories	7759	11/13/2019	6,100.85
Payment 5424 Total:				6,100.85
Payment: 5425				
Home Depot Credit Services D	Operating supplies	OCT2019	11/13/2019	1,166.17
Payment 5425 Total:				1,166.17
Payment: 5426				
Iconix Waterworks (US) Inc.	Digging bar, gate valve key, m	17913041173	11/13/2019	771.88
Payment 5426 Total:				771.88
Payment: 5427				
Integrated Industrial Supply, I	Disposable gloves	64717	11/13/2019	338.48
Integrated Industrial Supply, I	Lanyard w/shock absorber	64484	11/13/2019	72.30
Payment 5427 Total:				410.78
Payment: 5428				
James R. Eudy and Sandra L. E	PCIA balance close out	OCT2019	11/13/2019	2,026.89
Payment 5428 Total:				2,026.89
Payment: 5429				
JB Dewar, Inc.	Pump oil	82860	11/13/2019	1,233.79
Payment 5429 Total:				1,233.79
Payment: 5430				
Lee Central Coast Newspapers	Public notices - NSWP and SW	OCT2019	11/13/2019	955.00
Payment 5430 Total:				955.00
Payment: 5431				
Miner's Ace Hardware	Supplies	OCT2019	11/13/2019	801.45
Payment 5431 Total:				801.45
Payment: 5432				
Mission Uniform Service	Uniforms	511051420	11/13/2019	130.69
Mission Uniform Service	Uniforms	511000355	11/13/2019	126.55
Mission Uniform Service	Uniforms	511100392	11/13/2019	130.69
Payment 5432 Total:				387.93
Payment: 5433				
MNS Engineers, Inc.	Construction management NS	73675	11/13/2019	647.50
Payment 5433 Total:				647.50

Item D-1 Warrants NOVEMBER 13, 2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 5434				
Newton Geo-Hydrology Cons	Litigation support through 10-	OCT2019	11/13/2019	3,140.78
Payment 5434 Total:				3,140.78
Payment: 5435				
Nipomo Community Services	A/D 93-1-reimburse admin co	INV0006454	11/13/2019	2,022.29
Payment 5435 Total:				2,022.29
Payment: 5436				
Office Depot	Office supplies	391089161001	11/13/2019	99.36
Office Depot	Office supplies	387541104001	11/13/2019	117.10
Office Depot	Office supplies	391376674001	11/13/2019	256.86
Payment 5436 Total:				473.32
Payment: 5437				
Pollard Water	T-Distributor for CO2 tank	0148649	11/13/2019	205.87
Payment 5437 Total:				205.87
Payment: 5438				
Praxair Distribution, Inc.	Cylinder rental	92570288	11/13/2019	51.10
Payment 5438 Total:				51.10
Payment: 5439				
Quinn Company	Generator service	WON30002742	11/13/2019	2,699.14
Quinn Company	Caterpillar service	WON30002741	11/13/2019	1,429.17
Quinn Company	Bolts/lockwashers	PC030310205	11/13/2019	14.88
Payment 5439 Total:				4,143.19
Payment: 5440				
ReadyRefresh by Nestle	Distilled water	09J0900023136	11/13/2019	30.75
Payment 5440 Total:				30.75
Payment: 5441				
Santa Maria Ford Lincoln	Vehicle repair/maintenance	185506	11/13/2019	166.41
Payment 5441 Total:				166.41
Payment: 5442				
Santa Maria Sun, LLC	Conservation ads	305306	11/13/2019	396.00
Santa Maria Sun, LLC	Conservation ads	304763	11/13/2019	396.00
Santa Maria Sun, LLC	Conservation ads	305027	11/13/2019	396.00
Payment 5442 Total:				1,188.00
Payment: 5443				
SGS Guadalupe	CAN-17	780131175	11/13/2019	545.36
SGS Guadalupe	CAN-17	780131600	11/13/2019	772.20
Payment 5443 Total:				1,317.56
Payment: 5444				
SLO County Air Pollution Cont	Portable diesel generator - BL	20205	11/13/2019	1,226.68
Payment 5444 Total:				1,226.68
Payment: 5445				
SP Maintenance Services, Inc.	Office building maintenance	72753	11/13/2019	522.50
Payment 5445 Total:				522.50
Payment: 5446				
Specialty Construction, Inc.	PCIA balance close out	OCT2019	11/13/2019	1,353.29
Payment 5446 Total:				1,353.29
Payment: 5447				
Staples	Office supplies	OCT2019	11/13/2019	195.83
Payment 5447 Total:				195.83
Payment: 5448				
Statewide Traffic Safety & Sign	Cones, batteries, LED bulbs	03014326	11/13/2019	983.28
Statewide Traffic Safety & Sign	Bundy pads	03014245	11/13/2019	112.28
Payment 5448 Total:				1,095.56
Payment: 5449				
Sterling Communications	Installation of radio - 09 F250	0007197	11/13/2019	2,234.16

Item D-1 Warrants NOVEMBER 13, 2019

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 5449				2,234.16
Tyler Technologies, Inc.	Annual software maintenance	025-275949	11/13/2019	12,050.63
Payment: 5450				12,050.63
United Rentals	Water truck rental	165510172-011	11/13/2019	2,612.30
Payment: 5451				2,612.30
UPS Store #6031	Package handling	11642	11/13/2019	13.41
UPS Store #6031	Package handling	11653	11/13/2019	13.41
Payment: 5452				26.82
US Bank National Association	Board meeting supplies	OCT2019A	11/13/2019	102.05
US Bank National Association	Storage unit	OCT2019C	11/13/2019	190.50
US Bank National Association	Travel and meals	OCT2019B	11/13/2019	140.94
US Bank National Association	CSMFO meeting - Bognuda	OCT2019H	11/13/2019	12.00
US Bank National Association	Office supplies	OCT2019F	11/13/2019	25.85
US Bank National Association	Training - Ayala	OCT2019D	11/13/2019	275.00
US Bank National Association	Computer expense-website d	OCT2019E	11/13/2019	602.90
US Bank National Association	Software license renewal	OCT2019G	11/13/2019	450.00
Payment: 5453				1,799.24
USA Bluebook	Fire hydrant enamel	025284/041702	11/13/2019	144.43
USA Bluebook	pH electrode, cleaning solutio	055019	11/13/2019	249.67
USA Bluebook	CHEMKEYS	047966	11/13/2019	3,668.39
USA Bluebook	Fire hydrant enamel	025229	11/13/2019	210.29
Payment: 5454				4,272.78
Verizon Wireless	Cell service	9840722575	11/13/2019	640.32
Payment: 5455				640.32
Viker, Cole	Uniform - Boot reimbursemen	OCT2019	11/13/2019	165.00
Payment: 5456				165.00
Wallace Group	FOG program	49340	11/13/2019	242.92
Payment: 5457				242.92
Waste Connections	Waste collection - Office	6651454	11/13/2019	47.45
Waste Connections	Waste collection - Southland	6652794	11/13/2019	222.42
Waste Connections	Waste collection - Olde Towne	6652414	11/13/2019	251.63
Payment: 5458				521.50

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: NOVEMBER 8, 2019

AGENDA ITEM
D-2
NOVEMBER 13, 2019

**APPROVE OCTOBER 23, 2019
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. October 23, 2019 draft Regular Board Meeting Minutes

NOVEMBER 13, 2019

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

OCTOBER 23, 2019 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:

Provide our 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 October 23, 2019, 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, Directors Woodson, Blair, Gaddis and Eby were present. Director Armstrong was absent.

The following members of the public spoke:

Pam Wilson, NCSD resident, thanked the Board for keeping the water flowing and suggested we recognize our national Motto, "In God we Trust" in the Board Room.

C. PRESENTATIONS AND REPORTS

- C-1) QUARTERLY ENGINEER'S REPORT- DIRECTOR OF ENGINEERING AND OPERATIONS REPORT ON DISTRICT PROJECTS SYSTEM-WIDE [RECOMMEND RECEIVE AND FILE]

Peter Sevcik, Director of Engineering and Operations, presented the report and answered questions from the Board.

Pam Wilson, NCSD resident, asked if all of the projects were funded.

- C-2) 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 Woodson

- *October 10, attended Traffic and Circulation meeting.*
- *October 21, met with County Supervisor.*

Director Blair

- *Stated the roads in South County of SLO are in bad condition.*

Director Gaddis

- *October 10, attended Traffic and Circulation meeting.*
- *October 14, attended Board Officers' meeting.*

SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES**

Director Eby

- October 14, attended Board Officers' meeting.
- October 21, attended Blacklake Ad Hoc Committee meeting.

C-) 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 Woodson and seconded, the Board unanimously approved receiving and filing presentations and reports.
Vote 4-0.*

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE SEPTEMBER 25, 2019, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) REVIEW INVESTMENT POLICY – THIRD QUARTER REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-4) ANNUAL REVIEW OF CASH RESERVES IN ACCORDANCE WITH RESERVE POLICY [RECOMMEND RECEIVE REPORT AND DIRECT STAFF]
- D-5) RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DESIGNATING THE DISTRICT'S GENERAL MANAGER AS THE AUTHORIZED REPRESENTATIVE TO FILE APPLICATION AND EXECUTE AGREEMENTS FOR THE 2019 PROPOSITION 1 INTEGRATED REGIONAL WATER MANAGEMENT IMPLEMENTATION GRANT PROGRAM [RECOMMEND ADOPT RESOLUTION]

Mario Iglesias, General Manager, stated a Revised Warrant list was distributed to the Board of Directors and public and includes 3 additional warrants.

Director Gaddis requested Item D-5 be pulled for discussion.

There were no public comments.

*Upon the motion of Director Gaddis and seconded, the Board unanimously approved Consent Agenda Items D-1, D-2, D-3 and D-4.
Vote 4-0.*

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

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Mario Iglesias, General Manager, stated Item D-5 is on the Agenda at the request of SLO County due to their November 8 deadline to place the item on the Board of Supervisor agenda. The Directors asked questions and expressed multiple concerns.

Pam Wilson, NCSD resident, asked about the timing of the grant.

Mike Morgan, NCSD resident, thanked the Board for their efforts.

Upon motion of Director Gaddis and seconded, the Board unanimously approved tabling this item until Staff can get additional information and possibly setting a Special Meeting to address the timing issue.

Vote 4-0.

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

E. ADMINISTRATIVE ITEMS

E-1) APPROVE JOB DESCRIPTION AND SALARY RANGE FOR THE POSITION OF CUSTOMER SERVICE SPECIALIST [RECOMMEND APPROVE JOB DESCRIPTION AND SALARY RANGE FOR THE CUSTOMER SERVICE SPECIALIST POSITION]

Mario Iglesias, General Manager, presented the item and answered questions from the Board of Directors.

President Eby noted a typographical error on the job description 3(j). Director Woodson suggested that Bi-lingual desirable be added to Section 6.

There were no public comments.

Upon the motion of Director Gaddis and seconded, the Board unanimously approved the Job Description, as amended, and the proposed salary range.

Vote 4-0.

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

F. GENERAL MANAGER'S REPORT

Mario Iglesias, General Manager, presented the item and answered questions from the Board.

There were no public comments.

G. COMMITTEE REPORTS

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

President Eby reported the Blacklake Ad Hoc Committee met with the Assessment District team for a Kick Off meeting to set the schedule for the assessment district proceedings.

Mike Morgan, NCSD resident, supports the District in their efforts.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None

Whitney McDonald, District Legal Counsel, announced that Closed Session was not necessary.

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 ALL CONSOLIDATED CASES

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments

ADJOURN MEETING

President Eby adjourned the meeting at 10:02 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 02 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 02 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: NOVEMBER 8, 2019



ADOPT RESOLUTION AMENDING APPENDIX D OF THE NCSD EMPLOYEE HANDBOOK

ITEM

Adopt Resolution amending Appendix D of the NCSD Employee Handbook. [RECOMMEND ADOPT RESOLUTION AMENDING THE NCSD EMPLOYEE HANDBOOK]

BACKGROUND

On August 14, 2019, the Board of Directors adopted the Employee Handbook by Resolution and on October 20, 2019, the Board of Directors approved the Customer Service Specialist job description.

Staff is recommending the Employee Handbook Appendix D – List of Safety Sensitive Positions be amended to add the Customer Service Specialist. The Safety Sensitive Position, as defined in Section 1010 of the Employee Handbook, is as follows:

Safety Sensitive Position: Safety Sensitive Positions are employment positions in which usage of drugs or alcohol could clearly endanger the health and safety of the individual employee, other employees, the community and/or others. These positions have the following general characteristics:

1. Their duties involve a greater-than-normal level of trust, responsibility for impact on the health and safety of the community and other employees; and
2. Errors in judgment could clearly result in mistakes that would endanger the health and safety of the individual, the community and/or other employees; and
3. Employees in these positions work with such independence, or perform such tasks that it cannot be safely assumed that mistakes such as those described in subdivision (2) above could be prevented by a supervisor or another employee.

A listing of Safety Sensitive Positions is included as Appendix D.

STRATEGIC PLAN

Goal 3 PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

RECOMMENDATION

It is recommended that your Honorable Board by motion and roll call vote, adopt the resolution that amends the Employee Handbook.

ATTACHMENTS

- A. Resolution 2019-XXXX Amending Employee Handbook

NOVEMBER 13, 2019

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2019-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING APPENDIX D OF THE EMPLOYEE HANDBOOK**

WHEREAS, the Board of Directors of Nipomo Community Services District (herein "District") previously adopted the Employee Handbook on August 14, 2019 ("Employee Handbook"), and

WHEREAS, on October 10, 2019, the Board of Directors approved the Customer Service Specialist job description, and

WHEREAS, the Customer Service Specialist meets the definition of a "Safety Sensitive Position" as defined in Section 1010 of the Employee Handbook but was not previously included in the List of Safety Sensitive Positions attached as Appendix D to the Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Nipomo Community Services District, as follows:

1. Appendix D to the Employee Handbook shall be amended and replaced in its entirety with the Appendix D – List of Safety Sensitive Positions attached hereto as Exhibit "A," which is hereby adopted.
2. This Resolution and the amendment to the Employee Handbook adopted herein, shall take effect immediately.

Upon motion by Director _____, seconded by Director _____ on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

CONFLICTS:

the foregoing resolution is hereby passed and adopted this 13th day of November, 2019.

ED EBY
President of the Board

ATTEST:

APPROVED AS TO FORM:

MARIO E. IGLESIAS
General Manager and Secretary to the Board

WHITNEY G. McDONALD
District Legal Counsel

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2019-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING APPENDIX D OF THE EMPLOYEE HANDBOOK**

EXHIBIT "A"

LIST OF SAFETY SENSITIVE POSITIONS

The following provides a list of safety sensitive positions for the District. This list can be modified and updated as needed.

- General Manager
- Director of Engineering and Operations
- Assistant Engineer
- Wastewater Supervisor
- Water Supervisor
- Water Operator I, II, III
- Wastewater Operator I, II, III
- Customer Service Specialist