

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: SEPTEMBER 18 , 2020



## **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: SEPTEMBER 18, 2020

**AGENDA ITEM**

**D**

**SEPTEMBER 23, 2020**

## **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 SEPTEMBER 9, 2020, REGULAR BOARD MEETING MINUTES  
[RECOMMEND APPROVE MINUTES]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER 

FROM: LISA BOGNUDA   
FINANCE DIRECTOR

DATE: SEPTEMBER 18, 2020

**AGENDA ITEM**  
**D-1**  
**SEPTEMBER 23, 2020**

**WARRANTS**

TOTAL COMPUTER CHECKS  
\$144,240.65

HANDWRITTEN CHECKS  
NONE

VOIDS – NONE

**COMPUTER GENERATED CHECKS – SEE ATTACHED**



Nipomo Community Services District

Item D-1 Warrants SEPTEMBER 23, 2020

By Payment Number

Payment Dates 09/23/2020 - 09/23/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 6381</b>				
Advantage Answering Plus, In	Answering service	18-146-611	09/23/2020	265.24
				<b>Payment 6381 Total: 265.24</b>
<b>Payment: 6382</b>				
Allweather Landscape Mainte	LMD	38636	09/23/2020	325.00
				<b>Payment 6382 Total: 325.00</b>
<b>Payment: 6383</b>				
Amazon Capital Services, Inc.	Hydrophobic pump filter	1M1W-L3DP-92MN	09/23/2020	152.20
Amazon Capital Services, Inc.	120W power supply (5)	1K9F-VVQY-DN6F	09/23/2020	563.16
Amazon Capital Services, Inc.	Credit memo	1PCF-VX66-6Q6D	09/23/2020	-8.16
				<b>Payment 6383 Total: 707.20</b>
<b>Payment: 6384</b>				
Burdine Printing	Doorhangers-meter change o	42138	09/23/2020	396.26
Burdine Printing	Prop 218 Notice	42405A	09/23/2020	1,093.85
Burdine Printing	Prop 218 Notice postage	42405B	09/23/2020	1,312.98
Burdine Printing	Mail bills	42461A	09/23/2020	213.19
Burdine Printing	Postage for bills	42461B	09/23/2020	1,366.66
				<b>Payment 6384 Total: 4,382.94</b>
<b>Payment: 6385</b>				
California Water Environment	Collections Grade 3	Maldonado 2020	09/23/2020	101.00
				<b>Payment 6385 Total: 101.00</b>
<b>Payment: 6386</b>				
Cannon Corporation	Construction Mgmt-Metal Sto	73538	09/23/2020	1,950.00
Cannon Corporation	Electrical plans for Metal Stor	73537	09/23/2020	666.00
				<b>Payment 6386 Total: 2,616.00</b>
<b>Payment: 6387</b>				
Engel & Gray, Inc.	Biosolids collection	08X00009	09/23/2020	8,391.64
				<b>Payment 6387 Total: 8,391.64</b>
<b>Payment: 6388</b>				
Everywhere Right Now, Inc	Annual Website Preventative	20-0924	09/23/2020	1,920.00
Everywhere Right Now, Inc	Troubleshoot website issues	2630	09/23/2020	384.00
				<b>Payment 6388 Total: 2,304.00</b>
<b>Payment: 6389</b>				
Excel Personnel Services, Inc.	Employment agency	3580295	09/23/2020	1,695.39
Excel Personnel Services, Inc.	Employment agency	3572669	09/23/2020	1,743.75
Excel Personnel Services, Inc.	Employment agency	3584137	09/23/2020	1,581.00
				<b>Payment 6389 Total: 5,020.14</b>
<b>Payment: 6390</b>				
Executive Janitorial	Janitorial services	78602	09/23/2020	780.00
				<b>Payment 6390 Total: 780.00</b>
<b>Payment: 6391</b>				
Frontier Communications	Telephone	Auugst	09/23/2020	58.21
				<b>Payment 6391 Total: 58.21</b>
<b>Payment: 6392</b>				
Holloway, Carl & Debra	Refund of Deposit-Tract 2642	INV0006842	09/23/2020	852.55
				<b>Payment 6392 Total: 852.55</b>
<b>Payment: 6393</b>				
Iconix Waterworks (US) Inc.	Quickrete contrete mix	U2016043800	09/23/2020	219.37
Iconix Waterworks (US) Inc.	Air releasve valve	U2016042328	09/23/2020	327.11
				<b>Payment 6393 Total: 546.48</b>

**Item D-1 Warrants SEPTEMBER 23, 2020**

**Payment Dates: 09/23/2020 - 09/23/2020**

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
<b>Payment: 6394</b>				
Iglesias, Mario	Cell phone reimbursement	Sept 2020	09/23/2020	65.00
<b>Payment 6394 Total:</b>				<b>65.00</b>
<b>Payment: 6395</b>				
Integrated Industrial Supply, I	Spring driven reel with hose	71764	09/23/2020	589.86
<b>Payment 6395 Total:</b>				<b>589.86</b>
<b>Payment: 6396</b>				
Iron Mountain	Shredding	CXZR588	09/23/2020	65.58
<b>Payment 6396 Total:</b>				<b>65.58</b>
<b>Payment: 6397</b>				
Jun, Joshua Byung	Washer rebate	INV0006843	09/23/2020	75.00
<b>Payment 6397 Total:</b>				<b>75.00</b>
<b>Payment: 6398</b>				
Miner's Ace Hardware	Supplies	Aug 2020	09/23/2020	633.77
<b>Payment 6398 Total:</b>				<b>633.77</b>
<b>Payment: 6399</b>				
Mission Uniform Service	Uniforms	513194396	09/23/2020	170.94
Mission Uniform Service	Uniforms	513244425	09/23/2020	170.94
<b>Payment 6399 Total:</b>				<b>341.88</b>
<b>Payment: 6400</b>				
NexTraq	GPS subscription	AT01523551	09/23/2020	507.35
<b>Payment 6400 Total:</b>				<b>507.35</b>
<b>Payment: 6401</b>				
Nipomo Community Services	Water-Tefft St L/S	8-31-20C	09/23/2020	31.74
Nipomo Community Services	Water-Misty Glen L/S	8-31-20H	09/23/2020	14.97
Nipomo Community Services	Water-BLWTF	8-31-20A	09/23/2020	98.71
Nipomo Community Services	Water-Southland WWTF	8-31-20	09/23/2020	45.16
Nipomo Community Services	Water LMD	8-31-20B	09/23/2020	614.84
Nipomo Community Services	Water-Juniper L/S	8-31-20F	09/23/2020	31.74
Nipomo Community Services	Water-Joshua Rd Pump Statio	8-31-20D	09/23/2020	25.79
Nipomo Community Services	Water-Honey Grove L/S	8-31-20G	09/23/2020	10.82
Nipomo Community Services	Water-Alta Vista	8-31-20E	09/23/2020	25.79
<b>Payment 6401 Total:</b>				<b>899.56</b>
<b>Payment: 6402</b>				
Nunley & Associates, Inc.	Interconnection	8086	09/23/2020	259.88
Nunley & Associates, Inc.	Joshua Road Pump Station	8089	09/23/2020	786.92
Nunley & Associates, Inc.	PCIA-Housing Authority	8075	09/23/2020	876.79
Nunley & Associates, Inc.	GIS implementation	8067	09/23/2020	2,270.13
Nunley & Associates, Inc.	PCIA Tract 2312	8073	09/23/2020	496.98
Nunley & Associates, Inc.	Southland WWTF Blower Imp	8074	09/23/2020	6,642.47
Nunley & Associates, Inc.	GIS-meter program	8068	09/23/2020	2,293.81
Nunley & Associates, Inc.	Screw Press Design	8083	09/23/2020	2,041.50
<b>Payment 6402 Total:</b>				<b>15,668.48</b>
<b>Payment: 6403</b>				
Office Depot	Office supplies	120298820001	09/23/2020	57.90
Office Depot	Office supplies	120298819001	09/23/2020	102.84
<b>Payment 6403 Total:</b>				<b>160.74</b>
<b>Payment: 6404</b>				
PG&E	Electricity	Sept 2020	09/23/2020	58,973.61
<b>Payment 6404 Total:</b>				<b>58,973.61</b>
<b>Payment: 6405</b>				
Proto Die Manufacturing, Inc.	Frame repaired/refabricated	1220	09/23/2020	625.00
<b>Payment 6405 Total:</b>				<b>625.00</b>
<b>Payment: 6406</b>				
Ray Morgan Company	B&W/Color copies	3070725	09/23/2020	188.41
Ray Morgan Company	B&W/Color copies	3070726	09/23/2020	241.44

Item D-1 Warrants SEPTEMBER 23, 2020

Payment Dates: 09/23/2020 - 09/23/2020

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Ray Morgan Company	Plotter toner cartridges	3066955	09/23/2020	409.23
<b>Payment: 6406 Total:</b>				<b>839.08</b>
<b>Payment: 6407</b>				
ReadyRefresh by Nestle	Distilled water	7828990627	09/23/2020	54.55
<b>Payment 6407 Total:</b>				<b>54.55</b>
<b>Payment: 6408</b>				
Richards, Watson & Gershon	Dana Reserve	228529	09/23/2020	93.00
<b>Payment 6408 Total:</b>				<b>93.00</b>
<b>Payment: 6409</b>				
Richards, Watson & Gershon	BL A/D legal services through	228538	09/23/2020	3,594.50
<b>Payment 6409 Total:</b>				<b>3,594.50</b>
<b>Payment: 6410</b>				
Richards, Watson & Gershon	Legal services through 8-31-2	228527	09/23/2020	6,855.91
<b>Payment 6410 Total:</b>				<b>6,855.91</b>
<b>Payment: 6411</b>				
Richards, Watson & Gershon	Water rights adjudication	228528	09/23/2020	4,175.42
<b>Payment 6411 Total:</b>				<b>4,175.42</b>
<b>Payment: 6412</b>				
Santa Maria Ford Lincoln	Vehicle repair/maintenance	194611	09/23/2020	2,200.01
<b>Payment 6412 Total:</b>				<b>2,200.01</b>
<b>Payment: 6413</b>				
Sedaru, Inc.	Annual software support	310-002-01	09/23/2020	11,760.00
<b>Payment 6413 Total:</b>				<b>11,760.00</b>
<b>Payment: 6414</b>				
SLO County Air Pollution Cont	515 Southland	20793	09/23/2020	996.00
<b>Payment 6414 Total:</b>				<b>996.00</b>
<b>Payment: 6415</b>				
SLO County Environmental He	Cross Connection services	9816	09/23/2020	2,038.50
<b>Payment 6415 Total:</b>				<b>2,038.50</b>
<b>Payment: 6416</b>				
SoCalGas	Heat - shop/office	9-15-20	09/23/2020	16.90
<b>Payment 6416 Total:</b>				<b>16.90</b>
<b>Payment: 6417</b>				
Tesco Controls, Inc.	Replace 2 VFDS, configure an	0071198	09/23/2020	5,434.24
Tesco Controls, Inc.	Eaton VFD I/O cards	00071199	09/23/2020	607.62
<b>Payment 6417 Total:</b>				<b>6,041.86</b>
<b>Payment: 6418</b>				
Thompson Reuters	Software support	SP9720419	09/23/2020	27.00
<b>Payment 6418 Total:</b>				<b>27.00</b>
<b>Payment: 6419</b>				
Tribune	Notice inviting bids-screw pre	8-23-20	09/23/2020	591.69
<b>Payment 6419 Total:</b>				<b>591.69</b>

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER



DATE: SEPTEMBER 18, 2020



**APPROVE SEPTEMBER 23, 2020  
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. September 23, 2020 draft Regular Board Meeting Minutes

SEPTEMBER 23, 2020

ITEM D-2

ATTACHMENT A

# NIPOMO COMMUNITY SERVICES DISTRICT

*Serving the Community since 1965*

## DRAFT REGULAR MINUTES

SEPTEMBER 9, 2020 AT 9:00 A.M.

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

### BOARD of DIRECTORS

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

### PRINCIPAL STAFF

MARIO IGLESIAS, GENERAL MANAGER  
LISA BOGNUDA, FINANCE DIRECTOR  
PETER SEVCIK, DIRECTOR OF ENG. & OPS.  
CRAIG STEELE, GENERAL COUNSEL

#### Mission Statement:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

*Pursuant to Governor Newsom's Executive Order N-25-20, members of the Nipomo Community Services District Board or staff may participate in this meeting in person, or via teleconference. To protect the health and safety of the public, Board members, and staff, social distancing will be practiced at the District's physical location, 148 S. Wilson Street. Members of the public may choose to participate in person at this location or monitor the audio portion of the meeting and any public hearings telephonically by calling (800) 567-5900 (code 242-2614#). Pursuant to Governor Newsom's Executive Order N-29-20, members of the public may also comment – on items on this agenda or items not on the agenda but within the jurisdiction of the Board – via email sent to [info@ncsd.ca.gov](mailto:info@ncsd.ca.gov) prior to the 9:00 am meeting start time. All emails received by that time will be distributed to the Board. Public participation in the meeting and public hearings will be taken only as described above. If any individual with a disability requires assistance to observe or participate in the meeting, please contact the District office by telephone at least 24 hours in advance.*

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

*President Gaddis called the Regular Meeting of September 9, 2020, 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 Board Members were present.*

*There were no public comments.*

#### C. PRESENTATIONS AND REPORTS

##### 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

*Director Eby*

- *September 2, attended WRAC meeting remotely.*

*Director Gaddis*

- *August 31, attended Board Officers' meeting.*

SUBJECT TO BOARD APPROVAL

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

- C-2) 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 Armstrong and seconded, the Board unanimously approved receiving and filing presentations and reports.  
Vote 5-0.*

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

**D. CONSENT AGENDA**

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE AUGUST 26, 2020, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) ACCEPT COMPLETED SOUTHLAND WASTEWATER TREATMENT FACILITY STORAGE BUILDING PROJECT [RECOMMEND, BY MOTION AND ROLL CALL VOTE, ACCEPT PROJECT AND DIRECT STAFF TO FILE NOTICE OF COMPLETION].

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved the Consent Agenda.  
Vote 5-0.*

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

**E. ADMINISTRATIVE ITEMS**

- E-1) APPROVE UPDATED NIPOMO COMMUNITY SERVICE DISTRICT PURCHASE POLICY AND PROCEDURES [RECOMMEND APPROVE RESOLUTION APROVING UPDATED PURCHASE POLICY AND PROCEDURES]

*Craig Steele, District Legal Counsel, presented the item and answered questions from the Board. Mr. Steele reviewed the red-lined version of the policy and suggested a sentence be removed from Section 6.3(A)5.*

*There were no public comments.*

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved the Resolution and policy as amended.  
Vote 5-0.*

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

SUBJECT TO BOARD APPROVAL

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

**RESOLUTION NO. 2020-1572**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING AN UPDATED PURCHASE POLICY AND PROCEDURES**

- E-2) ADOPT 2019 SAN LUIS OBISPO COUNTY INTEGRATED REGIONAL WATER MANAGEMENT PLAN [RECOMMEND APPROVE RESOLUTION ADOPTING IRWM PLAN AND FINDING THAT THE PROJECT IS EXEMPT FROM REVIEW UNDER CEQA]

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

There were no public comments.

*Upon the motion of Director Gaddis and seconded, the Board unanimously approved the Resolution.*

*Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Gaddis, Armstrong, Woodson, Blair and Eby</i>	<i>None</i>	<i>None</i>

**RESOLUTION NO. 2020-1573**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT ADOPTING THE 2019 SAN LUIS OBISPO COUNTY INTEGRATED REGIONAL WATER MANAGEMENT PLAN AND FINDING THAT ADOPTION OF THE PLAN IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**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**

*None*

**H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS**

*None*

**I. CLOSED SESSION ANNOUNCEMENTS**

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

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District  
DRAFT REGULAR MEETING  
MINUTES

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

*There were no public comments.*

K. ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 9:36 a.m.

L. OPEN SESSION

ANNOUNCEMENT OF REPORTABLE ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

Craig Steele, District Legal Counsel, announced the Board discussed Item 1 in Closed Session and took no reportable action.

ADJOURN MEETING

*President Gaddis adjourned the meeting at 10:38 a.m.*

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 36 minutes
Closed Session	1 hour 02 minutes
TOTAL HOURS	1 hour 38 minutes

Respectfully submitted,

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

\_\_\_\_\_  
Date