

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: FEBRUARY 4, 2021



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

PRESENTATION: A Resolution of the Nipomo Community Services District Expressing Appreciation and Gratitude Posthumously to Doug Jones for his service to Nipomo Community Services District.

- 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: FEBRUARY 4, 2021

AGENDA ITEM

D

FEBRUARY 10, 2021

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 JANUARY 27, 2021, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) REVIEW BOARD BY-LAWS AND POLICIES AND PROPOSE EDITS FOR
CONSIDERATION [RECOMMEND REVIEW OF BY-LAWS AND DIRECT STAFF TO
RETURN WITH REVISIONS, IF ANY, FOR FUTURE BOARD APPROVAL OR
RECEIVE AND FILE IF NO REVISIONS].
- D-4) ACCEPT SECOND QUARTER FISCAL YEAR 2020-2021 QUARTERLY FINANCIAL
REPORT [RECOMMEND RECEIVE AND FILE REPORT]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: LISA BOGNUDA
FINANCE DIRECTOR



AGENDA ITEM
D-1(A)
FEBRUARY 10, 2021

DATE: FEBRUARY 4, 2021

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$83,253.06
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE



Nipomo Community Services District

Item D-1 Warrants FEBRUARY 10, 2021

By Payment Number

Payment Dates 02/10/2021 - 02/10/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 6869					
Abalone Coast Analytical, Inc.	Lab tests	5167	02/10/2021		7,655.60
				Payment 6869 Total:	7,655.60
Payment: 6870					
Advantage Answering Plus, In	Answering service	19-996-591	02/10/2021		289.31
				Payment 6870 Total:	289.31
Payment: 6871					
Alexander's Contract Services,	Meter reading	202101280873	02/10/2021		190.71
Alexander's Contract Services,	Meter reading	202101280872	02/10/2021		2,481.00
				Payment 6871 Total:	2,671.71
Payment: 6872					
Amazon Capital Services, Inc.	Wire rope cable clips	1G1T-M6MK-QRND	02/10/2021		46.11
Amazon Capital Services, Inc.	Life vest rearming kit	13LG-FRK3-YCHX	02/10/2021		202.58
Amazon Capital Services, Inc.	Batteries	1QP4-WQGR-FG4N	02/10/2021		20.37
Amazon Capital Services, Inc.	Dayton fan filter replacement	17WJ-MD3J-HQGC	02/10/2021		24.46
Amazon Capital Services, Inc.	Face mask required sign	1LKR-TP43-4WXC	02/10/2021		23.10
Amazon Capital Services, Inc.	Video intercom system	1HVN-7VMR-L7F7	02/10/2021		74.64
				Payment 6872 Total:	391.26
Payment: 6873					
Aqua-Metric Sales, Co.	Water meters and single port	INV0080973	02/10/2021		18,165.20
				Payment 6873 Total:	18,165.20
Payment: 6874					
AT&T	Telephone	15935260	02/10/2021		252.59
AT&T	Telephone	15935258	02/10/2021		30.34
AT&T	Telephone	15935259	02/10/2021		170.32
				Payment 6874 Total:	453.25
Payment: 6875					
Baumgarten, Michael	CWEA Membership - Baumga	JAN 2021	02/10/2021		192.00
				Payment 6875 Total:	192.00
Payment: 6876					
Brenntag Pacific, Inc.	Ammonium Sulfate	BPI117004	02/10/2021		772.26
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI117006	02/10/2021		306.73
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI117007	02/10/2021		745.16
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI116495	02/10/2021		396.94
Brenntag Pacific, Inc.	Ammonium Sulfate	BPI117003	02/10/2021		1,358.12
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI117008	02/10/2021		685.63
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI116493	02/10/2021		414.99
Brenntag Pacific, Inc.	Ammonium Sulfate	BPI117005	02/10/2021		1,091.82
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI116492	02/10/2021		348.23
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI116491	02/10/2021		450.01
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI116494	02/10/2021		793.89
				Payment 6876 Total:	7,363.78
Payment: 6877					
CalPortland Construction	Class 2 base	94905925	02/10/2021		1,087.35
				Payment 6877 Total:	1,087.35
Payment: 6878					
Clever Ducks	Computer expense	29802	02/10/2021		3,076.00
				Payment 6878 Total:	3,076.00
Payment: 6879					
Electricraft, Inc.	Connect effluent pump	15467	02/10/2021		985.56
Electricraft, Inc.	Pump repair	15548	02/10/2021		3,566.53

Item D-1 Warrants FEBRUARY 10, 2021

Payment Dates: 02/10/2021 - 02/10/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Electricraft, Inc.	Southland VFD	15537	02/10/2021		1,539.00
				Payment 6879 Total:	6,091.09
Payment: 6880					
EMCOR Services Mesa Energy	HVAC preventative maintenanc	013590746	02/10/2021		1,325.25
				Payment 6880 Total:	1,325.25
Payment: 6881					
Etteddgue, Jana	Board meeting supplies and Li	JAN 2021	02/10/2021		92.00
				Payment 6881 Total:	92.00
Payment: 6882					
Excel Personnel Services, Inc.	Employment agency	3666543	02/10/2021		372.00
Excel Personnel Services, Inc.	Employment agency	3662514	02/10/2021		465.00
				Payment 6882 Total:	837.00
Payment: 6883					
FGL Environmental	Lab tests	180055A	02/10/2021		752.00
FGL Environmental	Lab tests	180057A	02/10/2021		57.00
FGL Environmental	Lab tests	180056A	02/10/2021		87.00
				Payment 6883 Total:	896.00
Payment: 6884					
GLM Landscape Management	Landscape maintenance	JAN 2021	02/10/2021		430.00
				Payment 6884 Total:	430.00
Payment: 6885					
Great Western Alarm and Co	Alarm monitoring service	210102062101	02/10/2021		70.00
Great Western Alarm and Co	Alarm monitoring service	210102107101	02/10/2021		70.00
Great Western Alarm and Co	Alarm monitoring service	210100640101	02/10/2021		37.00
				Payment 6885 Total:	177.00
Payment: 6886					
Home Depot Credit Services D	Operating supplies	2271162	02/10/2021		107.25
Home Depot Credit Services D	Operating supplies	2111472	02/10/2021		674.60
				Payment 6886 Total:	781.85
Payment: 6887					
Iglesias, Mario	Distribution certificate renew	FEB 2021	02/10/2021		105.00
				Payment 6887 Total:	105.00
Payment: 6888					
Integrated Industrial Supply, I	PVC safety boots and shovel	74627	02/10/2021		75.98
				Payment 6888 Total:	75.98
Payment: 6889					
MNS Engineers, Inc.	Construction Management - S	77034	02/10/2021		5,200.00
				Payment 6889 Total:	5,200.00
Payment: 6890					
Municipal Maintenance Equip	Pendant control w/ vac break	0156153-IN	02/10/2021		710.01
				Payment 6890 Total:	710.01
Payment: 6891					
Newton Geo-Hydrology Cons	Litigation support	JAN 2021-2	02/10/2021		7,030.00
Newton Geo-Hydrology Cons	General Consultation January	JAN 2021	02/10/2021		92.50
				Payment 6891 Total:	7,122.50
Payment: 6892					
NexTraq	GPS subscription	SV025934	02/10/2021		75.00
				Payment 6892 Total:	75.00
Payment: 6893					
Office Depot	Office supplies	153811942001	02/10/2021		35.82
Office Depot	Office supplies	153831500001	02/10/2021		150.15
Office Depot	Office supplies	150173130001	02/10/2021		105.08
				Payment 6893 Total:	291.05
Payment: 6894					
Olivas, Silas	Uniform - Boot reimbursemen	JAN 2021	02/10/2021		161.63

Item D-1 Warrants FEBRUARY 10, 2021

Payment Dates: 02/10/2021 - 02/10/2021

Vendor Name	Description (Payable)	Payable Number	Payment Date	(None)	Amount
Payment: 6894					
Paxxo (USA), Inc.	Maxi cassette	F21-024	02/10/2021		161.63
Payment: 6895					
Polydyne, Inc.	Clarifloc	1512608	02/10/2021		553.18
Payment: 6896					
Praxair Distribution, Inc.	Cylinder rental	61369626	02/10/2021		649.38
Payment: 6897					
Ray Morgan Company	B&W/Color copies	3193787	02/10/2021		59.81
Payment: 6898					
ReadyRefresh by Nestle	Distilled water	01A0900023136	02/10/2021		128.61
Payment: 6899					
Santa Maria Ford Lincoln	Oil cooler leak repair	199372	02/10/2021		45.65
Payment: 6900					
Simplot Grower Solutions	CAN 17	780140552	02/10/2021		2,666.15
Payment: 6901					
South County Sanitary Service	Solid waste tax liens	JAN 2021	02/10/2021		666.02
Payment: 6902					
Terminix Commercial	Pest Control	404099655	02/10/2021		197.33
Payment: 6903					
Tuff Shed, Inc.	Storage shed	2488710	02/10/2021		62.00
Payment: 6904					
US Bank National Association	Membership dues	JAN2021E	02/10/2021		3,471.69
US Bank National Association	Travel and meals	JAN2021A	02/10/2021		486.74
US Bank National Association	Board meeting supplies/Recor	JAN2021F	02/10/2021		100.00
US Bank National Association	Storage	JAN2021D	02/10/2021		36.66
US Bank National Association	Zoom/Conference calls	JAN2021C	02/10/2021		80.83
US Bank National Association	Software subscription	JAN2021B	02/10/2021		199.50
Payment: 6905					
USA Bluebook	Chlorine secondary standards	477039	02/10/2021		45.75
USA Bluebook	Hach CL17 total chlorine reag	485641	02/10/2021		24.00
USA Bluebook	Ammonia reagent and supplie	479937	02/10/2021		437.96
Payment: 6906					
Verizon Wireless	Cell service	9871882434	02/10/2021		5,825.09
Payment: 6907					
Waste Connections	Waste collection - Southland	7144301	02/10/2021		503.07
Waste Connections	Waste collection - Office	7143027	02/10/2021		6,766.12
Waste Connections	Waste collection - Old Town	7143941	02/10/2021		1,249.41
Payment: 6908					
					227.79
					48.60
					257.76
Payment: 6909					
					534.15

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: FEBRUARY 4, 2021

AGENDA ITEM
D-2
FEBRUARY 10, 2021

**APPROVE JANUARY 27, 2021
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. January 27, 2021 draft Regular Board Meeting Minutes

FEBRUARY 10, 2021

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

JANUARY 27, 2021 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**
DAN WOODSON, **DIRECTOR**
RICHARD MALVAROSE, **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 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 Eby called the Regular Meeting of January 27, 2021, 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) 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.

There were no public comments.

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

SUBJECT TO BOARD APPROVAL

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

Director Woodson

- January 20, attended the Citizen's Transportation Advisory Committee meeting.
- January 25, attended the South County Advisory Committee meeting.

Director Gaddis

- January 20, attended Board Officers' meeting.

Director Eby

- January 20, attended Board Officers' meeting.
- January 25, attended LAFCO meeting remotely.

C-3) 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 Gaddis and seconded, the Board unanimously approved receiving and filing presentations and reports.
Vote 5-0.*

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

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JANUARY 13, 2021, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) INVESTMENT POLICY – SECOND QUARTER REPORT [RECOMMEND RECEIVE AND FILE]
- D-4) ANNUAL REVIEW OF DISTRICT DEBT MANAGEMENT AND CASH RESERVE POLICIES [RECOMMEND REVIEW AND REAFFIRM DEBT MANAGEMENT AND CASH RESERVE POLICIES]
- D-5) RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE POSTHUMOUSLY TO DOUG JONES FOR HIS SERVICE TO THE NIPOMO COMMUNITY SERVICES DISTRICT [RECOMMEND ADOPT RESOLUTION]

Lisa Bognuda, Finance Director, answered questions from the Board regarding the Investment Policy for the second quarter.

There were no public comments.

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

SUBJECT TO BOARD APPROVAL

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

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

RESOLUTION NO. 2021-1586

A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT
EXPRESSING APPRECIATION AND GRATITUDE POSTHUMOUSLY TO
DOUG JONES FOR HIS SERVICE TO NIPOMO COMMUNITY SERVICES DISTRICT

E. ADMINISTRATIVE ITEMS

- E-1) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR APN 092-577-002 FOR 7 ADDITIONAL RESIDENTIAL UNITS LOCATED ON LUCKY LANE [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]

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

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

There were no public comments.

*Upon the motion of Director Blair and seconded, the Board approved the Intent-to-serve letter with conditions.
Vote 3-2.*

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

- E-2) ADOPT RESOLUTION REVISING DISTRICT INVESTMENT POLICY [RECOMMEND ADOPT RESOLUTION]

Craig Steele, District Council, 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
Directors Gaddis, Woodson, Malvarose, Blair, and Eby	None	None

RESOLUTION NO. 2021-1587

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING A REVISED DISTRICT INVESTMENT POLICY

F. GENERAL MANAGER'S REPORT

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

SUBJECT TO BOARD APPROVAL

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

G. COMMITTEE REPORTS

None

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Woodson, stated Lynn Compton was looking for a County District 4 representative replacement for the Water Resource Advisory Council (WRAC).

Director Eby, stated LAFCO was looking for a public member as well.

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

District Legal Counsel, Craig Steele, stated there was no need for Closed Session.

ADJOURN MEETING

President Eby adjourned the meeting at 10:13 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	1 hour 13 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	1 hour 13 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: FEBRUARY 5, 2021

AGENDA ITEM
D-3
FEBRUARY 10, 2021

REVIEW BOARD BY-LAWS AND POLICIES AND PROPOSE EDITS FOR CONSIDERATION

ITEM

Review Board By-Laws and Policies and propose edits for consideration [RECOMMEND REVIEW OF BY-LAWS AND DIRECT STAFF TO RETURN WITH REVISIONS, IF ANY, FOR FUTURE BOARD APPROVAL OR RECEIVE AND FILE IF NO REVISIONS].

BACKGROUND

Pursuant to Section 16 of the Board By-Laws, the Board By-Laws Policy shall be reviewed annually. The review shall be provided by District Counsel and ratified by Board action.

Attached are the current Board By-Laws for your review and consideration. District Counsel has reviewed the Board By-Laws and is not recommending any revisions at this time. However, your Board may make recommendations for any desired changes during the discussion of this item.

FISCAL IMPACT

Funds for staff time to support the Board's direction to revise By-Laws, if any, are included in the FY 2020-21 Budget.

STRATEGIC PLAN

Goal 6 – GOVERNANCE AND ADMINISTRATION – Conduct District activities in an efficient, equitable and cost-effective manner.

6.1– Board carry out an annual self-evaluation seeking to provide better policy guidance, by-laws, and increase efficiency and effectiveness

RECOMMENDATION

Staff recommends that your Honorable Board review the By-laws and policies. If edits are proposed, direct Staff to place consideration of edits on the Agenda for the next Regular Board Meeting. If no edits or revisions are recommended, the By-laws should be received and filed.

ATTACHMENT

A. Resolution 2020-1544, 2020 Board By-laws

FEBRUARY 10, 2021

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-1544**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING AMENDED BOARD BY-LAWS**

WHEREAS, the Board of Directors of Nipomo Community Services District (District) is committed to providing excellence in legislative leadership; and

WHEREAS, Section 16 of the Board By-Laws and Policies provides for the annual review of the Board By-Laws and Policies by District Legal Counsel; and

WHEREAS, Government Code §61045 requires the Board of Directors to adopt Rules or By-laws governing its proceedings; and

WHEREAS, as required by the existing Bylaws, District Legal Counsel has reviewed the District's previously adopted Board By-Laws and Policies and recommended that the District Board of Directors adopt certain revisions; and

WHEREAS, the District Board has considered the proposed amendments and provided an opportunity for public comment regarding the proposed revisions to the Board By-Laws.

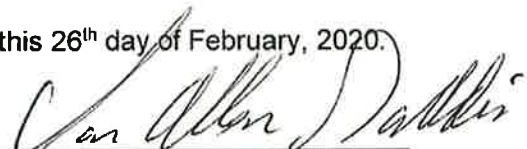
NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Nipomo Community Services District, as follows:

1. The amendment to the Nipomo Community Services District Board By-Laws and Policies attached hereto as Exhibit "A" is hereby approved and adopted.

Upon motion of Director Armstrong, seconded by Director Gaddis, on the following roll call vote, to wit:

AYES: Directors Armstrong, Gaddis, Woodson, Blair and Eby
NOES: None
ABSENT: None
ABSTAIN: None


the foregoing resolution is hereby passed and adopted this 26th day of February, 2020.



DAN ALLEN GADDIS
Board President
Nipomo Community Services District

ATTEST:


MARIO IGLESIAS
General Manager and Secretary to the Board

APPROVED: 

CRAIG A. STEELE
District Legal Counsel

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-1544**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING AMENDED BOARD BY-LAWS**

EXHIBIT "A"

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are President and Vice President.
- 1.2 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as chairperson of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.

2. MEETINGS

- 2.1 Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 9:00 a.m. on the second and fourth Wednesday of each calendar month in the Board Room at the District Office located at 148 South Wilson, Nipomo, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.
- 2.2 Special Meetings.

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager or the Assistant General Manager in consultation with the President or, in his or her absence, the Vice President or those Directors calling the meeting.
- 2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:
 - (a) Directors may briefly respond to statements or questions from the public;

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-1544**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING AMENDED BOARD BY-LAWS**

EXHIBIT "A"

- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
 - (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
 - (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.
- 2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions, and on roll call votes his/her name shall be called last.
- 2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of District business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.8 A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those temporarily absent because of a conflict of interest, and absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.10 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.11 All recording devices, including but not limited to , audio or video recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated in plain public view and from behind the public speaker's podium. The President retains the discretion to alter these guidelines, including the authority to require that all audio or video recorders, still and/or motion picture cameras be located in the back of the room.

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3. AGENDAS

- 3.1. The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. twelve calendar days prior to the meeting date. Such a request must be also submitted in writing either at the time of communication with the General Manager or delivered to the office within the next working day.
- 3.2. The following applies to reconsideration of prior Board actions.
 - (a) After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 3.1, above, or other provisions of the Brown Act.
 - (b) Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
 - (c) The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.
- 3.3. Comments on agendized items should be held until the appropriate item is called.
- 3.4. Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.
 - (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

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- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, an abstention or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, an abstention or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, an abstention or conflict of interest, in the minutes on the item identified by the Director.

4. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

- 4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.
- 4.2 The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions, or motions.
- 4.3 The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 4.4 and 4.6 below, shall not be required to record any remarks of Directors or any other person.
- 4.4 The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.
- 4.5 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be

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appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.

- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.
- 4.7 Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. During the 30-day period, the District will provide, without charge, the necessary equipment for inspection of said recordings at the District Office during regular business hours. In addition to the 30-day requirement, the District will maintain the recordings- in accordance with its current Records Retention Policy

5. **DIRECTORS**

- 5.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.
- 5.2 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 5.3 Information may be requested from staff before meetings, within such limitations as required by the Brown Act. Information that is requested shall be distributed through the General Manager, and all Directors will receive a copy of all information being distributed.
- 5.4 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disrespectful to others.
- 5.6 Pursuant to §54952.2 of the Brown Act:
 - (a) Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.

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- (b) Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, provided that District Staff does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.

- 5.7 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on an issue.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, a Director has no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.
- 6.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 6.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

7. AUTHORITY OF THE GENERAL MANAGER

Pursuant to Government Code §61051, the General Manager shall be responsible for the following:

- 7.1. The implementation of the policies established by the Board of Directors for the operation of the District;
- 7.2 The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors;
- 7.3 The supervision of the District's facilities and services;
- 7.4 The supervision of the District's finances.

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8. DIRECTOR GUIDELINES

- 8.1 Directors, by making a request to the General Manager or Assistant General Manager, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or the Assistant General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or Assistant General Manager shall inform the individual Director why the information is not or cannot be made available.
- 8.2 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 8.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 8.4 When approached by District personnel concerning a specific District policy, Directors should direct inquiries to the General Manager or Assistant General Manager. The chain of command should be followed. If a Director concludes that a personnel issue is not being adequately addressed in this manner, he/she should refer it to the Board's standing Administration Committee for further consideration, in accordance with District Personnel Policy.
- 8.5 Directors and General Manager should develop a working relationship so that current issues, concerns, and District projects can be discussed comfortably and openly.
- 8.6 When responding to constituent requests and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in his/her absence, to the Assistant General Manager.
- 8.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

9. DIRECTOR COMPENSATION

- 9.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular adjourned or special meeting of the Board of Directors attended by him/her.

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- 9.2 Each Director appointed to a committee is authorized to receive one hundred dollars (\$100) as compensation for each public meeting of a standing committee attended by him/her.
- 9.3 Each Director appointed to an ad hoc committee is authorized to receive seventy-five dollars (\$75.00) as compensation for each ad hoc committee meeting attended by him/her.
- 9.4 In no event shall Director compensation exceed \$100 per day.
- 9.5 Director compensation shall not exceed six full days in any one calendar month.

10. DIRECTOR REIMBURSEMENT

- 10.1 Subject to the following rules and budgetary limitations, each Director is entitled to reimbursement for their actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments, and tips. The amount set for per diem shall be

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considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.

- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.
- 10.2 All expenses that do not fall within the reimbursement policy set forth in 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.
- 10.3 Board members shall submit an expense report on the District form within thirty (30) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense. Expense reports for mileage, as referenced in Section 10.1(b), shall be submitted no later than the end of each quarter (March, June, September, and December).
- 10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

11. TRAINING

11.1 Ethics Training

- (a) Pursuant to sections 53234 et seq. of the Government Code, all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- (b) Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

11.2 Harassment Prevention Training

Board members, the General Manager, and supervisors that are designated in the Districts conflict of interest code, shall receive harassment prevention training in accordance with the law.

12. COMMITTEES

12.1 Ad Hoc Committees

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment,

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and the committee shall be considered dissolved when its final report has been made.

12.2 Standing Committees

- (a) The Board may create standing committees at its discretion. The Board President shall propose and the Board of Directors shall approve standing committee membership.
- (b) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.
- (c) All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these By-Laws. Summary notes for each meeting of each committee shall be forwarded to the NCSD Board of Directors as a public record.

13. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors by Monday of each week and/or with agenda packet.

- 13.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the District, and
- 13.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

14. CONFLICTS AND RELATED POLICY

State laws and a local conflict of interest policy are in place to prohibit Directors and designated employees of the District from making, participating in making, or using their official positions to influence a governmental decision that may have a material financial effect (positive or negative) on that individual's financial interests.. The purpose of such laws and regulations is to insure that all actions are taken in the public interest, and to eliminate not only actual impropriety in the District's decision-making process, but also any appearance of impropriety. Laws which regulate conflicts of interest are very complicated, and the consequences of a violation are significant. The following provides a very brief summary of various conflict related laws. Directors and District employees are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item in which they may have a conflict of interest.

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14.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis, and take advantage of training opportunities to learn or refresh their knowledge of conflict of interest rules. The general rule is that an official may not make, participate in making, or use their official position to influence a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official or his or her immediate family, and the effect is distinguishable from the effect on the public generally.

14.1.1 FPPC regulations related to interests in real property provide that, if the real property in which the Director has an interest is located 500 feet or less from the boundaries of the property affected by a decision, the impact of the decision on that interest is deemed to be material, and the official has a conflict of interest, unless there is "clear and convincing evidence" that the decision will not have any measurable impact on the official's property. For decisions that affect real property that is located between 500 feet and 1,000 feet of the official's real property interest, the decision is presumed to be material, and the official has a conflict of interest, if the decision would change the parcel's market value, development potential, income potential, highest and best use, or character by substantially altering traffic levels, intensity of use, parking,, view, privacy, noise levels or air quality. For decisions that involve real property that is located more than 1000 feet from the official's real property, the regulations assume that the effect of a decision on an official's real property interest is **not** material, and thus not a conflict of interest, unless there is clear and convincing evidence to the contrary.

14.1.2 FPPC Regulations also govern conflicts of interest and establish materiality standards for decisions that would affect officials' sources of income or gifts, investments, business positions, and the other financial interests that each official is required to report on his or her Form 700 disclosure form each year. For advice on these issues, Directors should consult with District Counsel or the FPPC as advised above.

14.1.3 The conflict of interest laws require that any official who has a conflict of interest in any decision of the District must announce the existence and nature of the conflict and abstain from making, participating in making or using his or her official position to influence the making of the governmental decision. Abstention also requires the official to leave the room while the issue is being deliberated or voting on, unless the decision is on the Board's consent calendar, in which case the official may remain in the room, note the conflict and abstention on the record and, not participate in any vote or discussion,

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14.1.4 Disqualified officials may, in limited circumstances, participate as a member of the public in a proceeding in furtherance of their own personal property interests.

14.2 Interest in Contracts, Government Code Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which any Director has a financial interest.

14.3 Incompatible Office, Government Code Section 1099

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second, incompatible, office, he/she simultaneously forfeits the first office.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. BOARD BY-LAWS REVIEW POLICY

Subject to 3.1 the Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

17. RESTRICTIONS ON BY-LAWS

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or F

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: FEBRUARY 5, 2021

AGENDA ITEM
D-4
FEBRUARY 10, 2021

ACCEPT SECOND QUARTER FISCAL YEAR 2020-2021 QUARTERLY FINANCIAL REPORT

ITEM

Accept Second Quarter Financial Report [RECOMMEND RECEIVE AND FILE REPORT]

BACKGROUND

As of December 31, 2020, the 2020-2021 Fiscal year is 50% complete. The consolidated operating revenues are 52.46% of budget, operating expenditures are at 48.22% of budget and general and administrative expenditures are at 38.259% of budget.

Attached are the following which provide an overview of the first six months of the fiscal year:

Page 1	Consolidated Statement of Net Position
Page 2-3	Consolidated Statement of Revenues and Expenses
Page 4	Summary of Revenues, Expenses and Cash Balances by Fund
Page 5	Summary of Approved Budget Adjustments
Page 6-7	Graphs for Consolidated Revenues and Expenses
Page 8-10	Graphs for major funds (Water, Town Sewer, and Blacklake Sewer)

STRATEGIC PLAN

Goal 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

RECOMMENDATION

It is recommended that your Honorable Board receive report and direct Staff to file the quarterly financial report for the first quarter of fiscal year 2020-2021.

ATTACHMENT

A. Pages 1-10 – NCSD Quarterly Financial Report

FEBRUARY 10, 2021

ITEM D-4

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - (Unaudited)
DECEMBER 31, 2020

ASSETS

Current assets:

Cash and cash equivalents	\$ 17,689,156
Accounts receivable	520,532
Unbilled utilities receivable	1,262,000
Accrued interest receivable	27,170
Due from partner purveyors	207,339
Contracts receivable, current portion	123,249
Total current assets	<u>19,829,446</u>

Noncurrent assets:

Restricted cash-NSWP funded replacement	1,125,512
Restricted cash - Held in Trust	1,727,075
Cash with fiscal agent	122,830
Deposits and other assets	397,994
Contracts receivable, less current portion	6,770,337

Capital assets:

Capital assets, net of depreciation	<u>68,424,911</u>
Total noncurrent assets	<u>78,568,659</u>

Total assets 98,398,105 (A)

Deferred Outflows of Resources

OPEB related	719,574
Pension related	536,445
Total deferred outflows of resources	<u>1,256,019</u> (B)

LIABILITIES

Current liabilities:

Accounts payable	730,700
Deposits	293,170
Accrued Liabilities	491,380
Current portion of long-term debt	500,000
Total current liabilities	<u>2,015,250</u>

Noncurrent liabilities:

Net OPEB liability	1,162,091
Net pension liability	1,727,302
Long-term debt, less current portion	18,785,000
Total noncurrent liabilities	<u>21,674,393</u>

Total liabilities 23,689,643 (C)

Deferred Inflows of Resources

OPEB related	29,406
Pension related	83,951
Total deferred inflows of resources	<u>113,357</u> (D)

NET POSITION

Net investment in capital assets	47,607,041
Restricted for system expansion, replacement and debt service	11,180,805
Unrestricted	<u>16,063,278</u>

Total net position (A)+(B)-(C)-(D) \$ 74,851,124

NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE SIX MONTHS ENDED DECEMBER 31, 2020

	YEAR-TO- DATE	BUDGET	% OF BUDGET
<u>OPERATING REVENUES</u>			
Water fixed charges	\$ 696,742	1,465,000	47.56%
Water usage charges	2,807,012	4,682,000	59.95%
Sewer charges	1,436,533	2,869,000	50.07%
Miscellaneous fees and charges	66,958	162,800	41.13%
Street light and landscape maintenance charges	23,312	40,030	58.24%
Franchise fees	67,954	178,000	38.18%
NSWP - collections from purveyors for water purchased	392,730	743,102	52.85%
NSWP - collections from purveyors for related expenses	39,144	74,058	52.86%
NSWP - collections for funded replacement	103,433	206,866	50.00%
Operating transfers in - Funded Administration	185,126	614,435	30.13%
Operating transfers in - Funded Replacement	599,000	1,198,000	50.00%
Total Operating Revenues	6,417,944	12,233,291	52.46%
<u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u>			
Wages and benefits	840,898	1,902,800	44.19%
Purchased water -NCSD share	785,934	1,487,000	52.85%
Purchased water-purveyors	392,730	743,102	52.85%
Operating costs, admin and funded replacement-NCSD share	148,181	298,000	49.73%
Electricity	330,273	606,000	54.50%
Water	4,955	5,150	96.21%
Chemicals	35,594	85,000	41.88%
Lab tests	55,876	106,000	52.71%
Operating supplies	102,214	246,000	41.55%
Outside services	127,769	205,000	62.33%
Permits and operating fees	42,200	47,500	88.84%
Repairs and maintenance	124,454	250,000	49.78%
Engineering	15,487	15,000	103.25%
Fuel	21,743	44,000	49.42%
Meter Change Out Program	50,585	50,000	101.17%
Safety program	1,025	5,000	20.50%
Uniforms	5,904	20,000	29.52%
Landscape maintance district	7,700	13,500	57.04%
Solid waste program	1,535	315,000	0.49%
Conservation program	450	20,000	2.25%
Operating transfer out - Funded Replacement	599,000	1,198,000	50.00%
Subtotal - Operating Expenses (Operations and Maintenance)	3,694,507	7,662,052	48.22%

continued on next page

NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE SIX MONTHS ENDED DECEMBER 31, 2020

	YEAR-TO- DATE	BUDGET	% OF BUDGET
<u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u>			
Wages and benefits	413,636	1,044,760	39.59%
Outside services	25,279	30,000	84.26%
Bank charges and fees	3,331	12,700	26.23%
Computer expense	101,875	160,000	63.67%
Dues and subscriptions	43,790	50,800	86.20%
Education and training	1,693	17,000	9.96%
Elections	0	10,000	0.00%
Liability insurance	78,582	159,500	49.27%
Landscape and janitorial	7,664	17,000	45.08%
Legal counsel-general	28,313	102,000	27.76%
Legal counsel-water	10,408	75,000	13.88%
Professional services	43,263	176,100	24.57%
Miscellaneous	443	12,000	3.69%
Newsletters and mailers	3,121	3,200	97.53%
Office supplies	8,230	18,000	45.72%
Postage	9,680	20,200	47.92%
Public notices	1,568	5,900	26.58%
Repairs and maintenance	13,022	28,850	45.14%
Property taxes	1,574	1,550	101.55%
Telephone	3,630	8,500	42.71%
Travel and mileage	1,343	12,500	10.74%
Utilities	9,048	20,000	45.24%
Operating transfer out - Funded Administration	185,126	614,435	30.13%
Subtotal - Operating Expenses (General and Administrative)	994,619	2,599,995	38.25%
Total Operating Expenses	4,689,126	10,262,047	45.69%
Total Operating Surplus (Deficit)	1,728,818	1,971,244	87.70%
<u>NON-OPERATING INCOME (EXPENSES)</u>			
Interest income	177,303	572,780	30.95%
Property tax revenue	467,308	696,000	67.14%
Cell site revenue	22,290	38,000	58.66%
Other revenue - purveyors	808,466	1,237,925	65.31%
Capacity Charges collected	107,597	0	0.00%
Interest expense	(405,413)	(817,936)	49.57%
COVID-19 expense	(5,379)	0	0.00%
Total non-operating revenues (expenses)	1,172,172	1,726,769	
Total Operating and Non-operating Surplus (Deficit)	\$ 2,900,990	3,698,013	

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
SIX MONTHS ENDING DECEMBER 31, 2020

FUND	FUND #	YTD REVENUES	YTD EXPENSES	SUBTOTAL	FUNDED REPLACEMENT	TRANSFERS B/W FUNDS	YTD SUPRLUS/ (DEFICIT)
Administration	110	237,140	(237,140)	0	0	0	0
Water	125	3,549,783	(2,519,178)	1,030,605	(312,500)	0	718,105
Water Rate Stabilization	128	1,580	0	1,580	0	0	1,580
Town Sewer	130	1,119,127	(896,795)	222,332	(197,500)	603,123	627,955
Town Sewer Rate Stabilization	135	1,188	0	1,188	0	0	1,188
Blacklake Sewer	150	320,774	(181,826)	138,948	(89,000)	0	49,948
Blacklake Sewer Rate Stabilization	155	197	0	197	0	0	197
Blacklake Street Lighting	200	16,821	(14,914)	1,907	0	0	1,907
Street Landscape Maintenance	250	6,584	(11,270)	(4,686)	0	0	(4,686)
Solid Waste	300	69,768	(12,660)	57,108	0	0	57,108
Drainage Maintenance	400	13,175	0	13,175	0	(44,000)	(30,825)
Supplemental Water Capacity Fees	500	958,365	(190,416)	767,949	0	474,325	1,242,274
Property Taxes	600	455,743	(48,862)	406,881	0	(430,325)	(23,444)
Water Capacity Fees	700	22,434	0	22,434	0	0	22,434
Town Sewer Capacity Fees	710	54,740	0	54,740	0	0	54,740
Funded Replacement-Water	805	16,976	0	16,976	312,500	0	329,476
Funded Replacement-Town Sewer	810	16,741	0	16,741	197,500	(603,123)	(388,882)
Funded Replacement-BL Sewer	830	1,028	0	1,028	89,000	0	90,028
NSWP Operations & Maintenance	910	1,296,146	(1,252,126)	44,020	0	0	44,020
NSWP Funded Replacement	915	107,867	0	107,867	0	0	107,867
TOTAL		8,266,177	(5,365,187)	2,900,990	0	0	2,900,990

CASH BALANCE OF EACH FUND

FUND	FUND #	CASH BALANCE 12/31/2020
Administration	110	(141,863)
Water	125	2,659,391
Water Rate Stabilization	128	431,943
Town Sewer	130	619,264
Town Sewer Rate Stabilization	135	324,803
Blacklake Sewer	150	273,769
Blacklake Sewer Rate Stabilization	155	53,993
Blacklake Street Lighting	200	11,786
Street Landscape Maintenance	250	12,787
Solid Waste	300	534,143
Drainage Maintenance	400	46,022
Supplemental Water	500	646,930
Property Taxes	600	249,652
Water Capacity Fees	700	1,962,564
Town Sewer Capacity Fees	710	536,164
Funded Replacement-Water	805	4,435,565
Funded Replacement-Town Sewer	810	4,501,494
Funded Replacement-BL Sewer	830	31,227
NSWP	910	499,522
TOTAL		17,689,156

NOTE:

BALANCE SHEETS AND STATEMENTS OF REVENUES AND EXPENSES FOR EACH FUND ARE AVAILABLE FOR REVIEW UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF APPROVED BUDGET AMENDMENTS
FISCAL YEAR JUNE 30, 2021

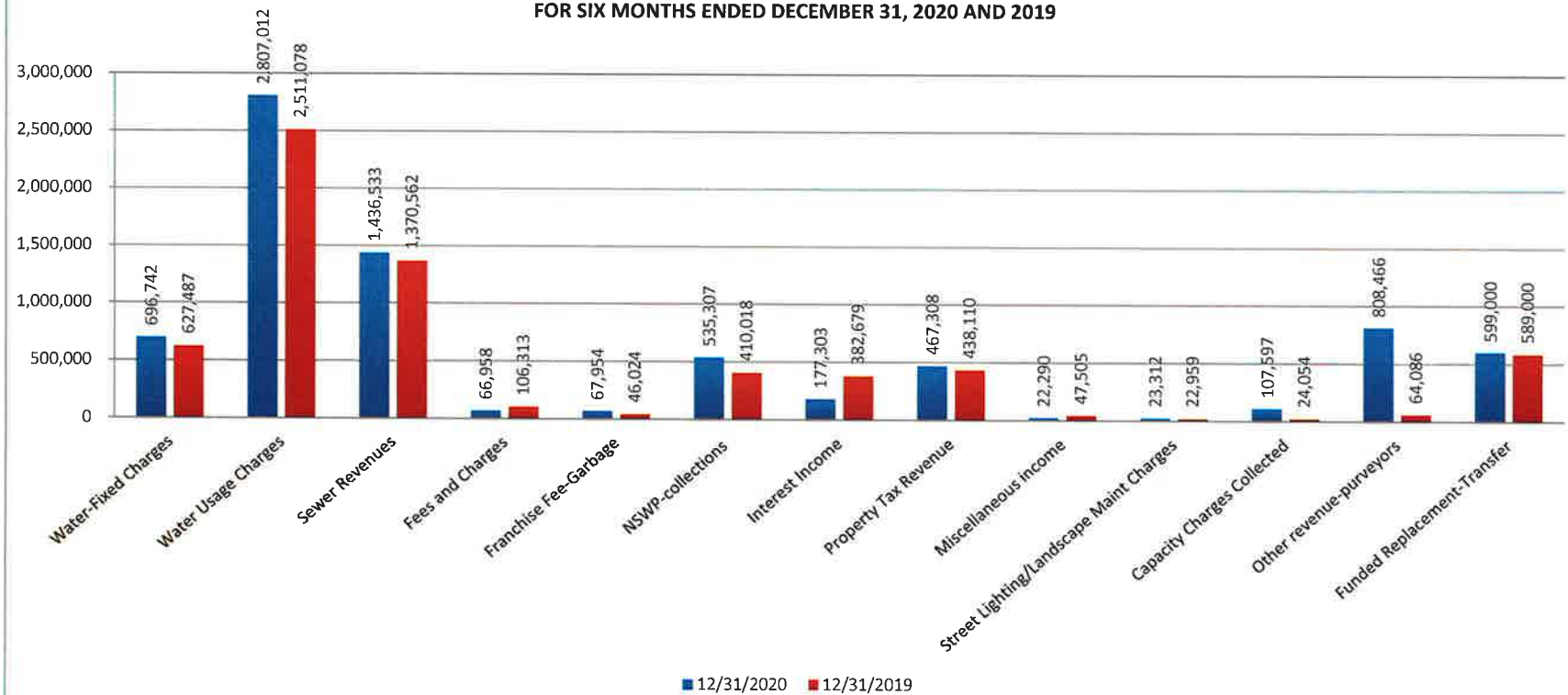
FIRST QUARTER ENDING SEPTEMBER 30, 2020

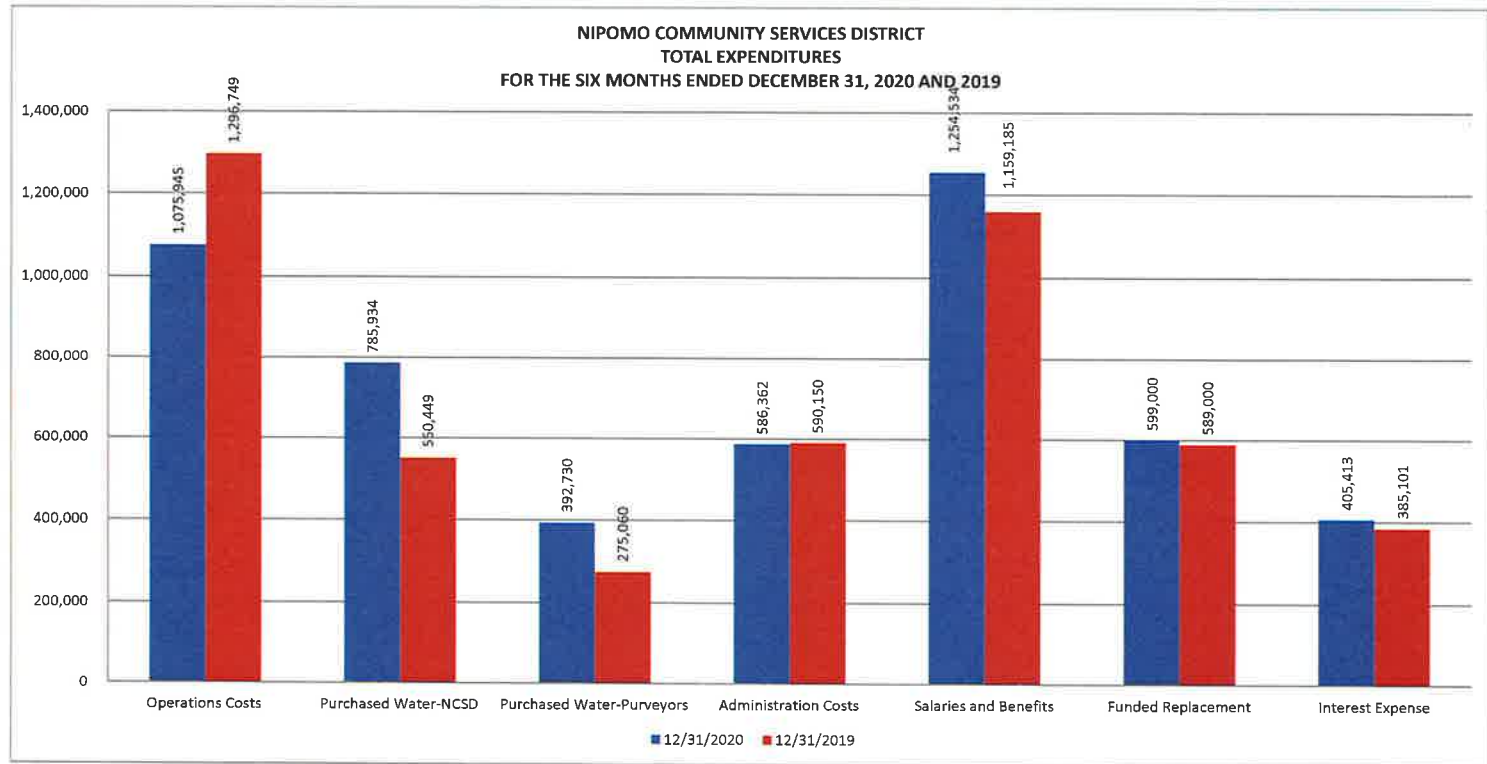
DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
None					

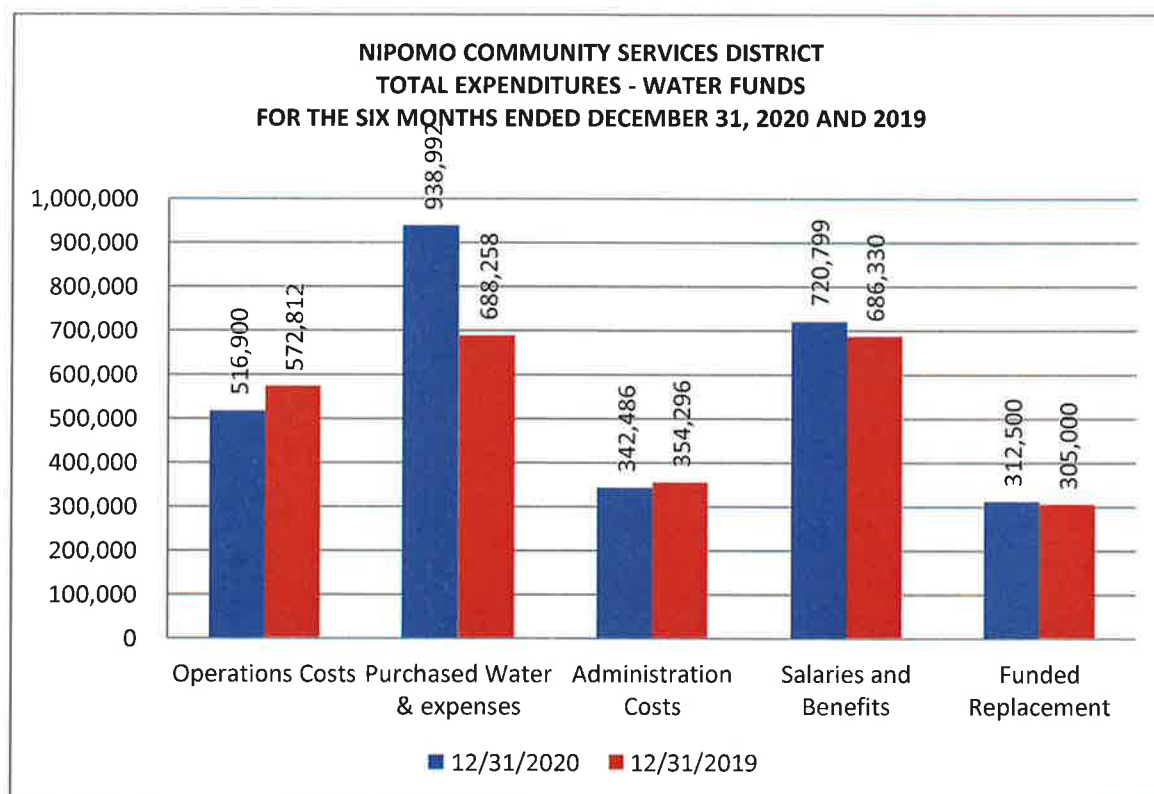
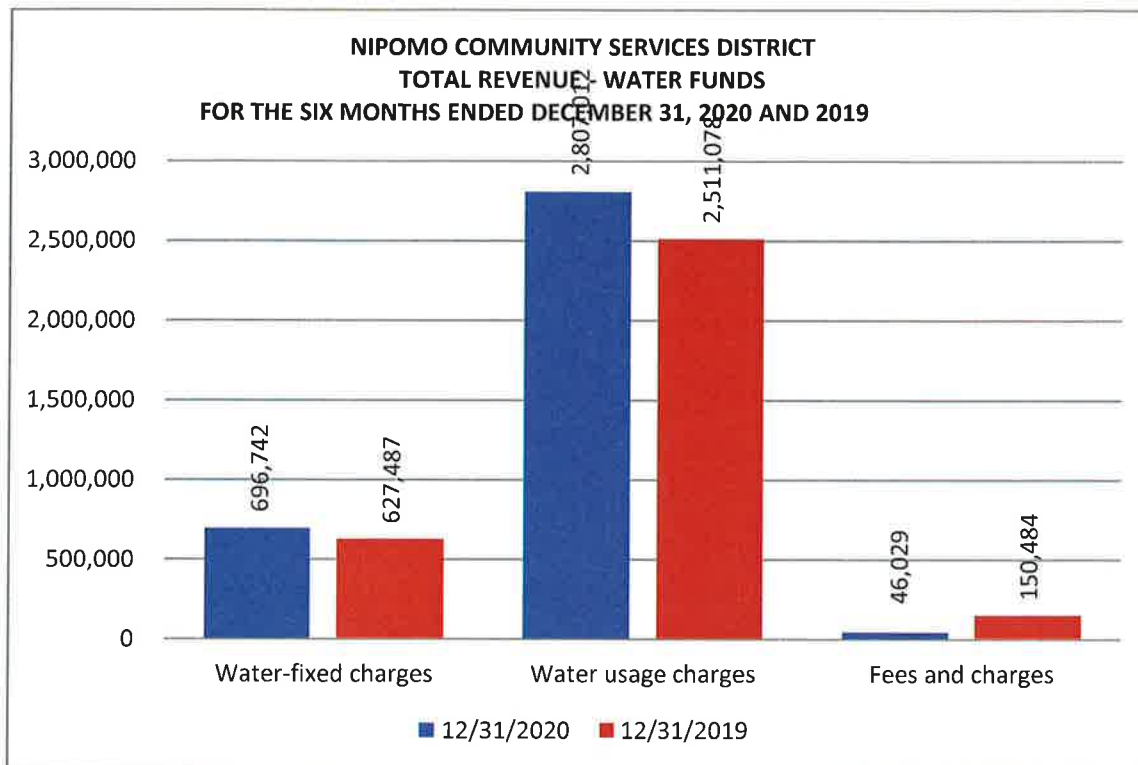
SECOND QUARTER ENDING DECEMBER 31, 2020

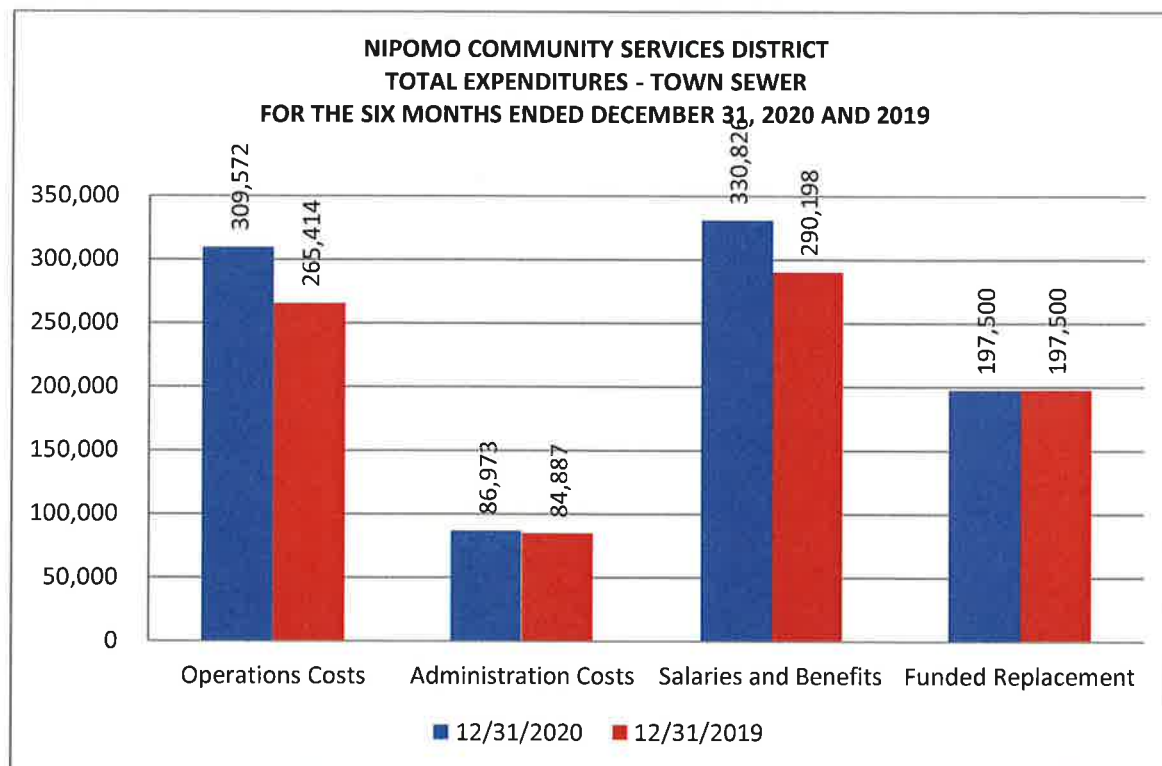
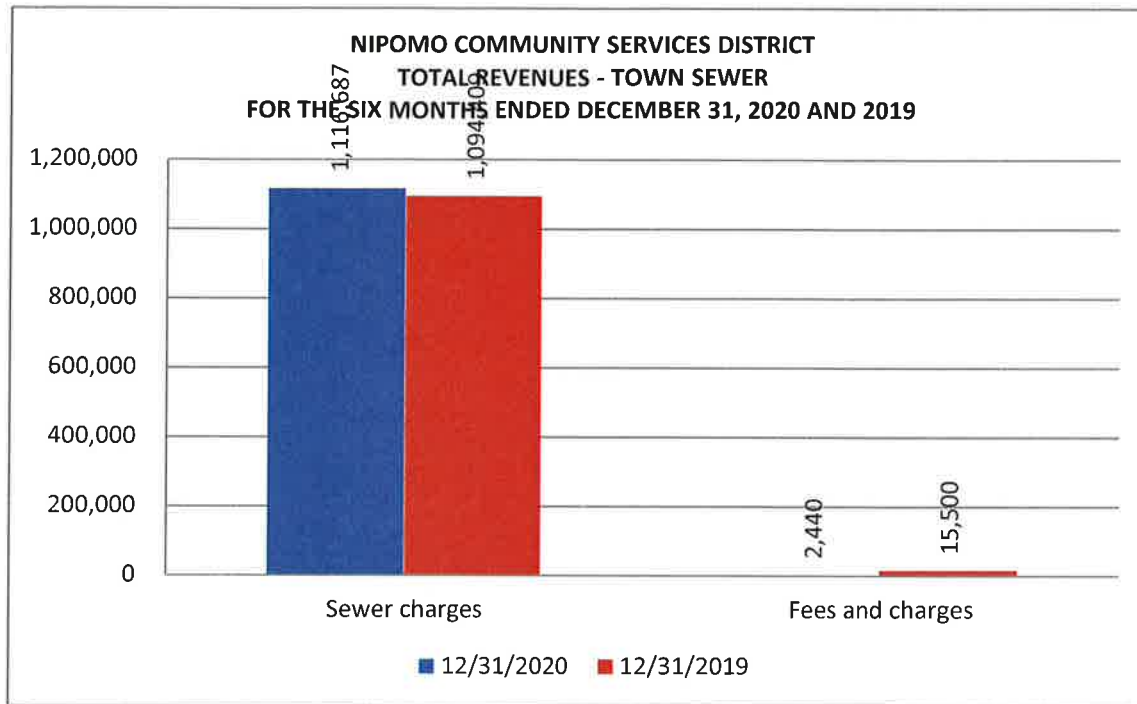
DATE	DESCRIPTION	FUNDS	APPROVED BUDGET	APPROVED AMENDMENT	AMENDED BUDGET
12/9/2020	Compost Aeartor	130	\$0	\$35,434	\$35,434

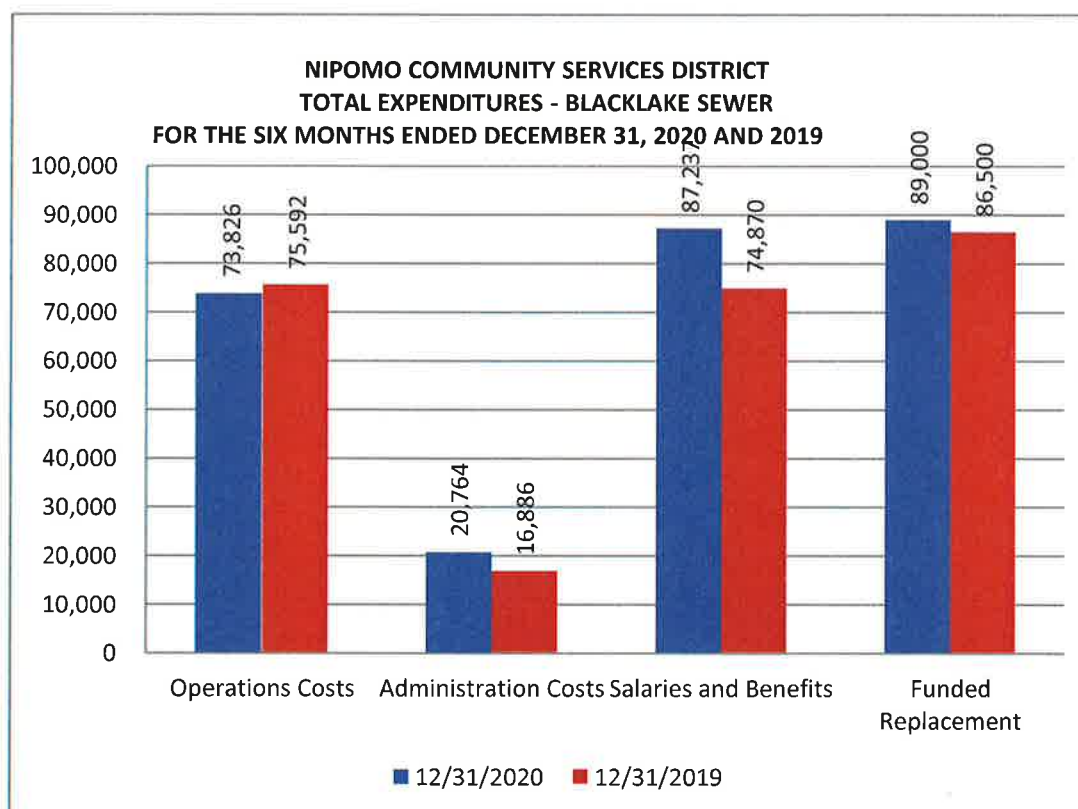
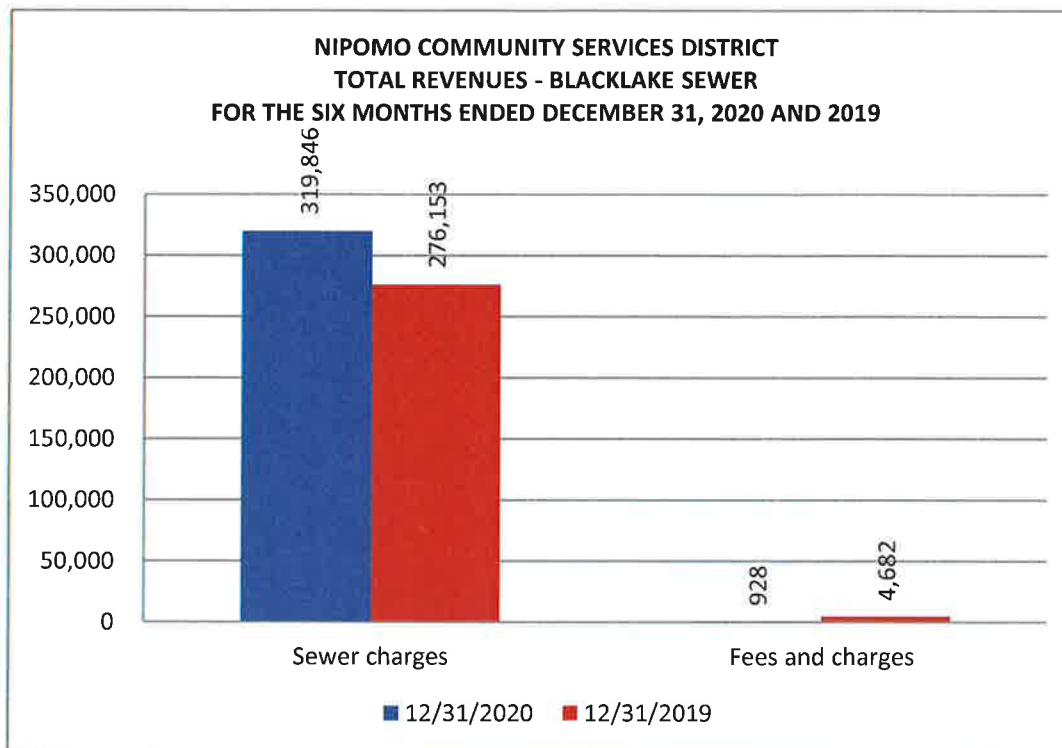
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES
FOR SIX MONTHS ENDED DECEMBER 31, 2020 AND 2019**











TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: February 5, 2021

AGENDA ITEM

E-1

FEBRUARY 10, 2021

DISCUSS AND CONSIDER PROPOSED SHIFT FROM SOUTH COUNTY SANITARY SERVICE FIXED DATE CLEAN-UP WEEK TO A FLEXIBLE CUSTOMER VOUCHER PROGRAM

ITEM

Discuss and consider proposed shift from South County Sanitary Service ("SCSS") fixed date Clean-up Week Program to a flexible customer voucher program [RECOMMEND DISCUSS AND DIRECT STAFF].

BACKGROUND

Customers in the Nipomo Community Services District's ("District") receive solid waste collection services from SCSS. The District is responsible for managing a franchise agreement for these services. As part of the current agreement, SCSS is obligated to provide customers receiving their services to include a "Clean-up Week" two times per year. The attached brochure explains the details and benefits of the program.

A notice is inserted in the local newspapers of general circulation notifying the public of the dates for the Clean-up Week. These are fixed dates and there are no exceptions and no control by the District or its customer to select or change these dates. The dates are generally set to accommodate Spring and Fall season clean-up.

SCSS is proposing to shift their offering from the twice annual fixed date schedule to a more flexible voucher program. All the details on what can be placed by the curb are consistent with the existing program, but with the voucher program, customers choose the day they would have items collected. Adding this option for customers would allow the customer to determine when it is most convenient for them rather than focusing on when they must have solid waste readied for the SCSS scheduled pickup.

STRATEGIC PLAN

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

B.2 Provide excellent customer service.

Goal 8. ADDITIONAL COMMUNITY SERVICES. Staff should focus on meeting the goals and objectives of existing services. Adding new services will be considered on a case-by-case basis and entered into only if funding can be found and existing services are not harmed.

A.1 SOLID WASTE. Seek to maximize solid waste services for community and build understanding of services like hazardous waste, recycling, etc. and District's role.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

It is recommended that your Board discuss and consider the advantages and disadvantages of SCSS's offer to shift from fixed date to flexible date bi-annual clean-up event and direct staff.

ATTACHMENTS

- A. Clean-up Week Announcement

FEBRUARY 10, 2021

ITEM E-1

ATTACHMENT A

Clean~Up Week

March 15 - March 19

Rules & Regulations

CLEAN-UP WEEK

A community service provided to single family residential customers of South County Sanitary Service, excluding Oceano. OCSD VOUCHER PROGRAM - CALL OFFICE FOR DETAILS 805-489-4246

ON THE CURB

Place your Clean-Up Week garbage on the curb no later than 6:00am on your regular garbage collection day, otherwise items won't be collected. Don't block your waste wheelers, we still run automated trucks.

CONTAINER NOTES

Clean-Up Week garbage may be placed in standard trash cans or tied into bundles. Standard trash containers will be emptied and left on the curb. Boxes and plastic bags will be taken away with your garbage. If you want your non-standard containers left behind, *please mark or place a note on them.*

CONTAINER SIZE

Containers or bundles of garbage must weigh 75 pounds or less and must measure four feet or less in overall length.

Garbage, green waste, & recycling combined for 6 cans, bags, or bundles **plus your waste wheelers.** Excess garbage will be left on the curb.

SIX standard trash cans (32 gallons each) OR the equivalent in bags, boxes, or bundles. Each not to exceed 75 pounds and four feet in length

BULKY ITEMS - PHONE CALL REQUIRED

You must call one week before your collection day to schedule.

These special prices are valid only during Clean-Up Week. *Items must be on the curb to qualify for these special prices.*

LIMIT TWO OF EACH. OVERLY LARGE ITEMS REQUIRING TWO WORKERS TO HANDLE IS AN ADDITIONAL COST BY QUOTE ONLY

Televisions • Water Heaters • Couches • Washers • Dryers • Small Appliances • Chairs • Box Springs • Mattresses • Refrigerators • Overstuffed Chairs • Passenger Car Tires Rims (limit of 4)

No auto parts. No hazardous waste

TO ARRANGE FOR PICKUP OF BULKY ITEMS (NOT FREE)

You must first call one week in advance 805-489-4246

SAME DAY CALLS WILL NOT BE ACCEPTED

Bulky items will not be picked up unless you call first.

**DON'T PUT OUT YOUR TRASH UNTIL
YOUR COLLECTION DAY**



TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: February 5, 2021

**AGENDA ITEM
F
FEBRUARY 10, 2021**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is January 24, 2020 through February 6, 2021.*

DISTRICT BUSINESS

Administrative

Listed below are several activities that have a financial impact on the District and so, are monitored and included in the General Manager's bi-monthly report. Water waste reports typically are generated by concerned community members who call the District to alert us to landscape overwatering. Leak adjustments are tracked – the number and adjustment amount –, to keep the Board apprised of the cost of this program. In response to the COVID19 health emergency, the District is waiving all late fees and is not tracking late payments, but is tracking customer's outstanding balances. Also due to the current health emergency, the District is offering to credit customer accounts to cover the third-party cost for paying their utility bills on-line; currently the fee is \$3.95 per transaction. This provides customers with a safe means of paying their utility bill without leaving their home. For January, a total of 7 customers took advantage of the District's offer to pay this fee.

OFFICE ACTIVITIES

	Jan 21	Jan 21 - Jan 21
Reports of Water Waste	0	0
Leak Adjustments	0	0
Leak Adjustment Amount	\$0	\$
Late Fee Waivers	0	15
Late Fee Waiver Adjustment Amount	\$0	\$0
Official Payment (Count March-June)	7	7
Official Payments cost to District	\$28	\$28

Water Resources

Table 1. Total Production Acre Feet (AF)

	Jan-21	Jul 20 - Jan 21
Groundwater Production	61.4	618.7
Supplemental Water Imported	<u>73.5</u>	<u>643.0</u>
Total Production	134.9	1,261.7

The District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 134.9 AF for the month of January.

NCSD imported 73.5 AF of water over the 31 day period in January, averaging 535 gallons per minute for an average total of 0.77 million gallons per day. For fiscal year 2020-21 the District must import at least 1,000 AF (84 AF per month on average) of supplemental water to meet the contractual obligation it has with the City of Santa Maria. The District has imported 643 AF of water for the seven month period July through January. Compared to our required 588 AF [7 months x 84 AF = 588 AF] the District is 55 AF over the minimum for the seven month period.

NCSD GW Reduction

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each claim 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSWP. Of the 1,000 AF minimum imported water from the City of Santa Maria, 333 AF or 33.33% of the total imported water – whichever is greater – will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 2 below demonstrates the calculus for determining the District's adjusted groundwater pumping reduction.

Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)

	Jan-21	Jul 20 - Jan 21
NCSD GW Well Production	61.4	618.7
Purveyor Customer Credit (33.3% of Import Water)	<u>24.5</u>	<u>214.2</u>
NCSD Total Calculated GW Production	85.9	832.9
Average GW Production for 2009-2013	<u>142.1</u>	<u>1,543.7</u>
NCSD Percentage of GW Reduction	40%	46%

2021 Fiscal Year Groundwater Pumping Forecast

Table 3. Projected Groundwater Pumping

	Jan-21	Year-to-Date Jul-Jun 2021	Target	Over/(Under)
NCSD GW Well Production	61.4	920.7		
Purveyor Customer Credit (33.3% of Import Water)	<u>24.5</u>	<u>345.6</u>		
NCSD Total Calculated GW Production	85.9	1,266.3	1,266.0	(0.31) AcFt
Average GW Production for 2009-2013	<u>142.1</u>	<u>2,533.4</u>	<u>2,533.4</u>	
NCSD Percentage of GW Reduction	40%	50%	50.0%	

Table 3 projects the District's groundwater pumping reduction for the Fiscal Year 2021. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the targeted groundwater pumping reduction is 1,266 AFY (50% of 2009-2013 average District GW Pumping). At the current usage rate through the first seven months of the fiscal year, the District is predicted to

reach its pumping reduction goals for fiscal year 2021 by making up the deficient in the last three months of the fiscal year.

Table 4. FY 2020 v. FY 2021 Groundwater Pumping

	Jan-21	Jul 20 -Jun 21	Jan-20	Jul 19-Jun 20
NCSD GW Well Production	61.4	995.8	31.1	1,026.0
Purveyor Customer Credit (33.3% of Import Water)	24.5	345.6	26.0	323.1
NCSD Total Calculated GW Production	85.9	1,341.4	57.1	1,349.1
Average GW Production for 2009-2013	142.1	2,533.4	142.1	2,533.4
NCSD Percentage of GW Reduction	40%	47%	60%	47%

Table 4 compares the previous year's groundwater pumping with the current year's groundwater pumping for the same period. With the Fiscal Year 2021 requirement to import 8% more water from the City of Santa Maria than 2020, a requirement in the water purchase agreement, it is anticipated that the District will reduce groundwater pumping to the 50% self-imposed restriction. As the year progresses, it is anticipated that the GW Reduction percentage will increase from the 47% shown in Table 4.

Rainfall Gauge – (gathered from the following websites)

Note 1: SLO County Website
https://wr.slocountywater.org/site.php?site_id=3&site=935e7af7-0e94-4042-bc11-e02906d5ba44

Note 2: SLO County Website
https://wr.slocountywater.org/site.php?site_id=2&site=878bfdbf-5c40-4398-8226-418372e4039b

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
January 2021 Total	4.30	3.82
July-2020 through June-2021 (Season Total)	5.95	5.24
Feb 1, 2021 to Feb 4, 2021	0.00	0.04
Total Rainfall to date	5.95	5.28
Average Annual Year Rainfall	18.0 ¹	14.0 ²

Safety Program

No Items to Report

Other Items

- COVID19 NCSD Response Plan Update [Attachment A]

Supplemental Water Capacity Accounting

Summary Since January 25, 2008		Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation		947	500
Supplemental Water Reserved (Will Serve Letter Issued)		124	-65.5
Subtotal Net Supplemental Water Available for Allocation		823	434.5
Supplemental Water Assigned (Intent-to-Serve Issued)		177	-93.4
Total Remaining Supplemental Water Available for Allocation		646	341.1

As of February 4, 2021

Connection Report

Nipomo Community Services District Water and Sewer Connections	END OF MONTH REPORT											
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Water Connections (Total)	4476											
Sewer Connections (Total)	3242											
New Water Connections	1											
New Sewer Connection	1											
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	477											

The Connection Report is current through February 5, 2021.

Meetings (January 24 through February 6)

Meetings Attended (telephonically or in person):

- Jan. 25, Electrocraft – Office Elec Work
- Jan. 25, SLO County EOC Briefing
- Jan. 26, Eng/Admin Coordination Meeting
- Jan. 27, Rotary
- Jan. 27, Regular NCSD Board Meeting
- Jan. 27, Exec. Team After-Board Meeting
- Jan. 27, US 101 Business Plan – SLOCOG
- Jan. 28, Executive Team – NCSD District Code Book Update
- Jan. 28, Sedaru Update Meeting.
- Jan. 29, SLO County EOC Briefing
- Jan. 29, Staff Mtg. – Cust. Service Specialist
- Jan. 29, Staff Mtg. – Admin Supervisor – Planning Monthly Billing
- Feb. 1, SLO County EOC Briefing
- Feb. 1, Board Officer Meeting
- Feb. 2, Staff Mtg. – Admin Supervisor – Comm. Outreach
- Feb. 2, NCSD Management Team Meeting
- Feb. 3, Rotary – Peter Presentation SWWTP
- Feb. 3, Contractor Appt. – Office Storage Bldg.
- Feb. 3, CSDA SLO Manager's Meeting
- Feb. 3, WRAC – Did not Attend
- Feb. 4, Staff Meeting – Transitioning to Monthly Billing
- Feb. 4, Water Loss Seminar

- Feb. 5, SLO County Water Action Team Mtg.
- Feb. 5, Staff Mtg. – Cust. Service Specialist
- Feb. 6, BLMA Annual Meeting
- Jan. 13, Rotary

Meetings Scheduled (February 7 through February 13):

Upcoming Meetings (telephonically or in person):

- Feb. 9, Staff Mtg. – Cust. Service Specialist
- Feb. 9, Eng/Admin Coordination Meeting
- Feb. 9, Training – Water Loss
- Feb. 10, Rotary
- Feb. 10, Regular NCSD Board Meeting
- Feb. 10, Exec. Team After-Board Meeting
- Feb. 11, Doctor Appointment
- Feb. 11, NMMA-TG Manager's Meeting
- Feb. 12, Staff Mtg. – Cust. Service Specialist
- Feb. 12, Admin Staff Safety Meeting
- Feb. 12, CSDA Annual Meeting

Upcoming Water Resource and Other Meetings

Upcoming Standing Meetings:

- NMMA-TG: February 16th (Tuesday) @ 10:00 AM, Conf. Call
- RWMG: No Schedule Posted –
- WRAC: March 3rd (Wednesday) @ 1:30 PM, Zoom Meeting
- NMMA Purveyor Meeting: February 11th (Thursday) @ 1:00 PM, Zoom Meeting
- NCSD Board Officer Meeting: February 16th (Tuesday) @ 2:00 PM, NCSD Conf. Rm.

RECOMMENDATION

Staff seeks direction and input from your Board

ATTACHMENTS

- A. COVID19 - NCSD Response Plan: January Update

FEBRUARY 10, 2021

ITEM F

ATTACHMENT A

DISTRICT RESPONSE TO COVID 19 Update – January 2021

New Actions

Personnel on Quarantine

Office Personnel:

No administrative personnel affected at this time

Operational Personnel:

No operational personnel affected at this time.

County EOC

Vaccine Update:

- 13 District Personnel received vaccinations the first week of February.
- 4 employees declined and 2 employees were not eligible.

Effects on Operations

Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.

Palm Lift Station
JRPS Pump Installations
Southland WWTP Screw Press Installation

Ongoing Actions

1. Participate in SLO County EOC Briefings
2. Review SLO County Daily EOC Status Report
3. Practicing Social Distancing
4. Face coverings are required when employees are in District Buildings when they are away from their work stations

Previous Actions

1. NCSD Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
2. Admin Office Closed to the Public
 - a. Meetings are virtual – Conference Calls
3. Discontinued: Split staff into two teams
 - a. See schedule on Response Plan
4. Received directions for FEMA Public Assistance – Cost Tracking Guidance
5. Governor's Executive Order – No Water Turn-offs
 - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
6. Wipe-down between shifts
7. Each operator in separate designated vehicle.
8. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th

Date: February 10, 2021

Response Activities to COVID19 Health Emergency

Prepared by: Mario Iglesias, General Manager

9. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4th. County opened up construction sites.
10. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
11. Trailers for quarantine have been returned – May 1
12. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
13. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
14. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.
15. Board Meetings open to the public.
16. County Offices Continued Closed with Appointments provided to some departments as needed.
17. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
18. The customer counter window modifications at the office are completed.