NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

APRIL 12, 2023 AT 9:00 A.M.

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

BOARD of DIRECTORS

RICHARD MALVAROSE, PRESIDENT
DAN ALLEN GADDIS, VICE PRESIDENT
ED EBY, DIRECTOR
DAN WOODSON, DIRECTOR
GARY HANSEN, 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.

NOTE:

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

A. CALL TO ORDER AND FLAG SALUTE NEXT RESOLUTION 2023-1659

NEXT ORDINANCE 2023-137

- B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA
 - B-1) ROLL CALL
 - B-2) PUBLIC COMMENT: Any member of the public may address the Board relating to any matter within the Board's jurisdiction but not on the Board's agenda. Public Comment is limited to three (3) minutes or otherwise at the discretion of the President.
- C. PRESENTATIONS AND REPORTS
 - C-1) 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

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- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS
- D. CONSENT AGENDA The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Consent Items. Questions or clarification may be made by the Board members without removal from the Consent Agenda. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.
 - D-1) WARRANTS [RECOMMEND APPROVAL]
 - D-2) APPROVE MARCH 22, 2023, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
 - D-3) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR STREET LANDSCAPE MAINTENANCE DISTRICT NO. 1 [RECOMMEND ADOPT RESOLUTION]
 - D-4) INITIATE PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR BLACKLAKE STREET LIGHTING MAINTENANCE ASSESSMENT DISTRICT 2022-1 [RECOMMEND ADOPT RESOLUTION]
 - D-5) APPROVE TERMINATION AND RELEASE OF AGREEMENT AFFECTING REAL PROPERTY ESTABLISHING SEWAGE GRINDER PUMP SERVICE [RECOMMEND APPROVE TERMINATION AND RELEASE AND DIRECT STAFF TO FILE DOCUMENT WITH COUNTY RECORDER]
 - D-6) REVIEW AND CONSIDER ADDITION OF OPERATIONS MANAGER POSITION TO ORGANIZATION AND ADJUST RELATED OPERATIONAL JOB DESCRIPTIONS [RECOMMENDATION ADDING AN OPERATIONS MANAGER TO THE ORGANIZATION AND ADJUST JOB DESCRIPTIONS OF RELATED POSITIONS]
 - D-7) REVIEW AND CONSIDER RECOMMENDING ADJUSTING SALARY RANGE OF NIPOMO COMMUNITY SERVICES DISTRICT FINANCE DIRECTOR [RECOMMEND APPROVE ADJUSTMENT OF THE SALARY RANGE FOR THE FINANCE DIRECTOR]
 - D-8) REVIEW AND CONSIDER THE ADDITION OF AN ASSISTANT GENERAL MANAGER POSITION TO ORGANIZATION AND ADOPT JOB DESCRIPTION [RECOMMENDATION ADDING AN ASSISTANT GENERAL MANAGER TO THE ORGANIZATION AND ADOPT JOB DESCRIPTION]

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E. ADMINISTRATIVE ITEMS

- E-1) AUTHORIZE CONTRACT WITH BOB MURRAY & ASSOCIATES TO RECRUIT THE NIPOMO COMMUNITY SERVICES DISTRICT'S GENERAL MANAGER POSITION AND APPROVE BUDGET ADJUSTMENT [RECOMMEND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF \$29,500 WITH BOB MURRAY & ASSOCIATES FOR RECRUITING SERVICE TO RECRUIT FOR THE GENERAL MANAGER POSITION, AND ADOPT RESOLUTION APPROVING FY 2022-2023 BUDGET ADJUSTMENT IN THE AMOUNT OF \$29,500]
- E-2) REVIEW UPDATES TO NIPOMO COMMUNITY SERVICES EMPLOYEE HANDBOOK [RECOMMEND REVIEW UPDATED EMPLOYEE HANDBOOK AND ADOPT RESOLUTION]
- F. GENERAL MANAGER'S REPORT
- G. COMMITTEE REPORTS
- H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS
- I. CLOSED SESSION ANNOUNCEMENTS
 - 1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9
 - a. SMVWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES
- J. PUBLIC COMMENT ON CLOSED SESSION ITEMS
- K. ADJOURN TO CLOSED SESSION
- L. OPEN SESSION

ADJOURN MEETING

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

Next Regular Board Meeting is Wednesday, April 26, 2023, 9AM