

TO: BOARD OF DIRECTORS

FROM: CRAIG A. STEELE
GENERAL COUNSEL

REVIEWED: RAY DIENZO, P.E. R.D.
GENERAL MANAGER

DATE: FEBRUARY 7, 2024

**AGENDA ITEM
E-1
FEBRUARY 14, 2024**

ANNUAL REVIEW OF BOARD BY-LAWS AND POLICIES

ITEM

Consider District General Counsel's Report on Annual Review of Board By-Laws and Policies, Receive and File or Give Direction to Staff Regarding Potential Revisions [RECOMMEND RECEIVE AND FILE REPORT]

BACKGROUND

Pursuant to Section 16 of the Board By-Laws, the By-Laws and Policies are required to be reviewed annually. The review is to be provided by District Counsel and ratified by Board action, if amendments are made necessary by new laws or practices.

I have reviewed the Board Bylaws and Policies and consulted with staff, and find that the Bylaws are up-to-date. The Board's Bylaws remain current and consistent with applicable law. I have no recommendations for changes this year.

FISCAL IMPACT

None.

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 receive and file this report.

ATTACHMENT

A. Current Board By-laws

FEBRUARY 14, 2024

ITEM E-1

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.

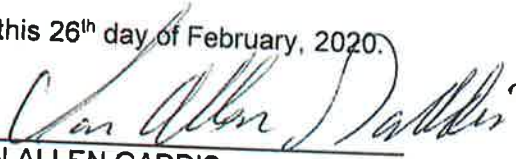
NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Nipomo Community Services District, as follows:

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

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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;

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- (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 NCSB 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
 FROM: RAY DIENZO, P.E. *R.D.*
 GENERAL MANAGER
 DATE: FEBRUARY 8, 2024

**AGENDA ITEM
 F
 FEBRUARY 14, 2024**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is 1/21/2024 to 2/10/2024.*

DISTRICT BUSINESS

Administrative

The District encourages residents to provide reports of any observed water waste. The District also keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks, as well as tracking late fee waivers. The table below provides January 2024 data which is the most recent monthly data available.

OFFICE ACTIVITIES			
		Jan 24	Jan 24- Jan 25
Reports of Water Waste		0	0
Leak Adjustments		3	3
Leak Adjustment Amount		\$865.65	\$865.65
Late Fee Waivers		3	3
Late Fee Waiver Adjustment Amount		\$54.14	\$54.14

Water Resources

For the seven months of the 2023-24 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 106.7 AF; the previous month registered 131.7 AF. The District imported more water through the Joshua Road Pump Station than it produced from groundwater sources. This trend will continue through the year as the District strives to maintain the 50% groundwater reduction goal while also reaching the District's contract import water take amount of 1,000 AFY minimum.

	Jan 24	Jul 23 - Jun 24
Groundwater Production	24.4	439
Supplemental Water Imported	<u>82.3</u>	<u>696</u>
Total Production	106.7	1135

NCSD GW Reduction

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each are responsible for 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSW. 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, captures this data.

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

	Jan-24	Jul 23 - June 24
NCSD GW Well Production	24.4	439.4
Purveyor Customer Credit (33.3% of Import Water)	28.0	232.4
NCSD Total Calculated GW Production	52.4	671.8
Average GW Production for 2009-2013	142.1	1526.7
NCSD Percentage of GW Reduction	63%	56.0%

2023-24 Fiscal Year Groundwater Pumping Forecast

Below, Table 3 projects the District's groundwater pumping reduction for the 2023-24 Fiscal Year. Under the current Stage 4 NMMA Water Shortage Response Stages, the District's targeted groundwater pumping reduction goal is to pump no more than 1,266 AFY (50% of 2009-2013 average District GW Pumping). The first seven months of fiscal year 2023-24 actual – July through January – shows a groundwater pumping reduction of 63% while projected year end groundwater reduction estimates a 56% level of reduction.

Table 3. Projected Groundwater Pumping

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Year-to-Date Jul-Jun 2024	Target	Over/(Under)	AcFt
NCSD GW Well Production	82.6	90.3	72.4	71.8	52.3	45.7	24.4	648.9			
Purveyor Customer Credit (33.3% of Import Water)	36.7	34.2	35.4	36.6	32.9	28.7	28.0	376.7			
NCSD Total Calculated GW Production	119.2	124.5	107.8	108.4	85.2	74.3	52.3	1,025.7	1,266.7	241	
Average GW Production for 2009-2013	291.2	284.7	264.7	223.6	179.1	141.4	142.1	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	59%	56%	59%	51.5%	52%	47%	63%	59.5%	50.0%		

As demonstrated in Table 3, the District anticipates it will achieve its 50% groundwater pumping reduction target by 241 AcFt under the conditions stated in the previous paragraph.

On the following page, the Table 4 data provides operations personnel with insight into year-end water production values and assists in their efforts to balance import and groundwater production with the purpose of reducing groundwater pumping to meet the self-imposed 50% pumping groundwater reduction – the current stage IV objective.

Table 4 compares groundwater pumping for the same periods in 2023 and 2022.

Table 4. FY 2023 vs. FY 2022 Groundwater Pumping

	Jan-24	Jul 23 - Jun 24	Jan-23	Jul 22 - Jun 23
NCS D GW Well Production	24.4	439.4	10.2	600.7
Purveyor Customer Credit (33.3% of Import Water)	27.4	232.4	28.0	104.2
NCS D Total Calculated GW Production	51.8	671.8	38.1	704.9
Average GW Production for 2009-2013	142.1	1,526.7	142.1	1,526.7
NCS D Percentage of GW Reduction	63.6%	56.0%	73.2%	53.8%

Rainfall Gauge

Below is the most recent available rain data¹ for the Fiscal Year 2023-24.

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
Jan 2024 Total	2.48	1.88
July-2023 through June-2024 (Season Total)	9.60	7.55
County Reported Avg. Ann. Year Rainfall ¹	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall ¹	15.39	13.30
2006 - 2020 Median Ann. Rainfall ¹	12.64	11.30

Note:

1. Data from County website

Connection Report

Nipomo Community Services District
Water and Sewer Connections

END OF MONTH REPORT

	1/31/24	2/29/24	3/30/24	4/30/24	5/31/24	6/30/24	7/31/24	8/31/24	9/30/24	10/31/24	11/30/24	12/31/24
Water Connections (Total)	4513											
Sewer Town connections	2738											
Sewer Blacklake connections	559											
Subtotal	3297	0	0	0	0	0	0	0	0	0	0	0
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	484											
Sewer Connections (Total)	3781	0	0	0	0	0	0	0	0	0	0	0
New Water Connections	0	0	0	0	0	0	0	0	0	0	0	0
New Sewer Connection	0	0	0	0	0	0	0	0	0	0	0	0
New Sewer Connection-Galaxy and PSH	0	0	0	0	0	0	0	0	0	0	0	0

The Connection Report as of February 8, 2024

Other Items

Meter Reading - Although our meter reader contractor has caught up on their readings, staff will not issue late fees until we establish a consistent cycle of timely readings.

Blacklake Lighting District - Staff is continuing scheduling the work to replace bulbs and numbers as needed. There are also a few lights that need to be converted to LED's. Conversion priority will be given to the old high pressure sodium (HPS) lighting ballasts that are failing.

Safety Program

No Safety Issues

Supplemental Water Capacity Accounting

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	149	-78.1
Subtotal Net Supplemental Water Available for Allocation	798	421.9
Supplemental Water Assigned (Intent-to-Serve Issued)	175.8	-91.2
Total Remaining Supplemental Water Available for Allocation	625	330.6

Updated: no changes since November 2, 2023

Meetings Attended (remote or in person) Jan 21- Feb 10

- 1/22/2024 - County Board of Supervisor John Peschong
- 1/22/2024 - SCAC Meeting
- 1/23/2024 - Site meeting at Landscape Maintenance District with All Weather Landscape
- 1/23/2024 - Engineering-Ops and Admin Coordination
- 1/25/2024 - Dana Reserve Coalition
- 1/25/2024 - CSDA Annual Meeting
- 1/26/2024 - Weekly Customer Service Specialist Update
- 1/29/2024 - NMMA Manager's Meeting
- 1/30/2024 - Blacklake Committee Meeting
- 1/30/2024 - DESAL Working Group - Black and Veatch Presentation
- 1/31/2024 - Discussion with Santa Barbara and San Luis Obispo Counties and Partners - Water issues
- 2/5/2024 - Management Team Meeting
- 2/6/2024 - Regional Biosolids Group - Pyrolysis Presentation
- 2/6/2024 - NCSD Board Officers
- 2/7/2024 - Water Resources Advisory Meeting (cancelled)
- 2/9/2024 - Weekly Customer Service Specialist Update
- 2/9/2024 - Board Packet Deliveries

Upcoming Water Resource and Other Meetings

2/13/2024	- NMMA - TG Meeting	10:00 AM	Teams remote
2/14/2024	- NCSD Board Meeting	9:00 AM	at District Board Room
2/15/2024	- ASCE Meeting - Updates to PE Licensure in CA	12 noon	Cannon Office - SLO
2/26/2024	- NMMA Manager's Meeting	10:00 AM	Teams remote
2/26/2024	- SCAC Meeting	6:30 PM	at District Board Room
3/6/2024	- Water Resources Advisory Meeting	1:30 PM	at SLO Library Comm Room
3/9/2024	- Blacklake Management Association Annual Meeting	9:00 AM	Black Lake Resort Clubhouse

RECOMMENDATION

Staff seeks direction and input from your Board.

ATTACHMENTS

- A. Dana Reserve Schedule – no changes
- B. Desal Meeting Schedule – no changes

FEBRUARY 14, 2024

ITEM F

ATTACHMENT A

DANA RESERVE REVIEW SCHEDULE (no changes since 12/7/2023)

Status Update: This schedule will be updated in January 2024 when staff anticipates more definitive project information

Date	Description	Comment
April 24, 2022	NCSD Review "Utility" Section of EIR	
June 16, 2022	Release of EIR	Extended from May 16, 2022
July 14, 2022	SLO County Planning Comm. Study Session	Zoom Meeting
July 21, 2022	LAFCO Study Session	County Lead Agency (9:00 am)
Aug. 1, 2022 ¹	Close Public Comment - DEIR	Was June 20, 2022 (Mario on Vaca)
Sept. 2022	Consider Ad-hoc Comm. (Annexation Agr.)	Establish January 2023
Nov. 17, 2022	NOTICE OF PETITION OF APPLICATION FOR ANNEXATION #30 DANA RESERVE ¹	60 Day Letter
Jan. 9, 2023	Ad-hoc Com. – Response to Notice of Petition	Prepare for Jan. 11 th Board Mtg.
July 24, 2023	SCAC – Town Hall Meeting, Nipomo H.S.	Community Meeting
August 30, 2023	County Planning Commission ² (Postponed)	Two days (8/30 & 8/31)
September 28	Planning Commission Study Session ³	
October 2023 ⁵	Tax Sharing Agreement (NCSD/SLO County)	Start Negotiations with the County
October 23 & 24	Planning Commission Hearing ⁴	Two days of testimony
November 2023	Review of revised EIR impact	
April 23, 2024	1 st Meeting: County Board of Supervisors	Consider recommendation of PC to Certify EIR, General Plan Amendment, Approve Subdivision Map, Issue Conditional Use Permits
April 24, 2024	2 nd Meeting: County Board of Supervisors	
May 2024	NCSD Board Negotiations with Developer [Infrastructure Improvements/Costs]	Adopt Annexation Agreement Between Developer and NCSD
June/July 2024	LAFCO Review & Approval	

The above schedule is suggested and drawn from conversations with staff from the County, LAFCO, and the Developer. This schedule is a rough outline and is subject to change over time.

Notes:

1. NCSD Staff will provide a staff report at the January 11th Board Meeting that provided the Board of Directors with more information and possible actions.
2. The Commission action was to continue the project hearing until the October 23 & 24 Special Planning Commission Meeting.
3. September 28th, Study Session with Planning Commission & Public – held at County Sups Chamber
4. Will consider a recommendation to provide the Board of Supervisors to: Certify the Final EIR, Adopt the CEQA findings, Approve the Specific Plan, Approve the Vesting Tentative Tract Map, Approve related General Plan and Ordinance amendments, Approve a related Conditional Use Permit.

5. Previously September 2023. This will take place after the Planning Commission meetings are concluded.
-
-

Developer shifted to an annexation process that focuses first on LAFCO application and second the District's application process. Under this format, LAFCO will be the agency that coordinates communication between the Developer and NCSD.

Developer mailed letter September 20, 2022 to residents in Nipomo directing their attention to District website and the three reports addressing utilities – focus on explaining water situation.

RWG submitted comments on the Dana Reserve Specific Plan DEIR, August 1, 2022, to the County of San Luis Obispo supervision planner, Jennifer Guetschow.

Phasing Plan Schedule – Defines the fee schedule for the development.

Administrative Draft Final Report	Dec 2023
District Comments on Admin Draft Final Report	Jan 2024
Draft Final Report	Jan/Feb 2024 ¹
District Board Presentation	Feb 2023 ²
Final Report	Mar 2024 ³

¹ Previously July 2023 (Changed on the 7/26/2023 Report)

² Previously September 2023 (Changed on 10/25/2023 Report) – staff awaiting final Planning Commission recommendations which got pushed to Oct 23&24, 2023

³ Previously September 2023 (Changed on 10/25/2023 Report)

FEBRUARY 14, 2024

ITEM F

ATTACHMENT B

Update: No changes since January 4, 2024
Ray Dienzo

County Water Action Team (CWAT)

County DESAL Meetings

Date	Speaker	Item/Issue/discipline	Company
1/10/2023	Dmitry Semenov	Financing Projects	Ridgeline Municipal Strategies, LLC
1/12/2023	Eric Miller	Fisheries Biologist	Miller Marin Science Consultants
1/17/2023	Did Not Attend		
1/19/2023	Tim Hogan	Biologist	
2/6/2023	Rob Morrow	Engineering/Planning Team	TWB Environmental Research Consulting
2/7/2023	Did Not Attend		WSC Inc. (Local Group)
2/7/2023	Lydia	Planning and Feasibility	
2/9/2023	Larry Kraemer	Engineering Firm	Carollo Engineering
2/9/2023	Daniel Heimel	Program Management/Engineering Services	Cannon Eng.
4/4/2023	Floyd Wicks	Sea-Well Buoy – Another solution	Confluence Engineering Solutions
4/5/2023	Michael Wasgatt	Wind powered DESAL – Ocean Mounted	Seawell LLC
4/6/2023	Mr. Yamada		Offshore Wind Power Systems of Texas, Inc.
4/24/2023	Neal Aronson	Oceanus Power and Water	
4/25/2023	Antoine Vuillermet	Waterise (subsea tech)	is an infrastructure development company
6/2/2023	County CWAT Committee	Next Steps	subsea tech combined w/ membrane desal
6/14/2023	Jennifer Jacobus	Everything but physically building a Plant	(Conflicting Meeting – Didn't attend)
			RINCON

1. **DESAL Plan participation:** The following agencies have adopted resolutions or submitted letters agreeing to participate: the Cities of San Luis Obispo, Arroyo Grande, Morro Bay, Paso Robles, the Community Services Districts of Avila Beach, Cambria, Los Osos, Nipomo, San Miguel, Templeton, Oceano and other water purveyors, such as Atascadero Mutual, Golden State, San Miguelito and Santa Barbara County
 - a. Grover is targeting next week for consideration

2. **DESAL Plan scope / grant:** We submitted an application (attached) to USBR and anticipate hearing about awards no later than June. To fit the timing required for USBR's grant (project must be completed w/in 24 months), Phase 2 was broken into Phase 2a and Phase 2b (snippet of 5 phases below)
 - a. **Phase 2a (proposed grant scope)**
 - i. Will be completed within 24 months and, if awarded grant, will cost District \$550K and USBR \$550K for total \$1.2M project
 - ii. Will include public engagement, identifying/vetting/analyzing project concept alternatives
 - iii. Outcome will be "short-list" of potential projects to further pursue and scope/schedule/budget to do so in Phase 2b

Update: No changes since January 4, 2024
Ray Dienzo

b. Phase 2b (not proposed in grant scope)

- i. Will include more detailed analysis/studies of projects on "short-list"
- ii. Outcome will be selection of single preferred project to move forward to Phase 3

3. Desal planning meetings:

- a. CWAT meetings (TBD) – we'll be reaching out for your availability soon to schedule the next CWAT meeting and round of working group / consultant meetings
 - the request for your availability may come from Jenny Williamson in our office – please respond at your earliest convenience so we can continue coordination with the consultants' availabilities, etc.
- b. Board of Supervisors (April) – The grant application requires the District to adopt a resolution within 60 days of submitting the grant application. We plan to go to our Board on April 18 with the required resolution, along with an update on the scope and request for direction to return with a consultant contract
- c. CWAT meeting 12/19/2023 – Finalizing USBR grant agreement. Consultant RFPs to follow

4. Misc. desal info just fyi

- a. Glenn Farrel (CalDesal Executive Director) sent over the CalDesal Regulatory Committee Meeting Agenda Packet; it includes a brief write-up on Innovations in Desalination and newly-introduced legislation relevant to desal projects
- b. Paul Herman (GHD contact) sent over the International Weekly Desal Report; it includes a brief write-up on the CalDesal conference (key note: the SWRCB representative said the State's desal siting guidelines anticipated this summer will be out for public comment in April!)